

AGENDA

The Rolla Board of Adjustment
Rolla City Hall, 3rd Floor Conference Room, 901 North Elm Street
Thursday, September 18, 2025 @ 5:30 PM

Board Members: **Matt Crowell (Chairperson), VACANT (Vice-Chairperson),**
 Jacob Rohter, John Meusch, VACANT,
 Jonathan Hines (Alternate)

I. APPROVE MINUTES:

Review of the Minutes from the Board of Adjustment meeting held on May 8, 2025.

II. OLD BUSINESS: **NONE**

III. PUBLIC HEARING:

1. **ZV25-03:** Variance to Section 42.347 to allow a billboard larger than 192 square feet on property located along Hwy 63/Bishop Ave, in the C-2, General Commercial district at 1207 S Bishop Ave

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

1. Election of Vice-Chairperson

NEXT MEETING DATE: October 23, 2025

BOARD OF ADJUSTMENT MINUTES

May 8, 2025
Rolla City Hall

<u>Presiding:</u>	Chairperson Matt Crowell
<u>Members Present:</u>	Jacob Rohter (via zoom), John Meusch
<u>Alternates Present:</u>	Jonathan Hines
<u>Members Not Present:</u>	None, One Vacancy
<u>City Officials in Attendance:</u>	City Planner Tom Coots, Community Development Director Dawn Bell and Executive Assistant Cindy Brown
<u>Others in Attendance:</u>	Daniel Fuhrmann

Chairperson **Matt Crowell** called the meeting to order at 5:30 P.M. He recognized the members who were present. **Crowell** swore in all present who intended to speak.

I. APPROVE MINUTES:

Review of the Minutes from the Board of Adjustment meeting held on January 23, 2025

A motion was made by John Meusch, seconded by Jonathan Hines to approve the minutes from the February 20, 2025 Board of Adjustment meeting as printed and distributed. Motion passed unanimously.

II. OLD BUSINESS:

NONE

III. PUBLIC HEARING:

1. **ZV25-02:** Variance to allow a reduction of the rear yard setback in the C-2, General Commercial district at 111 Juliene Street.

Crowell opens the public hearing at 5:33 P.M.

Tom Coots presents the staff report.

There was a discussion regarding utility easements, parking, reason for a 10' setback, trash pickup and neighboring property owner comments.

Daniel Fuhrmann residing at 509 West 5th Street, Rolla, MO. Confirmed that he has been sworn in then shared that he would answer any questions.

Crowell closes the public hearing with no citizen comments at 5:45 P.M. and moves into Board deliberation.

1st Criterion: There was a discussion on limited parking, the lot size being that of a residential lot but zoned commercial, this being a unique situation for commercial use. All board members agreed the 1st criterion was met.

2nd Criterion: All board members agreed the 2nd criterion was met.

3rd Criterion: All Board members agreed the 3rd criterion was met.

4th Criterion: All Board members agreed the 4th criterion was met.

5th Criterion: All Board members agreed the 5th criterion was met.

6th Criterion: All Board members agreed the 6th criterion was met.

7th Criterion: All Board members agreed the 7th criterion was met.

A motion was made by Jonathan Hines, seconded by John Muesch to approve the application as submitted. A roll call vote on the motion showed the following: Ayes: Crowell, Rohter, Muesch and Hines. Nays: None. Absent: None, One vacancy. The motion passes.

**IV. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE,
OR STAFF: NONE**

Having no further business, the meeting was adjourned at 5:58 P.M.
Minutes prepared by **Cindy Brown.**

NEXT MEETING:

Thursday June 19, 2025



Report to:

Board of Adjustment

Case No.: ZV25-03

Meeting Date: September 18, 2025

Subject: Variance to Section 42.347 to allow a billboard larger than 192 square feet on property located along Hwy 63/Bishop Ave, in the C-2, General Commercial district at 1207 S Bishop Ave

Background: The applicant seeks to construct a billboard/off-premises advertising sign on the subject property. The proposed sign would be 288 square feet in size. The sign is double sided, however, signs are calculated based on the area of one side for a double sided sign. Billboards are permitted in the C-2, General Commercial district on properties located along Hwy 63/Bishop Ave. The sign does appear to meet all other zoning requirements, including setbacks and spacing from other billboard signs.

No billboard signs have been built in Rolla in several years.

Application and Notice:

Applicant - Cassondra Hagerman of Summit Locations, LLC
Owner - Melissa Kelley
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-2, General Commercial
Current use - Uses car sales

Code Reference:

Section 42-347 Off-Premises Sign (Third-Party Sign, Billboard, Or Outdoor Advertising).

