

MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
June 9, 2022

Work Session

A. Call to Order

Dave Minton called the work session to order at 6:04 p.m.

B. Roll Call

Preston Taylor, Adam Porter, Marcus Snyder, Dwayne McNeil, and Dave Minton were all present at the meeting.

C. Public Comments

No members of the public spoke during this agenda item.

D. Discussion of Regular Agenda Items

During the discussion of regular agenda item #4B, the following items were discussed:

- Regarding regional detention, Dave Minton asked whether the City will be assigning a percentage of use and charges based on capacity needs for any new projects in the downtown area. Nolan Harvey stated that fees are not being required at this time, but it may be evaluated in the future. Tyler Brewer stated that there is a TIF District in place that helps with downtown-related funding as well.
- Marcus Snyder asked if there are easements required to be obtained with this project. Tyler Brewer stated that the City has the easements needed and will not require additional easements for this project.
- Marcus Snyder asked if there were any historical requirements since this is located in the Downtown Overlay District (DOD). Tyler Brewer stated that there are required design standards, allowed reduced setbacks, etc. for this area.

During the discussion of regular agenda item #5B, the following items were discussed:

- Dave Minton asked if this request was for full construction. Tyler Brewer stated that it was for full construction of the fields.
- Dwayne McNeil asked if this will be the final phase of the Z-Plex. Tyler Brewer stated that this project takes up most of the balance of the remaining land at the Z-Plex, but there will likely be a proposal for a new development near the existing dormitory facility coming at some point in the future.

During the discussion of regular agenda item #5C, the following items were discussed:

- Adam Porter asked if it were possible to line up the new portable with the existing portable timeline. Tyler Brewer stated that that the approval could be conditioned upon putting both portable buildings on the same timeline.
- Marcus Snyder asked if there were any plans for pedestrian crossing for Champions Way. Tyler Brewer stated that the applicant will be present at the Regular Meeting and that concern can be addressed at that time.
- Dwayne McNeil asked whether the location of the portable building can be changed. Tyler Brewer stated that the location was chosen based on the source of power, so it is unlikely that the portable building can be relocated.

During the discussion of regular agenda item #5D & # 5E, the following items were discussed:

- Marcus Snyder asked whether the purpose of the donation boxes being moved closer to the front doors were to have business owners keep an eye on issues that may arise. Tyler Brewer stated that is correct, and that property owner permission is required.

During the discussion of regular agenda item #5F & #5G, the following items were discussed:

- Adam Porter asked if there was a code for gravel used as pavement to remain level and safe for vehicles. Nolan Harvey stated that the regulation is a minimum of 6 inches and that maintenance on the gravel will be up to the property owner.
- Marcus Snyder asked if there were any precedent for food trucks in the City. Tyler Brewer stated that the City has had 3 previous Specific Use Permits requests and all 3 have passed, although they were for individual trucks to be parked permanently in one location. He stated that this would be the first mobile food truck park in the City, if approved.
- Dave Minton asked about parking capacity on the site. Tyler Brewer stated that the applicant showed 12 spaces and appears to have room for 14 -15 parking spaces.
- Adam Porter asked whether there can be time limits imposed upon Specific Use Permits. Tyler Brewer stated that Specific Use Permits are unique in that they can be specific to a property owner or business owner and can be placed under a time limit.
- Dwayne McNeil asked if the applicant wanted to add another truck if they would need to come through P&Z and Council again for approval. Tyler Brewer stated that if they wanted to add one more it would not require the applicant to seek a new approval because the current request has a provision for an

additional truck on site. If the applicant wanted any additional trucks beyond the three in this request, the applicant would be required to seek an amendment to the Specific Use Permit.

