



AGENDA

Planning, Zoning, and Historic Preservation Commission
Thursday, September 7, 2023 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

AMENDED

Minutes of Previous Meeting Monday, August 7, 2023

Public Hearing

1. Consider and Discuss a Request for a Special Use Permit for the operation of a Carnival at the Fair Acres Parking Lot (West lot next to YMCA at 2600 Grand) in conjunction with the Annual Maple Leaf Festival.

Staff Report

New Business

1. Discuss 2023 Missouri CLG Forum
2. Discuss Potential Blight Declaration - Jeff Meredith

Old Business

1. Consider and discuss the acceptance of the design guidelines grant from SHPPO.

Next Meeting: Monday, October 2, 2023

Adjourn

Commission Members

Voting Members:	Chairman	Jim Hunter	1514 S River	417-850-5355
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Joshua Anderson	1205 S Main	417-793-2196
	Member	Alan Bull	614 E Centennial	417-388-2309
	Member	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Robin Harrison	721 E 10th	417-483-8835
	Member	Matt Smith	1022 E Chestnut	417-437-2281

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

Meeting Minutes

August 7, 2023/ 5:30 PM / City Hall Council Chambers

Members Present: Jim Hunter, Jim Swatsenbarg, Robin Harrison, Bill Barksdale & Josh Anderson

Members Absent: Alan Bull & Matt Smith

Staff & Council: Greg Dagnan, Zeb Carney, Julie Tilley, & Jason Eckhart

The meeting was called to order at 5:32pm by Jim Hunter, Chairman

Approval of Previous Meeting Minutes

- Motion by Jim Swatsenbarg to approve the previous meeting minutes, seconded by Bill Barksdale - All present voted in favor, minutes were approved

Public Hearings

- *Request for a Special Use Permit to operate a one licensed operator beauty shop at property located at 1330 Glenwood Place.*
 - Brittany Parish, property owner, spoke about her plans to build a small outbuilding for operating a beauty shop. She will be the sole licensed operator.
 - Zeb noted the new structure will not be a zoning violation nor interfere with existing setbacks.

Jim Swatsenbarg moved to approve the Special Use Permit, seconded by Robin Harrison - All present voted in favor, the motion passed

- *Request to Rezone property located at 815 W Central Ave. from 'D' Local Business and 'B' Second Dwelling to one Zoning Classification of 'E' General Use.*
 - Jason Choate, property owner, spoke about the need to rezone the property.
 - Minor discussion was had amongst the commission members and city staff regarding the rezoning process and that this rezoning request is in line with the goals of the city.

Robin Harrison moved to approve the Rezoning request, seconded by Jim Swatsenbarg - All present voted in favor, the motion passed

Staff Reports

- Zeb reported that building permits were up exponentially this year.

New Business

- n/a

Old Business

- Discuss the amendments to the 2009 Comprehensive Plan
 - General discussion was had regarding the verbiage of the original and amended Comprehensive Plan and the new goals set forth by the amended plan.
 - It is generally agreed amongst the commission members that the commission should have had more input regarding the amendments to the plan since the commission is the board approving the amendments and a number of exhibits now fall under the commission's jurisdiction

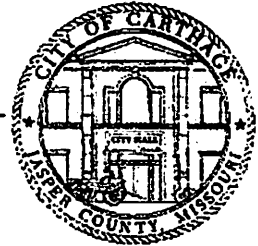
Robin Harrison moved that to accept the amendments to the Comprehensive Plan, sending them on to city council, seconded by Josh Anderson - 3 ayes : Robin Harrison, Jim Hunter, & Josh Anderson, 2 nays- Jim Swatsenbarg & Bill Barksdale, the motion passed

At 6:32pm Jim Swatsenbarg moved to adjourn the meeting, seconded by Bill Barksdale - All present voted in favor, the meeting was adjourned.

The next meeting is scheduled for Thursday, September 7, 2023 at 5:30pm in the City Council Chambers

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: 08/04/2023

Filing Fee: \$100.00

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

Carnival for Annual Maple Leaf Festival

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 : Fair Acres Parking Lot (West lot next to YMCA)

Location/Legal description:

CAR MISC S1/2 SW EX RDS & EX COM SW COR SW SW N 58.78'E 30.01' N 324.18' E 15.01 TO POB E 400.19' S 337.97' W 307.93' N 45 DEG W 130.32' N 243.88' TO POB

Total site area: Approximately 77,131 sq. ft.

