



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

City Council Regular Meeting

Wednesday, January 06, 2021 at 7:00 PM

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

AGENDA

Via Telephone/Video Conference (Zoom Meeting)

This meeting will be live streamed on Manor Facebook Live

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

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, January 6th, will only be open to the public via remote access.

Instructions for public speaking:

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

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

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

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

PUBLIC HEARINGS

1. Conduct a public hearing regarding amending the Community Impact Fees for Water and Wastewater.

Submitted by: Pauline Gray, P.E., City Engineer

CONSENT AGENDA

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

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

Submitted by: Lluvia T. Almaraz, City Secretary

- December 16, 2020, City Council Regular Meeting; and
- December 19, 2020, City Council Workshop

REGULAR AGENDA

3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single-family detached and two-family; and amending planned unit development procedures.

Submitted by: Scott Dunlop, Assistant Development Services Director

4. Consideration, discussion, and possible action on an ordinance amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee-Based Upon Living Unit Equivalents.

Submitted by: Pauline M. Gray, P.E., City Engineer

5. Consideration, discussion, and possible action on a resolution accepting the petition for annexation of 52.019 acres, more or less, of land located in Travis County, Texas, and setting an annexation schedule.

Submitted by: Scott Dunlop, Assistant Development Services Director

- 6. Consideration, discussion, and possible action on an ordinance authorizing a change to the health benefits plan which would extend coverage to City retirees.**
Submitted by: Tracey Vasquez, HR Manager
- 7. Consideration, discussion, and possible action to amend the City of Manor Personnel Policies & Procedures Handbook to extend health benefits coverage to City retirees.**
Submitted by: Tracey Vasquez, HR Manager
- 8. Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 9. Acknowledge the resignation of Planning and Zoning Commissioner Isaac Rowe, Place No. 4, and declare a vacancy.**
Submitted by: Scott Dunlop, Assistant Development Services Director

EXECUTIVE SESSION

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

- *Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 4; Discussion of City Manager’s Evaluation; and HR Directives*
- *Section 551.087 Deliberations regarding Economic Development Negotiations - EntradaGlen PID*

OPEN SESSION

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

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, December 31, 2020, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Pauline Gray P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding amending the Community Impact Fees for Water and Wastewater.

BACKGROUND/SUMMARY:

The 2020 Community Impact Fee Advisory Committee (AC) has met several times since January 2020 in order to discuss future population projections, to define Land Use Assumptions for areas located within the City Limits and City ETJ. The committee generated a list of capital improvement projects that are needed in order to provide water and wastewater services for future growth. The committee met and reviewed the calculations for the City's impact fees for water and wastewater. The next step in the process is to conduct a public hearing on the proposed Community Impact Fee Update.

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

- 2020 Community Impact Fee Update Engineering Report

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct the public hearing.

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

ENGINEERING REPORT
FOR

**CITY OF MANOR
2020 COMMUNITY IMPACT FEE UPDATE**



CITY OF
MANOR
EST. ★ 1872
TEXAS

JANUARY 2021

Prepared By:

Jaeco

JAY ENGINEERING, A DIVISION OF GBA

Texas Engineering Firm #4242

CITY OF MANOR

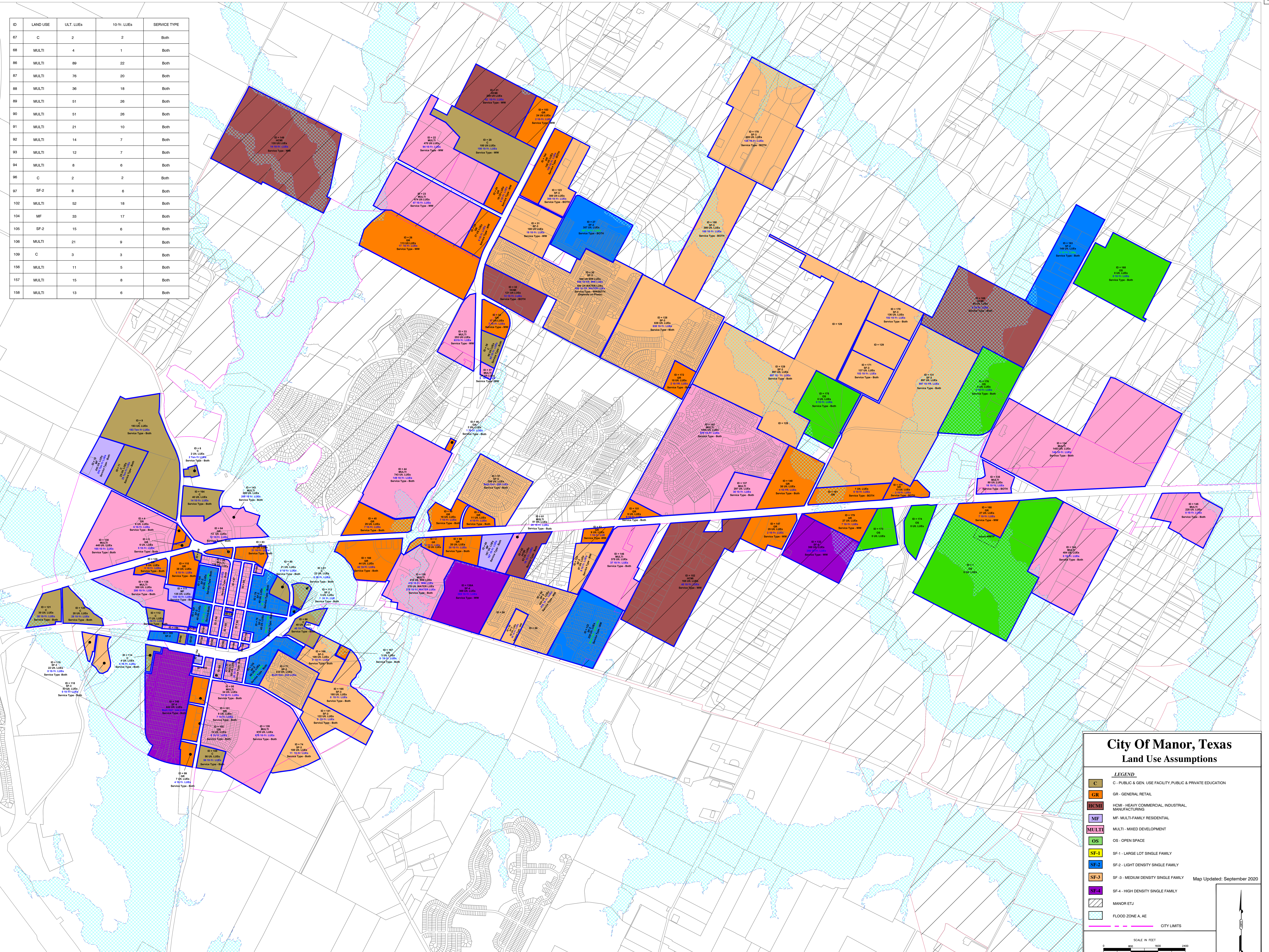
2020 COMMUNITY IMPACT FEE UPDATE

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14. WATER AND WASTEWATER IMPACT FEE COMPARISON CHART

ID	LAND USE	ULT. LUEs	10-Yr. LUEs	SERVICE TYPE
67	C	2	2	Both
68	MULTI	4	1	Both
86	MULTI	89	22	Both
87	MULTI	76	20	Both
88	MULTI	36	18	Both
89	MULTI	51	26	Both
90	MULTI	51	26	Both
91	MULTI	21	10	Both
92	MULTI	14	7	Both
93	MULTI	12	7	Both
94	MULTI	8	6	Both
96	C	2	2	Both
97	SF-2	8	6	Both
102	MULTI	52	18	Both
104	MF	33	17	Both
105	SF-2	15	6	Both
108	MULTI	21	9	Both
109	C	3	3	Both
156	MULTI	11	5	Both
157	MULTI	15	6	Both
158	MULTI	13	6	Both












City of Manor, Texas Land Use Assumptions

LEGEND

- C - PUBLIC & GEN. USE FACILITY, PUBLIC & PRIVATE EDUCATION
- GR - GENERAL RETAIL
- HCM - HEAVY COMMERCIAL, INDUSTRIAL, MANUFACTURING
- MF - MULTI-FAMILY RESIDENTIAL
- MULTI - MIXED DEVELOPMENT
- OS - OPEN SPACE
- SF-1 - LARGE LOT SINGLE FAMILY
- SF-2 - LIGHT DENSITY SINGLE FAMILY
- SF-3 - MEDIUM DENSITY SINGLE FAMILY
- SF-4 - HIGH DENSITY SINGLE FAMILY
- MANOR ETJ
- FLOOD ZONE A, AE
- CITY LIMITS

Map Updated: September 2020

SCALE IN FEET
0 500 1000 2000

LEGEND	
	PROPOSED WATER TANK
	EXISTING WATER TANK
	MANOR ROADS
	10-YR. WATER SERVICE AREA
	MANOR ETJ
	EXISTING OR NON-CIP WATERLINES
	PROPOSED 8-INCH WATERLINES
	PROPOSED 12-INCH WATERLINES
	PROPOSED 16-INCH WATERLINES

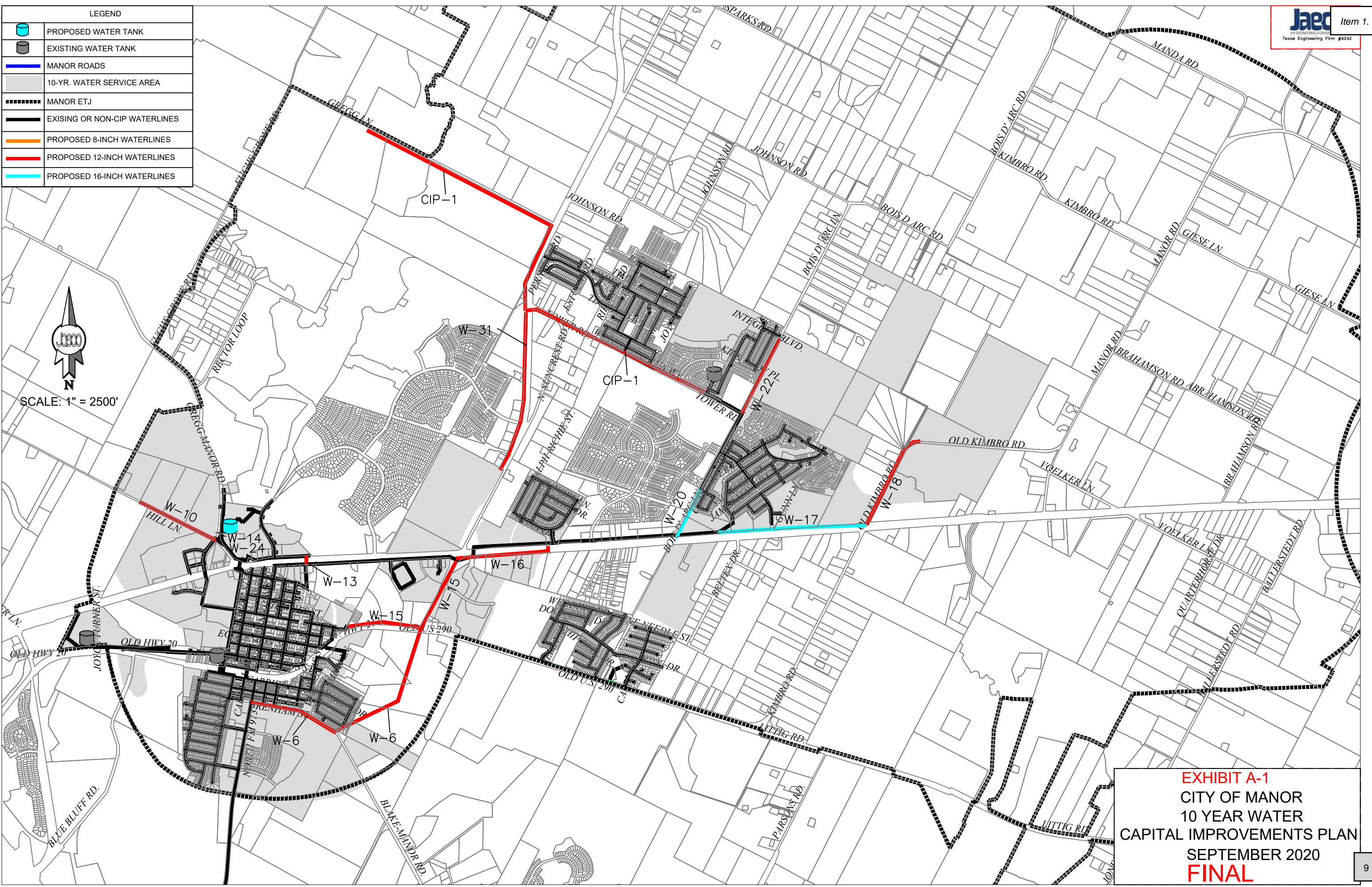


EXHIBIT A-1
CITY OF MANOR
10 YEAR WATER
CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020
FINAL

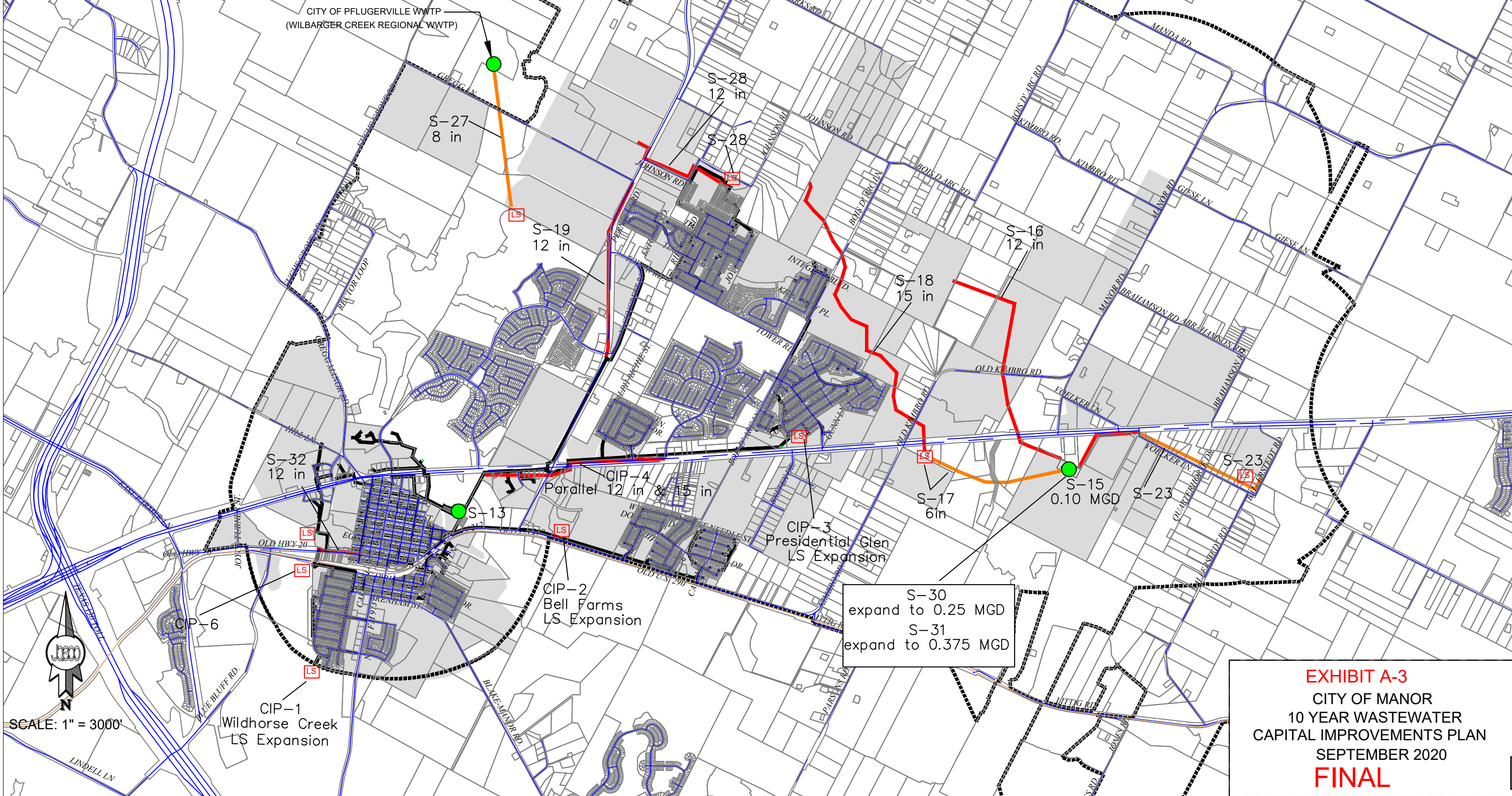
EXHIBIT A-2
CITY OF MANOR WATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Size	Unit	Length (ft)	Construction Cost (2020 Dollars)	Annual Interest	Period (yr)	Construction Cost (adjusted for Inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5% over 20 Years)	Total Project Costs	Detailed Description
W-6	2021	Blake Manor Road Water Line	12	inch	3,200	\$ 268,800.00	0.050	20	\$ 322,560.00	\$ 48,400.00	\$ 48,200.00	\$ 253,529.66	\$ 673,000.00	Transmission main from downtown along Blake Manor Road to future FM 973. Includes replacing 400 LF of 6" pipe in Downtown Plant
W-10	2020	Hill Lane Water Line	12	inch	3,450	\$ 289,800.00	0.050	20	\$ 333,270.00	\$ 50,000.00	\$ 46,000.00	\$ 259,644.71	\$ 689,000.00	Water Distribution main along Hill Lane to serve new growth
W-13	2025	US 290 Crossing at Golf Course	12	inch	250	\$ 100,000.00	0.050	20	\$ 140,000.00	\$ 21,000.00	\$ 27,400.00	\$ 113,954.07	\$ 302,000.00	Connect 12" water lines on north and south sides of US 290
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250,000	gallon		\$ 2,000,000.00	0.050	20	\$ 2,400,000.00	\$ 360,000.00	\$ 358,800.00	\$ 1,886,411.62	\$ 5,005,000.00	250,000 gal Ground Storage Tank and 1,400 gpm expandable pump station for wholesale water supply connection
W-15	2021	FM 973 Water Line	12	inch	4000	\$ 336,000.00	0.050	20	\$ 403,200.00	\$ 60,500.00	\$ 60,300.00	\$ 316,942.31	\$ 841,000.00	Transmission main from US 290 to serve new growth on the east and west sides of FM 973
W-16	2021	US 290 Water Line	12	inch	2900	\$ 243,600.00	0.050	20	\$ 292,320.00	\$ 43,800.00	\$ 43,700.00	\$ 229,734.79	\$ 610,000.00	Parallel 12" waterline to increase US 290 capacity
W-17	2020	US 290 Water Line	16	inch	4400	\$ 540,000.00	0.050	20	\$ 621,000.00	\$ 93,200.00	\$ 85,700.00	\$ 483,820.91	\$ 1,284,000.00	Extend transmission main from Presidential Glen to Old Kimbro Road
W-18	2020	Old Kimbro Road Water Line	12	inch	3000	\$ 474,000.00	0.050	20	\$ 545,100.00	\$ 81,800.00	\$ 75,200.00	\$ 424,666.41	\$ 1,127,000.00	Transmission main to serve new growth north of US 290
W-20	2025	Bois D'Arc Lane Water Line	16	inch	2700	\$ 302,400.00	0.050	20	\$ 423,360.00	\$ 63,500.00	\$ 82,800.00	\$ 344,559.84	\$ 914,000.00	Transmission main to improve delivery of water from East EST
W-22	2025	Bois D'Arc Lane Water Line	12	inch	2500	\$ 210,000.00	0.050	20	\$ 294,000.00	\$ 44,100.00	\$ 57,500.00	\$ 239,279.35	\$ 635,000.00	Transmission main to serve new growth north of Tower Rd
W-24	2025	Gregg Manor Road Pump Improvements	1200	gpm		\$ 200,000.00	0.050	20	\$ 280,000.00	\$ 42,000.00	\$ 54,700.00	\$ 227,847.65	\$ 605,000.00	Increase Pump Capacity (and contracted supply) at wholesale water connection
W-31	2021	FM 973 Water Line	12	inch	5200	\$ 436,800.00	0.050	20	\$ 524,160.00	\$ 78,600.00	\$ 78,400.00	\$ 412,000.81	\$ 1,093,000.00	Transmission main along FM 973 from Tower Road to Canopy Lane to serve new growth.
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	inch	3400	\$ 1,560,000.00	0.050	20	\$ 1,794,000.00	\$ 269,100.00	\$ 247,600.00	\$ 1,397,630.92	\$ 3,708,000.00	Transmission main from Manville WSC Booster Station to East Elevated Storage Tank
Water CIP-2	2017	AMR Water Meters				\$ 300,000.00	0.05	20	\$ 300,000.00	\$ 45,000.00	\$ 31,100.00	\$ 227,484.74	\$ 604,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
Water CIP-3	2018	AMR Water Meters				\$ 400,000.00	0.05	20	\$ 420,000.00	\$ 63,000.00	\$ 48,300.00	\$ 321,357.73	\$ 853,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
												Total	\$ 18,943,000.00	

Notes:
Water LUEs are defined as requiring 451 gallons of water per day per single family residence as determined in the the City of Manor Water Master Plan.

