



Planning & Zoning Commission Meeting Agenda

June 27, 2024, 6:00 pm

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

Online viewing location:

<https://www.youtube.com/user/KirksvilleCity>

Call Meeting to Order

Roll Call

Order of the Agenda:

Staff Report of additions or changes

Motion (and Second) to approve the order of the agenda

Vote – Ayes / Nays / Abstain

Minutes:

Minutes of the regular meeting on May 8, 2024

Motion (and Second) to approve minutes

Chair asks for corrections

Vote – Ayes / Nays / Abstain

Old Business:

None

New Business:

1. **Public Hearing** – An application to rezone 909 W. Gardner St. from R-3-S, Multifamily Special Residential District to RP-1, Single-Family Planned Residential District.
 - a. Chair Declares Public Hearing Open
 - b. Staff Report
 - c. Public Input
 - i. In Favor
 - ii. Opposed
 - d. Chair Declares Public Hearing Closed

2. **Rezone** - A request to rezone 909 W. Gardner St. from R-3-S, Multifamily Special Residential District to RP-1, Single-Family Planned Residential District.
 - a. Recommended Motion – To recommend City Council approve a request to rezone 909 W. Gardner St. from R-3-S, Multifamily Special Residential District to RP-1, Single-Family Planned Residential District.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call

3. **Major Subdivision** - The proposed preliminary plat for *Dogwood Subdivision* to the City of Kirksville, Missouri.
 - a. Recommended Motion – To recommend City Council approve the preliminary plat for *Dogwood Subdivision* to the City of Kirksville, Missouri.
 - b. Staff Report
 - c. Commission Discussion
 - d. Citizen Questions/Input
 - e. Vote – Roll Call

4. **Complete Streets Policy Review** – A second review of the draft Complete Streets Policy for the City of Kirksville, Missouri.
 - a. Recommended Motion – To recommend City Council approve a Complete Streets Policy for the City of Kirksville, Missouri.
 - b. Commission Discussion
 - c. Citizen Questions/Input
 - d. Vote – Roll Call

5. **Commission Appointment** – Appointment of a Commission member representative to the Kirksville Historic Preservation Commission (KHPC).
 - a. Staff Report
 - b. Nominations
 - c. Discussion – Candidates may speak to their interest in the position
 - d. Vote – Roll Call

Citizen Participation

(Time Limit of Five Minutes) Citizen participation is for suggestions and comments on items affecting the Planning & Zoning Commission and the City, but are not on the agenda. Action by the Commission other than acknowledgment is not expected at the same meeting. Citizens may address the Commission on topics which are part of the regular agenda when these items are discussed by the Commission. Citizens must add their signature to the Citizen Participation Sign-In Sheet and announce their name before they begin speaking. The Commission does like to follow up with citizens and request citizens willing to leave a form of contact.

Adjournment

Notice of Nondiscrimination:

All persons within the City of Kirksville are free and equal and shall be entitled to the following equal use and enjoyment within the city at any place of public accommodation without discrimination or segregation on account of age, ancestry, color, disability, gender, gender identity, marital status, national origin, race, religion, sexual orientation or on any other basis that would be in violation of any applicable federal, state, or local law.

Notice of Disability Accommodations:

Any person with a disability desiring reasonable accommodation to attend this meeting may contact the City Clerk at 660.627.1225 to make such arrangements.

PLANNING & ZONING COMMISSION
MINUTES OF May 8, 2024

PRESENT:

Dan Martin, Chair (via ZOOM)
Jeremy Hopkins, Vice Chair
Chuck Heckert

William Robb
Patricia Sexton
Bruce Thompson
Ashley Young, Assistant City Manager

ABSENT:

Kabir Bansal, Council Representative
Jason Chrisman
Betty McLane-Iles

CALL TO ORDER

Vice Chair Hopkins called the meeting of the Planning & Zoning Commission in the City Council Chambers to order at 6:00 p.m.

ORDER OF THE AGENDA

Vice Chair Hopkins asked if there were any changes to the agenda. Mr. Young stated there were none. Dr. Sexton made a motion to approve the agenda. Mr. Heckert seconded the motion. The agenda was approved with the following vote: Aye: Heckert, Hopkins, Robb, Sexton, Thompson, Martin. Nay: none. Abstain: none. Absent: Bansal, Chrisman, McLane-Iles.

APPROVAL OF MINUTES

Chair Martin asked for a motion to approve the minutes of April 10, 2024. Thompson made a motion to approve the minutes. Dr. Sexton seconded the motion. The minutes were approved with the following vote: Aye: Heckert, Hopkins, Robb, Sexton, Thompson, Martin. Nay: none. Abstain: none. Absent: Bansal, Chrisman, McLane-Iles.

OLD BUSINESS

None

NEW BUSINESS

1. Public Hearing No. 1 – *Municipal Code revisions to Chapter 40 – Utilities and Chapter 44 – Zoning.*
Vice Chair Hopkins opened the public hearing at 6:04 p.m.

Mr. Young stated city staff were asking for public input, along with a recommendation from the Planning and Zoning Commission, to remove all mentions of the antiquated land use term of “apartment hotel” from the municipal code on the recommendation from legal counsel. He reported there were already similar multiple residential uses within the municipal code including bed & breakfasts, boarding, lodging, and communal housing. Mr. Young stated the outdated term was confusing for both residents and city staff. He reported that in the past several months, there had been issues with individuals trying to use apartment hotels to circumvent the temporary rental process. While not successful, removing the term from the code would remove any questions.

Mr. Young stated the term apartment hotel would be removed from four places. Those include Section 40-69, Definitions; Section 44-1, Definitions; Section 44-126, Permitted Use Table; and Section 44-139, Apartment Hotels. He pointed out that each section listed was included in the report to commission members, which showed what the language would look like should the request be approved.

Mr. Thompson inquired into the difference between a boarding house and an apartment hotel. Mr. Young

explained that the term was confusing due to having two distinct uses combined, with a hotel being entirely different from an apartment. He explained that their legal counsel interpreted that to be an apartment hotel, you would have to meet the sleeping requirements of both and no one with an apartment building would be interested in meeting those threshold requirements typically provided by a hotel.

