



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
NOVEMBER 10, 2021**

PRESENT:

COMMISSIONERS:

Julie Leonard, Vice Chair Place 1
Anthony Butler, Place 2 (Absent)
Cresandra Hardeman, Place 3
Prince John Chavis, Place 4
Grant E. Loveless, Place 5 (Absent)
Cecil Meyer, Place 6
Lakesha Small, Place 7

CITY STAFF:

Scott Dunlop, Interim City Manager
Mandy Miller, Administrative Assistant

REGULAR SESSION – 6:30 P.M.

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 Vice Chair Leonard at 6:31 p.m. on Wednesday, November 10, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak at this time.

PUBLIC HEARING

- 1. Public Hearing: Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 41 on Lots 11-14 and east 15 feet of Lot 15, Block 29, and located at 109 North Lexington Street, Manor, TX, to allow for a stormwater detention exemption. Applicant: Davis Capital Investments, LLC. Owner: Davis Capital Investments, LLC**

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

Vice Chair Leonard opened the public hearing.

Interim City Manager Dunlop gave a comprehensive outline of the variance request. The Commission was given details regarding the planned development for the property and how that effects the drainage of the lots. Mr. Dunlop answered questions from the Commission regarding stormwater detention and drainage codes.

Eric Davis with Davis Capital Investments, LLC, P.O. Box 298, Manor, Texas, submitted a speaker card in support of this item but did not wish to speak; however, he was available to answer any questions.

MOTION: Upon a motion made by Commissioner Chavis and Seconded by Commissioner Small to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

2. **Public Hearing: Conduct a public hearing on a Preliminary Planned Unit Development Site Plan Rezoning request for 135 acres, more or less, out of the Sumner Bacon Survey No. 62, Abstract No. 63, and being located near the intersection of N. FM 973 and Gregg Lane, Manor, TX to Planned Unit Development (PUD). Applicant: SEC Planning. Owner: Enfield Partners LLC.**

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

Vice Chair Leonard opened the public hearing.

Rachel Shanks with Blackburn Homes, 2088 Old Taylor Rd., Oxford, Mississippi, submitted a speaker card to speak in support of this item. Ms. Shanks gave a presentation on the planned development of Monarch Ranch by Blackburn Homes. (*PowerPoint attached*)

Interim City Manager Dunlop and Rachel Shanks answered questions regarding the increase to traffic flow, traffic control modifications and future road improvements through the areas specifically the ones prone to flooding. Ms. Shanks asked questions on the details of development which included the progression of development, amities being offered, cost to buyers once complete, and completion time frames.

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

There was no further discussion.

Motion to close carried 5-0

3. **Public Hearing: Conduct a public hearing on a Preliminary Plat for the Las Entradas North Subdivision Phase 3, seven (7) lots on 9.65 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.**

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

Vice Chair Leonard opened the public hearing.

Interim City Manager Dunlop gave a summary on the Preliminary Plat for the Las Entradas North Subdivision Phase 3. Mr. Dunlop answered questions from the Commission in regard to the access points to the property.

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Chavis to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

4. **Public Hearing: Conduct a public hearing on a Preliminary Plat for the Manor Heights Phase 6, five (5) lots on 47.66 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154 and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: RHOF, LLC.**

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

Vice Chair Leonard opened the public hearing.

Interim City Manager Dunlop gave a summary of the Preliminary Plat for the Manor Heights Phase 6. Mr. Dunlop answered questions regarding the plat layout of internal streets and access points. The Commission expressed concerns for potential issues with dead-end streets that limit the ability to access or evacuate the area easily.

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Hardeman to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

5. **Public Hearing: Conduct a public hearing on a Preliminary Plat for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract 315, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc. Owner: Geraldine & Edward Wolf.**

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

Vice Chair Leonard opened the public hearing.

Interim City Manager Dunlop outlined the Preliminary Plat for the Palomino Subdivision. Mr. Dunlop stated that the plans were approved by City Engineers.

The discussion was held regarding the layout of the property, parkland, and detention areas within the floodplain area. Mr. Dunlop clarified the park and detention areas would be maintained by the Homeowners Association.

Interim City Manager Dunlop answered questions from the Commission concerning the revisions to the roadways along with traffic control device upgrades.

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

There was no further discussion.

Motion to close carried 5-0

- 6. Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Manor Addition Subdivision, one (1) lot on 30.86 acres, more or less, and being located at 13119 US Hwy 290 E, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Laureate-Wealth Management.**

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

Vice Chair Leonard opened the public hearing.

