



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, May 4, 2026

5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Monday, April 6, 2026

AMENDED

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 at 116-118 W 4th Street.
2. To consider a request for a Certificate of Appropriateness for the placement of exterior signage at 115 W Chestnut.
3. To consider a request for a Certificate of Appropriateness for the rehabilitation of the property located at 136 E 4th Street.
4. To consider a request for a Certificate of Appropriateness for the placement of exterior signage at 423 S Main Street.

New Business

1. Discuss proposed Short Term Rental Ordinance

Old Business

1. Discuss a Preliminary Plat for a new subdivision located at the NE corner of Fairview and Buena Vista.
2. Review of current and proposed Historic District Ordinance.

Staff Report

Next Meeting: Monday, June 1, 2026

Adjourn

Commission Members

Voting Members:	Chairman	Joshua Anderson	1205 S Main	417-793-2196
	Vice Chairman	Philip Brown	2533 Theo	417-793-8065
	Secretary	Torie Bounous	12522 Dogwood Road	417-310-0124
	Member	Robyn Peterson	1131 Grand Ave	417-439-5694
	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	Robin Harrison	721 E 10th	417-483-8835

Staff:	Public Works Director	Josiah Bayless	Public Works Department	417-237-7010
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Meeting Minutes
Planning Zoning and Historic Preservation Committee

Date April 6 2026

Time 5:30pm

Location: City Hall Council Chambers

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

Staff + Council:

- Council Member Derek Peterson: Present
- Public Works: Josiah Bayless: Present
- Public Works: Julie Tilley: Present
- City Administrator: Traci Cox: Present
- Mayor: Bren Flanigan: Present

The meeting was called to order at 5:30pm by Chairman Josh Anderson.

Approval of previous minutes:

- Motion by: Matthew Smith
- Second by: Phillip Brown
- Motion carried, no opposition

Public Hearing:

1. To consider a request for a Certificate of Appropriateness to remove a house located at 807 Grant. The applicant wants to move the house to be used by a couple outside city limits. They intend to use the property for green space in the near future, but ultimately for future expansion.
 - a. Applicant: The Bridge Christian Church
 - b. Address: 800 S Main Carthage, MO 64836
 - c. Motion: Torie Bounous
 - d. Second: Matthew Smith
 - e. None opposed / Josh Anderson abstained
2. To consider a request for a Certificate of Appropriateness for demolition of the structure at 300 Howard.
 - a. Applicant: Juan Merida
 - b. Address: 804 Clinton St Carthage MO 64836
 - c. Public hearing: Teolinda Merida came to speak on behalf of the application. Josiah Bayless states that the building is 60% deteriorated and there is really no other option other than demolition of the building. Josh Anderson commented that there has been due diligence performed over years time to attempt to save the building and it is in very bad shape. City Engineer gave a recommendation for demolition and permits will be fulfilled.

- d. Motion: Rick Stuart
- e. Second: Robyn Peterson
- f. None opposed

Public Participation:

1. Lakeview Subdivision:
 - a. Derek Peterson comments that a gentleman has brought to his attention that the Lakeview subdivision was originally platted 1-17 single family homes, and now there will be a series of 8 duplexes. There is a concern that parking is already very difficult in this subdivision and the added density of families will be difficult to fit all vehicles. Derek comments that the ultimate answer is that they are allowed to build duplexes in that vicinity.
 - b. Said gentleman would like to see if they can put a sidewalk in for disabled residents so these residents don't have to walk in the busy street. Further discussion about when streets were built. Josiah comments on timeline of streets, zoning, and annexed developments.
 - c. Philip Brown comments that typically the developer is usually responsible for sidewalks if it is mandated. If the area is not required to install sidewalks per zoning, then the residents would be responsible.
 - d. Jana Schramm brought up the question of parking on only one side of the street to increase accessibility for emergencies. Josiah comments this is a Public Safety meeting concern and they'll continue to discuss, along with sidewalks.
2. Pie Safe Sale
 - a. Bill Schlecht
 - b. Bill comes to speak on purchasing the building currently known as the Pie Safe on the west side of the square. Bill plans to turn this into a condo and then open a leased restaurant in the building. He plans to create an entryway on the Lyon side of the building.

New Business:

1. To consider a pre-development application for the NE corner of Fairview and Buena Vista.
 - a. Applicant: J Builders
 - b. Address: 2300 Grand Ave Carthage MO 64836
 - c. Tommy speaks on similarities in construction, road layout, and building layout to Rollins Creek. Josh discussed lot sizes. Tommy states that Zanevan has corrected the lot sizes to fit city ordinance, but the paperwork submitted for tonight's meeting show them as being too small. Mayor Flanigan inquires about guest parking. Tommy states there will be parking behind the home. Josh requests a covenant/lot requirements for us to review.
 - d. Lee Salyer stands as the president of the HOA for Rollins Creek. He brings concerns about residents walking and added traffic. He states that his concerns have already been addressed with the discussion that has already been had.
 - e. No action taken
2. To consider a pre-development application for the SE corner of Fir and Chapel Road for Barnwood Estates Subdivision

- a. Applicant: Flintrock Residential Homes
- b. Address: 2755 Route 2 Seymour MO 65746
- c. John Sayre, engineer for builder, speaks on this subdivision for affordable homes. He discusses lot size, house plan for narrow sized lots. Emergency vehicle turnarounds have been considered. Josh brings up emergency turnarounds and traffic congestion on the northwest corner of the development. Mayor Flanigan comments on the density of families, expected children at play, safety concerns. Jana Schramm brings up the concern about who maintains the Alley. She also brings up future plans of a roundabout at Fir and Chapel Road, so that needs to be taken into consideration before building these homes. Josiah states that he showed the fire chief. He showed major concerns about challenges to getting to homes facing Fir Road. Josh recommends that they take a look at the lot sizes again and see if they can find a larger lot size and address the alley that may be inadequate for emergency vehicles.
- d. No action taken

