



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

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## Planning & Zoning Commission Regular Meeting

Wednesday, July 12, 2023, at 6:30 PM

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

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### AGENDA

This meeting will be live streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>

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

#### PUBLIC COMMENTS

*Non-Agenda Item Public Comments (white card): 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.*

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Board/Commission/Committee and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the Board/Commission/Committee during Public Comments on Non-Agenda Items.*

*To address the Board/Commission/Committee, please complete the white or yellow card and present it to the city staff designee prior to the meeting.*

#### PUBLIC HEARING

- 1. Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).  
Applicant: Jiwon Jung  
Owner: Build Block**
- 2. Conduct a public hearing on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.  
Applicant: Sotol Ventures  
Owner: Dalton Wallace**

- 3. Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**

*Applicant: Marcos Chavez*

*Owner: Marcos Chavez*

- 4. Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX for variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback.**

*Applicant: SAVVY ATX REALTY LLC*

*Owner: Wenkai Chen*

## **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.*

- 5. Consideration, discussion, and possible action to approve the P&Z Commission minutes.**  
- May 10, 2023, P&Z Commission Regular Session; and  
- June 14, 2023, P&Z Commission Regular Session

## **REGULAR AGENDA**

- 6. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**

*Applicant: Jiwon Jung*

*Owner: Build Block*

- 7. Consideration, discussion, and possible action on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**

*Applicant: Sotol Ventures*

*Owner: Dalton Wallace*

- 8. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**

*Applicant: Marcos Chavez*

*Owner: Marcos Chavez*

- 9. Consideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX for variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback.**

*Applicant: SAVVY ATX REALTY LLC*

*Owner: Wenkai Chen*



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

***Applicant: Saavy ATX Realty LLC***

***Owner: Wenkai Chen***

**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, July 7, 2023, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
/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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**

***Applicant: Jiwon Jung***

***Owner: Build Block***

### BACKGROUND/SUMMARY:

The property at 108 W. Boyce was previously requested to be rezoned to Downtown Business by the same applicant. At the February 8<sup>th</sup> P&Z meeting, discussion was held and the rezoning request for 108 W. Boyce was recommended for denial due to the lot's small size and the remaining single family home at 104 W. Boyce between 108 W. Boyce and 109 N. Lexington. The City Council also denied the request for 108 W. Boyce for the same reasons. The applicant has purchased the lot at 104 W. Boyce to alleviate the prior concerns as the property is now larger and there won't be a single family residence between two commercial/mixed-use developments.

The applicant has provided a conceptual layout of 3-story mixed-use building for the property. Downtown Business zoning is consistent with the area's designation in the Comprehensive Plan's Future Land Use Map as Downtown Mixed-Use. A combination of on-site and off-site (street) parking is envisioned.

**LEGAL REVIEW:** NO

**FISCAL IMPACT:** NO

**PRESENTATION:** NO

**ATTACHMENTS:** YES

- Letter of Intent
- Rezoning map
- Aerial Image
- Conceptual Site Plan
- FLUM
- Downtown Mixed-Use Dashboard
- Public Notices and Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**

May. 15, 2023

Development Services  
City of Manor  
105 E Eggleston Street  
Manor, TX 78653

## Letter of Intent for Rezoning

**Project Address: 104 Boyce St, Manor, TX 78653**

**Property ID: 238661**

**Legal Description: W 1/2 OF LOT 16, 17 & E 1/2 OF LOT 18 BLK 29 MANOR TOWN OF**

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I appreciate your consideration of the proposed rezoning application for approval and will be available to answer questions you might have regarding this matter. Please do not hesitate to email with your questions and comments.

Sincerely,

Jiwon Jung  
CEO of Build Block Inc.  
2700 E 2nd St  
Los Angeles, CA 90033

May. 15, 2023

Development Services  
City of Manor  
105 E Eggleston Street  
Manor, TX 78653

## Letter of Intent for Rezoning

**Project Address: 108 W Boyce St, Manor, TX 78653**

**Property ID: 238660**

**Legal Description: W 1/2 OF LOT 18,19-20 BLK 29 MANOR TOWN OF**

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

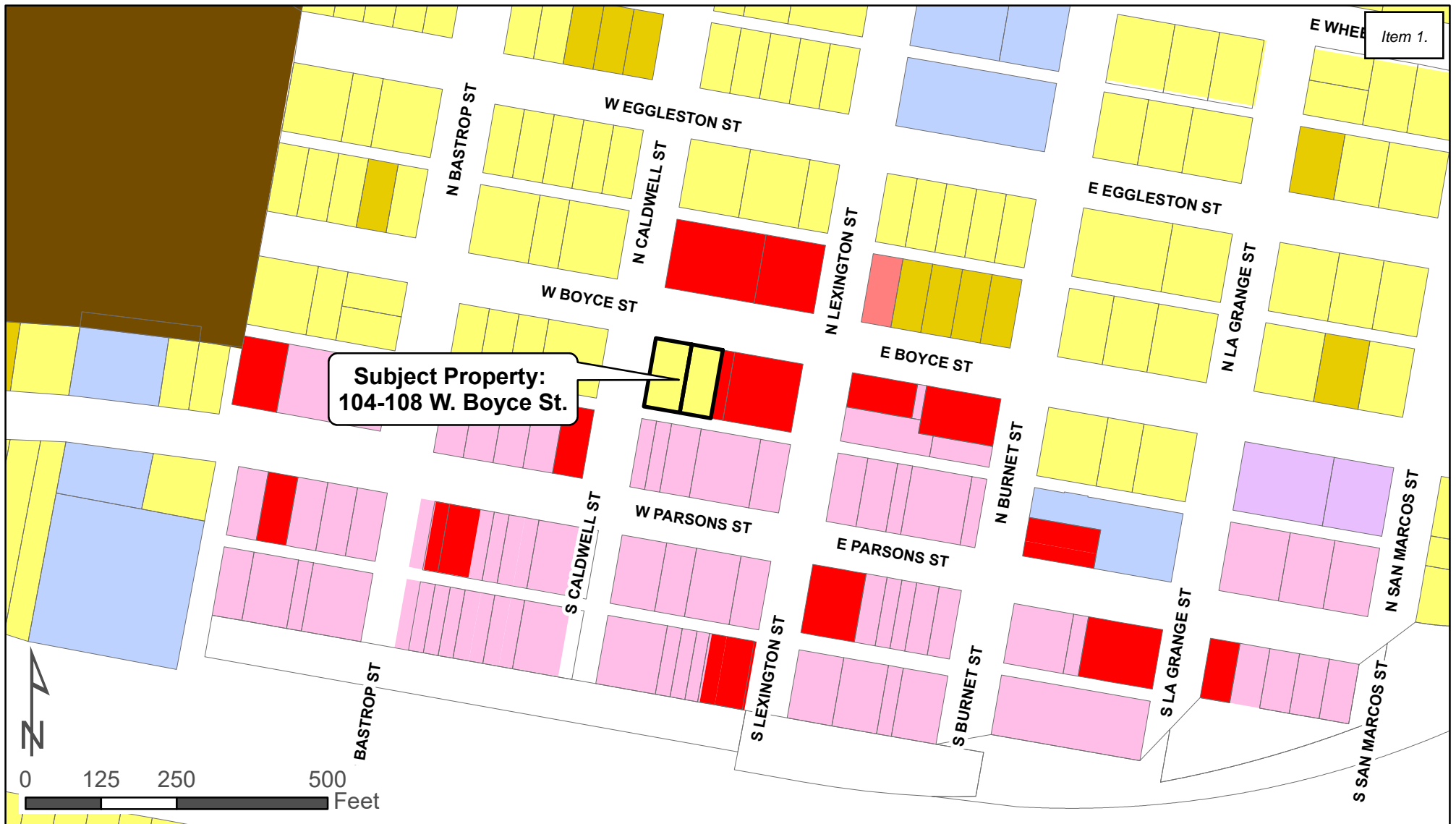
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I appreciate your consideration of the proposed rezoning application for approval and will be available to answer questions you might have regarding this matter. Please do not hesitate to email with your questions and comments.

Sincerely,

Jiwon Jung  
CEO of Build Block Inc.  
2700 E 2nd St  
Los Angeles, CA 90033



Current:  
Single Family Suburban (SF-1)

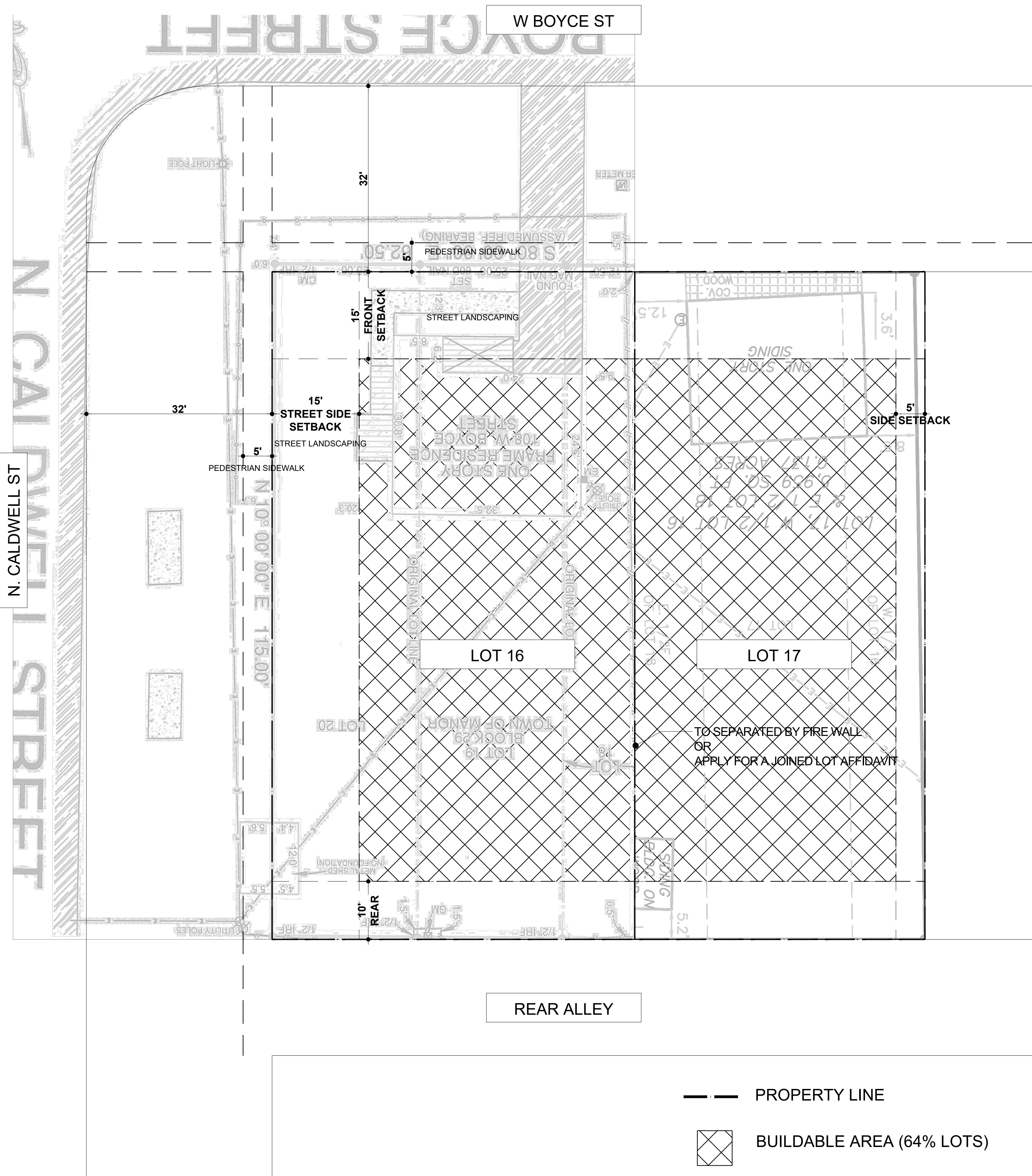
Proposed:  
Downtown Business (DB)

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









**A (N) BUILDABLE AREA**  
SCALE = 3/32" = 1'-0"

SITE INFORMATION - 108 BOYCE

Site Address: 108 W Boyce St, Manor, TX 78653  
Block: 29  
Legal Description: W 1/2 of lot 18, 19-20 BLK 29 Town of Manor  
  
Lot Size: 0.165 acres (7,187.4 SF)

SITE INFORMATION - 104 BOYCE

Site Address: 104 W Boyce St, Manor, TX 78653  
Block: 29  
Legal Description: W 1/2 of lot 16, 17 & E 1/2 of lot 18 BLK 29 Town of Manor  
  
Lot Size: 0.132 acres (5,749.92 SF)

BUILDING CODE ANALYSIS (DOWNTOWN BUSINESS)

Setbacks	
Front:	15 ft
Side:	0 ft with Fire-Rated Walls
Rear:	10 ft
Street Side:	15 ft
Max. Building Height:	60 ft
Max. Building Coverage:	95%
Minimum Dwelling Size:	500 SF, Historic
Max. # of Dwelling Units:	25 per Acre

PARKING ANALYSIS

Residential	1 1/2 Required for 1-Bedroom unit 2 Required for each 2-Bedroom unit 2 1/2 Required for 3+ Bedroom unit - 10% of total spaces for guests
Commercial	1 per 250 square feet

OWNER: BUILD BLOCK  
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653  
MIXED-USE DEVELOPMENT

REVISION TABLE

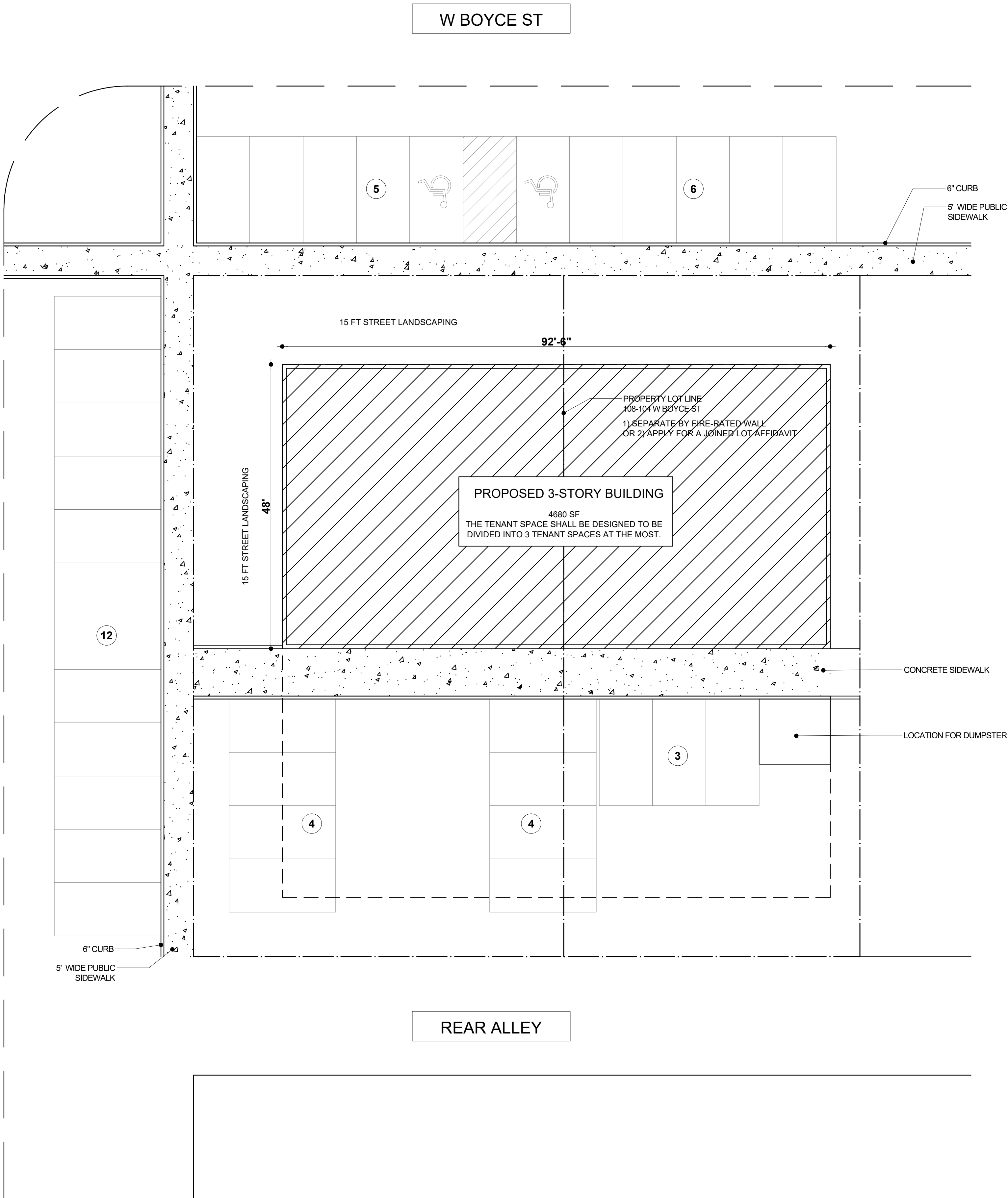
Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2  
PLOT DATE : 2023 / 05 / 22  
DRAWN BY : JIWON JUNG  
CHECKED BY : JIWON JUNG

ALL IDEAS, ARRANGEMENTS AND DESIGN CONCEPTS ARE PROPRIETARY TO JIWON JUNG. AND SHALL NOT BE USED OR REPRODUCED IN PART OR IN WHOLE WITHOUT THE EXPRESS PERMISSION IN WRITING BY JIWON JUNG.

PROJECT SUMMARY

A-0.0



ARTICLE 15.02 - PARKING STANDARDS

USE	# OF PARKING SPACES	REQUIRED	PROVIDED
RESIDENTIAL - MULTI-FAMILY	1 & 1/2 SPACE FOR EACH 1-BEDROOM UNIT	6	15
	2 SPACES FOR EACH 2-BEDROOM UNIT	8	
RETAIL SALES	ONE SPACE FOR EACH 250 SF OF RETAIL FLOOR AREA	19	19
TOTAL		34	35

**A** GROUND FLOOR PLAN (COMMERCIAL)  
SCALE = 3/32" = 1'-0"

OWNER: BUILD BLOCK  
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653  
MIXED-USE DEVELOPMENT

REVISION TABLE	
Number	Description
	REZONING APPLICATION

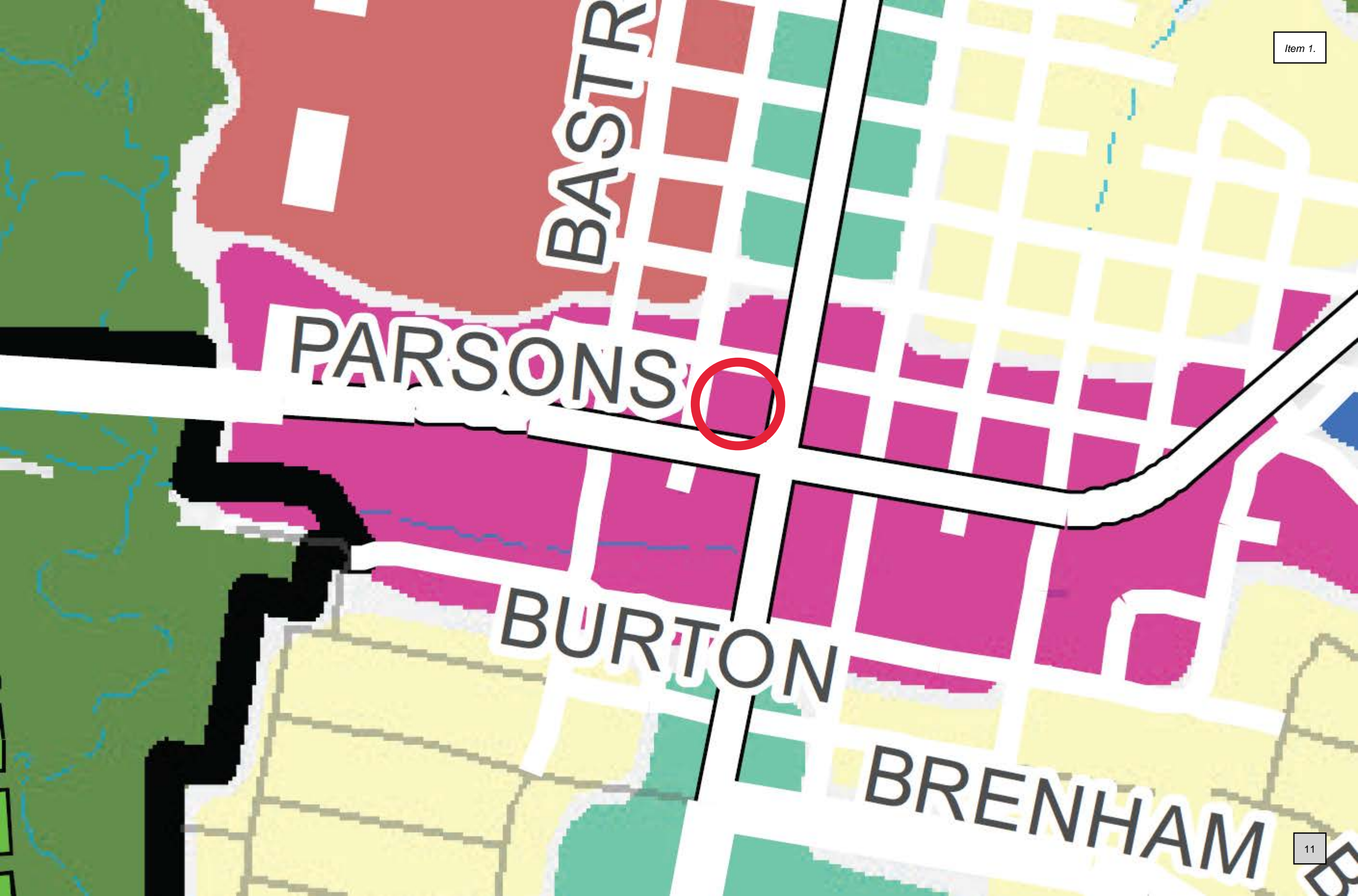
PROJECT # : 21036101 - 2  
PLOT DATE : 2023 / 05 / 22  
DRAWN BY : JIWON JUNG  
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PRELIMINARY  
PLANS

A- 0.1







### DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

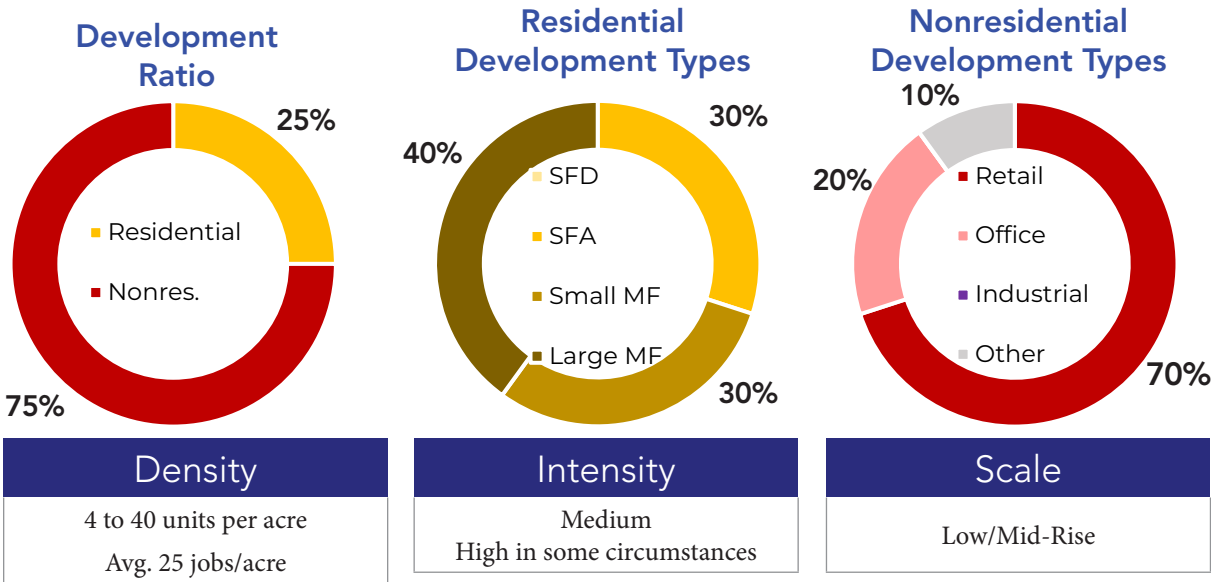
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and De-tached Missing Middle	●●●○○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighbor-hood Scale	●●●●●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Communi-ty Scale	●●●○○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be de-pending on adjacencies to green space or more intensive uses
Shopping Center, Neighbor-hood Scale	●●●●○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walk-ability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particu-larly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	●○○○○	Not considered compatible
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government build-ings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



5/31/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 108 W Boyce & 104 W Boyce Rezoning from SF-1 to DB  
Case Number: 2023-P-1541-ZO  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 108 W Boyce & 104 W Boyce St., Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**

***Applicant: Jiwon Jung***  
***Owner: Build Block***

The Planning and Zoning Commission will meet at 6:30PM on June 14, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on June 21, 2023 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 Rezoning Application 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.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
(T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)



Behzad Bahrami  
PO Box 82653  
Austin TX 78708

Ramon E Jr Paiz  
PO Box 280  
Manor TX 78653

Marcos & Maria Chavez  
127 Dry Creek Rd  
Unit B Manor TX 78653

Claudie G & Sammie M Young  
PO Box 145  
Manor TX 78653

Juan Jr & Diana E Gerl Vasquez  
PO Box 449  
Manor TX 78653

Monica Ann Castillo  
PO Box 1097  
Manor TX 78653

Veronica Michelle Donley  
204 W. Eggleston St  
Manor TX 78653

Debbie Ann & Darrell Guajardo  
2501 Goforth Rd  
Kyle TX 78640

Helen Casas  
PO BOX 223  
Manor TX 78653

Victor M & Debra B Almaguer  
3209 Ray St  
Austin TX 78702

Nora L & Jose A Jr Sanchez  
PO Box 232  
Manor TX 78653

Maria Rocha  
207 W Boyce St  
Manor TX 78653

Jesse & Julia Rocha  
PO Box 1002  
Manor TX 78653

Alfredo, Contreras Renteria, Aurelia  
PO Box 11  
Manor TX 78653

Bradley G & Paula B Bowen  
18109 Whitewater CV  
Round Rock TX 78681

Jesse & Olivia Sanchez  
PO Box 811  
Manor TX 78653

Jose Soto & Maribella, Cortez Gonzalez,  
Jaimes  
14845 Bois Darc LN  
Manor TX 78653

Sepeco  
PO Box 170309  
Austin TX 78717

2017 Manor LLC  
203 W Parsons St  
Manor TX 78653

Barbarita Samudio Sanchez  
PO Box 142  
Manor TX 78653

Jorge Moreno  
4301 Jan St Unit B  
Harlingen TX 78550

Davis Capital Investments LLC  
PO Box 268  
Manor TX 78653

William C Gault  
PO Box 32  
Manor TX 78653

Michael E & Tabatha A Darilek  
PO Box 976  
Manor TX 78653

Virginia Z Cardenas  
PO Box 243  
Manor TX 78653

Timothy Mack Sherrod  
2705 Taft Blvd  
Wichita Falls TX 76308

120 East Boyce Street LLC  
1004 Meriden Ln  
Austin TX 78703

Ernesto Suarez  
14121 Bois D Arc Ln  
Manor TX 78653

Lundgren Edwin O Estate  
507 Arbors CIR  
Elgin TX 78621

Lopez Mar Lift Estate  
208 West Parsons  
Manor TX 78653

Ringo Ming-Ling, Yu Chi Sun, Wu  
707 Knollwood Dr  
Austin TX 78746

L&L Investment Enterprises LLC  
302 E 32nd St  
Austin TX 78705

Aurelio Jr Ponce  
200 W Parsons St  
Manor TX 78653

Billy C Duett  
Po Box 562  
Manor TX 78653

Maqil Inc  
PO Box 399  
Manor TX 78653

Moein M Hassan  
Po Box 140853  
Austin TX 78714



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**

***Applicant: Sotol Ventures***

***Owner: Dalton Wallace***

### BACKGROUND/SUMMARY:

This Preliminary PUD allows up to 325 single family lots with up to 80% of the lots being 50' and 20% being 60' wide. The minimum lot size is 6,000 (50' x 120') and the minimum dwelling unit size (heated/cooled area) is 1,700 sf.

There are 4.1 acres of C-2 Medium Commercial on FM 973 with certain uses prohibited.

The PUD is consistent with the land use designations in the Comprehensive Plan's Future Land Use Map with Commercial Corridor uses on FM 972 and Neighborhood uses between the commercial and Wilbarger Creek. The PUD is also consistent with the Trails Plan and Thoroughfare Plan in the Comprehensive Plan.

The PUD has 8.8 acres of non-floodplain, non-detention area parkland in three areas and connected by a trail system. The amount of parkland acreage exceeds code requirements by 3.88 acres. Within the parkland, they'll construct a 2-5 year old playground, 5-12 year old playground, minimum 20 stall parking lot, 10,000 sf dog park, minimum 20'x30' pavilion, and a basketball court. These are public amenities but maintained by the HOA.

Additionally, the owner is retaining the floodplain/open space but is dedicating an access easement for a regional trail that will be constructed with this PUD that connects to the Shadowglen trail(s) in the south and Monarch Ranch to the north, as well as internal trails that connect to the proposed Monarch Ranch internal trails. To provide a safe trail crossing across the collector road, a crosswalk with pedestrian-activated flashing lights will be installed.

Staff also recommends that one additional trail connection be made into Shadowglen from the sidewalk trail that extends from Allard Drive to the southern boundary of the Okra Tract.

The PUD also contains two unloaded collector roads that are 64' ROW, one of which is on our Thoroughfare Plan and would be a parallel north-south route to FM 973. This roadway, Silent Falls Way, would extend through Okra and Monarch Ranch, then cross Gregg Lane and extend north through the New Haven and Mustang Valley subdivisions to Anderson Lane ending at Schmidt Lane. Similar to Mustang Valley, New Haven and Monarch Ranch, the collector roads will have a 10' landscaping buffer along them and upgrading subdivision fencing with masonry columns.

TxDOT has provided and the developer has agreed in-lieu of a TIA they will extend the center turn lane from Tinajero to the northern connection of Suncrest with it tapering off past Suncrest. A right turn lane on southbound FM 973 will also be added. No signal is planned. Travis County also waived a TIA as the County roads that are being connected to within Shadowglen are built-out and no further improvements would be required. No existing city roads are being connected to so the city is not requiring a TIA as TxDOT has worked out the necessary mitigations with the developer.

**LEGAL REVIEW:** NO  
**FISCAL IMPACT:** NO  
**PRESENTATION:** YES  
**ATTACHMENTS:** YES

- PUD Site Plan
- Rezoning Map
- Aerial Image
- FLUM & Dashboards

- FM 973 Improvement Area
- Collector Road Alignment
- Allard Drive Trail Connection
- Engineer Comments & Acceptance
- Public Notice and Labels

**STAFF RECOMMENDATION:**

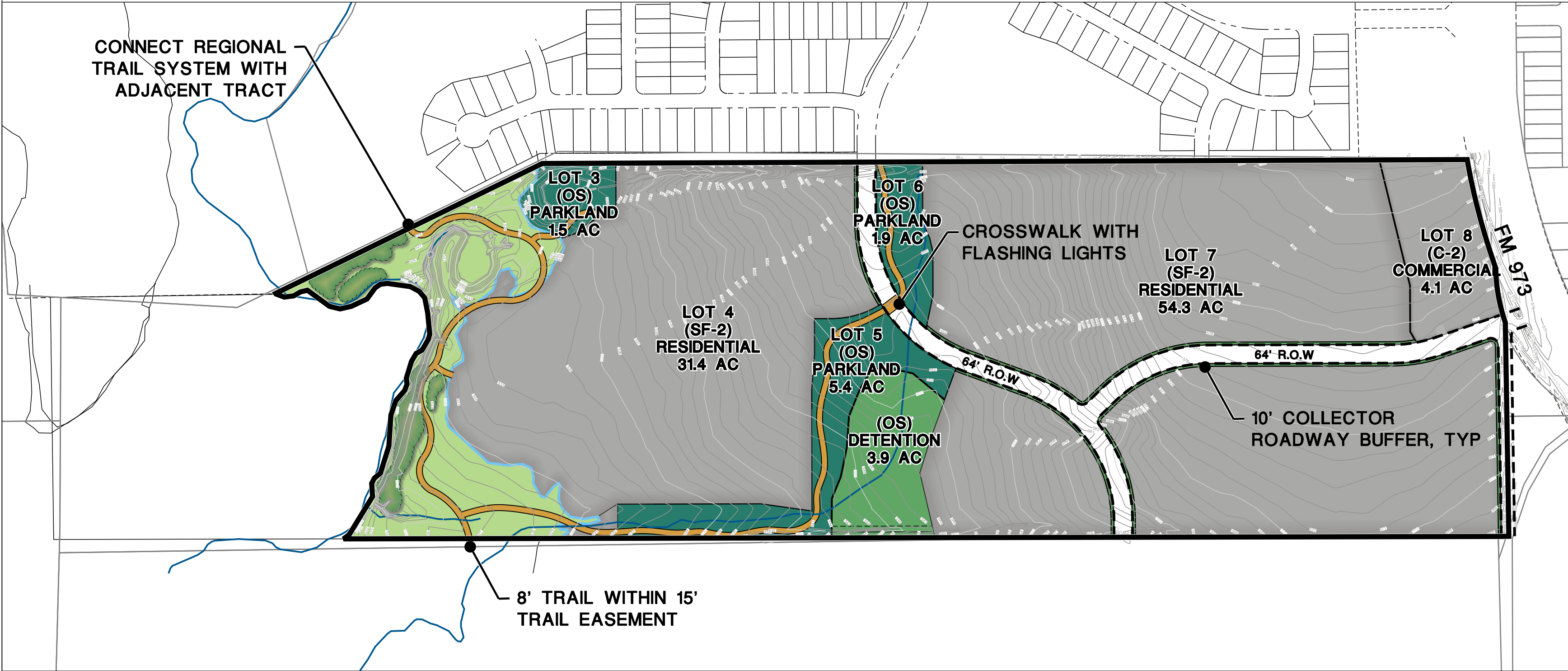
It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

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





LAND USE PARCEL TABLE				LEGEND	
LAND USE	ACREAGE	LOTS	DENSITY		
(SF-2) RESIDENTIAL	86.0 ACRES	325 LOTS	3.7 DU/AC		PLAN BOUNDARY
(C-2) MEDIUM COMMERCIAL	4.1 ACRES	1 LOTS			PROPOSED RIGHT-OF-WAY
(OS) FLOODPLAIN (RETAINED BY OWNER)	10.9 ACRES	1 LOTS			CITY LIMITS
(OS) PARKLAND	8.8 ACRES	3 LOTS			8' TRAILS
(OS) DETENTION	3.9 ACRES	1 LOTS			
TOTAL	113.4 ACRES		2.9 DU/AC		



## PARK PLAN

### PARK LAND DEDICATION:

325 /66 x 1 = 4.9 8.8  
(number of dwelling units) (required park acreage) (proposed park acreage)

8' CONCRETE TRAILS 4,733 L.F.

#### A. Purpose and Intent

- The Okra Tract Planned Unit Development (PUD) is comprised of approximately 136.3 acres. The development of this Property is a combination of light commercial along FM 973 at the Eastern edge of the Property and a single-family detached residential community on the remainder of the Property.

#### B. Applicability and Base Zoning

- All aspects regarding the development of this PUD shall comply with the City of Manor Code of Ordinances, except as established in this exhibit, titled Final PUD Site Plan.
- For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Manor Code of Ordinances:

SF-2 (Single-Family Standard)  
C-2 (Medium Commercial)

#### C. Conceptual Site Layout and Land Use Plan

- The Land Use Plan has been attached to this PUD to illustrate the design intent for the Property. The Final PUD Site Plan is intended to serve as a guide to illustrate the general community vision and design concept and is not intended to serve as a final document.

#### D. Allowable/Prohibited Uses

- The allowable residential use shall be detached single-family dwellings on individually platted lots. The maximum residential lot count shall be three hundred and twenty five (325). Commercial uses shall be consistent with allowable C-2 (Medium Commercial) land uses as defined in Division 3, Section 14.02.017 of City of Manor Code of Ordinances except as modified herein.
- The following uses shall be prohibited within the C-2 area of the PUD:
  - Amusement (outdoor)
  - Automobile Repair (minor)
  - Automobile Repair (major)
  - Commercial Off-Street Parking
  - Contractor's Shop
  - Financial Services (alternative)
  - Funeral Services
  - Kennel
  - Laundry Services
  - Mini-Storage Warehouse
  - Off-Site Accessory Parking
  - Pawnshop
  - Recreational Vehicle Sales and Rental
  - Truck and Trailer Sales and Rental
  - Veterinary Service, Large

#### E. Residential Development Standards

- To ensure product diversity, the following single-family detached residential percentages shall apply to the residential district within this PUD:
  - A maximum of 80 percent (80%) of the total lots may have a width of less than sixty feet (60').
  - A minimum of 20 percent (20%) of the total shall have a width of sixty feet (60') or wider.
- The Okra Tract residential development will comply with the Development Standards set forth below:

#### RESIDENTIAL USES

Lot Area: 6,000 s.f. Minimum (fronted loaded garage)  
Lot Width: (minimum)50 ft.  
Front Setback: (minimum)25 ft.  
Side Setback: (minimum)5 ft.  
Street Side Setback: (minimum)15 ft.  
Rear Setback to residential:(minimum)10 ft.  
Rear Setback to commercial: 15 ft.  
Minimum dwelling unit size: 1,700 sq. ft.  
Maximum building coverage: 50%  
Maximum building coverage plus accessory structures: 60%

- Standards not listed follow code, as amended

#### F. Commercial Development Standards

- The Okra Tract commercial development shall comply with the C-2 (Medium Commercial) development standards set forth in the City of Manor Code of Ordinances, as amended.

#### G. Drainage Dedication and Facilities

- Residential drainage facilities shall utilize earthen berms and be designed with a curvilinear shape where possible. If concrete retaining walls are required in the design of detention facilities, such areas shall be limited to not more than forty percent (40%) of the perimeter of the pond.

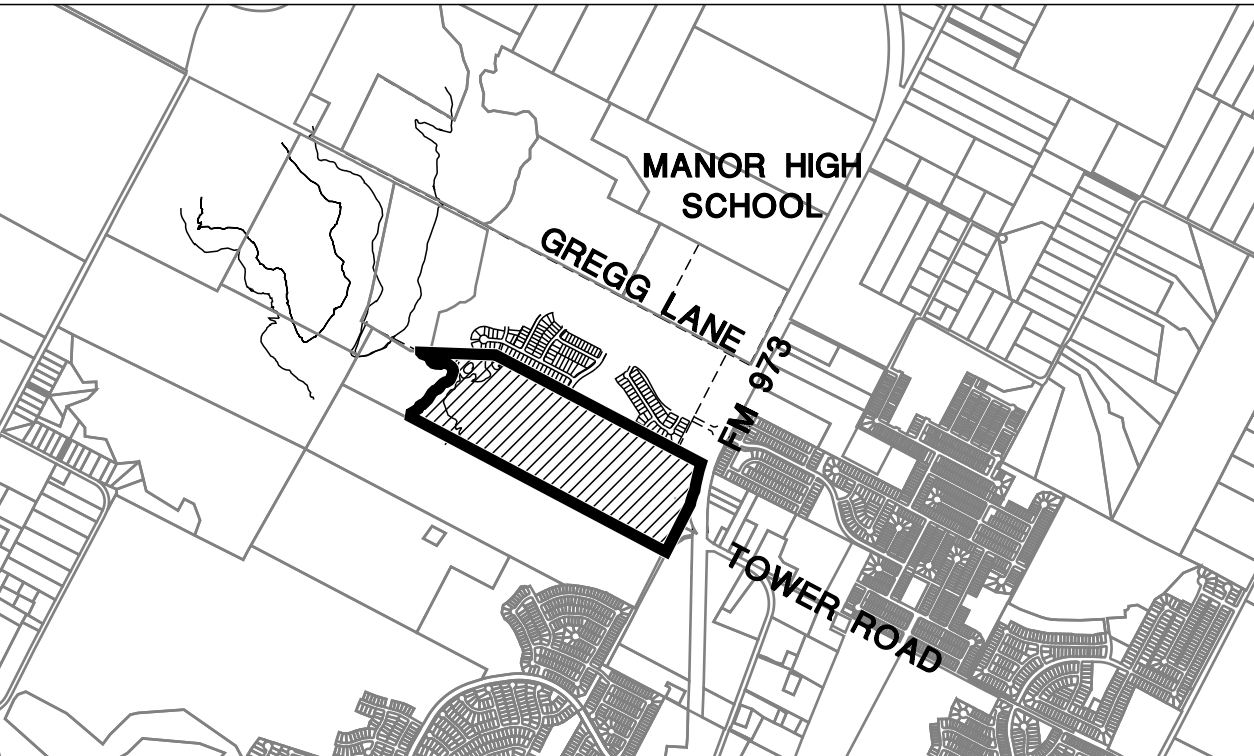
#### H. Parkland and Open Space

- This Final PUD Site Plan provides approximately 8.8 acres of park and open space with the dedication of three (3) tracts of land as illustrated on the Parks Plan on this sheet. The parks and open space will include detention facilities for the project, tree preservation areas, trail corridor easement and active programmed parkland.
- An eight-foot (8') concrete trail located within a fifteen-foot (15') public trail easement shall provide pedestrian/bike access along the owner retained floodplain connecting from the north property boundary to the south property boundary, as depicted on Park Plan. Trees shall be planted parallel to the concrete trail at a spacing of one (1) tree for every forty (40) linear feet. Trees shall be a minimum of three (3) inch caliper and selected from the Type A/B tree list of the City of Manor Code of Ordinances.
- Parkland amenities located within the Okra Tract PUD shall include a minimum of the following recreational elements: playground, parking area, dog park, picnic areas, picnic pavilion and open lawn/gaming area.
  - Age 5-12 playground
  - Age 2-5 playground
  - Parking area with a minimum of 20 parking spaces
  - Minimum 10,000 square foot dog park
  - Minimum 20 foot by 30 foot picnic pavilion
  - Basketball court
- The proposed parkland and public regional trail shall be dedicated to the City of Manor and privately maintained by the Okra Tract Homeowner's Association.

#### I. Landscaping

- Unloaded Collector Landscape Buffer.
  - For internal, unloaded collector roadways, a minimum ten (10) foot landscape buffer, measured from the edge of the collector right of way, shall be provided. One (1), minimum three (3) inch caliper, Type A large or Type B medium native tree (as defined by the Manor Code of Ordinances) and five (5), minimum three (3) gallon, shrubs shall be planted per 50 linear feet of landscape buffer.
  - Subdivision wall fence standard for fence walls along the unloaded collector roadways, a minimum (6) foot masonry walls with masonry columns a minimum of (200) foot apart.
- Storm Water Detention
  - Storm water detention facilities, if required shall be screened according to the requirements outlined in the City of Manor Code of Ordinances, Section 15.03.021 (f).
- All landscape buffers and walls shall be privately maintained by the Okra Tract Homeowners Association.

