AGENDA

The City of Rolla
Planning & Zoning Commission
Rolla City Council Chambers, 901 North Elm Street
Tuesday, January 10, 2023 at 5:30 PM

Commission Members:
Chairman Russell Schmidt, Vice-Chairman Monty Jordan, Secretary-Treasurer Robert Anderson, Nathan Chirban, Kevin Crider, Janece Martin, Monte Shields, Vacant, Vacant

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, December 13, 2022.

II. REPORT ON RECENT CITY COUNCIL ACTIONS: NONE

III. OLD BUSINESS:
   1. TXT22-03: Re-adoption and revisions to Chapter 42 (Planning and Zoning) of the City of Rolla Ordinances for a complete overhaul of the zoning and subdivision codes; Re-adoption of the Zoning Map with necessary revisions for corrections and to account for changes to the zoning codes and zoning districts; and Amendments to sections pertaining to land use and zoning in Chapters 15, 20, 28, 29, 39, 40, and 41 of the City of Rolla Ordinances

IV. NEW BUSINESS:
   1. SUB22-09: Final Plat of Blue’s Lake #12 and associated vacation of Joan Drive and certain utility easements

V. PUBLIC HEARING:
   1. PUD22-02: Final PUD Development Plan and rezoning from C-3, Highway Commercial to PUD, Planned Unit Development for an RV park development at 550/650 Joan Drive

VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:
   1. Presentation on 2022 activity and planned 2023 Community Development Department goals

VII. CITIZEN COMMENTS:

NEXT MEETING DATE: Tuesday, February 14, 2023
MINUTES
ROLLA PLANNING AND ZONING COMMISSION MEETING
ROLLA CITY HALL COUNCIL CHAMBERS
TUESDAY, DECEMBER 13, 2022

Presiding:        Russell Schmidt, Vice-Chairperson
Commission Members Present: Robert Anderson, Monty Jordan, Janece Martin, Russell Schmidt, Kevin Crider, Nathan Chirban
Commission Members Absent: None

I. APPROVE MINUTES: Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, November 15, 2022. A small addition was made by Nathan Chirban before the meeting. Vice-Chairperson Russell Schmidt approved the minutes as printed and distributed.

II. REPORT ON RECENT CITY COUNCIL ACTIONS:

1. ZON22-04: Rezoning from the R-R, Rural Residential district to the C-3, Highway Commercial district at property addressed as 821 Hwy O; SE corner of Hwy O/Lions Club Dr

2. PUD22-01: Rezoning from the R-2, Two-family district; C-1, Neighborhood Commercial district; and M-1, Light Manufacturing district to a PUD, Planned Unit Development district at properties addressed as 1000 and 1006 N Oak St; and 204-208 E 11th St, Final Development Plan review, and associated Final Plat

III. OLD BUSINESS: NONE

IV. NEW BUSINESS: NONE

A motion was made by Monte Shields, seconded by Janece Martin, to nominate Russell Schmidt as the Chairperson. A voice vote showed all in favor.

A motion was made by Janece Martin, seconded by Monte Shields, to nominate Monty Jordan as the Vice-Chairperson. A voice vote showed all in favor.

V. PUBLIC HEARING:

1. TXT22-03: Re-adoption and revisions to Chapter 42 (Planning and Zoning) of the City of Rolla Ordinances for a complete overhaul of the zoning and subdivision codes; Re-adoption of the Zoning Map with necessary revisions for corrections and to account for changes to the zoning codes and zoning districts;
and Amendments to sections pertaining to land use and zoning in Chapters 15, 20, 28, 29, 39, 40, and 41 of the City of Rolla Ordinances

Tom Coots presents the staff report.

Coots states the City Council recently approved an ordinance regarding homeless shelters. Council approved to have the overnight shelters be conditional use in C-3 and not permitted in C-2. However, C-3 is proposed to go away. He asks for a suggestion from the Commission.

Nathan Chirban asks if the limit of three story structures in the U-R district included a basement. Coots states the building codes define a basement, so it would allow for two stories above a basement.

Schmidt asks about apartment buildings that have four units but only one door. Coots states these types of apartments would have one door that faces the street to look like a house. Schmidt asks if the Fire Department was okay with this. Coots states he would have to confirm. Janece Martin asks if this issue was covered under the fire codes. Coots states it is covered, but the fire code cannot be preempted, and he would have to check to see if this requirement is allowed in the fire codes. He mentions the proposed zoning code states these apartments can only have one front door, but it does not preclude the building from having other exits that do not face the street.

