

1. Planning And Zoning Agenda

Documents:

[PLANNING AND ZONING AGENDA 07-6-2020.PDF](#)

2. Planning And Zoning Meeting Minutes

Documents:

[PLANNING AND ZONING MINUTES 07-6-2020.PDF](#)

3. Planning And Zoning Meeting Packet

Documents:

[PLANNING AND ZONING PACKET JULY 6, 2020.PDF](#)

CITY OF CARTHAGE

Planning, Zoning, and Historic Preservation Commission

AGENDA

Date of Meeting: **7/6/2020**

Place: ****Meeting By Video
Conference****

Time: **5:30 pm**



In response to the Coronavirus pandemic and pursuant to the Declaration of Emergency within the City of Carthage, this meeting will be held by On-line video conference. If you would like to listen to the meeting please call by telephone (312) 626-6799 prior to the start of the meeting. You will need to enter the ID# 819 6302 7820 with a password of 304238. For questions, contact the Public Works Department, at (417) 237-7010 or by email: pwd@carthagemo.gov.

CITIZEN'S PARTICIPATION / PUBLIC HEARING

Due to the threat of COVID-19 infection, Citizens wishing to address the Committee should notify the Public Works Department in advance and provide the item they wish to address in written format by filling out the [PZ Participation form](#) at least 24 hours prior to the meeting to pwd@carthagemo.gov. Residents who do not have internet service may call the Public Works Department at (417) 237-7010.

To Consider the following items:

1. Requested by: Sabrina Lynch / Maple Leaf Academy

Request type: Special Use Permit

Project Location: 820 Howard St

Reason for Hearing: Request to consider the operation of a Day Care School

2. Requested by: Sabrina Lynch / Maple Leaf Academy

Request type: Certificate of Appropriateness

Project Location: 820 Howard St

Reason for Hearing: Request for the placement of exterior signage (Tabled on 6/1/2020)

3. Requested by: Amy Nelson

Request type: Certificate of Appropriateness

Project Location: 204 E 4th St

Reason for Hearing: Request for the placement of exterior signage.

Commission Members

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Levi Utter	502 E Centennial	417-540-6565
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Draft Copy of Minutes Subject to Approval at the Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 06 July 2020

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Levi Utter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

The July Meeting was conducted by Video Conference.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Zeb Carney, Mark Elliff, Levi Utter, Ed Barlow, and Bill Barksdale.

Also, present Julie Tilley, and Sabrina Lynch.

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:31 p.m.

First order of business involved the minutes of the June 2020 meeting. Minutes were available for review in the packet prior to the meeting. Mark Elliff made a motion to accept the minutes as presented. Jim Swatsenbarg gave a second to that motion. Motion passed on a voice vote.

Abi Almandinger made a motion to amend the agenda by removing item #2, a Certificate of Appropriateness for placement of a sign at 820 Howard Street. (Placement is no longer an issue.) Levi Utter gave a second to the motion and on a voice vote, the motion passed.

Second order of business was a request for a Special Use Permit for a Daycare School to be operated at 820 Howard, Grace Episcopal Church. It was discussed that there had previously been a day care at the Church. Abi Almandinger inquired about the drop off and pick up location and Sabrina Lynch advised that it would be at the main entrance from the parking lot. Jim Swatsenbarg made a motion to approve the Special Use Permit. Levi Utter gave a second to that motion and on a voice vote the motion passed and will now be sent to City Council for final approval.

Third order of business was a request for a Certificate of Appropriateness for the placement of exterior signage at 204 East 4th Street. It was learned that the requestor, Amy Nelson, was no longer going to be associated with the business and that her partner, Keith McBride was the responsible party now. Neither Nelson nor McBride were present to answer questions from the board. Bill Barksdale made a motion to deny the Certificate of Appropriateness as the requestor was no longer associated with the business. Abi Almandinger gave the motion a second and on a voice vote, the motion passed, and the request was denied.

There were no further items on the agenda.

Jim Swatsenbarg made a motion to adjourn. Mark Elliff seconded that motion. Motion passed and meeting adjourned.

