

**MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
FEBRUARY 11, 2021**

WORK SESSION

A. Call to Order

Dana Conklin called the work session to order at 6:00 p.m.

B. Roll Call

Dave Minton, David Jones, Danielle Dorman-Chapa, Dwayne McNeil, Angela Harwell, Stephen Ford, Victor Morales and Dana Conklin were all present at the meeting.

C. Public Comments

No members of the public spoke on any item on the work session agenda.

D. Discussion Regarding Regular Agenda Items

Director of Development and Neighborhood Services Tyler Brewer discussed the regular agenda items with the Commission.

During the discussion of regular agenda items #6 and #7, the following items were discussed:

- Danielle Dorman-Chapa called attention to the elevation sheets labeled as Flower Mound Addition. Tyler stated it was a mis-label and would bring to the applicant's attention for correction.
- Dwayne McNeil asked about the detention pond maintenance plan. Tyler confirmed that per City Code, proper maintenance and upkeep is required.

During the discussion of agenda item #8, the following items were discussed:

- Dana Conklin asked to confirm that this preliminary plat is for the residential lots only. Tyler confirmed that this is the residential lots only. The multifamily lot is shown on the for platting purposes only but will come forward with its own plat and site plan at a later date.
- Dana Conklin asked about the amenities and trails in relation to Avila Springs. Bryan Moody of Kimley-Horn confirmed that the single family lots will have their own amenities.
- Dana Conklin asked if there was a plan for the natural paths or if the residents would be free to roam and create their own paths. Bryan Moody stated that there is not currently a plan in place.
- Dana Conklin asked if the public would have access to the paved trails. Bryan Moody confirmed that the trails are part of the City's Master Trail Plan and the public will have access.
- David Jones asked about the lot sizes. Tyler shared that the lot sizes were approved in 2004 and a land use amendment was approved in October 2020. Bryan Moody clarified that the lot sizes are 50 x 110.

During the discussion of agenda item #9-12, the following items were discussed:

- Danielle Dorman-Chapa asked what the City's recommendations were. Tyler stated that staff is in support of the proposed request because the applicants have continued to work with the City throughout the process and the City will obtain new water line improvements.
- Dana Conklin asked if a new property owner would need to go back through the platting and site planning process, should that property owner decide to redevelop the site. Tyler confirmed that a new property owner would need to submit a site plan and plat that complies with 100% of the City's code under C-2.
- David Jones asked about a second entrance and if the bridge to the south qualifies for emergency response purposes. Tyler stated that he believes it will not allow for a full fire truck, but smaller emergency vehicles could potentially use it. This would be an additional variance.
- Dana Conklin asked about the water line being installed and it not being connected to the City's water system. Tyler clarified that, based on the City's Code, this property will be required to tie in to City's water system once the adjacent properties develop.
- David Jones asked about the second entrance that is generally required for commercial properties. Nolan Harvey confirmed that they do not have enough space to install a second entrance on Melissa Rd. He suggested they could add a mutual access easement on top of the sanitary sewer easement. The property to the east would be required to extend the concrete to this property line when it develops.

During the discussion of agenda item #13-15, the following items were discussed:

- David Jones asked about the sizes of the houses or the percentage of the sizes. Stephen Pepper of Impression homes stated that the average dwelling size would be 2200 square feet.
- Stephen Ford asked about the lot sizes. Stephen Pepper stated that they would be 40 foot lots with the possibility of 50-foot lots.
- Stephen Ford asked for staff thoughts. Tyler stated that the comp plan does call for a variety of housing sizes and these sizes do qualify for what is contemplated in the comp plan.
- Angela Harwell asked if they could place deed restrictions to avoid investors purchasing lots. Stephen Pepper said they cannot place deed restrictions however they would rather not have the homes purchased by investors as well.
- Dana Conklin asked whether the developer would be willing to commit to a percentage of lot sizes being larger than 40 ft. wide. Stephen Pepper stated he could not guarantee a percentage and would prefer to keep the request as is.
- David Minton asked about the sanitary sewer easement shown and the gray area shown on the plat. Stephen Pepper confirmed that the easement is already in place and the grey space is actually a trail located behind the lots.

During the discussion of agenda item #16-17, the following items were discussed:

- Dana Conklin asked if the landowner or the food truck owner would be responsible for the nuisance and trash. Tyler stated that both could be held responsible.

E. Discussion Regarding Future Agenda Items

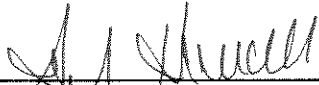
Tyler stated that there was nothing to report at this time.

Adjourn

P&Z Action


Motion was made by David Jones and seconded by Danielle Dorman-Chapa to adjourn at 6:57 p.m.

Vote: 7/0/0



~~DANA CONKLIN~~, Board Chairman
ANGELA HARWELL

ATTEST:



TYLER BREWER, Staff Liaison

MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
February 11, 2021

REGULAR MEETING

1. Call to Order

Dana Conklin called the regular meeting to order at 7:10 p.m.

