

AGENDA

**The City of Rolla
Planning & Zoning Commission
City Council Chambers, 1st Floor
901 North Elm Street
Tuesday, June 10, 2025 at 5:30 PM**

Commission Members:

**Chairman Russell Schmidt, Secretary/Vice-Chairman Monty Jordan,
City Council Representative Nathan Chirban,
Kevin Crider, Janece Martin, Monte Shields, Steve Davis, Don Morris, VACANT**

- I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, May 13, 2025
- II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
- 1. CUP25-01:** Conditional Use Permit to allow a church on a lot greater than one acre in the R-1, Suburban Residential district
 - 2. TXT25-01:** Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulations
- III. PUBLIC HEARING:**
- 1. ZON25-04:** Rezoning (Map Amendment) of 112 W Lions Club Rd from R-1, Suburban Residential to the C-2, General Commercial district
 - 2. VAC25-04:** Vacation of a portion of 11th Street generally located west of Powell Street
- IV. NEW BUSINESS:** **NONE**
- V. OLD BUSINESS:** **NONE**
- VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:** **NONE**
- VII. CITIZEN COMMENTS:**

NEXT MEETING DATE:

Tuesday, July 15, 2025

There was a discussion about traffic flow, leaving trees as a buffer and/or a privacy fence. Nick Meyers residing at 10701 County Road 5160 shared that the mature trees on the south of the property appear to be on the neighboring residences lots. The church would not be opposed to putting in a privacy fence instead of a hedge line.

There was a discussion about signage.

Josh Chapman residing at 102 Savannah Court shared the church does not want to be a detriment to the community, they want to benefit the community and serve the community. Josh also thanked the homeowners and property owner for their input and opinions.

The public hearing was closed at 6:36.

A motion was made by Chirban and seconded by Shields to recommend City Council approves the Conditional Use Permit to allow a church on a lot greater than one acre in the R-1, Suburban Residential district with the condition that there is a 7' privacy fence to extend along the area of the development and a limit of 10,000 square feet of construction development. A roll call vote on the motion showed the following. Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes.

IV. NEW BUSINESS:

NONE

IV. OLD BUSINESS:

1. TXT25-01: Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla ordinances Section 42-344 through 42-346, pertaining to signage regulations.

Chairperson Schmidt reopens the public hearing at 6:36.

City Planner Tom Coots presents the staff report.

There was a discussion regarding how many days temporary signage is allowed.

Chairman Schmidt asks for citizens comments.

The public hearing was closed at 6:53 with no citizens comments.

A motion was made by Morris and seconded by Chirban to recommend City Council approves the Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulation with the condition to adjust the time limit of signage to 21 days from 14 days and have 10 days to take down signage after a complaint. A roll call vote on the motion showed the following. Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes.

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

City Planner Tom Coots reports that on Thursday, May 22, there will be a Public Works open house at Eugene Northern Community Hall from 4:00 p.m. until 6:00 p.m.

VII. CITIZEN COMMENTS:

NONE

Meeting adjourned: 6:55 p.m.

Minutes prepared by: Cindy Brown

NEXT MEETING:

Tuesday, June 10, 2025



Report to:

**Planning and Zoning
Commission**

Case No.: ZON24-04

Meeting Date: June 10, 2025

Subject: Map Amendment to rezone 112 W Lions Club Dr from the R-1, Suburban Residential district to the C-2, General Commercial district

Background: The applicant seeks to rezone the subject property to allow for commercial development. A preliminary plan has been submitted, proposing constructing four commercial buildings, as well as utilizing two existing buildings. The property currently lacks direct road frontage. An access easement provides access to Lions Club Rd. The property was first developed and subdivided prior to being annexed into the city via the Southside Annexation in 1997. The property to the south was rezoned from a manufacturing district to a commercial district in 2020.

