



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, February 2, 2026 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Monday, January 5, 2026

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. To consider a request for a Certificate of Appropriateness for the placement of exterior signage on property located at 122 Grant St.
2. To consider a request for a Certificate of Appropriateness for a new parking area for the library on property located on the NE corner of 7th Street and Maple Street.
3. To consider a request for a Certificate of Appropriateness for the placement of exterior signage on property located at 119 E 3rd St.

Staff Report

New Business

Old Business

1. Select a Secretary
2. Discuss Historic District Guidelines

Next Meeting: Monday, March 2, 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

January 5th, 2026 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-Present, 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 Torie, second by Matt, motion carried. No opposition.

New Business-None

No Public Hearings

Staff Report-None

Old Business-

Selection of a Secretary Discussed – Josh proposed an outside Secretary that was not a committee member.

Review and discuss City Code Section (17-56). Discussion occurred regarding the coordination of the City Code with Historic Preservation Guidelines.

Josh had prepared an option to move the provisions of siding and windows from “prohibited” to “maybe”. Such was discussed. Further consideration to be given to other items in the “prohibited” category. Discussing regarding public notice to be conducted via mailing and/or canvassing prior to finalizing the Historic Preservation Guidelines.

Adjournment: There being no further business, Rick motioned to adjourn the meeting, seconded by Robin. All present voted in favor; the meeting was adjourned at 5:56 PM.

The next meeting is scheduled for Monday, February 2nd, 2026 at 5:30 PM in the City Council Chambers. Work session scheduled for January 22nd at 5:30.

CERTIFICATE OF APPROPRIATENESS

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



Date: 1/6/2026

Property Address: 122 Grant Street

Applicant: McCune-Brooks Healthcare Foundation

Telephone: (417) 313-5048

Mailing Address: 206 Grant Street

City: Carthage

State: MO

Zip: 64836

Email: lora@mbhfoundation.com

Relationship to Owner: Lora Phelps, Executive Director

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)

All of the South 150 feet of Lots Numbered Ninety-seven (97) and Ninety-eight (98) in the ORIGINAL TOWN, now City of Carthage, Jasper County, Missouri, according to the recorded Plat thereof.

Project Description:

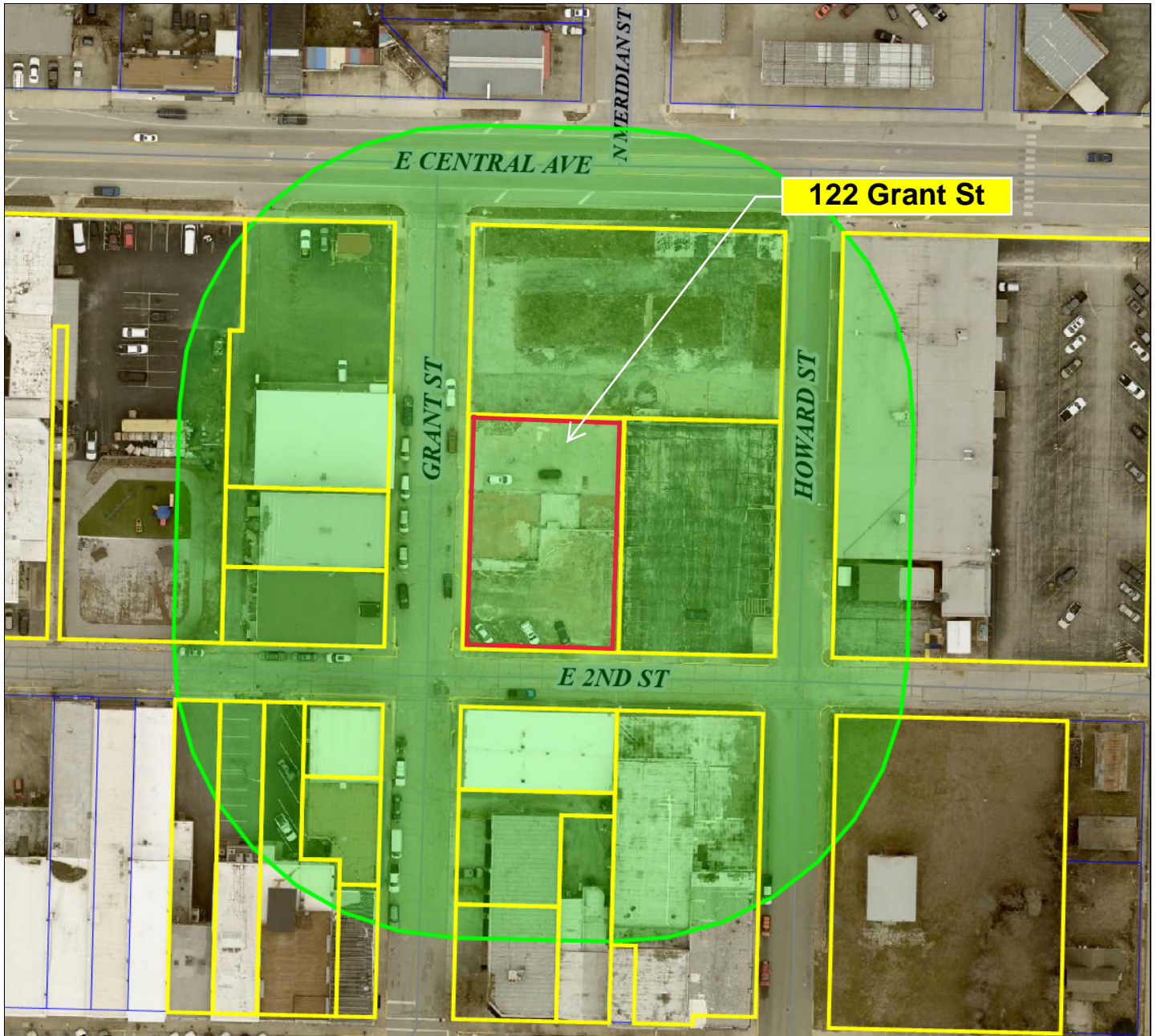
Placement of a sign in the Northwest corner of the property located at 122 Grant Street.

