

MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
January 12, 2023

Work Session

A. Call to Order

Rendell Hendrickson called the work session to order at 6:00 p.m.

B. Roll Call

Preston Taylor, Marcus Snyder, Adam Porter, Dave Minton and Rendell Hendrickson were all present at the meeting. Dwayne McNeil arrived at 6:01 p.m.

C. Public Comments

There were no comments from the public.

D. Discussion of Consent & Regular Agenda Items

During the discussion of item # 4B, the following items were discussed:

- Marcus Snyder asked how many units were planned for the development. Tyler Brewer stated there are 27 units planned.
- Marcus Snyder asked if the rentals were intended for short term or long term rentals. Tyler Brewer stated that he believed it is intended for short term rentals.

During the discussion of item #5A, the following items were discussed:

- Rendell Hendrickson asked if the 10-foot buffer request is based on the new Hwy 5 expansion. Tyler Brewer stated that it is based on the new Right of Way line. The reason for the request is to allow for the installation of the needed number of parking stalls on the site.
- Adam Porter asked if a sidewalk would be installed in the Downtown Overlay area along Hwy 5. Nolan Harvey stated that sidewalks are included in TXDOT current plans for reconstruction of Hwy 5 in this area.
- Rendell Hendrickson asked if there are any houses along Hwy 5 that will need to be demolished as a result of the widening of Hwy 5. Tyler Brewer stated that the structures that needed to be removed have already been demolished.

During the discussion of item #5C, the following items were discussed:

- Adam Porter asked if a property north of this tract was approved for daycare and multifamily units. Tyler Brewer stated that the property to north was recently approved for a mixed commercial use with a possible daycare; there is no residential zoning approved on the tract to the north.

- Dave Minton asked whether the property being inside the City limits would require the developer to adhere to the City's construction standards. Tyler Brewer stated that when the property is annexed, the developer will be required to obtain permits and build in accordance with all City codes. He added that this property will also be required to pay roadway impact fees to help offset future roadway improvements on the City's Capital Improvements Plan.

During the discussion of item #5D, the following items were discussed:

- Rendell Hendrickson asked if this development would add an additional access point on Sam Rayburn Hwy. Kevin Minkler with Westwood stated that they will be eliminating all access from Sam Rayburn Hwy. He added the intent is to have only internal access to keep the site secure.
- Rendell Hendrickson asked if there will be additional screening. Kevin Minkler stated that the existing berm and fencing along the highway frontage will be extended across this property's frontage to screen the property from the highway.
- Marcus Snyder asked if there were landscape requirements in this zoning district. Nolan Harvey stated that there not specific requirements for this land use type, however, a landscape buffer is required along Sam Rayburn Hwy. He added that the berm previously discussed would more than likely satisfy that requirement.
- Kevin Minkler stated that the expansion will include new administrative space and additional shop space. He added that the old Dallas China building will not be renovated at this time but will receive exterior paint along with the fleet maintenance building to provide a consistent look across the site.
- Marcus Snyder asked if this expansion would add new employees. Kevin Minkler stated that the intent is to prepare the site for future growth.

During the discussion of item #5E, the following items were discussed:

- Marcus Snyder asked if adding the flood zone to the Future Land Use Plan Map ("FLUPM") was a requirement with this update. Tyler Brewer clarified that it was included on the current map, but the color scheme has changed slightly.
- Marcus Snyder asked if the flood zone area had grown. Tyler Brewer stated that it is possible the area may have changed since the first FLUPM was adopted.

During the discussion of item #5E, the following items were discussed:

- Marcus Snyder asked to confirm that if a specific land use is not included on the Schedule of Uses, then it is not allowed. Tyler Brewer stated that, if a specific land use is not clearly listed on the Schedule of Uses, it is not allowed in the City. However, an applicant can petition the Planning and Zoning Commission and City Council to request that a particular land use

be added to the Schedule of Uses through a Zoning Ordinance Amendment or an applicant may submit a Planned Development application requesting that the specific land use be allowed for that property.


E. Adjourn.

P&Z Action

Motion made by Dave Minton and seconded by Preston Taylor to adjourn the meeting.

Vote: 6/0/0

Meeting adjourned at 6:49 p.m.