LEGEND	
LS	PROPOSED LIFT STATION/LIFT STATION EXPANSION
●	WWTP
	MANOR ROADS
	10-YR. WASTEWATER SERVICE AREA
	MANOR ETJ
	EXISTING WASTEWATER LINES
	PROPOSED GRAVITY MAIN
	PROPOSED FORCE MAIN
	FLOODPLAIN



S-30
expand to 0.25 MGD
 S-31
expand to 0.375 MGD

EXHIBIT A-3
 CITY OF MANOR
 10 YEAR WASTEWATER
 CAPITAL IMPROVEMENTS PLAN
 SEPTEMBER 2020
FINAL

EXHIBIT A-4
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Construction Cost (2019 Dollars)	Interest	Period (months)	Payment	Total Payment	Size	Length	Construction Cost (adjusted for inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5.1% over 20 Years)	Total Project Costs	Detailed Description
S-13	2020	Addl. Wilbarger WWTP Capacity	\$ 16,825,000.00	0.00425	240	\$ 145,667.98	\$ 34,960,314.38	1.33 MGD		\$ 19,348,750.00	\$ 2,140,000.00	\$ 400,000.00	\$ 13,071,564.38	\$ 34,960,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-15	2021	Cottonwood WWTP, Phase 1, 0.20 MGD	\$ 4,191,000.00	0.00425	240	\$ 40,812.65	\$ 9,795,037.18	0.20 MGD		\$ 5,029,200.00	\$ 398,000.00	\$ 705,500.00	\$ 3,662,337.18	\$ 9,795,000.00	Build plant at Regional Site, road and electrical improvements add \$500,000
S-16	2021	East Cottonwood Gravity Line	\$ 750,000.00	0.00425	240	\$ 6,788.02	\$ 1,629,125.49	12"	3,200	\$ 900,000.00	\$ 51,000.00	\$ 69,000.00	\$ 609,125.49	\$ 1,629,000.00	Extend East Cottonwood gravity ww to Regional Site, sized for 10-year capacity
S-17	2021	West Cottonwood LS and FM	\$ 849,000.00	0.00425	240	\$ 7,631.87	\$ 1,831,648.15	6" FM and 350 gpm LS	3,700	\$ 1,018,800.00	\$ 79,000.00	\$ 49,000.00	\$ 684,848.15	\$ 1,832,000.00	Extend 27" and 30" gravity ww from confluence with East Cottonwood to US 290, ultimate capacity
S-18	2022	West Cottonwood Gravity Line, Phase 2	\$ 464,000.00	0.00425	240	\$ 4,591.90	\$ 1,102,055.48	15"	8,200	\$ 580,000.00	\$ 64,000.00	\$ 46,000.00	\$ 412,055.48	\$ 1,102,000.00	Serves West Cottonwood Sub-Basin up to Bois D'Arc Ln, 21" and 24" gravity ww sized for ultimate capacity
S-19	2021	FM 973 Gravity Wastewater Line	\$ 591,600.00	0.00425	240	\$ 6,139.30	\$ 1,473,432.21	12"	5,800	\$ 709,920.00	\$ 106,500.00	\$ 106,100.00	\$ 550,912.21	\$ 1,473,000.00	Serves FM 973 Corridor up to Wilbarger Basin divide (approx. Gregg Ln)
S-23	2024	Willow Lift Station and Force Main	\$ 466,320.00	0.00425	240	\$ 5,588.35	\$ 1,341,204.72	200 gpm		\$ 629,532.00	\$ 94,400.00	\$ 115,800.00	\$ 501,472.72	\$ 1,341,000.00	Lift Station and Force Main to serve 220 LUEs in Willow Basin along US 290. 10-Yr ADF approx. 60,000 gpd, PWWF approx 200 gpm
S-27	2026	Wilbarger Lift Station and Force Main to CoP WWTP	\$ 700,000.00	0.00425	240	\$ 9,166.49	\$ 2,199,958.29	8"	5,100	\$ 1,015,000.00	\$ 152,300.00	\$ 210,100.00	\$ 822,558.29	\$ 2,200,000.00	Lift Station and Force Main to serve area north of Shadowglen in Wilbarger Basin
S-28	2018	High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	\$ 26,271.96	0.00425	240	\$ 202.10	\$ 48,503.92	12"	3,100	\$ 26,271.96	\$ 4,096.48	\$ -	\$ 18,135.48	\$ 49,000.00	Gravity main to serve new high school; upgrades to existing Stonewater Lift Station.
S-30	2022	Expand Cottonwood WWTP to 0.40 MGD Capacity	\$ 2,000,000.00	0.00425	240	\$ 21,811.51	\$ 5,234,763.54	0.40 MGD		\$ 2,500,000.00	\$ 375,000.00	\$ 402,500.00	\$ 1,957,263.54	\$ 5,235,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-31	2025	Expand Cottonwood WWTP to 0.50 MGD Capacity	\$ 2,500,000.00	0.00425	240	\$ 31,340.04	\$ 7,521,608.52	0.50 MGD		\$ 3,500,000.00	\$ 525,000.00	\$ 684,300.00	\$ 2,812,308.52	\$ 7,522,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-32	2021	Bastrop-Parsons WW Improvements	\$ 390,000.00	0.00425	240	\$ 4,047.53	\$ 971,406.01	12"		\$ 468,000.00	\$ 70,200.00	\$ 70,000.00	\$ 363,206.01	\$ 971,000.00	Replacement of existing wastewater line in Bastrop and Parsons; to correct current capacity issues and serve additional growth
CIP-1	2021	Wildhorse Creek Lift Station Expansion	\$ 750,000.00	0.00425	240	\$ 7,520.06	\$ 1,804,815.50	1,075 gpm, 2nd WW		\$ 900,000.00	\$ 135,000.00	\$ 95,000.00	\$ 75,900.00	\$ 1,206,000.00	Change in discharge point increased Phase 1 capacity from 440 to 1026 LUEs, currently at about 706 LUEs. Will need to expand LS when Lagos develops to ultimate 1586 LUE capacity.
CIP-2	2021	Bell Farms Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	1,400 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 730 LUES. Current phase 1 capacity is 1264 LUES. Ultimate Capacity at phase 2 is 2172.
CIP-3	2021	Presidential Glen Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	2,275 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 1281 LUES. Actual phase 1 capacity with current wastewater flows is in excess of 1500 LUES. Ultimate Capacity at phase 2 is 3517.
CIP-4	2022	US 290 WW Line Expansion	\$ 603,378.00	0.00425	240	\$ 6,579.87	\$ 1,579,169.64	12" & 15"	1,566 & 2,760	\$ 754,222.50	\$ 113,100.00	\$ 121,400.00	\$ 590,447.14	\$ 1,579,000.00	Presently at approximately 264 PG+308 SW = 572 LUEs out of 1800 LUE capacity, expansion will double capacity.
CIP-6	2020	Travis County Rural Center Lift Station, force main	\$ 1,931,000.00	0.00425	240	\$ 16,288.93	\$ 3,909,342.17	500 gpm	500	\$ 2,220,650.00	\$ 127,000.00	\$ 100,000.00	\$ 1,461,692.17	\$ 3,909,000.00	Lift Station and Force Main from Rural Center to existing wastewater line
													Total:	\$ 76,193,000.00	

Notes:
Wastewater LUEs are defined as producing 275 gallons of wastewater per day per single family residence as determined in the the City of Manor Wastewater Master Plan.



EXHIBIT B-1
CITY OF MANOR
PLANNING AND DESIGN CRITERIA
APRIL 2020

Item 1.

Water Infrastructure

Criterion	Value	Unit
People per LUE	3.2	
Average Day Water Demand	232	gpd/LUE
Maximum Day Water Demand	464	gpd/LUE
Peak Hour Water Demand	1.5	gpm/LUE
Total Water Storage	200	gal/LUE
Minimum Water Elevated Storage	100	gal/LUE
Minimum Water Pump Capacity	0.6	gpm/LUE
Minimum Water System Pressure (Normal Conditions)	35	psi
Minimum Water System Pressure (Fire Flow Conditions)	20	psi
Maximum Water Line Velocity (Peak Hour/Fire Flow Conditions)	5	fps

Wastewater Infrastructure

Criterion	Value	Unit
People per LUE	3.2	
Average Wastewater Flow	200	gpd/LUE
Peak Wastewater Flow	800	gpd/LUE
Minimum Wastewater Line Velocity	2	fps
Maximum Wastewater Line Velocity	8	fps

Notes:

Water demands and wastewater flows from the City of Manor Adopted Water and Wastewater Master Plans.

System capacities and other design criteria from 30 TAC Chapters 217 and 290.

EXHIBIT B-2
 CITY OF MANOR WATER IMPROVEMENTS
 10-YEAR CAPITAL IMPROVEMENTS PLAN
 PRO RATA CALCULATIONS
 SEPTEMBER 2020

Project No.	Year	Description	Size	Total LUE Capacity	10-Year LUE Demand	Total Project Cost in 2020 Dollars	Pro Rata Share	Pro Rata Project Cost in 2020 Dollars
W-6	2021	Blake Manor Road Water Line	12"	1667	763	\$ 673,000.00	46%	\$ 308,037.79
W-10	2020	Hill Lane Water Line	12"	91	45	\$ 689,000.00	49%	\$ 340,714.29
W-13	2025	US 290 Crossing at Golf Course	12"	1667	1667	\$ 302,000.00	100%	\$ 302,000.00
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250000	2500	2500	\$ 5,005,000.00	100%	\$ 5,005,000.00
W-15	2021	FM 973 Water Line	12"	1667	625	\$ 841,000.00	37%	\$ 315,311.94
W-16	2021	US 290 Water Line	12"	1667	1667	\$ 610,000.00	100%	\$ 610,000.00
W-17	2020	US 290 Water Line	16"	2400	900	\$ 1,284,000.00	38%	\$ 481,500.00
W-18	2020	Old Kimbro Road Water Line	12"	1667	700	\$ 1,127,000.00	42%	\$ 473,245.35
W-20	2025	Bois D'Arc Lane Water Line	16"	2400	2400	\$ 914,000.00	100%	\$ 914,000.00
W-22	2025	Bois D'Arc Lane Water Line	12"	1667	1100	\$ 635,000.00	66%	\$ 419,016.20
W-24	2025	Gregg Manor Road Pump Improvements	1200	2000	2000	\$ 605,000.00	100%	\$ 605,000.00
W-31	2021	FM 973 Water Line	12	2400	725	\$ 1,093,000.00	30%	\$ 330,177.08
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	2400	725	\$ 3,708,000.00	30%	\$ 1,120,125.00
Water CIP-3	2018	AMR Water Meters		2400	2400	\$ 853,000.00	100%	\$ 853,000.00
								\$ 12,077,127.65

Previously Completed Projects

Year	Total LUE Capacity	Name	Description	Project Cost	LUEs Used	10-Year LUE Demand	Pro Rata Share	Pro Rata Project Cost
2002	1667	Creekside Offsite Utilities	12"	\$ 175,000.00	405	300	18%	\$ 31,000.00
2005	1667	Greenbury Offsite Utilities	12"	\$ 407,816.64	308	1200	72%	\$ 294,000.00
2007	5,600	Water Supply Main From City of Austin to West Elevated Storage Tank and Downtown	16"	\$ 1,057,675.36	1550	2650	47%	\$ 501,000.00
2008	5,000	West Elevated Storage Tank	500,000	\$ 2,138,083.58	1550	2650	53%	\$ 1,133,000.00
2010	2,400	Presidential Glen Water Lines	16"	\$ 465,054.06	8	1300	54%	\$ 252,000.00
2009	5,000	East Manor Elevated Storage Tank	500,000	\$ 1,880,381.34	1550	2650	53%	\$ 997,000.00
Totals				\$ 6,124,000.00				\$ 3,208,000.00

CIF Ineligible Projects

EXHIBIT B-3
CITY OF MANOR WATER IMPROVEMENTS
MISCELLANEOUS PROJECT COSTS
SEPTEMBER 2020

Item 1.

Description	Amount
CIF Studies	\$ 13,450.00
Study Cost for Water, Mapping, Modeling	\$ 40,000.00
Total Water-Related Costs	\$ 53,450.00

EXHIBIT B-4
CITY OF MANOR WATER
IMPACT FEE CALCULATION
SEPTEMBER 2020

Item 1.

CATEGORY	AMOUNT
Total CIP Eligible Project Cost :	\$ 15,338,577.65
Number of LUEs added:	\$ 5,782.00
Maximum Water CIF:	\$ 2,653.00
50% Credit:	\$ (1,326.50)
MAXIMUM ASSESSABLE CIF:	\$ 1,325.00

EXHIBIT B-5
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
PRO RATA CALCULATIONS
SEPTEMBER 2020

Project No.	Year	Description	Size	Total LUE Capacity	10-Year LUE Demand	Total Project Cost in 2015 Dollars	Pro Rata Share	Pro Rata Project Cost in 2020 Dollars
S-13	2020	Addl. Wilbarger WWTP Capacity	1.33 MGD	5354	4200	\$34,960,000.00	78.45%	\$ 27,425,000.00
		Cottonwood WWTP, Phase 1, 0.20 MGD	0.1 MGD	363	363	\$ 9,795,000.00	100.00%	\$ 9,795,000.00
S-15	2021	East Cottonwood Gravity Line	12"	1000	375	\$ 1,629,000.00	37.50%	\$ 611,000.00
S-16	2021	West Cottonwood LS and FM	12"	1200	540	\$ 1,832,000.00	45.00%	\$ 824,000.00
		West Cottonwood Gravity Line, Phase 2	15"	1200	540	\$ 1,102,000.00	45.00%	\$ 496,000.00
S-18	2022	FM 973 Gravity Wastewater Line	12"	754	75	\$ 1,473,000.00	9.95%	\$ 147,000.00
S-19	2021	Willow Lift Station and Force Main	200 gpm	210	100	\$ 1,341,000.00	47.62%	\$ 639,000.00
		Wilbarger Lift Station and Force Main to CoP WWTP	8"	1000	100	\$ 2,200,000.00	10.00%	\$ 220,000.00
		High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	12"	1000	500	\$ 49,000.00	50.00%	\$ 25,000.00
S-27	2018	Expand Cottonwood WWTP to 0.40 MGD Capacity	0.40 MGD	909	909	\$ 5,235,000.00	100.00%	\$ 5,235,000.00
S-28	2022	Expand Cottonwood WWTP to 0.50 MGD Capacity	0.50 MGD	1272	1272	\$ 7,522,000.00	100.00%	\$ 7,522,000.00
S-29	2025	Bastrop-Parsons WW Improvements	12"	1272	1272	\$ 971,000.00	100.00%	\$ 971,000.00
		Wildhorse Creek Lift Station Expansion	1,075 gpm, 2nd WW	1586	1586	\$ 1,206,000.00	100.00%	\$ 1,206,000.00
CIP-1	2021	Bell Farms Lift Station Expansion	1,400 gpm, 2nd WW	2172	2172	\$ 695,000.00	100.00%	\$ 695,000.00
		Presidential Glen Lift Station Expansion	2,275 gpm, 2nd WW	3517	1119	\$ 695,000.00	31.82%	\$ 221,000.00
CIP-2	2021	US 290 WW Line Expansion	12" & 15"	3600	2300	\$ 1,579,000.00	63.89%	\$ 1,009,000.00
CIP-3	2022	Travis County Rural Center Lift Station, force main	500 gpm	679	340	\$ 3,909,000.00	50.07%	\$ 1,957,000.00
CIP-4	2020							\$ 58,998,000.00

Previously Completed Projects

Year	Total LUE Capacity	Name	Description	Project Cost	LUEs Used	10-Year LUE Demand	Pro Rata Share	Pro Rata Project Cost
2001	300	Hamilton Point Sewer Main	Gravity Sewer Line to Serve Hamilton Point Sub	\$ 128,000.00	300	0	0%	\$ -
2003	1091	Creekside Offsite/Onsite and Wilbarger WWTP	Lift Station, Forced Main and WWTP	\$ 1,033,000.00	726	375	34%	\$ 355,000.00
2004	1264	East Old Highway 20 Gravity Line, Lift Station, Forced Main (Bell Farms FM)	Gravity Line Lift Station and Forced Main to Serve new growth along Old Highway 20	\$ 1,034,873.04	616	650	51%	\$ 532,000.00
2005	1885	Greenbury Gravity Line	Gravity Line Along US 290 to Serve Greenbury Sub	\$ 619,007.39	308	682	36%	\$ 224,000.00
2008	888	Carriage Hills Lift Station and Forced Main	Lift Station and Forced Main to Serve Carriage Hills Sub	\$ 680,972.01	165	175	20%	\$ 134,000.00
Totals				\$ 3,495,852.45				\$ 1,245,000.00

CIF Ineligible Projects

2009	727	Wilbarger WWTP Capacity Buyback						
		Creekside Lift Station Forced Main Adjustment						
2005								

EXHIBIT B-6
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
MISCELLANEOUS PROJECT COSTS
SEPTEMBER 2020

Description	Total Cost
CIF Studies	\$ 13,450.00
Gilleland Creek COA Impact Fee (34 LUEs @ \$1,400)	\$ 47,600.00
Study Cost for Wastewater, Mapping, Modeling	\$ 40,000.00
Total Sewer-Related Costs \$ 101,050.00	

EXHIBIT B-7
CITY OF MANOR WASTEWATER
IMPACT FEE CALCULATION
SEPTEMBER 2020

Item 1.

CATEGORY	AMOUNT
Total CIP Eligible Project Cost :	\$ 60,344,000.00
Number of LUEs added:	7,455.00
Maximum Wastewater CIF:	\$ 8,094.00
50% Credit:	\$ (4,047.00)
MAXIMUM ASSESSABLE CIF:	\$ 4,047.00

EXHIBIT B-8
CITY OF MANOR WATER AND WASTEWATER IMPACT
FEE FACTORS
SEPTEMBER 2020

Item 1.

1. RESIDENTIAL DEVELOPMENT

Community Impact Fees for residential development shall be assessed based upon the number of dwelling units proposed for development times the appropriate LUE Factor for water as shown below.

Dwelling Type	Units	LUE Factor
Single Family Residential	Per Housing Unit	1
Two-Family Residential	Per Residential Unit	0.7
Three-Family Residential	Per Residential Unit	0.7
Multi-Family Residential	Per Residential Unit	0.5

2. NON-RESIDENTIAL DEVELOPMENT

Community Impact Fees for all non-residential development shall be assessed based upon the water meter size and type installed to serve the proposed development water, as shown below.

Meter Size (Inch)	Type	LUE Factor
5/8	Positive	1
	Displacement	
3/4	Positive	1.5
	Displacement	
1	Positive	2.5
	Displacement	
1-1/2	Positive	5
	Displacement	
2	Positive	8
	Displacement	
2	Compound	8
2	Turbine	10
3	Compound	16
3	Turbine	24
4	Compound	25
4	Turbine	42
6	Compound	50
6	Turbine	92
8	Compound	80
8	Turbine	160
10	Compound	115
10	Turbine	250
12	Turbine	330

**City of Manor
Water and Wastewater
Impact/Tap Fee Comparison Chart**

City	Water Impact Fee ¹	Wastewater Impact Fee ¹	Water Tap Fee ¹	Wastewater Tap Fee ¹	Total
Bastrop	\$ 1,785.00	\$ 5,020.00	\$ 350.00	\$ 300.00	\$ 7,455.00
Bartlett - 11	Vary	Vary	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Belton ³			\$ 800.00	\$ 775.00	\$ 1,575.00
Elgin	\$ 3,790.00	\$ 2,348.00	\$ 2,000.00	\$ 2,000.00	\$ 10,138.00
Florence ³	\$ 2,527.00	\$ 1,144.00	\$ 1,000.00	\$ 800.00	\$ 5,471.00
Georgetown ⁷	\$ 6,921.00	\$ 2,500.00	\$ 850.00	\$ 800.00	\$ 11,071.00
Harker Heights ⁶	No CIF Program	No CIF Program	\$ 275.00	\$ 275.00	\$ 550.00
Holland	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 3,200.00
Jarrell ²	\$ 3,700.00	\$ -	\$ 750.00	\$ -	\$ 4,450.00
Jarrell - 10	\$ 1,600.00	\$ 1,600.00	\$ 650.00	\$ 650.00	\$ 4,500.00
Liberty Hill ⁸	\$ 5,500.00	\$ 4,000.00	\$ 3,500.00	\$ 600.00	\$ 13,600.00
Leander	\$ 4,309.00	\$ 2,820.00	\$ 840.00	\$ 750.00	\$ 8,719.00
Manor	\$ 1,530.00	\$ 3,200.00	\$ 750.00	\$ 750.00	\$ 6,230.00
Manor - proposed	\$ 1,325.00	\$ 4,047.00	\$ 750.00	\$ 750.00	\$ 6,872.00
Pflugerville	\$ 4,241.00	\$ 2,725.00	\$ 250.00	\$ 250.00	\$ 7,466.00
Pflugerville - proposed	\$ 7,897.56	\$ 8,184.82	\$ 250.00	\$ 250.00	\$ 16,582.38
Round Rock - 12	\$ 4,025.00	\$ 2,099.00	Vary	Vary	\$ 6,124.00
Salado ^{4,5}	Vary	\$ 5,152.00	\$ 3,400.00	\$ 4,000.00	\$ 12,552.00
Taylor -13	\$ 1,770.00	\$ 1,230.00	\$ 1,375.00	\$ 1,340.00	\$ 5,715.00
Temple ³	No CIF Program	No CIF Program	Varies	Varies	\$ -
Troy	No CIF Program	No CIF Program	\$ 900.00	\$ 725.00	\$ 1,625.00
Waco ⁹	No CIF Program	No CIF Program	quoted on per cost basis	quoted on per cost basis	\$ -
Average	\$ 3,461.37	\$ 2,941.86	\$ 1,067.89	\$ 874.47	\$ 6,177.06
Average CIF Program Cities	\$ 3,506.45	\$ 2,674.50	\$ 1,297.08	\$ 1,009.58	\$ 7,574.17

Notes:

- 1 - Fees for a standard single family residential house (1 LUE) with a standard 5/8" x 3/4" meter and 4" ww service
- 2 - Jarrell water supplied by Jarrell Schwertner Water Supply Corporation, Impact Fee includes Capital Recovery and Tap Fee; City of Jarrell provides water service to portions of City
- 3 - prices based on project; no set amount available
- 4 - Tap fee includes: \$100 membership fee, \$300 tap fee and \$700 installation fee
- 5 - Salado does not have a sewer system, \$6,300 represents low price for a septic system; Salado Water Supply Corporation supplies water
- 6 - Harker Heights charges for water and sewer connections on a cost basis, fees range from minimum of \$200 to over \$1,000; flat fee to connect to utility system, connection fee \$275.00
- 7 - Georgetown water and sewer tap fees include a \$500 each engineering and inspection fee; Impact fee effective October 2018
- 8 - Liberty Hill charges \$6,000 fee for gravity section of City
Liberty Hill WSC charges \$100 membership fee, plus average of \$400-\$700 for tap
- 9 - Waco quotes on an individual basis



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- December 16, 2020, City Council Regular Meeting; and
- December 19, 2020, City Council Workshop

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- December 16, 2020, City Council Regular Meeting; and
- December 19, 2020, City Council Workshop

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the City Council Minutes of the December 16, 2020, City Council Regular Meeting; and December 19, 2020, City Council Workshop.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 16, 2020
Via Telephone/Video Conference
(Zoom Meeting)**

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

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, December 16th, was only open to the public via remote access.

The following instructions were provided to the general public.

Instructions for Public Speaking:

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

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

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

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

PRESENT VIA ZOOM:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1 (joined zoom meeting at 7:26 p.m.)
Anne Weir, Place 2
Sonia Wallace, Place 4
Deja Hill, Place 5
Gene Kruppa, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Debbie Charbonneau, Heritage and Tourism Manager
Scott Dunlop, Assistant Development Services Director
Heath Ferguson, IT Manager
Frank T. Phelan, P.E., City Engineer
Paige Saenz, City Attorney
Ryan Smith, Fire Chief – Fire Marshal Travis County ESD No. 12

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present via video/telephone conference, the regular session of the Manor City Council was called to order by Mayor Wallace Jr. at 7:00 p.m. on Wednesday, December 16, 2020.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace Jr., Council Member Deja Hill led the Pledge of Allegiance.

PUBLIC COMMENTS

Sam Samaripa, 401 N. Bastrop Street, Manor, Texas, spoke before City Council via zoom regarding the Code of Ordinance regulations for fences and wall standards. Mr. Samaripa is requesting clarification of the ordinance to proceed with a variance request if needed.

There were no additional public comments received prior to the meeting.

REPORTS

Reports about item of community interest on which no action was taken.

A. Healthcare Committee/Commission

Mayor Wallace discussed the proposed Healthcare Committee/Commission.

Mayor Wallace opened the floor for discussion.

The discussion was held regarding the collaboration with American Health Association for the elderly.

