

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager ^{MEM}
SESSION DATE: July 6, 2010
TIME: 4:30 p.m.
PLACE: Second Floor Conference Room

We will meet in the second floor conference room of City Hall. We will need to adjourn the Study Session to attend the City Council meeting at 6:00 pm.

AGENDA:

- Discuss Forest Llewellyn Cemetery Project
- Review Draft Design Guidelines
- Overview 2009 Comprehensive Annual Financial Report

DISCUSS FOREST LLEWELLYN CEMETERY PROJECT

During the budget process, we explained that AT Still University was interested in a partnership with the City to implement improvements to the Andrew Taylor Still gravesite and family burial plot. We have met a few times to discuss the concept, and evaluated those concepts with the available space and contours of the land. The desire of AT Still University is to have the improvements completed in time for their Founder's Day to be held in September of this year.

Included with this Newsletter is a map of a portion of the Cemetery to orientate you to the location of the Still Family Plot, a memorandum explaining the proposed improvements and a drawing and cost estimate for these improvements. As owners of the Cemetery, the City will need to give permission for the improvements. AT Still will pay for the cost of the improvements and City staff will complete some of the work and provide oversight for the project. Both parties will be asked to approve an agreement.

Ron Gaber, Vice President for Student and Alumni Services will be in attendance to meet with the City Council and discuss the project in more detail.

Recommended Action:

The City Council is encouraged to ask questions about the project. An agreement will be presented to the Council in the near future for consideration.

REVIEW DRAFT DESIGN GUIDELINES

In 1999, a redevelopment plan was established for the City of Kirksville. As part of that Plan there was an expectation that a committee would be established and guidelines put in place that would oversee the physical improvements made with the downtown area.

Create a Plan Implementation Committee to oversee physical design improvements and coordinate development efforts with business recruitment, development, and marketing efforts. This could be the continuation of the current project Steering Committee. Such a committee can be used to monitor implementation of the plan and measure success. Success will need to be measured through qualitative and quantitative measures. Statistical measures may include tax revenue increase / stabilization, physical projects completed, vacant land and building square footage decreases, business retention and turnover rate, etc. Because such measures may be effected by influences beyond the control of the community, qualitative measures through annual surveys of residents and property owners in the market area (including students, in-town and out-of-town residents and visitors to the area) can be used to capture a satisfaction rating for the area and measure the effectiveness of improvements or changes over time.

The City, along with its partners has made significant progress towards implementing the directives in the Downtown Plan. The creation of the Kirksville Historic Preservation Commission (KHPC) was one of the more recent actions taken, and this Commission has become an active Commission. In February of this year, we discussed the role of the KHPC and the Council gave the go ahead for this Commission to develop specific design guidelines that would be incorporated into the City's Code of Ordinances and serve to give guidance and direction to property owners, potential investors and business owners within the downtown area.

In 1999, the community worked together to develop a Downtown Plan. This Plan was established as the guide used to direct public and private improvements within the downtown area. The Downtown Plan was followed by the 2004 Downtown Design Guidelines, which outlined the short and long term recommendations for the downtown, and expanded on the concept of developing an historical downtown.

The 2004 Downtown Design Guidelines gave general direction and recommended the creation of an architectural review board that would review proposed building improvements to insure compliance with the old town historic theme. The City Council established the Kirksville Historic Preservation Commission (KHPC) in 2009. There are several references within that originating ordinance that mentions the development, the use of and implementation of design guidelines. The ordinance also references the Secretary of the Interior's Standards. The Secretary of the Interior's Standards for the Treatment of Historic Properties are sets of treatment standards intended to assist users in making sound historic preservation decisions for the preservation, rehabilitation, restoration or reconstruction of historic properties.

Since the adoption of the TIF, we have had discussions with property owners about what they can and cannot do to their buildings, questions regarding sign design and questions on acceptable awnings. The City has also implemented a low interest loan building façade program. So it seems that the only thing missing is the teeth to insure the downtown develops in the manner expected by the Kirksville Downtown Improvement Committee, the Downtown Partners, TIF Commission and City Council is

an ordinance that outlines the design standard requirements. In addition, the existing ordinance states that the KHPC will work with property owners within a designated district.

