



**PLANNING AND ZONING COMMISSION  
CALLED SPECIAL SESSION MINUTES  
FEBRUARY 13, 2024**

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

**PRESENT:**

**COMMISSIONERS:**

Felix Paiz, Chair, Place 4  
Prince Chavis, Vice Chair, Place 2  
Julie Leonard, Place 1  
Cresandra Hardeman, Place 3 (Absent)  
Celestine Sermo, Place 5 (Absent)  
Cecil Meyer, Place 6  
Jim Terry, Place 7  
Gabriel Nila, Alternate No. 1(Absent)  
Gabrielle Orion, Alternate No. 2

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Michael Burrell, Planning Coordinator  
Mandy Miller, Development Services Supervisor  
Officer Estrada

**CALLED SPECIAL SESSION: 6:30 P.M.**

*Chair Paiz requested Alternate P&Z Commissioner Orion join the Commissioners on the dais in the position of Place 5*

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

With a quorum of the Planning and Zoning (P&Z) Commission present, the Called Special Session of the Manor P&Z Commission was called to order by Chair Paiz at 6:44 p.m. on Tuesday, February 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card to speak regarding his concerns. Mr. Battaile addressed his opinion on Black History Month, the Comprehensive Plan, and actions of the Commission. He spoke regarding downtown history, meeting agenda packets, parkland, and communications between Commissioners.

Craig Swenson with Marcus & Millichap, 9600 N. Mopac, Suite 300, Austin, Texas, submitted a speaker card to speak in support of Item #6. Mr. Swenson stated that he represented the owner in the sale to Dominion. He gave a brief history of the property's zoning and lack of buyers for the 15-acre property at the current zoning.

Denice Martinez, 12200 Tower Road, Manor, Texas, submitted a speaker card to speak in opposition of this item. She stated that she did not want her property rezoned which is the address listed on for this item. She expressed her many concerns related to the rezoning change and purposed future development of the property.

## **PUBLIC HEARING**

- 1. Conduct a public hearing on a Rezoning Application for Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).** Applicant: Development and Consulting Bridgeway LLC. Owner: Carlos Moyeda.

City Staff recommended that the P&Z Commission conduct a public hearing.

Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card in opposition of this item.

Director Dunlop spoke regarding rezoning request. He gave a summary of the item. He answered questions about the property location.

Carlos Moyeda, Owner, 20407 Lockwood Rd, Manor, TX, submitted a speaker card in support of Item # 1 and Item #4. Mr. Moyeda answered questions from the Commissioners. He confirmed the townhomes would be 1200 to 1500 square foot rentals. He stated the price point has not been set.

Director Dunlop responded to questions related to townhome developments.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to close the public hearing.

There was no further discussion.

**Motion to Close carried 6-0**

- 2. Conduct a Public Hearing on a Short Form Final Plat for the Resubdivision of the Manor Addition Subdivision, three (3) lots on 30.86 acres, more or less, and being located near the intersection of US Hwy 290 E and Bois D'Arc Road, Manor, TX.** Applicant: Kimley-Horn. Owner: Laureate-Wealth Management.

City Staff recommended that the P&Z Commission conduct a public hearing.

Chair Paiz opened the public hearing.

Director Dunlop gave a summary of the multi-lot plot. He explained the division and zoning of the lots. He answered questions about the property location. He addressed concerns regarding the flooding and drainage for the lots. He described the property access points, new private roads, and signal lights.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Vice Chair Chavis to close the public hearing.

There was no further discussion.

**Motion to Close carried 6-0**

**CONSENT AGENDA**

**3. Consideration, discussion, and possible action to approve the minutes of January 10, 2024, P&Z Commission Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Terry and seconded by Vice Chair Paiz to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 6-0**

**REGULAR AGENDA**

**4. Consideration, discussion, and possible action on a Rezoning Application for Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH). Applicant: Development and Consulting Bridgeway LLC. Owner: Carlos Moyeda.**

City Staff recommended that the P&Z Commission approve a Rezoning Application for Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

Concerns were expressed regarding increase of crimes near parks, the increase of population near the parks, and access for emergency vehicles if the alleyway was blocked by parked cars.

Director Dunlop addressed the concerns of the emergency access and parking. He provided details of the code as it related to on-street parking.

Mr. Moyeda, the property owner, answered questions about garage and property access. He clarified the difference between the renderings provided and the purposed development on the property.

Director Dunlop spoke regarding mixed-use development as outlined in the Comprehensive Plan and how this property is in line with the layout. He answered questions regarding property locate and other businesses near the property.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the Rezoning Application for Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

There was no further discussion.

**Motion to Approve carried 4-2 – Vice Chair Chavis and Commissioner Leonard opposed.**

**5. Consideration, discussion, and possible action on a Short Form Final Plat for the Resubdivision of the Manor Addition Subdivision, three (3) lots on 30.86 acres, more or less, and being located near the intersection of US Hwy 290 E and Bois D’Arc Road, Manor, TX. Applicant: Kimley-Horn. Owner: Laureate-Wealth Management.**

City Staff recommended that the P&Z Commission approve a Short Form Final Plat for the Resubdivision of the Manor Addition Subdivision, three (3) lots on 30.86 acres, more or less, and being located near the intersection of US Hwy 290 E and Bois D’Arc Road, Manor, TX.



