



## Kirksville Historic Preservation Commission Meeting Agenda

July 16, 2025, 4:00 pm

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

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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 26, 2025

Motion (and Second) to approve minutes

Chair asks for corrections

Vote – Ayes / Nays / Abstain

### Old Business:

#### **1. Local Landmark Applicant Update**

- a. Staff Report
- b. Commission Updates / Input
- c. Citizen Questions / Input

#### **2. Preservation Month 2025 Recap**

- a. Staff Report
- b. Commission Updates / Input
- c. Citizen Questions / Input

### New Business:

**1. Election of Chair / Officers**

- a. Nomination of Chair / Officers
- b. Vote – Ayes or Nays

**2. Roof & Window Matching Grant Program Application for the Rieger Armory**

- a. Staff Report
- b. Commission Updates / Input
- c. Citizen Questions / Input

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

- a. Staff Report
- b. Commission Updates/ Input
- c. Citizen Questions / Input

Citizen Participation

(Time Limit of Five Minutes) Citizen participation is for suggestions and comments on items affecting the Kirksville Historic Preservation 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

**Next Meeting: October 1, 2025 at 4:00 pm**

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 arrangement.

# KIRKSVILLE HISTORIC PRESERVATION COMMISSION

## MINUTES of March 26, 2025

### PRESENT:

Lori Shook, Chair

Danny Ellsworth, Vice Chair

Amanda Brand

Bill Castles

Jennifer Walston, City Council Representative

Betty McLane-Iles, Planning & Zoning Representative

Ashley Young, Community & Economic Development Director

Austin Miller, Communications Director

Sara Knipe, City Planner

### ABSENT:

Robert Clement

### **CALL TO ORDER**

Chair Lori Shook called the meeting of the Kirksville Historic Preservation Commission in the Council Chambers at City Hall, 201 S. Franklin, to order at 4:00 p.m.

### **APPROVAL OF AGENDA**

Chair Shook asked for a motion to approve the order of the agenda. With no changes or additions, Bill Castles made a motion to approve the order of agenda; Danny Ellsworth seconded. The order of the agenda was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

### **APPROVAL OF MINUTES**

Chair Shook asked for any changes to the minutes from the meeting on January 8, 2025. With no changes or additions, Betty McLane-Iles made a motion to approve the minutes of the January 8<sup>th</sup> meeting; Amanda Brand seconded. The minutes were approved with the following vote: Shook

- aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays.  
Absent: Clement.

## **NEW BUSINESS**

### *Public Hearing No. 1: Landmark Nomination for 606 E. Washington St.*

City Planner Sara Knipe explained that the home at 606 E. Washington holds profound historic significance as the first house built specifically for a priest in Kirksville in 1922. This home meets the historic landmark criteria of 3, 5, 6, 8, 10, and 12. This home is known as an American Four Square style. Key elements include a center dormer, large front porch with wide stairs, large square windows, and a hipped roof. The efficient layout usually includes a living room, dining room, kitchen, and foyer on the first with bedrooms and bathroom on the second level. Knipe indicated that City Staff would definitely recommend this home to be a Historic Landmark. The current owner is looking to find a contractor to do renovations, and the house is vacant at this time. Jennifer Walston asked what benefits they would have becoming a local historic landmark. Ms. Knipe indicated that they would be able to apply for specific grants and programs to help with the renovations to restore the historic integrity.

Chair Shook asked for a motion to approve the property at 606 E. Washington be a Historic Landmark based on Section 2-259 (c) of Municipal Code. Betty McLane-Iles made a motion. Bill Castles seconded. The motion was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

### *Public Hearing No. 2: Landmark Nomination for 707 N. Centennial St.*

City Planner Sara Knipe explained that the building at 707 N. Centennial (Willard School) is an excellent example of an early to mid-twentieth century academic building. This home meets the historic landmark criteria of 2, 3, 5, 6, 7, 8, 9, 10, and 12. The school was named after the nationally known educator Frances Elizabeth Caroline Willard and built in 1934. She spent her life working on her vision of getting federal aid for education, free school lunches, women's rights, unions for workers, an 8-hour work day, work relief for the poor, public sanitation, boards of health, strong anti-rape laws, and protection against child abuse. The features include keystones, quoins, multi-paned windows, and defined arches and windows. Amanda Brand asked about any restrictions to the use once it is a Historic Landmark. She also asked about protection against demolition once it is a Historic Landmark. Ms. Knipe explained that the request for demolition would have to be presented to this commission for approval. Ashley Young also mentioned that any remodeling once it is a Historic Landmark would require a Certificate of Appropriateness which is granted from this commission as well.

