



Julie Leonard, Chair, Place 1  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Prince John Chavis, Place 4  
Grant E. Loveless, Place 5  
Cecil Meyer, Place 6  
LaKesha Small, Vice Chair Place 7

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## Planning & Zoning Commission Regular Meeting

Wednesday, January 12, 2022 at 6:30 PM

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

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### AGENDA

#### CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

#### PUBLIC COMMENTS

*Comments will be taken from the audience 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 Commission. To address the Planning and Zoning Commission, please complete the white card and present it to the City staff prior to the meeting. **No Action May be Taken by the Planning and Zoning Commission During Public Comments.***

#### PUBLIC HEARING

- 1.** Conduct a public hearing on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.  
*Applicant: LJA Engineering*  
*Owner: Butler Family Partnership, Ltd.*
- 2.** Conduct a public hearing on a Rezoning Application for 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*
- 3.** Conduct a public hearing on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.  
*Applicant: I.T. Gonzalez Engineers*  
*Owner: Jorge Luis Martinez*

## CONSENT AGENDA

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

- 4. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee and Planning and Zoning Commission Minutes of December 08, 2021, Joint Session.**

## REGULAR AGENDA

- 5. Consideration, discussion and possible action on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.  
*Applicant: LJA Engineering*  
*Owner: Butler Family Partnership, Ltd.***
- 6. Consideration, discussion and possible action on a Rezoning Application for 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 Kareediya*  
*Owner: Rafiq Kareediya***
- 7. Consideration, discussion and possible action on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.  
*Applicant: I.T. Gonzalez Engineers*  
*Owner: Jorge Luis Martinez***
- 8. Consideration, discussion and possible action on a 2022 Subdivision Calendar.**

## ADJOURNMENT

In addition to any executive session already listed above, the Planning & Zoning Commission 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 Planning & Zoning Commission member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the Planning & Zoning Commission 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: Friday, January 07, 2022, 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).

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.

**Applicant:** *LJA Engineering*

**Owner:** *Butler Family Partnership, Ltd.*

### BACKGROUND/SUMMARY:

This is the large tract of land across US 290 from Walmart, at 290 and 973. They are proposing to subdivide the tract into nine commercial lots; 6 of which are 1.5-2 acre pad sites and 3 that are larger lots.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

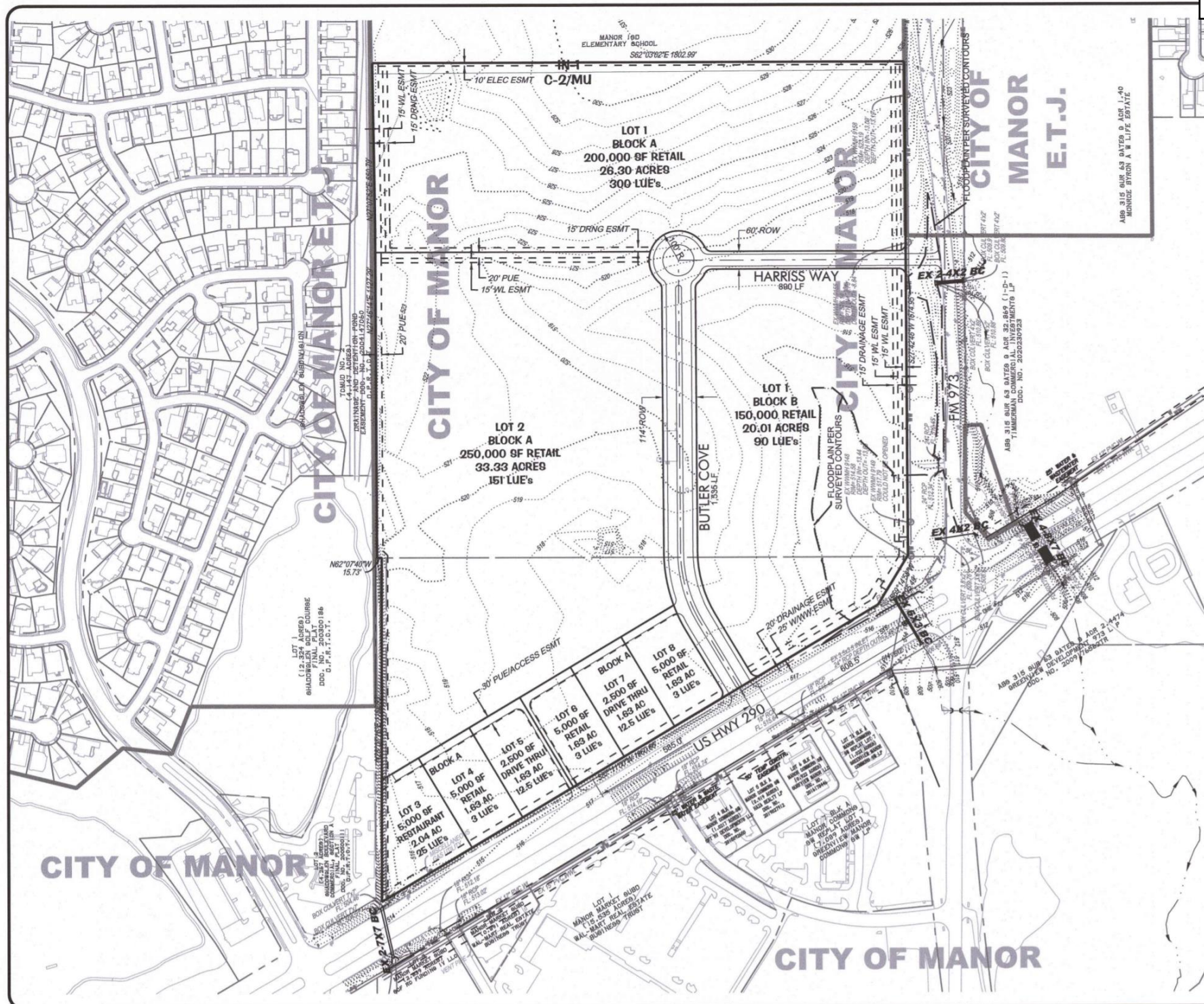
- Concept Plan
- Notice
- Labels

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission conduct a public hearing.

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







December 20, 2021

## City of Manor Development Services

# Notification for a Subdivision Concept Plan

Case Number: 2021-P-1355-CP

Case Manager: Scott Dunlop

Contact: [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Subdivision Concept Plan for the Butler - Manor Subdivision located near the intersection of US Hwy 290 and N. FM 973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.**

***Applicant:* LJA Engineering**

***Owner:* Butler Family Partnership, Ltd.**

The Planning and Zoning Commission will meet at 6:30PM on January 12, 2022 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on January 19, 2022 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Concept Plan has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners and Council Members during the discussion of this item.

SG Land Holdings, LLC  
4131 S. Main St  
Santa Ana, CA 82707-5758

Bluebonnet Electric Co-op  
650 Hwy 21 E  
Bastrop, TX 78602-5864

Allen Click  
10813 Decker Ln  
Austin, TX 78724-1017

Julio C. Mireles  
13500 N. FM 973  
Manor, TX 78653-4203

Byron A W Monroe Life Estate  
13407 N. FM 973  
Manor, TX 78653-4732

Ozie Monroe Sr Family Trust  
c/o Marilyn Monroe Hall  
P.O. Box 254  
Manor, TX 78653-0254

Timmerman Commercial Investments  
501 Vale St  
Austin, TX 78746-5732

Greenview Manor Commons SW, LP  
P.O. Box 162304  
Austin, TX 78716-2304

Surfview Manor, LLC  
19 Bay Vista Dr  
Mill Valley, CA 94941-1604

Haza Realty, LP  
4415 Hwy 6  
Sugar Land, TX 77478-4476

CFT NV Developments, LLC  
1683 Walnut Grove Ave  
Rosemond, CA 91770-3711

Wal-Mart Real Estate Business Trust  
MS 0555  
P.O. Box 8050  
Bentonville, AR 72712-8055

SCF RC Funding IV, LLC  
902 Carnegie Center Blvd #520  
Princeton, NJ 08540-6531

Cottonwood Holdings, Ltd  
c/o Dwyer Realty Companies  
9900 US Hwy 290 E  
Manor, TX 78653-9720

ASC Medical 8 Holdings, LLC  
885 Woodstock Rd #430-330  
Roswell, GA 30075-2277

Shadowglen Golf, LP  
12801 Lexington St  
Manor, TX 78653-3333

Travis County MUD #2  
c/o Sue Brooks Littlefield  
100 Congress Ave #1300  
Austin, TX 78701-2744

Sherman White Jr & Sylvia M. White  
13720 Shadowglade Pl  
Manor, TX 78653-3768

Mickey Jonathan & Rachel Molad  
13724 Shadowglade Pl  
Manor, TX 78653-3768

Sonny Willis & April Ann Willis  
13728 Shadowglade Pl  
Manor, TX 78653-3768

Realtron, Inc.  
13276 Research Blvd #105  
Austin, TX 78750-3225

Phillip P. & Irma  
13721 Shadowglade Pl  
Manor, TX 78653-3768

Arturo Sanchez &  
Sanjuana Perez Sanchez  
13717 Shadowglade Pl  
Manor, TX 78653-3768

Benjamin & Marisa Del la Garza  
11708 Pillion Pl  
Manor, TX 78653-3767

Allen C. Ambuhl & Debra K. Young  
11712 Pillion Pl  
Manor, TX 78653-3767

George Brown Jr  
P.O. Box 1158  
Manor, TX 78653-1158

Anthony & Victoria Hunt  
11720 Pillion Pl  
Manor, TX 78653-3767

Lamont & Sharla M. Randle  
11709 Pillow Pl  
Manor, TX 78653

Thomas & Amanda Mullen  
11713 Pillion Pl  
Manor, TX 78653-3767

Humberto Suarez  
11717 Pillion Pl  
Manor, TX 78653-3767

Michael & Lauren Manker  
11721 Pillion Pl  
Manor, TX 78653-3767

Marilyn D. McArthur  
11725 Pillion Pl  
Manor, TX 78653-3767

Gary L. Stiggers  
11729 Pillion Pl  
Manor, TX 78653-3767

Williams Wesley Taylor Jr &  
Jery Ann Taylor  
11733 Pillion Pl  
Manor, TX 78653-3767

Maura Hayes & Terrence Hayes III  
11737 Pillion Pl  
Manor, TX 78653-3767

Daffney A. Henry  
13745 Shady Ridge  
Manor, TX 78653-3770

Michael J. & Stephanie M Sievers  
13816 Field Spar Dr  
Manor, TX 78653-3881

Carmen & Rodolfo Acosta  
13820 Field Spar Dr  
Manor, TX 78653-3881

Brett R. Benedetti  
13824 Field Spar Dr  
Manor, TX 78653-3881

Daisy Prieto & Salvador U. Flores  
13828 Field Spar Dr  
Manor, TX 78653-3881

Aspazia Bitá  
13832 Field Spar Dr  
Manor, TX 78653-3881

Todd Curtis Phillips &  
Samantha Anette Phillips  
11501 Sun Glass Dr  
Manor, TX 78653-3884

Akinyemi P. Ajai & Priscilla O. Ajai  
11505 Sun Glass Dr  
Manor, TX 78653-3884

Jennifer & Michael White  
11509 Sun Glass Dr  
Manor, TX 78653-3884

Mayra Hernandez  
11513 Sun Glass Dr  
Manor, TX 78653

Gladys & Jeffrey Lewis  
11517 Sun Glass Dr  
Manor, TX 78653-3884

Coretta Bell-Sexton &  
Johnny F. Sexton Jr  
11601 Sun Glass Dr  
Manor, TX 78653-3885

Kristin & Scott P. Vandenberg  
11605 Sun Glass Dr  
Manor, TX 78653-3885

Charlie Holmes & Mark Burgessporter  
c/o Stephens Lamb  
P.O. Box 27626  
Macon, GA 31221-7626

