



**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 21, 2024**

**This meeting was live-streamed on Manor's YouTube Channel**  
<https://www.youtube.com/@cityofmanorsocial/streams>

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5 (Absent)  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Yalondra Valderrama Santana, Heritage & Tourism Manager  
Frank T. Phelan, P.E. City Engineer  
Pauline Gray, P.E., City Engineer  
Veronica Rivera, Assistant City Attorney  
Gregory Miller, Bond Counsel

**REGULAR SESSION – 7:11 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:11 p.m. on Wednesday, February 21, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## **INVOCATION**

Pastor, Carl Harvey Sr. with Turning Point Bible Fellowship Church gave the invocation.

## **PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

## **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the Manor's Cemetery and other related city developments.

Kathryn Bookout with BusyBee PreSchool submitted a speaker card, discussed the Daycare Tax Exemption opportunity given by the state, and requested that the city consider the proposition.

Denise Martinez, 12200 Tower Rd, Manor, Texas, submitted a speaker card and discussed her concerns regarding the trash and the placement of the trash bins in the affordable housing future development by her neighborhood. She also suggested that the infrastructure of sewer services be in place in that area for future development.

No one else appeared at this time.

## **PUBLIC HEARINGS**

- 1. Conduct a public hearing on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH). Applicant: Development and Consulting Bridgeway LLC.; Owner: Carlos Moyeda**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed development.

Development Services Director Dunlop discussed the proposed rezoning request.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

**Motion to close carried 6-0**

## **CONSENT AGENDA**

**2. Consideration, discussion, and possible action to approve the City Council Minutes.**

- **February 6, 2024, City Council Workshop Session;**
- **February 7, 2024, City Council Regular Meeting; and**
- **February 12, 2024, City Council Workshop Session**

**3. Consideration, discussion, and possible action on accepting the January 2024 Departmental Reports.**

- **Finance – Scott Moore, City Manager**
- **Police – Ryan Phipps, Chief of Police**
- **Travis County ESD No. 12 – Ryan Smith, Fire Chief**
- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Yalondra Valderrama Santana, Heritage & Tourism Manager**
- **Municipal Court – Sarah Friberg, Court Administrator**
- **Public Works – Matt Woodard, Director of Public Works**
- **Manor Cemetery – Nora Sanchez, MC Manager**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

**4. Consideration, discussion, and possible action on accepting the January 2024 City Council Monthly Reports.**

**5. Consideration, discussion, and possible action on five Wastewater, Drainage, and Public Utility Easements for the Monarch Ranch Subdivision.**

- **A 0.261-acre Drainage Easement with Required Maintenance**
- **A 1.007-acre Public Utility Easement**
- **A 0.294-acre Wastewater Easement**
- **A 0.201-acre Wastewater Easement**
- **A 1.312-acre Wastewater Easement**

**6. Consideration, discussion, and possible action on the approval of the consent to the Collateral Assignment of Rights to Contract and Proceeds Under Contract for the Newhaven development.**

**7. Consideration, discussion, and possible action on a Purchase Contract with First United Builders, LLC for a wastewater easement with temporary construction easement.**

Chief Phipps introduced Robbie Barrera as the new Emergency Management Coordinator for the City of Manor.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill to accept and approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

## **REGULAR AGENDA**

- 8. First Reading: Consideration, discussion, and possible action on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).**

***Applicant: Development and Consulting Bridgeway LLC.; Owner: Carlos Moyeda***

The city staff recommended that the City Council approve the first reading of an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

Development Services Director Dunlop discussed the proposed rezoning request.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Townhome (TH); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

There was no further discussion.

**Motion to approve carried 5-1  
(Mayor Pro Tem Emily Hill voted against)**

- 9. Consideration, discussion, and possible action on entering into a subscription software agreement for the Perry Weather Data and Alerting System.**

The city staff recommended that the City Council approve and authorize the City Manager to enter into a subscription software agreement for the Perry Weather Data and Alerting System for a 1-year term at the cost of \$3,850 after legal review.