VICINITY MAP  
Scale: 1" = 1/2 Mile



**OKRA TRACT  
PRELIMINARY PUD SITE PLAN  
MANOR, TEXAS**

J:\220013-DWAL\Cadfiles\PLANNING\Submittals\PLUD Site Plan	
Issued:	
1. PUD Submittal	2/10/2023
2.	
3.	
4.	
5.	
Revisions:	
1. 3/29/2023	
2.	
3.	
4.	
5.	
Issue Date:	2/10/2023

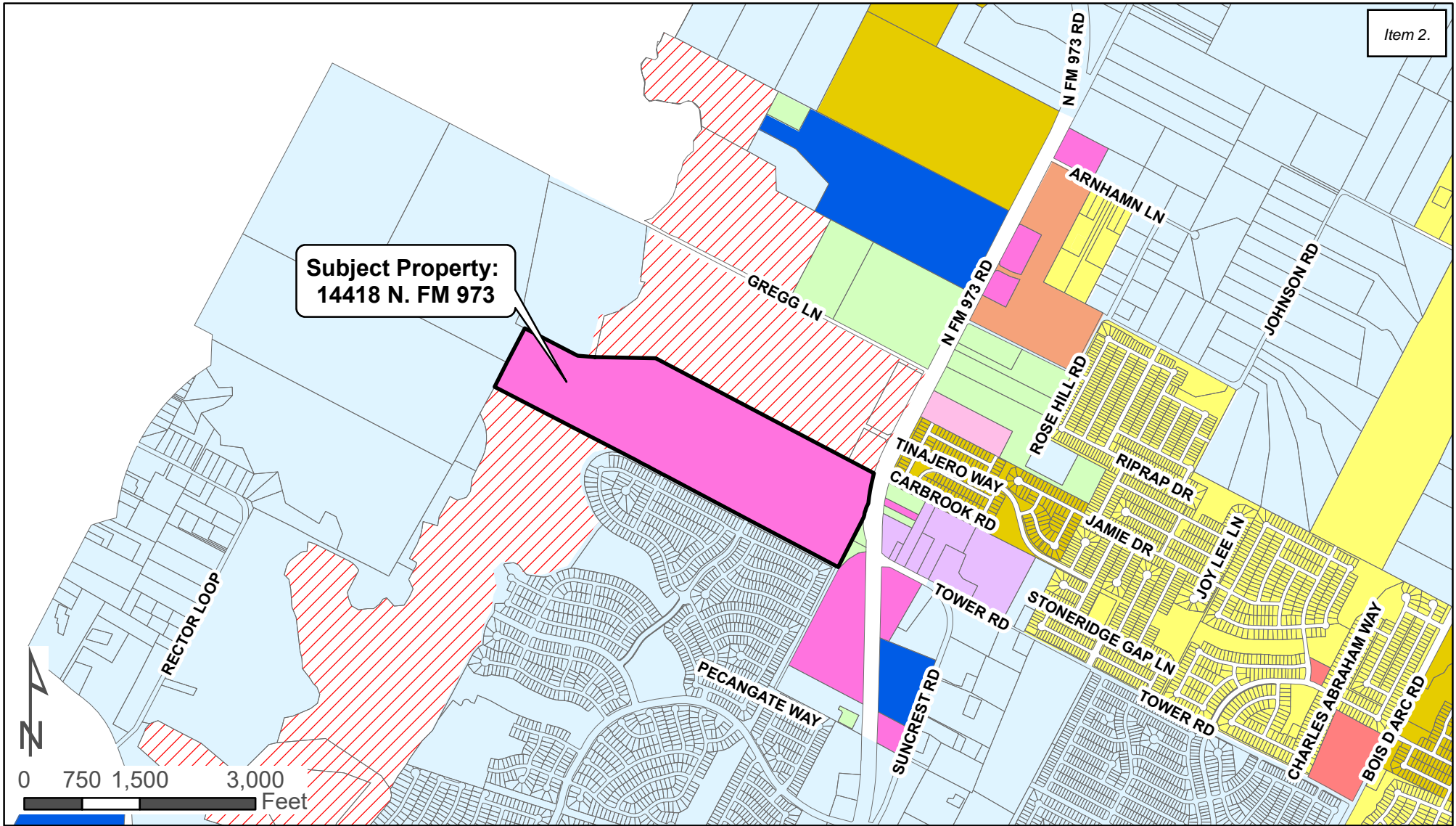
Drawn By: TW  
Reviewed By: MB

Project No.  
220013 - BBGR

SHEET 1 of 1



**Subject Property:**  
**14418 N. FM 973**



**Current:**  
**Medium Commercial (C-2)**

**Proposed:**  
**Planned Unit Development (PUD)**

**Zone**

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







Item 2.



## COMMERCIAL CORRIDOR

Commercial Corridors consist of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial or retail uses.

They are typically located along high volume roadways or at high volume intersections and generate large amounts of sales tax revenue.

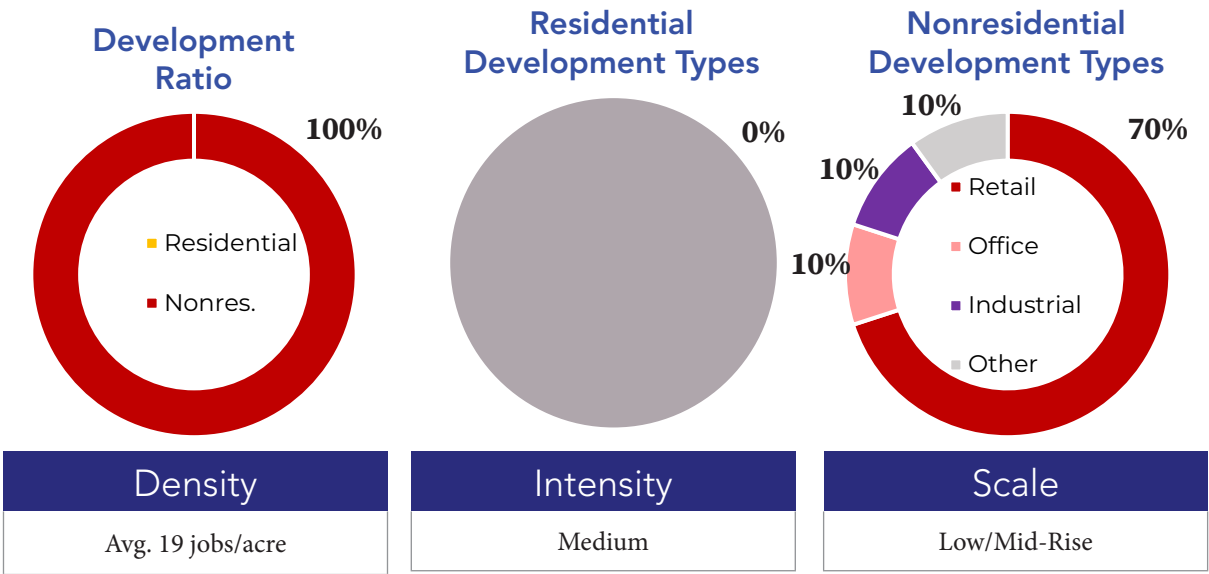
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

While it is recognized these corridors rely upon automobile accessibility and exposure, development should seek opportunities to leverage different forms with elements of mixed-use within the non-residential use framework. This introduces walkability for people once they arrive, reducing the number of trips and increasing the area’s appeal as a destination.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Retail and entertainment.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing.

Figure 3.6. Commercial Corridor Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate, as the Commercial Corridors are generally oriented towards uses that rely on access and visibility to major roadways and highways and residential is not encouraged along the major roadways and highways for environmental justice and quality of life reasons. The activity and traffic generated by Commercial Corridor uses is not compatible with residential housing.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●○○○○	
Apartment House (3-4 units)	●○○○○	
Small Multifamily (8-12 units)	●○○○○	
Large Multifamily (12+ units)	●○○○○	
Mixed-Use Urban, Neighborhood Scale	●●●○○	May be nonresidential mixed-use, such as office over retail or some residential can be appropriate if deeper within a site and less proximate to the major roadways. Residential mixed-use can also be appropriate to support transition to adjacent, lower density or residential areas. To note, mixed-use buildings are typically considered the highest fiscally performing development type on a per-acre basis.
Mixed-Use Urban, Community Scale	●●●○○	
Shopping Center, Neighborhood Scale	●●●●●	Appropriate overall.
Shopping Center, Community Scale	●●●●●	
Light Industrial Flex Space	●●○○○	Not considered appropriate due to limited potential for sales tax revenue generation and lower dependence on direct exposure to major roadways; can be appropriate if deeper within a site and less proximate to the major roadways, but should not be predominant use.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function of this future land use category; likely more functional facilities, such as utilities, rather than people-centered or community serving facilities.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



# NEIGHBORHOODS

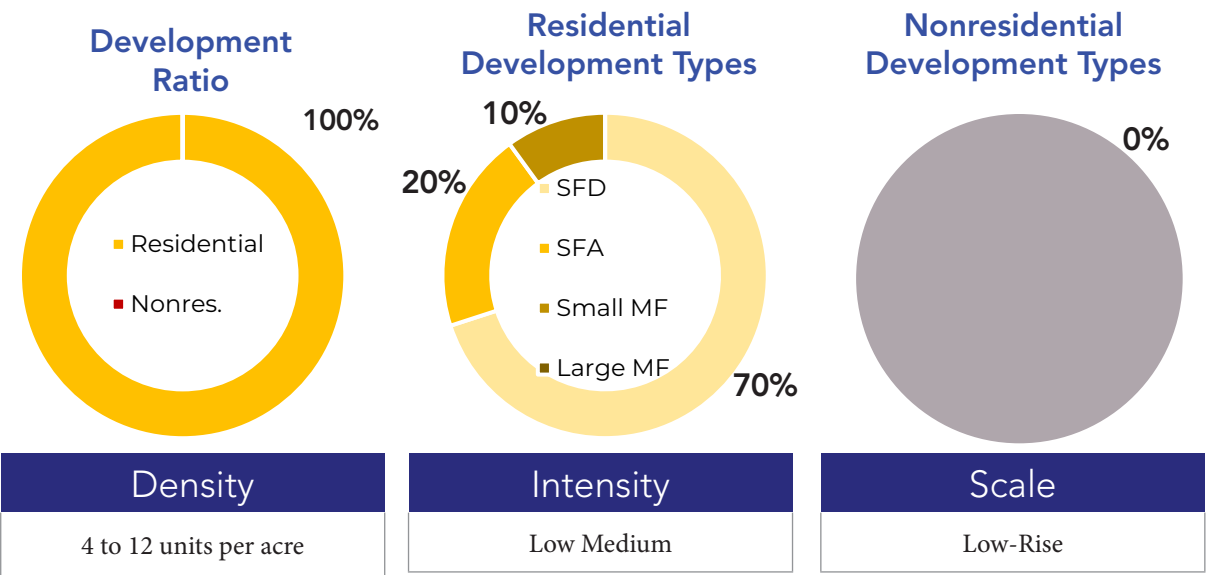
Residential one- and two-family/duplex homes make up the majority of this land use category. Some townhomes and lower density missing middle housing should be included to create diversity and housing choice and are good options to create transitions between neighborhoods and other land use areas. A mixture of housing types allows people to stay in the neighborhood even as their housing needs change, promoting long-term stability.

These housing types typically fall under the International Residential Code for one- and two-family dwellings, and can be financed via conventional Federally-backed mortgages.

While some neighborhood areas are currently adjacent to commercial centers, a more appropriate transition between the two would be the Mixed-Density Neighborhood land use categories.

Neighborhood lots are typically 5,000 square feet to 15,000 square feet for one- and two-family homes, with townhome lots being between 2,000 square feet and 3,000 square feet. Given the density expectations, smaller lot sizes should be offset by open space with an emphasis on creating interconnected greenways that connect neighborhoods to one another and to jobs, services, and parks.

Figure 3.4. Neighborhoods Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●●●●○	Appropriate overall, but with this housing type being so prominent in the City currently, seek to integrate with other forms of housing to create diversity and housing choice. Encourage diversity of lot sizes. Encourage joint driveways, alley access and rear parking.
SFD + ADU	●●●●●	Lot and site design should accommodate an ADU to the side or rear; ADU should be clearly secondary to the primary residence.
SFA, Duplex	●●●●●	Similar in character and lot standards to single-family detached; Joint/shared driveways encouraged, as well as alleys and rear parking; ADUs can be included consistent with the above.
SFA, Townhomes and Detached Missing Middle	●●●●●	Townhouses and Bungalow Courts should include at least 4 units, Pocket Neighborhoods 8-12 units. Functions best at corner properties (excluding townhomes). Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking. ADUs consistent with above.
Apartment House (3-4 units)	●●●●○	Can be part of a diverse housing type palette within the Neighborhood category. Similar in character and lot standards to SFD; functions best at corner properties. Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking.
Small Multifamily (8-12 units)	●●●○○	Scale is not typically appropriate with neighborhood-scale, unless adjacent to Neighborhood Mixed Use. May be appropriate as a transitional use from land use categories containing nonresidential uses.
Large Multifamily (12+ units)	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Mixed-Use Urban, Neighborhood Scale	●○○○○	
Mixed-Use Urban, Community Scale	●○○○○	Not considered appropriate.
Shopping Center, Neighborhood Scale	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Shopping Center, Community Scale	●○○○○	Not considered appropriate.
Light Industrial Flex Space	●○○○○	
Manufacturing	●○○○○	
Civic	●●●●●	Considered supportive to the function and livability of this future land use category; government buildings, schools and community facilities can serve as activity hubs within neighborhoods.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



APPROXIMATE CENTER TURN LANE IMPROVEMENT AREA: TINAJERO TO SUNCREST

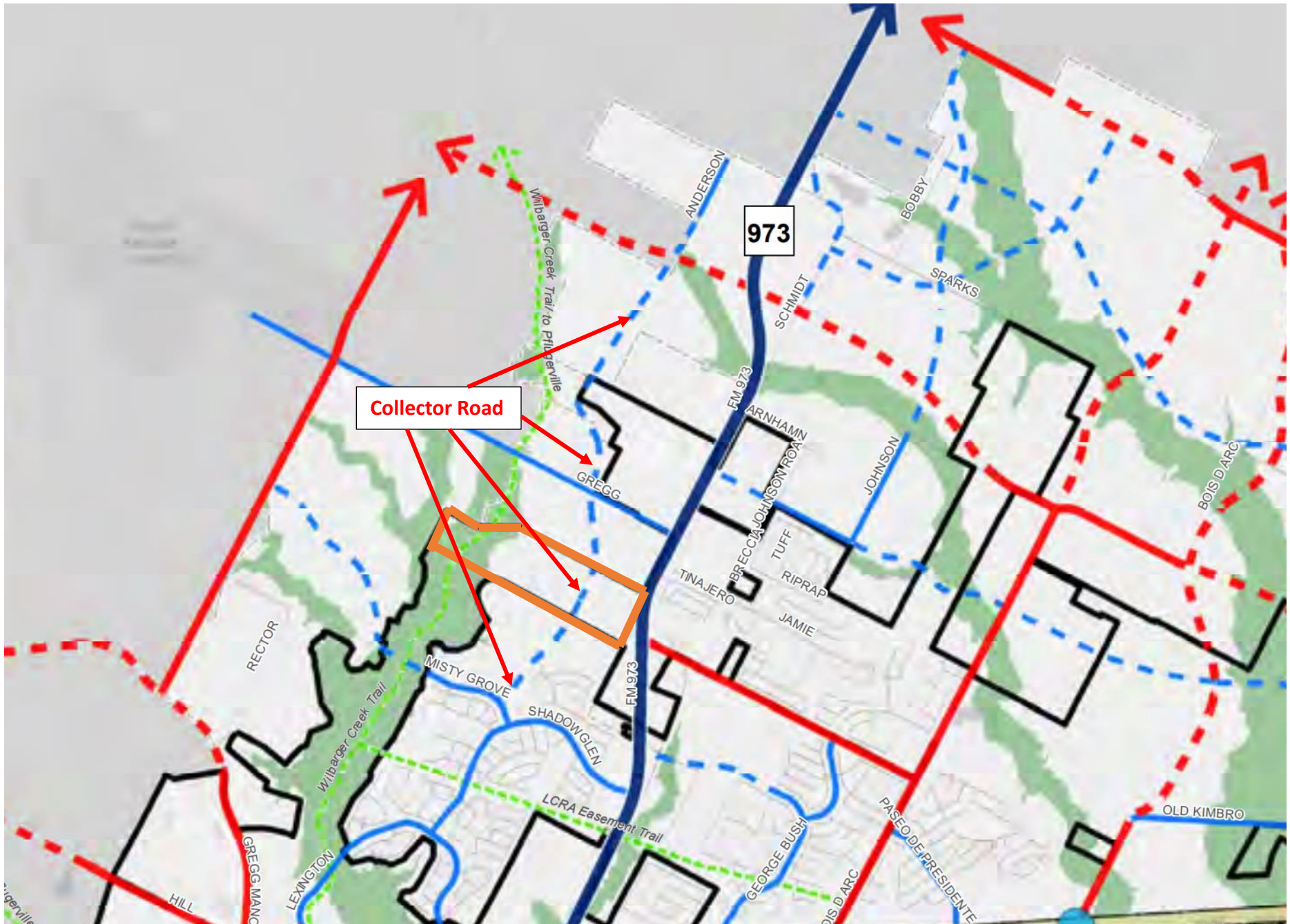
RIGHT TURN LANE ON SOUTHBOUND FM 973 AT SITE DRIVEWAY





## COLLECTOR ROADWAY ALIGNMENT

Item 2.

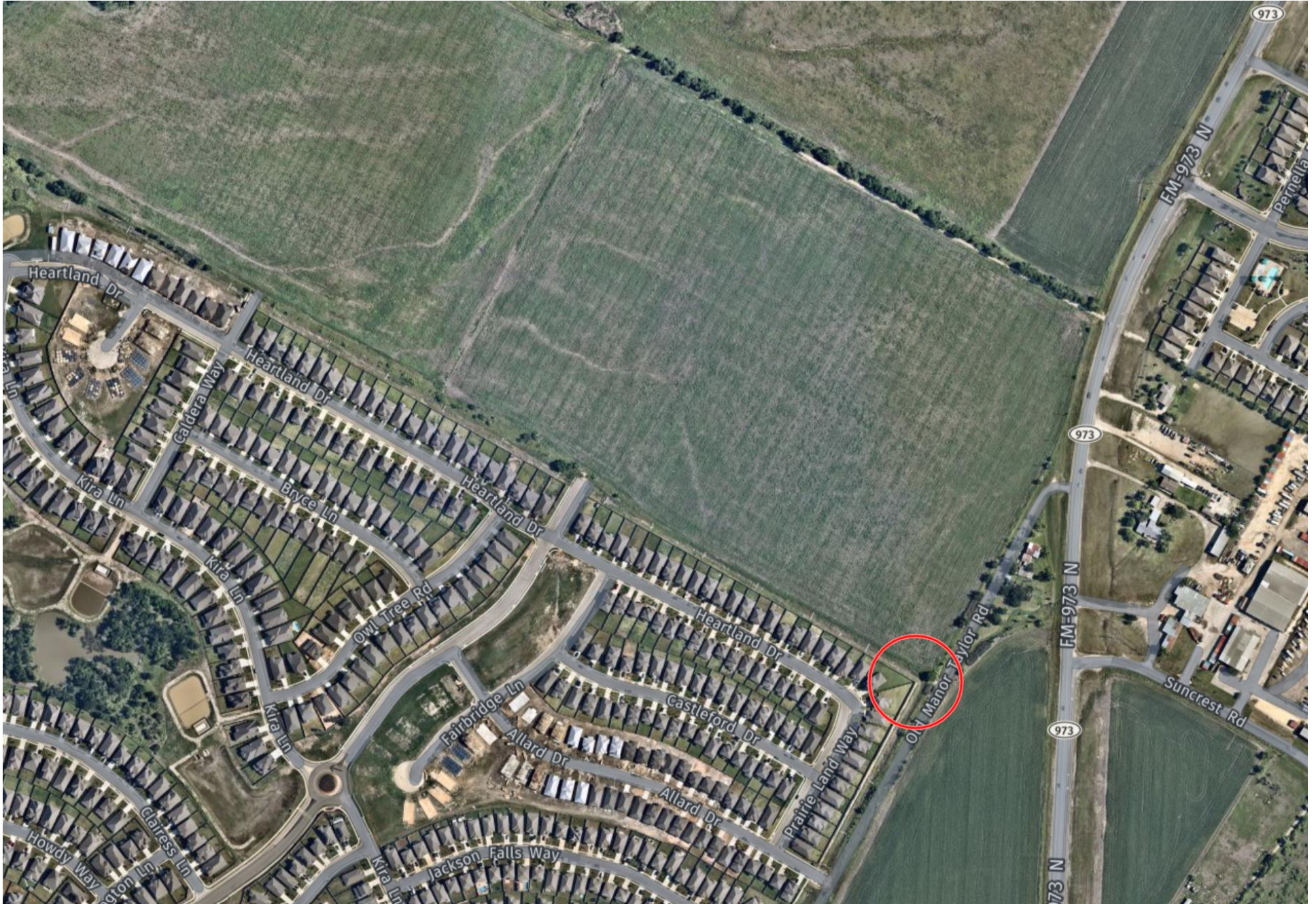




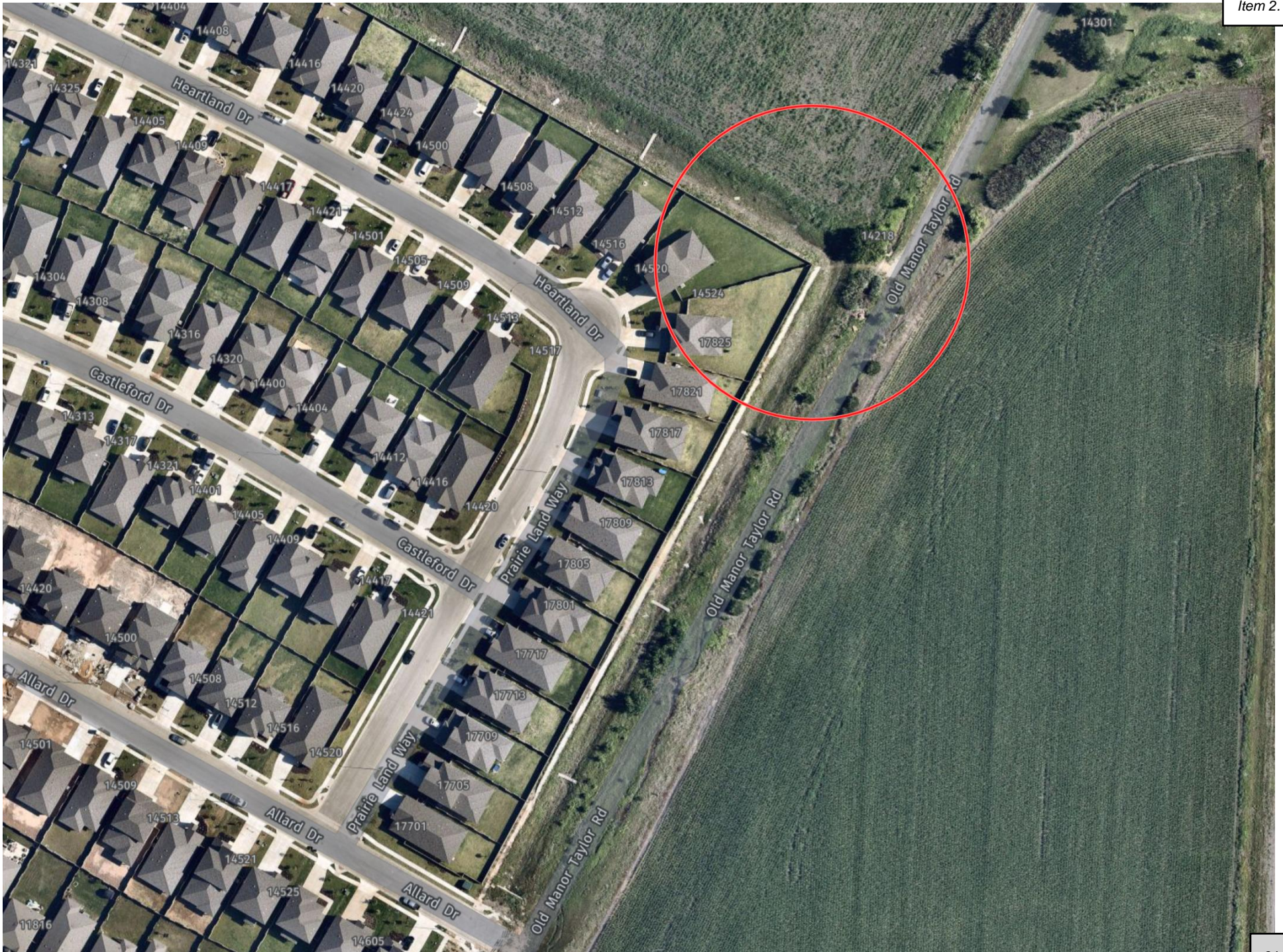
**ADDITIONAL TRAIL CONNECTION AREA TO SHADOWGLEN AT ALLARD DRIVE**















1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

### 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### **The following are Comments from the City Engineer:**

1. The drawing name should be Preliminary PUD Site Plan.
2. The P&Z Signature Block should say Preliminary PUD Site Plan.
3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.
5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.
6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.
8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.
9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.
10. Note 2 is missing from the Landscaping Notes.
11. Landscaping is required for all detention facilities.
12. The proposed trails should be maintained by the HOA.

#### **The following are comments from the City Planner:**

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.
2. Remove note 4. The amenity center can't reduce public parkland.
3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.
4. Update P&Z chair to LaKesha Small
5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.
6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.



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,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is written in a cursive, flowing style.

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on February 21, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

### 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### The following are comments from the City Planner:

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.

Approximately 4 to 5 acres in the 7.5 acre central park is detention. Plan and park calculations have been revised to remove detention area. Please note this is zoning and the detention pond has not been engineered, so this is an approximate estimate.

2. Remove note 4. The amenity center can't reduce public parkland.

Amenity center has been removed from the PUD.

3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.

Added.

4. Update P&Z chair to LaKesha Small

Added.

5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.

Depth is approximately 290 feet. There is ample room for the required buffers and landscaping, parking and building in the commercial parcel.

6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.

Floodplain is 10.9 acres. Color and acreage are shown in the legend on the land use plan.

**The following are Comments from the City Engineer:**

1. The drawing name should be Preliminary PUD Site Plan.

Okay. Revised. On the Monarch PUD to the north we had to revise the language to say Final Site Plan.

2. The P&Z Signature Block should say Preliminary PUD Site Plan.

Okay. Revised

3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.

Contour labels are on the lines. We increased the label size and have tried to create a higher resolution image so you can zoom in and read if you like.

4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.

Depth is 290 feet approximately.

5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.

Since we are still in the entitlement process, the park area has not been designed. The list of amenities guaranteed are in the PUD language under H.3

6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

Please see attached Phase 1 Environmental Report.

7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.

The trail in Lot 3 is intended to meander around the existing trees along the creek. However, Section H.2 of the PUD already calls out trees every 40 feet along the trail.

8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.

The landscape buffers along the collector road are shown on the park plan and labeled accordingly. We added the buffers to the land use plan as well in case you missed them. Any other internal landscape lots are not defined at this zoning stage.

9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.

The 10 foot wide landscape area has been added graphically along the collector roads. Other landscape lots will not be fully known until more detailed subdivision plans are prepared. The PUD already states that the landscape and parks will be maintained by the HOA.

10. Note 2 is missing from the Landscaping Notes.

Numbers have been re-formatted.

11. Landscaping is required for all detention facilities.

We call out in the PUD, Section L, that we will landscape the detention per the Manor ordinance.

12. The proposed trails should be maintained by the HOA.

Section H of the PUD requires parks and trails to be maintained by the HOA.



addressed with your plan resubmittal. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and the online portal to upload your drawings in PDF format.

Item 2.

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,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is cursive and fluid.

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, May 4, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185. 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 Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

### The following are comments from the city planner:

- i. ~~How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.~~
- ii. ~~Remove note 4. The amenity center can't reduce public parkland.~~
- iii. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults. Refer to question 7.
- iv. ~~Update P&Z chair to Lakesha Small~~
- v. ~~What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.~~
- vi. ~~How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.~~
- vii. Section H1 - update park acreage. Has 10.9 when the Parks Plan has 8.8
- viii. Section H3f - is "sports court" a basketball court?
- ix. Section I1 - add subdivision wall standard for fence walls along unloaded collectors: Minimum 6' masonry walls with masonry columns a minimum of 200' apart

### The following are comments from the city planner:

1. ~~The drawing name should be Preliminary PUD Site Plan.~~
2. ~~The P&Z Signature Block should say Preliminary PUD Site Plan.~~
3. ~~Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.~~
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial. **Provide a callout for the depth of the commercial portion. (290 feet approximately).**
5. ~~Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.~~
6. ~~The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.~~
7. ~~Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.~~
8. ~~Landscape lots should be shown in the PUD. Buffer yards should be shown as well.~~
9. ~~Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.~~
10. ~~Note 2 is missing from the Landscaping Notes.~~
11. ~~Landscaping is required for all detention facilities.~~
12. ~~The proposed trails should be maintained by the HOA~~

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 /Manor/Parts/Blank, or by e-mail at [tshows@gbateam.com](mailto:tshows@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,



Tyler Shows  
Staff Engineer  
GBA





1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Wednesday, May 24, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO

Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD Site Plans submitted by Rachel Shanks and received by our office on May 12, 2023, has been reviewed for compliance with the City of Manor Zoning Ordinance 185. 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 cover sheet to Scott Dunlop at the City of Manor for signatures. A copy of the signed cover sheet 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 black ink, appearing to read 'Tyler Shows'.

Tyler Shows  
Staff Engineer  
GBA

Pauline Gray, P.E.  
Lead AES,  
Jay Engineering, A Division of GBA



5/31/2023

## City of Manor Development Services

### Notification for a Preliminary PUD Site Plan

Project Name: Orka Tract Preliminary PUD  
Case Number: 2023-P-1515-ZO  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Planned Use Development for the Okra Tract Subdivision located at 14418 N. FM 973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**

***Applicant: Sotol Ventures***

***Owner: Dalton Wallace***

The Planning and Zoning Commission will meet at 6:30PM on 6/14/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

City Council will meet at 7:00PM on 6/21/2023 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 Preliminary PUD Site 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.



14420 Pernella Rd Intervivos Revocable Trust  
14420 Pernella Rd  
Manor, TX 78653

ANDERSSON CATHERINE & DANIEL  
13917 HEARTLAND DR  
Manor, TX 78653

Arthur Ray & Odette Vanessa Taylor  
14416 Pernella Rd  
Manor, TX 78653

BAJWA NAJM US SAQIB & TAHIRA NAJM  
139 HEARTLAND DR  
Manor, TX 78653

BIREDDY ANVESH REDDY  
14012 Heartland Dr  
Manor, TX 78653

BRASSELL REBECCA & PATRICK  
14005 HEARTLAND DR  
Manor, TX 78653

CABRERA KEVIN E & ISABEL S  
14401 HEARTLAND DR  
Manor, TX 78653

CITY OF MANOR  
105 E EGGLESTON ST  
Manor, TX 78653

CONROY KEVIN  
13916 Heartland Dr  
Manor, TX 78653

DAVIS ANISSA CHEREE & ARTHUR JR  
13925 HEARTLAND DR  
Manor, TX 78653

De Jesus-Martinez Ignacio ETAL  
14405 FM 973 N  
Manor, TX 78653

DEROCH MANDY BARBER  
14108 HEARTLAND DR  
Manor, TX 78653

DIACONU MARIANA & GERALD BRANDON TODD  
14420 Heartland Dr  
Manor, TX 78653

DICK GEOFFREY SCOTT & ANIKA VAN BOOM  
14316 HEARTLAND DR  
Manor, TX 78653

Enfield Partners LLC ETAL  
2303 Camino Alto  
Austin, TX 78746

GHAFFAR AAMIR & SOPHIA BAWANY  
13933 HEARTLAND DR  
Manor, TX 78653

Gliberto & Maria Estrada  
1411 FM 973 N  
Manor, TX 78653

GLORIA ALVARO F  
13904 Heartland Dr  
Manor, TX 78653

GUZMAN MASON ANDREW  
14208 HEARTLAND DR  
Manor, TX 78653

HAYNES BUCHANAN CAROL M  
14200 HEARTLAND DR  
Manor, TX 78653

Henrietta Velasquez  
14315 Old Manor-Taylor Rd  
Manor, TX 78653

JACKSON NICOLETTE & CARSON JAMES GOSSETT  
14029 Heartland Dr  
Manor, TX 78653

JAIN KRITIKA & ANAND BHAVANE JAYANTI  
14032 Heartland Dr  
Manor, TX 78653

JEFF 1 LLC  
5001 PLAZA ON THE LATE #200  
Austin, TX 78746

JOHN LIPIKA R & SHERVIN AMBANATTU BABU  
13901 Heartland Dr  
Manor, TX 78653

Juan Chaparro  
14408 Pernella Rd  
Manor, TX 78653

KALE MICHAEL & LASHONDRA M  
14013 HEARTLAND DR  
Manor, TX 78653

Kristine & Matthew Escobedo  
14400 Pernella Rd  
Manor, TX 78653

KURIAN CLEMENT & LIZ MANDAPATHIL  
14004 Heartland Dr  
Manor, TX 78653

LAKE ELIJAH & KANESHA  
14301 HEARTLAND DR  
Manor, TX 78653

LEKCAM Communication LLC  
16404 Marcello Dr  
Pflugerville, TX 78660

LEONARD SCOTT  
13921 Heartland Dr  
Manor, TX 78653

MADHYASTHA SUHASA & ASHRITHA PURADAMANE  
BALACHANDRA  
14309 HEARTLAND DR  
Manor, TX 78653

Mary Clark  
14404 Pernella Rd  
Manor, TX 78653

Masrur Reza, Mustafa Ali Reza Chowdhury, Fauzia Zaman  
14412 Pernella Rd  
Manor, TX 78653

MCCUE KEVIN & BRITTANY BAMBERG  
14033 Heartland Dr  
Manor, TX 78653

Meritage Homes of Texas LLC  
611 S Congress Ave, suite 510  
Austin, TX 78704

Meritage Homes of Texas LLC  
17101 Orinda Lane  
Pflugerville, TX 78660

Monarch Ranch at Manor LLC  
310 Enterprise Dr.  
Oxford, MS 38655

PADILLA ELIAS JOSE  
14308 HEARTLAND DR  
Manor, TX 78653

PERRY HOMES LLC  
PO BOX 34306  
Houston, TX 77234

Roy & Frank Velasquez  
14301 Old Manor-Taylor Rd  
Manor, TX 78653

RUSSELL RACHEL R & WILLIAM B WRIGHT  
14421 HEARTLAND DR  
Manor, TX 78653

RUST CREEK LLC  
9606 OLD MANOR RD #1  
Austin, TX 78724

SAMUEL ANCY & SIJU THOMAS VARGHESE  
14325 HEARTLAND DR  
Manor, TX 78653

SANTIAGO JONA FATIMA P & HONOFRE JOEY  
14017 HEARTLAND DR  
Manor, TX 78653

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SNELL TYLER & MATTIE  
13908 HEARTLAND DR  
Manor, TX 78653

SNYDER JACOB ADAM  
13913 HEARTLAND DR  
Manor, TX 78653

SORATHIA BHARGAV  
3472 Fitzsimmons Cmn  
Fremont, CA 94538

SRIHARI FNU & PRIYANKA PUPPALA  
14009 Heartland Dr  
Manor, TX 78653

Stanley & Sandra Voelker  
14401 FM 973 N  
Manor, TX 78653

STEVES DANIEL & JANELLE  
14400 HEARTLAND DR  
Manor, TX 78653

STEWART MARIANNE K & LARRY N  
14300 HEARTLAND DR  
Manor, TX 78653

STONE LEISA M & ZACHARY P  
14413 HEARTLAND DR  
Manor, TX 78653

SUTT DYLAN J  
14104 Heartland Dr  
Manor, TX 78653

THOMPSON MATTHEW  
14505 HEARTLAND DR  
Manor, TX 78653

Timmerman Commercial Investments LP  
501 Vale ST  
Austin, TX 78746



TRIPATHI ANKIT MANI  
14205 HEARTLAND DR  
Manor, TX 78653

UNAL BELGIN & AYHAN  
14320 HEARTLAND DR  
Manor, TX 78653

VALENZUELA MELINDA S & MATTHEW R  
14204 HEARTLAND DR  
Manor, TX 78653

WANG YILI & YUNQING XIA  
14001 HEARTLAND DR  
Manor, TX 78653

WEISS KERMIT R & EMMAGENE  
PO BOX 25  
Manor, TX 78653

WILLIAMS LAURA  
14305 HEARTLAND DR  
Manor, TX 78653

YINGST ALEX BICERA  
13920 Heartland Dr  
Manor, TX 78653

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## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**

***Applicant: Marcos Chavez***

***Owner: Marcos Chavez***

### BACKGROUND/SUMMARY:

This property was previously requested to be rezoned C-1 Light Commercial back in 2018. It came before the Planning and Zoning Commission on 10/3/18 and recommended for denial then it went to the City Council on 11/7/18. The item was postponed at City Council to the 12/5/18 meeting, where it was denied. Parking concerns were the reason for the denials.

This application is to rezone the property to Neighborhood Business (NB), which is our most restrictive commercial zoning category and has similar lot development standards as Single Family – maximum building height is 35’ and the maximum lot coverage for the building is 40%. NB zoning is intended to be directly adjacent to and/or surrounded by single family and other residential uses. NB is a low density commercial zoning that allows for office, retail, restaurant, and personal service uses. The applicant is proposing a hair salon use. Parking and other site development regulations like landscaping, drainage, and outdoor lighting would follow city code as no variances are requested at this time. Personal Services require 1 parking space per 200 sf of gross floor area. The current building on the property is approximately 900 sf so 5 parking spaces would be required.

This property in the Comprehensive Plan’s Future Land Use Map is within a block designated as Downtown Mixed-Use but it is on the border with the Neighborhood Mixed-Use designation that extends north along Lexington Street. The properties directly south on the other side of the alley are zoned Downtown Business (DB), as well as the ones south of Boyce Street. North of this property exists other Neighborhood Business zoned properties including 409 N. Lexington, 709 N. Lexington, and 810 N. Lexington. Neighborhood Business (NB) zoning is more consistent with the Neighborhood Mixed-Use designation which allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Adaptive reuse of residential structures for commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO

**ATTACHMENTS:**

YES

- Rezoning Map
- Aerial Image
- FLUM
- Downtown Mixed-Use Dashboard
- Neighborhood Mixed-Use Dashboard
- Notice and Mailing Labels

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

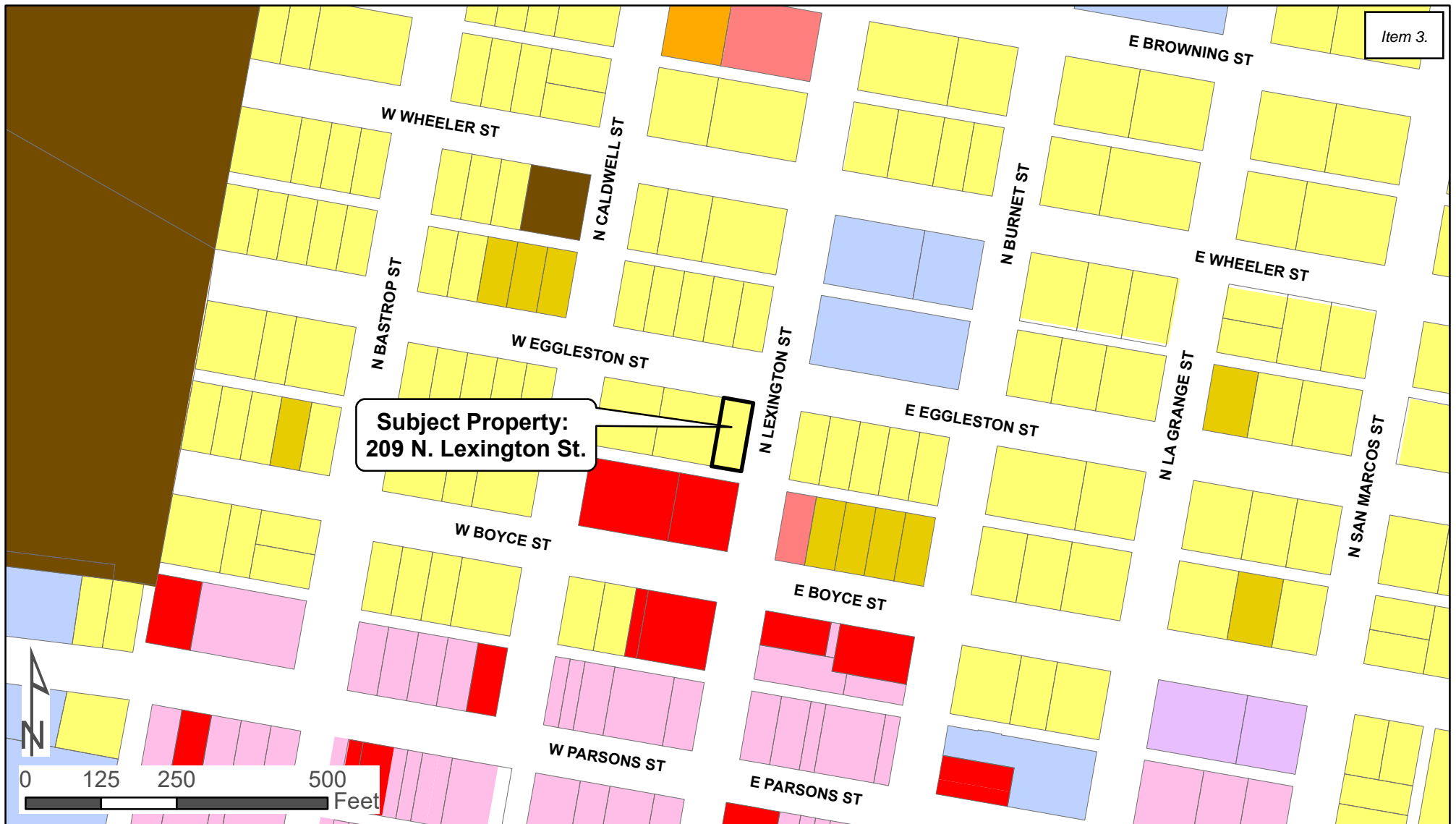
**PLANNING & ZONING COMMISSION:**

Recommend Approval

Disapproval

None





Current:  
Single Family Suburban (SF-1)

Proposed:  
Neighborhood Business (NB)

**Zone**

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

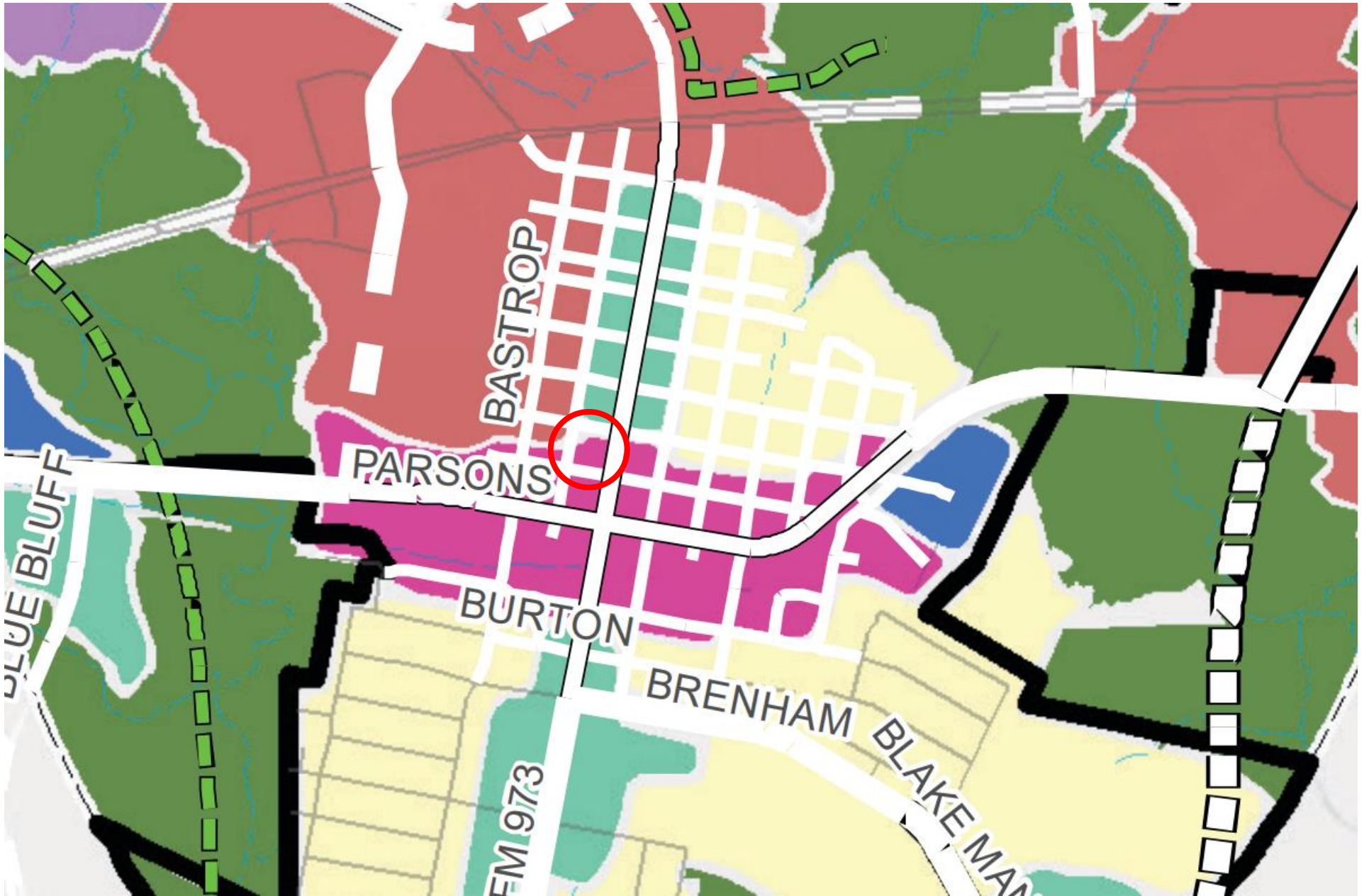





















## FUTURE LAND USE MAP

The Future Land Use Map serves as the guide for future zoning and development decisions and provides a foundation to support the vision and recommendations of the plan. This is accomplished by setting a land use framework that influences regulatory mechanisms and policy decisions that shape the built environment. Each of the designations presented on the land use categories below correlates with the map on the right.

