



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

Tuesday, July 12, 2022  
Work Session – 5:15 p.m.  
Regular Meeting – 6:00 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 Rotary Park Project Proposal
- E. Update on pending development requests
- F. Discussion regarding any items on the Regular Agenda
- G. Discussion regarding any future agenda items
- H. Adjourn.

## REGULAR MEETING AGENDA

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

### **2. INVOCATION AND PLEDGE OF ALLEGIANCE**

### **3. PUBLIC COMMENTS – 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.*

### **4. CONSENT AGENDA**

- A. Consider and act upon the minutes from the June 28, 2022 Work Session and Regular Meeting.

### **5. REGULAR AGENDA**

- A. Consider and act upon an Ordinance renaming Valley Run Road and Street B to Greer Way.
- B. Presentation regarding FY 2023 Enterprise Fund (Water Fund) Budget and General Fund Update.

**6. 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.*

**7. COUNCIL DISCUSSION**

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

**8. ADJOURN**

Certified to this the 8th day of July, 2022.

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Hope Cory  
City Secretary

Posted: July 8<sup>th</sup>, 2022 @ 5:00 p.m.

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:

- 551.071 Private consultation with the attorney for the City.
- 551.072 Discussing purchase, exchange, lease or value of real property.
- 551.074 Discussing personnel or to hear complaints against personnel.

**MINUTES**  
**CITY OF MELISSA CITY COUNCIL**  
**WORK SESSION**  
**June 28, 2022**  
**5:15 p.m.**

**A. Call to order**

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

**B. Roll Call**

Mayor Jay Northcut, Craig Ackerman, Jennifer Clark, Dana Conklin, and Sean Lehr were present. Joseph Armstrong and Chad Taylor were absent.

**C. Public Comments**

There were no public comments.

**D. Update regarding contractor damage to City of Melissa Infrastructure**

Mayor Northcut thanked the City Staff for their efforts in last Tuesday's events.

City Engineer, Nolan Harvey, addressed Council with the June 21, 2022 water main break. City Staff and contractors on the job took quick actions to isolate the situation, working into the night to fix the break, and getting the water turned back on for citizens around 8 a.m. Chief Nix presented Council with the events of the night from the Fire Department's perspective including obtaining water from Collin County and surrounding areas and businesses, drafting nearly 60,000 gallons of water near the break, and being prepared for emergency services. Nolan Harvey stated that the repair was made by the contractors.

**E. Discussion regarding FY 2023 General Fund Budget Update**

There were no questions.

**F. Discussion regarding draft questions for Park Plan Survey**

Tyler Brewer stated that draft questions have been sent to Council Members and feedback was collected.

**G. Discussion regarding Board appointments**

Discussion regarding the interview that took place two weeks ago.

The Council agrees that Mr. Jacob Rogers would be a great asset to the 4A Board.

**H. Discussion regarding road name change**

Discussion regarding renaming the High School Collector Road Street B and Valley Run Road to Greer Way. No action was taken on this item.

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

Tyler Brewer discussed the items on the Regular Agenda.

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

There was no discussion on future agenda items.

**K. Adjourn.**

Motion was made by Craig Ackerman and seconded by Jennifer Clark to adjourn at 6:01 p.m.

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Jay Northcut, Mayor

ATTEST:

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Hope Cory, City Secretary

**MINUTES**  
**CITY OF MELISSA CITY COUNCIL**  
**REGULAR MEETING**  
**June 28, 2022**  
**6:00 p.m.**

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

Mayor Northcut called the meeting to order at 6:05 p.m.

Mayor Jay Northcut, Craig Ackerman, Jennifer Clark, Dana Conklin, and Sean Lehr were present. Joseph Armstrong and Chad Taylor were absent.

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Craig Ackerman gave the invocation.

**3. PUBLIC COMMENTS – AGENDA ITEMS**

There were no public comments.

**4. CONSENT AGENDA**

- A. Consider and act upon the minutes from the June 11, 2022 Planning Session, June 14, 2022 Work Session and Regular Meeting, and June 21, 2022 Planning Session.**

Council Action

Motion was made by Craig Ackerman and seconded by Dana Conklin approve Item 4A as noted on the Consent Agenda.

Mayor Northcut made a comment that there were no public comments at the June 11, 2022, June 14, 2022, and June 21, 2022 meetings.