To advise and assist owners of landmarks and property or structures within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;

A draft design guideline has been developed and is presented with this Study Session packet for Council review and discussions. These guidelines after initial input from the City Council will be presented to the KHPC for review, revision and eventual approval.

The following link accesses the Downtown Design Guidelines on our website.

http://www.kirksvillemcity.com/filestorage/72/158/472/Downtown_Design_Guidelines.pdf

Recommended Action:

It is recommended that the City Council review the draft guidelines and discuss these on Tuesday, giving direction to staff on any changes.

OVERVIEW 2009 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Each of you was presented with the City's Comprehensive Annual Financial Report (CAFR) for the year ending December 2009. This report provides a 12 month representation of the City's financial activity. Please bring this document with you on Tuesday.

The CAFR is prepared in conformance with generally accepted accounting principles and audited in accordance with generally accepted auditing standards by an independent firm of certified public accountants. This document includes a transmittal letter, which provides information on the city, financial controls and economic conditions.

You will find the Independent Audit Report prepared by Williams Keepers. The Report states that our financial statements present fairly in all material respects, which is what a community should expect. Following the Audit Report is our discussion and analysis of the financial records which is prepared by Laura Guy. Pages 17 to 51 include the financial statements for all of the City's funds, and are divided by fund type, which Laura can explain on Monday. The balance of the document includes required supplementary information on these funds, and a statistical section that includes historical information on sales tax rates, property tax information and community demographics.

This is a valuable comprehensive document that shows a snapshot of the City's financial picture and provides a historical record for the 2009 fiscal year.

Recommended Action:

Laura Guy will take some time on Monday to review the document with you, hitting the highlights and answering your questions. Later that evening, representatives from Williams Keepers will be at the Council meeting to present the audit and management letter to the City Council. Please note that there are some changes that we will need to implement. The Auditor will explain these to the City on Monday.

Attachments

- Proposed Improvements – Still Family Plot
- Memorandum Outlining Project
- Map of Forest Llewellyn (north on top)
- Proposed Improvement (drawing)
- Detail of Improvements
- Draft Design Guidelines

Enclosure

- 2009 Comprehensive Annual Financial Report (delivered previously)
- 2009 Audit (delivered previously)

Memorandum

To: Jason Haxton
From: Rob Clement
Date: Monday, 10 February 2009; revised 22 April, 2010
Re: Still Family Cemetery Plot Project

The following proposal addresses several issues relating to the visibility and visitor accommodation to and for the A.T. Still gravesite located in Forest-Llewellyn Cemetery. The project features three parts: signage, gravesite development, and lead-in pathway construction. Following an April, 2010 site visit with city officials, amendments were made to the layout and overall design, and we have included an upgraded design that illustrates the specifications delineated below.

First, we recommend the design and installation of additional (directional) signage *to* and *within* the cemetery. Outside the cemetery, the most effective directional signage should be placed at Franklin, Jefferson, and North Main Streets, in addition to a sign at the cemetery entrance (see attached map).

