



CITY OF JACKSON
ZONING BOARD OF ADJUSTMENT MEETING AGENDA

Thursday, October 23, 2025 at 5:30 PM

City Hall, 101 Court Street, Jackson, Missouri

Regular Members

Jason Liley
Kenneth White
Wade Bartels
Brent Wills

Kevin Schaper, Chairman

Larry Miller, Staff Liaison

Alternate Members

Lynette Moore
Vacant Position
Vacant Position

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the June 26, 2025, minutes.

PUBLIC HEARINGS AND ACTION ITEMS

2. Consider a variance request from Section 65-20(b) of the Zoning Code to allow placing an above-ground swimming pool within a required side yard at 2504 Jonathan Drive, as submitted by Larry & Heather Donner.
3. Consider a request for a variance from Section 65-10 in an O-1 Professional Office District, which requires a 30-foot front yard setback, to allow a 17-foot setback at 1901 & 1903 Lewis Drive, as submitted by Wren Capital Investments, LLC.

ADMINISTRATIVE CASES

ADJOURNMENT

This agenda was posted at City Hall on October 17, 2025, at 12:00 PM.

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

ACTION ITEM: Consider a variance request from Section **65-20(b)** of the Zoning Code to allow placing an above-ground swimming pool within a required side yard at 2504 Jonathan Drive, as submitted by Larry & Heather Donner.

APPLICANT: Larry & Heather Donner

APPLICANT STATUS: Property Owners

PURPOSE: Provide a flat location for an above-ground pool

SIZE: .326 acres

PRESENT USES: Single-Family Residential

PROPOSED USE: Same

PROPERTY ZONING: R-1 Single Family Residential

SURROUNDING ZONING: North, East- R-2 Single Family Residential; West, South R-1 Single Family Residential

HISTORY: N/A

TRANSPORTATION AND PARKING: All required parking and street frontage currently exist.

CODE SECTION REQUESTED TO BE VARIED: Zoning Code (Chapter 65)

Sec. 65-20. - Accessory building, use, and structure regulations.

- (2) b. Private swimming pools may be located appurtenant to residential dwellings or mobile homes on the same lot, provided said swimming pool is constructed or installed in a required rear yard.

2024 COMPREHENSIVE PLAN: Single Family-Residential

MAJOR STREET PLAN: Does not interfere with the major street plan.

FLOODPLAIN INFORMATION: This property is not in the floodplain per FEMA panel 29031C0139E, dated 9/29/11.

PHYSICAL CHARACTERISTICS: The backyard at 2504 Jonathan Drive is small and sloped.

COMMENTS: The owner requires the pool to be on level ground, and the area that is level will have some of the pool in the side yard.

ACTION REQUIRED: The Board shall approve or deny this request based on the criteria for granting variances.



VARIANCE REQUEST APPLICATION

City of Jackson, Missouri

APPLICATION DATE: 9/4/2025

PROPERTY ADDRESS (Other description of location if not addressed):

2504 Jonathan Dr

CURRENT PROPERTY OWNERS (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): Larry Keith Donner, Heather Marie Donner

Mailing Address: 2504 Jonathan Dr

City, State ZIP: Jackson, mo 63755

PROPOSED PROPERTY OWNERS (if property is to be transferred, name(s) in which property will be deeded):

Proposed Property Owner(s): _____

Mailing Address: _____

City, State, ZIP _____

CONTACT PERSON HANDLING APPLICATION:

Contact Name: Larry Donner

Mailing Address: 2504 Jonathan Dr

City, State ZIP Jackson, mo 63755

Contact's Phone: (573) 275-3475

Email Address (if used): keith_donn@hotmail.com

CURRENT ZONING: (check all that apply)

- | | |
|---|--|
| ☒ R-1 (Single-Family Residential) | ☐ C-1 (Local Commercial) |
| ☐ R-2 (Single-Family Residential) | ☐ C-2 (General Commercial) |
| ☐ R-3 (One- And Two-Family Residential) | ☐ C-3 (Central Business) |
| ☐ R-4 (General Residential) | ☐ C-4 (Planned Commercial) |
| ☐ MH-1 (Mobile Home Park) | |
| ☐ O-1 (Professional Office) | ☐ I-1 (Light Industrial) |
| ☐ CO-1 (Enhanced Commercial Overlay) | ☐ I-2 (Heavy Industrial) |
| | ☐ I-3 (Planned Industrial Park) |

CURRENT USE OF PROPERTY: Residence

PROPOSED USE OF PROPERTY: _____

LEGAL DESCRIPTION OF TRACT (attach a copy of the most current property deed):

REASON FOR REQUEST: State the reason(s) why you believe the requested variance is necessary and compliance with the zoning code creates an undue hardship that denies all beneficial use of the property. Undue hardship must be related to condition of the property, not a condition of the owner or to a financial consideration. Attach additional page(s) as needed.

