



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, March 6, 2023 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, December 8, 2022

Public Hearing

1. Request for a Certificate of Appropriateness for the demolition of structure located at 815 Grant St.
2. Request for a Special Use Permit for the construction of a shower house located at 125 E Fairview

Staff Report

New Business

1. Election of Officers

Old Business

Next Meeting: Monday, April 3, 2023

Adjourn

Commission Members

Voting Members:	Chairman	Vacant	Vacant	Vacant
	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
---------------	-----------------------	------------	-------------------------	--------------

Planning, Zoning, and Historic Preservation Commission
Meeting Minutes December 8, 2022

Attendees: Abi Almandinger, Jim Swatsenbarg, Alan Bull, Jim Hunter

Staff & Council: Greg Dagnan, Zeb Carney, Rachel Southerland, and Mark Elliff

Guests: Phillip Brown

The meeting was called to order at 5:30 PM by Abi Almandinger, Chair.

First order of business was to approve the minutes of the last meeting, held October 3, 2022. Alan Bull made a motion to accept the minutes as written; second by Jim Hunter; motion passed unanimously.

Second order of business was to hold a Public Hearing concerning a request to rezone vacant lots located at 828 and 830 West Fairview from A, Residential to F, Light Industrial. The request was made by Phillip Brown who was present and spoke in favor. The rezoning is supported by staff; there were no unfavorable comments. Jim Hunter made a motion to grant the rezoning request; second by Jim Swatsenbarg; motion passed unanimously.

The next order of business was to update our progress on Section 353, Tax Abatement.

Greg Dagnan presented proposed versions of *Resolution No. 2023-01, a Certificate of Corporate Resolution of the Carthage Redevelopment Corporation, Inc.*; proposed *Articles of Agreement of Carthage Redevelopment Corporation, Inc.*; and proposed *City Ordinance* (unnumbered) *to add Chapter 17 Article 5; Urban Development and Establish the Carthage Redevelopment Corporation in the City of Carthage, Missouri.*

The proposals were reviewed by the Commission and revisions were offered. Greg Dagnan and City Attorney Nate Dally will continue to perfect the documents for presentation to Council.

Alan Bull made a motion to adjourn the meeting at 6:25 PM; motion passed unanimously.

CERTIFICATE OF APPROPRIATENESS

You must provide all requested information on the application. Blanks may delay processing of your application. (write "n/a" if information not applicable).



Date: 01-20-23

Owner: First Christian Church
Address: 815 GRANT Tele: 358-4044
City: CARTHAGE State: MO Zip Code: 64836
Email Address: RANDEEKAISER@gmail.com Fax: _____

Applicant: Randee Kaiser Relationship to Owner: CHURCH ELDER
(person to whom all correspondence will be sent)
Address: 1635 LIAM Tele: 359-6937
City: CARTHAGE State: MO Zip Code: 64836
Email Address: RANDEEKAISER@gmail.com Fax: _____

Property Location: 815 GRANT

Legal Description: LAMBS ADDITION S 50' E 98' LOT 10

(attach separate sheet if necessary)

