AGENDA

The City of Rolla
Planning & Zoning Commission
Rolla City Council Chambers, 901 North Elm Street
Tuesday, September 14, 2021 at 5:30 PM

Commission Members: Chairperson Don Brown, Russell Schmidt, Walter Bowe, Robert Anderson, Lister Florence, Jr, Kevin Crider, Janece Martin, Monte Shields, Steven Shields

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, August 10, 2021.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. ZON21-04, 101 North Rucker: Map Amendment (re zoning) from C-1, Neighborhood Business to the C-2, General Retail District. Approved by City Council at September 7, 2021 meeting.

2. ZON21-05, Self-Storage, Joshua Ratliff: Map Amendment (re zoning) from R-3, Multi-Family to the C-3, Highway Commercial District. Approved by City Council at September 7, 2021 meeting.

3. SUB21-06, YCHC Addition: Minor Subdivision to combine two lots located at 1081 East 18th Street. Approved by City Council at September 7, 2021 meeting.

III. OLD BUSINESS: NONE

IV. PUBLIC HEARING:

1. VAC21-01, Alleyway Vacation: Vacation of a portion of the right-of-way of the alley between Oak Street and Olive Street; and between US 63 and 18th Street; adjacent to 1808 and 1810 N Bishop, 1808 N Oak, and 1809 N Olive.

2. CUP21-02, Collective Solutions, LLC: Conditional Use Permit (CUP) to allow a Wireless Communications Facility not permitted by Section 42-400 or 42-401.

V. NEW BUSINESS: NONE

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

VII. CITIZEN COMMENTS

NEXT MEETING DATE: Tuesday, October 12, 2021
MINUTES
ROLLA PLANNING AND ZONING COMMISSION MEETING
ROLLA CITY HALL COUNCIL CHAMBERS
TUESDAY, AUGUST 10TH, 2021

Presiding: Don Brown, Chairperson

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

Commission Members Absent: Monte Shields

City Officials in Attendance: Tom Coots, City Planner, Madelyn Brown, Administrative Assistant

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, July 13th, 2021. Chairperson Don Brown approved the minutes as printed and distributed.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:
1. ANX21-01: Annexation of a portion of properties addressed as 1815-1829 Sandstone Street into the corporate limits of the City of Rolla and assigning a zoning of R-1, Single-Family Residential and GI, Government Institutional. This request was approved by City Council on August 2nd, 2021.

2. ZON21-03: Rezoning property addressed as 1520 Bridge School Road from the C-2, Highway Commercial District, to the R-3, Multi-Family District. This request was approved by City Council on August 2nd, 2021.

3. MST Electric Utility Project: Review of proposed route and design of the electric utility to serve the MST campus for compliance with Section 42-9 of the Planning and Zoning Code. This request was approved by City Council on August 2nd, 2021.

4. SUB21-04: A Minor Subdivision Final Plat to reorganize into two commercial lots and vacate a utility easement. This request was approved by City Council on August 2nd, 2021.

III. OLD BUSINESS: NONE

IV. PUBLIC HEARING:

1. ZON21-04, 101 North Rucker: Map Amendment (rezoning) from C-1, Neighborhood Business to the C-2, General Retail District.
Coots explains that the property is on the corner of Rucker and Black Street. There is currently a house existing. If the rezoning were to be approved, most of the whole block would be the same zoning. There are commercial lots of either side of the property. The Comprehensive Plan designates this area for community commercial purposes. Don Brown asks if the parking requirements change if rezoned. Coots explains that it will not change the parking requirements.

Since there were no further comments or questions, Brown opens the Public Hearing. Seeing no one wish to speak to the issue, Brown closes the public hearing and entertains a motion.

A motion was made by Russ Schmidt, seconded by Robert Anderson to recommend approval of the request for a map amendment (rezoning) from C-1, Neighborhood Business, to the C-2, General Retail District. A roll call vote on the motion showed the following: Ayes: Anderson, Bowe, Crider, Florence Jr., Martin, Steven Shields and Schmidt. Nays: None. Absent: Monte Shields. The motion passes unanimously.

2. ZON21-05, Self-Storage, Joshua Ratliff: Map Amendment (rezoning) from R-3, Multi-Family to the C-3, Highway Commercial District.

The property was rezoned to the R-3, Multi-Family District a few years ago to allow the existing houses to become compliant with zoning. There are currently two houses on the property. The applicant wishes to rezone back to C-3, Highway Commercial District to allow for a self-storage facility. The lots to the South and East of this property are both zoned C-3. Brown mentions that he was on the Planning and Zoning Commission when this property was originally rezoned for R-3, because it used to be a group home for foster children.

