



**PLANNING AND ZONING COMMISSION
CALLED SPECIAL SESSION MINUTES
MARCH 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
Gabrielle Orion, Alternate No. 2

CITY STAFF:

Scott Dunlop, Development Services Director
Michael Burrell, Planning Coordinator
Officer Ozuna

REGULAR SESSION: 6:30 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Planning and Zoning (P&Z) Commission present, the Regular Session of the Manor P&Z Commission was called to order by Chair Paiz at 6:39 p.m. on Wednesday, March 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Chair Paiz requested Alternate P&Z Commissioner Nila join the Commissioners on the dais in the position of Place 5. Chair Paiz requested Alternate P&Z Commissioner Orion join the Commissioners on the dais in the position of Place 3.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card to speak regarding his concerns. Mr. Battaile showed a photo of 104 E. Townes Street. He expressed his opposition to allowing townhomes in this location. He spoke on the history of downtown town and requested we start calling it Main Street. He suggested the Commission submit budget items to the City Council.

PUBLIC HEARING

1. **Conduct a public hearing on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.** Applicant: Retail Connections. Owner: Retail Connections.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in opposition of this item. He stated per code this item should be require having a plaza.

Lance Morris with Retail Connection, 1000 N Lamar Blvd #410, Austin, Texas, submitted a speaker card in support of this item. Mr. Morris did not wish to speak; however, he was available for any questions.

Director Dunlop explained the reasons a Specific Use Permit would be needed for a medical office. He stated this would allow for approximately ten percent of the area to be for medical use.

Discussion was held regarding the layout of the property, the walkability for pedestrians and amenities that would be added for customer comfort and ease of shopping.

Consideration was given to any conditions that would be reasonable to this request.

Lance Morris, President of Retail Connection, answered questions regarding the type and size of medical facilities that was being purposed. He stated they are only in negotiations with one medical facility at this time. The size would be approximately 3,200 square feet of the 15,000 square feet they are requesting in the specific use permit.

Additional discussion was held regarding the businesses that were planned for this site. Mr. Morris addressed questions about the specific retail business and their locations within the development. He stated out of about 20 businesses there could potentially be 3 or 4 medical related businesses, such as urgent care center or chiropractor.

Discussion was held regarding the sidewalks, walkways, trails, and benches planned in and around the development. Director Dunlop gave details about the walk paths for the Manor Crossing development.

Consideration was given to reducing the amount of allowable medical space.

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 7-0.

2. **Conduct a public hearing on a Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX.** Applicant: Quiddity Engineering. Owner: Gregg Lane Dev., LLC.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in opposition of this item. He expressed his displeasure over the amount of parkland dedicated for this development. He suggested different types of amenities for the parks including lights.

Director Dunlop gave a history of the New Haven PUD. He explained the differences from the original PUD and the amendments proposed.

Discussion was held regarding parkland locations, trails, roadways into and through the development and lighting in parks. Director Dunlop described the location of the connector roads and answered questions about appropriate conditions that could be added to the recommendation to City Council.

Director Dunlop clarified that this item is discretionary.

Director Dunlop answered questions pertaining to parking for this subdivision and the future developments that border the property.

Brad Carvajal with Quiddity Engineering, 3100 Alvin Devane Blvd., Suite 130, Austin, Texas, submitted a speaker card to speak in support of this item. He addressed concerns regarding the New Haven Homeowners Association. He stated the Developer would head the HOA right now, however, the length of times he would do so is unclear at this time.

Director Dunlop stated the city usually does not get involved with the way HOA's choose to regulate their subdivisions. He confirmed the Commission could make conditions with their recommendation to include street parking availability.

Director Dunlop explained the City of Manor would get involved if the HOA did not maintain the areas they were responsible for maintaining within the subdivision.

Mr. Carvajal explained the price point for residential homes was unknown to him. He clarified the Home Builders would set the cost.

MOTION: Upon a motion made by Commissioner Orion and seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

Motion to Close carried 7-0.

3. **Conduct a public hearing on a Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.** Applicant: Morton Buildings. Owner: Morton Buildings.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in support of this item. Mr. Battaile stated he wanted to extend a Welcome to the Neighborhood to the owner and expressed his gratitude for something positive coming to the area.

