

AGENDA

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

Commission Members:

Chairperson Don Brown, Vice-Chairperson Russell Schmidt, Secretary-Treasurer Robert Anderson, Walter Bowe, Lister Florence, Jr., Kevin Crider, Janece Martin, Monte Shields

- I. **APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, February 15, 2022.
- II. **REPORT ON RECENT CITY COUNCIL ACTIONS:**
 1. **SUB22-01, Davis Addition:** A Minor Subdivision Final Plat to combine 3 commercial lots into one lot. *Approved by City Council at March 7, 2022 meeting.*
- III. **OLD BUSINESS:**
 1. **SUB21-07, Ridgeview Christian Church Plat 1:** A Minor Subdivision Final Plat to combine several lots into one lot and vacate the rights-of-way of Walker Ave and Ridgeview Rd adjacent to the property. **Applicant has requested to be tabled to the April 12, 2022 meeting.**
- IV. **PUBLIC HEARING:**
 1. **SUB22-03, Bradley Addition:** A Minor Subdivision Final Plat to combine several lots into 3 lots; dedicate rights-of-way for 13th Street and Tim Bradley Way; and vacate portions of the rights-of-way of Spring Avenue, 13th Street, and an alley between Poole Ave, Spring Ave, 13th Street, and University Dr. **Applicant has requested to be postponed to the April 12, 2022 meeting.**
- V. **NEW BUSINESS:**
 1. **SUB22-02, Jordan Subdivision #2:** A Minor Subdivision Final Plat to reorganize 3 commercial lots into 2 lots.
- VI. **OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:** NONE
- VII. **CITIZEN COMMENTS:**

NEXT MEETING DATE:

Tuesday, April 12, 2022

MINUTES
ROLLA PLANNING AND ZONING COMMISSION MEETING
ROLLA CITY HALL COUNCIL CHAMBERS
TUESDAY, FEBRUARY 15, 2022

Presiding: Don Brown, Chairperson

Commission Members Present: Walter Bowe, Lister Florence Jr., Janece Martin, Russell Schmidt, Kevin Crider

Commission Members Absent: Robert Anderson, Monte Shields

I. OTHER BUSINESS:

1. Election of Chairperson, Vice-Chairperson, and Secretary/Treasurer

A motion was made by Walter Bowe, seconded by Janece Martin, to vote for all three officials at once. The motion passes unanimously. A motion was made by Janece Martin, seconded by Walter Bowe to keep the current officials in office. Don Brown, Chairperson, Russell Schmidt, Vice-Chairperson, and Robert Anderson, Secretary/Treasurer. The motion passes unanimously.

2. Announcement: Steven Shields term expired, did not seek re-appointment

II. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, December 15, 2021. **Chairperson Don Brown approved the minutes as printed and distributed.**

III. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. **CUP21-02, Collective Solutions, LLC:** Conditional Use Permit (CUP) to allow a Wireless Communications Facility not permitted by Section 42-400 or 42-401. ***Denied by City Council at Dec 20, 2021 meeting.***
2. **ZON21-12, 602 N Cedar/407 E 6th St/603 N Walnut:** Rezoning from the C-2, General Retail District to the C-1, Neighborhood Commercial District, and rezoning from the R-3, Multi-family District to the C-1, Neighborhood Commercial District. ***Approved by the City Council at Jan 3, 2022 meeting.***
3. **ZON21-13, 4120 State Route V/4122 State Route V:** Rezoning from the R-2, Two-family District to the M-2, Heavy Manufacturing District. ***Approved by City Council at Jan 3, 2022 meeting.***
4. **SUB21-08, Subway Subdivision #2:** A Minor Subdivision Final Plat to relocate a property line between two commercial lots. ***Approved by City Council at Jan 3, 2022 meeting – plat recorded.***

IV. OLD BUSINESS: NONE

V. PUBLIC HEARING:

1. **SUB21-07, Ridgeview Christian Church Plat 1:** A Minor Subdivision Final Plat to combine several lots into one lot and vacate the rights-of-way of Walker Ave and Ridgeview Rd adjacent to the property.

Tom Coots presents the staff report.

Russell Schmidt asks if it is possible to have C-O and R-1 zoning on one lot. **Coots** confirms this is possible. **Schmidt** ask how the road right-of-way would be maintained. **Coots** states the proposed vacation will add a public access easement, so the City would still perform basic maintenance on the roadway.

Brown asks if it is possible to collect compensation for the vacated area from the applicant. **Coots** states that it is not possible with a vacation because the property was given to the City. Property which the City buys and then sells does go through the City Council and a sales price can be collected. For example, the applicant asked to purchase the property south of Ridgeview Road, but City Council declined to sell.

Brown asks if letters were sent out to surrounding areas. **Coots** confirms letters were sent out to any property within 300 feet of the proposed vacation. **Brown** also states he would like to see reports from Emergency and Law Enforcement departments as well as additional public outreach.

