



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, March 2, 2026 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

AMENDED

Minutes of Previous Meeting: Monday, February 2, 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 to remove a house located at 807 Grant
2. To consider a request for Annexation of property known as Lot 13 in Breckenwood 3rd Addition
3. To consider a request for Annexation of a 24 acre parcel on E Fir Road

New Business

1. Consider and Discuss the Replat of Blackberry Briar Subdivision

Old Business

1. Select a Secretary

Staff Report

Next Meeting: Monday, April 6, 2026

Adjourn

Commission Members

Voting Members:	Chairman	Joshua Anderson	1205 S Main	417-793-2196
	Vice Chairman	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, and Historic Preservation Commission
Minutes
Monday, February 2, 2026

Call to Order

The meeting was called to order by Josh Anderson at 5:30 in the Carthage City Hall Council Chambers.

Members in Attendance

Josh Anderson (Chairman), Philip Brown, Robyn Peterson, Torie Bounous, Rick Stuart, Matt Smith

Staff and Council in Attendance

Mayor Bren Flanagan, City Administrator Traci Cox, Public Works Director Josiah Bayless, Public Works Administrator Julie Tilley, Commission Secretary Donna Anderson

Absent

Councilman Derek Peterson

Minutes of Previous Meeting

Rick Stuart moved the minutes of the January 5, 2026 meeting be approved. Matt Smith seconded the motion. The motion carried.

Old Business

Josh Anderson moved that the order of the meeting be amended so that the selection of a secretary would be the first item of business. Rick Stuart seconded the motion. The motion carried.

Josh Anderson presented Donna Anderson as the candidate for secretary. Josh Anderson moved for the appointment of Donna Anderson. Matt Smith seconded the motion. The motion carried.

Public Participation and Hearing

To consider a request for a Certificate of Appropriateness for the placement of exterior signage on property located at 122 Grant St.

Lora Phelps from the McCune Brooks Foundation presented a request for 2 exterior signs at the Kolpin Family Pavilion

- 1) A black and white lighted pole sign on the northwest corner of the property
- 2) 10 inch plastic lettering on the east and west face peaks of the pavilion

Rick Stuart made a motion approving the request. Philip Brown seconded the motion. Josh Anderson and Robyn Peterson abstained. The motion carried.

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.

Gary Cole and Lee Saylor presented a request from the library board to build a 21 space parking lot on the corner of 7th and Maple streets. Two trees will be cut down. The lot will be landscaped and 4 trees will be planted to replace those that were removed. There will be an in and out drive on Maple St.

A discussion was held on the placement of the crosswalk. The current plan calls for the crosswalk to be at the corner whereas the natural placement appears to be the middle of the block. Safety concerns were discussed. Torie Bounous suggested adding a speed bump to improve safety. Sally Stuart noted that she had been approached with concerns about trees being cut down.

Rick Stuart made a motion to approve the request. Robyn Peterson seconded the motion. Josh Anderson abstained. The motion carried.

To consider a request for a Certificate of Appropriateness for the placement of exterior signage on property located at 119 E 3rd.

This request concerns placing a sign at the Sarahendipity location.

Philip Brown moved for approval of the request. Matt Smith seconded the motion.

Rick Stuart abstained. The motion carried.

Rick Stuart stated it was the intention to have a painter come and repaint the Carthage ghost sign that was uncovered. Discussion about what could be done with ghost signs followed and it was concluded that while these signs couldn't be destroyed, repair and enhancement was allowed.

Staff Reports

Public Works Director Josiah Bayless gave an update on activity within his department.

Mayor Bren Flanagan pointed out that the Library parking lot crosswalk should be considered from various points of view including that of a lawyer. There is the public mindset that stepping into a crosswalk keeps you safe.

Old Business

Discussion of the Historic Guidelines continued with signage. Julie Tilley pointed out the size requirements for signage in the guidelines was based on a ratio factor of the square footage of the first floor facade of a building in the commercial district. This tends to keep the signs at a very small size. She suggested that the commission may need to review the wording for sign requirements as to make them more workable. Josh Anderson suggested that he and Julie would do more review of the signage requirements and the commission could dive into this at the next work session.

When questioned about how the Public Works Department was feeling about the new historic guidelines, Julie Tilley responded by saying there was certainly value in the guidelines but enforcement might be the challenge.

Councilman David Thorn contributed that he felt the new guidelines should

not overly encroach on the rights of property owners in the historic district.

Work Session

Thursday, February 19, 2026

Next Meeting

Monday, March 2, 2026

Adjournment

Philip Brown moved the meeting be adjourned. The motion was seconded by Rick Stuart. The motion carried. The meeting adjourned at 6:23.

CERTIFICATE OF APPROPRIATENESS

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



Date: 01/22/2026

Property Address: 807 Grant

Applicant: The Bridge Christian Church

Telephone: (417) 359-6933

Mailing Address: 800 S. Main

City: Carthage

State: MO

Zip: 64836

Email: randeekaiser@gmail.com

Relationship to Owner: Church elder

Name of current Property Owner: The Bridge Christian Church

Telephone: (417) 358-4044

(If other than the Applicant)

Mailing Address: 800 S. Main

City: Carthage

State: MO

Zip: 64836

Email: kerry@bridgecarthage.com

Legal Description of Property:

(Attach separate sheet if necessary)

Project Description:

The Bridge Christian Church would like to remove the house located at 807 Grant. This house has been used as a parsonage for at least the past 30 years. It is the intention to level the ground there and utilize it for future growth at a later time.