Respectfully submitted,
Bill Barksdale

CITY OF CARTHAGE

Planning, Zoning, and Historic Preservation Commission

AGENDA

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To Consider the following items:

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Project Location: 820 Howard St

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	Councilmember	Ed Barlow		
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Draft Copy of Minutes Subject to Approval at the Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 01 June 2020

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Levi Utter, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison Ed Barlow. Staff includes Public Works Director Zeb Carney. There is currently one vacancy on the board.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Zeb Carney, Mark Elliff, Tom Short, Ed Barlow, and Bill Barksdale.

Also, present Julie Tilley, Heather Stark, Steve Stark, Ed Grundy, and Sabrina Lynch

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:30 p.m.

First order of business involved the minutes of the May 4, 2020 meeting. Minutes were available for review in the packet prior to the meeting. Abi Almandinger made a motion to accept the minutes as presented. Mark Elliff gave a second to that motion. Motion passed on a voice vote.

Second order of business was a request for a Certificate of Appropriateness for the placement of an exterior sign at 820 Howard Street. After discussion concerning the sign placement as well as a question concerning the need for the number of signs that can be located on a parcel, Abi Almandinger makes a motion to deny the request. That motion dies because of a lack of a second to the motion. Jim Swatsenbarg makes a motion to table the request until the July meeting so that exact placement and authorization to locate a daycare in the church is in place. Bill Barksdale seconds the motion and on a voice vote, the motion passes.

Third order of business was a request for a Certificate of Appropriateness for the placement of exterior signage at 119 East Third Street. The material and lighting were explained to the committee by Mr. Grundy. Mark Elliff made a motion to approve the Certificate of Appropriateness. Jim Swatsenbarg seconded that motion. It passed on a voice vote.

The fourth order of business was a request for a Certificate of Appropriateness for renovation and construction at 1123 Grand by Nathan Terry. Prior to the meeting, Mr. Terry requested to be removed from the agenda.

The fifth order of business was a request for a Special Use Permit to operate a daycare at 1701 S. Main by Heather Stark. Abi Almandinger made a motion to grant the Special Use Permit. The motion was given a second by Jim Swatsenbarg. On a voice vote, the motion passes.

There were no further items on the agenda.

Abi Almandinger requested that council liaison Ed Barlow take the committee's concerns over the current code and whether parts need to be changed due to some previous exceptions to the code to the City Council for review.

Abi Almandinger made a motion to adjourn. Jim Swatsenbarg seconded that motion. Motion passed and meeting adjourned.

Respectfully submitted,
Bill Barksdale

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: June 2 2020

Filing Fee: \$100.00

pd. 6/03/20
CK # 1442
MW.

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

Preschool to be located in existing education building

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: Grace Church, 820 Howard

Location/Legal description: Corner of Chestnut and Howard
Cloud's Addition lots 9, 12, 14 inc

Total site area: 190x420 sq. ft. ~~5420~~

Zoning District(s) and land area within each: C historical district, entire

Present Land Use(s): Church (worship, office, education & fellowship areas), columbarium, parking lot, garden, playgrounds

Owner: Grace Episcopal Church

Address: 820 Howard

Tele: 417-358-4631

City: Carthage

State: MO

Zip Code: 64836

Email Address: rector@gracecarthage1869.org

Fax: 417-359-6775

Petitioner: Sabrina Lynn

Relationship to Owner: tenant

(person to whom all correspondence will be sent)

Address: 401 Fox Ridge Dr.

Tele: 417-825-3052

City: Joplin

State: MO

Zip Code: 64801

Email Address: slr252s@hotmail.com

Fax: _____

Proposal:

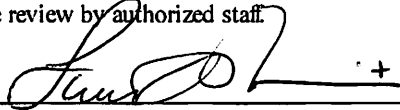
(Attach Special Use Permit Petition Statement of Justification)

Other information:

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

The 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:

June 2 2020

Signature:

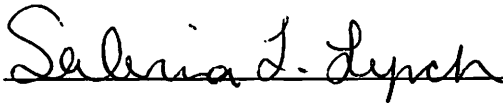
Date:

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:

6/3/20

Return form to: Public Works Department

Office Use Only: Date Received: _____

Hearing date: _____

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.

