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, September 02, 2026 at 7:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

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

To address the City Council, please complete the white or yellow card and present it to the designated area prior to the meeting.

PRESENTATIONS

A. Recognitions

PROCLAMATIONS

A. Declaring Friday, September 11, 2026, as *"Day of Service and Remembrance (9/11 Day)"*

B. Declaring September 15 – October 15, 2026, as *"Hispanic Heritage Month"*

REGULAR AGENDA

1. **Consideration, discussion, and possible action on a Sign Variance for Lot 2, Presidential Glen Commercial Subdivision, located at 13620 E US Hwy 290, from Manor Code of Ordinances, Section 15.04.018(1)(E) to permit a 40' freestanding high-profile sign, and Manor Code of Ordinances, Section 15.04.018(1)(L) to permit a 164.11 square foot sign face area.**
   Submitted by: Michael Burrell, Development Services Director

2. **Consideration, discussion, and possible action regarding a Resolution setting a public hearing date on the land use assumptions and capital improvement projects of the Community Impact Fee.**
   Submitted by: Michael Burrell, Development Services Director

EXECUTIVE SESSION

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

-Section 551.074 Personnel matters to discuss City Manager Contract;

- Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel;

- Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the following litigation cases:

D-1-GN-25-000719, Robert Edward Battaile vs. Texas Elections Division Hon. Jane Nelson Texas Secretary of State (Robert Edward Battaile, Bobby Reese, and Austin Bocce League v. City of Manor, Et Al.), in the 459th District Court of Travis County, Texas;

D-1-GN-26-004044, Amigos Vending LLC vs. City of Manor, Texas, In the 419th Judicial District of Travis County, Texas;

- Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the use of certificates of obligation for City infrastructure and facilities;

- Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Downs; and

- Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and deliberation of economic development negotiations

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.

3. Consideration, discussion, and possible action on an amendment to the Manor Down development agreement.
Submitted by: Michael Burrell, Development Services Director

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, August 27, 2026, by 5:00 PM and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

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

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov

PROCLAMATION

Whereas, on September 11, 2001, our nation suffered devastating terrorist attacks that claimed nearly 3,000 innocent lives; and

Whereas, we honor the heroics and sacrifice of the first responders, service members, and citizens who answered the call with selfless courage; and

Whereas, in response to tragedy, Americans showed incredible unity and strength through compassion, service, and neighbor helping neighbor; and

Whereas, September 11 is observed nationwide as a day to honor the fallen and transform a moment of sorrow into meaningful community service.

Now, Therefore, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, along with the City Council, do hereby proclaim Friday, September 11, 2026, as:

"Day of Service and Remembrance (9/11 Day)"

in the City of Manor and urge all residents to honor this day through reflection, gratitude, and acts of community service.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 2nd day of September 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

PROCLAMATION

Whereas, National Hispanic Heritage Month is celebrated annually from September 15 to October 15 to honor the history, culture, and achievements of Hispanic and Latino Americans; and

Whereas, Hispanic Americans have played a vital role in shaping the growth, economic strength, and cultural richness of the State of Texas and the City of Manor; and

Whereas, the leadership, entrepreneurship, and service of our Hispanic residents, business owners, educators, and public servants continue to enrich our community; and

Whereas, the City of Manor takes pride in its vibrant diversity and recognizes that honoring the distinct traditions of our residents makes our city stronger and more united.

Now Therefore, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas along with the City Council, do hereby proclaim do hereby proclaim September 15 – October 15, 2026, as:

"Hispanic Heritage Month"

in the City of Manor, and urge all residents to celebrate the culture, history, and contributions of Hispanic Americans.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 2nd day of September 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: September 2, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Sign Variance for Lot 2, Presidential Glen Commercial Subdivision, located at 13620 E US Hwy 290, from Manor Code of Ordinances, Section 15.04.018(1)(E) to permit a 40' freestanding high-profile sign, and Manor Code of Ordinances, Section 15.04.018(1)(L) to permit a 164.11 square foot sign face area.

BACKGROUND/SUMMARY:

The new McDonald's, located in front of Presidential Glen on US 290, has an existing pylon sign that is 30' in height and with a sign face area of 33.13 square feet. Per code, the maximum height of a pylon sign is 30' and with a 48 square foot sign face. The sign face area is determined by the lesser of the entire area within the single, smallest rectangle enclosing the extreme limits of writing representation, emblem or any figure or similar character, together with any material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, or the smallest area of not more than three contiguous rectangles enclosing different sections of the extreme limits of writing representation, emblem or any figure or similar character, together with any material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed.

Due to size ratios, the McDonald's logo, as presented in the submitted permit documents, comes in four sizes. Using the "Boxed Sq Ft" measurement, which is consistent with the city's code, the largest allowable sign was what was installed – 33.13 boxed sq ft. with an "Actual Sq Ft" of 16.34 sq ft.

In considering this sign variance, the City Council's decision should:

- Not conflict with the spirit of code, which is one of safety, provision of adequate light, open space and air, conservation of land and building values and to encourage the most appropriate use of land;
- The variance should not provide the applicant with a special privilege not enjoyed by others similarly situated or potentially situated;
- The variance is necessary because enforcement of the requirement prevents any reasonable opportunity to provide adequate signs on the site, considering the unique features of a site including its dimensions, landscaping, or topography;
- Granting the variance will not have a substantially adverse effect on neighboring properties; or
- Granting the variance will not substantially conflict with the purposes of this article.

The McDonald's logo is unique in that it contains substantial void space, the area inside the M, amounting to half the measured sign face area – 33.13 sf box vs 16.34 actual. Due to the unique characteristics of the sign, staff

would recommend a sign face area of 79.42 sf boxed and 39.17 actual. This would provide the applicant a larger sign using the city's sign face area measurement standards, but the actual sign face square footage would be less than code allows – 39.17 sf vs 48 sf. This will provide the applicant with additional signage area without conferring a special privilege; it will not conflict with the intent of the code; it will provide the applicant with a reasonable opportunity for on-site signage; and it will not adversely affect neighboring properties.