Permanent off-premise signage shall comply with all the requirements of this Section and shall only be permitted upon property having frontage on either Interstate 44, Highway 63, Highway 72, or Kingshighway and zoned C-2 or M. Within areas zoned Planned Unit Development District Overlay, or property in any zoning district upon which a conditional use permit has been issued in the above mentioned corridors, such advertising structures shall only be permitted when specifically authorized upon the final development plan or permit approval.

2. Area, Height, Location — Hwy. 63, Hwy. 72, And Kingshighway.

- a. The maximum height of a billboard along Highway 63, Highway 72, and Kingshighway shall be thirty (30) feet. **The maximum surface area of a billboard along Highway 63, Highway 72, and Kingshighway shall be one hundred ninety-two (192) square feet surface on each side** with a maximum sign height of twelve (12) feet and a maximum sign width of twenty-four (24) feet. Such signs must have a minimum clearance of fifteen (15) feet.

- b. Sign spacing along Highway 63, Highway 72, and Kingshighway shall be one thousand (1,000) lineal feet per side.
- c. No sign shall be located within one thousand (1,000) feet of a residential zoning district which fronts on the same road as the proposed sign.
- d. The minimum front yard setback for such signs shall be fifteen (15) feet from any public right-of-way, and/or private roadway easement. The maximum setback for such sign shall be fifty (50) feet from the public right-of-way.

Variance Approval Criteria:

A variance must be reviewed to ensure that the following criteria are met:

1. That there are special circumstances or conditions applying to the land or buildings for which the variance is sought, which are peculiar to such land or building and do not apply generally to lands or buildings in the same zone or neighborhood, and;
2. That said circumstances or conditions are such that the strict application of the provisions of this Chapter create an unnecessary economic hardship by depriving the applicant of the reasonable use of such land or building, and;
3. That the alleged hardship has not been created by any person presently having an interest in the property, or based exclusively on a desire to enhance the rate of return from or value of the property, and;
4. That the granting of such variance will not be detrimental to the public safety or public welfare, in such zoning district or neighborhood areas in which the property is located, and;
5. That the variance as granted by the Board is the minimum variance that will accomplish this purpose, and;
6. That relief from the literal enforcement and strict application of the provisions of this Chapter is consistent with the intent and spirit of the Chapter, and;
7. That substantial justice is achieved by relief from the ordinance which cannot be achieved in any other means.

Discussion: On-premises signage located in the C-2, General Commercial district is allowed to be up to 400 square feet in size. Visibility of the sign for vehicles approaching the sign from the south is limited due to a curve in the road and existing trees located on other properties. The applicant seeks the variance due to the visibility restraints to allow for larger sign copy, which would improve legibility and safety.

The request is complicated for a variance. On one side, the sign is well within the allowed sign size for the property. In fact, the code would allow a sign to be 112 square feet (38%) larger. The only difference between such a sign and the requested sign is that the message off-premises advertising.

However, the code is clear about the maximum sign size. Since the sign is for off-premises advertising, the applicant has the option to locate the sign at a property which does not have such visibility restraints. In addition, where an on-premises sign is necessary on a property for patrons to navigate to the property, an off-premises sign is not necessary for navigation. An off-premises sign is used entirely for financial gain.

Staff Recommendation:

Staff recommends that the Board review the criteria 2, 3, 6, and 7 for the variance. Criteria 1, 4, and 5 are likely met based on the applicant's letter of request, based on the visibility issues and the allowance for a similar on-premises sign.

Alternatives:

The Board of Adjustment has the following alternatives of action:

1. Find that each of the criteria for approval of the variance(s) are met and explain how each criteria is met for the record.
2. Find that the criteria for approval of the variance could be met through the imposition of conditions or limitations to ensure that the criteria are met. The Board will explain how each criteria is met and grant partial, conditional, or modified approval of the variance(s).
3. Find that one or more of the criteria for approval of the request is not met and deny the request.
4. Table the discussion to a certain date to allow for additional information to be presented.

Prepared by:

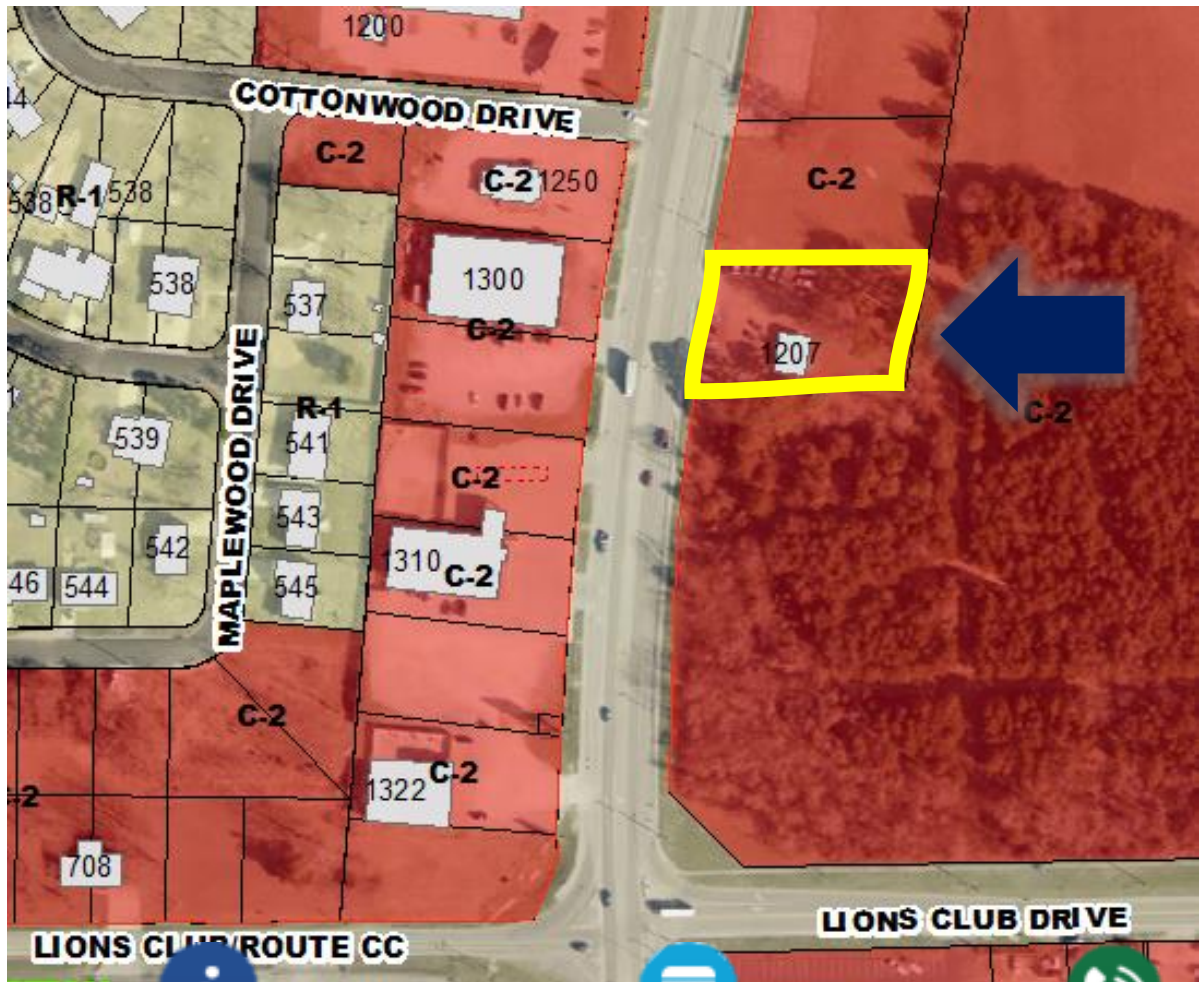
Tom Coots, City Planner

Attachments:

Public Notice Letter, Letter of Request, Site Plan, Sign Plan



PUBLIC NOTICE



Project Information:

Case No: ZV25-03
Location: 1207 S Bishop Ave
Applicant: Summit Locations, LLC
Request:
Variance to allow a billboard
larger than 192 SF on property
located along Bishop Ave

Public Hearing:

Board of Adjustment
September 18, 2025
5:30 PM
City Hall: 3rd 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

COMMUNITY DEVELOPMENT DEPARTMENT

(573) 364-5333 | comdev@rollacity.org | www.rollacity.org/comdev



Who and What is the Board of Adjustment?

The Board of Adjustment (BOA) is an appointed group of citizens from Rolla who are charged with hearing and deciding Variances, Appeals, and Special Exceptions.

What is a Variance?

A Variance is a request for relief from a particular provision in the zoning code. A Variance should only be granted if certain criteria are met. Variances are frequently sought to allow things such as reduced setback, lot size or increased height.

What is an Appeal or Special Exception?

An Appeal is a request for an interpretation of the meaning of the zoning code from the Board of Adjustment. A Special Exception is a request to allow certain uses.

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) 364-5333 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.

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

All that part of the Southeast Quarter of the Southwest Quarter of Section 14, Township 37 North, Range 8 West of the 5th P.M. described as follows: Commencing at the Southeast corner of the Southwest Quarter of the Southeast Quarter of said Section 14; thence North 65°12'40" West, 1269.76 feet to the Point of Beginning; thence along the Easterly right of way of US Highway 63, 134.25 feet along the arc of a curve turning to the right with a radius of 3387.90 feet, the chord of which bears North 08°04'50" East, 134.24 feet; thence South 84°24'05" East, 208.89 feet; thence South 08°05'20" West, 134.25 feet; thence North 84°24'30" West, 208.87 feet to the Point of Beginning.