- Dwayne McNeil asked if the ordinance contemplated certain clearances between trucks. Tyler Brewer stated that there is a ten-foot separation requirement between trucks, that food trucks must be a certain distance from any rights-of-way, etc. Mr. Brewer stated that going through the Specific Use Permits is the mechanism for an applicant to request variances to the ordinance.
- Preston Taylor asked how the site will be accessed. Tyler Brewer stated that Sherman St is the proposed public access point.
- Dave Minton asked if Engineering has reviewed for the site for traffic flow. Nolan Harvey stated that the applicant is not proposing an additional access point to Melissa Rd at this time, so there are not immediate traffic concerns. He stated that if the overall traffic demand changes, the City would re-evaluate.
- Dwayne McNeil asked if the applicant is proposing ADA parking. Tyler Brewer stated that the proposed parking area is crushed concrete and will not be striped.
- Marcus Snyder asked if the applicant is proposing signage. Tyler Brewer stated that there is no request for permanent signage in the application.

During the discussion of regular agenda item #5J & 5K, the following items were discussed:

- Dave Minton asked if there were any plans for the open space adjacent to the proposed carwash. Tyler Brewer stated that the City has not received any plans for that space.
- Dave Minton asked if this land use fits in the zoning map. Tyler Brewer stated that the land use carwash is contemplated in C-2, however a Specific Use Permit is required for a carwash.

During the discussion of regular agenda item #5H & 5I, the following items were discussed:

- Dwayne McNeil asked if there is capacity for trucks and trailers on the site. Nolan Harvey stated that the land use is less intensive than some of the surrounding uses.

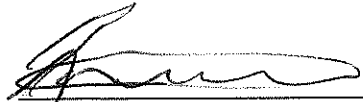
E. Adjourn.

P&Z Action

Motion was made by Adam Porter and seconded by Preston Taylor to adjourn.

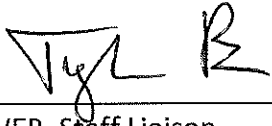
Vote: 5/0/0

Meeting adjourned at 7:11 p.m.



Rendell Hendrickson, Chairman

ATTEST:



TYLER BREWER, Staff Liaison

MINUTES
CITY OF MELISSA PLANNING & ZONING COMMISSION
June 9, 2022

REGULAR MEETING

1. **Call to Order and Roll Call**

Dave Minton called the regular meeting to order at 7:18 p.m.

Preston Taylor, Marcus Snyder, Dwayne McNeil, Adam Porter, and Dave Minton were all present at the meeting.

2. **Pledge of Allegiance**

All who were present gave the Pledge of Allegiance.

3. **Public Comments**

There were no public comments.

4. **Consent Agenda**

A. **May 12, 2022 Work Session and Regular Meeting Minutes**

B. **Consider and act upon the Harrison Park Phase 1 Final Plat, consisting of 9.002± acres of land situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 2007 Harrison St, City of Melissa, Collin County, Texas.**

C. **Consider and act upon a recommendation to City Council regarding a request for approval of 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.**

D. **Consider and act upon the West Melissa Village Addition Preliminary Plat, consisting of 6.52± 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.**

E. **Consider and act upon a recommendation to City Council regarding a request for approval of 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.

- F. Consider and act upon the Melissa Independent School District Campus Final Plat, consisting of 10.0002± acres of land situated in the Williams 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.

P&Z Action

Motion was made by Preston Taylor and seconded by Dwayne McNeil to approve the Consent Agenda.

Vote: 5/0/0

5. Regular Agenda

- A. Consider and act upon a recommendation to City Council regarding 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.

Director of Development and Neighborhood Services Tyler Brewer provided the staff summary for agenda item #5A.

Marcus Snyder asked the applicant what the plan for a permanent building is. Kenny Deel, applicant and representative from the Melissa ISD, stated the there will be a permanent structure built in the future.

Marcus Snyder asked where the students are currently located. Kenny Deel stated they are currently on the 6th Grade campus and need to be relocated.

P&Z Action

Motion was made by Marcus Snyder and seconded by Preston Taylor to recommend to City Council to approve the request for a waiver of the City of Melissa's site plan regulations.

