



**CITY OF MELISSA**  
**CITY COUNCIL WORK SESSION**  
**AND REGULAR MEETING**  
**AGENDA**

Tuesday, January 13, 2026  
Work Session - 5:15 p.m.  
Regular Meeting - 6:30 p.m.

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

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**WORK SESSION AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Public Comments**
- D. Discussion regarding any items on the Regular Agenda**
- E. Work Session Item(s)**
  - 1. Citizen Survey Recap (JL)
  - 2. Discussion regarding E-Scooters (ES)
  - 3. Discussion regarding Shiloh Church Extension (JL)
- F. Discussion regarding any future agenda items**
- G. Adjourn**

**REGULAR MEETING AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS AND PRESENTATIONS**
  - A. Recognition of the Downtown Overlay District Committee
  - B. National Videographers' Day Proclamation
- 4. PUBLIC COMMENTS - AGENDA ITEMS**

*This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.*

## 5. CONSENT AGENDA

*All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests and a majority of City Council are in favor, in which event the item will be removed from the Consent Agenda and placed in the section titled Consideration of Items Withdrawn From the Consent Agenda.*

- A. Consider the minutes from the December 9, 2025 City Council Work Session and Regular Meeting. (HB)
- B. Consider 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 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)
- D. Consider a Resolution setting a public hearing for the creation of a public improvement district and improvements within the City of Melissa for the Riverstone Estates residential development. (TS)
- E. Consider a Resolution expressing official intent to reimburse costs of park, street, and waterworks and sewer system projects. (JL)

## 6. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

## 7. REGULAR AGENDA

- A. Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and granting a Specific Use Permit ("SUP") allowing for Automobile Repair, Minor land use  $0.8446\pm$  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)
- B. Consider 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)
- C. Consider 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)
- D. Consider authorizing the City Manager to execute a contract with Parkhill for the completion of a Facilities Master Planning Study. (TS)

E. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:

- I. 551.087 Deliberations regarding Economic Development Negotiations
  - a. Melissa Public Safety Addition, Blk A, Lot 2
  - b. 4220 E. Melissa Road
  - c. James Fisher Survey, Abstract 304, Sheet 2, Tract 15

F. Reconvene into Regular Meeting and Take Any Action Necessary as a Result of the Executive Session

**8. PUBLIC COMMENTS - NON-AGENDA ITEMS**

*This item is available for citizens to speak 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 and until properly posted on a future agenda*

**9. COUNCIL DISCUSSION**

*Council discussion with staff concerning any actions required by City Staff as a result of any item on tonight's agenda.*

**10. ADJOURN**

**Certified**

Certified to this the 6th day of January, 2026.

Posted: January 6, 2026 @ 5:30 p.m.

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Hope Baskin, City Secretary

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council 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 City Council 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 City Council 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:**

- 551.087 Deliberations regarding Economic Development Negotiations
- 551.071 Private Consultation with the Attorney for the City
- 551.072 Discussing Purchase, Exchange, Lease or Value of Real Property
- 551.074 Discussing Personnel

In accordance with House Bill 1522, the budget for FY2025-2026 for the City of Melissa will raise more revenue from total property taxes than last year's budget by an amount of \$1,095,131, which is a 6.48% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,951,306.

TAXPAYER IMPACT:					
Scenario	Median Taxable Homestead Value		Tax Rate	Estimated City Tax Bill	Change from Prior Year
Prior Year	FY2025	\$ 413,849	2024	0.454116	\$1,879.35
Adopted Budget	FY2026	\$ 441,633	2025	0.454116	\$2,005.53
No-New Revenue Rate	FY2026	\$ 441,633	2025	0.477065	\$2,106.88
Voter Approved Rate	FY2026	\$ 441,633	2025	0.478134	\$2,111.60
The adopted budget for FY 2025-2026 can be viewed on the City's website located at <a href="http://cityofmelissa.com">cityofmelissa.com</a> under the Financial Transparency Tab					

# City of Melissa, Texas

# Proclamation

## NATIONAL VIDEOGRAPHERS' DAY 2026

**WHEREAS**, videographers help communities see, understand, and remember the moments that shape our lives, from everyday stories to major milestones; and

**WHEREAS**, videography serves as a powerful tool for public communication by capturing events, documenting progress, and sharing accurate information in ways that are accessible and engaging; and

**WHEREAS**, videographers combine technical skill, creativity, and attention to detail to produce content that informs the public, supports transparency, and strengthens trust through clear visual storytelling; and

**WHEREAS**, the City of Melissa values the work of videographers who preserve our history, highlight our people and places, and help showcase the spirit and growth of our community while maintaining our small-town feel; and

**WHEREAS**, National Videographers' Day is observed annually on January 25 to recognize the vital contributions of videographers and the meaningful role they play in capturing stories worth sharing;

**NOW, THEREFORE**, I, Jay Northcut, Mayor of the City of Melissa, Texas, do hereby proclaim **January 25, 2026**, as

## NATIONAL VIDEOGRAPHERS' DAY

in the City of Melissa, and encourage residents to recognize and thank videographers for their work capturing moments, preserving memories, and helping tell the story of our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Melissa, Texas to be affixed this the 13th day of January, 2026.

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JAY NORTHCUT, MAYOR

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HOPE BASKIN, CITY SECRETARY

**MINUTES**  
**CITY OF MELISSA CITY COUNCIL**  
**CITY COUNCIL WORK SESSION AND REGULAR MEETING**  
**DECEMBER 9, 2025**

Work Session - 5:15 p.m.  
Regular Meeting - 6:30 p.m.

**WORK SESSION AGENDA**

**A. Call to Order**

Mayor Northcut called the meeting to order at 5:15pm.

**B. Roll Call**

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Rendell Hendrickson, Dana Conklin, and Joseph Armstrong were present. Preston Taylor and Sean Lehr were absent.

**C. Public Comments**

Steve Wilson  
230 Olympic Crossing  
McKinney, Texas 75071

Mr. Wilson spoke regarding his nomination to the Collin County CAD Board of Directors.

**D. Discussion regarding any items on the Regular Agenda**

Staff gave summaries of the items on the Regular Agenda.

**E. Work Session Item(s)**

**1. Discussion regarding Pavement Assessment (TS/MD)**

Terrell Smith, Assistant City Manager, led a discussion regarding an upcoming pavement assessment bid. A pavement assessment will determine the roadways that are needing repairs.

**2. Discussion regarding THC Enforcement, Vape Shop Compliance, and Controlled Buy Operations (ES)**

Assistant Chief of Police John Duscio and Sergeant John Leal gave a presentation to Council regarding THC enforcement, Vape Shop Compliance, and Controlled Buy Operations.

**3. Discussion regarding Collin CAD Board of Directors (JL)**

The Council discussed the distribution of votes for the Collin CAD Board of Directors.

**4. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:**

**I. 551.087 Deliberations regarding Economic Development Negotiations (Melissa Public Safety Addition, Blk A, Lot 2)**

**Council Action:**

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Recess into Executive Session at 5:53 p.m.

The following Staff were present for the Executive Session: Jason Little, Terrell Smith, Gail Dansby, Nolan Harvey, Bridget Saxton, and Hope Baskin.

Vote: 5/0/0

**5. Recess into Regular Meeting**

Council Action:

Motion was made by Dana Conklin and seconded by Rendell Hendrickson to Reconvene into the Work Session at 6:16 p.m.

Vote: 5/0/0

**F. Discussion regarding any future agenda items**

There was no discussion regarding future agenda items.

**G. Adjourn**

Council Action:

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Adjourn the Work Session at 6:16p.m.

Vote: 5/0/0

**REGULAR MEETING AGENDA**

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

Mayor Northcut called the meeting to order at 6:30 p.m.

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Rendell Hendrickson, Dana Conklin, and Joseph Armstrong were present. Preston Taylor and Sean Lehr were absent.

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Craig Ackerman gave the invocation.

**3. PROCLAMATIONS AND PRESENTATIONS**

**A. Presentation of Certificates to Leadership Melissa Inaugural Class**

A video presentation was given to recap the Leadership Melissa Inaugural Class.

Mayor Northcut presented each of the Leadership Melissa graduates with a certificate.

**4. PUBLIC COMMENTS - AGENDA ITEMS**

Crystal Porter  
3411 Paintbrush Path  
Melissa, Texas 75454

Mrs. Porter expressed opposition for items 7E and 7H stating that the current traffic patterns would worsen with the addition of a gas station. Mrs. Porter also noted that while recent improvements to the intersection have alleviated some of the traffic pressure, there are still no plans for TxDOT to provide any additional improvements to FM 545, continuing to create traffic and safety issues for residents.

**5. CONSENT AGENDA**

- A. Consider the minutes from the November 11, 2025 Joint City Council and 4B Board Meeting and the November 11, 2025 City Council Regular Meeting. (HB)**
- B. Consider the Urban Garages Melissa Final Engineering Site Plan, consisting of  $5.778\pm$  acres of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Texas and generally located 2037 feet southwest of the intersection of McKinney Street and Legacy Ranch Drive, Collin County, Texas. (TL)**
- C. Consider the PNC Bank Final Engineering Site Plan, being Lot 10R, Block A of the HEB-Melissa Addition Final Plat, consisting of  $1.15\pm$  acres of land situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located approximately 2,540 feet southwest of the intersection of Sam Rayburn Highway and Fannin Road, City of Melisa, Collin County, Texas. (TL)**
- D. Accept the Quarterly Financial Report for the period ending September 30, 2025.**
- E. Consider a Resolution authorizing the City Manager to establish a Solid Waste Fund. (JL)**
- F. Consider authorizing a purchase to change all HVAC Box Controllers as proposed by Aire Dynamics. (RG)**

Council Action:

Motion was made by Craig Ackerman and seconded by Joseph Armstrong to Approve the Consent Agenda as noted.

Vote: 5/0/0

**6. CONSIDERATION OF ITEMS WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

**7. REGULAR AGENDA**

- A. Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended to rezone  $5.592\pm$  acres of land heretofore zoned Agricultural District ("A"); providing the property is hereby rezoned and placed in the Planned Development/General Commercial District ("PD/C-2"), situated in the J. F. Fitzhugh Sanders Survey, Abstract No. 319 City of Melissa, Collin County, Texas and generally located approximately 1276 feet south of the intersection of McKinney Street and Melissa Road, Collin County, Texas. (AM)**

Mayor Northcut opened the public hearing at 6:48 p.m.

Amy Mathews, Director of Development Services, presented the item to Council stating that the City of Melissa, in conjunction with Chase Oaks Church, has initiated a request for approval of a Planned Development (PD) District. The purpose of the PD is to create a coordinated plan for new commercial site that includes a future joint community center.

Phase I will establish the site's overall framework and includes construction of a multi-use community center/church facility which will provide vital programming space for the City. Phase II will include future private retail and commercial development and a central green space.

All development within both phases would be required to comply with the development standards of the C-2, General Commercial District. The PD also proposes to add two additional uses: Farmers Marker and Civic/Convention Center. Additionally, it requests to remove internal side and rear yard setbacks to allow greater flexibility in site design.

Public notice was sent to all property owners within 200 feet and Staff has not received any correspondence. The Planning and Zoning Commission recommended approval by a vote of 6/0/0.

**Council Action:**

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to close the public hearing at 6:49 p.m.

Vote: 5/0/0

**Council Action:**

Motion was made by Craig Ackerman and seconded by Dana Conklin to Approve an Ordinance amending Melissa's Zoning Ordinance as noted.

Vote: 5/0/0

**B. Consider authorizing the City Manager to complete and execute the Development Agreement with Melissa 75 Holdings. (AM)**

Amy Mathews presented the item to Council stating that at the July 8, 2025 meeting, Council authorized the City Manager to execute a letter of intent with Melissa 75 Holdings requesting the City's participation in the construction of a sanitary sewer line along Telephone Road.

Additionally, at the October 14, 2025 meeting, Council agreed to raise impact fees for the 61-acre mixed-use development for the next 5 years based on the rates as of September 30, 2025.

Since these meetings, Staff has worked with the City Attorney and the developer to create a development agreement.

**Council Action:**

Motion was made by Dana Conklin and seconded by Joseph Armstrong to Authorize the City Manager to complete and execute the Development Agreement with Melissa 75 Holdings.

Vote: 5/0/0

**C. Consider authorizing the City Manager to complete and execute the Development Agreement with JPI Real Estate Acquisition, INC. (TS)**

Miller Sylvan, SVP and Regional Development Partner with JPI, and Wes Long, executer of the estate, gave a presentation to Council. The applicant's development will allow for a mixed-use development that incorporates residential, commercial, and public parkland uses. As part of the project, the developer will convey parkland to the City of Melissa to further enhance our park system enhancement efforts.

Council Action:

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Authorize the City Manager to complete and execute the Development Agreement with JPI Real Estate Acquisition, INC as noted.

Vote: 5/0/0

**D. Consider an ordinance annexing, on application of the landowner, 1.24± acres of land, situated in the David E.W. Babb Survey, Abstract No. 33, Collin County, Texas and generally located at 3224 E. Melissa Road, Collin County, Texas. (AM)**

Amy Mathews presented the item to Council stating that at the June 24, 2025, Council meeting, City Council directed staff to prepare an ordinance annexing the subject property as presented.

Council Action:

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Approve an ordinance annexing 1.24± acres of land as noted.

Vote: 5/0/0

**E. Consider an ordinance to amend Planned Development ("PD") Ordinance No. 04-06 to remove 54.24± acres of land, in the aggregate, from said Planned Development and establishing new PD development standards on the same 54.24± acres of land, said acreage being situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at the northwest corner of Melissa Rd and Milrany Ln, City of Melissa, Collin County, Texas. (AM)**

Amy Mathews presented the item to Council stating that the Planned Development (PD) Ordinance No. 04-06 was originally approved in 2004, designating the property for single-family residential (SF-3) and commercial (C-2) uses. The single-family residential area is naturally divided into two sections by Clemons Creek. The west side of the creek, spanning 50.90± acres, has been fully developed as the Trails of Melissa subdivision. The east side of the creek remains undeveloped and is the subject of this request.

The applicant is requesting to remove the undeveloped land on the east side of Clemons Creek from the original PD. This removal will allow the land to be combined with an adjacent, to be annexed  $1.24\pm$  acre tract for the purpose of developing a mixed-use project with multifamily and commercial components. The rezoning request for this mixed-use development is a separate agenda item. This request will not affect the existing Trails of Melissa subdivision in any way other than removing the acreage from the PD ordinance. No amendments to the current Trails of Melissa PD regulations are included in this request.

The Planning and Zoning Commission recommended approval by a vote of 7/0/0. At the June 24, 2025 Council Meeting, City Council directed staff to draft an ordinance by a vote of 7/0/0.

Council Action:

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to Approve an Ordinance to amend Planned Development Ordinance No. 04-06 as noted.

Vote: 5/0/0

**F. Consider an ordinance to rezone from Planned Development (“PD”) Ordinance No. 04-06 to Planned Development District/Multifamily District/ General Commercial District/Agricultural District (“PD/MF/C-2/A”) on  $55.48\pm$  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 at the northwest corner of Melissa Rd and Milrany Ln, City of Melissa, Collin County, Texas. (AM)**

Amy Mathews presented the item to Council stating that this is the zoning of the last two items. The applicant is proposing to rezone the property to establish a new Planned Development District (PD), located on approximately 55.4794 acres at the northwest corner of Milrany Lane and Melissa Road. The proposed Planned Development will allow for a mixed-use development that incorporates residential, commercial, and public parkland uses, with deviations from base zoning standards as outlined in the zoning packet.