Director Dunlop stated this item was non-discretionary. He indicated that this item was taking a single platted lot and replatting into three lots. He informed the Commissioners that this item has been approved by the City Engineer.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to approve the Short Form Final Plat for the Resubdivision of the Manor Addition Subdivision, three (3) lots on 30.86 acres, more or less, and being located near the intersection of US Hwy 290 E and Bois D'Arc Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

**6. Consideration, discussion, and possible action on a Rezoning Application for the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.**

Applicant: Dominion. Owner: Kenneth Tumlinson

City Staff recommended that the P&Z Commission approve a Rezoning Application for the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

Denice Martinez, 12200 Tower Road, Manor, Texas, submitted a speaker card in opposition of this item. She spoke during the Public Comment section of the meeting.

Craig Swenson with Marcus & Millichap, 9600 N. Mopac, Suite 300, Austin, Texas, submitted a speaker card in support of this item. He spoke during the Public Comment section of the meeting.

Neal Route with Dominion, 4835 Lyndon B. Johnson Fwy, Suite 1000, Dallas, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

Khayree Duckett with Dominion, 4835 Lyndon B. Johnson Fwy, Suite 1000, Dallas, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

Andy Graham with Kimley-Horn, 6800 Burlison Rd Building 312, Suite 150, Austin, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

Ben Green with Kimley-Horn, 6800 Burlison Rd Building 312, Suite 150, Austin, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

Ben Plett with Kimley-Horn, 6800 Burlison Rd Building 312, Suite 150, Austin, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

Mat Nugent with BKV Group, 1412 Main St Suite 700, Dallas, Texas, submitted a speaker card in support of this item. He did not wish to speak, however, was available for any questions.

David D'Amelio with Dominion, 4835 Lyndon B. Johnson Fwy, Suite 1000, Dallas, Texas, submitted a speaker card to speak in support of this item. Mr. D'Amelio distributed hand-outs and gave a PowerPoint presentation. – *See attached.*

Discussion was held regarding the purposed crosswalk associated with this project.

Ben Plett with Kimley-Horn answered questions regarding the Traffic Impact Analysis. He explained the data in the reports that was handed out.

Director Dunlop provided information on the traffic control devices located in the area of Suncrest and North FM 973. Discussion was held regarding the stop sign relocation and signal lights. Concerns were expressed about current traffic pattern issues continuing and potentially getting worse.

Discussion was held regarding the address issue.

Options were discussed for addressing the trash receptacle concerns for the property. Director Dunlop answered questions regarding different options. He stated this item has Engineer Approval.

Mr. A'melio provided additional details regarding the research parameters set for the TIA data presented in the handouts.

Mr. Plett answered more questions about the TIA, how the data is calculated, and the calculations presented. He clarified the areas where the data was collected from and why.

The Commission requested expansion of the studied area and more time stamped details to be provided in the next TIA report if possible. Concerns were expressed regarding the increase in the number of commuters on the roads because of this development.

Ben Green explained the process of replacing the culverts near the development. He spoke about different ways culvert sizes could have been chosen that are located near this property.

Discussion was held regarding trash receptacle location, the type of fencing materials for the property fence, and tutoring services. It was suggested to give special consideration to first responders and educators.

Commissioners requested clarification of the acronyms on the traffic study handouts. Mr. Plett explained the different acronyms. Discussion was held regarding the different impacts with and without mitigations.

Concerns were expressed regarding the resident's safety and the different security measures that could be taken. Mr. A'melio assured the Commission they would be working with local law enforcement agencies and would explore the best ways to combat this issue.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Chavis to approve, with conditions, the Rezoning Application for the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25. **Conditions are: 1. Address correction. 2. Relocation of trash receptacles.**

There was no further discussion.

**Motion to Approve with conditions carried 4-2 – Commissioner Leonard and Commissioner Terry opposed.**

**7. Consideration, discussion, and possible action on a Coordinated Sign Plan for 15721 US Hwy 290.** Applicant: The Glass House. Owner: The Glass House

City Staff recommended that the P&Z Commission approve a Coordinated Sign Plan for 15721 US Hwy 290.

Director Dunlop provided information on sign code. He answered questions about the location of the property.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to approve the Coordinated Sign Plan for 15721 US Hwy 290.

There was no further discussion.

**Motion to Approve carried 6-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Chavis and seconded by Commissioner Leonard to adjourn the Called Special Session of the Manor P&Z Commission at 8:32 p.m. on Tuesday, February 13, 2024.

There was no further discussion.

**Motion to Adjourn carried 6-0**

These minutes were approved by the Planning and Zoning Commission on the 13th day of March 2024.

**APPROVED:**



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Felix Paiz  
Chairperson

**ATTEST:**



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Mandy Miller  
Development Services Supervisor

