

**AGENDA**

**The City of Rolla  
Planning & Zoning Commission  
Rolla City Council Chambers, 901 North Elm Street  
Tuesday, June 15<sup>th</sup>, 2021**

**Commission Members: Chairperson Don Brown, Russell Schmidt, Walte 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 **May 11, 2021**
  
  - II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
    - 1. SUB21-02, Deer Crossing East V:** A request for a minor subdivision to create two lots located at 511 Christy Drive. **This request was approved by City Council on June 7, 2021**
  
    - 2. SUB21-03, Jared + Jared Designs, Plat No. 1:** A request for a minor subdivision to create two lots located at 810 Soest Road. **This request was approved by City Council on May 17, 2021**
  
  - III. OLD BUSINESS:** **NONE**
  
  - IV. PUBLIC HEARING** **NONE**
    - 1. ZON21-02 City of Rolla:** Rezoning property addressed as 2141 Old Saint James Rd and 2301 McCutchen Dr from the M-1, Light Manufacturing district and M-2, Heavy Manufacturing district to the GI, Government and Institutional district
  
    - 2. Schuman/Ber Juan Neighborhood Plan:** Resolution to adopt the plan as an element of the Comprehensive Plan and recommend adoption by City Council
  
  - V. NEW BUSINESS** **NONE**
  
  - VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:** **NONE**
  
  - VII. CITIZEN COMMENTS:** **NONE**
- NEXT MEETING DATE:** **Tuesday, August 10<sup>th</sup>, 2021**



Report to:

**Planning and Zoning  
Commission**

Case No.: ZON21-02

**Meeting Date:** June 15, 2021

**Subject:** Map Amendment (rezoning): 2141 Old Saint James Rd and 2301 McCutchen Dr from the M-2, Heavy Manufacturing district and M-1, Light Manufacturing district to the GI, Government and Institutional district

**Background:** The City of Rolla owns both subject properties. The fleet maintenance building and a community garden are located on one property and the recycling center is located on the other property. The City of Rolla is planning to build a building to serve the Public Works Department. The City intends to maintain ownership of both properties for governmental uses for the foreseeable future. Property which is owned and used by a governmental entity is generally zoned GI, Government and Institutional.

**Application and Notice:**

Applicant/owner - City of Rolla  
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 - June 21, 2020

**Property Details:**

Current zoning - M-2, Heavy Manufacturing and M-1, Light Mfg. to GI, Government and Institutional  
Current use - Government  
Proposed use - Government  
Land area - About 39 acres

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Old Saint James Rd, a Major Arterial Street; and McCutchen Dr, a local street.  
Sidewalks - Sidewalks are located adjacent to the subject property along Old Saint James Rd.  
Utilities - The subject property should have access to all needed public utilities.

**Comprehensive Plan:** The Comprehensive Plan designates the subject property as being appropriate for Public and Institutional uses.

**Discussion:** Most city-owned property that the City of Rolla has developed or is using and intends to continue using indefinitely is zoned GI, Government and Institutional. The GI district allows for all government and public uses. The city government is technically exempt from being required to adhere to zoning regulations. The GI district is intended to be used to clarify that the areas are not subject to zoning rather than to simply leave the previous zoning in place. Best practices would dictate that any government property be rezoned to GI prior to, or concurrent with, any development or use of the property.

**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 requested GI, Government and Institutional zoning is consistent with the Comprehensive Plan.
2. Additional development of the property for government uses is planned.
3. The properties are currently used for government uses and is intended to continue to be used for the foreseeable future.
4. The GI, Government and Institutional district is the most appropriate zoning designation for government uses.

