

**AGENDA**

**The City of Rolla  
Planning & Zoning Commission  
City Council Chambers, 1<sup>st</sup> Floor  
901 North Elm Street  
Tuesday, May 13, 2025 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, April 15, 2025
- II. REPORT ON RECENT CITY COUNCIL ACTIONS:**
- ZON25-02:** Map Amendment to rezone 21 Stephendale Ct from the R-1, Suburban Residential district to the C-1, Neighborhood Commercial district
  - VAC25-03:** Vacation of the remainder of an alley north of 18<sup>th</sup> Street between Elm Street and Oak Street
- III. PUBLIC HEARING:**
- CUP25-01:** Conditional Use Permit to allow a church on a lot greater than one acre in the R-1, Suburban Residential district
- IV. NEW BUSINESS:** NONE
- V. OLD BUSINESS:**
- TXT25-01:** Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulations
- VI. OTHER BUSINESS/REPORTS FROM THE CHAIRPERSON, COMMITTEE, OR STAFF:** NONE
- VII. CITIZEN COMMENTS:**

**NEXT MEETING DATE:**

**Tuesday, June 10, 2025**

**MINUTES**  
**ROLLA PLANNING AND ZONING COMMISSION MEETING**  
**ROLLA CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, APRIL 15, 2025**

**Presiding:** Russell Schmidt, Chairperson

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

**Commission Members Absent:** Steve Davis & One Vacancy

**I. APPROVE MINUTES:** Review of the Minutes from the Planning and Zoning Commission meeting held on Tuesday, March 11, 2025.  
**The minutes are approved unanimously by a voice vote.**

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

**1. SUB25-01:** Final Plat of The Highlands, Phase I, a residential subdivision in the R-1, Suburban Residential district with a PUD (Planned Unit Development) zoning overlay to create 87 residential lots.

City Planner Tom Coots presents the report.

**III. PUBLIC HEARING:**

**1. ZON25-02:** Map Amendment to rezone 21 Stephendale Ct from the R-1, Suburban Residential district to the C-1, Neighborhood Commercial district.

Chairperson Schmidt opens the public hearing at 5:31.

City Planner Tom Coots presents the staff report.

There was a discussion regarding parking access, the impact of traffic and easement.

Chairperson Schmidt asks for citizen comments at 5:41.

The public hearing was closed at 5:42 with no citizen comments.

A motion was made by Jordan and seconded by Chirban to recommend City Council approves the Map Amendment to rezone 21 Stephendale Court from the R-1, Suburban Residential district to the C-1, Neighborhood Commercial district with the condition that zoning does not become effective until the applicant has purchased the adjacent property and combines or records an access easement. 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.

**2. VAC25-03:** Vacation of the remainder of an alley north of 18<sup>th</sup> Street between Elm Street and Oak Street.

Chairperson Schmidt opens the public hearing at 5:44.

City Planner Tom Coots presents the staff report.

Chairperson Schmidt asks for citizen comments at 5:46.

The public hearing was closed at 5:46 with no citizen comments.

A motion was made by Martin and seconded by Shields to recommend to City Council the approval of the request for the vacation of the remainder of an alley north of 18<sup>th</sup> Street

between Elm Street and Oak 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.

**3. TXT25-01:** Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulations.

Chairperson Schmidt opens the public hearing at 5:48.

City Planner Tom Coots presents the staff report.

There was a discussion regarding maximum size of a single sign, amount of signage based on the amount of property frontage, amount of time temporary signs are allowed and grouping of signs.

Chairperson Schmidt asks for citizen comments at 6:15.

The public hearing was closed at 6:16 with no citizen comments.

A motion was made by Martin and seconded by Crider to postpone Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulations until the next meeting on Tuesday, May 13, 2025. The motion passed unanimously by a voice vote.

**IV. NEW BUSINESS: NONE**

**V. OLD BUSINESS: NONE**

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

**1. Presentation** regarding the March 14 tornado and related planning/Community Development activities.

**VII. CITIZEN COMMENTS: NONE**

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

**Minutes prepared by: Cindy Brown**

**NEXT MEETING:**

**Tuesday, May 13, 2025**



Report to:

**Planning and Zoning  
Commission**

Case No.: CUP25-01

**Meeting Date:** May 13, 2025

**Subject:** Conditional Use Permit to allow a church on a lot greater than one acre in the R-1, Suburban Residential District

**Background:** The applicant seeks to construct a church at the subject property. The proposed church would be 10,000 square feet, with parking for 90 vehicles.