Juan & Shawna Cuellar  
11613 Sun Glass Dr  
Manor, TX 78653-3885

Stephen C. & Sandra L. Itnyre  
11617 Sun Glass Dr  
Manor, TX 78653-3885

Charles L. & Aursha R. Waldon  
11621 Sun Glass Dr  
Manor, TX 78653-3885

Walter William Wilken  
11625 Sun Glass Dr  
Manor, TX 78653-3885

Michelle L. White  
11629 Sun Glass Dr  
Manor, TX 78653-3885

Diana & Timothy Mortensen  
11633 Sun Glass Dr  
Manor, TX 78653-3885

Joseph C. & Jana Bowman  
11701 Sun Glass Dr  
Manor, TX 78653-3957

Karen Reynolds  
11705 Sun Glass Dr  
Manor, TX 78653-3957

Jarrett Crippen  
11709 Sun Glass Dr  
Manor, TX 78653-3957

Douglas D. & Michiko I. Dodge  
11713 Sun Glass Dr  
Manor, TX 78653-3957

Mohammed Nabil Zawahiri  
11717 Sun Glass Dr  
Manor, TX 78653-3957



Current Resident  
11721 Sun Glass Dr  
Manor, TX 78653

Joaquin R. Saenz &  
Serena M. Pennock-Saenz  
11725 Sun Glass Dr  
Manor, TX 78653-3957

Janice B. & Terry S. Smith  
13833 Field Stream Ln  
Manor, TX 78653-3830

Marisabell & Edgar I. Velasco  
12929 Carillon Way  
Manor, TX 78653-5194

Rizwana N. & Mohammed Amjed  
13825 Field Stream Ln  
Manor, TX 78653-3830

Tiffany Martz & Aaron Schwartz  
11712 Sun Glass Dr  
Manor, TX 78653-3957

Kirsten E. & Jeffrey T. McLaughlin  
11708 Sun Glass Dr  
Manor, TX 78653-3957

Jeremy Ohora  
11704 Sun Glass Dr  
Manor, TX 78653-3957

Xiang Ma & Xiaoman Miao  
15 Iris Ln  
Menlo Park, CA 94025

Sally J. Evans & Rebecca A. Lucero  
13824 Glen Mark Dr  
Manor, TX 78653-3958

Vincent S. Do, etal  
13820 Glen Mark Dr  
Manor, TX 78653-3958

Alejandra & Carlos Hernandez  
13825 Long Shadow Dr  
Manor, TX 78653-3883

Terrence Wood & Gloria Taylor-Lewis  
25551 SE 41<sup>st</sup> Ct  
Sammamish, WA 98029-7769

Michael William Gigl  
20417 Crooked Stick Dr  
Pflugerville, TX 78660-8196

Agata Gruza & Eric Michael Daley  
13824 Long Shadow Dr  
Manor, TX 78653-3883

David L. & Josie U. Haney  
13825 Tercel Trce  
Manor, TX 78653-3879

Current Resident  
13821 Tercel Trce  
Manor, TX 78653

Torvald Tomas Valentij Hessel &  
Ryan Elisabeth Fleming  
16408 Christina Garza Dr  
Manor, TX 78653-2162

Willie & Carmen Maria Kendrick  
13824 Tercel Trace  
Manor, TX 78653-3879

Chae Kyung Kim & Choong N. Chang  
13817 Field Spar Dr  
Manor, TX 78653-3881

Michael & Lindsay Jones  
13821 Field Spar Dr  
Manor, TX 78653-3881

Shadowglen Residential Community  
c/o CCMC L-100  
8360 E. Via de Ventura Blvd  
Scottsdale, AZ 85258-3172

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for 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*

### BACKGROUND/SUMMARY:

This property is currently being annexed. They are proposing to rezone the property to C-3 Heavy Commercial. C-3 is the city's most permissive zoning category being a mix of commercial and light industrial uses. All other commercial properties along FM 973 and all but 1 property along US 290 are zoned either C-1 Light Commercial or C-2 Medium Commercial because those roadways are intended primarily for retail type commercial uses consistent with C-1 or C-2 and less intended for industrial development.

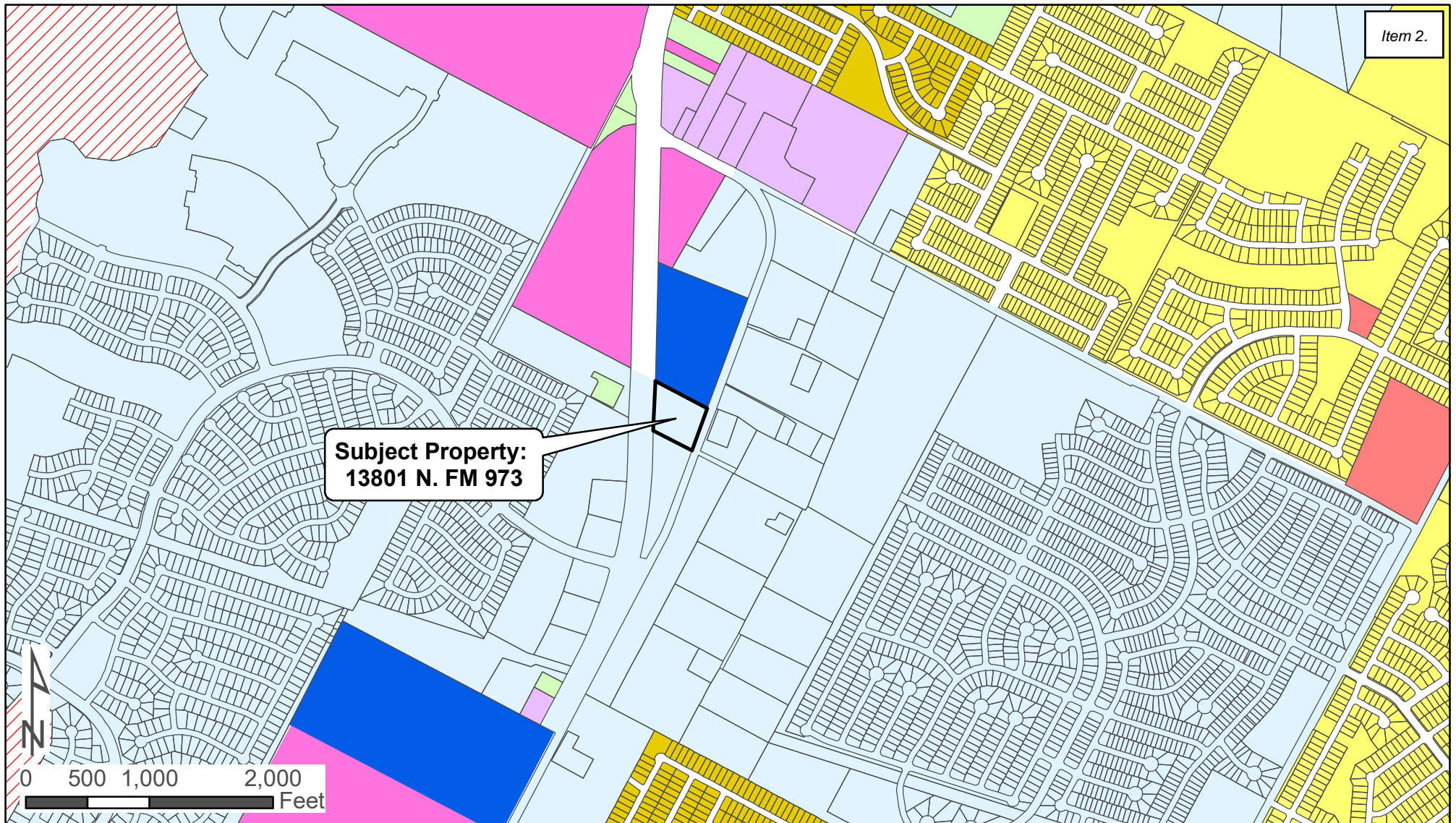
**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Location Map
- C-3 Land Uses
- Notice
- Labels

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission conduct a public hearing.

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



## Proposed Zoning: Heavy Commercial (C-3)

### Zone

A - Agricultural	MH-1 - Manufactured Home	C-3 - Heavy Commercial
SF-1 - Single Family Suburban	I-1 - Institutional Small	NB - Neighborhood Business
SF-2 - Single Family Standard	I-2 - Institutional Large	DB - Downtown Business
TF - Two Family	GO - General Office	IN-1 - Light Industrial
MF-1 - Multi-Family 15	C-1 - Light Commercial	IN-2 - Heavy Industrial
MF-2 - Multi-Family 25	C-2 - Medium Commercial	PUD - Planned Unit Development
		ETJ

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Athletic facility	C	C	C								
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Child care center		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Community garden	C	C	C		C	C	C				
Construction and equipment sales (major)									P	P	P
Construction and equipment sales (minor)							P	P	P	P	
Consumer repair services					P	P	P	P	P		
Contractor's shop								C	C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room							C/S	C/S	C/S		
Garden center							C	C	C		
Gasoline station (full service)								C/S	C		
Gasoline station (limited)					C/S		C/S	C/S	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C	C	C	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Pet store					C	C	C	C	C		
Portable building sales									P	P	
Printing and publishing				C	C	C	C	C	C		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive-in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Semi-permanent food establishment							C	C	C		
Shooting range, indoor									P	P	
Smoke shop or tobacco store							P	P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop or travel center									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		

Item 2.



December 13, 2021

## City of Manor Development Services

# Notification for a Rezoning Application

Case Number: 2021-P-1377-ZO

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 3.398 acres, more or less, and being located at 13801 N. FM 973, Manor, TX. The request will be posted on the agenda as follows:

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***Applicant:* Rafiq Karediya**

***Owner:* Rafiq Karediya**

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You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed. Comments may also be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners and Council Members during the discussion of this item.

FM 973 BUILDING HOPE LLC  
211 E 7TH ST STE 620  
AUSTIN, TX 78701-3218

STEPHANIE L WARD  
13915 SUNCREST RD  
MANOR , TX 78653-3897

JEFFREY T & PAM MONTAGUE  
13909 SUNCREST RD  
MANOR , TX 78653-3897

CESAR CASIANO-JARAMILLO  
13901 SUNCREST RD  
MANOR , TX 78653-4156

RUPERTO NUNEZ & JULIA MARTINEZ  
13809 FM 973 N  
MANOR , TX 78653-3896

COTTONWOOD HOLDINGS LTD  
DWYER REALTY COMPANIES  
9900 US HIGHWAY 290 E  
MANOR , TX 78653-9720

FLATS AT SHADOWGLEN CHL I LLC  
9900 HIGHWAY 290 EAST  
MANOR, TX 78653-9720

CLIDE R NICHOLS  
415 HONEYCOMB CIR  
DRIFTWOOD, TX 78619-5706

TIMMERMAN COMMERCIAL  
INVESTMENTS LP  
501 VALE ST  
AUSTIN, TX 78746-5732



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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.

*Applicant: I.T. Gonzalez Engineers*

*Owner: Jorge Luis Martinez*

### BACKGROUND/SUMMARY:

This plat is a two-lot subdivision in our ETJ. The proposed use for each lot is single family residential.

### LEGAL REVIEW:

### FISCAL IMPACT:

### PRESENTATION:

### ATTACHMENTS:

- Plat
- Notice
- Labels

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission conduct a public hearing.