Chirban asks about the commercial uses that are allowed with conditional use in the U-R district. Coots states any conditional use has to go through a public hearing. The commercial use in the U-R district allows for small scale developments. This is defined in the code as any tier one or tier two commercial use that is less than 3,000 square feet in area. Tier one and two uses include offices, banks, restaurants, or small markets.

Coots asks if the Commission has any recommendation about the overnight shelters.

Monty Jordan asks why the City Council approved the overnight shelters in the C-3 district but not the C-2 district. Chirban states that Council had concerns about being too restrictive. Jordan suggested the Commission recommend that overnight shelters be conditional in the C-2 district.

A recommendation was made by Jordan to change the overnight shelters from not permitted to a conditional use in the C-2 district. A voice vote showed the following: Ayes: Anderson, Jordan, Martin, and Crider. Nays: Chirban. The recommendation passes.

Schmidt opens the public hearing.

Steve Wise, located at 1503 Holloway, expresses opposition to the proposed zoning code. He states this proposition would not just change the zoning, but the infrastructure of Rolla itself. He asks if a new comprehensive plan is being developed as well. Martin states the Ad-Hoc Committee was just charged with updating the zoning codes. The next step would be to develop the comprehensive plan. Wise states he thought the plan should come before the zoning rewrite.
Wise mentions the Commission should focus on the infrastructure, which looks at issues such as parking, road widths, and water runoff. Schmidt states the comprehensive plan deals with these issues.

Jordan states rezoning properties does not change the water requirements or the infrastructure. Properties will stay the same until the landowner wishes to develop it. That process would include looking into the infrastructure at that point.

Martin states that City Administration felt the Commission should start with updating the zoning codes before starting the comprehensive plan, since the zoning was so outdated. She mentions the zoning codes can still be changed and updated as the comprehensive plan is being developed.

Wise asks why the entire code was changing. Schmidt states that many issues brought before the Commission are not in compliance with zoning ordinances that are not applicable today. Wise asks why changes cannot be made as each case is presented. Schmidt states this is how the Commission has been handling these issues. With the changes in the zoning code, it will eliminate the need for each small problem to be brought before them, and make it easier for the citizens of Rolla to develop their properties.

Tyce Smith is an attorney representing Jonathan and Janice Dobcinski. They are concerned about their property at 2016 Old St. James Road being rezoned from M-2 to C-2. Smith states they submitted a petition in opposition to the rezoning of their property today. He states landowner’s have a vested right to protest if 30% of the land is owned by them. Since the entire city is being rezoned at once, he claims this is eliminating his client’s right to protest. The property owners are concerned about their property now being a non-conforming use and limiting development.

Chad Siehr, located at 802 East 12th Street, expressed opposition about the rezoning. He expresses concern about up zoning and increased density. He mentions the City Planner failed to mention the City’s intent and Siehr claims the zoning rewrite fits into a federal plan. He asks if the City plans to capture federal funding if the plan goes through, and who requested the zoning change.

Bob Campbell, residing at 1103 Hess, asks how his properties in the shoe factory addition will be affected. Schmidt states they are proposed to be rezoned to the U-R district, which allows for uses such as Single-Family Dwellings or Townhouses.

Alfred Chapman is a developer who owns multiple properties in Rolla. He asks for clarification if he can rebuild his property if it is destroyed and still be in under the new zoning regulations. He expresses opposition to the zoning changes.

Mike Woessner, located at 1703 North Bishop, expresses concern about restricting R-3 properties and the increasing density. He asks about the square footage limit with commercial developments. He asks if developments would have to come before the Planning and Zoning Commission to get permission to build. He states this is very restrictive.
Coots clarifies that the square footage limit is for commercial developments in the C-1 district, which only allows for smaller developments. The C-2 district is not limited in size. Woessner states the proposed zoning code is more restrictive than the current one and he does not agree with the blanket zoning. He is worried about the new subdivision requirements, as he claims they are proposed to no longer have cul-de-sacs and must connect to an adjoining development. As a member of the Ad-Hoc Committee, Woessner expresses his wishes that the committee convene again to go over these issues.

Chirban asks if the committee could rejoin and have another meeting with the proposed changes. Coots confirms this is possible. Martin expresses concern that some areas of Rolla might not have been represented on the committee. She suggests gaining more feedback with people in the affected areas if the committee rejoins for another meeting.