Vote: 5/0/0

**5. REGULAR AGENDA**

- A. Consider and act upon an Ordinance repealing Ordinance No. 20-14 and amending Melissa’s Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land, consisting of 18.528± acres, situated in the William Sanders Survey, Abstract No. 867, in the City of Melissa, Collin County, Texas, heretofore zoned Agricultural District (A) and Planned Development (PD); providing that the tract is rezoned and placed in the Planned Development District/Multi-family Residential (PD/MF) Zoning Classification, as recommended by the Planning and Zoning Commission.**

**Applicant: Winkelmann and Associates, LLC**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this item was previously brought before Council in the May 24, 2022 meeting. Since May, the applicant has made the changes to project to include the removal of the commercial component making the development entirely multi-family, revised building elevations, revised site development standards changing the number of units per acre from 19 to 18 and the number of units from 342 to 330 units total.

Daniel Ebarb, a representative Ebarb & Guest Architecture, presented Council with a video and booklet of the Eastwood Village Planned Development.

Jennifer Clark asked if only one-bedroom and two-bedroom units were available. Mr. Ebarb confirmed.

Council Action

Motion was made by Craig Ackerman and seconded by Jennifer Clark to approve an Ordinance repealing Ordinance No. 20-14 and amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended as noted.

Vote: 5/0/0

**B. Consider and act upon authorizing the City Manager to negotiate and execute a Development Agreement with Harrison Park Owner, LLC.**

**Applicant: Harrison Park Owner, LLC**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this item is regarding Harrison Park Development north of Harrison Street and between Harrison Street and Liberty. This will help Harrison Park Development and Downtown Overlay District by installing part of the Dallas Street Storm System that will allow stormwater to flow from the Downtown Overlay District south to the City's proposed regional facility.

Council Action

Motion was made by Craig Ackerman and seconded by Sean Lehr to authorize the City Manager to negotiate and execute a Development Agreement with Harrison Park Owner, LLC as noted.

Vote: 5/0/0

- C. Consider and act upon the West Melissa Village Preliminary Engineering Site Plan, consisting of 6.35± acres of land situated in the D.E.W. Babb Survey, Abstract No. 33 and the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 2210 E. Melissa Rd, as recommended by the Planning and Zoning Commission.**

**Applicant: ClayMoore Engineering**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this Site Plan complies with the City's zoning and subdivision regulations.

Council Action

Motion was made by Jennifer Clark and seconded by Dana Conklin to approve the West Melissa Village Preliminary Engineering Site Plan as noted.

Vote: 5/0/0

- D. Consider and act upon the Melissa ISD Elementary School #4 Final Engineering Site Plan, consisting of 10.0± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located 2,603 feet southeast of the intersection of E. Melissa Rd. and Valley Run Rd, as recommended by the Planning and Zoning Commission.**

**Applicant: Kimley-Horn**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this Site Plan complies with the zoning on site and the City's zoning and subdivision regulations. After discussion in the Council Work Session, it has been confirmed that this building will have one elevator.

Council Action

Motion was made by Craig Ackerman and seconded by Jennifer Clark to approve the Melissa ISD Elementary School #4 Final Engineering Site Plan as noted.

Dana Conklin noted and thanked Melissa ISD for including future portable buildings as discussed as a group in the past.

Vote: 5/0/0

- E. Consider and act upon a request for a waiver of the City of Melissa's site plan regulations for the purpose of installing one portable classroom building at the Melissa ISD Administration Site, being Lots 1 through 10, Block 35 of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located at 1904**

**Cooper St., City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

**Applicant: Melissa ISD**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this waiver was requested because the Melissa ISD administration was constructed before the City had its standard site plan regulations and zoning ordinance. This a waiver specific to this one request for the purpose of adding one (1) portable building without going through the full site plan process. The full site plan process will be required for any future development on this site. This has been reviewed with Fire Department for safety compliance and City Staff recommends approval.

Council Action

Motion was made by Sean Lehr and seconded by Dana Conklin to approve a waiver of the City of Melissa's site plan regulations for the purpose of installing one portable classroom building at the Melissa ISD Administration Site as noted.

Vote: 5/0/0

- F. Consider and act upon the Z-Plex Phase 5 Final Engineering Site Plan, consisting of 34.70± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 4220 E. Melissa Rd, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

**Applicant: U90C Sports**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that U90C now owns the land after approval by Council in a previous meeting.

Council Action

Motion was made by Jennifer Clark and seconded by Sean Lehr to approve the Z-Plex Phase 5 Final Engineering Site Plan as noted.

