CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 21, 2022

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Ryan Phipps, Chief of Police
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Veronica Rivera, Assistant City Attorney
Frank T. Phelan, P.E., City Engineer

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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 7:04 p.m. on Wednesday, December 21, 2022, 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

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his thoughts regarding the Bocce Ball Courts, the Comprehensive Plan and the Scenic Texas Award.

Mayor Harvey expressed his gratitude and thanked the community, organizations, and businesses for what they do and for making the City of Manor a great city.

No one else appeared at this time.

PUBLIC HEARINGS

1. **Conduct a public hearing on an ordinance for the Final Planned Use Development for the New Haven Subdivision, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersections of Gregg Ln and N. FM 973, Manor, TX.** *Applicant: Drenner Group*: *Owner: Ashton Grey Development*

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

   Mayor Harvey opened the public hearing.

   Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and spoke in regard to adding lights in the park and adding additional parking. He also suggested for additional amenities to be added to the park.

   Charley Dorsaneo, Drenner Group, 2705 Bee Caves Rd., Suite 100, Austin, TX 78746 discussed the attached proposed updates to the Planned Use Development for the New Haven Subdivision.

   Director of Development Services Dunlop discussed the comments from a nearby neighbor regarding the roadway alignment and arrangements regarding the property owner's 8 acres of land.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir, to close the Public Hearing.

There was no further discussion.

Motion to close carried 5-0

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CONSENT AGENDA

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

- **December 7, 2022, City Council Workshop; and**
- **December 7, 2022, City Council Regular Meeting**

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

- **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**

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 5-0

REGULAR AGENDA

4. Consideration, discussion, and possible action on a Statement of Work No. 24 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the preparation and submittal of an amendment to the current minor discharge permit for the Cottonwood Creek Wastewater Treatment Plant (WWTP).

The city staff recommended that the City Council approve the Statement of Work No. 24 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the preparation and submittal of an amendment to the current minor discharge permit for the Cottonwood Creek Wastewater Treatment Plant (WWTP).

City Engineer Phelan discussed the proposed Statement of Work to the Master Services Agreement for the preparation and submittal of an amendment to the current minor discharge permit for the Cottonwood Creek Wastewater Treatment Plant.

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MOTION: Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve the Statement of Work No. 24 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the preparation and submittal of an amendment to the current minor discharge permit for the Cottonwood Creek Wastewater Treatment Plant.

Discussion was held regarding the clarification on the expansion of the plant phases.

Discussion was held regarding the future funding for additional plant expansions.

Discussion was held regarding the completion of all plant phases.

Discussion was held regarding the cooperation with other neighborhood cities.

There was no further discussion.

Motion to approve carried 5-0

5. Consideration, discussion, and possible action on a change order to the construction contract for the FM 973 Water Main project.

The city staff recommended that the City Council approve Change Order No. 3 to the construction contract for the FM 973 12" Water Main project with M&C Fonseca Construction Company, Inc. in the amount of $31,220.00.

City Engineer Phelan discussed the proposed change order to the construction contract for the FM 973 Water Main project.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve a change order to the construction contract for the FM 973 Water Main project with M&C Fonseca Construction Company, Inc. in the amount of $31,220.00.

Discussion was held regarding the installation of a new waterline for three properties.

Discussion was held regarding the fees associated with upgrades.

There was no further discussion

Motion to approve carried 5-0

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6 First Reading: Consideration, discussion, and possible action on an ordinance for the Final Planned Use Development for the New Haven Subdivision, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersections of Gregg Ln and N. FM 973, Manor, TX. *Applicant: Drenner Group; Owner: Ashton Grey Development*

The city staff recommended that the City Council approve the first reading of an ordinance for the Final Planned Use Development for the New Haven Subdivision, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersections of Gregg Ln and N. FM 973, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Unit A, Manor, Texas, submitted a speaker card and spoke in regard to adding solar panel lighting in the park and adding other different amenities for teens.

Charley Dorsaneo, Drenner Group, 2705 Bee Caves Rd., Suite 100, Austin, Texas, discussed the proposed teen amenities and expresses his concerns regarding adding additional lightning in the park areas.

Ordinance: An Ordinance of the City of Manor, Texas, Amending Chapter 14, Zoning of the City of Manor, Texas Code of Ordinances Rezoning a Parcel of Land From Agricultural to Planned Unit Development (PUD); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the first reading of an ordinance for the Final Planned Use Development for the New Haven Subdivision, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersections of Gregg Ln and N. FM 973, Manor, TX.

Mayor Harvey requested for Mr. Dorsaneo meet with the Park Committee regarding future park implementations prior to finalizing the development.

Council Member Deja Hill inquired about the clarification on the completion of the Thoroughfare Plan.

Development Services Director Dunlop explained the Throughfare Map Plan.

Discussion was held regarding the density of property for future development.

There was no further discussion.

Motion to postpone carried 5-0

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7. <u>Second and Final Reading:</u> Consideration, discussion, and possible action on an Ordinance adopting Destination 2050, the City of Manor Comprehensive Plan.

The city staff recommended that the City Council approve the second reading of Ordinance No. 685 adopting Destination 2050, the City of Manor Comprehensive Plan.

Robert Battaile, 502 E. Eggleston St., Unit A, Manor, Texas, submitted a speaker card and expressed his concerns regarding the plan.

Development Services Director Dunlop clarified that there were no cancelations of town meetings regarding the plan.

Chance Sparks with Freese and Nichols clarified the process for determining the ADA compliances for parks and how items are prioritized per residential requests. Mr. Sparks spoke in regard to the proposed new downtown development that will cater to the Manor family-oriented community.

Discussion was held regarding the city's link Manor2050.

<u>Ordinance No. 685 :</u> An Ordinance Adopting the City of Manor, Texas, Comprehensive Plan Analyzing Population, Race and Ethnicity, Age Distribution, Economic, Housing and Financial Trends; Providing For a Vision Statement and Guiding Principles; Analyzing Existing Land Uses; Providing Maps Describing Proposed Future Land Uses and Recommended Land Use Policies and Procedures; Describing Goals and Guiding Principles For Transportation and Mobility, Parks And Recreation, Economic Development, Infrastructure and Facilities, and Downtown and Urban Design; Describing Implementation Tools; Providing Severability, Savings Clause, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the second reading of Ordinance No. 685 adopting Destination 2050, the City of Manor Comprehensive Plan.

Economic Development Director Jones stated ED recommendations had been included in the plan.

Discussion was held regarding the P&Z Commission recommendations to the plan.

Council Member Deja Hill asked if the Police Department and EMS had any comments or recommendations to the plan. Chief Phipps stated at this time he did not have any comments but could provide recommendations on a later date.

