



Planning & Zoning Commission Meeting Agenda

July 9, 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 June 11, 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. 44-132. - *A detached accessory building not exceeding 24 feet or two stories in height, or in any case not higher than the main building, may occupy not more than 30 percent of a rear yard,* at 1508 S. Boundary St.
 - a. Recommended Motion – To recommend City Council approve a variance from Sec. 44-132. - *Detached building generally.* at 1508 S. Boundary St.
 - b. Staff Report

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

2. Variance Request – A request for a variance from *Sec. 44-623 (a) – A temporary sign can only be purchased for up to three months.; The temporary sign shall be located on private land and shall not exceed 32 square feet in total area.* at land on the north side of the 1800-2100 blocks of East Illinois Street.

- a. Recommended Motion – To recommend City Council approve a variance from *Sec. 44-623 (a) – A temporary sign can only be purchased for up to three months.; The temporary sign shall be located on private land and shall not exceed 32 square feet in total area.* at land on the north side of the 1800-2100 blocks of East Illinois Street.
- 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 June 11, 2025

PRESENT:

Dan Martin, Chair

Jeremy Hopkins, Vice Chair

Chuck Heckert

Betty McLane-Iles

William Robb

Bruce Thompson

Sara Knipe, City Planner

Adam Dorrell, City Engineer

ABSENT:

Kabir Bansal, Council Representative

Jason Chrisman

Patricia Sexton

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. Prof. Dr. McLane-Iles made a motion to approve the agenda. Mr. Hopkins seconded the motion. The agenda was approved with the following vote: Aye: Heckert, Hopkins, McLane-Iles, Robb, Thompson, Martin. Nay: None. Abstain: none. Absent: Bansal, Chrisman, Sexton.

APPROVAL OF MINUTES

Chair Martin asked for a motion to approve the minutes of May 14, 2025. Prof. Dr. McLane-Iles made a motion to approve the minutes. Mr. Heckert 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: Heckert, Hopkins, McLane-Iles, Robb, Thompson, Martin. Nay: None. Abstain: none. Absent: Bansal, Chrisman, Sexton.

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.* Mr. Hopkins made a motion to recommend City Council approve a variance from Sec. 10-185. – Driveways. (a), (b), (c), and (d) at 1404 S. Cottage Grove. Mr. Heckert seconded the motion.

Mrs. Knipe stated the property owners planned to redo the entire home. They originally planned to only do renovations but due to the house's condition they planned to build from scratch. Mrs. Knipe explained that to stay compliant with the ordinance, they would need to pave 232 feet for their driveway, for an estimated cost of \$40,000.00. She said this cost would put them over budget considering the plans for the home. She pointed out the owner planned to pave a minimum of the first six feet of the driveway to keep any of the existing gravel out of the street. Mrs. Knipe stated that city staff recommended approval of the variance request.

Mr. Thompson asked if this would be a renovation or a new home build. Mrs. Knipe responded they would be removing the current home and building in the same spot. Mr. Robb stated the regulations called for four-inches of concrete, but the bid was for six-inches. He stated one way to reduce the cost would be to get a new bid. He also said the map was unclear in showing the length of the driveway. Chair Martin stated the online pictures were clearer. Mr. Robb stated he understood the hardship but it would be interesting to see a bid for a four inch driveway. Mrs. Knipe said there were two different regulations; one required four-inch and the other required six-inch but did not have the minimum information for this driveway, but believed six-inch was correct for this situation. Mr. Robb pointed out that the information provided in the packet stated the minimum requirement was four inches. He acknowledged having the six-inch would be better, but a four-inch driveway would reduce the cost by a third. Prof. Dr. McLane-Iles asked if a bid was received for a four-inch driveway. Mrs. Knipe replied it was not. Mr. Heckert stated that a new bid would only remove a third of the material cost, but the labor cost would remain the same. Mr. Dorrell, City Engineer, stated that when installing city parking lots, they use a mandatory six-inches; in areas with higher traffic or truck traffic, they would pour eight-inches. He said he was not familiar with residential requirements. Mr. Robb stated that the materials provided stated a requirement of four inches. Mr. Dorrell asked if that referred to asphalt. Chair Martin responded it said concrete. Mrs. Knipe responded that it was a minimum requirement. She said location and other factors could change the minimum depth requirement. Chair Martin mentioned that when he wanted to connect a driveway to an alley, he was required to install a six-inch concrete driveway. He did not know why the code mentioned a four-inch minimum. Mr. Robb expressed his confusion over the information given regarding the requirements. Mrs. Knipe explained that the four inch was a minimum requirement for a short driveway with only one car. Longer driveways tended to require six inch concrete.