Zoning District(s) and land area within each:

General Business/817 feet to the west is First Dwelling

Present Land Use(s):

Parking lot and baseball fields

Owner: Jasper County (leased to City of Carthage)

Address: 302 S Main St Tele: 417-358-0416

City: Carthage State: Mo Zip Code: 64836

Email Address: _____ Fax: _____

Petitioner: Carthage Chamber of Commerce - Julie Reams

Relationship to Owner: _____

(person to whom all correspondence will be sent)

Address: 402 S. Garrison Tele: 417-358-2373

City: Carthage State: MO Zip Code: 64836

Email Address: jreams@carthagechamber.com Fax: 417-358-7479

"America's Maple Leaf City"

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)

see Attached Page

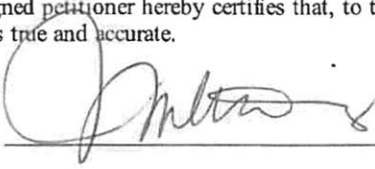
The undersigned property owner(s) hereby authorize the filing of this petition (and any subsequent revisions thereto), and authorize(s) on-site review by authorized staff

Signature: _____ Date: _____

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: 8/4/2023

Return form to: Public Works Department

Office Use Only:	Date Received: <u>8/4/2023</u>	Hearing date: <u>? 9/7/2023</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: 8/4/2003

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.

Other Information Comments

We are asking to use this location to allow a carnival operation for the 2023 Maple Leaf Festival. Hours of operation will be as follows:

Fri 10/20/2023	5-10 p.m.
Sat 10/21/2023	12 noon-10 p.m.

The setup is approximately 200'x300' for rides, games, and concessions and 150'x75' for support vehicles. Again, we are working with the YMCA and Arvest Bank to use their area for the parking of the support vehicles. Tentatively, the company would arrive on Monday, October 16, 2023; we are requesting that they undergo inspections from Public Safety and Public Works on Monday, setup Monday and Tuesday, operate Friday through Saturday, and breakdown/cleanup Sunday morning. Customers can purchase all-access armbands or pay-as-you-go tickets. They provide their own electricity and trash cans, as well as purchase a City business license and obtain all necessary health permits and safety inspections. Their company sets a curfew for all their employees. Their generator is the only equipment that requires ground stakes, and it creates only two small holes according to the carnival owner. This would be placed off site of the paved parking lot. They also provide fencing around all their rides and do their own cleanup. The Chamber would provide water access. Trash service, and portable toilets will also be made available. Pride Amusements, LLC is the same company that has provided the Carnival since 2016 and we have not had any ill effects. Comments received are very favorable.

Statement of justification

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

Considerations: Inspections will be done by the Public Safety and Public Works Departments prior to the opening of the carnival for the safety of the participants. Additionally, the carnival company will provide fencing around all their rides.

- 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: This is a temporary operation and will not have a lasting impact on the proposed site. The carnival company is required to clean up any trash that may result from an event.

- 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 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.

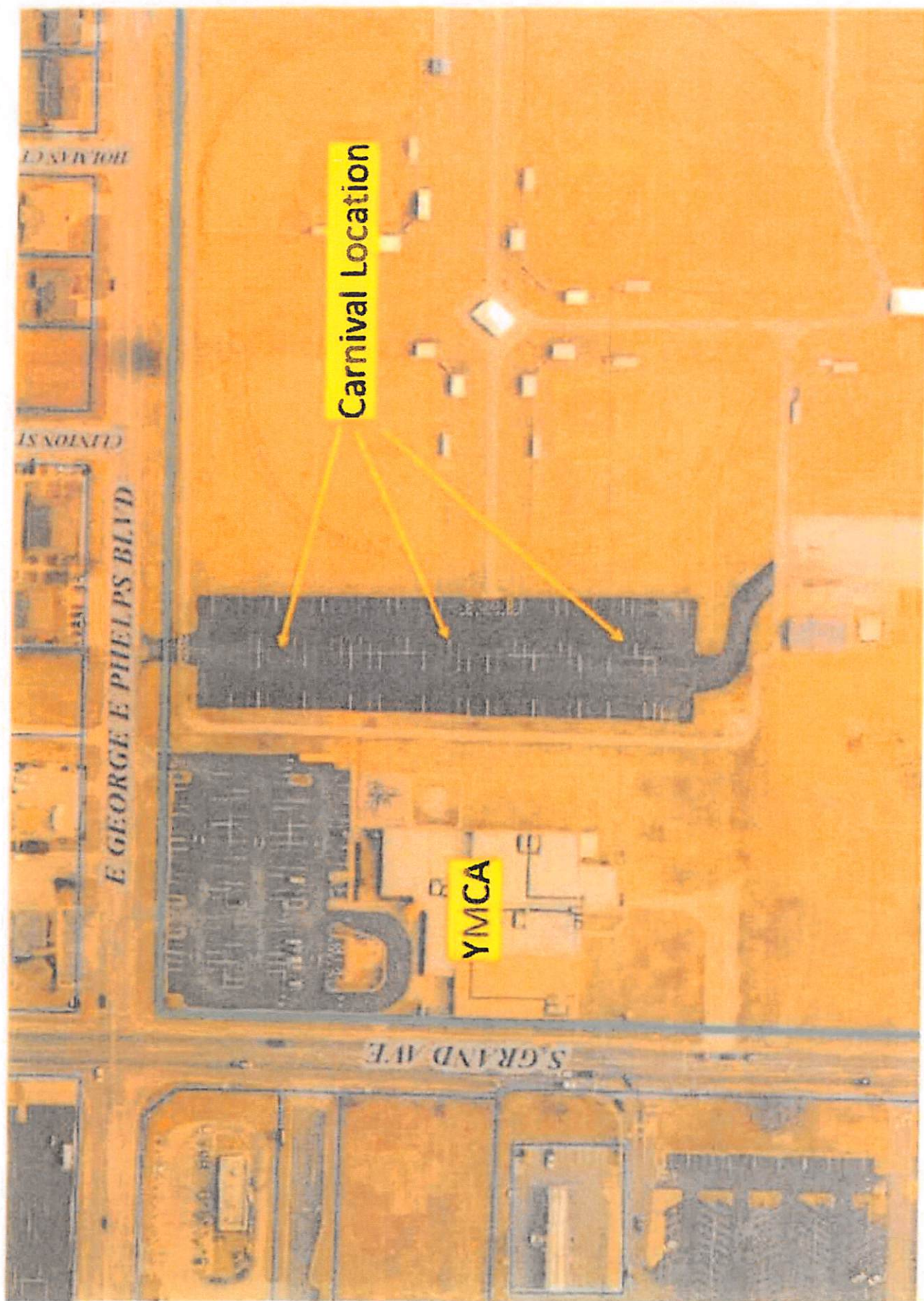
Considerations: We believe that this is an appropriate location to have a carnival as this is an area that hosts softball, baseball and soccer games. During this time, most of these events will not be occurring.

