

**AGENDA**

**The City of Rolla  
Planning & Zoning Commission  
Rolla City Council Chambers, 901 North Elm Street  
Tuesday, November 15, 2022 at 5:30 PM**

**Commission Members:**

**Chairperson Don Brown, Vice-Chairperson Russell Schmidt, Secretary-Treasurer Robert Anderson,  
Nathan Chirban, Kevin Crider, Janece Martin, Monte Shields, Monty Jordan, Vacant**

- I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, October 11, 2022.
- II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
- 1. SUB22-08 – Frueh Addition:** A Minor Subdivision to combine two residential lots at 3 Lewis Lane.
  - 2. VAC22-03 – Vacation of Alley:** Vacation of a portion of the alley between 10<sup>th</sup>, 11<sup>th</sup>, Cedar, and Maple Streets.
- III. OLD BUSINESS:** NONE
- IV. NEW BUSINESS:** NONE
- V. PUBLIC HEARING:**
- 1. ZON22-04:** Rezoning from the R-R, Rural Residential district to the C-3, Highway Commercial district at property addressed as 821 Hwy O; SE corner of Hwy O/Lions Club Dr
  - 2. PUD22-01:** Rezoning from the R-2, Two-family district; C-1, Neighborhood Commercial district; and M-1, Light Manufacturing district to a PUD, Planned Unit Development district at properties addressed as 1000 and 1006 N Oak St; and 204-208 E 11<sup>th</sup> St, Final Development Plan review, and associated Final Plat
  - 3. PUD22-02:** PUD, Planned Unit Development Preliminary Development Plan review for a potential development at property addressed as 550 and 650 Joan Dr.; west of Blue’s Lake Parkway on Bridge School Rd
- VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:**
- 1. Update on Zoning Code Rewrite:** Presentation of proposed Zoning Map and public outreach
- VII. CITIZEN COMMENTS:**

**NEXT MEETING DATE:**

**Tuesday, December 13, 2022**

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, OCTOBER 11, 2022**

**Presiding:** Don Brown, Chairperson

**Commission Members Present:** Robert Anderson, Monty Jordan, Janece Martin, Russell Schmidt, Kevin Crider, Nathan Chirban

**Commission Members Absent:** Monte Shields

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, September 13<sup>th</sup>, 2022. Chairperson Don Brown approved the minutes as printed and distributed.

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

1. **SUB22-07 - Gracie Place 2:** A Minor Subdivision to combine lots and create an outlot at 2000 Hwy E

**III. OLD BUSINESS:** NONE

**IV. NEW BUSINESS:**

1. **SUB22-08 – Frueh Addition:** A Minor Subdivision to combine two residential lots at 3 Lewis Lane.

Tom Coots presents the staff report.

Don Brown asks about access for neighboring houses. Coots confirms the access will not be changing.

**A motion was made by Russell Schmidt, seconded by Kevin Crider, to recommend approval to the City Council to combine two residential lots at 3 Lewis Lane. A roll call vote on the motion showed the following: Ayes: Anderson, Crider, Jordan, Martin, Schmidt, and Chirban. Nays: None. The motion passes unanimously.**

**V. PUBLIC HEARING:**

1. **VAC22-03 – Vacation of Alley:** Vacation of a portion of the alley between 10<sup>th</sup>, 11<sup>th</sup>, Cedar, and Maple Streets.

**Coots** presents the staff report.

**Brown** asks about access to the alley for 407 East 10<sup>th</sup> Street. **Coots** confirms there will still be access to the alley.

**Brown** opens the public hearing. Seeing no questions from the audience or commissioners, he closes the public hearing.

**A motion was made by Monty Jordan, seconded by Robert Anderson, to recommend approval to the City Council to vacate a portion of the subject alley with the condition that an easement be retained. A roll call vote on the motion showed the following: Ayes: Anderson, Martin, Schmidt, Chirban, Crider and Jordan. Nays: None. The motion passes unanimously.**

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

1. **Update on Zoning Code Rewrite:** Presentation of proposed Sections 400, 500, 600, 700, and 800

**VII. CITIZEN COMMENTS:**

**NONE**

**Meeting adjourned: 5:53 p.m.**

**Minutes prepared by: Sarah West**

**NEXT MEETING:**

**Tuesday, November 15, 2022**



Report to:

**Planning and Zoning  
Commission**

Case No.: ZON22-04

**Meeting Date:** November 15, 2022

**Subject:** Map Amendment (rezoning): 821 Hwy O from the R-R, Rural Residential district to the C-3, Highway Commercial district.

**Background:** The applicant seeks to develop the property for a warehousing/storage facility and office for a local electric utility company. The applicant sought a similar zoning request in 2019. At that time, the Planning and Zoning Commission heard much testimony from the adjacent residential areas. The Commission voted unanimously to recommend that the City Council deny the request. The applicant eventually withdrew the request.

**Application and Notice:**

Applicant - Doug Lane of Intercounty Electric Cooperative Association  
Owner - Debbie Willy, executor of Bessie L Ponzer Trust  
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 - November 21, 2022

**Property Details:**

Current zoning - R-R, Rural Residential, proposed to be rezoned to C-3, Highway Commercial  
Current use - Vacant/undeveloped  
Proposed use - Warehouse/storage and office  
Land area - About 20 acres

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Hwy O and Lions Club Rd, both Major Arterial roads. The property also has access to Inverness Lane, a local street.  
Sidewalks - No sidewalks are located adjacent to the property. Sidewalks may be required at the time of development.  
Utilities - The subject property should have access to all needed public utilities, except access to sewer may require extension of public sewer mains. The decision of who would provide electric service is still undecided at this time.

**Comprehensive Plan:** The Comprehensive Plan designates the property as being appropriate for Low Density Residential uses, however, the property is located at the intersection of two major arterial classification roadways. Some amount of commercial may be appropriate at major road intersections.

**Discussion:**

The subject property is located adjacent to an existing residential development. Many of the property owners in the neighborhood are concerned about the proposed rezoning. Some property owners are working to prepare a formal protest petition, which would require a supermajority of the City Council to approve the rezoning.

The applicant has submitted a preliminary site plan to provide an idea of what they are planning. The plan would include retaining the existing treeline, a privacy fence around the outside storage area, a fenced outside storage area, a warehouse building, and an office building. The plan is revised from the plan presented in 2019.

In general, it is possible for commercial uses to be located adjacent to residential areas, with property buffering, screening, landscaping, and sensitive design. Commercial is located adjacent to residential areas in many locations. Often, a transitional zoning or use is used to help provide a smooth transition. For example, duplex or multi-family, or lower intensity commercial uses may be located between higher intensity uses and low density housing.

The zoning code will already require a landscape buffer which may include additional plantings and retention of existing trees. The proposal to use a privacy fence for additional screening would be beyond what the code requires.

Inverness Drive is stubbed to the south property line of the subject property. Preserving a way for the street to be extended may also be desired. Ideally, eventually additional development will allow for the street to connect to Lions Club Road and so provide additional connectivity to the area. Huntleigh Estates currently only has one way in or out. Retaining a 50 foot wide strip of residential zoning along the east property line may also help to preserve a location for Inverness Drive to be extended in the future.

The Planning and Zoning Commission may consider recommending only rezoning a portion of the property if rezoning the entire 20 acres to C-3 is found to be inappropriate. Retaining a 50 foot wide strip of residential zoning is one way to help ensure commercial use of the property is kept a distance from the adjacent residential lots and help to preserve the entire treeline. A 150 foot wide strip of R-1 or R-2 zoning would allow for housing to serve as a buffer to the existing neighborhood.

If conditions of approval are considered to be recommended, conditions such as creating covenants, landscape easements, conducting a neighborhood meeting, or revising the site plan (although not binding) may be appropriate.

**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 Low Density Residential uses, however, the property is located at the intersection of two major arterial roads. Some amount of commercial use may be appropriate at major intersections.
2. The property is diagonally adjacent to property which is zoned C-1, Neighborhood Commercial, however, the property is owned by the city and is currently planned to be retained for park/open space.
3. Commercial uses may be appropriate adjacent to residential uses with proper buffering, screening, landscaping, and sensitive design.
4. The rezoning would allow for the outside storage and warehouse. The office could be permitted in a lower commercial district.
5. The subject property is located just south of property which is owned by the city and is planned to be developed for a similar use to support RMU, although that property is not adjacent to any residential uses.