Project Description: DEMOLITION OF HOUSE ON THE PROPERTY

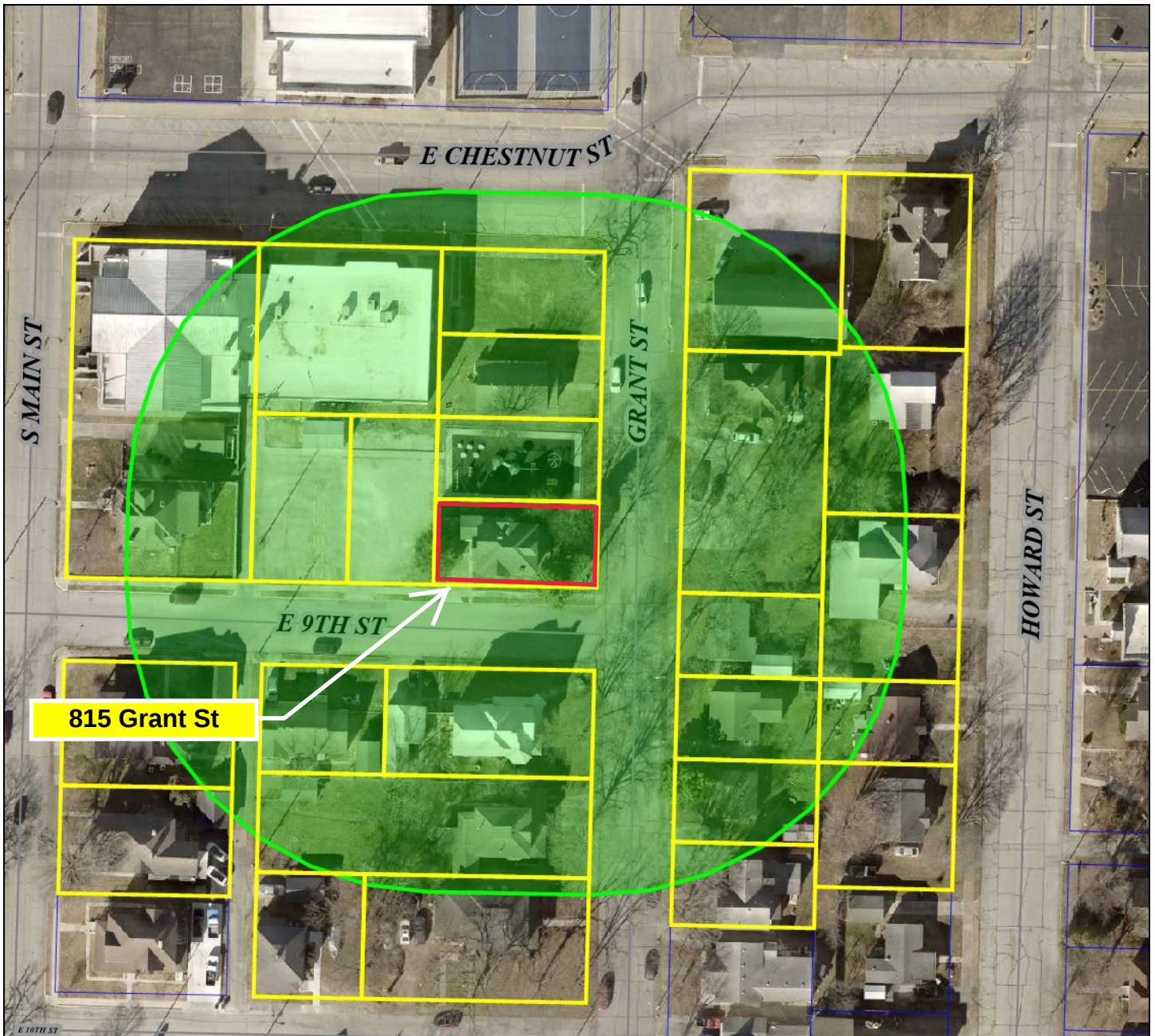
Owner's Signature

Applicant's Signature

Return Form to: Public Works Department

Office Use Only:	Date Received: <u>1/30/23</u>	Hearing date: <u>3/6/23</u>	Approved: ☐ Yes ☐ No
Permit Required:	☐ Yes ☐ No	Permit type: _____	(if applicable)

185' Property Ownership Map / 815 Grant St



PRE-DEMOLITION APPLICATION

You must provide all requested information on the application. Blanks will delay processing of application and issuance of permit.



DATE: 01-23-2023

PROJECT ADDRESS: 815 GRANT ST.

