

**AGENDA**

**The City of Rolla  
Planning & Zoning Commission  
City Council Chambers, 1<sup>st</sup> Floor  
901 North Elm Street  
Tuesday, December 10, 2024 at 5:30 PM**

**Commission Members:**

**Chairman Russell Schmidt, Secretary/Vice-Chairman Monty Jordan,  
City Council Representative Nathan Chirban,  
Kevin Crider, Janece Martin, Monte Shields, Steve Davis, Don Morris, VACANT**

- I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, December 10, 2024
- II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
- ANX24-02:** Annexation of a portion of 13063 Old Wire Outer Rd into the corporate limits of the City of Rolla and assigning a zoning of C-2, General Retail
  - VAC24-05:** Vacation of alleys in Cowan's Addition to City of Rolla generally bounded by Black Street, Spilman Ave, Walker Ave, and the railroad ROW; and bounded by Hwy 72, Spilman Ave, Walker Ave, and Strobach Street
  - TXT24-03:** Text Amendment to Section 42.313 General Requirements (Parking) to revise the paving and permitted parking location requirements for residential uses and time limits for occupancy of RV's on a residential lot
  - TXT24-02:** Text Amendment to Sections 42.203 Zoning Use Definitions; 42.209 to establish Shelters, Soup Kitchens, and Transitional Housing; 42.211 – 42.215 Residential Districts; 42.221 – 42.224 Commercial Districts; removing 42.457 Overnight Shelter, Soup Kitchen, and Transitional Uses; and 42.710 amending Zoning Use Table as needed
- III. PUBLIC HEARING:**
- ZON24-06:** Map Amendment to rezone 21 Stephendale Ct from the R-1, Suburban Residential district to the C-1, Neighborhood Commercial district
- IV. NEW BUSINESS:** NONE
- V. OLD BUSINESS:** NONE
- VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:**
- Update** on Comprehensive Plan
  - Discussion** regarding potential changes to Section 42.340, Signage
  - Presentation** on 2024 activity and planned 2025 Community Development Department goals
- VII. CITIZEN COMMENTS:**

**NEXT MEETING DATE:**

**Tuesday, February 11, 2025**

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, DECEMBER 10, 2024**

**Presiding:** Russell Schmidt, Chairperson

**Commission Members Present:** Nathan Chirban, Kevin Crider, Monty Jordan, Janece Martin, Don Morris, Monte Shields

**Commission Members Absent:** Steve Davis, 1 Vacancy

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, November 12, 2024. **Chairperson Russell Schmidt approved the minutes as printed and distributed.**

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

1. **ZON24-05:** Rezoning of property located at the northeast corner of Richard Drive and Redbud Lane from R-1, Suburban Residential to R-2, One and Two-family district.
2. **VAC24-03:** Vacation of Lakeview Drive north of 12<sup>th</sup> Street adjacent to 205 E 12<sup>th</sup> Street.
3. **VAC24-04:** Vacation of a portion of the right-of-way of Pine Street south of 1<sup>st</sup> Street.

City Planner Tom Coots presents the report.

Chairperson Schmidt asks a question regarding an update on the zoning of overnight shelters. A short discussion follows. Subject is then tabled until the end of the meeting.

**III. PUBLIC HEARING:**

1. **ANX24-02:** Annexation of a portion of 13063 Old Wire Outer Road into the corporate limits of the City of Rolla and assigned a zoning of C-2, General Commercial.

Chairperson Schmidt opens the public hearing at 5:36.

City Planner Tom Coots presents the staff report.

Chairperson Schmidt asks for citizen comments.

JK Robinson representing the Developer Matt Connelly shares that they feel this project will bring more business to the City of Rolla as well as benefit our local veterans.

The public hearing was closed at 5:47.

A motion was made by Morris and seconded by Shields to recommend approval to City Council for the annexation of a portion of 13063 Old Wire Outer Road into the corporate limits of the City of Rolla and assign a zoning of C-2, General Commercial. A roll call vote on the motion showed the following: Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes unanimously.

**2. VAC24-05:** Vacation of alleys in Cowan’s Addition to City of Rolla generally bounded by Black Street, Spilman Ave, Walker Ave and the railroad ROW; and bounded by Hwy 72, Spilman Ave, Walker Ave and Strobach Street.