Vote: 5/0/0

- B. Consider and act upon a recommendation to City Council regarding a request for approval of 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.

Director of Development and Neighborhood Services Tyler Brewer provided the staff summary for agenda item #5B.

P&Z Action

Motion was made by Dayne McNeil and seconded by Marcus Snyder to recommend to City to approve the Z-Plex Phase 5 Final Engineering Site Plan.

Vote: 5/0/0

- C. Consider and act upon a recommendation to City Council regarding a request for an amendment to the Z-Plex Phase 3 Final Engineering Site Plan generally located at 4220 E. Melissa Rd, City of Melissa, Collin County, Texas.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5C.

Adam Porter asked if there was a timeline for future permanent buildings. Doug Zadow, representing Melissa Sports LLC, stated that the future building should be ready to open by September 1, 2023.

Dwayne McNeil asked if there were any safety concerns with children crossing Champions Way. Doug Zadow stated that the building opening is situated to face away from Champions Way. He stated that the location for this temporary building was chosen based on its proximity to power and the availability of restrooms.

P&Z Action

Motion was made by Adam Porter and seconded by Preston Taylor to recommend to City Council to approve the amendment to the Z-Plex Phase 3 Final Engineering Site Plan conditioned upon placing the approval for the new portable building on the same expiration timeline (September 2024) as the original temporary building.

Vote: 5/0/0

D. Consider and act upon a recommendation to City Council regarding a Donation Box Site Plan, generally located at 1221 Sam Rayburn Hwy, City of Melissa, Collin County, Texas.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5D.

P&Z Action

Motion was made by Preston Taylor and seconded by Dwayne McNeil to recommend to City Council to approve the Donation Box Site Plan.

Vote: 5/0/0

E. Consider and act upon a recommendation to City Council regarding a Donation Box Site Plan, generally located at 2315 Sam Rayburn Hwy, City of Melissa, Collin County, Texas.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5E.

P&Z Action

Motion was made by Dwayne McNeil and seconded by Preston Taylor to recommend to City Council to approve the Donation Box Site Plan.

Vote: 5/0/0

F. 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.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5F & 5G.

P&Z Action

Motion was made by Dwayne McNeil and seconded by Preston Taylor to open the public hearing.

Vote: 5/0/0

The public hearing was opened at 7:41 p.m.

There were no public comments.

Motion was made by Dwayne McNeil and seconded by Marcus Snyder to close the public hearing.

Vote: 5/0/0

The public hearing was closed at 7:41 p.m.

- G. **Consider and act upon a recommendation to City Council regarding 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.**

Marcus Snyder asked the applicant if there is a master plan for the future of the site. Ken Navarette, applicant and Melissa resident at 3713 Kendall Rd Melissa, TX 75454, stated that the future plan is to expand the site and possibly construct a permanent structure.

Marcus Snyder asked the applicant if he has planned for landscape buffers, ADA compliance and parking issues. Mr. Navarette stated that he is considering a fence along the west side of the property as well as shrubbery along the north side of the property to help cut down on noise.

Marcus Snyder stated that he believes this is a good use of the property and would like to give the applicant 180 months to see if a mobile food truck park could be successful in this location. Mr. Navarette stated that he has plans within the next 18-24 months to work with an architect to design plans for the permanent structure.

Dwane McNeil stated that he would like to see the concept plan for the future of the project. Mr. Navarette stated that he envisioned this property to be similar to other food truck parks in neighboring communities but believes that he must start smaller with just 2-3 trucks to draw the public to the location and begin building the businesses to allow for future expansion.

Dave Minton asked to confirm the City's limit of trucks on a mobile food truck park. Tyler Brewer stated that the limit is 3 trucks, however, with this being a zoning case, the Specific Use Permit can supersede the Ordinance.

