



AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, September 5, 2024 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, August 1, 2024

Public Participation

Each person who wishes to address the commission must put their name and address on the sign-up sheet and shall state their name prior to speaking. Each person is limited to two (2) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer further questions by the commission or the chair.

Public Hearing

1. To consider a request for a Special Use Permit for the operation of a Carnival at the Fair Acres Parking Lot next to the YMCA at 2600 Grand in conjunction with the Annual Maple Leaf Festival.

Staff Report

New Business

Old Business

Next Meeting: Thursday, October 3, 2024

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	Philip Brown	2533 Theo	417-793-8065
	Member	Vacant	Vacant	Vacant
	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		City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Terri Heckmaster	1155 Grand	417-310-6178

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Planning, Zoning & Historic Preservation Commission

Meeting Minutes

August 1, 2024 / 5:30 PM / City Hall Council Chambers

Members Present: Jim Hunter, Jim Swatsenbarg, Matt Smith, Robin Harrison.

Members Absent: Josh Anderson.

Staff & Council: Julie Tilley, Terri Heckmaster.

Staff Absent: Traci Cox, Zeb Carney.

The meeting was called to order at 5:35 PM by Jim Hunter, Chair.

Approval of Previous Meeting Minutes

Motion by Jim S. to approve the previous meeting minutes, seconded by Matt Smith – all present voted in favor, minutes were approved.

Public Hearings

None.

Staff Reports

Julie Tilley reported on contacts she has had with the owners and contractor of 420 South Main concerning the requirements of repairing the facade of their historic building. Jeff Neal, the contractor, was present and requested to speak even though the discussion was not a “public hearing”. He told the Commission of some of the difficulties he was facing with the project. After some discussion Julie advised him of a letter she had previously prepared for the owners that had never been picked up.

Jim S. made a motion to provide a copy of Julie’s letter to the contractor. The motion was seconded by Matt. Since the information in the letter was not site-specific, the motion passed unanimously, and Julie provided the contractor with a copy. No further discussion was had.

New Business

None.

Old Business.

Discussion was had concerning zoning of Town Houses. Some general information gathered by members of the Commission was distributed. A motion was made by Robin to table further discussion to allow for further research. Her motion was seconded by Matt and was unanimously approved.

Jim S. made a motion to adjourn the meeting, seconded by Robin, and unanimously approved.

The next meeting is scheduled for Thursday, September 5, 2024, 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: 07/29/2024

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 next to YMCA)

Location/Legal description:

CAR MISC S 1/2 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: 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 & baseball fields

Owner: City of Carthage

Address: 302 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: None

(person to whom all correspondence will be sent)

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

City: Carthage State: MO Zip Code: 64836

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

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)

2024

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: 7/29/2024

Return form to: Public Works Department

Office Use Only:	Date Received: _____	Hearing date: _____	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.

Signature: _____



Date: _____

7/29/2024

Other Information Comments

We are asking to use this location to allow a carnival operation for the 2022 Maple Leaf Festival. Hours of operation will be as follows:

Fri 10/18/2024 5-10 p.m.
Sat 10/19/2024 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 10, 2022; we are requesting that they undergo inspections from Public Safety and Public Works on Monday, setup Monday and Tuesday, operate Wednesday 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.

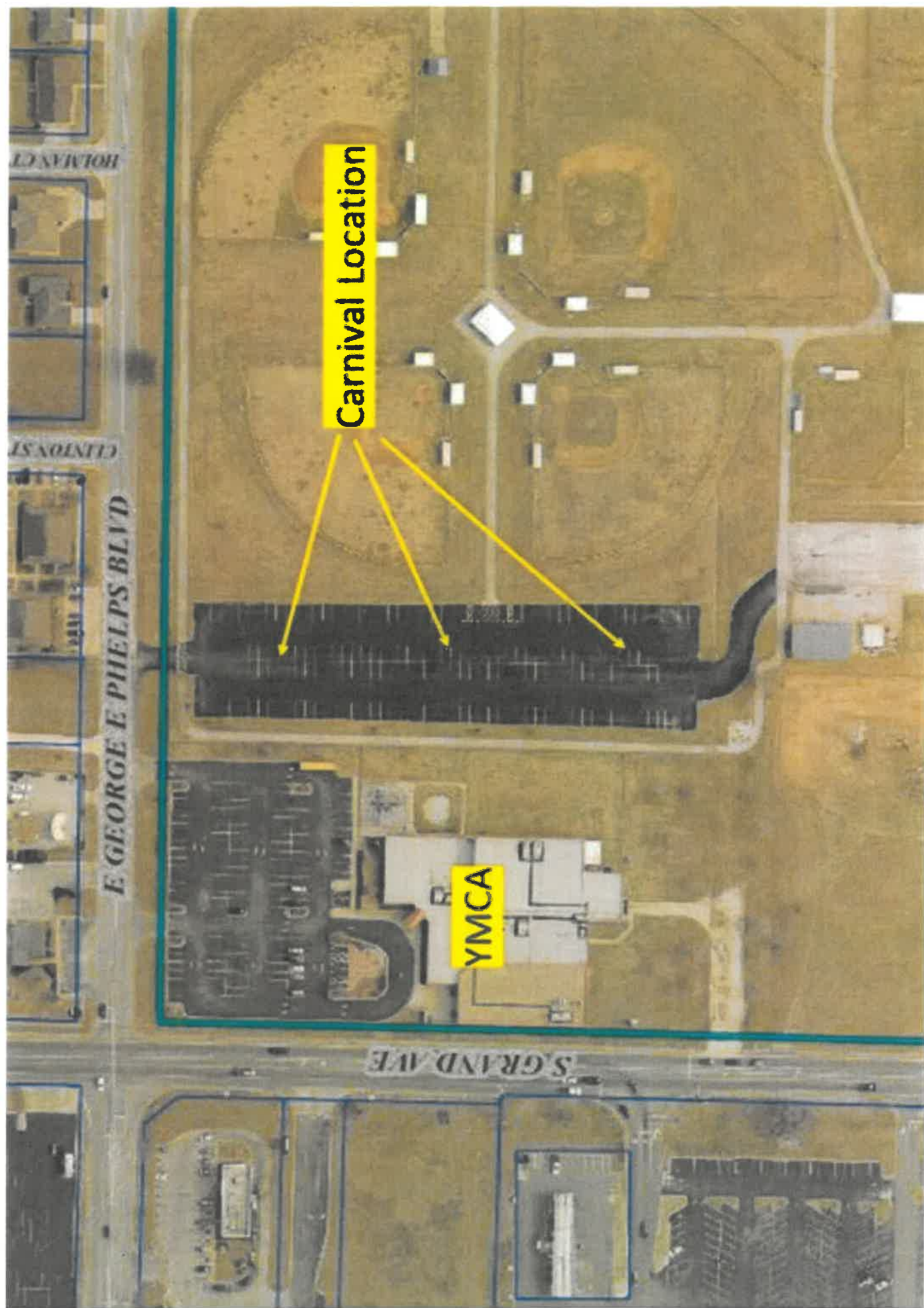
Considerations: We believe that this is an appropriate location to have a carnival as this is an area that hosts softball, baseball and soccer games. During this time, most of these events will not be occurring.

