

**MINUTES**  
**CITY OF MELISSA PLANNING & ZONING COMMISSION**  
**February 9, 2023**

**Work Session**

**A. Call to Order**

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

**B. Roll Call**

Marcus Snyder, Adam Porter, Dave Minton, Danielle Dorman-Chapa and Rendell Hendrickson were all present at the meeting.

**C. Public Comments**

There were no comments from the public.

**D. Discussion of Consent & Regular Agenda Items**

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

- Danielle Dorman-Chapa asked if a fire hydrant will be installed with this project. Tyler Brewer stated that a fire hydrant will be placed.
- Danielle Dorman-Chapa asked if the demand can be met by the septic and trash receptacles. Tyler Brewer stated that the size of the building and use do not warrant any issues with the request. Nolan Harvey added that the sewer demand is less with an office use versus a residential use.
- Rendell Hendrickson asked what the benefit was to remain on septic. Tyler Brewer stated that with development, the developer is required to extend utilities to the site. He added that this property does have a pathway to get both sewer and water to the site. Nolan Harvey stated that the sewer is about 500 feet away from this site. He added that this site is in between two sewer basins and in this regard, there is no benefit to the City to bring sewer to this site. Tyler Brewer stated that if the property redevelops in the future, they may require more demand for sewer use and may need to extend sewer to the property at that time.
- Danielle Dorman-Chapa asked if the septic field was too small. Nolan Harvey stated that this septic system will be grandfathered in. He also stated that the County recently approved half acre allowance for septic service.
- Danielle Dorman-Chapa asked if landscaping would still be required. Nolan Harvey stated that the developer will still be held to the landscape requirements under the ordinance; the TXDOT right of way pushed back the back the buffer.

- Adam Porter asked what the expected occupancy for the building will be. Tyler Brewer stated that the building plans show that there will be six offices, two restrooms, a breakroom and a conference room.

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

- Marcus Snyder asked if the signs will remain backlit at all times. Tyler Brewer stated that a representative from the school district would be present at the regular meeting to respond.

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

- Rendell Hendrickson asked if there were any future plans for the detention pond on site. Nolan Harvey stated that this will remain one of two regional detention ponds in the area.
- Marcus Snyder asked if this pond will satisfy all the downtown detention. Nolan Harvey stated that there are two detention pond locations; one on the west side of the rail and one on the east side of the rail that will satisfy the detention for all of the downtown area.

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

- Marcus Snyder asked if a Sign Coordination Plan will need to come through for future approval. Tyler Brewer stated that any signage will comply with City regulations and will not need additional approvals from P&Z and City Council.


**E. Adjourn.**

P&Z Action

Motion made by Danielle Dorman-Chapa and seconded by Dave Minton to adjourn the meeting.

Vote: 5/0/0

Meeting adjourned at 6:49 p.m.



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Rendell Hendrickson, Chairman

ATTEST:

Tyler B

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TYLER BREWER, Staff Liaison

**MINUTES**  
**CITY OF MELISSA PLANNING & ZONING COMMISSION**  
**February 9, 2023**

**REGULAR MEETING**

**1. Call to Order and Roll Call**

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

Marcus Snyder, Adam Porter, Danielle Dorman-Chapa, 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 January 12, 2022, Work Session and Regular Meeting Minutes and the January 12, 2023 Capital Improvements Advisory Committee Regular Meeting Minutes.
- B. Consider and act upon the Townhomes at Sam Rayburn Addition Final Plat, consisting of 15.491± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located on the east side of Milrany Lane approximately 1,676 feet north of the intersection of Sam Rayburn Highway and Milrany Lane, City of Melissa, Collin County, Texas.
- C. Consider and act upon a recommendation to City Council regarding a request for approval of the Harrison Laminates Final Engineering Site Plan, consisting of 1.69± acres situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2530 Miller Rd. City of Melissa, Collin County, Texas.
- D. Consider and act upon the Nash Addition Final Plat, consisting of 1.987± acres situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located 2530 Miller Rd, City of Melissa, Collin County, Texas.

- E. Consider and act upon the Brookfield Phase 1 Final Plat, consisting of 39.067± acres situated in the Jessie Stiff Survey, Abstract No. 792, City of Melissa, Collin County, Texas and generally located approximately 728 feet southeast of the intersection of East Melissa Road and County Road 415, City of Melissa, Collin County, Texas.

P&Z Action

Motion was made by Dave Minton and seconded by Marcus Snyder to approve the Consent Agenda.

