

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Approval of the Agenda

IV. Public Comments

- A. General public comments not pertaining to agenda items are to be given 3 minutes per person. Comments pertaining to agenda items are to be discussed during the appropriate section.

V. Regular Business

VI. Old Business

VII. New Business

- A. Discussion on Vacant Building Registries
- B. Discussion on an Extension to the Legacy Lot Overlay (LLO)
- C. Discussion on Multifamily Zoning & Possible "B" Multifamily Overlay District
- D. Discussion on Updates to Dates, Time, and Location of Planning and Zoning Meetings
- E. Discussion on Updating City Code regarding Planning and Zoning Petition Time Requirements

VIII. Informational Items

- A. Next Special Planning and Zoning Commission Meeting: Thursday, March 5th, 2026 at 5:30 p.m. at the Monett City Annex
- B. Next Regular Planning and Zoning Commission Meeting: Thursday, March 26th, 2026 at 6:00 p.m. at the Monett City Annex

IX. Adjournment



Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

www.monettmo.gov
217 Fifth Street • Monett, Missouri 65708
(417) 235-3763

Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 1/26/2026, Updated 2/9/2026
Re: Vacant Building Registry Basics

GENERAL INFORMATION

In Community Development, there is a tool known as a “Vacant Building Registry”. The name, however, is a slight misnomer, as it rather functions as a tool to promote the redevelopment of vacant properties.

When a City – no matter the size – suffers from an exceptional number of vacant buildings, the City’s ultimate goal is to have these buildings reoccupied, rehabilitated, or redeveloped. Abandoned or vacant buildings, however, tend to be a comparatively high cost to municipalities for their respective tax revenue. In Cities such as Monett, where there is no City property tax, these buildings are purely a cost-heavy utility/service cost to the City. Even if the occupied use of the properties isn’t directly revenue-generating (such as residential occupation), indirect revenue is generated through sales tax revenue and other methods.

The concept of a vacant build registry began as a tool for municipalities to track their vacant buildings – such as the name implies. Generally, this registry would incorporate building owners, contact information, previous uses of the building, and perhaps the owner’s length of vacancy. These registries often come with a small administrative cost.

The following should be prefaced: the Community Development Department does not intend to introduce the Vacant Building Registry with any associated cost at this time.

As the indirect costs of vacant buildings become more clear (insomuch as their negative revenue generation), these costs would eventually be tallied as “costs” put against properties on the vacant building registry. Many Cities who have implemented vacant building registries have found an agreeable cost that offers the property owners a gentle nudge in the direction of redevelopment of the property.



GENERAL INFORMATION, CONT.

Aggressive utilizations of this cost-transfer onto vacant buildings can have overly strong results, so the goal would be to find an digestible amount of influence that the vacant building registry would have upon the City.

This concept of “costing” building owners to sit on vacant buildings would be joined by an educational initiative from the Community Development Department, whose goal would be to educate building owners on the different possibilities they have for redevelopment.

Other concepts, like the Chapter 353 initiative for downtown building owners, are different methods to achieve the goal of non-vacant, revenue-generating buildings within the City.

Attached are copies of the ordinances belonging to Rayton, Missouri (population 29,000) and St. Clair, MO (population 5,000) regarding Vacant Building Registries. In both cases the penalties for not registering these properties or violations for not maintaining said properties are steep, but Rayton, MO does not add an annual cost to their registration, while St. Clair, MO requires a \$150.00 annual cost.

At the current time, the Community Development Department is exploring the introduction of said registry by ordinance, and is likely to have something drawn up in the coming months.

There are no proposals or recommendations as part of this staff report.

ATTACHMENTS

Please see the following attachments, for your own reading on these topics:

1. A Good Community.org article on Vacant Building Registries
 2. Example of Vacant Building Registry: Rayton, Missouri City Codes
 3. Example of Vacant Building Registry: St. Clair, Missouri City Codes
 4. A Good Community.org article on Adaptive Reuse
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The following is taken directly from *A Good Community: How to Make and Keep It*, a community development website focused on conversational-type educational pieces to explain community development topics, written primarily by the team of Nancy Thompson, AICP.

How Vacant Building Registration Can Help Put Properties Back into Use. (2025).
Agoodcommunity.org. <https://www.agoodcommunity.org/vacant-building-registration.html>

Vacant Building Registration Provides Data, Revenue, and Incentives for Building Re-Use

Last Reviewed: July 15, 2025

Vacant building registration is a tool growing in popularity in U.S. cities where unoccupied houses and businesses have become a big drain on neighborhood stability and the municipal treasury.

No one really knows how many of these ordinances are in place, but we have seen estimates as high as 1,000. We don't know of research yet on whether enforcement of these ordinances has been effective, but practitioners seem to think they are well worth pursuing.

Requiring property owners to register their empty properties with the city every year helps provide the city with better data from several standpoints.

Yes, cities can obtain data on likely vacancy from their own code enforcement officers as they drive through the city, they can purchase the post office's database that is usually pretty accurate, they can convince the utility company to alert them to very low usage of electricity, they may initiate a system for neighborhood associations to report vacancy, and they can obtain move-out data from other utilities. None of these systems are foolproof.

A much bigger data problem though is that in many states it is very common for rental properties to be purchased in the name of a Limited Liability Corporation, abbreviated as an LLC. The LLC usually is named something like the 100 Main Street LLC, and in many states the actual ownership stakes in the property cannot be discovered by the municipal government. Often the tax bills just go to an accountant or attorney, and neither of these can be held responsible legally for the condition of the building.

Therefore LLC corporations that are formed mainly for speculation or that are simply negligent feel they can safely ignore code enforcement efforts. In the best managed cities, they would be wrong in thinking this, but nonetheless, the LLC corporate form protects plenty of deadbeat building owners.



Vacant Building Registration Also Can Provide a Revenue Stream to Offset Direct Municipal Costs of Vacancy

The first few ordinances requiring vacant building registration imposed a minor fee to cover administrative costs of processing the paperwork. Now cities seem to be getting wiser to the actual direct costs of vacant property to the city. You might be thinking we are talking about costs such as conducting "sales on the courthouse steps," or the costs of boarding up buildings or mowing lawns.

Those can be significant costs in struggling cities, but the far bigger costs are those of fighting fires and dealing with crimes that involve vacant buildings as the setting or where the stash of stolen goods is stored.

So now we are seeing annual vacant building registration fees in the thousands of dollars rather than the low hundreds. The fee in Minneapolis is now more than \$7,000 yearly, although the City waives that fee if it reaches a written restoration agreement with the property owner. Some cities are using a graduated scale in which the annual fees increase every year that the property is vacant.

We like the fee schedule imposed by Brooklyn Center, Minnesota. Not only does it scale up the longer the property is vacant, but also the fee may be reduced if there are no code violations. This leads to our final and most important reason to institute a vacant property registration process, which is obtaining code compliance and re-occupancy.

Using Registration As a Tool to Push for Re-Occupancy

Both the data and revenue considerations pale in comparison to the importance of preventing vacancy and addressing it rapidly when it does occur, in our opinion. Vacant buildings never get better on their own, so the goal should be a speedy re-use when vacancy does occur.

Sometimes landlords are less eager for a hasty resolution than you might think likely. Some property owners are merely speculating that the land and building will eventually be worth more than they paid for it, so they are not especially motivated toward the trials and tribulations of making a property rent-worthy and then selecting and dealing with tenants.

Others are discouraged property owners. Either they are discouraged with the condition of the property and overwhelmed by either the amount of expense or amount of work they would have to incur if they were to make it an attractive rental property, or they are discouraged that the market would not provide them the amount of rent necessary to finance all expenses of the building. So sometimes owners hide in denial for a while or for years. Often when the property owners are



marginal economically, they talk themselves into thinking that eventually they will have more money and then be able to make a good profit on the real estate.

Many feel they cannot afford to invest the amount necessary to bring a good sale price, or that they could not possibly recover enough of their investment if they sold a piece of real estate in a declining neighborhood.

In still other cases, an estate owns the property. The heirs have determined that none of them want to live in or otherwise occupy the property. Perhaps there are disputes about who will pay which expenses as well. For more detail on this particular problem and some of the complications it causes, see our page on heir property that is shown in the row of photo links at the bottom of the page.

In a few other instances, the property owners are just kind of scoundrels and don't really care if they do the right thing. They certainly won't be swayed by the opinions of the neighbors. Code enforcement often doesn't work with these folks, at least until the measures taken become quite dramatic.

Regardless of the reason that the property owner is leaving the building vacant, the real goal of the municipality on behalf of both the public and the immediate neighbors should be achieving code compliance and re-occupancy. In the case of vacant commercial buildings, that re-occupancy might come with a change of use, as explained further on our [adaptive reuse](#) page.

So if the real goal is code compliance and prevention of further decline of the unoccupied building, ramping up the pressure on the owner through an annual vacant building registration fee helps provide the incentive for the owner to figure out their problem. If they are simply speculating, giving the owner a shove in the direction of selling it now without the expected windfall is great public policy.

If the issue is lack of resources, the municipality wishing to enforce its vacant building registration ordinance should be ready to offer information about programs for obtaining or financing necessary repairs. A variety of other types of information also might need to be provided for owners who appear paralyzed.

In addressing property owned by estates, for example, referrals to legal services or even family dispute mediation may be appropriate.