Brown asks for any questions or comments from the commissioners. Seeing none, Brown opens the Public Hearing. Seeing that no one wish to speak to the issue, Brown closes the Public Hearing and entertains a motion.

A motion was made by Lister Florence Jr., seconded by Kevin Crider to recommend approval of the request for a map amendment (rezoning) the R-3, Multi-Family District, to the C-3, Highway Commercial District. A roll call vote on the motion showed the following: Ayes: Anderson, Bowe, Crider, Florence Jr., Martin, Steven Shields and Schmidt. Nays: None. Absent: Monte Shields. The motion passes unanimously.
V. NEW BUSINESS:

1. SUB21-06, YCHC Addition: Minor Subdivision to combine two lots located at 1081 East 18th Street.

   The applicant is asking to combine two platted lots together. They have already started a parking lot to serve the proposed building addition. The applicant is also requesting to vacate an existing utility easement that is not needed.

   **Brown** asked if Rolla Municipal Utilities had any comments at the meeting. Coots clarified that there were no issues addressed at the meeting with RMU and also points out that the stand alone parking lot does not require a building permit.

   Since there were no additional comments or questions, **Brown** entertains a motion.

   *A motion was made by Robert Anderson, seconded by Steven Shields to recommend approval of the request for a Minor Subdivision of YCHC Addition. A roll call vote on the motion showed the following: Ayes: Anderson, Bowe, Crider, Florence Jr., Martin, Steven Shields and Schmidt. Nays: None. Absent: Monte Shields. The motion passes unanimously.*

2. Westside Drive Land Use Study: Review and discussion on proposed plan for city owned property on Westside Drive.

   **Coots** explains that there is currently a portion of vacant property that the City obtained during the Westside Market Place development. The City is currently trying to decide what to do with the property, so it is being brought to the Planning and Zoning Commission for input and discussion for the City Council meeting in September.

   Coots presented the options outlined in the study.

   **Brown** asks if he is looking for them to make recommendations. Coots explains that this is just get additional ideas and input.

   Walter **Bowe** asks if there has been any interest in the property. Coots said that there was one potential buyer that had interest in the property. Bowe says that his only concern with option #2 is that it may be difficult to find enough workers to keep the new big box retail stores alive and running since there are many businesses that are desperate for help as it is.

   **Brown** points out that there are some serious floodplain issues to the North side of the nearby R-1 district that need to be considered. Brown doesn’t see it being a great place to add more residential units, maybe a bird sanctuary or something of the sort. Brown believes that it is somewhat undevelopable. Brown mentions the proposed trail that was
supposed to come with Westside Drive. Coots said there are two trails shown in the adopted Rolla West Master Plan.

Kevin Crider asks why Westside Drive was originally built in the current location. Coots says that since the developer was willing to build the road, it was built in the best location for them.

Brown says that with Option 2 there seems to be a lot of work that would need to be done by the City.

Bowe says that he would love to see more restaurants in that area, but he is unsure if big box retail stores are the answer. He leans more towards Option 1. Bowe believes that more development would always be great, but there is a risk forking out money if we don’t have someone in line to buy and develop that area.

Russell Schmidt said that if more restaurant establishments were to be developed, they will definitely need interstate frontage.

Janece Martin asks Coots if the west interchange will fall back on the City or the Missouri Department of Transportation. Coots says that it is low on the priority list at this time, so he is unsure of what kind of partnership would take place.

Brown asks when the City plans to take any action. Coots says that this will also be discussed at the Monday, September 1st City Council meeting. Coots also suggests that commissioners email more input prior to the upcoming City Council meeting if they think of anything else they would like to add.

Martin asks if this would create a formal change to the Master Plan. Coots says no, it is unlikely unless Option #2 was selected.

Schmidt says that he is afraid that if the City chooses to go with Option #1 that it will just continue to sit there.

Since there were no further comments, the meeting was adjourned.