TYPE OF DEMOLITION:

☒ PROPERTY MAINTENANCE

☐ OTHER

TYPE OF STRUCTURE:

☒ RESIDENTIAL

☐ COMMERCIAL

☐ INDUSTRIAL

☐ ACCESSORY

HISTORIC DISTRICT: ☒ YES ☐ NO

FLOODPLAIN: ☐ YES ☒ NO

OWNER: FIRST CHRISTIAN CHURCH OF GOD

TELEPHONE: 417-358-4044

ADDRESS: 860 S MAIN ST. CITY: CARTHAGE

STATE: MO ZIP: 64836

CONTRACTOR:

TELEPHONE:

ADDRESS:

CITY:

STATE:

ZIP:

CITY CONTRACTOR'S LICENSE:

☐ YES ☐ NO

PERMIT FEE:

DEMOLITION PROCEDURE:

It is the Applicant's responsibility to contact all utilities and request a disconnect from each agency. If there are utilities connected to the structure that aren't listed below, it is the Applicant's responsibility to contact and obtain appropriate signatures.

Once the necessary signatures are obtained by the Applicant, this sign off sheet can either be faxed, mailed or brought to the Public Works Department where they will be placed in the Pre-Demolition Application file for the applicable project. Once all required utilities have signed off, the structure can then be demolished.

When structure is down and the sewer connect is exposed, it is the Applicant's responsibility to notify the Public Works Department. Once the sewer connect is capped and is documented by Public Works, it may then be covered by the Contractor. When the lot has been properly graded, seeded and mulched it is the Applicant's responsibility to notify the Public Works Department for Final Lot Approval. Once the lot has been approved by the Public Works Department the Final Permit is then issued to Applicant.

SERVICE	UTILITY	CONTACT #	AUTHORIZED SIGNATURE
ELECTRICITY	Carthage Water & Electric	Tel: 417-237-7300 Fax: 417-237-7340	
WATER	Carthage Water & Electric	Tel: 417-237-7300 Fax: 417-237-7340	
NATURAL GAS	Spire Energy / Attn: Otto Viets	Tel: 816-509-3172 Email: otto.viets@spireenergy.com	
CABLE T.V.	Sudden Link Communications	Contact local office at 2540 S Grand	
TELEPHONE	AT & T / Attn: Roger Payne	Fax: 417-835-2563	
SEWER	Public Works Department	Tel: 417-237-7010 Fax: 417-237-7011	
LOT APPROVAL	Public Works Department	Tel: 417-237-7010 Fax: 417-237-7011	

(It's the responsibility of the Demolition Contractor to obtain the documents below if applicable)

ACM SURVEY ON FILE
(Asbestos Containing Material)

MO. LICENSED ASBESTOS ABATEMENT CONTRACTOR
(Copy of license on file)

ASBESTOS 'NESHAP' NOTIFICATION OF DEMOLITION
AND RENOVATION FORM FROM MoDNR ON FILE

APPLICANT: [Signature]

PRE-DEMOLITION APPLICATION APPROVAL BY CODE OFFICIAL:

DATE:

DEMOLITION PERMIT READY TO BE ISSUED BY CODE OFFICIAL:

DATE:

SPECIAL USE PERMIT PETITION

You must provide all requested information on the application. Blanks may delay processing of your petition. (write 'n/a' if information is not applicable to proposal).



Date: 2/21/23

Filing Fee: \$100.00

Type of Special Use: (be as specific as possible and cite Zoning Ordinance provision listing use as permitted special use)

Current zoning is "A" Residential. The existing building, previously a church/Salvation Army, is nonconforming. The building will be used for multi-tenant occupancy. A shower house, approximately 24'X114' would be added to the Northwest portion of the parking area to be used during Marian Days and other religious celebrations. Please attached lost of permitted uses according to the Carthage City Code

Note: The City's Zoning Ordinance and Comprehensive Plan may be viewed at the City Clerk's Office or the Public Works Department

Modification of previously issued Special Use Permit:

☐

Yes

☒

No

Property Address : 125 E. Fairview

Location/Legal description:

Total site area: 70,200 sq. ft.