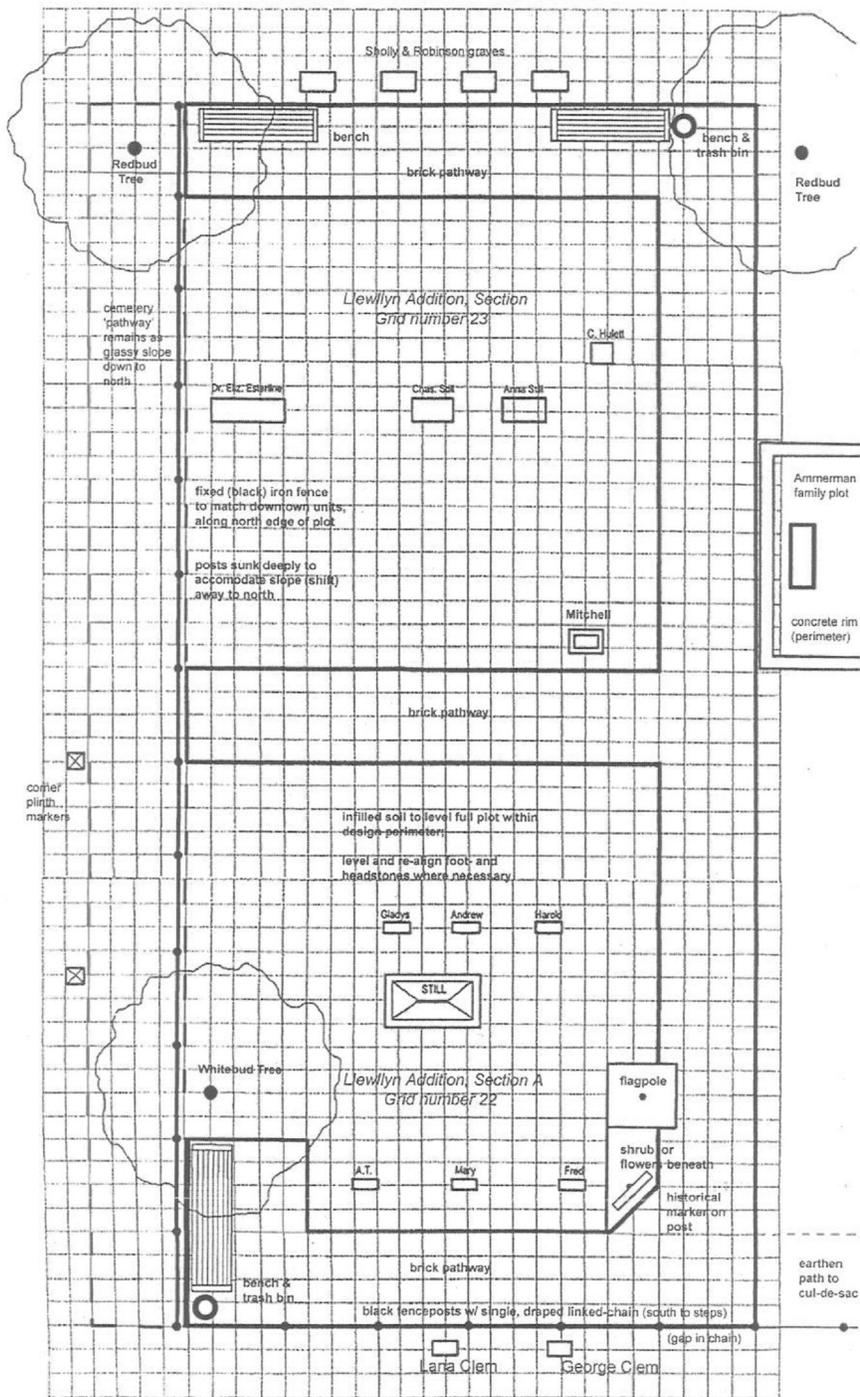
The second and most significant part of the project is the physical redevelopment of the Still family gravesite(s). First, we would recommend that the land within the family plots be leveled, primarily filling in the low areas on the north side of the site. Once backfilled, crowned and reseeded, it would be necessary to reset / realign several of the smaller markers on the new elevation. The design next calls for the installation of brick (street paver) walkways lining three sides of the site. For both aesthetic and safety reasons, we would also recommend the installation of rigid fencing along the north edge of the site, as well as 'link fencing' along the west edge. The site design includes a seating area, minor landscaping, informational markers, and open access from the south and east sides. The open design is intended to accommodate special event and visitor pedestrian traffic; the leveled site would provide a safer venue for Founder's Day activities and related events.

The third and final portion of the project is the installation of both a shared and lead-in pathway to the Still Family site. Designed in two parts, the first segment would be a brick (street paver) walkway that would connect the west, main-drive cul-de-sac to the base of the existing set of concrete steps. The second portion, subject to subsequent modifications due to topography and other factors, would link the top of the steps to the southwest corner of the Still Family site. This second portion would be an uncovered earthen path, presumably consisting of a series of stone posts connected by a single linked chain; as noted on the modified plan, there would be regular gaps to allow for access to adjacent gravesites.

Of course, all designs and subsequent variations would require final approval by the City of Kirksville.