**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 the request meets the criteria for approval, but recommend the City Council only rezone a portion of the property and/or rezone to a different zoning district.
3. Find that the proposed map amendment (rezoning) is not an appropriate use for the property and recommend that the City Council deny 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:** Public Notice Letter, Application, Letter of Request, Proposed Site Plan



**Project Information:**

Case No: ZON22-04  
 Location: 821 Hwy O  
 Applicant: Intercounty Electric Cooperative  
 Request:  
 Rezoning from R-R, Rural Residential to C-3,  
 Highway Commercial



**Public Hearings:**

Planning and Zoning  
 Commission  
**November 15, 2022**  
**5:30 PM**  
 City Hall: 1<sup>st</sup> Floor  
  
 City Council  
**November 21, 2022**  
**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



**Who and What is the Planning and Zoning Commission?**

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

**What is a Rezoning (Map Amendment)?**

A Rezoning is a request to change the zoning of a property from one zoning district to another. Usually a rezoning would allow for a property to be used differently than in the past, or may allow for development or redevelopment.

**What is Zoning?**

The City of Rolla has adopted zoning regulations that divide the city into separate areas that allow for specified uses of property. For example, generally only residential uses are allowed in residential zones; commercial uses in commercial zones; etc..

**How Will This Impact My Property?**

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

**What If I Have Concerns About the Proposal?**

If you have any concerns or comments, please try to attend the meeting. You may learn details about the project at the meeting. You will be given an opportunity to ask questions or make comments.

You do have the right to gather signatures for a petition. If a petition is received by 30% of the land owners (by land area) within 185 feet of the subject property, such request would require approval of 2/3 of the City Councilors. Please contact the Community Development Office for a property owner list.

**What If I Cannot Attend the Meeting?**

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Board.

**What If I Have More Questions?**

Please contact the Community Development Office if you have any additional questions.

**LEGAL DESCRIPTION**

The North ½ of Lot 3 of the SW ¼ of Section 18, T37N, R7W, Rolla, Phelps County, Missouri.





pd clk #221120



COMMUNITY DEVELOPMENT DEPARTMENT  
901 North Elm St  
Rolla, MO 65401  
P.O. Box 979

573-364-5333 + www.rollacity.org/comdev

LAND USE APPLICATION

Contact Information:

Property Owner:

Bessie L Ponzer Trust dated 1/20/1996  
Name(s)  
14070 CR 8120  
Mailing Address  
Rolla, MO 65401  
City, State, Zip  
573-578-1435  
Phone  
debiwilly@ymail.com  
Email

Agent/Applicant (If Different Than Property Owner):

Intercounty Electric Cooperative Association  
Doug Lane CEO  
Name  
PO Box 209 - 102 Maple Ave.  
Mailing Address  
Licking, MO 65542  
City, State, Zip  
573-674-2211 ext 1302 or 417-260-0667  
Phone  
doug.lane@ieca.coop  
Email

Property/Request Information:

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

821 Highway O, Rolla, MO 65401  
Property Address/Location

Current R-R Proposed C-3  
Property Zoning (Current and Proposed)

Office, Warehouse, Outside Storage  
Proposed Development/Project/Amendment

APPLICATION CHECKLIST:

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

OFFICE USE ONLY:

Case No: 20N22-04      DRC Meeting Date: 10.18.22      PC Hearing Date: 11.15.22  
Submission Date: 9.28.22      Advertise By: 10.26.22      CC Hearing Date: 11.21.22 / 12.5.22

**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 ~~strikethrough~~.

**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)

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

DocuSigned by:  
*Doug Lane*  
BB4F3FCEC9C2425  
\_\_\_\_\_  
Sign

Doug Lane  
\_\_\_\_\_  
Print

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# Intercounty Electric Cooperative Association

Your Touchstone Energy® Cooperative



To:

The preliminary plans for the property being considered for rezoning at Highway O and Lions Club Drive will include a warehouse area of approximately 100' x 200'. The proposed warehouse should house 2 Digger Trucks, 2 large bucket trucks, 4 service bucket trucks, and 4 small utility pick-up trucks. The warehouse will have 7 drive through bays to accommodate the trucks. Material storage for power line building will be housed within the warehouse. There will be an outside storage area of approximately 100' x 125' for transformers. There will be 4 pairs of pole storage racks. Approximately 15 employees will be working from the warehouse during the day as they go to and from the field.

The office area which will face Lions Club Drive will have 3 to 4 employees working inside to conduct business with our members such as payments, service applications, or questions in general. Average daily traffic will be approximately 125 times a day based on a 23 working day month.

A green buffer zone will be along the south side of the property next to the residential area, then a 20' space between there and a 6 ½' high privacy fence for mowing purposes. The side adjacent to Highway O will have a buffer zone of approximately 300 plus feet to a fence over the hill to the east, which is behind the old existing house. The old house and sheds will be cleaned up and the majority of the trees which are in good shape and of any size will be saved and mowed around. The rest of the area will be fenced by a 6 ½' high chain link fence as indicated on the preliminary drawing. Access to the warehouse within the fenced in area will be through an electronic gate off Lions Club Drive. Myself or another representative of IECA will be at each of the meetings to answer any questions not addressed in this narrative.

Thank you

**Doug Lane**

Chief Executive Officer

P: 573-674-2211 ext.1302

C: 417-260-0667

Doug.lane@ieca.coop

# Phelps County, MO



## Legend

- Parcel Boundary
- Computer ID/Tax Account Num
- Land Hook
  - Dashed Land Hook
  - Solid Land Hook
- Corporate Limit Line
- County Boundary
- Road
  - <all other routes>
  - INTERSTATE HIGHWAY
  - US HIGHWAY
  - NUMBERED STATE HIGHWAY
  - LETTERED STATE HIGHWAY
- Office/Warehouse
- Road/Parking
- Fence
- Pole/Transformer Storage

## Notes

419.7 0 209.84 419.7 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Report to:

**Planning and Zoning  
Commission**

Case No.: PUD22-01

**Meeting Date:** November 15, 2022

**Subject:** Map Amendment (rezoning): 1000 and 1006 N Oak St; and 204-208 E 11<sup>th</sup> St from R-2, Two-family district; C-1, Neighborhood Commercial district; and M-1, Light Manufacturing district to a PUD, Planned Unit Development district, Final Development Plan review, and an associated Final Plat

**Background:** The applicant seeks to redevelop the property for a dormitory style residential use which would include a large sanctuary/assembly space. The applicant, Christian Campus Ministries already has a “Men’s House” located diagonally across the street from the proposed location. The proposed development would serve as a “Women’s House” and would provide space to hold their church services and meetings. Currently, the organization meets at a space on the university campus, however, they would like to have their own space. The project would include 32 bedroom and 33 parking spaces.

The applicant chose to pursue a PUD, rather than rezoning to a zoning district because of the mixed and specialized nature of the use. Neither the R-3, Multi-family district, nor the C-C, Center City district would permit the use without the need for variances.

The application also includes a Final Plat to combine the lots into one large lot.

**Application and Notice:**

Applicant/Owner - Jeremy Jamison of the Christian Campus Ministry  
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 - November 21, 2022

**Property Details:**

Current zoning - R-2, Two-family district; C-1, Neighborhood Commercial district; and M-1, Light Manufacturing district to be rezoned to a PUD, Planned Unit Development district  
Current use - Residential and Commercial/storage  
Proposed use - Dormitory style residential with sanctuary/assembly space  
Land area - About 40,000 sq. ft.

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Oak Street and 11<sup>th</sup> Street, both local streets.  
Sidewalks - No sidewalks are located adjacent to the property. Sidewalks are not proposed to be constructed adjacent to the property. Due to the location, sidewalks are not needed at this particular property. A sidewalk is located on the opposite side of Oak Street and 11<sup>th</sup> Street.  
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, due to the location being adjacent to the railroad, 10<sup>th</sup> Street overpass, and the downtown.

**Discussion:** The subject property is located near the downtown and near the university campus in an area with a mixture of commercial and higher density residential uses. The building would be very similar in appearance and function to a fraternity/sorority house, of which several are located in the neighborhood.

The PUD proposes allowing much of the frontage along Oak Street to be parking. This particular location may be acceptable for this design, being adjacent to the downtown and using an existing curb break. Ordinarily, a driveway would be limited to not more than 24 feet. No existing public spaces would be lost.