Discussion was held regarding fireworks restrictions and regulations within the city.

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Discussion was held regarding healthcare and wellness activities or services within the community.

Economic Development Director Jones suggested for the plan to be reviewed and discussed frequently by staff and/or council.

Discussion was held regarding the clarification on city's priority list.

There was no further discussion.

Motion to approve carried 5-0

8. Consideration, discussion, and possible action on the First Amendment to Development Agreement Establishing Development Standards for Monarch Ranch.

The city staff recommended that the City Council approve the First Amendment to Development Agreement Establishing Development Standards for Monarch Ranch.

Robert Battaile, 502 E. Eggleston St., Unit A, Manor, Texas, submitted a speaker card and spoke in regard to the parkland fees.

Development Services Director Dunlop discussed the proposed amendment to the development agreement for Monarch Ranch.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Moreno, to approve the First Amendment to Development Agreement Establishing Development Standards for Monarch Ranch.

Discussion was held regarding the clarification of the parkland space within the development.

Discussion was held regarding the proposed amenities within the park development.

There was no further discussion.

Motion to approve carried 5-0

9. Consideration, discussion, and possible action on the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Monarch Ranch at Manor Project.

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Monarch Ranch at Manor Project.

Development Services Director Dunlop discussed the proposed deposit agreement.

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MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Deposit Agreement for the Proposed Water Service Transfer for the Monarch Ranch at Manor Project and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 5-0

10. Consideration, discussion, and possible action on the 2023 State Legislative Agenda for the City of Manor.

The city staff recommended that the City Council approve the 2023 State Legislative Agenda for the City of Manor.

Mayor Harvey discussed the priorities and key legislative issues for the City of Manor.

Mayor Harvey suggested for Workforce Housing to be added to Affordable Housing section under Key Legislative Issues.

City Manager Moore expressed his thoughts regarding the Legislative Agenda.

Mayor Harvey suggested for healthcare to be added to the Priorities section with Tech & Manufacturing to attract employers to the region, e.g., bio techs companies.

Discussion was held regarding how the priorities were geared towards the TML Region 10 cities and not only the City of Manor.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the 2023 State Legislative Agenda for the City of Manor with proposed changes as discussed.

There was no further discussion.

Motion to approve carried 5-0

11. Consideration, discussion, and possible action on the First Amendment to the Earnest Money Contract for the purchase of property located on Ring Road.

The city staff recommended that the City Council approve the First Amendment to the Earnest Money Contract for the purchase of property located on Ring Road.

Robert Battaile, 502 E. Eggleston St., Unit A, Manor, Texas, submitted a speaker card and spoke in regard to a new downtown development and suggested for the new city facilities to be built in a different location with parkland.

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Assistant City Attorney Rivera discussed the proposed amendment to the Earnest Money Contract for the purchase of property located on Ring Rd.

MOTION: Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve the Earnest Money Contract for the purchase of property located on Ring Road and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 5-0

12. Consideration, discussion, and possible action on authorizing the City Manager to negotiate a contract for consulting services with Raftelis.

The city staff recommended that the City Council approve and authorize the City Manager in negotiating and executing a contract for consulting services with Raftelis.

City Manager Moore discussed the proposed consulting services with Raftelis.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill, to approve and authorize the City Manager in negotiation and executing a contract for consulting services with Raftelis.

Discussion was held regarding service fees.

There was no further discussion.

Motion to approve carried 5-0

13. Consideration, discussion, and possible action on a Website Services Agreement with CivicPlus.

The city staff recommended that the City Council approve a website services agreement with CivicPlus.

Development Services Director Dunlop discussed the proposed agreement for website services with CivicPlus.

Discussion was held regarding discounts offered.

Discussion was held regarding the add-on's Directory for Parks and Trails and Properties.

Discussion was held regarding the termination clause.

City Secretary Almaraz discussed the upgraded features CivicPlus offers for Meetings & Agendas regarding videos.

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Discussion was held regarding other modules that are offered regarding designs and communications.

Chief Phipps discussed the current app that is used for emergency alerts. He suggested for the city to have a separate one for city events and non-emergency notifications.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve a website services agreement with CivicPlus.

Discussion was held regarding the limitation on texts to the community.

Mayor Harvey suggested for additional information to be provided regarding texting to be brought back to council for discussion.

Discussion was held regarding the Terms and Termination of the agreement.

Discussion was held regarding the project timeline.

Discussion was held regarding storage capacity.

Discussion was held regarding download availability.

There was no further discussion.

Motion to approve carried 4-1 (Mayor Pro Tem Emily Hill voted against)

14. Consideration, discussion, and possible action on a Professional Services Agreement with CitizenLab.

The city staff recommended that the City Council approve a Professional Services Agreement with CitizenLab.

Development Services Director Dunlop discussed the proposed service agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve a Professional Services Agreement with CitizenLab.

Discussion was held regarding samples of projects that the app would be used for.

Discussion was held regarding the comparison cost of the other proposed vendors.

There was no further discussion.

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Motion to approve carried 4-1 (Council Member Deja Hill voted against)

15. 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 postpone the item to the January 4, 2023, Regular Council meeting due to Charter regulations for franchise agreements.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill to postpone item to the January 4, 2023, Regular Council meeting.

There was no further discussion.

Motion to postpone carried 5-0

16. Consideration, discussion, and possible action on the EPCOR 130 Project, Inc. Wholesale Water Agreement.

The city staff recommended that the City Council postpone item until January 2023 due to ongoing discussions.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Deja Hill to postpone item to January 2023.

There was no further discussion.

Motion to postpone carried 5-0

17. Consideration, discussion, and possible action on the appointment of two (2) Public Tree Advisory P&Z Board Members; and a chairperson to serve a two-year term.

The city staff recommended that the City Council appoint two (2) Public Tree Advisory P&Z Board Members; and a chairperson to serve a two-year term.

Development Services Directed Dunlop stated that P&Z Commissioner's Julie Leonard; LaKesha Small were interested in being reappointed and also newly member Felix Paiz volunteered for new appointment.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Deja Hill to appoint Council Member Wallace as Chair and appoint P&Z Commissioner's Julie Leonard and Felix Paiz to the Public Tree Advisory Committee.

There was no further discussion.

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Motion to approve carried 5-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:40 p.m. on Wednesday, December 21, 2022, 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 12700 Sparks Road; 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 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; and 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 the EntradaGlen PID* at 9:40 p.m. on Wednesday, December 21, 2022.

The Executive Session was adjourned at 11:13 p.m. on Wednesday, December 21, 2022

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 11:13 p.m. on Wednesday, December 21 2022.

