

AGENDA

**The City of Rolla
Planning & Zoning Commission
City Council Chambers, 1st Floor
901 North Elm Street
Tuesday, August 12, 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, July 15, 2025
- II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
1. **ZON25-05:** Rezoning (Map Amendment) of 931 Meriweather Rd from R-3, Multi-family Residential to the P, Public district
- III. PUBLIC HEARING:**
1. **CUP25-02:** Conditional Use Permit to allow an Agricultural Business Use (golf driving range) in the R-1, Suburban Residential district at 1905 Country Ridge Rd
- 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, September 9, 2025

MINUTES
ROLLA PLANNING AND ZONING COMMISSION MEETING
ROLLA CITY HALL COUNCIL CHAMBERS
TUESDAY, JULY 15, 2025

Presiding: Russell Schmidt, Chairperson

Commission Members Present: Nathan Chirban, Kevin Crider, Monty Jordan & Don Morris

Commission Members Absent: Steve Davis, Janece Martin, Monte Shields & One Vacancy

- I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, June 10, 2025.
The minutes are approved unanimously by a voice vote.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

- 1. VAC25-04:** Vacation of a portion of 11th Street generally located west of Powell Street.

City Planner Tom Coots presents the report.

III. PUBLIC HEARING:

- 1. ZON25-05:** Rezoning (Map Amendment) of 931 Meriweather Rd from R-3, Multi-family Residential to the P, Public district.

Chairperson Schmidt opens the public hearing at 5:31.

City Planner Tom Coots presents the staff report.

There was a discussion regarding the removal of trees and noise level.

Chairperson Schmidt asks for citizen comments at 5:39.

Chad Davis, Engineering Manager for Rolla Municipal Utilities shared that RMU has purchased the entire parcel, they plan to minimize the number of trees that they remove and explained how the structure will be built to minimize noise levels also. The building will be checked daily to make sure the pump station is running correctly.

The public hearing was closed at 5:44.

A motion was made by Jordan and seconded by Crider to approve the site plan and recommend City Council approves the Rezoning (Map Amendment) of 931 Meriweather Rd from R-3, Multi-family Residential to the P, Public District. A roll call vote on the motion showed the following. Ayes: Chirban, Crider, Jordan and Morris. Nays: None. Absent: Davis, Martin and Shields. The motion passes.

IV. NEW BUSINESS: NONE

V. OLD BUSINESS:

- 1. ZON25-04:** Rezoning (Map Amendment) of 112 W Lions Club Drive from R-1, Suburban Residential to the C-2, General Commercial district. **WITHDRAWN BY APPLICANT**

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

NONE

VII. CITIZEN COMMENTS:

NONE

Meeting adjourned: 5:45 p.m.

Minutes prepared by: Cindy Brown

NEXT MEETING:

Tuesday, August 12, 2025



Report to:

**Planning and Zoning
Commission**

Case No.: CUP25-02

Meeting Date: August 12, 2025

Subject: Conditional Use Permit to allow an Agricultural Business Use (golf driving range) in the R-1, Suburban Residential district at 1905 Country Ridge Rd

Background: The applicant seeks to a golf driving range on a portion of a 45 acre property. The golf range itself would occupy about 8 acres of the property. The applicant proposes to improve the existing gravel access road to meet the requirements for fire access. The parking area would be located about 1,800 feet from the end of the paved street. The graveled parking area is planned to accommodate at least 10 vehicles. The gravel access and parking is intended as a temporary solution until the use is found to warrant further expansion and/or investment. Ten tee boxes are proposed.

The use would be self-service via a golf ball vending machine. No outdoor lighting is proposed at this time. No restroom facilities are proposed at this time.

A Conditional Use Permit may be approved to allow "Agricultural Business" Uses in the R-1 district. The intent of the CUP is to allow certain commercial uses that may be appropriate in residential areas. The removal of R-R, Rural Residential zoning from the zoning code created a need for a way to allow uses that could be found in the agricultural lands, farms, undeveloped properties, and larger lots in locations where commercial zoning would not be appropriate.