The applicant has requested the largest size sign at 164.11 boxed sq ft or 80.94 actual sq ft. Staff finds that this size sign exceeds what is reasonable to provide adequate on-site signage and would conflict with the spirit of the code by providing an "actual" sign face square footage that is nearly 2x what the code allows – 80.94 sf vs 48 sf.

Staff does not find that a ten-foot-taller pylon sign (40') meets the recommended approval criteria and therefore staff recommends the maximum height of the sign remain at 30'. The requested basis for the taller sign is site landscaping and other signage. These site conditions exist across the city and, therefore, are not unique to the property. A higher pylon sign would also confer a special privilege to the applicant, and conflict with the spirit of the code.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: September 2, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding a Resolution setting a public hearing date on the land use assumptions and capital improvement projects of the Community Impact Fee.

BACKGROUND/SUMMARY:

The Community Impact Fee Advisory Committee has been meeting biweekly since June to consider updated water and sewer impact fees and new roadway impact fees. The City Council authorized the formation of this Advisory Committee by Resolution 2026-04 in January 2026. The Committee was formed and they held their first meeting on June 29th, with subsequent meetings on July 13, July 27, August 10, and August 24.

At their August 10 and August 24 meetings, the Committee approved for recommendation water and sewer, Land Use Assumptions, as well as Capital Improvement Plans for water and sewer. The Committee discussed the roadway Land Use Assumptions and Capital Improvement Plans at those meetings, and it is anticipated that those will be approved at their September 8, 2026, meeting.

Consistent with state law (LGC Ch. 395), the City Council must hold public hearings on the Land Use Assumptions and Capital Improvement Plans. This Resolution before the City Council sets the required public hearing date for January 7, 2027.

The public hearing on the Land Use Assumptions and Capital Improvement Plans is set for December due to the required time for publication of the Land Use Assumptions, Capital Improvement Plans, and independent audit. The audit must be made publicly available 60 days before the publication of the public hearing on the Land Use Assumptions and Capital Improvement Plans, and those must be published 30 days before the hearing is held. This results in a 90-day period from when the audit is posted and the hearings are held. Staff intends to post the Land Use Assumptions and Capital Improvement Plans with the independent audit, so all material will be available 90 days before the public hearing.

ATTACHMENTS: Yes

- Draft Resolution

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve Resolution No. 2026-19 setting a Public Hearing date to consider land use assumptions and capital improvements plans relating to water, wastewater, and roadway impact fees.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANOR, TEXAS SETTING A PUBLIC HEARING DATE TO CONSIDER LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENTS PLANS RELATING TO WATER, WASTEWATER, AND ROADWAY IMPACT FEES; PROVIDING FOR NOTICE; PROVIDING OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas (the "City") imposes water and wastewater impact fees and is conducting a periodic review and update of the applicable land use assumptions and capital improvements plans pursuant to Chapter 395 of the Texas Local Government Code;

WHEREAS, the City Council has appointed a Capital Improvements Advisory Committee (the "Committee") in accordance with Chapter 395 of the Texas Local Government Code to advise and assist the City regarding land use assumptions, capital improvements plans, and impact fees;

WHEREAS, the Committee has approved proposed land use assumptions and is reviewing and updating the water and wastewater capital improvements plans for recommendation to the City Council;

WHEREAS, the Committee is also reviewing proposed land use assumptions and a roadway capital improvements plan in connection with the possible adoption of a roadway impact fee;

WHEREAS, Sections 395.042 and 395.053 of the Texas Local Government Code require the City Council, as applicable, to establish a public hearing date to consider proposed or updated land use assumptions and capital improvements plans; and

WHEREAS, the City Council desires to set a public hearing date for consideration of the foregoing land use assumptions and capital improvements plans in accordance with Chapter 395 of the Texas Local Government Code;

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

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

Section 2. A public hearing is hereby set for January 6, 2027 at 7:00 p.m., at the City of Manor Council Chambers, 105 E. Eggleston Street, Manor, Texas 78653, to receive public comment and evidence and to consider:

(a) updated land use assumptions and capital improvements plans for water and wastewater facilities, under which the City's water and wastewater impact fees may be amended; and

(b) land use assumptions and a capital improvements plan for roadway facilities, under which a roadway impact fee may be imposed.

DRAFT

Section 3. The City Secretary is authorized and directed to cause notice of the public hearing to be sent and published in accordance with Sections 395.044 and 395.055 of the Texas Local Government Code, as applicable, including notice by certified mail to persons entitled to such notice. The applicable land use assumptions and capital improvements plans shall be made available to the public for the period required by Sections 395.043 and 395.054 of the Texas Local Government Code before publication of the hearing notice.

Section 4. 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, this Resolution shall be and remain in full force and effect, and to this end the provisions of this Resolution are declared severable.

Section 5. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the ___ day of _____ 2026, at which a quorum was present, and for which due notice was given pursuant to Texas Government Code, Chapter 551.

CITY OF MANOR, TEXAS

_____

Dr. Christopher Harvey, Mayor

ATTEST:

_____

Lluvia T. Almaraz, City Secretary

DRAFT

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: September 2, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an amendment to the Manor Down development agreement.

BACKGROUND/SUMMARY:

This amendment grants the city 10 wastewater LUE's from its current service capacity and allows the city to paint a mural on a building directly adjacent to and in view of the land conveyed by Manor Downs to us.

ATTACHMENTS: No

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve an amendment to the Manor Down development agreement.