Old Business: none

Staff Report:

- Josiah states no comments
- Traci states no comments

Adjournment: There being no further business, there was a motion to adjourn the meeting

- Motion by: Rick Stuart
- Second by: Robyn Peterson
- Motion carried, no opposition
- Meeting adjourned at: 6:48pm

The next meeting will be at city council chambers on: Monday May 4 at 5:30pm

Request

Applicant: Heartbeat Boxing, Fight, Fitness, Food MO LLC

Date of Meeting: 5/4/2026

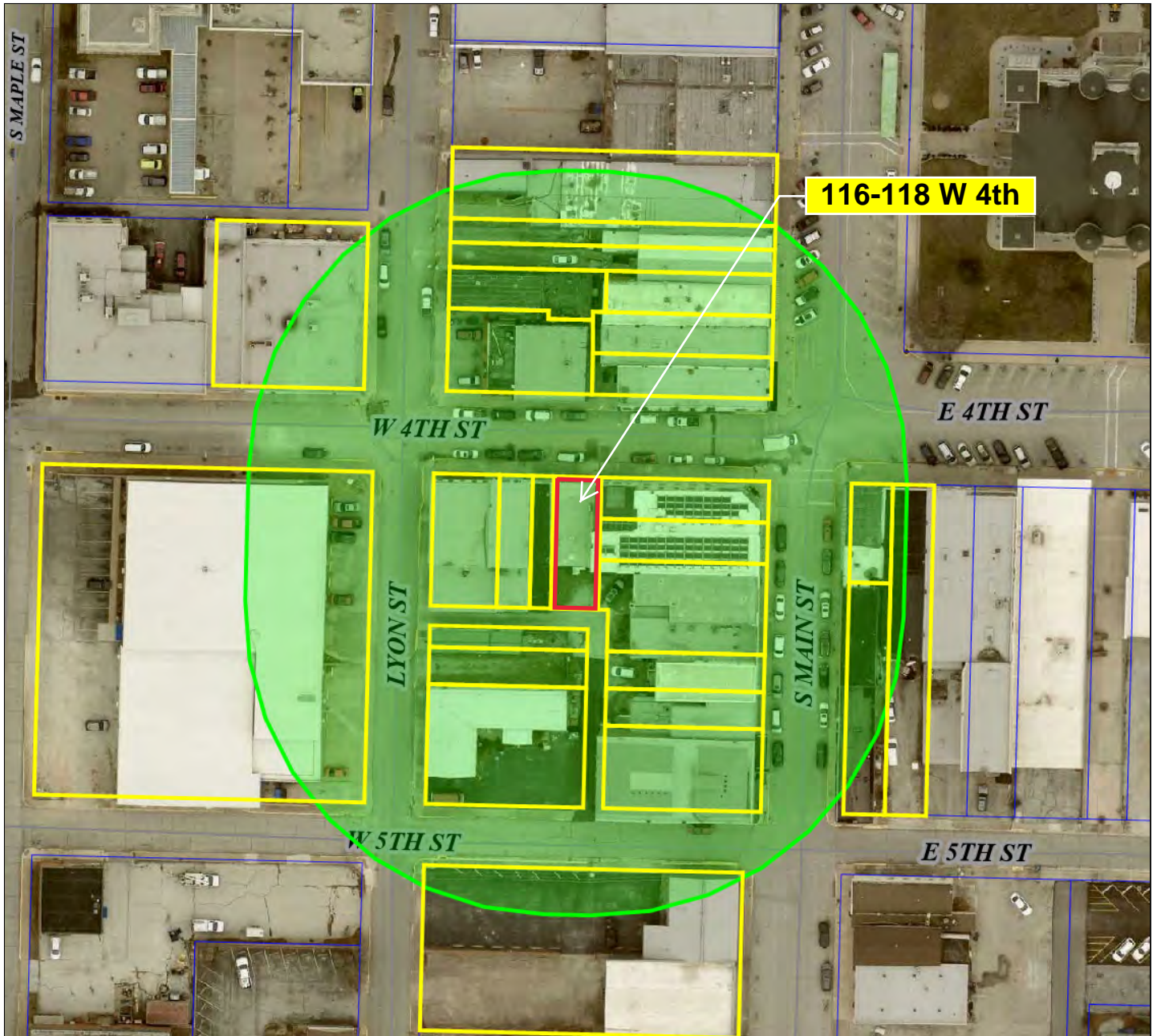
Committee: Planning & Zoning

Request: Certificate of Appropriateness

Reason for Hearing: To consider a request for a Certificate of Appropriateness for the placement of exterior signage.