Mr. Thompson asked if the house plans had been completed. His thoughts were if the new home was built closer to the street, the driveway would not have to be as long and expensive to build. Mrs. Knipe

stated the house would be built at the existing location. Mr. Robb stated he was sympathetic for the owner as he was currently renovating and was over budget, but he did not believe the city should change the codes to save a homeowner money. Mrs. Knipe stated if the owners did nothing to the drive or house it would remain a gravel drive, but with the renovation of the property three feet of paved driveway would be gained which would stop a lot of gravel currently making it to the street.

Mr. Hopkins mentioned a previous variance request where a homeowner with a long driveway asked for a variance. At that time there was a discussion about gravel being better for water drainage. Mrs. Knipe stated that keeping gravel in appropriate spots was a good thing for drainage. Mr. Thompson noted that during his time on the commission, there seemed to be more enthusiasm for the use of gravel instead of concrete. He mentioned that might have to do with the 10-inch rain in August 2023. Mrs. Knipe stated the use of gravel in the right spots would be more appealing, especially in this circumstance where they would be adding additional concrete near the street.

Mr. Dorrell mentioned that at the council meeting on June 9, 2025, Councilmember Bansal asked that due to the number of variances being requested, certain City Codes should be examined for possible revision. Mr. Dorrell stated that alternative hard surfaces were being reviewed for possible future inclusion into the code. Mr. Robb expressed his appreciation for the review of the current code. He shared he would like to attach an addendum to the motion to place a cap on the expense with the conversation for alternative materials for driveways. He explained that the continuation of approving variances could cause an ethical issue if a future variance were not approved for an item that went against the code. Mrs. Knipe stated city staff were in the process of moving forward and reviewing those items. Mr. Robb asked if his concerns would be shared with the City Council. Mrs. Knipe stated the City Council would review the minutes and see his concerns.

Commission members discussed a previous request where the owner was given a variance of 60 feet. It was mentioned that the variance could be determined based on a percentage of the driveway to be hard surfaced. Mrs. Knipe pointed out the previous request had a steep grade, so it mattered that more of the driveway was paved. It was mentioned that the area for the current request was flat, so it was less likely to have gravel washed into the road. Mr. Thompson shared that if the request were for an undeveloped property, it would be different, but due to the property already having a gravel driveway, the request held merit. Mr. Hopkins agreed. He also shared that the Think 2040 plan included the use of more sustainable building materials. Mr. Robb shared that he had considered building a Tiny Home on his adjoining lot but realized he would then need to add two parking spaces for each lot along with a 600-foot driveway and changed his mind. Chair Martin pointed out it would be a new build. Mrs. Knipe stated the staff's view was that the owners were rehabbing the home.

Chair Martin asked how it was decided to install six feet and not 12 feet. Mrs. Knipe responded they consider the length of a vehicle going on and off and gravel kick-up. She stated six feet seemed adequate

for keeping gravel off the road. Prof. Dr. McLane-Iles asked if there was an estimate to install the six-foot driveway.

PROPONENTS:

Harold Osborn, 1404 S. Cottage Grove, Kirksville, MO – Mr. Osborn stated the driveway would be a six-inch driveway, 12 feet in width. He stated they would pave the first six feet of the driveway as a new egress and that would go beyond the city right-of-way. He shared that the property was 172 feet north and south and had a depth of 420 feet. He said that the new home would be built in the same location as the current home. He said the new home would be 66 feet long and almost the same in width. He explained the current home foundation was caving in and chose to build a new home rather than sink money into making extensive repairs and remodeling. He stated the current driveway had been in place for 50 years and was well maintained and consisted of a small “pea-like” gravel. He shared the home would be a modern farmhouse.