Zoning District(s) and land area within each:

"A" Residential

Present Land Use(s):

Vacant Building and Parking Lot

Owner: Congregation of the Mother of the Redeemer
Address: 1900 Grand Ave Tele: 417-358-7787
City: Carthage State: MO Zip Code: 64836
Email Address: gvanlyemec@gmail.com Fax: N/A

Petitioner: MAH Denney Relationship to Owner: GL
(person to whom all correspondence will be sent)
Address: 13412 CR 120 Tele: 417 825 0953
City: Carthage State: MO Zip Code: 64836
Email Address: mhdenny@hotmail.com Fax: N/A

Proposal: (Attach Special Use Permit Petition Statement of Justification)

Other information: _____
(additional relevant information about the site or proposal you wish to note or cite)

The undersigned property owner(s) hereby authorize the filing of this petition (and any subsequent revisions thereto), and authorize(s) on-site review by authorized staff

Signature: Polycarp DucThuan Date: 2-10-2023

Signature: _____ Date: _____

Signature: _____ Date: _____

The undersigned petitioner hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

Return form to: Public Works Department

Office Use Only:	Date Received: <u>2/21/2023</u>	Hearing date: <u>3/6/2023</u>	Approved: ☐ Yes ☐ No
Permit Required:	☒ Yes ☐ No	Permit type: _____	(if applicable)

SPECIAL USE PERMIT PETITION

STATEMENT OF JUSTIFICATION

For each of the five criteria listed below, provide a statement that explains how any existing conditions, proposed development features, or other relevant facts would allow the Planning, Zoning and Historic Preservation Commission to reach a recommendation, and attach any additional documents or materials that provide supporting factual evidence. The considerations listed under each required criteria are simply suggestions. Applicant should address any additional considerations potentially raised by the proposed development.

Important: Applicant bears the burden of presenting sufficient factual evidence to support findings of fact that allow the Commission to reasonably reach a recommendation. If the applicant fails to meet that burden, the Commission has no choice but to recommend denying the petition.

1. The proposed development will not materially endanger the public health or safety.

Considerations:

- Traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersection and curb cuts.
- Provision of services and utilities, including sewer, water, electrical, garbage collection, and fire protection.
- Soil erosion and sedimentation.
- Protection of public, community, or private water supplies, including possible adverse effects on surface waters or groundwater

2. The proposed development will comply with all regulations and standards generally applicable within the zoning district and specifically applicable to the particular type of special use or class of special uses.

3. The proposed development will not substantially injure the value of adjoining property, or is a public necessity.

Considerations:

- The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.
- Whether the proposed development is so necessary to the public health, safety, and general welfare of the community as a whole as to justify it regardless of its impact on the value of adjoining property.

4. The proposed development will be in harmony with the area in which it is located.

Considerations:

- The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

5. The proposed development will be consistent with the City's Comprehensive Plan.

Considerations:

- Consistency with the Plan's objectives for the various planning areas, its definitions of the various land use classifications and activity centers, and its locational standards.

Signature: 