-  Neighborhoods: Residential one- and two-family homes, along with townhomes, are found near neighborhood mixed-use areas and allow up to 8 dwelling units per acre.
-  Mixed-Density Neighborhoods: Mixed density residential uses primarily support a mix of housing options that may consist of one or more of the following housing types: single family detached, single family attached, duplexes, townhomes, cluster housing and small-scale multifamily.
-  Commercial Corridor: This category consists of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial uses.
-  Employment: This category applies to the business centers along SH 290 and FM 973. The primary uses for employment centers are large urban employment centers, corporate campuses, and mixed-use environments.
-  Neighborhood Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Residential densities within this area should be between 4 and 20 dwelling units per acre.
-  Downtown Mixed-Use: This category includes commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.
-  Community Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, design at a larger scale than neighborhood mixed-use to create a walkable environment.
-  Public/Semi-Public: This category includes uses that are governmental, institutional or religious in nature.
-  Parks and Open Space: This category consists of parks, recreational facilities, and open spaces that are currently in existence or planned.



# DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

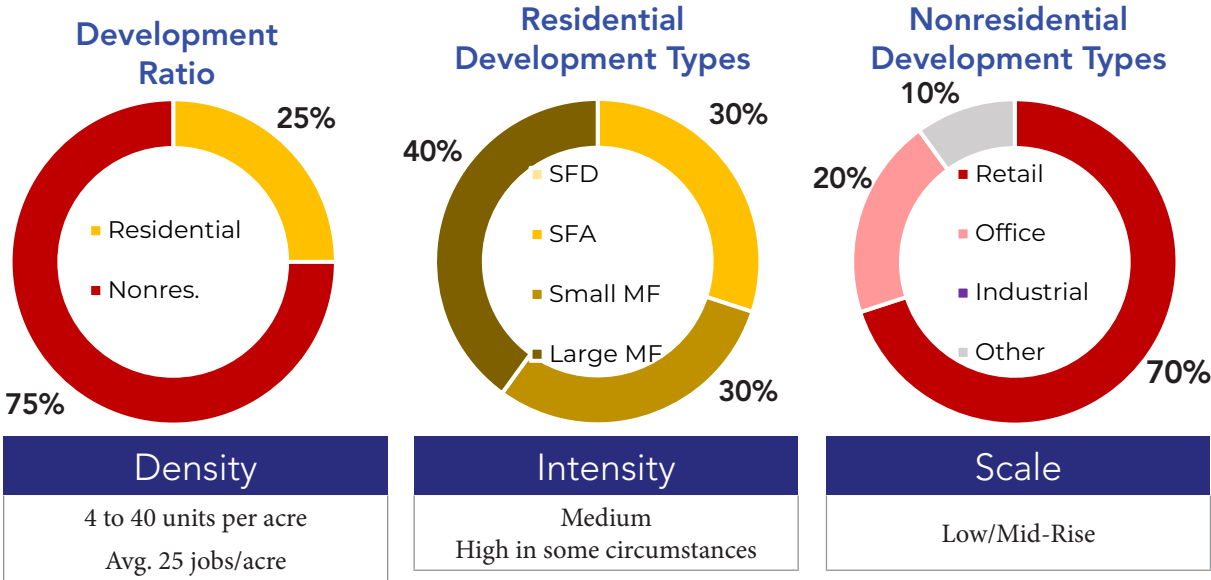
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard





DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and De-tached Missing Middle	●●●○○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighbor-hood Scale	●●●●●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Communi-ty Scale	●●●○○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be de-pending on adjacencies to green space or more intensive uses
Shopping Center, Neighbor-hood Scale	●●●●○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walk-ability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particu-larly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	●○○○○	Not considered compatible
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government build-ings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.

### NEIGHBORHOOD MIXED-USE

Neighborhood Mixed-Use allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment.

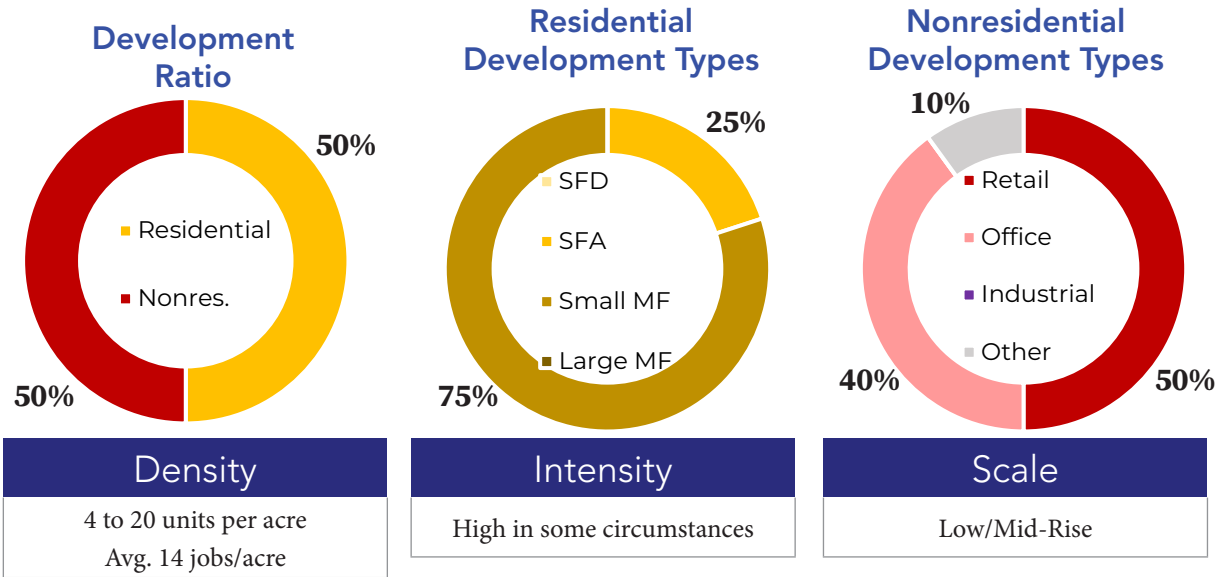
Neighborhood mixed-use areas allow residential units in close proximity to goods, services and civic activities, thus reducing dependence on the car and promoting community interaction, belonging, identity, and pride.

These places emphasize urban design and the experience created through density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

Often situated around an activity-generating element or an active public gathering spot, mixing of uses can take shape as either or both vertical (stacked on top of each other) and horizontal (next to each other). In vertical mixed-use, the ground floor is encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.

Adaptive reuse of residential structures to commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

Figure 3.8. Neighborhood Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent of mixed-use is to provide retail/services, activity centers and diversified housing in more dense and compact forms; these uses will provide opportunities and amenities to surrounding lower density neighborhoods.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Neighborhood Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Neighborhood Mixed-Use and other uses.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●○○○○	Not considered appropriate due to incompatible scale with neighborhoods
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Neighborhood Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods. Promotes walkability and 10-minute neighborhoods.
Mixed-Use Urban, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services at a scale compatible with and supportive of surrounding neighborhoods, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods, but can be if particularly small-scale and included alongside more appropriate development types; examples might include artisan-scale manufacturing, maker spaces, and similar businesses.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.





6/28/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 209 N Lexington Rezoning from SF-1 to NB  
 Case Number: 2023-P-1546-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 209 N Lexington, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, at 209 N Lexington, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB).**

***Applicant: Chavez Wellding & Fencing LLC***  
***Owner: MARCOS CHAVEZ***

The Planning and Zoning Commission will meet at 6:30PM on July 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 19, 2023 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 Rezoning Application 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.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)

CASTILLO MONICA ANN (442097)  
PO BOX 1097  
MANOR TX 78653-1097

SANCHEZ NORA L & JOSE A JR (373442)  
PO BOX 232  
MANOR TX 78653-0232

BUILD BLOCK INC (1907925)  
2700 E 2nd St  
Los Angeles CA 90033-4102

DAVIS CAPITAL INVESTMENTS LLC  
(1850555)  
P.O. BOX 248  
MANOR TX 78653

120 EAST BOYCE STREET LLC (1754550)  
1004 MERIDEN LN  
AUSTIN TX 78703-3823

TANCOR LLC (1278159)  
9009 FAIRWAY HILL DR  
AUSTIN TX 78750-3023

BAHRAMI BEHZAD (212733)  
PO BOX 82653  
AUSTIN TX 78708-2653

ALVARADO MIGUEL ANGEL & GLORIA  
(215770)  
PO BOX 294  
MANOR TX 78653-0294

ACOSTA MOSES (1574304)  
PO BOX 645  
MANOR TX 78653

MENDEZ JUAN OJEDA (215768)  
104 E EGGLESTON ST  
MANOR TX 78653-3407

PAIZ RAMON E JR (1372820)  
PO BOX 280  
MANOR TX 78653-0280

LUTZ JAMES T & ALEXANDRA CARRILLO  
(1323195)  
14812 FM 973 N  
MANOR TX 78653-3540

MCDONNELL COLE FOSTER & STEPHEN  
SNYDER MCDONNELL (1939832)  
103 W Eggleston St  
Manor TX 78653-3371

RODRIGUEZ ROSALINDA (1829444)  
105 W EGGLESTON  
MANOR TX 78653-3371

NUNN LILLIE M (215593)  
PO BOX 207  
MANOR TX 78653-0207

NUNN ROSS ETUX (215594)  
PO BOX 207  
MANOR TX 78653-0207

YOUNG CLAUDIE G & SAMMIE M  
(215610)  
PO BOX 145  
MANOR TX 78653-0145

VASQUEZ JUAN JR & DIANA E GERL  
(215609)  
PO BOX 499  
MANOR TX 78653-0499

JUNG JIWON (1897485)  
2700 E 2ND ST  
LOS ANGELES CA 90033-4102

JUNG JIWON (1899139)  
101 W BOYCE ST  
MANOR TX 78653



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX for variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback.

**Applicant:** SAVVY ATX REALTY LLC

**Owner:** Wenkai Chen

### BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider but action is recommended to be pulled to correct an error in the request.

The current zoning of the property is SF-1 Single Family Suburban which has a minimum lot width of 70'. A rezoning case for TF Two-Family has been filed which also has minimum lot width of 70'.

The requested variances are:

1. 40' lot width (70' required)
2. 20' front setback (25' required)
3. 10' rear setback (25' required)
4. 5' side setback (7.5 required)

The earliest deed creating the tract was in February 1983. There was no zoning code at the time to regulate lot widths but the subdivision code in effect (Ord. 47 dated 12-14-77) had a provision that lot widths do not exceed three times the lot depth. This tract is 250' in depth, which exceeds that regulation so had a plat been filed in 1983 it would not have been approved. Current subdivision code has a lot width to depth ratio of 2.5:1, so the variance request needs to be updated to include that so new notices will be sent out.

This tract as currently subdivided is undevelopable since it is portions of 5 lots that are 40'x50' each and only one has frontage on a dedicated right-of-way. While the tract has never been a legal lot, it has existed in its current configuration for 40 years and only through the approval of the variances can it be improved upon.

When granting a subdivision variance the Planning and Zoning Commission and City Council shall consider:

1. The public convenience and welfare will be substantially served;
2. The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
3. The applicant has not created the hardship for which relief is sought;
4. The variance will not confer upon the applicant a special right or privilege not commonly shared or available to the other owners of similar and surrounding property;



5. The hardship from which relief is sought is not solely of an economic nature;
6. The variance is not contrary to the public interests;
7. Due to special circumstances, the literal enforcement of the ordinance would result in an unnecessary hardship; and
8. In granting the variance the spirit of the ordinance is observed and substantial justice is done.

**LEGAL REVIEW:** *NO*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Letter of Intent
- Plat
- Deed from 1983
- Subdivision Code of 1977
- AE Lane Addition Plat Map
- Engineer Comments
- Conformance Letter
- Notice and Labels

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission pull a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX.

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

# Letter of Intent

February 28, 2023

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

Re: **707 BASTROP ST TX 78653**

**Dear Mr. Dunlop,**

We are writing to you to request plat the subject property to be a legal lot.

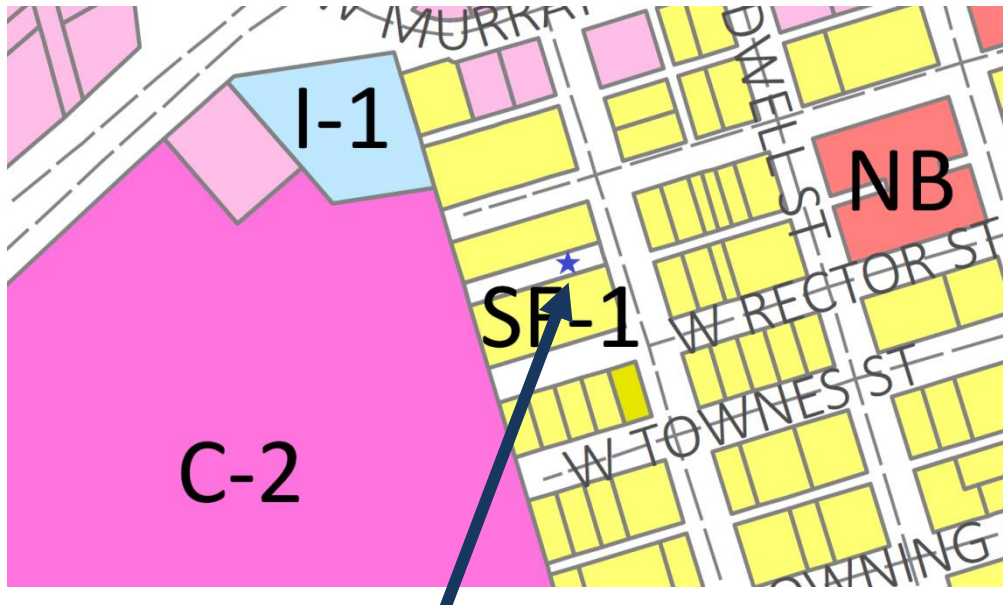
Proposed New Legal description: **LOT 6A BLK 1 LANE A E ADDN**

The subject property 707 Bastrop ST TX 78653, Legal description is: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.96 ft wide and 250 ft long, with a total of 9,986 sqft.

Per our research, the subject property's current configuration existed in 1983 (Please see the Appendix A for the property's deed history, the oldest warranty deed was in 2/16/1983). Hence it is NOT conforming with the current development standard/code ordinances in Manor TX.

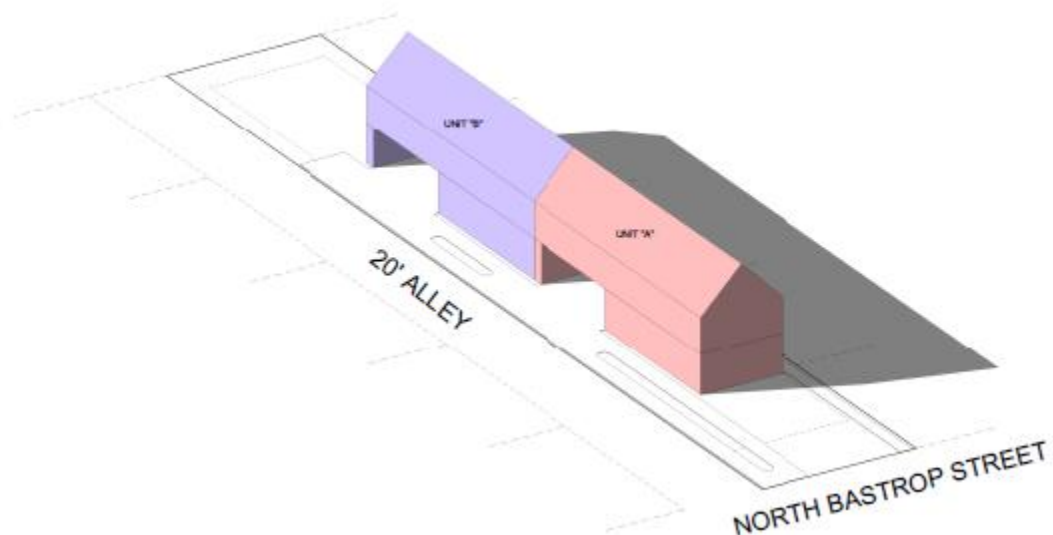
Due to the fact that the property lot is a nonconforming lot, we are requesting

1. Minimum Lot Width Variance – reduce to 40 ft
2. Setback Waiver - the side setbacks to 5', the front to 20' and the rear to 10'
3. Zoning: TF (Two-Family) – currently it doesn't have zoning assigned ( per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: **707 BASTROP ST TX 78653**

Please see below conceptual design of the proposed TF (duplex). In Appendix B, please find conceptual design work from our architect.



Please help to grant these requests and let me know if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Katherine Chen'.

Katherine Chen  
Savvy ATX Realty



## Appendix A - Property Deed History

**PID 240850 | 707 BASTROP ST**Property Summary Report | 2022  
Online Services | TRAVIS COUNTY APPRAISAL DISTRICT**GENERAL INFO****ACCOUNT**

Property ID: 240850  
 Geographic ID: 0237590602  
 Type: R  
 Zoning:  
 Agent:  
 Legal Description: S40FT OF LOT 6-10 BLK 1 LANE A E  
 ADDN

Property Use:

**OWNER**

Name: CHEN WENKAI  
 Secondary Name:  
 Mailing Address: 1132 NORTHWESTERN AVE UNIT A  
 AUSTIN TX US 78702  
 Owner ID: 1435182  
 % Ownership: 100.00  
 Exemptions:

**LOCATION**

Address: 707 BASTROP ST TX 78653

Market Area:

Market Area CD: B0850

Map ID: 023460

**PROTEST**

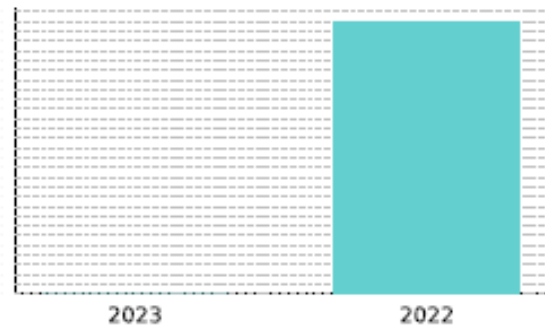
Protest Status:

Informal Date:

Formal Date:

**VALUES****CURRENT VALUES**

Land Homesite: \$0  
 Land Non-Homesite: \$70,000  
 Special Use Land Market: \$0  
 Total Land: \$70,000  
 Improvement Homesite: \$0  
 Improvement Non-Homesite: \$0  
 Total Improvement: \$0  
 Market: \$70,000  
 Special Use Exclusion (-): \$0  
 Appraised: \$70,000  
 Value Limitation Adjustment (-): \$0  
 Net Appraised: \$70,000

**VALUE HISTORY**

Values for the current year are preliminary and are subject to change.

**VALUE HISTORY**

Year	Land Market	Improvement	Special Use Exclusion	Appraised	Value Limitation Adj (-)	Net Appraised
2023	N/A	N/A	N/A	N/A	N/A	N/A
2022	\$70,000	\$0	\$0	\$70,000	\$0	\$70,000

## TAXING UNITS

Unit	Description	Tax Rate	Net Appraised	Taxable Value
03	TRAVIS COUNTY	0.318239	\$70,000	\$70,000
05	CITY OF MANOR	0.747000	\$70,000	\$70,000
0A	TRAVIS CENTRAL APP DIST	0.000000	\$70,000	\$70,000
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.098684	\$70,000	\$70,000
34	MANOR ISD	1.352000	\$70,000	\$70,000
68	AUSTIN COMM COLL DIST	0.098700	\$70,000	\$70,000
72	TRAVIS CO ESD NO 12	0.100000	\$70,000	\$70,000

DO NOT PAY FROM THIS ESTIMATE. This is only an estimate provided for informational purposes and may not include any special assessments that may also be collected. Please contact the tax office for actual amounts.

## IMPROVEMENT

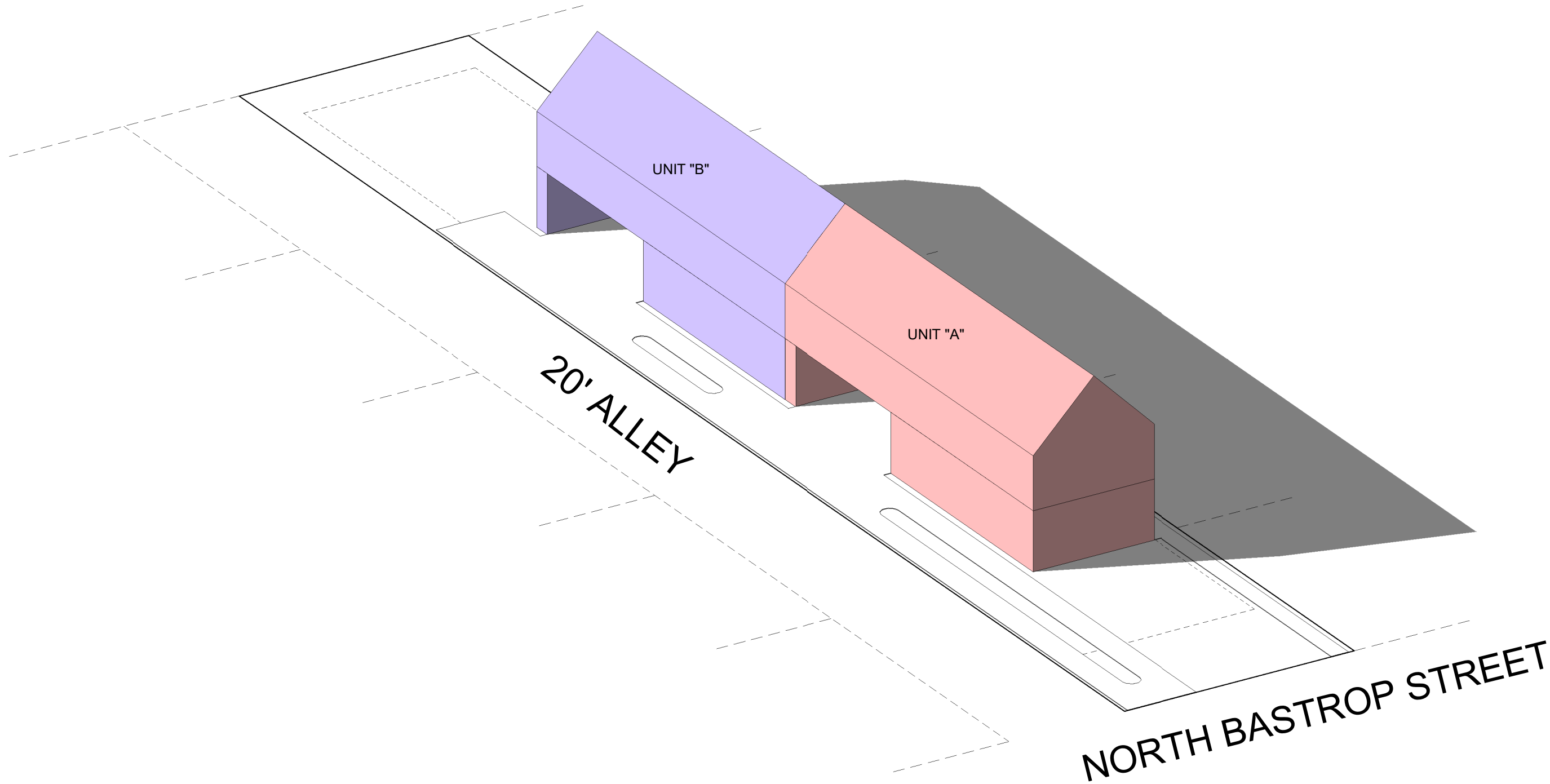
### LAND

Land	Description	Acres	SQFT	Cost per SQFT	Market Value	Special Use Value
LAND	Land	0.2296	10,000.06	\$7.00	\$70,000	\$0

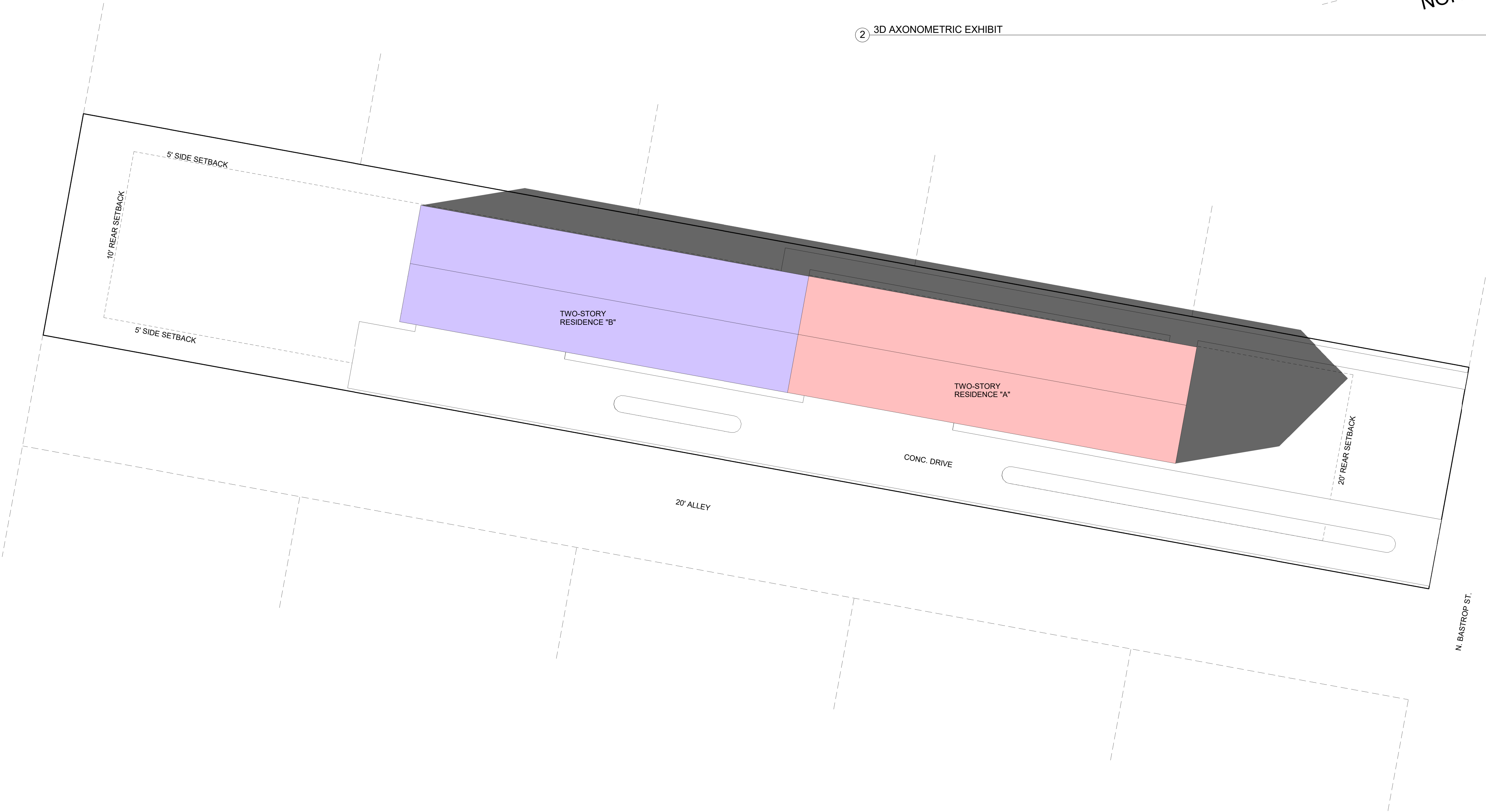
### DEED HISTORY

Deed Date	Type	Description	Grantor/Seller	Grantee/Buyer	Book ID	Volume	Page	Instrument
8/21/21	WD	WARRANTY DEED	HUTCHINS BARBARA JEAN	CHEN WENKAI				2021189596
2/16/83	WD	WARRANTY DEED	HUTCHINS BARBARA	HUTCHINS BARBARA JEAN		07996	00320	
2/16/83	WD	WARRANTY DEED		HUTCHINS BARBARA		07996	00320	
2/16/83	WD	WARRANTY DEED	BURNS JACK ESTATE			07996	00320	

Appendix B - Conceptual TF (Duplex) Architectual Design



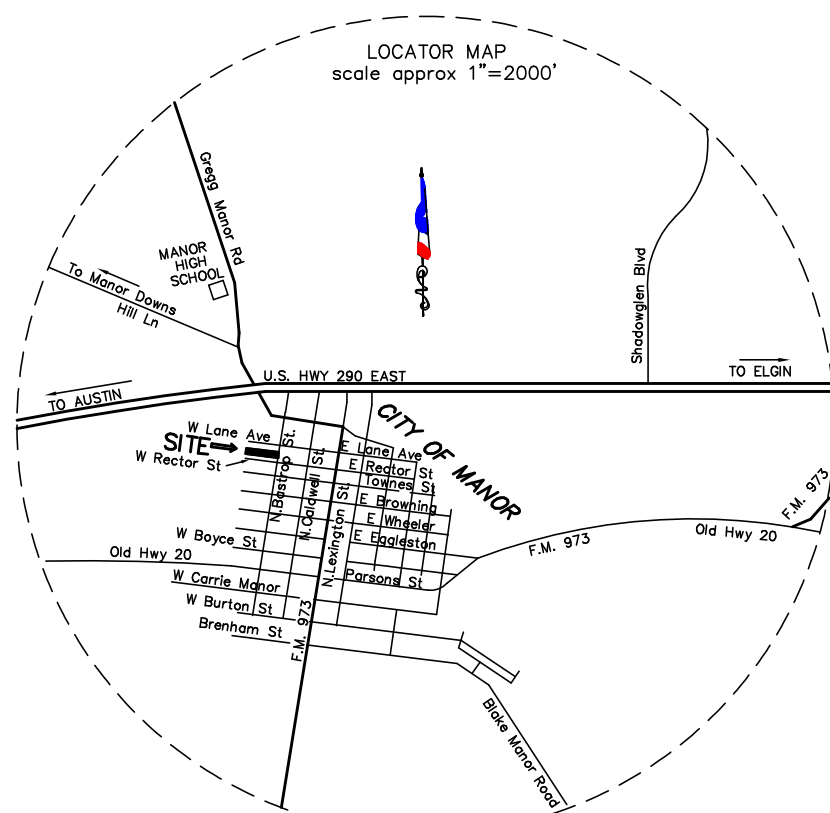
2 3D AXONOMETRIC EXHIBIT



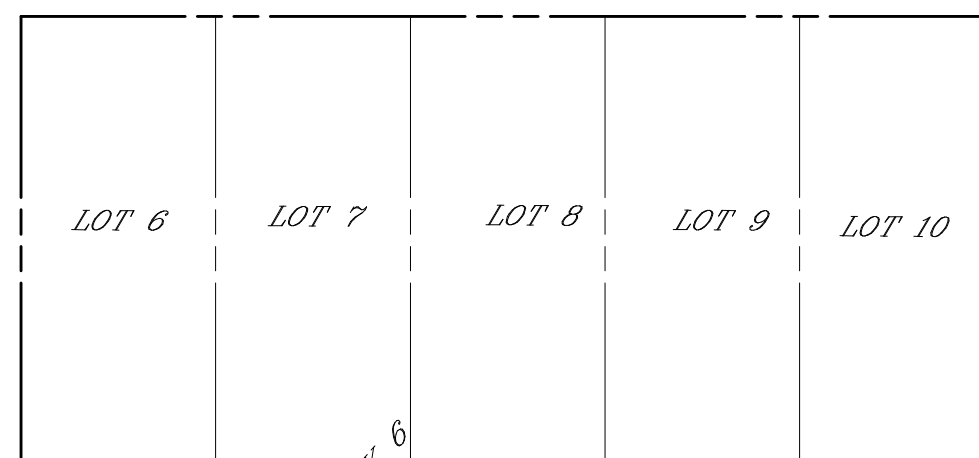
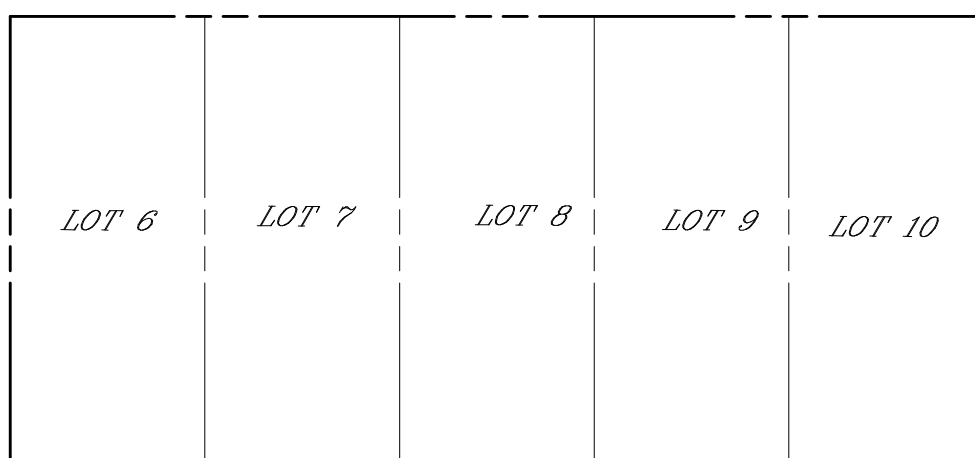
CONCEPT SITE PLAN INFORMATION:	
LOT SIZE:	9,986 SF
BUILDING COVER:	
UNIT "A":	1,500 SF
UNIT "B":	1,500 SF
TOTAL:	3,000 SF
PAVED AREA:	
DRIVEWAY:	2,131 SF
SIDEWALK:	382 SF
TOTAL:	2,513 SF
TOTAL IMPERVIOUS COVER:	5,513 SF
IMPERVIOUS COVER %:	55.2%
PRINCIPAL STRUCTURE %:	15%
PRINCIPAL/ACCESSORY %:	30%



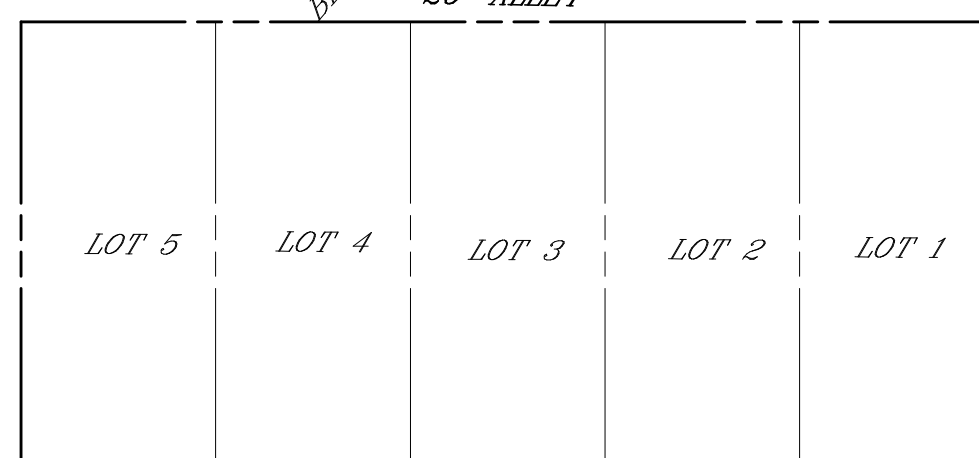
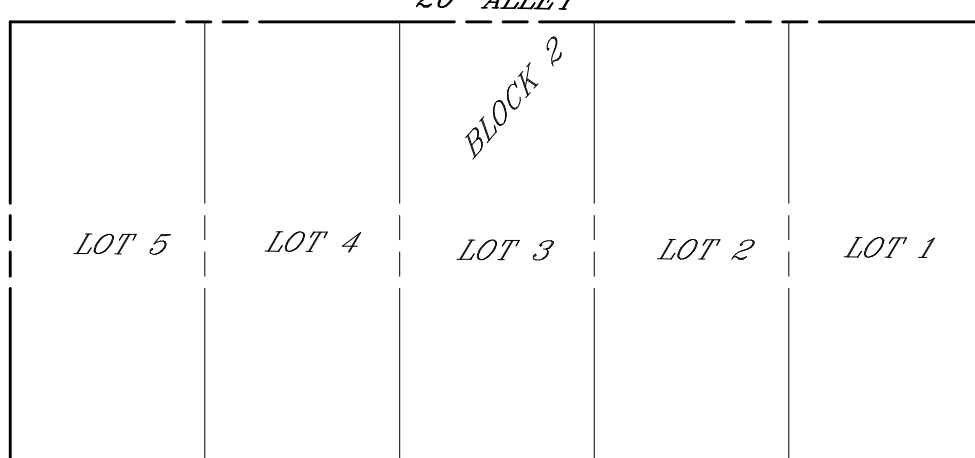
# RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR SHORT FORM FINAL PLAT



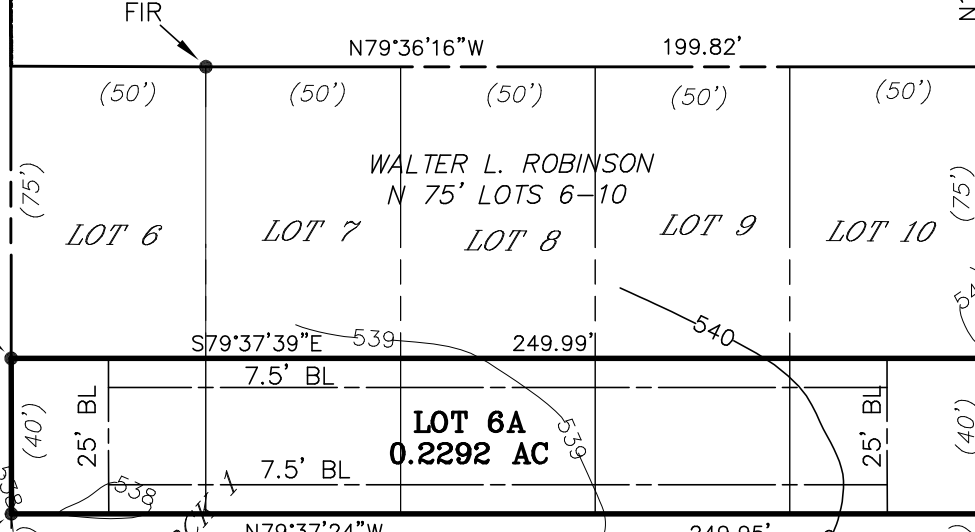
WEST MURRAY ST



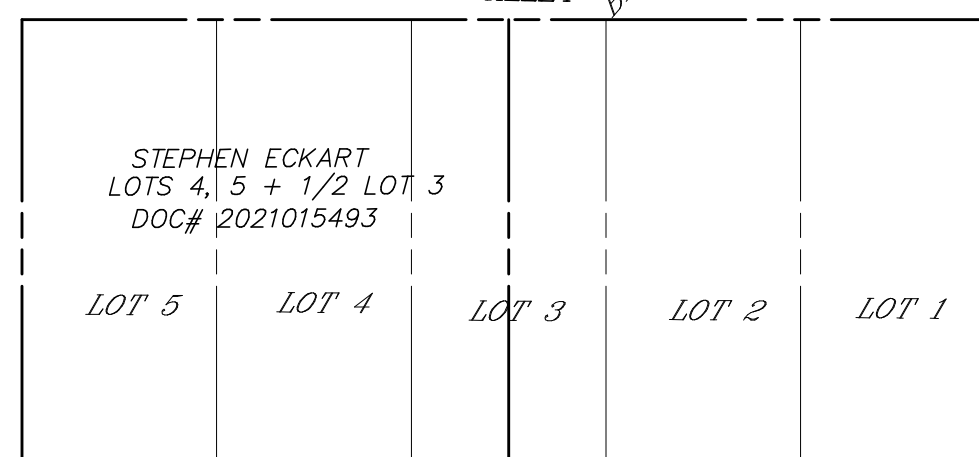
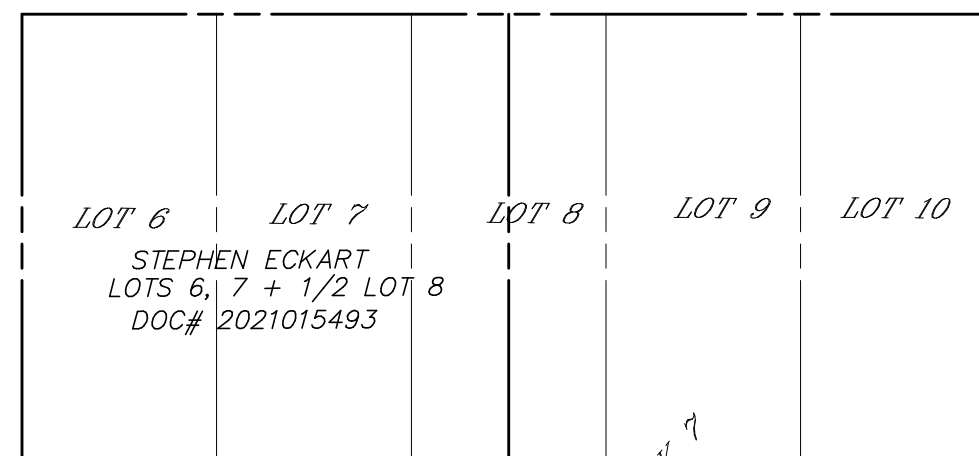
20' ALLEY



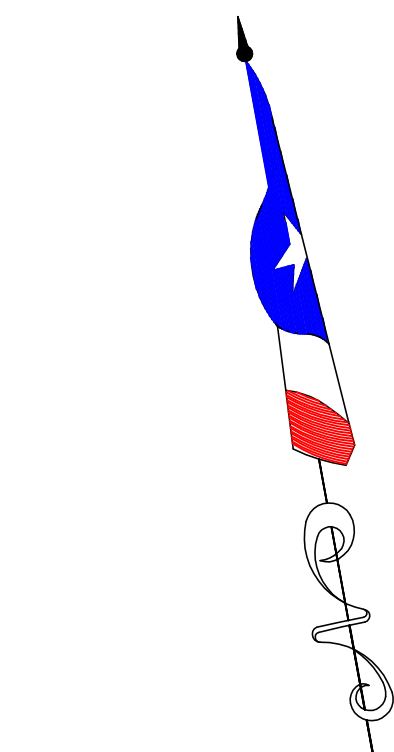
WEST LANE AVENUE  
60' ROW



NORTH BASTROP STREET  
80' ROW



RECTOR STREET  
60' ROW



RIVER CITY PARTNERS LTD  
20.00 AC  
DOC# 2005128121  
LOT 1 RIATA FORD MANOR

**LEGEND**  
FOUND 1/2" IRON ROD FIR  
FOUND 1/2" IRON ROD W/CAP FIRC  
BUILDING LINE BL  
**BENCHMARK BM:**  
Mag nail in asphalt;  
Elevation 542.21' NAVD88

**BEARING BASE:**  
THE BEARINGS SHOWN HEREON ARE CENTRAL TEXAS ZONE  
STATE PLANE COORDINATES, BASED ON LOCAL NETWORK  
GPS OBSERVATION.