Chief Phipps discussed the proposed software for the Perry Weather Date and Alerting System.

**City Council Regular Session Minutes**  
**February 21, 2024**

Lisa Moore with Perry Weather Data and Alerting System introduced herself and explained the proposed software.

Discussion was held regarding the use of the system alerts and weather station alerts.

Discussion was held regarding the clarification of the yearly increase amount.

Discussion was held regarding the location of the device, which would be at the Police Station.

Discussion was held regarding the coverage area for the area and Manor ISD.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve and authorize the City Manager to enter into a subscription software agreement after legal review for the Perry Weather Data and Alerting System for a 1-year term at the cost of \$3,850.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on adding the Commander position to the current Pay Scale.**

The city staff recommended that the City Council approve the addition of the Commander position to the current Pay Scale and freeze the lieutenant positions and Pay Scale to be re-opened later.

HR Director Vasquez discussed the proposed position.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve adding the Commander position to the current Pay Scale and freeze the lieutenant positions and Pay Scale to be re-opened later.

Discussion was held regarding clarifying the current salary survey positions.

Discussion was held regarding opportunities for growth within the police department.

Discussion was held regarding postponing the item until the next budget committee meeting.

Discussion was held regarding clarification of the next Council Budget Workshop.

Assistant City Attorney Rivera advised the council on the options they could take regarding the motion on the table.

**MOTION:** Upon a substitute motion made by Council Member Deja Hill and seconded by Council Member Wallace to postpone the item until the next Council's Budget workshop.

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on a Statement of Work No. 8 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the Wilbarger Wastewater Treatment Plant Expansion project.**

The city staff recommended that the City Council approve the Statement of Work No. 8 to the existing Master Services Agreement with George Butler Associates, Inc. for the Wilbarger Treatment Plant Expansion project in the amount of \$1,429,300.

City Engineer Phelan discussed the proposed statement of work for the Wilbarger Wastewater Treatment Plant Expansion project.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the Statement of Work No. 8 to the existing Master Services Agreement with George Butler Associates, Inc. for the Wilbarger Treatment Plant Expansion project in the amount of \$1,429,300.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Pro Tem Emily stepped away from the dais for personal reasons.

**12. Consideration, discussion, and possible action on a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project.**

The city staff recommended that the City Council approve a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project with Guerra Underground, LLC.

City Engineer Gray discussed the proposed change order for the 2020 Wastewater Collection System Improvements, CIP S-32 project.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project with Guerra Underground, LLC.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Pro Tem Emily Hill returned to the dais.

**13. Consideration, discussion, and possible action authorizing the execution of a construction agreement for a waterline extension project along US290.**

The city staff recommended that the City Council approve the Construction Agreement with Joe Bland Construction to complete the waterline installation extension and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$40,150.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Construction Agreement with Joe Bland Construction to complete the waterline installation extension and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$40,150.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action authorizing the execution of a construction agreement for Timmerman Park's sidewalk installation.**

The city staff recommended that the City Council approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's sidewalk installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$49,540.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's sidewalk installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$49,540.

There was no further discussion.

**Motion to approve carried 6-0**

**15. Consideration, discussion, and possible action authorizing the execution of a construction agreement for Timmermann Park's trail lighting installation.**

The city staff recommended that the City Council approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's trail lighting installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$164,000.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's trail lighting installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$164,000.

There was no further discussion.

**Motion to approve carried 6-0**

**16. Consideration, discussion, and possible action on approving and authorizing the Scope of Work included in the request for proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study on the 236-acre East Manor Development No. 1 property purchased for Economic Development and Public Use.**

The city staff recommended that the City Council approve and authorize the Scope of Work included in the Request for Proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

Economic Development Director Jones discussed the proposed Request for Proposals (RFP) for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve and authorize the Scope of Work included in the Request for Proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:35 p.m. on Wednesday, February 21, 2024, in accordance with the requirements of the Open Meetings Law.

## EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen development; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Butler/Manor Crossing development and Item No. 17 at 8:35 p.m. on Wednesday, February 21, 2024.*

The Executive Session was adjourned at 9:58 p.m. on Wednesday, February 21, 2024.

## OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:58 p.m. on Wednesday, February 21, 2024.

### **17. Consideration, discussion, and possible action on the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.**

The city staff recommended that the City Council approve the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

Economic Development Director Jones discussed the proposed first amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

Matt Harris, Chief Financial Officer for Butler Commercial Development explained the reasons for the amendment.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

There was no further discussion.

**Motion to approve carried 6-0**

At the direction of Mayor Harvey Item No. 30 was considered next.

**30. Consideration, discussion, and possible action on the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM 973).**

The city staff recommended that the City Council approve the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM973).

Development Services Director Dunlop discussed the proposed amendment.

Matt Harris, Chief Financial Officer for Butler Commercial Development, explained the reasons for the amendment.

Discussion was held regarding clarification of parking space for the development.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM973).

There was no further discussion.

**Motion to approve carried 4-2**  
**(Council Member Deja Hill and Council Member Amezcua voted against)**

**18. Consideration, discussion, and possible action on a Services Agreement with CitizenLab.**

The city staff recommended that the City Council approve a Service Agreement with Citizenlab.

Development Services Director Dunlop discussed the proposed agreement with Citizenlab.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a Service Agreement with Citizenlab.

There was no further discussion.

**Motion to approve carried 6-0**

**19. First Reading: Consideration, discussion, and possible action on an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25. Applicant: Dominion; Owner: Kenneth Tumlinson**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

Development Services Director Dunlop discussed the proposed rezoning request.

David D'Amelio with Dominion presented the attached PowerPoint presentation.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Industrial (IN-1) to Multi-Family 25 (MF-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

There was no further discussion.

**Motion to approve carried 6-0**

**20. Consideration, discussion, and possible action on a Services Agreement with Raftelis for Stormwater Utility Fee Implementation Services.**

The city staff recommended that the City Council approve a Service Agreement with Raftelis for Stormwater Utility Implementation Services.

Development Services Director Dunlop discussed the proposed service agreement for Stormwater Utility Fee Implementation Services.

Amy Hunter with Raftelis discussed the timeline for the completion of the implantation services.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a Service Agreement with Raftelis Financial Consultants, Inc. for Stormwater Utility Implementation Services.

There was no further discussion.

**Motion to approve carried 6-0**

**21. Consideration, discussion, and possible action on the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.**

The city staff recommended that the City Council approve the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

Development Services Director Dunlop discussed the proposed amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

There was no further discussion.

**Motion to approve carried 6-0**

**22. Consideration, discussion, and possible action on the First Amendment to the Services Agreement with Nearmap US, Inc.**

The city staff recommended that the City Council approve the First Amendment to the Services Agreement with Nearmap US, Inc. and authorize the City Manager to sign the agreement.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the First Amendment to the Services Agreement with Nearmap US, Inc. and authorize the City Manager to sign the agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**23. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot 3, Block KK, Phase 1A, Presidential Glen Subdivision, to install a minimum of 30 evergreen trees and 112 evergreen shrubs.**

The city staff recommended that the City Council discuss extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision.

Development Services Director Dunlop discussed the proposed waiver request.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to approve extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision.

Brian Baca with Advantage Construction Inc. spoke regarding the size of trees that would be installed. He requested that the motion approve installing shorter trees instead of the minimum required height.

Discussion was held regarding tree regulations.

**MOTION:** Upon an amendment made by Council Member Deja Hill and seconded by Council Member Amezcua to approve extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision with shorter trees than required by the code and the length of coverage as recommended by the Development Services Director.

There was no further discussion.

