



**CITY OF MELISSA
BOARD OF ADJUSTMENT
AGENDA**

Monday, November 10, 2025 Work Session at 6:30 p.m. Regular Meeting at 6:45 p.m. or immediately following the conclusion of the Work Session	City of Melissa City Hall 3411 Barker Avenue Melissa, TX 75454
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1. WORK SESSION AGENDA

- A. Call to order
- B. Roll Call
- C. Public Comments
- D. Discussion regarding regular agenda items
- E. Adjourn

1. REGULAR MEETING AGENDA

2. CALL TO ORDER AND ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

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

5. AGENDA

- A. Consider the December 9, 2022 Work Session and Regular Meeting Minutes.
- B. Conduct a public hearing and consider a request for a variance to the City's Base Code regulations regarding fence regulations on Block 1, Lot 1 of the Koch Addition Final Plat, City of Melissa, Collin County, Texas and generally located at 1902 Dawson St., City of Melissa, Collin County, Texas. (TL)

Adjourn

Certified to this the 3rd day of November 2025

Tyra LaVerne
Assistant Director of
Development Services

Posted: 3 November 2025 @ 5:30 p.m.

If during the course of the meeting covered by this notice, the Board of Adjustment should determine that a closed or executive meeting or session of the Board of Adjustment 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 Board of Adjustment 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 Board of Adjustment 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.

City of Melissa Board of Adjustment Staff Report



Date November 10, 2025

Subject Conduct a public hearing and consider a request for a variance to the City's Base Code regulations regarding fence regulations on Block 1, Lot 1 of the Koch Addition Final Plat, City of Melissa, Collin County, Texas and generally located at 1902 Dawson St., City of Melissa, Collin County, Texas. (TL)

Submitted by Tyra LaVerne, Assistant Director of Development Services

Action Requested

Conduct a public hearing and consider a request for a variance to the City's Base Code regulations regarding fence regulations.

Summary of Subject

In late June, City Staff became aware that a six-foot (6') fence had been installed at 1902 Dawson without a permit. Code Compliance notified Development Services Staff, who subsequently contacted the property owner regarding the issue.

Following notification, the property owner submitted a fence permit application. The City's third-party plan reviewer, Bureau Veritas, reviewed and denied the permit because the proposed fence does not comply with City Code. Specifically, the fence is located within the front yard and has a height of six (6) feet. Under City Code, only decorative fences constructed of masonry, wood, or wrought iron, and not exceeding three (3) feet in height above the finished grade, are permitted in the front yard.

Because the fence has already been installed, the property owner is requesting a variance to allow the existing six-foot fence to remain in its current location. The applicant has indicated that the new solid wood fence replaced a previous chain-link fence of similar alignment.

The applicant has provided photographs of the newly constructed fence and a written statement outlining the reasons for the variance request, both of which are included for the Board's consideration.

Staff Recommendation

Approval or disapproval of a variance to the City's Code will be a policymaker decision.

Supporting Documents

1. Location of Subject Tract.docx

2. Application 1902 Dawson St.pdf
3. thumbnail_image0.jpg
4. thumbnail_image0 (1).jpg
5. thumbnail_image1.jpg
6. thumbnail_image2.jpg

Location of Subject Tract





APPEAL TO THE BOARD OF ADJUSTMENT
City of Melissa, Texas

Receipt Date 8/26/25

PLEASE TYPE OR PRINT USING BLACK INK

DATA RELATIVE TO VARIANCE REQUEST:

Street Address: 1902 dawson st Zoning District: city of melissa
Lot Number: 1 Block Number: 1 Addition: collin county

TO THE HONORABLE BOARD OF ADJUSTMENT:

juan barcnas

Applicant

Applicant's Phone Number & FAX Number

1902 dawson st

Applicant's Street Address

melissa

City

tx

State

75454

Zip

In accordance with the provisions of the Comprehensive Zoning Ordinance, appeal is now made to the Honorable Board of Adjustment to grant the following variance request:

i respectfully request that the board grant this variance so i may keep my existing fence in place. the
fence provides privacy and security for my property, enhances the appearance of the home, and dose
not create any safety hazzards or negatively impact neighboring properties. i believe maintaining it as
it stands is both reasonable and consistent with the spirit of the zoning ordinance, and i kindly as for the
boards approval.