GRAPHIC SCALE



( IN FEET )  
1 INCH = 50 FT.

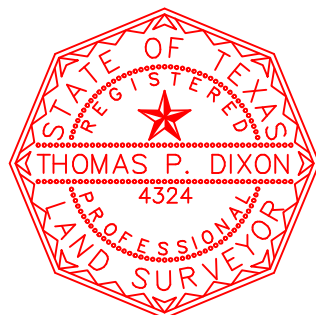
## Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE CITY OF MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, JANUARY 17, 2023

THOMAS P. DIXON R.P.L.S. #4324

4/18/23  
DATE

WATERLOO SURVEYORS LLC  
P.O. BOX 160176  
AUSTIN, TEXAS 78716-0176  
Phone: 512-481-9602  
www.waterloosurveyors.com  
FIRM# 10124400  
A1079P



## FIELD NOTES

0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, CONVEYED TO WENKAI CHEN BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS. FOR WHICH A MORE PARTICULAR DESCRIPTIONS BY METES AND BOUNDS IS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found with cap(premier) in the west right of way of North Bastrop Street, at the SE corner of that certain 0.2292 acre of land described in Document No. 2021189596, Official Public Records, Travis County, Texas, same being the SE corner of Lot 10, Block 1, A.E. Lane's Addition to the town of Manor, a subdivision in Travis County, Texas, according to the map or plat recorded in Volume 2, Page 223, Plat Records, for the SE corner hereof, and further being in the north line of the 20 foot alley in Block 1;

THENCE N79°37'24"W, along said alley for a distance of 249.95 feet to a 1/2" iron rod with cap(premier) found at the SW corner of Lot 6, Block 1, for the SW corner hereof, same being in the west line of a 20.00 acre tract conveyed to River City Partners LTD by deed recorded in Document No. 2005128121, Official Public Records;

THENCE N10°18'08"E along said west line hereof for a distance of 39.94 feet to a 1/2" iron rod with cap(premier) found at the NW corner hereof, also being the south line of a tract conveyed to Walter L. Robinson, being the North 75 feet of lots 6-10, Block 1;

THENCE S79°37'39"E, crossing through said lots for a distance of 249.99 feet to a 1/2" iron rod with cap(premier) found in the west line of North Bastrop Street, in the east line of Lot 10, for the NE corner hereof, from which point a 1/2" iron rod found at the NE corner of Lot 10 bears N10°15'22"E at a distance of 74.81 feet;

THENCE S10°21'28"W along the west ROW of North Bastrop Street for a distance of 39.96 feet to the POINT OF BEGINNING of this tract, containing 0.2292 acres of land, more or less.

## OWNER:

WENKAI CHEN  
1132 NORTHWESTERN AVE UNIT A  
AUSTIN, TEXAS 78702

## LEGAL DESCRIPTION:

0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS.

PROPOSED 1 RESIDENTIAL LOT

PREPARATION DATE: JANUARY 17, 2023

SUBMITTAL DATE: APRIL 27, 2017

PAGE 2 OF 2

RESUBDIVISION OF PORTION OF LOTS 6–10 A.E. LANE’S ADDITION TO THE TOWN OF MANOR  
SHORT FORM FINAL PLAT

State of Texas:  
County of Travis:   KNOW ALL PERSONS BY THESE PRESENTS:

THAT I, WENKAI CHEN, OWNER OF 0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, IN THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6–10, BLOCK 1, A.E. LANE’S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 2, PAGE 226, PLAT RECORDS, CONVEYED TO ME BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, DO HEREBY RESUBDIVIDE SAID 0.2292 ACRES PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, TO BE KNOWN AS:

RESUBDIVISION OF A PORTION OF LOTS 6–10, A.E. LANE’S ADDITION TO THE TOWN OF MANOR

AND DO DEDICATE TO THE PUBLIC FOREVER THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
WENKAI CHEN  
1132 NORTHWESTERN AVE UNIT A  
AUSTIN, TEXAS 78702

State of Texas:  
County of Travis:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED WENKAI CHEN, KNOWN KNOWN TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_, A.D., NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS.

NOTARY: \_\_\_\_\_  
PRINT OR STAMP NAME HERE MY COMMISSION EXPIRES

JURISDICTION

THIS SUBDIVISION IS LOCATED WITHIN THE FULL PURPOSE JURISDICTION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

APPROVED: ATTEST:

\_\_\_\_\_  
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

APPROVED: ATTEST:

\_\_\_\_\_  
DR. CHRISTOPHER HARVEY, MAYOR LLUVIA T. ALMARAZ, CITY SECRETARY

NOTES:

- 1. WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER AND WASTEWATER DEPARTMENT FOR REVIEW.
- 2. ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
- 3. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER SUPPLY COMPANY AND TO CITY OF MANOR WASTEWATER SERVICE.
- 4. PRIOR TO CONSTRUCTION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- 5. PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF MANOR FOR REVIEW. RAINFALL RUN-OFFS SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED METHODS.
- 6. THE PROPERTY OWNERS OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY.
- 7. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- 8. BUILDING SET-BACK LINES ARE IN CONFORMANCE WITH CITY OF MANOR ZONING REGULATIONS.
- 9. NO PORTION OF THIS TRACT IS IN A FLOOD HAZARD ZONE AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD BOUNDARY MAP AS PER MAP NO. 48453C0485J, TRACT IS IN ZONE X, DATED AUGUST 18, 2014
- 10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WASTEWATER SYSTEM.
- 11. WATER IS SUPPLIED BY THE CITY OF MANOR.
- 12. THE PROPOSED USAGE IS RESIDENTIAL.
- 13. PLAT WILL REQUIRE A SETBACK VARIANCE.
- 14. PLAT WILL REQUIRE A LOT-WIDTH VARIANCE.
- 15. A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTROP STREET.
- 16. PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.

COUNTY CLERK

State of Texas:  
County of Travis:

I, DYANA LIMON–MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND IT’S CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_, A.D. AT \_\_\_\_O’CLOCK \_\_\_\_M., DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_ , 202\_\_ A.D. AT \_\_\_\_ O’CLOCK\_\_\_\_M., PLAT RECORDS IN SAID COUNTY AND STATE IN DOCUMENT NO. \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

DYANA LIMON–MERCADO, COUNTY CLERK TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
BY DEPUTY

FEB 16-83 2255

WARRANTY DEED

3-10 6028

THE STATE OF TEXAS  
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS:

That Johnnie Mae Fisher

of the County of Travis and State of Texas for and in  
consideration of the sum of Ten (\$10.00) Dollars and the payment of real property taxes,  
and other valuable consideration to the undersigned paid by the grantee herein named, the receipt of  
which is hereby acknowledged,

have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto  
Barbara Hutchins, whose address is 4804 B Hillspring Circle, Austin, Texas 78721  
of the County of Travis and State of Texas, all of  
the following described real property in Travis County, Texas, to-wit:

The South Forty (40) feet of Lots 6-10, Block 1, A. E. LANE ADDITION, an addition in  
Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat  
Records, Travis County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and  
appurtenances thereto in anywise belonging, unto the said grantee her heirs and assigns  
forever; and I do hereby bind myself, my heirs, executors and administrators to  
WARRANT AND FOREVER DEFEND all and singular the said premises unto the said grantee, her  
heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This conveyance is made subject to all easements, covenants, restrictions and conditions  
of record pertaining to the above described property, as recorded in the office of the  
Travis County Clerk.

Grantor warrants that the above described property is her sole and separate property,  
acquired by descent and distribution from her mother, Carrie Sorrells.

EXECUTED this 16th day of February, A.D. 19 83

DEED RECORDS  
Travis County, Texas

Johnnie Mae Fisher  
Johnnie Mae Fisher

7996 320



Mailing address of each grantee:

Name: Barbara Hutchins  
Address: 4804 B Hillspring  
Austin, TX 78721

Name:  
Address:

3-10 6029

(Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by Johnnie Mae Fisher

My commission expires:

NOTARY SEAL

May 28, 1985

16 day of February, 19 83

Cheryl D. Melrose

Cheryl D. Melrose

Notary Public, State of Texas  
Notary's printed name:

(Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by

day of, 19

My commission expires:

Notary Public, State of Texas  
Notary's printed name:

(Corporate Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by  
of  
a corporation, on behalf of said corporation.

My commission expires:

Notary Public, State of Texas  
Notary's printed name:

AFTER RECORDING RETURN TO:

Barbara Hutchins  
4804 B Hillspring  
Austin, TX 78721

STATE OF TEXAS COUNTY OF TRAVIS  
I hereby certify that this Instrument was FILED on the  
state and at the time stamped hereon by me; and was duly  
RECORDED, in the Volume and Page of the named RECORDS  
of Travis County, Texas, as stamp hereon by me, on

FEB 17 1983



Loris D. Hampshire  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

7993 321

to a grade parallel with the longitudinal street grade, and the ground elevation at the right-of-way line shall be not more than two (2) feet, nor less than three (3) inches above the elevation of the top of the adjacent curb. Landing walks of a width not less than eighteen (18) inches may be installed abutting the rear of the curb.

Sec. 6.5 LOTS: Standards that apply to residential lots follow.

6.501. Lot Size: All lots within subdivisions within the jurisdiction of this Ordinance, both inside and outside the City, shall meet the following conditions:

A. The depth of any lot shall not exceed three (3) times the average of the front lot and rear lot dimensions.

B. The minimum area of any lot shall be not less than seventy five hundred (7,500) square feet. For lots not to be served by sanitary sewer, where results of a percolation test prescribed by the Travis County Health Officer deems the minimum lot area insufficient, the City shall require additional area sufficient to accommodate the sanitary facilities deemed necessary by the Travis County Health Officer; provided that if the lot is within an area officially designated commercial by the City Council, then, such lot size shall be adequate to meet anticipated needs.

C. Corner lots shall have a minimum width of seventy-five (75) feet.

D. Minimum usable lot depths for lots backing on natural drainage easements shall be not less than one hundred (100) feet measured between front lot line and drainage easement.

6.502. Lot Facing:

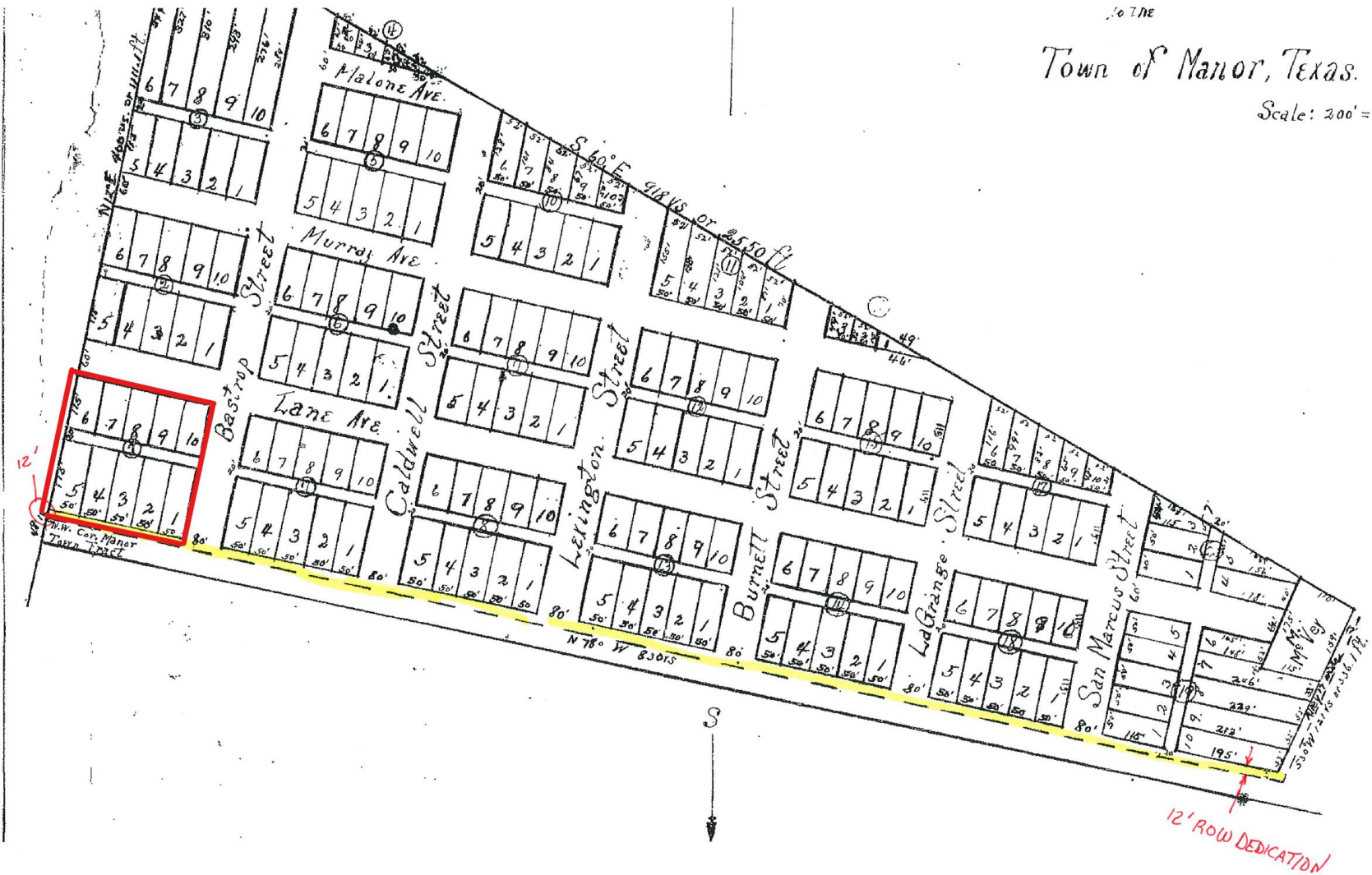
A. Street Frontage: Each lot shall be provided with the minimum frontage on an existing or proposed public street required by the Zoning Ordinance.

# A.E. LANE ADDITION PLAT MAP

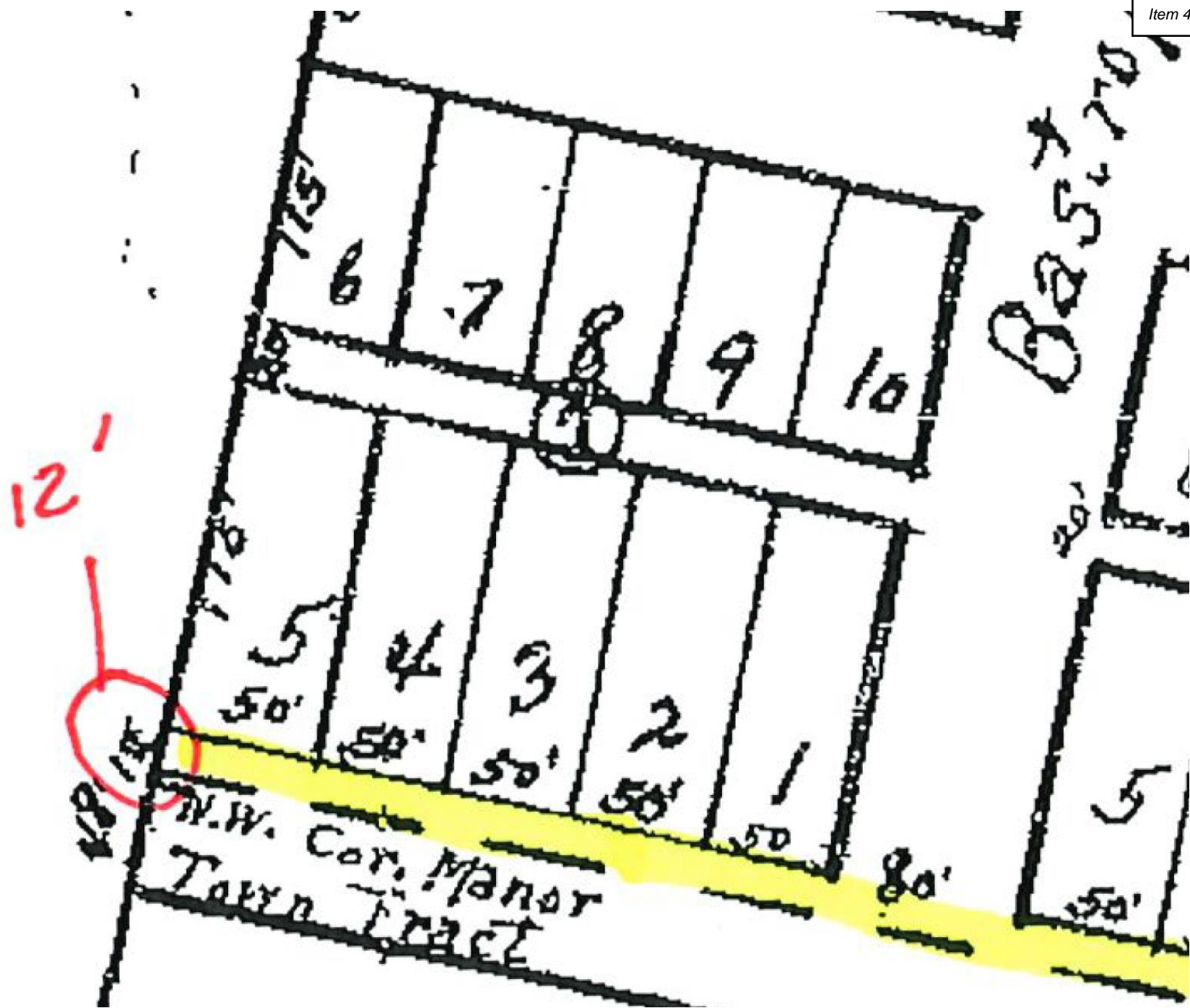
Item 4.

Town of Manor, Texas.

Scale: 200' = 1 inch.









1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, April 6, 2023

Katherine Chen  
SAVVY ATX REALTY LIMITED LIABILITY COMPANY  
100 Congress AVE STE 2000, Austin TX 78701  
Austin TX 78701  
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF  
Job Address: 707 Bastrop, Manor, TX. 78653

Dear Katherine Chen,

The first submittal of the 707 Bastrop St Short Form Final Plat (*Short Form Final Plat*) submitted by SAVVY ATX REALTY LIMITED LIABILITY COMPANY and received on April 19, 2023, 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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
4. Provide the location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
6. Provide the following note "Performance and maintenance guarantees as required by the City".

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,

A handwritten signature in black ink, appearing to read 'Tyler Shows', followed by a long horizontal flourish.

Tyler Shows  
Staff Engineer  
GBA



# Answers to Engineer Review

Item 4.

April 18, 2023

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

Re: 707 BASTROP ST TX 78653  
Permit Number 2023-P-1522-SF

**Dear Mr. Dunlop,**

We received the review/feedback related to “707 Bastrop St Short Form Final Plat” and revised the project plans accordingly to address the comments noted. Please see the details of our revisions below.

**Engineer Review – Please see our answers in red pen below.**

1. Note: Submit the short form final plat as one PDF, not individual sheets.
  - Katherine: Done. We combined it to one PDF.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
  - Katherine: The water will be supplied by City of Manor. Please see Notes 3.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
  - Katherine: Done. Please see the updates in the PDF, all corners were updated.
4. Provide the location of building setback lines, as required by the City’s Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007 \
- Katherine: Building setback lines were updated. Per Tyler: “The second part of comment #4 is a standard comment that the City of Manor uses, based on this Short Form Final Plat, since there are already existing utilities in the area (within existing easements) no additional easements are required.”, hence no additional easements are required.
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
  - Katherine: Since the sidewalk will be proposed during the construction, we added Notes 15 “15.A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTIROP STIREET.”
6. Provide the following note “Performance and maintenance guarantees as required by the City”.
  - Katherine: Done. Please see Notes 16. “16: PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.”

Please let me know if you have any questions.  
Respectfully,



Katherine Chen  
Savvy ATX Realty



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Monday, May 15, 2023

Katherine Chen  
SAVVY ATX REALTY LIMITED LIABILITY COMPANY  
100 Congress AVE STE 2000, Austin TX 78701  
Austin TX 78701  
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF  
Job Address: 707 Bastrop, Manor 78653

Dear Katherine Chen,

We have conducted a review of the final plat for the above-referenced project, submitted by Katherine Chen and received by our office on April 19, 2023, 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.  
Lead AES  
GBA



5/31/2023

## City of Manor Development Services

# Notification for a Subdivision Short Form Final Plat

Project Name: 707 Bastrop St Short Form Final Plat  
 Case Number: 2023-P-1522-SF  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

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 707 Bastrop St, 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 one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX.**

***Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY***

***Owner: Wenkai Chen***

The Planning and Zoning Commission will meet at 6:30PM on 6/14/2023 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.

**105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • WWW.CITYOFMANOR.ORG**



MARTINEZ ORALIA  
1301 CHICON ST 303  
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL ANEL  
CASTILLO MENDIETA  
305 W TOWNES ST  
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE  
1116 CANYON MAPLE RD  
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA  
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN  
PO BOX 170309  
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA  
%LENA MCCOY  
PO BOX 985  
MANOR TX 78653-0985

GUERRERO JOSE  
& MAXIMINA CLEMENS  
307 W TOWNES ST  
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA  
5808 HERON DR  
BUDA TX US 78610

FORREST DELORES M  
3262 KESTRAL WAY  
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF  
8005 Briarwood Ln  
Austin TX 78757-8111

SEPECO  
PO BOX 170309  
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V  
% S MCCARTHER LIFE ESTATE  
13604 HARRIS RIDGE BLVD UNIT A  
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &  
JENNIFER I BARAHONA DE TREJO  
801 CALDWELL ST  
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD  
501 E KOENIG LN  
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L  
8808 CINCH LN # 1060  
AUSTIN TX 78724-5011

GARCIA EDWARD  
PO BOX 452  
MANOR TX 78653-0452

ROBINSON WALTER L  
% CURTIS ROBINSON  
3608 EAGLES NEST ST  
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ  
802 N BASTROP ST  
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE  
PO BOX 228  
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL  
DISTR DISTRICT  
PO BOX 359  
MANOR TX 78653-0359

TURMAN THOMAS M  
21609 UNION LEE CHURCH RD  
MANOR TX 78653-5329



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 7, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the P&Z Commission minutes for:

- May 10, 2023, P&Z Commission Regular Session
- June 14, 2023, P&Z Commission Regular Session

### BACKGROUND/SUMMARY:

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

- May 10, 2023, P&Z Commission Regular Session Minutes
- June 14, 2023, P&Z Commission Regular Session Minutes

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve the May 10, 2023, and the June 14, 2023, P&Z Commission minutes.

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





**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
MAY 10, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Permit Technician

**REGULAR SESSION: 6:30 P.M.**

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

With a quorum of the Planning and Zoning (P&Z) Commission present, the Regular Session of the Manor P&Z Commission was called to order by Chair Small at 6:33 p.m. on Wednesday, May 10, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding his concerns. Mr. Battaile thanked the Commission. Mr. Battaile informed the Commission of his Facebook Group and his version of the park plan. He expressed his disapproval of the parks and the Comprehensive Plan. Mr. Battaile spoke regarding the Manor Crossing development. He voiced his opinion on how he felt the city should proceed regarding the development and the Developer's contributions of parkland and amenities.

## PUBLIC HEARING

- 1. Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**  
Applicant: Henry Juarez. Owner: Henry Juarez.

City Staff recommended that the Planning and Zoning Commission conduct a public hearing on the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

Chair Small opened the public hearing.

Chair Small stated there was no one signed up to speak during this public hearing. She asked Director Dunlop to give background information for this item.

Director Dunlop gave annex details and zoning information on the property and the properties surrounding it. Director Dunlop answered questions regarding the commercial plans. He stated there was only a conceptual site layout.

Discussion was held regarding the zoning details of the property. Consideration was given to the establishments currently occupying the area and the impact the zoning change would have on them.

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

There was no further discussion.

**Motion to Close carried 7-0**

## CONSENT AGENDA

- 2. Consideration, discussion, and possible action to approve the minutes of April 12, 2023, P&Z Commission Regular Meeting.**

City Staff recommended that the Planning and Zoning Commission approve the minutes of the March 8 April 12, 2023, P&Z Commission Regular Meeting.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 7-0**

## REGULAR AGENDA

- 3. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).** Applicant: Henry Juarez. Owner: Henry Juarez.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Butler to approve the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

There was no further discussion.

### **Motion to Approve carried 7-0**

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

City Staff recommended that the Planning and Zoning Commission postpone to June 14th the Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF)

Chair Small stated there was no one signed up to speak regarding this item.

Director Dunlop stated there was a postponement request at the last P&Z Commission meeting to allow the applicant time to submit a more detailed architectural design layout. He stated the applicant has not completed this task and is requesting postponement to the next meeting.

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

There was no further discussion.

### **Motion to Postpone carried 7-0**



- 5. Consideration, discussion, and possible on a Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.

City Staff recommended that the Planning and Zoning Commission approve the Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

Jason Reece with Kimley Horn & Associates, 10814 Jollyville Rd., Austin, Texas, submitted a speaker card. He did not wish to speak, however, was available for any questions.

Director Dunlop gave a summary of the Final Plat for the Las Entradas North Subdivision. He gave details of the connector roads and answered questions from the Commission.

Discussion was held regarding the thoroughfare improvements for Highway 290 East. Director Dunlop stated he was not aware of any improvements that needed to be made at this time.

Director Dunlop answered questions on how this item was related to TransPak and other businesses that are planned for this area. He gave details on the location of this property, the egress plans, and the location of other businesses.

Director Dunlop answered questions from the Commission regarding the Final Plat. He addressed the recording process and the measures the developers are to take to have the plat finalized and recorded. He confirmed this plat has been approved by City Engineers.

Director Dunlop answered questions regarding the wording on the final plat. He confirmed that a subdivision final plat, if approved by the City Engineer, would be non-discretionary.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 7-0**

- 6. Consideration, discussion, and possible action on a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Cottonwood Holdings LTD.

City Staff recommended that the Planning and Zoning Commission conditionally approve with the conditions the Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX.

Jason Reece with Kimley Horn & Associates, 10814 Jollyville Rd., Austin, Texas, submitted a speaker card. He did not wish to speak, however, was available for any questions.

Director Dunlop gave information regarding the Hill Lane extension, between Lexington and Gregg Manor. He explained the construction took too long so the plat expired. The Plat needs to be re-approved. He explained there were small changes to include conditions required to meet new State Statue. He read the 3 conditions. He requested the Commission to approve the plat with the conditions as he read them.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX, with the following conditions: (1) The New Roads being constructed in accordance with the approved construction plans and applicable City ordinances and accepted by the City; (2) The closure, abandonment, and conveyance of the ROW becoming effective as provided in the Ordinance; (3) The Assignment and the Deed being executed and recorded in the real property records.

There was no further discussion.

#### **Motion to Approve carried 7-0**

#### **7. Consideration, discussion, and possible action on a Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX. Applicant: LJA Engineering. Owner: 13100 FM 973 Inc.**

City Staff recommended that the Planning and Zoning Commission approve the Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and spoke during the Public Comment section in opposition of this item.

Director Dunlop gave detailed information regarding the Manor Crossing Subdivision. He stated there were fifteen (15) commercial lots, two (2) multifamily lots and Right of Ways. City Engineers have approved; therefore, City Staff recommends approval.

Discussion was held regarding the Manor Crossing development. Director Dunlop reviewed the usual timeframes for a development of this size. He confirmed that the retailers going in on this development have not submitted any applications to the city.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 7-0**

**8. Consideration, discussion, and possible action on a Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'.**

Applicant: Cecilia Lopez. Owner: Cecilia Lopez.

City Staff recommended that the Planning and Zoning Commission approve the Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'

Director Dunlop stated this property is currently zoned for single family. The owner would like to build a house. This lot is only requesting setback on sides to allow for more buildable space.

Discussion was held regarding the setback waiver. Director Dunlop answered questions from the Commission about this request.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Vice Chair Paiz to approve the Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'.

There was no further discussion.

**Motion to Approve carried 7-0**

**9. Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.**

City Staff recommended that the Planning and Zoning Commission approve the Performance Bond Extension request for the Village at Manor Commons Phase 3 to June 8, 2024.

Director Dunlop gave background information on the extension request. He reviewed the normal process of Performance Bonds and how this development has varied from the normal process.

Discussion was held regarding the extension. The Commission questioned how this extension would affect the collection of taxes.

Director Dunlop informed the Commission of the purpose of the Performance Bond and how it is applicable if the developer defaults on their responsibilities.

Brandon Reinhart with Qualico MC, LLC., 14400 The Lakes Blvd., Building C, Suite 200, Pflugerville, Texas, submitted a speaker card to speak in support of this item. Mr. Reinhart answered questions from the Commission regarding the delays in the construction of this project. He stated they were asking for the extension to stay in compliance with Manor Code of Ordinance. He confirmed the new completion date is set for mid to late July if there are no further rain delays.

Mr. Reinhart addressed concerns regarding the delays. He explained supply chain issues, specifically with transformers and power equipment. He stated this has created an issue with energizing the project. He answered questions regarding when they realized the project would be delayed. He assured the Commission the Bond would stay in place until the City of Manor fully accepted the improvements.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Vice Chair Paiz to approve the Performance Bond Extension request for the Village at Manor Commons Phase 3.

There was no further discussion.

**Motion to Approve carried 7-0**

#### **ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Butler to adjourn the regularly scheduled P&Z Commission at 7:22 p.m. on Wednesday, May 10, 2023.

There was no further discussion.

**Motion to Adjourn carried 7-0**

These minutes were approved by the Planning and Zoning Commission on the 12th day of July 2023. *(Audio recording archived).*

#### **APPROVED:**

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LaKesha Small  
Chairperson

#### **ATTEST:**

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Scott Dunlop  
Development Services Director





**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
JUNE 14, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

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

**REGULAR SESSION: 6:30 P.M.**

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

With no quorum of the Planning and Zoning Commission present, the Regular Session of the Manor Planning and Zoning Commission was cancelled by Chair Small at 6:56 p.m. on Wednesday, June 14, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Chair Small announced the following agenda items were non-discretionary, therefore are statutorily approved:

- 10. Consideration, discussion, and possible action on a Subdivision Concept for the New Haven, two hundred seventy-eight (278) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Ln and FM 973, Manor, TX.**

*Applicant: Jones Carter*

*Owner: Gregg Lane Dev., LLC*

11. Consideration, discussion, and possible action on a Subdivision Preliminary Plat for the Entrada Glen Apartments, three (3) lots on 13.22 acres, more or less, and being located at the intersection of Gregg manor Road and W Parsons Street, Manor, TX.  
*Applicant: Carney Engineering, PLLC*  
*Owner: Carney Engineering, PLLC*
12. Consideration, discussion, and possible action on a Subdivision Concept for Preliminary Plat for Holley Smith (Mustang Valley), three hundred seventy-nine (379) lots on 136.92 acres, more or less, and being located at 15200 N FM RD 973, Manor, TX.  
*Applicant: Carlson, Brigrance & Doering, Inc.*  
*Owner: KB Home Lone Star, Inc.*
15. Consideration, discussion, and possible action on a Final Plat for Shadowglen Phase 2, Section 18A, 68 lots on 17.96 acres more or less, and being located near the intersection of Shadowglen Trace and Arbor Hill Cove, Manor, TX.  
*Applicant: Kimley-Horn & Associates*  
*Owner: SG Land Holdings, LLC*
16. Consideration, discussion, and possible action on a Final Plat for Shadowglen Phase 2, Section 23B, 7 lots on 1.692 acres, more or less, and being located near the intersection of Misty Grove Boulevard and Claress Lane, Manor, TX.  
*Applicant: Kimley-Horn & Associates*  
*Owner: SG Land Holdings, LLC*

#### ADJOURNMENT

These minutes approved by the P&Z Commission on the 12<sup>th</sup> day of July. (*Audio recording archived*)

#### APPROVED:

\_\_\_\_\_  
 LaKesha Small  
 Chairperson

#### ATTEST:

\_\_\_\_\_  
 Scott Dunlop  
 Development Services Director



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**

***Applicant: Jiwon Jung***

***Owner: Build Block***

### BACKGROUND/SUMMARY:

The property at 108 W. Boyce was previously requested to be rezoned to Downtown Business by the same applicant. At the February 8<sup>th</sup> P&Z meeting, discussion was held and the rezoning request for 108 W. Boyce was recommended for denial due to the lot's small size and the remaining single family home at 104 W. Boyce between 108 W. Boyce and 109 N. Lexington. The City Council also denied the request for 108 W. Boyce for the same reasons. The applicant has purchased the lot at 104 W. Boyce to alleviate the prior concerns as the property is now larger and there won't be a single family residence between two commercial/mixed-use developments.

The applicant has provided a conceptual layout of 3-story mixed-use building for the property. Downtown Business zoning is consistent with the area's designation in the Comprehensive Plan's Future Land Use Map as Downtown Mixed-Use. A combination of on-site and off-site (street) parking is envisioned.

**LEGAL REVIEW:** NO  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO  
**ATTACHMENTS:** YES

- Letter of Intent
- Rezoning map
- Aerial Image
- Conceptual Site Plan
- FLUM
- Downtown Mixed-Use Dashboard
- Public Notices and Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

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

May. 15, 2023

Development Services  
City of Manor  
105 E Eggleston Street  
Manor, TX 78653

## Letter of Intent for Rezoning

**Project Address: 104 Boyce St, Manor, TX 78653**

**Property ID: 238661**

**Legal Description: W 1/2 OF LOT 16, 17 & E 1/2 OF LOT 18 BLK 29 MANOR TOWN OF**

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I appreciate your consideration of the proposed rezoning application for approval and will be available to answer questions you might have regarding this matter. Please do not hesitate to email with your questions and comments.

Sincerely,

Jiwon Jung  
CEO of Build Block Inc.  
2700 E 2nd St  
Los Angeles, CA 90033



May. 15, 2023

Development Services  
City of Manor  
105 E Eggleston Street  
Manor, TX 78653

## Letter of Intent for Rezoning

**Project Address: 108 W Boyce St, Manor, TX 78653**

**Property ID: 238660**

**Legal Description: W 1/2 OF LOT 18,19-20 BLK 29 MANOR TOWN OF**

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

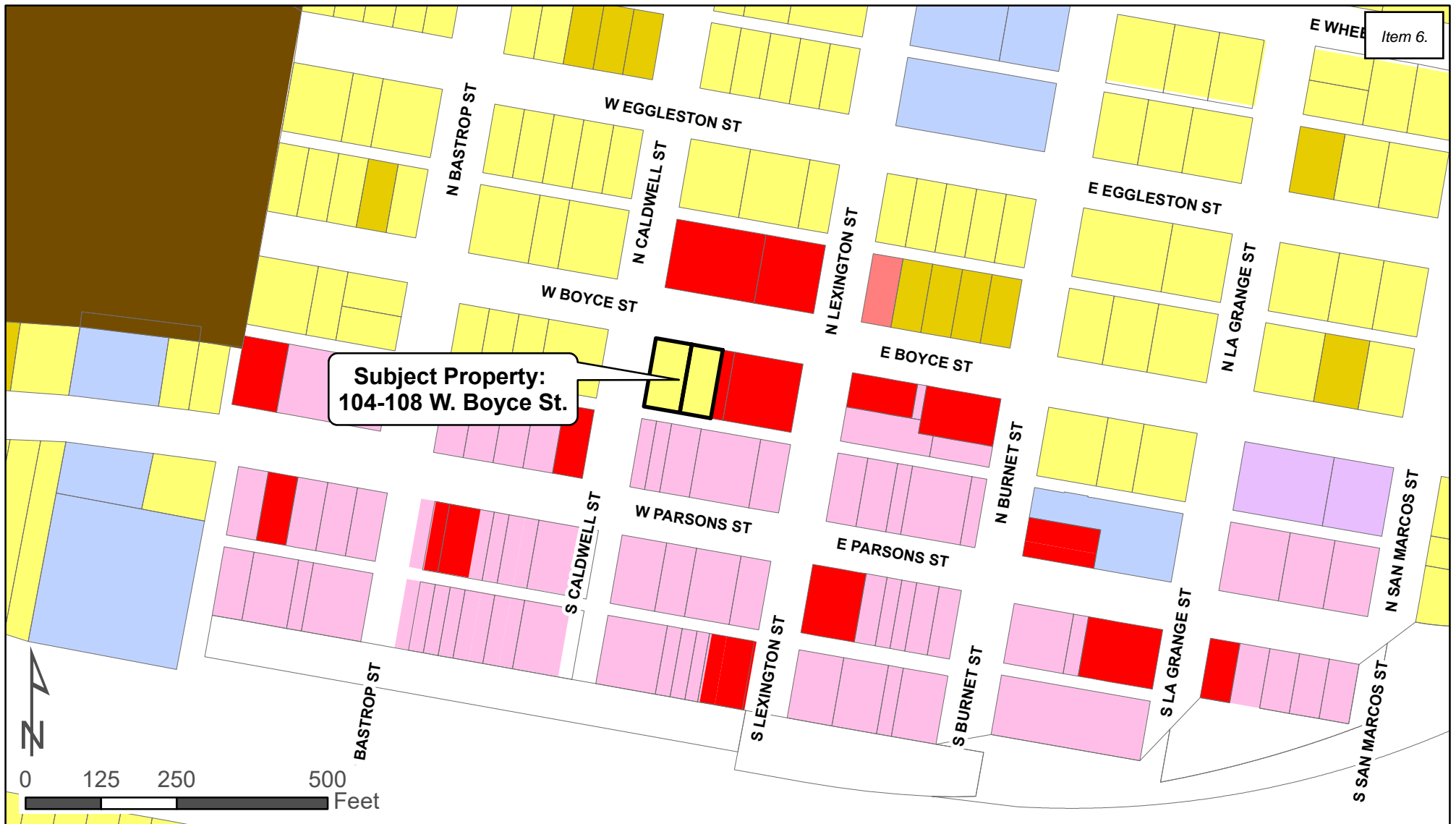
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I appreciate your consideration of the proposed rezoning application for approval and will be available to answer questions you might have regarding this matter. Please do not hesitate to email with your questions and comments.

