



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
APRIL 12, 2023**

PRESENT:

COMMISSIONERS:

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

CITY STAFF:

Scott Dunlop, Development Services Director
Mandy Miller, Development Services Supervisor
Chasem Creed, IT Technician

REGULAR SESSION: 6:30 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

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 Small at 6:42 p.m. on Wednesday, April 12, 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 his concerns. Mr. Battaile expressed his concerns regarding the neglect of the Historical Section of Manor known as Old Manor. He described the original borderlines of Manor. He announced the creation of his Facebook Group called *Manor Community Coalition*. He encouraged everyone to visit Travis County's webpage at traviscountytx.gov/images/manor-historic-survey.pdf to view some history on Manor. He expressed his displeasure with the current development in Manor, specifically the development near the cemetery.

Carmen Schnutenhaus, 11405 Morgans Point Street, Manor, Texas, submitted a speaker card to speak during public comments regarding questions. She expressed her concerns regarding residential growth in Manor. She requested to know if the roadway infrastructure in Manor could handle the current growth being allowed by the City. She wanted to know if there were any improvements being made to the water and wastewater infrastructure to accommodate the growth. She wanted to know if there was an action plan in place to address the negative impact on the community because of the development that is coming.

PUBLIC HEARING

- 1. Conduct a public hearing on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the definition of Hospital Services; modify the Residential Land Use Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify the Residential Land Use Conditions Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Hospital Services, Liquor Sales, Medical Clinic, Offices - Medical, Offices - Professional, Restaurant, and Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Land Use Conditions relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Gas Station - Full Service, Gas Station - Limited, Hotel, Liquor Sales, Restaurant, Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Development Standards relating to Maximum Dwelling Units; modify Non-Residential and Mixed-Use Development Standards Table Notes relating to alleys within the Historic District; modify Accessory Structures relating to gross floor area; modify architectural standards for Single-Family Detached and Two Family, Single-Family Attached, Manufactured Home, Multi-Family and Mixed Use, Office, Commercial Institutional and Industrial uses; modify procedures relating to Planned Unit Development (PUD) uses; modify procedures relating to a final site plan; and modify procedures relating to amendments to the Comprehensive Plan.**

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 regarding this item. He expressed his disagreement with the Comprehensive Plan and the high-density development laid out in the plan. He questioned the Commission on why the plan, if not approved, was being used by the city as a guideline for development.

Director Dunlop stated the Comprehensive Plan was approved and adopted by City Council in December 2022.

Carmen Schnutenhaus, 11405 Morgans Point Street, Manor, Texas, submitted a speaker card to speak regarding this item. She wanted to address the mention of the Comprehensive Plan in the amendment. She wanted to know if some town hall meeting could be held regarding the Comprehensive Plan to re-evaluate the plan and create more transparency for the community.

Director Dunlop gave information on how to locate the Comprehensive Plan on the City's website. He confirmed the plan would be re-evaluated every 5 years by the Planning Commission. He stated there would be opportunities for input and updates at that time, however, was not expecting modification at this time due to just being adopted.

Diane Bernal with DB Land Consulting, 11917 Oak Knoll Drive, Austin, Texas, submitted a speaker card in support of this item, however, did not wish to speak.

Victoria Meinhardt with Manor Birth Sanctuary submitted a speaker card to speak in support of this item. She stated wished to relocate her business inside the city limits. Ms. Meinhardt gave a brief description of her business. She stated she wanted to speak in support of this item because it moved her business out of the hospital category and into the medical clinic category where it should be. She offered to answer questions regarding birth centers.

Ms. Meinhardt answered questions from the Commissioner regarding her credentials, qualifying individuals who would use her services, the types of services outside of delivery she would offer, and the intended focus for expanded services in the future.

Wenkai Chen, 108 W. Lane, Manor, Texas, submitted a speaker card to speak in support of this item. She stated Ms. Meinhardt covered everything she wished to say.

Director Dunlop stated this amendment was a handful of modifications to the Zoning Code. The amendment does not affect any one specific property. The amendment is to update the code for the entire city. Newer developments would be required to adhere to the newer regulations.

Director Dunlop gave a brief outline of each section that would be modified through this amendment. He answered questions regarding the sale of alcohol restricted areas and distance requirements and how that would potentially affect the current businesses. Director Dunlop answered questions regarding the petition application process.

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

There was no further discussion.

