



AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, December 4, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

AMENDED

Minutes of Previous Meeting: Monday, November 3, 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 placement of exterior signage at property located at 127 E 3rd St.
2. Request for Annexation of a 15 acre parcel known as 1310 W Fir Road
3. Request for a Special Use Permit for a Day Care Center at property located at the NE corner of River Street and Airport Drive.

Staff Report

New Business

Old Business

1. Review and Discuss Draft of Design Guidelines

Next Meeting: Monday, January 5, 2026

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

November 3rd, 2025/ City Hall Council Chambers

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

Staff & Council: Council Member-Derek Peterson-Absent, Josiah Bayless- Public Works, Present-Julie Tilley-Public Works, Present-City Administrator-Traci Cox, Present-Mayor-Bren Flannigan.

Absent:

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

Approval of Previous Meeting Minutes: Motion by Matt, second by Torie, motion carried. No opposition.

Public Hearing

Request a Certificate of Appropriateness for the placement of exterior signage at property located at 127 E 3rd St. Motion made to table this item until next regular month meeting by Philip Brown, second by Robyn Peterson, Motion carried, no opposition.

Public Participation

Torie Bounous inquired regarding a proposed project and zoning status of potential property location.

Justin Holzwarth inquired regarding a proposed development.

Josiah Bayless and Traci Cox noted appreciation of Torie and Justin's presentation.

New Business – none

Old Business-

Review and discuss City Code Section (17-56). Discussion occurred regarding the coordination of the City Code with Historic Preservation Guidelines. Julie presented a review matrix of contributing and non-contributing guides for the members consideration.

Adjournment: There being no further business, Robin Peterson motion to adjourn the meeting, seconded by Matthew Smith. All present voted in favor, the meeting was adjourned at 6:19 PM.

The next meeting is a Work Session scheduled for Thursday, November 20, 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: 417-308-2409

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	50.5 <u>25 x 2ft</u> SIZE IN SQUARE FEET DIMENSIONS
<input type="checkbox"/> ALTERATION	14' 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.

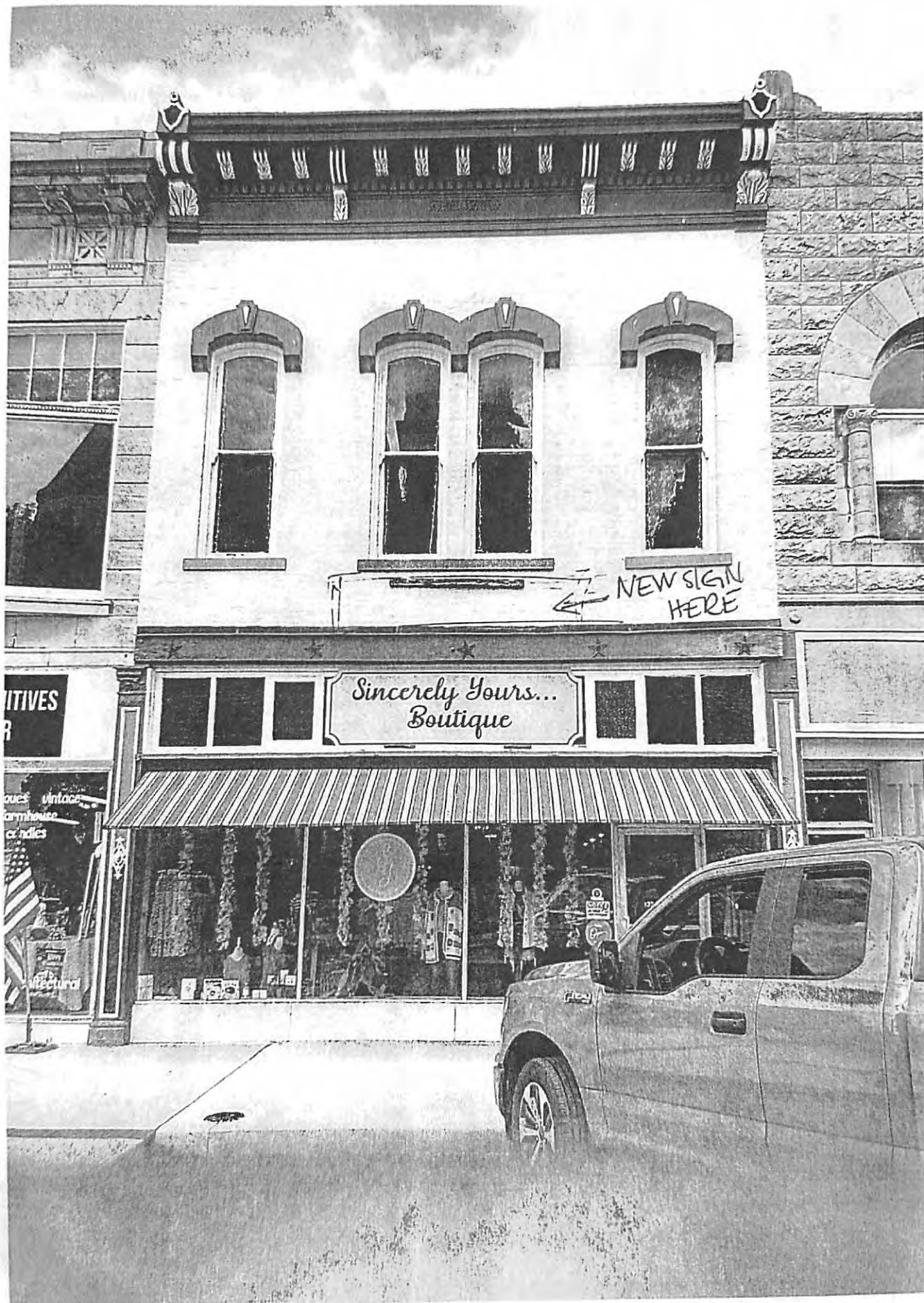
Footings detail and/or attachment detail may be required