Sincerely,

Jiwon Jung  
CEO of Build Block Inc.  
2700 E 2nd St  
Los Angeles, CA 90033



Current:  
Single Family Suburban (SF-1)

Proposed:  
Downtown Business (DB)

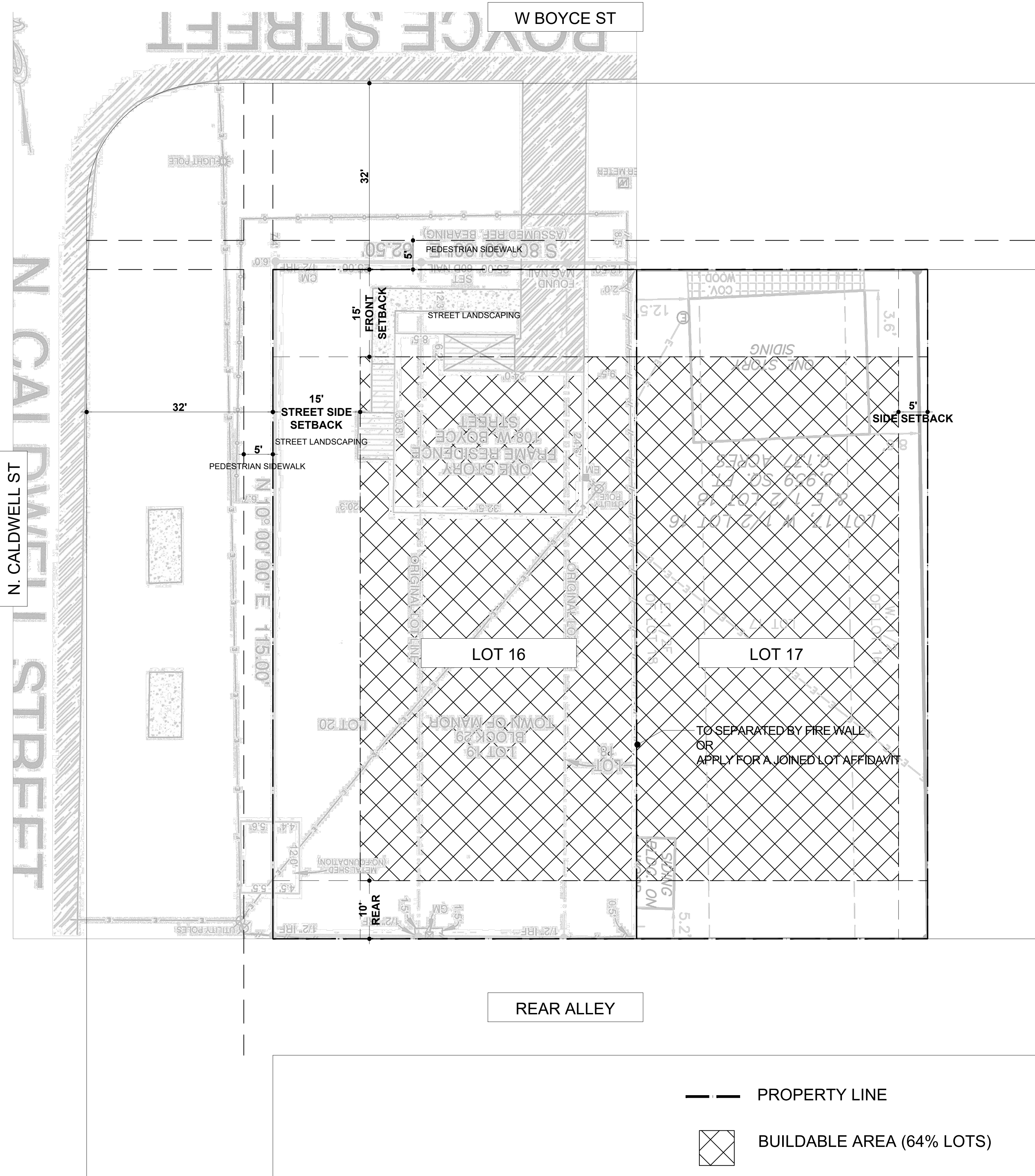
#### Zone

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









SITE INFORMATION - 108 BOYCE

Site Address: 108 W Boyce St, Manor, TX 78653  
Block: 29  
Legal Description: W 1/2 of lot 18, 19-20 BLK 29 Town of Manor

Lot Size: 0.165 acres (7,187.4 SF)

SITE INFORMATION - 104 BOYCE

Site Address: 104 W Boyce St, Manor, TX 78653  
Block: 29  
Legal Description: W 1/2 of lot 16, 17 & E 1/2 of lot 18 BLK 29 Town of Manor

Lot Size: 0.132 acres (5,749.92 SF)

BUILDING CODE ANALYSIS (DOWNTOWN BUSINESS)

Setbacks	
Front:	15 ft
Side:	0 ft with Fire-Rated Walls
Rear:	10 ft
Street Side:	15 ft
Max. Building Height:	60 ft
Max. Building Coverage:	95%
Minimum Dwelling Size:	500 SF, Historic
Max. # of Dwelling Units:	25 per Acre

PARKING ANALYSIS

Residential	1 1/2 Required for 1-Bedroom unit 2 Required for each 2-Bedroom unit 2 1/2 Required for 3+ Bedroom unit - 10% of total spaces for guests
Commercial	1 per 250 square feet

OWNER: BUILD BLOCK  
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653  
MIXED-USE DEVELOPMENT

REVISION TABLE

Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

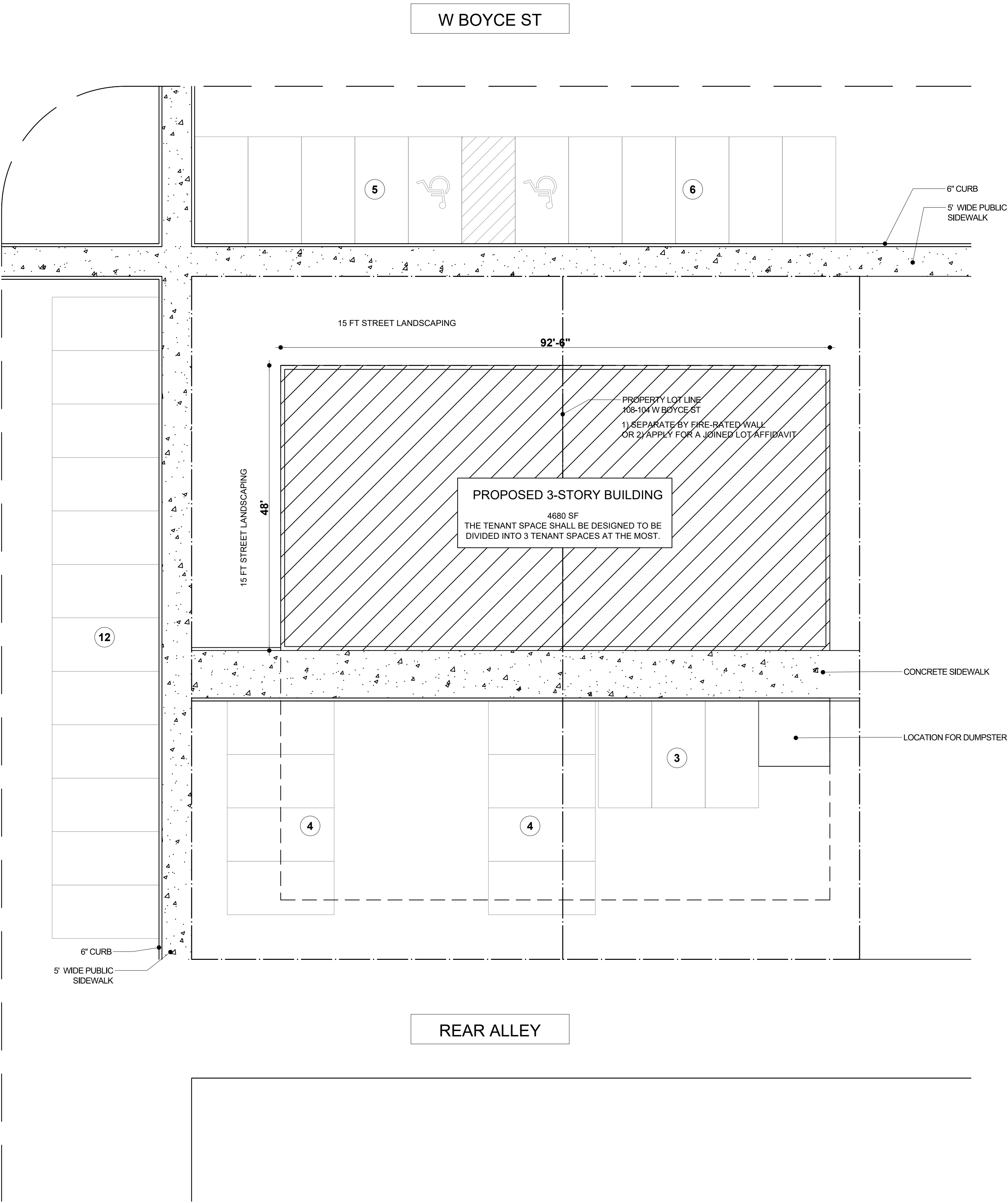
PROJECT # : 21036101 - 2  
PLOT DATE : 2023 / 05 / 22  
DRAWN BY : JIWON JUNG  
CHECKED BY : JIWON JUNG

ALL IDEAS, ARRANGEMENTS AND DESIGN CONCEPTS ARE PROPRIETARY TO JIWON JUNG. AND SHALL NOT BE USED OR REPRODUCED IN PART OR IN WHOLE WITHOUT THE EXPRESS PERMISSION IN WRITING BY JIWON JUNG.

PROJECT SUMMARY

A-0.0





ARTICLE 15.02 - PARKING STANDARDS

USE	# OF PARKING SPACES	REQUIRED	PROVIDED
RESIDENTIAL - MULTI-FAMILY	1 & 1/2 SPACE FOR EACH 1-BEDROOM UNIT	6	15
	2 SPACES FOR EACH 2-BEDROOM UNIT	8	
RETAIL SALES	ONE SPACE FOR EACH 250 SF OF RETAIL FLOOR AREA	19	19
TOTAL		34	35

A GROUND FLOOR PLAN (COMMERCIAL)  
SCALE = 3/32" = 1'-0"

OWNER: BUILD BLOCK  
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653  
MIXED-USE DEVELOPMENT

REVISION TABLE

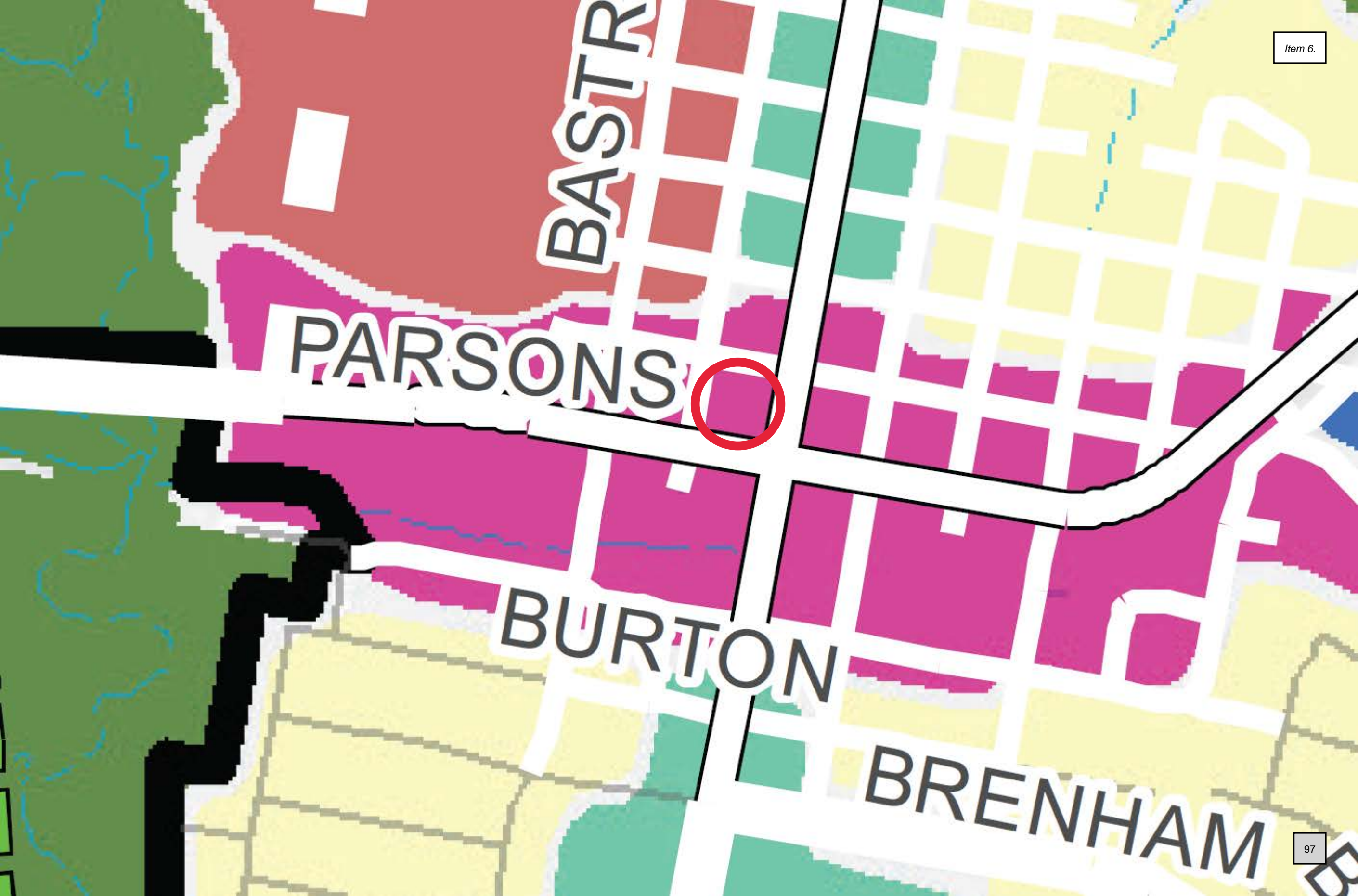
Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2  
PLOT DATE : 2023 / 05 / 22  
DRAWN BY : JIWON JUNG  
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PRELIMINARY  
PLANS

A- 0.1





## DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

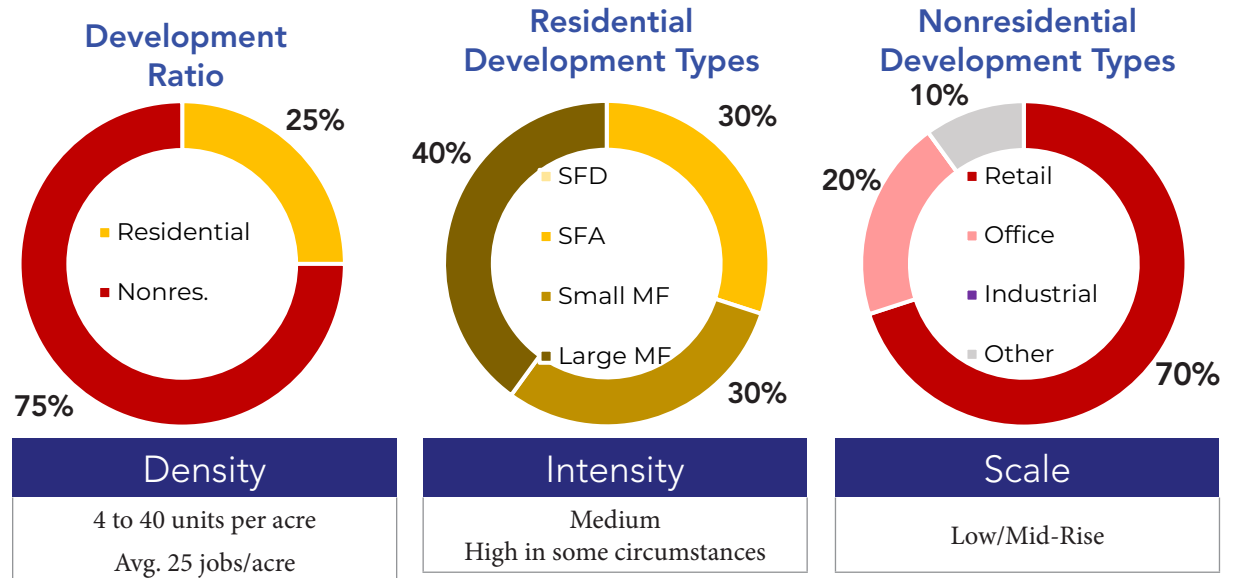
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and De-tached Missing Middle	●●●○○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighbor-hood Scale	●●●●●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Communi-ty Scale	●●●○○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be de-pending on adjacencies to green space or more intensive uses
Shopping Center, Neighbor-hood Scale	●●●●○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walk-ability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particu-larly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	●○○○○	Not considered compatible
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government build-ings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.





5/31/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 108 W Boyce & 104 W Boyce Rezoning from SF-1 to DB  
 Case Number: 2023-P-1541-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 108 W Boyce & 104 W Boyce St., Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**

***Applicant: Jiwon Jung***  
***Owner: Build Block***

The Planning and Zoning Commission will meet at 6:30PM on June 14, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on June 21, 2023 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 Rezoning Application 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.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)

Behzad Bahrami  
PO Box 82653  
Austin TX 78708

Ramon E Jr Paiz  
PO Box 280  
Manor TX 78653

Marcos & Maria Chavez  
127 Dry Creek Rd  
Unit B Manor TX 78653

Claudie G & Sammie M Young  
PO Box 145  
Manor TX 78653

Juan Jr & Diana E Gerl Vasquez  
PO Box 449  
Manor TX 78653

Monica Ann Castillo  
PO Box 1097  
Manor TX 78653

Veronica Michelle Donley  
204 W. Eggleston St  
Manor TX 78653

Debbie Ann & Darrell Guajardo  
2501 Goforth Rd  
Kyle TX 78640

Helen Casas  
PO BOX 223  
Manor TX 78653

Victor M & Debra B Almaguer  
3209 Ray St  
Austin TX 78702

Nora L & Jose A Jr Sanchez  
PO Box 232  
Manor TX 78653

Maria Rocha  
207 W Boyce St  
Manor TX 78653

Jesse & Julia Rocha  
PO Box 1002  
Manor TX 78653

Alfredo, Contreras Renteria, Aurelia  
PO Box 11  
Manor TX 78653

Bradley G & Paula B Bowen  
18109 Whitewater CV  
Round Rock TX 78681

Jesse & Olivia Sanchez  
PO Box 811  
Manor TX 78653

Jose Soto & Maribella, Cortez Gonzalez,  
Jaimes  
14845 Bois Darc LN  
Manor TX 78653

Sepeco  
PO Box 170309  
Austin TX 78717

2017 Manor LLC  
203 W Parsons St  
Manor TX 78653

Barbarita Samudio Sanchez  
PO Box 142  
Manor TX 78653

Jorge Moreno  
4301 Jan St Unit B  
Harlingen TX 78550

Davis Capital Investments LLC  
PO Box 268  
Manor TX 78653

William C Gault  
PO Box 32  
Manor TX 78653

Michael E & Tabatha A Darilek  
PO Box 976  
Manor TX 78653

Virginia Z Cardenas  
PO Box 243  
Manor TX 78653

Timothy Mack Sherrod  
2705 Taft Blvd  
Wichita Falls TX 76308

120 East Boyce Street LLC  
1004 Meriden Ln  
Austin TX 78703

Ernesto Suarez  
14121 Bois D Arc Ln  
Manor TX 78653

Lundgren Edwin O Estate  
507 Arbors CIR  
Elgin TX 78621

Lopez Mar Lift Estate  
208 West Parsons  
Manor TX 78653

Ringo Ming-Ling, Yu Chi Sun, Wu  
707 Knollwood Dr  
Austin TX 78746

L&L Investment Enterprises LLC  
302 E 32nd St  
Austin TX 78705

Aurelio Jr Ponce  
200 W Parsons St  
Manor TX 78653

Billy C Duett  
Po Box 562  
Manor TX 78653

Maqil Inc  
PO Box 399  
Manor TX 78653

Moein M Hassan  
Po Box 140853  
Austin TX 78714



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**

***Applicant: Sotol Ventures***

***Owner: Dalton Wallace***

### BACKGROUND/SUMMARY:

This Preliminary PUD allows up to 325 single family lots with up to 80% of the lots being 50' and 20% being 60' wide. The minimum lot size is 6,000 (50' x 120') and the minimum dwelling unit size (heated/cooled area) is 1,700 sf.

There are 4.1 acres of C-2 Medium Commercial on FM 973 with certain uses prohibited.

The PUD is consistent with the land use designations in the Comprehensive Plan's Future Land Use Map with Commercial Corridor uses on FM 972 and Neighborhood uses between the commercial and Wilbarger Creek. The PUD is also consistent with the Trails Plan and Thoroughfare Plan in the Comprehensive Plan.

The PUD has 8.8 acres of non-floodplain, non-detention area parkland in three areas and connected by a trail system. The amount of parkland acreage exceeds code requirements by 3.88 acres. Within the parkland, they'll construct a 2-5 year old playground, 5-12 year old playground, minimum 20 stall parking lot, 10,000 sf dog park, minimum 20'x30' pavilion, and a basketball court. These are public amenities but maintained by the HOA.

Additionally, the owner is retaining the floodplain/open space but is dedicating an access easement for a regional trail that will be constructed with this PUD that connects to the Shadowglen trail(s) in the south and Monarch Ranch to the north, as well as internal trails that connect to the proposed Monarch Ranch internal trails. To provide a safe trail crossing across the collector road, a crosswalk with pedestrian-activated flashing lights will be installed.

Staff also recommends that one additional trail connection be made into Shadowglen from the sidewalk trail that extends from Allard Drive to the southern boundary of the Okra Tract.

The PUD also contains two unloaded collector roads that are 64' ROW, one of which is on our Thoroughfare Plan and would be a parallel north-south route to FM 973. This roadway, Silent Falls Way, would extend through Okra and Monarch Ranch, then cross Gregg Lane and extend north through the New Haven and Mustang Valley subdivisions to Anderson Lane ending at Schmidt Lane. Similar to Mustang Valley, New Haven and Monarch Ranch, the collector roads will have a 10' landscaping buffer along them and upgrading subdivision fencing with masonry columns.



TxDOT has provided and the developer has agreed in-lieu of a TIA they will extend the center turn lane from Tinajero to the northern connection of Suncrest with it tapering off past Suncrest. A right turn lane on southbound FM 973 will also be added. No signal is planned. Travis County also waived a TIA as the County roads that are being connected to within Shadowglen are built-out and no further improvements would be required. No existing city roads are being connected to so the city is not requiring a TIA as TxDOT has worked out the necessary mitigations with the developer.

<b>LEGAL REVIEW:</b>	<i>NO</i>
<b>FISCAL IMPACT:</b>	<i>NO</i>
<b>PRESENTATION:</b>	<i>YES</i>
<b>ATTACHMENTS:</b>	<i>YES</i>

- PUD Site Plan
- Rezoning Map
- Aerial Image
- FLUM & Dashboards

- FM 973 Improvement Area
- Collector Road Alignment
- Allard Drive Trail Connection
- Engineer Comments & Acceptance
- Public Notice and Labels

**STAFF RECOMMENDATION:**

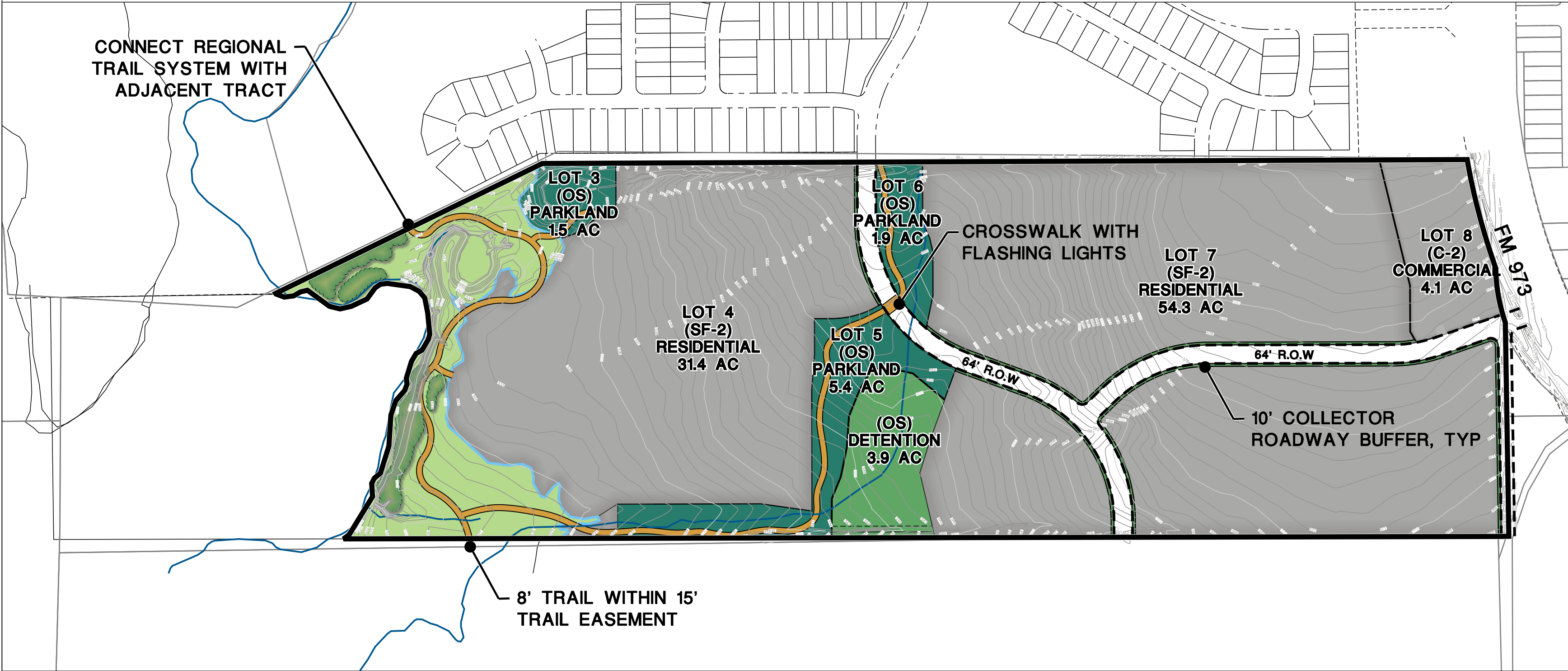
It is the City Staff's recommendation that the Planning and Zoning Commission approve a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX with an additional trail connection into Shadowglen at Allard Drive.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
--	---------------------------	--------------------	-------------





LAND USE PARCEL TABLE				LEGEND	
LAND USE	ACREAGE	LOTS	DENSITY		
(SF-2) RESIDENTIAL	86.0 ACRES	325 LOTS	3.7 DU/AC		PLAN BOUNDARY
(C-2) MEDIUM COMMERCIAL	4.1 ACRES	1 LOTS			PROPOSED RIGHT-OF-WAY
(OS) FLOODPLAIN (RETAINED BY OWNER)	10.9 ACRES	1 LOTS			CITY LIMITS
(OS) PARKLAND	8.8 ACRES	3 LOTS			8' TRAILS
(OS) DETENTION	3.9 ACRES	1 LOTS			
TOTAL	113.4 ACRES		2.9 DU/AC		



## PARK PLAN

### PARK LAND DEDICATION:

325 /66 x 1 = 4.9 8.8  
(number of dwelling units) (required park acreage) (proposed park acreage)

8' CONCRETE TRAILS 4,733 L.F.

Approval and authorized for record by the City Council for the City of Manor, Texas.

Dated this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Honorable Mayor Dr. Christopher Harvey  
Mayor of the City of Manor, Texas

#### A. Purpose and Intent

- The Okra Tract Planned Unit Development (PUD) is comprised of approximately 136.3 acres. The development of this Property is a combination of light commercial along FM 973 at the Eastern edge of the Property and a single-family detached residential community on the remainder of the Property.

#### B. Applicability and Base Zoning

- All aspects regarding the development of this PUD shall comply with the City of Manor Code of Ordinances, except as established in this exhibit, titled Final PUD Site Plan.
- For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Manor Code of Ordinances:

SF-2 (Single-Family Standard)  
C-2 (Medium Commercial)

#### C. Conceptual Site Layout and Land Use Plan

- The Land Use Plan has been attached to this PUD to illustrate the design intent for the Property. The Final PUD Site Plan is intended to serve as a guide to illustrate the general community vision and design concept and is not intended to serve as a final document.

#### D. Allowable/Prohibited Uses

- The allowable residential use shall be detached single-family dwellings on individually platted lots. The maximum residential lot count shall be three hundred and twenty five (325). Commercial uses shall be consistent with allowable C-2 (Medium Commercial) land uses as defined in Division 3, Section 14.02.017 of City of Manor Code of Ordinances except as modified herein.
- The following uses shall be prohibited within the C-2 area of the PUD:
  - Amusement (outdoor)
  - Automobile Repair (minor)
  - Automobile Repair (major)
  - Commercial Off-Street Parking
  - Contractor's Shop
  - Financial Services (alternative)
  - Funeral Services
  - Kennel
  - Laundry Services
  - Mini-Storage Warehouse
  - Off-Site Accessory Parking
  - Pawnshop
  - Recreational Vehicle Sales and Rental
  - Truck and Trailer Sales and Rental
  - Veterinary Service, Large

#### E. Residential Development Standards

- To ensure product diversity, the following single-family detached residential percentages shall apply to the residential district within this PUD:
  - A maximum of 80 percent (80%) of the total lots may have a width of less than sixty feet (60').
  - A minimum of 20 percent (20%) of the total shall have a width of sixty feet (60') or wider.
- The Okra Tract residential development will comply with the Development Standards set forth below:

#### RESIDENTIAL USES

Lot Area: 6,000 s.f. Minimum (fronted loaded garage)  
Lot Width: (minimum)50 ft.  
Front Setback: (minimum)25 ft.  
Side Setback: (minimum)5 ft.  
Street Side Setback: (minimum)15 ft.  
Rear Setback to residential:(minimum)10 ft.  
Rear Setback to commercial: 15 ft.  
Minimum dwelling unit size: 1,700 sq. ft.  
Maximum building coverage: 50%  
Maximum building coverage plus accessory structures: 60%

- Standards not listed follow code, as amended

#### F. Commercial Development Standards

- The Okra Tract commercial development shall comply with the C-2 (Medium Commercial) development standards set forth in the City of Manor Code of Ordinances, as amended.

#### G. Drainage Dedication and Facilities

- Residential drainage facilities shall utilize earthen berms and be designed with a curvilinear shape where possible. If concrete retaining walls are required in the design of detention facilities, such areas shall be limited to not more than forty percent (40%) of the perimeter of the pond.

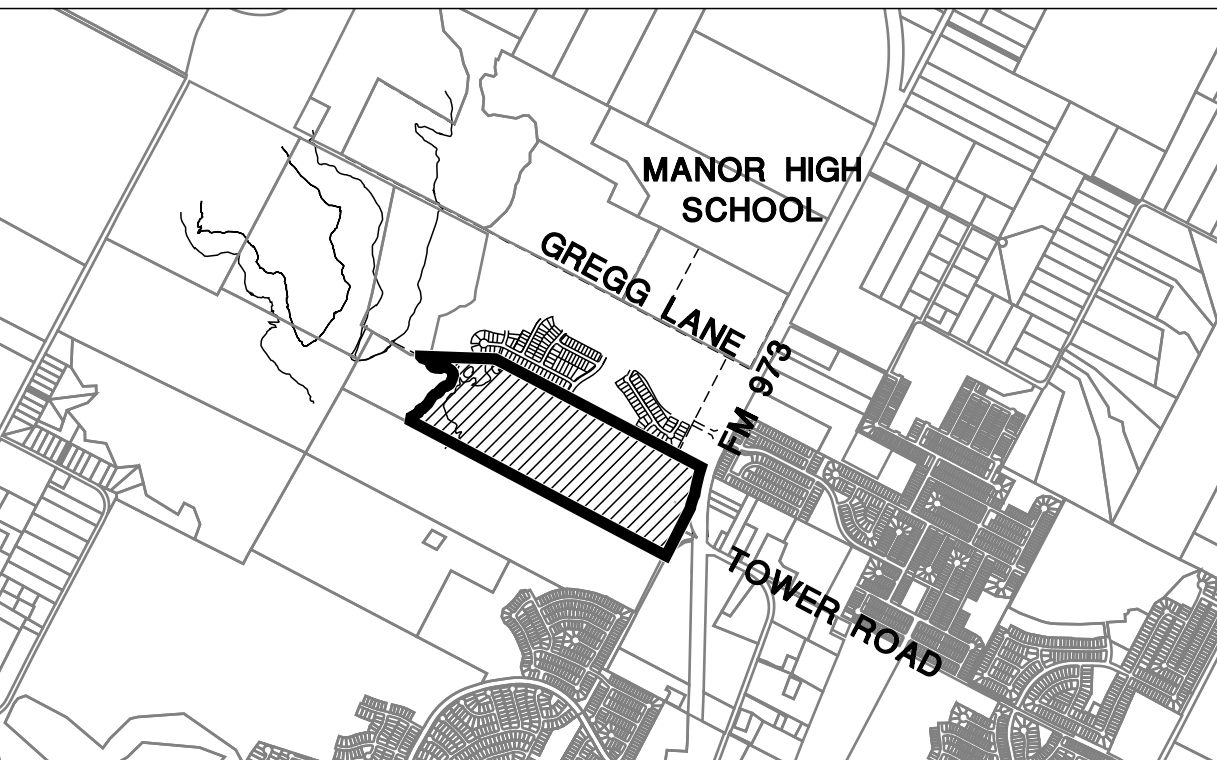
#### H. Parkland and Open Space

- This Final PUD Site Plan provides approximately 8.8 acres of park and open space with the dedication of three (3) tracts of land as illustrated on the Parks Plan on this sheet. The parks and open space will include detention facilities for the project, tree preservation areas, trail corridor easement and active programmed parkland.
- An eight-foot (8') concrete trail located within a fifteen-foot (15') public trail easement shall provide pedestrian/bike access along the owner retained floodplain connecting from the north property boundary to the south property boundary, as depicted on Park Plan. Trees shall be planted parallel to the concrete trail at a spacing of one (1) tree for every forty (40) linear feet. Trees shall be a minimum of three (3) inch caliper and selected from the Type A/B tree list of the City of Manor Code of Ordinances.
- Parkland amenities located within the Okra Tract PUD shall include a minimum of the following recreational elements: playground, parking area, dog park, picnic areas, picnic pavilion and open lawn/gaming area.
  - Age 5-12 playground
  - Age 2-5 playground
  - Parking area with a minimum of 20 parking spaces
  - Minimum 10,000 square foot dog park
  - Minimum 20 foot by 30 foot picnic pavilion
  - Basketball court
- The proposed parkland and public regional trail shall be dedicated to the City of Manor and privately maintained by the Okra Tract Homeowner's Association.

#### I. Landscaping

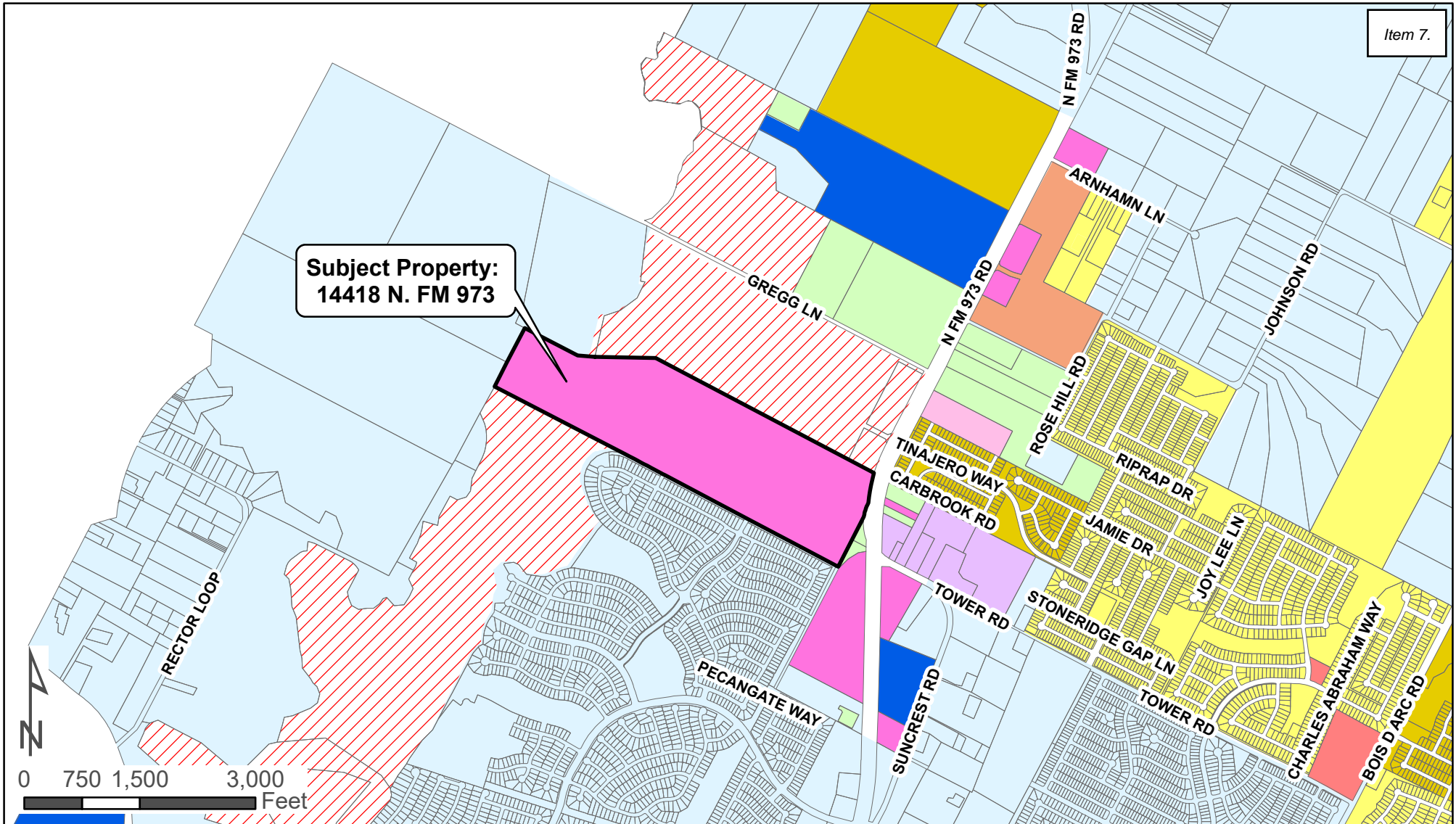
- Unloaded Collector Landscape Buffer.
  - For internal, unloaded collector roadways, a minimum ten (10) foot landscape buffer, measured from the edge of the collector right of way, shall be provided. One (1), minimum three (3) inch caliper, Type A large or Type B medium native tree (as defined by the Manor Code of Ordinances) and five (5), minimum three (3) gallon, shrubs shall be planted per 50 linear feet of landscape buffer.
  - Subdivision wall fence standard for fence walls along the unloaded collector roadways, a minimum (6) foot masonry walls with masonry columns a minimum of (200) foot apart.
- Storm Water Detention
  - Storm water detention facilities, if required shall be screened according to the requirements outlined in the City of Manor Code of Ordinances, Section 15.03.021 (f).
- All landscape buffers and walls shall be privately maintained by the Okra Tract Homeowners Association.

VICINITY MAP  
Scale: 1" = 1/2 Mile





**Subject Property:**  
14418 N. FM 973



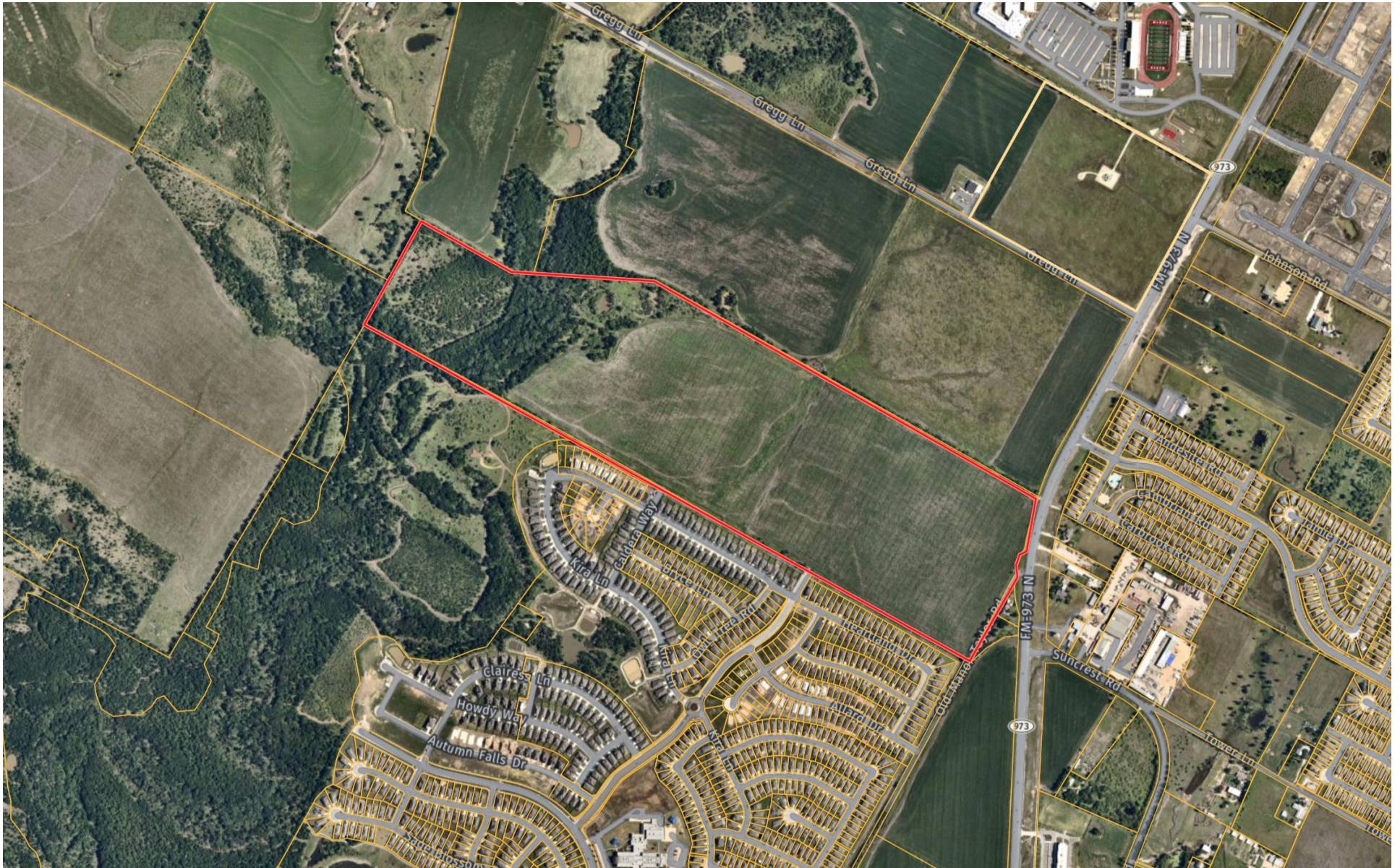
**Current:**  
Medium Commercial (C-2)

**Proposed:**  
Planned Unit Development (PUD)

**Zone**

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







Item 7.



### COMMERCIAL CORRIDOR

Commercial Corridors consist of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial or retail uses.

They are typically located along high volume roadways or at high volume intersections and generate large amounts of sales tax revenue.

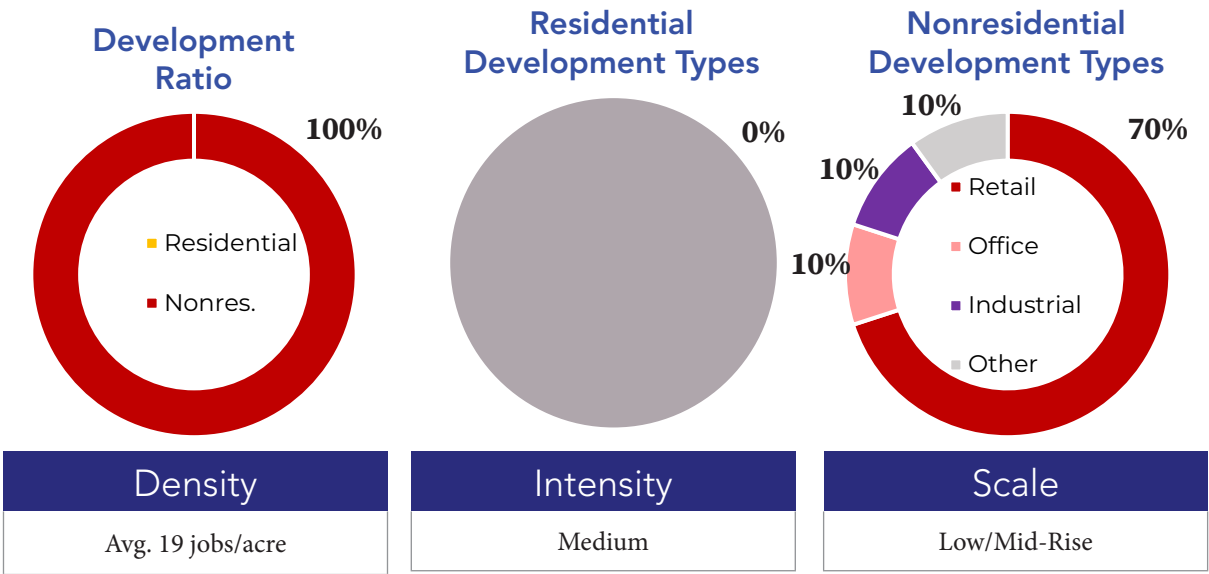
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

While it is recognized these corridors rely upon automobile accessibility and exposure, development should seek opportunities to leverage different forms with elements of mixed-use within the non-residential use framework. This introduces walkability for people once they arrive, reducing the number of trips and increasing the area’s appeal as a destination.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Retail and entertainment.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing.