Interim City Manager Dunlop gave a detailed description of Short Form Final Plat for the Manor Addition Subdivision. Mr. Dunlop answered questions about this item as well as the property's history.

The discussion was held. Mr. Dunlop confirmed this item was approved by City Engineers and no further action is needed from City Council.

MOTION: Upon a motion made by Commissioner Hardeman and Seconded by Commissioner Small to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

CONSENT AGENDA

- 7. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of September 8, 2021, Regular Session and the October 13, 2021, Regular Session.**

MOTION: Upon a motion made by Commissioner Chavis and Seconded by Commissioner Hardeman to approve the Consent Agenda.

Motion to approve carried 4-1 (Commissioner Small voted against)

Interim City Manager Dunlop gave an explanation to the layout and content of the October 13, 2021, Regular Session Minutes, and the Texas Local Government Code Statute requirements for the municipality in regard to a Short Form Final Plat.

There was no further discussion.

Chair Leonard called for a revote on the original motion.

MOTION: Upon a motion made by Commissioner Chavis and Seconded by Commissioner Hardeman to approve the Consent Agenda.

Motion to approve carried 4-1 (Commissioner Small voted against)

REGULAR AGENDA

8. Consideration, discussion, and possible action on appointing a Planning and Zoning Commission Chairperson.

Interim City Manager Dunlop detailed the options to the Commission regarding the appointment of a chairperson for the Planning and Zoning Commission.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small to appoint Julie Leonard as Chair of the Planning and Zoning Commission for the unexpired term plus 1 term.

There was no further discussion.

Motion to appoint carried 5-0

9. Consideration, discussion, and possible action a variance request from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 41 on Lots 11-14 and east 15 feet of Lot 15, Block 29, and located at 109 North Lexington Street, Manor, TX, to allow for a stormwater detention exemption. Applicant: Davis Capital Investments, LLC. Owner: Davis Capital Investments, LLC.

Interim City Manager Dunlop answered questions from Commissioners regarding drainage options for the property owner. Discussion was held in concerns to the impact of future developments as a result of approving this specific variance.

Eric Davis with Davis Capital Investments, LLC, P.O. Box 298, Manor, Texas, submitted a speaker card in support of this item but did not wish to speak; however, he was available to answer any questions.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Hardeman to approve the variance request with a provision of the drainage to Lexington Street.

There was no further discussion.

Motion to approve carried 5-0

10. Consideration, discussion, and possible action on a Preliminary Planned Unit Development Site Plan Rezoning request for 135 acres, more or less, out of the Sumner Bacon Survey No. 62, Abstract No. 63, and being located near the intersection of N. FM 973 and Gregg Lane, Manor, TX to Planned Unit Development (PUD). Applicant: SEC Planning. Owner: Enfield Partners LLC.

The City staff recommended that the P&Z Commission approve the Preliminary Planned Unit Development Site Plan Rezoning request.

Interim City Manager Dunlop gave details to the P&Z Commission about the deviations from the City Code as it relates to this project. Parkland amenities such as trails, playground, pavilion, dog park, sidewalk and landscape buffers were amount the items negotiated as a result of the allowed modifications.

Rachel Shanks with Blackburn Homes, 2088 Old Taylor Rd., Oxford, Mississippi, submitted a speaker card to speak in support of this item. Ms. Shanks gave a presentation during the public hearing section of the meeting. Ms. Shanks answered questions from the Commission regarding specific details of the development. (*PowerPoint attached*)

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Hardeman to approve the Preliminary Planned Unit Development Site Plan Rezoning request.

There was no further discussion.

Motion to approve carried 5-0

11. **Consideration, discussion, and possible action on a Preliminary Plat for the Las Entradas North Subdivision Phase 3, seven (7) lots on 9.65 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.**

The City staff recommended that the P&Z Commission approve the Preliminary Plat for the Las Entradas North Subdivision Phase 3.

Interim City Manager Dunlop answered questions from the Commission regarding the future plans of TxDOT to make improvements to US 290. Mr. Dunlop stated that studies were still being completed by TxDOT and Texas Toll Authority.

MOTION: Upon a motion made by Commissioner Chavis and Seconded by Commissioner Small to approve the Preliminary Plat for the Las Entradas North Subdivision Phase 3.

There was no further discussion.

Motion to approve carried 5-0

12. **Consideration, discussion, and possible action on a Preliminary Plat for the Manor Heights Phase 6, five (5) lots on 47.66 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154 and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: RHOF, LLC.**

The City staff recommended that the P&Z Commission approve the Preliminary Plat for the Manor Heights Phase 6.

