



Planning & Zoning Commission Meeting Agenda

August 13, 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 July 9, 2025
Motion (and Second) to approve minutes
Chair asks for corrections
Vote – Ayes / Nays / Abstain

Old Business:

None

New Business:

1. **Public Hearing** – An application to rezone 902 E. Laharpe St. from R-4, General Residential District to C-1, Local Business District.
 - a. Chair Declares Public Hearing Open
 - b. Staff Report
 - c. Public Input
 - i. In Favor
 - ii. Opposed
 - d. Chair Declares Public Hearing Closed

2. **Rezone** - A request to rezone 902 E. Laharpe St. from R-4, General Residential District to C-1, Local Business District.
 - a. Recommended Motion – To recommend City Council approve a request to rezone 902 E. Laharpe St. from R-4, General Residential District to C-1, Local Business District.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call
3. **Public Hearing** – An application to rezone 2015 Haliburton St. from R-3, Multifamily Residential District to C-1, Local Business District.
 - a. Chair Declares Public Hearing Open
 - b. Staff Report
 - c. Public Input
 - i. In Favor
 - ii. Opposed
 - d. Chair Declares Public Hearing Closed
4. **Rezone** - A request to rezone 2015 Haliburton St. from R-3, Multifamily Residential District to C-1, Local Business District.
 - a. Recommended Motion – To recommend City Council approve a request to rezone 2015 Haliburton St. from R-3, Multifamily Residential District to C-1, Local Business District.
 - 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 July 9, 2025

PRESENT:

Dan Martin, Chair

Jeremy Hopkins, Vice Chair

Chuck Heckert

Jason Chrisman

William Robb

Patricia Sexton

Bruce Thompson

Kabir Bansal, Council Representative

Sara Knipe, City Planner

Ashley Young, Assistant City Manager

ABSENT:

Betty McLane-Iles

CALL TO ORDER

Chair Martin called the meeting of the Planning & Zoning Commission in the City Council Chambers to order at 6:04 p.m.

ORDER OF THE AGENDA

Chair Martin asked if there were any changes to the agenda. Mrs. Knipe stated there were none. Mr. Robb proposed adding an agenda item at the end to discuss the notice process for zoning variance requests. Chair Martin added the item at the end of the agenda. Mr. Thompson made a motion to approve the revised agenda. Mr. Hopkins seconded the motion. The agenda was approved with the following vote: Aye: Chrisman, Heckert, Hopkins, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: Bansal, McLane-Iles

APPROVAL OF MINUTES

Chair Martin asked for a motion to approve the minutes of June 11, 2025. Mr. Chrisman made a motion to approve the minutes. Mr. Thompson 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: Chrisman, Heckert, Hopkins, Robb, Sexton, Thompson, Martin. Nay: None. Abstain: none. Absent: Bansal, McLane-Iles.

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.* Dr. Sexton made a motion to recommend City Council approve 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 Street.* Mr. Hopkins seconded the motion.

Mrs. Knipe stated the property owner had just undergone a lot combination for the property. The owner wished to build a two-story hobby shed. She stated the owner would have access through the side of his existing parking area. She explained that the owner of the property had a one-story home. He wished to build a two-story shop so he could hoist vehicles to perform maintenance. Since there were no homes

behind or to the side of the property, She said staff recommended approval of the request.

Mr. Hopkins stated that past discussions involved the purpose behind having codes and the many variances requested. He suggested the owner build a maintenance pit to work on his vehicles which would not require a variance. That would allow him to work from underneath the vehicle. While digging the work area would cost more, he said heating and cooling the shop should cost less. He stated it might be advantageous to suggest the idea to the owner. He also asked if the structure would have a second floor. Mrs. Knipe stated a small section of the building would include a second floor for storage of equipment, with most of the building for height. Mr. Robb stated he liked the idea of a maintenance pit. Mr. Robb asked if both outlined lots were owned by the individual. Mrs. Knipe responded that the lot combination had recently been approved making it one lot. Mr. Robb asked where the building would be located. Mrs. Knipe responded it would be built towards the side of the empty lot closest to the house, then behind. She pointed out all other codes would be met. Mr. Robb commented on the size of the 40x80 building. Mrs. Knipe stated that the owner had recently inherited several family vehicles. Mr. Heckert pointed out that the owner called the building a hobby shop and garage. Dr. Sexton pointed out that he would be storing and working on several vehicles.

