



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

Planning & Zoning Commission Regular Meeting

Wednesday, November 13, 2024 at 6:30 PM

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

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 Subdivision Short Form Final Plat for two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnhamn Lane Manor, TX.**

Applicant: Baeza Engineering, PLLC

Owner: John Kerr

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.

- 2. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes for October 9, 2024, Planning and Zoning Commission Regular Session.**

REGULAR AGENDA

- 3. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnhamn Lane Manor, TX.**
Applicant: Baeza Engineering, PLLC
Owner: John Kerr
- 4. Consideration, discussion, and possible action on a Permit Extension Request for the Manor Heights Phase 6 Construction Plans, Project Number 2021-P-1389-CO.**
- 5. Consideration, discussion, and possible action for the Las Entradas Shops Coordinated Sign Plan for the planned shopping center located at the northwest corner of Tillgang Pass and E. U S 290 Hwy, Manor, TX.**
Applicant: Comet Signs by Stratus
- 6. Consideration, discussion, and possible action on a Coordinated Sign Plan for 310 Murray Street Manor, TX.**
Applicant: Signarama
Owner: Carilu Realty
- 7. Consideration, discussion, and possible action on a request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.**
- 8. Consideration, discussion, and possible action on a Setback Variance Request for three (3) lots on 0.96 acres, more or less and being located at what is currently known as LOTS 1-5 BLOCK 43 & LOTS 16-20 BLOCK 29 TOWN OF MANOR Manor, TX.**
Applicant: BuildBlock
Owner: Jiwon Jung

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, November 08, 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