Rebecca Osborn, 1404 S. Cottage Grove, Kirksville, MO – Mrs. Osborn stated the barn had been repaired and the property included a greenhouse, garden area, and garage for lawn equipment. She explained that drainage had been an issue due to the area being so flat. She explained that the gravel driveway would complement the new home they planned to build.

Mr. Thompson asked how long they had owned the property. Mrs. Osborn responded they had bought the property three or four years ago but never built a home due to the rising costs of building materials. She said they were now ready to consider building. Prof. Dr. McLane-Iles asked if they anticipated building costs going beyond what they could afford. Mrs. Osborn stated they planned to be conservative during the building, so they did not go over budget or leave a liability for their children.

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

2. Proposed Revisions to the Kirksville Active Mobility Plan (KAMP) – Mr. Hopkins made a motion to recommend City Council approve certain revisions to the Kirksville Active Mobility Plan. Mr. Heckert seconded the motion.

Mr. Adam Dorrell, City Engineer, shared that the map given to the commission was the existing plan and not the proposed plan. He said the proposed revisions to the KAMP plan included Green Street from Elm Street to Baltimore (from after the “S” curve to Baltimore). He stated this street should have been included in the original plan due to the amount of pedestrian traffic. He said as they looked forward to

obtaining grants through MoDOT, they were looking at this corridor. He pointed out you could see a path worn on the edge of the road due to pedestrian traffic with many walking on the road.

Chair Martin asked if sidewalks would be added. Mr. Dorrell pointed out that these were not defined plans but corridors of focus. He explained when looking at projects on Green Street, they would want to include the addition of sidewalks. When looking at obtaining a grant through the MoDOT Transportation Alternative Program or something similar, this would want to be included.

Mr. Dorrell stated some projects would be removed due to completion, such as Washington Street from Downtown Kirksville to the FLATS Trail Head, as it was currently in design. He shared that since it was a corridor of focus, they were able to apply for some grants to help begin the project. He said the trail area by North Park was nearly complete.

Mr. Heckert asked if he was referring to the Norfolk & Southern ROW corridor. Mr. Dorrell stated that would be removed due to the right-of-way not existing. Unlike the Burlington Railway, which maintained ownership, the Norfolk & Southern ROW property was split between the adjoining property owners when they vacated the property and removed the tracks. He explained that since the Burlington Railway still existed, the property could be purchased for future trails. He shared that for the Norfolk & Southern ROW trail to be built, easements would have to be obtained from every adjoining property owner, including those in the back of College Park and Weatherstone Subdivisions. Chair Martin stated there was an existing trail along LaHarpe. Mr. Dorrell stated that property was obtained through easements from property owners in 2009 or 2010. Chair Martin stated that the commission he was on at the time had a plan. But after six months of no action, the easements obtained reverted to the owners. Mr. Robb asked if the trail would go away. Mr. Dorrell stated the existing trail would remain. Chair Martin stated from LaHarpe south would go away. Mr. Dorrell confirmed that was correct.

Mr. Dorrell stated that as an alternative to the Norfolk/Southern right-of-way, they would propose First Street as a Corridor of Focus. He explained that it would also come into play as the plans move forward with the Rock Lake Park, as there was no pedestrian access to that part of town. He said upcoming public meetings were scheduled regarding the new public parks.

Mr. Hopkins stated that adding the corridors of focus did not necessarily determine the mode of transportation as it could include sidewalks or bike lanes. Mr. Dorrell stated that was correct. Mr. Hopkins stated that if a road was going to Baltimore, it made sense to include sidewalks, but without bike infrastructure on Baltimore there could be a risk. Mr. Dorrell said in watching how the road was used, there was more pedestrian traffic on Green Street. He shared that he used to ride his bike on Green Street and it was not an issue due to the width of the road.