Application and Notice:

Applicant/Owner - Greg Flint of Green Bean Properties, LLC
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; <https://www.rollacity.org/agenda.shtml>
City Council Date - June 16, 2025

Property Details:

Current zoning - R-1, Suburban Residential; to be rezoned to C-2, General Commercial
Current use - Accessory buildings for personal use
Proposed use - Commercial
Land area - 2.76 acres

Public Facilities/Improvements:

Streets - The subject property has access to Lions Club Rd, a major arterial road via a private access easement.
Sidewalks - Sidewalks already exist along the Lions Club Rd frontage.
Utilities - The subject property has access to sewer services and is served by Intercounty Electric services. If developed, RMU will serve the new buildings. Water service is available along Lions Club Rd, however, a private utility easement may be needed to allow access.

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

Discussion: The subject property is located on the Lions Club Rd corridor, behind properties that are already zoned C-2, General Commercial. From a land use standpoint, commercial zoning seems appropriate and supported by the Comprehensive Plan. However, commercial development along Lions Club Rd is fairly limited.

The actual development of the site may be difficult. The applicant is aware that a paved fire access drive will be required. Access to water services may require easements and could require the extension of public water lines.

Review and Approval Criteria:

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

1. Whether the proposed zoning district classification is consistent with the intent of the Rolla Comprehensive Plan;
2. Whether there are any changed or changing conditions in the neighborhood affected that make the proposed rezoning necessary or desirable from an overall community development perspective;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied creating an economic hardship; and
5. Relevant information submitted at the public hearing.

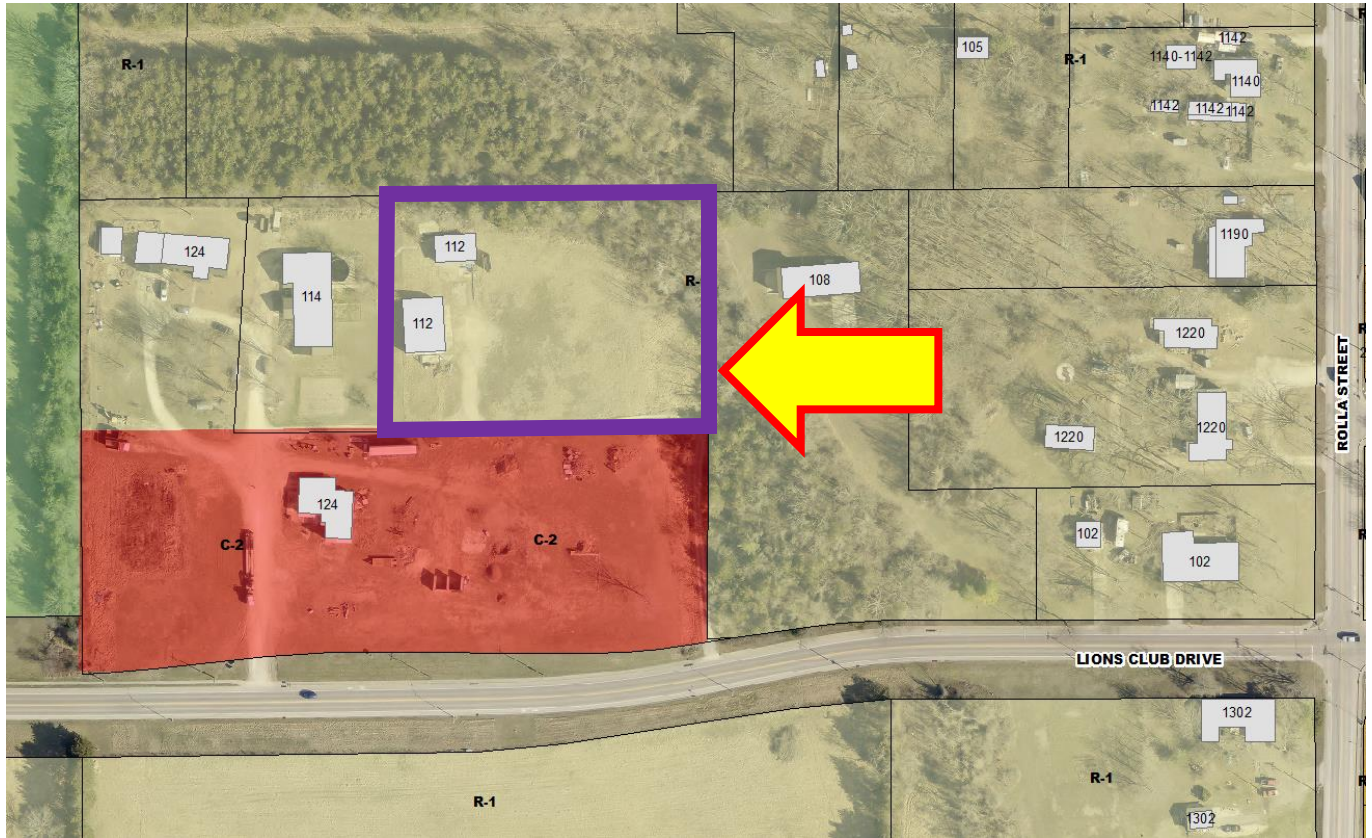
Findings:

1. The Comprehensive Plan does designate the subject property as being appropriate for Neighborhood Commercial uses.
2. The subject property is located adjacent to property with commercial zoning.
3. The subject property located along the Lions Club Rd corridor, a primary arterial road.

Potential Motions:

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

Prepared by: Tom Coots, City Planner
Attachments: Public Notice Letter; Site Plan



Project Information:

Case No: ZON25-04
 Location: 112 W Lions Club Drive
 Applicant: Greg Flint of Green Bean Properties, LLC
 Request:
 Rezoning from R-1, Suburban Residential to C-2, General Commercial



Public Hearings:

Planning and Zoning Commission
June 10, 2025
5:30 PM
 City Hall: 1st Floor

 City Council
June 16, 2025
6:30 PM
 City Hall: 1st Floor



For More Information Contact:

Tom Coots, City Planner
 tcoots@rollacity.org

 (573) 426-6974
 901 North Elm Street
 City Hall: 2nd 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?

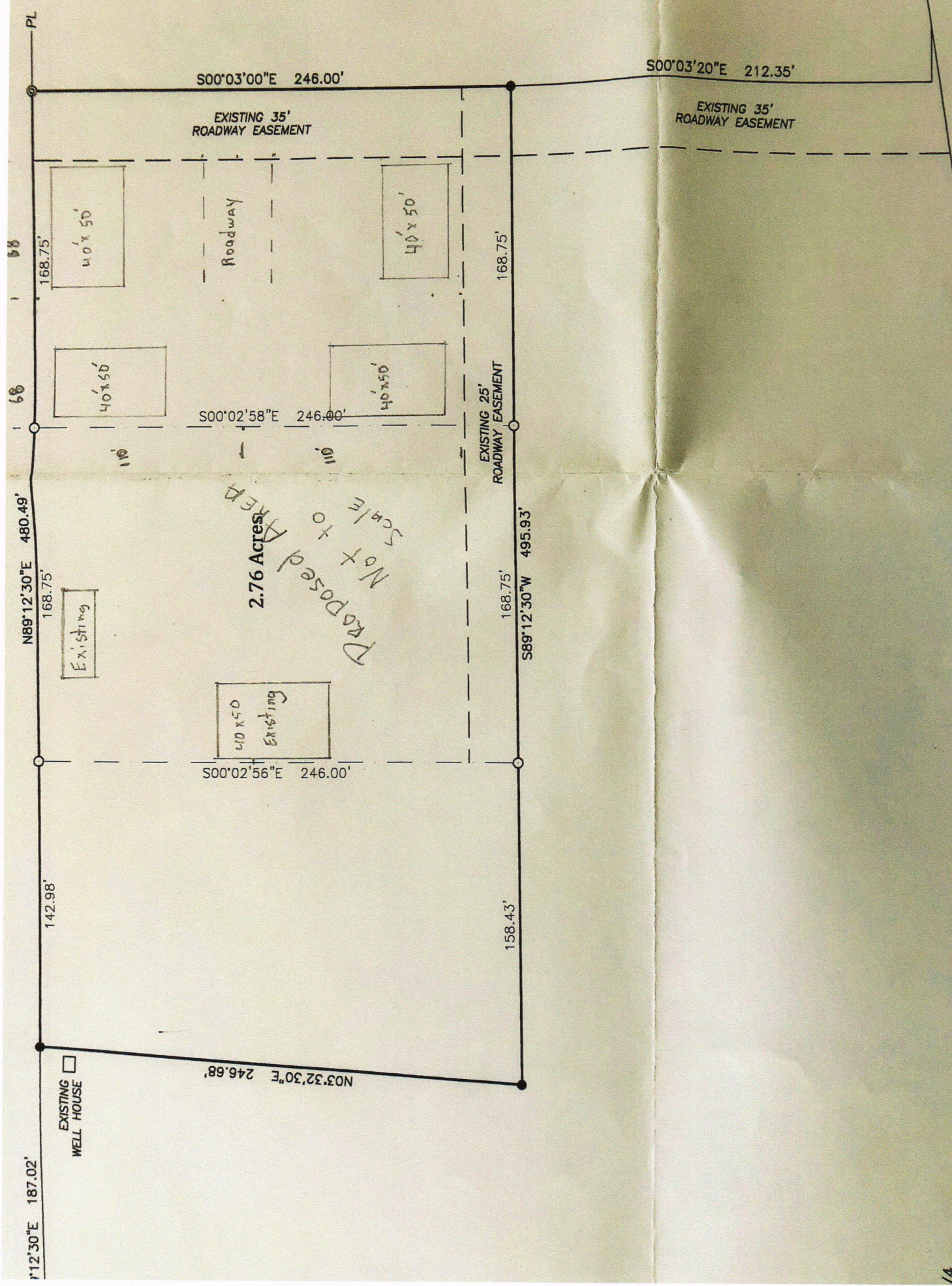
Please contact the Community Development Office if you have any additional questions.

