AGENDA

Planning & Zoning Commission
Rolla City Council Chambers, 1st Floor
901 North Elm Street
August 11th, 2020, 5:30 P.M.

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, May 12th, 2020.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. ZON20-02: Rezoning from the C-1, Neighborhood Commercial District to the C-2, General Retail District at a property located at 1800 East Highway 72. Approved by City Council on June 1st, 2020.

III. PUBLIC HEARING:

IV. NEW BUSINESS:

1. Westside Marketplace, SUB2020-02: A request for a minor subdivision to reorganize one platted lot and an unplatted property into two platted lots located at 10120 County Road (Sally Road).

V. 

VI. OLD BUSINESS: NONE

VII. REPORT FROM THE CHAIRPERSON, COMMITTEE, OR STAFF: NONE

VIII. OTHER BUSINESS / CITIZEN COMMENTS: NONE

NEXT MEETING DATE: September 8th, 2020
Meeting Date: August 11, 2020

Subject: Westside Marketplace 2: a minor subdivision to reorganize one platted lot and an unplatted property into two platted lots located at 10120 County Rd 8110 (Sally Rd)

Background: The City of Rolla has engaged in a contract to sell two small parcels of land to the co-applicant, Stephen Dunaway. The small parcels add up to 0.71 acres, from a platted lot owned by the City of Rolla. The sale would “square up” Mr. Dunaway’s property.

Mr. Dunaway’s property is not within the corporate limits of the City of Rolla. The resulting Lot 2 would be a combination of the two parcels and Mr. Dunaway’s property. Lot 2 would be one platted lot, but divided by zoning and the corporate limits. However, as the two parcels are not practical for building or as stand-alone lots due to the slopes, the unusual situation should not cause complications.

Application and Notice:
- Applicant/Owner - City of Rolla and Stephen and Carla Dunaway
- Public Notice - Information available on city website
- City Council Date - August 17, 2020

Property Details:
- Current zoning - C-3, Highway Commercial and unincorporated Phelps County
- Current use - residential/undeveloped
- Proposed use - No development proposed
- Land area - Lot 1: 19.75 acres; Lot 2: 2.96 acres

Public Facilities/Improvements:
- Streets - The subject property has frontage on Sally Rd, a collector street; and Westside Drive, a local street.
- Sidewalks - No sidewalks exist on either street frontages.
- Utilities - Lot 1 should have access to all needed public utilities, however, Lot 2 is not served by the City of Rolla at this time.
- Drainage - Drainage will be reviewed at the time of development.

Comprehensive Plan: The Comprehensive Plan designates the subject property as being appropriate for commercial and residential mixed uses.

Discussion: The proposed plat appears to meet all requirements. RMU and Public Works staff did request additional utility easements along the Lot 2 Sally Rd frontage to match existing easements and be prepared for future needs. At this time, the co-applicant has declined to grant the easement, as his property is not within the city limits, served by city utilities, and only included in the plat so the two parcels could be combined into his existing property.
The situation is unusual, as a platted lot will be created that is partially inside the city limits and partially outside the city limits. Annexation or de-annexation may be appropriate in the future if any development on Lot 2 is proposed which would cross the corporate limits line.

Findings:
1. The proposed minor subdivision would reorganize properties and result in platted two lots.
2. Lot 2 would be only partially within the city limits.
3. 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 does not meet all applicable requirements and that the City Council deny the request.
3. 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.
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
Date of Preparation: August 5, 2020
Attachments: Application, Plat
Contact Information:

Property Owner:

Stephen L. & Carla J. Dunaway

10120 County Road 8110

Rolla, MO 65401

573.201.7450

dun475@gmail.com

Agent/Applicant (If Different Than Property Owner):

Property/Request Information:

Request: 

Sketch Plat

Major Subdivision

X Minor Subdivision

Replat

Subdivision Variance

Vacation of ROW/easement

Property Address/Location

10120 County RD 8110 (Saly Rd)

N/A (S. O. J)

Property Zoning

0

Number of existing and new lots proposed

West Side Marketplace II

Name of Subdivision

APPLICATION CHECKLIST:

Completed Application Form

Agent Letter (If Applicable)

Filing Fee - $300 (Major Subdivision); $100 (Minor Subdivision/Replat);

$350 (Subdivision Variance) + Recording Fee ($44 or $69)

Improvement Plans (Final Plats only; 1 paper copy and pdf version)

Plat (5 paper copies and pdf version) or Vacation Exhibit

Letter of Request (Subdivision Variance only)

OFFICE USE ONLY:

Case No: SUB 20-02

DRC Meeting Date: 7/21 6/16

PC Hearing Date: 8/11

Submission Date: 6/5/20

Advertise By: 

CC Hearing Date: 8/17/9/2
**INFORMATION:**

(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, etc.
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, etc.
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, etc.
8. Proposed sewer lines, storm sewer lines, drainage facilities, bridges, etc. 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 deeding for easements, streets, alleys, parkland, etc.
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.

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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):

[Signature]

Applicant/Agent (If Different From Owner):

[Signature]

[Print]

[Signature]

[Print]
RESUBDIVISION OF LOT-2 OF WESTSIDE MARKETPLACE

WESTSIDE DRIVE (WIDTH VARIES)

SALLY ROAD - A.K.A. PHELPS COUNTY ROAD 8110 (WIDTH VARIES)

OLD WIRE ROAD

PLAT No.1

UNIVERSITY PARK SUBDIVISION

COLUMBIA AVENUE

YALE AVENUE

COLUMBIA AVENUE

YALE AVENUE

HARVARD AVENUE

HARVARD AVENUE

UNIVERSITY PARK SUBDIVISION

SHEET 1 OF 1 SHEETS

ROLLA, MISSOURI

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