Requesting to put a pool in the partial side yard, due to the narrow backyard, this would be the only possible location for the pool.

DRAWINGS: Attach a scaled plat of the tract(s) showing the entire lot, the location and size of all buildings / structures on the lot. If any buildings are to be less than the standard minimum setbacks, include these distances on the drawing. Any approved special use permit will be based on this building layout. Changes to the layout will require a new special use permit.

SURROUNDING PROPERTY OWNERS: A map of the property location and a map and list of all owners of property within 185' of the property in question will be incorporated as part of this application by the City. The 185' distance is exclusive of rights-of-way. The City will prepare this map based on the most current tax information published by the Cape Girardeau County Assessor.

PRIOR VARIANCE HISTORY:

Have there been any prior applications for Board of Adjustment action for this property? If so, please include the date of previous application. YES ☐ NO ☒ Date: _____

Prior Variance Approved? YES ☐ NO ☐

Description of prior variance request: _____

SITE PLAN:

Attach a site plan of the property in question. The site plan does not need to be prepared by a surveyor, but must be adequate to clearly show the following information. This site plan must include the proposed construction, all existing structures on the property, all streets, alleys, easements, property lines, etc. Please include dimensions (measurements) of all structures and measurements from the structure in question to other structures and to all property lines. For a height variance, also include the proposed height from the lowest adjacent grade and highest adjacent grade. Show the location of all unusual physical features of the property that pertain to the problem. Measurements for the distance, setback, height, or size to be varied must be accurate. Construction cannot exceed the varied distance, size, or height approved by the Board of Adjustment.

PHOTOS:

Include photos of the property if they help explain the problem and/or reason for the need for a variance.

PERMISSION TO VISIT PROPERTY:

The owner hereby gives permission for members of the Board of Adjustment and/or city staff to enter within the boundaries of the real estate listed herein to examine the location(s) and property conditions involved in the proposed variance.

Yes ☒ No ☐

OWNER SIGNATURES:

I state upon my oath that all of the information contained in this application is true. *(Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.)*




Please submit this application along with \$50.00 non-refundable application fee to:

Building & Planning Manager
 City of Jackson
 101 Court Street
 Jackson, MO 63755
 573-243-2300 ext.29 (ph)
 573-243-3322 (fax)
 permits @jacksonmo.org

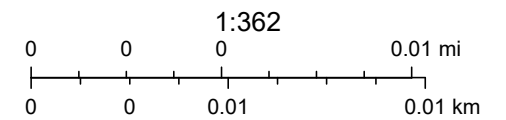




9/22/2025

• Jackson City Addresses
 [Orange dashed line] Parcels

World_Hillshade



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus



Property Owners Within 185' Map

ACTION ITEM: Consider a request for a variance from Section 65-10 in an O-1 Professional Office District, which requires a 30-foot front yard setback, to allow a 17-foot setback at 1901 & 1903 Lewis Drive, as submitted by Wren Capital Investments, LLC.

APPLICANT: Wren Capital Investments, LLC (Shawn Wren)

APPLICANT STATUS: Property Owner

PURPOSE: To move the front setback from 30' to 17' to keep the duplex out of the detention basin easement in the rear property.

SIZE: .497 acres

PRESENT USES: Two-Family Dwelling

PROPOSED USE: Same

PROPERTY ZONING: O-1 Professional Office District

SURROUNDING ZONING: South- R-2 Single Family Residential; West, North, East- O-1 Professional Office District

HISTORY: N/A

TRANSPORTATION AND PARKING: All required parking and street frontage currently exist.

CODE SECTION REQUESTED TO BE VARIED: Zoning Code (Chapter 65)

Sec. 65-10. - O-1 Professional office district regulations.

(3) b 1 *Front yard.* On each lot upon which a building is constructed there shall be a front yard of not less than thirty (30) feet and not more than forty (40) feet, except when a building line is established by subdivision plat the front yard shall be not less than the setback established on the plat and not more than ten (10) feet greater than that setback.

2024 COMPREHENSIVE PLAN: Mixed-Residential

MAJOR STREET PLAN: Does not interfere with the major street plan.

