



**CITY OF MELISSA**  
**PLANNING & ZONING WORK**  
**SESSION AND REGULAR**  
**MEETING AGENDA**

Thursday, January 8, 2026  
Work Session 5:30 p.m.  
Regular Meeting 6:30 p.m.

City of Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

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**1. WORK SESSION AGENDA**

- A. Call to order
- B. Roll Call
- C. Public Comments
- D. Discussion regarding Planning and Zoning Recommended Cases
- E. Discussion regarding regular agenda items
- F. Adjourn

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENTS**

*This item is available for up to 3 minutes on any subject of which the City of Melissa has authority. However, no discussion or action, by law, may be taken on the topic unless properly posted on a future agenda.*

**4. CONSENT AGENDA**

- A. Consider the December 4, 2025 Work Session and Regular Meeting Minutes.
- B. Consider a recommendation to City Council regarding the Rock Creek Retail Preliminary Engineering Site Plan, consisting of  $10.621\pm$  acres of land, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the intersection of U.S. Highway 75 and Fieldstone Drive, City of Melissa, Collin County, Texas.
- C. Consider a recommendation to City Council regarding the Melissa Retail Final Engineering Site Plan, consisting of  $2.63\pm$  acres of land, situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at 2403 McKinney Street, City of Melissa, Collin County, Texas.

**5. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

**6. REGULAR AGENDA**

- A. Conduct a public hearing and consider a recommendation to City Council regarding a request to repeal and replace Planned Development ("PD") Ord. No. 2024-50 for the purpose of modifying certain development regulations on 148.818± acres of land in the aggregate., situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County Texas and generally located 2356 feet southwest of the intersection of Sam Rayburn Hwy and County Road 416, City of Melissa, Collin County, Texas. (TL)
- B. Conduct a public hearing and consider a recommendation to City Council regarding a request to amend Planned Development ("PD") Ord. No. 2022-35, applicable to 64.165± acres in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County Texas, for the purpose of removing from that PD a tract of land consisting of 1.264± acres of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County Texas and generally located 2193 feet east of the intersection of Central Expressway and Sam Rayburn Highway, City of Melissa, Collin County, Texas, and consider a new Planned Development covering the same 1.264± acres with new development standards. (TL)
- C. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District (A) to Planned Development District/Single-Family Residential District 3 (PD/SF-3), consisting of 14.86± acres of land situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3835 Milrany Ln, City of Melissa, Collin County, Texas. (TL)
- D. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") and General Commercial District ("C-2") within the Commercial Corridor Overlay District to Planned Development District/General Commercial ("PD/C-2") within the Commercial Corridor Overlay District, consisting of 8.213± acres of land in the aggregate, situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located at 1101 and 1103 Central Expressway, City of Melissa, Collin County, Texas. (AM)
- E. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") to Planned Development District/General Commercial District and Light Industrial District ("PD/C-2/I-1"), consisting of 21.3± acres of land situated in the Joab Butler Survey, Abstract No. 69, City of Melissa, Collin County, Texas and generally located at southeast corner of Sam Rayburn Highway and McKinney Street, City of Melissa, Collin County, Texas. (AM)
- F. Consider a recommendation to City Council regarding an amendment to the Chick Fil A Sign Coordination Plan. (AM)
- G. Consider a recommendation to City Council regarding a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway, City of Melissa, Collin Count, Texas. (TL)

## **ADJORN**

### **Certified**

Certified to this the 19th day of December 2025

Posted: December 19, 2025 at 11:30 a.m.

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Tyra LaVerne, Assistant Director of Development Services

If during the course of the meeting covered by this notice, the Planning & Zoning Commission should determine that a closed or executive meeting or session of the Planning & Zoning Commission or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code §551.001 et seq., will be held by the Planning & Zoning Commission at the date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Planning & Zoning Commission may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

**Texas Government Code Section:**

551.071 Private consultation with the attorney for the City.

**MINUTES**  
**CITY OF MELISSA PLANNING & ZONING COMMISSION**  
**PLANNING & ZONING WORK SESSION AND REGULAR MEETING**  
**DECEMBER 4, 2025**  
**5:30 PM**

Work Session 5:30 p.m.  
Regular Meeting 6:30 p.m.

**WORK SESSION AGENDA**

**A. Call to Order**

Dave Minton called the meeting to order at 5:30 p.m.

**B. Roll Call**

Darren Melton, Ben Ivy, Adam Porter, Tracy Hailey, Dan Mathews, Jacob Roger, Dave Minton were all present at the meeting.

**C. Public Comments**

There were no public comments.

**D. Discussion regarding Planning and Zoning Recommended Cases**

Amy Mathews provided the commission with cases voted on by City Council.

**E. Discussion regarding regular agenda items.**

Tyra LaVerne discussed regular agenda items with the commission.

**F. Adjourn**

Motion was made by Adam Porter and seconded by Tracy Hailey to adjourn the Work Session.

P&Z Action:

Vote: 8/0/0

The Work Session was adjourned at 6:12 p.m.

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

Dave Minton called the meeting to order at 6:30 p.m.

Jacob Rogers, Adam Porter, David Minton, Lawrence Silver, Tracy Hailey, Daniel Mathews, and Darren Melton were present.

**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 the November 6, 2025 Work Session and Regular Meeting Minutes.
- B. Consider a recommendation to City Council regarding the Legacy Ranch Plaza Lot 1 Final Engineering Site Plan, consisting of  $2.585\pm$  acres of land, situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at the northwest corner of McKinney Street and Legacy Ranch Drive, City of Melissa, Collin County, Texas. (TL)
- C. Consider a recommendation to City Council regarding the Shops at Willow Grove Final Engineering Site Plan, consisting of  $1.559\pm$  acres of land, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located approximately 241 feet east of the intersection of Central Expressway and Willow Grove Way, City of Melissa, Collin County, Texas. (TL)

Motion was made by Tracy Hailey and seconded by Jacob Rogers to recommend approval for the Consent Agenda.

Vote: 7/0/0

**5. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

**6. REGULAR AGENDA**

- A. Conduct a public hearing and consider a recommendation to City Council regarding a request to adopt a Specific Use Permit ("SUP") allowing for an Automobile Repair, Minor land use on  $0.8446\pm$  acres of land, situated in the Andrew Thomas Survey Abstract No. 894, City of Melissa, Collin County, Texas and generally located at 1218 Sam Rayburn Highway, City of Melissa, Collin County, Texas. (TL)

Dave Minton recused himself from regular agenda item 6A.

Motion was made by Lawrence Silver and seconded by Jacob Rogers to open the Public Hearing.

Vote: 6/0/0

The Public Hearing was opened at 6:33 p.m.

There were no public comments.

Tyra LaVerne presented the agenda item to the commission.

Motion was made by Jacob Rogers and seconded by Dan Mathews to close the Public Hearing.

Vote: 6/0/0

Motion was made by Jacob Rogers and seconded by Lawrence Silver to approve agenda item 6A.

Vote: 5/1/0

Adam Porter voted in opposition of agenda item 6A.

B. Consider a recommendation to City Council regarding the Thomas Earl Commercial Final Engineering Site Plan, consisting of  $1.027\pm$  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 Thomas Earl Way, City of Melissa, Collin County, Texas. (TL)

Tyra LaVerne presented the agenda item to the commission.

Motion was made by Jacob Rogers and seconded by Tracy Hailey to recommend denial for agenda item 6B.

Vote: 6/1/0

Darren Melton voted in opposition to the motion.

C. Consider a recommendation to City Council regarding the PVB Melissa Commercial Phase 1 Final Engineering Site Plan, consisting of  $6.890\pm$  acres of land, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the southeast corner of US 75 and Melissa Road, City of Melissa, Collin County, Texas. (TL)

Motion was made by Adam Porter and seconded by Tracy Hailey to approve agenda item 6C with the following conditions –

- Submission and approval of a final plat for Phase 1
- Adjusted setback requests:
  - Reduce the US 75 frontage buffer to 20 feet (from 30 feet)
  - Increase the buffer adjacent to residential lots to 15 feet (no variance)

Vote: 6/1/0

Jacob Rogers voted in opposition to the motion.

## **ADJOURN**

Motion was made by Tracy Hailey and seconded by Adam Porter to adjourn the regular meeting.

Vote: 7/0/0

The meeting was adjourned at 7:10 p.m.

## **ATTEST:**

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Tyra LaVerne, Assistant  
Director of Development  
Services

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Dave Minton, Chair



## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Consider a recommendation to City Council regarding the Rock Creek Retail Preliminary Engineering Site Plan, consisting of 10.621± acres of land, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the intersection of U.S. Highway 75 and Fieldstone Drive, City of Melissa, Collin County, Texas.

**Submitted by** Tyra LaVerne, Assistant Director of Development Services

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### **Action Requested**

Consider a recommendation to City Council regarding the Rock Creek Retail Preliminary Engineering Site Plan.

### **Summary of Subject**

City Staff has reviewed this Preliminary Engineering Site Plan for compliance with the City's Code of Ordinance ("Code") and zoning on the tract. All Staff comments have been addressed and this Preliminary Engineering Site Plan complies with the Code and zoning on the tract.

Link to Preliminary Civil Plans -

<https://cityofmelissa-my.sharepoint.com/:b/p/tlaverne/IQD7vSE8Lmg2S54VGrUpwBqPAS7yMREjCHgMUGNXkbxZNzI?e=pyaluU>

### **Comprehensive Plan Comments**

The land use complies with the zoning on the subject tract.

### **Staff Recommendation**

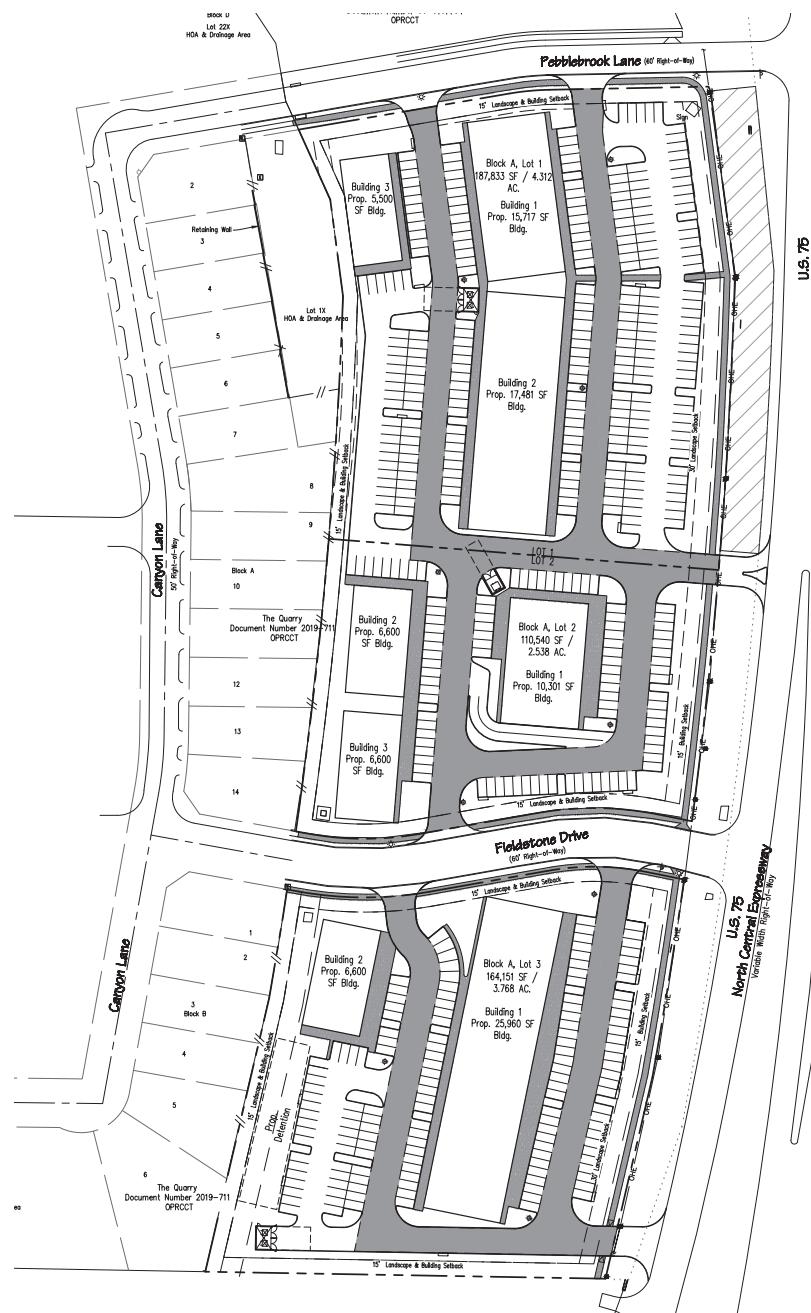
Staff recommends approval of this Preliminary Engineering Site Plan

### **Supporting Documents**

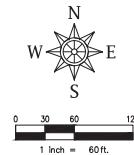
1. Location of Subject Tract (4).docx
2. Prelim SP for Rock Creek Retail.pdf

## Location of Subject Tract





The Proposed Preliminary Site Plan Requests the Following Variances:  
 - Parking Location per the CC/O District Site Design Code Subsection 18(0)(4)(d)(2)  
 - Driveway Requirement to Allow for 2nd Connection to Pebblebrook Lane per City Engineering Design Manual Table 2



SITE DATA	Block A, Lot 1	Block A, Lot 2	Block B, Lot 1	Total
Lot Area:	4.312 Ac. (187,833 SF)	2.538 Ac. (110,540 SF)	3.768 Ac. (164,151 SF)	10.621 Ac. (462,675 SF)
Building Footprint:	16,398 SF (Retail)/16,800 SF (Restaurant)/ 5,500 SF (Med. Office)	8,901 SF (Retail)/1,400 SF (Restaurant)/ 10,200 SF (Med. Office)	23,100 SF (Retail)/ 20,000 SF (Restaurant)/ 25,300 SF (Med. Office)	46,600 SF (Retail)/ 21,000 SF (Restaurant)/ 25,300 SF (Med. Office)
Parking Ratio:	1:250/ 1:100/ 1:300	1:250/ 1:100/ 1:300	1:250/ 1:100/ 1:300	1:250/ 1:100/ 1:300
Parking Required:	253 Sp.	94 Sp.	143 Sp.	490 Sp.
Parking Provided:	253 Sp.	94 Sp.	143 Sp.	490 Sp.



**PRELIMINARY SITE PLAN**  
**ROCK CREEK RETAIL**  
**BLOCK A, LOTS 1-2; BLOCK B, LOT 1**  
 IN THE CITY OF MELISSA, COLLIN COUNTY, TEXAS  
 JOHN EMBERSON SURVEY ABSTRACT NO. 294  
 462,675 Sq. Ft./10.621 Acres

ENGINEER / SURVEYOR / APPLICANT  
 Spiars Engineering, Inc.  
 501 W President George Bush Hwy, Suite 200  
 Richardson, TX 75080  
 Telephone: (972) 422-0077  
 TBPE No. F-2121  
 Contact: Karla Smith

## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Consider a recommendation to City Council regarding the Melissa Retail Final Engineering Site Plan, consisting of 2.63± acres of land, situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at 2403 McKinney Street, City of Melissa, Collin County, Texas.

**Submitted by** Tyra LaVerne, Assistant Director of Development Services

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### Action Requested

Consider a recommendation to City Council regarding the Melissa Retail Final Engineering Site Plan.

### Summary of Subject

City Staff has reviewed this Final Engineering Site Plan for compliance with the City's Code of Ordinance ("Code") and zoning on the tract. All Staff comments have been addressed and this Final Engineering Site Plan complies with the Code and zoning on the tract.

Link to Full Civil Plans -

[https://cityofmelissa.sharepoint.com/:b/s/PlanningZoning/IQBZocoPi5XmRI2vYkf6cktwAVIBogy9o2-mvBifnO\\_Kuk8?e=eFXhTb](https://cityofmelissa.sharepoint.com/:b/s/PlanningZoning/IQBZocoPi5XmRI2vYkf6cktwAVIBogy9o2-mvBifnO_Kuk8?e=eFXhTb)

### Comprehensive Plan Comments

The land use complies with the zoning on the subject tract.

### Staff Recommendation

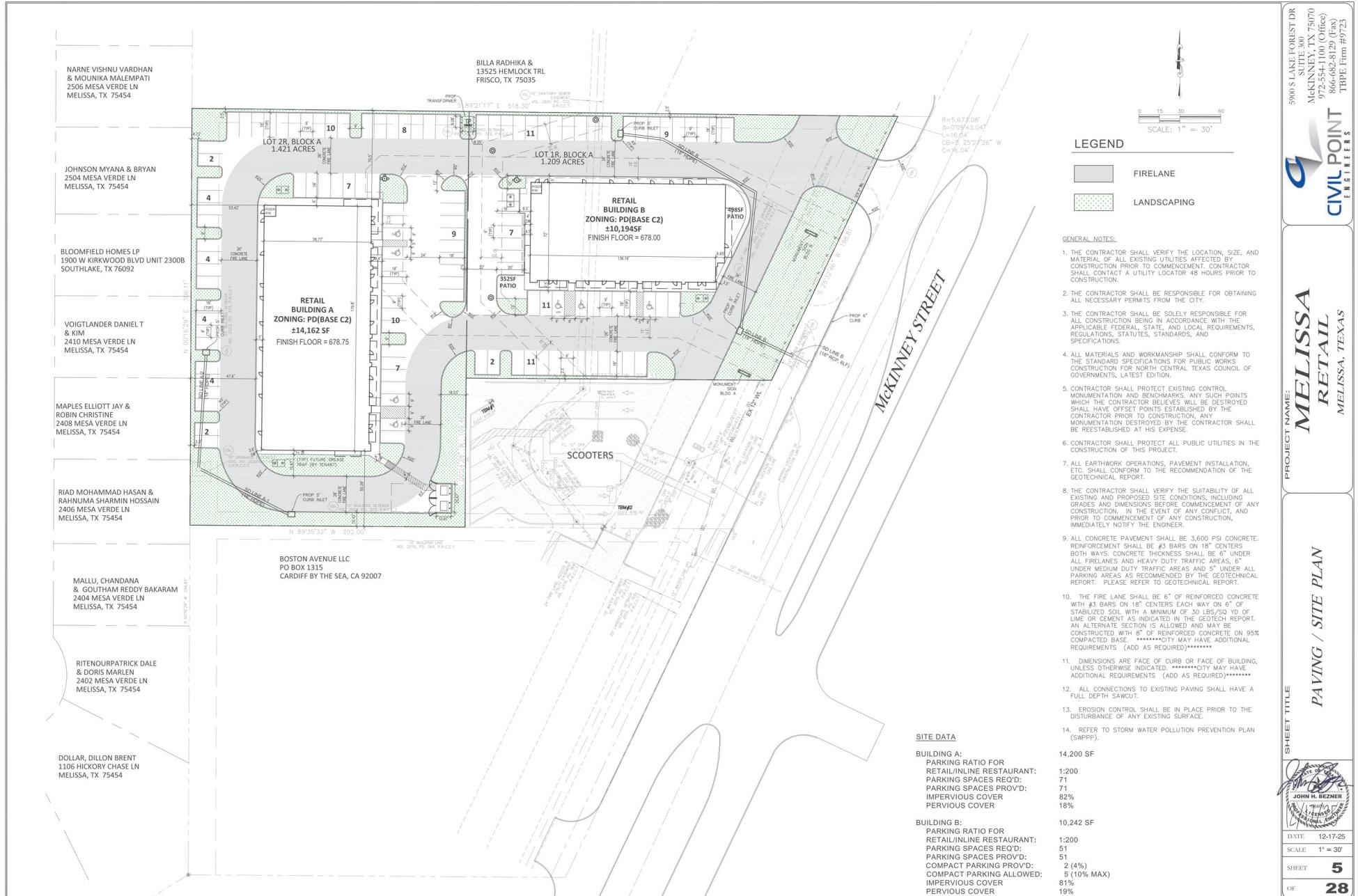
Staff recommends approval of this Final Engineering Site Plan.

### Supporting Documents

1. Location of Subject Tract.docx
2. 2403 McKinney Site Plan.pdf

## Location of Subject Tract





## City of Melissa Planning & Zoning Commission Staff Report



<b>Date</b> <b>Subject</b>	January 8, 2026 Conduct a public hearing and consider a recommendation to City Council regarding a request to repeal and replace Planned Development ("PD") Ord. No. 2024-50 for the purpose of modifying certain development regulations on 148.818± acres of land in the aggregate., situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County Texas and generally located 2356 feet southwest of the intersection of Sam Rayburn Hwy and County Road 416, City of Melissa, Collin County, Texas. (TL)
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**Submitted by** Tyra LaVerne, Assistant Director of Development Services

### **Action Requested**

Consider a recommendation to City Council regarding a request to repeal and replace Planned Development ("PD") Ord. No. 2024-50 for the purpose of modifying certain development regulations on 148.818± acres of land in the aggregate.

### **Summary of Subject**

The subject property has a history of mixed residential and commercial entitlements. In 2004, the property was zoned to allow single-family, multi-family, and commercial land uses. In 2024, the property was rezoned to allow for single-family, townhome, and commercial land uses.

The current request proposes to modify the zoning to allow for the development of a phased single-family residential community with a base zoning of SF-3, subject to specific development and design conditions.

The subject property is proposed to be developed in three phases and utilized as a single-family residential subdivision. The development will include a mix of lot types, common open space, amenities, and required screening and entry features as outlined in the proposed zoning exhibits.

The proposed zoning would allow for the development of no more than 600 single-family residential lots. The development will include the following lot standards:

- **Type A Lots:** Minimum lot size of 50 feet by 120 feet
- **Type B Lots:** Minimum lot size of 60 feet by 120 feet

\*Lot depths may be reduced where necessary due to roadway curvature, as depicted in Exhibit C.

All development shall comply with the standards outlined in **Table A** of the proposed zoning conditions.

The developer proposes to construct an Amenity Center for the community. At a minimum, the Amenity Center will include:

- A minimum of 2,000 square feet of total pool area
- A sports court
- A playground

In addition, the development will provide no fewer than 20 acres of open space. The open space will include ponds and an interconnected trail system consisting of 8-foot-wide trails composed of concrete and decomposed granite. Trail locations are depicted in Exhibit C. All open space and trails will be owned and permanently maintained by the HOA.

Screening will be provided in accordance with Exhibit D and applicable City standards.

- Screening along SH-121 will consist of a 6-foot masonry wall with stone columns.
- All other screening requirements shall comply with Article 3.1400 of the City's Code of Ordinances.

#### **Comprehensive Plan Comments**

The current zoning on the tract is Planned Development/Single Family District 3 ("PD/SF-3").

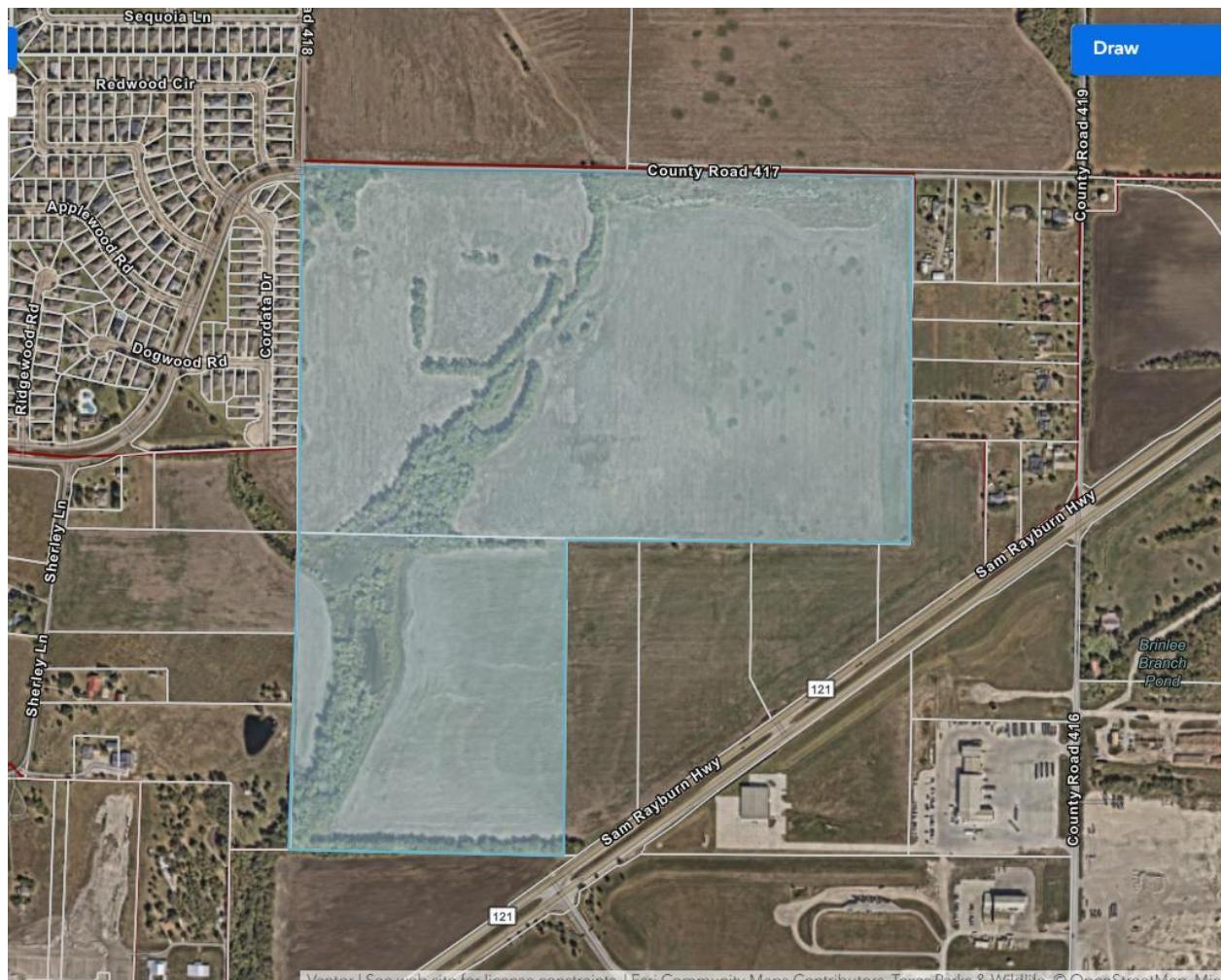
#### **Staff Recommendation**

Approval or disapproval of land use is a policymaker decision.

