



**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 02, 2022**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Scott Dunlop, Interim City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Lydia Collins, Director of Finance  
Debbie Charbonneau, Heritage and Tourism Manager

**REGULAR SESSION – 7:00 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 7:02 p.m. on Wednesday, February 2, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

At the direction of Mayor Harvey, Presentation B and Proclamations were conducted before Presentation A.

**PRESENTATIONS**

**B. GOGOV City Management Suite presented by Kevin Strauss, VP of Regional Sales.**

At the direction of Mayor Harvey, Mr. Strauss joined via Zoom and presented the attached PowerPoint presentation regarding Citizen Management Suite.

## **PROCLAMATIONS**

### **A. Declaring the month of January, as “*National Mentor Month*”**

Proclamation was removed from the agenda and not presented.

### **B. Declaring the month of February, as “*Black History Month*”**

Mayor Harvey read and presented proclamation to Ms. Ruth Briscoe.

### **C. Declaring Friday, February 4, 2022, as “*National Wear Red Day*”**

Mayor Harvey read and presented proclamation to Council Member Weir.

## **PRESENTATIONS**

### **A. Hotel Occupancy Tax Funds presented by Scott Joslove, President & CEO of the Texas Hotel and Lodging Association.**

Mr. Joslove introduced himself and discussed the attached document regarding Hotel Occupancy Tax for cities.

Discussion was held regarding the criteria for H.O.T. Funds.

Discussion was held regarding the process of legislative amendments on behalf of the city.

Discussion was held regarding projects/events around the city that would qualify for H.O.T. Funds.

## **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card and spoke to City Council regarding restructuring the rental Boccee fees for Timmermann Park and also suggested for 150 cherry trees to be planted along the main road. Mr. Battaile proposed the Texas Open Boccee Tournament and is requesting for H.O.T Funds to be used for this event.

No one else appeared at this time.

## **CONSENT AGENDA**

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

- January 19, 2022, City Council Regular Meeting; and
- January 19, 2022, City Council Called Special Session

2. **Second and Final Reading:** Consideration, discussion and possible action on an ordinance rezoning 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract 315, and being located at 13801 N. FM 973, Manor, TX to Heavy Commercial (C-3).  
*Applicant: Rafiq Karediya; Owner: Rafiq Karediya*

Ordinance No. 628: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Medium Commercial (C-2) With Modifications; Making Findings of Fact; and Providing for Related Matters.

3. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance rezoning 10.24 acres, more or less, out of the A.C. Caldwell Survey, Abstract 154, and being located near the intersection of Paseo de Presidente and Gunn Lane, Manor, TX from Single Family Suburban (SF-1) to Multi-Family 15 (MF-1).  
*Applicant: Kimley-Horn and Associates, Inc.; Owner: Dwyer Realty*

Ordinance No. 637: 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 Moreno, to approve the Consent Agenda with staff recommendations on Item 2 and Item 3.

There was no further discussion.

**Motion to approve carried 5-0**

At the direction of Mayor Harvey, Item No. 9 was conducted next.

## **REGULAR AGENDA**

9. **Consideration, discussion, and possible action on an Ordinance ordering a Special Election to be Held on May 7, 2022 for the Election of City Council Place Six to Serve an Unexpired Term Ending November 2022; Authorization for the Mayor to execute the Notice of General Election; and Authorization for the Interim City Manager to execute the election agreements with Travis County.**

The City staff recommended that the City Council approve Ordinance No. 638 ordering a Special Election to be Held on May 7, 2022, for the Election of City Council Place Six to Serve an Unexpired Term Ending November 2022; Authorization for the Mayor to execute the Notice of General Election; and Authorization for the Interim City Manager to execute the election agreements with Travis County.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card in support of this item. Mr. Battaile asked if other items could be added to the election.

Discussion was held regarding the clarification of the Special Election was to fill the unexpired term of vacancy Place No. 6 and no other additional items could be added to the election at this time.

Ordinance No. 638: An Ordinance of the City of Manor, Texas, Ordering a Special Election to be Held on May 7, 2022 for the Election of City Council Place Six to Serve an Unexpired Term Ending November 2022; Designating the Main Early Voting Place for Such Special Election; Providing for an Order and Notice Of Such Special Election; Providing For Related Matters; Providing A Severability Clause; And Providing An Effective Date.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Wallace, to approve the second and final reading of Ordinance No. 634 annexing 134.529 acres of land, more or less, located in Travis County, Texas at the request of the property owners, and approving an agreement for the provision of services for the annexed area and providing for other related matters.

There was no further discussion.

**Motion to approve carried 5-0**

4. **First Reading:** Consideration, discussion, and possible action on an ordinance rezoning 8.57 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315 and the Calvin Barker Survey No. 38, Abstract No. 58, and being located at 12920 Old Highway 20, Manor, TX from Agricultural (A) to Neighborhood Business (NB) and Townhome (TH). *Applicant: Rao's Consulting Engineers, LLC; Owner: Sampsg Properties, LLC*

The city staff recommended that the City Council approve the first reading of an ordinance rezoning 8.57 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315 and the Calvin Barker Survey No. 38, Abstract No. 58, and being located at 12920 Old Highway 20, Manor, TX from Agricultural (A) to Neighborhood Business (NB) and Townhome (TH).

Tyler Burke, 12701 Wedding Drive, Manor, Texas, submitted a speaker card in opposition to this item. Mr. Burke is the HOA President of Bells Farms and spoke on behalf of his community. He stated that the developer had met with the residents via zoom but they were unanswered questions and concerns that were not provided by the developer regarding traffic issues. He asserted that the neighborhood was in support of Neighborhood Business but not Townhome development at this location.

Mark Thoman, 12741 Bella Parkway, Manor, Texas, submitted a speaker card in opposition to this item. Mr. Thoman expressed his concerns with the proposed development plan. He reiterated what Mr. Burke discussed prior regarding the neighborhoods' concerns.

Julie Leonard, 12821 Ring Drive, Manor, Texas, submitted a speaker card in opposition to this item. Ms. Leonard presented the attached petition to City Council. Ms. Leonard expressed her concerns with the proposed development plan. She also discussed previous development that the developer had completed in another community. She thanked the city staff for attending the meeting with the developer. Ms. Leonard also echoed what Mr. Burke and Mr. Thoman discussed regarding the neighborhood's concerns.

Justin Stevens, 12700 Casting Dr., Manor, Texas, submitted a speaker card in opposition to this item; however, he did not wish to speak.

Interim City Manager Dunlop discussed the regulations for Neighborhood Business. He clarified the type of development that would be allowed in the area.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Hill, to deny the first reading of an ordinance rezoning 8.57 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315 and the Calvin Barker Survey No. 38, Abstract No. 58, and being located at 12920 Old Highway 20, Manor, TX from Agricultural (A) to Neighborhood Business (NB) and Townhome (TH).

There was no further discussion.

**Motion to deny carried 5-0**

**5. Consideration, discussion, and possible action on a Purchase Contract with Eternal Faith Baptist Church for a utility easement with temporary construction easement.**

The city staff recommended that the City Council approve the purchase contract with Eternal Faith Baptist Church for a utility easement with temporary construction easement.

Interim City Manager Dunlop discussed the proposed purchase contract.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Hill, to approve the purchase contract with Eternal Faith Baptist Church for a utility easement with temporary construction easement.

Discussion was held regarding clarification of the temporary construction easement.

There was no further discussion.

**Motion to approve carried 5-0**

**6. Consideration, discussion, and possible action on a Resolution accepting the petition for annexation of 5.796 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council approve Resolution No. 2022-03 accepting the petition for annexation of 5.796 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Resolution No. 2022-03: A Resolution of The City of Manor, Texas, Accepting the Petition for Annexation of 5.796 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Resolution No. 2022-03 accepting the petition for annexation of 5.796 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

There was no further discussion.

**Motion to approve carried 5-0**

**7. Consideration, discussion, and possible action an Interlocal Agreement for Wastewater Service with Wilbarger MUD No. 1.**

The city staff recommended that the City Council approve the Interlocal Agreement for Wastewater Service with Wilbarger MUD No. 1.

Interim City Manager Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the Interlocal Agreement for Wastewater Service with Wilbarger MUD No. 1.

There was no further discussion.

**Motion to approve carried 5-0**

**8. Consideration, discussion, and possible action on the Termination of the Agreement regarding the Dissolution of the Lagos Public Improvement District.**

The city staff recommended that the City Council approve the Termination of the Agreement Regarding the Dissolution of the Lagos Public Improvement District.

Interim City Manager Dunlop discussed the proposed termination of agreement.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Weir, to approve the Termination of the Agreement Regarding the Dissolution of the Lagos Public Improvement District.

There was no further discussion.

**Motion to approve carried 5-0**

**10. Consideration, discussion, and possible action on RFQ2021-49 City of Manor Space Needs Assessment and Facilities Master Plan.**

The city staff recommended that the City Council select PGAL to enter contract negotiations for RFQ 2021-49 City of Manor Space Needs Assessment and Facilities Master Plan.

Interim City Manager Dunlop discussed the RFQ for City of Manor Space Needs Assessment and staff's recommendation.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Hill, to select PGAL to enter contract negotiations for RFQ 2021-49 City of Manor Space Needs Assessment and Facilities Master Plan.

Discussion was held regarding the timeline for the assessment.

Discussion was held regarding the types of buildings the company would assess for the City of Manor.

Mayor Harvey requested for PGAL to present to council the final assessment once completed and asked if any adjustments could be made by council if requested prior to the final assessment.

Discussion was held regarding clarification on community outreach timeline.

There was no further discussion.


