

1. Planning And Zoning Amended Agenda April 4, 2022

Documents:

[PLANNING AND ZONING AMENDED AGENDA 04 04 22.PDF](#)

1.I. Planning And Zoning Minutes April 4, 2022

Documents:

[PLANNING AND ZONING MINUTES 04 04 22.PDF](#)

2. Planning And Zoning Packet April 4, 2022

Documents:

[PLANNING AND ZONING PACKET 04 04 22.PDF](#)



AGENDA

Planning, Zoning, and Historic Preservation Commission
Monday, April 4, 2022 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Monday, March 7, 2022

Public Hearing

1. A Request for a Special Use Permit for the operation of a Carnival at the Fair Acres Parking Lot (West lot next to YMCA at 2600 Grand) in conjunction with the Annual Maple Leaf Festival.
2. A Request for a Special Use Permit for the placement of an athletic field (soccer field) at 1525 Baker.
3. A Request to expand the city Historic District to include the Phelps House located at 1146 Grand.

Staff Report

New Business

1. Review and discuss letter received from Carthage Historic Preservation to expand Historic District to include 1146 Grand (Phelps House).
2. Consider and discuss the 353 tax credit program.

Old Business

Next Meeting: Monday, May 2, 2022

Adjourn

Commission Members

Voting Members:	Chairman	Mark Elliff	1511 Grand	417-358-3613
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

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

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
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Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: pwd@carthagemo.gov

Draft Copy of Minutes Subject to Approval at The Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 4 April 2022

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

The April meeting was held in City Council Chambers.

Commission Members Present: Mark Elliff, Abi Almandinger, Jim Swatsenbarg, Jim Hunter, Harry Rogers, Zeb Carney.

Also, present: Julie Tilley, David Armstrong, Julie Reams, Betsy and Bren Flanigan.

A quorum was present.

Chairman Mark Elliff called the meeting to order at 5:30 p.m.

First order of business involved the minutes of the March 7, 2022, meeting. Minutes were available for review in the packet prior to the meeting. A motion to approve the minutes as written was made by Abi Almandinger and was seconded by Jim Swatsenbarg. On a voice vote, all ayes, the motion passed.

Second order of business was a Public Hearing regarding a Special Use Permit for the operation of a Carnival at the Fair Acres Parking Lot by the Chamber of Commerce in conjunction with the 2022 Maple Leaf Festival.

The Commission then discussed the request. A motion to approve the Special Use Permit and forward to the City Council for approval was made by Jim Swatsenbarg and seconded by Jim Hunter. On a voice vote, all ayes, the motion passed.

Third order of business was a Public Hearing regarding a Special Use Permit for the placement of an athletic field (soccer field) at 1525 Baker.

The Commission then discussed the request. A motion to deny the Special Use Permit was made by Abi Almandinger and seconded by Jim Swatsenbarg. On a voice vote, all ayes, the motion passed.

Fourth order of business was a Public Hearing and request from Carthage Historic Preservation to expand the City Historic District to include the Phelps House located at 1146 Grand Ave.

The Commission then discussed the request. A motion to approve the addition and forward to the City Council for approval was made by Abi Almandinger and seconded by Jim Swatsenbarg. On a voice vote, four ayes, and Mark Elliff abstaining, the motion passed.

Fifth item of business was to consider and discuss the 353 Tax Credit Program which would allow the city another tool to use for economic development. A motion to allow the city to further study the 353 Tax Credit Program and develop a process for implementing it was made by Jim Swatsenbarg and seconded by Harry Rogers. On a voice vote, all ayes, the motion passed.

There were no further items on the agenda.

The next meeting is scheduled for Tuesday May 2, 2022.

Abi Almandinger made a motion to adjourn. That motion was seconded by Jim Hunter. Motion passed and the meeting adjourned.

Respectfully submitted,
Mark Elliff



AGENDA

Planning, Zoning, and Historic Preservation Commission
Monday, April 4, 2022 5:30 pm
City Hall Chambers
326 Grant St. / Carthage MO 64836

Call to Order

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Public Hearing

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2. A Request for a Special Use Permit for the placement of an athletic field (soccer field) at 1525 Baker.
3. A Request to expand the city Historic District to include the Phelps House located at 1146 Grand.