Figure 3.6. Commercial Corridor Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate, as the Commercial Corridors are generally oriented towards uses that rely on access and visibility to major roadways and highways and residential is not encouraged along the major roadways and highways for environmental justice and quality of life reasons. The activity and traffic generated by Commercial Corridor uses is not compatible with residential housing.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●○○○○	
Apartment House (3-4 units)	●○○○○	
Small Multifamily (8-12 units)	●○○○○	
Large Multifamily (12+ units)	●○○○○	
Mixed-Use Urban, Neighborhood Scale	●●●○○	May be nonresidential mixed-use, such as office over retail or some residential can be appropriate if deeper within a site and less proximate to the major roadways. Residential mixed-use can also be appropriate to support transition to adjacent, lower density or residential areas. To note, mixed-use buildings are typically considered the highest fiscally performing development type on a per-acre basis.
Mixed-Use Urban, Community Scale	●●●○○	
Shopping Center, Neighborhood Scale	●●●●●	Appropriate overall.
Shopping Center, Community Scale	●●●●●	
Light Industrial Flex Space	●●○○○	Not considered appropriate due to limited potential for sales tax revenue generation and lower dependence on direct exposure to major roadways; can be appropriate if deeper within a site and less proximate to the major roadways, but should not be predominant use.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function of this future land use category; likely more functional facilities, such as utilities, rather than people-centered or community serving facilities.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



# NEIGHBORHOODS

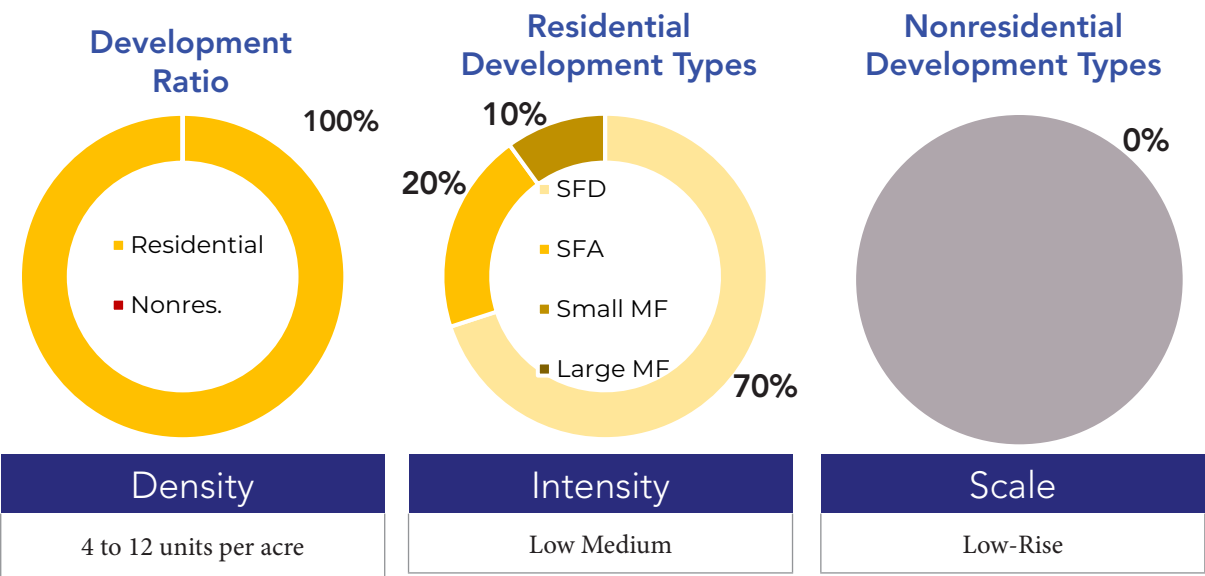
Residential one- and two-family/duplex homes make up the majority of this land use category. Some townhomes and lower density missing middle housing should be included to create diversity and housing choice and are good options to create transitions between neighborhoods and other land use areas. A mixture of housing types allows people to stay in the neighborhood even as their housing needs change, promoting long-term stability.

These housing types typically fall under the International Residential Code for one- and two-family dwellings, and can be financed via conventional Federally-backed mortgages.

While some neighborhood areas are currently adjacent to commercial centers, a more appropriate transition between the two would be the Mixed-Density Neighborhood land use categories.

Neighborhood lots are typically 5,000 square feet to 15,000 square feet for one- and two-family homes, with townhome lots being between 2,000 square feet and 3,000 square feet. Given the density expectations, smaller lot sizes should be offset by open space with an emphasis on creating interconnected greenways that connect neighborhoods to one another and to jobs, services, and parks.

Figure 3.4. Neighborhoods Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●●●●○	Appropriate overall, but with this housing type being so prominent in the City currently, seek to integrate with other forms of housing to create diversity and housing choice. Encourage diversity of lot sizes. Encourage joint driveways, alley access and rear parking.
SFD + ADU	●●●●●	Lot and site design should accommodate an ADU to the side or rear; ADU should be clearly secondary to the primary residence.
SFA, Duplex	●●●●●	Similar in character and lot standards to single-family detached; Joint/shared driveways encouraged, as well as alleys and rear parking; ADUs can be included consistent with the above.
SFA, Townhomes and Detached Missing Middle	●●●●●	Townhouses and Bungalow Courts should include at least 4 units, Pocket Neighborhoods 8-12 units. Functions best at corner properties (excluding townhomes). Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking. ADUs consistent with above.
Apartment House (3-4 units)	●●●●○	Can be part of a diverse housing type palette within the Neighborhood category. Similar in character and lot standards to SFD; functions best at corner properties. Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking.
Small Multifamily (8-12 units)	●●●○○	Scale is not typically appropriate with neighborhood-scale, unless adjacent to Neighborhood Mixed Use. May be appropriate as a transitional use from land use categories containing nonresidential uses.
Large Multifamily (12+ units)	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Mixed-Use Urban, Neighborhood Scale	●○○○○	
Mixed-Use Urban, Community Scale	●○○○○	Not considered appropriate.
Shopping Center, Neighborhood Scale	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Shopping Center, Community Scale	●○○○○	Not considered appropriate.
Light Industrial Flex Space	●○○○○	
Manufacturing	●○○○○	
Civic	●●●●●	Considered supportive to the function and livability of this future land use category; government buildings, schools and community facilities can serve as activity hubs within neighborhoods.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



APPROXIMATE CENTER TURN LANE IMPROVEMENT AREA: TINAJERO TO SUNCREST

Item 7.

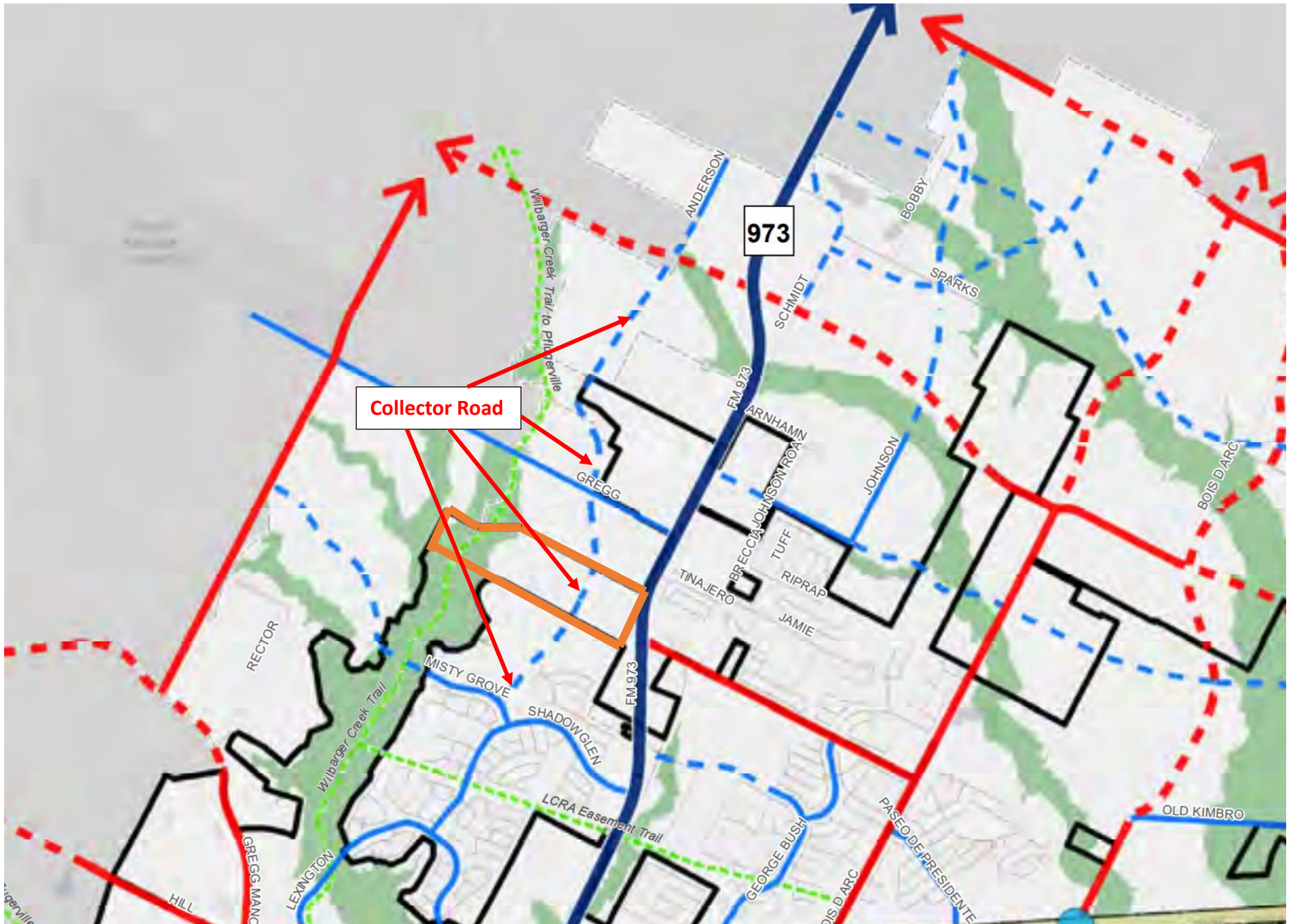
RIGHT TURN LANE ON SOUTHBOUND FM 973 AT SITE DRIVEWAY





## COLLECTOR ROADWAY ALIGNMENT

Item 7.

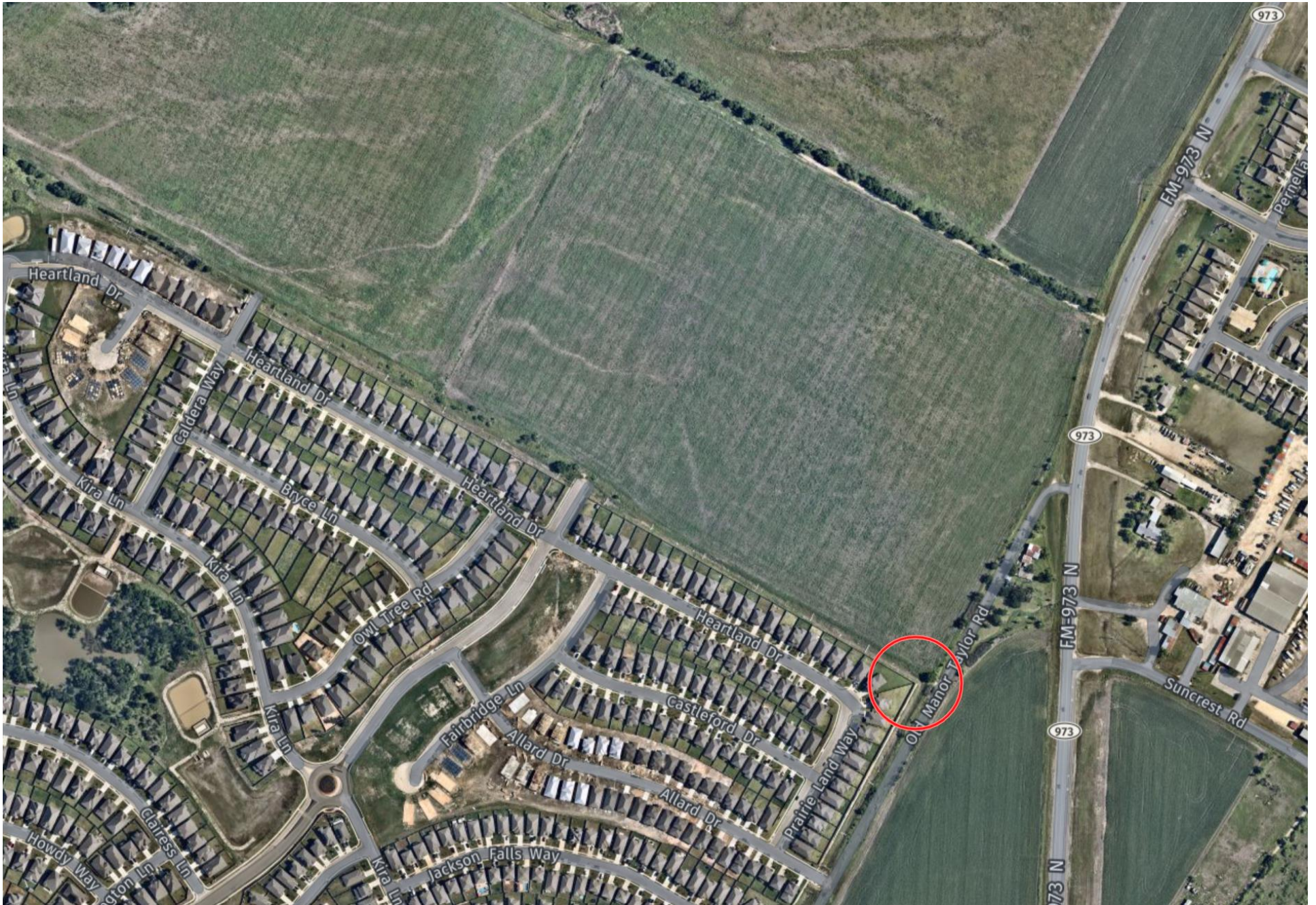




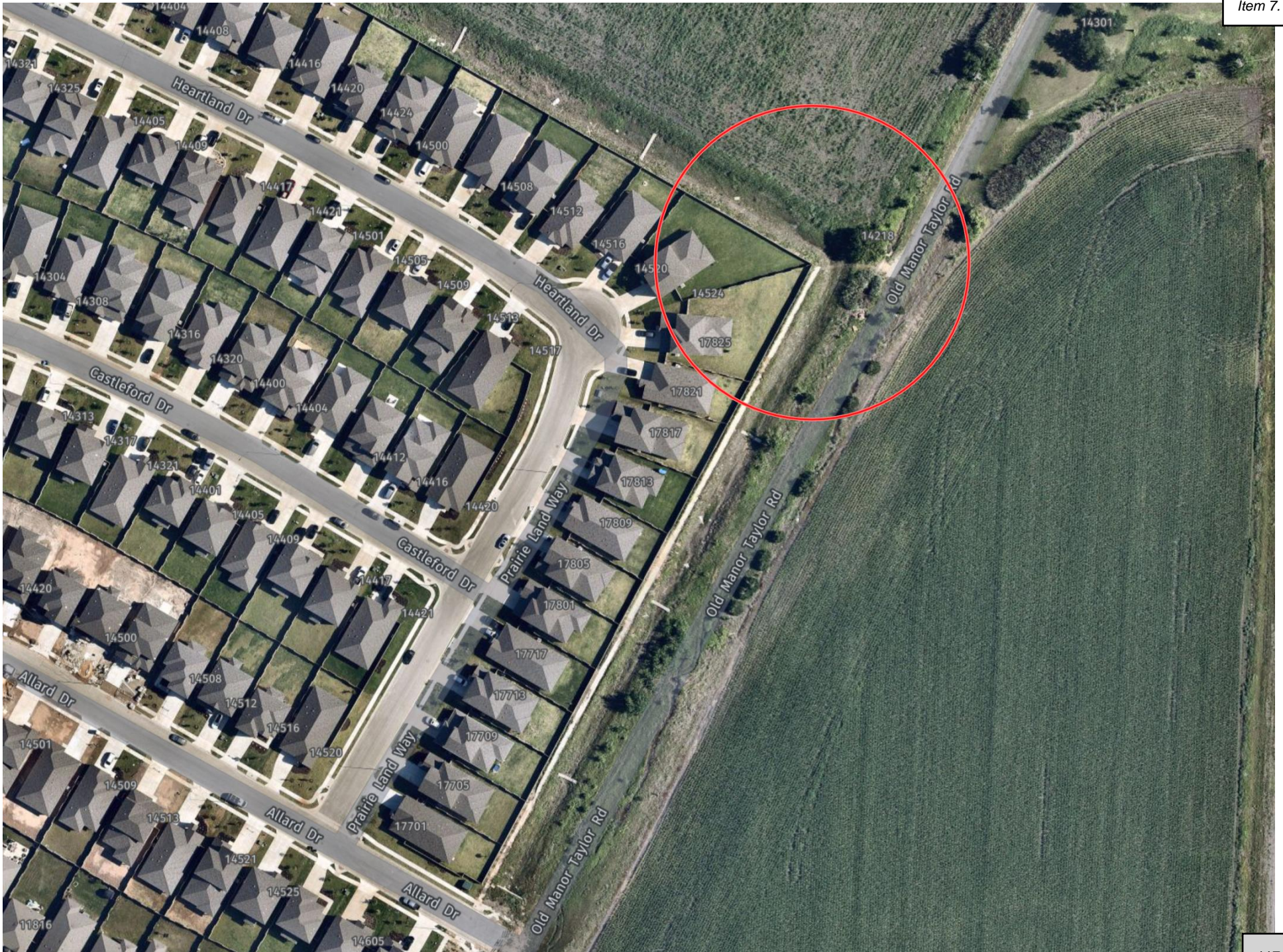
**ADDITIONAL TRAIL CONNECTION AREA TO SHADOWGLEN AT ALLARD DRIVE**















1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

### 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### **The following are Comments from the City Engineer:**

1. The drawing name should be Preliminary PUD Site Plan.
2. The P&Z Signature Block should say Preliminary PUD Site Plan.
3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.
5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.
6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.
8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.
9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.
10. Note 2 is missing from the Landscaping Notes.
11. Landscaping is required for all detention facilities.
12. The proposed trails should be maintained by the HOA.

#### **The following are comments from the City Planner:**

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.
2. Remove note 4. The amenity center can't reduce public parkland.
3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.
4. Update P&Z chair to LaKesha Small
5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.
6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.



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,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is fluid and cursive, with the first name "Pauline" and last name "Gray" clearly legible, and "M." as a middle initial.

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on February 21, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

### 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### The following are comments from the City Planner:

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.

Approximately 4 to 5 acres in the 7.5 acre central park is detention. Plan and park calculations have been revised to remove detention area. Please note this is zoning and the detention pond has not been engineered, so this is an approximate estimate.

2. Remove note 4. The amenity center can't reduce public parkland.

Amenity center has been removed from the PUD.

3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.

Added.

4. Update P&Z chair to LaKesha Small

Added.

5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.

Depth is approximately 290 feet. There is ample room for the required buffers and landscaping, parking and building in the commercial parcel.

6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.

Floodplain is 10.9 acres. Color and acreage are shown in the legend on the land use plan.

**The following are Comments from the City Engineer:**

1. The drawing name should be Preliminary PUD Site Plan.

Okay. Revised. On the Monarch PUD to the north we had to revise the language to say Final Site Plan.

2. The P&Z Signature Block should say Preliminary PUD Site Plan.

Okay. Revised

3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.

Contour labels are on the lines. We increased the label size and have tried to create a higher resolution image so you can zoom in and read if you like.

4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.

Depth is 290 feet approximately.

5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.

Since we are still in the entitlement process, the park area has not been designed. The list of amenities guaranteed are in the PUD language under H.3

6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

Please see attached Phase 1 Environmental Report.

7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.

The trail in Lot 3 is intended to meander around the existing trees along the creek. However, Section H.2 of the PUD already calls out trees every 40 feet along the trail.

8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.

The landscape buffers along the collector road are shown on the park plan and labeled accordingly. We added the buffers to the land use plan as well in case you missed them. Any other internal landscape lots are not defined at this zoning stage.

9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.

The 10 foot wide landscape area has been added graphically along the collector roads. Other landscape lots will not be fully known until more detailed subdivision plans are prepared. The PUD already states that the landscape and parks will be maintained by the HOA.

10. Note 2 is missing from the Landscaping Notes.

Numbers have been re-formatted.

11. Landscaping is required for all detention facilities.

We call out in the PUD, Section L, that we will landscape the detention per the Manor ordinance.

12. The proposed trails should be maintained by the HOA.

Section H of the PUD requires parks and trails to be maintained by the HOA.



addressed with your plan resubmittal. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and the online portal to upload your drawings in PDF format.

Item 7.

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,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is fluid and cursive, with the first name "Pauline" being more prominent than the last name "Gray".

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, May 4, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO  
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185. 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 Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

### The following are comments from the city planner:

- i. ~~How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.~~
- ii. ~~Remove note 4. The amenity center can't reduce public parkland.~~
- iii. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults. Refer to question 7.
- iv. ~~Update P&Z chair to Lakesha Small~~
- v. ~~What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.~~
- vi. ~~How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.~~
- vii. Section H1 - update park acreage. Has 10.9 when the Parks Plan has 8.8
- viii. Section H3f - is "sports court" a basketball court?
- ix. Section I1 - add subdivision wall standard for fence walls along unloaded collectors: Minimum 6' masonry walls with masonry columns a minimum of 200' apart

### The following are comments from the city planner:

1. ~~The drawing name should be Preliminary PUD Site Plan.~~
2. ~~The P&Z Signature Block should say Preliminary PUD Site Plan.~~
3. ~~Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.~~
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial. **Provide a callout for the depth of the commercial portion. (290 feet approximately).**
5. ~~Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.~~
6. ~~The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.~~
7. ~~Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.~~
8. ~~Landscape lots should be shown in the PUD. Buffer yards should be shown as well.~~
9. ~~Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.~~
10. ~~Note 2 is missing from the Landscaping Notes.~~
11. ~~Landscaping is required for all detention facilities.~~
12. ~~The proposed trails should be maintained by the HOA~~



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 /Manor/Parts/Blank, or by e-mail at [tshows@gbateam.com](mailto:tshows@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,



Tyler Shows  
Staff Engineer  
GBA



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Wednesday, May 24, 2023

Rachel Shanks  
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO

Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD Site Plans submitted by Rachel Shanks and received by our office on May 12, 2023, has been reviewed for compliance with the City of Manor Zoning Ordinance 185. 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 cover sheet to Scott Dunlop at the City of Manor for signatures. A copy of the signed cover sheet 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 black ink, appearing to read 'Tyler Shows'.

Tyler Shows  
Staff Engineer  
GBA

Pauline Gray, P.E.  
Lead AES,  
Jay Engineering, A Division of GBA



5/31/2023

## City of Manor Development Services

### Notification for a Preliminary PUD Site Plan

Project Name: Orka Tract Preliminary PUD  
 Case Number: 2023-P-1515-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Planned Use Development for the Okra Tract Subdivision located at 14418 N. FM 973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**

***Applicant: Sotol Ventures***

***Owner: Dalton Wallace***

The Planning and Zoning Commission will meet at 6:30PM on 6/14/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

City Council will meet at 7:00PM on 6/21/2023 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 Preliminary PUD Site 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.



14420 Pernella Rd Intervivos Revocable Trust  
14420 Pernella Rd  
Manor, TX 78653

ANDERSSON CATHERINE & DANIEL  
13917 HEARTLAND DR  
Manor, TX 78653

Arthur Ray & Odette Vanessa Taylor  
14416 Pernella Rd  
Manor, TX 78653

BAJWA NAJM US SAQIB & TAHIRA NAJM  
139 HEARTLAND DR  
Manor, TX 78653

BIREDDY ANVESH REDDY  
14012 Heartland Dr  
Manor, TX 78653

BRASSELL REBECCA & PATRICK  
14005 HEARTLAND DR  
Manor, TX 78653

CABRERA KEVIN E & ISABEL S  
14401 HEARTLAND DR  
Manor, TX 78653

CITY OF MANOR  
105 E EGGLESTON ST  
Manor, TX 78653

CONROY KEVIN  
13916 Heartland Dr  
Manor, TX 78653

DAVIS ANISSA CHEREE & ARTHUR JR  
13925 HEARTLAND DR  
Manor, TX 78653

De Jesus-Martinez Ignacio ETAL  
14405 FM 973 N  
Manor, TX 78653

DEROCH MANDY BARBER  
14108 HEARTLAND DR  
Manor, TX 78653

DIACONU MARIANA & GERALD BRANDON TODD  
14420 Heartland Dr  
Manor, TX 78653

DICK GEOFFREY SCOTT & ANIKA VAN BOOM  
14316 HEARTLAND DR  
Manor, TX 78653

Enfield Partners LLC ETAL  
2303 Camino Alto  
Austin, TX 78746

GHAFFAR AAMIR & SOPHIA BAWANY  
13933 HEARTLAND DR  
Manor, TX 78653

Gliberto & Maria Estrada  
1411 FM 973 N  
Manor, TX 78653

GLORIA ALVARO F  
13904 Heartland Dr  
Manor, TX 78653

GUZMAN MASON ANDREW  
14208 HEARTLAND DR  
Manor, TX 78653

HAYNES BUCHANAN CAROL M  
14200 HEARTLAND DR  
Manor, TX 78653

Henrietta Velasquez  
14315 Old Manor-Taylor Rd  
Manor, TX 78653

JACKSON NICOLETTE & CARSON JAMES GOSSETT  
14029 Heartland Dr  
Manor, TX 78653

JAIN KRITIKA & ANAND BHAVANE JAYANTI  
14032 Heartland Dr  
Manor, TX 78653

JEFF 1 LLC  
5001 PLAZA ON THE LATE #200  
Austin, TX 78746

JOHN LIPIKA R & SHERVIN AMBANATTU BABU  
13901 Heartland Dr  
Manor, TX 78653

Juan Chaparro  
14408 Pernella Rd  
Manor, TX 78653

KALE MICHAEL & LASHONDRA M  
14013 HEARTLAND DR  
Manor, TX 78653

Kristine & Matthew Escobedo  
14400 Pernella Rd  
Manor, TX 78653

KURIAN CLEMENT & LIZ MANDAPATHIL  
14004 Heartland Dr  
Manor, TX 78653

LAKE ELIJAH & KANESHA  
14301 HEARTLAND DR  
Manor, TX 78653

LEKCAM Communication LLC  
16404 Marcello Dr  
Pflugerville, TX 78660

LEONARD SCOTT  
13921 Heartland Dr  
Manor, TX 78653

MADHYASTHA SUHASA & ASHRITHA PURADAMANE  
BALACHANDRA  
14309 HEARTLAND DR  
Manor, TX 78653

Mary Clark  
14404 Pernella Rd  
Manor, TX 78653

Masrur Reza, Mustafa Ali Reza Chowdhury, Fauzia Zaman  
14412 Pernella Rd  
Manor, TX 78653

MCCUE KEVIN & BRITTANY BAMBERG  
14033 Heartland Dr  
Manor, TX 78653

Meritage Homes of Texas LLC  
611 S Congress Ave, suite 510  
Austin, TX 78704

Meritage Homes of Texas LLC  
17101 Orinda Lane  
Pflugerville, TX 78660

Monarch Ranch at Manor LLC  
310 Enterprise Dr.  
Oxford, MS 38655

PADILLA ELIAS JOSE  
14308 HEARTLAND DR  
Manor, TX 78653

PERRY HOMES LLC  
PO BOX 34306  
Houston, TX 77234

Roy & Frank Velasquez  
14301 Old Manor-Taylor Rd  
Manor, TX 78653

RUSSELL RACHEL R & WILLIAM B WRIGHT  
14421 HEARTLAND DR  
Manor, TX 78653

RUST CREEK LLC  
9606 OLD MANOR RD #1  
Austin, TX 78724

SAMUEL ANCY & SIJU THOMAS VARGHESE  
14325 HEARTLAND DR  
Manor, TX 78653

SANTIAGO JONA FATIMA P & HONOFRE JOEY  
14017 HEARTLAND DR  
Manor, TX 78653

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SG LAND HOLDINGS LLC  
2646 DUPONT DR STE 60 PMB 520  
Irvine, CA 92612

SNELL TYLER & MATTIE  
13908 HEARTLAND DR  
Manor, TX 78653

SNYDER JACOB ADAM  
13913 HEARTLAND DR  
Manor, TX 78653

SORATHIA BHARGAV  
3472 Fitzsimmons Cmn  
Fremont, CA 94538

SRIHARI FNU & PRIYANKA PUPPALA  
14009 Heartland Dr  
Manor, TX 78653

Stanley & Sandra Voelker  
14401 FM 973 N  
Manor, TX 78653

STEVES DANIEL & JANELLE  
14400 HEARTLAND DR  
Manor, TX 78653

STEWART MARIANNE K & LARRY N  
14300 HEARTLAND DR  
Manor, TX 78653

STONE LEISA M & ZACHARY P  
14413 HEARTLAND DR  
Manor, TX 78653

SUTT DYLAN J  
14104 Heartland Dr  
Manor, TX 78653

THOMPSON MATTHEW  
14505 HEARTLAND DR  
Manor, TX 78653

Timmerman Commercial Investments LP  
501 Vale ST  
Austin, TX 78746

TRIPATHI ANKIT MANI  
14205 HEARTLAND DR  
Manor, TX 78653

UNAL BELGIN & AYHAN  
14320 HEARTLAND DR  
Manor, TX 78653

VALENZUELA MELINDA S & MATTHEW R  
14204 HEARTLAND DR  
Manor, TX 78653

WANG YILI & YUNQING XIA  
14001 HEARTLAND DR  
Manor, TX 78653

WEISS KERMIT R & EMMAGENE  
PO BOX 25  
Manor, TX 78653

WILLIAMS LAURA  
14305 HEARTLAND DR  
Manor, TX 78653

YINGST ALEX BICERA  
13920 Heartland Dr  
Manor, TX 78653

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## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**

***Applicant: Marcos Chavez***

***Owner: Marcos Chavez***

### BACKGROUND/SUMMARY:

This property was previously requested to be rezoned C-1 Light Commercial back in 2018. It came before the Planning and Zoning Commission on 10/3/18 and recommended for denial then it went to the City Council on 11/7/18. The item was postponed at City Council to the 12/5/18 meeting, where it was denied. Parking concerns were the reason for the denials.

This application is to rezone the property to Neighborhood Business (NB), which is our most restrictive commercial zoning category and has similar lot development standards as Single Family – maximum building height is 35’ and the maximum lot coverage for the building is 40%. NB zoning is intended to be directly adjacent to and/or surrounded by single family and other residential uses. NB is a low density commercial zoning that allows for office, retail, restaurant, and personal service uses. The applicant is proposing a hair salon use. Parking and other site development regulations like landscaping, drainage, and outdoor lighting would follow city code as no variances are requested at this time. Personal Services require 1 parking space per 200 sf of gross floor area. The current building on the property is approximately 900 sf so 5 parking spaces would be required.

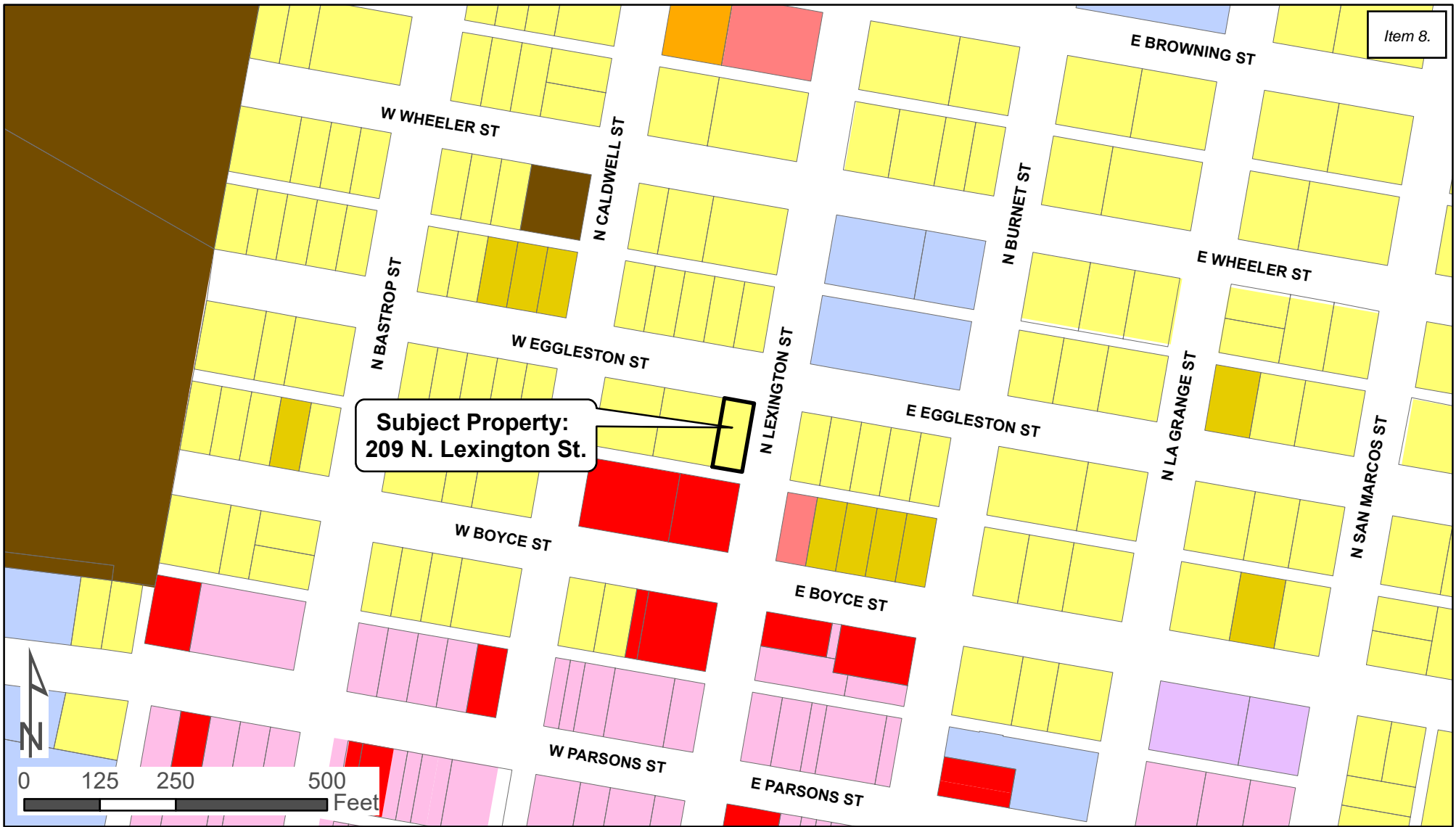
This property in the Comprehensive Plan’s Future Land Use Map is within a block designated as Downtown Mixed-Use but it is on the border with the Neighborhood Mixed-Use designation that extends north along Lexington Street. The properties directly south on the other side of the alley are zoned Downtown Business (DB), as well as the ones south of Boyce Street. North of this property exists other Neighborhood Business zoned properties including 409 N. Lexington, 709 N. Lexington, and 810 N. Lexington. Neighborhood Business (NB) zoning is more consistent with the Neighborhood Mixed-Use designation which allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Adaptive reuse of residential structures for commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

LEGAL REVIEW:	Not Applicable
FISCAL IMPACT:	NO
PRESENTATION:	NO
ATTACHMENTS:	YES
<div><div><ul style="list-style-type: none"><li>• Rezoning Map</li><li>• Aerial Image</li><li>• FLUM</li><li>• Downtown Mixed-Use Dashboard</li></ul></div><div><ul style="list-style-type: none"><li>• Neighborhood Mixed-Use Dashboard</li><li>• Notice and Mailing Labels</li></ul></div></div>	

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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Current:  
Single Family Suburban (SF-1)

Proposed:  
Neighborhood Business (NB)

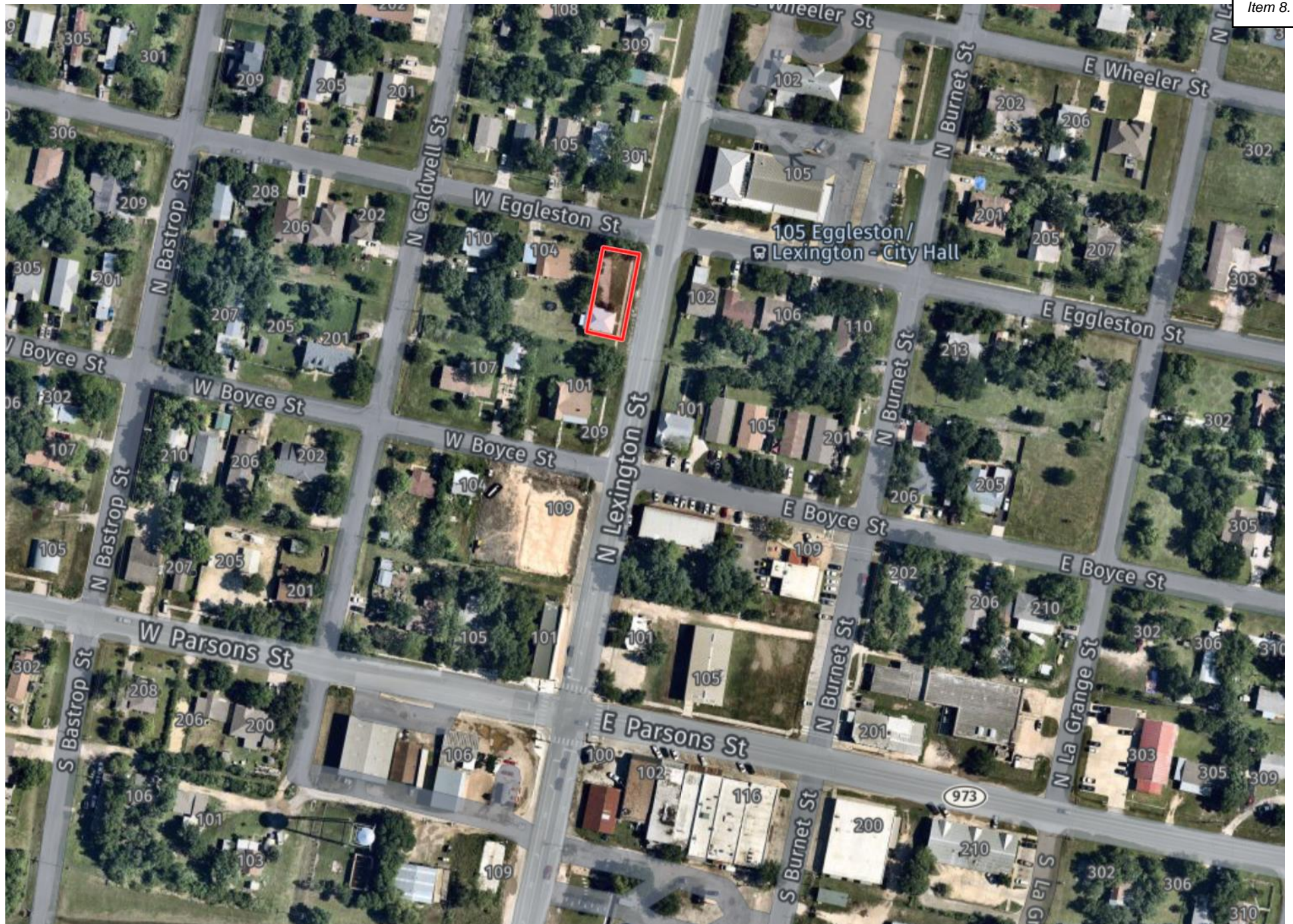
**Zone**

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

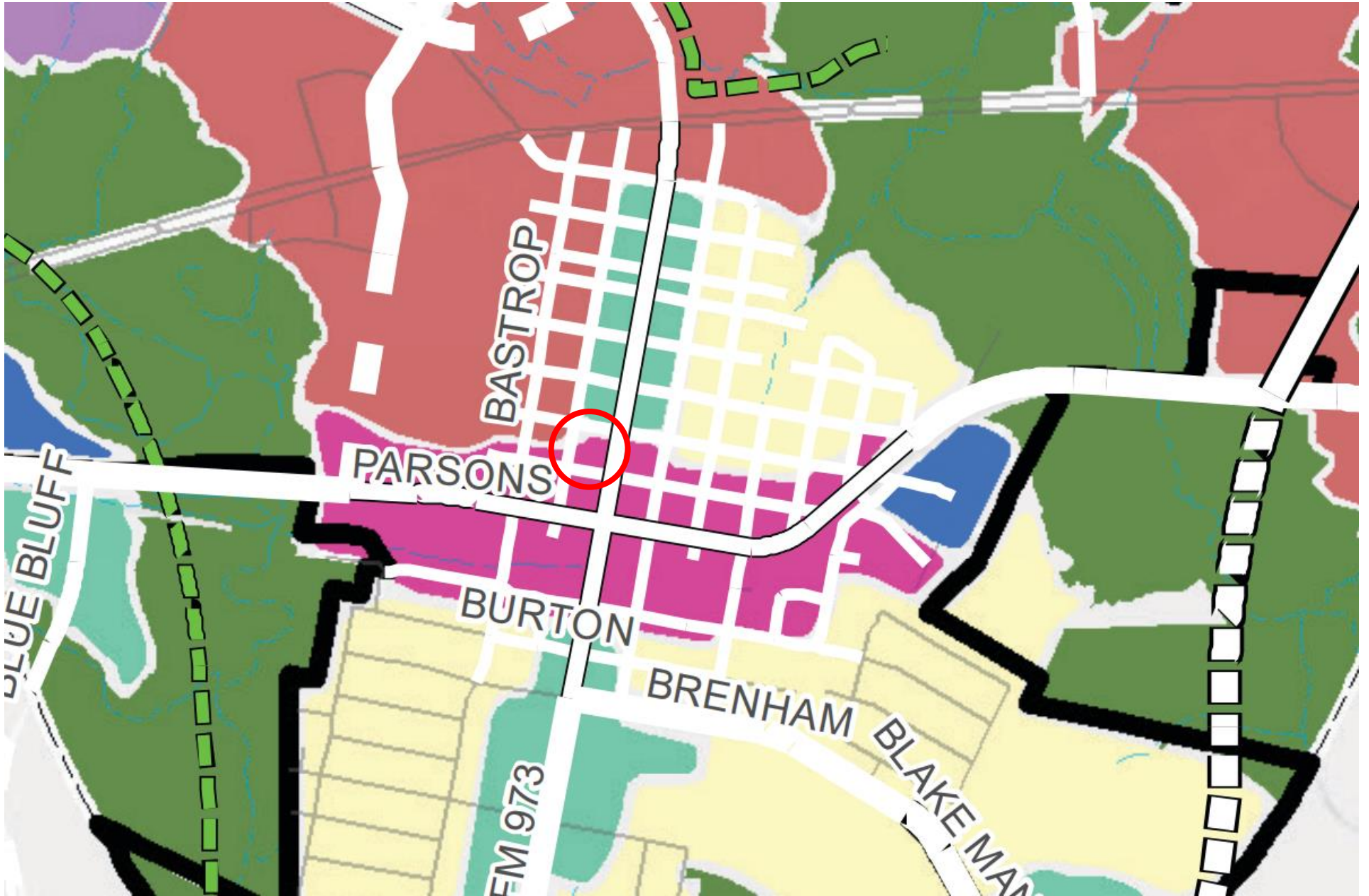























## FUTURE LAND USE MAP

The Future Land Use Map serves as the guide for future zoning and development decisions and provides a foundation to support the vision and recommendations of the plan. This is accomplished by setting a land use framework that influences regulatory mechanisms and policy decisions that shape the built environment. Each of the designations presented on the land use categories below correlates with the map on the right.

-  Neighborhoods: Residential one- and two-family homes, along with townhomes, are found near neighborhood mixed-use areas and allow up to 8 dwelling units per acre.
-  Mixed-Density Neighborhoods: Mixed density residential uses primarily support a mix of housing options that may consist of one or more of the following housing types: single family detached, single family attached, duplexes, townhomes, cluster housing and small-scale multifamily.
-  Commercial Corridor: This category consists of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial uses.
-  Employment: This category applies to the business centers along SH 290 and FM 973. The primary uses for employment centers are large urban employment centers, corporate campuses, and mixed-use environments.
-  Neighborhood Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Residential densities within this area should be between 4 and 20 dwelling units per acre.
-  Downtown Mixed-Use: This category includes commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.
-  Community Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, design at a larger scale than neighborhood mixed-use to create a walkable environment.
-  Public/Semi-Public: This category includes uses that are governmental, institutional or religious in nature.
-  Parks and Open Space: This category consists of parks, recreational facilities, and open spaces that are currently in existence or planned.

## DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

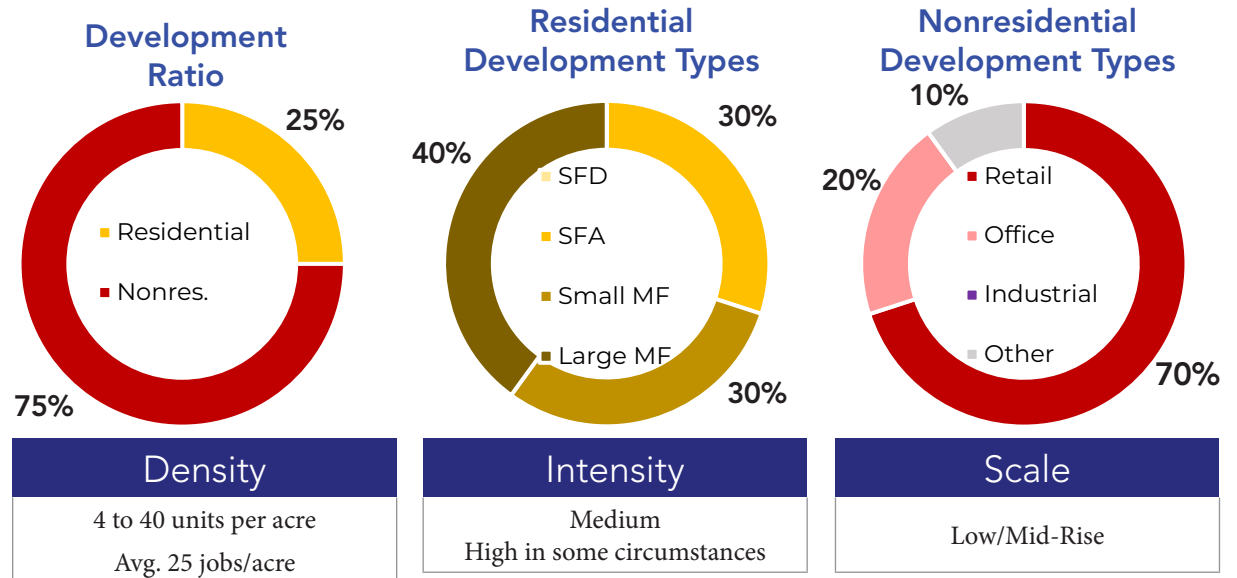
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and De-tached Missing Middle	●●●○○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighbor-hood Scale	●●●●●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Communi-ty Scale	●●●○○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be de-pending on adjacencies to green space or more intensive uses
Shopping Center, Neighbor-hood Scale	●●●●○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walk-ability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	●●○○○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particu-larly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	●○○○○	Not considered compatible
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government build-ings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



# NEIGHBORHOOD MIXED-USE

Neighborhood Mixed-Use allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment.

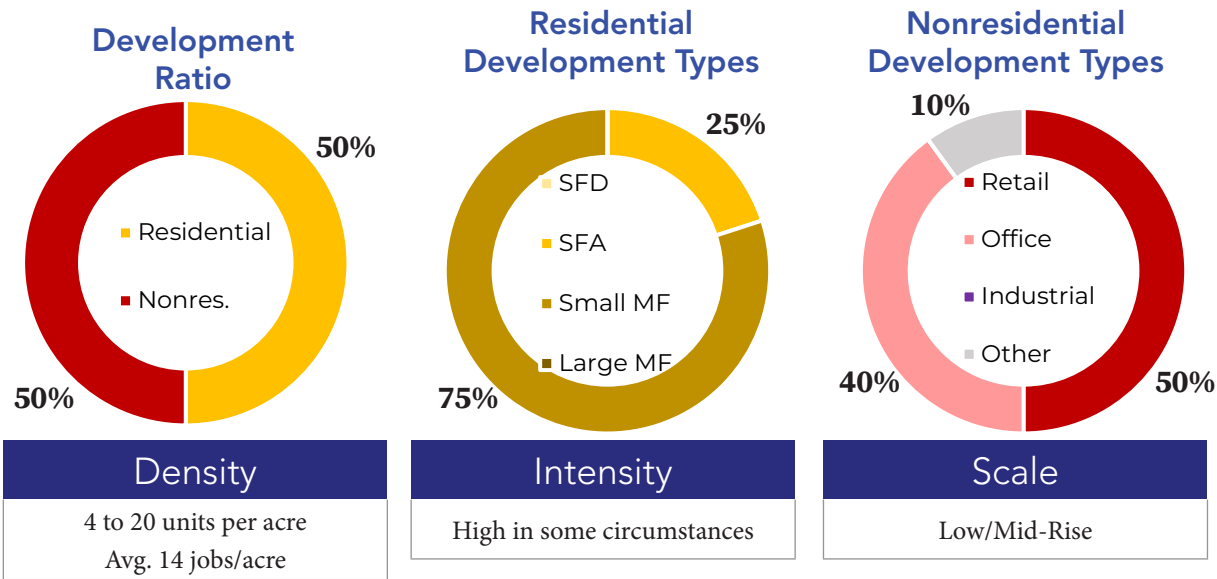
Neighborhood mixed-use areas allow residential units in close proximity to goods, services and civic activities, thus reducing dependence on the car and promoting community interaction, belonging, identity, and pride.

These places emphasize urban design and the experience created through density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

Often situated around an activity-generating element or an active public gathering spot, mixing of uses can take shape as either or both vertical (stacked on top of each other) and horizontal (next to each other). In vertical mixed-use, the ground floor is encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.

Adaptive reuse of residential structures to commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

Figure 3.8. Neighborhood Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent of mixed-use is to provide retail/services, activity centers and diversified housing in more dense and compact forms; these uses will provide opportunities and amenities to surrounding lower density neighborhoods.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Neighborhood Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Neighborhood Mixed-Use and other uses.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●○○○○	Not considered appropriate due to incompatible scale with neighborhoods
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Neighborhood Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods. Promotes walkability and 10-minute neighborhoods.
Mixed-Use Urban, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services at a scale compatible with and supportive of surrounding neighborhoods, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods, but can be if particularly small-scale and included alongside more appropriate development types; examples might include artisan-scale manufacturing, maker spaces, and similar businesses.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



6/28/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 209 N Lexington Rezoning from SF-1 to NB  
 Case Number: 2023-P-1546-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 209 N Lexington, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, at 209 N Lexington, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB).**

***Applicant: Chavez Welding & Fencing LLC***  
***Owner: MARCOS CHAVEZ***

The Planning and Zoning Commission will meet at 6:30PM on July 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 19, 2023 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 Rezoning Application 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.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)



CASTILLO MONICA ANN (442097)  
PO BOX 1097  
MANOR TX 78653-1097

SANCHEZ NORA L & JOSE A JR (373442)  
PO BOX 232  
MANOR TX 78653-0232

BUILD BLOCK INC (1907925)  
2700 E 2nd St  
Los Angeles CA 90033-4102

DAVIS CAPITAL INVESTMENTS LLC  
(1850555)  
P.O. BOX 248  
MANOR TX 78653

120 EAST BOYCE STREET LLC (1754550)  
1004 MERIDEN LN  
AUSTIN TX 78703-3823

TANCOR LLC (1278159)  
9009 FAIRWAY HILL DR  
AUSTIN TX 78750-3023

BAHRAMI BEHZAD (212733)  
PO BOX 82653  
AUSTIN TX 78708-2653

ALVARADO MIGUEL ANGEL & GLORIA  
(215770)  
PO BOX 294  
MANOR TX 78653-0294

ACOSTA MOSES (1574304)  
PO BOX 645  
MANOR TX 78653

MENDEZ JUAN OJEDA (215768)  
104 E EGGLESTON ST  
MANOR TX 78653-3407

PAIZ RAMON E JR (1372820)  
PO BOX 280  
MANOR TX 78653-0280

LUTZ JAMES T & ALEXANDRA CARRILLO  
(1323195)  
14812 FM 973 N  
MANOR TX 78653-3540

MCDONNELL COLE FOSTER & STEPHEN  
SNYDER MCDONNELL (1939832)  
103 W Eggleston St  
Manor TX 78653-3371

RODRIGUEZ ROSALINDA (1829444)  
105 W EGGLESTON  
MANOR TX 78653-3371

NUNN LILLIE M (215593)  
PO BOX 207  
MANOR TX 78653-0207

NUNN ROSS ETUX (215594)  
PO BOX 207  
MANOR TX 78653-0207

YOUNG CLAUDIE G & SAMMIE M  
(215610)  
PO BOX 145  
MANOR TX 78653-0145

VASQUEZ JUAN JR & DIANA E GERL  
(215609)  
PO BOX 499  
MANOR TX 78653-0499

JUNG JIWON (1897485)  
2700 E 2ND ST  
LOS ANGELES CA 90033-4102

JUNG JIWON (1899139)  
101 W BOYCE ST  
MANOR TX 78653



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX for variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback.

**Applicant:** SAVVY ATX REALTY LLC

**Owner:** Wenkai Chen

### BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider but action is recommended to be pulled to correct an error in the request.

The current zoning of the property is SF-1 Single Family Suburban which has a minimum lot width of 70'. A rezoning case for TF Two-Family has been filed which also has minimum lot width of 70'.

The requested variances are:

1. 40' lot width (70' required)
2. 20' front setback (25' required)
3. 10' rear setback (25' required)
4. 5' side setback (7.5 required)

The earliest deed creating the tract was in February 1983. There was no zoning code at the time to regulate lot widths but the subdivision code in effect (Ord. 47 dated 12-14-77) had a provision that lot widths do not exceed three times the lot depth. This tract is 250' in depth, which exceeds that regulation so had a plat been filed in 1983 it would not have been approved. Current subdivision code has a lot width to depth ratio of 2.5:1, so the variance request needs to be updated to include that so new notices will be sent out.

This tract as currently subdivided is undevelopable since it is portions of 5 lots that are 40'x50' each and only one has frontage on a dedicated right-of-way. While the tract has never been a legal lot, it has existed in its current configuration for 40 years and only through the approval of the variances can it be improved upon. When granting a subdivision variance the Planning and Zoning Commission and City Council shall consider:

1. The public convenience and welfare will be substantially served;
2. The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
3. The applicant has not created the hardship for which relief is sought;
4. The variance will not confer upon the applicant a special right or privilege not commonly shared or available to the other owners of similar and surrounding property;
5. The hardship from which relief is sought is not solely of an economic nature;

6. The variance is not contrary to the public interests;
7. Due to special circumstances, the literal enforcement of the ordinance would result in an unnecessary hardship; and
8. In granting the variance the spirit of the ordinance is observed and substantial justice is done.

**LEGAL REVIEW:** NO  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO  
**ATTACHMENTS:** YES

- Letter of Intent
- Plat
- Deed from 1983
- Subdivision Code of 1977

- AE Lane Addition Plat Map
- Engineer Comments
- Conformance Letter
- Notice and Labels

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission pull from consideration a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX.

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



# Letter of Intent

February 28, 2023

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

Re: **707 BASTROP ST TX 78653**

**Dear Mr. Dunlop,**

We are writing to you to request plat the subject property to be a legal lot.

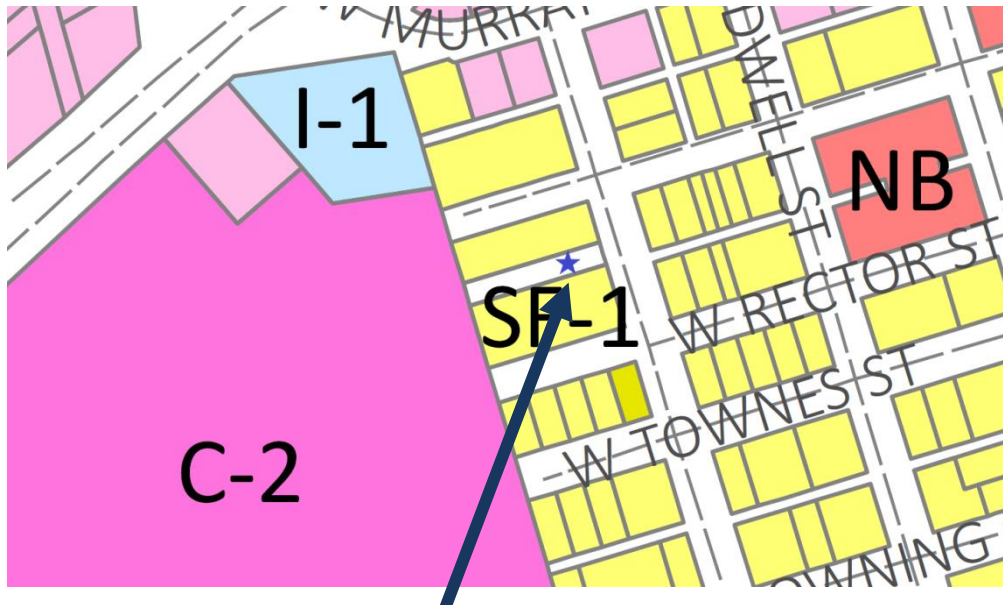
Proposed New Legal description: **LOT 6A BLK 1 LANE A E ADDN**

The subject property 707 Bastrop ST TX 78653, Legal description is: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.96 ft wide and 250 ft long, with a total of 9,986 sqft.

Per our research, the subject property's current configuration existed in 1983 (Please see the Appendix A for the property's deed history, the oldest warranty deed was in 2/16/1983). Hence it is NOT conforming with the current development standard/code ordinances in Manor TX.

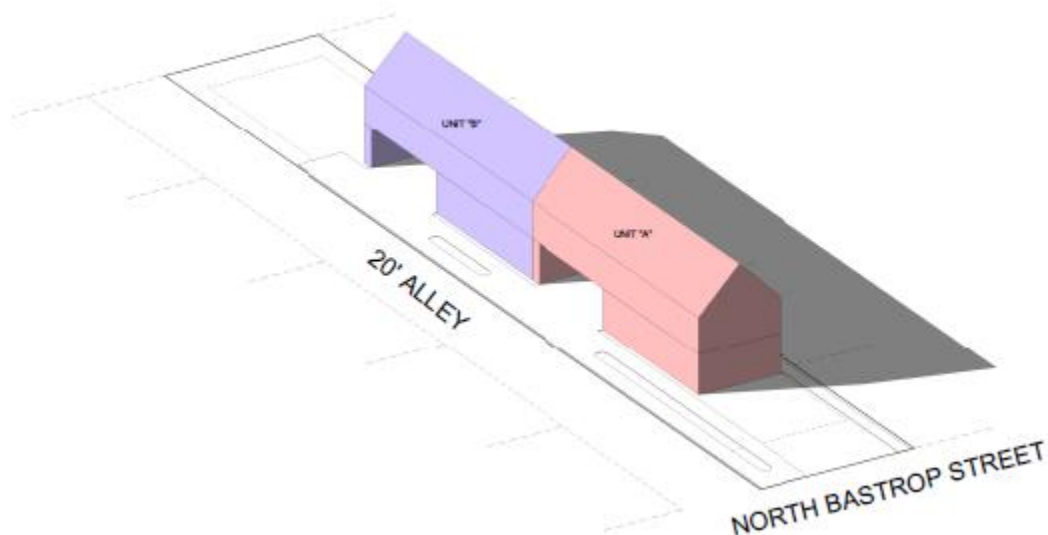
Due to the fact that the property lot is a nonconforming lot, we are requesting

1. Minimum Lot Width Variance – reduce to 40 ft
2. Setback Waiver - the side setbacks to 5', the front to 20' and the rear to 10'
3. Zoning: TF (Two-Family) – currently it doesn't have zoning assigned ( per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: **707 BASTROP ST TX 78653**

Please see below conceptual design of the proposed TF (duplex). In Appendix B, please find conceptual design work from our architect.



Please help to grant these requests and let me know if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Katherine Chen'.

Katherine Chen  
Savvy ATX Realty

## Appendix A - Property Deed History

**PID 240850 | 707 BASTROP ST**Property Summary Report | 2022  
Online Services | TRAVIS COUNTY APPRAISAL DISTRICT**GENERAL INFO****ACCOUNT**

Property ID: 240850  
 Geographic ID: 0237590602  
 Type: R  
 Zoning:  
 Agent:  
 Legal Description: S40FT OF LOT 6-10 BLK 1 LANE A E  
 ADDN

Property Use:

**OWNER**

Name: CHEN WENKAI  
 Secondary Name:  
 Mailing Address: 1132 NORTHWESTERN AVE UNIT A  
 AUSTIN TX US 78702  
 Owner ID: 1435182  
 % Ownership: 100.00  
 Exemptions:

**LOCATION**

Address: 707 BASTROP ST TX 78653

Market Area:

Market Area CD: B0850

Map ID: 023460

**PROTEST**

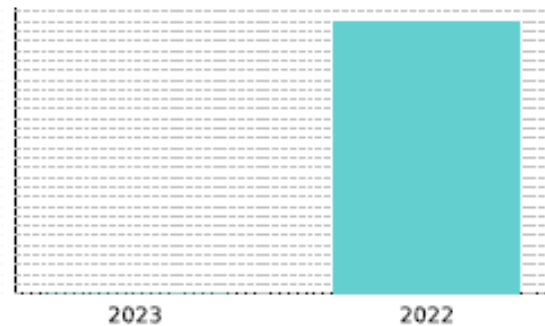
Protest Status:

Informal Date:

Formal Date:

**VALUES****CURRENT VALUES**

Land Homesite: \$0  
 Land Non-Homesite: \$70,000  
 Special Use Land Market: \$0  
 Total Land: \$70,000  
 Improvement Homesite: \$0  
 Improvement Non-Homesite: \$0  
 Total Improvement: \$0  
 Market: \$70,000  
 Special Use Exclusion (-): \$0  
 Appraised: \$70,000  
 Value Limitation Adjustment (-): \$0  
 Net Appraised: \$70,000

**VALUE HISTORY**

Values for the current year are preliminary and are subject to change.

**VALUE HISTORY**

Year	Land Market	Improvement	Special Use Exclusion	Appraised	Value Limitation Adj (-)	Net Appraised
2023	N/A	N/A	N/A	N/A	N/A	N/A
2022	\$70,000	\$0	\$0	\$70,000	\$0	\$70,000



**TAXING UNITS**

Unit	Description	Tax Rate	Net Appraised	Taxable Value
03	TRAVIS COUNTY	0.318239	\$70,000	\$70,000
05	CITY OF MANOR	0.747000	\$70,000	\$70,000
0A	TRAVIS CENTRAL APP DIST	0.000000	\$70,000	\$70,000
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.098684	\$70,000	\$70,000
34	MANOR ISD	1.352000	\$70,000	\$70,000
68	AUSTIN COMM COLL DIST	0.098700	\$70,000	\$70,000
72	TRAVIS CO ESD NO 12	0.100000	\$70,000	\$70,000

DO NOT PAY FROM THIS ESTIMATE. This is only an estimate provided for informational purposes and may not include any special assessments that may also be collected. Please contact the tax office for actual amounts.

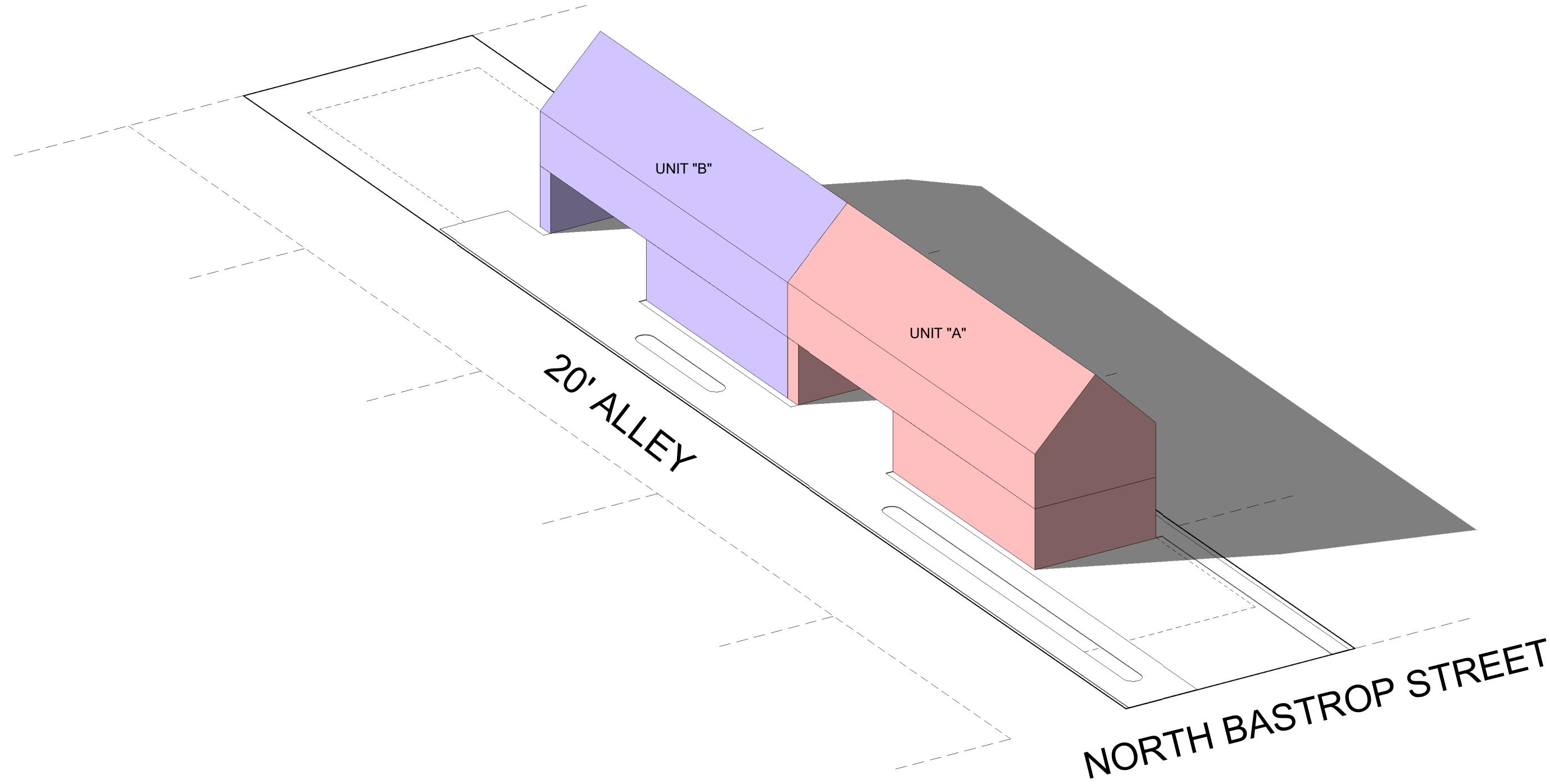
**IMPROVEMENT****LAND**

Land	Description	Acres	SQFT	Cost per SQFT	Market Value	Special Use Value
LAND	Land	0.2296	10,000.06	\$7.00	\$70,000	\$0

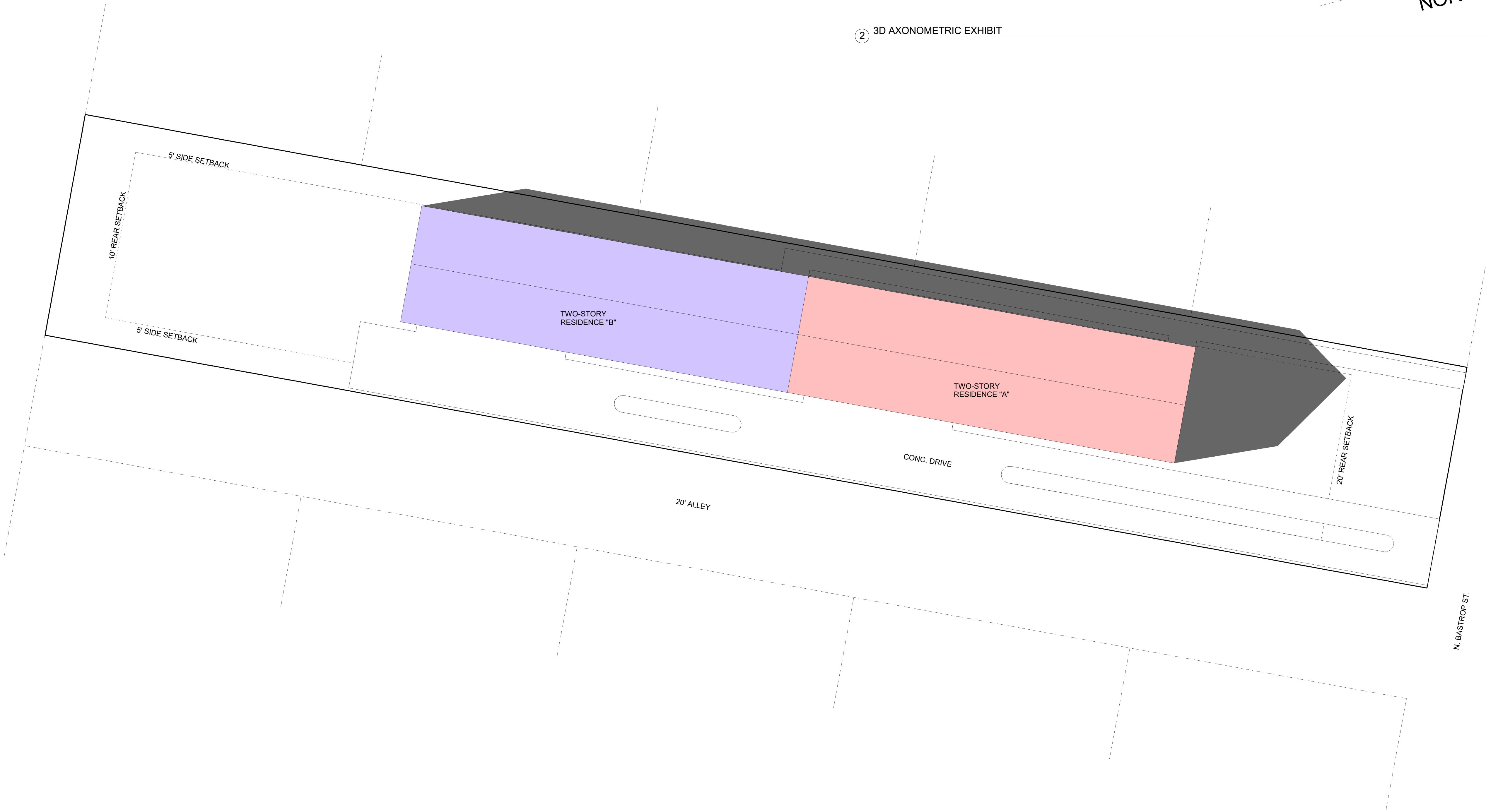
**DEED HISTORY**

Deed Date	Type	Description	Grantor/Seller	Grantee/Buyer	Book ID	Volume	Page	Instrument
8/21/21	WD	WARRANTY DEED	HUTCHINS BARBARA JEAN	CHEN WENKAI				2021189596
2/16/83	WD	WARRANTY DEED	HUTCHINS BARBARA	HUTCHINS BARBARA JEAN		07996	00320	
2/16/83	WD	WARRANTY DEED		HUTCHINS BARBARA		07996	00320	
2/16/83	WD	WARRANTY DEED	BURNS JACK ESTATE			07996	00320	

Appendix B - Conceptual TF (Duplex) Architectual Design



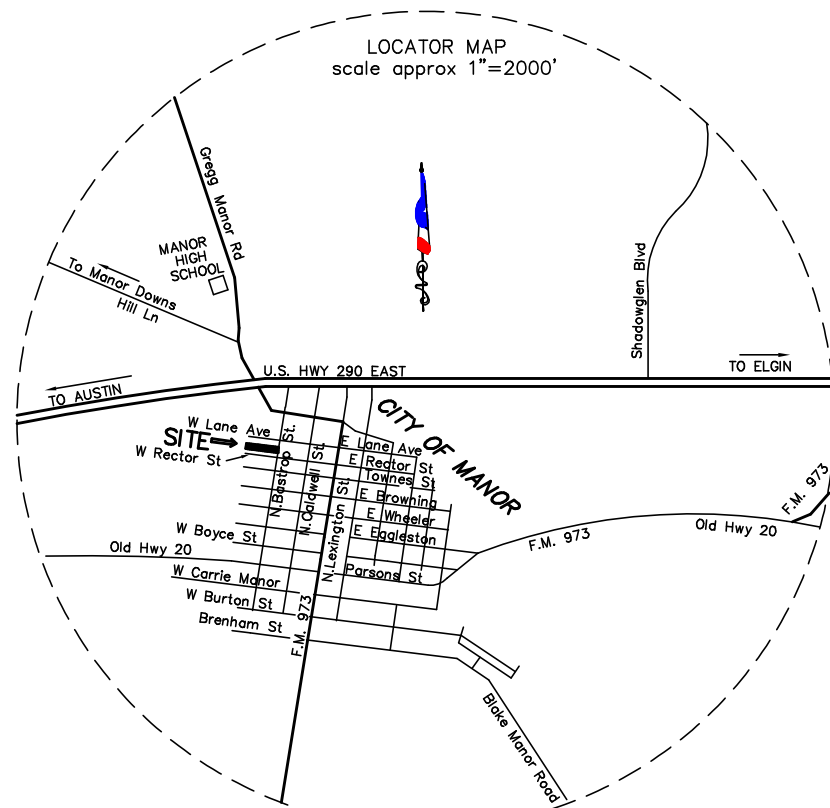
2 3D AXONOMETRIC EXHIBIT



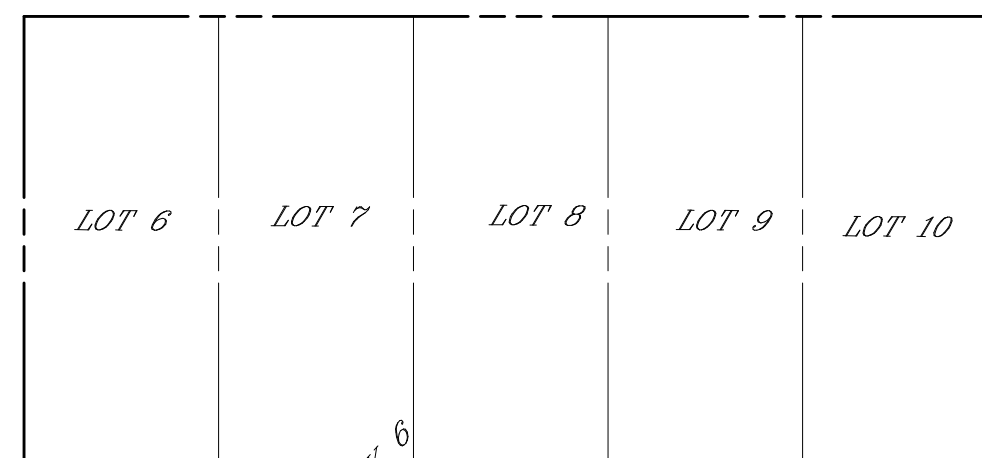
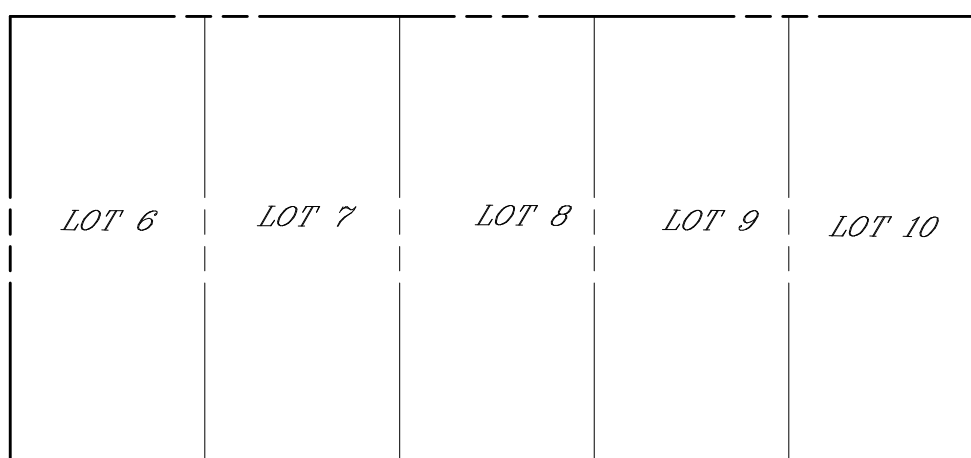
CONCEPT SITE PLAN INFORMATION:	
LOT SIZE:	9,986 SF
BUILDING COVER:	
UNIT "A":	1,500 SF
UNIT "B":	1,500 SF
TOTAL:	3,000 SF
PAVED AREA:	
DRIVEWAY:	2,131 SF
SIDEWALK:	382 SF
TOTAL:	2,513 SF
TOTAL IMPERVIOUS COVER:	5,513 SF
IMPERVIOUS COVER %:	55.2%
PRINCIPAL STRUCTURE %:	15%
PRINCIPAL/ACCESSORY %:	30%

1 SITE PLAN  
1" = 10'-0"

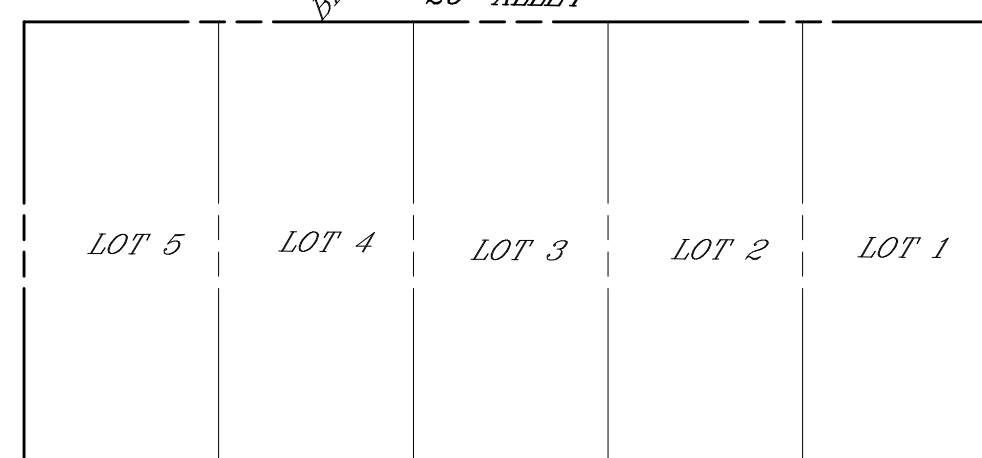
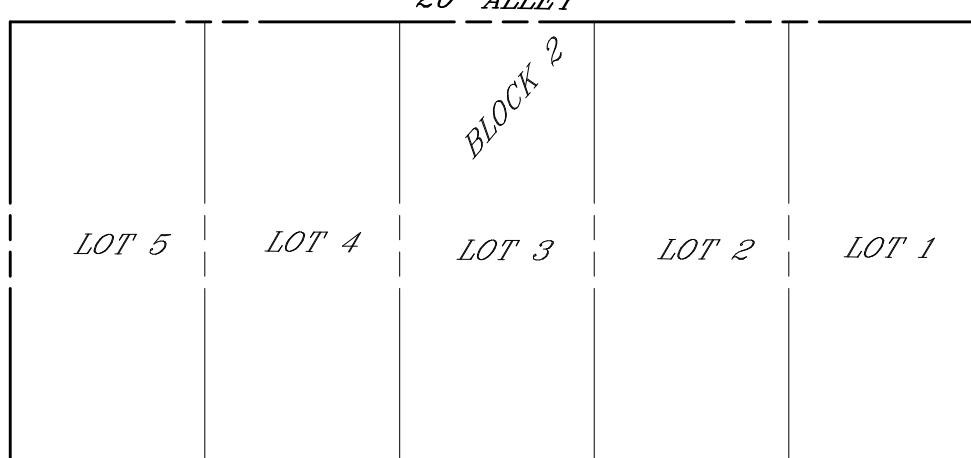
# RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR SHORT FORM FINAL PLAT



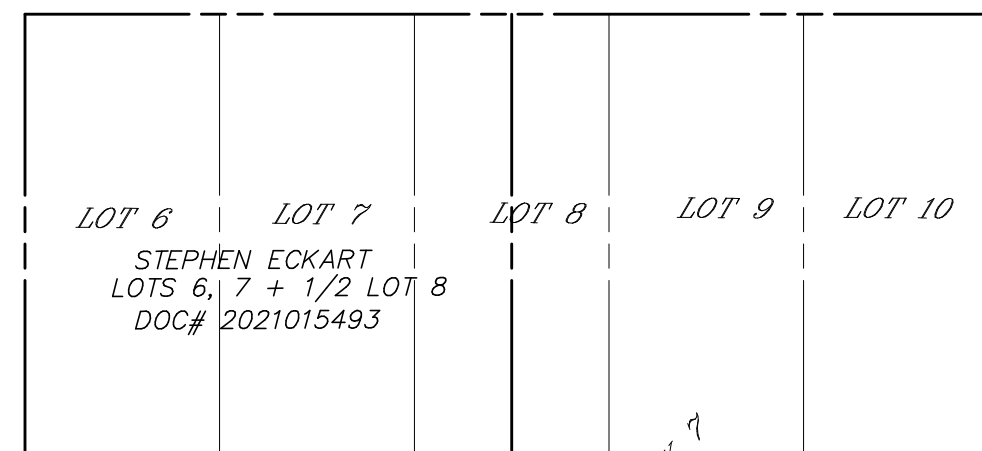
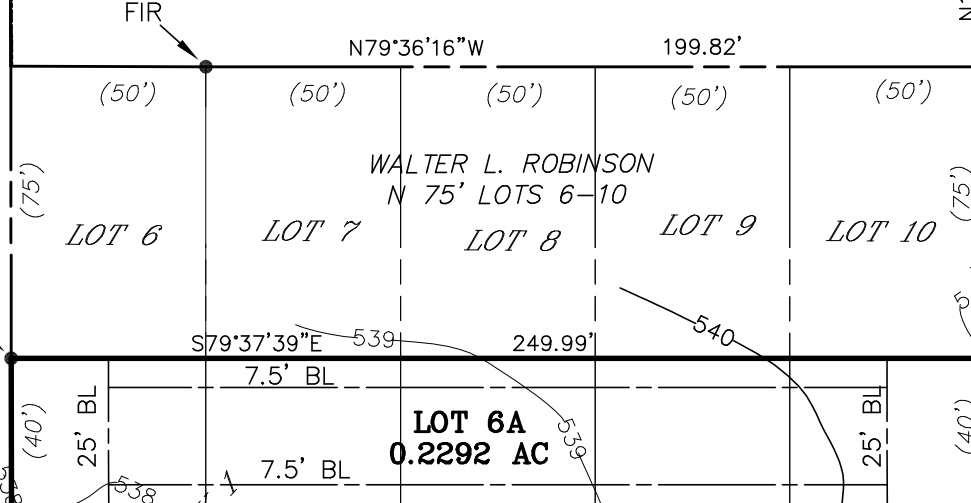
WEST MURRAY ST



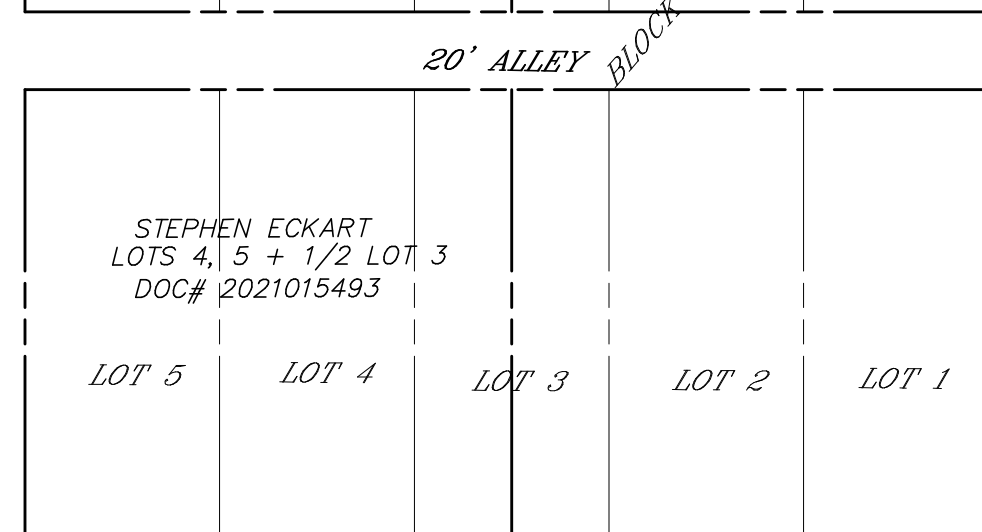
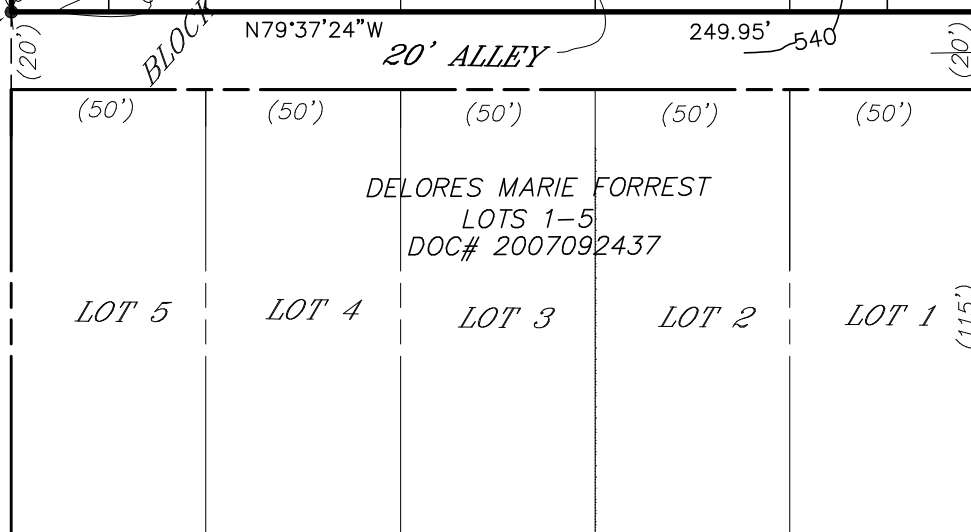
20' ALLEY



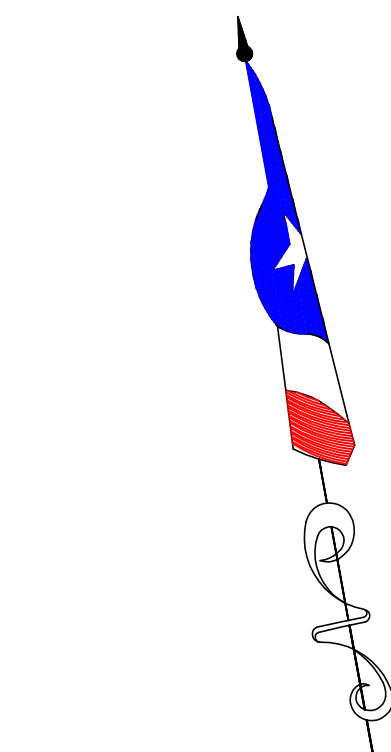
WEST LANE AVENUE  
60' ROW



NORTH BASTROP STREET  
80' ROW



RECTOR STREET  
60' ROW



RIVER CITY PARTNERS LTD  
20.00 AC  
DOC# 2005128121  
LOT 1 RIATA FORD MANOR

## LEGEND

FOUND 1/2" IRON ROD FIR  
FOUND 1/2" IRON ROD W/CAP FIRC  
BUILDING LINE BL  
**BENCHMARK BM:**  
Mag nail in asphalt;  
Elevation 542.21' NAVD88

**BEARING BASE:**  
THE BEARINGS SHOWN HEREON ARE CENTRAL TEXAS ZONE  
STATE PLANE COORDINATES, BASED ON LOCAL NETWORK  
GPS OBSERVATION.

## GRAPHIC SCALE



( IN FEET )  
1 INCH = 50 FT.