North

FOREST-LLEWELLYN CEMETERY



General Project Specifications:

- All labor would be provided by the City of Kirksville or city-appointed contractors
- All or most materials would be provided by the City or its city-appointed contractors
- All costs, both material and labor, would be covered by ATSU, municipal or grant funds, or related private funding

Material specifications:	Quantity	Price	Cost
• North fence: Fence posts, spans, finials, and other fencing hardware, including mounting concrete Source question: same source as used for downtown fencing (?)	undetermined		
• Base materials for walkways, including sand, gravel, concrete, framing, edgers, and street pavers Quoted from Kirksville Concrete, Westlake Hardware (KV) & City of Kirksville	concrete base (c. 9 yd-3) sand & gravel (4 tons; 5 tons) framing & edgers street pavers (from city)	\$ 87 / yd-3 ----- misc. vol. -----	\$ 763 \$ 320 \$ 650 -----
• Soil and drainage backfill (assorted gravel, soil, etc.) for leveling of site	undetermined		
• Benches and related mounting hardware (2) Quoted from Highland Products Group Boca Raton, FL 888-709-7819	two - 5' Heritage Bench misc. mounting hardware	\$ 728 / ea. \$ 75	\$ 1,456 \$ 75
• Trash and brochure receptacles (2 each)-- or less expensive city equivalent Quoted from The Park Catalogue Boca Raton, FL 888-709-7819	2 -- model 144-1624 SS recep. catalogue holders found locally	\$ 512 / ea. -----	\$ 1,024 \$ 50
• Selected trees, shrubs and / or flowers for site Selected from local nurseries	2 Redbud trees; 1 Whitebud tree	@ \$150 / ea.	\$ 450
• New sod or seed to replenish fescue above grade Quoted from Westlake and various local nurseries (sod)	Seed or sod question	varies	\$ 100 - 700
• Materials to reset grave markers--concrete, reinforcement materials, etc.	Concrete, re-bar & adhesives	varies	\$ 100 - 300
• Historical marker(s) Locally-made bronze sculpture element w/ inset information and relief	sculpture / armature provided (value and donation status unknown)	-----	undetermined

- Fence posts, chain-link, mounting concrete, forms, bricks, etc. for 'lead-in' walkway(s) undetermined
- New directional and site signage, including hardware, poles and mounting concrete
Produced by city; designed by MDM located at cemetery entrance, downtown,
within cemetery, ATSU campus undetermined

Estimated total materiel \$5,488 +
Noted undetermined
materials / services

Labor Specifications:

- City labor, plus any necessary hired contractors for specialized work number of hours needed, unknown undetermined
- Survey work on grade specifications, city engineer, city manager time, etc.
- Verify codes on resetting grave-markers—contact family, verify compliance to statutes, etc.

Downtown Design Guidelines Ordinance

I. General

A. Purpose

1. The purpose of the Downtown Design Guidelines Ordinance is to ensure that buildings in the designated area of downtown Kirksville, known as the Old Town District, that have changes to the façade of the buildings – that these changes will not remove, alter, damage or cover up significant architectural features of the buildings which are original or which reflect a major alteration that is itself architecturally coherent, and which helps create a unified and attractive appearance to the building. Also, for new buildings constructed in this downtown area – that the appearance of the new buildings will not conflict with the historic appearance of the other buildings in the area, and that any new building façade, materials, color, and general appearance is designed with identical or similar design features of the existing original buildings and facades.

B. Requirements and intent

1. The guidelines in this ordinance do not require building owners to change any building features that are existing at the time the ordinance becomes effective. The intent is to regulate future external modifications to structures and to dissuade owners from performing inappropriate rehabilitations that do not conform to approved guidelines. These guidelines are intended to *guide* the applicant's work and the commission's decisions.

C. Maintenance

1. Nothing in the Downtown Design Guidelines ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure in this designated area. Ordinary maintenance is defined as: any work, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the same, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay, or damage.

II. Affected Area of Downtown

- A. The downtown area of Kirksville, Missouri affected by this ordinance includes that part of the CBD (Central Business District) Zoning District, that is contained within the following area: Illinois street on the north, ½ block east of Marion street on the east, ½ block south of Jefferson street on the south and First street on the west.