- 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.

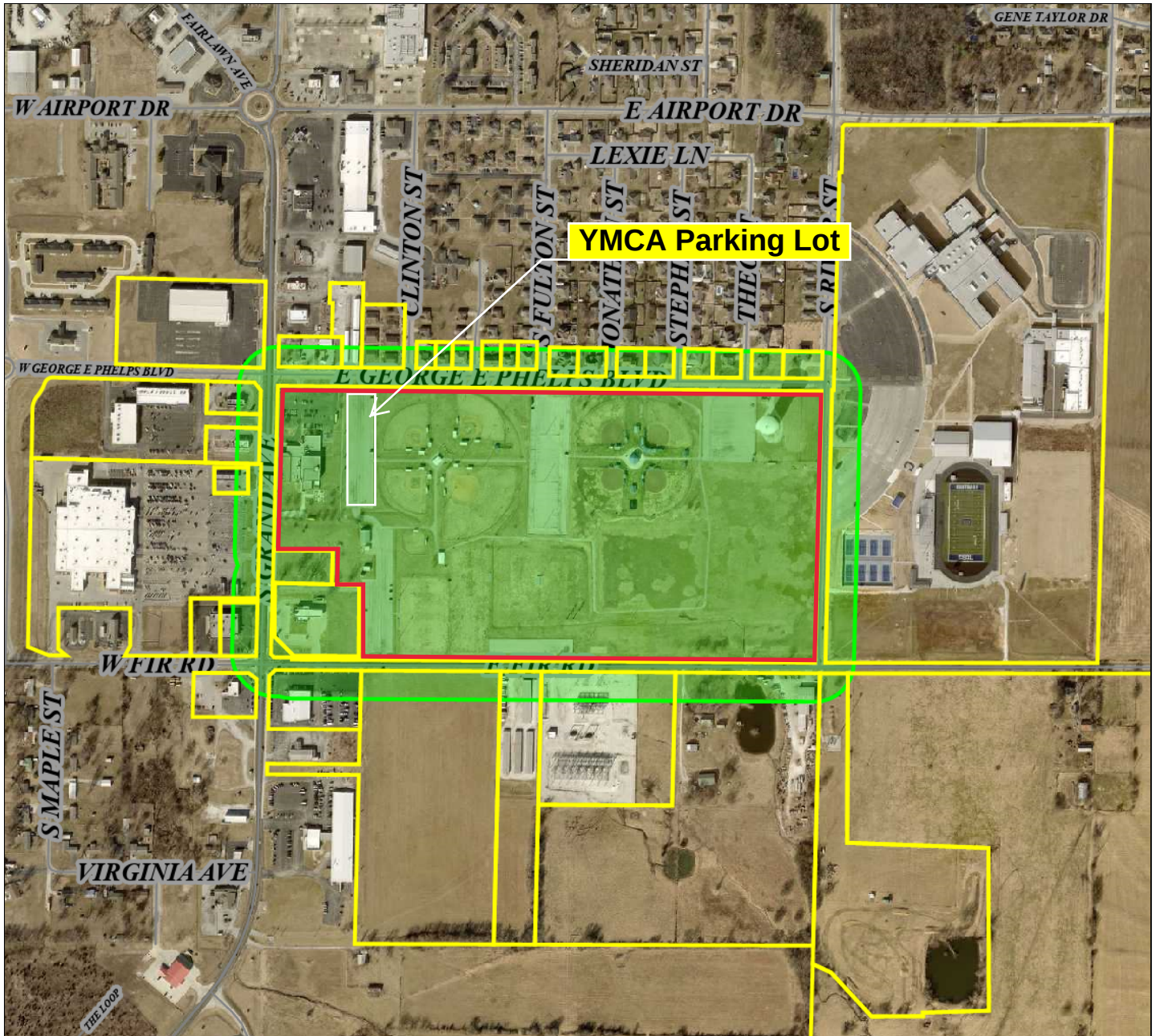
5. The proposed development will be consistent with the City's Comprehensive Plan.