Planning and Zoning Commission recommended approval by a vote of 6/1/0. At their June 24, 2025 Council Meeting, City Council directed staff to draft an ordinance by a vote of 5/2/0.

Council Action:

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to Approve an ordinance to rezone from Planned Development Ordinance No. 04-06 as note.

Vote: 5/0/0

**G. Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended to rezone  $0.936\pm$  acres of land heretofore zoned Agricultural District (“A”); providing the property is hereby rezoned and placed in the Planned Development/General Commercial District (“PD/C-2”), situated in the D.E.W. Babb**

**Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3022 Sam Rayburn Highway, Collin County, Texas. (TL)**

Mayor Northcut opened the public hearing at 7:02 p.m.

Tyra LaVerne, Assistant Director of Development Services, presented the item to Council stating that the applicant is requesting to rezone the base zoning for this property from Agricultural District to Planned Development/General Commercial. The applicant previously came before the City Council with a request to rezone for a Dairy Queen, but that request was denied primarily due to concerns related to the proposed land use and drive-thru component. The applicant is back with a revised request that does not have a drive-thru and has an intent to develop offices and retail spaces. The applicant is not requesting any variances to the City's Base General Commercial zoning regulations; however, they are requesting approval to provide parking at a ratio of one space per 200 square feet across the entire site to allow for flexible leasing options. The City's Base Code requires parking at a ratio of one space per 350 square feet for Office uses and one space per 200 square feet for Medical Office uses.

Per state law, all property owners within 200 feet were notified and only one letter was received. The adjacent daycare owner did not have a protest regarding the rezone, but wanted to ensure there would be adequate screening between the two properties. At the Planning and Zoning Commission meeting, the applicant stated that there would be live screening between the two properties.

The Planning and Zoning Commission recommended approval by a vote of 6/0/0.

**Council Action:**

Motion was made by Craig Ackerman and seconded by Rendell Hendrickson to close the public hearing at 7:04 p.m.

Vote: 5/0/0

**Council Action:**

Motion was made by Craig Ackerman and seconded by Joseph Armstrong to Approve an ordinance amending Melissa's Zoning Ordinance as noted.

Vote: 5/0/0

H. **Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and granting a Specific Use Permit ("SUP") for a Convenience Store with Gas Pumps land use on 1.451± 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 northeast corner of Melissa Road and Milrany Lane, City of Melissa, Collin County, Texas. (TL)**

Mayor Northcut opened the public hearing at 7:07 p.m.

Tyra LaVerne presented the item to Council stating that the applicant is requesting approval of a Specific Use Permit ("SUP") to allow for a Convenience Store with Gas Pumps land use to

develop a 7-Eleven, convenience store chain company. The applicant is seeking one variance: Nichiha (Fiber Cement Board), which is considered to be masonry material.

Per state law, all property owners within 200 feet of the property were notified. At the time of the December Planning and Zoning Commission meeting, Staff had not received any letters. Since the Planning and Zoning Commission meeting, Staff has received 5 letters of protest with concerns ranging from traffic, safety, light pollution and noise pollution.

The Planning and Zoning Commission recommended approval by a vote of 6/0/0.

Council Action:

Motion was made by Craig Ackerman and seconded by Joseph Armstrong to close the public hearing at 7:14 p.m.

Vote: 5/0/0

Kevin Patel gave a presentation regarding the project.

Council Action:

Motion was made by Rendell Hendrickson and seconded by Craig Ackerman to Approve an Ordinance amending Melissa's Zoning Ordinance as noted.

Mayor Northcut stated that he likes the design of the product.

Vote: 5/0/0

**I. Consider a Resolution distributing allotted votes for Collin CAD Board of Directors. (JL)**

Council Action:

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to designate 7 votes to Steve Wilson and 3 votes to Baine Brooks out of the 10 votes allotted to the City of Melissa by the Collin County Central Appraisal District.

Vote: 5/0/0

**J. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:**

**I. 551.074 Discussing Personnel (City Manager)**

Council Action:

Motion was made by Joseph Armstrong and seconded by Dana Conklin to Recess into Executive Session at 7:25 p.m.

Gail Dansby, Executive Director of Administrative Services, was present for the Executive Session.

Vote: 5/0/0

**K. Reconvene into Regular Meeting and Take Any Action Necessary as a Result of the Executive Session.**

Council Action:

Motion was made by Dana Conklin and seconded by Rendell Hendrickson to reconvene into the Regular Meeting at 7:57 p.m.

Vote: 5/0/0

Council Action:

Motion was made by Craig Ackerman and seconded by Dana Conklin to Authorize the Mayor to negotiate and execute any and all documents related to the City Manager's employment contract.

Vote: 5/0/0

**8. PUBLIC COMMENTS - NON-AGENDA ITEMS**

There were no public comments.

**9. COUNCIL DISCUSSION**

There was no Council discussion.

**10. ADJOURN**

Council Action:

Motion was made by Dana Conklin and seconded by Rendell Hendrickson to Adjourn the Regular Meeting at 7:58 p.m.

Vote: 5/0/0

ATTEST:

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Hope Baskin, City Secretary

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Jay Northcut, Mayor

## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider the Legacy Ranch Plaza Lot 1 Final Engineering Site Plan, consisting of 2.585± 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)

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

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### Action Requested

Consider the Legacy Ranch Plaza Lot 1 Final Engineering Site Plan.

### Summary of Subject

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

Link to Full Civil Plan: <https://cityofmelissa-my.sharepoint.com/:b/p/tlaverne/IQDiexh4jJisSJ-NT0Qis-wJAT0GDpoEb8xCrsCKXehSG9o?e=6J3nWM>

Planning and Zoning Commission recommended 7/0/0.

### 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. Site Plan LRP Lot 1.pdf

### Location of Subject Tract



1  
HALF INCH IRON ROD WITH PINK PLASTIC CAP SET  
THE NORTHWEST SIDE OF MCKINNEY STREET.  
ROD LOCATED 475' SOUTHWEST OF A FIRE HYDRANT  
205' SOUTHEAST OF A FENCE POST.  
ELEV. = 666.92'  
2  
ON THE BACK OF CURB ON THE NOSE OF A MEDIA  
THE MIDDLE OF LEGACY RANCH DRIVE. APPROX.  
ATED 5% SOUTHEAST OF A 2-IRRIGATION CONTROL  
ES AND 58% SOUTHWEST OF A STORM SEWER  
HOLE FOUND IN A DROP INLET.  
ELEV. = 671.60'  
3  
OF MELISSA BENCH MARK "M" BEING 2" ALUMINUM  
STAMPED R.P.L.S. 5407 GPS MON "N2" S.M. INC  
N CONCRETE AT THE MEDIAN NOSE ON THE EAST  
OF THE INTERSECTION OF MELISSA ROAD AND  
WAY 75.  
ELEV. = 671.60'

**Know what's below.  
Call before you dig.**

**SITE DATA**

LEGAL	
Legacy Ranch Drive at McKinney Street	
1.285 Acres (112.591 S.F.) Taxed	
John Flitthugh Survey, Abstract 319	
GROSS ACREAGE 1.285 Acres (112.591 S.F.)	
ZONING	
EXISTING ZONING (PD 1998 ) C-2, GENERAL COMMERCIAL	
PROPOSED ZONING C-2, GENERAL COMMERCIAL	
PARKING	
OFFICE/RETAIL (1 SPACE /200 SF ) OFFICE/RETAIL = 14,598 SF	
RESTAURANT (1 SPACE /100 SF ) RESTAURANT = 5,100 SF	
TOTAL PARKING REQUIRED 124 SPACES	
TOTAL PARKING PROVIDED 124 SPACES	
ADA PARKING	
ADA SPACES REQUIRED 5 SPACES	
ADA SPACES PROVIDED 5 SPACES	
BUILDING	
TOTAL BUILDING AREA 19,968 SF	
PERCENTAGE OF LAND COVERED BY BUILDING 17.73% OF LOT	
BUILDING HEIGHT 29'0"	

**VAQUERO ADDITION**  
INST. NO. 20151228010004730

**GRAPHIC SCALE**  
( IN FEET )  
1 inch = 30 ft.

**THE SITE IS MEANT TO BE USED WITH THE FOLLOWING PRE-EXISTING FEATURES:**  
THE SCHEDULE OF USES FOUND IN SECTION 101 OF THE ORDINANCE.  
THE EXISTING ROADWAYS, CURB AND GUTTER, PAVEMENT, AND

**VARIANCES REQUESTED**

1. A VARIANCE FOR THE REQUIRED 25' LANDSCAPE BUFFER ALONG STATE HIGHWAY 51 (MCKINNEY STREET) PER ARTICLE 12.300 ZONING ORDINANCE ADOPTED SECTION 27-E IS REQUESTED. THE VARIANCE REQUESTS THAT THE REQUIRED 25' LANDSCAPE BUFFER BE REDUCED TO A 20' LANDSCAPE BUFFER.
2. DRIVEWAY SPACING VARIANCE REQUESTED ON LEGACY RANCH DRIVE.
3. PRELIMINARY ENGINEERING SITE PLAN WAS APPROVED ON

**PROPOSED USE:**

ING PURPOSE AND  
DESCRIPTION:

FINAL ENGINEERING SITE PLAN

LEGACY RANCH RETAIL  
GROSS AREA = 2.585 ACRES  
LEGACY RANCH DRIVE AT MCKINNEY STREET  
2.585 ACRES (110,640 SF) TRACT

2.555 ACRES (112,591 SQ FT) TRACT  
JOHN FITZHUGH, ABSTRACTOR NO. 319  
D.R.C.C.T  
CITY OF MELISSA, COLLIN COUNTY  
CITY PROJECT NO.

SUBMITTED: APRIL 17, 2025

ELER. ENGINEER. SURVEYOR.  
LAS, LLC FLANAGAN FLANAGAN SURVEYING  
AGA KISHORE VANKAYALA CONTACT: KELLAN D. BLACK, PE MARK PEEPLES, RPLS.  
construction2022@gmail.com THE FORT WORTH CLUB THE FORT WORTH CLUB  
308 WEST 7TH STREET, SUITE 303 308 WEST 7TH STREET

The seal is circular with a five-pointed star in the center. The words "STATE OF TEXAS" are at the top, "P. E." are at the bottom, and "PROFESSIONAL ENGINEER" is curved along the bottom edge. The name "KELLAN D. BLACK" is in the center of the star, and the number "153561" is to its right. A signature is at the bottom.

SHEET NUMBER

## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider the Shops at Willow Grove Final Engineering Site Plan, consisting of 1.559± 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)

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

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### Action Requested

Consider the Shops at Willow Grove Final Engineering Site Plan.

### Summary of Subject

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

Link to Full Civil Plans: [https://cityofmelissa-my.sharepoint.com/:p/tlaverne/IgBJvOn\\_S LHjTLJZXRK0t4WZAYKJbjmdBaRT3adIk3CIHrI?e=WnF14y](https://cityofmelissa-my.sharepoint.com/:p/tlaverne/IgBJvOn_S LHjTLJZXRK0t4WZAYKJbjmdBaRT3adIk3CIHrI?e=WnF14y)

Planning and Zoning Commission recommended 7/0/0.

### Comprehensive Plan Comments

The land use complies with zoning on the tract.

