CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager

SESSION DATE: August 28, 2007
TIME: Immediately following Special City Council Meeting
PLACE: City Council Chambers

AGENDA:

Certified Local Government
Downtown Design Standards
Downtown Canopies
Newsletter Review from August 24, 2007

CERTIFIED LOCAL GOVERNMENT
A certified local government is an actual certification program with specific criteria that allows communities to apply for and partner with the National Park Service and the Missouri Department of Natural Resources in the preservation of historical structures, buildings and sites.

The exploration of the issue was heightened recently when the Lincoln School, an elementary school for black children built in 1914, caught on fire and burned recently. Mrs. JoAnn Radetic is the CLG Coordinator in the State Historic Preservation Office with the Missouri Department of Natural Resources. Ms. Radetic will be in attendance on Tuesday to explain the program and its benefits in further detail.

Many communities have used preservation as a way to build their local economies through tourism efforts. Though we are celebrating our 150th birthday this year, we have very few buildings in town that are recognized for their historical value. Taking an interest in our history may very well be another avenue of success for our community.

The creation of a certified local government may tie into the implementation of the Downtown Redevelopment Plan which called for the creation of a Downtown Implementation Committee, and will offer access to technical support and possible grant assistance. Establishing one commission with general historic preservation responsibilities coupled with the responsibility of determining the standards for new construction and renovation within the downtown area would be more efficient.

Review corresponding Study Session Attachment on page of this Study Session packet.

Recommended Action: The City Council is asked to listen to a presentation from JoAnn Radetic and then consider the merits of implementing a Certified Local Government. Establishing one Commission would help to accomplish

DOWNTOWN DESIGN STANDARDS

In 1999, a redevelopment plan was established for the City of Kirksville. Within this Plan was an implementation plan, which is included for your review. The implementation plan outlines the creation of a committee.

> 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 have moved forward on several aspects of the Plan including the creation of a TIF District, the establishment of design guidelines for public improvements and the completion of several public projects. What the Downtown Plan needs is the creation of a commission that is responsible for developing the standards and then overseeing the improvements as they are planned. At present, there are no legal standards in place for new construction design or existing building renovations with the downtown area specific to the principles established in the Downtown Plan. The concept for the downtown is *historic*.

The issue with the canopies should be one issue that this commission would address, again establishing standards for replacement, renovation, etc. Included for your review is a draft of a proposed commission, Kirksville Historic Preservation Commission. As previously stated this commission may very possibly be able to serve the overall community preservation needs, as well as the individual needs of downtown Kirksville.

Please review the corresponding Study Session attachment, along with the outlines of the Downtown Improvement Implementation and the draft Kirksville Historic Preservation Commission.

Recommended Action – We will want to review the purpose of the Commission, determine if it could be tied into a Certified Local Government concept and then review the draft outline for the Commission.

DOWNTOWN CANOPIES

In 1974 the City Council adopted an ordinance that would allow downtown business owners to install canopies on to their buildings and tie into the sidewalk. With the plans to

improve Franklin Street the issue of what happens to the canopies has become a topic of great interest.

The intent of the Franklin Street project was to implement the plans found in the Downtown Design Guidelines. Before the Design Guidelines were developed, a plan for the downtown had to be developed. The City, along with its partners the Downtown Improvement Committee, Chamber of Commerce, ATSU, TSU, Adair County Commission and NEED, now KREDI, worked together to develop a vision for the downtown. This was a very public process including a week long charrette hosted by Gould Evans Goodman. This architectural planning firm set up in the store front now occupied by Vintage Books, allowing citizens to come in at any time during the day and then hosted two more formal workshops. The workshops were attended by over 150 people. A community survey was also conducted with the City receiving approximately 600 survey responses. Before adopting the Downtown Improvement Plan, the City Council also hosted a public hearing.

When the City moved forward with the development of the Design Guidelines, again there were several public meetings. Notices of these meetings were hand delivered to each of the businesses in and around the square. What resulted was the Kirksville Downtown Design Guidelines.