**Motion to approve carried 5-0**

**ADJOURNMENT**

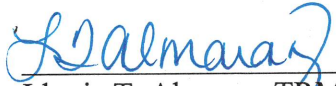
The Regular Session of the Manor City Council Adjourned at 9:07 p.m. on Wednesday, February 2, 2022.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of March 2022. *(Audio recording archived)*

**APPROVED:**

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

**ATTEST:**

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







# Citizen Management Suite

Citizen Request  
Management



Citizen Notifications  
& Alerts



## A collage of various local government logos, including city and county seals, and service center logos. The logos are arranged in a grid-like fashion. Some logos are circular, some are rectangular, and some are stylized. The colors are mostly muted, with some brighter colors like orange and blue. The logos represent a wide variety of locations, including cities like Menifee, Colorado Springs, and Tracy, and counties like Madera and Marion. Some logos are for specific services, like 'ASK Longview' and 'ACCESS HAYWARD'.

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- A collage of various local government logos, including Carson City Connect, Moline Illinois, La Puente, Bridgetand 311, Go MPK, City of Monrovia, City of Wylie, City of Columbus, City of Ceres, and others.

# Products



## Citizen Notifications

- Branded Mobile App
- Send to Multiple Channels (Push, Email, Facebook, Twitter)
- Subscription Groups
- Applets
  - Elected Officials
  - Phone Lists
  - Social Media Integrated
  - Surveys
  - Local Places
  - Pages
  - Any Mobile Content

## Citizen Request (CRM)

- Service Requests
- Knowledge Base
- Workflow
- Reporting & Mapping
- Satisfaction Surveys
- Work Order Lite (Time & Materials)
- Integrations
  - ESRI ArcGIS
  - LDAP / Active Directory
  - Work Order Systems

## Code Enforcement (Not Included)

- Case Management
- Violations & Actions
- Attach Pictures, Videos & more
- Letters & Citations
- Fees & Payments
- Special Features
  - Rental Inspections
  - Weed Abatement
  - Vehicle Abatement
  - Business License Enforcement
- Integrations
  - ESRI ArcGIS
  - Permitting Systems
  - Collection Services

# Branded Mobile App for Citizens




- Branded specifically for your Agency
- Access Useful City Information
- Submit Service Requests
- Knowledge Base of FAQs for Citizen Self-Service
- Receive Notifications & Alerts

# Web Portal

- Embedded into City's Website
- Submit Service Requests
- Browse Knowledge Base
- Promotes Downloads of App
- Sign up for Email Notifications & Alerts



 **Placentia** + New Issue Sign in

## ? Looking for Information?

This site is designed to provide our residents, businesses and visitors with a Virtual City Hall, giving you the opportunity to access City Hall, 24-hours a day, 7-days a week, from the comfort of your own home.

IMPORTANT NOTE: Requests are NOT monitored on a 24/7 basis and are addressed during business hours. If you have an emergency, please call 9-1-1.

We are here to serve you!

[Click here to search by key words](#)

### Topic Areas

▶ Administration	▶ Homelessness Concerns
▶ Animals and Pest Control	▶ Landscaping
▶ Building and Facility Maintenance	▶ Parks & Recreation
▶ Business Licenses	▶ Permits and Licenses
▶ City Council	▶ Police and Public Safety
▶ City Government	▶ Procurement
▶ Code Enforcement	▶ Streets, Curbs and Gutters
▶ Elections	▶ Traffic Signs / Signals
▶ Employment Opportunities	▶ Trash and Recycling
▶ Finance	▶ Utilities
▶ Fire Prevention	▶ Website
▶ Graffiti	

### Most Requested

#### City Job Openings

How do I find the current job openings for the City of Placentia?

#### Business License Renewal

When is Business License due for renewal?

#### Business License Application and Fees

#### Pothole Repair

To report potholes for repairs to be completed by Public Works maintenance staff

#### Building and Facility Maintenance

How do I report a maintenance issue at a City facility or building?

#### Contact Us

How can I contact the City?

#### Trash Pickup

Who do I call for a bulky item garbage collection?

#### Dangerous or Unsightly Property


How can I report dangerous or unsightly property?


#### Graffiti


How do I report graffiti and arrange for its removal?


#### Curb/Gutter Damage/Water Ponding


Repair and/or Replacement of Damaged Curb and Gutters

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Powered by  Google Translate

Powered by  GOGov



# Staff Software



The screenshot displays the GOGov Staff Software interface. At the top, there's a navigation bar with a logo, a dropdown menu set to 'None', a 'Reset' button, a 'Return to Classic' link, and a 'Create' button. Below this, a filter bar shows 'Status Category: Open' and an 'Expand' button. The main content area shows 'Showing 53 requests out of 58 in 0.004 seconds'. The table below lists various requests with columns for image, status, due date, topic, people, updated date, and entered date.

	STATUS	DUE	TOPIC+	PEOPLE	UPDATED	ENTERED
	Scheduled	Mar 3, 2021 +7D	<b>Trash and Debris</b> Code Enforcement 6 Oak St, Nesconset Please have someone clean up this trash I am tired of looking at it!	Ryan Reporter Kevin Strauss	Feb 17, 2021 4:53 PM	Feb 17, 2021 4:46 PM
	Open	Feb 25, 2021 +1D	<b>Tall Grass/Weeds</b> Code Enforcement 8 Moonlit Ct, Smithtown please help get the grass cut!	Kevin Strauss Kevin Strauss	Feb 11, 2021 1:53 PM	Feb 11, 2021 1:53 PM
	Open	Feb 18, 2021 -6D	<b>Sidewalk Repair</b> Public Works W Main St Job is to fix all sidewalk damage caused by recent parade	Kevin Strauss Kevin Strauss	Feb 24, 2021 9:39 AM	Feb 11, 2021 1:43 PM
	Open	Feb 25, 2021 +1D	<b>Snow on Sidewalks</b> Code Enforcement W Main St Guys - Please remove all snow from sidewalks and put down salt...	Kevin Strauss Kevin Strauss	Feb 24, 2021 9:39 AM	Feb 11, 2021 10:37 AM
	Open	Feb 23, 2021 -1D	<b>Tall Grass/Weeds</b> Code Enforcement 8 Moonlit Ct This grass is really long!	Jack Greenstone Kevin Strauss	Feb 24, 2021 9:40 AM	Feb 9, 2021 4:53 PM
	Open	Feb 22, 2021 -2D	<b>Barking Dog Information</b> Code Enforcement 8 Moonlit Ct The dog doesnt	Jack Greenstone Kevin Strauss	Feb 24, 2021 9:40 AM	Feb 8, 2021 4:28 PM
	Scheduled	Mar 17, 2021 +21D	<b>Pothole</b> Public Works 6 Oak St, Nesconset please fix this!	Ryan Reporter Kevin Strauss	Feb 3, 2021 4:15 PM	Feb 3, 2021 4:14 PM

- Manage & Route Requests
- Assign & Track Work
- Collaborate with Citizens and Staff
- Integrations with Third-Party Software
- Browser Based



# Reports



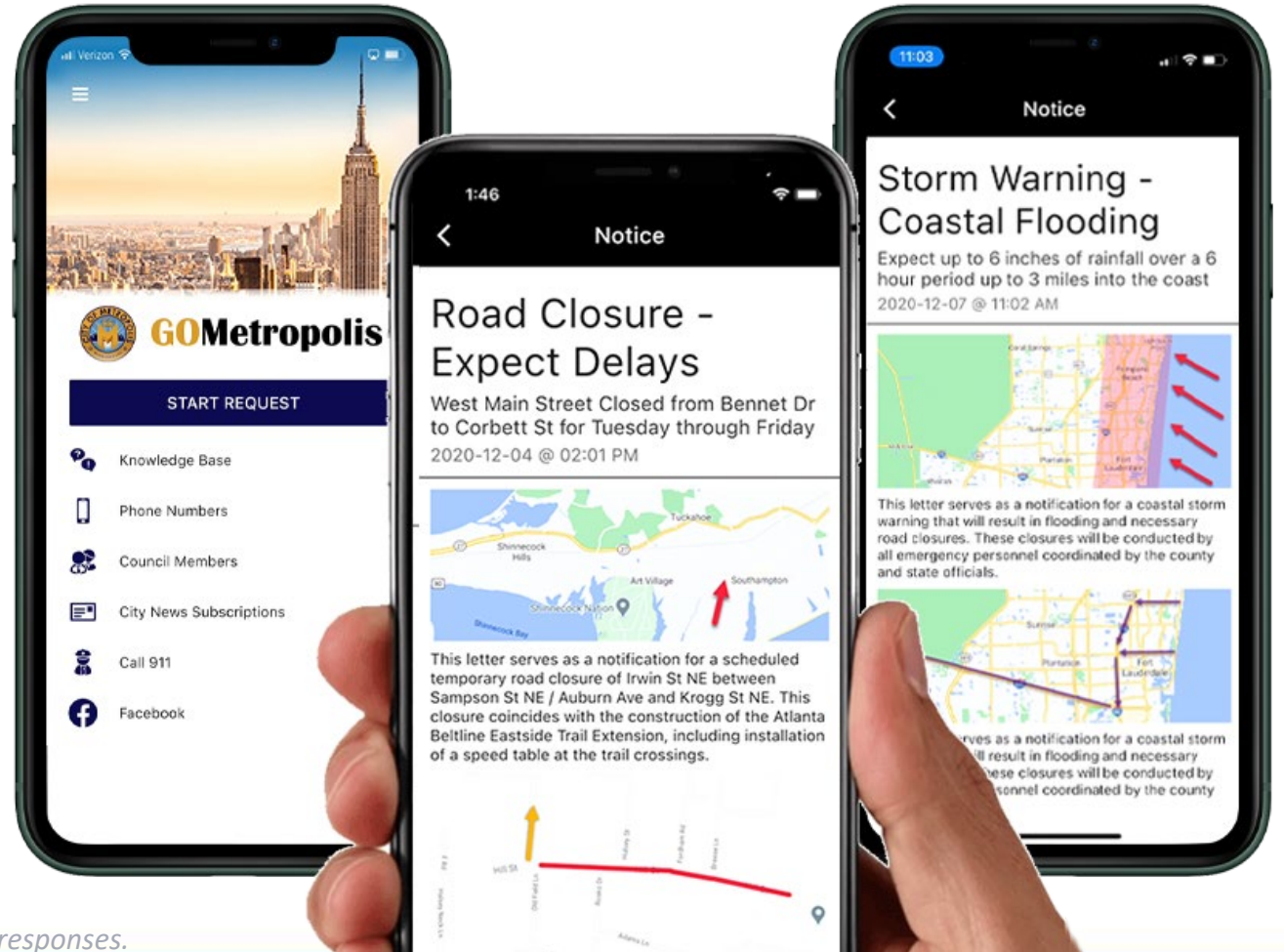
- Agency-wide Reports
- Departmental Reports
- Backlog by Department or Topic
- Response Times
- Citizen Satisfaction
- Custom Reports
- View Reports on a Map
- Save, Schedule & Export to Excel