Staff Report

New Business

1. Review and discuss letter received from Carthage Historic Preservation to expand Historic District to include 1146 Grand (Phelps House).

Old Business

Next Meeting: Monday, May 2, 2022

Commission Members

Voting Members:	Chairman	Mark Elliff	1511 Grand	417-358-3613
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

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

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Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: pwd@carthagemo.gov

Draft Copy of Minutes Subject to Approval at The Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 7 March 2022

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Mark Elliff, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, Jim Hunter, and Harry Rogers. 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 March meeting was held in City Council Chambers.

Commission Members Present: Mark Elliff, Abi Almandinger, Jim Swatsenbarg, Jim Hunter, Zeb Carney.

Also, present: Julie Tilley, Greg Dagnan, David Armstrong, Craig Putnam, Scott Degreenia, Linna Degreenia, Kathleen E. Studebaker, Sherry Wells, John Clark, Kim Slates, Michael Slates, Clayton Cristy, and Bren Flanigan.

A quorum was present.

Chairman Mark Elliff called the meeting to order at 5:38 p.m.

First order of business involved the minutes of the November 1, 2021, meeting. Minutes were available for review in the packet prior to the meeting. A motion to approve the minutes as written was made by Jim Swatsenbarg and was seconded by Jim Hunter. On a voice vote, all ayes, the motion passed.

Second order of business was a Public Hearing regarding a request to rezone property from 'A' First Dwelling to 'B' Second Dwelling in the Columbian Re-plat Addition. Several property owners addressed the Commission.

The Commission then discussed the request to rezone the property. A motion to approve the zoning request was made by Jim Swatsenbarg and seconded by Mark Elliff. On a voice vote, all ayes, the motion passed.

There were no further items on the agenda.

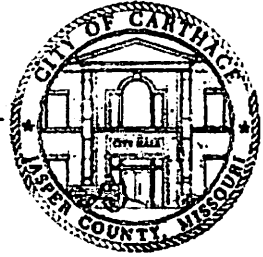
The next meeting is scheduled for Tuesday April 4, 2022.

Abi Almandinger made a motion to adjourn. That motion was seconded by Jim Swatsenbarg. Motion passed and the meeting adjourned.

Respectfully submitted,
Mark Elliff

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: 03/17/2022

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 lot next to YMCA)

Location/Legal description:

CAR MISC S1/2 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: Approximately 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 and baseball fields

Owner: Jasper County (leased to City of Carthage)

Address: 302 S 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: 402 S. 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)

See Attached Page

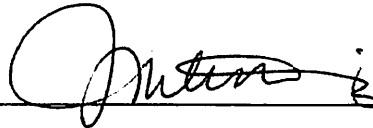
The undersigned property owner(s) hereby authorize the filing of this petition (and any subsequent revisions thereto), and authorize(s) on-site review by authorized staff