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

VII. CITIZEN COMMENTS: NONE

Meeting adjourned: 6:06 PM
Minutes prepared by: Madelyn Brown

NEXT MEETING: Tuesday, September 14th, 2021
Meeting Date: September 14, 2021

Subject: Vacation of a portion of the right-of-way of the alley between Oak Street and Olive Street; and between US 63 and 18th Street; adjacent to 1808 and 1810 N Bishop, 1808 N Oak, and 1809 N Olive

Background: The applicant seeks to vacate the northern portion of the alleyway. This would restrict access to Bishop Ave and require that the other users enter and exit the alley from 18th Street. The applicant states that the vacation will help with the redevelopment of 1810 N Bishop. The alley would likely just become a dead-end, but depending on how the property is developed, the alley could connect with a parking area to provide indirect access to Bishop Ave and/or Olive Street.

Application and Notice:
Applicant/Owner - Zhenhong “Tommy” Lin of Day Top, LLC and Jing Chen
Public Notice - Letters mailed to impacted property owners; Legal ad in the Phelps County Focus; https://www.rollacity.org/agenda.shtml
City Council Date - September 20, 2021

Property Details:
Land area - Approximately 3,020 sq. ft. to be vacated

Public Facilities/Improvements:
Streets - The alleyway is accessed from US 63/Bishop Ave, an arterial road; and from 18th Street, a local street.
Utilities - Electric and communications utilities are located in the alley. A utility easement will be retained if the request is approved.

Comprehensive Plan: The Comprehensive Plan does not provide guidance on street vacations. The Schuman/Ber Juan Neighborhood Plan does recommend preserving existing alleys, except those that are found to not be needed.
Discussion: The current alley does exit onto Bishop Ave/US 63. This is a very busy roadway. The alley is not wide enough for two-way traffic. It would be safer if the alley did not access Bishop Ave directly. The utilities can be preserved with a utility easement. If the other impacted properties have no objection, staff recommends the request be approved.

Findings:
1. Utilities are located in the area requested to be vacated; a utility easement will be retained.
2. No objections to the request were received by any utility companies.
3. The southern portion of the alleyway would remain.

Alternatives:
1. Recommend the City Council approve the request to vacate the portion of the alleyway adjacent to the subject properties and retain the area as a utility easement.
2. Find that request is not appropriate recommend that the City Council deny the request.
3. 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: Application, Letter of Request, Exhibit
Proposed Alley Vacation

1. Very little or no use. There are streets on both sides of the alley. Residents can enter and exit the alley from 18th st. Difficulty of getting onto Bishop Ave due to amount of traffic and visibility.

2. Alley is not been maintained by anybody. Trash has been accumulating along the alley. Weeds and trees has never been trimmed or cut down. We would assume the responsibility.

3. Eliminating the thru traffic and foot traffic of the alley might help curve theft and burglary in this area. 1806 N Oak was broken into on two occasions in the past year. Personal items was stolen at 1804 N Oak form their backyard.
**Project Information:**

- **Case No:** VAC21-01
- **Location:** Adjacent to 1808 and 1810 N Bishop, 1808 N Oak, and 1809 N Olive
- **Applicant:** Zhenhong Lin and Jing Chen of Daytop, LLC
- **Request:** Vacation of a portion of the alley between Oak, Olive, 18th Streets and Bishop Ave

**Public Hearings:**

- **Planning Commission**
  - **September 14, 2021**
  - **5:30 PM**
  - City Hall: 1st Floor

**City Council**

- **September 20, 2021**
- **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

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**COMMUNITY DEVELOPMENT DEPARTMENT**

(573) 364-5333  |  comdev@rollacity.org  |  www.rollacity.org/comdev
Meeting Date: September 14, 2021

Subject: Conditional Use Permit (CUP) to allow a Wireless Communications Facility not permitted by Section 42-400 or 42-401

Background: The applicant seeks to construct a wireless communications tower. The tower is proposed to be 95 feet tall, a monopole design, and have a fenced area for ground equipment. The Wireless Communications Facilities Code was adopted in 2019. The new code provides allowances for “small-cell” technology and disguised facilities. Any other type of wireless communications not excepted requires a Conditional Use Permit, including the more traditional towers such as is proposed.

Application and Notice:
Applicant - Russel Been or Collectice Solutions, LLC
Owner - Barry Dunnigan of B Dunnigan Tours, 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 - September 20, 2021

Property Details:
Current zoning - C-2, General Retail
Proposed use - Wireless Communications Tower
Land area - Lease area: About 9,800 sq. ft. of 1.7 acre lot

Public Facilities/Improvements:
Streets - The subject property has frontage on Old St. James Rd, a major arterial road.
Sidewalks - A sidewalk is located adjacent to the property along Old St. James Rd.
Utilities - The property is already served by all needed utilities.