The reason for the height restriction was discussed. Mrs. Knipe explained the reason for the restriction was so there was no change to the skyline. An example would be blocking the sunlight of a neighboring property if they were growing a garden. She pointed out this request would not impact any neighbors. Mr. Hopkins wondered if a pit had been considered. Mrs. Knipe pointed out that the water table for Kirksville caused issues for many residents with basements and necessitated the need for a sump pump. She said that basement work in Kirksville was costly.

Mr. Robb asked if this would turn into a business. Mrs. Knipe responded that it would not. Mr. Robb shared that the applicant sent a letter to the city but said he would prefer the letter to be sent to the Planning and Zoning Commission. It was pointed out that the letter had been addressed to the Planning and Zoning Commission.

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

Mr. Bansal joined the meeting at 7:24 p.m.

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. Mr. Thompson made a 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. Dr. Sexton seconded the motion.

Mrs. Knipe stated the request was for two V-shaped signs, 6x10 feet on each side of the “V”. She said an example of the submitted artwork for the sign was included in the packet. The petitioner wanted the artwork to be clean with minimal wording, allowing for less reading. She stated she was recommending approval due to it being V-shaped, making it easier to see coming and going, as opposed to a flat board. This would decrease the likelihood of accidents from people trying to read the sign.

Mr. Robb asked how long the sign would be in place. Mrs. Knipe responded that it would be in place for

the duration of the construction, which would be longer than the three-month limit. She said the intent was to stop people from being distracted while driving. Mr. Hopkins asked how long construction would take. Mrs. Knipe responded that it was unknown, as there were many variables. She said it would be unreasonable to set a timeline for the project due to weather delays from storms.

PROPONENTS:

Jason Chrisman, 201 Sandia Circle, Kirksville, MO - Mr. Chrisman stated the signs would be in place for the duration of the build. He stated an exact timeframe would be hard to pinpoint, but anticipated the build, which included the road and infrastructure, to take at least one year. He said that due to the nature of the building as a radiation/oncology center, a vault with eight to ten feet of concrete on each side would need to be poured after the road build. Due to the special considerations of the project, a timeframe would be difficult.

Mr. Thompson stated that it had been three years since Hannibal Regional purchased the property and he was excited to finally see the project moving forward. Chair Martin pointed out there were some unexpected delays with the project, including the Certificate of Need. Mr. Christman acknowledged the Certificate of Need process through the state was a lengthy process.

Mr. Hopkins mentioned requests for extensions could be submitted and felt going from three months to potentially three years would be irrational. He cited that the design for the sign was not a simple design and suggested a better way to let people know would be to use other avenues, such as purchasing space on a standard or digital billboard. He said that by utilizing other avenues, the code could be upheld, allowing for the smaller sign. Mrs. Knipe responded that the area where the sign would be located along Highway 63 necessitated a larger sign. Mr. Robb pointed out to decrease accidents, there should be no sign. Mrs. Knipe responded that people would be looking to see what was happening. Mr. Robb pointed out that there were many distracted drivers already. Mrs. Knipe said that a sign would help so that drivers were less distracted. Mr. Robb agreed with Mr. Hopkins that using available outlets would be a better way to let people know about the project. He remarked that the lack of a sign would not impede the project. Mr. Hopkins mentioned that depending on the placement of the sign, it could also be an impediment to people's view.

Mr. Christman pointed out that multiple avenues of media would be used to promote the project, including the sign. He pointed out that the goal was to keep people safe. He shared that the sign would be further down Highway 63, and not near the Illinois Street intersection. Dr. Sexton commented that a smaller sign would be a danger in an area already known for excessive accidents. She shared the commission would not want to do an analysis of how many accidents happened due to voting against a larger sign. She indicated that sometimes a variance was necessary due to location requirements and a clearer understanding of what was best, rather than strictly adhering to code restrictions. Chair Martin stated that a variance request also allowed for the review of the code to determine if something would be a detriment or an enhancement.

The location of the building on the property was discussed. Mr. Christman said that it would be far into the property due to the topography and water issues. Chair Martin mentioned the property would be insulated from neighbors, which was a concern when the property was purchased. The permanent sign for the building was discussed. Mr. Christman stated that it would be a tastefully done sign, but he was unsure of the final design.

Mr. Robb asked if additional variances would be requested in the future. Mr. Christman responded that

he hoped this would be the only one but was unsure.