Chair Shook asked for a motion to approve the property at 707 N. Centennial be designated a Historic Landmark based on Section 2-259 (c) of Municipal Code. Betty McLane-Iles made a motion. Jennifer Walston seconded. The motion was approved with the following vote: Shook -

aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

*Public Hearing No. 3: Landmark Nomination for 408 E. Illinois St.*

City Planner Sara Knipe explained that the home at 408 E. Illinois is a Sears Kit home. Sears home kits were sold from 1908 to 1942 as catalog kits. The bungalow exterior design provided a transitional space between the public exterior and private interior of the home. The inset porch contributes to the homes overall aesthetic, and applied element. Knipe indicated that City Staff would recommend this home to be a Historic Landmark.

Chair Shook asked for a motion to approve the property at 408 E. Illinois be designated a Historic Landmark based on Section 2-259 (c) of Municipal Code. Jennifer Walston made a motion. Danny Ellsworth seconded. The motion was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

*Public Hearing No. 4: Landmark Nomination for 101 W. Washington St.*

City Planner Sara Knipe explained that the building located at 101 W. Washington was designed by Irwin Dunbar for the Citizens National Bank in 1926 with a Neoclassical architectural style. The exterior of the building showcases several key features of this style with a white marble construction. With a bold two-story design, the building's height corresponds with neighboring structures, maintaining a cohesive streetscape while still standing out as an important civic building. Bill Castles mentioned the information in the Staff Report regarding how it reflects the early twentieth-century trend of banks using Neoclassical design to convey stability, permanence, and trustworthiness to their customers.

Chair Shook asked for a motion to approve the property at 101 W. Washington be designated a Historic Landmark based on Section 2-259 (c) of Municipal Code. Danny Ellsworth made a motion. Amanda Brand seconded. The motion was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

*Public Hearing No. 5: Landmark Nomination for 401 E. Missouri St.*

City Planner Sara Knipe explained that the home located at 401 E. Missouri is a Winona Sears Kit home, and is a popular Craftsman bungalow style of the early twentieth-century. Key features that make it stand out include full-width front porch with chunky columns, distinctive low-pitched roof with wide eaves, distinctive five-piece eave brackets, horizontally-arranged attic windows in the front gable, and flexible floor plan offering 2 – 3 bedrooms. City Staff recommends this to be designated a Historic Landmark.

Chair Shook asked for a motion to approve the property at 101 W. Washington be designated a Historic Landmark based on Section 2-259 (c) of Municipal Code. Amanda Brand made a motion. Jennifer Walston seconded. The motion was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

*Public Hearing No. 6: Landmark Nomination for 711 E. Harrison St.*

City Planner Sara Knipe explained that the home located at 711 E. Harrison is a bungalow style built by the Clark Family in 1930. The style democratized quality housing for the middle class, offering affordable yet well-crafted homes. It emphasizes natural materials, exposed woodwork, and a connection to nature through features like large porches and ample windows. City Staff recommends this to be designated a Historic Landmark. Betty McLane-Iles asked if it was vinyl siding. Ashley Young and Sara Knipe believes it is a wood siding.

Chair Shook asked for a motion to approve the property at 711 E. Harrison be designated a Historic Landmark based on Section 2-259 (c) of Municipal Code. Amanda Brand made a motion. Betty McLane-Iles seconded. The motion was approved with the following vote: Shook - aye, Ellsworth – aye, Walston – aye, Brand – aye, Castles – aye, McLane-Iles - aye; no nays. Absent: Clement.

Proposition Purpose Built Presentation. Ashley Young addressed the Commission. General discussion ensued.