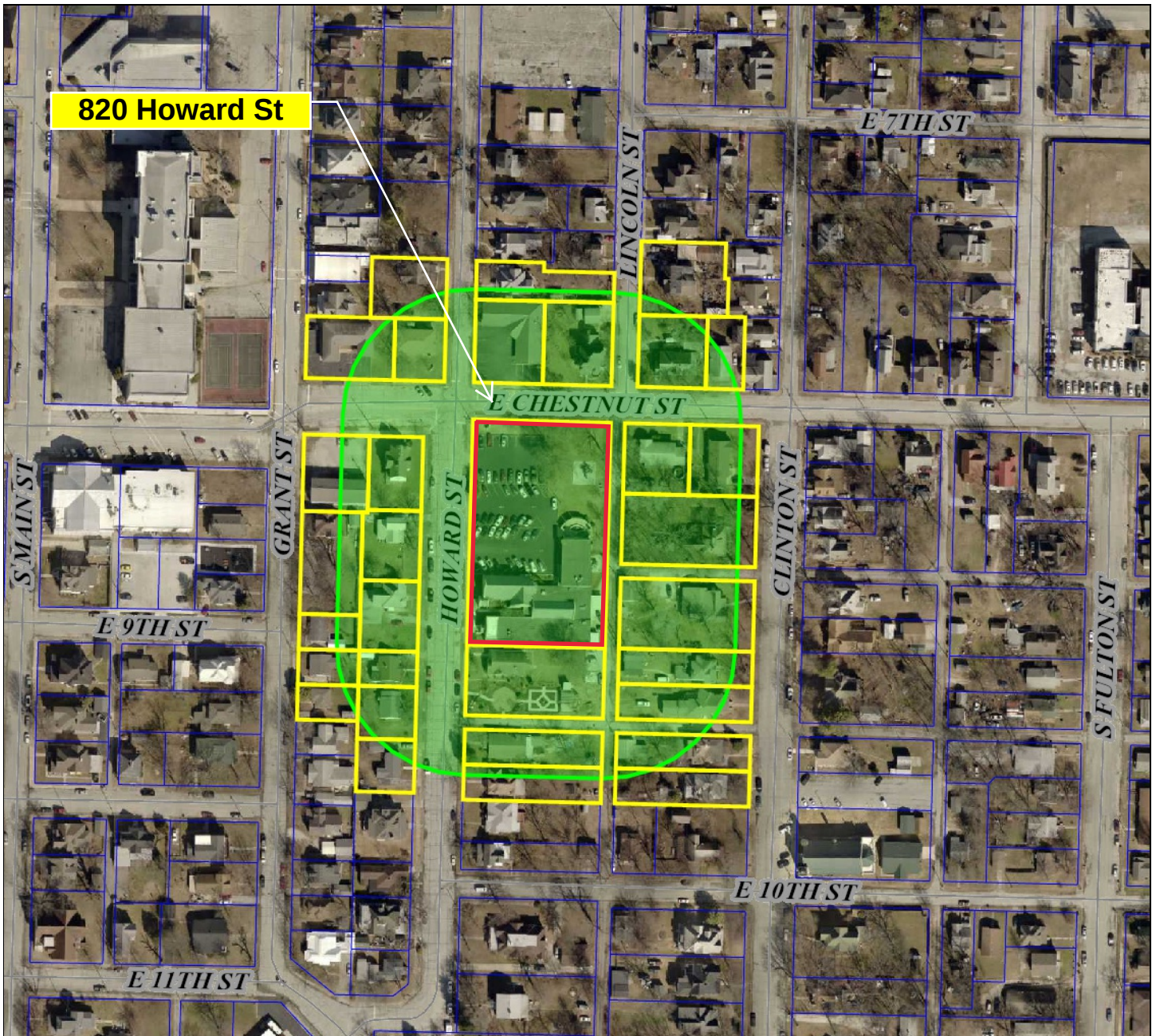
Considerations:

- 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: Sabrina J. Depen

Date: 6/2/20

185' Property Ownership Map / 820 Howard St

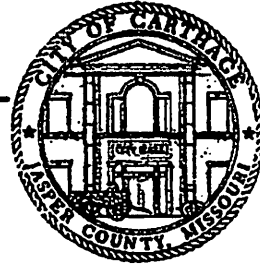


Date created: 5/5/2020
Last Data Uploaded: 5/4/2020 6:05:15 PM

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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: 4/3/20

Owner: Sabrina Lynch
Address: 401 Fox Ridge Dr. Tele: 417-825-3052
City: Joplin State: MO Zip Code: 64801
Email Address: SLR252S@HOTMAIL.COM Fax: NA
(one)

Applicant: Sabrina Lynch Relationship to Owner: OWNER
(person to whom all correspondence will be sent)
Address: 401 Fox Ridge Dr. Tele: 417-825-3052
City: Joplin State: MO Zip Code: 64801
Email Address: SLR152S@hotmail.com Fax: NA

Property Location: 820 Howard St.