**Motion to approve carried 6-0**

**24. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas approving and authorizing the execution of the EntradaGlen Public Improvement District-IA#1 Reimbursement Agreement.**

The city staff recommended that the City Council postpone the item until March 20, 2024.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to postpone the item to March 20, 2024, City Council Regular Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

**25. Consideration, discussion, and possible action on a resolution approving and authorizing the Mayor to execute Landowner Agreements and Notices of Assessment (EntradaGlen Public Improvement District-Improvement Area #1”).**

The city staff recommended that the City Council approve Resolution No. 2024-04 of the City of Manor, Texas “EntradaGlen Public Improvement District-Improvement Area#1 Landowner Agreements.

Bond Counsel Miller discussed the proposed Landowner Agreements and Notices of Assessment (EntradaGlen Public Improvement District-Improvement Area #1”).

Resolution No. 2024-04: A Resolution of The City of Manor, Texas Approving and Authorizing the Mayor to Execute Landowner Agreements and Notices of Assessment (Entradaglen Public Improvement District – Improvement Area #1).

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2024-04 of the City of Manor, Texas “EntradaGlen Public Improvement District-Improvement Area#1 Landowner Agreements.

There was no further discussion.

**Motion to approve carried 6-0**

**26. Consideration, discussion, and possible action on an ordinance amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.**

The city staff recommended that the City Council approve Ordinance No. 731 amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.

Ordinance No. 731: An Ordinance of the City of Manor, Texas, Amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by Repealing Ordinance Number 607 which Created the Budget Committee, and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Ordinance No. 731 amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.

There was no further discussion.

**Motion to approve carried 6-0**

**27. Consideration, discussion, and possible action on the appointments of the City Council Committees.**

The city staff recommended that the City Council evaluate and redistribute Council Committee assignments for 2024 and confirm and/or reappoint chairpersons for each committee.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to appoint Council Member Amezcua and Council Member Deja Hill to the Public Tree Advisory Board and appoint Council Member Amezcua as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**28. Consideration, discussion, and possible action on canceling the March 6, 2024, Regular City Council Meeting and setting a Called Special Session.**

The city staff recommended that the City Council cancel the March 6, 2024, Regular Meeting and set a Special Called Session for Monday, March 4, 2024, at 7:00 p.m.

**City Council Regular Session Minutes  
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**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to cancel the March 6, 2024, Regular Meeting and set a Special Called Session for Monday, March 4, 2024, at 7:00 p.m.

There was no further discussion.

**Motion to approve carried 6-0**

**29. Consideration, discussion, and possible action on allocating funds for the 2024 Manor Community 5K event.**

The city staff recommended that the City Council direct the City Administration to secure funding for the 2024 Manor Family Community Fun Day event not to exceed \$5,000.

City Manager Moore stated that there was a sponsorship opportunity from the community in the amount of \$5,000 for the 2024 Manor Community 5K event.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to direct the City Administration to secure funding for the 2024 Manor Family Community Fun Day event not to exceed \$5,000.

There was no further discussion.

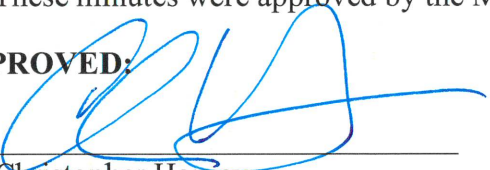
**Motion to approve carried 6-0**

**ADJOURNMENT**

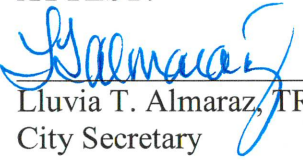
The Regular Session of the Manor City Council was Adjourned at 11:35 p.m. on Wednesday, February 21, 2024.

These minutes were approved by the Manor City Council on March 4, 2024.