III. Kirksville Historic Preservation Commission responsibilities for Design and Review

- A. A Design Committee of 2 people from the Kirksville Historic Preservation Commission (KHPC) will evaluate requests for Category I, or minor, modifications. If the 2 Design Committee members cannot agree on a request for renovation or changes, the request will be referred to the full KHPC at their

next regular or special meeting. The 7 members of the full KHPC will evaluate requests for Category II, or major modifications. They will also evaluate any new structures for the implementation of this ordinance.

- B. The KHPC is responsible for reviewing applications for approval of new or renovated facades on existing buildings.
- C. The KHPC is responsible for reviewing applications for building permits for the construction of new buildings in the Affected Area of Downtown, as stated above, to be sure that they comply with guidelines established, and that they are appropriate for and complement the historic appearance of other structures in the downtown area.

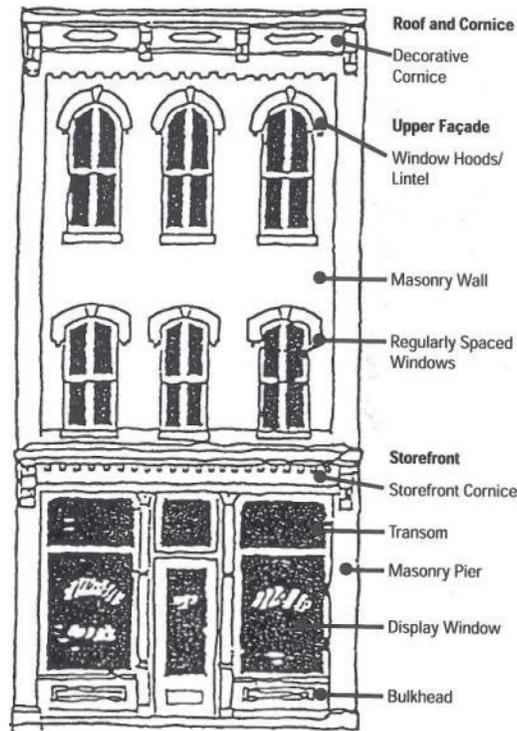
IV. Approval Procedures

A. Design Review Process

1. Applicants who wish to modify or change the external features of an existing building in the designated downtown area, or to construct a new building, should contact the codes department at Kirksville City Hall as early in the planning process as possible. The codes department will identify which work will require approval from the KHPC and which may be approved administratively. Approval is granted via a Certificate of Appropriateness.
2. Drawings of the modifications desired, or pictures, or artists renderings of any new building, or modifications to existing structures, would be presented to the codes staff.
3. Codes staff members will determine if the modifications or structure will require the Design Committee's approval of the KHPC, or the full KHPC to make the decision. If the Design Committee is all that is needed, they will be contacted for a meeting date and time to discuss the project. If the full KHPC needs to meet and vote for a project, the codes department will add an agenda item to the next meeting of the KHPC to consider approval of the changes desired.
4. The applicant will need to bring any information to the meeting that they think is necessary for the Design Committee or the full KHPC to make an informed decision. This could include samples of materials, colors, designs, or other information.
5. The KHPC will decide by majority vote on the appropriateness of the project.
6. If approving a project, a Certificate of Appropriateness (COA) will be issued to the applicant. This COA will be required to obtain the building permit for the renovations, if a building permit is warranted, depending on the type of work performed. If a building permit is not needed, the applicant can start the work as soon as the COA is issued. If a building permit is required, work could commence as soon as a building permit was issued.
7. A denial of a Certificate of Appropriateness shall be accompanied by a statement of the reasons for the denial. The KHPC shall make recommendations to the applicant concerning changes, if any, in the proposed plans that would cause the KHPC to reconsider its denial. The applicant may resubmit an amended application, or the KHPC may approve a project with stated stipulations that would include the changes agreed on.

B. Project Categories

1. A Certificate of Appropriateness for all Category I Minor Projects are reviewed administratively by a Design Committee of the Kirksville Historic Preservation Commission. Certificates of Appropriateness for all Category II Major Projects are reviewed by the Kirksville Historic Preservation Commission. See the Table below for the types of work and the Category most appropriate for it.