FLOODPLAIN INFORMATION: This property is not in the floodplain per FEMA panel 29031C0139E, dated 9/29/11.

PHYSICAL CHARACTERISTICS: Large detention basin easement in the back yard.

COMMENTS: The owner requires the house to be moved towards the front property line so it won't be in the detention basin easement. Doing so will not meet the front setback of 30 feet.

ACTION REQUIRED: The Board shall approve or deny this request based on the criteria for granting variances.



VARIANCE REQUEST APPLICATION

City of Jackson, Missouri

APPLICATION DATE: _____

9/30/25

PROPERTY ADDRESS (Other description of location if not addressed):

Lot 16 Lewis Dr. Jackson, MO 63755
1901 & 1903 Lewis Dr.

CURRENT PROPERTY OWNERS (all legal property owners as listed on current deed, including trusts, LLCs, etc):

Property Owner Name(s): _____

Wren Capital Investments LLC

Mailing Address: _____

5790 State Hwy 61 N. Steel Jackson, MO

City, State ZIP: _____

Jackson, MO 63755

PROPOSED PROPERTY OWNERS (if property is to be transferred, name(s) in which property will be deeded):

Proposed Property Owner(s): _____

Mailing Address: _____

City, State, ZIP _____

CONTACT PERSON HANDLING APPLICATION:

Contact Name: _____

Shawn Wren

Mailing Address: _____

City, State ZIP _____

Contact's Phone: _____

573-275-3768

Email Address (if used): _____

wrenhomes@gmail.com

CURRENT ZONING: (check all that apply)

☐

R-1 (Single-Family Residential)

☐

R-2 (Single-Family Residential)

☒

R-3 (One- And Two-Family Residential)

☐

R-4 (General Residential)

☐

MH-1 (Mobile Home Park)

☐

O-1 (Professional Office)

☐

CO-1 (Enhanced Commercial Overlay)

☐

C-1 (Local Commercial)

☐

C-2 (General Commercial)

☐

C-3 (Central Business)

☐

C-4 (Planned Commercial)

☐

I-1 (Light Industrial)

☐

I-2 (Heavy Industrial)

☐

I-3 (Planned Industrial Park)

CURRENT USE OF PROPERTY:

Vacant land

Item 3.

PROPOSED USE OF PROPERTY:

Duplex

LEGAL DESCRIPTION OF TRACT (attach a copy of the most current property deed):

REASON FOR REQUEST: State the reason(s) why you believe the requested variance is necessary and compliance with the zoning code creates an undue hardship that denies all beneficial use of the property. Undue hardship must be related to condition of the property, not a condition of the owner or to a financial consideration. Attach additional page(s) as needed.

The subdivision was developed to have all the duplexes built the same. The duplex and all other existing structures will not fit on the lot with utility, detention basin easements. I am requesting a variance for the setback in the front so the structure will fit on the lot.

DRAWINGS: Attach a scaled plat of the tract(s) showing the entire lot, the location and size of all buildings / structures on the lot. If any buildings are to be less than the standard minimum setbacks, include these distances on the drawing. Any approved special use permit will be based on this building layout. Changes to the layout will require a new special use permit.

SURROUNDING PROPERTY OWNERS: A map of the property location and a map and list of all owners of property within 185' of the property in question will be incorporated as part of this application by the City. The 185' distance is exclusive of rights-of-way. The City will prepare this map based on the most current tax information published by the Cape Girardeau County Assessor.

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Prior Variance Approved? YES ☐ NO ☐

Description of prior variance request: _____

SITE PLAN:

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PHOTOS:

Include photos of the property if they help explain the problem and/or reason for the need for a variance.

PERMISSION TO VISIT PROPERTY:

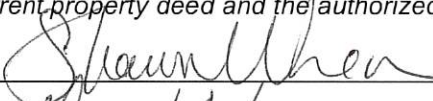
The owner hereby gives permission for members of the Board of Adjustment and/or city staff to enter within the boundaries of the real estate listed herein to examine the location(s) and property conditions involved in the proposed variance.