# Citizen Notifications



- Informational Messages
- Emergency Alerts
- Real Time Push Notifications
- Push to Social Media
- Send via Email
- Scheduled Sending
- Subscription Lists
- Manage Follow up Questions\*



\* Additional CRM module required to allow citizens to reply to notifications and manage responses.



# Training & Implementation



- Average Implementation is only a Few Weeks Long
- Unlimited Training for the Life of Working Together
- Dedicated Project Manager
- All Training Performed Remotely, via GoToMeeting
- All Sessions Recorded & Provided to City as a Video Library
- Continued Support Available via Phone, Email & Online Ticketing System



# Pricing Model

*Purchase Features you can use, not Licenses!*



Population Based  
Pricing



No Up-Front Costs



Unlimited Users &  
Departments



Unlimited Training  
& Support



Fully Hosted



Software as a  
Service Subscription





## **SCOTT JOSLOVE**

Scott Joslove has served as President and CEO of the Texas Hotel & Lodging Association (THLA) for the past 21 years. In that time, THLA has grown from the fourth largest state hotel association to the largest state hotel association in the nation, with over 5,000 lodging-related member businesses, from the smallest bed and breakfast properties to the largest convention center hotels.

Since joining THLA, Scott and his staff have passed every legislative bill they have offered over the last nineteen years and have defeated every legislative initiative opposed by the lodging industry. The International Society of Hotel Associations has recognized THLA ten times for having the Best Membership Program and the Best Governmental Affairs Program in the nation. Scott was recognized with the Top Watchdog award by the San Antonio Tourism Council, the Anthony G. Marshall Hospitality Law Lifetime Achievement Award, the Lifetime Achievement award from the Hotel & Lodging Association of Greater Houston, and the first non-elected official to receive the Friend of the Hotelier Award from the Asian American Hotel Owners Association.

Scott has a master's degree in public administration and has been a licensed attorney for over 25 years. Prior to joining THLA, Scott served as Chief of Municipal Affairs for the Texas Attorney General and as First Assistant General Counsel for the Texas Municipal League.

# **What Cities Need to Know to Administer Municipal Hotel Occupancy Taxes**

**Abridged Version**

Texas Hotel & Lodging Association

**REVISED 2018**

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## **Editor’s Note**

This is the abridged version of THLA’s *What Cities Need to Know to Administer Municipal Hotel Occupancy Taxes*. A full version of this article, with information including expanded information on hotel tax collection, tax exemptions, and city-specific rules, is available by contacting THLA at 512-474-2996 or emailing us at [news@texaslodging.com](mailto:news@texaslodging.com).

## **Authorized Entities**

All incorporated Texas municipalities, including general law and home rule cities, may enact a hotel occupancy tax within the city limits.<sup>1</sup> A city with a population of under 35,000 may also adopt the hotel occupancy tax within that city’s extraterritorial jurisdiction (ETJ).<sup>2</sup> Most cities are eligible to adopt a hotel occupancy tax at a rate of up to 7 percent of the price paid for the use of a hotel room.<sup>3</sup> Additionally, a city or county may not propose a hotel occupancy tax rate that would result in a combined hotel occupancy tax rate imposed from all sources that would exceed 17 percent of the price paid for the room.<sup>4</sup> If a city adopts the hotel occupancy tax within its ETJ, the combined state, county, and municipal hotel occupancy tax rate may not exceed 15 percent.<sup>5</sup> Texas has among the highest combined hotel occupancy tax rates of any major metropolitan areas in the nation, with El Paso at 17 ½ percent, Houston at 17 percent, and San Antonio at 16 ¾ percent.<sup>6</sup>

In addition to local hotel occupancy taxes, all lodging properties operating in Texas are subject to a six percent state hotel occupancy tax.<sup>7</sup> Governed under Chapter 156 of the Texas Tax Code, the state hotel occupancy tax is administered by the Texas Comptroller. Funds from the state six percent hotel occupancy tax flow directly to the Texas Comptroller’s office and are largely used for the general governmental operations of the State. A portion of the state hotel occupancy tax revenue also goes toward funding tourism promotion through Texas’s ad campaign. Most Texans know this successful ad campaign by its famous tagline, “Texas, it’s like a whole other country.”

## **Collecting the Tax**

Under the Texas Tax Code, the following businesses are considered “hotels” and are required to collect hotel occupancy taxes from their guests: “Any building or buildings in which members of the public obtain sleeping accommodations for consideration” for less than 30 days, including a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house, or bed and breakfast facilities.<sup>8</sup> Additionally, a “short-term rental,” defined as the rental of all or part of a residential property to a person

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<sup>1</sup> Tex. Tax Code Ann. § 351.002(a) (Vernon 2017).

<sup>2</sup> § 351.0025(a).

<sup>3</sup> § 351.003(a).

<sup>4</sup> Tex. Loc. Gov’t Code § 334.254(d). Note that the 17 percent cap does not apply to a city that approved a higher hotel tax through a venue ballot proposition prior to September 1, 2013, such as El Paso.

<sup>5</sup> § 351.0025(b).

<sup>6</sup> Source: National Business Travel Association 2009 Survey.

<sup>7</sup> Tex. Tax Code § 156.051.

<sup>8</sup> Tex. Tax Code § 156.001(a); 34 Tex. Admin. Code Ann. § 3.161(a)(3) (Vernon 2017).

who is not a permanent resident, is subject to hotel occupancy taxes.<sup>9</sup> The Texas Administrative Code also includes “manufactured homes, skid mounted bunk houses, residency inns, condominiums, cabins, and cottages within the definition of a “hotel” if the facility is rented for periods of under 30 days.<sup>10</sup> Hospitals, sanitariums, nursing homes, dormitories or other non-hotel housing facilities owned by institutions of higher education, and oilfield portable units do not collect the tax.<sup>11</sup> Subject to various exemptions, the hotel tax is imposed on any “person” who pays for the use of a room in a hotel, including corporations, organizations, and other legal entities. The hotel room must cost \$2 or more per day for the local hotel tax to apply, and \$15 or more per day for the state hotel tax to apply.<sup>12</sup>

### **Meeting rooms versus sleeping rooms:**

The rental of sleeping rooms in hotels is subject to both state and local hotel taxes. However, there is a difference in how state and local hotel taxes apply to the rental of hotel meeting rooms. While the rental of sleeping rooms in hotels are subject to both state and local hotel taxes, meeting room rentals are not subject to local hotel occupancy taxes.<sup>13</sup> The rental of a meeting room or meeting space in a hotel is subject to the state 6 percent hotel occupancy tax, provided the room or space is physically located in a structure that also contains sleeping rooms.<sup>14</sup> For meeting rooms and banquet halls located in a structure that is physically separated from a structure that contains sleeping rooms, neither state nor local hotel occupancy taxes apply to that rental of those meeting rooms or banquet halls, provided rental costs or charges are separately stated from any lodging costs or charges on the guest’s invoice or receipt.<sup>15</sup>

However, it must be noted that sales tax may apply to the costs associated with the rental of meeting rooms or banquet halls located in a structure that is physically separated from a structure that contains sleeping rooms, if the lodging facility provides food or beverage service that is subject to sales tax.<sup>16</sup> Such sales tax would apply to the meeting room or banquet hall rental costs or charges regardless of whether the food or beverage charges are separately stated on the guest’s invoice or receipt.<sup>17</sup>

### **Food and beverage and other hotel charges:**

Certain charges assessed by a hotel to a guest are subject to hotel occupancy taxes, while other added charges are subject to state and local sales tax. Common hotel charges usually subject to sales taxes (but generally not subject to hotel occupancy taxes) are banquet service fees, food and beverage fees, movie rentals, dry cleaning/laundry services, internet connection, parking, and portage or bellhop fees.

Hotel charges related to occupancy of a sleeping room or readying a sleeping room for occupancy are usually subject to hotel occupancy taxes only. Common hotel charges subject to hotel occupancy tax are rollaway bed charges, pet charges, smoking fees, room damage fees, room safe charges, and late or early checkout fees.<sup>18</sup> It is important to note that if a hotel offers services as part of a package rate included with lodging, and the price of a specific good or service is not separately stated on a guest’s invoice, bill, or folio, the entire package is subject to hotel occupancy taxes.<sup>19</sup>

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<sup>9</sup> Tex. Tax Code § 156.001(c).