2. Roll Call

Dave Minton, David Jones, Danielle Dorman-Chapa, Angela Harwell, Stephen Ford, Dwayne McNeil, and Dana Conklin were all present at the meeting.

3. Pledge of Allegiance

All who were present gave the Pledge of Allegiance.

4. Public Comments

No members of the public spoke during this agenda item.

5. January 14, 2021 Work Session and Regular Meeting Minutes

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Angela Harwell to approve the January 14, 2021 work session and regular meeting minutes.

Vote: 7/0/0

6. Consider and act upon a recommendation to City Council regarding a request for approval of The Goddard School Final Engineering Site Plan, consisting of 1.48± acres of land situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at the southeast corner of Milrany Lane and Karnaghan Lane, City of Melissa, Collin County, Texas.

Director of Development and Neighborhood Services Tyler Brewer provided the staff summary for agenda items #6 and #7.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded David Minton to recommend that City Council approve the Engineering Site Plan.

Vote: 7/0/0

7. Consider and act upon a recommendation to City Council regarding a request for approval of the Sky Ridge Addition Final Plat, being 1 commercial lot, 21 residential lots, and 6 common area lots and consisting of 8.791± acres of land situated in the D.E.W. Babb Survey, Abstract No.

33, City of Melissa, Collin County, Texas and generally located at the southeast corner of Milrany Lane and Karnaghan Lane, City of Melissa, Collin County, Texas.

P&Z Action

Motion was made by Angela Harwell and seconded by David Jones to recommend that City Council approve the Final Plat.

Vote: 7/0/0

8. **Consider and act upon a recommendation to City Council regarding a request for approval of the Stoneridge Preliminary Plat, being 194 residential lots, 1 multi-family lot, and 4 open space lots and consisting of 92.026± acres situated in the J. Emberson Survey, Abstract No. 294 and the J. Throckmorton Survey, Abstract No. 900, City of Melissa, Collin County, Texas and generally located approximately 1,490 feet to the northeast of the intersection of Melissa Rd and Telephone Rd, City of Melissa, Collin County, Texas.**

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for this agenda item.

Dana Conklin asked for confirmation that the chip seal would allow for additional access to Hwy 75. Tyler confirmed that is correct.

P&Z Action

Motion was made by David Minton and seconded by Angela Harwell to recommend that City Council approve the Preliminary Plat.

Vote: 7/0/0

9. **Conduct a public hearing to hear concerns for or against a request for approval of a rezone from Single Family Residential District-1 ("SF-1") to Planned Development ("PD") on 2.499± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2633 E Melissa Rd, City of Melissa, Collin County, Texas.**

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for items #9-#12.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded Angela Harwell by to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 7:19 p.m.

There were no public comments.

P&Z Action

Motion was made by Angela Harwell and seconded by David Jones to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 7:19 p.m.

- 10. Consider and act upon a recommendation to City Council regarding a request for approval of a rezone from Single Family Residential District-1 ("SF-1") to Planned Development ("PD") on 2.499± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2633 E Melissa Rd, City of Melissa, Collin County, Texas.**

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Angela Harwell to recommend that City Council approve the zoning request.

Vote: 7/0/0

- 11. Consider and act upon a recommendation to City Council regarding a request for approval of the Redden Concrete Inc. Office Final Engineering Site Plan, consisting of 2.499± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2633 E Melissa Rd, City of Melissa, Collin County, Texas.**

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Angela Harwell to recommend that City Council approve the Final Engineering Site Plan with the following conditions:

- 1) Add a note to the Final Engineering Site Plan stating, "Upon development of the adjacent properties, a water main shall be connected to the 8" water main shown hereon to provide water service to the property."
- 2) Revise the 30' Water and Sanitary Sewer Easement to be a 30' Emergency Access Only, Water, and Sanitary Sewer Easement.
- 3) Confirm with the Fire Chief that the secondary access from the Eastwood Addition is adequate for emergency response purposes.

Vote: 7/0/0

- 12. Consider and act upon a recommendation to City Council regarding a request for approval of the Redden Office Addition Final Plat, being 1 commercial lot and consisting of 2.499± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2633 E Melissa Rd, City of Melissa, Collin County, Texas.**

P&Z Action

Motion was made by David Jones and seconded by Danielle Dorman-Chapa to recommend that City Council approve the Final Plat with the condition that the 30' easement be reflected as an emergency access only easement.

13. Conduct a public hearing to hear concerns for or against a request for approval of a rezone from Agricultural District ("A") to Planned Development ("PD") on 43.649± acres situated in the W. Sanders Survey, Abstract No. 867, Collin County, Texas and generally located on the west side of Milrany Ln approximately 2,568 feet to the south of the intersection of Melissa Rd and Milrany Ln, Collin County, Texas.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for items #13 & #14.

P&Z Action

Motion was made by Stephen Ford and seconded Angela Harwell by to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 7:48 p.m.

Brent Brown of Berry Farms stated he was not in favor of the higher density lots. He would prefer that when the property develops, it would mirror the lot sizes of that which currently exist in the area.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by David Jones to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 7:49 p.m.