Rendell Hendrickson, Chairman

ATTEST:



TYLER BREWER, Staff Liaison

MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
January 12, 2023

REGULAR MEETING

1. Call to Order and Roll Call

Rendell Hendrickson called the regular meeting to order at 7:00 p.m.

Preston Taylor, Marcus Snyder, Adam Porter, Dwayne McNeil, Dave Minton, and Rendell Hendrickson were all present at the meeting.

2. Pledge of Allegiance

All who were present gave the Pledge of Allegiance.

3. Public Comments

There were no public comments.

4. Consent Agenda

- A. Consider and act upon approval of the December 1, 2022 Work Session and Regular Meeting Minutes.
- B. Consider and act upon the Spat Melissa RV Park Final Plat, consisting of 6.573± acres situated in the Jacob Butler Survey, Abstract No. 69, Collin County, Texas and generally located at 840 Bartlett Rd, Collin County, Texas.
- C. Consider and act upon the Meadow Park Phase 2 Final Plat, consisting of 46.6050± acres situated in the Jesse Stiff Survey, Abstract No. 792, City of Melissa, Collin County, Texas and generally located approximately 354 feet east of the intersection of East Melissa Road and Champions Way, City of Melissa, Collin County, Texas.

P&Z Action

Motion was made by Dave Minton and seconded by Dwayne McNeil to approve the Consent Agenda.

Vote: 6/0/0

5. Regular Agenda

- A. Consider and act upon a recommendation to City Council regarding a request for approval of the Melissa Family Dental & Orthodontics Final Engineering Site Plan, consisting of 0.823± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3114 and 3116 McKinney St, City of Melissa, Collin County, Texas.

Tyra LaVerne provided the staff summary for agenda item #5A & 5B.

P&Z Action

Motion was made by Preston Taylor and seconded by Dave Minton to recommend to City Council to approve the Melissa Family Dental & Orthodontics Final Engineering Site Plan.

Vote: 6/0/0

- B. Consider and act upon a replat of Lot 1R, Block 5 of the Merritt's Addition, consisting of 0.886± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located 3114 and 3116 McKinney St, City of Melissa, Collin County, Texas.

P&Z Action

Motion was made by Dwayne McNeil and seconded by Preston Taylor to approve the replat of Lt 1R, lock 5 of the Merritt's Addition.

Vote: 6/0/0

- C. Conduct a public hearing and make a recommendation to City Council regarding a request for a rezone from Agricultural District ("A") to Planned Development District ("PD") on 24.65± acres, situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 1700 and 1736 Milrany Ln, City of Melissa, Collin County, Texas.

Tyra LaVerne provided the staff summary for agenda item #5C.

P&Z Action

Motion was made by Preston Taylor and seconded by Marcus Snyder to open the public hearing.

Vote: 6/0/0

The public hearing was opened at 7:07 p.m.

There were no public comments.

Motion was made by Dave Minton and seconded by Marcus Snyder to close the public hearing.

Vote: 6/0/0

The public hearing was closed at 7:08 p.m.

Sahil Kurji, representing the applicant, introduced the project to the Commission.

Marcus Snyder asked if the project would be developed in phases. Mr. Kurji stated that the project will be phased, dependent on market demand.

P&Z Action

Motion was made by Marcus Snyder and seconded by Dwayne McNeil to recommend to City Council to approve the rezone request.

Vote: 6/0/0

- D. Conduct a public hearing and make a recommendation to City Council regarding a request to amend Planned Development("PD") Ordinance No. 13-02 to add an additional tract of land to said ordinance consisting of 12.652± acres for a total of 22.652± acres, situated in the David E.W. Babb Survey, Abstract No. 33, Collin County, Texas and generally located at 3930 Sam Rayburn Hwy, City of Melissa, Collin County, Texas.**

Tyler Brewer provided the staff summary for agenda item #5D.

P&Z Action

Motion was made by Preston Taylor and seconded by Adam Porter to open the public hearing.

Vote: 6/0/0

The public hearing was opened at 7:23 p.m.

There were no public comments.

Motion was made by Preston Taylor seconded by Adam Porter to close the public hearing.

Vote: 6/0/0

The public hearing was closed at 7:23 p.m.