Mr. Martin pointed out that the discussion should be continued after the closure of the public hearing and a motion made.

With no further input, Vice Chair Hopkins closed the public hearing at 6:09 p.m.

2. Municipal Code Revisions – *Municipal Code revisions to Chapter 40 – Utilities and Chapter 44 – Zoning.* Dr. Sexton made a motion to recommend the City Council approve revisions to Municipal Code Chapter 40 – Utilities and Chapter 44 – Zoning. Mr. Robb seconded the motion.

Mr. Martin mentioned that the Travelers Hotel Apartments would be a point of confusion and asked if this was in reference to that building. Mr. Young responded it was not, since the name of the building was a reference to its historical name, but he did understand the confusion that could cause. However, those apartments receive funds to provide low-income senior housing. Vice Chair Hopkins asked about the differentiating features. He wondered if an apartment hotel would be more like frat housing that offered limited stays and offered breakfast. Mr. Young responded he did not believe so. He said an example would be like a long-term bed & breakfast or boarding house. Mr. Robb stated that typical boarding houses in New York were referred to as SROs, Single Residents Occupancies. Vice Chair Hopkins stated the definition provided in Section 44-1 did not clarify the use. He envisioned a type of fraternity house. Mr. Young stated those were recognized as communal homes in the code, but the confusion reinforced the point that apartment hotels added to the confusion since these other uses already exist in the code. Mr. Martin asked if the sections referenced during the staff report would be eliminated. Mr. Young stated that was correct.

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

3. Right-of-Way Vacation – *A request for the vacation of Pine Street, Cedar Street, Oak Street, Jayne Street north of Maple Street, and Douglas Street north of Maple Street in Sunset Village, a Subdivision of the City of Kirksville, Missouri.* Mr. Thompson made a motion to recommend the City Council approve the request for the vacation of Pine Street, Cedar Street, Oak Street, Jayne Street north of Maple Street, and Douglas Street north of Maple Street in Sunset Village, a Subdivision of the City of Kirksville, Missouri. Dr. Sexton seconded the motion.

Mr. Young stated the location of Sunset Village was the current location of the North Park Complex. He said that due to the ongoing development of the park, city staff discovered that even though the streets were labeled in the shared city and county G.I.S. (Geographical Information System) as vacated, they were not. Since there was no intention of building streets through the ballfields, city staff was asking that a recommendation be made to vacate the named streets. He pointed out Maple and Novinger Streets were not included in the list of streets to be vacated. He explained that a planned connection was still planned for Maple Street, however, some re-plats for the street connection may be needed in the future.

Vice Chair Hopkins asked for clarification if the streets were being vacated so the street names could be used elsewhere within the community. Mr. Young responded no, it was more of a housekeeping issue. He explained that the city would be vacating the properties use for streets, specifically, within the platted Sunset Village Subdivision approved in 1954. He pointed out the area would remain city property. Mr. Young reviewed the process for requesting a Right-of-Way vacation checklist, completed by the cities Engineering

Department. After the review, the request would be forwarded to him, then presented to the Planning & Zoning Commission for a recommendation, with final approval by the City Council. If approved, the property would be split down the middle. Mr. Young stated that since this was a city park, it would remain city property.

Mr. Martin stated the G.I.S. map was used when determining FLAT projects and these types of errors could cause confusion. Mr. Young pointed out that the G.I.S. maps already show the streets as vacated in this case. Mr. Martin asked if the subdivision fell into the category of a zombie subdivision. Mr. Young said that technically that was correct. He said that the city had not developed a hard-and-fast approach to deal with these older pre-1990 subdivisions since many of the developers of those subdivisions were now deceased. However, in this case, this was a straightforward request.

Mr. Robb asked if the lots for the subdivision still legally existed. The commission discussed if the area was still composed of legal lots and parcels. Mr. Young stated the second map included in the staff report showed the yellow line of the parcel, which showed the lots that were part of the original subdivision, but they were not separate parcels.

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

4. Complete Streets Policy Review – A review of a draft Complete Streets Policy for the City of Kirksville, Missouri.

Mr. Young presented the draft to the commission so they could review before the June 2024 meeting, allowing them to offer their feedback. He stated in June 2023, a concept Complete Streets Policy presentation was presented to the Planning & Zoning, Airport & Transportation, Lakes, Parks, & Recreation Commissions, along with the City Council. The consensus from the commissions and council was for city staff to move forward with drafting a formal Complete Streets Policy. Due to staffing changes and other priorities, the policy draft was delayed but the commission packet included the first draft of the policy for review. The draft was submitted to the Lakes, Parks, & Recreation Commission at their May 7, 2024, meeting. He stated they were reviewing the policy and have been encouraged to review other cities' Complete Street Policy that exists and return with their feedback at their June meeting. He encouraged the Planning & Zoning Commission to do the same.

Mr. Young stated the draft policy was an overall view and did not include specifics such as the technical specifications for a city street, which was outlined in chapter 34 of the City Code. Those requirements are largely dictated based on guidance from the federal and state level, as well as the professional opinions of the City Engineer. He explained trails, for example, in the Parks & Recreation's master plan, were based on certain national standards for the construction of trails. The goal was to enshrine in policy what city staff had already been doing. That included thinking about public rights-of-way in a comprehensive way and how those rights-of-way could best serve all residents regardless of their mode of transportation, whether vehicular, cycling, pedestrian, or such.

Mr Young also emphasized the technical specification to explain why the draft was light on specifics since they were found elsewhere in the municipal code or other internal policy guidelines. The focus of the policy would be to bring everyone to the table to discuss certain rights-of-way and what would be best for residents in terms of making the community interconnected and accommodating. They would also consider what would be fiscally feasible and physically possible. He acknowledged in some areas it may not be physically possible to build a sidewalk that was compliant with the Americans Disability Act or allow the addition of bicycle lanes. He stated their approach would look at what was possible and could be afforded. He stated

the policy would be presented to the Airport & Transportation Commission for their input. After receiving input from the three commissions, the policy would be presented at the June City Council Study Session for their discussion.