Ellen Pearce resides at 1300 Iowa. She states the Ber Juan/Shuman Park area is three distinct neighborhoods and should not be all zoned the same. She expresses concern about increased density.

Megan Johnson, residing at 1601 Broadway, asks about the notice letters sent out to the public. She states there was only about 700 letters sent out, but there are over 2000 properties being affected. Schmidt states that several people own multiple properties. Johnson asks if everyone that is being affected received a letter. Schmidt confirms this.

Schmidt extended the public hearing to the January 10th meeting.

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

VII. CITIZEN COMMENTS: NONE

Meeting adjourned: 7:18 p.m.
Minutes prepared by: Sarah West

NEXT MEETING: Tuesday, January 10, 2023
Meeting Date: January 10, 2023

Subject: Zoning Code Update: Continuation of Public Hearing and Discussion

Background: The proposed changes to the zoning code have been preliminarily presented at the September, October, and November Planning and Zoning Commission meetings to give the Commission ample time to review the proposed changes.

The Commission opened the public hearing at the December 13, 2022 meeting and voted to continue the public hearing to the January meeting to allow for additional input.

Application and Notice:
- Applicant: City of Rolla
- Public Notice: Phelps County Focus; Letters mailed to many impacted property owners; [https://www.rollacity.org/agenda.shtml](https://www.rollacity.org/agenda.shtml)
- City Council Date: Postponed to January 17, 2022; To be postponed if Commission does not make recommendations at the January 10 meeting.

Discussion: Additional discussion and public input is needed before the proposed updates are presented to the City Council. Based on conversations with property owners and input received at the public hearing, the proposed zoning map and zoning codes will be revised for the future meetings.

The Commission is asked to make any suggestions for revisions to the proposed codes and map. After the Commission is comfortable with the proposed text and map, the Commission will need to send recommendations to the City Council for their review and potential adoption.

Prepared by: Tom Coots, City Planner

Attachments:
- Quick Guide of the proposed changes; Draft of proposed Zoning and Subdivision Regulations; “Markup” version of proposed Zoning and Subdivision Regulations; Proposed Zoning Map
Meeting Date: January 10, 2023

Subject: Blue’s Lake Plat #12: A Minor Subdivision to combine three commercial lots and a portion of another lot, and vacate Joan Drive and certain easements, located at 550/650 Joan Dr.

Background: The applicant seeks to develop the property as an RV Park. The plat would combine all the property to be developed into one large lot, vacate unneeded easements and rights-of-way, and dedicate the known easements needed for the RV Park development. The plat is intended to be reviewed concurrently with the PUD Final Development Plan.

Application and Notice:
- Applicant - Jaden Gurney
- Owner - Aaron Espinoza of the Citizens Bank of Newburg
- City Council Date - October 17, 2022

Property Details:
- Current zoning - C-3, Highway Commercial – proposed to PUD, Planned Unit Development
- Current use - Vacant/undeveloped
- Proposed use - RV Park
- Land area - 13.72 acres

Public Facilities/Improvements:
- Streets - The subject property has frontage on Bridge School Rd, a Collector road. Joan Drive, an unbuilt local street, is proposed to be vacated with this plat.
- Sidewalks - No sidewalks are located adjacent to the property. Sidewalks are not proposed to be constructed adjacent to the property. Sidewalks may not been needed in this area.
- Utilities - The subject property should have access to all needed public utilities.

Comprehensive Plan: The Comprehensive Plan designates the property as being appropriate for Mixed Commercial and Residential uses. The adopted Rolla West Master Plan designates the property as being appropriate for Office Campus uses.

Discussion: The proposed plat appears to meet all zoning and subdivision requirements. The easements to be vacated are not needed. Additional easements for the proposed development are proposed, however, the final locations of the easements are yet to be determined. The easements will need to be finalized prior to the City Council approval.

Joan Drive is an unbuilt cul-de-sac. The road is not needed for the proposed development.