One of the benefits of starting with the east side of Franklin Street was to establish the standard for the canopies that would then be incorporated in the rest of the downtown area. This section of Franklin Street included eight (8) different store fronts and five (5) property owners. The businesses across the street do not have the canopies. Page 22 of the Kirksville Downtown Design Guidelines and page 30 to 34 of the Downtown Improvement Plan discuss the canopies. Both of these documents were approved by the City Council. The support of the documents was also received from the various partners.

Whether the canopies stay or not is an issue that the City Council needs to discuss. In his report, Paul Frazier outlines several issues that the City Council should address. These can be found in the Study Session Attachment on page of this packet.

Property owners within the Franklin Street project area were sent letters outlining two options for consideration. The Kirksville Arts Association expressed early on their desire to have the canopy removed. The City will work with the Association to accomplish this task. The balance of the property owners have worked together as a group and has chosen to retain the awnings, seeking information from a local vendor on ways and costs to improve the canopies.

There was also a question regarding whether or not the City could own the facades to assist in the renovation and implementation of improvements as recommended by the Plans. Our research has shown that there are communities who have implemented such measures through a local not for profit organization. We have found no examples of any city assuming ownership. I have tremendous reservations about this approach in terms of the liability, accountability, responsibility and costs that may result if there is not some firm guidelines established. This is another concept that could be explored in more detail.

Recommended Action – It is recommended that the City Council review the issues and determine what approach you want to take. Keep in mind that the only authority the City has today is the ordinance that allowed for the placement of the canopies. At a minimum the City's Codes and Planning Department should at least inventory the canopies and work with the property owners to eliminate any unsafe conditions and issues of general disrepair.

NEWSLETTER REVIEW – July 6, 2007

Attachments

CLG Study Session Attachment – pgs. 5 - 6
Downtown Design Standards and Canopy Study Session Attachment – pgs. 7 - 8
Downtown Improvement Implementation Plan – pgs. 9 -12
Kirksville Historic Preservation – pgs. 13 - 17
Code of Ordinance - Canopies – pgs.18 - 19
Façade Ownership – pg. 20

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Certified Local Government

STUDY SESSION MEETING DATE: August 28, 2007

CITY DEPARTMENT: Economic Development

PREPARED BY: Kris McKim, Assistant City Manager

CERTIFIED LOCAL GOVERNMENT

Within the past 3 or 4 months the idea of Kirksville becoming a Certified Local Government (CLG) has come up a few times. When the State-sponsored DREAM Workshop was held in Kirksville one of the communities attending was Arrow Rock, Missouri. They are a CLG and their representatives were talking about the availability of certain funds (Historic Preservation Fund grants) based on being on their status as a CLG. Not long after that the property that was once the Lincoln School building burned. The question came up regarding whether the City should have some mechanism in place to help protect and preserve these types of structures. One idea that was mentioned was that if the City was a CLG then there would be just such a mechanism to help assist the property owner in preserving this building. I have included some basic information on Missouri's CLG Program below. Mrs. JoAnn Radetic is the CLG Coordinator in the State Historic Preservation Office with the Missouri Department of Natural Resources. She will be attending the Study Session to talk in more detail about the CLG program - the process of becoming a CLG, the responsibility of the community, benefits to the community - and will be available to answer any questions you might have.

Missouri's CLG Program

Designation as a Certified Local Government means that a local historic preservation program, established under a city or county government, meets certain requirements that enable the local government to qualify as an official partner with the National Park Service (federal government) and the State Historic Preservation Office (state government) in the nation's preservation program.

Benefits of CLG Status include:

- Eligibility for grants set aside specifically for CLG's
- Technical assistance and training from the SHPO
- National historic preservation assistance network –
    - Publications and professional assistance
- Local historic preservation expertise recognized by federal and state agencies
- Participation in statewide preservation programs and planning

Responsibilities of a CLG include:

- Passing a historic preservation ordinance
- Maintaining a historic preservation commission
- Surveying local historic resources
- Providing for public participation in the local historic preservation program

Missouri Alliance for Historic Preservation

There is also a not-for-profit membership group, the Missouri Alliance for Historic Preservation, which promotes, supports, and coordinates historic preservation activities throughout the State. In July the City was sent a letter by one of their local board members, Cole Woodcox, about our joining this group. Dues for a local government would be $75 annually. Attached is a copy of that letter as well as their membership brochure.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Downtown Building Design Standards & Canopy Report

STUDY SESSION MEETING DATE: August 28, 2008

CITY DEPARTMENT: Codes

PREPARED BY: Paul Frazier

Downtown Building Design Standards

The Kirksville Downtown Improvement Guidelines, December 2004; and the Downtown Improvement Plan, 1999; suggested that a building plan review board be appointed in order to achieve and preserve the historic theme that these downtown documents recommend.

