# CITY OF MELISSA
# CITY COUNCIL REGULAR
# MEETING AGENDA

Tuesday, June 9, 2026
Regular Meeting - 6:30 p.m.

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

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## REGULAR MEETING AGENDA

**1. CALL TO ORDER AND ROLL CALL**

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

**3. PROCLAMATIONS AND PRESENTATIONS**

**4. PUBLIC COMMENTS - AGENDA ITEMS**
*This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.*

**5. CONSENT AGENDA**
*All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests and a majority of City Council are in favor, in which event the item will be removed from the Consent Agenda and placed in the section titled Consideration of Items Withdrawn From the Consent Agenda.*

A. Consider the minutes from the May 26, 2026 City Council Work Session and the May 26, 2026 City Council Regular Meeting. (HB)

**6. CONSIDERATION OF ITEMS WITHDRAWN FROM CONSENT AGENDA**

**7. REGULAR AGENDA**

A. Conduct a public hearing to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land consisting of 3.448± acres of land in the aggregate, and generally located at 2138 Calhar Drive, City of Melissa, Collin County, Texas, heretofore zoned General Commercial District ("C-2") zoning classification; providing that the property is rezoned placed and placed in the Planned Development/Light Industrial District ("PD/LI"). (TL)

B. Conduct a public hearing regarding an annexation, on application of the landowner, an area of land consisting of 32.673± acres of land, situated in the Thomas Lindsey Survey, Abstract No. 521, Collin County, Texas and generally located approximately 1,668 feet northwest of the intersection of County Road 277 and Sunset Canyon Drive, Collin County, Texas. (TL)

C. Conduct a public hearing to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land consisting of 32.673± acres of land, generally located approximately 1,668 feet northwest of the intersection of County Road 277 and Sunset Canyon Drive, Collin County, Texas, heretofore zoned Agricultural District ("A") zoning classification; providing that the property is rezoned placed in the Planned Development/ Single Family Residential District 3 ("PD/SF-3"). (TL)

D. Conduct a public hearing to amend Ordinance No. 2024-14, which granted a Specific Use Permit ("SUP") for the operation of an Automobile Repair, Major land use on a tract of land consisting of 1.679± acres of land, generally located at 2406 Sam Rayburn Highway, City of Melissa, Collin County, Texas, for the purpose of amending certain development standards. (TL)

E. Consider Melissa Masonic Lodge request for installation of a cornerstone and an installation ceremony related to Fire Station #2. (TS)

F. Consider a Resolution Directing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation for Street, Park and Water Projects; and Resolving Other Matters Relating to the Subject. (TS)

G. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:
   I. 551.087 Deliberations regarding Economic Development Negotiations (James Fisher Survey, Abstract 304, Sheet 2, Tract 15)
   II. 551.071 Private Consultation with the Attorney for the City (Boundary Agreement)

H. Reconvene into Regular Meeting and Take Any Action as Necessary as a Result of the Executive Session.

I. Consider appointing a Mayor Pro Tem. (JL)

**8. PUBLIC COMMENTS - NON-AGENDA ITEMS**

*This item is available for citizens to speak 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 and until properly posted on a future agenda*

**9. COUNCIL DISCUSSION**

*Council discussion with staff concerning any actions required by City Staff as a result of any item on tonight's agenda.*

**10. ADJOURN**

**Certified**

Certified to this the 2nd day of June, 2026.

Posted: June 2, 2026 @ 5:30 p.m.

_____

Hope Baskin, City Secretary

**If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council 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 City Council 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 City Council 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:**

**551.087 Deliberations regarding Economic Development Negotiations**
**551.071 Private Consultation with the Attorney for the City**
**551.072 Discussing Purchase, Exchange, Lease or Value of Real Property**
**551.074 Discussing Personnel**

**In accordance with House Bill 1522, the budget for FY2025-2026 for the City of Melissa will raise more revenue from total property taxes than last year's budget by an amount of $1,095,131, which is a 6.48% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $1,951,306.**

| Scenario | | TAXPAYER IMPACT: Median Taxable Homestead Value | | Tax Rate | Estimated City Tax Bill | Change from Prior Year |
|---|---|---|---|---|---|---|
| Prior Year | FY2025 | $ 413,849 | 2024 | 0.454116 | $1,879.35 | |
| Adopted Budget | FY2026 | $ 441,633 | 2025 | 0.454116 | $2,005.53 | $126.17 |
| No-New Revenue Rate | FY2026 | $ 441,633 | 2025 | 0.477065 | $2,106.88 | $227.52 |
| Voter Approved Rate | FY2026 | $ 441,633 | 2025 | 0.478134 | $2,111.60 | $232.24 |

**The adopted budget for FY 2025-2026 can be viewed on the City's website located at cityofmelissa.com under the Financial Transparency Tab**

**MINUTES**

**CITY OF MELISSA CITY COUNCIL WORK SESSION**

**CITY COUNCIL WORK SESSION**

**MAY 26, 2026**

**5:15 PM**

**WORK SESSION AGENDA**

**1. Call to Order**

Mayor Northcut called the Work Session to order at 5:15 p.m.

**2. Roll Call**

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Preston Taylor, Rendell Hendrickson, Dana Conklin, Joseph Armstrong and Sean Lehr were present.

**3. Public Comments**

There were no public comments.

**4. Discussion regarding any items on the Regular Agenda**

Tyra LaVerne, Interim Director of Development Services, gave summaries of items 7A-7D on the Regular Agenda. Upon Staff request for feedback, Council agreed to the importance for trail connection as well as following standard process for obtaining easements.

Erik Stokes, Police Chief, gave a summary of item 7H on the Regular Agenda.

**5. Work Session Item(s)**

**A. Update regarding Parks and Recreation Programs (TB)**

Due to time constraints, this item was not discussed.

**B. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:**

**I. 551.071 Private Consultation with the Attorney for the City (Boundary Agreement)**

Council Action:
Motion was made by Joseph Armstrong and seconded by Sean Lehr to Recess into Executive Session at 5:27 p.m.

Vote: 7/0/0

City Attorney, Ryan Pittman, and the following Staff were present: Jason Little, Terrell Smith, Gail Dansby, Hope Baskin, and Nolan Harvey.

**C. Reconvene into Work Session**

Council Action:
Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Reconvene the Work Session at 6:30 p.m.

Vote: 7/0/0

**D. FY2027 Budget Discussion (TS)**

Due to time constraints, this item was not discussed.

**6. Discussion regarding any future agenda items**

There was no discussion regarding future agenda items.

**7. Adjourn**

Mayor Northcut adjourned the Work Session at 6:31 p.m.

ATTEST:

_____ _____

Hope Baskin, City Secretary Jay Northcut, Mayor

**MINUTES**

**CITY OF MELISSA CITY COUNCIL REGULAR MEETING**

**CITY COUNCIL REGULAR MEETING**

**MAY 26, 2026**

**6:30 PM**

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Northcut called the Regular Meeting to order at 6:37 p.m.

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Preston Taylor, Rendell Hendrickson, Dana Conklin, Joseph Armstrong and Sean Lehr were present.

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Rendell Hendrickson gave the invocation.

**3. PROCLAMATIONS AND PRESENTATIONS**

A. Proclamation regarding My Daughter's Nonprofit Organization

Mayor Northcut presented a proclamation to My Daughter's, a nonprofit organization. Janna Hale, Founder and CEO, accepted the proclamation.

**4. PUBLIC COMMENTS - AGENDA ITEMS**

Monique Muhammad
3306 Blue Jay Lane
Melissa, TX 75454

Mrs. Muhammad expressed concerns with item 7E, stating that donation boxes have a history of causing litter and uncleanliness to communities.

Gregory Byrne
2425 Central Expy #4208
Melissa, TX 75454

Mr. Byrne expressed concerns with item 7H stating that e-bikes, motor-assisted scooters, and similar devices are the means by which many residents commute and that State Law currently regulates these types of vehicles. Mr. Byrne stated that parents should be responsible for use of e-bikes by minors and commended Staff for not requiring licenses for the use of the types of vehicles in which State Law does not currently require licenses.

**5. CONSENT AGENDA**

**A. Consider the minutes from the May 12, 2026 City Council Work Session and May 12, 2026 City Council Regular Meeting. (HB)**

**B. Accept the Quarterly Financial Report for the period ending March 31, 2026. (CF)**

**C. Consider a Resolution setting a date, time and place for a public hearing on the proposed voluntary annexation by the City of Melissa of the area of land consisting of 32.673± acres of land situated in the Thomas Lindsey Survey, Abstract No. 521 , Collin County, Texas. (TL)**

**D. Consider an Ordinance amending the Crime Control and Prevention District Fiscal Year**

**2025-2026 Budget and approve the Crime Control and Prevention District Revised Budget Figures for Fiscal Year 2025-2026. (ES)**

**E. Consider a Resolution authorizing of the City Manager to execute all documents necessary for the purchase of three (3) police vehicles, including associated equipment, service fees, and charges, in an amount not to exceed $383,000, utilizing Crime Control and Prevention District funds contingent upon approval of the revised Crime Control and Prevention District budget. (ES)**

Council Action:
Motion was made by Craig Ackerman and seconded by Preston Taylor to Approve the Consent Agenda as noted.

Vote: 7/0/0

**6. CONSIDERATION OF ITEMS WITHDRAWN FROM CONSENT AGENDA**

There were no items withdrawn from the Consent Agenda.

**7. REGULAR AGENDA**

**A. Consider authorizing the City Manager to draft, negotiate, and execute an Annexation Agreement and Development Agreement with R&D Aycock, LTD. (TL)**

Tyra LaVerne, Interim Director of Development Services, presented items 7A-7D. All public hearings for items 7B, 7C, and 7D took place at the May 12, 2026 City Council Regular Meeting.

The proposed agreement in 7A outlines how the property would be annexed and zoned, including the developer's responsibilities for infrastructure improvements, such as utility extensions and roadway improvements as well as the creation of the Public Improvement District. There are items still being worked through between the developer, property owner, the City, and City Attorney. If Council is inclined, the action would need to be to authorize the City Manager to negotiate and executed at a later date.

Item 7B creates the Public Improvement District for Honeybell Grove while item 7C refers to the Annexation Ordinance.

Item 7D is the Zoning Ordinance in which the applicant is requesting approval of a Planned Development (PD) to allow for a single-family residential development. The proposed development includes a maximum of 600 homes on a mix of 50-foot and 60-foot wide lots. Concept plans, including the proposed layout, amenity center, open space, and building elevations, have been submitted and were provided to Council. Staff received letters of protest from ten property owners. The Planning and Zoning Commission recommended denial by a vote of 4-1, requiring a super majority vote by Council for approval.

Items 7B, 7C, and 7D are contingent upon moving forward with item 7A.

Council Action:
Motion was made by Craig Ackerman and seconded by Preston Taylor to Authorize the City Manager to draft, negotiate, and execute an Annexation Agreement and Development Agreement with R&D Aycock, LTD.

Vote: 7/0/0

**B. Consider the Resolution creating the Honeybell Grove Public Improvement District, on approximately 144.540± acres generally located at the southwest corner of Collin County Outer Loop Road and County Road 418, Collin County, Texas. (TS)**

Council Action:
Motion was made by Craig Ackerman and seconded by Joseph Armstrong to Approve the Resolution creating the Honeybell Grove Public Improvement District, on approximately 144.540± acres generally located at the southwest corner of Collin County Outer Loop Road and County Road 418, contingent upon the Development Agreement and Annexation Agreement with R&D Aycock, LTD. being executed by the City Manager.

Vote: 7/0/0

**C. Consider an ordinance annexing, on application of the landowner, an area of land consisting of 144.540± acres of land, in the aggregate , situated in the D.E.W. Babb Survey, Abstract No. 33, Collin County, Texas and generally located at southwest corner of Collin County Outer Loop Road and County Road 418, Collin County, Texas, Collin County, Texas. (TL)**

Council Action:
Motion was made by Craig Ackerman and seconded by Sean Lehr to Approve an Ordinance as noted, contingent upon the Development Agreement and Annexation Agreement with R&D Aycock, LTD. being executed by the City Manager.

Vote: 7/0/0

**D. Consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land consisting of 144.540± acres of land, in the aggregate, generally located at southwest corner of Collin County Outer Loop Road and County Road 418, Collin County, Texas, heretofore zoned Agricultural District ("A") zoning classification; providing that the property is rezoned placed and placed in the Planned Development/ Single Family Residential District 3 ("PD/SF-3"). (TL)**

John Landwehr, Columnar Investments Representative, answered questions for Council regarding the project, concerns from residents, and trail system connection.

Council Action:
Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to Approve an Ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08 as noted, contingent upon the Development Agreement and Annexation Agreement with R&D Aycock, LTD. being executed by the City Manager.

Vote: 7/0/0

**E. Consider a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway, City of Melissa, Collin County, Texas. (TL)**

Tyra LaVerne presented the item to Council stating that this request was previously considered in March 2026, ultimately being denied by Council due to concerns regarding placement of the donation box. The applicant has revised the proposed location of the donation box to be within 25 feet of the

primary entrance of the building, eliminating the need for a variance from the City's distance requirement related to the placement from the building facade.
The Planning and Zoning Commission recommended approval by a vote of 5-0-0. No other changes from the original request have been made, including the maintenance schedule being 7 days per week.

Council Action:
Motion was made by Craig Ackerman and seconded by Joseph Armstrong to Approve a Donation Box Site Plan, generally located at 2721 Sam Rayburn Highway as noted.

Vote: 7/0/0

**F. Consider the Verizon Sign Plan amendment, located at 3000 Washington Drive, City of Melissa, Collin County, Texas. (TL)**

Tyra LaVerne presented the item to Council stating that the applicant is requesting approval of a Sign Plan Amendment to allow an oversized wall sign to remain in place on the subject property. A sign permit application was initially reviewed and approved on December 2, 2025; However, revised sign plans that differed from the originally approved plans and were not formally approved or permitted. Specifically, the revised sign exceeds the maximum allowable sign width and permitted percentage of wall length established by the City's sign regulations. Despite the lack of an approved permit, the revised sign was subsequently installed on the building.

Staff reviewed some communication and process coordination issues occurred that may have contributed to confusion regarding the status of the revised sign permit application. Due to the revised plans being submitted shortly after the original approval, there was some internal confusion regarding the status of the permit and associated reviews, and follow-up with the third-party review consultant did not occur as promptly as intended. Staff believes these circumstances may have contributed to misunderstandings regarding whether the revised sign plans had been approved. Per City Code, the originally approved wall sign was already at the maximum allowable width of 9 feet 9 inches. The installed sign exceeds that standard and measures approximately 11 feet 9 inches in width. The applicant is now requesting a variance through a Sign Plan Amendment to allow the sign to remain as constructed. According to the applicant, the proposed signage will not adversely impact adjacent properties and is intended to provide a positive visual and functional contribution to the site. The applicant states that the purpose of the larger sign is to improve tenant visibility, clearly identify the customer entrance, and enhance overall wayfinding and site navigation. The Planning and Zoning Commission recommended approval by a vote of 4-1-0.

Council Action:
Motion was made by Rendell Hendrickson and seconded by Joseph Armstrong to Approve the Verizon Sign Plan amendment as noted.

Vote: 7/0/0

**G. Consider the Pediatric Therapy Office Site Plan, 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. (TL)**

Tyra LaVerne presented the item to Council stating that the applicant is requesting consideration of a site plan for a proposed pediatric therapy office that previously came before the City for zoning

approval earlier this year. During the zoning review, City Council noted the importance of seeing how the site would function in more detail, particularly the layout of the parking area and overall site organization, before moving forward with development. The site plan shows the building placement along with the associated parking lot, drive aisles, access points, landscaping areas, and general site circulation. The parking layout is intended to support both staff and client needs for the therapy practice while maintaining safe and functional movement throughout the site. The Planning and Zoning Commission recommended approval by a vote of 5-0-0.

Council Action:
Motion was made by Rendell Hendrickson and seconded by Sean Lehr to Approve the Pediatric Therapy Office Site Plan as noted.

Vote: 7/0/0

**H. Consider an Ordinance amending Melissa's Code of Ordinances, Ordinance No. 92-04, as amending, Chapter 10 (Traffic Control), Article 10.900 (Motor-Assisted Scooters); Establishing certain new regulations and modifying certain existing regulations relating to the operation, registration, permitting and use of electric bicycles, motor-assisted scooters and other similar devices. (ES)**

Erik Stokes, Police Chief, presented the item to Council stating that the proposed ordinance updates the City's existing motor-assisted scooter ordinance to include regulations related to electric bicycles (e-bikes), electric motorcycles, and similar devices operating within the City of Melissa. The ordinance establishes operational requirements and safety regulations for the use of these devices on roadways, sidewalks, trails, parks, and other public areas while remaining consistent with applicable Texas Transportation Code provisions. The ordinance also distinguishes lawful electric bicycles from higher-powered electric motorcycles and other non-compliant motor vehicles.

Chief Stokes informed Council of the permit process as well as informed Council of an educational period where the Police Department will work with Communications to push educational material to the residents.

Council Action:
Motion was made by Craig Ackerman and seconded by Dana Conklin to Approve an Ordinance amending Melissa's Code of Ordinances, Ordinance No. 92-04, as amending, Chapter 10 (Traffic Control), Article 10.900 (Motor-Assisted Scooters) as noted.

Vote: 7/0/0

**I. FY2027 Budget Discussion (TS)**

Due to time constraints, this item was not discussed.

**8. PUBLIC COMMENTS - NON-AGENDA ITEMS**

Ebony Rivers
3808 Honeycomb Hollow
Melissa, TX 75454

Mrs. Rivers informed Council of an incident that occurred over the weekend that caused concerns for her, her family, and the community. Mrs. Rivers encouraged the City to partner with HOAs, law enforcement, and community safety measures to ensure recreational spaces are safe for families and children.

Wade Simpson
3812 Chicory Court
Melissa, TX 75454

Mr. Simpson also informed Council of an incident that occurred over the weekend. Mr. Simpson expressed continued concerns for safety of residents, especially children, across Melissa urging Council to take action against those who single out individuals based on race.

**9. COUNCIL DISCUSSION**

There was no Council discussion.

**10. ADJOURN**

Mayor Northcut adjourned the Regular Meeting at 7:26 p.m.

ATTEST:

_____ _____

Hope Baskin, City Secretary

Jay Northcut, Mayor

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Conduct a public hearing to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land consisting of 3.448± acres of land in the aggregate, and generally located at 2138 Calhar Drive, City of Melissa, Collin County, Texas, heretofore zoned General Commercial District ("C-2") zoning classification; providing that the property is rezoned placed and placed in the Planned Development/Light Industrial District ("PD/LI"). (TL)

**Submitted by** Tyra LaVerne, Interim Director of Development Services

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**Action Requested**

Consider a request to rezone from General Commercial District ("C-2") to Planned Development/Light Industrial District ("PD/LI"), consisting of 3.448± acres of land.

**Summary of Subject**

The applicant is requesting approval of a rezoning from C-2 (General Commercial) to Light Industrial for the subject property. According to the applicant, the request is intended to align the zoning designation with the historical use of the site, which has operated for several decades as a construction office and warehouse facility with associated outdoor storage areas.

The applicant indicates that, if approved, the property would be purchased and redeveloped with site and aesthetic improvements intended to modernize and maintain the property. Proposed improvements include site cleanup, repair and repainting of existing structures, extension of the fire lane around the building, installation of fencing and gates, and landscaping enhancements.

The applicant has stated that future tenants could include businesses such as:

- construction contractor offices and yards
- building material sales
- service businesses
- equipment rental operations

As part of the proposed Planned Development, the applicant is also requesting that certain uses typically permitted within the Light Industrial district be prohibited from operating by right on the property. These prohibited uses include:

- Concrete/Asphalt Batching Plant (Permanent and Temporary)
- Day Services (Adult)
- E-Cigarette/Vape Retail Establishment
- Recycling Center and Collection Point
- Sexually Oriented Business
- Paid Parking Lot/Garage

Exhibits submitted with the request include conceptual renderings and examples of similar redevelopment projects completed by the applicant, which have been included in the zoning packet.

The Planning and Zoning Commission recommended approval by a vote of 5/0/0 with the following conditions:

- Include Self Storage and Mini Warehouse in the list of prohibited uses for this rezone.
- Include all proposed property improvements in the PD Ordinance for this rezone request.

**Supporting Documents**

1. Location_of_Subject_Tract (8).docx
2. Zoning_Packet_Calhar_Drive_3.448__acres.pdf
3. PD Ordinance - Calhar Drive(5180260.1)DRAFT.doc

## Location of Subject Tract



Docusign Envelope ID: 686F70A6-07B7-8A4E-806E-EAE7558F5B45

Melissa City Hall
3411 Barker Avenue
Melissa, TX 75454

# Planned Development Zoning Application

## I. Applicant Information

Applicant: Caleb Bates Date: April 15, 2026

Address: 2415 Converse St. Dallas, TX. 75207

Phone: cell: 214-797-7939 Fax: _____

Contact: Caleb Bates E-mail: caleb@batesrealestate.com

## II. Land Use Information

***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: 2138 Calhar Dr. Melissa, TX. Acres: 3+/-

Existing Zoning: (C2) Commercial 2 (Ref. Zoning Ordinance)

Proposed Zoning: Light Industrial (Ref. Zoning Ordinance)

[X] I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Printed Name:** Don Callaham **Title:** Owner

**Signature:** DocuSigned by: 541198939C774CE...

Revised 11/07/2024 MD

Bates Real Estate, LLC
2415 Converse Street
Dallas, Texas 75207

BATES
REAL ESTATE

Rezoning Request

Property Rezoning Request: C-2 (General Commercial) to Light Industrial

City of Melissa, Texas

To the Honorable Members of the Melissa City Council and the Planning & Zoning Commission:

We respectfully submit this narrative in support of our request to rezone the subject property from C-2 (General Commercial) to Light Industrial.

Our request is rooted in a simple principle: aligning the zoning classification with the longstanding and historically intended use of the property. For more than three decades, this site has operated primarily as a construction office and warehouse that relies heavily on the outdoor areas of the property to store their equipment and material. However, it's our understanding the current zoning classification does not permit this use by right.

Our company is a family-operated real estate business that has been active in the Dallas–Fort Worth metroplex since 1991. Our business includes acquiring and redeveloping under-improved industrial properties along high-growth corridors, applying a long term mindset based on a belief that quality assets brings a value to the whole.

If this rezoning request is approved, our intention is to purchase the property and reinvest in the site so that it becomes a clean, functional, and well-maintained facility capable of attracting a quality tenant with strong credit and a professional business operation.

The list of site improvements that we would be willing to commit to if our application is approved would be:

- Cleaning and clearing the property of trash, debris, and inoperable equipment.
- Repairing and improving existing structures, replacing damaged sheet metal and building trim, and paint where necessary.

• Extend the fire lane to be concreted and in conformance with code to wrap around the entire building.

• Installing a six-foot wooden fence with automatic gates on sides that front public streets.

• Landscaping improvements to include crape myrtles, mature live oaks, and a mulch/black rock ground cover. Please reference landscape plan used for Waxahachie site Exhibit "D".

Additionally, the following are uses we have historically leased similar properties too.

- Building Materials Sales
- Service Businesses (including Landscaping, HVAC, Plumbing)
- Construction / Contractor Office and Yard
- Equipment and Machinery Sales and Rental (e.g., Sunbelt, United Rentals)

Attached herein as Exhibit "C" and "D" are AI-Generated renderings of how we envision these improvements looking, as well as a project currently underway in Waxahachie, Texas as an example of our capabilities which includes before and "after" (still in progress) pictures.

This request simply seeks to allow by right the type of use that has historically existed on the site for many years.

Our request is made with the belief that this rezoning represents a practical and historically consistent outcome for the property. Approval of this Planned Development (PD) zoning application will help ensure the property remains occupied, continues to generate tax revenue, and reduces the risk of crime often associated with long-term vacancy. It is our opinion that the current C-2 zoning at this location, given the limited land footprint and site constraints, does not adequately support feasible development costs. This is evidenced by nearby properties with superior visibility and access that have remained unsold and vacant for years now, despite attractive pricing. We sincerely believe that the highest and best zoning for the subject property is light industrial, with certain less desirable by-right uses restricted as outlined in the attached Exhibit "C".

Our commitment is to redevelop and maintain the site to a standard that both the City of Melissa and our family can be proud of for years to come. We appreciate your time and consideration and would welcome the opportunity to answer any questions.

Respectfully submitted,

Caleb Bates

5075

Accepted this 3rd day of September, 1998, by the City Planning and Zoning Commission of the City of Melissa, Texas.

Chairman

Secretary

Accepted by the City Council of the City of Melissa

Mayor, City of Melissa, Texas — Date 9/1/98

The Undersigned, the City Clerk of the City of Melissa, hereby certifies that the foregoing, Final Plat of Ice Land Addition, to the City of Melissa, Texas, was submitted to the City Council on the 1st day of September, 1998, and the City Council by formal action then and there accepted the dedication of streets, alleys, easements and public places, as shown and set forth in and upon said map or plat, and said City Council further authorized the Mayor to note the acceptance thereof by signing his name as herein above subscribed.

Witness my hand this 3rd day of September, 1998.

City Secretary, Melissa, Texas

SURVEYOR'S CERTIFICATION

KNOWN ALL MEN BY THESE PRESENTS:

That I, Douglas W. Underwood, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments thereon where properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Melissa, Texas.

Douglas W. Underwood
Registered Professional
Land Surveyor, No. 4709

STATE OF TEXAS
COUNTY OF GRAYSON

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Douglas W. Underwood, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 27th day of Aug., 1998.

Notary Public in and for
the State of Texas
Commission Expires: 5/30/99

CERTIFICATE OF OWNERSHIP AND DEDICATION

NOW THEREFORE KNOWN ALL MEN BY THESE PRESENTS:

THAT, Melissa Industrial and Economic Development Corporation, does hereby adopt this plat designating the hereinabove property as the Final Plat of the Ice Cube Addition, an addition to the City of Melissa, Texas, and does hereby dedicate to the public use forever the streets and easements shown on this plat for the mutual use and accommodation of all public and private utilities desiring to use or using same. Any public or private utility shall have the right to remove and keep removed all or part or any buildings, fences, trees, shrubs or other improvements or growths which in anyway endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of these easements strips and any public or private utility shall, at all times, have a right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the permission of anyone. This plat approved subject to all ordinances, rules regulations and resolutions of the City of Melissa, Texas.

WITNESS MY HAND this 9/1 day of September, 1998.

David Moore

STATE OF TEXAS
COUNTY OF Collin

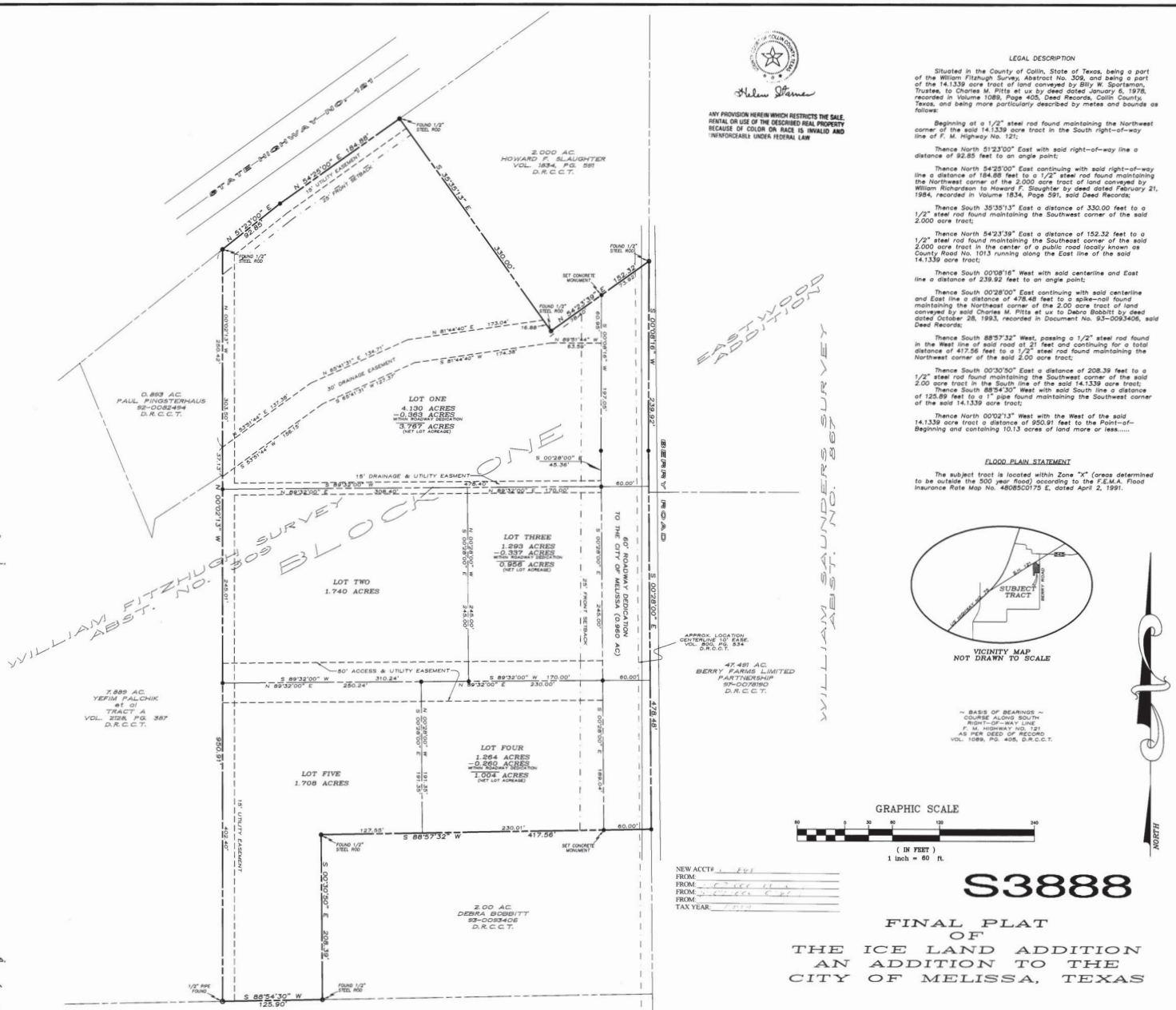
BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared David Moore, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 3 day of September, 1998.

Notary Public in and for
the State of Texas
Commission Expires: 6/22/2002

ROSE MARY KELLUM
Notary Public
STATE OF TEXAS
My Comm. Exp. 06/22/2002

Filed for Record in
COLLIN COUNTY
HONORABLE HELEN STARNES
On 1998/09/04 At 2:37p
Number: 98- 0098745
Type : RL 16.00




Helen Starnes

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW

LEGAL DESCRIPTION

Situated in the County of Collin, State of Texas, being a part of the William Fitzhugh Survey, Abstract No. 309, and being a part of the 14.1339 acre tract of land conveyed by Billy W. Sportsman, Trustee, to Charles M. Pitts et ux by deed dated January 6, 1978, recorded in Volume 1089, Page 405, Deed Records, Collin County, Texas, and being more particularly described by metes and bounds as follows:

Beginning at a 1/2" steel rod found maintaining the Northwest corner of the said 14.1339 acre tract in the South right-of-way line of F. M. Highway No. 121;

Thence North 51°23'00" East with said right-of-way line a distance of 92.85 feet to an angle point;

Thence North 54°25'00" East continuing with said right-of-way line a distance of 184.88 feet to a 1/2" steel rod found maintaining the Northwest corner of the 2.000 acre tract of land conveyed by William Richardson to Howard F. Slaughter by deed dated February 21, 1984, recorded in Volume 1834, Page 591, said Deed Records;

Thence South 35°35'13" East a distance of 330.00 feet to a 1/2" steel rod found maintaining the Southwest corner of the said 2.000 acre tract;

Thence North 54°23'39" East a distance of 152.32 feet to a 1/2" steel rod found maintaining the Southeast corner of the said 2.000 acre tract in the center of a public road locally known as County Road No. 1013 running along the East line of the said 14.1339 acre tract;

Thence South 00°08'16" West with said centerline and East line a distance of 239.92 feet to an angle point;

Thence South 00°28'00" East continuing with said centerline and East line a distance of 478.48 feet to a spike-nail found maintaining the Northeast corner of the 2.00 acre tract of land conveyed by said Charles M. Pitts et ux to Debra Bobbitt by deed dated October 28, 1993, recorded in Document No. 93-0093406, said Deed Records;

Thence South 88°57'32" West, passing a 1/2" steel rod found in the West line of said road at 21 feet and continuing for a total distance of 417.56 feet to a 1/2" steel rod found maintaining the Northwest corner of the said 2.00 acre tract;

Thence South 00°30'50" East a distance of 208.39 feet to a 1/2" steel rod found maintaining the Southwest corner of the said 2.00 acre tract in the South line of the said 14.1339 acre tract;

Thence South 88°54'30" West with said South line a distance of 125.89 feet to a 1" pipe found maintaining the Southwest corner of the said 14.1339 acre tract;

Thence North 00°02'13" West with the West of the said 14.1339 acre tract a distance of 950.91 feet to the Point-of-Beginning and containing 10.13 acres of land more or less.....

FLOOD PLAIN STATEMENT

The subject tract is located within Zone "X" (areas determined to be outside the 500 year flood) according to the F.E.M.A. Flood Insurance Rate Map No. 480850C0175 E, dated April 2, 1991.




VICINITY MAP
NOT DRAWN TO SCALE

~ BASIS OF BEARINGS ~
COURSE ALONG SOUTH RIGHT-OF-WAY LINE F. M. HIGHWAY NO. 121 AS PER DEED OF RECORD VOL. 1089, PG. 405, D.R.C.C.T.

GRAPHIC SCALE

60 0 30 60 120 240

( IN FEET )
1 inch = 60 ft.

NORTH

NEW ACCT#:
FROM:
FROM:
FROM:
FROM:
TAX YEAR:

# S3888

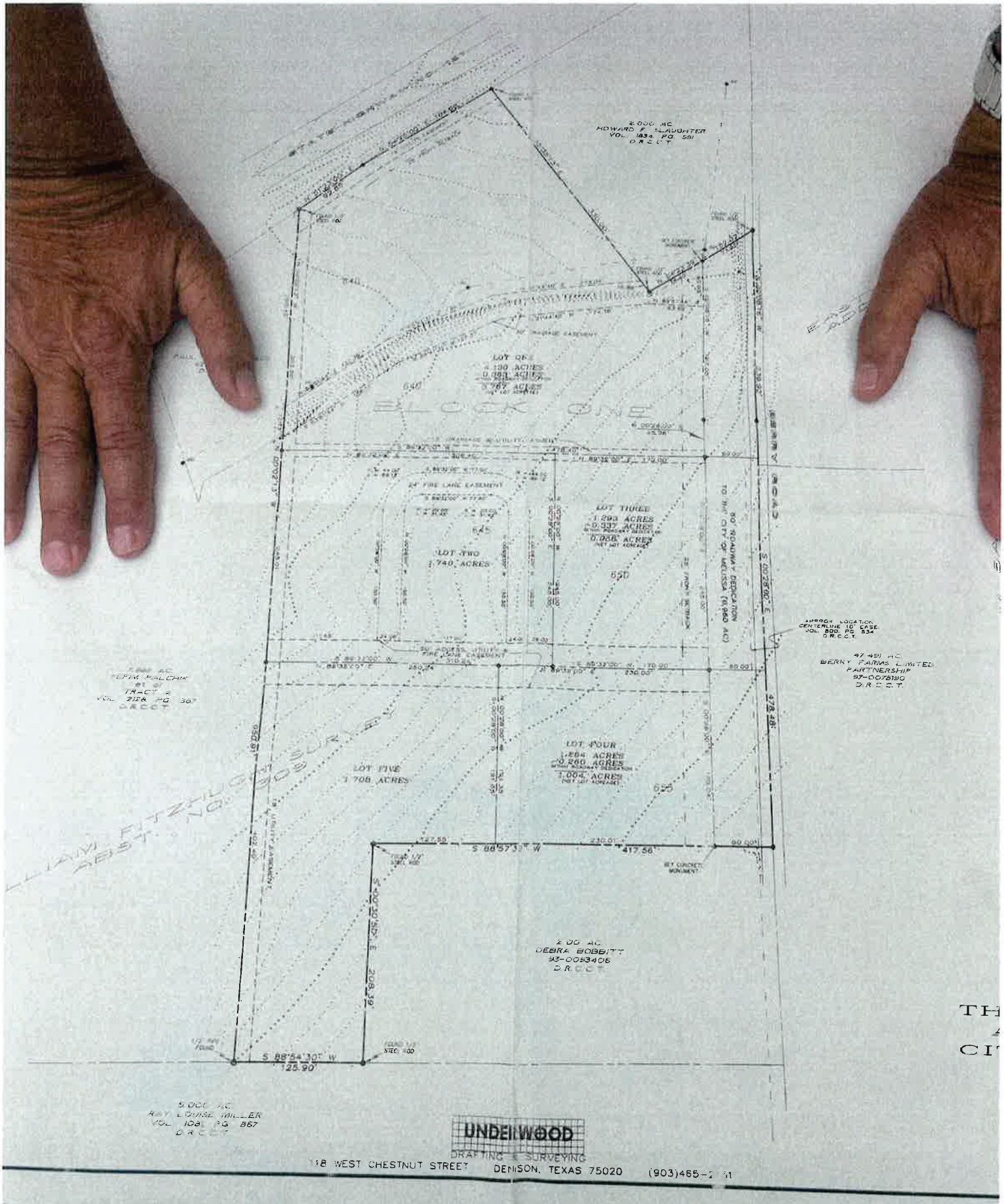
## FINAL PLAT OF THE ICE LAND ADDITION AN ADDITION TO THE CITY OF MELISSA, TEXAS


~ SURVEYOR ~
DOUGLAS W. UNDERWOOD
R.P.L.S. NO. 4709
118 WEST CHESTNUT STREET
DENISON, TEXAS 75021
(903) 465-2151

~ OWNERS ~
MELISSA ECONOMIC DEVELOPMENT CORPORATION
STATE HIGHWAY NO. 121
MELISSA, TEXAS 75454
(972) 838-2075

UNDERWOOD
DRAFTING & SURVEYING
118 WEST CHESTNUT STREET DENISON, TEXAS 75020 (903)465-2151


JOB NO. 9805407


2.000 AC
HOWARD F. SLAUGHTER
VOL. 1834, PG. 591
D.R.C.C.T.
LOT ONE
4.130 ACRES
0.083 ACRES
3.767 ACRES
BLOCK ONE
24' FIRE LANE EASEMENT
LOT THREE
1.293 ACRES
0.037 ACRES
0.056 ACRES
LOT TWO
1.740 ACRES
60' ROADWAY DEDICATION
(0.960 AC)
APPROX. LOCATION
CENTERLINE 10' ESE
VOL. 800, PG. 534
D.R.C.C.T.
47.491 AC
BERRY PARMS, LIMITED
PARTNERSHIP
97-0078190
D.R.C.C.T.
LOT FOUR
1.804 ACRES
0.260 ACRES
1.004 ACRES
LOT FIVE
1.708 ACRES
S 88°57'30" W
417.56'
S 00°28'00" E
474.48'
S 00°30'45" E
208.39'
S 88°54'30" W
125.90'
2.00 AC
DEBRA BOBBITT
93-0093406
D.R.C.C.T.
5.00 AC
ROY LOUISE MILLER
VOL. 108, PG. 867
D.R.C.C.T.
UNDERWOOD
DRAFTING & SURVEYING
18 WEST CHESTNUT STREET DENISON, TEXAS 75020 (903)465-2

# Exhibit "C" – Conceptual Site Improvements

Existing vs. Conceptual Proposed (AI Visualization)

Existing Conditions



Proposed Concept (AI Visualization)



Note: Images are for illustrative purposes only. The proposed rendering reflects conceptual design intent, including screening, landscaping, and site organization. Final design is subject to engineering and regulatory approval.

# Exhibit "D"
# Uses Permissible by Right to be Forgone via Planned Development (PD)

The following uses, which may otherwise be permissible by right under the Light Industrial zoning district, shall be expressly prohibited within the Planned Development (PD) District associated with this application:

- Concrete / Asphalt Batching Plant (Permanent and Temporary)
- Day Services (Adult)
- E-Cigarette / Vape Retail Establishment
- Recycling Center and Collection Point
- Sexually Oriented Business
- Paid Parking Lot / Garage

\

**Exhibit "E"**
**Example**

7020 I-35
Waxahachie, Texas 75165

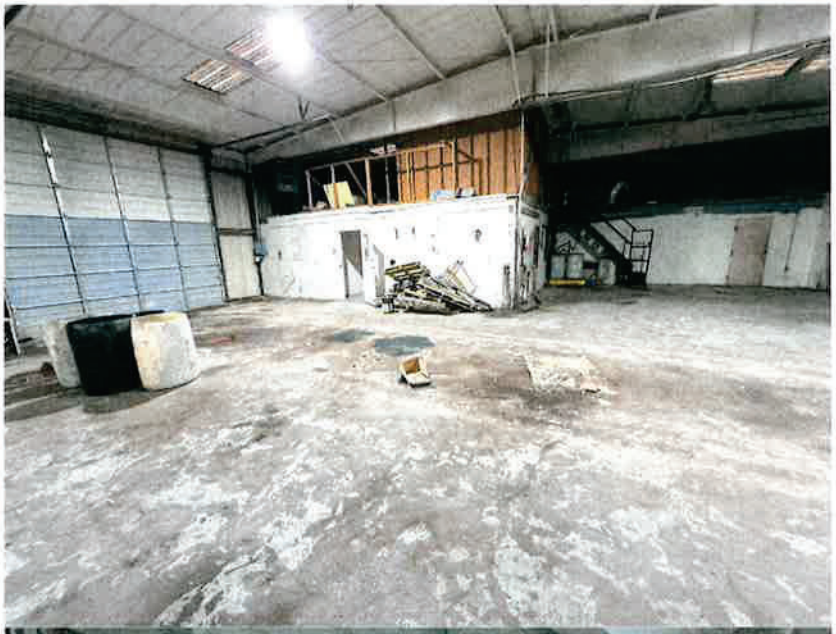
Before



After



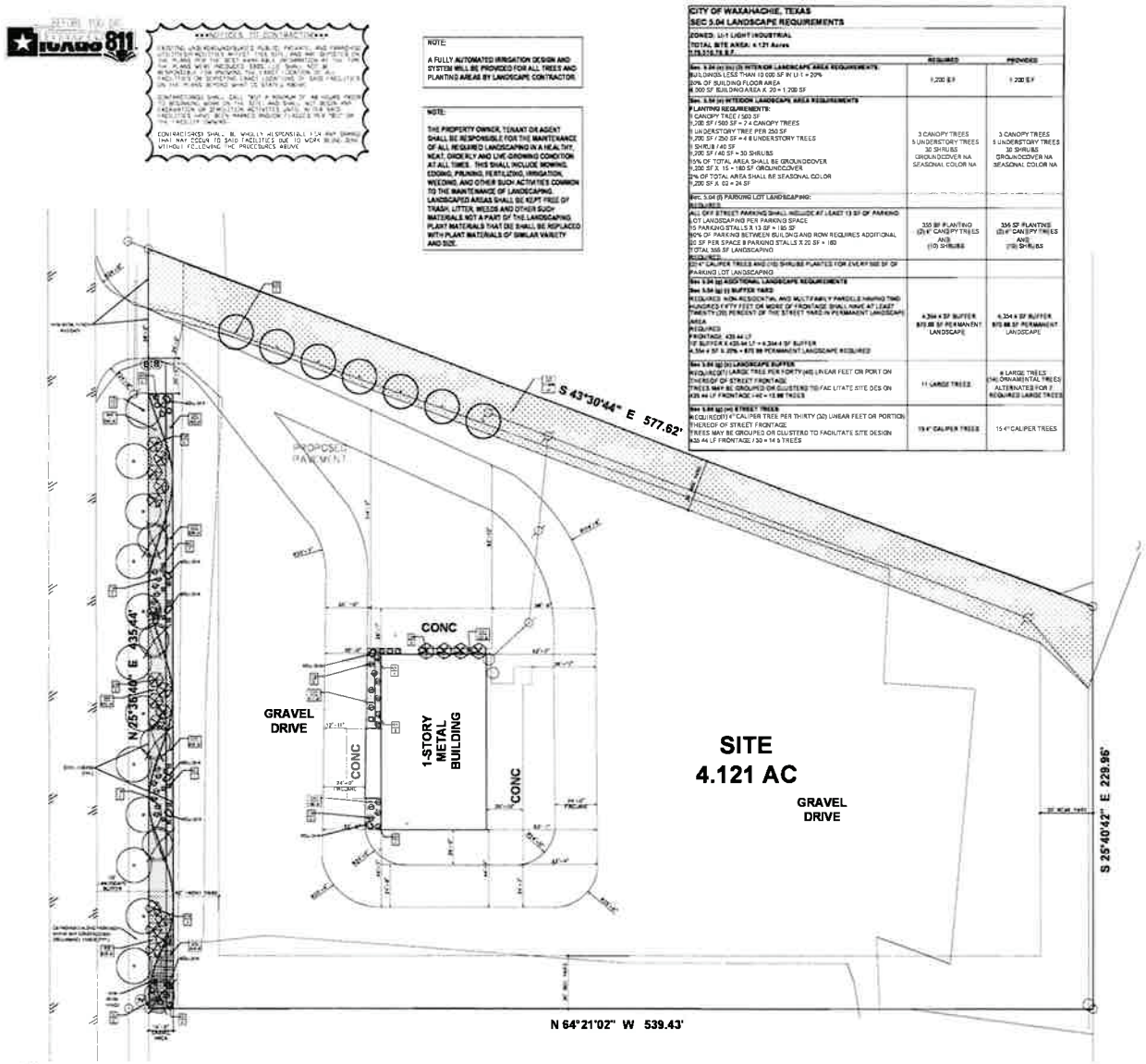
Before



After



Example of Landscape Plan Applicant Executed at 7020 I-35, Waxahachie, Texas 75165 as seen on Exhibit "E"




01 ENLARGED PLANTING PLAN

SCALE: 1" = 30'

7020 N IH 35 E

PLANT LIST

| SYMBOL | QTY | KEY | COMMON NAME | SCIENTIFIC NAME | SIZE | REMARKS |
|---|---|---|---|---|---|---|
| TREES / ORNAMENTAL TREES | | | | | | |
| | 32 | LO | Live Oak | Quercus virginiana | 4" caliper | B&B or Cont., 12'-14' Ht., 5'-6' sp.,single straight trunk |
| | 7 | LOO | Live Oak | Quercus virginiana | 4" caliper | B&B or Cont., 12'-14' Ht., 5'-6' sp.,single straight trunk, matched |
| | 5 | DR | Shade Oak | Ulmus parvifolia | 4" caliper | B&B or Cont., 12'-14' Ht., 5'-6' sp.,single straight trunk, matched |
| | 19 | CM | Myrtle | Lagerstroemia indica 'catawbiensis' | 3" caliper | B&B or Cont., 7'-8' min. Ht., 4'-6' sp.,multi-trunk, 3 trunk min |
| SHRUBS / ORNAMENTAL GRASSES / TURF | | | | | | |
| | 18 | RY | Red Yucca | Hesperaloe parviflora | 5 gallon | 21"-24" Ht., 28"-36" sp., full pot, well rooted, 48" o.c. spacing |
| | 24 | TS | Texas Sage | Leucophyllum frutescens 'San Antonio Rose' | 5 gallon | 24"-28"min Ht., 32"-36" sp., full pot, well rooted, 42" o.c spacing |
| | 14 | SG | Autumn Sage | Salvia greggii 'Furman's Red' | 5 gallon | 24"-36" min Ht., 36"-48" sp., full pot, well rooted, 36" o.c spacing |
| | 24,000 x SF | CB | Common Bermuda | Cynodon dactylon | Hydromulch | |

MATERIAL SCHEDULE

| KEY | NAME | SIZE / DESCRIPTION | REMARKS |
|---|---|---|---|
| WM | Wood Mulch | Color / Cypress Shredded Wood Mulch | Living Earth (or equal) Provide sample for approval |
| DRG | Course Gravel | Name: Mexican Cobble Small Size: 2" - 5" x 5" - 7" | Supplier: Wfs-Ci-Stone (or equal) Provide sample for approval |
| | Steel Edging | Type: Columbia Size: 1/8" x 4" Color: Black Duraflex | Manufacturer: Permaloc (or equal) In cold or at locations where planting is separated from turf, mulch/rock planting and G&L areas. Install per manufacturer directions. Provide sample for approval |

GENERAL PLANTING NOTES:

1. CONTRACTOR SHALL STAKE OUT TREE LOCATIONS AND BED CONFIGURATIONS FOR APPROVAL BY OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT PRIOR TO INSTALLATION
2. CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ADVISE THE OWNER'S REPRESENTATIVE OF ANY CONDITION FOUND ON-SITE WHICH PROHIBITS INSTALLATION AS SHOWN ON THESE PLANS
4. ALL SHRUB BEDS SHALL HAVE A MINIMUM OF (4) FOUR INCHES OF DECORATIVE GRAVEL MULCH. KEEP GRAVEL OFF TOP OF SHRUB ROOTBALLS. USE ORGANIC WOOD MULCH AS REQUIRED
5. LANDSCAPE EDGING SHALL BE LOCATED AS NOTED ON PLAN OR IN DETAILS
6. TREES SHALL BE PLANTED AT LEAST FIVE (5) FEET FROM ANY UTILITY LINE, AND OUTSIDE UTILITY EASEMENTS, AND A FIVE (5) FEET CLEAR DIAMETER AROUND FIRE HYDRANTS, UNLESS PRIOR APPROVAL IS GRANTED
7. TREES OVERHANGING PARKING AREAS SHALL HAVE A CLEAR TRUNK HEIGHT OF SEVEN (7) FEET
8. TREES OVERHANGING VISIBILITY EASEMENTS WITHIN RIGHT-OF-WAYS SHALL HAVE A MINIMUM CLEAR TRUNK HEIGHT OF SEVEN (7) FEET
9. TREES OVERHANGING DRIVE AISLES AND FIRE LANES WILL HAVE A MINIMUM CLEAR TRUNK HEIGHT OF FOURTEEN (14) FEET
10. TREES PLANTED ON SLOPES WILL HAVE THE SOIL MAINTAINED AT AVERAGE GRADE OF SLOPE
11. NO SHRUBS SHALL BE PERMITTED WITHIN AREAS LESS THAN THREE (3) FEET IN WIDTH. ALL SHRUBS SHALL BE PERMANENT FIBER MATERIAL SUCH AS DECOMPOSED GRANITE OR GRAVEL.
12. A VISIBILITY TRIANGLE MUST BE PROVIDED AT ALL INTERSECTIONS AS REQUIRED BY THE THOROUGHFARE STANDARDS ORDINANCE SHRUBS ARE NOT TO EXCEED TWO FEET SIX INCHES (2'-6") IN HEIGHT. TREES WILL HAVE A MINIMUM CLEAR TRUNK BRANCHING HEIGHT OF SEVEN (7) FEET
13. ALL PLANT MATERIAL SHALL BE MAINTAINED IN A HEALTHY AND GROWING CONDITION, AND MUST BE REPLACED WITH PLANT MATERIAL OF SIMILAR VARIETY AND SIZE, IF DAMAGED, DESTROYED OR REMOVED
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPING UNTIL FINAL ACCEPTANCE
15. ALL LANDSCAPE AREAS SHALL BE KEPT FREE OF TRASH, LITTER AND WEEDS
16. AN AUTOMATIC IRRIGATION SYSTEM SHALL BE PROVIDED BY THE LANDSCAPE INSTALLER TO MAINTAIN ALL LANDSCAPED AREAS
17. OVER-SPARY ON STREETS AND WALKS IS PROHIBITED
CONTRACTOR IS TO PROVIDE SAMPLES FOR REVIEW OF THE FOLLOWING FOR APPROVAL BY OWNER'S REPRESENTATIVE
A. DECORATIVE GRAVEL
B. BOULDERS
C. COMPOST
D. PLANTING BACKFILL
18. CONTRACTOR IS TO PROVIDE PHOTOGRAPHIC SAMPLES OF ALL SPECIFIED PLANT MATERIAL TO THE OWNER'S REPRESENTATIVE FOR APPROVAL ONLY IF REQUESTED BY OWNER
19. ALL PLANT MATERIAL SHALL BE INSTALLED ACCORDING TO SOUND NURSERY PRACTICES AND SHALL MEET ALL STANDARDS AS STATED IN THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK BY THE AMERICAN ASSOCIATION OF NURSERYMEN
20. NO SUBSTITUTIONS IN PLANT MATERIAL SHALL BE MADE WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER OR OWNER'S REPRESENTATIVE. IN THE EVENT OF DISCREPANCIES BETWEEN DRAWINGS AND PLANT LIST, THE DRAWING SHALL PREVAIL UNLESS AUTHORIZED OTHERWISE
21. PROVIDE GRASS SEEDING OR LAY SOD FOR PROPOSED TURF AREAS TO ALL EDGES OF PAVEMENT AND/OR LIMITS OF DISTURBED GRADING. PROVIDE IRRIGATION AS NECESSARY PER OWNER'S DIRECTION
22. CONTRACTOR SHALL WARRANTY PALNT MATERIAL TO REMAIN ALIVE AND HEALTHY FOR A PERIOD OF ONE YEAR AFTER FINAL ACCEPTANCE. WARRANTY SHALL NOT INCLUDE DAMAGE FOR LOSS OF PLANT MATERIAL DUE TO NATURAL CAUSES, ACTS OF VANDALISM OR NEGLIGENCE ON THE PART OF THE OWNER
23. ALL DISTURBED AREAS WITHIN THE LIMITS OF CONSTRUCTION NOT CALLED TO BE SODDED, SHALL BE RE-ESTABLISHED WITH BERMUDA SEED AND IRRIGATED
24. ALL LANDSCAPED BEDS TO HAVE TOPSOIL/SOIDING MIX THAT MEETS PLANTING SPECIFICATIONS. INSTALL IN DEPTHS PER PLANTING DETAILS (12" DEPTH MIN.) FINISHED GRADES OF PLANTING BEDS TO BE 1" BELOW FINISH GRADE OF ADJACENT PAVEMENT
25. ALL SOD AREAS TO RECEIVE 4" DEPTH (MIN.) TOPSOIL PRIOR TO INSTALLATION. TOPSOIL SHALL BE NATURAL, FRIABLE, FERTILE PH RANGE OF 5.5-7.4 AND FREE OF TRASH, DEBRIS STONES, WEEDS, TWIGS/BRANCHES

N

0 15 30 60

SCALE 1 TO 30


SPACE BETWEEN
Design Studio

Mailing Address:
P.O. Box 181599
Arlington, Texas 76096-1599
P: 817-247-8226

Street Address:
2325 Bolton Drive
Arlington, Texas 76018


REGISTERED LANDSCAPE ARCHITECT KAREN W. KOLENDA 1294 STATE OF TEXAS

07.22.25

FOR REGULATORY REVIEW, NOT FOR CONSTRUCTION

# 7020 N. Interstate 35E

Waxahachie, Texas 76165

Site Landscape Plan

Owner:
7020 Waxahachie, LLC
5907 N. Interstate 35E
Waxahachie, Texas 75165

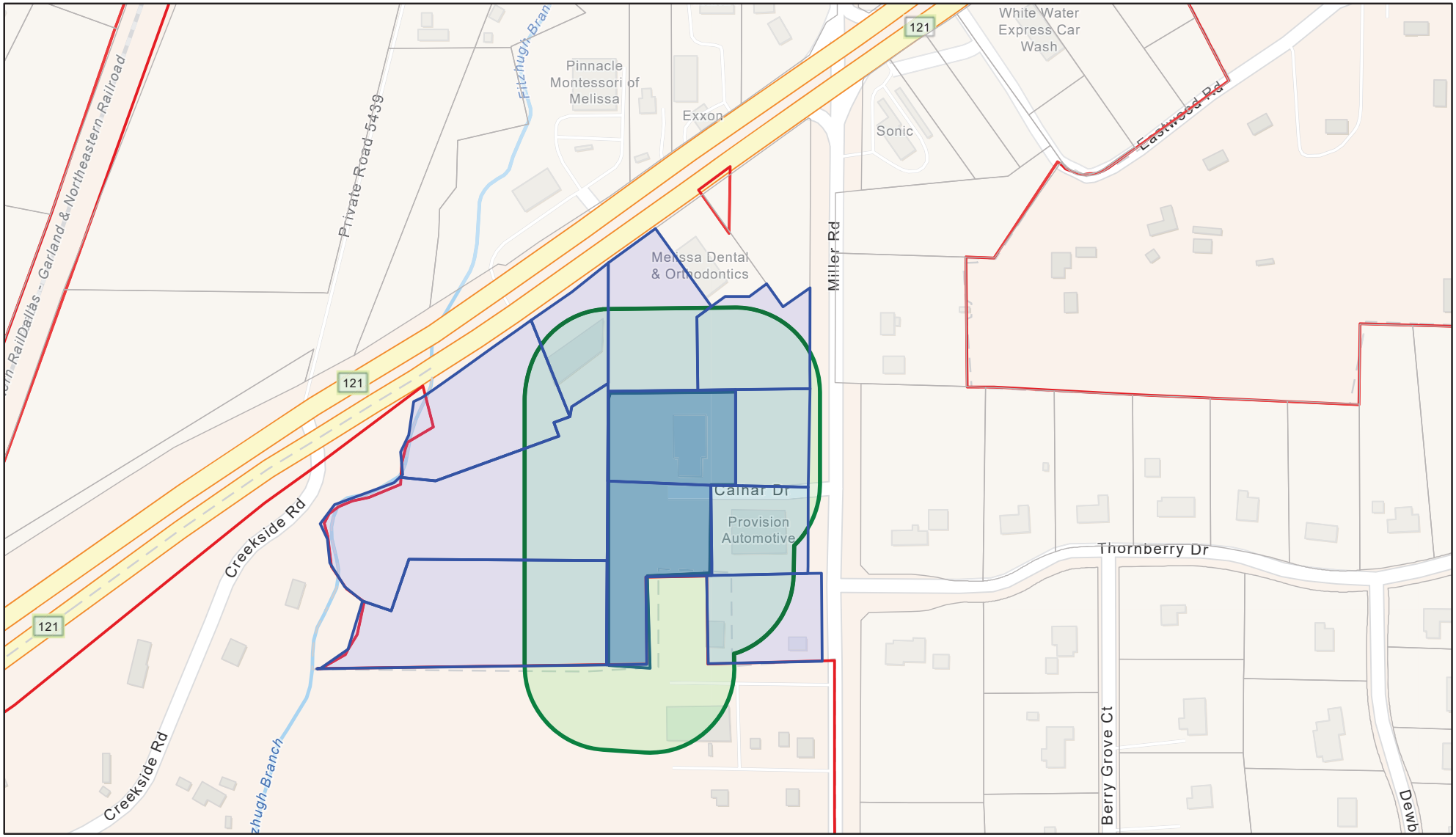
| | |
|---|---|
| Project Number: | 10-010.0 |
| Drawn By: | MPG |
| Site Landscape Plan | 07.22.25 |

| Revision | Date |
|---|---|
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LANDSCAPE PLAN

LSP 10.00

# City of Melissa Notification Map




5/1/2026, 9:58:07 AM

Parcels Melissa City Limits

City Limits

1:4,514

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Earthstar Geographics |

| file_as_na | addr_line2 | addr_city | addr_state | addr_zip |
|---|---|---|---|---|
| JALLAD MUNEEF | 804 SERENADE LN | RICHARDSON | TX | 75081-4425 |
| TEXAS GROUP ENTERPRISES LLC | 6552 PRESTON RD | FRISCO | TX | 75034-5808 |
| GTN HOLDINGS LLC | 15435 COUNTY ROAD 525 | ANNA | TX | 75409-6239 |
| GARRETT DEBRA | PO BOX 547 | MELISSA | TX | 75454-0547 |
| CCH INVESTMENTS LP | 2138 CALHAR DR | MELISSA | TX | 75454-2875 |
| MELISSA 121 INVESTMENTS LLC | 1701 NUECES ST | AUSTIN | TX | 78701-1107 |
| PHC SUNRISE PROPERTIES LP | 2138 CALHAR DR | MELISSA | TX | 75454-2875 |
| TEXAS REPUBLIC BANK NA | 2595 PRESTON RD STE 100 | FRISCO | TX | 75034-9081 |
| MELISSA 121 INVESTMENTS LLC | 1701 NUECES ST | AUSTIN | TX | 78701-1107 |
| CCH INVESTMENTS LP | 2138 CALHAR DR | MELISSA | TX | 75454-2875 |
| ZFS INVESTMENTS LLC | 1 FOX HOLLOW LN | MELISSA | TX | 75454-8901 |

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, AMENDING MELISSA'S ZONING ORDINANCE, ORDINANCE NO. 92-08, AS AMENDED, TO REZONE 3.448± ACRES OF LAND, SITUATED IN THE WILLIAM FITZHUGH SURVEY, ABSTRACT NO. 309, IN THE CITY OF MELISSA, COLLIN COUNTY, TEXAS, HERETOFORE ZONED GENERAL COMMERCIAL-2 DISTRICT (C-2); PROVIDING THAT THE PROPERTY IS REZONED AND PLACED IN THE PLANNED DEVELOPMENT DISTRICT/LIGHT INDUSTRIAL DISTRICT (PD/I-1) ZONING CLASSIFICATION; DESCRIBING THE TRACT TO BE REZONED; PROVIDING A PENALTY CLAUSE WITH A MAXIMUM FINE OF $2,000, 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 it would be advantageous and beneficial to the citizens of the City of Melissa, Texas ("Melissa") to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as it exists or may be amended (and any successor ordinances thereto) (collectively, the "Zoning Ordinance"), as set forth below; and

WHEREAS, Caleb Bates ("Applicant"), on behalf of the owner of the Property (hereinafter defined), initiated a request to rezone 3.448± acres of land, situated in the William Fitzhugh Survey, Abstract No. 309, Melissa, Collin County, Texas, more particularly described in Exhibit A, attached hereto and incorporated herein for all purposes (the "Property"); and

WHEREAS, Applicant has requested that the Zoning Ordinance be amended to rezone the Property, heretofore zoned General Commercial-2 District (C-2), by placing it in the Planned Development District/Light Industrial District (PD/I-1) zoning classification; and

WHEREAS, the City Council finds that the facts contained in the Applicant's request are true and correct; and

WHEREAS, the City Council finds that the Applicant and the owner of the Property have agreed to comply with all provisions of the ordinances of Melissa, as they exist, may be amended or in the future arising, including, but not limited to, this Ordinance and the Zoning Ordinance, and the additional restrictions and conditions set forth herein, in the Development Standards, attached hereto as Exhibit B and incorporated herein for all purposes, and in the Zoning Exhibit, attached hereto as Exhibit C and incorporated herein for all purposes (collectively, "Additional Conditions"); and

WHEREAS all legal notices required for rezoning have been given in the manner and form required by law; public hearings have been held on the proposed rezoning; and all other requirements of notice and completion of such zoning procedures have been fulfilled; and

WHEREAS, the City Council finds that it will be advantageous and beneficial to Melissa and its citizens to rezone the Property as set forth below.

**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 Zoning Ordinance. The Zoning Ordinance is hereby amended as follows: The zoning designation of the Property, and all streets, roads and alleyways contiguous and adjacent thereto, is hereby rezoned as Planned Development District/Light Industrial District (PD/I-1) zoning classification. The Property is more particularly described in Exhibit A.

The development plans, standards and uses for the Property shall conform to and comply with the standards, rules and regulations for the development and uses of land within the Planned Development District/Light Industrial District (PD/I-1) zoning classification, the Development Standards as set forth in Exhibit B, the Zoning Exhibit set forth in Exhibit C and all other Additional Conditions. The development and use of the Property also must comply with the requirements of all applicable ordinances, rules and regulations of Melissa, as they currently exist, may be amended or in the future arising. To the extent that any of the exhibits attached hereto are in conflict with the provisions of this Ordinance or one another, the provisions of this Ordinance, then the provisions of Exhibit B and Exhibit C shall prevail in that order.

SECTION 3: No Vested Interest/Repeal. No developer or property owner shall acquire any vested interest in this Ordinance or in any specific regulations contained herein. Any portion of this Ordinance may be repealed by the City Council in the manner provided for by law.

SECTION 4: Unlawful Use of Property. It shall be unlawful for any person, firm, entity or corporation to use of the Property in some manner other than as authorized by this Ordinance, and it shall be unlawful for any person, firm, entity or corporation to construct on the Property any building that is not in conformity with the permissible uses under this Ordinance.

SECTION 5: 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 on conviction thereof, shall be fined in an amount not exceeding Two Thousand and No/100 Dollars ($2,000.00) or the highest amount allowed under applicable law. A violation of any provision of this Ordinance shall constitute a separate violation for each calendar day in which it occurs. Allegation and evidence of a culpable mental state is not required for proof of any offense defined in this Ordinance. 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 6: 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 7: Repealing/Savings. 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 8: 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 ___ day of _____, 2026.

_____
Jay Northcut, Mayor

**ATTESTED TO AND CORRECTLY RECORDED:**

_____
Hope Baskin, City Secretary

Dates of Publication: _____, *Anna-Melissa Tribune*

DRAFT

**Exhibit A**
**Legal Description of the Property**

The exhibit will be updated once Staff receives it.

DRAFT

**Exhibit B**
**Development Standards**

The design, development and use of the Property shall comply with Melissa's Zoning Ordinance, the Zoning Exhibit, attached hereto as Exhibit C, and the following development standards:

a) Land Use. The Property shall be developed and used in accordance with the standards applicable to the Light Industrial District (I-1) zoning classification of Melissa's Zoning Ordinance, except as indicated below. All lawful uses permitted under the Light Industrial District (I-1) zoning classification shall be allowed, except that the following land uses shall not be permitted, notwithstanding any statement to the contrary in the Zoning Ordinance, as it exists or may be amended:

(1) Automobile Paid Parking Lot/Garage
(2) Concrete/Asphalt Batching Plant, Permanent
(3) Concrete/Asphalt Batching Plant, Temporary
(4) Day Services, Adult
(5) E-Cigarette Retail Establishment
(6) Recycling Center
(7) Recycling Collection Point
(8) Sexually Oriented Business.

DRAFT

**Exhibit C**
**Zoning Exhibit**



Note: Approval of the zoning case associated with this exhibit shall not imply or be interpreted as approval of any associated study, plat or plan, approval of development standards shown hereon or the initiation of the development process. Planning and Zoning Commission and/or City Council action on studies, plats or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case.

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Conduct a public hearing regarding an annexation, on application of the landowner, an area of land consisting of 32.673± acres of land, situated in the Thomas Lindsey Survey, Abstract No. 521, Collin County, Texas and generally located approximately 1,668 feet northwest of the intersection of County Road 277 and Sunset Canyon Drive, Collin County, Texas. (TL)

**Submitted by** Tyra LaVerne, Interim Director of Development Services

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**Action Requested**

Conduct a public hearing regarding an annexation, on application of the landowner 32.673± acres of land.

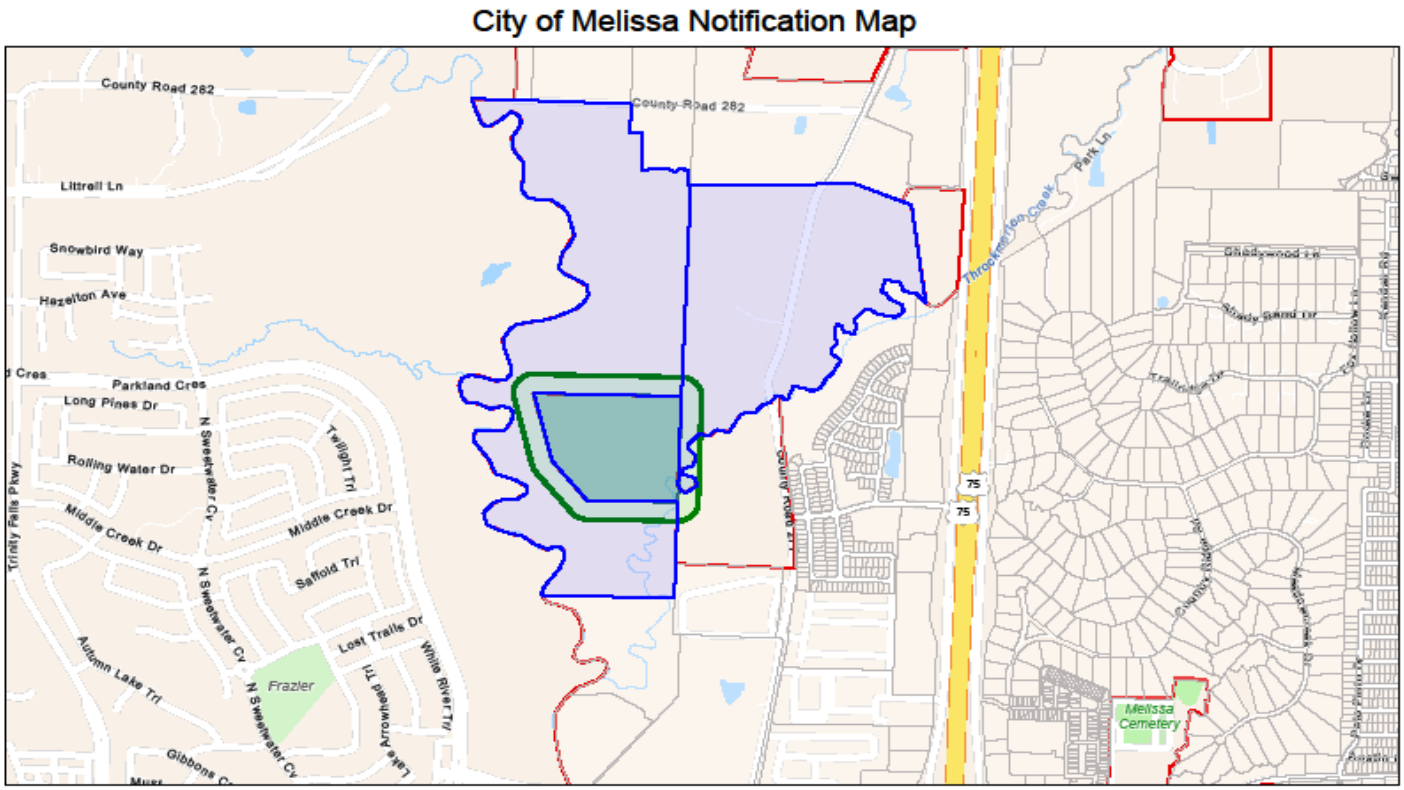
**Summary of Subject**

The property owner for the subject tract generally depicted in this agenda item recently applied to voluntarily annex into the City of Melissa.

**Supporting Documents**

1. Location_of_Subject_Tract_-_Riverstone_CEI (1).docx
2. Annexation Ordinance - Riverstone Estates Additional Property(5167699.1).docx

Location of Subject Tract



**CITY OF MELISSA, TEXAS** **ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, ANNEXING, ON APPLICATION OF THE LANDOWNER, AN AREA OF LAND CONSISTING OF 32.673± ACRES, SITUATED IN THE THOMAS LINDSEY SURVEY, A-521, COLLIN COUNTY, TEXAS; EXTENDING THE BOUNDARY LIMITS OF THE CITY OF MELISSA TO INCLUDE SAID AREA OF LAND WITHIN THE CITY OF MELISSA CITY LIMITS; PROVIDING THAT THE OWNERS AND INHABITANTS OF THE SUBJECT AREA OF LAND SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS OF THE CITY OF MELISSA AND SHALL BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND HEREINAFTER ADOPTED; AUTHORIZING EXECUTION OF THE ANNEXATION SERVICE PLAN AGREEMENTS; PROVIDING FOR A PENALTY FOR A VIOLATION OF THIS ORDINANCE AND MELISSA'S ZONING ORDINANCE, ORDINANCE NO. 11-04-09, AND ANY AMENDMENTS THERETO, WITH A MAXIMUM FINE OF $2,000; PROVIDING A REPEALING/SAVINGS CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.**

WHEREAS, S2 Land, LLC ("Landowner") has represented and warranted to the City of Melissa, Texas ("Melissa") that Landowner is the sole owner of real property within that certain area of land consisting of 32.673± acres, situated in the Thomas Lindsey Survey, A-521, Collin County, Texas, more particularly described in Exhibit A, attached hereto and incorporated herein for all purposes (collectively, "Property"); and

WHEREAS, Landowner submitted an application to Melissa, requesting voluntary annexation of the Property into the city limits of Melissa; and

WHEREAS, the City Council of the City of Melissa, Texas ("City Council") has found that it would be advantageous and beneficial to Melissa and its citizens to annex the Property under the authority of Chapter 43 of the Texas Local Government Code and the Melissa City Charter; and

WHEREAS, the City Council finds that Melissa has complied with all requirements for the consideration and adoption of this Ordinance pursuant to Chapter 43 of the Texas Local Government Code; and

WHEREAS, the City Council also finds that the Property is within the extraterritorial jurisdiction of Melissa and is adjacent and contiguous to the existing city limits of Melissa; and

WHEREAS, the Landowner and Melissa have negotiated and are prepared to enter into a written annexation service plan agreement, copies of which is attached hereto as Exhibit B, in accordance with Section 43.0672 of the Texas Local Government Code; and

WHEREAS, the City Council finds that the field notes close the boundaries of the Property; and

WHEREAS, the City Council has conducted a public hearing at which persons interested in the annexation were given an opportunity to be heard regarding the proposed annexation; and

WHEREAS, the City Council finds that all legal notices, hearings, procedures and publishing requirements for annexation have been performed and completed in the manner and form required by law.

**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: Annexation Service Plan Agreement. The City Manager or his designee is hereby authorized and directed to execute, on behalf of Melissa, the annexation service plan agreement between Melissa and the Landowner, a copy of which is attached hereto as Exhibit B.

SECTION 3: Property Annexed. The Property described as follows and all public streets, roadways and alleyways located within or contiguous to the same are hereby annexed to Melissa, to-wit:

BEING real property consisting of 32.673± acres, situated in the Thomas Lindsey Survey, A-521, Collin County, Texas, more particularly described in Exhibit A.

SECTION 4: Rights/Privileges/Inhabitants Bound by Ordinances and Regulations. From and after the passage of this Ordinance, the Property shall be a part of Melissa, and the inhabitants thereof shall be entitled to all the rights and privileges of all the citizens of Melissa and shall be bound by all of the ordinances and regulations enacted pursuant to and in conformity with the City Charter and the laws of the State of Texas.

SECTION 5: Official Map and Boundaries Amended. The official map and boundaries of Melissa are hereby amended to include the Property as part of Melissa. A certified copy of this Ordinance shall be filed by the City Secretary in the County Clerk's Office of Collin County, Texas.

SECTION 6: Unlawful Use. It shall be unlawful for any person, firm, entity or corporation to use the Property in a manner other than as authorized by this Ordinance and Melissa's Zoning Ordinance, as they exist or may be amended, and it shall be unlawful for any person, firm, entity or corporation to construct on the Property any building that is not in conformity with the permissible uses under this Ordinance and the Zoning Ordinance, as they exist or may be amended.

SECTION 7: Penalty. Any person, firm, entity or corporation 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 on conviction thereof, shall be fined in an amount not exceeding Two Thousand and 00/100 Dollars ($2,000.00). Each continuing day's violation shall constitute a

separate offense. 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 8: Savings/Repealing Clause. 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 9: 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, sentence, clause and phrase thereof regardless of the fact that any one or more sections, subsections, sentences, clauses or phrases is declared unconstitutional and/or invalid.

SECTION 10: Effective Date. This Ordinance shall become effective from and after its adoption and publication as required by the City Charter and by law.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS** on this ___ day of _____, 2026.

_____
Jay Northcut, Mayor

**ATTEST TO:**

_____
Hope Baskin, City Secretary

Dates of Publication:_____, *Anna-Melissa Tribune*

## Exhibit A
## Legal Description of the Property

ALL THAT CERTAIN TRACT OR PARCEL CONTAINING 32.673 ACRES OF LAND IN THE THOMAS LINDSEY SURVEY, A-521, COLLIN COUNTY, TEXAS, BEING A PORTION OF A TRACT WHICH WAS CALLED 56.733 ACRES CONVEYED FROM TERRY LYNN HOWARD TO TELEPHONE ROAD OWNER, LLC, BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20220401000532190, OFFICIAL PUBLIC RECORDS COLLIN COUNTY (O.P.R.C.C.T), AND ALL OF A TRACT WHICH IS BOUNDED ON THE WEST SIDE OF SAID 56.733 ACRE TRACT, BOUNDED ON THE EAST SIDE BY A TRACT CALLED TO CONTAIN 104.665 ACRES CONVEYED FROM GOLDEN VIEW OF TEXAS, LLC TO MELISSA75 HOLDINGS, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20210719001447860, OFFICIAL PUBLIC RECORD COLLIN COUNTY, TEXAS (O.P.R.C.C.T), AND BOUNDED ON THE NORTH BY A CALLED TRACT CALLED 236.038 ACRES CONVEYED FROM MAY ANN LOFTICE, ET AL, TRUSTEES TO S2 LAND, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #2025000038168, O.P.R.C.C.T. (BOUNDED TRACT), SAID 32.673 ACRES BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS AND SHOWN ON THE PLAT PREPARED BY 360 SURVEYING AS JOB NUMBER 2310-017, (BEARINGS BASIS: STATE PLANE COORDINATES, TEXAS NORTH CENTRAL 4202, NAD83, GRID)

BEGINNING AT A 3/8" IRON ROD FOUND (N: 7,160,014.57, E: 2,548,688.61) FOR NORTHEAST CORNER, BEING THE NORTHEAST CORNER OF SAID BOUNDED TRACT AND THE SOUTHEAST CORNER OF SAID 236.038 ACRE TRACT, LYING IN THE WEST LINE OF SAID 104.665 ACRE TRACT AND IN THE CALLED EAST LINE OF SAID THOMAS LINDSEY SURVEY, A-521;

THENCE S01°33’54” W, 1,129.69 FEET ALONG THE WEST LINE OF SAID 104.665 ACRE TRACT AND A WEST LINE OF SAID 56.733 ACRE TRACT AND THE CALLED EAST LINE OF SAID THOMAS LINDSEY SURVEY, A-521 TO A 3/8” IRON ROD FOUND (N: 7,158,885.30 E: 2,548,657.75) FOR SOUTH CORNER, BEING AN INTERIOR CORNER OF SAID 56.733 ACRE TRACT AND A NORTHEAST CORNER OF SAID 236.038 ACRE TRACT;

THENCE N89°56’46”W, 901.24 FEET ALONG THE COMMON LINE OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT TO A 1/2" IRON ROD FOUND (N: 7,158,886.15, E: 2,547,756.51) FOR SOUTHWEST CORNER, BEING A SOUTHWEST CORNER OF SAID 56.733 ACRE TRACT AND AN INTERIOR CORNER OF SAID 236.038 ACRE TRACT;

THENCE N39°41’18”W, 544.53 FEET CONTINUING ALONG SAID COMMON LINE TO A ½” IRON ROD FOUND (N: 7,159,305.18 E: 2,547,408.77) FOR AN ANGLE POINT, BEING AN ANGLE POINT OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT;
THENCE N14°41’21”W, 743.85 FEET CONTINUING ALONG SAID COMMON LINE TO A 1/2” IRON ROD FOUND (N: 7,160,024.72, E: 2,547,220.15) FOR NORTHWEST CORNER, BEING THE NORTHWEST CORNER OF SAID 56.733 ACRE TRACT AND AN INTERIOR CORNER OF SAID 236.038 ACRE TRACT;
THENCE S89°16’20”E, 1,053.81 FEET CONTINUING ALONG SAID COMMON LINE TO A 5/8” IRON ROD FOUND (PERC) (N: 7,160,011.33, E: 2,548,273.87) FOR AN ANGLE POINT, BEING AN ANGLE POINT OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT;

THENCE S89°33’10”E, CONTINUING ALONG SAID COMMON LINE AT 397.64 FEET PASS A 5/8” IRON ROD SET (N: 7,160,014.44, E:2,548,671.51) FOR NORTHEAST CORNER OF SAID 56.733 ACRE TRACT, FROM WHICH A 3/8” IRON ROD FOUND BEARS: N85°28’53” E, 3.3 FEET, AND CONTINUING ALONG A SOUTH LINE OF SAID 236.038 ACRE TRACT FOR A DISTANCE IN ALL OF 414.75 FEET TO THE PLACE OF BEGINNING AND CONTAINING 32.673 ACRES OF LAND, MORE OR LESS.

**Exhibit B**
**Annexation Service Plan Agreement**

[*15 pages attached hereto*]

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Conduct a public hearing to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land consisting of 32.673± acres of land, generally located approximately 1,668 feet northwest of the intersection of County Road 277 and Sunset Canyon Drive, Collin County, Texas, heretofore zoned Agricultural District ("A") zoning classification; providing that the property is rezoned placed in the Planned Development/ Single Family Residential District 3 ("PD/SF-3"). (TL)

**Submitted by** Tyra LaVerne, Interim Director of Development Services

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**Action Requested**

Conduct a public hearing to rezone from Agricultural District ("A") to Planned Development District/Single Family Residential District 3 ("PD/SF-3"), consisting of 32.673± acres of land.

**Summary of Subject**

The applicant is requesting approval of a Planned Development (PD) to allow for the development of a single-family residential subdivision on the subject property. The request includes a base zoning designation of Single-Family Residential (SF-3) and would allow for up to 150 single-family residential lots on this tract. The proposed lots are generally planned to have a minimum size of 50 feet by 120 feet, as shown in Exhibit C of the zoning packet.

This property is proposed to become part of the larger Riverstone Estates development. Riverstone Estates was annexed and zoned by the City in September, and this tract was anticipated to eventually be incorporated as a future phase of the development. With the addition of this property, the overall Riverstone Estates development would include a maximum of 680 single-family residential lots.

The property is currently located within Melissa’s Extraterritorial Jurisdiction (ETJ), and the property owner is requesting voluntary annexation into the City as part of this request. Following the Planning and Zoning Commission’s consideration of the proposed land use, the annexation and zoning requests will be considered by City Council in June.

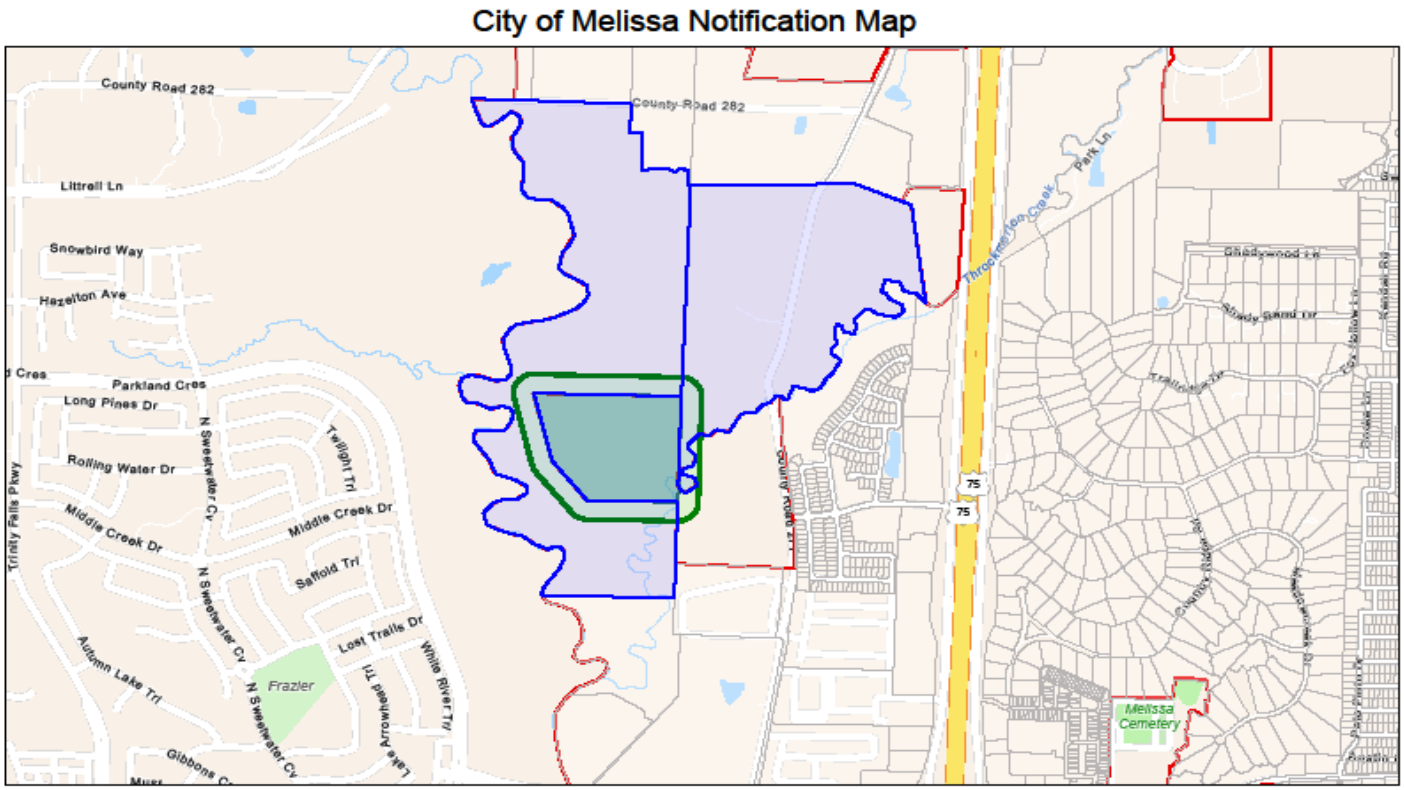
The property will be developed under the standards outlined in the Planned Development document. Any items not specifically addressed in the PD would be subject to the applicable requirements of the City's Base Code.

The Planning and Zoning Commission recommended approval by a vote of 5-0-0.

**Supporting Documents**

1. Location_of_Subject_Tract_-_Riverstone_CEI (1).docx
2. Zoning_Packet_CR_277_32.673__acres.pdf
3. PD Ordinance for Riverstone Estates Additional Property(5178678.1)DRAFT.doc

Location of Subject Tract



Melissa City Hall
3411 Barker Avenue
Melissa, TX 75454

# Planned Development Zoning Application

## I. Applicant Information

Applicant: S2 Land Development, LLC Date: 04/01/2026

Address: 10003 Technology Blvd. W, Dallas, TX 75220

Phone: 214-325-9696 Fax: _____

Contact: Justin Christ E-mail: Justin.Christ@S2LD.com

## II. Land Use Information

***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: Riverstone Estates (Generally west of intersection of Telephone Rd & CR 282) Acres: 32.673

Existing Zoning: N/A - ETJ (Ref. Zoning Ordinance)

Proposed Zoning: PD (Ref. Zoning Ordinance)

☑ I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Printed Name:** Justin Christ **Title:** President

**Signature:** 

Revised 11/07/2024 MD

# EXHIBIT "A" - METES AND BOUNDS DESCRIPTION

## Schedule A

TRACT 1 (FEE SIMPLE):

ALL THAT CERTAIN TRACT OR PARCEL CONTAINING 32.673 ACRES OF LAND IN THE THOMAS LINDSEY SURVEY, A-521, COLLIN COUNTY, TEXAS, BEING A PORTION OF A TRACT WHICH WAS CALLED 56.733 ACRES CONVEYED FROM TERRY LYNN HOWARD TO TELEPHONE ROAD OWNER, LLC, BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20220401000532190, OFFICIAL PUBLIC RECORDS COLLIN COUNTY (O.P.R.C.C.T), AND ALL OF A TRACT WHICH IS BOUNDED ON THE WEST SIDE OF SAID 56.733 ACRE TRACT, BOUNDED ON THE EAST SIDE BY A TRACT CALLED TO CONTAIN 104.665 ACRES CONVEYED FROM GOLDEN VIEW OF TEXAS, LLC TO MELISSA75 HOLDINGS, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20210719001447860, OFFICIAL PUBLIC RECORD COLLIN COUNTY, TEXAS (O.P.R.C.C.T), AND BOUNDED ON THE NORTH BY A CALLED TRACT CALLED 236.038 ACRES CONVEYED FROM MAY ANN LOFTICE, ET AL, TRUSTEES TO S2 LAND, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #2025000038168, O.P.R.C.C.T. (BOUNDED TRACT), SAID 32.673 ACRES BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS AND SHOWN ON THE PLAT PREPARED BY 360 SURVEYING AS JOB NUMBER 2310-017, (BEARINGS BASIS: STATE PLANE COORDINATES, TEXAS NORTH CENTRAL 4202, NAD83, GRID)

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## TITLE COMMITMENT

WE HAVE BEEN FURNISHED A COPY OF "COMMITMENT FOR TITLE INSURANCE", ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, ISSUED DATE: APRIL 30, 2025, EFFECTIVE DATE: APRIL 22, 2025, POLICY NO. 1002-4113365-RTT, THE FOLLOWING EXCEPTIONS FROM COVERAGE AS LISTED ON SCHEDULE B,

10, THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS (WE MUST INSERT MATTERS OR DELETE THIS EXCEPTION):

a. ALL LEASES, GRANTS, EXCEPTIONS OR RESERVATIONS OF COAL, LIGNITE, OIL, GAS AND OTHER MINERALS, TOGETHER WITH ALL RIGHTS, PRIVILEGES, AND IMMUNITIES RELATING THERETO, APPEARING IN THE PUBLIC RECORDS WHETHER LISTED IN SCHEDULE B OR NOT; THERE MAY BE LEASES, GRANTS, EXCEPTIONS OR RESERVATIONS OF MINERAL INTEREST THAT ARE NOT LISTED, **NOT A SURVEY ITEM**

b. ALL ENCUMBRANCES, VIOLATIONS, VARIATIONS, OR ADVERSE CIRCUMSTANCES AFFECTING TITLE THAT WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND, INCLUDING, WITHOUT LIMITATION, ALL VISIBLE AND APPARENT EASEMENTS OR USES AND ALL UNDERGROUND EASEMENTS OR USES. THE EXISTENCE OF WHICH MAY ARISE BY UNRECORDED GRANT OR BY USE. (MAY BE AMENDED OR DELETED UPON APPROVAL OF SURVEY,) **IF OBSERVED VISIBLE AND APPARENT**

c. RIGHTS, IF ANY, OF THIRD PARTIES WITH RESPECT TO ANY PORTION OF THE SUBJECT PROPERTY LYING WITHIN THE BOUNDARIES OF A PUBLIC OR PRIVATE ROAD, (MAY BE AMENDED OR DELETED UPON APPROVAL OF SURVEY) **IF OBSERVED VISIBLE AND APPARENT**

d. RIGHTS OF PARTIES IN POSSESSION AND RIGHTS OF TENANTS UNDER ANY UNRECORDED LEASES OR RENTAL AGREEMENTS, (MAY BE AMENDED OR DELETED UPON EXECUTION OF SATISFACTORY AFFIDAVIT WITH RESPECT TO PARTIES IN POSSESSION AND TENANTS AT CLOSING,) **NOT A SURVEY ITEM**

e. TELEPHONE, TELEGRAPH, SIGNAL OR OTHER COMMUNICATION LINES AND CIRCUITS CONTAINED IN EASEMENT GRANTED BY TOM LOFTICE AND N. L. LOFTICE TO SOUTHWESTERN BELL TELEPHONE COMPANY, FILED 09/16/1964, RECORDED IN VOLUME 640, PAGE 460, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, **MAY OR MAY NOT AFFECT BY DESCRIPTION CANNOT BE PLOTTED**

f. ELECTRIC DISTRIBUTION OR TRANSMISSION LINE EASEMENT GRANTED BY N. L. LOFTICE AND RUBY DALE LOFTICE TO GRAYSON-COLLIN ELECTRIC COOPERATIVE, INC., FILED 08/24/1977, RECORDED IN VOLUME 1067, PAGE 610, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, **DOES AFFECT SUBJECT PROPERTY AS SHOWN**

g. MINERAL ESTATE AND INTEREST, AND ALL RIGHTS INCIDENT THERETO, DESCRIBED IN WARRANTY DEED FILED 05/21/1984, RECORDED IN VOLUME 1895, PAGE 942, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, COMPANY MAKES NO REPRESENTATION AS TO THE PRESENT OWNERSHIP OF ANY SAID INTEREST, **NOT A SURVEY ITEM**

h. SANITARY SEWER EASEMENT GRANTED BY ANGELA JALLITCH BURKE TO THE CITY OF MELISSA, FILED 06/20/2007, RECORDED IN CC# 20070620000644370, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, **DOES NOT AFFECT SUBJECT PROPERTY**

i. TERMS, PROVISIONS, CONDITIONS, AND FEES CONTAINED IN ANNEXATION AGREEMENT BY AND BETWEEN THE CITY OF MELISSA, TEXAS AND TERRY LYNN HOWARD, FILED 11/01/2021, RECORDED IN CC# 20211101002230660, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, AS AFFECTED BY ASSIGNMENT AND ASSUMPTION AGREEMENT REGARDING ANNEXATION AGREEMENT FILED 04/01/2022, RECORDED IN CC# 20220401000532200, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, **NOT A SURVEY ITEM**

j. TERMS, PROVISIONS, AND CONDITIONS OF BOUNDARY LINE AGREEMENT FILED 12/12/2024, RECORDED IN CC#20240001537 19, REAL PROPERTY RECORDS, COLLIN COUNTY, TEXAS, **DOES NOT AFFECT SUBJECT PROPERTY**

## SURVEYORS CERTIFICATION

THE UNDERSIGNED HEREBY CERTIFIES TO S2 LAND, LLC AND FIRST AMERICAN TITLE INSURANCE COMPANY, THAT (A) THIS SURVEY COMPLIES WITH THE CURRENT ALTA/NSPS LAND TITLE SURVEY STANDARDS AND TABLE A ITEMS 1, 2, 3, 4, 7B1, 8, 13, 14, 16, 17, AND 18; (B) THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS MADE ON THE GROUND UNDER MY SUPERVISION AS PER THE FIELD NOTES SHOWN HEREON AND CORRECTLY SHOWS THE BOUNDARY LINES AND DIMENSIONS AND AREA OF THE LAND INDICATED HEREON AND EACH INDIVIDUAL PARCEL THEREOF INDICATED HEREON; (C) ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST, AND THE LOCATION, SIZE AND TYPE OF SUCH MONUMENTS ARE CORRECTLY SHOWN; (D) THIS SURVEY CORRECTLY SHOWS THE SIZE, LOCATION AND TYPE OF ALL BUILDINGS, STRUCTURES, AND OTHER VISIBLE AND OBSERVED IMPROVEMENTS ON THE SUBJECT PROPERTY; (E) THIS SURVEY CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL ALLEYS, STREETS, ROADS, RIGHTS-OF-WAY, EASEMENTS, BUILDING SETBACK LINES AND OTHER MATTERS OF RECORD OF WHICH THE UNDERSIGNED HAS BEEN ADVISED AFFECTING THE SUBJECT PROPERTY ACCORDING TO THE LEGAL DESCRIPTION IN SUCH EASEMENTS AND OTHER MATTERS (WITH INSTRUMENT, BOOK, AND PAGE NUMBER INDICATED); (F) EXCEPT AS SHOWN, THERE ARE NO VISIBLE (1) IMPROVEMENTS, EASEMENTS, RIGHTS-OF-WAY, PARTY WALLS, DRAINAGE DITCHES, STREAMS, USES, DISCREPANCIES OR CONFLICTS; (2) PARTY WALLS OR ENCROACHMENTS ONTO ADJOINING PREMISES, STREETS, OR ALLEYS BY ANY OF SAID BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, (3) ENCROACHMENTS ONTO THE SUBJECT PROPERTY BY BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS ON ADJOINING PREMISES, OR (4) ENCROACHMENTS ON ANY EASEMENT, BUILDING SETBACK LINE OR OTHER RESTRICTED AREA BY ANY BUILDINGS, STRUCTURES OR OTHER IMPROVEMENTS ON THE SUBJECT PROPERTY; (G) THE DISTANCE FROM THE NEAREST INTERSECTING STREET OR ROAD IS AS SHOWN HEREON; (H) THE SUBJECT PROPERTY HAS DIRECT AND FREE ACCESS TO A DEDICATED PUBLIC STREET OR ROAD AS SHOWN HEREON; (I) IF THE SUBJECT PROPERTY CONSISTS OF TWO OR MORE PARCELS HAVING COMMON BOUNDARIES, THOSE PARCELS ARE CONTIGUOUS ALONG THE COMMON BOUNDARIES; AND (J) EXCEPT AS SHOWN, A PORTION OF THE SUBJECT PROPERTY IS LOCATED IN A 100-YEAR FLOOD PLAIN OR IN AN IDENTIFIED "FLOOD PRONE AREA," AS THOSE TERMS ARE USED IN THE FLOOD DISASTER PROTECTION ACT OF 1973, AS AMENDED, AS REFLECTED BY FLOOD INSURANCE RATE MAP PANEL NUMBER 48085C0405J, DATED JUNE 2, 2009. THE UNDERSIGNED HAS RECEIVED AND EXAMINED A COPY OF THE TITLE INSURANCE COMMITMENT NO. 1002-4113365-RTT, ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, FOR THE SUBJECT PROPERTY AS WELL AS A COPY OF EACH INSTRUMENT LISTED THEREIN, AND THE LOCATION OF ANY MATTER SHOWN THEREON, TO THE EXTENT IT CAN BE LOCATED, HAS BEEN SHOWN ON THIS SURVEY.

BRET READ
6610
REGISTERED PROFESSIONAL LAND SURVEYOR

BRET READ
PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6610

MAY 01, 2025
DATE




PLAT OF SURVEY OF
32.673 ACRES
IN THE THOMAS LINDSEY SURVEY, A-521,
COLLIN COUNTY, TEXAS

360 SURVEYING
310 N. G. MOSLEY PKWY., LONGVIEW, TEXAS 75604
906 SPRUCE ST., TEXARKANA, TEXAS 75501
(903) 360-SURV (7878) WWW.360SURV.COM
TBPELS: 10174200

SEP 26, 2025 | DRAWN BY: MTW | CHECKED BY: JBR | JOB #2310-017

**RIVERSTONE ESTATES (32.673 Acre Addition)**

Planned Development District
Development Standards
Melissa, Texas

## I. GENERAL PURPOSE AND DESCRIPTION

This Planned Development District ("PD") will allow for the development of a creative and unique subdivision on this specific tract of land. The development shall comply with the PD regulations outlined in this document. All regulations not specifically defined in this Planned Development District will be subject to the Melissa Code of Ordinances.

## II. PROPERTY DESCRIPTION

The approximate 32-acre tract of land is an addition to Riverstone Estates and is located generally along the west side of Telephone Road, south of CR 282 as shown on the Location Map, attached hereto as Exhibit A and more particularly described by metes and bounds, attached hereto as Exhibit B.

## III. CONCEPT PLAN

A Conceptual Plan has been incorporated into this Article as Exhibit C, as a supporting visual representation of the text in this Article. Development within the District must generally comply with the Conceptual Plan, which may be amended.

## IV. EXHIBITS

A. Exhibit A – Location Map
B. Exhibit B – Legal Description
C. Exhibit C – Concept Plan

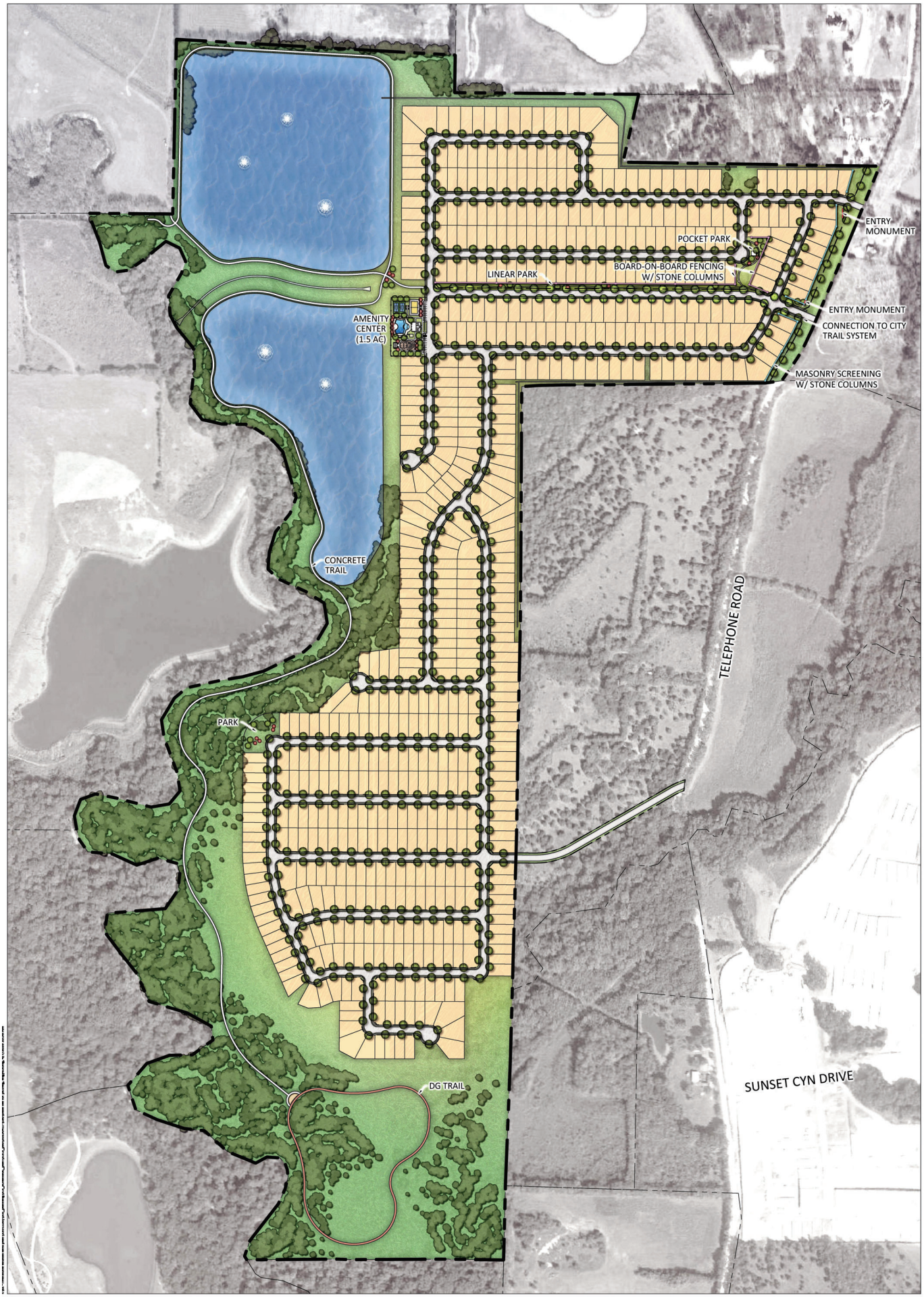
## V. DEVELOPMENT STANDARDS

The Property will be developed and used as single-family residential development with a base zoning of SF-3 and no more than 150 single-family lots, a total of 680 single-family lots for the whole Riverstone Estates development, with a minimum lot size of 50' by 120' each, subject to reduction in depth due to road curvature as applicable, as shown in Exhibit C, attached hereto, subject to the same development standards that were previously adopted:

a. Minimum 2-car garages on each residential lot
b. Minimum building size of 1,800 square feet
c. 8:12 roof pitch
d. 80% masonry requirement
e. Architectural elements (must include 5 of following list):
    1. Covered entry
    2. Shutters
    3. Two coach lights

4. Brick and stone mix
5. Horizontal banding
6. Gabled accent
7. Divided light windows
8. Transom window
9. Front patterned brick detail
10. Garage setback from house 3’
11. 40 sf front porch
12. J-swing garage
13. Carriage-style garage doors
14. 3-car garage

f. Setbacks:
   1. Front yard setback: 20’
   2. Garage setback: 20’
   3. Rear yard setback: 15’
   4. Side yard setback: 5’
   5. Side yard setback key lot: 15’
   6. Side yard on corner lot adjacent to row: 15’
   7. Maximum block length: 1,800 LF
   8. Lot coverage of main structure: 65%




PLANNING + LANDSCAPE ARCHITECTURE

STRAND

This exhibit is an illustrative representation for presentation purposes only and should not be used for computation or construction purposes. The information provided within should be considered a graphic representation to aid in determining plan components and relationships and is subject to change without notice. All property boundaries, easements, road alignments, drainage, floodplains, environmental issues and other information shown is approximate and should not be relied upon for any purpose. No warranties, express or implied, concerning the actual design, accuracy, location, and character of the facilities shown on this exhibit are intended.

©2021 STRAND, ALL RIGHTS RESERVED

# RIVERSTONE ESTATES

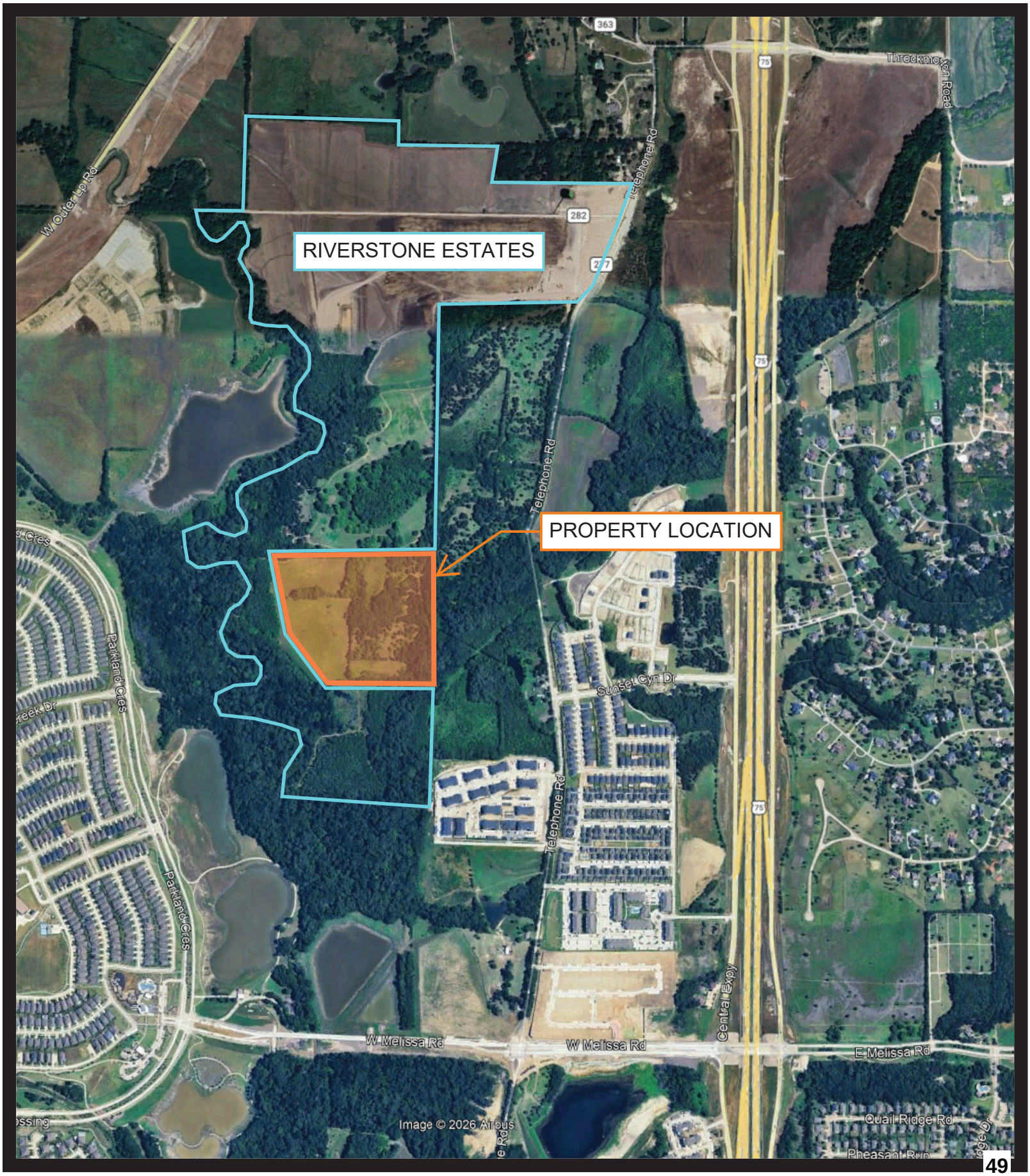
269 ACRE MELISSA, TX TRACT

N

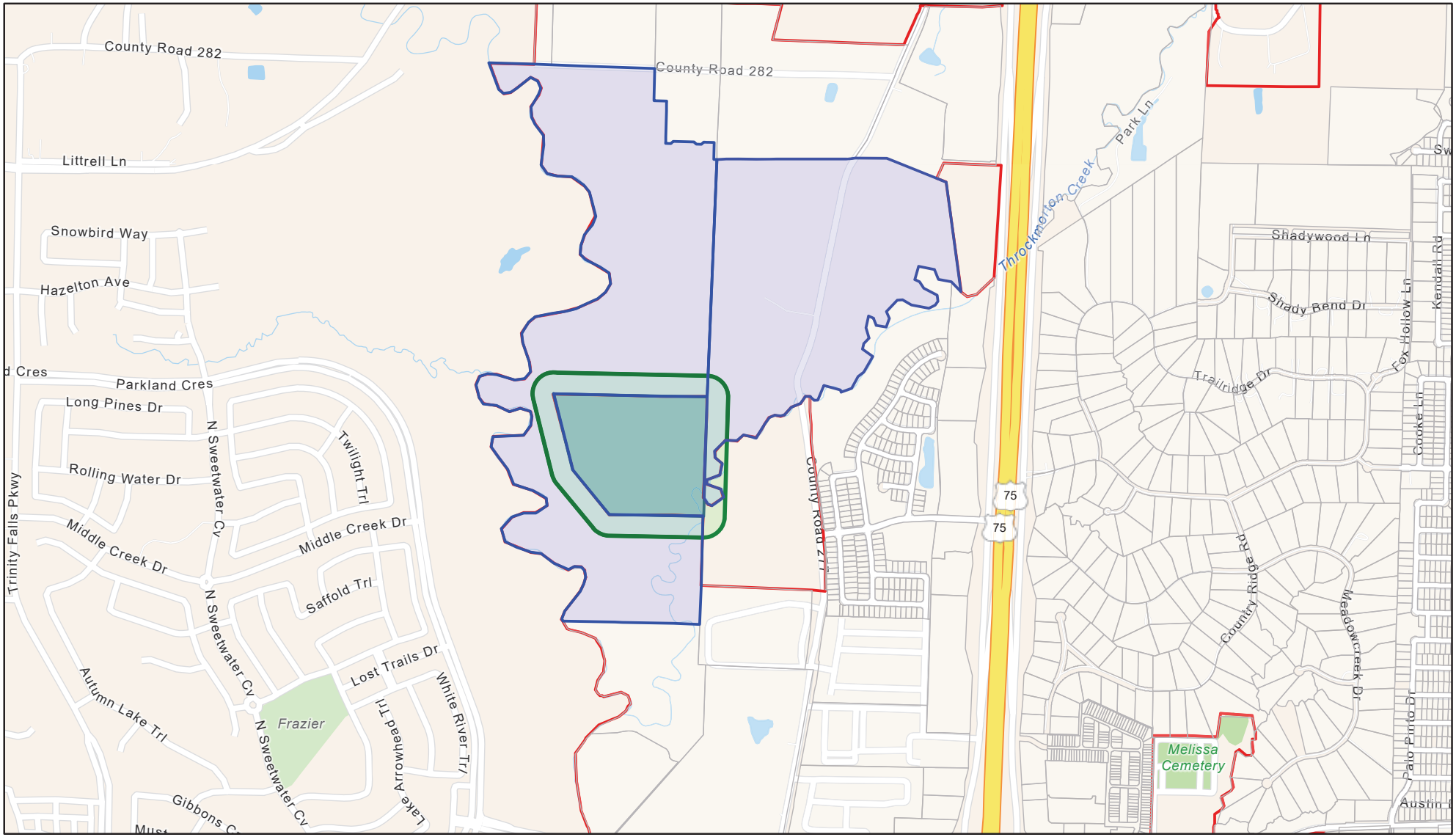
0 200' 400'

4/7/2026

# LOCATION MAP EXHIBIT



# City of Melissa Notification Map




4/27/2026, 1:06:29 PM

Parcels Melissa City Limits

City Limits

1:18,056

0 0.13 0.25 0.5 mi

0 0.2 0.4 0.8 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Earthstar Geographics |

| file_as_na | addr_line2 | addr_city | addr_state | addr_zip |
|---|---|---|---|---|
| MELISSA75 HOLDINGS LLC | 421 COUNTRY CLUB RD | FAIRVIEW | TX | 75069-1572 |
| S2 LAND LLC | 10003 TECHNOLOGY BLVD W | DALLAS | TX | 75220-4316 |
| Melissa Independent School District | 2230 McKinney St | Melissa | TX | 75454-9734 |

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, AMENDING MELISSA'S ZONING ORDINANCE, ORDINANCE NO. 92-08, AS AMENDED, TO REZONE A TRACT OF LAND, CONSISTING OF 32.673± ACRES, SITUATED IN THE THOMAS LINDSEY SURVEY, A-521, IN THE CITY OF MELISSA, COLLIN COUNTY, TEXAS, HERETOFORE ZONED AGRICULTURAL DISTRICT (A); PROVIDING THAT THE TRACT IS REZONED AND PLACED IN THE PLANNED DEVELOPMENT DISTRICT/SINGLE-FAMILY RESIDENTIAL DISTRICT-3 (PD/SF-3) ZONING CLASSIFICATION; DESCRIBING THE TRACT TO BE REZONED; PROVIDING A PENALTY CLAUSE WITH A MAXIMUM FINE OF $2,000, 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 it would be advantageous and beneficial to the citizens of the City of Melissa, Texas ("Melissa") to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as it exists or may be amended (and any successor ordinances thereto) (collectively, the "Zoning Ordinance"), as set forth below; and

WHEREAS, S2 Land Development LLC ("Applicant") initiated a request to rezone a tract of land consisting of 32.673± acres, situated in the Thomas Lindsey Survey, A-521, City of Melissa, Collin County, Texas, more particularly described in Exhibit A, attached hereto and incorporated herein for all purposes (the "Property"); and

WHEREAS, Applicant has requested that the Zoning Ordinance be amended to rezone the Property, heretofore zoned Agricultural District (A), by placing it in the Planned Development District/Single-Family Residential District-3 (PD/SF-3) zoning classification; and

WHEREAS, the City Council finds that the facts contained in the Applicant's request are true and correct; and

WHEREAS, the City Council finds that the Applicant has agreed to comply with all provisions of the ordinances of Melissa, as they exist, may be amended or in the future arising, including, but not limited to, this Ordinance and the Zoning Ordinance, and the additional restrictions and conditions set forth herein, in the Development Standards, attached hereto as Exhibit B and incorporated herein for all purposes, and in the Zoning Exhibit, attached hereto as Exhibit C and incorporated herein for all purposes (collectively, "Additional Conditions"); and

WHEREAS, all legal notices required for rezoning have been given in the manner and form set forth by law; public hearings have been held on the proposed rezoning; and all other requirements of notice and completion of such zoning procedures have been fulfilled; and

WHEREAS, the City Council finds that it will be advantageous and beneficial to Melissa and its citizens to rezone the Property as set forth below.

**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 Zoning Ordinance. The Zoning Ordinance is hereby amended as follows: The zoning designation of the Property, and all streets, roads and alleyways contiguous and adjacent thereto, is hereby rezoned as the Planned Development District/Single-Family Residential District-3 (PD/SF-3) zoning classification. The Property is more particularly described in Exhibit A.

The development plans, standards and uses for the Property shall conform to and comply with the standards, rules and regulations for the development and uses of land within the Planned Development District/Single-Family Residential District-3 (PD/SF-3) zoning classification, the Development Standards applicable to the Property as set forth in Exhibit B, the Zoning Exhibit set forth in Exhibit C and all other Additional Conditions. The development and use of the Property also must comply with the requirements of all applicable ordinances, rules and regulations of Melissa, as they currently exist, may be amended or in the future arising. To the extent that any of the exhibits attached hereto are in conflict with the provisions of this Ordinance or one another, the provisions of this Ordinance, then the provisions of Exhibit B and Exhibit C shall prevail in that order. The City Council hereby designates the Property for its historical, cultural or architectural importance and significance pursuant to Section 3000.002(d) of the Texas Government Code.

SECTION 3: No Vested Interest/Repeal. No developer or property owner shall acquire any vested interest in this Ordinance or in any specific regulations contained herein. Any portion of this Ordinance may be repealed by the City Council in the manner provided for by law.

SECTION 4: Unlawful Use of Property. It shall be unlawful for any person, firm, entity or corporation to use of the Property in some manner other than as authorized by this Ordinance, and it shall be unlawful for any person, firm, entity or corporation to construct on the Property any building that is not in conformity with the permissible uses under this Ordinance.

SECTION 5: Penalty. Any person, firm, corporation or entity violating any provision of this Ordinance or the Zoning Ordinance, as they exist or may be amended (and any successor ordinances thereto), shall be deemed guilty of a misdemeanor, and on conviction thereof, shall be fined in an amount not exceeding Two Thousand and No/100 Dollars ($2,000.00) or the highest amount allowed under applicable law. A violation of any provision of this Ordinance shall constitute a separate violation for each calendar day in which it occurs. Allegation and evidence of a culpable mental state is not required for proof of any offense defined in this Ordinance. 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 6: 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 7: Repealing/Savings. 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 8: 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 ___ day of _____, 2026.

_____
Jay Northcut, Mayor

**ATTESTED TO AND CORRECTLY RECORDED:**

_____
Hope Baskin, City Secretary

Dates of Publication: _____, *Anna-Melissa Tribune*

## Exhibit A
## Legal Description of the Property

ALL THAT CERTAIN TRACT OR PARCEL CONTAINING 32.673 ACRES OF LAND IN THE THOMAS LINDSEY SURVEY, A-521, COLLIN COUNTY, TEXAS, BEING A PORTION OF A TRACT WHICH WAS CALLED 56.733 ACRES CONVEYED FROM TERRY LYNN HOWARD TO TELEPHONE ROAD OWNER, LLC, BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20220401000532190, OFFICIAL PUBLIC RECORDS COLLIN COUNTY (O.P.R.C.C.T), AND ALL OF A TRACT WHICH IS BOUNDED ON THE WEST SIDE OF SAID 56.733 ACRE TRACT, BOUNDED ON THE EAST SIDE BY A TRACT CALLED TO CONTAIN 104.665 ACRES CONVEYED FROM GOLDEN VIEW OF TEXAS, LLC TO MELISSA75 HOLDINGS, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #20210719001447860, OFFICIAL PUBLIC RECORD COLLIN COUNTY, TEXAS (O.P.R.C.C.T), AND BOUNDED ON THE NORTH BY A CALLED TRACT CALLED 236.038 ACRES CONVEYED FROM MAY ANN LOFTICE, ET AL, TRUSTEES TO S2 LAND, LLC BY AN INSTRUMENT OF RECORD IN CLERKS FILE #2025000038168, O.P.R.C.C.T. (BOUNDED TRACT), SAID 32.673 ACRES BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS AND SHOWN ON THE PLAT PREPARED BY 360 SURVEYING AS JOB NUMBER 2310-017, (BEARINGS BASIS: STATE PLANE COORDINATES, TEXAS NORTH CENTRAL 4202, NAD83, GRID);

BEGINNING AT A 3/8" IRON ROD FOUND (N: 7,160,014.57, E: 2,548,688.61) FOR NORTHEAST CORNER, BEING THE NORTHEAST CORNER OF SAID BOUNDED TRACT AND THE SOUTHEAST CORNER OF SAID 236.038 ACRE TRACT, LYING IN THE WEST LINE OF SAID 104.665 ACRE TRACT AND IN THE CALLED EAST LINE OF SAID THOMAS LINDSEY SURVEY, A-521;

THENCE S01°33’54” W, 1,129.69 FEET ALONG THE WEST LINE OF SAID 104.665 ACRE TRACT AND A WEST LINE OF SAID 56.733 ACRE TRACT AND THE CALLED EAST LINE OF SAID THOMAS LINDSEY SURVEY, A-521 TO A 3/8” IRON ROD FOUND (N: 7,158,885.30 E: 2,548,657.75) FOR SOUTH CORNER, BEING AN INTERIOR CORNER OF SAID 56.733 ACRE TRACT AND A NORTHEAST CORNER OF SAID 236.038 ACRE TRACT;

THENCE N89°56’46”W, 901.24 FEET ALONG THE COMMON LINE OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT TO A 1/2" IRON ROD FOUND (N: 7,158,886.15, E: 2,547,756.51) FOR SOUTHWEST CORNER, BEING A SOUTHWEST CORNER OF SAID 56.733 ACRE TRACT AND AN INTERIOR CORNER OF SAID 236.038 ACRE TRACT;

THENCE N39°41’18”W, 544.53 FEET CONTINUING ALONG SAID COMMON LINE TO A ½” IRON ROD FOUND (N: 7,159,305.18 E: 2,547,408.77) FOR AN ANGLE POINT, BEING AN ANGLE POINT OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT;

THENCE N14°41’21”W, 743.85 FEET CONTINUING ALONG SAID COMMON LINE TO A 1/2” IRON ROD FOUND (N: 7,160,024.72, E: 2,547,220.15) FOR NORTHWEST CORNER, BEING THE NORTHWEST CORNER OF SAID 56.733 ACRE TRACT AND AN INTERIOR CORNER OF SAID 236.038 ACRE TRACT; THENCE S89°16’20”E, 1,053.81 FEET CONTINUING ALONG SAID COMMON LINE TO A 5/8” IRON ROD FOUND (PERC) (N: 7,160,011.33, E: 2,548,273.87) FOR AN ANGLE POINT, BEING AN ANGLE POINT OF SAID 56.733 ACRE TRACT AND SAID 236.038 ACRE TRACT;

THENCE S89°33’10”E, CONTINUING ALONG SAID COMMON LINE AT 397.64 FEET PASS A 5/8” IRON ROD SET (N: 7,160,014.44, E:2,548,671.51) FOR NORTHEAST CORNER OF SAID 56.733 ACRE TRACT, FROM WHICH A 3/8” IRON ROD FOUND BEARS: N85°28’53” E, 3.3 FEET, AND CONTINUING ALONG A SOUTH LINE OF SAID 236.038 ACRE TRACT FOR A DISTANCE IN ALL OF 414.75 FEET TO THE PLACE OF BEGINNING AND CONTAINING 32.673 ACRES OF LAND, MORE OR LESS.

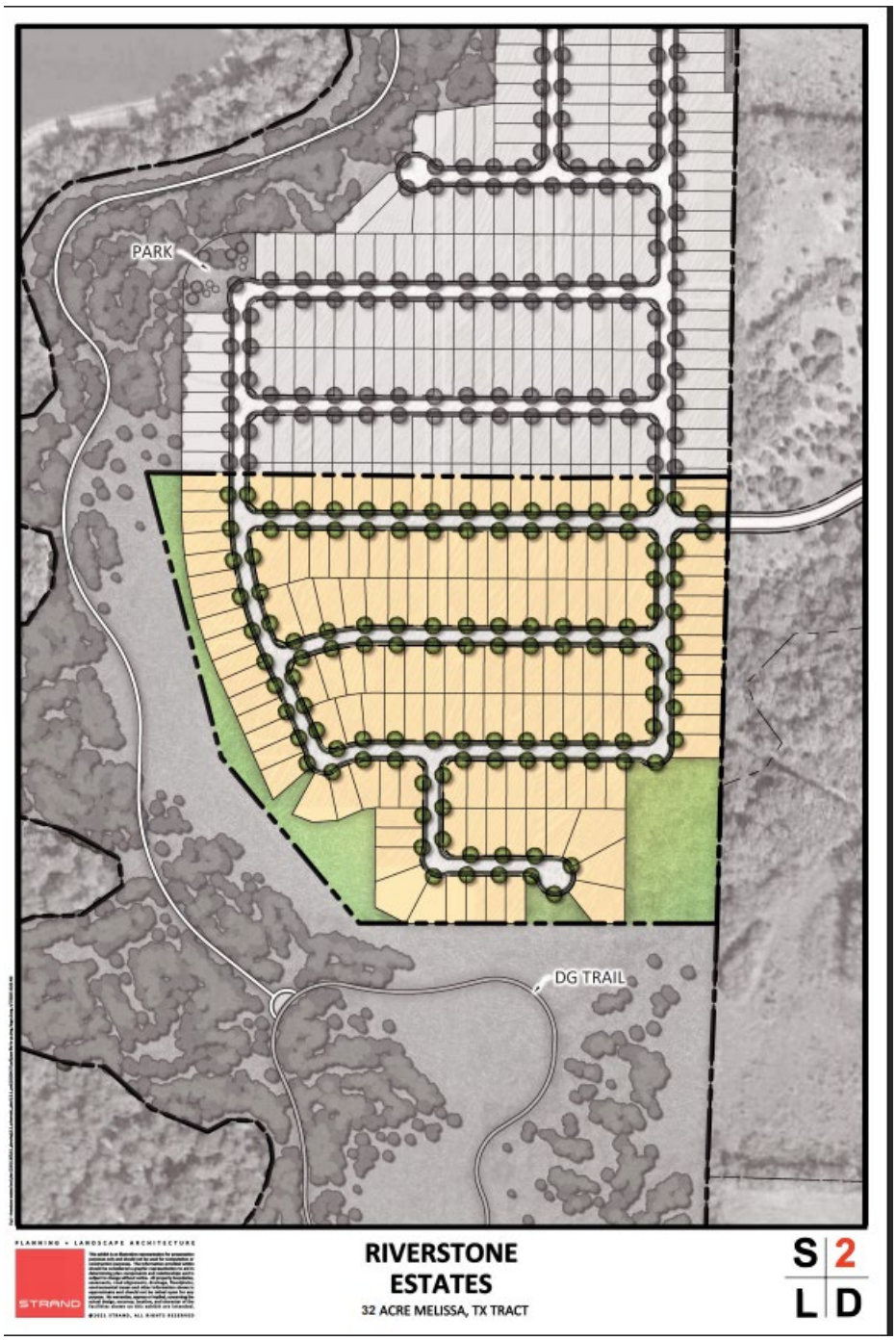
**Exhibit B**
**Development Standards**

The design, development and use of the Property shall comply with the Zoning Exhibit, attached hereto as Exhibit C. The Property shall be developed in accordance with the standards applicable to the Single-Family Residential-3 (SF-3) District of Melissa's Zoning Ordinance, as it exists or may be amended, except as indicated below. The land use for the Property shall be single-family, detached residential units with a maximum density of 150 dwelling units with a minimum lot size of 50' by 120' each, subject to the following development standards:

a. Minimum 2-car garages on each residential lot
b. Minimum building size of 1,800 square feet
c. 8:12 roof pitch
d. 80% masonry requirement
e. Architectural elements (must include 5 of following list):
    1. Covered entry
    2. Shutters
    3. Two coach lights
    4. Brick and stone mix
    5. Horizontal banding
    6. Gabled accent
    7. Divided light windows
    8. Transom window
    9. Front patterned brick detail
    10. Garage setback from house 3'
    11. 40 sf front porch
    12. J-swing garage
    13. Carriage-style garage doors
    14. 3-car garage
f. Setbacks:
    1. Front yard setback: 20'
    2. Garage setback: 20'
    3. Rear yard setback: 15'
    4. Side yard setback: 5'
    5. Side yard setback key lot: 15'
    6. Side yard on corner lot adjacent to row: 15'
    7. Maximum block length: 1,800 sf
    8. Lot coverage of main structure: 65%

## Exhibit C
## Zoning Exhibit

Note: Approval of the zoning case associated with this exhibit shall not imply or be interpreted as approval of any associated study, plat or plan, approval of development standards shown hereon or the initiation of the development process. Planning and Zoning Commission and/or City Council action on studies, plats or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case.



**Item 7.D**

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Conduct a public hearing to amend Ordinance No. 2024-14, which granted a Specific Use Permit ("SUP") for the operation of an Automobile Repair, Major land use on a tract of land consisting of 1.679± acres of land, generally located at 2406 Sam Rayburn Highway, City of Melissa, Collin County, Texas, for the purpose of amending certain development standards. (TL)

**Submitted by** Tyra LaVerne, Interim Director of Development Services

---

**Action Requested**

Conduct a public hearing to amend Ordinance No. 2024-14 for the purpose of amending certain development standards on a tract of land consisting of 1.679± acres.

**Summary of Subject**

Christian Brothers Automotive has completed construction of its nine-bay automotive repair facility in accordance with the previously approved Specific Use Permit and site plan approvals approved in November 2023. The facility is now fully operational and serving the surrounding community as originally intended.

As part of the City's zoning and parking requirements, automotive service uses are required to provide three parking spaces per service bay, in addition to one parking space per employee on the largest shift. The site currently provides a total of 31 striped parking spaces. Under the current parking calculation, that parking count effectively limits the business to four employees per shift.

According to the applicant, the facility requires more than four employees at a time in order to safely and efficiently conduct daily operations and provide customer service. To address this, the applicant is requesting an amendment to the approved Specific Use Permit that would allow the enclosed service bays to count toward the site's required parking count.

The applicant notes that each service bay functions as an occupied vehicle space during service activities, which reduces the demand for traditional surface parking on the site. The request is intended to recognize the operational function of the bays as part of the overall parking supply for the development.

No additional building area, expansion of the use, or increase in the number of service bays is proposed with this request. The amendment would not alter traffic generation, access points,

circulation patterns, or surrounding properties. Instead, the request is focused solely on modifying how parking is calculated for the existing operation.

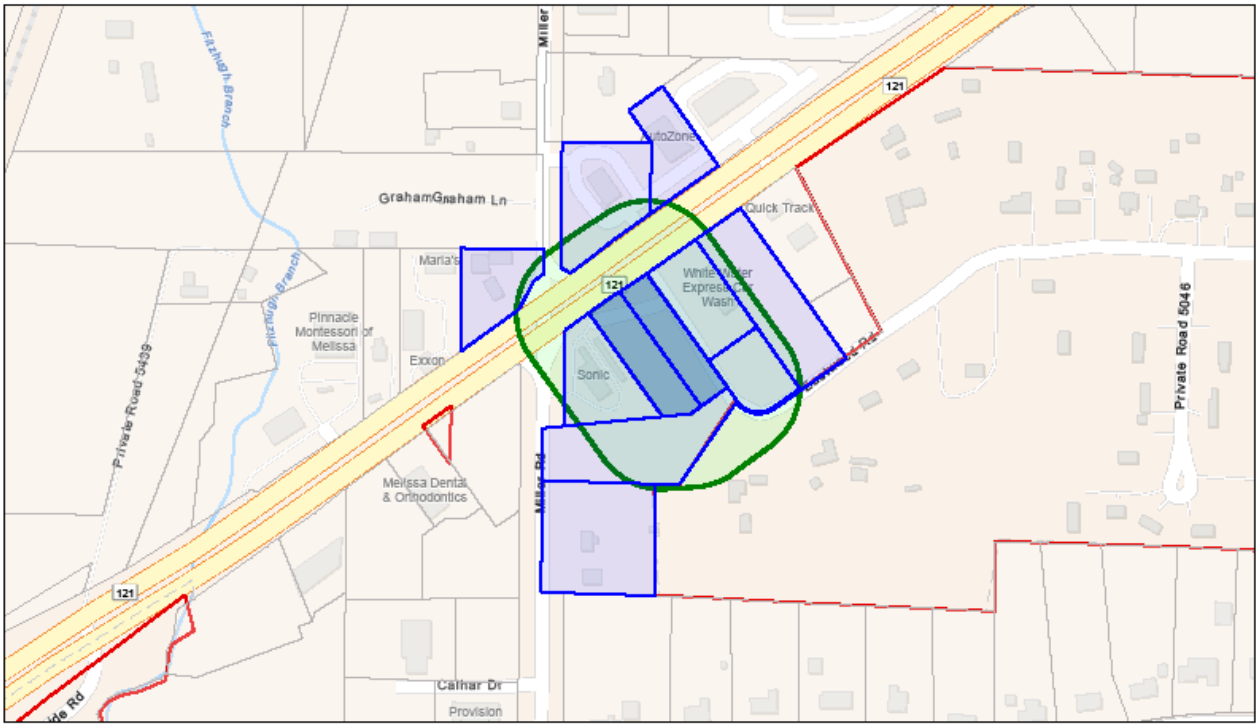
The Planning and Zoning Commission recommended approval by a vote of 5-0-0.

**Supporting Documents**

1. Location_of_Subject_Tract_-_CBA.docx
2. Zoning_Packet_2406_Sam_Rayburn_Highway_1.679__acers.pdf
3. 2026 SUP Ordinance - Christian Bros. Automotive (1.679 acres)(5177016.2).doc

Location of Subject Tract

City of Melissa Notification Map



Melissa Municipal Center
3411 Barker Avenue
Melissa, Texas 75454
Phone: (972) 838-2036

# Specific Use Permit Zoning Application

## I. Applicant Information

Applicant: Dynamic Engineering Consultants, PC Date: 04/08/26

Address: 714 S Greenville Ave, Ste 100, Allen, TX 75002

Phone: 972-534-2100 Ext 4107 Fax: _____

Contact: Lindsey G. Mayer, P.E. E-mail: LMayer@dynamicec.com

## II. Land Use Information

***Zoning Ordinance Section 7***

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name & Location: CBA - Melissa / 2406 Sam Rayburn Hwy, Melissa, TX 75454 Acres: 0.889

Existing Zoning: SUP 24-14 (Ref. Zoning Ordinance)

Proposed Zoning: Amended SUP (Ref. Zoning Ordinance)

☐ I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Printed Name:** Lindsey G. Mayer **Title:** Project Manager

**Signature:** Lindsey G Mayer

Revised 11/07/2024 MD

Dynamic Engineering Consultants, PC
714 S. Greenville Avenue, Suite 100
Allen, TX 75002
T. 972-534-2100

April 10, 2026
Via Email: tlaverne@cityofmelissa.com

City of Melissa
3411 Barker Avenue
Melissa, TX 75454

Attn: Tyra LaVerne

**RE: Project Narrative for Amended SUP**
**Christian Brothers Automotive - Melissa**
**2406 Sam Rayburn Highway**
**City of Melissa, Collin County, Texas**

Dear Ms. LaVerne,

Christian Brothers Automotive has completed construction of a nine (9) service bay automotive repair facility in accordance with the previously approved Specific Use Permit, recorded on November 14, 2023, and site plan approvals. The facility is fully operational and functions as intended, serving the surrounding community.

Per the City's zoning and parking ordinance requirements, automotive service uses are required to provide a minimum of three (3) parking spaces per service bay in addition to one parking space per employee for the maximum number of employees on shift.

The site currently provides a total of thirty-one (31) striped parking stalls. When calculated strictly under the existing parking formula, this limits operational staffing to four (4) employees per shift. The facility requires more than four employees on a maximum shift to safely and efficiently conduct daily operations and services.

This application is requesting an amendment to the approved Specific Use Permit to allow enclosed service bays to be credited toward the provided parking count. Each service bay functions as an occupied, designated vehicle space for the duration of service activities, effectively removing those vehicles from use of surface parking spaces and reduces demand on conventional parking areas. Recognizing service bays as functional parking aligns with the operational reality of automotive service facilities and reflects best practices utilized in similar developments.

The proposed amendment does not increase the building footprint, intensity of use, or external impacts of the development. There will be no change to traffic generation, access points, circulation patterns, or adjacent properties. Granting the parking credit for service bays supports efficient site utilization while maintaining compliance with the intent of the City's parking regulations.

Christian Brothers Automotive respectfully requests approval of this amended Specific Use Permit to allow service bay spaces to be counted toward the minimum required parking. Approval will ensure the facility can continue to operate efficiently, maintain safe staffing levels, and service the community as originally intended.

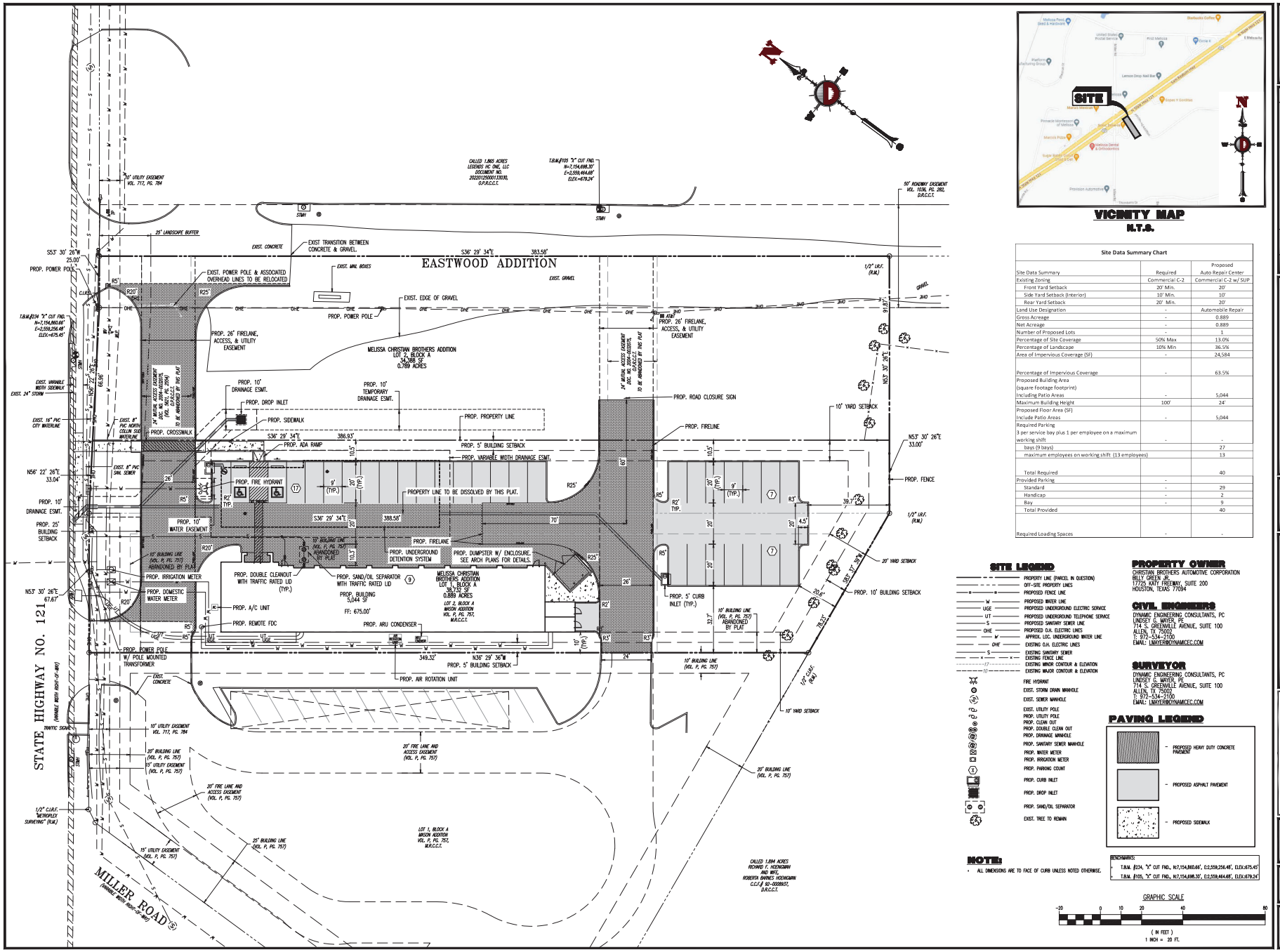
Dynamic Engineering Consultants, PC
714 S. Greenville Avenue, Suite 100
Allen, TX 75002
T. 972-534-2100

Should you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

**DYNAMIC ENGINEERING CONSULTANTS, PC**

Lindsey G. Mayer, P.E.
Project Manager







## VICINITY MAP
N.T.S.

**Site Data Summary Chart**

| Site Data Summary | Required | Proposed Auto Repair Center |
|---|---|---|
| Existing Zoning | Commercial C-2 | Commercial C-2 w/ SUP |
| Front Yard Setback | 20' Min. | 20' |
| Side Yard Setback (Interior) | 10' Min. | 10' |
| Rear Yard Setback | 20' Min. | 20' |
| Land Use Designation | - | Automobile Repair |
| Gross Acreage | - | 0.889 |
| Net Acreage | - | 0.889 |
| Number of Proposed Lots | - | 1 |
| Percentage of Site Coverage | 50% Max | 13.0% |
| Percentage of Landscape | 10% Min | 36.5% |
| Area of Impervious Coverage (SF) | - | 24,584 |
| Percentage of Impervious Coverage | - | 63.5% |
| Proposed Building Area (square footage footprint) Including Patio Areas | - | 5,044 |
| Maximum Building Height | 100' | 24' |
| Proposed Floor Area (SF) Include Patio Areas | - | 5,044 |
| Required Parking 3 per service bay plus 1 per employee on a maximum working shift | - | - |
| bays (9 bays) | | 27 |
| maximum employees on working shift (13 employees) | | 13 |
| Total Required | | 40 |
| Provided Parking | - | - |
| Standard | - | 29 |
| Handicap | - | 2 |
| Bay | - | 9 |
| Total Provided | | 40 |
| Required Loading Spaces | - | - |

## SITE LEGEND

- PROPERTY LINE (PARCEL IN QUESTION)
- OFF-SITE PROPERTY LINES
- PROPOSED FENCE LINE
- PROPOSED WATER LINE
- PROPOSED UNDERGROUND ELECTRIC SERVICE
- PROPOSED UNDERGROUND TELEPHONE SERVICE
- PROPOSED SANITARY SEWER LINE
- PROPOSED O.H. ELECTRIC LINES
- APPROX. LOC. UNDERGROUND WATER LINE
- EXISTING O.H. ELECTRIC LINES
- EXISTING SANITARY SEWER
- EXISTING FENCE LINE
- EXISTING MINOR CONTOUR & ELEVATION
- EXISTING MAJOR CONTOUR & ELEVATION
- FIRE HYDRANT
- EXIST. STORM DRAIN MANHOLE
- EXIST. SEWER MANHOLE
- EXIST. UTILITY POLE
- PROP. UTILITY POLE
- PROP. CLEAN OUT
- PROP. DOUBLE CLEAN OUT
- PROP. DRAINAGE MANHOLE
- PROP. SANITARY SEWER MANHOLE
- PROP. WATER METER
- PROP. IRRIGATION METER
- PROP. PARKING COUNT
- PROP. CURB INLET
- PROP. DROP INLET
- PROP. SAND/OIL SEPARATOR
- EXIST. TREE TO REMAIN

## PROPERTY OWNER
CHRISTIAN BROTHERS AUTOMOTIVE CORPORATION
BILLY GREER JR.
17725 KATY FREEWAY, SUITE 200
HOUSTON, TEXAS 77094

## CIVIL ENGINEERS
DYNAMIC ENGINEERING CONSULTANTS, PC
LINDSEY G. MAYER, PE
714 S. GREENVILLE AVENUE, SUITE 100
ALLEN, TX 75002
T: 972-534-2100
EMAIL: LMAYER@DYNAMICEC.COM

## SURVEYOR
DYNAMIC ENGINEERING CONSULTANTS, PC
LINDSEY G. MAYER, PE
714 S. GREENVILLE AVENUE, SUITE 100
ALLEN, TX 75002
T: 972-534-2100
EMAIL: LMAYER@DYNAMICEC.COM

## PAVING LEGEND

- PROPOSED HEAVY DUTY CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED SIDEWALK

**NOTE:**
- ALL DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.

BENCHMARKS:
- T.B.M. @234, "X" CUT FND., N:7,154,860.66', E:2,559,256.48', ELEV.=675.45'
- T.B.M. @105, "X" CUT FND., N:7,154,698.35', E:2,559,464.68', ELEV.=679.24'

GRAPHIC SCALE
-20 0 10 20 40 80
( IN FEET )
1 INCH = 20 FT.

DYNAMIC ENGINEERING CONSULTANTS, PC

| BY | COMMENTS | DATE | REV. |
|---|---|---|---|
| | | | 1 |

ISSUED FOR CONSTRUCTION

DRAWN BY: CTG | DESIGNED BY: RG | CHECKED BY: LGM | CHECKED BY: I

PROJECT: CHRISTIAN BROTHERS AUTOMOTIVE-MELISSA
CHRISTIAN BROTHERS AUTOMOTIVE CORPORATION
BLOCK A, LOT 1, 0.889 AC.
2406 SAM RAYBURN HIGHWAY
MELISSA, COLLIN COUNTY, TEXAS 75454

811 Texas One Call
PROTECT YOURSELF
ALL STATES REQUIRE NOTIFICATION OF EXCAVATORS, DESIGNERS, TO ANY PERSONS PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN ANY STATE
FOR STATE SPECIFIC DIRECT PHONE NUMBERS VISIT: WWW.CALLBE11.COM


DYNAMIC ENGINEERING
LAND DEVELOPMENT CONSULTING • PERMITTING
GEOTECHNICAL • ENVIRONMENTAL
TRAFFIC • SURVEY • PLANNING & ZONING
(dba) MIDWEST DYNAMIC ENGINEERING CONSULTANTS PC
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Conroe, New Jersey • T: 936.756.7447
Houston, New Jersey • T: 281.214.2000
Kerrville, New Jersey • T: 210.775.7090
Austin, New Jersey • T: 737.802.1551
Harlingen, New Jersey • T: 956.230.4568
Fort Worth, New Jersey • T: 817.778.4400
Lubbock, New Jersey • T: 806.701.5040
Midland, New Jersey • T: 432.242.0557
Oklahoma City, New Jersey • T: 405.562.1010
www.dynamicec.com


STATE OF TEXAS
LINDSEY G. MAYER
107537
LICENSED
PROFESSIONAL ENGINEER
04/09/2026

LINDSEY G. MAYER
PROFESSIONAL ENGINEER
TEXAS LICENSE No. 107537

TITLE: AMENDED SITE PLAN

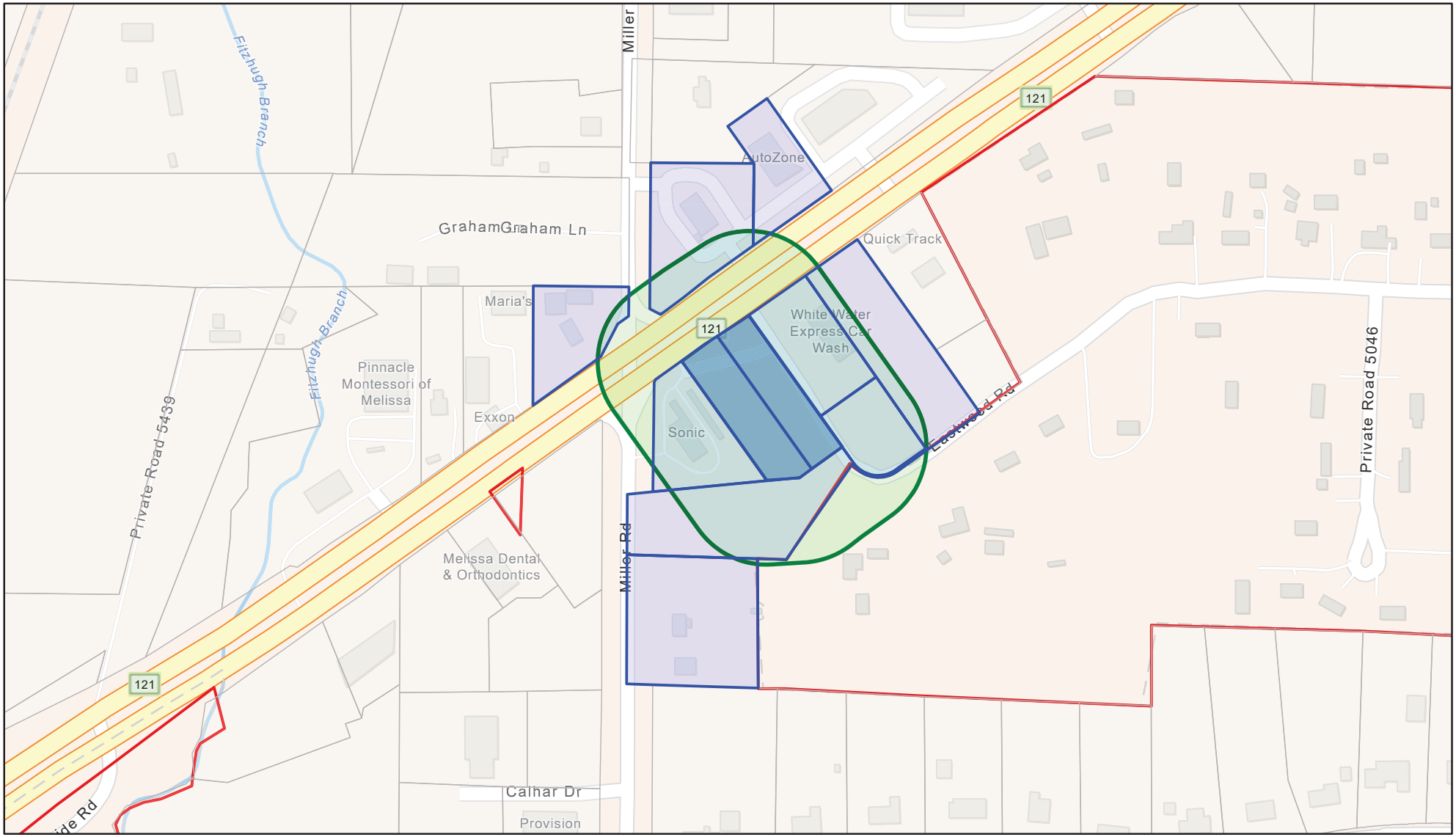
SCALE: 1" = 20' (H.) | DATE: 04/09/2026
PROJECT No: 2099-23-00894

SHEET No: 1 OF 1 | Rev. #: 1

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Plotted: 04/09/26 - 3:46 PM, By: eshi
File: P:\DATA\PROJECTS\2099 Christian Brothers Automotive\23-00894 Melissa TX\Dwg\Preliminary Site Plan Package\REV1\D2099230089453P.dwg, ----> 1 OF 1 SITE PLAN

# City of Melissa Notification Map




4/27/2026, 12:29:24 PM

Parcels Melissa City Limits

City Limits

1:4,514

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City of Melissa

Esri Community Maps Contributors, City of McKinney, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | 911GISTeam@nct911.org | Earthstar Geographics |

| file_as_na | addr_line2 | addr_city | addr_state | addr_zip |
|---|---|---|---|---|
| KANG JIAN | PO BOX 4534 | IRVINE | CA | 92616-4534 |
| KANG JIAN | PO BOX 4534 | IRVINE | CA | 92616-4534 |
| KANG JIAN | PO BOX 4534 | IRVINE | CA | 92616-4534 |
| SPARMERE ASSOCIATES LP & | 125 BRAZILIAN AVE | PALM BEACH | FL | 33480-4221 |
| NTX SDI PROPERTIES LLC | 5725 NW 132ND ST | OKLAHOMA CITY | OK | 73142-4437 |
| BARRERA DLT HOLDINGS INC | PO BOX 639 | PROSPER | TX | 75078-4410 |
| HOENIGMAN RICHARD F & ROBERTA B | PO BOX 342 | MELISSA | TX | 75454-0342 |
| NORTH COLLIN SPECIAL UTILITY DISTRICT | 2333 SAM RAYBURN HWY | MELISSA | TX | 75454-0343 |
| HOENIGMAN RICHARD F & ROBERTA B | PO BOX 342 | MELISSA | TX | 75454-0342 |
| CBH PROPERTIES MELISSA LLC | 17725 KATY FWY STE 200 | HOUSTON | TX | 77094-1389 |
| CBH PROPERTIES MELISSA LLC | 17725 KATY FWY STE 200 | HOUSTON | TX | 77094-1389 |
| BALLOUT REAL ESTATE LLC | 1910 OAK POINT DR | ALLEN | TX | 75013-5710 |

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, REPEALING ORDINANCE NO. 2024-14, AMENDING MELISSA'S ZONING ORDINANCE, ORDINANCE NO. 92-08, AS AMENDED, AND GRANTING A SPECIFIC USE PERMIT FOR AUTOMOBILE REPAIR, MAJOR, LOCATED ON 1.679± ACRES OF LAND, BEING ALL OF LOT 2, BLOCK A OF MASON ADDITION, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME P, PAGE 757 OF THE COLLIN COUNTY REAL PROPERTY RECORDS, IN THE CITY OF MELISSA, COLLIN COUNTY, TEXAS; DESCRIBING THE SUBJECT TRACT; PROVIDING A PENALTY CLAUSE WITH A MAXIMUM FINE OF $2,000, 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 it would be advantageous and beneficial to the citizens of the City of Melissa, Texas ("Melissa") to repeal Ordinance No. 2024-14 and to amend Melissa's Zoning Ordinance, Ordinance No. 92-08, as it exists or may be amended (and any successor ordinances thereto) (collectively, the "Zoning Ordinance"), as set forth below; and

WHEREAS, Dynamic Engineering Consultants, PC ("Applicant"), on behalf of the owner of the Property (hereinafter defined), initiated a request for the repeal of Ordinance No. 2024-14 and the issuance of a Specific Use Permit for an Automobile Repair, Major, use located on 1.679± acres of land, being all of Lot 2, Block A of Mason Addition, according to the Plat thereof recorded in Volume P, Page 757 of the Collin County Real Property Records, in the City of Melissa, Collin County, Texas, as more particularly described and depicted in Exhibit A, attached hereto and incorporated herein for all purposes ("Property"); and

WHEREAS, the City Council finds that the facts contained in the Applicant's request are true and correct; and

WHEREAS, the City Council finds that the Applicant has agreed to comply with all provisions of the ordinances of Melissa, as they exist, may be amended or in the future arising, including but not limited to, this Ordinance and the Zoning Ordinance, the additional development restrictions and conditions set forth herein and in the Zoning Exhibit, attached hereto as Exhibit B and incorporated herein for all purposes, and in the Building Elevations, attached hereto as Exhibit C and incorporated herein for all purposes (collectively, "Additional Conditions"); and

WHEREAS, all legal notices required for the adoption of this Ordinance have been given in the manner and form required by law, public hearings have been held on this Ordinance and all other requirements of notice and completion of ordinance adoption procedures have been satisfied; and

WHEREAS, the City Council finds that it will be advantageous and beneficial to Melissa and its citizens to repeal Ordinance No. 2024-14 grant the Specific Use Permit sought by the Applicant; that granting the Specific Use Permit will not be detrimental to the public health,

safety or welfare; and that the Specific Use Permit should be granted.

**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: Repeal of Ordinance No. 2024-14. Ordinance No. 2024-14 is repealed in its entirety and replaced by this Ordinance. The effective date of the repeal discussed in this Section shall not occur until the effective date of this Ordinance, at which time Ordinance No. 2024-14 shall be repealed. Such repeal shall not abate any pending prosecution or lawsuit or prevent any prosecution or lawsuit from being commenced for any violation of Ordinance No. 2024-14 occurring before the effective date of this Ordinance.

SECTION 3: Specific Use Permit Granted. A Specific Use Permit is hereby granted for an Automobile Repair, Major, use on the Property.

The Property, as a whole and the boundaries thereof, is more particularly described and depicted in Exhibit A. The Property shall be developed in compliance with the conditions expressly stated and/or depicted in Exhibit B and Exhibit C and the other Additional Conditions. Additional Conditions for granting the Specific Use Permit described in this Ordinance include, but are not limited to, the following:

1. The Property shall be developed in accordance with the Zoning Exhibit set forth in Exhibit B;

2. The Property shall be developed in accordance with the Building Elevations set forth in Exhibit C;

3. Evergreen screening shrubs, a minimum of 42" tall at planting, shall be installed and maintained along the northeast and southwest borders of the parking lot at the back of the lot;

4. The Automobile Repair, Major, uses on the Property are limited to general repair and reconditioning of engines, air-conditioning systems and transmissions for automobiles, but no other uses, plus all uses allowed under the Automobile Repair, Minor, use;

5. An automobile may not remain parked outside for a period greater than seven (7) consecutive calendar days;

6. The nine (9) enclosed service bays shall count toward the total number of required parking spaces.

The development and use of the Property also must comply with the requirements of all applicable ordinances, rules and regulations of Melissa, as they currently exist, may be amended or in the future arising. To the extent that any of the exhibits attached hereto are in conflict with the provisions of this Ordinance or one another, the provisions of this Ordinance, then the provisions of Exhibit B and Exhibit C shall prevail in that order. The City Council hereby

designates the Property for its historical, cultural or architectural importance and significance pursuant to Section 3000.002(d) of the Texas Government Code.

SECTION 4: Failure to Comply; Assignment and Transfer. All terms of the Specific Use Permit shall be complied with at all times and as a condition of Melissa's issuance of a Certificate of Occupancy, if applicable. Failure to comply with any term or condition of this Ordinance or the Zoning Ordinance, as they exist or may be amended, will result in the Specific Use Permit being declared null and void and of no force and effect. The Specific Use Permit is issued to the Property and is assignable and transferable.

