

**AGENDA**

**The City of Rolla  
Planning & Zoning Commission  
Rolla City Council Chambers, 901 North Elm Street  
Tuesday, August 10<sup>th</sup>, 2021 at 5:30 PM**

**Commission Members: Chairperson Don Brown, Russell Schmidt, Walter Bowe, Robert Anderson, Lister Florence, Jr, Kevin Crider, Janece Martin, Monte Shields, Steven Shields**

- I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, July 13<sup>th</sup>, 2021. The minutes were ruled approved as printed and distributed.

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

**1. ANX21-01:** An annexation of a portion of properties addressed as 1815-1829 Sandstone Street into the corporate limits of the City of Rolla and assigning a zoning of R-1, Single Family Residential and GI, Government Institutional. **The request was approved by City Council on August 2, 2021.**

**2. ZON21-03:** A rezoning of a property addressed as 1520 Bridge School road from the C-3, Highway Commercial District, to the R-3, Multi-Family District. **The request was approved by City Council on August 2, 2021.**

**3. SUB21-04:** A request for a Minor Subdivision Final Plat to reorganize into two commercial lots and vacate a utility easement. **The request was approved by City Council on August 2, 2021.**

**III. OLD BUSINESS: NONE**

**IV. PUBLIC HEARING:**

- 1. ZON21-04, 101 North Rucker:** Map Amendment (rezoning) from C-1, Neighborhood Business to the C-2, General Retail District.
- 2. ZON21-05, Self-Storage, Joshua Ratliff:** Map Amendment (rezoning) from R-3, Multi-Family to the C-3, Highway Commercial District.

**V. NEW BUSINESS**

1. **SUB21-06: YCHC Addition:** Minor Subdivision to combine two lots located at 1081 E. 18<sup>th</sup> Street.
2. **Westside Drive Land Use Study:** Review and discussion on proposed plan for city owned property on Westside Drive.

**VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON,  
COMMITTEE, OR STAFF:**

**NONE**

**VII. CITIZEN COMMENTS:**

**NEXT MEETING DATE:**

**Tuesday, September 14<sup>th</sup>, 2021**

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, July 13<sup>th</sup>, 2021**

**Presiding:** Don Brown, Chairperson

**Commission Members Present:** Don Brown, Russell Schmidt, Janece Martin, Kevin Crider, Robert Anderson

**Commission Members Absent:** Lister Florence Jr., Monte Shields, Steven Shields, Walter Bowe

**City Officials in Attendance:** 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, June 15<sup>th</sup>, 2020. **Chairperson Don Brown approved the minutes as printed and distributed.**

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

**1. ZON21-02, City of Rolla:** Rezoning property addressed as 2141 Old Saint James Road and 2301 McCutchen Drive from the M-1, Light Manufacturing District, and M-2, Heavy Manufacturing District, to the GI, Government Institutional District. **This request was approved by City Council on June 20, 2021.**

**2. Schuman/Ber Juan Neighborhood Plan:** Resolution to adopt the plan as an element of the Comprehensive Plan and recommend adoption by City Council. **This request was approved by City Council on June 20, 2021.**

**III. OLD BUSINESS:** **NONE**

**IV. PUBLIC HEARING:**

**1. ANX21-01:** Annexation of a portion of properties addressed as 1815-1829 Sandstone Street into the corporate limits of the City of Rolla and assigning a zoning of R-1, Single-Family Residential and GI, Government Institutional.

**Coots** explains that this case is a voluntary annexation. Applications were solicited from each of the property owners affected by the strip of property that is approximately 15 ft. wide that is outside of city limits. Only one of the property owners declined to be a part of the annexation. Coots is still waiting on two of the applications to be submitted, but expects to receive applications from those residents.

This became about when a resident came into City Hall to figure out why he was receiving two tax bills. That's when it was discovered that the residents along 1815 – 1829 Sandstone Street had a portion of the properties outside the city limits. The resident wanted to see if this could be fixed, so Coots worked with them to do a group voluntary annexation to address it for all impacted properties. Doing so may possibly increase the resident's annual property tax slightly, but the annexation would be at no additional expense to them and could prevent minor issues such as the two tax bills.

Russell **Schmidt** asked if all of the residents had city owned utility services. Coots explained that both Intercounty and RMU service utilities in this area, but they are served by RMU.

Don **Brown** opens the Public Hearing.

Larry **Tate**, a resident at 1829 Sandstone was told that all of the property in this area was within City Limits 20 years ago. This turned out to be untrue. There was an incident when a car had ran into the fence and it was considered to be an incident that occurred outside of city limits. Tate is worried about fire and crime in the area. If an emergency happens on the portion that is not considered city limits, what would happen? Brown mentions that both city and county emergency services are allowed to service each other temporarily to serve as mutual aid in those instances.

**Katherine**, a resident at 1820 Sandstone Street, mentions that there is a pasture with a cattle owner nearby. She would like to know if they will be effected by this annexation and at what cost. Brown confirms that this individual would not be effected by these changes. She asks how the annexation would affect traffic in the area. Brown says that he does not see the annexation having any effect on traffic. The strip is not wide enough to be developed. She asks about new housing development and industries coming in so close to the nearby creek. Brown mentions that a permit would be needed and have to be approved in order to develop on a floodplain, so it should not affect the residents in any way. In any case, the annexation would not be related to that. It was explained what area is requested to be annexed and the resident said they had not understood that it was just the strip of property.

**Brown** asks for additional comments from the audience. Seeing none, Brown closes the Public Hearing. Brown asks for questions or comments from commissioners. Seeing none, Brown entertains a motion.

**A motion was made by Russ Schmidt, seconded by Janece Martin to approve the request for an annexation of a portion of properties addressed as 1815-1829 Sandstone Street into the corporate limits of the City of Roll and assigning a zoning of R-1, Single-Family Residential and GI, Government Institutional. A roll call vote on the motion showed the following: Ayes: Anderson, Martin, Schmidt, Crider. Nays: None. Absent: Bowe, Florence Jr. Monte Shields, Steven Shields. The motion passes unanimously.**

**2. ZON21-03: Coots** explains that the case is for a rezoning of the property addressed as 1520 Bridge School Road. This property is owned by the Citizen's Bank of Newburg and they would like to rezone from the C-3, Highway Commercial District, to the R-3, Multi-Family District in hopes of constructing a 4-story senior living apartment facility. The surrounding properties are mostly C-3. There is one small R-3 zoned property, which is an old hotel, and one area zoned R-1. The owners were required to submit a site plan since the request is for R-3 and over 1 acre. They will also be submitting for a tax credit to the state for the project.