Council Member Weir suggested for this to become a committee first and gradually turn into a Commission. She stated she would also be interested in working with the committee.

The discussion was held regarding community committees within the city regarding COVID.

The discussion was held regarding grants.

Mayor Pro Tem Dr. Harvey stated he agreed with the formation of a committee but also asked to stay mindful of the comprehensive plan.

The discussion was held regarding the timeline for the creation of the committee.

Council Member Wallace agreed with the formation of the committee but is also recommending additional testing centers within the community.

The discussion was held regarding Community Care services.

PUBLIC HEARINGS

- 1. Conduct a public hearing on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single-family detached and two-family; and amending planned unit development procedures.**

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

Mayor Wallace Jr. opened the public hearing.

At the direction of City Manager Bolt, Assistant Development Services Director Dunlop discussed the proposed zoning changes to the ordinance.

The discussion was held regarding community involvement.

The discussion was held regarding changes to the outdoor storage and display regulations.

The discussion was held regarding zoning regulations for Community Gardens.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, 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 City Council Minutes.**
 - **December 2, 2020, City Council Regular Meeting; and**
 - **December 5, 2020, City Council Called Special Session - Retreat**

- 3. Consideration, discussion, and possible action on the acceptance of the November 2020 Departmental Reports.**
 - **Police – Ryan Phipps, Chief of Police**
 - **Development Services – Scott Dunlop, Asst. Dev. Services Director**
 - **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
 - **Municipal Court – Sarah Friberg, Court Clerk**
 - **Public Works – Michael Tuley, Director of Public Works**
 - **Finance – Lydia Collins, Director of Finance**

Council Member Kruppa inquired about the recruitment of veterans for the Police Department. Chief Phipps discussed the current procedures for recruiting and possibilities of adding programs to help veterans apply.

Council Member Kruppa inquired about any new annexations for the city. Assistant Development Services Director Dunlop explained the new state laws for voluntarily annexations. He discussed the pending annexations for the city for 2021.

The discussion was held regarding permit and fees for the Shadowglen Subdivision.

Mayor Wallace acknowledged city staff for their department presentations at the December 5, 2020, Council Retreat. He also acknowledged Public Works staff for continuing their education in the field.

Mayor Pro Tem Dr. Harvey highlighted the additional training for staff in the Police Department.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve and adopt all items on the Consent Agenda.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

- 4. First Reading: Consideration, discussion, and possible action on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single-family detached and two-family; and amending planned unit development procedures.**

The City staff recommended that the City Council approve the first reading of an ordinance as set forth in the caption above.

Assistant Development Services Director Dunlop was available to address any questions posed by the City Council.

Ordinance: An Ordinance of The City of Manor, Texas, Amending Chapter 14, Zoning, of the Code of Ordinances of The City of Manor, Texas, by Providing for the Amendment of Definitions, Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Two-Family, Townhome and Multi-Family Districts; Amending Non-Residential and Mixed-Use Districts Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Development Standards for Outdoor Storage and Display, Single Family Detached and Two-Family; Amending Planned Unit Development Procedures; Providing a Severability Clause, Providing Savings, Open Meetings and Effective Date Clauses; and Providing For Related Matters.

MOTION: Upon a motion made by Mayor Pro Tem Dr. Harvey and seconded by Council Member Wallace, to approve the first reading of an ordinance as set forth in the caption above.

There was no further discussion.

Motion to approve carried 7-0

5. Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project.

The City staff recommended that the City Council approve Change Order No. 4 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction Services, LLC in the amount of \$321,490.00

At the direction of City Manager Bolt, City Engineer Phelan discussed the change order to the construction contract for the Wilbarger Creek Wastewater Treatment Plant.

The discussion was held regarding the completion date for the project.

The discussion was held regarding the sludge processing system.

MOTION: Upon a motion made by Council Member Kruppa to approve Change Order No. 4 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project.

Council Member Kruppa amended his motion to include amount.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve Change Order No. 4 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction Services, LLC in the amount of \$321,490.00

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a Statement of Work for Design, Bidding and Construction Phase Engineering Services to George Butlers Associates, Inc. for the Capital Improvements Plan (CIP) W-15 Water Line Improvements Project.

The City staff recommended that the City Council approve the Statement of Work No. 2 for the Engineering Design, Bidding and Construction phase services for the CIP W-15 Water Line Improvements Project to George Butler Associates, Inc.

At the direction of City Manager Bolt, City Engineer Phelan discussed the Statement of Work for the DIP W-15 Water Line Improvements Project.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Wallace, to approve the Statement of Work No. 2 for the Engineering Design, Bidding and Construction phase services for the CIP W-15 Water Line Improvements Project to George Butler Associates, Inc.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on the First Amendment to the Development Agreement Under Section 43.035, Texas Local Government Code with Jefferson Triangle Marine, LP.

The City staff recommended that the City Council approve the First Amendment to the Development Agreement Under Section 43.035, Texas Local Government Code with Jefferson Triangle Marine, LP and direct the Mayor and/or City Manager to execute the agreement and all necessary documents associated with the agreement.

At the direction of City Manager Bolt, City Engineer Phelan discussed the first amendment to the Development Agreement with Jefferson Triangle Marine, LP.

MOTION: Upon a motion made by Mayor Pro Tem Dr. Harvey and seconded by Council Member Emily Hill, to approve the First Amendment to the Development Agreement Under Section 43.035, Texas Local Government Code with Jefferson Triangle Marine, LP and direct the Mayor and/or City Manager to execute the agreement and all necessary documents associated with the agreement.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action a parkland fee-in-lieu for the Emerald Manor Apartments.

The City staff recommended that the City Council approve a parkland fee-in-lieu for the Emerald Manor Apartments of \$550 per dwelling unit.

At the direction of City Manager Bolt, Assistant Development Services Director Dunlop discussed the parkland fee-in-lieu for the Emerald Manor Apartments.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve a parkland fee-in-lieu for the Emerald Manor Apartments of \$550 per dwelling unit.

The discussion was held regarding the clarification of the fee.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance amending Ordinance No. 587 authorizing the suspension of the maximum time period a temporary sign may be displayed.

The City staff recommended that the City Council approve Ordinance No. 597 amending Ordinance No. 587 authorizing the suspension of the maximum time period a temporary sign may be displayed.

Assistant Development Services Director Dunlop discussed the amendment ordinance with new extension date of March 31st, 2020.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Emily Hill, to approve Ordinance No. 597 amending Ordinance No. 587 authorizing the suspension of the maximum time period a temporary sign may be displayed until the end of the COVID pandemic.

City Manager Bolt asked for clarification on the expiration date.

Council member Kruppa amended his motion.

MOTION: Upon a motion made by Council Member Kruppa to approve Ordinance No. 597 amending Ordinance No. 587 authorizing the suspension of the maximum time period a temporary sign may be displayed until December 31, 2021.

Motion failed due to no one seconded.

Council Member Weir suggested for ordinance to be reviewed sooner.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Kruppa, to approve Ordinance No. 597 amending Ordinance No. 587 authorizing the suspension of the maximum time period a temporary sign may be displayed until June 30, 2021.

There was no further discussion.

Motion to approve carried 7-0

10. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances Chapter 1 – General Provisions; Article 1.04 – Section 1.04002 Rules of Procedure.

The City staff recommended that the City Council approve Ordinance No. 598 amending the Manor Code of Ordinances Chapter 1 – General Provisions; Article 1.04 – Section 1.04002 Rules of Procedure.

City Manager Bolt discussed the amendments to the Rules of Procedure.

City Attorney Saenz discussed the suspended rules listed on the Rules of Procedure.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Emily Hill, to approve Ordinance No. 598 amending the Manor Code of Ordinances Chapter 1 – General Provisions; Article 1.04 – Section 1.04002 Rules of Procedure.

The discussion was held regarding the clarification of the changes to the Rules of Procedure.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on the appointment of Manor City Council Members to the Tax Increment Reinvestment Zone (TIRZ) Board of Directors.

The City staff recommended that the City Council appoint the Manor City Council Members for the terms as indicated in the roster to the Tax Increment Reinvestment Zone Board of Directors

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Wallace, to appoint the Manor City Council Members for the terms as indicated in the roster to the Tax Increment Reinvestment Zone Board of Directors.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on the reappointments for the Board of Adjustment Members.

The City staff recommended that the City Council appoint William D. Manns to Place 1, Chase Mitchell to Place 2, Aaron Moreno to Place 3, James D. Sulcer to Place 4, and Karen Mazerac to Place 5 for a term expiring January 1, 2023.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to appoint William D. Manns to Place 1, Chase Mitchell to Place 2, Aaron Moreno to Place 3, James D. Sulcer to Place 4, and Karen Mazerac to Place 5 for a term expiring January 1, 2023.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on the appointment of the Park Committee plus two (2) Planning and Zoning Commissioners to serve as the Public Tree Advisory Board; and Chairperson to serve a one-year term.

The City staff recommended that the City Council appoint the Park Committee plus Planning and Zoning Commission Vice-Chair Julie Leonard and Commissioner LaKesha Small to serve as the Tree Advisory Board and appoint a Chairperson to serve a one-year term.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Wallace, to appoint the Park Committee plus Planning and Zoning Commission Vice-Chair Julie Leonard and Commissioner LaKesha Small to serve as the Tree Advisory Board and appoint LaKesha Small as Chairperson to serve a one-year term.

The discussion was held regarding the appointment of the Chairperson.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on the appointment of three (3) Education Committee Council Members; and Chairperson to serve a one-year term.

Mayor Wallace Jr. recommended that City Council to appoint three (3) Education Committee Council Members; and Chairperson to serve a one-year term.

Mayor Pro Tem Dr. Harvey nominated himself, Council Member Emily Hill and Council Member Wallace; and nominated Council Member Hill as Chairperson.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Kruppa, to appoint Council Member Emily Hill, Council Member Wallace, and Mayor Pro Tem Dr. Harvey to the Education Committee; and appoint Council Member Emily Hill as Chairperson.

Council Member Deja Hill amended her motion.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Kruppa, to appoint Council Member Emily Hill, Council Member Wallace, and Mayor Pro Tem Dr. Harvey to the Education Committee and appoint Council Member Emily Hill as Chairperson to serve a one-year term.

There was no further discussion.

Motion to approve carried 7-0

15. Tabled Item: Consideration, discussion, and possible action on City Council Committees Meetings.

Mayor Wallace Jr. recommended that City Council approve the 1st & 3rd Wednesday's (9-5pm) as Council Days to hold committees, workshops, etc., as approved and/or needed by the Mayor and City Manager before presenting alternative dates to council for approval.

The discussion was held regarding set days for council committees.

The discussion was held regarding consequences for council members if meetings are missed.

The discussion was held regarding how meetings would be conducted.

Mayor Pro Tem Dr. Harvey expressed his concerns with setting committee dates.

Council Member Kruppa expressed his concerns with setting committee dates.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to table item to the second meeting in January 2021, regular council meeting.

Council Member Deja Hill suggested to not limit the set dates for council meetings. She still recommended for times to be set from 9-5p.m.

City Manager Bolt suggested to set a calendar for committee dates.

Council Member Weir expressed her concerns with setting committee dates.

Council Member Kruppa suggested for item to be tabled to the second meeting in February 2021.

Council Member Kruppa amended his motion.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to table item to the February 17, 2021, regular council meeting.

Council Member Deja Hill requested for a committee calendar with past meetings for Council to review.

There was no further discussion.

Motion to approve carried 7-0

16. Discuss and consider consenting on the creation of the proposed Travis County Emergency Services District No. 17.

Fire Chief Smith discussed the consent on the creation of the proposed Travis County Emergency Services District No. 17.

The discussion was held regarding any ramifications to the city.

The discussion was held regarding the clarification of the petition for consenting the proposed Travis County Emergency Services District No. 17.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to consent the creation of the proposed Travis County Emergency Services District No. 17.

There was no further discussion.

Motion to approve carried 5-2

(Mayor Pro Tem Dr. Harvey and Council Member Emily Hill voted against)

Mayor Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 9:30 p.m. on Wednesday, December 16, 2020, in accordance with the requirements of the Open Meetings Law.

City Attorney Saenz joined Executive Session via zoom.

EXECUTIVE SESSION

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Councilmember qualifications* at 9: 30 p.m. on Wednesday, December 16, 2020.

The Executive Session was adjourned at 10:06 p.m. on Wednesday, December 16, 2020.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 10:06 p.m. on Wednesday, December 16, 2020.

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

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:07 p.m. on Wednesday, December 16, 2020.

These minutes approved by the Manor City Council on the 6th day of January 2020.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



**CITY COUNCIL
WORKSHOP MINUTES
DECEMBER 19, 2020
Via Telephone/Video Conference
(Zoom Meeting)**

THIS MEETING WAS FOR REVIEW AND DISCUSSION ONLY; NO ACTION WAS TAKEN

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Saturday, December 19th, was only open to the public via remote access.

The following instructions were provided to the general public.

Instructions for Public Speaking:

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

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

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

PRESENT VIA ZOOM:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4 (joined zoom meeting at 10:15 a.m.)
Deja Hill, Place 5
Gene Kruppa, Place 6 (Absent)

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Scott Dunlop, Assistant Development Services Director

WORKSHOP SESSION – 10:00 A.M.

With a quorum of the Council Members present via video/telephone conference, the workshop session of the Manor City Council was called to order by Mayor Wallace Jr. at 10:00 a.m. on Saturday, December 19, 2020.

PUBLIC COMMENTS

There were no public comments received prior to the meeting.

At the direction of Mayor Wallace, Director of Finance Collins removed items that do not pertain to the city.

The following topics were removed from both sections for the upcoming Workshop scheduled for January 9th, 2021.

- **Discussion of the TML Revenue Manual for Texas Cities.**
 - *Anticipated Notes (removed)*
 - *Assessments (petition, advisory committee, improvement & tourism)*
 - *Cemetery Tax (removed)*
 - *Certificates of Obligation*
 - *Child Safety Fines*
 - *Coin operated machine tax (removed)*

- *Drainage Fees (removed)*
- *Felony Forfeiture Funds*
- *Hotel Occupancy Taxes (7% max)*
- *Investments (ordinance/resolution)*
- *Municipal Court Fines*
- *Municipal Development Corporation Sales Tax (removed)*
- *Municipal Development District (MDD) Sales Tax (removed)*
- *Open Record Charges (removed)*
- *Tax Freeze (elderly, disabled)*
- *Right-of-Way Rental Fees*
- *Sales tax for Crime Control (removed)*
- *Venue Taxes (removed)*

The discussion was held regarding reasons for removing topics.

- **Discussion of the TML Economic Development Handbook.**

- *City/County Venue Project Tax (removed)*
- *Short Term Motor Vehicle Rental Tax (removed)*
- *Admissions Tax on Tickets Sold at a Venue Project (removed)*
- *Tax on Event Parking at a Venue Project (removed)*
- *Imposing an Additional Hotel Occupancy Tax (removed)*
- *Livestock Facility Use Tax in Certain Cities and Counties (pg. 63)*
- *Establishing the Venue Project Fund (removed)*
- *Chapter 335 Sports and Community Venue District (pg. 69)*
- *Property Tax Abatement (pg. 80)*
- *Tax Increment Financing (pg. 93)*
- *Texas Economic Development Act (pg. 114)*
- *Economic Development Through Tourism (pg. 132)*
- *City, County, Cooperative and Regional Efforts (pg. 160)*
- *Other Economic Development Initiative – Public Improvement Districts (pg. 180)*
- *Tourism Public Improvement District (pg. 187)*

The discussion was held regarding reasons for removing topics.

The discussion was held on sharing notes among Council Members through Google Docs.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 10:24 a.m. on Saturday, December 19, 2020.

These minutes approved by the Manor City Council on the 6th day of January 2020.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Scott Dunlop, Assistant Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single family detached and two-family; and amending planned unit development procedures.

BACKGROUND/SUMMARY:

See backup for details on changes

After 1st reading, we are proposing to add two definitions and a new subsection to the Outdoor Storage and Display section. These additions relate to parking of motor vehicles, RVs, and watercraft on residential properties. Similar provision existing in the old zoning code but were removed because at the time we were working on totally revising our parking ordinance and these provisions are more applicable to be located there. That ordinance has not moved forward but the provisions related to motor vehicle, RV, and boat parking should be in place, so they are being added back into the zoning code until such time they are added to a new parking ordinance. If you accept these provisions the motion would need to approve the Ordinance plus the additions and the additions need to be read entirely.

P&Z voted 5-0 to recommend approval.

First reading approved at the December 16th, 2020, regular council meeting.

LEGAL REVIEW: Yes, to form
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Zoning Ordinance Changes
- Ordinance No. 599
- Zoning Ordinance additions

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the second and final reading of Ordinance No. 599 as set forth in the caption above; and with the following additions: **(additions in red must be fully read with motion, see Tab d. Zoning Ordinance 2020 Additions)**

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

Section 14.01.008 – Definitions

Child care center (~~intermediate~~) means a facility other than the residence of the director, owner, or operator of the facility (~~including nonresidential structures~~) which provides custodial care and supervision for less than 24 hours a day to children under 14 years of age ~~for between seven and 12 children~~, excluding foster and group homes. ~~The facility must contain a minimum 150 square feet of floor area for each child.~~

- Rationale: We have 2 definitions for Child Care Center; (intermediate) and (large) with them being substantially similar except (intermediate) limited the operation to between 7 and 12 children. They we both permitted in the same zoning districts so having have 2 types of Child Care Centers was not necessary. This modification removes (intermediate) and renames (large) to just Child Care Center and removes the limits on the number of children. Those numbers are governed by State licensing requirements.

Community Garden means a single piece of land gardened and maintained collectively by a group of people. Community gardens utilize either individual or shared plots on private or public and while producing fruit, vegetables, and/or plants grown for their attractive appearance.

- Rationale: A resident had expressed an interest in starting a community garden, but our code did not provide a clear way to do that. This adds the definition and its use if further refined in later sections.

Florist means an establishment for the sale of flowers, ornamental plants and related supplies.

Garden Center means a retail operation where plants are propagated and grown to a desired age and sold to the general public along with related products. This use excludes wholesale production and distribution.

- Rationale: The addition of Florist and Garden Center go together. Our previous references to Florist in our code was a hybrid of a florist shop and a garden center depending on the zone it was located in. In Neighborhood Business and Light Commercial greenhouses were prohibited, while they were permitted in Medium and Heavy Commercial so essentially only a “florist” would locate in NB and C-1, while a florist similar to a garden center could locate in C-2 and C-3. This modification clarifies what a Florist is vs what a Garden Center as well as further refining those uses in later sections.

Privacy fence means a construction, ~~not considered a structure~~, which is designed for screening or enclosing and constructed of wood or masonry or a combination thereof at least six feet in height. ~~Fences placed in or over any easement or right-of-way shall be considered a structure.~~

- This change in the Privacy Fence better aligns the definition with our Subdivision Code that stipulates structures are not permitted in easements or rights-of-way unless they are necessary for the function of the easement or ROW so this change clarifies that a fence in an easement or ROW is a structure.

Section 14.02.005 – Residential Land Use Table

- (a) Land uses identified in Tables (b) and (c) with the following designations shall be interpreted according to the provisions herein. If there is no designation found for a particular use in a specific zoning district, that use is not allowed within that zoning district. In the event that a use is not listed or classification is otherwise required, the Development Services Director shall classify the use.
1. Permitted Uses: Uses noted with a “P” are permitted by right within the given district, provided that all other requirements applicable to the use within each section are met.
 2. Uses Permitted with Conditions: Uses noted with a “C” are permitted by right within the given district provided that specific conditions are met. Specific conditions applicable to these certain uses are provided in Section 14.02.006 of this Division.
 3. Uses Requiring a Specific Use Permit: Uses noted with an “S” require consideration of impacts associated with a particular location for the proposed use, in addition to the standards that otherwise apply to the use under this Chapter.
 4. Uses Permitted with Conditions and authorized by a Specific Use Permit: Uses noted with a “C/S” are permitted when authorized by a Specific Use Permit and have specific conditions provided in Section 14.02.006, unless modified by the Specific Use Permit.

Change 14.02.005(a) to 14.02.005(b)

Change 14.02.005(b) to 14.02.005(c)

- Rationale: Section (a) clarifies what the letter designations in our Residential Land Use Table mean; P = permitted, C = conditions, and S = specific use permit required. The current sections (a) and (b) are changed to (b) and (c).

Child Care Center (small) “C/S” in A, SF-E, SF-1, SF-2, TF, TH

- Rationale: Child Care Center (small) is a home-based daycare. It previously was only mentioned in the definitions section, so this adds it to the list of non-residential uses in residential districts. The requirements to operate one and the need for a specific use permit are unchanged.

Community Garden “C” in A, SF-E, SF-1, SF-2, TF, TH

- This adds Community Gardens as a permitted with conditions use to certain residential districts. The conditions are added in a later section. This would allow residents or an HOA to establish a community garden in their neighborhood without having to rezone the property.

Section 14.02.006 Residential land use conditions table

Agriculture – add Sales of agricultural products are prohibited from the property except sales in compliance with Texas Health and Safety Code Chapter 437

- This adds to the existing conditions for an agricultural operation on residential zoned property that sales of the products are prohibited unless allowed by State law. That State law reference is for Cottage Foods like baked goods that don't require time and temperature controls and can be manufactured and sold from a home-based business.

Child Care Center (small) - Maximum 6 children at any one time, including the operator's natural or adopted children under the age of 14, Minimum 150 square feet of floor area for each child, excluding storage areas, bathrooms, and other areas as determined by the director of development services

- This adds the conditions under which a home-based daycare be established (a specific use permit would also be required, and that SUP could modify these conditions).

Community Garden – Limited to 1 acre, Not permitted on a property with a dwelling unit, Sales of agricultural products are prohibited except from property zoned Agricultural

- This adds the conditions to a Community Garden that is established in a residential zoning district.

Section 14.02.007 Residential Development Standards

TH – Interior side setback: 0' attached, ~~15' detached~~ 10' detached

Exterior side setback to residential (4): ~~10'-0'~~ attached, 5' detached, ~~25'-15'~~ common lot

Rear setback to residential (4): 20', (15') common lot

Rear setback to non-residential (4): 25', (15') common lot

Maximum dwelling units: 1/single lot, 12/acre (common lot)

Maximum units per structure: 1 single lot, 6 (common lot)

MF-1: Front setback: 20', (15')

Streetside setback: 15', (15')

- Rationale: The setback standards for Townhome district, interior and exterior side, were incorrect and would not have produced the intended product. This clarifies and allows for the types of Townhome developments typically constructed. The Maximum Dwelling Units were also clarified to include that if single lots are platted that only 1 dwelling unit is allowed per lot and the Maximum units per structure is 1 on a single and 6 on a common lot.
- The modifications to MF-15 add streetscape yards (landscaping requirements)

Section 14.02.017 – Non-Residential and Mixed-Use District Land Use Table

- (a) Land uses identified in Tables (b) and (c) with the following designations shall be interpreted according to the provisions herein. If there is no designation found for a particular use in a specific zoning district, that use is not allowed within that zoning district. In the event that a

use is not listed or classification is otherwise required, the Development Services Director shall classify the use.

