

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council  
**FROM:** Mari E. Macomber, City Manager  
**SESSION DATE:** June 16, 2014  
**TIME:** 4:30 pm  
**PLACE:** Second Floor Conference Room of City Hall

## **AGENDA:**

- **MoDOT PRESENTATION & DISCUSSION OF SIGNAGE**
- **LOT SPLIT PROPOSAL**
- **DEMOLITION PROJECT UPDATE**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTER – May 28 and June 11**
- **COMMITTEE REPORTS**

## **MoDOT PRESENTATION AND DISCUSSION ON SIGNAGE**

This August, Missouri voters will be asked to decide on a ballot measure to increase the state sales tax by  $\frac{3}{4}$  of a cent with all revenue from the tax going to transportation related improvements. Before the election, MoDOT will work with citizens of the state to try and identify the transportation funding priorities of each region.

Aside from the regional meetings being held across the state, Amy Crawford, MoDOT Area Engineer has asked for the opportunity to visit with the City Council to discuss this in more detail. Another component of this statewide initiative is the proposal that five percent (5%) of the revenues be divided up and given to each county and another five percent (5%) of the revenues be divided up and given to each city. The amount of revenues to be received by each entity would be based upon existing formula which includes population.

There is additional information on the regional meetings found in the Newsletter.

Another issue that we would like to discuss with MoDOT concerns the signage allowed along Highway 63. There are concerns expressed by various businesses about the limited amount of signage that is allowed and the inability for businesses to advertise effectively along this corridor that these businesses are helping to pay for due to the fact that their existence allows for the collection of sales tax, which is helping to pay for \$7.5 million of the cost of this roadway.

There are rules and regulations that dictate what is allowed and an outside company, Missouri Logos is the company in charge of the program. A Logo sign is official signing located within the right-of-way to provide identification and directional information to the

traveling public for eligible business establishments offering services for Gas, food, Lodging, Camping, and Attractions along certain sections of Missouri's interstate system and primary highways.

The following is a statement from Kevin James, Assistant District Engineer concerning the signage on the new highway.

A prevailing comment heard at the meeting was in regards to way finding to Kirksville businesses. While MoDOT does not put up signs specific for businesses, there are several options being considered. One is to identify state recreational areas, such as Thousand Hills State Park and conservational areas. Another is to offer logo signing along US 63. "Logo signing is a program administered by someone other than MoDOT, and we assist them with installation of signs," James explained. Someone from the logo signing program has been in touch with the Kirksville Chamber of Commerce to begin the process of identifying which businesses can participate," he said.

Finally, the City Council may want to visit with Ms. Crawford about our corridors into the City and how we can do more to promote these and make them more visible to the public.

## **LOT SPLIT PROPOSAL**

In 1985, the City Council changed city ordinance to allow for lot splits. When you can request a lot split and the requirements for approval were included in that allowance. A lot split is a division of land previously platted as a part of a major subdivision, or as a pre-existing out lot, if such division does not involve the dedication and construction of any new public utilities (sewer and water), or the construction of any new public streets; and provided further, that such division does not change the street or block patterns as previously platted.

In reviewing this and discussing the matter with the City Attorney we have learned that a previously platted property can only be split once, otherwise it has to be subdivided and follow the subdivision process. We also determined that lot splits before they are approved must have all of the utilities provided to both lots. In some instances the City Council has approved a lot split with the understanding that should something be developed that the owner would have to extend utilities.

Included with this Study Session cover is a report from Brad Selby outlining the changes we recommend to address the requirements and approval of a lot split.

## **DEMOLITION PROJECT UPDATE**

The City Council has asked on a couple of occasions about the status of the City's CDBG demolition grant. The City received a grant to demolition five (5) structures, including the old high school.

On Monday, staff will give the City Council an update on where things stand with the grant. Included for your review is a staff report from Sarah Halstead and pictures of those properties slated for demolition.

