



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, October 3, 2022 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Monday, August 1, 2022

Public Hearing

Staff Report

New Business

1. P&Z and HP Grant Application
2. CLG Re-Certification
3. SHPO Presentation

Old Business

1. 353 Tax Abatement

Next Meeting: Monday, November 7, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Alan Bull	614 E Centennial	417-388-2309
	Member	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Joshua Anderson	1205 S Main	417-793-2196

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Greg Dagnan	City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Mark Elliff	1511 Grand Ave	417-359-3662

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: pwd@carthagemo.gov

To Whom it may Concern:

Minutes for the Planning and Zoning/Historical Preservation Committee for the City of Carthage.

Date: August 5, 2022

The meeting was called to Order at 5:32 pm on August 1st, by Abi Almandinger, Chairperson.

Minutes were approved on a Motion by Josh Anderson and a Second by Alan Bull. All present voted in favor of approval.

The First item on the agenda was a discussion of the training available under the CAMP Grant which the Commission recently received. After discussion, it was decided to request two half-day sessions covering *Legal Basics* and *Standards and Guidelines*, to be conducted on either November 2nd and 3rd or 9th and 11th. It was also decided that the sessions be available on Zoom and/or be video recorded.

Under Old Business:

Discussion of the Section 353 Tax Abatement proposal was continued. Greg Dagnan relayed that cities now using Section 353 all suggest that we make our ordinance and procedures as simple as possible. Jim Swatsenbarg provided a proposed Ordinance to work from. After discussion, the proposal was adopted as a starting point and given to Greg Dagnan to enhance for further discussion, and adoption as our proposal to City Council at our next meeting.

At 6 PM a motion to adjourn was made by Jim Hunter and seconded by Alan Bull.

Members in Attendance: Abi Almandinger, Jim Swatsenbarg, Jim Hunter, Alan Bull, Joshua Anderson.

Staff and Council in Attendance: Greg Dagnan, Zeb Carney, Chelsea Rives, David Armstrong.

Sincerely,

Jim Swatsenbarg, Vice Chair



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
CERTIFIED LOCAL GOVERNMENT (CLG) ANNUAL REPORT (PAGE 1 OF 7)

Have you or an immediate family member ever served in the U.S. Armed Forces?

☐ YES ☒ NO

BASIC INFORMATION

1. CLG IDENTIFICATION

NAME OF CITY/COUNTY

CARTHAGE, JASPER COUNTY

DATE CERTIFIED BY NPS

NAME OF HISTORIC PRESERVATION COMMISSION

PLANNING, ZONING & HISTORIC PRESERVATION COMMISSION

REPORT PREPARED BY (name)

ABI ALMANDINGER

PREPARER TITLE

P, Z & HP VICE CHAIR

2. CLG CONTACT INFORMATION (Official correspondence is directed to this individual. Their name and contact info is provided to the National Park Service.)

NAME

ABI ALMANDINGER

TITLE

VICE CHAIR

ADDRESS

1220 S. MAIN STREET

CITY

CARTHAGE

STATE

MO

ZIP

64836

TELEPHONE NUMBER WITH AREA CODE

(417) 793-6589

FAX NUMBER WITH AREA CODE

EMAIL

ABIPALMANDINGER@GMAIL.COM

3. LIST ALL STAFF MEMBERS WITH DUTIES ASSIGNED TO LOCAL PRESERVATION PROGRAM OR HPC. INDICATE WHETHER STAFF MEETS THE SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATION STANDARDS (https://www.nps.gov/history/local-law/arch_stnds_9.htm).

NAME

N/A

TITLE

SOI QUALIFIED

☐ YES ☐ NO ☐ DON'T KNOW

NAME

TITLE

SOI QUALIFIED

☐ YES ☐ NO ☐ DON'T KNOW

NAME

TITLE

SOI QUALIFIED

☐ YES ☐ NO ☐ DON'T KNOW

ORGANIZATION, PLANNING, AND OPERATIONAL DOCUMENTS

4. WERE ANY OF THE FOLLOWING NEWLY ADOPTED OR REVISED/AMENDED IN THE REPORTING YEAR?

Provide links or attachments. If not adopted or amended in the reporting year, when was each document type most recently developed/amended (if applicable).

