

Planning Zoning & Historic Preservation

Meeting Minutes

May 4th, 2026 City Hall Council Chambers

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

Staff & Council: Council Member-Robin Harrison-Present, Josiah Bayless- Public Works, Present-Julie Tilley-Public Works, Present-City Administrator-Traci Cox, Present-Mayor-Bren Flannigan.

Absent: Torie Soriano-Bounous

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

Approval of Previous Meeting Minutes: Motion by Rick, second by Matt, motion carried. No opposition.

Public Hearings- To consider:

1. To consider a request for a Certificate of Appropriateness for the placement of exterior signage at 116-118 W 4th Street. Applicant- Gilbert Ruiz appeared. Motion to approve request by Rick, second by Matt, Motion carried. No opposition.

2. To consider a request for a Certificate of Appropriateness for the placement of exterior signage at 115 W Chestnut. Applicants-James Ziler and Josh Hickerson appeared. Motion to approve request by Matt. Second by Rick. Motion carried. No opposition.

3. To consider a request for a Certificate of Appropriateness for the rehabilitation of the property located at 136 E 4th Street. Applicant-Alyssa Heisten appeared. Motion to approve request by Rick and seconded by Matt. Motion Carried. No opposition. Josh abstained.

4. To consider a request for a Certificate of Appropriateness for the placement of exterior signage at 423 S Main Street. Applicant was not present. Rick made a motion to table the request and seconded by Matt, Philip opposed, Motion carried.

Staff Report-None

New Business

Discussed a proposed Short Term Rental Ordinance: Traci Cox presented ordinance changes relevant to Short Term Rentals. Items with the Ordinance were discussed. Josh made a motion to accept the Short Term Rental Ordinance and forward to City Council for their consideration and approval. Rick seconded the motion. Philip opposed motion, motion carried.

Old Business-

- 1. Discuss a Preliminary Plat for a new subdivision located at the NE corner of Fairview and Buena Vista. Justin Holzwarth appeared on behalf of J Builders LLC. Discussion entailed. The plat satisfied City of Carthage Code Requirement. Josh called for a Motion to approve the Preliminary Plat, with a side yard setback waiver for shared wall construction on interior lots. Rick motioned to approve the Preliminary Plat, Matt seconded. Motion carried. No opposition. Josh called for a motion to accept the Plat as Final Plat for City Council consideration since the Plat had met all requirements of Public Works. Rick seconded the Final Plat approval. Motion Carried. No Opposition.**
- 2. Review of current and proposed Historic District Ordinance. No action.**

Public Participation

- 1. Justin Holzwarth- J Builders spoke briefly regarding future development. No action.**

Adjournment: There being no further business, Josh motioned to adjourn the meeting, seconded by Rick. All present voted in favor; the meeting was adjourned at 6:30 PM.

The next regular meeting is scheduled for Monday, June 1st, 2026 at 5:30 PM in the City Council Chambers.