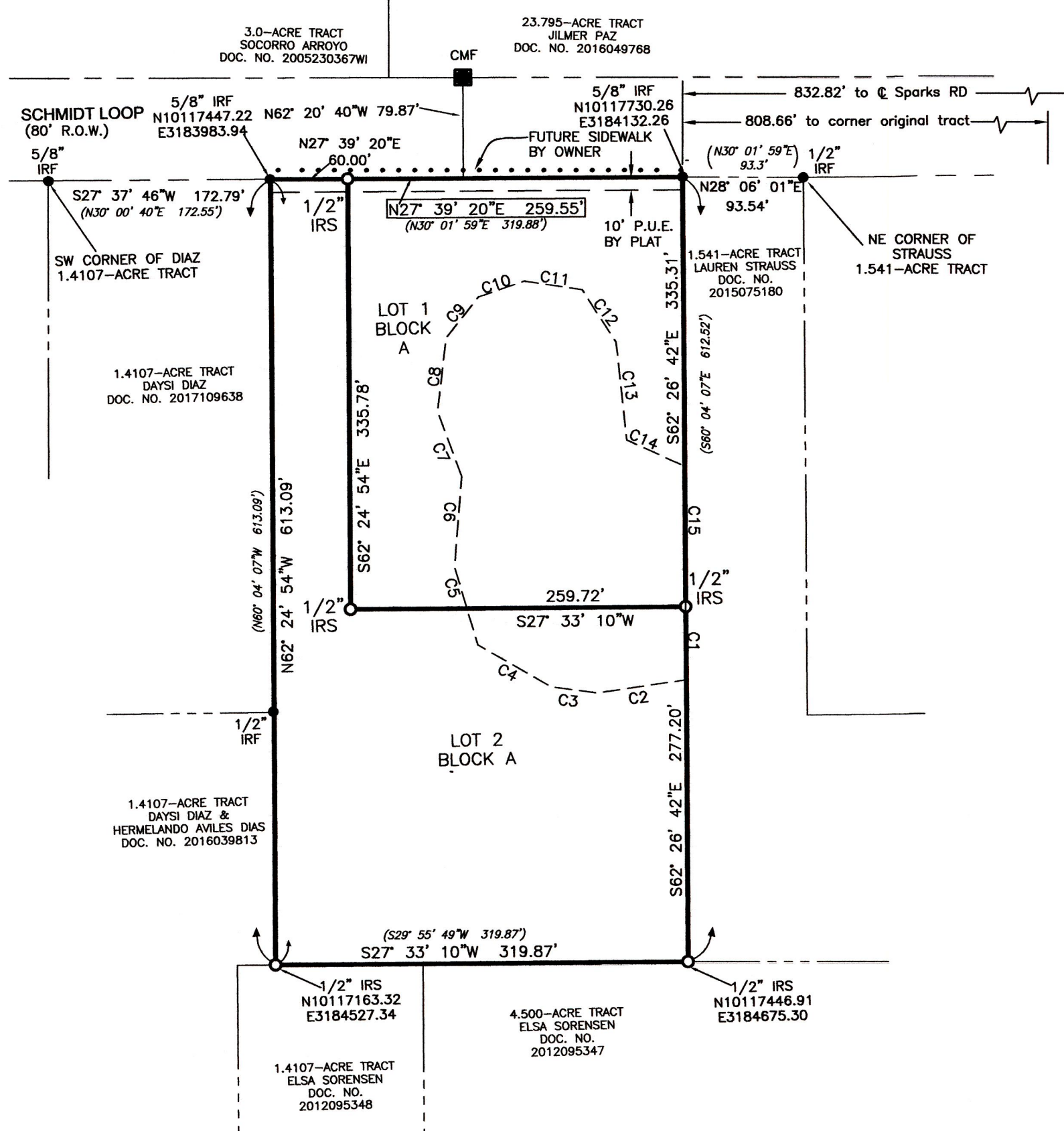
**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

# J & R MARTINEZ SUBDIVISION

## LEGEND

- BOUNDARY LINE
- ADJACENT PROPERTY LINE PER RECORD
- IRON ROD FOUND
- IRON ROD SET
- CONCRETE MONUMENT FOUND
- ROW RIGHT-OF-WAY
- IRF IRON ROD FOUND
- IRS IRON ROD SET
- CMF CONCRETE MONUMENT FOUND
- P.U.E. PUBLIC UTILITY EASEMENT
- ..... FUTURE SIDEWALK BY OWNER
- EASEMENT LINE

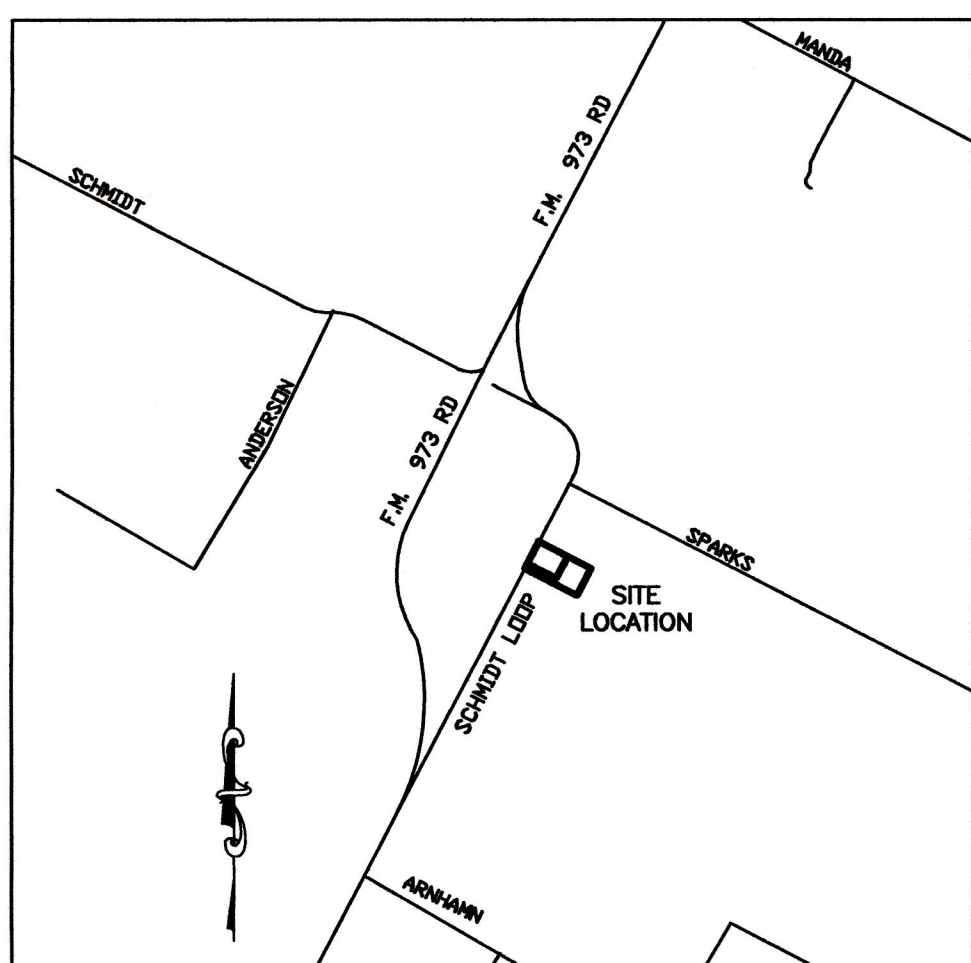
**NOTE:**  
THE COORDINATES SHOWN ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83 (CORS) DATUM. THE BEARINGS SHOWN ARE GRID BEARINGS.



100' 50' 0 100'  
SCALE: 1" = 100'

	LOT SIZE		LAND USE
LOT No.	SQ.FT.	ACRES	
LOT 1	87,119	2.000	S.F. RESIDENTIAL
LOT 2	108,794	2.498	S.F. RESIDENTIAL
TOTAL	195,914	4.498	

CRITICAL ENVIRONMENTAL FEATURE SETBACK LINE TABLE		
Line	Bearing	Distance
C1	S62° 26' 42"E	57.20'
C2	S19° 33' 09"W	69.65'
C3	S35° 35' 31"W	36.39'
C4	S58° 03' 58"W	65.22'
C5	N78° 33' 23"W	63.50'
C6	N57° 36' 40"W	71.00'
C7	N82° 18' 45"W	53.75'
C8	N55° 29' 33"W	57.80'
C9	N23° 44' 35"W	40.91'
C10	N9° 00' 28"E	37.46'
C11	N36° 34' 56"E	45.21'
C12	N85° 25' 13"E	48.57'
C13	S68° 11' 54"E	77.03'
C14	N52° 18' 33"E	49.33'
C15	S62° 26' 42"E	109.30'



**LOCATION MAP**  
1"=2000

SHEET 3 OF 3  
PLAT PREPARATION DATE: 11-01-2021  
I.T.G. ENGINEERS PROJECT NO: P20.08.05.01

**ITG** I T Gonzalez Engineers  
SURVEYING FIRM REGISTRATION NO. 100573-0  
ENGINEERING FIRM REGISTRATION NO. F-3216  
3501 MANDOR ROAD AUSTIN, TEXAS 78723  
TEL: (512) 447-7400 FAX: (512) 447-6389



December 13, 2021

## City of Manor Development Services

### Notification for a Subdivision Short Form Final Plat

Project Name: J & R Martinez Subdivision  
Case Number: 2021-P-1340-SF  
Case Manager: Scott Dunlop  
Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the J & R Martinez Subdivision at 15637 Schmidt Loop, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.**

***Applicant:* I.T. Gonzalez Engineers**

***Owner:* Jorge Luis Martinez**

The Planning and Zoning Commission will meet at 6:30PM on January 12, 2022 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Subdivision Short Form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

JILMER PAZ  
206 COMANCHE CIR  
HUTTO, TX 78634

SOCORRO ARROYO  
15624 SCHMIDT LOOP  
MANOR, TX 78653

CST INVESTMENT PROPERTY LLC  
2510 FARREL RD  
HOUSTON, TX 77073

DAYSÍ DIAZ  
13912 CAMBOURNE DR  
PFLUGERVILLE, TX 78660

ELSA SORENSON  
P O BOX 958  
MANOR, TX 78653

ARMANDO RODRIQUEZ  
15609 SCHMIDT LOOP  
MANOR, TX 78653

FELIPE D MOCTEZUMA & VERONICA  
MORA-DOMINGUEZ  
1200 BROADMOOR DR APT 104  
AUSTIN, TX 78723

DAYSÍ DIAZ & HERMELANDO AVILES DIAZ  
15621 SCHMIDT LOOP  
MANOR, TX 78653

LAUREN STAUSS  
15713 SCHMIDT LOOP  
MANOR, TX 78653



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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee and Planning and Zoning Commission Minutes of December 08, 2021, Joint Session.

### BACKGROUND/SUMMARY:

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

- December 08, 2021, Joint Session Minutes

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission approve the Community Impact Fee Advisory Committee and Planning and Zoning Commission Minutes of December 08, 2021, Joint Session

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



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
& PLANNING AND ZONING COMMISSION  
JOINT SESSION MINUTES  
DECEMBER 08, 2021**

**PRESENT:**

Prince John Chavis, CIF Advisory Committee Chair, Place 4 (Absent)  
Julie Leonard, P&Z Commission Chair, Place 1

**COMMITTEE MEMBERS:**

Anthony Butler, Place 2  
Cresandra Hardeman, Place 3 (Arrived at 6:53 p.m.)  
Grant E. Loveless, Place 5 (Absent)  
Cecil Meyer, Place 6  
Lakesha Small, Place 7  
Barth Timmermann, Developer Representative (Absent)

**CITY STAFF:**

Scott Dunlop, Interim City Manager  
Mandy Miller, Administrative Assistant

**COMMUNITY IMPACT FEE ADVISORY COMMITTEE JOINT SESSION – 6:30 P.M.**

With a quorum of the Community Impact Fee (CIF) Advisory Committee and Planning and Zoning (P&Z) Commission Members present, the joint session was called to order by P&Z Commission Chair Leonard at 6:32 p.m. on Wednesday, December 08, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**CONSENT AGENDA**

1. **Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of November 10, 2021, Regular Session.**

City staff recommended that the CIF Advisory Committee approve the minutes for the CIF Advisory Committee Minutes of the November 10, 2021, Regular Session.

**MOTION:** Upon a motion made by Committee Member Small and Seconded by Committee Member Meyer to approve the consent agenda.

There was no further discussion.

**Motion to approve carried 4-0**

Chair Leonard announced at 6:34 p.m. that the meeting would continue directly into the items for the Planning and Zoning Commission Agenda.

**PLANNING AND ZONING COMMISSION JOINT SESSION – 6:34 P.M.**

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

1. **Conduct a public hearing on a Variance Request from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) for a stormwater detention exemption on Lots 1 and 2, Final Plat of Hill Lane Industrial and being located at 9917 and 10111 Hill Lane, Manor, TX. *Applicant: Garza EMC Owner: Butler Family Partnership Ltd.***

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

Chair Leonard opened the public hearing.

Darren Huckert with Garza EMC, 7708 Rialto Blvd., Suite 125, Austin, Texas, submitted a speaker card in support of this item. Mr. Huckert did not wish to speak, however, he was available for any questions.

Interim City Manager Dunlop informed the Commission that property located near creek or flood plain areas will frequently request detention variances. This property is located near the Gilleland Creek.

Mr. Huckert answered questions from the Commissioners. The items discussed were the water run-off amounts, drainage studies and impact of detention verses non-detention on the Gilleland Creek's peak flows. Mr. Huckert explained studies indicated that detention of the stormwater would add to the flooding problem in the area and being the main reason for the variance request.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to approve carried 4-0**

Chair Leonard advised she had a Conflict of Interest with the following item and stated that without her on the dais there would not have a quorum. Individuals that signed up to speak regarding this item were encouraged to attend the City Council Meeting scheduled for the December 15, 2021, where the next public hearing would be held. The public hearing was not held at this time and Item No. 3 was considered next.

2. **Conduct a public hearing on a Rezoning Application for 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.**

No action taken

Commissioner Cresandra Hardeman arrived at 6:53 p.m. and took her place on the dais during Item No. 3.