**Alternatives:**

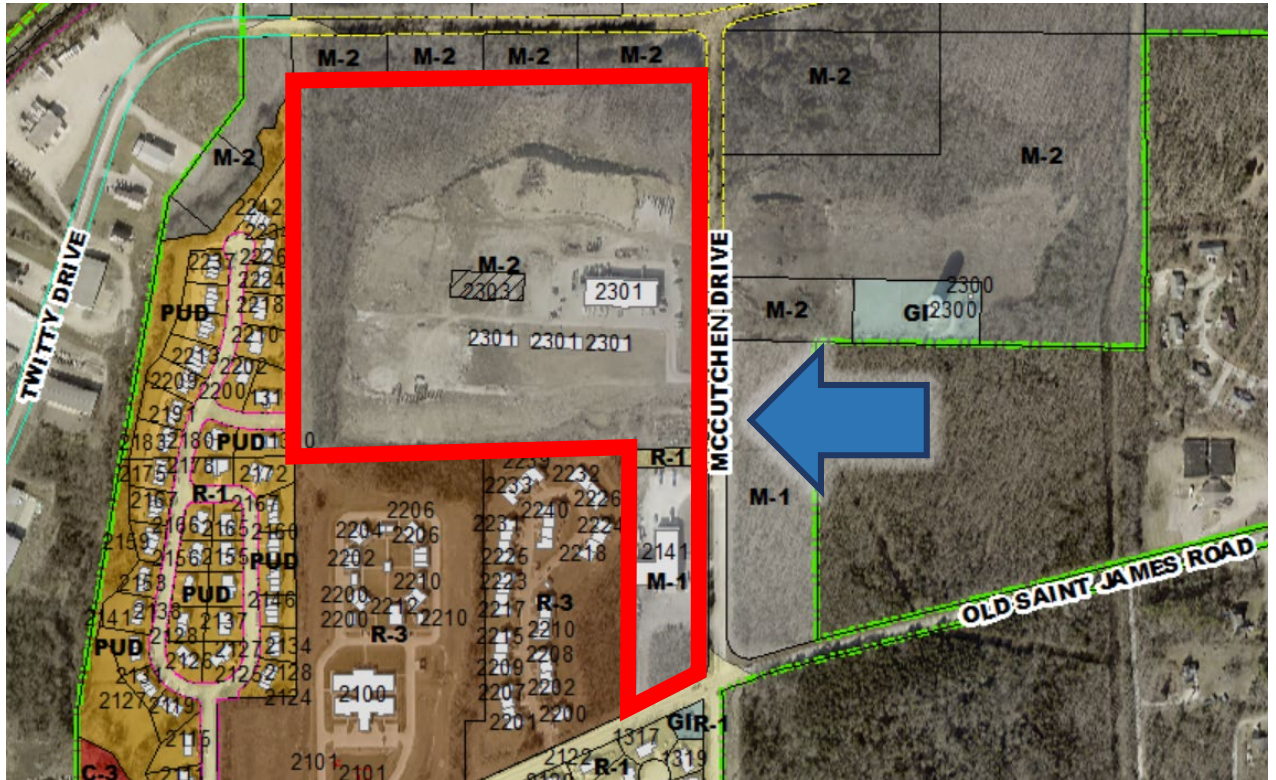
1. Find the request meets the criteria for approval and recommend the City Council approve the request for a map amendment (rezoning) of the subject property.

The City of Rolla is the applicant for the rezoning. Staff does recommend approval of the request.

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: ZON21-02  
 Location: 2141 Old Saint James Rd and  
 2301 N McCutchen Dr  
 Applicant: City of Rolla  
 Request:  
 Rezoning from the M-1, Light Manufacturing  
 district and M-2, Heavy Manufacturing district  
 to G-I, Government and Institutional district



**Public Hearings:**

Planning and Zoning  
 Commission  
**June 15, 2021**  
**5:30 PM**  
 City Hall: 1<sup>st</sup> Floor  
  
 City Council  
**June 21, 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



**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**

Rolla Industrial Park West Subdivision, Lot 18; and

Rolla Recycling Center Subdivision, Lot 1







## LAND USE APPLICATION

**Contact Information:**

Property Owner:  
CITY OF ROLLA

Name(s)  
901 N ELM

Mailing Address  
ROLLA, MO 65402

City, State, Zip

Phone

Email

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

Name

Mailing Address

City, State, Zip  
573-426-6974

Phone  
TCOOTS@ROLLACITY.ORG

Email

**Property/Request Information:**

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

2141 AND 2301 N MCCUTCHEN

Property Address/Location

M-1/M-2 → G1

Property Zoning (Current and Proposed)

CITY PROPERTY

Proposed Development/Project/Amendment

### APPLICATION CHECKLIST:

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

OFFICE USE ONLY:

Case No: <u>20N21-02</u>	DRC Meeting Date: <u>6.1.21</u>	PC Hearing Date: <u>6.15.21</u>
Submission Date: <u>5.20.21</u>	Advertise By: <u>5.20.21</u>	CC Hearing Date: <u>6.21.21/7.7.21</u>

## 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)

Sign

Print

Sign

Print

Sign

Print

Sign

Print

*Louis J. MAGNITS*  
AS MAYOR CITY OF ROLLA



Report to:

**Planning and Zoning  
Commission**

Schuman/Ber Juan  
Neighborhood Plan

**Meeting Date:** June 15, 2021

**Subject:** Adoption of the Schuman/Ber Juan Neighborhood Plan

**Background:** The Schuman/Ber Juan Neighborhood Plan project started in the fall of 2019. A neighborhood meeting was held in October 2019. A survey was opened to residents, owners, and interested parties through the end of 2019. Input from the neighborhood meeting, survey, and information gathered through other means was used to prepare the draft of the neighborhood plan.