Marcus Snyder asked the applicant if he would agree to an 18-month expiration timeline to become established and build a business. Adam Porter stated that 18 months was a fair amount of time to determine future plans. Mr. Navarette stated that he is comfortable with the 18-month expiration timeline.

P&Z Action

Motion was made by Marcus Snyder and seconded by Dwayne McNeil to recommend that City Council approve the Specific Use Permit conditioned upon the applicant reapplying for a Specific Use Permit within 18 months.

Vote: 5/0/0

- H. **Conduct a public hearing to hear concerns for or against a request to adopt a Specific Use Permit ("SUP//) allowing for Car Wash, Full Service land use on 1.396± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas, being part of Lot 2, Block A of the Avilla Springs Conveyance Plat and generally located at the southwest corner of Sam Rayburn Highway and Milrany Ln., City of Melissa, Collin County, Texas.**

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5H & 5I.

Motion was made by Marcus Snyder and seconded by Preston Taylor to open the public hearing.

Vote: 5/0/0

The public hearing was open at 8:00 p.m.

Josh Eadie
221 Lakeside Blvd.
Richardson, TX

Mr. Eadie stated that he is opposed to the site plan. He has no opposition to the land use. He stated that he wanted an amended site plan that addresses noise concerns for adjacent residents in the forthcoming Avilla Springs Community.

Motion was made by Dwayne McNeil and seconded by Marcus Snyder to close the public hearing.

Vote: 5/0/0

The public hearing was closed at 8:03 p.m.

- i. **Consider and act upon a recommendation to City Council regarding a request to adopt a Specific Use Permit ("SUP//) allowing for Car Wash, Full Service land use on 1.396± acres situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas, being part of Lot 2, Block A of the Avilla Springs Conveyance Plat and generally located at the southwest corner of Sam Rayburn Highway and Milrany Ln., City of Melissa, Collin County, Texas.**

Applicant:
Juan Rodriguez
506 E Gunter
San Antonio, TX 78210

Marcus Snyder asked the applicant if he had spoken to Mr. Eadie about the concerns that were voiced in the public hearing. Mr. Rodriguez, applicant, stated that he had spoken to Mr. Eadie and is confident that the issues can be easily addressed through extending screening and moving some of the outdoor equipment. Mr. Rodriguez also stated that there are blowers and turbines located at the end of the tunnel which can be moved to the north side away from the subdivision.

Marcus Snyder asked the applicant if he had concerns about the high traffic along Milrany Lane and the visibility coming out of the site. Mr. Snyder also asked how tall the building was. Mr. Rodriguez stated that the building is approximately 20-25 feet high. He also stated that the property has a

detention pond in the front of the property which allows the building to be located to the back of the property, helping with visibility issues.

Marcus Snyder asked if Engineering has any traffic concerns for this property. Nolan Harvey, City Engineer, stated that this project is at the zoning stage and when it comes through for site planning, it will need to meet the City's visibility and access easement requirements.

Marcus Snyder asked the applicant about what is being planned for the adjacent lot. Mr. Rodriguez stated that there is not a plan in place yet, but that he intends it to be a retail or QSR land use.

Dwayne McNeil asked about noise and if the applicant has any reports based on decibel readings. Mr. Rodriguez stated that he has done reports on other existing sites.

Dwayne McNeil asked if there was a plan for screening in this location. Mr. Rodriguez stated that there is already a screening wall in place along the subdivision. He added that they may consider extending the wall vertically and adding trees along the wall.

Dave Minton asked what the normal business hours are for this location. Mr. Rodriguez stated that the hours will be standardized across all locations to 7 a.m. to 7 p.m.

Dwayne McNeil asked what the maximum capacity for this site will be. Mr. Rodriguez stated that the queuing lanes will allow for 10 vehicles per line with two lanes, allowing for 20 vehicles total with additional queuing space before the vehicles enter the tunnel.