Lora Phelps, Exec Dir MBHF
Owner's Signature

Lora Phelps, Exec Dir. MBHF
Applicant's Signature

Office Use Only:	Date Received: <u>1/7/26</u>	Historic District: <u>✓</u>	Filing Fee: <u>—</u>
Date for City Staff Review:	Date Application is Complete:		
Planning & Zoning Commission Meeting Date: <u>2/2/26</u>	Ruling:		

185' Property Ownership Map / 122 Grant St



Date created: 1/7/2026
Last Data Uploaded: 1/7/2026 1:40:57 AM

SIGN PERMIT APPLICATION

Updated



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

DATE: 1/30/26 ESTIMATED COST: \$25,000

PROJECT ADDRESS: 122 Grant Street HISTORIC DISTRICT: YES NO

BUSINESS NAME: McCune- Brooks Healthcare Foudation BUSINESS OWNER: Same
ADDRESS: 206 Grant Street CITY: Carthage STATE: MO ZIP: 64836
TELE: 417-313-5048

SIGN CONTRACTOR: Sign Designs CITY CONTRACTOR LICENSE: YES NO
ADDRESS: 1720 West 7th Street CITY: Joplin STATE: MO ZIP: 64836
TELE: 417-624-8688

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

Table with 2 columns: SIGN TYPE, DESCRIPTION. Rows include WALL SIGN, GROUND SIGN (checked), PROJECTION SIGN, and ROOF SIGN.

TYPE OF WORK
SIGN IS: NEW (checked), ALTERATION, REPAIR
SIGN DETAILS: 32 SIZE IN SQUARE FEET, 4x8ft DIMENSIONS, HEIGHT ABOVE GRADE OF LOWEST PART OF SIGN, HEIGHT ABOVE GRADE OF HIGHEST PART OF SIGN, 0 PROJECTION BEYOND BUILDING LINE
TYPES OF MATERIALS: metal & acrylic
TYPES OF ILLUMINATION: illuminated inserts

ARE THERE EXISTING SIGNS ON PREMISES? No GROUND SIGN SIZE WALL SIGN SIZE OTHER SIGN SIZE

REMARKS: There was a ground sign on the Southwest corner of the property, but it was removed during construction.

REQUIRED ATTACHMENTS
X 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 Footing will be 24in round with rebar and ties, sign will be secured with anchor bolts

* 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.

Jora Phelps
Signature of Applicant

BUILDING OFFICIAL: PERMIT FEE: DATE:

Updated



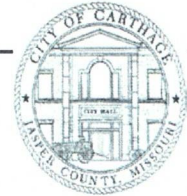
Updated



HUNTER & MILLARD ARCHITECTS, INC.