Chairperson Schmidt opens the public hearing at 5:49.

City Planner Tom Coots presents the staff report.

Chairperson Schmidt asks for citizen comments.

Daniel Bickett, representing Debra Bickett residing at 5 Otis Henry Court, Saint Charles, MO shared that he was wondering if this vacation would change the homeowners property tax.

Travis Bahr residing at 13915 County Road 3120 shared that he owns the property to the east of the alley and would like the alley to stay. He would like his future customers to be able to exit from the alley and turn left onto Highway 72.

Deborah Frost residing at 10600 Fawn Ridge Road shares that she is co-owner of Hi-Tech Collision and feels that it is critical that as much of the alley as possible stays open for their semi deliveries, car wreckers and trash service.

The public hearing was closed at 6:15.

A motion was made by Shields and seconded by Jordan to recommend approval to City Council for the vacation of the alley in Cowan’s Addition to City of Rolla generally bounded by Black Street, Spilman Ave, Walker Ave and the railroad ROW. A roll call vote on the motion showed the following: Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes unanimously.

A motion was made by Jordan and seconded by Chirban to recommend the City Council denies the vacation of the alley in Cowan’s Addition to City of Rolla generally bounded by Hwy 72, Spilman Ave, Walker Ave and Strobach Street. A roll call vote on the motion showed the following: Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes unanimously.

**3. TXT24-03:** Text Amendment to Section 42.313 General Requirements (Parking) to revise the paving and permitted parking location requirements for residential uses and time limits for occupancy of RV’s on a residential lot.

Chairperson Schmidt opens the public hearing at 6:20.

Community Development Director Dawn Bell presents the staff report.

Chairperson Schmidt asks for citizen comments.

The public hearing was closed at 6:28 with no citizen comments.

A motion was made by Martin and seconded by Shields to recommend approval to City Council for the Text Amendment to Section 42.313 General Requirements (Parking) to revise the paving and permitted parking location requirements for residential uses and time limits for occupancy of RV’s on a residential lot. A roll call vote on the motion showed the following: Ayes: Chirban, Crider, Jordan, Martin, Morris and Shields. Nays: None. Absent: Davis. The motion passes unanimously.

<b>IV. NEW BUSINESS:</b>	<b>NONE</b>
<b>V. OLD BUSINESS:</b>	<b>NONE</b>

**VIII. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE OR STAFF:**

Chairperson Schmidt resumes the conversation regarding the zoning of overnight shelters. A conversation was had regarding the latest updates on this topic.

Community Development Director Dawn Bell announced that in January our consultant will be coming to talk about the Comp plan update.

**IX. CITIZEN COMMENTS:****NONE****Meeting adjourned: 6:40 p.m.****Minutes prepared by: Cindy Brown****NEXT MEETING:****Tuesday, January 14, 2025**



Report to:

**Planning and Zoning  
Commission**

Case No.: ZON24-06

**Meeting Date:** January 14, 2025

**Subject:** Map Amendment to rezone 21 Stephendale Ct from the R-1, Suburban Residential district to the C-1, Neighborhood Commercial district

**Background:** The applicant seeks to rezone the subject property to allow the possibility of renovate the existing house for use as a restaurant. Such use would be limited in scale due to the size of the property and required parking.

**Application and Notice:**

Applicant/Owner - Thu and Thuy Tran

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 21, 2025

**Property Details:**

Current zoning - R-1, Suburban Residential; to be rezoned to C-1, Neighborhood Commercial

Current use - Single-family residential

Proposed use - Commercial

Land area - About 8,400 square feet

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Stephendale Court, a local street; and frontage on Hwy 72, an primary arterial road, however the lot does not have access to Hwy 72 currently.

Sidewalks - Sidewalks already exist along the Hwy 72 frontage. No sidewalk is required along the Stephendale Court frontage.

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

**Comprehensive Plan:** The Comprehensive Plan designates the property as being appropriate for Neighborhood Commercial uses.

**Discussion:** The subject property is located on the Hwy 72 corridor, between properties that are already zoned C-1, Neighborhood Commercial. From a land use standpoint, commercial zoning seems appropriate and supported by the Comprehensive Plan.

