



AGENDA

Planning, Zoning, and Historic Preservation Commission
Monday, October 2, 2023 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, September 7, 2023

Public Hearing

1. Discuss a Request for a Special Use Permit to sell liquor by the drink at 1249 S Garrison.
2. Discuss a Request for a Certificate of Appropriateness for placement of exterior signage at 1249 S Garrison.

Staff Report

New Business

Old Business

Next Meeting: Monday, November 6, 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
---------------	-----------------------	------------	-------------------------	--------------

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

Planning, Zoning, & Historic Preservation Commission

Meeting Minutes

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

Members Present: Jim Hunter, Jim Swatsenbarg, Robin Harrison, Bill Barksdale, Alan Bull, & Matt Smith

Members Absent: Josh Anderson

Staff & Council: Greg Dagnan, Julie Tilley, & Mark Elliff

Staff Absent: Zeb Carney

These meeting minutes were taken by Robin Harrison and written by Josh Anderson, Secretary

The meeting was called to order at 5:30pm by Jim Hunter, Chairman

Approval of Previous Meeting Minutes

- Motion by R. Harrison to approve the previous meeting minutes, seconded by M. Smith - All present voted in favor, minutes were approved

Public Hearings

- *Request for a Special Use Permit by Julie Rhemes of the Carthage Chamber for a carnival at Fair Acres parking lot for the Annual Maple Leaf Festival*

A. Bull moved to approve the Special Use Permit, seconded by R. Harrison - All present voted in favor, the motion passed

Staff Reports

- n/a

New Business

- Abi Almandinger presented about the upcoming CLG Forum, the date of the forum is around Maple Leaf.
 - To remain CLG compliant PZ, & HP is required to do annual training, even if only online. Andrew Dial will approve a video if required.
 - J. Hunter will verify that we remain in compliance
 - G. Dagnan reported that SHPO will audit from time to time as well.

- Jeff Merideth presented about the Carthage Redevelopment Blight discussion for “Project Alamo”
 - There is currently a three (3) acre property of interest near Mercy Hospital
 - Potential use for travel center, restaurants, fast food, etc.
 - P,Z, & HP would be asked to:
 - Assess property annexation
 - Assess property rezoning
 - Rule on blight designation
 - Minor discussion was had regarding the benefits of annexation and future development opportunities

Old Business

- Abi Almandinger presented on a grant from SHPO
 - During the camp program in 2022 underutilized grant opportunities were discussed, this lead to a grant opportunity for the city to get assistance developing historic district/preservation guidelines
 - General discussion was had on the importance of historic districts and preservation and the positive impact they have on communities
 - ‘Time’ is important though not crucial
 - It is the responsibility of P,Z, & HP to interview and recommend a consultant to the city council

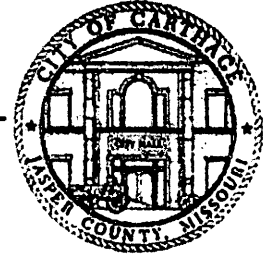
General discussion was had regarding the next P,Z, & HP meeting and who could/couldn’t be in attendance.

A. Bull moved to adjourn the meeting, seconded by J. Swatsenbarg - All present voted in favor, the meeting was adjourned.

The next meeting is scheduled for Monday October 2, 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: 8/25/23

Filing Fee: \$100.00

Type of Special Use: *(be as specific as possible and cite Zoning Ordinance provision listing use as permitted special use)*
Regarding Section 25.552 Item 31, this request is to allow a tenant to serve wine by the glass. The Property is Zoned D and Zone E allows for such. The estimated sale of wine by the glass is 20-25 percent of the total sales, conversely, food sales would be 75-80 of total sales.

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: 1249 S Garrison Ave., Carthage MO (Coke-Cola Building)

Location/Legal description: THACKERS 3RD LOT 42 & BEG SE COR LOT 42 E 5.66' N 18.21' W 5.66' S TO POB BEING PART VAC ST

Total site area: Building Approx. 1400 sq ft Lot 4200 sq. ft.

Zoning District(s) and land area within each: Zone D Local Business District

Present Land Use(s): Noted as "Retail Store". The property has been a bicycle shop, donut shop and general store.

