



# AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, November 3, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

## Call to Order

**Minutes of Previous Meeting** Monday, October 6, 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 a Certificate of Appropriateness for the placement of exterior signage at property located at 127 E 3rd St.

## Staff Report

## New Business

## Old Business

1. Review and Discuss Draft of Design Guidelines

**Next Meeting:** Thursday, November 20, 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	

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

## **Planning Zoning & Historic Preservation**

# **Meeting Minutes**

**October 6<sup>th</sup>, 2025/ City Hall Council Chambers**

**Members Present: Josh Anderson (Chairman), Philip Brown, Robyn Peterson, Rick Stuart, Torie Soriano-Bounous**

**Staff & Council: Council Member-Derek Peterson, Julie Tilley & Josiah Bayless-Public Works, City Administrator-Traci Cox**

**Absent: Matt Smith**

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

**Approval of Previous Meeting Minutes:**

**Motion by Ms. Bounous to approve the previous minutes, seconded by Mr. Stuart– All present voted in favor, minutes were approved.**

**Public Hearing-**

**Request for a Certificate of Appropriateness for the installation of the exterior signage at property located at 319 S Main. Linda Hand appeared on behalf of “Going Places” the tenant of the property at the location owned by Bruton and Company LLC. Motion to approve by Mr. Stuart, Second by Ms. Bounous. Motion passed. No opposition.**

**New Business-n/a**

**Old Business-**

**Review and Discuss Draft of Historic District Design Guidelines. Enforcement of the Guidelines was discussed by Members and Staff and examples of impact on community. Objective of discussion is to determine the extent of guideline requirements to suggest for enforcement. Review of the current city ordinances (17-56) was suggested. Questions regarding limits and contributing properties were proposed.**

**Adjournment: There being no further business, Chairman Anderson motion to adjourn the meeting, seconded by Ms. Bounous-All present voted in favor, the meeting was adjourned at 6:15 PM.**

**The next meeting is scheduled for Thursday, October 23<sup>th</sup>, 2025 at 5:30 PM in the City Council Chambers**

# CERTIFICATE OF APPROPRIATENESS

(Complete and return to Public Works Department. Write 'n/a' if not applicable to the request)



Date: 9/27/25

Property Address: 127 E 3rd St Carthage, MO 64836

Applicant: Elizabeth Carter Telephone: 417-388-2409

Mailing Address: 127 E 3rd St City: Carthage State: MO Zip: 64836

Email: boutiquesincerelyyours@gmail.com

Relationship to Owner: Owner

Name of current Property Owner: ↑ Telephone: \_\_\_\_\_  
(If other than the Applicant)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_  
(Attach separate sheet if necessary)

Commercial Car orig w 1/2 Lot 22

Project Description: \_\_\_\_\_

Aluminum composite sign (300" w x 24" h) braced to building front w/ an aluminum frame on the backside. Plastic formed letters measuring 15" h, "Sincerely yours... Boutique" adhered to the acm sign face. Removal of existing signage.

Elizabeth L. Carter  
Owner's Signature

Elizabeth L. Carter  
Applicant's Signature

Office Use Only: Date Received: 9/29/25 Filing Fee: Yes NA

Date for City Staff Review: \_\_\_\_\_ Date Application is Complete: \_\_\_\_\_

Planning & Zoning Commission Meeting Date: \_\_\_\_\_ Ruling: \_\_\_\_\_

# 185' Property Ownership 127 E 3rd



Date created: 10/7/2025  
Last Data Uploaded: 10/7/2025 1:39:21 AM

# SIGN PERMIT APPLICATION

(Each sign must have a separate application. Permit fees are to be paid prior to installation)



DATE: 9-17-25 ESTIMATED COST: \$5,000

PROJECT ADDRESS: 127 E 3rd St. Carthage HISTORIC DISTRICT:  YES  NO

BUSINESS NAME: Sincerely Yours Boutique BUSINESS OWNER: Elizabeth Esch  
 ADDRESS: 127 E 3RD St. CITY: Carthage STATE: MO ZIP: 64836  
 TELE: 417-388-2409

SIGN CONTRACTOR: All Seasons Printing CITY CONTRACTOR LICENSE:  YES  NO  
 ADDRESS: 3801 East 7th St. CITY: Joplin STATE: MO ZIP: 64801  
 TELE: 417-782-0714 x108

LICENSED ELECTRICIAN:  
 (Required if illuminated, flashing lights, or any wiring is being done. Separate Electrical permit may be required by building official.)

SIGN TYPE	DESCRIPTION
<input checked="" type="checkbox"/> WALL SIGN	Sign mounted to wall, parallel with wall; includes painted on, etched on
<input type="checkbox"/> GROUND SIGN	Freestanding sign advertising service or product located on the same property
<input type="checkbox"/> PROJECTION SIGN	Attached to wall and projects perpendicular from face of wall
<input type="checkbox"/> ROOF SIGN	Attached to and located above roof

*Drill out with masonry bit. Using tapcons to attach sign to brick*

TYPE OF WORK

SIGN IS:	SIGN DETAILS:
<input checked="" type="checkbox"/> NEW	<u>50.5</u> SIZE IN SQUARE FEET <u>25 x 2ft</u> DIMENSIONS
<input type="checkbox"/> ALTERATION	<u>14'</u> HEIGHT ABOVE GRADE OF LOWEST PART OF SIGN
<input type="checkbox"/> REPAIR	HEIGHT ABOVE GRADE OF HIGHEST PART OF SIGN
	PROJECTION BEYOND BUILDING LINE