Mr. Martin thought this had already been reviewed and a recommendation made to the City Council. He asked if there were any changes to what was reviewed. Mr. Young replied that this draft was completed a few weeks prior, after the recommendation to draft a policy from the presentation in June 2023. Mr. Martin remembered considering safety, when possible, was talked about at great length, along with how to make a town a more complete city. He stated having a policy in place could allow for grant dollars for projects and would be consistent with the Think 2040 plan.

Vice Chair Hopkins asked if there would be levers included or added to ensure things were done such as adding sidewalks where there were no sidewalks. He mentioned the missing sidewalks on Davis Street. He asked hypothetically if this was something that could be added or if this would be something the city could not force the landowner to do. Mr. Young responded that first, they would need to check that there was enough right-of-way to install a sidewalk. However, assuming there was enough right-of-way, they would consider the feedback received from the property owner. Mr. Martin interjected that page 29 of the commission packet listed the top five priorities which included connecting missing links for connectivity. He pointed out that due to the condition of sidewalks, many people choose to run in the streets. Mr. Young stated even though they would consider the feedback from property owners, they would also keep in mind the priority set to connect the sidewalk network. Vice Chair Hopkins asked if other policies currently in place would allow for the enactment of those priorities. Mr. Young stated that the development of the Kirksville Active Mobility Plan (KAMP) would be the starting point that has already been through the established process to guide decision and development of sidewalks and other items for the last few years. He stated that had been done in cooperation with the Public Works and Parks & Recreation Departments.

Vice Chair Hopkins asked if the city would give up if the owner decided they did not want a sidewalk installed. Mr. Young stated that in general, if someone did not want something, but in looking at the bigger picture that involved multiple properties, the answer would be no. Vice Chair Hopkins understood one objection would not halt a project, but asked if the decision would be different if a dozen property owners objected. Mr. Young stated that would have to be addressed at that time. Mr. Robb stated that his understanding was that the public rights-of-way were for the public's use, meaning the city could develop the property. Mr. Young stated that was correct, but at the same time, they try to be mindful of the property owners' wishes due to state statutes that the adjoining property owner would be responsible for perpetuity for the maintenance of the sidewalk. Mr. Young gave a hypothetical example of a reason why someone would not desire having a sidewalk installed. That person would then be required to shovel snow after owning the property for decades where no sidewalk had been present. He reiterated that one person's objection would not halt the attempts to provide a better-connected community. However, he stated the feedback from the property owners was valued and city staff was conscientious of the feedback received.

Chair Martin shared when the sidewalk incentive program was offered in his neighborhood, his neighbor did not think he would take advantage of the offer. However, after hearing that installing the sidewalk had increased Mr. Martin's property value, the neighbor immediately signed up for the incentive program as well. Mr. Martin stated that by offering incentives, he believed that people would be willing to invest in the prosperity of Kirksville. Mr. Young stated that the program and policy were still in place. Vice Chair Hopkins shared he had taken advantage of the program as well. He also stated that he appreciated the priorities were in print, he just wanted to find out how much authority was available to enact the priorities.

CITIZEN / STAFF / COMMISSION INPUT

None.

ADJOURNMENT

With no further business, Mr. Martin made a motion to adjourn the meeting. Mr. Heckert seconded the motion. Vice Chair Hopkins declared the meeting adjourned at 6:40 p.m.

Teresa Dorris
Recording Secretary

Public Hearing – Staff Report – Rezone

The owner of property at 909 W. Gardner St. (i.e. the City of Kirksville, MO) has applied for a rezone from R-3-S, Multifamily Special Residential District to RP-1, Single-Family Planned Residential District.

Rezoning from R-3-S, Multifamily Special Residential District, to RP-1, Single-Family Planned Residential District, will allow for the construction of single-family “tiny homes” (so called) with – per Sec. 44-8. Districts – Planned districts. (a) *Purpose* – “. . . variations from the normal and established development techniques.”

When rezoning land to a type of “Planned” district, a “preliminary development plan” – outlining these variations, among other requirements – must accompany the completed Rezoning Application. This Preliminary Development Plan is attached, along with the Rezoning Application.

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

Staff recommends this rezone request – and the accompanying Preliminary Development Plan – be approved.

Please see the Rezoning Application and Preliminary Development Plan below.

Community Impact: Additional affordable housing for residents along with additional infrastructure to maintain in perpetuity.



Rezoning Application

Applicant/Agent Information

Name: Mari E. Macomber

Phone Number: 660.627.1225 Email Address: mmacomber@kirksvillecity.com

Relationship to Property Owner: City Manager

Owner Information

Name: City of Kirksville, Missouri

Owner Address: 201 South Franklin Street City: Kirksville State MO

Phone Number: 660.627.1225 Email Address: mmacomber@kirksvillecity.com

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

909 West Gardner Street, Kirksville, Missouri

Size of tract: (expressed in acres) 4.2

Present Zoning Classification: R-3-S Requested Zoning Classification: RP-1

Current Use(s) of Property: vacant (previously mobile home park)

Project Information and Summary of Request:

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

For the development of a new subdivision. Please see the attached preliminary development plan.



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

Rezoning Application

IMPORTANT NOTES:

- Please attach a warranty deed, trustee's deed, or other official document that includes a **DETAILED LEGAL DESCRIPTION** of property.
- An Abstract Company must be obtained to provide notification of a public hearing to property owners whose properties are within 185 feet. The cost for this service is the responsibility of the applicant.
- An application fee of \$250 is required at the time of submission.

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

Mari E. Marolda
 Applicant/Agent Signature

6/5/2024
 Date

Zoe Burden
 Owner Signature

6/5/2024
 Date

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

For internal use:

Date reviewed by City Planner: _____

Date approved by Planning & Zoning Commission: _____

Date approved by City Council: _____

OCT 26 2023



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202300002158



TRACY HUNTER
ADAIR COUNTY RECORDER OF DEEDS
KIRKSVILLE, MO

RECORDED ON

10/11/2023 AT 03:34:51PM

WARR DEED \$27.00

Bk:1157 Pg:625 626

PAGES: 2

*Tracy Hunter - Recorder
Michelle Snow - Deputy*

WARRANTY DEED

THIS INDENTURE, Made this 11th day of October, 2023 by and between
Donald L. O'Haver, a single person

as GRANTOR, and
City of Kirksville, Missouri

as GRANTEE,
Address: 201 S. Franklin, Kirksville, MO 63501

WITNESSETH, that the said GRANTOR, in consideration of the sum of Ten Dollars and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, does by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said GRANTEE, GRANTEE'S heirs and assigns, the following described lots, tracts or parcels of land, lying, being and situated in Adair County, Missouri to-wit:

Beginning 161 feet East of the Northwest corner of the East Half of the West Half of the NE 1/4 of the SE 1/4 of the SE 1/4, Section 5, Township 62, Range 15, thence West 325 feet to the East line of Evans Addition, thence South 650.58 feet, thence in a direct line 325.1 feet to a point 642.86 feet South of the beginning, thence North 642.86 feet to the beginning.

