Planning and Zoning Commission Meeting Minutes  
May 17, 2018  
City of Melissa, TX

WORK SESSION AGENDA

1. Meeting was called to order at 6:01 p.m. by Dana Conklin.

2. Roll call was taken. Present: Dana Conklin, Eddie Anderson, Michael Foster, Melissa Brown, David Beck

3. Discussed regular agenda items.

4. Discussed current planning and zoning applications under review:
   c. Rezone request (A→PD) for 16.206± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas.
   d. Rezone request (SF3→C2) for 2.07± acres of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas.

5. Staff gave an update on the Buc-ee’s Development.

6. Discussed upcoming agenda items.

7. Motion was made by David Beck and seconded by Michael Foster to adjourn.

   Vote: 5/0/0

   Meeting adjourned at 6:37 p.m.

REGULAR AGENDA

1. Meeting was called to order at 7:00 p.m. by Dana Conklin.

2. Roll call was taken. Present: Dana Conklin, Eddie Anderson,Michael Foster, David Beck

3. Pledge of Allegiance was recited.

4. Motion was made by Michael Foster and seconded by David Beck to approve the April 19, 2018 work session & regular meeting minutes.

   Vote: 4/0/0

5. Public hearing opened at 7:03 p.m. to hear concerns for or against 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), Section 3 (Zoning Districts Established), Section 18 (Special Zoning Districts), Section 20 (Schedule of Uses and Parking Requirements), Section 22 (Off-Street Parking and Loading Requirements), Section 23 (Special and Additional Regulations) and Section 31 (Rules of Construction and General Definitions); establishing the “DOD” Downtown Overlay District special zoning district and prescribing the development standards and uses applicable thereto; repealing the “H/O” Historic Overlay District; describing the boundaries of the “DOD” Downtown Overlay District to include all property within the area bounded by State Highway 5 and Waller Street to the north, Melissa Road to the south and Fannin Road North along the school property to the west, as more particularly depicted in DOD Exhibit 1.

**Applicant: City of Melissa**

City Staff introduced this item to the public. Three (3) citizens then spoke at the public hearing:

- Diane Miller (4110 Highland Rd, Melissa, TX, 75454) did not speak in favor or opposition of the proposed DOD, but did voice concerns on how it might impact existing structures in the area.
- Jacob Naul (1606 Harrison St, Melissa, TX 75454) spoke in opposition to the proposed DOD. Mr. Naul’s only concern with DOD was how it might affect the maintenance of his current single family residential structure in the event that he had to rebuild part or all of his structure due to unforeseen circumstances such as a fire.
- Leo Bowler with Stonehollow Homes spoke in favor of the proposed DOD and mentioned to City Staff that he is interested in coming in and meeting with Development Services to discuss potential development opportunities within the area.

Public hearing closed at 7:15 p.m.

After the public hearing closed, City Staff addressed the comments above as such:

- City Staff informed Ms. Miller of the following two items:
  - Much of the right-of-way needed for future public improvements in the DOD is already existing, limiting the need for future taking of land.
  - The DOD contains an “Adaptive Reuse” provision that allows for property owners with development proposals to go through a Specific Use Permit (“SUP”) zoning process to request that an existing structure be used for a new purpose or use.
- City Staff informed Mr. Naul of the following provision in the City’s Comprehensive Zoning Ordinance:
  - (b) Partial Destruction. In the case of partial destruction of a nonconforming structure not exceeding fifty-one percent (51%) of its total appraised value as determined by the Collin County Appraisal District, reconstruction will be permitted, but the existing square footage or function of the nonconforming structure cannot be expanded.
- City Staff asked Mr. Bowler to set up a time to come in and speak with Staff about potential development opportunities.

6. Motion was made by David Beck and seconded by Eddie Anderson to recommend that City Council approve 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), Section 3 (Zoning Districts Established), Section 18 (Special Zoning Districts), Section 20 (Schedule of Uses and Parking Requirements), Section 22 (Off-Street Parking and Loading Requirements), Section 23 (Special and Additional Regulations) and Section 31 (Rules of Construction and General Definitions); establishing the “DOD” Downtown Overlay District special zoning district and prescribing the development standards and uses applicable thereto; repealing the “H/O” Historic Overlay District; describing the boundaries of the “DOD” Downtown Overlay District to include all property within the area bounded by State Highway 5 and Waller Street to the north, Melissa Road to the south and Fannin Road North along the school property to the west, as more particularly depicted in DOD Exhibit 1.

**Applicant: City of Melissa**
7. Public hearing opened at 7:20 p.m. to hear concerns for or against 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), Section 20 (Schedule of Uses and Parking Requirements) and Section 23 (Special and Additional Regulations) for the purpose of removing the regulations on solar panel system from Section 23 of the Zoning Ordinance and placing these same regulations in Section 20 of the Zoning Ordinance.