1. Permitted Uses: Uses noted with a “P” are permitted by right within the given district, provided that all other requirements applicable to the use within each section are met.
2. Uses Permitted with Conditions: Uses noted with a “C” are permitted by right within the given district provided that specific conditions are met. Specific conditions applicable to these certain uses are provided in Section 14.02.018 of this Division.
3. Uses Requiring a Specific Use Permit: Uses noted with an “S” require consideration of impacts associated with a particular location for the proposed use, in addition to the standards that otherwise apply to the use under this Chapter.
4. Uses Permitted with Conditions and authorized by a Specific Use Permit: Uses noted with a “C/S” are permitted when authorized by a Specific Use Permit and have specific conditions provided in Section 14.02.018, unless modified by the Specific Use Permit.

Change 14.02.017(a) to 14.02.017(b)

Change 14.02.017(b) to 14.02.017(c)

- Rationale: Section (a) clarifies what the letter designations in our Non-Residential Land Use Table mean; P = permitted, C = conditions, and S = specific use permit required. The current sections (a) and (b) are changed to (b) and (c).

Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts

Child Care Center (large) is replaced with Child Care Center

Community Garden “C” in OS, I-1, I-2, NB, DB, C-1

Game Rooms “C/S” in C-1, C-2, C-3, ~~IN-2~~

Pawnshop ~~“C/S”~~ “C” in C-2, C-3, IN-1

Pet Store “C” in NB, DB, C-1, C-2, C-3.

Semi-permanent food establishment “C” in C-1, C-2, C-3

- Rationale:
 - Child Care Center (large) name is just replaced with Child Care Center.
 - Community Garden is added a permitted use with conditions in Open Space, Institutional (small), Institutional (large), Neighborhood Business, Downtown Business, and Light Commercial. Conditions are added in a later section
 - Game Rooms are clarified to match what is in the Game Rooms Ordinance so they are permitted with conditions and specific use permits in Light Commercial but removed as a use in Light Industrial
 - Pawnshops used to required a specific use permit as well as have conditions on the use but State law does not allow a city to require a Pawnshops to have to

obtain specific use permits. The conditions on the use remain, like distance from other pawnshops, schools, and churches.

- Pet Stores were a defined use but not included in the list of permitted uses, so this adds them in Neighborhood Business, Downtown Business, Light, Medium and Heavy Commercial. Conditions on the use are added in a later section.
- Semi-permanent food establishments (food trucks) were not included in the list of permitted uses so this adds them in Light, Medium, and Heavy Commercial. Conditions on the use are added in a later section.

Section 14.02.018 Non-Residential and Mixed-Use District Conditions.

Light Commercial (C-1)	<ul style="list-style-type: none"> ● Uses be conducted entirely within an enclosed building except for delivery, gasoline sales, dining and patio areas associated with a restaurant, food and beverage sale use, and mobile food vendors. ● Uses be conducted entirely within an enclosed building except for customary outdoor uses, as approved by the Development Services Director, on an area that is improved with concrete, asphalt, or another all-weather surface. All sales of merchandise shall be consummated indoors, and no cash register or package-wrapping counter shall be located outdoors
	<ul style="list-style-type: none"> ● Outdoor displays must be in accordance with section 14.02.049
	<ul style="list-style-type: none"> ● Merchandise be new, first-hand and sold on premises, except for antique shops
	<ul style="list-style-type: none"> ● Establishments located on property that is within 300 feet of any property zoned for residential use when the commercial use is first established may not be open to the general public before 5:00 a.m. and must be closed to the general public by 12:00 a.m., except for commercial uses located on US Hwy 290.

- Rationale: This change removes the strict requirements for what uses are allowed to have outdoor components and allows the Director of Development Services to determine the appropriateness. This change was mostly driven by the addition of Garden Centers as a permitted with conditions use in Light Commercial and the normal operations of that use include outdoor display/storage of plants and associated materials so rather than continually add what uses can have outdoor uses this change allows the Director to determine the appropriateness.

Section 14.02.019 Non-residential and mixed-use land use conditions

Community Garden – Limited to 1 acre, Can be a principle or accessory use, Sales of agricultural products are prohibited except from property with a temporary food establishment permit under Section 14.02.048(a)(1) or Section 14.02.048(a)(6)

Florist – ~~In neighborhood business (NB), downtown business (DB), and light commercial (C-1) greenhouses are prohibited, The area containing the plants and other accessory materials or products, e.g. soil, mulch, sod, pots and containers, etc., is enclosed within a fenced area, Stacked materials do not exceed the height of a screening fence, Where permitted, greenhouses are placed to the rear of the property.~~

Garden Center - The area containing accessory materials or products, e.g. soil, mulch, sod, fertilizers, etc. is screened from view of adjacent rights-of-way and properties by a fenced enclosure, Stacked materials do not exceed the height of a screen fence.

Pet Store – Sales of any animal, domestic or otherwise, requires a Commercial Sales Permit under Section 2.03.006

Semi-permanent food establishment – see Article 4.03 Peddlers, Solicitors, Food Vendors, Special Events and Outdoor Sales

- Rationale: These are the conditions on the uses that were added or modified in the previous sections in Non-residential districts.
 - Community Gardens allow the sale of agricultural products when a temporary use permit is granted for the sale of seasonal products or a farmers market permit.
 - Florist conditions are modified to just exclude greenhouses
 - Garden Center – the conditions that used to be on florists are moved to Garden Centers, but not the provision about where greenhouses are located
 - Pet Stores – added so concurrence with our Animal Control ordinance is adhered to
 - Semi-permanent food establishment – added so concurrence with our Vendor/Peddler ordinance is adhered to

Section 14.02.049(c) – Outdoor Storage and Display

(c) *Outdoor Display.* Outdoor display is the display of items actively for sale and shall adhere to the following standards:

- (1) Outdoor display of merchandise shall not occupy any required parking spaces, landscape area, pedestrian accessibility or fire lane.
- (2) Outdoor display shall not extend into public right-of-way or onto adjacent property and must be kept within 15 feet of the principle structure. This distance requirement does not apply to [vehicle rental or garden centers](#).
- (3) Outdoor display shall be displayed in a neat and orderly manner and maintained in a clean, litter free manner.
- (4) Outdoor display may not be located on the roof of any structure.

(5) The outdoor display area shall not exceed ten percent of the square footage of the principle structure or 500 square feet, whichever is less with the following exceptions:

(A) Outdoor home accessory sales are exempt from this requirement

(B) Passenger vehicle rental. Outdoor display of passenger vehicles for rent is exempt from this requirement. This does not include vehicles used for moving.

(C) Moving vehicle rental. Rental of vehicles used for moving goods, personal or commercial, are limited to a maximum of eight parking spaces.

(D) Garden Centers are exempt from this requirement.

(6) All sales of such merchandise shall be consummated indoors, and no cash register or package-wrapping counter shall be located outdoors.

(7) The maximum height of merchandise shall not exceed four feet except for vehicle rental and garden centers where retail plants can be displayed above four feet.

(8) Outdoor display is not required to be screened except accessory materials or products, e.g. soil, mulch, sod, fertilizers, etc. associated with a garden center.

(9) Automotive parts and accessories shall not remain outdoors for more than 12 consecutive hours or will otherwise be required to follow the standards for outdoor storage.

- Rationale: This changes to the outdoor display and storage are meant to allow for Garden Center uses in the ways they traditionally operate their businesses with much of the product being in outdoor or partially covered areas.

Section 14.02.061(b)(1) Single Family Detached and Two-Family

(D) The principle dwelling shall have at least a fully enclosed two car garage. The garage may be attached or detached.

(i) New housing development must avoid front elevations resulting in a streetscape dominated by the sight of garage doors.

(ii) ~~A front-loading garage, or the area including the garage door and four feet around the garage door, whichever is wider, may occupy no more than 50 percent of the house linear frontage, and may protrude no more than six feet from the longest front wall.~~ A front-loading garage, or the area including the garage door and four feet around the garage door, may protrude no more than six feet from the longest front wall.

(iii) A front-loading garage, or the area including the garage door and four feet around the garage door, whichever is wider, may occupy no more than 65 percent

of the house linear frontage. Garage door areas that occupy 50 percent or less shall include one element from the following list. Garage door areas that occupy between 51 percent and 65 percent shall contain at least three elements from the following list.

- a. Integrated trim or banding around the garage door
 - b. Garage door relief detailing, including windows
 - c. Decorative hardware including hinges and handles
 - d. Single garage doors with a minimum 10” separation
 - e. Architectural roof above the garage
 - f. Other elements as approved by the Building Official
- Rationale: Garage door percentages had been capped at 50% to limit the visual impact of garage doors on the streetscape. This amendment allows them to go up to 65% but adds architectural elements; 1 if the garage door percentage is 50% or lower and 3 elements if it's 51% - 65% and provides a list of elements. This provides more flexibility in design while maintain the intent of the code.

Section 14.05.002(b)(8) Procedures

~~(8) Expiration. If development equal to at least 25 percent of the cost of installing streets, utilities and drainage in the PUD, or, if the PUD is approved to be developed in sections or phases, if development equal to at least 50 percent of the cost of installing streets, utilities and drainage in the first section or phase of the PUD has not occurred, on a planned unit development tract or lot within two years after the date of approval, such approval shall expire; and may only be renewed after application is made therefor, notice is given and public hearings are held by the commission and city council to evaluate the appropriateness of the previously authorized planned development approval. Any such application for renewal or extension shall be considered in the same manner, and under the same rules, regulations and ordinances then in effect, as a new application for zoning.~~

(b)(8) – Reserved

- Rationale: Our zoning procedures for a Planned Unit Development (PUD) had included a section on the PUD zoning expiring after it had been approved by P&Z and Council but before plats or improvements had been constructed. Zoning entitlements cannot expire once approved so this section has been completely removed.

ORDINANCE NO. 599

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING CHAPTER 14, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF MANOR, TEXAS, BY PROVIDING FOR THE AMENDMENT OF DEFINITIONS, RESIDENTIAL LAND USES, AND LAND USE CONDITIONS; MODIFYING GENERAL DEVELOPMENT REGULATIONS FOR TWO-FAMILY, TOWNHOME AND MULTI-FAMILY DISTRICTS; AMENDING NON-RESIDENTIAL AND MIXED-USE DISTRICTS LAND USES; AMENDING NON-RESIDENTIAL AND MIXED-USE DISTRICTS CONDITIONS; AMENDING DEVELOPMENT STANDARDS FOR OUTDOOR STORAGE AND DISPLAY, SINGLE FAMILY DETACHED AND TWO-FAMILY; AMENDING PLANNED UNIT DEVELOPMENT PROCEDURES; PROVIDING A SEVERABILITY CLAUSE, PROVIDING SAVINGS, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Manor, Texas (the “City”) is a home-rule City authorized to regulate zoning within its city limits; and

WHEREAS, the City Council of the City of Manor, Texas (the “City Council”) reviews the City’s zoning regulations from time to time to consider amendments to Chapter 14, Zoning of the City’s Code of Ordinances (the “Zoning Ordinance”); and

WHEREAS, the City finds it necessary to amend the Zoning Ordinance and adopt the amendments set forth in this ordinance;

WHEREAS, the City finds that the Zoning Ordinance should be amended to better provide an attractive living environment and to protect health, safety, morals and welfare of the present and future residents of the City; and

WHEREAS, the City Council has determined that the proposed amendments are reasonable and necessary to more effectively guide and manage the development and use of land.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

SECTION 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

SECTION 2. Amendment of Code of Ordinances. The City Council hereby amends Chapter 14, Zoning of the Manor Code of Ordinances (the “Zoning Ordinance”) to amend the definitions, residential land uses and land use conditions, general development regulations for Two-Family, Townhome and Multi-Family Districts, Non-Residential and Mixed-Use land uses, Non-Residential and Mixed-Use district conditions, development standards for outdoor storage and display, single family and two-family architectural standards, and planned unit development procedures; as provided for in Sections 3. through 32. of this Ordinance.

SECTION 3. Amendment of Section 14.01.008 Definitions. Section 14.01.008 of the Zoning Ordinance is hereby amended as follows:

- (a) The definition for “Child Care Center (intermediate)” is hereby deleted in its entirety.
- (b) The definition for “Child Care Center (large)” is hereby amended in its entirety to read as follows:

“*Child Care Center* means a facility other than the residence of the director, owner, or operator of the facility which provides custodial care and supervision for less than 24 hours a day to children under 14 years of age, excluding foster and group homes.”
- (c) The definition for “Community Garden” is hereby added in alphabetical order to read as follows:

“*Community Garden* means a single piece of land or property gardened and maintained collectively by a group of people. Community gardens utilize either individual or shared plots on private or public land while producing fruit, vegetables, and/or plants grown for their attractive appearance.”
- (d) The definition for “Florist” is hereby added in alphabetical order to read as follows:

“*Florist* means an establishment for the sale of flowers, ornamental plants and related supplies.”
- (e) The definition for “Garden Center” is hereby added to read as follows:

“*Garden Center* means a retail operation where plants are propagated and grown to a desired age and sold to the general public along with related products. This use excludes wholesale production and distribution.”
- (f) The definition for “Privacy Fence” is hereby amended in its entirety to read as follow:

“*Privacy fence* means a construction which is designed for screening or enclosing and constructed of wood or masonry or a combination thereof at least six feet in height. Fences placed in or over any easement or right-of-way shall be considered a structure.”

SECTION 4. Amendment of Section 14.02.005 Residential Land Use Table. Section 14.02.005 of the Zoning Ordinance is hereby amended to add and revise the following subsections as follows:

- (a) Subsection (a) is hereby added to read as follows:

“(a) Land uses identified in Tables (b) and (c) with the following designations shall be interpreted according to the provisions herein. If there is no designation found for a particular use in a specific zoning district, that use is not allowed within

that zoning district. In the event that a use is not listed or classification is otherwise required, the Development Services Director shall classify the use.

1. Permitted Uses: Uses noted with a “P” are permitted by right within the given district, provided that all other requirements applicable to the use within each section are met.
2. Uses Permitted with Conditions: Uses noted with a “C” are permitted by right within the given district provided that specific conditions are met. Specific conditions applicable to these certain uses are provided in Section 14.02.006 of this Division.
3. Uses Requiring a Specific Use Permit: Uses noted with an “S” require consideration of impacts associated with a particular location for the proposed use, in addition to the standards that otherwise apply to the use under this Chapter.
4. Uses Permitted with Conditions and authorized by a Specific Use Permit: Uses noted with a “C/S” are permitted when authorized by a Specific Use Permit and have specific conditions provided in Section 14.02.006, unless modified by the Specific Use Permit.”

(b) With the addition of the new subsection (a) above, subsections “(a) Residential land uses in residential zoning districts” and “(b) Non-residential land uses in residential zoning districts” are renumbered to “(b) Residential land uses in residential zoning districts” and “(c) Non-residential land uses in residential zoning districts” respectively.

SECTION 5. Amendment of Section 14.02.005 Residential Land Use Table. Section 14.02.005(b) of the Zoning Ordinance is hereby amended to add and delete uses to the table as follows:

(a) Non-Residential Use “Child Care Center (small)” is hereby amended in its entirety as follows:

	A	SF-E	SF-1	SF-2	TF	TH	MF-1	MF-2	MH-1	MH-2
Child care center (small)	C/S	C/S	C/S	C/S	C/S	C/S				

(b) Non-Residential Use “Community Garden” is hereby added immediately following the Non-Residential Use “Child Care Center (small)” to read as follows:

	A	SF-E	SF-1	SF-2	TF	TH	MF-1	MF-2	MH-1	MH-2
Community Garden	C	C	C	C	C	C				

SECTION 6. Amendment of Section 14.02.006 Residential Land Use Conditions

Table. Section 14.02.006 of the Zoning Ordinance is hereby amended to add or revise the conditions to read as follows:

(a) The condition of “Agriculture” is hereby amended to add the following condition to read as follows:

- Sales of agricultural products are prohibited from the property except sales in compliance with Texas Health and Safety Code Chapter 437. This prohibition does not apply to property zoned Agricultural.

(b) The Residential Land Use and Conditions for “Child Care Center (small)” and “Community Garden” are hereby added to read as follows:

Child Care Center (small)	<ul style="list-style-type: none"> • Maximum 6 children at any one time, including the operator’s natural or adopted children under the age of 14 • Minimum 150 square feet of floor area for each child, excluding storage areas, bathrooms, and other areas as determined by the director of development services
Community Garden	<ul style="list-style-type: none"> • Limited to 1 acre • Not permitted on a property with a dwelling unit • Sales of agricultural products are prohibited except from property zoned Agricultural

SECTION 7. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts.

Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Interior side setback” to read as follows:

Interior side setback	0’ attached
	10’ detached

SECTION 8. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts.

Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Exterior side setback to residential (4)” to read as follows:

Exterior side setback to residential (4)	0’ attached
	5’ detached
	15’ common lot

SECTION 9. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Rear setback to residential (4)” to read as follows:

Rear setback to residential (4)	20’
	(15’) common lot

SECTION 10. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Rear setback to non-residential (4)” to read as follows:

Rear setback to non-residential (4)	25’
	(15’) common lot

SECTION 11. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Maximum dwelling units” to read as follows:

Maximum dwelling units	1/single lot
	12/acre common lot

SECTION 12. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to revise the Townhome (TH) District “Maximum units per structure” to read as follows:

Maximum unit per structure	1 single lot
	6 common lot

SECTION 13. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to amend in its entirety the Multi-Family 15(MF-1) District “Front Setback” to read as follows:

Front Setback	20’
	(15’)

SECTION 14. Amendment of Section 14.02.007(b) General Development Regulations for Two-Family District, Townhome District, and Multi-Family Districts. Section 14.02.007(b) of the Zoning Ordinance is hereby amended to amend in its entirety the Multi-Family 15 (MF-1) District “Streetside Setback” to read as follows:

Streetside Setback	15’
	(15’)

SECTION 15. Amendment of Section 14.02.017 Non-Residential Land Use Table. Section 14.02.017 of the Zoning Ordinance is hereby amended to add and revise the following subsections to read as follows:

(a) Subsection (a) is hereby added to read as follows:

“(a) Land uses identified in Tables (b) and (c) with the following designations shall be interpreted according to the provisions herein. If there is no designation found for a particular use in a specific zoning district, that use is not allowed within that zoning district. In the event that a use is not listed or classification is otherwise required, the Development Services Director shall classify the use.

1. Permitted Uses: Uses noted with a “P” are permitted by right within the given district, provided that all other requirements applicable to the use within each section are met.
2. Uses Permitted with Conditions: Uses noted with a “C” are permitted by right within the given district provided that specific conditions are met. Specific conditions applicable to these certain uses are provided in Section 14.02.018 of this Division.
3. Uses Requiring a Specific Use Permit: Uses noted with an “S” require consideration of impacts associated with a particular location for the proposed use, in addition to the standards that otherwise apply to the use under this Chapter.
4. Uses Permitted with Conditions and authorized by a Specific Use Permit: Uses noted with a “C/S” are permitted when authorized by a Specific Use Permit and have specific conditions provided in Section 14.02.018, unless modified by the Specific Use Permit.”

(b) With the addition of the new subsection (a) above, “(a) Residential land uses in non-residential and mixed-use zoning districts” and “(b) Non-residential uses in non-residential and mixed-use zoning districts” are renumbered to “(b) Residential land uses in non-residential and mixed-use zoning districts” and “(c) Non-residential uses in non-residential and mixed-use zoning districts” respectively.

SECTION 16. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to delete in its entirety the non-residential use “Child care center (intermediate)”.

SECTION 17. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to delete the non-residential use title “Child care center (large)” read as follows: “Child care center”.

SECTION 18. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to add the non-residential use “Community Garden” immediately following the use “Communication services or facilities” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Community Garden	C	C	C		C	C	C				

SECTION 19. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to delete in its entirety the non-residential use “Game Room” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Game Room							C/S	C/S	C/S		

SECTION 20. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to add the non-residential use “Garden Center” immediately following the use “Game Room” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Garden Center							C	C	C		

SECTION 21. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to delete in its entirety the non-residential use “Pawnshop” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Pawnshop								C	C	C	

SECTION 22. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to add the non-residential use “Pet Store” immediately following the use “Personal Services” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Pet Store					C	C	C	C	C		

SECTION 23. Amendment of Section 14.02.017(b) Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts. Section 14.02.017(b) of the Zoning Ordinance is hereby amended to add the non-residential use “Semi-Permanent Food Establishment” immediately following the use “School, public” to read as follows:

	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Semi-Permanent Food Establishment							C	C	C		

SECTION 24. Amendment of Section 14.02.018 Non-Residential and Mixed-Use Districts Conditions. Section 14.02.018 of the Zoning Ordinance is hereby amended to delete in its entirety the conditions of “Light Commercial (C-1)” to read as follows:

Light Commercial (C-1)	<ul style="list-style-type: none"> • Uses be conducted entirely within an enclosed building except for customary outdoor uses, as approved by the Development Services Director, on an area that is improved with concrete, asphalt, or another all-weather surface. All sales of merchandise shall be consummated indoors, and no cash register or package-wrapping counter shall be located outdoors • Outdoor displays must be in accordance with section 14.02.049 • Merchandise be new, first-hand and sold on premises, except for antique shops • Establishments located on property that is within 300 feet of any property zoned for residential use when the commercial use is first established may not be open to the general public before 5:00 a.m. and must be closed to the general public by 12:00 a.m., except for commercial uses located on US Hwy 290.
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SECTION 25. Amendment of Section 14.02.019 Non-Residential and Mixed-Use Land Use Conditions. Section 14.02.019 of the Zoning Ordinance is hereby amended to add the

Non-Residential and Mixed-Use Land Use Conditions for “Community Garden” immediately following the Non-Residential and Mixed-Use Land Use Conditions for “Commercial Off-Street Parking” to read as follows:

Community Garden	<ul style="list-style-type: none"> • Limited to 1 acre. • Can be a principle or accessory use. • Sales of agricultural products are prohibited except from property with a temporary food establishment permit under Section 14.02.048(a)(1) or Section 14.02.048(a)(6).
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SECTION 26. Amendment of Section 14.02.019 Non-Residential and Mixed-Use Land Use Conditions. Section 14.02.019 of the Zoning Ordinance is hereby amended to delete in its entirety the Non-Residential and Mixed-Use Land Use Conditions for “Florist” to read as follows:

Florist	<ul style="list-style-type: none"> • Greenhouses are prohibited
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SECTION 27. Amendment of Section 14.02.019 Non-Residential and Mixed-Use Land Use Conditions. Section 14.02.019 of the Zoning Ordinance is hereby amended to add the Non-Residential and Mixed-Use Land Use Conditions for “Garden Center” immediately following the Non-Residential and Mixed-Use Land Use Conditions for “Game Room” to read as follows:

Garden Center	<ul style="list-style-type: none"> • The area containing accessory materials or products, e.g. soil, mulch, sod, fertilizers, etc. is screened from view of adjacent rights-of-way and properties by a fenced enclosure. • Stacked materials do not exceed the height of a screen fence.
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SECTION 28. Amendment of Section 14.02.019 Non-Residential and Mixed-Use Land Use Conditions. Section 14.02.019 of the Zoning Ordinance is hereby amended to add the Non-Residential and Mixed-Use Land Use Conditions for “Pet Store” immediately following the Non-Residential and Mixed-Use Land Use Conditions for “Pawnshop” to read as follows:

Pet Store	<ul style="list-style-type: none"> • Sales of any animal, domestic or otherwise, requires a Commercial Sales Permit under Section 2.03.006
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SECTION 29. Amendment of Section 14.02.019 Non-Residential and Mixed-Use Land Use Conditions. Section 14.02.019 of the Zoning Ordinance is hereby amended to add the Non-Residential and Mixed-Use Land Use Conditions for “Semi-Permanent Food Establishment” immediately following the Non-Residential and Mixed-Use Land Use Conditions for “Restaurant-Drive-in or Drive-through” to read as follows:

Semi-permanent Food Establishment	<ul style="list-style-type: none"> • See Article 4.03, Peddlers, Solicitors, Food Vendors, Special Events and Outdoor Sales
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SECTION 30. Amendment of Section 14.02.049(c) Outdoor Storage and Display. Section 14.02.049(c) of the Zoning Ordinance is hereby deleted in its entirety to read as follows:

“(c) *Outdoor Display.* Outdoor display is the display of items actively for sale and shall adhere to the following standards:

- (1) Outdoor display of merchandise shall not occupy any required parking spaces, landscape area, pedestrian accessibility or fire lane.
- (2) Outdoor display shall not extend into public right-of-way or onto adjacent property and must be kept within 15 feet of the principle structure. This distance requirement does not apply to vehicle rental or garden centers.
- (3) Outdoor display shall be displayed in a neat and orderly manner and maintained in a clean, litter free manner.
- (4) Outdoor display may not be located on the roof of any structure.
- (5) The outdoor display area shall not exceed ten percent of the square footage of the principle structure or 500 square feet, whichever is less with the follow exceptions:
 - (A) Outdoor home accessory sales are exempt from this requirement
 - (B) Passenger vehicle rental. Outdoor display of passenger vehicles for rent is exempt from this requirement. This does not include vehicles used for moving.
 - (C) Moving vehicle rental. Rental of vehicles used for moving goods, personal or commercial, are limited to a maximum of eight parking spaces.
 - (D) Garden Centers are exempt from this requirement.
- (6) All sales of such merchandise shall be consummated indoors, and no cash register or package-wrapping counter shall be located outdoors.
- (7) The maximum height of merchandise shall not exceed four feet except for vehicle rental and garden centers where retail plants can be displayed above four feet.