Legal Description: See Attached Sheets

(attach separate sheet if necessary)

Project Description: See Attached Sheets

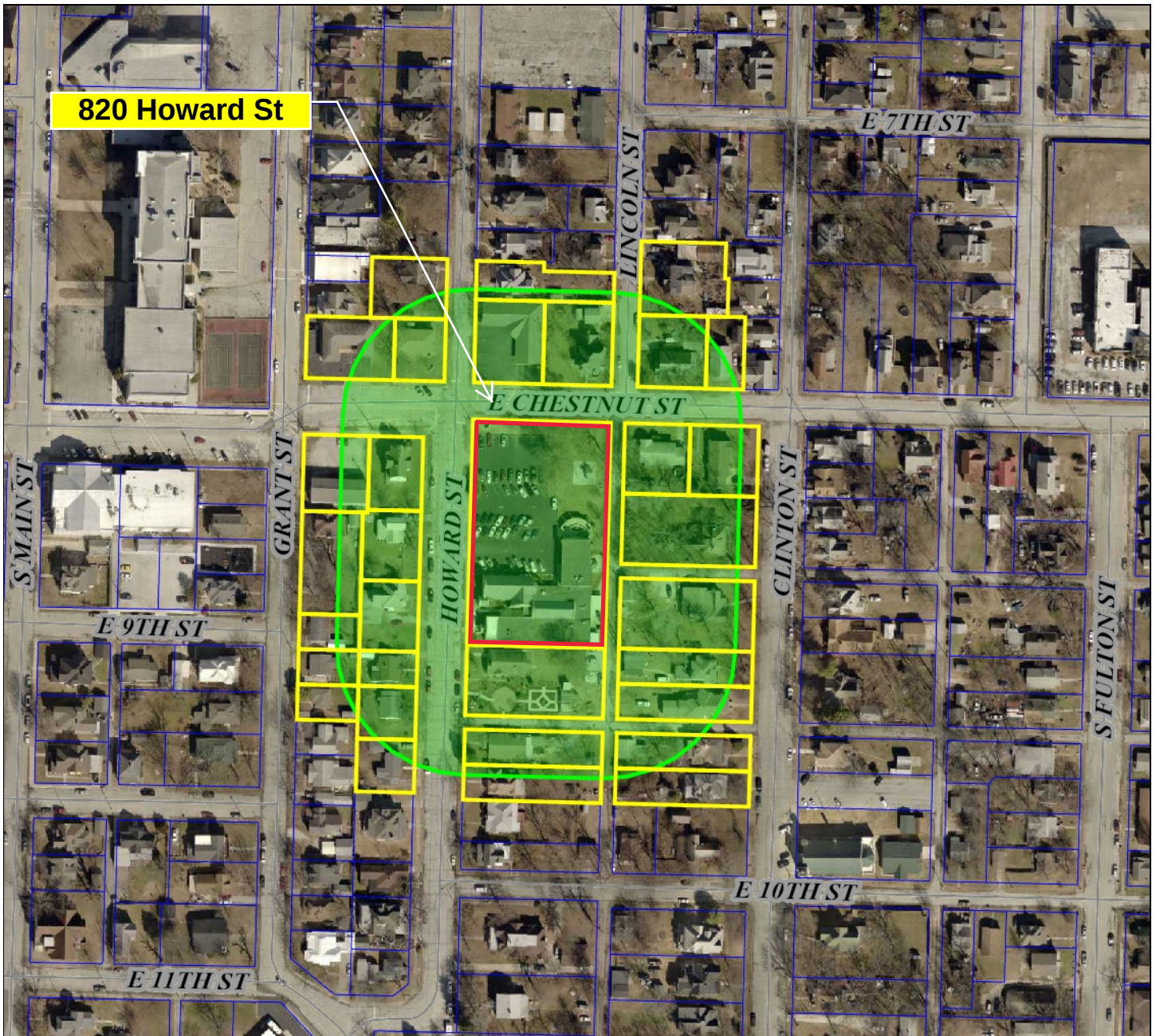
Sabrina Lynch
Owner's Signature

Sabrina Lynch
Applicant's Signature

Return Form to: Public Works Department

Office Use Only:	Date Received: _____	Hearing date: _____	Approved: ☐ Yes ☐ No
Permit Required:	☐ Yes ☐ No	Permit type: _____	(if applicable)

