

**AGENDA**  
**CORRECTED**

**The Rolla Board of Adjustment**  
**Rolla City Hall, 3<sup>rd</sup> Floor Conference Room, 901 North Elm Street**  
**Thursday, January 22, 2026 @ 5:30 PM**

**Board Members:** **Matt Crowell (Chairperson), Lance Thurman (Vice-Chairperson),  
Jacob Rohter, John Meusch, VACANCY,  
Jonathan Hines (Alternate)**

**I. APPROVE MINUTES:**

1. Review of the Minutes from the Board of Adjustment meeting held on December 11, 2025.

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

1. Annual Election of Chairperson

**III. OLD BUSINESS:**

**NONE**

**IV. PUBLIC HEARING:**

1. **ZV25-06:** Special Exception to permit a temporary gravel parking area at property located at 505 E 18<sup>th</sup> Street in the C-2, General Commercial District

**NEXT MEETING DATE: March 19, 2026 (February 19, 2026 meeting to be cancelled)**

**BOARD OF ADJUSTMENT MINUTES**  
**December 11, 2025**  
**Rolla City Hall**

<b><u>Presiding:</u></b>	Chairperson Matt Crowell
<b><u>Members Present:</u></b>	Jacob Rohter (via zoom), John Meusch and Lance Thurman
<b><u>Alternates Present:</u></b>	Jonathan Hines
<b><u>Members Not Present:</u></b>	None, One Vacancy
<b><u>City Officials in Attendance:</u></b>	City Planner Tom Coots and Community Development Specialist Cindy Brown
<b><u>Others in Attendance:</u></b>	Nick Cahill

Chairperson **Matt Crowell** called the meeting to order at 5:30 P.M. He recognized the members who were present. **Crowell** swore in all present who intended to speak.

**I. APPROVE MINUTES:**

1. Review of the Minutes from the Board of Adjustment meeting held on October 23, 2025.
2. Review of the Minutes from the Board of Adjustment meeting held on November 20, 2025.

**A motion was made by Jonathan Hines, seconded by John Meusch to approve the minutes from the October 23, 2025 and the November 20, 2025 Board of Adjustment meeting as printed and distributed. Motion passed unanimously.**

**II. OLD BUSINESS:** **NONE**

**III. PUBLIC HEARING:**

1. **ZV25-05:** Variance to Section 42.215 (3) (e) to allow a reduction of the minimum side yard setback in the R-4, Urban Multi-family Residential district at 602 N Olive Street.

**Crowell** opens the public hearing at 5:33 P.M.

**Tom Coots** presents the staff report.

**Nick Cahill** residing at 12815 County Road 7160, Rolla MO. Mr. Cahill confirmed that he had been sworn in. He stated that Tom Coots covered the information well and he had nothing to add.

**Crowell** closes the public hearing with no citizen comments at 5:44 P.M. and moves into Board deliberation.

1st Criterion: **Crowell** questions if the parking lot can be located in the front of the building instead of the rear of the building. **Coots** replies that the aesthetics of the Urban Residential has parking located at the rear of the property instead of the front. All Board members agreed the 1<sup>st</sup> criterion was met.

2<sup>nd</sup> Criterion: All Board members agreed the 2<sup>nd</sup> criterion was met.

3<sup>rd</sup> Criterion: All Board members agreed the 3<sup>rd</sup> criterion was met.

4<sup>th</sup> Criterion: All Board members agreed the 4<sup>th</sup> criterion was met.

5<sup>th</sup> Criterion: All Board members agreed the 5<sup>th</sup> criterion was met.

6<sup>th</sup> Criterion: All Board members agreed the 6<sup>th</sup> criterion was met.

7<sup>th</sup> Criterion: All Board members agreed the 7<sup>th</sup> criterion was met.

**A motion was made by Jonathan Hines, seconded by Lance Thurman to approve the application as submitted. A roll call vote on the motion showed the following: Ayes: Crowell, Thurman, Rohter, Meusch and Hines. Nays: None. Absent: One vacancy. The motion passes.**

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

1. Election of Vice-Chairperson

**A motion was made by Jonathan Himes, seconded by John Meusch to nominate Lance Thurman as the Vice-Chairperson. A roll call vote on the motion showed the following: Ayes: Crowell, Thurman, Rohter, Meusch and Hines. Nays: None. Absent: One vacancy. The motion passes.**

Having no further business, the meeting was adjourned at 5:53 P.M.  
Minutes prepared by **Cindy Brown**.

