



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

City Council Regular Meeting

Wednesday, January 18, 2023 at 7:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments.***

PUBLIC HEARINGS

- 1.** Conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W. Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director
- 2.** Conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director
- 3.** Conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director

- 4. Conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).**

Applicant: Mahoney Engineering

Owner: River City Partners Ltd.

Submitted by: Scott Dunlop, Development Services Director

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.

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

Submitted by: Lluvia T. Almaraz, City Secretary

- **January 4, 2023, City Council Workshop; and**
- **January 4, 2023, City Council Regular Meeting**

- 6. Consideration, discussion, and possible action on the acceptance of the December 2022 Departmental Reports.**

Submitted by: Scott Moore, City Manager

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

REGULAR AGENDA

- 7. Consideration, discussion, and possible action on a resolution to conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.**

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

- 8. First Reading:** Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director
- 9. First Reading:** Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director
- 10. First Reading:** Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).
Applicant: Jiwon Jung
Owner: Buildblock
Submitted by: Scott Dunlop, Development Services Director
- 11. First Reading:** Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).
Applicant: Mahoney Engineering
Owner: River City Partners Ltd.
Submitted by: Scott Dunlop, Development Services Director
- 12. Consideration, discussion, and possible action on a lease contract for the funding of city vehicles and equipment.**
Submitted by: Lydia Collins, Finance Director
- 13. Consideration, discussion, and possible action on the Purchase Contract with William R. Leake for a wastewater easement with temporary construction easement.**
Submitted by: Scott Moore, City Manager
- 14. Consideration, discussion, and possible action on an ordinance adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to recognize the changes to the city council rules of procedure; and providing for related matters.**
Submitted by: Scott Moore, City Manager

EXECUTIVE SESSION

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

- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EPCOR Wholesale Water Agreement;*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Apartments;*
- *Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Springs;*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding property on Ring Road; and*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Professional Rules of Disciplinary Conduct to consult with legal counsel regarding termination of a license agreement*

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.

- 15. Consideration, discussion, and possible action on the Second Amendment to the Earnest Money Contract for the purchase of property located on Ring Road.**
Submitted by: Scott Moore, City Manager

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: Friday, January 13, 2023, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@manortx.gov .



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezone this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z conducted the public hearing but recommended 4-1 to postpone action. They wanted more information for the developer on what is proposed, specifically building massing and parking.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image
- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

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

ORDINANCE NO. ____**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM NEIGHBORHOOD BUSINESS (NB) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Neighborhood Business (NB) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

101 West Boyce Street, Manor, TX 78653

Property Legal Description:

Lots 4 and 5, Block 43, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

Project Address: 101 W Boyce St, Manor, TX 78653

Property ID: 238627

Legal Description: LOT 4-5 BLK 43 MANOR TOWN OF

The property owner seeks to rezone the 0.264-acre lot located at 101 W Boyce St, Manor, TX 78653 from NB (Neighborhood Business) to DB (Downtown Business).

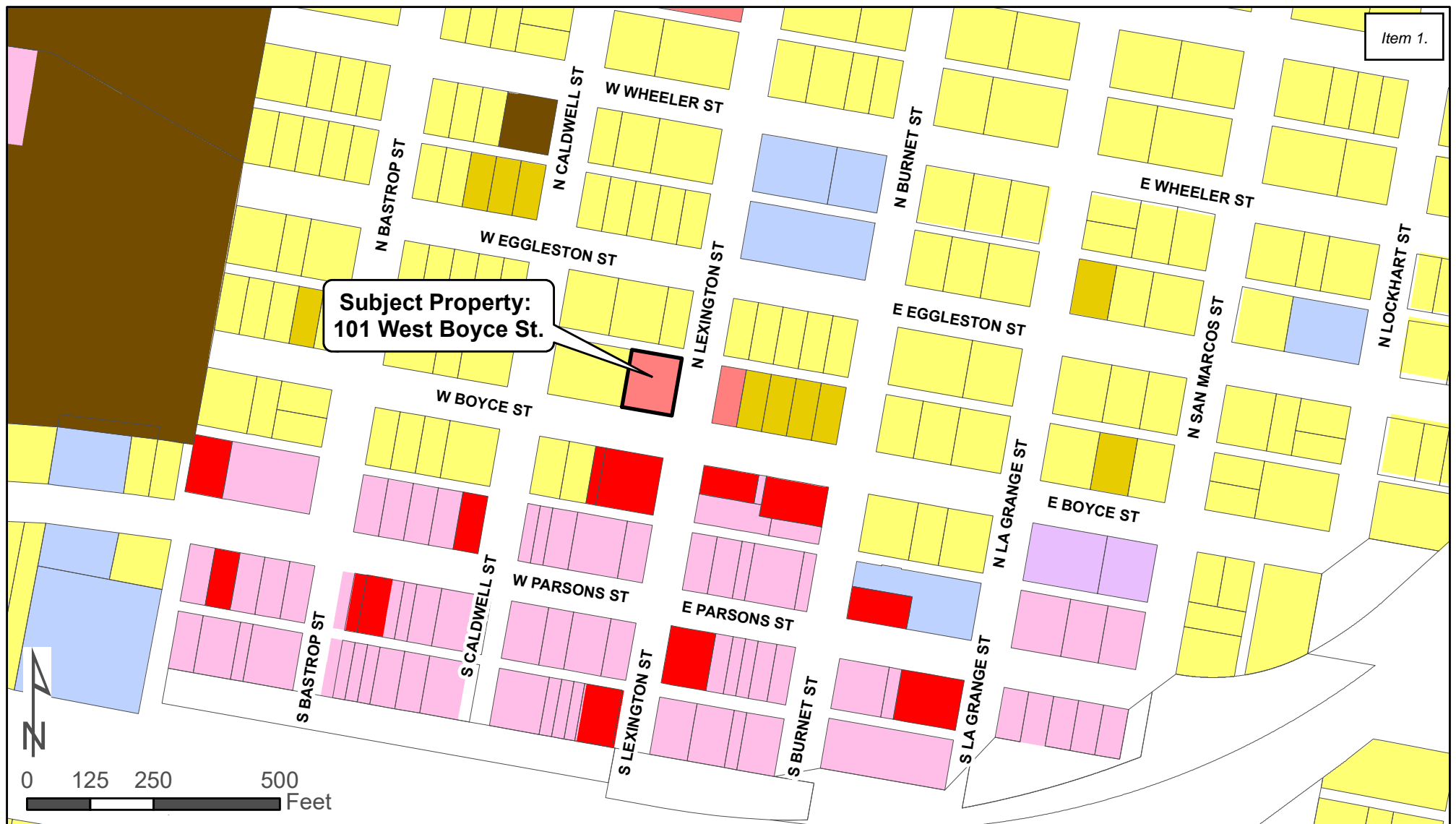
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However,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

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

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

Sincerely,

Jiwon Jung
CEO of Build Block Inc.
101 W Boyce St,
Manor, TX 78653



Current:
Neighborhood Business (NB)

Proposed:
Downtown Business (DB)







Zone

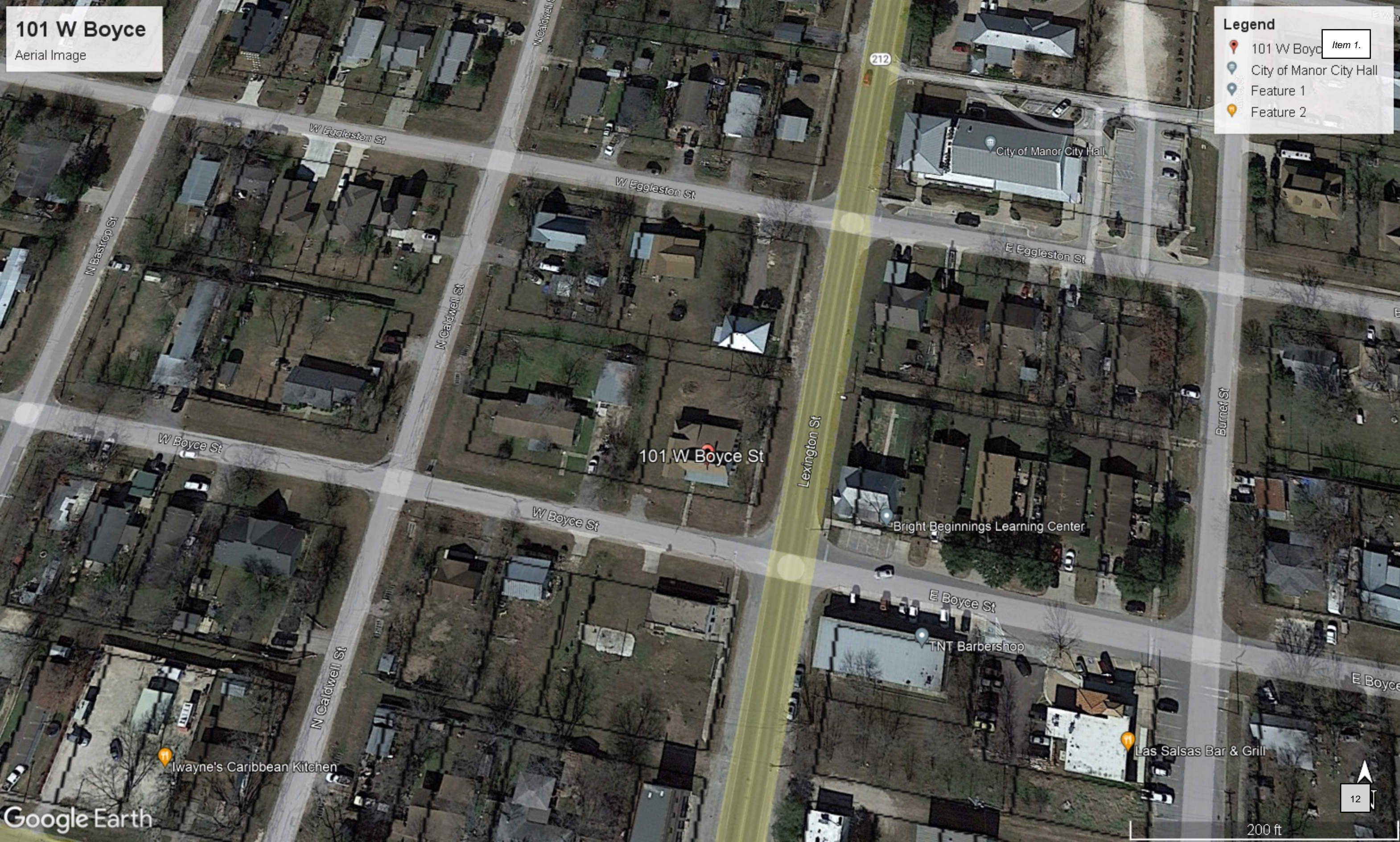
A - Agricultural	GO - General Office
SF-1 - Single Family Suburban	C-1 - Light Commercial
SF-2 - Single Family Standard	C-2 - Medium Commercial
TF - Two Family	C-3 - Heavy Commercial
TH - Townhome	NB - Neighborhood Business
MF-1 - Multi-Family 15	DB - Downtown Business
MF-2 - Multi-Family 25	IN-1 - Light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

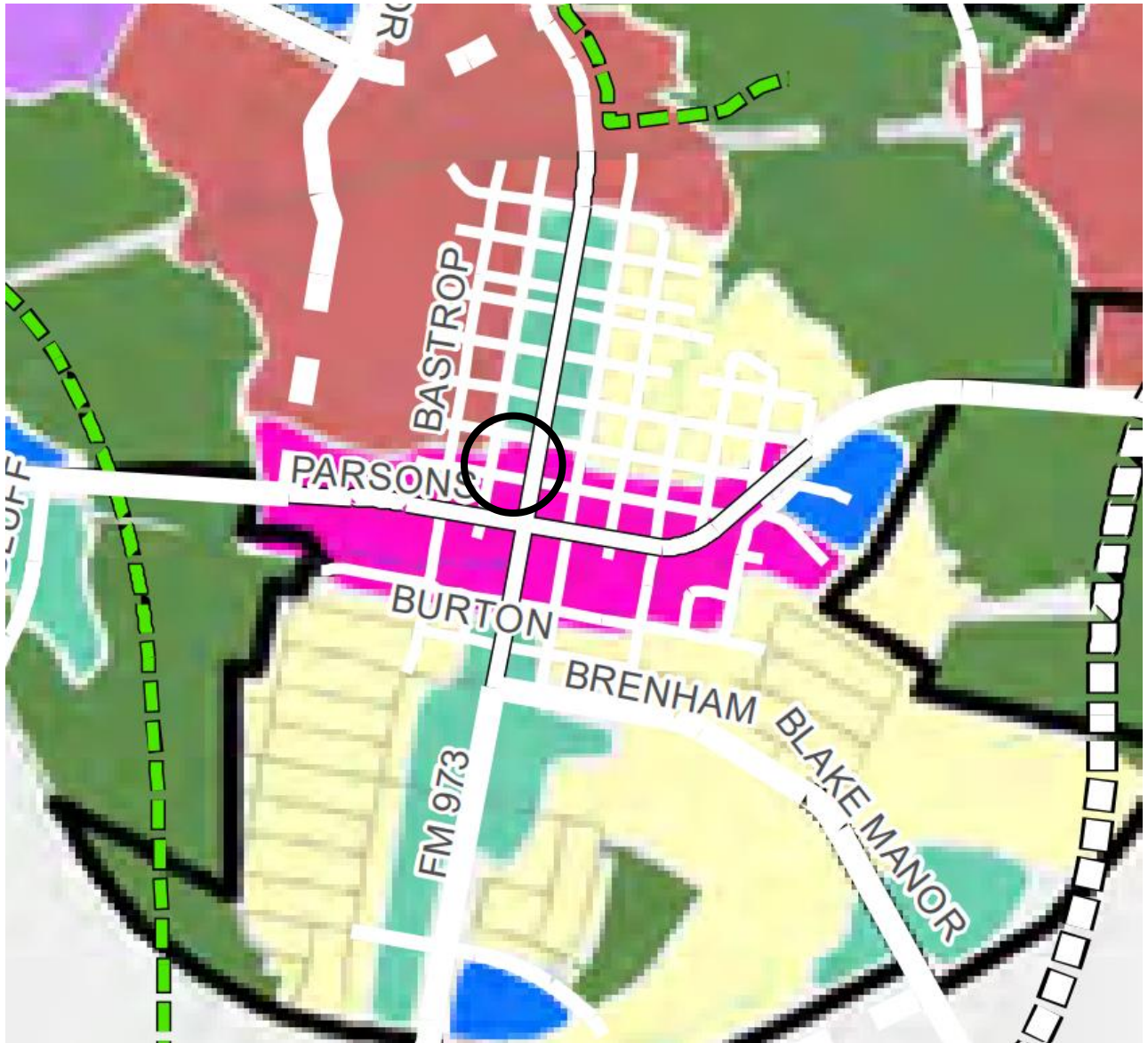
101 W Boyce

Aerial Image

Legend

-  101 W Boyce Item 1.
-  City of Manor City Hall
-  Feature 1
-  Feature 2





DOWNTOWN MIXED-USE

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

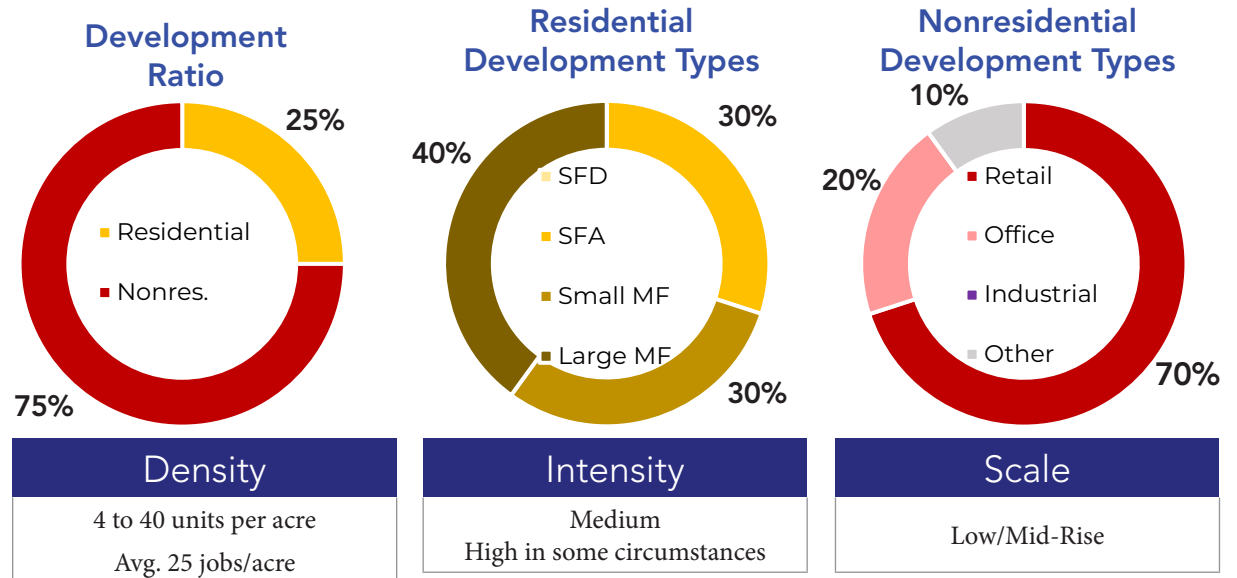
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail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

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

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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



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



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 101 W Boyce Rezoning NB to DB
 Case Number: 2022-P-1494-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 101 W Boyce, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

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

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

Jesse & Olivia Sanchez
PO Box 811
Manor TX 78653

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

Sepeco
PO Box 170309
Austin TX 78717

Build Block Inc
2700 E 2nd St
Los Angeles CA 90033

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

Behzad Bahrami
PO Box 82653
Austin TX 78708

Tancor LLC
9009 Fairway Hill Dr
Austin TX 78750

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Ross Etux Nunn
PO Box 207
Manor TX 78653

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Juan Ojeda Mendez
104 E Eggleston St
Manor TX 78653

Moses Acosta
106 Eggleston St
Manor TX 78653

Miguel Angel & Gloria Alvarado
PO Box 294
Manor TX 78653

Jose Sabas Castillo
PO Box 1097
Manor TX 78653

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

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

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

Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle TX 78640

Helen Casas
PO BOX 223
Manor TX 78653

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

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

Lillie M Nunn
PO Box 207
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

**Colle Foster & Stephen Snyder
McDonnel**
103 W Eggleston St
Manor TX 78653

James T, Alexandra Lutz, Carrillo
14812 FM 973 N
Manor TX 78653

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

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Rosalinda Rodriguez
105 W Eggleston
Manor TX 78653

**Las Salsas Bar and Grill Mexican
Restaurant LLC**
12012 Barker Hills Dr
Manor TX 78653

Emma Gildon
PO Box 872
Manor TX 78653

Ofelia Estrada
PO Box 108
Manor TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Moein M Hassan
PO Box 140853
Austin TX 78714

Carmen Davila
205 W Eggleston
Manor TX 78653

James T Anderson
1601 W 38th St Ste 2
Austin TX 78731

Andersons Coffee Co. Inc.
1601 W 38th St Ste 2
Austin TX 78731

Glenissa & Torrey Overton
1135 Don Ann St
Austin TX 78721

Allen Matetzschk
207 E Eggleston
Manor TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezoning this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z conducted the public hearing but recommended 4-1 to postpone action. They wanted more information for the developer on what is proposed, specifically building massing and parking.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image

- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB)

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

107 West Boyce Street, Manor, TX 78653

Property Legal Description:

Lots 1, 2, and 3, Block 43, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

Project Address: 107 W Boyce St, Manor, TX 78653

Property ID: 238628

Legal Description: LOT 1-3 BLK 43 MANOR TOWN OF MH S#KBTXSNA/B344122

The property owner seeks to rezone the 0.396-acre lot located at 107 W Boyce St, Manor, TX 78653 from NB (Neighborhood Business) to DB (Downtown Business).

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

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

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

Sincerely,

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

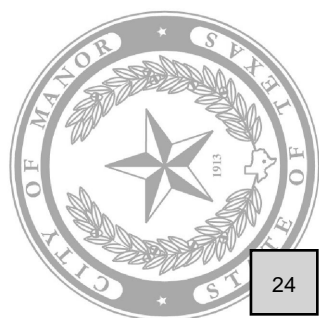


Subject Property:
107 West Boyce St.

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


Current:
Single Family Suburban (SF-1)


Proposed:
Downtown Business (DB)





107 W Boyce
Aerial Image

Legend

 101 W Boyce

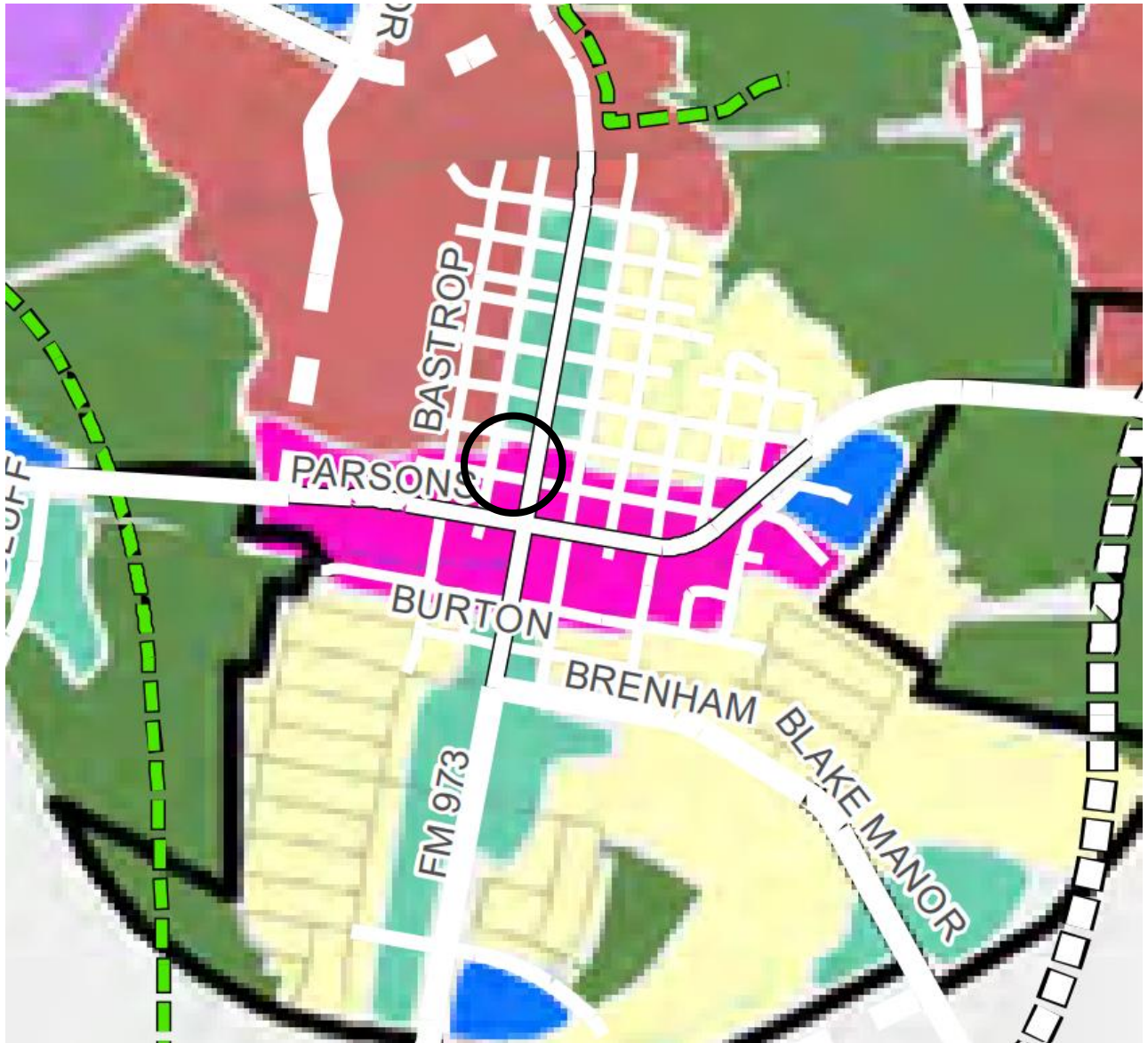
 City of Manor City Hall

 Feature 1

 Feature 2

Item 2.





DOWNTOWN MIXED-USE

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

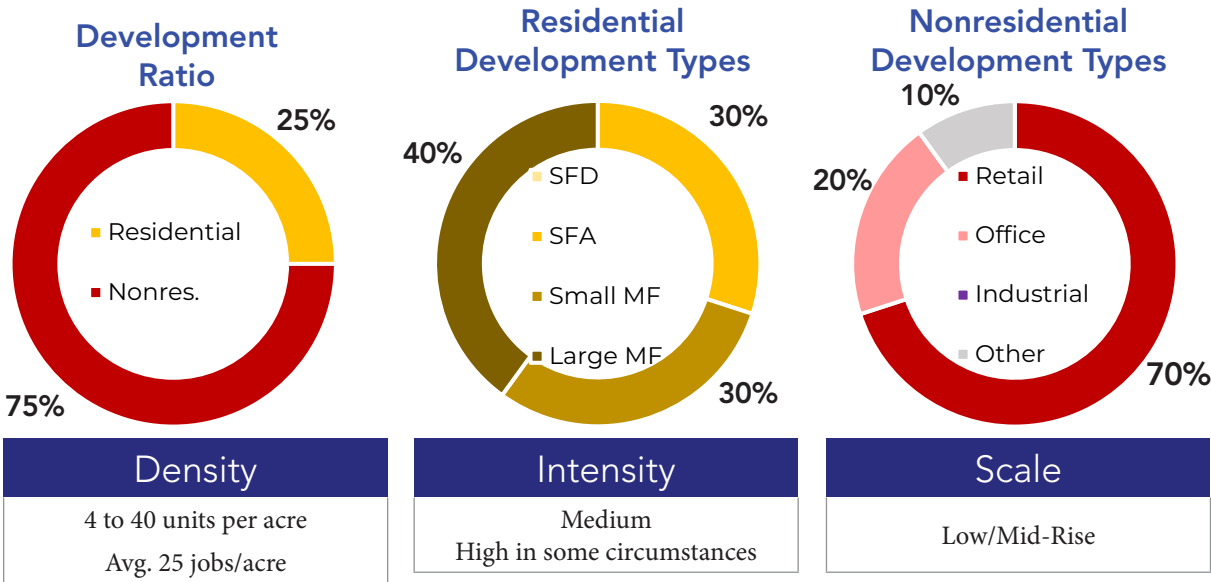
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail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

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

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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



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



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 107 W Boyce Rezoning SF-1 to DB
 Case Number: 2022-P-1492-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 107 W Boyce, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

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

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

Jesse & Olivia Sanchez
PO Box 811
Manor TX 87653

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

Sepeco
PO Box 170309
Austin TX 78717

Build Block Inc
2700 E 2nd St
Los Angeles CA 90033

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

Behzad Bahrami
PO Box 82653
Austin TX 78708

Tancor LLC
9009 Fairway Hill Dr
Austin TX 78750

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Ross Etux Nunn
PO Box 207
Manor TX 78653

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Juan Ojeda Mendez
104 E Eggleston St
Manor TX 78653

Moses Acosta
106 Eggleston St
Manor TX 78653

Miguel Angel & Gloria Alvarado
PO Box 294
Manor TX 78653

Jose Sabas Castillo
PO Box 1097
Manor TX 78653

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

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

Juan Jr & Diana E Gerl Vasquez
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Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
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2501 Goforth Rd
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Helen Casas
PO BOX 223
Manor TX 78653

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

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

Lillie M Nunn
PO Box 207
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

**Colle Foster & Stephen Snyder
McDonnel**
103 W Eggleston St
Manor TX 78653

James T, Alexandra Lutz, Carrillo
14812 FM 973 N
Manor TX 78653

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

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Rosalinda Rodriguez
105 W Eggleston
Manor TX 78653

**Las Salsas Bar and Grill Mexican
Restaurant LLC**
12012 Barker Hills Dr
Manor TX 78653

Emma Gildon
PO Box 872
Manor TX 78653

Ofelia Estrada
PO Box 108
Manor TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Moein M Hassan
PO Box 140853
Austin TX 78714

Carmen Davila
205 W Eggleston
Manor TX 78653

James T Anderson
1601 W 38th St Ste 2
Austin TX 78731

Andersons Coffee Co. Inc.
1601 W 38th St Ste 2
Austin TX 78731

Glenissa & Torrey Overton
1135 Don Ann St
Austin TX 78721

Allen Matetzschk
207 E Eggleston
Manor TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezone this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z conducted the public hearing but recommended 4-1 to postpone action. They wanted more information for the developer on what is proposed, specifically building massing and parking.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image
- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

108 West Boyce Street, Manor, TX 78653

Property Legal Description:

Being the west one-half (1/2) Lots 18, 19, and 20, Block 29, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