The development would provide enough parking for all the residents, plus would allow a few extra spaces for any staff and a few visitors. During a church service or meeting, typically held in the evening, the location adjacent to the downtown allows for ample parking for attendees. In addition, the location diagonally across from the “Men’s House” would allow for those attendees to walk.

The application includes a Final Development Plan, allowing consideration of the rezoning, Final Development Plan, and Final Plat to occur concurrently. The Final Plat appears to meet all requirements.

**Approval Criteria:**

A PUD application should be reviewed to ensure that the following goals are promoted by the application:

1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land that will protect and preserve, where possible, natural features of the land such as mature trees, streams, and topographic features.
3. Harmonious and coherent site and building design that create a sense of place.
4. Direction of development to areas where existing public transportation facilities, utilities, and public services are adequate; provided that the applicant may make provision for such facilities or utilities which are not presently available.

**Findings:**

1. The Comprehensive Plan does designate the subject property as being appropriate for Community Commercial uses.
2. The property is located in an area with a mixture of commercial and higher density residential uses near the downtown and university campus.
3. The PUD allows a wider driveway for parking and allows for a reduction in required on-site parking.
4. The application includes rezoning to a PUD district, a Final Development Plan review, and a Final Plat.

**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 to a PUD, Planned Unit Development and associated Final Development Plan and Final Plat.
2. Find the request meets the criteria for approval if certain conditions are met; recommend the City Council approve the map amendment (rezoning) of the subject property to a PUD, Planned Unit Development and associated Final Development Plan and Final Plat with stated conditions.
3. Find that the proposed map amendment (rezoning) to the PUD, Planned Unit Development is not an appropriate use for the property and recommend that the City Council deny 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:** Public Notice Letter, Application, PUD Report, Final Development Plan



**Project Information:**

Case No: PUD22-01  
 Location: 1000 N Oak; 204-208 E 11th  
 Applicant: Christian Campus Ministry  
 Request:  
 Rezoning from R-3, C-1, and M-1 to PUD,  
 Planned Unit Development for a Christian  
 dormitory and sanctuary use.



**Public Hearings:**

Planning and Zoning  
 Commission  
**November 15, 2022**  
**5:30 PM**  
 City Hall: 1<sup>st</sup> Floor  
  
 City Council  
**November 21, 2022**  
**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





**Who and What is the Planning and Zoning Commission?**

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

**What is a Rezoning (Map Amendment)?**

A Rezoning is a request to change the zoning of a property from one zoning district to another. Usually a rezoning would allow for a property to be used differently than in the past, or may allow for development or redevelopment.

**What is a PUD (Planned Unit Development)?**

A PUD (Planned Unit Development) is a special zoning district that may be applied to a property. The approval includes a site plan. Use of the property is limited to the uses approved in the ordinance and site plan.

**How Will This Impact My Property?**

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

**What If I Have Concerns About the Proposal?**

If you have any concerns or comments, please try to attend the meeting. You may learn details about the project at the meeting. You will be given an opportunity to ask questions or make comments.

You do have the right to gather signatures for a petition. If a petition is received by 30% of the land owners (by land area) within 185 feet of the subject property, such request would require approval of 2/3 of the City Councilors. Please contact the Community Development Office for a property owner list.

**What If I Cannot Attend the Meeting?**

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Board.

**What If I Have More Questions?**

Please contact the Community Development Office if you have any additional questions.

**LEGAL DESCRIPTION**

A fractional part of Block 97 of BISHOP'S THIRD ADDITION, Rolla, Missouri more particularly described as follows: Commencing at the Northwest Corner of Block 97 of said BISHOP'S THIRD ADDITION; thence South 89°56'20" East, 104.11 feet along the South right of way of 11th Street to the northwest corner of a parcel described in Phelps County Deed Records at Document No. 2016 6654, the true point of beginning of the hereinafter described tract: Thence continuing South 89°56'20" East, 152.63 feet along the aforesaid South right of way of 11th Street to its intersection with the westerly right of way of the BNSF Railroad; thence South 30°11'00" West, 289.17 feet along said westerly right of way to its intersection with the North right of way of 10th Street – State Route BB; thence North 89°51'20" West, 115.42 feet along said North right of way to its intersection with the East right of way of Oak Street; thence North 0°52'00" East, 125.00 feet, and, North 1°02'00" East, 45.26 feet, and, North 0°54'10" East, 17.16 feet, all along said East right of way to the southwest corner of Tract 6 as described in Phelps County Deed Records at Document No. 9300269; thence South 89°55'00" East, 104.82 feet along the South line of said Tract 6 and its extension to the West line of the aforesaid Document No. 2016 6654 parcel; thence North 0°20'40" East, 62.59 feet along said West line to the true point of beginning. Above described tract contains 0.92 acre, more or less, per plat of survey J 4581F, dated October 12, 2022, by CM Archer Group, P.C.





pd ck #221411

## LAND USE APPLICATION

### Contact Information:

#### Property Owner:

Christian Campus Ministry

Name(s)  
112 E 12th Street

Mailing Address  
Rolla, MO 65401

City, State, Zip  
636-288-7795

Phone  
nathanael@rollaccf.org

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

1000 & 1006 N Oak; 204 & 208 E 11th

Property Address/Location

R-2, C-1 and M-1 changing to PUD

Property Zoning (Current and Proposed)

New PUD with PUD/lot consolidation plat

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)

- b
- NEED WILL SEND
- b
- NEED WILL SEND
- b
- WILL SEND

City Staff Verifies

### OFFICE USE ONLY:

Case No: PUD 22-01

DRC Meeting Date: 10.18.22

PC Hearing Date: 11.15.22

Submission Date: 10.13.22

Advertise By: 10.20.22

CC Hearing Date: 11.21.22 / 12.5.22

## 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.

**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 ~~strikethrough~~.

### **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)



Jeremy W. Jamison

Sign

Print

Sign

Print

Sign

Print

Sign

Print



## MEMORANDUM

Date: 11/9/2022  
To: Mr. Tom Coats, Community Development Department  
From: Cameron Schweiss, PE, Archer-Elgin  
RE: PUD Report – CCF Women’s House Development

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### **Name of Developer/Property Owner:**

Christian Campus Ministry  
112 E 12<sup>th</sup> Street  
Rolla, MO 65401

### **Existing Zoning:**

Combination of R-2, C-1 and M-1, with a proposed change to Planned Unit Development (PUD).

### **Stormwater Approach:**

On-site storm piping will be constructed as necessary to facilitate adequate drainage around the proposed buildings as indicated on the site plans; however, development yields no appreciable increase of runoff from existing conditions, precluding the need for on-site stormwater detention.

### **Landscaping:**

Landscaping in the initial phase of the project will be limited to seeding of open spaces as indicated on the site plans. Tree preservation is not feasible due to their location relative to the structures. All other trees and shrubs shown in renderings or plans are not included in this initial scope of work. However, the owner hopes to install additional landscaping in the future via volunteer and fundraising efforts as resources allow.

### **Summary of Project:**

Project consists of redevelopment of the site to construct a new dormitory style “Women’s House” to serve the Christian Campus Ministry organization at Missouri S&T, along with renovation of an existing garage building into a new assembly space to be used for worship and fellowship events. The new two-story building includes eight sleeping units (with up to four beds in each), along with common areas including lobby, conference, study, laundry and restroom spaces. The fellowship area is an open concept, single story space to be used to host weekly worship services, as well as special events.

Following are several rendering of the proposed facility:



Perspective view from West



Perspective View from NW



Perspective View from SE

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Perspective View from North

**Phasing:**

The owner’s intent is to construct both the new addition and existing building renovation in one phase. There are several additive alternates for niceties (including the upper roof deck and pergola) that will be bid and funded as budget allows. Future improvements are expected to be limited to landscaping and aesthetic enhancements for the facilities.

**Statement of Control of Property:**

Developer currently owns all lands within the proposed PUD, and therefore controls all legal, beneficial, tenancy, and contractual interests effecting the subject property.