Type of Project/Work	Category I Minor Projects Design Committee of KHPC Approves the Certificate of Appropriateness*	Category II Major Projects Full KHPC Approves the Certificate of Appropriateness
Awnings and Canopies	Awning additions or removals; significant change in color or material	
Construction of New Building or Building Addition		All projects visible from public right of way
Cornices	Alterations to existing cornice design, and new cornices	
Decks		All projects visible from public right of way
Doors	Replacement of doors with no change in opening size	New doors for new openings or when there is a change in opening size
Dumpster Enclosure	All projects visible from public right of way	
Fencing and Retaining Walls	Yes, for all uses	
Gutters	Not required for ordinary maintenance. Yes for new gutters	

Handicapped Accessibility	Yes if visible from public right of way	
Interior Alterations	No	No
Landscape, Sidewalks	Yes, for all uses	
Lighting	Yes, to change a fixture which is visible from the public right of way	Lighting installed in conjunction with major projects
Ordinary Maintenance	No	No
Painting	Yes, for all exterior	
Parking Lots	All projects	
Roofing	No for replacement of existing materials with identical material; yes for changes in material or color	Yes, if alterations in roof design are proposed
Rooftop Mechanicals	Not required for ordinary maintenance	Yes, if building permit is required and visible from public right of way
Shutters	All projects other than ordinary maintenance	
Siding	All projects other than ordinary maintenance	
Signs	All projects	
Skylights		Yes, if visible from public right of way
Stairs – exterior		Yes, if visible from public right of way
Windows	All projects visible from public right of way if opening is unchanged	Yes, if new/change in opening is proposed
* Due to individual project specifications, the Design Committee of the KHPC may in some circumstances refer a Category I Minor Project to the full Kirksville Historic Preservation Commission for its review of the Certificate of Appropriateness.		

V. Guidelines

A. Design Review Guidelines

1. Storefronts

- a. Continuous storefronts are strongly encouraged even where offices and restaurants occupy the first floor spaces.
- b. Whenever possible, existing historic storefronts should be refurbished or restored.
- c. Alterations to an original storefront may be retained if they are well designed and constructed.
- d. When a new storefront is required, it should be constructed of materials similar to those of historic storefronts (i.e., metal or wood frames and glass) with proportions, heights, and profiles that are appropriate to prevailing existing storefronts.
- e. The storefront should be designed to fit inside the original framed opening and not extend beyond it. To emphasize this feeling of containment, a storefront might be set back slightly (6 to 12 inches) from the front, or the entrance area may be further recessed also increasing the window display area and providing a semi-protected vestibule.
- f. The approach to replacement of historic doors and windows should be prioritized as follows:

- (1) repair of historic materials
- (2) replacement with same type of materials, and as a last resort,
- (3) replacement with similar or like materials



2. Entrances

- a. Historic entrance doors should be retained and restored on buildings which are designated as landmarks or which have the potential to be designated as landmarks. Attractive durable hardware including brass door pulls and kick plates add to the overall appearance of the front entrance.
- b. Double entry doors and pairs of doors were common and are encouraged.
- c. Replacement doors must be constructed of the same material and must be similar in size, proportion, and appearance to the original. Wood doors are encouraged.
- d. In the case of new storefronts in existing storefront areas, entry doors should be constructed of wood with a large glass panel. Contemporary doors such as flush doors are not appropriate to the style of a historic building. Doors with moldings, cross bucks, or window grills are more residential in character and are not appropriate.
- e. Recessed entrances should be retained or restored. New storefronts in existing commercial areas should be constructed with an appropriate recessed entrance.



3. Display windows

- a. Original size, division and shape of display windows within the overall storefront frame should be preserved. Glass should be transparent.
- b. Darkly tinted windows and mirrored windows that block two way visibility are prohibited in the Historic District.



DO



DON'T

The building on the top displays good placement of windows, and follows the rule that windows on top floors should be smaller than 1st floor windows. It also includes attractive display windows.

The building on the bottom has a mixture of different style windows that gives the building an unorganized look.

4. Transom windows

- a. Transom windows should be restored to glass. They may be clear, beveled, leaded, etched, or prism glass. The area can also be used for signage, painted on the glass. Any existing prism glass transoms should be retained.
- b. If a ceiling has been lowered, dark painted panels can be placed behind transom windows to simulate transparency and depth.