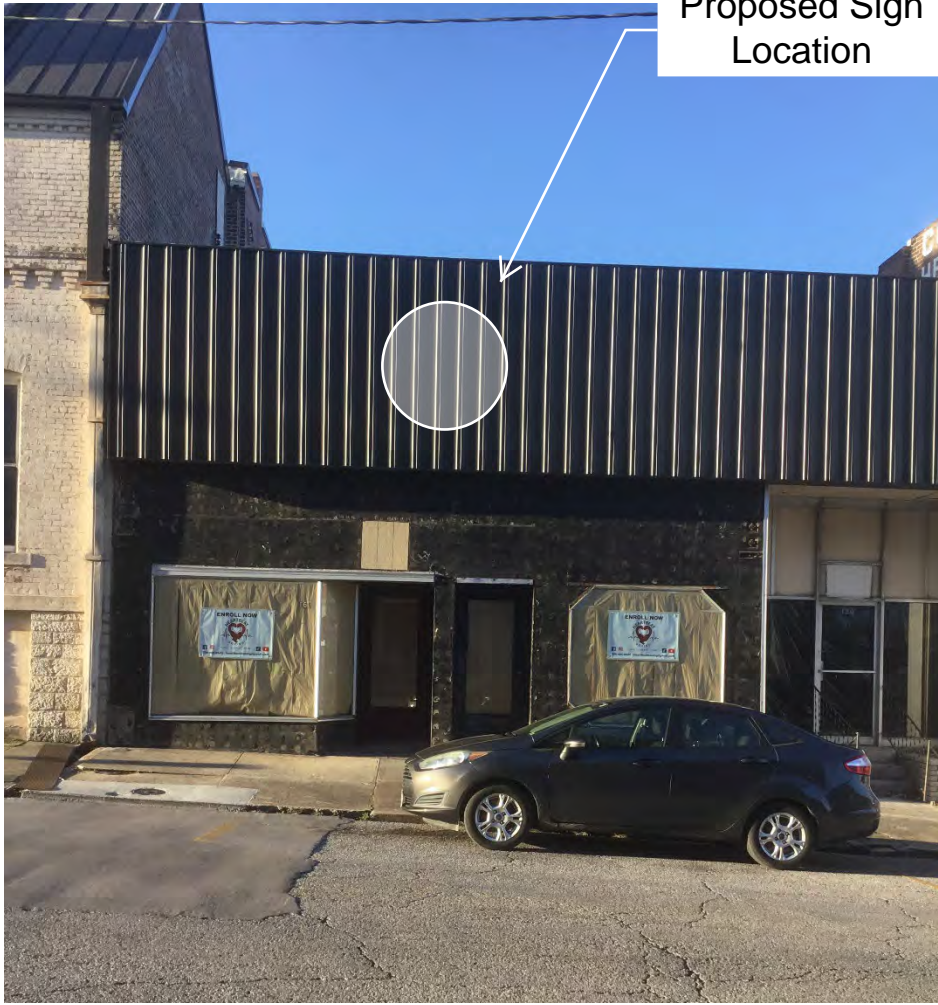
Project Location: 116 - 118 W 4th St

185' Property Ownership Map 116-118 W 4th



Date created: 4/10/2026
Last Data Uploaded: 4/10/2026 1:35:01 AM

116 – 118 W 4th



Sign installed at another location



Request

Applicant: Cornerstone Baptist Church

Date of Meeting: 5/4/2026

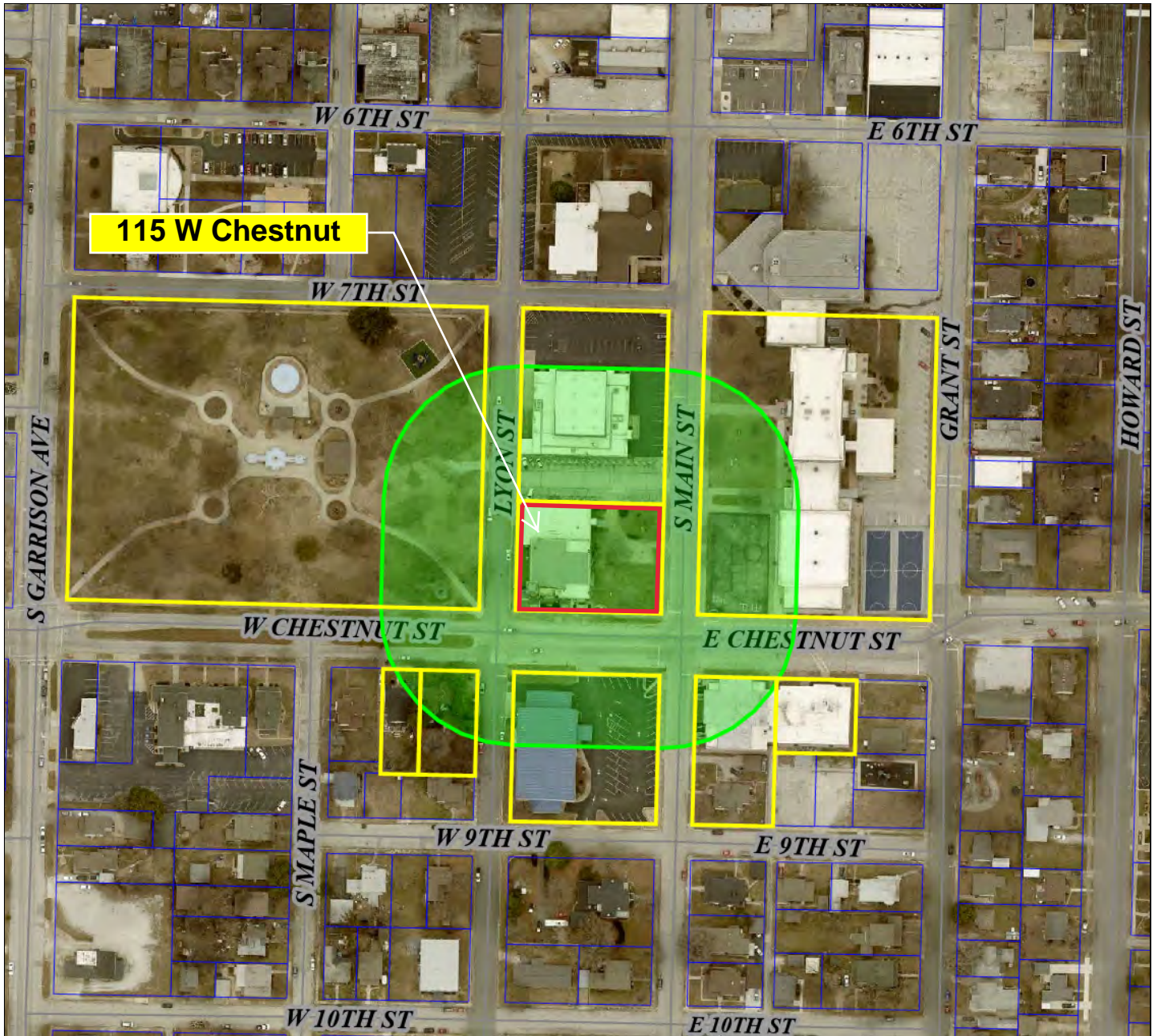
Committee: Planning & Zoning

Request: Certificate of Appropriateness

Reason for Hearing: To consider a request for a Certificate of Appropriateness for the placement of exterior signage.