Date: 2/17/23

SPECIAL USE PERMIT PETITION REVIEW PROCESS

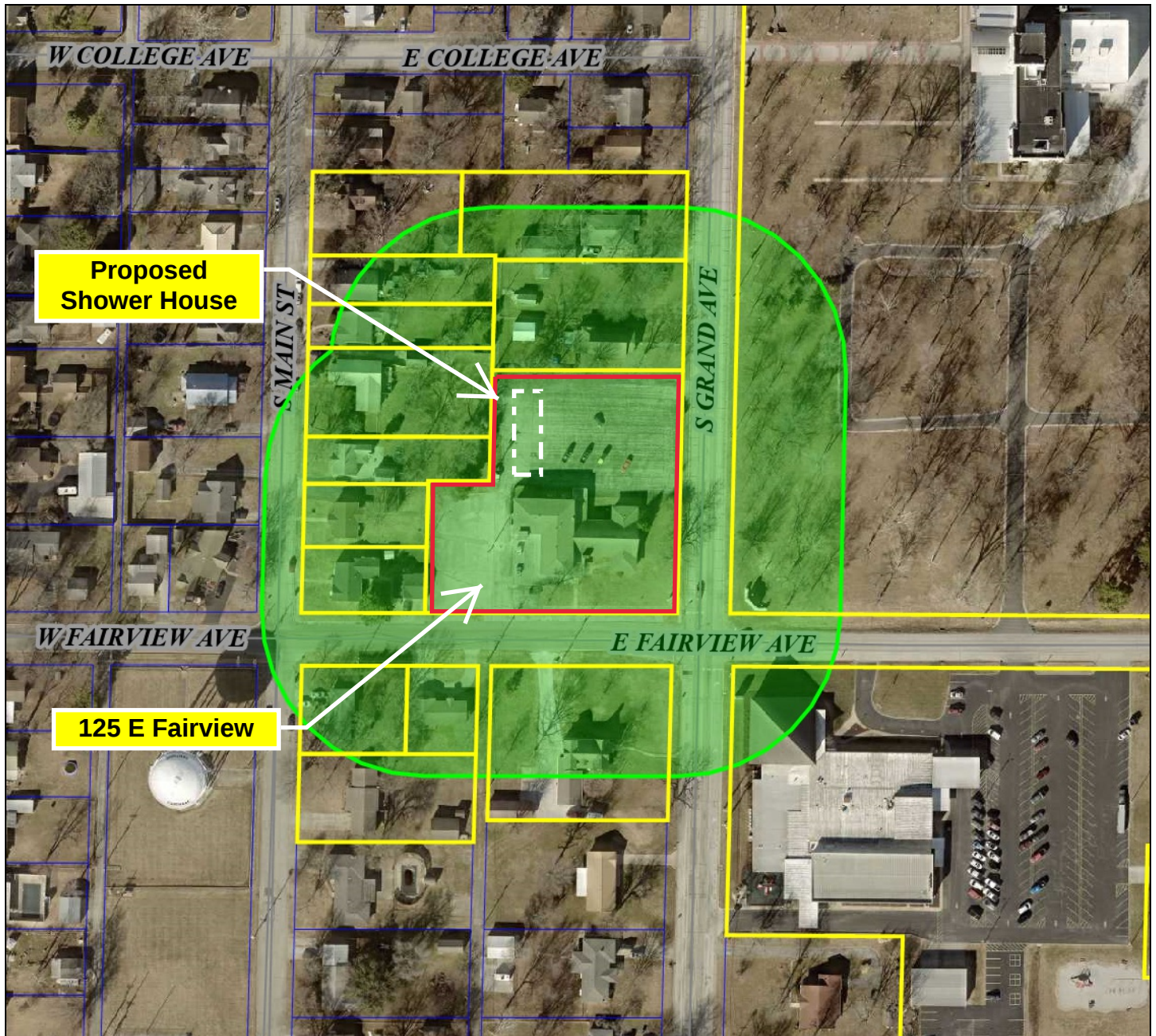
It is strongly recommended that any person considering seeking a Special Use Permit first contact the Public Works Department staff, who will explain the review process, applicable requirements and standards, potential issues, and provide the necessary forms.

Review of Special Use Permit petitions occurs in accordance with defined cycles that accommodate comprehensive review by the City, a public hearing and review by the Planning, Zoning and Historic Preservation Commission, and public notice of hearing.