**NEXT MEETING:**

**Thursday January 22, 2026**



Report to:

**Board of Adjustment**

Case No.: ZV25-06

**Meeting Date:** January 20, 2026

**Subject:** Special Exception to permit a temporary gravel parking area at property located at 505 E 18<sup>th</sup> Street in the C-2, General Commercial District

**Background:** The subject property is owned by the City of Rolla. The property was formally used for industrial uses. The buildings were demolished in 2023. The site has been restored to a grass lot.

Rolla Municipal Utilities (RMU) has recently begun renovations at their facilities at 811 Hwy O. RMU has leased 504 E 18<sup>th</sup> Street, located across the street from the subject property, to temporarily relocate some offices and operations during the renovations. RMU has gained permission from the city to temporarily use the subject property for additional staff parking and equipment storage.

**Application and Notice:**

Applicant - Rolla Municipal Utilities  
Owner - City of Rolla  
Public Notice - Letters mailed to property owners within 300 feet; Legal ad in the Phelps County Focus; signage posted on the property; [The City of Rolla](#)

**Property Details:**

Current zoning - C-2, General Commercial  
Current use - Vacant/undeveloped

**Code Reference:**

**Section 42-124.5. Board Of Adjustment — Variances And Special Exceptions.**

2. The Board of Adjustment may authorize special exceptions to this Chapter as follows:

- a. The Board of Adjustment may grant a special exception to allow a legal non-conforming use to be changed to any other use, provided the proposed use is not more intense than the existing use in terms of traffic generation and other impacts on surrounding property.
- b. Permit the extension or expansion of an existing legal non-conforming use in a building or upon a lot currently occupied as a legal non-conforming use.
- c. Permit the use of property owned by a church for a parking lot in any district under such safeguards and conditions as are necessary to protect adjacent property.
- d. **Alternative arrangements for landscaping, signage, or parking which is found to meet the intent of this Chapter.**
- e. Any other land use specifically eligible for approval with a special exception in this Chapter.

## **Section 42-313 General Requirements. (Parking)**

### **1. Every required parking and/or driving surface area shall be paved.**

2. Areas used for storage, overflow parking areas, and access for uses which do not generate traffic such as telecommunications towers may use a gravel surface, if approved by the City Engineer.
3. A gravel surface may be approved for single-family uses by the City Engineer in locations where stormwater drainage will not wash the gravel; provided, that the portions of the driveway within fifty (50) feet of the right-of-way line is paved.
4. The following applies to one- and two-family residential uses:
  - a. Pavement. Vehicles and trailers, etc., may only be parked or stored on an approved surface. Pavement shall mean a durable, dust-free and hard material such as asphalt, concrete, or paving blocks.

Exception: Small utility trailers, no larger than twelve (12) feet (excluding the tongue), not visible from public view. At no time should such parking create a nuisance such as overgrown grass/weeds, dust, or harborage of vermin.

- b. Location. Parking or storage of vehicles and trailers is permitted in all yards. For purposes of this Article, "yard" shall mean open space between buildings and property lines in the front, rear and sides of the property. Nothing in this Section shall be construed to prohibit temporary parking on any yard by:
  - 1) Commercial vehicles or construction equipment during the actual performance of a temporary service on the property where it is parked.
  - 2) A vehicle while making a pickup or delivery of property or merchandise.
  - 3) Emergency vehicles.
- c. RV Parking. Recreational Vehicles (RVs), including both motorized and non-motorized RVs, may not be used for a living quarters. Temporary usage may be permitted for up to fourteen (14) days at a time to allow for guest visits. No commercial use such as rental of RVs or parking space for such is permitted. No permanent connection to utilities is permitted.
- d. Access. Access to a parking or storage area from the street is permitted via an approved driveway or curb cut. Continued access from unapproved points is a zoning violation if such access may cause damage to the curbs, sidewalk, turf within the right-of-way, or turf in any yard open to public view.
- e. Violation. Continued parking or storage of vehicles on a grass, dirt, or other unapproved surface is a zoning violation.

### **5. Pavement may include concrete, asphalt, chip and seal, engineered permeable pavement, or paver bricks.**

#### **Special Exception Approval Criteria:**

A Special Exception must be reviewed to ensure that the following criteria are met:

1. The request is consistent with the general spirit and intent of the regulations.
2. The request is consistent with the general and specific rules for the special exception.
3. The request serves the general welfare and preserves the community interest.

**Discussion:** The use of the property for parking is intended to be temporary for about 14 months. RMU does intend to restore the site. Although the site is owned by the city and to be used for providing services to the public, approval of a Special Exception would be required of any private applicant.