Project Location: 115 W Chestnut

185' Property Ownership Map 115 W Chestnut



Date created: 4/8/2026
Last Data Uploaded: 4/8/2026 1:35:04 AM

Prototype of Proposed Signage on
West side of Building



Request

Applicant: Burlingame Chaffee, LLC

Date of Meeting: 5/4/2026

Committee: Planning & Zoning

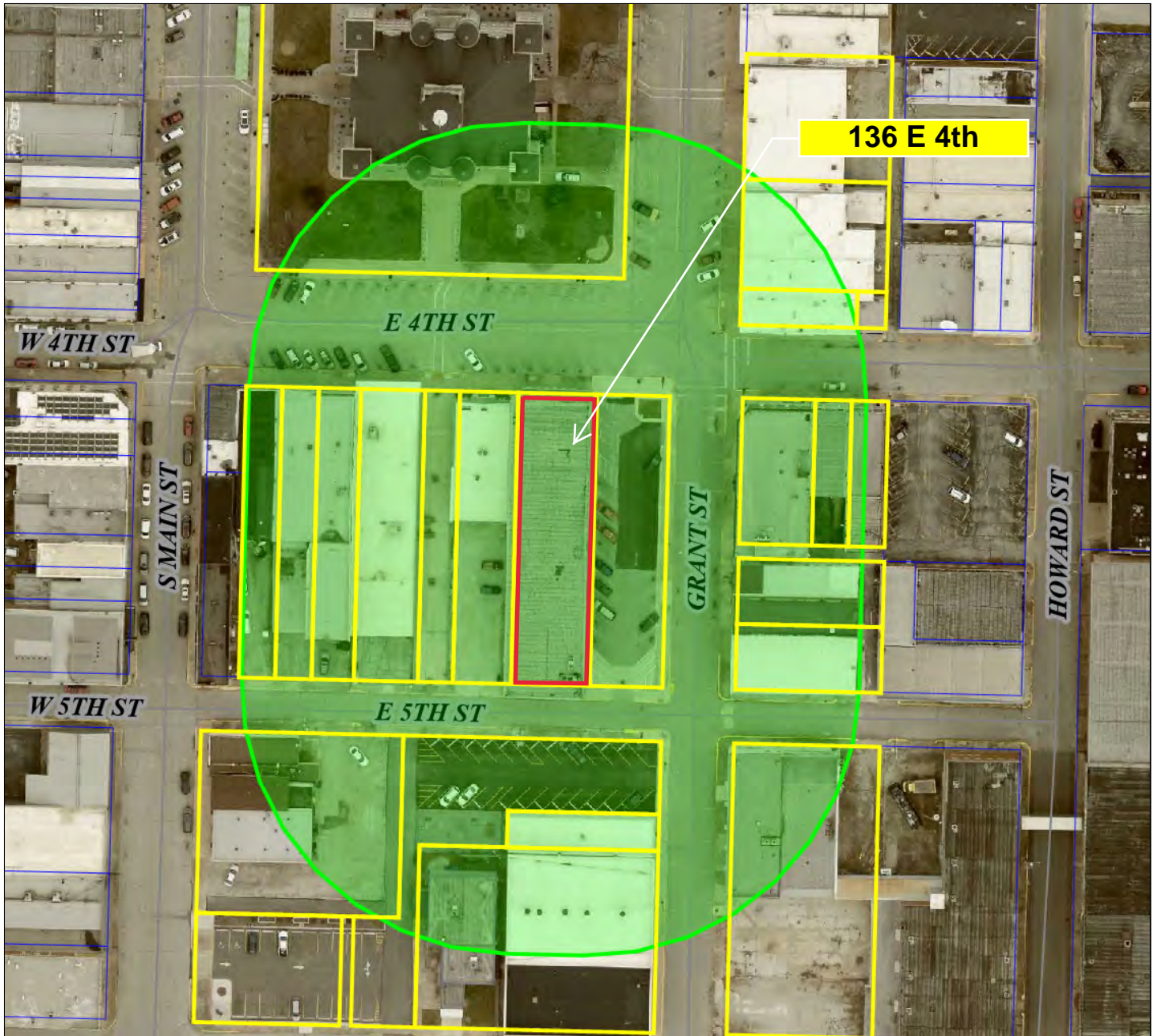
Request: Certificate of Appropriateness

Reason for Hearing: To consider a request for a Certificate of Appropriateness for the rehabilitation of the property located at 136 E 4th Street.