**Proposed Land Use Tabulations:**

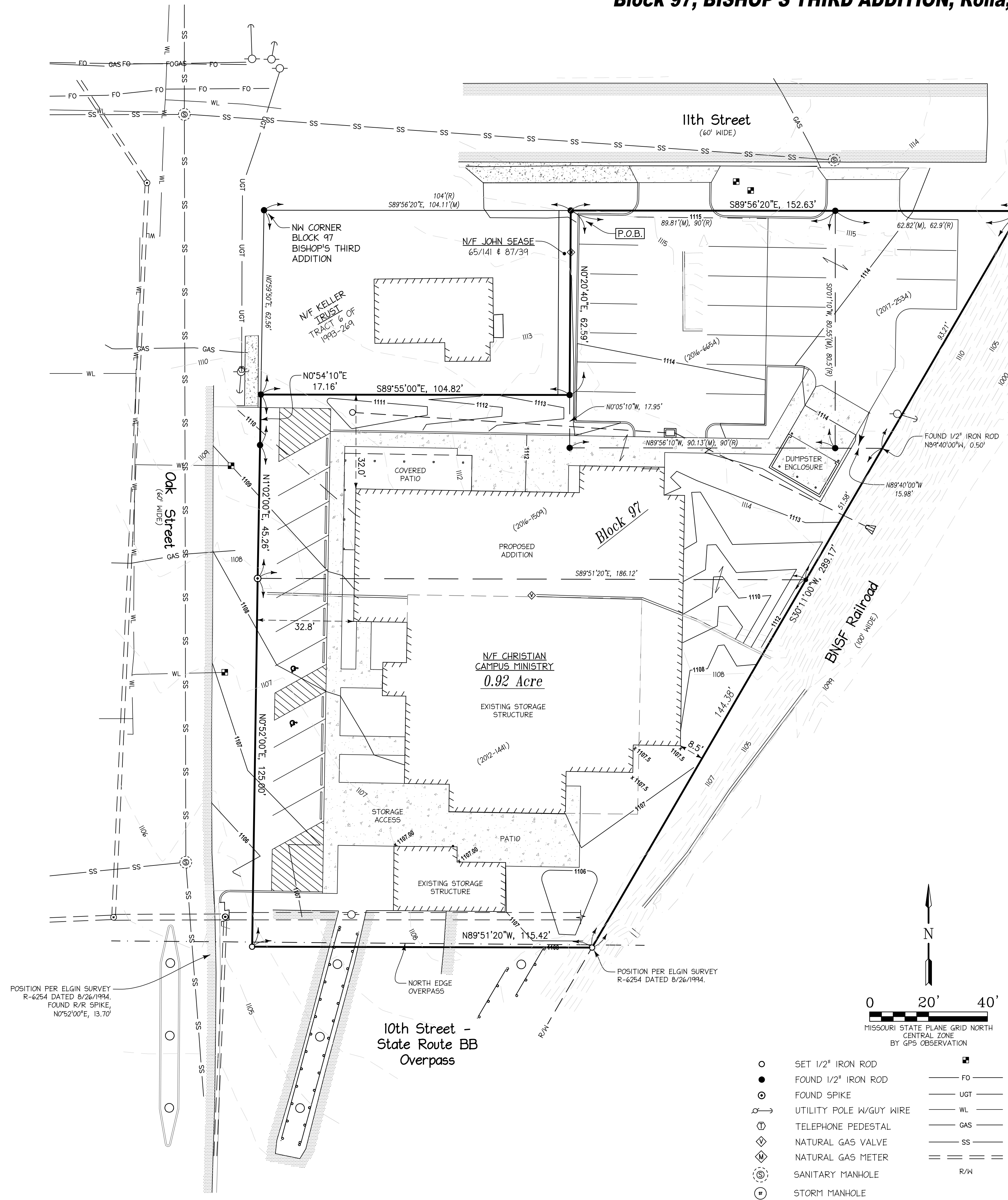
<b>ZONING NOTES - REMODELING EXISTING STRUCTURE + NEW ADDITION</b>	
CHANGE OF ZONING TO "PUD" - PLANNED UNIT DEVELOPMENT	
<u>LOT SIZE:</u>	0.92 ACRES (40,013sf)
<u>SETBACKS:</u>	FRONT = 25' SIDE = 5' REAR = 5'
<u>MAX. BLDG AREA:</u>	40% (16,005sf)
<u>PROPOSED AREA:</u>	10,086sf
<u>PARKING REQ'D:</u>	32 (1 per BEDROOM)
<u>PROPOSED PARKING:</u>	33 SPACES (22+11) 12,059sf PARKING AREA
<u>SIDEWALK:</u>	4960sf
<u>OPEN SPACE REQ'D:</u>	25% (10,003 sf)
<u>PROPOSED OPEN:</u>	12,908sf (40,013-10,086-12,059-4,960)
<u>MAXIMUM RESIDENTIAL DENSITY:</u>	32 BEDS/0.92ac = 35 BEDS/ac
<u>NON-RESIDENTIAL INTENSITY:</u>	3,359sf/40,013sf = 0.08 FAR

**Parking Summary:**

Although the PUD zoning allows the developer to establish parking requirements for their unique development, all efforts were made to maximize parking within and around the proposed PUD. A total of 33 spaces are proposed for the site, including angled parking adjacent to Oak Street (which allows vehicles to back out of their space without encumbering the roadway), as well as a dedicated parking lot on the north side of the property. The 33 spaces provided exceed the total number of beds (32) in the facility. In other zoning circumstances, the fellowship area would require its own parking calculations related to the assembly space square footage; however, this facility is expected to primarily be used by Christian Campus Ministry residents who are already present (and parked if applicable) at either the Men's or Women's Houses. Furthermore, the City has a public parking lot available less than a block away from the development (at 9<sup>th</sup> & Oak Street) that can be used for overflow parking for what are typically after-hours/evening gatherings.

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# Final Site Plan for CAMPUS FELLOWSHIP ADDITION Being a Planned Urban Development in Fractional Part of Block 97, BISHOP'S THIRD ADDITION, Rolla, Missouri



**DESCRIPTION**

A fractional part of Block 97 of BISHOP'S THIRD ADDITION, Rolla, Missouri more particularly described as follows: Commencing at the Northwest Corner of Block 97 of said BISHOP'S THIRD ADDITION; thence South 89°56'20" East, 104.11 feet along the South right of way of 11th Street to the northwest corner of a parcel described in Phelps County Deed Records at Document No. 2016-6654, the true point of beginning of the hereinafter described tract: Thence continuing South 89°56'20" East, 152.63 feet along the aforesaid South right of way of 11th Street to its intersection with the westerly right of way of the BNSF Railroad; thence South 30°11'00" West, 289.17 feet along said westerly right of way to its intersection with the North right of way of 10th Street - State Route BB; thence North 89°51'20" West, 115.42 feet along said North right of way to its intersection with the East right of way of Oak Street; thence North 0°52'00" East, 125.00 feet, and North 1°02'00" East, 45.26 feet, and North 0°54'10" East, 17.16 feet, all along said East right of way to the southwest corner of Tract 6 as described in Phelps County Deed Records at Document No. 9502269; thence South 89°55'00" East, 104.82 feet along the South line of said Tract 6 and its extension to the West line of the aforesaid Document No. 2016-6654 parcel; thence North 0°20'40" East, 62.59 feet along said West line to the true point of beginning. Above described tract contains 0.92 acre, more or less, per plat of survey J-4581F, dated October 12, 2022, by CM Archer Group, P.C.

**ZONING NOTES - REMODELING EXISTING STRUCTURE WITH NEW ADDITION**

EXISTING ZONING:	R-2, Two Family District; C-1 Neighborhood Business District; M-1, Light Manufacturing District
NEW ZONING:	PUD, Planned Unit Development
LOT SIZE:	0.92 acre (40,013 sf)
SETBACKS:	Front = 25' Side = 5' Rear = 5'
MAX. BLDG AREA:	40% (16,005 sf)
PROPOSED AREA:	10,086 sf
PARKING REQUIRED:	32 (1 per bedroom)
PROPOSED PARKING:	33 spaces (22+11)
PROPOSED PARKING AREA:	12,059 sf
SIDEWALK:	4960sf
OPEN SPACE REQUIRED:	25% (10,003 sf)
PROPOSED OPEN SPACE:	12,908 sf (40,013-10,086-12,059-4,960)
MAXIMUM RESIDENTIAL DENSITY:	32 beds per 0.92 acre (based upon 35 beds per acre)
NON-RESIDENTIAL INTENSITY:	3,359 sf/40,013sf = 0.08 FAR

**NOTES:**

- Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, other than possible easements which were visible at the time of making of this survey; building setback lines; restrictive covenants; subdivision restrictions; zoning or other land-use regulations; and any other facts which an accurate and current title search may disclose.
- 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: June 14, 2022
- Plat represents a survey of lands described at 2012-1441, 2016-1509, 2016-6654 and 2017-2534.
- Dimensions shown are measured. For record dimensions, see document(s) noted.
- Only the record documents noted hereon were provided to or discovered by surveyor. No abstract, current title commitment nor other record title documentation was provided surveyor.
- There may be structures and improvements located on this tract which are not shown hereon.
- Tract is wholly within the corporate limits of Rolla, Missouri.
- See applicable City of Rolla codes for conditions that might affect the development of this tract.