3. **Conduct a public hearing on a Rezoning Application for 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: Dywer Realty.**

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

Chair Leonard opened the public hearing.

Chair Leonard read the attached emails from property owners that were against the rezoning request.

Amanda Brown with Kimley Horn and Associates, Inc. presented the attached PowerPoint presentation. Kimley Horn and Associates Inc. represents Coronado West that purchased the property and requested the zoning change. The development concept includes a 91-unit low density development of approximately 9 units per acre with private back yards.

The discussion was held regarding impact of changing the current zoning with the following topics discussed:

- Impact of Multifamily zoning
- Amenity requirements compared to what is being purposed in the presentation
- Available parking for residents
- Traffic flow
- Access points

Ms. Brown assured the Commission that Coronado and Kimley Horn and Associates intend to comply with all code requirements.

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to approve carried 5-0**



## RECALL OF ITEM 2

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Hardeman to recall agenda item No. 2.

There was no further discussion.

### Motion to recall was carried 5-0

Chair Leonard advised she would recuse herself from discussion of the following item, as she lives in the submission next to proposed development. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

Chair Leonard turned the proceedings over to Commissioner Meyer at 7:44 p.m. to conduct the public hearing.

Chair Leonard removed herself from the dais.

2. **Conduct a public hearing on a Rezoning Application for 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.**

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

Commissioner Meyer opened the public hearing.

Mark Thoman, 12741 Bella Pkwy, Manor, Texas, submitted a speaker card in opposition of this item. Mr. Thoman expressed his concerns on allowing the change of zoning for this development or any other intended development for this area without a Comprehensive Plan being in place. He stated that he felt the increase of current development in the area was already over taxing the traffic flow and road conditions. He also expressed concerns regarding the old underground pipeline. He discussed the current issues with the pipeline for the development. Mr. Thoman stated by allowing the zoning change, it would negatively impact Bell Farms, Carriage Hills, Manor Commons and the newly developed Prose communities.

Tyler Burke with Bell Farms Homeowners Association, 12701 Wedding Dr., Manor, Texas, submitted a speaker card in opposition to this item. Mr. Burke stated that he had the same concerns as the previous speaker along with the impact of property value for their homes.

Julie Leonard, 12821 Ring Dr., Manor, Texas submitted a speaker card to speak in opposition of this item. Mrs. Leonard stated she agreed with the previous speakers and that a petition was currently being passed around by Bell Farms residents. She indicated that she also had concerns regarding the current road conditions with Travis County having no plan for improvements with Old Highway 20. She stated that the current commute time to exit Bell Farms community was about 30 minutes and with this development the time would increase. She requested for other options to be considered for the property.

Giby Paraikal with PSG Builders & Developer LLC and Sampsg Properties LLC, 12702 Sherburne St., Suite #B, Austin, Texas submitted a speaker card in support of this item. He addressed the citizens' concerns. He outlined the following information:

- Access points - one to Highway 20 and one at Ring Dr. to FM 973
- Clarification on Gas Pipeline and how the development would withstand
- Planned townhomes would be upper scale townhomes and would not be rentals
- Future expansion of Old Highway 20 to a 4-Lane Road

Tyler Burke spoke again in opposition based on the new information provided by developer. He stated the developer proved that this would be a negative impact on the daily life for the residents inside Bell Farms with the traffic being directed through Bell Farms neighborhood.

Julie Leonard stated she lives on Ring Rd. She detailed the current traffic flow on the roads in and out of her community based on her personal experience. She also wanted to clarify that a vast majority of Ring Road was resident facing streets.

Interim City Manager Dunlop answered questions regarding the development standards and future road condition improvements scheduled or planned by the county for Old Highway 20.

Mark Thoman spoke again regarding the potential traffic path of the development and how it would have a negative effect on both Bell Farms and Carriage Hill Communities. He wanted to stress that he felt the roadway system in the area specifically Old Highway 20 could not withstand an increase in traffic flow.

Interim City Manager Dunlop answered questions regarding the zoning history of the property located at 12920 Old Highway 20, Manor, TX.

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to close carried 4-0**

Chair Leonard returned to the dais and continued meeting.

- 4. Conduct a public hearing on a Rezoning Application for 135 acres, more or less, out of the Sumner Bacon Survey No. 62, Abstract 63, and being located near the intersection of N. FM 973 and Gregg Lane, Manor, TX to Planned Unit Development (PUD). Applicant: SEC Planning. Owner: Enfield Partners, LLC.**

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

Chair Leonard opened the public hearing.

Rose Mary Sheppard, 14578 Pernella Rd., Manor, Texas, submitted a speaker card in opposition to this item. Ms. Sheppard expressed her concerns regarding the rapid growth in Manor. She stated that the rapid growth had created a greater need for additional schools which were being built in her area. She expressed her concerns with the current traffic congestion. She recommended for the city to observe the area first before allowing additional development in the area.

Rachel Shanks with Blackburn Homes, 301 Brush Creek Dr., Suite 108, Cedar Park, Texas, submitted a speaker card in support of this item. Ms. Shanks addressed the traffic concerns and detailed the improvements to the roadway system in the area which included:

- Bridge improvements
- Traffic Impact Analysis
- Funding to assist with the widening of Gregg Lane
- Two Traffic Lights
- Extending connector roads with widening ride-a-way roads to 64 feet

Interim City Manager Dunlop detailed some of the improvements planned for the area such as extending turn lanes and widening of roads near the Gregg Lane area.

**MOTION:** Upon a motion made by Commissioner Butler and Seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

**Motion to close carried 5-0**

#### **CONSENT AGENDA**

#### **5. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of November 10, 2021, Regular Session.**

City staff recommended that the P&Z Commission approve the Planning and Zoning Commission minutes of the November 10, 2021, Regular Session.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Hardeman to approve the Planning and Zoning Commission minutes of the November 10, 2021, Regular Session.

There was no further discussion.

**Motion to approve carried 5-0**

#### **REGULAR AGENDA**

#### **6. Consideration, discussion, and possible action on appointing a Planning and Zoning Commission Vice Chair.**

City staff recommended that the P&Z Commission appoint a Vice Chairperson.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Chair Leonard to appoint Commissioner Small to position of Vice Chair.

There was no further discussion.

**Motion to approve carried 5-0**

7. **Consideration, discussion, and possible action to approve a Variance Request from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) for a stormwater detention exemption on Lots 1 and 2, Final Plat of Hill Lane Industrial and being located at 9917 and 10111 Hill Lane, Manor, TX. Applicant: Garza EMC. Owner: Butler Family Partnership Ltd.**

City staff recommended that the P&Z Commission approve the Variance Request from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) for a stormwater detention exemption on Lots 1 and 2, Final Plat of Hill Lane Industrial and being located at 9917 and 10111 Hill Lane, Manor, TX.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small to approve the Variance Request.

There was no further discussion.

**Motion to approve carried 5-0**

Due to the conflict of interest of Item No. 2, Chair Leonard recused herself from discussion and turned control of the proceedings over to Vice Chair Small at 7:57 p.m. Chair Leonard removed herself from the dais.

8. **Consideration, discussion, and possible action on a Rezoning Application for 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.**

City staff recommended that the P&Z Commission approve the Rezoning Application for 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).

Interim City Manager notified the Commission of the possible actions they were allowed to take. He detailed the various lesser categories that could be recommended for approval. He answered questions from the commission regarding code regulations as it related to this item.

**MOTION:** Upon a motion made by Commissioner Butler and Seconded by Commissioner Meyer to deny the rezoning request.

There was no further discussion.

**Motion to deny carried 4-0**

Chair Leonard returned to the dais. Vice Chair Small returned control of the meeting back over to Chair Leonard at 8:03 p.m.

9. **Consideration, discussion, and possible action on a Rezoning Application for 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: Dywer Realty.**

City staff recommended that the P&Z Commission approve the Rezoning Application for 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).

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Butler to approve the Rezoning from Single Family Suburban (SF-1) to Townhome (TH).

There was no further discussion.

**Motion to approve carried 5-0**

- 10. Consideration, discussion, and possible action on a Rezoning Application for 135 acres, more or less, out of the Sumner Bacon Survey No. 62, Abstract 63, and being located near the intersection of N. FM 973 and Gregg Lane, Manor, TX to Planned Unit Development (PUD). Applicant: SEC Planning. Owner: Enfield Partners, LLC.**

City staff recommended that the P&Z Commission approve the Rezoning Application for 135 acres, more or less, out of the Sumner Bacon Survey No. 62, Abstract 63, and being located near the intersection of N. FM 973 and Gregg Lane, Manor, TX to Planned Unit Development (PUD).

Interim City Manager Dunlop discussed with the Commission zoning of the surrounding properties, amenities, and plat layout.

Commissioner Small thanked the individuals who came out to share their opinions with the Commission.

**MOTION:** Upon a motion made by Commissioner Butler and Seconded by Commissioner Hardeman to approve the Rezoning Application for this property.

There was no further discussion.

**Motion to approve carried 5-0**

**ADJOURNMENT**

With no further business, Chair Leonard adjourned the joint session of the Manor CIF Advisory Committee and the P&Z Commission at 8:11 p.m. on Wednesday, December 08, 2021.

These joint minutes approved by the P&Z Commission on the 12<sup>th</sup> day of January 2022. *(Audio Recording Archived)*

**APPROVED:**

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Julie Leonard  
Chairperson

**ATTEST:**

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Mandy Miller  
Administrative Assistant

**Mandy Miller**

**From:** Stephanie Andrews  
**Sent:** Monday, December 6, 2021 1:29 PM  
**To:** Scott Dunlop; Mandy Miller  
**Subject:** Rezoning Application

I provide permission to have this email to be given to be read for the Wednesday Dec 8th meeting.

My name is Stephanie Andrews and I have resided at 19412 Tayshas St since 2019. I spoke at a previous P&Z meeting about the stone structure outside of our residence with the new build on the land off of 290. I do hope the final decision from the developers and P&Z was to keep that structure or have it moved.

However, this email is in regards to the upcoming meeting on Wednesday December 8th that I am unable to attend due to a scheduling conflict. If I have read this correctly, it appears you're planning on establishing a residential area in the lot across from Paseo Presidenta Blvd. Since I am unable to attend I will not be able to publicly speak on record as a resident of this community to leave that property alone. With the build on the adjacent property we do not need more residential spaces. As a city and a community we need to stop focusing only on profit and shift to a focus of quality of life. 290 and surrounding roads are horrendous in quality of driving and traffic control. The City of Manor cannot keep bringing people in without fixing what needs fixing first. How about preserving land and creating parks or pools, Manor only has: 4 parks, 0 dog parks and 0 Public pools.

As a resident we do not approve of the new build. I would like it to be on record to state to the commissioners and the developers to stop being so selfish with open land to create more living arrangements, gas stations or any other new land building until the City of Manor has its priorities in order for the residents who already reside in Manor. Thank you for your time.

Stephanie Andrews

## Item #3 and #9

### Email Public Comment

-----Original Message-----

From: Gilbert Huerta

Sent: Tuesday, December 7, 2021 4:37 AM

To: Scott Dunlop <sdunlop@cityofmanor.org>

Subject: Rezoning

To whom it may concern-

As a resident of Manor Tx- neighborhood Presidential Glenn, I would like to state for the record, I am against the rezoning at Paseo de Presidente and Gunn Ln.

Best Regards,  
Gilbert Huerta

## Item #3 and #9

### Email Public Comment

-----Original Message-----

From: Silvia Huerta

Sent: Tuesday, December 7, 2021 4:22 AM

To: Scott Dunlop <sdunlop@cityofmanor.org>

Subject: Rezoning Paseo de Presidente/Gunn Ln

To whom it may concern-

As a resident of Manor Tx- neighborhood Presidential Glenn, I would like to state for the record, I am against the rezoning at Paseo de Presidente and Gunn Ln.

Thank you.

Silvia Huerta

Sent from my iPhone



## Item #3 and #9

**From:** lindsay johnson  
**Sent:** Tuesday, December 7, 2021 10:44 AM  
**To:** Scott Dunlop <[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)>  
**Subject:** Zoning Presidential Glen

## Email Public Comment

To whom this concerns,

I have seen a map and letter informing home owners which I am one of them that someone is considering putting an apartment complex on that lot.

I am hoping they are not wanting to go forward with building it because we all moved here for the peace and space. If that moves out here there will be more traffic than there already is.

We as home owners already have concerns about our neighborhood for example our roads are horrible as is. It's like riding a roller coaster, traffic.