Considerations: This event will provide community goodwill as well as attracting additional sales tax dollars into Carthage.

- 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.



185' Property Ownership Map / YMCA Parking Lot



Any split parcels recorded after the middle of May will not display until the next tax year.

Date created: 8/16/2023

Last Data Uploaded: 8/16/2023 1:39:11 AM

Developed by  **Schneider**
GEOSPATIAL

CLG Forum

Agenda

October 20, 2023

Bennett Springs/Roaring River Conference Rooms

1730 E. Elm St., Jefferson City

Thursday, October 19:

5:30-7:00PM **Optional:** Informal get-together at Prison Brews, 305 Ash Street, Jefferson City, for Attendees arriving on Thursday. If attending RSVP to John Peterson (john.peterson@dnr.mo.gov).

Friday, October 20:

8:30-9:00AM: **SHPO Staff Tables** (attendees can meet individually with SHPO staff to discuss grants, National Register, Section 106, surveys, historic tax credits, etc.)

9:00-9:15AM: **Welcome, Housekeeping, Introductions**

9:15-10:00AM: **MoDOT and Section 106 for Local Communities** (Karen Daniels, MODOT)

10:00-10:45AM: **Archaeology and Local Communities** (Ann Raab, Weston)

10:45-11:00AM: Break

11:00-11:45AM: **Administering a Paul Bruhn Grant** (Rachel Senzee, Jefferson City)

11:45AM-12:00PM: **Certificate Awards**

12:00-1:00PM: "Working" Lunch:

"Missouri, A Place and its People: How You Can Shape the Next Big State Museum Exhibit" (Tiffany Patterson, Missouri State Museum)

1:00-1:45PM: **SHPO Staff Presentations**

1:45-2:30PM: **CLG Issues Panel Discussion** (TBD)

2:30-2:45PM: Break

2:45-4:30PM: **Statewide Preservation Plan Input Session** (Andrew Dial, SHPO)

4:30-5:00PM: **SHPO Staff Tables** (attendees can meet individually with SHPO staff to discuss grants, National Register, Section 106, surveys, historic tax credits, etc.)



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
**HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
PLANNING AND OUTREACH GRANT APPLICATION (PAGE 1 OF 5)**

FOR OFFICE USE ONLY	
PROJECT ID NUMBER	DATE RECEIVED
CERTIFIED LOCAL GOVERNMENT IN GOOD STANDING? ☒ YES ☐ NO	

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? ☐ YES ☐ NO

QUESTIONS 1-4: GENERAL INFORMATION

1. NAME OF APPLICANT REQUESTING GRANT FUNDS City of Carthage		RECEIVING OFFICIAL Greg Dagnan	
ADDRESS 326 Grant Street	CITY Carthage	STATE MO	ZIP 64836
TELEPHONE NUMBER WITH AREA CODE (417) 237-7003	FAX NUMBER WITH AREA CODE	EMAIL g.dagnan@carthagemo.gov	
UNIQUE ENTITY (IDENTIFIER (UEI) NUMBER Duns Number: 943611632			
2. APPLICATION PREPARER Abi Almandinger		IF SAME AS THE APPLICANT, CHECK HERE AND SKIP TO QUESTION #3 ☐	
APPLICATION PREPARER 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 abi@visioncarthage.org	
3. CONTACT PERSON FOR APPLICANT Abi Almandinger			
CONTACT PERSON ADDRESS 221 W. 4th Street, Suite 15	CITY Carthage	STATE MO	ZIP 64836
TELEPHONE NUMBER WITH AREA CODE (417) 793-6589	FAX NUMBER WITH AREA CODE	EMAIL abi@visioncarthage.org	
4. STATE SENATOR (ADD ADDITIONAL SHEETS IF REQUIRED): Josh Hawley and Roy Blunt		DISTRICT Carthage, MO	
STATE REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED): Bill White and Cody Smith		DISTRICT Carthage, MO	
U.S. REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED): Billy Long		DISTRICT MO-007	

QUESTIONS 5-6: APPLICANT'S BACKGROUND [UP TO 15 POINTS]