#### **Supporting Documents**

1. Location of Subject Tract.docx
2. Zoning Packet\_Sam Rayburn Hwy and County Road 416\_148.818 ac.pdf

## Location of Subject Tract





Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

# Planned Development Zoning Application

## **I. Applicant Information**

Applicant: S2 Land Development, LLC Date: 11/06/2025

Date: 11/06/2025

Address: 10003 Technology Blvd. W, Dallas, TX 75220

Phone: 214-325-9696 \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: **Justin Christ** \_\_\_\_\_ E-mail: **Justin.Christ@S2LD.com**

## II. Land Use Information

## ***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: **The Preserve** Generally southwest of the intersection of Throckmorton Road and County Road 418 (Formerly: Crystal Park) Acres: **148.818**

Existing Zoning: PD - 2024-50  
(Ref. Zoning Ordinance)      Proposed Zoning: PD (Base SF-3)  
(Ref. Zoning Ordinance)

I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: Suresh Shridharani Title: President

**Title:** President

**Signature:** 

\_\_\_\_\_  
\_\_\_\_\_

Revised 11/07/2024 MD



## METES AND BOUNDS DESCRIPTION 148.818 ACRES

All that certain tract or parcel containing 148.818 acres of land in the **David E.W. Dabb Survey, A-33, Collin County, Texas**, being all of the following two (2) tracts: (1) a tract which was called 48.219 acres conveyed from Fred Nichols, Trustee to Harlan Properties, Inc., by an instrument of record in Volume 5233, Page 254, Collin County Official Public Records (CCOPR) and (2) a tract which was called 100.624 acres conveyed from William L. Docekal, et ux to Harlan Properties, Inc., by an instrument of record in Volume 5281, Page 2191, CCOPR, said 148.818 acres being more particularly described as follows and shown on the plat prepared by 360 Surveying as Job Number 2507-047, (Bearing Basis: State Plane Coordinates, Texas North Central 4202, NAD83, GRID)

**BEGINNING** at a 1/2" iron rod found (**N: 7,164,487.46, E: 2,570,574.01**) for northeast corner, being the northeast corner of said 100.624 acre tract and northwest corner of a tract which was called 2.00 acres conveyed from Mary J. Patrick to Robert Jessie Holden, et al, by an instrument of record in Clerks File #20210930002005720, CCOPR, generally lying in the centerline of County Road 417 (CR 417);

**THENCE** departing CR 417, **S00°00'10"W, 464.17 feet** along the common line of said 100.624 acre tract and said 2.00 acre tract to a 1/2" iron rod found (**N: 7,164,023.29, E: 2,570,573.98**) for an angle point, being the southwest corner of said 2.00 acre tract and northwest corner of a tract which was called 3.00 acres conveyed from Kenneth W. Brown to Roger L. Christiansen, et al (Christiansen Tract), by an instrument of record in Volume 4277, Page 908, CCOPR;

**THENCE S00°03'43"E, 173.78 feet** along the common line of said 100.624 acre tract and said Christiansen Tract to a 1/2" iron rod found (**N: 7,163,849.51, E: 2,570,574.17**) for an angle point, being the southwest corner of said Christiansen Tract and northwest corner of a tract which was called 3.00 acres conveyed from Pamela L. Donahue to Pamela L. Donahue, et ux (Donahue Tract), by an instrument of record in Clerks File #2022000116047, CCOPR;

**THENCE S00°05'47"E, 174.07 feet** along the common line of said 100.624 acre tract and said Donahue Tract to a 1/2" iron rod found (**N: 7,163,675.44, E: 2,570,574.46**) for an angle point, being the southwest corner of said Donahue Tract and northwest corner of a tract which was called 3.00 acres conveyed from Carrie Lee Bell to Roberto Barbosa (Barbosa Tract), by an instrument of record in Volume 5577, Page 5336, CCOPR;

**THENCE S00°04'56"E, 347.84 feet** along the common line of said 100.624 acre tract, said Barbosa Tract and a tract which was called 3.00 acres conveyed from James Jay Raine, et ux to Manjula Mudduluru (Mudduluru Tract), by an instrument of record in Clerks File #202300063073, CCOPR to a 1/2" iron rod found (**N: 7,163,327.61, E: 2,570,574.96**) for an angle point, being the southwest corner of said Mudduluru Tract and northwest corner of a tract which was called 6.464 acres conveyed from Ventura Seven, LLC to Aloha Village, Inc., by an instrument of record in Clerks File #2023000082045, CCOPR;

**THENCE S00°02'04"W, 457.90 feet** along the common line of said 100.624 acre tract and said 6.464 acre tract to a 1/2" iron rod found (**N: 7,162,869.71, E: 2,570,574.69**) for a southeast corner, being a southeast corner of said 100.624 acre tract and an interior corner of said 6.464 acre tract;



**THENCE S89°57'02"W, 125.00 feet** continuing along said common line to a 1/2" iron rod found (**N: 7,162,869.61, E: 2,570,449.69**) for an angle point, being the northwest corner of said 6.464 acre tract and northeast corner of a tract which was called 8.000 acres conveyed from Ventura Seven, LLC to Aloha Village, Inc., by an instrument of record in Clerks File #2023000027744, CCOPR;

**THENCE S89°57'00"W, 564.15 feet** along the common line of said 100.624 acre tract and said 8.000 acre tract to a 5/8" iron rod found (**N: 7,162,869.11, E: 2,569,885.54**) for an angle point, being the northwest corner of said 8.000 acre tract and northeast corner of a tract which was called 12.000 acres conveyed from Ventura Seven, LLC to Melissa Business Park, LLC, by an instrument of record in Clerks File #20220301000335930, CCOPR;

**THENCE S89°57'38"W, 499.00 feet** along the common line of said 100.624 acre tract and said 12.000 acre tract to a 1/2" iron rod found (**N: 7,162,868.77, E: 2,569,386.54**) for an interior corner, being the northeast corner of said 48.219 acre tract and northwest corner of said 12.000 acre tract;

**THENCE S00°41'58"E, 1,207.76 feet** along the common line of said 48.219 acre tract and said 12.000 acre tract to a 5/8" iron rod found (**N: 7,161,661.10, E: 2,569,401.28**) for a southeast corner, being a southeast corner of said 48.219 acre tract and southwest corner of said 12.000 acre tract, lying in the north R-O-W line of State Highway 121 (SH 121);

**THENCE S53°46'33"W, 157.58 feet** along the common line of said 48.219 acre tract and said SH 121 to a TXDOT type II concrete monument found (**N: 7,161,567.98, E: 2,569,274.16**) for an angle point, being an angle point of said 48.219 acre tract;

**THENCE N88°44'03"W, 14.40 feet** continuing along said common line to a TXDOT type II concrete monument found (**N: 7,161,568.30, E: 2,569,259.77**) for an angle point, being an angle point of said 48.219 acre tract;

**THENCE S53°37'08"W, 142.18 feet** continuing along said common line to a TXDOT type II concrete monument found (**N: 7,161,483.96, E: 2,569,145.30**) for southeast corner, being the southeast corner of said 48.219 acre tract and northeast corner of the residue of a tract which was called 20.074 acres conveyed from Owens Rancehs, Inc. to North Texas Municipal Water District, by an instrument of record in Clerks File #93-0050902, CCOPR;

**THENCE** departing SH 121, **S89°25'47"W, 1,273.80 feet** along the common line of said 48.219 acre tract and said 20.074 acre tract to a 1/2" iron rod found (**N: 7,161,471.29, E: 2,567,871.57**) for southwest corner, being the southwest corner of said 48.219 acre tract and a southeast corner of a tract which was called 11.000 acres conveyed from Albert M. Catenaccio, et ux to Joshua J. Wickersham, et ux, by an instrument of record in Clerks File #20001108001232040, CCOPR;

**THENCE N00°10'51"W, 638.77 feet** along the common line of said 48.219 acre tract and said 11.000 acre tract to a 1/2" iron rod found (**N: 7,162,110.05, E: 2,567,869.55**) for an angle point, being the northeast corner of said 11.00 acre tract and southeast corner of a tract which was called 6.00 acres conveyed from Sonali Badi, LLC to Varma Penmatsa, et ux, by an instrument of record in Clerks File #20171101001458010, CCOPR;



**THENCE N00°11'16"W, 308.90 feet** along the common line of said 48.219 acre tract and said 6.00 acre tract to a 1/2" iron rod found (**N: 7,162,418.95, E: 2,567,868.54**) for an angle point, being the northeast corner of said 6.00 acre tract and southeast corner of a tract which was called 11.57 acres conveyed from John Stolebarger, et al to Arunkumar N. Badi, et al, by an instrument of record in Clerks File #20140428000406990, CCOPR;

**THENCE N00°05'10"W, 451.19 feet** along the common line of said 48.219 acre tract and said 11.57 acre tract to a 1/2" iron rod found (**N: 7,162,870.13, E: 2,567,867.86**) for an angle point, being the northeast corner of said 48.219 acre tract and southwest corner of said 100.624 acre tract;

**THENCE N00°51'17"E, 14.41 feet** along the common line of said 100.624 acre tract and said 11.57 acre tract to a 1/2" iron rod found (**N: 7,162,884.54, E: 2,567,868.08**) for an angle point, being the northeast corner of said 11.57 acre tract and southeast corner of said 5.00 acres conveyed from Jeff Ives to Eric M. Lester, et ux, by an instrument of record in Volume 4969, Page 3426, CCOPR;

**THENCE N00°06'57"W, 363.70 feet** along the common line of said 100.624 acre tract and said 5.00 acre tract to a 1/2" iron rod found (**N: 7,163,248.24, E: 2,567,867.34**) for an angle point, being the northeast corner of said 5.00 acre tract and southeast corner of a tract which was called North Creek Estates, Phase 7, Final Plat, a subdivision of record in Clerks File #202003110001040, GCOPR;

**THENCE N00°02'47"E, 53.03 feet** along the common line of said 100.624 acre tract and said subdivision to a 1/2" iron rod found (**N: 7,163,301.27, E: 2,567,867.38**) for an angle point;

**THENCE N00°22'30"W, 50.29 feet** continuing along said common line to a 1/2" iron rod found (**N: 7,163,351.56, E: 2,567,867.05**) for an angle point;

**THENCE N00°16'20"W, 50.03 feet** continuing along said common line to a 1/2" iron rod found (**N: 7,163,401.59, E: 2,567,866.82**) for an angle point;

**THENCE N00°07'43"W, 1,015.72 feet** continuing along said common line to a concrete monument with aluminum disk found (**N: 7,164,417.31, E: 2,567,864.54**) for an angle point;

**THENCE N00°58'39"E, 71.32 feet** along the west line of said 100.624 acre tract to a 1/2" iron rod found (**N: 7,164,488.61, E: 2,567,865.75**) for northwest corner, being the northwest corner of said 100.624 acre tract, generally lying in the centerline of CR 417;

**THENCE S89°58'32"E, 2,708.25 feet** along the common line of said 100.624 acre tract and CR 417 to the **PLACE OF BEGINNING**, containing **148.818 acres** of land, more or less.



Bret Read, RPLS 6610

August 22, 2025



## THE PRESERVE

### Planned Development District Development Standards Melissa, Texas

#### I. GENERAL PURPOSE AND DESCRIPTION

This Planned Development District (“PD”) will allow for the development of a creative and unique subdivision on this specific tract of land. The development shall comply with the PD regulations outlined in this document. All regulations not specifically defined in this Planned Development District will be subject to the Melissa Code of Ordinances.

#### II. PROPERTY DESCRIPTION

The approximate 148-acre tract of land is located generally southeast of the intersection of Throckmorton Road and County Road 418 as shown on the Location Map, attached hereto as Exhibit A and more particularly described by metes and bounds, attached hereto as Exhibit B.

#### III. CONCEPT PLAN

A Conceptual Plan has been incorporated into this Article as Exhibit C, as a supporting visual representation of the text in this Article. Development within the District must generally comply with the Conceptual Plan, which may be amended.

#### IV. EXHIBITS

- A. Exhibit A – Location Map
- B. Exhibit B – Legal Description
- C. Exhibit C – Concept Plan
- D. Exhibit D – Screening and Entry Exhibit

#### V. DEVELOPMENT STANDARDS

The Property will be developed in three phases and used as a single-family residential development with a base zoning of SF-3. No more than 600 single-family lots with a minimum lot size of 50' by 120' for Type A lots and a minimum lot size of 60' x 120' for Type B lots, each subject to reduction in depth due to road curvature as applicable, as shown in Exhibit C, attached hereto, subject to the following development standards found below in Table A:

## i. Table A – Single-Family Regulations

Table A – Single-Family Regulations			
	SF-3 District	Lot Type A (50')	Lot Type B (60')
<b>Lot Size and Mixture</b>			
Lot Area (sf)	7,800	6,000	7,200
Minimum Lot Width at Building Line	60'	50'	60'
Minimum Lot Depth*	110'	120'	120'
<b>Main Structures - Yard Requirements</b>			
Front Yard Setback	20'	20'	20'
Garage Setbacks	23'	20'	20'
Porch Setback	16'	16'	16'
Rear Yard Setback**	20'	20'	20'
Side Yard Setback	5'	5'	5'
Side Yard Setback Key Lots***	-	15'	15'
Side Yard on Corner Lot Adjacent to ROW	15'	15'	15'
Lot Coverage of Main Structure (Max)	50%	55%	60%
Minimum Masonry	80%	60%	60%
<b>Dwelling Regulations</b>			
Maximum Height (Stories)	2.5	2.5	2.5
Minimum Dwelling Size (sf)	1,800	1,800	1,800
<b>Landscaping</b>			
Minimum 3" Caliper Trees:	-	2	2
Sod	-	Front	

\* Cul-de-sac and elbow lots may have a minimum lot depth of 110'.

\*\* Back Yard Setback can be less on knuckles or cul-de-sac lots, must always be a minimum of 10'.

\*\*\* Key Lots are defined as a corner lot which is backing up to an abutting side yard.

## ii. Architectural Standards

- a. Minimum 8:12 roof pitch
- b. Architectural elements (must include 5 of following list):
  1. Covered entry
  2. Shutters
  3. Two coach lights
  4. Brick and stone mix
  5. Horizontal banding
  6. Gabled accent
  7. Divided light windows
  8. Transom window
  9. Front patterned brick detail
  10. 40 sf front porch
  11. J-swing garage
  12. 3-car garage

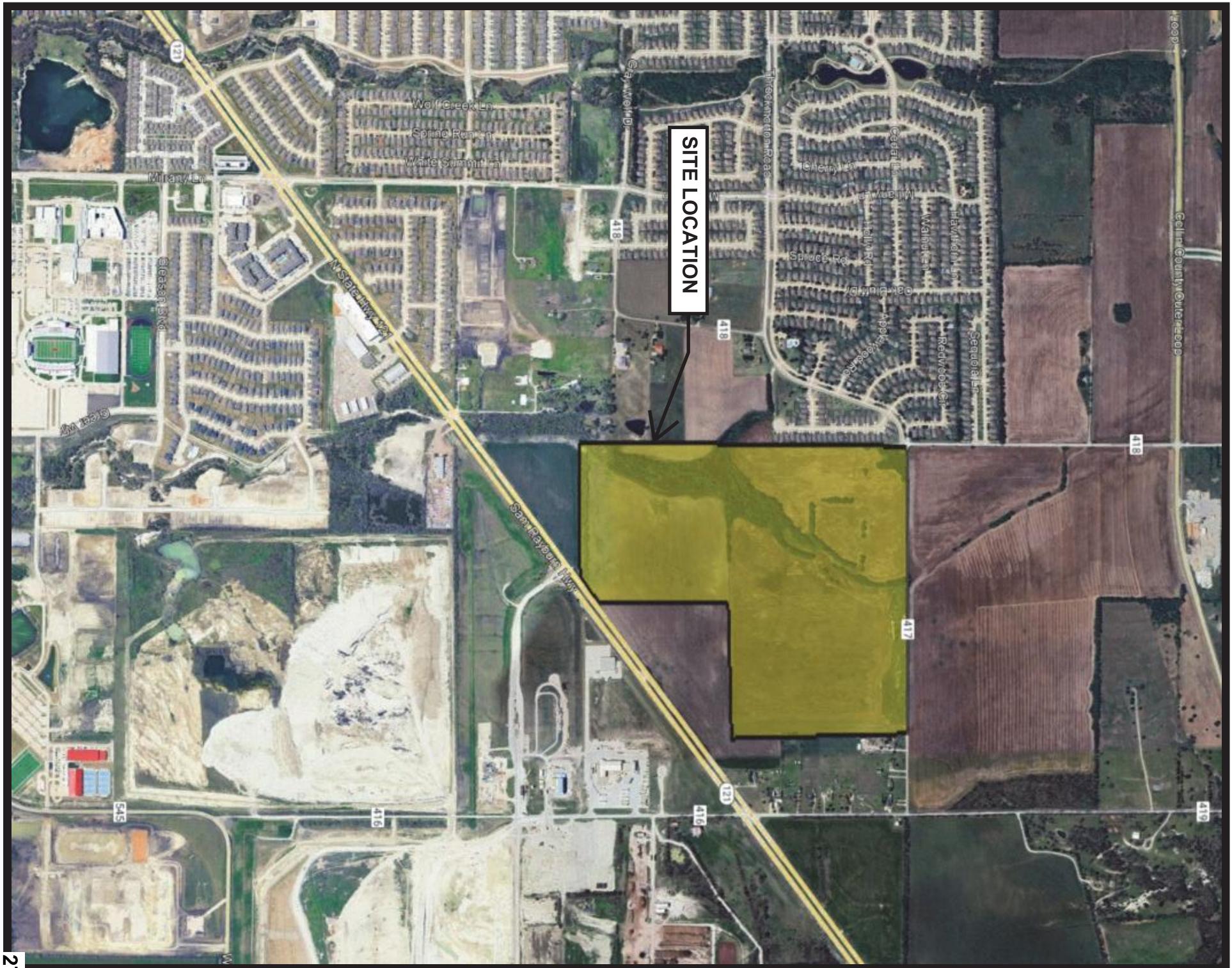
**VI. INSTALLATION AND MAINTENANCE OF COMMON AREAS**

- a. Maintenance of the common areas will be the responsibility of the HOA.
- b. Developer will install an Amenity Center for this Community.
  - a. The Amenity Center will be comprised of a minimum of the following items:
    - i. A minimum of 2,000 square feet of total pool area
    - ii. Sports Court
    - iii. Playground
- c. Open space of no fewer than 20 acres with ponds, 8-foot-wide trails composed of concrete and decomposed granite, all to be owned and permanently maintained by property-wide homeowners association at no cost to City. Trails are depicted in Exhibit C.

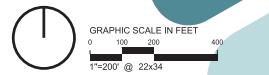
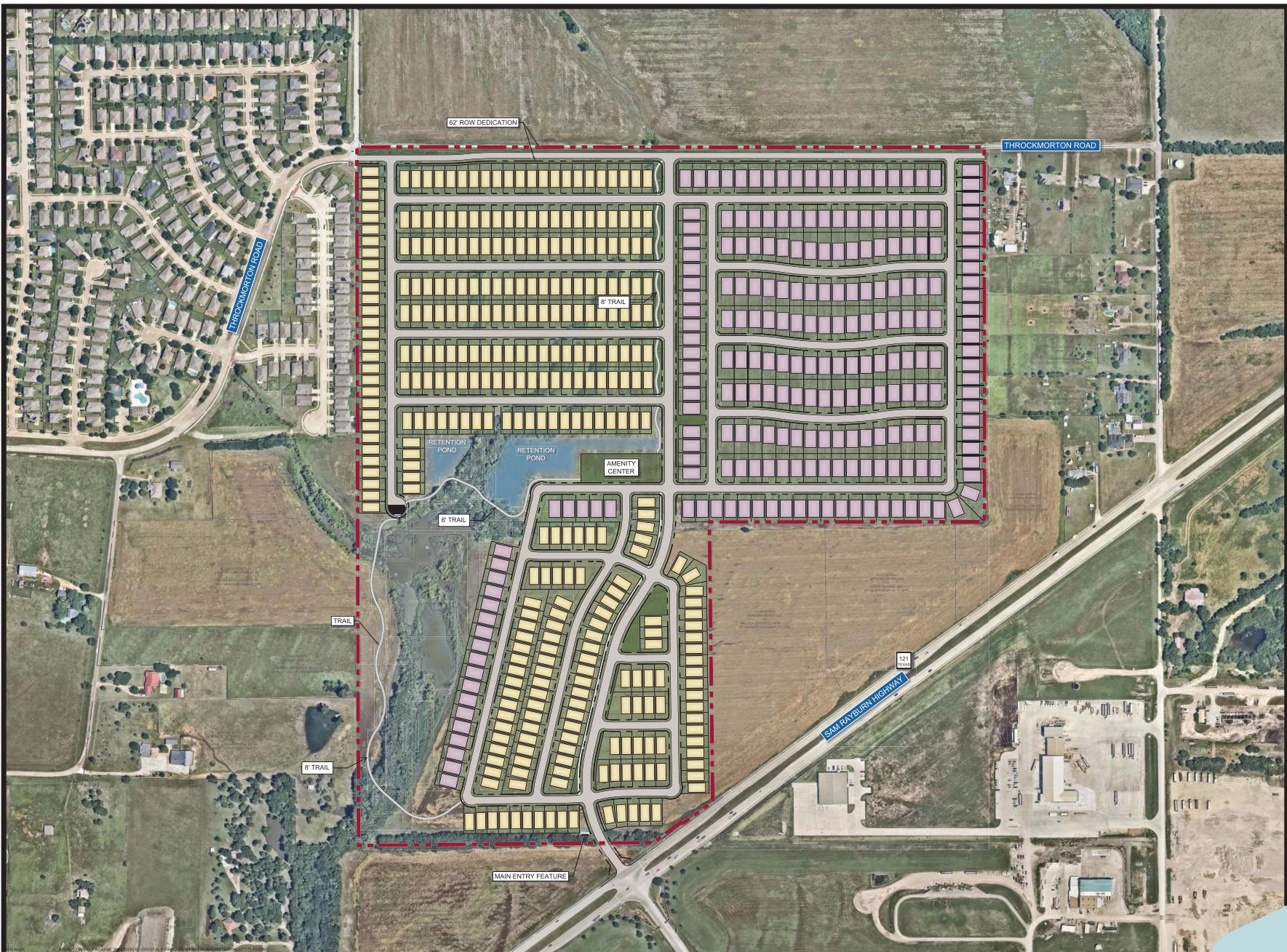
**VII. DESIGN CONDITIONS**

- a. Screening – See Screening and Entry Exhibit D
  - i. Screening along SH-121 will be 6' masonry with stone columns
  - ii. All other screening requirements shall comply with Article 3.1400 of the City's Code of Ordinances
- b. Entry Features – See Screening and Entry Exhibit D
  - i. SH-121 Entry – Major entry feature will be located at SH-121 and will consist of primary sign monumentation, and hardscape and landscape improvements for signature entrance to the community.
  - ii. Throckmorton Road Entry – Secondary Entry will be located at the intersection of Throckmorton Road and N-S collector road and will consist of secondary sign monumentation, and hardscape and landscape improvements.

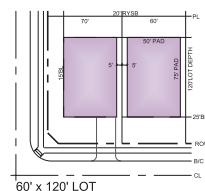
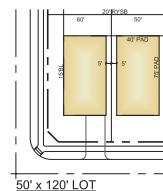
## **EXHIBIT A - LOCATION MAP**



## **EXHIBIT C - CONCEPT PLAN**



Lot Summary		
50' Lots	336	59%
60' Lots	233	41%
Total Lots	569	



NOTES:  
1. THIS PLAN IS CONCEPTUAL IN NATURE AND MAY HAVE BEEN PRODUCED  
WITHOUT THE BENEFIT OF A SURVEY OR CONTACT WITH THE CITY  
COUNCIL OR STAFF.  
2. FLOOD PLAIN SHOWN IS SUBJECT TO CHANGE BASED ON A MORE  
DETAILED FULLY DEVELOPED FLOOD STUDY ANALYSIS.  
3. AERIAL IMAGE BY NEARMAP. COPYRIGHT 2025.