### **STAFF COMMENTS**

Invitation to the State of the City

- a. February 24, 2025 at 5:30 pm – Large Conference Room, Economic Development Alliance (EDA) Building, 315 S. Franklin St.

Invitation to the Third Annual Boards and Commissions Recognition Banquet

- a. March 24, 2025 at 6:00 pm – Georgian Room, Student Union Building, Truman State University, 901 S. Franklin St.

Amanda Brand asked about activities to be done for May since it is National Preservation Month. Ashley Young indicated that nothing has been determined at this time. Commission discussed having another meeting in April, possibly the 9<sup>th</sup> or the 16<sup>th</sup>.

### **CITIZEN PARTICIPATION**

None.

### **ADJOURNMENT**

Jennifer Walston made a motion to adjourn; Danny Ellsworth seconded. Chair Lori Shook adjourned the meeting at 5:09 pm.

Sonya Ray - Recording Secretary

## **Local Landmark Applicant Update: Staff Report**

Following the City Council meeting in June 2, 2025, the Council approved the Local Landmark applications for the following properties: 101 W. Washington St., 711 E. Harrison St., 707 N. Centennial St., 401 E. Missouri St., 606 E. Washington St., and 500 S. Elson St. These properties are now officially recognized as Local Landmarks.

Staff look forward to more applicants in the future. They are dedicated to preserving Kirksville's historic sites.

## **Preservation Month 2025 Recap: Staff Report**

Staff organized a walking tour to showcase the six new historic Local Landmarks at 101 W. Washington St., 606 E. Washington St., 711 E. Harrison St., 401 E. Missouri St., 707 N. Centennial St., and 500 S. Elson St. The tour was led by Zac Burden. This historic walking tour celebrated Historic Preservation Month in May and was a great success, drawing a large turnout and an enthusiastic crowd.

As a result, staff have received inquiries from property owners interested in submitting future applications to add their properties as Local Landmarks.

City staff will continue to promote historic preservation and foster community engagement in the future. Additional updates will be provided as more details are confirmed.

Staff look forward to another successful Preservation Month and appreciate the Commission's ongoing support in celebrating and preserving Kirksville's historic resources.



## **Election of Chair / Officers: Staff Report**

As part of this meeting, we must address the recent resignation of Lori Shook from the Kirksville Historic Preservation Commission. Lori's leadership and commitment as Chair have been invaluable to our efforts in preserving the City's historic character. Her dedication, insight, and passion for historic preservation have left a lasting impact on both the Commission and the Kirksville community. We extend our sincere appreciation and gratitude to Lori for her years of service. With her departure, the office of Chair is now vacant, and it is necessary for the Commission to proceed with the election of a new Chair and any other officers as required.

## **Roof & Window Matching Grant Program Application for the Rieger Armory: Staff Report**

The applicant, Aaron Pearce, has submitted a request under the Roof & Window Matching Grant Program for the Rieger Armory, seeking funding to replace existing deteriorated windows. The replacement windows will match the existing fenestration in appearance and materials to the greatest extent feasible, thereby preserving the building's historic character. No changes to window openings or structural modifications are planned, ensuring compliance with KHPC guidelines for historic properties.

The owner's window project is bid at a total price of \$30,300 and they are requesting a match amounting to \$7,500. Staff has reviewed the associated documents provided by Aaron Pearce and confirms that the proposed window replacements are compatible with the historic fabric of the building and will not diminish its significance or eligibility for historic designation.

The application meets the requirements of the Roof & Window Matching Grant Program and staff recommends for approval.

Office Use Only:

Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

CITY OF KIRKSVILLE

KHPC ROOF AND WINDOW MATCHING GRANT PROGRAM

**APPLICATION FORM**

NAME: The Rieger Investment Group, LLC DATE: 06/03/2025

ADDRESS OF APPLICANT: 500 S. Elson St., Kirksville, MO

CITY, STATE, ZIP: Kirksville, MO 63501

HOME PHONE: (660) 626-5286 WORK PHONE: (660) 626-5286

ADDRESS OF PROPERTY:  
500 S. Elson St., Kirksville, MO

TOTAL PROJECT COST: \$30,300 AMOUNT REQUESTING: \$7,500

TYPE OF PROPERTY:  
COMMERCIAL YES RESIDENTIAL \_\_\_\_\_

DO YOU OWN THIS PROPERTY OR HAVE A WRITTEN AGREEMENT TO PURCHASE?