## **REVIEW COUNCIL AGENDA**

**REVIEW COUNCIL NEWSLETTER – May 28 and June 11, 2014**

### **COMMITTEE REPORTS**

Commission Meetings held from June 3 to June 16 include the following:

LPRC

Tourism

E-911

### Attachments

Logos Eligibility Criteria

Lot Split Staff Report

Demolition Project Staff Report

Pictures of Properties Slated for Demolition

# Eligibility CRITERIA

There is specific criteria each type of business must meet to be eligible to participate in the Logo Signing Program. The following information will help you to determine if your business is eligible. Each category of business must provide, at a minimum, the following:

	Gas	Food	Lodging	Camping	Attractions	Pharmacies
<b>Maximum number of logos per direction</b>	6	6	6	6	6	6
<b>Maximum distance of service</b>	*6 miles	*6 miles	*6 miles	*15 miles	30 miles	3 miles
<b>Minimum period of operation</b>	<ul style="list-style-type: none"> <li>Continuous operation for a minimum of 12 hours per day, 7 days per week;</li> </ul>	<ul style="list-style-type: none"> <li>Be in continuous operation 12 hours per day, serve 2 meals per day, 7 days per week</li> </ul>			<ul style="list-style-type: none"> <li>Open at least 4 hours per day, 5 days per week, one of which must be either a Saturday or Sunday</li> </ul>	<ul style="list-style-type: none"> <li>24 hrs 7 days per week</li> </ul>
<b>Required service to be provided &amp; other requirements</b>	<ul style="list-style-type: none"> <li>Provide fuel, oil, water and free air</li> <li>Provide restroom facilities</li> <li>Provide public telephone</li> <li>Provide drinking water</li> </ul>	<ul style="list-style-type: none"> <li>Possess licensing by all appropriate authorities</li> <li>Provide restroom facilities for the travelling public</li> <li>Provide public telephone</li> </ul>	<ul style="list-style-type: none"> <li>Possess licensing by all appropriate authorities</li> <li>Provide a minimum of 10 rooms available with sleeping and bathroom accommodations</li> <li>Provide public telephone</li> <li>Provide adequate off street parking</li> </ul>	<ul style="list-style-type: none"> <li>Removable signs operated seasonally</li> <li>Possess licensing by all appropriate authorities</li> <li>Provide a minimum of 20 camping sites</li> <li>Provide modern sanitary facilities</li> <li>Provide drinking water</li> <li>Provide public telephone</li> <li>One parking space per campsite (minimum)</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate parking accommodations</li> <li>Provide public restroom facilities and drinking water.</li> <li>Minimum annual attendance of 5,000 visitors per year.</li> </ul> <p><i>Attraction means an arena, stadium, amusement park, historical society, historical district, museum, scenic attraction, natural attraction, convention center, zoo or aquarium.</i></p>	<ul style="list-style-type: none"> <li>State licensed pharmacist on duty at all times</li> </ul>
<p>*This distance may be extended under certain circumstances as outlined in the MODOT Policy on Logo Signing under 7 CSR 10-9.030 sheet 5 of 14 (E) 1-3.</p>						

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** 2014 Proposed Lot Split Amendments

**STUDY SESSION MEETING DATE:** June 2, 2014

**CITY DEPARTMENT:** Codes & Planning Department

**PREPARED BY:** Brad Selby

The Code of Ordinances provides a process for citizens to split a property from one lot into two lots. It is defined as “The division of land previously platted as a part of a major subdivision, or as a pre-existing out lot, if such division does not involve the dedication and construction of any new public utilities (sewer and water), or the construction of any new public streets; and provided further, that such division does not change the street or block patterns as previously platted.”

The Codes Department, before approving a lot split, has a responsibility to determine: (1) if both of the new lots meet size requirements for minimum lot sizes, street frontage (depending on zoning and use), and utility access. New lots created that would not have access to sewer or water or electricity should not be created or approved unless certain requirements are met.

Lots that are created that do not have the sewer access or minimum street frontages have been approved in the past if the adjacent property owner is the person buying that particular lot and agrees to do a lot combination with their existing lot. Then, the newly created lot could not be separately sold unless the adjacent property owner also obtained a lot split and otherwise met requirements. This should continue.

Multiple lot splits of the same property have taken place in the past. This is a problem and we plan to do more to ensure this is not taking place. If a property has been split in the past, a Minor Subdivision plat would have to be filed in order to provide additional lots.