PRESERVATION ORDINANCE (including amendments)

☐ YES ☒ NO

PRESERVATION PLAN (stand alone or a component of a local comprehensive plan)

☐ YES ☒ NO

BY-LAWS OR RULES OF PROCEDURE

☐ YES ☒ NO

SURVEY PLAN

☐ YES ☒ NO

FORMS FOR CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION, LOCAL HISTORIC LANDMARK/DISTRICT DESIGNATION, DEMOLITION, ETC.

☐ YES ☒ NO

Design Guidelines

FOR THE ENTIRE JURISDICTION

☐ YES ☒ NO

FLOW CHART OR GUIDE FOR COA APPLICANTS

☐ YES ☒ NO

FOR A SPECIFIC HISTORIC DISTRICT? IF SO WHAT DISTRICT(S)?

☐ YES ☒ NO

HISTORIC PRESERVATION COMMISSION MEMBERSHIP

5. LIST ALL CURRENT HPC MEMBERS. ATTACH RESUME FOR EACH. CONTINUE ON NEXT PAGE AND ATTACH A CONTINUATION SHEET IF NEEDED.

NAME

MARK ELLIFF

TERM START DATE

10/1/18

TERM END DATE

11/1/22

Newly appointed in the reporting year? ☐ YES ☒ NO

Preservation professional? If yes, what discipline?

☐ YES ☒ NO

Is this member an ex-officio representative of another local board or organization? If yes, which one?

☐ YES ☒ NO

NAME

ABI ALMANDINGER

TERM START DATE

9/1/16

TERM END DATE

2/1/24

Newly appointed in the reporting year? ☐ YES ☒ NO

Preservation professional? If yes, what discipline?

☐ YES ☒ NO

Is this member an ex-officio representative of another local board or organization? If yes, which one?

☐ YES ☒ NO



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HISTORIC PRESERVATION COMMISSION MEMBERSHIP (continued)

5. LIST ALL CURRENT HPC MEMBERS. ATTACH RESUME FOR EACH CURRENT MEMBER.

NAME HARRY ROGERS	TERM START DATE 4/1/07	TERM END DATE 4/1/23
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Newly appointed in the reporting year? ☐ YES ☒ NO	Preservation professional? If yes, what discipline? ☐ YES ☒ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? ☐ YES ☒ NO

NAME JIM SWATSENBARG	TERM START DATE 12/1/17	TERM END DATE 12/1/21
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Newly appointed in the reporting year? ☐ YES ☒ NO	Preservation professional? If yes, what discipline? Residential, Commercial, Plumbing, Electrical Inspector ☒ YES ☐ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? ☐ YES ☒ NO

NAME BILL BARKSDALE	TERM START DATE 8/1/15	TERM END DATE 8/1/23
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Newly appointed in the reporting year? ☐ YES ☒ NO	Preservation professional? If yes, what discipline? ☐ YES ☒ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? ☐ YES ☒ NO

NAME JIM HUNTER	TERM START DATE 3/23/21	TERM END DATE 3/1/24
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Newly appointed in the reporting year? ☒ YES ☐ NO	Preservation professional? If yes, what discipline? ☐ YES ☒ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? ☐ YES ☒ NO

NAME VACANT	TERM START DATE	TERM END DATE
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Newly appointed in the reporting year? ☐ YES ☒ NO	Preservation professional? If yes, what discipline? ☐ YES ☒ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? ☐ YES ☒ NO

6. HAS A RESUME BEEN ATTACHED FOR EACH HPC MEMBER (and city staff if petitioning for responsibilities under II.B.11 of the Guidelines for Participation in Missouri's CLG Program)? ☐ YES ☒ NO

7. DOES THE BOARD CONTAIN AT LEAST ONE MEMBER IN A PROFESSIONAL PRESERVATION FIELD (architecture, architectural history, history, prehistoric and historic archaeology, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture, or any other related disciplines or fields related to historic preservation)? If not, describe efforts to recruit professional members and additional expertise in the fields of architecture, architectural history, or archaeology when needed. ☐ YES ☒ NO
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8. LIST ANY EDUCATIONAL OR TRAINING SESSIONS ATTENDED BY HPC AND STAFF MEMBERS IN THE REPORTING YEAR.
CONTINUE ON NEXT PAGE AND ATTACH A CONTINUATION SHEET IF NEEDED.