Chair Martin asked if there was an update about the TAP Grant for Washington Street that was issued several years ago. Mr. Dorrell stated there were regular meetings with MoDOT regarding that grant and there was a consultant working on the design and right-of-way plans. He shared they were working on obtaining one needed easement. Chair Martin asked if there was a timeline for completion. Mr. Dorrell responded it depended on how long obtaining the easement took but hoped to bid the project this fall or late summer.

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

CITIZEN / STAFF / COMMISSION INPUT

None

ADJOURNMENT

With no further business, Chair Martin asked for a motion to adjourn. Mr. Heckert made a motion to adjourn. Mr. Hopkins seconded the motion. Chair Martin declared the meeting adjourned at 6:39 p.m.

Teresa Dorris

Recording Secretary

Staff Report – Variance Request No. 1

The owners of property at 1508 S. Boundary St. have requested a variance to construct a two-story shed at this location.

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

“A detached accessory building not exceeding 24 feet or two stories in height, or in any case not higher than the main building, may occupy not more than 30 percent of a rear yard.”

The property owners are seeking approval to construct a two-story accessory structure (shed) on their property. Under *Section 44-132* of the Municipal Code, accessory buildings may not exceed the height of the principal residence, which is single-story.

The owners have indicated that the purpose of the proposed two-story accessory building is to provide adequate space and clearance to work on recreational vehicles. The additional story is necessary to safely accommodate equipment required for lifting and servicing vehicles, which cannot be achieved within the constraints of a single-story structure. Additionally, it should be noted that the owners of the property at 1508 S. Boundary St. have submitted a letter to the City in support of this request.

Staff recommends that this variance be approved.

Please see the Variance Request Application, letter of support, 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)

1508 S. Boundary

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

(N.A) Site is vacant

Size of tract: (expressed in acres) 2.7

Present zoning classification: residential

Present use(s) of property: hay field

Reason for requesting variance: want to add a garage and it maybe taller than house.

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.

William R Buck

Owner/Agent Signature

4-21-25

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: 5/19/25

Date of decision by Planning & Zoning: _____

Date of decision by City Council: _____



William R. Buck

1508 S. Boundary Street
660.216.5131
Wrbuck21@gmail.com

May 16, 2025

Dear Members of the Planning and Zoning Commission,

It is my hope to build a 40' x 80' hobby shop/garage with a 16' eve and a total of 22' at gable height, with a completion date of late summer (August)/early fall(September) 2025. While we already have an attached garage with concrete driveway, and pad, I find myself in need of another building.

Due to the deaths of my mother and brother, I am now in possession of several family heirlooms, which includes multiple classic cars. I will be responsible for the care and maintenance of said items and will require a building large enough to support the storing of the vehicles. The cars will need to be kept in a controlled environment, with heating and cooling.

Additionally, I plan on retiring in the near future. It is also my intention to use the building for my hobby of woodworking, requiring space for all of the tools that are utilized. I need a variance for the height to accommodate some of said equipment ,as it would not be functional if it was one story.

Warm regards,

William R. Buck



Kirksville, MO



Legend

Road

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

Parcel

- Corporate Limit

209.4 0 104.68 209.4 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

Staff Report – Variance Request No. 2

The owners of property on the north side of the 1800-2100 blocks of East Illinois Street have requested a variance for two, temporary v-shaped signs that would be 6 feet by 10 feet on each side for the construction of the new Hannibal Regional Cancer Center during its construction in the City of Kirksville.

Per Sec. 44-623 (a). of the Municipal Code:

“A temporary sign can only be purchased for up to three months.; The temporary sign shall be located on private land and shall not exceed 32 square feet in total area.”

Hannibal Regional is in the process of constructing a Cancer Center in the City of Kirksville and is seeking approval for two, temporary V-shaped signs that will be 6 feet by 10 feet on each side, advertising to the community that the Hannibal Regional Cancer Center will be “Coming Soon.” One sign placed on Illinois Street and an identical one on the U.S. Highway 63 alternate route. Under *Section 44-623 (a)* of the Municipal Code, a temporary advertising sign is limited to three months and to no more than 32 square feet.