Owner's Signature

Applicant's Signature

Office Use Only:

Date Received: 1/22/26

Historic District: YES

Filing Fee: NA

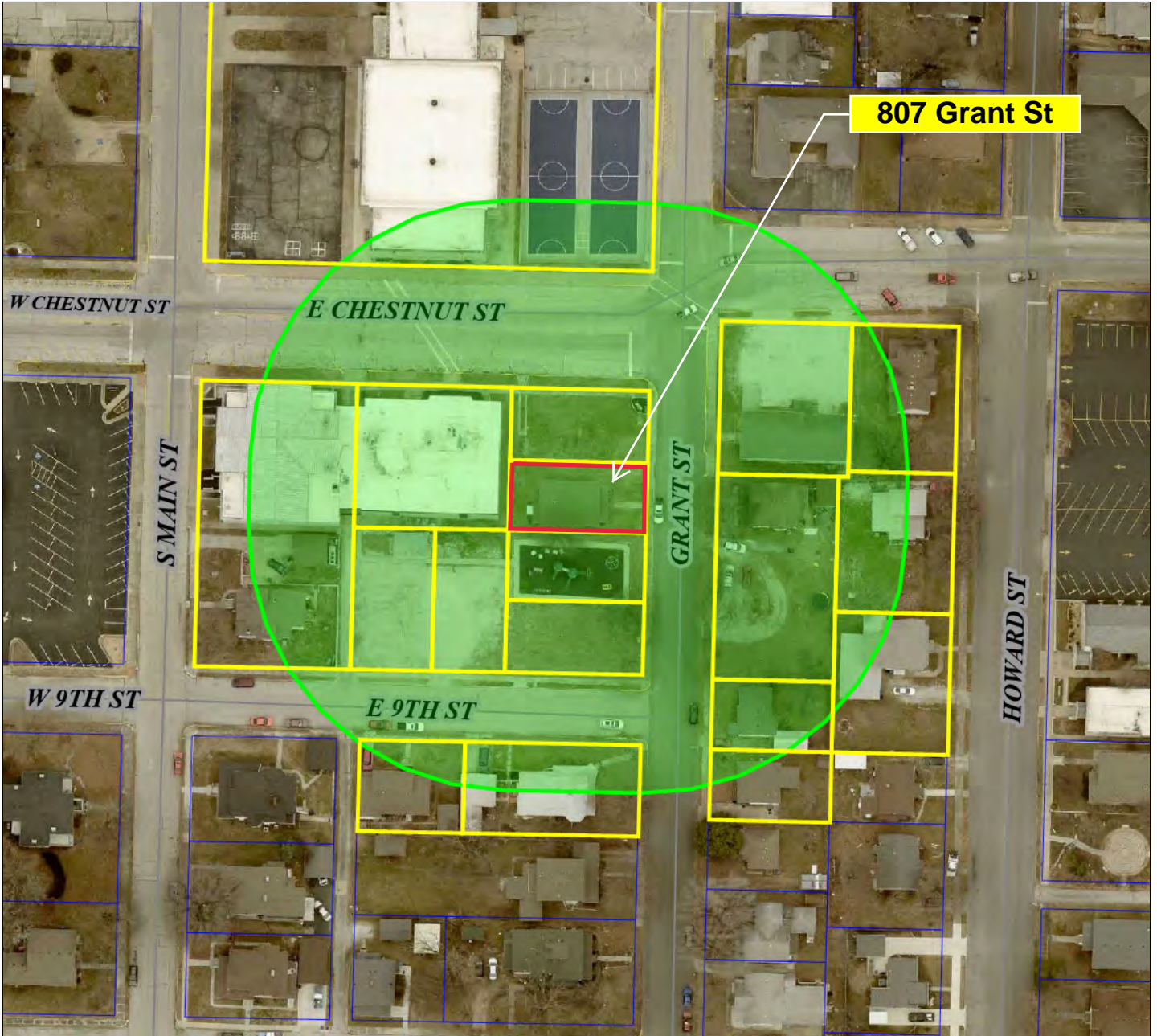
Date for City Staff Review:

Date Application is Complete:

Planning & Zoning Commission Meeting Date: 3/2/26

Ruling:

185' Property Ownership Map 807 Grant St



Date created: 2/10/2026
Last Data Uploaded: 2/10/2026 1:38:40 AM

807 Grant St



Planning, Zoning & Historic Preservation

Staff Report

The Bridge Christian Church has applied for a Certificate of Appropriateness to remove a house located at 807 Grant St. This house is requested to be moved to utilize the area for future growth.

Adjacent Land Use/Zoning

This property is Zoned "C" Apartment and does reside within the Historic District. Refer to Sec. 17-56, *b* in the code of ordinances. This zoning is consistent with the surrounding area.