Findings:
1. The proposed minor subdivision would combine three commercial lots and a portion of another lot into one large lot.
2. The easements and roadway to be vacated are not needed.
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 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, Blue’s Lake Plat #10
SUBDIVISION APPLICATION

Contact Information:

Property Owner:

CITIZENS BANK OF THE MIDWEST

Name(s): 1515 MARTIN SPRINGS DRIVE

Mailing Address: ROLLA, MO. 65401

City, State, Zip: 573-318-2070

Phone: aaron @ commbank

Email:

Agent/Applicant (If Different Than Property Owner):

AARON ESPINOZA

Name: 1515 MARTIN SPRINGS DRIVE

Mailing Address: ROLLA, MO. 65401

City, State, Zip: 573-465-1000

Phone: aaron @ commbank

Email

Property/Request Information:

Request: ___ Sketch Plat

___ Major Subdivision

___ Minor Subdivision

✓ Replat

___ Subdivision Variance

___ Vacation of ROW/easement

BRIDGE SCHOOL RD / BLUES LAKE

Property Address/Location

Property Zoning

4 1

Number of existing and new lots proposed

BLUES LAKE PLAT NO. 12

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 22-09

Submission Date: 12.14.22

DRC Meeting Date: 12.20.22

Advertise By: N/A

PC Hearing Date: 1.10.23

CC Hearing Date: 1.17.23/2.6.23
**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, etc.
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.

**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: ___________________________  Print: ___________________________
Meeting Date: January 10, 2023

Subject: PUD, Planned Unit Development Final Development Plan: 550 and 650 Joan Dr.

Background: The applicant seeks to develop the property for an RV Park. The property has been for sale for several years. Part of the property the applicant plans to purchase includes the lake and land which is outside the city limits. The RV Park is proposed on the part of the property which is inside the city limits.

The RV Park use itself is permitted in the current zoning. The PUD seeks to allow the use of gravel parking for the RV spaces and gravel drives throughout the park. The PUD would also allow for clients to stay in one RV space for up to six months. The current ordinances allow for stays of 7 days.

The Preliminary Development Plan was approved by the Commission in November, 2022. Approval of the Preliminary Development Plan is only by the Planning and Zoning Commission, but does bind the city to approval of the following:

(a) Categories of permitted uses;
(b) Overall maximum density of residential uses and intensity of non-residential uses;
(c) General location of vehicular and pedestrian circulation systems;
(d) General location and extent of public and private open space;
(e) General location of residential and non-residential land uses; and
(f) Phasing of development, if appropriate.

The applicant has now submitted the Final Development Plan for review and approval. If approved by the City Council, the property would be rezoned to the PUD, Planned Unit Development district. The applicant has also submitted a minor subdivision plat to be reviewed concurrently.

Application and Notice:

Applicant - Jaden Gurney
Owner - Aaron Espinoza of the Citizens Bank of Newburg
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 - January 17, 2023

Property Details:
Current zoning - C-3, Highway Commercial
Current use - Vacant/undeveloped
Proposed use - RV Park
Land area - About 13 acres to be considered with PUD of a total 30 acre property
Public Facilities/Improvements:

Streets - The subject property has frontage on Bridge School Rd, a Collector road.

Sidewalks - No sidewalks are located adjacent to the property. Sidewalks are not proposed to be constructed adjacent to the property. Sidewalks may not been needed in this area.

Utilities - The subject property should have access to all needed public utilities.

Comprehensive Plan: The Comprehensive Plan designates the property as being appropriate for Mixed Commercial and Residential uses. The adopted Rolla West Master Plan designates the property as being appropriate for Office Campus uses.

Discussion: The RV Park use is permitted in the C-3, Highway Commercial district. The PUD is needed for the gravel parking and drives and for the length of stay for clients. Since the RV Park use itself is permitted by the current zoning, the Planning and Zoning Commission should limit their review to the general layout of the development and the requests for relief from the zoning and city ordinances.

The submitted plans at this time do not appear to include any major changes from the approved Preliminary Development Plans. The applicant is, however, not completely finished with addressing staff comments to the plans. The staff comment letter is attached. The Commission has the option of delaying review or the final voting on the request until such time that the plans have been revised and all comments are addressed, or the Commission could make a recommendation for approval with the condition that all comments are addressed prior to action by the City Council. It is not expected that the outstanding comments will have a material impact to the layout of the project.

Approval Criteria:

The review of the Final Development Plan is limited to determining if the Commission finds there is substantial conformity to the approved Preliminary Development Plan, but can recommend the City Council approve with conditions. Substantial conformity is defined as:

1. No increase of maximum density approved in the Preliminary Development Plan by more than five (5) percent;
2. No increase in the maximum height of any structure by more than five (5) percent,
3. No decrease of more than five (5) percent the area approved for open space or change the general location of such areas;
4. No alteration of the approved traffic circulation elements that would decrease the ability of such elements to function efficiently or adversely affect their relation to surrounding land uses and circulation systems;
5. No significant alteration of the arrangement of land uses within the PUD;
6. No violation of any provision of the codes and ordinances applicable to the proposed PUD; and
7. No significant change from the Preliminary Development Plan in any manner which the Planning and Zoning Commission and City Council shall, based on the stated findings and conclusions, determine to materially alter the development concept for the proposed PUD.