City Codes has developed building guidelines and processes to fulfill the inception of such a board. It should be understood that the guidelines that are contained in this document should not be used alone. The use of the City Sign Code, Kirksville Downtown Design Guidelines and the Downtown Improvement Plan should be referenced and used by the Plan Review Committee, in reviewing plans and making decisions regarding plan approval.

Canopies

In the early 1970's many business owners in the Downtown Business District had metal canopies erected. As the canopies were partially located on the city right of way; during construction or shortly thereafter, the City Council passed an ordinance that set rules for maintenance of these canopies. At part of the ordinance contains language, whereby the city could make repairs to canopies if the owners failed to be responsible for their maintenance. Additionally, the city relieved them selves of any liability that might arise due to the presence of canopies on public property. Also, in this ordinance the city reserved the right to require the business owners, at their cost, to shorten the width of their canopies in the event that the city wished to make changes to street widths or sidewalk improvements.

Downtown consultants recommended that all canopies be removed and that a more aesthetically pleasing canvas or vinyl canopy be allowed (If new canopies were to be installed by the individual business owner).

From the meetings that I have attended and input from others involved, it appears that if the canopies are made to be removed, resistance may arise. If the council chooses to allow the canopies to remain several issues should be addressed:

- A survey of the canopies should be completed, addressing repairs to canopies that are in need of repairs and any costs associated with these repairs.
- Implement a plan to require the repair of all canopies that need repaired.

- Canopies were originally lit by florescent lights arranged underneath the canopies. (I believe that almost all of these are not working.) Either due to the electric meters being pulled by Ameren UE because of problems of payment to the light company (each block had one meter). (Some would pay and some would not.) Similar problems arose due to arguments of who would pay for maintenance of canopies. As an alternate to lighting, skylights could be used and would be able to be installed in existing canopies to allow more light.
- If one owner in a block chooses to take their canopy down it could create problems for adjacent owners. If so, who pays for what?
- As canopies are repaired and painting takes place, the plan review board should review any color schemes and not permit any color that might be perceived as out of text with the downtown historic theme.

In summary, a downtown plan review committee should be appointed and an ordinance prepared implementing the guidelines that have been submitted. The question of whether to allow the canopies to remain must be addressed. If canopies are to remain, guidelines and rules for new canopies or repair of the old ones should be followed.

I intend to be at the August 28, 2007, work session to discuss these matters.

Downtown Improvement Implementation

The Downtown Kirksville Improvement Plan identifies a variety of development and design improvements for the project area. These improvements will depend upon a rational approach and the cooperative efforts of a number of stakeholders in Downtown Kirksville. Both physical and programmatic improvements will require an incremental and strategic approach with top priorities being addressed first. Several of the physical improvements will require a phased implementation approach of a period of years. This phasing will be dependent on available monetary resources, existing commitments and the logical progression of construction and development. Some elements and recommendations of the plan are interdependent upon one another. For these reasons the following section was developed to outline key recommendations, potential timeframes, responsible parties, estimated costs and possible funding sources. If the Improvement Plan section of this report describes the characteristics of the vision for future improvements, then this section begins to outline some of the critical steps and methods for achieving that vision.

Policy / Program / Organization Recommendations

Throughout the Improvement Plan there are items that will require broad policy and / or program implementation. It is vitally important that administrative, regulatory and financial policies are in place in order to focus resources. Additionally, responsibilities need to be assigned to a number of entities that have the appropriate strengths and resources to effectively and cooperatively carry out programs and policies that are necessary for addressing the vision of this plan. The following recommendations are intended to assist with defining the policy, program and organization foundation for improvement actions.

