Planning and Zoning Commission Meeting Minutes
April 18, 2019
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, Mark Williams, Michael Foster, Stephen Ford, Danielle Dorman-Chapa
   a. David Beck arrived at 6:05 p.m.

3. Discussed regular agenda items.

4. Due to the time taken on agenda item #3, there was no discussion regarding current planning and zoning applications under review.

5. Due to the time taken on agenda item #3, there was no discussion regarding upcoming agenda items.

6. Motion was made by Mark Williams and seconded by Stephen Ford to adjourn.
   Vote: 6/0/0
   Motion carried

Meeting adjourned at 7:10 p.m.

REGULAR AGENDA

1. Meeting was called to order at 7:13 p.m. by Dana Conklin.

2. Roll was taken. Present: Dana Conklin, Mark Williams, Michael Foster, Stephen Ford, Danielle Dorman-Chapa, David Beck

3. Pledge of Allegiance was recited.

4. Motion was made by Danielle Dorman-Chapa and seconded by David Beck to approve the April 4, 2019 work session & regular meeting minutes.
   Vote: 6/0/0
   Motion carried

5. The Commission conducted a public hearing 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).
   Applicant: City of Melissa
City Staff provided an overview of the agenda item to the Commission and audience.

Public hearing opened at 7:15 p.m.

No comments were made by the public.

Public hearing closed at 7:15 p.m.

6. Motion was made by Mark Williams and seconded by Stephen Ford to recommend that City Council approve an 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).

   **Applicant:** City of Melissa

   Vote: 6/0/0

   Motion carried

7. The Commission conducted a public hearing to hear concerns for or against a requested rezone from Agricultural District ("A") to General Commercial District ("C-2") on 4.27± acres situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located approximately 305 feet to the southeast of the intersection of the access road of U.S. 75 and Buc-ee’s Blvd, City of Melissa, Collin County, Texas.

   **Applicant:** Claymoore Engineering

   City Staff provided an overview of the agenda item to the Commission and audience.

   Public hearing opened at 7:19 p.m.

   No comments were made by the public.

   Public hearing closed at 7:19 p.m.

8. Motion was made by David Beck and seconded by Mark Williams to recommend that City Council approve a rezone from Agricultural District ("A") to General Commercial District ("C-2") on 4.27± acres situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located approximately 305 feet to the southeast of the intersection of the access road of U.S. 75 and Buc-ee’s Blvd, City of Melissa, Collin County, Texas.

   **Applicant:** Claymoore Engineering

   Vote: 6/0/0

   Motion carried

9. The Commission conducted a public hearing to hear concerns for or against a requested rezone from Agricultural District ("A") to General Commercial District ("C-2") on 1.54± acres of land situated in the David E.W. Babb Survey, Abstract No. 33, being all of Lots 7 and 8 and the northern one half (1/2) of Lot 9 of the McLain Subdivision, City of Melissa, Collin County, Texas and generally located approximately 490 feet to the northeast of the intersection of McKinney Street and Pennsylvania Avenue, City of Melissa, Collin County, Texas.

   **Applicant:** JP Engineering

   City Staff provided an overview of the agenda item to the Commission and audience.

   Public hearing opened at 7:25 p.m.

   No comments were made by the public.
10. Motion was made by Danielle Dorman-Chapa and seconded by David Beck to recommend that City Council approve a rezone from Agricultural District (“A”) to General Commercial District (“C-2”) on 1.54± acres of land situated in the David E.W. Babb Survey, Abstract No. 33, being all of Lots 7 and 8 and the northern one half (1/2) of Lot 9 of the McLain Subdivision, City of Melissa, Collin County, Texas and generally located approximately 490 feet to the northeast of the intersection of McKinney Street and Pennsylvania Avenue, City of Melissa, Collin County, Texas.

**Applicant: JP Engineering**

Vote: 6/0/0

Motion carried

11. Motion was made by Danielle Dorman-Chapa and seconded by Michael Foster to recommend that City Council approve a request for parking count approval on the Melissa ISD High School Ph. 2 Project.

**Applicant: Melissa ISD**

Vote: 5/1/0.

Motion carried.

*Note: As stated in the Commission’s agenda packet, the recommendation for approval was for a minimum of 668 spots to be constructed by the end of Phase 2 of the Melissa ISD High School Project. Dana Conklin stated for the record that she voted against the item because she would have preferred that the minimum parking count be set at the 724 spots that the MISD has preliminary proposed to be constructed by the end of Phase 2 of the Melissa ISD High School Project.*

12. Motion was made by Mark Williams and seconded by Danielle Dorman-Chapa to recommend that City Council approve the Melissa ISD Indoor Athletic Facility Preliminary Façade Plan.

Vote: 6/0/0

Motion carried

13. Motion was made by Mark Williams and seconded by David Beck to adjourn.

Vote: 6/0/0

Motion carried

Meeting adjourned at 7:57 p.m.

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Dana Conklin                                                                            Tyler Brewer
Board Chairman                                                                        Staff Liaison