Hannibal Regional has stated that the proposed larger V-shaped signs with minimal wording are intended to prevent drivers from slowing down or becoming distracted while attempting to read a smaller sign. It is important to note that without a sign, drivers’ natural curiosity might lead them to look to figure out what is going on, potentially increasing the risk of accidents.

Additionally, it should be noted that they have submitted a letter to the City in support of this request along with what the sign will look like on each side.

Staff recommends that this variance be approved.

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

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

Coming Soon

CANCER CENTER



Hannibal Regional



Variance Request Application

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

The property west and north of 2405 E. Illinois St.

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

N/A

Size of tract: (expressed in acres) 220

Present zoning classification: C-B

Present use(s) of property: agriculture

Reason for requesting variance: Please see attached sheet.

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

7-1-25
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: 7/1/25

Date of decision by Planning & Zoning: _____

Date of decision by City Council: _____



July 1, 2025

Dear Kirksville City Council and the Planning and Zoning Commission,

As the plans are being finalized for bringing radiation oncology care back to the Kirksville community with a state-of-the art cancer center, we want to let the residents of the community know exactly what we are doing. Therefore, we have discussed the placement of sign(s) letting the community know that a cancer center is coming soon, and they will know what the dirt moving means.

Our understanding of the sign requirements in code are for a 4ft by 8ft sign. However, for several reasons, we request a variance that will allow more than one sign and larger signage. As you can see in our variance request explanation, we want to have a sign in proportion with the length of the property, and keep drivers safe who may be trying to read it. We believe the sign has been designed in a simple format in order to be easy to see and understand.

A sign of 6 feet by 10 feet is requested at the build site for the new cancer center. We propose a simple sign with minimal lettering, and a color scheme to make it easily viewed. Also, we ask for permission to place two signs on the Illinois Street in a V-shape, and the same for the alternate route. These variances are requested for the following reasons:

- The size of the property and the length of the property line along Illinois is in proportion to the size better than the 4ft by 8 ft that is in code.
- Because of the nature of the project and the busy intersection, we do not want to create an issue with a small sign, and folks slowing down, or long-necking to try and see what it says. Also, the V-shape allows all drivers to see the sign easily without having to view a sign that is pointed one direction. We have found the V-shape works well at some of our other locations for this reason.
- The same sign will be placed on the alternate route, and due to the distance from the road, the larger sign makes it more viewable than a 4 ft by 8ft.

We will have a representative present at your meeting, and are happy to take any questions you may have.

Sincerely,

Jason Chrisman, DHEd, RHCEOC
Executive Director-Kirksville Market
Hannibal Regional Healthcare System
Complete Family Medicine
660-234-0041

Reason for requesting variance

A sign of 6 feet by 10 feet is requested at the build site for the new cancer center. We propose a simple sign with minimal lettering, and a color scheme to make it easily viewed. Also, we ask for permission to place two signs on the Illinois Street in a V-shape, and the same for the alternate route. These variances are requested for the following reasons:

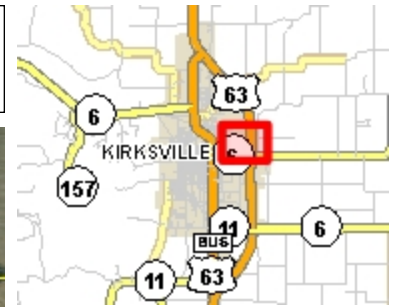
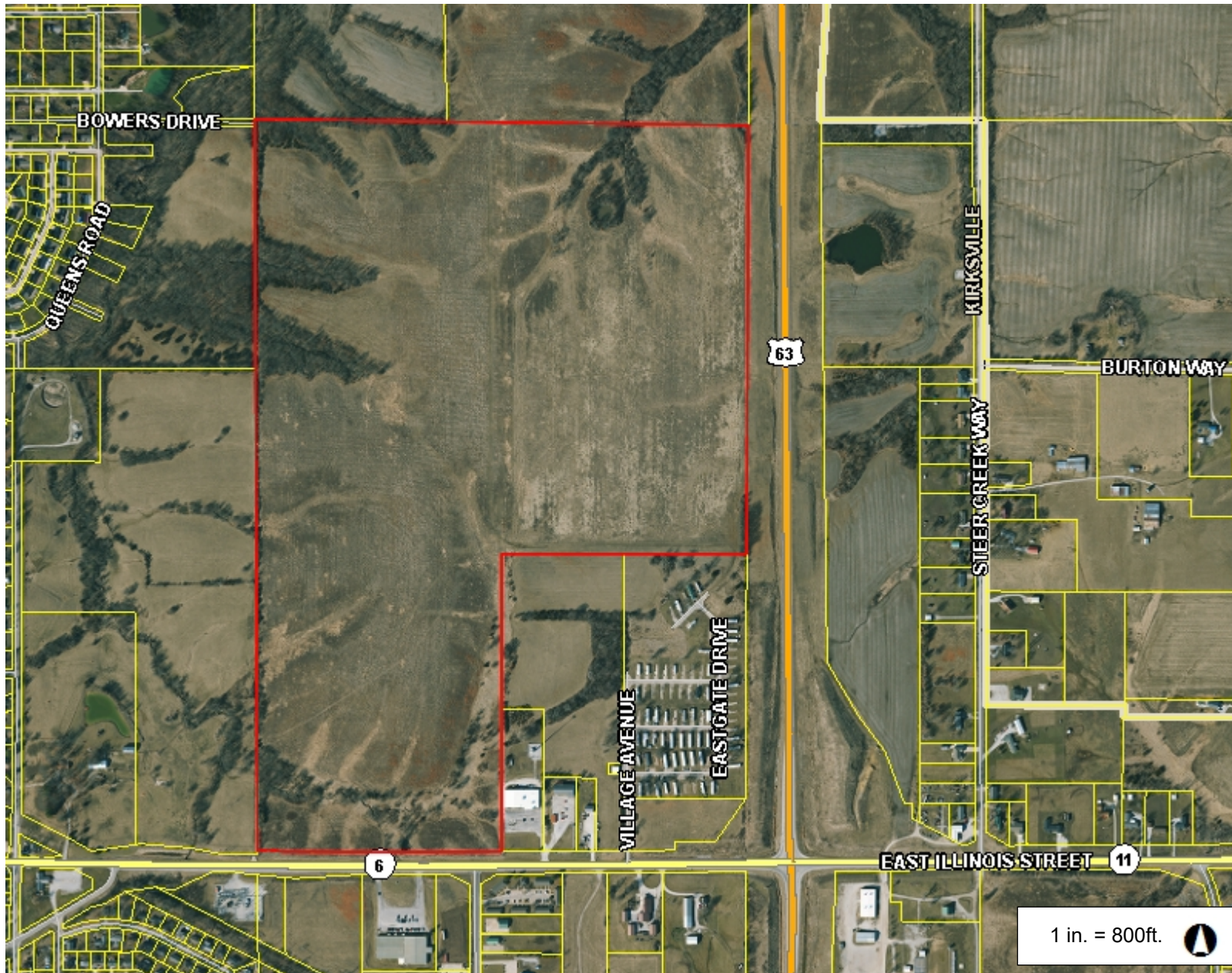
- The size of the property and the length of the property line along Illinois is in proportion to the size better than the 4ft by 8 ft that is in code.
- Because of the nature of the project and the busy intersection, we do not want to create an issue with a small sign, and folks slowing down, or long-necking to try and see what it says. Also, the V-shape allows all drivers to see the sign easily without having to view a sign that is pointed one direction. We have found the V-shape works well at some of our other locations for this reason.
- The same sign will be placed on the alternate route, and due to the distance from the road, the larger sign makes it more viewable than a 4 ft by 8ft.
- This is a temporary sign while construction takes place.

Thank you,

Jason Chrisman

Executive Director, Hannibal Regional Healthcare System

Kirksville, MO



Legend

- Road
 - Street
 - US Highway
 - Numbered State Highway
 - Lettered State Highway
- Parcel
- Corporate Limit

Notes

1,599.7 0 799.86 1,599.7 Feet

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