

Planning, Zoning & Historic Preservation Commission

Meeting Minutes

December 4, 2025 / 5:30 PM / City Hall Council Chambers

Members Present: Joshua Anderson, Robyn Peterson, Torie Bounous, Rick Stuart, Matt Smith

Members Absent: Philip Brown

Staff & Council: Josiah Bayless, Julie Tilley

Staff & Council Absent: Traci Cox, Derek Peterson.

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

Approval of Previous Meeting Minutes

Motion by Torie B. to approve the previous meeting minutes, seconded by Matt S. – all present voted in favor, minutes were approved.

Public Participation

- Justin Holzwarth spoke to the commission about a proposed development he is working on for property located around the Fairview and Buena Vista area. His plans are to continue to put together a preliminary plat to be presented at a future meeting.

Public Hearings

1. Request for a Certificate of Appropriateness for the placement of exterior signage at property located at 127 E 3rd St.

- This request was tabled at the November 3rd meeting. Elizabeth Carter (applicant) of 127 E 3rd St. was available to answer questions about the installation. The sign had been approved for temporary installation by PW Staff, after installation there were concerns about the lintel area and the existing stars that were covered up. Elizabeth stated that this area was all wood and had deteriorated to the point that they felt it needed to be removed. After a brief discussion a motion was made by Torie B. to approve the request, seconded by Rick S. All present voted in favor, the motion passed unanimously.

2. Request for Annexation of a 15-acre parcel known as 1310 W Fir Road.

- John Little of 319 S Main St. Ste S, Rogersville, MO spoke to the commission about a proposed housing development for the property being considered for annexation. The proposed development would consist of dwellings within the \$200,000 range. Mr. Little reported to the commission that he hasn't purchased the property yet, the owner has requested that the development go through the design process and gain the necessary approvals before finalizing the annexation. After a brief discussion about lot sizes, infrastructure availability, and traffic flow in the area a motion was made by Matt S. to approve the request, seconded by Robyn P. All present voted in favor, the motion passed unanimously.

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.

- Victoria Bounous of 130 E. 4th St. spoke to the commission about her proposal to build a Day Care Center at this location. She is currently working on infrastructure regarding the property. She is also coordinating with the State on the overall operation of the Day Care. She reported that she has obtained her 501.3 status for the operation of a Day Care. She plans on closing on the property by the end of the year if all goes well.
- During comments from those attending, Kevin Johnson of 924 Gene Taylor Drive asked about any known impact to the adjoining properties if the Special Use was approved. The consensus was that there would be little to none since the Special Use Permit would only allow for the operation of a daycare, unlike a zoning change. He also spoke about traffic congestion that can occur during events at the adjacent High School and how the area has encountered a lot of growth and his concern that infrastructure should also keep in step with the ongoing developments.
- After a brief discussion with the commission, a motion to approve the Special Use Permit was made by Rick S., seconded by Matt S. All voted in favor, with Torie B. abstaining, motion passed.

Staff Reports

None

New Business

None

Old Business

Review and Discuss Draft of Design Guidelines. Josh reported that he is continuing to work on the revised draft ordinance. Both Josh and Julie have been working on some edits on the current Design Guideline document.

David Thorn discussed some cost comparisons of materials, specifically between vinyl and wood windows, cost of maintenance, etc. Josh thanked him for sharing his research with the commission.

The December 18th work session will be postponed to the new year. Work session meetings and dates will be discussed at the next regularly scheduled meeting in January.

Rick S. moved to adjourn the meeting, seconded by Josh A. – All present voted in favor, the meeting was adjourned at 6:31pm.

The next meeting is scheduled for Monday, January 5, 2026 at 5:30pm in the City Council Chambers.