But for the scoundrels and speculators, the financial incentive of avoiding the annual registration fee plus hefty daily fines for violating the vacant building registration ordinance will be quite helpful in moving these property owners into code compliance or causing them to sell. Large fees will tend to pressure those accountants or attorneys who serve as owner's representatives for the anonymous real owners of an LLC to insist that the owners register.



We are in favor of making the fine for violation of the registration ordinance quite unreasonably large, and then publicizing that fact very vocally all over the city. This tool only works in the intended way, which is to inspire different behavior, if people believe that it will be enforced. Make the fine hundreds per day, if not thousands, if you can talk your city attorney into that. He or she may have legitimate concerns about how defensible that is, but make the fine as large as feasible.

Incidentally, Chicago tried to hold mortgage holders such as banks equally liable for registering the vacant properties they own, and for securing and maintaining them as well. This ended somewhat badly for the City of Chicago, as the Federal Housing Finance Agency prevailed in court. FHFA argued on behalf of Freddie Mac and Fannie Mae mortgage holders that due to various technicalities, the federal government could not be forced to comply. Not all was lost, however; the Chicago did negotiate a settlement that achieved a bit of what it was seeking from banks who were somewhere in the midst of the foreclosure process.

Not so long ago, we felt we had to say that we were partly kidding when we proposed a [vibrant downtown ordinance](#). Now that seems somewhat pale in comparison with the large fees and fines that some cities are imposing on owners of vacant property all over the city.

All in all, we like this tool because it creates quality data, opens up a new revenue stream to enable cities to address the very real costs of monitoring vacant property and responding to emergency calls associated with it, and gives property owners a substantial kick in the pants to get moving on doing something to remedy vacancy.

We just hope that cities don't get crazy with the fee they impose with the registration.

ARTICLE XIII. ABANDONED AND VACANT PROPERTY REGISTRATION

Sec. 8-369. Scope and purpose.

- (a) *Scope.* The provisions of this article shall apply to all real property within the corporate limits of the city.
- (b) *Purpose.* The purpose and intent of the city board of aldermen, through the adoption of this article, is to establish an abandoned and vacant property registration program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security.

(Code 1969, § 5-1401; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-370. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Where terms are not defined in this article and are defined in the building code or residential code, such terms shall have the meaning ascribed to them as in those codes. Where terms are not defined through the methods authorized by this article, such terms shall have ordinarily accepted meanings as the context implies.

Abandoned means a property that is vacant and is under a current notice of default and/or notice of sale, or a property that has been the subject of a foreclosure sale where the title was retained by or transferred to the beneficiary of the deed of trust involved with the foreclosure, or a property transferred under a deed in lieu of foreclosure/sale.

Accessible property means a property that is accessible through a compromised, breached or broken gate, fence, or other entry point.

Beneficiary means a lender under a note secured by a deed of trust.

Commercial property means any property upon which a commercial business was licensed by the city within 180 days of becoming vacant or abandoned, excluding any business licensed and operated as a home occupation.

Days means consecutive calendar days.

Deed in lieu of foreclosure or sale means a recorded document that transfers ownership of a property from the trustor to the holder of a deed of trust upon consent of the beneficiary of the deed of trust.

Deed of trust means an instrument by which title to real estate is transferred to a third party trustee as security for a real estate loan. This definition includes any subsequent deeds of trust.

Default means the failure to fulfill a contractual obligation, monetary or conditional.

Director of community development department means the person holding the position of director of community development department for the city, or his designee.

Dwelling means a building, or portion thereof, designed exclusively for residential occupancy, including one-family, two-family, multiple dwellings, mobile homes, house trailers, boarding and lodging houses, apartment houses, and apartment hotels, but not hotels, motels, recreational vehicles, or fifth wheels unless they are being used legally as a primary residence.

Evidence of vacancy means any condition that on its own, or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown or dead vegetation, accumulation of newspapers, circulars, flyers or mail, past due utility notices or disconnected utilities, accumulation of trash, junk or debris, the absence of window coverings such as curtains, blinds or shutters, the absence of furnishings or personal items consistent with residential habitation, statements by neighbors, passersby, delivery agents, government employees that the property is vacant.

Foreclosure means the process by which a property, placed as security for a real estate loan, is sold at auction to satisfy the debt of the trustor (borrower) under deed of trust defaults.

Local means within a 40-mile radius of the city limits of the city.

Local agent means the individual designated by an out-of-area owner or beneficiary as the local representative for the purposes of accepting notice, service and summons on behalf of the beneficiary and for otherwise ensuring compliance with the requirements of this article. The local agent shall be delegated binding decision-making authority on behalf of the out-of-area owner or beneficiary.

Mortgagee means the creditor, including, but not limited to, service companies, lenders in a mortgage agreement and any agent, servant, or employee of the mortgagee, or any successor in interest and/or assignee of the mortgagee's rights, interests or obligations under the mortgage agreement.

Nonresidential property means any property used or intended to be used for anything other than residential property as defined herein.

Notice of default means a notice that a default has occurred under deed of trust as provided for in RSMo 408.554.

Out-of-area means in excess of a 40-mile radius of the city limits of the city.

Owner means any person, copartnership, agent, operator, firm, association, corporation, or fiduciary having a legal or equitable interest in the property; or recorded in the official records of the state, county, or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Owner of record means the person having recorded title to the property at the point in time the record is provided by the county recorder's office.

Physical street address of the registrant means the address where the designated responsible party of the owner or beneficiary may be found.

Property means any unimproved or improved real property, or portion thereof, located in the city, including the buildings or structures located on the property regardless of condition.

Residential property means any property that contains one or more dwelling units used, intended, or designed to be occupied for living purposes.

Responsible party means the individual designed by any business or corporate owner or beneficiary of the property who is responsible for compliance with this Code, including, but not limited to, the registration, maintenance and upkeep of the registered property required in this article. The responsible party shall be an individual whose has binding decision-making authority on behalf of the owner or beneficiary.

Securing means such measures as may be directed by the director of community development department that assist in rendering the property inaccessible to unauthorized persons, including, but not limited to, the repairing of fences and walls, chaining/padlocking of gates, the repair or boarding of doors, windows, or other openings.

Trustee means the person, firm, or corporation holding a deed of trust on a property.

Trustor means a borrower under a deed of trust, who deeds property to a trustee as security for the payment of a debt.

Vacant means a building/structure that is not legally occupied.

(Code 1969, § 5-1402; Ord. No. 5339-10, § 1, 2-2-2010; Ord. No. 5708-22, § 1, 10-18-2022)

Sec. 8-371. Penalties.

- (a) *Unlawful acts.* It shall be unlawful for any person, firm or corporation to fail to comply with the requirements of the provisions of this article.
- (b) *Violation; penalties.* Any person and/or corporation (officer, head of local corporate office) found to be in violation of any provision of this article shall be punished by a fine as set forth herein or by imprisonment of not more than 90 days or by both such fine and imprisonment.
- (c) *Each day a separate offense.* The imposition of a penalty for any violation shall not excuse the violation, or permit such violation to continue. Every day that a violation continues to exist on the property shall be considered a separate offense, for which the violator may be arrested, tried and convicted without the necessity of further notice.
- (d) *Minimum fine.* Whenever the penalty is to be a fine or a fine and imprisonment, the fine shall not exceed any amount allowed by law, and shall be no less than the following minimum amounts:
 - (1) *Registration.* Failure to initially register with the city within the time frame required by this article shall be punishable by a minimum fine of \$250.00.
 - (2) *Changes to registration.* Failure to report changes to registration information within the time frame required shall be punishable by a minimum fine of \$250.00.
 - (3) *Other.* All other violations shall carry the following minimum fines:
 - a. First violation \$ 50.00
 - b. Second violation 200.00
 - c. Third violation 300.00
 - d. Fourth violation 400.00
 - e. Fifth violation 500.00

In determining the applicable minimum fine, an offense shall be considered a recurring offense only if the defendant has previously pleaded, or been found guilty of, violating the provisions of this article at the same location.

(Code 1969, § 5-1407; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-372. Registration of abandoned and vacant property.

- (a) *Abandoned property.* Any beneficiary under a deed of trust covering a property located within the city shall cause an inspection to be performed on the property that is the security for the deed of trust within 15 days of issuing a notice of default to the trustor. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the beneficiary/trustee shall, within ten days of the inspection, register the property with the director of community development department on such form as prescribed by the city. The inspection and registration requirement contained herein shall also apply to any property

that has been subject of a foreclosure sale where title to the property was transferred to the beneficiary of a deed of trust and/or any property transferred under a deed in lieu of foreclosure or sale.

- (b) *Vacant residential property.* Any residential property located within the city that has been vacant for more than 90 days and not previously required to be registered as an abandoned property shall be registered by the property owner with the director of community development department on such form as prescribed by the city.
- (c) *Vacant commercial property.* Any commercial property located within the city that has been vacant for more than 180 days and not previously required to be registered as an abandoned property shall be registered by the property owner with the director of community development department on such form as prescribed by the city.
- (d) *Registration contents.* The registration shall contain the following minimum information:
 - (1) Legal name of the property owner or beneficiary;
 - (2) The physical street address of the property owner or beneficiary (which shall not be a P.O. Box or the address of the vacant property);
 - (3) The mailing address of the property owner or beneficiary, if such mailing address is different than the physical street address;
 - (4) A direct contact name, phone number and physical address of a responsible party if the owner or beneficiary is a business entity; and
 - (5) If applicable, the name, address, and telephone number of a local agent responsible for the security and maintenance of the property.
- (e) *Continuing requirement.* Abandoned and vacant properties shall remain subject to the registration, maintenance, and security requirements set forth in this article as long as such property remains vacant. Any change to the information in the registration required hereunder shall be reported to the city, in writing, within ten days of such change.
- (f) *Proof of sale or occupancy.* Once the property is no longer vacant or is sold, the owner must provide proof of sale or written notice and proof of occupancy to the director of community development department.