Russell **Schmidt** asks if access would be needed as there appears to only be 1 egress. He notes that some residential areas require two. Coots responded explaining that it will not be needed for phase one. There has to be 100+ units to require a 2<sup>nd</sup> access.

Bob **Anderson** asks how many acres they will be rezoning. Coots clarifies that 14.69 are to be rezoned, rather than the 11 stated in the report.

**Brown** asks if R-3 zoning is requested on the entire property. Coots said yes.

Since no further comments or questions were had, **Brown** opens the Public Hearing.

Ken **Neuberger**, 1425 S. 18<sup>th</sup> Street, St. Louis, stands to speak. He points out that Rolla is underdeveloped when it comes to affordable Senior Living. At this point, MHC (Missouri Housing Commission) is on board with the development. For the 1<sup>st</sup> phase, they will be constructing a senior living facility with 41 units, up to 2 bedroom. This will allow for low income senior housing as well. The bank is on board with the project, the next step is getting approval from the state. Everything will be ready to submit, once zoning is in place. The cost of the apartment will be based on blended income levels. Neuberger is fond of the location due to it being close to food and the hospital, but also being near the lake, where seniors could sit outside and watch the ducks and enjoy fresh air. He believes that it will fit nicely into that community area. Brown comments that Silverstone has been a nice addition.

Seeing no one else wishes to speak, **Brown** closes the Public Hearing. Brown entertains a motion.

*A motion was made by Janece Martin, seconded by Russell Schmidt to approve the request to rezone a property addressed as 1520 Bridge School Road from the C-3, Highway Commercial District, to the R-3, Multi-Family District. A roll call vote on the motion showed the following: Ayes: Anderson, Martin, Schmidt, Crider. Nays: None. Absent: Bowe, Florence Jr. Monte Shields, Steven Shields. The motion passes unanimously.*

## V. NEW BUSINESS:

**3. MST Electric Utility Project:** Coots explains that MST is planning to build a buried power line to serve the campus. Power used to be generated on site, but the power plant has been decommissioned and demolished. The goal is to get rid of all substation on site for gateway projects. North of MFA there is a property owned by MST. They propose to build two substations for redundancy. They proposed to build two power line routes to the campus for redundancy. And RMU, will serve the substations from two directions for redundancy. This is to prevent campus from ever not having power.

The both routes would be in an underground duct bank. It would be located in the right of way of the City Streets, so they need permission to do this project.

The Comprehensive Plan does not discuss private electrical transmission. It is up to the Commission to determine if this would be compliant with the plan.

**Brown** asks if they intend to restore the streets after construction concludes. He hopes that this would not be at the city's expense. Coots says that where possible they will avoid being in the right of way. It is possible they will have to remove and replace sidewalks in the process.

**Schmidt** asks if the roundabout would be effected where the transformers are. Coots explains that the roundabout itself is not impacting the existing transformers, but the entryway to the campus from the roundabout is impacting the transformers. Schmidt asks if all funds would cover the project and not come from any city funding. Chad **Davis** from RMU explains that there may be some cost sharing involved, but for the most part he anticipates it to be 100% paid by S&T, but that detail is not in place at this time.

**Schmidt** asks if it would be an issue to get permission by the railroad to dig under the track. Davis says that's an issue that has been brought up that they are working on resolving at the moment.

**Anderson** asks if RMU will build the new line to get to the substations. Davis explains that it is a unique project and that once it is installed, RMU will feed into those lines.

**Schmidt** asks if the RMU will be maintaining the substation. Davis says this is still under discussion. Schmidt says the property doesn't seem large enough for the substation. Davis says that it is similar in scale to the downtown substation that currently exists.

**Brown** entertains a motion.

**A motion was made by Janece Martin, seconded by Russell Schmidt to approve the proposal for a route and design of the electric utility to serve the MST campus for compliance with Section 42-9 of the Planning and Zoning Code. A roll call vote on the motion showed the following: Ayes: Anderson, Martin, Schmidt, Crider. Nays: None. Absent: Bowe, Florence Jr. Monte Shields, Steven Shields. The motion passes unanimously.**

**4. SUB21-04:** Coots explains that this is for Aldi Plat 1. A utility easement is also to be vacated. Aldi is relocating to this property. There will be land leftover from the grocery store, so they are requesting to subdivide the property and sell the remaining property. The property is zoned C-2, General Retail District. There are two lots, the south lot is where the new Aldi store will be constructed, lot 2, the Northern lot, will be sold.

Since there are no further questions, Brown entertains a motion.

***A motion was made by Kevin Crider, seconded by Bob Anderson to approve the request for a Minor Subdivision Final Plat to reorganize into two commercial lots and vacate a utility easement. A roll call vote on the motion showed the following: Ayes: Anderson, Martin, Schmidt, Crider. Nays: None. Absent: Bowe, Florence Jr. Monte Shields, Steven Shields. The motion passes unanimously.***

**Meeting adjourned: 6:27 p.m.  
Minutes prepared by: Madelyn Brown**

**NEXT MEETING:**

**August 10<sup>th</sup>, 2021**



Report to:

**Planning and Zoning  
Commission**

Case No.: ZON21-04

**Meeting Date:** August 10, 2021

**Subject:** Map Amendment (rezoning): 101 N Rucker Ave from the C-1, Neighborhood Commercial district to the C-2, General Retail district

**Background:** The property owner is seeking a rezoning of the property to increase the potential uses for the property and to match with most of the remainder of the block and other properties in the vicinity. The property currently has a residence. The applicant may convert the residence into an office or commercial space in the future.

**Application and Notice:**

Applicant/Owner - Mike Duncan of MPD Rentals, LLC  
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; <https://www.rollacity.org/agenda.shtml>  
City Council Date - August 16, 2021

**Property Details:**

Current zoning - C-1, Neighborhood Commercial to C-2, General Retail  
Current use - Residential  
Proposed use - Commercial  
Land area - 7950 sq. ft.