This section is intended to serve as a general guide for implementing steps to achieve development of concepts outlined by this plan and if carried out, should lead to a higher degree of public and private cooperation and an increased awareness of the strength of downtown.

- A complete review of utility conditions and capacity in the planning area needs to be conducted to insure that sufficient utilities are available to provide necessary service for new development. Utilities may need to be upgraded and/or relocated or buried in order to accomplish certain projects within the area.

- The City of Kirksville should adopt a policy and procedures to prevent tearing up new improvements in public right-of-ways. This can be done to coordinate underground utility improvements with physical improvements on the surface completed by City and other service providers, as well as with private developers.

If development or utility service needs change then work must be done in a manner to avoid demolition of improvements. If newly constructed surface improvements are completed and tear up is necessary, then the demolition and reconstruction cost to return the improvements to the previous condition should be paid for by the service provider or developer.

- 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.

- Revise community, institutional and downtown marketing and business recruitment programs and materials to incorporate the improvement plan vision.

- Determine and clearly assign responsibilities for downtown improvements, maintenance, and business recruitment and retention efforts to appropriate groups (City of Kirksville, Downtown Improvement Committee, Chamber of Commerce, Business Association, etc.).

- Develop and codify detailed design and development guidelines for public and private improvements in downtown.

- Establish a Downtown Kirksville resource center in downtown. The resource center should facilitate marketing, business recruitment, development activities, and resources made available to business owners (business association meeting space, technical assistance information, etc.). The Downtown Improvement Committee or Chamber of Commerce could be responsible for this activity and at a later date possibly hire a full time downtown staff person.

- The Downtown Improvement Committee should encourage merchants to create a quality retail commercial experience. Sponsor guest speakers and workshops for business owners.

- The Plan Implementation Committee should sponsor façade workshops for merchants to provide information and technical assistance on appropriate methods of façade renovation and encourage merchants and property owners on façade maintenance. Workshops could focus on the economic relationship between façade and display area improvements and retail or business success.

- Make available appropriate financing tools (low interest loan pool or min-grants, etc.) for business and property owners to encourage fix-up and enhancement of facades, implement pedestrian oriented signage (front and back), awnings, and other amenities per downtown design guidelines.

- Continue business development and recruitment efforts to solidify block faces around the Town Square and the core area of the Downtown Commercial District (infill and rehabilitation of existing structures). Encourage the location and relocation of the highest and best uses on appropriate floors and sites in downtown per the improvement plan.

- Develop and establish a downtown overlay zoning district (to include commercial redevelopment on Franklin and Jefferson Streets). This district should set specific development parameters and design guidelines in the project area. The standards for development should be flexible enough to address unique adaptive reuse opportunities associated with vacant and underutilized structures and properties.
- Through the downtown overlay district and a landscape ordinance, new development should be required to provide appropriate streetscape enhancements based on the direction provided in the improvement plan, as well as buffering enhancements and more aesthetic parking areas.
- Adaptive reuse of existing structures should be fully investigated prior to demolition of structures.
- A site plan review process should be developed to ensure that development proposals meet all applicable codes and design guidelines.
- Utilize zoning performance standards in the overlay district and site plan review procedures to incorporate design guidelines provided for private surface and mixed-use parking facilities in the downtown.
- In addition to appropriately located public parking facilities, owners of private parking areas should be encouraged to make basic aesthetic and functional improvements, as well as enter into shared use agreements to maximize the use of these parking resources.
- Local lenders should form a consortium to develop a low interest loan pool for future commercial/business development in the downtown area.
- Target the use of CDBG and other funds in the adjacent neighborhoods to downtown in order to stabilize viable residential areas.
- Utilize Tax Increment Financing in a strategic manner to promote the needed redevelopment efforts indicated by the proposed activities. In each case the critical connection between the success of redevelopment efforts should be tied to not only improvements on the site but also to the necessary improvement of the adjacent areas. TIF is also applicable in the downtown to deter the deterioration of the physical environment and promote redevelopment.
- Explore the use of TEA 21 funds to make transportation facility and enhancement related improvements in downtown.
- Consider implementation of a minimum budget set aside to accommodate the development of public art and gateways in association with public improvement projects.

