



Dr. Larry Wallace Jr., Mayor  
Dr. Christopher Harvey, Mayor Pro Tem, Place 3  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4  
Deja Hill, Place 5  
Gene Kruppa, Place 6

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## City Council Regular Meeting

Wednesday, April 07, 2021 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

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### AGENDA

#### Via Telephone/Video Conference (Zoom Meeting)

This meeting will be live streamed on Manor Facebook Live

You can access the meeting at <https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, April 7<sup>th</sup>, will only be open to the public via remote access.*

#### **Instructions for Public Speaking:**

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

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

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

## CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

## PLEDGE OF ALLEGIANCE

## PROCLAMATIONS

- A.** Declaring the week of April 18-24, 2021, as “*Crime Victims’ Rights Week*”
- B.** Declaring the Month of April 2021, as “*Child Abuse Prevention Month*”
- C.** Declaring the Month of April 2021, as “*Military Child Month*”
- D.** Declaring the Month of April 2021, as “*Sexual Assault Awareness Month*”
- E.** Declaring the month of April 2021, as “*Autism Awareness Month*”

## PUBLIC COMMENTS

*Comments will be taken from the audience participating in zoom meeting on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the City Council During Public Comments.***

## CONSENT AGENDA

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.*

- 1.** **Consideration, discussion, and possible action to approve the City Council Minutes of the March 17, 2021, City Council Regular Meeting.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*

## REGULAR AGENDA

- 2.** **Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances Chapter 15, Article 15.01 Site Development Plans, Article 15.02 Parking Standards, and Article 15.03 Landscaping and Screening on Lots 2 & 3, Block 11, A.E. Lane Addition, 109 East Murray Ave.**  
*Owner: Eric and Rebekah Thomason*  
*Applicant: Eric and Rebekah Thomason*  
*Submitted by: Scott Dunlop, Assistant Development Services Director*
- 3.** **Acknowledge the resignation of Planning and Zoning Commissioner Ruben Cardona, Place No. 5 and declare a vacancy.**  
*Submitted by: Scott Dunlop, Assistant Development Services Director*

## **EXECUTIVE SESSION**

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel to discuss City of Manor Code of Ordinances regarding portable buildings.*

## **OPEN SESSION**

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

## **ADJOURNMENT**

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

## ***CONFLICT OF INTEREST***

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

## POSTING CERTIFICATION


I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, April 1, 2021, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org).



# National Crime Victims' Rights Week

## April 18–24, 2021

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SUPPORT VICTIMS. BUILD TRUST. ENGAGE COMMUNITIES.

**Whereas**, crime victims' rights acts passed here in Texas and at the federal level have provided victims with ways to participate meaningfully throughout the criminal justice process; and

**Whereas**, the rights of crime victims are most preserved when all participants in the criminal justice process -not only victims- are adequately educated about victims' rights; and

**Whereas**, advocacy by and for victims of crime is itself a form of seeking justice and is no less than justice sought in the courts; and

**Whereas**, respecting victims' decisions is honoring their right and ability to take control of their lives and allowing them to find autonomy and empowerment through achieving self-defined goals; and

**Whereas**, providing culturally responsive and linguistically accessible responses ensures that victims of crime with diverse backgrounds receive appropriate resources while finding meaningful ways to pave their road towards healing and justice; and

**Whereas**, the accomplishments of the victims' rights movement inspire in us hope for future progress, greater healing, and bigger opportunities; and

**Whereas**, National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime; and

**Whereas**, The City of Manor is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim service providers, and bringing hope and healing to all victims and survivors.

**Now, therefore**, I, Dr. Larry Wallace, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the week of April 18-24, 2021, as:

### ***"Crime Victims' Rights Week"***

and reaffirming this The City of Manor's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

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Dr. Larry Wallace Jr., Mayor  
City of Manor



# PROCLAMATION

**WHEREAS**, child abuse and neglect are a serious problem affecting every segment of our community, and finding solutions require input and action from everyone; and

**WHEREAS**, our children are our most valuable resources and will shape the future of the City of Manor, Texas; and

**WHEREAS**, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and development well-being of children; and

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

**WHEREAS**, prevention remains the best defense for our children and families.

**NOW THEREFORE**, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of April 2021 as:

## *“Child Abuse Prevention Month”*

in the City of Manor, Texas, and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 7<sup>th</sup> day of April 2021.