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Rucker Ave and Black Street, both local streets.  
Sidewalks - Sidewalks are not located adjacent to the subject property. Sidewalks will be required if the property is redeveloped.  
Utilities - The subject property should have access to all needed public utilities.

**Comprehensive Plan:** The Comprehensive Plan designates the property as being appropriate for Community Commercial uses.

**Discussion:** The requested zoning does appear to be in compliance with the Comprehensive Plan and would bring almost the entire block under the same zoning.



**Rezoning Approval Criteria:**

A rezoning application must be reviewed to ensure that the following criteria are considered:

1. Consistency with the intent of the adopted Comprehensive Plan;
2. Changed or changing conditions in the neighborhood;
3. Compatibility with the uses permitted in the immediate vicinity;
4. Adequacy or availability of utility service and facilities;
5. Impacts on vehicular and pedestrian traffic safety;
6. Correction of an error in the application of this Article;
7. Viability of economic uses of the subject property if the proposed rezoning is denied; and
8. Relevant information submitted at the public hearing.

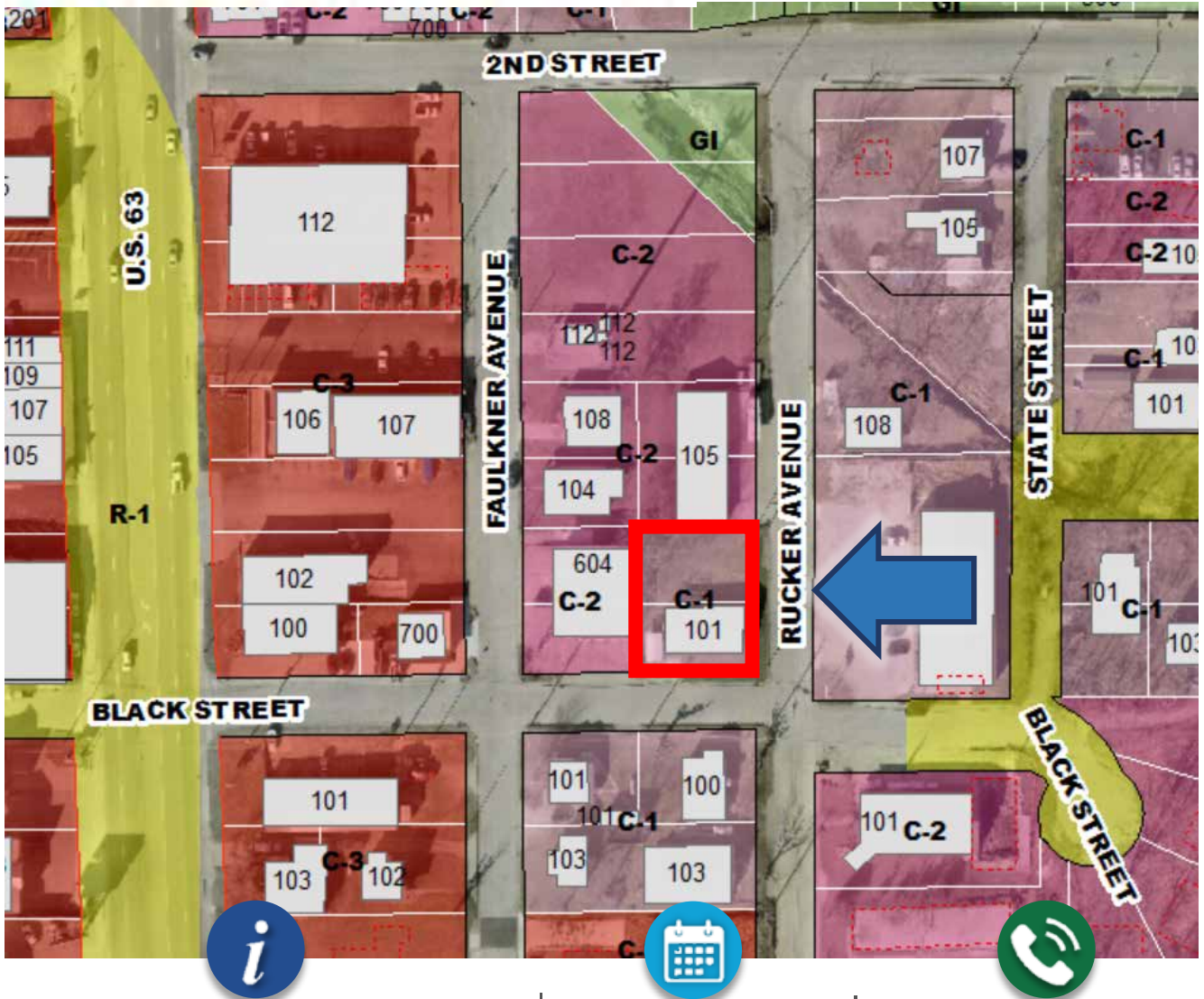
**Findings:**

1. The Comprehensive Plan does designate the subject property as being appropriate for Community Commercial uses.
2. The requested zoning should be consistent with the zoning in the vicinity.

**Alternatives:**

1. Find the request meets the criteria for approval and recommend the City Council approve the request for a map amendment (rezoning) of the subject property.
2. Find that the proposed map amendment (rezoning) is not an appropriate use for the property and recommend that the City Council deny the request.
3. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

**Prepared by:** Tom Coots, City Planner  
**Attachments:** Public Notice Letter, Application



**Project Information:**

Case No: ZON21-04  
 Location: 101 N Rucker Ave  
 Applicant: Mike Duncan of MPD Rentals, LLC  
 Request:

Rezoning from the C-1, Neighborhood Business district to the C-2, General Retail district

**Public Hearings:**

Planning and Zoning Commission  
**August 10, 2021**  
 5:30 PM  
 City Hall: 1<sup>st</sup> Floor

City Council  
**August 16, 2021**  
 6:30 PM  
 City Hall: 1<sup>st</sup> Floor

**For More Information Contact:**

Tom Coots, City Planner  
 tcoots@rollacity.org

(573) 426-6974  
 901 North Elm Street  
 City Hall: 2<sup>nd</sup> Floor  
 8:00 – 5:00 P.M.  
 Monday - Friday