A Conditional Use Permit is required due to the property being more than one acre. The subject property is 3.78 acres, with development proposed on roughly  $\frac{3}{4}$  of the lot. The purpose of a Conditional Use Permit is to ensure that larger churches provide mitigation to adjacent properties when located in residential districts.

The property is adjacent to the right-of-way of 18<sup>th</sup> Street, which is planned to be extended from Forum Drive to McCutchen Rd. The current property owner intends to construct the road all at once. The construction would occur prior to development of the church property. The site plan for the church anticipates the road construction, as the access is planned to be from 18<sup>th</sup> Street.

**Application and Notice:**

Applicant - Davis Wilson  
Owner - Robert Davis of RLD Properties 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 - May 19, 2025

**Property Details:**

Current zoning - R-1, Suburban Residential  
Proposed use - Church  
Land area - 3.78 acres  
Building area - 10,000 square foot church proposed

**Public Facilities/Improvements:**

Streets - The subject property has frontage on Forum Drive (Major Arterial), and 18<sup>th</sup> Street, a proposed (not yet built) collector street.  
Sidewalks - There are no existing sidewalks adjacent to the property on Forum Drive. Sidewalks will be built when 18<sup>th</sup> Street is extended.  
Utilities - The 18<sup>th</sup> Street extension would also include extending water lines which would serve the subject property. Sewer and electric utilities are available.  
Drainage - On-site or regional stormwater control will be required when the property is developed.

**Comprehensive Plan:** The Comprehensive Plan indicates that the subject property is appropriate for Low Density Residential uses.

**Discussion:** Churches were previously a permitted use in the R-1 district. The zoning code revisions in 2023 changed the codes to require a CUP for churches on properties larger than one acre in order to ensure that proper mitigation to adjacent residential uses is provided. In this case, residential lots abut the property to the south. The proposed site plan indicates a four foot tall natural landscape hedge is proposed along the developed portion of the property to provide some screening. The south property line is adjacent to what would be the rear side of the church building. Additional or more specific landscaping may be imposed by the Planning and Zoning Commission, depending on what input is received at the public hearing.

If approved, generally the use of the property would be restricted to what was proposed in the site plan. Some changes may occur administratively as final plans are prepared. The site plan does contemplate a potential addition area. If major changes are ever proposed to expand the sanctuary space or parking area, an amendment to the CUP could be required.

As a part of review for a Conditional Use Permit, the Planning and Zoning Commission may require documentation such as a drainage study, traffic generation/impact study, photometric study, noise study, and/or other studies or documents be provided prior making a recommendation to the City Council, if found to be necessary.

The Planning and Zoning Commission may impose such conditions as it determines necessary to mitigate the impacts of the proposed use. Conditions may include limitations such as the following:

1. Permitted uses, including maximum floor area;
2. Height limitations;
3. Minimum yard requirements;
4. Off-street parking and loading requirements;
5. Sign regulations;
6. Minimum requirements for site plans; and
7. Time limitations for commencement of construction.

The Planning and Zoning Commission should consider the following information when reviewing Conditional Use Permit requests:

1. Whether the proposed use is consistent with the intent of the Rolla Comprehensive Plan;
2. Whether the proposed use, scale, and location is appropriate and compatible with the uses permitted on other property in the immediate vicinity;
3. Whether adequate utility service and facilities exist or can be reasonably provided to serve the uses permitted on the property if rezoned;

4. Whether reasonable conditions may be imposed to mitigate any impacts to the immediate vicinity;
5. The impact the proposed use would have upon vehicular and pedestrian traffic safety;
6. Relevant information submitted at the public hearing.

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

1. The Conditional Use Permit limits the initial construction to a maximum of 10,000 square feet; with the potential to expand by up to an additional 10,000 square feet in the future for uses which do not increase the required parking.
2. Significant expansion of the facilities beyond the indicated construction shown on the site plan will require approval of an amended Conditional Use Permit.
3. A landscape plan must be submitted for administrative review prior to issuing the building permit.

**Findings:**

1. A Conditional Use Permit is required for the proposed church use due to being proposed on a lot greater than one acre in size and located in the R-1, Suburban Residential district.
2. The Conditional Use Permit should only be approved if the use is found to be of a scale and intensity that is compatible with the surrounding area and appropriate mitigation will be provided.
3. Churches are commonly located in residential areas.