Date: 8/13/2025

To: **Board of Adjustment**

City of Rolla

901 N. Elm St.

Rolla, MO 65401

RE: Request for Variance – Sign Area Exceedance at 1207 S. Bishop Avenue

Zoning: C-2 (General Commercial)

Code Section: 42-345

Dear Board Members,

On behalf of Summit Locations, I am submitting this request for a variance from the sign regulations in Section 42-345 of the Rolla Municipal Code. We propose a V-type, double-faced billboard measuring 12' x 24' per face (288 sq ft). The code limits signage to 192 sq ft per face, and we are requesting to exceed that by 96 sq ft per face.

1. Special circumstances or conditions applying to the land or buildings:

This location presents specific site conditions that limit visibility, particularly for southbound traffic on S. Bishop Avenue (Highway 63). Drivers approach the site on a curve and over a slight hill, which reduces the available viewing window. These conditions are unique to this property and are a result of the existing roadway and are not caused by any action of the applicant.

2. Economic hardship from strict application of the code:

A sign limited to 192 sq ft does not allow for sufficient letter height or spacing to ensure readability under these conditions. The reduced visibility window requires larger, clearer copy to effectively communicate with passing motorists. [The requested increase in sign area provides the necessary space for safe, legible advertising content appropriate for this corridor.

3. Hardship not created by the applicant or solely for profit:

The unique visibility constraints are entirely due to roadway design and not the result of any actions taken by the property owner or applicant. This request is not based exclusively on increasing return or property value but on achieving safe and effective communication with passing traffic.

4. No detriment to public safety or welfare:

The proposed structure will meet all other applicable code requirements, including height, clearance, and setbacks. It will not negatively impact adjacent properties, obstruct views, or create visual clutter. The scale and design are consistent with industry standards for similar conditions and corridors.

5. Minimum variance necessary:

The requested increase in sign area provides only the space necessary to ensure safe, legible advertising content for this corridor. This is the smallest increase that will achieve the purpose while still meeting all other zoning requirements.

6. Consistency with the intent and spirit of the code:

While the code limits sign area in this corridor, detached signs of up to 400 sq ft are allowed elsewhere in the C-2 district. The proposed dimensions fall well within those broader allowances and align with the ordinance's intent—to permit clear, safe, and appropriately scaled signage that is compatible with its surroundings.

7. Substantial justice achieved:

Granting this variance supports fair use of the site and allows it to function on equal footing with comparable properties. The visibility conditions created by the roadway make the increased sign area a practical solution consistent with the property's commercial use.

Thank you for your consideration.

Cassondra Hagerman
Permit Coordinator
Cell: 326-209-5472
311 East St.
Gordon, OH 45304
cassondra@summitlocations.com

