



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, October 6, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, September 4, 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 Certificate of Appropriateness for the installation of exterior signage at property located at 319 S Main.

Staff Report

New Business

Old Business

1. Review and Discuss Draft of Design Guidelines

Next Meeting: Thursday, October 16, 2025

PZ WORK SESSION

Adjourn

Commission Members

Voting Members:	Chairman	Joshua Anderson	1205 S Main	417-793-2196
	Vice Chairman / Secretary	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	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
	Councilmember	Derek Peterson	1141 Sheila Ann Drive	417-674-0144

Staff:	Public Works Director	Josiah Bayless	Public Works Department	417-237-7010
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Planning Zoning & Historic Preservation

Meeting Minutes

September 4th, 2025/ City Hall Council Chambers

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

Staff & Council: Mayor -Bren Flanigan, Council Member-Derek Peterson, Julie Tilley & Josiah Bayless-Public Works, and City Administrator Traci Cox

Absent: Heather Collier(resigned) Dr. Torie Soriano-Bounous(appointed)

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

Approval of Previous Meeting Minutes:

Motion by Chairman Anderson to approve the previous minutes, seconded by Mr. Smith – All present voted in favor, minutes were approved.

Motion by Chairman Anderson to change subsequent meeting from the 1st Thursdays to the 1st Mondays of each month, seconded by Mr. Smith-All present voted in favor, motion was approved.

Motion by Chairman Anderson to postpone discussion regarding “middle - market housing” until January 2026. Ms. Peterson seconded the motion – All Present voted in favor, motion was approved.

Motion by Chairman Anderson to schedule the next meeting of the Planning, Zoning and Historic Preservation Commission on September 24th, 2025 in Chambers. The intent being to introduce the Historic District Design Guidelines(draft) and encourage input from City Council and the Carthage Citizens. Motion seconded by Mr. Smith-All present voted in favor, motion was approved. Chairman made note to include the September 24th, 2025 on City Agenda.

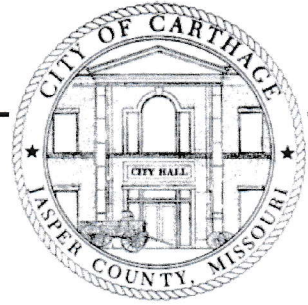
Motion by Mr. Stuart that bimonthly meetings be scheduled in consideration of the Historic District Design Guideline and the review of the document. Motion second by Mr. Brown-All present voted in favor, motion was approved. Note September 24th, 2025 meeting scheduled. Note: Bimonthly meeting to begin in October.

Old Business- N/A

Adjournment: There being no further business, Chairman Anderson motion to adjourn the meeting, seconded by Mr. Smith-All present voted in favor, the meeting was adjourned at 6:27 PM.

The next meeting is scheduled for Wednesday September 24th, 2025 at 5:30 PM in the City Council Chambers

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: _____

Owner: Bruton and Co LLC
Address: 530 W Fir Rd Ste C **Tele:** _____
City: Carthage **State:** MO **Zip Code:** 64836
Email Address: brutonvanessa@gmail.com **Fax:** _____

Applicant: Linda Hand **Relationship to Owner:** Renter
(person to whom all correspondence will be sent)
Address: 319 S Main St **Tele:** 417 396 9721
City: Carthage **State:** MO **Zip Code:** 64836
Email Address: goingplacesdolls@gmail.com **Fax:** _____

Property Location: 319 S. Main St, Carthage Square

Legal Description:
CAR ORIG N 11' LOT 15 & ALL LOT 16 & VAC ALLEY BET LOTS 16 & 17

(attach separate sheet if necessary)