Motion to Close carried 5-0

2. **Conduct a public hearing on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).** Applicant: Saavy ATX Realty LLC. Owner: Wenkai Chen.

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 regarding this item. He criticized the Comprehensive Plan as it related to this item. He expressed his displeasure with the design of the joined buildings stating they were out of character for Manor.

Joshua Hay, 301 E. Wheeler Street, Manor, Texas, submitted a speaker card to speak in opposition of this item. He expressed his disapproval of design for the development stating that he felt it did not bring value to Manor. He stated he had questions regarding the proposed development such as residential or non-residential, size of the two-unit structure, parking accommodations, number of tenants, and would the property be for sale or rental.

Chair Small requested the owner, Wenkai Chen, to address questions regarding the development.

Wenkai Chen, 108 W. Lane, Manor, Texas, stated it would be a duplex residential development with closed parking garages to accommodate 2 parking spaces. She stated it was designed according to city regulation and the property would have trees and plenty of green landscape. She stated this development would be a three bedroom, two bath moderate dwelling. She did not intend for the development to be rental but more focused toward affordable housing for purchase.

Discussion was held regarding the drawings and the difficulty with visualizing the end product of the development. Ms. Chen addressed the expressed concerns with the details in the presented drawings. She stated they would work on getting a more detailed design drawn out. She also addressed questions regarding pricing of the houses.

Director Dunlop answered questions regarding easements and alleys associated with this property. He gave a brief description of the property's dimensions and the potential developments that could occur on this property. He stated City Staff would be recommending approval for the rezoning request.

Director Dunlop addressed prior questions from the audience regarding the review process. He stated each development goes through a review process to ensure the development is consistent with code and any development agreements that may be applicable.

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

Commissioner Leonard recused herself from Item #3 due to a conflict of interest. She left the dais at 7:41 p.m.

- 3. Public Hearing: Conduct a public hearing on Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH). Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.**

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

Chair Small opened the public hearing.

Julie Leonard, 12821 Ring Rd, Manor, Texas, submitted a speaker card to speak in opposition of this item. She presented a petition signed by approximately 50 homeowners in the Bell Farms Community. She stated this item is similar to the one denied a year ago. Ms. Leonard stated this development has a reduced number of townhomes; however, this type of development is not wanted in the community. She gave examples of the type of developments that would be welcomed by the community such as storage units, small commercial, doctor's office, nail salon, or restaurants. She expressed her concerns regarding transient type activity and increased traffic in the area while expressing her desire to see smart growth.

Mark Thoman, 12741 Bella Parkway, Manor, Texas, submitted a speaker card to speak in opposition to this item. He stated there was a major group of residents that were opposed to this development. He expressed his confusion with the desire to develop the property at a greater density than the neighborhood that surrounds it. He also expressed his concerns regarding the impact on the roadway system that would be used as the primary access and egress point for this development.

Maryann Thomas, 12741 Bella Parkway, Manor, Texas, submitted a speaker card in opposition to this item; however, she did not wish to speak.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile encouraged the Commission to stop this type of growth. He expressed his concerns regarding the disassociation between the projected growth rate and the actual growth rate found in the City's documents. He stated he felt the city should focus on improving the roads before allowing any further major development of this kind.

Diane Bernal with DB Land Consulting, 11917 Oak Knoll Drive, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Bernal stated they have been in communication with the City of Manor, Bell Farms HOA representative and Sunoco Gas Line Company. She detailed the proposed development with mixed use retail components in the front and townhomes towards the back of the property.

Concern was expressed by the Commission regarding development not being in alignment with the HOA.

Ms. Bernal stated they have been in communication with a representative elected by the HOA. She stated they have tried to address the wishes of the residents and felt they had done that. The reduction by almost half in the number of townhomes and the retail space available being in line with the types of commercial mentioned previously was a few of the amendments made to the development plans for this submission. She stated traffic and roadway impact is a major concern for the developer as well and wanted to work closely with the established neighborhood.

Ms. Bernal stated they have been in communication with the HOA and was given a list of 5 items to address. Light pollution was the first concern of the HOA. The City of Manor follows the Dark Sky Codes; therefore, the development would be required to adhere to that requirement. The next item of concern was traffic overflow with parking in the established neighborhood by the tenants of this property. She stated they were willing to work to discourage this type of activity by putting up signs. Stormwater mitigation was another concern. They have responded to this one by assuring the owner they would adhere to the City of Manor's Stormwater Management practices. The pipeline was also a major concern being addressed by not developing in the easement or where the pipeline was on the site. She reiterated that they have been in contact with the gas company to make sure protocol was being followed. The last item of concern was the traffic along Old Hwy 20.