Amendments to the Subdivision Regulation Lot Split Requirements should include:

1. Requirement for water or sewer to be available at a lot prior to an approved lot split unless a lot combination will be used.
2. Fire hydrant access within an approved distance from the new lot.
3. Lot splits will not be approved for any lot that was previously split from May, 1985 to the present. The Codes Department will keep a list of all approved lot splits back to the above date.
4. Make appropriate changes to the Lot Split Application form, explaining the changes.

If council approves, we plan to make specific recommendations to amend the lot split section of the city ordinance and bring to city council for a future meeting.

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** CDBG Demolition Update

**STUDY SESSION MEETING DATE:** June 2, 2014

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Sarah Halstead, Community Services Coordinator

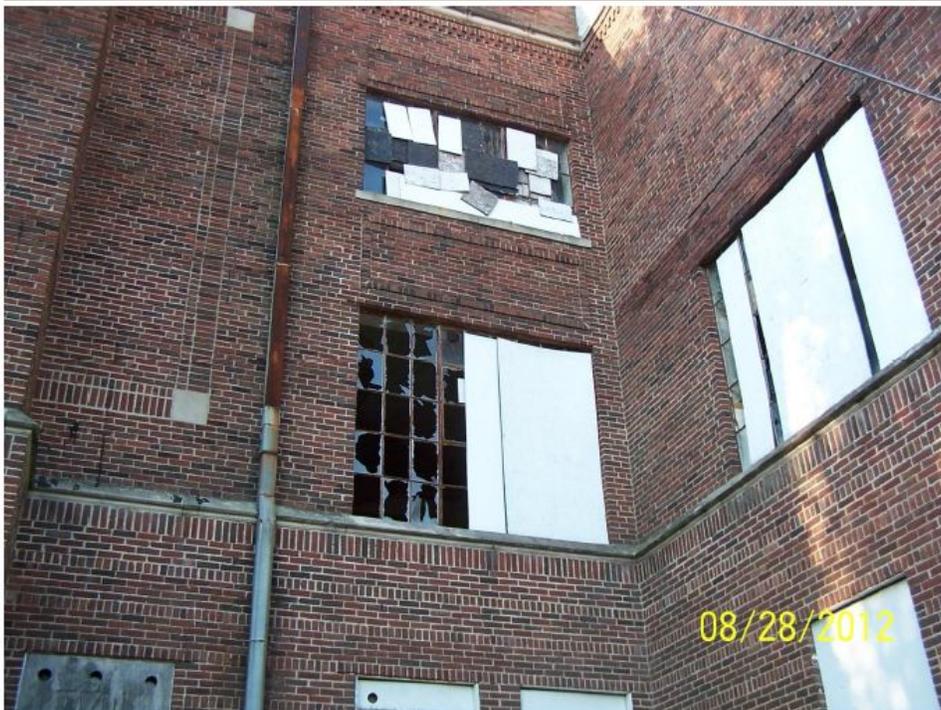
The City applied for Community Development Block Grant funding in May 2013, and on October 14 received notification of award in the amount of \$164,850. The total project cost is estimated at \$228,550. The project will provide for the demolition of 4 residential structures and one commercial structure that are in extreme states of disrepair within the City limits of Kirksville. The commercial property owner will pay 20% of the cost of demolition, and the residential property owners will pay up to \$1,000 each toward demolition costs. The remainder of the costs will come from the City's budgeted housing rehabilitation/demolition funds. The properties to be demolished are:

- 411 E. McPherson (Commercial) – Old High School
- 1011 N. Luther (Residential)
- 1703 N. New (Residential)
- 916 W. Michigan (Residential)
- 1508 S. Boundary (Residential)

We are currently preparing the Environmental Assessment, per the grant requirements, and hope to have it complete within the next month. The State Historic Preservation Office (SHPO) is preparing a Memorandum of Agreement for the Old High School on McPherson. Once that is approved by the City and SHPO office, we can complete the Environmental Assessment. The Assessment must be approved the Department of Economic Development, then the project will be bid out.

Staff is hoping the bidding can take place late summer/early fall 2014, with the demolitions to begin Fall 2014 or spring 2015. The grant has a 2-year time limit.

411 E. McPherson



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1011 N. Luther



1703 N. New



916 W. Michigan



1508 S. Boundary