* 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

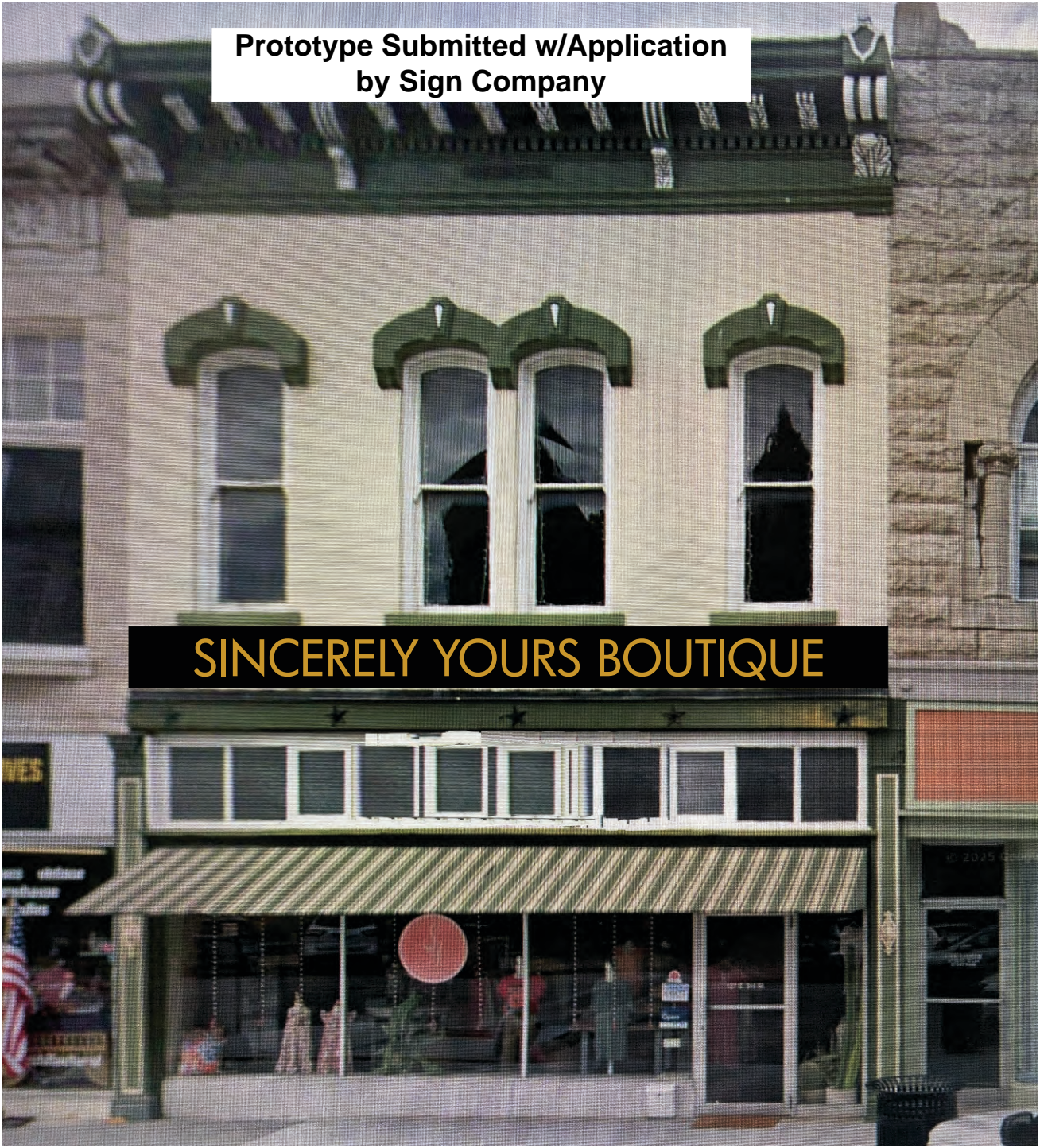
vintage
farmhouse
candles

Sincerely Yours...
Boutique

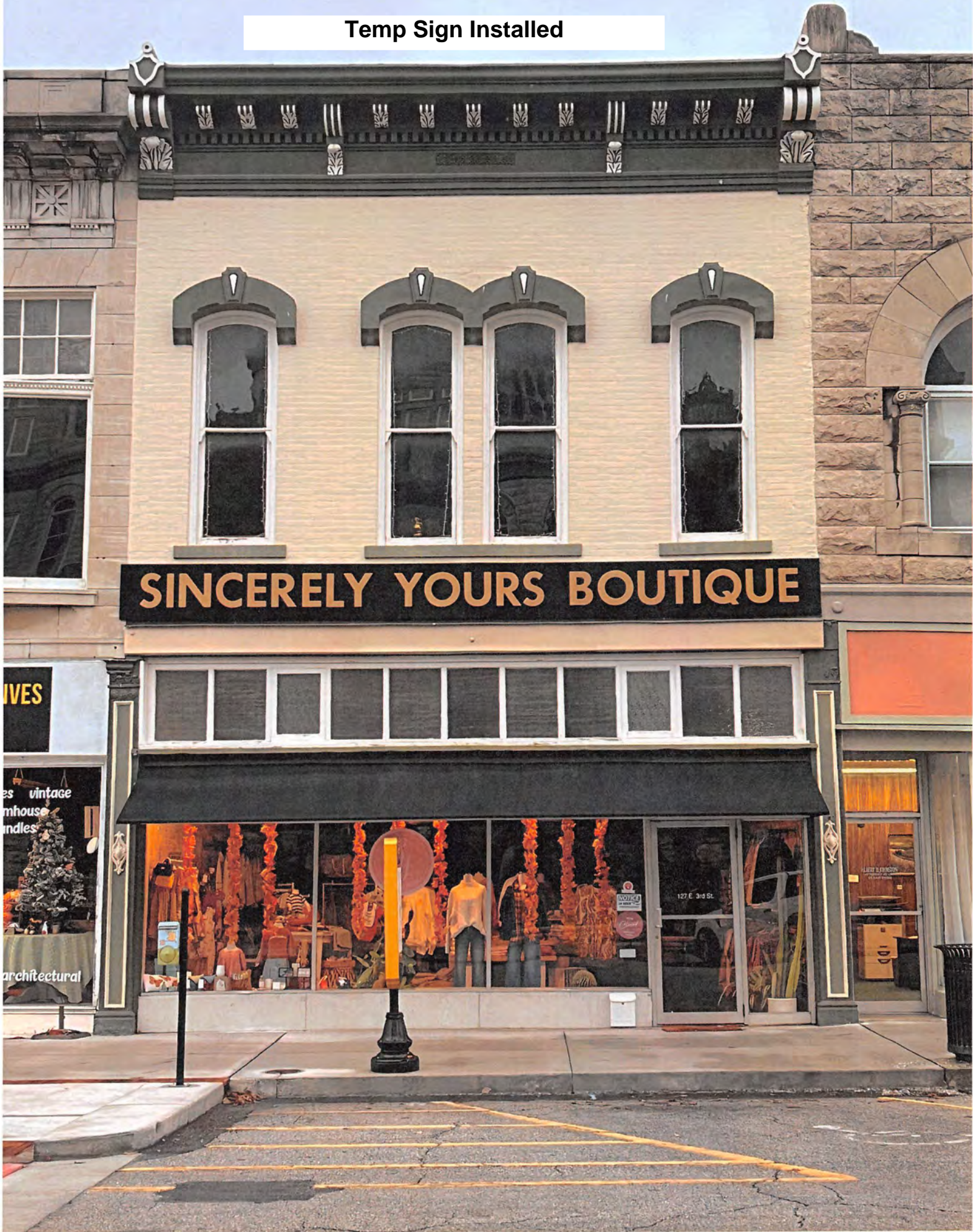
NEW SIGN
HERE

Prototype Submitted w/Application
by Sign Company

SINCERELY YOURS BOUTIQUE



Temp Sign Installed





Planning, Zoning & Historical Preservation

Staff Report

All Seasons Signs applied for a sign permit on 9/17/25 for property at 127 E 3rd. Staff, noting the property lies within the Historic District, contacted the property owner, Elizabeth Carter, to inform a Certificate of Appropriateness would be needed. Upon Staff review a Temporary Sign was allowed pending ruling from the Commission at the Nov. 3rd meeting. The sign was installed 10/15/25. COA Application was reviewed by Commission in Nov., and it was tabled until Dec. meeting to discuss with property owner. There were Questions regarding an area below the new sign that was covered and needed some clarification as to why.

Adjacent Land Use/Zoning

This property is Zoned “General Business” and adjacent properties have the same zoning.

Staff Recommendation