Staff Recommendation

Staff have spoken with applicants to get more information on the plans to remove the structure. The goal at this time is to have the structure moved to a different location to save the structure and provide a home for a family in need. This would also allow for property owners to fully utilize the extra space for future growth.

It is the Staff's recommendation that the commission approve the Certificate of Appropriateness.

ANNEXATION REQUEST APPLICATION

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



Date: 2/2/26 Filing Fee: \$100 Pd. 2/2/26
ck # 7146

Property Owner's Name: STEPHEN CARLTON & MARY CARLTON Telephone: 417-434-6460
Mailing Address: 1436 HIGHLAND AVE. City: CARTHAGE State: MO Zip: 64836
Email: SPCARLTON@YAHOO.COM

Applicant: _____ Telephone: _____
(If not owner)
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Location of Property: WEST END OF BREKENWOOD AGAINST
COUNTRY CLUB ROAD
Legal Description: BRECKINGOOD 3rd ADD LOT 13
(Attach to application if needed)
Total Acres: 1.06 Total Lots: 1 (ATTACHED)
Present Use of Property: UNIMPROVED
Proposed Use of Property: RESIDENTIAL HOME
If residential, estimated number of dwelling units: 1

Land Use and Zoning abutting or adjacent to site:	Zoning:
North <u>MOULTON</u>	<u>A</u>
South <u>WILKERSON</u>	<u>A</u>
East <u>CARLTON</u>	<u>A</u>
West <u>OUT OF CITY</u>	<u>-</u>

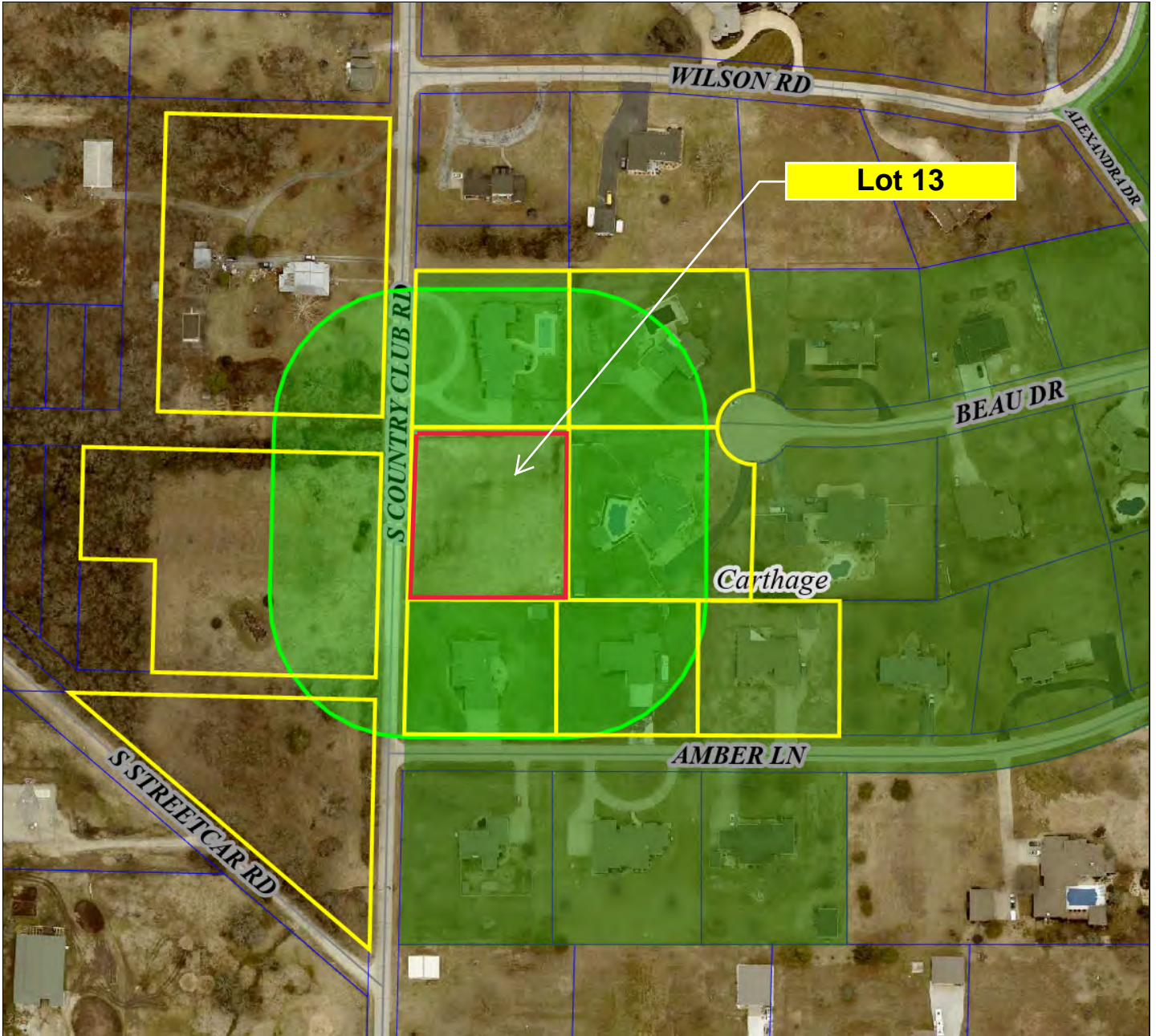
Stephen Carlton
Owner's Signature

Applicant's Signature

Office Use Only: Date Received: 2/2/26 Filing Fee: Yes PAID
Date for City Staff Review: _____ Date Application is Complete: _____
Planning & Zoning Commission Meeting Date: 3/2/2026 Ruling: _____