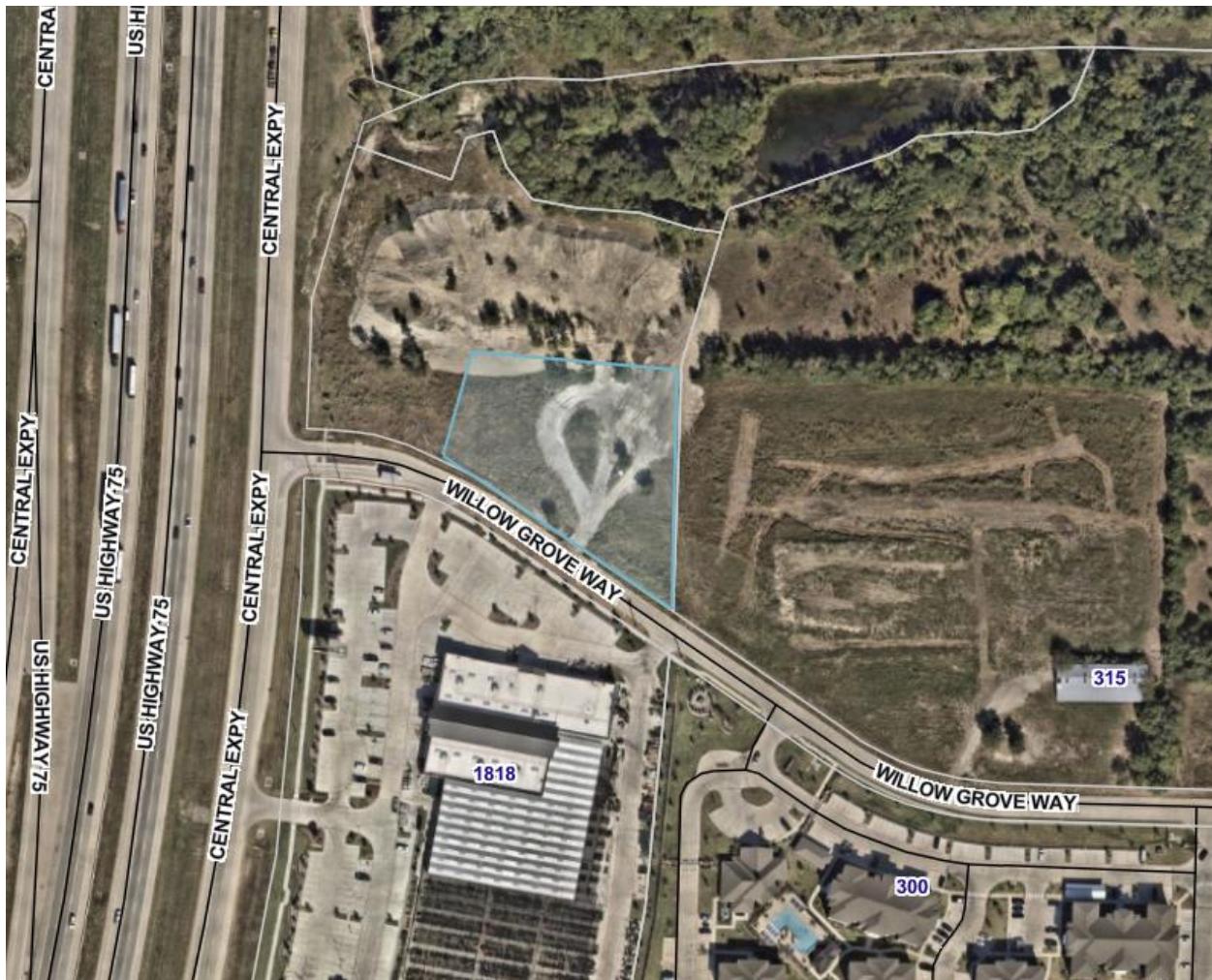
### Staff Recommendation

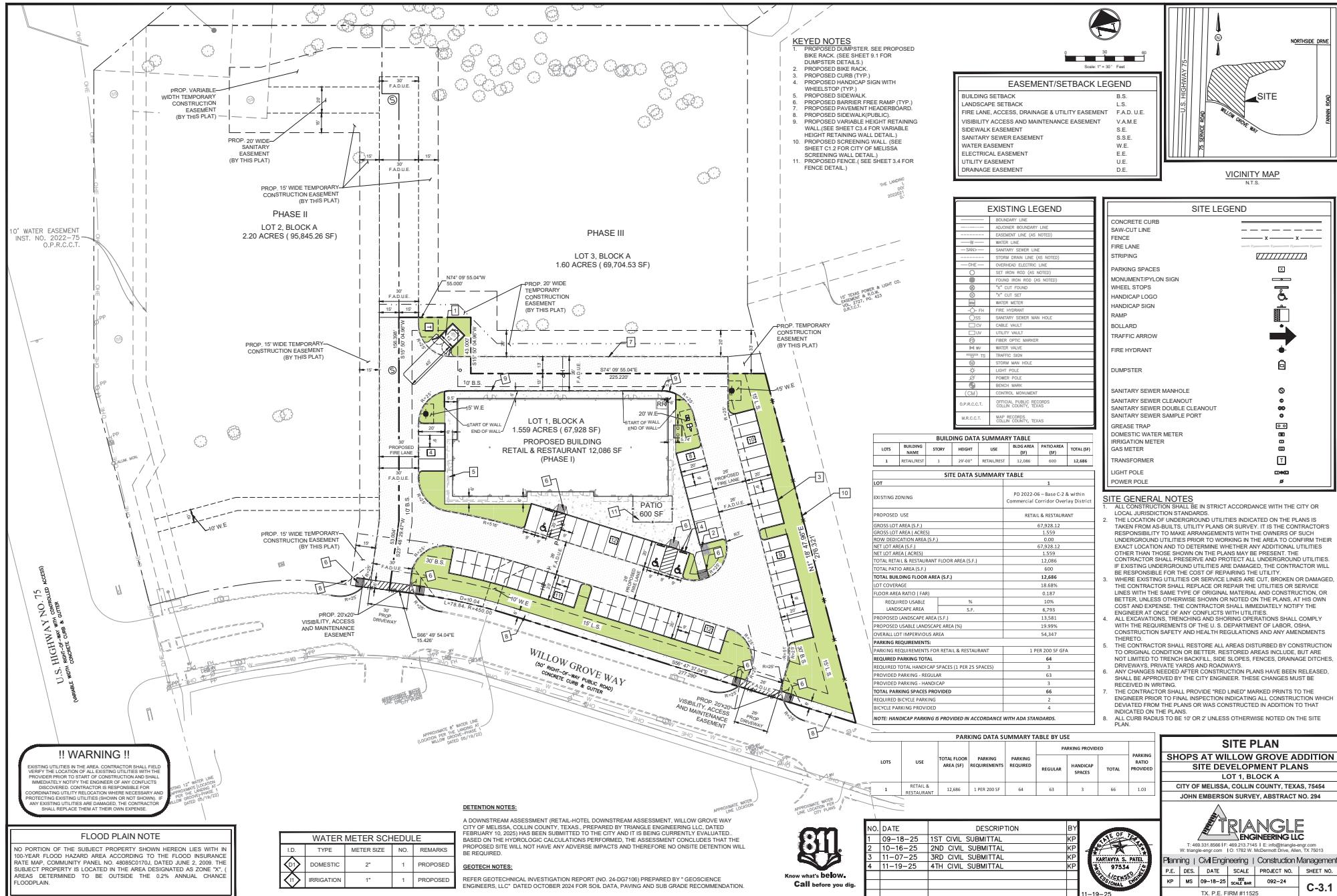
Staff recommends approval of this Final Engineering Site Plan.

### Supporting Documents

1. Location of Subject Tract.docx
2. Site Plan Shops at Willow Grove.pdf

## Location of Subject Tract





## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider a Resolution setting a public hearing for the creation of a public improvement district and improvements within the City of Melissa for the Riverstone Estates residential development. (TS)  
**Submitted by** Terrell Smith, Assistant City Manager

### Summary of Subject

A PID is a special assessment area created at the request of property owners in the proposed district via petition. Property owners pay a supplemental assessment, separate from property taxes, that PIDs use for services and/or improvements above and beyond existing City services. The assessment is an apportionment of the total cost of service enhancements and improvements approved by property owners in support of the district's creation or renewal.

The attached PID petition accompanies the Riverstone Estate Development. The developer has submitted a petition to the City to create the Riverstone Estate Public Improvement District (PID). The petition is attached to the Resolution as Exhibit A.

Before the City Council can create the PID, it must hold a public hearing after 15 days' publication notice. The form of the notice is attached to the Resolution as Exhibit B. This resolution does not create the PID. It only accepts the developer's petition and provides for the scheduling of the public hearing and publishing of the notice. The resolution sets the public hearing for February 10, 2026. After the hearing, the Council will consider a separate resolution creating the PID.

### Budget Impact

There is no budgetary impact.

### Staff Recommendation

Staff recommends approving the Resolution setting a public hearing for the creation of a public improvement district and improvements within the City of Melissa for the Riverstone Estates residential development.

### Supporting Documents

1. Petition to Establish the Riverstone Estates PID.pdf
2. Resolution Accepting PID Petition Riverstone Estates v3.0.docx

**PETITION TO ESTABLISH THE  
RIVERSTONE ESTATES PUBLIC IMPROVEMENT DISTRICT**

COMES NOW, S2 LAND, LLC, and REDEV LAND, LLC (together, the "Petitioner"), and hereby requests and petitions the City of Melissa, Texas, a home-rule municipality (the "City"), to establish the Riverstone Estates Public Improvement District (the "District") under and pursuant to the provisions of Chapter 372, Texas Local Government Code (the "Act"), on the hereinafter described property situated within the corporate limits of the City, and in support thereof respectfully show:

Section 1. General Nature of Proposed Improvements. The general nature of the proposed public improvement projects to be provided by the District, in phases, include: (1) landscaping; (2) erection of fountains, distinctive lighting, and signs; (3) acquiring, constructing, improving, widening, narrowing, closing, or rerouting of sidewalks or of streets, any other roadways, or their rights-of-way, including related landscaping, lighting, traffic control devices, screening walls and retaining walls; (4) construction or improvement of pedestrian malls; (5) acquisition and installation of pieces of art; (6) acquisition, construction or improvement of off-street parking facilities; (7) acquisition, construction, or improvement of water, wastewater, or drainage facilities or improvements; (8) the establishment or improvement of parks; (9) projects similar to those listed in (1)-(8), above; (10) acquisition, by purchase or otherwise, of real property in connection with an authorized improvements; (11) special supplemental services for improvement and promotion of the District, including services relating to advertising, promotion, health and sanitation, water and wastewater, roadways, public safety, security, business recruitment, development, recreation, and cultural enhancement; (12) acquisition of contract rights in connection with an authorized improvement (items (1) through (12), collectively, the "Public Projects"); and (13) the payment of expenses incurred in the establishment, administration, and operation of the District, costs of bond issuance, legal and financial fees, letter of credit fees and expenses, capitalization of bond interest, the creation of a bond reserve fund, funding debt service, and capitalized interest reserves and credit enhancement fees of any bonds issued by or on behalf of the District, if necessary (the "Administrative Expenses") (together with the Public Projects, the "Authorized Improvements").

Section 2. Estimated Costs. The current estimated cost of the Authorized Improvements is \$41,027,064.

Section 3. District Boundaries. The boundaries of the proposed District are fully described in Exhibit A, attached hereto and made a part hereof for all purposes.

Section 4. Method of Assessment. The proposed method of assessment is to impose a special assessment to be paid in installments on all useable property within the District, net of any public right-of-way, according to the value of the property, without regard to the value of improvements on the property, or in any other manner that results in imposing equal shares of the cost on property similarly benefitted. After creation of the District, a service and assessment plan will be prepared showing the special benefits accruing to property within the District and how the costs of the Authorized Improvements are assessed against the property on the basis of special benefit received by the property from the same.

Section 5. Apportionment of Costs. The City will not be obligated to provide any funds to finance the Authorized Improvements, other than from assessments levied on property within the District. No municipal property in the District shall be assessed. The Petitioner may also pay certain costs of the improvements benefitting the District from other funds available to it as the developer of the District.

Section 6. Management of the District. Management and administration of the District shall be by the City. The City may contract with a private company for District administrative services.

Section 7. Consent and Request of Petitioner. The individual executing this Petition is duly authorized to do so and hereby consents to and request the establishment of the District.

Section 8. Advisory Board. An Advisory Board may, at the discretion of City Council of the City (the "Council"), be established to develop and recommend an improvement plan to the Council. Petitioner requests that if the Council establishes an Advisory Board, that such Advisory Board should include representatives of the Petitioner or their designees.

Section 9. Standing of Petitioner. This Petition has been executed by, for, and on behalf of (i) the owners of more than 50% of the taxable real property described in said Exhibit A, representing all of the appraised value of taxable real property liable for assessment under this Petition as shown by the current roll of the Collin Central Appraisal District, and (ii) the record owners of more than 50% of the real property liable for assessment under this Petition, and shall be filed with the Secretary of the City. Petitioner owns 100% of the property liable for assessment under this Petition.

WHEREFORE, PREMISES CONSIDERED, Petitioner prays that the Council:

(1) duly consider this Petition and adopt a Resolution finding (i) that this Petition complies with all legal requirements; (ii) that the proposed Authorized Improvements are necessary, advisable and will provide a public use and benefit to the City; and (iii) that the estimated costs of the improvements, the method of assessment and the apportionment of costs between the District and the City are reasonable and acceptable;

(2) call a public hearing, give notice thereof as required by law, and hold such hearing on the advisability of the Authorized Improvements specified in this Petition; and

(3) grant all matters requested in this Petition and grant such other relief, in law or in equity, to which Petitioner shall show itself to be entitled.

*[remainder of page intentionally left blank; signature page(s) follow]*

IN WITNESS WHEREOF, Petitioner has executed this Petition as of the day and year written below.

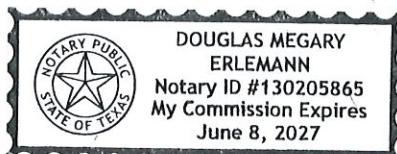
**PETITIONER**

**S2 LAND, LLC**

By: Kyle Bradley  
Name: Kyle Bradley  
Title: Vice President

STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, a Notary Public in and for the State of Texas, duly authorized to take acknowledgments, on OCTOBER 29, 2025, personally appeared KYLE BRADLEY, VICE PRESIDENT of S2 LAND, LLC, and acknowledged that he executed the foregoing document on behalf of said company. 



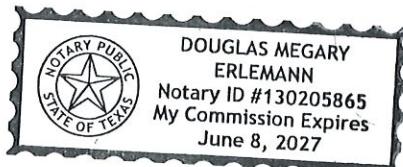
Notary Public in and for the State of Texas

## REDEV LAND, LLC

By: JESUS C. CHRIST  
Name: JESUS C. CHRIST  
Title: PRESIDENT

STATE OF TEXAS §  
§  
COUNTY OF DALLAS §

BEFORE ME, a Notary Public in and for the State of Texas, duly authorized to take acknowledgments, on OCTOBER 29, 2025, personally appeared JUSTIN CHRIST, PRESIDENT of REDev Land, LLC, and acknowledged that he executed the foregoing document on behalf of said company. 



ecuted the foregoing document on behalf of said  
  
Notary Public in and for the State of Texas

**Exhibit A**

## METES AND BOUNDS DESCRIPTION 268.710 ACRES

All that certain tract or parcel containing 268.710 acres of land in the **Thomas Lindsey Survey, A-521**, in the **Bastian Olivo Survey, A-677**, in the **William E. Throckmorton Survey, A-899** and in the **John A. Throckmorton Survey, A-900, Collin County, Texas**, being all of the following two (2) tracts: (1) a tract which was called 32.673 acres conveyed from Telephone Road Owner, LLC to S2 Land, LLC, by an instrument of record in Clerks File #2025000126038, Official Public Records of Collin County, Texas (O.P.R.C.C.T) and (2) a tract which was called 236.038 acres conveyed from Mary Ann Loftice, et al, Trustees to S2 Land, LLC, by an instrument of record in Clerks File #2025000038168, O.P.R.C.C.T., said 268.710 acres being more particularly described as follows and shown on the plat prepared by 360 Surveying as Job Number 2310-017, (Bearing Basis: State Plane Coordinates, Texas North Central 4202, NAD83, GRID)

**BEGINNING** at a 1/2" iron rod found (N: 7,162,303.24, E: 2,550,024.37) for a southeast corner, being the southeast corner of said 236.038 acre tract and an angle point of a tract which was called 104.665 acres conveyed from Golden View of Texas, LLC to Melissa75 Holdings, LLC, by an instrument of record in Clerks File #20210719001447860, O.P.R.C.C.T., generally lying in the centerline of County Road 277 (CR 277);

**THENCE** departing CR 277, the following seven (7) calls along the common line of said 236.038 acre tract and said 104.665 acre tract:

1. **S82°02'38"W, 83.62 feet** to a 5/8" iron rod found (N: 7,162,291.67, E: 2,549,941.56) for an angle point, being an angle point of said 236.038 acre tract and said 104.665 acre tract;
2. **S89°17'59"W, 283.70 feet** to an angle point (N: 7,162,288.20, E: 2,549,657.88), being an angle point of said 236.038 acre tract and said 104.665 acre tract;
3. **S89°30'03"W, 380.52 feet** to an angle point (N: 7,162,284.89, E: 2,549,277.37), being an angle point of said 236.038 acre tract and said 104.665 acre tract;
4. **S88°59'22"W, 189.61 feet** to an angle point (N: 7,162,281.54, E: 2,549,087.79), being an angle point of said 236.038 acre tract and said 104.665 acre tract;
5. **N89°44'02"W, 152.64 feet** to an angle point (N: 7,162,282.25, E: 2,548,935.15), being an angle point of said 236.038 acre tract and said 104.665 acre tract;
6. **S88°50'03"W, 133.06 feet** to an angle point (N: 7,162,279.54, E: 2,548,802.12), being an angle point of said 236.038 acre tract and said 104.665 acre tract;
7. **S86°16'12"W, 87.46 feet** to a 1/2" iron rod found (N: 7,162,273.85, E: 2,548,714.85) for an interior corner, being an interior corner of said 236.038 acre tract and a northwest corner of said 104.665 acre tract;
8. **S00°19'29"W, 1,179.52 feet** to a 5/8" iron rod found (N: 7,161,094.36, E: 2,548,708.16) for an angle point, being an angle point of said 236.038 acre tract and said 104.665 acre tract;
9. **S01°12'31"W, 518.91 feet** to a 5/8" iron rod found (N: 7,160,575.56, E: 2,548,697.22) for an angle point, being an angle point of said 236.038 acre tract and said 104.665 acre tract;
10. **S00°52'45"W, 561.05 feet** to a 3/8" iron rod found (N: 7,160,014.57, E: 2,548,688.61) for an angle point, being a southeast corner of said 236.038 acre tract, northeast corner of said 32.673 acre tract and an angle point of said 104.665 acre tract;



**THENCE S01°33'54"W, 1,129.69 feet** along the common line of said 32.673 acre tract, said 104.665 acre tract and the residue of a tract which was called 56.733 acres conveyed from Terry Lynn Howard to Telephone Road Owner, LLC, by an instrument of record in Clerks File #20220401000532190, O.P.R.C.C.T. to a 3/8" iron rod found (N: 7,158,885.30, E: 2,548,657.75) for an angle point, being the southeast corner of said 32.673 acre tract, a northeast corner of said 236.038 acre tract and angle point of said Residue Tract;

**THENCE S02°15'36"W, 639.03 feet** along the common line of said 236.038 acre tract and said Residue Tract to a 5/8" iron rod found (N: 7,158,246.77, E: 2,548,632.55) for an angle point, being an angle point of said 236.038 acre tract, the southwest corner of said Residue Tract and northwest corner of a tract which was called 19.951 acres conveyed from Ward Spring Ranch, LLC to CH-AFH I/Dallas Melissa, L.P., by an instrument of record in Clerks File #2022000116654, O.P.R.C.C.T.;

