



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
JANUARY 11, 2023**

PRESENT:

COMMISSIONERS:

LaKesha Small, Chairperson Place 7
Felix Paiz, Vice Chair, Place 4
Julie Leonard, Chair, Place 1
Anthony Butler, Place 2 (Absent)
Cresandra Hardeman, Place 3
Vacant, Place 5
Cecil Meyer, Place 6

CITY STAFF:

Scott Dunlop, Development Services Director
Mandy Miller, Permit Technician

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 Chair Leonard at 6:36 p.m. on Wednesday, January 11, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding New Downtown. He thanked the Commissioners for their actions regarding the New Haven development. He voiced his questions regarding the make-up of the agendas for the P&Z Commission meetings. He expressed his dislike of the communication between the P&Z Commission and the City Council, the layout of the minutes for all of the city's meetings, and the current rating of Gold for the Scenic Texas Award. He stated that he would like for the city to purchase park land or force developers to give park land instead of in lieu fees.

REGULAR AGENDA

16. Consideration, discussion, and possible action to appoint a Planning and Zoning Commission Chairperson to serve a 1-year term.

MOTION: Upon a nomination made by Commissioner Small and seconded by Commissioner Paiz to elect LaKesha Small as the Planning and Zoning Commissioner Chairperson to serve a 1-year term.

There was no further discussion.

Motion to Approve carried 5-0

17. Consideration, discussion, and possible action to appoint a Planning and Zoning Commission Vice-Chair to serve a 1-year term.

MOTION: Upon a nomination made by Commissioner Meyer and seconded by Chair Small to elect Felix Paiz as the Planning and Zoning Commissioner Vice Chair to serve a 1-year term.

There was no further discussion.

Motion to Approve carried 5-0

The meeting was turned over to Chairperson Small.

PUBLIC HEARING

1. Conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Buildblock.

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

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. He stated that he did not feel the zoning change was necessary. He expressed his disapproval of increasing the density in this part of town.

Raymond Paiz, 102 W Eggleston St., Manor, Texas, submitted a speaker card to speak in favor of this item. He stated he felt that a change in the downtown area was needed. He expressed that downtown needs to change and the possibility of increased businesses in Manor is a good thing.

Joe Sanchez, 201 W Boyce, Manor, Texas, submitted a speaker card to speak in favor of this item. He stated he was in favor of new business; however, he was in opposition of high density. He expressed his concerns regarding density, traffic impact, and type of renters that would be occupying the proposed development.

Director Dunlop addressed the concerns regarding the density of the development. He stated this development is still in the planning stages. Nothing has been filed with the city. He stated the density would be determined by the available parking. Director Dunlop confirmed the developer is currently considering a mixed use 3-story building.

Director Dunlop answered questions from the Commissioners regarding the surrounding properties, parking options for the development, and the Destination 2050 Plan for the area.

Discussion was held by the commission regarding the impact of this type of development. Consideration was given to number of units of residential and parking for both residents and customers of the businesses.

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

There was no further discussion.

Motion to Close carried 5-0

Chair Small with no objection from the Commission combined the discussion for Item #2 and Item #3.

- 2. Conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).** Applicant: Jiwon Jung. Owner: Buildblock.
- 3. Conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).** Applicant: Jiwon Jung. Owner: Buildblock.

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

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of these items. He expressed his dislike of the Comprehensive Plan and the proposed high density of this area of Manor. He stated he felt infrastructure improvement was necessary before allowing this type of development.

Raymond Paiz, 102 W Eggleston St., Manor, Texas, submitted a speaker card to speak in favor of these items. He spoke to the Commission regarding his experience with this area of Manor.

Joe Sanchez, 201 W Boyce, Manor, Texas, submitted a speaker card to speak in favor of these items. He spoke to the Commission regarding the easement area, traffic impact and density of the residential spaces. He stated his concerns were mainly with the type of businesses allowed and the increase in taxes.

Director Dunlop answered questions from the Commissioners regarding the potential 3-story development. He stated the acreage would allow for a maximum of 10 housing units. The number of units would be determined based on the available parking which could decrease the number of allowed units if space and design did not have the appropriate number of parking spaces.

Discussion was held by the Commissioners regarding the possible areas of impact for this type of development and the potential complications if the zoning were not universal across all 3 lots. Director Dunlop explained the differences between neighborhood business and downtown business.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to close the public hearing.

There was no further discussion.

Motion to Close carried 5-0

4. **Conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).** Applicant: Mahoney Engineering. Owner: River City Partners Ltd.

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

Chair Small opened the public hearing.

Director Dunlop gave information to the Commission about the zoning change request. He explained Riata Ford is looking to expand their service center which would not be allowable under the current zoning of C-1 light commercial.

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

There was no further discussion.

Motion to Close carried 5-0

5. **Conduct a public hearing on a Short Form Final Plat with variance for the Buena Vida Subdivision, one (1) lot on 1.28 acres, more or less, and being located at 12334 Ballerstedt Road, Elgin, TX.** Applicant: I.T Gonzalez Engineers. Owner: Gerald Jaimes.

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

Chair Small opened the public hearing.

Director Dunlop stated the applicant is requesting this item be postponed.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to postpone the public hearing.

There was no further discussion.