5. HAS THE APPLICANT ADMINISTERED A MISSOURI HERITAGE PROPERTIES PROGRAM (MHPP) OR HISTORIC PRESERVATION FUND (HPF) GRANT IN THE PAST?	☒ YES ☐ NO
IF YES, DID ANY OF THE GRANT PROJECTS REQUIRE AN EXTENSION TO BE COMPLETED?	☐ YES ☒ NO
WERE MAJOR REVISIONS TO THE SCOPE OF WORK REQUESTED AFTER RECEIVING GRANT FUNDS?	☐ YES ☒ NO
HAS THE APPLICANT HAD TO WITHDRAW A PREVIOUS MHPP OR HPF GRANT PROJECT AND DE-OBLIGATE FUNDING?	☐ YES ☒ NO
DOES THE APPLICANT HAVE ANY ACTIVE MHPP OR HPF GRANTS STILL PENDING? (IF YES, HOW MANY AND WHAT YEAR WERE THE PROJECTS AWARDED? IF THE PROJECT IS ACTIVE, HOW CLOSE IS IT TO COMPLETION?)	☐ YES ☒ NO

6. PLEASE DESCRIBE ANY EXPERIENCE THE APPLICANT HAS IN ADMINISTERING A PLANNING OR TRAINING GRANT SIMILAR TO THIS ONE.

The City of Carthage, in partnership with Carthage Historic Preservation, applied for, received, and administered a flooring workshop grant in 2020. In 2021, The City of Carthage was awarded funding for Phase 1 of a 3 part larger initiative to build consensus and a unified vision among the Commission and City leaders to enhance Historic Preservation in Carthage. Phase 1 of the project was dedicated towards CAMP training. The proposed project in the enclosed application requests funding for Phase 2 of the initiative to include the drafting of historic preservation plans.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

**HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
PLANNING AND OUTREACH GRANT APPLICATION (PAGE 2 OF 5)**

QUESTION 7-10: PROJECT SUMMARY AND DESCRIPTION [UP TO 40 POINTS]

7. PROJECT TYPE (CHECK ONE):

☒ PLANNING

☐ OTHER _____

☐ OUTREACH _____

8. PROJECT TITLE

City of Carthage Historic Preservation Planning Project - Design Guidelines

9. DESCRIPTION/SCOPE OF WORK FOR THE PROJECT: PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED PROJECT. IF THE PROPOSED PROJECT IS EDUCATION OR OUTREACH, PLEASE DESCRIBE THE PURPOSE OF THE TRAINING, HOW MANY PEOPLE ARE ESTIMATED TO ATTEND, AND HOW IT WILL HELP THE APPLICANT AND/OR OTHERS INTERESTED IN HISTORIC PRESERVATION. IF IT IS PLANNING, PLEASE INDICATE WHAT TYPE OF PLANNING DOCUMENT WILL RESULT FROM THE PROJECT (E.G. PRESERVATION PLAN, DESIGN GUIDELINES, ETC.), IF THIS IS AN UPDATE OR NEW DOCUMENT, AND HOW IT WILL IMPACT THE COMMUNITY.

NOTE: RESPONSE SECTION ON THIS QUESTION SHOULD FILL A WHOLE PAGE

Jasper County was formed in 1841 and the City of Carthage was chosen as the county seat. The city is the site of the first known battle of what would become the Civil War. After the Civil War, the city grew significantly with the addition of the Missouri Western Railroad. Currently, the area is home to over 15,000 residents. The City of Carthage along with several other area nonprofits, Commissions, area Foundations, and planning agencies are in the process of significant planning and implementation phases of economic development activities designed to encourage not only economic growth, but also to encourage cultural activities, tourism, parks and recreation programs, and to preserve the City's rich history.

For example, storefronts in the Downtown Historic District are some of the finest in the community. However, many have suffered through years of insensitive changes, lack of maintenance, or outright neglect. Attractive storefronts and buildings also can have a significant effect on the marketability and livability of the surrounding area. To encourage business and property owners to reinvest in a vibrant Downtown Historic District, Vision Carthage (a nonprofit committed to promoting the beautification and revitalization of Carthage through volunteerism, partnerships, community and business engagement) created the Façade Improvement Program. The Façade Improvement Program (Program) is designed to help property owners or tenants renovate or rehabilitate the entire façade of their building in projects that promote retail activity, create an attractive environment, encourage high-quality architectural design, use high-quality materials, and enhance neighborhood character. Projects meeting these objectives are eligible for a reimbursement grant for up to one-half of the costs of the eligible façade improvements.

Carthage's historic districts were created in the 1980s. At this time, those who live in these districts often do not know they live in such a district, there is much uncertainty about what it means to live in a historic district, and no support, promotion, or marketing of these historic districts. Significant changes have occurred in the past and in addition to wanting to re-educate and/or educate our commissioners and other important and interested parties about our districts, updated design guidelines are needed to guide preservation activities particularly in light of renewed historic preservation interest, tourism activities, and expanded economic development activities (particularly in the wake of the COVID-19 pandemic). We also learned in our CAMP Core training that we do not actually have districts, we have landmarks, as each property was individually adopted into the "district". Design guidelines are very lax and need to be updated as the guidelines have not been assessed since their inception in 1986.

As noted above, in 2021, The City of Carthage was awarded funding for Phase 1 of a 3 part plan building consensus among the Commission and City leaders to enhance Historic Preservation in Carthage.

