

Planning, Zoning, and Historic Preservation Commission
Minutes
Monday, February 2, 2026

Amended

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 table 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.