(8) Outdoor display is not required to be screen except accessory materials or products, e.g. soil, mulch, sod, fertilizers, etc. associated with a garden center.

(9) Automotive parts and accessories shall not remain outdoors for more than 12 consecutive hours or will otherwise be required to follow the standards for outdoor storage.”

SECTION 31. Amendment of Section 14.02.061(b)(1) Single Family Detached and Two-Family. Section 14.02.061(b)(1) of the Zoning Ordinance is hereby amended to delete subsection (D) in its entirety to read as follows:

“(D) The principle dwelling shall have at least a fully enclosed two car garage. The garage may be attached or detached.

(i) New housing development must avoid front elevations resulting in a streetscape dominated by the sight of garage doors.

(ii) A front-loading garage, or the area including the garage door and four feet around the garage door, may protrude no more than six feet from the longest front wall.

(iii) A front-loading garage, or the area including the garage door and four feet around the garage door, whichever is wider, may occupy no more than 65 percent of the house linear frontage. Garage door areas that occupy 50 percent or less shall include one element from the following list. Garage door areas that occupy between 51 percent and 65 percent shall contain at least three elements from the following list.

- a. Integrated trim or banding around the garage door
- b. Garage door relief detailing, including windows
- c. Decorative hardware including hinges and handles
- d. Single garage doors with a minimum 10” separation
- e. Architectural roof above the garage
- f. Other elements as approved by the Building Official”

SECTION 32. Amendment of Section 14.05.002(b)(8) Planned Unit Development Procedures. Section 14.05.002(b)(8) of the Zoning Ordinance is hereby amended to delete subsection (8) in its entirety to read as follows:

“(8) Reserved”

SECTION 33. Construction

The terms and provisions of this Ordinance shall not be construed in a manner to conflict with Chapter 211 of the Texas Local Government Code and if any term or provision of this Ordinance shall appear to conflict with any term, provision or condition of Chapter 211, such Ordinance term or provision shall be read, interpreted and construed in a manner consistent with and not in conflict with such Chapter, and, if possible, in a manner to give effect to both. The standard and accepted

rules of statutory construction shall govern in construing the terms and provisions of this Ordinance.

SECTION 34. Repealing all Conflicting Ordinances

All ordinances or parts of ordinances governing zoning in force when the provisions of this Ordinance become effective which are inconsistent with or in conflict with the terms and provisions contained herein are amended only to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

SECTION 35. Savings Clause

This City Council of the City of Manor, Texas hereby declares if any section, subsection, paragraph, sentence, clause, phrase, work or portion of this Ordinance is declared invalid, or unconstitutional, by a court of competent jurisdiction, that, in such event that it would have passed and ordained any and all remaining portions of this ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to make no portion of this Ordinance dependent upon the validity of any portion thereof, and that all said remaining portions shall continue in full force and effect.

SECTION 36. Severability

If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 37. Open Meetings

It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 38. Effective Date

This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED on First Reading this the 16th day of December 2020.

FINALLY PASSED AND APPROVED on this the 6th day of January 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

SECTION 3. Amendment of Section 14.01.008 Definitions. Section 14.01.008 of the Zoning Ordinance is hereby amended as follows:

- (a) The definition for “Child Care Center (intermediate)” is hereby deleted in its entirety.
- (b) The definition for “Child Care Center (large)” is hereby amended in its entirety to read as follows:

“*Child Care Center* means a facility other than the residence of the director, owner, or operator of the facility which provides custodial care and supervision for less than 24 hours a day to children under 14 years of age, excluding foster and group homes.”
- (c) The definition for “Community Garden” is hereby added in alphabetical order to read as follows:

“*Community Garden* means a single piece of land or property gardened and maintained collectively by a group of people. Community gardens utilize either individual or shared plots on private or public land while producing fruit, vegetables, and/or plants grown for their attractive appearance.”
- (d) The definition for “Florist” is hereby added in alphabetical order to read as follows:

“*Florist* means an establishment for the sale of flowers, ornamental plants and related supplies.”
- (e) The definition for “Garden Center” is hereby added to read as follows:

“*Garden Center* means a retail operation where plants are propagated and grown to a desired age and sold to the general public along with related products. This use excludes wholesale production and distribution.”
- (f) The definition for “Privacy Fence” is hereby amended in its entirety to read as follow:

“*Privacy fence* means a construction which is designed for screening or enclosing and constructed of wood or masonry or a combination thereof at least six feet in height. Fences placed in or over any easement or right-of-way shall be considered a structure.”
- (g) The definition for “Motor Vehicle” is hereby added to read as follows:

“*Motor vehicle* means any motor vehicle subject to registration pursuant to the Certificate of Title Act, chapter 501, Tex. Trans. Code, as amended.”
- (h) The definition for “Watercraft” is hereby added to read as follows:

“*Watercraft* means a vessel subject to registration under chapter 31, Tex. Parks & Wildlife Code, as amended.”

SECTION 30. Amendment of Section 14.02.049(e) Outdoor Storage and Display.
 Section 14.02.049(e) of the Zoning Ordinance is hereby ~~deleted in its entirety~~ amended to add and revise the following subsections to read as follows:

(a) Subsection (c) is hereby deleted in its entirety to read as follows:

“(c) *Outdoor Display*. Outdoor display is the display of items actively for sale and shall adhere to the following standards:

- (1) Outdoor display of merchandise shall not occupy any required parking spaces, landscape area, pedestrian accessibility or fire lane.
- (2) Outdoor display shall not extend into public right-of-way or onto adjacent property and must be kept within 15 feet of the principle structure. This distance requirement does not apply to vehicle rental or garden centers.
- (3) Outdoor display shall be displayed in a neat and orderly manner and maintained in a clean, litter free manner.
- (4) Outdoor display may not be located on the roof of any structure.
- (5) The outdoor display area shall not exceed ten percent of the square footage of the principle structure of 500 square feet, whichever is less with the follow exceptions:
 - (A) Outdoor home accessory sales are exempt from this requirement
 - (B) Passenger vehicle rental. Outdoor display of passenger vehicles for rent is exempt from this requirement. This does not include vehicles used for moving.
 - (C) Moving vehicle rental. Rental of vehicles used for moving goods, personal or commercial, are limited to a maximum of eight parking spaces.
 - (D) Garden Centers are exempt from this requirement.
- (6) All sales of such merchandise shall be consummated indoors, and no cash register or package-wrapping counter shall be located outdoors.
- (7) The maximum height of merchandise shall not exceed four feet except for vehicle rental and garden centers where retail plants can be displayed above four feet.
- (8) Outdoor display is not required to be screen except accessory materials or products, e.g. soil, mulch, sod, fertilizers, etc. associated with a garden center.
- (9) Automotive parts and accessories shall not remain outdoors for more than 12 consecutive hours or will otherwise be required to follow the standards for outdoor storage.”

(b) Subsection (f) is hereby added to read as follows:

“(f) Storage of Motor Vehicles, Recreational Vehicles, and Watercraft on Residential Property

- (1) Motor vehicles, recreational vehicles and watercraft (collectively “vehicles”) not operable due to expired registration or similar, excluding racing vehicles, antique vehicles, and vehicles belonging to members of armed forces who are on active duty, shall be parked or stored only in completely enclosed buildings.
- (2) No vehicle shall be parked or stored on any lot except that it shall be enclosed in a building or parked on an approved surface of concrete or asphalt installed for such purpose.
- (3) Recreation vehicles and watercraft shall not be parked or stored in any right-of-way.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Pauline Gray, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending Ordinance No. 40; Amending chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.

BACKGROUND/SUMMARY:

Periodically, updates to the City's adopted Community Impact Fee Program are necessary to address changing development conditions. The City Council reappointed the Planning and Zoning Commission and one representative of the development community as the Community Impact Fee Advisory Committee. The Committee met several times and has evaluated the City's current Impact Fee Program and has come up with recommendations for proposed changes to the Community Impact Fees for Water and Wastewater.

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

- Advisory Committee Letter
- CIF Ordinance No. 600
- Exhibit "A"
- Exhibit "B"

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Ordinance No. 600 as set forth in the caption above.

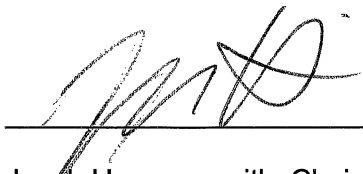
PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

**2020 COMMUNITY IMPACT FEE UPDATE
ADVISORY COMMITTEE ACTIVITY SUMMARY
AND RECOMMENDATION TO CITY COUNCIL**

The duly-appointed Community Impact Fee (CIF) Advisory Committee has conducted eight (8) meetings to discuss and consider issues related to the City of Manor's 2020 Community Impact Fee program update. The City Engineer, acting as the Impact Fee Consultant, presented information for Advisory Committee consideration at each of the meetings.

- On January 8, 2020, the CIF Advisory Committee first met and reviewed the committee makeup, schedule, and responsibilities for the Community Impact Fee program update.
- On February 12, 2020, the CIF Advisory Committee met, was presented with, and discussed the preliminary Land Use Assumptions prepared by the consultant.
- On February 26, 2020, the CIF Advisory Committee met to discuss and consider revised Land Use Assumptions based upon comments made during the previous meeting and information researched by the consultant. Several modifications were made to the Land Use Assumption Map at the meeting.
- On March 11, 2020 and May 13, 2020, the Advisory Committee was presented with an updated draft Land Use Map. The Committee also generated population projections along with Capital Improvement Plans for Water and Wastewater.
- On May 27, 2020 the Advisory Committee held a workshop to further discuss water source options for the City as well as the proposed Capital Improvement Plans.
- On June 10, 2020 the Advisory Committee held a meeting and discussed and reviewed the items from the workshop for those who did not attend.
- On September 9, 2020, the CIF Advisory Committee met, and reviewed an updated 10-year Capital Improvements Plan, based upon the proposed Land Use Assumptions. The CIF Advisory Committee unanimously recommended the City Council act to adopt the updated Land Use Assumptions and 10-year Capital Improvements Plan.
- On September 9, 2020, the CIF Advisory Committee met and reviewed the calculations for the City's Community Impact Fee Program's Water and Wastewater Impact Fees. The CIF Advisory Committee recommended the City Council act to adopt Water and Wastewater Impact Fees of \$1,326.50 for water and \$4,047.00 for wastewater. .

Respectfully Submitted:



Jacob Hammersmith, Chair
Community Impact Fee Advisory Committee

11-20-20

Date

ORDINANCE NO. 600

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING ORDINANCE NO. 402; AMENDING CHAPTER 10, SUBDIVISION REGULATION, ARTICLE 10.03, IMPACT FEES, CODE OF ORDINANCES OF MANOR; ADOPTING A CAPITAL IMPROVEMENTS PLAN; ESTABLISHING A COMMUNITY IMPACT FEE BASED UPON LIVING UNIT EQUIVALENTS; PROVIDING SEVERABILITY, OPEN MEETING AND EFFECTIVE DATE PROVISIONS; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, pursuant to Chapt. 395, TEX. LOC. GOV'T. CODE, the City Council (the "Council") of the City of Manor, Texas (the "City") adopted Ordinance No. 402, now codified in Chapter 10, Subdivision, Article 10.03, Impact Fees, which approved the Capital Improvement Plan, set out as Exhibit "A" and the Land Use Assumptions, set out as Exhibit "B" to the Ordinance, and established water and wastewater impact fees for connection to the City's water and wastewater system, with such fees set out presently in Appendix "A," Article A7.000 Utility Service Charges and Fees, Section A7.009 Water and Wastewater Impact Fees; and

WHEREAS, the City has undertaken to update the Capital Improvement Plan and the Land Use Assumptions ("CIP and LUA") to determine whether any amendments are advisable and determine whether the impact fees should be amended pursuant to Sec. 395.052, TEX. LOC. GOV'T. CODE, by issuing and timely publishing notices for and holding public hearings on the revised land use assumptions, a revised water and wastewater capital improvements plan and the imposition of revised impact fees; and

WHEREAS, the City Council of the City of Manor, Texas (the "City Council") adopted Resolution No. 2020-09, on September 16, 2020 establishing the date for public hearings and directing that notice to be given for such public hearings to be held; and

WHEREAS, after notice of public hearing for the CIP and LUA was published on September 25, 2020, the City Council held such public hearing on November 4, 2020 to consider the CIP and LUA and the imposition of revised impact fees; and

WHEREAS, the City Council approved the proposed CIP and LUA by resolution; and

WHEREAS, in accordance with the above steps, the City Council adopted a CIP pursuant to Chapter 395 on November 4, 2020; and

WHEREAS, the Advisory Committee filed written comments on the proposed impact fees before the fifth business day before the date of the public hearing; and

ORDINANCE NO. 600

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WHEREAS, after notice of public hearing relating to possible amendment of Impact Fees was published on December 4, 2020, the City Council held a public hearing on January 6, 2021 to consider a proposed amendment of Impact Fees;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

Section 2. Capital Improvements Plan. Section 10.03.005, Capital improvements plan adopted of the Code of Ordinance of the City is hereby amended in its entirety to read as follows:

(a) The capital improvements plan identifying capital improvements or facility expansions pursuant to which impact fees may be assessed, as considered at the September 16, 2020 public hearing and as set out in Exhibit "A" attached hereto is hereby adopted.

(b) The land use assumptions pursuant to which the capital improvement plan is developed, as considered at the September 16, 2020 public hearing and as set out in Exhibit "A" attached hereto is hereby adopted.

Section 3. Community Impact Fee Amount. The Community Impact Fee for each Living Unit Equivalent shall, as set forth in Exhibit "B" attached hereto, be \$1,325.00 for water service and \$4,047.00 for wastewater service for all new assessments. Ordinance No. 402 is amended to replace Exhibit "B" in its entirety with the attached Exhibit "B" which is hereby adopted. This fee shall apply to lots platted or replatted after January 6th, 2021, to land on which new development occurs or is proposed to occur without platting, and in any other circumstance where a previously adopted Impact Fee does not apply. For all lots or development, the community impact fee for each living unit equivalent shall be in accordance with the amounts herein adopted and with the amounts imposed in previous ordinances for the applicable time period as shown in the chart set forth in Article A7.000 Utility Service Charges and Fees, Section A7.009 Water and Wastewater Impact Fees, Appendix A of the Code of Ordinances of the City.

Section 4. Application and Reading. Other provisions of Ordinance No. 402, Section 10.03.005, Water and Wastewater Impact Fees, and Article A7.000 Utility Service Charges and Fees, Section A7.009 Water and Wastewater Impact Fees, Appendix A, Code of Ordinances, City of Manor, shall be and remain in full force and effect as amended herein and the same shall be interpreted and applied together and consistent with this ordinance in a manner to give effect to the intent of Ordinance No. 402, Section 10.03.005, and Article A7.000, as amended by the amendments set forth in this Ordinance.

ORDINANCE NO. 600**Page 3**

Section 5. Severability. If any section, paragraph, subdivision, clause, part or provision of Ordinance No. 402, Section 10.03.005, Water and Wastewater Impact Fees, and Article A7.000 Utility Service Charges and Fees, Section A7.009 Water and Wastewater Impact Fees, Appendix A, Code of Ordinances, City of Manor or this Ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity as a whole or any part or provision other than the part held invalid or unconstitutional.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Section 7. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code, and it is accordingly so ordained.

PASSED AND APPROVED on this 6th day of January 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor










ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO. 600

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EXHIBIT "A"

LEGEND	
	PROPOSED WATER TANK
	EXISTING WATER TANK
	MANOR ROADS
	10-YR. WATER SERVICE AREA
	MANOR ETJ
	EXISTING OR NON-CIP WATERLINES
	PROPOSED 8-INCH WATERLINES
	PROPOSED 12-INCH WATERLINES
	PROPOSED 16-INCH WATERLINES

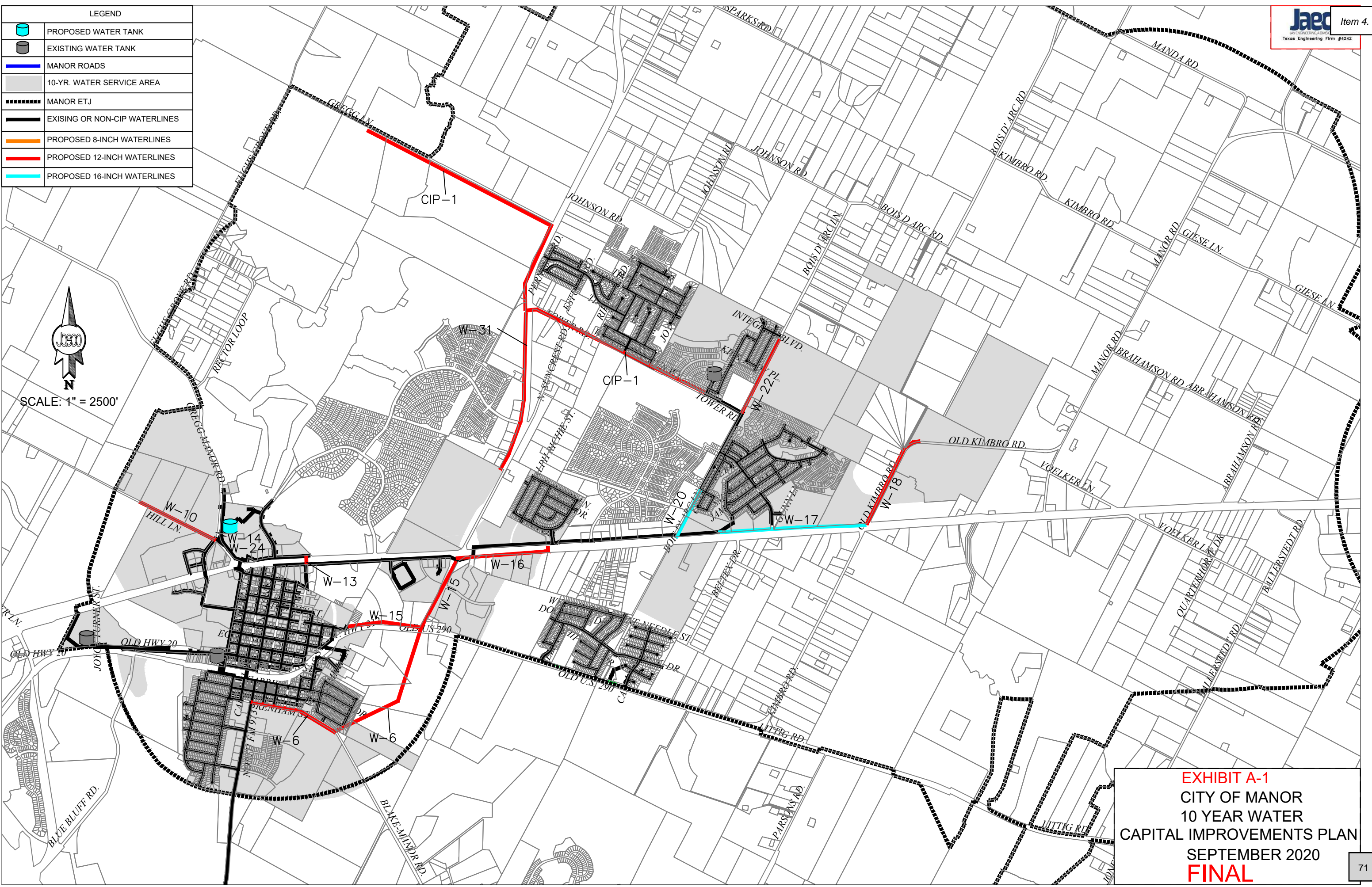


EXHIBIT A-1
CITY OF MANOR
10 YEAR WATER
CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020
FINAL

EXHIBIT A-2
CITY OF MANOR WATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020