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

Property ID: 238660

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

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

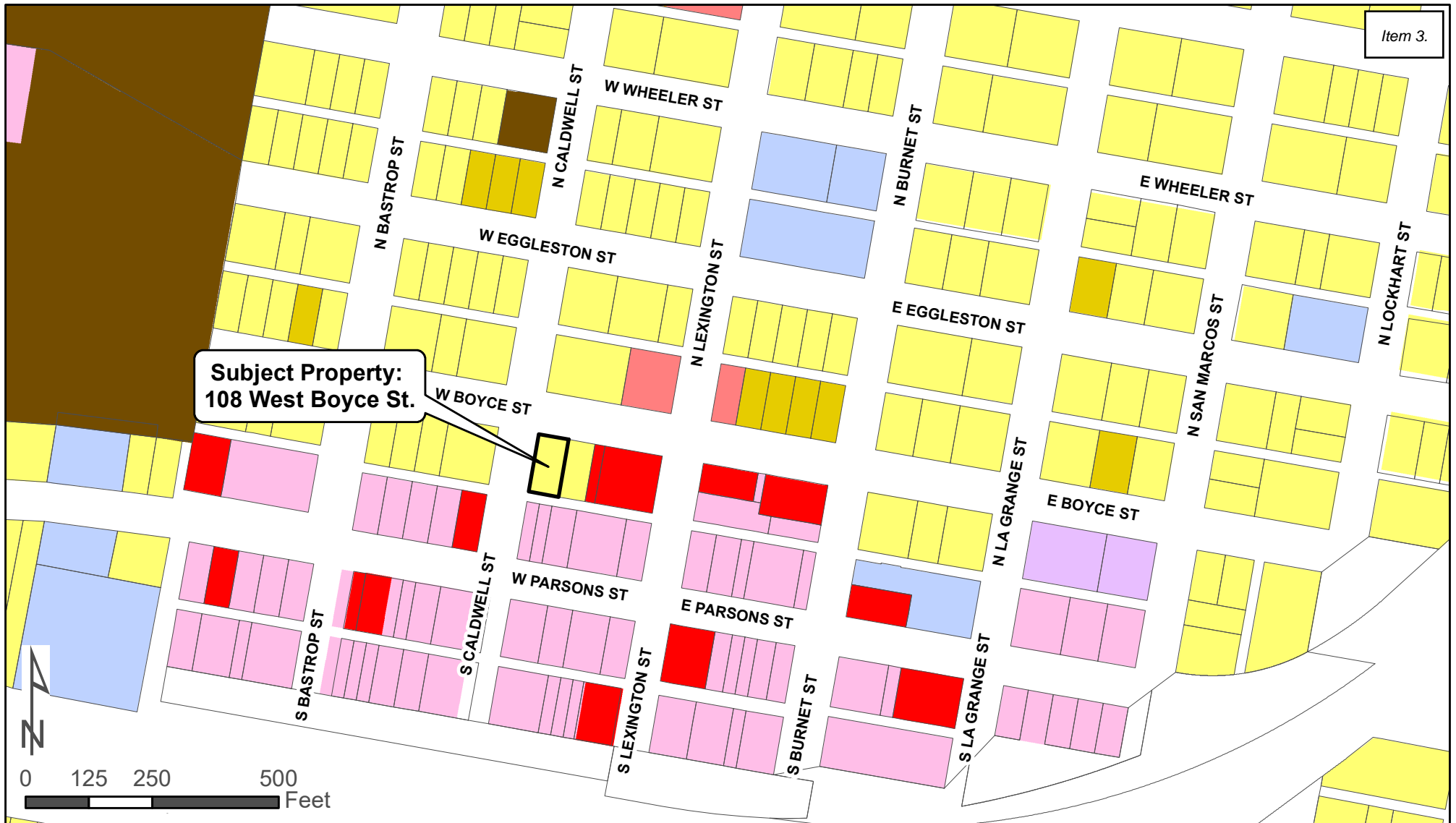
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However,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

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

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

Sincerely,

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



Current:
Single Family Suburban (SF-1)

Proposed:
Downtown Business (DB)



Zone

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

108 W Boyce

Aerial Image

Legend

- 101 W Boyce *Item 3.*
- City of Manor City Hall
- Feature 1
- Feature 2

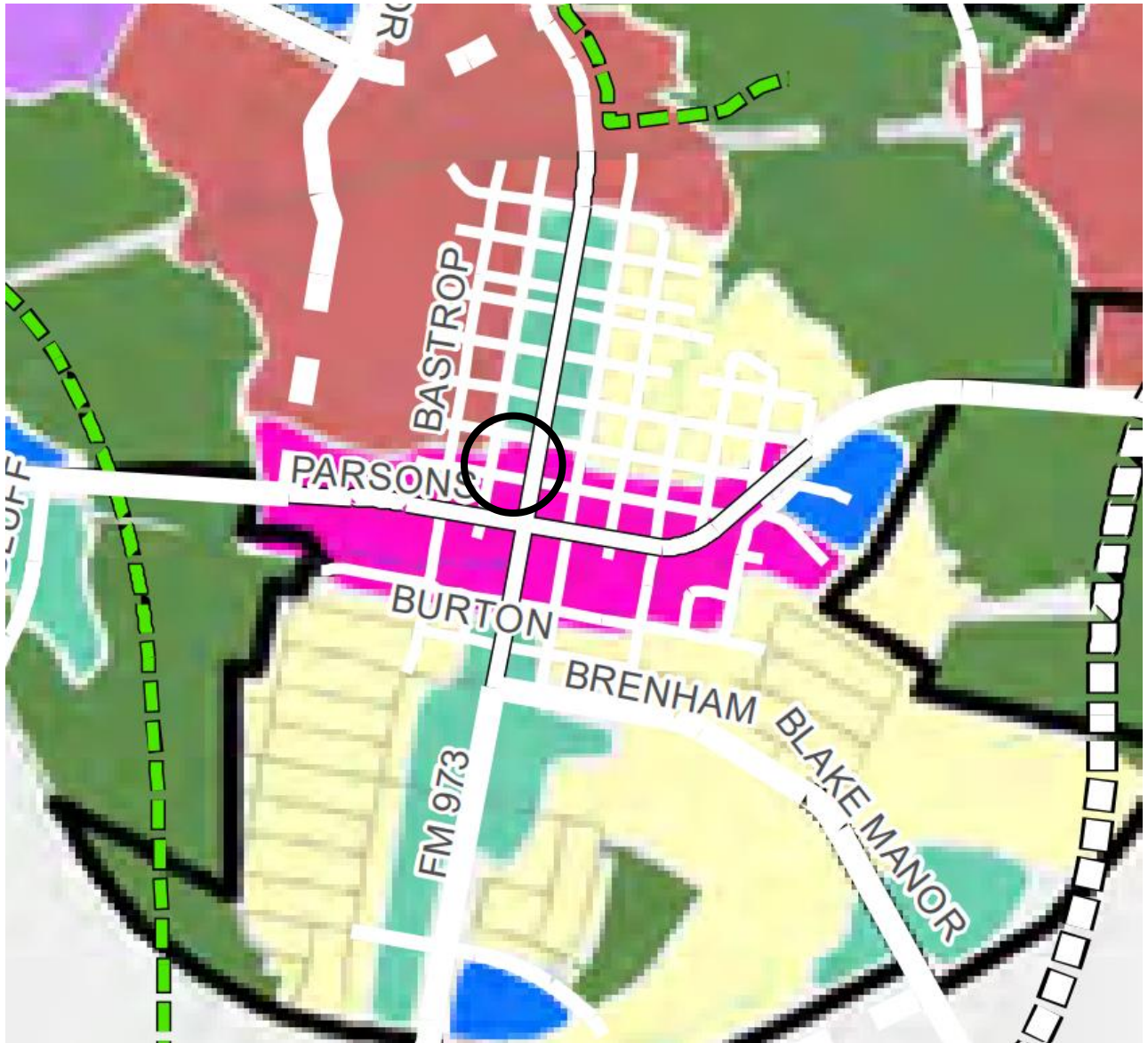
108 W Boyce St

Iwayne's Caribbean Kitchen

Bright Beginnings Learning Center

TNT Barbershop

Lillie Mae's Comfort Food



DOWNTOWN MIXED-USE

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

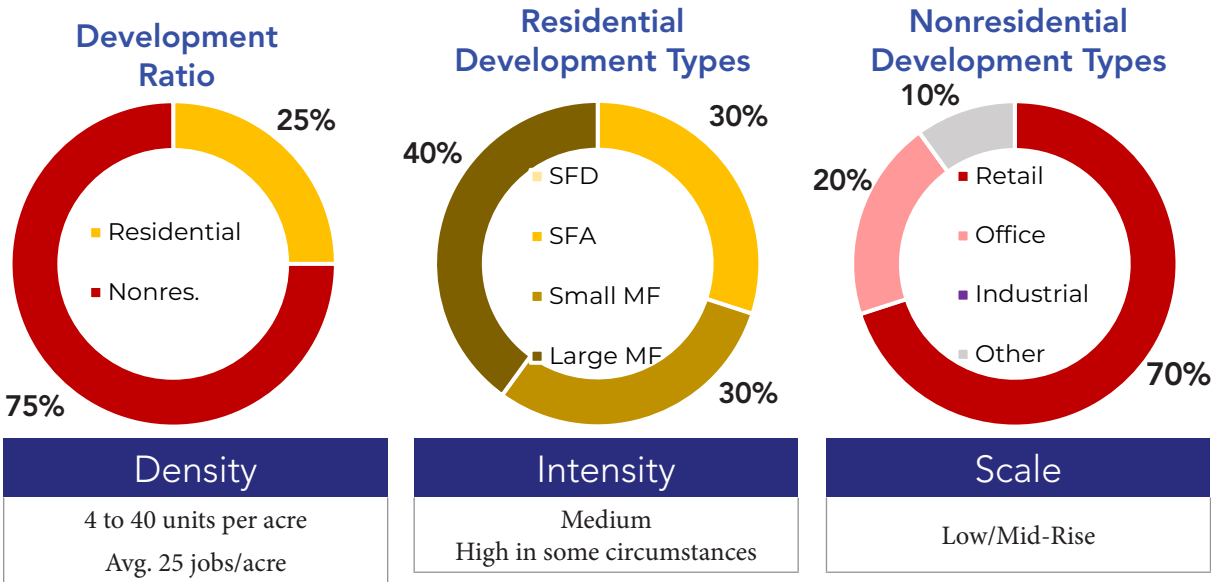
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Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and De-tached Missing Middle	●●●○○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighbor-hood Scale	●●●●●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
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Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 108 W Boyce Rezoning SF-1 to DB
Case Number: 2022-P-1493-ZO
Case Manager: Michael Burrell
Contact: mburrell@manortx.gov 512-215-8158

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

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Behzad Bahrami
PO Box 82653
Austin, TX 78708

Ramon E Jr Paiz
PO Box 280
Manor, TX 78653

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

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

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

Monica Ann Castillo
PO Box 1097
Manor, TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor, TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle, TX 78640

Helen Casas
PO BOX 223
Manor, TX 78653

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

Jiwon Jung
2700 E 2nd St
Los Angeles, CA 90033

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

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls, TX 76308

Maria Rocha
207 W Boyce St
Manor, TX 78653

Jesse & Julia Rocha
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18109 Whitewater CV
Round Rock, TX 78681

Jesse & Olivia Sanchez
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Manor, TX 78653

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

Sepeco
PO Box 170309
Austin, TX 78717

2017 Manor LLC
203 W Parsons St
Manor, TX 78653

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203 W Parsons St
Manor, TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor, TX 78653

Jorge Moreno
4301 Jan St Unit B
Harlingen, TX 78550

Davis Capital Investments LLC
PO Box 268
Manor, TX 78653

William C Gault
PO Box 32
Manor, TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

120 East Boyce Street LLC
1004 Meriden Ln
Austin, TX 78703

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

Virginia Z Cardenas
PO Box 243
Manor, TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor, TX 78653

Lundgren Edwin O Estate
507 Arbors CIR
Elgin, TX 78621

Lopez Mar Lift Estate
208 West Parsons
Manor, TX 78653

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

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

Aurelio Jr Ponce
200 W Parsons St
Manor, TX 78653

Billy C Duett
Po Box 562
Manor, TX 78653

Maqil Inc
PO Box 399
Manor, TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

Applicant: Mahoney Engineering

Owner: River City Partners Ltd.

BACKGROUND/SUMMARY:

This property is where M&M Auto Repair used to be. It was purchased by Riata Ford and they are looking to move or expand a portion of their business into this location and are requesting the same zoning category as their current dealership property. C-1 permits Minor Automotive Repair while C-2 permits Minor and Major Automotive Repair as well as Automobile Sales.

P&Z conducted the public hearing and upon action voted 5-0 to recommend approval

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image
- FLUM

- Auto Repair Definitions
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Light Commercial (C-1) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT "A"

Property Address:
10905 E US Hwy 290, Manor, TX 78653

Property Legal Description:

A description of 0.677 acres (approx.. 29,511 sq. ft.), being all of a 0.46 and 0.23 acre tract of land out of the James Manor Survey, Abstract No. 546, in Travis County, Texas, conveyed to Manor Quick Stop, Inc., in a warranty deed dated January 22, 1986 and recorded in Volume 9556, Page 345 of the Real Property Records of Travis County, Texas; said 0.677 acres being more particularly described by metes and bounds as follows:

BEGINNING at ½" rebar with "Chaparral" cap found for the easternmost northeast corner of the Lot 1, Riata Ford Manor Subdivision, a subdivision of record in Document No. 202100055 of the Official Public Records of Travis County, Texas, being the west line of 1.371 acre tract described in Volume 11201, Page 2362 of the Real Property Records of Travis County Texas, also being the southeast corner of said 0.46 acre tract;

THENCE South 75° 47' 48" West, with the south line of the 0.46 acre tract and said 0.23 acre tract, being a north line of said Lot 1, a distance of 150.00 feet to a ½" rebar with "Chaparral" cap found for the southwest corner of the 0.23 acre tract, being an ell corner of Lot 1;

THENCE North 13° 47' 13" West, with the west line of the 0.23 acre tract, being an east line of Lot 1, a distance of 197.31 feet to a Mag nail with "Chaparral" washer set for the northwest corner of the 0.23 acre tract, being the northernmost corner of Lot 1, being in the south right-of-way line of US Highway 290 (variable width right-of-way) as shown on CSJ's 114-01-011, and 0114-02-030 and as described in Volume 678, Page 263 of the Deed Records of Travis County, Texas, from which a ½" rebar found for a point of curvature in the north line of Lot 1, being the south right-of-way line of US Highway 290, bears with a curve to the left, having a radius of 3759.72 feet, a delta angle of 01° 24' 25", an arc length of 92.33 feet and a chord which bears South 74° 45' 19" West, a distance of 92.32 feet;

THENCE with a curve to the right, with a north of line 0.23 and the 0.46 acre tract, being the south right-of-way line of US Highway 290, having a radius of 3759.72 feet, a delta angle of 02° 17' 09", an arc length of 150.01 feet, a chord which bears North 76° 36' 06" East, a distance of 150.00 feet to a ½" rebar with "Chaparral" cap set for the northeast corner of the 0.46 acre tract, being the northwest corner of said 1.371 acre tract;

THENCE South 13° 47' 17" East, with the east line of the 0.46 acre tract, being the west line of the 1.371 acre tract, a distance of 195.20 feet to the POINT OF BEGINNING, containing 0.677 acres of land, more or less.



Mahoney Engineering
8201 South Congress Avenue
Austin, Texas 78745

Letter of Intent

December 8, 2022

Attention: Scott Dunlop, Director of Development Services

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

**Reference: Letter of Intent
Rezoning Determination**

10905 E HYW 290
Manor, Texas 78653

Dear Mr. Dunlop,

On behalf of Leif Johnson Ford, Mahoney Engineering is requesting to rezone a property located at 10905 East Highway 290, Manor, Texas 78653. According to TCAD, the Parcel ID Number is 0237591301. The property is currently zoned Light Commercial (C-1). Mahoney Engineering proposes the entire property be rezoned to Medium Commercial (C-2).

There is currently an Automotive Repair (Major) Facility located on the 0.68-Acre site that has existed since 2010 named M&M Diesel and Auto. Before this, the earliest legible google earth image is from January of 1995 and shows the current structures were existing in 1995 and being used as a gas station and potential automotive repair. New ownership would like to keep the existing use of Automotive Repair (Major); therefore, the property needs to be rezoned to comply with the permitted uses per zoning requirements. Currently the property to the south and west of the subject property is zoned C-2, the property to the east is zoned Institutional-Small (I-1), and properties to the north, across US Highway 290, are zoned C-1. Hence, the zoning change will not alter the character of the area and will not impair the use of the adjacent properties, due to no change in the current use.

We look forward to receiving your support for Council approval to rezone the property, Parcel # 0237591301, from current zoning of C-1 to a future zoning of C-2.

Sincerely,

MAHONEY ENGINEERING

Tyler Boykin, P.E.

Associate

(737) 270-7310

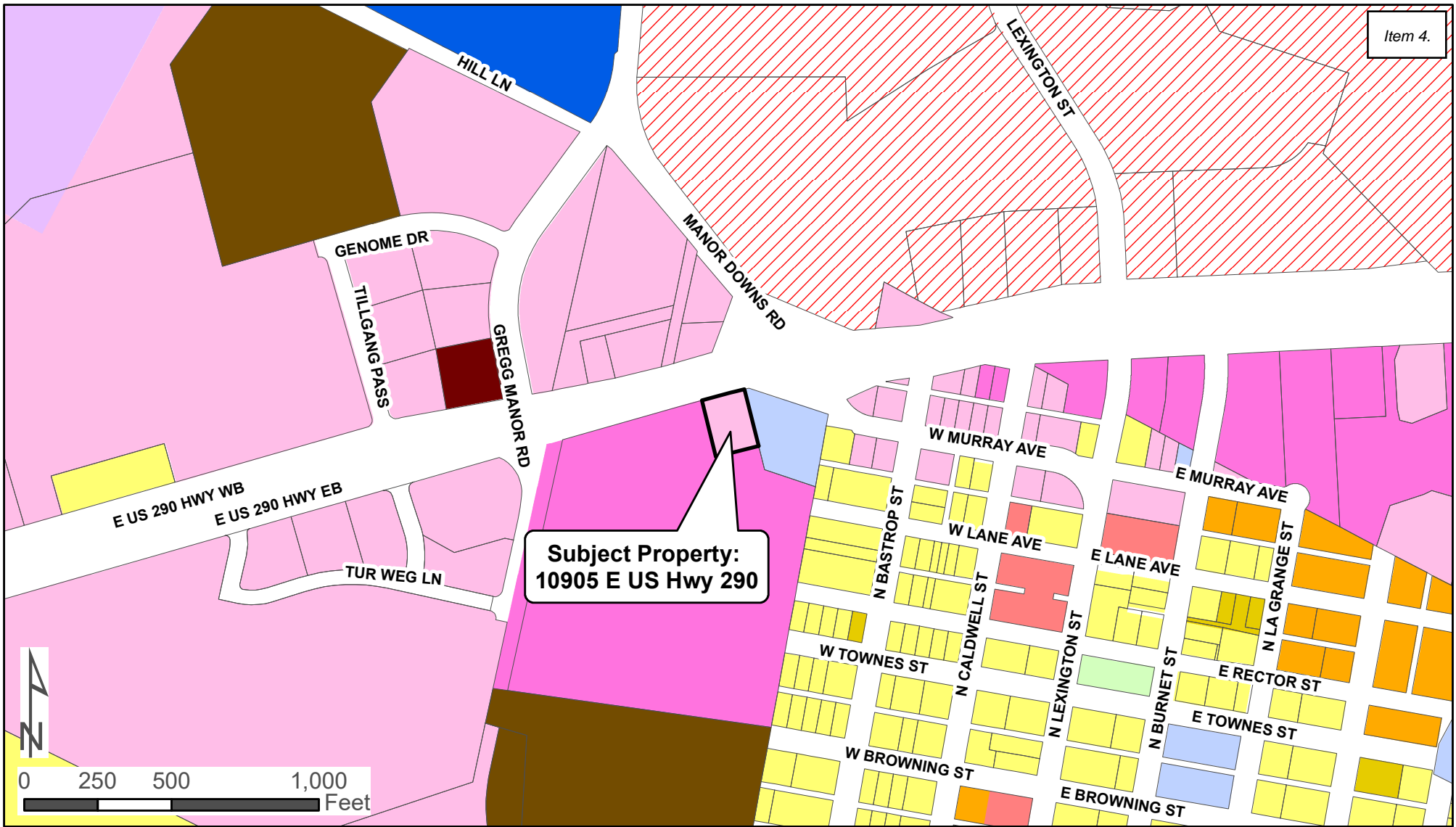
tboykin@mahoneyeng.com

Bryce Dierschke

Engineer Associate

(737) 263-5562

bdierschke@mahoneyeng.com



Current:
Light Commercial (C-1)

Proposed:
Medium Commercial (C-2)

Zone

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

10905 E HWY 290

Aerial Image

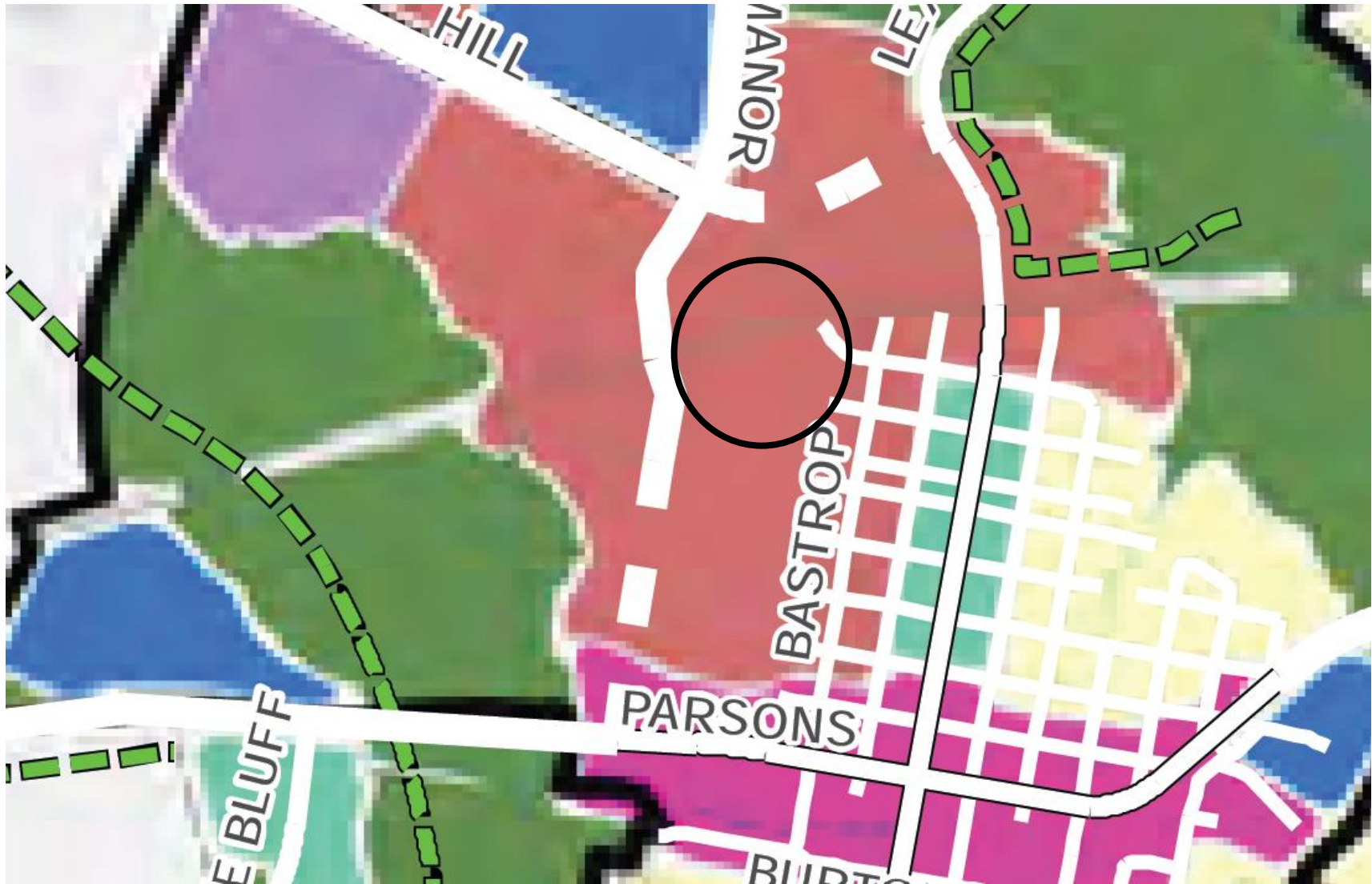
Legend

- 101 W Boyd *Item 4.*
- City of Manor City Hall
- Feature 1
- Feature 2



10905 US-290

Manor T-Stem Academy



COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

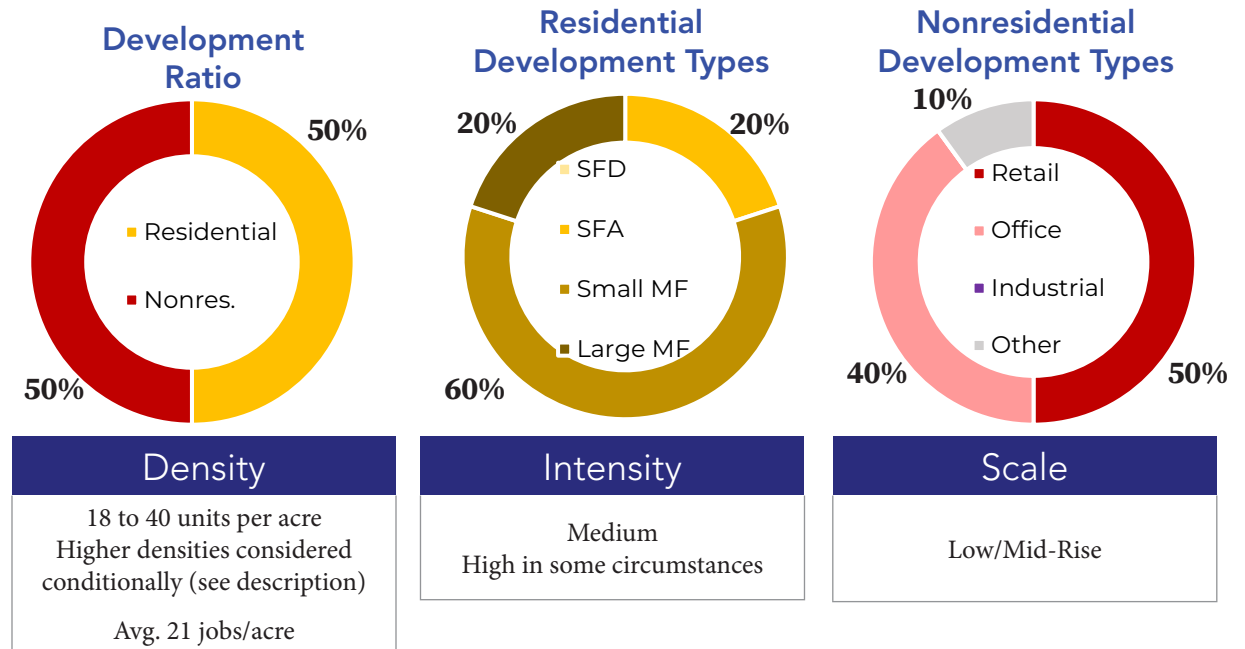
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

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

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.

Automotive repair (major) means a business specializing in major repair of motor vehicles entirely within an enclosed building, including any use listed below, as well as any use not listed as minor vehicle servicing:

- (1) Auto glass, seat cover and muffler shop;
- (2) Auto painting or body rebuilding shop;
- (3) Tire retreading and capping;
- (4) Body, fender, clutch, transmission, differential, axle, spring and frame repairs;
- (5) Major overhauling of engines requiring removal therefrom of cylinder head or crankcase pan and any associated engine rebuilding;
- (6) Repair of radiator requiring removal from the vehicle;
- (7) Repair of truck, trailer, farm or industrial equipment, or other machinery/supplies; and
- (8) Brake work, other than minor maintenance such as disc pad replacement and minor brake adjustment.

Automotive repair (minor) means a business specializing in minor, routine, periodic, preventive maintenance of a motor vehicle conducted entirely within an enclosed building, including the following:

- (1) Servicing of spark plugs, batteries, distributors and distributor parts and including minor engine tune-ups;
- (2) Tire servicing and flat repair but not recapping or regrooving;
- (3) Radiator cleaning and flushing (on vehicle);
- (4) Fuel pump, oil pump and related maintenance;
- (5) Minor servicing of carburetors;
- (6) Emergency wiring repairs;
- (7) Minor motor adjustment not involving removal of head or crankcase;
- (8) Quick oil and filter change;
- (9) Servicing hoses, fan belts, brake fluid, light bulbs, fuses, floor mats, seat belts, windshield wipers, mirrors, and installation of vehicle accessories such as radios;
- (10) Lubrication, greasing and washing; and
- (11) Disc pad replacement and minor brake adjustment.



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 10905 E US 290 Rezoning C-1 to C-2
 Case Number: 2022-P-1501-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 10905 E US 290, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

Applicant: Mahoney Engineering

Owner: River City Partners Ltd.

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

LLANO LAS ENTRADAS I LLC
1537 SINGLETON BLVD
DALLAS, TX 75212-5239

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

NINH LILIAN DOAN ETAL (1855929)
1411 DEXFORD DR
AUSTIN, TX 78753-1607

K-N CORPORATION
1717 W 6TH ST STE 330
AUSTIN, TX 78703-4791

CASTELAN CARILU
20912 CAMERON RD
COUPLAND, TX 78615-4866

TURMAN THOMAS M (215726)
21609 UNION LEE CHURCH RD
MANOR, TX 78653-5329

MANOR, INDEPENDENT SCHOOL DISTR
PO BOX 359
MANOR, TX 78653

LOZANO BENJAMIN KEEF (1945094)
8005 BRIARWOOD LN
AUSTIN, TX 78757-8111

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- January 4, 2023, City Council Workshop; and
- January 4, 2023, City Council Regular Meeting

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- January 4, 2023, City Council Workshop; and
- January 4, 2023, City Council Regular Meeting

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the City Council Minutes of the January 4, 2023, City Council Workshop; and January 4, 2023, City Council Regular Meeting.

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



**CITY COUNCIL
WORKSHOP SESSION MINUTES
JANUARY 4, 2023**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6 (Arrived at 4:39 p.m.)

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Phil Green, IT Director
Michael Pachnick, IT Technician

WORKSHOP SESSION – 4:00 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 4:08 p.m. on Wednesday, January 4, 2023, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

• IT & City Council – Tech. Training

IT Director Phipps along with IT Technician Pachnick presented new IPAD Pro Tablets to City Council and conducted training for new tablets.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 5:13 p.m. on Wednesday, January 4, 2023.

**City Council Workshop Minutes
January 4, 2023**

These minutes approved by the Manor City Council on the 18th day of January 2023. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



**CITY COUNCIL
REGULAR SESSION MINUTES
JANUARY 4, 2023**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Scott Jones, Economic Development Director
Phil Green, IT Director
Veronica Rivera, Assistant City Attorney
Frank T. Phelan, P.E., City Engineer

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:01 p.m. on Wednesday, January 4, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Mayor Harvey clarified the procedures for the Public Comments and Consent Agenda.

Mr. Robert Battaile spoke up and asked for clarification.