Thank you in advance  
Sincerely, Lindsay

## Item #3 and #9

## Email Public Comment

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**From:** Marika Klein  
**Sent:** Monday, December 6, 2021 9:23 PM  
**To:** Scott Dunlop <[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)>  
**Subject:** Proposed Rezoning comment

Hello Mr. Dunlop,

I am unable to attend the public hearing regarding the proposed rezoning of land between Paseo de Presidente and Gunn Lane next to the Presidential Glen neighborhood. However, I wanted to put forth comment on the matter regardless.

I am unequivocally OPPOSED to the rezoning of this land at this time. The roads in the area are already of poor quality and traffic at surrounding intersections is too clogged. Changing from single family to multi-family zoning would exacerbate these issues. The road infrastructure of the greater surrounding area MUST be addressed and improved before more residences, especially multi-family structures, are to be built.

Thank you for your consideration,

Marika Klein  
Presidential Glen homeowner

**From:** Marlene Rodriguez  
**Sent:** Tuesday, December 7, 2021 2:15 PM  
**To:** Scott Dunlop <[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)>  
**Subject:** Resident of Presidential Glen

## Email Public Comment

For the record, I do not want a multi-family resident on the property lot off 290 and Paseo De Presidente Blvd.

Sincerely

Marlene Rodriguez  
Resident of Presidential Glen

**From:** Frank Sierra  
**Sent:** Tuesday, December 7, 2021 1:03 PM  
**To:** Scott Dunlop <[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)>  
**Subject:** Proposed Zoning

## Email Public Comment

We do not want  
Multi-Family 15 (MF-1)

Frank Sierra  
Project Specialist | WLE

## Item #3 and #9

### Email Public Comment

-----Original Message-----

From: Cathy Wolfe

Sent: Monday, December 6, 2021 9:24 PM

To: Scott Dunlop <sdunlop@cityofmanor.org>

Subject: Notification Letter Received

Case number: 2021-P-1354-ZO

Case Manager: Scott Dunlop

I am against this multi family homes being built. There is plenty of other property in Manor. This is a single family subdivision. I wish for this email to be my voice in this. I can not attend the meeting.

Thanks,  
Cathy Wolfe

**From:** Herrera-Doerre, Brandon P.  
**Sent:** Wednesday, December 8, 2021 2:00:26 PM  
**To:** Scott Dunlop <sdunlop@cityofmanor.org>  
**Subject:** Proposed Zoning (Presidential Glenn)

Item #3 and #9  
Email Public Comment

To whom it may concern,

I was recently notified of a proposal to change the field that surrounds Presidential Glenn into a multi-family zone. I currently reside at 19509 WT Gallaway Street which is located adjacent to the lot. At first when I obtained the letter I thought it was a mistake or a prank due to the fact that there are already MULTIPLE apartments going up around Manor at lightening speed without any development into the transport system (roads). Currently it takes me at least an hour to get to work daily and even then I am just barley making it in time. I think it is not only wrongful but unwise to plan to change that lot without addressing the HUGE issues of roads in this community. Not only this but you are proposing to change the lot in order to allow an apartment to go up which will negatively impact the value upon a house we just purchased within the last year. I truly do not see any benefit to myself or my community if this change is put through. I hope that you consider not only myself but others when deciding on whether or not to move forward with this.

Lastly, I will leave you with this image. Imagine buying your first house and then within the year having construction going on in order to build apartments that are sure to pose issues of their own once it is finally built.

Sincerely,

Dr. Herrera-Doerre

Mandy Miller

## Item #3 and #9

**From:** Scott Dunlop  
**Sent:**  
**To:**  
**Cc:** Mandy Miller  
**Subject:** RE: Proposed Rezoning comment  
**Attachments:** Concept Plan.pdf

## City Staff's Response Email

The applicant for this rezoning case requested I provide those who've submitted emailed comments the attached Concept Plan for the type of development they are proposing. They also asked that I forward their contact information if you would like to contact them directly with any questions or concerns.

Contact: Amanda Brown, Kimley-Horn & Associates, [Amanda.brown@kimley-horn.com](mailto:Amanda.brown@kimley-horn.com), 737-471-0333

However, it should be noted that the Planning and Zoning Commission and City Council generally do not take proposed developments into consideration when hearing a rezoning case. This is because a proposed development may ultimately not be constructed after the zoning is approved and a new development that is different can take its place. For example with this rezoning request, Multi-Family 15 (MF-1), permits up to 15 dwelling units per acre but the applicant's proposed development is 8.92 dwelling units per acre. This means if the City Council approves the rezoning to MF-1 and this proposed project isn't constructed another development can come in that would already be permitted up to 15 units per acre so the Planning and Zoning Commission and City Council are asked to consider the maximum development potential of the zoning category that is requested and determine if that is appropriate or not and not to evaluate a rezoning request based on a proposed project that is subject to change.

Also, the Planning and Zoning Commission is able to recommend and the City Council is able to approve any less intense zoning category if they determine the requested category is a higher intensity than can be supported. In this case it means they are able to approve any lesser residential category than MF-1 which is: Townhome -TH (12 units per acre), Two-Family -TF (2 units per lot), Single Family Standard – SF-2 (1 unit per lot), deny the request and keep the property as Single Family Suburban SF-1 (1 unit per lot), or Agricultural (1 unit per lot).

This email is being provided at the applicant's request and the comments you've provided will still be given to the Planning and Zoning Commission and City Council and your opposition will be noted in the minutes for these meetings.

Thanks,

**Scott Dunlop, AICP**

*Interim City Manager*

*Development Services Director*



T. (512) 272-5555 Ext. 4

T. (512) 215-8262 Direct

F. (512) 272-8636

[www.cityofmanor.org](http://www.cityofmanor.org)

# Presidential Glen Rezoning

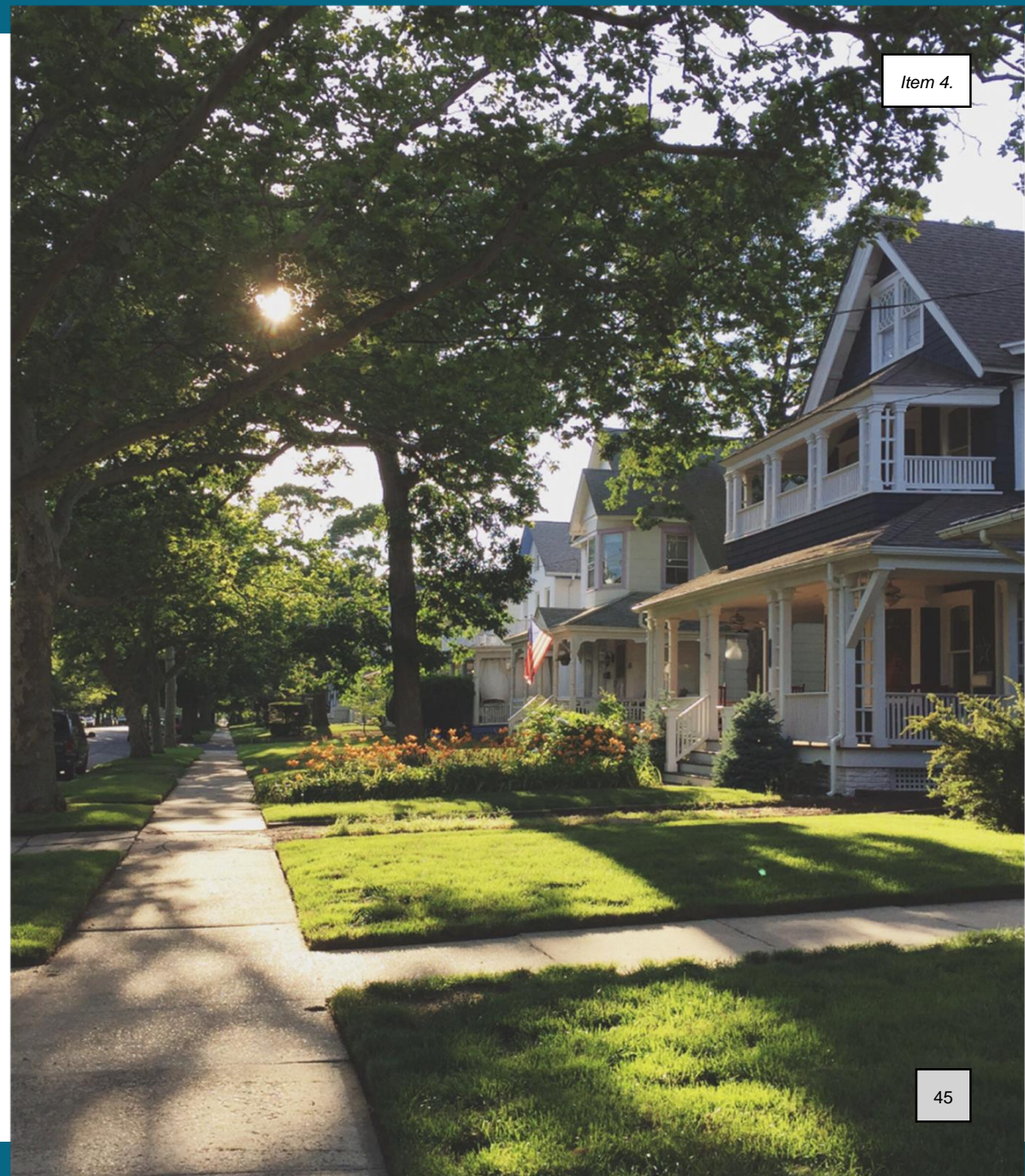
City of Manor





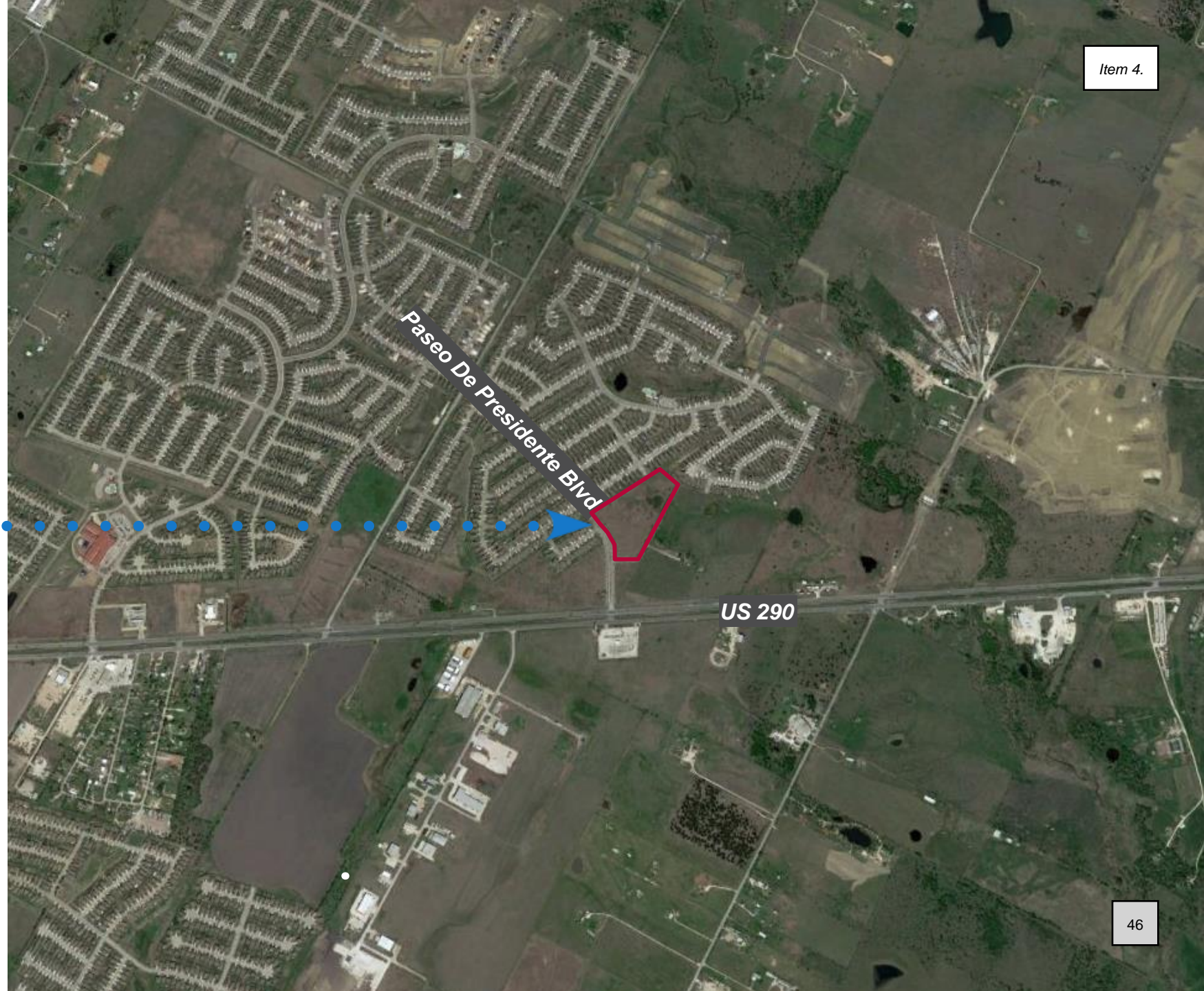
# About Coronado West

- Founded in 1984
- Specializes in the development and leasing of high-quality residential Communities
- 100 % family owned and operated
- Long term hold of developments