A neighborhood planning effort is a more detailed project than the Comprehensive Plan by providing more specific goals and actions that mostly only impacts the neighborhood. The document serves as a guide for future actions. Accomplishing the actions should also cause the goals to be accomplished. The plan is intended to provide guidance for a period of ten or more years. If adopted, the plan will become an element of the Comprehensive Plan for the city.

**Public Notice:**

Public Notice - Legal ad in the Phelps County Focus; Press release sent to Rolla Daily News and Phelps County Focus; <https://www.rollacity.org/agenda.shtml>

City Council Date - June 21, 2020

**Discussion:** The Schuman/Ber Juan Neighborhood Plan document has been developed over the past 18 months with input from citizens by survey and directly after a draft of the plan was posted to the city website. Input was gathered by working with the various city departments.

The plan document is an important step to identify what actions should be taken by the city and citizens in the future to achieve the goals outlined in the plan. However, the document itself does not change zoning, impact budgeting, or create any requirements to pursue the actions outlined in the plan. Additional discussions and input will be needed to accomplish the actions.

The Schuman/Ber Juan Neighborhood Plan is the first plan of its kind that has been considered in Rolla. The concept of neighborhood planning is intended to be replicated throughout the city, with each plan becoming a part of the Comprehensive Plan.



**Findings:**

1. The Schuman/Ber Juan Neighborhood Plan is needed to address long-standing issues in the area and to help plan for and guide future re-development.
2. The Plan has been in development for over 18 months and has received input from a variety of sources.
3. The Plan appears to balance the competing interests of the residents, property owners, and investors.
4. The recommended action items will require additional discussion and input before being implemented, but if implemented, the action items should lead to the goals of the plan being accomplished.

**Alternatives:**

1. Adopt a resolution to approve the Schuman/Ber Juan Neighborhood plan as an element of the Comprehensive Plan and recommend the plan be adopted by the City Council.

Staff recommends that the Planning and Zoning Commission vote to adopt the resolution.

2. Find that the proposed neighborhood plan is not yet ready for adoption; recommend changes or additional public input; table the adoption to a certain date or indefinitely.

**Prepared by:** Tom Coots, City Planner  
**Attachments:** Schuman/Ber Juan Neighborhood Plan

## RESOLUTION

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROLLA, MISSOURI ADOPTING THE SCHUMAN/BER JUAN NEIGHBORHOOD PLAN AS AN ELEMENT OF THE ROLLA 2020 COMPREHENSIVE PLAN UPDATE 2005 AND RECOMMENDING ADOPTION OF THE PLAN BY THE CITY COUNCIL OF ROLLA, MISSOURI

**WHEREAS**, RSMo Chapter 89.300 – 89.490 grants third class cities the power to prepare, adopt, and amend a comprehensive plan, including a plan for sub-areas of a city; and

**WHEREAS**, Sections 42.5 – 42.7 of the Rolla City Codes authorizes the Planning and Zoning Commission and the City Council to make and adopt a comprehensive plan, including a plan for sub-areas of the city; and

**WHEREAS**, input from residents, property owners; and interested citizens has been received by a neighborhood meeting, surveys, and email correspondence; and

**WHEREAS**, information for the preparation of the plan has been gathered from a variety of sources and the plan has been coordinated with various city departments for review and input; and

**WHEREAS**, the plan document provided information about the history of the neighborhood, demographics, goals, details about particular issues, and an action plan to accomplish the stated goals; and

**WHEREAS**, a draft of the plan has been available on the city website for public review and comment for more than 30 days; several press releases have been provided to the local publications of record; public notice has been provided in the Phelps County Focus; and

**WHEREAS**, the Planning and Zoning Commission held a public hearing as required by Section 42.7 on June 15, 2021; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning and Zoning Commission of the City of Rolla, Missouri hereby adopts and recommends to the City Council for adoption, the Schuman/Ber Juan Neighborhood Plan as an element of the adopted comprehensive plan.

**PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROLLA, MISSOURI THIS 15TH DAY OF JUNE, 2021.**

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Don Brown, Chairman

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Secretary