The actual redevelopment of the site may be difficult, however, all zoning and building code requirements will apply. If the desired restaurant use is found not be feasible, the property may be used for other commercial uses, or may retain the residential use.

**Review and Approval Criteria:**

A rezoning application must be reviewed to ensure that the following criteria are considered:

1. Whether the proposed zoning district classification is consistent with the intent of the Rolla Comprehensive Plan;
2. Whether there are any changed or changing conditions in the neighborhood affected that make the proposed rezoning necessary or desirable from an overall community development perspective;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied creating an economic hardship; and
5. Relevant information submitted at the public hearing.

**Findings:**

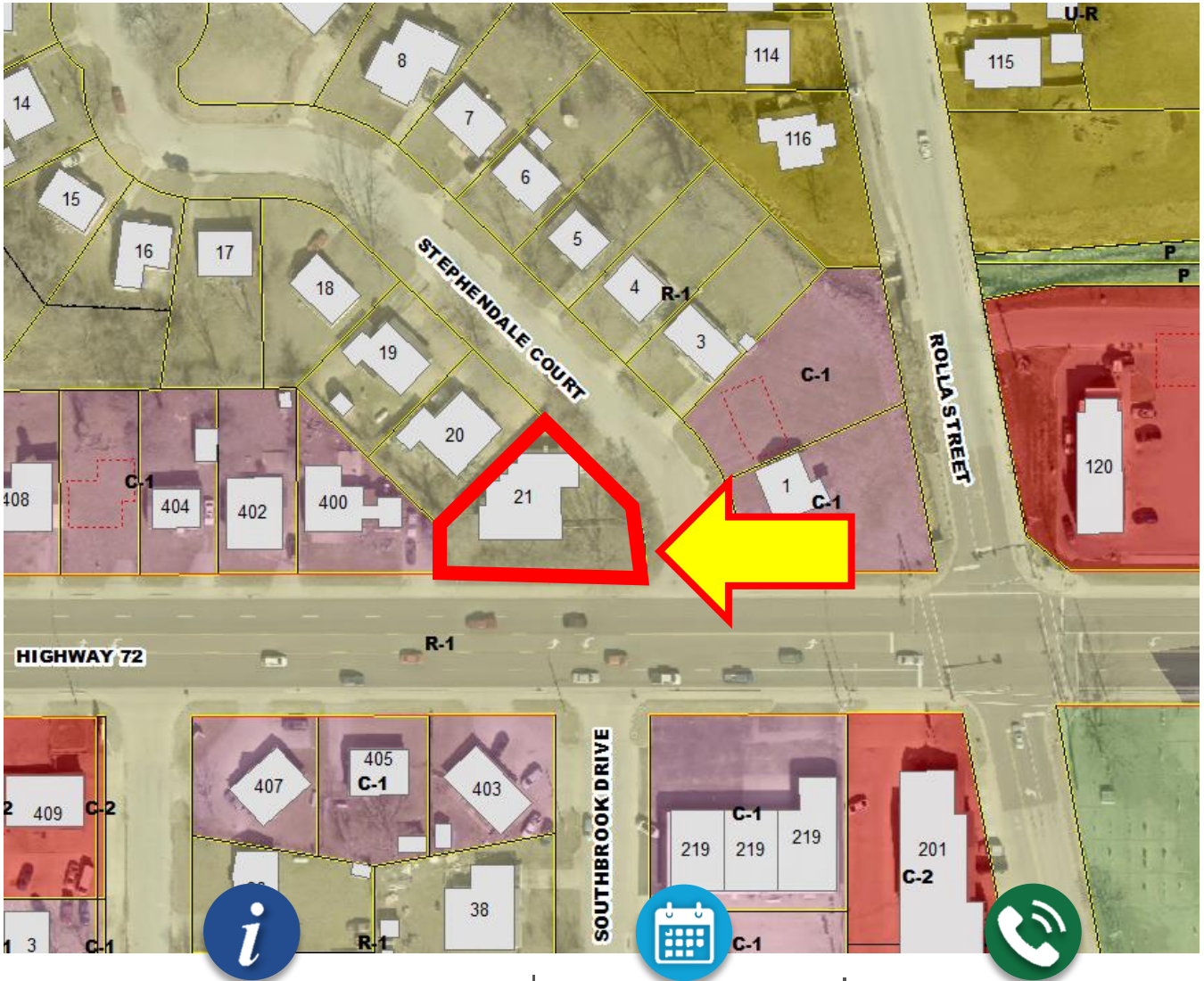
1. The Comprehensive Plan does designate the subject property as being appropriate for Neighborhood Commercial uses.
2. The subject property is located adjacent to properties with commercial zoning and uses.
3. The subject property has frontage along Hwy 72, a primary arterial road and major commercial use corridor.