TYPES OF MATERIALS ACM Panel with Channel letters  
 TYPES OF ILLUMINATION \_\_\_\_\_

ARE THERE EXISTING SIGNS ON PREMISES?  
 GROUND SIGN SIZE  WALL SIGN SIZE  OTHER SIGN SIZE

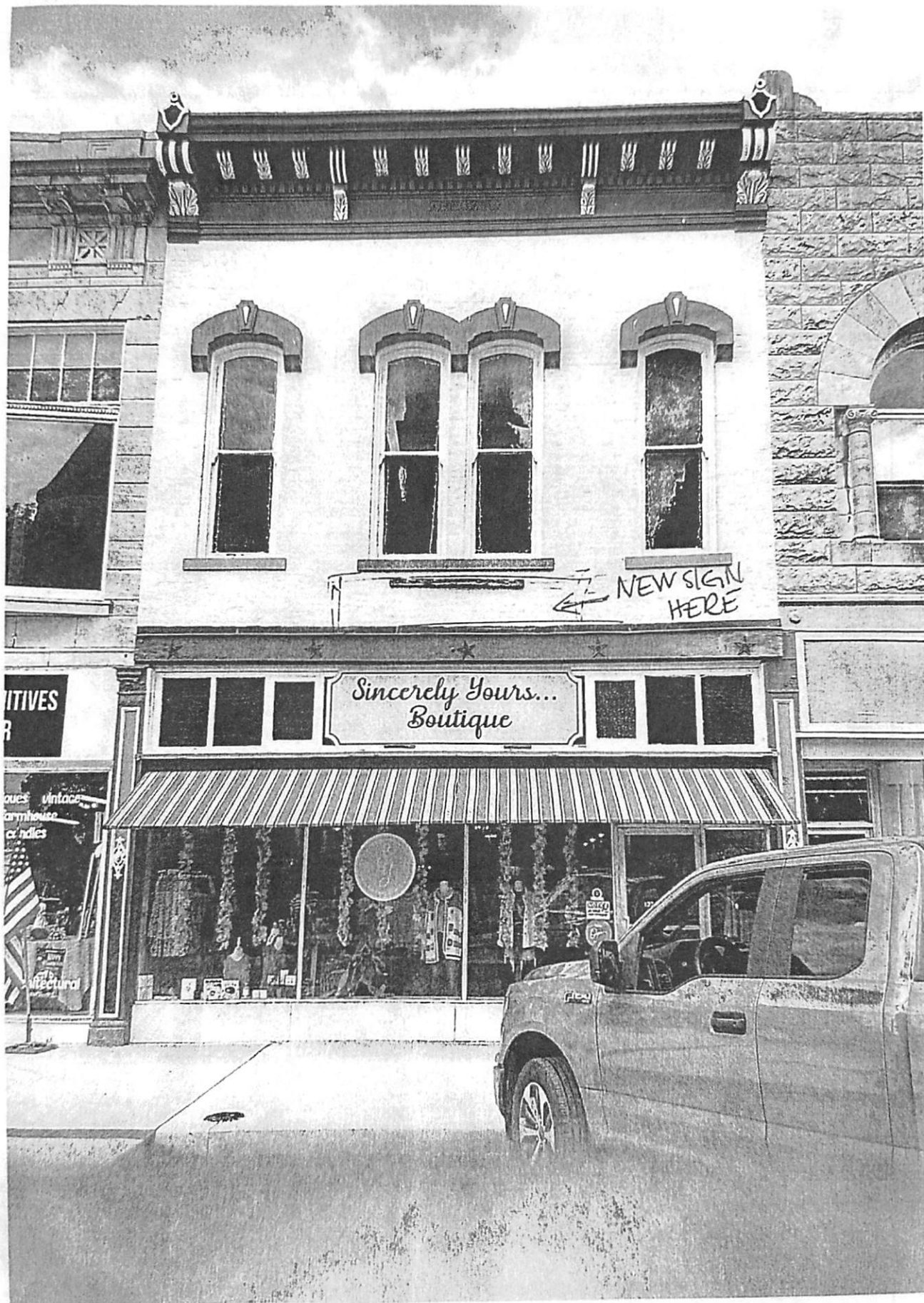
REMARKS: ON windows - Being removed before we do install.

REQUIRED ATTACHMENTS  
 A drawing indicating the location on the building, the height and width of the building face that the sign will be attached on, and the location on the site.  
 Footing detail and/or attachment detail may be required

\* All ground signs require a footing inspection prior to the concrete being poured. Call 417-237-7010 for scheduling

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by owner to make this application as their agent, and we agree to conform to all applicable laws of this jurisdiction.  
Mandi St. Jones  
 Signature of Applicant

*Allowed temp sign installed 10/15/25 until P+Z Nov. 3rd decision.*



VINTAGES  
R

vintage  
farmhouse  
candles

Sincerely Yours...  
Boutique

NEW SIGN  
HERE

Prototype Submitted w/Application

# SINCERELY YOURS BOUTIQUE



Temp Sign Installed



