

**MINUTES  
CITY OF MELISSA PLANNING & ZONING COMMISSION  
July 8, 2021**

**WORK SESSION**

**A. Call to Order**

Angela Harwell called the work session to order at 6:01 p.m.

**B. Roll Call**

Danielle Dorman-Chapa, Stephen Ford, David Jones, Dave Minton, Dwayne McNeil, and Angela Harwell were all present at the meeting.

**C. Public Comments**

No members of the public spoke on any item on the work session agenda.

**D. Discussion Regarding Regular Agenda Items**

Director of Development and Neighborhood Services Tyler Brewer discussed the regular agenda items with the Commission.

During the discussion of agenda item #5, the following items was discussed:

- Tyler Brewer stated that the primary purpose of this plat is to name the main street, Champions Way. This will allow for addressing the site and new structures.

During the discussion of agenda item #6, the following items were discussed:

- Tyler Brewer stated that the structures on this property were previously used for residential purposes. The Downtown Overlay District ("DOD") contemplates adaptive reuse of residential structures for commercial use through a Specific Use Permit ("SUP").
- Tyler Brewer shared public safety feedback regarding this site from the Melissa Fire Department and that the applicant had committed to incorporating all the improvements outlined by the Melissa Fire Department.
- It was discovered that that one HOA lot was mistakenly left off the property owner address list submitted with the application for public notice requirement per State law. This will require the public hearing to be continued and any action on the item tabled until all property owners within 200 feet can be notified.
- Stephen Ford asked about the proposed second barn and if this SUP is allowing the construction of a second barn.
- The commission had a general discussion about the site regarding parking, paved lanes, the use of the lawn for activities, lighting, and drainage. Tyler Brewer confirmed that the applicant is aware that a site plan will be required.
- Angela Harwell asked about lighting and alcohol use. David Jones discussed his general concerns about alcohol use and the surrounding neighborhoods. Tyler

Brewer stated that that Downtown Overlay District ("DOD") has lighting requirements.

- David Jones asked if the applicant would be allowed to have alcohol on site because they are within 1000 feet of a school. Ryan Pittman, City Attorney, stated that the City has a regulation that precludes any alcohol sales establishment to be located within 300 feet of school or church. This can be extended to 1000 feet if the school district petitions the City to do so. David Jones stated that the applicant noted that they will not sell alcohol on site but rather may use outside vendors.
- Angela Harwell asked if the property was on sewer or septic. Tyler Brewer stated that based on City code they will need to tap into the City sewer if they are within 150 feet of a sewer line though the site planning process.

**E. Recess into Closed Session in compliance with Section 551.00 et seq. Texas Government Code, to wit:**

- a. 551.071. Consultation with the City Attorney regarding:
  - i. ETJ Development

**P&Z Action**

A motion was made by Danielle Dorman-Chapa and seconded by David Jones to recess into Recess into Closed Session in compliance with Section 551.00 et seq. Texas Government Code, Consultation with the City Attorney.

Vote: 6/0/0

Meeting recessed into closed session at 6:43 p.m.

A motion was made by David Jones and seconded by Dave Minton to reconvene the Work Session.

Vote: 6/0/0

Meeting reconvened at 7:26 p.m.

**F. Discussion Regarding Future Agenda Items**

For the sake of time, the Commission did not discuss future agenda items.

**G. Adjourn**

**P&Z Action**

Motion was made by David Jones and seconded by Dwayne McNeil to adjourn at 7:26 p.m.

Vote: 6/0/0

  
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Angela Harwell, Board Chairman

ATTEST:

  
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TYLER BREWER, Staff Liaison

**MINUTES  
CITY OF MELISSA PLANNING & ZONING COMMISSION  
July 8, 2021**

**REGULAR MEETING**

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

Angela Harwell called the regular meeting to order at 7:29 p.m.

Dave Minton, David Jones, Danielle Dorman-Chapa, Dwayne McNeil, Stephen Ford, and Angela Harwell were all present at the meeting.

**2. Pledge of Allegiance**

All who were present gave the Pledge of Allegiance.

**3. Public Comments**

No members of the public spoke during this agenda item.

**4. June 10, 2021 Work Session and Regular Meeting Minutes and June 24, 2021 Special Called Meeting Minutes.**

P&Z Action

Motion was made by David Jones and seconded by Danielle Dorman-Chapa to approve the June 10, 2021 Work Session and Regular Meeting minutes and the June 24, 2021 Special Called Meeting minutes.

Vote: 6/0/0

**5. Consider and act upon a recommendation to City Council regarding the Z-Plex – Melissa Sports Complex Final Plat, being 3 non-residential lots and 1 mixed-use lot consisting of 100.006± acres situated in the David E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located approximately 1,378 feet to the east of the intersection of East Melissa Road and Valley Run Road, City of Melissa, Collin County, Texas.**

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

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by Dwayne McNeil to recommend that City Council approve the Z-Plex – Melissa Sports Complex Final Plat.

Vote: 6/0/0

6. **Conduct a public hearing to hear concerns for or against a request to adopt a Specific Use Permit ("SUP") allowing for a "Hall, Reception/Banquet/Meeting" based on the adaptive reuse of a residential structure within the Downtown Overlay District Transition Mixed-Use (DOD-TMU) area on 2.837± acres of land situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at 2930 Fannin Rd., City of Melissa, Collin County, Texas.**

Director of Development and Neighborhood Services Tyler Brewer provided the staff summary for agenda item #6.

Tyler Brewer stated that during the Work Session it was discovered that one HOA lot was mistakenly left off the property owner address list submitted with the application for public notice requirement per State law. This will require the public hearing to be continued until all property owners within 200 feet can be notified.

P&Z Action

Motion was made by Stephen Ford and seconded by David Jones to open the public hearing.

Vote: 6/0/0

The public hearing was opened at 7:38 p.m.

P&Z Action

Motion was made by Danielle Dorman-Chapa and seconded by David Jones to continue the public hearing until August 12, 2021.

Vote: 6/0/0

7. **Consider and act upon a recommendation to City Council regarding a request to adopt a Specific Use Permit ("SUP") allowing for a "Hall, Reception/Banquet/Meeting" based on the adaptive reuse of a residential structure within the Downtown Overlay District Transition Mixed-Use (DOD-TMU) area on 2.837± acres of land situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at 2930 Fannin Rd., City of Melissa, Collin County, Texas.**

David Jones asked the applicant if there was a plan for overflow parking beyond the 70 parking spots detailed in the application. Sankar Shanmugasundaram, the applicant, stated that he does not expect a need for more than 70 cars based on the size and type of events they plan to have on site. Mr. Shanmugasundaram said he does expect for than 80-90 people in attendance for events.

David Jones asked if alcohol will be served at events. Mr. Shanmugasundaram stated that it would be served and limited to indoor use and mostly during the weekend events.

David Jones also asked the applicant if there was a plan for traffic control following an event. Mr. Shanmugasundaram stated that the events that may cause the most traffic flow from the property would mostly occur in the late evening hours. The applicant stated that the events would mostly be family type events and would potentially only generate 50-60 cars per event.

Angela Harwell asked if there was a plan for noise and music to avoid becoming a nuisance to the surrounding residents. Mr. Shanmugasundaram stated that he will follow the ordinance for noise and will keep music to indoor use to not affect the residents. Angela also asked if there was a plan for lighting. Mr. Shanmugasundaram stated that the lighting on the property would be a low level of lighting to not affect the surrounding residents.

David Jones asked what days the business would be in operation. Mr. Shanmugasundaram stated that most of the large events would take place on the weekends with meetings taking place during the weekdays.

Stephen Ford asked when the future barn shown on the site plan would be constructed and if the applicant had any renderings to share. Mr. Shanmugasundaram stated that the second barn would be a phase two project and it will be very similar to the existing barn. He did not have any renderings to share at the time.

Danielle Dorman-Chapa reminded the applicant that with an additional structure the parking requirements may change, and the applicant will need to submit a new site plan and potentially revise his Specific Use Permit ("SUP"). The applicant confirmed his understanding of the requirements.

Dwayne McNeil reminded the applicant to take into consideration additional parking and the impact on drainage. The applicant acknowledged the comment.

#### P&Z Action

Motion was made by David Jones and seconded by Stephen Ford to table action until August 12, 2021.

Vote: 6/0/0

#### **8. Adjourn**


Motion was made by Danielle Dorman-Chapa and seconded by David Jones to adjourn.

Vote: 6/0/0

Meeting adjourned at 7:50 p.m.

  
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Angela Harwell, Board Chairman

ATTEST:

  
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TYLER BREWER, Staff Liaison