(Code 1969, § 5-1403; Ord. No. 5339-10, § 1, 2-2-2010; Ord. No. 5708-22, § 1, 10-18-2022)

Sec. 8-373. Maintenance requirements.

Abandoned and vacant properties subject to this article shall be maintained in compliance with the city's property maintenance code and all other requirements of this Code. Such structures shall be maintained free of graffiti and tags by removal or painting over with an exterior paint that matches the color of the exterior of the structure. Pools and spas shall either be kept in working order so the water remains clear, or drained and kept dry. Adherence to the requirements set forth herein does not relieve the owner or beneficiary of any obligations set forth in any covenants, conditions, and restrictions and/or homeowner association rules and regulations which may apply to the property.

(Code 1969, § 5-1404; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-374. Security requirements.

Abandoned and vacant properties subject to this article shall comply with the following security requirements:

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- (1) *Security measures required.* Abandoned and vacant properties shall be maintained in a secure manner so as not to be accessible to unauthorized persons. This includes, without limitation, the closure and locking of windows, doors (walk-through, sliding, and garage), gates, pet doors, and any other opening of such size that it may allow a child to access the interior of the property and or structures.
 - (2) *Weekly inspections required.* The beneficiary or property owner shall cause the property to be inspected on a weekly basis to determine if the property is in compliance with the requirements of this article and any other applicable laws.
 - (3) *Local agent designated.* If the physical street address where the registrant's designated responsible party is located out-of-area, the owner or beneficiary shall engage the services of a local agent to perform weekly inspections to verify that the requirements of this article and any other applicable laws are being met.
 - (4) *Openings.* Broken windows shall be secured within 24 hours of being broken and shall be reglazed or replaced within 14 days. It shall be unlawful for any window on an abandoned or vacant property to remain broken or boarded for more than 14 days.

(Code 1969, § 5-1405; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-375. Compliance with other authority.

The requirements of this article are in addition to any other maintenance and security measures required by this Code. The requirements of this article shall not serve to lessen or abrogate any other applicable provisions of this Code.

(Code 1969, § 5-1406; Ord. No. 5339-10, § 1, 2-2-2010)

Secs. 8-376—8-399. Reserved.

ARTICLE XIII. ABANDONED AND VACANT PROPERTY REGISTRATION

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(Code 1969, § 5-1401; Ord. No. 5339-10, § 1, 2-2-2010)

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(Code 1969, § 5-1402; Ord. No. 5339-10, § 1, 2-2-2010; Ord. No. 5708-22, § 1, 10-18-2022)

Sec. 8-371. Penalties.

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- (b) *Violation; penalties.* Any person and/or corporation (officer, head of local corporate office) found to be in violation of any provision of this article shall be punished by a fine as set forth herein or by imprisonment of not more than 90 days or by both such fine and imprisonment.
- (c) *Each day a separate offense.* The imposition of a penalty for any violation shall not excuse the violation, or permit such violation to continue. Every day that a violation continues to exist on the property shall be considered a separate offense, for which the violator may be arrested, tried and convicted without the necessity of further notice.
- (d) *Minimum fine.* Whenever the penalty is to be a fine or a fine and imprisonment, the fine shall not exceed any amount allowed by law, and shall be no less than the following minimum amounts:
 - (1) *Registration.* Failure to initially register with the city within the time frame required by this article shall be punishable by a minimum fine of \$250.00.
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 - a. First violation \$ 50.00
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 - c. Third violation 300.00
 - d. Fourth violation 400.00
 - e. Fifth violation 500.00

In determining the applicable minimum fine, an offense shall be considered a recurring offense only if the defendant has previously pleaded, or been found guilty of, violating the provisions of this article at the same location.

(Code 1969, § 5-1407; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-372. Registration of abandoned and vacant property.

- (a) *Abandoned property.* Any beneficiary under a deed of trust covering a property located within the city shall cause an inspection to be performed on the property that is the security for the deed of trust within 15 days of issuing a notice of default to the trustor. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the beneficiary/trustee shall, within ten days of the inspection, register the property with the director of community development department on such form as prescribed by the city. The inspection and registration requirement contained herein shall also apply to any property

that has been subject of a foreclosure sale where title to the property was transferred to the beneficiary of a deed of trust and/or any property transferred under a deed in lieu of foreclosure or sale.

- (b) *Vacant residential property.* Any residential property located within the city that has been vacant for more than 90 days and not previously required to be registered as an abandoned property shall be registered by the property owner with the director of community development department on such form as prescribed by the city.
- (c) *Vacant commercial property.* Any commercial property located within the city that has been vacant for more than 180 days and not previously required to be registered as an abandoned property shall be registered by the property owner with the director of community development department on such form as prescribed by the city.
- (d) *Registration contents.* The registration shall contain the following minimum information:
 - (1) Legal name of the property owner or beneficiary;
 - (2) The physical street address of the property owner or beneficiary (which shall not be a P.O. Box or the address of the vacant property);
 - (3) The mailing address of the property owner or beneficiary, if such mailing address is different than the physical street address;
 - (4) A direct contact name, phone number and physical address of a responsible party if the owner or beneficiary is a business entity; and
 - (5) If applicable, the name, address, and telephone number of a local agent responsible for the security and maintenance of the property.
- (e) *Continuing requirement.* Abandoned and vacant properties shall remain subject to the registration, maintenance, and security requirements set forth in this article as long as such property remains vacant. Any change to the information in the registration required hereunder shall be reported to the city, in writing, within ten days of such change.
- (f) *Proof of sale or occupancy.* Once the property is no longer vacant or is sold, the owner must provide proof of sale or written notice and proof of occupancy to the director of community development department.

(Code 1969, § 5-1403; Ord. No. 5339-10, § 1, 2-2-2010; Ord. No. 5708-22, § 1, 10-18-2022)

Sec. 8-373. Maintenance requirements.

Abandoned and vacant properties subject to this article shall be maintained in compliance with the city's property maintenance code and all other requirements of this Code. Such structures shall be maintained free of graffiti and tags by removal or painting over with an exterior paint that matches the color of the exterior of the structure. Pools and spas shall either be kept in working order so the water remains clear, or drained and kept dry. Adherence to the requirements set forth herein does not relieve the owner or beneficiary of any obligations set forth in any covenants, conditions, and restrictions and/or homeowner association rules and regulations which may apply to the property.

(Code 1969, § 5-1404; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-374. Security requirements.

Abandoned and vacant properties subject to this article shall comply with the following security requirements:

-
- (1) *Security measures required.* Abandoned and vacant properties shall be maintained in a secure manner so as not to be accessible to unauthorized persons. This includes, without limitation, the closure and locking of windows, doors (walk-through, sliding, and garage), gates, pet doors, and any other opening of such size that it may allow a child to access the interior of the property and or structures.
 - (2) *Weekly inspections required.* The beneficiary or property owner shall cause the property to be inspected on a weekly basis to determine if the property is in compliance with the requirements of this article and any other applicable laws.
 - (3) *Local agent designated.* If the physical street address where the registrant's designated responsible party is located out-of-area, the owner or beneficiary shall engage the services of a local agent to perform weekly inspections to verify that the requirements of this article and any other applicable laws are being met.
 - (4) *Openings.* Broken windows shall be secured within 24 hours of being broken and shall be reglazed or replaced within 14 days. It shall be unlawful for any window on an abandoned or vacant property to remain broken or boarded for more than 14 days.

(Code 1969, § 5-1405; Ord. No. 5339-10, § 1, 2-2-2010)

Sec. 8-375. Compliance with other authority.

The requirements of this article are in addition to any other maintenance and security measures required by this Code. The requirements of this article shall not serve to lessen or abrogate any other applicable provisions of this Code.

(Code 1969, § 5-1406; Ord. No. 5339-10, § 1, 2-2-2010)

Secs. 8-376—8-399. Reserved.

Adaptive Reuse May Yield Spectacular Results. (2025). Agoodcommunity.org.
<https://www.agoodcommunity.org/adaptive-reuse.html>

Adaptive Reuse Re-Imagines Obsolete Buildings

Last Updated: December 2, 2025

Adaptive reuse of a vacant building is a smart community choice for sustainable community development. In my consulting practice, I have found that this re-purposing is one of the most common yearnings. If you aren't acquainted with this phrase, it describes finding a new purpose for a building rather than its original use, or at least the one everyone remembers. A new land use that has more market demand is chosen and developed.

Re-purposing of buildings is a simple idea for community improvement, but often more difficult to implement because of the construction challenges that old buildings present. However, preservation of the history and often the architectural charm of the old building makes these projects exciting and valuable. In addition, reuse of buildings reduces the carbon footprint and solid waste inherent in building demolition and new construction.

That does not mean that it will be easy to sell the idea that what everyone remembers as a service station could become a restaurant. Change threatens all but the best of us.

Adaptive re-use is different from [recycling buildings](#), in that the recycling idea does not mean a change of use.

But on this page, let's be more detailed and have fun learning by example what your problem vacant building can become.