**Potential Motions:**

1. Accept staff findings 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 removed, additional, or modified conditions.
3. Find that the proposed request is not an appropriate use for the property 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:** Public Notice Letter, Building Elevation, Letter of Request

# FINAL PLAT OF McCUTCHEN ACRES NO. 2

A RE-SUBDIVISION OF TRACT B IN McCUTCHEN ACRES NO. 1

RECEIVED  
MAY 9 2014

### SPECIAL PLAT RESTRICTION AND RESTRICTIVE COVENANT AS TO THE ISSUANCE OF BUILDING OR CONSTRUCTION PERMITS

THE UNDERSIGNED OWNERS OF THE TRACT OF LAND HEREIN PLATTED DO HEREBY IMPOSE UPON SAID PROPERTY AND DO HEREBY MAKE THE FOLLOWING RESTRICTIVE COVENANT: NO CONSTRUCTION MAY BE COMMENCED UPON THE ABOVE DESCRIBED PROPERTY UNTIL ALL NECESSARY BUILDING AND CONSTRUCTION PERMITS HAVE BEEN ISSUED BY THE CITY OF ROLLA, MISSOURI AND THAT IT IS UNDERSTOOD BY THE UNDERSIGNED THAT NO SUCH PERMITS SHALL BE ISSUED FOR ANY LOTS HEREIN PLATTED UNTIL THE COMPLETION OF ALL PUBLIC IMPROVEMENTS APPERTAINING TO SUCH LOTS OR UNTIL A CASH BOND EQUAL TO THE REASONABLE COSTS OF COMPLETING SUCH PUBLIC IMPROVEMENTS HAS BEEN RECEIVED AND APPROVED BY THE CITY OF ROLLA, MISSOURI. THE ABOVE MENTIONED PUBLIC IMPROVEMENTS SHALL BE COMPLETED PURSUANT TO THE AGREEMENT BETWEEN THE UNDERSIGNED AND THE CITY OF ROLLA, MISSOURI FOR THE COMPLETION OF SUCH IMPROVEMENTS AS REQUIRED BY ARTICLE II, CHAPTER 42 OF THE CITY CODE OF ROLLA, MISSOURI.

### ACKNOWLEDGMENT OF APPROVAL BY CITY COUNCIL

THIS IS TO ACKNOWLEDGE THAT THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI HAS BY ORDINANCE DULY ADOPTED AND APPROVED THIS PLAT AND HAS AUTHORIZED THE SAME TO BE FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF DEEDS, PHELPS COUNTY, MISSOURI.

*Louis J. Magdits, IV* 5/20/2014  
LOUIS J. MAGDITS, IV  
MAYOR, CITY OF ROLLA

*Carol Daniels* 5-20-14  
CAROL DANIELS  
CITY CLERK

### COUNTY & CITY TAX RELEASE

I HEREBY CERTIFY THAT ALL PROPERTY TAXES LEVIED BY THE COUNTY OF PHELPS AND THE CITY OF ROLLA AGAINST THE REAL ESTATE DESCRIBED ON THIS PLAT HAVE BEEN PAID IN FULL FOR 2013 AND ALL PRIOR YEARS.

*Davis R. Haas* 5-21-14  
DAVIS R. HAAS  
COLLECTOR OF REVENUE  
PHELPS COUNTY, MISSOURI

### PLANNING AND ZONING APPROVAL

APPROVED THE 15 DAY OF May 2014, BY THE PLANNING AND ZONING COMMISSION OF ROLLA, MISSOURI.

*Paul Stigall*  
PAUL STIGALL, CHAIRMAN  
PLANNING AND ZONING COMMISSION

*John Petersen*  
JOHN PETERSEN  
COMMUNITY DEVELOPMENT DIRECTOR

### RECORDER'S CERTIFICATE

THIS PLAT WAS FILED FOR RECORD IN MY OFFICE THIS 21<sup>st</sup> DAY OF May 2014. PLAT RECORDED AT CABINET D, SLIDE 285.

*Robin Kordes*  
ROBIN KORDES  
RECORDER OF DEEDS  
PHELPS COUNTY, MISSOURI

### IMPROVEMENT ACCEPTANCE

*Steve Hargis* 5/14/14  
STEVE HARGIS, PE  
DIRECTOR OF PUBLIC WORKS

*Rodney Bourne* 5.20.14  
RODNEY BOURNE, GENERAL MANAGER  
ROLLA MUNICIPAL UTILITIES

*Scott Caron* 5-19-14  
SCOTT CARON  
PARKS DIRECTOR

### ZONING INFORMATION

PROPERTY IS CURRENTLY ZONED "R-1" SINGLE FAMILY. IT IS PROPOSED TO REZONE LOT 4 TO "R-2" TWO FAMILY.