Vote: 5/0/0

- G. Consider and act upon a Donation Box Site Plan, generally located at 1221 Sam Rayburn Highway, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

**Applicant: Greenworks Recycling, Inc.**



Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that items 5G and 5H are related in that a few months back Council adopted donation box regulations. Since then, a site plan is now required to confirm it complies with the City's regulations. City Staff recommends approval of both site plans.

Council Action

Motion was made by Sean Lehr and seconded by Dana Conklin to approve a Donation Box Site Plan, generally located at 1221 Sam Rayburn Highway as noted.

Vote: 5/0/0

- H. Consider and act upon a Donation Box Site Plan, generally located at 2315 Sam Rayburn Highway, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

**Applicant: Greenworks Recycling, Inc.**

Council Action

Motion was made by Sean Lehr and seconded by Dana Conklin to approve a Donation Box Site Plan, generally located at 2315 Sam Rayburn Highway as noted.

Vote: 5/0/0

- I. Conduct a public hearing to hear concerns for or against a request to adopt a Specific Use Permit ("SUP") to allow for "Mobile Food Truck/Mobile Food Truck Park" land use on 0.3673± acres of land, being Lot 8, 9, and 10, Block 37 of the Melissa Original Donation, City of Melissa, Collin County Texas and generally located at 2602 Sherman St., City of Melissa, Collin County, Texas.**

**Applicant: Ken Navarrette**

Motion was made by Craig Ackerman and seconded by Dana Conklin to open the public hearing at 6:28 p.m.

Vote: 5/0/0

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that in 2020 the City adopted Food Truck/Food Truck Park permitting regulations. This request is for two (2) food truck/trailers. This permit is limited to 18 months and will be revisited at that time.

With no other public comments, a motion was made by Jennifer Clark and seconded by Dana Conklin to close the public hearing at 6:31 p.m.

Vote: 5/0/0

- J. Consider and act upon an Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and granting a Specific Use Permit for a Mobile Food Truck Park, located on a 0.37± acre tract of land, located at Lots 8, 9, and 10, Block 37 of the Melissa Original Donation, in the City of Melissa, Collin County, Texas.**

**Applicant: Ken Navarrette**

Council Action

Motion was made by Jennifer Clark and seconded by Sean Lehr to approve an Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and granting a Specific Use Permit for a Mobile Food Truck Park as noted.

Dana Conklin asked where in the Ordinance was the 18-month time frame listed. Mr. Brewer stated that it was not in the Ordinance yet as it was just the current recommendation by the Planning and Zoning Commission.

Jennifer Clark restated her original motion to approve an Ordinance amending Melissa's Zoning Ordinance as recommended by the Planning and Zoning Commission. Sean Lehr seconded the restated motion.

Vote: 5/0/0

- K. Conduct a public hearing to hear concerns for or against a request to amend Ordinance No. 17-33 by removing 6.533± acres of land, being all of Lot 5, Block A of the Buc-ee's Addition Final Plat, from said ordinance and making the necessary modifications to said ordinance and then rezoning the same 6.53± acres of land to Planned Development District ("PD"), said acreage being situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located 76 feet to the northwest of the intersection of Fannin Rd and Buc-ee's Blvd, City of Melissa, Collin County, Texas.**

**Applicant: Accelerated Acquisitions, LLC**

Motion was made by Jennifer Clark seconded by Dana Conklin to open the public hearing at 6:33 p.m.

Vote: 5/0/0

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that the Planned Development request is for a Dutch Bros. coffee

roasting facility. Planning and Zoning Commission approved the request in addition of a masonry component.

With no other public comments, a motion was made by Dana Conklin and seconded by Jennifer Clark to close the public hearing at 6:36 p.m.

Vote: 5/0/0

- L. Consider and act upon an Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, and Ordinance Nos. 17-19 and 17-33, to remove from the Planned Development (PD) District established by Ordinance No. 17-19, as amended by Ordinance No. 17-33, a tract of land consisting of 6.53± acres, situated in the Andrew Thomas Survey, Abstract No. 894, in the City of Melissa, Collin County, Texas, and to rezone the same tract of land, consisting of 6.53± acres, situated in the Andrew Thomas Survey, Abstract No. 894, in the City of Melissa, Collin County, Texas, heretofore zoned Planned Development (PD); providing that the tract is rezoned and placed in the Planned Development District/General Commercial District-2 (PD/C-2) Zoning Classification.**

**Applicant: Accelerated Acquisitions, LLC**

Mathias Haubert, a representative with Bohler Engineering, presented Council with the Planned Development for the Dutch Bros. roasting facility, including masonry additions as recommended by the Planning and Zoning Commission.