LOT IS UNDER CONTRACT FOR SALE - ATTACHED

185' Property Ownership Map Lot 13 Breckenwood 3rd Addition



Date created: 2/18/2026
Last Data Uploaded: 2/18/2026 1:12:53 AM

Current City Limit Map

Lot 13 Breckenwood 3rd



Planning, Zoning & Historic Preservation

Staff Report

The property owner, Stephen Carlton, has requested an annexation of Breckenwood 3rd Add. Lot 13. This property lies along Country Club Road. It currently is surrounded by 3 lots that all reside within the city limits. All city utilities are accessible.

Adjacent Land Use/Zoning

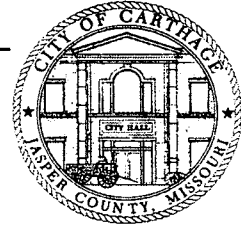
All surrounding properties in city limits are currently zoned A First Dwelling.

Staff Recommendation

According to Municipal Code Sec. 25-61 and our Annexation Policy, this would meet all criteria for Staff to recommend approving this annexation request.

ANNEXATION REQUEST APPLICATION

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



Date: 02/03/2026 Filing Fee: \$100

Property Owner's Name: Carthage R-9 School District Telephone: (417) 359-7015
Mailing Address: 709 W. Centennial Ave City: Carthage State: M) Zip: 64836
Email: goodnighth@carthagetigers.org

Applicant: Dan Hill for Carthage R-9 School District Telephone: (417) 359-7015
(If not owner)
Mailing Address: 1333 E. Fairview Ave City: Carthage State: MO Zip: 64836
Email: danhill@carthagetigers.org

Location of Property: East Fir Rd., Carthage

Legal Description: see attached
(Attach to application if needed)

Total Acres: 24.23 Total Lots: 1

Present Use of Property: Farm

Proposed Use of Property: Education

If residential, estimated number of dwelling units:

Land Use and Zoning abutting or adjacent to site:	Zoning:
North first dwelling	A
South out of city limits	NA
East out of city limits	NA
West first dwelling	A

Owner's Signature

Dan Hill

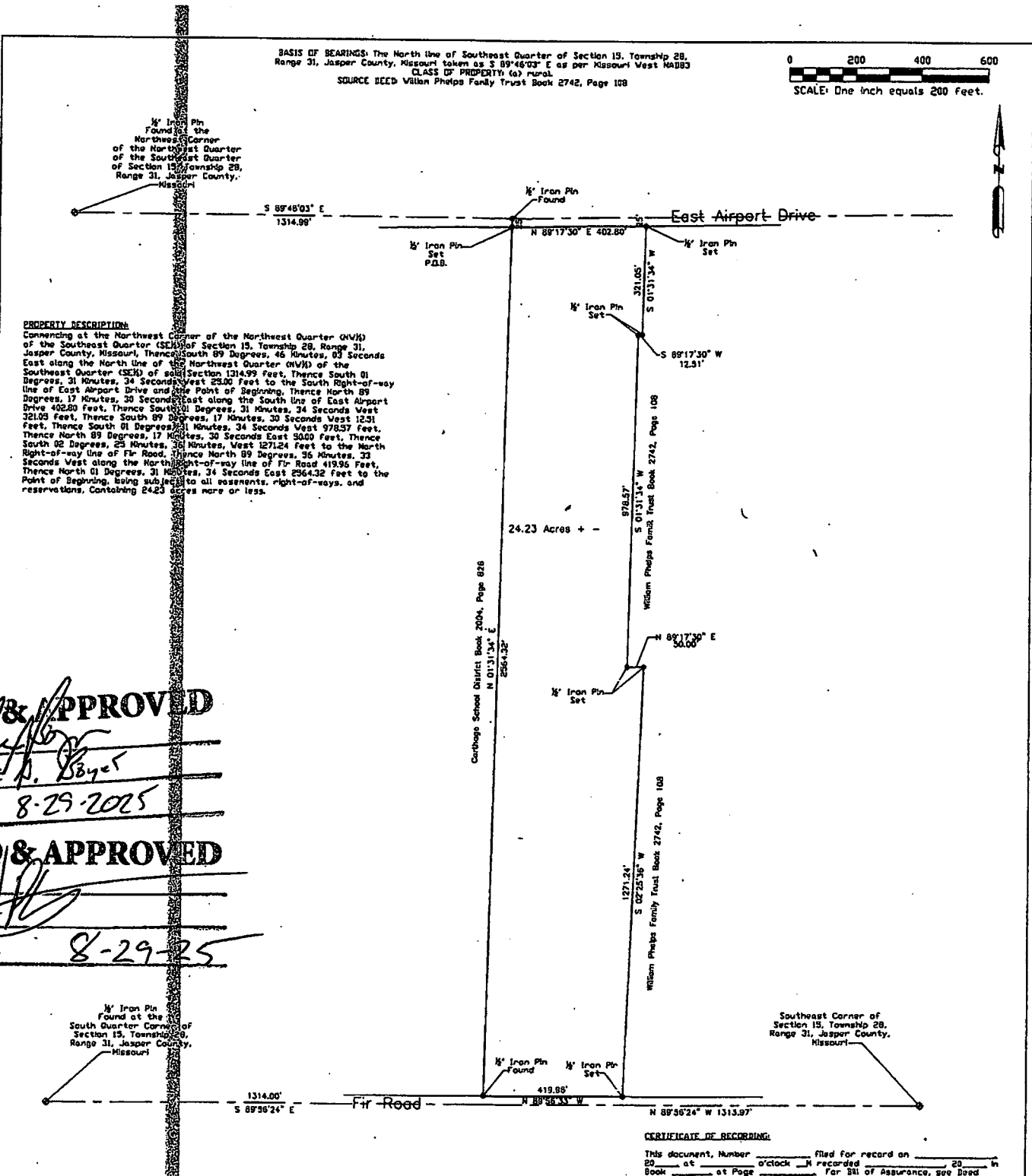
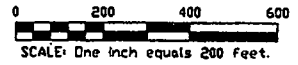
Applicant's Signature