SIGN PERMIT APPLICATION

Updated



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

DATE: 1/30/26 ESTIMATED COST: \$7,800

PROJECT ADDRESS: 122 Grant Street HISTORIC DISTRICT: YES NO

BUSINESS NAME: McCune- Brooks Healthcare Foudation BUSINESS OWNER: Same
ADDRESS: 206 Grant Street CITY: Carthage STATE: MO ZIP: 64836
TELE: 417-313-5048

SIGN CONTRACTOR: Sign Designs CITY CONTRACTOR LICENSE: YES NO
ADDRESS: 1720 West 7th Street CITY: Joplin STATE: MO ZIP: 64836
TELE: 417-624-8688

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

Table with 2 columns: SIGN TYPE, DESCRIPTION. Includes rows for WALL SIGN, GROUND SIGN, PROJECTION SIGN, and ROOF SIGN.

TYPE OF WORK
SIGN IS: X NEW, ALTERATION, REPAIR
SIGN DETAILS: 27 SIZE IN SQUARE FEET, 3x9ft DIMENSIONS
TYPES OF MATERIALS: formed black plastic lettering
TYPES OF ILLUMINATION: illuminated inserts

ARE THERE EXISTING SIGNS ON PREMISES?
GROUND SIGN SIZE No WALL SIGN SIZE OTHER SIGN SIZE

REMARKS:

REQUIRED ATTACHMENTS
X 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.
Lora Phelps
Signature of applicant

BUILDING OFFICIAL: PERMIT FEE: DATE:

10" front formed black plastic lettering

Updated



Prepared by: Scott G

SIGNDesigns
RISE HIGH

1720 West 7th Street • Joplin, MO 64801
 417-624-8688 Phone • 417-624-0933 Fax
 www.sign-designs.com

Copyright © 2025

This drawing is provided for the purpose of illustrating the proposed project. Unauthorized use, copying, scanning or sharing is strictly prohibited and protected by law.

Electrical hookup by others. Electrical requirements: 120V (or as indicated)
 All landscaping by others

Customer Approval

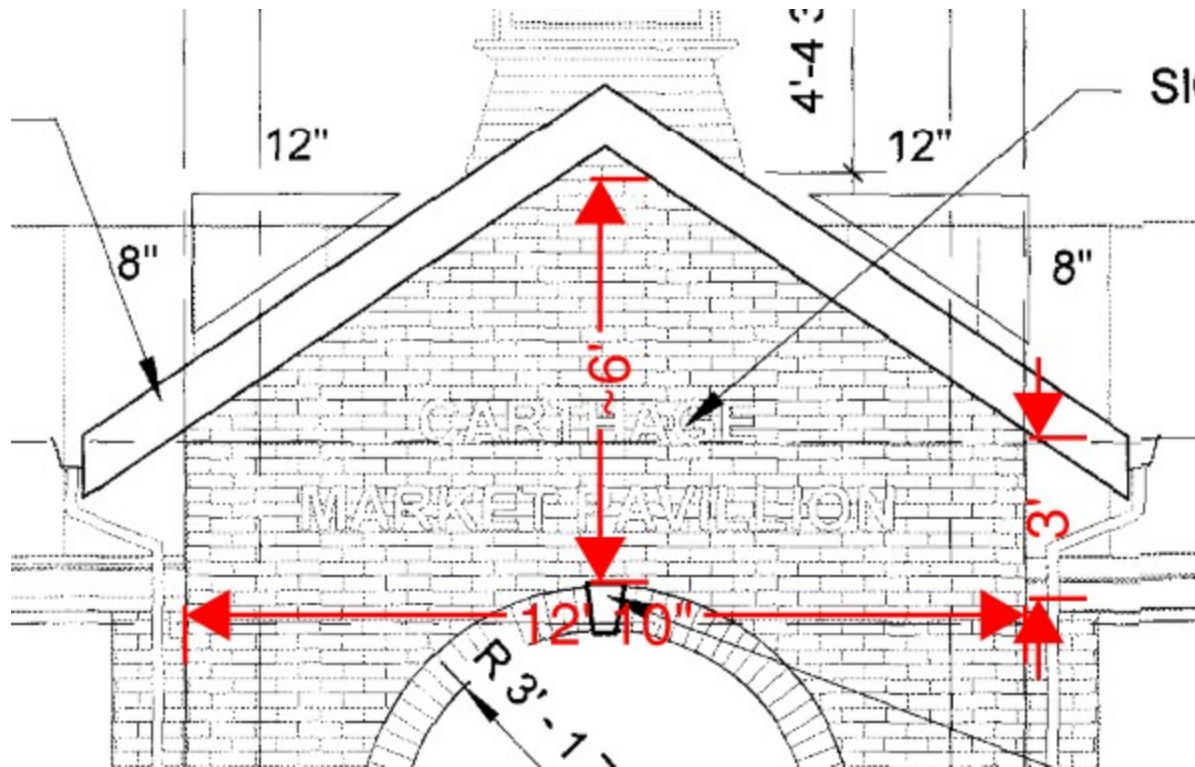
 Name & Title

 Authorization

 Date

Proof: 12-11-2025
 Rev 1: 12-18-2025
 Rev 2: _____
 Rev 3: _____
 Rev 4: _____
 Rev 5: _____