Project Location: 136 E 4th Street

185' Property Ownership Map

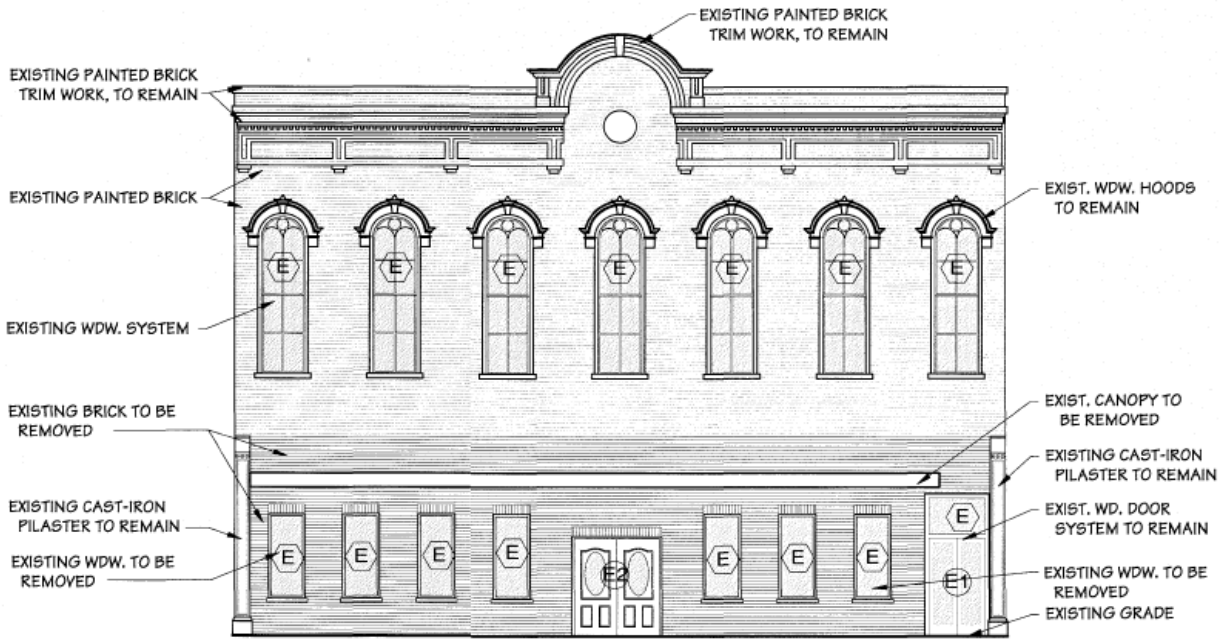
136 E 4th



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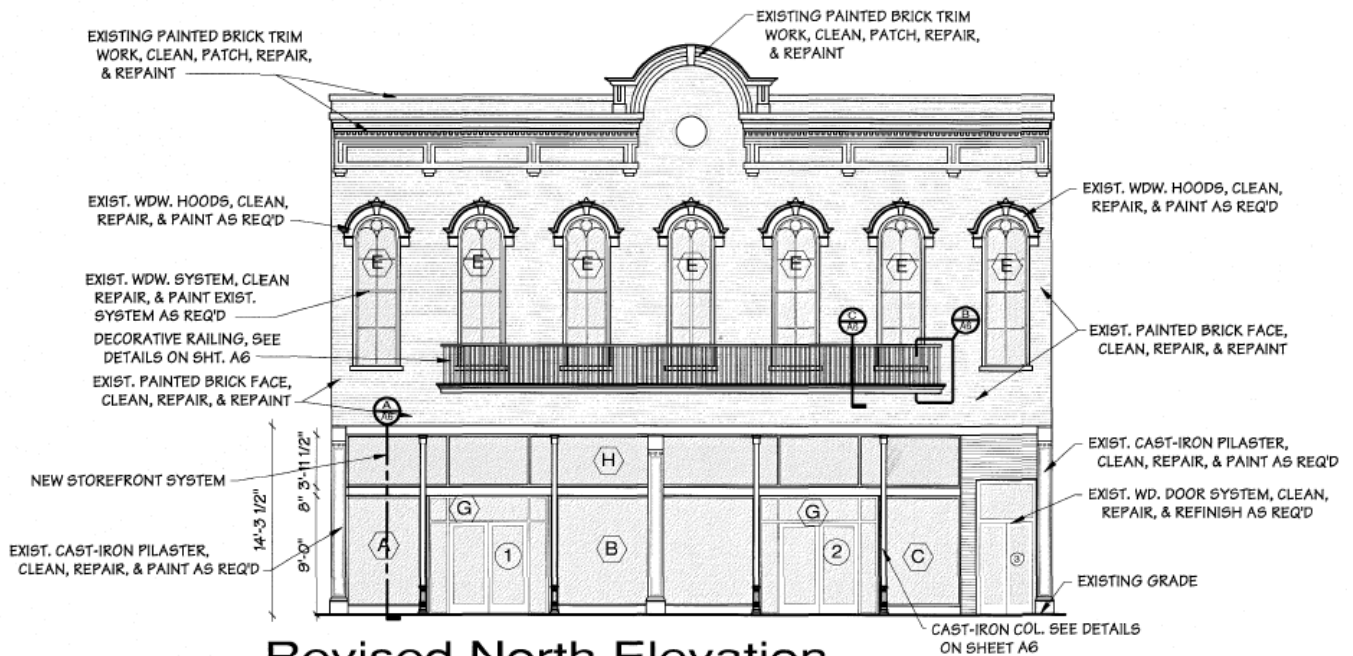
136 E 4th





Existing North Elevation

SCALE: 1/8" = 1'-0"



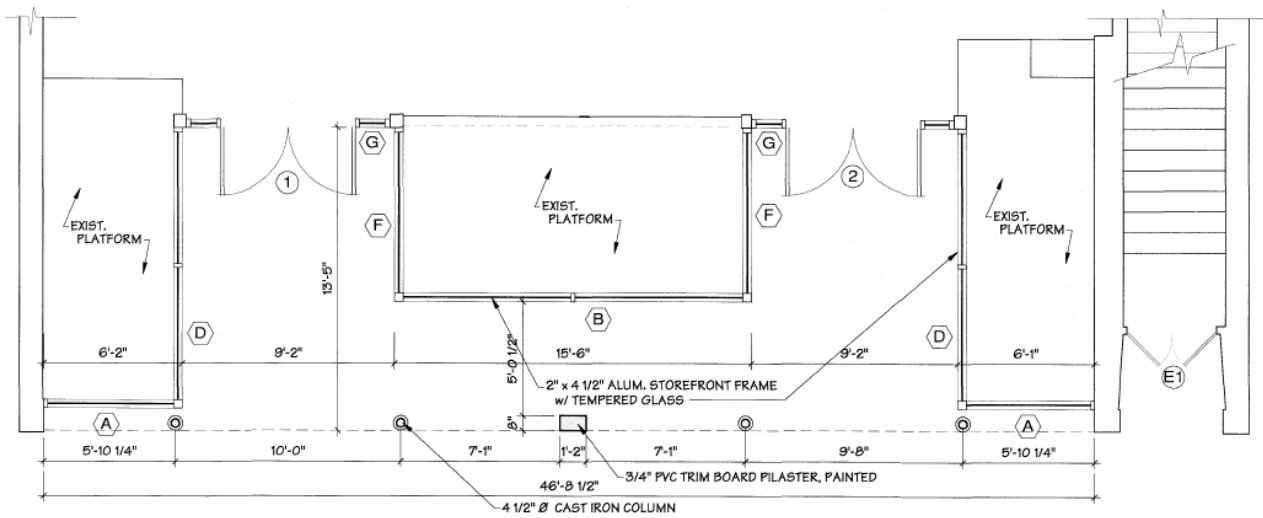
Revised North Elevation

SCALE: 1/8" = 1'-0"