- 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.

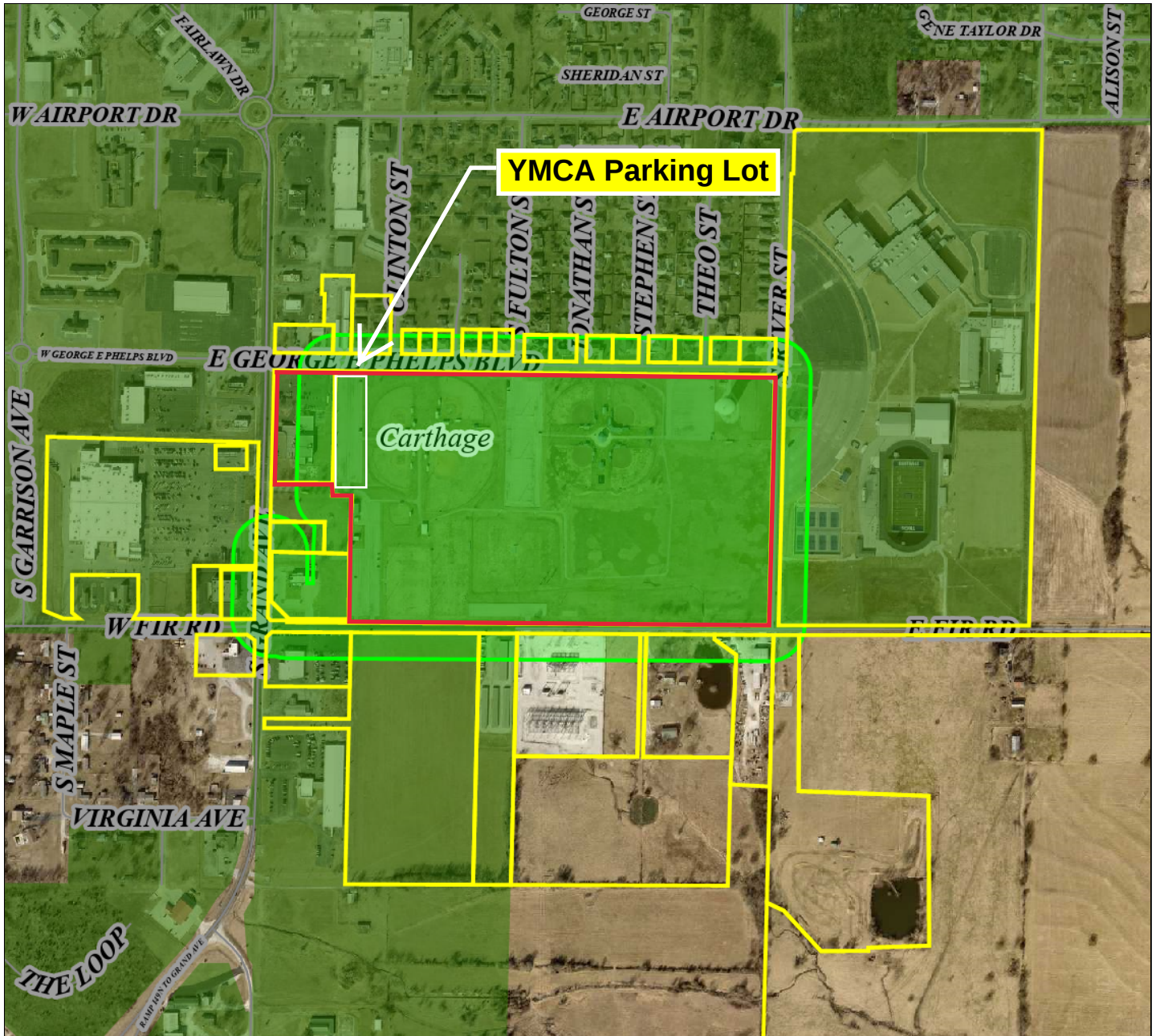
Considerations: This event will provide community goodwill as well as attracting additional sales tax dollars into Carthage.

- 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

Fair Acres Parking Lot 2600 Grand



Date created: 8/13/2024

Last Data Uploaded: 8/13/2024 4:18:27 AM

Developed by  **Schneider**
GEOSPATIAL