**LAND USE APPLICATION**

**Contact Information:**

**Property Owner:**  
 MPD Rentals, LLC. % Mike Duncan

Name(s)  
 12256 Pvt Dr 2045

Mailing Address  
 Rolla, Mo. 65401

City, State, Zip  
 573-465-3586

Phone  
 mover81@outlook.com

Email

**Agent/Applicant (If Different Than Property Owner):**

Name

Mailing Address

City, State, Zip

Phone

Email

**Property/Request Information:**

**Request:**     Rezoning  
                    Planned Unit Development  
                    Conditional Use Permit  
                    Annexation  
                    Text Amendment

101 N. Rucker , Rolla, MO. 65401  
 Property Address/Location

C-1 Neighborhood Business District  
 Property Zoning (Current and Proposed)

C-2 General Retail District  
 Proposed Development/Project/Amendment

**APPLICATION CHECKLIST:**

<b>Applicant Checks Boxes</b>	<input checked="" type="checkbox"/>	Completed Application Form	<input type="checkbox"/>	<b>City Staff Verifies</b>
	<input type="checkbox"/>	Agent Letter (If Applicable)	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Filing Fee - \$375 (Rezoning/CUP); \$475 (PUD); \$300 (CUP/PUD Amendment); \$62.50 (Annexation for advertisement)	<input type="checkbox"/>	
	<input type="checkbox"/>	Legal Description (Unplatted and Irregular Lots Only)	<input type="checkbox"/>	
	<input type="checkbox"/>	Site Plan (If Applicable)	<input type="checkbox"/>	
	<input type="checkbox"/>	Letter of Request/Project Report (If Applicable)	<input type="checkbox"/>	

**OFFICE USE ONLY:**

Case No: <b>ZON21-04</b>	DRC Meeting Date: <b>7.20.21</b>	PC Hearing Date: <b>8.10.21</b>
Submission Date: <b>6.24.21</b>	Advertise By: <b>7.22.21</b>	CC Hearing Date: <b>8.16.21/9.7.21</b>



## I N F O R M A T I O N :

**Rezoning (Map Amendments)** are *reviewed* to meet the following criteria:

1. Consistency with the intent of the Rolla Comprehensive Plan.
2. Changed or changing conditions in the neighborhood.
3. Compatibility with other properties in the immediate vicinity.
4. Adequacy of utility service and facilities.
5. Impact on vehicular and pedestrian traffic safety.
6. Correction of an error in the application of the zoning regulations.
7. Viability of economic use of the subject property if rezoning is denied.
8. Relevant information received at the public hearing.

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**PUD's (Planned Unit Developments)** are *reviewed* to meet the following goals:

1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land to protect/preserve natural features of the land.
3. Harmonious and coherent site and building design to create a sense of place.
4. Direction of development to existing or proposed transportation and utility facilities.

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**CUP's (Conditional Use Permits)** are *reviewed* to meet the following standards:

1. Compliance with zoning district regulations.
2. Impact to traffic or pedestrian safety and mitigation.
3. Not dominating the immediate neighborhood.
4. Provision of adequate parking facilities.
5. Adequacy of utilities and drainage facilities.
6. Compatibility with surrounding vicinity.

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**Annexation** requests must include a *notarized* petition that includes the following statements:

1. That the all property owners or agents have signed the application.
2. That the property is not part of any incorporated municipality and is contiguous to the city of Rolla limits.
3. That the applicants request to be annexed as authorized by RSMo. Section 71.012.

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**Text Amendment** requests must include a letter/report with includes the following:

1. Reasons for amending the codes and demonstrating that the request serves the general welfare and preserves the community interest.
2. Proposed modifications with proposed language in underline and language to be removed in ~~strikethrough~~.

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### **Acknowledgement and Authorization:**

The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Planning Commission hearing, less any costs already incurred.

Property Owner(s):

Applicant/Agent (If Different From Owner)

 Mike Duncan  
Sign Print

\_\_\_\_\_  
Sign Print

\_\_\_\_\_  
Sign Print

\_\_\_\_\_  
Sign Print



Report to:

**Planning and Zoning  
Commission**

Case No.: ZON21-05

**Meeting Date:** August 10, 2021

**Subject:** Map Amendment (rezoning): 2180, 2182, 2184 Farrar Dr from the R-3, Multi-family district to the C-3, Highway Commercial district

**Background:** The applicant is seeking to rezone the property to allow for a planned self-storage development. The property was rezoned from the C-3 district to the R-3 district in 2016 to allow for the existing residential structures to become conforming. Two detached single-family dwellings are currently located on the property. The applicant intends to demolish one house and possibly use the other for an office.

**Application and Notice:**

Applicant/Owner - Joshua Ratliff  
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; <https://www.rollacity.org/agenda.shtml>  
City Council Date - August 16, 2021

**Property Details:**

Current zoning - R-3, Multi-family to C-3, Highway Commercial  
Current use - Residential  
Proposed use - Commercial  
Land area - About 1.9 acres

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Farrar Drive, a collector street; and Old St. James Rd, a primary arterial road.  
Sidewalks - Sidewalks are located along Farrar Drive. Sidewalks will be required along Old St. James Rd when the property is redeveloped.  
Utilities - The subject property should have access to all needed public utilities.

**Comprehensive Plan:** The Comprehensive Plan designates the property as being appropriate for Community Commercial uses.

**Discussion:** The requested zoning does appear to be in compliance with the Comprehensive Plan and is consistent with the surrounding zoning and uses.

**Rezoning Approval Criteria:**

A rezoning application must be reviewed to ensure that the following criteria are considered:

1. Consistency with the intent of the adopted Comprehensive Plan;
2. Changed or changing conditions in the neighborhood;
3. Compatibility with the uses permitted in the immediate vicinity;
4. Adequacy or availability of utility service and facilities;
5. Impacts on vehicular and pedestrian traffic safety;
6. Correction of an error in the application of this Article;
7. Viability of economic uses of the subject property if the proposed rezoning is denied; and
8. Relevant information submitted at the public hearing.