Mayor Harvey warned Mr. Battaile that Council would not allow any future disrespectful comments or interruptions from him during the meetings and if needed he would be asked to leave meeting. Mayor Harvey clarified to Mr. Battaile that he would only be asked to speak during public comments or agenda items that he signed up to speak on.

Mr. Battaile asked for Item 2 to be included in his form for Public Comments.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his frustration regarding the discrimination he had received regarding the Disc Golf Course, Bocce Courts, public meetings of the Comprehensive Plan and process of minutes. Mr. Battaile stated that the December 21, 2022, Council Minutes were not written verbatim, and he didn't agree on how they were written. He questioned why his address was listed on the minutes and why the mayor's address was not listed. He requested for the mayor to name great stores within Manor and stated he would like to have the comprehensive plan meetings to be added back to the minutes. Mr. Battaile also mentioned that the Park Committee never scheduled a developer's meeting regarding parks and that Shadowglen open space didn't exist.

No one else appeared at this time.

PUBLIC HEARINGS

- 1. Conduct a public hearing on an ordinance granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.**

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

Mayor Harvey opened the public hearing.

City Manager Moore discussed the proposed franchise agreement.

Discussion was held regarding rates.

Discussion was held regarding the franchise terms.

Assistant City Attorney Rivera stated that council had the discretion of changing the 20 year term.

Discussion was held regarding code regulations.

Discussion was held regarding and Emergency Plan coordination with EMS.

Mayor Harvey asked for additional clarification regarding the Emergency Plan to be brought back to council for discussion.

Discussion was held regarding other companies that offered propane services for the city.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, 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 of the December 21, 2022, City Council Regular Meeting.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace to approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

3. First Reading: Consideration, discussion, and possible action on an ordinance granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

The city staff recommended that the City Council approve the first reading of an ordinance granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

Ordinance: An Ordinance of The City of Manor, Texas Granting to Texas Community Propane, Inc. the Right, Privilege, and Franchise to use Streets, Alleys, And Thoroughfares to Operate and Maintain a Propane Distribution System in the City of Manor, Travis County, Texas; Providing Regulations for the Conduct of the System; Making Findings of Fact; Providing a Severability Clause; and an Effective Date; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the first reading of an ordinance granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

There was no further discussion.

Motion to approve carried 7-0

4. Consideration, discussion, and possible action on the appointments of the Planning and Zoning Commission Members for Place No. 1; Place No. 3; Place No. 5, and Place No. 7.

The city staff recommended that the City Council appoint the Planning and Zoning Commission Members for Place No. 1; Place No. 3; Place No 5; and Place No. 7.

Development Services Director Dunlop stated that the city received applications from Commissioner Julie Leonard and Commissioner Cressandra Hardeman to be reconsidered for reappointment. He mentioned that Commissioner Lakesha Small was interested as well but hadn't submitted an application. He also stated that Commissioner Jennifer Wissman was moving and didn't request to be reappointed.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to appoint Planning and Zoning Commission Members for Place No. 1; Place No. 3; Place No. 5, and Place No. 7 with questions.

Discussion was held regarding the application process.

Discussion was held regarding staff's recommendation to reappoint current members to Place No. 1, 3 and 7 and declare a vacancy for Place No. 5.

Discussion was held regarding the restriction of deadlines to submit applications.

City Secretary Almaraz explained the current appointment process and stated that Council had the discretion to either reappointment current members or declare vacancies.

Assistant City Attorney Rivera explained the amendment motion that needed to be done if Council declared vacancies and stated per City Charter the P&Z cases would go to Council if the P&Z Commission was not established with a full quorum.

Discussion was held regarding policy on board attendance.

Discussion was held regarding Rules of Procedures for Boards members.

MOTION: Upon a friendly amendment motion made by Council Member Deja Hill and seconded by Council Member Amezcua to re-appoint Planning and Zoning Commission Members for Place No. 1; Place No. 3; Place No. 7 and declare a vacancy for Place No. 5.

Council Member Deja Hill asked if the City Charter had current P&Z Commission amendments. Development Services Director Dunlop clarified that the P&Z Commission was established by ordinance and not the City Charter.

Mayor Pro Tem Emily Hill suggested for city staff to consider a firm deadline process for anyone that applied to any board for the purpose of fairness and consistency with the application procedures.

Mayor Harvey asked if there was a recommendation for the reappointment of Place No. 7 pending application submission by a certain deadline. Mayor Pro Tem Emily Hill recommended for the re-appointments to move forward with current members to Place No. 1, 3 and 7 and for the procedures to clarify the application process deadline.

Discussion was held regarding adding an appointment process to the Rules of Procedures for Board Members.

Council Member Deja Hill recommended for city staff to continue requesting new applications from board members when interested in reappointment.

There was no further discussion

Motion to approve and appoint carried 7-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:37 p.m. on Wednesday, January 4, 2023, in accordance with the requirements of the Open Meetings Law.

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 Manor Apartments; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Springs; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EPCOR Wholesale Water Agreement; and Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property* at 7:37 p.m. on Wednesday, January 4, 2023.

The Executive Session was adjourned at 9:14 p.m. on Wednesday, January 4, 2023.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 9:14 p.m. on Wednesday, January 4, 2023.

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:14 p.m. on Wednesday, January 4, 2023.

These minutes approved by the Manor City Council on the 18th day of January 2023. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the December 2022 Departmental Reports.

BACKGROUND/SUMMARY:

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

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- December 2022 Department Monthly Reports

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve and accept the December 2022 Departmental Reports.

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



MEMO

To: Mayor and City Council Members
 From: Scott Jones, Economic Development Director
 Date: January 18, 2023
 RE: **December 16 to January 10**

- Finalizing documentation for Hubspot CRM system, then IT permissions, implementation and training.
- Awaiting legal review of draft Development Agreement and Chapter 380 Agreement from Greenview Development on Manor Commons Phase 3 by City Attorney for expected submittal to Council for developer incentives request at February 1 Regular Council Meeting.
- Provided information requested by Ernst & Young Atlanta for larger retailer interested in potentially purchasing a site within a planned Manor retail development project with an existing development and 380 agreement in place; discussed any potential incentives apportionment would be with the developer as part of their property negotiations.
- Met with Ryan Companies reps multiple times re: issues on Whole Foods Cold Storage Center and spec building, including paving.
- Completed City's 2023 Legislative Priority Agenda and forwarded to TML and City Secretary to post.
- Met with Lone Star Electric re: potential annexation, sewer line participation, building permit and construction of facility in the City (adjoining Manor Commercial Park on US290).
- Completed 2 reviews of City Comprehensive Master Plan and submitted final revisions to City manager and Council.
- Met with Carhart Entertainment/XFC LLC re: future 300ac manufacturing and film studio requirements; more information to be provided within 2 weeks by prospect.
- Follow-up on all in-process projects; 5 previous property tours still in contention; updated project list.
- Discussed potential access to Butler Property/Manor Crossing with Hat Trick Development's Rick Benson; set up call with Scott Moore and Butler engineer.
- Talked to Elmer Fisher re: 100 ac in land holdings off Littig Rd. he's interested in developing; forwarding more information.



MEMO

- Hosted initial Manor Economic Development Committee Luncheon; attended TML Region 10 Meeting & Dinner Co-Hosted by Manor & Elgin; attended 3 Staff Meetings; attended 2 Regular Council Meetings.
- Met with Mr. Tumlinson re: owned properties for sale on Suncrest Dr.; discussed issues he faces of overpricing in the market and Council denial of MF-2 rezoning request.
- Reviewing proposals and information from 3 branding consultants to develop an RFP for city management solicitation.
- Scheduled 1-17 through 1-20 ICSC Red River retail conference trip to Dallas and registered, set event schedule, requested updated marketing materials from Manor developers.
- Negotiating and communicating between owner agent and Avison Young Austin Capital Markets brokers representing Korean firm (Tesla contractor/plastics manufacturer) looking at 52.35 acres owned by Zalaram LLC next to Manor Commercial Park subject to annexation and city wastewater line extension project.

DEVELOPMENT SERVICES DEPARTMENT REPORT

PROJECT VALUATION AND FEE REPORT

December 1-31, 2022

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	1	\$0.00	\$412.00	
Commercial Irrigation	2	\$83,000.00	\$1,098.00	
Commercial New	1	\$1,482,509.28	\$18,537.60	The Learning Experience Daycare
Commercial New Shell	1	\$288,872.96	\$10,539.95	11924 Ring - 2537 sf office space
Commercial Remodel/Repair	1	\$334,400.00	\$2,412.00	HT Fitness
Commercial Sign	1	\$15,000.00	\$167.00	
Educational Addition	1	\$1,381,121.46	\$7,967.20	MISD Senior HS Practice Gym
Educational Remodel/Repair	2	\$279,000.00	\$1,320.00	MISD HS Concession Stand Remodel
Residential Deck/Patio	1	\$12,000.00	\$227.00	
Residential Electrical	5	\$215,731.60	\$535.00	
Residential Fence	1	\$1,984.00	\$107.00	
Residential Foundation Repair	3	\$39,034.00	\$291.00	
Residential Irrigation	39	\$53,800.00	\$4,173.00	
Residential Mechanical-HVAC	2	\$11,816.00	\$212.00	
Residential New	10	\$2,757,781.11	\$79,644.40	
Residential Plumbing	2	\$0.00	\$214.00	
Right of Way	1	\$0.00	\$401.50	
Totals	74	\$6,956,050.41	\$128,258.65	

Total Certificate of Occupancies Issued: 109

Total Inspections(Comm & Res): 1,746

Scott Dunlop, Development Services Director

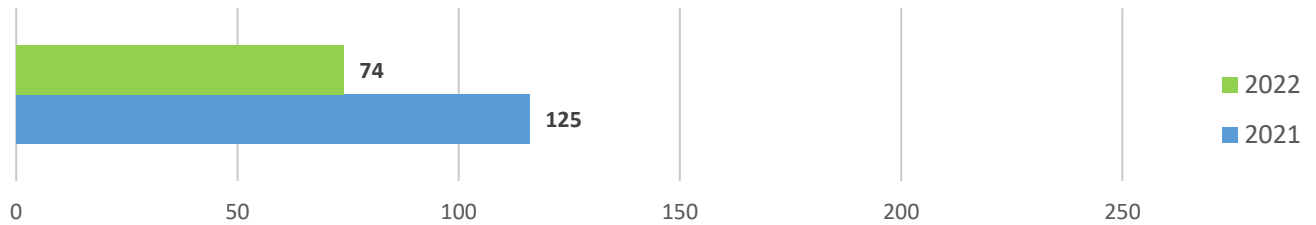




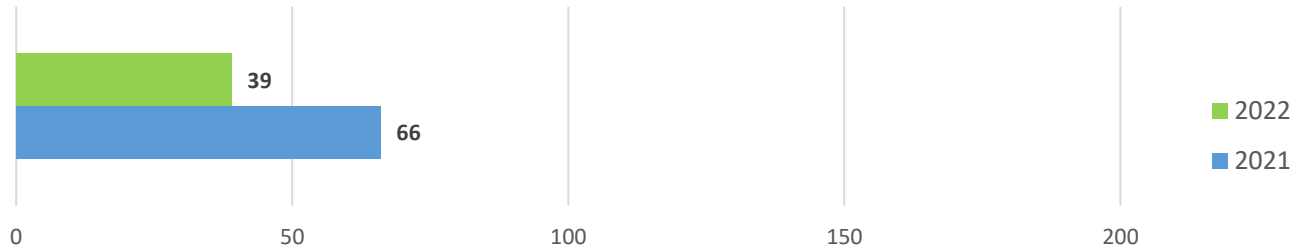
December 2022

DEPARTMENT OF DEVELOPMENT SERVICES
SCOTT DUNLOP, DIRECTOR

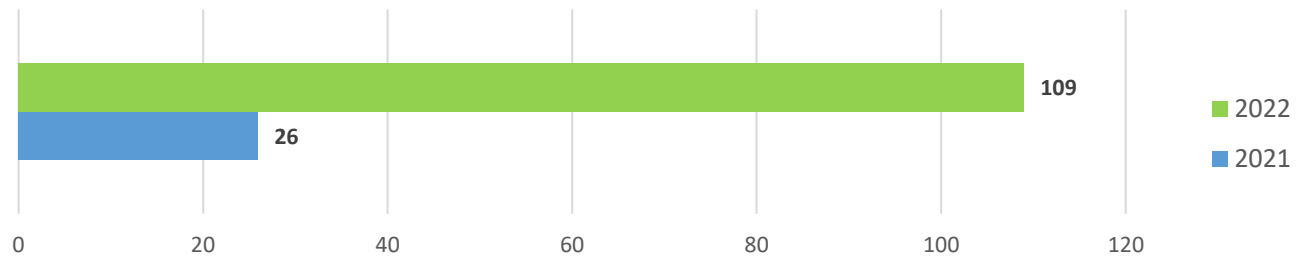
ALL PERMITS ISSUED



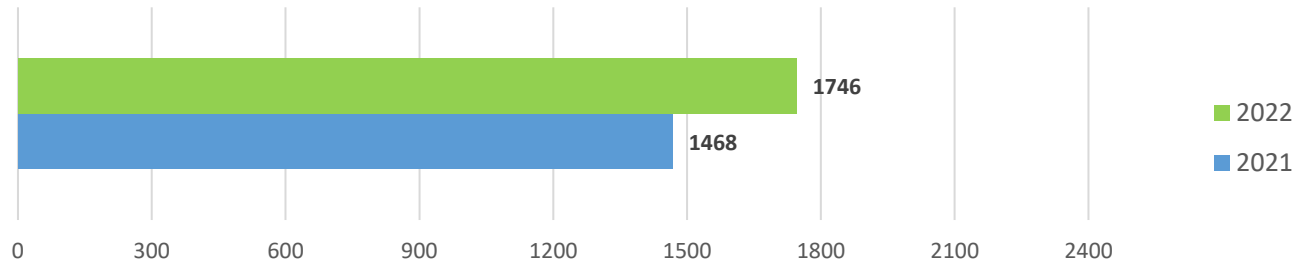
RESIDENTIAL NEW PERMITS



COs ISSUED



INSPECTIONS



*Charts displayed at different scales



MEMO

To: Mayor and City Council Members
 From: Debbie Charbonneau, Heritage & Tourism Manager
 Date: January 18, 2023
 RE: **December 2022 & January 2023**

COMMUNITY MEETINGS

Chamber of Commerce December Monthly Membership Meeting – Thursday, December 8, 2022
 Chamber of Commerce January 2023 Monthly Membership Meeting – Thursday, January 12, 2023
 Chamber of Commerce Board Meeting – Monday, January 9, 2023
 Chamber of Commerce Growth Zone Meeting – Frontier Bank – Tuesday, December 12, 2022
 City of Manor Black History Month Planning Meeting – Wednesday, January 18, 2023
 City Council Meeting – Wednesday, December 21, 2022
 City Council Meeting – Wednesday, January 18, 2023
 150th After Event Meeting – Wednesday, January 11, 2023
 MLK Walk & Event Planning Meeting – Thursday, January 5, 2023
 ManorPalooza Planning Meeting – Friday, January 6, 2023
 Keep Manor Beautiful Meeting, Monday, January 23, 2023
 MISD State of the School Lunch – Monday, December 6, 2022
 TML Region 10 Meeting – This was co-sponsored by the City of Manor and the City of Elgin - Thursday, December 15, 2023

BUSINESS CONTACTS/VISITS

I made twenty 26 business contacts/visits for the months of November & December

EVENTS

SESQUICENTENNIAL 2022

The Steering committee has been meeting monthly. The Gala will be Friday, December 9, 2022.
 The Steering Committee Members are:
 Lluvia Almaraz (City Secretary)
 Michelle Anderson, (Dwyer Realty)
 Debbie Charbonneau (Heritage & Tourism Manager and Chair, City of Manor)



MEMO

Lydia Collins (Finance Director, City of Manor)
 Sean Donnelly (Vice-President, Frontier Bank)
 Scott Dunlop (Development Services Director, City of Manor)
 Phil Green (IT Manager, City of Manor)
 Michelle Glaze (Director, Public Relations, Principal Professional Communications & Community Affairs/SAS, Samsung Electronics)
 Grant Hutchison (Owner, Shadow Glen Golf Club)
 Chief Ryan Phipps (Chief of Police and Co-Chair, City of Manor)
 Mike Tuley (Public Works Director, City of Manor)
 Tim Schultz (Community & Economic Development Representative, Bluebonnet Electric Co-Op)
 Tracey Vasquez (Human Resources Manager, City of Manor)
 Anne Weir (Councilwoman Place 2, City of Manor)
 Lance Zeplin (Public Works Superintendent, City of Manor)

The Sponsorship Committee is actively seeking sponsors for this event. We are pleased to announce and welcome the following sponsors:

Samsung Austin Semiconductor	Water Tower Sponsor	\$25,000.00
Frontier Bank	James Manor Sponsor	\$10,000.00
Applied Materials	James Manor Sponsor	\$10,000.00
Bluebonnet	Timmerman Park Sponsor	\$ 5,000.00
Greater Texas Federal Credit Union	Jennie Lane Sponsor	\$ 2,500.00
Whiskey Girls	Jennie Lane Sponsor	\$ 2,500.00
Cap Metro	Jennie Lane Sponsor	\$ 2,500.00
Thomas Bolt & Dr, Dustin Welch	Marnos Art Park Sponsor	\$ 1,000.00
AustiNuts	Manor Art Park Sponsor	\$ 1,000.00
Modisett & Sons	Manor Art Park Sponsor	\$ 1,000.00
Southside Market	Manor Art Park Sponsor	\$ 1,000.00
Good Luck Grill	Manor Art Park Sponsor	\$ 1,000.00
American Contractors	Manor Art Park Sponsor	\$ 1,000.00
Thomas Bolt & Dr. Dustin Welch	Manor Art Park Sponsor	\$ 1,000.00
Café 290	Manor Art Park Sponsor	\$ 1,000.00
Compass Rose	Manor Art Park Sponsor	\$ 1,000.00
Freedom Towing	Manor Art Park Sponsor	\$ 1,000.00



MEMO

The 150th Gala was held on Friday, December 9, 2022 at The Courtyard Marriott and was a huge success. Thank you to the City Staff for all of their hard work this past year especially Ryan Phipps, Lydia Collins, Tracey Vasquez, Jennifer Bigley, Scott Dunlop, Lance Zeplin, Glen Sauls, AJ Moore, Cayden Blomberg, Kirk Nunn, Timothy Lackland, Terryon Wicks and the entire Public Works team for going above and beyond.

MANOR ARTISANS MARKET – DECEMBER 18, 2022 & JANUARY 15, 2023

The Market will be located at Timmermann Park. Please join them the 3rd Sunday of each month and support local artisans from 11:00am – 2:00pm.

MANOR COMMUNITY FARMER’S MARKET

The Market is located at Shadow Glen Club House. Please join them every Wednesday from 4:00pm – 7:00pm and support your local small businesses.

HOLIDAYS IN THE PARK – SATURDAY, DECEMBER 3, 2022

During the event, I had an accident and had to be taken home. I would like to say a huge thank you to Glen Sauls, Lance Zeplin, Ryan Phipps, Lydia Collins, Tracey Vasquez, Jennifer Bigley and the entire Public Works team, the Police team, the Fire Department team, Keep Manor Beautiful team and many others who made the event a huge success.

MLK DAY WALK & EVENT– The event was held on Monday, January 16, 2023 in Timmermann Park from 11:00am – 1:00pm and was a success. Thank you to everyone who worked on the event.

OTHER DUTIES

Qwally Meeting – Monday, December 13, 2022

Qwally Meeting – Wednesday, January 11, 2023



MEMO

2022 Update:

There were 451 total uses on the site.

There were 1,743 total views, which includes all page views.

The average user viewed approximately 4 pages each.

The most engaged uses (people who spent the most time on the site), were those that built their profiles. There were 24 users in this cohort. They represented the businesses receiving the most value from the product.

There were 70 total users that return multiples times to the site. They also represented highly engaged users.

The majority of the traffic comes from individuals that have bookmarked the site or typed in the URL directly into their browsers. 441 sessions from 251 unique users happened through this method.

188 sessions from 128 users found the site through organic search, which means they googled something and clicked on our site.



Manor Police Department

Monthly Report December 2022



Manor Police Department By The Numbers December



1301

Number of calls for
service

42

Average calls per day



Training Hours

99

Contact Hours



Mental Health Calls

4



Juvenile Detentions

2

Interactions



4

Community Events



0:02:18

Average response time



2.5

The average number of people an officer interacts with per call



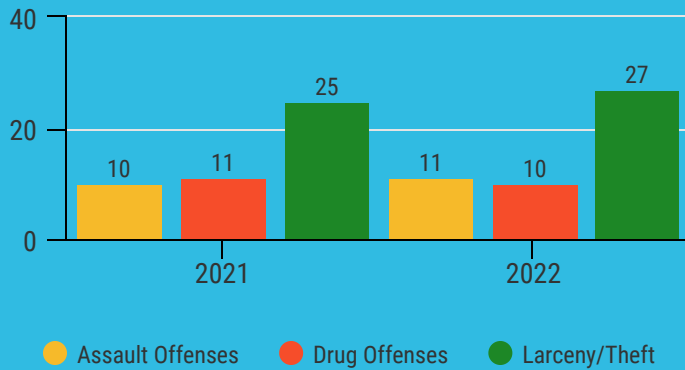
3,252

The estimated number people officers interact with on calls alone

Criminal Offenses

National Incident Based Reporting System

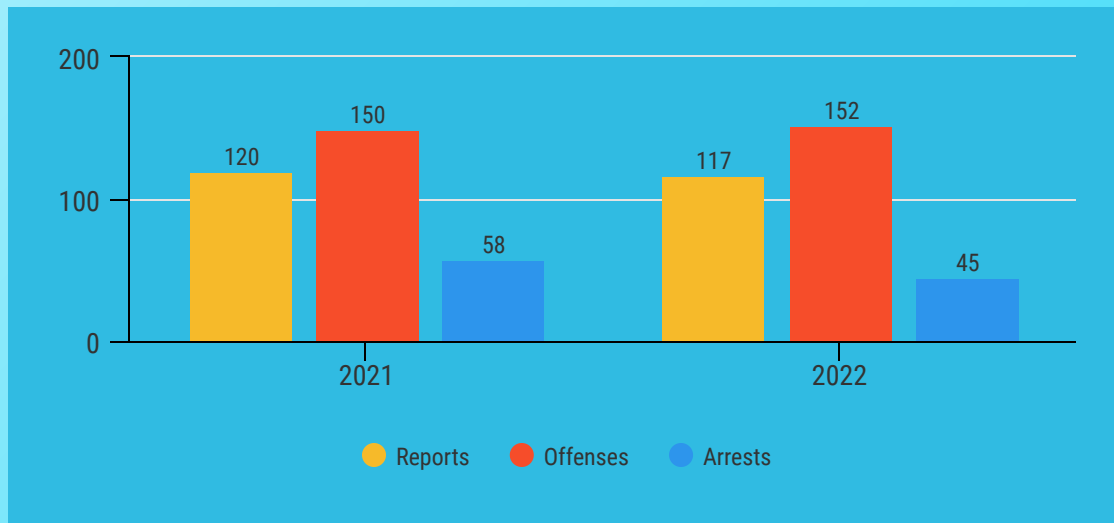
Group A Offenses 2021/2022 Comparison



Offense Group	December 2021	December 2022
Group A	58	55
Group B	56	50

Crime Type	December 2021	December 2022
Persons	10	9
Proprty	25	27
Fraud	2	1
Crimes against Children	0	2

Incident Reports, Total Offenses, and Arrests

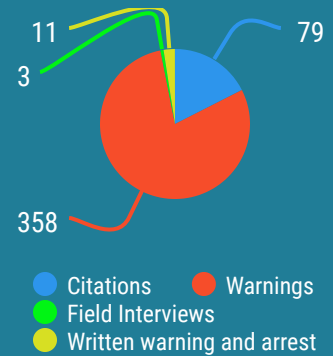


Traffic Enforcement Analysis



451

Total traffic stops
conducted



90

Traffic stops resulting in a citation, traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest.



24 searches out of 451 stops

Officers conducted a search of the vehicle based on consent, contraband in plain view, incident to arrest, inventory, or probable cause.

CONTRABAND

16

Contraband, such as alcohol and drugs, was discovered as a result of the stop.

Traffic Enforcement Analysis



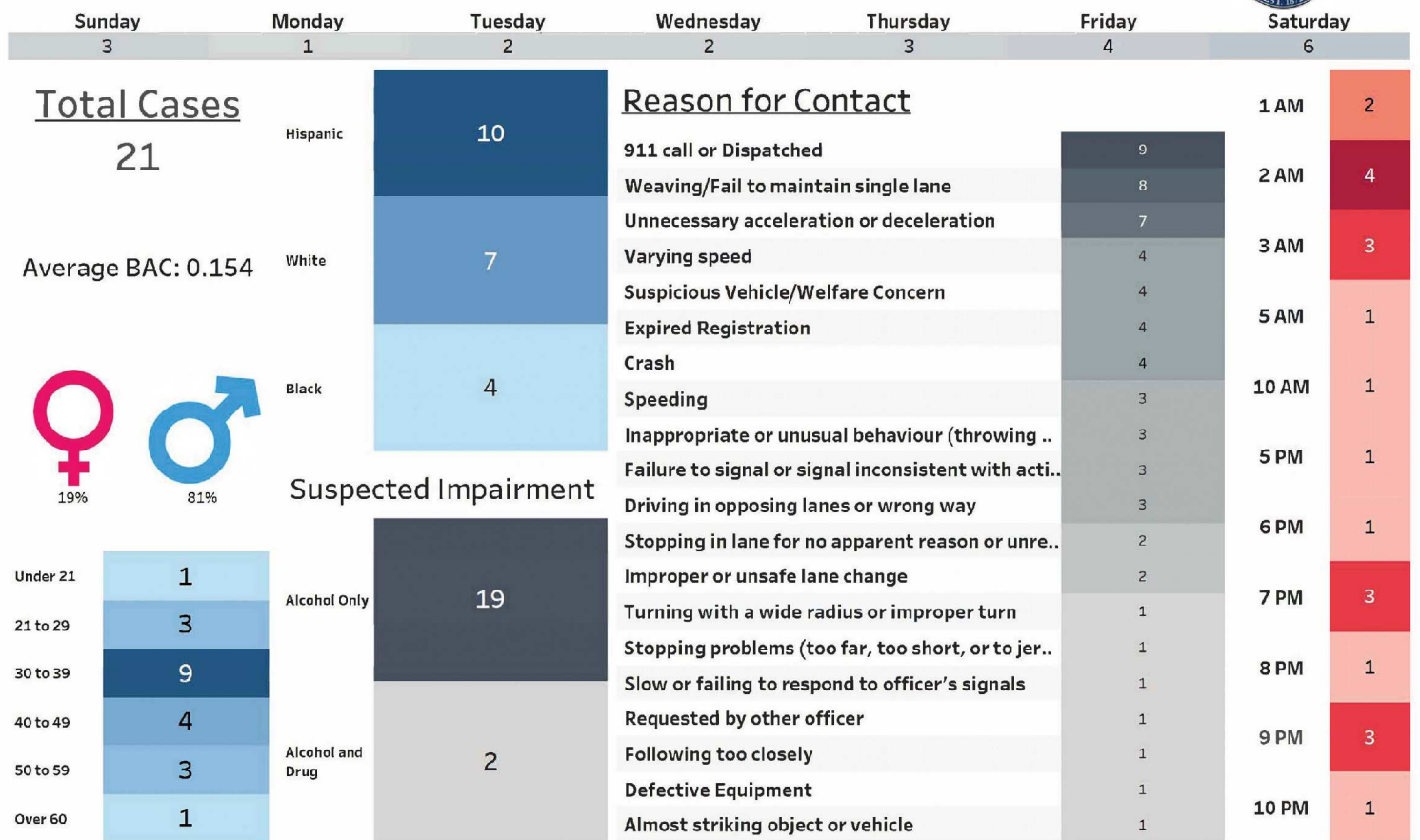
31
Crashes

2
Involving Alcohol or
Drugs

DWI Arrests by the numbers*

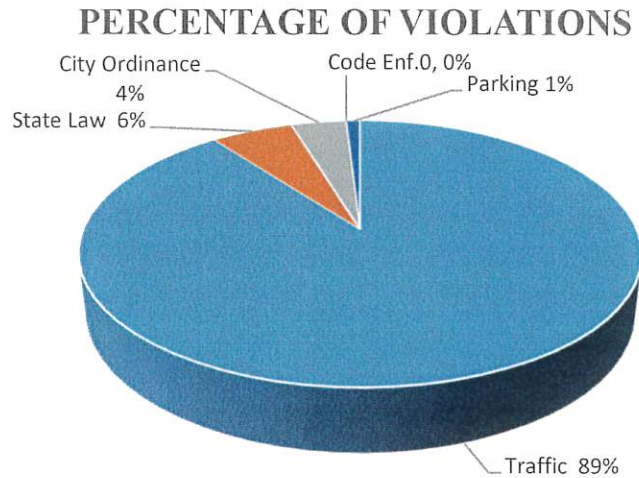
LEADRS
Law Enforcement Advanced
Data Reporting System

Manor Police Department DWI Profile - December 2022

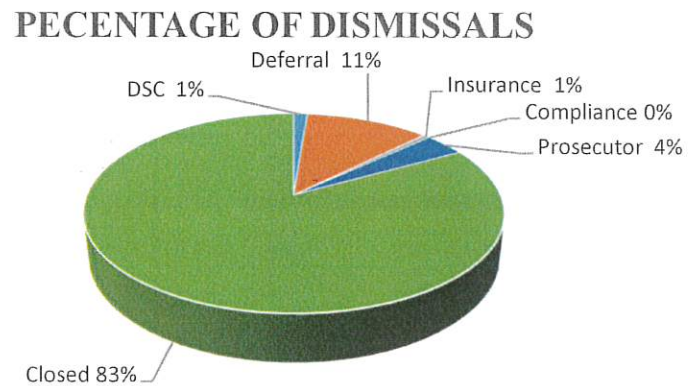


City of Manor Municipal Court DECEMBER 2022

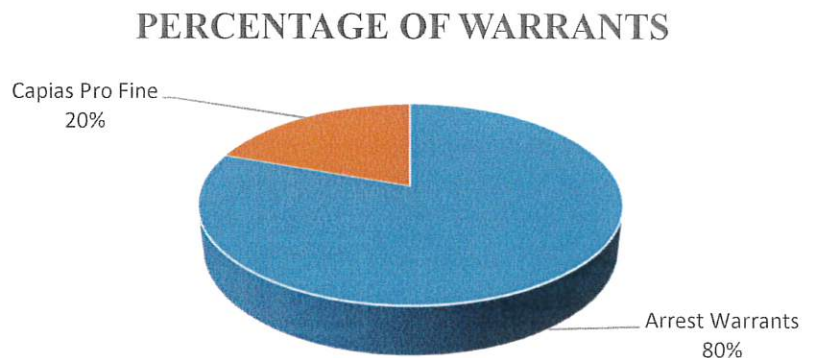
Violations Filed	Dec-22	Dec-21
Traffic	95	109
State Law	6	28
City Ordinance	4	7
Code Enforcement	0	0
Parking	1	3
Total	106	147



Dismissals	Dec-22	Dec-21
DSC	2	4
Deferral	18	16
Insurance	1	2
Compliance	0	0
Prosecutor	6	15
Closed	132	147
Total	159	184



Warrants	Dec-22	Dec-21
Arrest Warrants	41	72
Capias Pro Fine	10	14
Total	51	86



Money Collected in December 2022

Kept By City	\$21,245.37
kept By State	\$7,143.38
Total	\$28,388.75

Money Collected in December 2021

Kept By City	\$22,912.99
Kept By State	\$8,194.02
Total	\$31,107.01



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: January 18, 2023
RE: **December Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In December, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's facilities and parks. They performed all maintenance on city vehicles and heavy equipment and the Street Department repaired streets, curbs, and signs.