The specific adaptive reuse suggestions are grouped according to the previous land use. We hope our extensive list, based on first-hand knowledge of instances around the world, can inspire some creative ideas on your part as your community imagines what to do with that building that no longer seems viable in its former use.

List of Possible New Uses for Vacant Buildings

Old schools can become:

- Apartments,
- Condominiums,



- Private schools,
- Office buildings,
- Social service buildings (sometimes with gym remaining),
- Community centers,
- Private residences if they are one-room rural schools or even smaller urban buildings,
- University classrooms, or
- Cultural centers.

Old factories are prime for:

- Apartments or condominiums,
- Office buildings,
- Restaurants,
- [Economic development incubator](#),
- Skills training or even GED classes,
- University expansions or art galleries,
- Specialized shopping, especially featuring unique local goods or crafts
- Gyms, archery ranges, or basketball, pickleball, or handball courts.

Old gasoline stations, with gas tanks removed as required by law, could become:

- Oil change stores,
- Restaurants,
- Convenience stores,
- Auto repair garages,
- Garden centers, or
- Private residences, in rural areas especially.

Adaptive reuse of old mills might yield:

- Lofts,
- Shopping centers,
- Small shops,
- Restaurants, or
- Vocational education classrooms

Old motels may resurface as:

- Apartments,
- Day care centers,
- Storage units,
- Garden centers, or
- Flea markets.

Abandoned churches have been re-purposed as:



- The home of another congregation, which most congregations prefer, but sometimes cannot be worked out, (Editors note that if this occurs, it is not an "adaptive re-use." It is instead a "recycled building.")
- Shelters for the unhoused or domestic violence victims,
- For-hire meeting spaces or wedding venues,
- Community centers,
- Marketplaces,
- Residences for homeowners with a high tolerance for renovation challenges,
- Multi-family residences,
- Non-profit organization headquarters,
- Medical offices,
- Antique shops,
- Restaurants,
- Inns,
- Theaters,
- Arts centers, or galleries
- Museums,
- Gymnastic centers,
- Music studios or performance spaces, or
- Active recreation, such as skateparks, rope courses, or pickleball or basketball courts

Small former nursing homes (long-term care facilities) may become:

- Apartments,
- Motels or short-term rentals, especially if located with a view of a lake or an attractive landscape,
- Storage units,
- Antique shops or malls,
- Offices for non-profit organizations,
- Senior centers,
- Rental stores
- Imaginative "general stores" in fairly rural areas, which could be a better idea than all of the above if you can find a good entrepreneur

"Dead malls" or defunct shopping centers have possibilities as:

- Cultural centers,
- Apartments and condominiums,
- Antique malls,
- Telemarketing centers,
- Offices,
- Churches,
- Community colleges,
- Nursing homes,



- Parks, sometimes with conservation areas or trails incorporated, or
- Fulfillment centers for large online retailers (although in this reuse it is possible that all or part of the mall structure would be demolished and that the main "reuse" would actually be a redevelopment of the land).
- Urban farms or forests where retail and residential markets are weak

See also ideas in a book we recommend, *Retrofitting Suburbia*. More discussion can be found in the pages on [shopping center renovation](#) and [shopping center redevelopment](#).

Old downtown stores make great new:

- Townhouses,
- Offices,
- Live-work units,
- Day care for children or adults,
- New church start-ups, or
- Economic development incubators or business accelerators.

Office buildings in downtowns or campuses where demand has weakened due to pandemic-era "work at home" trends could become:

- Apartments or condos
- Storage facilities
- Specialized entertainment complexes

Old train stations or depots often open again as:

- Shopping centers,
- Community centers,
- Model railroading clubhouses,
- Museums,
- Trailheads,
- Shops,
- Antique stores, or
- Transit stations.

Former libraries regain their composure as:

- Offices,
- Art galleries,
- Apartments,
- Private residences in small towns, or
- Community centers.

Old post offices may be re-purposed as:

- Offices,
- Museums,



- Libraries,
- Stores,
- Veterinary clinics, or
- Homes in small towns.

Old grocery stores commonly become:

- Flea markets,
- Offices,
- Clinics,
- Ski or surf shops,
- Restaurants,
- Microbreweries, or
- Libraries.

Old banks would be great as:

- Transit stations,
- Libraries,
- Museums,
- Offices,
- Restaurants or pubs, or
- Antique stores.

One-time mansions can be reused as:

- Museums,
- Art galleries,
- Office buildings,
- Condominiums,
- Restaurants,
- Antique stores,
- Rehab centers,
- Party facilities for rent,
- City halls, or
- Non-profit organization headquarters.

Old colleges can graduate into:

- Schools,
- Museum and park complexes,
- Redevelopment as complete communities,
- Industrial campuses,
- Large nonprofit organization homes, or
- Prisons.

Abandoned barns and agricultural buildings have been reopened as:



- Private residences,
- Condominiums,
- Lofts,
- Vacation compounds for extended family,
- Cheese factories,
- Offices,
- Rental space for high-end hobbies (fancy cars and such), or
- City hall. (Just seeing if you're paying attention, but look at visitor-submitted information on one instance of an [agricultural complex conversion to office use.](#))

An unused warehouse may evolve into:

- A crossdocking facility, which is a facility where the contents of large freight trucks or conceivably rail cars are divided up into storage lockers where customers pick up orders, smaller delivery vehicles, or delivery bots
- A house of worship
- An urban farm, especially a hydroponic facility, or
- A data center where banks of servers reside.

Vacant parcels and underused parks may be revitalized if you position them as:

- [Redevelopment](#) sites that have been cleared of any suspicion of being [brownfields](#)
- Portions of larger greenways
- Skateparks, or
- [Off-leash dog parks.](#)

How to Organize for an Adaptive Reuse Project

Our advice is to combine sound market research, if you have the capability or funding to hire a consultant, with the services of a good architect.

If you are on a shoestring budget or no budget, simply convene the most creative people you know, maybe get a bottle of wine, and start talking and doodling with felt-tip markers till you have an idea or three. Then ask a developer, builder, or real estate agent what they think. Keep asking, keep doodling, and keep advertising until an adaptive reuse prospect appears.

For those with very limited budgets, the internet is your friend. Set up a Facebook page for your property, spread sketches and photos on Instagram, and take advantage of forums and blogs to spread the word. Be sure that you use a keyword that someone searching for your property would be thinking about.

Often the idea doesn't really take shape until a particular prospect sees the property. But that will be an accident; most buyers don't know they're looking for an old upholstery shop.



If you're in the public sector, obtain control of the building by purchasing an option to buy. Think through any financial incentives you are able to offer, such as [tax increment financing](#).

Gimmicks such as attracting the media or putting a property you own up for auction online sometimes actually bear fruit, but don't pin your hopes on one strategy. Be persistent.

If you are able to make a deal to reuse an older building for a new purpose, your community could receive the benefit of a unique project, and one minimizing the waste of good building materials. Frequently old buildings have good bones, interesting architectural flourishes, and more substantial building materials than those currently used in construction. The selling points are many.



Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

www.monettmo.gov
217 Fifth Street • Monett, Missouri 65708
(417) 235-3763

Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 2/13/2026
Re: Safety and Security Impacts of Vacant Building Registry

GENERAL INFORMATION

One aspect of vacant buildings that had gone unmentioned in the previous staff report on Vacant Building Registries is the tie-in to property and personal security.

Although vacant buildings can cause a variety of issues, one of the particular issues caused by vacant buildings in Monett is squatting. Not a particular problem along the downtown Broadway commercial district, the older residential areas of Monett do struggle from lots of various forms of squatting.

As an example, our town residents may unfortunately pass away or need to relocate for higher levels of care, etc., and the house becomes vacant. In some situations, either the home will pay out on utilities until money runs out, or code enforcement fines eventually begin to accrue. Very sadly, sometimes these homes sit in probate or in vacancy until they are sold at a tax or bank sale. During these intermediary periods, squatters or other trespassers often may occupy the home.

For a variety of reasons, we neither allow, nor support squatting. However, we are also very hamstrung due to various higher-level laws and limitations to our authority.

With the introduction of a Vacant Building Registry, we could apply certain requirements to said listed buildings, such as requiring boarded up entryways, windows, etc. Although certainly an eyesore, other requirements could then kick in, such as a graduating scale of fines associated with leaving said buildings vacant.

I want to reiterate again that City staff at this time does not intend for the Vacant Building Registry to be a method of revenue generation. I am merely sharing possible ways it could be used. I reiterate that the goal of the Vacant Building Registry is to fill the vacancies with residents or commercial uses.



GENERAL INFORMATION, CONT.

If we look instead towards the commercial space of vacant buildings, security becomes a larger aspect. I moved to Monett from St. Louis, where large scale commercial fires of abandoned warehouses are statistically unusually common. As on the first very cold night of 2025, like every year, an abandoned warehouse complex stretching four city blocks went up in flames and completely demolished the city blocks. In searching for this information, I found two different abandoned building fires had killed multiple people within the past two weeks.

Insurance costs to keep and maintain commercial properties continues to grow. The liability aspect of insurance, especially, continues to grow at a fast pace. Ideally, this would incentivize vacant building owners to sell their properties, but it often results in these properties going uninsured and the non-vacant building owners end up paying higher prices to cover for it. Having a Vacant Building Registry would allow for our Code Enforcement and Police activities to be more focused and aware of it.

There are no proposals, recommendations, or attachments to this staff report.



Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

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Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 1/26/2026, Updated 2/13/2026
Re: Successes of the Legacy Lot Overlay

GENERAL INFORMATION

Following the approval of Ordinance No. 9117 concerning the Legacy Lot Overlay (henceforth, “LLO”) on January 8th, 2026 by the City Council, the law subsequently went into effect on January 18th, 2026. During the period between the announcement of the LLO towards this Commission and the eventual approval by the City Council, many individuals from various backgrounds have expressed their support for this change, and the positive effect it should have on the City’s residents.

In the first week following the implementation of the LLO, a local, experienced contractor has approached us with plans to build two new duplexes on lots in the Marshall Hill neighborhood that they would not have been legally allowed to build upon prior to the LLO. Although there was no legal “But For” agreement, the contractor audibly shared that they waited to develop these two lots until the implementation of the LLO. If this hadn’t taken place, both duplexes would have needed a Variance from the Board of Adjustment, totaling upwards of \$400 between legally required fees and publication costs.

Separately, a homeowner on 2nd Street, who recently bought a small adjoining lot, had expressed interest in building a home on this new lot. Prior to the LLO, this lot would have been completely undevelopable due to its 50 feet of road frontage and shallow depth. With the beginning of the new LLO, this lot can now have a proper home built upon it. As with all new buildings and additions in Monett, setbacks must still be followed and all Building Codes adhered to. The property now has a Building Permit written for a single family home.

All this is to say that the Community Development Department plans to explore extending the LLO towards other areas of town that would benefit from the implementation of lowered road frontage requirements.

There are no proposals, recommendations, or attachments to this Staff Report.

AN ORDINANCE CREATING A NEW OVERLAY DISTRICT BY ADDING SECTION 400.077, USE, HEIGHT AND AREA REGULATIONS OF LEGACY LOT OVERLAY DISTRICT, IN NEW ARTICLE III-D OF CHAPTER 400 – ZONING REGULATIONS OF THE CODE OF THE CITY OF MONETT, MISSOURI .

WHEREAS, a downtown residential area in the City of Monett would benefit from the creation of a new district over of the Legacy Lot Overlay District (LLO) by adding a new Article III-D of Chapter 400, Zoning Regulations and a new Section 400.077; and

WHEREAS, the purpose of the Residential Compatibility Overlay District, the LLO, is to recognize the unique conditions of older neighborhoods where lots were platted prior to the adoption of current minimum lot size requirements; and

WHEREAS, there are many existing homes and vacant lots in these areas that do not meet present-day dimensional standards, resulting in hardships when owners seek to rebuild or develop; and

WHEREAS, the overlay district provides flexibility for the use, repair, and reconstruction of existing residential lots while maintaining compatibility with surrounding development, stabilization of property values, and preserving the character of the neighborhood; and

WHEREAS, it is the desire of the Zoning and Planning Commission to have zoning regulations in the Monett City Code that are clear and concise for understanding and interpretation; and

WHEREAS, the City of Monett encourages development, revitalization, preservation, and beautification of the area of the new LLO District Overlay; and

WHEREAS, it is the desire of the Zoning and Planning Commission and the City Council to ensure the Zoning Regulations are current and user friendly, and

WHEREAS, pursuant to Section 89.020 of the Revised Statutes of Missouri and for the purpose of promoting health, safety, morals or the general welfare of the community, the City Council is empowered to regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts, and other open spaces, the density of population, the preservation of features of historical significance, and the location

and use of buildings, structures and land for trade, industry, residence or other purpose; and

WHEREAS, pursuant to Section 89.040 of the Missouri Revised Statutes, the City Council is empowered to enact such regulations in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to preserve features of historical significance; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

WHEREAS, pursuant to Section 89.040 of the Missouri Revised Statutes such regulations shall be made with reasonable consideration, among other things, to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the values of buildings and encouraging the most appropriate use of land throughout such municipality; and

WHEREAS, the Zoning Regulations for the Monett require a Public Hearing before the Planning Commission before consideration of recommendations to the City Council for or against amendments to the Zoning Code; and

WHEREAS, the Zoning Regulations for Monett, require an advertisement for the Public Hearing at least fifteen (15) days before the Zoning and Planning Commission Public Hearing for the approval of amendment to the Zoning Code; and

WHEREAS, the City did advertise for the Public Hearing at least fifteen (15) days before the Zoning and Planning Commission Public Hearing for the approval of amendment to the Zoning Code; and

WHEREAS, the Public Hearing was held before the Monett Zoning and Planning Commission on November 19th, 2025 at 5:30 PM in the School Board Meeting Room of the Monett School District Office located at 710 9th Street in Monett; and

WHEREAS, after publication of the hearing and the consideration of the discussions in the public hearing and discussions of the Zoning and Planning Commission, the Zoning and Planning Commission determined that this amendment to the Monett City Code is reasonable and necessary; and

WHEREAS, the City advertised the Public Hearing at least fifteen (15) days before the City Council Meeting for the consideration of amendment to the Zoning Code; and

WHEREAS, the Public Hearing was held before the City Council on December 11th, 2025 at 6:00 PM in the School Board Meeting Room of the Monett School District Office located at 710 9th Street in Monett; and

WHEREAS, after publication of the hearing and the consideration of the discussions in the public hearing, the resolution of the Zoning and Planning Commission, and discussions of the City Council, the City Council has determined that this amendment to the Monett City Code is reasonable and necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONETT, MISSOURI, AS FOLLOWS:

Section 1. It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Monett City Code, and the sections of this ordinance may be renumbered to accomplish such intention.

Section 2. That Chapter 400 – Zoning Regulations, Article III-D, District “LLO” – Legacy Lot Overlay District be created and Section 400.077, Use, Height and Area Regulations of Legacy Lot Overlay District of the Monett City Code is hereby amended to read by adding as follows:

ARTICLE III-D

District “LLO” - Legacy Lot Overlay District

Section 400.077 Use, Height and Area Regulations of Legacy Lot Overlay District.

A. *Purpose and Intent* The purpose of the Residential Compatibility Overlay District is to recognize the unique conditions of older neighborhoods where lots were platted prior to the adoption of current minimum lot size requirements. Many existing homes and vacant lots in these areas do not meet present-day dimensional standards, resulting in hardships when owners seek to rebuild or develop. The overlay district provides flexibility for the use, repair, and reconstruction of existing residential lots while maintaining compatibility with surrounding development, stabilization of property values, and preserving the character of the neighborhood.

B. *Location.* These regulations shall apply to lots currently zoned District A or District B, within the following boundaries:

North Boundary: Cleveland Avenue

East Boundary: 13th Street/Kyler Street

South Boundary: Dairy Street

West Boundary: Central Avenue to Broadway Street to South Lincoln Avenue

C. General Provisions:

1. For lots zoned District "A", within the LLO District
 - a. Lot area per family. Every building or portion of a building erected, moved or altered for residence purposes in the LLO district, zoned District "A," shall provide a lot area of not less than three thousand five hundred (3,500) square feet per one-family residence.
 - b. Frontage for every building or structure used for residential purposes shall not be less than thirty (30) feet, along the city street right-of-way. Frontage for a residential patio home shall not be less than thirty (30) feet along the city street right-of-way for each individual lot.
 - c. All other provisions not inconsistent with this section shall remain in full force and effect under the use, height and area regulations set forth in Section 400.040 and Section 400.050.
2. For lots zoned District "B," within the LLO District
 - a. Lot area per family. Every building or portion of building erected, moved or altered for residential purposes in the LLO District, zoned District "B," shall provide a lot area per family of not less than three thousand five hundred (3,500) square feet, in the case of one-family dwellings, two thousand five hundred (2,500) square feet per family in two-family dwellings, and not less than one thousand (1,000) square feet per family in apartment house as specified
 - b. Frontage for every building or structure used for residential purposes shall not be less than thirty (30) feet, along the city street right-of-way. Frontage for a residential patio home shall not be less than thirty (30) feet along the city street right-of-way for each individual lot.
 - c. All other provisions not inconsistent with this section shall remain in full force and effect under the use, height and area regulations set forth in Section 400.060 and Section 400.070.

D. Severability: If any provision of this ordinance is found to be invalid, the remaining provisions shall remain in full force and effect.

Section 3. This Ordinance shall be in full force and effect from and after the 10th day after its passage by the City Council.

Section 4. That should any section, sentence or clause of this Ordinance be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining sections, sentences or clauses.

Section 5. That the City Clerk is authorized by this Ordinance to correct any scrivener’s errors identified with in this Ordinance.

Whereupon a roll call vote was taken:

Ayes: _____

Nayes: _____

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MONETT, MISSOURI, THIS 8TH DAY OF JANUARY, 2026.

James R. Burke, Mayor

ATTEST:

Kelley McMillan, City Clerk

Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 2/3/2026
Re: Possible Extensions to the Legacy Lot Overlay (LLO)

GENERAL INFORMATION

Given the positive response of the Legacy Lot Overlay (LLO), City Staff is seeking options to extend the LLO towards other necessary areas.