Owner: Philip and Sharon Brown

Address: 2533 Theo Street Tele: 417-793-8065

City: Carthage State: MO Zip Code: 64836

Email Address: pksrbrown@gmail.com

Fax: _____

Petitioner: Same as Owner Relationship to Owner: Same
(person to whom all correspondence will be sent)

Address: _____ Tele: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Fax: _____

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 tenant, Tracy Willey has operated the "Brick Wall Bristro" in Nevada, MO for several years. At that location soups, sandwiches, pies, cakes and ice creams were served, and, wine by the glass was served.

The wine that will be served by the glass is by Delaney Vineyard and Winery located in Nevada, MO, and, simply, the wine is a compliment to the menu.

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: Philip Brown Date: 08/25/2023

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: Philip Brown Date: 08/25/2023

Return form to: Public Works Department

Office Use Only:	Date Received: <u>8/25/23</u>	Hearing date: <u>10/2/23</u>	Approved: ☐ Yes ☐ No
Permit Required: ☐ Yes ☐ No	Permit type: _____ <i>(if applicable)</i>		

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.

Philip Brown

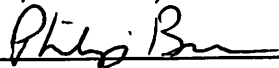
Signature: _____

Date: 08/25/2023

Special use permit petition-Statement of Justification-Attachment

1. The proposed development will not materially endanger the public health or safety.
 - a. 1249 S Garrison has been a General Store, Donut Shop, and Bicycle Shop, and, the property is Zoned D "Retail", which lends the use to equally accommodate a small restaurant. There is side street parking available on both Pine Street and Garrison Avenue that will accommodate 15-20 car without impeding the normal traffic flow.
 - b. At 1249 S Garrison there is provision of services and utilities, and, fire protection.
 - c. There is no erosion or sedimentation concerns.
 - d. There is no threat to public, community, or private water supplies, and, there is not threat to 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 use or class of special use.
 - a. The property at 1249 S Garrison will serve food and wine by the glass (as requested) and, operate 11am to 8 pm Monday thru Friday, and 11am to 3pm on Sundays.
 - b. Restaurant use is acceptable in Zone D. The request is only to allow the facility to serve wine by the glass as a compliment to the menu.
3. The proposed development will not injure the value of the adjoining property.
 - a. The property at 1249 S Garrison was an eye sore prior the recent renovation. With such, the efforts to make to property a functional and visually pleasing has received applause.
 - b. The property at 1249 S Garrison has been a location for commerce since late the late 1800s.
 - c. The neighboring property are Zoned B-one Zone Step below D.
4. The proposed development will be in harmony with the area,
 - a. The Garrison House and a Beauty Shop are across Garrison from the property and are both Zone D...The property has been in harmony with the area since late 1800s. To have a business operating out of the property is paramount to the economic prosperity of the community. Again, the request for the business to serve wine by the glass is the only difference in the Zone D allowable use.
5. The proposed development will be consistent with the City's Comprehensive Plan.
 - a. YES.... The zoning regulations and districts, as herein in this title set forth, are made in accordance with a Comprehensive Master Plan in order that adequate light, air, convenience of access, and safety from fire, flood and other danger may be secured; that congestion in the public streets may be lessened or avoided; and that the public health, safety, comfort, morals, convenience and general public welfare may be promoted. They are made with reasonable regard to existing conditions, the character of buildings erected in each district, the most desirable use for which the land in each district may be adapted and the conservation of property values on all land under the jurisdiction of this title. (Ord. 69-23, 4-6-1970)