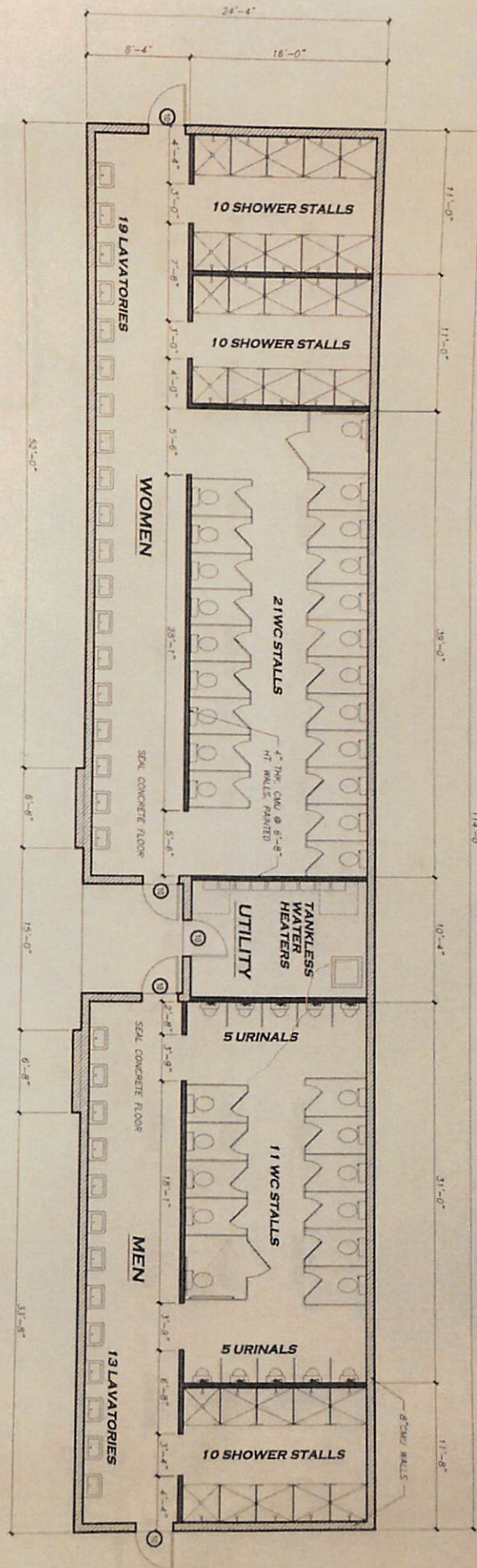
- Request a Special Use Permit Application from the Public Works Department
- Applicant completes the application and returns it to the Public Works Department
- Public Works Department staff reviews the application and directs any concerns to the applicant
- The applicant makes payment for the filing fee at Public Works Department
- The request is placed on the next Planning, Zoning and Historic Preservation Commission Agenda
- Applicant is notified of Hearing date. Notice of Public Hearing is published in the Carthage Press
- The Public Works Department notifies property owners within 185' of property requesting the Special Use Permit of the Public Hearing date.
- City Clerk posts agenda no less than 24 hours prior to the meeting
- Planning, Zoning and Historic Preservation Commission conducts hearing and votes on recommendation to City Council regarding approval or denial of request
- Upon an approval at Council, a Council Bill is prepared for first reading for the next Council meeting
- Council Bill goes through a second reading
- Special Use Permit is issued through City Clerk's office and permit is sent to Applicant

Note: The Planning, Zoning and Historic Preservation Commission meet on the first Monday of each month. The City Council meet on the second and fourth Tuesday of each month.

185' Property Ownership Map / 125 E Fairview



Date created: 2/21/2023
Last Data Uploaded: 2/21/2023 2:09:36 AM



01 RESTROOMS FLOOR PLAN
 SCALE 1/16" = 1'-0"

RE: Special Use Permit Request / Shower House / 125 E Fairview

The proposed facility will be used as shower for the annual Marian Days events, and other organized events as requested. This will provide visitors to events more adequate restroom and shower fixtures to help with overcrowding in existing facilities.