185' Property Ownership Map / 820 Howard St



Date created: 5/5/2020

Last Data Uploaded: 5/4/2020 6:05:15 PM

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LANCASTER
signs

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Joplin, MO 64804
TEL:417.782.7200
FAX:417.782.3870
www.LancasterSigns.com

Name:
Company:

Phone:
Fax:

E-mail:

Comments:

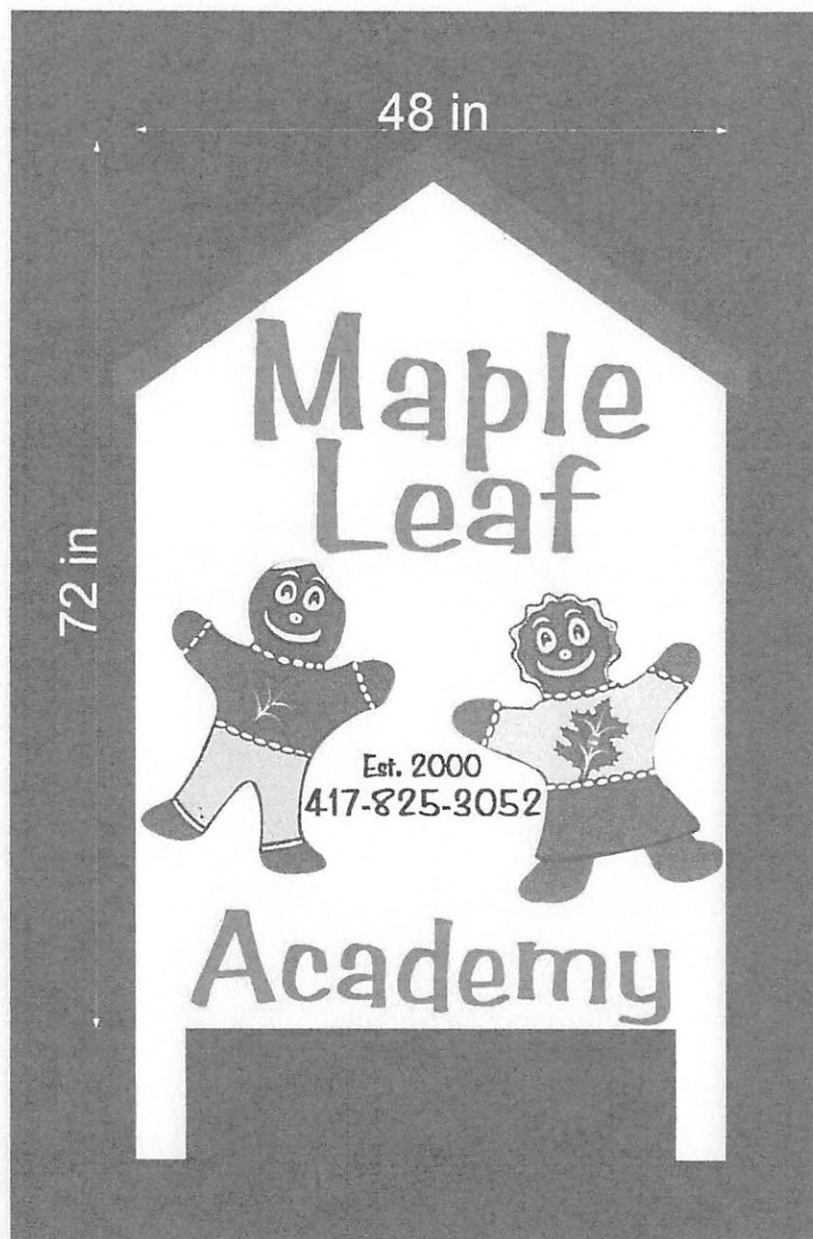
First TWO proofs provided as part of sign price.
Each additional proof available at \$19.96 each.