<sup>10</sup> Tex. Tax Code § 156.001(a); 34 Tex. Admin. Code Ann. § 3.161(a)(3) (Vernon 2017).

<sup>11</sup> Tex. Tax Code § 156.001.

<sup>12</sup> Tex. Tax Code § 156.051(a); § 351.002(a).

<sup>13</sup> *Id.*

<sup>14</sup> Tex. Tax Code § 156.051(a); Tex. Comptroller Opinion Letter No. 200103106L, Mar. 9, 2001.

<sup>15</sup> *Id.*

<sup>16</sup> 34 Tex. Admin. Code Ann. § 3.161(a)(3) (Vernon 2017); Tex. Comptroller Opinion Letter No. 201010556L, Oct. 2010.

<sup>17</sup> *Id.*

<sup>18</sup> THLA maintains a list of most hotel charges and which tax, if any is assessed on a particular charge. This list is available upon request to THLA members.

<sup>19</sup> Tex. Comptroller Opinion Letter No. 200102031L, Feb. 7, 2001.

Additionally, a special rule applies to whether hotel occupancy taxes are imposed on a hotel room rental cancellation fee. A 1989 Texas Comptroller's hearing concluded that hotel taxes are not due on charges to guests who 1) cancel more than 30 days before the scheduled stay begins, or 2) when the charge to the guest is less than the reserved room rate.<sup>20</sup> This rule applies both to individual reservations and also to group contracts.<sup>21</sup>

#### **Application of local hotel tax rate increases on pre-existing contracts**

If a municipality increases its hotel tax rate, the increased tax rate does not apply to a hotel room under a contract that was executed before the date the increased rate takes effect and if the contract provides for payment of the tax at the rate in effect when the contract was executed.<sup>22</sup> This statute does not apply if the contract's terms state that the contract is subject to change or modification from a tax rate increase.<sup>23</sup>

## **Exemptions from the Local Tax**

Texas law provides certain hotel tax exemptions based on the length of a guest's stay or the guest's affiliation with an exempt organization. Texas law is more permissive for exemptions from the state 6% hotel occupancy tax than it is for local hotel tax exemptions. The state hotel occupancy tax allows for an exemption for the following entities: educational, charitable, and religious entities are often exempt from the state hotel occupancy tax. These entities are *not exempt* from local hotel occupancy taxes.<sup>24</sup>

Focusing specifically on the local hotel occupancy taxes, there are primarily four categories of exemptions permitted from municipal and county hotel occupancy taxes:

- 1) **Federal Employees:** Federal employees traveling on official business;
- 2) **Diplomats:** Foreign diplomats with a tax exempt card issued by the U.S. Department of State;
- 3) **High Ranking State Officials:** A very limited number of state officials with a hotel tax exemption card (e.g. heads of state agencies, state legislators and legislative staff, members of state boards and commissions, and state judges); and
- 4) **Permanent Resident/Over 30 Day Stay:** Persons or businesses who have agreed in advance to use a hotel room for more than 30 consecutive days (i.e. the "permanent resident" hotel tax exemption).<sup>25</sup>
- 5) A full version of this article with information including expanded information on tax exemptions is available by contacting THLA.

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<sup>20</sup> Texas Comptroller's Hearing Decision No. 24,654 (1989).

<sup>21</sup> *Id.*

<sup>22</sup> Tex. Tax Code § 351.007.

<sup>23</sup> *Id.*

<sup>24</sup> Tex. Tax Code § 156.102.

<sup>25</sup> Tex. Tax Code § 156.104.



## **Penalties for Failure to Report or Collect the Tax**

The local hotel occupancy tax statutes provide for specific penalties a city may assess against hotel operators who fail to file the hotel tax collections report, file late or without full payment, or produce false tax returns.<sup>26</sup>

A full version of this article with information including expanded information on hotel tax penalties is available by contacting THLA.

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<sup>26</sup> § 351.004.

## **Use of Local Hotel Occupancy Tax Revenues**

There is a two-part test for every expenditure of local hotel occupancy tax.<sup>27</sup>

**Criteria #1: First, every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.<sup>28</sup>**

Under the Tax Code, every event, program, or facility funded with hotel occupancy tax revenues must be likely to do two things: 1) directly promote tourism; and 2) directly promote the convention and hotel industry.<sup>29</sup> “Tourism” is defined under Texas law as guiding or managing individuals who are traveling to a different, city, county, state, or country.<sup>30</sup> A “direct” promotion of the convention and hotel industry has been consistently interpreted by the Texas Attorney General as a program, event, or facility likely to cause increased hotel or convention activity.<sup>31</sup> This activity may result from hotel or convention guests that are already in town and choose to attend the hotel tax funded facility or arts or historical event, or it may result from individuals who come from another city or county to stay in an area lodging property at least in part to attend the hotel tax funded event or facility.

If the funded event or facility is not reasonably likely to directly enhance tourism and the hotel and convention industry, local hotel occupancy tax revenues cannot legally fund it.<sup>32</sup> However, it is important to note that events and facilities that do not qualify for hotel occupancy tax funding are often still legally eligible for city funding from most of the other funding sources available to the city (general property tax revenues, general sales tax revenues, franchise fee revenues, etc.). State law is stricter in terms of how the local hotel occupancy tax revenues can be spent.

There is no statutory formula for determining the level of impact an event must have to satisfy the requirement to directly promote tourism and hotel and convention activity.<sup>33</sup> However, communities with successful tourism promotion programs generally award the amount of the hotel occupancy tax by the proportionate impact on tourism and hotel activity incident to the funding request. Entities applying for hotel occupancy tax revenue funding should indicate how they will market the event to attract tourists and hotel guests. If an entity does not adequately market its events to tourists and hotel guests, it is difficult to produce an event or facility that will effectively promote tourism and hotel activity.

A city or delegated entity should also consider whether a funded event will be held in a venue that will likely attract tourists and hotel guests. For example, if an event is held in a local school or community center, it may be less likely to attract tourists than if it is held at a local performing arts venue, museum or civic center. Each community will need to assess whether the facility hosting the function is likely to attract tourists and hotel guests. Similarly, if an event is a community picnic, local parade, educational class, or other similar type of event, it is often not likely to attract tourists and hotel guests, and would likely not be eligible for hotel occupancy tax funding.

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<sup>27</sup> §§ 351.101(a), (b).

<sup>28</sup> §§ 351.101(b).

<sup>29</sup> *Id.*

<sup>30</sup> § 351.001(6).

<sup>31</sup> See Op. Tex. Att’y Gen. Nos. GA-0124 (2003), JM-690 (1987).

<sup>32</sup> *Id.*

<sup>33</sup> See generally Tex. Tax Code §§ 351.101(a), (b).

Finally, it is a good practice to utilize a hotel tax application form. THLA has a sample hotel occupancy tax application form and a “post event” form that are already in use by many city governments throughout Texas. For a copy of these two forms, simply call THLA at (512) 474-2996, or email THLA at [news@texaslodging.com](mailto:news@texaslodging.com). These forms pose questions of funding applicants such as “Do you have a hotel room block for your events?,” and “What do you expect to be the number of room nights sold for this event?” Additionally, the application asks if the entity has negotiated a special hotel price for attendees of their funded event. If the entity does not find the need to reserve a hotel block or negotiate a special hotel rate, it is not likely that they anticipate their event/s will have a meaningful impact on hotel activity.

Funded entities can also visit with area hoteliers who, in many cases, can provide feedback on whether any of their hotel guests expressed an interest in attending such events or facilities in the past. Hotel front desk and management staff usually know what local events and facilities were of interest to their guests by notes in their reservation systems, requests for directions, information and transportation to such venues by hotel patrons.

After an applicant’s event or program is offered for several years, the applicant should have a reasonable idea as to whether their event or program’s attendance includes a number of tourists and hotel guests. For example, some entities track whether guests are staying at local hotels via their guest registry. Other entities measure potential out-of-town attendance from their ticket sales records or other survey information.

It is important to note that Texas law also provides that the hotel occupancy tax may not be used for general revenue purposes or general governmental operations of a municipality.<sup>34</sup> It also may not be used to pay for governmental expenses that are not directly related to increasing tourism and hotel and convention activity.<sup>35</sup> For example, consider a request to use the hotel occupancy tax to pay for construction of additional lighting, restrooms, roads, sidewalks, or landscaping in a downtown area. These are expenditures for which the city would traditionally use its general revenues. Therefore, such an expenditure would violate the prohibition against using the hotel tax for “general governmental operations of a municipality.”<sup>36</sup> It is difficult to argue that such improvements to a non-tourism facility would “directly” promote tourism and hotel activity. At best, one could argue the improvements would “indirectly” enhance tourism and hotel activity—which is not sufficient under the clear language of the Tax Code to qualify for funding from the hotel occupancy tax.

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<sup>34</sup> Tex. Tax Code § 351.101(b); *see also* Op. Tex. Att’y Gen. Nos. JM-184 (1984), JM-965(1988).

<sup>35</sup> *Id.*

<sup>36</sup> *Id.*

**Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy tax revenues.<sup>37</sup>**

The nine categories for expenditure of the hotel occupancy tax are as follows:

**1) Funding the establishment, improvement, or maintenance of a convention center or visitor information center.**

This category allows expenditures of the hotel tax for the creation, improvement, or upkeep of a convention center or a visitor information center.<sup>38</sup> The term “convention center” is defined to include civic centers, auditoriums, exhibition halls, and coliseums that are owned by the city or another governmental entity or that are managed in whole or in part by the city.<sup>39</sup> It also includes parking areas in the immediate vicinity of a convention center facility, and certain hotels that are owned by the city or another governmental entity, or that are managed in whole or in part by the city.<sup>40</sup> It does not include facilities that are not of the same general characteristics as the structures listed above.