Signature



Date

8/28/23

SPECIAL USE PERMIT PETITION REVIEW PROCESS

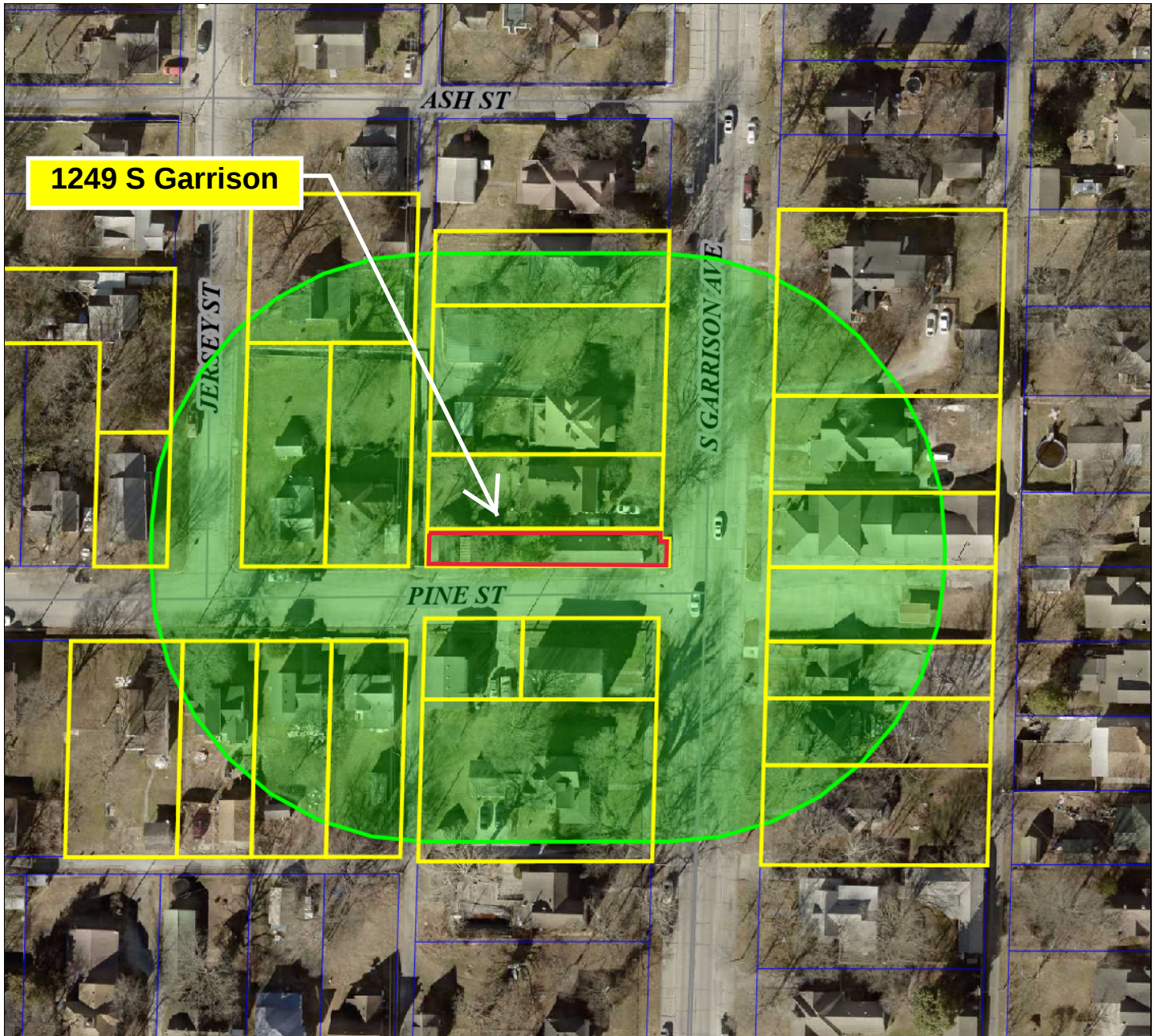
It is strongly recommended that any person considering seeking a Special Use Permit first contact the Public Works Department staff, who will explain the review process, applicable requirements and standards, potential issues, and provide the necessary forms.

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 / 1249 S Garrison



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

Date created: 9/14/2023

Last Data Uploaded: 9/14/2023 1:35:46 AM

Developed by  **Schneider**
GEOSPATIAL

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: 8/31/23

Owner: Philip Brown
Address: 2533 Thea Tele: 4177938065
City: Carthage State: MO Zip Code: 64836
Email Address: pk.srbrown@gmail.com Fax: _____

Applicant: Philip Brown Relationship to Owner: Same
(person to whom all correspondence will be sent)
Address: Same Tele: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____ Fax: _____

Property Location: 1249 S Garrison, Carthage MO

Legal Description: Thacher 3rd Lot 42 Beginning
SE Corner Lot 42, East 5.66ft,
North 18.21ft, West 5.65ft, South to
POB beginning part Vac. Street

(attach separate sheet if necessary)

Project Description: Sign Above Door on Store Front

Philip Brown
Owner's Signature

Philip Brown
Applicant's Signature

Return Form to: Public Works Department

Office Use Only:	Date Received: <u>9/1/2023</u>	Hearing date: <u>10/2/2023</u>	Approved: ☐ Yes ☐ No
Permit Required:	☒ Yes ☐ No	Permit type: <u>SIGN</u>	(if applicable)

1249 S Garrison

Sign Size: 5' X 4'

Sign Material: Canvas
mounted on plywood