**Findings:**

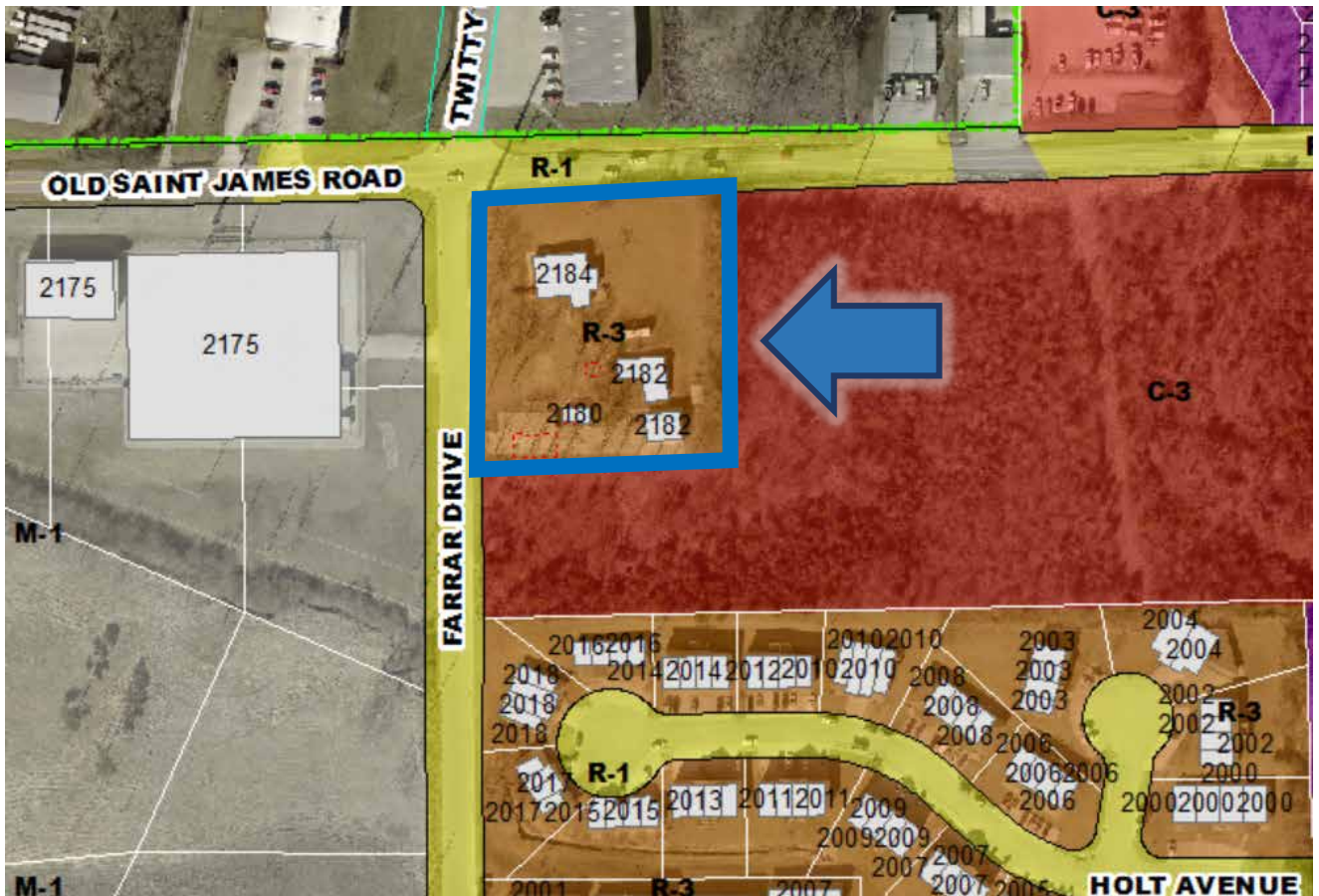
1. The Comprehensive Plan does designate the subject property as being appropriate for Community Commercial uses.
2. The requested zoning should be consistent with the zoning and uses in the vicinity.

**Alternatives:**

1. Find the request meets the criteria for approval and recommend the City Council approve the request for a map amendment (rezoning) of the subject property.
2. Find that the proposed map amendment (rezoning) is not an appropriate use for the property and recommend that the City Council deny the request.
3. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

**Prepared by:** Tom Coots, City Planner

**Attachments:** Public Notice Letter, Application, Letter of Request



**Project Information:**

Case No: ZON21-05  
 Location: 2180-2184 Farrar Dr  
 Applicant: Joshua Ratliff  
 Request:  
 Rezoning from the R-3, Multi-family district to the C-3, Highway Commercial district



**Public Hearings:**

Planning and Zoning Commission  
**August 10, 2021**  
 5:30 PM  
 City Hall: 1<sup>st</sup> Floor  
  
 City Council  
**August 16, 2021**  
 6:30 PM  
 City Hall: 1<sup>st</sup> Floor



**For More Information Contact:**

Tom Coots, City Planner  
 tcoots@rollacity.org

(573) 426-6974  
 901 North Elm Street  
 City Hall: 2<sup>nd</sup> Floor  
 8:00 – 5:00 P.M.  
 Monday - Friday



## LAND USE APPLICATION

### Contact Information:

**Property Owner:**

Joshua Ratliff

P.O. Box 1276

Rolla MO 65402

573-578-1696

JRATLIEFF75@gmail.com

**Agent/Applicant (If Different Than Property Owner):**

### Property/Request Information:

- Request:**  Rezoning  
 Planned Unit Development  
 Conditional Use Permit  
 Annexation  
 Text Amendment

2184, 2182, 2180 Farnaz Drive  
Property Address/Location

R3 - to C3  
Property Zoning (Current and Proposed)

Self Storage  
Proposed Development/Project/Amendment

### APPLICATION CHECKLIST:

Applicant Checks Boxes

Completed Application Form

Agent Letter (If Applicable)

Filing Fee - \$375 (Rezoning/CUP); \$475 (PUD); \$300 (CUP/PUD Amendment);  
\$62.50 (Annexation for advertisement)

Legal Description (Unplatted and Irregular Lots Only)

Site Plan (If Applicable)

Letter of Request/Project Report (If Applicable)

N/A  
  
 M  
 N/A

City Staff Verifies

### OFFICE USE ONLY:

Case No:

DRC Meeting Date: 7.20.21

PC Hearing Date: 8.10.21

Submission Date: 6.24.21

Advertise By: 7.22.21

CC Hearing Date: 8.16.21/9.7.21



## INFORMATION:

**Rezoning (Map Amendments)** are reviewed to meet the following criteria:

1. Consistency with the intent of the Rolla Comprehensive Plan.
2. Changed or changing conditions in the neighborhood.
3. Compatibility with other properties in the immediate vicinity.
4. Adequacy of utility service and facilities.
5. Impact on vehicular and pedestrian traffic safety.
6. Correction of an error in the application of the zoning regulations.
7. Viability of economic use of the subject property if rezoning is denied.
8. Relevant information received at the public hearing.