Water and Wastewater Department

In December, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In December, 31% of the water we supplied to our residents was from our wells, and purchased 69 % from EPCOR and Manville WSC.

Population

City of Manor- 19,462

Shadowglen- 7,044

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
January 4th, 2023

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Wastewater Treatment Plant 14621 - Addendum #44	200,000 GPD wastewater treatment plant and lift station	Plant placed in service 12/6/2022. On-site visit conducted on 12/13/2022	99%
Cottonwood Creek Wastewater Collection System Improvements Project 14621 - Addendum #49	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	The Lift Station startup was conducted on 12/7/2022, and the punch list has been sent out. Received the plug plan from Kimley Horn and receive an update.	99%
Bastrop/Parsons Gravity Main 14627 - Addendum #56	12" gravity wastewater main	Provided additional information to surety representative. Have not received any response to a letter sent by City Legal.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12" Water Line from downtown to Manor Commons area	Installation of the 12" waterline is complete. Pressure testing has been completed. Waiting on Bac-T results. The contractor is to begin work on wastewater service installation for 3 lots along Llano.	90%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA (Josh) is still in the process of driving the streets for analysis. Pauline will provide Matt with a rolling 5-year list for future repairs once the data is analyzed and street rankings are updated.	Roads continue to be driven this week.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Construction has been halted due to the property in the northernmost section has not been acquired by the developer. Easement acquired. The leaking MH has been repaired.	Construction Phase

Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Field notes received. Analysis of the alternate routes is in progress, as well as stakeholder meetings.	Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10	Ground storage tank and water pressurization facilities for the EPCOR water delivery point	Plans should be ready for bids by mid-January. Waiting on SCADA information.	Working on Construction documents.
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10	Water line extensions along FM973 and US 290	Working on preliminary engineering layout. Pauline will coordinate a meeting with City Staff to go over the proposed layout. Alignment is being adjusted per information provided by Manville WSC.	Preliminary Engineering
Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth	The project is out for bid. Bid opening January 10, 2023.	Bidding
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro BGA and City-Funded paving improvements	The paving has been completed. Waiting on an update from the contractor regarding striping on Parsons.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	All field notes received. Service area analysis is processing and will send over with the plan set.	Preliminary Engineering
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. Working on incorporating additions from Phase 1 walk-through (bathroom, walkway, etc.)	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Working with Grant Services to finish the application package	Preliminary Engineering

210 Reuse Authorization Application 15284 - SOW No. 17	Application for reclaimed water authorization for the Cottonwood Creek WWTP as part of the Lease/Purchase Contract	Application amended to include additional uses, per City Staff request. Received TCEQ's comments.	Application Submitted, Under Review
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Contract approved at September 7 Council Meeting. Major Goals: Develop & calibrate sanitary sewer model Use model to estimate timing & location of capacity needs Develop & choose improvement alternatives to address capacity needs	Since the last update: Continued survey of MHs & lift stations to be modeled In progress: Finish survey of MHs on 1/9 (~30 remaining) Upcoming: Data collection TM Future flow projections	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Pauline will schedule a meeting with Matt Woodard to go over the project scope. Working on distribution system water model. Gathered all fire flow data to calibrate the water model.	Study Phase
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Contract approved at September 7 Council Meeting.	At the next meeting, population growth and CIP projects will be discussed. Will begin work on the land use map for Roadway Impact Fees.	Next meeting is on January 11, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Reviewing the provided lot layout to verify that the proposed lot will work for GST, hydropneumatic tank, and pump station.	Preliminary engineering.

2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	Tunnel Vision has been heavy cleaning the lines along the Old TX-20. Their heavy trucks are leaving some marks in the grass. Is there something the City would like them to do differently? The rest of data analysis is going as planned.	Study Phase
FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.	Mobilization

Streets and Parks Monthly Report December 2022

Streets Maintenance

2nd Vac-Con Demo.

Fixed down stop sign at Bella Park Way.

Replaced street name signs at Hamilton Point Circle.

Repaired curb stops at Jennie Lane Park.

Repaired cracks on Blake Manor Rd. with asphalt.

Installed "No Skate Boarding" signs at Jennie Lane Park.

Installed "Do Not Park on Grass" signs at cemetery.

Repaired potholes at the following locations:
Bois- D- Arc Rd, Johnson Rd, S. Bastrop St, N.
Burnet St, Abrahamson Rd, S. San Marcos, E.
Carrie Manor St,

Parks/Streets Maintenance

Superintendent/Foremans FEMA training.

Setup and took down decorations for Holidays in the Park event.

Worked at Holidays in the Park event.

Trimmed trees at Carriage Hills Park.

Irrigation repairs at Greenbury Park.

Trimmed trees at Timmermann Park.

Replaced paper towel dispensers, adjusted handrails, installed stall handles for ADA in restrooms at Jennie Lane Park.

Cut down dead trees and chipped them at the City Cemetery.

Assisted in cleanup at City Hall due to waterline break.

Weekly table setups and take downs at city hall as requested.

Power washed City Hall twice South and East side of the building.

Weekly irrigation checks

Playground and play scape monthly safety checks.

Scheduled weekly park mowing maintenance completed.

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds at park facilities completed.

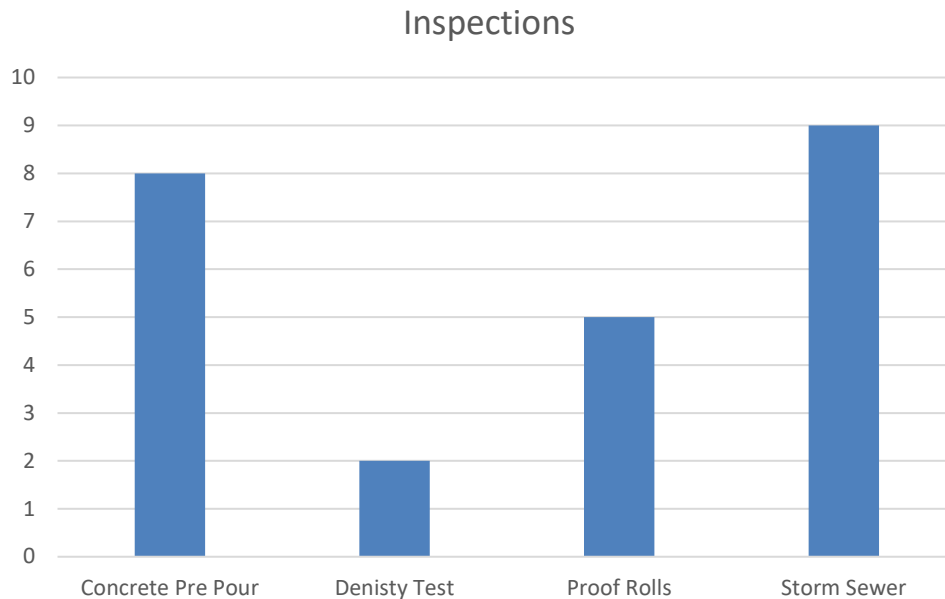
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

468 locations inspected.

3 MS4 reports submitted this month as required by TCEQ.



City Cemetery

Reported by Manor Cemetery Manager, Nora Sanchez

December 2, 2022- Survey and monitored the cemetery.

December 10, 2022 - Cleaned grave sites for Christmas visits.

December 15, 2022 - Separated Lester Young grave site next to Maude Taylor. Ms. Taylor's family reported that Mr. Young grave site had too much room. Shoveled over the dirt and landscaping material.

December 20, 2022 - Survey and monitored the cemetery.

WATER/ WASTEWATER MONTHLY REPORT DECEMBER

WASTEWATER

SERVICE CALLS	7
MANHOLES REPAIRED	0
SEWER BACKUPS	6
NUMBER OF LINES FILMED	0
TAPS	1
LINES REPAIRED	1
LINES LOCATED	0
LINES CLEANED	4
MANHOLES CLEANED	4
CLEANOUTS REPAIRED	3

WATER

SERVICE CALLS	51
WATER LEAKS SERVICE LEAKS	7
CUSTOMER LEAKS	7
WATER MAIN REPAIRS	1
NEW SERVICE TAPS	0
HYDRANT MAINTENANCE	1
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	0
ISOLATION VALVE MAINTENANCE	1
LINES LOCATED	0
WATER QUALITY	3
WATER PRESSURE/ FROZEN CUSTOMER PIPES	16
WATER TURN ON/OFF	12
BAC T SAMPLES	10
METER BOX	1

INSPECTIONS WATER/ WASTEWATER

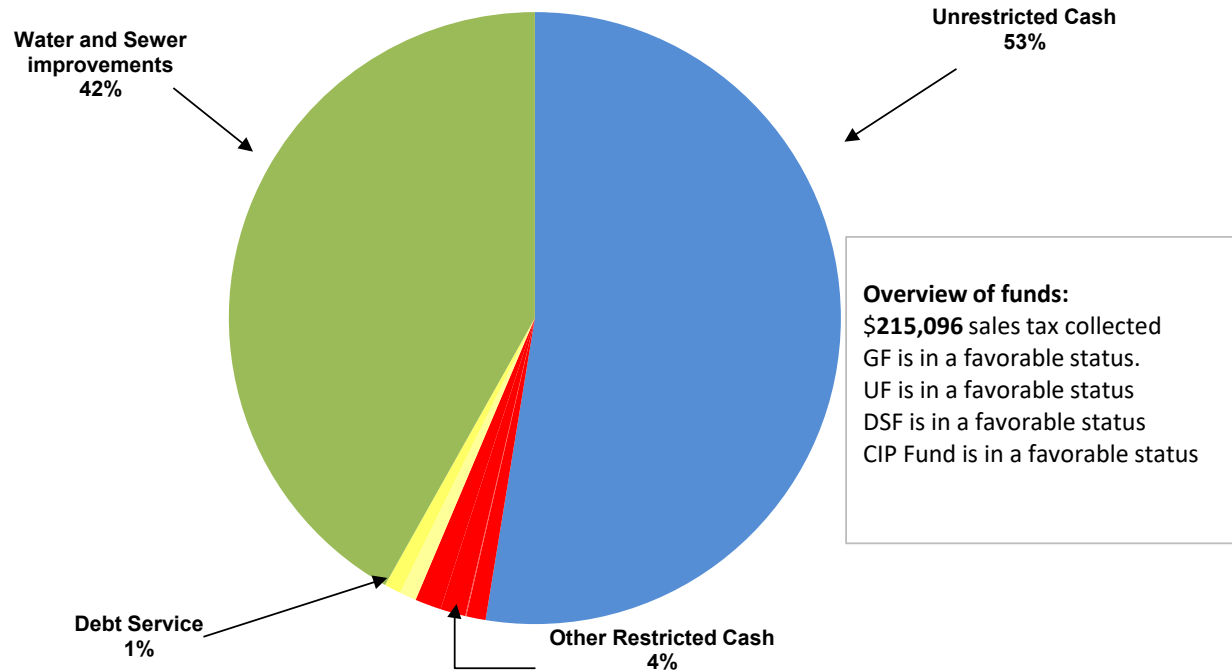
SITES INSPECTED	165
MANHOLES INSPECTED	44
WASTEWATER LINES	1,671 FEET
MANDRELS	10,039 FEET
WATER PRESSURE TESTED	3,456 FEET

Accomplishments:

- Installed an inserta valve on 290 and Greenbury to help with emergency shut off's due to leaks. This valve will keep Greenbury subdivision active if any leaks are on HWY 290. HWY 290 has a loop system feed that comes from the east and the west of Greenbury.
- Cottonwood wastewater treatment plant is now online. Permits have been set and lab testing has begun.
- Old Kimbro lift station is now online.
- Utility Operator, Isaiah Bedford has obtained his C Distribution License.

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of December, 2022**

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	18,020,317	12,294,294				30,314,611
Restricted:						
Tourism				590,997		590,997
Court security and technology	29,945					29,945
Rose Hill PID				766,512		766,512
Customer Deposits		800,308				800,308
Park	513,426					513,426
Debt service			505,747			505,747
Capital Projects						
Water and sewer improvements				8,242,568	15,889,885	24,132,454
TOTAL CASH AND INVESTMENTS	\$ 18,563,689	\$ 13,094,602	\$ 505,747	\$ 9,600,077	\$ 15,889,885	\$ 57,654,001





MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: January 18, 2023
RE: **December 2022**

Meetings and Events:

Holidays in the Park

December 3, 2022

HR Workshop Roundtable Meeting

December 8, 2022

Staff Meetings

December 13, 2022

Black History Month Committee Meeting

December 14, 2022

TML Region 10 Meeting

December 15, 2022

6:00 p.m. Southside Market Elgin, TX

Staff Holiday Luncheon

December 16, 2022

12:00 p.m. The Marriott Pflugerville, TX

December 2022

- HR participated in the City of Manor's annual Holidays in the Park with assuming chair role after the Tourism's Manager needed to leave due to personal reasons; The Human Resources department assisted Santa Clause in "Letters to Santa" with almost 200 letters to local children; And ending out the year with \$600 in merchandise sales for the day.



MEMO

- Exit interview and retirement with the Public Works director, Mike Tuley.
- Aurora training on “How to Build a Pay Grade Structure from Scratch”.
- Assisted City Secretary as needed with the TML Region 10 Meeting.
- Zoom meeting with McGrath Human Resources compensation firm.
- Organized and participated in the City Staff Holiday luncheon for the first time in 2 years; GREAT success with almost 60 employees attending and senior staff serving lunch. GO TEAM!!!
- Continuing to update and revamp new policy manual for proposal.
- Day to day operations of the Human Resources department regarding property, liability, and worker’s comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.



MEMO

To: Mayor and City Council Members

From: Phil Green, IT Director

Date: January 18, 2023

RE: **December Monthly Report**

The following are accomplishments from the month of December

1. Continued Cleanup of old domain issues.
2. Completed migration to new network equipment and services that were ordered and never used, removed or upgraded. Giving the city faster speeds and cost savings of approximately \$4000.00/mo.
3. Continued planning migration of the city's phone system to allow great flexibility and functionality while saving the city about \$500/mo.
4. Discontinued unused and unneeded contracts and agreements.
5. Began execution of plan to replace Council's outdated SurfacePros with new Apple iPad Pros.



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: January 18, 2023

Re: **December 2022**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	TOTAL
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	3
Council Minutes	Minutes recorded, prepared, approved, archived	4
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	5
Resolutions	Resolutions written & processed	1
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	1
Contracts & Agreements	Contracts & Agreements approved & executed	9
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	25

MEETINGS

- Council Regular meeting – December 7th
- Council Workshop Training – December 7th
- TML Region 10 prep meeting – December 14th
- TML Region 10 meeting – December 15th
- Council Regular Meeting – December 21st

OTHER

- Ongoing daily responsibilities include Election Administration, Records Management Administration, Public Information Processes, Open Meetings Compliance, Boards and Commission processes, City Council Committees processes, Alcohol Beverage City Permits processes, Mayor and City Council administrative support, Administrative and Official duties and Customer Service.



Travis County Emergency Services District No.12

Item 6.

Office of the Fire Chief

11200 Gregg Lane. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

Operational/Prevention Summary – December 2022

Calls - Month

2022 - 504

2021 - 393

2020 - 319

Calls by Unit

Eng1201 - 216

Eng1202 - 132

Bat1201 - 65

SQ1201 - 134

Eng1203 - 160

FMO1201 – 4,

172 call reviews

Calls - CYTD

2022 - 5080

2021 - 4604

2020 - 3692

AVG Response Time - Month

10 min, 55 sec

AVG Response Time - CYTD

8 min, 58 sec

Aiding Departments	Month Received	Month Given	CYTD Received	CYTD Given
Austin FD	16	3	73	34
Bastrop Co. ESDs	0	0	1	1
BT1/ESD 13	0	0	3	6
Elgin VFD	0	0	2	7
TC ESD 2	13	19	198	212
TC ESD 11	8	0	121	2
TC ESD 9/6/3	2	0	15	0
WILCO Dept's	1	0	6	6
-----	-----	-----	-----	-----
TOTAL	40	22	419	268

Incident by Type

100 Fire.....	82	200 Rupture/Explosion...	0	300 EMS/Rescue	288
400 Hazardous Condition.	14	500 Service Call.....	37	600 Good Intent.	50
700 False Calls.....	33	900 Other.....	1	800 Nat. Disaster	0

Training and Events

- Holiday in the Park
- Quarterly Drill Consumption Drill
- Quarterly DCPE Training
- StarFlight Rescue Drill
- Take10 CPR class
- Brown Santa Toy Drive Distribution
- Lexipol Policy Transition Continuing

Awards and Recognition

- INV. L. Carlson 8 yrs,



Travis County Emergency Services District No.12

Item 6.

Office of the Fire Chief

11200 Gregg Lane. • PO Box 846
Manor, Texas 78653
O: 512-272-4502 • F: 512-428-5114

Operational/Prevention Summary – December 2022

Prevention Division Activities (ESD/CoM)

Builder Developer Mtgs.....	2 (2/0)	Site Visits.....	61
Reviews.....	39 (23/16)	Initial Inspections	47 (37/10)
Under Review.....	5 (2/3)	Reinspection.....	5 (2/3)
Re-submittals.....	19 (8/11)	Residential Inspections.....	5
Approvals / Permits Issued.....	34 (24/10)	Investigation Responses.....	18 (19/1)
Awaiting Response from Applicant.....	9 (4/5)	Hydrant Inspections/Tests.....	5
Review Turn-Around (AVG last 30 days)	5/6 days		

###



MEMO

To: Mayor and City Council Members
From: Nora Sanchez, Manor Cemetery Manager
Date: January 18, 2023
RE: **December 2022**

December 2, 2022- Survey and monitor the cemetery.

December 10, 2022 - Cleaned grave sites for Christmas visits.

December 15, 2022 - Separated Lester Young grave site next to Maude Taylor. Ms Taylor's family complained that Mr. Young was taking too much room. I shoveled over the dirt and landscaping material.

December 20, 2022 - Survey and monitor the cemetery.

December 21 through January 3, out of pocked with Covid-19 and Severe Sinus Infection.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Pauline M. Gray, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution to conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.

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 has 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 Fee Land Use Assumptions and Capital Improvements Plan.

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

- Resolution No. 2023-01

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Resolution No. 2023-01 to conduct a public hearing for the Land Use Assumptions Map and proposed Capital Improvement Projects.

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

RESOLUTION NO. 2023-01

A RESOLUTION OF THE CITY OF MANOR, TEXAS, SETTING A PUBLIC HEARING DATE ON THE LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PROJECTS OF THE COMMUNITY IMPACT FEE; AND PROVIDING OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas (herein the "City") City Council authorized the Manor Planning and Zoning Commission and a Developer Representative to act as the Community Impact Fee Advisory Committee (herein the "Committee") for the purposes of updating the five-year Community Impact Fee on September 7, 2022; and

WHEREAS, the Committee, pursuant to requirements of the Open Meetings Act, *Chapter 551, Tex. Gov't Code*, held public meetings to determine land use assumptions and capital impact projects on September 14, 2022, October 12, 2022, November 9, 2022, December 14, 2022, and January 11, 2023; and

WHEREAS, the Committee, after reviewing and approving for the recommendation the land use assumptions and capital impact projects at the January 11, 2023, meeting, have put forth this recommendation for public comment at the regularly scheduled City Council meeting on March 1, 2023; and

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

SECTION 1. 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. A public hearing is set for the date of March 1, 2023. Notice of such hearing shall be published in accordance with Chapter 43, Texas Local Government Code, and the hearing shall be open to the public to accept public comment on the land use assumptions and capital impact projects of the five-year Community Impact Fee. Notice of the public hearing shall be posted thirty (30) days prior to the day before the hearing and notices mailed to registered interested parties.

SECTION 3. 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 Resolution shall be and remain in full force and effect and to this end the provisions of this Resolution are declared severable.

SECTION 4. 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 the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't. Code*.

DULY PASSED AND APPROVED on this the 18th day of January 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezoning this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z voted 4-1 to postpone until Feb. 8th. They wanted more information on the proposed development.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image
- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the first reading of an Ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM NEIGHBORHOOD BUSINESS (NB) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Neighborhood Business (NB) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

101 West Boyce Street, Manor, TX 78653

Property Legal Description:

Lots 4 and 5, Block 43, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

Project Address: 101 W Boyce St, Manor, TX 78653

Property ID: 238627

Legal Description: LOT 4-5 BLK 43 MANOR TOWN OF

The property owner seeks to rezone the 0.264-acre lot located at 101 W Boyce St, Manor, TX 78653 from NB (Neighborhood Business) to DB (Downtown Business).

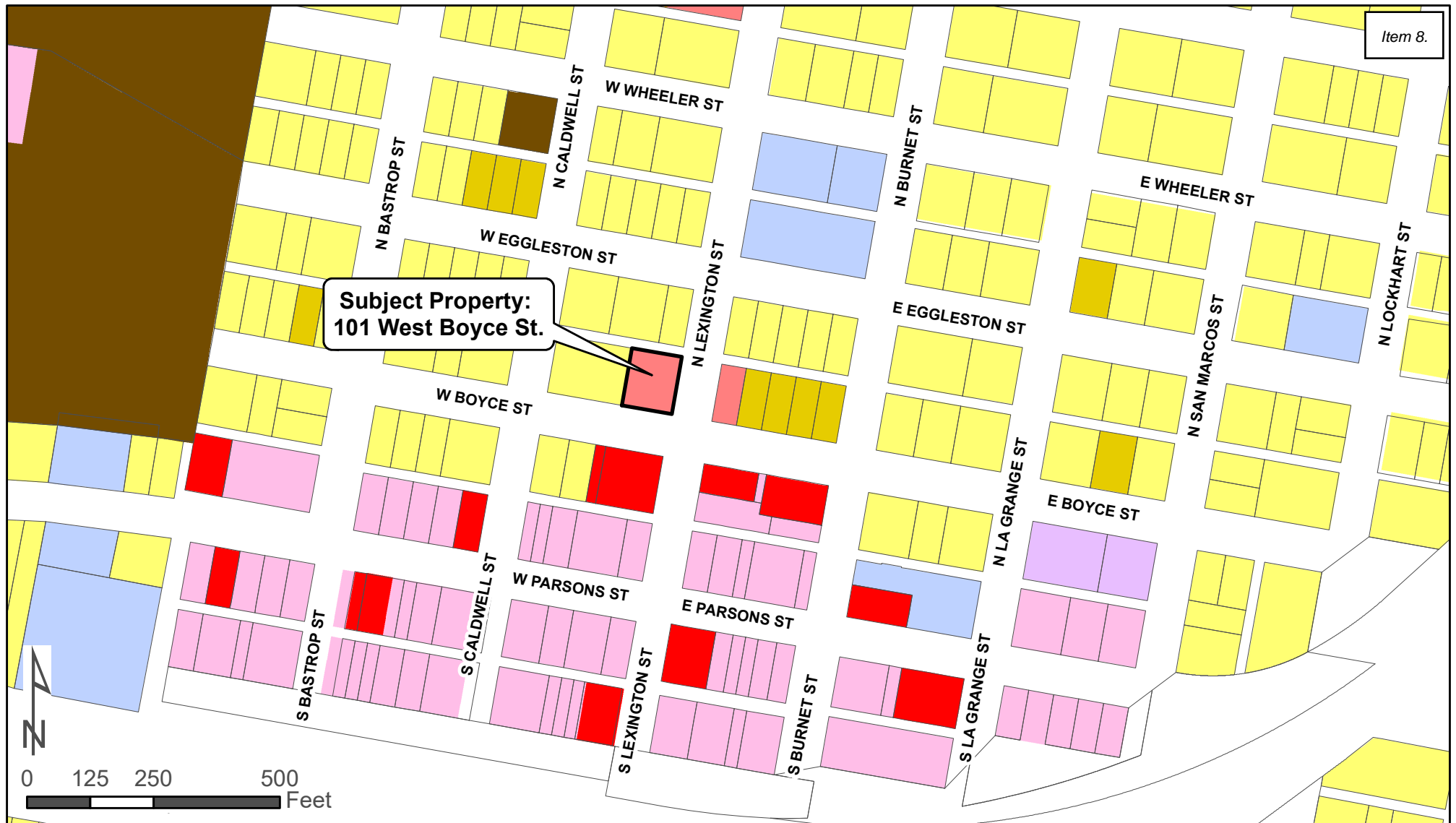
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However,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

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

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

Sincerely,

Jiwon Jung
CEO of Build Block Inc.
101 W Boyce St,
Manor, TX 78653



Current:
Neighborhood Business (NB)

Proposed:
Downtown Business (DB)



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

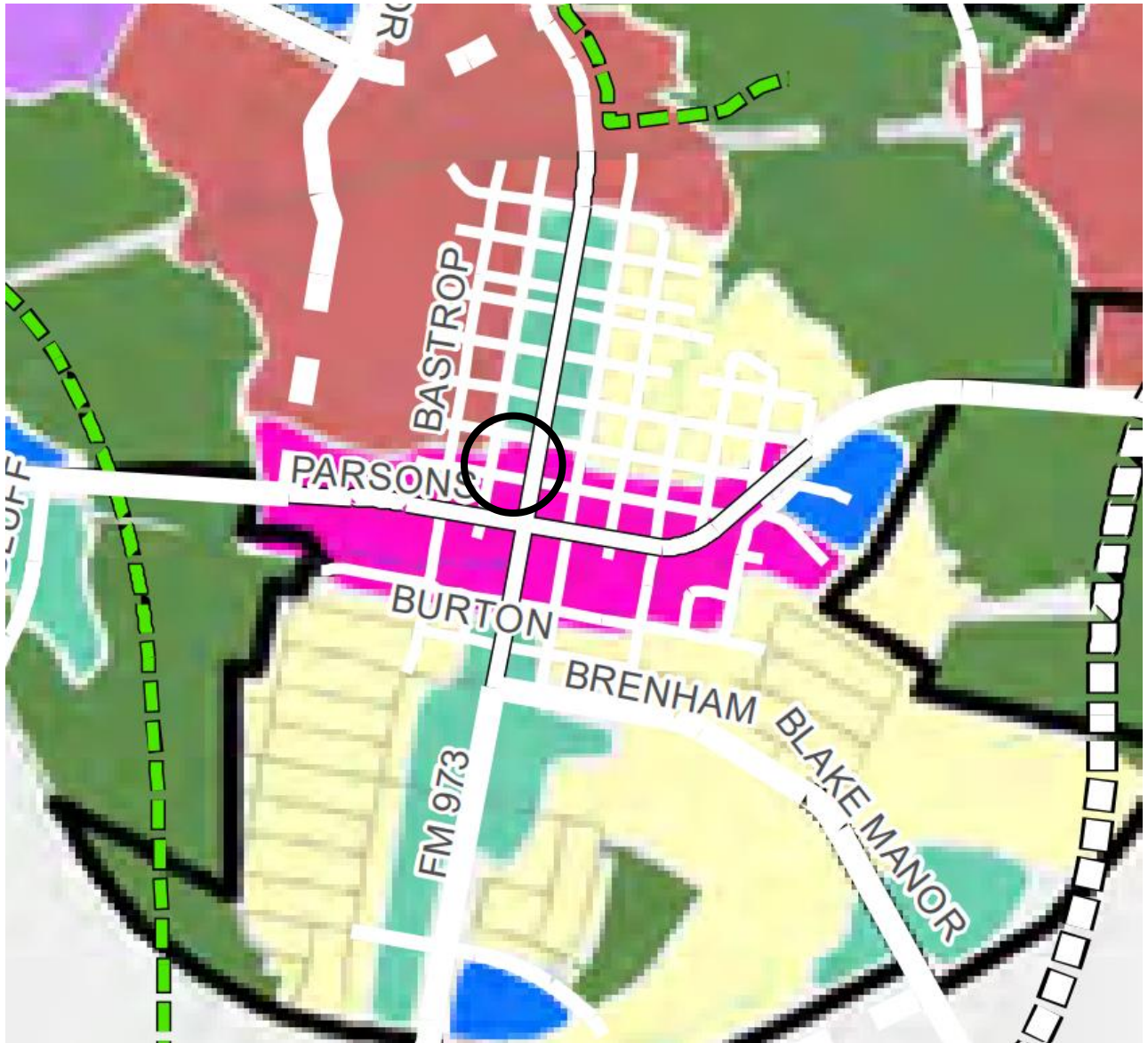
101 W Boyce

Aerial Image

Legend

- 101 W Boyce Item 8.
- City of Manor City Hall
- Feature 1
- Feature 2





DOWNTOWN MIXED-USE

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

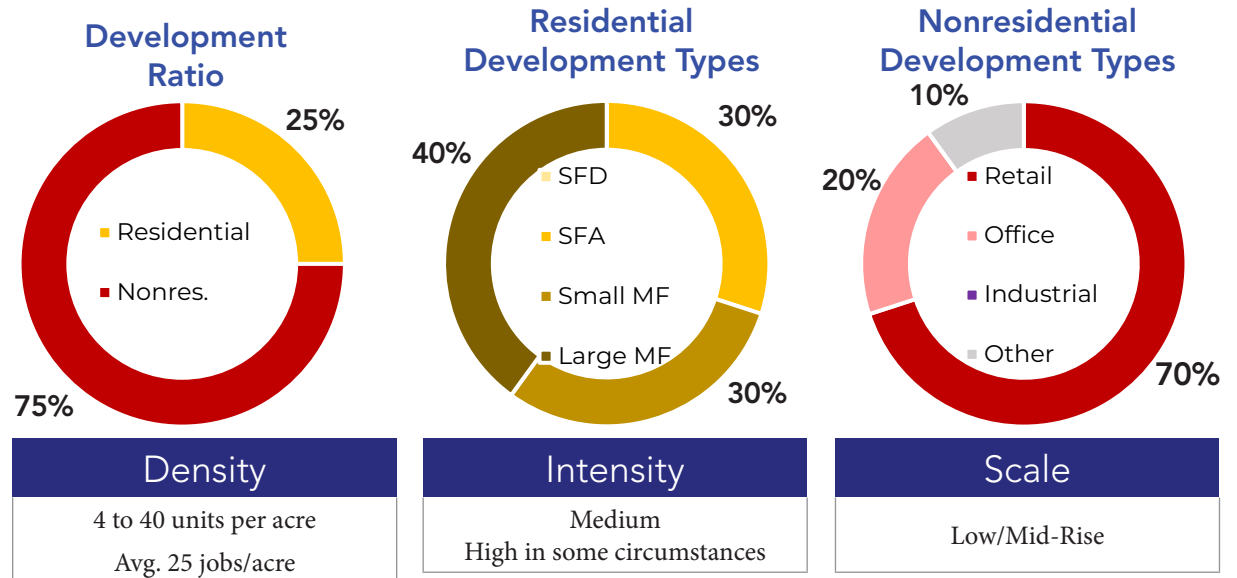
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail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

