



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
NOVEMBER 13, 2024**

This meeting was live streamed on Manor's YouTube channel at:  
<https://www.youtube.com/@cityofmanorsocial/stream>

**PRESENT:**

**COMMISSIONERS:**

Jeffrey Stensland, Chair, Place 5  
Prince Chavis, Vice Chair, Place 2 (Absent)  
Julie Leonard, Place 1  
Gabrielle Orion, Place 3 (Absent)  
Felix Paiz, Chair, Place 4  
Cecil Meyer, Place 6  
James Terry, Place 7

**CITY STAFF:**

Michael Burrell, Interim Development Services Director  
Veronica Rivera, Assistant City Attorney  
Mandy Miller, Development Services Supervisor

**REGULAR SESSION: 6:30 P.M.**

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

With a quorum present, the regular session of the Manor Planning and Zoning (P&Z) Commission was called to order by Chair Stensland at 6:30 p.m. on Wednesday, November 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**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 Arnham Lane Manor, TX. Applicant: Baeza Engineering, PLLC. Owner: John Kerr.**

Chair Stensland opened the public hearing.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

No one submitted a speaker card regarding this item.

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0.**

#### **CONSENT AGENDA**

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

City Staff recommended that the Planning and Zoning Commission approve the consent agenda.

Commissioner Leonard requested clarification on abstaining from vote due to attendance at last meeting. Attorney Rivera stated abstaining was not necessary.

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Meyer to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 5-0.**

#### **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 Arnham Lane Manor, TX.**

Applicant: Baeza Engineering, PLLC. Owner: John Kerr.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Short Form Final Plat for two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane Manor, TX.

Interim Director Burrell answered questions about the location of 11712 Arnham Lane.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the Subdivision Short Form Final Plat for two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0.**

**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.**

City Staff recommended that the Planning and Zoning Commission approve the Permit Extension Request for the Manor Heights Phase 6 Construction Plans, Project Number 2021-P-1389-CO.

Interim Director Burrell gave details of the extension request. He stated these plans were originally approved in December of 2022. There were delays due to remediation requirements by the Texas Commission on Environmental Quality – TCEQ.

Discussion was held regarding the prior history of the property.

Alyssa Flynn with Kimley-Horn, 10814 Jollyville Road, Suite 200, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Flynn answered questions regarding the remediation process that has been gone through for this property. She clarified the TCEQ requirement was for clean-up of contamination in the soil.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Paiz to approve the Permit Extension Request for the Manor Heights Phase 6 Construction Plans, Project Number 2021-P-1389-CO.

There was no further discussion.

**Motion to Approve carried 5-0.**

**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.

City Staff recommended that the Planning and Zoning Commission approve 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.

Interim Director Burrell gave a detailed summary of the coordinated sign plan. He stated a coordinated sign plan was required for this development. He confirmed this sign plan while allowed to deviate from code was in general compliance with Manor's Code of Ordinance.

Discussion was held regarding the details of the coordinated sign plan.

Jacob Clark with Long View Equity, 4314 Medical Parkway, Suite 200, Austin, Texas, submitted a speaker card in support of this item. Mr. Clark confirmed all signs were in compliance with the Manor Code.

The quality and quantity of details in the plan including size and illumination of the signs were discussed. Interim Director Burrell answered questions regarding the requirements of the future tenants.

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to approve 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.

There was no further discussion.

**Motion to Approve carried 5-0.**



**6. Consideration, discussion, and possible action on a Coordinated Sign Plan for 310 Murray Street Manor, TX.** Applicant: Signarama. Owner: Carilu Realty.

City Staff recommended that the Planning and Zoning Commission approve a Coordinated Sign Plan for 310 Murray Street, Manor, TX.

