



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, November 6, 2023 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Monday, October 2, 2023

Public Hearing

Staff Report

New Business

1. Discuss CLG Annual Report and Training

Old Business

Next Meeting: Monday, December 4, 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

October 2, 2023/ 5:30 PM / City Hall Council Chambers

Members Present: Jim Hunter, Jim Swatsenbarg, Bill Barksdale, Matt Smith, & Josh Anderson

Members Absent: Robin Harrison, Alan Bull

Staff & Council: Zeb Carney, Julie Tilley, & Mark Elliff

Staff Absent: Greg Dagnan

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

Approval of Previous Meeting Minutes

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

Public Hearings

- *Request for a Special Use Permit to sell liquor by the drink at 1249 S. Garrison.*
 - Stephen Smith; local citizen, lives just to the north of property in question asked if the restaurant went out of business would the permit move to the next occupant or would they need to reapply for a new permit? - Zeb said the next occupant would need to reapply, the special use permit only applies to the current occupant.
 - S. Smith also asked about the ownership of the road verge and sidewalk and who was responsible for accidents on these locations? - Zeb noted the answer was complicated and he would contact Mr. Smith directly to discuss the city position on those locations further.
 - Ieti Faletogo; Pastor of the Seventh Day Adventist Church on Pine & Jersey St, asked about the ordinance for selling liquor and similar questions to the aforementioned Mr. Smith. - Zeb again noted it was not allowed within the current zoning but would be allowed only for this occupant if the Special Use Permit was granted.
 - Much discussion ensued regarding parking

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

- *Request for a Certificate of Appropriateness for placement of exterior signage at 1249 S. Garrison*
 - Wilma Fields; Seventh Day Adventist Secretary, spoke about wanting a sign for their church installed on the corner. She stated that there are other similar signs for churches all along Garrison. - Zeb spoke about the signage ordinance and took down contact information for further discussion regarding a sign.
 - Jim Swatsenbarg asked about the ordinance for selling liquor near a church - Zeb stated that since the sale of alcohol was by the glass it was permitted.
 - More discussion was had about parking
 - General discussion amongst the board was had regarding the fact that the sign has already been installed.

Bill Barksdale moved to approve the Certificate of Appropriateness, seconded by Jim Swatsenbarg - All present voted in favor, the motion passed

Staff Reports

- n/a

New Business

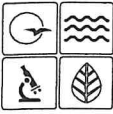
- The board will need to do one hour of CLG training before November 30th. A time will be coordinated with all the board members to meet for the training.

Old Business

- n/a

Bill Barksdale moved to adjourn the meeting, seconded by Josh Anderson - All present voted in favor, the meeting was adjourned at 6:28 PM.

The next meeting is scheduled for Monday, November 6, 2023 at 5:30pm in the City Council Chambers



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

FEDERAL FISCAL YEAR: **OCT. 1, 2022 — SEPT. 30, 2023**

BASIC INFORMATION

1. CLG IDENTIFICATION

NAME OF CITY/COUNTY

Carthage/Jasper County

DATE CERTIFIED BY NPS

10/4/23

NAME OF HISTORIC PRESERVATION COMMISSION

Planning, Zoning, & Historic Preservation (P,Z, & HP)

REPORT PREPARED BY (name)

Josh Anderson

PREPARER TITLE

P,Z, & HP Secretary

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

NAME

Josh Anderson

TITLE

Secretary

ADDRESS

1205 S. Main St.

CITY

Carthage

STATE

MO

ZIP

64836

TELEPHONE NUMBER WITH AREA CODE

(417) 793-2196

FAX NUMBER WITH AREA CODE

EMAIL

josh@hunterandmillard.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	TITLE	SOI QUALIFIED
Josh Anderson	Architect, Historic Pres. Specialist	☒ 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 Jim Hunter		TERM START DATE 3/23/21	TERM END DATE 3/1/24
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			
NAME Jim Swatsenbarg		TERM START DATE 12/1/17	TERM END DATE 12/1/25
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 Josh Anderson	TERM START DATE 5/10/22	TERM END DATE 5/10/26
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Newly appointed in the reporting year? ☐ YES ☒ NO	Preservation professional? If yes, what discipline? Architect	☒ YES ☐ NO
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Is this member an ex-officio representative of another local board or organization? If yes, which one? Vice President - Carthage Historic Preservation	☒ YES ☐ NO
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NAME Bill Barksdale	TERM START DATE 8/1/17	TERM END DATE 8/11/27
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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
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NAME Alan Bull	TERM START DATE 5/10/22	TERM END DATE 10/10/26
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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
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NAME Robin Harrison	TERM START DATE 4/11/23	TERM END DATE 4/11/27
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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
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NAME Matt Smith	TERM START DATE 4/11/23	TERM END DATE 4/11/27
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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
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6. HAS A RESUME BEEN ATTACHED FOR EACH HPC MEMBER (and city staff if petitioning for responsibilities under III.B.11 of the Guidelines for Participation in Missouri's CLG Program)?	☒ YES ☐ NO
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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 Building Codes & Preservation	TRAINING PROVIDER Missouri Preservation
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NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED Josh Anderson

NAME OF TRAINING What Kind of "Shoes" Does Your Historic Building Wear?	TRAINING PROVIDER Missouri Preservation
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NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED Josh Anderson

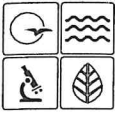


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8. LIST ANY EDUCATIONAL OR TRAINING SESSIONS ATTENDED BY HPC AND STAFF MEMBERS IN THE REPORTING YEAR. ATTACH A CONTINUATION SHEET IF NEEDED (continued).

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
NAME(S) OF HPC MEMBERS/STAFF WHO ATTENDED	
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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.



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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 each 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

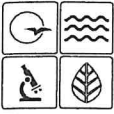
12. LIST ALL MEETINGS HELD IN THE REPORTING YEAR (meetings that were actually held with a quorum, not just scheduled).

REGULAR MEETING DATES		SPECIAL MEETING DATES	WORK/STUDY SESSION DATES
October 3, 2022			
November 7, 2022	Canceled		
December 8, 2022			
January 2, 2023	Canceled		
February 6, 2023	Canceled		
March 6, 2023			
April 3, 2023			
May 1, 2023			
June 15, 2023	Canceled		
July 3, 2023	Canceled		
August 7, 2023			
September 7, 2023			

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. **n/a**

16. HOW MANY COA APPLICATIONS (including new construction, alterations, demolition, or relocation) DID THE HPC OR STAFF CONSIDER DURING THE REPORTING YEAR?	TOTAL # REVIEWED 1	REVIEWED BY FULL HPC 1	REVIEWED BY CITY STAFF ONLY (administrative approval)
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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



NARRATIVE QUESTIONS

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

The Commission arduously reviewed and approved an updated comprehensive plan for the city. This plan is meant to be the cities guild for enhancement and goals for the next 40 years. The newly updated plan has a particular emphasis on historic preservation through refining our robust historic district, developing more straightforward design guidelines within the historic district, and enriching the historic identity of the city.

23. DISCUSS ANY PROBLEMS ENCOUNTERED IN THE PAST YEAR.

As with may things, it is difficult to get the citizens, and some city officials, to fully appreciate the significance of historic preservation and that it is the many historic structures and locations that gives our city its unique visual identity.

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

n/a



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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