Staff spoke with Mrs. Carter and were informed that the area below the sign was made of wood, which had deteriorated and needed repair. Upon learning some of the details on this it is the Staff’s recommendation that the Commission approve the applicant’s request for Certificate of Appropriateness.

ANNEXATION REQUEST APPLICATION

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



Date: 10/17/2025 Filing Fee: \$100

Property Owner's Name: Hicks family properties Telephone: +1 (919) 623-2080
Mailing Address: 203 Ronaldsby Dr City: _____ State: NC Zip: 27511
Email: nancy.signore@gmail.com

Applicant: Travis Little for Flintrock Real Estate Roldings LLC Telephone: 417-413-4923
(If not owner)
Mailing Address: 319 S Main st Suite S City: Rogersville State: MO Zip: 65742
Email: _____

Location of Property: 1310 West Fir Road Carthage MO

Legal Description: Ne Ne Ex .455A N Side For Hwy & Ex 312' E & W X 520' N & S Nw Cor & Ex S 670' Ne Ne
(Attach to application if needed)

Total Acres: 15.12 Total Lots: 1

Present Use of Property: empty

Proposed Use of Property: PUD

If residential, estimated number of dwelling units: 101

Land Use and Zoning abutting or adjacent to site:

North 2688 S Chapel Rd
Carthage, MO 64836
South Housing subdivison
East Highway 71 Carthage, MO 64836
West Carthage Schools

Zoning:

Farm
R1
Rural / Agricultural Vacant Land
school

Signed by:
Nancy Signore
4D982245447B461...
Owner's Signature

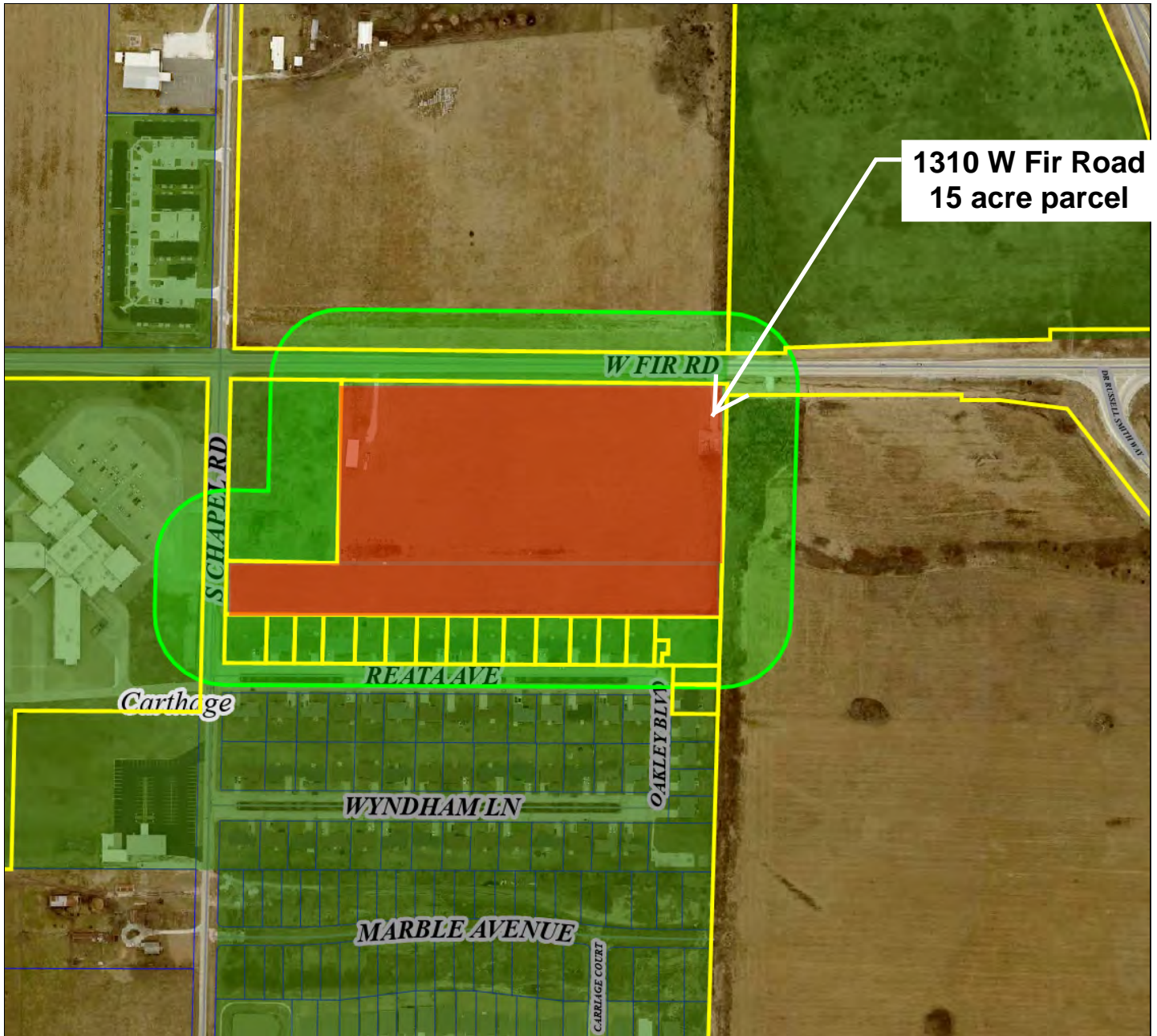
Travis Little
Applicant's Signature

Office Use Only: Date Received: 10/17 Filing Fee: 100 - PD. CC

Date for City Staff Review: _____ Date Application is Complete: _____

Planning & Zoning Commission Meeting Date: 12/4/25 Ruling: _____

185' Property Ownership Map 1310 W Fir Road / Annexation Request



Date created: 10/17/2025
Last Data Uploaded: 10/17/2025 1:43:04 AM

1310 W Fir Road City Limit Map

 Current City Limits



Planning, Zoning & Historical Preservation

Staff Report

The Applicant Travis Little of Flintrock Real Estate Holdings LLC has requested Annexation on the property at 1310 W Fir Road. The parcel consists of 15.12 acres. Proposed use of property is a Residential Development.

Adjacent Land Use/Zoning

This property is currently out of city limits but is adjacent to city limits. Property directly south is Zoned A "Single Dwelling". The property bordering to the West is Zoned F "Light Industrial".

Staff Recommendation

The staff has contacted CWEP to verify that all utilities are available. At this time the staff would recommend that the Commission approve the Annexation Request Application.