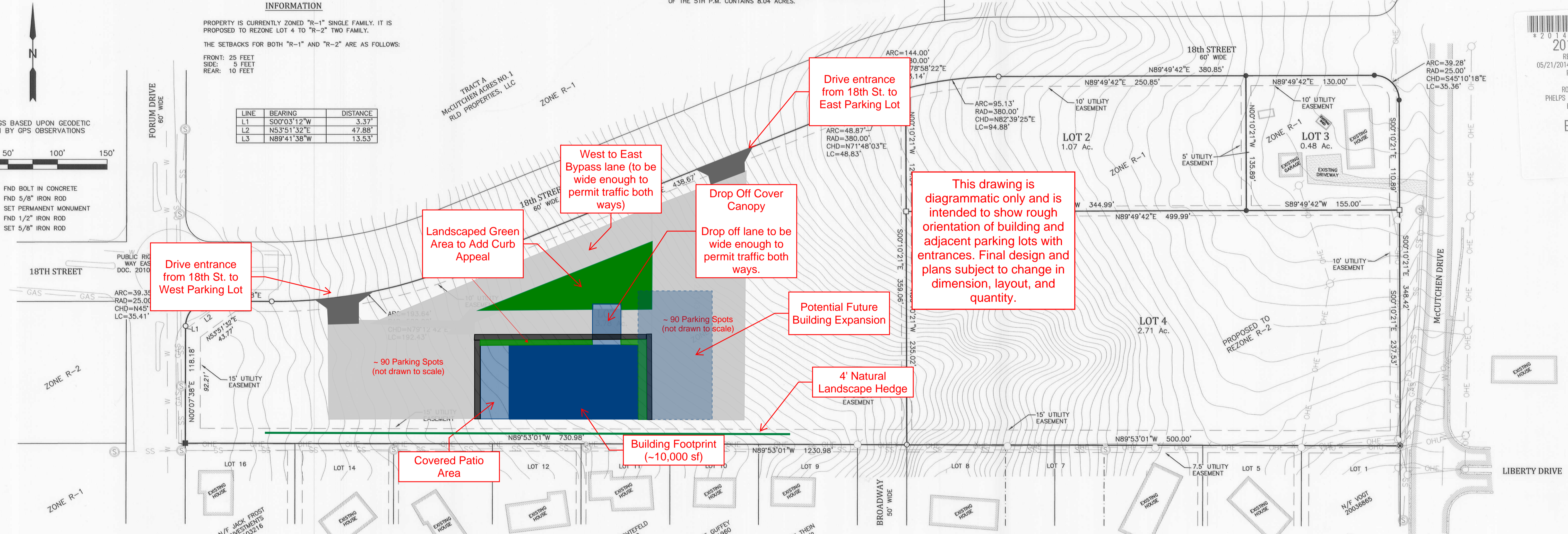
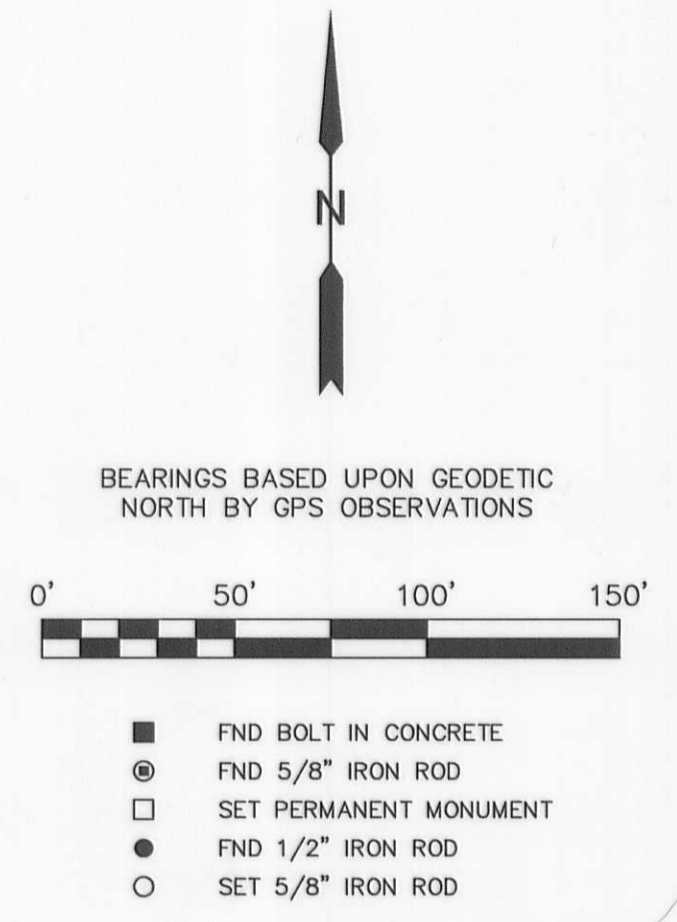
THE SETBACKS FOR BOTH "R-1" AND "R-2" ARE AS FOLLOWS:

FRONT: 25 FEET  
SIDE: 5 FEET  
REAR: 10 FEET

LINE	BEARING	DISTANCE
L1	S00°03'12"W	3.37'
L2	N53°51'32"E	47.88'
L3	N89°41'38"W	13.53'

### DESCRIPTION

ALL OF TRACT B IN McCUTCHEN ACRES NO. 1 SUBDIVISION SITUATED IN THE EAST HALF OF LOT 1 OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 37 NORTH, RANGE 8 WEST OF THE 5TH P.M. CONTAINS 8.04 ACRES.



2014-2327  
RECORDED ON 05/21/2014 09:55:20AM  
PAGES: 1  
ROBIN KORDES  
PHELPS COUNTY RECORDER  
ROLLA, MO  
EXEMPT

**DEDICATION**

WHEREAS, RLD PROPERTIES, LLC, A MISSOURI LIMITED LIABILITY COMPANY, AND KENT BAGNALL, LINDSAY BAGNALL, HANNAH BAGNALL, HEREIN CALLED ("DEDICATORS") IS THE OWNER OF THE PREMISES DESCRIBED ON THIS PLAT, AND

WHEREAS, DEDICATORS DESIRE TO SUBDIVIDE THE LAND AS SHOWN ON THIS PLAT WITH SAID SUBDIVISION TO BE NAMED "McCUTCHEN ACRES NO. 2".

DEDICATORS DO HEREBY DEDICATE TO THE PUBLIC USE FOREVER ALL STREETS AND EASEMENTS SHOWN UPON THIS PLAT.

DEDICATORS DO FURTHER GRANT TO ALL POLITICAL SUBDIVISIONS AND PUBLIC UTILITIES PROVIDING UTILITY SERVICES TO THE LAND DESCRIBED ON THIS PLAT THE RIGHT TO INSTALL AND MAINTAIN ELECTRICAL, SANITARY SEWER, WATER, STORM WATER, TELEPHONE, CABLE TELEVISION, AND NATURAL GAS LINES WITHIN AND ALONG THOSE PLACES WHICH ARE DESIGNATED AS UTILITY EASEMENTS ON THIS PLAT.

RLD PROPERTIES, LLC  
BY: *Robert L. Davis* 5-9-2014  
ROBERT L. DAVIS  
MEMBER OF THE LIMITED LIABILITY COMPANY

*Kent Bagnall* 5-8-2014  
KENT BAGNALL  
DATE

*Lindsay Bagnall* 5-8-2014  
LINDSAY BAGNALL  
DATE

*Hannah Bagnall* 5-8-2014  
HANNAH BAGNALL  
DATE

STATE OF MISSOURI }  
COUNTY OF PHELPS } ss.

ON THIS 9 DAY OF May, 2014, BEFORE ME PERSONALLY APPEARED ROBERT L. DAVIS, BEING A MEMBER OF THE LIMITED LIABILITY COMPANY, TO ME PERSONALLY KNOWN, WHO, BEING BY ME DULY SWORN DID SAY: THAT HE IS A MEMBER OF RLD PROPERTIES, LLC, A LIMITED LIABILITY COMPANY OF THE STATE OF MISSOURI, AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF THE LIMITED LIABILITY COMPANY BY AUTHORITY OF ITS MEMBERS, AND SAID MEMBER ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID LIMITED LIABILITY COMPANY.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE COUNTY AND STATE AFORESAID, THE DAY AND YEAR FIRST ABOVE WRITTEN.

MY COMMISSION EXPIRES: 08-09-2014

(NOTARY SEAL) *Diane M. Speck*  
Diane M. Speck  
Notary Public Notary Seal  
State of Missouri County of Phelps  
My Commission Expires 08/09/2014  
Commission # 1502347

STATE OF MISSOURI }  
COUNTY OF PHELPS } ss.