NAME OF TRAINING HISTORIC PRESERVATION FUNDING IN YOUR COMMUNITY	TRAINING PROVIDER ALLISON ARCHAMBO
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NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED MARK ELLIFF, ABI ALMANDINGER, JIM SWATSENBARG, HARRY ROGERS, JIM HUNTER, ED BARLOW, ZEB CARNEY
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NAME OF TRAINING	TRAINING PROVIDER
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NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED



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8. LIST ANY EDUCATIONAL OR TRAINING SESSIONS ATTENDED BY HPC AND STAFF MEMBERS IN THE REPORTING YEAR. ATTACH A CONTINUATION SHEET IF NEEDED (continued).

NAME OF TRAINING	TRAINING PROVIDER
NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED	
NAME OF TRAINING	TRAINING PROVIDER
NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED	
NAME OF TRAINING	TRAINING PROVIDER
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NAME OF TRAINING	TRAINING PROVIDER
NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED	
NAME OF TRAINING	TRAINING PROVIDER
NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED	

9. IF EACH HPC MEMBER DID NOT RECEIVE AT LEAST ONE TRAINING, PROVIDE AN EXPLANATION AND DESCRIBE EFFORTS TO OBTAIN THE REQUIRED ANNUAL TRAINING.

One of the P, Z & HP members could not attend the training. I am unsure if the link was sent to him to watch it separately and, if so, whether or not that occurred.



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HISTORIC PRESERVATION COMMISSION ACTIVITY

10. HPC MEETINGS MUST BE HELD REGULARLY AT LEAST FOUR (4) TIMES PER YEAR. WHAT IS THE HPC'S REGULAR MEETING SCHEDULE? (e.g. First Tuesday of each month at 6:00 PM)
FIRST MONDAY OF THE MONTH AT 5:30 PM

11. HAS THE HPC DEVELOPED A WORK PLAN OR LIST OF GOALS SEPARATE FROM THE CITY'S COMPREHENSIVE PRESERVATION PLAN? IF SO, ATTACH.

☐ YES

☒ NO

12. LIST ALL MEETINGS HELD IN THE REPORTING YEAR (meetings that were actually held with a quorum, not just scheduled).

REGULAR MEETING DATES		SPECIAL MEETING DATES	WORK/STUDY SESSION DATES
OCTOBER 2020	CANCELLED		
NOVEMBER 2020	CANCELLED		
DECEMBER 2020	CANCELLED		
JANUARY 2021	CANCELLED		
FEBRUARY 2021	CANCELLED		
MARCH 2021			
APRIL 2021			
MAY 2021			
JUNE 2021	CANCELLED		
JULY 2021	CANCELLED		
AUGUST 2021			
SEPTEMBER 2021			OCTOBER 2021

13. DID THE HPC DEVELOP, SPONSOR, OR PARTICIPATE IN ANY PUBLIC OUTREACH, EDUCATION, OR INTERPRETIVE EVENTS OR RESOURCES IN THE REPORTING YEAR? IF YES, DESCRIBE.

☐ YES

☒ NO



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LOCAL DESIGNATION & REVIEW

14. HOW MANY RESOURCES HAVE BEEN DESIGNATED LOCALLY IN TOTAL (since the HPC was initially formed)?
FOR DISTRICTS, COUNT ANY CONTRIBUTING BUILDINGS OR OBJECTS INDIVIDUALLY (if known). UNKNOWN

15. LIST ANY LOCAL LANDMARKS OR DISTRICTS THAT WERE NEWLY LISTED DURING THE REPORTING YEAR.
Attach a list of all locally designated landmarks and districts including property name (if applicable), address, and date of listing. NONE