Motion to Postpone carried 5-0

6. **Conduct a public hearing on a Short Form Final Plat for the Manor Commons SW Subdivision, two (2) lots on 5.517 acres, more or less, and being located at the intersection of US HWY 290 and F.M. 973 in Manor, TX.** Applicant: ALM Engineering. Owner: Greenview Manor Commons SW LP.

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

Chair Small opened the public hearing.

Director Dunlop addressed the Commission regarding this item. He gave details regarding the location and future business. Valvoline submitted a site plan for this property that is currently in review.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman 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 minutes of December 14, 2022, P&Z Commission Regular Meeting.**

MOTION: Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the consent agenda with the following correction of a spelling error of Commissioner Meyer's name on item #5. A notation was made that the minutes for the meetings follow a laid-out format as instructed by the City Secretaries Office.

There was no further discussion.

Motion to Close carried 5-0

REGULAR AGENDA

Chair Small with no objection from the Commission combined the discussion, consideration and possible action for Item #8, Item #9 and Item #10.

- 8. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 9. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 10. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of these items. He expressed his disapproval of the lack of attendance to the P&Z Commission meeting by the owners and applicants of items on the agenda. He suggested that the Commission postpone these items until either the owner or applicant could be available to answer questions. Mr. Battaile read the definition of neighborhood and downtown business district. He stated he was in favor of keeping the zoning neighborhood business due to the allowable density. He expressed concerns regarding the infrastructure.

Discussion was held regarding the rezoning request. The Commission considered the potential issues involving with this type of zoning. Concerns discussed were increased density, parking, the gathering of large quantities of people.

Director Dunlop addressed the Commission regarding the rezoning request. He reintegrated the zoning should not be considered based on the project proposed. Zoning should be based on the appropriateness of the zoning for the specific property in the specific location.

Discussion was held regarding postponing the items until the owner and applicant can be notified to appear before the Commission.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Hardeman to postpone Items 8, 9, and 10 until the next P&Z Commission Regular Session on February 8, 2023.

There was no further discussion.

Motion to Postpone carried 4-1. Commissioner Meyer opposed.

- 11. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2). Applicant: Mahoney Engineering. Owner: River City Partners Ltd.**

Director Dunlop reminded the Commission that this item was Riata Ford requesting to rezone for service center expansion purposes.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the rezoning application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2)

There was no further discussion.

Motion to Approve carried 5-0

- 12. Consideration, discussion, and possible action on a Short Form Final Plat with variance for the Buena Vida Subdivision, one (1) lot on 1.28 acres, more or less, and being located at 12334 Ballerstedt Road, Elgin, TX. Applicant: I.T Gonzalez Engineers. Owner: Gerald Jaimes.**

MOTION: Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to postpone the action on the Short Form Final Plat with variance for the Buena Vida Subdivision, one (1) lot on 1.28 acres, more or less, and being located at 12334 Ballerstedt Road, Elgin, TX.

There was no further discussion.

Motion to Postpone carried 5-0

- 13. Consideration, discussion, and possible action on a Short Form Final Plat for the Manor Commons SW Subdivision, two (2) lots on 5.517 acres, more or less, and being located at the intersection of US HWY 290 and F.M. 973 in Manor, TX. Applicant: ALM Engineering. Owner: Greenview Manor Commons SW LP.**

MOTION: Upon a motion made by Vice Chair Paiz and seconded by Commissioner Leonard to approve the Short Form Final Plat for the Manor Commons SW Subdivision, two (2) lots on 5.517 acres, more or less, and being located at the intersection of US HWY 290 and F.M. 973 in Manor, TX

There was no further discussion.

Motion to Approve carried 5-0

14. Consideration, discussion, and possible action on a Coordinated Sign Plan Amendment for 203 West Murray Ave.

Jacqueline Harrison with Yorkies of Austin, 302 West Murray, Manor, Texas, submitted a speaker card to speak in favor of this item. Ms. Harrison a brief history of the opening of the business. She explained the current uniform sign plan for the building was too restrictive and did not allow for her logo to be on the sign. She explained Yorkies of Austin was a trademark business and required the logo to be in the signage. She requested the Commission approve the new coordinated sign plan for the building.

Director Dunlop answered questions for the Commission regarding the sign plan changes. He stated this would be for future tenants for this building only. He clarified the new sign plan would allow for more that channel lock lettering, colors would not be dictated, and it would allow for more flexible within the sign area. Mr. Dunlop addressed questions regarding the lighting of the signs. He also explained when a coordinated sign plan would be required.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the Coordinated Sign Plan Amendment for 203 West Murray Ave.

There was no further discussion.

Motion to Approve carried 5-0

15. Consideration, discussion, and possible action on a 2023 Subdivision Calendar.

Director Dunlop explained to the Commissioners the necessity of approving the calendar. He answered questions from the Commissioners regarding the items on the calendar.

MOTION: Upon a motion made by Commissioner Hardeman and seconded by Vice Chair Paiz to approve the 2023 Subdivision Calendar.

There was no further discussion.

Motion to Approve carried 5-0

ADJOURNMENT

MOTION: Upon a motion made by Vice Chair Paiz and seconded by Commissioner Leonard to adjourn the regular scheduled P&Z Commission at 8:06 p.m. on Wednesday, January 11, 2023.

There was no further discussion.

Motion to Adjourn carried 5-0

APPROVED:



LaKesha Small
Chairperson

ATTEST:



Scott Dunlop
Development Services Director