**APPROVED:**

  
\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary





# DOMINIUM

## Tower Road Apartments City Council Meeting

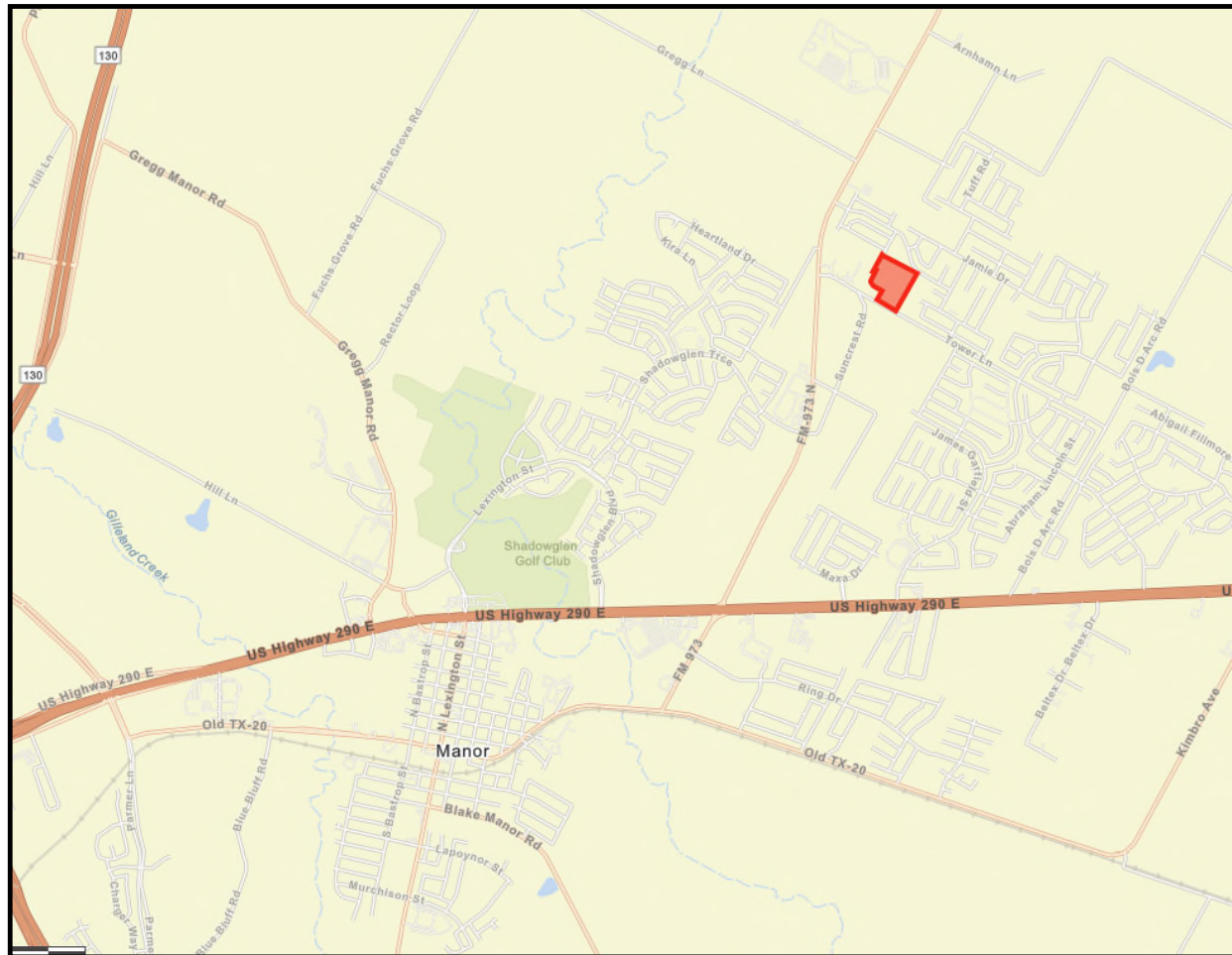
What we do hits H O M E.