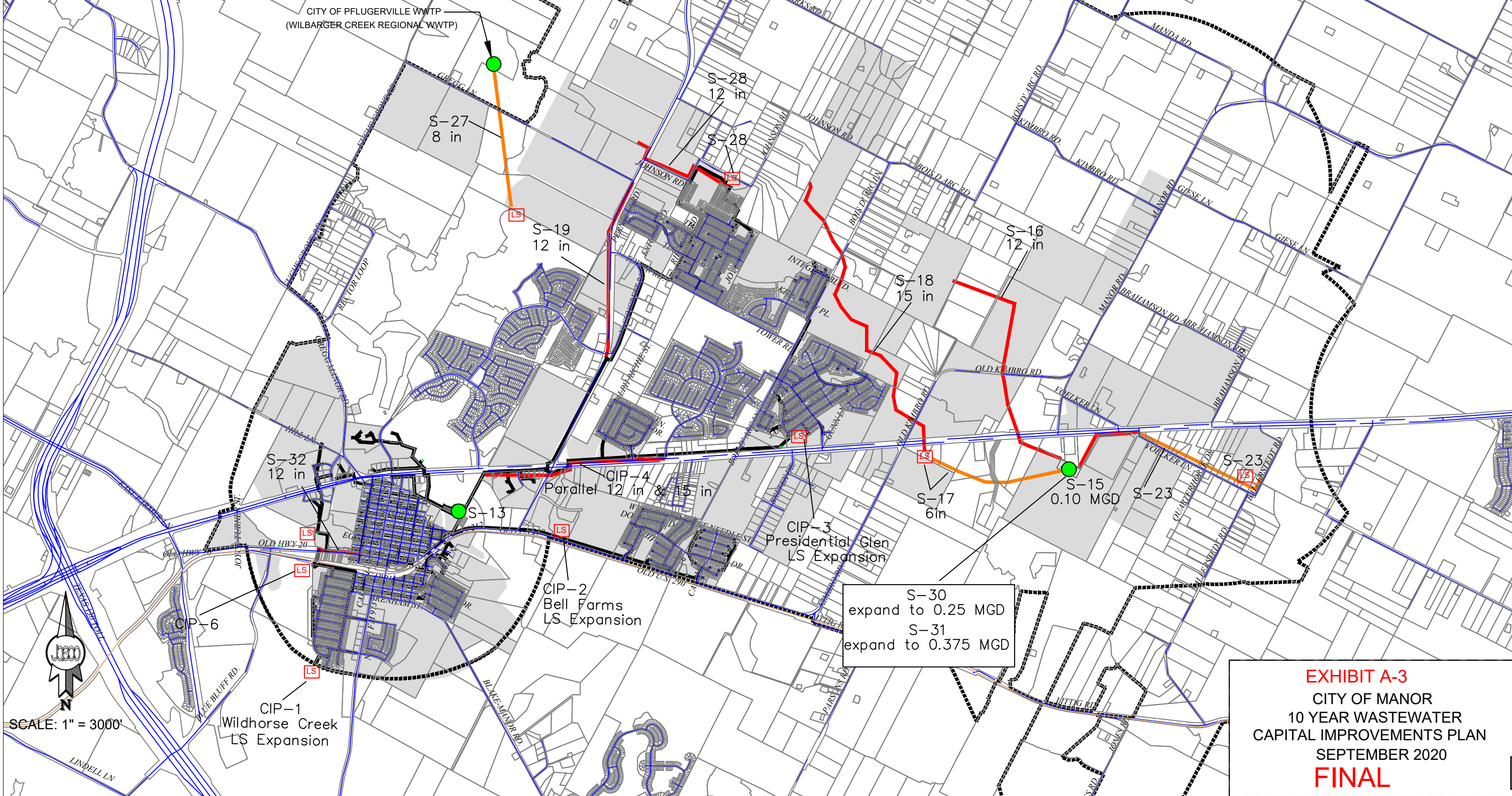
The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Size	Unit	Length (ft)	Construction Cost (2020 Dollars)	Annual Interest	Period (yr)	Construction Cost (adjusted for Inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5% over 20 Years)	Total Project Costs	Detailed Description
W-6	2021	Blake Manor Road Water Line	12	inch	3,200	\$ 268,800.00	0.050	20	\$ 322,560.00	\$ 48,400.00	\$ 48,200.00	\$ 253,529.66	\$ 673,000.00	Transmission main from downtown along Blake Manor Road to future FM 973. Includes replacing 400 LF of 6" pipe in Downtown Plant
W-10	2020	Hill Lane Water Line	12	inch	3,450	\$ 289,800.00	0.050	20	\$ 333,270.00	\$ 50,000.00	\$ 46,000.00	\$ 259,644.71	\$ 689,000.00	Water Distribution main along Hill Lane to serve new growth
W-13	2025	US 290 Crossing at Golf Course	12	inch	250	\$ 100,000.00	0.050	20	\$ 140,000.00	\$ 21,000.00	\$ 27,400.00	\$ 113,954.07	\$ 302,000.00	Connect 12" water lines on north and south sides of US 290
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250,000	gallon		\$ 2,000,000.00	0.050	20	\$ 2,400,000.00	\$ 360,000.00	\$ 358,800.00	\$ 1,886,411.62	\$ 5,005,000.00	250,000 gal Ground Storage Tank and 1,400 gpm expandable pump station for wholesale water supply connection
W-15	2021	FM 973 Water Line	12	inch	4000	\$ 336,000.00	0.050	20	\$ 403,200.00	\$ 60,500.00	\$ 60,300.00	\$ 316,942.31	\$ 841,000.00	Transmission main from US 290 to serve new growth on the east and west sides of FM 973
W-16	2021	US 290 Water Line	12	inch	2900	\$ 243,600.00	0.050	20	\$ 292,320.00	\$ 43,800.00	\$ 43,700.00	\$ 229,734.79	\$ 610,000.00	Parallel 12" waterline to increase US 290 capacity
W-17	2020	US 290 Water Line	16	inch	4400	\$ 540,000.00	0.050	20	\$ 621,000.00	\$ 93,200.00	\$ 85,700.00	\$ 483,820.91	\$ 1,284,000.00	Extend transmission main from Presidential Glen to Old Kimbro Road
W-18	2020	Old Kimbro Road Water Line	12	inch	3000	\$ 474,000.00	0.050	20	\$ 545,100.00	\$ 81,800.00	\$ 75,200.00	\$ 424,666.41	\$ 1,127,000.00	Transmission main to serve new growth north of US 290
W-20	2025	Bois D'Arc Lane Water Line	16	inch	2700	\$ 302,400.00	0.050	20	\$ 423,360.00	\$ 63,500.00	\$ 82,800.00	\$ 344,559.84	\$ 914,000.00	Transmission main to improve delivery of water from East EST
W-22	2025	Bois D'Arc Lane Water Line	12	inch	2500	\$ 210,000.00	0.050	20	\$ 294,000.00	\$ 44,100.00	\$ 57,500.00	\$ 239,279.35	\$ 635,000.00	Transmission main to serve new growth north of Tower Rd
W-24	2025	Gregg Manor Road Pump Improvements	1200	gpm		\$ 200,000.00	0.050	20	\$ 280,000.00	\$ 42,000.00	\$ 54,700.00	\$ 227,847.65	\$ 605,000.00	Increase Pump Capacity (and contracted supply) at wholesale water connection
W-31	2021	FM 973 Water Line	12	inch	5200	\$ 436,800.00	0.050	20	\$ 524,160.00	\$ 78,600.00	\$ 78,400.00	\$ 412,000.81	\$ 1,093,000.00	Transmission main along FM 973 from Tower Road to Canopy Lane to serve new growth.
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	inch	3400	\$ 1,560,000.00	0.050	20	\$ 1,794,000.00	\$ 269,100.00	\$ 247,600.00	\$ 1,397,630.92	\$ 3,708,000.00	Transmission main from Manville WSC Booster Station to East Elevated Storage Tank
Water CIP-2	2017	AMR Water Meters				\$ 300,000.00	0.05	20	\$ 300,000.00	\$ 45,000.00	\$ 31,100.00	\$ 227,484.74	\$ 604,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
Water CIP-3	2018	AMR Water Meters				\$ 400,000.00	0.05	20	\$ 420,000.00	\$ 63,000.00	\$ 48,300.00	\$ 321,357.73	\$ 853,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
												Total	\$ 18,943,000.00	

Notes:
Water LUEs are defined as requiring 451 gallons of water per day per single family residence as determined in the the City of Manor Water Master Plan.



LEGEND	
LS	PROPOSED LIFT STATION/LIFT STATION EXPANSION
●	WWTP
	MANOR ROADS
	10-YR. WASTEWATER SERVICE AREA
	MANOR ETJ
	EXISTING WASTEWATER LINES
	PROPOSED GRAVITY MAIN
	PROPOSED FORCE MAIN
	FLOODPLAIN



S-30 expand to 0.25 MGD
 S-31 expand to 0.375 MGD

EXHIBIT A-3
 CITY OF MANOR
 10 YEAR WASTEWATER
 CAPITAL IMPROVEMENTS PLAN
 SEPTEMBER 2020
FINAL

EXHIBIT A-4
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Construction Cost (2019 Dollars)	Interest	Period (months)	Payment	Total Payment	Size	Length	Construction Cost (adjusted for inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5.1% over 20 Years)	Total Project Costs	Detailed Description
S-13	2020	Addl. Wilbarger WWTP Capacity	\$ 16,825,000.00	0.00425	240	\$ 145,667.98	\$ 34,960,314.38	1.33 MGD		\$ 19,348,750.00	\$ 2,140,000.00	\$ 400,000.00	\$ 13,071,564.38	\$ 34,960,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-15	2021	Cottonwood WWTP, Phase 1, 0.20 MGD	\$ 4,191,000.00	0.00425	240	\$ 40,812.65	\$ 9,795,037.18	0.20 MGD		\$ 5,029,200.00	\$ 398,000.00	\$ 705,500.00	\$ 3,662,337.18	\$ 9,795,000.00	Build plant at Regional Site, road and electrical improvements add \$500,000
S-16	2021	East Cottonwood Gravity Line	\$ 750,000.00	0.00425	240	\$ 6,788.02	\$ 1,629,125.49	12"	3,200	\$ 900,000.00	\$ 51,000.00	\$ 69,000.00	\$ 609,125.49	\$ 1,629,000.00	Extend East Cottonwood gravity ww to Regional Site, sized for 10-year capacity
S-17	2021	West Cottonwood LS and FM	\$ 849,000.00	0.00425	240	\$ 7,631.87	\$ 1,831,648.15	6" FM and 350 gpm LS	3,700	\$ 1,018,800.00	\$ 79,000.00	\$ 49,000.00	\$ 684,848.15	\$ 1,832,000.00	Extend 27" and 30" gravity ww from confluence with East Cottonwood to US 290, ultimate capacity
S-18	2022	West Cottonwood Gravity Line, Phase 2	\$ 464,000.00	0.00425	240	\$ 4,591.90	\$ 1,102,055.48	15"	8,200	\$ 580,000.00	\$ 64,000.00	\$ 46,000.00	\$ 412,055.48	\$ 1,102,000.00	Serves West Cottonwood Sub-Basin up to Bois D'Arc Ln, 21" and 24" gravity ww sized for ultimate capacity
S-19	2021	FM 973 Gravity Wastewater Line	\$ 591,600.00	0.00425	240	\$ 6,139.30	\$ 1,473,432.21	12"	5,800	\$ 709,920.00	\$ 106,500.00	\$ 106,100.00	\$ 550,912.21	\$ 1,473,000.00	Serves FM 973 Corridor up to Wilbarger Basin divide (approx. Gregg Ln)
S-23	2024	Willow Lift Station and Force Main	\$ 466,320.00	0.00425	240	\$ 5,588.35	\$ 1,341,204.72	200 gpm		\$ 629,532.00	\$ 94,400.00	\$ 115,800.00	\$ 501,472.72	\$ 1,341,000.00	Lift Station and Force Main to serve 220 LUEs in Willow Basin along US 290. 10-Yr ADF approx. 60,000 gpd, PWWF approx 200 gpm
S-27	2026	Wilbarger Lift Station and Force Main to CoP WWTP	\$ 700,000.00	0.00425	240	\$ 9,166.49	\$ 2,199,958.29	8"	5,100	\$ 1,015,000.00	\$ 152,300.00	\$ 210,100.00	\$ 822,558.29	\$ 2,200,000.00	Lift Station and Force Main to serve area north of Shadowglen in Wilbarger Basin
S-28	2018	High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	\$ 26,271.96	0.00425	240	\$ 202.10	\$ 48,503.92	12"	3,100	\$ 26,271.96	\$ 4,096.48	\$ -	\$ 18,135.48	\$ 49,000.00	Gravity main to serve new high school; upgrades to existing Stonewater Lift Station.
S-30	2022	Expand Cottonwood WWTP to 0.40 MGD Capacity	\$ 2,000,000.00	0.00425	240	\$ 21,811.51	\$ 5,234,763.54	0.40 MGD		\$ 2,500,000.00	\$ 375,000.00	\$ 402,500.00	\$ 1,957,263.54	\$ 5,235,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-31	2025	Expand Cottonwood WWTP to 0.50 MGD Capacity	\$ 2,500,000.00	0.00425	240	\$ 31,340.04	\$ 7,521,608.52	0.50 MGD		\$ 3,500,000.00	\$ 525,000.00	\$ 684,300.00	\$ 2,812,308.52	\$ 7,522,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-32	2021	Bastrop-Parsons WW Improvements	\$ 390,000.00	0.00425	240	\$ 4,047.53	\$ 971,406.01	12"		\$ 468,000.00	\$ 70,200.00	\$ 70,000.00	\$ 363,206.01	\$ 971,000.00	Replacement of existing wastewater line in Bastrop and Parsons; to correct current capacity issues and serve additional growth
CIP-1	2021	Wildhorse Creek Lift Station Expansion	\$ 750,000.00	0.00425	240	\$ 7,520.06	\$ 1,804,815.50	1,075 gpm, 2nd WW		\$ 900,000.00	\$ 135,000.00	\$ 95,000.00	\$ 75,900.00	\$ 1,206,000.00	Change in discharge point increased Phase 1 capacity from 440 to 1026 LUEs, currently at about 706 LUEs. Will need to expand LS when Lagos develops to ultimate 1586 LUE capacity.
CIP-2	2021	Bell Farms Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	1,400 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 730 LUES. Current phase 1 capacity is 1264 LUES. Ultimate Capacity at phase 2 is 2172.
CIP-3	2021	Presidential Glen Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	2,275 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 1281 LUES. Actual phase 1 capacity with current wastewater flows is in excess of 1500 LUES. Ultimate Capacity at phase 2 is 3517.
CIP-4	2022	US 290 WW Line Expansion	\$ 603,378.00	0.00425	240	\$ 6,579.87	\$ 1,579,169.64	12" & 15"	1,566 & 2,760	\$ 754,222.50	\$ 113,100.00	\$ 121,400.00	\$ 590,447.14	\$ 1,579,000.00	Presently at approximately 264 PG+308 SW = 572 LUEs out of 1800 LUE capacity, expansion will double capacity.
CIP-6	2020	Travis County Rural Center Lift Station, force main	\$ 1,931,000.00	0.00425	240	\$ 16,288.93	\$ 3,909,342.17	500 gpm	500	\$ 2,220,650.00	\$ 127,000.00	\$ 100,000.00	\$ 1,461,692.17	\$ 3,909,000.00	Lift Station and Force Main from Rural Center to existing wastewater line
													Total:	\$ 76,193,000.00	

Notes:
Wastewater LUEs are defined as producing 275 gallons of wastewater per day per single family residence as determined in the the City of Manor Wastewater Master Plan.



ORDINANCE NO. 600

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EXHIBIT "B"

EXHIBIT B-1
CITY OF MANOR
PLANNING AND DESIGN CRITERIA
APRIL 2020

Water Infrastructure

Criterion	Value	Unit
People per LUE	3.2	
Average Day Water Demand	232	gpd/LUE
Maximum Day Water Demand	464	gpd/LUE
Peak Hour Water Demand	1.5	gpm/LUE
Total Water Storage	200	gal/LUE
Minimum Water Elevated Storage	100	gal/LUE
Minimum Water Pump Capacity	0.6	gpm/LUE
Minimum Water System Pressure (Normal Conditions)	35	psi
Minimum Water System Pressure (Fire Flow Conditions)	20	psi
Maximum Water Line Velocity (Peak Hour/Fire Flow Conditions)	5	fps

Wastewater Infrastructure

Criterion	Value	Unit
People per LUE	3.2	
Average Wastewater Flow	200	gpd/LUE
Peak Wastewater Flow	800	gpd/LUE
Minimum Wastewater Line Velocity	2	fps
Maximum Wastewater Line Velocity	8	fps

Notes:

Water demands and wastewater flows from the City of Manor Adopted Water and Wastewater Master Plans.

System capacities and other design criteria from 30 TAC Chapters 217 and 290.

EXHIBIT B-2
 CITY OF MANOR WATER IMPROVEMENTS
 10-YEAR CAPITAL IMPROVEMENTS PLAN
 PRO RATA CALCULATIONS
 SEPTEMBER 2020

Project No.	Year	Description	Size	Total LUE Capacity	10-Year LUE Demand	Total Project Cost in 2020 Dollars	Pro Rata Share	Pro Rata Project Cost in 2020 Dollars
W-6	2021	Blake Manor Road Water Line	12"	1667	763	\$ 673,000.00	46%	\$ 308,037.79
W-10	2020	Hill Lane Water Line	12"	91	45	\$ 689,000.00	49%	\$ 340,714.29
W-13	2025	US 290 Crossing at Golf Course	12"	1667	1667	\$ 302,000.00	100%	\$ 302,000.00
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250000	2500	2500	\$ 5,005,000.00	100%	\$ 5,005,000.00
W-15	2021	FM 973 Water Line	12"	1667	625	\$ 841,000.00	37%	\$ 315,311.94
W-16	2021	US 290 Water Line	12"	1667	1667	\$ 610,000.00	100%	\$ 610,000.00
W-17	2020	US 290 Water Line	16"	2400	900	\$ 1,284,000.00	38%	\$ 481,500.00
W-18	2020	Old Kimbro Road Water Line	12"	1667	700	\$ 1,127,000.00	42%	\$ 473,245.35
W-20	2025	Bois D'Arc Lane Water Line	16"	2400	2400	\$ 914,000.00	100%	\$ 914,000.00
W-22	2025	Bois D'Arc Lane Water Line	12"	1667	1100	\$ 635,000.00	66%	\$ 419,016.20
W-24	2025	Gregg Manor Road Pump Improvements	1200	2000	2000	\$ 605,000.00	100%	\$ 605,000.00
W-31	2021	FM 973 Water Line	12	2400	725	\$ 1,093,000.00	30%	\$ 330,177.08
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	2400	725	\$ 3,708,000.00	30%	\$ 1,120,125.00
Water CIP-3	2018	AMR Water Meters		2400	2400	\$ 853,000.00	100%	\$ 853,000.00
								\$ 12,077,127.65

Previously Completed Projects

Year	Total LUE Capacity	Name	Description	Project Cost	LUEs Used	10-Year LUE Demand	Pro Rata Share	Pro Rata Project Cost
2002	1667	Creekside Offsite Utilities	12"	\$ 175,000.00	405	300	18%	\$ 31,000.00
2005	1667	Greenbury Offsite Utilities	12"	\$ 407,816.64	308	1200	72%	\$ 294,000.00
2007	5,600	Water Supply Main From City of Austin to West Elevated Storage Tank and Downtown	16"	\$ 1,057,675.36	1550	2650	47%	\$ 501,000.00
2008	5,000	West Elevated Storage Tank	500,000	\$ 2,138,083.58	1550	2650	53%	\$ 1,133,000.00
2010	2,400	Presidential Glen Water Lines	16"	\$ 465,054.06	8	1300	54%	\$ 252,000.00
2009	5,000	East Manor Elevated Storage Tank	500,000	\$ 1,880,381.34	1550	2650	53%	\$ 997,000.00
Totals				\$ 6,124,000.00				\$ 3,208,000.00

CIF Ineligible Projects

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EXHIBIT B-3
CITY OF MANOR WATER IMPROVEMENTS
MISCELLANEOUS PROJECT COSTS
SEPTEMBER 2020

Item 4.

Description	Amount
CIF Studies	\$ 13,450.00
Study Cost for Water, Mapping, Modeling	\$ 40,000.00
Total Water-Related Costs	\$ 53,450.00

EXHIBIT B-4
CITY OF MANOR WATER
IMPACT FEE CALCULATION
SEPTEMBER 2020

Item 4.

CATEGORY	AMOUNT
Total CIP Eligible Project Cost :	\$ 15,338,577.65
Number of LUEs added:	\$ 5,782.00
Maximum Water CIF:	\$ 2,653.00
50% Credit:	\$ (1,326.50)
MAXIMUM ASSESSABLE CIF:	\$ 1,325.00

EXHIBIT B-5
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
PRO RATA CALCULATIONS
SEPTEMBER 2020

Project No.	Year	Description	Size	Total LUE Capacity	10-Year LUE Demand	Total Project Cost in 2015 Dollars	Pro Rata Share	Pro Rata Project Cost in 2020 Dollars
S-13	2020	Addl. Wilbarger WWTP Capacity	1.33 MGD	5354	4200	\$34,960,000.00	78.45%	\$ 27,425,000.00
		Cottonwood WWTP, Phase 1, 0.20 MGD	0.1 MGD	363	363	\$ 9,795,000.00	100.00%	\$ 9,795,000.00
S-15	2021	East Cottonwood Gravity Line	12"	1000	375	\$ 1,629,000.00	37.50%	\$ 611,000.00
S-16	2021	West Cottonwood LS and FM	12"	1200	540	\$ 1,832,000.00	45.00%	\$ 824,000.00
		West Cottonwood Gravity Line, Phase 2	15"	1200	540	\$ 1,102,000.00	45.00%	\$ 496,000.00
S-18	2022	FM 973 Gravity Wastewater Line	12"	754	75	\$ 1,473,000.00	9.95%	\$ 147,000.00
S-19	2021	Willow Lift Station and Force Main	200 gpm	210	100	\$ 1,341,000.00	47.62%	\$ 639,000.00
		Wilbarger Lift Station and Force Main to CoP WWTP	8"	1000	100	\$ 2,200,000.00	10.00%	\$ 220,000.00
		High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	12"	1000	500	\$ 49,000.00	50.00%	\$ 25,000.00
S-27	2018	Expand Cottonwood WWTP to 0.40 MGD Capacity	0.40 MGD	909	909	\$ 5,235,000.00	100.00%	\$ 5,235,000.00
S-28	2022	Expand Cottonwood WWTP to 0.50 MGD Capacity	0.50 MGD	1272	1272	\$ 7,522,000.00	100.00%	\$ 7,522,000.00
S-29	2025	Bastrop-Parsons WW Improvements	12"	1272	1272	\$ 971,000.00	100.00%	\$ 971,000.00
		Wildhorse Creek Lift Station Expansion	1,075 gpm, 2nd WW	1586	1586	\$ 1,206,000.00	100.00%	\$ 1,206,000.00
CIP-1	2021	Bell Farms Lift Station Expansion	1,400 gpm, 2nd WW	2172	2172	\$ 695,000.00	100.00%	\$ 695,000.00
		Presidential Glen Lift Station Expansion	2,275 gpm, 2nd WW	3517	1119	\$ 695,000.00	31.82%	\$ 221,000.00
CIP-2	2021	US 290 WW Line Expansion	12" & 15"	3600	2300	\$ 1,579,000.00	63.89%	\$ 1,009,000.00
		Travis County Rural Center Lift Station, force main	500 gpm	679	340	\$ 3,909,000.00	50.07%	\$ 1,957,000.00
CIP-3	2020							\$ 58,998,000.00

Previously Completed Projects

Year	Total LUE Capacity	Name	Description	Project Cost	LUEs Used	10-Year LUE Demand	Pro Rata Share	Pro Rata Project Cost
2001	300	Hamilton Point Sewer Main	Gravity Sewer Line to Serve Hamilton Point Sub	\$ 128,000.00	300	0	0%	\$ -
2003	1091	Creekside Offsite/Onsite and Wilbarger WWTP	Lift Station, Forced Main and WWTP	\$ 1,033,000.00	726	375	34%	\$ 355,000.00
2004	1264	East Old Highway 20 Gravity Line, Lift Station, Forced Main (Bell Farms FM)	Gravity Line Lift Station and Forced Main to Serve new growth along Old Highway 20	\$ 1,034,873.04	616	650	51%	\$ 532,000.00
2005	1885	Greenbury Gravity Line	Gravity Line Along US 290 to Serve Greenbury Sub	\$ 619,007.39	308	682	36%	\$ 224,000.00
2008	888	Carriage Hills Lift Station and Forced Main	Lift Station and Forced Main to Serve Carriage Hills Sub	\$ 680,972.01	165	175	20%	\$ 134,000.00
		Totals		\$ 3,495,852.45				\$ 1,245,000.00

CIF Ineligible Projects

2009	727	Wilbarger WWTP Capacity Buyback						
		Creekside Lift Station Forced Main Adjustment						

EXHIBIT B-6
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
MISCELLANEOUS PROJECT COSTS
SEPTEMBER 2020

Item 4.