Vote: 5/0/0

5. Regular Agenda

- A. Consider and act upon a recommendation to City Council regarding a request for approval of the McKinney Street Office Final Engineering Site Plan, consisting of 0.410± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3703 McKinney St, City of Melissa, Collin County, Texas.

Tyler Brewer provided the staff summary for agenda item #5A & 5B.

- Marcus Snyder asked the applicant if the request was to eliminate the landscape buffer. Bill Perman, JP Engineering, stated that the site will have landscaping along the frontage. The request is to minimize the 25-foot buffer required by Code.
- Marcus Snyder asked if the septic usage would decrease based on the new use of the building. Bill Perman stated that the septic use would decrease with the change in use from residential to office.
- Marcus Snyder asked what the plan was for the rear structure. Bill Perman stated the rear structure is used as storage and not subject to this site plan.
- Danielle Dorman-Chapa asked if the storage building was connected to the septic system. Bill Perman stated that it is not connected to the septic system.

P&Z Action

Motion was made by Dave Minton and seconded by Danielle Dorman-Chapa to recommend to City Council to approve the McKinney Street Office Final Engineering Site Plan.

Vote: 4/1/0

Marcus Snyder voted against the recommendation to City Council to approve the Final Engineering Site Plan.

- B. Consider and act upon a replat of Lot 9R, Block A of the McClain Subdivision, consisting of 0.410± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3703 McKinney St, City of Melissa, Collin County, Texas.**

P&Z Action

Motion was made by Rendell Hendrickson and seconded by Dave Minton to approve the replat of Lot 9R, Block A of the McClain Subdivision.

Vote: 4/1/0

Marcus Snyder voted against the approval of the replat.

- C. Consider and act upon a recommendation to City Council regarding a request for approval of the MISD Kenny Deel Stadium Sign Coordination Plan.**

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

- Marcus Snyder asked if the signs would remain backlit at all times. Duke Spark with the MISD confirmed that the signs would remain backlit.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Adam Porter to recommend to City Council to approve the MISD Kenny Deel Stadium Sign Coordination Plan.

Vote: 5/0/0

- D. Consider and act upon a recommendation to City Council regarding a request for approval of the Eastwood Village Final Engineering Site Plan, consisting of 18.528± acres situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located approximately 1,174 feet southwest of the intersection of E Melissa Rd and Bryant St, City of Melissa, Collin County, Texas.**

Tyra LaVerne provided the staff summary for agenda item #5D & 5E.

- Marcus Snyder asked the applicant to discuss the changes in the façade plan. Daniel Ebarb, Ebard and Guest Architecture, stated that new color scheme is more neutral than the original colors and the use of masonry increased slightly.

P&Z Action

Motion was made by Marcus Snyder and seconded by Danielle Dorman-Chapa to recommend to City Council to approve the Eastwood Village Final Engineering Site Plan.

Vote: 5/0/0

- E. Consider and act upon the Eastwood Village Final Plat, consisting of 18.237± acres situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located approximately 1,174 feet southwest of the intersection of E Melissa Rd and Bryant St, City of Melissa, Collin County, Texas.

P&Z Action

Motion was made by Marcus Snyder and seconded by Danielle Dorman-Chapa to approve the Eastwood Village Final Plat.

Vote: 5/0/0

- F. Consider and act upon a recommendation to City Council regarding a request for approval of the City of Melissa Public Works/Parks Facility Final Engineering Site Plan, consisting of 9.005± acres of land situated in the John Fitzhugh Survey, Abstract No. 319 and the William Sanders Survey, Abstract No. 309, City of Melissa, Collin County, Texas and generally located at 2421 Miller Rd, City of Melissa, Collin County, Texas.

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

- Rendell Hendrickson asked if there were any future plans for area inside the gates. Tyler Brewer stated that there no plans at this time.
- Marcus Snyder asked what the operating hours of the site will be. Tyler Brewer stated that the operating hours will be the typical office hours.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Adam Porter to recommend to City Council to approve the City of Melissa Public Works/Parks Facility Final Engineering Site Plan.

Vote: 5/0/0

**G. Consider and act upon a recommendation to City Council regarding a request for approval of the City of Melissa Public Works/Parks Admin Building Façade Plan.**

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

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Adam Porter to recommend to City Council to approve the City of Melissa Public Works/Parks Admin Building Façade Plan.


Vote: 5/0/0

**H. Adjourn**

Motion was made by Dave Minton and seconded by Adam Porter to adjourn.

Vote: 5/0/0

Meeting adjourned at 7:30 p.m.

  
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Rendell Hendrickson, Chairman

ATTEST:

  
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TYLER BREWER, Staff Liaison