**Applicant: City of Melissa**

City Staff introduced this item to the public. No citizens spoke during the public hearing.

Public hearing closed at 7:20 p.m.

8. Motion was made by Michael Foster and seconded by David Beck to recommend that City Council approve 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), Section 20 (Schedule of Uses and Parking Requirements) and Section 23 (Special and Additional Regulations) for the purpose of removing the regulations on solar panel system from Section 23 of the Zoning Ordinance and placing these same regulations in Section 20 of the Zoning Ordinance.

**Applicant: City of Melissa**

Vote: 4/0/0

9. Public hearing opened at 7:24 p.m. to hear concerns for or against a proposed amendment to the Future Land Use Plan Map in the City of Melissa’s 2015 Comprehensive Plan Update

**Applicant: City of Melissa**

City Staff introduced this item to the public. No citizens spoke during the public hearing.

Public hearing closed at 7:24 p.m.

10. Motion was made by Michael Foster and seconded by Eddie Anderson to recommend that City Council approve a proposed amendment to the Future Land Use Plan Map in the City of Melissa’s 2015 Comprehensive Plan Update

**Applicant: City of Melissa**

Vote: 4/0/0

11. Motion was made by David Beck and seconded by Michael Foster to adjourn.

Vote: 4/0/0

Meeting adjourned at 7:26 p.m.
May 4, 2018

Notice is hereby given that the Planning and Zoning Commission of the City of Melissa will hold a Public Hearing on May 17, 2018 at 7:00 p.m. in Melissa City Hall, 2nd Floor Council Chambers, 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 May 22, 2018 at 6:00 p.m. in Melissa City Hall, 2nd Floor Council Chambers, located at 3411 Barker Avenue, Melissa, Texas to hear concerns for or against 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), Section 3 (Zoning Districts Established), Section 18 (Special Zoning Districts), Section 20 (Schedule of Uses and Parking Requirements), Section 22 (Off-Street Parking and Loading Requirements), Section 23 (Special and Additional Regulations) and Section 31 (Rules of Construction and General Definitions); establishing the “DOD” Downtown Overlay District special zoning district and prescribing the development standards and uses applicable thereto; repealing the “H/O” Historic Overlay District; describing the boundaries of the “DOD” Downtown Overlay District to include all property within the area bounded by State Highway 5 and Waller Street to the north, Melissa Road to the south and Fannin Road North along the school property to the west, as more particularly depicted in DOD Exhibit 1.

See attached overview and FAQ for more information.

As an interested property owner either within the DOD boundary or within 200 feet of the properties above, you are requested to make your views known by attending the meeting or by returning the bottom of this letter to Development Services.

Sincerely,

Tyler Brewer
Director of Development and Neighborhood Services

City of Melissa – Planning and Zoning Commission
Request to Establish the “DOD” Downtown Overlay District by the City of Melissa

As an interested property owner, I (protest) [ ] approve the request to establish the “DOD” Downtown Overlay District.

NAME: [ ] Richard W. Arnold
ADDRESS: [ ] 39 Meadowbrook Drive, 75454
DATE: [ ] 5/10/18

[Signature] [Signature]
REQUEST TO SPEAK BEFORE MELISSA PLANNING & ZONING

NAME Jacob Naul PHONE  
ADDRESS 1601 Harrisson St CITY Melissa ZIP 75452

1 Public Hearing Agenda Item #
1 Other Agenda Item # 92-04

I wish to speak IN FAVOR of this item.

I wish to speak IN OPPOSITION to this item.

☑ I do not wish to speak; however, please record my SUPPORT ✔ OPPOSITION.

✓ General Citizen Comments: This item is available for citizens to speak on any subject; however, no discussion or action, by law, may be taken on the topic until properly posted on a future agenda.

Topic of Discussion: I am against creation of Downtown Overlay District (DOD).

COMMENTS WILL BE LIMITED TO 3 MINUTES

REQUEST TO SPEAK BEFORE MELISSA PLANNING & ZONING COMMISSION

NAME Diane Miller PHONE 9-509-7882 DATE 5/12/18
ADDRESS P.O. Box 126 CITY Melissa ZIP

1 Public Hearing Agenda Item #
1 Other Agenda Item #

I wish to speak IN FAVOR of this item.

I wish to speak IN OPPOSITION to this item.

I do not wish to speak; however, please record my SUPPORT ___ OPPOSITION.

✓ General Citizen Comments: This item is available for citizens to speak on any subject; however, no discussion or action, by law, may be taken on the topic until properly posted on a future agenda.

Topic of Discussion: 

COMMENTS WILL BE LIMITED TO 3 MINUTES