Description	Total Cost
CIF Studies	\$ 13,450.00
Gilleland Creek COA Impact Fee (34 LUEs @ \$1,400)	\$ 47,600.00
Study Cost for Wastewater, Mapping, Modeling	\$ 40,000.00
Total Sewer-Related Costs \$ 101,050.00	

EXHIBIT B-7
CITY OF MANOR WASTEWATER
IMPACT FEE CALCULATION
SEPTEMBER 2020

CATEGORY	AMOUNT
Total CIP Eligible Project Cost :	\$ 60,344,000.00
Number of LUEs added:	7,455.00
Maximum Wastewater CIF:	\$ 8,094.00
50% Credit:	\$ (4,047.00)
MAXIMUM ASSESSABLE CIF:	\$ 4,047.00

EXHIBIT B-8
CITY OF MANOR WATER AND WASTEWATER IMPACT
FEE FACTORS
SEPTEMBER 2020

1. RESIDENTIAL DEVELOPMENT

Community Impact Fees for residential development shall be assessed based upon the number of dwelling units proposed for development times the appropriate LUE Factor for water as shown below.

Dwelling Type	Units	LUE Factor
Single Family Residential	Per Housing Unit	1
Two-Family Residential	Per Residential Unit	0.7
Three-Family Residential	Per Residential Unit	0.7
Multi-Family Residential	Per Residential Unit	0.5

2. NON-RESIDENTIAL DEVELOPMENT

Community Impact Fees for all non-residential development shall be assessed based upon the water meter size and type installed to serve the proposed development water, as shown below.

Meter Size (Inch)	Type	LUE Factor
5/8	Positive	1
	Displacement	
3/4	Positive	1.5
	Displacement	
1	Positive	2.5
	Displacement	
1-1/2	Positive	5
	Displacement	
2	Positive	8
	Displacement	
2	Compound	8
2	Turbine	10
3	Compound	16
3	Turbine	24
4	Compound	25
4	Turbine	42
6	Compound	50
6	Turbine	92
8	Compound	80
8	Turbine	160
10	Compound	115
10	Turbine	250
12	Turbine	330

AGENDA ITEM NO. _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Scott Dunlop, Assistant Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution accepting the petition for annexation of 52.019 acres, more or less, of land located in Travis County, Texas and setting an annexation schedule.

BACKGROUND/SUMMARY:

The majority of this tract was involuntarily annexed on February 6th, 2008 by Ordinance 338. The property owner has voluntarily requested the remaining portion of the tract be annexed, which is approximately 17.5 acres. This resolution accepts the petition and sets a public hearing on the annexation for February 3rd.

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

- Resolution No. 2021-01
- Schedule
- Petition
- Annexation area

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve Resolution No. 2021-01 accepting the petition for annexation of 52.019 acres, more or less, of land located in Travis County, Texas and setting an annexation schedule.

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

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY OF MANOR, TEXAS, ACCEPTING THE PETITION FOR ANNEXATION OF 52.019 ACRES, MORE OR LESS, OF LAND LOCATED IN TRAVIS COUNTY, TEXAS; SETTING AN ANNEXATION SCHEDULE; PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the owners of certain property located within Travis County, Texas, have petitioned the City of Manor, Texas, (herein the “City”), a home-rule City, for annexation of said property, more particularly described herein (the “subject property”), into the City limits;

WHEREAS, the subject property is contiguous and adjacent to the corporate limits of the City and the owner(s) have made application for annexation;

WHEREAS, after review and consideration of such requests and petition for annexation from the owners of the subject property, the City Council finds that the subject property may be annexed pursuant to §43.0671 of the *Local Government Code*;

WHEREAS, the petitioner has agreed and consented to the annexation of the subject property by the City and further agreed to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted;

WHEREAS, a portion of the subject property was previously annexed by the City via adoption of Ordinance No. 338.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. The petition for annexation of the subject property, including the abutting streets, roadways, and rights of way, not previously annexed into the City and the draft services plan shown in Exhibit “B”, are hereby accepted:

All that certain area of land being 52.019 acres, more or less, located in the A.C. Caldwell Survey No. 52, Abstract 154 and the L. Kimbro Survey, Abstract No. 64, Abstract 456 in Travis County, Texas, said property being further described in Document No. 2014039510, Real Property Record of Travis County, Texas and being more particularly shown and described in the Exhibit “A” attached hereto and incorporated herein for all purposes.

A public hearing has been set for the date of February 3, 2021. Notice of such hearing shall be posted and the hearing shall be open to the public to accept public comment on the annexation request. In the event of a conflict between the subject property description contained herein, Exhibit “A” shall control.

Section 3. Severability. Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared to be severable.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED this the 6th day of January 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Exhibit "A"

SUBJECT PROPERTY DESCRIPTION

**JAMES E. GARON
& ASSOCIATES, INC.**
PROFESSIONAL LAND SURVEYORS

P.O. Box 1917
Bastrop, Texas 78602
512-303-4185
Firm Reg. #10058400
jgaron@austin.rr.com

January 18, 2017

LEGAL DESCRIPTION: BEING 52.019 ACRES OF LAND, LYING IN AND BEING SITUATED OUT OF THE A. C. CALDWELL SURVEY NO. 52, ABSTRACT 154 AND THE L. KIMBRO SURVEY NO. 64, ABSTRACT 456 IN TRAVIS COUNTY, TEXAS AND BEING ALL OF THAT CERTAIN 0.449 ACRE TRACT OR PARCEL OF LAND AND A PORTION OF THAT CERTAIN 61.73 ACRE TRACT OR PARCEL OF LAND CONVEYED TO ANH KIM PHAM AND CHAU DINH BY CORRECTION DEED RECORDED IN DOCUMENT #2014039510 REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS; SAID 52.019 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS AND AS SURVEYED BY JAMES E. GARON & ASSOCIATES IN OCTOBER, 2016:

BEGINNING at a 2" iron pipe found on the northerly right-of-way line of U.S. Highway 290 as conveyed by deed recorded in Volume 11187, Page 148 of said real property records for the southeasterly corner hereof and the southwesterly corner of the remainder of that certain 2.285 acre tract or parcel of land conveyed to Timmermann Properties, Inc. by deed recorded in Volume 11765, Page 1984 of said real property records;

THENCE along said right-of-way line the following four (4) calls:

1. S 87°33'45" W a distance of 1382.06 feet to a concrete right-of-way monument found for angle point;
2. N 81°11'56" W a distance of 203.75 feet to a concrete right-of-way monument found for angle point;
3. S 87°26'27" W a distance of 294.46 feet to a concrete right-of-way monument found for angle point;
4. S 82°25'53" W a distance of 16.73 feet to a 5/8" iron rod found for the southwest corner hereof and the southeasterly corner of the remainder of that certain tract of land conveyed to Erskine E. Fiebig and Alice Fiebig by deed recorded in Volume 5017, Page 556 of said real property records;

THENCE N 29°10'58" E a distance of 383.10 feet to a 1/2" iron rod with cap stamped "Lenz & Assoc." found for the northeasterly corner of said Fiebig Tract;

THENCE N 29°19'28" E a distance of 1775.58 feet continuing along the westerly line hereof, common with that certain 149.27 acre tract of land conveyed to Alma Juanita Meier by deed recorded in Volume 11376, Page 676 of said real property records to a calculated point on the south margin of Old Kimbro Road for the northwest corner hereof and said 61.73 acre tract;

THENCE along Old Kimbro Road, S 85°40'20" E a distance of 73.92 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point and S 86°00'20" E a distance of 498.63 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for the northeast corner hereof and said 61.73 acre tract and a corner of the remainder of that certain 100 acre tract of land conveyed to Don Ray Swenson and as described in Volume 660, Page 151 of said real property records;

THENCE S 21°21'24" W a distance of 208.93 feet to a 1/2" iron rod found for a southwesterly corner of said Swenson 100 acre tract of land ;

THENCE crossing said 61.73 acre tract of land the following four (4) calls:

1. S 19°27'38" W a distance of 251.09 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
2. S 64°21'02" E a distance of 209.00 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
3. S 17°45'20" E a distance of 199.75 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
4. S 81°53'02" E a distance of 71.45 feet to a 1/2" iron rod found for the northwest corner of that certain 1.469 acre tract of land conveyed to Orlando Valdez Aguilar and Rosaura Fernanda Chavez by deed recorded in Document #2014186584 of said real property records;

THENCE S 11°47'14" W a distance of 139.91 feet to a 1/2" iron rod found for the southwest corner of said Aguilar and Chavez 1.469 acre tract and the northwest corner of that certain 4.531 acre tract of land conveyed to Ynacio Tabarez and Rosa Tabarez by deed recorded in Volume 13215, Page 2805 of said real property records;

THENCE S 11°23'19" W a distance of 417.45 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for the southwest corner of said Tabarez 4.531 acre tract;

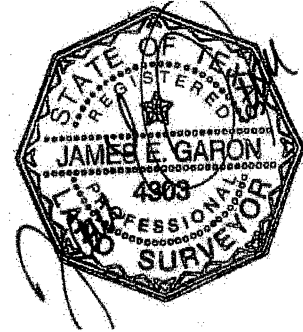
THENCE S 84°33'38" E a distance of 414.34 feet to a 60D nail found for the northwest corner of said Timmermann 2.285 acre tract;

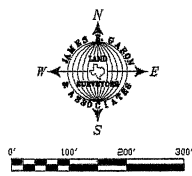
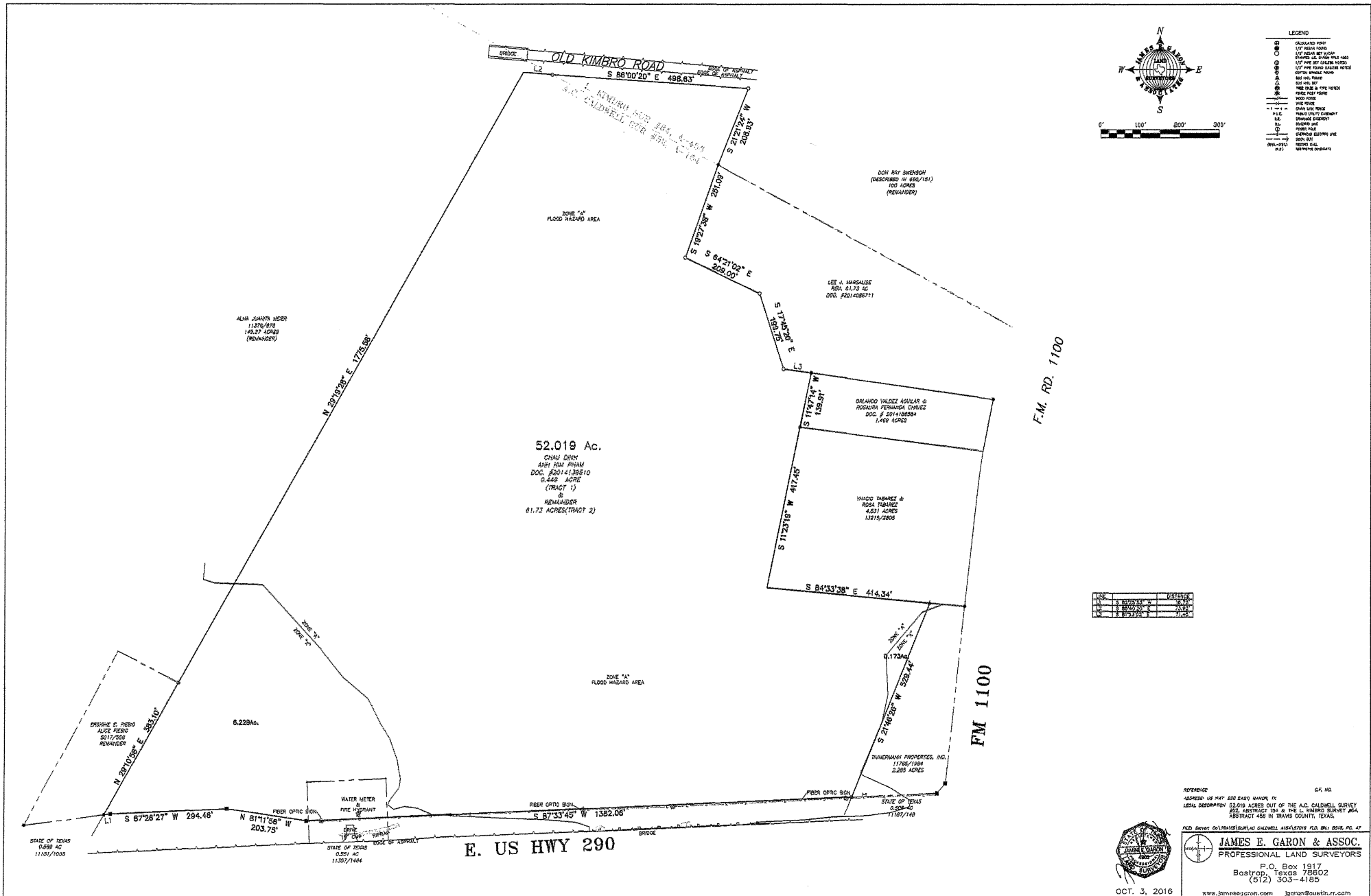
January 18, 2017

THENCE S 21°46'26" W a distance of 529.44 feet to the **POINT OF BEGINNING**, containing 52.019 acres of land, more or less and as shown on map of survey prepared herewith.

Surveyed by:

James E. Garon
Registered Professional Land Surveyor
Server; co\Travis\surveys\AC Caldwell\57016





LEGEND

⊗	CALCULATED POINT
○	1/4" IRON NAIL
○	1/4" IRON SET NAIL
○	5/16" IRON SET NAIL
○	3/8" IRON SET NAIL
○	1/2" IRON SET NAIL
○	3/4" IRON SET NAIL
○	1" IRON SET NAIL
○	1 1/2" IRON SET NAIL
○	2" IRON SET NAIL
○	3" IRON SET NAIL
○	4" IRON SET NAIL
○	6" IRON SET NAIL
○	8" IRON SET NAIL
○	10" IRON SET NAIL
○	12" IRON SET NAIL
○	14" IRON SET NAIL
○	16" IRON SET NAIL
○	18" IRON SET NAIL
○	20" IRON SET NAIL
○	24" IRON SET NAIL
○	30" IRON SET NAIL
○	36" IRON SET NAIL
○	42" IRON SET NAIL
○	48" IRON SET NAIL
○	54" IRON SET NAIL
○	60" IRON SET NAIL
○	66" IRON SET NAIL
○	72" IRON SET NAIL
○	78" IRON SET NAIL
○	84" IRON SET NAIL
○	90" IRON SET NAIL
○	96" IRON SET NAIL
○	102" IRON SET NAIL
○	108" IRON SET NAIL
○	114" IRON SET NAIL
○	120" IRON SET NAIL
○	126" IRON SET NAIL
○	132" IRON SET NAIL
○	138" IRON SET NAIL
○	144" IRON SET NAIL
○	150" IRON SET NAIL
○	156" IRON SET NAIL
○	162" IRON SET NAIL
○	168" IRON SET NAIL
○	174" IRON SET NAIL
○	180" IRON SET NAIL
○	186" IRON SET NAIL
○	192" IRON SET NAIL
○	198" IRON SET NAIL
○	204" IRON SET NAIL
○	210" IRON SET NAIL
○	216" IRON SET NAIL
○	222" IRON SET NAIL
○	228" IRON SET NAIL
○	234" IRON SET NAIL
○	240" IRON SET NAIL
○	246" IRON SET NAIL
○	252" IRON SET NAIL
○	258" IRON SET NAIL
○	264" IRON SET NAIL
○	270" IRON SET NAIL
○	276" IRON SET NAIL
○	282" IRON SET NAIL
○	288" IRON SET NAIL
○	294" IRON SET NAIL
○	300" IRON SET NAIL
○	306" IRON SET NAIL
○	312" IRON SET NAIL
○	318" IRON SET NAIL
○	324" IRON SET NAIL
○	330" IRON SET NAIL
○	336" IRON SET NAIL
○	342" IRON SET NAIL
○	348" IRON SET NAIL
○	354" IRON SET NAIL
○	360" IRON SET NAIL
○	366" IRON SET NAIL
○	372" IRON SET NAIL
○	378" IRON SET NAIL
○	384" IRON SET NAIL
○	390" IRON SET NAIL
○	396" IRON SET NAIL
○	402" IRON SET NAIL
○	408" IRON SET NAIL
○	414" IRON SET NAIL
○	420" IRON SET NAIL
○	426" IRON SET NAIL
○	432" IRON SET NAIL
○	438" IRON SET NAIL
○	444" IRON SET NAIL
○	450" IRON SET NAIL
○	456" IRON SET NAIL
○	462" IRON SET NAIL
○	468" IRON SET NAIL
○	474" IRON SET NAIL
○	480" IRON SET NAIL
○	486" IRON SET NAIL
○	492" IRON SET NAIL
○	498" IRON SET NAIL
○	504" IRON SET NAIL
○	510" IRON SET NAIL
○	516" IRON SET NAIL
○	522" IRON SET NAIL
○	528" IRON SET NAIL
○	534" IRON SET NAIL
○	540" IRON SET NAIL
○	546" IRON SET NAIL
○	552" IRON SET NAIL
○	558" IRON SET NAIL
○	564" IRON SET NAIL
○	570" IRON SET NAIL
○	576" IRON SET NAIL
○	582" IRON SET NAIL
○	588" IRON SET NAIL
○	594" IRON SET NAIL
○	600" IRON SET NAIL

NO.	DESCRIPTION	DATE
1	REVISION	10/3/2016
2	REVISION	10/3/2016
3	REVISION	10/3/2016
4	REVISION	10/3/2016



REFERENCE: G.S. NO. 104
 APPROVED BY THE STATE ENGINEER, TEXAS
 LEGAL DESCRIPTION: 52.019 ACRES OUT OF THE A.C. CALDWELL SURVEY, 250-ABSTRACT 104 & THE L. HARBO SURVEY, 456-ABSTRACT 456 IN TRAVIS COUNTY, TEXAS.

JAMES E. GARON & ASSOC.
 PROFESSIONAL LAND SURVEYORS
 P.O. Box 1917
 Bastrop, Texas 78602
 (512) 303-4185

OCT. 3, 2016
www.jamesegaronsurveyors.com jgaron@jgaron.com

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 Use of this survey for any purpose other than the transaction it prohibits

Exhibit “B”

SERVICE PLAN FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR

WHEREAS, the City of Manor, Texas (the “City”) intends to institute annexation proceedings for tracts of land described more fully hereinafter (referred to herein as the “subject property”);

WHEREAS, *Section 43.0672, Loc. Gov't. Code*, requires the City to negotiate and enter into a written agreement with the owner(s) of land in the area for the provision of services in the area;

WHEREAS, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

WHEREAS, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City; and

WHEREAS, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapter 43, Loc. Gov't. Code*, to annex the subject property into the City;

NOW, THEREFORE, the following services will be provided for the subject property on the effective date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Plan, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD’s present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

- E. Maintenance of parks and playgrounds within the City.
- F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities.
- G. Maintenance of other City facilities, buildings and service.
- H. Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned agricultural district "A" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Plan:

- A. Water service and maintenance of water facilities as follows:
 - (i) Inspection of water distribution lines as provided by statutes of the State of Texas.
 - (ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subject property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject property or portions thereof (the "CCN holder") and, as applicable, the utility providing wholesale or retail water service to said CCN holder. Absent a water CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject property owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances. Upon acceptance of the water lines within the subject property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued

use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City’s water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subject property, or applicable portions thereof, by the utility holding a wastewater CCN for the subject property, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City’s wastewater utility system, the subject property owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject property as required by City ordinances. Upon acceptance of the wastewater lines within the subject property and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City’s wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

- (A) As provided in C(i)(A)&(B) above;
 - (B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;
 - (C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and
 - (D) Installation and maintenance of street lighting in accordance with established policies of the City;
- (iii) The outer boundaries of the subject property abut existing roadways. The property owner agrees that no improvements are required on such roadways to service the property.
- (3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties.
- (4) **Term.** If not previously expired, this service plan expires at the end of ten (10) years.
- (5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Service Plan is attached.

**SCHEDULE FOR VOLUNTARY ANNEXATION
14704 US HWY 290 +/- 52.019 ACRES**

Item 5.

DATE	ACTION/EVENT	LEGAL AUTHORITY
January 6, 2021	COUNCIL CONSIDERS ACCEPTANCE OF ANNEXATION PETITION REQUEST FROM LANDOWNER(S) AND INITIATION OF ANNEXATION - AND SETS A PUBLIC HEARING FOR FEBRUARY 3, 2021	Loc. Gov't Code, §43.0671
<p>January 14, 2021 – January 24, 2021 **</p> <p>Publish notice of Public Hearing.</p> <p>&</p> <p>Send notice to school district and to each public entity.</p>	<p>NEWSPAPER NOTICE RE: PUBLIC HEARING; (Certified Notice to Railroad - if railroad company's right-of-way is in the area proposed for annexation.)</p> <p>POST NOTICE OF HEARING ON CITY'S WEBSITE AND MAINTAIN UNTIL HEARINGS COMPLETE.</p> <p>SCHOOL DISTRICT NOTICE. Notify each school district of possible impact <u>w/in the period prescribed for publishing the notice of the Public Hearing.</u></p> <p>PUBLIC ENTITY NOTICES. Notify each public entity that is located in or provides services to the area proposed for annexation. Public Entity includes: a county (Travis), a fire protection service provider, including a volunteer fire department, emergency medical services provider, including a volunteer emergency medical services provider, or special district (MUD, WCID, or other district created under Section 52, Article III, or Section 59, Article XVI, Texas Constitution) - of possible impact <u>w/in the period prescribed for publishing the notice of the Public Hearing.</u></p>	<p>Not less than 10 days nor more than 20 days before public hearing. Loc. Gov't Code, §43.0673</p> <p>Loc. Gov't Code, §§43.905 & 43.9051; <u>send notice to school district and to each public entity not less than 10 days nor more than 20 days before the Public Hearing.</u></p>
February 3, 2021*	PUBLIC HEARING – REGULAR MEETING	The governing body must provide persons interested in the annexation the opportunity to be heard. Loc. Gov't Code, §43.0673
February 3, 2021*	FIRST READING OF ORDINANCE REGULAR MEETING	Loc. Gov't Code, §43.0673
February 17, 2021 Or at a special called meeting after the First Reading; Or within 90 days of First Reading.	SECOND & FINAL READING OF ORDINANCE REGULAR MEETING	Second reading of annexation Ordinance – City Charter, Section 4.06(c)
Within 30 days of Second Reading	CITY SENDS COPY OF MAP showing boundary changes to County Voter Registrar in a format that is compatible with mapping format used by registrar	Elec. Code §42.0615
Within 60 days of Second Reading	<p>CITY PROVIDES CERTIFIED COPY OF ORDINANCE AND MAPS TO:</p> <ol style="list-style-type: none"> 1. County Clerk 2. County Appraisal District 3. County Tax Assessor Collector 4. 911 Addressing 5. Sheriff's Office 6. City Department Heads 7. State Comptroller 8. Franchise Holders 9. ESD - <u>if</u> annexed area is located in emergency services district <u>and</u> city intends to remove the area from the district and be the sole provider of emergency services; 	<u>ESD:</u> Notice must be sent to the secretary of the ESD board by certified mail, return receipt requested, as applicable. See Health and Safety Code, Section 775.022

*Dates in BOLD are MANDATORY dates to follow. Please advise of schedule deviation.