# THE PRESERVE MELISSA, TEXAS

## Kimley » Horn

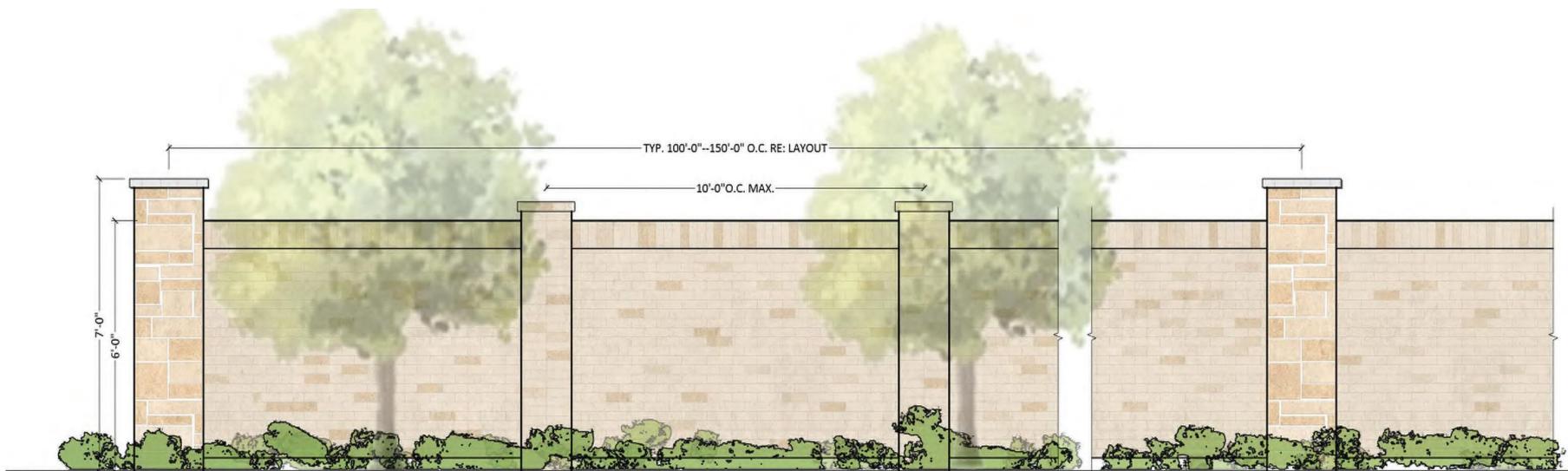
October 2025

## **EXHIBIT D - SCREENING AND ENTRY EXHIBIT**

# THE PRESERVE - SCREENING AND ENTRY EXHIBIT

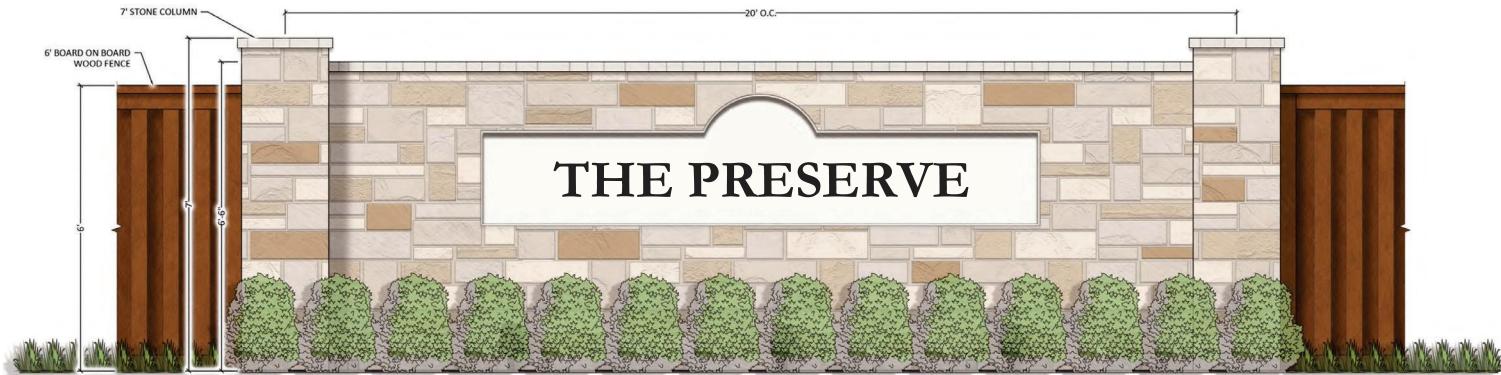


6' BOARD ON BOARD WOOD FENCE WITH STONE COLUMNS

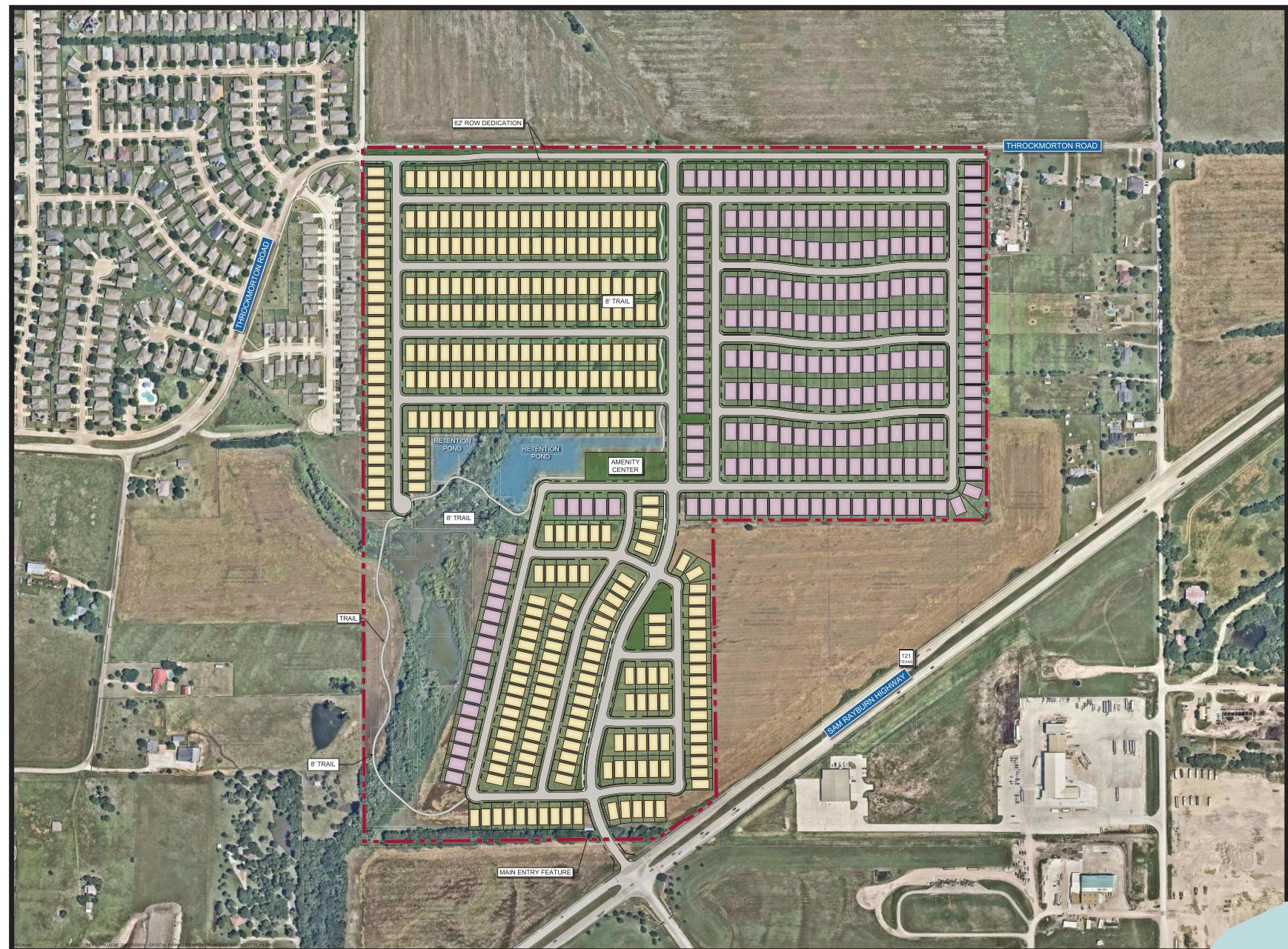


6' BRICK FENCE WITH STONE COLUMNS

# THE PRESERVE - SCREENING AND ENTRY EXHIBIT



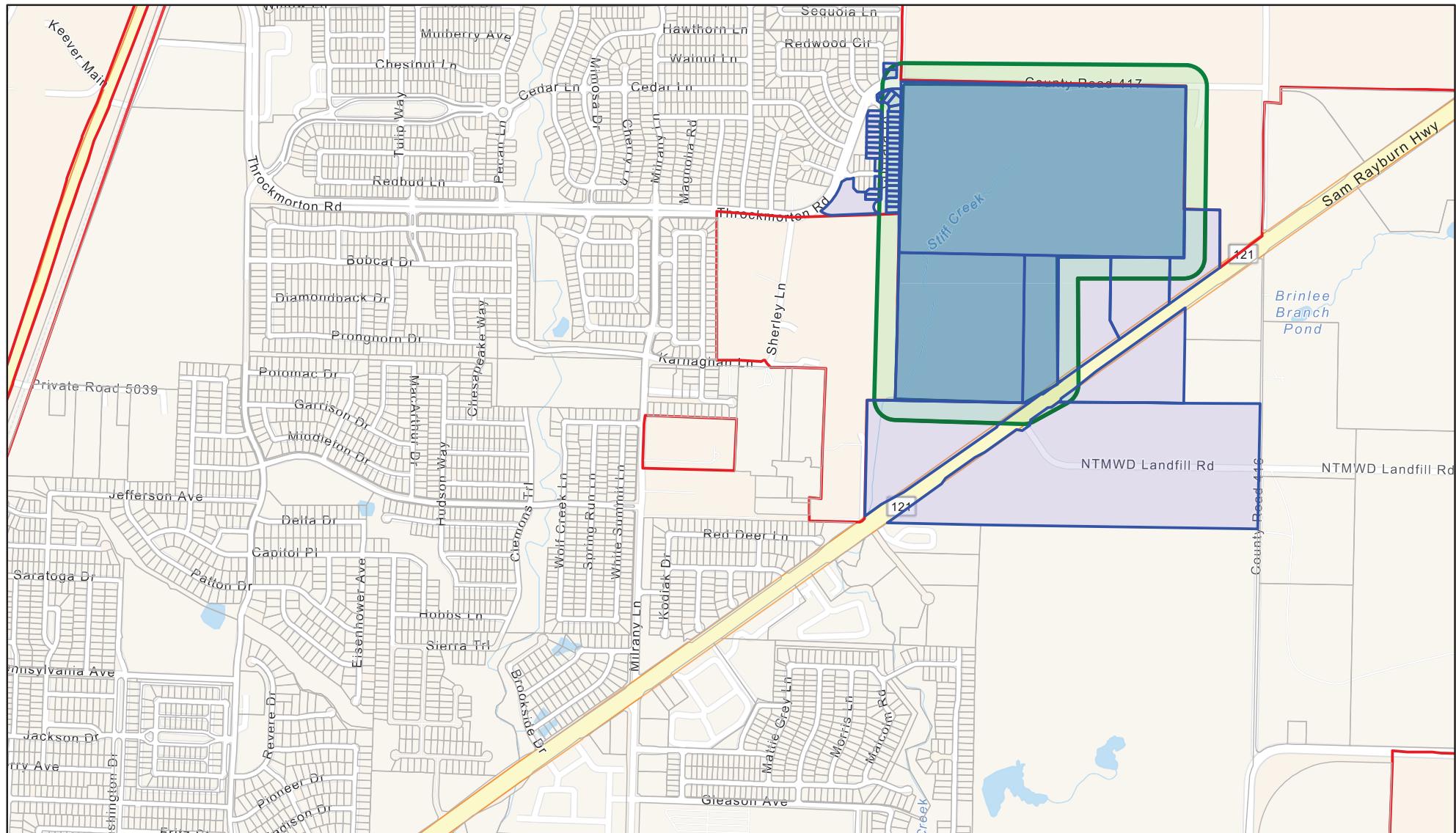
ENTRY MONUMENT



THE PRESERVE  
MELISSA, TEXAS  
Kimley-Horn

October 2025

# City of Melissa Notification Map



12/15/2025, 10:39:38 AM

1:18,056

0 0.13 0.25 0.4 0.5 mi  
0 0.2 0.4 0.8 km

Parcels Melissa City Limits

City Limits

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

file_as_na	addr_line2	addr_city	addr_state	addr_zip
HU YIHE	5814 STOWELL DR	FRISCO	TX	75035-7246
ALOHA VILLAGE INC	979 FOREST AVE	RYE	NY	10580-3109
MELISSA NORTH CREEK HOMEOWNERS ASSOCIATION INC	14951 DALLAS PKWY STE 600	DALLAS	TX	75254-6874
MELISSA BUSINESS PARK LLC	6612 ADOBE CIR	THE COLONY	TX	75056-3740
GONZALEZ JOSE GUADALUPE	4310 CORDATA DR	MELISSA	TX	75454-3328
4309 CORDATA DRIVE TRUST	PO BOX 132377	TYLER	TX	75713-2377
HARE DAVID P &	4206 CORDATA DR	MELISSA	TX	75454-3326
JAMES LUTHER & ERICA WILSON JOSEPH	44819 S GRIMMER BLVD UNIT 1012	FREMONT	CA	94538-6669
HESS RACHEL M	14012 ALFAFAR CT	LITTLE ELM	TX	75068-2669
AHMED AFEE N	1009 PECAN GLEN DR	MELISSA	TX	75454-9836
GONZALEZ CESAR A FERRER &	4320 CORDATA DR	MELISSA	TX	75454-3328
RUMPEL KASEY	4318 CORDATA DR	MELISSA	TX	75454-3328
SHAR NANDAR &	PO BOX 5333	MIDLAND	TX	79704-5333
COLOMBO LUIS ALONSO RAMIREZ &	4306 CORDATA DR	MELISSA	TX	75454-3328
NWAOBIA OZIOMA C	4308 CORDATA DR	MELISSA	TX	75454-3328
CARDONA DARELL F	4322 CORDATA DR	MELISSA	TX	75454-3328
VARGO BENJAMIN & BAILEY MARTINEZ	4330 CORDATA DR	MELISSA	TX	75454-3328
SUN LIN	3601 DEWBERRY CT	PLANO	TX	75025-3892
CURRY LAURAL & LARRY	4319 CORDATA DR	MELISSA	TX	75454-3329
PANCHAL NITESH HARSHAD & ASHA RAMESHBHAI	15293 SHELLWOOD LN	FRISCO	TX	75035-6465
SUN LINLIN &	11702 OREGON TRL	FRISCO	TX	75035-1869
HARLAN PROPERTIES INC	2404 TEXAS DR STE 103	IRVING	TX	75062-7011
EICHEL ALEXANDRA	4304 CORDATA DR	MELISSA	TX	75454-3328
OBER KATHY	4402 PEACH RD	MELISSA	TX	75454-2523
VENKATESH JAYAKRISHNA &	6744 ENTWISTLE RD	FRISCO	TX	75034-4555
ANGEL JOSE M	4208 CORDATA DR	MELISSA	TX	75454-3326
MELISSA NORTH CREEK HOMEOWNERS ASSOCIATION INC	14951 DALLAS PKWY STE 600	DALLAS	TX	75254-6874
LANDRY JUSTIN R &	4212 CORDATA DR	MELISSA	TX	75454-3326
YI LIN	4314 CORDATA DR	MELISSA	TX	75454-3328
REESE GRAY III &	4307 CORDATA DR	MELISSA	TX	75454-3329
ZIEGIER KALEB ANTENEE	4204 CORDATA DR	MELISSA	TX	75454-3326
GRANT LEE M &	3811 DOGWOOD RD	MELISSA	TX	75454-2698
BOWDEN SHAWN	4305 CORDATA DR	MELISSA	TX	75454-3329
HARLAN PROPERTIES INC	2404 TEXAS DR STE 103	IRVING	TX	75062-7011
HIROSHIMA TOSHIMITSU &	4210 CORDATA DR	MELISSA	TX	75454-3326
ALOHA VILLAGE INC &	979 FOREST AVE	RYE	NY	10580-3109
HADERAMIKIL ESTIFANOS H	4313 CORDATA DR	MELISSA	TX	75454-3329
BRADFORD RACHEL &	4312 CORDATA DR	MELISSA	TX	75454-3328
HARLAN PROPERTIES INC	2404 TEXAS DR STE 103	IRVING	TX	75062-7011
ST CLAIR DENA LEANNE	4200 CORDATA DR	MELISSA	TX	75454-3326
NORTH TEXAS MUNICIPAL WATER DISTRICT	PO BOX 2408	WYLIE	TX	75098-2408
HADDOCK CHANDLER R &	4326 CORDATA DR	MELISSA	TX	75454-3328
NORTH TEXAS MUNICIPAL WATER DISTRICT	PO BOX 2408	WYLIE	TX	75098-2408
DIAZ RAMON E &	4202 CORDATA DR	MELISSA	TX	75454-3326
BURWELL ROBERT JR & KAREN B	4400 PEACH RD	MELISSA	TX	75454-2523
NORTH TEXAS MUNICIPAL WATER DISTRICT	PO BOX 2408	WYLIE	TX	75098-2408
GANNON JOE &	4328 CORDATA DR	MELISSA	TX	75454-3328
MKAS LLC CORDATA	9307 PONDEROSA TRL	IRVING	TX	75063-5052
BELLUSO RAE ANNE - LE	4321 CORDATA DR	MELISSA	TX	75454-3329

## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Conduct a public hearing and consider a recommendation to City Council regarding a request to amend Planned Development ("PD") Ord. No. 2022-35, applicable to 64.165± acres in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County Texas, for the purpose of removing from that PD a tract of land consisting of 1.264± acres of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County Texas and generally located 2193 feet east of the intersection of Central Expressway and Sam Rayburn Highway, City of Melissa, Collin County, Texas, and consider a new Planned Development covering the same 1.264± acres with new development standards. (TL)

**Submitted by** Tyra LaVerne, Assistant Director of Development Services

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### Action Requested

Consider a recommendation to City Council regarding a request to amend Planned Development ("PD") Ord. No. 2022-35, applicable to 64.165± acres, for the purpose of removing from that PD a tract of land consisting of 1.264± acres of land, and consider a new Planned Development covering the same 1.264± acres with new development standards.

### Summary of Subject

The applicant is requesting approval of a Planned Development (PD) to allow the land use Automotive Repair, Minor within the Commercial Corridor Overlay District ("CC/O"). This land use is not permitted by right in the CC/O and therefore requires approval of a PD to allow the use.

The proposed development is a Mavis Tire facility. Mavis Tire operates primarily as a retail use focused on the sale and installation of tires. In addition to tire sales, the business offers limited automotive services including brakes, shocks and struts, exhaust systems, oil changes, state vehicle inspections, and fluid replacement. The applicant has indicated that the facility will not perform engine work or other major automotive repairs.

In addition to the request to allow the Automotive Repair, Minor use, the applicant is requesting a variance to the parking requirements. The proposed zoning exhibit includes eight service bays and 30 parking spaces. Under the City's base code, Motor Vehicle Repair and Service uses are required to provide three parking spaces per service bay, plus one additional space per the maximum number of employees on a shift. Based on the applicant's typical staffing levels of 8 to 10 employees per shift at similar-sized facilities, the total required parking would be 34 spaces at full capacity. The requested

variance would reduce the required parking by four (4) spaces.

The applicant states that parking demand at comparable Mavis Tire locations nationwide is generally lower than the current Code requirement. The business primarily operates on an appointment-based scheduling system and typically moves customer vehicles directly into service bays for work, which reduces the amount of time vehicles are parked outside the bays.

**Comprehensive Plan Comments**

The property is currently zoned PD 2022-35.

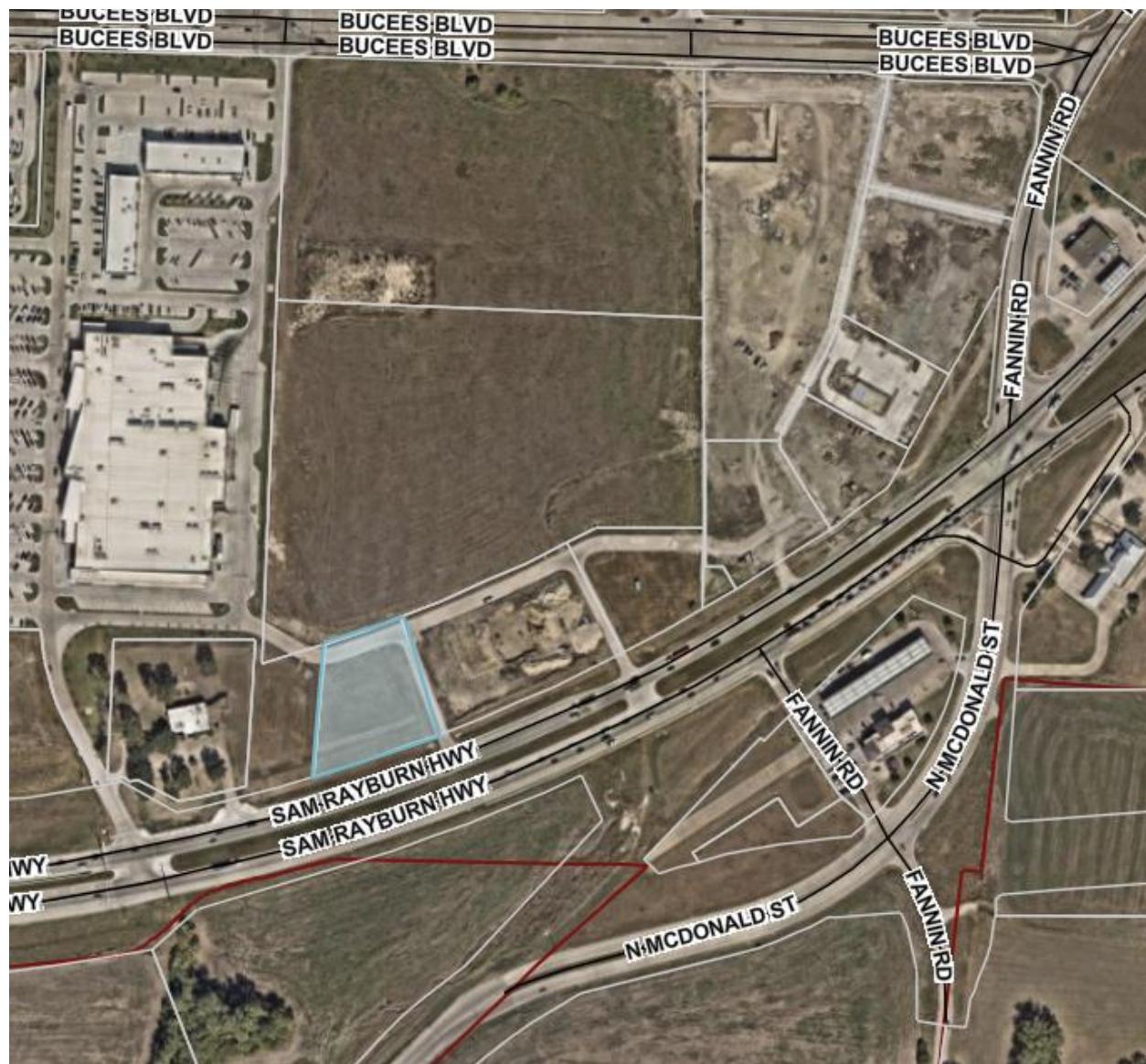
**Staff Recommendation**

Approval or disapproval of land use is a policymaker decision.

**Supporting Documents**

1. Location of Subject Tract.docx
2. Zoning Packet\_Central Expressway and Sam Rayburn Highway\_1.264 acres.pdf

### Location of Subject Tract





Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

## Planned Development Zoning Application

### I. Applicant Information

Applicant: Masterplan Consultants / Mavis Tire Date: 7/3/2025  
Address: 3333 Welborn St, Ste 400, Dallas, TX 75219  
Phone: 214-998-0096 Fax: N/A  
Contact: Andrew Ruegg E-mail: andrew@masterplanconsultants.com

### II. Land Use Information

#### ***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Mavis Tire - 901 Sam Rayburn  
Project Name & Location: Lot 13, Block A Acres: 1.264  
Existing Zoning: Rezone Project Gateway PD Proposed Zoning: Gateway PD 22-35 for Minor Auto Repair  
(Ref. Zoning Ordinance) 22-35 Land Use Ordinance



I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name:

See Attached

Title:

Signature:

November 17, 2025

Amy Mathews, AICP, Director  
Development Services  
City of Melissa

RE: PD Zoning Application for Mavis Tire at 901 Sam Rayburn Hwy

Dear Ms. Mathews:

The undersigned owner hereby authorizes MASTERPLAN to apply for a zoning change for the property described as follows: the addition of an automobile repair minor use on the property and no other change.

Owner: H-E-B, LP

(A6)

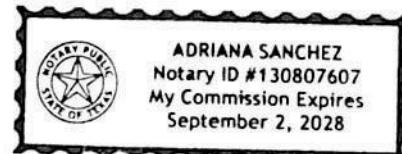
By: Benjamin R. Scott, Group Vice President of Real Estate and  
Shopping Center Development

Before me, the undersigned authority, on this day personally appeared Benjamin R. Scott, Group Vice President of Real Estate and Shopping Center Development of H-E-B, LP, known to me to be the person whose name is subscribed to this letter and acknowledged to me that they executed the same for the purposes and consideration therein expressed, in the capacity therein stated as the act and deed of said entity.

Given under my hand and seal of office on this 20<sup>th</sup> day of November  
2025.

Ace S  
Notary Public, State of Texas

My commission expires September 2, 2028



**BEING** a tract of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas, and being all of Lot 13, Block A, HEB-Melissa Addition, Lots 8-15, Block A, an addition to the City of Melissa, Texas, according to the plat thereof recorded in Instrument No. 2025010000132, Plat Records, Collin County, Texas, and being more particularly described by metes and bounds as follows:

**BEGINNING** at the southeast corner of said Lot 13, common to the southwest corner of Lot 14, Block A, said HEB-Melissa Addition, same being on the northerly right-of-way line of State Highway No. 121 (variable width public right-of-way), same also being the beginning of a curve to the right with a radius of 3,749.72 feet, a central angle of 04°15'04", and a chord bearing and distance of South 70°18'22" West, 278.15 feet;

**THENCE** in a westerly direction, along the common line of said Lot 13 and said State Highway No. 121 and with said non-tangent curve to the right, an arc distance of 278.21 feet to the southwest corner of said Lot 13, common to the easternmost southeast corner of Lot 8, Block A, said HEB-Melissa Addition;

**THENCE** North 03°49'25" East, departing said northerly right-of-way line and along the common line of said Lots 8 and 13, a distance of 269.99 feet to the easternmost northeast corner of said Lot 8, common to the northwest corner of said Lot 13, same being on the southerly line of Lot 7R1, Block A, HEB-Melissa Addition, Lots 7R1 & 7R2, Block A, an addition to the City of Melissa, Texas, according to the plat thereof recorded in Volume 2024, Page 733, said Plat Records, same also being at the beginning of a non-tangent curve to the left with a radius of 3,499.72 feet, a central angle of 02°39'21", and a chord bearing and distance of North 69°29'29" East, 162.21 feet;

**THENCE** in an easterly direction, along the common line of said Lots 7R1 and 13 and with said non-tangent curve to the left, an arc distance of 162.23 feet to the northeast corner of said Lot 13, common to the northwest corner of the aforementioned Lot 14;

**THENCE** South 21°34'40" East, departing the southerly line of said Lot 7R1 and along the common line of said Lots 13 and 14, a distance of 250.00 feet to the **POINT OF BEGINNING** and containing 55,079 square feet or 1.264 acres of land, more or less.

## Proposed Mavis Tire – 901 Sam Rayburn – Melissa, TX

### Statement of Intent

Mavis Tire is proposing a new store in Melissa fronting Sam Rayburn Highway and within the Rezone Project Gateway PD. Mavis Tire is classified as an Automotive Repair, Minor use which requires a variance from the existing permitted uses in the PD. Similarly to other permitted uses noted in the Commercial Corridor Overlay District (CC/O) as part of the PD, Mavis Tire primarily operates as a retail use for the sale of tires. In addition to the sale of tires, Mavis sells brakes, shocks/struts, and exhaust systems. Apart from the installation of the aforementioned items, Mavis does not perform engine work or any other major automotive repair. Mavis performs oil changes, state vehicle inspections and replaces fluids.

As the pad sites fronting Sam Rayburn Highway in the Rezone Project Gateway PD develop over time, Mavis Tire will be a key component of the HEB anchored site by providing a needed service for the development and will promote cross shopping for residents visiting multiple retail services in one trip. Mavis Tire is an expanding national brand and an industry leader in tire sales and minor automotive repair.

In addition to the variance for the Automotive Repair, Minor use, the only other requested variance is for the parking requirement. Mavis Tire is proposed to have eight service bays and 30 parking spaces. The base code requirement for Motor Vehicle Repair and Service is three per service bay plus one additional parking space per the maximum number of employees on a shift. Mavis typically has 8-10 employees per shift at the maximum capacity for a facility of similar size which would put the required parking at 34 spaces at full capacity. The variance request is for four spaces less than the current code requirement. Based on parking needs at comparable locations nationwide, the code requirement for parking is high based on actual use. Mavis primarily utilizes an appointment-based system for customer scheduling and moves vehicles into the service bays to perform the work which cuts down on the time parking areas outside of the bays would be utilized.

Except for the two requested variances noted above, the proposed development would comply with the Rezone Project Gateway PD standards and all other section of the City of Melissa Zoning Ordinance.

**EXHIBIT D**

**Development Standards applicable to Tract X**

The design, development and use of Tract X shall comply with Melissa's Zoning Ordinance, this Ordinance, the following development standards and all other Additional Conditions.

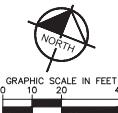
Tract X shall be developed in accordance with the standards applicable to the General Commercial-2 (PD/C-2) zoning classification of Melissa's Zoning Ordinance, as it exists or may be amended, except as indicated below. The Commercial Corridor Overlay District (CC/O) requirements shall apply to the Property.

**A. Permitted Uses:**

1. All uses permitted under the Commercial Corridor Overlay District (CC/O).
2. Automobile Repair, Minor.

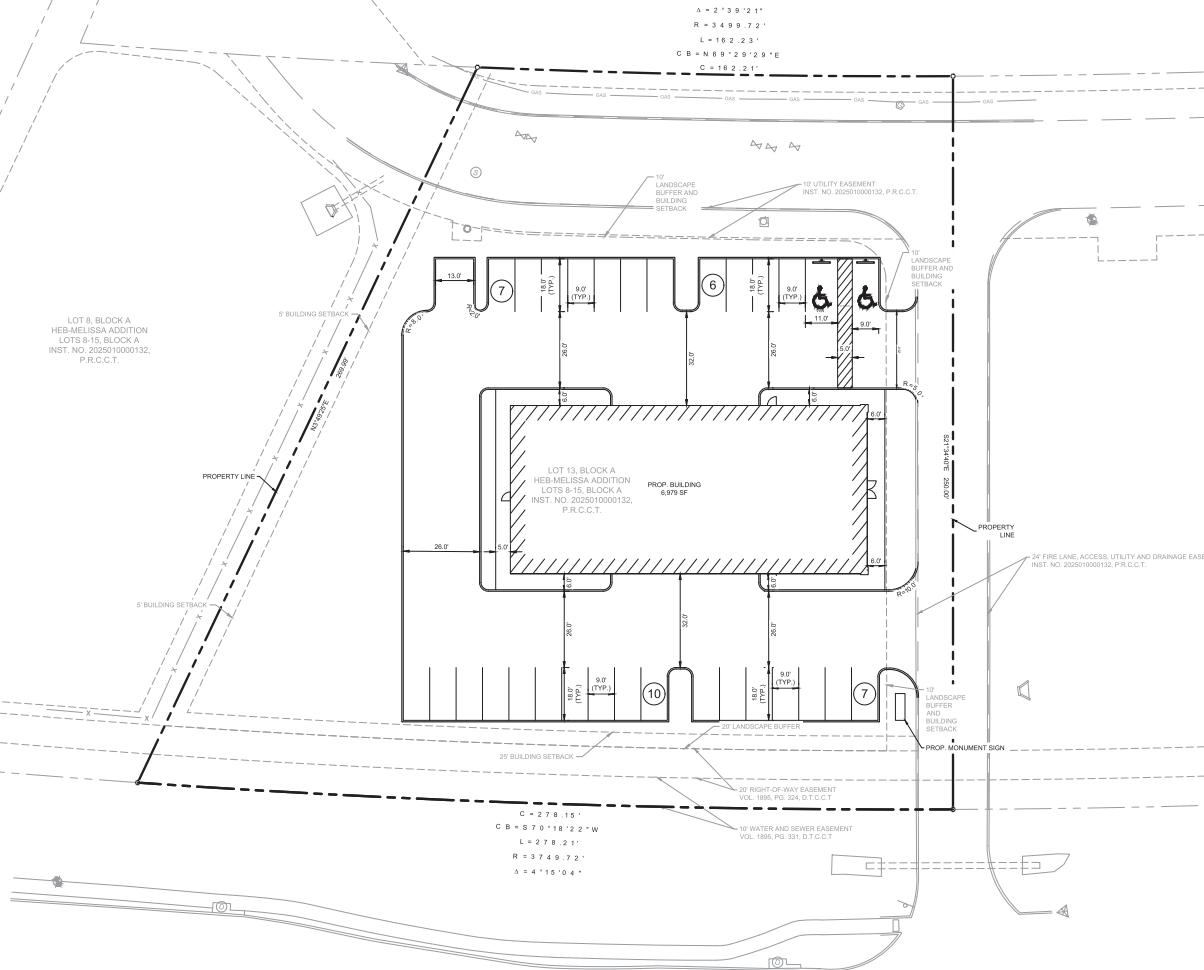
**B. Parking Required:**

1. For an Automobile Repair, Minor use, a minimum of 30 spaces are required.

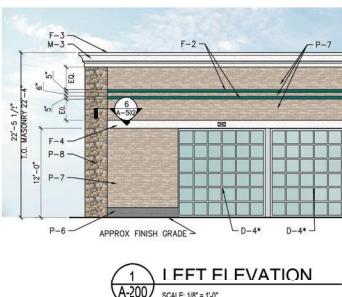


MAVIS - MELISSA  
ZONING EXHIBIT  
07/30/2025

DEVELOPMENT SUMMARY	
Parcel Size	1.26 AC.
Zoning	COMMERCIAL CORRIDOR OVERLAY
Proposed Spaces	30
Required Parking	30
Front Building Setback	25'
Side Building Setback	5'
Rear Building Setback	10'
Side Landscape Buffer	20'
Front Landscape Buffer	10'
Rear Landscape Buffer	N/A

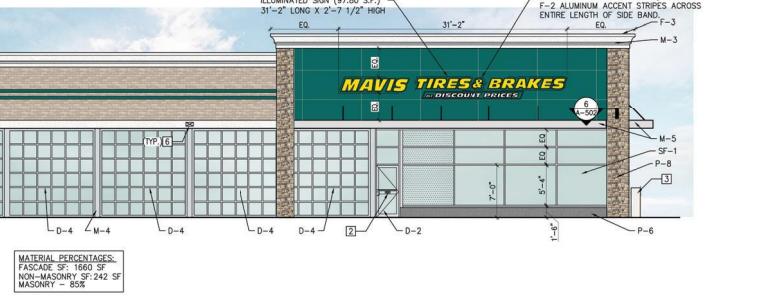


Kimley-Horn



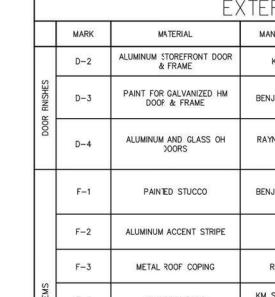
**1 LEFT ELEVATION**  
A-200  
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:  
FACADE SF: 1660 SF  
NON-MASONRY SF: 242 SF  
MASONRY - 62%



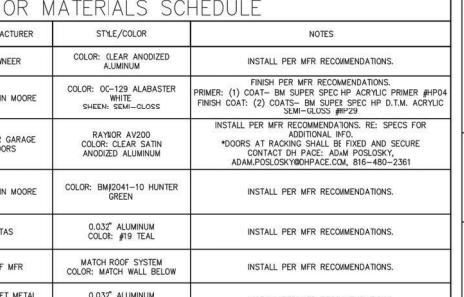
**2 RIGHT ELEVATION**  
A-200  
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:  
FACADE SF: 1660 SF  
NON-MASONRY SF: 242 SF  
MASONRY - 62%



**3 FRONT ELEVATION**  
A-200  
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:  
FACADE SF: 1060 SF  
NON-MASONRY SF: 184 SF  
MASONRY - 83%



**4 REAR ELEVATION**  
A-200  
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:  
FACADE SF: 1320 SF  
NON-MASONRY SF: 171 SF  
MASONRY - 87%

**EXTERIOR MATERIALS SCHEDULE**

ITEM	MARK	MATERIAL	MANUFACTURER	STYLE/COLOR	NOTES
DOOR FINISHES	D-2	ALUMINUM STOREFRONT DOOR & FRAME	KAHNEER	COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS.
	D-3	PAINT FOR GALVANIZED HM DOOR & FRAME	BENJAMIN MOORE	COLOR: OC-129 ALABASTER WHITE SHEEN: SEMI-GLOSS	PRIMER: (1) COAT-BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS-BM SUPER SPEC HP D.T.M. ACRYLIC SEMI-GLOSS #P29
	D-4	ALUMINUM AND GLASS OH DOORS	RAYNOR GARAGE DOORS	RAYNOR AV200 COLOR: CLEAR SATIN ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. RE: SPECS FOR *DOORS AT RACKING SHALL BE FIXED AND SECURE CONTACT DIA PACE: ADAM POSLOSKY ADAM.POSLOSK@MGRACE.COM 610-480-2361
MISC. ITEMS	F-1	PAINTED STUCCO	BENJAMIN MOORE	COLOR: BM2041-10 HUNTER GREEN	INSTALL PER MFR RECOMMENDATIONS.
	F-2	ALUMINUM ACCENT STRIPE	ATAS	0.032" ALUMINUM COLOR: #19 TEAL	INSTALL PER MFR RECOMMENDATIONS.
	F-3	METAL ROOF COPING	ROOF MFR	MATCH ROOF SYSTEM COLOR: MATCH WALL BELOW	INSTALL PER MFR RECOMMENDATIONS.
WALL FINISHES	F-4	ALUMINUM BAND	KM SHEET METAL OR APPROVED EQUAL	0.032" ALUMINUM COLOR: #26 BONE WHITE	INSTALL PER MFR RECOMMENDATIONS.
	M-3	EIFIS CORNICE	DRYMIX OR APPROVED EQUAL	COLOR: #01 SUPER WHITE	INSTALL PER MFR RECOMMENDATIONS.
	M-4	PAINT FOR STEEL LINTELS & COLUMNS	BENJAMIN MOORE	COLOR: OC-129 ALABASTER WHITE SHEEN: LOW LUSTRE	PRIMER: (1) COAT-BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS-BM SUPER SPEC HP D.T.M. ACRYLIC LOW LUSTRE #P25
ROOF FINISHES	M-5	SUPER LUMDECK FLAT SOFFIT	MAPES ARCHITECTURAL CANOPIES	STYLE / COLOR: ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS.
	P-6	PAINTED SPLIT FACE BLOCK	BENJAMIN MOORE	COLOR: HC-164 PURITAN GRAY SHEEN: LOW LUSTRE	PRIMER: (1) COAT-BM ULTRA SPEC MASONRY HI-BUILD BLOCK FINISH COAT: (2) COATS-BM ULTRA SPEC ELASTOMERIC LOW LUSTRE 369
	P-7	MODULAR BRICK	ROBEN BRICK	STYLE: CALAIS	INSTALL PER MFR RECOMMENDATIONS.
ROOFING	P-8	STONE VENEER	DUTCH QUALITY STONE	STYLE: WEATHER LEDGE COLOR: PRESTIGE	INSTALL PER MFR RECOMMENDATIONS.
	SF-1	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAHNEER	COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. INSTALL WITH 1" LOW-E INSULATED GLAZING. MAX U-FACTOR: U-0.28 MAX SHGC: C40
	SF-2	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAHNEER	COLOR: CLEAR ANODIZED ALUMINUM GLAZING: SPANIEL GLASS OPAQ-COAT-300, WARM GRAY	INSTALL PER MFR RECOMMENDATIONS.