Ms. Bernal addressed questions from the Commission regarding maintaining a peaceful, private, and safe environment in the Bell Farms area. She stated they were trying to provide a tax-wise, tax-based, complementary environment to what is already there. She stated they were not trying to cause conflict. She assured the Commission they were doing everything they could to consider the input from Bell Farms residents.

Director Dunlop stated when the Commission reached the action item, the staff recommendation was to postpone the item. He stated this development conflicts with a portion of the Comprehensive Plan's Land Use Map. The recommendation would be for the developer to petition to update the Future Land Use Map to either Neighborhood Mixed Use or Community Mixed Use, which would be more in line with what the developer is proposing.

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

There was no further discussion.

Motion to Close carried 4-0

Commissioner Leonard returned to the dais at 8:02 p.m.

4. **Conduct a public hearing on a Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1).** Applicant: Westwood Professional Services. Owner: Lone Star Electric.

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

Chair Small opened the public hearing.

Director Dunlop gave a little background for this item. He stated the property was recently annexed into the city with a default zoning of Agricultural. It is in the Manor Commercial Park. They have a site plan in with the city.

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

5. **Conduct a public hearing on a Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).** Applicant: Couronne Co. Owner: Couronne Company, Inc.

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

Chair Small opened the public hearing.

Director Dunlop gave a brief summary of the item. He stated it was similar to Item #4 and located in the same area. The zoning request is times with their annexation process.

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

6. **Conduct a public hearing on a Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX.** Applicant: Carney Engineering, PLLC. Owner: Carney Engineering, PLLC.

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 regarding this item. He expressed his displeasure with this development. He voiced complaints regarding the density and location of this development. He stated he would prefer a historical home development in this portion of the city.

Sushil Mehta submitted a speaker card to speak in support of this item. He gave some background information on the 216-unit multifamily development, roadway improvements, and commercial aspects for this development. He stated there would be a road built and 1.7 acres dedicated to commercial with feasibility studies being done now.

The Commissioners requested the owner address concerns expressed in an email regarding the lack of physical barriers or space between the development and the nearby properties. (See attached email)

Mr. Mehta addressed concerns regarding the physical barrier or space between this property and neighboring single-family residence. He stated that per code this development required a greater setback or a barrier between the two. He informed the Commission that there were garage structures to create a barrier.

Catherine Nicely with Metcalfe, Wolf, Stewart, and Williams introduced herself to the Commission. She stated she represented Mr. Mehta in this application. She stated there were setbacks as indicated on the map. She stated that they were working closely with the City to make sure all areas of concern were addressed.

Director Dunlop clarified the items that were addressed on the site plan to accommodate the issues expressed in the email regarding setbacks and screening for bordering properties. He detailed the buffers that were in place. He informed the Commission of the Development Agreement that was approved by the City Council regarding the zoning areas to make the zoning areas more consistent.

Discussion was held regarding the Commercial Corridor.

Mr. Mehta answered questions regarding the road improvements and commercial aspects of this development.

Ms. Nicely notified the Commission that the new road being constructed would be at no cost to the City of Manor.

Commissioner Hardeman read a portion of the email concerning the rear border of the resident and the lack of landscaping.

Mr. Mehta stated the landscaping plans have not been finalized.

Ms. Nicely detailed the different types of physical barriers that were going to be used to shield the mentioned property. The barriers included a setback, tree islands, fencing, landscaping, parking lot bay and no buildings overlook that area.

Discussion was held regarding air quality in the immediate area of development. Ms. Nicely guaranteed the commission they would be doing everything they could to keep air pollution to a minimum.

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

There was no further discussion.

Motion to Close carried 5-0

- 7. Conduct a public hearing on a Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Wild Horse Creekside Commercial, L.P.

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

Chair Small opened the public hearing.

Director Dunlop gave background information for this item. He stated this is a platted lot. They are replotting it. The developer will be modifying the current easement. He stated they will be using a separate instrument to show the drainage easement.

Discussion was held the normality of using a separate instrument for the easement.

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

There was no further discussion.

Motion to Close carried 5-0

- 8. Conduct a public hearing on a Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX.** Applicant: Kimley-Horn. Owner: Kimley-Horn.