- Develop an effective transit loop system to serve the Town Square, KCOM and Truman State University. Initial efforts may focus on special events to establish an acceptance of use on a more frequent basis by the community.
- While retaining the existing roadway lighting standards a uniform fixture should be selected and applied throughout the downtown area.
- Select particular streetscape plant species, furniture/fixture styles and materials using the conceptual base of this plan and findings during the development of construction documents for roadway and intersection improvements. For the Jefferson and Franklin Street improvements a number of species should be considered as part of the design process. These are also adaptable to other streetscape locations throughout the project area.

  Street Trees: Linden, Honey Locust, Autumn Purple Ash, Sugar Maple, Japanese Zelkova

  Ornamental Trees: Red Bud, White Bud, Amur Maple, Golden Raintree

  Shrubs: Flowering Quince, Viburnum, Yews, Boxwood

  Groundcover: Baltic Ivy, English Ivy, Purple Leaf Winter Creeper Euonymus, Blue Rug Juniper

  In addition a ligthing fixture style that will complement the streetscape enhancements is the Lumec New Westminster Series on a 12 foot decorative pole or something similar.
- Specific design guidelines and criteria for signage, façade enhancement and building / property development should be developed and adopted as part of the land development policies and ordinances of the City as applied to this area. Such guidelines will impact the character of the various districts in the plan area and will need to be developed in a manner that reflects the development quality and desire for each district.
- The four partners should continue to work cooperatively to program and coordinate activities and events in and around downtown. This could be done through the Plan Implementation Committee.
- The Planning Commission, City Council, TIF Commission, KCOM and Truman State University Administration and Downtown Improvement Committee should periodically meet in joint sessions to monitor plan implementation progress and plan adjustments or changes that need to be made as implementation takes place.

Kirksville Historic Preservation Commission

INTRODUCTION:

- In order to historically preserve, enhance and compliment buildings located in the areas of Kirksville that are identified as the Downtown Business District, Franklin Street connection to Truman University, and Jefferson Street connection to A. T. Still University; a Historic Preservation Commission (K.H.P.C.) shall be established and appointed by the Kirksville City Council. Once the K.H.P.C. has been established it will be their duty to review plans for remodeling or building of any buildings located in those areas.

QUALIFICATIONS:

- The City Council shall appoint qualified members from in and around the Kirksville area to serve on the K.H.P.C. Those members should have backgrounds that will lead to rational decision making process in regard to reviewing building planning for buildings that will undergo rehabilitation or new construction. *In reviewing plans, areas of coverage are the Downtown Business District and Jefferson, Franklin Street connection to the two universities. Examples of qualifications of members should be: Prior building construction expertise, a person from the sign installation business, an engineer or architect, a person having exterior or interior design training, a downtown business person, the Assistant City Manager, or an appointed member of the City staff.

QUOROM; PLAN APPROVAL:

- The Commission shall consist of five (5) members, each member having one (1) vote. Three members present at each meeting shall represent a quorum. In reviewing applications, a favorable vote of the simple majority of the members present at the meeting shall constitute the approval of a building plan proposal.
- The K.H.P.C. shall be assisted by the Kirksville Planning and Codes Director in respect to setting the agenda, distribution of packets, keeping minutes (if necessary), etc. The Commission shall meet upon need and called by the City's Planning and Codes Director.
- Prior to construction of a new building or the remodeling of an existing structure in the downtown area and the Jefferson and Franklin Street Corridor, a certificate of consent shall be issued to the owner or their agent by the K.H.P.C. This must take place before the City Codes Department processes a building permit. In the event the K.H.P.C. does not approve the plans as submitted, the commission shall state the reasons for the disapproval in writing with recommendations of changes for the owner's consideration.