\_\_\_\_\_  
Dr. Larry Wallace Jr., Mayor  
City of Manor



## PROCLAMATION

**WHEREAS**, military youth of today and tomorrow promise to be among the most active and involved populations in our nation’s history; and

**WHEREAS**, the physical, social, and emotional well-being of children in military families is essential to their success and has a direct impact on the resiliency of military families serving our country; and

**WHEREAS**, by ensuring military children are safe and supported in our schools and communities our men and women in uniform can focus on the challenges and missions they face in the line of duty; and

**WHEREAS**, our efforts and support can improve the lives of military youth and help pave the way for future generations.

**NOW THEREFORE**, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of April 2021 as:

### *“Military Child Month”*

in the City of Manor, Texas, and urge all citizens to take time to honor our military youth and the family members who care for them.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 7<sup>th</sup> day of April 2021.

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Dr. Larry Wallace Jr., Mayor  
City of Manor



## PROCLAMATION

**WHEREAS**, April is Sexual Assault Awareness Month (SAAM) — a time to draw attention to the prevalence of sexual assault and educate individuals and communities about how to prevent it; and

**WHEREAS**, Sexual harassment, assault, and abuse happen in all communities — and that includes online spaces. We are spending more and more of our lives online, whether that’s for work, school, or entertainment. Unfortunately, with this increase in virtual connection comes an increase in online abuse and harassment. Consent and boundaries can be violated online in a number of ways, and the trauma of online abuse is all too real for many survivors; and

**WHEREAS**, this year, SAAM is celebrating its 20<sup>th</sup> anniversary. The theme for this year’s campaign is “We Can Build Safe Online Spaces”. The campaign calls on us to create online spaces that are built on the foundational values of practicing consent, keeping kids safe, and supporting survivors; and

**WHEREAS**, City of Manor strongly supports the efforts of national, state, and local partners, and of every citizen to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

**NOW THEREFORE**, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of April 2021, as:

### *“Sexual Assault Awareness Month”*

in the City of Manor, Texas and urge all citizens to learn about sexual assault and commit themselves to the community goal of ensuring that everyone can live their life free of sexual violence.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 7<sup>th</sup> day April 2021.

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Dr. Larry Wallace Jr., Mayor  
City of Manor





## PROCLAMATION

**WHEREAS**, each year, people across the globe take time to recognize the millions of people living with Autism Spectrum Disorder (ASD); and

**WHEREAS**, ASD represents a broad group of disorders that vary widely from mild to severe, and is characterized by difficulty with social interaction, communication, severely limited interests and repetitive behaviors; and

**WHEREAS**, the lifelong nature of ASD and other developmental disabilities require a variety of types of assistance at different points in an individual's life; and

**WHEREAS**, a variety of public and private organizations and agencies strive to provide quality care, support, or services to children and adults with ASD to enable them to live as independently as possible and to reach their full potential; and

**WHEREAS**, each organization has a role in identifying, assessing, or supporting people with ASD and their families; and

**WHEREAS**, City of Manor continues awareness efforts in order to educate professionals, students, and community members about autism and best practice in education individuals with autism.

**NOW, THEREFORE**, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of April 2021, as:

### *“Autism Awareness Month”*

in the City of Manor and encourage all citizens to become educated and informed about programs services, and opportunities to support individuals with autism.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 7<sup>th</sup> day of April 2021.

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Dr. Larry Wallace Jr., Mayor  
City of Manor



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 7, 2021  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of March 17, 2021, Regular Meeting.

**BACKGROUND/SUMMARY:**

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** Not Applicable  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- March 17, 2021, City Council Regular Meeting Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the City Council approve the City Council Minutes of March 17, 2021, Regular Meeting.

**PLANNING & ZONING COMMISSION:** Recommend Approval Disapproval None



**CITY COUNCIL  
REGULAR SESSION MINUTES  
MARCH 17, 2021  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, March 17<sup>th</sup>, was only open to the public via remote access.*

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

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

Mayor Wallace advised that all votes would be conducted by a Roll Call Vote, meaning each City Council Member would be called on separately to cast their vote.