Chair Martin asked if there was any further input. With no further input, the motion was approved with the following vote: Aye: Sexton, Thompson, Martin, Bansal. Nay: Heckert, Hopkins, Robb. Abstain: Chrisman. Absent: McLane-Iles.

3. Discussion regarding the notice process for zoning variance requests.

Mr. Robb asked about the rezoning request process. Mrs. Knipe responded that it depended on the type of request. She stated that if it were a zoning change, meeting public notice requirements would be part of the process. Mr. Robb asked what the public noticed process looked like. Mrs. Knipe responded that a notice would be placed in the newspaper and certified letters were mailed to property owners within 185 feet of the property. Dr. Sexton asked how far in advance the notice would be placed and letters sent. Mrs. Knipe stated 15 days. Chair Martin stated notices were also sent for Special Use Permits. Mr. Robb asked if the zoning or variance requests were available on the city website. Mrs. Knipe responded they were included on the posted agenda. Chair Martin stated that there was always a public hearing held before rezoning or Special Use Permit.

Mr. Young stated that agendas for all City Boards and Commission meetings were posted on the bulletin board in the city office. He shared they were also posted on the website, sent via email and text message to those signed up for alerts from the city, and disseminated via social media on Facebook and X. Chair Martin asked if any other processes required public hearings. Mr. Young mentioned that the Designation of a Historical Property or Historic Landmark Overlay would require a public hearing.

The Commission discussed the replatting process. It was pointed out that if the zoning complied with the intended use, then no action would be required. Mr. Robb asked if the social media notice occurred within the 15-day period. Mrs. Knipe responded it did. Mr. Robb asked how many people watched the meeting online since many times there were no attendees. Dr. Sexton pointed out that at times there were many people who attended the meetings. Mr. Robb asked if general permits, such as demolition permits, were available to the public anywhere. Mrs. Knipe responded that they could call the City Codes Department. He asked if there would be any privacy laws restricting the posting of those permits on the city website. Mrs. Knipe stated she was not aware of any.

Mr. Robb mentioned he heard complaints about the lack of response from the city, along with people not having enough input. However, he noted citizens did not attend the meetings, suggesting a lack of interest. He shared that in other communities he lived in, there was accessible information on building permits and zoning variances, and changes were communicated through yard signs. He wanted to discuss and see if there were more creative ways to let citizens know what was going on. The commission discussed the availability of agenda information on the city website. It was also mentioned that meeting information was included on the water bills sent to citizens. Chair Martin believed that people could use the information that was readily available. Mr. Robb stated it would be nice to include not only the meeting date and time, but also the agenda. Mr. Robb proposed using signage to inform residents beyond the typical 185-foot notification radius. Mrs. Knipe clarified that city staff received calls from citizens asking about items and reiterated there was community engagement. She stated members of the community seemed to act through phone calls. Mr. Hopkins suggested posting agendas at the public library. Mrs. Knipe responded that could be a consideration. Chair Martin stated that in the past property owners who received the certified letter had attended the meeting to get more information. Mrs. Knipe stated many people call or attend the meeting to receive clarification over the wording. Mr. Bansal noted

that while multiple information sources exist, the city's resource allocation must be considered. Both Mr. Hopkins and Dr. Sexton agreed that posting information at the public library would be a good idea.

Mr. Robb shared that the current notification methods were too limited and thought the City Council could consider these changes. Chair Martin indicated that a formal recommendation would be required after more discussion. Mr. Robb stated that the 185-foot notification was limited but believed seeing a sign would generate curiosity. Chair Martin mentioned that building permits had to be posted, such as the one he received for installing his driveway. Mr. Robb mentioned he was not informed of the posting requirement when he received his building permit. Dr. Sexton stated the City Council would need to decide upon any action. Mr. Hopkins asked if there was a way to put an item on the City Council agenda. Mrs. Knipe stated Mr. Robb could bring up the matter at the City Council meeting. Chair Martin commented that city staff could not be overloaded with more items than they could adequately address or establish.

Citizen / Staff / Commission Input

None

ADJOURNMENT

With no further business, Chair Martin asked for a motion to adjourn. Mr. Hopkins made a motion to adjourn. Mr. Heckert seconded the motion. Chair Martin declared the meeting adjourned at 6:53 p.m.

Teresa Dorris
Recording Secretary

Staff Report – Rezone No. 1

The owner of property at 902 E. Laharpe St. – Preferred Family Healthcare, Inc. – is requesting a rezone of their property from R-4, General Residential District to C-1, Local Business District.