Elizabeth Gutierrez, 12605 Casting Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Gutierrez stated she was unaware this type of development could be built so close to her residence. She expressed her concerns regarding her children's safety and wellbeing due to the increase in events, activities, and traffic. She also stated an email was sent by her neighbor regarding her concerns as well.

Justin Bond, 12605 Casting Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Bond gave a brief history of his background and current profession. He expressed his frustration with this development. He stated his concerns with the size of this development on this small of a lot and life and safety issues with the increased traffic.

Mark Sanchez, 12613 Casting Drive, Manor, Texas, submitted a speaker card in opposition of this item. Mr. Sanchez stated that he was told by Pacesetter Homes that nothing would be built behind his property. He informed the Commission that other home buyers were told the same thing.

April Flores, 12613 Casting Drive, Manor, Texas, submitted a speaker card in opposition of this item. Ms. Flores did not wish to speak; however, she was available for any questions.

Director Dunlop gave details on the property. He stated the plat has been approved by the City Engineer. He stated that by Federal Law, religious assembly could not be restricted; Therefore, it is permitted in every zoning district. He explained the only area that could be regulated would be impervious coverage, setbacks, and building standards.

Director Dunlop answered questions related to the required approval and the conditions that would be appropriate for this item. He addressed the purpose of this item and what would be voted on. He stated this was just for establishing the legal boundaries of the lot, which is one of the first steps in the development process.

Pastor Doctor Ricky Allen with City of Refuge Church of God in Christ, 13114 Old Hwy 20, Manor, Texas, spoke in support of this item. Pastor Allen answered questions from the Commissioners. He clarified services would be held on Sundays and possibly Wednesday evenings.

Mister Gerald Jackson with City of Refuge Church of God in Christ, 13114 Old Hwy 20, Manor, Texas, spoke in support of this item. He gave a more detailed description of the times and activities that would take place.

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

There was no further discussion.

Motion to Close carried 7-0.

Chair Paiz recessed the meeting at 7:39 p.m.

Chair Paiz called the meeting back to order at 7:52 p.m.

CONSENT AGENDA

4. **Consideration, discussion, and possible action to approve the P&Z Commission minutes for:**
- **February 13, 2024, P&Z Commission Workshop Session; and**
 - **February 13, 2024, P&Z Commission Called Special Session.**

Commissioner Leonard requested to know if there was a check list created from the workshop regarding the items discussed.

Director Dunlop stated he did take notes and made a list of items discussed. He stated he could have that available for the Commissioners at the upcoming April 6, 2024, City Council and P&Z Commission Joint Workshop.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Vice Chair Chavis to approve the consent agenda with correction to Commissioner Nila being absent and Commissioner Orion being present.

There was no further discussion.

Motion to Approve carried 7-0.

REGULAR AGENDA

5. **Consideration, discussion, and possible action on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.** Applicant: Retail Connections. Owner: Retail Connections.

City Staff recommended that the P&Z Commission approve the Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.

MOTION: Upon a motion made by Commissioner Orion and seconded by Commissioner Leonard to approve the Specific Use Permit for Medical Offices in Manor Crossing allowing **10,000** sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.

There was no further discussion.

Motion to Approve carried 6-1. Commissioner Meyer opposed.

6. **Consideration, discussion, and possible action on a Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX.** Applicant: Quiddity Engineering. Owner: Gregg Lane Dev., LLC.

City Staff recommended that the P&Z Commission approve the Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX.

Director Dunlop gave a brief summary of this item as a reminder. He clarified how the park fund fees would be calculated for the New Haven Subdivision and at what rate.

Discussion was held regarding parking. Director Dunlop explained the layout of the streets and parking. Concerns were expressed about HOA regulations inhibiting or restricting access to the parks within the city. Director Dunlop offered to bring the Ordinance to April Workshop.

Discussion was held regarding the traffic control devices planned for the connector roads through this subdivision. Director Dunlop explained the planned development of the residential lots in New Haven, Monarch Ranch and Okra subdivisions. He stated the road would be unloaded which means no driveways. There would be six-foot masonry walls with landscaping between the Right-of-Way.