Jennifer Clark asked how many employees would be housed at this location. Mr. Haubert stated that there would be 25-30 with the first phase and an additional 7 with the second phase.

Dana Conklin asked the hours of operations of the roasting. Mr. Haubert stated that it would be a 24/7 roasting facility, but not 24 hours of traffic each day.

Council Action

Motion was made by Jennifer Clark and seconded by Craig Ackerman to approve an Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08 as noted.

Jennifer Clark restated her original motion to approve Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08 as noted with the updated elevations with masonry elements as approved by the Planning and Zoning Commission. Craig Ackerman seconded the restated motion.

Vote: 5/0/0

- M. Consider and act upon authorizing the City Manager to execute a contract with Canary Construction, Inc. to construct the SH 5 Utility Relocations Project.**

City Engineer, Nolan Harvey, addressed Council regarding the bids that were opened for SH 5 Utility Relocations Project set to take place in early 2023, with the recommendation of bids A, C, and E to Canary Construction, Inc.

Dana Conklin asked if it was normal to only receive two bids. Mr. Harvey confirmed that it has happened before, but it's not very common. This could be due to supply chain issues, or others, but it cannot be said for certain.

Jennifer Clark asked if Mr. Harvey has worked with Canary Construction Inc. before. Mr. Harvey confirmed.

Council Action

Motion was made by Craig Ackerman and seconded by Sean Lehr to authorize the City Manager to execute a contract with Canary Construction, Inc. to construct the SH 5 Utility Relocations Project with the A, C, and E bids as noted.

Vote: 5/0/0

**N. Consider and act upon a Resolution making appointments to City Boards and Commissions.**

Council Action

Motion was made by Craig Ackerman and seconded by Sean Lehr to appoint Mr. Jacob Rogers to the 4A Board.

Vote: 5/0/0

**6. PUBLIC COMMENTS – NON-AGENDA ITEMS**

There were no public comments.

**7. COUNCIL DISCUSSION**

There was no discussion.

**8. ADJOURN**

A motion was made by Dana Conklin and seconded by Jennifer Clark to adjourn the meeting.

Vote: 5/0/0

Mayor Northcut adjourned the meeting at 6:53p.m.

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JAY NORTHCUT, Mayor

ATTEST:

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HOPE CORY, City Secretary

DRAFT



**Date** July 12, 2022

**Subject** Consider and act upon an Ordinance renaming Valley Run Road to Greer Way

**Submitted By** Tyler Brewer  
Director of Development and Neighborhood Services

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**Action Requested**

Rename Valley Run Road to Greer Way

**Summary of Subject**

As recently discussed, Melissa City Staff is proposing to rename Valley Run Road as well as the northern extension of the same north-south collector roadway to Greer Way to honor the distinguished public service of longtime Mayor Reed Greer.