** Note-Included are areas shown as 2-5 of the Kirksville Downtown Improvement Plan (See Attachment)*

GUIDELINES, BUILDING STANDARDS/PROHIBITIONS:

- In order for the K.H.P.C. to make quality decisions in reviewing remodeling and/or building plans, distinct criteria should be followed in order to achieve the pre-existing historical building effects that existed at the time these building and

structures were built. The K.H.P.C. should use any historical data that might be available such as; photos, testimony from residents of the community, and the Kirksville Downtown Guidelines (developed by Powers Bowersox on 12-06-2004. In reviewing a building application, it is important that after reviewing plans and a certificate of consent is issued and when the building is completed, it presents a theme of historical and cultural preservation. **No metal buildings should be allowed**. Also, metal facades trim or material should not be permitted unless, it was a part of the original design.

STOREFRONT / STOREFRONT REMODELING:

- Framed by the building façade and structure and consisting of display windows and doors, the storefront is transformed under each new owner of business. The storefront presents the character of a business. Storefronts can help unify a neighborhood street and should be visually integrated with the building itself. Areas to consider when addressing storefronts are:

    1. All damaged, sagging or otherwise deteriorated storefronts, windows or entrances should be repaired and replaced in the simplest manner possible. If replacing the storefront system, care should be taken so that it fits within the opening original to the building.
    2. Permanently enclosed storefronts are discouraged and should be opened up when possible.
    3. The storefront should complement the style of the building and the other storefronts on the block by attention to materials, window height and rhythm.

DOORS AND WINDOWS:

1. Doors and Windows establish the link between the pedestrian and the business. Well maintained windows and display areas are important to good business practices and their size should be maximized in order to present an inviting appearance.
2. Doors should have large glass windows, providing the most visibility into the business.
3. The door should be compatible with the building's character.

- Window Base:
    1. The window base should retain the storefront line and its proportions.
    2. The height of the window base should be consistent with that of adjacent storefronts.
    3. Materials use, whether wood, concrete, tile or stone, should be durable and fit with the character of the building.

- Display Windows:

1. Windows original to the building at street level should be uncovered if possible.
2. Window glass should be transparent if possible.
3. Window frames may need replacing-both wooden and aluminum frames are appropriate.
4. If window bars are in place, the applicant is encouraged to consider alternative security plans such as electronic alarm systems, laminated safety glass or open mesh security gates.
5. Display windows should not be obscured with cases, fliers or non-product items that block views into the business. City ordinance permits only 25% of the window area to be covered by inside signs. Handwritten signs are discouraged.

- Upper Story Windows:
    1. Windows that are boarded up should be uncovered, restored and all missing and broken glass replaced.
    2. Replacement windows should retain the original configuration of sash and panes and the spacing and size of original openings.
    3. Historic features such as frames or molding should be preserved when possible.

- Transom Windows – A horizontal bank of small windows above display windows and doors, transom windows historically provided ventilation and allowed daylight deep into the store's interior. As a design feature they are an important element in the proportions of the storefront. Transom windows, covered by signs or wood panels, should be restored when possible. If dropped ceilings inside the store overlap with transom windows, a sofit can be installed to uncover them from the inside.

OTHER BUILDING ELEMENTS:

- Frieze/Sign Band – The frieze or sign band is the horizontal segment of the storefront located above the display window and below the second floor windows or building cornice. In many storefronts this area is designated by a distinct band of pre-cast concrete, plaster, wood and other material and is the typical location for business signs.
    1. Signs or awnings should not bee too big for the frieze or sign band area.
    2. If the building doesn't have a sign band, the sign level should match that of adjacent buildings.

- Signs- A well-designed sign is one of the most important elements of a storefront. It reflects the personality of a business. In addition to locating and advertising a business, signs also add visual interest to the streetscape and contribute to the character of a neighborhood. All signs must comply with the City's sign code for the Central Business District. The application must apply for a sign permit with the K.H.P.C. where any sign is erected,

installed or altered in size or design. In addition to the Kirksville Sign Ordinance, the following standards or guidelines should be considered:

1. Signs can be painted directly on the building's surface, may be mounted, or hanging perpendicular to the sidewalk.
2. Signs should be placed in clear, architecturally defined areas like sign bands, windows, awnings or suitable wall spaces.
3. Signs may use icons, graphics or be three-dimensional.
4. The sign should be neat, clean and simple with a direct message.
5. The lettering style should also be easy to read and reflect the image of the business. Light colored letters on a dark background or with dark borders are effective.
6. Sign should be made using durable materials and structurally sound. Cloth signs or banners are discouraged because they wear easily and look impermanent.
7. Signs should not cover up windows or decorative detail. They must not take up more than 7% of the signable wall area and should be scaled for pedestrian use.
8. Signs may be painted on windows to detail information like store hours and types of services, but must not take up any more than 25% of the window area.
9. There should be no more than one sign for each facade of the building. There is a limit of 3 facades in the downtown district.
10. The restoration of a historic sign is encouraged, especially if it will contribute to the business' image.
11. Old nonfunctioning signs and brackets should be removed.
12. Temporary signs that outlast advertised information should be removed.

- Awnings-Awnings cover the area between the sidewalk and the building. They protect pedestrians and shelter display windows from sun, rain and snow. Awnings add color and depth to the building surface and embellish entrances. However, an awning on a north-facing storefront location or as substitute for a sign is not the most effective or economical of uses. Look at old pictures of your buildings to see if and how awnings were used.
    1. Awnings should be made from canvas. Vinyl or plastic awnings are not as durable. Aluminum awnings or canopies generally detract from the character of the building and should not be erected.
    2. The awning should reinforce the frame of the storefront. It should not cover the piers or the space between the second-story windowsills and the storefront cornice. Awnings may obscure transom windows, especially when restoring them is not possible.
    3. The awning should be mounted so that the valance is about 7 feet above the sidewalk and projects out between 4 and 7 feet from the building. A 12-inch valance flap is usually attached at the awning bar and can serve as a sign panel.
    4. Signs should be located only on the valance of the awning.

5. If the building has multiple storefronts, separate awnings should be located within each storefront opening so that the building frame and details are revealed. These awnings should be consistent in size, profile and location whether they are for the same business or not.

- Lighting- Lighting illuminates the business and discourages crime.
    1. General interior lighting, if possible, helps prevent break-ins by allowing both police and passersby to see the activity inside a store.
    2. Exterior light should attract attention to signs, store information or building details.
    3. The scale and style of exterior light fixtures should agree with the storefront design.

PAINTING AND MATERIAL COORDINATION:

- Materials and color are two of the most important aspects of storefront design, which convey an image of quality and care. Paint color is a relatively inexpensive and dramatic way to define a business or storefront. Even though the color selection is the owner's choice, the color scheme should be compatible with neighboring businesses and should set a standard of quality.

- Materials
    1. Materials on the building that were not part of its original design-brick walls resurfaced with formstone, wood or fiberglass, or shingled overhangs or other false facades-should be removed if possible.
    2. Make sure new materials are related to the original building and don't alter or cover architectural features.
    3. When re-pointing brick and stone, care should be taken to match materials and mortar to preserve the strength and the look of the facade.
    4. If the brick needs to be cleaned, avoid chemicals or high-pressure washes and sandblasting that can be damaging.

- Painting
    1. Brick should not be painted unless it is absolutely necessary to prevent further deterioration.
    2. Painting should respect existing architectural detail.
    3. Consider the direction your facade faces: colors appear warmer in south or west orientation and cooler in north or east orientation.

DIVISION 3. CANOPIES

Sec. 21-161. "Downtown business district" defined.
The "downtown business district" for the purposes of this division shall be defined as that area commencing at the public square, and including the same, and extending two (2) blocks east, south, west and north from such square.
(Code 1974, § 21-25)

Sec. 21-162. Construction authorized in downtown business district.
Sidewalk canopies, as specified in this division, are authorized to be constructed, erected and installed in the downtown business district of the city, after obtaining all required permits.
(Code 1974, § 21-26)

Sec. 21-163. Upright support requirements.
The sidewalk canopy upright supports, authorized to be erected under this division, shall have a minimum exposed height of ten (10) feet and be placed two (2) feet from the outside sidewalk curb. Such supports shall be spaced not more than twenty-four (24) feet apart, commencing two (2) feet from the corner of the block.
(Code 1974, § 21-28)