Updated



CERTIFICATE OF APPROPRIATENESS

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



Date: 1-6-26

Property Address: Northeast Corner of W. 7th Street and S. Maple Street

Applicant: Wayne Stephenson - GB Engineering Telephone: (417) 825-5291

Mailing Address: 420 S. Main Street, Suite A City: Joplin State: MO Zip: 64801

Email: wayne@gbcivil.com

Relationship to Owner: Civil Engineer for the project

Name of current Property Owner: Board of Trustees of Carthage Public Library Telephone: (417) 237-7040
(If other than the Applicant)

Mailing Address: 612 S. Garrison Ave City: Carthage State: mo Zip: 64836

Email: Brian Schmidt, President of Board of Trustees - brianschmidt@schmidt.cpa

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


See attached

Project Description:

The project consists of a new public parking lot area to service the existing public library. New sidewalk proposed with pedestrian crossing marked across Maple Street to connect the Library to the new parking lot. Approximately 20-25 new parking spaces are being proposed, +/- 12,000 SF of new pavement



Owner's Signature



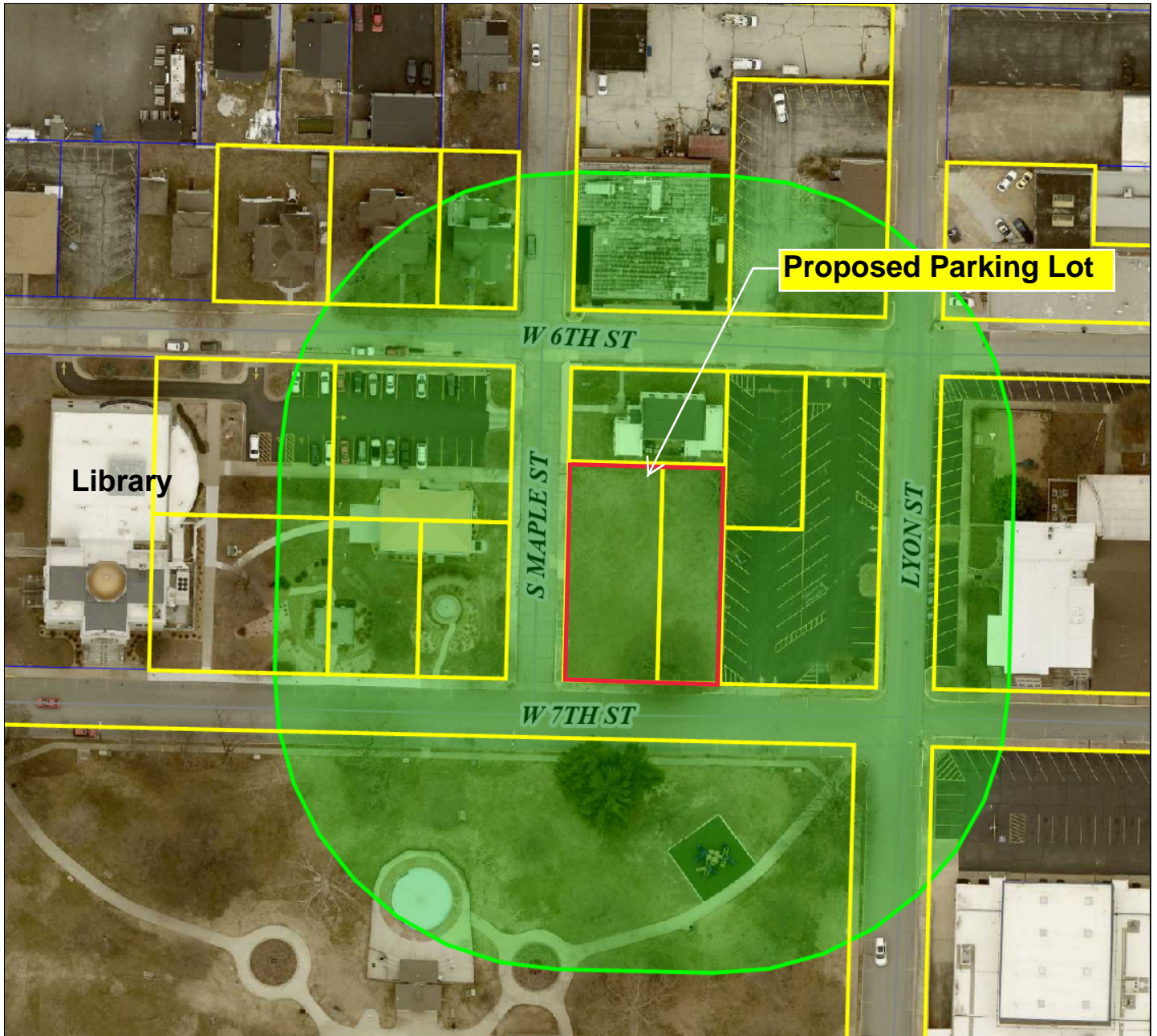
Applicant's Signature

Office Use Only: Date Received: 1/8/26 Historic District: Filing Fee: —

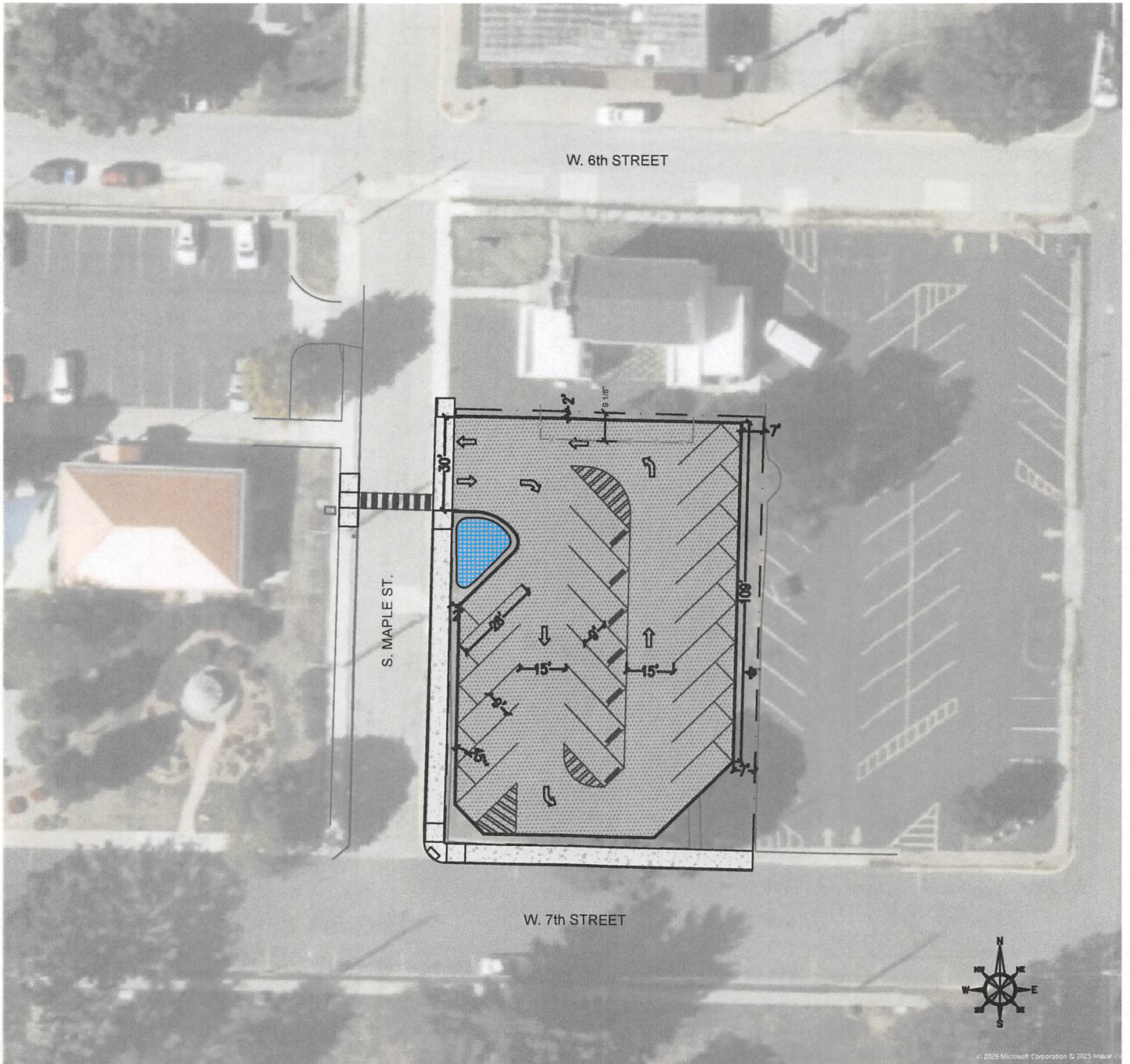
Date for City Staff Review: _____ Date Application is Complete: _____