EXCEPT: Commencing at the Northwest corner of the West Half of the West Half of the Northeast Fourth of the Southeast Fourth of the Southeast Quarter, of Section 5, Township 62, Range 15, thence South 123 feet, thence East 80 feet, thence North 123 feet, thence West 80 feet to the place of beginning.
ALSO EXCEPT: Lots 3 and 5, in Living Homes Addition to Kirksville, Missouri.

TO HAVE AND TO HOLD the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging, or in anywise appertaining, unto the said GRANTEE and unto GRANTEE'S heirs and assigns forever; the said GRANTOR hereby covenanting that GRANTOR is lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that GRANTOR has good right to convey the same, that the said premises are free and clear of any encumbrances done or suffered by GRANTOR or those under whom GRANTOR claims, except as stated above and except for all taxes and assessments, general and special, not now due and payable, and that GRANTOR will warrant and defend the title to said premises unto GRANTEE, and unto GRANTEE'S heirs and assigns forever, against the lawful claims and demands of all persons whomsoever. If two or more persons constitute the GRANTOR or GRANTEE, the words GRANTOR

and GRANTEE will be construed to read GRANTORS and GRANTEES whenever the sense of this Deed requires.

IN WITNESS WHEREOF, the GRANTOR has hereunto executed this instrument on the day and year first above written.

Donald L. O'Haver
Donald L. O'Haver

STATE OF MISSOURI)
COUNTY OF Adair)SS

On this 11 day of October, 2023, before me personally appeared Donald L. O'Haver, a single person, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed and further acknowledged to be unmarried.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

My term expires:

Linda Ranson Notary Public





Preliminary Development Plan

Dogwood Subdivision of the City of Kirksville, MO
909 W. Gardner St., Kirksville, MO

The City of Kirksville, MO, has submitted this Preliminary Development Plan to accompany the Rezoning Application to rezone a parcel of land – currently addressed as 909 W. Gardner St. – from R-3-S, Multifamily Special Residential District, to RP-1, Single-Family Planned Residential District. A Preliminary Development Plan is required when requesting a property be rezoned to a “Planned” district.

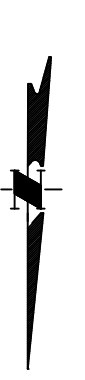
The purpose of this Preliminary Development Plan is to, firstly, provide details on the planned development of this property into a residential subdivision, and secondly, to identify the ways in which this development will potentially vary “from the normal and established development techniques” (Sec. 44-8 (a) of the Municipal Code).

The details of the planned development of this property into a residential subdivision are straightforward. The plan includes the creation of fourteen (14) residential lots for the construction of single-family homes, abutting a centrally-located street running north and south – Hawthorn Lane – to which Martha Street (which runs east to west) will ultimately connect, thereby providing two streets from which to access the subdivision. Public infrastructure includes the public street, water, sewer, stormwater, street lighting, and sidewalks on *both* sides of the street (which is over and above the requirement of the Municipal Code). Street trees will also be included in this development – preferably flowering dogwoods, Missouri’s state tree and the subdivision’s namesake. Please see the preliminary subdivision plat as part of this Preliminary Development Plan for additional details.

The ways in which this development may vary “from the normal and established development techniques,” outlined in our Municipal Code, are as follows:

- The minimum lot width will be less than 50 ft., with the smallest lot width proposed as 46 ft.
- Lots 1 and 2 are proposed to be developed with homes facing West Gardner Street, as opposed to the new Hawthorn Lane.

The following attachments include the preliminary subdivision plat to serve as a site plan; a list of the proposed lots with their corresponding addresses, as assigned by City staff; and artists’ renderings and floor plans – along with the accompanying square footage – of the three different home designs proposed for the first four homes proposed for development in the subdivision.