File: 11183 Maple Leaf Academy.FS

Date: 3/24/2020 Time: 4:01:37 PM

Colors:

Fonts:



This proof drawing is for your review and approval before fabrication begins. **Lancaster Signs** will not be responsible for problems or discrepancies that could have reasonably been prevented by proper review of this form. Thank you.

Approval:



Estimate

11183

Clerk Date
bp 3/24/2020

Name / Address

Ship To Rep BP

Maple Leaf Academy
Grace Church
820 Howard Street
Carthage, MO 64836

Terms Due Date
3/24/2020

Description	Qty	Rate	Total
11183 preschool Sign		0.00	0.00
Requested by: Sabrina Lynch 417-237-0090 Preschool? slr152s@hotmail.com			
Location Address: Grace Church Father Steve 820 Howard Street Carthage			
Moving from 2120 S. Maple St Carthage			
Scope of Work:			
Dibond/Polymetal 3mm 6' x 4' - House shape (No gable) Green attached roof Double sided with frame work structure hidden within. The ginger bread kids from printed vinyl - stuck direct to the sign (For cut out Ginger Bread kids - add 200)	1	961.70	961.70
Pick Up Truck with 2 Men to install posts and attach sign	2.5	75.00	187.50

		Subtotal	\$1,149.20
		Sales Tax (7.975%)	\$76.70
		Total	\$1,225.90

Designs generated for this estimate remain the property of Lancaster Sign Company until the order is complete and paid in full. A 50% deposit is required to begin this order. If left unpaid customer will pay collection costs, court costs, our attorney fees and interest.

Contact 417-782-7200 bonnie@Lancastersigns.com Signature _____



UPDATE:

Photo submitted by
applicant / June 29th



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: 06-12-2020

Owner: KEITH S. McBRIDE

Address: 136 E. 4th ST.

Tele: (417) 674-1782

City: CARTHAGE

State: MO

Zip Code: 64836

Email Address: KSF-BNOCO@HOTMAIL.COM

Fax: N/A

Applicant: Amy Nelson

Relationship to Owner: co-owner

(person to whom all correspondence will be sent)

Address: 204 E. 4th St

Tele: 620 404 9209

City: Carthage

State: MO

Zip Code: 64836

Email Address: tiggerpug@hotmail.com

Fax: N/A

Property Location: 204 East 4th ST. CARTHAGE, MO 64836

Legal Description: LOT #46 ORIGINAL TOWN OF CARTHAGE

COMMONLY KNOWN AS "SNYDER BUILDING" 204 E. 4th ST
CARTHAGE MO, 414 GRANT CARTHAGE MO, 400 GRANT CARTHAGE
MO 64836.

(attach separate sheet if necessary)

Project Description: TO PUT A SIGN FRONT OF BUILDING BUSINESS AREA
OF 204 E. 4th ST. WHERE CURRENT "THE SPOT" IS NEW SIGN WILL
BE "THE VENUE - A RETRO GAMING LOUNGE" PLEASE SEE ATTACHED PHOTO,

Keith McBride

Owner's Signature

Amy Nelson

Applicant's Signature

Return Form to: Public Works Department

Office Use Only:	Date Received: _____	Hearing date: _____	Approved: ☐ Yes ☐ No
Permit Required: ☐ Yes ☐ No	Permit type: _____		
(if applicable)			