The proposed project will not have a negative impact to public health or safety, but would rather increase the health and safety factors associated with the annual use of the facility.

Utilities required for operation of the facility are on site and will not require any City resources for expansion. Back flow devices will be installed in accordance with the 2018 IPC to prevent any adverse effects to ground water and surrounding properties. The area of construction is encompassed with existing asphalt thus eliminating the need for sediment and erosion control.

All aspects of the construction will be reviewed prior to a permit being issued and inspections will be obtained as needed.

The current building on site has been used for several purposes over the years. Originally constructed as a church and most recently the home of the Salvation Army. The commercial type structure has been purchased by CMR to add more living facilities to their campus. Given the nature of the building and the size of the lot the proposed addition of the shower house would not have a negative impact on the value of the property or adjoining properties.

The City's Comprehensive plan shows the future use of the area as neighborhood/residential.

Sec. 25-251. Special uses.

Any of the following uses and only those following uses may be located in any district by special use permit, issued by the city council after public hearing and under such conditions as the city council may impose as to its improvements, signs, time limit and other considerations in the interest of the public welfare. Such special use permit may not be issued, however, until a public hearing is held by the commission and a recommendation by that body submitted to the city council. Such special use permits shall be approved only after determination that the establishment of such use will conform to the intent and purpose of this chapter, that neighboring property will not be unnecessarily injured and that substantial justice is done. The uses shall comply with the height and area regulations in the district in which they are located, except that radio towers, drive-in theater screens and public utility structures may exceed such height requirements.

Any special use permit granted under this section shall automatically be revoked if the real estate is not being used for the permitted use for a period of one year. Failure to purchase a merchants license or business license, for those businesses required to purchase such a license, shall be prima facie evidence of cessation of the permitted use.

- (1) Amusement parks, commercial baseball or athletic fields, race tracks, circuses, carnivals or fairgrounds.
- (2) Aviation fields or airports.
- (3) Cemeteries, mausoleums, or crematories for the disposal of the human dead.
- (4) Golf driving ranges, commercial or illuminated.
- (5) Quarries, mines, sand or gravel pits or excavations for the purpose of removing, screening, crushing, washing or storage of ore, clay, stone, gravel or similar materials, provided, however, that no permit shall be issued until and unless the site location and plan of operation, including necessary structures, has been submitted to and approved in writing by the council, which permit shall be for a limited period of time not to exceed five (5) years.
- (6) Radio towers under such safeguards as the council may require.
- (7) Reservoirs, wells, towers, filter beds, or water supply plants.
- (8) Riding stables and tracks.
- (9) Motels or motor hotels.
- (10) Building or the use of premises for public utility purposes or public service corporations, which building or uses the council deems reasonably necessary for public convenience or welfare.
- (11) Trailer courts and mobile home parks subject to the following minimum standards:
 - a. Each trailer shall be located on a separate lot having a width of not less than fifty (50) feet and a length of not less than eighty (80) feet and such lot shall have an area of not less than four thousand (4,000) square feet.
 - b. Each trailer lot shall have connection to a sanitary sewer system or septic tank approved by the state water pollution board, and to a pure and safe water supply.
 - c. The minimum distance between trailers shall be twenty-five (25) feet and no trailer shall be located closer than thirty (30) feet to a court property line.
 - d. At least one hundred (100) square feet of playground area shall be provided for each trailer lot, other than the area of the trailer lot itself, except that no playground shall have an area of less than twenty-five hundred (2,500) square feet.