Texas law specifies that for a facility to be funded as a convention center, it must be a facility primarily used to host conventions and meetings.<sup>41</sup> “Primarily used” in this context would arguably mean that more than 50 percent of the bookings for the facility are to host conventions or meetings that directly promote tourism and the hotel and convention industry.<sup>42</sup> In other words, holding local resident meetings in a facility would not count toward qualifying the facility as a convention center, but meetings of individuals from out-of-town who in part stay at hotels would qualify.

Simply naming a facility a convention center or visitor information center does not automatically qualify the facility as a “convention center.” The authority to use the hotel occupancy tax for facilities is limited and any such facility must meet the above noted “primary usage” test. For example, general civic buildings such as the city hall, local senior citizen centers or activity centers would not qualify as convention centers that could be funded by hotel tax.

**2) Paying the administrative costs for facilitating convention registration.**

This provision allows expenditures for administrative costs that are actually incurred for assisting in the registration of convention delegates or attendees.<sup>43</sup> This is generally an expenditure for larger cities that hold large conventions, and includes covering the personnel costs and costs of materials for the registration of convention delegates or attendees.

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<sup>37</sup> Tex. Tax Code § 351.101(a).

<sup>38</sup> § 351.101(a)(1).

<sup>39</sup> § 351.001(2).

<sup>40</sup> *Id.*

<sup>41</sup> *Id.*

<sup>42</sup> *Id.*; see generally Tex. Tax Code §§ 351.101(a), (b).

<sup>43</sup> Tex. Tax Code § 351.101(a)(2).

### **3) Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity.**

This provision allows expenditures for solicitations or promotional programs/advertising directly related to attracting tourists and convention delegates to the city or its vicinity.<sup>44</sup> Such expenditures are traditionally in the form of internet, newspaper, mail, television, or radio ads; or solicitations to promote an event or facility. The advertising or promotion must directly promote the hotel and convention industry.<sup>45</sup> For example, the Texas Attorney General ruled that the local hotel occupancy tax may not be used for advertising or other economic development initiatives or improvements to attract new businesses or permanent residents to a city.<sup>46</sup>

In certain cases, a city may be able to use the advertising and promotion category to justify covering the costs of advertising an event that will attract tourists and hotel guests, even though the administrative or facility costs for the underlying event would not qualify for hotel tax funding.<sup>47</sup>

### **4) Expenditures that promote the arts.**

This section authorizes the expenditure of local hotel occupancy tax for a variety of art-related programs that also promote tourism and local hotel and convention activity.<sup>48</sup> Specifically, it allows funding the encouragement, promotion, improvement, and application of the arts including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution and exhibition of these major art forms.<sup>49</sup> However, it is not enough that a facility or event promotes the arts; Texas law requires that the arts related expenditure also directly promote tourism and the hotel and convention industry.<sup>50</sup>

Section 351.101(a) of the Tax Code specifically states that “the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry.” The Texas Attorney General reaffirmed this standard when it held in Opinion GA-0124: “Under section 351.101 of the Tax Code, a municipality may expend its municipal hotel occupancy tax revenue only to promote tourism and the convention and hotel industry, and only for the specific uses listed in the statute.”

Additionally, the amount of funding a city allocates to the arts category may be limited by statute. See the “Special Rules” section of this guide

#### **Attorney General opinion on arts facilities**

In 2017, the Texas Attorney General issued opinion number KP-0131 regarding whether a city can expend hotel tax revenues for an arts-related facility under the arts category of the Tax Code. This opinion was requested by the City of Lakeway regarding funding the construction of a new performing arts center (referred to as “PAC”), to be owned by the City. The City of Lakeway requested an Attorney General

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<sup>44</sup> § 351.101(a)(3).

<sup>45</sup> § 351.101(b).

<sup>46</sup> Op. Tex. Att’y Gen. No. JM-690 (1987).

<sup>47</sup> See generally Tex. Tax Code § 351.101(a)(3).

<sup>48</sup> Tex. Tax Code § 351.101(a)(4).

<sup>49</sup> *Id.*

<sup>50</sup> § 351.101(b).

opinion on whether the City may legally use hotel occupancy tax revenue to pay for 1) a feasibility study for the PAC, and 2) the construction, operation, and maintenance of the PAC.

In Opinion KP-0131, the Attorney General took a strict position on using local hotel tax revenue for an arts facility. The opinion states that the phrase, "promotion of the arts," in the state statute does not expressly authorize the use of municipal hotel tax revenues for the construction of arts facilities. The opinion continues, "construction costs of theater facilities, considered alone, are not within the scope" of the arts category of hotel occupancy tax expenditures.<sup>51</sup> Based on this reasoning, it seems that the Texas Attorney General holds that funding of a physical structure with local hotel tax revenue must be coupled with some other authorized category of hotel tax expenditures aside from "promotion of the arts" alone.

## **5) Funding historical restoration or preservation programs.**

A city may spend a portion of its hotel occupancy tax revenues to enhance historical restoration and preservation projects or activities, or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums that are likely to attract tourists and hotel guests.<sup>52</sup> Texas law does not limit such funding to structures that are owned by a public or nonprofit entity, or to whether the project is listed on a historic registry, but the city may choose to impose such limitations.

It is not enough that a project or activity event merely be historical in nature; Texas law requires that the historical related expenditure also directly promote tourism and the hotel and convention industry.<sup>53</sup> Section 351.101(a) of the Tax Code specifically states that "the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry." The Attorney General in Opinion GA-0124 (2003) reaffirmed this standard when it held: "Under section 351.101 of the Tax Code, a municipality may expend its municipal hotel occupancy tax revenue "only to promote tourism and the convention and hotel industry" and only for the specific uses listed in the statute."

Additionally, the amount of funding a city allocates to the historical programs category may be limited by statute. See the "Special Rules" section of this guide, starting on page 24.

## **6) Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of under 1 million.**

This section authorizes a municipality located in a county with a population of under 1 million to use local hotel occupancy tax revenue to fund certain expenses, including promotional expenses, directly related to a sporting event.<sup>54</sup> To qualify under this authorization, the sporting event must be one that would "substantially increase economic activity at hotels and motels within the city or its vicinity."<sup>55</sup> The statutory authorization also requires that a majority of the participants in the sporting event also be tourists to the area.<sup>56</sup>

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<sup>51</sup> Op. Tex. Att'y Gen. No. KP-0131 (2017).

<sup>52</sup> § 351.101(a)(5).

<sup>53</sup> § 351.101(b).

<sup>54</sup> § 351.101(a)(6).

<sup>55</sup> *Id.*

<sup>56</sup> *Id.*

This category is intended to allow communities to fund the event costs for sporting tournaments that result in substantial hotel activity. For example, if a city had to pay an application fee to seek a particular sporting event or tournament, it could use hotel tax for such an expenditure if the sporting event would substantially increase economic activity at hotels and the city was within a county of under one million population. The requirement that a majority of the participants must be “tourists” is included in the statutory authority to prohibit the use of local hotel tax for sporting related facilities or events that are purely local (e.g.; local recreation centers, local little league and parks events, intramural sports, etc.).

## **7) Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.**

Certain statutorily bracketed cities may use local hotel occupancy tax to enhance and upgrade existing sports facilities owned by the municipality.<sup>57</sup> The municipality must own the sporting facility, and the municipality must meet applicable population requirements. A full version of this article, with information including which cities are eligible for this category, is available by contacting THLA.

Texas law further requires that before local hotel tax to be used for this purpose, the sports facilities and fields must have been used a combined total of more than 10 times for district, state, regional, or national sports tournaments in the preceding calendar year.<sup>58</sup>

If hotel tax revenues are spent on enhancing or upgrading a sports facility, the municipality must also determine the amount of “area hotel revenue” generated by hotel activity from sports events held at the hotel tax funded facility for five years after the upgrades to the sport facility are completed.<sup>59</sup> The area hotel revenues that were generated from sports events at the hotel tax funded facility over that five year period must at least equal the amount of hotel tax that was spent to upgrade the sports facility.<sup>60</sup> If the amount of hotel tax that was spent on the facility upgrades exceeds hotel revenue attributable to events held at that facility over that five year period, the municipality must reimburse the hotel occupancy tax revenue fund any such difference from the municipality’s general fund.<sup>61</sup>

For example, if a city spent \$400,000 on improvements to its soccer fields, it would have to show at least \$400,000 in area hotel revenue directly attributable to events held at that soccer field over the five year period after the soccer field improvements were completed. If the city could only show \$300,000 in hotel industry revenue due to events held at that soccer field, the city would have to reimburse the city hotel tax with the \$100,000 difference from the city’s general fund.

## **8) Funding transportation systems for tourists**

Often with conventions and large meetings, there is a need to transport the attendees to different tourism venues. In 2007, the Texas Legislature authorized the use of city hotel tax for any sized city to cover the costs for transporting tourists from hotels to and near the city to any of the following destinations:

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<sup>57</sup> § 351.101(a)(7).

<sup>58</sup> Tex. Tax Code §§ 351.101(a)(7), 351.1076.