Comprehensive Plan: The Comprehensive Plan indicates that the subject property is appropriate for industrial uses.

Discussion: The proposed tower would be located in a predominantly industrial area. The equipment area is proposed to be fenced and screened. The applicant does propose to use a graveled drive to service the tower and equipment. Due to the height, the tower would be visible from a distance.
The following standards for review (paraphrased) apply to Conditional Use Permits. The Commission should find that the standards are met, or could be met with the imposition of conditions of approval.

1. Complies with all applicable provisions of the regulations.
2. No significant impact to traffic and safety.
3. Consistent with neighborhood in scale, intensity, and impact.
4. Adequate utility, drainage, etc. infrastructure proposed/existing.
5. Negative impacts are mitigated.

The CUP does appear to meet the minimum standards, however, the Wireless Communications Facilities Code also does require that the following standards be met.

1. That the design of the Wireless Communications Facilities, including ground layout, maximally reduces visual degradation and otherwise complies with provisions and intent of this Division.
2. That the design is visually compatible with the area, will not distract from the view of the surrounding area, is maximally concealed or blended in with the environment, and will not adversely affect property values.
3. That such conditional use shall not be inconsistent or adversely affect the regular permitted uses in the district in which the same is located.
4. That the proposal fully complies with applicable law including the General Requirements herein; provided that an exception to the General Requirements, other than building or safety code compliance, may be approved upon evidence that compliance is not feasible or is shown to be unreasonable under the specific circumstances shown.

The Wireless Communications Facilities Code also states that “No Conditional Use Permit shall be issued unless the applicant has clearly demonstrated by substantial evidence that placement of Wireless Communications Facilities pursuant to Section 42-400 or Section 42-401 of this Division is not technologically or economically feasible. The City may consider current or emerging industry standards and practices, among other information, in determining feasibility.”

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

1. The Conditional Use Permit is granted only to allow the proposed tower and fenced area.
2. The gravel access area is permitted, however, the driveway must be paved within the right-of-way to prevent gravel from leaving the property.
3. A copy of all required FAA and FCC permits be submitted for the file.
4. Security fencing and systems must be maintained for the duration of the use.
Findings:
1. A Conditional Use Permit is required for the proposed Wireless Communications Tower.
2. The subject property is zoned C-2, General Retail, but is located in an area predominantly zoned and used for industrial uses.
3. Additional standards and requirements for approval must be found to approve the Conditional Use Permit.

Alternatives:
1. Find that the request meets the standards for approval 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 additional or modified conditions.
3. Find that the proposed request does not meet the minimum standards for approval 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: Application, Public Notice Letter, Letter of Request, Site Plan/Elevation
Case No:       CUP 21-02
Location:      1900 Old Saint James Rd
Applicant:    Russell Been of Collective Solutions, LLC

Request: CUP to allow a telecommunications tower in the C-3, Highway Commercial district

Planning and Zoning Commission
September 14, 2021
5:30 PM
City Hall: 1st Floor

City Council
September 20, 2021
6:30 PM
City Hall: 1st Floor

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
AT&T, in order to improve service and capacity in the Rolla, Missouri area, has contracted with Parallel Infrastructure to construct a 95’ tall monopole style wireless communications facility. This facility will include a lighting rod and associated fencing and ground equipment. At the suggestion of the City of Rolla planning department, privacy slats have been added to the fencing.

In order to construct a new wireless communications facility, even within heavy commercial or manufacturing districts, a Conditional Use Permit is required. In order to be approved, Section 42.234.2 requires the following burden of proof:

1. Does the proposed conditional use comply with all applicable provisions of the applicable District regulations.
   A: Yes, the proposed conditional use does comply.

2. The applicant has demonstrated through the provision of a traffic impact study or other acceptable method that the proposed conditional use at the specified location will not adversely affect the safety of the motoring public and pedestrians using the facility and surrounding area from traffic congestion or other hazards.
   A: Due to the limited visits required to the site, this tower will not affect traffic or pedestrian traffic.