5. Bulkheads
 - a. Original bulkhead materials should always be retained, maintained, or uncovered when possible.
 - b. If new bulkheads are required, they should be a material appropriate to the particular storefront and structure. Typically, bulkheads were constructed of wood panels, polished stone, glass, tile, or stone. New bulkheads should be at the same height as the originals and should be compatible with surrounding storefronts.
 - c. Simplified bulkheads may be provided for newer storefronts.
6. Storefront cornice
 - a. Storefront cornices should be restored. Traditional materials such as wood, sheet metal, or sometimes a horizontal supporting steel beam served as the storefront cap.
7. Side piers
 - a. Side piers should be maintained or restored. Where new side piers are necessary they should be constructed of the same material as the upper façade, or occasionally a contrasting masonry material, if appropriate to the particular building.
8. Awnings
 - a. Traditional shed type cloth awnings with a valance are encouraged.
 - b. Awnings may be fixed or retractable. Awnings should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. The awning materials should be of cloth or canvas. Barrel vault, semi-circular or umbrella forms are not appropriate, nor are aluminum, wood, or plastic materials.
 - c. Signage on the valance part of the awning, in compliance with the sign ordinance, is acceptable.
 - d. Awning installations should not damage or obscure significant existing building features. Awnings should cover less than one-third of the storefront window; they may be positioned above or below transom windows but should be compatible with surrounding buildings.
 - e. The fixed metal canopies installed in the mid-1970's that exist in the downtown area at the effective date of this ordinance will not be approved if they are part of a renovation or building plan presented to the KHPC for approval. These canopies cover up architectural and historic features of the original buildings and are not compatible with the efforts to restore buildings and to emphasize those historic features.
9. Masonry Walls
 - a. Masonry wall surfaces that are in good condition and have not been painted should remain unpainted.
 - b. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the

building envelope.

- c. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

10. Tuckpointing/Repointing

- a. Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when Tuckpointing is undertaken in the wrong manner.
- b. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick.
- c. New mortar should match the historic mortar in composition, color, texture, and detailing, as best possible. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
- d. Proper tooling of finished joints should match the old joints.

11. Siding

- a. Siding is prohibited on all masonry structures in the designated area, even cement block.
- b. Where siding was installed over masonry prior to the adoption of this ordinance, owners are encouraged to remove the siding and restore the original masonry.

12. Painting

- a. If a brick façade was originally painted, it should remain painted. Normally, the previous paint type should be used.
- b. If a brick façade has never been painted, it should not be painted.
- c. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within a decorative surfaces is neither historically accurate nor aesthetically desirable.

13. Roofs

- a. Roofs that are visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic facades unless there is a historic precedent and proof of a pre-existing condition.
- b. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or

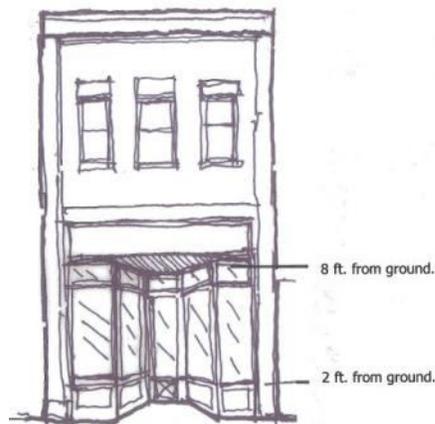
replaced with identical materials, when necessary and possible.

14. Cornices

- a. Older cornices were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice repair or replacement required the selection of appropriate replacement material, proper fabrication, and watertight installation.
- b. Restoration of historic cornices is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting “cap” to the building façade.

15. Building Name

- a. Many buildings originally had a decorative pediment that gave the name of the building or block. Where appropriate, these pediments should be re-established.



Appropriate window heights for a storefront.