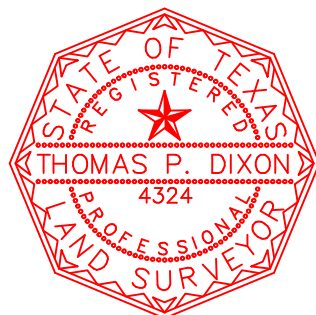
## Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE CITY OF MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, JANUARY 17, 2023

THOMAS P. DIXON R.P.L.S. #4324

4/18/23  
DATE

WATERLOO SURVEYORS LLC  
P.O. BOX 160176  
AUSTIN, TEXAS 78716-0176  
Phone: 512-481-9602  
www.waterloosurveyors.com  
FIRM# 10124400  
A1079P



## FIELD NOTES

0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, CONVEYED TO WENKAI CHEN BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS. FOR WHICH A MORE PARTICULAR DESCRIPTIONS BY METES AND BOUNDS IS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found with cap(premier) in the west right of way of North Bastrop Street, at the SE corner of that certain 0.2292 acre of land described in Document No. 2021189596, Official Public Records, Travis County, Texas, same being the SE corner of Lot 10, Block 1, A.E. Lane's Addition to the town of Manor, a subdivision in Travis County, Texas, according to the map or plat recorded in Volume 2, Page 223, Plat Records, for the SE corner hereof, and further being in the north line of the 20 foot alley in Block 1;

THENCE N79°37'24"W, along said alley for a distance of 249.95 feet to a 1/2" iron rod with cap(premier) found at the SW corner of Lot 6, Block 1, for the SW corner hereof, same being in the west line of a 20.00 acre tract conveyed to River City Partners LTD by deed recorded in Document No. 2005128121, Official Public Records;

THENCE N10°18'08"E along said west line hereof for a distance of 39.94 feet to a 1/2" iron rod with cap(premier) found at the NW corner hereof, also being the south line of a tract conveyed to Walter L. Robinson, being the North 75 feet of lots 6-10, Block 1;

THENCE S79°37'39"E, crossing through said lots for a distance of 249.99 feet to a 1/2" iron rod with cap(premier) found in the west line of North Bastrop Street, in the east line of Lot 10, for the NE corner hereof, from which point a 1/2" iron rod found at the NE corner of Lot 10 bears N10°15'22"E at a distance of 74.81 feet;

THENCE S10°21'28"W along the west ROW of North Bastrop Street for a distance of 39.96 feet to the POINT OF BEGINNING of this tract, containing 0.2292 acres of land, more or less.

## OWNER:

WENKAI CHEN  
1132 NORTHWESTERN AVE UNIT A  
AUSTIN, TEXAS 78702

## LEGAL DESCRIPTION:

0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS.

PROPOSED 1 RESIDENTIAL LOT

PREPARATION DATE: JANUARY 17, 2023

SUBMITTAL DATE: APRIL 27, 2017

PAGE 2 OF 2



RESUBDIVISION OF PORTION OF LOTS 6–10 A.E. LANE’S ADDITION TO THE TOWN OF MANOR  
SHORT FORM FINAL PLAT

State of Texas:  
County of Travis:   KNOW ALL PERSONS BY THESE PRESENTS:

THAT I, WENKAI CHEN, OWNER OF 0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, IN THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6–10, BLOCK 1, A.E. LANE’S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 2, PAGE 226, PLAT RECORDS, CONVEYED TO ME BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, DO HEREBY RESUBDIVIDE SAID 0.2292 ACRES PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, TO BE KNOWN AS:

RESUBDIVISION OF A PORTION OF LOTS 6–10, A.E. LANE’S ADDITION TO THE TOWN OF MANOR

AND DO DEDICATE TO THE PUBLIC FOREVER THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
WENKAI CHEN  
1132 NORTHWESTERN AVE UNIT A  
AUSTIN, TEXAS 78702

State of Texas:  
County of Travis:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED WENKAI CHEN, KNOWN KNOWN TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_, A.D., NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS.

NOTARY: \_\_\_\_\_  
PRINT OR STAMP NAME HERE MY COMMISSION EXPIRES

JURISDICTION

THIS SUBDIVISION IS LOCATED WITHIN THE FULL PURPOSE JURISDICTION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

APPROVED: ATTEST:

\_\_\_\_\_  
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 202\_\_.

APPROVED: ATTEST:

\_\_\_\_\_  
DR. CHRISTOPHER HARVEY, MAYOR LLUVIA T. ALMARAZ, CITY SECRETARY

NOTES:

1. WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER AND WASTEWATER DEPARTMENT FOR REVIEW.
2. ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
3. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER SUPPLY COMPANY AND TO CITY OF MANOR WASTEWATER SERVICE.
4. PRIOR TO CONSTRUCTION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
5. PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF MANOR FOR REVIEW. RAINFALL RUN–OFFS SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED METHODS.
6. THE PROPERTY OWNERS OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY.
7. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
8. BUILDING SET–BACK LINES ARE IN CONFORMANCE WITH CITY OF MANOR ZONING REGULATIONS.
9. NO PORTION OF THIS TRACT IS IN A FLOOD HAZARD ZONE AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD BOUNDARY MAP AS PER MAP NO. 48453C0485J, TRACT IS IN ZONE X, DATED AUGUST 18, 2014
10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WASTEWATER SYSTEM.
11. WATER IS SUPPLIED BY THE CITY OF MANOR.
12. THE PROPOSED USAGE IS RESIDENTIAL.
13. PLAT WILL REQUIRE A SETBACK VARIANCE.
14. PLAT WILL REQUIRE A LOT–WIDTH VARIANCE.
15. A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTROP STREET.
16. PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.

COUNTY CLERK

State of Texas:  
County of Travis:

I, DYANA LIMON–MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND IT’S CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_, A.D. AT \_\_\_\_O’CLOCK \_\_\_\_M., DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_ , 202\_\_ A.D. AT \_\_\_\_ O’CLOCK\_\_\_\_M., PLAT RECORDS IN SAID COUNTY AND STATE IN DOCUMENT NO. \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

DYANA LIMON–MERCADO, COUNTY CLERK TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
BY DEPUTY

FEB 16-83 2255

WARRANTY DEED

3-10 6028

THE STATE OF TEXAS  
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS:

That Johnnie Mae Fisher

of the County of Travis and State of Texas for and in  
consideration of the sum of Ten (\$10.00) Dollars and the payment of real property taxes,  
and other valuable consideration to the undersigned paid by the grantee herein named, the receipt of  
which is hereby acknowledged,

have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto  
Barbara Hutchins, whose address is 4804 B Hillspring Circle, Austin, Texas 78721  
of the County of Travis and State of Texas, all of  
the following described real property in Travis County, Texas, to-wit:

The South Forty (40) feet of Lots 6-10, Block 1, A. E. LANE ADDITION, an addition in  
Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat  
Records, Travis County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and  
appurtenances thereto in anywise belonging, unto the said grantee her heirs and assigns  
forever; and I do hereby bind myself, my heirs, executors and administrators to  
WARRANT AND FOREVER DEFEND all and singular the said premises unto the said grantee, her  
heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This conveyance is made subject to all easements, covenants, restrictions and conditions  
of record pertaining to the above described property, as recorded in the office of the  
Travis County Clerk.

Grantor warrants that the above described property is her sole and separate property,  
acquired by descent and distribution from her mother, Carrie Sorrells.

EXECUTED this 16th day of February, A.D. 19 83

DEED RECORDS  
Travis County, Texas

Johnnie Mae Fisher  
Johnnie Mae Fisher

7996 320

Mailing address of each grantee:

Name: Barbara Hutchins  
Address: 4804 B Hillspring  
Austin, TX 78721

Name:  
Address:

3-10 6029

(Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by Johnnie Mae Fisher

My commission expires:

NOTARY SEAL

May 28, 1985

16 day of February, 19 83

Cheryl D. Melrose

Cheryl D. Melrose

Notary Public, State of Texas  
Notary's printed name:

(Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by

day of, 19

My commission expires:

Notary Public, State of Texas  
Notary's printed name:

(Corporate Acknowledgment)

STATE OF TEXAS  
COUNTY OF

This instrument was acknowledged before me on the  
by  
of  
a corporation, on behalf of said corporation.

My commission expires:

Notary Public, State of Texas  
Notary's printed name:

AFTER RECORDING RETURN TO:

Barbara Hutchins  
4804 B Hillspring  
Austin, TX 78721

STATE OF TEXAS COUNTY OF TRAVIS  
I hereby certify that this Instrument was FILED on the  
state and at the time stamped hereon by me; and was duly  
RECORDED in the Volume and Page of the named RECORDS  
of Travis County, Texas, as stamped hereon by me, on

FEB 17 1983



Loris D. Hampshire  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

7996

321



to a grade parallel with the longitudinal street grade, and the ground elevation at the right-of-way line shall be not more than two (2) feet, nor less than three (3) inches above the elevation of the top of the adjacent curb. Landing walks of a width not less than eighteen (18) inches may be installed abutting the rear of the curb.

Sec. 6.5 LOTS: Standards that apply to residential lots follow.

6.501. Lot Size: All lots within subdivisions within the jurisdiction of this Ordinance, both inside and outside the City, shall meet the following conditions:

A. The depth of any lot shall not exceed three (3) times the average of the front lot and rear lot dimensions.

B. The minimum area of any lot shall be not less than seventy five hundred (7,500) square feet. For lots not to be served by sanitary sewer, where results of a percolation test prescribed by the Travis County Health Officer deems the minimum lot area insufficient, the City shall require additional area sufficient to accommodate the sanitary facilities deemed necessary by the Travis County Health Officer; provided that if the lot is within an area officially designated commercial by the City Council, then, such lot size shall be adequate to meet anticipated needs.

C. Corner lots shall have a minimum width of seventy-five (75) feet.

D. Minimum usable lot depths for lots backing on natural drainage easements shall be not less than one hundred (100) feet measured between front lot line and drainage easement.

6.502. Lot Facing:

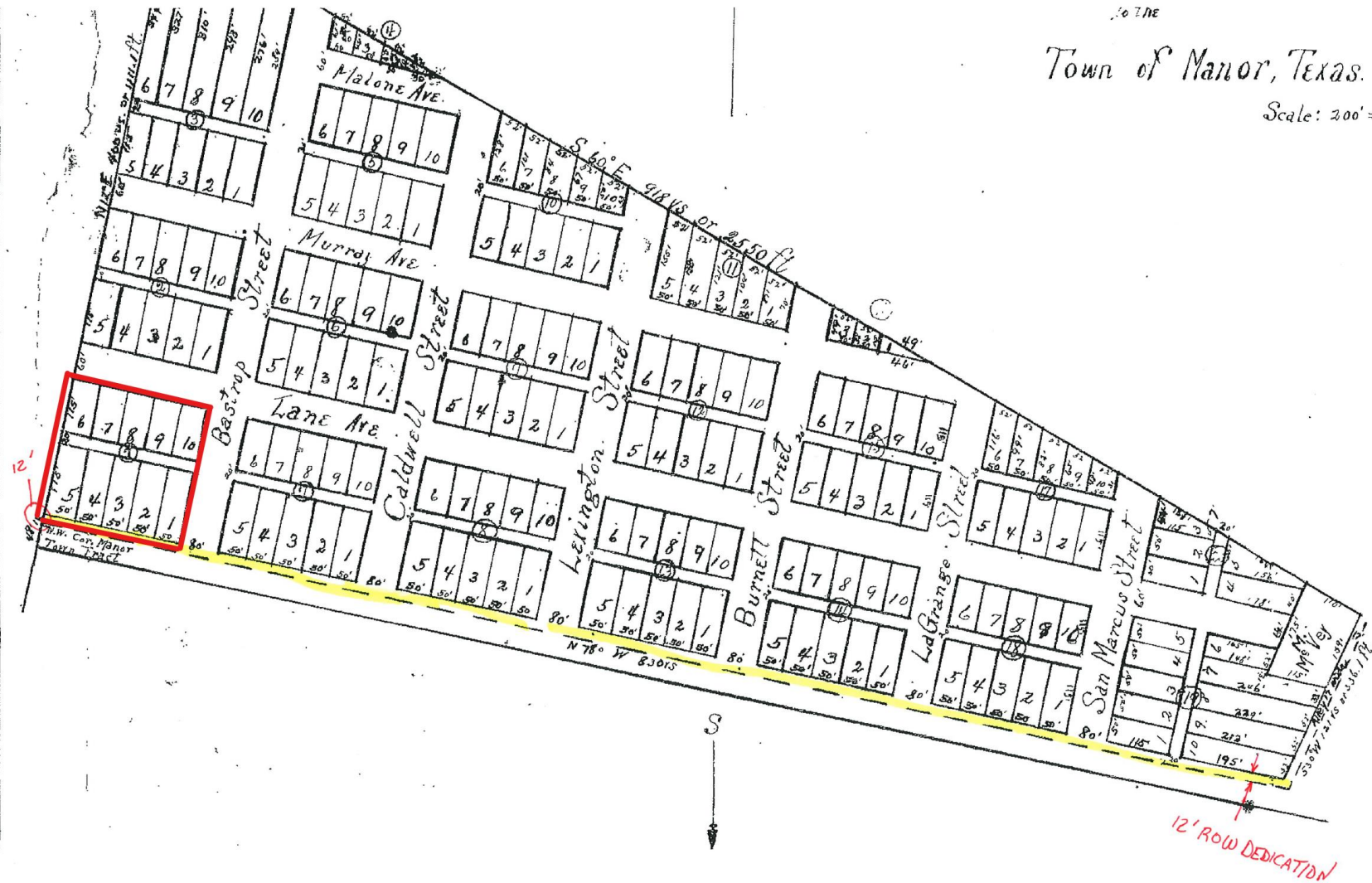
A. Street Frontage: Each lot shall be provided with the minimum frontage on an existing or proposed public street required by the Zoning Ordinance.

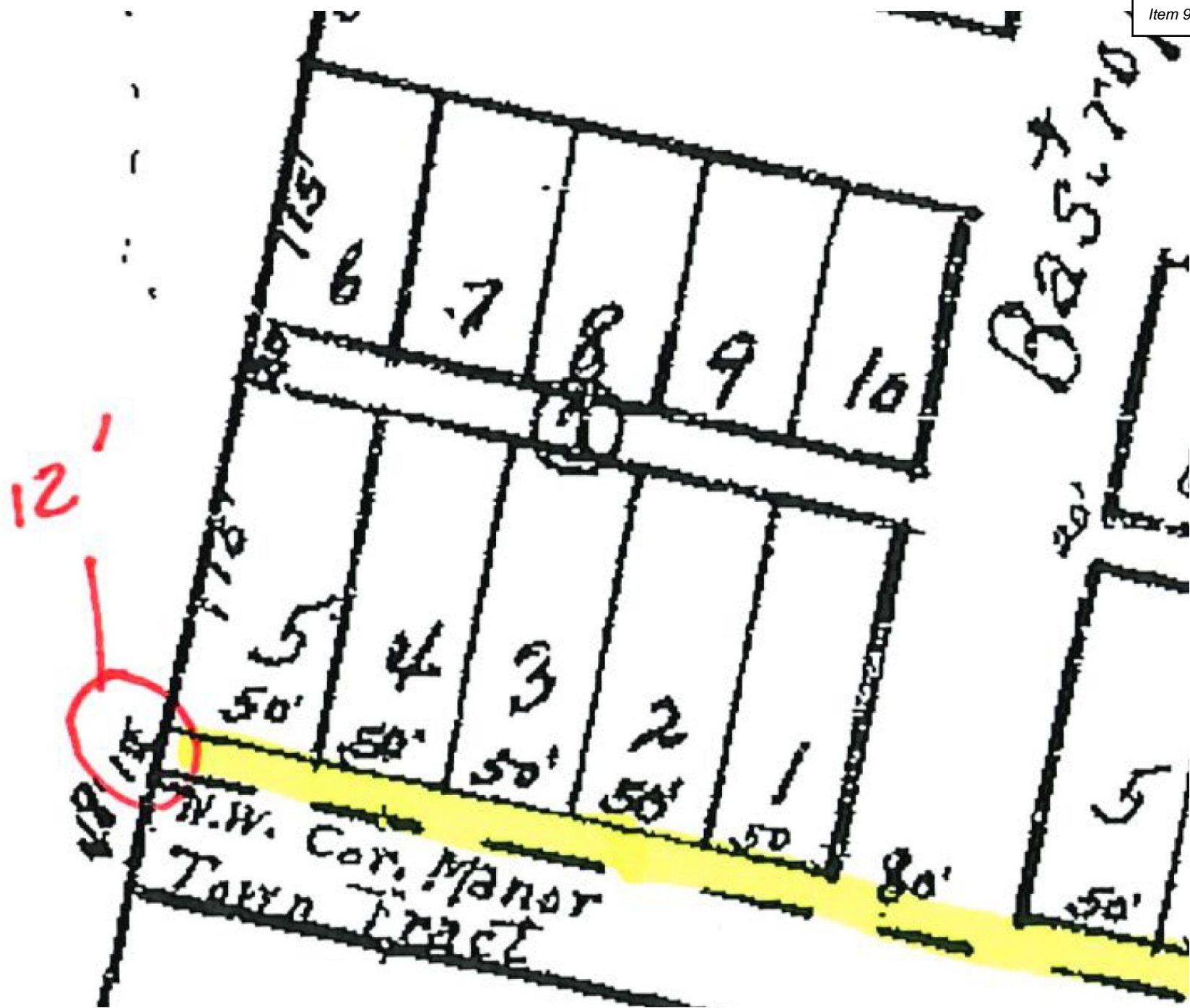
# A.E. LANE ADDITION PLAT MAP

Item 9.

Town of Manor, Texas.

Scale: 200' = 1 inch.









1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Thursday, April 6, 2023

Katherine Chen  
SAVVY ATX REALTY LIMITED LIABILITY COMPANY  
100 Congress AVE STE 2000, Austin TX 78701  
Austin TX 78701  
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF  
Job Address: 707 Bastrop, Manor, TX. 78653

Dear Katherine Chen,

The first submittal of the 707 Bastrop St Short Form Final Plat (*Short Form Final Plat*) submitted by SAVVY ATX REALTY LIMITED LIABILITY COMPANY and received on April 19, 2023, 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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
4. Provide the location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
6. Provide the following note "Performance and maintenance guarantees as required by the City".

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,

A handwritten signature in black ink, appearing to read "Tyler Shows", followed by a long horizontal flourish.

Tyler Shows  
Staff Engineer  
GBA

# Answers to Engineer Review

Item 9.

April 18, 2023

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

Re: 707 BASTROP ST TX 78653  
Permit Number 2023-P-1522-SF

**Dear Mr. Dunlop,**

We received the review/feedback related to “707 Bastrop St Short Form Final Plat” and revised the project plans accordingly to address the comments noted. Please see the details of our revisions below.

**Engineer Review – Please see our answers in red pen below.**

1. Note: Submit the short form final plat as one PDF, not individual sheets.
  - Katherine: Done. We combined it to one PDF.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
  - Katherine: The water will be supplied by City of Manor. Please see Notes 3.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
  - Katherine: Done. Please see the updates in the PDF, all corners were updated.
4. Provide the location of building setback lines, as required by the City’s Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007 \
- Katherine: Building setback lines were updated. Per Tyler: “The second part of comment #4 is a standard comment that the City of Manor uses, based on this Short Form Final Plat, since there are already existing utilities in the area (within existing easements) no additional easements are required.”, hence no additional easements are required.
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
  - Katherine: Since the sidewalk will be proposed during the construction, we added Notes 15 “15.A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTIROP STIREET.”
6. Provide the following note “Performance and maintenance guarantees as required by the City”.
  - Katherine: Done. Please see Notes 16. “16: PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.”

Please let me know if you have any questions.  
Respectfully,



Katherine Chen  
Savvy ATX Realty





1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

Date: Monday, May 15, 2023

Katherine Chen  
SAVVY ATX REALTY LIMITED LIABILITY COMPANY  
100 Congress AVE STE 2000, Austin TX 78701  
Austin TX 78701  
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF  
Job Address: 707 Bastrop, Manor 78653

Dear Katherine Chen,

We have conducted a review of the final plat for the above-referenced project, submitted by Katherine Chen and received by our office on April 19, 2023, 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.  
Lead AES  
GBA



5/31/2023

## City of Manor Development Services

# Notification for a Subdivision Short Form Final Plat

Project Name: 707 Bastrop St Short Form Final Plat  
 Case Number: 2023-P-1522-SF  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

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 707 Bastrop St, 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 one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX.**

***Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY***

***Owner: Wenkai Chen***

The Planning and Zoning Commission will meet at 6:30PM on 6/14/2023 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.

**105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • WWW.CITYOFMANOR.ORG**

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1301 CHICON ST 303  
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL ANEL  
CASTILLO MENDIETA  
305 W TOWNES ST  
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE  
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DISTR DISTRICT  
PO BOX 359  
MANOR TX 78653-0359

TURMAN THOMAS M  
21609 UNION LEE CHURCH RD  
MANOR TX 78653-5329



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 12, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

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

**Applicant:** Saavy ATX Realty LLC

**Owner:** Wenkai Chen

### BACKGROUND/SUMMARY:

This is a narrow (40') but deep (250') lot on North Bastrop Street. Sometime in the 1980s, or possibly even 1950's, the 5 lots on West Lane Ave were broken up and the back 40' of each lot was sold to create this 40' x 250' lot. Its unique size and shape makes it more challenging to develop but the applicant is seek to rezone it from Single Family Suburban (SF-1) to Two-Family (TF) to be able to place a two-family building on the property. The lot meets the minimum lot size for a Two-Family lot, it's 10,000 sf while the minimum is 8,750 sf, however the narrowness of the lot will require a variance when it is platted to the lot width and setbacks to make development feasible. These variances would be necessary even if the property remained zoned SF-1.

The Comprehensive Plan's Future Land Use Map has this general area as Community Mixed-Use which generally seeks higher densities, but given the character of the neighborhood and unique lot size, a two-family dwelling unit would be appropriate and achieve some of the goals of the Plan including: LU2 – encourage a range of product types and lot sizes, ED14 – encourage diverse housing in terms of type and affordability to align with workforce needs, LU.A – encourage a balanced mix of residential, commercial, and employment uses at varying densities and intensities to reflect gradual transition from urban to suburban to rural development, LU.B – promote more compact, higher density, well-connected development within appropriate infill locations, LU 1 – encourage innovative forms of compact, pedestrian friendly development and wider array of affordable housing choices through smart regulatory provisions and incentives, DU 11 – increase development of housing units close to multi-modal infrastructure and mixed-use developments, including in Downtown.

This item was postponed at the April 12<sup>th</sup> and the May 10<sup>th</sup> meetings so the applicant can provide updated renderings of the proposed units. Those have not been provided so the item is recommended to be pulled.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO  
**ATTACHMENTS:** YES

- Letter of intent
- Rezone Map
- Aerial Image

- Conceptual Layout
- FLUM
- Public Notice
- Mailing Labels

**STAFF RECOMMENDATION:**

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

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



# Letter of Intent

March 12, 2023

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

Re: **707 BASTROP ST TX 78653**

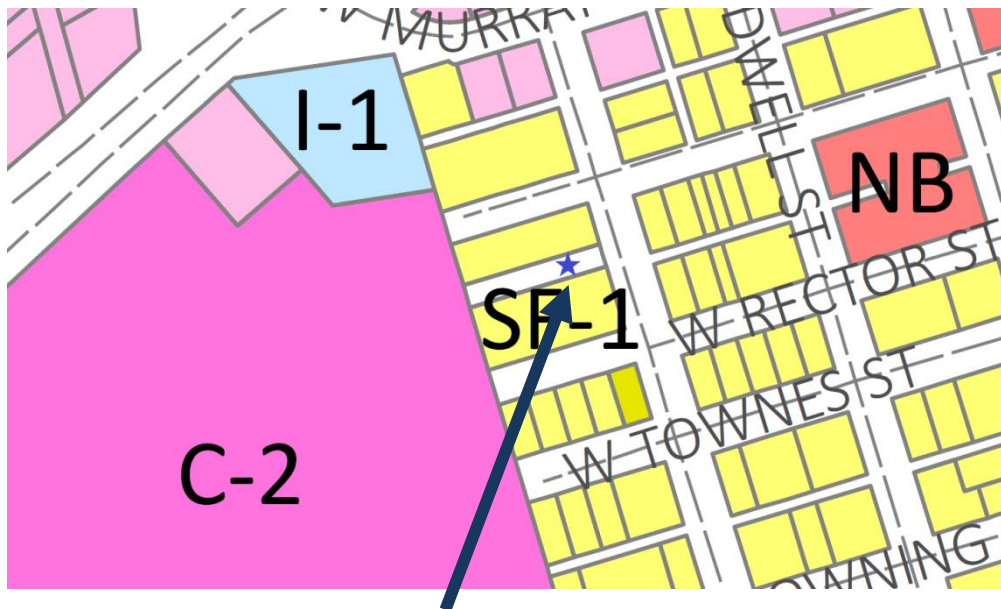
**Dear Mr. Dunlop,**

We are writing to you to zone the subject property to TF.

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.94 ft wide and 250 ft long, with a total of 9,986 sqft.

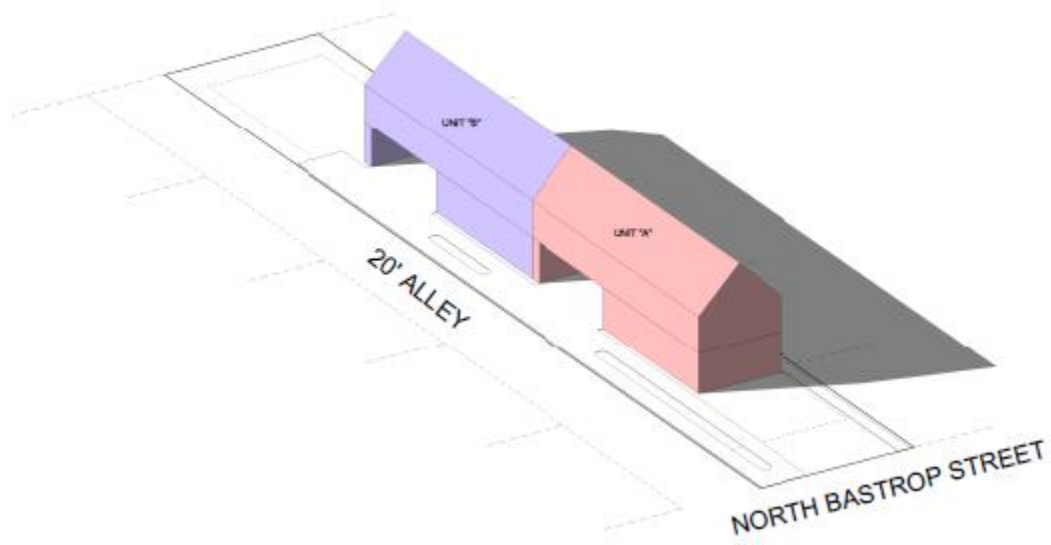
We are requesting to:

1. Zone it as TF (Two-Family) – currently it doesn't have zoning assigned ( (per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: **707 BASTROP ST TX 78653**

Please see below conceptual design of the proposed TF (duplex).

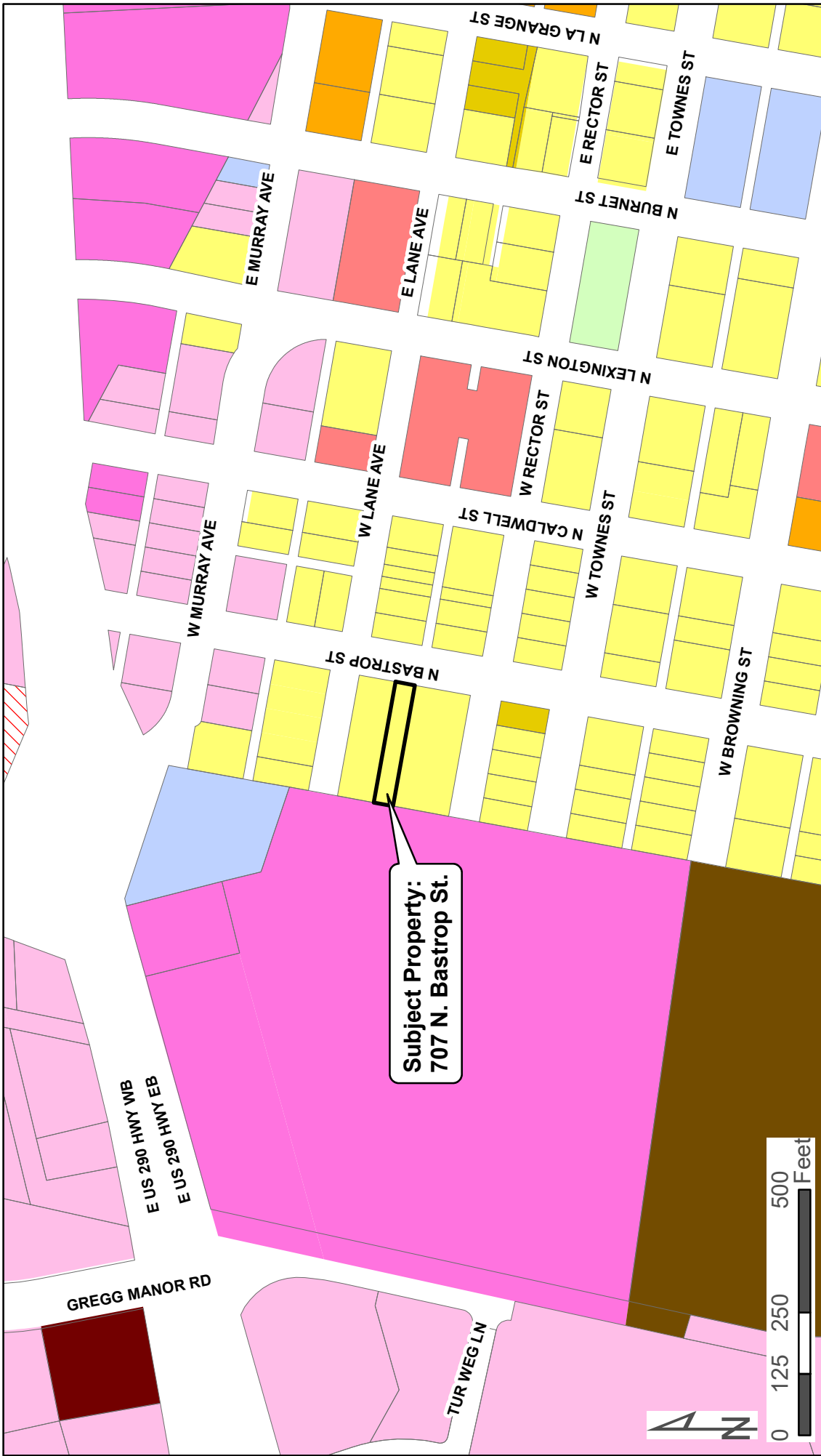


Please help to grant these requests and let me know if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Katherine Chen', is positioned below the 'Respectfully,' text.

Katherine Chen  
Savvy ATX Realty

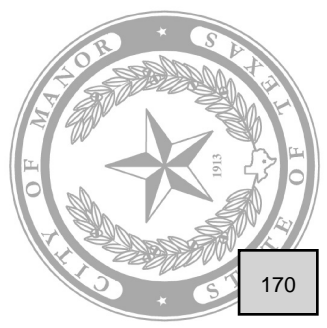


Subject Property:  
707 N. Bastrop St.

Zone		Item 10.	
GO - General Office	A - Agricultural	GO - General Office	GO - General Office
C-1 - Light Commercial	SF-1 - Single Family Suburban	C-1 - Light Commercial	C-1 - Light Commercial
C-2 - Medium Commercial	SF-2 - Single Family Standard	C-2 - Medium Commercial	C-2 - Medium Commercial
C-3 - Heavy Commercial	TF - Two Family	C-3 - Heavy Commercial	C-3 - Heavy Commercial
NB - Neighborhood Business	TH - Townhome	NB - Neighborhood Business	NB - Neighborhood Business
DB - Downtown Business	MF-1 - Multi-Family 15	DB - Downtown Business	DB - Downtown Business
IN-1 - Light Industrial	MF-2 - Multi-Family 25	IN-1 - Light Industrial	IN-1 - Light Industrial
IN-2 - Heavy Industrial	MH-1 - Manufactured Home	IN-2 - Heavy Industrial	IN-2 - Heavy Industrial
PUD - Planned Unit Development	I-1 - Institutional Small	PUD - Planned Unit Development	PUD - Planned Unit Development
ETJ	I-2 - Institutional Large	ETJ	ETJ

Current:  
Single Family Suburban (SF-1)

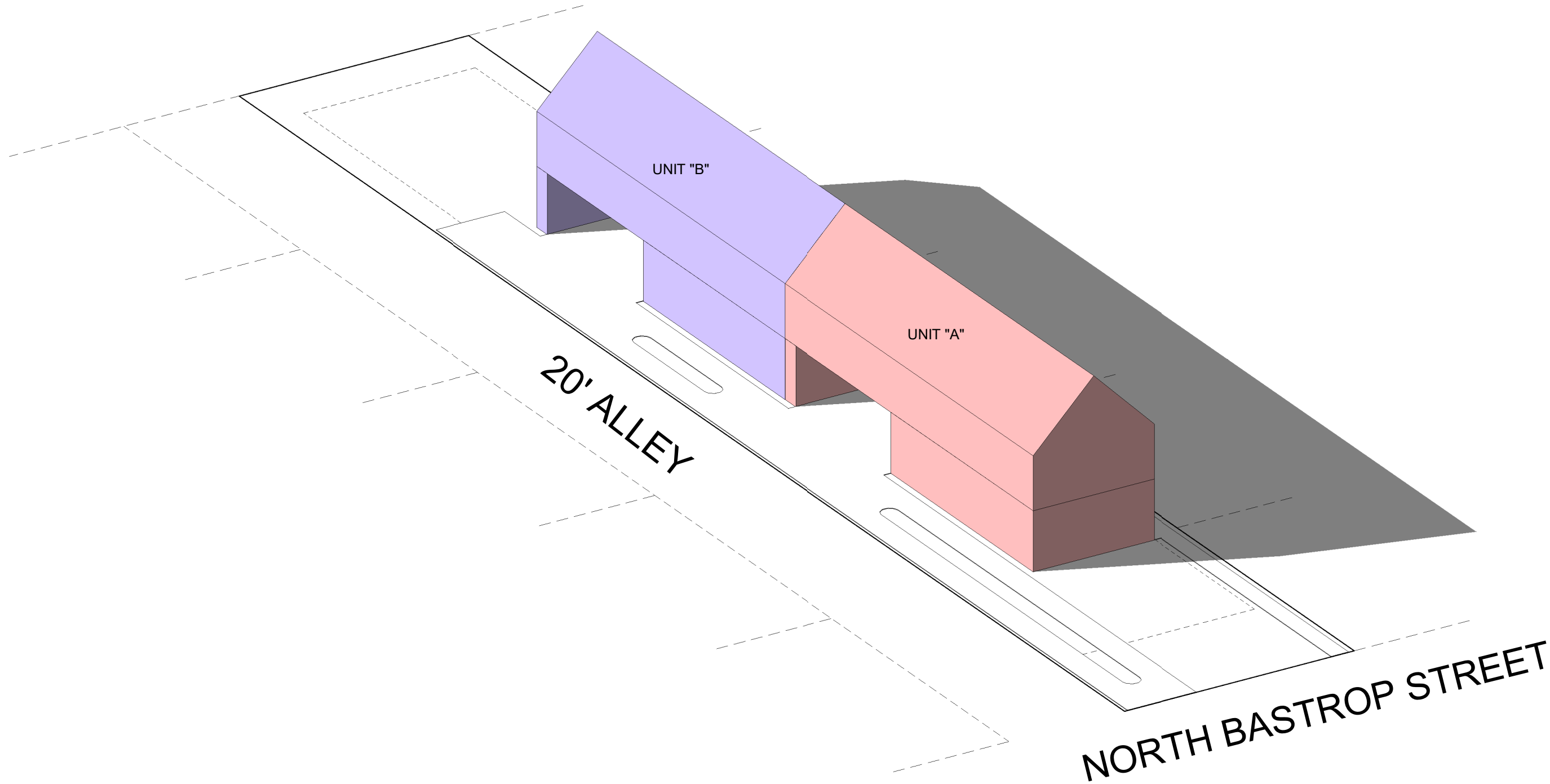
Proposed:  
Two-Family (TF)



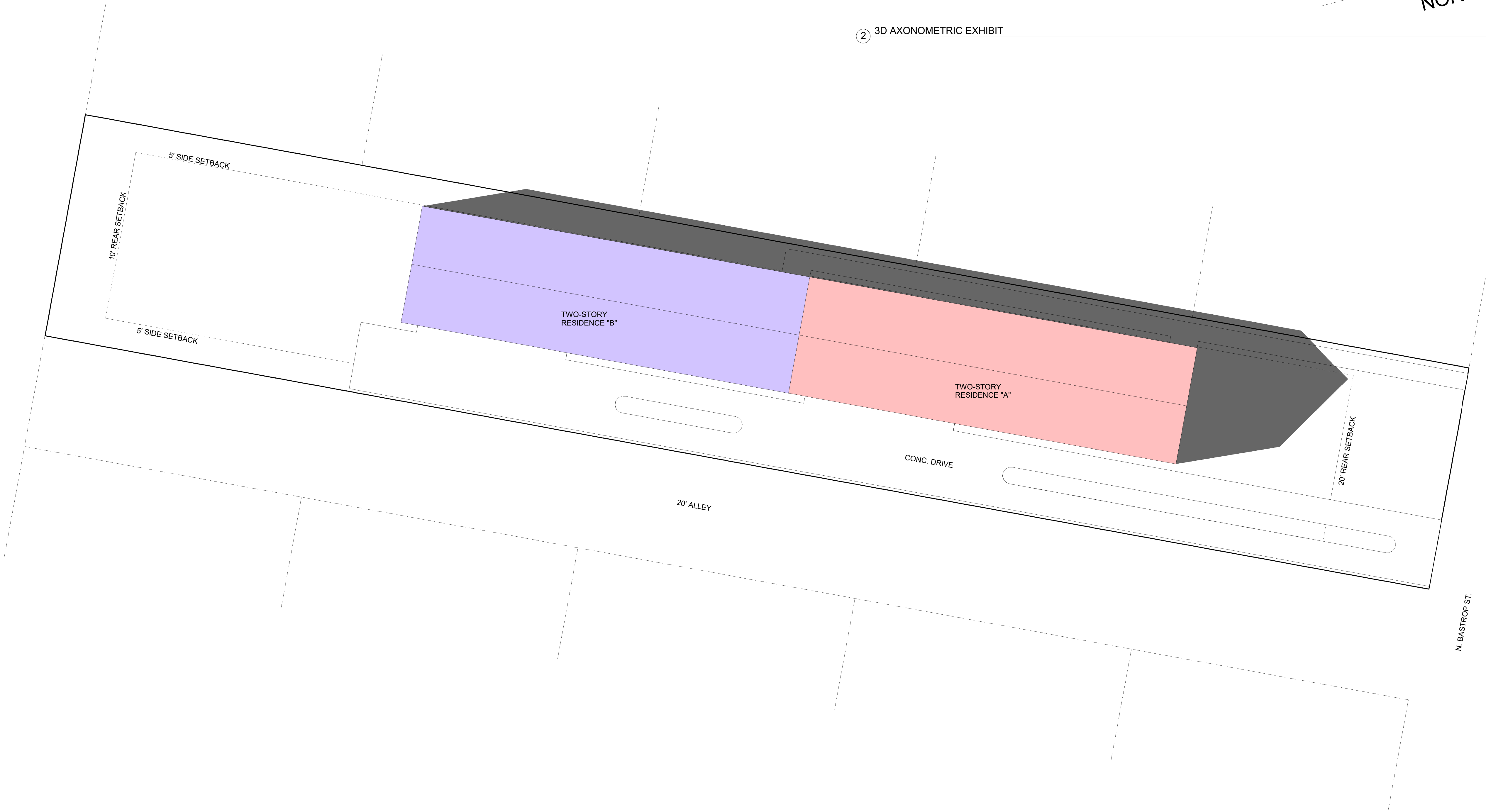








2 3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION:

LOT SIZE:	9,986 SF
BUILDING COVER:	
UNIT "A":	1,500 SF
UNIT "B":	1,500 SF
TOTAL:	3,000 SF
PAVED AREA:	
DRIVEWAY:	2,131 SF
SIDEWALK:	382 SF
TOTAL:	2,513 SF
TOTAL IMPERVIOUS COVER:	5,513 SF
IMPERVIOUS COVER %:	55.2%
PRINCIPAL STRUCTURE %:	15%
PRINCIPAL/ACCESSORY %:	30%

# COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

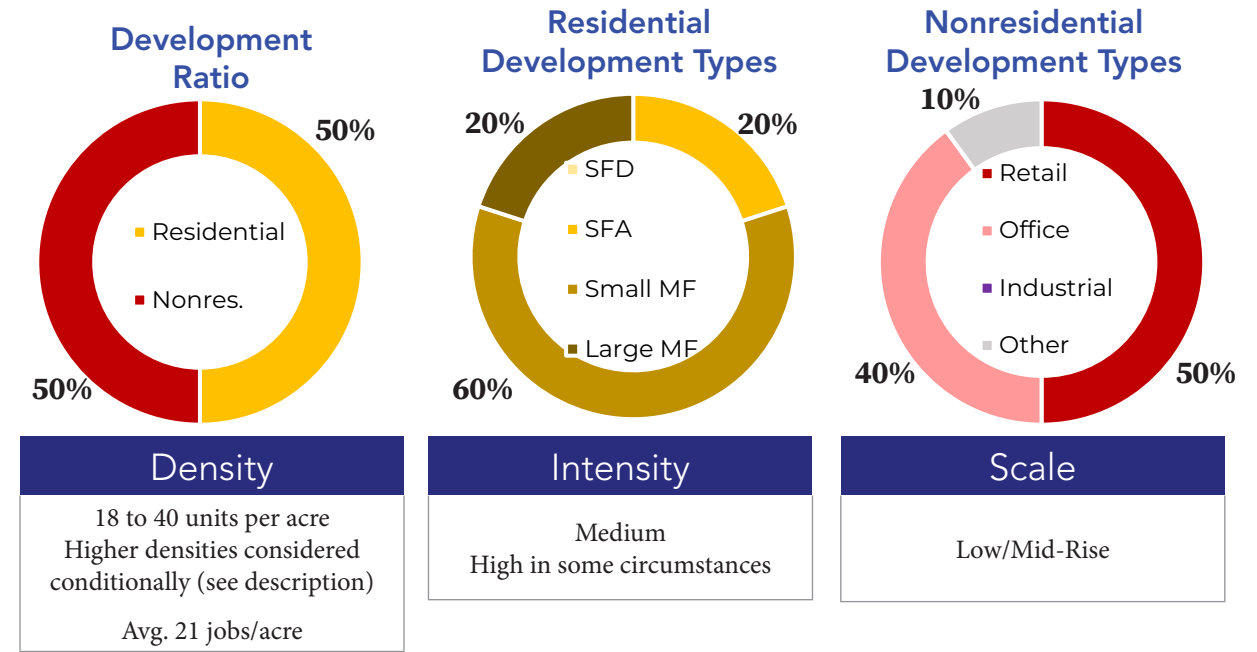
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



3/27/2023

## City of Manor Development Services

# Notification for a Subdivision Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF  
 Case Number: 2023-P-1523-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 707 Bastrop Street, Manor, TX. The request will be posted on the agenda as follows:

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

*Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY*

***Owner: Wenkai Chen***

The Planning and Zoning Commission will meet at 6:30PM on April 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on April 19, 2023 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 Rezoning Application 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.



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