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 regarding this item. Mr. Battaile stated this was part of Hill Lane. He questioned the reasons behind the temporary road improvements made on Hill Lane. He requested to know why City Council held special meetings regarding the improvements.

Director Dunlop gave background details regarding the history of Hill Lane. He explained the Call Special Session was necessary due to limited pricing of repairs. He stated the improvements were related to the Whole Foods development and were completely unrelated to this development. He listed the developments in the area that would benefit from the Hill Lane repaving project.

Director Dunlop notified the Commission of roadway improvements that the developer of Transpak would be involved in. This developer was working with the developer of Entrada Glen to build out Entrada Blvd. and rebuild the first half of Hill Lane.

Director Dunlop spoke regarding the Engineer approved subdivision. The lots are adjacent to the Whole Foods development. He answered questions regarding the Short Form Final Plat for Transpak. He commented on the location of the property, planned road construction and the layout of the easements.

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

There was no further discussion.

Motion to Close carried 5-0

- 9. Conduct a public hearing on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).** Applicant: Jackson Walker. Owner: Krantz Properties.

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

Chair Small opened the public hearing.

Director Dunlop informed the Commission that the applicant has withdrawn this application.

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

There was no further discussion.

Motion to Close carried 5-0

Chair Small recused herself for a short break. She turned the meeting over to Commissioner Leonard for Item #10. She left the dais at 8:36 p.m.

CONSENT AGENDA

- 10. Consideration, discussion, and possible action to approve the minutes of March 8, 2023, P&Z Commission Regular Meeting.**

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

There was no further discussion.

Motion to Approve carried 5-0

REGULAR AGENDA

Chair Small returned to the dais at 8:39 p.m. Commissioner Leonard turned the meeting over to the Chair after reading item #11.

- 11. Consideration, discussion, and possible action on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the definition of Hospital Services; modify the Residential Land Use Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify the Residential Land Use Conditions Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Hospital Services, Liquor Sales, Medical Clinic, Offices - Medical, Offices - Professional, Restaurant, and Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Land Use Conditions relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Gas Station - Full Service, Gas Station - Limited, Hotel, Liquor Sales, Restaurant, Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Development Standards relating to Maximum Dwelling Units; modify Non-Residential and Mixed-Use Development Standards Table Notes relating to alleys within the Historic District; modify Accessory Structures relating to gross floor area; modify architectural standards for Single-Family Detached and Two Family, Single-Family Attached, Manufactured Home, Multi-Family and Mixed Use, Office, Commercial Institutional and Industrial uses; modify procedures relating to Planned Unit Development (PUD) uses; modify procedures relating to a final site plan; and modify procedures relating to amendments to the Comprehensive Plan.**

City Staff recommended that the Planning and Zoning Commission approve the amendments to Chapter 14 Zoning of the Manor Code of Ordinances.

Discussion was held regarding Future Land Uses, the way it is changed now and the modifications to procedures in the future.

Director Dunlop reviewed the process for applicants to petition for a change to the Future Land Use and the process of changing the zoning designations. The approval criteria for the City Council would be guided by the need for the proposed change, the effect of the proposed change on the need for city services and facilities, the compatibility of the proposed change with existing uses and development patterns of nearby property, and with the character of the neighborhood and implications on the other sections of the plan.

Discussion was held on Section 10 regarding doubling the number of units in the downtown area.

Director Dunlop spoke regarding the land sizes in the downtown area. The change would help accomplish some of the goals in the Comprehensive Plans.

Director Dunlop addressed the changes in section 11 regarding allowing the use of alleyway widths in the calculations for the setbacks of a property regardless of the type of development.

Director Dunlop answered questions regarding the approval of this amendment. He reviewed the amendment process regarding who gets notified and how often code gets amended.

Director Dunlop explained the amendment modification related to the Comprehensive Plan. He stated that the Comprehensive Plan, it's goals, visions, the parks plan, the downtown plan, all that, can't be modified except through the five-year update except for the petition to the City Council, to modify the future land use map or the thoroughfare plan. He confirmed there is not a current process in place.

Director Dunlop answered questions regarding where in the code the changes would be seen. He stated that this amendment would modify the code all throughout the code.

Discussion was held regarding the Healthy Community aspect of the amendment.

Discussion was held regarding the petition process of changing the Future Land Use.