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

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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



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



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 101 W Boyce Rezoning NB to DB
 Case Number: 2022-P-1494-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 101 W Boyce, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

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

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

Jesse & Olivia Sanchez
PO Box 811
Manor TX 87653

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

Sepeco
PO Box 170309
Austin TX 78717

Build Block Inc
2700 E 2nd St
Los Angeles CA 90033

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

Behzad Bahrami
PO Box 82653
Austin TX 78708

Tancor LLC
9009 Fairway Hill Dr
Austin TX 78750

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Ross Etux Nunn
PO Box 207
Manor TX 78653

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Juan Ojeda Mendez
104 E Eggleston St
Manor TX 78653

Moses Acosta
106 Eggleston St
Manor TX 78653

Miguel Angel & Gloria Alvarado
PO Box 294
Manor TX 78653

Jose Sabas Castillo
PO Box 1097
Manor TX 78653

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

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

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

Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle TX 78640

Helen Casas
PO BOX 223
Manor TX 78653

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

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

Lillie M Nunn
PO Box 207
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

**Colle Foster & Stephen Snyder
McDonnel**
103 W Eggleston St
Manor TX 78653

James T, Alexandra Lutz, Carrillo
14812 FM 973 N
Manor TX 78653

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

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Rosalinda Rodriguez
105 W Eggleston
Manor TX 78653

**Las Salsas Bar and Grill Mexican
Restaurant LLC**
12012 Barker Hills Dr
Manor TX 78653

Emma Gildon
PO Box 872
Manor TX 78653

Ofelia Estrada
PO Box 108
Manor TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Moein M Hassan
PO Box 140853
Austin TX 78714

Carmen Davila
205 W Eggleston
Manor TX 78653

James T Anderson
1601 W 38th St Ste 2
Austin TX 78731

Andersons Coffee Co. Inc.
1601 W 38th St Ste 2
Austin TX 78731

Glenissa & Torrey Overton
1135 Don Ann St
Austin TX 78721

Allen Matetzschk
207 E Eggleston
Manor TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezoning this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z voted 4-1 to postpone until Feb. 8th. They wanted more information on the proposed development.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image

- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the first reading of an Ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

107 West Boyce Street, Manor, TX 78653

Property Legal Description:

Lots 1, 2, and 3, Block 43, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

Project Address: 107 W Boyce St, Manor, TX 78653

Property ID: 238628

Legal Description: LOT 1-3 BLK 43 MANOR TOWN OF MH S#KBTXSNA/B344122

The property owner seeks to rezone the 0.396-acre lot located at 107 W Boyce St, Manor, TX 78653 from NB (Neighborhood Business) to DB (Downtown Business).

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

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

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

Sincerely,

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

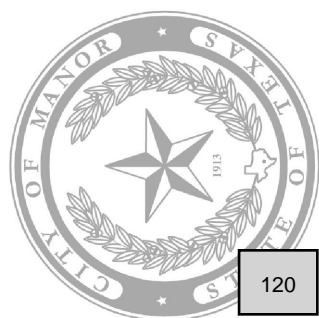


Subject Property:
107 West Boyce St.

Zone		Item 9.	
GO - General Office		GO - General Office	
C-1 - Light Commercial		C-1 - Light Commercial	
C-2 - Medium Commercial		C-2 - Medium Commercial	
C-3 - Heavy Commercial		C-3 - Heavy Commercial	
NB - Neighborhood Business		NB - Neighborhood Business	
DB - Downtown Business		DB - Downtown Business	
IN-1 - Light Industrial		IN-1 - Light Industrial	
IN-2 - Heavy Industrial		IN-2 - Heavy Industrial	
PUD - Planned Unit Development		PUD - Planned Unit Development	
ETJ		ETJ	
A - Agricultural		A - Agricultural	
SF-1 - Single Family Suburban		SF-1 - Single Family Suburban	
SF-2 - Single Family Standard		SF-2 - Single Family Standard	
TF - Two Family		TF - Two Family	
TH - Townhome		TH - Townhome	
MF-1 - Multi-Family 15		MF-1 - Multi-Family 15	
MF-2 - Multi-Family 25		MF-2 - Multi-Family 25	
MH-1 - Manufactured Home		MH-1 - Manufactured Home	
I-1 - Institutional Small		I-1 - Institutional Small	
I-2 - Institutional Large		I-2 - Institutional Large	


Current:
Single Family Suburban (SF-1)


Proposed:
Downtown Business (DB)





107 W Boyce
Aerial Image

Legend

 101 W Boyce

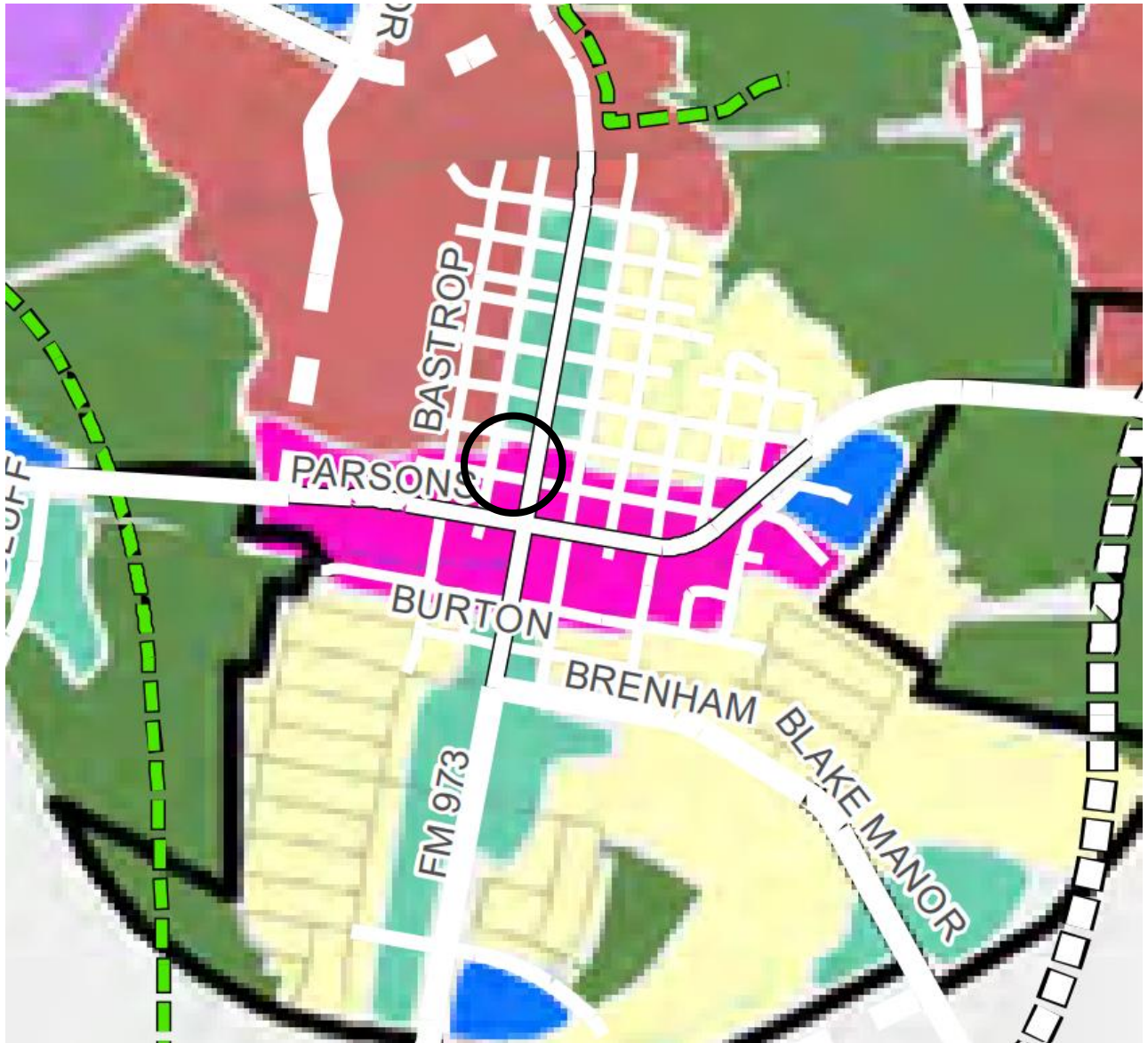
 City of Manor City Hall

 Feature 1

 Feature 2

Item 9.





DOWNTOWN MIXED-USE

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

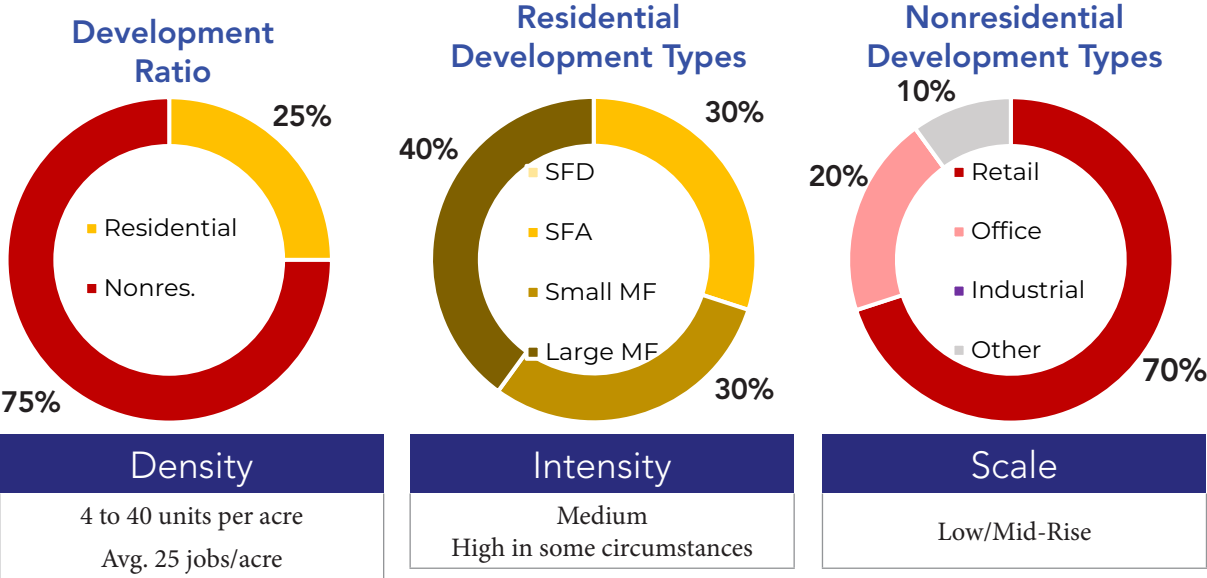
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail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

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

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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



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



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 107 W Boyce Rezoning SF-1 to DB
 Case Number: 2022-P-1492-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 107 W Boyce, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

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

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

Jesse & Olivia Sanchez
PO Box 811
Manor TX 87653

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

Sepeco
PO Box 170309
Austin TX 78717

Build Block Inc
2700 E 2nd St
Los Angeles CA 90033

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

Behzad Bahrami
PO Box 82653
Austin TX 78708

Tancor LLC
9009 Fairway Hill Dr
Austin TX 78750

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Ross Etux Nunn
PO Box 207
Manor TX 78653

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Juan Ojeda Mendez
104 E Eggleston St
Manor TX 78653

Moses Acosta
106 Eggleston St
Manor TX 78653

Miguel Angel & Gloria Alvarado
PO Box 294
Manor TX 78653

Jose Sabas Castillo
PO Box 1097
Manor TX 78653

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

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

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

Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle TX 78640

Helen Casas
PO BOX 223
Manor TX 78653

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

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

Lillie M Nunn
PO Box 207
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

**Colle Foster & Stephen Snyder
McDonnel**
103 W Eggleston St
Manor TX 78653

James T, Alexandra Lutz, Carrillo
14812 FM 973 N
Manor TX 78653

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

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Rosalinda Rodriguez
105 W Eggleston
Manor TX 78653

**Las Salsas Bar and Grill Mexican
Restaurant LLC**
12012 Barker Hills Dr
Manor TX 78653

Emma Gildon
PO Box 872
Manor TX 78653

Ofelia Estrada
PO Box 108
Manor TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Moein M Hassan
PO Box 140853
Austin TX 78714

Carmen Davila
205 W Eggleston
Manor TX 78653

James T Anderson
1601 W 38th St Ste 2
Austin TX 78731

Andersons Coffee Co. Inc.
1601 W 38th St Ste 2
Austin TX 78731

Glenissa & Torrey Overton
1135 Don Ann St
Austin TX 78721

Allen Matetzschk
207 E Eggleston
Manor TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

BACKGROUND/SUMMARY:

The owner is seeking to rezoning this lot, and adjacent lots, to Downtown Business to allow for denser mixed-use development. The requested zoning is in accordance with the adopted Future Land Use Map which designated the area as Downtown Mixed-Use.

P&Z voted 4-1 to postpone until Feb. 8th. They wanted more information on the proposed development.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image

- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the first reading of an Ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:

108 West Boyce Street, Manor, TX 78653

Property Legal Description:

Being the west one-half (1/2) Lots 18, 19, and 20, Block 29, Town of Manor

Dec. 02, 2022

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

Letter of Intent for Rezoning

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

Property ID: 238660

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

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

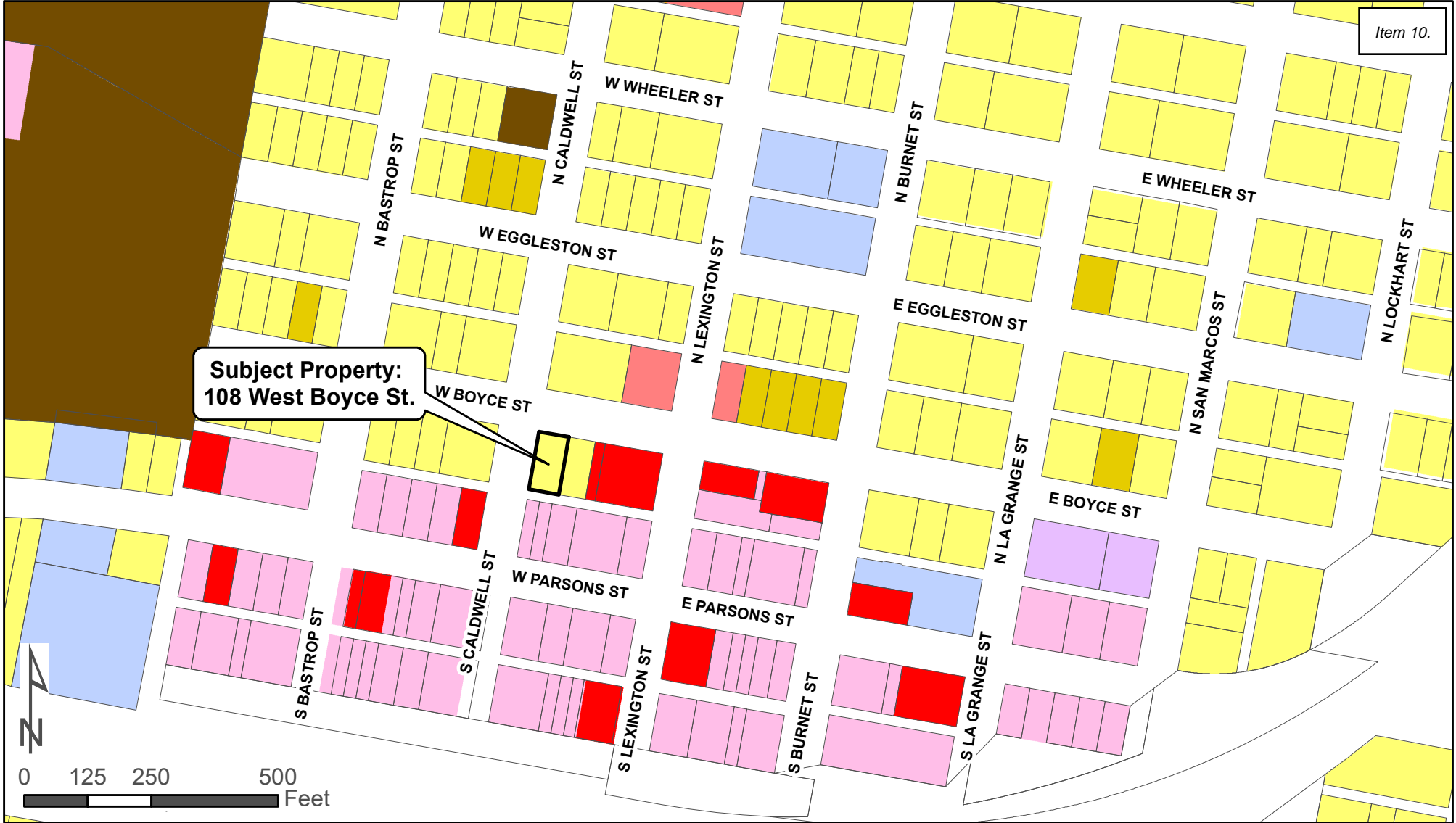
Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However,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

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

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

Sincerely,

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



Current:
Single Family Suburban (SF-1)

Proposed:
Downtown Business (DB)

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

108 W Boyce

Aerial Image

Legend

- 101 W Boyce Item 10.
- City of Manor City Hall
- Feature 1
- Feature 2

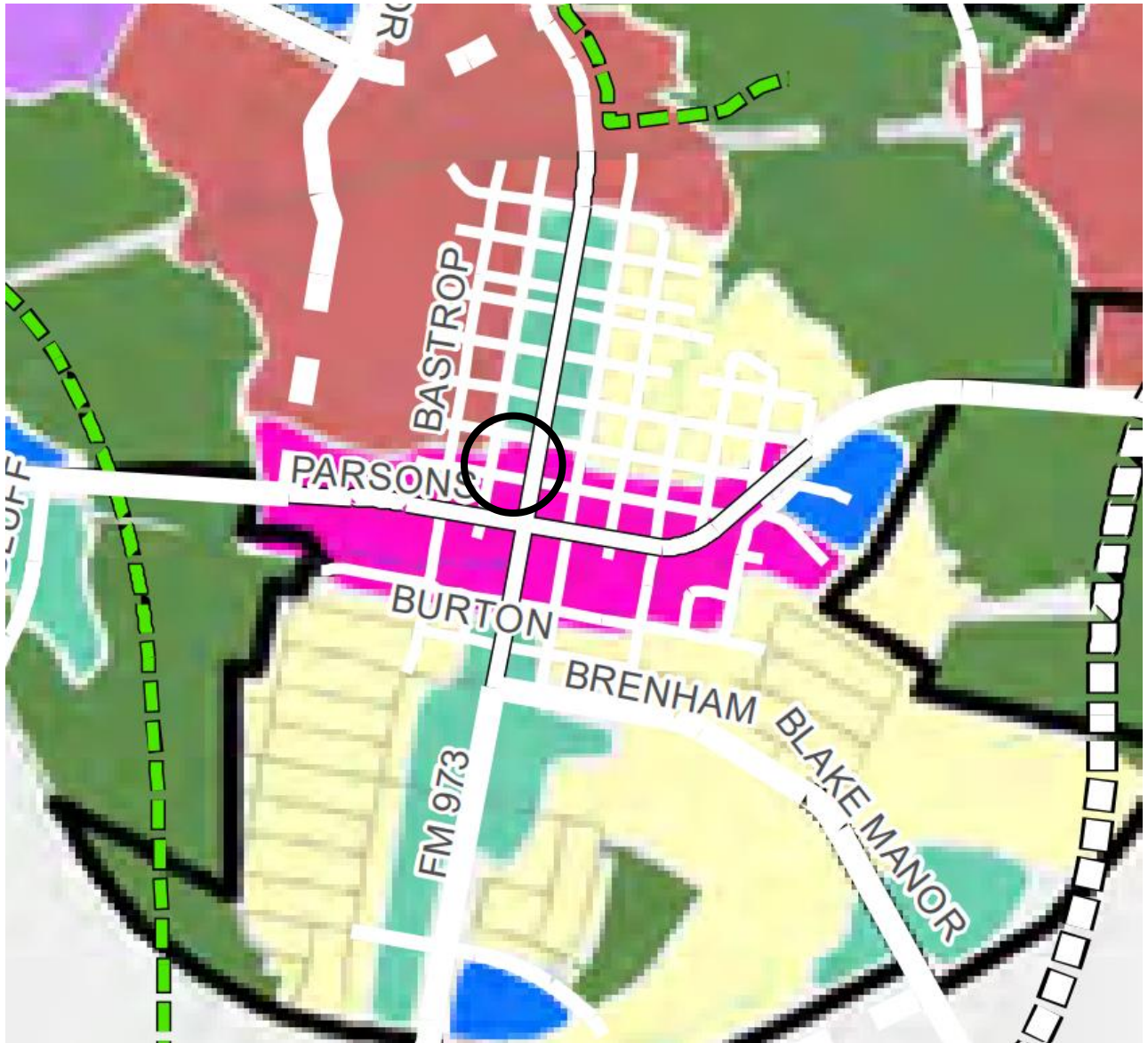
108 W Boyce St

Iwayne's Caribbean Kitchen

Bright Beginnings Learning Center

TNT Barbershop

Lillie Mae's Comfort Food



DOWNTOWN MIXED-USE

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

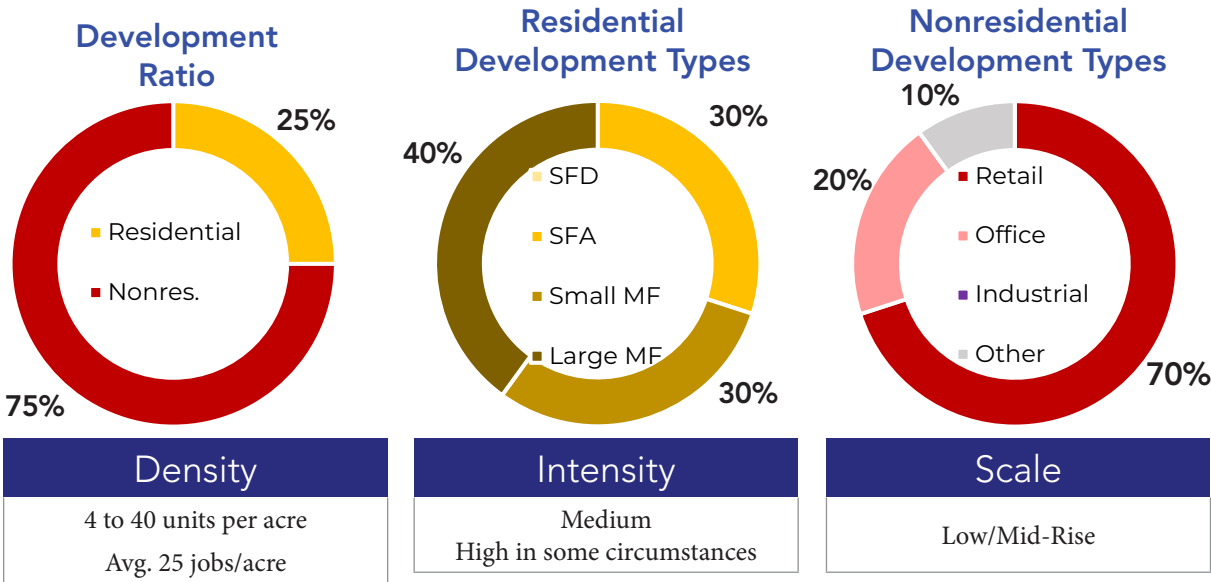
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail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

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

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

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

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



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



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 108 W Boyce Rezoning SF-1 to DB
 Case Number: 2022-P-1493-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

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

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Applicant: Jiwon Jung

Owner: Buildblock

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Behzad Bahrami
PO Box 82653
Austin, TX 78708

Ramon E Jr Paiz
PO Box 280
Manor, TX 78653

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

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

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

Monica Ann Castillo
PO Box 1097
Manor, TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor, TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle, TX 78640

Helen Casas
PO BOX 223
Manor, TX 78653

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

Jiwon Jung
2700 E 2nd St
Los Angeles, CA 90033

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

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls, TX 76308

Maria Rocha
207 W Boyce St
Manor, TX 78653

Jesse & Julia Rocha
PO Box 1002
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Alfredo, Contreras Renteria, Aurelia
PO Box 11
Manor, TX 78653

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

Jesse & Olivia Sanchez
PO Box 811
Manor, TX 78653

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

Sepeco
PO Box 170309
Austin, TX 78717

2017 Manor LLC
203 W Parsons St
Manor, TX 78653

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203 W Parsons St
Manor, TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor, TX 78653

Jorge Moreno
4301 Jan St Unit B
Harlingen, TX 78550

Davis Capital Investments LLC
PO Box 268
Manor, TX 78653

William C Gault
PO Box 32
Manor, TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

120 East Boyce Street LLC
1004 Meriden Ln
Austin, TX 78703

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

Virginia Z Cardenas
PO Box 243
Manor, TX 78653

Ernesto Suarez
14121 Bois D Arc Ln
Manor, TX 78653

Lundgren Edwin O Estate
507 Arbors CIR
Elgin, TX 78621

Lopez Mar Lift Estate
208 West Parsons
Manor, TX 78653

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

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

Aurelio Jr Ponce
200 W Parsons St
Manor, TX 78653

Billy C Duett
Po Box 562
Manor, TX 78653

Maqil Inc
PO Box 399
Manor, TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

Applicant: Mahoney Engineering

Owner: River City Partners Ltd.

BACKGROUND/SUMMARY:

This property is where M&M Auto Repair used to be. It was purchased by Riata Ford and they are looking to move or expand a portion of their business into this location and are requesting the same zoning category as their current dealership property. C-1 permits Minor Automotive Repair while C-2 permits Minor and Major Automotive Repair as well as Automobile Sales.

P&Z voted 5-0 to recommend approval

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Aerial Image
- FLUM
- Auto Repair Definitions
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the first reading of an Ordinance rezoning one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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 Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Light Commercial (C-1) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That 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, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 18th day of January 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of February 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT "A"

Property Address:
10905 E US Hwy 290, Manor, TX 78653

Property Legal Description:

A description of 0.677 acres (approx.. 29,511 sq. ft.), being all of a 0.46 and 0.23 acre tract of land out of the James Manor Survey, Abstract No. 546, in Travis County, Texas, conveyed to Manor Quick Stop, Inc., in a warranty deed dated January 22, 1986 and recorded in Volume 9556, Page 345 of the Real Property Records of Travis County, Texas; said 0.677 acres being more particularly described by metes and bounds as follows:

BEGINNING at ½" rebar with "Chaparral" cap found for the easternmost northeast corner of the Lot 1, Riata Ford Manor Subdivision, a subdivision of record in Document No. 202100055 of the Official Public Records of Travis County, Texas, being the west line of 1.371 acre tract described in Volume 11201, Page 2362 of the Real Property Records of Travis County Texas, also being the southeast corner of said 0.46 acre tract;

THENCE South 75° 47' 48" West, with the south line of the 0.46 acre tract and said 0.23 acre tract, being a north line of said Lot 1, a distance of 150.00 feet to a ½" rebar with "Chaparral" cap found for the southwest corner of the 0.23 acre tract, being an ell corner of Lot 1;

THENCE North 13° 47' 13" West, with the west line of the 0.23 acre tract, being an east line of Lot 1, a distance of 197.31 feet to a Mag nail with "Chaparral" washer set for the northwest corner of the 0.23 acre tract, being the northernmost corner of Lot 1, being in the south right-of-way line of US Highway 290 (variable width right-of-way) as shown on CSJ's 114-01-011, and 0114-02-030 and as described in Volume 678, Page 263 of the Deed Records of Travis County, Texas, from which a ½" rebar found for a point of curvature in the north line of Lot 1, being the south right-of-way line of US Highway 290, bears with a curve to the left, having a radius of 3759.72 feet, a delta angle of 01° 24' 25", an arc length of 92.33 feet and a chord which bears South 74° 45' 19" West, a distance of 92.32 feet;

THENCE with a curve to the right, with a north of line 0.23 and the 0.46 acre tract, being the south right-of-way line of US Highway 290, having a radius of 3759.72 feet, a delta angle of 02° 17' 09", an arc length of 150.01 feet, a chord which bears North 76° 36' 06" East, a distance of 150.00 feet to a ½" rebar with "Chaparral" cap set for the northeast corner of the 0.46 acre tract, being the northwest corner of said 1.371 acre tract;

THENCE South 13° 47' 17" East, with the east line of the 0.46 acre tract, being the west line of the 1.371 acre tract, a distance of 195.20 feet to the POINT OF BEGINNING, containing 0.677 acres of land, more or less.