16. Upper Story Windows

- a. The size, proportion, placement, and style of windows combine with the solid masses of the exterior façade to establish balance and create visual harmony in the building exterior appearance.
- b. Upper story windows should not be blocked in.
- c. If a window is missing or has deteriorated beyond repair, the replacement should match the original window. Replacement windows should always fill the entire opening and duplicate the original type of sash, pattern of light divisions and profile. For example, a double-hung sash window should not be replaced by a single fixed pane of glass. Windows and shutters not in keeping with the style of the building should not be used.
- d. Window materials should match original materials.
- e. Storm windows may be used to conserve energy. Storm windows must conform to the size and shape of the original opening and match the color of the sash. Building owners should consider interior storm windows,

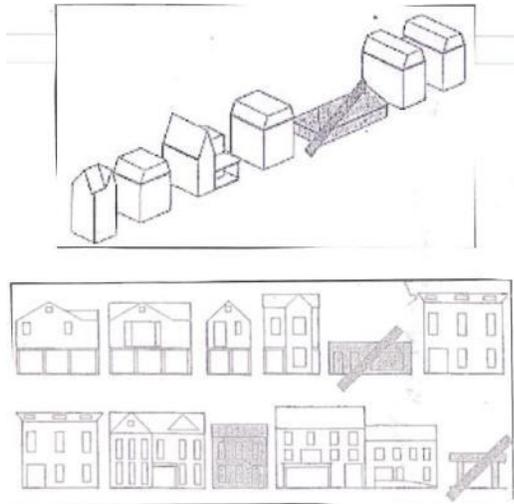
which may be more practical to install and maintain.

17. Shutters

- a. Shutters are prohibited unless there is historic evidence that shutters were once present on the building. If such evidence exists, shutters must be sized appropriately.
- b. Shutters must be wood.

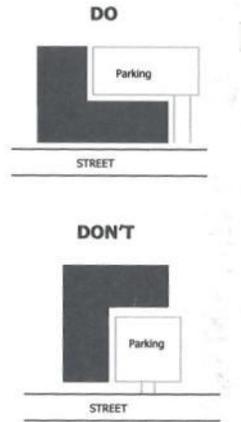
18. Additions in Existing Storefront Areas

- a. Additions should match existing buildings in terms of shape, proportion, mass, materials, and colors.
- b. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured.
- c. New additions should be designed in a manner that makes clear what is historic and what is new, and should also be sympathetic to the historic structure.



19. New Construction

- a. New construction should be traditional in appearance so as not to detract from the historic character of the district.
- b. Buildings should be constructed of traditional materials.
- c. Artificial siding and metal fascia is generally prohibited.
- d. New construction should not attempt to replicate historic buildings but should complement other buildings in the district.
- e. Buildings should be oriented along the street.
- f. Attempt to reflect the height of adjacent buildings. If the heights of the buildings on each side of a site are different, aim for the average height.
- g. Any side of a building that is visible from a street or sidewalk should have windows. Blank walls detract from the streetscape.
- h. Window trim should be finely crafted and appropriate for the style of the building.



New buildings in the immediate downtown should be street-oriented. Parking should not break up the streetscape.

20. Materials and Types of Construction to be avoided for Storefront Commercial Buildings

- a. Vinyl siding, shutters, trim, and vinyl windows
- b. Aluminum or steel siding
- d. Wood siding consistent with residential construction
- e. Rustic wood shakes or barn wood
- f. Corrugated metal
- g. Corrugated fiberglass
- h. Imitation rock, wood, stone or brick veneers
- i. Metalized reflective glass
- j. Glass block
- k. Plywood
- l. Wood shingle façade coverings or canopies
- m. Metal canopies or awnings

VI. City staff responsibilities

- A. City staff is responsible for obtaining information from applicants for the work desired in the downtown area, to deliver necessary information to the Design Committee, to add agenda items to the next meeting of the KHPC, and to inform KHPC members and applicants of the meeting dates and of the information required and needed at the meetings to ensure that the Design Committee or the full KHPC is able to make a timely decision on the project.
- B. City staff will make sure the paperwork is available for signatures so that if a favorable vote is received for a project, the members can sign appropriately.

VII. Appeals to Board of Adjustment

- A. If the Kirksville Historic Preservation Commission denies an application for a Certificate of Appropriateness, the KHPC shall work with the applicant to arrive at

a mutually satisfactory alternative to the proposed activities. If an agreement cannot be reached within thirty (30) days, the applicant may file with the codes and planning director a written appeal to the Board of Adjustment in a public hearing. The applicant must pay the \$75.00 fee to call the Board of Adjustment into session and also the notice of public hearing in the local newspaper. In acting upon the appeal, the board may grant a variance from the strict interpretation of this article when such will not materially affect the health or safety of the applicant and general public.