SITE PLAN: MO-04 **MELISSA KELLEY**

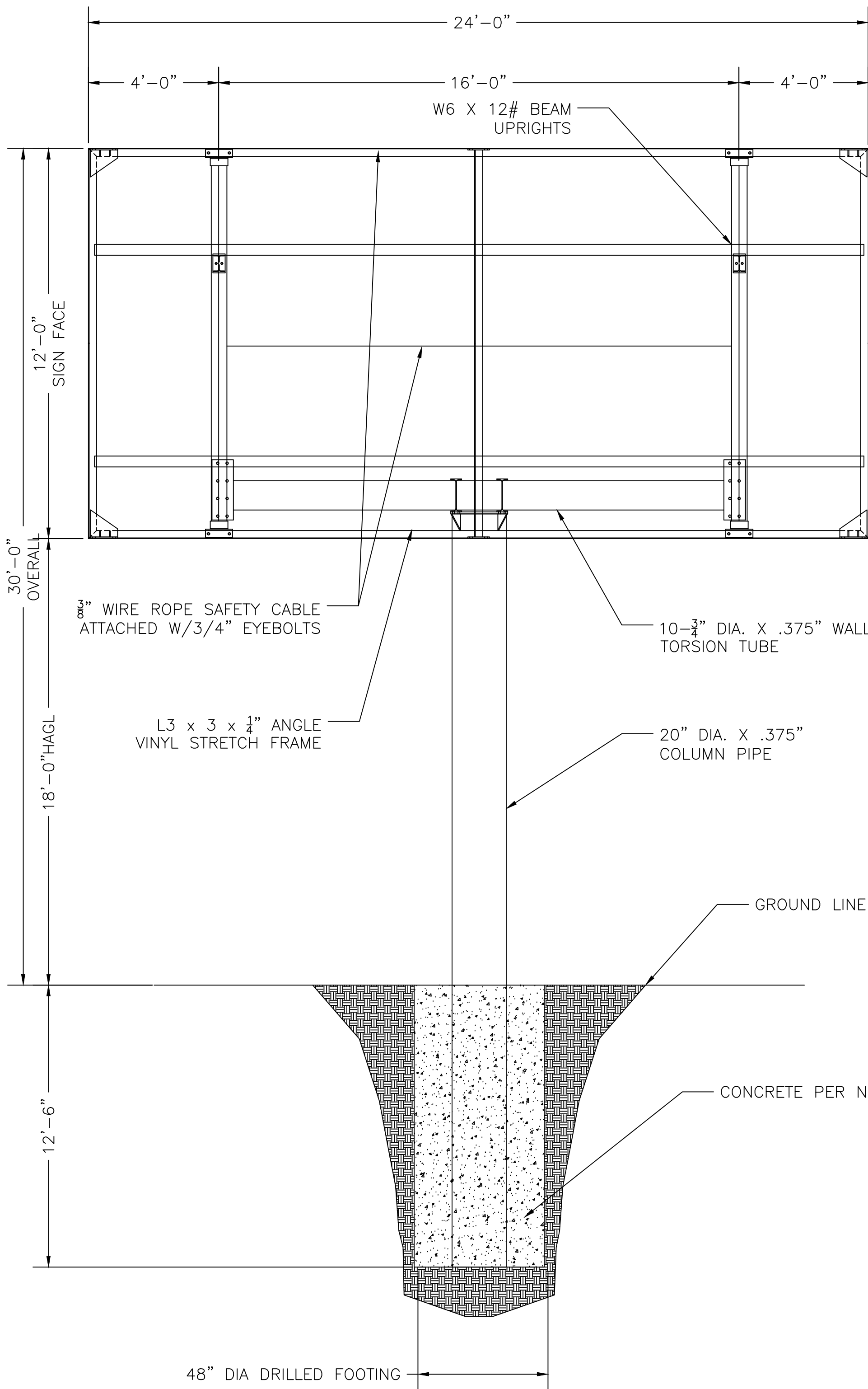
ADDRESS: 1207 S Bishop Ave. Rolla, MO 65401