Office Use Only: Date Received: Filing Fee: Yes

Date for City Staff Review: Date Application is Complete:

Planning & Zoning Commission Meeting Date: Ruling:

BASIS OF BEARINGS: The North line of Southeast Quarter of Section 15, Township 28, Range 31, Jasper County, Missouri taken as S 89°46'03" E as per Missouri West NAD83 CLASS OF PROPERTY (a) rural. SOURCE DEED Valian Phelps Family Trust Book 2742, Page 108



PROPERTY DESCRIPTION

Commencing at the Northwest Corner of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section 15, Township 28, Range 31, Jasper County, Missouri, Thence South 89 Degrees, 46 Minutes, 03 Seconds East along the North line of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of said Section 1514.99 feet, Thence South 01 Degree, 31 Minutes, 34 Seconds West 23.00 feet to the South Right-of-way line of East Airport Drive and the Point of Beginning, Thence North 89 Degrees, 17 Minutes, 30 Seconds East 402.80 feet, Thence South 01 Degree, 31 Minutes, 34 Seconds West 321.05 feet, Thence South 89 Degrees, 17 Minutes, 30 Seconds West 1231 feet, Thence South 01 Degree, 31 Minutes, 34 Seconds West 978.37 feet, Thence North 89 Degrees, 17 Minutes, 30 Seconds East 504.00 feet, Thence South 02 Degrees, 25 Minutes, 36 Seconds West 1271.24 feet to the North Right-of-way line of Fir Road, Thence North 89 Degrees, 36 Minutes, 33 Seconds West along the North Right-of-way line of Fir Road 419.85 feet, Thence North 01 Degree, 31 Minutes, 34 Seconds East 256.432 feet to the Point of Beginning, being subject to all easements, right-of-ways, and reservations, Containing 24.23 acres more or less.

READ & APPROVED

Lucas P. Byers

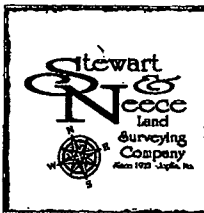
Dated 8-29-2015

READ & APPROVED

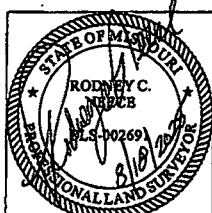
[Signature]

Dated 8-29-25

SURVEYOR'S CERTIFICATE
 I, Rodney C. Neece a Registered Land Surveyor of Joplin, Jasper County, Missouri, do hereby certify that the field notes and attached plat are true and accurate description of the work performed and measurements taken survey made in accordance with the Missouri Standards for Property Boundary Surveys of the Department of Agriculture, Division of Weights & Measures and Consumer Protection and is not a warranty of title either expressed or implied. This declaration is made to the original owner and/or purchaser of the survey as of the date indicated in the title block. It is not transferable to additional institutions or subsequent owners and may not be used in connection with a survey Affidavit or similar document, agreement, or mechanism to obtain title insurance for any subsequent or future grantees. Furthermore, this survey is not valid without the original signature and sealed copy.
Rodney C. Neece
 Rodney C. Neece, M.O.L.S. 000269