- |   |                         |         |                         |
|---|-------------------------|---------|-------------------------|
| ○ | SET 1/2" IRON ROD       | ■       | WATER METER             |
| ● | FOUND 1/2" IRON ROD     | — FO —  | OVERHEAD UTILITY LINE   |
| ⊙ | FOUND SPIKE             | — UGT — | BURIED ELECTRIC LINE    |
| ⊕ | UTILITY POLE W/GUY WIRE | — WL —  | BURIED SANITARY LINE    |
| ⊖ | TELEPHONE PEDESTAL      | — GAS — | BURIED NATURAL GAS LINE |
| ⊗ | NATURAL GAS VALVE       | — SS —  | EASEMENT LINE           |
| ⊘ | NATURAL GAS METER       | — S —   | STORM LINE              |
| ⊙ | SANITARY MANHOLE        | — R/W — | RIGHT OF WAY            |
| ⊕ | STORM MANHOLE           |         |                         |

<small>CM Archer Group, P.C. dba: Rolla, Missouri 65401 Phone: 573-364-6362 Fax: 573-364-4782 www.archer-elgin.com</small>	
REVISIONS 1 11-8-22 MEP	Final PUD Site Plan for <b>CAMPUS FELLOWSHIP ADDITION</b> Rolla, Missouri Christian Campus Ministry 112 East 12th Street; Rolla, Missouri 65401
DRAWN BY: MEP CHECKED: SFF	SCALE: 1"=20' DATE: Oct. 12, 2022 SURVEY NO.: <b>J4581P</b>



DESCRIPTION

A fractional part of Block 97 of BISHOP'S THIRD ADDITION, Rolla, Missouri more particularly described as follows: Commencing at the Northwest Corner of Block 97 of said BISHOP'S THIRD ADDITION; thence South 89°56'20" East, 104.11 feet along the South right of way of 11th Street to the northwest corner of a parcel described in Phelps County Deed Records at Document No. 2016-6654, the true point of beginning of the hereinafter described tract: Thence continuing South 89°56'20" East, 152.63 feet along the aforesaid South right of way of 11th Street to its intersection with the westerly right of way of the BNSF Railroad; thence South 30°11'00" West, 289.17 feet along said westerly right of way to its intersection with the North right of way of 10th Street - State Route BB; thence North 89°51'20" West, 115.42 feet along said North right of way to its intersection with the East right of way of Oak Street; thence North 0°52'00" East, 125.00 feet, and, North 1°02'00" East, 45.26 feet, and, North 0°54'10" East, 17.16 feet, all along said East right of way to the southwest corner of Tract 6 as described in Phelps County Deed Records at Document No. 9300269; thence South 89°55'00" East, 104.82 feet along the South line of said Tract 6 and its extension to the West line of the aforesaid Document No. 2016-6654 parcel; thence North 0°20'40" East, 62.59 feet along said West line to the true point of beginning. Above described tract contains 0.92 acre, more or less, per plat of survey J-4581F, dated October 12, 2022, by CM Archer Group, P.C.

Final Plat of

CAMPUS FELLOWSHIP ADDITION

Being a Planned Urban Development in Fractional Part of Block 97, BISHOP'S THIRD ADDITION, Rolla, Missouri

CERTIFICATE OF OWNERSHIP AND DEDICATION

Christian Campus Ministry, a nonprofit corporation of the State of Missouri, hereby certifies that it is the owner of the property described and shown hereon, which property is located within the subdivision regulation 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 "CAMPUS FELLOWSHIP ADDITION." Christian Campus Ministry hereby freely adopts this plan of subdivision and dedicates to public use forever all easements shown upon this plat.

Dedicator 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, natural gas and fiber optic lines within and along those places which are designated as utility easements on this plat.

DATED: \_\_\_\_\_, 2022 CHRISTIAN CAMPUS MINISTRY
By: \_\_\_\_\_
Jeremy Jamison, President

"DEDICATOR"

STATE OF MISSOURI )
COUNTY OF PHELPS )

On this \_\_\_ day of \_\_\_\_\_, 2022 before me appeared Jeremy Jamison, to me personally known, who, being by me duly sworn did say: That he is President of Christian Campus Ministry, a nonprofit corporation of the State of Missouri, and that said instrument was signed in behalf of said nonprofit corporation by authority of its Board of Directors, and said Jeremy Jamison acknowledged said instrument to be the free act and deed of said nonprofit corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the county and state aforesaid, this \_\_\_ day of \_\_\_\_\_, 2022.
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 Director of Public Works Date

Rodney Bourne, PE General Manager Rolla Municipal Utilities Date

Floyd Jernigan Parks Director Date

PLANNING & ZONING APPROVAL

Approved this \_\_\_ day of \_\_\_\_\_, 2022.

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. Magdits IV Mayor, City of Rolla Date

Attest:

Lorri Thurman City Clerk Date

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 2021 and all prior years.