Phase 1 of the project included CAMP CORE training to enhance education and awareness that will increase the effectiveness of planning, zoning and local historic preservation programs throughout the City. The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by the National Alliance of Preservation Commissions (NAPC). CAMP is led by qualified preservation professionals in support of NAPC's mission to build strong local preservation programs. Training topics included preservation basics, meeting procedures, legal basics, role of commissioners, standards and guidelines of design review and community outreach. The 8 hour, one day, training was held in the fall of 2022.

The proposed project in the enclosed application requests funding for Phase 2 of the initiative to include the updating of design guidelines. The purpose of Phase 2 is to provide better guidelines to assist property homeowners in understanding what is and is not allowed for improvements or changes they want to make to their homes if they live inside the historic districts. An approved historic planning contractor will be hired with project funds to establish historic preservation guidelines across the City and will provide 2 drafts. A public meeting will be held to encourage discussion and contribution to guideline creation and feasibility.

Since the primary goal of the 3 phase project is to build consensus and a common vision to help advance Carthage's unique historic preservation districts, the project will benefit all residents of Carthage as well as ongoing economic development and tourism activities.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
PLANNING AND OUTREACH GRANT APPLICATION (PAGE 3 OF 5)

10. WILL A PUBLISHED DOCUMENT RESULT FROM THIS PROJECT? IF YES, PLEASE INDICATE HOW MANY COPIES WILL BE PRINTED AND IF IT WILL BE MADE AVAILABLE ELECTRONICALLY AND WHERE:
☒ YES ☐ NO City of Carthage Historic Design Guidelines (once completed available online)

QUESTION 11-14: PROJECT PLANNING AND IMPLEMENTATION [UP TO 10 POINTS]

11. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN THE STATEWIDE COMPREHENSIVE HISTORIC PRESERVATION PLAN AND/OR A LOCAL OR REGIONAL MASTER PLAN?
(IF THIS IS A LOCAL OR REGIONAL PLAN, PLEASE PROVIDE A COPY OR LINK TO THE PLAN AND CITE THE RELEVANT SECTION)

As a Certified Local Government, the project builds consensus among the Commission and City leaders to enhance Historic Preservation in Carthage, Missouri. This fulfills Goal 5 in the State historic preservation plan. Historic Preservation is also mentioned in the City of Carthage Comprehensive Plan.

12. DID THE APPLICANT SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS?

☐ YES (IF YES, DESCRIBE HOW AND PROVIDE THE DOCUMENTATION OUTLINED IN THE SUPPORTING DOCUMENTATION CHECKLIST.)

☒ NO (IF NO, INDICATE IF THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO COMMENT AND HOW)

A public opinion meeting will be held that will include key stakeholders to review and contribute to design guidelines as advised by the SHPO approved consultant.

13. IS THIS PART OF A LARGER PROJECT OR ONGOING EDUCATION/OUTREACH PROGRAM (E.G. LECTURE SERIES OR ANNUAL CONFERENCE)?
IF SO, PLEASE EXPLAIN ANY SPECIAL FUNDING SOURCES (E.G. REGISTRATION FEES OR OTHER GRANTS) AND ANY STATE OR LOCAL SUPPORT GROUPS INVOLVED IN ITS PRODUCTION.

As noted above, the enclosed project is part of a larger 3 part initiative to build consensus among the Commission and City leaders to enhance Historic Preservation in Carthage. Phase 1 of the project was dedicated towards CAMP training. This training was anticipated to provide a follow up report that would assist with the next steps and goals for historic preservation planning. The proposed planning project will assist with the creation of historic preservation guidelines for the City and other key stakeholders in partnership with a SHPO approved consultant. Phase 3 of the project includes consensus and vision building among the public and key stakeholders as well as community outreach and education on the historic guidelines created with Phase 2 of the project.

14. ARE THERE CURRENTLY ANY THREATS OR CHALLENGES THAT THIS PROJECT WILL ADDRESS (E.G. TRAINING TO ASSIST COMMISSIONERS IN MAKING DEFENSIBLE DECISIONS)?
IF SO, PLEASE DESCRIBE.

Historic guideline creation will assist in providing key determinations for historic preservation mitigating challenges and threats in the City's efforts to ensure uniform standards and information to encourage significant investments over the next decade. Current threats or challenges to these efforts (i.e. outdated guidelines) are intended to be mitigated by this project.

QUESTIONS 15-17: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 10 POINTS]

15. FOR EACH COST CATEGORY, FILL OUT THE BUDGET TABLE (BELOW) WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE APPLICANT AND/OR DONOR.
(USE WHOLE DOLLAR AMOUNTS ONLY. THE GRANT AWARD GENERALLY WILL NOT EXCEED \$50,000, AND THE MINIMUM MATCH PERCENTAGE IS 40%).