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

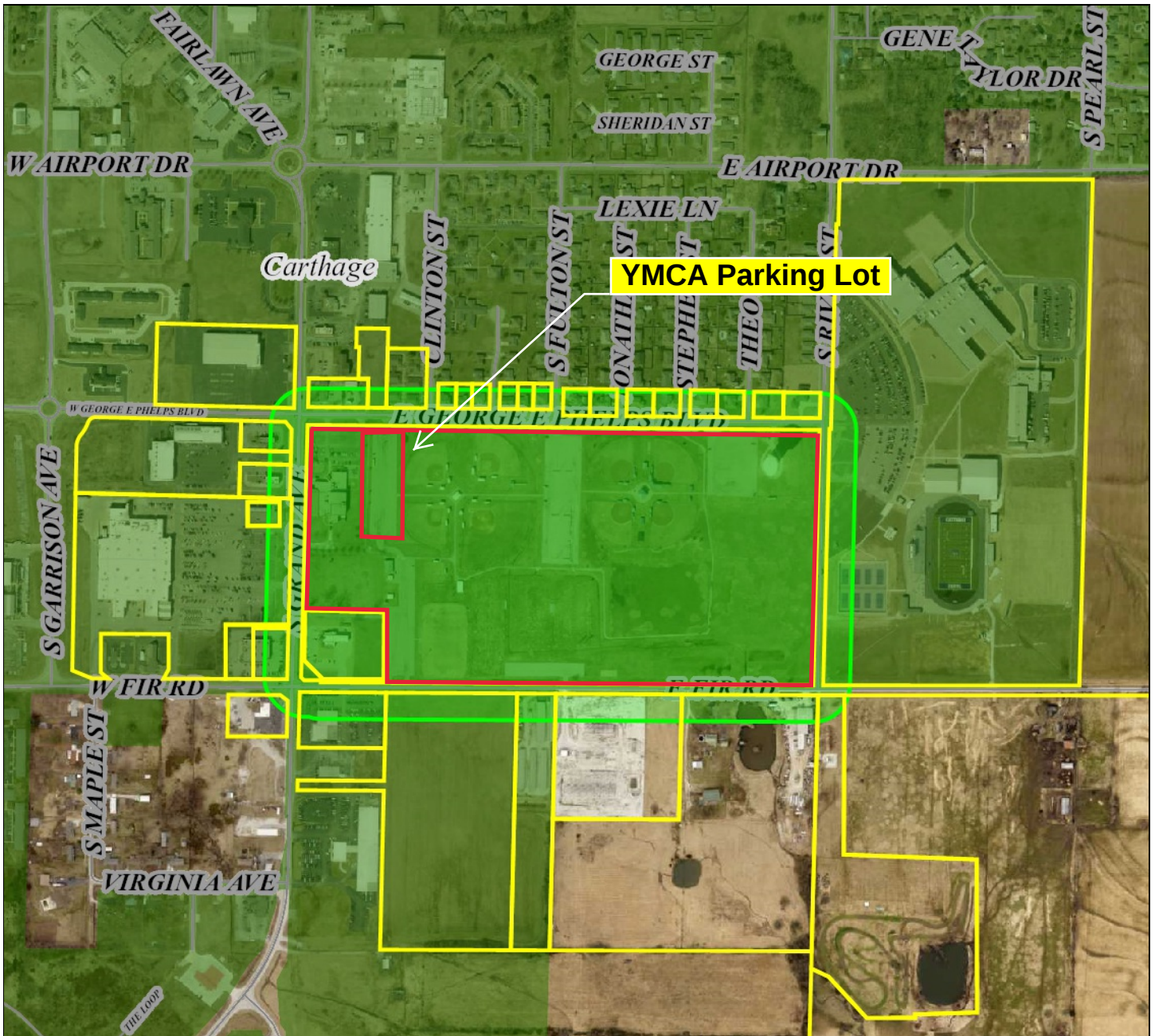
The undersigned petitioner hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature:  Date: 3/17/2022

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 / YMCA Parking Lot



Any split parcels recorded after April 15th, 2020 will not display until tax year 2021.

Date created: 3/21/2022

Last Data Uploaded: 3/21/2022 1:49:15 AM

Developed by  **Schneider**
GEOSPATIAL

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 10/14/2021	5-10 p.m.
Sat 10/15/2021	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.

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.
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Considerations:

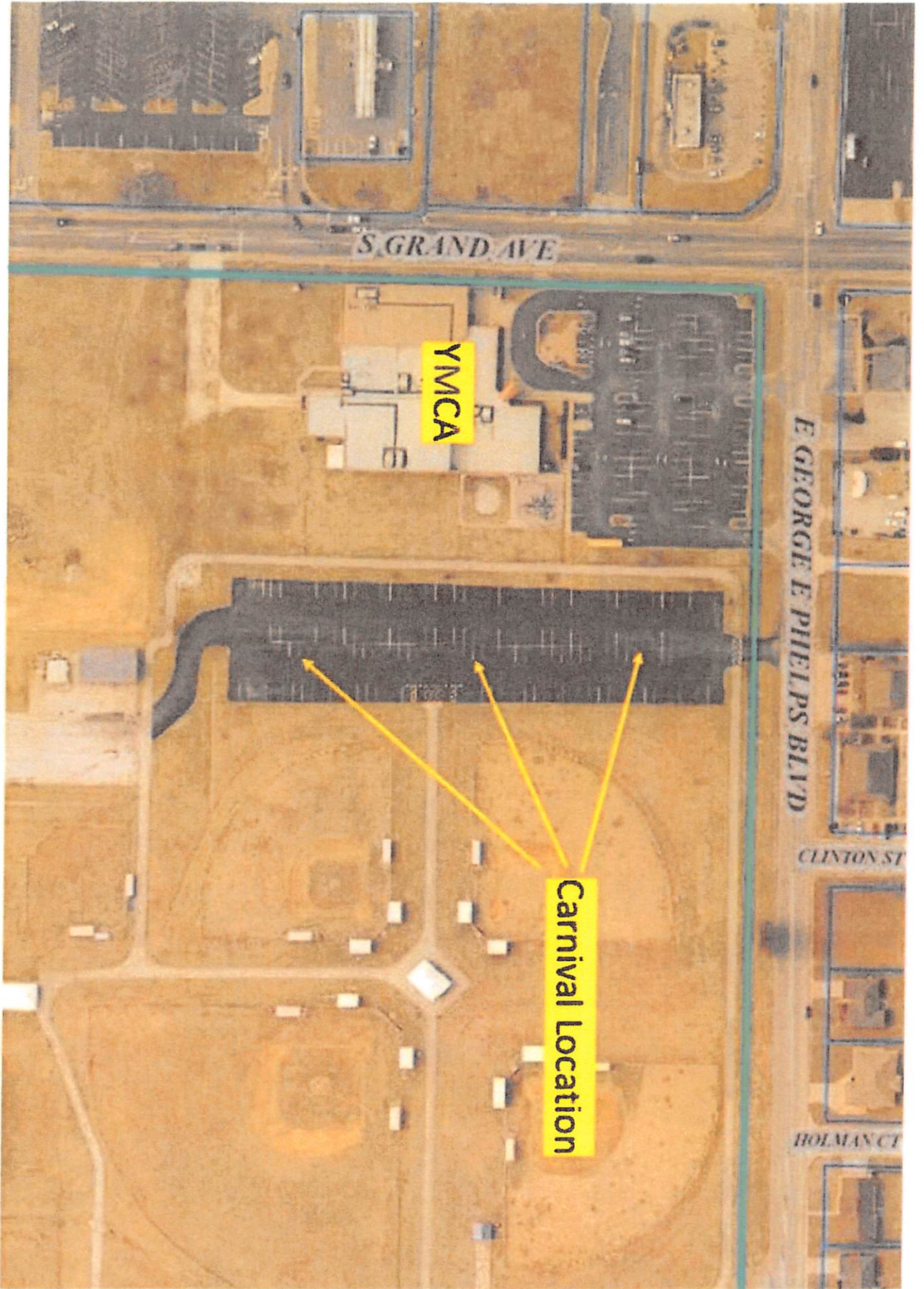
- Consistency with the Plan's objectives for the various planning areas, its definitions of the various land use classifications and activity centers, and its locational standards.

Signature: _____



Date: _____

8/17/2022



JAN 19TH

MEETING FEB 7TH

* PENDING PER ZEB*
 (LAND DISTURBANCE PERMIT
 IN PLACE)
 RECEIVED 2/23/2022

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: 1/11/22Filing Fee: \$100.00

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

Soccer Field, one field,

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: 1525 Baker Blvd, Carthage, MO

Location/Legal description: CAR MISC S 14A SE NE

Total site area: 3 acres sq. ft.

Zoning District(s) and land area within each:

Present Land Use(s): not being used, open field

Owner: Enid Villatoro

Address: 224 N Main St.

Tele: (417) 793-2485

City: Carthage

State: MO

Zip Code: 64836

Email Address: ministeriosejordan0@gmail.com

Fax: ✓

Petitioner: _____

Relationship to Owner: _____

(person to whom all correspondence will be sent)

Address: 224 N Main St

Tele: _____

City: Carthage

State: MO

Zip Code: 64836

Email Address: _____

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)

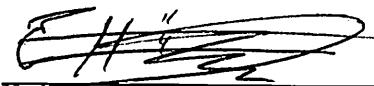
The undersigned property owner(s) hereby authorize the filing of this petition (and any subsequent revisions thereto), and authorize(s) on-site review by authorized staff.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

