Planning and Zoning Commission Meeting Minutes  
October 18, 2018  
City of Melissa, TX

WORK SESSION AGENDA

1. Meeting was called to order at 6:00 p.m. by Dana Conklin.

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

3. Discussed regular agenda items.

4. Discussed current planning and zoning applications under review.

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

6. Discussed upcoming agenda items.

7. Motion was made by Mark Williams and seconded by David Beck to adjourn.
   Vote: 7/0/0
   Meeting adjourned at 6:38 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, Mark Williams, David Jones, Danielle Dorman-Chapa, Stephen Ford, Michael Foster, David Beck, Eddie Anderson

3. Pledge of Allegiance was recited.

4. Motion was made by Danielle Dorman-Chapa and seconded by Michael Foster to approve the September 20, 2018 work session & regular meeting minutes.
   Vote: 7/0/0

5. Motion was made by Mark Williams and seconded by Danielle Dorman-Chapa to recommend that City Council approve the Tracts 1 and 2, Block B of Melissa Village Addition Final Plat conditioned upon the applicant working with Staff to resolve the issues below before the City Council meeting.

   Issues to resolve:
   - On page C-4 of the plan set, move the Y drainage inlet found on Lot 7 to the south/southeast to move it out of the sidewalk. Update the drainage easement to reflect this change.
   - On page C-6.2:
     - Update the contours to reflect the existing drainage channel referenced on the sheet
     - Verify the functionality and adequacy of the existing drainage channel
• Include an acknowledgement in the plan set that street lighting along Washington Dr. will be provided for and installed per City regulations

Vote: 7/0/0

6. Public hearing was held to hear concerns for or against a request for rezone from Single Family Residential (SF-3), General Commercial (C-2), and Restricted Commercial (C-1) to Planned Development (PD) on the following tracts of land:

- 0.38± acres, being Lot 2B, Block 2 of the Melissa Division, City of Melissa, Collin County, Texas
- 0.46± acres, being lot 2A, Block 2 of the Melissa Division, City of Melissa, Collin County, Texas
- 0.67± acres, being Lot 1 through Lot 5, Block 24 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 0.07± acres, being Lot 15, Block 5 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 0.13± acres, being Lot 16 & Lot 17, Block 5 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 4.788± acres situated in the David E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at the northwest corner of Fannin St and McKinney St, City of Melissa, Collin County, Texas.

Staff gave a summary of the agenda item before the public hearing opened. The public hearing was then opened at 7:11 p.m. There were no comments made by the public. The public hearing was closed at 7:11 p.m.

7. Motion was made by Danielle Dorman-Chapa and seconded by Mark Williams to recommend that City Council approve a request for rezone from Single Family Residential (SF-3), General Commercial (C-2), and Restricted Commercial (C-1) to Planned Development (PD) on the following tracts of land:

- 0.38± acres, being Lot 2B, Block 2 of the Melissa Division, City of Melissa, Collin County, Texas
- 0.46± acres, being lot 2A, Block 2 of the Melissa Division, City of Melissa, Collin County, Texas
- 0.67± acres, being Lot 1 through Lot 5, Block 24 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 0.07± acres, being Lot 15, Block 5 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 0.13± acres, being Lot 16 & Lot 17, Block 5 of the Melissa Original Donation, City of Melissa, Collin County, Texas
- 4.788± acres situated in the David E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at the northwest corner of Fannin St and McKinney St, City of Melissa, Collin County, Texas.
The motion was conditioned upon the land use type “Office/Warehouse/Distribution Center” being removed from the additional land uses allowed in the Development Standards in the Planned Development.

Vote: 7/0/0

8. Motion was made by Mark Williams and seconded by David Jones to adjourn.

Vote: 7/0/0

Meeting adjourned at 7:11 p.m.

Dana Conklin,  
Board Chairman

Tyler Brewer, Staff Liaison