Faith Ann Barnes Collector of Revenue Phelps County, Missouri Date

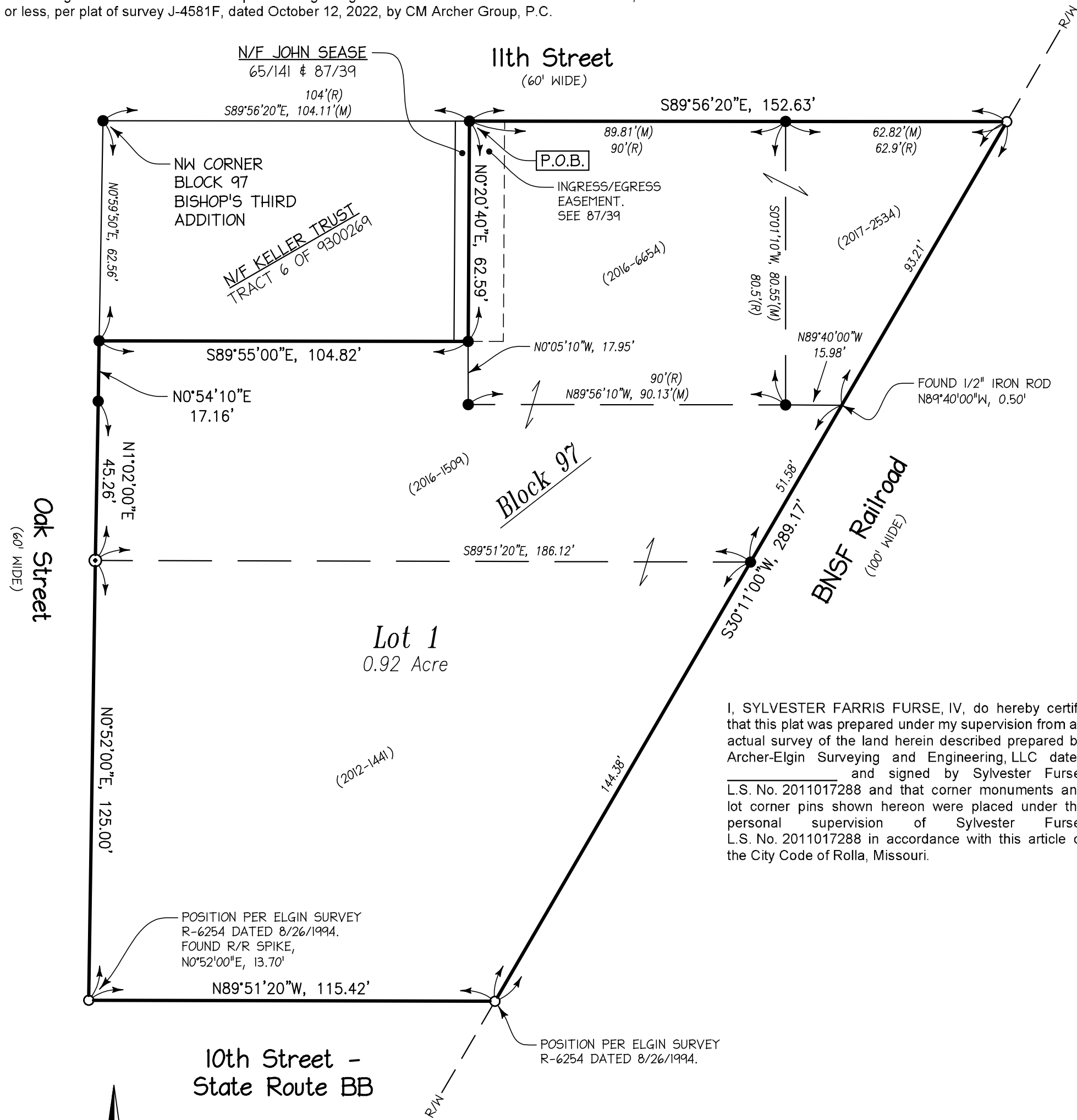
RECORDER'S CERTIFICATE

This plat was filed for record in my office on this \_\_\_ day of \_\_\_\_\_, 2022. Plat filed at Cabinet \_\_\_\_\_, Number \_\_\_\_\_.

Robin Kordes Recorder of Deeds Phelps County, Missouri Date

NOTES:

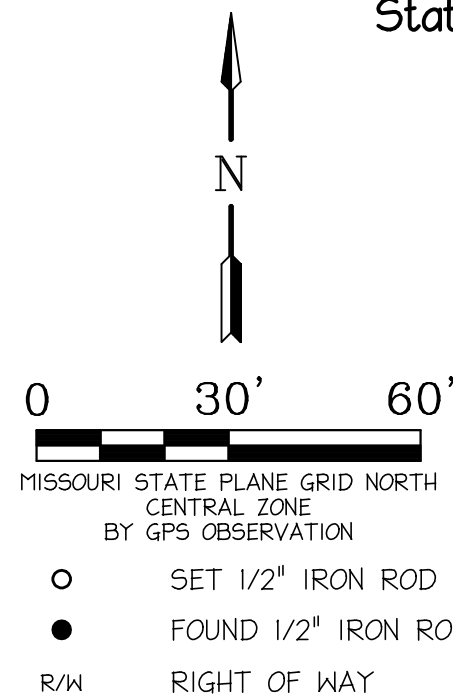
- 1. Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, other than possible easements which were visible at the time of making of this survey; building setback lines; restrictive covenants; subdivision restrictions; zoning or other land-use regulations, and any other facts which an accurate and current title search may disclose.
2. 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).
3. Tract is classified Urban (20 CSR 2030-16.040).
4. Date of field work: June 14, 2022
5. Plat represents a survey of lands described at 2012-1441, 2016-1509, 2016-6654 and 2017-2534.
6. Dimensions shown are measured. For record dimensions, see document(s) noted.
7. Only the record documents noted hereon were provided to or discovered by surveyor. No abstract, current title commitment nor other record title documentation was provided surveyor.
8. Upon the approval and recording of this plat, the lands described hereon would be zoned PUD.



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 \_\_\_\_\_ and signed by Sylvester Furse, L.S. No. 2011017288 and that corner monuments and 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.

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.



CM Archer Group, P.C. dba: ARCHER-ELGIN engineering surveying architecture
310 East 6th Street Rolla, Missouri 65401 Phone: 573-364-6362 Fax: 573-364-4782 www.archer-elgin.com
Corporate Authority: CM Archer Group, P.C.: E: 2003023612-D, LS: 2004017577-D, A-2016017179 Archer-Elgin Surveying & Engineering, LLC: E: 2011024038, LS: 2011025471, A-2012014618
REVISIONS table
Final Plat of CAMPUS FELLOWSHIP ADDITION Rolla, Missouri
Christian Campus Ministry 112 East 12th Street; Rolla, Missouri 65401
DRAWN BY MEP SCALE 1"=30' SURVEY NO.
CHK'D SFF DATE Oct. 12, 2022 J4581F



Report to:

**Planning and Zoning  
Commission**

Case No.: PUD22-02

**Meeting Date:** November 15, 2022

**Subject:** PUD, Planned Unit Development Preliminary Development Plan: 550 and 650 Joan Dr.

**Background:** The applicant seeks to develop the property for an RV Park. The property has been for sale for several years. Part of the property the applicant plans to purchase includes the lake and land which is outside the city limits. The RV Park is proposed on the part of the property which is inside the city limits.

The RV Park use itself is permitted in the current zoning. The PUD seeks to allow the use of gravel parking for the RV spaces and gravel drives throughout the park. The PUD would also allow for clients to stay in one RV space for up to six months. The current ordinances allow for stays of 7 days.

The applicant only seeks review of the Preliminary Development Plan at this time. Approval of the Preliminary Development Plan is only by the Planning and Zoning Commission, but does bind the city to approval of the following:

- (a) Categories of permitted uses;
- (b) Overall maximum density of residential uses and intensity of non-residential uses;
- (c) General location of vehicular and pedestrian circulation systems;
- (d) General location and extent of public and private open space;
- (e) General location of residential and non-residential land uses; and
- (f) Phasing of development, if appropriate.

**Application and Notice:**

Applicant - Jaden Gurney  
Owner - Aaron Espinoza of the Citizens Bank of Newburg  
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>

**Property Details:**

Current zoning - C-3, Highway Commercial  
Current use - Vacant/undeveloped  
Proposed use - RV Park  
Land area - About 13 acres to be considered with PUD of a total 30 acre property

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Bridge School Rd, a Collector road.  
Sidewalks - No sidewalks are located adjacent to the property. Sidewalks are not proposed to be constructed adjacent to the property. Sidewalks may not be needed in this area.  
Utilities - The subject property should have access to all needed public utilities.

**Comprehensive Plan:** The Comprehensive Plan designates the property as being appropriate for Mixed Commercial and Residential uses. The adopted Rolla West Master Plan designates the property as being appropriate for Office Campus uses.

**Discussion:** The RV Park use is permitted in the C-3, Highway Commercial district. The PUD is needed for the gravel parking and drives and for the length of stay for clients. The applicant has made presentations to the Planning and Zoning Commission and City Council regarding these issues.

The request at this time is only for review of the Preliminary Development Plan. Approval does bind the city to the land use and approval of the general layout. The Final Development Plan review does present an opportunity for the applicant to make some minor changes. The city may be able to require some changes or conditions based on more complete information. The property would not be officially rezoned to the PUD district until the Final Development Plan is submitted and approved.

Since the RV Park use itself is permitted by the current zoning, the Planning and Zoning Commission should limit their review to the general layout of the development and the requests for relief from the zoning and city ordinances.

Staff had some concerns about the length of stays, however, the City Council did not express concern when the applicant presented to them. Staff has some concerns about the amount of gravel drives, however, staff acknowledges that this is a unique use. In particular, care must be taken to prevent gravel from being dragged onto Bridge School Rd and the roads will need to be maintained to allow for trash pick-up and emergency vehicle access.

If approved, the applicant intends to move forward with the purchase of the property. The applicant is aware that final approval for the development will also include approval of the Final Development Plan to rezone the property, and approval of vacations of existing rights-of-way and easements and a Final Plat to combine several lots into one large lot.

**Approval Criteria:**

A PUD application should be reviewed to ensure that the following goals are promoted by the application:

1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land that will protect and preserve, where possible, natural features of the land such as mature trees, streams, and topographic features.
3. Harmonious and coherent site and building design that create a sense of place.
4. Direction of development to areas where existing public transportation facilities, utilities, and public services are adequate; provided that the applicant may make provision for such facilities or utilities which are not presently available.

**Findings:**

1. The Comprehensive Plan designates the property as being appropriate for Mixed Commercial and Residential uses. The adopted Rolla West Master Plan designates the property as being appropriate for Office Campus uses.
2. The property is located in an area with a variety of commercial uses.
3. The property is located in a unique area, with a recreational lake, visibility from I-44, and easy access to I-44.
4. The PUD allows gravel parking and drives and for clients to stay in an RV space for up to 6 months.
5. The application is only for review of the Preliminary Development Plan. A Final Development Plan will be needed to finalize the PUD and rezone the property.
6. Approval of the Preliminary Development Plan does bind the city to the land use and general design of the project.