**THENCE S01°23'25"W, 374.77 feet** along the common line of said 236.038 acre tract and said 19.951 acre tract to a 6" wood fence corner post found (N: 7,157,872.11, E: 2,548,623.46) for southeast corner, being the southeast corner of said 236.038 acre tract, an angle point of said 19.951 acre tract and a northeast corner of a tract which was called 24.720 acres conveyed from Ward Springs Ranch, LLC to City of Melissa, Texas, by an instrument of record in Clerks File #2022000182835, O.P.R.C.C.T., from which a 5/8" iron rod found for southwest corner of said 19.951 acre tract bears: S01°21'46"W, 379.89 feet;

**THENCE N89°07'43"W, 285.64 feet** along the common line of said 236.038 acre tract and said 24.720 acre tract to an angle point (N: 7,157,876.45, E: 2,548,337.86), being an angle point of said 236.038 acre tract;

**THENCE S89°43'46"W, 490.00 feet** continuing along said common line to an angle point (N: 7,157,874.14, E: 2,547,847.87), being an angle point of said 236.038 acre tract;

**THENCE N87°55'14"W, 67.00 feet** continuing along said common line to an angle point (N: 7,157,876.57, E: 2,547,780.91), being an angle point of said 236.038 acre tract;

**THENCE S89°33'34"W**, continuing along said common line, at 400.60 feet pass a 5/8" iron rod set (N: 7,157,873.49, E: 2,547,380.32) and continuing along for a distance in all of **450.60 feet** to a point (N: 7,157,873.10, E: 2,547,330.32) for southwest corner, being the southwest corner of said 236.038 acre tract and northwest corner of said 24.720 acre tract, lying in the east line of a tract which was called Lot 1, Block A, BB Owen Park, Area 4, by an instrument of record in Clerks File #20200724010002720, O.P.R.C.C.T. and generally in the centerline of East Fork Trinity River;

**THENCE** the following Eighty- Six (86) calls along the common line of said 236.038 acre tract, said Area 4, a tract which was called Lot 1, Block A, BB Owen Park, Area 5, by an instrument of record in Clerks File #2023010000379, O.P.R.C.C.T. and a tract which was called 103.285 acres conveyed from CH-B Trinity Falls, L.P. to McKinney Municipal Utility District No. 1 of Collin County, by an instrument of record in Clerks File # 20150910001154010, O.P.R.C.C.T.:



1. N31°46'10"W, 21.72 feet to an angle point (N: 7,157,891.57, E: 2,547,318.89);
2. N18°54'14"E, 81.98 feet to an angle point (N: 7,157,969.13, E: 2,547,345.45);
3. N37°40'18"E, 234.69 feet to an angle point (N: 7,158,154.89, E: 2,547,488.88);
4. N24°25'18"E, 81.96 feet to an angle point (N: 7,158,229.52, E: 2,547,522.76);
5. N14°05'13"E, 62.62 feet to an angle point (N: 7,158,290.25, E: 2,547,538.00);
6. N06°11'20"W, 37.94 feet to an angle point (N: 7,158,327.97, E: 2,547,533.91);
7. N19°54'49"W, 29.69 feet to an angle point (N: 7,158,355.89, E: 2,547,523.80);
8. N41°34'58"W, 40.91 feet to an angle point (N: 7,158,386.49, E: 2,547,496.65);
9. N85°51'50"W, 65.53 feet to an angle point (N: 7,158,391.21, E: 2,547,431.29);
10. S61°13'24"W, 64.37 feet to an angle point (N: 7,158,360.23, E: 2,547,374.87);
11. N67°38'56"W, 153.79 feet to an angle point (N: 7,158,418.71, E: 2,547,232.63);
12. N47°56'19"W, 156.94 feet to an angle point (N: 7,158,523.85, E: 2,547,116.12);
13. N83°52'48"W, 100.92 feet to an angle point (N: 7,158,534.61, E: 2,547,015.77);
14. N71°54'16"W, 144.48 feet to an angle point (N: 7,158,579.48, E: 2,546,878.44);
15. N65°18'02"W, 118.06 feet to an angle point (N: 7,158,628.81, E: 2,546,771.18);
16. N18°00'30"W, 129.56 feet to an angle point (N: 7,158,752.03, E: 2,546,731.13);
17. N40°45'21"E, 145.62 feet to an angle point (N: 7,158,862.33, E: 2,546,826.19);
18. N70°15'05"E, 121.85 feet to an angle point (N: 7,158,903.51, E: 2,546,940.87);
19. N88°46'23"E, 114.66 feet to an angle point (N: 7,158,905.96, E: 2,547,055.51);
20. N54°15'48"E, 128.08 feet to an angle point (N: 7,158,980.77, E: 2,547,159.47);
21. N06°50'48"W, 70.23 feet to an angle point (N: 7,159,050.50, E: 2,547,151.10);
22. N61°18'27"W, 140.67 feet to an angle point (N: 7,159,118.03, E: 2,547,027.70);
23. N73°18'45"W, 197.85 feet to an angle point (N: 7,159,174.85, E: 2,546,838.18);
24. N23°36'59"W, 152.22 feet to an angle point (N: 7,159,314.32, E: 2,546,777.20);
25. N38°13'11"W, 145.41 feet to an angle point (N: 7,159,428.56, E: 2,546,687.24);
26. N37°06'22"W, 121.86 feet to an angle point (N: 7,159,525.74, E: 2,546,613.72);
27. N08°45'53"E, 95.18 feet to an angle point (N: 7,159,619.81, E: 2,546,628.23);
28. N85°30'32"E, 291.84 feet to an angle point (N: 7,159,642.67, E: 2,546,919.17);
29. N34°19'31"E, 114.95 feet to an angle point (N: 7,159,737.60, E: 2,546,983.99);
30. N06°07'03"E, 82.33 feet to an angle point (N: 7,159,819.46, E: 2,546,992.76);
31. N16°59'01"W, 54.42 feet to an angle point (N: 7,159,871.51, E: 2,546,976.87);
32. N75°11'38"W, 99.44 feet to an angle point (N: 7,159,896.92, E: 2,546,880.73);
33. S71°35'08"W, 110.32 feet to an angle point (N: 7,159,862.07, E: 2,546,776.06);
34. N65°27'40"W, 133.32 feet to an angle point (N: 7,159,917.44, E: 2,546,654.78);
35. N84°35'11"W, 126.28 feet to an angle point (N: 7,159,929.35, E: 2,546,529.06);
36. N34°39'21"W, 74.62 feet to an angle point (N: 7,159,990.73, E: 2,546,486.63);
37. N14°45'35"W, 49.18 feet to an angle point (N: 7,160,038.29, E: 2,546,474.10);
38. N09°39'46"W, 73.62 feet to an angle point (N: 7,160,110.86, E: 2,546,461.74);
39. N20°46'24"E, 87.62 feet to an angle point (N: 7,160,192.78, E: 2,546,492.82);
40. N69°37'05"E, 80.67 feet to an angle point (N: 7,160,220.88, E: 2,546,568.44);
41. S78°44'38"E, 106.12 feet to an angle point (N: 7,160,200.17, E: 2,546,672.52);
42. S75°29'03"E, 181.83 feet to an angle point (N: 7,160,154.59, E: 2,546,848.54);
43. N80°08'27"E, 92.47 feet to an angle point (N: 7,160,170.42, E: 2,546,939.65);
44. N39°42'15"E, 84.38 feet to an angle point (N: 7,160,235.34, E: 2,546,993.55);



45. N08°27'55"W, 92.30 feet to an angle point (N: 7,160,326.64, E: 2,546,979.97);
46. N20°25'34"W, 191.80 feet to an angle point (N: 7,160,506.38, E: 2,546,913.03);
47. N08°15'52"W, 88.75 feet to an angle point (N: 7,160,594.21, E: 2,546,900.27);
48. N30°51'57"E, 127.68 feet to an angle point (N: 7,160,703.80, E: 2,546,965.77);
49. N49°37'34"E, 79.64 feet to an angle point (N: 7,160,755.39, E: 2,547,026.45);
50. N77°33'24"E, 159.57 feet to an angle point (N: 7,160,789.77, E: 2,547,182.27);
51. N80°20'18"E, 130.42 feet to an angle point (N: 7,160,811.66, E: 2,547,310.84);
52. N74°52'48"E, 108.83 feet to an angle point (N: 7,160,840.05, E: 2,547,415.90);
53. N63°46'10"E, 108.90 feet to an angle point (N: 7,160,888.18, E: 2,547,513.59);
54. N64°48'37"E, 115.06 feet to an angle point (N: 7,160,937.15, E: 2,547,617.70);
55. N48°18'00"E, 95.11 feet to an angle point (N: 7,161,000.42, E: 2,547,688.72);
56. N30°16'36"E, 92.56 feet to an angle point (N: 7,161,080.36, E: 2,547,735.38);
57. N08°58'00"W, 103.87 feet to an angle point (N: 7,161,182.96, E: 2,547,719.19);
58. N57°43'24"W, 107.47 feet to an angle point (N: 7,161,240.35, E: 2,547,628.33);
59. N65°20'11"W, 154.89 feet to an angle point (N: 7,161,304.98, E: 2,547,487.57);
60. N45°46'39"W, 70.50 feet to an angle point (N: 7,161,354.15, E: 2,547,437.05);
61. N04°08'50"E, 83.94 feet to an angle point (N: 7,161,437.87, E: 2,547,443.12);
62. N16°50'36"E, 106.92 feet to an angle point (N: 7,161,540.21, E: 2,547,474.10);
63. N38°02'36"E, 120.85 feet to an angle point (N: 7,161,635.38, E: 2,547,548.57);
64. N20°49'08"E, 84.82 feet to an angle point (N: 7,161,714.66, E: 2,547,578.72);
65. N16°13'08"W, 239.45 feet to an angle point (N: 7,161,944.58, E: 2,547,511.84);
66. N41°28'51"W, 84.90 feet to an angle point (N: 7,162,008.19, E: 2,547,455.60);
67. N56°41'24"W, 136.45 feet to an angle point (N: 7,162,083.12, E: 2,547,341.57);
68. N89°08'21"W, 137.11 feet to an angle point (N: 7,162,085.18, E: 2,547,204.48);
69. N77°27'27"W, 101.27 feet to an angle point (N: 7,162,107.17, E: 2,547,105.62);
70. N36°55'44"W, 101.19 feet to an angle point (N: 7,162,188.06, E: 2,547,044.83);
71. N06°35'41"E, 188.59 feet to an angle point (N: 7,162,375.41, E: 2,547,066.49);
72. N03°11'20"W, 91.41 feet to an angle point (N: 7,162,466.67, E: 2,547,061.40);
73. N38°58'18"W, 131.77 feet to an angle point (N: 7,162,569.12, E: 2,546,978.53);
74. N27°59'37"W, 72.48 feet to an angle point (N: 7,162,633.12, E: 2,546,944.51);
75. N04°46'27"W, 98.68 feet to an angle point (N: 7,162,731.46, E: 2,546,936.29);
76. N29°53'46"E, 70.84 feet to an angle point (N: 7,162,792.87, E: 2,546,971.60);
77. N29°28'37"E, 61.28 feet to an angle point (N: 7,162,846.22, E: 2,547,001.76);
78. N19°16'49"E, 61.92 feet to an angle point (N: 7,162,904.67, E: 2,547,022.20);
79. N24°20'33"W, 73.75 feet to an angle point (N: 7,162,971.86, E: 2,546,991.80);
80. N63°52'45"W, 76.94 feet to an angle point (N: 7,163,005.73, E: 2,546,922.72);
81. S50°52'37"W, 167.34 feet to an angle point (N: 7,162,900.14, E: 2,546,792.90);
82. S55°58'51"W, 70.86 feet to an angle point (N: 7,162,860.50, E: 2,546,734.17);
83. S81°40'31"W, 68.17 feet to an angle point (N: 7,162,850.63, E: 2,546,666.71);
84. N53°55'47"W, 57.30 feet to an angle point (N: 7,162,884.37, E: 2,546,620.40);
85. N15°11'51"W, 121.20 feet to an angle point (N: 7,163,001.33, E: 2,546,588.63);

86. **N20°54'34"W, 156.18 feet** to a point (N: 7,163,147.23, E: 2,546,532.89) for a northwest corner, being a northwest corner of said 236.038 acre tract and northeast corner of said 103.285 acre tract, lying in a south line of a tract which was called 163.712 acres conveyed from NTEX Financial LLC to 164 On CR277, LLC, by an instrument of record in Clerks File #20190417000411770, O.P.R.C.C.T., from which a 1/2" iron rod found for southwest corner of said 163.72 acre tract bears: S89°52'31"W, 1,158.41 feet;

**THENCE S89°29'51"E**, along the common line of said 56.021 acre tract and said 163.712 acre tract, at 50.00 feet pass a 5/8" iron rod found (N: 7,163,146.79, E: 2,546,582.87) for reference and continuing for a distance in all of **424.36 feet** to a 1/2" iron rod found (N: 7,163,143.50, E: 2,546,957.23) for an interior corner, being an interior corner of said 236.038 acre tract and a southeast corner of said 163.712 acre tract, generally lying in the centerline of County Road 282 (CR 282);

**THENCE departing CR 282, N01°11'17"E, 880.40 feet** along the common line of said 236.038 acre tract and said 163.712 acre tract to a 5/8" iron rod found (N: 7,164,023.71, E: 2,546,975.49) for northwest corner, being the northwest corner of said 236.038 acre tract and an interior corner of said 163.172 acre tract;

**THENCE S86°45'29"E, 1,406.72 feet** continuing along said common line to a 5/8" iron rod found (N: 7,163,944.16, E: 2,548,379.96) for a northeast corner, being a northeast corner of said 236.038 acre tract and a southeast corner of said 163.712 acre tract, lying in the west line of a tract which was called 10.043 acre, Tract 1, conveyed from Stephen D. Hale to Jim Bob Graves, by an instrument of record in Volume 4461, Page 1449, O.P.R.C.C.T., from which a 3/8" iron rod found bears: N79°47'23"W, 2.82 feet;

**THENCE S00°59'34"W, 189.26 feet** along the common line of said 236.038 acre tract and said 10.043 acre tract to a 5" wood fence corner post found (N: 7,163,754.93, E: 2,548,376.68) for an interior corner, being an interior corner of said 236.038 acre tract and southwest corner of said 10.043 acre tract;

**THENCE S89°29'15"E, 927.28 feet** along the common line of said 236.038 acre tract, said 10.043 acre tract, a tract which was called 15.516 acre, Tract 3, conveyed from Stephen D. Hale to Jim Bob Graves, by an instrument of record in Volume 4461, Page 1449, O.P.R.C.C.T. and a tract which was called 15.569 acre, Tract 2, conveyed from Stephen D. Hale to Jim Bob Graves, by an instrument of record in Volume 4461, Page 1449, O.P.R.C.C.T. to a 5/8" iron rod found (N: 7,163,746.64, E: 2,549,303.92) for a northeast corner, being the northeast corner of said 236.038 acre tract and northwest corner of a tract which was called 10.77 acres conveyed from Veterans Land Board of Texas to Anthony Murray Bryant, by an instrument of record in Clerks File #19930301000144210, O.P.R.C.C.T.;

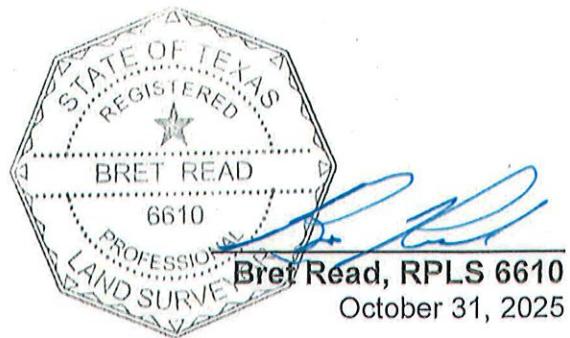
**THENCE S13°02'40"W, 351.17 feet** along the common line of said 236.038 acre tract and said 10.77 acre tract to a 1/2" iron rod found (N: 7,163,404.53, E: 2,549,224.65) for an interior corner, being an interior corner of said 236.038 acre tract and southwest corner of said 10.77 acre tract;

**THENCE S89°05'57"E, 1,292.01 feet** continuing along said common line to a nail found (N: 7,163,384.21, E: 2,550,516.51) for northeast corner, being the northeast corner of said 236.038 acre tract and southeast corner of said 10.77 acre tract, generally lying in the centerline of CR 277;



THENCE the following six (6) calls along the common line of said 236.038 acre tract and CR 277:

1. S22°04'07"W, 329.82 feet to an angle point (N: 7,163,078.56, E: 2,550,392.59);
2. S22°35'08"W, 225.06 feet to an angle point (N: 7,162,870.76, E: 2,550,306.15);
3. S22°44'49"W, 337.73 feet to an angle point (N: 7,162,559.30, E: 2,550,175.56);
4. S25°26'33"W, 79.19 feet to a point (N: 7,162,487.78, E: 2,550,141.54) for beginning of a curve;
5. 101.33 feet along the arc of a curve to the right, (Delta= 8°49'43", Radius= 657.61 feet, Chord= S29°51'24"W, 101.23 feet), to a point (N: 7,162,399.99, E: 2,550,091.15) for end of curve;
6. S34°36'48"W, 117.55 feet to the PLACE OF BEGINNING, containing 268.710 acres of land, more or less.