SECTION 5: Specific Use Permit Regulations. Upon holding a properly noticed public hearing, the City Council may amend, change or rescind the Specific Use Permit if:

1. A violation of any of the provisions of this Ordinance or any other Melissa ordinance occurs on the Property and there is a conviction thereof;

2. The building, premise or land used under the Specific Use Permit is enlarged, modified, structurally altered or otherwise significantly changed, unless a separate specific use permit is granted for such enlargement, modification, structural alteration or change;

3. Violation of any provision of the terms or conditions of the Specific Use Permit;

4. Ad valorem taxes on the Property are delinquent by more than six (6) months;

5. The Specific Use Permit was obtained by fraud or deception; or

6. As otherwise permitted by law or the Zoning Ordinance.

SECTION 6: Specific Use Permit Effective Date. The Specific Use Permit shall be effective from and after the effective date of this Ordinance. Upon termination of the Specific Use Permit, the Property shall cease to be used as provided herein unless another specific use permit or appropriate zoning has been obtained.

SECTION 7: Unlawful Use of Property. It shall be unlawful for any person, firm, entity or corporation to use the subject portion of the Property in some manner other than as authorized by this Ordinance or the Zoning Ordinance.

SECTION 8: No Vested Interest; Repeal. No developer or property owner shall acquire any vested interest in this Ordinance or in any other specific regulations contained herein. Any portion of this Ordinance may be repealed by the City Council in the manner provided for by law.

SECTION 9: Penalty. Any person, firm, corporation or entity violating any provision of this Ordinance or the Zoning Ordinance, as they exist or may be amended (and any successor ordinances thereto), shall be deemed guilty of a misdemeanor, and on conviction thereof, shall be fined in an amount not exceeding Two Thousand and No/100 Dollars ($2,000.00) or the highest amount allowed under applicable law. A violation of any provision of this Ordinance shall constitute a separate violation for each calendar day in which it occurs. Allegation and evidence of a culpable mental state is not required for proof of any offense defined in this Ordinance. 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 10: 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 11: 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, sentence, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses and/or phrases may be declared unconstitutional and/or invalid.

SECTION 12: Effective Date. This Ordinance shall become effective from and after its adoption and publication as required by the City Charter and by law.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS** on this ___ day of _____, 2026.

_____
Jay Northcut, Mayor

**ATTESTED TO AND CORRECTLY RECORDED:**

_____
Hope Baskin, City Secretary

Dates of Publication: _____, *Anna-Melissa Tribune*

**Exhibit A**
**Legal Description of the Property**

## Metes and Bounds Description: (1.678 Acres)

**Tract 1 and 2**

Bring a tract of land, situated in the William Sanders Survey, Abstract No. 867, in the City of Melissa, Collin County, Texas, and being all of Lot 2, Block A of **MASON ADDITION**, an addition to the City of Melissa, as recorded in Volume P, Page 757, of the Map Records, Collin County, Texas (M.R.C.C.T.) and also being all of that called 1.106 acre tract of land, described by deed to C&H Properties, Ltd. as recorded in Volume 5193, Page 2033, of the Deed Records, Collin County, Texas (D.R.C.C.T.) and also being a part of the **EASTWOOD ADDITION** (unrecorded), said tract being more particularly described, as follows:

**BEGINNING** at an "X" cut set in concrete, being the most westerly corner of said Lot 2, same being the most northerly corner of Lot 1, Block A, of said addition, said corner also being in the southeasterly monumented line of State Highway No. 121;

**THENCE** in a northeasterly direction, along the southeasterly monumented line of State Highway No. 121, the following (3) three courses and distances:

1. North 53°30'26" East, a distance of 67.67' to a 5/8" iron rod with a yellow plastic cap stamped "NTS" set for the most northerly corner of said Lot 2, same being the most westerly corner of said 1.106 acre tract;
2. North 56°22'26" East, a distance of 100.00' to a 5/8" iron rod with a yellow plastic cap stamped "NTS" set for an angle point;
3. North 53°30'26" East, a distance of 25.00' to a 5/8" iron road with a yellow plastic cap stamped "NTS" set for the most northerly corner of said 1.106 acre tract, same being the most westerly corner of a called 1.865 acre tract of land, described in the deed to Legends HC One, LLC, as recorded under Document No. 20221025000133030, of the Official public Records, Collin County, Texas (O.P.R.C.C.T.)

**THENCE** South 36°29'34" East, along the common line between said 1.106 acre and 1.865 acre tract, a distance of 383.58' to a ½" iron rod found for the most easterly corner of said 1.106 acre tract, same being the northeasterly corner of a called 1.894 acre tract of land, described in deed to Richard F. Hoenigman and wife, Roberta Barnes Hoenigman, as recorded under County Clerk's File No. 92-0008937, D.R.C.C.T.;

**THENCE** South 53°30'36" West, along the common line between said 1.106 acre and 1.894 acre tract, a distance of 124.87' to a ½" iron rod found for the most southerly corner of said 1.106 acre tract, same being the most easterly corner of said Lot 2;

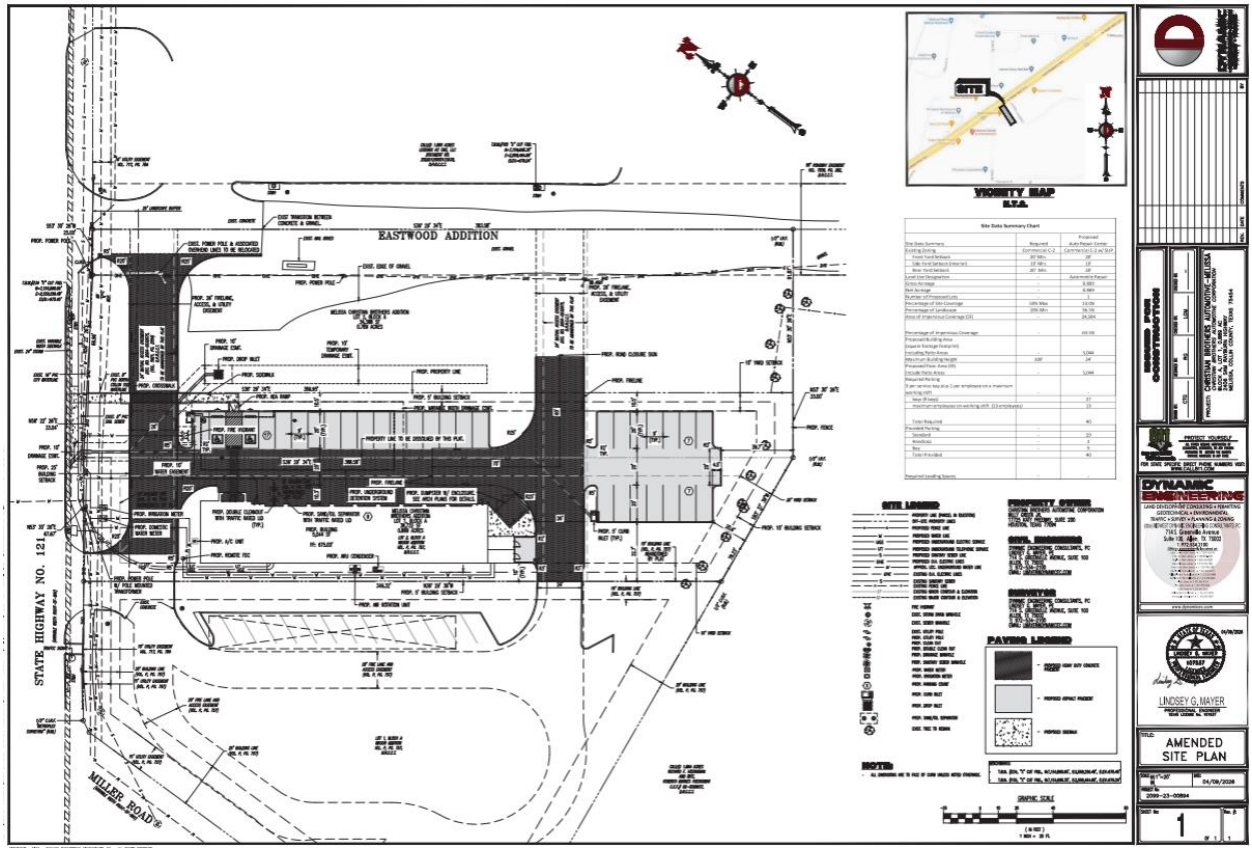
**THENCE** South 83°37'39" West, along the common line between said Lot 2 and said 1.894 acre tract, a distance of 78.23' to a ½" iron rod with a plastic cap found for the most southerly corner of said Lot 2, same being the most easterly corner of said Lot 1;

**THENCE** North 36°29'36" West, along the common line between said Lot 2 and Lot 1, a distance of 349.32' to the **POINT OF BEGINNING** and containing 73,114 square feet or 1.678 acres of land, more or less.

**Tract 3**

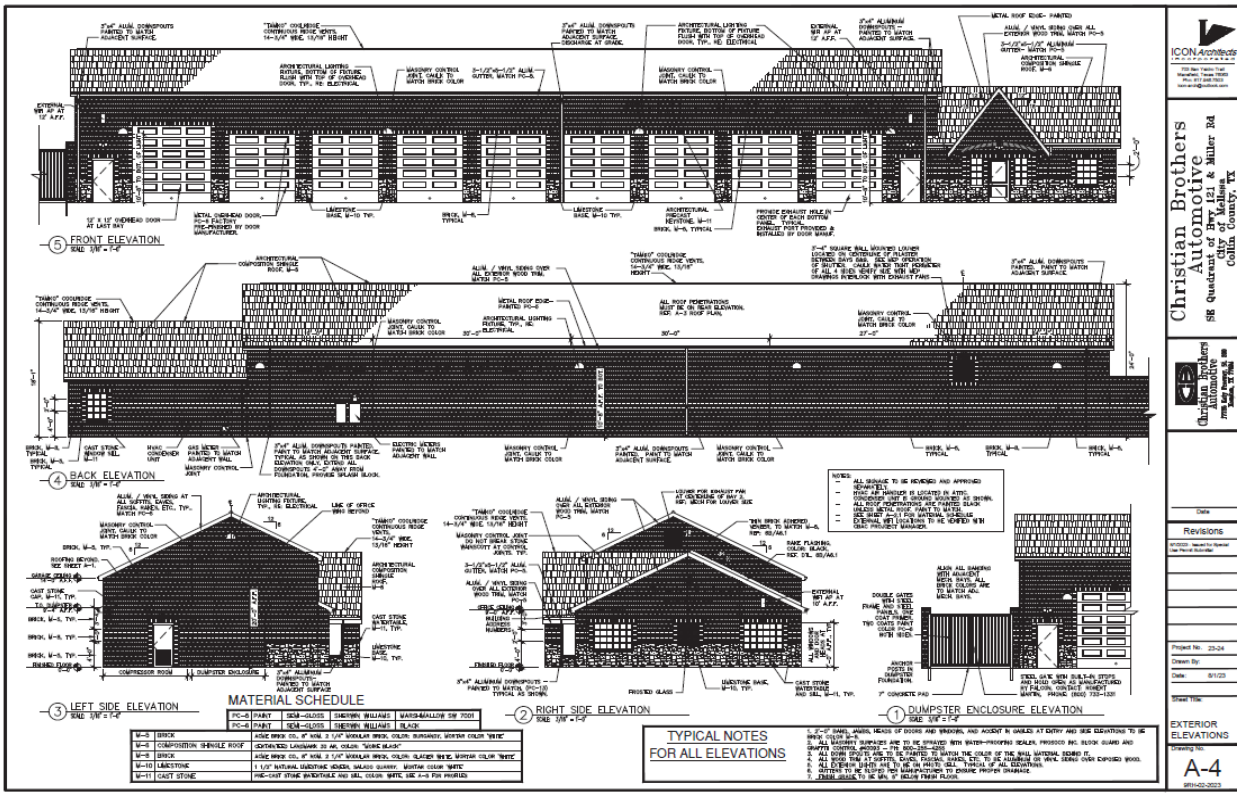
Non-exclusive easement rights as created in Mutual Access Agreement by and between C&H Properties, Ltd., a Texas limited partnership and Ralph L. Mason Trust, an Oklahoma Trust authorized to do business in the State of Texas, filed 03/08/2004, recorded in Volume 5621, Page 2554, D.R.C.C.T.

**Exhibit B**
**Zoning Exhibit**




Note: Approval of the zoning case associated with this exhibit shall not imply or be interpreted as approval of any associated study, plat or plan, approval of development standards shown hereon or the initiation of the development process. Planning and Zoning Commission and/or City Council action on studies, plats or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case.

# Exhibit C
# Building Elevations








Christian Brother's Automotive

RH 9 Bay Prototype

idstudio






Christian Brother's Automotive

RH 9 Bay Prototype

idstudio




Note: Approval of the zoning case associated with this exhibit shall not imply or be interpreted as approval of any associated study, plat or plan, approval of development standards shown hereon or the initiation of the development process. Planning and Zoning Commission and/or City Council action on studies, plats or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case.

**Item 7.E**

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Consider Melissa Masonic Lodge request for installation of a cornerstone and an installation ceremony related to Fire Station #2. (TS)

**Submitted by** Terrell Smith, Assistant City Manager

---

**Summary of Subject**

The Melissa Masonic Lodge has requested to install a cornerstone as part of the Fire Station #2 construction. This cornerstone is part of a ceremony that is meant to represent the Masonic Lodge's history and support of the public sector and public safety.

The cornerstone will be 24” X 24”, and installed on the Northeast corner of Fire Station #2.

The Melissa Masonic Lodge will procure the stone and work with Core Construction on the installation

**Supporting Documents**

1. Resolution - Masonic Lodge Cornerstone at Fire Station #2.doc

**CITY OF MELISSA, TEXAS RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, HEREBY APPROVING THE INSTALLATION OF A MELISSA MASONIC LODGE CORNERSTONE AND TO CONDUCT A CORNERSTONE CEREMONY RELATED TO THE MELISSA FIRE STATION #2.**

**NOW, THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:**

**SECTION 1**: The City Council hereby approves a request to install a cornerstone and conduct a cornerstone ceremony to be conducted by the Melissa Masonic Lodge at Melissa Fire Station #2.

**SECTION 2:** The Melissa Masonic Lodge agrees to procure the stone and work with Core Construction on installation.

**SECTION 3:** This Resolution shall take effect immediately upon its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, ON THE ____ DAY OF _____, 2026.**

_____
Jay Northcut, Mayor

**ATTEST TO:**

_____
Hope Baskin, City Secretary

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Consider a Resolution Directing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation for Street, Park and Water Projects; and Resolving Other Matters Relating to the Subject. (TS)

**Submitted by** Terrell Smith, Assistant City Manager

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**Summary of Subject**

Attached is the form of the Notice of Intent to issue bonds for the 2026 Capital Improvement Program. This sale will fund the following projects:

- East Water Take Point Project (Phase 2)
- Downtown Roads (Cooper St, Harrison, Red River)
- Telephone Road (Middle)
- Melissa Rd. and Fannin Roundabout (Finalize design)
- Quarry Park Improvements

The attached Notice was drafted by the City's Bond Counsel and reviewed by the City's Financial Advisor. Should the NOI be approved, the required publications will begin, and a final ordinance for the sale would be scheduled for August 2026.

**Staff Recommendation**

Staff recommends adoption of the Resolution.

**Supporting Documents**

1. NOI Resolution - Melissa COs 2026

**RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION; AND RESOLVING OTHER MATTERS RELATING TO THE SUBJECT**

WHEREAS, this City Council deems it advisable to give notice of intention to issue certificates of obligation of the City of Melissa, Texas, as hereinafter provided;

WHEREAS, the City Council hereby finds, considers and declares that the reimbursement of the payment by the City of expenditures in connection with the design, planning, acquisition and construction of the projects described in Exhibit A attached hereto (the "Projects") will be appropriate and consistent with the lawful objectives of the City and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the U.S. Treasury Regulations, to reimburse itself for such payments at such time as it issues the Certificates of Obligation to finance the Projects; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed, was open to the public and public notice of the time, place, and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

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

Section 1. Attached hereto as Exhibit A is a form of the Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation, the form and substance of which is hereby adopted and approved.

Section 2. The City Secretary shall cause said notice to be published in substantially the form attached hereto, in a newspaper, as defined by Subchapter C, Chapter 2051, Texas Government Code, of general circulation in the area of said City, once a week for two consecutive weeks, the date of the first publication thereof to be before the 45$^{th}$ day before the date tentatively set for the adoption of the ordinances authorizing the issuance of such certificates of obligation as shown in said notice.

Section 3. The City Secretary shall cause said notice to be posted in substantially the form attached hereto, on the City's internet website for at least 45 days before the date tentatively set for the adoption of the ordinances authorizing the issuance of such certificates of obligation as shown in said notice.

Section 4. Attached hereto as Exhibit B is a list of outstanding debt obligations of the City which the City hereby designates as self-supporting debt for purposes of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

Section 5. That all costs to be reimbursed pursuant to this Resolution will be preliminary expenditures or capital expenditures; the proposed certificates of obligation shall be issued within 18 months of the later of (i) the date the original expenditures are paid or (ii) the date on which the property, with respect to which such expenditures were made, is placed in service; and the foregoing notwithstanding, the certificates of obligation will not be issued pursuant to this Resolution on a date that is more than three years after the date any expenditure which is to be reimbursed is paid.

Section 6. This Resolution shall become effective immediately upon adoption.

(Execution page follows.)

APPROVED AND ADOPTED this _____.

ATTEST:

_____
Mayor

_____
City Secretary

[CITY SEAL]

EXHIBIT A

NOTICE OF INTENTION TO ISSUE
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that it is the intention of the City Council of the City of Melissa, Texas, to issue interest bearing certificates of obligation of the City, in one or more series, for the purpose of paying all or a portion of the City's contractual obligations to be incurred in connection with:

(i) acquiring, constructing and improving streets, roads, alleys and sidewalks, and related utility relocation, drainage, signalization, landscaping, lighting and signage;

(ii) acquiring, constructing, installing and equipping municipal park and recreational improvements, including parkland and open space, ball fields, hiking trails and related infrastructure for such improvements;

(iii) acquiring, constructing, installing and equipping additions, extensions and improvements to the City's waterworks and sewer system, including utility relocation;

(iv) acquiring land and interests in land necessary for such projects; and

(v) paying legal, fiscal, engineering and architectural fees in connection with these projects.

The City Council tentatively proposes to adopt one or more ordinances authorizing the issuance of said certificates of obligation at a meeting to commence at 6:00 p.m., on August 11, 2026, at the City Hall, 3411 Barker Avenue, Council Chambers, Melissa, Texas. The maximum amount of certificates of obligation indebtedness that may be authorized to be sold on said date for such purposes described above is $48,800,000. The City proposes to provide for the payment of such certificates of obligation from the levy and collection of ad valorem taxes in the City as provided by law, and from a limited pledge of surplus revenues of the City's waterworks and sewer system, remaining after payment of all operation and maintenance expenses thereof, and all debt service, reserve, and other requirements in connection with all of the City's revenue bonds or other obligations (now or hereafter outstanding), which are payable from all or any part of the net revenues of the City's waterworks and sewer system. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271 (“Chapter 271”).

In accordance with the provisions of Chapter 271, the following information has been provided by the City (excludes $67,887,000 principal amount of outstanding debt obligations the City has designated as self-supporting and which the City reasonably expects to pay from revenue sources other than ad valorem taxes; provided, however, that in the event such self-supporting revenue sources are insufficient to pay debt service, the City is obligated to levy ad valorem taxes to pay such debt obligations):

(a) The principal amount of all outstanding debt obligations of the City is $79,158,000;

(b) The current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is $119,387,724;

(c) The maximum principal amount of the certificates of obligation to be authorized is $48,800,000;

(d) The estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is $83,114,792;

(e) The estimated interest rate for the certificates of obligation to be authorized is 4.75%; and

(f) The maximum maturity date of the certificates of obligation to be authorized is February 15, 2051.

The Resolution designating certain outstanding debt obligations of the City as self-supporting for purposes of Chapter 271 is available upon request to the City at the address noted above.

CITY OF MELISSA, TEXAS

EXHIBIT B

CITY OF MELISSA, TEXAS
Self-Supporting Debt

The City designates all or a portion of the following outstanding debt obligations of the City as self-supporting debt for purposes of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

1. Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2005A (4B Supported)

2. Combination Tax and Surplus Revenue Certificates of Obligation, Series 2013 (Waterworks & Sewer Supported)

3. Combination Tax and Surplus Revenue Certificates of Obligation, Series 2014 (Waterworks & Sewer Supported)

4. Combination Tax and Surplus Revenue Certificates of Obligation, Series 2015 (Waterworks & Sewer, TIF and 4B Supported)

5. General Obligation Refunding and Improvement Bonds, Series 2016 (Waterworks & Sewer and TIRZ Supported)

6. Combination Tax and Surplus Revenue Certificates of Obligation, Series 2016 (Waterworks & Sewer and 4B Supported)

7. Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2018 (Waterworks & Sewer, TIRZ Supported)

8. General Obligation Bonds, Series 2018 (TIRZ Supported)

9. Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2021 (Waterworks & Sewer, 4B and TIRZ Supported)

10. General Obligation Refunding Bonds, Series 2021 (Waterworks & Sewer Supported)

11. Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2024 (Waterworks & Sewer Supported)

12. Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2025 (Waterworks & Sewer, Crime Control District and Fire Prevention District Supported)

**Item 7.I**

# City of Melissa City Council Regular Meeting Staff Report

**Date** June 9, 2026

**Subject** Consider appointing a Mayor Pro Tem. (JL)

**Submitted by** Jason Little, City Manager

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## Action Requested

Appoint a Mayor Pro Tem

## Summary of Subject

Section 3.04 (2) of the City of Melissa Home Rule Charter outlines the annual selection of the Mayor Pro Tem.

The Mayor Pro Tem is a member of the City Council who is selected to serve as a temporary or acting mayor in the absence or incapacity of the elected mayor. The nomination and appointment procedure for the selection of the Mayor Pro Tem shall be conducted as outlined below.

1. The Mayor opens the floor to nominations by the City Council until no further nominations are forthcoming. Seconds are not required but the nominated individual should acknowledge if they would like their name to be considered for the Mayor Pro Tem role.

2. The Mayor closes nominations.

3. The Mayor calls on each Council member to cast by verbal vote the name of his/her nominee of choice.

4. The Mayor announces the outcome of the vote and declares the appointment upon a majority vote of the full membership.

Staff remains available for any questions or comments you may have.