Findings:

1. The Comprehensive Plan designates the property as being appropriate for Mixed Commercial and Residential uses. The adopted Rolla West Master Plan designates the property as being appropriate for Office Campus uses.
2. The property is located in an area with a variety of commercial uses.
3. The property is located in a unique area, with a recreational lake, visibility from I-44, and easy access to I-44.
4. The PUD allows gravel parking and drives and for clients to stay in an RV space for up to 6 months.
5. The review of the Final Development Plan is limited to determining if the plan conforms with the approved Preliminary Development Plan.

Alternatives:
1. Find the request meets the criteria for approval and recommend the City Council approve the Final Development Plan and rezone property to the PUD, Planned Unit Development district.
2. Find the request meets the criteria for approval if certain conditions are met; recommend the City Council approve the Final Development Plan with stated conditions.
3. Find that the request is not in compliance with the approved Preliminary Development Plan and reject the Final Development Plan as submitted.
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: Public Notice Letter, Application, PUD Report, Final Development Plan; Approved Preliminary Development Plan
Project Information:
Case No: PUD22-02
Location: 550/650 Joan Dr (W Bridge School Rd)
Applicant: Jaden Gurney
Request: Rezoning from C-3, Highway Commercial to PUD, Planned Unit Development for an RV Park development.

Public Hearings:
Planning and Zoning Commission
January 10, 2023
5:30 PM
City Hall: 1st Floor

City Council
January 17, 2023
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
Who and What is the Planning and Zoning Commission?

The Planning and Zoning Commission is an appointed group of citizens from Rolla who are charged with hearing and deciding land use applications, such as zoning and subdivisions. The Commission takes testimony and makes a recommendation to the City Council.

What is a Rezoning (Map Amendment)?

A Rezoning is a request to change the zoning of a property from one zoning district to another. Usually a rezoning would allow for a property to be used differently than in the past, or may allow for development or redevelopment.

What is a PUD (Planned Unit Development)?

A PUD (Planned Unit Development) is a special zoning district that may be applied to a property. The approval includes a site plan. Use of the property is limited to the uses approved in the ordinance and site plan.

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) 426-6974 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.

You do have the right to gather signatures for a petition. If a petition is received by 30% of the land owners (by land area) within 185 feet of the subject property, such request would require approval of 2/3 of the City Councilors. Please contact the Community Development Office for a property owner list.

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.
Contact Information:
Property Owner: Jaden Gurney
Name(s): Jaden Gurney
Mailing Address: South, UT 84654
City, State, Zip: 435-477-5299
Phone: Jaden.gurney@city.gov
Email: Jaden.gurney@city.gov

Agent/Applicant (If Different Than Property Owner): Citizens Bank of the Midwest
Name: Aaron Espinoza
Mailing Address: 1515 Martin Springs Drive
City, State, Zip: ROLLA, MO, 65401
Phone: (573) 465-1000
Email: aaron@cmwbank.com

Property/Request Information:
Request: ☑ Rezoning
☑ Planned Unit Development
☐ Conditional Use Permit
☐ Annexation
☐ Text Amendment

South of Blues Lake
Property Address/Location
Current: C-2 Proposed: PUD
Property Zoning (Current and Proposed)
RV Park
Proposed Development/Project/Amendment

APPLICATION CHECKLIST:
☑ Completed Application Form
☑ Agent Letter (If Applicable)
☑ Filing Fee - $375 (Rezoning/CUP); $475 (PUD); $300 (CUP/PUD Amendment); $62.50 (Annexation for advertisement)
☑ Legal Description (Unplatted and Irregular Lots Only)
☑ Site Plan (If Applicable)
☑ Letter of Request/Project Report (If Applicable)

OFFICE USE ONLY:
Case No: PUD 22-02
Submission Date: 10.13.22
DRC Meeting Date: 10.18.22
Advertise By: 10.30.22
PC Hearing Date: 11.15.22
CC Hearing Date: 
INFORMATION:

Rezonings (Map Amendments) are reviewed to meet the following criteria:
1. Consistency with the intent of the Rolla Comprehensive Plan.
2. Changed or changing conditions in the neighborhood.
3. Compatibility with other properties in the immediate vicinity.
4. Adequacy of utility service and facilities.
5. Impact on vehicular and pedestrian traffic safety.
6. Correction of an error in the application of the zoning regulations.
7. Viability of economic use of the subject property if rezoning is denied.
8. Relevant information received at the public hearing.