**PRESENT VIA ZOOM:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Dr. Christopher Harvey, Mayor Pro Tem, Place 3  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4 (joined zoom meeting at 7:07 p.m.)  
Deja Hill, Place 5  
Gene Kruppa, Place 6 (Absent)

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Lydia Collins, Director of Finance  
Debbie Charbonneau, Heritage and Tourism Manager  
Scott Dunlop, Assistant Development Services Director  
Heath Ferguson, IT Manager  
Michael Tuley, Director of Public Works  
Tracey Vasquez, HR Manager  
Frank T. Phelan, P.E., City Engineer  
Veronica Rivera, Legal Counsel  
Gregory Miller, Bond Counsel  
Christina Lane, Finance Counsel

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present via video/telephone conference, the regular session of the Manor City Council was called to order by Mayor Wallace at 7:00 p.m. on Wednesday, March 17, 2021.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace, Assistant Development Services Director Dunlop, led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

## PROCLAMATIONS

### A Declaring the Month of March 2021, as “*Women’s History Month*”

Mayor Wallace read a proclamation declaring the month of March 2021, as “*Women’s History Month.*”

### B. Declaring the Month of March 2021, as “*National Colorectal Cancer Awareness Month*”

Mayor Wallace read a proclamation declaring the Month of March 2021, as “*National Colorectal Cancer Awareness Month.*”

### C. Declaring the Month of March 2021, as “*Youth Art Month*”

Mayor Wallace read a proclamation declaring the Month of March 2021, as “*Youth Art Month.*”

### D. Declaring March 25, 2021, as “*National Medal of Honor Day*”

Mayor Wallace read a proclamation declaring March 25, 2021, as “*National Medal of Honor Day.*”

## PUBLIC HEARINGS

1. **Public Hearing:** Conduct a public hearing on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

Item pulled; no action taken.

## CONSENT AGENDA

2. Consideration, discussion, and possible action to approve the City Council Minutes of the March 3, 2021, City Council Regular Meeting.
3. Consideration, discussion, and possible action on the acceptance of the February 2021 Departmental Reports.
  - Police – Ryan Phipps, Chief of Police
  - Development Services – Scott Dunlop, Asst. Dev. Services Director
  - Community Development – Debbie Charbonneau, Heritage and Tourism Manager
  - Municipal Court – Sarah Friberg, Court Clerk
  - Public Works – Michael Tuley, Director of Public Works
  - Finance – Lydia Collins, Director of Finance

Heritage and Tourism Manager Charbonneau discussed the Spring Fling Event.

Director of Public Works Tuley explained the bidding phase for 2020 Cap Metro Paving Improvements.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve and adopt all items on the Consent Agenda.

There was no further discussion.

**Motion to approve carried 6-0**

### REGULAR AGENDA

- 4. Consideration, discussion, and possible action on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**

Item pulled; no action taken.

- 5. Consideration, discussion, and possible action on a resolution approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2).**

The City staff recommended that the City Council approve Resolution No. 2021-02 approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2)

Talley Williams with Metcalfe Wolff Stuart & Williams LLP, 221 W. 6<sup>th</sup> Street, Suite 1300, Austin, Texas, submitted a card in support of this item and was available to answer any questions posed by City Council.

Gregory Miller with Bickerstaff Heath Delgado Acosta LLP, 3711 S. Mo-Pac, Building One, Suite 300, Austin, Texas, was available to answer any questions posed by City Council.

City Manager Bolt discussed the Manor Heights Public Improvement District Reimbursement Agreement.

The discussion was held regarding the clarification on the reimbursement amount.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Deja Hill, to approve Resolution No. 2021-02 approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2).

There was no further discussion.

**Motion to approve carried 6-0**

**6. Consideration, discussion, and possible action on a Statement of Work for George Butler Associates, Inc. for the Manor Pavement Management Program.**

The City staff recommended that the City Council approve the proposed Statement of Work #3 to the existing Master Services Agreement with George Butler Associates, Inc. for the Pavement Management Program in the amount of \$130,350.00.

City Engineer Phelan discussed the Statement of Work for the Pavement Management Program.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill, to approve the proposed Statement of Work #3 to the existing Master Services Agreement with George Butler Associates, Inc. for the Pavement Management Program in the amount of \$130,350.00.

The discussion was held regarding funding for the project.

The discussion was held regarding the assessment of roads within the city limits of Manor only.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on an ordinance amending the Code of Ordinances to formally create the Budget Committee.**

The City staff recommended that the City Council approve Ordinance No. 607 to formally create the Budget Committee.

Ordinance No. 607: An Ordinance of the City of Manor, Texas, Amending the Code of Ordinances to Formally Create the Budget Committee; Providing for Members of the Committee and its Purpose; Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Mayor Pro Tem Harvey to approve Ordinance No. 607 to formally create the Budget Committee.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:39 p.m. on Wednesday, March 17, 2021, in accordance with the requirements of the Open Meetings Law.