**Potential Motions:**

1. Find the request meets the criteria for approval and recommend the City Council approve the request for a map amendment (rezoning) of the subject property.
2. Find that the proposed map amendment (rezoning) is not an appropriate use for the property and 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:** Public Notice Letter; Application



**Project Information:**

Case No: ZON24-06  
 Location: 21 Stephendale Ct  
 Applicant: Thu and Thuy Tran  
 Request:  
 Rezoning from R-1, Suburban Residential to C-1, Neighborhood Commercial

**Public Hearings:**

Planning and Zoning Commission  
**January 14, 2025**  
**5:30 PM**  
 City Hall: 1<sup>st</sup> Floor  
  
 City Council  
**January 21, 2025**  
**6:30 PM**  
 City Hall: 1<sup>st</sup> Floor

**For More Information Contact:**

Tom Coots, City Planner  
 tcoots@rollacity.org  
  
 (573) 426-6974  
 901 North Elm Street  
 City Hall: 2<sup>nd</sup> 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 Zoning?**

The City of Rolla has adopted zoning regulations that divide the city into separate areas that allow for specified uses of property. For example, generally only residential uses are allowed in residential zones; commercial uses in commercial zones; etc..

**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.

**LEGAL DESCRIPTION**

Lot 25, Rolla Park Subdivision, Rolla, Phelps County, Missouri







R: 240178

### LAND USE APPLICATION

#### Contact Information:

##### Property Owner:

Thu & Thuy Tran

Name(s)

11900 County Road 8070

Mailing Address

Rolla, MO, 65401

City, State, Zip

573 219 1512

Phone

tranhoangthu@gmail.com

Email

##### Agent/Applicant (If Different Than Property Owner):

Name

Mailing Address

City, State, Zip

Phone

Email

#### Property/Request Information:

- Request:  Rezoning  
 Planned Unit Development  
 Conditional Use Permit  
 Voluntary Annexation

21 Stephendale Court

Property Address/Location

R-1 TO C-1

Property Zoning (Current and Proposed)

Proposed Development/Project/Amendment

#### APPLICATION CHECKLIST:

City Staff Verifies

Completed Application Form

 N/A

Agent Letter (If Applicable)

Filing Fee - \$375 (Rezoning); \$600 (PUD); \$450 (Conditional Use Permit); \$600 (Annexation)

 N/A

Legal Description (Unplatted and Irregular Lots Only)

 N/A

Site Plan (If Applicable)

 N/A

Letter of Request/Project Report/Notarized Petition (Annexation) (If Applicable)

#### OFFICE USE ONLY:

Case No: 20N 24-06

DRC Meeting Date: 12.17.24

PZ Hearing Date: 1.14.25

Submission Date: 12.5.24

Advertise By: 12.19.24

CC Hearing Dates: 1.21.25/2.3.25



# Presentation Overview and Agenda

Rolla Comprehensive Plan Update

Planning & Zoning Commission Presentation #1

January 14, 2025

The purpose of this presentation is to provide a summary overview of all work conducted in Phases 1 and 2 of the Rolla Comprehensive Plan Update. The following topics will be addressed.

- **Overall Project Objective**
- **Project Timeline**
- **Community Engagement Activities Completed to Date**
- **Existing Conditions Analysis Summary**
  - Demographic and Economic Factors
  - Physical and Regulatory Conditions
- **Consensus Issues and Opportunities Summary**
- **Future Growth Projections**
  - Population and Housing Growth Scenarios
  - Economic Development Opportunities
- **Draft Vision, Goals, and Strategies**
  - Draft Community Vision Statement
  - Draft Comprehensive Plan Goals
  - Draft Strategies
- **Public Workshop #1 Preliminary Feedback (December 9, 2024)**