CERTIFICATE OF APPROPRIATENESS REVIEW PROCESS

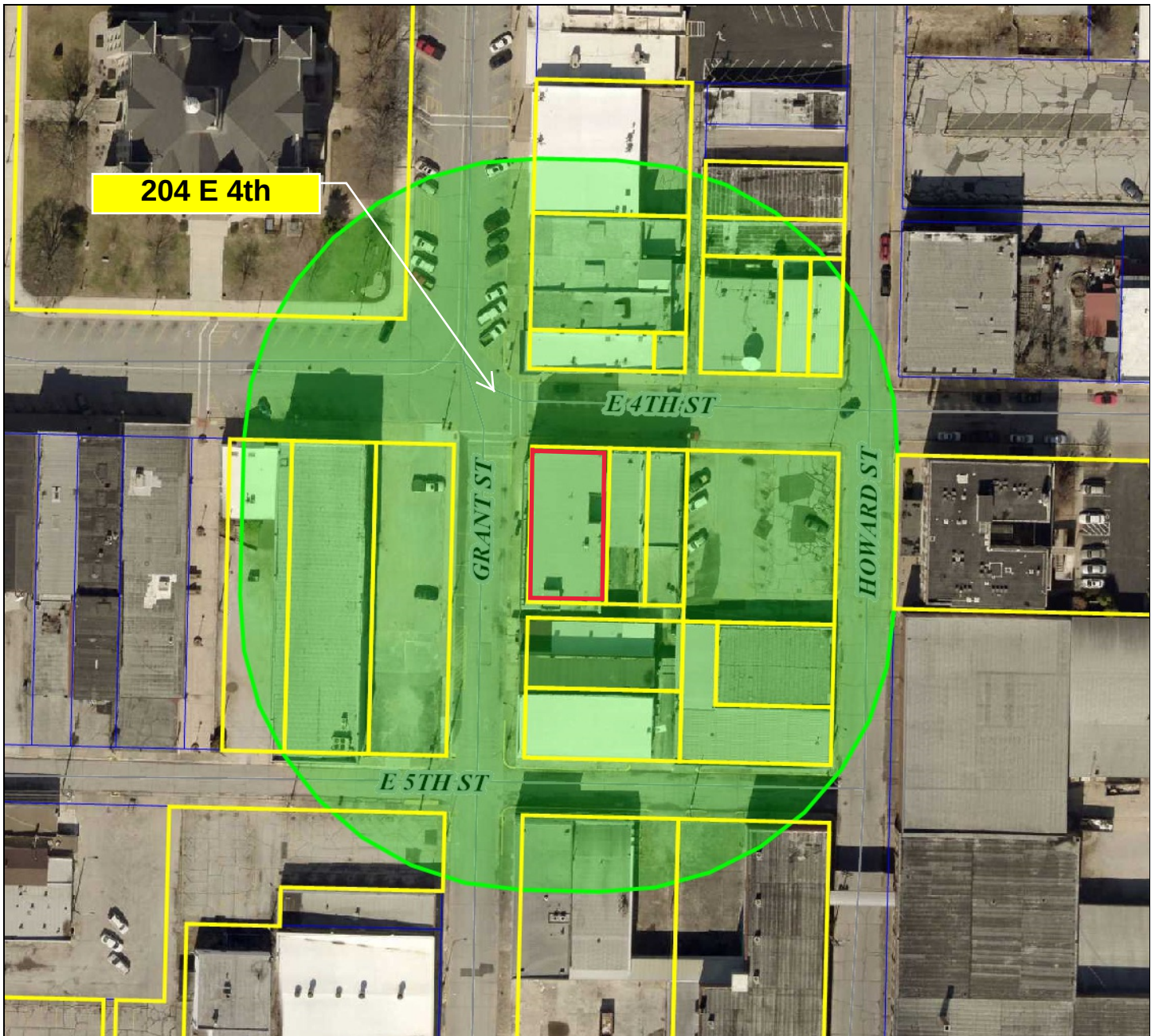
Certificates of Appropriateness are issued to owners of property located in the Historical District who are requesting to either make certain repairs to structures, additions to structures, additions to property, or to demolish a structure within the district. The Carthage City Code lists work that may be done by any person without constraint. (See Sec. 17-56(a)).

It is strongly recommended that any person considering a project in the Historical District should first contact the Public Works Department staff, who will explain the Certificate of Appropriateness Review Process, applicable requirements and standards, potential issues, and provide the necessary forms.

Review for Certificate of Appropriateness 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 Certificate of Appropriateness 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 request is placed on the next Planning, Zoning and Historic Preservation Commission agenda
- The Public Works Department notifies property owners within 185' of property requesting the Certificate of Appropriateness of the public hearing
- Applicant is notified of hearing date
- City Clerk posts agenda no less than 24 hours prior to meeting
- Planning, Zoning and Historic Preservation Commission conducts hearing and votes regarding approval or denial of request
- City Clerk issues a Certificate of Appropriateness letter noting the ruling of the Planning, Zoning and Preservation Commission to the applicant/owner

185' Property Ownership Map / 204 E 4th



Date created: 6/23/2020
Last Data Uploaded: 6/22/2020 6:07:54 PM

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204 E 4th

4'



16'

Per the Permit Application:

Types of Materials: Wood / Paint

Types of Illumination: NA

Height above grade: 13'

Size in Square Ft. : 60 sq ft

204 E 4th

Proposed Location

