



Felix Paiz, Chair, Place 4  
Prince Chavis, Vice Chair, Place 2  
Julie Leonard, Place 1  
Gabriella Orion, Place 3  
Jeffrey Stensland, Place 5  
Cecil Meyer, Place 6  
Jim Terry, Place 7  
Gabriel Nila, Alternate No. 1  
Vacant, Alternate No. 2

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## Planning & Zoning Commission Workshop #2

Monday, August 26, 2024 at 5:30 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

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### AGENDA

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**REGULAR AGENDA**

**1. Planning and Zoning Commission Workshop Series, Workshop #2:**

**A. Overview of Workshop #1**

**B. Sub-committee assignments**

- 1. Powers and Duties**
- 2. Policies and Procedures**
- 3. Comprehensive Plan**
- 4. Zoning Codes**
- 5. Site Development Codes**
- 6. Subdivision Codes**

**C. Discussion of the Planning and Zoning Commission's Powers and Duties**

**D. Next workshop meeting date and time**

**ADJOURNMENT**

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

### **CONFLICT OF INTEREST**

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no Planning & Zoning Commission member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the Planning & Zoning Commission member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

### **POSTING CERTIFICATION**

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, August 23, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:**

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 26, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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**AGENDA ITEM DESCRIPTION:**

**Planning and Zoning Commission Workshop Series, Workshop #2:**

- Overview of Workshop #1
- Sub-committee assignments
  - Powers and Duties
  - Policies and Procedures
  - Comprehensive Plan
  - Zoning Codes
  - Site Development Codes
  - Subdivision Codes
- Discussion of the Planning and Zoning Commission's Powers and Duties
- Next workshop meeting date and time

**BACKGROUND/SUMMARY:**

Discussion of Workshop #1, assigning Commissioners to subcommittees, discussion of the P&Z Powers and Duties, and setting the next workshop date and time.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *YES*  
**ATTACHMENTS:** *YES*

- Presentation

**ACTIONS:**

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Discussion and staff direction

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission discuss items presented and assign Commissioners to subcommittees.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**

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# Planning and Zoning Commission Workshop

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Workshop 2: August 26, 2024



# Agenda

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- Workshop #1 Overview
- Sub-committee assignments
- Discussion of P&Z Powers and Duties
- Future workshop dates and times

# Workshop #1

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# Workshop #1 Overview

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- Went over the goals of the workshops which included reviewing and proposing updates to the P&Z's Powers and Duties, creating P&Z Policies and Procedures, and updating the city's Zoning, Subdivision, and Site Development Codes to be in compliance with the city's 2050 Comprehensive Plan.
- We discussed assigning 2-3 people to subcommittees to review one or more topics and then providing recommendations to the full P&Z for consideration. A survey was provided asking which area(s) each P&Z member would be interested in serving on a subcommittee for.
- Vice-Chair Chavis had requested the members review the Powers and Duties
- Commissioner Stensland suggested the Commission prioritize a preliminary list of short—and mid-term action items from the Comprehensive Plan and prepare it for presentation at the joint City Council-P&Z workshop on September 21<sup>st</sup>. This was to make sure as the P&Z moves through these workshops, we are in agreeance with the City Council's goals and expectations.

# Subcommittee Assignments

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# Subcommittees

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We had 4 commissioners respond to the survey with their subcommittee preferences:

- Powers and Duties
  - 3 – Chairperson Paiz, Vice-Chair Chavis, Commissioner Leonard
- Policies and Procedures
  - 3 – Chairperson Paiz, Vice-Chair Chavis, Commissioner Leonard
- Comprehensive Plan
  - 3 - Vice-Chair Chavis, Commissioner Leonard, Commissioner Stensland
- Zoning Code
  - 2 – Commissioner Leonard, Commissioner Stensland
- Site Development Code
  - 2 – Vice-Chair Chavis, Commissioner Leonard
- Subdivision Code
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# P&Z Powers and Duties

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# P&Z Texas Statutory Authority



## Tex. Local Govt Code (TLGC):

### Section 211.007 - Zoning Commission

- To exercise the powers authorized by this subchapter, the governing body of a home-rule municipality shall...appoint a zoning commission. The commission shall recommend boundaries for the original zoning districts and appropriate zoning regulations for each district.

## Section 211.003 – Zoning Regulations Generally

- The governing body of a municipality may regulate:
  - The height, number of stories, and size of buildings and other structures
  - The percentage of a lot that may be occupied
  - The size of yards, courts, and other open spaces
  - Population density
  - The location and use of buildings, other structures, and land for business, industrial, residential, and other purposes, and
  - The pumping, extraction, and use of groundwater by persons other than retail utilities...
  - ... a home-rule municipality may also regulate the bulk of buildings

# P&Z City Charter Authority

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## City Charter Authority – Article X: Section 10.04. - Planning and Zoning Commission

- Establish and maintain a Commission of qualified voters who live within the City
- At least 5 members, but if the additional members are added, they may be from the extraterritorial jurisdiction (ETJ)
- Members are appointed by the City Council
- A minimum of two-thirds of the members shall not be directly or indirectly related to the real estate or land development industries
- Elect a Chair and Vice Chair annually
- Vacancies are filled by the City Council for unexpired terms

# P&Z City Charter Powers and Duties

## City Charter Authority – Article X:

### Section 10.05 – Powers and Duties

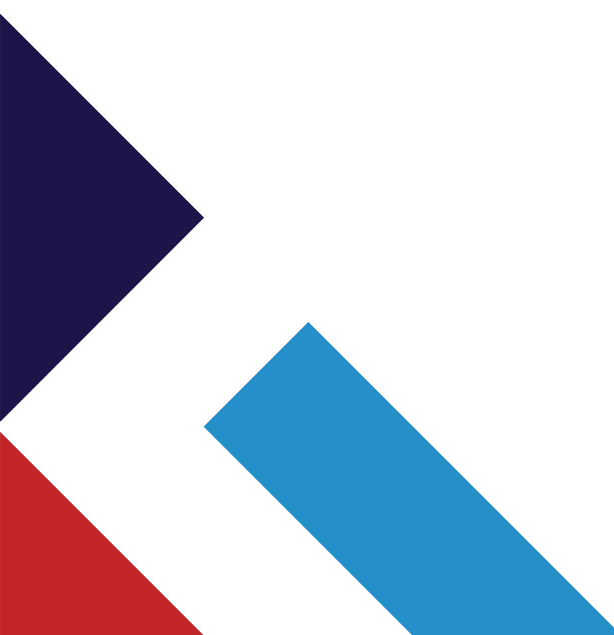
- Review and make recommendations regarding the adoption and implementation of a Comprehensive Plan
- After the Comprehensive Plan is adopted:
  - Review and make recommendations on Amendments
  - Review the city’s land development regulations for the purpose of making them consistent with the adopted Comprehensive Plan
- Exercise control over platting and subdivision and ensure consistency with the Comprehensive Plan
- Make recommendations to the City Council regarding the zoning of land and land uses, consistent with the Comprehensive Plan
- May submit to the City Manager at least 5 months prior to the beginning of the budget year (May 1<sup>st</sup>), a list of recommended Capital Improvements, which in the opinion of the P&Z Commission are necessary and desirable to implement the adopted Comprehensive Plan, during the forthcoming 5-year period
- Monitor and oversee the effectiveness of the Comprehensive Plan and recommend annually to the City Council any changes or amendments
- Prepare periodic evaluation and appraisal reports on the Comprehensive Plan, which shall be sent to the City Council at least once every five years
- Obtain information relative to its duties from the City Manager
- Act as an advisory body to the City Council and perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the City Council not inconsistent with the Charter

# P&Z Creation Ordinance

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## Chapter 1, Division 2 – Planning and Zoning Commission

- Includes provisions on how the Commission is established, governs, and additional powers and duties
- Sets four goals that the P&Z should aim to accomplish:
  1. To identify community needs and to advise the City Council of their short-range and long-range implications for the total development of the City
  2. To recommend achievable community goals as a basis for long-range planning and development programs
  3. To recommend plans, programs, and policies that will aid the entire community in achieving its defined goals
  4. To interpret the adopted plans and programs to concerned citizens so that private activities and desires may be accomplished in harmony with public needs and policies



# P&Z Ordinance Powers and Duties

## Chapter 1, Division 2 – Planning and Zoning Commission

### Section 1.05.036 – Powers and Duties

- Inspect property and premises at reasonable hours when required to discharge its responsibilities under the laws of the state and of the city
- Formulate and recommend to the City Council a Comprehensive Plan and its amendments
- Formulate a zoning plan to carry out the Comprehensive Plan and recommend zoning regulations and districts to the City Council
- Recommend to the City Council the approval or disapproval plans, plats, or replats and vacation of plans, plats or replats set out in the Subdivision Ordinance
- Study and make recommendations on the location, extension, planning, vacating, and closing of public rights-of-way, parks, and other public places
- Study and make recommendations on the Capital Improvements Program, including public buildings.
- Study and make recommendations on the design, alteration, location, or relocation of works of art that are, or may become, city property
- Initiate opening, closing, or vacating right-of-way, parks, or other public places, zoning of annexed areas, changing of zoning districts on an area-wide basis, and forwarding these recommendations to the City Council
- Formulate and recommend to the City Council policies and regulations consistent with the Comprehensive Plan governing the location and/or operation of utilities, public facilities, and services owned or controlled by the City
- Review and make recommendations concerning annexation of land into the City
- Keep informed with reference to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the City

# Future Workshop Dates and Times

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