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 11:13 p.m. on Wednesday, December 21, 2022.

These minutes approved by the Manor City Council on the 4th day of January 2023. *(Audio recording archived)*

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APPROVED:

_____
Dr. Christopher Harvey
Mayor

ATTEST:

_____
Lluvia T. Almaraz, TRMC
City Secretary

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Newhaven PUD

Gregg Lane

City Council – December 21, 2022

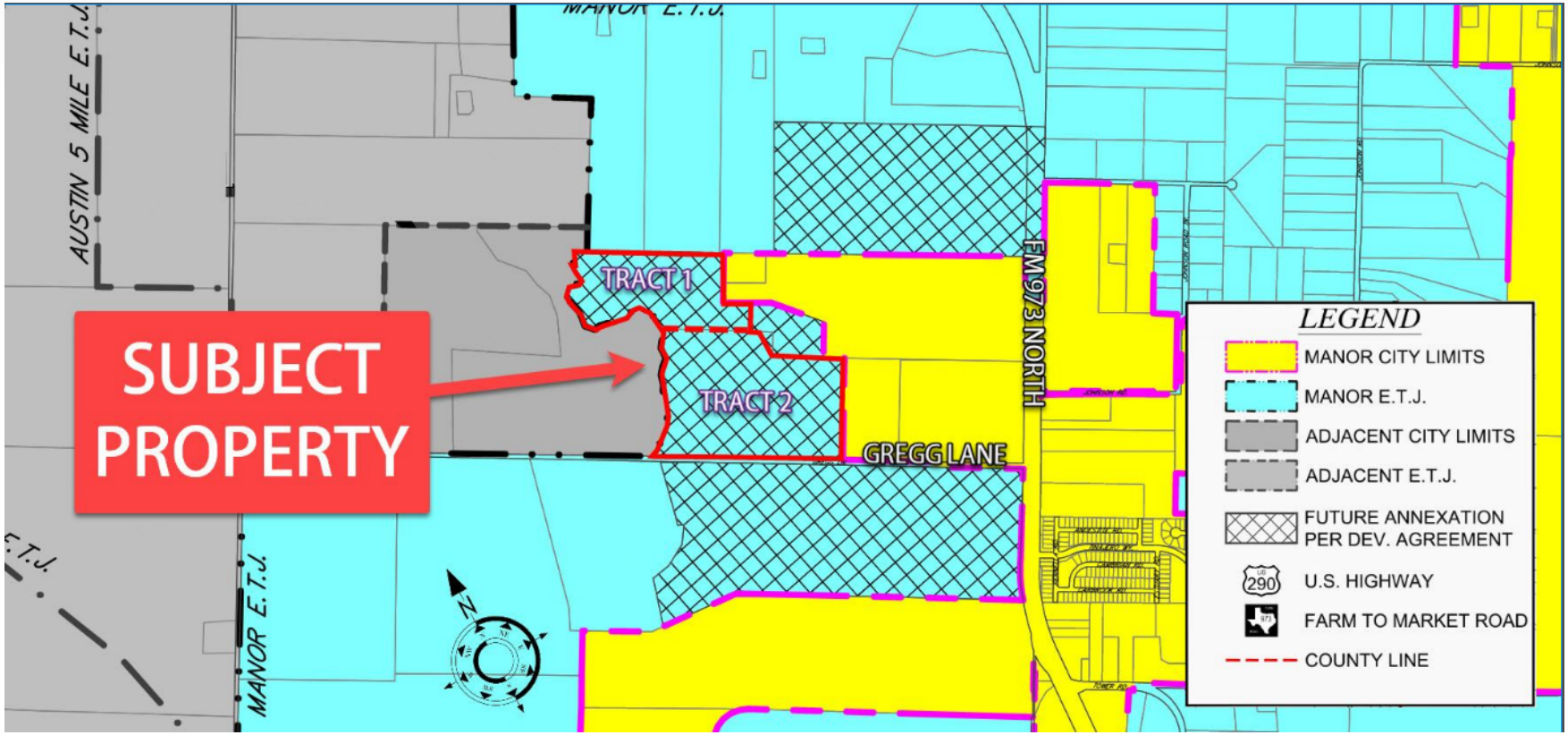
2022-P-1480-ZO (Final PUD) – *Item 6*

Site Aerial

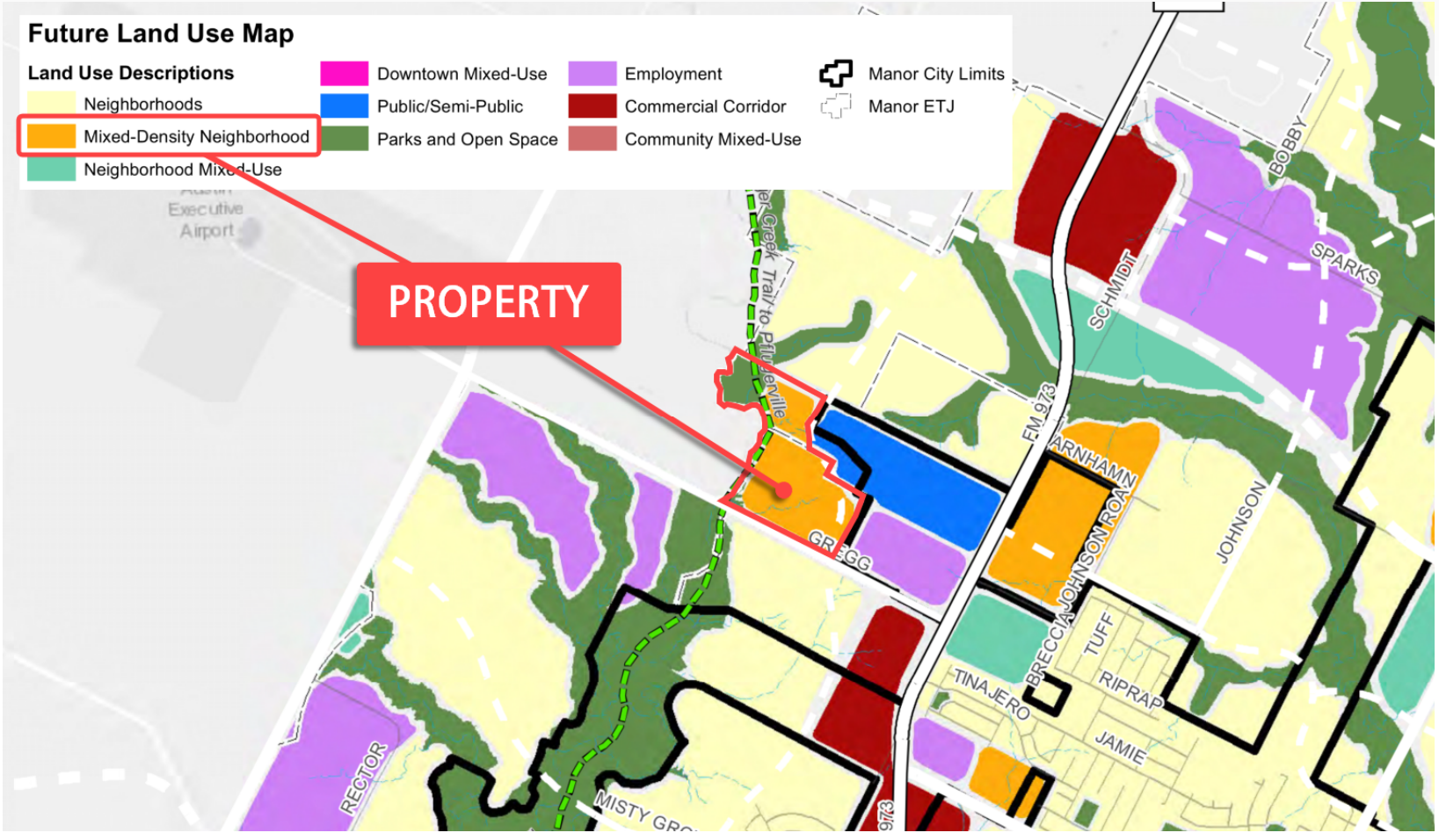
PROPERTY LOCATION
GREGG LANE
FM 973 N
SH 130
HWY 290 E
Austin Executive Airport
Gregg Ln
Arnhamn Ln
Sparks Rd
Bobby Rd
Schmidt Loop
Fuchs Grove Rd
Gregg Manor Rd
Hill Ln
E Howard Ln
Tuff Rd
Jamie Dr
Tower Ln
Suncrest Rd
Bois D Arc Rd
Shadowglen Trce
Arbor Hill Cv
Lexington St
Shadowglen Golf Club
George Bush St
Maxa Dr
E Parmer Ln
US Highway 290 E
Bastrop St
Caldwell St
Burnet St
FM 973
Old Kimbro Rd