Martin asks what the zoning would be for the combined lots, since several lots are zoned R-1, but the church building is zoned C-O. **Coots** states the current zoning will not change. **Martin** asks if the one lot can have two separate zonings. **Coots** confirms this to be true.

Brown opens the public hearing.

Bryan Harrington is a representative of Allstate Consultants, located at 3312 LeMone Industrial Blvd in Columbia, Missouri. He stated since this case may have a big impact on the City, they were trying to reach a compromise before any major plans were made.

Craig Stevens, residing at 734 Oak Knoll Road, is the Chairman of the Elders for the Ridgeview Church. He expresses concern about the safety issues having pedestrians cross the street.

Seeing no more questions from the audience, **Brown** closes the public hearing.

Darin Pryor, an engineer from Public Works, gave the traffic counts for Ridgeview Road and Adrian Avenue. He states that Adrian should be able to handle any increase in traffic if Walker and Ridgeview were to be closed to traffic.

Schmidt asks if the vacation is granted, what changes would be evident to Walker Avenue. **Pryor** states that no changes will be evident at this time; it will still appear as a City street.

Florence asks for clarification about liability issues if the vacation is granted. **Pryor** states that once the property is vacated, it may be the property owner's responsibility. He states it would only be the City's responsibility to make the road safe and passable for emergency vehicles.

Schmidt asks if any additional signage would be needed. **Pryor** did not believe any was needed.

Bowe asked if the reasoning behind the applicant not applying for a rezoning was due to not being far into their plans. **Coots** states a rezoning would not be necessary unless an addition to the church was planned that conflicted with current height or setbacks restrictions.

A motion was made by Lister Florence, seconded by Kevin Crider, to table the subdivision case to the March 15 meeting. A roll call vote on the motion showed the following: Ayes: Bowe, Florence, Martin, and Crider. Nays: Schmidt. The motion passes.

VI. NEW BUSINESS:

1. **SUB22-01, Davis Addition:** A Minor Subdivision Final Plat to combine 3 commercial lots into one lot.

Coots presents the staff report.

Brown asks if the property is buildable since the lot is in the floodplain. **Coots** states the applicant is aware of the potential floodplain issues and the lot cannot be built upon until and unless the applicant demonstrates they meet the city requirements.

A motion was made by Russell Schmidt, seconded by Janece Martin, to recommend approval to the City Council to combine three commercial lots into one. A roll call vote on the motion showed the following: Ayes: Bowe, Florence, Martin, Schmidt, and Crider. Nays: None. The motion passes unanimously.

VII. OTHER BUSINESS / REPORTS FROM COMMITTEE OR STAFF:

1. Presentation on 2020/2021 activity and planned 2022 Community Development Department goals

VIII. CITIZEN COMMENTS:

NONE

Meeting adjourned: 6:25 p.m.

Minutes prepared by: Sarah West

NEXT MEETING:

Tuesday, March 15, 2022



Report to:

**Planning and Zoning
Commission**

Case No.: SUB 22-02

Meeting Date: March 15, 2022

Subject: Jordan Subdivision #2: a Minor Subdivision Final Plat to reorganize three commercial lots into two lots.

Background: One of the applicants, JC Land Investments, LLC, sold Lot 3 and part of Lot 2 to the other applicant, 3 Springs Holding, LLC last year. JC Land Investments, LLC retained the remainder of the property and is currently under contract to sell the remainder to another party. However, the subdivision of Lot 2 and reorganization of the lot lines should have been reviewed and approved by the Planning and Zoning Commission and City Council. Until a subdivision plat is approved and recorded to address the situation, building permits may be withheld for both properties.

The new Lot 1 is developed as a self-storage use. The new Lot 2 is currently under contract for sale to the Rolla Mission, which is separately pursuing zoning approval for their use.

Application and Notice:

Applicant/Owner - John Jordan of JC Land Investments, LLC; and Brett Bruner of 3 Springs Holding, LLC
Public Notice - <https://www.rollacity.org/agenda.shtml>
City Council Date - March 21, 2022

Property Details:

Current zoning - C-2, General Retail
Current use - Commercial
Land area - Lot 1: 1.89 acres; Lot 2: 1.14 acres

Public Facilities/Improvements:

Streets - The subject property has frontage on Hwy 72, a Major Arterial road; and frontage on Hartville Rd, a local street.
Sidewalks - Sidewalks are not located along the frontage of the property.
Utilities - The subject property should have access to all needed utilities.

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

Discussion: The proposed plat appears to meet all zoning and subdivision requirements. Approval of the plat would correct the subdivision issue from when Lot 2 was split.

Findings:

1. The proposed minor subdivision would reorganize three commercial lots into two lots.
2. The plat appears to be in compliance with all applicable zoning, subdivision, and other requirements.