YES OWN NO \_\_\_\_\_

IS THIS PROPERTY DESIGNATED AS A LOCAL HISTORIC LANDMARK WITHIN THE CITY LIMITS OF KIRKSVILLE?

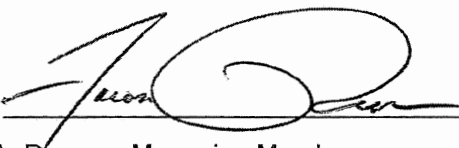
YES X NO \_\_\_\_\_

**OTHER REQUIRED DOCUMENTATION**

- a. Property deed with the legal description of property.
- b. Proof that all property taxes are paid and current.
- c. Proof of property and liability insurance.
- d. W-9 from contractor who wins bid

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the City of Kirksville, Kirksville Historic Preservation Commission Roof and Window Matching Grant Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the Program, requiring any funds already disbursed to be repaid in full to the City of Kirksville.

The Applicant further certifies that he/she has read and understands the Kirksville Historic Preservation Commission Roof and Window Matching Grant Program Guidelines. If a determination is made by the City staff that Program funds have not been used for eligible Program activities, the Applicant agrees that the proceeds shall be returned to the City of Kirksville in full, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all City of Kirksville funding commitments are contingent upon the availability of Program funds.

Signature of Owner:  Date: 06/03/2025  
Print Name: Aaron A. Pearce - Managing Member

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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**CITY USE ONLY**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Verification date: \_\_\_\_\_



1705 South Baltimore  
Kirksville, MO 63501  
660 665 3208

## **BID PROPOSAL**

**DATE: 5/9/25**

**JOB NAME: Armory Field House**

**ATTENTION: Aaron Pearce**

**Quote is subject to change after 30 days.**

### **JOB DESCRIPTION:**

**Remove existing, steel framed windows and replace with new, Manko brand, thermally broken, stationary, storefront windows with low e, tempered, insulated glass. Brake metal will be used as trim, as needed, at perimeter.**

**See accompanying elevations for quantities and configuration.**

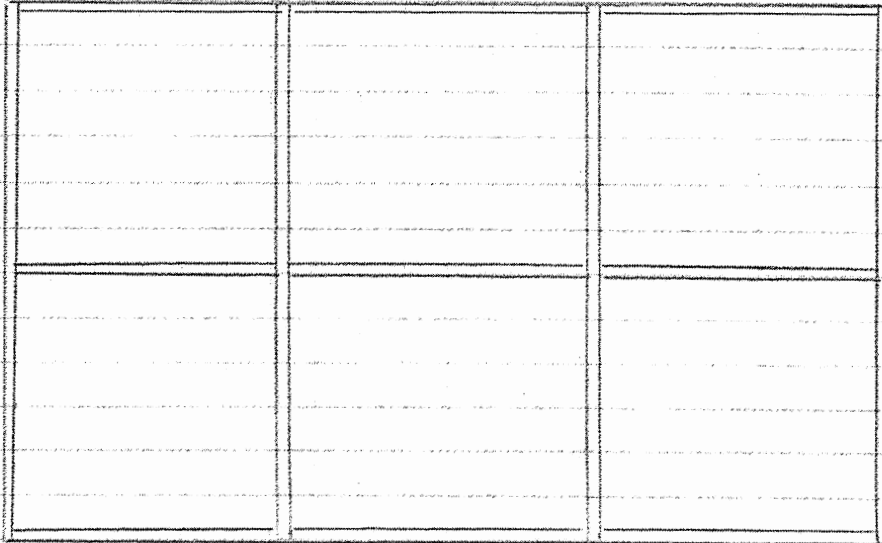
**Basement \$16,100.00**

**Ground Floor \$26,750.00**

**2<sup>nd</sup> Floor \$14,200.00**

# ARMORY BASEMENT

2 Thws

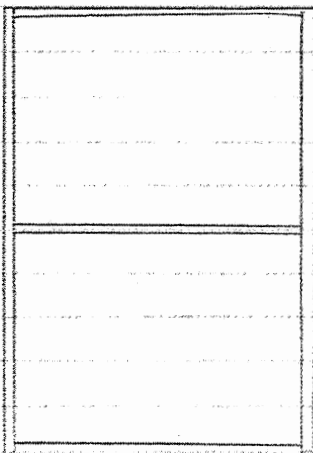


76

124"

