

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, AUGUST 11<sup>TH</sup>, 2020**

**Presiding:** Don Brown, Chairperson

**Commission Members Present:** Russell Schmidt, Walte Bowe, Janece Martin, Jody Eberly, Kevin Crider, Monte Shields, Steven Shields

**Commission Members Absent:** Robert Anderson

**City Officials in Attendance:** Steve Flowers, *Community Development Director*, Tom Coots, *City Planner*, Madelyn Brown, *Administrative Assistant*

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, May 12<sup>th</sup>, 2020. **Chairperson Don Brown approved the minutes as printed and distributed.**

**II. REPORT ON RECENT CITY COUNCIL ACTIONS:**

1. **Michael Kreher, ZON20-02** – Rezoning from the C-1, Neighborhood Commercial District to the C-2, General Retail District at a property located at 1800 East Highway 72. **City Council approved the ordinance on May 25<sup>th</sup>, 2020.**

**III. OLD BUSINESS:** NONE

**IV. PUBLIC HEARING:** NONE

**V. NEW BUSINESS:**

1. **SUB2020-02, Westside Marketplace:** A request for a minor subdivision to reorganize one platted lot and an unplatted property into two platted lots located at 10120 County Road 8110 (Sally Road).

**Tom Coots** explains that the minor subdivision request is intended to reorganize one platted lot and an unplatted property into two platted lots located at 10120 County Road 8110. Lot 2 (*approx. 3 acres*) is owned by the applicant, **Stephen Dunaway**. The larger property (Lot 1) (*approx. 20 acres*) is owned by the co-applicant, The **City of Rolla**. Presently, the Lot 1 is in city limits. After the subdivision, only a portion of Lot 2 would be in the city limits. The minor subdivision request is to adjust the lot lines so that **Dunaway** can square up his property.

The two parcels to be added to the Dunaway property cannot be made into two separate lots on their own due to it not meeting frontage requirement and not having access to sewer. **Dunaway** is currently not served by any Rolla utilities.

Chairperson, **Don Brown**, asks **Coots** about the requested utility easement. **Coots** explains that the applicant is not willing to grant a utility easement at this time. There are two waterlines in this area, one belongs to the City, and the other belongs to the rural water district. The water lines are located in the existing road right-of-way. The Code does not require Dunaway to give a utility easement, but it can be requested.

**Brown** asked if there were any other questions from commissioners. Vice Chairperson, **Russell Schmidt**, asked if the applicant were to develop on this lot in the future, and the development was in the City's portion of the property, would he have to present a development plan to the Planning Commission. **Coots** explained that a rezoning may be necessary if development were to come across the City line. **Coots** believes that it may be beneficial to annex, or de-annex, the lot if any development were proposed that crossed the city limits line, that but it is highly unlikely due to the terrain.

**Brown** asked for any questions from the commissioners or the audience. Seeing none, **Brown** entertained a motion for a roll call vote.

*A motion was made by Monte Shields, seconded by Steven Shields to approve the request for a minor subdivision to reorganize one platted lot and an unplatted property into two platted lots located at 10120 County Road 8110 (Sally Road). A roll call vote on the motion showed the following: Ayes: Bowe, Crider, Eberly, Martin, Monte Shields, Steven Shields and Schmidt. Nays: None. Absent: Anderson. The motion passes unanimously.*

## VII. OTHER BUSINESS / REPORTS FROM COMMITTEE OR STAFF:

1. **Annual Election of Officers:** As required by City Ordinance and state statute, the commission is to hold an annual election of officers for the Planning Commission.

**Don Brown** recognized the current officers holding positions on the Planning Commission. Presently, **Brown** is serves the commission as Chairperson, **Schmidt** as Vice Chairperson, and **Robert Anderson** as Secretary/Treasurer.

*A motion was made by Steven Shields to re-elect the current officers, seconded by Monte Shields. A voice vote on the motion showed the following: Aye: Bowe, Crider, Eberly, Martin, Monte Shields, Steven Shields, and Schmidt. Nays: None. Absent: Anderson. The motion passes unanimously.*

2. **Announcement Regarding Upcoming Planning Commission:** **Coots** announced that the next Planning Commission has been arranged to take place on September 15<sup>th</sup>. The

meeting has been moved from its original date due to a schedule conflict with the City Council meeting taking place that evening.

**Brown** asked for any questions or comments from committee or staff. Seeing none, the meeting was adjourned.

**VII. CITIZEN COMMENTS:**

**NONE**

**Meeting adjourned: 5:48 p.m.**

**Minutes prepared by: Madelyn Brown**

**NEXT MEETING:**

**September 15<sup>th</sup>, 2020**