



AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, June 5, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, May 1, 2025

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. Request for a Special Use Permit to operate a one (1) licensed operator beauty shop at 2508 Stephen St.

Staff Report

New Business

Old Business

1. Discuss Middle Income Housing

Next Meeting: Thursday, July 3, 2025

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	Vacant	Vacant	Vacant
	Member	Matt Smith	1022 E Chestnut	417-437-2281

Non-Voting Members:	Mayor	Bren Flanigan	City Hall	417-237-7003
	City Administrator	Traci Cox	City Hall	417-237-7003
	Asst. City Administrator		City Hall	417-237-7003
	Councilmember	Derek Peterson	1141 Sheila Ann Drive	417-674-0144

Staff:	Public Works Director (Interim)	Josiah Bayless	Public Works Department	417-237-7010
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Meeting Minutes

May 01, 2025/ 5:30 PM / City Hall Council Chambers

Members Present: Jim Swatsenbarg, Philip Brown, & Josh Anderson

Staff & Council: Julie Tilley, Josiah Bayless, & Derek Peterson

Absent: Jim Hunter & Matt Smith

Other Council Members & Mayor present: Kate Gilpin, Jana Schramm, and Mayor Bren Flanigan

The meeting was called to order at 5:30 PM by Jim Swatsenbarg, Vice-Chairman

Approval of Previous Meeting Minutes

- Motion by Josh A. to approve the previous meeting minutes, seconded by Philip B. - All present voted in favor, minutes were approved

Public Hearings

n/a

Staff Reports

- *n/a*

New Business

1. *Discuss Middle Income Housing*

- a. Jim S. provided everyone with a copy of information he and Jeff Meredith had been working on the need for middle income housing in the city of Carthage.
- b. He and Jeff have been working on what a new ordinance might look like, requirements for lot size, dwelling size, density requirements, etc.
- c. They will continue to explore options and make recommendations as the proposal for a potential new ordinance/zoning takes shape
 - No action was required

Old Business

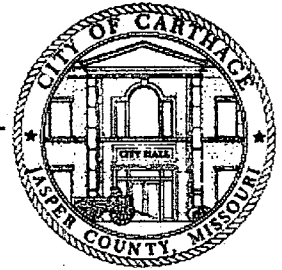
1. Josh A. asked that discussion of the Historic Guidelines Grant be added to the agenda.
 - a. Josh A. talked about the current status of the grant
 - b. A subcommittee has been formed and will be meeting soon

- No action was required

Josh A. moved to adjourn the meeting, seconded Philip B. - All present voted in favor, the meeting was adjourned at 6:08 PM.

The next meeting is scheduled for Thursday, June 5, 2025 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: 4-27-2025

Filing Fee: \$100.00

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

Sec. 25-302, line 8. Accessory Uses. to be used as a One room Salon, for myself, to perform cosmetology services on my established clientele.

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: 2508 Stephen St.

Location/Legal description:

Phelps 8th ADD Lot 18

Total site area: 180 sq. ft.

Zoning District(s) and land area within each:

A First Dwelling

Present Land Use(s):

Single Family home with detached shop/poolhouse for personal use.

Owner: Jason and Kirsten Kelley

Address: 2508 Stephen St.

Tele: 417-793-9681

City: Carthage

State: MO

Zip Code: 64836

Email Address: kekelly12@gmail.com

Fax: _____

Petitioner: Kirsten Kelley

Relationship to Owner: Self

(person to whom all correspondence will be sent)

Address: 2508 Stephen St.

Tele: 417-793-9681

City: Carthage

State: MO

Zip Code: 64836

Email Address: kekelly12@gmail.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)

I would like to construct a one room salon in our existing detached shop to provide cosmetology services. I do not wish to attract large groups or traffic. Nor do I plan to disrupt our neighborhood. Only to perform services on my established clientele from the comfort of our home.