Discussion was held regarding the dwelling units specified in the amendment as they relate to the downtown mixed-use developments.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the amendment with the modification in Section 10 to reduce the number of units from 30 to 20 and not approve any changes to Section 11.

Director Dunlop clarified for the Commission the topic of change in Section 11.

There was no further discussion.

Motion to Approve carried 5-0

12. Consideration, discussion, and possible action on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). Applicant: Saavy ATX Realty LLC. Owner: Wenkai Chen.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Director Dunlop reminded the Commission of the details behind this item.

Wenkai Chen answered questions from the Commission. She stated she did not feel they could build a single residence on this lot that would be affordable. By building a duplex, it would supply more housing at a more affordable rate. She addressed the drawing presented. She stated that the lack of details was influenced by the high standard of architecture requirements within the code. She agreed to have a more detailed presentation of the duplexes at the next meeting.

Discussion was held regarding the differences between building a duplex as opposed to a single resident home. Consideration was given to the market value of housing and the demographics of the area.

Ms. Chen addressed questions regarding the alley way. She informed the Commission of the electrical pole that splits the alley making it impossible to use or improve the alleyway.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to postpone to the next P&Z Commission regular scheduled meeting.

There was no further discussion.

Motion to Postpone carried 5-0

Commissioner Leonard recused herself from Item #13 due to a conflict of interest. She left the dais at 9:14 p.m.

13. Consideration, discussion, and possible action on Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH). Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.

City Staff recommended that the Planning and Zoning Commission postpone to a later date until the Future Land Use Map may be updated a Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH)

MOTION: Upon a motion made by Commissioner Hardeman and seconded by Commissioner Sermo to postpone to a later date.

There was no further discussion.

Motion to Postpone carried 4-0

Commissioner Leonard returned to the dais at 9:15 p.m.

14. Consideration, discussion, and possible action on a Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1). Applicant: Westwood Professional Services. Owner: Lone Star Electric.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1)

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1).

There was no further discussion.

Motion to Approve carried 5-0

15. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1). Applicant: Couronne Co. Owner: Couronne Company, Inc.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).

There was no further discussion.

Motion to Approve carried 5-0

16. Consideration, discussion, and possible action on a Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX. Applicant: Carney Engineering, PLLC. Owner: Carney Engineering, PLLC.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX.

Scott Dunlop confirmed the Concept Plan has been approved by the City Engineers.

Sushil Mehta answered questions regarding the average price point for the apartments and the specifics on the types of units. He stated the price would be close to \$1,500 to \$1,600 for a one bedroom. The unit mix would be one and two-bedroom studio apartments. He verified the garages would be detached from the units.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX, with recommendation there is a condition to screen as much as possible the residential single family properties surrounding the development.

There was no further discussion.

Motion to Approve carried 5-0

17. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Wild Horse Creekside Commercial, L.P.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Surmo to approve the Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX.

There was no further discussion.

Motion to Approve carried 5-0

18. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX. Applicant: Kimley-Horn. Owner: Kimley-Horn.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX.

Director Dunlop answered questions regarding the roadway dedications near the property. He stated all parties are aware the right of way will need to be added. They will be redrawn. He stated approval is recommended with conditions.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX, with the condition they add the right of way dedication prior to filing of the Final Plat.

There was no further discussion.

Motion to Approve carried 5-0

19. Consideration, discussion, and possible action on a Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX. Applicant: Madeline Hackett. Owner: Jefferson Triangle Marine, LP.

City Staff recommended that the Planning and Zoning Commission approve the Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.

Director Dunlop gave background information for this item. He reminded the Commission that the public hearing was held back in November 2022.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.

There was no further discussion.

Motion to Approve carried 5-0

20. Consideration, discussion, and possible action on a Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'. Applicant: S&A Associate Builders Inc. Owner: Michael Cunningham.

City Staff recommended that the Planning and Zoning Commission approve the Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'.

Lee Cunningham, 1208 Laurel Oak Trail, Pflugerville, Texas, in support of this item. He did not wish to speak; however, was available for any questions.

Director Dunlop gave background on the property and this specific lot. He stated the setback waiver was consistent with other waivers that have been presented to P&Z Commission in the past. He stated that the lot was 50 feet by 115 feet. To meet minimum architectural standards in the Manor City Code, a setback waiver would be necessary.

Discussion was held regarding the setback waiver request. Consideration was given to the setback lines for the lots near the property and the alleyways in the area.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardman to approve the Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'.

