



# AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, September 4, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

## Call to Order

**AMENDED**

## Minutes of Previous Meeting Thursday, August 7, 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. No Items

## Staff Report

## New Business

1. Discuss meeting dates for the Commission

## Old Business

1. Review Middle Market Housing Ordinance
2. Review and Discuss Draft of Design Guidelines
3. Select a Secretary

**Next Meeting:** Thursday, October 2, 2025

## Adjourn

### Commission Members

<b>Voting Members:</b>	Chairman	Joshua Anderson	1205 S Main	417-793-2196
	Vice Chairman	Philip Brown	2533 Theo	417-793-8065
	Member	Robyn Peterson	1131 Grand Ave	417-439-5694
	Member	Torie Bounous	12522 Dogwood Road	417-310-0124
	Member	Rick Stuart	1118 Belle Aire	816-804-2933
	Member	Heather Collier	528 E Centennial	617-980-1467
	Member	Matt Smith	1022 E Chestnut	417-437-2281

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

<b>Staff:</b>	Public Works Director	Josiah Bayless	Public Works Department	417-237-7010
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# Meeting Minutes

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August 07, 2025/ 5:30 PM / City Hall Council Chambers

Members Present: Josh Anderson (Chairman), Philip Brown, Matt Smith, Robyn Peterson, Heather Collier, & Rick Stuart

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

Absent: Jim Swatsenbarg

The meeting was called to order at 5:30 PM by Josh Anderson, Chairman

## Approval of Previous Meeting Minutes:

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

## Public Hearings:

- *n/a*

## Staff Reports:

- *n/a*

## New Business:

- *Chair to review ongoing items and welcome new members*
  - The Chair welcomed the new commission members and initiated a review of ongoing topics.
  - Mr. Anderson provided an overview of what a Certified Local Government (CLG) city is and its significance for the town.
  - Mr. Anderson gave a review of the current status of the new Historic Guidelines grant, including background information for new members.
  - Mr. Anderson discussed the ongoing efforts regarding the development of a new zoning ordinance aimed at supporting middle-market housing.
    - Ms. Tilley distributed a preliminary draft of the rewritten zoning ordinance, prepared by Mr. Swatsenbarg.
      - Members were asked to review the draft over the next month
      - The ordinance will be discussed further at the next meeting

- *Discussion of election officers*
  - A new Vice-Chair and Secretary needed to be selected.
    - Philip Brown volunteered to serve as Vice-Chair
      - Mr. Brown made a motion that he would serve as vice-chair, seconded by Mr. Smith - All present voted in favor, motion carried
  - Ms. Collier made a motion to table the selection of a Secretary until the next meeting, seconded by Ms. Peterson, all present voted in favor, the selection of a Secretary was tabled.

Old Business:

- *n/a*

Adjournment:

There being no further business, Ms. Collier made a motion to adjourn the meeting, seconded Mr. Smith - All present voted in favor, the meeting was adjourned at 5:50 PM.

The next meeting is scheduled for Thursday, September 4, 2025 at 5:30pm in the City Council Chambers