

PROCEDURAL AND PUBLIC NOTICE INFORMATION FOR REZONES

Applications

Rezoning applications are available at the Community Development Department, which is located within Rolla's City Hall (901 N. Elm St.). Owners of and people with contractual interest in land located in Rolla, Missouri, may propose to rezone that property by submitting a rezoning application to the Community Development Department. The application must be accompanied by a payment of \$375, which, if paid by check, should be payable to the City of Rolla. This fee covers review and public notice costs. Unless postponed, the rezoning proposals are considered at the Planning and Zoning Commission meeting on the second Tuesday of each month and at two subsequent City Council meetings, which are held on the first and third Mondays of each month.

Public Notice

The Community Development Department publishes a "Notice of Public Hearing" advertisement in Rolla's newspaper of general circulation, the Rolla Daily News, at least 15 days before the City Council-held public hearing. The appropriate information is also posted online and notification signs are posted in the yards of the subject parcels. In addition, staff sends an informational packet to those owners of properties located within a 300-foot perimeter of the edges of the subject parcel(s). When applicable, the letters shall explain the extraordinary majority requirements described in Section 89.060 of the Revised Statutes of Missouri.

Extraordinary Majority Requirements

Property owners within 185 feet of parcels subject to the rezoning may sign a "protest petition" to oppose a rezoning request. If 30% of those property owners (percentage excludes streets and alleys) sign the protest petition, a two-thirds majority of the City Council is required to approve the request. Otherwise, a simple majority of 51% is required for approval. Such protest petitions must be signed, notarized, and submitted to the Community Development Department

Planning & Zoning Commission and City Council Meetings

All Planning & Zoning (P&Z) Commission and City Council meetings take place in the City Council Chambers at Rolla's City Hall, which is located 901 North Elm Street, PO Box 979, Rolla, Missouri 65402 (telephone 573-364-5333/fax 573-426-6978). The P&Z Commission meets at City Hall on the second Tuesday of each month at 5:30 P.M. At the Planning and Zoning Commission meeting, the Chairperson will open the public hearing and request comments from the owners of properties within 185 feet of the rezoning area. The Chairperson will then ask for comments from other members of the public. After the Public hearing is closed, the P&Z Commission votes to recommend approval or denial. The City Council meets on the first and third Monday of each month at 6:30 P.M. at Rolla's City Hall. The City Council has the final authority to approve or deny the request. In regards to rezoning proposals, City Council holds a public hearing, which is held in the same manner as the P&Z Commission's public hearing, and the first reading of the ordinance that is created to enact the rezoning is heard. Lastly, the final reading of the rezoning ordinance is heard at a City Council meeting and the City Council votes to approve or deny the ordinance.

For more information, contact Rolla's City Planner at 573-364-5333 or www.rollacity.org/comdev. Staff reports for rezoning proposals can be found within the "Council Packets" at www.rollacity.org/admin/agenda or at Rolla's City Hall.