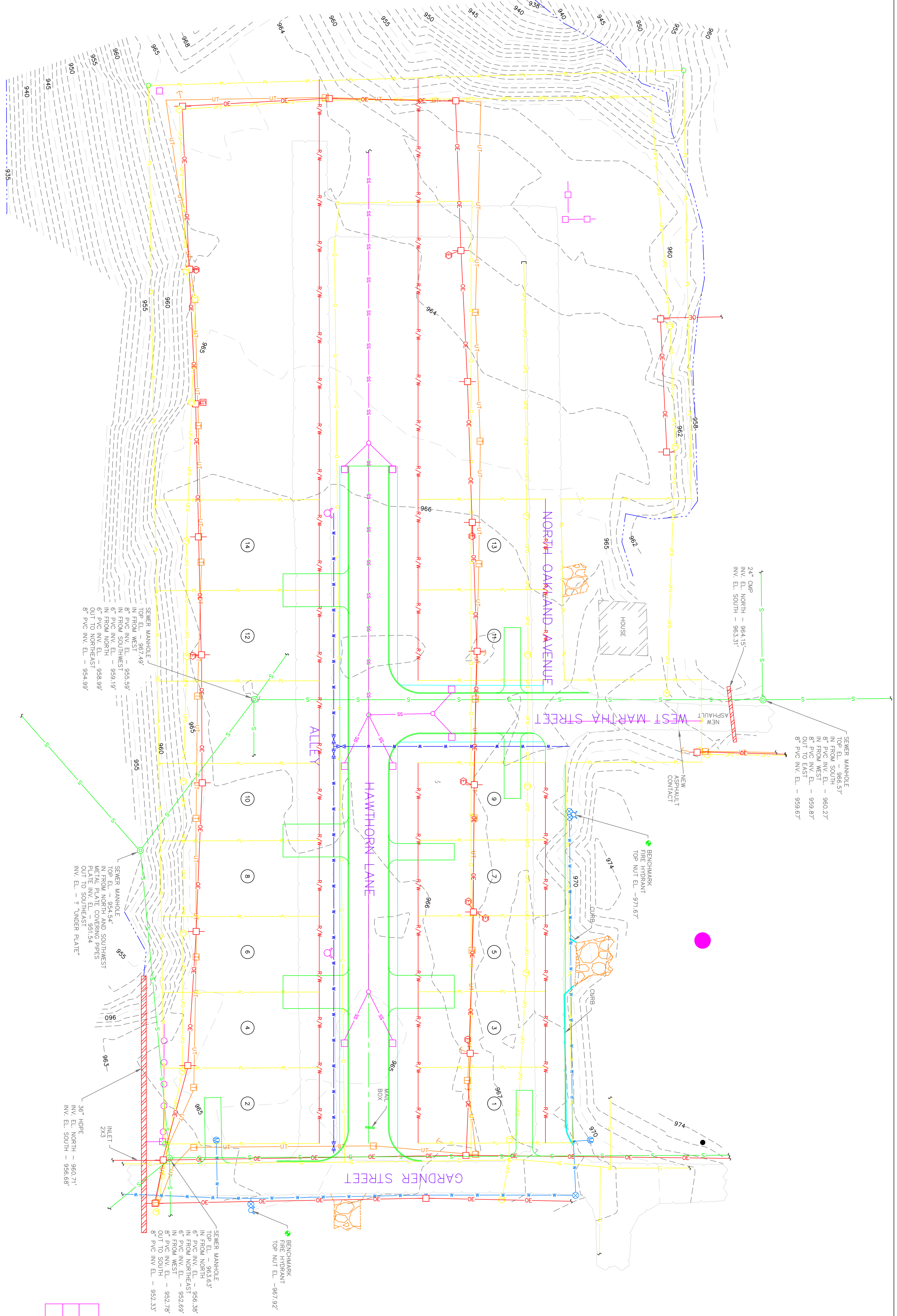


GRAPHIC SCALE
 1" = 30'
 0 7.5 15 30
 (IN FEET)
 1 inch = 30 ft.

UNDERGROUND FACILITIES, STRUCTURES, AND UTILITIES HAVE BEEN LOCATED BY FIELD SURVEY AND SHOWN AS APPROXIMATE ONLY. THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE ARE NO KNOWN VARIATIONS OF THE LOCATIONS OF UNDERGROUND UTILITIES. THE RESPONSIBILITY OF THE CONTRACTOR SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

LEGEND

- BENCHMARK
- IRON PIN FOUND
- IRON PIN SET
- POST
- ELECTRIC METER
- OVERHEAD ELECTRIC LINE
- CUY WIRE
- POWER POLE
- FIBRE OPTIC MARKER
- UNDERGROUND FIBRE OPTIC
- TELEPHONE PEDESTAL
- UNDERGROUND TELEPHONE
- MANHOLE EXISTING
- SANITARY SEWER LINE EXISTING
- FIRE HYDRANT EXISTING
- WATER METER
- WATER VALVE
- WATER MAIN EXISTING
- GAS MAIN
- CHAIN LINK FENCE
- W/VE FENCE
- EDGE OF ASPHALT
- EDGE OF GRAVEL
- EDGE OF CONCRETE
- FLOWLINE
- CONDUIT LINE ELEVATION
- PROPERTY LINE
- BUILDING / HOUSE



BENCHMARK INFORMATION

FIRE HYDRANT GARDNER STREET	TOP NUT EL. - 967.92'
FIRE HYDRANT NORTH OAKLAND AVENUE	TOP NUT EL. - 971.67'

<p>IF THIS DRAWING IS PLOTTED LESS THAN 22.06 IN SIZE, IT IS A REPRODUCTION AND SHOULD BE ADJUSTED ACCORDINGLY.</p>	
NO.	DATE
<p>REVISION DESCRIPTION</p>	
BY	
<p>MECCO ENGINEERING CO., INC. 1100 Engineering, LLC #000899 - IL Design Firm #104-001749</p>	
<p>OFFICE LOCATIONS KIRKSVILLE, MO BRONCKVILLE, MO ST. CHARLES, MO HANNAH, MO BRANSON, MO PITTSFIELD, IL</p>	
<p>NOT FOR CONSTRUCTION</p>	
SURVEYED FRB29/PJ10	DESIGNED R. HOUSEMAN
DRAWN R. HOUSEMAN	CHECKED
APPROVED	RELEASED
SCALE 1" = 30'	FILE NO. 304-017_S16
PROJECT NO. 304-017	SHEET NO. N/A
<p>DOGWOOD SUBDIVISION CITY OF KIRKSVILLE ADAIR COUNTY, MISSOURI 63501</p>	
<p>PRELIMINARY SITE LAYOUT</p>	

THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEARS ON THIS SHEET ASSUMES RESPONSIBILITY ONLY FOR WHAT APPEARS ON THIS PAGE, AND DISCLAIMS TO (PURSUANT TO SECTION 327.411 RSMO) & (PURSUANT TO SECTION 327.412 RSMO) ANY RESPONSIBILITY FOR ANY SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY THE LICENSED PROFESSIONAL ENGINEER OR ARCHITECT TO BE USED FOR ANY PART OR PARTS OF THE PROJECT TO WHICH THIS PAGE REFERS.

Dogwood Subdivision Addresses

Lot	Address
1	905 W. Gardner St.
2	903 W. Gardner St.
3	803 N. Hawthorn Ln.
4	808 N. Hawthorn Ln.
5	805 N. Hawthorn Ln.
6	806 N. Hawthorn Ln.
7	803 N. Hawthorn Ln.
8	804 N. Hawthorn Ln.
9	801 N. Hawthorn Ln.
10	802 N. Hawthorn Ln.
11	711 N. Hawthorn Ln.
12	712 N. Hawthorn Ln.
13	709 N. Hawthorn Ln.
14	710 N. Hawthorn Ln.

Front Two Lots (Reverse from each other so the porch area will be facing the center street)

PLAN 18-1039

Signature plan by Weinmaster Home Design



Photographs may show modified designs.