Planning & Zoning Commission Meeting Date: 2/2/26 Ruling: _____

185' Property Ownership Map / NE Corner of 7th St. and Maple St.



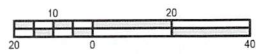
Date created: 1/7/2026
Last Data Uploaded: 1/7/2026 1:40:57 AM



W. 6th STREET

S. MAPLE ST.

W. 7th STREET



GRAPHIC SCALE
SCALE: 1" = 20'

CARTHAGE PUBLIC LIBRARY
CONCEPTUAL PARKING ADDITION

Planning, Zoning & Historical Preservation

Staff Report

Wayne Stephenson, of GB Engineering has applied for a Certificate of Appropriateness to place a parking lot at Northeast corner of W 7th Street and S Maple Street. The property is owned by the Board of Trustees of the Carthage Public Library. This would create an additional 20-25 parking spaces for the Carthage Public Library with new sidewalk on both Maple St and 7th St.

Adjacent Land Use/Zoning

This property is Zoned "C" which would allow the proposed parking lot to be placed at the requested location. Ref, Sec 25-452 of the City Municipal Code.

Upon review of the dimensions provided and layout of the parking lot within the Site Plan, the proposed parking lot would follow city code. Therefore, it is the Staff's recommendation that the commission approve the Certificate of Appropriateness.

CERTIFICATE OF APPROPRIATENESS

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



Date: 1/6/2026

Property Address: 119 E. 3rd St., Carthage, Mo 64836

Applicant: Rick and Sally Stuart Telephone: 816-804-2933

Mailing Address: 1118 Belle Air Place City: Carthage State: MO Zip: 64836

Email: stuser11c@gmail.com

Relationship to Owner: Owner

Name of current Property Owner: Same Telephone: _____
(If other than the Applicant)

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____

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

119 E. 3rd St. - Carthage MO - N. Side of Square
(legal not available this am)

Project Description: _____

rectangle sign placed on store front
sign designs was to make this application
before installing sign. They said that they
have made this application - though late