**GENERAL NOTES:**

A. ALL FINISHES ON MATERIAL SCHEDULE MAY NOT BE USED

B. ALL CENTER WALL LIGHTS OVER COLUMNS, DOORS & WINDOWS, ETC., AS SHOWN U.O.N.

C. MOUNTING HEIGHT EXTERIOR LIGHT FIXTURES ON REAR AND SIDE ELEVATIONS TO MATCH MOUNTING HEIGHT OF LIGHT FIXTURES ON FRONT ELEVATION

D. SIGNAGE UNDER SEPARATE PERMIT/SUBMISSION BY SIGN VENDOR.

**EXTERIOR ELEVATION KEYNOTES**

18"X48" INSULATED ALUMINUM ACCESS DOOR BY BEST ACCESS DOORS, SKU # BA-PAL-16-16, FINA. COLOR SELECTION TO BE APPROVED BY OWNER AND ARCHITECT. RE: DETAIL 3/A-502 FOR ADDITIONAL INFO. (INCLUDES ACCESS DOORS FOR OIL TANKS. COORDINATE FINAL LOCATION WITH TANK INSTALLER)

2) PROVIDE KEY DROP SLOT IN GARAGE ENTRY DOOR, FINAL INSTALLATION LOCATION TO BE DETERMINED BY OWNER.

3) FREESTANDING AIR INLET LOCATION TO BE SITE SPECIFIC. (RE: RESPONSIBILITY SCHEDULE FOR ADDITIONAL INFO.)

4) PROVIDE KNOX BOX WHERE REQUIRED BY JURISDICTION (PURCHASED FROM LOCAL FIRE DEPARTMENT). MOVE FIRE DEPARTMENT REQUIREMENTS TO WALL ANCHOR. MOVE TO EXTRACTOR CONVENTOR TO MAKE APPLICATION FOR KNOX BOX AND COORDINATE WITH LOCAL FIRE DEPARTMENT FOR APPROVAL.

5) EXPANSION JOINT MATERIAL COLOR TO MATCH ADJACENT FINISH COLOR.

6) EXTERIOR WALL PACK LIGHT, RE: ELECTRICAL DRAWINGS.

7) PORTION OF STOREFRONT SYSTEM TO INCLUDE SPANIEL GLAZING

**MAVIS TIRES & BRAKES #XXXX - MELISSA, TX**  
STREET ADDRESS, CITY, STATE XXXXX

Project No.: 11432-XXX  
Sheet No.: A-200c

**EXTERIOR ELEVATIONS**

45

BASED ON 8-BAY DOUBLE SIDED PROTOTYPE DATED OCT 25 2024

2024

**LDG**  
Larson Design Group, Inc.  
3000 WESTWOOD DRIVE  
SUITE 400  
CRANBERRY TWP, PA 16066  
(724) 591-4962

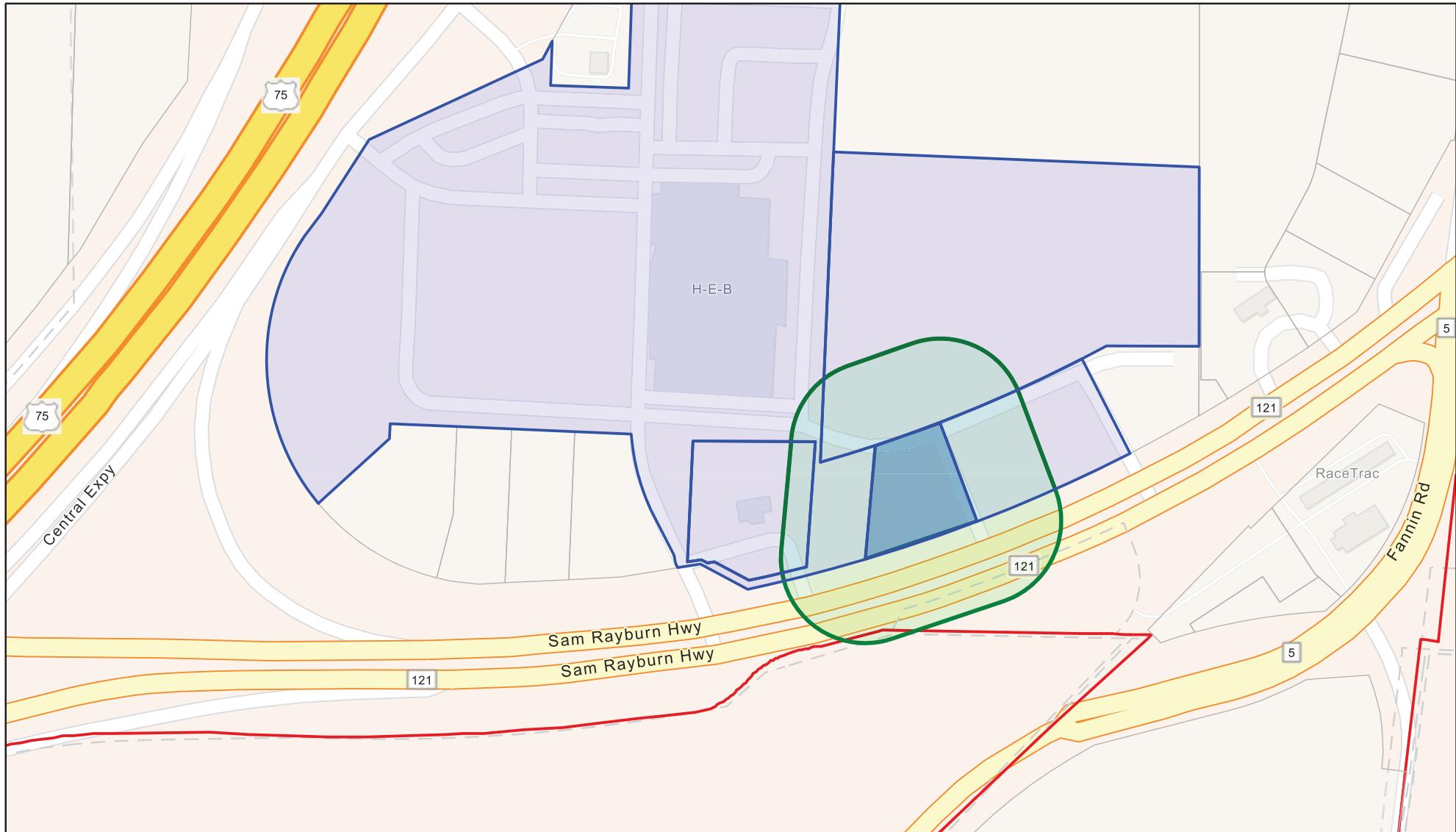
MAVIS TIRE SUPPLY, LLC  
100 HILLSDALE AVENUE  
WHITE PLAINS, NY 10603  
(914) 849-2500

CLIENT

COMMENTS

EXTERIOR ELEVATIONS

# City of Melissa Notification Map



12/15/2025, 10:10:19 AM

Parcels Melissa City Limits

City Limits

1:4,514  
0 0.03 0.06 0.12 mi  
0 0.05 0.1 0.2 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Earthstar Geographics |

file_as_na	addr_line2	addr_city	addr_state	addr_zip
H-E-B LP	PO BOX 839999	SAN ANTONIO	TX	78283-3999
935 MELISSA PROPERTIES LLC	41 N JEFFERSON ST FL 4	PENSACOLA	FL	32502-5681
H-E-B LP	646 S FLORES ST	SAN ANTONIO	TX	78204-1219
H-E-B LP	PO BOX 839999	SAN ANTONIO	TX	78283-3999
YCP MELISSA LAND HOLDINGS LLC	5950 SHERRY LN STE 480	DALLAS	TX	75225-6533

## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District (A) to Planned Development District/Single-Family Residential District 3 (PD/SF-3), consisting of 14.86± acres of land situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3835 Milrany Ln, City of Melissa, Collin County, Texas. (TL)

**Submitted by** Tyra LaVerne, Assistant Director of Development Services

### **Action Requested**

Consider a recommendation to City Council regarding a request to rezone from Agricultural District (A) to Planned Development District/Single-Family Residential District 3 (PD/SF-3), consisting of 14.86± acres of land.

### **Summary of Subject**

The applicant is requesting approval to rezone the subject property from Agricultural District (AG) to a Planned Development / Single-Family Residential (PD-SF) district. The proposed zoning would allow for the development of a residential subdivision consisting of approximately 43 single-family lots.

The development originally came forward as a standalone residential project in September . At that time, the Planning & Zoning Commission recommended approval by a vote of 4-1; however, City Council ultimately denied the request as presented.

Since that time, the applicant has revised the proposal and entered into an agreement with the adjacent Creek Crossing Homeowners Association to develop the property as Phase 4 of the existing Creek Crossing subdivision.

The proposed Phase 4 development would include approximately 43 residential lots of varying sizes, as follows:

- 32 lots ranging from approximately 5,750 to 6,250 square feet
- 6 lots ranging from approximately 6,900 to 9,250 square feet
- 5 lots ranging from approximately 10,750 to 14,250 square feet

The lot sizes are intended to provide a range of housing options while maintaining compatibility with the existing Creek Crossing subdivision.

As part of the agreement with the Creek Crossing HOA, residents of the proposed Phase 4 development would utilize the existing Creek Crossing amenities. In conjunction with this arrangement, the developer of Phase 4 has committed to contributing both financially and through construction of additional improvements, including:

- A gazebo
- Pedestrian trail improvements
- Sidewalk connectivity linking Phase 4 to the existing Creek Crossing subdivision

These improvements would be accessible to residents of all phases of Creek Crossing and are intended to enhance overall connectivity and shared amenities within the neighborhood.

#### **Comprehensive Plan Comments**

The City's Future Land Use Plan Map (FLUPM) shows this acreage to be Low Density Residential.

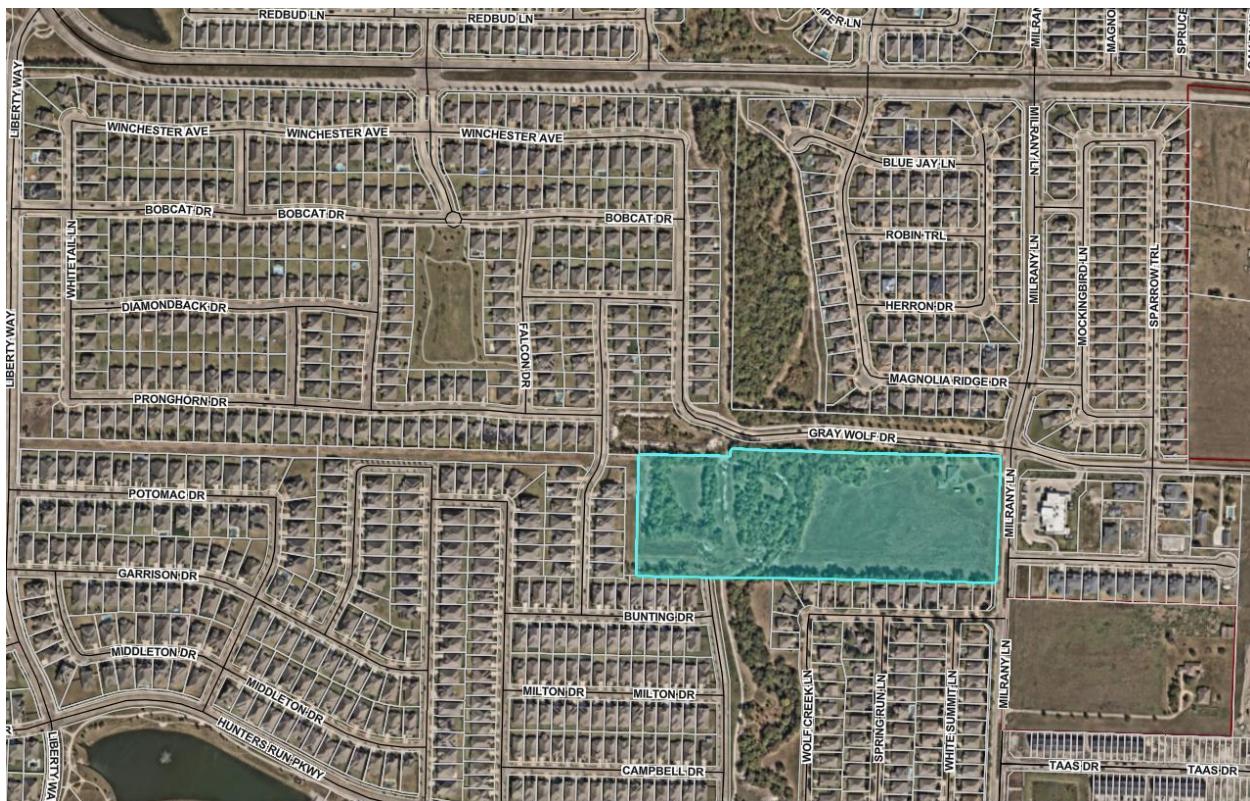
#### **Staff Recommendation**

Approval or disapproval of land use will be a policymaker decision.

#### **Supporting Documents**

1. Location of Subject Tract.docx
2. Zoning Packet 3835 Milrany Lane PD\_14.86 acres.pdf

## Location of Subject Tract





Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

## Planned Development Zoning Application

### I. Applicant Information

Applicant: Maxwell Fisher, ZoneDev on behalf of SMC Development, LLC Date: October 27, 2025

Address: 2502 Grandview Drive, Richardson, TX 75080

Phone: 945.248.4167

Fax: --

Contact: Maxwell Fisher

E-mail: maxwell@zonedevtx.com

### II. Land Use Information

#### ***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: SMC Development - Melissa Acres: 14.86

Existing Zoning: Agriculture (Ref. Zoning Ordinance) Proposed Zoning: Planned Development for single family (Ref. Zoning Ordinance) PD/SF-3



I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Bobbie Stephens, Randy S. Stephens, II,**

Printed Name: **Jennifer Nix**

Title:

*Bobbie Stephens*

dotloop verified  
11/04/25 11:21 AM CST  
GPTN-HTWV-ZEG2-E3HN

*Randy S. Stephens, II*

dotloop verified  
11/04/25 10:34 AM CST  
DIZJ-TUH-KBFW-MVOK

Signature:

*Jennifer Nix*

dotloop verified  
11/04/25 12:04 AM CST  
2CA5-ZPH1-H2N-KTF

Revised 11/07/2024 MD

**Legal Description**  
**SMC Development Melissa**

Being a tract of land situated in the D.E.W. Babb Survey, Abstract No. 33, Collin County, Texas, same being that tract of land conveyed to Robert L. Stephens, by deed recorded in Instrument No. 96-0101322, Official Public Records of Collin County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a point for corner, said corner being the Southeast corner of herein described tract, and lying along the West line of Milrany Lane (variable width right-of-way);

THENCE North 89 degrees 47 minutes 10 seconds West, departing said West line of Milrany Lane, passing a distance of 154.81 feet to a 1/2 inch iron rod found at the Northwest corner of Lot 2 and Northeast corner of Lot 3 in Block G of Hunters Creek, Phase 1, an Addition to the City of Melissa, Collin County, Texas, according to the map or plat thereof recorded in Volume Q, Pages 179 and 180, of the Map Records of Collin County, Texas, and continuing a total distance of 847.18 feet to a 1/2 inch iron rod found for corner, said corner being the Northwest corner of Lot 12 in Block G of Hunters Creek, Phase 1 and Northeast corner of Lot 1, Block X, of Liberty Phase 8A, an Addition to the City of Melissa, Collin County, Texas, according to the map or plat thereof recorded in Volume 2022, Pages 336 and 337, of the Map Records of Collin County, Texas, from which a 1/2 inch iron rod found bears South 01 degree 08 minutes 25 seconds West, a distance of 126.21 feet, at the Southwest corner of said Lot 12 in Block G of Hunters Creek, Phase 1;

THENCE North 89 degrees 51 minutes 02 seconds West, along the North line of said Lot 1, Block X, of Liberty Phase 8A, passing at a distance of 445.71 feet to a 1/2 inch iron rod found bears Northwest corner of Lot 3 and Northeast corner of Lot 4 in Block D, of Liberty Phase 8A, and continuing a total distance of 517.16 feet to a mag nail found for corner, said corner lying along the North line of Lot 5 in Block D, of Liberty Phase 8A and being the Southeast corner of Lot 15X, Block D, of Liberty Phase 8C, an Addition to the City of Melissa, Collin County, Texas, according to the map or plat thereof recorded in Volume 2022, Pages 418 and 419, of the Map Records of Collin County, Texas, from which a 1/2 inch iron rod found bears North 89 degrees 30 minutes 46 seconds West, a distance of 28.60 feet, at the Northwest corner of Lot 5 in Block D, of Liberty Phase 8A;

THENCE North 00 degrees 02 minutes 49 seconds East, along the East line of said Lot 15X, Block D, of Liberty Phase 8C, a distance of 457.66 feet to a 5/8 inch iron rod found for corner, said corner being the Northeast corner of said Lot 15X, Block D, of Liberty Phase 8C, same being the Southeast corner of a Common Area 2B of Creek Crossing, Phase Two, an Addition to the City of Melissa, Collin County, Texas, according to the map or plat thereof recorded in Instrument No. 2020-0122010000360, Official Public Records of Collin County, Texas, and Southwest corner of

**Legal Description**  
**SMC Development Melissa**

Common Area 2A of Creek Crossing, Phase One, an Addition to the City of Melissa, Collin County, Texas, according to the map or plat thereof recorded in Instrument No. 2017-0620010002950, Official Public Records of Collin County, Texas, from which a 3/8 inch iron rod found bears South 34 degrees 00 minutes 26 seconds East, a distance of 0.44 feet for witness;

THENCE South 89 degrees 29 minutes 33 seconds East, along the South line of said Common Area 2A of Creek Crossing, Phase One, a distance of 349.84 feet to a point for corner, from which a fence post found bears North 43 degrees 25 minutes 30 seconds West, a distance of 1.38 feet for witness;

THENCE North 00 degrees 04 minutes 50 seconds West, a distance of 29.84 feet to a point for corner, from which a pk nail found bears North 41 degrees 26 minutes 44 seconds West, a distance of 2.24 feet for witness;

THENCE South 89 degrees 26 minutes 09 seconds East, along a South line of said Common Area 2A of Creek Crossing, Phase One, a distance of 311.45 feet to a 5/8 inch iron rod found for corner;

THENCE South 89 degrees 08 minutes 56 seconds East, a distance of 703.01 feet to a point for corner, said corner lying along the aforementioned West line of Milrany Lane;

THENCE South 00 degrees 01 minute 22 seconds West, along said West line of Milrany Lane, a distance of 475.40 feet to the POINT OF BEGINNING and containing 647,467 square feet or 14.86 acres of land.



## Proposed Modifications

### SMC Development – Creek Crossing No. 4

SMC Development's re-application includes the following changes:

ATTRIBUTE	PREVIOUS PROPOSAL	CURRENT PROPOSAL
Density	3.5	2.9
Lot Count	48	43
Lot Size	18 lots at 5,500 SF 30 lots at 6,000 SF	32 at 5,750-6,250 SF 6 at 6,900 – 9,250 SF 5 at 10,750 to 14,250 SF
Lot Characteristics	All smaller lots	Lots to west and along natural greenspace on east side are larger, taking advantage of site's natural elements and better aligning with housing to the west and north
Pedestrian Trail Location	Along planned street One trail connection	Pedestrian trail will pass through wooded HOA lot
Contributions/Amenities	Pedestrian lighted bollards Open space with bench and trees Open space with gazebo	Lump sum payment to Creek Crossing HOA  Construct requested gazebo on existing Creek Crossing common open space  10' pedestrian trail that bridges gap with pedestrian lighted bollards  Sidewalks connecting respective eastern and western sections  Sidewalks connecting residents to Creek Crossing open space to northwest
Façade Off-set	2 feet	3 feet



## Proposed Planned Development

### SMC Development – Creek Crossing, No. 4

On behalf of SMC Development, LLC (“SMC”), ZoneDev requests the following modifications to the City of Melissa Zoning Ordinance connected to a request for a change of zoning for a Planned Development District based on the “SF-3- District” for Single-Family Uses:

ATTRIBUTE/CODE	REQUIREMENT	PROPOSAL	JUSTIFICATION
Lot Area Section 21	7,800 SF	32 at 5,750-6,250 SF 6 at 6,900 – 9,250 SF 5 at 10,750 to 14,250 SF	The proposed range in lot size is appropriate for a small infill parcel that has easement encumbrances and is split by a wooded flood plain. The proposed range of lot sizes is consistent with residential lots in the vicinity.
Lot Width Section 21	60 feet	50- to 60-foot plus	The lot width aligns with the lot width of adjacent properties. The lot width will fully accommodate the housing product.
Garage Off-Set	5' off-set	3' off-set	The off-set and building architecture will provide aesthetic streetscape appeal.

#### Additional Provisions:

A 10' wide concrete pedestrian trail is required as generally illustrated in black on the Concept Plan.

Annexation into Creek Crossing required.

Agreement with Creek Crossing for financial consideration and amenity improvement.

Four light bollards at trail and Gray Wolf

Sidewalks to connect residents to each section, to main trail, and to Creek Crossing amenity open space to northwest.



5763 State HWY 205, Suite 102-B, Rockwall, TX 75032

• CustomerService@GulfPPM.com

• (469) 600-5080

**Creek Crossing Melissa Homeowners Association**

**Date: 12/16/2025**

**Re: Intent to Attempt Annexation of KB Home Development**

To the City of Melissa,

On behalf of the **Creek Crossing Melissa Homeowners Association** ("Association"), this letter serves as formal notification that the Association has agreed to **attempt the annexation** of the proposed **KB Home residential development** into the Creek Crossing Melissa HOA.

The Association understands that annexation is subject to multiple procedural, legal, and approval requirements. This correspondence is intended to confirm the Association's willingness to engage in the annexation process in coordination with the City of Melissa and KB Home, and to evaluate the proposed development for potential inclusion in the Association.

Any annexation will be contingent upon compliance with the Association's governing documents, applicable Texas law, and all municipal requirements. Final annexation will require approval by the Association's Board of Directors and, if applicable, the Association's membership, as well as the proper execution and recording of all required legal instruments.

The Association's agreement to attempt annexation does not constitute final approval or guarantee annexation, but reflects a good-faith intent to work collaboratively with the City and the developer to determine whether annexation is feasible and in the best interests of the Association and the community. Please do not hesitate to contact the Association should the City require additional documentation, confirmation, or coordination as part of its review or planning process.

Sincerely,

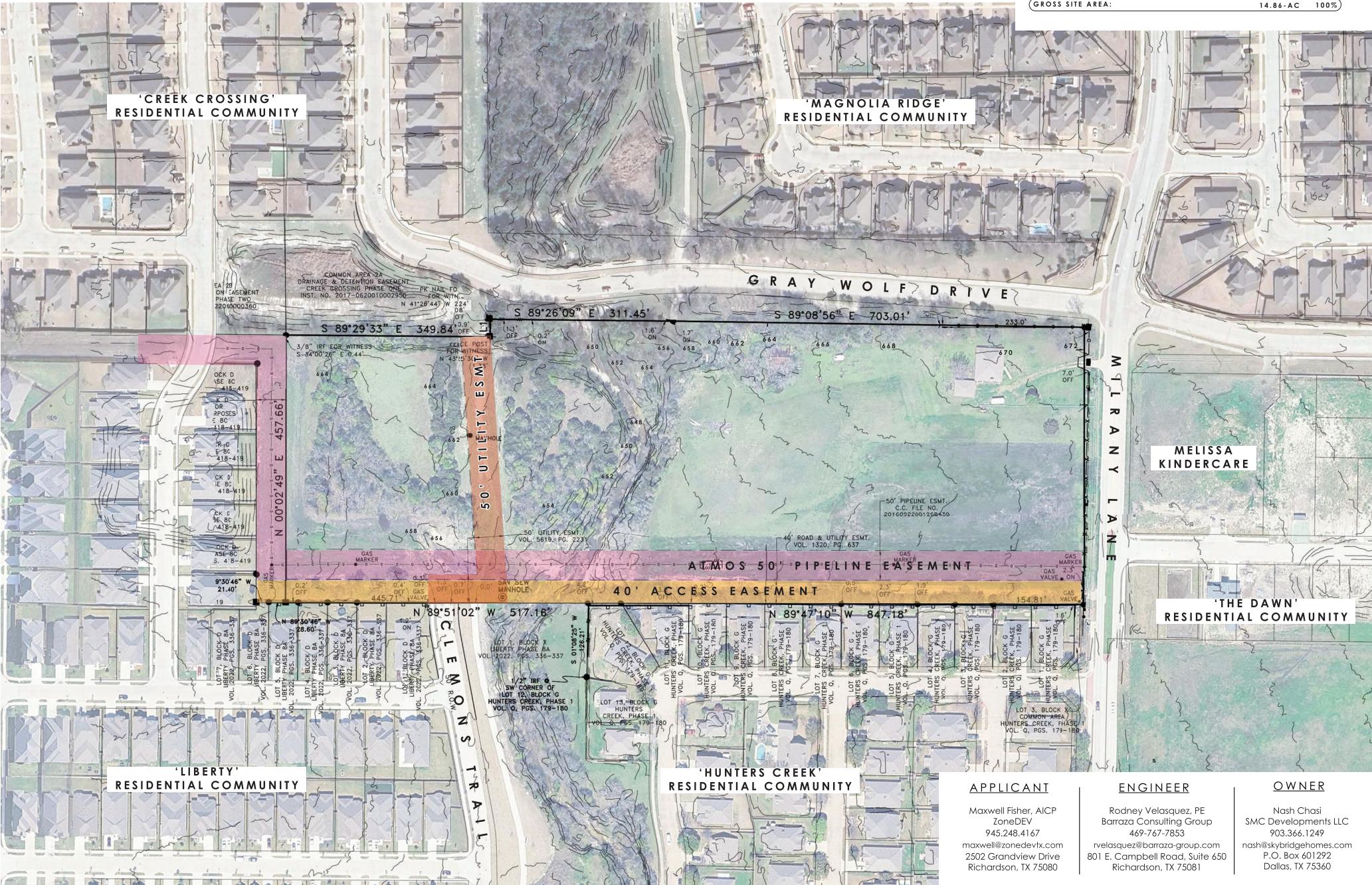
**Creek Crossing Melissa Homeowners Association**

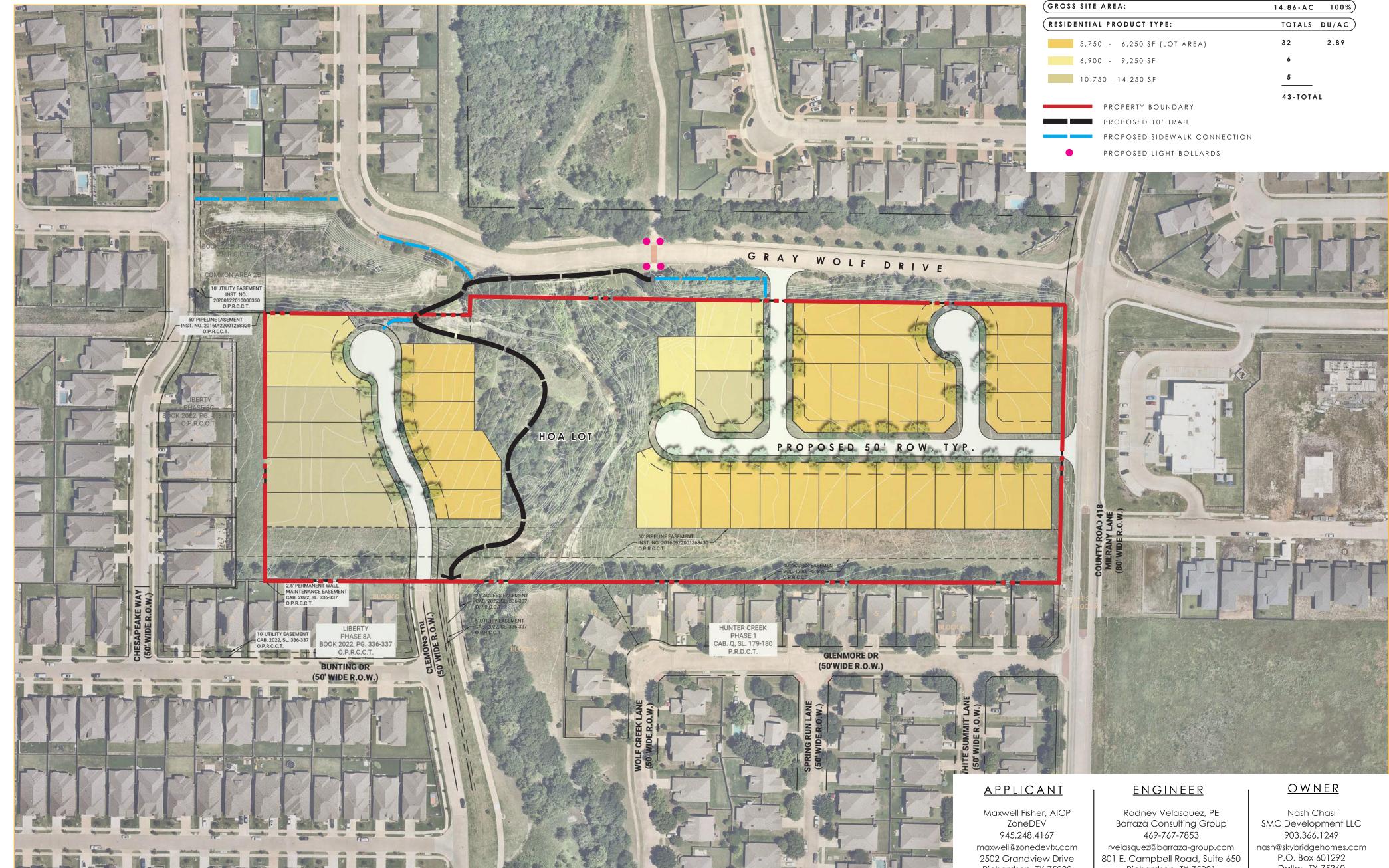
By: Debra Such

Name: Debra Such

Title: Creek crossing HOA President

Date: 16 dec 2025





# BARRAZA CONSULTING GROUP, LLC

PLANNING • ENGINEERING • SURVEYING  
LANDSCAPE ARCHITECTURE

C R E E K C R O S S I N G P H A S E 4  
**M E L I S S A , T X**  
3 8 3 5 M I L R A N Y L A N E

ZONING SITE PLAN EXHIBIT

SCALE: 1" = 100'

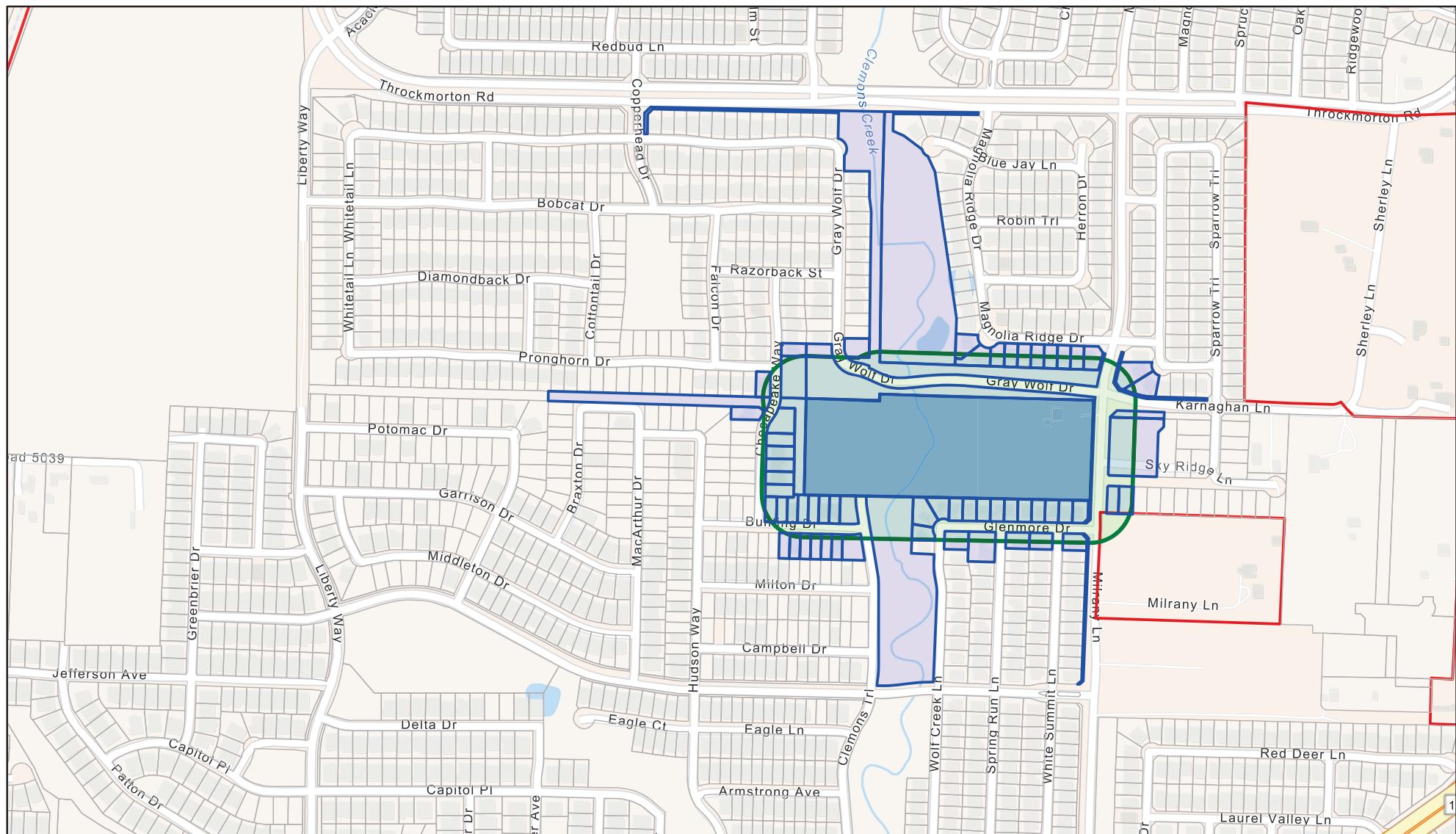


A horizontal scale bar with tick marks at 0, 50, 100, and 200. The segments between the tick marks are of equal length, representing 50 units each.