Director Dunlop recapped the history of the Thoroughfare Plan and how it affected the subdivisions planned for this area. He answered questions regarding the roadways and traffic control devices.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX, with the condition of the maximum allotted designated parallel parking spots at the nature preserve, the trails, and safety measures to be implemented at the intersection on the main road.

There was no further discussion.

Motion to Approve carried 7-0.

7. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX. Applicant: Morton Buildings. Owner: Morton Buildings.

City Staff recommended that the P&Z Commission approve the Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.

Director Dunlop recapped the prior discussion on this item.

Discussion was held regarding the lot size, setbacks, and buildable space on this property. Consideration was given to the impact to the traffic on Old Hwy 20. Director Dunlop specified this section of road was within Travis County jurisdiction. He stated this type of development on a property with this size lot would not trigger the need for a Traffic Impact Analysis.

Discussion was held regarding access to the property and the feeder points onto the county road. Director Dunlop stated this would be regulated by Travis County. He explained the location of the Joint Access Easement and the intended use of the easement.

Director Dunlop explained the process and code requirements for property development.

Director Dunlop answered questions regarding soliciting and permits for soliciting.

Discussion was held regarding the joint easement. Director Dunlop confirmed easements are usually handled by City Council.

Chair Paiz expressed his concern for the future development due to the traffic issues already being experienced along this road.

Vice Chair Chavis expressed his discontentment with the builders or sellers who misrepresented the potential future development of this property.

Vice Chair Chavis called for a more strategic plan to prioritize the construction, renovation, expansion of utilities and roadways to help with the continuous growth along this route in Manor.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Orion to approve the Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.

There was no further discussion.

Motion to Approve carried 6-1. Commissioner Leonard opposed.

8. Consideration, discussion, and possible action on a Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX. Applicant: Kimley-Horn. Owner: Manor MF, LLC.

City Staff recommended that the P&Z Commission approve the Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX.

Director Dunlop gave a summary of this item. He gave details about the location of the property.

Katherine Nicely with Metcalfe Wolff Stuart & Williams, 221 W 6th St #1300, Austin, Texas, submitted a speaker card in support of this item. Ms. Nicely did not wish to speak, however, she was available for any questions.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to approve the Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX.

There was no further discussion.

Motion to Approve carried 7-0.

9. Consideration, discussion, and possible action on a Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

City Staff recommended that the P&Z Commission approve the Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

Director Dunlop gave details regarding the setback waiver for this property. He stated the street side would be 15' which could not be modified.

MOTION: Upon a motion made by Commissioner Terry and seconded by Vice Chair Chavis to approve the Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

There was no further discussion.

Motion to Approve carried 7-0.

ADJOURNMENT

MOTION: Upon a motion made by Vice Chair Chavis and seconded by Commissioner Nila to adjourn the Regular Session of the Manor P&Z Commission at 8:36 p.m. on Wednesday, March 13, 2024.

There was no further discussion.

Motion to Adjourn carried 7-0.

These minutes were approved by the Planning and Zoning Commission on the 10th day of April 2024.

APPROVED:



Felix Paiz
Chairperson

ATTEST:



Mandy Miller
Development Services Supervisor



MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973



DEMOGRAPHICS:

	1 MILE	3 MILE	5 MILE
2023 Population	34,061	47,623	384,845
2023 Daytime Population	22,731	33,222	315,050
2023 Total Households	10,867	15,554	137,900
2023 Average HH Income	\$110,021	\$114,688	\$102,580

TRAFFIC COUNTS:
 Highway 290 E: 46,042 VPD
 FM 973: 15,772 VPD

THE retail CONNECTION

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AVAILABILITY: PLEASE SEE
 SITE PLAN PAGE 4
 LEASE RATES:
 PLEASE CALL FOR DETAILS

COME JOIN:



Burlington



FIVE BELOW

PET SUPPLIES PLUS



The UPS Store

MATTRESS FIRM



MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973



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MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973