COORDINATES: 37.92418, -91.77987

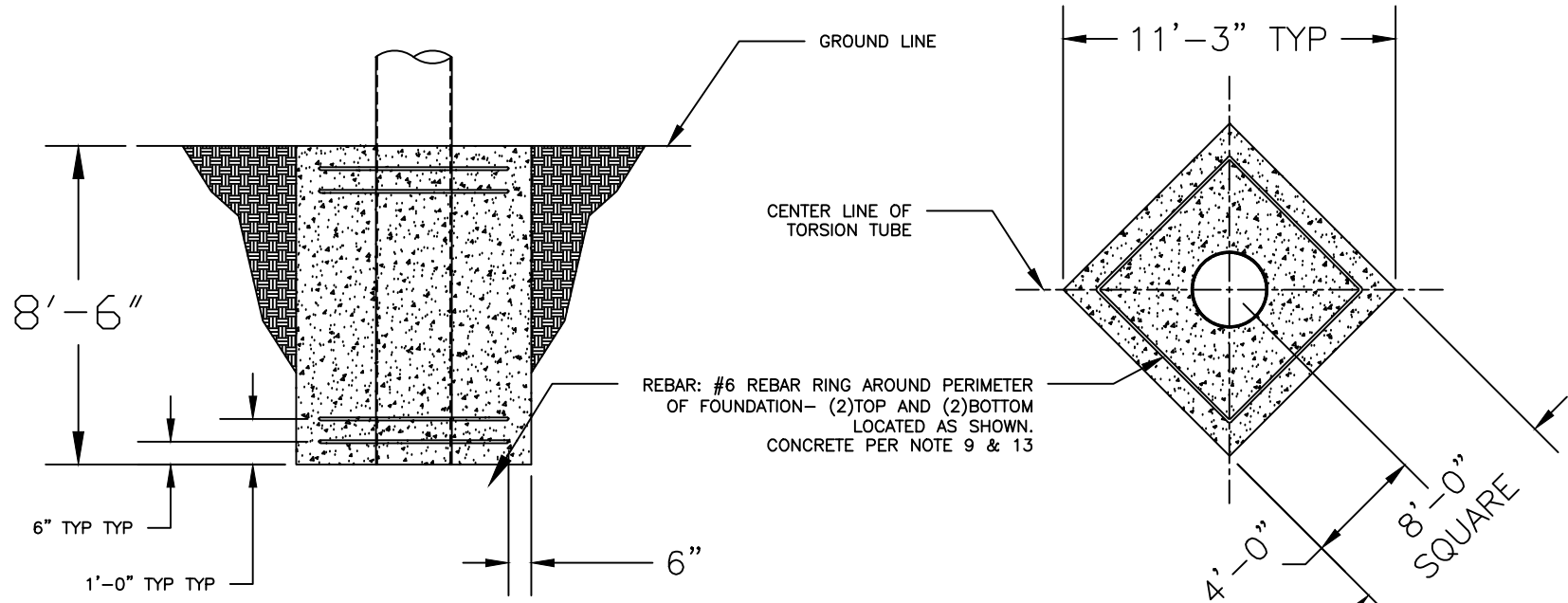


Existing ROW

Existing Power Lines

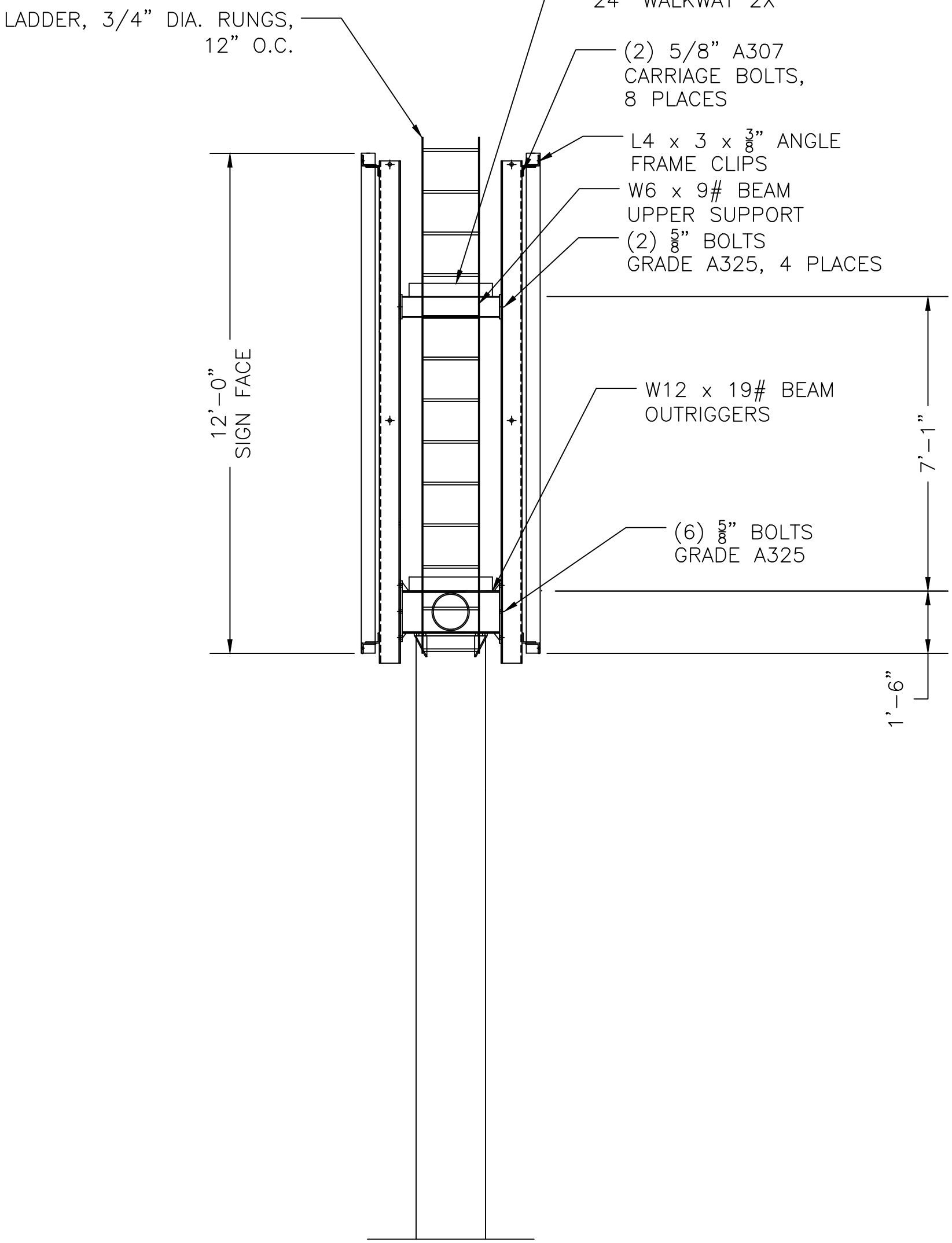


FRONT ELEVATION

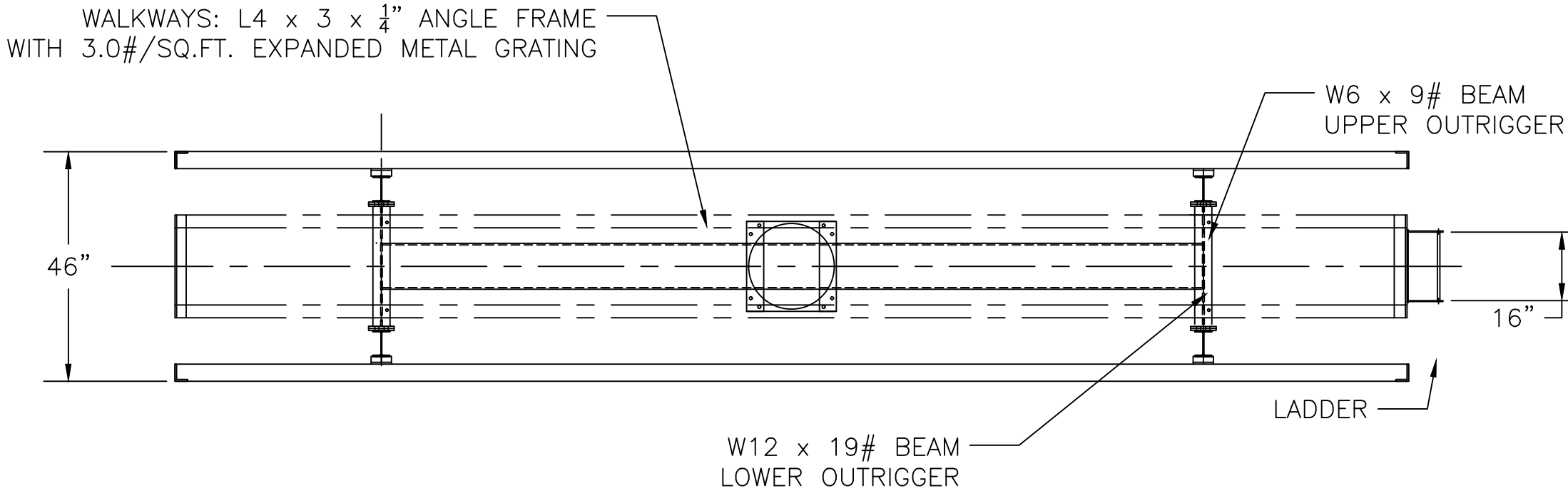


ALTERNATIVE BACKHOE FOOTING

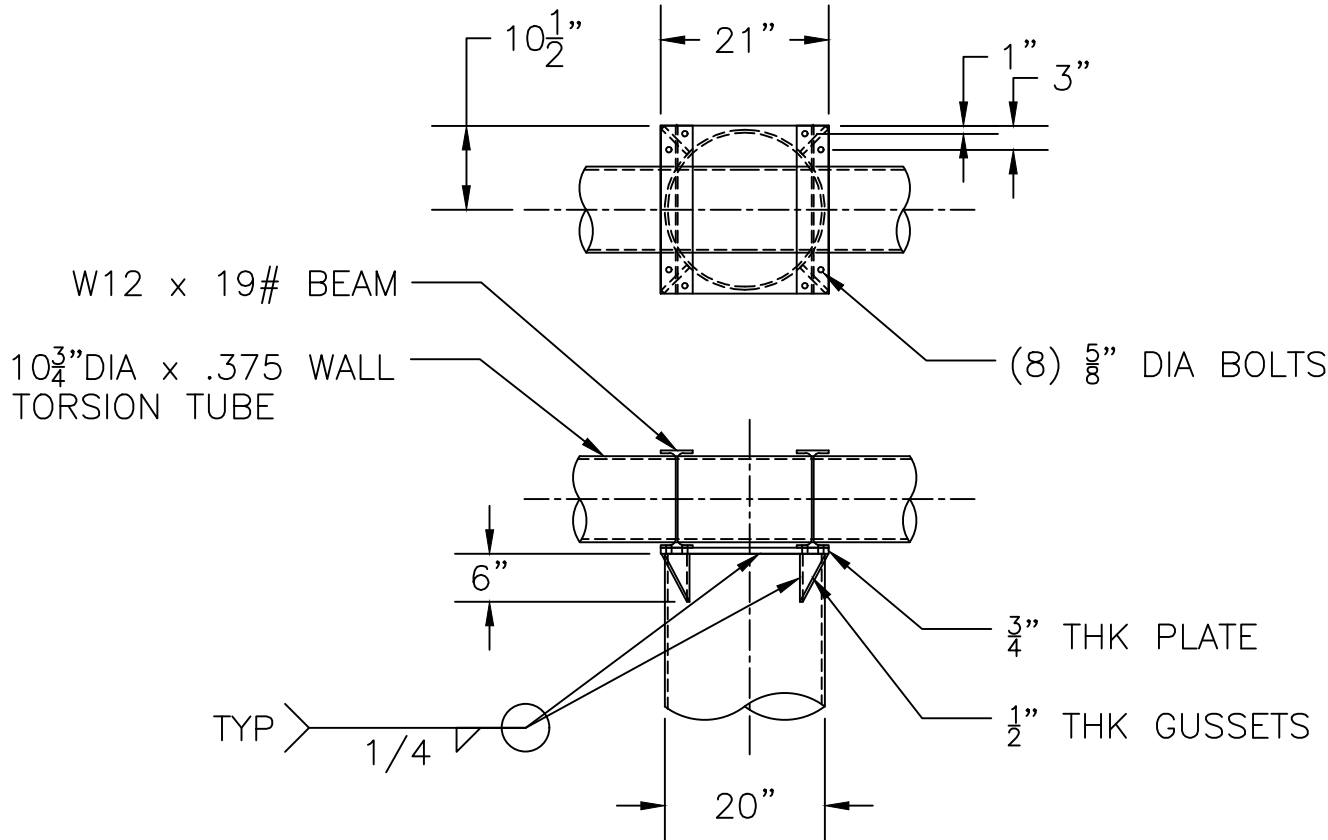
FOUNDATION-PLAN VIEW



SIDE ELEVATION



PLAN VIEW



TORSION TUBE CONNECTION

SPECIFICATIONS

- STEEL ROLLED W BEAM SECTIONS: ASTM A992
ALL OTHER ROLLED SECTIONS: ASTM A36
- PIPE SECTIONS: A.P.I. 5L X 42
- BOLTS: 5/8" MINIMUM DIAMETER-GRADE A325
- ASSUMED LATERAL SOIL PRESSURE 150 PSF/FT.-IBC TABLE 1806.2
- SOIL BEARING PRESSURE ASSUMED 1500 LBS./S.F. PER IBC TABLE 1806.2