ON THIS 8 DAY OF May, 2014, BEFORE ME PERSONALLY APPEARED KENT BAGNALL, LINDSAY BAGNALL, AND HANNAH BAGNALL, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE COUNTY AND STATE AFORESAID, THE DAY AND YEAR FIRST ABOVE WRITTEN.

MY COMMISSION EXPIRES: 3/9/2017

(NOTARY SEAL) *James Macaulay*  
James Macaulay  
Notary Public Notary Seal  
State of Missouri County of Phelps  
My Commission Expires 03/09/2017  
Commission # 1347481

### SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

THAT I, ERNEST J. LORTZ, DO HEREBY CERTIFY THAT THIS PLAT MEETS MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND WAS PREPARED UNDER MY SUPERVISION FROM ACTUAL SURVEY OF THE LAND HEREIN DESCRIBED PREPARED BY LORTZ SURVEYING, LLC DATED APRIL 14, 2014 AND SIGNED BY ERNEST J. LORTZ L.S. NO. 2012000096 AND THAT CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREIN WERE PLACED UNDER THE PERSONAL SUPERVISION OF ERNEST J. LORTZ L.S. NO. 2012000096 IN ACCORDANCE WITH ARTICLE II, CHAPTER 42, OF THE CITY CODE OF ROLLA, MISSOURI.

*Ernest J. Lortz* 5/9/14  
ERNEST J. LORTZ  
PLS 2012000096

STATE OF MISSOURI  
ERNEST J. LORTZ  
NUMBER  
PLS-2012000096  
PROFESSIONAL LAND SURVEYOR

5/9/14

**LORTZ SURVEYING**  
14900 Private Drive 1122 Saint James, Missouri 65559  
Phone 573-265-0561 • Fax 573-265-0589 • www.lortzsurveying.com

Final Plat of  
McCutchen Acres No. 2  
Rolla, Missouri

Americare  
Columbia, Missouri

Drawn by: ELL Scale: 1" = 50'  
Checked by: ELL Date: 5/7/2014 Survey No.: L-279





To Mr Coots and other city officials,

This letter on behalf of Mosaic Church as we undergo relocation efforts. For over a year now, we have been in talks with Mr Davis about buying a portion of his McCutchen Acres property. After an extensive search for a location for our church to find a more permanent residence, we settled on this property for a few specific reasons.

To give you some clarity about who Mosaic is, we have been serving the Rolla community since our launch in September of 2018. In this time, we have seen many come to find community, fellowship, and freedom within our local body. We have been able to see so many experience true life change from God in our time here. Mosaic is affiliated with the Free Will Baptist denomination and this work in particular also had connection with the former First Free Will Baptist Church of Rolla, which shut its doors in early 2017. Upon evaluation of our community, our sending organization found there to be a great need among the international population that resides in our city; people who are here by way of our University, medical system, and through other forms of business. Though some of our local churches care for the needs of these individuals, no church was trying to write that desire into its DNA. However, we do not look over many in Rolla who are not international, we just truly seek to have a multicultural work that reflects those in whom we serve.

Originally, we started out in a building we purchased on Bridge School Road. After only 3 years however, we were up to two services and outgrowing this location. Around that same time, Discovery Schools approached us about using part of our location for their services throughout the week. A little over a year later we were able to enter into a partnership with them that eventually led to them purchasing that property to expand their work. Since selling our former location in 2023, we have been meeting at a temporary location where we set up and tear down what we need every Sunday morning.

In evaluating whether to modify our former location or look for something else, we found a few issues that continued to hinder our ability to serve the international community. Of those, the most prevalent was that we were not in a safe direction or close proximity to where many of them live or travel to. This prohibited the ability of many to attend on Sundays and to our various events we held throughout the week. We also ran out of any adequate and usable space upon which to expand both our building and our lot for parking. Beyond that, we did not have enough space to host the various events we desired to host in order to give internationals and locals within our city a safe place to grow together.

In mentioning all that above, it has been a difficult process to find what we have been looking for to address all that we seek to serve our community through. As we continued to look at both listed and unlisted properties, as well as undeveloped lots, God continued to lead us back to this location on Forum. Mr Davis' land offers the opportunity to build what would suffice to host Sunday worship, English as a Second Language classes, recreational opportunities, and more all within a proximity to the many in our city we are seeking to serve. We hope that you are willing to consider our desires and evaluate this opportunity for permitted use.