**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, SETTING A DATE, TIME AND PLACE FOR A PUBLIC HEARING UNDER SECTION 372.009 OF THE TEXAS LOCAL GOVERNMENT CODE ON THE CREATION OF THE RIVERSTONE ESTATES PUBLIC IMPROVEMENT DISTRICT TO INCLUDE 268.71 ACRES OF LAND, THOMAS LINDSEY SURVEY, A-521, THE BASTIAN OLIVO SURVEY, A-677, THE WILLIAM E. THROCKMORTON SURVEY, A-899, AND THE JOHN A. THROCKMORTON SURVEY, A-900, WITHIN THE CORPORATE LIMITS OF THE CITY OF MELISSA, TEXAS, GENERALLY LOCATED APPROXIMATELY 1266 FEET SOUTHWEST OF THE INTERSECTION OF COUNTY ROAD 277 AND COUNTY ROAD 363, COLLIN COUNTY, TEXAS; AND AUTHORIZING THE ISSUANCE OF NOTICE BY THE CITY SECRETARY REGARDING THE PUBLIC HEARING; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 372, Texas Local Government Code, as amended (the "Act"), authorizes the City of Melissa, Texas (the "City") to create public improvement districts within the corporate limits of the City; and

**WHEREAS**, on October 29, 2025, S2 Land, LLC, a Texas limited liability company and Redev Land, LLC, a Texas limited liability company (together the "Petitioner"), as owner of 268.71 acres of land, situated in the Thomas Lindsey Survey, A-521, the Bastian Olivo Survey, A-677, the William E. Throckmorton Survey, A-899, and the John A. Throckmorton Survey, A-900, within the corporate limits of the City, generally located approximately 1266 feet southwest of the intersection of County Road 277 and County Road 363, Collin County, Texas, submitted and filed with the City Secretary of the City (the "City Secretary") a petition (the "Petition"), attached hereto as Exhibit A, requesting the establishment of a public improvement district for property within the corporate limits of the City; and

**WHEREAS**, Petitioner is the record owner of taxable real property representing more than fifty percent (50%) of the appraised value of the taxable real property liable for assessment (as determined by the most recent certified appraisal roll for Collin County) in the proposed PID and the record owner of taxable real property that constitutes more than fifty percent (50%) of all of the area of all taxable real property that is liable for assessment in the proposed PID; and

**WHEREAS**, the City Council of the City (the "City Council") will hold a public hearing in accordance with Section 372.009 of the Act regarding the establishment of a public improvement district within the corporate limits of the City in accordance with the Petition; and

**WHEREAS**, in order to hold a public hearing for the creation of a public improvement district, notice must be given in a newspaper of general circulation in the municipality in which the district is to be located before the 15<sup>th</sup> day before the date of the hearing, and written notice must be mailed to the current address of each owner, as reflected on the tax rolls, of property that would be subject to assessment under the proposed public improvement district; and

**WHEREAS**, both the newspaper notice, and mailed notice must contain the information required for notice as provided for in Section 372.009 of the Act; and

**WHEREAS**, the City Council has determined to hold a public hearing on February 10, 2026, on the creation of a public improvement district; and

**WHEREAS**, the City Council finds that the passage of this Resolution is in the best interest of the citizens of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, THAT:

**SECTION 1:** All of the above recitals are found to be true and correct factual determinations of the City and are hereby approved and incorporated by reference as though fully set forth herein.

**SECTION 2:** City staff has reviewed the Petition and determined that the same complies with the requirements of the Act and the City Council accepts the Petition.

**SECTION 3:** On the 10<sup>th</sup> day of February 2026, at 6:30 p.m., in the City Council Chamber at City Hall, 3411 Barker Avenue, Melissa, Texas 75454, the City Council will hold a public hearing for the purpose of hearing public testimony with respect to the creation of a public improvement district. At such time and place the City Council will hear testimony regarding the creation of the proposed public improvement district and consider the adoption of a resolution authorizing the creation of the public improvement district.

**SECTION 4:** Attached hereto as Exhibit A is the Petition for the Creation of a Public Improvement District within the corporate limits of the City of Melissa, Texas, for the Riverstone Estates Public Improvement District.

**SECTION 5:** Attached hereto as Exhibit B is a form of the Notice of Public Hearing (the "Notice"), the form and substance of which is hereby adopted and approved.

**SECTION 6:** Attached hereto as Exhibit C is a legal description of the 268.71 acres of land to be included in the proposed public improvement district.

**SECTION 7:** The City Secretary is hereby authorized and directed to cause the Notice to be published in substantially the form attached hereto, with such changes as are approved by the City Attorney, of the Petition from the record owner of taxable real property representing more than fifty percent (50%) of the appraised value of the real property liable for assessment (as determined by the most recent certified appraisal roll for Collin County) in the proposed PID and the record owners of taxable real property that constitute more than fifty percent (50%) of all of the area of all taxable real property that is liable for assessment in the proposed PID in a newspaper of general circulation in the City, and to notify any affected landowners within the boundaries of the proposed public improvement district as required by law. The City Secretary shall provide notice before the 15<sup>th</sup> day before the date of the hearing.

**SECTION 8:** Should any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The City Council hereby declares that it would have passed this Resolution, 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 9:** This Resolution shall take effect immediately from and after its passage.

**PASSED, APPROVED, AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, THIS 13TH DAY OF JANUARY 2026.**

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Jay Northcutt, Mayor

ATTEST:

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Hope Baskin, City Secretary

(CITY SEAL)

Exhibit A to Resolution

Exhibit B to Resolution

Exhibit C to Resolution

## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider a Resolution expressing official intent to reimburse costs of park, street, and waterworks and sewer system projects. (JL)  
**Submitted by** Jason Little, City Manager

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### **Summary of Subject**

The attached Resolution would authorize the City to reimburse itself from future bond proceeds should the City opt to do so at that time.

The purpose behind this resolution would be to reimburse the Park Development fees, Road Impact fees or Water/Wastewater Impact fees for the funding of Melissa Lake Park features, Zadow Park Master Plan Design and Construction, Quarry Park Construction and/or Zadow Park Signage, Cedar US 75 Water Line Bore, Traffic Signals Melissa/Fannin Rd, East Melissa Rd construction and/or Stiff Creek Lift Station Design/Upgrade/Expansion costs. Should the Council opt to utilize impact or development fees for any or all of these projects, this resolution is not necessary, but it allows the option to build these projects into a bond sale and reimburse if the project has already started.

### **Staff Recommendation**

Staff recommends approval of the Resolution.

### **Supporting Documents**

1. 2026 Reimbursement Resolution.doc

**RESOLUTION EXPRESSING OFFICIAL INTENT  
TO REIMBURSE COSTS OF PROJECTS**

WHEREAS, the City of Melissa, Texas (the "City") is a home-rule municipality and political subdivision of the State of Texas;

WHEREAS, the City expects to pay, or have paid on its behalf, expenditures in connection with the design, planning, acquisition and construction of the projects described on Exhibit "A" hereto (the "Projects") prior to the issuance of tax-exempt obligations or other obligations for which a prior expression of intent to finance or refinance is required by Federal or State law (collectively and individually, the "Obligations") to finance the Projects; and

WHEREAS, the City finds, considers, and declares that the reimbursement for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the City and, as such, chooses to declare its intention to reimburse itself for such payments at such time as it issues Obligations to finance the Projects;

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

Section 1. The City reasonably expects to incur debt, as one or more series of Obligations, with an aggregate maximum principal amount not to exceed \$11,635,000 for the purpose of paying the costs of the Projects.

Section 2. All costs to be reimbursed pursuant hereto will be capital expenditures. No tax-exempt Obligations will be issued by the City in furtherance of this Resolution after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service.

Section 3. The foregoing notwithstanding, no tax-exempt Obligation will be issued pursuant to this Resolution more than three years after the date any expenditure which is to be reimbursed is paid.

Section 4. This Resolution shall become effective immediately upon adoption.

(execution page follows)

APPROVED AND ADOPTED this \_\_\_\_\_.

ATTEST:

---

Jay Northcut, Mayor

---

Hope Baskin, City Secretary

[CITY SEAL]

#### Exhibit "A"

Designing, planning, acquiring, constructing and equipping streets, roads, alleys and sidewalks, and related utility relocation, drainage, signalization, landscaping, lighting and signage, park improvements and additions, extensions and improvements to the City's waterworks and sewer system, including utility relocation and the acquisition of land or interests in land for such purposes.

## City of Melissa City Council Staff Report



<b>Date</b>	January 13, 2026
<b>Subject</b>	Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and granting a Specific Use Permit ("SUP") allowing for Automobile Repair, Minor land use 0.8446± 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)

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

### **Action Requested**

Consider a request to adopt a Specific Use Permit ("SUP") allowing for an Automobile Repair, Minor land use on 0.8446± acres of land.

### **Summary of Subject**

Brakes Plus LLC, has submitted a Letter of Intent requesting approval of an Specific Use Permit (SUP) for a proposed minor auto repair facility.

The applicant is proposing to adhere to the City's General Commercial ("C-2") Base Code regulations with one exception.

Per the City of Melissa Code of Ordinances, a Minor Auto Repair use requires a parking ratio of three (3) spaces per service bay plus one (1) space per maximum number of employees per shift, which for this project results in a requirement of 29 parking spaces. The applicant has proposed 21 parking spaces, which is fewer than the required number, and therefore seeks approval of the reduced parking supply through the SUP.

The applicant notes the following operational characteristics in support of the requested parking reduction:

- Brakes Plus locations reportedly average 19.7 customer vehicles per day (based on 2024 data from other corporate sites).
- The business does not utilize drive-through service bays; instead, customer vehicles are parked in standard parking spaces and then moved into bays by staff.
- Because of this operational model, stacking spaces are not utilized or needed, unlike other

minor auto repair businesses with drive-through service formats.

- The applicant states that the full 29 spaces required by Code would not be necessary to serve their typical daily operations.

The applicant has provided the proposed site layout and building renderings which have been included in the zoning packet for your consideration.

Planning and Zoning Commission recommended approval by a vote of 5/1/0.

Adam Porter voted against the recommendation of approval.

#### **Comprehensive Plan Comments**

The current zoning on the tract is General Commercial ("C-2").

#### **Staff Recommendation**

Approval or disapproval of land use is a policymaker decision.

#### **Supporting Documents**

1. Location of Subject Tract - Brakes Plus.docx
2. Zoning Packet\_1218 Sam Rayburn Hwy SUP\_0.8446 acres..pdf

## Location of Subject Tract





Melissa Municipal Center  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

# Specific Use Permit Zoning Application

## **I. Applicant Information**

Applicant: Brakes Plus Date: 9/10/2025

Date: 9/10/2025

Address: 1880 Southpark Drive, Birmingham, AL 35244

Phone: 205-206-9006 Fax:

Contact: Tyler Hendon E-mail: tproduction@bohlereng.net

## **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: Brakes Plus 1218 Sam Rayburn Hwy Acres: 0.90

Existing Zoning: C-2  
(Ref. Zoning Ordinance)      Proposed Zoning: 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: Alex Perry Title: Owner

Signature: Alex Perry

## PARCEL DESCRIPTION - SUP:

BEING A 0.8446 OF AN ACRE PARCEL OF LAND SITUATED IN THE ANDREW THOMAS SURVEY, ABSTRACT NO. 894, IN THE CITY OF MELISSA, COLLIN COUNTY, TEXAS, BEING A PORTION OF BLOCK 1, LOT 1, FIRST NATIONAL BANK OF TRENTON ADDITION, AN ADDITION TO THE CITY OF MELISSA, COLLIN COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF, RECORDED IN CABINET N, SLIDE 434, PLAT RECORDS, COLLIN COUNTY, TEXAS, (P.R.C.C.T.); AND BEING A PART OF A TRACT OF LAND DESCRIBED IN DEED TO THE FIRST NATIONAL BANK OF TRENTON, TRENTON, TEXAS, RECORDED IN VOLUME 4519, PAGE 1597, DEED RECORDS, COLLIN COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** AT A FOUND 5/8 INCH YELLOW-CAPPED IRON ROD ON THE SOUTH LINE OF NORTH STATE HIGHWAY NO. 121 a.k.a SAM RAYBURN ROADWAY (A VARIABLE WIDTH RIGHT-OF-WAY), BEING THE NORTHWEST CORNER OF BLOCK A, LOT 1 OF 121 STORAGE ADDITION RECORDED IN INSTRUMENT NO. 20080625010002330, O.P.R.C.C.T., AND BEING THE NORTHEASTERLY CORNER OF LOT 1 OF SAID NATIONAL BANK OF TRENTON ADDITION PLAT;

**THENCE** SOUTH 05 DEGREES 59 MINUTES 23 SECONDS WEST, A DISTANCE OF 396.55 FEET TO A POINT FOR CORNER;

**THENCE** NORTH 53 DEGREES 56 MINUTES 45 SECONDS WEST, A DISTANCE OF 202.79 FEET TO A POINT FOR CORNER;

**THENCE** NORTH 34 DEGREES 35 MINUTES 03 SECONDS WEST, A DISTANCE OF 308.30 FEET TO A TXDOT ROW BENCHMARK MONUMENT FOR CORNER;

**THENCE** NORTH 55 DEGREES 02 MINUTES 22 SECONDS EAST, A DISTANCE OF 37.01 FEET TO THE **POINT OF BEGINNING** AND CONTAINING 36,792 SQUARE FEET OR 0.8446 OF AN ACRE OF LAND.

THIS DOCUMENT WAS PREPARED UNDER 22 TEXAS ADMINISTRATIVE CODE § [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.