# City of Melissa Notification Map



12/15/2025, 5:18:26 PM

  Parcels

  Melissa City Limits

1:9,028  
0 0.05 0.1 0.2 0.4 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

file_as_na	addr_line2	addr_city	addr_state	addr_zip
MENDOZA RODOLFO MARTINEZ	3304 GLENMORE DR	MELISSA	TX	75454-2585
WILLIAMS STEPHANIE C &	3400 GLENMORE DR	MELISSA	TX	75454-2587
THE DAWN AT SKYRIDGE HOA INC	PO BOX 51555	DENTON	TX	76206-1555
MELISSA MAGNOLIA RIDGE HOMEOWNERS ASSOCIATION INC	1024 S GREENVILLE AVE STE 230	ALLEN	TX	75002-3351
3113 BUNTING DRIVE TRUST	3113 BUNTING DR	MELISSA	TX	75454-9854
LAZARIS LAURA RUTH	3821 WOLF CREEK LN	MELISSA	TX	75454-2569
WATSON SETH M & TANA J	4002 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
ARAYA MUSSIE EFREM & NARDOS WELDEMICHAE GHEBRESLASIE	3101 BUNTING DR	MELISSA	TX	75454-9854
ROBINSON DANDREA LATRICE REVOCABLE LIVING TRUST THE	3904 CHESAPEAKE WAY	MELISSA	TX	75454-9857
MELISSA MAGNOLIA RIDGE HOMEOWNERS ASSOCIATION INC	1024 S GREENVILLE AVE STE 230	ALLEN	TX	75002-3351
UWIMANA CHRISTIAN & CLAIRE UJENEZA	3111 BUNTING DR	MELISSA	TX	75454-9854
DEBNATH SUBORNA & SUMAN SARKER	4006 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
HEERS AARON EDWARD & CLAIRE MARIN AKIN	3302 GLENMORE DR	MELISSA	TX	75454-2585
SELBY JOHN C & LARRAH L	3819 SPRING RUN LN	MELISSA	TX	75454-2575
BLEDSOE JACOB RUSK & MELANIE	3106 BUNTING DR	MELISSA	TX	75454-9853
KOLAPUDI RAJESH GUPTA & KIRUTHIKA RAJA	3902 CHESAPEAKE WAY	MELISSA	TX	75454-9857
LIBERTY HOMEOWNERS ASSOCIATION INC	4760 PRESTON RD STE 244	FRISCO	TX	75034-8549
BERTAGNA MICHAEL ALFRED & LINDSEY	3820 WOLF CREEK LN	MELISSA	TX	75454-2572
SINGH NAVRAJ & RAVLEEN D VIRDE	3906 CHESAPEAKE WAY	MELISSA	TX	75454-9857
KRISHNA NAGA SATYA SUBBAR PISUPAT VENKATA & VENKATA RAJYALAKSH	3102 BUNTING DR	MELISSA	TX	75454-9853
CREEK CROSSING MELISSA HOMEOWNERS ASSOCIATION INC	5763 S HIGHWAY 205 STE 102B	ROCKWALL	TX	75032-2644
ENGLISH NICHOLAS WILLIAM & CHRISTINA MADELINE	3814 CHESAPEAKE WAY	MELISSA	TX	75454-9855
COLLINS ALISHA	4008 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
SHERLOCK BRIAN CHARLES & JENNA MARIE	3402 GLENMORE DR	MELISSA	TX	75454-2587
COTHRON DEREK EDWARD & NICOLE MARIE	3909 CHESAPEAKE WAY	MELISSA	TX	75454-9858
PERKINS MARIAN & HERBERT OLIN JR	3103 BUNTING DR	MELISSA	TX	75454-9854
CASTRO KIM & RUBEN	3018 PRONGHORN DR	MELISSA	TX	75454-0519
ZHANG YANAN & COLIN DAVID BRASHER	3013 BUNTING DR	MELISSA	TX	75454-9851
ESQUIVEL JOSE & KASSANDRA &	3822 SPRING RUN LN	MELISSA	TX	75454-2586
CREEK CROSSING MELISSA HOMEOWNERS ASSOCIATION INC	5763 S HIGHWAY 205 STE 102B	ROCKWALL	TX	75032-2644
NNADI CHIZITERE	3104 BUNTING DR	MELISSA	TX	75454-9853
GOVINDAN NANDA NEZHUKATHODI & JAYALAKSHMI NANDA	4000 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
GIBSON BRIAN C	4019 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0314
HILL ALEXANDRA NICOLE	4002 CHESAPEAKE WAY	MELISSA	TX	75454-0797
LOYA JENNIFER	321 PECAN HOLLOW CIR	ANNA	TX	75409-6289
YOUNG CATHY L	3822 WHITE SUMMIT LN	MELISSA	TX	75454-2583
LIU CHUNYAN	3310 GLENMORE DR	MELISSA	TX	75454-2585
WEDDLE ROBERT RAY & NANCY	3816 CHESAPEAKE WAY	MELISSA	TX	75454-9855
ZHANG NAN	5 SAMANTHA WAY	DEVON	PA	19333-1300
GIRRAMITA LEONARD JOSEPH III & LYNDSEY JEAN	3110 BUNTING DR	MELISSA	TX	75454-9853
GALLOWAY BRYAN KEITH & KAREN GULLY	4014 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313

TAYLOR MICHAEL &  
 AVEY CHARLTON  
 NATARAJAN SURENDAR & PREETHI SRINIVASAN  
 RIDDLE MICAH & KEELY  
 MELISSA MAGNOLIA RIDGE HOMEOWNERS ASSOCIATION INC  
 PROKOP JON & BARBARA - LE  
 HUNTERS CREEK HOA  
 WAINWRIGHT DARLEAN  
 CATTANEO RAYMOND MICHAEL & AMY CHRISTINE  
 RAMIREZ LUIS A  
 LIBERTY HOMEOWNERS ASSOCIATION INC  
 RODDENBERRY JORDAN & ZACHARY  
 CANNAN NICHOLAS BRADLEY & KERRYN ANN  
 KAVURI NAGA KRISHNA CHAITANYA & SAI KEERTHANA ATTALURI  
 HUBERT JEFFREY WAYNE & DEBORAH LYNN  
 LIBERTY HOMEOWNERS ASSOCIATION INC  
 THE DAWN AT SKYRIDGE HOA INC  
 HUNT KELLY CARSON & KATHERINE MICHELLE PEARCE  
 MCWILLIAMS MASON & KRISTEN  
 CREEK CROSSING MELISSA HOMEOWNERS ASSOCIATION INC  
 MEANS GLEN ALAN & KIMBERLYN LEIGH  
 TRIANGLE MELISSA LLC  
 KARIUKI OLIVER & VERONICAH WANJIKU BANGA  
 HUNTERS CREEK HOA  
 NGUYEN THANH LAN THI & JIMMY THE HO  
 GUPTA SHUBHAM & SNEHA AMARAPURAM  
 STEPHENS ROBERT  
 BREAUX KALEB ALCE &  
 MILLS DEAN &  
 CHEN SAMSON & CHIA MEI HWANG  
 TRIANGLE MELISSA LLC

4012 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
3823 WOLF CREEK LN	MELISSA	TX	75454-2569
3108 BUNTING DR	MELISSA	TX	75454-9853
4004 GRAY WOLF DR	MELISSA	TX	75454-0599
1024 S GREENVILLE AVE STE 230	ALLEN	TX	75002-3351
JON S PROKOP OR BARBARA G PROKOP - TRUSTE	MELISSA	TX	75454-2585
1024 S GREENVILLE AVE STE 230	ALLEN	TX	75002-3351
3314 GLENMORE DR	MELISSA	TX	75454-2585
3911 MOCKINGBIRD LN	MELISSA	TX	75454-2442
3308 GLENMORE DR	MELISSA	TX	75454-2585
4760 PRESTON RD STE 244	FRISCO	TX	75034-8549
3109 BUNTING DR	MELISSA	TX	75454-9854
3105 BUNTING DR	MELISSA	TX	75454-9854
3112 BUNTING DR	MELISSA	TX	75454-9853
3114 BUNTING DR	MELISSA	TX	75454-9853
4760 PRESTON RD STE 244	FRISCO	TX	75034-8549
PO BOX 51555	DENTON	TX	76206-1555
3306 GLENMORE DR	MELISSA	TX	75454-2585
3909 MOCKINGBIRD LN	MELISSA	TX	75454-2442
5763 S HIGHWAY 205 STE 102B	ROCKWALL	TX	75032-2644
3823 WHITE SUMMIT LN	MELISSA	TX	75454-2580
1782 W MCDERMOTT DR	ALLEN	TX	75013-3342
3312 GLENMORE DR	MELISSA	TX	75454-2585
1024 S GREENVILLE AVE STE 230	ALLEN	TX	75002-3351
3908 CHESAPEAKE WAY	MELISSA	TX	75454-9857
3107 BUNTING DR	MELISSA	TX	75454-9854
3506 HARRELL RD	HOWE	TX	75459-3522
3300 GLENMORE DR	MELISSA	TX	75454-2585
4016 MAGNOLIA RIDGE DR	MELISSA	TX	75454-0313
4005 GRAY WOLF DR	MELISSA	TX	75454-0600
1782 W MCDERMOTT DR	ALLEN	TX	75013-3342

## City of Melissa Planning & Zoning Commission Staff Report



<b>Date</b>	January 8, 2026
<b>Subject</b>	Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") and General Commercial District ("C-2") within the Commercial Corridor Overlay District to Planned Development District/General Commercial ("PD/C-2") within the Commercial Corridor Overlay District, consisting of 8.213± acres of land in the aggregate, situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located at 1101 and 1103 Central Expressway, City of Melissa, Collin County, Texas. (AM)

**Submitted by** Amy Mathews, Director of Development Services

### **Action Requested**

Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") and General Commercial District ("C-2") within the Commercial Corridor Overlay District to Planned Development District/General Commercial ("PD/C-2") within the Commercial Corridor Overlay District.

### **Summary of Subject**

The applicant is requesting approval of a Planned Development (PD) with a base zoning of General Commercial (C-2) to allow construction of a new landscaping business. The proposed use is classified as Building Material and Hardware Sales, Major, which is defined as:

“An establishment for the sale of materials customarily used in the construction of buildings and other structures, including outside storage or display of materials or merchandise.”

This use is permitted within the C-2 zoning district with approval of a Specific Use Permit (SUP). The project site, however, is currently split-zoned, with a portion of the property zoned General Commercial (C-2) and a portion zoned Agricultural District (A). Rather than pursuing two separate zoning actions—re zoning the Agricultural portion to C-2 and requesting an SUP for the proposed use—the applicant is requesting approval of a Planned Development to address both matters through a single process.

**Proposed Development:** Through the Planned Development process, the applicant is proposing to:

- Rezone the entire project location to a Planned Development with C-2 standards.
- Allow the Building Material and Hardware Sales, Major use; and
- Construct a new 5,000 square-foot building for the landscaping business.
- Provide areas to display materials for sale.

All existing structures currently located on the site will be demolished as part of the proposed development. The Zoning Exhibit and proposed building elevations are included with the application materials.

The Planned Development request provides a mechanism to unify zoning across the entire site and allow the proposed commercial use. The PD does not request any exceptions or deviations from the City's adopted zoning, development, or design standards.

The applicant has submitted a letter, included as an attachment to this report, outlining their request and describing the proposed use and development of the property.

**Comprehensive Plan Comments**

The City's Future Land Use Plan Map (FLUMP) shows the subject property to be "Mixed Use".

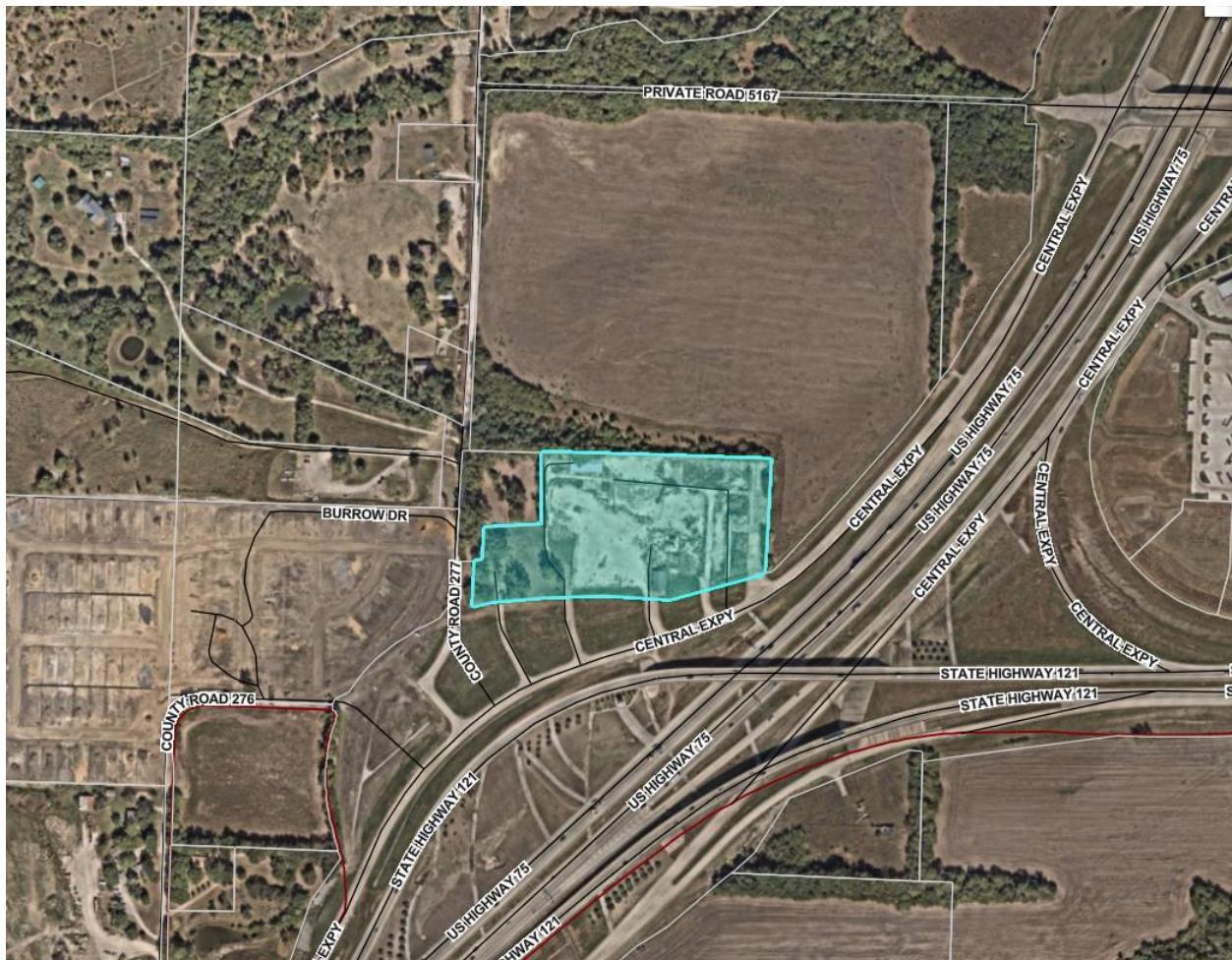
**Staff Recommendation**

Approval of disapproval of land use will be a policymaker decision.

**Supporting Documents**

1. Location of Subject Tract.docx
2. Zoning Packet 1101 and 1103 Central Expwy\_08.12 acres.pdf

## Location of Subject Tract





Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

## Planned Development Zoning Application

### I. Applicant Information

Applicant: Andrew Yeoh \_\_\_\_\_ Date: 10/02/2025

Address: 1782 W. McDermott Drive, Allen, TX 75013

Phone: 469-331-8566 \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: 469-213-2804 \_\_\_\_\_ E-mail: AYeoh@triangle-enr.com

### II. Land Use Information

#### *Zoning Ordinance Section 7*

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: CHESSHIR STONE/1101&1033 Central Expy,

Melissa, TX 75454 Acres: 8.120  
Existing Zoning: C-2 & A IN CC/O  
(Ref. Zoning Ordinance)

Proposed Zoning: PD/C-2 IN CC/O  
(Ref. Zoning Ordinance)



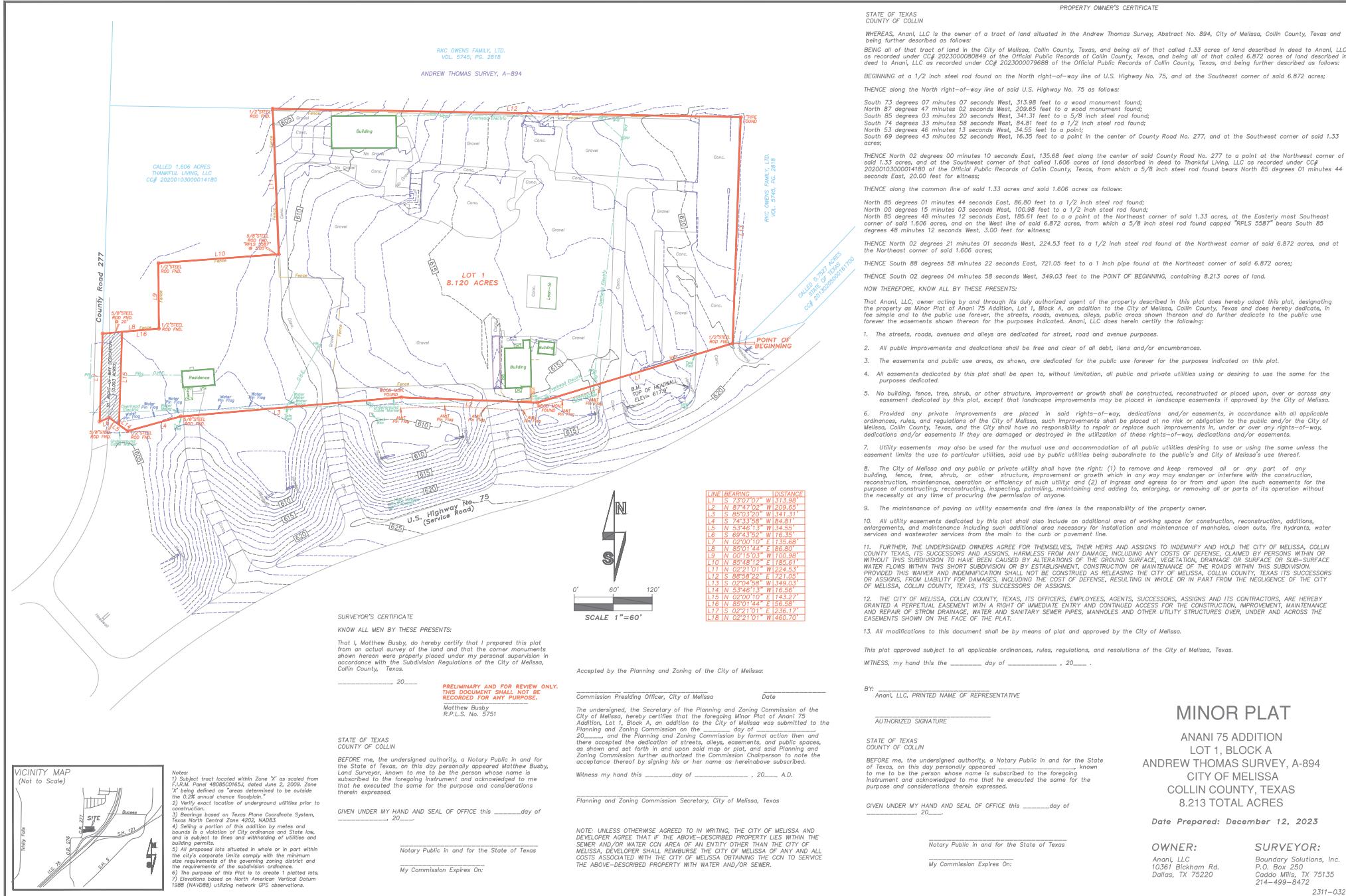
I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: WAEL FARES

Title: CFO

Signature: Wael Fares





T: 469.331.8566 | Firm: 11525 | W: triangle-enr.com | O: 1782 W McDermott Drive Allen, TX 75013

Date: 03.30.2023

**Attn:** City of Melissa  
Planning Department  
3411 Barker Ave  
Melissa, TX 75454

**Ref:** Proposed Chesshir Stone Supply at 1101 Central Expressway, Melissa, TX.

**To Whom It May Concern:**

On behalf of **Chesshir Stone Supply**, we respectfully submit this **Letter of Intent** in support of a **Planned Development (PD) Zoning Application** to allow the development of a **Building Material Supply Facility** on the properties located at **1033 & 1101 Central Expressway, Melissa, Texas**.

**Existing Zoning:**

- **1101 Central Expressway** is currently zoned **C-2 (General Commercial District)**
- **1033 Central Expressway** is currently zoned **AG (Agricultural District)**

We are requesting to rezone both parcels under a unified **Planned Development District (PD-C2)** to allow the proposed use of **Building Material Sales – Major**, which is otherwise only permitted in the C-2 District with a Specific Use Permit (SUP). The PD will provide a consistent zoning designation across both lots and clearly allow the intended use.

**Project Overview:**

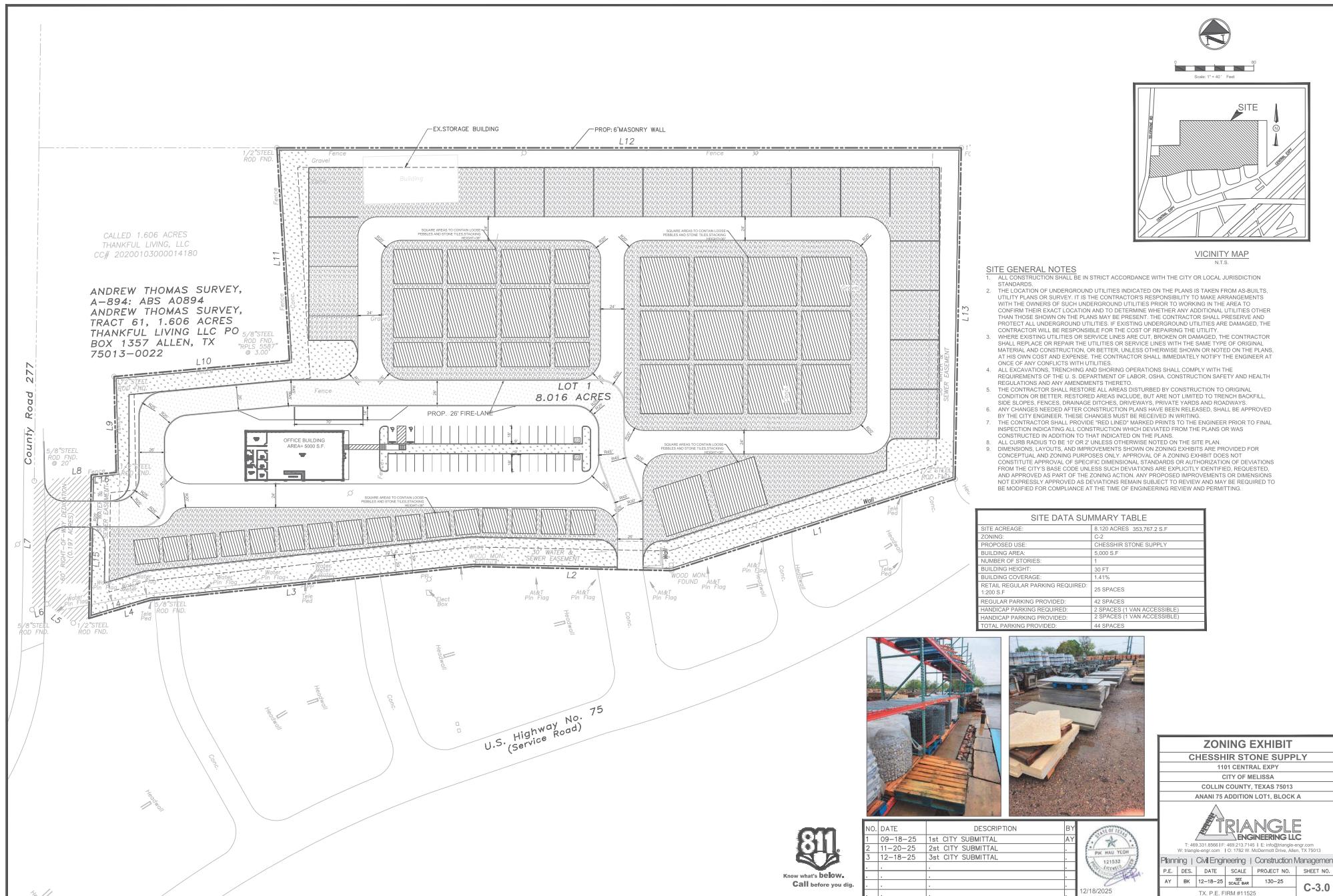
- **Proposed Use:** Chesshir Stone Supply – Building Material Supply Facility
- **Building Size:** ±5,000 sq. ft.
- **Parking Provided:** 44 spaces
- **Legal Description:** ANANI 75 ADDITION, LOT 1, BLOCK A

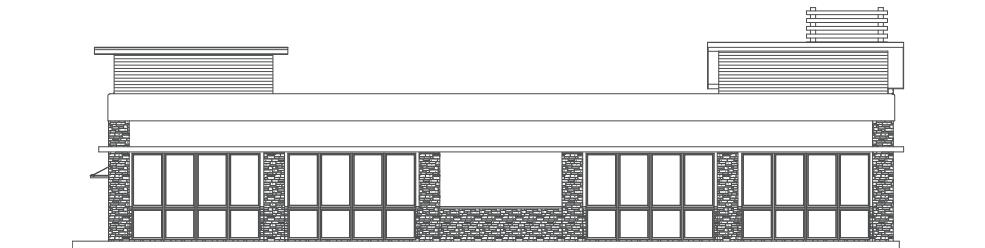
The proposed facility will operate as a distribution and retail center for construction and landscaping materials. The project is designed to support the commercial growth along the Central Expressway corridor and aligns with the intent of the C-2 zoning district.

Sincerely,

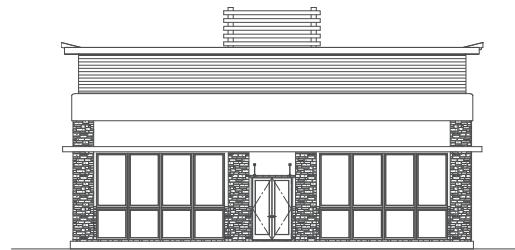
A handwritten signature in blue ink that reads "Andrew Yeoh".