Jump to: [Exterior \(2\)](#) | [Floor plans \(1\)](#)

Home > Style > Country

Country Style Plan 18-1039

728 sq ft, 2 bed, 1 bath, 1 floor, 0 garage

Floor Plan - Main Floor

Reverse



PLAN 79-102



Photographs may show modified designs.

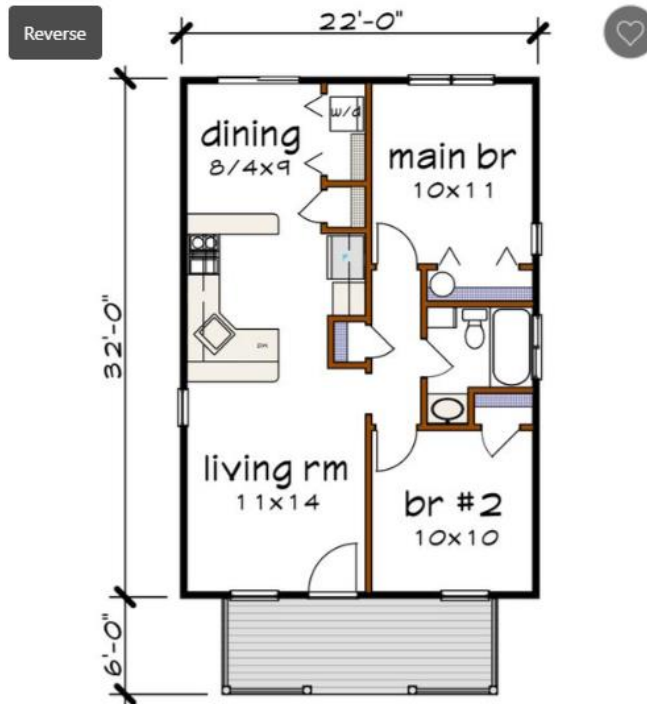
Jump to: [Exterior \(3\)](#) | [Floor plans \(1\)](#)

Home > Style > Cottage

Cottage Style Plan 79-102

704 sq ft, 2 bed, 1 bath, 1 floor, 0 garage

Floor Plan - Main Floor



Floor 1 plan

House Plan #142-1268

Square Feet:	732	Bedrooms:	1
Floors:	1	Bathrooms:	1
		Garage Bays:	0

House Plan Main Image



House P

Constru

PDF - Sing
5 Sets + P
PDF - Unli
CAD - Unli

Foundat

Basement
Walkout B:
Crawspac
Slab

Other O

License to
License to
Convert to
Right Rear
Additional

Square Footage

Heated Square ft:	732	Unfinished Square ft :	
Main Floor:	732		

House P

Looking fo
house wol
Floor plan



Staff Report – Major Subdivision

City staff have worked with MECO Engineering to develop the preliminary plat for Dogwood Subdivision – the major subdivision proposed for the construction of “tiny homes” (so called) at the site of the former Dogwood Mobile Home Park at 909 W. Gardner St. This preliminary plat has been submitted by City staff to the Planning and Zoning Commission for their consideration.

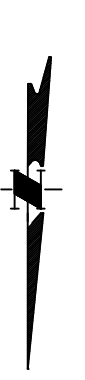
The City’s Subdivision Review Team worked with MECO Engineering to develop this preliminary plat. As of the writing of this report, City staff have requested additional changes to this preliminary plat in order to comply with the Municipal Code, and that version will be made available to the Commission prior to the June 27, 2024 meeting.

The details of the preliminary plat are relatively straightforward, with the exception of the variations found in the Preliminary Development Plan. To review, the preliminary plat includes the creation of fourteen (14) residential lots for the construction of single-family homes, abutting a centrally-located street running north and south – Hawthorn Lane – to which Martha Street (which runs east to west) will ultimately connect, thereby providing two streets from which to access the subdivision. Public infrastructure includes the public street, water, sewer, stormwater, street lighting, and sidewalks on both sides of the street (which is over and above the requirement of the Municipal Code). Street trees will also be included in this development – preferably flowering dogwoods, Missouri’s state tree and the subdivision’s namesake.

The Commission may recommend City Council approve the preliminary plat, approve the preliminary plat with conditions, or disapprove the preliminary plat. Staff recommends that the preliminary plat for this major subdivision be approved.

Please see the preliminary plat of the *Dogwood Subdivision* below.

Community Impact: Additional affordable housing for residents along with additional infrastructure to maintain in perpetuity.