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that **all** of the following conditions are met. State how your request meets these conditions. **Please note that the stated hardship may not be financial or self-induced.**

a. The requested variance does not violate the intent of the Ordinance or its amendments:
the hardship in this case is related to the unique need for the security and privacy on this property. the
fence and gate provide protection for my family and home while also preserving the quite enjoyment of
the property.

b. Special conditions or restricted area, shape, topography, or physical features exist that are peculiar to the subject parcel of land and are not applicable to other parcels of land in the same zoning district:
the subject property has unique conditions that distinguish it from the other parcels in the same zoning
district. due to the layout and exposure of the lot, the property is more directly visible and accesible than
surrounding parcels. these conditions create a greater need for privacy and security than would
ordinarily exist. the 6 foot fence and electronic gate adress these concerns in a way that is tailored to
the propertys specific circumstances, while not negatively impacting neighboring parcels.

IF APPLICANT IS NOT PROPERTY OWNER, PLEASE COMPLETE THE FOLLOWING:

Juan Barcenas 469-388-4866
 Property Owner (Please Print) Telephone Number

1902 dawson st melissa tx
 Street Address City State Zip

 Tenant Name (Please Print) Telephone Number

 Street Address City State Zip

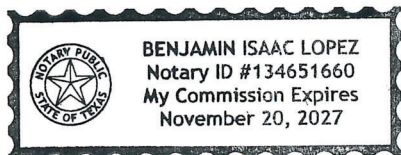
STATE OF TEXAS

COUNTY OF Collin

Subscribed and sworn to before me this 28 day of August, 2025 by Juan Barcenas, who, on his/her oath certifies that the above statements are true and correct to the best of his/her knowledge.

Benjamin Lopez My commission expires: 11-20-2027
 (Notary Public)

I do hereby certify that the above statements are true and correct to the best of my knowledge.



[Signature] 08/28/25
 (Applicant's Signature) (Date)

If the owner of the subject property is not the applicant, by signing below, the owner authorizes the applicant or his authorized representative to make this application on his behalf and to appear before the Board.

 (Owner) (Date)

Submit the completed application to Development Services via email to development@cityofmelissa.com
 For questions, please email Development Services at development@cityofmelissa.com
 OR call #972-838-2036

IF APPLICANT IS NOT PROPERTY OWNER, PLEASE COMPLETE THE FOLLOWING:

Property Owner (Please Print)	Telephone Number
Street Address	City
	State
	Zip

Tenant Name (Please Print)	Telephone Number
Street Address	City
	State
	Zip

STATE OF TEXAS

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____, by _____, who, on his/her oath certifies that the above statements are true and correct to the best of his/her knowledge.

_____ My commission expires: _____
(Notary Public)

I do hereby certify that the above statements are true and correct to the best of my knowledge.

(Applicant's Signature) (Date)

If the owner of the subject property is not the applicant, by signing below, the owner authorizes the applicant or his authorized representative to make this application on his behalf and to appear before the Board.

(Owner) (Date)

Submit the completed application to Development Services via email to development@cityofmelissa.com
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OR call #972-838-2036