Triangle Engineering  
TX PE FIRM #11525  
Andrew Yeoh, P.E.  
Vice president  
469-213-2804  
ayeoh@triangle-enr.com





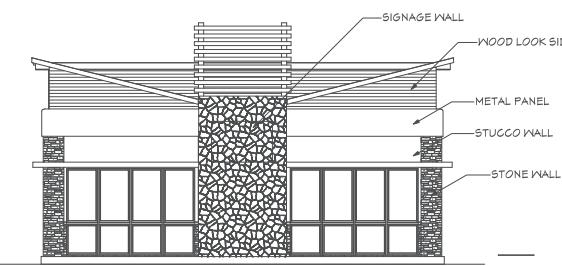
North Elevation



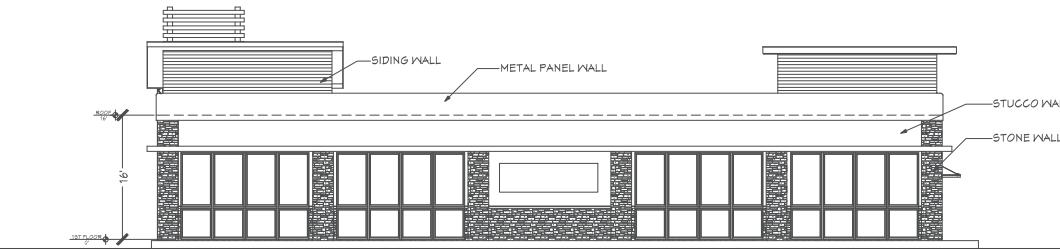
East Elevation

DESCRIPTION	EXTERIOR ELEVATIONS - MATERIAL CALCULATIONS							
	WEST ELEVATION (SF)	%	NORTH ELEVATION (SF)	%	EAST ELEVATION (SF)	%	SOUTH ELEVATION (SF)	%
1 TOTAL FAÇADE S.F.	1135		2108		1196		2108	
2 DOORS AND WINDOWS S.F.	396		792		436		792	
3 FAÇADE S.F. (exclusive of doors and windows)	739		1314		760		1314	
4 MATERIALS								
The percentage of materials from the facade sq. ft. exclusive of doors and windows								
STONE	329	44.52	318	24.05	158	20.79	318	24.05
SIDING	130	17.55	208	15.68	252	33.18	208	15.68
STUCCO	138	18.67	437	33.26	168	22.11	437	33.26
METAL PANEL	142	19.22	355	27.02	182	23.95	355	27.02

NOTE: THE SIDING MATERIAL IS STEEL WOOD-GRAIN METAL.



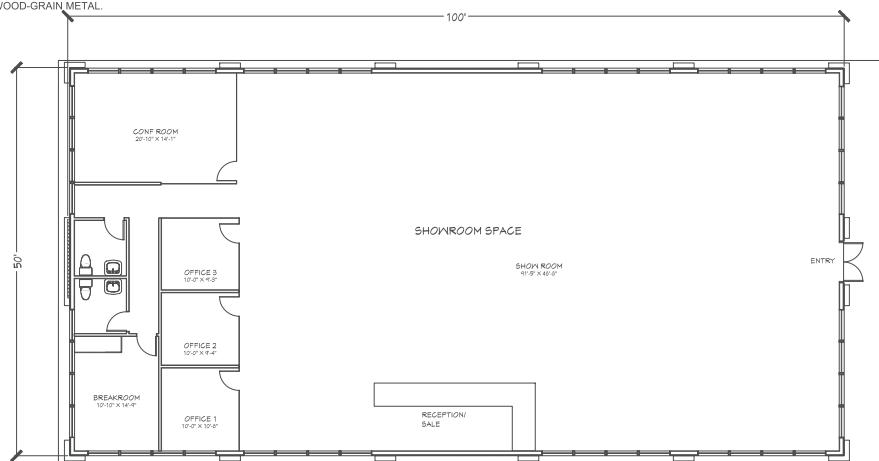
West Elevation



South Elevation

## Exterior Elevations

SCALE: 1/4" = 1'-0" (ON 22x34 SHEET)  
1/8" = 1'-0" (ON 11x17 SHEET)



## Floor Plan

SCALE: 1/4" = 1'-0" (ON 22x34 SHEET)  
1/8" = 1'-0" (ON 11x17 SHEET)



mmkdesigngroup@gmail.com  
214.995.2399

Seal:

CHESSHIR  
STONE  
SUPPLY

1101 CENTRAL EXPY  
MELISSA, TEXAS



Revision:

Date: October 17, 2025

Job No.: 2025.15

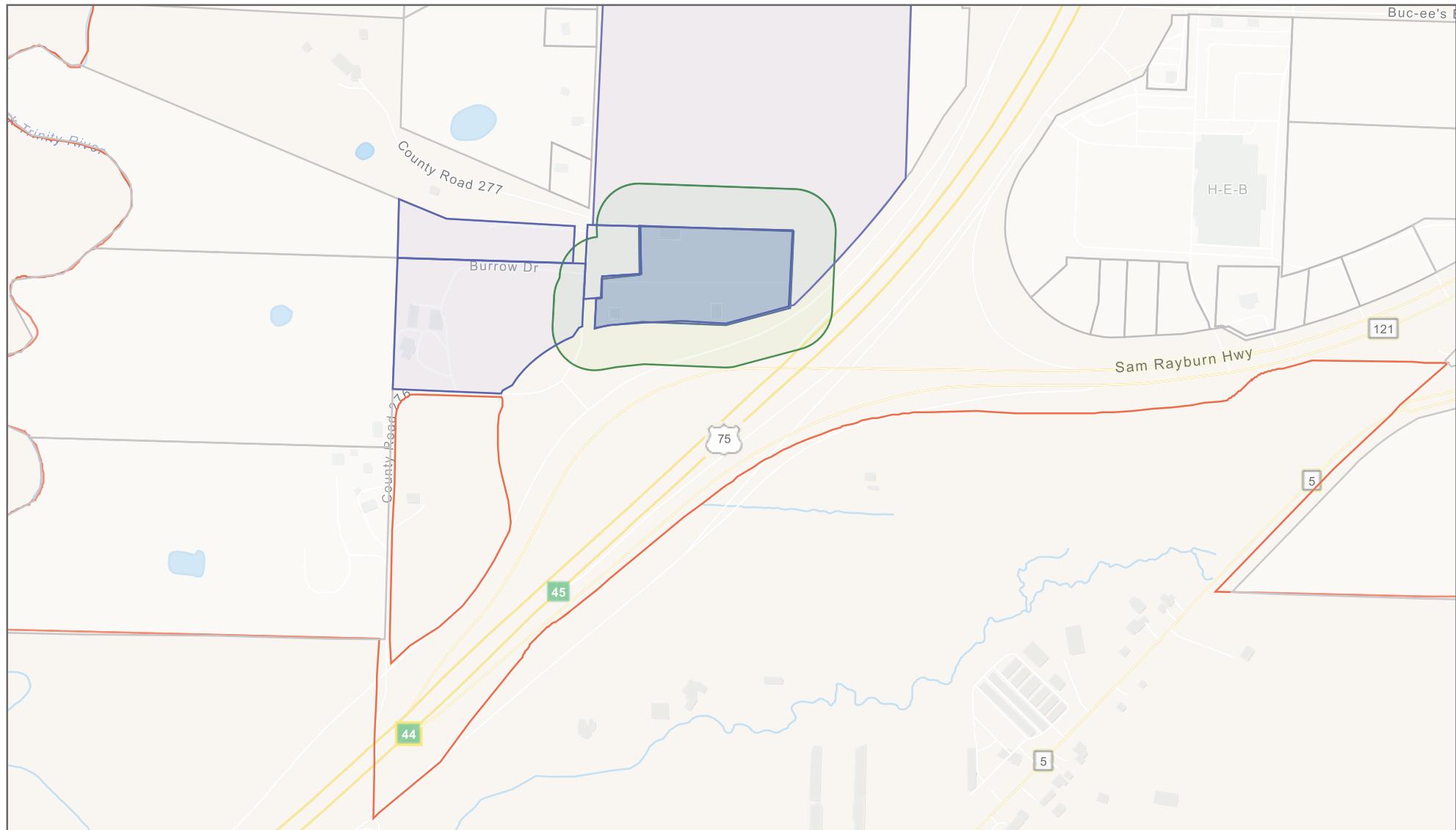
Issuer: DESIGN DRAWINGS

Sheet Name:  
FLOOR PLAN &  
ROOF PLAN

Sheet No.:

A1

# City of Melissa Notification Map



12/15/2025, 12:54:10 PM

Parcels Melissa City Limits

City Limits

1:9,028  
0 0.05 0.1 0.2 mi  
0 0.1 0.2 0.4 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Earthstar Geographics |

PROP_ID	file_as_na	addr_line2	addr_city	addr_state	addr_zip
464562	RKC OWEN	814 INWO	MCKINNEY	TX	75069-4840
2121723	DREES CUS	6225 N ST	IRVING	TX	75038-2283
2944993	ANANI LLC	10361 BICK	DALLAS	TX	75220-4205
2697708	STEMWINE	9017 CONV	ANNA	TX	75409-4417
1961183	THANKFUL PO BOX 13	ALLEN		TX	75013-0022

## City of Melissa Planning & Zoning Commission Staff Report



<b>Date</b>	January 8, 2026
<b>Subject</b>	<p>Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") to Planned Development District/General Commercial District and Light Industrial District ("PD/C-2/I-1"), consisting of <math>21.3 \pm</math> acres of land situated in the Joab Butler Survey, Abstract No. 69, City of Melissa, Collin County, Texas and generally located at southeast corner of Sam Rayburn Highway and McKinney Street, City of Melissa, Collin County, Texas. (AM)</p>

**Submitted by** Amy Mathews, Director of Development Services

### **Action Requested**

Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") to Planned Development District/General Commercial District and Light Industrial District ("PD/C-2/I-1").

### **Summary of Subject**

The applicant is requesting approval of a Planned Development (PD) to allow development of an Office/Warehouse/Distribution Center. The proposal also includes the formation of an approximately 2-acre commercial/retail tract to be developed in the future in accordance with General Commercial (C)-2 zoning district guidelines.

The Office/Warehouse/Distribution Center use is defined as:

"A building primarily devoted to storage, warehousing, and distribution of goods, merchandise, supplies, and equipment. Accessory uses may include retail and wholesale sales areas, sales offices and display areas for products sold and distributed from the storage and warehousing areas."

This use is permitted within the Light Industrial (I-1) zoning district.

The attached Zoning Exhibit shows four (4) proposed buildings on the I-1 portion, ranging from 58,240 square feet to 87,360 square feet. Building elevations are also included with the application materials.

The subject property is currently located within the City's Extraterritorial Jurisdiction (ETJ). An annexation request associated with this proposal is scheduled to be considered on the same City Council agenda as this zoning request. Approval of the zoning request is contingent upon approval of

the annexation.

Unless otherwise modified by the PD, development standards are proposed to follow the City of Melissa Code of Ordinances. The Zoning Packet includes additional details regarding the proposed PD standards. The applicant is requesting the following exceptions:

- A reduced parking ratio for Warehouse, Wholesale, Manufacturing, and Other Industrial Type Uses from one (1) parking space per 1,000 square feet of gross floor area to one (1) parking space per 2,000 square feet of gross floor area.
- A reduced landscape buffer along future SH 5 from 25 feet to 10 feet.
- A reduced right-of-way dedication along the southern boundary of the site from two-thirds (2/3) of the ultimate roadway section to one-half (1/2) of the ultimate roadway section.

The applicant has submitted a letter, included as an attachment to this report, outlining their requested exceptions.

#### **Comprehensive Plan Comments**

The City of Melissa's Future Land Use Plan Map ("FLUPM") shows the subject acreage as "Commercial Areas".

#### **Staff Recommendation**

Approval or disapproval of land use will be a policymaker decision.

#### **Supporting Documents**

1. Location of Subject Tract.docx
2. Zoning Packet\_Sam Rayburn and McKinney\_21.3 acres.pdf

## Location of Subject Tract





Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

# Planned Development Zoning Application

## **I.      Applicant Information**

Applicant: Kimley-Horn Date: 09/16/2025

Date: 09/16/2025

Address: 2600 N. Central Expressway, Richardson, TX 75080

Contact: Annamarie Taylor E-mail: [Annamarie.Taylor@Kimley-Horn.com](mailto:Annamarie.Taylor@Kimley-Horn.com)

## II. Land Use Information

## **Zoning Ordinance Section 7**

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: 121 Exchange Business Park Acres: 21.3

Existing Zoning: \_\_\_\_\_  
(Ref. Zoning Ordinance)      Proposed Zoning: **PD (I-1/C-2)**  
(Ref. Zoning Ordinance)

I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: NeDra, Dianna Justice Title: Owner

Signature: Medha Devi Justice

## COMMERCIAL TRACT

**BEING** a tract of land situated in the Joab Butler Survey, Abstract No. 69, City of Melissa ETJ, Collin County, Texas, and being a portion of a called 26.54-net acre tract of land, described in a Special Warranty Deed to Michael Justice, Trustee of the Mike Justice Irrevocable Trust dated October 22, 2021, recorded in Instrument No. 20211222002576520 of the Official Public Records of Collin County, Texas, and being more particularly described as follows:

**COMMENCING** at a corner on the northwesterly line of said 26.54-net acre tract, and being the northeast corner of a called PARCEL P00057090, described in a deed to the State of Texas, recorded in Instrument No. 2023000023685 of the Official Public Records of Collin County, Texas, same also being on the southeasterly right of way line of State Highway 121, a variable width right of way, and being the beginning of a non-tangent curve to the left with a radius of 3,889.71 feet, a central angle of 03°41'04", and a chord bearing and distance of North 40°33'55" East, 250.09 feet;

**THENCE** in a northerly direction, in a northerly direction, along the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, with said non-tangent curve to the left, an arc distance of 250.14 feet to the **POINT OF BEGINNING** of the herein described tract, and being the beginning of a non-tangent curve to the left with a radius of 3,889.71 feet, a central angle of 00°57'06", and a chord bearing and distance of North 38°14'49" East, 64.61 feet;

**THENCE** in a northerly direction, continuing along the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, with said non-tangent curve to the left, an arc distance of 64.61 feet to a point for corner;

**THENCE** North 37°46'26" East, continuing along the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, a distance of 288.63 feet to a point at the beginning of a tangent curve to the right with a radius of 3,889.71 feet, a central angle of 00°52'37", and a chord bearing and distance of North 38°12'44" East, 59.53 feet;

**THENCE** in a northerly direction, along the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, with said tangent curve to the right, an arc distance of 59.53 feet to the northwest corner of a called 3.024-acre tract of land, described in a deed to Darren K. Millender and wife, Chantel D. Millender, recorded in Instrument No. 20151119001459720 of the Official Public Records of Collin County, Texas;

**THENCE** South 19°53'30" East, departing the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, along the westerly line of said 3.024-acre tract, a distance of 374.94 feet to the southwest corner of said 3.024-acre tract, same being on the northerly line of a called 1.651-acre tract of land, described in a deed to Darren K. Millender and Chantel D. Millender, recorded in Instrument No. 20130826001207090 of the Official Public Records of Collin County, Texas;

**THENCE** South 88°17'00" West, along the northerly line of said 1.651-acre tract, a distance of 21.69 feet to a point for corner;

**THENCE** South 87°35'27" West, continuing along the northerly line of said 1.651-acre tract, a distance of 110.47 feet to the northwest corner of said 1.651-acre tract;

**THENCE** South 09°07'04" East, along the westerly line of said 1.651-acre tract a distance of 216.61 feet to the southwest corner of said 1.651-acre tract;

**THENCE** North 49°10'23" West, departing the southwest corner of said 1.651-acre tract, crossing aforesaid 26.54-net acre tract, a distance of 143.05 feet to an angle point;

**THENCE** North 48°57'18" West, continuing across said 26.54-net acre tract a distance of 232.32 feet to the **POINT OF BEGINNING** and containing 2.17 acres of land, more or less.

Bearings based upon the easterly lines of PARCEL P00057090, described in a deed to the State of Texas, recorded in Instrument No. 2023000023685 of the Official Public Records of Collin County, Texas.

This document was prepared under 22 TAC §138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

## INDUSTRIAL TRACT

**BEING** a tract of land situated in the Joab Butler Survey, Abstract No. 69, City of Melissa ETJ, Collin County, Texas, and being a portion of a called 26.54-net acre tract of land, described in a Special Warranty Deed to Michael Justice, Trustee of the Mike Justice Irrevocable Trust dated October 22, 2021, recorded in Instrument No. 20211222002576520 of the Official Public Records of Collin County, Texas, and being more particularly described as follows:

**BEGINNING** at a corner on the northwesterly line of said 26.54-net acre tract, and being the northeast corner of a called PARCEL P00057090, described in a deed to the State of Texas, recorded in Instrument No. 2023000023685 of the Official Public Records of Collin County, Texas, same also being on the southeasterly right of way line of State Highway 121, a variable width right of way, and being the beginning of a non-tangent curve to the left with a radius of 3,889.71 feet, a central angle of 03°41'04", and a chord bearing and distance of North 40°33'55" East, 250.09 feet;

**THENCE** in a northerly direction, in a northerly direction, along the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, with said non-tangent curve to the left, an arc distance of 250.14 feet to a point for corner;

**THENCE** South 48°57'18" East, departing the northwesterly line of said 26.54-net acre tract and along the southeasterly right of way line of said State Highway 121, crossing said 26.54-acre tract, a distance of 232.32 feet to an angle point;

**THENCE** South 49°10'23" East, continuing across said 26.54-acre tract, a distance of 143.05 feet to the southwest corner of a called 1.651-acre tract of land, described in a deed to Darren K. Millender and Chantel D. Millender, recorded in Instrument No. 20130826001207090 of the Official Public Records of Collin County, Texas;

**THENCE** South 85°05'48" East, along the southerly line of said 1.651-acre tract, a distance of 280.00 feet to the southeast corner of said 1.651-acre tract, same being on the easterly line of aforesaid 26.54-net acre tract and being on a westerly line of Lot 1, Block 1 of Spat Melissa RV Park, an addition to Collin County, as recorded in Volume 2023, Page 479 of the Plat Records of Collin County, Texas ;

**THENCE** South 06°22'29" West, along the easterly line of said 26.54-net acre tract and the westerly line of said Lot 1, a distance of 1,050.19 feet to the southeast corner of said 26.54-net acre tract and the southwest corner of said Lot 1, same being on the northerly line of a called 37.81-acre tract of land, described in a deed to Jojo's Run, LLC – Miller Medcalf Series, recorded in Instrument No. 20160311000289810 of the Official Public records of Collin County, Texas;

**THENCE** South 89°59'11" West, along the southerly line of said 26.54-net acre tract and the northerly line of said 37.81-acre tract, a distance of 690.64 feet to the southeast corner of aforesaid PARCEL P00057090;

**THENCE** in a northerly direction, departing the southerly line of said 26.54-net acre tract and the northerly line of said 37.81-acre tract, along the easterly line of said PARCEL P00057090, the following:

North 07°17'47" East, a distance of 169.23 feet to a point for corner;

North 00°33'17" East, a distance of 125.40 feet to a point for corner;  
North 05°19'05" West, a distance of 175.92 feet to a point for corner;  
North 00°33'17" East, a distance of 416.61 feet to a point for corner;  
South 89°26'43" East, a distance of 60.00 feet to a point for corner;  
North 00°33'17" East, a distance of 201.74 feet to a point for corner;  
North 46°33'28" East, a distance of 33.05 feet to a point for corner;  
North 43°26'32" West, a distance of 20.66 feet to the **POINT OF BEGINNING** and containing 19.13 acres of land, more or less.

Bearings based upon the easterly lines of PARCEL P00057090, described in a deed to the State of Texas, recorded in Instrument No. 2023000023685 of the Official Public Records of Collin County, Texas.

This document was prepared under 22 TAC §138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

## PD Standards

### Section 20 Schedule of Uses and Parking Requirements

These standards shall follow the published Code of Ordinances Schedule of Uses and Parking Requirements.

### Section 21 – Schedule of District Regulations

These standards shall follow the published Code of Ordinances Schedule of District Regulations.

### Section 22 – Off-Street Parking and Loading Requirements

City of Melissa Base Code Requirement	Variance Request	Variance Rationale
22.8 Parking Requirement Based on Use: (48) Warehouse, Wholesale, Manufacturing and Other Industrial Type Uses. One (1) space for one thousand (1,000) square feet of gross floor area.	One (1) space for two thousand (2,000) square feet of gross floor area.	Reduced parking ratio is requested to be more consistent with industry standards in the area for the proposed use. At 1:1,000 we believe there would be significant parking that is not utilized.

### Section 27-A – Landscape Regulations and Tree Preservation

City of Melissa Base Code Requirement	Variance Request	Variance Rationale
A. Landscape Requirements. E. Landscape Buffers. There shall be a twenty-five-foot root irrigated landscape buffer immediately adjacent to U.S. 75, SH 121 and SH 5 in which no building, structure or parking shall be permitted.	A. Landscape Requirements. B. Landscape Buffers. There shall be a twenty-five-foot root irrigated landscape buffer immediately adjacent to SH 121 and a ten-foot irrigated landscape buffer immediately adjacent to SH 5 in which no building, structure or parking shall be permitted.	We are requesting to reduce the buffer for future SH 5 from 25' to 10' so that we can utilize this area on site for parking. Future SH 5 has no current timeline so we would be providing a buffer to an open adjacent lot for the foreseeable future.

## City of Melissa Street Design Requirements

City of Melissa Base Code Requirement	Variance Request	Variance Rationale
<p>Section 2.2 Street Design.</p> <p>G. Partial or Half Streets. Wherever a half street has already been provided adjacent to an area to be subdivided, the other remaining portion of the street shall be platted with such subdivision. Where part of a street is being dedicated along a common property line where no roadway currently exists, the first dedication of ROW shall two-thirds of the required ultimate width. In cases where the ultimate typical section travel width is less than 26 feet (face of curb to face of curb), the Developer shall be responsible for the full width of clear pavement. Additional ROW and easements shall be dedicated as necessary to install signage and to perform grading activities.</p>	<p>Section 2.2 Street Design.</p> <p>G. Partial or Half Streets. We are requesting that the required ROW dedication along the southern boundary of our site be <math>\frac{1}{2}</math> ROW dedication of the ultimate width instead of <math>\frac{2}{3}</math>.</p>	<p>We are requesting to reduce the required ROW dedication from <math>\frac{2}{3}</math> of the ultimate section to <math>\frac{1}{2}</math> of the ultimate section along the southern boundary of the site due to the site plan impacts of the greater dedication. <math>\frac{1}{2}</math> of the dedication provides 62' of ROW, dividing the burden equally between northern and southern property owners.</p>

## Impact Report

### Planning

The planning and zoning jurisdiction of the City of Melissa would extend to this PD District's area upon the effective date of the annexation ordinance.

### Engineering

The Engineering jurisdiction of the City of Melissa would extend to this PD District's area upon the effective date of the annexation ordinance. The PD District will therefore comply with all City of Melissa engineering standards and regulations.

### Water Utilities

This PD District will be utilizing City of Melissa water utilities. The development's water usage will be consistent with light industrial and commercial uses. The development plans to extend water infrastructure along SH 121 from the existing 12" stub.

### Electric

The impact to the City of Melissa's electric infrastructure will be consistent with light industrial and commercial uses.

### Sanitation

This PD District requests standard City of Melissa solid waste and recycling collection services at a level consistent with similar areas within the City limits. The development's wastewater generation will be consistent with light industrial and commercial uses. The development plans to extend wastewater infrastructure across SH 121 to an existing 8" line.

### Building Inspection

The Building Inspection jurisdiction of the City of Melissa would extend to this PD District's area upon the effective date of the annexation ordinance. The PD District will therefore comply with all City of Melissa building codes and ordinances.

### Tax

The tax jurisdiction of the City of Melissa would extend to this PD District's area upon the effective date of the annexation ordinance.

### Police

This PD District proposes the standard impact to City of Melissa police services at a level consistent with other similarly situated areas within the city limits. Some of the expected services include normal patrol and responses, handling of complaints and incident reports, special units such as traffic enforcement and investigations, and coordination with other public safety support agencies.

### Fire

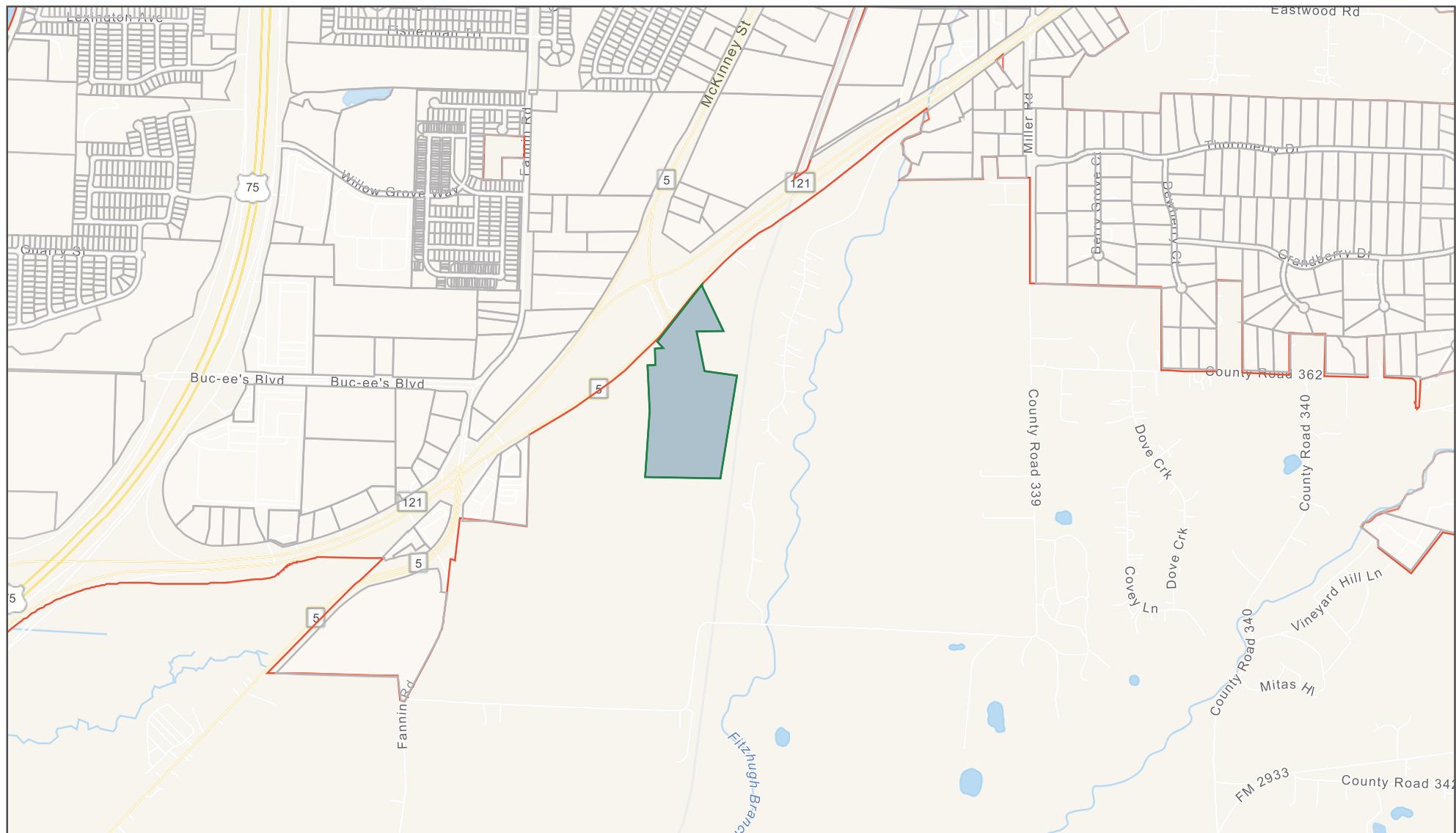
This PD District also proposes fire services provided by the City of Melissa consistent with similarly situated areas within the city limits. Fire protection would include personnel and equipment furnished with the level of services consistent with similar areas.

### Traffic

This development requests that the planned major arterial thoroughfare that is currently planned to bisect the subject site be relocated to the southern boundary of the property. This will allow for the desired site coverage as well as a possible perpendicular connection of the proposed thoroughfare to the future TxDOT improvements west of the site. This proposed location is shown in the attached Thoroughfare Exhibit.



# City of Melissa Notification Map



12/15/2025, 4:59:31 PM

Parcels Melissa City Limits

City Limits

1:18,056

0 0.13 0.25 0.4 0.5 mi  
0 0.2 0.4 0.8 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Vantor |

## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Consider a recommendation to City Council regarding an amendment to the Chick Fil A Sign Coordination Plan. (AM)  
**Submitted by** Amy Mathews, Director of Development Services

### Action Requested

Consider a recommendation to City Council regarding an amendment to the Chick Fil A Sign Coordination Plan.

### Summary of Subject

The applicant is requesting approval of an amendment to their Coordination Plan for the Chick-fil-A site to allow the construction of a pole (pylon) sign. Pole signs are not permitted under the City's Sign Ordinance. As such, the only mechanisms for approval are through an approved Sign Coordination Plan or an approved Planned Development (PD).

All existing pole signs within the City are either:

- Located directly adjacent to U.S. Highway 75 and approved through a Sign Coordination Plan as a part of a zoning request, or
- Legal nonconforming signs constructed prior to adoption of the current Sign Ordinance.

### Proposed Sign Details

- **Height:** 50'
- **Dimensions:** 12' x 12'
- **Area:** 144 sf
- **Material:** Steel/aluminum
- **Design:** pylon with attached Reader Board measuring 33 sf in area

The applicant has submitted a letter, included as an attachment, outlining the rationale for the requested pole sign.

### Comprehensive Plan Comments

The land use complies with the zoning on the subject tract.