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David A. Minton

REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6233

09/15/2025





**Project Narrative  
For a  
Specific Use Permit**

**Submitted by:  
Brakes Plus LLC  
1800 Southpark Dr.  
Birmingham, AL 35244  
Tyler Hendon  
Development Project Manager**

**Submitted to:  
The City of Melissa, Texas  
1218 Sam Rayburn Hwy,  
Melissa, TX 75454**

**September 18, 2025**

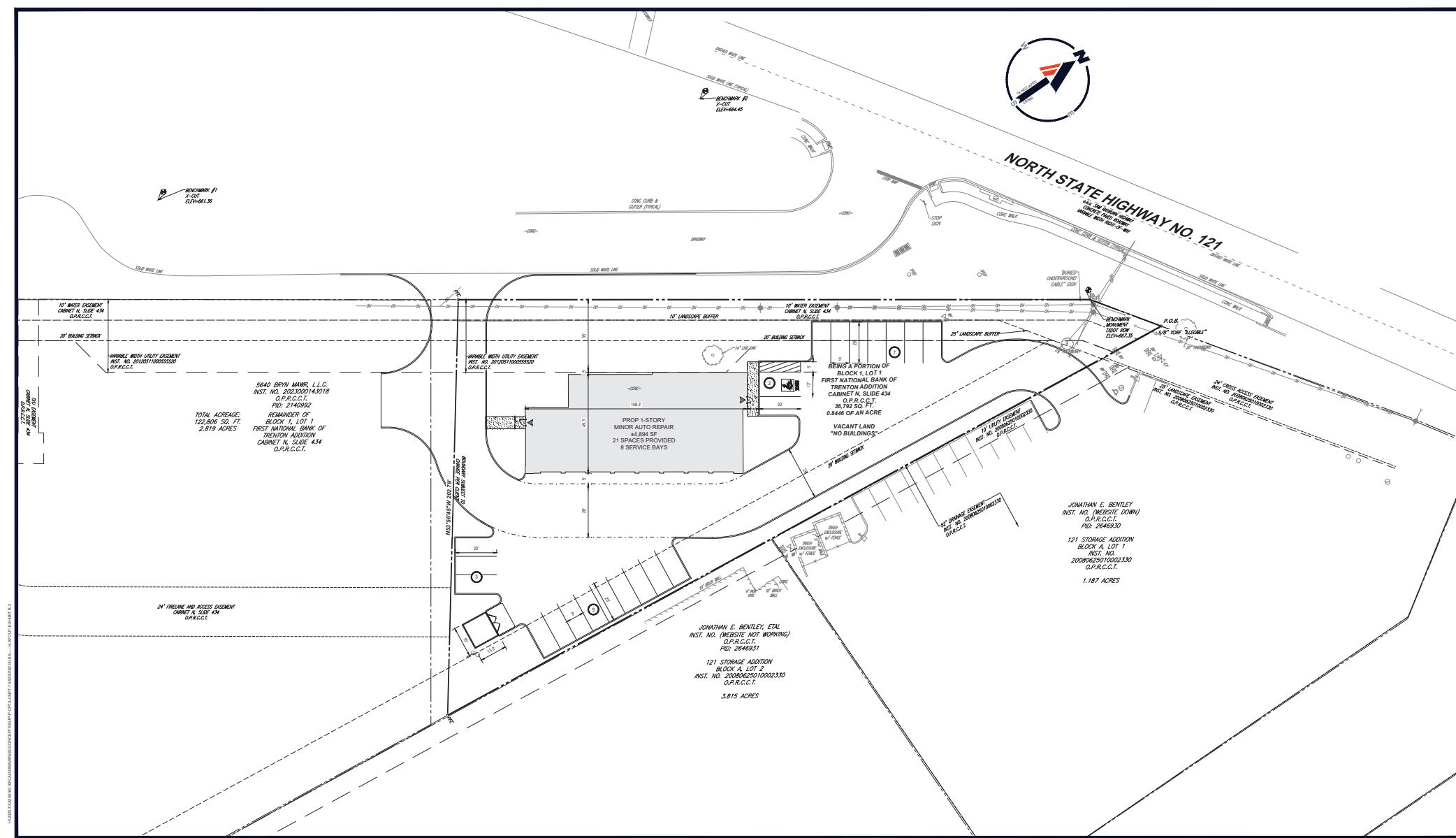
Brakes Plus LLC is pleased to submit this Letter of Intent statement along with our application to The City of Melissa in support of a Specific Use Permit. This application, if approved, will allow for the development of a high-end Brakes Plus auto service center, located at 1218 Sam Rayburn Hwy, Melissa, TX 75454.

The project parcel is currently in the Commercial Zoning District and will require a Special Use Permit. Per the City of Melissa Code of Ordinances, a Minor Auto Repair use requires a parking ratio of Three (3) parking spaces per service bay plus one (1) additional parking space per maximum number of employees on a shift, resulting in a total of 29 parking spaces. Stacking spaces are not applicable for this project as Brakes Plus does not have drive-through service bays. The submitted application proposes a total of 21 parking spaces.

Based on traffic data from other corporate locations, the business averaged 19.7 cars per day in 2024. Operationally, Brakes Plus does not have drive-through service bays as typically seen on other brands in the minor auto repair market such as quick oil change buildings. Brakes Plus Team Members drive the customer cars into the bays after being parking in one of the onsite parking stalls. This development does not require an area for stacking spaces in front of the bays as they would not be utilized under its operational format. The business would also not require 29 parking spaces due to the expected cars services throughout the day.

With support of the SUP, a high-end auto service business will be able to provide Melissa residents with a quality option for their car service needs. We believe the Brakes Plus proposed improvements will positively impact the City, community, or surrounding properties.

The entire development team looks forward to working with The City of Melissa on this SUP submittal, and respectfully request your support, thank you.



**BOHLER //**

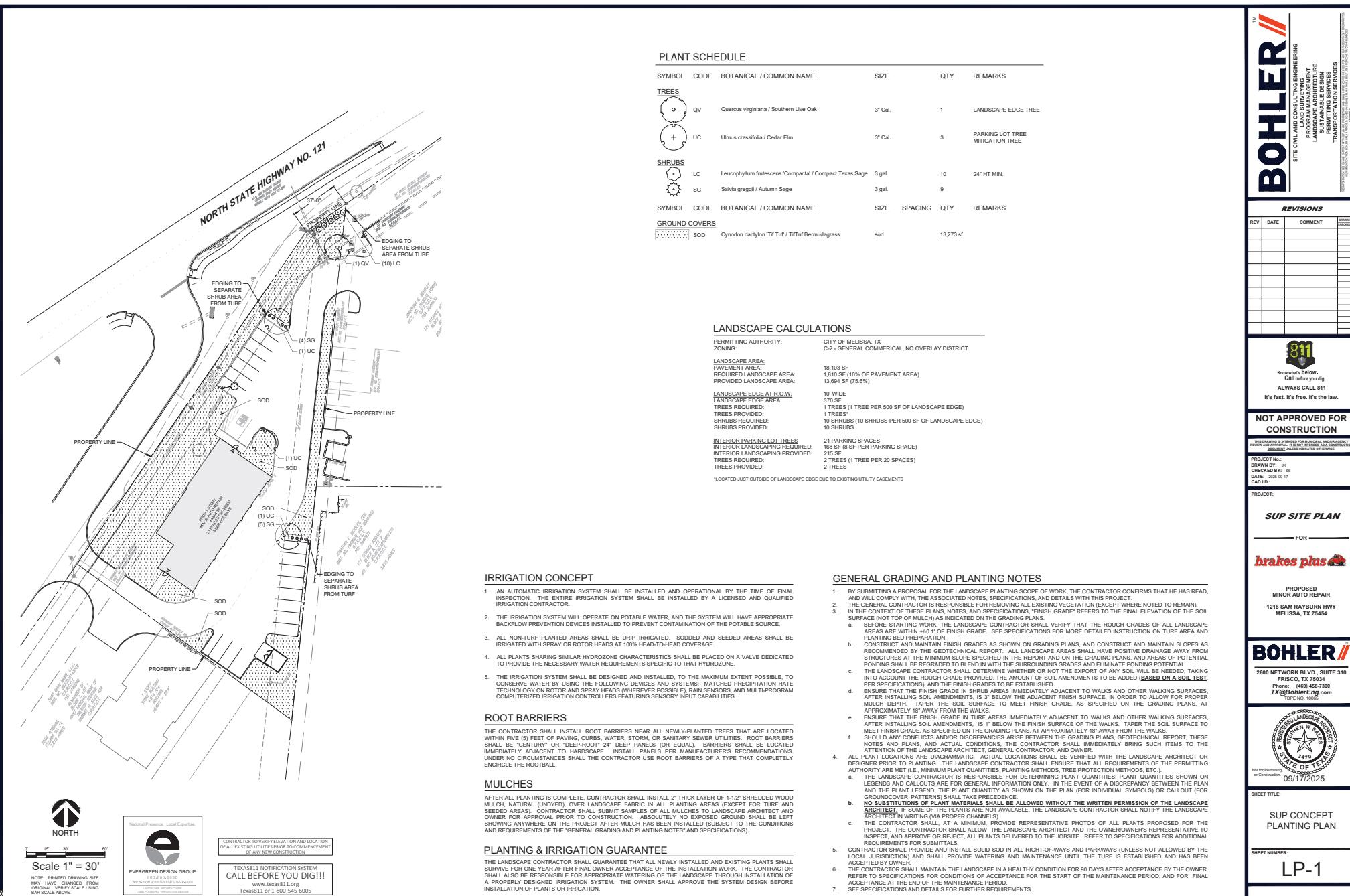
2600 NETWORK BLVD., SUITE 310  
Frisco, TX 75034  
Phone: (469) 458-7300  
[TX@BohlerEng.com](mailto:TX@BohlerEng.com)  
TBPE NO. 18065 | TBPLS NO. 10194413

## **SUP EXHIBIT B.2**

# ***brakes plus***

**MELISSA, TX 75454**

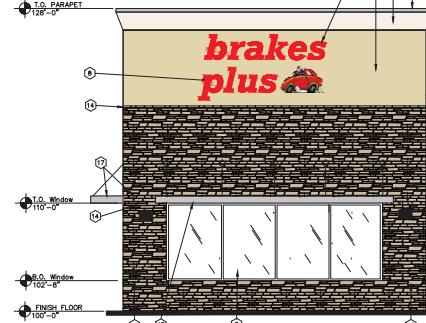




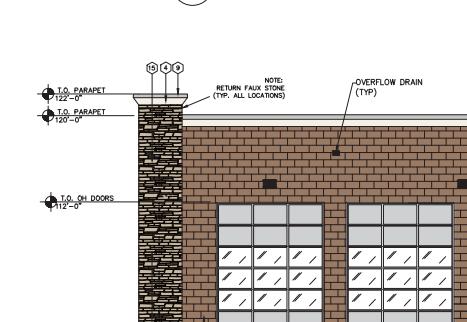
**KEYNOTES**

1. SMOOTH FACE CONCRETE BLOCK BY BEST BLOCK COLOR: 739 MEDIUM BROWN
2. EIFS, INTEGRAL COLOR TO MATCH SHERWIN WILLIAM #2835 CRAFTSMAN .
3. EIFS - INTEGRAL COLOR TO MATCH SHERWIN WILLIAMS #2834 BIRDSYE E MAPLE
4. EIFS - INTEGRAL COLOR TO MATCH SHERWIN WILLIAMS #6105 DIVINE WHITE
5. METAL, MAIN DOOR, PAINT TO MATCH MASONRY
6. ALUMINUM/GLASS STOREFRONT CLEAR ANODIZED ALUMINUM
7. ALUMINUM SECTIONAL OVERHEAD DOORS CLEAR ANODIZED ALUMINUM
8. ILLUMINATED SIGNAGE (UNDER SEPARATE PERMIT)
9. PRE-FINISHED METAL CAP FLASHING PREFINISHED TO MATCH FINISH ANODIZED STOREFRONT FRAMING
10. NOT USED.

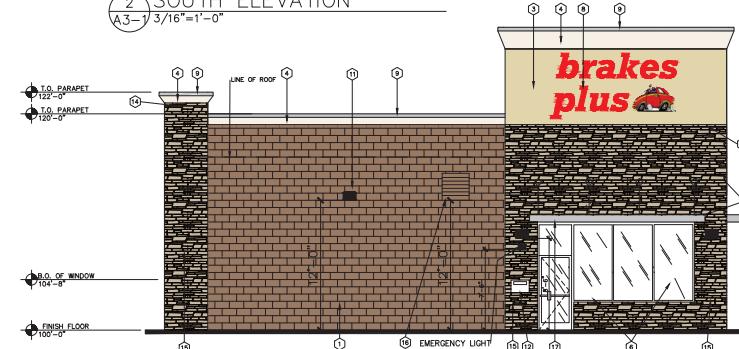
11. DECORATIVE LIGHT FIXTURE.
12. KEY DROP BOX.
13. NOT USED.
14. WATER SILL - FAUX STONE - CULTURED STONE - WHITE OAK COUNTRY LEDGESTONE CV-2046
15. FAUX STONE - CULTURED STONE - WHITE OAK COUNTRY LEDGESTONE CV-2046
16. METAL HVAC GRILLE - PAINT TO MATCH BLOCK
17. METAL AWNING - BRIGHT SILVER
18. TEXTURE 1-11 SIDING (PAINT) OR ROOF MEMBRANE



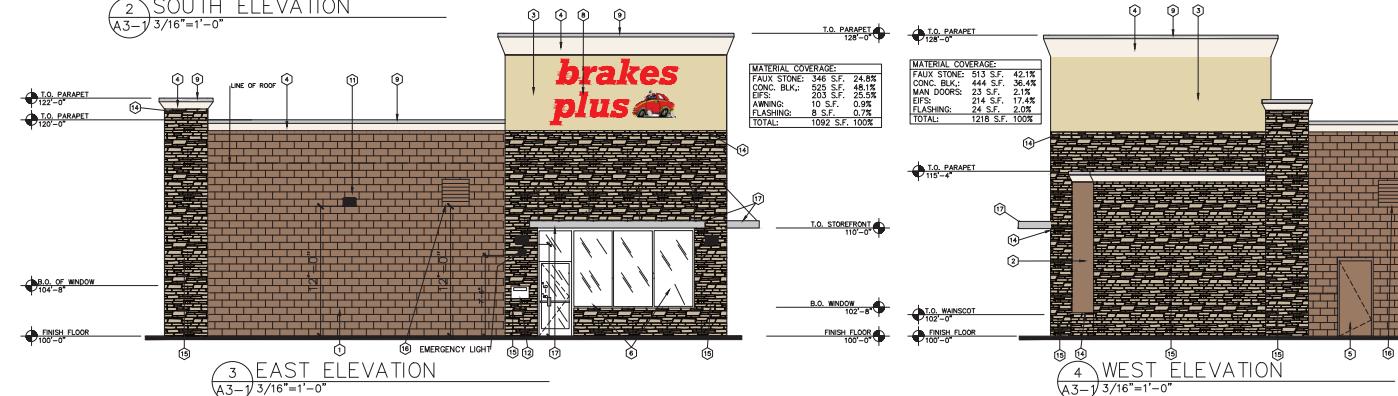
1 NORTH ELEVATION  
A3-1 3/16"=1'-0"



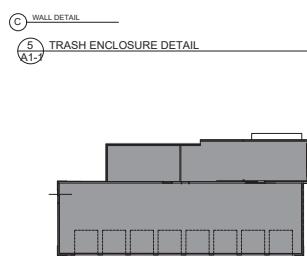
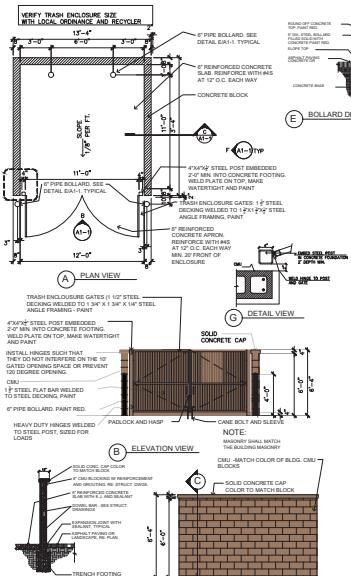
2 SOUTH ELEVATION  
A3-1 3/16"=1'-0"