The property is located on a long, gravel private drive. The drive is located within a platted, unbuilt right-of-way of Country Ridge Rd which was dedicated with the Country Ridge Subdivision plat. The applicant also owns the remainder of the unbuilt subdivision which the private drive passes through.

Application and Notice:

Applicant/Owner - Jared Jordan of Jordan + Jordan Designs, LLC
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; <https://www.rollacity.org/agenda.shtml>
City Council Date - August 18, 2025

Property Details:

Current zoning - R-1, Suburban Residential
Proposed use - Agricultural Business use (golf driving range)
Land area - About 45 acres (golf driving range occupies about 8 acres)
Building area - No structures are proposed at this time

Public Facilities/Improvements:

Streets -	The subject property has access to Country Ridge Rd, a collector street, via a private drive.
Sidewalks -	There are no existing sidewalks adjacent to the property.
Utilities -	The property is not served by water or sewer utilities. No services would be needed for the proposed use at this time.

Comprehensive Plan: The Comprehensive Plan indicates that the subject property is appropriate for Low Density Residential uses.

Discussion: Agricultural Business uses include uses such as mining, seasonal sales, wind and solar generation, garden equipment sales, landscaping/mulch sales, tree and plant sales, farmers markets, veterinarian services, boarding kennels, stables, camp grounds, event venues, and other similar uses. A golf driving range is not specifically listed. However, golfing does require larger properties and is a relatively low impact use that is often found in residential and rural areas. The use seems appropriate to be considered as an Agricultural Business use, however, the Planning Commission and/or City Council may find that the golf driving range use is not appropriate to be considered as an Agricultural Business use.

The driving range is about 800-900 feet (233-266 yards) in length from the tee box to the property line. The property line is lined by trees which should help prevent balls from leaving the property. A beginner golf player may drive 150-180 yards. An average recreational player may drive 200-250 yards. A professional can drive 250-300 yards. The site is intended to be oriented at an angle and located behind some trees to prevent balls from leaving the property on the north side of the driving range.

As a part of review for a Conditional Use Permit, the Planning and Zoning Commission may require documentation such as a drainage study, traffic generation/impact study, photometric study, noise study, and/or other studies or documents be provided prior making a recommendation to the City Council, if found to be necessary.

The Planning and Zoning Commission may impose such conditions as it determines necessary to mitigate the impacts of the proposed use. Conditions may include limitations such as the following:

1. Permitted uses, including maximum floor area;
2. Height limitations;
3. Minimum yard requirements;
4. Off-street parking and loading requirements;
5. Sign regulations;
6. Minimum requirements for site plans; and
7. Time limitations for commencement of construction.

The Planning and Zoning Commission should consider the following information when reviewing Conditional Use Permit requests:

1. Whether the proposed use is consistent with the intent of the Rolla Comprehensive Plan;
2. Whether the proposed use, scale, and location is appropriate and compatible with the uses permitted on other property in the immediate vicinity;
3. Whether adequate utility service and facilities exist or can be reasonably provided to serve the uses permitted on the property if rezoned;
4. Whether reasonable conditions may be imposed to mitigate any impacts to the immediate vicinity;
5. The impact the proposed use would have upon vehicular and pedestrian traffic safety;
6. Relevant information submitted at the public hearing.

If the Conditional Use Permit is approved, the following conditions are recommended as conditions of approval:

1. The Conditional Use Permit expires three (3) years after the date of approval unless an extension is approved by the Planning and Zoning Commission. The Commission may review the use to determine if any modifications are needed to the site and/or conditions of approval to mitigate any impacts to surrounding property owners. In addition, the gravel parking and access will be reviewed at that time.
2. After construction of the facility and prior to commencement of the use, the Community Development Director, or designee, must inspect the site to determine compliance with all requirements of the Conditional Use Permit and applicable city codes.
3. The use is limited to daylight hours and the addition of site lighting is prohibited.
4. Expansion of the facilities to provide additional tee boxes, outdoor lighting, or construction of buildings/structures will require approval of an amended Conditional Use Permit.
5. The gravel access road must be improved/constructed to comply IFC Appendix D as a fire access road. In lieu of providing a mid-way turnaround, the road must be constructed to be 26 feet in width.