2 Thws

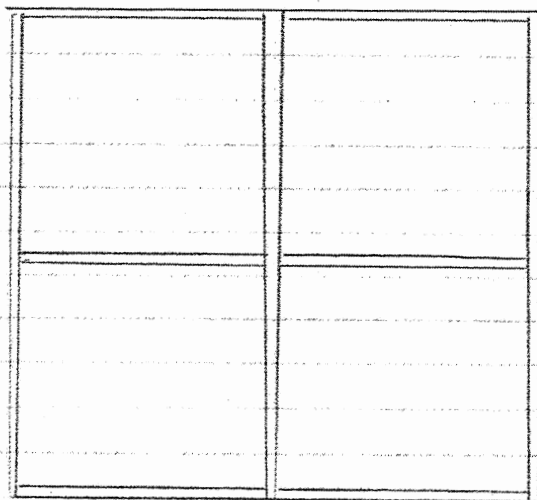
60



38

1 Thws

66



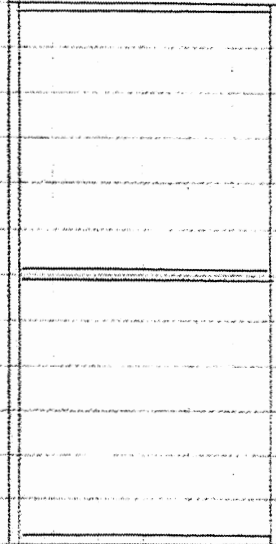
76



1705 South Baltimore - P.O. Box 676 - Kirksville, MO 63501  
Toll Free: 800-735-1710 - Phone: (660) 665-3208 - Fax: (660) 665-2796  
Jeff Crist - Owner

# ARMORY GRAND FLOOR

14 Thrs

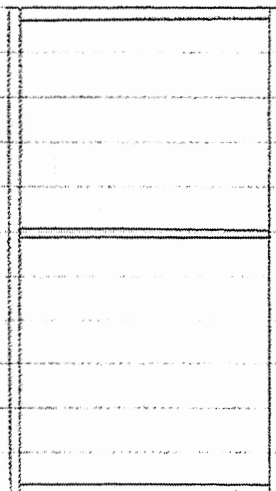


76

38

# ARMORY 2ND FLOOR

8 Thrs



62

36



1705 South Baltimore - P.O. Box 676 - Kirksville, MO 63501  
 Toll Free: 800-735-1710 - Phone: (660) 665-3208 - Fax: (660) 665-2796  
 Jeff Crist - Owner

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

The Kirksville Active Mobility Plan (KAMP) is a document that the Kirksville Historic Preservation Commission (KHPC) is not accustomed to reviewing. However, at times, transportation planning can conflict with historic preservation efforts. Therefore, City staff are seeking your input.

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>.