Revised North Elevation

SCALE: 1/4" = 1'-0"



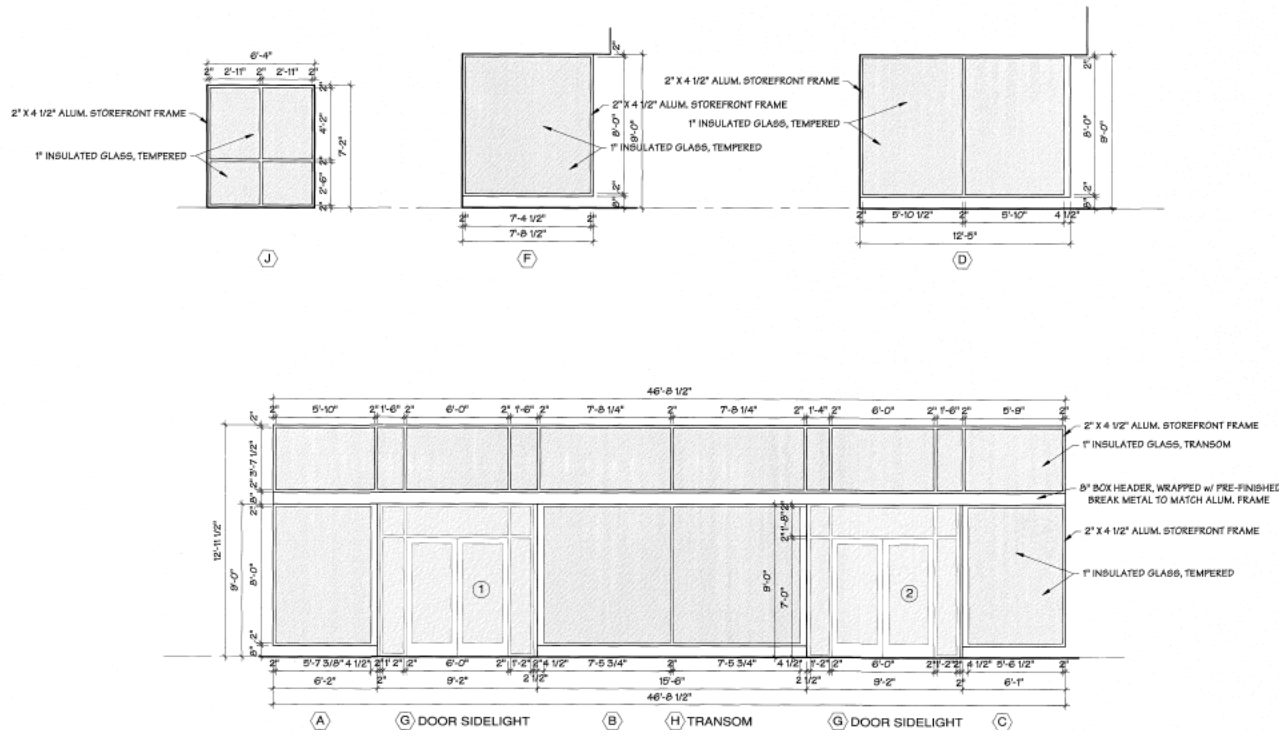
Revised Storefront Plan

SCALE: 1/4" = 1'-0"



Aluminum Window Notes

1. ALUMINUM STOREFRONT FRAMES SHALL BE 2" X 4 1/2" FOR 1" INSULATED GLASS & 1 3/4" X 4 1/2" FOR 1/4" INTERIOR GLASS (IF ANY)
2. VERIFY ROUGH OPENING REQUIREMENTS FOR ALL WINDOW UNITS, COORDINATE & VERIFY WITH FRAMING CONTRACTOR.
3. ALUMINUM FRAME SHALL BE COLOR - GREEN, VERIFY FINAL COLOR WITH OWNER, OWNERS REP, AND ARCHITECT
4. ALL EXTERIOR GLASS SHALL BE TINTED, COLOR - GREEN
5. PROVIDE TEMPERED GLASS WHERE REQUIRED BY BUILDING CODE.



Window Elevation

SCALE: 1/4" = 1'-0"