[Signature]
Owner's Signature

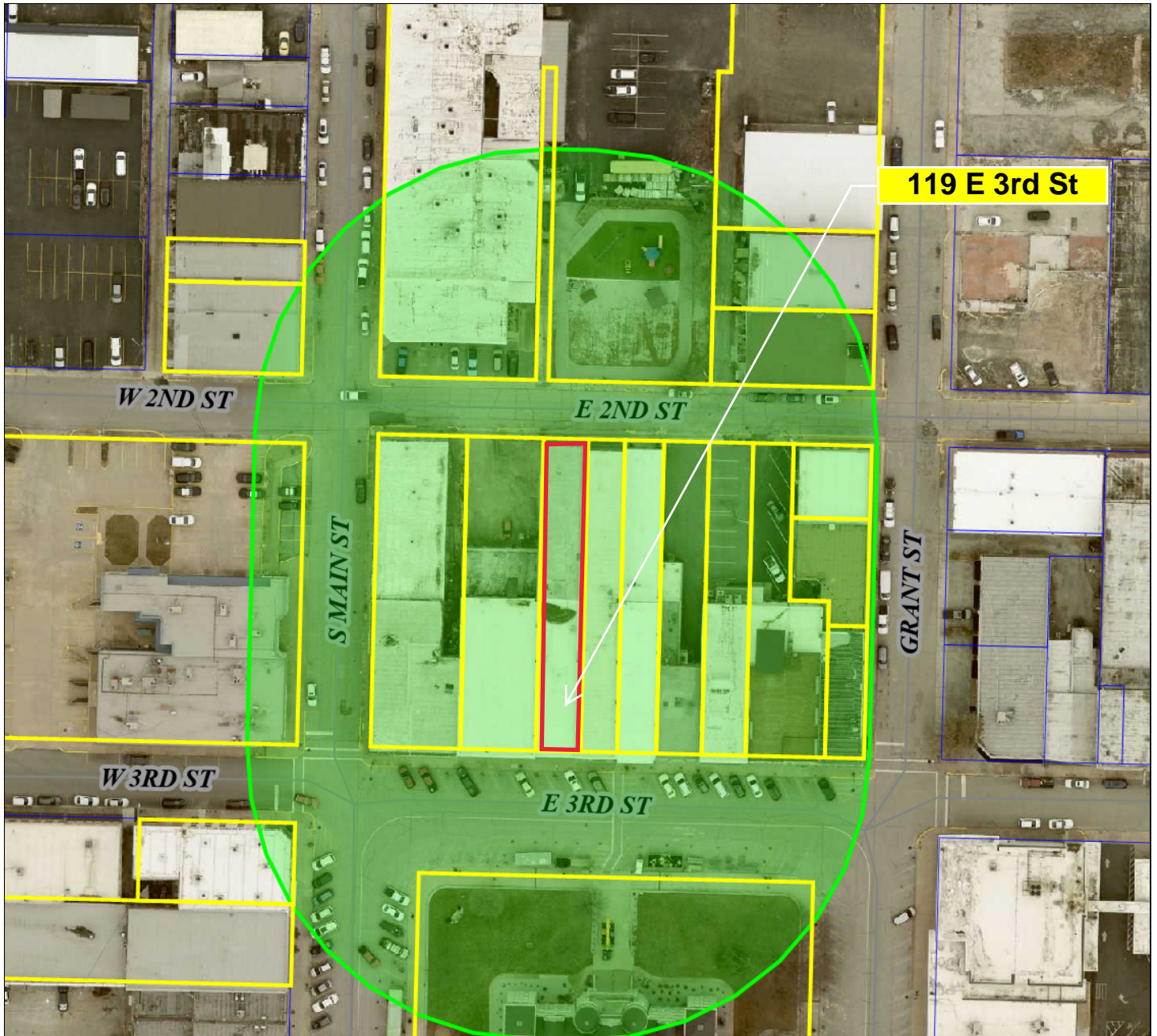
[Signature]
Applicant's Signature

Office Use Only: Date Received: 1/5/26 Historic District: Filing Fee: -

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

Planning & Zoning Commission Meeting Date: 2/2/26 Ruling: _____

185' Property Ownership Map / 119 E 3rd St

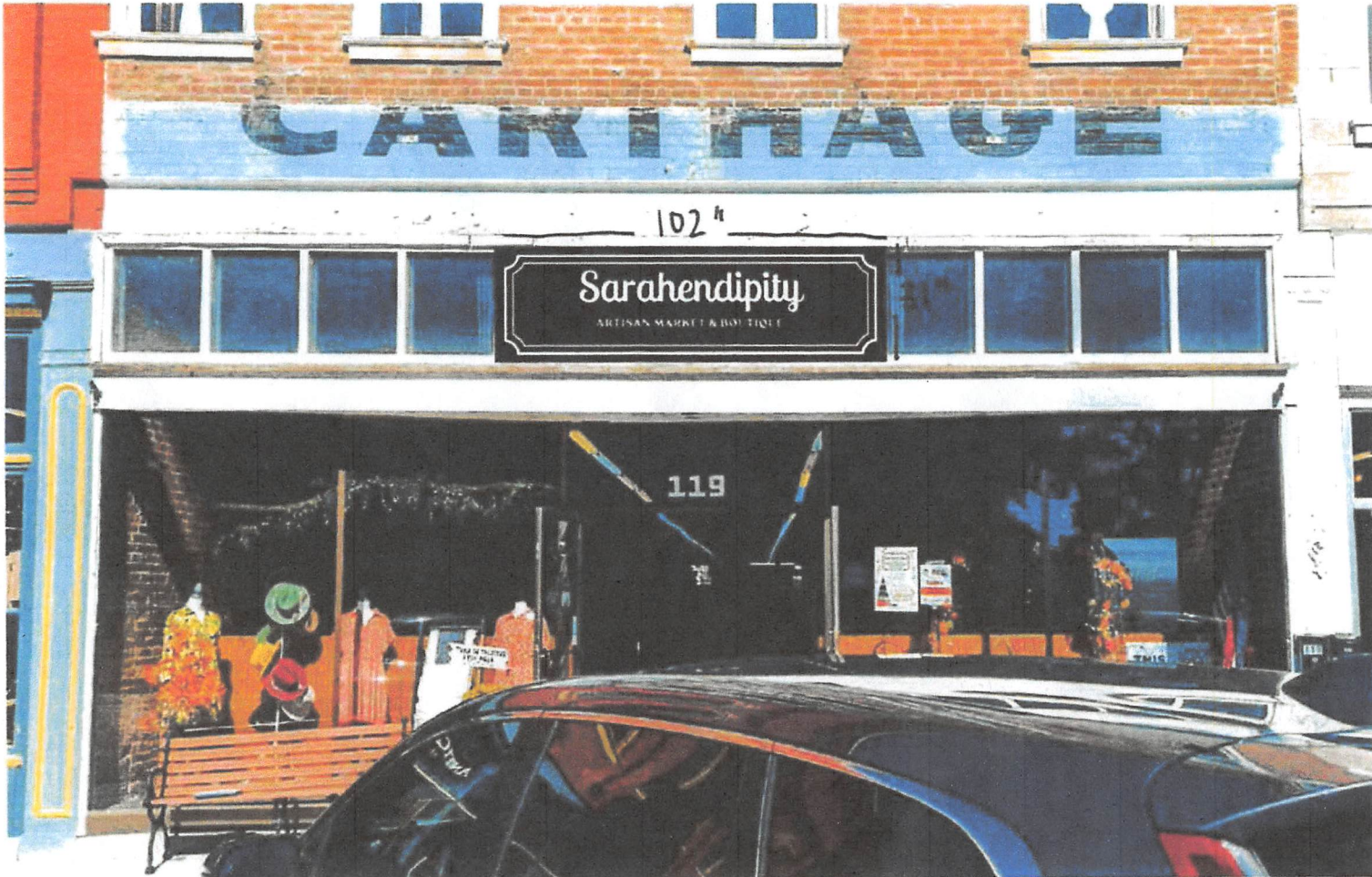


Date created: 1/7/2026
Last Data Uploaded: 1/7/2026 1:40:57 AM

Sarahendipity - Carthage - 119 E 3rd St

(1) 31" 102" ACM panel with printed graphics - 3mil MPI with gloss laminate

Option B



Prepared by: Scott G

SIGNDesigns
RISING HIGHER

1720 West 7th Street Joplin, MO 64801
417-624-8688 Phone 417-624-0933 Fax
www.sign-designs.com

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This drawing is provided for the purpose of illustrating the proposed project. Unauthorized use, copying, scanning or sharing is strictly prohibited and protected by law.

Electrical hookup by others. Electrical requirements: 120V (or as indicated)
All landscaping by others

Customer Approval

Authorization

Proof: 11-18-2025

Rev 1: _____
Rev 2: _____
Rev 3: _____
Rev 4: _____
Rev 5: _____

SIGN PERMIT APPLICATION

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



DATE: 12/29/25 ESTIMATED COST: \$ 528.00

PROJECT ADDRESS: 119 E 3rd St HISTORIC DISTRICT: YES NO

BUSINESS NAME: Sarahendipity BUSINESS OWNER:
ADDRESS: 119 E 3rd St CITY: Carthage STATE: MD ZIP: 04836
TELE: _____

SIGN CONTRACTOR: Sign Designs CITY CONTRACTOR LICENSE: YES NO
ADDRESS: 1720 W. 7th St. CITY: Joplin STATE: MO ZIP: 64801
TELE: 417-624-8688

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

TYPE OF WORK

SIGN IS: NEW ALTERATION REPAIR

SIGN DETAILS:

21.95 SIZE IN SQUARE FEET 31" x 102" DIMENSIONS

10' HEIGHT ABOVE GRADE OF LOWEST PART OF SIGN

12'6 1/4" HEIGHT ABOVE GRADE OF HIGHEST PART OF SIGN

3'11 1/2" PROJECTION BEYOND BUILDING LINE

TYPES OF MATERIALS: Aluminum / Vinyl

TYPES OF ILLUMINATION: N/A

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

REMARKS: _____

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.

[Signature]
Signature of Applicant

BUILDING OFFICIAL: _____ PERMIT FEE: _____ DATE: _____

Planning, Zoning & Historical Preservation

Staff Report

Rick and Sally Stuart applied for a Certificate of Appropriateness to place a sign at 119 E 3rd St. They are the owners of this property. This would be a rectangle, store front sign. Sign Design has designed the sign and are licensed to work within the city. The sign is approximately 2.5'x8.5'.

Adjacent Land Use/Zoning

This property is Zoned "E" which would allow the proposed sign to be placed at the requested location.

Upon review of the dimensions provided and the layout of the sign, it is the Staff's recommendation that the commission approve the Certificate of Appropriateness.