14. Consider and act upon a recommendation to City Council regarding a request for approval of a rezone from Agricultural District ("A") to Planned Development ("PD") on 43.649± acres situated in the W. Sanders Survey, Abstract No. 867, Collin County, Texas and generally located on the west side of Milrany Ln approximately 2,568 feet to the south of the intersection of Melissa Rd and Milrany Ln, Collin County, Texas.

Discussion topics from the Work Session were discussed further. Stephen Ford asked the applicant why they are interested in annexing into the city. Stephen Pepper of Impression Homes stated that they are interested in annexing because they believe future homeowners want to be in the City of Melissa. The developers see the advantage because they will not be required to have private streets or a private storm drainage system.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by David Jones to recommend that City Council deny the rezone request.

Vote: 7/0/0

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Angela Harwell to recess into Executive Session per Texas Government Code: 551.071 Private consultation with the attorney for the City.

Vote: 7/0/0

Regular Meeting recessed at 8:11 p.m.

Motion was made by Danielle Dorman-Chapa and seconded by Dwayne McNeil to reconvene into Open Session.

Vote: 7/0/0

Regular Meeting resumed at 8:31 p.m.

- 15. Consider and act upon a recommendation to City Council regarding a request for approval of the Bryant Farms Preliminary Plat, being 210 single-family residential lots and 10 open space lots and consisting of 43.649± acres situate in the W. Sanders Survey, Abstract No. 867, Collin County, Texas and generally located on the west side of Milrany Ln and approximately 2,568 feet to the south of the intersection of Melissa Rd an Milrany Ln, Collin County, Texas.**

Motion was made by Stephen Ford and seconded by Danielle Dorman-Chapa to recommend that City Council approve the Preliminary Plat.

Vote: 7/0/0

- 16. Conduct a public hearing to hear concerns for or against a proposed amendment to Section 20.3(L) of the City of Melissa's Comprehensive Zoning Ordinance ("CZO") modifying Mobile Food Truck/Mobile Food Truck Park regulations.**

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for items #16 & 17.

P&Z Action

Motion was made by David Jones and seconded by Danielle Dorman-Chapa to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 8:35 p.m.

There were no public comments.

P&Z Action

Motion was made by David Jones and seconded by Angela Harwell to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 8:35 p.m.

17. Consider and act upon a recommendation to City Council regarding a proposed amendment to Section 20.3(L) of the City of Melissa's Comprehensive Zoning Ordinance ("CZO") modifying Mobile Food Truck/Mobile Food Truck Park regulations.

Motion was made by David Jones and seconded by Angela Harwell to recommend that City Council approve the amendment to the ordinance.

Vote: 7/0/0

18. Adjourn

Motion was made by David Jones and seconded by Angela Harwell to adjourn.

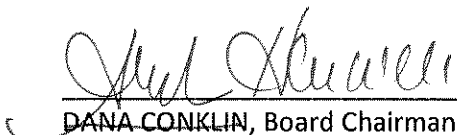
Vote: 7/0/0

Meeting adjourned at 8:37 p.m.

ATTEST:



TYLER BREWER, Staff Liaison



DANA CONKLIN, Board Chairman
ANGELA HARWELL



City of Melissa

Melissa City Hall
3411 Barker Avenue
Melissa, TX 75454

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January 29, 2021

Notice is hereby given that the Planning and Zoning Commission of the City of Melissa will hold a Public Hearing on February 11, 2021 at 7:00 p.m. in Melissa City Hall, 2nd Floor City Council Chamber, located at 3411 Barker Avenue, Melissa, Texas and, in the event that the Planning and Zoning Commission takes action on the following matter, the City Council of the City of Melissa will hold a Public Hearing on February 23, 2021 at 6:00 p.m. in Melissa City Hall, 2nd Floor City Council Chamber, located at 3411 Barker Avenue, Melissa, Texas to hear concerns for or against a request for a rezone from Agricultural District ("A") to Planned Development ("PD") on 43.649± acres situated in the W. Sanders Survey, Abstract No. 867, Collin County, Texas and generally located on the west side of Milrany Ln approximately 2,568 feet to the south of the intersection of Melissa Rd and Milrany Ln, Collin County, Texas.

Sincerely,

Tyler Brewer
Director of Development and Neighborhood Services
(972) 838-2036

*As an interested property owner within the City Limits of the City of Melissa, TX and within 200 ft. of the subject property, I (protest) (approve) the above request.

Additional Comments:

*(1) This is a predator corridor for owls + bobcats
(2) Run-off into local creek & no more ditches running around
property creating further drainage problems for our
property. (3) Additional traffic on a small one lane
road Bryant (4) Noise pollution (5) Destruction of
green space in this area*

NAME: *James + Deborah Hankson*

ADDRESS: *1966 Bryant St.*

DATE: *2-3-21*

*Written feedback may be mailed to City of Melissa, Attn: Tyler Brewer, 3411 Barker Avenue, Melissa, TX 75454 or emailed to permits@cityofmelissa.com