3 EAST ELEVATION  
A3-1 3/16"=1'-0"

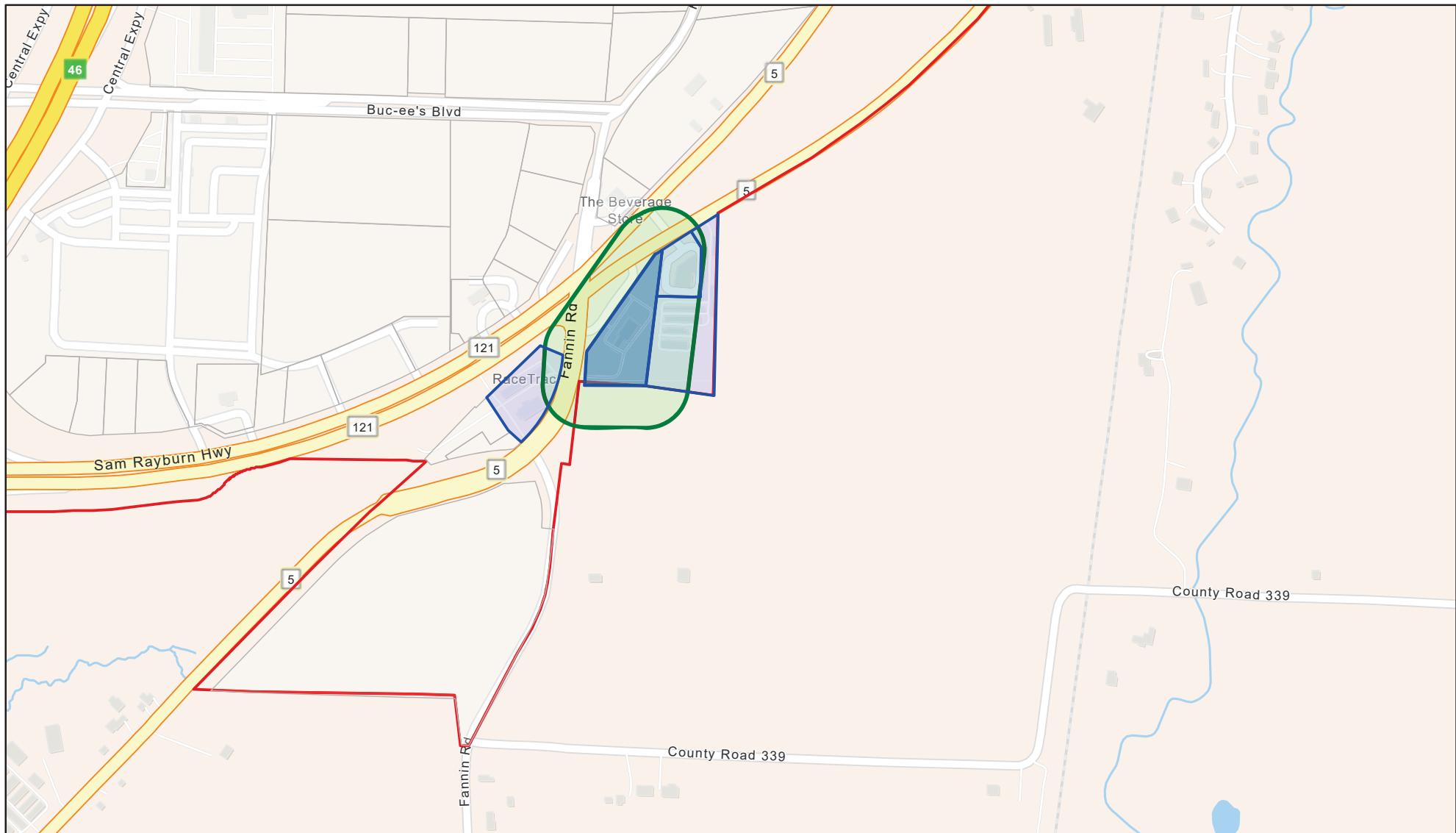

**NOTE:**

STOREFRONT WINDOWS/DOOR AND OVERHEAD DOORS HAVE BEEN OMITTED FROM AREA CALCULATIONS



NORTH  
KEY PLAN

# City of Melissa Notification Map



11/21/2025, 6:51:02 AM

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 | Vantor |

file_as_na	addr_line2	addr_city	addr_state	addr_zip
BENTLEY JONATHAN E	1070 COUNTRY TRL	FAIRVIEW	TX	75069-8788
5640 BRYN MAWR LLC	5640 BRYN MAWR DR	DALLAS	TX	75209-3406
BENTLEY JONATHAN E ETAL	1070 COUNTRY TRL	FAIRVIEW	TX	75069-8788
MESQUITE CREEK DEVELOPMENT INC	200 GALLERIA PKWY SE STE 900	ATLANTA	GA	30339-5945

## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider the Thomas Earl Commercial Final Engineering Site Plan, consisting of 1.027± 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)

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

---

### Action Requested

Consider the Thomas Earl Commercial Final Engineering Site Plan.

### Summary of Subject

City Staff has reviewed the Final Engineering Site Plan for compliance with the City's Code of Ordinances and applicable zoning. All staff comments have been addressed, and the plan meets Code and zoning requirements, except for the following requested variance:

City Code requires refuse enclosures to be located at least 100 feet from residential district boundaries. Due to site constraints, the proposed enclosure is approximately 50 feet from the boundary. The applicant requests a variance, with enhanced screening and landscaping proposed to mitigate potential impacts.

Link to Full Civil Plans: [https://cityofmelissa-my.sharepoint.com/:b/p/tlaverne/IQD9ePGfSQeMQanP2yHkh\\_8IAx2YmcEAVUcdRgoJoli-Bkc?e=85yoPu](https://cityofmelissa-my.sharepoint.com/:b/p/tlaverne/IQD9ePGfSQeMQanP2yHkh_8IAx2YmcEAVUcdRgoJoli-Bkc?e=85yoPu)

Planning and Zoning Commission recommended denial by a vote of 6/1/0. Darren Melton voted against the recommendation for denial.

### Comprehensive Plan Comments

The land use complies with the zoning on the tract.

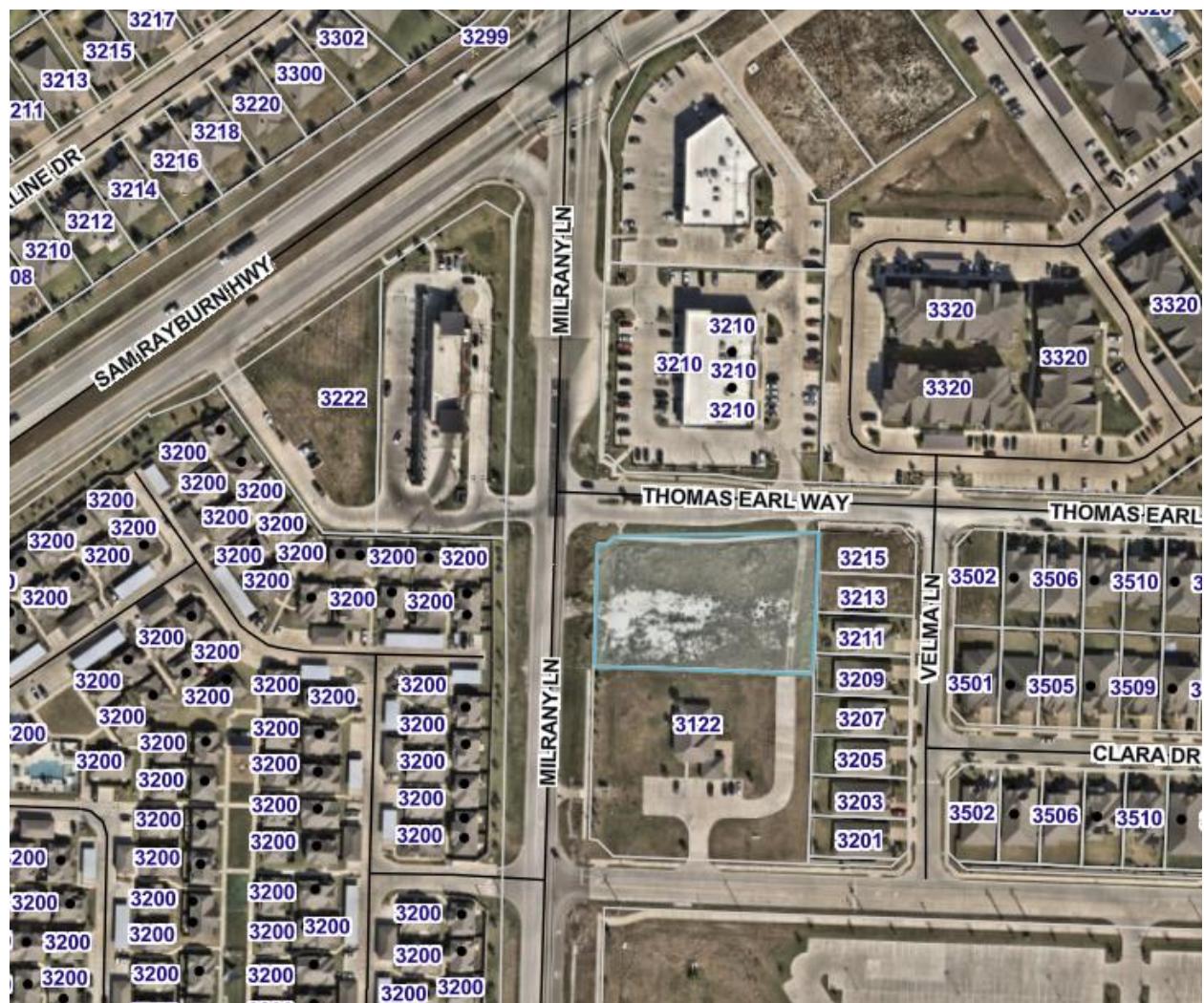
### Staff Recommendation

Approval or disapproval of this variance request is a policymaker decision.

**Supporting Documents**

1. Location of Subject Tract.docx
2. Variance Narrative for City Council 5 Jan 2026.docx
3. Site Plan Thomas Earl.pdf

## Location of Subject Tract



Tyra,

Below is the narrative explaining why we are unable to relocate the dumpster and the basis for our variance request.

The proposed dumpster location is approximately **50 feet from the adjacent residential lot**, while the City's requirement is **100 feet**.

**Reason for Variance Request:**

- i) The site is a **corner lot** located at **Thomas Earl Way and Milrany Lane**, with the building oriented toward **Thomas Earl Way**. To maintain proper site aesthetics and comply with typical commercial design standards, we are avoiding placement of the dumpster at the **front of the building**.
- ii) In order to meet the **100-foot separation requirement**, the remaining feasible location would be at the **rear of the building**. However, this location would require the dumpster truck to **back approximately 50 feet** during servicing, which creates operational and safety concerns.
- iii) Due to these constraints, the **southeast corner of the building** provides the most practical and safest location for the dumpster while minimizing visual impact and avoiding excessive truck maneuvering.

Please feel free to call me if you have any questions.

Appreciate for your help.

Thanks!

Sincerely,

*Andrew Yeoh P.E.*

VP of Engineering Department

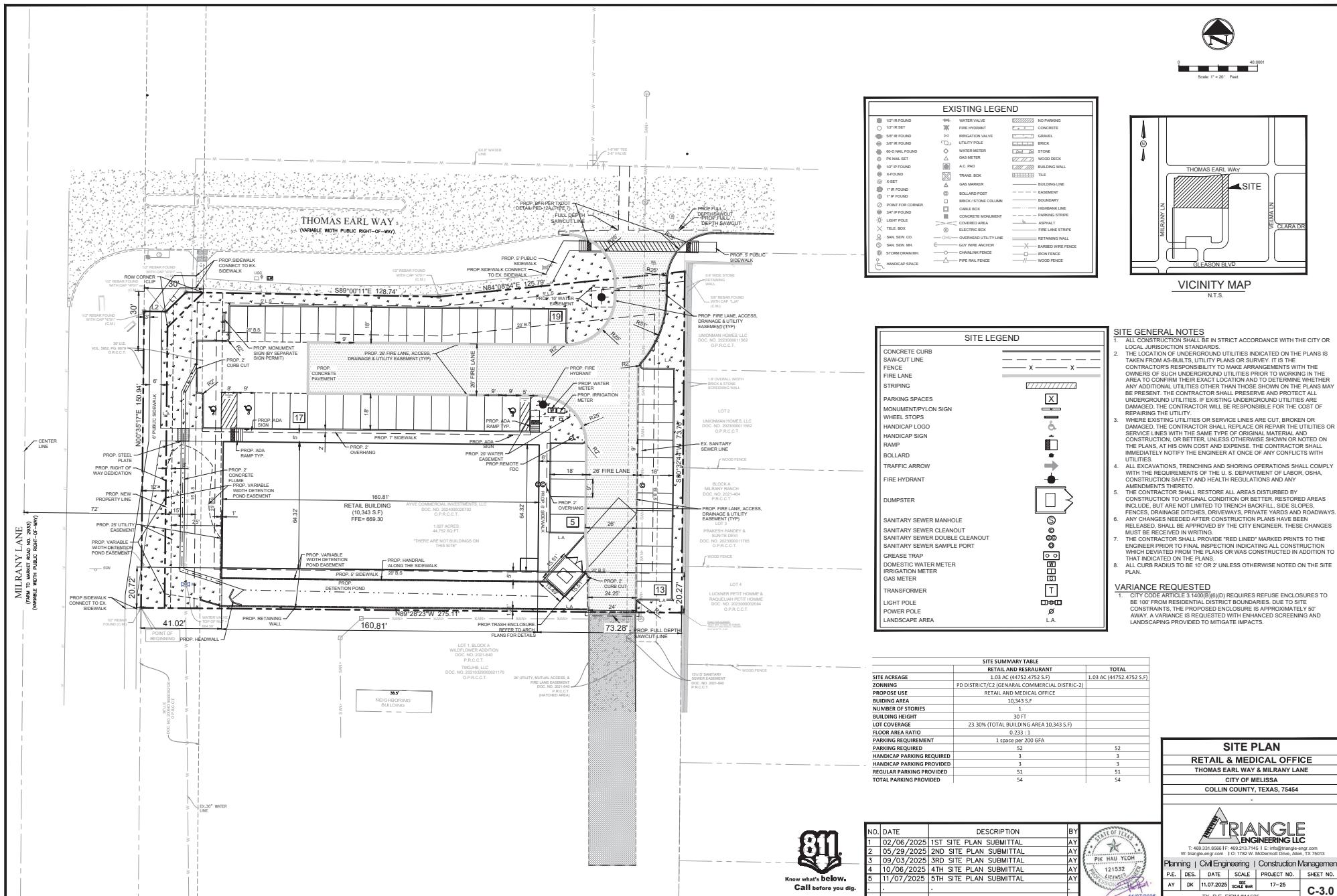


Planning | Civil Engineering | Construction Management

1782 W. McDermott Drive, Allen, TX 75013

O: 469-331-8566 ex. 104 | Direct : 469-213-2804 | E: [ayeoh@triangle-enr.com](mailto:ayeoh@triangle-enr.com) |

W: [www.triangle-enr.com](http://www.triangle-enr.com)



## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider 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)

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

### Action Requested

Consider the PVB Melissa Commercial Phase 1 Final Engineering Site Plan.