**Supporting Documents**

Draft Ordinance

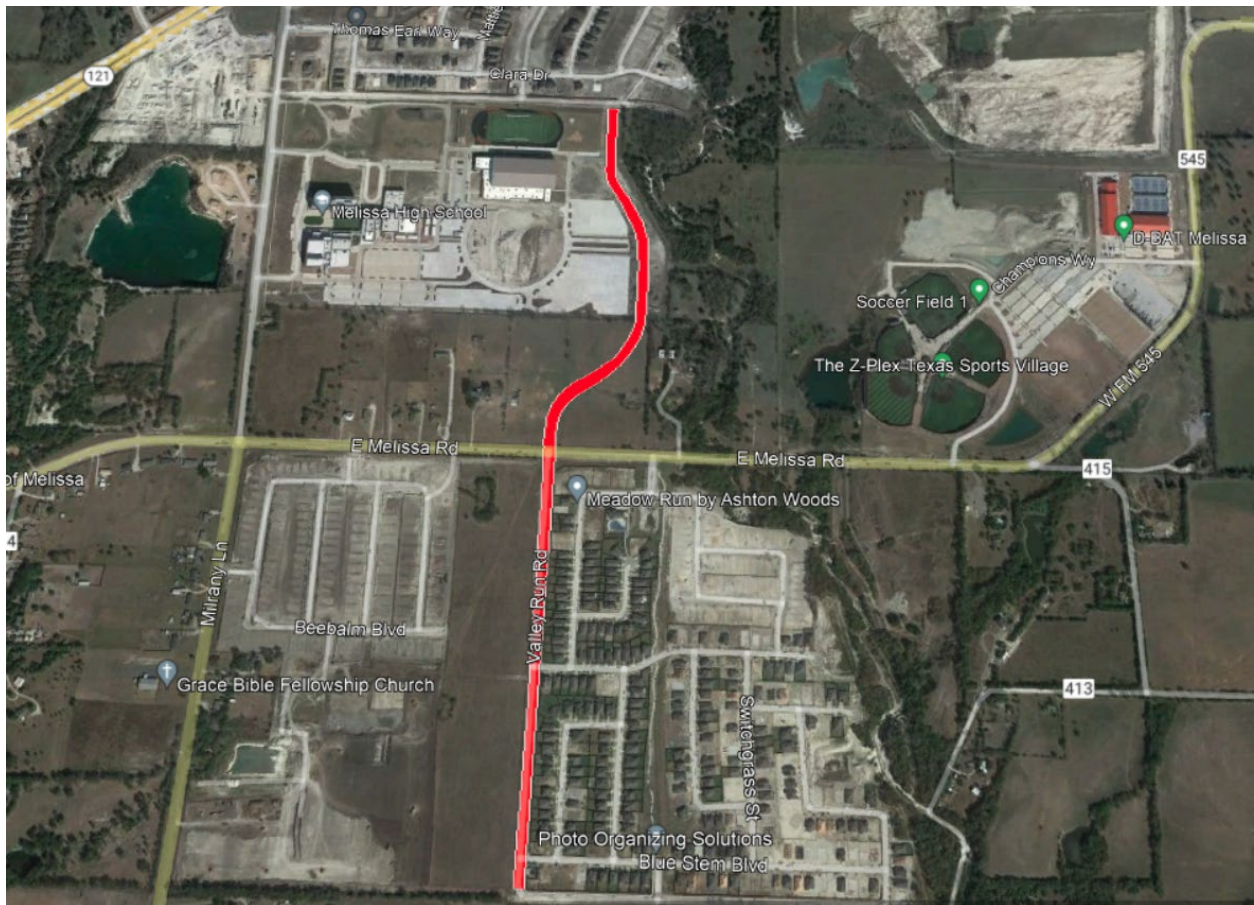
**Comprehensive Plan Comments**

N/A

**Staff Recommendation**

Staff recommends approval of this ordinance.

Location of Subject Roadway



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, RENAMING VALLEY RUN ROAD TO GREER WAY; AUTHORIZING THE ERECTION OF STREET SIGNS REFLECTING THE NEW STREET NAME; PROVIDING REPEALING, SAVINGS AND SEVERABILITY CLAUSES AND AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Melissa, Texas (“City Council”) has initiated a request to rename Valley Run Road in Melissa, Collin County, Texas to Greer Way, as set forth below, in recognition of the distinguished public service and other contributions to the City of Melissa made by Reed Greer.

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

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

SECTION 2: Renaming Valley Run Road to Greer Way. Valley Run Road, identified in red in Exhibit A, attached hereto, is hereby renamed to Greer Way. All ordinances, plats and official maps of Melissa referring to Valley Run Road are hereby amended, without any additional action, for the sole purpose of establishing and incorporating the renaming of Valley Run Road to Greer Way, as provided herein, including the portion of that certain Final Plat of Meadow Run Phase 1, an Addition to the City of Melissa, recorded on March 11, 2020, under Instrument No. 2020-185 in the Plat Records of Collin County, Texas, that depicts “Valley Run Road.” All other provisions of said ordinances, plats and official maps shall otherwise remain in full force and effect.

SECTION 3: Erection of Signs. The City Manager or his designee is hereby authorized to direct the erection of street signs to reflect the renaming of Valley Run Road to Greer Way, as provided herein.

SECTION 4: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional and/or invalid.

SECTION 5: Repealing/Savings. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances shall remain in full force and effect.



SECTION 6: Effective Date. This Ordinance shall become effective from and after its adoption.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS** on this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jay Northcut, Mayor

**ATTESTED TO AND  
CORRECTLY RECORDED BY:**

\_\_\_\_\_  
Hope Cory, City Secretary

# Exhibit A

