



**CITY COUNCIL  
REGULAR SESSION MINUTES  
OCTOBER 18, 2023**

**This meeting was live-streamed on Manor's YouTube Channel**  
<https://www.youtube.com/@cityofmanorsocial/streams>

**PRESENT:**

Dr. Christopher Harvey, Mayor (Absent)

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Denver Collins, Assistant Chief of Police  
James Allen, Lieutenant  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Sarah Friberg, Court Administrator  
Veronica Rivera, Assistant City Attorney  
Phil Green, IT Director  
Chasem Creed, IT Technician

**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 Pro Tem Emily Hill at 7:02 p.m. on Wednesday, October 18, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Rev. David Tucker with Spirit of Hope Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Pro Tem Emily Hill led the Pledge of Allegiance.

## PUBLIC COMMENTS

Kirk Lohmann, 12801 Lexington St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed Shadowglen Public Unit (PUD) Development.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed Bond Propositions and Town Home Development. He also requested a procedure to request community program funds for the community.

No one else appeared at this time.

## PUBLIC HEARING

1. **Conduct a public hearing on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity; Owner: Cottonwood Holdings Limited, LLC**

The city staff recommended that the City Council postpone the Public Hearing to December 6, 2023, Regular Council meeting due to additional documents that would need further review.

Mayor Pro Tem Emily Hill opened the Public Hearing.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to open the public hearing and postpone the public hearing until December 6, 2023, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

2. **Conduct a public hearing on an ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). Applicant: DB Land Consulting LLC; Owner: SAMPSG PROPERTIES LLC**

The city staff recommended that the City Council conduct the public hearing.

Mayor Pro Tem Emily Hill opened the Public Hearing.

Julie Leonard, 12821 Ring Drive, Manor, Texas, submitted a speaker card in opposition to this item. Ms. Leonard spoke regarding the proposed rezoning request and expressed her concerns.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed rezoning request.

Mark Thoman, 12741 Bella Parkway, Manor, Texas, submitted a speaker card in opposition to this item. Mr. Thoman spoke regarding the proposed rezoning request and expressed his concerns.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to close the public hearing.

There was no further discussion.

**Motion to close carried 6-0**

#### **CONSENT AGENDA**

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

- **September 20, 2023, City Council Regular Meeting; and**
- **October 2, 2023, City Council Called Special Session**

**4. Consideration, discussion, and possible action on accepting the September 2023 Departmental Reports.**

- **Finance – Lydia Collins, Director of Finance**
- **Police – Ryan Phipps, Chief of Police**
- **Travis County ESD No. 12 – Ryan Smith, Fire Chief**
- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Scott Dunlop, Development Services Director**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Matt Woodard, Director of Public Works**
- **Manor Cemetery – Nora Sanchez, MC Manager**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

**5. Consideration, discussion, and possible action on a Wastewater Utility Easement for Lot 4, Block 55 Town of Manor, locally known as 401 Llano Street, Manor, TX.**



**6. Consideration, discussion, and possible action on a Wastewater Utility Easement for Monarch Ranch at Manor LLC.**

A discussion was held regarding Manor Police Department's response time on calls.

Chief Phipps stated that Manor Night at the Park would be held on Friday, October 27, 2023, at Timmermann Park.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to accept and approve the Consent Agenda as read.

There was no further discussion.

**Motion to approve carried 6-0**

**REGULAR AGENDA**

**7. First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity; Owner: Cottonwood Holdings Limited, LLC**

The city staff recommended that the City Council postpone item to December 6, 2023, Regular Council Meeting.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone item to December 6, 2023, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

**8. Consideration, discussion, and possible action on a Resolution to authorize the Manor Police Department to apply for grant funds for the purpose of purchasing two police patrol canines.**

The city staff recommended that the City Council approve Resolution No. 2023-34 and authorize the City Manager to execute all documentation.

Lt. Allen discussed the proposed grant opportunity.

Resolution No 2023-34: A Resolution of The City Council of The City of Manor, Texas Authorizing the Filing of a Grant Application To K9s 4 Cops; Authorizing the City Manager to Execute all Necessary Documentation; and Establishing an Effective Date.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Resolution No. 2023-34 and authorize the City Manager to execute all documentation.

A discussion was held regarding the coverage of the grant.

There was no further discussion.

**Motion to approve carried 6-0**

Council Member Deja Hill advised she would be abstaining from discussion and consideration of the following item, as her home was within the radius of the development and received a mailing notice. The appropriate Conflict of Interest Affidavit was filled out and filed with the City Secretary.

Council Member Deja Hill removed herself from the dais.

**9. First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). *Applicant: DB Land Consulting LLC; Owner: SAMPSG PROPERTIES LLC***

The city staff recommended that the City Council approve the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

Development Services Director Dunlop discussed the proposed rezoning request.

A discussion was regarding annexation.

A discussion was held regarding the unofficial petition that had been circulated to the residents.

A discussion was held regarding future development that could be proposed.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to deny the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

A discussion was held regarding other zoning regulations that could be proposed.

There was no further discussion.

**Motion to approve denial carried 5-0**

Council Member Deja Hill returned to the Dais.

**10. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #4).**

The city staff recommended that the City Council approve Resolution No. 2023-35 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Improvement (PID) Area #4 Reimbursement Agreement.

Assistant City Attorney Rivera discussed the proposed Manor Heights PID Reimbursement Agreement.

Resolution No. 2023-35: A Resolution of The City of Manor, Texas Approving and Authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #4).

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Resolution No. 2023-35 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Improvement (PID) Area #4 Reimbursement Agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on an Ordinance amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.**

The city staff recommended that the City Council approve Ordinance No. 723 amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.

Development Services Director Dunlop discussed the proposed amendment ordinance.

Ordinance No. 723: An Ordinance of The City of Manor, Texas, Amending Chapter 1, General Provisions, of The Code of Ordinances of The City of Manor, Texas, to Modify the Planning and Zoning Commission Membership; Terms of Its Members; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Ordinance No. 723 amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.



**City Council Regular Session Minutes  
October 18, 2023**

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Pro Tem Emily Hill adjourned the regular session of the Manor City Council into Executive Session at 7:45 p.m. on Wednesday, October 18, 2023, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding structuring Council compensation; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Spring project; and Section 551.074, Texas Government Code, to evaluate the performance and duties of the City Manager at 7:45 p.m. on Wednesday, October 18, 2023.*

The Executive Session was adjourned at 8:47 p.m. on Wednesday, October 18, 2023.

**OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:19 p.m. on Wednesday, September 20, 2023.

There was no further discussion, and no action was taken.

**ADJOURNMENT**

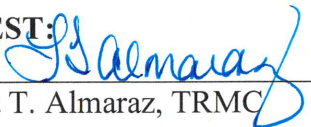
The Regular Session of the Manor City Council was Adjourned at 8:47 p.m. on Wednesday, October 18, 2023.

These minutes were approved by the Manor City Council on the 1<sup>st</sup> day of November 2023.

**APPROVED:**

  
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Dr. Christopher Harvey,  
Mayor

**ATTEST:**

  
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Lluvia T. Almaraz, TRMC  
City Secretary