Yes ☒

No ☐

OWNER SIGNATURES:

I state upon my oath that all of the information contained in this application is true. *(Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.)*

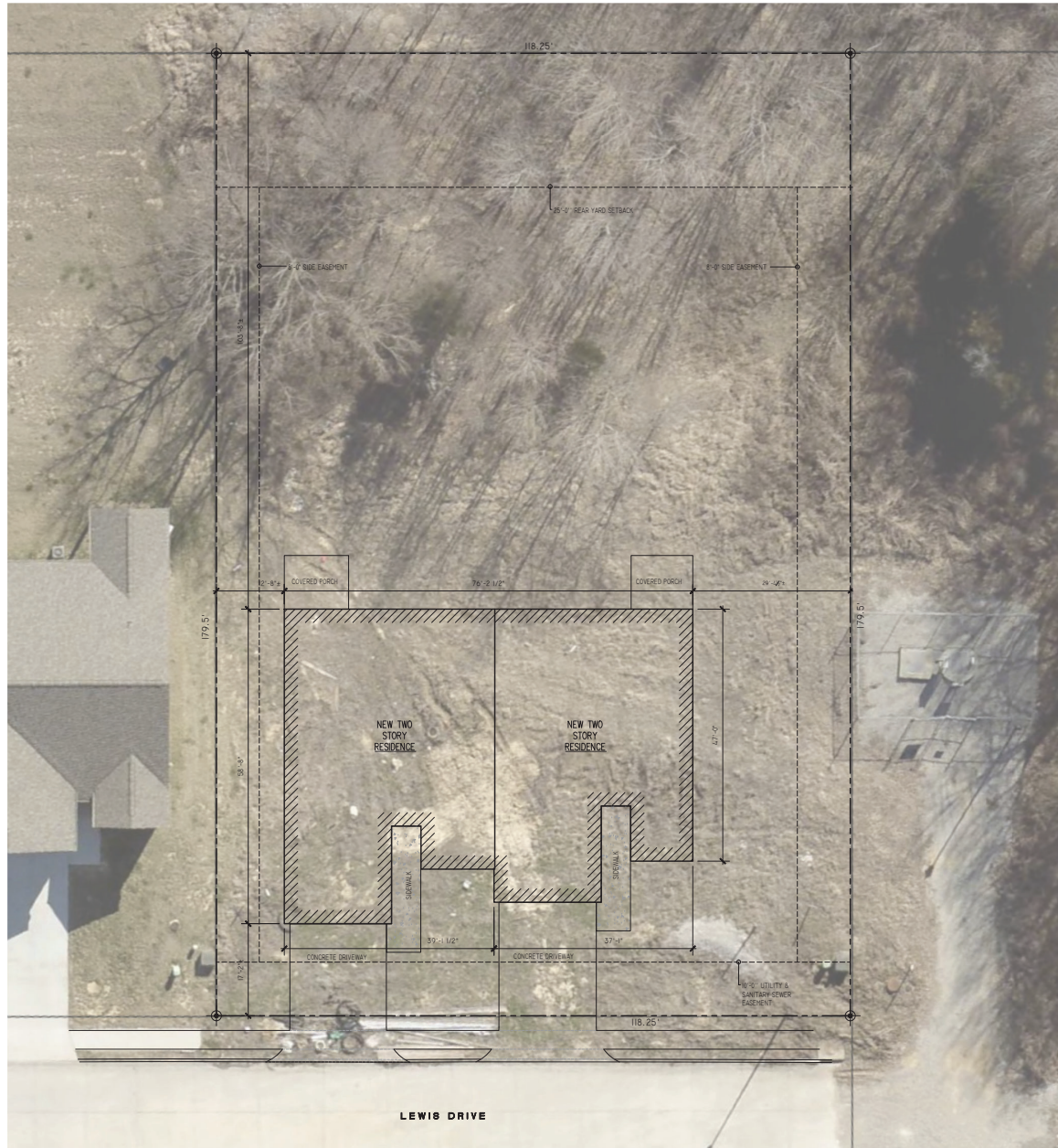



Please submit this application along with \$50.00 non-refundable application fee to:

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 City of Jackson
 101 Court Street
 Jackson, MO 63755
 573-243-2300 ext. 2029 (ph)
 573-243-3322 (fax)
permits@jacksonmo.org

Rev. 12/3/2018





PROPOSED SITE PLAN
SCALE: 1" = 10'-0"

Wren Homes
5790 State Highway 61 Suite 1
Jackson, MO 63735
573.204.7046
info@wrenhomes.com



Mr. Shawn Wren
New Condominium
1901 & 1903 Lewis Drive
Jackson, Missouri

REVISIONS	BY:

DRAWING BY:
JOB:
DATE:
PLANNING:
SCALE:
TICKS:
SHEET NO.

C-1





Property Owners Within 185' Map