Legal Counsel Rivera, Finance Counsel Lane, City Engineer Phelan, Director of Finance Collins and HR Manager Vasquez joined Executive Session via zoom.

### **EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in - *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel to discuss the ShadowGlen development agreement; and Section 551.074 Personnel Matters – Discussion of City Manager’s Employment* at 7:39 p.m. on Wednesday, March 17, 2021.

The Executive Session was adjourned at 8:45 p.m. on Wednesday, March 17, 2021.

### **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 Closed Executive Session at 8:45 p.m. on Wednesday, March 17, 2021.

Mayor Wallace opened the floor for action to be taken on the items discussed in the Executive Session.

#### **8. Postponed Item: Consideration, discussion, and possible action on an amendment to the City Manager’s Contract.**

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Emily Hill, to approve the amendment to the City Manager’s Contract.

There was no further discussion.

**Motion to approve carried 6-0**

### **ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 8:55 p.m. on Wednesday, March 17, 2021.

These minutes approved by the Manor City Council on the 7<sup>th</sup> day of April 2021.



**APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 7, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances Chapter 15, Article 15.01 Site Development Plans, Article 15.02 Parking Standards, and Article 15.03 Landscaping and Screening on Lots 2 & 3, Block 11, A.E. Lane Addition, 109 East Murray Ave.

*Owner: Eric and Rebekah Thomason*

*Applicant: Eric and Rebekah Thomason*

### BACKGROUND/SUMMARY:

This property is adjacent to the city water tower on East Murray Ave and across from Bluebonnet. They are seeking a site development waiver like the ones previously granted to other properties, such as the corner of Lexington and Murray and along Parsons Street. However, those properties were along higher traffic, more major roadways. A previous mobile food vendor located adjacent to this property 900 N. Lexington resulted in many parking issues and No Parking signs needing to be installed on the south side of East Murray Ave. This waiver would permit the applicant/owner to install gravel base rather than asphalt or concrete parking and not have to install landscaping nor would they have to file a site development permit. They would still be required to have city standard concrete drive approaches and any electric or plumbing permits, as necessary. The mobile food vendors would also still need annual permits as required under our Vendor Peddler Ordinance.

It is staff's opinion these waivers should be reserved for properties along major roads such as Lexington or Parsons and not on smaller roads.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Waiver request and letter of intent
- Preliminary site plan
- Area Image

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council deny a waiver from Manor Code of Ordinances Chapter 15, Article 15.01 Site Development Plans, Article 15.02 Parking Standards, and Article 15.03 Landscaping and Screening on Lots 2 & 3, Block 11, A.E. Lane Addition, 109 East Murray Ave.