Mahoney Engineering
8201 South Congress Avenue
Austin, Texas 78745

Letter of Intent

December 8, 2022

Attention: Scott Dunlop, Director of Development Services

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

**Reference: Letter of Intent
Rezoning Determination**

10905 E HYW 290
Manor, Texas 78653

Dear Mr. Dunlop,

On behalf of Leif Johnson Ford, Mahoney Engineering is requesting to rezone a property located at 10905 East Highway 290, Manor, Texas 78653. According to TCAD, the Parcel ID Number is 0237591301. The property is currently zoned Light Commercial (C-1). Mahoney Engineering proposes the entire property be rezoned to Medium Commercial (C-2).

There is currently an Automotive Repair (Major) Facility located on the 0.68-Acre site that has existed since 2010 named M&M Diesel and Auto. Before this, the earliest legible google earth image is from January of 1995 and shows the current structures were existing in 1995 and being used as a gas station and potential automotive repair. New ownership would like to keep the existing use of Automotive Repair (Major); therefore, the property needs to be rezoned to comply with the permitted uses per zoning requirements. Currently the property to the south and west of the subject property is zoned C-2, the property to the east is zoned Institutional-Small (I-1), and properties to the north, across US Highway 290, are zoned C-1. Hence, the zoning change will not alter the character of the area and will not impair the use of the adjacent properties, due to no change in the current use.

We look forward to receiving your support for Council approval to rezone the property, Parcel # 0237591301, from current zoning of C-1 to a future zoning of C-2.

Sincerely,

MAHONEY ENGINEERING

Tyler Boykin, P.E.

Associate

(737) 270-7310

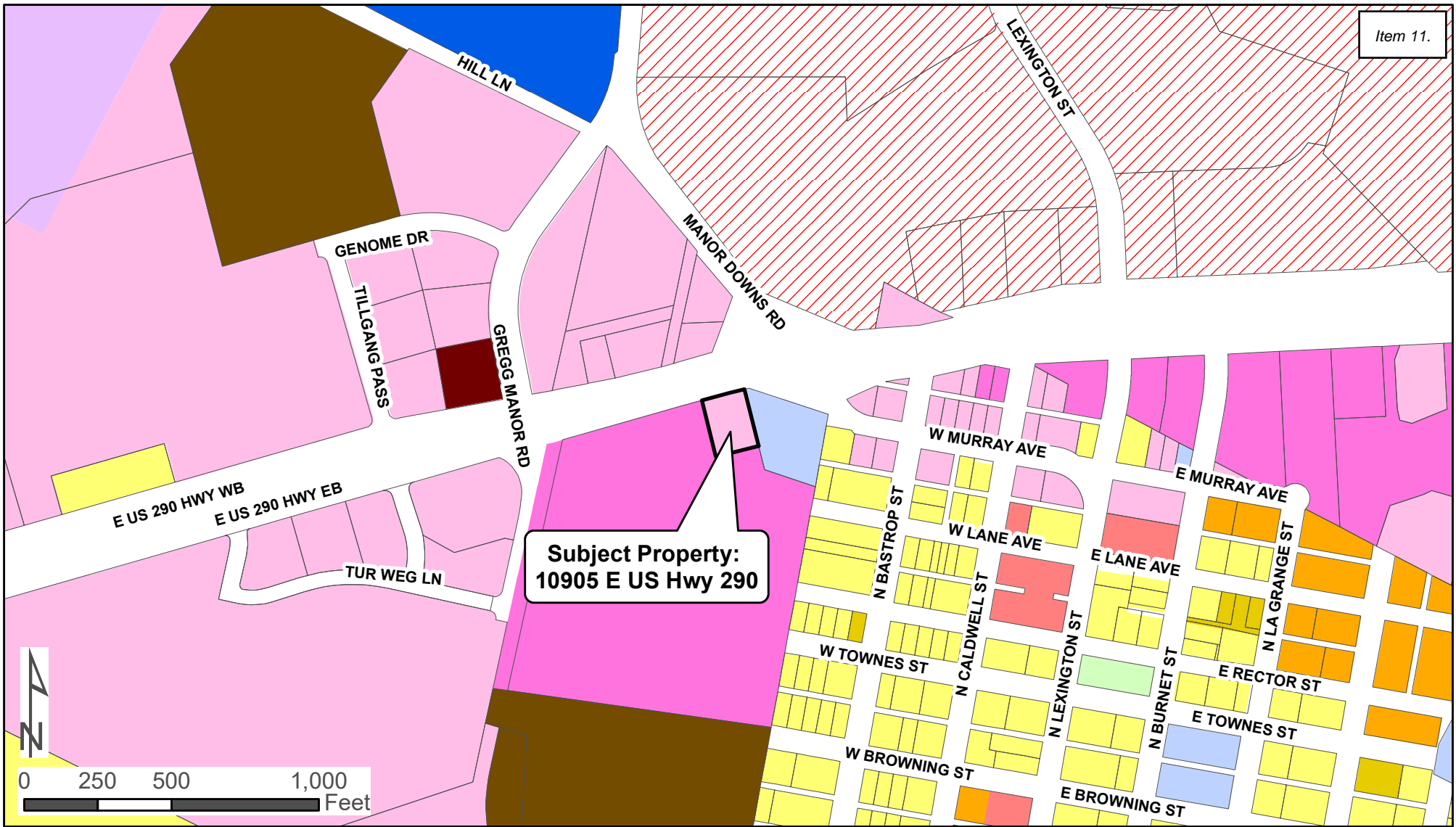
tboykin@mahoneyeng.com

Bryce Dierschke

Engineer Associate

(737) 263-5562

bdierschke@mahoneyeng.com



Current:
Light Commercial (C-1)

Proposed:
Medium Commercial (C-2)

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

10905 E HWY 290

Aerial Image

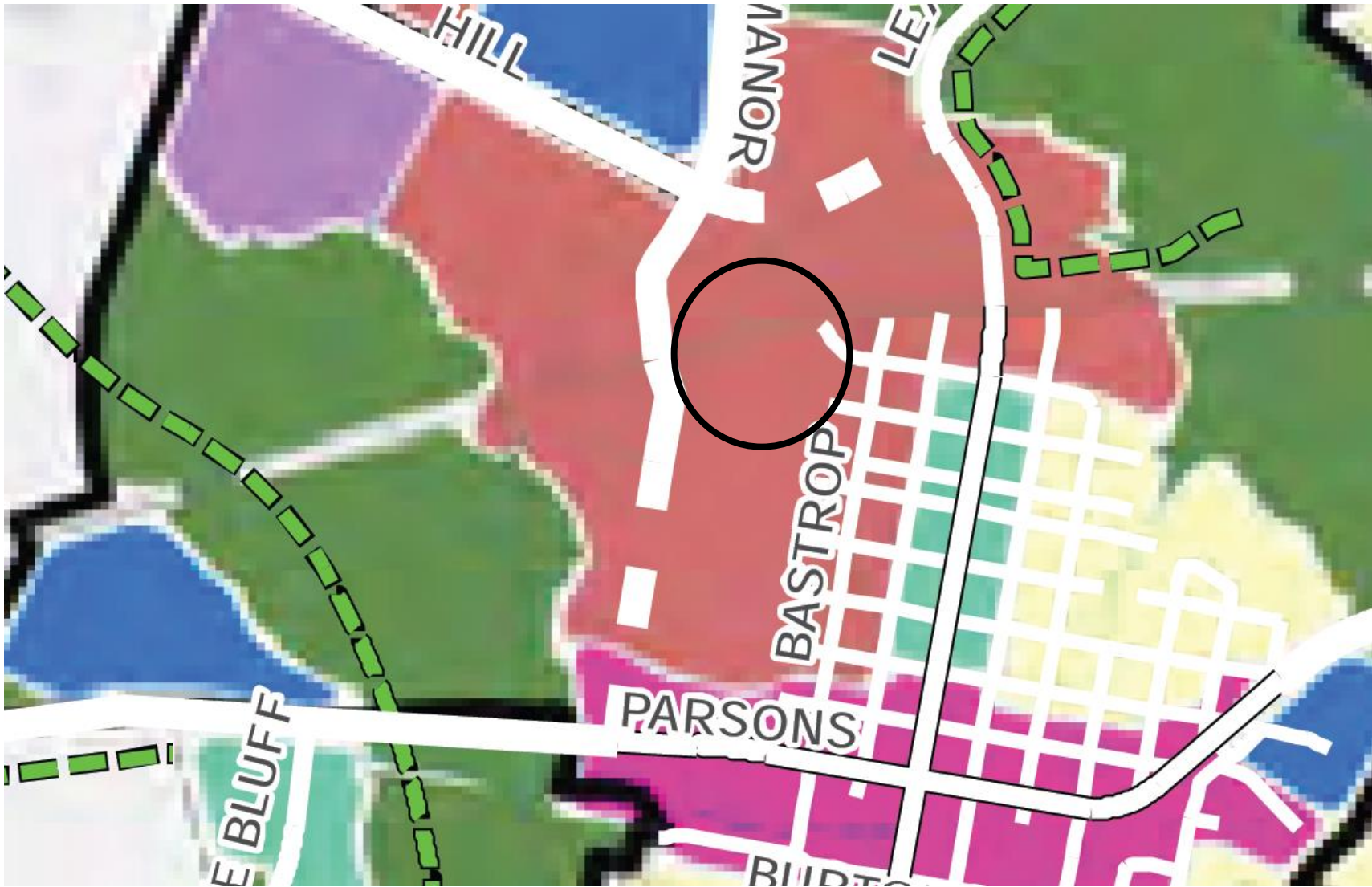
Legend

- 101 W Boy Item 11.
- City of Manor City Hall
- Feature 1
- Feature 2



10905 US-290

Manor T-Stem Academy



COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

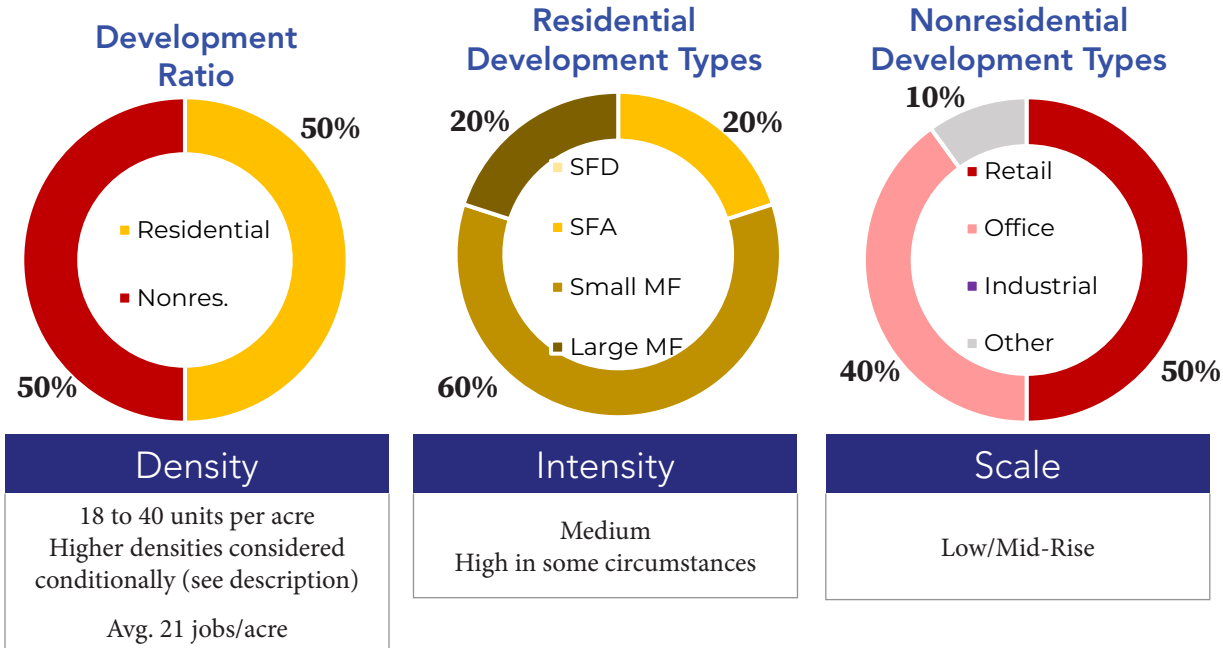
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

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

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.

Automotive repair (major) means a business specializing in major repair of motor vehicles entirely within an enclosed building, including any use listed below, as well as any use not listed as minor vehicle servicing:

- (1) Auto glass, seat cover and muffler shop;
- (2) Auto painting or body rebuilding shop;
- (3) Tire retreading and capping;
- (4) Body, fender, clutch, transmission, differential, axle, spring and frame repairs;
- (5) Major overhauling of engines requiring removal therefrom of cylinder head or crankcase pan and any associated engine rebuilding;
- (6) Repair of radiator requiring removal from the vehicle;
- (7) Repair of truck, trailer, farm or industrial equipment, or other machinery/supplies; and
- (8) Brake work, other than minor maintenance such as disc pad replacement and minor brake adjustment.

Automotive repair (minor) means a business specializing in minor, routine, periodic, preventive maintenance of a motor vehicle conducted entirely within an enclosed building, including the following:

- (1) Servicing of spark plugs, batteries, distributors and distributor parts and including minor engine tune-ups;
- (2) Tire servicing and flat repair but not recapping or regrooving;
- (3) Radiator cleaning and flushing (on vehicle);
- (4) Fuel pump, oil pump and related maintenance;
- (5) Minor servicing of carburetors;
- (6) Emergency wiring repairs;
- (7) Minor motor adjustment not involving removal of head or crankcase;
- (8) Quick oil and filter change;
- (9) Servicing hoses, fan belts, brake fluid, light bulbs, fuses, floor mats, seat belts, windshield wipers, mirrors, and installation of vehicle accessories such as radios;
- (10) Lubrication, greasing and washing; and
- (11) Disc pad replacement and minor brake adjustment.



12/21/2022

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 10905 E US 290 Rezoning C-1 to C-2
 Case Number: 2022-P-1501-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 10905 E US 290, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

Applicant: Mahoney Engineering

Owner: River City Partners Ltd.

The Planning and Zoning Commission will meet at 6:30PM on January 11, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 18, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

LLANO LAS ENTRADAS I LLC
1537 SINGLETON BLVD
DALLAS, TX 75212-5239

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

NINH LILIAN DOAN ETAL (1855929)
1411 DEXFORD DR
AUSTIN, TX 78753-1607

K-N CORPORATION
1717 W 6TH ST STE 330
AUSTIN, TX 78703-4791

CASTELAN CARILU
20912 CAMERON RD
COUPLAND, TX 78615-4866

TURMAN THOMAS M (215726)
21609 UNION LEE CHURCH RD
MANOR, TX 78653-5329

MANOR, INDEPENDENT SCHOOL DISTR
PO BOX 359
MANOR, TX 78653

LOZANO BENJAMIN KEEF (1945094)
8005 BRIARWOOD LN
AUSTIN, TX 78757-8111

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Lydia Collins, Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a lease contract for the funding of city vehicles and equipment.

BACKGROUND/SUMMARY:

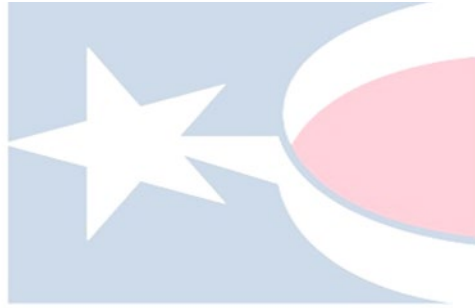
LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Frontier Bank bid
- Frost Bank bid
- Government Capital bid

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve and award a lease contract to Frontier Bank for the funding of city vehicles and equipment; and authorize the City Manager to execute the contract after legal review.

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



City of Manor – Vehicle and Equipment Loan Proposal

01/10/2023

LOAN 1

BORROWER:	City of Manor
PURPOSE:	Purchase of City Use Vehicles and Equipment
AMOUNT OF LOAN:	\$1,976,008.93
MATURITY and REPAYMENT:	5 year term with annual P&I Payments
INTEREST RATE:	5.00% Fixed
ORIGNATION FEE:	None
COLLATERAL:	First Lien on Vehicles and Equipment Purchased

VEHICLE DETAILS:	6 x 2023 1500 Chevy 4x4 (outfitted) \$379,537.00
	2023 2500 Chevy 4x4 (outfitted) \$62,115.00
	2022 Dodge Ram 5500 Bucket Truck (outfitted) \$149,380.20
	Case 836 Motor Grader (outfitted) \$240,197.00
	2018 Gradall XL 3100 Wheel Excavator \$272,777.00
	2024 HV607 Tandem Dump Truck \$152,419.25
	Multiquip 6" Trash Pump w/ trailer \$39,500
	2023 John Deere 35G \$58,604.27
	Tinting for 7 Vehicles \$2,000
	5 Police Vehicles \$419,137.90
	2 Chief/Patrol LT \$124,391.06
	1 Patrol Sergeant \$75,950.25

Thank You for considering Frontier Bank of Texas!

Sean Donnelly

Vice President, Business and Community Banking

main ph. 512-270-4785

mobile ph. 512-517-8031

Federal MLO Registration #534688



January 17, 2023

City of Manor
Attn: Lydia Collins, Director of Finance
105 East Eggleston Lane
Manor, TX 78653

Proposal for Lease Purchase Financing

Frost is pleased to offer the following lease purchase proposal. Subject to the receipt of the required financial information, equipment detail, and credit approval, an equipment lease purchase financing agreement may be structured in accordance with the terms and conditions set forth in the proposal(s) below:

LESSEE: City of Manor ("Municipality")

LESSOR: Frost Bank ("Frost")

PERSONAL PROPERTY: *Equipment Financing Agreement ("Agreement") is to include new personal property acceptable to LESSOR up to \$1,980,000 to be used towards the purchase of the following vehicles, equipment, including tints and registration:*

1. (6) 2023 Chevy 1500 4x4 trucks w/ accessories
2. (1) 2023 Chevy 2500 4x4 truck w/ accessories
3. (1) 2022 Dodge Ram 5500 bucket truck w/ accessories
4. (1) New Case 836 Motor Grader w/ accessories
5. (1) 2018 Gradall XL 3100 Wheel Excavator w/ accessories
6. (1) 2024 HV607 Tandem Dump Truck
7. (1) New Multiquip 6" Trash Pump w/ trailer
8. (1) 2023 John Deere 35G
9. (7) Vehicle Tints and Registrations
10. (5) Police Vehicles
11. (2) Chief/Patrol LT
12. (1) Patrol Sergeant

AGREEMENT FUNDING: *The Agreement will commence by February 28, 2023.*

PAYMENT SCHEDULE: *The Municipality will make 60 monthly or annual payments.*

PAYMENT AMOUNT: *\$37,999.57 for 60 months, payments made monthly, in arrears
\$465,530.90 for 5 years, payments made annually, in arrears*

FIXED RATE: *5.28% for 60 months*

If the lease commencement is after February 28, 2023, the rate is indexed to a rate equal to the FHLB Amortizing rate for 5 years plus a taxable spread of 2%.

ESCROW: *An acquisition fund agreement may be used to fully fund purchases of Equipment in advance of receipt. The funds will be deposited with Lessee's depository bank in a Lessee/Lessor controlled account and Lessee will earn interest, if applicable. After all Lessee directed fundings, Escrow agent will close the account and credit to Lessee's*

next due lease payment(s) the outstanding balance in the account if any.

- BANK QUALIFIED:** *This Proposal also assumes that Municipality is Non-Bank Qualified for 2023. If not, rate will be adjusted.*
- AT TERMINATION:** *No additional purchase price will be assessed upon termination of original Agreement period.*
- FEES:** *A fee equal to \$250.00 will be due and payable at lease commencement.*
- NET LEASE:** *This is a non-cancellable, net lease transaction whereby insurance, maintenance and taxes are the Lessee's responsibility.*
- AUTHORIZATION:** *Lessee shall provide Lessor with a certified copy of the minutes or resolution confirming Lessee has full power and authority to execute, deliver and perform the lease documents to which it is a party and to incur and perform the obligations provided for therein.*
- INSURANCE:** *Lessee will be required to carry, at its expense, all risk insurance in an amount equal to the lessor's stipulated loss value and liability insurance in an amount acceptable to Lessor.*
- Certificate(s) of insurance shall reflect Lessor as an additional named insured and loss payee, and shall be with companies and contain endorsements and amounts acceptable to Lessor.*
- ATTORNEY'S OPINION:** *LESSEE shall provide lessor with an attorney's opinion that financing of the equipment conforms with applicable State of Texas laws and that all documentation required is satisfactory to Lessor. All legal expense incurred to conform documents to the satisfaction of the Municipality, their Counsel, and the Lessor will be borne by the Municipality.*
- COURTMEETING MINUTES:** *Lessee shall provide Lessor with a duly executed copy, with original signatures, of the Court Meeting Minutes authorizing this financing by unanimous approval.*
- WARRANTIES:** *Lessor is not a manufacturer of, or dealer in, the equipment selected; and in that regard: Lessee acknowledges the equipment is of a size, design, capacity and manufacture selected by Lessee. Lessor does not inspect the equipment prior to delivery to Lessee and has not made and does not make any representation, warranty or covenant with respect to the condition, quality, durability, suitability or merchantability. Lessor will, however, take any steps reasonably within its power to make available to Lessee any manufacturers or similar warranty applicable to the equipment. Lessor shall not be liable to Lessee for any liability, loss or damage, caused or alleged to be caused directly or indirectly by the equipment, by any inadequacy thereof or deficiency or defect therein or by any incident whatsoever in connection therewith.*
- FINANCIAL STATEMENTS:** *Lessee will provide annual financial statements, including operating figures, during the life of the lease.*
- DOCUMENTATION:** *All documentation must be satisfactory to all parties concerned. The lease will include a non-appropriations clause.*
- EXPIRATION OF BID:** *If not accepted, this bid will expire in forty five (45) days of the date of*

this bid.

SUMMARY:

This bid in its present form does not represent a commitment to finance by Frost, and is not binding on either the Lessee or Lessor. It is subject to and contingent upon Lessee's approval of these conditions and Lessor's approval of the pricing and Lessee's credit and equipment

Municipal Advisor Disclosure. *The information and materials contained or referenced herein have been prepared by Frost Bank solely for informational purposes. Neither Frost Bank, nor its affiliates, nor any of their representatives (collectively, "Frost") are recommending any action to you. Frost is not acting, and will not be acting, as a financial or municipal advisor to you, and does not owe you a fiduciary duty or any other duty pursuant to Section 15B of the Securities Exchange Act of 1934, as amended, with respect to the information and materials contained or referenced herein. Frost is acting for its own interest, which may be different from yours. You should discuss any information and material contained herein with any and all internal or external advisors and experts that you deem appropriate before acting on the same, including with respect to any legal, regulatory, tax or accounting treatment. In some circumstances, you may be required to retain the assistance of an independent registered municipal advisor ("IRMA") before negotiating or entering into a municipal financial product with Frost Bank.*

Frost appreciates the opportunity to present this bid for your consideration.

By:



Laura Elrod Eckhardt
Sr. Vice President

cc: Ryan Bennett, Frost Bank



January 10, 2023

Mrs. Lydia Collins
Manor City Hall
512-272-5555
lcollins@manortx.gov

Dear Mrs. Collins,

Thank you for the opportunity to present proposed financing for City of Manor. I am submitting for your review the following proposed structure:

ISSUER:	City of Manor, Texas
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005
EQUIPMENT COST:	\$ 1,976,008.93
TERM:	5 Annual Payments
INTEREST RATE:	5.159%
PAYMENT AMOUNT:	\$ 458,416.13
PAYMENTS BEGINNING:	One year from signing, annually thereafter

Financing for these projects would be simple, fast and easy due to the fact that:

- ✓ We have an existing relationship with you and have your financial statements on file, expediting the process. Please keep in mind we may also need current year statements.
- ✓ We can provide familiar documentation for your legal counsel.

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are based on current markets. This rate is good until January 31, 2023. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our finance programs are flexible and as always, my job is to make sure you have the best possible experience every time you interact with our brand. We're always open to feedback on how to make your experience better. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Stephanie Cates

Stephanie Cates
SVP Client Services
Main: 817-421-5400



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 23, 2022
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Purchase Contract with William R. Leake for a wastewater easement with temporary construction easement.

BACKGROUND/SUMMARY:

The 25' wastewater easement and 25' temporary construction easement are required for the construction of the Cottonwood Creek Wastewater Project, Phase 2. The City is agreeing to \$50,636 monetary compensation for the easements.

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

- Purchase Contract

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the purchase contract with William R. Leake for a wastewater easement with temporary construction easement.

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

CITY OF MANOR PURCHASE AGREEMENT

Cottonwood Creek Wastewater Project, Phase 2

THE STATE OF TEXAS
COUNTY OF TRAVIS

THIS CONTRACT (hereinafter "Purchase Contract") WITNESSETH that **William R. Leake aka William Robin Leake** (hereinafter collectively referred to as "Owner"), for good and valuable consideration, the receipt of which is hereby acknowledged, and for the mutual promises contained herein, agree to grant, sell, and convey certain real property to the **City of Manor, Texas, a Texas municipal corporation situated in Travis County, Texas**, (hereinafter the "City"), or its assigns, and the City agrees to purchase, the following described certain real property for the consideration and subject to the terms herein stated, as follows:

Wastewater Easement Parcel: All that certain tract, piece or parcel of land consisting of 0.8767 acres (38,190 square feet), more or less, being situated in Travis County, Texas, and as more particularly described in Exhibit "A," attached hereto and made part hereof for all purposes.

Temporary Construction Easement Parcel: A 25-foot wide temporary construction easement consisting of 0.8763 acres (38,174 square feet), more or less, being situated in Travis County, Texas, and as more particularly depicted on the sketch in Exhibit "A," attached hereto and made part hereof for all purposes.

Total Price. FIFTY THOUSAND SIX HUNDRED THIRTY-SIX AND NO/100'S DOLLARS (**\$50,636.00**) total shall be paid by the City for a permanent easement to the Wastewater Easement Parcel and temporary easement to the Temporary Construction Easement Parcel and for which no lien or encumbrances, expressed or implied, including current taxes, will be retained. The TOTAL PRICE shall be inclusive of all land and any improvements situated thereon.

Closing. Owner and the City will finalize this purchase by Closing on or before sixty (60) days after full execution of this Agreement (but not before all Other Interests have been satisfied by Owner as described below), which date is hereinafter referred to as the Closing or Closing date. The Closing shall occur at Longhorn Title Company, Inc., 3613 Williams Drive, Suite 204, Georgetown, Texas 78628.

Title, Final Possession. Owner agrees at Closing to convey to the City a wastewater easement to the tract described above for the consideration described. Owner agrees to surrender final possession of the above-described tract to the City at the time of closing.

Other Interests. Notwithstanding anything herein contained to the contrary, it is a condition precedent to Owner's obligations under this contract that all lienholders execute and deliver a partial release of lien covering the property hereinabove described on or before Closing. Also, it is a condition precedent to Owner's obligations under this contract that the interests of any parties in possession, easement holders, or any other interest holders be satisfied by Owner such that said interests are released from the property hereinabove described on or before Closing.

Wastewater Easement. Owner shall deliver to the City at Closing a duly executed and acknowledged Wastewater Easement in substantially the form and substance as set out in Exhibit "B" attached hereto and incorporated herein. The City agrees to prepare the Wastewater Easement in substantially the form set out in Exhibit "B" at no expense to Owner and to pay the costs of title insurance and any applicable Closing costs.

Payment. The City agrees to pay to Owner, upon delivery of the properly executed instruments of conveyance described herein, the above-described Total Price.

Entire Agreement. The Purchase Contract supersedes any and all other agreements either oral or written between Owner and the City with respect to the tract described above and any improvements located thereon.

Imminence of Condemnation. Owner and the City agree that the tract described above is being conveyed to the City under the imminence of condemnation, as that term is used in the United States Internal Revenue Code.

Right of Re-Purchase if Public Use is Cancelled. Pursuant to Tex. Prop. Code Sec. 21.023, the City hereby advises Owner, and Owner hereby acknowledges, of the following: should the City acquire Owner's property through eminent domain, (1) Owner or Owner's heirs, successors, or assigns may be entitled to: (A) repurchase the property pursuant to Tex. Prop. Code Secs. 21.101 – 21.103; or (B) request from the City certain information relating to the use of the property and any actual progress made toward that use; and (2) the repurchase price is the price paid to Owner at the time the City acquires the property through eminent domain.

Compliance. Owner agrees to comply with all terms of this Purchase Contract and agrees that the fee simple rights to the above-described tract shall vest in the City and be effective from and after Closing.

Formal Approval. Owner and the City agree that this contract is subject to approval by the City Council of the City of Manor.

Effective Date. This Purchase Contract shall be effective upon the last date indicated below.