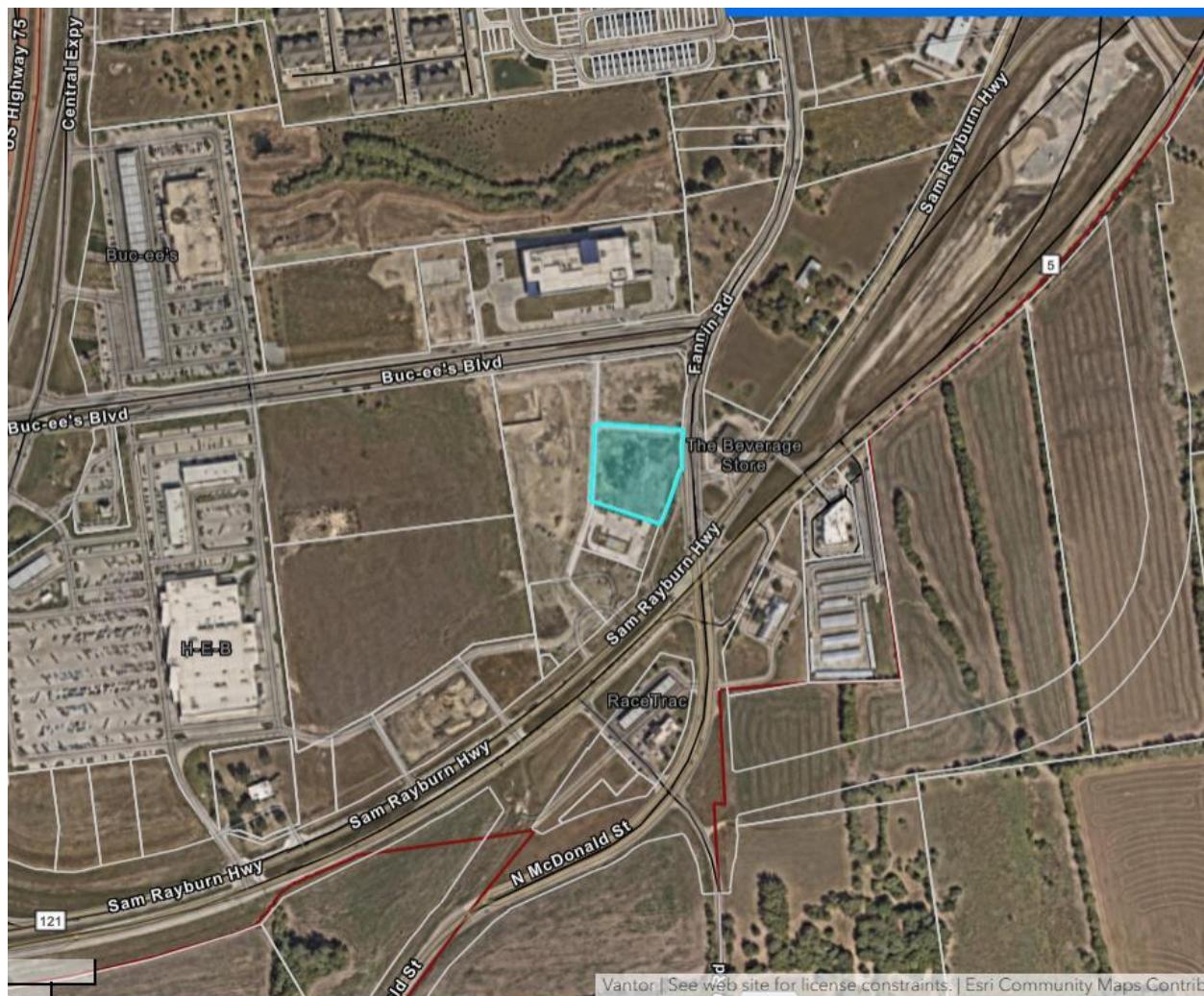
### Staff Recommendation

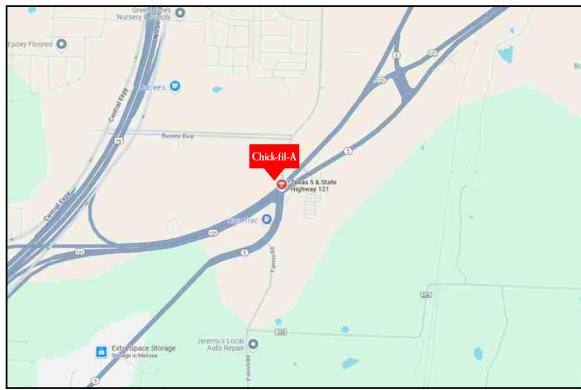
Approval of disapproval of land use will be a policymaker decision.

**Supporting Documents**

1. Location of Subject Tract.docx
2. CFA Melissa Pole Sign Plans.pdf
3. Melissa Sign Request Narrative.pdf
4. Pole engineering plans.pdf
5. Chick-fil-A Plano Pkwy.pdf
6. Chick-fil-A Richardson, TX.pdf
7. Chick-fil-A Irving.pdf

## Location of Subject Tract





## VICINITY MAP

N.T.S.



## AERIAL VIEW

---

ROGER GHANTOUS - 613-889-8135

RGhantous@pattisonid.com

EMILY MCDONOUGH - 317-752-8549

EMCDONOUGH 317 732

NORTH  
N.T.S. 

Project ID  
**0641100AR5**

1300 MELISSA CROSSING CT.  
MELISSA, TX 75454

Date: 02/10/2025  
SALES: ROGER GHANTOUS  
PM: EMILY McDONOUGH  
Designer: ANGELICA

## Revision Note

R15/5/25L - UPDATED MONUMENT STYLE  
R2/5/25L - UPDATED MONUMENT STYLE  
  
R017/10/25AM - ADDED DOOR PLAN, RCP AND ELEVATIONS. REVISED MONUMENT SIGN TO PLY SIGN AND UPDATED ADDRESS TO 1300 MELISSA CROSSING CT. MELISSA, TX 76454  
  
CORRECTION/01/10/25AM - ADDED ADDITIONAL PED-X POST AND PANEL TO SCENE AND REVISED SP  
  
R4/9/5/25L - ADDED TEAM MEMBER CROSSING PANEL, UPDATED FLOOR PLAN, RCP, ELEVATIONS, ADDED DOOR VINYL  
  
R5/10/25L - UPDATED ELEVATIONS, MOVED COIN SIGN, ADDED NOT TO CONFIRM AWNING TIEBACK DIMENSIONS

## Information Required for Production

### Customer Approval

---

Signature

---

MM/DD/YYYY

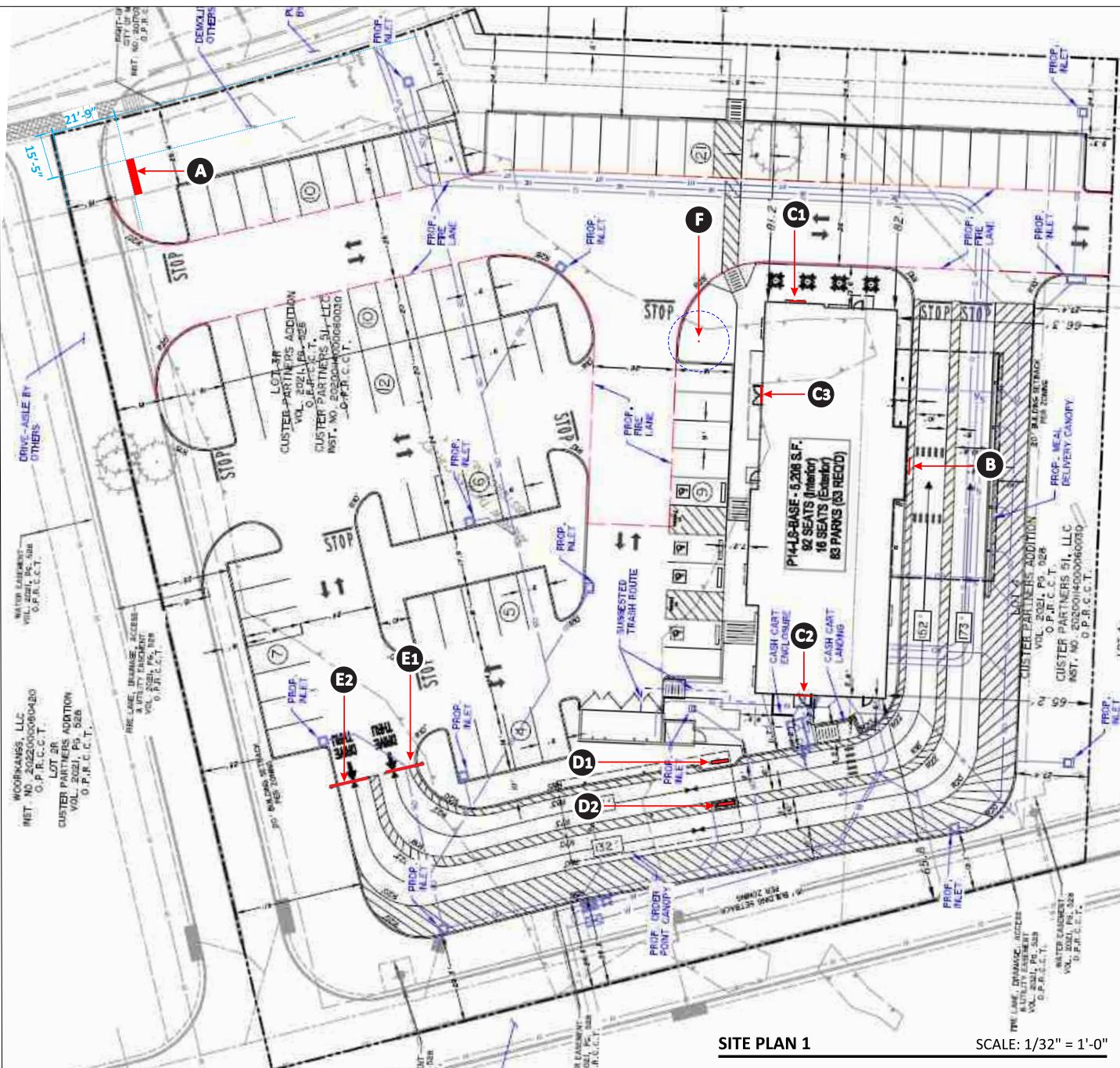
All rights reserved. The artwork depicted herein are copyrighted and are the exclusive property of Pattison ID and as such cannot be reproduced and/or distributed, in whole or in part, without written permission of Pattison ID.

It is the Customer's responsibility to ensure that the sign installation location is suitable to accept and support the installation of the signs being ordered. Notify Pattison ID immediately if further details are required.

Pattison  
 1.866.635.1110  
[pattisonid.com](http://pattisonid.com)

PAGE 1 OF 40





SIGN I-D LETTER	FACE A	FACE B
<b>A</b>		
<b>B</b>		N/A
<b>C1-3</b>		6'-0" <i>Chick-fil-A</i>
<b>D1 D2</b>		N/A
<b>E1</b>		N/A
<b>E2</b>		N/A
<b>F</b>		6'x10'



Project ID  
**0641100AR5**  
CFA # - 6051

1300 MELISSA CROSSING CT.  
MELISSA, TX 75454

Date: 02/10/2025  
SALES: ROGER GHANTOUS  
PM: EMILY McDONOUGH  
Designer: ANGELICA

**Revision Note**

RD10925LL: UPDATED MONUMENT STYLE  
RD10925LL: UPDATED MONUMENT  
RD10925LL: UPDATED MONUMENT FLOOR PLAN, RCP AND  
ELEVATION. REVISED MONUMENT FLOOR PLAN, RCP AND ELEVATION  
AND ADDED ADDRESS TO 1300 MELISSA CROSSING CT.  
MELISSA, TX 75454  
CORRECTION010102030405060708090A0B0C0D0E0F0G0H0I0J0K0L0M0N0O0P0Q0R0S0T0U0V0W0X0Y0Z0  
RD10925LL: ADDED TEAM MEMBER CROSSING PANEL,  
UPDATED FLOOR PLAN, RCP ELEVATION, ADDED DOOR  
VIEW, ADDED DOOR  
RD10925LL: UPDATED ELEVATIONS, MOVED ICON SIGN,  
ADDED NOT TO CONFIRM AWNING TIEBACK DIMENSIONS

**Information Required  
for Production**

**Customer Approval**

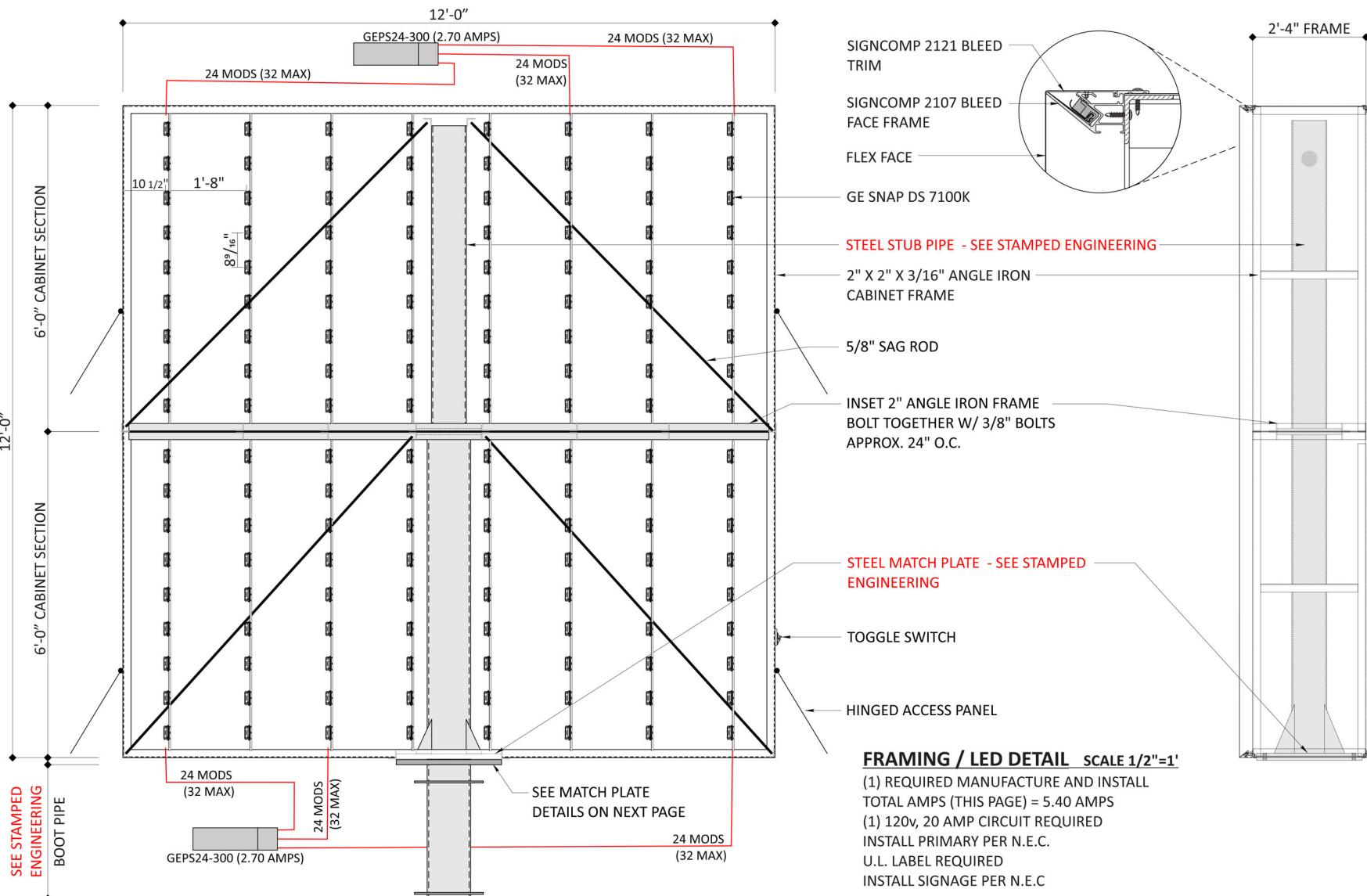
Signature  
MM/DD/YYYY

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PAGE 8 OF 40



**FRAMING / LED DETAIL SCALE 1/2"-1"**

- (1) REQUIRED MANUFACTURE AND INSTALL  
TOTAL AMPS (THIS PAGE) = 5.40 AMPS
- (1) 120v, 20 AMP CIRCUIT REQUIRED  
INSTALL PRIMARY PER N.E.C.  
U.L. LABEL REQUIRED  
INSTALL SIGNAGE PER N.E.C

**PRELIMINARY DESIGN: FOR PERMITTING PURPOSES**  
**TOP HALF AND BOTTOM HALF OF CABINET ASSEMBLED IN THE FIELD**  
**AND FLEX FACES STRETCHED ON SITE**



## Narrative for Planning & Zoning Meeting:

The request for the pylon sign is consistent with the intent of the signage ordinance which aims to promote clear identification of businesses in a manner that would be visually compatible with the surrounding development and ensures the safety of vehicular and pedestrian circulation. The standard height and area limits are used to gain a cohesive look and have less visual clutter, but the pylon being proposed would be made of high quality materials, a design similar to that of other neighboring businesses, as well as provide the height needed to visibly make the necessary lane changes for the safety of other motorists and pedestrians.

The parcel of land that Chick-fil-A is to be located on has a lot configuration that is a bit different than most. Part of the lot butts up against Fannin Road, but a large portion of the lot is pushed back from the road with a triangular corner where Fannin Road and Sam Rayburn Hwy meet, which in turn, is not allowing the potential customers to see a monument sign from Sam Rayburn Hwy to know to turn on Fannin Road. If a pylon sign would be installed, it would allow the public better visibility to know when to turn, rather than cutting across multiple lanes of traffic and causing the potential for traffic accidents.

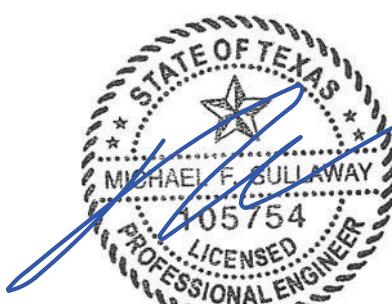
The size of the pylon being proposed is similar to that of the other neighboring competitors in the same zoning district.



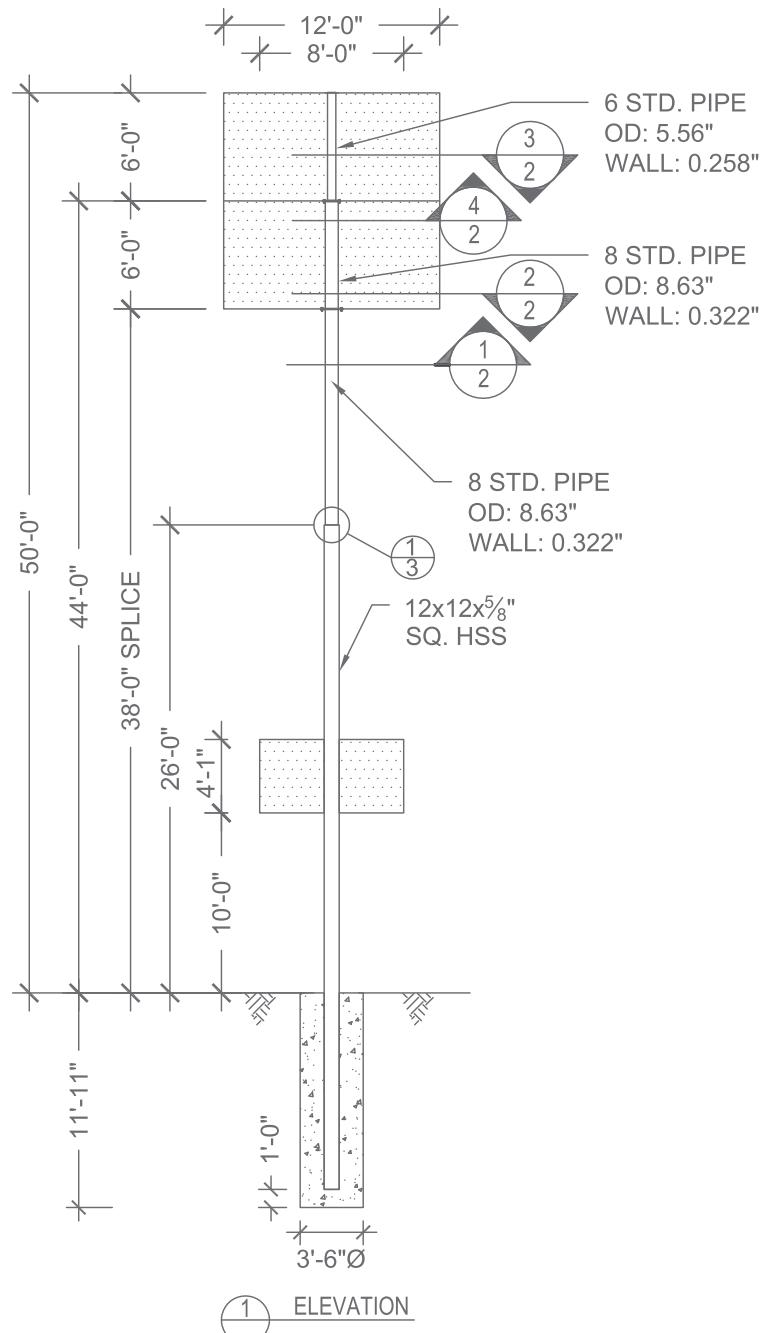
12396 WORLD TRADE DRIVE, SUITE 312  
SAN DIEGO, CA 92128  
PROJECTMANAGER@SULLAWAYENG.COM  
PHONE: 1-858-312-5150 FAX: 1-858-777-3534

PROJECT: CHICK-FIL-A, 1300 MELISSA CROSSING CT., MELISSA, TX  
PROJECT #: 53560B  
CLIENT: PATTISON ID

DATE: 10/01/2025  
ENGINEER: JM  
LAST REVISED:



10/01/2025



## GENERAL NOTES

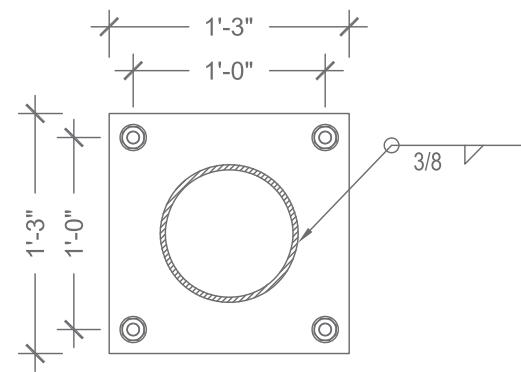
1. DESIGN CODE: IBC 2021
2. DESIGN LOADS: ASCE 7-16
3. WIND VELOCITY 110 MPH EXPOSURE C
4. CONCRETE 2500 PSI MINIMUM
5. PIPE STEEL ASTM A53 GR. B,  $F_y = 35$  KSI MIN.
6. SQ. HSS STEEL ASTM A500 GR. B,  $F_y = 46$  KSI MIN.
7. PLATE STEEL ASTM A36
8. WELDING STRENGTH,  $F_{exx} = 70$  KSI MIN.
9. BOLT STEEL ASTM A307, HDG PER ASTM A153, ZP PER ASTM B633
10. PROVIDE MIN. 3" CLEAR COVER ON ALL STEEL EMBEDDED IN CONCRETE WHEN CAST AGAINST SOIL
11. LATERAL SOIL BEARING PER IBC CLASS 4 (150 PSF/FT)
12. PROVIDE PROTECTION AGAINST DISSIMILAR METALS
13. ALL DIMENSIONS TO BE VERIFIED PRIOR TO FABRICATION



12396 WORLD TRADE DRIVE, SUITE 312  
SAN DIEGO, CA 92128  
PROJECTMANAGER@SULLAWAYENG.COM  
PHONE: 1-858-312-5150 FAX: 1-858-777-3534

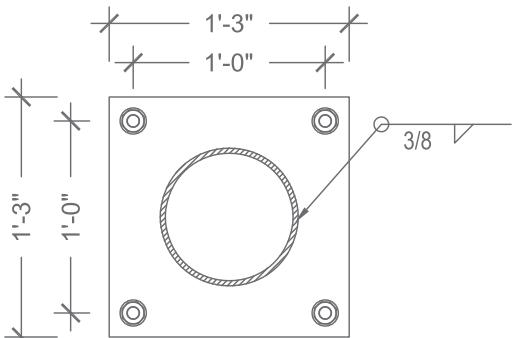
PROJECT: CHICK-FIL-A, 1300 MELISSA CROSSING CT., MELISSA, TX  
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DATE: 10/01/2025  
ENGINEER: JM  
LAST REVISED:



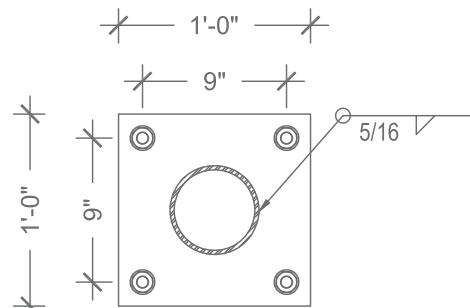
1'-3"X1'-3"X1" STEEL PLATE  
W/ (4) 1"Ø THRU BOLTS

1 BOTTOM MATCH PLATE



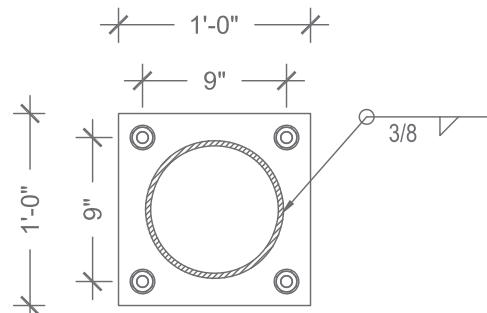
1'-3"X1'-3"X1" STEEL PLATE  
W/ (4) 1"Ø THRU BOLTS

2 TOP MATCH PLATE



1'-0"X1'-0"X $\frac{3}{4}$ " STEEL PLATE  
W/ (4)  $\frac{3}{4}$ "Ø THRU BOLTS

3 TOP MATCH PLATE



1'-0"X1'-0"X $\frac{3}{4}$ " STEEL PLATE  
W/ (4)  $\frac{3}{4}$ "Ø THRU BOLTS

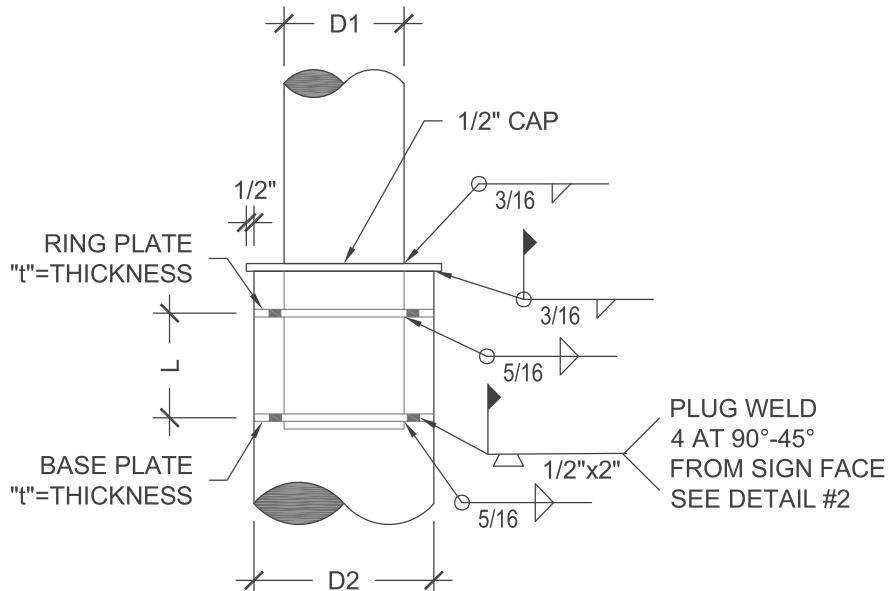
4 BOTTOM MATCH PLATE



10/01/2025

PROJECT: CHICK-FIL-A, 1300 MELISSA CROSSING CT., MELISSA, TX  
 PROJECT #: 53560B  
 CLIENT: PATTISON ID

DATE: 10/01/2025

ENGINEER: JM  
 LAST REVISED:

(1)

## SPLICE DETAIL

## NOTES:

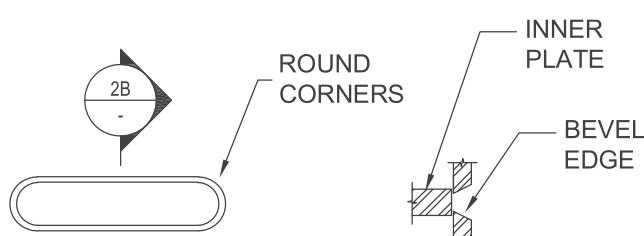
1. THIS DETAIL MAY BE USED FOR PIPE AND SQUARE TUBE SECTIONS.
2. L = 1.5xD1 OR 12", WHICHEVER IS LARGEST

## THICKNESS (t)

FOR D1 THRU 16" DIA., USE t = 1/2" PL.

FOR 16" DIA. &lt; D1 &lt; 30" DIA., USE t = 3/4" PL.

FOR D1 &gt; 30" DIA., USE t = 1" PL.