7508 PENNBRIDGE CIRCLE
ROMULET, TX 75088

FORM REGISTRATION NO. 10194388

SURVEY PLAT



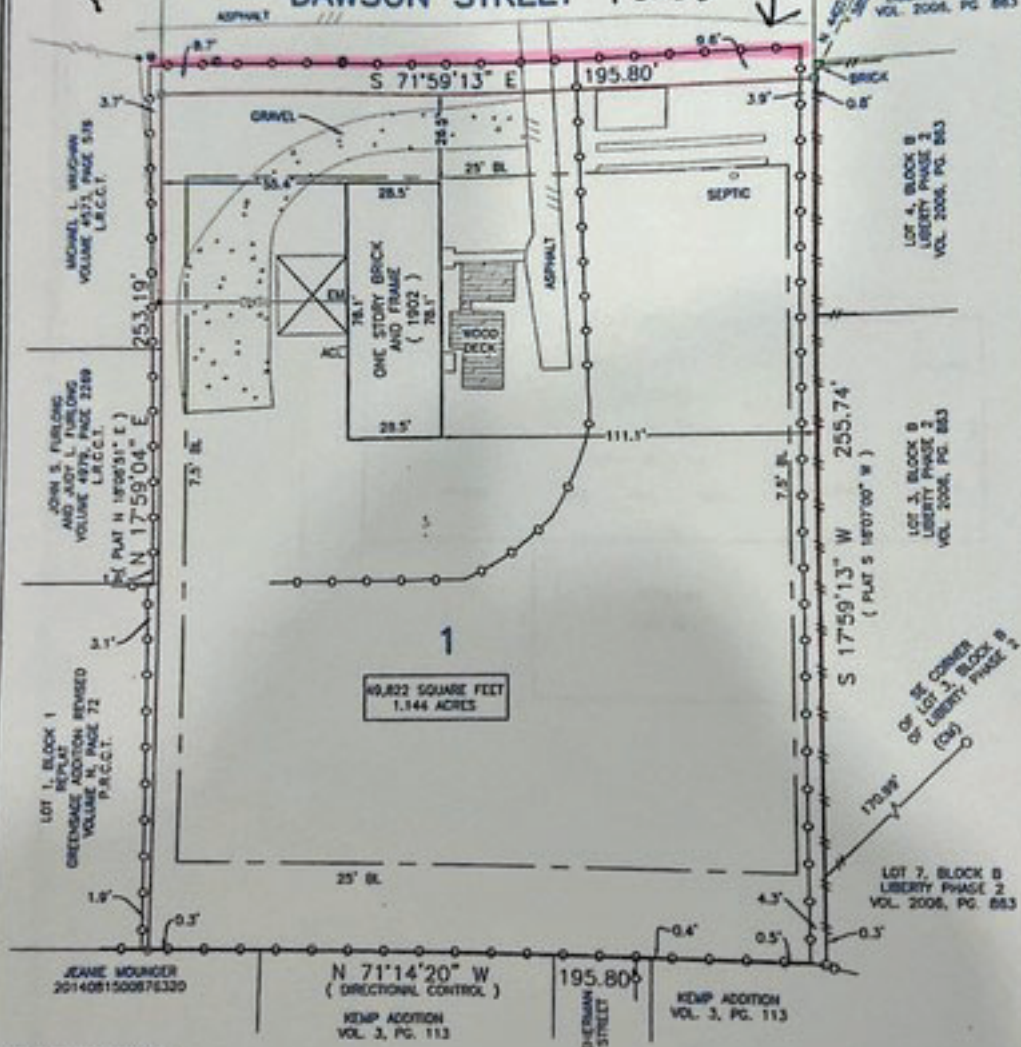
BARRY S. RHODES Registered Professional Land Surveyor (214) 326-1090

This is to certify that I have, this date, made a careful and accurate survey on the ground of property located at No. 1902 DAWSON STREET, in the City of MELISSA, Texas, according to Being Lot 1, Block 1, Koch Addition, an Addition to the City of Melissa, Collin County, Texas, according to the Map thereof recorded in Volume 2014, Page 303, of the Map Records of Collin County, Texas.

THE ABOVE DESCRIBED PROPERTY DOES NOT LIE IN A FLOOD HAZARD AREA ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 4805000150

(Replacing a steel chain link fence with a wood fence.)

DAWSON STREET



EASEMENTS RECORDED IN THE FOLLOWING VOLUME & PAGES TO THE BEST OF MY KNOWLEDGE AND BELIEF DO NOT AFFECT THE ABOVE DESCRIBED PROPERTY Volume 802, Page 30

ACCEPTED BY: _____

OLD REPUBLIC
TITLE COMPANY

The plot hereon is true, correct, and accurate representation of the property as determined by survey, the lines and dimensions of said property being as indicated by the plat the size, location and type of building and improvements are as shown, all improvements being within the boundaries of the property, set back from property lines the distance indicated, or visible and apparent easements. TITLE AND ABSTRACTING WORK FURNISHED BY OLD REPUBLIC NATIONAL TITLE. THERE ARE NO ENCROACHMENTS, CONFLICTS, OR PROTRUSIONS, EXCEPT AS SHOWN.

Scale: 1" = 40'

Date: 11/10/2020

C. F. No.: 5134015180

Job No.: 202008702

Drawn by: JR

USE OF THIS SURVEY FOR ANY OTHER PURPOSE OR OTHER PARTIES SHALL BE AT THEIR RISK AND UNDERSIGNED IS NOT RESPONSIBLE TO OTHER FOR ANY LOSS RESULTING THEREFROM. THIS SURVEY WAS PERFORMED EXCLUSIVELY FOR OLD REPUBLIC NATIONAL TITLE

LEGEND	
WOOD FENCE	----
CHAIN LINK	- - -
IRON FENCE	----
WIRE FENCE	~~~~~
DR - CONCRETE DRIVEWAY	----
RD - BOUNDARY OF RECORD EASEMENT	----
1/2" RAILROAD FENCE	----
1/4" RAILROAD FENCE	----
1/8" RAILROAD FENCE	----
1/16" RAILROAD FENCE	----
1/32" RAILROAD FENCE	----
1/64" RAILROAD FENCE	----
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