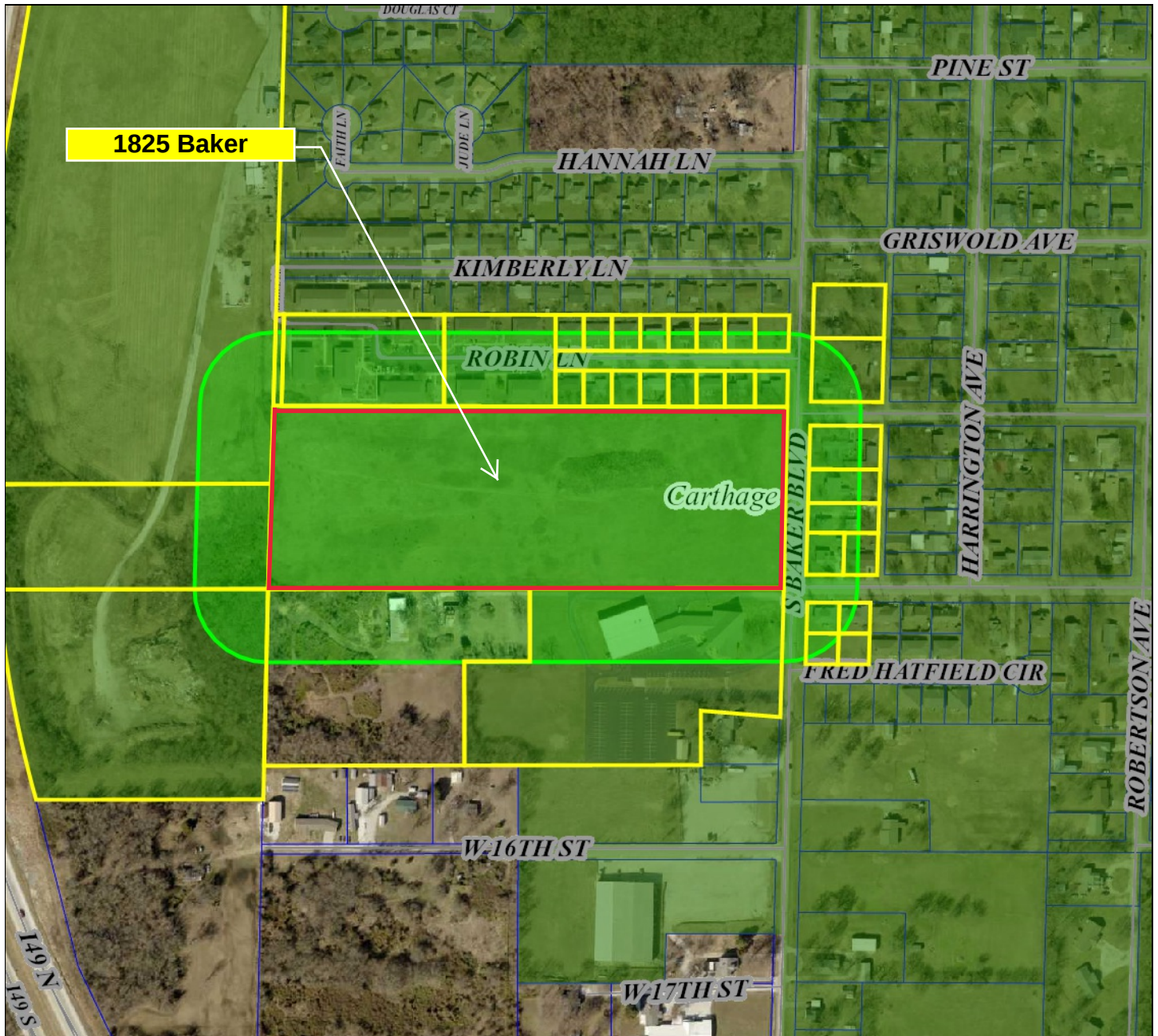
The undersigned petitioner hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature:  _____ Date: 1/17/22

Return form to: Public Works Department

Office Use Only:	Date Received: <u>1/17/22</u>	Hearing date: _____	Approved: ☐ Yes ☐ No
Permit Required: ☐ Yes ☐ No	Permit type: _____ <i>(if applicable)</i>		