OWNER:



William R. Leake
Aka William Robin Leake



Date

BUYER:

CITY OF MANOR, TEXAS
A Texas municipal corporation

By: _____
Dr. Christopher Harvey, Mayor
City of Manor, Texas

Date

Owner: William R. Leake
Project: Cottonwood Creek Wastewater Project, Phase 2
TCAD PID #: 477400



10090 W Highway 29 | Liberty Hill, Texas 78642

TBPELS Firm No. 10001800 | 512-238-7901 office

EXHIBIT "A"

METES AND BOUNDS DESCRIPTION

BEING 0.8767 OF ONE ACRE OF LAND (38,190 SQ. FT.), SURVEYED BY LANDESIGN SERVICES, INC., SITUATED IN THE LEMUEL KIMBRO SURVEY NO. 64, ABSTRACT NO. 456, IN TRAVIS COUNTY, TEXAS AND BEING A PORTION OF LOT 3, J.F. NAGLE ESTATES, A SUBDIVISION OF RECORD IN DOCUMENT NO. 199900207, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2-inch iron rebar with cap stamped "KHA" found in the Easterly line of said Lot 3 for the Westerly common corner of a called 114.836 acre tract of land described in a General Warranty Deed to Tiffany Brick Co, LP, recorded in Document No. 2003150661 of said O.P.R.T.C.T., and of a called 3.469 acre tract of land described in a Special Warranty Deed to Forestar (USA) Real Estate Group Inc., recorded in Document No. 2019171726 of said O.P.R.T.C.T., from which a 1/2-inch iron rebar found in the Southerly line of a called 10.000 acre tract of land described in a Warranty Deed to the Veterans Land Board of the State of Texas, recorded in Volume 8429, Page 965 of the Deed Records of Travis County, Texas (D.R.T.C.T.), for the Northerly common corner of said Lot 3 and of said 114.836 acre tract, bears North 27°15'11" East a distance of 332.52 feet;

THENCE South 27°32'14" West with the Easterly line of said Lot 3 and the common Westerly line of said 3.469 acre tract, a distance of **25.07** feet to a Calculated Point;

THENCE North 66°43'03" West over and across said Lot 3, a distance of **1,527.33** feet to a Calculated Point in the Westerly line of said Lot 3 and the common Easterly line of the remainder of a called 267.942 acre tract of land described in a Special Warranty Deed to Forestar (USA) Real Estate Group Inc., recorded in Document No. 2019171724 of said O.P.R.T.C.T. and corrected in Document No. 2019176020 of said O.P.R.T.C.T.;


THENCE North 25°48'25" East with Westerly line of said Lot 3 and the common Easterly line of the remainder of said 267.942 acre tract, a distance of **25.02** feet to a Calculated Point, from which a 5/8-inch iron rebar found in the Southerly line of a called 10.082 acre tract of land described in a General Warranty Deed to Melesio Jaimies, recorded in Document No. 2011022474 of said O.P.R.T.C.T. for the Northerly common corner of said Lot 3 and of the remainder of said 267.942 acre tract, bears North 25°48'25" East a distance of 447.56 feet;



THENCE South 66°43'03" East over and across said Lot 3, a distance of 1,528.08 feet to the POINT OF BEGINNING and containing 0.8767 of one acre of land (38,190 Sq. Ft.), more or less;

This project is referenced for all bearing and coordinate basis to the Texas State Plane Coordinate System, North American Datum of 1983 (NAD83 - 2011 adjustment), Central Zone (4203). Distances and Areas shown hereon are Grid values represented in U.S. survey feet.

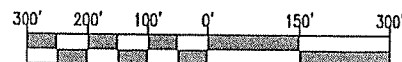
This property description accompanies a separate plat of even date and was prepared by an on the ground survey made under my supervision during the month of September, 2022.

 10/21/2022
 Frank W. Funk
 Registered Professional Land Surveyor
 State of Texas No. 6803

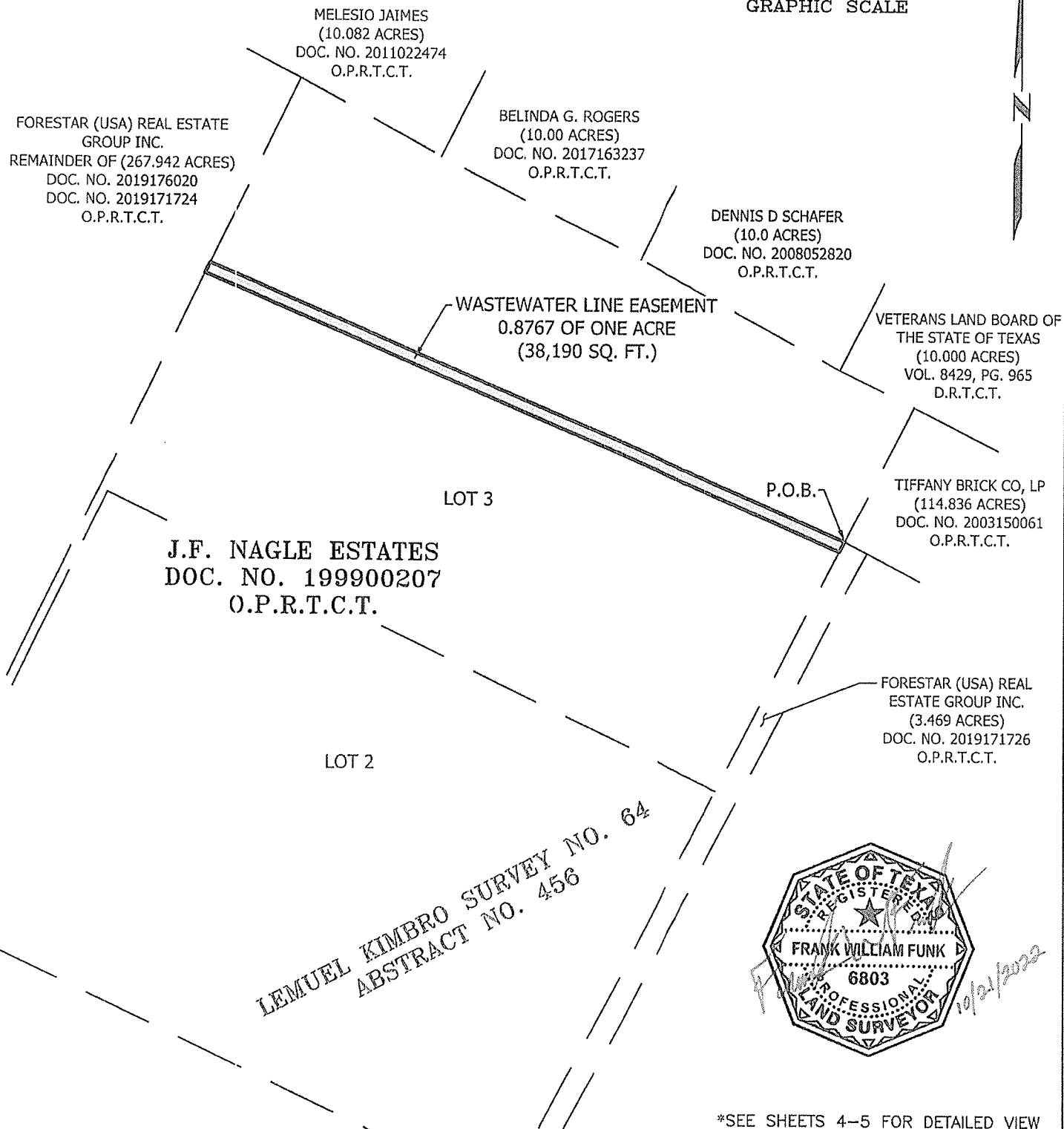


Job Number: 22-021

Attachments: K:\JAY MANOR CIP\CAD\DWGS\MANOR HEIGHTS WW.DWG



GRAPHIC SCALE



*SEE SHEETS 4-5 FOR DETAILED VIEW

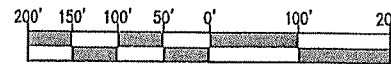
JOB NUMBER: 22-021	DATE: 10/12/22
PROJECT NAME: JAY MANOR CIP	
DRAWING NAME: MANOR HEIGHTS WW	
DRAWING FILE PATH: K:\22021 - JAY MANOR CIP\CAD\DWGS	
METES AND BOUNDS FILE PATH: K:\22021 - JAY MANOR CIP\DESCRIPTIONS	
RPLS: FWF	TECH: JRM
PARTY CHIEF: N/A	CHK BY: HAS
SHEET 03 of 05	SCALE: 1" = 300'

LSI LANDESIGN 
SERVICES, INC.

10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642
TBPELS FIRM NO. 10001800
512-238-7901

LEGEND

- 1/2-INCH REBAR FOUND (UNLESS NOTED)
- ⊙ 1/2-INCH REBAR WITH STAMPED "KHA" FOUND
- △ CALCULATED POINT NOT SET
- O.P.R.T.C.T. OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS
- D.R.T.C.T. DEED RECORDS OF TRAVIS COUNTY, TEXAS
- P.O.B. POINT OF BEGINNING



GRAPHIC SCALE

Item 13.

BELINDA G. ROGERS
(10.00 ACRES)
DOC. NO. 2017163237
O.P.R.T.C.T.

DENNIS D SCHAFER
(10.0 ACRES)
DOC. NO. 2008052820
O.P.R.T.C.T.

VETERANS LAND BOARD OF
THE STATE OF TEXAS
(10.000 ACRES)
VOL. 8429, PG. 965
D.R.T.C.T.

TIFFANY BRICK CO, LP
(114.836 ACRES)
DOC. NO. 2003150661
O.P.R.T.C.T.

FORESTAR (USA) REAL ESTATE GROUP INC.
(3.469 ACRES)
DOC. NO. 2019171726
O.P.R.T.C.T.

LOT 3
J.F. NAGLE ESTATES
DOC. NO. 199900207
O.P.R.T.C.T.

WASTEWATER LINE EASEMENT
0.8767 OF ONE ACRE
(38,190 SQ. FT.)

25' TEMPORARY
CONSTRUCTION EASEMENT
0.8763 OF ONE ACRE
(38,174 SQ. FT.)

N27°15'11"E 332.52'

S66°43'03"E 1528.08'
-N66°43'03"W 1527.33'

P.O.B.

L1

LEMUEL KIMBRO SURVEY NO. 64
ABSTRACT NO. 456

LOT 2

MATCH LINE SHEET 4
SHEET 5

JOB NUMBER: 22-021

DATE: 10/12/22

PROJECT NAME: JAY MANOR CIP

DRAWING NAME: MANOR HEIGHTS WW

DRAWING FILE PATH:

K:\22021 - JAY MANOR CIP\CAD\DWGS

METES AND BOUNDS FILE PATH:

K:\22021 - JAY MANOR CIP\DESCRIPTIONS

RPLS: FWF TECH: JRM FARTY CHIEF: N/A CHK BY: HAS

SHEET 04 of 05 FIELDBOOKS N/A SCALE: 1" = 200'

LSI LANDESIGN 
SERVICES, INC.

10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642

TBPELS FIRM NO. 10001800

512-238-7901



GRAPHIC SCALE

LINE TABLE		
LINE #	BEARING	DISTANCE
L2	N25°48'25"E	25.02'

FORESTAR, (USA) REAL ESTATE GROUP INC.
 REMAINDER OF (267.942 ACRES)
 DOC. NO. 2019176020
 DOC. NO. 2019171724
 O.P.R.T.C.T.

MELESIO JAIMES
 (10.082 ACRES)
 DOC. NO. 2011022474
 O.P.R.T.C.T.

LOT 3

25' TEMPORARY
 CONSTRUCTION EASEMENT
 0.8763 OF ONE ACRE
 (38,174) SQ. FT.)

WASTEWATER LINE EASEMENT
 0.8767 OF ONE ACRE
 (38,190 SQ. FT.)

LOT 3

J.F. NAGLE ESTATES
 DOC. NO. 199900207
 O.P.R.T.C.T.

LOT 2

MATCH LINE SHEET 4
 SHEET 5

GENERAL NOTES:

THIS PROJECT IS REFERENCED FOR ALL BEARING AND COORDINATE BASIS TO THE TEXAS COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD83 - 2011 ADJUSTMENT), CENTRAL ZONE (4203).

DISTANCES SHOWN HEREON ARE GRID VALUES REPRESENTED IN U.S. SURVEY FEET.

SOME FEATURES SHOWN HEREON MAY BE OUT OF SCALE FOR CLARITY.

JOB NUMBER: 22-021	DATE: 10/12/22
PROJECT NAME: JAY MANOR CIP	
DRAWING NAME: MANOR HEIGHTS WW	
DRAWING FILE PATH: K:\22021 - JAY MANOR CIP\CAD\DWGS	
METES AND BOUNDS FILE PATH: K:\22021 - JAY MANOR CIP\DESCRIPTIONS	
RPLS: FWF	TECH: JRM
PARTY CHIEF: N/A	CHK BY: HAS
SHEET 05 of 05	SCALE: 1" = 200'

LSI LANDESIGN 
 SERVICES, INC.

10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642
 TBPELS FIRM NO. 10001800
 512-238-7901

EXHIBIT "B"

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WASTEWATER EASEMENT

DATE: _____, 2022

GRANTOR: **William R. Leake aka William Robin Leake**

GRANTOR'S MAILING ADDRESS (including County):
7401 Nez Perce Trace, Manor, Texas 78653-9634

GRANTEE: **CITY OF MANOR, a Texas municipal corporation**

GRANTEE'S MAILING ADDRESS (including County):
105 E. Eggleston, Manor, Travis County, Texas 78653

LIENHOLDER: _____

CONSIDERATION: Ten Dollars (\$10.00) and other good and valuable consideration,
the receipt and sufficiency of which is hereby acknowledged.

PROPERTY:

A twenty-five foot (25') wide wastewater easement, containing 0.8767 acres, more or less, located in Travis County, Texas, said easement being more fully described in Exhibit "A" attached hereto and made a part hereof for all purposes.

GRANTOR, for the **CONSIDERATION** paid to **GRANTOR**, hereby grants, sells, and conveys to **GRANTEE**, its successors and assigns, an exclusive, perpetual easement for the purpose of placing, constructing, operating, repairing, maintaining, rebuilding, replacing, relocating and removing or causing to be placed, constructed, operated, repaired, maintained, rebuilt, replaced, relocated and removed structures or improvements reasonably necessary and useful for wastewater mains, lines and pipes, and the supplying of sanitary sewer or other such utility services in, upon, under and across the **PROPERTY** (the "Facilities") more fully described in Exhibit "A" attached hereto (the "Wastewater Easement").

This Wastewater Easement is subject to the following covenants:

1. Grantor reserves the right to use the Property for all purposes that do not unreasonably interfere with or prevent Grantee's use of the Property as provided herein. Specifically, and without limiting the generality of the forgoing, Grantor has the right to place, construct, operate, repair, replace and maintain roadways, driveways, landscaping and signage on, in, under, over and across the Property, so long as such use does not unreasonably interfere with or prevent Grantee's use of the Property as provided herein. But Grantor may not construct any buildings or similar improvements on the Property.
2. This Wastewater Easement is granted and accepted subject to any and all easements, covenants, rights-of-way, conditions, restrictions, encumbrances, mineral reservations and royalty reservations, if any, relating to the Property to the extent and only to the extent, that the same may still be in force and effect, and either shown of record in the Office of the County Clerk of Travis County, Texas, or apparent on the ground.
3. Upon completing construction of the Facilities, Grantee shall restore the ground surface area within the easement to substantially the same condition as it existed on the date Grantee first begins to use and occupy the area within the easement.

TEMPORARY CONSTRUCTION EASEMENT

Grantor also grants to Grantee, its successors and assigns, a temporary work and construction easement for the use by the Grantee, its contractors, subcontractors, agents and engineers, during the design and construction of wastewater lines, piping, pumps, and other facilities necessary for the transmission of wastewater or other utilities (the "Facilities") on, over, and across land and easements owned by Grantee, upon, over and across the following described parcel of land:

A twenty-five foot (25') wide temporary work and construction easement, containing 0.8763 acres, more or less located in Travis County, Texas, and being more particularly depicted on the sketch in Exhibit "A" attached hereto and incorporated herein for all purposes;

together with the right and privilege at any and all times, while this temporary work and construction easement shall remain in effect, to enter the PROPERTY, or any part thereof, for the purpose of making soils tests, and designing and constructing the Facilities, and making connections therewith; and provided further that, upon the completion and acceptance by GRANTEE of the Facilities this temporary work and construction easement shall terminate and expire.

The covenants and terms of this Temporary Construction Easement and Wastewater Easement are covenants running with the land, and inure to the benefit of, and are binding upon, Grantor, Grantee, and their respective heirs, executors, administrators, legal representatives, successors and assigns.

TO HAVE AND TO HOLD the above-described easement, together with all and singular the rights and appurtenances thereto in anywise belonging unto **GRANTEE**, and **GRANTEE's** successors and assigns forever; and **GRANTOR** does hereby bind himself, his heirs, successors and assigns to **WARRANT AND FOREVER DEFEND** all and singular the easement unto **GRANTEE**, its successor and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof, subject to the exceptions set forth above.

When the context requires, singular nouns and pronouns include the plural.

GRANTOR:

William R. Leake, aka William Robin Leake

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this ____ day of _____, 2022, by William R. Leake in the capacity and for the purposes and consideration recited herein.

Notary Public, State of Texas

My commission expires: _____

ACCEPTED:

GRANTEE: City of Manor, Texas:

By: Dr. Christopher Harvey, Mayor

THE STATE OF TEXAS §
 §
 COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____ 2022, personally appeared Dr. Christopher Harvey, Mayor of City of Manor, Grantee herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

(SEAL)

Notary Public-State of Texas

Project Name: Cottonwood Creek Wastewater Project, Phase 2
TCAD PID No.: 477400

AFTER RECORDING RETURN TO:

City of Manor
 105 E. Eggleston
 Manor, Texas 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to recognize the changes to the city council rules of procedure; and providing for related matters.

BACKGROUND/SUMMARY:

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

- Ordinance No. 686
- Exhibit A – Invocation Presentations Policy and Procedure
- Exhibit B – City Council Rules of Procedure

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Ordinance No. 686 adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to recognize the changes to the city council rules of procedure; and providing for related matters.

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

ORDINANCE NO. 686

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING A POLICY AND PROCEDURE FOR LEGISLATIVE PRAYER PRESENTATIONS; AMENDING THE CITY COUNCIL RULES OF PROCEDURE TO ADD LEGISLATIVE PRAYER IN 7.01, CORRECTING THE REFERENCE TO STATE LAW IN 3.15 AND 7.04, UPDATING THE COVER PAGE TO REFLECT THIS ORDINANCE, AND REVISING THE FOOTER TO REFLECT THE DOCUMENT TITLE; AMENDING SECTION 1.04.002 OF THE MANOR CODE OF ORDINANCES TO RECOGNIZE THE CHANGES TO THE CITY COUNCIL RULES OF PROCEDURE; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Manor, Texas (the “City”) is authorized by the City Charter and state law to determine its own rules; and

Whereas, the City Council wishes to amend the rules of procedure governing the conduct of Regular and Special Meetings to add a step for legislative prayer into the order of business in the form of an invocation;

Whereas, to ensure Council meetings continue in an orderly manner, the City Council deems it appropriate to adopt a policy for invocation presentations; and

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

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Adoption of Policy for Invocation Presentations. The City Council hereby adopts the policy set forth in the document titled “Invocation Presentations Policy and Procedure” attached hereto in Exhibit A. The City Council directs that the document be incorporated into the City Council Rules of Procedure.

Section 3. Amendment of Rules of Council. The City Council hereby amends Section 7, Order of Business, of the City Council Rules of Procedure (Rules) as set forth in Exhibit B. Specifically, the following is added as the second bullet in subsection 7.01, Regular and Special Meetings to read as follows:

- Invocation

The City Council also amends the Rules to correct the reference to State law in subsections 3.15 and 7.04, update the cover page to reflect this ordinance, and revise the footer to reflect the documents’ title;

Section 4. Amendment of Code of Ordinances. The last sentence of Section 1.04.002 of the City of Manor Code of Ordinances is hereby amended to read as follows: “The City Council hereby adopts the City Council Rules of Procedure set forth in Exhibit B to Ordinance No. _____ on file in the office of the city secretary.”

Section 5. Conflicting Ordinances. Any ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended 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 6. Savings. All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting City Council Rules of Procedure which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

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.

Section 8. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section.

If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 9. 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, Texas Government Code Chapter 552.

PASSED AND APPROVED on this 18th day of January 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Exhibit “A”

**Invocation Presentations
Policy and Procedure**

Exhibit “B”

**City Council
Rules of Procedure**

ANNEX G

INVOCATION PRESENTATIONS POLICY AND PROCEDURE

Effective January ____, 2023, the City of Manor City Council approved Ordinance No. ____ amending the City Council Rules of Procedure to add “Invocation” into the Order of Business applicable to Regular and Special Meetings. The City Council also considered and approved this policy and procedure to guide the presentation of Invocations.

This policy is intended to guide presenters in preparing and delivering remarks and to help preserve the dignity of the proceeding as the City Council considers matters in service to Manor residents and businesses. This policy serves to acknowledge and express the respect of the City of Manor for the diversity of religious denominations and faiths represented and practiced in Manor and to invite Council members to reflect upon shared ideals and common ends before embarking on the business of governing. No faith or religious denomination is intended to be favored or preferred.

1. Invocation Opportunity. An opportunity for an invocation will be provided at the beginning of City Council Regular and Special meetings.

2. Definitions.

- a. A regular meeting of the city council is a meeting generally conducted on the first and third Wednesdays of the month.
- b. A special meeting of the city council is a meeting scheduled and held as the council deems necessary to transact the business of the city.

3. Guidelines.

- a. Request to Provide Invocation. Religious leaders may make a written request to the City Secretary for an opportunity to give an invocation at a City Council Regular or Special meeting. Religious leaders making such a request will be scheduled on a “first-come first-served basis”.
- b. Scheduling and Council Rotation. If a religious leader should cancel or if no request has been submitted to the City Secretary by 5:00 p.m. of the Monday of the week preceding the City Council meeting, a Council Member may be scheduled to provide the invocation. The City Secretary will schedule Council Members to provide the invocation based on a rotation list so that each council Member has an opportunity to provide the invocation. A Council Member may decline to give an invocation.

- c. No Proselytizing or Disparaging. The invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.
- d. Voluntary Participation. No one will be required to participate in any invocation. Persons will not be treated differently based on whether they participate in the invocation.
- e. No Compensation. A person who delivers an invocation is not eligible for and shall not receive compensation.
- f. Time Limitation. An invocation should be limited to no more than 3 minutes.
- g. This policy is not intended and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination.

ADOPTED this _____ day of January 2023.

CITY OF MANOR, TEXAS

Dr. Christopher Harvey
Mayor

Attest:

Lluvia T. Almaraz, TRMC
City Secretary



CITY COUNCIL RULES OF PROCEDURE

**As Adopted by Ordinance No. 516
Effective May 2, 2018**

**Amended by Ordinance No. 597
Effective December 16, 2020**

**Amended by Ordinance No. 626
Effective November 3, 2021**

**Amended by Ordinance No. 631
Effective November 17, 2021**

**Amended by Ordinance No. 644
Effective April 20, 2022**

**Amended by Ordinance No. 662
Effective July 20, 2022**

**Amended by Ordinance No.
Effective January , 2023**

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.

Section 2 – AUTHORITY

The City Charter of Manor, Texas [Adopted: August 15, 2007; Amended: May 9, 2015, and Amended: November 3, 2020] provides in Article III (City Council Judge of its Members), Section 3.04. (Rule of Procedure) that “The Council shall by ordinance determine its own rules and order of business.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall generally determine such procedural issue. www.robertsrules.com.

Section 3 – MEETINGS

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.01. Regular Meetings.

The City Council shall conduct regular meetings generally on the first (1st) and third (3rd) Wednesdays of each month. All regular meetings shall normally be scheduled to begin at 7:00 p.m. at City Hall and are open to the public.

3.02. Special Meetings.

In accordance with Section 3.07 (Meetings) of the City Charter, “special meetings may be scheduled and held as the council deems necessary to transact the business of the city.” Special meetings are open to the public.

3.03. Workshop Sessions.

Workshop sessions may be scheduled by the Mayor, a majority of Council Members or by the City Manager. They are normally conducted prior to regular or special meetings but may also be conducted at other times as well. Their purpose is to exchange information between council, staff, vendors or other groups. No official action is taken by council during these sessions, but workshops shall be posted and are open to the public. The City Council may suspend the application of this rule during a workshop session by majority vote of those members present and voting and take action on any item posted on the workshop agenda.

3.04. Executive Sessions.

The City Council may meet in executive session under the provisions of the Texas Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration nor shall any Council Member enter into a commitment with another respecting a vote to be taken subsequently in an open meeting of the City Council.

3.05. Public Hearings.

Public Hearings may be scheduled to present evidence on both sides of issue(s). Some Public Hearings are required by state law such as approving an annual budget and setting a tax rate. Others are conducted voluntarily to obtain a full range of citizen input on important matters, such as a proposed bond issue. Public Hearings may be scheduled as part of a Regular Meeting or on other occasions as necessary.

3.06. Town Hall Meetings.

Town Hall Meetings may be scheduled periodically for the purpose of open discussion with citizens of Manor on specific issues or general matters regarding the activities of the City. Action may not be taken by the City Council at a Town Hall Meeting. If any action is indicated, the matter will be scheduled as an agenda item at a regular meeting of the City Council. Any citizen may participate in a Town Hall Meeting, and there is no requirement to sign up to speak prior to the meeting. Town Hall Meetings will be posted according to the Texas Open Meetings Act.

3.07. Public Notice.

The agenda for all meetings and the notice listing items to be considered shall be posted by the City Secretary on the City's website and on the bulletin board at City Hall in accordance with the Texas Open Meetings Act [Chapter 551, Texas Government Code].

3.08. Quorum and Attendance.

In accordance with Section 3.06 (Quorum and Attendance) of the City Charter, "Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office." [See section 5.05 Excusal from Attendance].

3.09. City Manager Participation.

The City Manager shall attend all meetings of the City Council except when excused by the City Council. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions but shall not have a vote.

3.10. City Attorney Participation.

The City Attorney, or designated assistant City Attorney, shall attend the meetings of the City Council upon request by the City Manager to advise the City Council on all legal matters and represent the City in all litigation (except where outside counsel is engaged) and other legal matters.

3.11. City Secretary Participation.

The City Secretary shall attend each meeting of the City Council and shall keep, in a record provided for that purpose, accurate minutes of the City Council's proceedings.

3.12. City Department Directors Participation.

The City staff department heads shall attend the second regular meeting of each month to respond to inquiries made by the City Council on departmental monthly reports unless excused by the City Manager. The City Council may request the presence of specific department heads or staff members, through the City Manager, for other meetings or sessions.

3.13. Agenda.

- a. The Mayor, Council Members, City Manager, City Department Directors, City Attorney, and the City Secretary may place items on the agenda. Agenda items shall be submitted in written form to the City Secretary in accordance with subsection (b). The City Secretary will coordinate the placement of items on the agenda with the City Manager who will resolve any conflicts with Mayor and Council Members. Agenda items may be removed only by the Mayor and City Manager, except agenda items requested by City Council.
- b. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary in accordance with this section and in order to allow compliance with the Texas Open Meetings Act 72-hour notice provision. Agenda items and presentations are due on or before the Wednesday of the week preceding the next scheduled City Council meeting.
- c. The City Secretary shall submit a draft agenda to the City Manager on or before the Tuesday of the week preceding the next scheduled City Council meeting for review and revision.

- d. The agenda packets for all regular and special meetings will be delivered via email to the Mayor and Council Members on the Friday preceding the following Wednesday meeting.

3.14. Minutes.

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The Minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

3.15. Attendance by the Public.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas ~~Opening-Open~~ Meetings Act.

3.16. City Legislation and Actions of Significant Public Impact and Concern.

Any action or ordinance of the City of Manor that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than three hundred thousand dollars (\$300,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 10.

Section 4 - STANDARDS OF CONDUCT

4.01. Council Members.

- a. During City Council meetings, Council Members shall assist in preserving order and decorum and shall neither by conversation or other activity delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council.
- b. A Council Member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine his/her discussion to the question under debate and avoid discussion of personalities, the use of inappropriate language, making personal attacks, and verbally abusing colleagues or anyone else in attendance.

- c. Council Members may question City staff members during meetings when they are making presentations to the City Council. Council Members shall neither berate nor admonish City staff members. Questions to other City staff members who are not making presentations should first be directed to the City Manager who will then ask the appropriate City staff member to respond, or the City Manager may address the question.
- d. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer. If a Council Member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined.
- e. Council Members shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the City Council.
- f. When there is more than one speaker on the same subject, Council Members will delay their subsequent comments until after all speakers on the subject have been heard.

4.02. Council Relations with the Media.

All City press releases, media advisories, story suggestions, or similar items should go through the City Manager's office for distribution, with exception of factual police department bulletins which designated officers may send directly to the City Manager, with a copy to the City Secretary.

4.03. City Staff.

- a. Members of the City staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Council.
- b. Although the presiding officer has the authority to preserve decorum in meetings, the City Manager also is responsible for the orderly conduct and decorum of all City staff members under the City Manager's direction and control.
- c. The City Manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City staff members in City Council meetings.
- d. All staff members addressing the City Council, including the City Manager, other staff members, or members of the public shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.
- e. All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

4.04. Members of the Public

- a. Members of the Public are invited to attend all open meetings of the City Council and will be admitted to the Council Chambers or other room(s) in which the City Council is meeting, but not to exceed the fire safety capacity of the room(s).
- b. All persons shall remove hats and all individuals shall refrain from private conversations in the chambers while the City Council is in session.
- c. Members of the Public attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent, and slanderous remarks or who become boisterous while addressing the Council or while attending the Council meeting shall be removed from the room if the presiding officer requests the sergeant-at-arms to remove such offenders from the room.
- d. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Council Members are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- e. No placards, banners, or signs of any kind will be permitted in the Council Chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.
- f. Members of the Public attending Council meetings are not allowed to bring food or drink into the Council Chamber or into any other room in which the City Council is meeting.

4.05. Enforcement.

The sergeant-at-arms (Manor Police Officer) attending the City Council meetings, shall ensure that a safe environment exists for the City Council to conduct its meetings and shall furnish whatever assistance is needed to enforce the rules of the City Council.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement.

In meetings where the Council is seated at the dais, the Mayor shall be seated at the center of the dais; the City Manager shall be seated adjacent to the Mayor, Council Members are seated by Place No. 1-6 and City Secretary shall be seated on the table to the right of the dais.

5.02. Right of the Floor.

A Council Member desiring to speak must first be recognized by the presiding officer. No Council Member shall address the presiding officer or demand the floor while a vote is being taken.

5.03. 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 in the form attached hereto in Annex F disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

A City Council member prevented from voting by a conflict of interest, shall remove themselves from the dais.

5.04. Voting.

- a. In accordance with Section 3.08 (Voting) of the City Charter, “All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest, that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.” Any reference to an action of the City Council requiring a majority vote of the members present and voting shall be subject to the requirement set forth in Section 3.08 of the City Charter that not less than four affirmative votes shall be required to pass, approve, adopt, take action on, or consent to the action.
- b. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present and voting.