Marcus Snyder asked if there was an existing curb cut in this location on Milrany Lane. Mr. Rodriguez stated that there was not. Nolan Harvey stated that the driveway on Milrany Lane will need to be permitted through TXDOT.

Marcus Snyder suggested that the Commission table this item to allow the applicant and adjacent property owner time to work together to revise the site plan for all parties to be satisfied. Mr. Rodriguez asked the Commission to approve the Specific Use Permit and allow the details to be worked out during site planning. Tyler Brewer stated that was possible, but also stated that to ensure a level of comfort of knowing what will be required, having this revised information at time of zoning would ensure that it is written into the zoning ordinance.

P&Z Action

Motion was made by Marcus Snyder and seconded by Adam Porter to table consideration of this item.

Vote: 5/0/0

- J. 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-ees 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.

Director of Development and Neighborhood Services Tyler Brewer provided a staff introduction for agenda item #5J & 5K.

Mathias Haubert, 2600 Network Blvd. Frisco, TX 75035, representing the applicant, addressed the Commission to introduce the request.

P&Z Action

Motion was made by Preston Taylor and seconded by Dwayne McNeil to open the public hearing.

Vote: 5/0/0

The public hearing was opened at 8:21 p.m.

There were no public comments.

Motion was made by Preston Taylor and seconded by Dwayne McNeil to close the public hearing.

Vote: 5/0/0

The public hearing was closed at 8:21 p.m.

K. Consider and act upon a recommendation to City Council regarding a request to amend Ordinance No. 17-33 by removing 6.53± 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

Dwayne McNeil asked how many employees will be employed on this site. Mathias Haubert stated that there will be 25-30 employees.

Marcus Snyder asked what the operating hours will be. Mr. Haubert stated the facility will operate 24 hours a day, 7 days each week.

Marcus Snyder asked if there was emergency power or generators on site that may be a nuisance. Mr. Haubert stated that the equipment will be fully screened and that it will be located by the detention pond with additional vegetation.

Dwayne McNeil asked if there will be a retail component to this facility. Mr. Haubert stated there is not a retail component.

Marcus Snyder asked if this was a regional facility and what states will it support. Jeff Bennett, 3100 Commerce Street #100, Dallas, TX 75226, applicant, stated that this facility will serve Texas, Missouri, Kansas, Tennessee, Florida and more as they move east.

Dwayne McNeil asked if the facility presented is representative of the maximum growth. Mr. Bennett stated that it is designed the maximum growth.

Marcus Snyder asked what the maximum number of employees will be. Mr. Bennet stated the maximum number of employees will be about 32.

Marcus Snyder asked if there could be any consideration to add additional masonry to the building. Mr. Bennet stated that the existing plan incorporates some materials that replicate masonry but adding additional masonry to the exterior can be considered.

Dwayne McNeil asked what the traffic will be with trucks going in and out of the site. Mr. Haubert stated that there will be 7 loading docks with approximately 2 trucks at the facility at a time.

P&Z Action

Motion was made by Marcus Snyder and seconded by Dwayne McNeil to recommend to City Council to approve the rezone for a Planned Development

conditioned upon the applicant considering adding masonry elements to the exterior of the building.

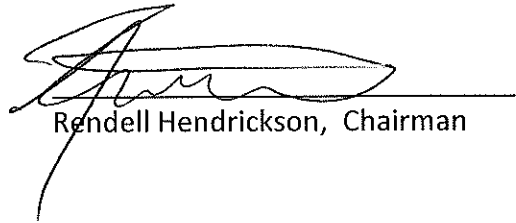
Vote: 5/0/0

L. Adjourn

Motion was made by Adam Porter and seconded by Marcus Snyder to adjourn.

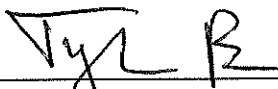
Vote: 5/0/0

Meeting adjourned at 8: 33 p.m.



Rendell Hendrickson, Chairman

ATTEST:



TYLER BREWER, Staff Liaison