



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

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## Planning & Zoning Commission Regular Meeting

Wednesday, December 11, 2024 at 6:30 PM

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

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### AGENDA

This meeting will be live streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.cityofmanor.org/page/livestream>

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

#### PUBLIC COMMENTS

*Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.*

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Board/Commission/Committee and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the Board/Commission/Committee during Public Comments on Non-Agenda Items.*

*To address the Board/Commission/Committee, please complete the white or yellow card and present it to the city staff designee prior to the meeting.*

#### PUBLIC HEARING

- 1. Conduct a public hearing on a rezoning application for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.**  
*Applicant: Henderson Professional Engineers*  
*Owner: 16023 HWY 290 LLC*
- 2. Conduct a public hearing on a Rezoning application for three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.**  
*Applicant: CG Design*  
*Owner: Manor Grocery*

- 3. Conduct a public hearing on a Subdivision Preliminary Plat Amendment for Manor Heights Phase 6 being twelve (12) lots on 47.696 acres, more or less, and being located at the northeast corner of the intersection of US HWY 290 and Old Kimbro Rd., Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: RHOF LLC*

- 4. Conduct a public hearing on a Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six hundred and ninety (690) lots on 247.029 acres, more or less, and being located at 14111 Fuchs Grove Rd., Manor, TX.**

*Applicant: KTCivil*

*Owner: Meritage Homes of Texas LLC*

## **CONSENT AGENDA**

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Planning and Zoning Commission and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Chairperson or a Commission Member; in which event, the item will be removed from the consent agenda and considered separately.*

- 5. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes for November 11, 2024, Planning and Zoning Commission Regular Session.**
- 6. Consideration, Discussion, and Possible Action on a subdivision final plat for Mustang Valley being one hundred and nineteen (119) lots on 41.973 acres, more or less, and being located at 15200 N FM Rd 973 Manor, TX.**  
*Applicant: Carlson, Brigance & Doering, Inc.*  
*Owner: KB Home Lone Star, Inc.*
- 7. Consideration, discussion, and possible action on a 2025 Subdivision Calendar.**

## **REGULAR AGENDA**

- 8. Consideration, Discussion, and Possible Action on a rezoning application for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.**  
*Applicant: Henderson Professional Engineers*  
*Owner: 16023 HWY 290 LLC*
- 9. Consideration, Discussion, and Possible Action on a Rezoning application for three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.**  
*Applicant: CG Design*  
*Owner: Manor Grocery*

- 10. Consideration Discussion, and Possible Action on a Subdivision Preliminary Plat Amendment for Manor Heights Phase 6 being twelve (12) lots on 47.696 acres, more or less, and being located at the northeast corner of the intersection of US HWY 290 and Old Kimbro Rd., Manor, TX.**  
*Applicant: Kimley-Horn & Associates*  
*Owner: RHOF LLC*
- 11. Consideration, Discussion, and Possible Action on a Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six-hundred and ninety (690) lots on 247.029 acres, more or less, and being located at 14111 Fuchs Grove Rd., Manor, TX.**  
*Applicant: KTCivil*  
*Owner: Meritage Homes of Texas LLC*
- 12. Consideration, discussion, and possible action on a Coordinated Sign Plan for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.**  
*Applicant: Inayat Marediya*  
*Owner: Inayat Marediya*
- 13. Consideration, Discussion, and Possible action on a setback waiver for 202 E. Wheeler St. Manor, TX.**  
*Applicant: Daniel Zapata*  
*Owner: Daniel Zapata*
- 14. Consideration, Discussion, and Possible action on a setback waiver for 204 E. Wheeler St. Manor, TX.**  
*Applicant: Daniel Zapata*  
*Owner: Daniel Zapata*
- 15. Consideration, Discussion, and Possible action on a setback waiver for 406 E Carrie Manor St. Manor, TX.**  
*Applicant: Uriel Ocampo*  
*Owner: Uriel Ocampo*
- 16. Consideration, Discussion, and Possible action on a setback waiver for 104 W. Burton St. Manor, TX.**  
*Applicant: Yessica Valle and Juan Valle*  
*Owner: Yessica Valle and Juan Valle*

## ADJOURNMENT

In addition to any executive session already listed above, the Planning & Zoning Commission 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, December 06, 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 [jalmaraz@manortx.gov](mailto:jalmaraz@manortx.gov)