**Staff Recommendation:**

Staff recommends that the Board review the criteria for request as a Special Exception. The temporary nature of the request does appear to allow the Board to find that the criteria for approval are met.

If approved, staff recommends the following conditions of approval:

1. The use of the property for gravel parking is granted temporarily. Unless extended by the Board, the use must cease by May 1, 2027.
2. The property must be restored, with the gravel area removed and the site reseeded or sodded.
3. RMU and the City of Rolla must enter into a Memorandum of Understanding regarding the use of the property prior to commencement of installation of the gravel and/or use for parking.
4. All areas used for parking or storage of equipment or materials must be paved or graveled.

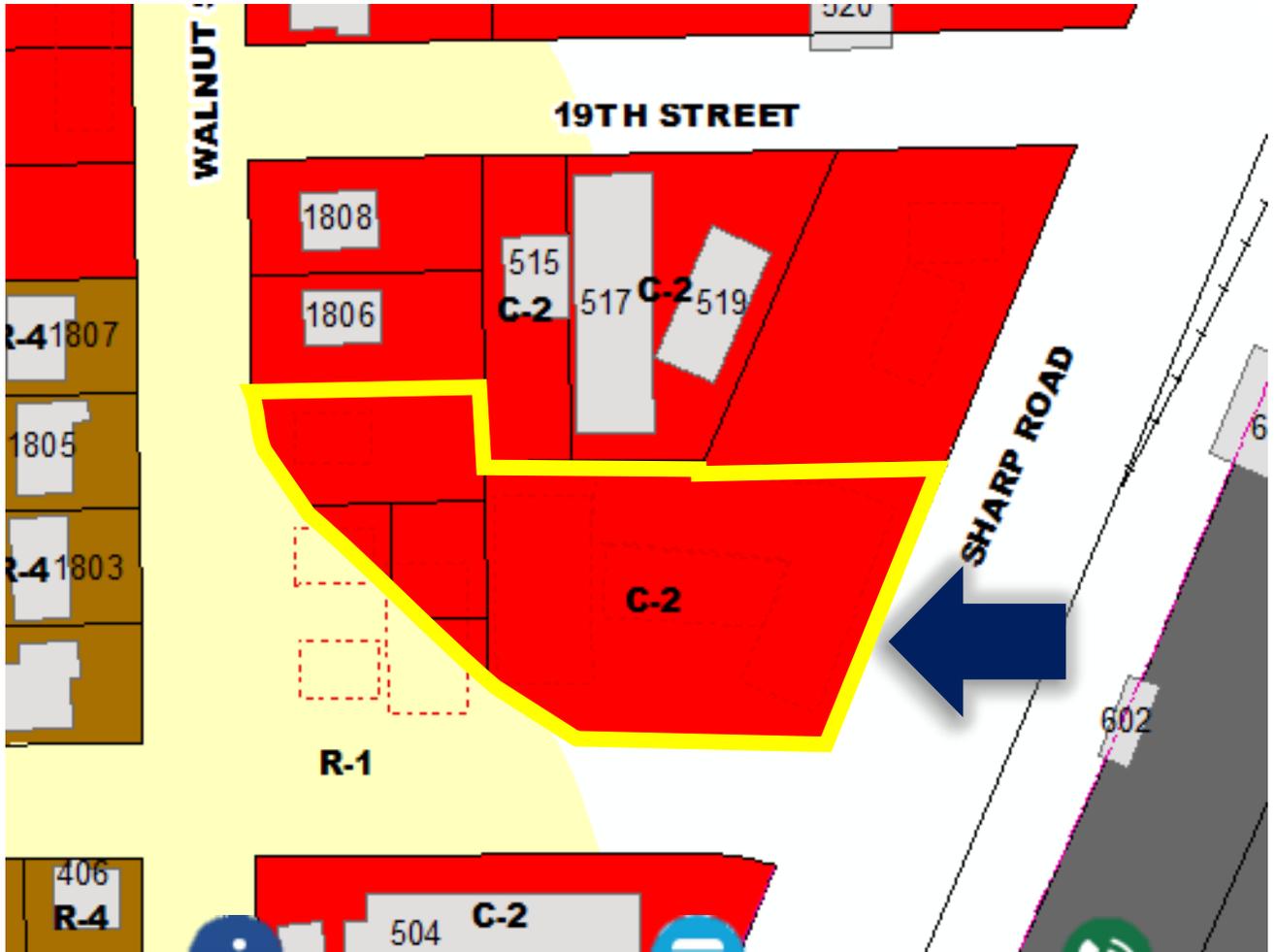
**Potential Motions:**

The Board of Adjustment has the following alternatives of action:

1. Find that each of the criteria for approval of the Special Exception are met, explain how each criteria is met for the record, approve with or without conditions.
2. Find that one or more of the criteria for approval of the request is not met and deny the request.
3. Table the discussion to a certain date to allow for additional information to be presented.