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LEGEND	
■	LOI/LEASE AVAILABLE
■	AVAILABLE
■	NOT A PART

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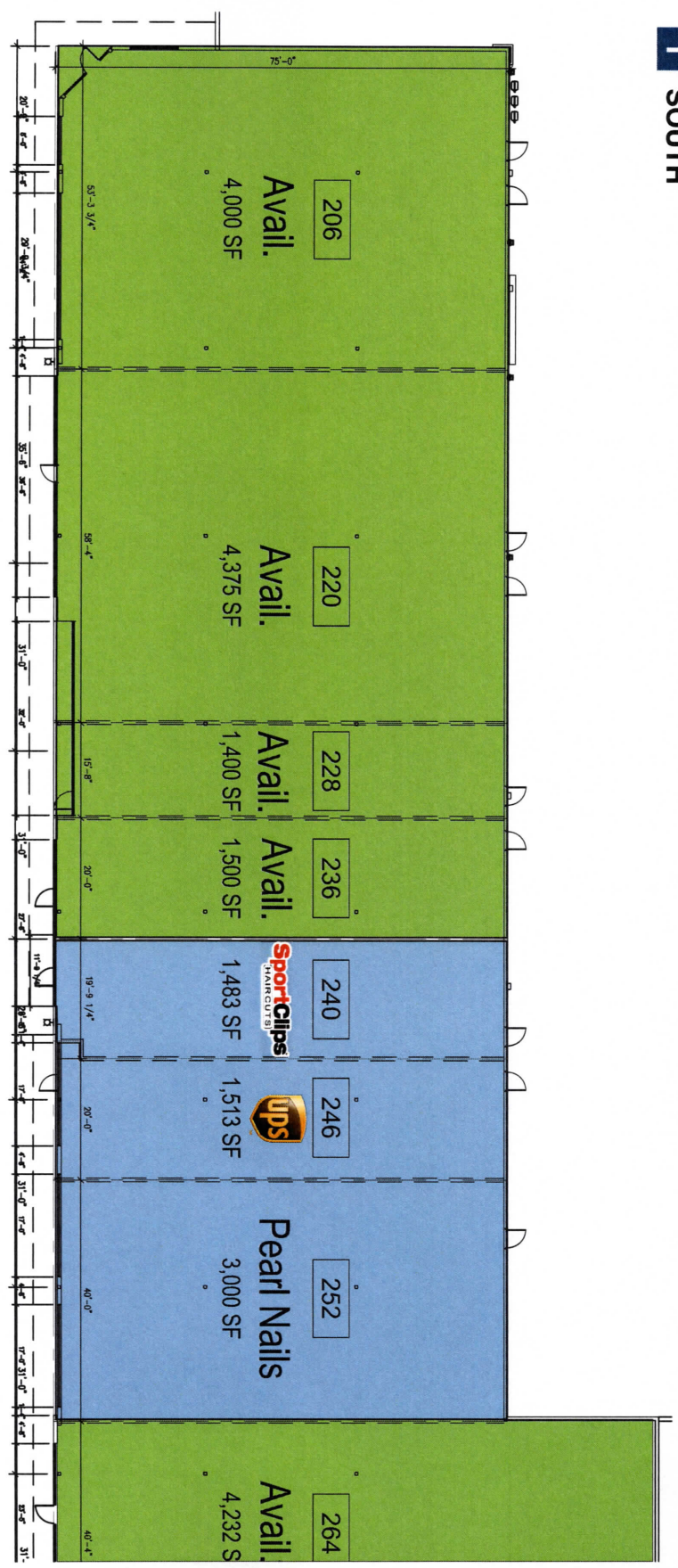
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MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973

1 SOUTH



THE **retail** CONNECTION

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MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973

1 NORTH



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MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973