- DESIGNED WIND LOAD 24.44 P.S.F. THE DESIGNED WIND LOAD HAS BEEN FOUND TO EXCEED THE SEISMIC LOADING OF EARTH QUAKES.
- DEAD LOAD: TOTAL SIGN WEIGHT 9500#
- LIVE LOAD: WALKWAYS - 60#/SQ. FT.
- CONCRETE: 3000 PSI AT 28 DAYS DESIGN-2500 PSI AT 28 DAYS
- ALL WELDS TO CONFORM TO AWS D1.1-98 SPECIFICATION
- DESIGNED IN ACCORDANCE WITH 2018 INTERNATIONAL BUILDING CODE.
- STEEL TO RECEIVE RUST INHIBITIVE PRIMER AND TOP COAT OF COLOR CHOICE
- REINFORCING BAR: ASTM A-615 GRADE 60 (REBAR IS NOT REQUIRED IF FIBER REINFORCED CONCRETE IS USED.)
- STRUCTURAL COMPONENTS ARE CAPABLE OF RESISTING HYDROSTATIC AND HYDRODYNAMIC LOADS AND THE EFFECTS OF BUOYANCY
- ALL STRUCTURAL CONNECTIONS SHALL BE WELDED 3/8" ALL AROUND UNLESS OTHERWISE NOTED.

CODE DATA

MISSOURI BUILDING CODE-2018 IBC
USE GROUP: U
TYPE OF CONSTRUCTION: IIB
ULTIMATE DESIGN SPEED: 120 MPH
NOMINAL WIND SPEED: 93 MPH
WIND EXPOSURE: B
RISK CATEGORY: II
SIGN HEIGHT: 30 FEET
SPECIAL INSPECTIONS: REQUIRED

SUMMIT LOCATIONS

TITLE: MONOPOLE 12' x 24'
SINGLE STACK, 2-FACE, NO SKEW
LOCATION: MELISSA KELLEY
1207 S. BISHOP AVE.
ROLLA, MO 65401

DESIGNER: J. STEPHEN SIMMONS
304 FUDGE AVE.
EATON, OH 45320
PHONE: 937-733-9643
EMAIL: j.stephen.simmons@gmail.com

DRAWN BY: JSS TR. BY: JSS
CHECKER: - APPROVED BY: JSS
SCALE: NONE DATE: 02/05/2025 SHEET: 1 OF 1