Thank you for your time and service to our city,  
Mosaic Church



Report to:

**Planning and Zoning  
Commission**

Case No.: TXT25-01

**Meeting Date:** May 13, 2025

**Subject:** Text Amendment to Chapter 42, Planning and Zoning of the City of Rolla Ordinances Section 42-344 through 42-346, pertaining to signage regulations

**Background:** On January 14, 2025, the Planning and Zoning Commission discussed options with regard to requirements for temporary signage. The topic came up as a result of issues raised during the 2024 Presidential Election signage placed at certain locations in Rolla. The City Council enacted a temporary moratorium for that election and for a subsequent election to allow time to review the signage regulations.

The Planning and Zoning Commission held a public hearing to solicit input at the April 15, 2025 meeting and voted to table deliberations to the May 13 meeting to allow staff to make revisions to the proposed text.

**Application and Notice:**

Applicant - City of Rolla  
Public Notice - Legal ad in the Phelps County Focus; <https://www.rollacity.org/agenda.shtml>  
City Council Date - April 21, 2025; postponed to May 19, 2025

**Discussion:** The proposed amendments to the city codes are recommended by the City Staff after discussion with the Planning and Zoning Commission. The revisions are summarized:

1. Standards for signage on large undeveloped residentially zoned were created.
2. The signage allowed for undeveloped residentially zoned property would allow for larger signs and additional signage for properties with more street frontage.
3. For simplicity, the signage allowed for undeveloped large residentially zoned properties is the same as proposed for undeveloped non-residentially zoned properties.
4. The signage standards for signs on undeveloped non-residentially zoned properties are clarified.
5. Permitted signage heights in residential districts are increased to match the building code for fences without need for permitting and engineering.

**Findings:**

1. The proposed text amendment is needed to make clarifications to the signage regulations.
2. The text amendment should create more fairness in administering the signage regulations for undeveloped properties.

**Alternatives:**

1. Find the text amendment is needed and recommend the City Council approve the text amendment as presented or with modifications.
2. Find that the proposed text amendment is not needed and recommend that the City Council take no action.
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:** Proposed Text Amendment

## Section 42-344. Sign Regulations For Residential Zoning Districts.

1. Sign standards for properties within residential zoning districts:
  - a. Type. Any wall sign or freestanding sign. No sign is permitted to have changeable copy. Off-premises temporary signage shall not be posted for more than fourteen (14) consecutive days in any given quarter of a year and such signage shall be removed within fourteen (14) days of receiving notice from the City of Rolla.
  - b. Number And Sign Area. If the total sign area of all signs does not exceed thirty-two (32) square feet, there is no limit on the number of signs permitted.
  - c. Height. Freestanding signs shall be less than ~~six (6)~~ seven (7) feet in height and wall signs shall not project higher than the lowest eave line.
2. Sign standards for residentially-zoned properties that serve as the entrance/exit ways to subdivisions, contain multi-family complexes or condominium complexes, or contain permitted or non-conforming non-residential uses:
  - a. Type. Any wall sign or freestanding sign. Off-premise temporary signage shall not be posted for more than fourteen (14) consecutive days in any given quarter of a year and such signage shall be removed within fourteen (14) days of receiving notice from the City of Rolla.
  - b. Number And Sign Area. One (1) wall sign is permitted on each building and one (1) ground or pole sign is permitted per entrance/exit to a public street or, in the case of a subdivision, per entrance/exit to the subdivision. The maximum sign area of any one (1) permanent sign is sixty-four (64) square feet. An unlimited amount of temporary freestanding signs is permitted if the total sign area of all temporary freestanding signs does not exceed thirty-two (32) square feet.
  - c. Height. Ground and pole signs shall be limited to a maximum height of fifteen (15) feet. Temporary freestanding signs shall be limited to ~~six (6)~~ seven (7) in height.
3. Sign standards for undeveloped residentially zoned properties larger than 5 acres in size.
  - a. Type. Freestanding signs permitted. No sign is permitted to have changeable copy. Off-premises temporary signage shall not be posted for more than fourteen (14) consecutive days in a given quarter of a year and such signage shall be removed within fourteen (14) days of receiving notice from the City of Rolla.
  - b. Number and Sign Area. A maximum of thirty-two (32) square feet of signage is permitted per eighty (80) lineal feet of street frontage. Individual signs are limited to thirty-two (32) square feet in size. The total number of signs is unlimited if the total area of signage is not exceeded. Signs are permitted to be grouped rather than spaced out along the frontage.
  - c. Height. Freestanding signs shall be less than seven (7) feet in height.