**Prepared by:** Tom Coots, City Planner

**Attachments:** Public Notice Letter, Letter of Request, Site Plan



**Project Information:**

Case No: ZV25-06  
 Location: 505 E 18<sup>th</sup> Street  
 Applicant: Rolla Municipal Utilities  
 Request:  
 Special Exception to allow a temporary gravel parking lot in the C-2, General Commercial district



**Public Hearing:**

Board of Adjustment  
**January 22, 2026**  
**5:30 PM**  
 City Hall: 3rd 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 Board of Adjustment?

The Board of Adjustment (BOA) is an appointed group of citizens from Rolla who are charged with hearing and deciding Variances, Appeals, and Special Exceptions.

### What is a Variance?

A Variance is a request for relief from a particular provision in the zoning code. A Variance should only be granted if certain criteria are met. Variances are frequently sought to allow things such as reduced setback, lot size or increased height.

### What is an Appeal or Special Exception?

An Appeal is a request for an interpretation of the meaning of the zoning code from the Board of Adjustment. A Special Exception is a request to allow certain uses.

### 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) 364-5333 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.

### 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

All of Lot 3, Block 1, Pennant Addition to the City of Rolla, Missouri; and the West 69 feet of Lots 1 and 2, Block 1, Pennant Addition to the City of Rolla, Missouri; and the East 55 feet of Lots 1 and 2, Block 1, Pennant Addition to the City of Rolla, Missouri; and all that part of the Southwest Quarter of the Northwest Quarter of the Northwest Quarter of the Southwest Quarter of Section 1, Township 37 North, Range 8 West of the 5<sup>th</sup> PM in Rolla, Missouri, as recorded in Document 2005-792 and 2005-793.





**Business Office**  
P.O. Box 767  
102 West Ninth Street  
Rolla, Missouri 65402-0767  
(573) 364-1572  
Fax: (573) 364-1540  
[www.rollamunicipalutilities.org](http://www.rollamunicipalutilities.org)

December 30, 2025

Rolla Board of Adjustment  
City of Rolla  
901 North Elm Street  
Rolla, Missouri 65401

Rolla Board of Adjustment,

Rolla Municipal Utilities is planning to embark on a major renovation and remodel of our Service Department at 811 Highway O. This project requires RMU to relocate all staff based at this facility to vacate. Finding a suitable location to house over 40+ staff members has proved challenging. We have leased the old ambulance center at 504 E 18<sup>th</sup> St; however, it has inadequate space for our employees' personal vehicles, along with key RMU vehicles.

To this extent, we have had very productive discussions with Rolla Public Works Director Darin Pryor regarding the use of the old Public Works yard on Sharp Road and the vacant lot across the street from the Ambulance Shed for overflow parking for staff and our emergency equipment.

I am requesting a special exception at 505 E 18<sup>th</sup> St (old Ransdall property) to allow RMU staff to park their personal vehicles on this vacant city property and to allow parking without hard surfacing required in City Code, Section 42-313. RMU would, with Public Works permission, prepare the lot for parking with a base of gravel.

We expect construction to commence in February 2026 with approximately a 14-month construction window. This variance is temporary in nature.

RMU's request will provide a singular parking location and minimize on-street parking in the adjoining neighborhood. Given the temporary nature of this request and our commitment to minimizing costs for local ratepayers, we believe the request is consistent with the general spirit and intent of the regulations and serves the general welfare and preserves community interest.

Thanks for your consideration in this matter.

Rodney P. Bourne, P.E.  
General Manager  
Rolla Municipal Utilities

# Phelps County, MO

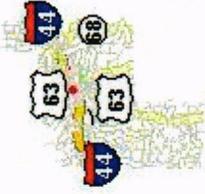


1 in. = 54ft.

108.8 0 54.39 108.8 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



## Legend

- Parcel Boundary
- Computer ID/Tax Account Num
- Land Hook
- Dashed Land Hook
- Solid Land Hook
- Corporate Limit Line
- County Boundary
- Road
- <all other values>
- INTERSTATE HIGHWAY
- US HIGHWAY
- NUMBERED STATE HIGHWAY
- LETTERED STATE HIGHWAY

## Notes