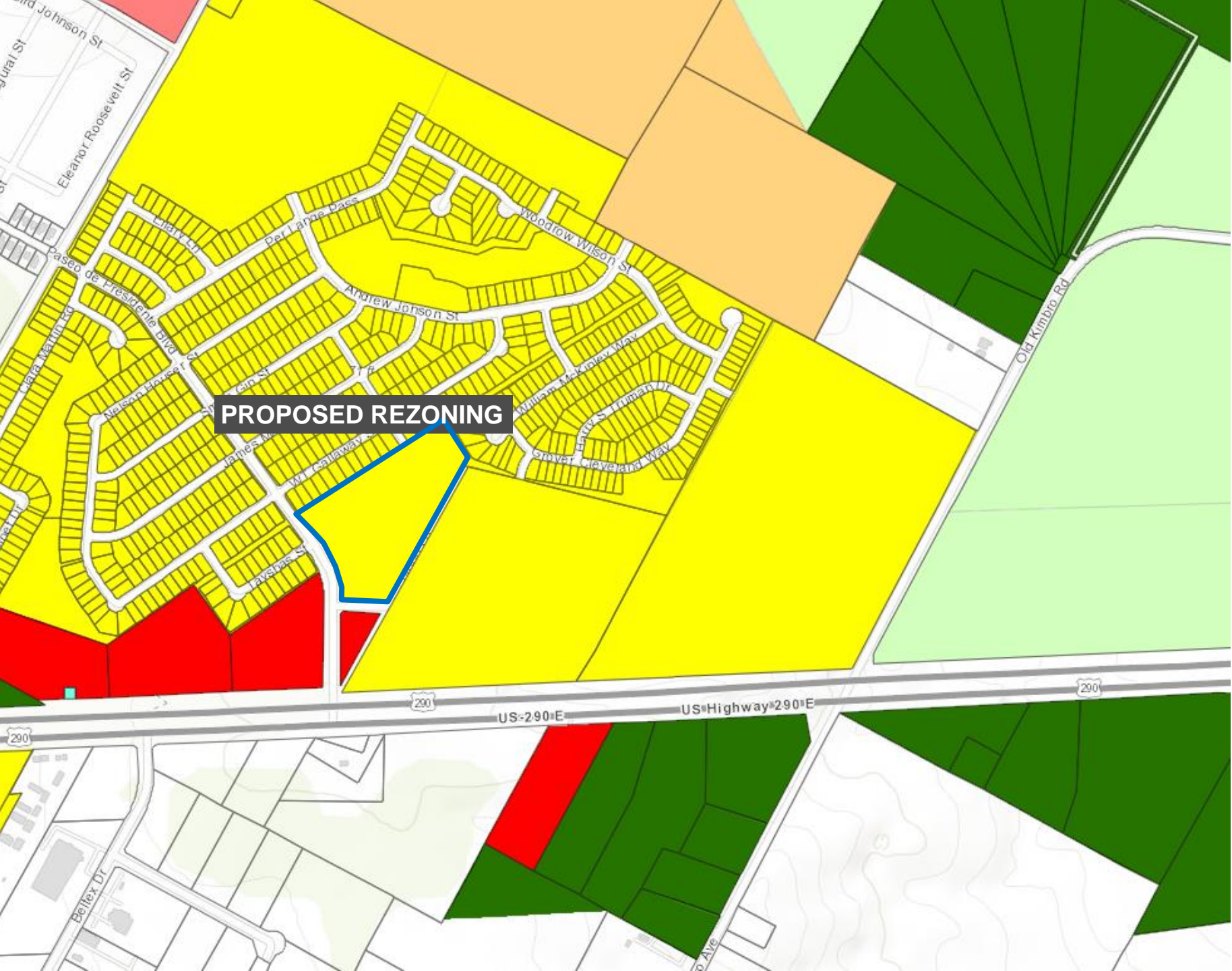
# **Location** **Map**



Item 4.



# Zoning Map



- Zone
- R-1
  - R-2
  - R-3
  - R-4
  - M-1
  - M-2
  - NB
  - DB
  - C-1
  - C-2
  - IN-1
  - IN-2
  - I
  - PUD
  - A





- Approved by City Council October 27, 2021
- This development agreement requires that “*the Developer shall submit an application for re-zoning of the 10 acres, more or less, from R-1 to District “MF”*”
- The proposed rezoning is in line with the requirements of the Development agreement.



# Concept Plan



LAND USE SUMMARY		
	Townhouse Residential	91 units
	Gross Site Area:	10.2 acres
	Gross Density:	8.92 du./ac.
	Gasline Easement	0.8 acres
	Net Site Area:	9.4 acres
	Net Density:	9.68 du./ac.

# Presidential Glen

## 25' Front Load Townhomes

Item 4.



Unit 4

Unit 3

Unit 2

Unit 4

Modern Farmhouse  
4-plex | front elevation



HHS | RESIDENTIAL

50



# Build for Rent

The Build for Rent concept benefits Manor and its citizens in the following ways:

- Designed for the growing family
- Average home size will be 1850 sq ft
- 3 and 4 bedrooms with dedicated work/study space.
- Private backyards
- Provides affordable maintenance free housing
- Uniform clean community
- Professionally maintained landscaping
- All homes receive a thorough home inspection annually, no deferred maintenance
- Pride of ownership is supported on all levels



# About Marketplace Homes

We partner with Marketplace Homes Management to provide our property owners with a complete picture of management:

- Leasing
- Marketing with Virtual Staging
- Repairs/Maintenance
- Rehabs of all sizes
- Property Preservation
- Rental Registrations
- Utility/Tax payments
- Mid-Lease inspections
- Property turns
- Accounting/customized reporting





# Q&A

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.

***Applicant: LJA Engineering***

***Owner: Butler Family Partnership, Ltd.***

### BACKGROUND/SUMMARY:

This plan has been approved by our engineers. This is the large tract of land across US 290 from Walmart, at 290 and 973. They are proposing to subdivide the tract into nine commercial lots; 6 of which are 1.5-2 acre pad sites and 3 that are larger lots.

### LEGAL REVIEW:

### FISCAL IMPACT:

### PRESENTATION:

### ATTACHMENTS:

- Plan
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission approve a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
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Texas Engineering Firm #4242

Date: Friday, September 17, 2021

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Joseph Longaro  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
ewong@LJA.com

Permit Number 2021-P-1355-CP  
Job Address: 13100 N FM RD 973, Manor, TX. 78653

Dear Joseph Longaro,

The first submittal of the Butler Manor Concept Plan (*Concept Plan*) submitted by LJA Engineering and received on November 17, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. The required City signature blocks should be added to the first page of the Concept Plan.
2. LUEs for multifamily are calculated at 0.5 LUEs/unit. The calculation should be updated.
3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.
4. The proposed phases, approximate phase boundaries anticipated timing of proposed phases of the development and uses should be shown on the Concept Plan.
5. A proposed phasing plan for the development should be provided on the Concept Plan.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



October 20, 2021

Pauline Gray, P.E. Senior Engineer  
Jay Engineering  
1500 County Road 269  
Leander, TX 78641

Scott Dunlop, Director  
City of Manor  
Development Services Department  
105 E. Eggleston Street  
Manor, Texas 78653

RE: Butler Manor Concept Plan  
Update #1  
City Permit #2021-P-1355-CP  
LJA Project #A512-1001

Dear Pauline:

Please find below our responses to your review comments dated September 17, 2021 regarding the above-referenced Concept Plan application submitted under City of Manor's alternative review procedure.

## ENGINEER REVIEW

1. The required City signature blocks should be added to the first page of the Concept Plan.

***LJA Response:** We have added the City's signature blocks to the first page of the Concept Plan, as requested.*

2. LUEs for multifamily are calculated at 0.5 LUEs/unit. The calculation should be updated.

***LJA Response:** We have revised and updated the LUE calculation for the multifamily use, as requested.*

3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.

***LJA Response:** We have shown and annotated on the Concept Plan the existing significant drainage features, structures, and 100-year floodplains within and adjacent to the subject property, as requested.*

4. The proposed phases, approximate phase boundaries, anticipated timing of proposed phases of the development and uses should be shown on the Concept Plan.

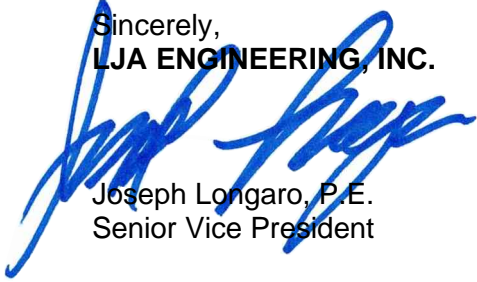
***LJA Response:** We have added to the Concept Plan the proposed phase boundaries, uses, and anticipated timing of the development, as requested.*

5. A proposed phasing plan for the development should be provided on the Concept Plan.

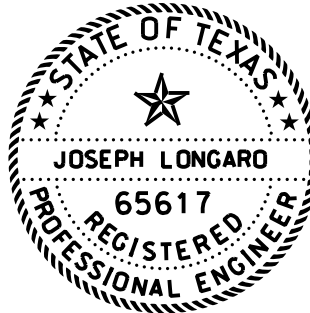
***LJA Response:** We have added to the Concept Plan a table describing the proposed phasing plan for the development, as requested.*

Please contact me at 512.439.4700 or at [JLongaro@LJA.com](mailto:JLongaro@LJA.com) if you have any questions or need any additional information.

Sincerely,  
**LJA ENGINEERING, INC.**



Joseph Longaro, P.E.  
Senior Vice President



JL/DS/ew

cc: Matt Harriss, Butler Family Partnership, Ltd.  
John Lewis, John Lewis Company  
Bill Brown, Sneed, Vine & Perry, P.C.



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Thursday, November 11, 2021

Joseph Longaro  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
ewong@LJA.com

Permit Number 2021-P-1355-CP  
Job Address: 13100 N FM RD 973, Manor 78653

Dear Joseph Longaro,

The subsequent submittal of the Butler Manor Concept Plan submitted by LJA Engineering and received on November 17, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

- ~~1. The required City signature blocks should be added to the first page of the Concept Plan.~~
- ~~2. LUEs for multifamily are calculated at 0.5 LUEs/unit. The calculation should be updated.~~
- ~~3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.~~
- ~~4. The proposed phases, approximate phase boundaries anticipated timing of proposed phases of the development and uses should be shown on the Concept Plan.~~
- ~~5. A proposed phasing plan for the development should be provided on the Concept Plan.~~
6. The proposed land uses do not match the zoning for the property. Multi-family is shown on the Concept Plan, but the property is all zoned C-2 Medium Commercial which does not allow for Multi-family.
- 7. Per CH. 10, Exhibit A, Art. II, Sec. 21(c)(7) of the City of Manor Code of Ordinances: Proposed major categories of land use by acreage showing compatibility of land use with, or proposed variance from, the Master Plan should be shown on the Concept Plan.**



Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (512) 259-3882 ex. 307, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA

November 15, 2021

Pauline Gray, P.E. Senior Engineer  
Jay Engineering  
1500 County Road 269  
Leander, TX 78641

Scott Dunlop, Director  
City of Manor  
Development Services Department  
105 E. Eggleston Street  
Manor, Texas 78653

RE: Butler Manor Concept Plan  
Update #2  
City Permit #2021-P-1355-CP  
LJA Project #A512-1001

Dear Pauline:

Please find below our responses to your review comments dated November 11, 2021 regarding the above-referenced Concept Plan application submitted under City of Manor's alternative review procedure.

