



**PLANNING AND ZONING COMMISSION  
CALLED SPECIAL SESSION MINUTES  
NOVEMBER 12, 2020  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live Beginning at 6:30 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the Planning and Zoning Commission Special Meeting scheduled for Thursday, November 12th, will only be open to the public via remote access.*

***Instructions for Public Speaking:***

- *Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.*

***Upon receiving instructions to join zoom meeting the following rules will apply:***

- *All speakers must address their comments to the Chairperson rather than to individual Commission Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.*

**ROLL CALL VIA ZOOM:**

Philip Tryon, Chairperson, Place 3 (Absent)

**COMMISSIONERS:**

Julie Leonard, Vice-Chair, Place 1 (Absent)

Jacob Hammersmith, Place 2

Isaac Rowe, Place 4

Ruben J. Cardona, Place 5

Cecil Meyer, Place 6

Lakesha Small, Place 7

**CITY STAFF:**

Scott Dunlop, Assistant Development Services Director

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the Called Special Session of the Manor P&Z Commission was called to order by Commissioner Small at 6:33 p.m. on Thursday, November 12, 2020.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a public hearing on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2). Owner: K&R Trading Inc. Applicant: K&R Trading Inc.**

Commissioner Small opened the public hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to answer questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Rowe, the P&Z Commission voted five (5) For and none (0) Against to close the public hearing. The motion carried unanimously.

- 2. Conduct a public hearing on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1). Owner: West Elgin Development Corp. Applicant: Kimley-Horn and Associates**

Commissioner Small opened the public hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to answer questions posed by the P&Z Commission.

Shari Cole, 13520 Arthur Vandenburg Way, Manor, TX, presented a letter regarding her concerns with the zoning of this property. Ms. Cole expressed in her letter her opposition to C-1 zoning but was in favor of Neighborhood Business zoning.

Josh Miksch with Kimley-Horn & Associates, 10814 Jollyville Rd., Bldg 4, Suite 200, Austin, TX, submitted a speaker card in support of this item.

Rob Smith with Kimley Horn, 10814 Jollyville Rd., Avallon IV, Suite 200, Austin, TX, submitted speaker card on this item, however; he did not wish to speak but was available to answer questions.

Danny Burnett with Dwyer Realty Companies, 9900 Hwy 290 East, Manor, TX, submitted speaker card in support of this item. Mr. Burnett spoke briefly on original concept plans by developer and his support of C-1 zoning and not Neighborhood Business. Mr. Burton answered questions posed by commissioners.

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) For and none (0) Against to close the public hearing. The motion carried unanimously.

- 3. Conduct a public hearing on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Housing Authority of Travis County. Applicant: Carney Engineering, PLLC.**

Commissioner Small opened the public hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to answer questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Rowe and Seconded by Commissioner Hammersmith, the P&Z Commission voted five (5) For and none (0) Against to close the public hearing. The motion carried unanimously.

#### **CONSENT AGENDA**

**4. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes.**

- **September 9, 2020, Regular Session Minutes;**
- **October 14, 2020, Regular Session; and**
- **October 21, 2020, Called Special Session**

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Rowe, the P&Z Commission voted five (5) For and none (0) Against to approve the consent agenda. The motion carried unanimously.

#### **REGULAR AGENDA**

**5. Consideration, discussion and possible action on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2). Owner: K&R Trading Inc. Applicant: K&R Trading Inc.**

The City staff recommended that the P&Z Commission approve a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).

**MOTION:** Upon a motion made by Commissioner Cardona and Seconded by Commissioner Meyer, the P&Z Commission voted five (5) For and none (0) Against to approve a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2). The motion carried unanimously.

**6. Consideration, discussion and possible action on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1). Owner: West Elgin Development Corp. Applicant: Kimley-Horn and Associates.**

The City staff recommended that the P&Z Commission approve a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB).

Josh Miksch with Kimley-Horn & Associates, 10814 Jollyville Rd., Bldg 4, Suite 200, Austin, TX, submitted a speaker card in support of this item.

Rob Smith with Kimley Horn, 10814 Jollyville Rd., Avallon IV, Suite 200, Austin, TX, submitted speaker card on this item, however; he did not wish to speak but was available to answer questions.

Danny Burnett with Dwyer Realty Companies, 9900 Hwy 290 East, Manor, TX, submitted speaker card in support of this item. Mr. Burnett answered questions from commissioners.

**MOTION:** Upon a motion made by Commissioner Cardona to approve a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1). Motion failed due to no second of the motion.

**MOTION:** Upon a motion made by Commissioner Rowe and Seconded by Commissioner Cardona, the P&Z Commission voted four (4) For and one (1) Against to approve a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB). The motion carried. Commission Meyer voted against.

**7. Consideration, discussion and possible action on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Housing Authority of Travis County. Applicant: Carney Engineering, PLLC.**

The City staff recommended that the P&Z Commission approve a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Rowe, the P&Z Commission voted five (5) For and none (0) Against to approve a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). The motion carried unanimously.

**8. Consideration, discussion and possible action on a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave. Owner: Eric and Rebekah Thomason. Applicant: Eric and Rebekah Thomason.**

The City staff recommended that the P&Z Commission approve a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave.

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) For and none (0) Against to approve a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave. The motion carried unanimously.

**9. Consideration, discussion and possible action on a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’Arc Road and Tower Road, Manor, TX. Owner: Forestar (USA) Real Estate Group, Inc. Applicant: Kimley-Horn and Associates**

The City staff recommended that the P&Z Commission approve a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’Arc Road and Tower Road, Manor, TX.

Alex Granados with Kimley Horn Associates, 10814 Jollyville Rd., Building 4, Suite 200, Austin, TX, submitted speaker card on this item, however; he did not wish to speak but was available to answer questions.

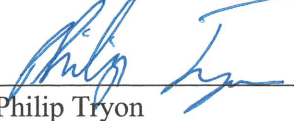
**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Meyer, the P&Z Commission voted five (5) For and none (0) Against to approve a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’Arc Road and Tower Road, Manor, TX. The motion carried unanimously.

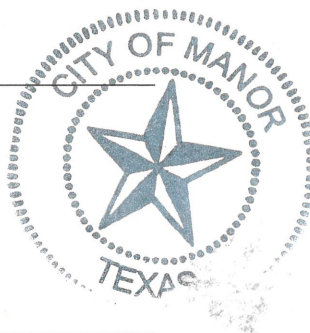
**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) For and none (0) Against to adjourn the called special session of the P&Z Commission meeting at 7:32 p.m. on Thursday, November 12, 2020. The motion carried unanimously.

These minutes approved by the Manor P&Z Commission on the 9<sup>th</sup> day of December 2020.

**APPROVED:**

  
Philip Tryon  
Chairperson



**ATTEST:**

  
Scott Dunlop  
Assistant Development Services Director