185' Property Ownership Map / 1525 Baker



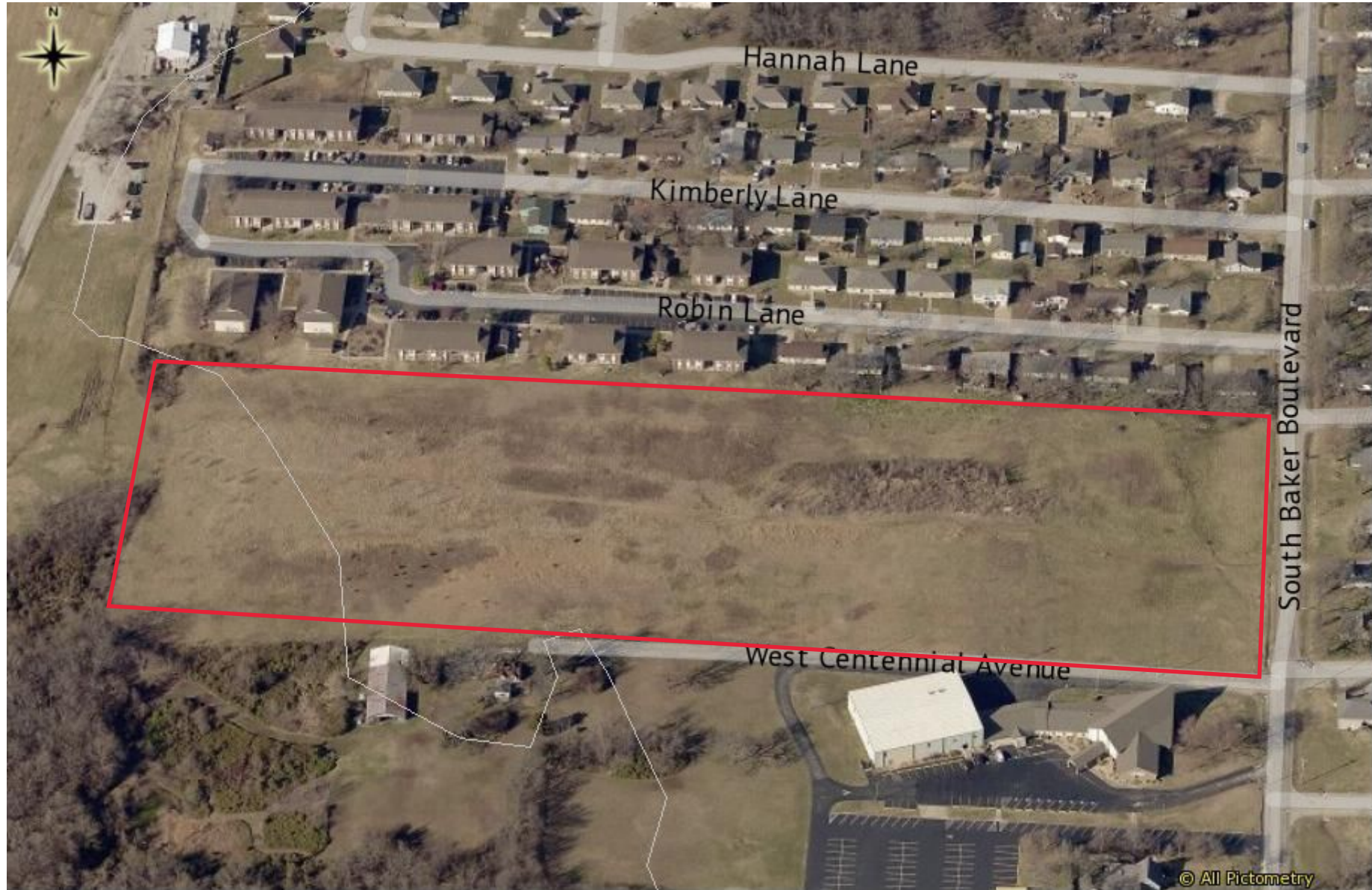
Any split parcels recorded after April 15th, 2020 will not display until tax year 2021.

Date created: 3/23/2022

Last Data Uploaded: 3/23/2022 1:57:59 AM

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GEOSPATIAL

1525 Baker



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.
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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:

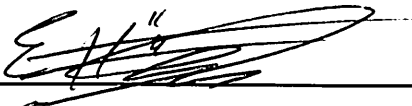
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5. The proposed development will be consistent with the City's Comprehensive Plan.

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: _____



Carthage Historic Preservation, Inc.