16. HOW MANY COA APPLICATIONS (including new construction, alterations, demolition, or relocation) DID THE HPC OR STAFF CONSIDER DURING THE REPORTING YEAR?	TOTAL # REVIEWED 5	REVIEWED BY FULL HPC 0	REVIEWED BY CITY STAFF ONLY (administrative approval) 5
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SURVEY AND INVENTORY

17. LIST ANY CULTURAL RESOURCE SURVEYS (architectural or archaeological) IN PROCESS OR COMPLETED DURING THE REPORTING YEAR	IN CONFORMANCE WITH ALL SHPO STANDARDS FOR CULTURAL RESOURCE INVENTORY?	ON FILE WITH THE SHPO?	COMPLETED WITH SUPPORT OF AN HPF GRANT?
N/A	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

18. HAVE ADDITIONAL INVENTORY ACTIVITIES NOT CONFORMING TO SHPO STANDARDS (i.e. for local use only) BEEN UNDERTAKEN
(winners of local preservation awards, century houses, etc.)? IF YES, DESCRIBE. ☐ YES ☒ NO

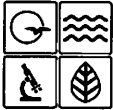
NATIONAL REGISTER OF HISTORIC PLACES

19. DOES THE HPC REVIEW ALL NEW NATIONAL REGISTER OF HISTORIC PLACES (NRHP) NOMINATIONS AND SUBMIT WRITTEN COMMENT
TO THE SHPO WITHIN THE REQUIRED TIME FRAME? ☐ YES ☒ NO

20. DOES THE MAYOR OR HIGHEST ELECTED OFFICIAL REVIEW ALL NEW NRHP NOMINATIONS AND SUBMIT WRITTEN COMMENT
TO THE SHPO WITHIN THE REQUIRED TIME FRAME? ☐ YES ☒ NO

21. WERE ANY PROPERTIES IN THE JURISDICTION ADDED TO THE NRHP DURING THE REPORTING YEAR? IF SO, LIST THEM. ☐ YES ☒ NO

I do not believe any nominations were made in the reporting time frame.



NARRATIVE QUESTIONS

22. DISCUSS ANY NOTABLE ACCOMPLISHMENTS OR ACHIEVEMENTS FROM THE PAST YEAR.

N/A

23. DISCUSS ANY PROBLEMS ENCOUNTERED IN THE PAST YEAR.

N/A

24. DISCUSS ANY PLANNED ACTIVITY, PROJECTS, OR BUSINESS FOR THE UPCOMING FEDERAL FISCAL YEAR (Oct. 1 - Sept. 30).

P, Z & HP has submitted a grant to SHPO for training to help better understand the role of the Commission and work to get key stakeholders, city leaders, and the Commission working toward a common goal and a better understanding of the importance of the P, Z & HP Commission.



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ATTACHMENT CHECKLIST (MAY BE LINKS TO ONLINE DOCUMENTS)

HPC MEETING MINUTES	☒ YES	☐ NO
RESUMES FOR ALL HPC MEMBERS	☐ YES	☐ NO
RESUMES FOR CITY STAFF (only required if petitioning for responsibilities under section III.B.11 of the "guidelines for participation")	☐ YES	☒ NO
CURRENT HPC WORK PLAN/GOALS	☐ YES	☒ NO
LIST OF ALL LOCALLY DESIGNATED LANDMARKS AND HISTORIC DISTRICTS	☐ YES	☒ NO
CURRENT PRESERVATION ORDINANCE	☒ YES	☐ NO
CURRENT BY-LAWS OR ADMINISTRATIVE RULES	☐ YES	☒ NO
CURRENT PRESERVATION PLAN	☐ YES	☒ NO
CURRENT SURVEY PLAN	☐ YES	☒ NO