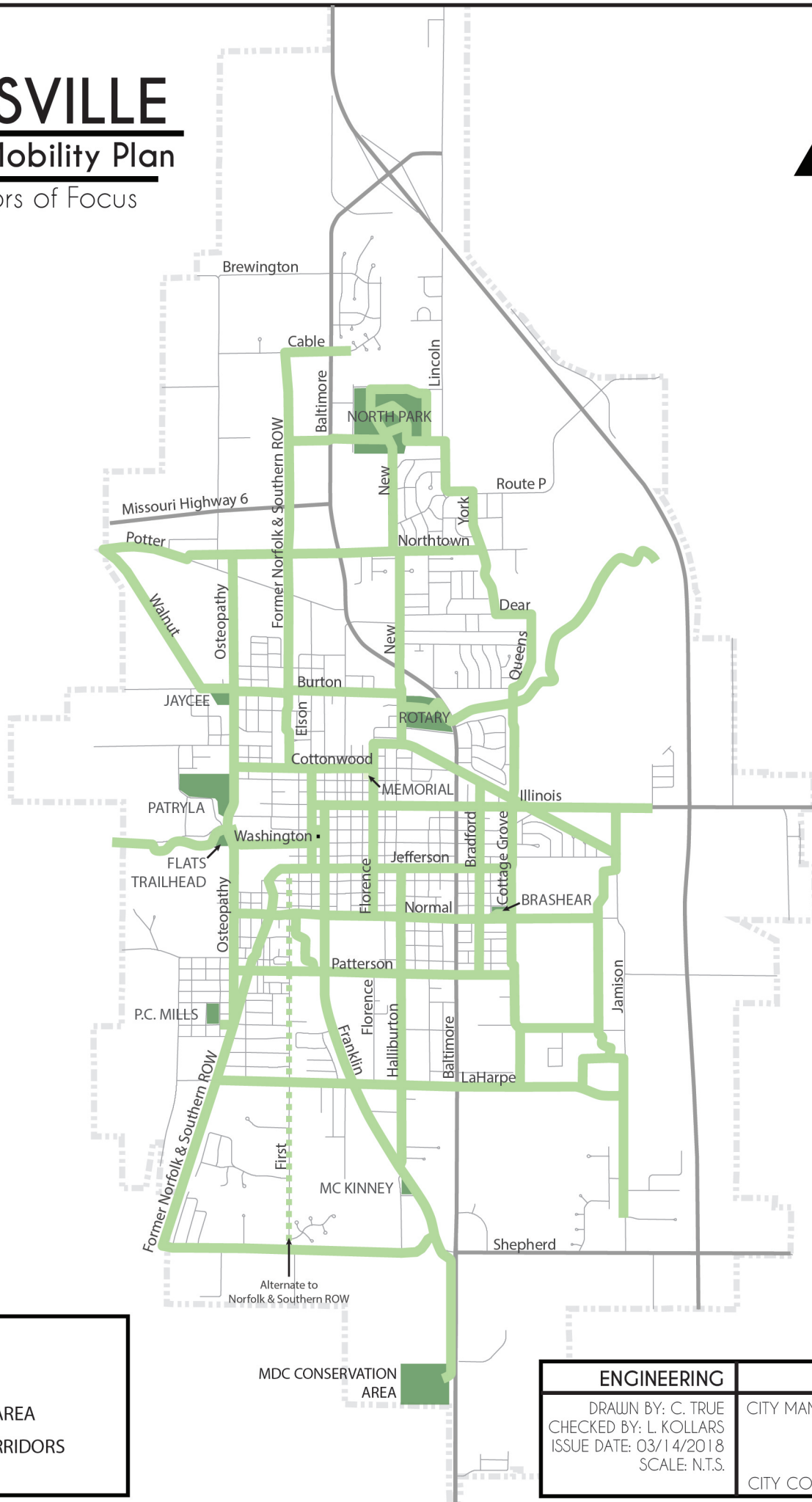
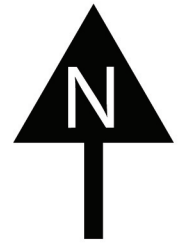
In addition to these proposed revisions to the KAMP, this report also affords the KHPC an opportunity to familiarize itself with the Missouri Department of Transportation’s (MoDOT’s) process for balancing historic preservation with transportation planning. Please see a document from the MoDOT website attached to this report.



# 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



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HISTORIC PRESERVATION

EXPLORE THIS TOPIC

# Historic Preservation

## Why is MoDOT Concerned with Historic Preservation?

The Missouri Department of Transportation strives to balance historic preservation concerns with the task of planning, designing, constructing, and maintaining the State’s complex transportation infrastructure. MoDOT’s Historic Preservation (HP) staff works to identify potential conflicts between the two and to help resolve them in the public interest.