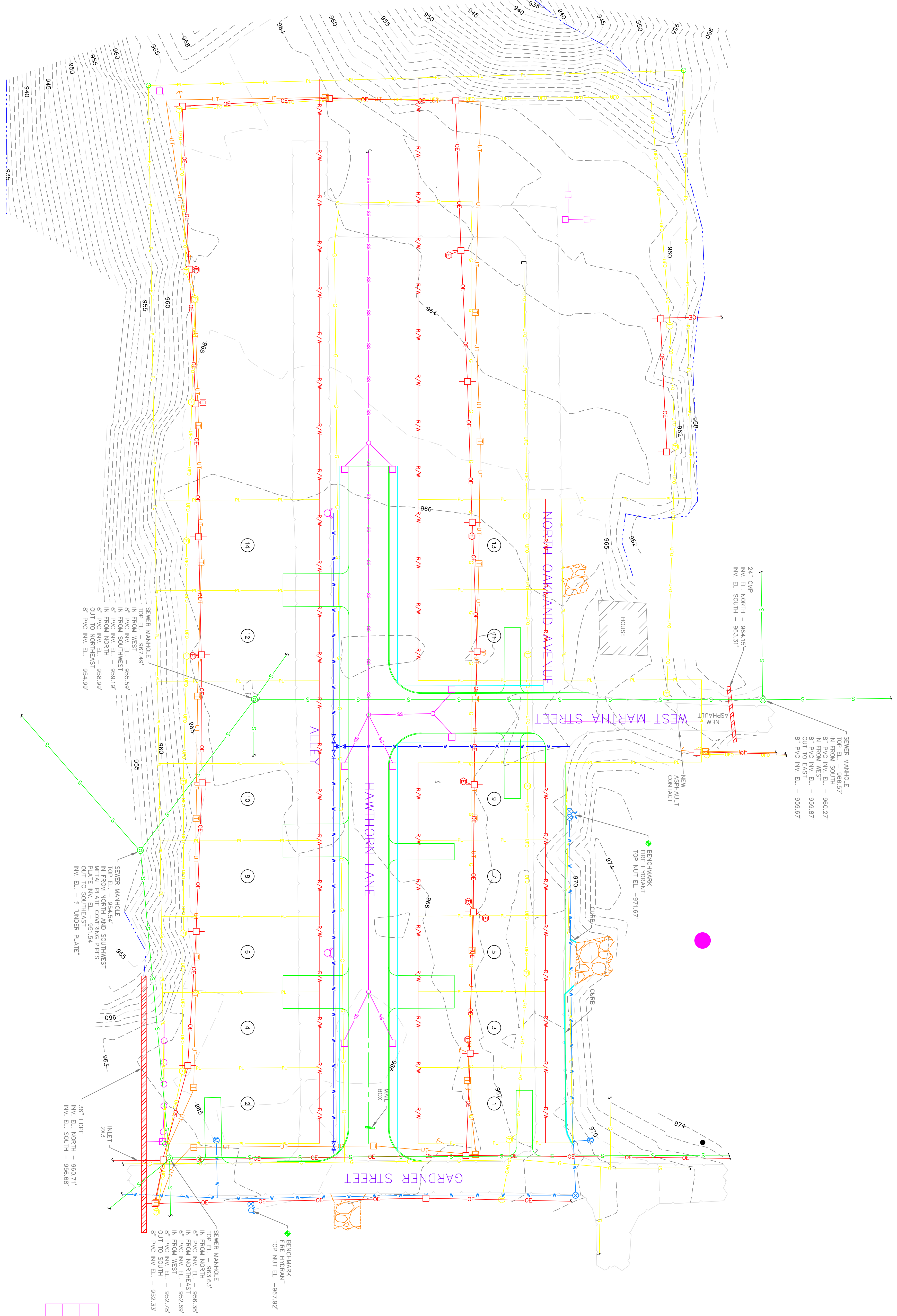


GRAPHIC SCALE
 1" = 30'
 0 7.5 15 30
 (IN FEET)
 1 inch = 30 ft.

UNDERGROUND FACILITIES, STRUCTURES, AND UTILITIES HAVE BEEN LOCATED BY FIELD SURVEY AND SHOWN AS APPROXIMATE ONLY. THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE ARE NO KNOWN UTILITY LOCATIONS OF UNDERGROUND UTILITIES. THE RESPONSIBILITY OF THE CONTRACTOR SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

LEGEND

- BENCHMARK
- IRON PIN FOUND
- IRON PIN SET
- POST
- ELECTRIC METER
- OVERHEAD ELECTRIC LINE
- CUY WIRE
- POWER POLE
- FIBRE OPTIC MARKER
- UNDERGROUND FIBRE OPTIC
- TELEPHONE PEDESTAL
- UNDERGROUND TELEPHONE
- MANHOLE EXISTING
- SANITARY SEWER LINE EXISTING
- FIRE HYDRANT EXISTING
- WATER METER
- WATER VALVE
- WATER MAIN EXISTING
- GAS MAIN
- CHAIN LINK FENCE
- W/VE FENCE
- EDGE OF ASPHALT
- EDGE OF GRAVEL
- EDGE OF CONCRETE
- FLOWLINE
- CONDUIT LINE ELEVATION
- PROPERTY LINE
- BUILDING / HOUSE



BENCHMARK INFORMATION

FIRE HYDRANT GARDNER STREET	TOP NUT EL. - 967.92'
FIRE HYDRANT NORTH OAKLAND AVENUE	TOP NUT EL. - 971.67'

IF THIS DRAWING IS PLOTTED LESS THAN 22.06 IN SIZE, IT IS A REPRODUCTION AND SHOULD BE ADJUSTED ACCORDINGLY.

THE PROFESSIONAL WHOSE SIGNATURE AND PERSONAL SEAL APPEARS ON THIS SHEET ASSUMES RESPONSIBILITY ONLY FOR WHAT APPEARS ON THIS PAGE, AND DISCLAIMS TO (PURSUANT TO SECTION 327.411 RSMO) & (PURSUANT TO SECTION 103.000 RSMO) ANY RESPONSIBILITY FOR ANY SPECIFICATIONS, ESTIMATES, REPORTS, OR OTHER DOCUMENTS OR INSTRUMENTS NOT SEALED BY THE LICENSED PROFESSIONAL OR PARTS OF THE PROJECT TO BE USED FOR ANY PART OF THE PROJECT TO WHICH THIS PAGE REFERS.

NO.	DATE	REVISION DESCRIPTION	BY

MECCO ENGINEERING CO., INC.
 meccoengineering.com
 MO Engineering, LLC #000889 - LI Design Firm #104-001748

OFFICE LOCATIONS
 KIRKSVILLE, MO
 BRONCKVILLE, MO
 ST. CHARLES, MO
 HANNAH, MO
 BRANSON, MO
 PITTSFIELD, IL

DOGWOOD SUBDIVISION
 CITY OF KIRKSVILLE
 ADAIR COUNTY, MISSOURI 63501

SURVEYED	DESIGNED	DRAWN	CHECKED	APPROVED	RELEASED	SCALE	FILE NO.	PROJECT NO.	SHEET NO.
JLEWIS/C.BROWN	R. HOUSEMAN	R. HOUSEMAN				1" = 30'	304-017_S16	304-017	N/A

PRELIMINARY SITE LAYOUT

NOT FOR CONSTRUCTION

Staff Report – Complete Streets Policy Review

During the month of May of 2023, the Lakes, Parks and Recreation Commission (LPRC), Airport and Transportation Commission (ATC), and Planning and Zoning Commission (P&Z) all viewed a presentation on Complete Streets, culminating with a presentation to the City Council during the June 12, 2023 City Council Study Session. All agreed that City staff should pursue drafting a “Complete Streets Policy.”

To review, according to the United States Department of Transportation (USOT), “Complete Streets are streets designed and operated to enable safe use and support mobility for all users. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and rights of way with all users in mind to make the transportation network safer and more efficient.”