<sup>59</sup> *Id.*

<sup>60</sup> *Id.*

<sup>61</sup> *Id.*

- the commercial center of the city;
- a convention center in the city;
- other hotels in or near the city; and
- tourist attractions in or near the city.<sup>62</sup>

The reimbursed transportation system must be owned and operated by the city, or privately owned and operated but financed in part by the city.<sup>63</sup> For example, this authority could be used to cover the costs of a city to finance certain private shuttles to operate between the convention center and area hotels and attractions for a large city-wide convention. The law specifically prohibits the use of the local hotel tax to cover the costs for a transportation system that serves the general public.<sup>64</sup>

**9) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

In 2009, the Texas Legislature added a statutory category that allows cities to use municipal hotel occupancy tax revenue to pay for signage directing tourists to sights and attractions frequently visited by hotel guests in the municipality.<sup>65</sup> Arguably, this type of expenditure was permissible as “advertising and promotion” prior to this 2009 legislation. However, the Legislature codified this understanding to officially include signage directing tourists to sights and attractions that are frequently visited by hotel guests.<sup>66</sup>

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<sup>62</sup> § 351.110(a).

<sup>63</sup> § 351.110(b).

<sup>64</sup> § 351.110(c).

<sup>65</sup> § 351.101(a)(9).

<sup>66</sup> *Id.*



## **Administering Hotel Occupancy Tax Revenue Expenditures**

### **City reporting of information to the Texas Comptroller**

In 2017, the Texas Legislature passed a statute to require Texas cities to annually report hotel tax rate and spending information the State Comptroller. Specifically, the statute requires the city to report: 1) its municipal hotel tax rate, 2) any applicable venue tax rate, 3) the amount of hotel tax revenue collected for the preceding fiscal year, and 4) the amount and percentage of funds spent on each major category under state law.

The Comptroller will adopt rules to administer this new statute in the second half of 2017. These new rules will include a form for cities to complete when providing the information to the State.

### **Duty of funded entities to provide a list of activities.**

All entities (including the city itself) that are directly or indirectly funded by the local hotel occupancy tax are annually required to provide a list of the scheduled activities, programs, or events that will directly enhance and promote tourism and the convention and hotel industry.<sup>67</sup> This list is to be provided annually to the city secretary or his/her designee prior to the expenditure of the hotel occupancy tax funding by the funded entity.<sup>68</sup> An entity may add items to this list at any time, and each city decides the format for providing this information. This documentation requirement does not apply if the entity already provides written information to the city indicating which scheduled activities or events that it offers that directly enhance and promote tourism and the convention and hotel industry. For example, cities that require quarterly or annual reports on the use of hotel tax by hotel tax funded entities would satisfy this requirement if their report addresses the extent to which their events directly promote tourism and hotel activity.<sup>69</sup>

It is important to remember that if an entity does not have any such events or programs reasonably expected to directly promote tourism and the hotel and convention industry, it is not eligible for local hotel occupancy tax funding.<sup>70</sup> If only a portion of an entity's programs fit these criteria, then only a proportionate amount of that entity's costs should be covered by the local hotel occupancy tax.<sup>71</sup>

### **Delegating management of funded activities.**

The governing body of a city may delegate the management or supervision of programs funded by the hotel occupancy tax by written contract.<sup>72</sup> This delegation may be made to a person, another governmental entity, or to a private organization.<sup>73</sup> This delegation is often made to a local arts council, a chamber of commerce, or to the convention and visitors bureau. The municipality shall approve the entity's annual budget prior to delegating the management or supervision of hotel tax funded programs.<sup>74</sup> Furthermore, the municipality shall require the delegated entity to make periodic reports, at least

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<sup>67</sup> § 351.108(b).

<sup>68</sup> *Id.*; § 351.108(d).

<sup>69</sup> § 351.108(g).

<sup>70</sup> § 351.101(b).

<sup>71</sup> § 351.101(e).

<sup>72</sup> § 351.101(c).

<sup>73</sup> *Id.*

<sup>74</sup> *Id.*

quarterly, listing the hotel occupancy tax expenditures made by the delegated entity.<sup>75</sup> Additionally, the Code requires that the contracted entity maintain complete and accurate financial records for every expenditure of hotel occupancy tax revenue, and upon the request of the municipality or another person, make the records available for inspection and review.<sup>76</sup>

An entity with delegated authority to manage hotel tax funded programs undertakes a fiduciary duty with respect to the use of the tax revenue.<sup>77</sup> Such entities are also required to maintain the city hotel occupancy tax revenue in a separate bank account that may not be commingled with any other account or funds.<sup>78</sup> The Tax Code does not contain similar prohibitions against commingling the funds for individual organizations, such as an arts or historical group that receives hotel tax funding for their individual program, but do not themselves oversee hotel tax funding to other entities.

### **Use of hotel occupancy tax revenues to cover administrative expenses.**

Texas law allows proceeds of the municipal hotel occupancy tax to be used to cover the portion of administrative costs that are directly attributable to work on activities that may be funded by the tax.<sup>79</sup> For example, entities that manage activities funded by the hotel occupancy tax may spend some of the tax for certain day-to-day operational expenses.<sup>80</sup> These expenses may include supplies, salaries, office rental, travel expenses, and other administrative costs.<sup>81</sup> However, these costs may be reimbursed only if the expenses are incurred in the promotion and servicing of expenditures authorized under the hotel occupancy tax laws.<sup>82</sup> The portion of the administrative costs that are covered should not exceed the percentage of the cost that is attributable to the activity funded by the hotel occupancy tax.<sup>83</sup> For example, administrators who spend 33 percent of their time overseeing hotel occupancy tax funded programs should seek funding for no more than 33 percent of their salary or 33 percent of other related overhead costs. Additionally, hotel occupancy tax revenues may be spent on travel that is directly related to the performance of the person's job in an efficient and professional manner.<sup>84</sup> This travel should facilitate the acquisition of skills and knowledge that will promote tourism and the convention and hotel industry.<sup>85</sup>

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<sup>75</sup> *Id.*

<sup>76</sup> § 351.101(d).

<sup>77</sup> § 351.101(c).

<sup>78</sup> *Id.*

<sup>79</sup> § 351.101(e).

<sup>80</sup> *Id.*

<sup>81</sup> *Id.*

<sup>82</sup> *Id.*

<sup>83</sup> *Id.*

<sup>84</sup> § 351.101(f).

<sup>85</sup> *Id.*

## **Special Rules for Selected Municipalities**

The Texas Tax Code provides additional rules for certain Texas cities based on the city's population bracket. The Texas Tax Code provides additional rules for certain Texas cities based on the city's population brackets. A full version of this article with information on city-specific rules is available by contacting THLA.

## **Additional Information**

If a city or funded entity has additional questions about the administration or use of the hotel occupancy tax, it is welcome to contact the Texas Hotel & Lodging Association for assistance by phone at (512) 474-2996 or by email at [news@texaslodging.com](mailto:news@texaslodging.com). THLA has sample documents available to assist in administering hotel taxes, such as funding grant application forms, post event forms, and tax collection guidelines.

Texas city officials can also make inquiries to the legal staff of the Texas Municipal League at (512) 231-7400.







Lone Star Realty & Property Management Inc.



Lone Star Realty & Property Management Inc.

# Statement of Petition

**To the Mayor, City Council, and Planning and Zoning Commission Members of Manor TX**

December 6, 2021

A Petition of Extraordinary Interest by the Home Owner Abutters and other Neighborhood Residents of the Bell Farms Subdivision to the Planning and Zoning Commission and City Council of Manor, Texas regarding abutting property described as 8.57 acres being located at 12920 Old Highway 20, Manor, TX owned by Sampsg Properties, LLC.

As a very interested contingent of homeowners whose names are listed below, we the concerned neighbors of the property do request the Manor Planning and Zoning Commission and City Council to prioritize and respond on record to the following items for consideration by the council in matters of future zoning of the subject property.

1. That the principled interest of maintaining a peaceful, private and safe Bell Farms residential neighborhood be protected
2. That the Commission/Council take into account the potential danger to the community of any property use potentially disrupting the safe buried status of the buried petroleum pipeline that crosses a significant portion of the subject property currently guarded by a restricted easement
3. That the Commission/Council's decision take into account any development potential environmental pollution to the surrounding neighborhood and property including:
  - a. Any substance, liquid or solid, surface or subsurface pollution of water or soils of surrounding neighborhood or tributary to the Wilbarger Creek drainage system to the Lower Colorado River
  - b. Any potential watershed pollution to property and surrounding property
  - c. Any potential noise and odors from property not typical in a residential neighborhood
  - d. Any habitat relocation of harmful animals (snakes, scorpions, etc)
  - e. Any lighting of property conform to restrictions not exceeding that of surrounding neighborhood
4. That the Commission/Council consider all traffic implications of any developed use of property including additional demands placed on main frontage and current access road to property being Old Highway 20 currently strained by neighborhood and industrial traffic
5. That the Commission/Council take complete economic consideration and analysis of the subject property regarding commitment to supply city water and sanitation services to said property and a legitimate cost benefit to the city be offset by a schedule of tax collections of any potential use
6. That the potential track to subject property zoning not adversely affect neighbors maintaining the best property values of their individual property



# **Door to Door Signatures**

We the petitioners to the items listed above are listed below:

Krystal N. Luciano, Elvin Lozano - 12825 Ring Dr

Maria L. German, Lorenzo Aguilera - 12832 Ring Dr.

Manuel Vargas 12800 Ring Dr

Jorge Coronado 12809 Ring Dr

Heavenly 12829 Ring Dr.

Jeff Cox 12833 Ring Dr

Geranie M. Mesas 12828 Ring Dr.