SPECIAL USE PERMIT PETITION

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



Date: 10.31.2025 Filing Fee: \$100

Property Address: NE CORNER OF RIVER ST AND AIRPORT DRIVE Zoning: A

Legal Description: pending survey

Type of Special Use Requested: (Refer to Carthage City Code Sec. 25-251) Section 25-251 (12) daycare center

Present Land Use: bare land

Property Owner's Name: Kellen and Victoria Bounous Telephone: 417-310-0124

Mailing Address: 12522 Dogwood Rd City: Carthage State: MO Zip: 64836

Email: fortesoriano@gmail.com subject to close on/by Dec 31, 2025

Applicant/Petitioner: Kellen and Victoria Bounous Telephone: u

Mailing Address: same as above City: _____ State: _____ Zip: _____

Email: u

Other Information: _____

(Owner's Signature)



(Applicant's Signature)

Office Use Only: Date Received: 10/31/25 Historic District: NO Filing Fee: _____

Date for City Staff Review: _____ Date Application is Complete: _____

Public Works Committee Meeting Date: _____ Ruling: _____

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. 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.

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.

Sewer, water, electric, trash, and fire are to be considered using plans drawn by a licensed engineer before any building takes place.
Soil erosion shall be considered and taken care of, likely with a retention pond.
Traffic will be considered including the intersection on the south corner of the property throughout our planning process. We will draw plans to include entrance and exit as far away from the intersection as possible to improve traffic flow.

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.