This request came about following conversation with City staff, who encouraged them to do so in order to eliminate a non-conforming use on the property as its currently zoned. The proposed rezoning from R-4, General Residential District to C-1, Local Business District, will also allow 902 E. Laharpe St. to be combined with the adjacent lot at 2015 Haliburton St. (assuming both lots are rezoned to C-1, and all other requirements are met). This will further enable the property to be in compliance with the Municipal Code.

Zoning regulations “shall be made in accordance with a comprehensive plan” per RSMo Section 89.040. The Future Land Use Map within the City’s *THINK Kirksville 2040 Comprehensive Plan* indicates that this property should remain “Public/Semi-Public/Non-Profit.”

Please see the current zoning, Rezoning Application, and GIS below.

Community Impact: Rezoning the property will continue to support the community through much needed social services.



Codes & Planning

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

Rezoning Application

Applicant/Agent Information

Name: _____

Phone Number: _____ Email Address: _____

Relationship to Property Owner: _____

Owner Information

Name: _____

Owner Address: _____ City: _____ State _____

Phone Number: _____ Email Address: _____

Street address or general location of site if no address, include closest street intersection.

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

Present Zoning Classification: _____ Requested Zoning Classification: _____

Current Use(s) of Property: _____

Project Information and Summary of Request:

Include a full and specific reason for requesting a zoning change. Additional space may be needed.



Codes & Planning

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

Rezoning Application

IMPORTANT NOTES:

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

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

Chris Edel

Applicant/Agent Signature

Date

Jamie Campbell

Owner Signature

Date

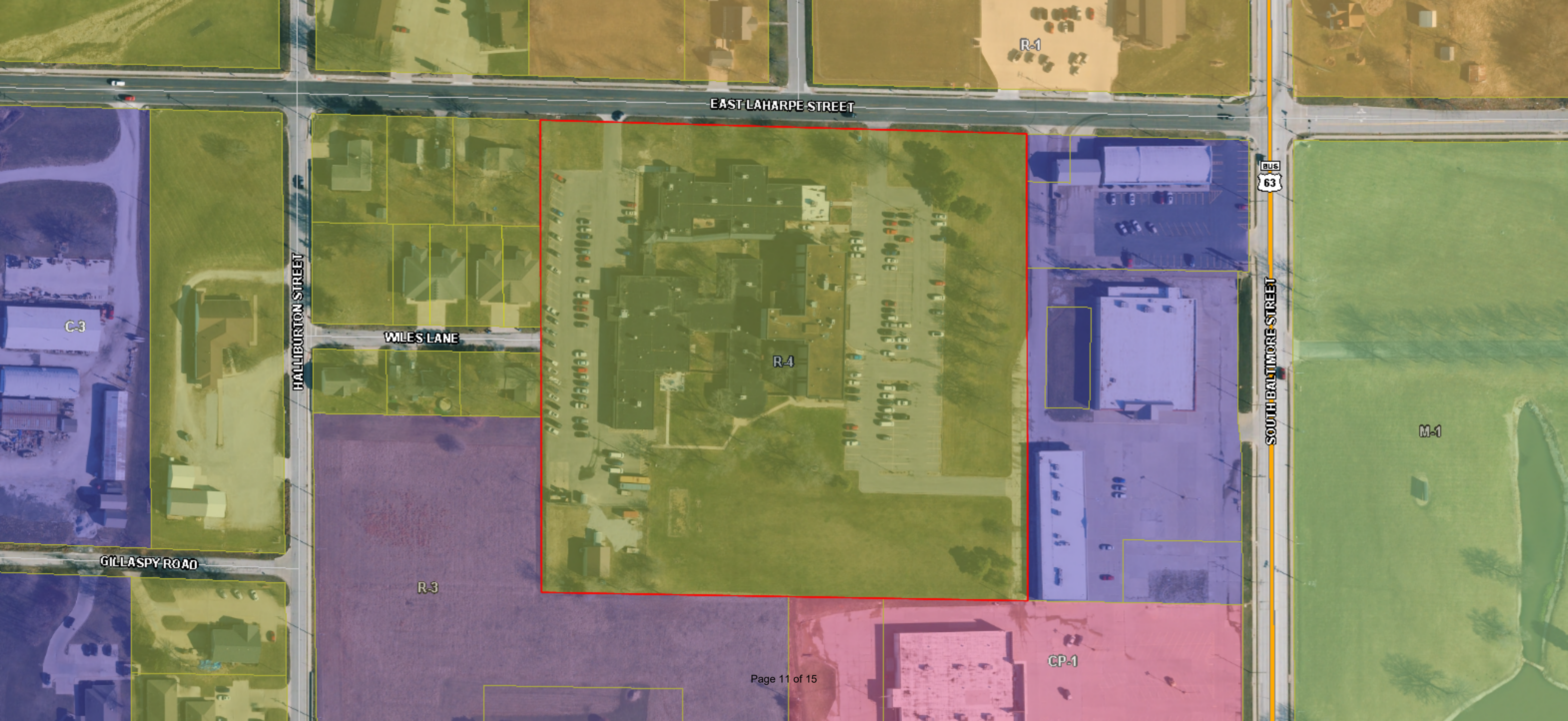
Submit completed form to:
City Planner
City of Kirksville
201 S. Franklin St.
Kirksville, MO 63501