(2A)

## PLUG WELD DETAIL

(2B)

## SECTION



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

V5.5

units; pounds, feet unless noted otherwise

**Applied Wind Loads; from ASCE 7-16 (LRFD):**

$$F = q_z * G * C_f * A_f \quad \text{with } q_z = 0.00256 K_z K_{zt} K_d V^2 \quad (29.3.2 \& 29.4)$$

$C_f = 1.800$  (Fig. 29.3-1)  $1.00$   $0$  max. height= 50.00  
 $K_{zt} = 1.0$  (26.8.2) (=1.0 unless unusual landscape)  
 $K_z$  from table 28.3-1 Exposure= c  
 $K_d = 0.85$  for signs (table 26.6-1)  
 $V = 110$  mph  
 $G = 0.85$  (26.9) weight= 2.049 kips  
 $s/h = 0.240$   $M_{DL} = 0.00$  k-ft  
 $B/s = 1.00$

Pole Loads	structure component	height at section c.g	$K_z$	$q_z$	pressure $q_z * G * C_f$	$A_f$	shear	Wind Moment $M_w$
	1	5.00	0.85	22.38	34.24	8.33	285	1427
	2	12.04	0.85	22.38	34.24	32.67	1119	13469
	3	14.54	0.85	22.38	34.24	0.76	26	380
	4	17.50	0.88	23.06	35.29	4.17	147	2573
	5	22.50	0.92	24.24	37.09	4.17	155	3478
	6	27.50	0.96	25.30	38.71	4.17	161	4435
	7	32.50	1.00	26.21	40.11	4.17	167	5431
	8	36.50	1.02	26.85	41.07	2.50	103	3748
	9	39.00	1.04	27.26	41.70	24.00	1001	39033
	10	42.00	1.05	27.67	42.34	48.00	2032	85355
	11	47.00	1.08	28.33	43.35	72.00	3121	146683
					sums:	204.93	8317	306.01 ( $M_w$ ) k-ft arm= 36.8
								$P_u = 2.46$ kip $M = 306.01$ k-ft $M = \sqrt{M_{DL}^2 + M_w^2}$
								$M_u = \sqrt{1.2M_{DL}^2 + 1.0M_w^2} = 306.01$ k-ft

**Pole Design****section; tube**

$M_u \leq \phi M_n$ with $M_n = f_y Z$	$f_y = 46$ ksi	$\phi = 0.9$
H	$M_u$ (k-ft)	Z req'd. (in)
at grade	306.01	88.70
splice at 38 ft	37.22	10.79
splice at 44 ft	9.36	2.71

**Footing Design****footprint: round** $\omega = 1.3$  IBC 1605.3.2 IBC Table 1806.2, sections 1806.3.4, 1807.3.2  $S = (1.3 \times 2 \times 150 \text{ psf/ft})$  $P = 6.49$  kip  $S1 = S \times d / 3$   $A = 2.34 \times P / (S1 \times b)$   $S = 400$  $S1 = 1589$   $d = 0.5 \times A (1 + (1 + 4.36 \times h/A)^{0.5})$  IBC 1807.3.2.1 $A = 2.73$ footing: 3' - 6" dia.  
11' - 11" deep



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

V5.5

units; pounds, feet unless noted otherwise

**Check 1" dia. Thru Bolts, A307 (LRFD):**

$$\begin{aligned} Mu &= \text{splice at 38 ft} &= 37.22 \text{ k-ft} & \text{(See Page #4)} \\ Vu &= \text{splice at 38 ft} &= 3.303 \text{ kips} \end{aligned}$$

$$n = \text{#bolts per row} = 2$$

$$s = \text{pitch} = 12 \text{ in}$$

$$\text{Torsion} = Tr = \text{(See Page #8)} = 167.79 \text{ k-in}$$

$$\text{Additional Shear due to torsion} = VTr = Tr/\sqrt{(1'-0")^2 + (1'-0")^2}/2 \text{ bolts} = 4.944 \text{ kips}$$

$$Tu \text{ per bolt} = Mu/s/n = 18.609 \text{ kips}$$

$$Vu \text{ per bolt} = Vu/n + VTr = 6.595 \text{ kips}$$

Per AISC J3:

$$d(\text{bolt}) = 1.000 \text{ in} \quad Fu = 60 \text{ ksi} \quad \phi = 0.75$$

$$A(\text{bolt}) = \text{area} = 0.785 \text{ in}^2$$

$$Fnt = 0.75*Fu = 45.00 \text{ ksi}$$

$$Fnv = 0.45*Fu = 27.00 \text{ ksi}$$

$$\phi Rnt = \phi * Fnt * A(\text{bolt}) = 26.507 \text{ kips} \quad \text{OK}$$

$$\phi Rnv = \phi * Fnv * A(\text{bolt}) = 15.904 \text{ kips} \quad \text{OK}$$

**Combined Tension & Shear Check:**

$$frv = V \text{ per bolt} / A(\text{bolt}) = 8.397 \text{ ksi}$$

$$F'nt = 1.3Fnt - Fnt/\phi Fnv * frv \leq Fnt = 39.840 \text{ ksi}$$

$$\phi Rnt = \phi F'nt * A(\text{bolt}) = 23.468 \text{ kips} \quad \text{OK}$$

**Check 15x15x1" Steel Top Match Plate, A36 (LRFD):**

$$arm = 2.548 \text{ in} \quad b = 15.00 \text{ in} \quad t = 1.000 \text{ in} \quad n = 2$$

$$Mplate = T \text{ per bolt} * n * arm = 94.832 \text{ k-in} \quad (T=\text{See Above})$$

$$Z = bt^{2/4} = 3.750 \text{ in}^3$$

$$\phi Mn = \phi * Fy * Z = 0.9 * 36 \text{ ksi} * Z = 121.500 \text{ k-in}$$

$$\text{Ratio check} = Mplate/\phi Mn = 0.78 < 1 \quad \text{OK}$$

**Check 15x15x1" Steel Bottom Match Plate, A36 (LRFD):**

$$arm = 2.548 \text{ in} \quad b = 15.00 \text{ in} \quad t = 1.000 \text{ in} \quad n = 2$$

$$Mplate = T \text{ per bolt} * n * arm = 94.832 \text{ k-in} \quad (Tu=\text{See Above})$$

$$Z = bt^{2/4} = 3.750 \text{ in}^3$$

$$\phi Mn = \phi * Fy * Z = 0.9 * 36 \text{ ksi} * Z = 121.500 \text{ k-in}$$

$$\text{Ratio check} = Mplate/\phi Mn = 0.78 < 1 \quad \text{OK}$$



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

v5.5

units; pounds, feet unless noted otherwise

**Check 0.75" dia. Thru Bolts, A307 (LRFD):**

$$\begin{aligned} Mu &= \text{splice at 44 ft} &= 9.36 \text{ k-ft} & \text{(See Page #4)} \\ Vu &= \text{splice at 44 ft} &= 3.033 \text{ kips} \end{aligned}$$

$$n = \text{#bolts per row} = 2$$

$$s = \text{pitch} = 9 \text{ in}$$

$$\text{Torsion} = Tr = \text{(See Page #9)} = 96.45 \text{ k-in}$$

$$\text{Additional Shear due to torsion} = VTr = Tr/\sqrt{(9")^2 + (9")^2}/2 \text{ bolts} = 3.789 \text{ kips}$$

$$Tu \text{ per bolt} = Mu/s/n = 6.242 \text{ kips}$$

$$Vu \text{ per bolt} = Vu/n + VTr = 5.305 \text{ kips}$$

Per AISC J3:

$$d(\text{bolt}) = 0.750 \text{ in} \quad F_u = 60 \text{ ksi} \quad \phi = 0.75$$

$$A(\text{bolt}) = = 0.442 \text{ in}^2$$

$$F_{nt} = 0.75*F_u = 45.00 \text{ ksi}$$

$$F_{nv} = 0.45*F_u = 27.00 \text{ ksi}$$

$$\phi R_{nt} = \phi * F_{nt} * A(\text{bolt}) = 14.910 \text{ kips} \quad \text{OK}$$

$$\phi R_{nv} = \phi * F_{nv} * A(\text{bolt}) = 8.946 \text{ kips} \quad \text{OK}$$

**Combined Tension & Shear Check:**

$$frv = V \text{ per bolt} / A(\text{bolt}) = 12.009 \text{ ksi}$$

$$F'nt = 1.3Fnt - Fnt/\phi Fnv * frv \leq Fnt = 31.813 \text{ ksi}$$

$$\phi R_{nt} = \phi F'nt * A(\text{bolt}) = 10.541 \text{ kips} \quad \text{OK}$$

**Check 12x12x0.75" Steel Top Match Plate, A36 (LRFD):**

$$arm = 2.276 \text{ in} \quad b = 12.00 \text{ in} \quad t = 0.750 \text{ in} \quad n = 2$$

$$M_{plate} = T \text{ per bolt} * n * arm = 28.413 \text{ k-in} \quad (T=\text{See Above})$$

$$Z = bt^{2/4} = 1.688 \text{ in}^3$$

$$\phi M_n = \phi * F_y * Z = 0.9 * 36 \text{ ksi} * Z = 54.675 \text{ k-in}$$

$$\text{Ratio check} = M_{plate}/\phi M_n = 0.52 < 1 \quad \text{OK}$$

**Check 12x12x0.75" Steel Bottom Match Plate, A36 (LRFD):**

$$arm = 1.048 \text{ in} \quad b = 11.13 \text{ in} \quad t = 0.750 \text{ in} \quad n = 2$$

$$M_{plate} = T \text{ per bolt} * n * arm = 13.083 \text{ k-in} \quad (Tu=\text{See Above})$$

$$Z = bt^{2/4} = 1.564 \text{ in}^3$$

$$\phi M_n = \phi * F_y * Z = 0.9 * 36 \text{ ksi} * Z = 50.688 \text{ k-in}$$

$$\text{Ratio check} = M_{plate}/\phi M_n = 0.26 < 1 \quad \text{OK}$$



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

units; pounds, feet unless noted otherwise

**Check HSS12X12X.625 for torsion and combined forces (LRFD):** (AISC 14 H3)

Wind Load = 8.317 k (See Page #4)  
 arm = 28.80 in (0.2\*(12'-0"))

Tr = 239.53 k-in (WL\*arm)

Fy = 46 ksi

h = 10.3 in

h/t = 17.7

t = 0.581 in

2.45 (E/Fy)<sup>1/2</sup> = 61.516

E = 29000 ksi

3.07 (E/Fy)<sup>1/2</sup> = 77.083

L = 312.00 in

C = 151.00 in<sup>3</sup>

Fcr = 27.6 ksi (eq'n. H3-3)

ϕ = 0.9

Tc=ϕTn = ϕ Fcr C = 3750.8 k-in OK

Mu/ϕMn + (Tr/Tc)<sup>2</sup> = 0.818 <1 OK (eq'n. H3-6)

(See Page #4 for Mu)

(See AISC Manual for ϕMn)



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

units; pounds, feet unless noted otherwise

**Check Pipe8SCH40 for torsion and combined forces (LRFD): (AISC 14 H3)**

at 38'-0" above grade

$$\begin{aligned} \text{Wind Load} = WL &= 5.196 \text{ k} & (\text{See Page \#4}) \\ \text{arm} &= 28.80 \text{ in} & (0.2 * (12'-0'')) \end{aligned}$$

$$Tr = 149.64 \text{ k-in} \quad (WL * \text{arm})$$

$$Fy = 35 \text{ ksi}$$

$$D = 8.63 \text{ in}$$

$$t = 0.300 \text{ in}$$

$$E = 29000 \text{ ksi}$$

$$L = 144.00 \text{ in}$$

$$C = 32.70 \text{ in}^3$$

$$\phi = 0.9$$

$$Fcr = 131.07 \text{ ksi} \quad (\text{eq'n. H3-2a})$$

or

$$Fcr = 112.78 \text{ ksi} \quad (\text{eq'n. H3-2b})$$

but not greater than:

$$0.6 Fy = 21 \text{ ksi}$$

$$\phi Tn = \phi Fcr C = 618 \text{ k-in} \quad \text{OK}$$

$$Mu/\phi Mn + (Tr/Tc)^2 = 0.740 < 1 \quad \text{OK} \quad (\text{eq'n. H3-6})$$

(See Page #4 for Mu)

(See AISC Manual for  $\phi$ Mn)



PROJECT: CHICK-FIL-A

DATE: 10/01/2025

PROJ. NO.: 53560B

ENGINEER: JM

CLIENT: PATTISON ID

units; pounds, feet unless noted otherwise

**Check Pipe6SCH40 for torsion and combined forces (LRFD): (AISC 14 H3)**

at 44'-0" above grade

$$\begin{aligned} \text{Wind Load} = WL &= 5.153 \text{ k} & (\text{See Page #4}) \\ \text{arm} &= 28.80 \text{ in} & (0.2*(12'-0'')) \end{aligned}$$

$$Tr = 148.41 \text{ k-in} \quad (WL * \text{arm}) \quad Fy = 35 \text{ ksi}$$

$$Fcr = 189.8 \text{ ksi} \quad (\text{eq'n. H3-2a}) \quad D = 6.63 \text{ in}$$

$$\text{or} \quad t = 0.261 \text{ in}$$

$$Fcr = 135.91 \text{ ksi} \quad (\text{eq'n. H3-2b}) \quad E = 29000 \text{ ksi}$$

but not greater than:  $L = 72.00 \text{ in}$ 

$$0.6 Fy = 21 \text{ ksi} \quad C = 16.63 \text{ in}^3$$

$$\phi = 0.9$$

$$\phi Tn = \phi Fcr C = 314 \text{ k-in} \quad \text{OK}$$

$$Mu/\phi Mn + (Tr/Tc)^2 = 0.544 < 1 \quad \text{OK} \quad (\text{eq'n. H3-6})$$

(See Page #4 for Mu)

(See AISC Manual for  $\phi$ Mn)

chick fil a plano



← 6398 Plano Pkwy

Plano, Texas

Google Street View

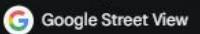
Feb 2025 See more dates



chick fil a plano



← Richardson, Texas



Feb 2024 See more dates



chick fil a dallas



← 7820 N MacArthur Blvd  
Irving, Texas

Google Street View

Oct 2025 See more dates



## City of Melissa Planning & Zoning Commission Staff Report



**Date** January 8, 2026  
**Subject** Consider a recommendation to City Council regarding a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway, City of Melissa, Collin County, Texas. (TL)  
**Submitted by** Tyra LaVerne, Assistant Director of Development Services

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### Summary of Subject

The applicant is requesting approval to place a donation box on the Kroger property. The City of Melissa has adopted regulations that address where donation boxes may be located and how they must be operated and maintained to ensure they remain orderly and do not create impacts to surrounding properties.

Under the Ordinance, donation boxes are allowed to remain within the City only after an approved Site Plan is obtained demonstrating compliance with these requirements. The applicant is requesting Site Plan approval and has submitted operational and maintenance information as part of the application to show compliance with the City's donation box regulations.

The City of Melissa's donation box Ordinance requires, among other items:

- Approval of a Site Plan prior to placement or continued operation of a donation box;
- Ongoing maintenance of the donation box and surrounding area;
- Removal of graffiti and debris; and
- Compliance with location, visibility, and safety standards as outlined in the Ordinance.

A copy of the Ordinance has been provided with the application materials for reference.

### **The applicant has provided the following Maintenance Plan**

The applicant has submitted a maintenance schedule for the proposed donation box. According to the applicant, maintenance and pick-up activities will occur daily, seven days a week, as outlined below:

- **Monday:** Maintenance and pick-up
- **Tuesday:** Maintenance and pick-up
- **Wednesday:** Maintenance and pick-up
- **Thursday:** Maintenance and pick-up
- **Friday:** Maintenance and pick-up
- **Saturday:** Maintenance and pick-up
- **Sunday:** Maintenance and pick-up

The applicant has stated that additional pick-ups can be arranged immediately if conditions warrant. The applicant has also indicated that all service vehicles are equipped with graffiti removal kits, allowing graffiti to be removed during routine visits. During each visit, maintenance activities will include cleaning and debris removal within a 25-foot radius of the donation box.

### **Staff Recommendation**

Approval of disapproval is a policymaker decision.

### **Supporting Documents**

1. Location of Subject Tract Kroger.docx
2. 2721 Rayburn Hwy Melissa, TX 75454.png
3. Bin Photo.pdf
4. BIN Dimensions.PDF
5. Maintenance Schedule.docx
6. Ord No. 2022-09 CZO Amendment Donation Boxes.pdf

Location of Subject Tract

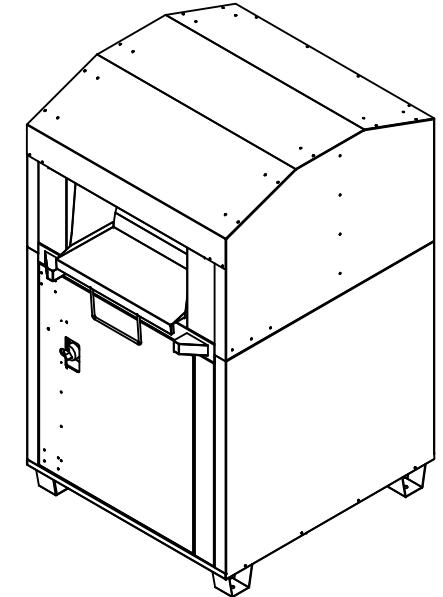
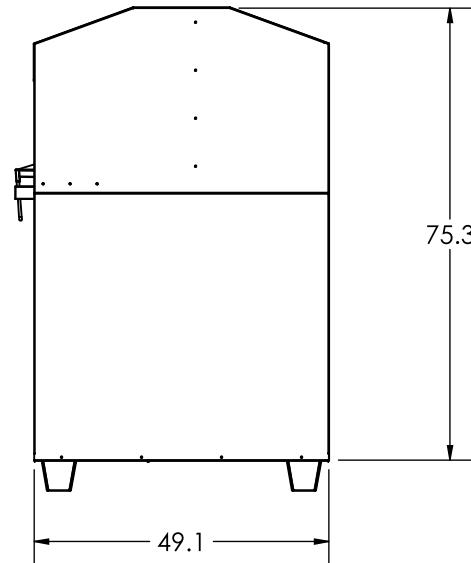
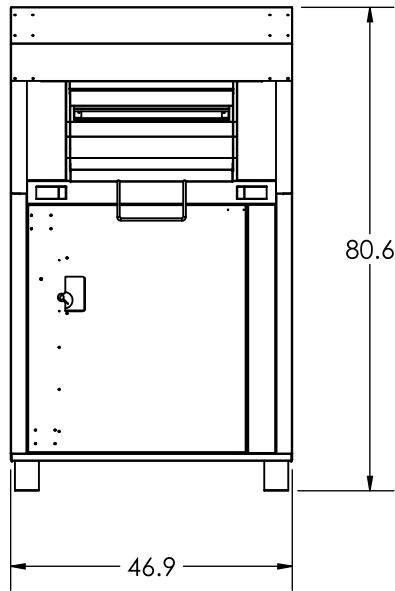






NOTES:

- GALVANNEALED STEEL CONSTRUCTION.
- U.V. RESISTANT POWDER COAT FINISH.
- 2 POINT LATCH.
- SPRING ASSISTED CHUTE FITS Ø13" X 27" LONG BAGS.
- EASILY REPLACEABLE DOOR WITH 7/16" STAINLESS HINGE PINS.
- HIDDEN SPRING BOLTS ENGAGE BEHIND DOOR FRAME, NOT VISIBLE FROM OUTSIDE.



PROPRIETARY AND CONFIDENTIAL

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~~TWO PLACE DECIMAL  $\pm .020$~~

~~THREE PLACE DECIMAL  $\pm .010$~~

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Q.A.

COMMENTS:

1390 S. MILLIKEN AVE  
ONTARIO CA 91761



TITLE:

**CB26G16**

SIZE

**A**

REV

**A**

SCALE: 1:32 WEIGHT: SHEET 1 OF 1

Hello Sir/Madam,

Our maintenance schedule for this location is **daily, seven days a week**. Below is the specific schedule, as requested:

**Maintenance Days:**

- **Monday** - maintenance and pick-up
- **Tuesday** - maintenance and pick-up
- **Wednesday** - maintenance and pick-up
- **Thursday** - maintenance and pick-up
- **Friday** - maintenance and pick-up
- **Saturday** - maintenance and pick-up
- **Sunday** - maintenance and pick-up

We operate every day, so if an additional pick-up is required beyond the daily visit, we can arrange it immediately.

All of our trucks are equipped with a graffiti removal kit, so any graffiti found during visits will be removed on the spot.

During each visit, we maintain not only the bin(s) but also the area around them, including cleaning and picking up any debris within a 25-ft radius.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Emilia Zhekova

201 456-2640

[emily@greenteamworldwide.com](mailto:emily@greenteamworldwide.com)

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, AMENDING 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 31 (RULES OF CONSTRUCTION AND GENERAL DEFINITIONS); DESIGNATING THE LAND USE DEFINED AS "DONATION BOX" AS A CONDITIONAL USE IN THE FOLLOWING NONRESIDENTIAL ZONING DISTRICTS ONLY: C-1 RESTRICTED COMMERCIAL DISTRICT AND C-2 GENERAL COMMERCIAL DISTRICT; ESTABLISHING CONDITIONAL DEVELOPMENT STANDARDS APPLICABLE TO DONATION BOXES; DEFINING THE TERM DONATION BOX; PROVIDING A PENALTY CLAUSE, SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.**

WHEREAS, the City Council of the City of Melissa, Texas ("City Council") finds that there has been an increase in the number of persons or entities desiring to collect textiles, clothing, shoes, books, toys, household items and other salvageable personal property items for charitable purposes, which has led to the proliferation of donation boxes in various areas of the City of Melissa, Texas ("Melissa"); and

WHEREAS, Melissa also has seen the placement of donation boxes in required parking spaces, required landscaped buffer areas, required open space areas and in or near residential zoning districts, often without the property owner's permission; and

WHEREAS, the proliferation of these containers contribute to visual clutter, and in areas throughout Melissa, donation boxes have contributed to blight due to graffiti and poor maintenance and the accumulation of debris and excess items outside of the collection boxes; and

WHEREAS, the City Council also finds that the inability of landowners to accurately identify the owners of such donation boxes has resulted in decreased accountability on the part of donation box owners and operators; and

WHEREAS, the City Council finds that regulating the size, number, placement, installation, use and maintenance of donation boxes is necessary for the health, safety and welfare of the general public, the promotion of consistent land uses and development, the protection of property rights and the protection of landowners and residents of Melissa; and

WHEREAS, City Council finds that such minimum blight-related performance standards also are necessary to protect the aesthetic well-being of the community and to promote the tidy and ordered appearance of developed property; and

WHEREAS, Melissa has complied with all legal notices and public hearings as required by law; and

WHEREAS, the City Council finds that it will be advantageous, beneficial and in the best interest of the citizens of Melissa to amend Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted) ("Zoning Ordinance"), Section 20 (Schedule of Uses and Parking Requirements) and Section 31 (Rules of Construction and General Definitions), as set forth below, to designate the land use defined as "Donation Box" as a Conditional Use in the following nonresidential zoning districts only: C-1 Restricted Commercial District and C-2 General Commercial District, as provided herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:**

**SECTION 1: Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2: Amendment to the Code of Ordinances, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted), Section 20 (Schedule of Uses and Parking Requirements).** Section 20 (Schedule of Uses and Parking Requirements) of the Zoning Ordinance is hereby amended to designate the land use defined as "Donation Box" as a Conditional Use subject to Conditional Development Standards in the following nonresidential zoning districts only: C-1 Restricted Commercial District and C-2 General Commercial District, as follows:

**"ARTICLE 12.300 ZONING ORDINANCE ADOPTED**

...

**SECTION 20  
SCHEDULE OF USES AND PARKING REQUIREMENTS**

20.1 ...

*[The remainder of this page intentionally left blank.]*

BASE ZONING DISTRICT LEGEND		Residential		Nonresidential		Special	
X	Use permitted in District						
	Use prohibited in District						
S	Use permitted in District upon approval of a Specific Use Permit						
(a,b,c,...)	Use is permitted in the District indicated with a Specific Use Permit (if applicable) if the use complies with conditional development standard or limitations in the corresponding alphabetical end note in <u>Subsection 20.3 (Conditional Development Standards)</u>						
SPECIAL ZONING DISTRICT LEGEND							
X	Use subject to Base Zoning District	A - Agricultural District	SF-1 - Single-Family Residential District 1				
X(S)	Use subject to Base Zoning District upon approval of a Specific Use Permit	SF-2 - Single-Family Residential District 2	SF-3 - Single-Family Residential District 3				
	Use prohibited in District	TH - Townhome Residential District					
	Regulation by District (See Individual Section)	MF - Multi-Family Dwelling District	MH - Manufactured Home Park District				
PARKING REQUIREMENT BASED ON USE See corresponding numeric end note in <u>Subsection 22.8 (Parking Requirement Based on Use)</u>		C-1 - Restricted Commercial District	C-2 - General Commercial District				
(1,2,3,...)		I-1 - Light Industrial District	I-2 - Heavy Industrial District				
	Use Type	DOD CMU - Downtown Overlay District (Commercial Mixed Use)	DOD TMU - Downtown Overlay District (Transition Mixed Use)				
	Nonresidential Uses	CC/O - Commercial Corridor Overlay District	SUP - Specific Use Permit				
...	...	PD - Planned Development District					
Donation Box							None
...							

20.3 *Conditional Development Standards:* A use is permitted in the zoning district as indicated in the Use Chart, Subsection 20.1, if the following conditional development standards or limitations are met:

...

(s) *Donation Box:*

- (1) Donation Boxes are permitted as a secondary use to a commercial primary use on the property.
- (2) No more than one (1) donation box may be permitted for placement on any one lot. In the case of a shopping center or office development that consists of multiple platted lots, the Director shall treat the shopping center or office development as if it is only one contiguous lot. In the case of a shopping center or office development, the Director shall permit a single additional donation box, provided that neither box is within fifty (50) feet of the other, unless both donation boxes are operated by the same person.
- (3) The placement and size of Donation Boxes shall comply with the following:

- (a) Donation Boxes shall not be located in a designated parking or loading space.
- (b) Donation Boxes shall conform to all applicable building setbacks on the property.
- (c) Donation Boxes shall be located so as to facilitate pickup of donated items by the operator or collection agency.
- (d) Donation Boxes shall be located within twenty-five (25) feet of the front façade of a building. For the purposes of this subsection, a front façade of a building shall mean the primary entrance point for the public. Donation Boxes shall not be located in the rear of any building which is not a pad site (defined as a nonresidential building of 6,000 square feet or less).
- (e) Donation Boxes may be located in the rear of pad sites (defined as a nonresidential building of 6,000 square feet or less) provided that they meet the other locational criteria.
- (f) Donation Boxes shall be located a minimum distance of twenty-five (25) feet away from the intersection of two (2) or more fire lanes and/or drive aisles, with the distance measured from the intersecting center lines of the fire lanes and/or drive aisles.
- (g) The maximum dimensions of a Donation Box shall be twelve (12) feet in width, twelve (12) feet in depth and seven (7) feet in height.
- (h) Donation Boxes shall not be located within any required landscape buffers.
- (i) Donation Boxes shall not be located in any designated open space areas.

(4) Approval process for Donation Boxes:

- (a) The placement of Donation Boxes must be approved as part of a Site Plan.
- (b) The property owner shall sign and notarize the development application for the Site Plan

authorizing the placement of the Donation Box on the property.

- (c) A decal to allow a Donation Box to be placed and used at a designated location shall be issued by Development Services at the time of the approval of the Site Plan. The decal shall be placed on the Donation Box in a visible location to identify the Donation Box as an allowed use on the property. In addition to the decal, each Donation Box shall clearly indicate in writing the name and contact information of the operator of the box on the front side of the box. The size of lettering for the notice shall not be less than one-half inch in height.
- (d) The operator of the Donation Box shall serve as the applicant on the development application. A separate application is required for each Donation Box operator for each site. If the Donation Box operator changes, the new operator must submit a new Site Plan prior to the change in operation.
- (e) The Site Plan shall detail a service plan for each Donation Box. The operator of each Donation Box shall be responsible for collecting the contents of the Donation Box to prevent overflow and littering and shall pick up all donated items at least once per week. The service plan shall include information regarding how many times a week donated items will be collected, the time of day the items will be collected, a vehicular circulation plan and a graffiti and litter abatement plan.

- (5) Required maintenance of Donation Boxes and drop-off collection areas:
  - (a) The operator of each Donation Box shall keep the real property situated within twenty-five (25) feet of the location of a Donation Box clean and free of trash, debris, broken glass, coat hangers, clothes, clothing accessories or excess donations.
  - (b) The Donation Box operator and the real property owner shall be jointly and severally liable and responsible for the maintenance, upkeep and servicing of the Donation Box and the cleanup and

removal of any donations left on the property outside of the Donation Box.

- (c) A violation of this Subsection shall constitute a public nuisance, and the City shall have the authority to abate any such violation as such. This provision does not exclude or limit the use of any other remedy available to the City under this Ordinance, the Code of Ordinances or the laws of the State of Texas.
- (d) Each Donation Box shall clearly indicate in writing on the front side of each box that all donations must fit into and be placed within the Donation Box. The size of lettering for the notice shall not be less than one-half inch in height.
- (e) A Donation Box operator or real property owner that fails to maintain the cleanliness of the surrounding real property may receive a notice of violation from the City. If the City elects to send a notice of violation to the email address on file for the operator, the operator shall have forty-eight (48) hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of a citation by the City. An operator who is issued more than one (1) citation in a twelve (12) month period for the same offense on the same Donation Box is subject to revocation of the approval for such Donation Box.
- (f) The requirements of this Subsection shall apply to all Donation Boxes regardless of whether the boxes were placed prior to the effective date of these regulations, except that any Donation Boxes existing on the effective date of these regulations shall come into compliance with the requirements of this Subsection not later than one (1) year after the effective date of these regulations. Donation Boxes existing on or before the effective date of these regulations shall have no legally existing non-conforming rights and shall immediately comply with the requirements of this Subsection.

(6) It shall be unlawful for any person who owns, leases, is in control of or is entitled to possession of real property within the City of Melissa to authorize or allow any Donation Box

to be placed on or remain on such real property without a valid Site Plan in compliance with the provisions of this Ordinance.

..."

SECTION 3: Amendment to the Code of Ordinances, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted), Section 31 (Rules of Construction and General Definitions). Section 31 (Rules of Construction and General Definitions) of the Zoning Ordinance is hereby amended as follows:

**"SECTION 31**  
**RULES OF CONSTRUCTION AND GENERAL DEFINITIONS**

...

31.2 *General Definitions:* ...

...

**Donation Box**

Any drop-off box, container, receptacle, trailer or similar facility that accepts donated textiles, clothing, shoes, books, toys, household items and/or other salvageable personal property items to be used by the operator for distribution, resale or recycling.

..."

SECTION 4: Savings/Repealing. The Zoning Ordinance shall remain in full force and effect, save and except as amended by this or any other Ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, regardless of whether any one or more sections, subsections, sentences, clauses or phrases is declared unconstitutional and/or invalid.

SECTION 6: Penalty. Any person, firm, corporation or entity violating any provision of this Ordinance or the Zoning Ordinance, as they exist or may be amended, shall be deemed

guilty of a misdemeanor, and upon conviction therefore, shall be fined in a sum not exceeding TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00). A violation of any provision of this Ordinance shall constitute a separate violation for each calendar day in which it occurs. The penal provisions imposed under this Ordinance shall not preclude Melissa from filing suit to enjoin the violation. Melissa retains all legal rights and remedies available to it pursuant to local, state and federal law.

**SECTION 7: Effective Date.** This Ordinance shall become effective from and after its adoption and publication as required by law and the City Charter.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS** on this 14<sup>th</sup> day of December, 2021.



Reed Greer, Mayor

**ATTESTED TO AND CORRECTLY  
RECORDED:**



Kacie Galyon, City Secretary



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