John Dier 12812 Ring Dr

Asbby Goudreau 12816 Carillon Way

Samuel Gordon 12905 Shipbell Dr

MARIE THOMAS 12741 BELLA PKwy

Leticia James 12745 Bella Pkwy

Vanessa Smith 12728 Bella Pkwy

Fabrizio Pacheco 12724 Bella Pkwy

Larry Timmons 12737 St. Marys Dr

Lisa Nieto Hernandez 12700 Wedding Dr

Danielle Ramirez-Polley 12813 Snow Lane

Cia Medina 12800 Snow Lane

Rambo Trevino 12601 Carillon

# Digital Signatures

(digital)	<u>Eкатерина Blaettler</u>	<u>12816 Snow Lane</u>
(digital)	<u>Kris Hankins / Emelda Hankins</u>	<u>12764 Ring Dr</u>
(digital)	<u>Rebeca Diaz</u>	<u>12745 St. Mary</u>
(digital)	<u>Michelle Schreiber</u>	<u>12933 Snow Lane</u>
(digital)	<u>Ann Marquez</u>	<u>12825 Carillon Way</u>
(digital)	<u>Brandy Wright</u>	<u>12921 Tinker St</u>
(digital)	<u>Brittany McMillan</u>	<u>12905 Tinker St</u>
(digital)	<u>Ernest Muniz / Hope Muniz</u>	<u>12725 St. Mary</u>
(digital)	<u>Shelton Haywood</u>	<u>12704 Door Bell</u>
(digital)	<u>Rebekah Capelo</u>	<u>12800 St Mary</u>
(digital)	<u>Kimberly Garcia</u>	<u>12812 Chime</u>
(digital)	<u>Larry Greene</u>	<u>12916 Snow Lane</u>
(digital)	<u>Cody Seamans / Ang Seamans</u>	<u>12717 Carillon Way</u>
(digital)	<u>Bill Cashion</u>	<u>12904 Ship Bell</u>
(digital)	<u>Erwin Heredia</u>	<u>12912 Tinker St</u>
(digital)	<u>Mason Domei / Sklyer Domei</u>	<u>12817 Ring Dr</u>
(digital)	<u>Matthew Leonard / Julie Leonard</u>	<u>12821 Ring Dr</u>
(digital)	<u>Ben Gamble / Courtney Gamble</u>	<u>12901 Snow Lane</u>
(digital)	<u>Susan Gredler</u>	<u>12713 Casting Dr</u>
(digital)	<u>Kim Benson</u>	<u>12812 Snow Lane</u>
(digital)	<u>Jonathan Barton</u>	<u>12908 Ship Bell</u>
(digital)	<u>Tony Tobin</u>	<u>12908 Caribb Way</u>

digital)	Deja Hill	12901 Ship Bell
digital)	Lisa Tapia	12900 Ship Bell
digital)	Sandra Duran	12720 Casting Dr
digital)	Raegan Kirk	12712 St Mary Dr
digital)	Darian Norris	12713 Bella Plwy

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Julie Leonard [REDACTED]

---

**New message from: Katy Blaettler**

1 message

Katy via Nextdoor <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 11:19 AM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMMZXGU3DAXZSGA3TENZTGU3F6===@reply.nextdoor.com

To: [REDACTED]

Statement

Conversation between you and Katy Blaettler, Bell Farms

nextdoor

 Katy Blaettler, Bell Farms

Hi,

please add my name to the statement: Ecaterina Blaettler -  
12816 Snow Ln, Manor, TX 78653

Thank you so much for letting us know about this!

[View message](#)

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This message is intended for [REDACTED]

Unsubscribe or adjust your email settings

Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard <[REDACTED]>

---

**New message from: KC Hank**

---

**KC via Nextdoor** <reply@rs.email.nextdoor.com>

Fri, Dec 10, 2021 at 9:40 AM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TOMRQGE3DAXZRGEYDKMJTGJPQ====@reply.nextdoor.com

To: [REDACTED]

Planning and Zoning

Conversation between you and KC Hank, Bell Farms

nextdoor

 KC Hank, Bell Farms

I'm at 12704 Ring Dr. in Bell Farms. If possible, add my wife, Emelda, to it as well.

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Julie Leonard <[REDACTED]>

---

**New message from: Rebeca Diaz**

1 message

---

**Rebeca via Nextdoor** <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 11:21 AM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMMZXG42TQXZSHA3DMNRSGVPQ====@reply.nextdoor.com

To: [REDACTED]

planning and zoning

Conversation between you and Rebeca Diaz, Bell Farms

nextdoor

 Rebeca Diaz, Bell Farms

Rebeca Diaz

12745 Saint Mary Dr

Bell Farms

Please add me to your list

I would also like to see a more specific plan for the roadway  
and an added bike lane and sidewalks and proper lighting

Thanks

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12/13/21, 9:30 AM

Gmail - New message from: Michelle Schreiber



Julie Leonard <[REDACTED]>

---

**New message from: Michelle Schreiber**

1 message

Michelle via Nextdoor <reply@rs.email.nextdoor.com>


Thu, Dec 9, 2021 at 4:48 PM


Reply-To:

reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMNZQGQ2DOXZRG3TQMBTG5PQ====@reply.nextdoor.com

To: [REDACTED]

**Petition**

Conversation between you and Michelle Schreiber, Bell Farms 

 Michelle Schreiber, Bell Farms

Hello. I'm a homeowner in Bell Farms. Please add my name to the petition. Michelle Schreiber 12933 Snow LN  
Kind regards, Michelle

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Julie Leonard <[REDACTED]>

---

**New message from: Ann Marquez**

1 message

---

**Ann via Nextdoor** <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 11:48 AM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMNBQGY2TAXZYG42TQMBQGFPQ====@reply.nextdoor.com

To: [REDACTED]

Petition

Conversation between you and Ann Marquez, Bell Farms

nextdoor

 Ann Marquez, Bell Farms

Hi Julie,

My name is Ann Marquez. Six years ago, I purchased a home on Carillon Way. This home is also my residence, and over the past six years, I have seen nothing but an overwhelming increase of traffic on both 290 and Old Hwy. 20 that shows no sign of abating. It's appallin

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Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard [REDACTED]

---

**New message from: Brandy Wright**

**Brandy via Nextdoor** <reply@rs.email.nextdoor.com>

Mon, Dec 13, 2021 at 10:16 AM

Reply-To:

reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMMZWGA2DMXZTHE3DEMZXHBPQ====@reply.nextdoor.com

To: [REDACTED]

**Zoning Petition**

Conversation between you and Brandy Wright, Bell Farms

nextdoor

 Brandy Wright, Bell Farms

I do not support the zoning for business or residential unless it includes provisions for increased traffic infrastructure for HWY 20.

I would like a local convenience store, but it would require careful consideration for eco , environment, noise and safety. However, I do not su

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Julie Leonard [REDACTED]

---

**New message from: Brittany Deng**

1 message

Brittany via Nextdoor <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 6:43 PM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TMOBRGA3TAXZWGAYTMMBWGI2F6===@reply.nextdoor.com

To: [REDACTED]

Zoning

Conversation between you and Brittany Deng, Bell Farms

nextdoor

 Brittany Deng, Bell Farms

Hello,

Please add my name to the list.

Brittany McMillan

12905 Tinker st

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Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard [REDACTED]

---

**New message from: Hope Peavey**

1 message

Hope via Nextdoor <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 11:10 PM


Reply-To:

reply+GUYDONRSGU4TSX3QOJXW15LDORUW63S7KBGV6MJRHA4TOMBVG2DQXZWHA3DQNRVGFQP====@reply.nextdoor.com

To: [REDACTED]

Please add our names  
Conversation between you and Hope Peavey, Bell Farms

nextdoor

 Hope Peavey, Bell Farms

Good evening,

My apologies for sending this message so late but I didn't want it to slip my mind by tomorrow. Please add mine and my husband's name to the oust you recently discussed in your post.

Names:

Hope and Ernest Muñiz

Property address:

12725 Saint Mary Dr

Bell Farms S

[View message](#)

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This message is intended for [REDACTED]  
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Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard [REDACTED]

---

**New message from: Mrs. Hay**

1 message

---

**Mrs. via Nextdoor** <reply@rs.email.nextdoor.com>

Thu, Dec 9, 2021 at 11:24 PM

Reply-To:


reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TOMBWGQ3DEXZRGU4TMMRWHE3V6===@reply.nextdoor.com

To: [REDACTED]

Pls add my name

Conversation between you and Mrs. Hay, Bell Farms

nextdoor

 Mrs. Hay, Bell Farms

Shelton H.  
12704 Door Bell Dr.

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Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard [REDACTED] >

---

**New message from: Rebekah Capelo**

1 message

---

**Rebekah via Nextdoor** <reply@rs.email.nextdoor.com>

Fri, Dec 10, 2021 at 6:43 AM

Reply-To:

reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TOMJZGI4DSXZSHE3DIOBZHFPQ====@reply.nextdoor.com

To: [REDACTED]

Add name to Bell Farms letter

Conversation between you and Rebekah Capelo, Bell Farms 

 Rebekah Capelo, Bell Farms

Hello I am the home owner at:

Rebekah Capelo  
12800 St Marys Dr  
Manor TX 78653  
512-820-1812

Please add my name to the letter for city council.

Thank you,

Rebekah

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This message is intended for [REDACTED]

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Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard <[REDACTED]>

---

## For Petition

1 message

---

Kimberly Garcia <[REDACTED]>

Fri, Dec 10, 2021 at 10:44 AM

Reply-To: Kimberly Garcia <[REDACTED]>

To: [REDACTED]

I, Kimberly Garcia, homeowner of 12812 Chime Dr, support denial of Townhomes and other development.

