

Planning and Zoning Commission Meeting Minutes  
February 15, 2018  
City of Melissa, TX

**WORK SESSION AGENDA**

1. Meeting was called to order at 6:00 p.m. by Dana Conklin
2. Roll call taken. Present: Stephen Ford, Danielle Dorman-Chapa, David Jones, Mark Williams, Dana Conklin, David Beck
3. Discussed regular agenda items
4. Discussed current planning and zoning applications under review:
  - a. Pinnacle Montessori School Preliminary Plat & Engineering Site Plan
  - b. Capital Dental Preliminary Plat & Engineering Site Plan
  - c. Meadow Run Ph. 1 & Ph. 2 Final Plat
5. Staff gave an update on the Buc-ee's Development
6. Motion by Danielle Dorman-Chapa second by David Jones to adjourn.

Vote: 6/0/0

Meeting adjourned at 6:45 p.m.

**REGULAR AGENDA**

1. Meeting was called to order at 7:00 p.m. by Dana Conklin
2. Roll call taken. Present: Stephen Ford, Danielle Dorman-Chapa, David Jones, Mark Williams, Dana Conklin, David Beck
3. Motion by Mark Williams second by Danielle Dorman-Chapa to approve the December 7, 2018 work session & regular meeting minutes.  
  
Vote: 6/0/0
4. Motion by Stephen Ford second by Danielle Dorman-Chapa to make a recommendation to City Council to approve a request for approval of an update to the Site Plan for the Liberty Phase 1 Amenity Center situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas.  
**Applicant: Hillwood RLD, L.P.**  
  
Vote: 6/0/0
5. Public hearing opened at 7:11 p.m. to hear concerns for or against a request to adopt a new ordinance granting a Specific Use Permit (SUP) to allow the use of fiber cement siding on the exterior elevations of a proposed structure on the following tract of land:

0.136± acres of land, being Lot 3, Block 33 of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located approximately 144 feet to the southeast of the intersection of Sherman St and Paris St, City of Melissa, Collin County, Texas.

**Applicant: Johnny Pope**

**Public Hearing Speakers:**

1. Lynne Shaw (3002 Sherman St., Melissa, TX) asked the applicant whether he plans on renting the proposed duplex structure. The applicant confirmed that he does indeed plan on renting the proposed structure. Mrs. Shaw then asked City Staff whether there are any regulations preventing the rental of residential structures in the Historical Overlay District area of Melissa. City Staff informed Mrs. Shaw that the City has no regulations preventing the rental of residential structures in the City of Melissa.
2. Scott Driscoll (3316 Hamilton Dr., Melissa, TX) asked a general question as to whether City Staff could enforce HOA regulations regarding the renting of properties. City Staff informed Mr. Driscoll that Staff cannot enforce the regulations imposed upon Melissa citizens by their HOAs.

Public hearing closed at 7:16 p.m.

6. Motion by Danielle Dorman-Chapa second by Mark Williams to make a recommendation to City Council to approve a request a request to adopt a new ordinance granting a Specific Use Permit (SUP) to allow the use of fiber cement siding on the exterior elevations of a proposed structure on the tract of land described below. This motion was conditioned upon the applicant selecting a color for the proposed structure before the February 27, 2018 City Council meeting and City Council approving of said color.

0.136± acres of land, being Lot 3, Block 33 of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located approximately 144 feet to the southeast of the intersection of Sherman St and Paris St, City of Melissa, Collin County, Texas.

**Applicant: Johnny Pope**

Vote: 6/0/0

7. Public hearing opened at 7:25 p.m. to hear concerns for or against a request to replat the following tract of land:

0.396± acres of land, being all of Lots 1, 2 and 3, Block 34 of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located at the southeast corner of the intersection of Sherman St and Harrison St, City of Melissa, Collin County, Texas.

**Applicant: Windrose Land Surveying**

**Public Hearing Speakers:**

1. Donnie Shaw (3002 Sherman St., Melissa, TX) asked the applicant to confirm his intention to build a single-family residence on the prospective lot as well as how many square feet the proposed structure will be. The applicant confirmed that he plans to build one (1) single-family residential structure on the prospective lot and that said structure is going to be roughly 2,500 square feet.

Public hearing closed at 7:26 p.m.

8. Motion by David Beck second by Stephen Ford to make a recommendation to City Council to approve a request a request to replat the following tract of land:

0.396± acres of land, being all of Lots 1, 2 and 3, Block 34 of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located at the southeast corner of the intersection of Sherman St and Harrison St, City of Melissa, Collin County, Texas.

**Applicant: Windrose Land Surveying**

Vote: 6/0/0

9. Motion by Danielle Dorman-Chapa second by David Jones to adjourn.

Vote: 6/0/0

Meeting adjourned at 7:30 p.m.

---

Dana Conklin,  
Board Chairman

---

Tyler Brewer, Staff Liaison