#### ENGINEER REVIEW

6. The proposed land uses do not match the zoning for the property. Multi-family is shown on the Concept Plan, but the property is all zoned C-2 Medium Commercial which does not allow for Multi-family.

***LJA Response:** We have revised the Multi-family parcel to Retail to conform to the existing zoning.*

7. Per CH. 10, Exhibit A, Art. II, Sec. 21(c)(7) of the City of Manor Code of Ordinances: Proposed major categories of land use by average showing compatibility of land use with, or proposed variance from, the Master Plan should be shown in the Concept Plan.

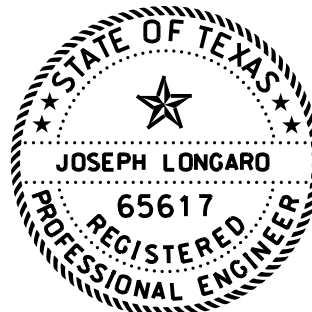
***LJA Response:** We have revised the proposed Multi-family land use to Retail to conform to the existing zoning, as such there is no variance from the Master Plan.*

Let me know if you have any questions or need any additional information.

Sincerely,  
**LJA ENGINEERING, INC.**

  
Joseph Longaro, P.E.  
Senior Vice President

cc: Matt Harriss, Butler Family Partnership, Ltd.  
John Lewis, John Lewis Company  
Bill Brown, Sneed, Vine & Perry, P.C.





Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Monday, December 6, 2021

Joseph Longaro  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
ewong@LJA.com

Permit Number 2021-P-1355-CP  
Job Address: 13100 N FM RD 973, Manor 78653

Dear Joseph Longaro,

We have conducted a review of the concept plan for the above-referenced project, submitted by Joseph Longaro and received by our office on November 17, 2021, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

**Please submit a hard copy of the Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan will be uploaded under project files on the my permit now website.**

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline Gray".

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a Rezoning Application for 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***

### BACKGROUND/SUMMARY:

This property is currently being annexed. They are proposing to rezone the property to C-3 Heavy Commercial. C-3 is the city's most permissive zoning category being a mix of commercial and light industrial uses. All other commercial properties along FM 973 and all but 1 property along US 290 are zoned either C-1 Light Commercial or C-2 Medium Commercial because those roadways are intended primarily for retail type commercial uses consistent with C-1 or C-2 and less intended for industrial development.

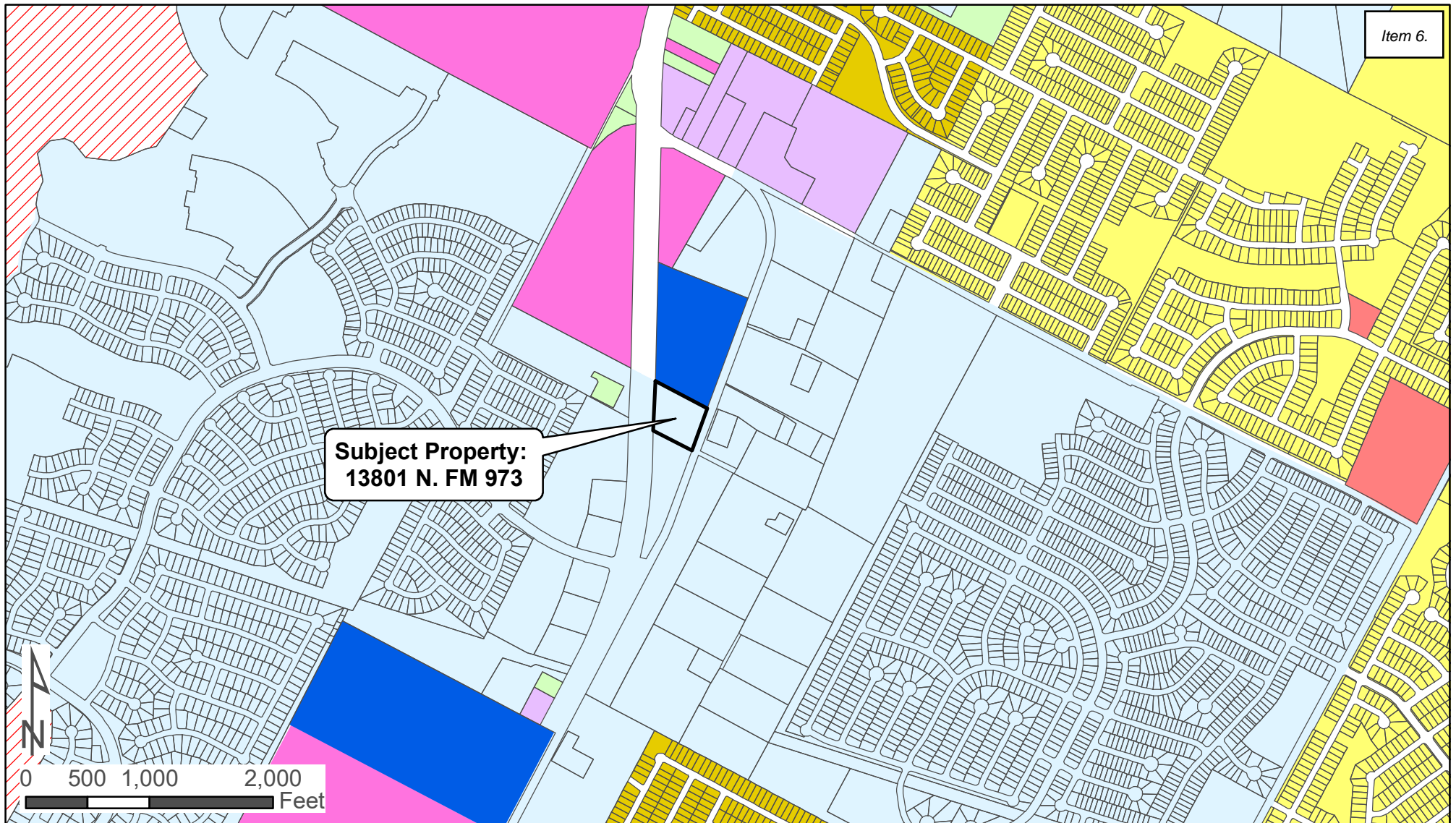
**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Location Map
- C-3 Land Uses

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission approve on a Rezoning Application for 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 **Medium Commercial (C-2)**.

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



## Proposed Zoning: Heavy Commercial (C-3)

### Zone

A - Agricultural	MH-1 - Manufactured Home	C-3 - Heavy Commercial
SF-1 - Single Family Suburban	I-1 - Institutional Small	NB - Neighborhood Business
SF-2 - Single Family Standard	I-2 - Institutional Large	DB - Downtown Business
TF - Two Family	GO - General Office	IN-1 - Light Industrial
MF-1 - Multi-Family 15	C-1 - Light Commercial	IN-2 - Heavy Industrial
MF-2 - Multi-Family 25	C-2 - Medium Commercial	PUD - Planned Unit Development
	ETJ	

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Athletic facility	C	C	C								
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Child care center		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Community garden	C	C	C		C	C	C				
Construction and equipment sales (major)									P	P	P
Construction and equipment sales (minor)							P	P	P	P	
Consumer repair services					P	P	P	P	P		
Contractor's shop								C	C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room							C/S	C/S	C/S		
Garden center							C	C	C		
Gasoline station (full service)								C/S	C		
Gasoline station (limited)					C/S		C/S	C/S	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C	C	C	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Pet store					C	C	C	C	C		
Portable building sales									P	P	
Printing and publishing				C	C	C	C	C	C		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive-in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Semi-permanent food establishment							C	C	C		
Shooting range, indoor									P	P	
Smoke shop or tobacco store							P	P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop or travel center									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		

Item 6.

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.

***Applicant: I.T. Gonzalez Engineers***

***Owner: Jorge Luis Martinez***

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. This plat is a two-lot subdivision in our ETJ. The proposed use for each lot is single family residential.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission approve a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX.