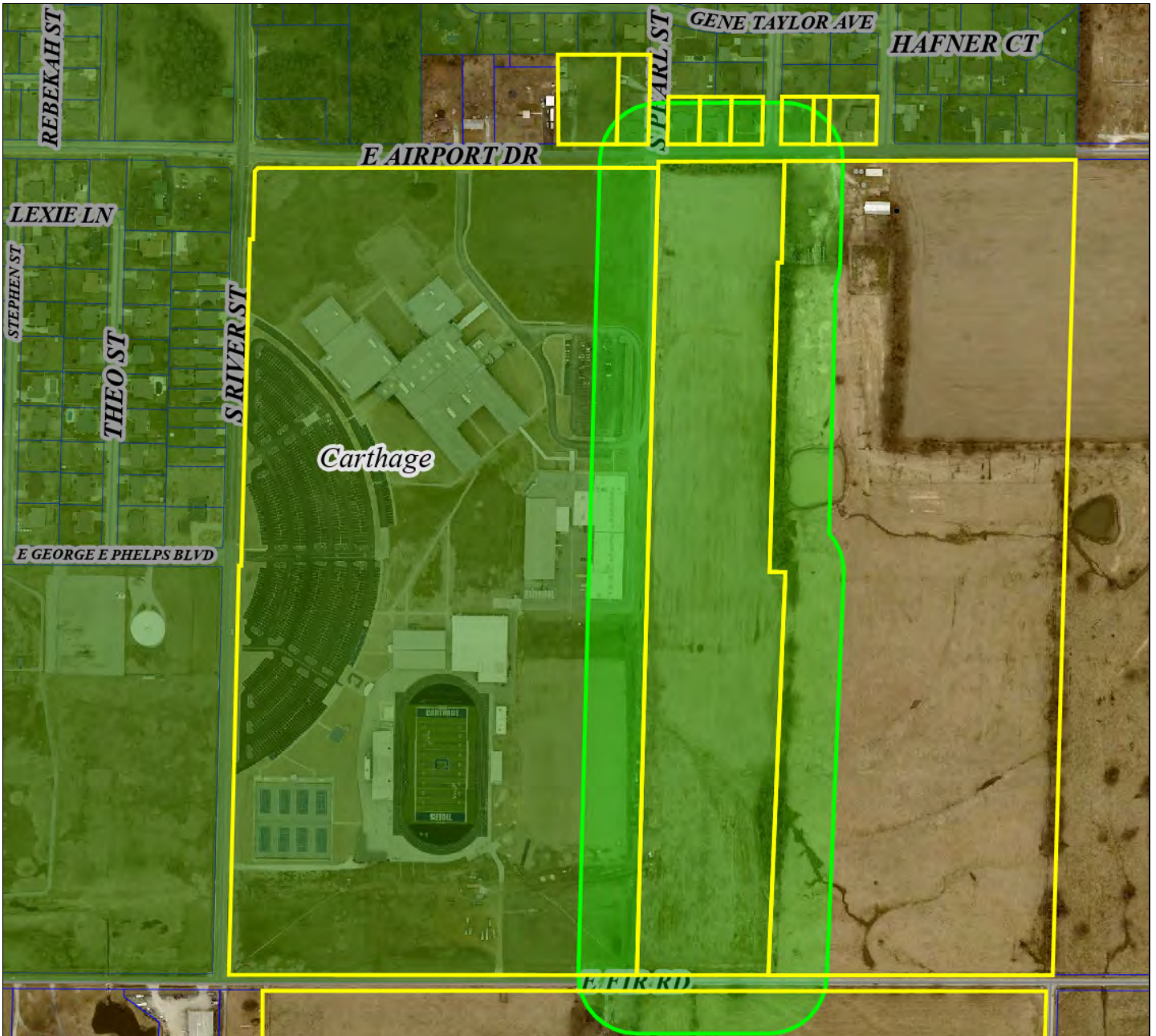


CERTIFICATE OF RECORDING
 This document, Number _____ filed for record on _____
 20 _____ at _____ o'clock _____ M recorded _____
 Book _____ at Page _____ for Bill of Assurance, see Deed
 Record Book _____ at Page _____