Alternatives:

1. Find the request meets all applicable requirements and recommend the City Council approve the request.
2. Find that the request could meet all applicable requirements with the imposition of reasonable conditions and recommend that the City Council conditionally approve the request.
3. Find that the request does not meet all applicable requirements 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: Area Map, Application, Plat



Project Information:

Case No: SUB22-02
Location: 1342/1344 S Bishop Ave and 1400 Hartville Rd
Applicant: JC Land Investments, LLC and 3 Springs Holding, LLC
Request:
Minor Subdivision to reorganize 3 commercial lots into 2 lots



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



SUBDIVISION APPLICATION

Contact Information:

Property Owner:
3 Springs Holding, LLC

Name(s)
PO BOX 540

Mailing Address
Rolla, MO 65402

City, State, Zip

Phone

Email

Agent/Applicant (If Different Than Property Owner):

Jared Jordan, Home Sweet MO Properties

Name
10300 State Route BB

Mailing Address
Rolla, MO 65401

City, State, Zip
573-308-5933

Phone
jordanrealty573@outlook.com

Email

Property/Request Information:

Request:

_____ Sketch Plat
 _____ Major Subdivision
 _____ X Minor Subdivision
 _____ Replat
 _____ Subdivision Variance
 _____ Vacation of ROW/easement

1344 S Bishop Avenue

Property Address/Location

C-2 General Retail District

Property Zoning

3 _____ 2 _____

Number of existing and new lots proposed

JORDAN SUBDIVISION NO. 2

Name of Subdivision

APPLICATION CHECKLIST:

Applicant Checks Boxes	<input type="checkbox"/>	Completed Application Form	<input type="checkbox"/> <i>Y</i>
	<input type="checkbox"/>	Agent Letter (If Applicable)	<input type="checkbox"/> <i>N/A</i>
	<input type="checkbox"/>	Filing Fee - \$300 (Major Subdivision); \$100 (Minor Subdivision/Replat); \$350 (Subdivision Variance) + Recording Fee (\$44 or \$69) <i>\$169</i>	<input type="checkbox"/> <i>CAU</i>
	<input type="checkbox"/>	Improvement Plans (Final Plats only; 1 paper copy and pdf version)	<input type="checkbox"/> <i>N/A</i>
	<input type="checkbox"/>	Plat (5 paper copies and pdf version) or Vacation Exhibit	<input type="checkbox"/> <i>Y</i>
	<input type="checkbox"/>	Letter of Request (Subdivision Variance only)	<input type="checkbox"/> <i>N/A</i>

City Staff Verifies

OFFICE USE ONLY:

Case No: <i>SUB 22-02</i>	DRC Meeting Date: <i>3.1.22</i>	PC Hearing Date: <i>3.15.22</i>
Submission Date: <i>2.16.22</i>	Advertise By: _____	CC Hearing Date: <i>3.21.22/4.4.22</i>

I N F O R M A T I O N :

(Optional) **Sketch Plats** must include the following information (Section 42-32.1):

1. Proposed subdivision name, contact information for property owner, north arrow, scale, date.
2. Location map, general dimensions of property lines, existing easements, ROW's, buildings, cemeteries, watercourses, flood areas, contours, ect.
3. Name, location, dimensions of existing streets; name, width, classification or proposed streets and alleys.
4. Existing utilities and stormwater management facilities on and adjacent to property.
5. Location, dimensions, and configuration of proposed lots.
6. Location and general layout of proposed water and sewer lines.

Preliminary Plats must include the following information (Section 42-32.2):

1. Legal description and boundary line.
2. Name and location of adjoining existing subdivisions, streets, ROW widths, alleys, property lines, ect.
3. Proposed streets with width, centerline, grade, length; dimensions of easements and alleys, ect.
4. Existing property lines, buildings, and utilities.
5. Arrangement, location, dimensions of proposed lots with area, line bearings, angles, and setbacks.
6. Location, dimensions, and area of land to be dedicated or reserved for common ownership.
7. Contour lines, water courses, ravines, culverts, bridges, ponds, ect.
8. Proposed sewer lines, storm sewer lines, drainage facilities, bridges, ect. and easements

Final Plats must include the following information (Section 42-32.3):

1. Items shown on Preliminary Plat except contours, land features, street grades, and utilities.
2. Plat restrictions and restrictive covenants regarding building permits.
3. Dedication deed for easements, streets, alleys, parkland, ect.
4. Access limitation and improvement acceptance notes.
5. Planning and Zoning Commission and City Council approval.
6. City and County tax release.
7. Surveyors and Recorders Certificate.

Note: A Major Subdivision must include a Preliminary Plat. A Major Subdivision is a subdivision which creates (5) or more lots and/or requires the extension of streets.

Vacations of rights-of-way or easements must include a Vacation Exhibit which shows property lines, buildings, utilities or public infrastructure within 30 feet of the area to be vacated. Property lines and building locations must be based on a survey. Utility locations may be from field observations, GIS, utility companies, and/or field markings.

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

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Sign

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Property Owner(s):

Applicant/Agent (If Different From Owner)

 **Brett Bruner**

Sign

Print

Sign

Print

Sign

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Sign

Print