The following areas are open to the extension of the LLO to various degrees:

Suggested Areas to Extend LLO:

- “Old Plymouth” Orientation:
 - Reason: Very old section of Monett with many lots less than 60 ft; limited in-fill opportunity – rather would focus on rebuilding of tear-downs
 - North: W. Cale St.
 - South: Railroad (effectively Main St. and adjoining property)
 - East: Central Ave. (current border of LLO)
 - West: Re-orientation of roadway or approximately the west end of Wither’s 2nd Addition
- “Oakland & Prospect Park Additions”:
 - Reason: Effectively all lots in these additions were divided into 40ft lots. Many homes are 2 lot sizes, but would allow for varied width and infill opportunities
 - North: Cleveland Ave.
 - South: W. Cale St.
 - East: Central Ave. (current border of LLO)
 - West: western border of Oakland Addition & Prospect Park Addition
- Old Forest Park:
 - Reason: to incorporate the oldest sections of Monett north of Cleveland, where lots are generally split into 25 ft widths
 - North: northern border of the Southwest and Southeast Quarters of the Southeast Quarters of Section 30 of Township 26 North, Range 27 West
 - South: Cleveland Ave.
 - East: Hwy H
 - West: Hwy 39/Central Ave.

GENERAL INFORMATION, CONT.

- Calla-Mack Heights Addition:
 - Reason: to incorporate a section of older Monett where lots were generally split into 25 ft widths
 - North: alley along the northern border of the Southwest and Southeast Quarters of the Southwest Quarter of the Southwest Quarter of Section 29 of Township 26 North, Range 27 West
 - South: Cleveland Ave.
 - East: 13th St.
 - West: Hwy H
- Callan's and Atwell's 3rd Addition:
 - Reason: older residential section with 50 ft lot widths and chances for infill
 - Two sections comprising of the borders of Callan's Addition and the borders of Atwell's 3rd Addition
- Woodland Addition:
 - Reason: very old, small section of old Forest Park area of town with 40 ft lot sizes
 - Border is that of the entire Woodland Addition only

Possible LLO Extensions:

- Future Western Extension:
 - Continuation of westerly expansion of LLO to incorporate many 50 ft lot widths
 - North: W. Dunn St.
 - South: Railroad (approximately property immediately south of Main St.)
 - East: Road realignment or approximately the western edge of Wither's 2nd Addition
 - West: Eisenhower St.

No other significant areas are being considered at the time. Refinements to come.

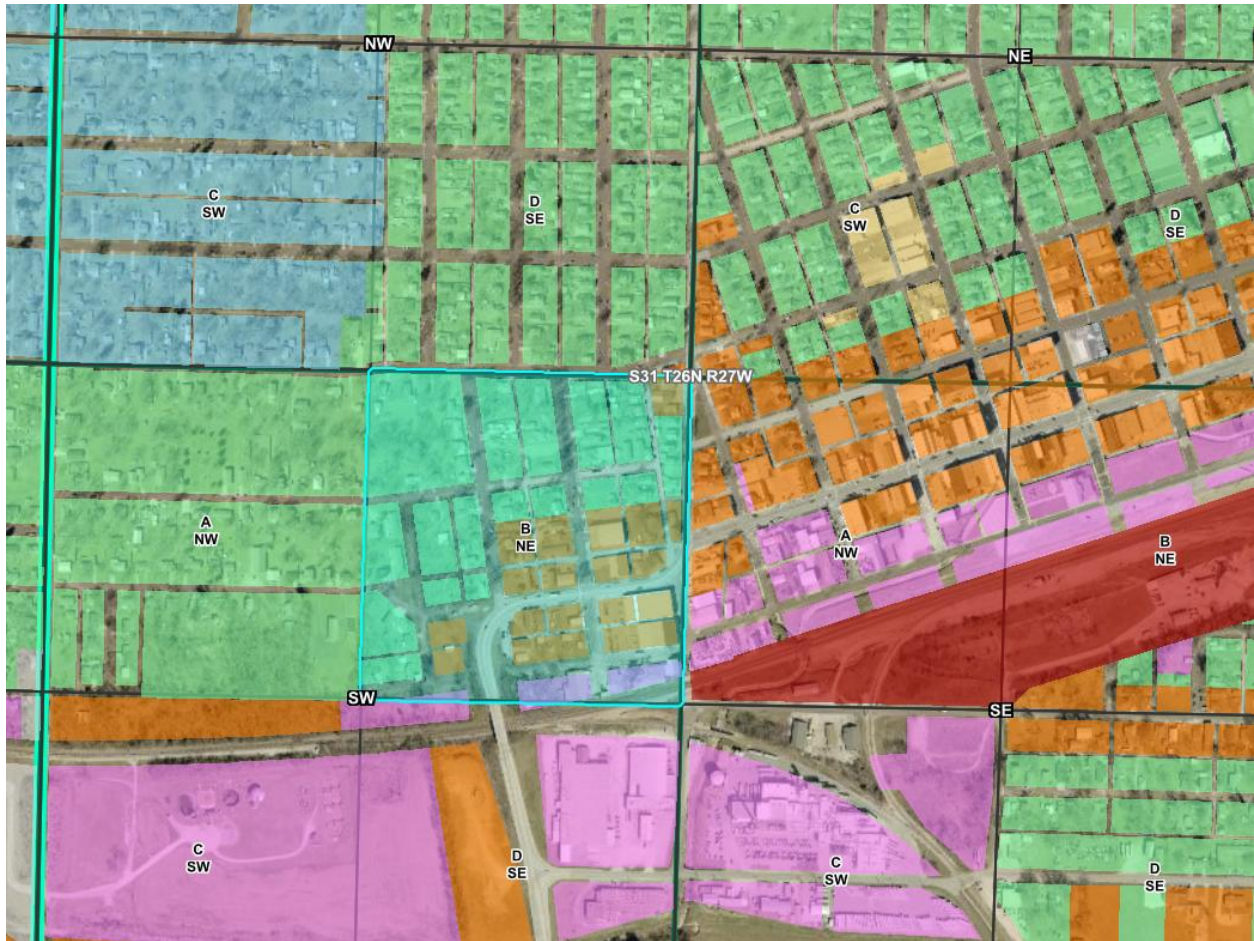
There are no proposals or recommendations to this staff report.

ATTACHMENTS

See the following attached map for highlighted areas of town:

1. GIS Maps of various extension areas for the LLO
-

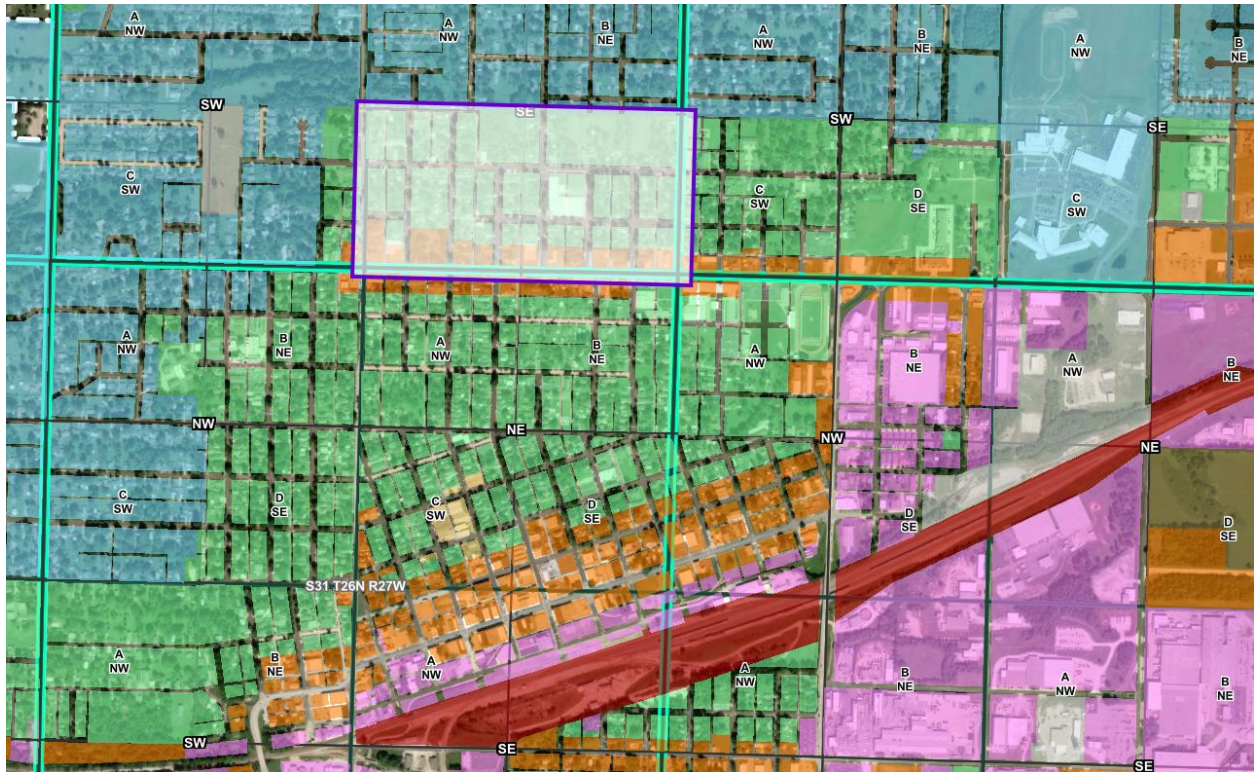
“Old Plymouth” Possible LLO Extension



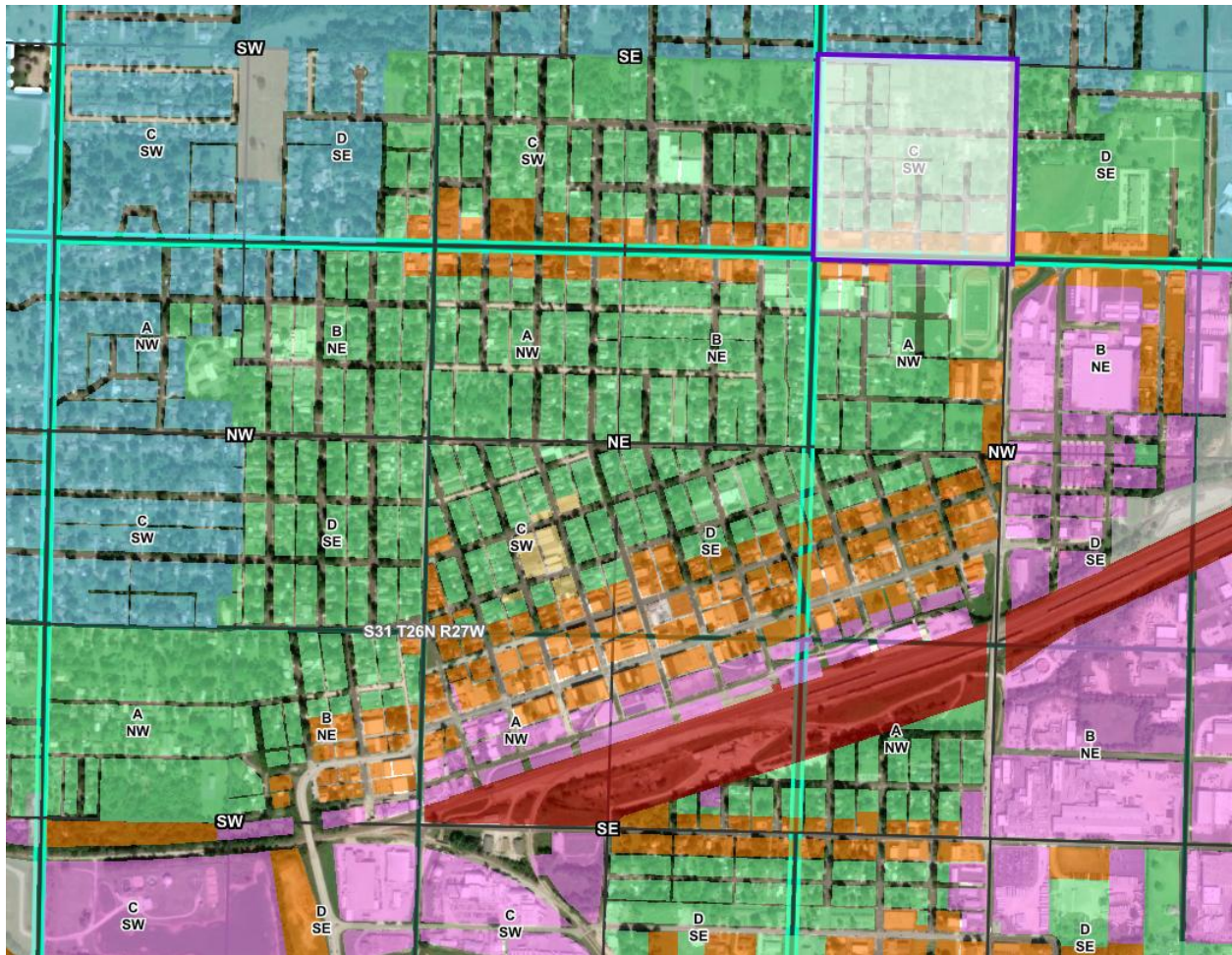
“Oakland and Prospect Park” Possible LLO Extension



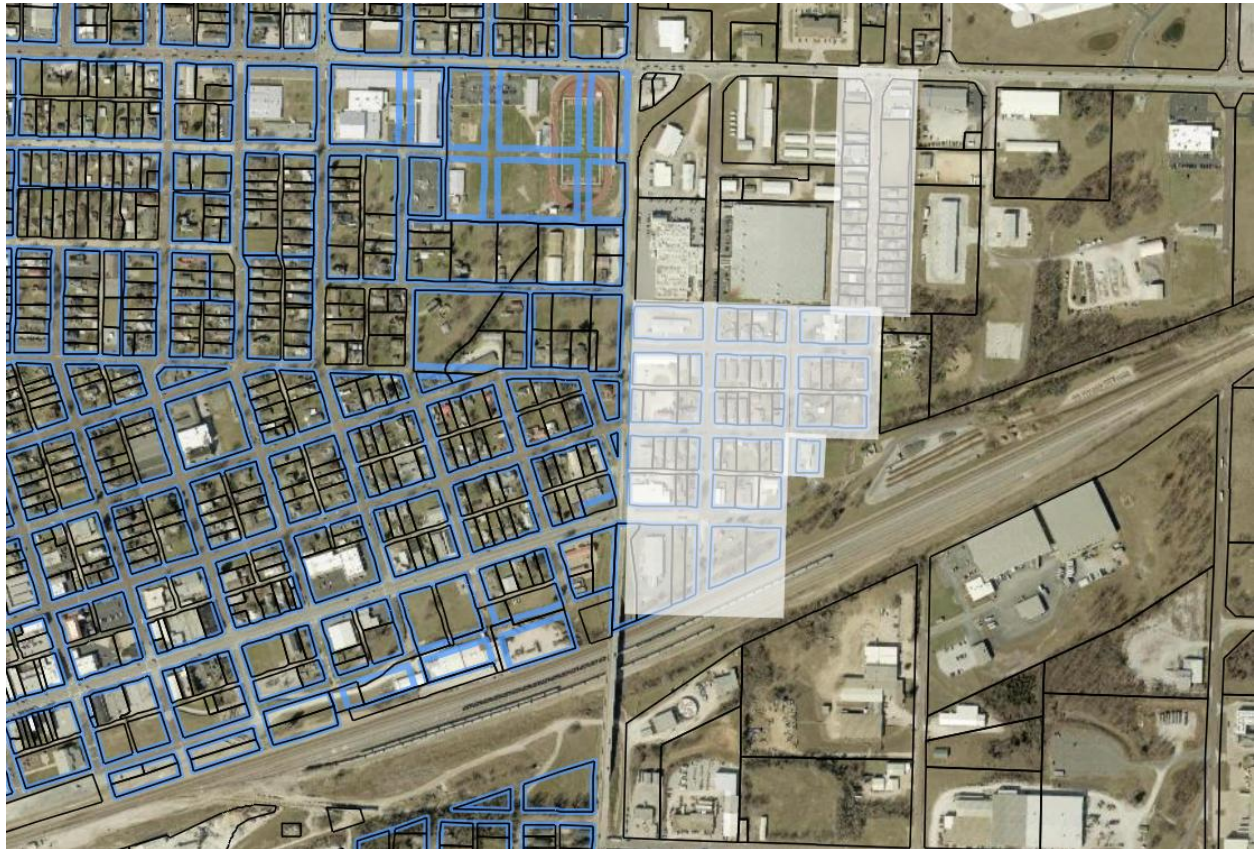
“Old Forest Park” Possible LLO Extension



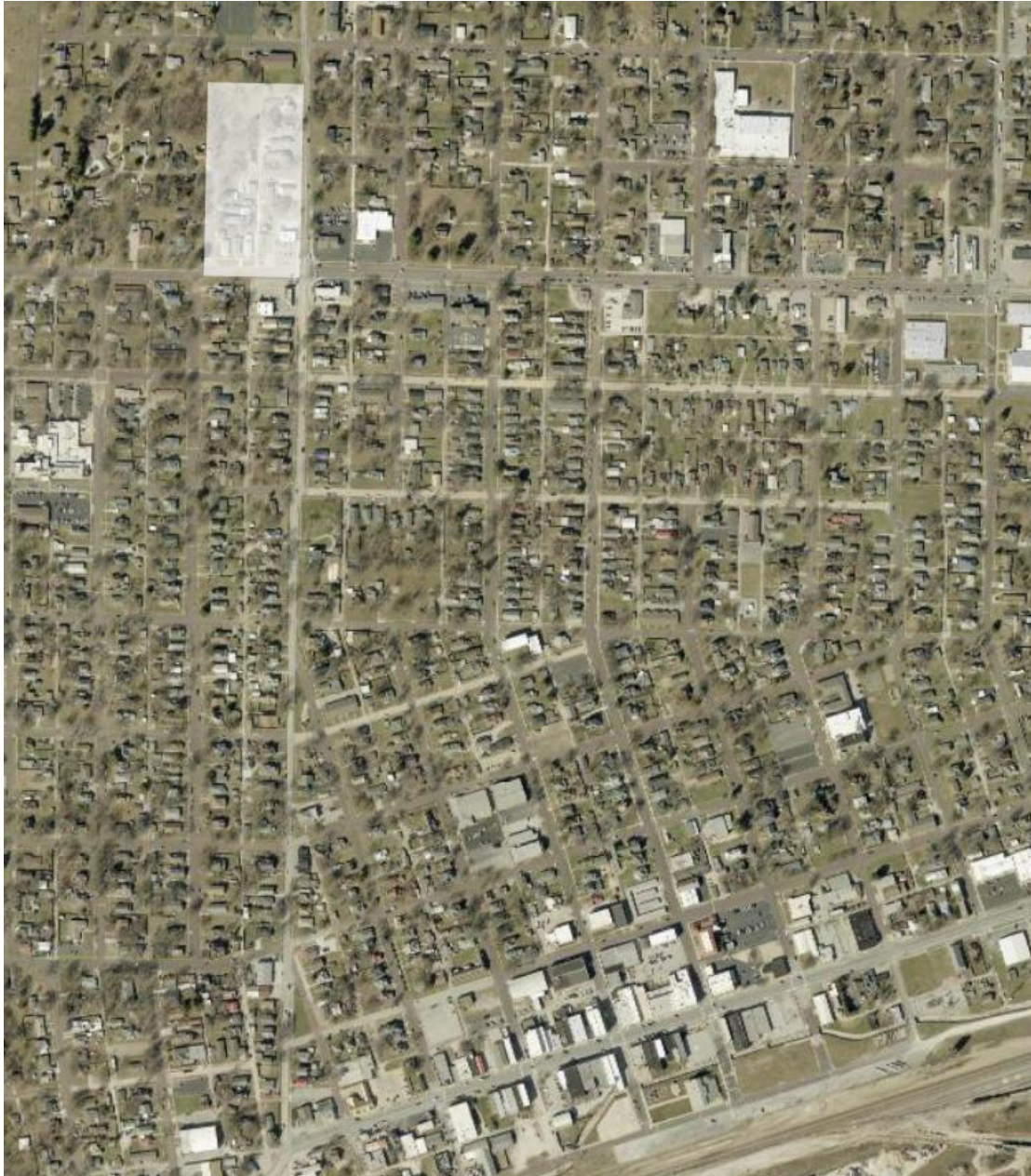
“Calla-Mack Heights Addition” Possible LLO Extension