- c. A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is not an affirmative vote, the result is no action.

5.05. Excusal from Attendance.

Council Members are expected to attend meetings and remain in attendance during each meeting. Should a Council Member be unable to attend, the Mayor, City Council, City Manager, and the City Secretary should be notified prior to that meeting and the reason for missing the meeting should be provided. Council absence at special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned shall only be excused by a majority vote of council taken during roll call. A Council Member who fails to give prior notice of their absence at a meeting as required by this section shall be counted as absent without good and sufficient cause. In the event that a City Council member is absent from thirty percent (30%) of all special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned, the City Council may revoke its approval of prior excused absences and deem such absences to be without good and sufficient cause for the purposes of Sections 3.04 and 3.08 of the City Charter. A Council Member may not have excused absences revoked until they have been in office at least six months.

5.06. Excusal During Meetings.

A Council Member needing to be excused during an ongoing session should advise the presiding officer prior to departing the session.

5.07. Confidential Information

The City Council shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of any fiduciary capacity or relationship, that could adversely influence the property, government, or affairs of the city, nor directly or indirectly use his or her position to secure official information about any person or entity for the financial benefit or gain of such public servant or any third party. The City Council shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information serves a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group. Failure of a member to comply with this Section shall constitute misconduct in office.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

The Mayor, if present, shall preside as chair at all meetings of the City Council. In the absence of the Mayor, the Mayor ProTem shall preside. In the absence of both the Mayor and Mayor ProTem, the remaining Council Members shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session. The term “presiding officer” when used in these Rules of Council shall mean the chair.

6.02. Call to Order.

The sessions of the City Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor ProTem or, in the Mayor ProTem's absence, by the acting Mayor. In the absence of both the Mayor and Mayor ProTem, the City Manager will temporarily preside over the meeting until the Council selects an acting Mayor to preside over the meeting.

6.03. Preservation of Order.

The Chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules, and confine Council Members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings.

Regular and special meetings will generally adhere to the following agenda:

- Call to Order and Announce a Quorum is Present
- [Invocation](#)
- ~~and~~ Pledge of Allegiance
- Presentations/Proclamations/Recognitions/Events (as appropriate)
- Workshop Sessions (as appropriate)
- Public Comments (related to any matter not on the agenda, no action taken)
- Public Hearings (as appropriate)
- Reports (as appropriate)
- Consent Agenda (may be moved to Regular Agenda by the Mayor or a Council Member)
- Regular Agenda
- Executive Session (as appropriate)
- Reconvene in Open Session (as appropriate)
- Adjournment

[The policy and procedure for presentation of an invocation is found in Annex G and incorporated herein.](#)

7.02. Workshops, Executive Sessions and Town Hall Meetings

Workshops and executive sessions will normally be conducted in a less formal manner than regular sessions as follows:

- Call to Order
- Overview of matter(s) to be discussed
- Discussion of matter(s)
- Summation

- Adjournment

Town Hall meetings will generally be conducted in the following agenda:

- Call to Order
- Purpose for the meeting
- City Council or City staff presentation (if any)
- Open discussion (facilitated by the Councilmember calling the Meeting)
- Summation
- Adjournment

7.03. Public Hearings.

The City Manager shall schedule public hearings on the City Council's agenda to be held at least two weeks before the City Council must vote on the matter (unless the law requires otherwise, in which case, Public Hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Meeting, a vote may be taken on the matter at that same meeting. When a Public Hearing is conducted as a stand-alone meeting and not part of a Regular Meeting, the vote may be taken at a subsequent Regular or Special Meeting.

7.04. Addressing the City Council.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas ~~Opening~~-Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

a. Public Comments.

- (1) Prior to the meeting being called to order, the person wishing to speak shall complete a speaker card and present it to the City Secretary. The presiding officer shall call upon those who have submitted cards. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name and address for the record, and, if speaking for an organization or group, identify the group represented. *No formal action can be taken by the City Council during the public comments.*
- (2) For items on the agenda, the speaker will have three (3) minutes to complete his/her comments unless otherwise permitted by the presiding officer. The City Secretary shall maintain the time and advise the speaker when his/her time has expired. The speaker shall then complete his sentence and take his/her seat.
- (3) All remarks shall be addressed to entire City Council and not directed to individual Council Members or members of the city staff.
- (4) Questions or requests for information shall be directed to the presiding officer who shall then determine whether, and in what manner, a response will be provided.

- (5) During comments regarding agenda items, Council members may request the floor to respond to any citizen comment with information or to ask follow up questions as appropriate. Councilmembers may only direct comments and questions to the speaker and may not take the opportunity to discuss matters among themselves.

b. Written Correspondence and Telephone Calls.

- (1) Member of the Public may direct written comments to the individual Council Member by addressing their letter to City Hall at: Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653. The Mayor and each Council Member has an email address listed on the City's website at www.cityofmanor.gov.
- (2) Citizens should expect a timely acknowledgement of their letters and e-mail messages. Telephone calls should be returned in a timely manner, excluding Saturdays, Sundays and official state and national holidays.
- (3) If a matter cannot be resolved within a few days, an interim reply should be expected from City Hall explaining the delay and providing a date when a final reply should be expected.

c. Media Inquiries.

- (1) The recognized local media sources may direct questions to members of the City Council through the City Manager.
- (2) Other legitimate regional, state and national media sources are expected to coordinate questions to Council Members and staff through the City Manager.
- (3) All media questions will be initially directed to the City Manager, the Chief of Police, or the Public Information Officer (if one is designated).

d. Legal Settlements in Regards to Any Claims Against the City.

All offers for legal settlements for claims or litigation against the City must be submitted in writing.

Section 8 – RULES OF ORDER

8.01. General.

These rules, consistent with the City Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the City Council.

8.02. Authority of the Chair.

- a. Subject to appeal of the full City Council, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the City Council by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

- b. The Chair will perform the role of facilitator to assist the City Council in focusing agenda discussions and deliberations.
- c. Any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council present and voting shall require the Chair to act.

8.03. Obtaining the Floor.

Any Council Member wishing to speak must first obtain the floor by being recognized by the presiding officer. The presiding officer must recognize any Council Member who seeks the floor appropriately entitled to do so.

8.04. Council Deliberations and Order of Speakers.

- a. The presiding officer shall control the debate and the order of speakers.
- b. Speakers shall generally be called upon in the order of their request to speak.
- c. With the concurrence of the presiding officer, a Council Member holding the floor may address a question to another Council Member, the City Manager, or the City Attorney (if present). The Council Member or City Manager may respond while the floor is still held by the Council Member asking the question.
- d. With the concurrence of the presiding officer, a Council Member holding the floor may address questions to an individual making a presentation to the City Council, e.g., city staff member, consultants, and citizens making public comments.
- e. Comments and questions shall be conducted in rounds to ensure that Council Members have the opportunity to make their comments and then respond to the comments they have heard from their fellow Council Members.
- f. The presiding officer shall only terminate deliberations and debate after all Council Members have been provided a reasonable time and opportunity to participate and prepare them to render a reasonable and responsible vote on the question.
- g. During presentations by the staff or special guests on agenda items, Council Members may obtain the floor from the presiding officer to ask questions of the presenters regarding details of their presentations.
- h. Following a motion and second of an agenda item, Council Members may enter into additional discussions about the item as described below in subsection 8.08(d).

8.05. Length of Comments.

Council Members shall govern themselves as to the length of the comments, questions, or presentations. As a courtesy, the presiding officer will signal by hand to a Council Member who has been speaking for over five minutes. This procedure is not meant to limit debate or to cut comments short, but rather to assist Council Members in their efforts to communicate concisely.

8.06. Limit Deliberations to Item at Hand.

Council Members shall limit their comments and questions to the subject matter, time, or motion being currently being considered by the City Council.

8.07. Motions.

In accordance with Section 1.05.037 (Motions; deferring action) of the City Charter, “(a) A motion may be made by any member other than the presiding officer.” The presiding officer shall, prior to offering a motion, however, ensure that other Council Members have the opportunity to make the motion. Any member of the City Council, other than the person offering the motion, may second a motion. See Annex B (Chief Purposes of Motions), Annex C (Parliamentary Strategy), Annex D (Basic Information on Motions), and Annex E (Parliamentary Terms).

8.08. Procedures for Motions.

The following is the general procedure for making motions:

- a. Before a motion can be considered or debated, it must be seconded. If there is no second, the motion fails.
- b. A Council Member who wishes to make a motion should do so through a verbal request to the presiding officer.
- c. A Council Member who wishes to second a motion should do so through a verbal request to the presiding officer.
- d. Once a motion has been properly made and seconded, the presiding officer shall open the matter for additional discussion offering the first opportunity to the moving party and, thereafter, to any Council Member properly recognized by the presiding officer.

8.09. Amendments to Motions.

- a. When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to action on the main motion.
- b. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion.
- c. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.
- d. Action shall be taken on the amended amendment prior to any other action to further amend the main motion.

8.10. Motion to Continue.

A motion to continue will leave the motion in its present condition for consideration on a date and time certain.

8.11. Motion to Remove.

A motion to remove will take the matter off the agenda and will not be considered by the Council for an indefinite period of time.

8.12. Motion to Table.

A motion to table will delay consideration of the item being discussed by the City Council.

8.13. Motion to Refer.

A motion to refer forwards the item under consideration to the named group, committee, or board for further study.

8.14. Withdrawal of Motion.

A withdrawal of motion indicates a motion may be withdrawn or modified by the Council Member who originally made the motion at any time prior to its passage. If the motion is modified, the Council Member who seconded the motion may withdraw his/her second. If a motion that has received a second is withdrawn by one of the Council Members making the motion, the motion must be seconded by another Council Member to proceed, or it will die for lack of a second.

8.15. Motion for Reconsideration.

- a. A motion to reconsider any action of the City Council may be made, seconded, and voted on not later than the next succeeding regular meeting of the City Council. If reconsideration of the Council action has not been posted on the Council agenda for the meeting at which the motion to reconsider is made, however, actual reconsideration of the item must be delayed until the next regular meeting after the posting requirements of the Texas Open Meetings Act are met.
- b. A motion to reconsider an action of the City Council may only be made by a member who voted with the prevailing side. Any member can second it. No question shall be twice reconsidered except by unanimous vote of the City Council. Actions relating to any contract may be reconsidered at any time before the final execution thereof.

Section 9 – CITY COUNCIL COMMITTEES**9.01. Committees Established.**

- a) The City Council can establish standing committees or ad hoc committees when necessary. All committees will be advisory committees. Standing Committees will be established by ordinance.

- b) Each advisory committee shall review matters in its area of responsibility that are referred to it by the City Council, the City Manager, or an individual City Council Member. An advisory committee may recommend action to the City Council, but committee recommendation is not necessary for a matter to be placed on the City Council agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the City Council.
- c) City Council shall determine the number of members, not to exceed two (2) council members per committee and appoint a chair to the advisory committee.

9.02. Ad Hoc Committees.

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a regular session of Council prior to the committee convening to conduct business.

9.03. Committee Meetings.

- a. Advisory Committees shall meet as necessary.
- b. The committee chair shall develop committee meeting agendas through coordination with fellow committee members and appropriate supporting staff members.
- c. Citizens wishing to submit Public Comments during open meetings will need to complete the Public Comments Form provided by the City and email the form to publiccomments@cityofmanor.org at least two (2) hours prior to the committee meeting indicated within this procedure.
- d. Public Comments will be read by the Chair of the Committee for the record. No action will be taken by the committee during public comments.

9.04. Agenda and Information.

- a. Before each committee meeting, the Chair and City Secretary shall provide an agenda and supporting information for the meeting to committee members. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor.
- b. Summary minutes will be kept by the City Secretary, unless otherwise indicated within this procedure.

Section 10 – RULES SUSPENSION, AMENDMENT, AND ANNUAL REVIEW

10.01. Suspension of Rules.

Any provision of these rules not governed by the City Charter, City ordinances, or state law may be temporarily suspended by a majority vote of the members of the City Council present and voting. The vote on any such suspension shall be taken by Motion and entered upon the record. The vote on any such suspension shall be taken by Motion and entered upon the record. Provisions that may not be suspended include, but are not limited to:

- a. Rule 3.04, Executive Sessions;
- b. Rule 3.07, Public Notice;
- c. Rule 3.08, Quorum and Attendance;
- d. Rule 3.14, Minutes (the provisions requiring that minutes be kept and the content of minutes)
- e. Rule 3.15, Attendance by the Public;
- f. Rule 3.16, City Legislation and Actions of Significant Public Impact and Concern, if pertaining to zoning and annexation orders required to be read twice in accordance with Section 4.06 of the City Charter;
- g. Rule 5.03, Conflicts of Interest;
- h. Rule 5.04, Voting; and
- i. Rule 6.01, Chair.

10.02. Amendment of Rules.

These rules may be amended, or new rules adopted, by a majority vote of the members of the City Council present and voting.

10.03. Annual Review of Rules.

Following the municipal general elections each year, City Council may review these rules of procedure, make changes as appropriate, and adopt their own rules of procedure in accordance with the City Charter. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the City Council's right and ability to amend the rules in accordance with the City Charter and Rule 10.02.

Section 11 – ADMINISTRATIVE SUPPORT TO COUNCIL MEMBERS

11.01. Mail and E-mail.

- a. All general mail directed to the Mayor and Council Members at City Hall will be date stamped and distributed as appropriate at City Council Meetings.
- b. All mail providing information on city issues and agenda items will be copied to the Mayor and Council Members.
- c. E-mails are provided to Mayor and Council Members for city business, e-mails requiring a response from the Mayor or Council Member(s) should copy the City Manager.

11.02. Clerical Support.

The City Manager will coordinate appropriate clerical support requested by the Mayor and Council Members.

11.03. Master Calendar.

A master calendar of City Council events, functions, and sessions will be maintained by the City Secretary's office and provided to the Mayor and Council Members as appropriate. Events, functions, and activities to be attended by the Mayor or individual Council Members will be included on the master calendar only at the request of the Mayor or individual Council Member(s).

11.04. Requests for Research or Information.

The Mayor and individual Council Members may request information or research from the city staff on a given topic through the City Manager who will make all members of City Council aware of the special request, as it may be of interest to them as well. Accordingly, the City Manager will provide the results of the request to all members of City Council. In the event the City Manager believes he cannot respond in a timely manner, he and the members of City Council will coordinate a reasonable and responsible timeframe in which to expect the results without unduly interfering with other activities of higher priority.

11.05. Notification of Significant Activities or Events.

The Mayor and Council Members shall expect the City Manager to notify them, and provide periodic updates, regarding significant activities or events in the City related to natural or man-made disasters, major criminal activity, major accidents involving city property, serious injury or death involving a city staff/employee within an hour (if feasible).

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various sessions of the Manor City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of another member. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone/table to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
<ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. 	<ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.

ANNEX D

Basic Information on Motions

Basic Information On Motions

RANKING MOTIONS

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below are not in order.

PRINCIPAL CHARACTERISTICS

	Second Required	Can Be Debated	Can Be Amended	Vote Required	Can Be Reconsidered	Can Interrupt
PRIVILEGED MOTIONS						
13. Fix Time to Which to Adjourn.....	yes	no	yes	maj	yes	no
12. Adjourn.....	yes	no	no	maj	no	no
11. Recess.....	yes	no	yes	maj	no	no
10. Raise a Question of Privilege.....	no	no	no	X*	no	yes
9. Call for the Orders of the Day.....	no	no	no	X*	no	yes
SUBSIDIARY MOTIONS						
8. Lay on the Table.....	yes	no	no	maj	no	no
7. Previous Question (to close debate).....	yes	no	no	2/3	yes*	no
6. Limit or Extend Limits of Debate.....	yes	no	yes	2/3	yes*	no
5. Postpone to a Certain Time.....	yes	yes	yes	maj	yes	no
4. Commit (or Refer).....	yes	yes	yes	maj	yes*	no
3. Amend.....	yes	=	yes*	maj	yes	no
2. Postpone Indefinitely.....	yes	yes	no	maj	+	no
1. MAIN MOTION	yes	yes	yes	maj*	yes	no

NON-RANKING MOTIONS

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

INCIDENTAL MOTIONS

Appeal.....	yes	*	no	maj	yes	yes
Close Nominations or the Polls.....	yes	no	yes	2/3	no	no
Consider by Paragraph or Seriatim.....	yes	no	yes	maj	no	no
Division of the Assembly.....	no	no	no	no	no	yes
Division of a Question.....	yes	no	yes	maj	no	no
Objection to Consideration of a Question.....	no	no	no	2/3	#	yes*
Parliamentary Inquiry.....	no	no	no	Chair	no	yes
Point of Order.....	no	no	no	Chair	no	yes
Reopen Nominations or the Polls.....	yes	no	yes	maj	#	no
Suspend the Rules*.....	yes	no	no	2/3*	no	no
Withdraw a Motion.....	no*	no	no	maj*	#	yes*

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Reconsider.....	yes	=	no	maj	no	no
Rescind.....	yes	yes	yes	*	#	no
Take from the Table.....	yes	no	no	maj	no	no

Key to Markings

* - See *Robert's Rules of Order Newly Revised* for special rules.

- Only a negative vote may be reconsidered.

X - Usually no vote taken. Chair responds.

= - Debatable when applied to a debatable motion. See *Robert's Rules of Order Newly Revised*.

+- Only an affirmative vote may be reconsidered.

Source: *Robert's Rules of Order Newly Revised*.

ANNEX E

Parliamentary Terms

PARLIAMENTARY TERMS

AGENDA: an outlined plan of an entire business session; an order of business.

ACCEPT: adopt, approve, agree to.

ADOPT: approve, agree to, accept.

AMEND: modify or change the wording of a motion before action is taken upon the motion itself.

ANNOUNCING THE VOTE: declaration by the chair of the result of the vote.

ASSEMBLY: a body of people assembled for the transaction of business.

ARE YOU READY FOR THE QUESTION: debate (discussion) is in order.

BYLAWS: basic rules of a society which relate to itself as an organization.

CARRIED: adopted, approved.

CHAIR: the presiding officer; the place or station of the presiding officer.

DIVISION OF THE ASSEMBLY: a motion requiring that a vote taken by voice or by show of hands be retaken by rising.

EX OFFICIO: "from the office" or by virtue of the office or chairmanship. Bylaws frequently provide that the president shall be an ex-officio member of all committees except the nominating committee.

FLOOR, OBTAIN THE: securing recognition by the chair as having the right to speak in a meeting.

GENERAL CONSENT: unanimous consent; informal agreement of the assembly. The chair asks if there is any objection to a certain procedure; *silence gives consent*.

GERMANE: closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.

IMMEDIATELY PENDING QUESTION: the latest question (motion) stated by the chair when more than one question is pending.

INCIDENTAL MOTIONS: motions which deal with questions of procedure arising out of other motions or items of business.

MAIN MOTION: A motion that introduces business to an assembly.

MAJORITY VOTE: over half of the votes *cast*.

MEETING: a single gathering of persons or members of an organization, usually for the purpose of transacting business. See *Session*.

MINUTES: the record of the proceedings of an assembly. Sometimes referred to as the *journal*.

MOTION: a formal proposal that certain action be taken, or that a certain statement express the sense, opinion, desire, or will of the assembly.

PARLIAMENTARY LAW: a consistent system of rules which govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first compiled for use in this country by Thomas Jefferson, whose manual has been the foundation for rules used in the United States House of Representatives and Senate.

PENDING: before the assembly. A motion is "pending" after it has been stated by the chair and until it is disposed of temporarily or permanently.

PLURALITY VOTE: the largest number of votes received by a candidate or proposition when three or more choices are possible. A plurality vote never decides a question or election except by specific rule of the organization.

PRECEDENCE, TAKES: outranks; used in reference to the order in which motions can be introduced and must be considered by the assembly.

PREVIOUS NOTICE: announcement that a specific motion will be introduced at the next meeting; substance of the proposal should be described at least briefly; unless specified otherwise in the bylaws, must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

PRIVILEGED MOTIONS: a class of motions which, although they are not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else. All motions of this class are *not debatable*.

PRO TEM: for the time being; most frequently applies to the office of secretary.

PUTTING THE QUESTION: putting the motion to a vote.

QUESTION: the business before the assembly; the motion as stated by the chair. (See "motion.")

QUORUM: the number of members who must be present in order that business can be transacted legally. The quorum is a majority of all members unless bylaws or rules of procedure state otherwise.

RECESS: an intermission taken by the assembly.

RESOLUTION: a main motion usually of such importance and length as to be written; may or may not have a preamble setting forth the reasons for the resolution.

REVISION OF THE BYLAWS: a complete set of bylaws submitted as a substitute for existing bylaws.

RONR: acronym for *Robert's Rules of Order Newly Revised*.

SECONDARY MOTIONS: motions which can be made while a main motion is pending and which relate to business already before the assembly, to questions of order or procedure, or to matters of comfort or privilege. There are three classes of secondary motions: subsidiary, privileged, and incidental.

SECONDDING MOTIONS: agreeing that a motion should come before a meeting.

SESSION: a meeting or a series of meetings with a single order of business, agenda, or program.

STANDING RULES: regulations for the guidance of an organization's meetings

STATING THE QUESTION: formally placing a motion before the assembly and indicating (where appropriate) that it is open to debate. Wording of a motion in the minutes should be exactly the same as when *stated* by the chair.

SUBSIDIARY MOTIONS: Motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions).

TWO-THIRDS VOTE: two out of three of the votes *cast*. For two-thirds approval, the affirmative vote is at least twice as large as the negative.

UNFINISHED BUSINESS: questions that have come over from the previous meeting because that meeting adjourned without completing its order of business.

VOTE: a formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

YIELD: give way to. A pending question yields to one of higher rank.

ANNEX F

Conflict of Interest

AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

I, _____, as a member of the City of Manor City Council, make this Affidavit and hereby on oath, state the following:

"I, and/or a person or persons related to me, have a substantial interest in a business entity or real property that may receive a special economic effect by a vote or decision of the City of Manor City Council and the economic effect on my business entity or real property is distinguishable from its effect on the general public. What constitutes a "substantial interest," "business entity," "real property" and a "special economic effect" are terms defined in Chapter 171 of the Texas Local Government Code.

"I affirm that the business entity or real property referred to above is: _____

The nature of my substantial interest in this business entity or real property is: (Check all which are applicable.)

- ___ An ownership interest of 10% or more of the voting stock or shares of the business entity; or
- ___ An ownership interest either 10% or more or \$15,000 or more of the fair market value of the business entity; or
- ___ Funds received from the business entity exceed 10% of _____ (my, his, her) gross income for the previous year; or
- ___ Real property is involved and _____ (I, he, she) has/have an equitable or legal ownership with a fair market value of at least \$2,500 or more;
- ___ A relative of mine related in the first degree by consanguinity (blood) or affinity (marriage), as determined under Chapter 573, Texas Government Code, is considered to have a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.
- ___ Other: _____

"Upon the filing of this Affidavit with the City Secretary, I affirm that I will abstain from any discussion, vote, or decision involving this business entity or real property and from any further participation in this matter whatsoever."

SIGNED this the ____ day of _____, 20 ____.

Signature of public official

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by

_____, on this the ____ day of _____, 20 ___, which witness my hand and official seal.

Notary Public
State of Texas

ANNEX G

INVOCATION PRESENTATIONS POLICY AND PROCEDURE

Effective January ____, 2023, the City of Manor City Council approved Ordinance No. ____ amending the City Council Rules of Procedure to add “Invocation” into the Order of Business applicable to Regular and Special Meetings. The City Council also considered and approved this policy and procedure to guide the presentation of Invocations.

This policy is intended to guide presenters in preparing and delivering remarks and to help preserve the dignity of the proceeding as the City Council considers matters in service to Manor residents and businesses. This policy serves to acknowledge and express the respect of the City of Manor for the diversity of religious denominations and faiths represented and practiced in Manor and to invite Council members to reflect upon shared ideals and common ends before embarking on the business of governing. No faith or religious denomination is intended to be favored or preferred.

1. Invocation Opportunity. An opportunity for an invocation will be provided at the beginning of City Council Regular and Special meetings.

2. Definitions.

- a. A regular meeting of the city council is a meeting generally conducted on the first and third Wednesdays of the month.
- b. A special meeting of the city council is a meeting scheduled and held as the council deems necessary to transact the business of the city.

3. Guidelines.

- a. Request to Provide Invocation. Religious leaders may make a written request to the City Secretary for an opportunity to give an invocation at a City Council Regular or Special meeting. Religious leaders making such a request will be scheduled on a “first-come first-served basis”.
- b. Scheduling and Council Rotation. If a religious leader should cancel or if no request has been submitted to the City Secretary by 5:00pm of the Monday of the week preceding the City Council meeting, a Council Member may be scheduled to provide the invocation. The City Secretary will schedule Council Members to provide the invocation based on a rotation list so that each council Member has an opportunity to provide the invocation. A Council Member may decline to give an invocation.

- c. No Proselytizing or Disparaging. The invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.
- d. Voluntary Participation. No one will be required to participate in any invocation. Persons will not be treated differently based on whether they participate in the invocation.
- e. No Compensation. A person who delivers an invocation is not eligible for and shall not receive compensation.
- f. Time Limitation. An invocation should be limited to no more than 3 minutes.
- g. This policy is not intended and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination.

ADOPTED this _____ day of January 2023.

CITY OF MANOR, TEXAS

Dr. Christopher Harvey
Mayor

Attest:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 18, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on the Second Amendment to the Earnest Money Contract for the purchase of property located on Ring Road.

BACKGROUND/SUMMARY:

The City and Greenview Development entered into an earnest money contract and a first amendment for the purchase of property located on Ring Road which contemplated a closing date of January 13, 2023. When the title commitment was reviewed removal of items in the title commitment were requested. City staff has been working through these items with Seller, the attached second amendment is presented extending the closing date to January 31, 2023 for City Council consideration.

LEGAL REVIEW: Yes

FISCAL IMPACT:

PRESENTATION:

ATTACHMENTS: Yes

- Second Amendment to Earnest Money Contract

STAFF RECOMMENDATION:

Staff recommends approval of the Second Amendment to the Earnest Money Contract for the purchase of property located on Ring Road and authorizes the City Manager to execute the Second Amendment.

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

SECOND AMENDMENT TO EARNEST MONEY CONTRACT

THIS SECOND AMENDMENT TO EARNEST MONEY CONTRACT (the, “Second Amendment”), is entered into and effective this ____ day of _____, 2023 (the, “Effective Date”), by and among Greenview Development Greenbury, L.P., a Texas limited partnership, and Greenview Development 973, L.P., A Texas limited partnership (Greenview Development Greenbury, L.P. and Greenview Development 973, L.P. collectively referred to as, the, “Seller”), and the City of Manor, Texas, a political subdivision of the State of Texas (the, “Buyer”), upon the terms and conditions set forth herein.

RECITALS

Whereas, the Seller and the Buyer previously entered into that certain Earnest Money Contract with the effective date of the 27th day of April, 2022 and the First Amendment to Earnest Money Contract dated December 21, 2022 (collectively the, “Earnest Money Contract”); and

Whereas, the Seller and Buyer wish to amend the Earnest Money Contract as set forth in this Second Amendment.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency thereof is hereby acknowledged, the Buyer and Seller agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are incorporated herein and made part of this Second Amendment.
2. **Capitalized Terms.** All capitalized terms in this Second Amendment shall have the same meanings as in the Earnest Money Contract unless otherwise expressly provided herein.
3. **Closing Date.** The first paragraph of Section 8 is deleted in its entirety and replaced as follows:

“8. CLOSING. The closing of the sale (“Closing”) shall occur on or before the 31st day of January 2023 (the “Closing Date”). If either party fails to close this sale by the Closing Date, the non-defaulting party shall be entitled to exercise the remedies contained in Section 13.”
4. **Ratification of Agreement/Conflict.** All terms and conditions of the Earnest Money Contract are hereby ratified and affirmed, as modified by this Second Amendment. To the extent there is any inconsistency between the Earnest Money Contract and this Second Amendment, the provisions of this Second Amendment shall control.
5. **Governing Law.** This Second Amendment shall be construed and enforced in accordance with the laws of the State of Texas.
6. **Anti-Boycott Verification.** To the extent this Second Amendment constitutes a contract for goods or services within the meaning of Section 2271.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2271 of the Texas Government Code, and subject to applicable Federal law, Seller represents that neither Seller nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Seller (i) boycotts Israel or (ii) will boycott Israel through the term of this Second Amendment. The terms “boycotts

Israel” and “boycott Israel” as used in this paragraph have the meanings assigned to the term “boycott Israel” in Section 808.001 of the Texas Government Code, as amended.

7. Iran, Sudan and Foreign Terrorist Organizations. To the extent this Second Amendment constitute a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, Seller represents that Seller nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Contractor is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.
8. Anti-Boycott Verification – Energy Companies. The Seller hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of this Second Amendment. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, and to the extent such Section is not inconsistent with a governmental entity’s constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds. As used in the foregoing verification, “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by the preceding statement in (A).
9. Anti-Discrimination Verification – Firearm Entities and Firearm Trade Associations. The Seller hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of this Second Amendment. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” means: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; but does not include (a) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; or (b) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.
10. Entire Agreement. The Parties hereto agree and understand that no oral agreements, or understandings, shall be binding, unless reduced to a writing which is signed by said Parties.

The Parties hereto agree and understand that this Second Amendment shall be binding on them, their personal representatives, heirs, successors and assigns.

11. Counterparts. This Second Amendment may be executed in multiple counterparts, each of which will be deemed an original, and all of which will constitute one and the same agreement.

[Signature pages follow]

EXECUTED in multiple originals, and in full force and effect as of the Effective Date stated above.

BUYER:

CITY OF MANOR, TEXAS

BY: _____
Scott Moore, City Manager


ATTTEST:

BY: _____
Lluvia T. Almaraz, City Secretary

SELLER:


GREENVIEW DEVELOPMENT GREENBURY, L.P.
a Texas limited partnership

BY: GREENVIEW DEVELOPMENT CORP.
a Texas corporation, the general partner

BY: 
Barth Timmermann, President

GREENVIEW DEVELOPMENT 973, L.P.
a Texas limited partnership

BY: GREENVIEW DEVELOPMENT CORP.
a Texas corporation, the general partner

BY: 
Barth Timmermann, President