Interim Director Burrell summarized this item. He spoke regarding the property location and reason behind the need for the coordinated sign plan. He answered questions pertaining to location of signs, number and size of signs, and illustration of signs.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Paiz to approve the Coordinated Sign Plan for 310 Murray Street, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0.**

**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.**

City Staff recommended that the Planning and Zoning Commission recommend approval of the tree removal request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

Bo Hyun Chang with BuildBlock, 101 W Boyce Street, Manor, Texas, Submitted a speaker card to speak in support of this item. Mr. Chang stated they were requesting permission to remove 2 trees that were over 25 inches because they were too large for the development.

Interim Director Burrell stated the P&Z Commission would need to provide a recommendation prior to City Council taking action on the request to remove the 2 (two) heritage trees. He gave details on how the trees are affecting the development and gave a summary of the development agreement between the city and this developer.

Discussion was held regarding why these trees were considered heritage trees. Potential impact to the environment and air quality was considered.

Mr. Chang answered questions regarding the location of the trees. He stated the ways the trees were preventing the development of the property. He indicated one of the trees was in poor health and could possibly have to be removed in the future anyway.

Attorney Rivera stated City Council would need a super majority to pass, which would be 5 votes, if P&Z Commission recommended denial of the tree removal request.

Interim Director Burrell confirmed the site plan approval was contingent upon the removal of tree #89 and #90 on the site lay-out.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Paiz to approve the removal of Heritage Tree #89 and preserve Heritage Tree #90 of the Mixed-Use Development Site located at 101W. Boyce Street.

There was no further discussion.

**Motion to Approve FAILED 2-3. Opposed by Chair Stensland, Commissioner Meyer, and Commissioner Terry.**

Attorney Rivera answered questions on the proper way to entertain a new motion.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the tree removal request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

Discussion was held regarding the motion to remove the trees from the property

Assistant Attorney Rivera answered questions regarding friendly amendments to the motion. She detailed the options available for recommendations, which would be planting additional trees, fee in lieu, or a combination of both.

Commissioner Meyer and Commissioner Terry both stated they were in favor of a friendly amendment to the motion to include a fee in lieu requirement.

Discussion was held regarding the information found in the back-up provided by staff and how it pertains to the motion options given by Attorney Rivera. Consideration was given to the negotiation and setting of the fee in lieu amount. Attorney Rivera confirmed the amount would be set by City Council. The amount would be considered discretionary.

Chair Stensland restated the motion to include the friendly amendment.

**AMENDED MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the tree removal request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX, with the condition of the applicant be required to pay a fee in lieu to be set by City Council.

Commissioner Leonard stated even with the friendly amendment she would have a hard time voting in favor of approval. She expressed her displeasure with the lack of proper vetting on the developer's part when purchasing this property with the large trees for this type of development.

There was no further discussion.

**Motion to Approve carried 4-1. Opposed by Commissioner Paiz**

- 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.**

City Staff recommended that the Planning and Zoning Commission approve a setback variance request for the short form plat of LOTS 1-5 BLOCK 43 & LOTS 16-20 BLOCK 29 TOWN OF MANOR Manor, TX.

Bo Hyun Chang with BuildBlock, 101 W Boyce Street, Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Chang gave a summary of the proposed mixed-use development. He explained they were requesting a setback variance for the property.

Interim Director Burrell gave background information. He explained the differences between a regular setback request and a setback variance which is part of the amended plat.

Discussion was held regarding the Setback Variance Request. The following items were considered:

- Impervious Coverage
- Infrastructure Improvements
- Stormwater Run-off
- Utility Service Impact
- Parking Availability and Requirements
- Property Access Points

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to approve the setback variance request for the short form plat of LOTS 1-5 BLOCK 43 & LOTS 16-20 BLOCK 29 TOWN OF MANOR Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0.**

#### **ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Paiz to adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:28 p.m. on Wednesday November 13, 2024.

There was no further discussion.

**Motion to Adjourn carried 5-0.**

*The Planning and Zoning Commission approved these minutes on December 11, 2024.*

**APPROVED:**

  
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Jeffrey Stensland  
Chairperson

**ATTEST:**

  
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Mandy Miller  
Development Services Supervisor