COST CATEGORY	FEDERAL (GRANT REQUEST)	NON-FEDERAL/ LOCAL CASH	MATCHING FUNDS POINT VALUES		TOTAL
			% MATCH	POINTS	
			60% AND UP 50%-59% 40%-49%	10 6 3	
CONTRACTOR	\$ 20000	\$	\$		\$ 20000
PERSONNEL	\$ 2500	\$	\$ 7500		\$ 10000
SUPPLIES	\$	\$	\$ 3500		\$ 3500
EQUIPMENT	\$	\$	\$		\$ 0
TRAVEL/LODGING	\$	\$	\$		\$ 0
OTHER (PLEASE SPECIFY)	\$	\$	\$ 3000		\$ 3000
OTHER (PLEASE SPECIFY)	\$	\$	\$ 1000		\$ 1000
TOTAL	\$ 22500	\$ 0	\$ 15000		\$ 37500



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

**HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
PLANNING AND OUTREACH GRANT APPLICATION (PAGE 4 OF 5)**

16. PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH COST CATEGORY

Contractor: A SHPO approved consultant is projected to cost approximately \$20,000.

Personnel: Approximately \$2,500 is designated for project management, solicitation of a contractor and the review of bids, and the costs associated with event/meeting planning and coordination (Designated Project Manager: TBD). This includes 100 hours (@\$25/hr) of personnel time for the project over the course of 1 year that includes event coordination, etc. City administrative costs for the project is valued at \$7,500 (300 collective hours over the course of one year @\$25/hr) and includes project oversight, staff participation in meetings, and other City related staff meetings and project administrative and participation costs.

Supplies: Approximately \$3500 is anticipated for project related supplies (including office supplies such as paper, ink, utility and office space)

Meeting Costs: \$3000 is projected specifically for public meeting costs and includes handouts (\$200), sound equipment (\$200), marketing and other related costs (\$2200).

Venue Costs: \$1000 is projected for public meeting and stakeholder meeting venue costs.

Match Costs: It is significant to note that match costs are already covered by the City of Carthage budget (unless otherwise noted) and therefore included in the 'in-kind' portion of the line item budget.

17. PROVIDE THE SOURCE OF MATCH. PROVIDE A COPY OF THE APPLICANT'S RESOLUTION OR LETTER AUTHORIZING IT TO MAKE APPLICATION FOR THE GRANT AND THE NAME AND LETTER OF INTENT (INCLUDING AMOUNT) OF ALL OTHER DONORS PROVIDING MATCH.

DONORS	CONTRIBUTION
City of Carthage	\$15,000

QUESTION 18: [5 POINTS]

PROVIDE A DETAILED NARRATIVE OF THE TIMELINE FOR THE PROJECT. PLEASE PLAN ON A PROJECT THAT IS ACHIEVABLE WITHIN A EIGHTEEN-MONTH PERIOD. THE NARRATIVE SHOULD INCLUDE PLANS FOR PROCUREMENT, PUBLIC MEETINGS, PROJECT ACTIVITIES, AND REIMBURSEMENT.

The project is projected to be one year in length, however may need to be adjusted depending on the advice of the SHPO consultant once determined. The current projected timeline includes solicitation of a SHPO approved consultant (April-July, 2023); a public meeting (August, 2023); meetings with key stakeholders in design guidelines such as the City Planning and Zoning Department, historic preservation organizations and agencies, and others in the process of design creation with Draft 1 of guidelines projected to be completed on or by October of 2023. The draft guidelines will be reviewed by key stakeholders, historic preservation organizations and agencies from Nov 2023-Jan 2024 and then presented to PZ in Jan of 2024. Feedback from PZ and other stakeholders will inform the Draft 2/Final guidelines (projected in March of 2024) and presented to City Council in April of 2024. Final guidelines are projected to be approved in April of 2024 by City Council.

QUESTION 19: DELIVERABLE TIMELINE/MONTH [5 POINTS]

1. April-June 2023- Solicit Consultant	7. Jan, 2024-Guidelines presented to PZ	13.
2. July, 2023-Execute Contract with Con	8. Feb, 2024-Meeting with Stakeholders	14.
3. Aug 2023 - Public Meeting	9. March, 2024- Draft Guidelines 2	15.
4. Sept, 2023- Meeting with Stakeholders	10. April, 2024- Guidelines to Council	16.
5. Nov, 2023- Draft Guildelines 1	11. April, 2024-Guidelines Approved	17.
6. Nov-Jan Design Guideline Review	12.	18.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
PLANNING AND OUTREACH GRANT APPLICATION (PAGE 5 OF 5)

QUESTION 20: PRE-APPLICATION [5 POINTS]

20. DID THE APPLICANT ADDRESS ALL COMMENTS BY THE STATE HISTORIC PRESERVATION OFFICE NOTED IN THE PRE-APPLICATION? ☒ YES [5 POINTS] ☐ NO [0 POINTS]

DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

AT LEAST FOUR MEMBERS OF THE STAFF WILL REVIEW AND SCORE THE HPF GRANT APPLICATIONS. THE SCORING TEAM MAY AWARD THE PROJECT ADDITIONAL POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION, NOTABLY THE DETAILS PROVIDED IN THE "PROJECT SUMMARY AND DESCRIPTION" AND "PROJECT PLANNING AND IMPLEMENTATION" SECTIONS.

SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (FOR MORE INFORMATION SPECIFIC TO EACH ITEM, REFER TO THE APPLICATION INSTRUCTIONS)

☐ EXAMPLE OF THE TYPE OF OUTREACH PROJECT (E.G. BROCHURE FROM PREVIOUS CONFERENCE OR FLIER FROM PREVIOUS WORKSHOP)	☒ RESOLUTION OR APPLICANT'S LETTER OF SUPPORT
☐ PROOF OF PUBLIC INVOLVEMENT	☒ RESOLUTION OR LETTER OF SUPPORT FROM THE HISTORIC PRESERVATION COMMISSION WITH PRIMARY JURISDICTION WHERE APPLICABLE
☐ SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	☒ COPY OF LOCAL OR REGIONAL PLAN REFERENCED IN QUESTION 11.
☒ E-VERIFY	

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE APPLICANT'S ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE	TITLE Mayor
PRINTED NAME Dan Rife	DATE 11/15/2022

COMPLETED APPLICATION

The Department of Natural Resources is now using an online [Funding Opportunities Portal](https://modnr.force.com/CommunityCustomLoginPage) to receive and manage grants. This system allows project sponsors applying for funding to submit their applications, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

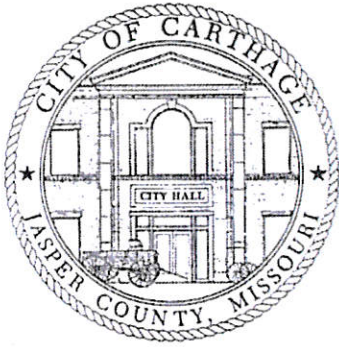
To request access to the system:

- Go to the Department's [Funding Opportunity Portal](https://modnr.force.com/CommunityCustomLoginPage) - <https://modnr.force.com/CommunityCustomLoginPage>.
- Under New User, click the "Click Here" link to request an account.
- Complete and submit the [Funding Opportunity Portal Access Request form](#).
- Check Historic Preservation-at the bottom of the form, in the section used to indicate the program(s) in which you are interested in apply for financial assistance. You may select other options in addition to Historic Preservation.

This form may take 24-48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials.

If project sponsors are unable to access the [Funding Opportunity Portal](#), they can submit **two copies** of the completed application to the address below:

Missouri Department of Natural Resources
Missouri State Historic Preservation Office
Attn: Grants Manager
PO Box 176
Jefferson City, MO 65102-0176



The City of Carthage

"America's Maple Leaf City"

October 10, 2022

Missouri State Historic Preservation Office
Grants Committee
Andrew Dial
P. O. Box 176
Jefferson City, MO 65102-0176

Re: City of Carthage Design Guidelines Grant

Dear Mr. Dial,

As a Certified Local Government (CLG), the City of Carthage, Missouri is applying for a Historic Preservation Fund Grant for a program for design guidelines. This will be Phase II of a plan that the Planning, Zoning and Historic Preservation Commission has in place to improve their historic district and guidelines.

The Commission appreciates your consideration of this grant approval.
If you would like additional information or have any questions, please do not hesitate to contact me at 417.793.6589.

Sincerely,

Abi Almandinger
Chair
Carthage Planning, Zoning and
Historic Preservation Commission

RESOLUTION NO. 1984

A RESOLUTION AUTHORIZING THE CITY OF CARTHAGE, MISSOURI TO SUBMIT AN APPLICATION TO THE MISSOURI DEPARTMENT OF NATURAL RESOURCES HISTORIC PRESERVATION FUND GRANT - PLANNING AND OUTREACH GRANT - FOR TRAINING REQUIREMENTS UNDER THE CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM FOR ANNUAL TRAINING OF THE PLANNING, ZONING AND HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Historic Preservation Fund Grants-In-Aid program, provides grants to States, Certified Local Governments, and other applicants to provide for the identification, evaluation, and protection of historic properties as defined by Congress; and

WHEREAS, Certified Local Governments, with an historic preservation mission are eligible to apply for the Historic Preservation Fund Grants; and

WHEREAS, the City of Carthage will be responsible for an amount not to exceed \$15,000 of matching funds for the grant;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That Dan Rife, as Mayor of the City of Carthage, Missouri, be and is hereby authorized to execute and file an application on behalf of the City of Carthage, Missouri to submit an application to the Missouri Department of Natural Resources Historic Preservation Fund Grant - Planning and Outreach Grant - for training requirements under the certified local government (CLG) program for annual training of the Planning, Zoning and Historic Preservation Commission.

PASSED AND APPROVED THIS 11th DAY OF OCTOBER, 2022.



Dan Rife, Mayor

ATTEST:



Miranda Deal, City Clerk

Sponsored by Planning and Zoning Committee