



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

Planning & Zoning Commission Workshop

Wednesday, July 10, 2024 at 5:30 PM

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

AGENDA

This meeting will be live streamed on Manor's YouTube Channel at:
<https://www.youtube.com/@cityofmanorsocial/streams>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

REGULAR AGENDA

1. Planning and Zoning Commission Workshop Series:

- 1. Goals**
- 2. Powers and Duties**
- 3. Meeting Policies and Procedures**
- 4. 2050 Comprehensive Plan**
- 5. Development Code Overview**
- 6. Future Workshop Dates and Times**

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, July 5, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

- A. Planning and Zoning Commission Workshop Series
 - 1. Goals
 - 2. Powers and Duties
 - 3. Meeting Policies and Procedures
 - 4. 2050 Comprehensive Plan
 - 5. Development Code Overview
 - 6. Future Workshop Dates and Times

BACKGROUND/SUMMARY:

This is the first in a series of workshops to discuss and update the P&Z’s Powers and Duties, Policies and Procedures, and Development Codes. This first workshop is to provide a brief overview of the scope of the workshops and to set the goals of the workshop series.

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 1-6 of the workshop agenda and provide staff direction.

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

Planning and Zoning Commission Workshop



Workshop 1: July 10, 2024



Agenda

- Workshop goals
- Planning and Zoning Commission powers and duties
- Meeting Policies and Procedures
- 2050 Comprehensive Plan
- Development Code Overview
- Future workshop dates and times

Workshop Goals

Workshop Goals

- Provide the City Council with a recommended “Boards, Committees, and Commissions Policies and Procedures Handbook” for approval
- Review and make recommendations to the Planning and Zoning Commission’s Powers and Duties
- Review the 2050 Comprehensive Plan and its action items
- Review and make recommendations to the City’s land development codes including:
 - *Zoning* – land uses, architectural requirements, massing standards, specific uses, nonconformities, processes
 - *Subdivision* – platting requirements, design standards for drainage, transportation, water, wastewater, blocks and lots, parkland, processes
 - *Site Development* – parking standards, landscaping and screening, signage, outdoor lighting, wireless transmission facilities
- Any additional goals?

P&Z Powers and Duties

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

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:

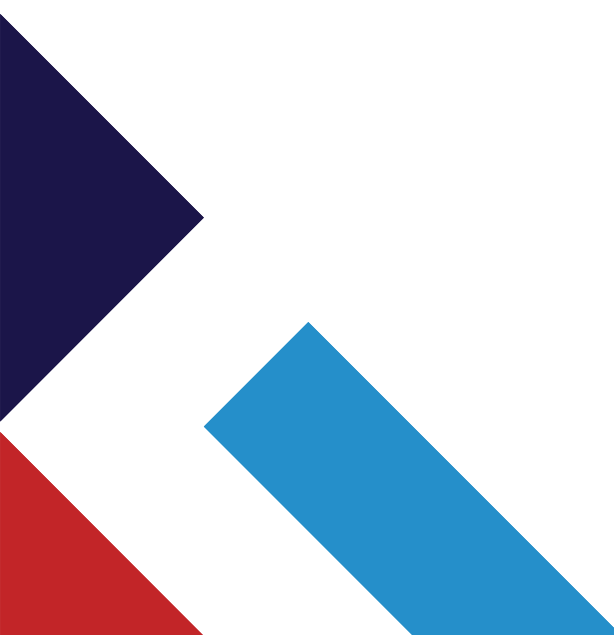
Section 10.05 – Powers and Duties

- 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 1st), 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