For internal use:

Date reviewed by City Planner: _____

Date approved by Planning & Zoning Commission: _____

Date approved by City Council: _____



EAST LAHARPE STREET

R-1

BUS
63

SOUTH BALTIMORE STREET

M-1

R-4

WILES LANE

R-3

CP-1

C-3

HALIBURTON STREET

GILLASPY ROAD

Staff Report – Rezone No. 2

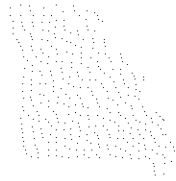
The owner of property at 2015 Halliburton St. – Preferred Family Healthcare, Inc. – is requesting a rezone of their property from R-3, Multifamily Residential District to C-1, Local Business District.

This request came about following conversation with City staff, who encouraged them to do so in order to combine this lot with the adjacent lot at 902 E. Laharpe St. (assuming both lots are rezoned to C-1, and all other requirements are met). This will enable the drive on the property to be in compliance with the Municipal Code and allow Preferred Family Healthcare the address it desires for its new facility off of Halliburton Street.

Zoning regulations “shall be made in accordance with a comprehensive plan” per RSMo Section 89.040. The Future Land Use Map within the City’s *THINK Kirksville 2040 Comprehensive Plan* indicates that this property should remain “Single/Two Family Residential.” However, it is necessary that this lot be zoned the same as the adjacent lot at 902 E. Laharpe St. to enable the aforementioned lot combination, which will, in turn, enable Preferred Family Healthcare to be in compliance with the Municipal Code and eliminate any potential future issues for this much needed service – and employer – for the community and the entire region.

Please see the current zoning, Rezoning Application, and GIS below.

Community Impact: Rezoning the property will continue to support the community through much needed social services.



Codes & Planning
201 S. Franklin
Kirksville, MO 63501
Phone: 660.627.1272
Fax: 660.627.1026

Rezoning Application

Applicant/Agent Information

Name: Chris Eitel
Phone Number: 626-0434 Email Address: ceitel@pfh.org
Relationship to Property Owner: Director of Administration

Owner Information

Name: Preferred Family Healthcare, Inc.
Owner Address: 2015 S Haliburton City: Kirksville State: MO
Phone Number: 665-1962 Email Address: ceitel@pfh.org

Street address or general location of site if no address, include closest street intersection.

Size of tract: (expressed in acres) 5.2

Present Zoning Classification: R-3 Requested Zoning Classification: C-1

Current Use(s) of Property: Behavioral Healthcare Clinic

Project Information and Summary of Request:

Include a full and specific reason for requesting a zoning change. Additional space may be needed.
Zoning change requested by the City to get in line with current zoning codes.

Rev. 07/12/22

Our vision is to be the best city to the citizens we serve, meeting their needs and expectations both today and tomorrow.



Codes & Planning
201 S. Franklin
Kirksville, MO 63501
Phone: 660.627.1272
Fax: 660.627.1026

Rezoning Application

IMPORTANT NOTES:

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

Chris Edel

Applicant/Agent Signature

5-8-25

Date

Jamie Campbell

Owner Signature

5-8-25

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: _____

Date approved by Planning & Zoning Commission: _____

Date approved by City Council: _____

Rev. 07/12/22

Our vision is to be the best city to the citizens we serve, meeting their needs and expectations both today and tomorrow.



WILES LANE

C-3

GILLASPY ROAD

HALLIBURTON STREET

R-4

R-3

CP-1