Proposed City Ordinance Re. 353 RsMo

The purpose of this ordinance is to establish standards that must be met to qualify for the benefits that are granted as a result of being considered a “qualified project” within an area or property defined as “blighted” by the City Council of the City of Carthage and part of a redevelopment plan as adopted by the **Carthage Redevelopment Corporation**. Private businesses should not be authorized an abatement of property taxes unless a substantial and significant public benefit results and the abatement can reasonably be expected to make a measurable and quantifiable contribution in the economic environment within the “blighted” area. It is the intent of the Carthage Redevelopment Corporation, Inc., to encourage new investment in the blighted area or adjacent to blighted properties in the City of Carthage and provide incentives for those projects that will substantially redevelop existing deteriorated or vacant properties and provide quality new jobs for the community. The City Council of the City of Carthage is not required to approve any project or extend any benefits and incentives to any plan and reserves the right to deviate from the literal interpretation and application of these policies at its discretion. The abatement authorized by Chapter 353 of the Missouri State Statutes, as revised from time to time, can be 100% of the Real Estate Tax assessed in the year preceding the improvements and referred to as the “base tax” and the Real Estate Tax assessed on the improvements, for ten (10) years and 50% of that Real Estate Tax for 15 years. The City Council may abate either or both of the taxes, or any part thereof, on qualified projects.

Making Application:

- All properties within the City of Carthage, MO are eligible under this section except those with the zoning designation A or B.

- All owners of an eligible parcel must apply jointly for a declaration of “blighted” to the Planning, Zoning and Historic Preservation Commission. The application must be obtained from and returned in completed and in the proper format to the office of Public Works.
- A property can only be declared “blighted” by the Planning and Zoning Commission after review of a completed application.
- The term “blighted” property will be established by the provisions set forth in 353.020 of the Missouri Revised Statutes.
- It is the intent of the Carthage Redevelopment Corporation and the City Council of the City of Carthage to provide the incentives of the 353 Redevelopment Corporation to those projects that will preserve historic structures, the preservation of structures in the Downtown Historic District, occupy vacant and otherwise unusable structures and construction of new structures, all of which will provide new jobs. The Redevelopment Corporation will evaluate the applications for abatement that will influence the following:
 - Provide an investment that is at least half of the appraised value of an existing structure.
 - If renovating a historic building or a building in the Downtown Historic District, that the project is architecturally consistent within its historical context.
 - Occupying an existing structure, or using idle land that has not been used for at least ten years or the demolition of an old building or part of an old building that no longer serves a more modern use.

- If the project is residential in nature, explain the project, the number of units involved and whether the units are to be occupied by elderly, low-income families, market-rate rentals or condominiums.

Application to the Redevelopment Corporation:

- The purpose of the Redevelopment Corporation shall be to acquire, construct, maintain and operate a redevelopment project or redevelopment projects in accordance with the provisions of this law. The Mayor of the city of Carthage will appoint 5 (five) Members to the Carthage Redevelopment Corporation to be ratified by the council. Members appointed will qualify according to the provisions of 353.030.
- The property owner must submit a letter of intent that will outline the project as explained above. The Redevelopment Corporation will meet when called and consider the application. The Corporation will make a recommendation to the City Council and if approved another meeting between the applicant and the Corporation will occur to complete the agreements.
- If it is determined that the application meets the goals and policies of the Corporation and the City Council, a public hearing before the Redevelopment Corporation and the City Council will be advertised via the the City website, social media and normal venues of media publication.
- Before the public hearing is held, a letter will be sent to all the taxing agencies within the city's jurisdiction including the date, time and place of the hearing, to invite comments.

Annual Review:

- Businesses granted a tax abatement must submit to an annual review, if requested by the City Council, to ensure that the ownership and other qualifying criteria continue to be

adequately satisfied. Abatement may be structured to permit real estate tax abatement on the improvements only, on the base real estate property tax, or both according to the results of the evaluation of the application.

Removal from Blighted Area:

- Prior to being accepted by the City of Carthage Redevelopment Corporation as described in this ordinance, all property owners must jointly apply for removal of their application from “blighted” status to the Carthage Planning, Zoning, and Historic Preservation Commission for approval of the withdrawal of their application. The application must be obtained from and returned in the completed and proper format to the office of Public Works.
- If the application for removal from the “blighted” area is accepted by the Planning, Zoning, and Historic preservation Commission and the Carthage Redevelopment Corporation according to the provisions of this ordinance then the property will remain blighted until all the conditions of the agreement have been met.