Findings:

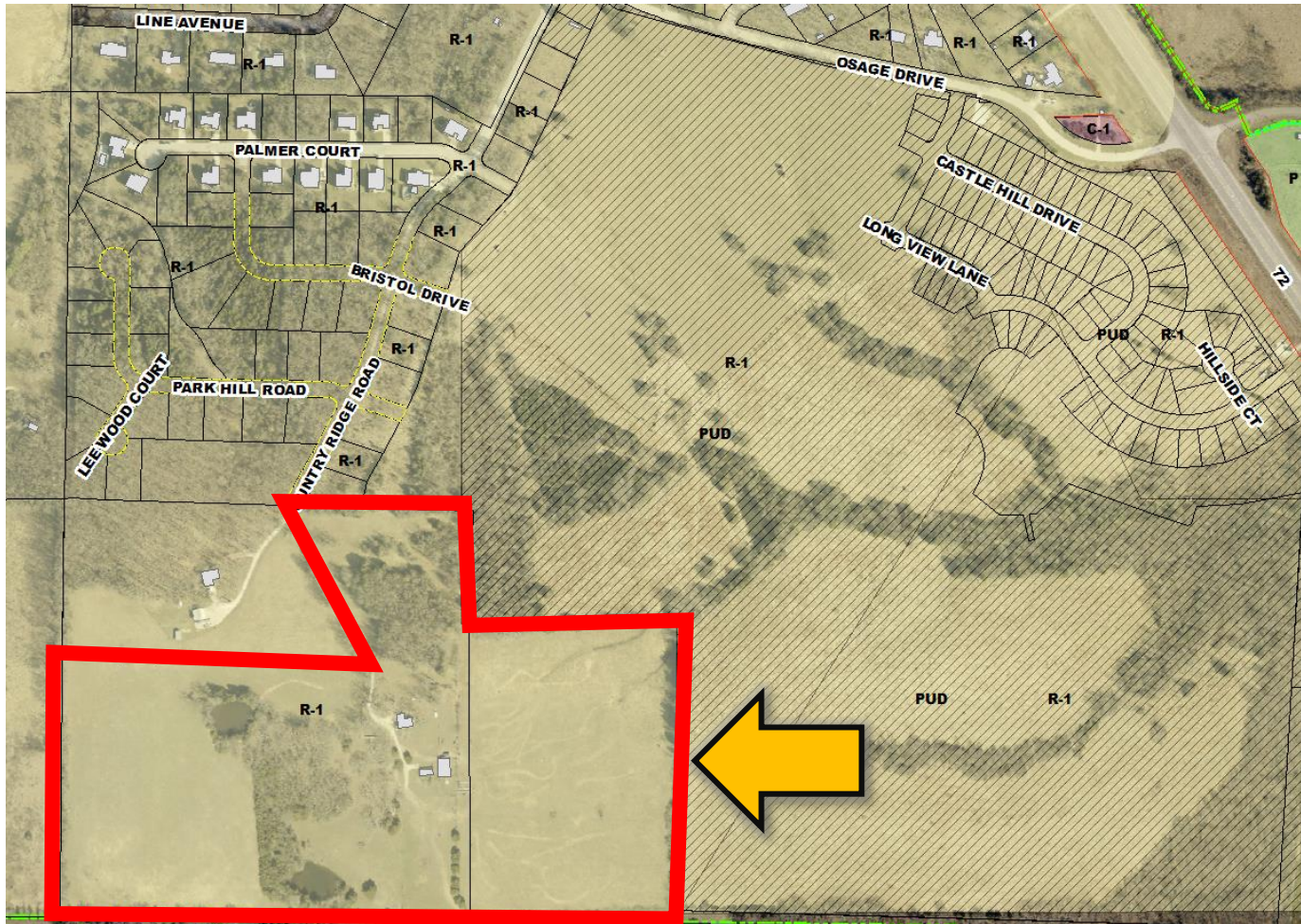
1. A Conditional Use Permit is required for the proposed golf driving range use as an Agricultural Business use in the R-1, Suburban Residential district.
2. The Conditional Use Permit should only be approved if the use is found to be of a scale and intensity that is compatible with the surrounding area and appropriate mitigation will be provided.
3. Golf facilities are commonly located in residential and rural areas.

