

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

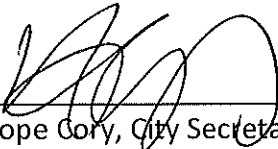
There was no discussion on future agenda items.

K. Adjourn.

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


Jay Northcut, Mayor

ATTEST:


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.

Jay Northcut

JAY NORTHCUT, Mayor

ATTEST:

[Handwritten Signature]

HOPECORY, City Secretary