Request

Applicant: Dr. Kyle Klinginsmith

Date of Meeting: 5/4/2026

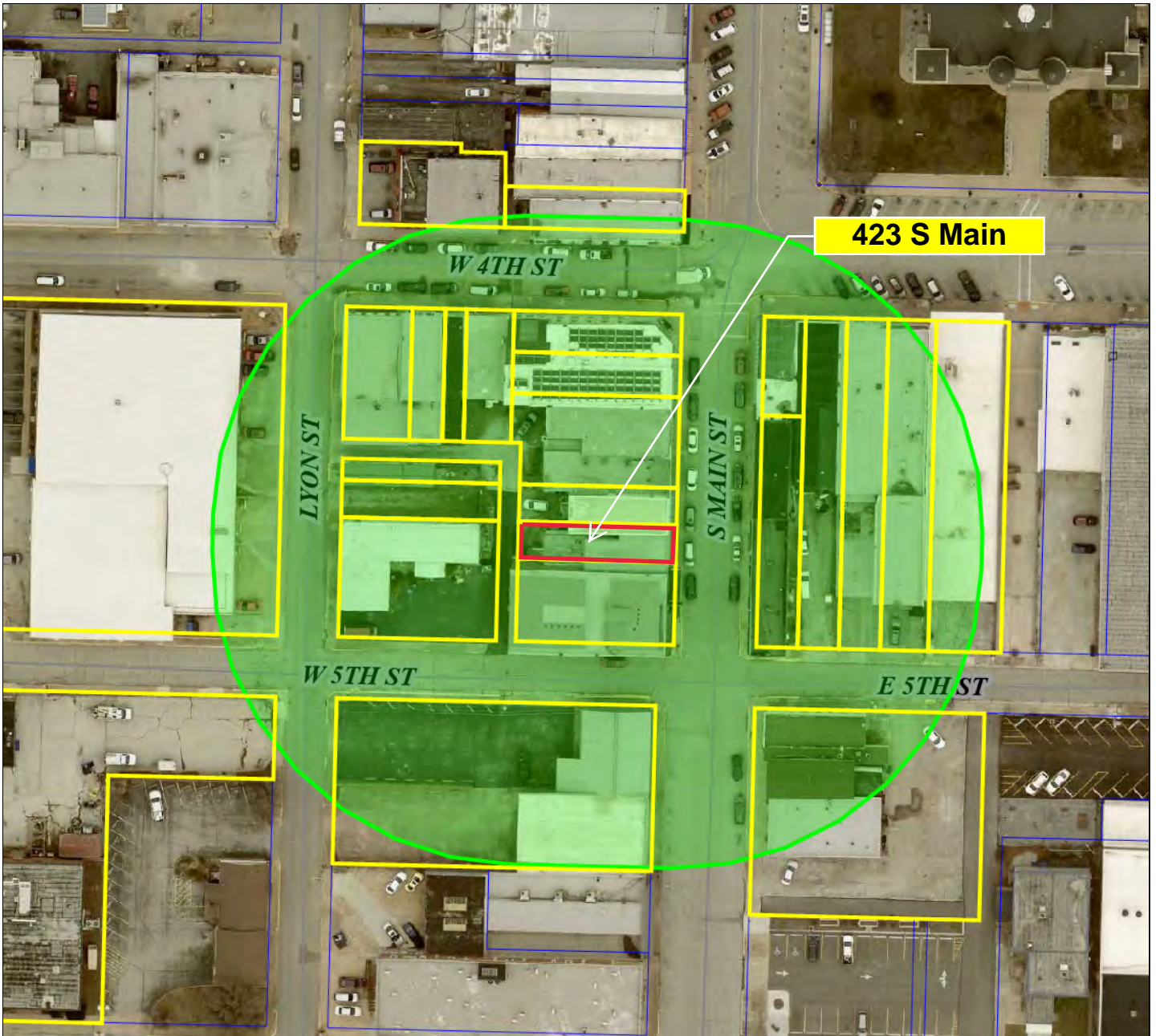
Committee: Planning & Zoning

Request: Certificate of Appropriateness

Reason for Hearing: To consider a request for a Certificate of Appropriateness for the placement of exterior signage.

Project Location: 423 S Main

185' Property Ownership Map 423 S Main



Date created: 4/10/2026
Last Data Uploaded: 4/10/2026 1:35:01 AM

423 S Main

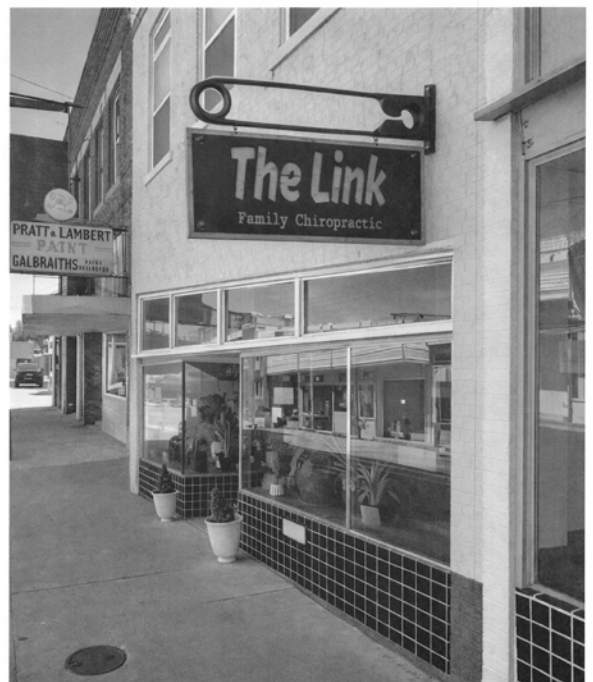


423 S Main



Proposed sign design

Proposed sign location



Request

Applicant: Justin Holzwarth / J Builders LLC

Date of Meeting: 5/4/2026

Committee: Planning & Zoning

Request: Preliminary Plat

Reason for Hearing: To discuss a Preliminary Plat for a new subdivision located at the NE Corner of Fairview and Buena Vista (Old Business)

Project Location: NE Corner of Fairview and Buena Vista

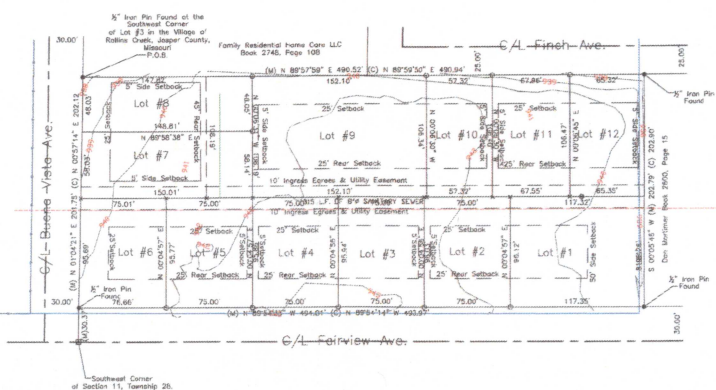
Proposed 'Rollins Creek South Subdivision'