LEGAL DESCRIPTION

A fractional part of the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE1/4) of Section Fourteen (14), Township Thirty-seven (37) North, Range Eight (8) West of the 5th P.M., Phelps County, Missouri, described as follows: Commencing at the Southwest Corner of the Southeast Quarter (SE1/4) of the Southeast Quarter (SE1/4) of said Section 14; thence North 0 degrees 11 minutes 20 seconds East, 493.53 feet along the West line of said Southeast Quarter of the Southeast Quarter to the Northwest Corner of a parcel described in Phelps County Deed Records at Book 279, Page 53; thence North 89 degrees 12 minutes 30 seconds East, 187.02 feet along the North line of said Book 279, Page 53 parcel to the true point of beginning of the hereinafter described tract; Thence continuing North 89 degrees 12 minutes 30 seconds East, 480.49 feet along said North line to the Northeast Corner of said Book 279, Page 53 parcel; thence South 0 degrees 03 minutes East, 246.00 feet along the East line of said Book 279, Page 53 parcel to the Southeast Corner of a parcel described in Phelps County Deed Records at Book 340, Page 74; thence South 89 degrees 12 minutes 30 seconds West, 495.93 feet along the South line of said Book 340, Page 74 and its extension; thence North 3 degrees 32 minutes 30 seconds East, 246.68 feet to the true point of beginning.