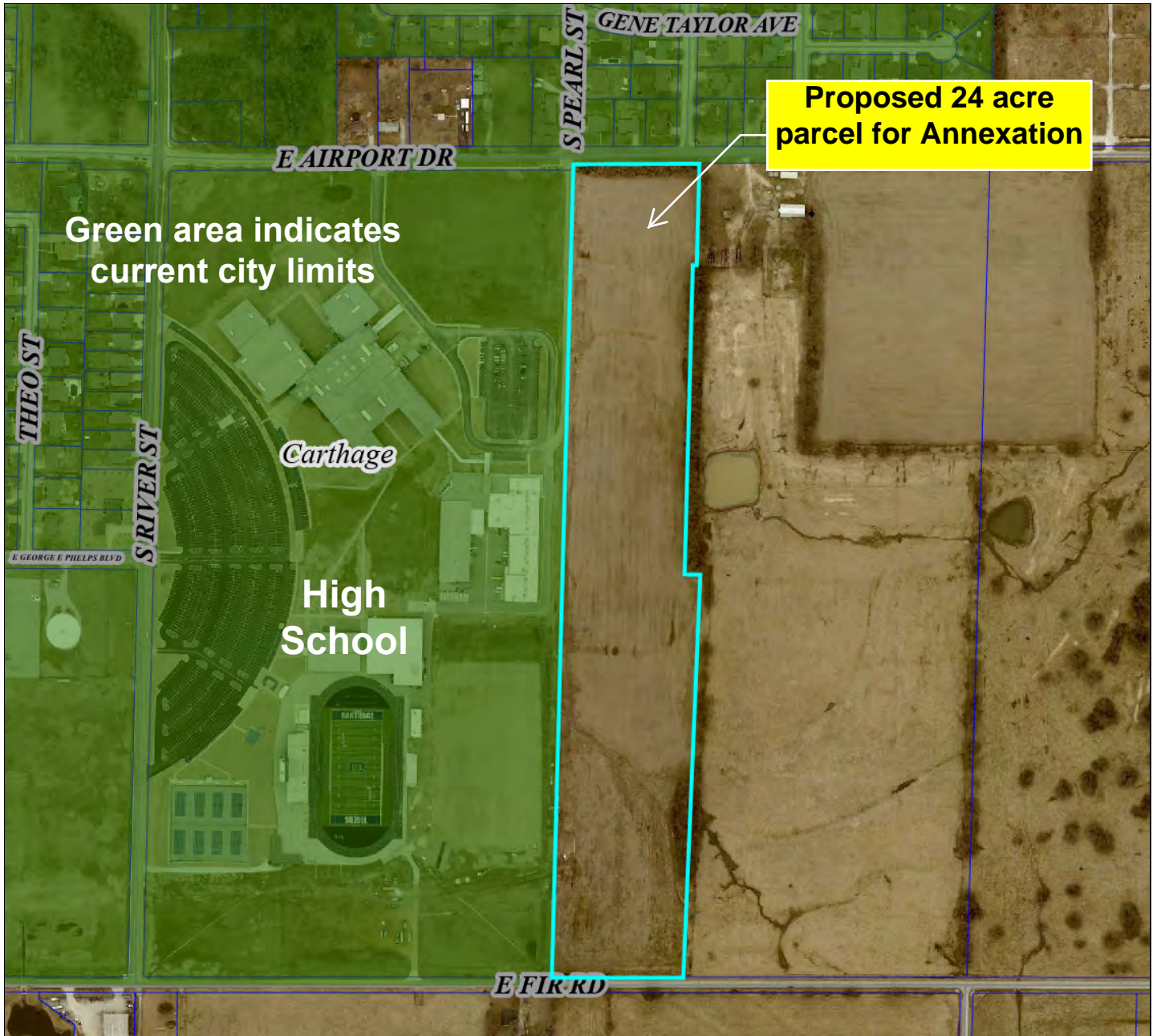
STEWART AND NEECE LAND SURVEYING, INC. 1201 East 15th Street, Joplin, Missouri 64801 Phone: 417-624-0311 Fax: 417-624-0365		
SURVEY FOR Lora Phelps		
DRAWN Allgood	DATE 8-18-25	ADDRESS East Airport Dr Carthage, Mo.
APPROVED MB	\$77/R 15-28-31	
SCALE: 1"=200'	FILE NAME: 192831LP	CERT OF AUTHORITY LSC-2004000198

185' Property Ownership Map R9 Annexation Request



Date created: 2/3/2026
Last Data Uploaded: 2/3/2026 1:52:19 AM

Current City Limit Map R9 Annexation



Date created: 2/3/2026
Last Data Uploaded: 2/3/2026 1:52:19 AM

Planning, Zoning & Historic Preservation

Staff Report

The Carthage R-9 School District has submitted an annexation request application for property located on East Fir Rd., Carthage. This is East of the current High School property.

Adjacent Land Use/Zoning

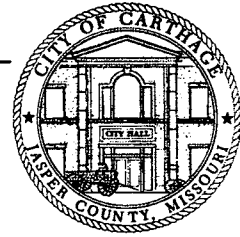
This property is currently Agricultural. It is adjacent to city limits to the West and to the North. These properties are Zoned A, Residential.

Staff Recommendation

According to Municipal Code Sec. 25-61 and our Annexation Policy, Staff would recommend the commission approve the Request for Annexation.

PRE-DEVELOPMENT APPLICATION

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



Date: 02/16/2026 Filing Fee: \$200

Preliminary Plat
 Re-Plat

Final Plat
(fee may be waived)

Property Owner's Name: Wright Family Homes/Chris Wright Telephone: (417) 455-6405
Mailing Address: 11351 Amelia Ln City: Joplin State: MO Zip: 64801
Email: _____

Applicant: _____ Telephone: _____
(If not owner)
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Location of Property: East of Prospect Ave. Between 13th St. and Budlong St.

Present Use of Property: Undeveloped
Proposed Use of Property: Single Family Residential

Name of Subdivision: Blackberry Briar Subdivision
Total Acres: 7.5 +/- Total Lots: 33

Design Professional who Prepared the Plat: MJ Surveying
Telephone: (417) 623-2525 Email: cherie@mjsurveyingllc.com

Engineer's Name: _____ Telephone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Surveyor's Name: Eric Miller Telephone: (417) 623-2525
Mailing Address: 2224 S. Main City: Joplin State: MO Zip: 64804
Email: cherie@mjsurveyingllc.com

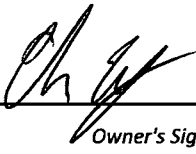
Zoning of Property: A-First Dwelling

Land Use and Zoning abutting or adjacent to site:

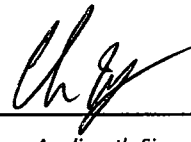
Zoning:

North Undeveloped
South A-Single Family
East A-Single Family
West A-Single Family

A
A
A
A



Owner's Signature



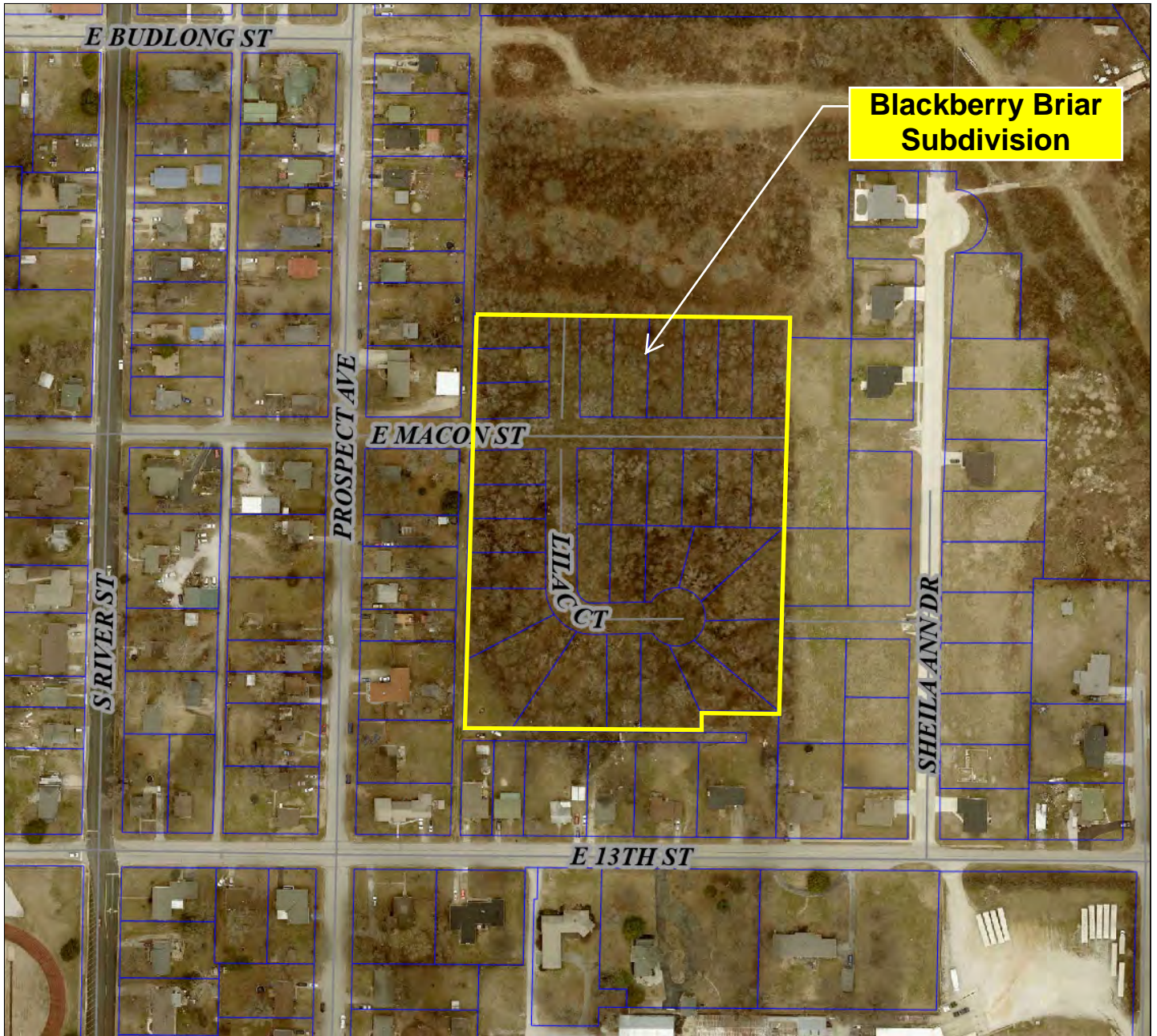
Applicant's Signature

Office Use Only: Date Received: _____ Filing Fee: _____

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

Planning & Zoning Commission Meeting Date: _____ Ruling: _____

Blackberry Briar Subdivision Replat East of Prospect Between 13th and Budlong



Date created: 2/18/2026
Last Data Uploaded: 2/18/2026 1:12:53 AM

Planning, Zoning & Historic Preservation

Staff Report

The Property owner, Wright Family Homes / Chris Wright has submitted a Pre-Development Application to propose a Re- Plat of the Blackberry Briar Subdivision. The location of the property is East of Prospect Ave. between 13th St. and E Budlong St.

Adjacent Land Use/Zoning

This property is Zoned A, First Dwelling. This is consistent with the property to the East along Prospect Ave. and to the West along Shiela Ann Dr.

Staff Recommendation

This Re-Plat would take out a cul-de-sac on Lilac Ct. This change would allow Lilac Ct. to connect through to Sheila Ann Dr. to make the proper utility connections. At this time Staff recommends the Commission approve the Re-Plat to ensure all infrastructure is properly laid out and functions as it should.