**PUD's (Planned Unit Developments)** are reviewed to meet the following goals:

1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land to protect/preserve natural features of the land.
3. Harmonious and coherent site and building design to create a sense of place.
4. Direction of development to existing or proposed transportation and utility facilities.

**CUP's (Conditional Use Permits)** are reviewed to meet the following standards:

1. Compliance with zoning district regulations.
2. Impact to traffic or pedestrian safety and mitigation.
3. Not dominating the immediate neighborhood.
4. Provision of adequate parking facilities.
5. Adequacy of utilities and drainage facilities.
6. Compatibility with surrounding vicinity.

**Annexation** requests must include a *notarized* petition that includes the following statements:

1. That the all property owners or agents have signed the application.
2. That the property is not part of any incorporated municipality and is contiguous to the city of Rolla limits.
3. That the applicants request to be annexed as authorized by RSMo. Section 71.012.

**Text Amendment** requests must include a letter/report with includes the following:

1. Reasons for amending the codes and demonstrating that the request serves the general welfare and preserves the community interest.
2. Proposed modifications with proposed language in underline and language to be removed in ~~striketrough~~.

### **Acknowledgement and Authorization:**

The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Planning Commission hearing, less any costs already incurred.

Property Owner(s):

 Joshua Ratliff  
Sign Print

Applicant/Agent (If Different From Owner)

Sign

Print

Sign

Print

Sign

Print

To whom it may concern,

Location: 2184 Farrar Drive

Currently has a house, office building, and three storage buildings on it. I am purposing removing all existing buildings and building an office and a climate-controlled self-storage building. I currently own and operate Lone Pine Storage at 1983 Farrar Drive.

If there are any question in regard to this rezoning, please contact me.  
573-578-1696

Joshua Ratliff



Report to:

**Planning and Zoning  
Commission**

Case No.: SUB 21-06

**Meeting Date:** July 13, 2021

**Subject:** YCHC Addition: a Minor Subdivision Final Plat to combine two commercial lots and vacate a utility easement

**Background:** The applicant intends to construct and addition to their building and an additional parking lot. The parking lot would have been on the separate lot from the building. Due to the parking being required to meet the zoning code requirements and the parking lot being on a separate lot, the two commercial lots are required to be combined. The applicant is also seeking to vacate an unneeded utility easement.

**Application and Notice:**

Applicant/Owner - Stuart Gipson of South Central Missouri Community Health Center  
Public Notice - <https://www.rollacity.org/agenda.shtml>  
City Council Date - August 16, 2021

**Property Details:**

Current zoning - C-2, General Retail  
Current use - Healthcare/Medical  
Proposed use - Addition to building and parking area  
Land area - 3.52 acres

**Public Facilities/Improvements:**

Streets - The subject property has frontage on 18<sup>th</sup> Street, a primary arterial road.  
Sidewalks - No sidewalks are located along the frontage of the property. Sidewalks will be required with the permit for the building addition/parking lot.  
Utilities - The subject property should have access to all needed utilities.

**Comprehensive Plan:** The Comprehensive Plan designates the subject property as being appropriate for Community Commercial uses.

**Discussion:** The proposed plat appears to meet all zoning and subdivision requirements. No utilities are known to be within the easement to be vacated. The easement is not required for future utility needs.

**Findings:**

1. The proposed minor subdivision would combine the two commercial lots.
2. The plat appears to be in compliance with all applicable zoning, subdivision, and other requirements.
3. The easement proposed to be vacated is no longer needed.

**Alternatives:**

1. Find the request meets all applicable requirements and recommend the City Council approve the request.
2. Find that the request does not meet all applicable requirements and recommend that the City Council deny the request.
3. Find that the request could meet all applicable requirements with the imposition of reasonable conditions and recommend that the City Council conditionally approve the request.
4. Find that additional information and discussion is needed prior to making a recommendation and table the request to a certain date.

**Prepared by:** Tom Coots, City Planner

**Attachments:** Application, Area Map, Plat, Easement Exhibit





**SUBDIVISION APPLICATION**

**Contact Information:**

**Property Owner:**

South Central MO Community Health Center

Name(s)  
1081 E 18th Street

Mailing Address  
Rolla, MO 65401

City, State, Zip  
573-426-4455

Phone

Email

**Agent/Applicant (If Different Than Property Owner):**

Name

Mailing Address

City, State, Zip

Phone

Email

**Property/Request Information:**

- Request:** \_\_\_\_\_ Sketch Plat  
 \_\_\_\_\_ Major Subdivision  
 \_\_\_\_\_ Minor Subdivision  
 Replat  
 \_\_\_\_\_ Subdivision Variance  
 \_\_\_\_\_ Vacation of ROW/easement

1081 E 18th Street

Property Address/Location

C-2 General Commercial District

Property Zoning

2 \_\_\_\_\_ 1 \_\_\_\_\_

Number of existing and new lots proposed

YCHC ADDITION

Name of Subdivision

**APPLICATION CHECKLIST:**

<b>Applicant Checks Boxes</b>	<input checked="" type="checkbox"/>	<b>Completed Application Form</b>	<input type="checkbox"/> 6
	<input checked="" type="checkbox"/>	<b>Agent Letter (If Applicable)</b>	<input type="checkbox"/> 6
	<input checked="" type="checkbox"/>	<b>Filing Fee</b> - \$300 (Major Subdivision); \$100 (Minor Subdivision/Replat); \$350 (Subdivision Variance) + Recording Fee (\$44 or \$69)	<input type="checkbox"/> Y
	<input checked="" type="checkbox"/>	<b>Improvement Plans</b> (Final Plats only; 1 paper copy and pdf version)	<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/>	<b>Plat</b> (5 paper copies and pdf version) or <b>Vacation Exhibit</b>	<input type="checkbox"/> 6
	<input checked="" type="checkbox"/>	<b>Letter of Request</b> (Subdivision Variance only)	<input type="checkbox"/> N/A
<b>City Staff Verifies</b>			

**OFFICE USE ONLY:**

Case No: SUB 21-06

DRC Meeting Date: 8.3.21

PC Hearing Date: 8.10.21

Submission Date: 7.26.21

Advertise By: \_\_\_\_\_

CC Hearing Date: 8.16.21/9.7.21

## I N F O R M A T I O N :

(Optional) **Sketch Plats** must include the following information (Section 42-32.1):

1. Proposed subdivision name, contact information for property owner, north arrow, scale, date.
2. Location map, general dimensions of property lines, existing easements, ROW's, buildings, cemeteries, watercourses, flood areas, contours, ect.
3. Name, location, dimensions of existing streets; name, width, classification or proposed streets and alleys.
4. Existing utilities and stormwater management facilities on and adjacent to property.
5. Location, dimensions, and configuration of proposed lots.
6. Location and general layout of proposed water and sewer lines.