## Section 42-345. Sign Regulations For Non-Residential Zoning Districts.

1. General Provisions. Each building, not individual tenants, are permitted a maximum amount of area for wall signs. The owner(s) of the premises may divide and distribute the allowable sign area in any way she/he/they chooses. It is the responsibility of the person/entity posting the sign to obtain permission from the owner to install/locate a sign of a certain size on the owner's property.
2. Sign Standards For Properties Located In C-1 And C-C Districts.

- a. Type. Pole signs, ground signs, projecting signs, and wall signs shall be permitted. Roof signs are permitted in the C-C District.
  - b. Number. Each premises is permitted an unlimited amount of wall signs and is permitted one (1) projecting sign for each tenant space. In addition, all premises are permitted one (1) permanent freestanding sign (i.e., ground signs and pole signs) for each one hundred (100) feet of road frontage if there is a distance of five hundred (500) feet or more between pole signs with a minimum of one (1) sign allowed for each lot frontage.
  - c. Sign Area. Maximum wall sign area shall be determined by multiplying the lineal feet of building wall by two (2) square feet. Projecting signs shall not exceed twenty (20) square feet in area, regardless of the amount of other signage on the premises. Each pole or ground sign shall be limited to one hundred (100) square feet each.
  - d. Height And Clearance. Ground and pole signs shall be limited to a maximum height of twenty (20) feet. Projecting signs shall have a minimum clearance of seven (7) feet.
3. Sign Standards Properties Located In C-2, M, Or P Zoning Districts.
- a. Type. Pole signs, ground signs, projecting signs, and wall signs shall be permitted. Mechanical movement and revolving signs are also permitted. In addition, roof signs are only permitted in C-2 Zoning Districts and such signs will be considered wall signs in the calculation of maximum sign area. If a mechanical movement or revolving sign is attached to a building it will be considered a projecting sign and if such signs are not connected to a building, they will be considered a permanent freestanding sign (i.e., ground signs and pole signs).
  - b. Number. Each premises is permitted an unlimited amount of wall signs and is permitted one (1) projecting sign for each tenant space. In addition, all premises are permitted one (1) permanent freestanding sign (i.e., ground signs and pole signs) for each one hundred (100) feet of road frontage if there is a distance of five hundred (500) feet or more between pole signs with a minimum of one (1) sign allowed for each lot frontage.
  - c. Sign Area. Maximum wall sign area shall be determined by multiplying the lineal feet of building wall by four (4) square feet. Projecting signs shall not exceed twenty (20) square feet in area, regardless of the amount of other signage on the premises. Each pole or ground sign shall be limited to four hundred (400) square feet each.
  - d. Height And Clearance. Ground and pole signs shall be limited to a maximum height of forty (40) feet.
4. Sign standards for undeveloped non-residential properties.
- a. Type. Freestanding signs permitted. No sign is permitted to have changeable copy. Off-premises temporary signage shall not be posted for more than fourteen (14) consecutive days in a given quarter of a year and such signage shall be removed within fourteen (14) days of receiving notice from the City of Rolla.
  - b. Number and Sign Area. A maximum of thirty-two (32) square feet of signage is permitted per eighty (80) lineal feet of street frontage. Individual signs are limited to thirty-two (32) square feet in size. The total number of signs is unlimited if the total area of signage is not exceeded. Signs are permitted to be grouped rather than spaced out along the frontage.
  - c. Height. Freestanding signs shall be less than seven (7) feet in height.

## Section 42-346. Temporary and Portable Signs

The following provisions apply to non-residential zoning districts only. The following restrictions apply to temporary and portable sign placement/installation/construction:

1. Each independently occupied tenant space on a property in a non-residential district is permitted to locate two (2) temporary signs on such a property, except that when a tenant locates a balloon sign or inflatable sign on the property, the tenant shall not locate any other temporary or portable sign on the property. Off-premise temporary signage shall not be posted for more than fourteen (14) consecutive days in any given quarter of a year and such signage shall be removed within fourteen (14) days of receiving notice from the City of Rolla. ~~A vacant parcel shall be permitted an unlimited number of temporary freestanding signs only, but the total sign area of such signs shall not exceed ninety-six (96) square feet.~~

(Sub-sections 2 through 7 remain unchanged)