Greg Flint



Greg Flint

LORTZ SURV

14800 Private Drive 1122, Saint Louis
Phone: 573-265-0561 • Fax: 573-265-0569

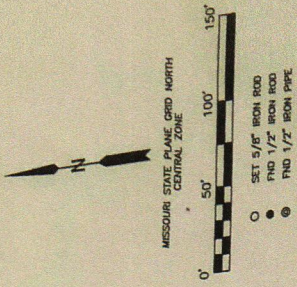


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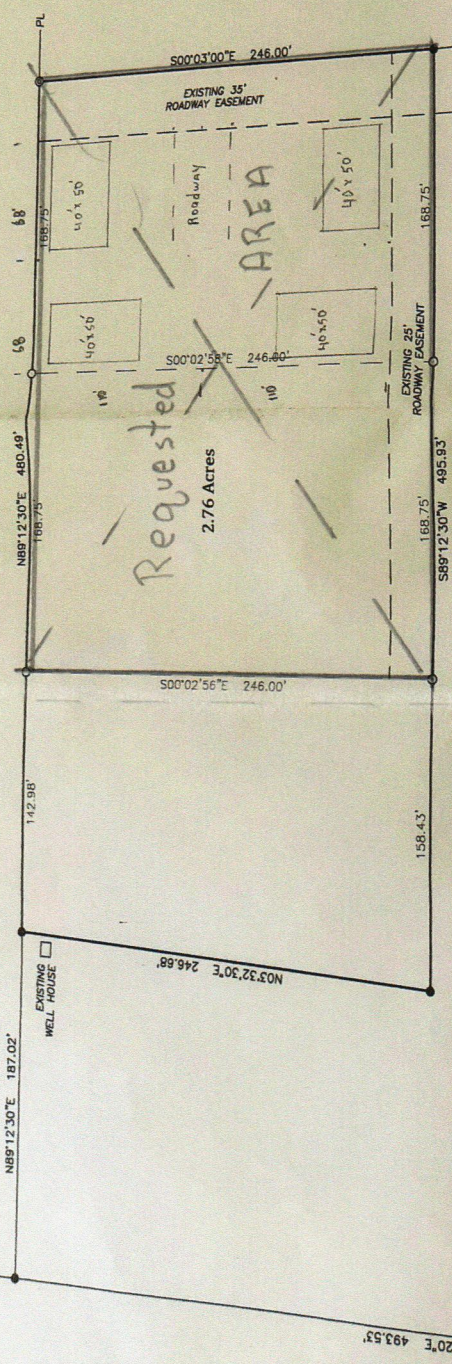
Drawn by
Checked by
Title

DESCRIPTION
For description see document 2014-5553 in
the Phelps County Recorder of Deeds Office.



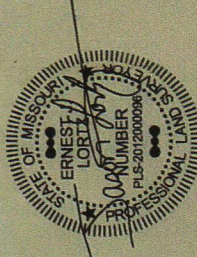
MISSOURI STATE PLANE GRID NORTH
CENTRAL ZONE

- SET 3/8" IRON ROD
- FND 1/2" IRON ROD
- FND 1/2" IRON PIPE



SURVEYOR'S NOTES

1. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants or any other facts that an accurate and current title search may disclose.
2. Record Title Reference: Tract is the lands described in Document No. 2014-5553.
3. Only the record documents noted hereon were provided to or discovered by surveyor. No abstract nor other record title documentation was provided to surveyor.
4. There may be structures and improvements located on this tract which are not shown.



SURVEYOR'S DECLARATION

I, Jason Lortz, did perform a survey of the tract shown hereon at the request of Green Bean Properties, LLC on April 8, 2015. This survey was completed in accordance with the Current Missouri Minimum Standards for Property Boundary Surveys for Urban Property.



Report to:

**Planning and Zoning
Commission**

Case No.: VAC25-04

Meeting Date: June 10, 2025

Subject: Vacation of a portion of 11th Street west of Powell Avenue

Background: The applicant, Phelps Health, has requested that several other streets in the vicinity be vacated in the past few years. The vacations have been to accommodate redevelopment of properties the hospital has acquired. At this time, the hospital is planning an addition and remodel project to relocate the emergency room services and entry. 11th Street is planned to be used as an access for emergency and service vehicles. The hospital has now acquired all properties adjacent to the area requested to be vacated.

Application and Notice:

Applicant - Phelps Health
Public Notice - Letters mailed to nearby property owners; Legal ad in the Phelps County Focus; signage posted on the property; <https://www.rollacity.org/agenda.shtml>
City Council Date - June 16, 2025

Property Details:

Land area - Approximately 34,400 sq. ft. (0.79 acres) of right-of-way to be vacated.

Public Facilities/Improvements:

Utilities - Overhead electric and communications, sanitary sewer, and storm sewer utilities are located in the right-of-way to be vacated. Easements will be retained in place of the right-of-way.

Comprehensive Plan: The Comprehensive Plan does not provide guidance on street/alley/easement vacations.