-
- e. All streets, drives and walks in the court shall be surfaced with an asphaltic concrete or portland cement concrete pavement.
- (12) Day care centers or day care schools.
- (13) Bed and breakfast facilities subject to the following minimum standards:
- a. A bed and breakfast shall be considered to be a single-family residential structure and shall not be treated as a hotel. A bed and breakfast shall not operate as a restaurant unless zoned and licensed to do so.
 - b. A bed and breakfast shall be owner-occupied. One (1) outside employee will be allowed to operate the business.
 - c. The provisions of this section shall not be interpreted to affect locating zoning, fire safety, or housing regulations.
 - d. A bed and breakfast shall serve breakfast at no extra cost to its tenants.
 - e. A bed and breakfast shall conform to all federal, state and local laws and regulations concerning health, safety, licensing, nondiscrimination or any other applicable law or regulations.
 - f. A bed and breakfast shall have a working smoke detector in every sleeping room and a fire extinguisher in proper working order on every floor. No significant or substantial landscaping or structures shall be removed to provide the required parking.
 - g. A site plan of the property and a building floor plan shall be submitted with the application for special use permit showing entryways, guest rooms location, existing, location of smoke detectors, fire extinguishers, etc.
 - h. One (1) nonilluminated sign, no longer than four (4) square feet, is permitted for each bed and breakfast facility.
 - i. The council of the city may revoke any special use permit granted under this section for violation of any condition of the permit or if the facility shall become a nuisance to the community in which it is located.
 - j. Bed and breakfast facilities shall also be subject to any other conditions set by the city council.
 - k. All bed and breakfast facilities shall contain a minimum of three thousand five hundred (3,500) square feet of living area.
- (14) Nonskilled residential care facilities subject to the following minimum standards:
- a. Must be duly licensed and inspected by the State of Missouri.
 - b. The structure shall comply with all local building, fire safety, and existing Structure Codes of the City of Carthage.
 - c. The special use permit will be issued for a term of two (2) years to be renewable upon re-evaluation by the council.
 - d. The council may revoke any special permit granted under this section for violations of any condition of the permit, or if the facility shall become a nuisance to the community in which it is located.
- (15) Nonprofit, mainly philanthropic, organizations dedicated to the expansion, promotion, and the study of the humanities, subject to the following minimum standards:
- a. One (1) nonilluminated sign, no larger than four (4) feet square, shall be permitted.

-
- b. A floor plan of all structures on the site must be submitted with the application for a special use permit, showing entryways and exits, all rooms including storage and bathrooms, and the location of smoke detectors, fire extinguishers, or any other fire protection devices or equipment.
 - c. All structures located on the site shall comply with all local building, fire safety, and existing structure codes of the City of Carthage.
 - d. The council may revoke any special use permit granted under this section for violations on any condition of the permit, or if the facility shall become a nuisance to the community in which it is located.

(16) One (1) licensed operator beauty shop.

(17) Pet cemeteries for the disposal of dead domestic animals.

(18) Restaurants selling liquor by the drink provided that at least sixty (60) percent of their gross income is derived from the sale of prepared meals or food.

(Code 1978, § 405.140; Ord. No. 6386, § 1, 1-29-92; Ord. No. 6622, § 1, 7-12-94; Ord. No. 6655, § 1, 10-11-94; Ord. No. 98-75, § I, 11-24-98; Ord. No. 99-71, § IV, 9-16-99; Ord. No. 06-26, § I, 4-11-2006; Ord. No. 06-32, § I, 4-25-2006)

December 28, 2022

Planning, Zoning & Historic Preservation Commission

Re: Resignation

Dear Planning, Zoning, & Historic Preservation Commission:

Thank you for the opportunity to have served on the Planning, Zoning and Historic Preservation Commission for the last six years. I have thoroughly enjoyed my role in this capacity.

Due to my new position as Parks & Rec Director for the City, I must resign from P, Z & HP effective as of today.

Best wishes for the New Year.

Warm Regards,

A handwritten signature in blue ink, appearing to read 'Abi Almandinger', with a stylized, cursive script.

Abi Almandinger

To Whom it may concern:

Please accept this email as my Resignation from the Planning and Zoning Commission. It has been a pleasure serving on this important Commission.

Sincerely,

Harry Rogers
1350 S. Main Street
Carthage, Missouri

Sent from [Mail](#) for Windows