Sec. 21-164. Roof overhang; reducing width of sidewalk.
The roof overhang of the sidewalk canopies authorized to be erected under this article shall not extend beyond the outside curb of the sidewalk proposed to be covered. In the event the city should find it necessary to reduce the width of the sidewalk in the future for the general safety of the public and a smoother flow of traffic on the adjacent street thereto, then the roof overhang of the canopies so erected shall be required to be shortened, to extend only to the curb, and the upright supports relocated two (2) feet from the curb, at no expense or cost to the city.
(Code 1974, § 21-29)

Sec. 21-165. Drainage from canopies.
Any drainage, rainwater, melted snow, etc., collected on the sidewalk canopies shall be disposed of in a safe manner. The design and operation of drains, etc., shall be the responsibility of the adjacent landowner and liability shall be in accordance with section 21-167.
(Code 1974, § 21-30)

Sec. 21-166. Responsibility for maintenance of canopies; repairs by city.
The maintenance and repairs of all canopies erected under the provisions of this division shall be the sole responsibility of the owners of the adjacent buildings. On failure by the owner of an adjacent building to maintain and repair the canopy fronting his building, the city shall have the right to have the same maintained or repaired, and the costs incurred therefor shall be assessed to the building owner and the same shall constitute a lien on the adjacent real estate until the city has been reimbursed the cost incurred thereon.
(Code 1974, § 21-31)

Sec. 21-167. Liability for damages, etc.

Any and all accidents, injuries or other damages, created or caused by the sidewalk canopies authorized by this article to passing pedestrians or motorists shall be the sole liability of the adjacent building owner, and the city is absolved of all liability therefor, except, for any negligent acts on the city's part in maintaining the adjacent street which results in unknown hazards to the building owner.
(Code 1974, § 21-32)

Historic Façade Easement Programs

In discussions about how to best move forward with Downtown revitalization in Kirksville, one idea that was proposed was having some sort of façade easement program. The City staff has researched several such programs, and none that we have found work like it has been proposed in these discussion. The thought was that if the City would be granted easements for the facades only of the downtown buildings, then public funding dollars could be spent on their repair. The programs we have researched have a much different purpose. They have been put into place to preserve the historic integrity of the exterior of historic buildings. The easement is not granted to the City, but to a Historic Preservation Foundation a not for profit corporation in the community. In general most of the programs work as outlined below:

> An historic facade easement is a means by which the owner of an historic building and its land can insure its preservation while at the same time retain possession and use of the building and land. Through an easement, a property owner transfers to another party certain rights and privileges pertaining to that property. The facade easement is in the form of a deed, granted in perpetuity to a not-for-profit or other public entity. The group receiving the easement can then impose restrictions upon modifications to one or more facades of the building, impose restrictions on all or a portion of the land surrounding the historic building and provide for monitoring and enforcement of the easement.
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> An historic facade easement is given to preserve the appearance of an historic building and its surrounding setting. Often the owner of a property wants to be sure that the visual appearance will not be altered or neglected in the future. By giving an easement, the owner is assured that the property will be protected indefinitely, no matter who the future owners may be. There also may be financial advantages associated with giving such an easement. The granting of an historic facade easement is often treated as a charitable contribution.
>
> The primary restrictions of an historic facade easement relate to the physical maintenance and possible alterations to the building's facade. These restrictions, of course, apply only to the portion of the building included in the easement. The property may continue to be used for whatever purposes the owner may choose. Moreover, the owner may alter the interior of the building in any way he wishes. For example, the owner may create a completely modern interior so long as the facade is maintained in accordance with the requirements agreed to in the easement document.
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> An easement can be for any length of time the parties agree to. However, the Internal Revenue Code allows charitable deductions to be taken only for easements donated in perpetuity.
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> Although the property owner grants certain rights and privileges under the terms of the easement, the owner retains full possession of the property and is responsible for maintaining the facade. As part of the easement, the property owner agrees to improve and maintain the facade to the agreed upon level of preservation.

In these programs the entity accepting the easement does not pay for repairs/modifications to the building. The easement is in place just to protect that building in perpetuity.