Discussion: The vacation is requested to facilitate a project to relocate the emergency room. The former street would be used to provide access for emergency and service vehicles. Since the street would serve only the hospital, vacation of the right-of-way is appropriate. Utility easements will be provided for the existing utilities. Building facilities could not be located within the easement area.

Findings:

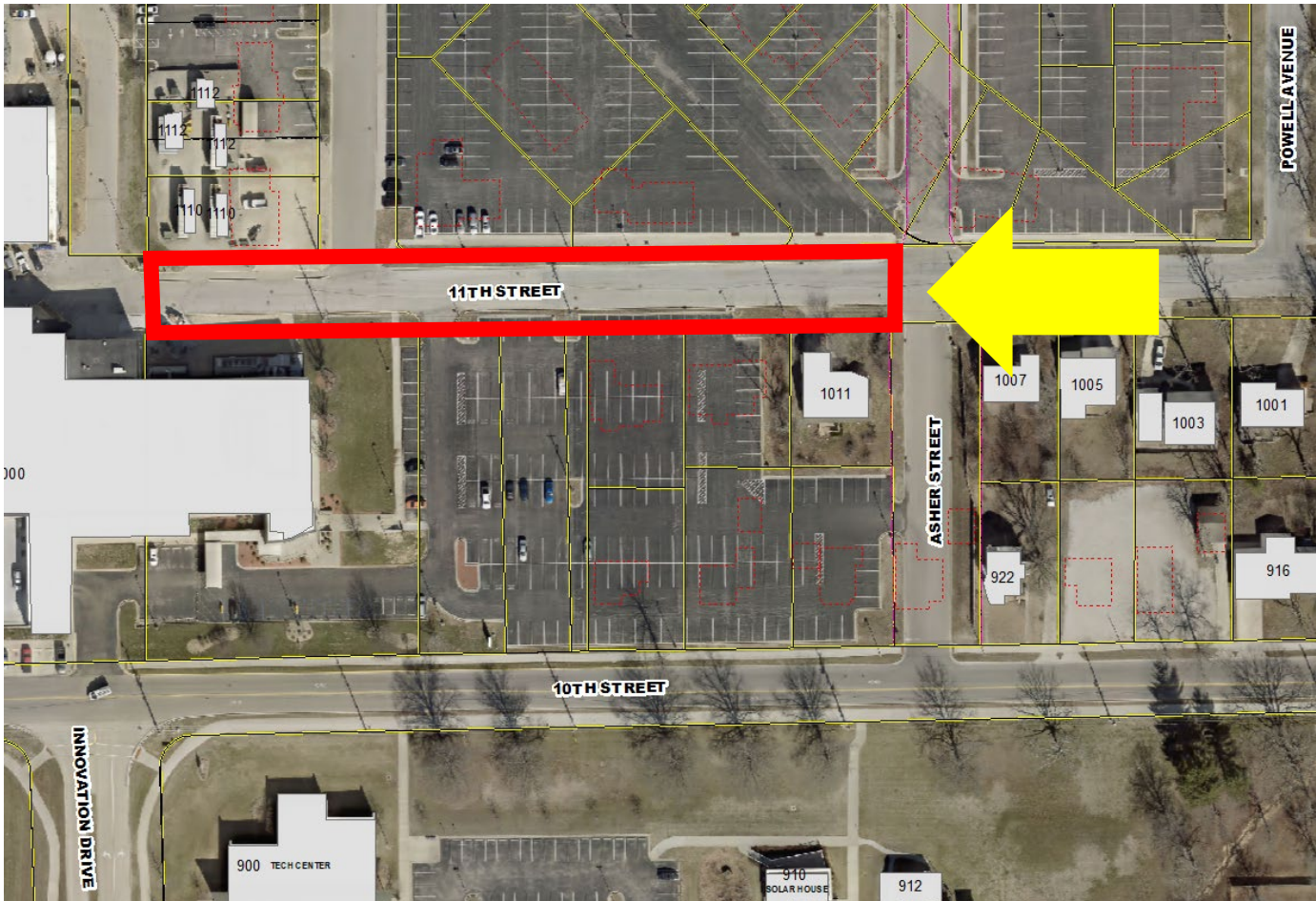
1. Utilities are located in the alley area; a utility easement will be retained.
2. The street is no longer needed for access to properties not owned by the applicant.
3. No objections to the request were received by any utility companies.