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

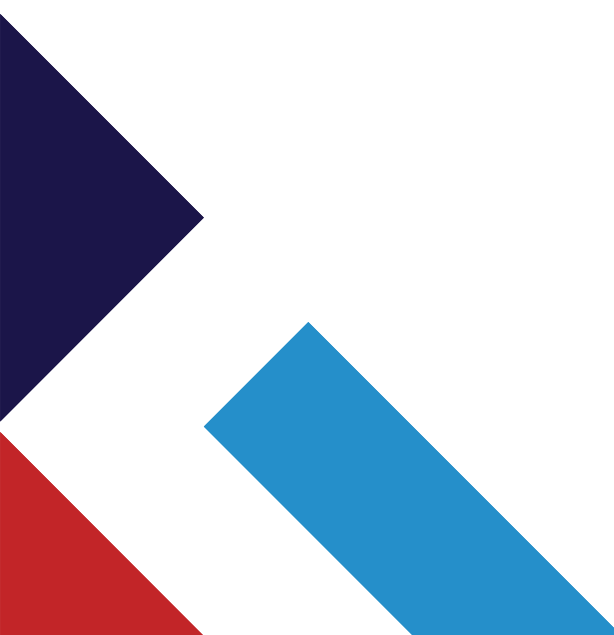
Section 1.05.036 – Powers and Duties

- 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

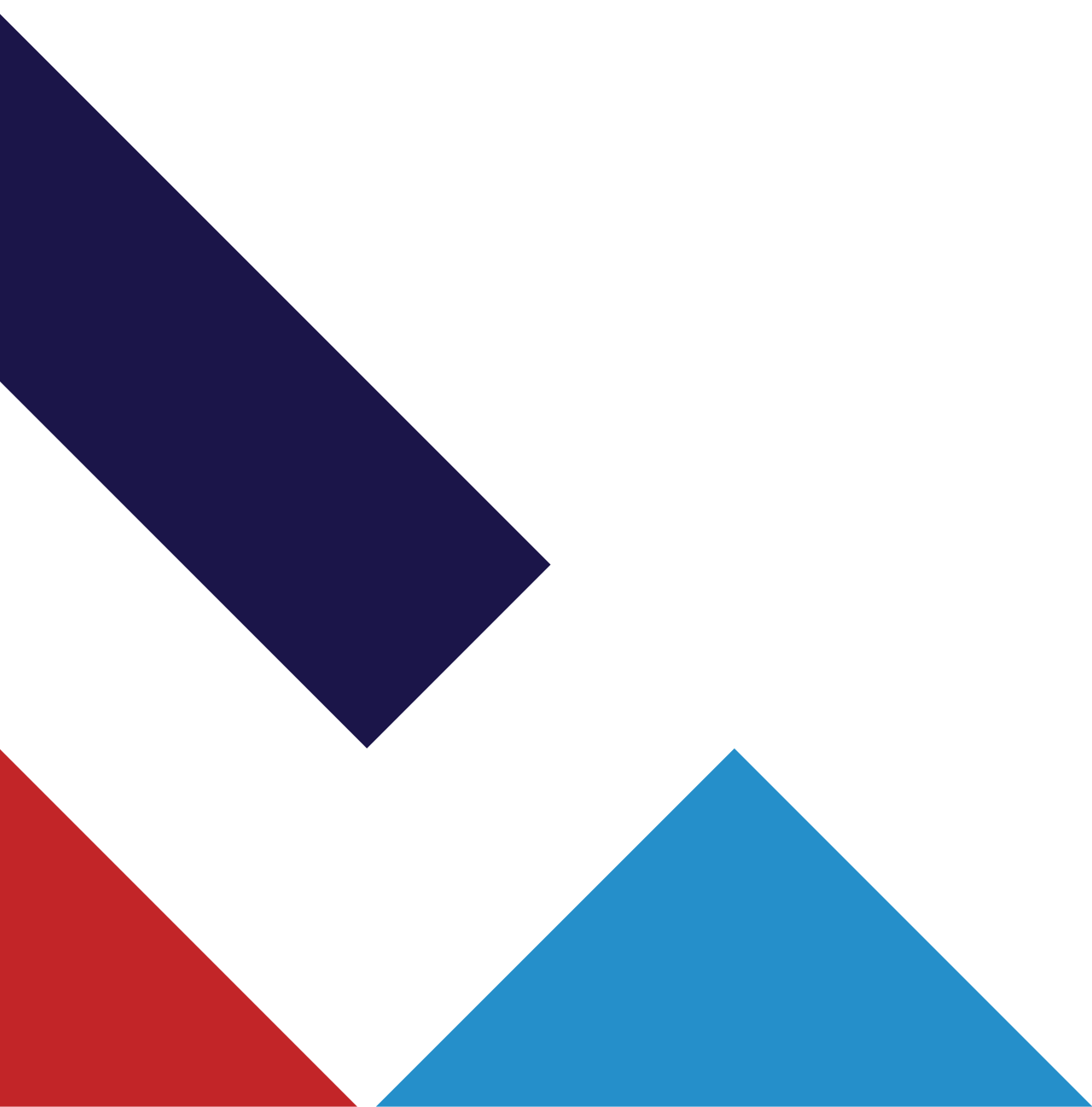
Meeting Policies and Procedures

Policies and Procedures Examples

- City of Manor City Council
 - Adopted in 2018, updated in 2020, 2021, 2022, and 2023
- City of La Porte, TX
- City of Tomball, TX



2050 Comprehensive Plan – Destination Manor



2050 Comprehensive Plan Action Items

Chapter 9 – Implementation

- Land Use – 62 Action Items
 - Transportation – 18 Action Items
 - Parks, Recreation, Open Space – 49 Action Items
 - Economic Development – 22 Action Items
 - Infrastructure – 66 Action Items
 - Downtown and Urban Design – 26 Action Items
- Action Items are broken down into Short-Term, Mid-Term, Long-Term, and Ongoing
 - Short-Term 1- 3 years
 - Mid-Term 4-6 years
 - Long-Term 7-10+ years
 - Action items are also defined by their Strategy Type
 - Regulatory Framework
 - Decision Framework
 - Plans, Programs, Partnerships

2050 Comprehensive Plan Action Items



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Development Code Review

Development Codes

Subdivision Code – Chapter 10

- Establishes the city’s authority to regulate the subdivision of land and exemptions
- Procedures for each subdivision type – Concept Plan, Preliminary Plat, Construction Plans, Final Plat, Amended Plat, Short Form Final Plat, plat Vacations
- Design Standards for public improvements – Drainage, Transportation, Water, Wastewater, Blocks and Lots, Easements, Parkland, and Service in our ETJ
- Administrative Processes – variances, violations, enforcement, penalties
- Establishes Impact Fee processes

Zoning Code – Chapter 14

- Creates zoning districts and standards for them including:
 - Allowable uses, use and district, conditions setbacks, minimum lot sizes, maximum lot coverage, population density, building height, architectural requirements
- Specific Use, Temporary Use, Accessory Use processes
- Outdoor storage and display requirements
- Nonconforming use, lot, building, and site requirements
- Rezoning procedures
- Board of Adjustment policies

Site Development Code – Chapter 15

- Content and procedures for site plans
- Parking Standards - minimum parking requirements, how parking lots are designed
- Landscaping and Screening – minimum landscaping percentages, types of allowable landscaping, where landscaping is placed, tree mitigation and preservation
- Signs – maximum allowable size of signs, types of signage, nonconforming signs, variances
- Outdoor lighting – lighting requirements, light fixture standards
- Wireless Transmission Facilities – Siting and Design Standards

Development Codes

Subdivision Code – Chapter 10

Zoning Code – Chapter 14

Site Development Code – Chapter 15

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Non-discretionary

Discretionary

Administrative

Future Workshop Dates and Times