The HP staff ensures that no MoDOT job is denied federal funds or permits due to lack of compliance with historic preservation regulations. MoDOT makes every effort to comply with federal and state historic preservation legislation and regulations, and address citizen concerns, while being a good steward of Missouri's historic and prehistoric resources.



## Section 106 of the National Historic Preservation Act

[This Act](#) requires that MoDOT consider the potential impacts that any federally funded or permitted project may pose to significant cultural resources. Cultural resources include archaeological sites, buildings, structures (e.g., bridges), objects, and districts. The significance of a cultural resource is evaluated by applying a set of criteria that are set forth by the [National Register of Historic Places](#). Cultural resources that meet the criteria of eligibility for listing, or already listed, on the National Register are referred to as "historic properties."

Failure to comply with Section 106 could jeopardize federal funding and permits for a project, which could result in project delays. The Section 106 process requires MoDOT to:





- *Initiating Section 106* – Identify who should participate in the review. Consulting parties may include the State (or Tribal) Historic Preservation Officer, the local government, an applicant for federal assistance (if one is involved) and interested federally recognized Indian tribes or Native Hawaiian organizations. Historic preservation organizations and others with an interest in the preservation outcomes of the project or those with a legal or economic interest may also be invited to join consultation. The agency also plans how it will involve the public.
- *Identify Historic Properties* – Establish the project's area of potential effect (APE) and determine if any cultural resources within the APE are historic properties. If no historic properties are present, or if those present will not be affected by the project, the review may conclude here.
- *Assess Adverse Effects* – Determine how historic properties might be affected by the project and whether any of those effects would be considered adverse. "Adverse effects" are those that diminish characteristics qualifying a property for inclusion in the National Register. If there are no potential adverse effects to a historic property, the review may conclude here.
- *Resolve Adverse Effects* – Explore measures to avoid, minimize, or mitigate adverse effects to historic properties and reach agreement with the State Historic Preservation Officer on measures to resolve them.

Section 106 encourages, but does not mandate, the preservation of historic properties. The goal of Section 106 is to ensure that preservation values and the views of consulting parties and the public are factored into the planning process for all federally funded or permitted projects. It provides assurance that agencies will assume responsibility and public accountability for their decisions when dealing with cultural resources, and specifically historic properties.

## How to Participate?

Section 106 encourages public participation and requires MoDOT to seek out consulting parties to participate in the process. The consulting parties include government agencies, tribes, local governments, and the public (individuals & organizations) with a demonstrated interest in the project and/or historic properties affected by it. The public can also be involved in the Section 106 process by providing comments at public meetings or online at the "virtual" public meetings on MoDOT's website.

The Advisory Council on Historic Preservation's pamphlet [Protecting Historic Properties: A Citizen's Guide to Section 106 Review](#) is an excellent starting point for citizens seeking more information on their role in the Section 106 process. If you are interested in consulting on a project or have concerns/knowledge of a proposed MoDOT project that may impact a historic property, please contact MoDOT's historic preservation team at [co\\_historic\\_preservation@modot.mo.gov](mailto:co_historic_preservation@modot.mo.gov).





Additional Information

Two sources to learn more about Section 106 of the National Historic Preservation Act are the [Advisory Council on Historic Preservation](#) and the Missouri [State Historic Preservation Office](#) (SHPO). The Advisory Council (as per their website) “...is an independent federal agency that promotes the preservation, enhancement, and productive use of our nation's historic resources, and advises the President and Congress on national historic preservation policy.” The SHPO is in the Department of Natural Resources and is responsible, in partnership with the U.S. Department of the Interior's National Park Service and local governments, in assisting in the Section 106 process. Additional information on the Section 106 Process from the Federal Highway Administration is linked [HERE](#). A brochure summarizing MoDOT's Section 106 responsibility is available [HERE](#)



Section 106 of the National Historic Preservation Act

Section 106 requires federal agencies to consider the effects of projects they carry out, approve, or fund on historic properties.

LEARN MORE

Missouri Department of Transportation  
105 W. Capitol Avenue  
Jefferson City, MO 65102  
1-888-ASK-MODOT (275-6636)  
1-866-831-6277 (Motor Carrier Services)

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