Potential Motions:

1. Recommend the City Council approve the request.
2. Find that request is not appropriate 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; Vacation Exhibit



Project Information:

Case No: VAC25-04
 Location: 1000 W 10th Street

 Applicant: Phelps Health

 Request:
 Vacation of a portion of 11th Street,
 generally located west of Powell Ave

Public Hearings:

Planning Commission
June 10, 2025
5:30 PM
 City Hall: 1st Floor

 City Council
June 16, 2025
6:30 PM
 City Hall: 1st Floor

For More Information Contact:

Tom Coots, City Planner
tcoots@rollacity.org

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



What is a Vacation?

A vacation is an application to vacate (or remove) all or a portion of a right-of-way adjacent to a property or an easement on a property. The right-of-way or easement must be found to no longer serve any current or future purpose.

What is a Right-of-Way?

In the context of a vacation application, a right-of-way refers to the area which has been dedicated to the City – usually for a public street. An easement is a portion of land that has granted the City the right to use a private property for some public purpose – usually for utilities, drainage, or access.

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 to learn details about the project. You will be given an opportunity to ask questions or make comments regarding the case.

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.

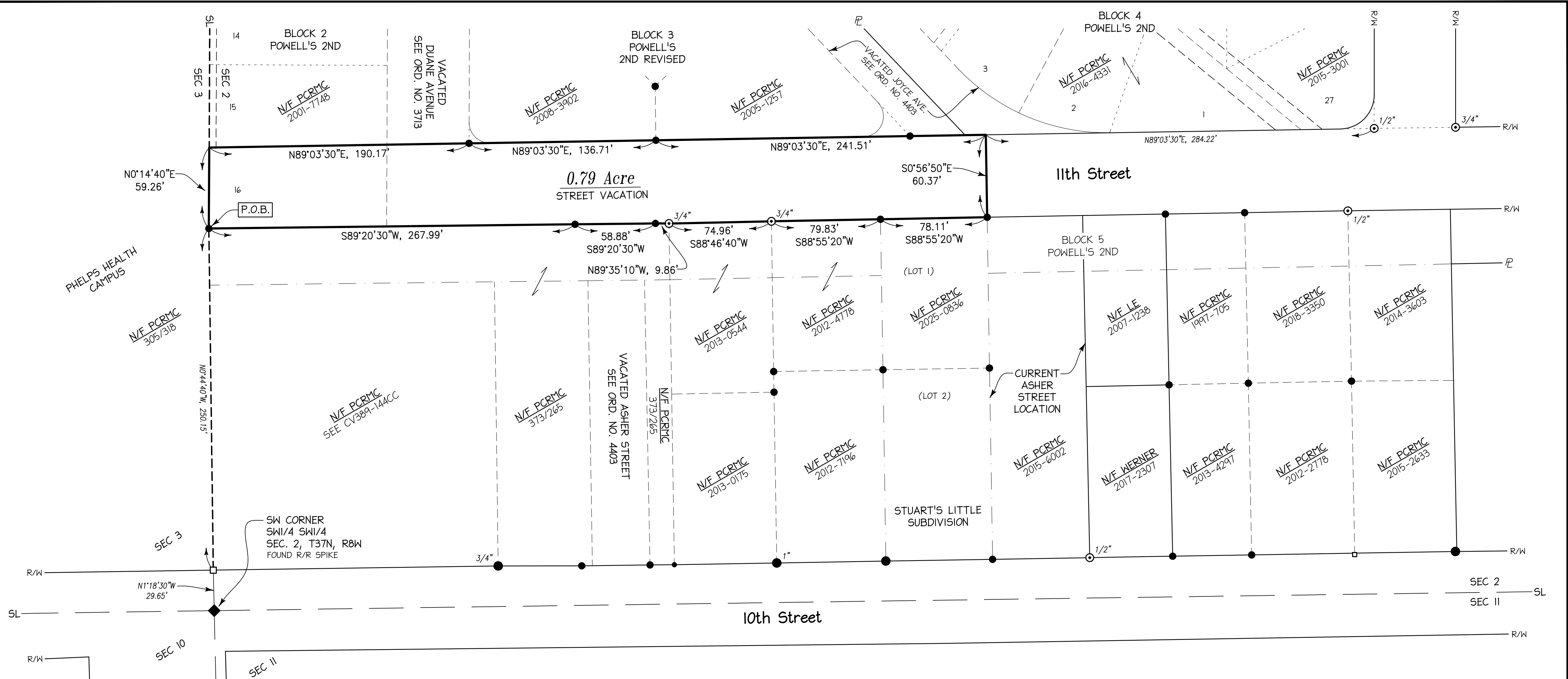
LEGAL DESCRIPTION

A fractional part of the Southwest Quarter of the Southwest Quarter of Section 2, Township 37 North, Range 8 West of the 5th P.M. described as follows:

Commencing at the Southwest Corner of the Southwest Quarter of the Southwest Quarter of said Section 2; thence North 1°18'30" West, 29.65 feet, and, North 0° 44'40" West, 250.15 feet, all along the Section Line to a point on the South right of way of 11th Street, the true point of beginning of the hereinafter described tract: Thence North 0°14'40" East, 59.26 feet along the aforesaid Section Line to a point on the North right of way of the aforesaid 11th Street; thence North 89°03'30" East, 568.39 feet along said North right of way; thence South 0°56'50" East, 60.37 feet to the northeast corner of a parcel described in Phelps County Deed Records at "Document No. 2025-0836, also being the aforesaid South right of way of 11th Street; thence South 88°55'20" West, 157.94 feet, and, South 88°46'40" West, 7 4.96 feet, and, North 89°35'1 0" West, 9.86 feet, and, South 89°20'30" West, 326.87 feet, all along said South right of way to the true point of beginning.