This draft policy was taken to the May 7, 2024 meeting of the LPRC; the May 8, 2024 meeting of the P&Z; the May 14, 2024 meeting of the ATC; again, to the June 4, 2024 meeting of the LPRC; to the June 10, 2024 City Council Study Session; and finally, again to the June 11, 2024 meeting of the ATC.

Following this Council Study Session held June 10, 2024, as well as the June 11, 2024 meeting of the ATC, City staff are bringing the draft policy to the P&Z for review a second time.

Please see the draft “Complete Streets Policy” attached to this report. If ultimately adopted, and then implemented by City staff, this City Council policy would result in a safer and more efficient transportation network for all users. City staff look forward to reviewing this draft policy with the Council.

Community Impact: If ultimately adopted, this City Council policy would result in a safer and more efficient transportation network for all users.



Complete Streets Policy

PURPOSE:

The purpose of this policy is to set forth guiding principles and practices for use in all transportation projects, where practicable, fiscally responsible, and otherwise in accordance with applicable law, so as to encourage walking, bicycling, and other nonmotorized forms of transit, in addition to normal motorized transit, including personal, freight, and public transit vehicles. All uses must be designed to allow safe operations for all users regardless of age or ability. The ultimate goal of this policy is the creation of an interconnected network of Complete Streets that balances the needs of all users in pleasant and appealing ways in order to achieve maximum functionality and use.

COMPLETE STREET DEFINED:

A Complete Street is designed to be a transportation corridor for all users: pedestrians, cyclists, and motorists. Complete Streets are designed and operated to enable safe continuous travel networks for all users. Pedestrians, bicyclists, and motorists of all ages and abilities are able to safely move from destination to destination along and across a network of Complete Streets. Transportation improvements, facilities, and amenities that may contribute to Complete Streets and that are considered as elements of a "Complete Street" may include: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act (ADA); public transit facilities accommodation including, but not limited, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities.

VISION:

The City of Kirksville, Missouri will provide a safe and efficient transportation system that provides mobility choices for all users, modes, ages, and abilities, connects the community, and improves the quality of life for all citizens by:

- Accommodating all users, ages, and skill levels in the community (everyone from 8 years of age to 80+).
- Planning for future growth that protects environmental resources and maintains quality public services at affordable costs.
- Creating and implementing a practical bicycle and pedestrian infrastructure system that connects public spaces and provides access to transit services.
- Including active recreation and active transportation opportunities for journeys to work, school and key destinations in the community.
- Using public engagement and outreach to provide citizens and decision-makers with appropriate information about Complete Streets, the benefits of Complete Streets, and the benefits of an active community.
- Providing for all transportation projects guidelines, policies, and processes that will improve infrastructure efficiently creating access and mobility for all users and reducing costs to the community and its residents.
- Expanding and enhancing the City's trail system to provide connections to City parks from neighborhoods and to the overall transportation system.
- Identifying parking needs for all users including bicyclists.
- Incorporating Complete Streets into all departments, processes, plans, and codes.

GUIDING PRINCIPLES:

The City of Kirksville, Missouri will consider the following principles in design of all projects:

1. Accessibility and ease of use
 - a. Projects should maintain or improve the usability of the transportation network.
2. Fiscal Responsibility
 - a. All projects should be worthwhile and fiscally responsible.
3. Connectivity
 - a. Projects should improve mobility for all users.
4. Aesthetics
 - a. All projects shall maintain or improve the aesthetics of the City wherever possible.
5. Environment
 - a. No project shall cause harm to the environment of the City.
6. Safety
 - a. Projects should maintain or improve the safety of all users regardless of age, background, or mode.

EXPECTATIONS:

The City of Kirksville, Missouri will pursue Complete Streets through improvements in four categories:

1. Education
 - a. The City will improve safety and awareness by educating all users to interact safely and courteously and raising awareness of the benefits of Complete Streets through public information / communications.
 - b. The City will train pertinent City staff on the technical aspects of Complete Streets principles.
2. Enforcement
 - a. All projects, regardless of funding source, and all private or public developments, shall adhere to the Complete Street Policy.
3. Engineering
 - a. The City will use the latest design guidance, standards, and recommendations available in the implementation of Complete Streets.
 - b. The City shall design and operate an efficient, convenient, and safe multi-modal transportation network.
4. Evaluation
 - a. The City will evaluate Complete Streets implementation, track progress, and modify recommendations and actions as needed.
 - b. The City will establish standards that will measure the effectiveness of the overall transportation system.

TOP PRIORITIES

The City will prioritize projects that address urgent, critical problems, such as:

1. Maintain existing street pavements.
2. Remove sidewalk trip hazards.
3. Achieve Americans with Disabilities Act (ADA) compliance.
4. Connect missing links in the sidewalk network.
5. Develop the Kirksville Active Mobility Plan (KAMP).

IMPLEMENTATION

The City's existing THINK Kirksville 2040 Comprehensive Plan includes strategic objectives (i.e. goals) for the implementation of Complete Streets.

The "Goal Statement" for "Chapter 4: THINK Mobility & Transportation" of the Plan states: "*Kirksville's multimodal transportation network safely and conveniently moves people and goods.*" The second objective of Chapter 4 – "Objective 2" – states: "*Provide a more complete and accessible multimodal transportation system.*" The first strategic direction for "Objective 2" reads as follows: "*Develop a reliable multimodal transportation system that*

allows people to use a variety of transportation modes, including walking, biking, and other mobility devices, as well as public transit where practical.”

What follows that Strategic Direction are a total of seventeen (17) strategic objectives – or goals – for the implementation of Complete Streets in the City.

Staff Report – Commission Appointment

The Planning and Zoning Commission is responsible for the appointment of a commission member representative to the Kirksville Historic Preservation Commission (KHPC). Please see a description of the position below:

Position Description – The Kirksville Historic Preservation Commission is a board of the City of Kirksville tasked with the mission of preserving historic resources within the boundaries of the City. The KHPC consists of seven total members, one of which represents the Planning and Zoning Commission. Therefore, the Planning and Zoning Commission will select a member to represent the commission on KHPC.

Currently, Dr. Professor Betty McLane-Iles serves in this position.