Potential Motions:

1. Accept staff findings and recommend the City Council approve the request with the conditions suggested in the staff report.
2. Recommend that the City Council approve the request with removed, additional, or modified conditions.
3. Find that the proposed request 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, Letter of Request, Site Plan



Project Information:

Case No: CUP 25-02
Location: 1905 Country Ridge Rd
Applicant: Jordan + Jordan Designs

Request:
Conditional Use Permit to allow a
Agricultural Business Use (golf driving
range) in the R-1, Suburban Residential
district



Public Hearings:

Planning and Zoning
Commission
August 12, 2025
5:30 PM
City Hall: 1st Floor

City Council
August 18, 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 Conditional Use Permit (CUP)?

A Conditional Use Permit is a request for a special use in a zoning district which requires additional review. The Planning and Zoning Commission may recommend conditions which the applicant must continue to meet for as long they own the property.

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 part of the S1/2 of Lot 1 & 2 in the NW1/4 of Sec. 19 and the N1/2 of Lot 1 in the SW1/4 of Sec. 19, Twp. 37 N., Rng. 7 W. in Phelps County, Missouri more fully described as follows: Commencing at the Northeast Corner of the S1/2 of Lot 2 in the NW1/4 of Sec. 19; thence along Lot line South 0°25'44" West 397.01 feet; thence leaving said Lot line South 89°23'03" East 660.00 feet; thence South 0°25'44" West 924.00 feet to the North line of the N1/2 of Lot 1 SW1/4 of Sec. 19; thence with same South 89°23'03" East 689.96 feet to the East line of Lot 1; thence with same South 1°01'38" West 1324.20 feet to the South line of the N1/2 of Lot 1 in the SW1/4; thence with same North 89°18'11" West 1332.32 feet to the East line of the N1/2 Lot 2 SW1/4; thence with same North 0°18'15" East 1322.30 feet to the North line of the N1/2 Lot 2 in the SW1/4; thence with same North 89°36'17" West 1325.36 feet to the West line of the S1/2 Lot 2 in the NW1/4; thence with same North 0°42'27" East 839.51 feet; thence leaving said Lot line South 88°27'20" East 1006.78 feet; thence North 29°53'17" West 539.11 feet; thence North 2°41'58" East 50.02 feet; thence S 88°25'14" E 584.78 feet to the point of beginning. Containing 85.29 acres, as per survey by Mark A. Mueller, Integrity Engineering, Inc., dated July 16, 2001.

Except: A tract of land being part of the South Half of Lot 2 of the Northwest Quarter in Section 19, Township 37 North, Range 7 West of the Fifth Principal Meridian, City of Rolla, Phelps County, Missouri and being more particularly described as follows: Beginning at a found iron rod with cap (Mueller LS-2238) at the northeast corner of the South Half of Lot 2 of the Northwest Quarter of Section 19, Township 37 North, Range 7 West of the Fifth Principal Meridian, said corner being the northeast corner of property now or formerly to Jordan + Jordan Designs, LLC, as recorded in document number 2022-2079 of the Phelps County Recorder's Office, said corner also being on the west line of property now or formerly to Joyce E. Huffman and Michele Broxton, as joint tenants, not as tenants in common, with right of survivorship, as recorded in document number 2012-1244 of said recorder's office; thence leaving said corner along the east line of said South Half of Lot 2 and the east line of said Jordan property, South 00°24'15" West, 386.99 feet to a point on the south line of said Huffman / Broxton property, where a found iron rod with cap (Mueller LS-2238) bears South 00°24'15" West, 12.73 feet; thence leaving said east line of the South Half of Lot 2 along the south line of said Huffman / Broxton property, South 86°51'32" West, 11.78 feet to a found iron rod; thence leaving said south line along the west line of said Huffman / Broxton property, North 02°08'30" East, 387.89 feet to the Point of Beginning and contains 2,276 square feet or 0.0522 acre, more or less; according to a property boundary survey performed by The Sterling Company during the month of April, 2024.