Site Aerial - Existing

City Limits Map



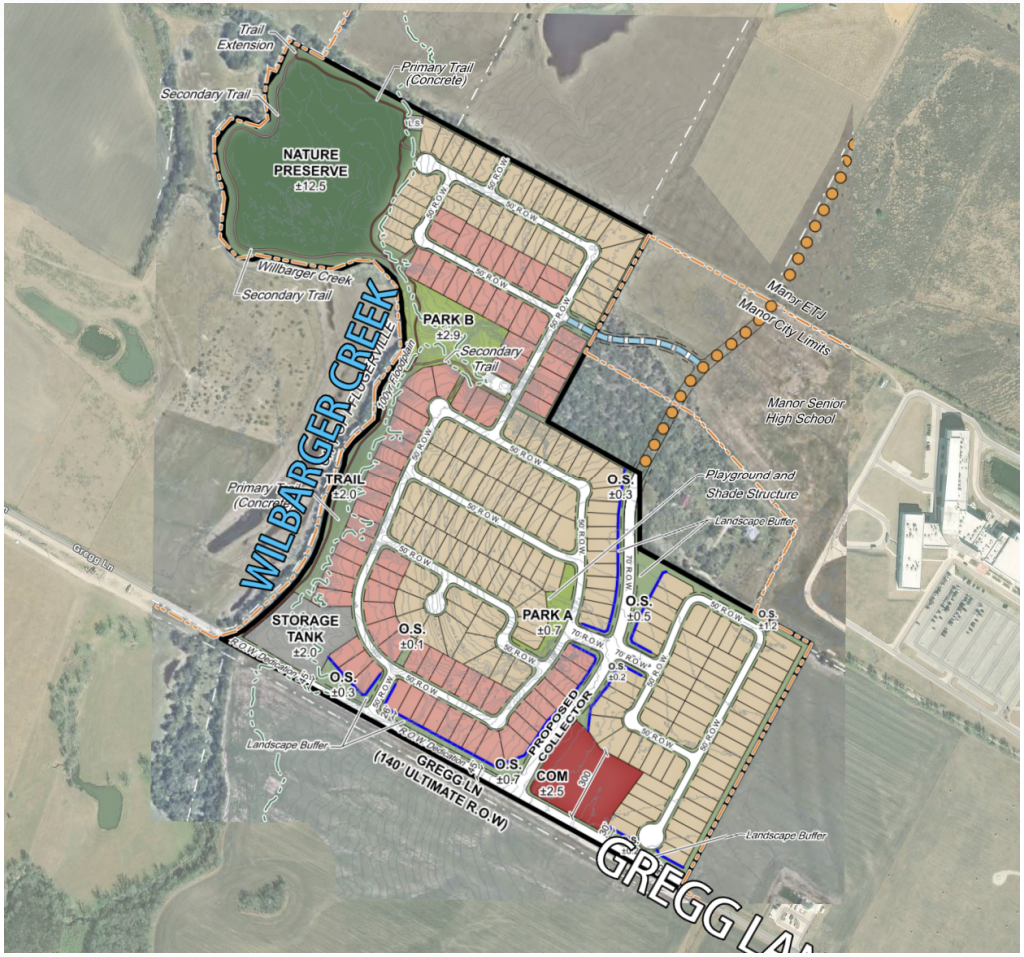
City of Manor Comprehensive Plan (*Not yet adopted*)



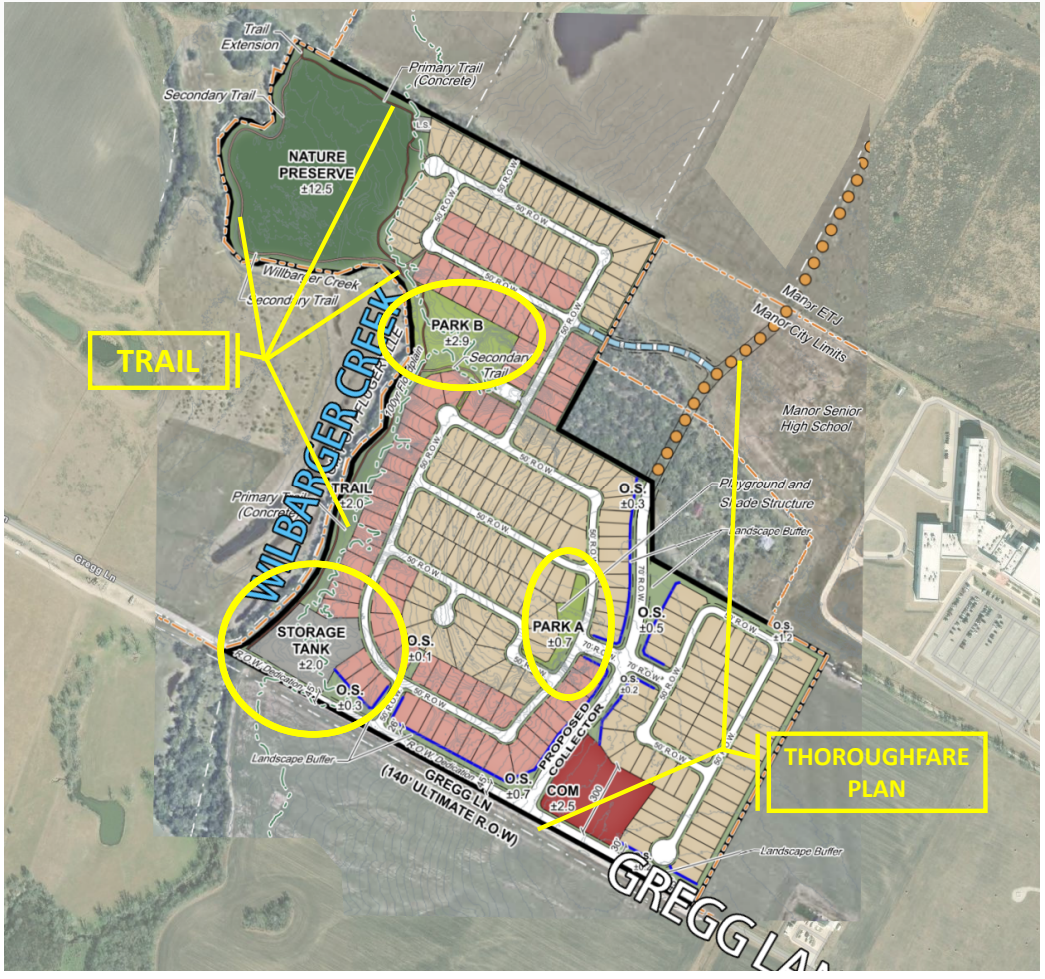
Planned Unit Development (PUD)

- Mix of Uses:
  - Single Family Residential – mix of 50’ & 60’ lots
  - Commercial
  - Utility (future water tower)
- Landscaping:
  - Gregg Lane: 15’ wide buffer; four 3” caliper trees & fifteen 3 gal shrubs for every 200 linear feet
  - Single Family Lots: Two 2” trees & six 2 gal shrubs per lot
  - Collector Road : 10’ wide buffer; one 3” caliper tree & five 3 gal shrubs for every 50 linear feet
- Parkland:
  - Fee-in-lieu
  - Creek-side trail
  - 2 amenitized parks
- Utility Lot:
  - Dedication of 2.0 acres to City of Manor for Water Storage

Site Aerial - Proposed



Proposal Highlights

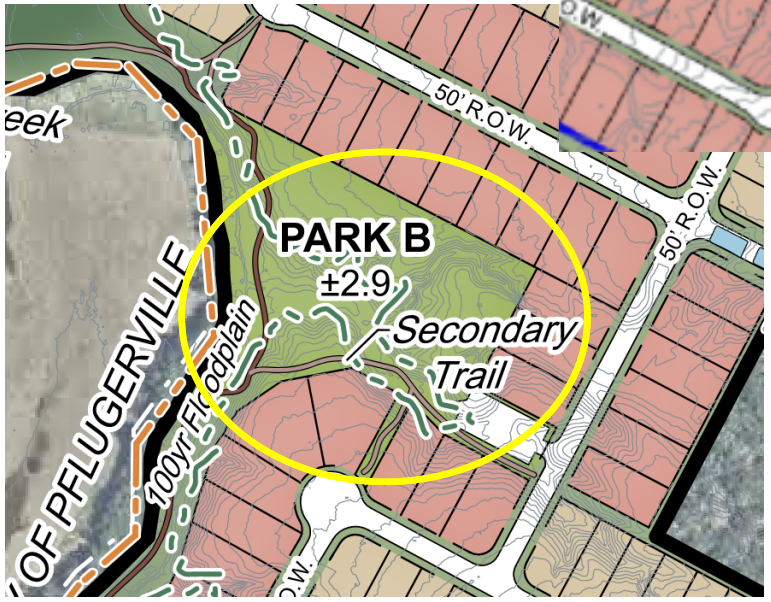


Nature Preserve and Trail

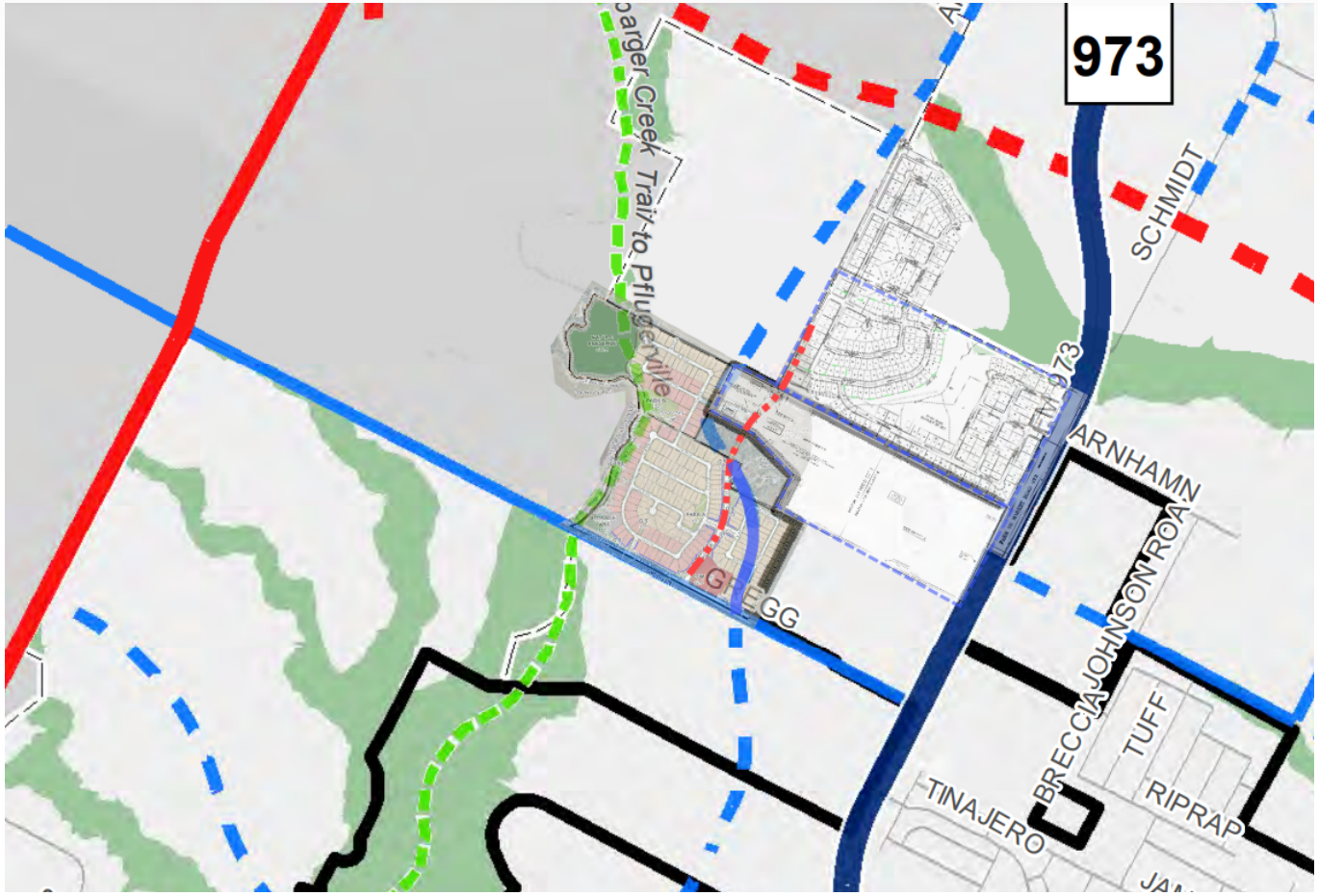
- 5,300 linear feet of trail,
- Connected to and consistent with trail to south, stubbed out to connect to north
- Concrete trail and park bench amenities along trail

Interior Parks

- Amenitized with shade structures, playgrounds, swing set, gazebo, benches, & picnic tables
- Complementary to parkland dedication fee
- Off-Street Parking



Thoroughfare Plan (*Not yet adopted*)



Council Conditions

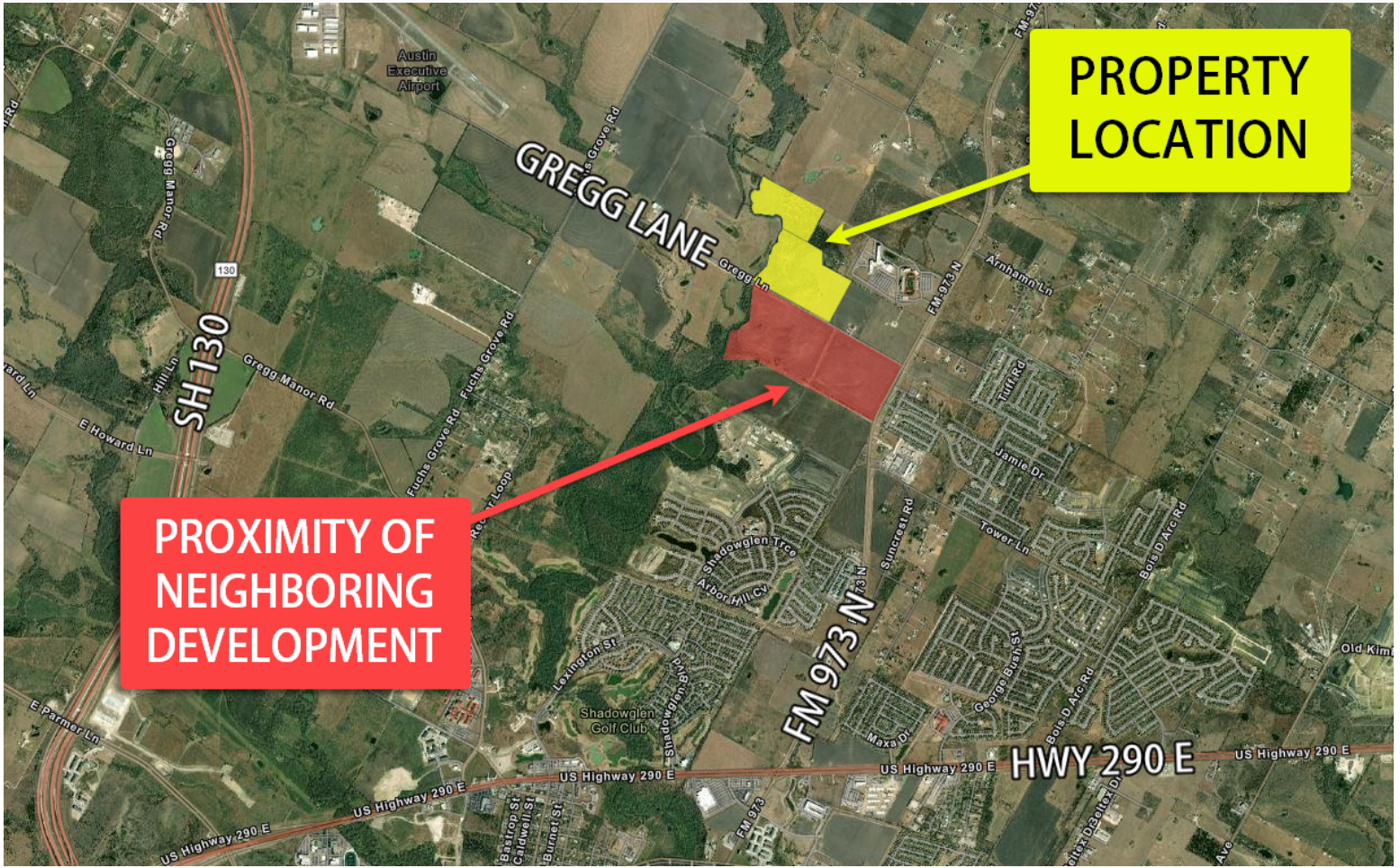
PARK B
1. 8‘ Concrete Primary Trail (Site Connectivity)
2. 6’ Concrete Secondary Trail (Site Connectivity)
3. (1) Shade Structure
4. Benches (300’ Approximate Spacing)
5. Trash Receptacles (300’ Approximate Spacing)
6. 10-20 Parking Spaces
   a. Screening Elements (Planting or Fencing) to reduce Light Pollution from Vehicles
7. Amenities (Teen)
   a. Shade Trees
   b. Passive Spaces for Social Interaction (2-person and 4-person Tables)
   c. Charging Station (Solar)
   d. Active Spaces for Sports Play
   e. Active Play Equipment (Table Tennis, Corn Hole, Etc.)
   f. Exercise Equipment
   g. Volleyball Court
   h. Recreation Sports Area
   i. (2) Ping-Pong Table

Commission Condition

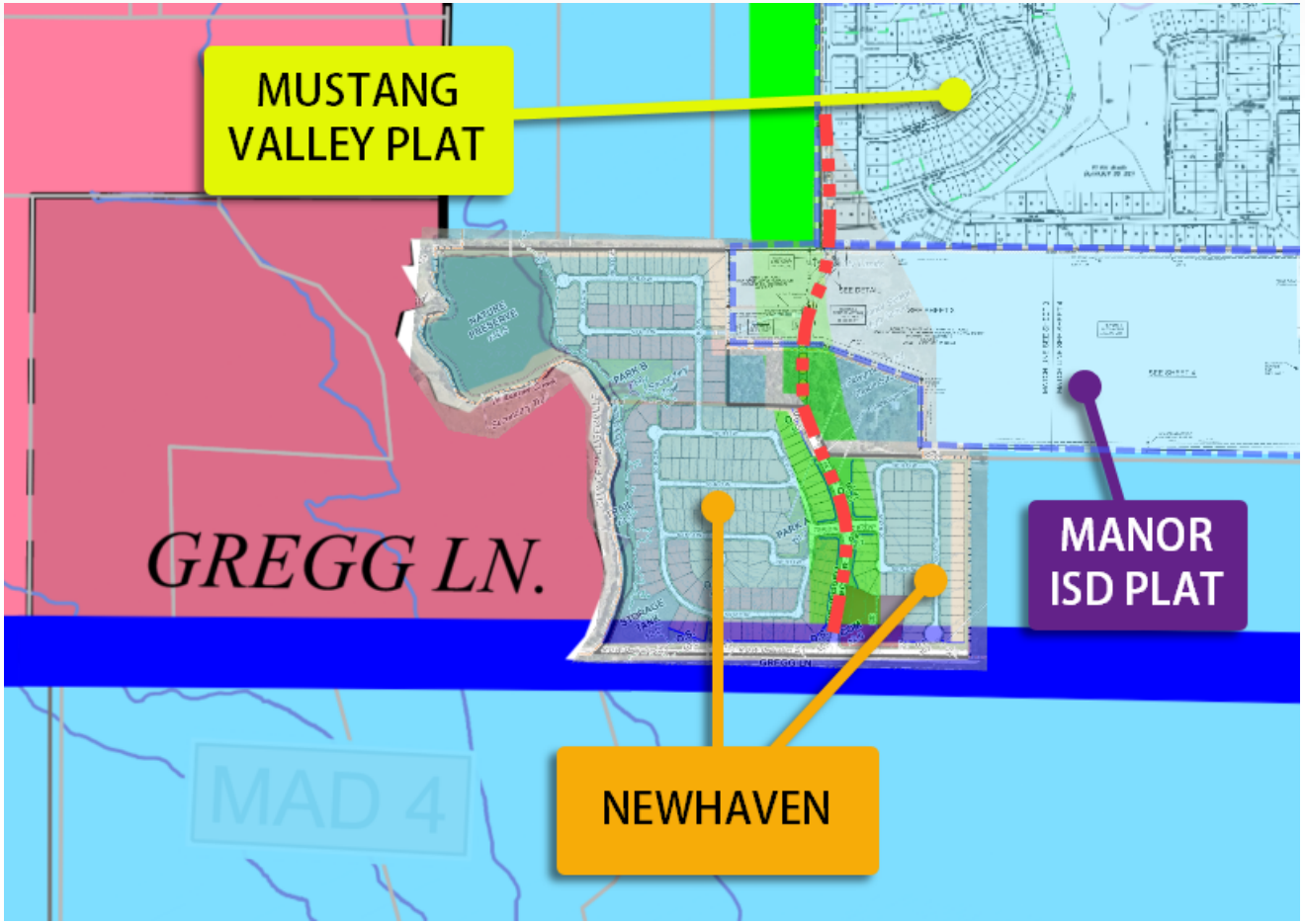
Request

Approval of the Final Planned Unit Development (*1st reading*)

Site Aerial – Adjacent Development



Adjacent Developments Relative to Thoroughfare Plan



Nature Preserve and Trail

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Interior Parks

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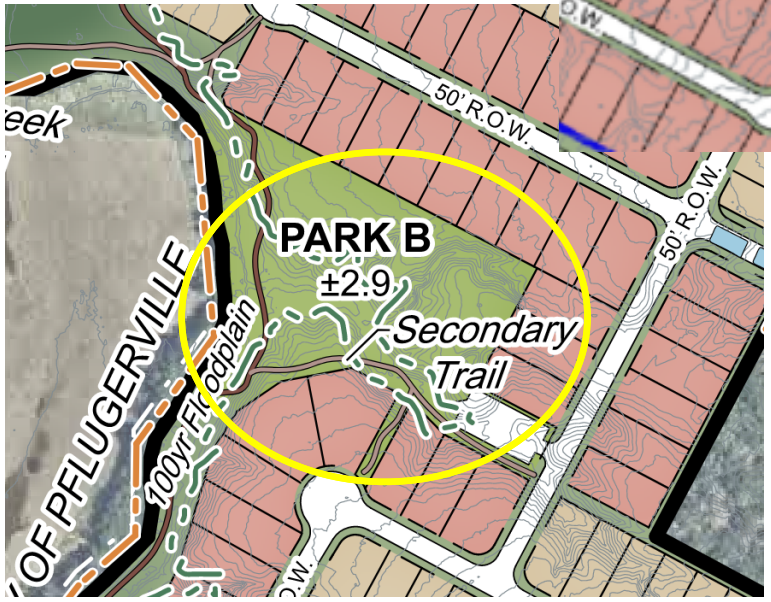
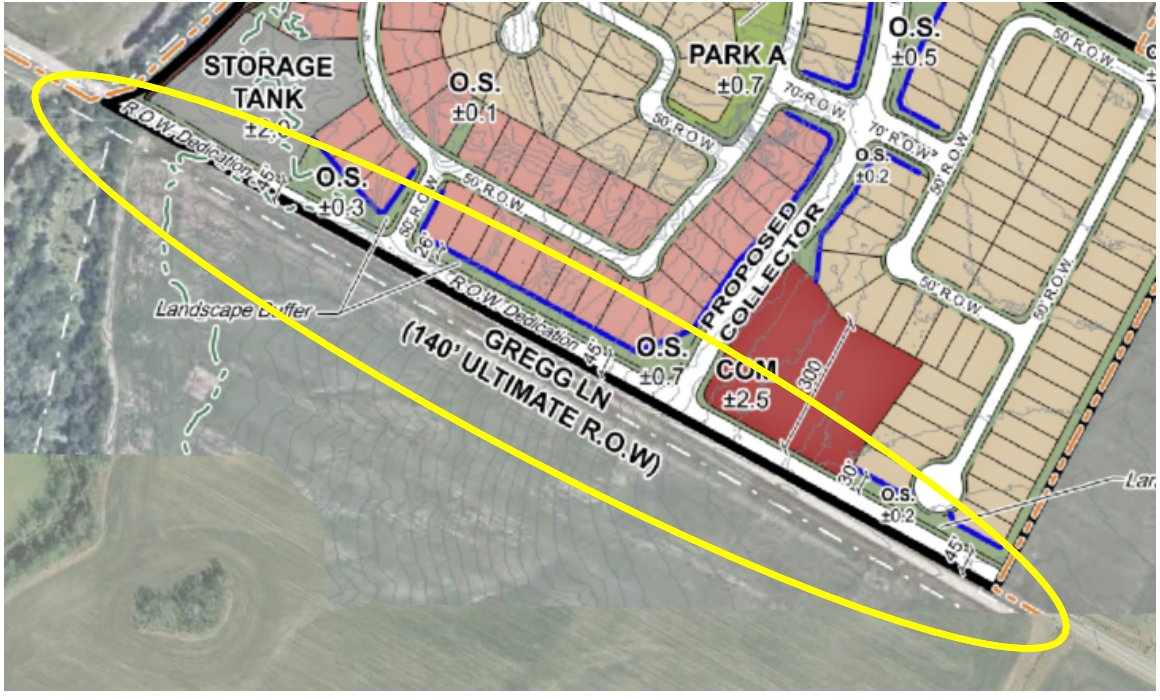
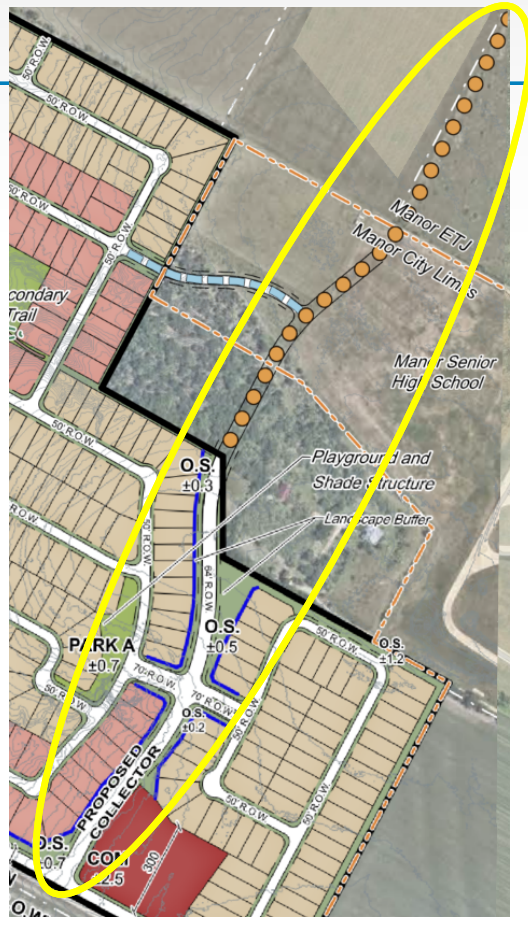
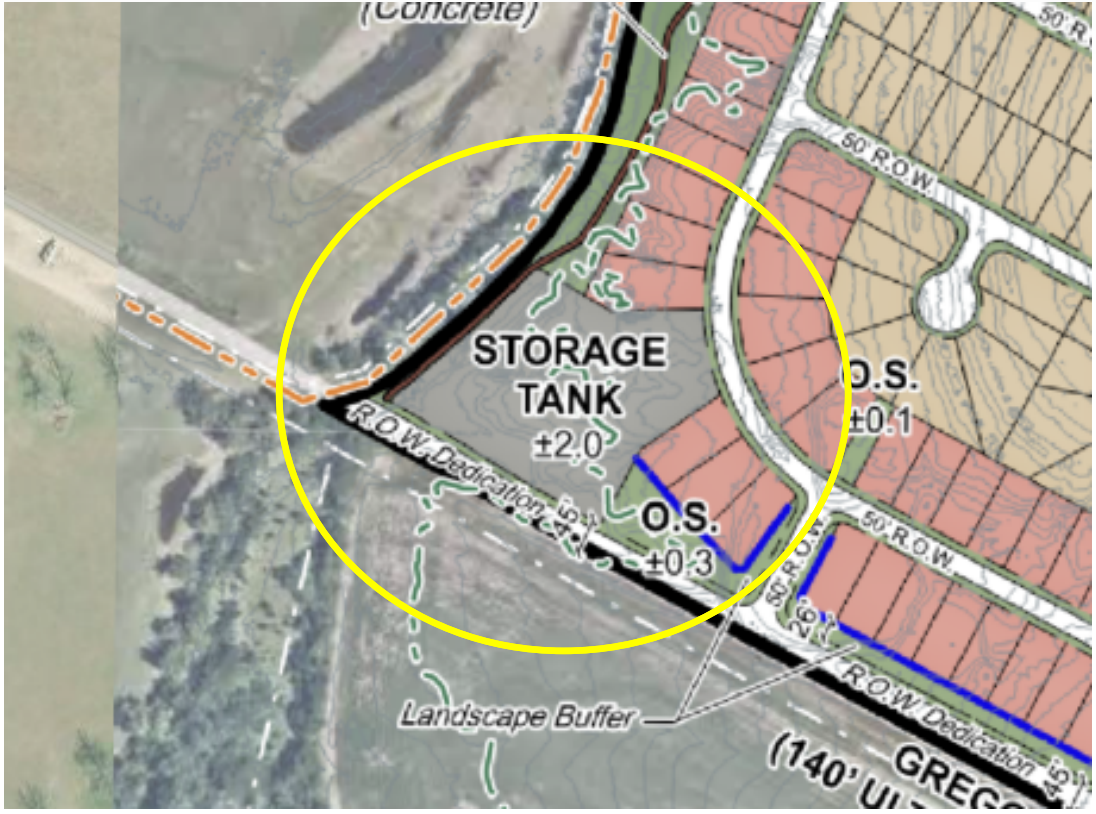


Streets and Right of Way

- In compliance with City's Thoroughfare Plan





Water Storage Site