PUD's (Planned Unit Developments) are reviewed to meet the following goals:
1. Implementation of the Rolla Comprehensive Plan.
2. Efficient use of land to protect/preserve natural features of the land.
3. Harmonious and coherent site and building design to create a sense of place.
4. Direction of development to existing or proposed transportation and utility facilities.

CUP's (Conditional Use Permits) are reviewed to meet the following standards:
1. Compliance with zoning district regulations.
2. Impact to traffic or pedestrian safety and mitigation.
3. Not dominating the immediate neighborhood.
4. Provision of adequate parking facilities.
5. Adequacy of utilities and drainage facilities.
6. Compatibility with surrounding vicinity.

Annexation requests must include a notarized petition that includes the following statements:
1. That all property owners or agents have signed the application.
2. That the property is not part of any incorporated municipality and is contiguous to the city of Rolla limits.
3. That the applicants request to be annexed as authorized by RSMo. Section 71.012.

Text Amendment requests must include a letter/report with includes the following:
1. Reasons for amending the codes and demonstrating that the request serves the general welfare and preserves the community interest.
2. Proposed modifications with proposed language in underline and language to be removed in strikethrough.

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):

Sign

Print

Applicant/Agent (If Different From Owner):

Sign

Print
November 9, 2022

Jaden Gurney
Developer
435-979-5299
Jaden.gurney@yahoo.com

Rolla City:

Please accept this letter as my PUD report for the development of an RV Park located on the southern surrounding land at Blues Lake. This development is designed to be a single phased project with 158 RV Sites. The property is currently owned by Citizens Bank of the Midwest and falls under the C-3 Zoning where I currently have it under contract pending the approval of this project as I have it outlined below.

The park will utilize the existing lake for all storm water drainage. The landscaping for the property will consist of gravel and grass throughout the property. The area at each site that the RV and/or vehicles will park will be graveled. There will be a combination of all graveled sites and some that have grass at the park to give a diversified offering. We want the ability to accommodate the preference of each guest as to whether they prefer grass or all gravel at their site. Many of the trees that currently exist on the property are mature and create a large liability if they were to fall. Many, if not all the trees on the property will be removed to accommodate for the construction. New trees will be replanted to provide additional shade as they mature. We would like to add signage during the construction process and plan to follow the commercial districts.

Gravel roads and parking sites will be built with the proper specs that can hold vehicles of all sizes (Class A Motor Homes, Waste Management Vehicles, Fire Trucks, 5th Wheels, etc.). These gravel parking areas will be available at each building and along each site throughout the property. The office building will not have much of a retail presence because we are in the city which will reduce the quantity of people that park at this building. The only building that will have cars parked will be the main office which will have adequate gravel parking stalls.

These 158 RV Sites will be 30’x70’ with individual water, power, and sewer hookups. This infrastructure will all be privately owned and maintained. There will be applicable easements granted for the fire hydrants lines. We plan to vacate Joan Drive and the existing easements and will combine the land into one single plat.

The RV industry has made incredible changes over the last several years. Many of the older parks that were constructed in the 80’s and 90’s was built to handle 25’ pull behind travel trailers. It is now more common to see Class A Coaches and 38 ft 5th wheels that are simply too big to stay at many parks throughout the country. This park will be built and designed to handle the largest of rigs and want to accommodate their length of stay whether it be on a nightly, weekly, or monthly basis. This park will have a full suite offering of 50-amp power.
service at each site with a plethora of outside features such as bathroom and shower facilities, dog parks, basketball and pickleball courts, an outdoor pavilion, kids’ playground, fishing station, and a small dock on the lake.

I would like my guests to have the ability for them stay in one site for up to 6 months at a time. In other parks that I own, it is common for us to accommodate traveling nurses who sign a contract to work in each area for 4-6 months at a time. Construction workers will spend 6-12 months working on large projects within your city that need to have an extended stay as well. It highly important that the city allows and accommodates this length of stay so individuals, families, retirees, and working-class people can stay and recreate within your city. Allowing this length of stay is critical in how we manage and operate the business.

Your attention and consideration in this project are much appreciated. Please call or email if you have additional questions or concerns.

Regards,

Jaden Gurney