Also Except: A tract of land being part of the South Half of Lot 1 of the Northwest Quarter in Section 19, Township 37 North, Range 7 West of the Fifth Principal Meridian, City of Rolla, Phelps County, Missouri and being more particularly described as follows: Commencing at a found disk monument (Elgin LS-2560) at the northwest corner of the Northwest Quarter of the Southeast Quarter of the abovementioned Section 19, where a found iron rod with cap (Mueller LS-2238) bears North 64°58'22" West, 5.01 feet, said point being the northeast corner of the North Half of Lot 1 of the Southwest Quarter of said Section 19 per a survey by Mueller dated 07/27/2001; thence leaving said corner along the north line of the North Half of Lot 1 of the Southwest Quarter of Section 19, North 89°15'54" West, 694.46 feet, where a found iron rod with cap (Mueller LS-2238) bears, North 00°25'11" East, 0.82 feet, said point being on the east line of property now or formerly to Jordan + Jordan Designs LLC, as recorded in document number 2022-2079 of the Phelps County Recorder's Office; thence leaving said point along said east line of Jordan property, North 00°25'11" East, 42.58 feet to a point on the south line of property now or formerly to Joyce E. Huffman and Michele Broxton, as joint tenants, not as tenants in common, with right of survivorship, as recorded in document number 2012-1244 of said recorder's office, said point being the True Point of Beginning of the herein described property, where a found iron rod bears, South 88°18'09" East, 8.61 feet marking the southwest corner of said Huffman / Broxton property; thence leaving said point along said south line, North 88°18'09" West, 8.61 feet to a found iron rod at said southwest corner; thence leaving said point along the west line of said Huffman / Broxton property, North 02°20'00" East, 257.85 feet to a point on the east line of said Jordan + Jordan Designs LLC property; thence leaving said point along said east line, South 00°25'11" West, 257.90 feet to the Point of Beginning and contains 1,110 square feet or 0.0255 acre, more or less, according to a property boundary survey performed by The Sterling Company during the month of April, 2024.

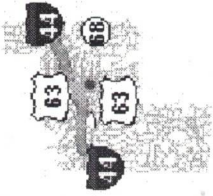
PUBLIC NOTICE



1905 Country Ridge -

The plan is to install a driving range on our farm. I have a site plan attached that shows the preliminary lines and set up of the facility. This range will be almost exactly 300yds deep, with trees lining the back property line, and left side property line. These trees will not be touched and will act as a good buffer and obstacle that will help with errant shots. The teeing ground will be set back into a row of trees that will also help with any shots that may go left, these trees will help with knocking balls down and overall a sight line that encourages hitting the ball towards the middle to right side of the range. Per Rolla Fire Department, a 26 foot wide road will be installed from the edge of the pavement to the parking area according to IFC Appendix D. This road will be engineered and approved by Paul Frisbee with Frisbee Engineering. This range will require very little new construction or change. All facilities will be directed away from any neighbors, the only thing I see that could affect anything is some additional traffic to our facility. The teeing ground will be big enough to accommodate approximately 10 people, with 10 or more parking spots available, at any time. At this time it will operate only during the day. I think the location is a perfect spot with the new subdivision being constructed, close to town, the effect on any neighbors is very minimal if any.

Phelps County, MO



Legend



Parcel Boundary



Computer ID/Tax Account Nun



Land Hook



Dashed Land Hook



Solid Land Hook



Corporate Limit Line



County Boundary



Road

<all other values>



INTERSTATE HIGHWAY



US HIGHWAY



NUMBERED STATE HIGHWAY



LETTERED STATE HIGHWAY

Road/Parking

Fire road



1 in. = 279ft.

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

557.7

278.83

0

557.7