**Alternatives:**

1. Find the request meets the criteria for approval and approve the Preliminary Development Plan.
2. Find the request meets the criteria for approval if certain conditions are met; approve the Preliminary Development Plan with stated conditions to be met when preparing the Final Development Plan.
3. Find that the request is not an appropriate use for the property and reject the Preliminary Development Plan as submitted.
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:** Public Notice Letter, Application, PUD Report, Preliminary Development Plan



**Project Information:**

Case No: PUD22-02  
 Location: 550/650 Joan Dr (W Bridge School Rd)  
 Applicant: Jaden Gurney  
 Request: Rezoning from C-3, Highway Commercial to PUD, Planned Unit Development for an RV Park development.



**Public Hearings:**

Planning and Zoning Commission  
**November 15, 2022**  
**5:30 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



**Who and What is the Planning and Zoning Commission?**

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

**What is a Rezoning (Map Amendment)?**

A Rezoning is a request to change the zoning of a property from one zoning district to another. Usually a rezoning would allow for a property to be used differently than in the past, or may allow for development or redevelopment.

**What is a PUD (Planned Unit Development)?**

A PUD (Planned Unit Development) is a special zoning district that may be applied to a property. The approval includes a site plan. Use of the property is limited to the uses approved in the ordinance and site plan.

**How Will This Impact My Property?**

Each case is different. Adjacent properties are more likely to be impacted. Please contact the Community Development Office at (573) 426-6974 if you have any questions.

**What If I Have Concerns About the Proposal?**

If you have any concerns or comments, please try to attend the meeting. You may learn details about the project at the meeting. You will be given an opportunity to ask questions or make comments.

You do have the right to gather signatures for a petition. If a petition is received by 30% of the land owners (by land area) within 185 feet of the subject property, such request would require approval of 2/3 of the City Councilors. Please contact the Community Development Office for a property owner list.

**What If I Cannot Attend the Meeting?**

Please try to attend the meeting if you have any questions or concerns. However, if you are unable to attend the meeting, you may provide written comments by letter or email. These comments will be presented to the Board.

**What If I Have More Questions?**

Please contact the Community Development Office if you have any additional questions.

**LEGAL DESCRIPTION**

A fractional part of Lot 1 of Victory Acres, Rolla, Missouri more particularly described as follows: Beginning at the Southwest Corner of Lot 1 of said Victory Acres; thence North 0°08'10" West, 221.94 feet along the West line of said Lot 1 to the southwest corner of a parcel described in Phelps County Deed Records at Document No. 2016-0772; thence South 83°31'10" East, 125.51 feet, and, North 68°39'40" East, 120.89 feet, all along the southerly line of said Document No. 2016-0772 parcel; thence South 14°50'30" East, 182.57 feet to the southerly line of the aforesaid Lot 1 of Victory Acres; thence South 75°07'50" West, 292.38 feet along said southerly line to the point of beginning.

And a property described as: A fractional part of the Southeast Quarter of the Southeast of Section 9, and, a fractional part of the Northeast Quarter of the Northeast Quarter of Section 16, all in Township 37 North, Range 8 West of the 5th P.M. described as follows: Beginning at the Northeast Corner of the Northeast Quarter of the Northeast Quarter of said Section 16; thence South 0°23'20" West, 441.10 feet along the East line of said Northeast Quarter of the Northeast Quarter to the northerly right of way of Bridge School Road (aka Phelps County Road 7000); thence South 75°34'50" West, 404.00 feet along said northerly right of way to the southeast corner of Lot 1 of Municipal Acres No. 3; thence North 8°00' West, 438.30 feet along the East line of said Lot 1 to its northeast corner; thence South 75°35'50" West, 250.00 feet along the North line of said Lot 1 to the East line of a parcel described in Phelps County Deed Records at Document No. 9507508; thence North 8°00' West 731.33 feet along said East line and along the East line of a parcel described in Phelps County Deed Records at Document No. 9600665 and along the East line of a parcel described in Phelps County Deed Records at Document No. 960064; thence South 73°34'40" East, 165.94 feet; thence South 51°37'20" East, 201.94 feet; thence South 79°41'50" East, 149.72 feet; thence South 86°24'20" East, 161.94 feet; thence South 67°28'20" East, 77.75 feet; thence South 85°52' East, 103.66 feet to the East line of the aforesaid Southeast Quarter of the Southeast Quarter of Section 9; thence South 0°27' West, 307.89 feet along said East line to the point of beginning.



pd cc

**LAND USE APPLICATION**

**Contact Information:**

Property Owner:  
Jaden Gurney  
 Name(s)  
695 W 350 N  
 Mailing Address  
Saltina, UT 84654  
 City, State, Zip  
435-979-5299  
 Phone  
jaden.gurney@yahoo.com  
 Email

Agent/Applicant (If Different Than Property Owner):  
CITIZENS BANK OF THE MIDWEST / AARON ESPINOZA  
 Name  
1515 Martin Springs Drive  
 Mailing Address  
Rolla, MO, 65401  
 City, State, Zip  
(573) 465-1006  
 Phone  
aaron@cbmw.bank  
 Email

**Property/Request Information:**

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

South of Blues Lake  
 Property Address/Location

Current: C-3 Proposed: PUD  
 Property Zoning (Current and Proposed)

RV Park  
 Proposed Development/Project/Amendment

**APPLICATION CHECKLIST:**

<b>Applicant Checks Boxes</b>	<input type="checkbox"/>	Completed Application Form	<input type="checkbox"/>	<b>City Staff Verifies</b>
	<input type="checkbox"/>	Agent Letter (If Applicable)	<input type="checkbox"/>	
	<input 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: PUD 22-02      DRC Meeting Date: 10.18.22      PC Hearing Date: 11.15.22  
 Submission Date: 10.13.22      Advertise By: 10.20.22      CC Hearing Date:

**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~~.

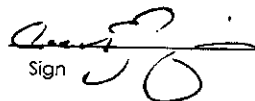
**Acknowledgement and Authorization:**

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):

Applicant/Agent (If Different From Owner)

  
 Sign \_\_\_\_\_  
 Jaden Gurney  
 Print \_\_\_\_\_

  
 Sign \_\_\_\_\_  
 Aaron Espinoza  
 Print \_\_\_\_\_

Sign \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Print \_\_\_\_\_



November 9, 2022

Jaden Gurney  
Developer  
435-979-5299  
[Jaden.gurney@yahoo.com](mailto:Jaden.gurney@yahoo.com)

Rolla City:

Please accept this letter as my PUD report for the development of an RV Park located on the southern surrounding land at Blues Lake. This development is designed to be a single phased project with 158 RV Sites. The property is currently owned by Citizens Bank of the Midwest and falls under the C-3 Zoning where I currently have it under contract pending the approval of this project as I have it outlined below.

The park will utilize the existing lake for all storm water drainage. The landscaping for the property will consist of gravel and grass throughout the property. The area at each site that the RV and/or vehicles will park will be graveled. There will be a combination of all graveled sites and some that have grass at the park to give a diversified offering. We want the ability to accommodate the preference of each guest as to whether they prefer grass or all gravel at their site. Many of the trees that currently exist on the property are mature and create a large liability if they were to fall. Many, if not all the trees on the property will be removed to accommodate for the construction. New trees will be replanted to provide additional shade as they mature. We would like to add signage during the construction process and plan to follow the commercial districts.

Gravel roads and parking sites will be built with the proper specs that can hold vehicles of all sizes (Class A Motor Homes, Waste Management Vehicles, Fire Trucks, 5<sup>th</sup> Wheels, etc.). These gravel parking areas will be available at each building and along each site throughout the property. The office building will not have much of a retail presence because we are in the city which will reduce the quantity of people that park at this building. The only building that will have cars parked will be the main office which will have adequate gravel parking stalls.

These 158 RV Sites will be 30'x70' with individual water, power, and sewer hookups. This infrastructure will all be privately owned and maintained. There will be applicable easements granted for the fire hydrant lines. We plan to vacate Joan Drive and the existing easements and will combine the land into one single plat.

