

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, NOVEMBER 10<sup>TH</sup>, 2020**

**Presiding:** Don Brown, Chairperson

**Commission Members Present:** Russell Schmidt, Janece Martin, Jody Eberly, Steven Shields, Walte Bowe, Monte Shields

**Commission Members Absent:** Robert Anderson, Kevin Crider

**City Officials in Attendance:** Steve Flowers, *Community Development Director*, Tom Coots, *City Planner*, Darin Pryor, *City Engineer*

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, August 11<sup>th</sup>, 2020. **Chairperson Don Brown approved the minutes as printed and distributed with corrections.**

**II. REPORT ON RECENT CITY COUNCIL ACTIONS:**

**ZON20-03, Sarah Frost:** A request to rezone from the R-R Rural Residence district to the C-3, Highway Commercial District. Additionally, a portion of the property is currently zoned M-2. **This request was approved by City Council on October 19, 2020.**

**III. OLD BUSINESS:** NONE

**IV. NEW BUSINESS:** NONE

**V. PUBLIC HEARING:** NONE

**VII. OTHER BUSINESS / REPORTS FROM COMMITTEE OR STAFF:** NONE

1. Presentation of the MoveRolla TDD and University Drive realignment project; Presentation of Missouri S&T Master Plan in relation to the University Drive realignment.

Presentation provided by Tom Coots and Darin Pryor. Coots to email the graphics presented in the PowerPoint. The Commission provided direction to submit a plat that will dedicate the new alignment. Additional easements and ROW vacations may also be needed. Areas owned by the university may be combined to form lots, however, the university is not bound by the subdivision and zoning requirements. The Commission indicated that the realignment did appear to require an amendment to the adopted Major Thoroughfares Plan element of the 2005 Comprehensive Plan.

2. Discussion regarding process, goals, and objectives in revisions to the zoning codes; Forming a work group to draft amendments to present to the Commission.

Coots presented information about the current zoning code and intended goals for updating the code. Coots asked for volunteers to form a working group of about 5 persons to assist with drafting amendments to the zoning codes. Coots stated that Judy Jepson, chairperson of the Board of Adjustment, had already asked to be part of the working group. Don Brown, chairperson of the Planning and Zoning Commission, and Jody Eberly, Ward 4 City Councilperson and City Council representative to the Planning and Zoning Commission volunteered to be on the working group. The Commission suggested that other members of city staff be involved. Coots said the City Manager and Public Works staff would be invited. Coots asked that Commission members consider any person they know who may be interested. The Commission instructed Coots to present the draft to the Commission once each major section is complete.

3. Discussion regarding a Planning and Zoning Commission Member Guide; distributing the guide.

Coots distributed the guide. Coots said the guide is meant to be included in a binder that will be prepared for each Commission member. The binder will contain the packet for the meeting, member guide, meeting schedule, portions of the zoning codes, and excerpts from the adopted comprehensive plans for the Commission members to refer to if needed.

4. Presentation of revised Zoning Map design.

Coots presented the revised zoning map and compared the map to the current map. The map is proposed to be updated with a different color scheme and improved layout. Coots asked the Commission members to send him any comments they may have. The new map will be formally rolled out in December or January. The new map will appear on the city website and will be printed and displayed at city hall.

5. Update on Schuman/Ber Juan Neighborhood Plan; Timeline for completion.

Coots said the neighborhood plan is mostly complete and has been complete for a few months. However, the complications of holding any neighborhood meetings due to COVID-19 caused the efforts to be on hold. In order to move forward, Coots proposes to make the plan available on the city website and send postcards and emails to the residents in the neighborhood. The plan will be available for comments until the spring. Once the plan is revised based on the comments, the plan will be presented to the Commission for review. Coots displayed the main map from the plan and discussed the highlights from the planned actions.

## VII. CITIZEN COMMENTS:

NONE

**Brown** asked for any questions or comments from citizens. Seeing none, the meeting was adjourned.

**Meeting adjourned: ~ 6:40 p.m.**

**Minutes prepared by: Tom Coots**

**NEXT MEETING:**

**Tuesday, December 8<sup>th</sup>, 2020**