The Carthage planning and zoning committee is guiding us in how to best comply with regulations and standards that the City enforces. It is our utmost desire to comply with all regulations, as we are longtime citizens of Carthage and only want the best for the community now and in the future. We understand that these rules are in place to protect the future economy and citizens of our town.

3. The proposed development will not substantially injure the value of adjoining property, or is a public necessity.

Adjoining property value should not diminish with the addition of a daycare, as the homes surrounding are particularly "family style" homes. We believe this would absolutely be a selling point for property value, as it adds a "safe community feel" to this area. It is our desire to create a building that only enhances the aesthetic of the area and that can be a functional, safe, and inviting place for children and families to be cared for.

In addition, daycare supports the city economy by allowing parents (and grandparents, siblings, aunts,

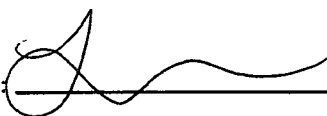
4. The proposed development will be in harmony with the area in which it is located.

We plan to develop a space that our community is not only happy to have, but that they recognize as a valuable industry added to our town. Our space will remain clean, safe, inviting, and aesthetically pleasing.

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

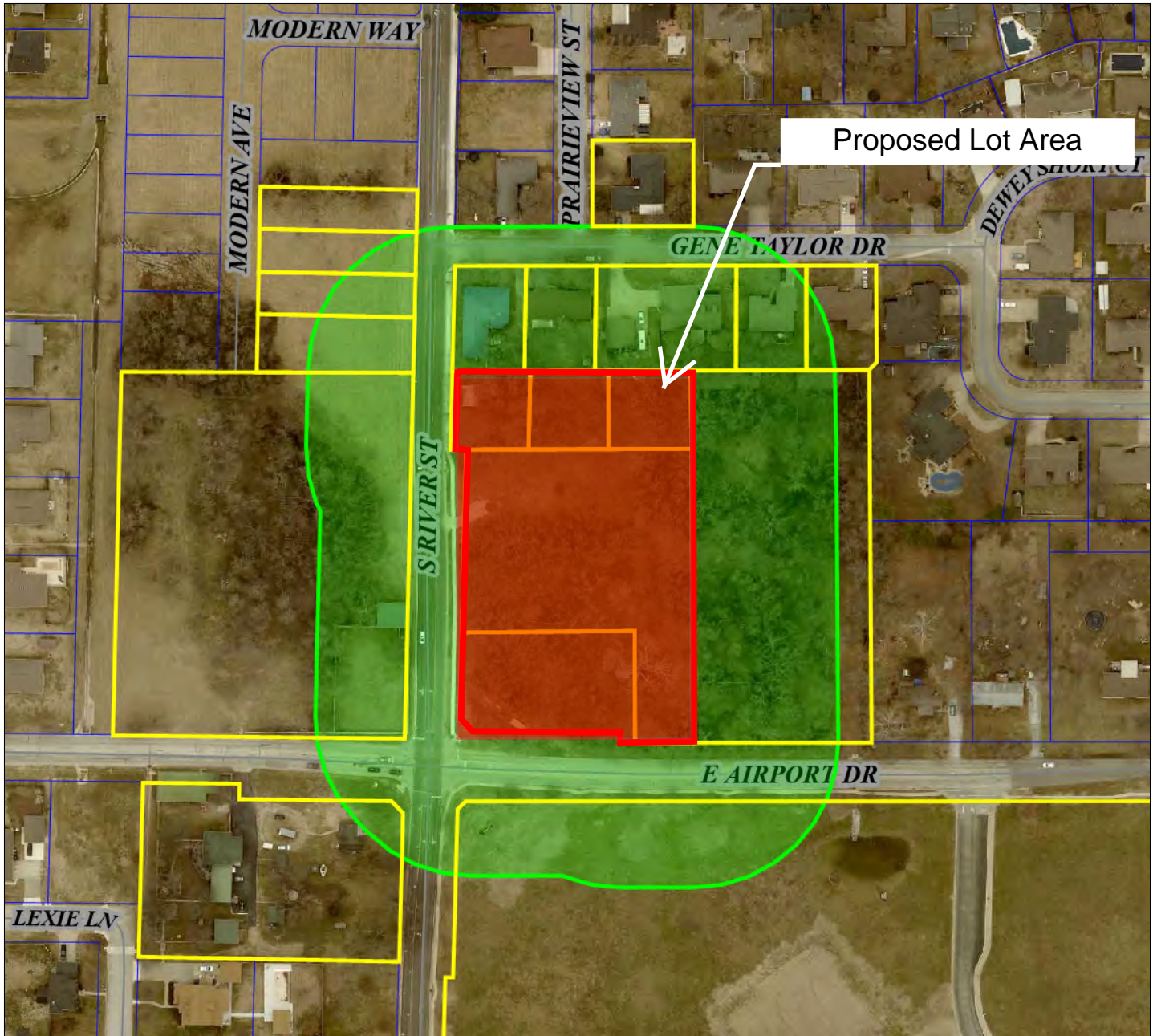
The property is located in an area titled Neighborhood Residential, worth noting is that the south property line is adjacent to the High School which is titled Public/Quasi Public. I feel that this close proximity supports our proposed use of the property.