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



**A. Location:**

109 E Murray Ave

**B. Purpose and Intent:**

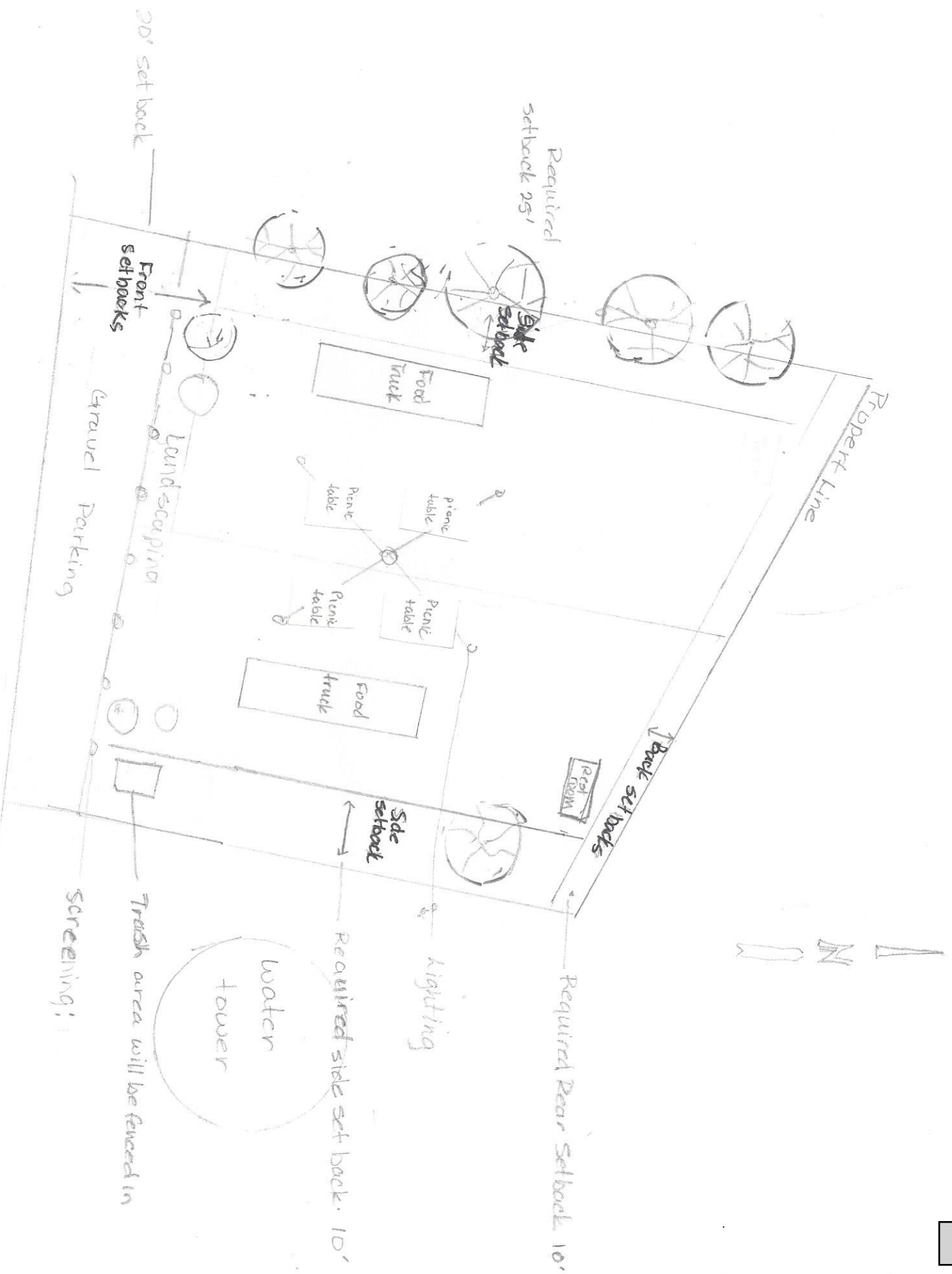
1. To provide appropriate standards to ensure a high-quality appearance. Clean, nice landscaping and well-lit space (Article 15.03), where food trailer can set up and to promote pedestrian-friendly design and parking (Article 15.02). The patrons also have a clean, park like setting to enjoy eating.
2. To strengthen and protect the image and identity character of Manor, thereby to enhance its business economy.
3. To Protect and enhance residential neighborhood, commercial districts, and other areas by encouraging physical development that is of high quality and is compatible with the character, scale and function of its surrounding area.
4. To encourage developments that relate well to adjoining public streets, open spaces, and neighborhoods.
5. To provide for and encourage development and redevelopment that contains a compatible mix of residential and nonresidential uses within close proximity to each other, rather than separating uses.

**B. Non-residential:**

1. Site Development Plan page 2 (Article 15.01).
2. Developing a site for two food trucks.
4. Well - lit area for patrons eating area.
5. A 10 X 10 structure restroom and wash area.

Eric and Rebekah Thomason

East Murray Street





AGENDA ITEM NO. \_\_\_\_\_



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 7, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

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**AGENDA ITEM DESCRIPTION:**

Acknowledge the resignation of Planning and Zoning Commissioner Ruben Cardona, Place No. 5 and declare a vacancy.

**BACKGROUND/SUMMARY:**

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Resignation email

**STAFF RECOMMENDATION:**

It is the City staff's recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner Ruben Cardona, Place No. 5 and declare a vacancy.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

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**From:** Ruben Cardona < >  
**Sent:** Wednesday, March 17, 2021 3:21 PM  
**To:** Lluvia Almaraz; Scott Dunlop  
**Subject:** Re: Planning and Zoning Commission Meeting 3/17

Good afternoon Lluvia and Scot,

Unfortunately I won't be able to continue serving on this committee as I started a new job and it has me working a lot of late night hours. It also has me on the road which will make it difficult to serve. Please accept my apologies and I thank you for the opportunity to serve my community.

Thank you,  
Ruben