The RV industry has made incredible changes over the last several years. Many of the older parks that were constructed in the 80's and 90's was built to handle 25' pull behind travel trailers. It is now more common to see Class A Coaches and 38 ft 5<sup>th</sup> wheels that are simply too big to stay at many parks throughout the country. This park will be built and designed to handle the largest of rigs and want to accommodate their length of stay whether it be on a nightly, weekly, or monthly basis. This park will have a full suite offering of 50-amp power

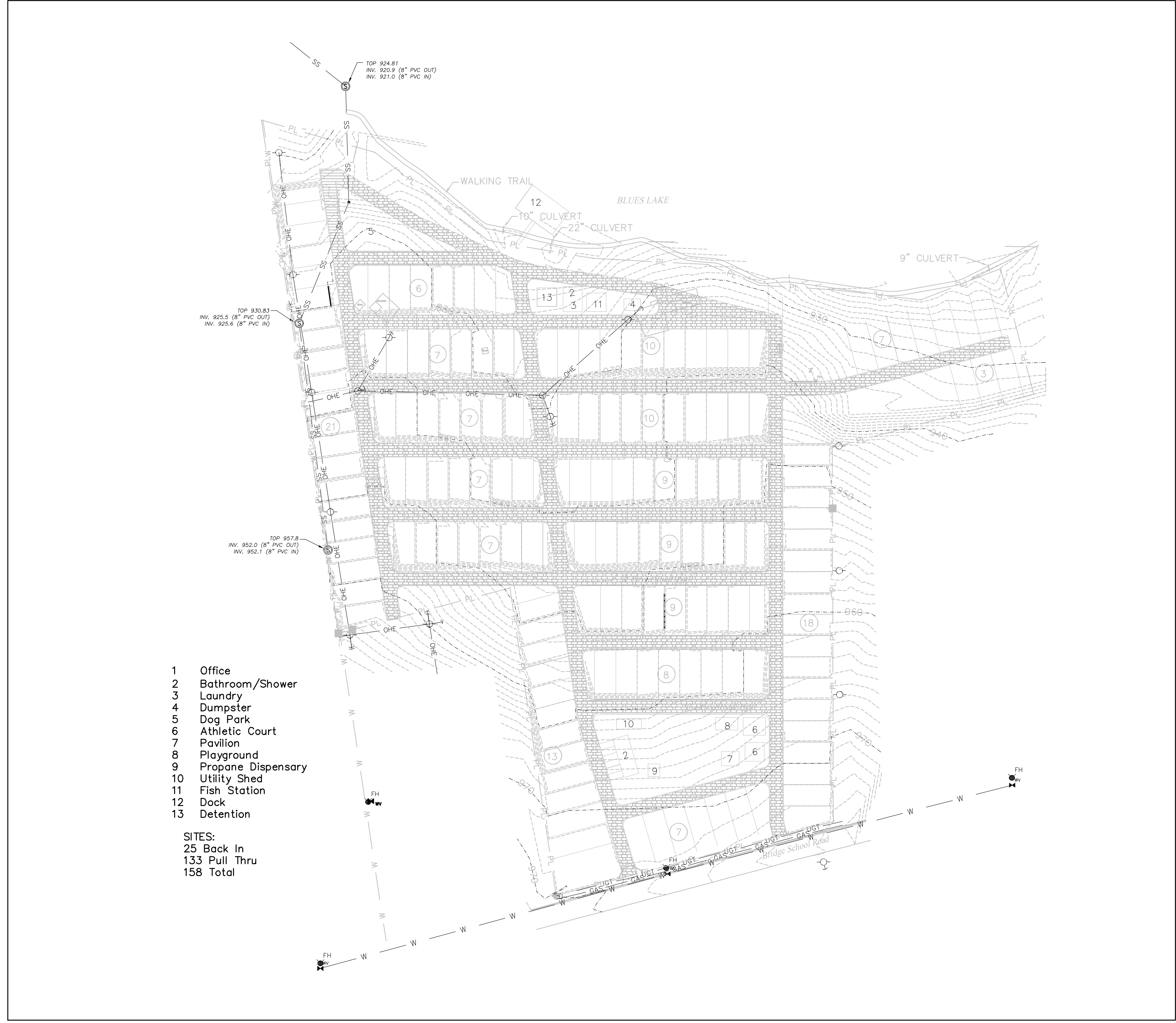
service at each site with a plethora of outside features such as bathroom and shower facilities, dog parks, basketball and pickleball courts, an outdoor pavilion, kids' playground, fishing station, and a small dock on the lake.

I would like my guests to have the ability for them stay in one site for up to 6 months at a time. In other parks that I own, it is common for us to accommodate traveling nurses who sign a contract to work in each area for 4-6 months at a time. Construction workers will spend 6-12 months working on large projects within your city that need to have an extended stay as well. It highly important that the city allows and accommodates this length of stay so individuals, families, retirees, and working-class people can stay and recreate within your city. Allowing this length of stay is critical in how we manage and operate the business.

Your attention and consideration in this project are much appreciated. Please call or email if you have additional questions or concerns.

Regards,

Jaden Gurney



- 1 Office
  - 2 Bathroom/Shower
  - 3 Laundry
  - 4 Dumpster
  - 5 Dog Park
  - 6 Athletic Court
  - 7 Pavilion
  - 8 Playground
  - 9 Propane Dispensary
  - 10 Utility Shed
  - 11 Fish Station
  - 12 Dock
  - 13 Detention
- SITES:  
 25 Back In  
 133 Pull Thru  
 158 Total

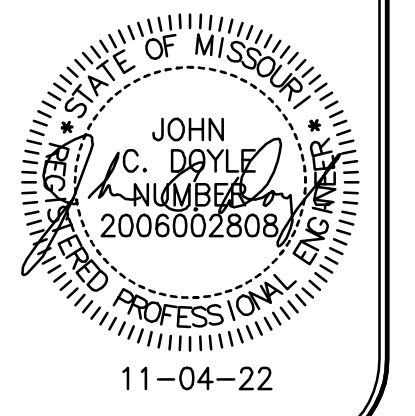
ROUTE 66 PREFERRED RV CAMPING - SITE PLAN  
 BLUES LAKE DEVELOPMENT  
 CITY OF ROLLA, MISSOURI

BLUES LAKE DEVELOPMENT - ROUTE 66 PREFERRED RV CAMPING  
 PROPOSED SITE PLAN

DRAWN BY: EIL  
 CHECKED BY: JCD  
 DRAWING NO.: ST-1  
 DATE: 11/04/22

JD-MC Engineering LLC  
 Engineering • Land Development  
 11222 Chicago Road (P.O. Box 278)  
 Dixon, Missouri 65459  
 Phone: 373-578-1367 Fax: 373-759-2781

No.	DATE	BY	REVISION





Report to:

**Planning and Zoning  
Commission**

Case No.: TXT22-03

**Meeting Date:** November 15, 2022

**Subject:** Zoning Code Update: Presentation of proposed Zoning Map and Public Outreach

**Background:** The proposed changes to the zoning code have been preliminarily presented at the September and October Planning and Zoning Commission meetings. The public hearing was planned for the November 15 Commission meeting, however, the recent applications necessitated the need to delay holding the public hearing. The public hearing is now planned for the December 13 Commission meeting.

At the previous meetings, there was discussion about the changes to the zoning districts, with two new proposed districts, and 6 removed districts. The need to re-adopt the Zoning Map based on the new zoning districts was mentioned. At this time, the latest draft of the proposed Zoning Map is presented.

In addition, the public outreach efforts already under way will be discussed. The Commission is asked to comment on any other needed outreach.

**Application and Notice:**

Applicant - City of Rolla  
Public Notice - <https://www.rollacity.org/agenda.shtml>  
City Council Date - To be determined

**Discussion:** Due to the proposed changes to the zoning code, the Zoning Map will need to be re-adopted. Large areas of the city are impacted by the changes. Re-adopting a Zoning Map is a different process than approving a rezoning of a single property. Missouri State Statutes do not require that each property be posted or a mailing provided. However, in order to better allow property owners to be aware of the changes to their zoning, staff will be providing letters to property owners who are most likely to be affected.

To date, public outreach has included involvement of the Zoning Ad-hoc Committee, updates to the Planning and Zoning Commission, involvement of city departments, and invitations to comment to local engineering/surveying firms. Staff plans to prepare a press release to coordinate information in the local newspaper; engage with representatives of the university, downtown association, and Chamber of Commerce; and provide information on the city website.

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

**Attachments:** Proposed Zoning Map