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

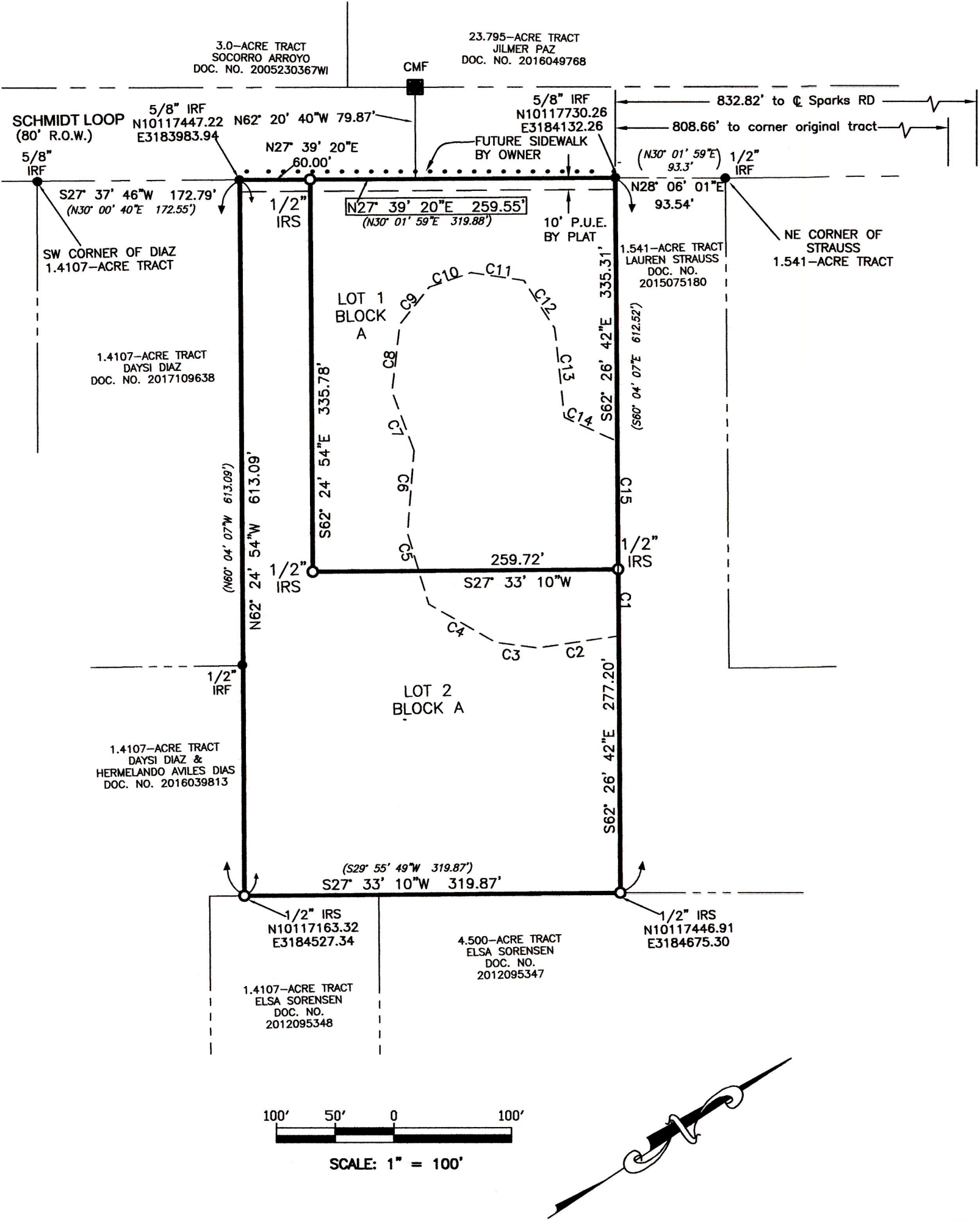


# J & R MARTINEZ SUBDIVISION

## LEGEND

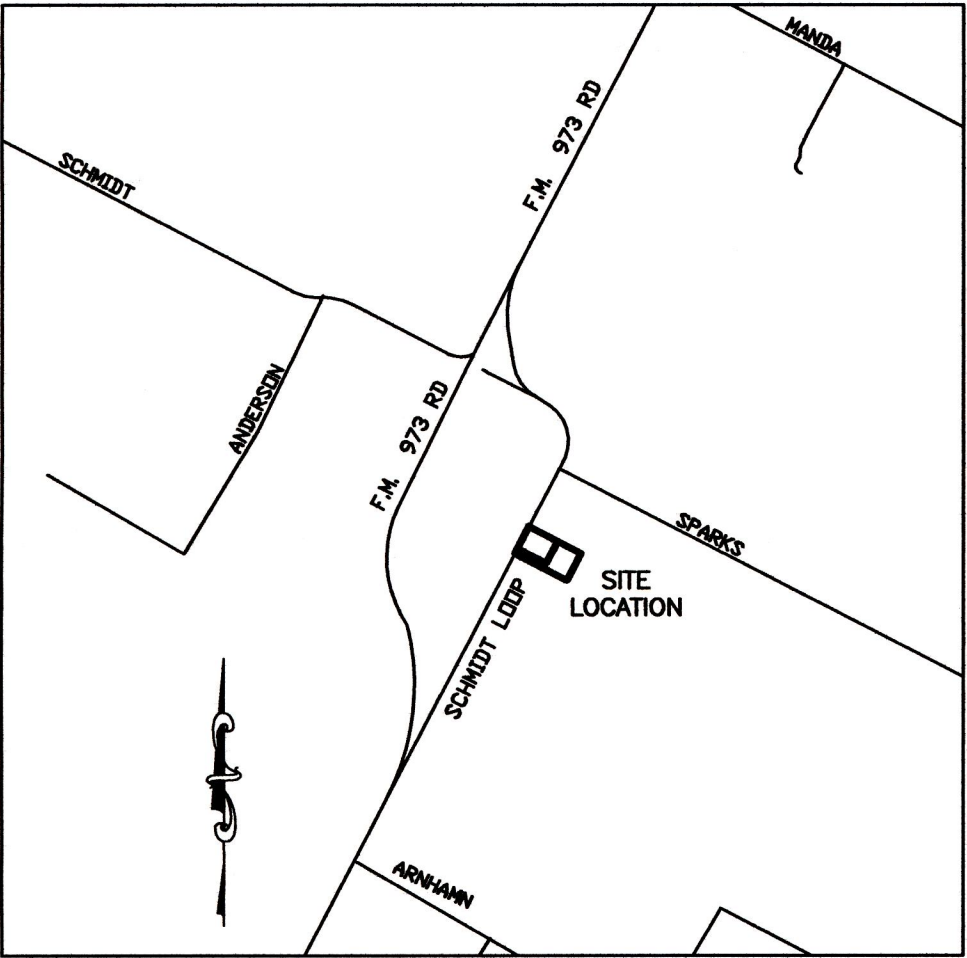
- BOUNDARY LINE
- ADJACENT PROPERTY LINE PER RECORD
- IRON ROD FOUND
- IRON ROD SET
- CONCRETE MONUMENT FOUND
- ROW RIGHT-OF-WAY
- IRF IRON ROD FOUND
- IRS IRON ROD SET
- CMF CONCRETE MONUMENT FOUND
- P.U.E. PUBLIC UTILITY EASEMENT
- ..... FUTURE SIDEWALK BY OWNER
- EASEMENT LINE

**NOTE:**  
THE COORDINATES SHOWN ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83 (CORS) DATUM. THE BEARINGS SHOWN ARE GRID BEARINGS.



	LOT SIZE		LAND USE
LOT No.	SQ.FT.	ACRES	
LOT 1	87,119	2.000	S.F. RESIDENTIAL
LOT 2	108,794	2.498	S.F. RESIDENTIAL
TOTAL	195,914	4.498	-

CRITICAL ENVIRONMENTAL FEATURE SETBACK LINE TABLE		
Line	Bearing	Distance
C1	S62° 26' 42"E	57.20'
C2	S19° 33' 09"W	69.65'
C3	S35° 35' 31"W	36.39'
C4	S58° 03' 58"W	65.22'
C5	N78° 33' 23"W	63.50'
C6	N57° 36' 40"W	71.00'
C7	N82° 18' 45"W	53.75'
C8	N55° 29' 33"W	57.80'
C9	N23° 44' 35"W	40.91'
C10	N9° 00' 28"E	37.46'
C11	N36° 34' 56"E	45.21'
C12	N85° 25' 13"E	48.57'
C13	S68° 11' 54"E	77.03'
C14	N52° 18' 33"E	49.33'
C15	S62° 26' 42"E	109.30'



**LOCATION MAP**  
1"=2000

SHEET 3 OF 3  
PLAT PREPARATION DATE: 11-01-2021  
I.T.G. ENGINEERS PROJECT NO: P20.08.05.01

**ITG** I T Gonzalez Engineers  
SURVEYING FIRM REGISTRATION NO. 100573-0  
ENGINEERING FIRM REGISTRATION NO. F-3216  
3501 MANDOR ROAD AUSTIN, TEXAS 78723  
TEL: (512) 447-7400 FAX: (512) 447-6389



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Friday, July 16, 2021

Bill Graham  
I. T. Gonzalez Engineers  
7212 HARTNELL DR  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2021-P-1340-SF  
Job Address: 15637 Schmidt Loop, Manor, TX. 78653

Dear Bill Graham,

The first submittal of the 15637 Schmidt Loop Short Form Final Plat (*Short Form Final Plat*) submitted by I. T. Gonzalez Engineers and received on November 03, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

#### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. The drainage plan submitted with the final plat was not reviewed.
2. The Vicinity Map should be to a scale of 1"=2000' as required by the City's Subdivision Ordinance.
3. The signature block for the P&Z Chairperson was missing from the plat. It should be added to the plat. The P&Z Chairperson is Philip Tryon.
4. Areas delineating the 100-year floodplain should be shown on the final plat if applicable. Floodplain information must be certified by a registered professional engineer.
5. Please label the X and Y coordinates provided for the four (4) property corners.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,



7/16/2021 3:16:05 PM  
15637 Schmidt Loop Short Form Final Plat  
2021-P-1340-SF  
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Item 7.



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA

## COMMENT RESPONSE LETTER FOR FIRST SUBMITTAL

SUBMITTED AS PART OF UPDATE 1

PROJECT: J & R Martinez Subdivision

LOCATION: I5637 Schmidt Loop, Manor, Texas 78653

Permit Number 2021-P-1340-SF

SUBMITTED BY: I. T. Gonzalez Engineers

DATE: 11-01-21

### Engineer Review

Pauline Gray, P.E.

1. The drainage plan submitted with the final plat was not reviewed.

*Noted*

2. The Vicinity Map should be to a scale of 1"=2000' as required by the City's Subdivision Ordinance.

*There is a conflict between how Travis County wants a vicinity map to be shown and how Manor wants it shown. Travis County does not want the map to be to scale and for it to include only a few major streets and roads, as we have been instructed in past Travis County review comments. We have left the proximity map as is for Travis County and added what is labeled as a location map with a scale of 1"=2000' on sheet 3. If this is not acceptable to the City of Manor or Travis County, the conflict will need to be resolved by to the City of Manor and Travis County.*

3. The signature block for the P&Z Chairperson was missing from the plat. It should be added to the plat. The P&Z Chairperson is Philip Tryon.

*The P&Z signature block has been added.*

4. Areas delineating the 100-year floodplain should be shown on the final plat if applicable. Floodplain information must be certified by a registered professional engineer.

*There is no 100-year floodplain in the vicinity, as certified by registered professional engineer on the plat.*

5. Please label the X and Y coordinates provided for the four (4) property corners.

*The coordinates are now labeled as northing and easting.*



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Monday, November 29, 2021

Bill Graham  
I. T. Gonzalez Engineers  
7212 HARTNELL DR  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2021-P-1340-SF  
Job Address: 15637 Schmidt Loop, Manor 78653

Dear Bill Graham,

We have conducted a review of the final plat for the above-referenced project, submitted by Bill Graham and received by our office on November 03, 2021, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 12, 2022  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a 2022 Subdivision Calendar.

### BACKGROUND/SUMMARY:

This calendar follows the state required deadlines for a subdivision plat or plan to be filed if an applicant chooses to follow Standard Review procedure. It sets the day each month for a required pre-development meeting, the 10 day window for application and resubmitted applications to be turned in, the day those applications are accepted as complete or not, and the day the Municipal Authority takes action on those applications. We are required to take action 30 calendar days after a 1<sup>st</sup> application is accepted and 15 calendar days after a resubmitted applications is accepted. We have 10 business days to process applications so we provide a 10 business day window for applicants to submit applications to the city for completeness check review. An application is only accepted as filed at the end of that 10 business day window.

### LEGAL REVIEW:

### FISCAL IMPACT:

### PRESENTATION:

### ATTACHMENTS:

- 2022 Subdivision Calendar

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the Planning and Zoning Commission approve a 2022 Subdivision Calendar.

### PLANNING & ZONING COMMISSION:

Recommend Approval

Disapproval

None

# 2022 Subdivision Calendar

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## January 2022

W	S	M	T	W	T	F	S
52							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	16
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

1 New Year's Day  
11 1<sup>st</sup> App Completeness Check  
11 Resubmittal Applications  
12 P&Z Meeting  
17 MLK Day – City Closed  
19 Pre-Development Meeting  
25 Resubmittal App Comp Check  
26 1<sup>st</sup> App Submittal

4 Independence Day – City Closed

12 1<sup>st</sup> App Completeness Check  
13 P&Z Meeting  
14 Resubmittal Applications  
27 Pre-Development Meeting  
27 Resubmittal App Comp Check

## July 2022

W	S	M	T	W	T	F	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

## February 2022

W	S	M	T	W	T	F	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

8 1<sup>st</sup> App Completeness Check  
9 Resubmittal Applications  
9 P&Z Meeting  
21 President's Day - City Closed  
22 Pre-Development Meeting  
23 Resubmittal App Comp Check

3 1<sup>st</sup> App Submittal

10 P&Z Meeting  
16 1<sup>st</sup> App Completeness Check  
18 Resubmittal Applications  
23 Pre-Development Meeting  
30 1<sup>st</sup> App Submittal  
31 Resubmittal App Comp Check

## August 2022

W	S	M	T	W	T	F	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

## March 2022

W	S	M	T	W	T	F	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

1 1<sup>st</sup> App Submittal  
2 Texas Ind. Day - City Closed  
9 P&Z Meeting  
15 1<sup>st</sup> App Completeness Check  
17 Resubmittal Applications  
23 Pre-Development Meeting  
30 Resubmittal App Comp Check  
30 1<sup>st</sup> App Submittal

5 Labor Day – City Closed

13 1<sup>st</sup> App Completeness Check  
14 P&Z Meeting  
15 Resubmittal Applications  
20 Pre-Development Meeting  
27 1<sup>st</sup> App Submittal  
28 Resubmittal App Comp Check

## September 2022

W	S	M	T	W	T	F	S
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

## April 2022

W	S	M	T	W	T	F	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

12 1<sup>st</sup> App Completeness Check  
13 Resubmittal Applications  
13 P&Z Meeting  
15 Good Friday – City Closed  
20 Pre-Development Meeting  
27 Resubmittal App Comp Check  
27 1<sup>st</sup> App Submittal

10 Columbus Day – City Closed

11 1<sup>st</sup> App Completeness Check  
12 P&Z Meeting  
13 Resubmittal Applications  
25 Pre-Development Meeting  
26 Resubmittal App Comp Check

## October 2022

W	S	M	T	W	T	F	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

## May 2022

W	S	M	T	W	T	F	S
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

10 1<sup>st</sup> App Completeness Check  
11 P&Z Meeting  
12 Resubmittal Applications  
25 Pre-Development Meeting  
25 Resubmittal App Comp Check  
30 Memorial Day – City Closed

1 1<sup>st</sup> App Submittal

9 P&Z Meeting  
11 Veterans Day- City Closed  
15 1<sup>st</sup> App Completeness Check  
15 Resubmittal Applications  
23 Pre-Development Meeting  
24/25 Thanksgiving Holiday - City Closed  
30 Resubmittal App Comp Check  
30 1<sup>st</sup> App Submittal

## November 2022

W	S	M	T	W	T	F	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

## June 2022

W	S	M	T	W	T	F	S
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

1 1<sup>st</sup> App Submittal  
8 P&Z Meeting  
14 1<sup>st</sup> App Completeness Check  
15 Resubmittal Applications  
19-20 Juneteenth – City Closed - Observed Holiday  
21 Pre-Development Meeting  
29 Resubmittal App Comp Check  
30 1<sup>st</sup> App Submittal

13 1<sup>st</sup> App Completeness Check

13 Resubmittal Applications  
14 P&Z Meeting  
20 Pre-Development Meeting  
23-26 Christmas Holiday – City Closed – Observed Holiday  
27 1<sup>st</sup> App Submittal  
28 Resubmittal App Comp Check

## December 2022

W	S	M	T	W	T	F	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31