Motion was made by Preston Taylor and seconded by Dwayne McNeil to recommend to City Council to approve the request to amend Planned Development ("PD") Ordinance 13-02.

Vote: 6/0/0

E. Conduct a public hearing and make a recommendation to City Council regarding a proposed amendment to the City of Melissa's Future Land Use Plan Map.

Tyler Brewer provided the staff summary for agenda item #5E.

P&Z Action

Motion was made by Dwayne McNeil and seconded by Preston Taylor to open the public hearing.

Vote: 6/0/0

The public hearing was opened at 7:26 p.m.

There were no public comments.

Motion was made by Dwayne McNeil seconded by Preston Taylor to close the public hearing.

Vote: 6/0/0

The public hearing was closed at 7:26 p.m.

Motion was made by Marcus Snyder and seconded by Preston Taylor to recommend to City Council to approve the request to amend the City of Melissa's Future Land Use Plan Map.

Vote: 6/0/0

- F. Conduct a public hearing and make a recommendation to City Council regarding a proposed amendment to Melissa's Code of Ordinances, Ordinance No. 92-04, as amended, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted) for the purpose of amending certain land uses.

Tyler Brewer provided the staff summary for agenda item #5F.

P&Z Action

Motion was made by Preston Taylor and seconded by Dwayne McNeil to open the public hearing.

Vote: 6/0/0

The public hearing was opened at 7:30 p.m.

There were no public comments.

Motion was made by Preston Taylor seconded by Adam Porter to close the public hearing.

Vote: 6/0/0

The public hearing was closed at 7:30 p.m.

Motion was made by Preston Taylor and seconded by Marcus Snyder to recommend to City Council to approve the request to amend the City of Melissa's Zoning Ordinance.

Vote: 6/0/0

G. Adjourn

Motion was made by Marcus Snyder and seconded by Dwayne McNeil to adjourn.

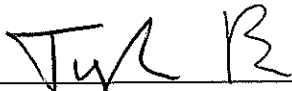
Vote: 6/0/0

Meeting adjourned at 7:31 p.m.



Rendell Hendrickson, Chairman

ATTEST:

Handwritten signature of Tyler Brewer in black ink, consisting of stylized initials 'T' and 'B'.

TYLER BREWER, Staff Liaison

MINUTES
CITY OF MELISSA CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
January 12, 2023

Regular Meeting

1. Call to Order and Roll Call

Rendell Hendrickson called the regular meeting to order at 7:34 p.m.

Dave Minton, Adam Porter, Marcus Snyder, Preston Taylor, Dwayne McNeil, and Rendell Hendrickson were all present at the meeting.

2. Public Comments

There were no public comments.

3. Regular Agenda

A. Consider and act upon a recommendation to City Council to amend roadway capital improvement projects and applicable fees.

Tyler Brewer and Nolan Harvey provided a Staff summary for agenda item # 3A.

P&Z Action

Motion was made by Dwayne McNeil and seconded by Marcus Snyder to make a recommendation to City Council on the following four matters:

- a. No updates to the land use assumptions are required.
- b. Update the City of Melissa Capital Improvements Plan (CIP) to add the following projects to the CIP:
 - i. Throckmorton Rd from the intersection of Throckmorton Rd and CR 277 east to the intersection of the US 75 Southbound Frontage Rd and Throckmorton Rd
 - ii. Cooper St from the intersection of SH5 and Cooper St to a point 730' east of the same intersection
 - iii. CR 277 from the intersection of CR 277 and Throckmorton Creek north to the intersection of CR 277 and Throckmorton Rd
 - iv. Red River St from the intersection of Melissa Rd and Red River St north to the intersection of Red River St and Harrison St
- c. Amend the maximum assessed transportation impact fee per service unit in Service Area 1 to \$791.87

d. Amend the transportation impact fees to be paid and collected per service unit for new developments in Service Area 1 to 82.175% of the maximum assessed impact fee per service unit for residential uses and 64.806% of the maximum assessed impact fee per service unit for non-residential uses.

Vote: 6/0/0

B. Adjourn

Motion was made by Adam Porter and seconded by Preston Taylor to adjourn.

Vote: 6/0/0

Meeting was adjourned at 7:53 p.m.



Rendell Hendrickson, Chairman

ATTEST:



TYLER BREWER, Staff Liaison