There was no further discussion.

Motion to Approve carried 5-0

ADJOURNMENT


MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to adjourn the regularly scheduled P&Z Commission at 9:36 p.m. on Wednesday, April 12, 2023.

There was no further discussion.

Motion to Adjourn carried 5-0


These minutes were approved by the Planning and Zoning Commission on the 10th day of May 2023. *(Audio recording archived)*.

APPROVED:



LaKesha Small
Chairperson

ATTEST:



Scott Dunlop
Development Services Director



AFFIDAVIT

THE STATE OF TEXAS
COUNTY OF TRAVIS

§
§

I, Julie Leonard, as a member of a City of Manor Board/Commission/Committee, make this Affidavit and hereby on oath, state the following:

"I, and/or a person or persons related to me, have a substantial interest in a business entity or real property that may receive a special economic effect by a vote or decision of the City of Manor Planning & Zoning Commission and the economic effect on my business entity or real property is distinguishable from its effect on the general public. What constitutes a "substantial interest," "business entity," "real property" and a "special economic effect" are terms defined in Chapter 171 of the Texas Local Government Code.

"I affirm that the business entity or real property referred to above is: 12821 Ring Dr

The nature of my substantial interest in this business entity or real property is: (Check all which are applicable.)

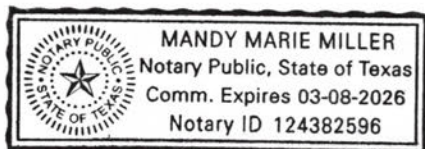
- ☐ An ownership interest of 10% or more of the voting stock or shares of the business entity; or
- ☐ An ownership interest either 10% or more or \$15,000 or more of the fair market value of the business entity; or
- ☐ Funds received from the business entity exceed 10% of _____ (my, his, her) gross income for the previous year; or
- ☐ Real property is involved and _____ (I, he, she) has/have an equitable or legal ownership with a fair market value of at least \$2,500 or more;
- ☐ A relative of mine related in the first degree by consanguinity (blood) or affinity (marriage), as determined under Chapter 573, Texas Government Code, is considered to have a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.
- ☒ Other: Notified property owner w/ 300 ft

"Upon the filing of this Affidavit with the City Secretary, I affirm that I will abstain from any discussion, vote, or decision involving this business entity or real property and from any further participation in this matter whatsoever."

SIGNED this the 12 day of April, 2023
Julie Leonard
Signature of public official

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by

STATE OF TEXAS, City of Manor, on this the 12TH day of APRIL, 2023, which witness my hand and official seal.



Mandy Marie Miller
Notary Public
State of Texas

Mandy Miller

Item #6 / #16

From: Michael Burrell
Sent: Thursday, April 6, 2023 9:14 AM
To: Mandy Miller
Subject: FW: Estrada Glen Development Comments

From: Robert Hein <[REDACTED]>
Sent: Friday, March 31, 2023 2:58 PM
To: Michael Burrell <mburrell@manortx.gov>
Subject: Re: Estrada Glen Development Comments

Thanks Michael, here are my concerns/questions:

Robert Hein
409C W. Parsons St., Manor Tx 78653

1. The backyard of my property backs up against the new estrada glen development. During the original approval of the development and rezoning last year, on the city council meeting minutes it stated that the developers would be required to install a 25ft barrier (physical or landscape) between the new property and any single family housing. On the newest site plan for the complex there is no space shown between my property and the parking lot of the new development, no 25ft separation, and no trees or other physical barrier shown. This obviously concerns me because my backyard will no longer have privacy or the trees that are currently there, full of wildlife, which is something we love about this house. Please let me know if there is some kind of resolution that we can make, to at least have trees planted to be a barrier to that space so we can enjoy our privacy.

2. During recent road work & construction on Parsons St., the dust created from the work was a huge issue that created terrible air quality (basically a dust bowl) in the whole neighborhood for months, to the point where my child could not play outside for that whole time period, and we couldn't have doors or windows open for more than a couple seconds without dust getting into our home. I'd like to be assured that the construction of the estrada glen development directly behind my home won't have this same issue, and they will take necessary precautions to control air quality for people living in this neighborhood.

Thank you!

On Fri, Mar 31, 2023 at 8:23 AM Michael Burrell <mburrell@manortx.gov> wrote:

Good morning Robert,

We actually don't have a form for this, only speaker cards.

However you can still send me your comments.