Above described tract contains 0.79 acre, more or less, per plat of survey J-6004, dated April 10, 2025, by CM Archer Group, P.C.





STREET VACATION

A fractional part of the Southwest Quarter of the Southwest Quarter of Section 2, Township 37 North, Range 8 West of the 5th P.M. described as follows: Commencing at the Southwest Corner of the Southwest Quarter of the Southwest Quarter of said Section 2; thence North 1°18'30" West, 29.65 feet, and, North 0°44'40" West, 250.15 feet, all along the Section Line to a point on the South right of way of 11th Street, the true point of beginning of the hereinafter described tract: Thence North 0°14'40" East, 59.26 feet along the aforesaid Section Line to a point on the North right of way of the aforesaid 11th Street; thence North 89°03'30" East, 568.39 feet along said North right of way; thence South 0°56'50" East, 60.37 feet to the northeast corner of a parcel described in Phelps County Deed Records at "Document No. 2025-0836, also being the aforesaid South right of way of 11th Street; thence South 88°55'20" West, 157.94 feet, and, South 88°46'40" West, 74.96 feet, and, North 89°35'10" West, 9.86 feet, and, South 89°20'30" West, 326.87 feet, all along said South right of way to the true point of beginning. Above described tract contains 0.79 acre, more or less, per plat of survey J-6004, dated April 10, 2025, by CM Archer Group, P.C.

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: January, 2025
- Plat represents a survey of the right of way for 11th Street.
- 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.



ARCHER-ELGIN
ENGINEERING | SURVEYING | ARCHITECTURE

CM Archer Group, P.C. daa:
Corporate Authority:
CM Archer Group, P.C.: E: 2003023612-D, LS: 2004017577-D, A-2016017179

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

REVISIONS		Proposed Street Vacation Part of SW1/4 SW1/4 Sec. 2, T37N, R8W Rolla, Phelps County, Missouri Phelps Health 1000 W. 10th St.; Rolla, Missouri 65401	
		DRAWN BY MEP	SCALE 1"=50'
		CHK'D SFF	DATE April 10, 2025
		SURVEY NO. J6004	