# DOMINIUM

## Development Overview

# Location

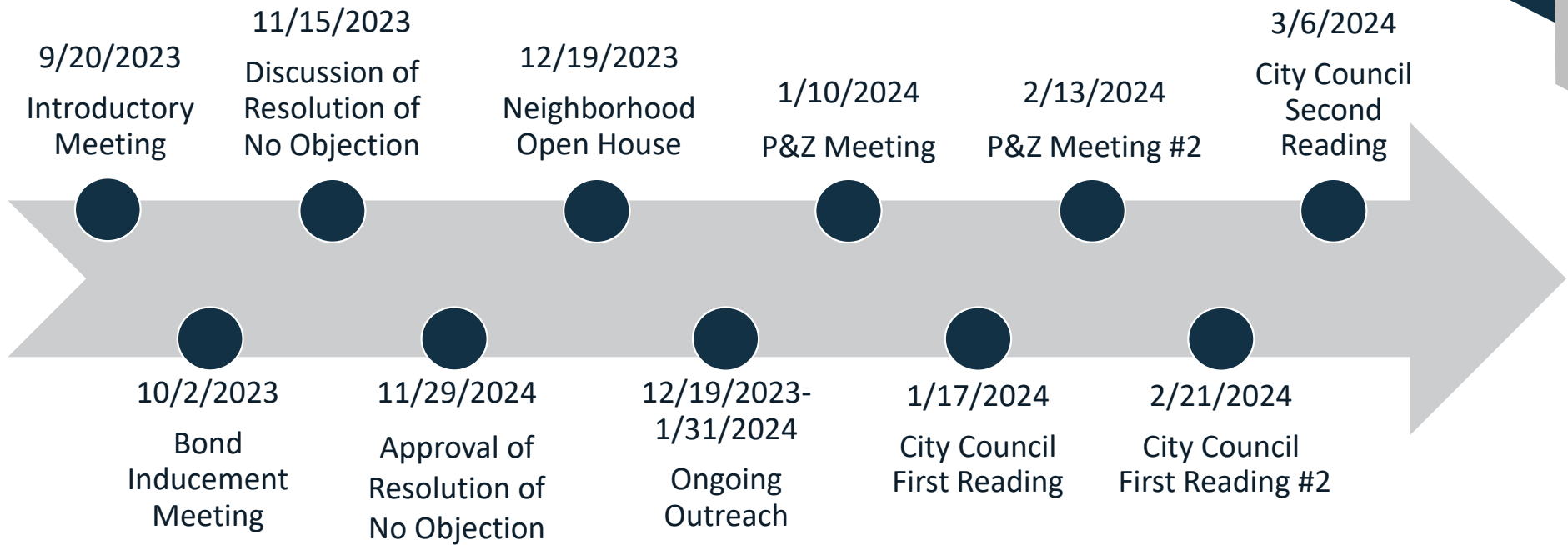


# Zoning

- The site is zoned for industrial use
  - The proposed development will establish a buffer zone between the industrial and residential homes
  - Marketing efforts on the tract for other uses have proved unsuccessful
- Manor Comprehensive Plan – Mixed Density Neighborhoods
- Two Access Points will be off Tower Road
- Ordered, received, and updated a traffic study per P&Z feedback to analyze traffic impact
- Fencing, landscaping, and screening requirements will be followed



# Milestones





**DOMINIUM**

Updated  
Renderings











# DOMINIUM P&Z Meeting Follow-Ups



# Traffic

- How will this impact traffic?
  - An additional 124 trips will be generated in the morning peak hour, and 160 trips in the evening peak hour
- At what time were the traffic counts taken, and what was the methodology?
  - Traffic movements were visually counted twice
  - Temporary cameras were placed at the intersections studied:
    - FM 973 at Suncrest Road
    - Suncrest and Tower Road
    - Bois D'Arc Road at Tower Road
  - Traffic Counts were taken on Thursday, December 7<sup>th</sup>, 2023, from
    - 7:00 to 9:00 AM
    - 4:00 to 6:00 PM