“Callan’s & Atwell’s 3rd Addition” Possible LLO Extension



“Woodland Addition” Possible LLO Extension





MONETT

PRIDE AND PROGRESS

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Future Western Possible LLO Extension





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Staff Report

To: Planning and Zoning Commission
From: Andrew Miller
Date: 2/9/2026
Re: Continued Discussion on General Multifamily Zoning Changes

GENERAL INFORMATION

The Community Development is exploring multiple methods of updating our City’s Codes regarding multifamily residential development. It has been made clear on numerous occasions by the Planning and Zoning Commissioners themselves, the City Council, City staff, and the citizenry of Monett themselves that acceptable, smart changes to the City’s multifamily Code is needed and expected.

Given the challenges posted by both the current City of Monett Code, as well as the lack of administrative control, City staff has to come up with ingenious methods to enact the goals of the citizenry, the department, the Commission, and the Council.

We previously introduced the concept of a “Legacy Overlay District”, which modified the City’s zoning ordinances in only certain areas and regarding certain building uses. This overlay concept was a means to enact changes at a lower level of control based on certain bounds – in that particular case, within geographic bounds.

Therefore, City staff is working with our City Planning Consultant, Scott Hanson, and City legal representatives, Lauber Law, to determine a method of enacting our goals through legislation. We are planning to develop and introduce new legislation to the Planning and Zoning Commission in the upcoming months that would modify the zoning regulations.

Due to the way that parts of our code interact with each other, it would be very difficult to flatly rewrite the entirety of “B” multifamily or flatly introduce split “B” tiers. This would likely cause many, many future errors, challenges, and unintended consequences as various parts of old and new regulations interacting with each other would likely create more variances, challenge properties, and unforeseen outcomes.

Rather, City staff intends to make pointed, piecemeal changes to cause the fewest issues as possible. This will take time, but will have more desired effects, and less undesired effects.

There are no proposals, recommendations, or attachments to this staff report.



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Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 2/6/2026
Re: Updates to Dates, Time, and Location of Planning and Zoning Meetings

GENERAL INFORMATION

During the City Council meeting on January 8th, 2026, the Monett City Council announced Ordinance No. 9127 indicating their desire to host all regular monthly commission meetings at the City's new City Annex building located at 100 S. Maple Street. The City Annex will be the new meeting point for the Planning and Zoning Commission meetings going forward.

Following a directive from City Administrator Mickey Ary, all Planning and Zoning Meetings are to be held on the **Third Thursday of each Month**. This follows a pattern where the Airport Commission meets the first Thursday, the City Council Meeting on the second Thursday, the Planning and Zoning Commission on the third Thursday, and the City Council Work Session on the fourth Thursday.

In keeping with the desire to regularize all meetings, these Commissions and City Council Meetings are being moved to begin at **6:00pm**. The Work Session will remain a morning meeting.

Therefore, the Planning and Zoning Commission of the City of Monett will meet on the following dates, moving forward:

- Thursday, February 26th at 6pm (current meeting)
- Thursday, March 19th at 6pm
- Thursday, April 16th at 6pm
- Thursday, May 21st at 6pm
- Thursday, June 18th at 6pm

There are no proposals, recommendations, or attachments to this staff report.



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Staff Report

To: Planning and Zoning Commission
From: Andrew Miller
Date: 2/9/2026
Re: Continued: Timelines for Certain Petitions to Planning and Zoning Commission

GENERAL INFORMATION

In October, 2025, an item for discussion was brought to the Planning and Zoning Commission regarding the discrepancy between the minimum and maximum time requirements for the Commission for incoming petitions. You may refer to the included staff report from 10/10/25 for reference, but, in general:

The ordinance that we use to interpret and enforce our petition requirements inadvertently omits the key word “working [days]” (business days) when referring to the maximum amount of time that the Planning and Zoning Commission has to review petitions for the introduction of preliminary plats, and – by extrapolation – other petition types.

The code says, clearly, that the plat subdivider (petitioner) must file an application (petition):

“thirty (30) working days prior to the Commission meeting...”
– Section 405.080(A)(3) Monett City Code

The code, immediately after that, says:

“[the] Commission shall act on the preliminary plat within forty-five (45) days after filing...
If no such action is taken by the Commission within such forty-five (45) days after
filing...the preliminary plat as filed shall be deemed approved...”
- Section 405.080(A)(4)(a.) Monett City Code

Effectively, this oddity creates a small window of days where items could be automatically approved by the Planning and Zoning Commission without said Commission ever meeting. Now, realistically, the department would take all measures to ensure this does not take place, but we believe this is a flaw in the code.

Therefore, the Community Development Department intends to remedy this issue by updating this enumerated process through changes to code with our City Council.



GENERAL INFORMATION CONT.

Of note: although the ordinance itself under consideration is clearly only referring to the time requirements for the introduction of preliminary plats, we utilize the same time requirements structure for all Planning and Zoning petitions for the sake of logistics, clarity, and transparency. We intend this change to be adopted procedurally for all Planning and Zoning petition items.

There are no proposals or recommendations regarding this staff report.

ATTACHMENTS

Please see the following attachments:

1. Staff Report 10/10/25 on Timelines for Petitions to Planning and Zoning Commission
-



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Staff Report

To: Planning and Zoning Commission
From: Andrew Miller, Development Assistant
Date: 10/10/2025
Re: Timelines for Petitions to Planning and Zoning Commission

GENERAL INFORMATION

This informational staff report is to share the average timeline it takes to present a petition to the Planning and Zoning Commission – specifically a rezoning petition and preliminary plat – and the effects this has on meeting times and legal requirements.

Both petitions to P&Z require 15 days of public notice prior to the meeting. We are legally required, per City code, to provide at least two methods of public notice to residents of the City when either rezoning, platting, or variances occur. The City, however, provides four different public notice avenues: newspaper public notices, meeting notices within the City Hall bulletin board, social media public notices (such as Facebook), and on-premises, ground-staked public notices.

While everything besides newspaper has no challenging logistical requirements, the Lawrence County Record newspaper requires 5 days of notice for something to be posted in the following week's newspaper issue. Combine that with the typical administrative time on my part in order to compile all of the documents necessary, and we're already looking at three weeks of notice.

For preliminary plats, it involves even more work as the various City departments need to effectively work with the petitioner to make sure the preliminary plat is in a state well-written enough to present to the Commission. Likewise, if there are any glaring issues with the preliminary plat, all these issues are sought to be worked out prior to the printing of the plat and sending it to the Commissioners in their packets.

Where this runs into a problem is within our City code. Our City Ordinances require the petitioner to give the Commission at least 30 working days of notice prior to the meeting at which they intend to present. This is designed to give both City staff, Commission members, and the entire process enough time to properly compile, review, and publish all necessary information. The Commission, however, does not need to wait the full 30 working days if it is not necessary.



The maximum number of days that the Commission has to respond to a petition, however, is 45 days. To be clear, not working days – regular days. This results in what seemingly is a 3-week period where it logistically works that a petition’s “legal window” lines up with an already-scheduled P&Z meeting.

To vastly summarize the problem, since we schedule our meetings monthly, that does leave a roughly one-week period where there is not a meeting scheduled within this window. Please reference the attached meeting spreadsheet – specifically “Petition-Meeting Mismatch Period”. If a petitioner were to provide all necessary information even one day after the theoretical newspaper cutoff, they would legally be entitled to a P&Z meeting outside the window of what is available to them when using a set meeting time each month.

If this set meeting time were to not be changed to accommodate them, then legally the petition would be “rubber stamped” by the Commission and head straight to the City Council meeting *with* an automatic recommendation from the Commission.

To avoid this outcome, the Commission has three options. It can either reschedule the meeting time, potentially creating additional mismatches, have an ad-hoc P&Z meeting just for this item at a time within this “legal window,” or the Commission can seek permission from the petitioner to extend the 45-day period (only with acceptance from the petitioner).

PROPOSAL

RECOMMENDATION

ATTACHMENTS

Included is the Planning and Zoning Commission Schedule, part of a modifiable spreadsheet where meeting dates can be reasserted to impact all date requirements.
