

CITY OF JACKSON, MISSOURI
Zoning Board of Adjustment (ZBOA)
Meeting Minutes

Thursday, June 26, 2025 – 5:30 p.m.
City Hall – Board Chamber

Call to Order

The Zoning Board of Adjustment and Appeals meeting was called to order on June 26, 2025.

Roll Call

Board members present/absent:

- Jason Liley – Present
- Kenneth White – Present
- Wade Bartles – Present
- Brent Wills – Present
- Kevin Schaper – Present

All members were present.

Approval of Minutes

Motion: Motion by Mr. White, seconded by Mr. Liley, to approve the minutes from the previous meeting.

Vote: All in favor. Motion carried.

Old Business

Item: Continued discussion on a request for a variance from minimum off-street parking requirements for a medical clinic located at 2432 East Main Street – *Submitted by Verity Properties LLC.*

Applicant: Megan Eli, appearing via Zoom on behalf of Verity Properties LLC.

- The applicant requested a variance from the required 81 parking spaces to allow 48 spaces.
- Staff provided research comparing parking requirements from several peer cities:
 - Jackson: 81 spaces (current ordinance)
 - Cape Girardeau: 34 spaces (1 per 250 sq. ft.)
 - Perryville: No specific requirement
 - Lebanon: 56 spaces (sq. ft. + employees)

- Washington: 38 spaces
 - Overland: 34 spaces
 - Clayton: 42 spaces
 - Kirksville: 43 spaces
 - Poplar Bluff: 56 spaces
- Staff indicated a future code amendment is being considered to reduce the required parking for medical clinics.

Discussion:

- The applicant, represented by Megan (remote), confirmed that the building will house both primary care and a new senior-focused care model with extended appointment times (45–60 minutes).
- There will be 4 physicians and 18 employees.
- Board members expressed concern over potential overflow parking, particularly in adjacent business lots.
- The applicant agreed to post signage requesting patients not to park in adjacent properties if needed.

Motion:

Motion by Mr. Wills to approve the variance with the condition that, should overflow parking become an issue, the City has the authority to revoke the variance or require compliance to prevent parking impacts on neighboring properties.

Second: Mr. Liley

Roll Call Vote:

- Jason Liley – Yes
- Wade Bartles – Yes
- Kenneth White – Yes
- Kevin Schaefer – Yes
- Brent Wills – Yes

Motion carried. Variance granted with conditions.

New Business / Other Discussion

- Board members discussed setting up dedicated email addresses for board-related communications in accordance with Sunshine Law best practices.
- There was discussion on allowing remote participation via Zoom or conference call for board meetings when necessary.
- Staff noted upcoming administrative items may include properties such as the former Ross Furniture building and other properties in disrepair.

- General discussion occurred regarding nuisance enforcement and dilapidated buildings within the city.

Adjournment

Motion: Motion to adjourn made by Wade Bartels.

Second: Jason Liley

Vote: All in favor. Meeting adjourned.

Meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Kevin Schaper
Chairman

Attested by:

Larry Miller
Building & Planning Manager