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**Preliminary Plats** must include the following information (Section 42-32.2):

1. Legal description and boundary line.
2. Name and location of adjoining existing subdivisions, streets, ROW widths, alleys, property lines, ect.
3. Proposed streets with width, centerline, grade, length; dimensions of easements and alleys, ect.
4. Existing property lines, buildings, and utilities.
5. Arrangement, location, dimensions of proposed lots with area, line bearings, angles, and setbacks.
6. Location, dimensions, and area of land to be dedicated or reserved for common ownership.
7. Contour lines, water courses, ravines, culverts, bridges, ponds, ect.
8. Proposed sewer lines, storm sewer lines, drainage facilities, bridges, ect. and easements

---

**Final Plats** must include the following information (Section 42-32.3):

1. Items shown on Preliminary Plat except contours, land features, street grades, and utilities.
2. Plat restrictions and restrictive covenants regarding building permits.
3. Dedication deed for easements, streets, alleys, parkland, ect.
4. Access limitation and improvement acceptance notes.
5. Planning and Zoning Commission and City Council approval.
6. City and County tax release.
7. Surveyors and Recorders Certificate.

Note: A Major Subdivision must include a Preliminary Plat. A Major Subdivision is a subdivision which creates (5) or more lots and/or requires the extension of streets.

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**Vacations** of rights-of-way or easements must include a Vacation Exhibit which shows property lines, buildings, utilities or public infrastructure within 30 feet of the area to be vacated. Property lines and building locations must be based on a survey. Utility locations may be from field observations, GIS, utility companies, and/or field markings.

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### **Acknowledgement and Authorization:**

The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Planning Commission hearing, less any costs already incurred.

Property Owner(s):

Applicant/Agent (If Different From Owner)



Stuart Gipsen CEO

Sign

Print

Sign

Print

Sign

Print

Sign

Print



# Lot Consolidation Plat of YCHC ADDITION

## Being a Replat of Lots G & H of A Resubdivision of Lot 1 of A Resubdivision of a Portion of Tract 12, Forum Lakes, an Addition to Rolla, Missouri

**DEDICATION**  
South Central Missouri Community Health Center, does hereby certify that it is the owner of the property described and shown hereon, which property is located within the subdivision jurisdiction of the City of Rolla, that it has caused this property to be platted as shown hereon and that said property shall be known and designated as "YCHC ADDITION." The owner hereby freely adopts this plan of subdivision.

The owner does further grant to all political subdivisions and public and franchised utility companies providing utility services to the land described on this plat the right to install and maintain electrical, water, telephone, cable television, sanitary sewer, storm sewer, gas and fiber optic lines within and along those utility easements which are created by virtue of this plat.

DATED: \_\_\_\_\_, 2021 SOUTH CENTRAL MISSOURI COMMUNITY HEALTH CENTER

Stuart Gipson, President

"DEDICATOR"

STATE OF MISSOURI )  
COUNTY OF PHELPS )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021 before me appeared Stuart Gipson, to me known to be the person described hereon and who executed the same as the free act and deed on behalf of South Central Missouri Community Health Center.  
IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the county and state aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.  
My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

**IMPROVEMENT ACCEPTANCE**

Approved subject to construction of improvements in accordance with development plans on file with the City of Rolla. This plat meets current subdivision codes of the City of Rolla.

Steve Hargis, PE Date \_\_\_\_\_  
Director of Public Works

Rodney Bourne, PE Date \_\_\_\_\_  
General Manager  
Rolla Municipal Utilities

Floyd Jernigan Date \_\_\_\_\_  
Parks Director

**PLANNING & ZONING APPROVAL**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Don Brown, Chairman  
Planning & Zoning Commission

Steve Flowers  
Community Development Director

**ACKNOWLEDGMENT OF APPROVAL BY CITY COUNCIL**

This is to acknowledge that the City Council of the City of Rolla, Missouri has, by ordinance duly adopted, approved this plat and has authorized the same to be filed for record in the Office of the Recorder of Deeds, Phelps County, Missouri.

Louis J. Magditts IV Date \_\_\_\_\_  
Mayor, City of Rolla

Attest:

Lorri Thurman Date \_\_\_\_\_  
City Clerk

**DESCRIPTION**

All of Lot G and all of Lot H of A RESUBDIVISION OF LOT 1 OF A RESUBDIVISION OF A PORTION OF LOT 12, FORUM LAKES, AN ADDITION TO ROLLA, MISSOURI. Above described tract contains 3.52 acres, more or less.

**SPECIAL PLAT RESTRICTION AND RESTRICTIVE COVENANT AS TO THE ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS**

The undersigned owners of the tract of land herein platted do hereby impose upon said property and do hereby make the following restrictive covenant. No construction may be commenced upon the above described property until all necessary building and construction permits have been issued by the City of Rolla, Missouri and that it is understood by the undersigned that no such permits shall be issued for any lots herein platted until the completion of all public improvements appertaining to such lots or until a cash bond equal to the reasonable costs of completing such public improvements has been received and approved by the City of Rolla, Missouri. The above mentioned public improvements shall be completed pursuant to the agreement between the undersigned and the City of Rolla, Missouri for the completion of such improvements as required by this article of the City Code of Rolla, Missouri.