Project Description: Installation of Exterior Sign

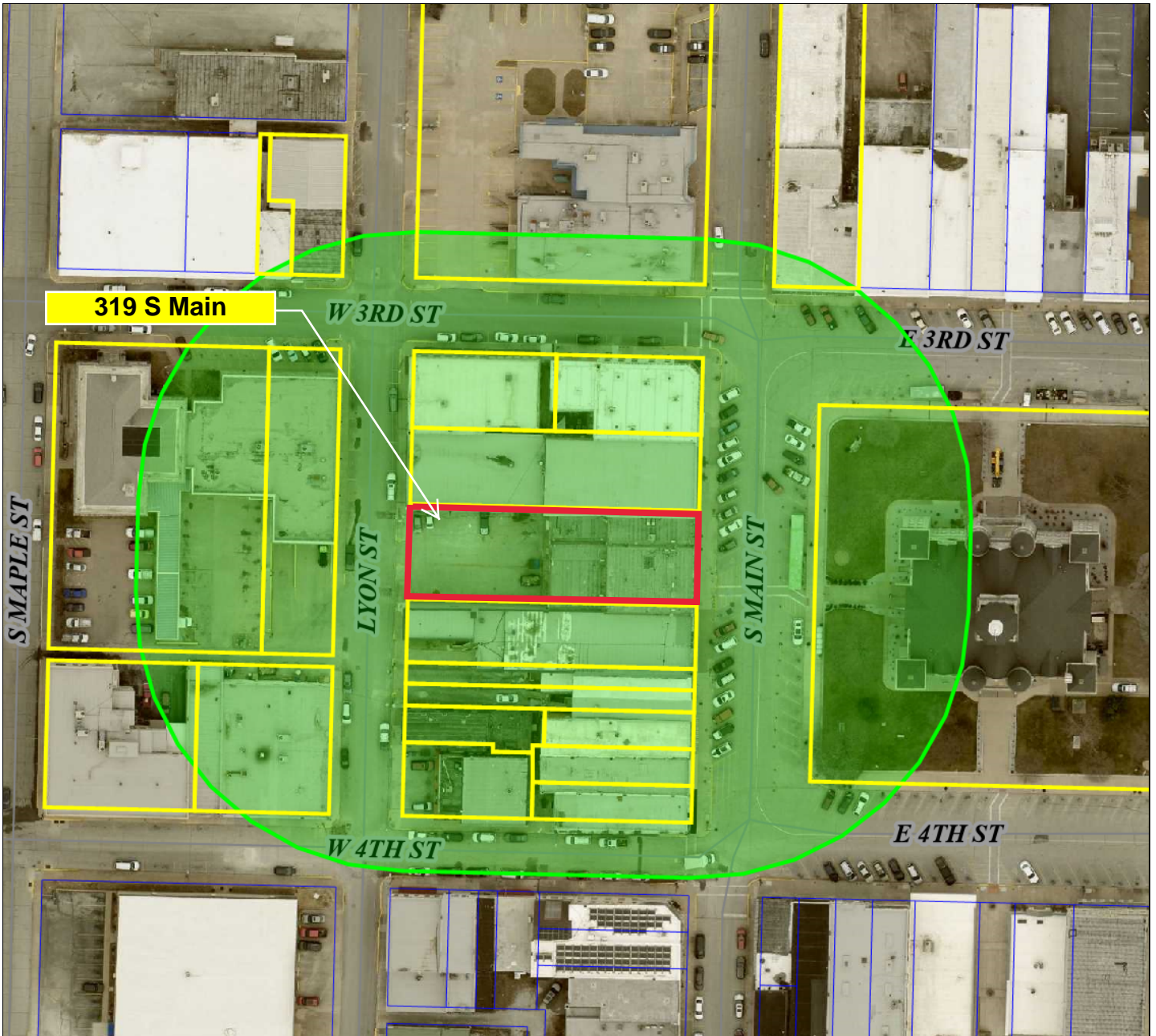
[Signature]
Owner's Signature

[Signature]
Applicant's Signature

Return Form to: Public Works Department

Office Use Only: Date Received: _____	Hearing date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit type: _____	<i>(if applicable)</i>

185' Property Ownership Map 319 S Main



Date created: 9/4/2025
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319 S Main