2



THE retail CONNECTION

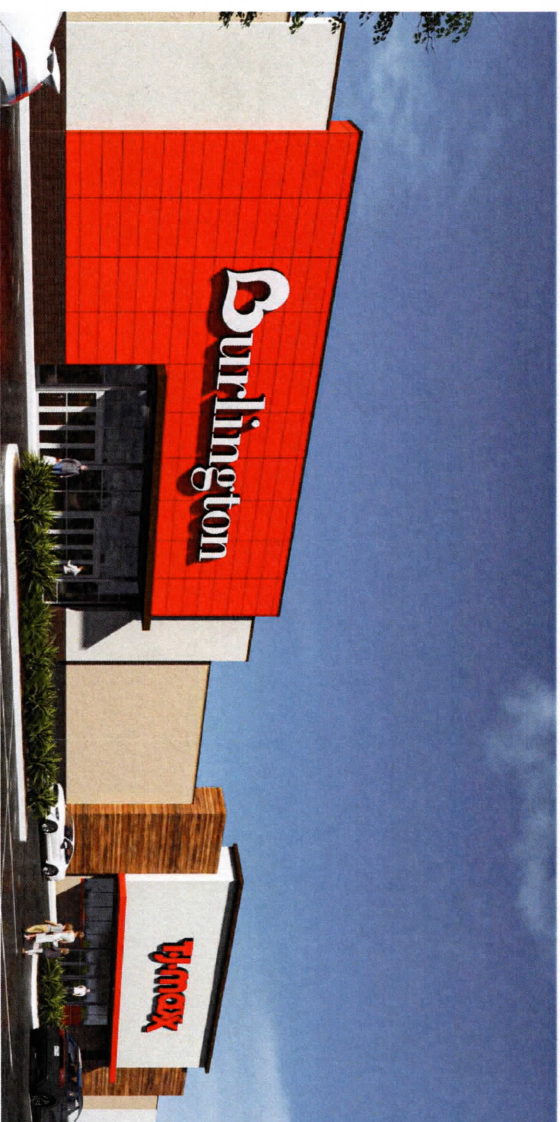
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MANOR CROSSING

MANOR, TX | NWQ US HIGHWAY 290 AND FM 973



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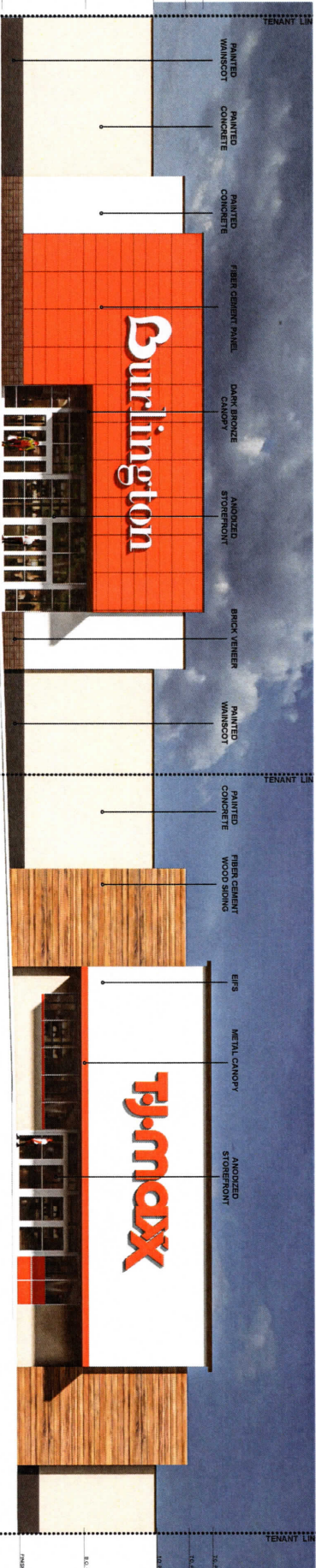
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Information About Brokerage Services



Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the

broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:

1. that the owner will accept a price less than the written asking price;
2. that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
3. any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

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Licensed Broker/Broker Firm Name or Primary Assumed Business Name Retail Connection, L.P. License No. 9006485

Designated Broker of Firm _____ License No. _____ Email _____ Phone _____

Licensed Supervisor of Sales Agent/Associate _____ License No. _____ Email _____ Phone _____

Sales Agent/Associate's Name _____ License No. _____ Email _____ Phone _____

Buyer/Tenant/Seller/Landlord Initials _____ Date _____