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: _____

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. *Private Drive for Client Use.*
- Provision of services and utilities, including sewer, water, electrical, garbage collection, and fire protection.
- Soil erosion and sedimentation. *Building already exists. Interior Changes Only*
- 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: _____

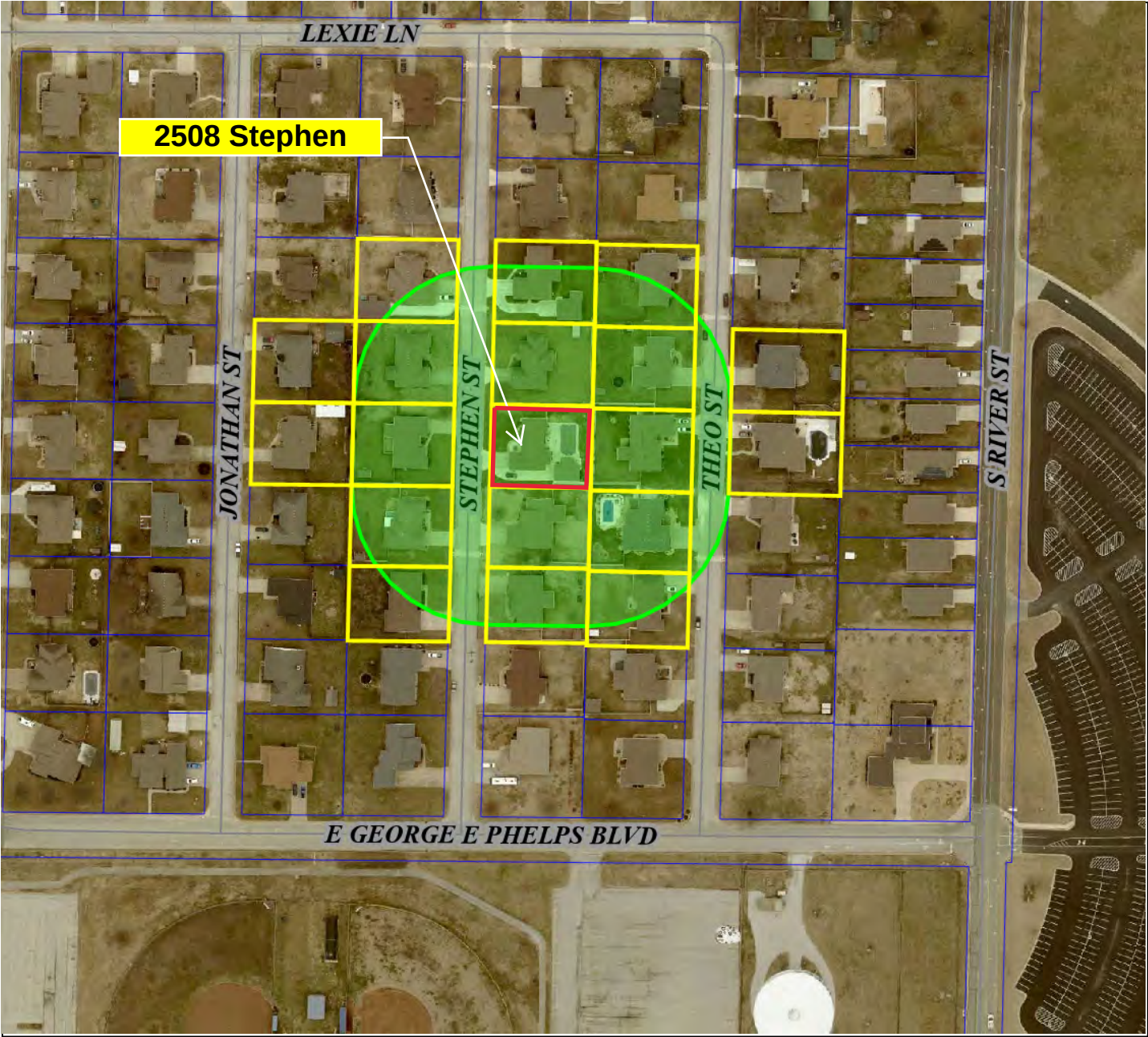
Kristen Kelley

Date: _____

4-27-25

185' Property Ownership Map

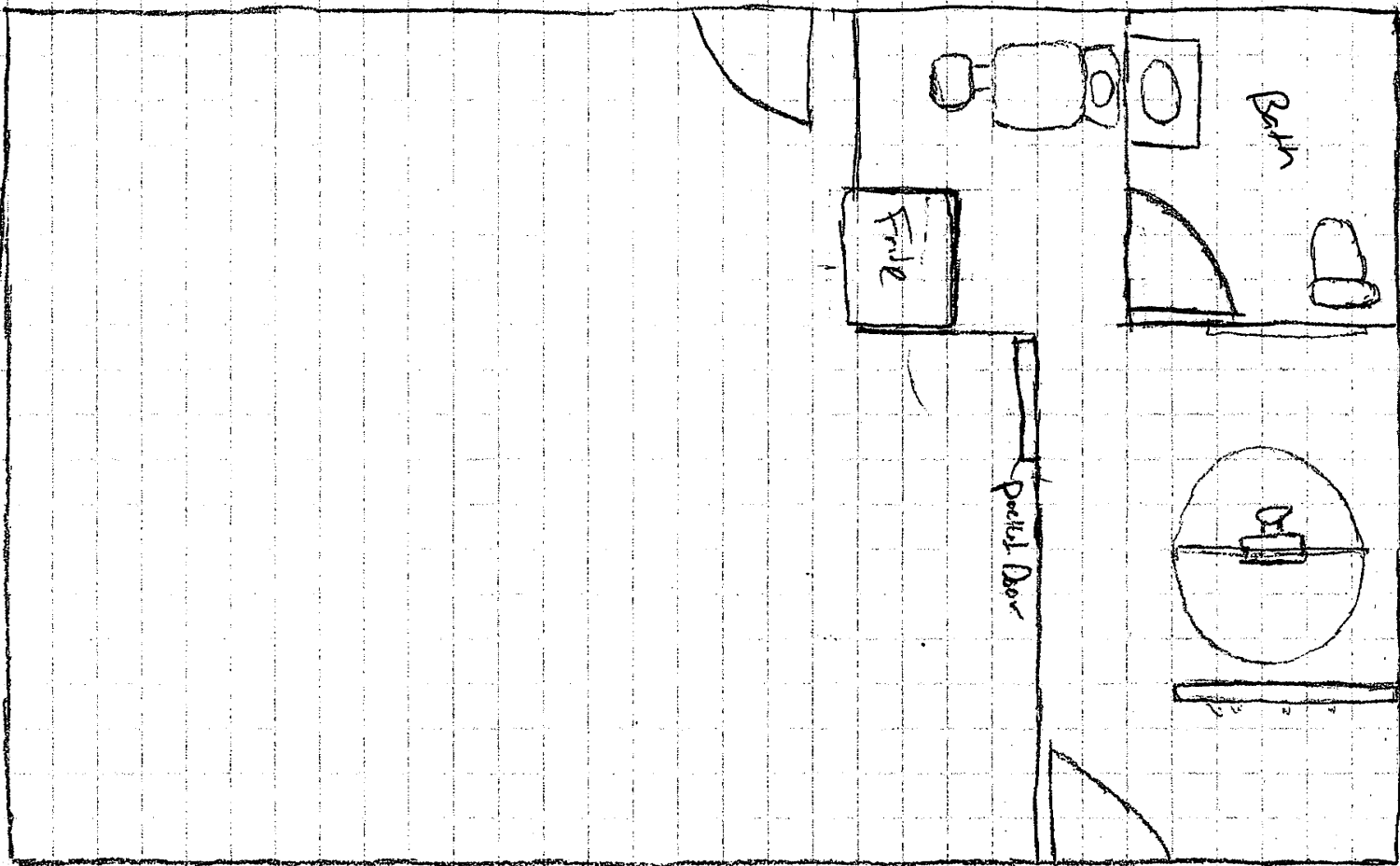
2508 Stephen St.



Date created: 5/14/2025
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2508 Stephen St





Entrance to
Salon

180
5R