Thank you,  
Kim Garcia

Sent from Yahoo Mail on Android



12/14/21, 7:13 PM

Gmail - Petition



Julie Leonard <[REDACTED]>

---

## Petition

1 message

---

**larry@himb.org** <[REDACTED]>  
To: [REDACTED]

Fri, Dec 10, 2021 at 10:08 AM

I support the petition

12916 Snow Lane, Manor Texas 78653

--  
Larry Greene--  
[REDACTED]



Julie Leonard &gt;

---

**Petition - Refusal of Townhomes near Bell Farms**

---

Ana Seamans &lt;[REDACTED]&gt;

Fri, Dec 10, 2021 at 1:21 PM

To: Julie Leonard &lt;[REDACTED]&gt;, Cody Seamans &lt;[REDACTED]&gt;

12717 Carillon Way, Manor, TX 78653

Best,  
Ana

On Fri, Dec 10, 2021, 1:16 PM Julie Leonard <[REDACTED]> wrote:  
Thanks Anan. What is your house number and street address so I can add?

On Thu, Dec 9, 2021 at 9:18 PM Ana Seamans <[REDACTED]> wrote:  
Hi Julie,

Please add myself, Ana Seamans, and my husband, Cody Seamans, to the petition to deny any additional increase in population, such as Townhouses, near Bell Farms.

Ana Seamans - [REDACTED]  
Cody Seamans - [REDACTED]

The infrastructure in place does not currently support any increase to the population of this region. Our roads cannot support additional traffic and the residents should not be victims to the consequences of poor planning.

Unless public domain is invoked and we build additional roads, and traffic lanes with protected rights and lefts, for traffic outgoing and incoming, including better roads that lead to Old Hwy 20, congestion will only increase, along with accidents, littering, noise, pollution and other hazards associated with small areas that are poorly planned for growth.

Please reach out any time for additional comments.

Best,  
Ana Seamans  
[REDACTED]

—  
Thanks!

Julie Leonard



Julie Leonard <[REDACTED]>

---

## Rezoning by Bell Farms

1 message

Bill Cashion [REDACTED]

Thu, Dec 9, 2021 at 11:15 PM

To: [REDACTED]

To whom it may concern,

I William Cashion of 12904 Ship Bell Drive Manor TX do NOT support rezoning request for the property by the Bell Farms subdivision. We do not need another gas station in Manor much less by our development. I'm concerned about traffic as well. Traffic out here is already a nightmare and we don't need to make things worse by adding more things with out infrastructure improvements.

Thank you,

William Cashion

---  
Bill Cashion

12/14/21, 7:14 PM

Gmail - Zoning



Julie Leonard <[REDACTED]>

---

## Zoning

1 message

---

Erwin Heredia <[REDACTED]>

Fri, Dec 10, 2021 at 2:28 PM

To: [REDACTED]

Cc: Erwin Heredia <[REDACTED]>

support denying the zoning

Erwin Heredia

12912 Tinker St

Manor TX, 78653

[REDACTED]

Sent from my iPhone



Julie Leonard <[REDACTED]>

---

**Bell farms**

1 message

---

**Skyler Youtsey** <[REDACTED]>  
To: [REDACTED]

Fri, Dec 10, 2021 at 5:13 PM

I deny the new build/gas/pipeline.

12817 ring drive manor, tx 78653

Thank you,  
Skyler

Sent from Yahoo Mail for iPhone



Julie Leonard [redacted]

---

## Support of Denial for Townhomes (Matthew and Julie Leonard)

1 message

---

Julie Leonard <[redacted]>  
To: Julie Leonard <[redacted]>

Tue, Dec 14, 2021 at 8:00 PM

Hello,

We support denial of townhomes due to lack of infrastructure support and development and concerns about floodplain/drainage issues.

12821 Ring Dr

--  
Thanks!

Julie Leonard



Julie Leonard [REDACTED]

---

## Townhomes

1 message

---

**Courtney Gamble** <[REDACTED]>  
To: [REDACTED]

Fri, Dec 10, 2021 at 6:09 PM

Hello,

I do not support the building of townhomes to the front of Bell Farms without any new road infrastructure.

Thank you,  
Courtney Gamble  
12901 Snow Ln

—

Hello,

I do not support the building of townhomes to the front of Bell Farms without any new road infrastructure.

Thank you,  
Benjamin Gamble  
12901 Snow Ln



Julie Leonard [redacted] >

---

## Denial

1 message

---

**Susan Gredler** [redacted]

Fri, Dec 10, 2021 at 6:13 PM

To: [redacted]

Julie Leonard

You have my support to work to deny the building of townhomes without proper infrastructure measures being met mostly notable the idea of safety of road improvement to support new structures and finding and protecting existing homes from the buried petroleum pipeline.

Susan Gredler  
12713 Casting Drive  
Manor Tx. 78653  
Sent from my iPad





Julie Leonard <[REDACTED]>

---

**New message from: Kim Benson**

1 message

---

**Kim via Nextdoor** <reply@rs.email.nextdoor.com>

Sun, Dec 12, 2021 at 11:17 AM

Reply-To:

reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHA4TQNBQGYZTQXZRGQYTSMJXHEZF6===@reply.nextdoor.com

To: [REDACTED]

Petition

Conversation between you and Kim Benson, Bell Farms

nextdoor



Kim Benson, Bell Farms

12812 Snow Lane. Thank you, Julie!

[View message](#)

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This message is intended for [REDACTED]

Unsubscribe or adjust your email settings

Nextdoor, 420 Taylor Street, San Francisco, CA 94102



Julie Leonard <[REDACTED]>

---

## Opposition to Townhomes in Bell Farms

1 message

---

Jonathan M. Barton <[REDACTED]>

Sun, Dec 12, 2021 at 3:15 PM

To: [REDACTED]

Greetings Julie,

I am writing to let you know that I would like to be added to your petition to oppose the construction of townhomes in the undeveloped parcel off of Old Highway 20 in Bell Farms.

Sincerely,

Jonathan M. Barton  
12908 Ship Bell Dr,  
Manor, TX 78653  
[REDACTED]



Julie Leonard [REDACTED]

---

## Townhouses

1 message

---

Anthony Tobin <[REDACTED]>  
To: [REDACTED]

Sun, Dec 12, 2021 at 9:01 PM

Dear Planning Board,

I would like to express my request for denial of the townhome proposal for the plot adjacent to Bell Farms.

The gas pipeline, lack of road infrastructure, and proximity to drainage areas make this plot a bad location for multiple townhomes.

Tony Tobin, 12908 Carillon Way, Manor.



Julie Leonard [REDACTED]

---

## Against Townhomes Near Bell Farms

1 message

---

deja hill <[REDACTED]>

Sun, Dec 12, 2021 at 9:43 PM

To: Julie Leonard <[REDACTED]>

Mrs. Julie Leonard,

I am writing to show my support, as a resident of Bell Farms, for the City of Manor to deny the request to allow townhomes near Bell Farms.

Old Hwy 20 does not have the infrastructure in place for that amount of additional continuous traffic on the road.

A traffic analysis would show that more cars than houses, on this end of Old Hwy 20, use this road. As a resident, we already have standing traffic in the morning and evening hours, for hours.

No sidewalks

No shoulder

No median

This road is a construction route for heavy 18 wheelers and dump trucks that can't stop quickly for cars turning in residential places.

This is a construction route more than a "residential friendly road" - no room for more residents.

No access road for emergency vehicles

We have a large apartment complex that is on this road as well.

This area is already overpopulated

These are issues out of city control, until county can come in and fix pot holes, cracked roads and expand the road, I would like the city to deny the request to build townhouses.

I would support something else with a lower traffic volume.

Respectfully,

Deja Hill

12901 Ship Bell Dr, Manor, TX 78653



Julie Leonard [redacted]

---

## Bell Farms

---

Lisa T [redacted]  
To: Julie Leonard [redacted]

Tue, Dec 14, 2021 at 11:06 AM

12900 Ship Bell Drive

On Tue, Dec 14, 2021 at 10:18 AM Julie Leonard [redacted] wrote:  
Thanks! Can you please send your house number and street name?

On Mon, Dec 13, 2021 at 11:46 AM Lisa T [redacted] wrote:  
Hello,

Please include me on the petition that is against the rezoning of the townhomes. Let me know if you need anything further or have any questions.

Sincerely,  
Lisa Tapia.

--

Thanks!

Julie Leonard



Julie Leonard

---

## No Townhomes

1 message

---

Sandra Duran

Tue, Dec 14, 2021 at 8:18 PM

To: [REDACTED]

Please add my name to the petition for no townhomes in Bell Farms.

Sandra Duran 12720 Casting Dr. Manor TX 78653.

Thank you

Sent from Mail for Windows



Julie Leonard [REDACTED]

---

## Zoning Denial

1 message

---

Reagan Kirk [REDACTED]

Tue, Dec 14, 2021 at 8:53 PM

To: [REDACTED]

Reagan Kirk  
12712 St Mary Dr

This email is to inform whoever it may concern that this household supports denial of zoning for townhouses in Bell Farms.

Thank you!



Julie Leonard [REDACTED]

---

**New message from: Darian Norris**

1 message

---

**Darian via Nextdoor** <reply@rs.email.nextdoor.com>

Tue, Dec 14, 2021 at 9:31 PM

Reply-To:

reply+GUYDONRSGU4TSX3QOJXWI5LDORUW63S7KBGV6MJRHEYDEMZRZHE4TQXZVHAYTONJVHE4F6===@reply.nextdoor.com


To: [REDACTED]

Support denial

Conversation between you and Darian Norris, Bell Farms

nextdoor

---

 Darian Norris, Bell Farms

My name is Darian Norris and I live on 12713 Bella Pkwy and I support the denial of zoning for townhomes.

[View message](#)

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---

This message is intended for [REDACTED].

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