



Dr. Larry Wallace Jr., Mayor  
Dr. Christopher Harvey, Mayor Pro Tem, Place 3  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4  
Deja Hill, Place 5  
Gene Kruppa, Place 6

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## City Council Regular Meeting

Wednesday, June 16, 2021 at 7:00 PM

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

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### AGENDA

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

**PLEDGE OF ALLEGIANCE**

**EVENTS/ANNOUNCEMENTS**

- A. **Juneteenth Celebration - Saturday, June 19th, 10:00 am – 12:00 pm, Jennie Lane Park**  
*Submitted by: Debbie Charbonneau, Heritage and Tourism Manager*
- B. **July 4th Celebration - Sunday, July 4th, 7 - 10:00 pm, Manor Senior High School**  
*Submitted by: Debbie Charbonneau, Heritage and Tourism Manager*
- C. **TML 109th Annual Conference, October 6-8, 2021, Houston, Texas**  
*Submitted by: Lluvia T. Almaraz, City Secretary*

**PUBLIC COMMENTS**

*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. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments.***

**PUBLIC HEARINGS**

- 1. **Public Hearing:** Conduct a public hearing on amendments to the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.  
*Submitted by: Scott Dunlop, Development Services Director*

## CONSENT AGENDA

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

**2. Consideration, discussion, and possible action to approve the City Council Minutes of the June 2, 2021, City Council Regular Meeting.**

*Submitted by: Lluvia T. Almaraz, City Secretary*

**3. Consideration, discussion, and possible action on the acceptance of the May 2021 Departmental Reports.**

*Submitted by: Thomas Bolt, City Manager*

- **Police – Ryan Phipps, Chief of Police**
- **Development Services – Scott Dunlop, Asst. Dev. Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**
- **Human Resources – Tracey Vasquez, HR Manager**

## EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

*- Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor RV Park, LLC v. City of Manor, ET AL; and*

*- Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No's. 2 and 5.*

## OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

## REGULAR AGENDA

**4. Consideration, discussion, and possible action on an Assignment and Assumption of Development Agreement between IDEA Public Schools and 973 Building Hope, LLC.**

*Submitted by: Scott Dunlop, Development Services Director*

**5. Consideration, discussion, and possible action on an Escrow Deposit Agreement between 973 Building Hope, LLC, Cottonwood Holdings LTD, and the City of Manor.**

*Submitted by: Scott Dunlop, Development Services Director*

6. **Consideration, discussion, and possible action on a tree mitigation fee-in-lieu request for 37 caliper inches for the Grace Covenant Christian Center located at 14518 US Hwy 290 E.**  
*Applicant: Ranger Engineering, PLLC*  
*Owner: Grace Covenant Christian Center*  
*Submitted by: Scott Dunlop, Development Services Director*
7. **Consideration, discussion, and possible action on a Statement of Work for George Butler Associates, Inc. for the Manor I&I Program.**  
*Submitted by: Frank T. Phelan, P.E., City Engineer*
8. **Consideration, discussion, and possible action on an Engagement Letter for Professional Services as General Counsel for the City of Manor.**  
*Submitted by: Paige Saenz, City Attorney*
9. **Consideration, discussion, and possible action on an ordinance amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.**  
*Submitted by: Scott Dunlop, Development Services Director*
10. **Consideration, discussion, and possible action on an ordinance amending Ordinances No. 587 and No. 597 authorizing the suspension of the maximum time period a temporary sign may be displayed.**  
*Submitted by: Scott Dunlop, Development Services Director*

## 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 City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council 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, June 11, 2021, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org).