**Newspaper notice to paper by 5 p.m. one week prior to publication

STATE OF TEXAS

§
§
§

COUNTY OF TRAVIS

**REQUEST & PETITION TO THE CITY COUNCIL OF THE CITY OF MANOR
FOR ANNEXATION OF PROPERTY**

WHEREAS, the undersigns are the owners of a certain tract of property located within Travis County, Texas, such property more particularly described hereinafter by true and correct legal description in Section One below (referred to herein as the “Subject Property”);

WHEREAS, the undersigns have sought the annexation of the Subject Property by the City of Manor, Texas, (hereinafter sometimes referred to as “City”), in order to obtain the benefits of City services to the Subject Property by the City;

WHEREAS, the Subject Property is contiguous and adjacent to the corporate limits of the City;

WHEREAS, the City, pursuant to *Chapter 43, Tex. Loc. Gov’t. Code* and the request of the property owner, is authorized to annex the Subject Property; and,

WHEREAS, the undersigns agree and consent to the annexation of the Subject Property by the City and further agree to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted;

NOW THEREFORE, the undersigned by this Petition and Request:

SECTION ONE: Request the City Council of the City to commence annexation proceedings and to annex all portions of the Subject Property not already within the corporate limits of the City of Manor, Texas, including the abutting streets, roadways, and rights-of-way thereto, described as follows:

Property Description

SECTION TWO: Request that after annexation, the City provide such services as are legally permissible and provided by the City, including sanitation, wastewater and general governmental services as set forth in the municipal services plan.

SECTION THREE: Acknowledge and represent having received, read and understood the attached “draft” Service Plan (proposed to be applicable to and adopted for the Subject Property) and that such “draft” Service Plan is wholly adequate and acceptable to the undersign who hereby request the City Council to proceed with the annexation and preparation of a final Municipal Service Plan and publish notice and hold the requisite public hearings thereon, in accordance with the applicable laws of the State of Texas.

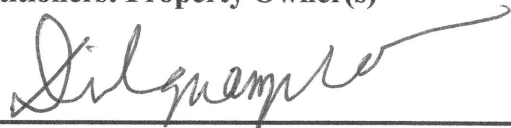
CD, KP

SECTION FOUR: Acknowledge that the undersigns understand and agree that all City services to the Subject Property will be provided by the City on the same terms and conditions as provided to other similarly situated areas of the City and as provided in the Municipal Service Plan.

SECTION FIVE: Agree that a copy of this Petition and Request may be filed of record in the offices of the City of Manor and in the real property records of Travis County, Texas, and shall be notice to and binding upon all persons or entities now or hereafter having any interest in the Subject Property.

FILED, this 17th day of November, 2020 with the City Secretary of the City of Manor, Travis County, Texas.

Petitioners: Property Owner(s)



Name: CHIAU QUANG DINH
Title: OWNER
Company (if applicable) _____



Name: ANII KIM PHAM
Title: OWNER
Company (if applicable) _____

CD, KP

STATE OF TEXAS

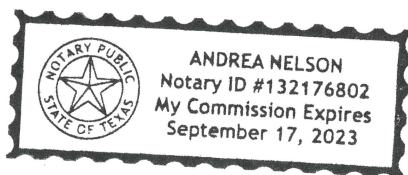
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COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Chau Binh (name), (title), (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 03 day of November, 2020

(SEAL)



[Signature]
Andrea Nelson

Notary Public-State of Texas

STATE OF TEXAS

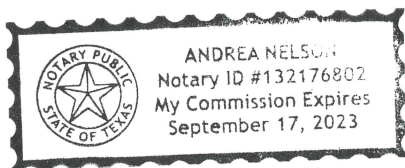
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COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Anh Pham (name), (title), (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 03 day of November, 2020

(SEAL)



[Signature]
Andrea Nelson

Notary Public-State of Texas

CD, KP

EXHIBIT "A"

Survey and Legal Lot Description

CD, KP

**JAMES E. GARON
& ASSOCIATES, INC.**
PROFESSIONAL LAND SURVEYORS

P.O. Box 1917
Bastrop, Texas 78602
512-303-4185
Firm Reg. #10058400
jgaron@austin.rr.com

January 18, 2017

LEGAL DESCRIPTION: BEING 52.019 ACRES OF LAND, LYING IN AND BEING SITUATED OUT OF THE A. C. CALDWELL SURVEY NO. 52, ABSTRACT 154 AND THE L. KIMBRO SURVEY NO. 64, ABSTRACT 456 IN TRAVIS COUNTY, TEXAS AND BEING ALL OF THAT CERTAIN 0.449 ACRE TRACT OR PARCEL OF LAND AND A PORTION OF THAT CERTAIN 61.73 ACRE TRACT OR PARCEL OF LAND CONVEYED TO ANH KIM PHAM AND CHAU DINH BY CORRECTION DEED RECORDED IN DOCUMENT #2014039510 REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS; SAID 52.019 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS AND AS SURVEYED BY JAMES E. GARON & ASSOCIATES IN OCTOBER, 2016:

BEGINNING at a 2" iron pipe found on the northerly right-of-way line of U.S. Highway 290 as conveyed by deed recorded in Volume 11187, Page 148 of said real property records for the southeasterly corner hereof and the southwesterly corner of the remainder of that certain 2.285 acre tract or parcel of land conveyed to Timmermann Properties, Inc. by deed recorded in Volume 11765, Page 1984 of said real property records;

THENCE along said right-of-way line the following four (4) calls:

1. S 87°33'45" W a distance of 1382.06 feet to a concrete right-of-way monument found for angle point;
2. N 81°11'56" W a distance of 203.75 feet to a concrete right-of-way monument found for angle point;
3. S 87°26'27" W a distance of 294.46 feet to a concrete right-of-way monument found for angle point;
4. S 82°25'53" W a distance of 16.73 feet to a 5/8" iron rod found for the southwest corner hereof and the southeasterly corner of the remainder of that certain tract of land conveyed to Erskine E. Fiebig and Alice Fiebig by deed recorded in Volume 5017, Page 556 of said real property records;

THENCE N 29°10'58" E a distance of 383.10 feet to a 1/2" iron rod with cap stamped "Lenz & Assoc." found for the northeasterly corner of said Fiebig Tract;

THENCE N 29°19'28" E a distance of 1775.58 feet continuing along the westerly line hereof, common with that certain 149.27 acre tract of land conveyed to Alma Juanita Meier by deed recorded in Volume 11376, Page 676 of said real property records to a calculated point on the south margin of Old Kimbro Road for the northwest corner hereof and said 61.73 acre tract;

THENCE along Old Kimbro Road, S 85°40'20" E a distance of 73.92 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point and S 86°00'20" E a distance of 498.63 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for the northeast corner hereof and said 61.73 acre tract and a corner of the remainder of that certain 100 acre tract of land conveyed to Don Ray Swenson and as described in Volume 660, Page 151 of said real property records;

THENCE S 21°21'24" W a distance of 208.93 feet to a 1/2" iron rod found for a southwesterly corner of said Swenson 100 acre tract of land ;

THENCE crossing said 61.73 acre tract of land the following four (4) calls:

1. S 19°27'38" W a distance of 251.09 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
2. S 64°21'02" E a distance of 209.00 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
3. S 17°45'20" E a distance of 199.75 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for angle point;
4. S 81°53'02" E a distance of 71.45 feet to a 1/2" iron rod found for the northwest corner of that certain 1.469 acre tract of land conveyed to Orlando Valdez Aguilar and Rosaura Fernanda Chavez by deed recorded in Document #2014186584 of said real property records;

THENCE S 11°47'14" W a distance of 139.91 feet to a 1/2" iron rod found for the southwest corner of said Aguilar and Chavez 1.469 acre tract and the northwest corner of that certain 4.531 acre tract of land conveyed to Ynacio Tabarez and Rosa Tabarez by deed recorded in Volume 13215, Page 2805 of said real property records;

THENCE S 11°23'19" W a distance of 417.45 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for the southwest corner of said Tabarez 4.531 acre tract;

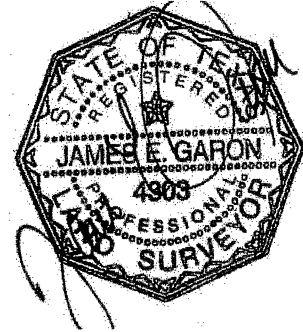
THENCE S 84°33'38" E a distance of 414.34 feet to a 60D nail found for the northwest corner of said Timmermann 2.285 acre tract;

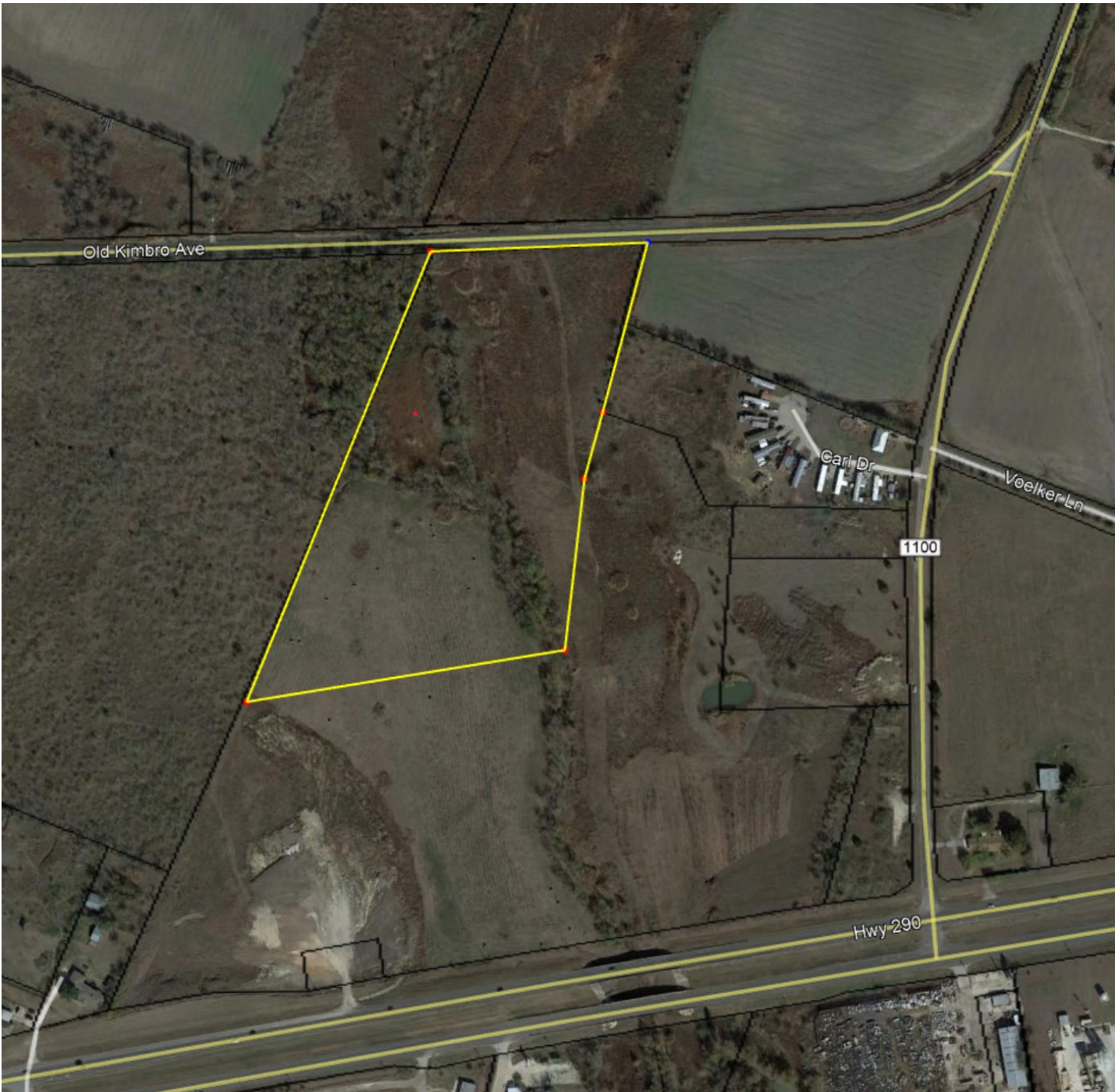
January 18, 2017

THENCE S 21°46'26" W a distance of 529.44 feet to the **POINT OF BEGINNING**, containing 52.019 acres of land, more or less and as shown on map of survey prepared herewith.

Surveyed by:

James E. Garon
Registered Professional Land Surveyor
Server; co\Travis\surveys\AC Caldwell\57016







AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Tracey Vasquez, HR Manager
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance authorizing a change to the health benefits plan which would extend coverage to City retirees.

BACKGROUND/SUMMARY:

The City of Manor health benefits coverage through TML MultiState Intergovernmental Employee Benefits Pool (IEBP) d/b/a TML Health Benefits Pool (TML Health) allows for that coverage to be extended to retirees of the City. The City of Manor desires to provide health benefits coverage to its retirees through TML Health and that the cost for such coverage be paid for by the City.

The attached ordinance, which follows the Pool’s standard form, would serve as authorization to TML Health to modify the City health benefits coverages to extend to City retirees.

LEGAL REVIEW: Yes, Completed
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 601

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve Ordinance No. 601; and direct the City Manager to submit the ordinance and other information required by TML Health to change the City health benefits coverages.

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

ORDINANCE NO. 601

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE OFFERING OF HEALTH BENEFITS COVERAGE TO CITY OF MANOR RETIREES; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN OPEN MEETINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Manor desires to provide health benefits coverage to its retirees;

WHEREAS, TML MultiState Intergovernmental Employee Benefits Pool (IEBP) d/b/a TML Health Benefits Pool (TML Health) is a health risk pool established pursuant to Texas Local Government Code Chapter 172, Texas Government Code Chapter 791, and the Texas Trust Code to provide health benefits coverage for employees and retirees, and dependents of employees and retirees, of Texas political subdivisions under an interlocal agreement.

WHEREAS, the City of Manor is currently offering health benefits coverage through TML Health pursuant to Interlocal Agreement and Chapter 172 of the Texas Local Government Code, both of which would allow the extension of benefits to retirees of the City;

WHEREAS, the City of Manor desires to provide health benefits coverage to its retirees through IEBP and that the cost for such coverage be paid for by the City;

WHEREAS, the City of Manor desires to select a plan of benefits for its retirees to be provided by IEBP; and

WHEREAS, providing retiree coverage under TML Health Interlocal Agreement is in the best interest of the City of Manor, its retirees, and the public generally.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

SECTION 1: The foregoing recitals are incorporated into this Ordinance as findings of fact.

SECTION 2: The City of Manor hereby elects to provide health benefits coverage to its retirees through TML Health under the Pool's Interlocal Agreement.

SECTION 3: The City of Manor hereby adopts the following definition of “retiree” for purposes of this ordinance:

A person who has retired from employment with the City of Manor at age 60 or older.

ORDINANCE NO. 601

SECTION 4: The City of Manor hereby adopts the following benefit plans to be provided to its retirees through TML Health:

- a. The same medical plan(s) offered to active employees
- b. The medical plan adopted for retirees, which could include:
 - (i) TML Health pre sixty-five medical plans and/or
 - (ii) On/Off UnitedHealthcare Advisor Multi-Carrier Exchange options
- c. Medicare supplement for over age 65 retirees
- d. Dental plan III
- e. Retiree Life

SECTION 5. All ordinances or parts thereof conflicting with the provisions of this ordinance as adopted herein are hereby repealed to the extent of such conflict. In the event of a conflict between this Ordinance and any other code or ordinance of the City of Manor (“City”), the terms and provisions of this Ordinance shall control.

SECTION 6. It is hereby officially found and determined that the meeting at which this Ordinance was considered was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

SECTION 7. This Ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED THIS the 6th day of January 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Tracey Vasquez, HR Manager
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to amend the City of Manor Personnel Policies & Procedures Handbook to extend health benefits coverage to City retirees.

BACKGROUND/SUMMARY:

As management enforces provisions of the City of Manor Personnel Policies and Procedures Handbook, opportunities for both clarification of policy response to employee requests have been acknowledged. The changes in the attachment reflect previously approved policy provisions and some modification to current provisions regarding Ordinance No.601. (Highlights will be additions and red lines will be deletions).

1) Insurance

LEGAL REVIEW: Yes, Completed
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Section 9 of the Personnel Policies and Procedures Handbook with added or clarified provisions.

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the proposed changes to the City of Manor Personnel Policies & Procedures Handbook to extend health benefits coverage to City retirees.

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

INSURANCE

It is the goal of the City to provide full-time employees with a comprehensive benefits package that may include, medical, dental, disability and life insurance for each full-time employee. The Human Resources Department will evaluate the benefits being provided on an annual basis as part of the budget process and make recommendations to the City Manager. This insurance is effective so long as the employee remains on the full-time payroll.

Insurance coverage for an employee's eligible dependents will be made available at the employee's expense.

The City also carries a workers' compensation insurance policy. In cases of job-related injuries, provisions and benefits available under workers' compensation are activated.

The City shall offer its retirees, age 64 and under, who were participating in the City's health plan at the time of their retirement, the option to purchase continued health benefits coverage at a retiree calculated rate. Currently, retirees are allowed to participate in the City's health care plan at the same premium rates as active employees. If this benefit is revised to require that active employee and retiree insurance premiums be separately determined, the retiree premiums could increase significantly, and the City will require that retirees pay for their insurance at the higher rate.

Retirees, age 65 and older, will not be eligible to continue the City's health plan. The City reserves the right to alter, reduce, or eliminate any benefit at any time.

Employees retiring from the City of Manor, with a minimum of fifteen (15) years of service with the City, and be of age 60 or older, will be eligible for the retiree health benefits. The number of years of service with other Cities does not qualify for this specific retirement benefit. Retiring employees must notify the Human Resources Department within thirty (30) days of the date of retirement of their intent to continue coverage under the City's plan. Failure to notify the HR department within 30 days will result in a permanent loss of benefits.

The City will offer the Pre-65 employees at the time of retirement, the current employee health plan at the same rate as employees with 100% City contribution. At 65 years of age, the retired employee must switch from regular coverage to the Post-65 retiree insurance option.

Retirees, age 65 and older, will be offered a Medicare Advantage Plan at the time of retirement with 100% City contribution. The Post-65 retiree is required to apply for and obtain both Medicare parts A and B for further coverage.

Loss of coverage will occur upon the death of the retiree, change of policy, City Council, or ordinance. If discontinued coverage due to policy, City Council, or ordinance, the City will give a two (2) year written notice, with continued coverage, for the retiree to seek other insurance options.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project.

BACKGROUND/SUMMARY:

This project includes improvements and capacity expansion of the existing Creekside (Wildhorse Creek) lift station and the addition of a new Carrie Manor lift station. The lift station improvements will provide additional system capacity for future growth and shift wastewater system flows from the Gilliland Creek Basin to the Wilbarger Creek Basin. The proposed change order includes enhanced pad foundations for generators and electrical equipment. The proposed change order amount is roughly 2% of the original project construction cost and is within the budgeted contingency fund percentage allocated for the project.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Change Order No. 1

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Change Order No. 1 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project with Austin Engineering Company, Inc.; in the amount of \$39,296.00.

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

JAY ENGINEERING COMPANY, INC.
JECO
 P.O. Box 1220 (512) 259-3882
 Leander, TX 78646 Fax 259-8016
 Texas Registered Engineering Firm F-4780

CHANGE ORDER

ORDER NO.: 1
 DATE: December 30, 2020
 AGREEMENT DATE: February 5, 2020

NAME OF PROJECT: Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2

OWNER: City of Manor

CONTRACTOR: Austin Engineering Company, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

- Item No. 1 - Add 1 LS Change Order Item C.O.,1-1, Excavate, haul-off, select fill for generator foundation Carrie Manor site @ \$18,611.00/LS
- Item No. 2 - Add 1 LS Change Order Item C.O.1-2, Excavate, haul-off, select fill for generator foundation Creekside site @ \$19,885.00/LS
- Item No. 3 - Add 1 LS Change Order Item C.O.1-3, Excavate, haul-off, select fill for electrical pad foundation Carrie Manor site @ \$2,300.00/LS
- Item No. 4 - Add 1 LS Change Order Item C.O.1-4, 6' tall security fence in-lieu of 8' security fence @ (\$1,500.00)/LS

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$1,931,100.00
 Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$1,931,100.00
 The CONTRACT PRICE due to this CHANGE ORDER will be increased or (decreased) by:
 \$39,296.00
 New CONTRACT PRICE including this CHANGE ORDER will be: \$1,970,396.00

3. Change to CONTRACT TIME:

No change to contract time.

Approvals Required:

To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Recommended by: Frank T. Phelan, P.E. Signed: *Frank T. Phelan*
 Engineer

Ordered by: _____ Signed: _____
 Owner

Accepted by: *Austin Keller* Signed: *[Signature]*
 Contractor

AGENDA ITEM NO. _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 6, 2021
PREPARED BY: Scott Dunlop, Assistant Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Planning and Zoning Commissioner Isaac Rowe, Place No. 4 and declare a vacancy.

BACKGROUND/SUMMARY:

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

- Resignation Letter

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner Isaac Rowe, Place No. 4 and declare a vacancy.

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

From: Isaac Rowe
Sent: Monday, December 14, 2020 1:27 PM
To: Scott Dunlop <sdunlop@cityofmanor.org>
Subject: P&Z Commission Resignation

Pardon the previous email, it was sent prematurely.

Hello Scott,

It has been a pleasure serving with you and the other commissioners on the P&Z Board. I have a greater appreciation for what goes on behind the scenes when planning for a city's growth.

Unfortunately, I am no longer able to serve on the board at this time. COVID-19 has definitely challenged many families including ours.

Please send my next steps in the off-boarding process from P&Z.
Also, if I should still attend this upcoming meeting.

If you have any questions or concerns please email or call me at the number listed below.

Again, it has been a pleasure to serve.

Isaac Rowe