I, SYLVESTER FARRIS FURSE, IV, do hereby certify that this plat was prepared under my supervision from an actual survey of the land herein described prepared by Archer-Elgin Surveying and Engineering, LLC, dated L.S. No. 2011017288 and signed by Sylvester Furse, lot corner pins shown hereon were placed under the personal supervision of Sylvester Furse, L.S. No. 2011017288 in accordance with this article of the City Code of Rolla, Missouri.

**NOTES:**

- I declare that to the best of my professional knowledge and belief, this plat and survey meets the current "Missouri Standards for Property Boundary Surveys" (20 CSR 2030.16).
- Tract is classified Urban (20 CSR 2030.16.040).
- Date of field work: July, 2021
- Plat represents a survey of Lots G and H of A RESUBDIVISION OF LOT 1 OF A RESUBDIVISION OF A PORTION OF LOT 12, FORUM LAKES, AN ADDITION TO ROLLA, MISSOURI, being the same the lands described at 2016-3956 and 2020-6880.
- Dimensions shown are measured. For record dimensions, see document(s) noted.
- Tract is zoned C2 General Retail District. The following are Bulk, Height and Open Space Requirements for C2 districts:
  - minimum lot size: 6,000 square feet
  - minimum lot frontage/width: 60 feet
  - minimum front setback: 10 feet
  - minimum side setback: 0 feet
  - minimum rear setback: 10 feet
  - maximum lot coverage: 40%
  - minimum open space: none required
  - maximum building height: 4 stories/64 feet
 (Source: Chapter 42 of the Rolla City Code)

**COUNTY & CITY TAX RELEASE**

I hereby certify that all property taxes levied by the County of Phelps and the City of Rolla against the real estate described on this plat have been paid in full for 2020 and all prior years.

Faith Ann Barnes  
Collector of Revenue  
Phelps County, Missouri

Date \_\_\_\_\_

**RECORDER'S CERTIFICATE**

This plat was filed for record in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 2021. Plat filed at Cabinet \_\_\_\_\_, Number \_\_\_\_\_.

Date \_\_\_\_\_

Robin Kordes  
Recorder of Deeds  
Phelps County, Missouri

No.	Bearing/ Radius	Distance/ Arc	Chord
1	510.00'	60.00'	S54°01'30"W, 59.97'
2	510.00'	153.49'	S41°53'30"W, 152.91'
3	S33°13'00"W 5.64'	5.64'	
4	N72°52'00"W 125.48'	125.48'	

N/F NORTH RIDGE ASSOCIATION 2002-4191 ZONED PUD  
RAD=746.41'  
ARC=18.22'  
CHD=N60°39'40"E  
LC=18.22'

N/F NORTH RIDGE ASSOCIATION 2002-4191 ZONED PUD  
RAD=373.21'  
ARC=114.34'  
CHD=N68°26'10"E  
LC=113.90'

(LOT H)  
7.5' UTILITY EASEMENT  
N59°08'10"E  
99.72'

(LOT G)  
10' UTILITY EASEMENT  
S0°31'10"E, 431.23'

Lot 1  
3.52 Acres  
ZONED C-2

(LOT F)  
10' UTILITY EASEMENT  
N88°17'20"W  
67.96'

(LOT E)  
20' CROSS EASEMENT  
SEE 394/32

(LOT D)  
20' UTILITY EASEMENT  
LOT 2  
(ELGIN SURVET R-414)

(LOT C)  
20' UTILITY EASEMENT  
N/F JORDAN & JORDAN DESIGNS, LLC  
2021-0863  
ZONED C-2

(LOT B)  
10' UTILITY EASEMENT

(LOT A)  
10' UTILITY EASEMENT  
N/F WALLACE THEATER MANAGEMENT CORP  
2016-2111  
ZONED C-2

(LOT F)  
10' UTILITY EASEMENT  
N/F BROWN 1945-6375 ZONED C-2

(LOT E)  
20' CROSS EASEMENT  
SEE 394/32

(LOT D)  
20' UTILITY EASEMENT  
LOT 2  
(ELGIN SURVET R-414)

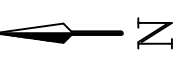
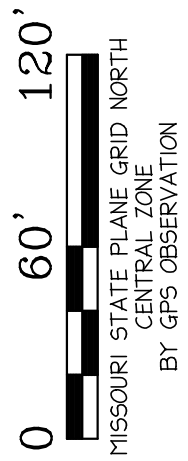
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ZONED C-2

(LOT B)  
10' UTILITY EASEMENT

(LOT A)  
10' UTILITY EASEMENT  
N/F WALLACE THEATER MANAGEMENT CORP  
2016-2111  
ZONED C-2

**LEGEND**

- FOUND 1/2" IRON ROD
- FOUND 5/8" IRON ROD
- ℙ PROPERTY LINE
- R/W RIGHT OF WAY



**ARCHER-ELGIN**  
engineering | surveying | architecture  
Corporate Authority  
Missouri License No. 0015777-D, A-201617179  
Archer-Elgin Surveying & Engineering, LLC: E: 20110224038, LS: 2011022471, A: 2012014618

310 East 6th Street  
Rolla, Missouri 65401  
Phone: 573-364-6362  
Fax: 573-364-4782  
www.archer-elgin.com

Lot Consolidation Plat of  
YCHC ADDITION  
Rolla, Phelps County, Missouri  
Your Community Health Center  
1081 E. 18th Street; Rolla, Missouri 65401

REVISIONS			
DRAWN BY	MEP	SCALE	1"=60'
CHECKED	SFF	DATE	July 23, 2021
			SURVEY NO.
			J3752



Report to:  
**Planning and Zoning  
Commission**  
Westside Land Use Study

**Meeting Date:** August 10, 2021

**Subject:** Discussion and Presentation of the Westside Land Use Study

**Background:** The City of Rolla was granted 34.5 acres of land just west of the Westside Marketplace project in 2017. The land was used to construct Westside Drive, but the remainder property has development potential.

The Westside Land Use Study provides for three separate options for the disposal of the property. The options involve different levels of risk, cost, and potential value. The study provides a preliminary review of the options for discussion. Once an option is selected, additional study may be needed to determine the feasibility and more accurate cost and value projections.

**Discussion:** The Planning and Zoning Commission is asked to provide input regarding the use of the property. The City Council will review the input and study at the September 7, 2021 meeting and direct staff which option to pursue.

**Prepared by:** Tom Coots, City Planner  
**Attachments:** Westside Land Use Study