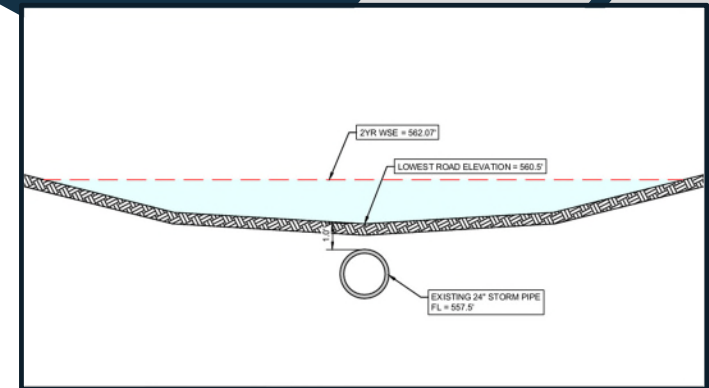
# Traffic

- Does the Draft TIA contemplate the new developments in the area or the nearby schools?
  - Any traffic generated by existing developments would have been included in the analysis. We updated the Traffic Impact Analysis (TIA) to incorporate expected trips and planned mitigation for the new schools being constructed and the Monarch subdivision.
- Were buses or pedestrians considered in the analysis?
  - Busses were counted and considered in the analysis. A design factor was used to account for large vehicle traffic based on the number of buses counted.
  - Pedestrian traffic was considered; there is virtually no pedestrian traffic in the area in existing conditions.
  - We are installing a crosswalk at Suncrest that the TIA uses to address any additional walkers.

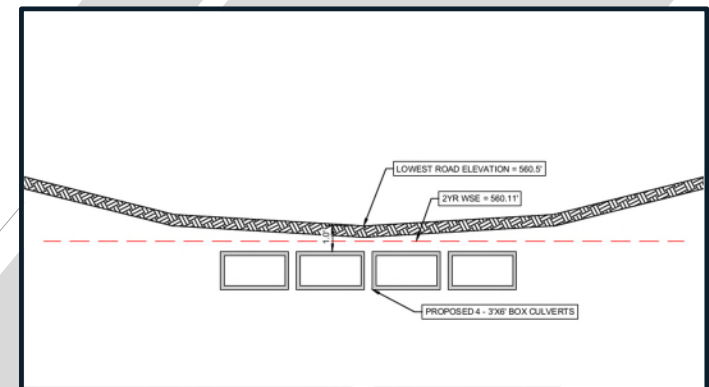


# Drainage

- How will the proposed culvert under Tower Road improve the flooding situation?
  - Under the proposed conditions, we would be replacing the pipe with the culverts, which have more engineering capacity due to the design, which allows water to trickle through instead of filling up
- Will the construction of a culvert increase the flooding experienced downstream?
  - No, the culverts under Tower Road will prevent the water from ponding above the road but will not increase the flow of water downstream in accordance with City of Manor regulations and the Texas Water Code



*Existing Conditions*



*Proposed Modification*

# Drainage

- How much impervious cover is the development considering?
  - The development will have an impervious coverage of 59%
- How will the detention be handled?
  - The stormwater design will consider the upstream drainage basin, and the detention pond will be sized to mitigate any increase in stormwater runoff

# Safety & Security

- Is there sufficient emergency access?
  - We have spoken with the fire marshal, and he has indicated that our two access points off Tower Road are sufficient
  - No longer planning an emergency access point into Stonewater and have confirmed it works with the fire marshal
- Will you provide garages or a gate?
  - Garages will not be provided
    - The implementation of garages will reduce parking, causing residents to park on the street
  - A gate will not be provided
    - Gates break frequently and are a safety hazard
    - A stub out for a future gate will be provided
  - Security measures will be implemented
    - Security cameras, LED downlighting, and on-site management
    - Additional mitigation efforts in concert with the police department
    - Fob systems and compliance measures



# Additional Concerns

- Have you met with the charter school?
  - Met with school leadership, where they expressed support for the affordable housing nature of the development and alignment with their mission
  - Expressed how increasing their enrollment helps their financial position
  - Provided an update on pedestrian infrastructure
- Will the new Traffic light be synced with the others?
  - TxDOT coordinates new signals with adjacent traffic signals
- Will you correct the address?
  - We have changed our address to 12102 Tower Road, Manor, TX 78653



# Thank You



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