Interim City Manager Dunlop gave a brief summary of the item. Mr. Dunlop confirmed a public hearing was conducted earlier in the meeting.

MOTION: Upon a motion made by Commissioner Hardeman and Seconded by Commissioner Chavis to approve the Preliminary Plat for the Manor Heights Phase 6.

Motion to approve failed 3-2 (Commissioner Meyer and Commissioner Small voted against)

Interim City Manager Dunlop stated that the Commission is obligated to approve Subdivision Plans that meet the City's Subdivision Code.

Discussion was held regarding ways to inform the developer of the concerns of the Commission.

Commissioner Meyer and Commissioner Small expressed concerns with access points and the commercial lots being developed too close to the residential areas. Commissioner Meyer amended the motion as followed:

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small to approve the Preliminary Plat for the Manor Heights Phase 6 with a note to review and prioritize access points on future submitted plans.

There was no further discussion.

Motion to approve carried 5-0

13. Consideration, discussion, and possible action on a Preliminary Plat for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract 315, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc. Owner: Geraldine & Edward Wolf.

The City staff recommended that the P&Z Commission approve the Preliminary Plat for the Palomino Subdivision.

Interim City Manager Dunlop answered questions from the Commission regarding the history of the project. Mr. Dunlop confirmed this is the first project of this type in the area.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Chavis to approve the Preliminary Plat for the Palomino Subdivision.

There was no further discussion.

Motion to approve carried 5-0

14. Consideration, discussion, and possible action on a Final Plat for the Presidential Glen Commercial Subdivision Phase 1, three (3) lots on 5.37 acres, more or less, and being located near the intersection of US Hwy 290 E and Paseo de Presidente Blvd, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: West Elgin Development Corp.

The City staff recommended that the P&Z Commission approve the Final Plat for the Presidential Glen Commercial Subdivision Phase 1.

Interim City Manager Dunlop gave a summary of the Final Plat.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small to approve Final Plat for the Presidential Glen Commercial Subdivision Phase 1.

There was no further discussion.

Motion to approve carried 5-0

15. Consideration, discussion, and possible action on a Short Form Final Plat for the Manor Addition Subdivision, one (1) lot on 30.86 acres, more or less, and being located at 13119 US Hwy 290 E, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Laureate-Wealth Management.

The City staff recommended that the P&Z Commission approve the Final Plat for the Manor Addition Subdivision.

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Hardeman to approve Final Plat for the Manor Addition Subdivision.

There was no further discussion

Motion to approve carried 4-1 (Commissioner Leonard voted against)

- 16. Consideration, discussion, and possible action on a Joined Lot Affidavit for the West 15 feet of Lot 8 and Lots 9 and 10, Block 67, Town of Manor, locally known as 108 West Townes Street, Manor, TX. Applicant: Conrad Jonse. Owner: Conrad Jonse.**

The City staff recommended that the P&Z Commission approve the Joined Lot Affidavit for the West 15 feet of Lot 8 and Lots 9 and 10, Block 67, Town of Manor, locally known as 108 West Townes Street, Manor, TX

Interim City Manager spoke regarding the reasons behind the submission of the Joining Lots Affidavit. Mr. Dunlop gave a history of the property, the current building structures and how it affects the future development plans of the owner.

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Chavis to approve the Joined Lot Affidavit.

There was no further discussion

Motion to approve carried 5-0

- 17. Consideration, discussion, and possible action on a Joined Lot Affidavit for Lots 9 and 10, Block 5, Town of Manor, locally known as 101 East Brenham Street, Manor, TX. Applicant: Dennis Kerlin. Owner: Dennis Kerlin.**

The City staff recommended that the P&Z Commission approve the Joined Lot Affidavit for Lots 9 and 10, Block 5, Town of Manor, locally known as 101 East Brenham Street, Manor, TX.

Interim City Manager spoke regarding the reasons behind the submission of the Joining Lots Affidavit. Mr. Dunlop stated the property owners have already been approved by City Council regarding special use of the property for mobile food truck use. A history of the approval process was detailed. The Joining Lot Affidavit approval is needed to satisfy parking requirements in City Code.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Hardeman to approve the Joined Lot Affidavit.

There was no further discussion

Motion to approve carried 5-0

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Chavis to adjourn the regular session of the P&Z Commission at 7:58 p.m. on Wednesday, November 10, 2021.

There was no further discussion.

Motion to approve carried 5-0

These minutes approved by the P&Z Commission on the 8th day of December 2021. (*Audio Recording Archived*)

APPROVED:



Julie Leonard
Chairperson

ATTEST:



Scott Dunlop
Interim City Manager