P.O. BOX 375

CARTHAGE, MISSOURI 64836

May 2, 2021

City of Carthage
Planning, Zoning and Historic Preservation Commission
326 Grant Street
Carthage, MO 64836

Dear Commission Members:

The historic Phelps House is included on the **National Register of Historic Places** as part of the Carthage South Historic District. However, according to the local City of Carthage historic district designation, the tract containing the Phelps House has an "opted out" status in the historic district per the request of the previous owner of the property. See the enclosed letter from the Carthage City Engineer dated July 11, 1986.

As the current owner of Phelps House, Carthage Historic Preservation, Inc. (CHP), hereby requests that the "opt out" designation of this property be removed. Please update your records to reflect the inclusion of Phelps House in the city's historic district.

We are unsure to whom this request should go so we are providing copies as indicated below.

Please advise if you need anything further from CHP. We would appreciate confirmation when your records have been updated. My contact information is below should you have any questions.

Sincerely,

Betsy K. Flanigan
President, CHP Board of Directors
571-215-7167, betsykflanigan@gmail.com

Encl.

Cc: Mayor Dan Rife
City Administrator Tom Short
Public Works Director Zeb Carney
Jason Eckhart, Anderson Engineering

CHP Board of Directors:

Jules Adams	Mark Elliff	Karen Herzog	Ron Petersen, Jr.	Alicia Withers
Josh Anderson	Dave Gober	Rob Holmes	Lora Phelps	
Sally Armstrong	Judy Goff	Jim Honey	Tia Strait	
Van Bennett	Kara Hardesty	Paige Meyer	Steve Wagner	

1146 Grand / Phelps House

(Current Historic District Boundary in Red)



Any split parcels recorded after April 15th, 2020 will not display until tax year 2021.

Date created: 3/23/2022
Last Data Uploaded: 3/23/2022 1:57:59 AM

Developed by  **Schneider**
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Carthage Historic Preservation
Board of Directors Meeting Minutes
Sunday, April 25, 2021

Attending:

Josh Anderson, Sally Armstrong, Van Bennett, Betsy Flanigan, Judy Goff, Karen Herzog, Jim Honey, Ron Petersen, Jr., Lora Phelps, Steve Wagner, Alicia Withers, and Wendi Douglas

The meeting was called to order by Betsy Flanigan at 1 pm with a Champagne toast to Judy Goff and the board for accomplishments on the Sweet House.

Minutes: The minutes were reviewed. With a motion from Jim and a second from Sally minutes were approved as presented.

Treasury Report: Ron reported progress on transparent reports and finances. Discussion regarding CFO reports and options for investing funds from Sweet House. The board discussed additional opportunities with the CFO including investing in stock or bond options.

Correspondence: None

Old Business:

Give Carthage Day had a great response for CHP raising \$5829.63. CHP was awarded a \$500 in a surprise drawing and another \$500 for top fundraising agency and received the \$750 match from the Marsh Family Foundation.

Bylaws committee has met and reports will be issued soon for a consideration of voting in May.

Yard Sale will raise funds by donation only. All sales will be by donation. Volunteers can sign up for time to serve at the yard sale on Saturday.

Golden Hammer recipients. Betsy and Judy would make an appointment to meet with the Carthage Tech Center team to award the Golden Hammer Award during preservation month.

Insurance updates were discussed including rates and coverages. The board agreed to entrust Ron with searching including options for a new agent or company.

New Business:

Lobster Boil information has been sent to the Maple Leaf Festival committee for addition to the brochure.

Historic District and Planning and Zoning issues were introduced by Betsy. Years ago the Phelps House opted out of being considered for inclusion into the historic district. Betsy suggested sending a letter to the commission to opt in. Jim motioned to have Betsy send a letter to the Planning, Zoning and Historic District commission to include the Phelps House in the southern residential district of Carthage Historic Districts. The motion was seconded by Van and passed unanimously.

The board further discussed logistics to have the Phelps House listed on the National Historic Register. The issue was tabled for further research.

House Report - Wendi & Judy:

Wendi discussed the interview process her and Judy had to consider new house keeping services. Judy and Wendi recommended Sprinkles cleaning company out of Neosho. Van motioned to approve the recommendation and hire Sprinkles; Karen seconded. The motion passed.

Adjourn to clean house and prepare for the yard sale.

Next Meeting: Monday, May 24, 2021

Respectfully Submitted,
Wendi Douglas