3. The location and size of the conditional use, the nature and intensity of operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning District regulations or the policies of the Rolla Comprehensive Plan. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to:
   a. The location, nature and height of buildings, structures, walls, and fences on the site.
      A: The tower will not dominate the area versus the industrial and commercial uses already in use in the area.
b. The nature and extent of proposed landscaping and screening on the site.
   A. The site will have site proof slats added to the fencing.

c. The noise characteristics of the use compared to the typical use in the District and any reduction solutions.
   A: The tower will create almost no noise and definitely less than existing surrounding uses.

d. The potential glare of vehicles and stationary lights on site and any measures employed to mitigate their impact.
   A: The site is unmanned and will have no regular vehicle traffic. The site will not be lit, beyond a small work light that will be utilized only when an emergency outage requires a technician to visit during evening hours.

e. Sign location, type, size, and lighting.
   A: The site will only have a very small site identification sign on the gate and FAA/FCC required fence signs. As per question d. the only lighting will be a work light utilized during any emergency nighttime visits.

f. The impact on or potential interference with any easements, roadways, driveways, rail lines, utilities and storm water management systems. Off-street parking and loading areas will be provided in accordance with the standards set forth in this Article.
   A: This site will have no impact on any of the above-mentioned items.

4. Adequate utility, drainage, and other such necessary facilities have been or will be provided.
   A: utilities, drainage and other such facilities have been accounted for in the design of this site.

5. The proposed uses where such developments and uses are deemed consistent with good planning practice; can be operated in a manner that is not detrimental to the permitted developments and uses in the district; can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; and are deemed essential, convenient, or desirable to preserve and promote the public health, safety, and general welfare of the City of Rolla.
   A: The addition of coverage and capacity to the existing wireless service is like adding infrastructure. Adding infrastructure where needed is always a good planning practice. By adding the coverage and capacity, this allows for such things as Enhanced 911 and other safety measures. Allows for triangulation location and enhances response times for emergency responders, thus, enhancing and promoting the health safety and general welfare of the City of Rolla.

Section 42-402 of the Rolla Zoning Code requires that no Conditional Use Permit be issued unless the applicant has clearly demonstrated by substantial evidence that placement of Wireless Communications Facilities pursuant to Section 42-400 or Section 42-401 of this Division is not technologically or economically feasible. The City may consider current or emerging industry standards and practices, among other information, in determining feasibility.

A: 42-402.3 the current technology which is being utilized isn’t even the most up to date technology and capacity available. As will be explained further at the hearing, since the 1990s when the technology that was taken into consideration when a lot of the facilities in this area were built out, the antenna technology has drastically changed along with the needs placed on wireless facilities. Antennas were 4’ to 6’ tall, 6” to 8” wide and 1” to 3” deep. The capacity demands were the 1 or 2 people out of 10 that had mobile phones in their cars. Now, the vast majority of Americans, nearly 97%, own a cell phone, nearly 75% of Americans utilize a smart phone. Compared to the 30% of the population that had cellphones in 1999 when the decade was ending. The capacity and coverage demands on wireless facilities have exponentially increased. The solution to this increased demand was a major redesign of the equipment, antennas and radios, located at the various wireless facilities. The antennas were increased in size and the radios, once located at the base of the towers, were found to be more affective on the top of the tower and now have even been incorporated into the antennas. Where one antenna per sector was suitable, in order to achieve their desired coverage objectives 2, 3 and even 4 antennas are becoming the standard for wireless facilities. In order to achieve their coverage objective in the most technological and economically efficient way possible, a new monopole style facility is required.
Section 42-402.4 require the following 4 conditions exist:

1. That the design of the Wireless Communications Facilities, including ground layout, maximally reduces visual degradation and otherwise complies with provisions and intent of this Division;

   A: The proposed site is adjoined on three sides by Heavy Industrial and on the 4th by a service garage for Missouri S&T. This use is very much compatible with the commercial and industrial area in which it is proposed.

2. That the design is visually compatible with the area, will not distract from the view of the surrounding area, is maximally concealed or blended in with the environment, and will not adversely affect property values;

   A: The design is very consistent with the surrounding uses. Efforts were made to conceal the ground equipment from view by slatting the fence. In a commercial/industrial area such as we are proposing, increased coverage and capacity of a wireless facility is considered necessary infrastructure. By allowing the tower, coverage and capacity are increased, making the property more desirable and therefore, not only not adversely affecting property values, but increasing the values of those surrounding properties.

3. That such conditional use shall not be inconsistent or adversely affect the regular permitted uses in the district in which the same is located

   A: This conditional use is consistent with and will not adversely affect the regular permitted uses of the district or surrounding districts.

4. That the proposal fully complies with applicable law including the General Requirements herein; provided that an exception to the General Requirements, other than building or safety code compliance, may be approved upon evidence that compliance is not feasible or is shown to be unreasonable under the specific circumstances shown.

   A: The proposed use complies with all Federal, State and local laws.