Date created: 3/23/2026
Last Data Uploaded: 3/23/2026 1:38:06 AM



Preliminary Plat of South Rollins Creek Subdivision



DEDICATION:

Inasmuch as these presents that J Builders LLC, owners of South Rollins Creek Subdivision to the City of Carthage, Jasper County, Missouri, do hereby publish, declare, and acknowledge the annexed plat thereof with Lots, Streets, and Easements as shown thereon and do hereby dedicate all streets and easements and easements, as shown thereon to the public forever, and do hereby certify that the taxes for 20____ day of _____ 20____

In witness whereof I have set my hand this _____ day of _____ 20____

 Notary Public

Be it remembered that on this _____ day of _____ 20____ before me, a Notary Public in and for said County and State, came _____ to me personally known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my Notarial Seal the day and year above written.

My Commission Expires: _____

 Notary Public

PROPERTY DESCRIPTION:

Beginning at the Southwest Corner of Lot Number Three (3) in the Village of Rollins Creek as found in Jasper County, Missouri; Recorder's Office in Plat Book 20 of Page 47; Thence along the South Lot line, South 89 Degrees, 59 Minutes, 50 Seconds East 490.94 feet to a point on the South Right-of-way of Fairview Avenue; Thence bearing said South Right-of-way, South 00 Degrees, 00 Minutes, 48 Seconds West 252.90 feet to the North Right-of-way of Fairview Avenue; Thence along said North Right-of-way, North 89 Degrees, 54 Minutes, 14 Seconds West 493.27 feet to the East Right-of-way of Burns Vista Avenue; Thence along said East Right-of-way South 00 Degrees, 57 Minutes, 14 Seconds East 202.12 feet to the Point of Beginning; All being in the Southwest Quarter (SW1/4) of Section 11, Township 28, Range 31, West, in the City of Carthage, Jasper County, Missouri being subject to all easements, right-of-way, and reservations of record.

CERTIFICATE OF APPROVAL:

This plat of South Rollins Creek Subdivision, has been submitted to and approved by the Carthage Planning and Zoning Commission this _____ day of _____ 20____

This plat of South Rollins Creek Subdivision, including easements, and right-of-way by the City Council has been submitted to and approved by the Carthage, City Council by Ordinance No. _____ of _____, Missouri, duly passed and approved by the Mayor on the _____ day of _____ 20____

NOTE: Approve of this plat does not obligate the City for any construction or maintenance cost for the Streets or any expense connected with the development of the Acreage.

I, _____ City Clerk of Carthage, in said County, and State do hereby certify that the attached Plat of South Rollins Creek Subdivision to the City of Carthage, was filed with said City Carthage, was filed with said City for approval on the _____ day of _____ 20____ and that the same was approved by the City Council of the City of Carthage, duly passed and approved by the Mayor on the _____ day of _____ 20____

I, _____ Recorder of Deeds of said County, do hereby certify that the within instrument of writing was, on the _____ day of _____ 20____ at _____ o'clock _____ M. duly filed for record in this Office, and is recorded in Records of this Office in Plat Book _____ at Page _____ in Witness whereof, I have hereunto set my hand and affixed my seal at Carthage, Missouri, on the day and year aforesaid.

Lot Area

Lot #1 129645 sq. Ft.	Lot #2 72958 sq. Ft.
Lot #3 71952 sq. Ft.	Lot #4 73253 sq. Ft.
Lot #5 70553 sq. Ft.	Lot #6 72254 sq. Ft.
Lot #7 86779 sq. Ft.	Lot #8 72164 sq. Ft.
Lot #9 84648 sq. Ft.	Lot #10 69971 sq. Ft.
Lot #11 72113 sq. Ft.	Lot #12 69983 sq. Ft.

BASIS OF BEARINGS: The East line of Burns Vista Avenue taken as N 01°04'21" E

CLASS OF PROPERTY: 63 Urban

SOURCE DEED: J Builders LLC, Book 2777, Page 23

NOTES:
 Surveyor: Stewart and Neace Land Surveying, (Robney C. Neace) 201 East 13th Street, Jasper, Mo.
 Surveyor has made no investigation or independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts which an accurate and current title search may disclose.

FEMA FLOOD INFORMATION:
 This property falls within Flood Zone X area determined to be outside the 100 year flood plain as per FEMA Flood Map 220670202E Map Number 220670202E Panel Number 0193 Suffix E dated November 09th, 2002

SURVEYOR'S CERTIFICATE:
 I, Robney C. Neace a Registered Land Surveyor of Jasper County, Missouri, do hereby certify that the field notes and attached plat are true and correct copies of the work performed and measurements taken survey made in accordance with the Minimum Standards for Property Boundary Surveys of the Department of Agriculture, Division of Agriculture and Consumer Protection, and is not a warranty of title either expressed or implied. This declaration is made to the original owner, purchaser or the survey as of the date indicated on the title block. It is not transferable to additional institutions or subsequent owners and may not be used in connection with a survey. Surveyor's Affidavit or field document, statement, or mechanism to obtain title insurance for any subsequent or future grantee. Furthermore, this survey is not valid without the original signature and enclosed seal.



CERTIFICATE OF RECORDING:
 This document, Number _____, filed for record on _____ 20____ at _____ o'clock _____ M. recorded in _____ in Book _____ at Page _____ For full assurance, see Deed Record Book _____



SYMBOL LEGEND

1/4" = 1' x 1/4" = 1/4"
1/8" = 1/2" x 1/8" = 1/8"
1/16" = 1/4" x 1/16" = 1/16"
1/32" = 1/8" x 1/32" = 1/32"
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Request

Applicant: City Staff

Date of Meeting: 5/4/2026

Committee: Planning & Zoning

Request: Other

Reason for Hearing: Discuss proposed Short Term Rental Ordinance

Project Location: