CITY OF MELISSA
PLANNING AND ZONING COMMISSION REGULAR MEETING AGENDA

Thursday, March 12, 2026
Regular Meeting 6:30 p.m.

City of Melissa City Hall
3411 Barker Avenue
Melissa, TX 75454

REGULAR MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS
This item is available for up to 3 minutes on any subject of which the City of Melissa has authority. However, no discussion or action, by law, may be taken on the topic unless properly posted on a future agenda.

4. CONSENT AGENDA

A. Consider the February 12, 2026 Work Session and Regular Meeting Minutes. (NR)

B. Consider a recommendation to City Council regarding the Melissa Shopping Plaza Final Engineering Site Plan, consisting of 3.17± acres of land, situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located approximately 849 feet east of the intersection of Central Expressway and Buc-ee's Boulevard, City of Melissa, Collin County, Texas. (TL)

5. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

6. REGULAR AGENDA

A. Consider a recommendation to City Council regarding a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway, City of Melissa, Collin County, Texas. (TL)

B. Consider a recommendation to City Council regarding the Trinity Office Park Final Engineering Site Plan, consisting of 2.49± acres of land, situated in the J. Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the northeast corner of Lindenwood Avenue and Central Expressway, City of Melissa, Collin County, Texas. (TL)

C. Consider a recommendation to City Council regarding the Jiffy Lube Final Engineering Site Plan, consisting of ±0.867 acres of land, situated in the D.E.W. Babb Survey, Abstract No. 33,

City of Melissa, Collin County, Texas, and generally located approximately 308 feet southwest of the intersection of Sam Rayburn Highway and Milrany Lane, City of Melissa, Collin County, Texas. (TL)

7. ADJOURN

Certified

Certified to this the 6th day of March 2026.

Posted: March 6, 2026 at 11:30 a.m.

_____

Tyra LaVerne, Interim Director of Development Services

If during the course of the meeting covered by this notice, the Planning & Zoning Commission Regular Meeting should determine that a closed or executive meeting or session of the Planning & Zoning Commission Regular Meeting 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 Planning & Zoning Commission Regular Meeting 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 Planning & Zoning Commission Regular Meeting 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.

MINUTES

CITY OF MELISSA PLANNING & ZONING COMMISSION REGULAR MEETING

PLANNING & ZONING WORK SESSION AND REGULAR MEETING

FEBRUARY 12, 2026

5:30 PM

Work Session 5:30 p.m.
Regular Meeting 6:30 p.m.

WORK SESSION AGENDA

CALL TO ORDER AND ROLL CALL

Dave Minton called the meeting to order at 5:32 p.m.

David Minton, Clayton Coe, Lawrence Silver, Tracy Hailey, Daniel Mathews, Benjamin Ivy and Darren Melton were present. Jacob Rogers was absent.

Adam Porter arrived at 5:32 p.m.

PUBLIC COMMENTS

Christine McGough
3562 Greenway Road
Melissa, TX 75454

Ms. McGough spoke in opposition to agenda item 6E. Stating concerns regarding increased traffic and sound pollution. Ms. McGough also spoke in opposition to agenda item 6H. She mentioned the need to preserve the history of the downtown overlay district.

DISCUSSION REGARDING REGULAR AGENDA ITEMS

Tyra LaVerne presented Regular Agenda items to the Commission.

ADJOURN

Motion was made by Lawrence Silver and seconded by Ben Ivy to adjourn.

Vote: 7/0/0

The Work Session was adjourned at 6:23 p.m.

REGULAR MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL

Dave Minton called the meeting to order at 6:31 p.m.

Adam Porter, David Minton, Clayton Coe, Lawrence Silver, Tracy Hailey, Daniel Mathews, and Darren Melton were present. Jacob Rogers was absent.

2. PLEDGE OF ALLEGIANCE

All who were present gave the Pledge of Allegiance.

3. PUBLIC COMMENTS

Kaitlin Craven
2720 Fannin Road
Melissa TX 75454

Ms. Craven spoke in opposition of agenda item 1D. She stated concerns with the impact traffic will have toward the students crossing intersection at Fannin Road and Melissa Road.

4. CONSENT AGENDA

A. Consider the January 8, 2026 Work Session and Regular Meeting Minutes.

B. Consider a recommendation to City Council regarding the Waffle House Final Engineering Site Plan, consisting of 0.51± acres of land, being Lot 6, Block A of the Farmhouse 121 Addition, situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3310 Sam Rayburn Highway, City of Melissa, Collin County, Texas.

C. Consider a recommendation to City Council regarding the Melissa Master Halco Final Engineering Site Plan, consisting of 4.700± acres of land, being Lot 2R, Block A of the Melissa Industrial Center Addition, situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located at 3616 Sam Rayburn Highway, City of Melissa, Collin County, Texas.

D. Consider a recommendation to City Council regarding the Pope Commercial Center Final Engineering Site Plan, consisting of 0.26± acres of land situated in the situated in the D.E.W. Babb Survey, Abstract No. 33, being Block 33, Lot 4 and 5, of the Melissa Original Donation, City of Melissa, Collin County, Texas and generally located at 2022 Paris St, City of Melissa, Collin County, Texas.

5. CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

6. REGULAR AGENDA

A. Conduct a hearing and consider a recommendation to City Council regarding a request to rezone from Agricultural District ("A") and General Commercial District ("C-2") within the Commercial Corridor Overlay District ("CC/O") to Planned Development /General Commercial ("PD/C-2") within in the Commercial Corridor Overlay District ("CC/O"), consisting of 13.01± acres of land, in the aggregate, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the southeast corner of Central Expressway and Melissa Road, City of Melissa, Collin County, Texas.

Motion was made by Tracy Hailey and seconded by Lawrence Silver to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 6:40 p.m.

Tyra LaVerne presented agenda item 6A.

There were no public comments.

Motion was made by Lawrence Silver and seconded by Dan Mathews to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 6:44 p.m.

P&Z Action:

Motion was made by Lawrence Silver and seconded by Clayton Coe to recommend approval of agenda item 6A.

Vote: 7/0/0

B. Consider a recommendation to City Council regarding the PVB Melissa Commercial Phase 1 Final Engineering Site Plan, consisting of 13.01± acres of land, situated in the John Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the southeast corner of US 75 and Melissa Road, City of Melissa, Collin County, Texas.

Tyra LaVerne presented agenda item 6B.

P&Z Action:

Motion was made by Tracy Hailey and seconded by Clayton Coe to recommend approval of agenda item 6B.

Vote: 7/0/0

C. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Single Family Residential District 3/General Commercial District/Heavy Industrial District ("SF-3/C-2/I-2") within the Downtown Overlay District within the Transition Mixed Use District ("DOD/TMU") to Planned Development/General Commercial ("PD/C-2") within the Downtown Overlay District within the Transition Mixed Use District ("DOD/TMU") consisting of 6.235± acres of land in the aggregate, situated in the John Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at the southeast corner of McKinney Street and Melissa Road, City of Melissa, Collin County, Texas.

Motion was made by Tracy Hailey and seconded by Clayton Coe to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 6:50 p.m.

Tyra LaVerne presented agenda item 6C.

Public Comments:

Joel Little
2901 Independence Drive
Melissa, TX 75454

Mr. Little spoke in opposition of agenda item 6C. Stating the item is too modern for the Downtown Overlay District.

Brad Fisher
1601 W Harrison St
Melissa, TX 75454

Mr. Fisher spoke in opposition to agenda item 6C. He stated the proposed facades and uses do not fit the Downtown Overlay.

Kaitlin Craven
2720 Fannin Road
Melissa, TX 75454

Ms. Craven spoke in opposition to agenda item 6C. She stated she is not in favor of the proposed façade as it does not meet DOD standards.

Motion was made by Tracy Hailey and was seconded by Dan Mathews to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 7:06 p.m.

P&Z Action:
Motion was made by Adam Porter and seconded by Lawrence Silver to recommend denial of agenda item 6C.

Vote: 7/0/0

D. Consider a recommendation to City Council regarding the India Bazaar Melissa Final Engineering Site Plan, consisting of 2.799± acres of land situated in the John Emberson Survey, Abstract 294, City of Melissa, Collin County, Texas and generally located at the northwest corner of Melissa Road and Fannin Road, City of Melissa, Collin County, Texas.

P&Z Action:
Motion was made by Daniel Mathews and seconded by Lawrence Silver to recommend approval.

Vote: 7/0/0

E. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Single Family Residential District 3 within the Downtown Overlay District within the Commercial Mixed Use Area ("SF-3/DOD/CMU") to Planned Development/Restricted Commercial District within the Downtown Overlay District within the Commercial Mixed Use Area ("PD/C-1/DOD/CMU"), consisting of 0.359± acres of land, being MELISSA ORIGINAL DONATION (CML), BLK 15, LOT N 1/2 OF 8 & 9-10, City of Melissa, Collin County, Texas and generally located at 2916 Santa Fe Street, Collin County, Texas.

Motion was made by Adam Porter and seconded by Tracy Hailey to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 7:27 p.m.

Tyra LaVerne presented agenda item 6E.

The applicant gave a presentation.

Public Comments:

There were no public comments.

Motion was made by Lawrence Silver and seconded by Adam Porter to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 7:34 p.m.

P&Z Action:
Motion was made by Adam Porter and seconded by Daniel Mathews to recommend approval of agenda item 6E.

Vote: 7/0/0

F. Conduct a public hearing and consider a recommendation to City Council regarding a request to rezone from Single Family Residential District 3 within the Downtown Overlay District within the Commercial Mixed Use Area ("SF-3/DOD/CMU") to Planned Development/General Commercial District within the Downtown Overlay District within the Commercial Mixed Use Area ("PD/C-2/DOD/CMU"), consisting of 0.23± acres of land, being a portion of Lots 1, 2, 3, 4 and 5, Block 14 of the OLD DONATION TO THE TOWN OF MELISSA, according to the Map or Plat thereof recorded in Volume 5, Page 118 of the Deed Records of Collin County, Texas (D.R.C.C.T.), City of Melissa, Collin County, Texas and generally located at 1901 E. Harrison Street, Collin County, Texas

Motion was made by Dan Mathews and seconded by Tracy Hailey to open the public hearing.

Vote: 7/0/0

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

Tyra LaVerne presented agenda item 6F.

The applicant gave a presentation.

Public Comments:

Sonia Ndeloa
Melissa TX 75454

Ms. Ndeloa spoke in support of agenda item 6F stating the feasibility of accessing the treatments offered by the proposed business.

Motion was made by Lawrence Silver and seconded by Tracy Hailey to close the public hearing

Vote: 7/0/0

The public hearing was closed at 7:47 p.m.

P&Z Action:

Motion was made by Tracy Hailey and seconded by Clayton Coe to recommend approval of agenda item 6F.

Vote: 7/0/0

G. Conduct a public hearing and consider a recommendation regarding a request to amend Planned Development ("PD") Ord. No. 2026-06 for the purpose of amending certain development regulations on 43.818± acres of land in the aggregate, situated in the S.M. Pullem Survey Abstract No. 706 and the Meredith Hart Survey, Abstract No. 371, City of Melissa, Collin County, Texas and generally located at 4219, 4255, 4295, and 4383 County Road 277, City of Melissa, Collin County, Texas.

Motion was made by Tracy Hailey and seconded by Lawrence Silver to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 7:50 p.m.

Tyra LaVerne presented agenda item 6G.

The applicant provided a presentation.

Motion was made by Tracy Hailey and seconded by Lawrence Silver to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 7:54 p.m.

P&Z Action:
Motion was made by Adam Porter and seconded by Clayton Coe to recommend approval of agenda item 6G.

Vote: 7/0/0

H. Conduct a public hearing and consider a recommendation to City Council regarding a proposed amendment to Melissa's Code of Ordinances, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted), Section (Zoning Districts Established), Section 18 (Special Zoning Districts); Modifying certain standards governing the "DOD" Downtown Overlay District Special Zoning District.

Motion was made by Adam Porter and seconded by Dan Mathews to open the public hearing.

Vote: 7/0/0

The public hearing was opened at 7:58 p.m.

Tyra LaVerne presented agenda item 6H.

Public Comments:

There were no public comments.

Motion was made by Tracy Hailey and seconded by Clayton Coe to close the public hearing.

Vote: 7/0/0

The public hearing was closed at 8:06 p.m.

P&Z Action:

Motion was made by Adam Porter and seconded by Daniel Mathews to recommend agenda item 6H for approval.

Vote: 7/0/0

7. ADJOURN

P&Z Action:
Motion was made by Adam Porter and seconded by Lawrence Silver to adjourn.

Vote: 7/0/0

The meeting was adjourned at 8:10 p.m.

ATTEST:

_____ _____

Tyra LaVerne, Interim Director of Development Services

Dave Minton, Chair

Item 4.B

City of Melissa Planning & Zoning Commission Regular Meeting Staff Report

Date March 12, 2026

Subject Consider a recommendation to City Council regarding the Melissa Shopping Plaza Final Engineering Site Plan, consisting of 3.17± acres of land, situated in the Andrew Thomas Survey, Abstract No. 894, City of Melissa, Collin County, Texas and generally located approximately 849 feet east of the intersection of Central Expressway and Buc-ee's Boulevard, City of Melissa, Collin County, Texas. (TL)

Submitted by Nancy Regalado, Planning Technician

Action Requested

Consider a recommendation to City Council regarding the Melissa Shopping Plaza Final Engineering Site Plan.

Summary of Subject

City Staff has reviewed this Final Engineering Site Plan for compliance with the City's Code of Ordinance ("Code") and zoning on the tract. All staff comments have been addressed and this Final Engineering Site Plan complies with the Code and zoning on the tract.

Link to Final Civil Plans - https://cityofmelissa-my.sharepoint.com/:b:/p/nregalado/IQC53px824pFSrKKeE61GcxuAdo8FAtW-mNQY5atOvr6-lw?e=R7coMl

Comprehensive Plan Comments

The land use complies with the zoning on the subject tract.

Staff Recommendation

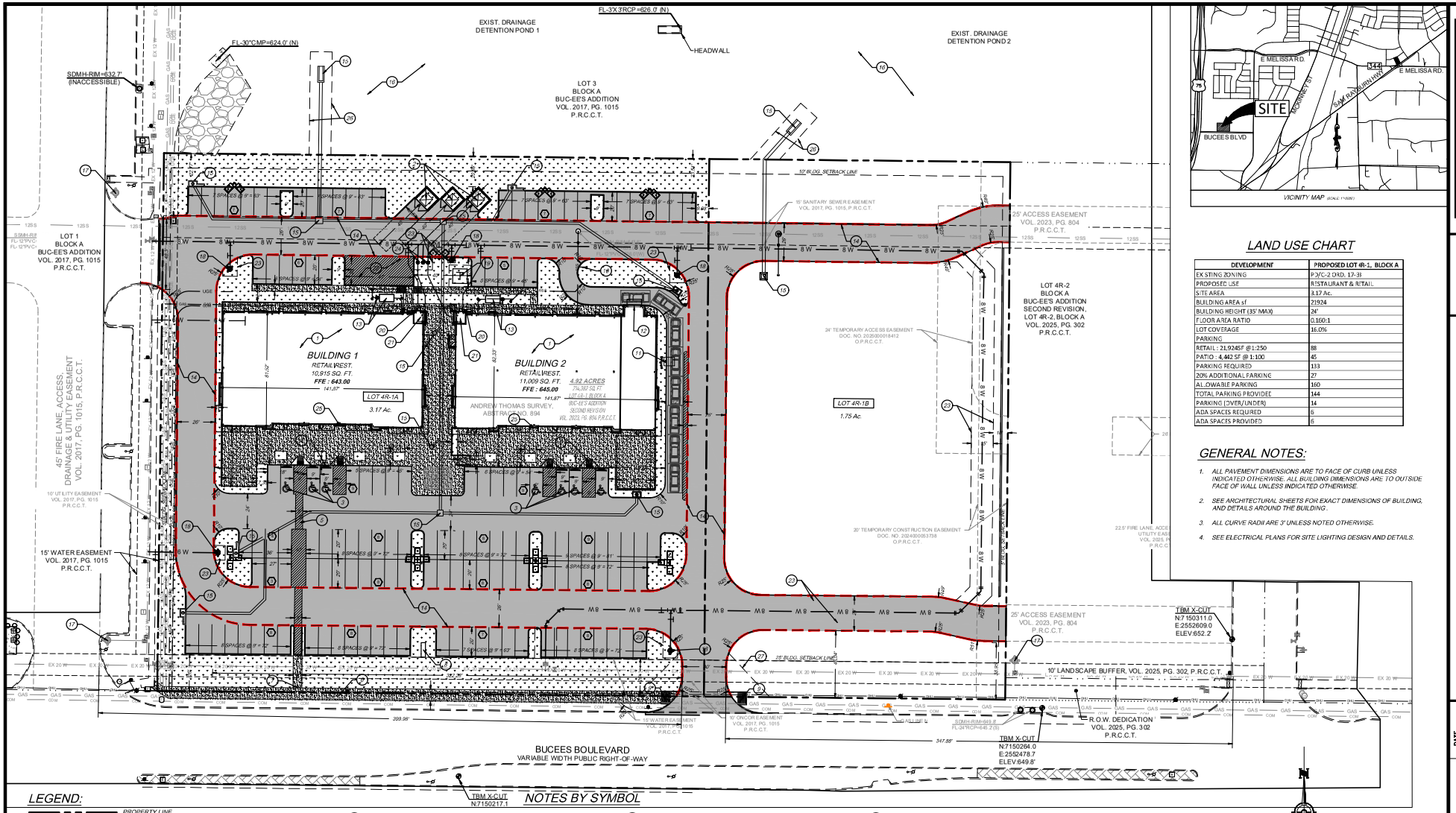
Staff Recommends approval of this Final Engineering Site Plan.

Supporting Documents

1. Location of subject Tract - Melissa Shopping Plaza.docx
2. Site Plan for Melissa Shopping Plaza.pdf

Location of subject Tract





LAND USE CHART

DEVELOPMENT	PROPOSED LOT 4R-1, BLOCK A
EXISTING ZONING	P3/C-2 ORD. 17-31
PROPOSED USE	RESTAURANT & RETAIL
SITE AREA	3.17 Ac.
BUILDING AREA sf	21924
BUILDING HEIGHT (35' MAX)	24'
FLOOR AREA RATIO	0.160:1
LOT COVERAGE	16.0%
PARKING	
RETAIL : 21,924SF @1:250	88
PATIO : 4,442 SF @ 1:100	45
PARKING REQUIRED	133
20% ADDITIONAL PARKING	27
ALLOWABLE PARKING	160
TOTAL PARKING PROVIDED	144
PARKING (OVER/UNDER)	14
ADA SPACES REQUIRED	6
ADA SPACES PROVIDED	6

GENERAL NOTES:

1. ALL PAVEMENT DIMENSIONS ARE TO FACE OF CURB UNLESS INDICATED OTHERWISE. ALL BUILDING DIMENSIONS ARE TO OUTSIDE FACE OF WALL UNLESS INDICATED OTHERWISE.
2. SEE ARCHITECTURAL SHEETS FOR EXACT DIMENSIONS OF BUILDING, AND DETAILS AROUND THE BUILDING.
3. ALL CURVE RADII ARE 3' UNLESS NOTED OTHERWISE.
4. SEE ELECTRICAL PLANS FOR SITE LIGHTING DESIGN AND DETAILS.

LEGEND:

- PROPERTY LINE
- ADJOINED PROPERTY
- BUILDING SETBACK LINE
- EASEMENTS
- EXISTING CURB
- PROPOSED CURB AND GUTTER
- PAINTED STRIPE (TRAFFIC WHITE)
- FIRE LANE STRIPING
- PAINTED WALKWAY (TRAFFIC WHITE)
- CONCRETE PAVING (THICKNESS AND REBAR PER SHEET C-2.1)
- 4" THICK CONCRETE SIDEWALK
- INTERIOR LANDSCAPED AREA (RE: LANDSCAPE PLANS)
- (16) PARKING STALL COUNT
- SITE LIGHTING (SEE ELECTRICAL PLANS)

NOTES BY SYMBOL

1. PROPOSED BUILDING STRUCTURE.
2. DUMPSTER WITH ENCLOSURE WITH 7" THICK CONC. APRON. REFER TO ARCHITECTURAL PLANS FOR DETAILS
3. ACCESSIBLE PARKING SPACE (TYP.)
4. ACCESSIBLE PARKING POLE SIGNAGE (TYP.) - 2 VAN ACCESSIBLE & 4 REGULAR SIGNAGE
5. ADA COMPLIANT WALKWAY
6. PROPOSED 8' WIDE SIDEWALK IN CITY ROW.
7. CONNECT ADA COMPLIANT WALKWAY TO PROPOSED SIDEWALK IN CITY ROW.
8. MONUMENT SIGN (FOR REFERENCE ONLY. BY SEPARATE PERMIT)
9. BARRIER FREE RAMP (BFR) TYP.
10. "DO NOT ENTER" SIGNAGE
11. ORDER BOARD (REFER ARCH. SHEETS)
12. PICKUP WINDOW
13. 1000 GAL COMMUNITY GREASE INTERCEPTOR AND SAMPLE WELL
14. FIRE LANE MARKED PER CITY OF MELISSA FIRE DEPARTMENT STANDARDS & FIRE LANE, ACCESS, DRAINAGE & UTILITY EASEMENT
15. STORM DRAINAGE STRUCTURE
16. EXISTING STORM DRAINAGE DETENTION POND
17. EXISTING FIRE HYDRANT
18. PROPOSED FIRE HYDRANT (WITH REFLECTIVE MARKERS PER FIRE DEPARTMENT REQUIRMENTS
19. ELECTRICAL TRANSFORMER
20. FIRE DEPARTMENT CONNECTION (FDC)
21. FIRE RISER ROOM (50 SF)
22. LOADING AREA
23. WATER EASEMENT
24. 2 - 2" DOMESTIC & 1" IRRIGATION WATER METERS
25. BUILDING NUMBER LOCATION
26. PROPOSED 15' DRAINAGE EASEMENT (BY SEPARATE INSTRUMENT)
27. PROPOSED VAM EASEMENT (BY PLAT)

PURPOSE STATEMENT
THIS SITE PLAN SHOWS THE DEVELOPMENT OF A RESTAURANT AND RETAIL CENTER

0 30 60 90 120
GRAPHIC SCALE IN FEET
1" = 30'

CASE NO : XXXXXX PLAN DATE : 02-20-2026

OWNER/ DEVELOPER	ENGINEER / APPLICANT	LANDSCAPE ARCHITECT	SURVEYOR
A&A PAUL PARTNERS INC.	THOMAS SITE DEVELOPMENT ENGINEERING INC.	FELDMAN DESIGN STUDIOS	EAGLE SURVEYING, LLC
6383 FRANCIS LANE	P.O. BOX 1261, COLLEYVILLE, TX 76034	P. O. BOX 832346	222 S ELM STREET, SUITE 200
FRISCO, TX 75035	ATTN: MATHEW THOMAS, PE PH: (214) 680-2728	RICHARDSON, TX 75083	DENTON, TX 76201
ATTN: PAUL BARADA PH: (214) 986-4538		ATTN: CAROL FELDMAN PH: (972) 523-4944	ATTN: RICHARD SPICER JR. PH: (940) 222-3009

ENGINEERING SITE PLAN

MELISSA SHOPPING PLAZA

LOT 4R-1, LOT A, THE BUC-EE'S ADDITION
CITY OF MELISSA, COLLIN COUNTY, TEXAS
VOLUME 2023, PAGE 804 P.R.C.C.
ZONING : PD / C-2 AREA : 3.17 Ac.

THOMAS SITE DEVELOPMENT ENGINEERING INC.
REGISTRATION NO. F-10289
P.O. BOX 1261, COLLEYVILLE, TX 76034
PHONE: (214) 680-2728, THOMAS-ENG.COM
EMAIL: MATHEW@THOMAS-ENG.COM

MATHEW THOMAS 81978 LICENSED PROFESSIONAL ENGINEER 02/20/26

MELISSA SHOPPING PLAZA
XXXX BUCEES BLVD.
MELISSA, TX 75454

DATE
DESCRIPTION
REVISION

C-2.0

C:\USERS\MATHE\ONEDRIVE\DESKTOP\WORK FOLDER\2025\01 MELISSA RETAIL DESIGN\SHEETS\C-2.0 SITE PLAN - MELISSA RETAIL.DWG
2/19/2026 6:38:52 PM

City of Melissa Planning & Zoning Commission Regular Meeting Staff Report

Date March 12, 2026

Subject Consider a recommendation to City Council regarding a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway, City of Melissa, Collin County, Texas. (TL)

Submitted by Tyra LaVerne, Assistant Director of Development Services

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Action Requested

Consider a recommendation to City Council regarding a Donation Box Site Plan.

Summary of Subject

The applicant is requesting approval to place a donation box on the Kroger property. This request came forward in January. Planning and Zoning recommended approval; however, City Council ultimately denied the request.

The applicant is requesting relief from following regulations:

- Donation boxes must be located within 25 feet from the front facade or primary entrance point
- Donation boxes cannot be placed in a designated parking space.

The applicant has a lease agreement with the property owner (Kroger) which dictates the placement of the donation box.

The applicant has revised the proposed location of the donation box. No other changes to the previous request, such as maintenance plan and box dimensions, have been proposed.

Staff Recommendation

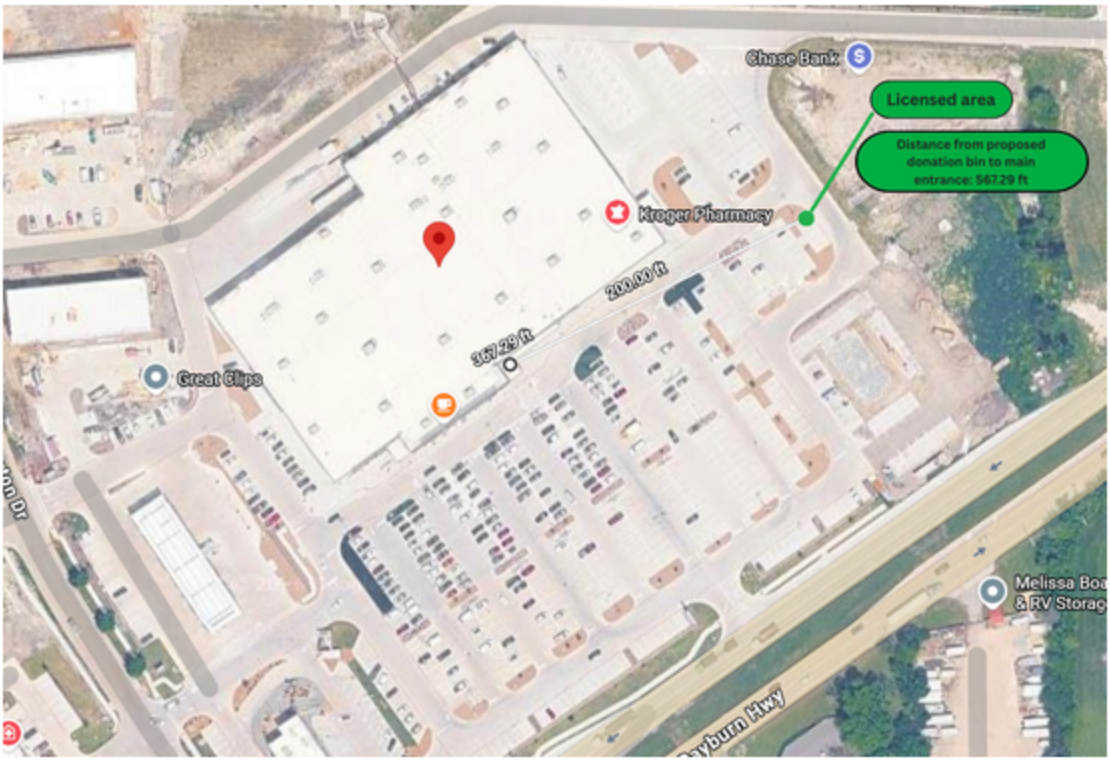
Approval or disapproval of this site plan is a policymaker decision.

Supporting Documents

1. Location_of_Subject_Tract_Kroger.docx
2. 2721 Rayburn Hwy Melissa, TX 75454 siteplan.png
3. Bin_Photo.pdf
4. BIN_Dimensions.pdf
5. Maintenance_Schedule.docx
6. Ord_No._2022-09_CZO_Amendment_Donation_Boxes.pdf

Location of Subject Tract

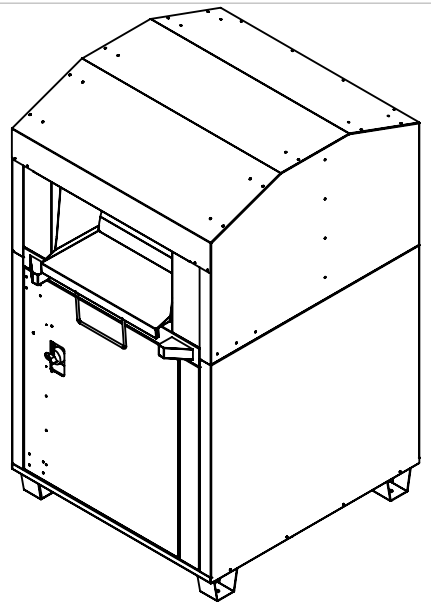


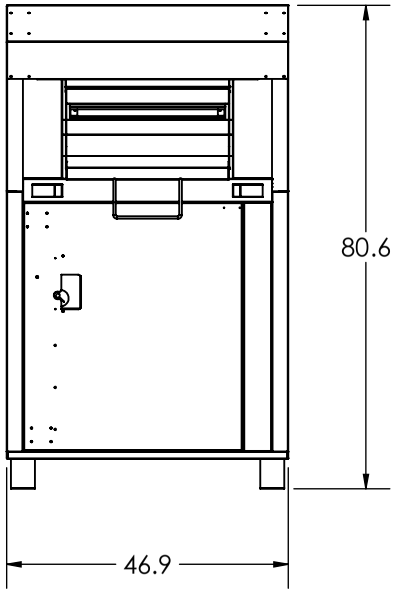

Chase Bank
Licensed area
Distance from proposed donation bin to main entrance: 567.29 ft
Kroger Pharmacy
200.00 ft
367.29 ft
Great Clips
Melissa Boa
& RV Storag
Dr

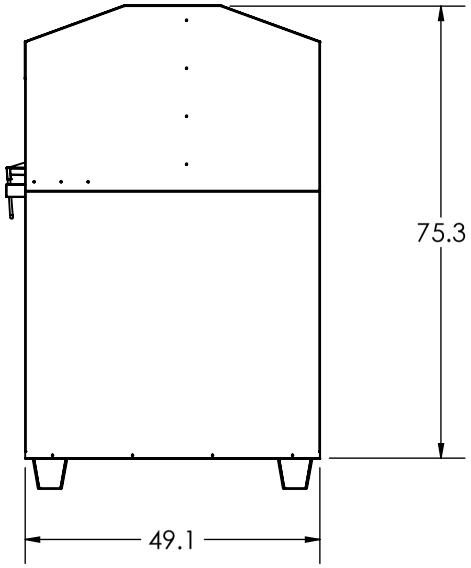

Clothes
& Shoes
Ooo, QR code!
I wonder what's behind it!
(201) 528 - 7778
No Trash Please!
Clothes
& Shoes
Ooo, QR code!
I wonder what's behind it!
(201) 528 - 7778
We can accept the following textile items only:
Clothes
Shoes
Bags
Accessories
Bedding
L.E.A.D.
LAW ENFORCEMENT AGAINST DRUGS & VIOLENCE
"On the Street and in the Classroom"
MILLION TREE CHALLENGE
REFORESTATION PARTNER
TexGreen

NOTES:

- GALVANNEALED STEEL CONSTRUCTION.
- U.V. RESISTANT POWDER COAT FINISH.
- 2 POINT LATCH.
- SPRING ASSISTED CHUTE FITS Ø13" X 27" LONG BAGS.
- EASILY REPLACEABLE DOOR WITH 7/16" STAINLESS HINGE PINS.
- HIDDEN SPRING BOLTS ENGAGE BEHIND DOOR FRAME, NOT VISIBLE FROM OUTSIDE.







UNLESS OTHERWISE SPECIFIED:

DIMENSIONS ARE IN INCHES
TOLERANCES:
FRACTIONAL ±.015
ANGULAR: MACH ± BEND ±
TWO PLACE DECIMAL ±.020
THREE PLACE DECIMAL ±.010

	NAME	DATE
DRAWN	JCERDA	
CHECKED		
ENG APPR.	D MOORE	
MFG APPR.		
Q.A.		

COMMENTS:

PHONE: (909) 605-0538
FAX: (909) 605-7780
www.securr.com

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1390 S. MILLIKEN AVE
ONTARIO CA 91761

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TITLE: CB26G16

SIZE	REV
A	A

SCALE: 1:32 WEIGHT: SHEET 1 OF 1

5 4 3 2 1

Hello Sir/Madam,

Our maintenance schedule for this location is **daily, seven days a week**. Below is the specific schedule, as requested:

Maintenance Days:

- **Monday** - maintenance and pick-up
- **Tuesday** - maintenance and pick-up
- **Wednesday** - maintenance and pick-up
- **Thursday** - maintenance and pick-up
- **Friday** - maintenance and pick-up
- **Saturday** - maintenance and pick-up
- **Sunday** - maintenance and pick-up

We operate every day, so if an additional pick-up is required beyond the daily visit, we can arrange it immediately.

All of our trucks are equipped with a graffiti removal kit, so any graffiti found during visits will be removed on the spot.

During each visit, we maintain not only the bin(s) but also the area around them, including cleaning and picking up any debris within a 25-ft radius.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Emilia Zhekova

201 456-2640

emily@greenteamworldwide.com

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, AMENDING MELISSA'S CODE OF ORDINANCES, ORDINANCE NO. 92-04, AS AMENDED, CHAPTER 12 (PLANNING AND ZONING), ARTICLE 12.300 (ZONING ORDINANCE ADOPTED), SECTION 20 (SCHEDULE OF USES AND PARKING REQUIREMENTS) AND SECTION 31 (RULES OF CONSTRUCTION AND GENERAL DEFINITIONS); DESIGNATING THE LAND USE DEFINED AS "DONATION BOX" AS A CONDITIONAL USE IN THE FOLLOWING NONRESIDENTIAL ZONING DISTRICTS ONLY: C-1 RESTRICTED COMMERCIAL DISTRICT AND C-2 GENERAL COMMERCIAL DISTRICT; ESTABLISHING CONDITIONAL DEVELOPMENT STANDARDS APPLICABLE TO DONATION BOXES; DEFINING THE TERM DONATION BOX; PROVIDING A PENALTY CLAUSE, SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City Council of the City of Melissa, Texas ("City Council") finds that there has been an increase in the number of persons or entities desiring to collect textiles, clothing, shoes, books, toys, household items and other salvageable personal property items for charitable purposes, which has led to the proliferation of donation boxes in various areas of the City of Melissa, Texas ("Melissa"); and

WHEREAS, Melissa also has seen the placement of donation boxes in required parking spaces, required landscaped buffer areas, required open space areas and in or near residential zoning districts, often without the property owner's permission; and

WHEREAS, the proliferation of these containers contribute to visual clutter, and in areas throughout Melissa, donation boxes have contributed to blight due to graffiti and poor maintenance and the accumulation of debris and excess items outside of the collection boxes; and

WHEREAS, the City Council also finds that the inability of landowners to accurately identify the owners of such donation boxes has resulted in decreased accountability on the part of donation box owners and operators; and

WHEREAS, the City Council finds that regulating the size, number, placement, installation, use and maintenance of donation boxes is necessary for the health, safety and welfare of the general public, the promotion of consistent land uses and development, the protection of property rights and the protection of landowners and residents of Melissa; and

WHEREAS, City Council finds that such minimum blight-related performance standards also are necessary to protect the aesthetic well-being of the community and to promote the tidy and ordered appearance of developed property; and

WHEREAS, Melissa has complied with all legal notices and public hearings as required by law; and

WHEREAS, the City Council finds that it will be advantageous, beneficial and in the best interest of the citizens of Melissa to amend Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted) ("Zoning Ordinance"), Section 20 (Schedule of Uses and Parking Requirements) and Section 31 (Rules of Construction and General Definitions), as set forth below, to designate the land use defined as "Donation Box" as a Conditional Use in the following nonresidential zoning districts only: C-1 Restricted Commercial District and C-2 General Commercial District, as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:

SECTION 1: Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2: Amendment to the Code of Ordinances, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted), Section 20 (Schedule of Uses and Parking Requirements). Section 20 (Schedule of Uses and Parking Requirements) of the Zoning Ordinance is hereby amended to designate the land use defined as "Donation Box" as a Conditional Use subject to Conditional Development Standards in the following nonresidential zoning districts only: C-1 Restricted Commercial District and C-2 General Commercial District, as follows:

"**ARTICLE 12.300 ZONING ORDINANCE ADOPTED**

...

SECTION 20
SCHEDULE OF USES AND PARKING REQUIREMENTS

20.1 ...

[The remainder of this page intentionally left blank.]

	BASE ZONING DISTRICT LEGEND	Residential							Nonresidential				Special						
X	Use permitted in District	A - Agricultural District	SF-1 - Single-Family Residential District 1	SF-2 - Single-Family Residential District 2	SF-3 - Single-Family Residential District 3	TH - Townhome Residential District	MF - Multi-Family Dwelling District	MH - Manufactured Home Park District	C-1 - Restricted Commercial District	C-2 - General Commercial District	I-1 - Light Industrial District	I-2 - Heavy Industrial District	DOD CMU - Downtown Overlay District (Commercial Mixed Use)	DOD TMU - Downtown Overlay District (Transition Mixed Use)	CC/O - Commercial Corridor Overlay District	SUP - Specific Use Permit	PD - Planned Development District	Parking Requirement Based on Use
	Use prohibited in District																	
S	Use permitted in District upon approval of a Specific Use Permit																	
(a,b,c...)	Use is permitted in the District indicated with a Specific Use Permit (if applicable) if the use complies with conditional development standard or limitations in the corresponding alphabetical end note in Subsection 20.3 (Conditional Development Standards)																	
	SPECIAL ZONING DISTRICT LEGEND																	
X	Use subject to Base Zoning District																	
X(S)	Use subject to Base Zoning District upon approval of a Specific Use Permit																	
	Use prohibited in District																	
	Regulation by District (See Individual Section)																	
	PARKING REQUIREMENT BASED ON USE																	
(1,2,3...)	See corresponding numeric end note in Subsection 22.8 (Parking Requirement Based on Use)																	
	Use Type																	
	Nonresidential Uses																	
...																		
Donation Box									(s)	(s)								None
...																		

...

20.3 *Conditional Development Standards*: A use is permitted in the zoning district as indicated in the Use Chart, Subsection 20.1, if the following conditional development standards or limitations are met:

...

(s) *Donation Box:*

(1) Donation Boxes are permitted as a secondary use to a commercial primary use on the property.

(2) No more than one (1) donation box may be permitted for placement on any one lot. In the case of a shopping center or office development that consists of multiple platted lots, the Director shall treat the shopping center or office development as if it is only one contiguous lot. In the case of a shopping center or office development, the Director shall permit a single additional donation box, provided that neither box is within fifty (50) feet of the other, unless both donation boxes are operated by the same person.

(3) The placement and size of Donation Boxes shall comply with the following:

(a) Donation Boxes shall not be located in a designated parking or loading space.

(b) Donation Boxes shall conform to all applicable building setbacks on the property.

(c) Donation Boxes shall be located so as to facilitate pickup of donated items by the operator or collection agency.

(d) Donation Boxes shall be located within twenty-five (25) feet of the front façade of a building. For the purposes of this subsection, a front façade of a building shall mean the primary entrance point for the public. Donation Boxes shall not be located in the rear of any building which is not a pad site (defined as a nonresidential building of 6,000 square feet or less).

(e) Donation Boxes may be located in the rear of pad sites (defined as a nonresidential building of 6,000 square feet or less) provided that they meet the other locational criteria.

(f) Donation Boxes shall be located a minimum distance of twenty-five (25) feet away from the intersection of two (2) or more fire lanes and/or drive aisles, with the distance measured from the intersecting center lines of the fire lanes and/or drive aisles.

(g) The maximum dimensions of a Donation Box shall be twelve (12) feet in width, twelve (12) feet in depth and seven (7) feet in height.

(h) Donation Boxes shall not be located within in any required landscape buffers.

(i) Donation Boxes shall not be located in any designated open space areas.

(4) Approval process for Donation Boxes:

(a) The placement of Donation Boxes must be approved as part of a Site Plan.

(b) The property owner shall sign and notarize the development application for the Site Plan

authorizing the placement of the Donation Box on the property.

(c) A decal to allow a Donation Box to be placed and used at a designated location shall be issued by Development Services at the time of the approval of the Site Plan. The decal shall be placed on the Donation Box in a visible location to identify the Donation Box as an allowed use on the property. In addition to the decal, each Donation Box shall clearly indicate in writing the name and contact information of the operator of the box on the front side of the box. The size of lettering for the notice shall not be less than one-half inch in height.

(d) The operator of the Donation Box shall serve as the applicant on the development application. A separate application is required for each Donation Box operator for each site. If the Donation Box operator changes, the new operator must submit a new Site Plan prior to the change in operation.

(e) The Site Plan shall detail a service plan for each Donation Box. The operator of each Donation Box shall be responsible for collecting the contents of the Donation Box to prevent overflow and littering and shall pick up all donated items at least once per week. The service plan shall include information regarding how many times a week donated items will be collected, the time of day the items will be collected, a vehicular circulation plan and a graffiti and litter abatement plan.

(5) Required maintenance of Donation Boxes and drop-off collection areas:

(a) The operator of each Donation Box shall keep the real property situated within twenty-five (25) feet of the location of a Donation Box clean and free of trash, debris, broken glass, coat hangers, clothes, clothing accessories or excess donations.

(b) The Donation Box operator and the real property owner shall be jointly and severally liable and responsible for the maintenance, upkeep and servicing of the Donation Box and the cleanup and

removal of any donations left on the property outside of the Donation Box.

(c) A violation of this Subsection shall constitute a public nuisance, and the City shall have the authority to abate any such violation as such. This provision does not exclude or limit the use of any other remedy available to the City under this Ordinance, the Code of Ordinances or the laws of the State of Texas.

(d) Each Donation Box shall clearly indicate in writing on the front side of each box that all donations must fit into and be placed within the Donation Box. The size of lettering for the notice shall not be less than one-half inch in height.

(e) A Donation Box operator or real property owner that fails to maintain the cleanliness of the surrounding real property may receive a notice of violation from the City. If the City elects to send a notice of violation to the email address on file for the operator, the operator shall have forty-eight (48) hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of a citation by the City. An operator who is issued more than one (1) citation in a twelve (12) month period for the same offense on the same Donation Box is subject to revocation of the approval for such Donation Box.

(f) The requirements of this Subsection shall apply to all Donation Boxes regardless of whether the boxes were placed prior to the effective date of these regulations, except that any Donation Boxes existing on the effective date of these regulations shall come into compliance with the requirements of this Subsection not later than one (1) year after the effective date of these regulations. Donation Boxes existing on or before the effective date of these regulations shall have no legally existing non-conforming rights and shall immediately comply with the requirements of this Subsection.

(6) It shall be unlawful for any person who owns, leases, is in control of or is entitled to possession of real property within the City of Melissa to authorize or allow any Donation Box

to be placed on or remain on such real property without a valid Site Plan in compliance with the provisions of this Ordinance.

..."

SECTION 3: Amendment to the Code of Ordinances, Chapter 12 (Planning and Zoning), Article 12.300 (Zoning Ordinance Adopted), Section 31 (Rules of Construction and General Definitions). Section 31 (Rules of Construction and General Definitions) of the Zoning Ordinance is hereby amended as follows:

"SECTION 31
RULES OF CONSTRUCTION AND GENERAL DEFINITIONS

...

31.2 *General Definitions: ...*

...

Donation Box

Any drop-off box, container, receptacle, trailer or similar facility that accepts donated textiles, clothing, shoes, books, toys, household items and/or other salvageable personal property items to be used by the operator for distribution, resale or recycling.

..."

SECTION 4: Savings/Repealing. The Zoning Ordinance shall remain in full force and effect, save and except as amended by this or any other Ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, regardless of whether any one or more sections, subsections, sentences, clauses or phrases is declared unconstitutional and/or invalid.

SECTION 6: Penalty. Any person, firm, corporation or entity violating any provision of this Ordinance or the Zoning Ordinance, as they exist or may be amended, shall be deemed

guilty of a misdemeanor, and upon conviction therefore, shall be fined in a sum not exceeding TWO THOUSAND AND NO/100 DOLLARS ($2,000.00). A violation of any provision of this Ordinance shall constitute a separate violation for each calendar day in which it occurs. The penal provisions imposed under this Ordinance shall not preclude Melissa from filing suit to enjoin the violation. Melissa retains all legal rights and remedies available to it pursuant to local, state and federal law.

SECTION 7: Effective Date. This Ordinance shall become effective from and after its adoption and publication as required by law and the City Charter.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS on this 14th day of December, 2021.

Reed Greer, Mayor

ATTESTED TO AND CORRECTLY RECORDED:

Kacie Galyon, City Secretary

CITY OF MELISSA • TEXAS

Dates of Publication: December 23, 30 2021, *Anna-Melissa Tribune*

City of Melissa Planning & Zoning Commission Regular Meeting Staff Report

Date March 12, 2026

Subject Consider a recommendation to City Council regarding the Trinity Office Park Final Engineering Site Plan, consisting of 2.49± acres of land, situated in the J. Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the northeast corner of Lindenwood Avenue and Central Expressway, City of Melissa, Collin County, Texas. (TL)

Submitted by Tyra LaVerne, Interim Director of Development Services

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Action Requested

Consider a recommendation to City Council regarding the Trinity Office Park Final Engineering Site Plan.

Summary of Subject

City staff has reviewed the Final Engineering Site Plan for compliance with the City's Code of Ordinances ("Code") and the applicable zoning for the tract.

The applicant is requesting approval to deviate from the City Code requirement that dumpsters be located a minimum of 100 feet from a residential property line. The proposed dumpster location is approximately 61 feet from the residential property line.

The applicant is also requesting approval to install a living screen adjacent to the residential development. City Code requires commercial properties to install a solid screening wall or fence between 6 and 8 feet in height along the property line separating commercial and residential uses. The applicant has provided a line of sight exhibit for your consideration.

This site plan is part of a larger development. The adjacent lot, which has been fully constructed, received approval in April 2024 with the following variances:

- Installation of a 10-foot-tall, fully mature and opaque living screen with irrigation at the time of construction
- Dumpster enclosures located approximately 44 feet from the residential property line.

Link to Final Civil Plans https://cityofmelissa-my.sharepoint.com/:b:/p/nregalado/IQCxFdZIiEt8Q55CKPQs9K3EARzRhh-nluBvi_Xtp5U-ueg?

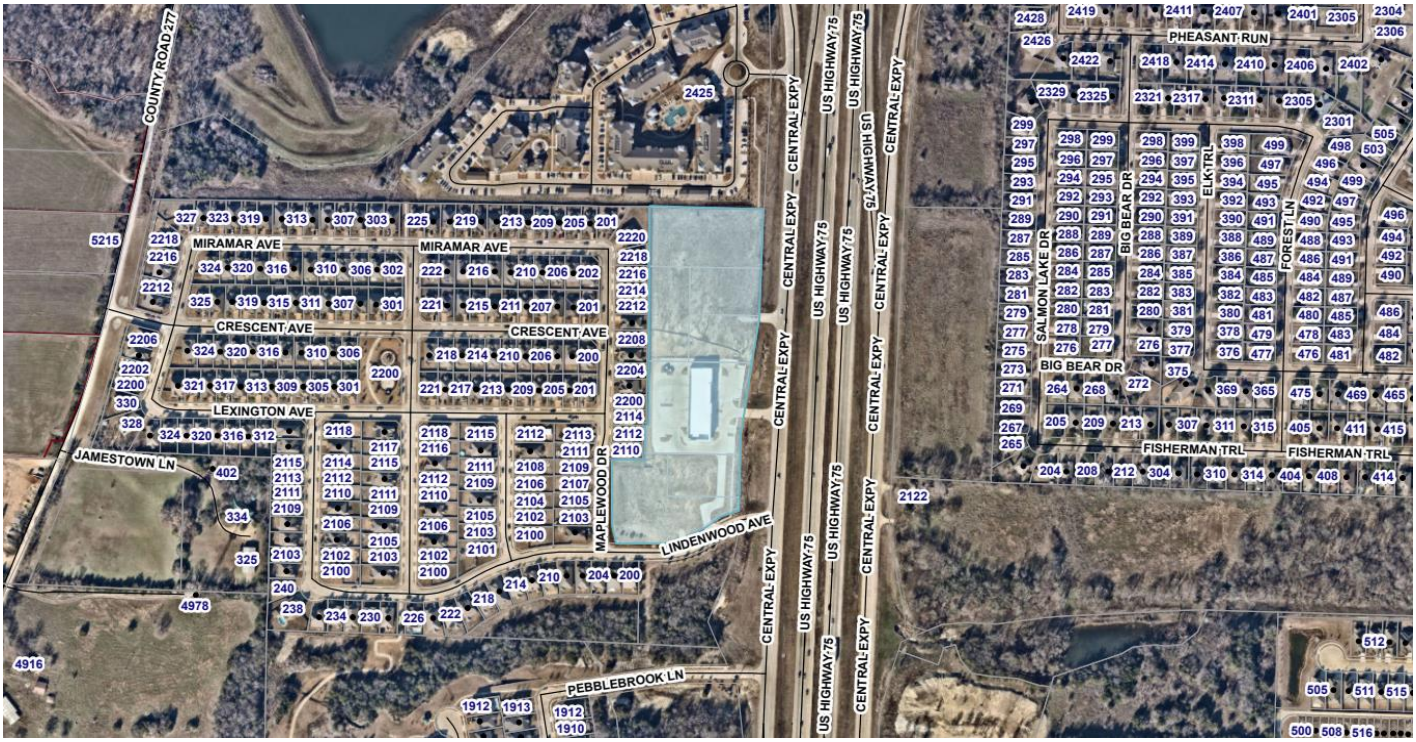
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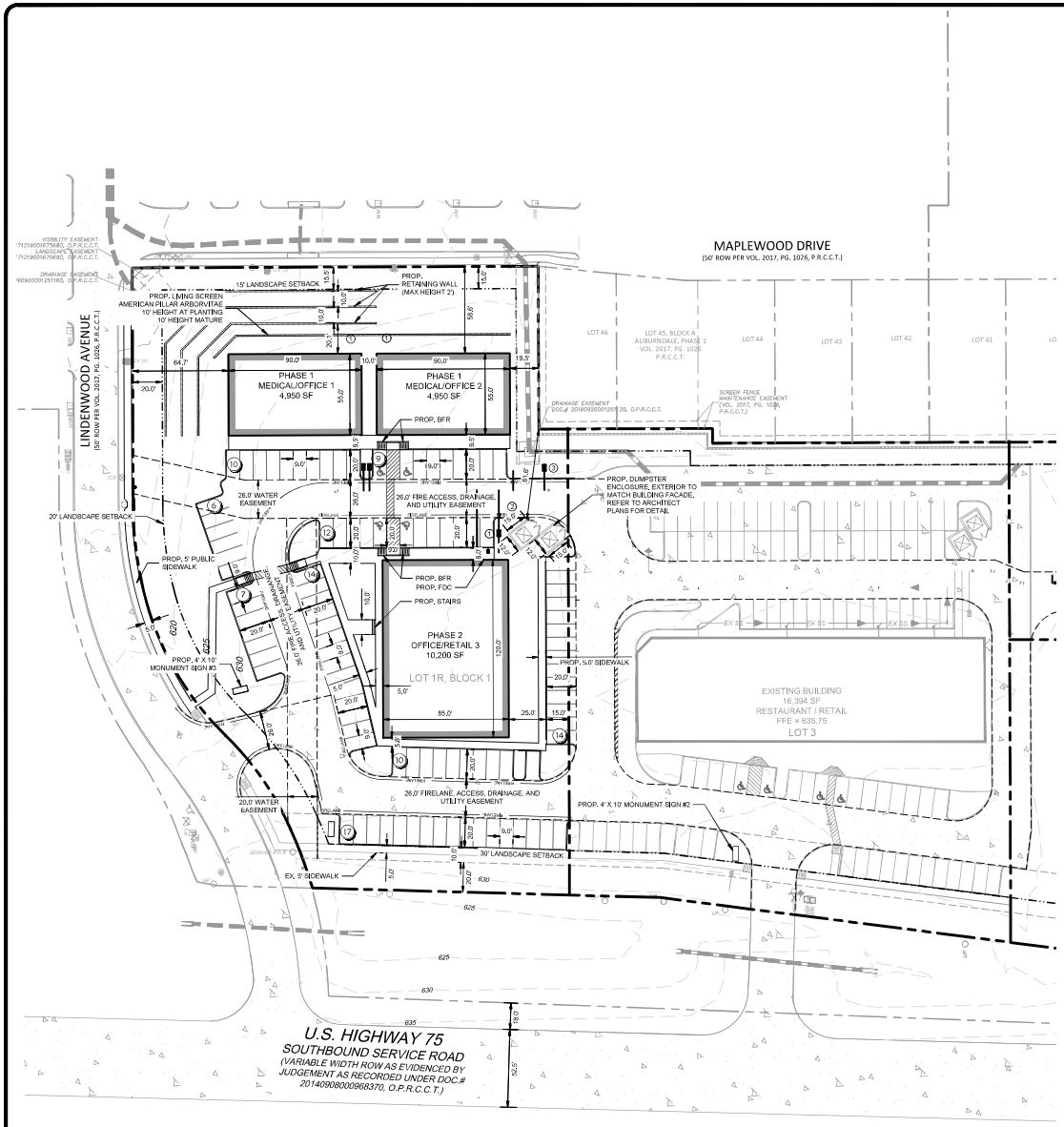
Comprehensive Plan Comments
The land use complies with the zoning on the subject tract.

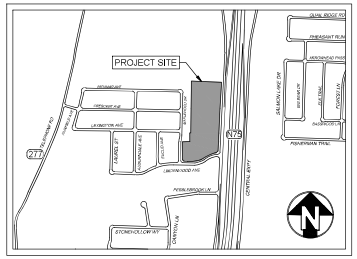
Staff Recommendation
Approval or disapproval of the variance request is a policy maker decision.

Supporting Documents
1. Location of subject Tract - Trinity Office Park
2. Site Plan for Trinity Office Park.pdf

Location of subject Tract







VICINITY MAP
N.T.S.

811
Know what's below.
Call before you dig.

LEGEND

- PROPOSED SIGN
- FIRE LANE STRIPING — FIRELANE
- PROPOSED FIRE HYDRANT — FH
- PROPOSED SANITARY MANHOLE — SS
- PROPOSED CURB INLET
- PROPOSED GRATE INLET
- ACCESSIBLE ROUTE
- PARKING COUNT — 10
- PROPOSED RETAINING WALL
- PROPOSED FDC
- PROPERTY BOUNDARY

SITE PLAN DATA TABLE			
	BUILDING 1	BUILDING 2	BUILDING 3
EXISTING ZONING	ZONE PD	ZONE PD	ZONE PD
PROPOSED ZONING	ZONE PD	ZONE PD	ZONE PD
PROPOSED USE	MEDICAL (100%)	MEDICAL (100%)	MEDICAL (100%)
LOT AREA (SF) / (ACRES)	108,517 / 2.49	108,517 / 2.49	108,517 / 2.49
TOTAL BUILDING AREA (SF)	4,950	4,950	10,200
BUILDING HEIGHT	24'-0" (1 STORY)	24'-0" (1 STORY)	24'-0" (1 STORY)
BUILDING LOT COVERAGE (%) / FLOOR AREA RATIO	4.56% / 0.046	4.56% / 0.046	9.40% / 0.094

PARKING DATA TABLE			
	BUILDING 1	BUILDING 2	BUILDING 3
OFFICE (MEDICAL) PARKING REQUIREMENT	1 SPACE PER 200 SF	1 SPACE PER 200 SF	1 SPACE PER 200 SF
PORTION OF BUILDING OFFICE (MEDICAL)	100% / 4,950 SF	100% / 4,950 SF	100% / 10,200 SF
OFFICE (MEDICAL) PARKING SPACES REQUIRED	25 SPACES	25 SPACES	50 SPACES
TOTAL PARKING SPACES REQUIRED	100 SPACES	100 SPACES	100 SPACES
TOTAL PARKING SPACES PROVIDED	100 SPACES	100 SPACES	100 SPACES
REQUIRED ADA PARKING	4 SPACES (1 VAN)	4 SPACES (1 VAN)	4 SPACES (1 VAN)
PROVIDED ADA PARKING	4 SPACES (2 VAN)	4 SPACES (2 VAN)	4 SPACES (2 VAN)

VARIANCE TABLE	
CODE	VARIANCE
3.1400 - SCREENING REQUIREMENTS	A LIVING SCREEN IS PROPOSED BETWEEN THE ADJACENT RESIDENTIAL PROPERTIES AND THE PROPOSED DEVELOPMENT IN LIEU OF A MASONRY SCREENING WALL.
	DUMPSTER WITHIN 100 FEET OF RESIDENTIALLY ZONED PROPERTY

LAYOUT & DIMENSIONAL CONTROL NOTES:

1. BOUNDARY LINES AND EASEMENT: REFER TO THE FINAL PLAT TO VERIFY PROPERTY LINES AND EXISTING EASEMENT LOCATIONS.
2. DIMENSION CONTROL: UNLESS NOTED OTHERWISE, ALL PAVING DIMENSIONS SHOWN ARE TO FACE OF CURB.
3. CURB RADII: UNLESS NOTED OTHERWISE, ALL CURB RADII SHALL BE 3' AT FACE OF CURB.
4. BUILDING DIMENSIONS: REFERENCE ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND COORDINATES PRIOR TO CONSTRUCTION.
6. ALL COORDINATES ARE U.S. SURVEY FEET, NAD '83 SURFACE.

NOTE TO CONTRACTOR

THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES (WHETHER SHOWN ON PLANS OR NOT) PRIOR TO COMMENCING CONSTRUCTION. IF FIELD CONDITIONS DIFFER SIGNIFICANTLY FROM LOCATIONS SHOWN ON THE PLANS, THE CONTRACTOR SHALL CONTACT THE PROJECT ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

SITE PLAN KEY	
1	PROP. METER (DOMESTIC)
2	PROP. FIRE SERVICE
3	PROP. METER (IRRIGATION)

GRAPHIC SCALE
0 40 80 FEET
SCALE: 1" = 40'

SITE PLAN
CITY PROJECT NO. SPXX-XXXX
TRINITY MELISSA
OFFICE PARK
2.49 ACRES
MELISSA COMMERCIAL
(VOL. 2025, PG. 40)
CITY OF MELISSA, COLLIN
COUNTY, TEXAS
PREPARATION DATE: 09/05/2023

OWNER/APPLICANT
ABJL LLC
3575 STORY RD. WEST SUITE 100
IRVING, TX 75038
PH: 214-663-4366
CONTACT: MEHRDAD SEHAT

LANDSCAPE ARCHITECT
LONDON LANDSCAPES
P.O. BOX 28
COLLINSVILLE, TX 76233
PH: 972-600-5676
CONTACT: AMY LONDON

ENGINEER
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-488-4960
CONTACT: JOHN GARDNER, PE

SURVEYOR
BARTON CHAPA SURVEYING
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-864-1957
CONTACT: JACK BARTON, RPLS

PRELIMINARY FOR REVIEW ONLY
THESE DOCUMENTS ARE FOR DESIGN REVIEW ONLY AND NOT INTENDED FOR THE PURPOSES OF CONSTRUCTION, BIDDING OR PERMIT. THEY WERE PREPARED BY, OR UNDER THE SUPERVISION OF:
JOHN D. GARDNER
P.E.# 138295
DATE: February 4, 2026

MELISSA OFFICE
LOT 1R, BLOCK 1
CITY OF MELISSA
COLLIN COUNTY, TEXAS

REV:	DATE:	DESCRIPTION:

kirkman ENGINEERING
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
TEXAS FIRM NO. 15874

JOB NUMBER: MEH23001_MELISSA
ISSUE DATE: 11/20/25

SITE PLAN

SHEET:
C3.0

FILE PATH: K:\Active\MEH_Melissa Office\Drawings\03-Production\Sitework\MEH_Melissa Office Drawing.dwg - Production Cut SITE Plan - MEH001
PLOTTED BY: JACOB
PLOTTED DATE: 2/4/2026

Item 6.C

City of Melissa Planning & Zoning Commission Regular Meeting Staff Report

Date March 12, 2026

Subject Consider a recommendation to City Council regarding the Jiffy Lube Final Engineering Site Plan, consisting of ±0.867 acres of land, situated in the D.E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas, and generally located approximately 308 feet southwest of the intersection of Sam Rayburn Highway and Milrany Lane, City of Melissa, Collin County, Texas. (TL)

Submitted by Tyra LaVerne, Interim Director of Development Services

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Action Requested

Consider a recommendation to City Council regarding the Jiffy Lube Final Engineering Site Plan.

Summary of Subject

City staff has reviewed the Final Engineering Site Plan for compliance with the City's Code of Ordinances ("Code") and the applicable zoning for the tract.

The applicant is requesting approval to deviate from the City Code requirement that dumpsters be located a minimum of 100 feet from a residential property line. The proposed dumpster location is approximately just over 42 feet from the residential property line.

Link to Final Civil Plans - https://cityofmelissa-my.sharepoint.com/:b:/p/nregalado/IQA2WBpmoym-SJbymlRNGXteAdQ2UmNdP6_danimIscGBfI?e=weDspx

Comprehensive Plan Comments

The land use complies with the zoning on the subject tract.

Staff Recommendation

Approval or disapproval of the variance request is a policy maker decision.

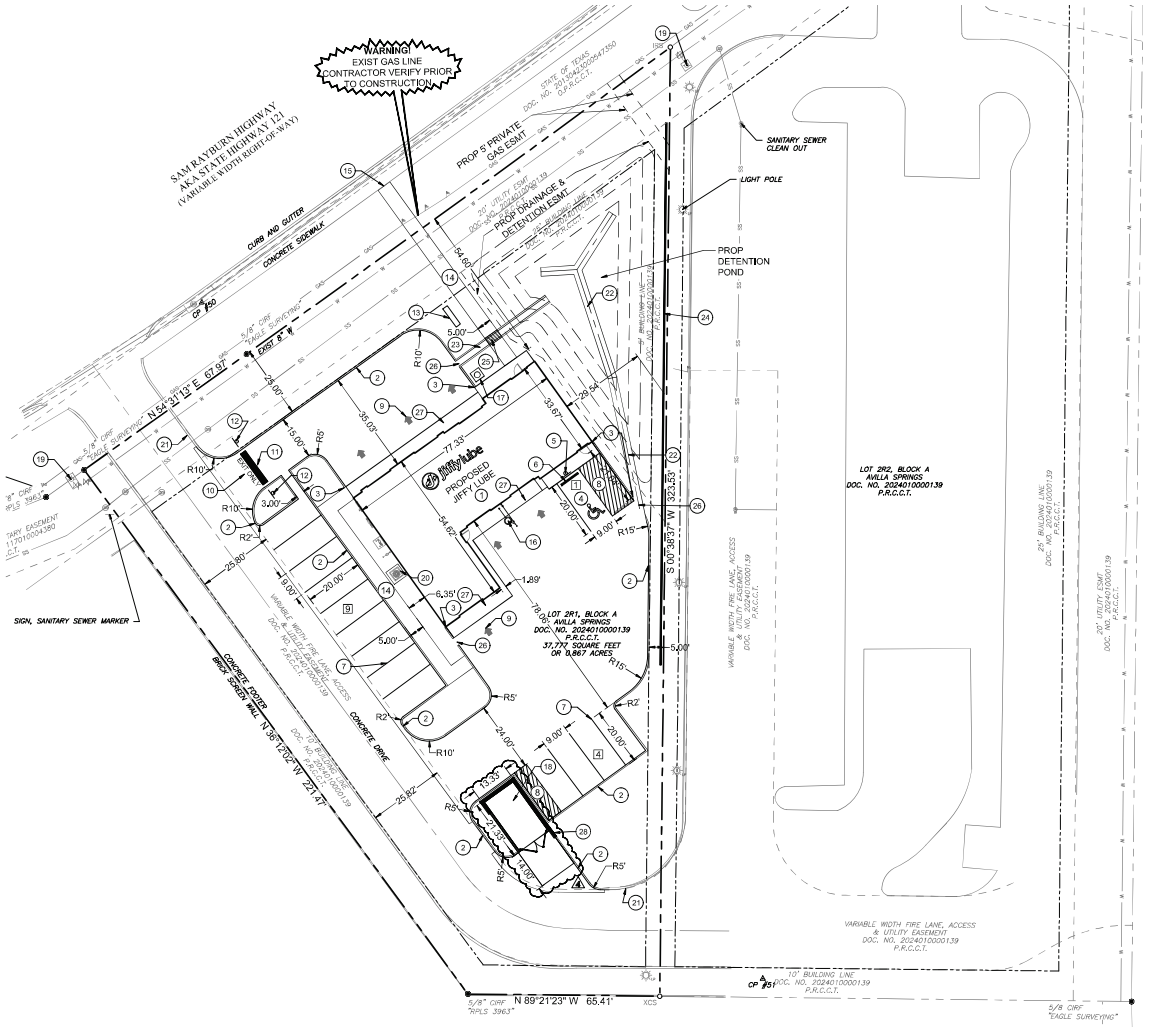
Supporting Documents

1. Location of subject Tract - Jiffy Lube.docx.pdf
2. Site Plan Jiffy Lube.pdf

Location of subject Tract



VARIANCES NOTE:
1. VARIANCE FOR DUMPSTER LOCATION FROM FOLLOWING REQUIREMENTS:
1.1. ARTICLE 3.1400(b)(6)F
ALL REFUSE ENCLOSURES SHALL BE LOCATED A MINIMUM OF THIRTY FEET (30') FROM ANY AND ALL TRAFFIC AND/OR PEDESTRIAN ENTRANCES AND EXITS TO THE PROPERTY.
1.2. ARTICLE 3.1400(b)(6)(D)
EACH REFUSE ENCLOSURE SHALL BE LOCATED A MINIMUM OF ONE HUNDRED FEET (100') FROM ANY ADJACENT RESIDENTIAL DISTRICT BOUNDARY LINES, UNLESS APPROVED BY THE CITY ENGINEER.



SITE NOTES:

1. ALL WORK SHALL CONFORM TO THESE PLANS, CONTRACT DOCUMENTS AND THE INTERNATIONAL BUILDING CODE.
2. ALL PAVING DIMENSIONS ARE TO FACE OF CURB WHERE APPLICABLE.
3. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR ACTUAL BUILDING DIMENSIONS.
THE BUILDING DIMENSIONS AND CORNERS SHOWN ARE TO FACE OF OUTSIDE WALLS OF BUILDING.
4. THE BOUNDARY WILL BE MONUMENTED BY OTHERS PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL LOCATE AND VERIFY THE BOUNDARY MONUMENTATION AND THE PROJECT BENCHMARK PRIOR TO COMMENCING CONSTRUCTION. THE BOUNDARY MONUMENTATION SHALL BE USED AS HORIZONTAL PROJECT CONTROL AND SHALL BE PROTECTED BY THE CONTRACTOR DURING ALL PHASES OF CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE OWNER OF MISSING OR CONFLICTING MONUMENTATION PRIOR TO COMMENCING CONSTRUCTION.
5. CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL PEDESTRIAN WORK MEETS OR EXCEEDS THE CURRENT ADA GUIDELINES. ALL WORK AROUND HANDICAP PARKING SHALL CONFORM TO ADA AND TEXAS ACCESSIBILITY STANDARDS. THE CONTRACTOR SHALL REMOVE AND REPLACE ANY CONSTRUCTED OR INSTALLED ITEMS NOT MEETING THE CURRENT ADA STANDARDS AT NO ADDITIONAL COST TO THE OWNER OR TO THE CITY.
6. REFERENCE ARCHITECTURAL DRAWINGS FOR BOLLARD PLACEMENT.
7. CONTRACTOR TO REFERENCE STRUCTURAL PLANS FOR BUILDING AND FOUNDATION SUBGRADE PREPARATION.
8. REFER TO GEOTECHNICAL REPORT (GILES ENGINEERING ASSOCIATES, INC PROJECT NO. 4G-2505004).
9. STRUCTURAL BMP SHALL BE PROVIDED PER THE CITY OF MELISSA DESIGN CRITERIA. PLANTERS SHALL BE PROVIDED PER SECTION 15 OF THE ISWM TECHNICAL MANUAL - SITE DEVELOPMENT CONTROLS.
10. DRIVE THROUGH FOR PICK UP ONLY. THERE IS NO POINT OF ORDER.
11. MAX BUILDING HEIGHT EQUALS 22'-2" FEET.
12. FINAL SERVICE LOCATIONS TO BE FINALIZED WITH MEP PLANS

NOTES BY SYMBOL:

1. PROPOSED BUILDING
2. PROPOSED 6" CURB
3. TRANSITION CURB FROM 6" TO 0" IN 2FT (UNLESS OTHERWISE NOTED)
4. ADA PARKING SPOT & STRIPIING
5. ADA PARKING SIGN
6. 4'x6" **ANCHORED WHEEL STOP**
7. 4" WIDE PAINTED WHITE STRIPE
8. 4" WIDE CROSS HATCH STRIPING
9. TRAFFIC ARROWS (REF ARCH PLANS)
10. "EXIST ONLY" 18" TALL PAINTED WHITE LETTERS
11. 24" WIDE PAINTED WHITE STOP BAR
12. EXIT ONLY SIGN WITH CONCRETE BASE
13. PROPOSED MONUMENT SIGN
14. PROPOSED 5' SIDEWALK
15. DOWEL PROPOSED SIDEWALK INTO EXISTING SIDEWALK
16. SUMP PUMP (REF ARCH PLANS FOR DETAILS)
17. OIL WATER SEPARATOR (REF ARCH PLANS FOR DETAILS)
18. DUMPSTER AREA (REF ARCH PLANS FOR DETAILS)
19. EXISTING FIRE HYDRANT
20. HVAC UNIT WITH SCREENING (REF ARCH PLANS FOR DETAILS)
21. EXISTING 6" CURB TO REMAIN
22. 9' WIDE CONCRETE FLUME
23. 3' WIDE CONCRETE CROSS DRAIN
24. PROPOSED 185 LF OF RETAINING WALL (TO BE ENGINEERED BY OTHERS)
25. 5' WIDE TRUCK APPROACH (SEE SHEET 9 FOR DETAIL)
26. 3' WIDE CURB CUT
27. CONCRETE PAD. (REF ARCH PLANS FOR DETAILS)
28. PROPOSED 43 LF OF RETAINING WALL (TO BE ENGINEERED BY OTHERS)

SITE DATA	AVILLA SPRINGS LOT 2R1, BLOCK A
ZONED:	SUP/C-2
TOTAL APPROXIMATE LAND SIZE:	37,777 SF/0.867 AC
PROPOSED USE:	AUTO REPAIR (MINOR)
FRONT SETBACK:	25 FEET
SIDE SETBACK:	5 FEET
REAR SETBACK:	10 FEET
BUILDING FOOTPRINT SF:	2902 SF
PERCENT OF LOT COVERAGE SF:	47%
PARKING REQUIRED (3 SPACES PER BAY PLUS 1 PER EMPLOYEE.):	14
TOTAL PARKING PROVIDED:	14
HANDICAP PARKING PROVIDED:	1

TRACT DESIGNATION:	AVILLA SPRINGS LOT 2R1, BLOCK A
EXISTING ZONING:	SUP/C-2
PROPOSED ZONING:	SUP/C-2
TOTAL APPROXIMATE LAND SIZE:	37,777 SF/0.867 ACRES
DEVELOPER:	GUGGENHEIM DEVELOPMENT SERVICES, LLC 3000 INTERNET BLVD., SUITE 570 FRISCO, TX 75034 214-872-4000
ENGINEER/SURVEYOR:	SHIELD ENGINEERING GROUP, PLLC 1600 WEST 7TH ST, SUITE 400 FORT WORTH, TX 76102 817-810-0696

ISSUED FOR PERMIT

SHIELD ENGINEERING
TBPELS ENGINEERING #F-11039, SURVEYING #10193890

ARCHITECTURAL DESIGN GUILD
Architect

SHIELD ENGINEERING GROUP, PLLC
Civil Engineer

JOHNSTON BURKHOLDER ASSOCIATES
Structural Engineer

ARCHITECTURAL DESIGN GUILD
Plumbing Engineer

ARCHITECTURAL DESIGN GUILD
Mechanical Engineer

ARCHITECTURAL DESIGN GUILD
Electrical Engineer

JACE C. MOTHERAL
118787
LICENSED
PROFESSIONAL ENGINEER
2/23/2026

JIFFY LUBE

SWQ HWY 121 & MILRANY RD
MELISSA, TEXAS

SHIELD PROJECT #: 2024194.01
DATE: 2/23/2026
REVISIONS / SUBMISSIONS:

NO.	DATE	DESCRIPTION
1	12.10.2025	ADDENDUM A OWNER COMMENTS
2	01.21.2026	CIVIL CITY COMMENTS #1
3	02.04.2026	CIVIL CITY COMMENTS #2
4	02.23.2026	RETAINING WALL RFI
5		

SHEET:
SITE PLAN

SCALE: 1" = 20' PAGE: 8 OF 25

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