### Summary of Subject

City Staff has reviewed the Final Engineering Site Plan for compliance with the City's Code of Ordinances and applicable zoning. All staff comments have been addressed, and the plan meets Code and zoning requirements, except for the following requested variances related to the Commercial Corridor Overlay District (CC/O):

- Landscape Buffer (US 75, west side): Applicant requests a reduction from the required 30 feet to 25 feet.
- Parking Location: Applicant proposes 37% of parking between the building and the right-of-way. City Code limits this to 25%.
- Landscape Buffer Adjacent to Residential Lots: Applicant requests a 10-foot buffer in lieu of the required 15-foot setback.

Link to Full Civil Plans: [https://cityofmelissa-my.sharepoint.com/:p/tlaverne/IQBozGnyiVGURruMbE8883ICAdSnBMepEVWEjZn4dclC\\_xQ?e=P0rhKo](https://cityofmelissa-my.sharepoint.com/:p/tlaverne/IQBozGnyiVGURruMbE8883ICAdSnBMepEVWEjZn4dclC_xQ?e=P0rhKo)

Planning and Zoning Commission recommended approval by a vote of 6/1/0 with the following conditions:

- Submission and approval of a final plat for Phase 1
  - This was submitted following the P&Z meeting and has been reviewed by City Staff for compliance with City Code, zoning on the tract and the requested variances. The

plat complies with the above listed criteria.

- 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)

Jacob Rogers voted against the recommendation of approval.

The applicant has provided a written response to the conditions set by the Planning and Zoning Commission. This narrative has been included in your packet.

#### **Comprehensive Plan Comments**

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

#### **Staff Recommendation**

Approval or disapproval of the variances is a policymaker decision. Should the Commission recommend approval of this Final Engineering Site Plan, Staff recommends doing so contingent upon the approval of the reapplicant submitting and obtaining approval of the Phase 1 Final Plat.

#### **Supporting Documents**

1. Location of Subject Tract.docx
2. PVB Melissa Narrative.pdf
3. Final Engineering Site Plan Phase 1 PVB.pdf

### Location of Subject Tract



Kirkman Engineering  
5200 State Highway 121  
Colleyville, TX 76034  
817.488.4960



December 10, 2025

City of Melissa  
3411 Barker Ave  
Melissa, TX 75454.  
(972) 838-2338

**RE: PVB Melissa City Council Narrative**

Mayor and Council Members,

We have prepared the following narrative in response to the recommendation made by Planning and Zoning meeting on December 4, 2025, and to provide additional information for your review ahead of the January 13<sup>th</sup> city council meeting. Planning and zoning has recommended this project for approval with the stipulation that we shift the development 5 feet to the west, further from the adjacent residential properties. This will increase the rear setback and decrease the setback along SH 75. We have looked into this request, and it presents other difficulties throughout the development. This layout has been in review for over a year and the overall site plan has been approved at council with the current proposed setbacks.

Decreasing the setback along SH 75 will not leave enough room between SH 75 and the onsite drive aisles to provide the required turning radii for fire trucks and delivery trucks.

Decreasing the setback along SH 75 will be a challenge because the existing drainage ditch is steep and this additional 5 feet is needed to tie into the existing grades.

We have created the sight line exhibit below to better show the proposed development. With the proposed retaining wall, screening wall, and landscaping, there is a vertical aspect to the separation from the residential. The vertical components of this development provide adequate separation in lieu of an increased 5 foot buffer.

We respectfully request that these plans continue down the path previously approved by council.

Please feel free to reach out to me with any questions or further discussion.

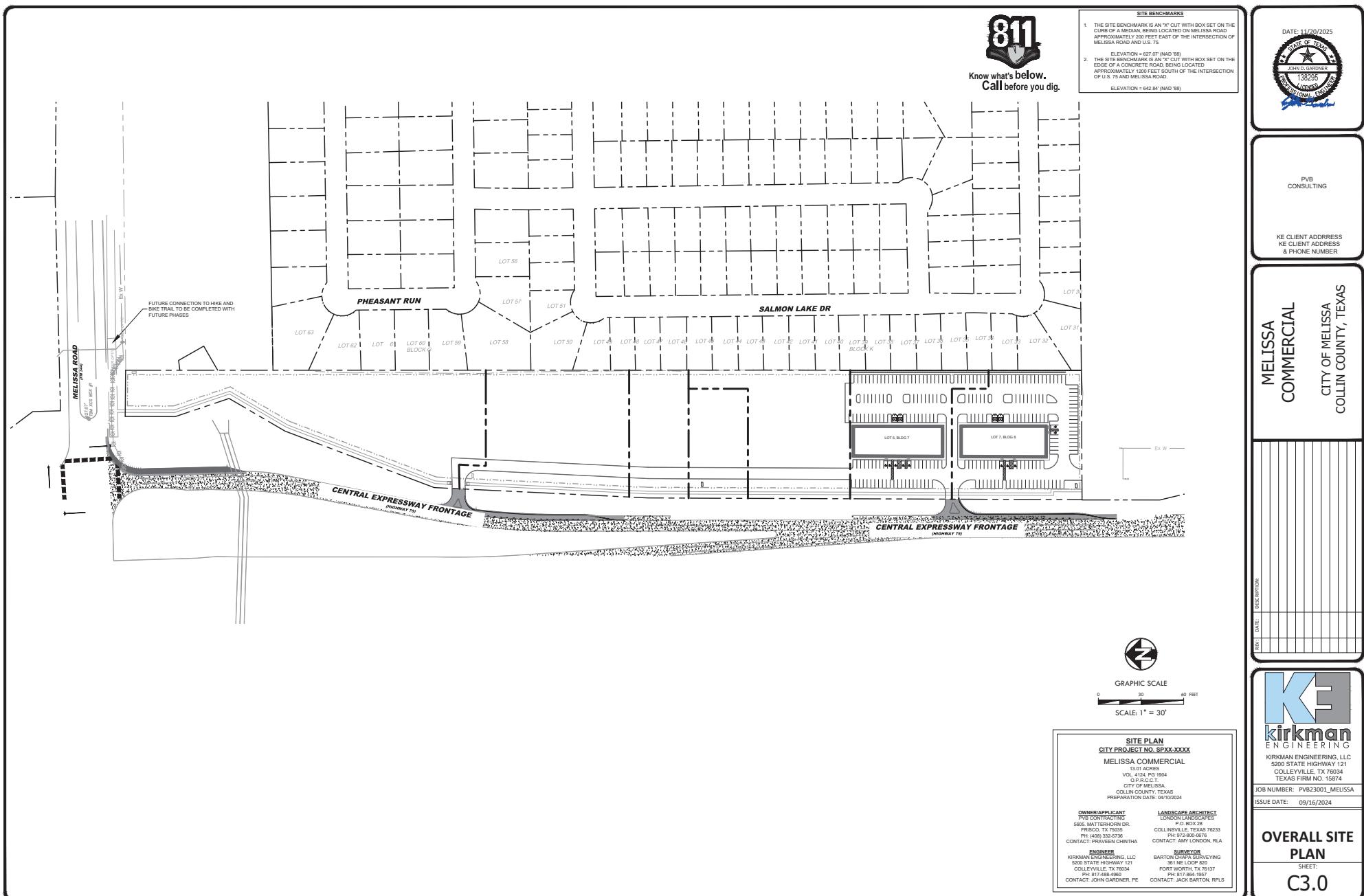


SIGHT LINE EXHIBIT

Sincerely,



John Gardner, PE  
Office: 817-488-4960  
Cell: 903-279-7702  
Email: john.gardner@trustke.com



## City of Melissa City Council Staff Report



**Date** January 13, 2026  
**Subject** Consider authorizing the City Manager to execute a contract with Parkhill for the completion of a Facilities Master Planning Study. (TS)  
**Submitted by** Terrell Smith, Assistant City Manager

### Summary of Subject

As the City of Melissa continues to grow, the goal of the Facilities Master Plan is to identify space needs of each department as staffing and equipment needs grow to keep pace with the growing service demands of the Community. The City's current facilities include the following locations:

1. City Hall
2. Public Safety Building
3. Cooper Building (Public Works Administration)
4. Miller Building A (Public Works Maintenance/Operations)
5. Miller Building B (Parks/Facilities Maintenance/Operations)
6. Old Fire Station

The City is also currently in either in the design or construction phase of two facility projects which will house future employees, Fire Station #2 and East Water Take Point, that will be accounted for as part of this study.

The study will help analyze the current location and functions of each facility, and assist the City in planning for short and long-term facility improvement decisions. Key deliverables for this project are to include:

- Current Facility Evaluation
- Space Programming and Needs Assessment
- Conceptual Designs (Site Planning and Identification)
- Final Facilities Master Plan (Recommendations and Funding Opportunities)

Funds are available for this project through the City's facility maintenance fund.

### Budget Impact

\$97,850

**Staff Recommendation**

Authorize the City Manager to execute a contract with Parkhill for the completion of a Facilities Master Planning Study in the amount of \$97,850.

**Supporting Documents**

1. Proposal\_Parkhill\_Melissa Facilities Master Planning Study\_2025-11-12\_rev1.pdf

November 12, 2025 (rev. 1)

Terrell Smith  
Assistant City Manager  
City of Melissa

RE: Proposal for Architectural/Engineering Services  
**Melissa Facilities Master Planning Study**

Dear Mr. Smith:

Parkhill (A/E) is pleased to have the opportunity to provide this proposal for Architectural/Engineering services to City of Melissa (CLIENT) for the Melissa Facilities Master Planning Study (Project).

#### **PROJECT DESCRIPTION**

The Project consists of a needs assessment and master planning study for your municipal facilities. A list of departments and facilities included in our scope of services is attached as Exhibit B.

The study will evaluate existing conditions, determine future space requirements, propose conceptual design options, and provide potential costs for each proposed alternative.

#### **SCOPE OF SERVICES**

A/E proposes to provide services for the Project as detailed in Exhibit A.

#### **SCHEDULE**

Based on the proposed scope of services, we anticipate a six (6) month project duration following your authorization to proceed.

#### **COMPENSATION**

Our fee for the Scope of Services described in Exhibit A will be based on a lump sum amount, inclusive of expenses, and will be billed monthly on a percentage complete method as follows:

Task	%	Fee
Facility Evaluation	20%	\$ 19,570
Space Programming	30%	\$ 29,355
Conceptual Design	35%	\$ 34,248
Budget and Master Planning	15%	\$ 14,678
<b>Total</b>	<b>100%</b>	<b>\$ 97,850</b>

If this proposal meets your expectations, you may indicate your acceptance by returning one signed copy to our office. Upon receipt, we will wait to receive your professional services agreement and will not proceed until receiving your written authorization.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your project. If you have any questions, please do not hesitate to call us.

Sincerely,

**PARKHILL (A/E)**

By

  
Michael I. Howard, AIA, AICP  
Director of Community | Partner

**CITY OF MELISSA (CLIENT)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MIH/xx

Enclosures: Exhibit A – Scope of Services  
Exhibit B – Departments and Facilities

*"The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337, (512) 305-9000, [www.tbae.state.tx.us](http://www.tbae.state.tx.us) has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas."*

## **EXHIBIT A** **SCOPE OF SERVICES**

A/E proposes to provide the following Services for the Project.

1. Task 1: Facility Evaluation

- a. Data Collection. Collect base data including staffing levels, site/floor plans, and review existing projects and studies related to this Study.
- b. Facility Walk. Tour current facilities with staff to document existing conditions related to condition, space utilization, and function.
- c. Space Utilization. Prepare colored floor plans to inventory existing space use by building and department.
- d. Site Plan Preparation. A basic site plan will be prepared from publicly available aerial imagery and parcel data for use as a base map for master planning purposes.
- e. Task 1 Meetings:
  - i. Kickoff Meeting: One in-person or virtual meeting with staff advisory committee.
- f. Task 1 Deliverables: Space Utilization Inventory, Site Base Maps.

2. Task 2: Space Programming

- a. Staffing projections. Review and aggregate staffing projections provided by Client for the purpose of developing space requirements by position and department.
- b. Programming Meetings. Obtain input from users through questionnaires and meetings regarding facility needs related to space, function and operations to establish design vision and performance criteria for each facility and department.
- c. Space Program. Prepare an architectural space program quantifying the spatial requirements for each department considering the intended functions by users, including staff workspace, public and support areas, and storage/equipment needs.
- d. Task 2 Meetings:
  - i. Programming Meetings: In-person or virtual, up to two meetings per department. Departments may be combined into focus groups for each facility.
- e. Task 2 Deliverables: Staffing Projections Summary, Architectural Space Program.

3. Task 3: Conceptual Design

- a. Site Analysis. Visit existing Site and review available data and drawings to evaluate site conditions and physical characteristics and identify constraints and opportunities that may impact development such as access, views, building organization, circulation, parking, topography, drainage, and available utilities.
- b. Evaluate alternatives and development options for capital improvements to address current and future facility needs including renovation, expansion/ additions, relocation, new facility construction, and land acquisition.
- c. Concept Plans. Prepare conceptual design drawings including diagrammatic blocking floor plans illustrating the layout of major functional spaces, and site master plans illustrating the layout of buildings, site access, circulation, parking, and other site development requirements.
- d. Exterior Renderings. Develop exterior renderings of proposed building designs illustrating form and massing, materials, and architectural style.

- e. Task 3 Meetings:
  - i. Design Review Meetings: Two in-person or virtual meetings to review conceptual design progress.
- f. Task 3 Deliverables: Concept Plans, Exterior Renderings.

4. Task 4: Master Plan

- a. Develop a list of recommended projects and capital improvements with preliminary conceptual budgets including construction and other soft costs, prioritized into a phased master plan.
- b. Funding Opportunities. Identify and summarize funding mechanisms commonly utilized by municipalities to implement facility improvements such as certificates of obligation, general obligation bonds, grants, and potential partnership opportunities.
- c. Facilities Maintenance Plan. Review the City's current facilities maintenance operations and provide recommendations for staffing, outsourced service contracts, and preventive maintenance practices to support existing and future facilities.
- d. Task 4 Meetings:
  - i. Draft and Final Summary Presentation: Two in-person meetings to deliver the draft and final summary presentations.
- e. Task 4 Deliverables: Summary presentation report documenting analysis, findings, and recommendations of the study including facility evaluation, space programming, conceptual design, and master plan task deliverables.

5. Client-provided Items

- a. Client will provide the following items required for the Project:
  - i. Existing Site drawings such as surveys and site/floor plans.

6. Excluded Services

- a. Services specifically excluded from our scope of services include the following:
  - i. Topographic and Boundary Surveys
  - ii. Entitlement, Platting, Easements, and Permitting
  - iii. Geotechnical Investigations and Soil Reports
  - iv. Construction Materials Testing
  - v. Asbestos & Hazardous Material Studies
  - vi. Environmental, FEMA/Floodplain, and Traffic Studies

**END OF EXHIBIT**

**EXHIBIT B**  
**DEPARTMENTS AND FACILITIES**

**Departments:**

1. Office of the City Manager
2. Police
3. Fire
4. Information Technology
5. City Secretary
6. Communications
7. Cultural Services
8. Development and Neighborhood Services
9. Public Works
10. Code Compliance
11. Library
12. Finance
13. Human Resources
14. Municipal Court
15. Utility Billing
16. Facilities and Park Maintenance

**Facilities:**

1. City Hall
2. Public Safety Building
3. Cooper Building (Public Works Administration)
4. Miller Building A (Public Works Maintenance/Operations)
5. Miller Building B (Parks/Facilities Maintenance/Operations)
6. Old Fire Station