Signature: _____

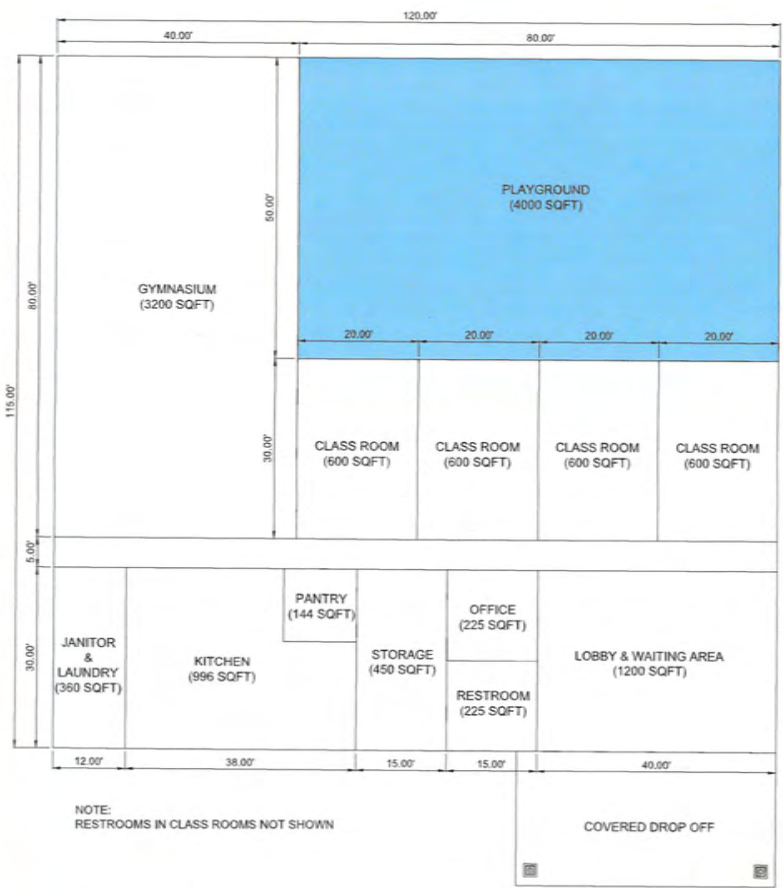
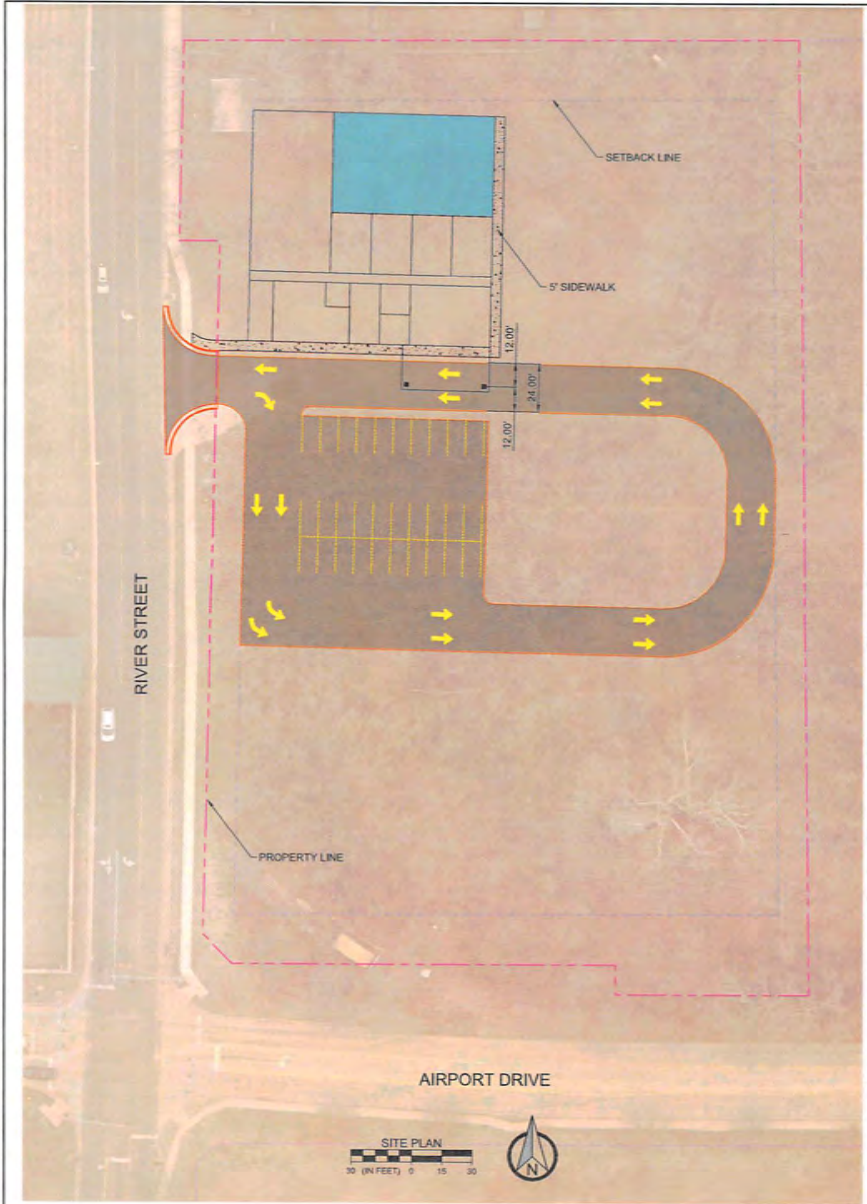


185' Property Ownership Map

NE Corner of River Street and Airport Drive



Date created: 11/18/2025
Last Data Uploaded: 11/18/2025 1:44:41 AM



**PRELIMINARY
NOT FOR
CONSTRUCTION**

NO.	REVISIONS DESCRIPTION	BY	DATE

**THRIVE DAYCARE
SITE DEVELOPMENT
MR. & MRS. BOUNOUS
AIRPORT DRIVE & RIVER STREET
CARTHAGE, MISSOURI**

**EX-1.0
EXHIBIT**

PROJECT NUMBER:
DATE:
10/17/2025



Planning, Zoning & Historical Preservation

Staff Report

Kellen and Victoria Bounous have requested a Special Use Permit for construction of a new daycare facility at the NE corner of River and Airport Dr. This property is not being used for any purpose at this time and considered bare land. The applicants do not currently own the property. The Applicant is acting in accordance with Section 25-251(12).

Adjacent Land Use/Zoning

This property is Zoned "A" (Single Dwelling). In accordance with Section 25-251(12) a daycare center or day care schools are allowed with the use of a Special Use Permit. The property is also adjacent to a Public School which resides within the same district.

Staff Recommendations

At this time staff would recommend the Commission to allow a Special Use Permit to be approved, contingent on the property to be in the applicant's name.