



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
NOVEMBER 12, 2025**

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**PRESENT:**

**COMMISSIONERS:**

Felix Paiz, Chair, Place 4  
Prince Chavis, Vice Chair, Place 2 (Absent)  
Nathan Aubert, Place 1  
Gabriel Nila, Place 3  
Jeffrey Stensland, Place 5  
Cecil Meyer, Place 6  
James Terry, Place 7

**CITY STAFF:**

Michael Burrell, Development Services Director  
Scott Dunlop, Assistant Development Services Director  
Paige Saenz, Assistant City Attorney  
Pauline Gray, City Engineer  
Annemarie Felfe, City Planner  
Mandy Miller, Development Services Supervisor

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

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

With a quorum present, the regular session of the Manor Planning and Zoning (P&Z) Commission was called to order by Chair Paiz At 6:33 p.m. on Wednesday, November 12, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

## **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak on his concerns, Item #3, and Item #7, and Item #8. Mr. Battaile spoke regarding his Facebook page, Manor Downs, preserving Heritage Trees and Manor History.

## **PUBLIC HEARING**

- 1. Conduct a public hearing on a Rezoning application for one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.** Applicant: Llano Realty Partners. Owner: SMSB Real Estate, LLC.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Director Burrell summarized the location and staff recommendation for this item. He answered questions regarding the ETJ areas indicated on the associated maps.

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

There was no further discussion.

**Motion to Close carried 6-0**

- 2. Conduct a public hearing on a Rezoning application for one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.** Applicant: Radius Civil Engineering. Owner: Easy Jet Drive LP.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

John Sullivan with Radius Civil Engineering, 1200 W 49th Street, Austin, Texas, submitted a speaker card in support of this item. Mr. Sullivan did not wish to speak; however, was available for any questions.

Director Burrell provided an overview of the property owner's intentions regarding this property.

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

There was no further discussion.

**Motion to Close carried 6-0**

3. **Conduct a public hearing on a Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six hundred eighty-one (681) lots on 247.03 acres, more or less, and being TCAD parcels 248029, 547346, 804537, 804535, 815596 also known as 14611 Fuchs Grove Rd, Manor, TX. Applicant: KTCivil. Owner: Meritage Homes of Texas, LLC.**

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Brandon Hammann with Meritage Homes, 12301 Research Blvd., Building 4, Suite 400 Austin, Texas, submitted a speak card in support of this item. Mr. Hammann did not wish to speak; however, was available for any questions.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile requested additional data pertaining to the parkland dedication acreage, in lieu fees and developer fees associated with this item.

Director Burrell addressed the audience concerns related to the parkland acreage, fees, and developer costs. He estimated the cost to be approximately \$170,250.00 that would be assessed on the Final Plat.

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

There was no further discussion.

**Motion to Close carried 6-0**

#### **CONSENT AGENDA**

4. **Consideration, discussion, and possible action to approve the minutes for October 8, 2025, Planning and Zoning Commission Regular Session.**

**MOTION:** Upon a motion made by Commissioner Nila and seconded by Commissioner Stensland to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 6-0.**

#### **REGULAR AGENDA**

5. **Consideration, discussion, and possible action on a Rezoning application for one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (IN-1) Light Industrial. Applicant: Llano Realty Partners. Owner: SMSB Real Estate, LLC.**

City Staff recommended that the Planning and Zoning Commission approve the Rezoning application for one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (C-3) Heavy Commercial with the recommended conditions.

Director Burrell answered questions about the required buffers to the residential properties. Discussion was held concerning the suitability of various zoning classifications for this property as indicated by the Future Land Use Map (FLUM), compared to those currently being proposed.

Carson Byrd with Llano Realty Partners, 901 NE Interstate 410 Loop, Suite 902, San Antonio, Texas, answered questions related to the intended use for the property owner. Discussion was held pertaining to uses

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Nila to approve the Rezoning application for one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (C-3) Heavy Commercial.

**AMENDMENT TO MOTION:** Upon a request for a friendly amendment made by Commissioner Stensland and accepted by Commissioner Meyer to remove the following allowable uses:

• *Adult-Oriented Business* • *Commercial off-street parking* • *Data Center* • *Financial Services (Alternative)* • *Game Room* • *Truck Stop or Travel Center* • *Transportation Terminal* • *Recreational Vehicle Park* • *Gasoline Station (Limited)* • *Gasoline Station (Full Service)* • *School, Boarding* • *School, Public* • *School, Private or Parochial* • *Vehicle Storage Facility* • *Zoo, Private.*

Chair Paiz restated the motion.

There was no further discussion.

**Motion to Approve carried 5-1. Chair Paiz opposed.**

**6. Consideration, discussion, and possible action on a Rezoning application for one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.** Applicant: Radius Civil Engineering. Owner: Easy Jet Drive LP.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning application for one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.

John Sullivan with Radius Civil Engineering, 1200 W 49th Street, Austin, Texas, submitted a speaker card in support of this item. Mr. Sullivan did not wish to speak; however, was available for any questions.

Discussion was held regarding the rezoning application.

**MOTION:** Upon a motion made by Commissioner Aubert and seconded by Commissioner Stensland to approve the Rezoning application for one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.

There was no further discussion.

**Motion to Approve carried 6-0.**

7. **Consideration, discussion, and possible action on a Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six hundred eighty-one (681) lots on 247.03 acres, more or less, and being TCAD parcels 248029, 547346, 804537, 804535, 815596 also known as 14611 Fuchs Grove Rd, Manor, TX.** Applicant: KTCivil. Owner: Meritage Homes of Texas, LLC.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six hundred eighty-one (681) lots on 247.03 acres, more or less, and being TCAD parcels 248029, 547346, 804537, 804535, 815596 also known as 14611 Fuchs Grove Rd, Manor, TX.

City Engineer Gray answered questions about the ATLAS 14 Map details located on the Subdivision Preliminary Plat. She stated the plat follows all of the City of Manor Code of Ordinance requirements.

Director Burrell addressed concerns the parkland dedication / in lieu fees for this item.

Brandon Hammann with Meritage Homes, 12301 Research Blvd., Building 4, Suite 400 Austin, Texas, submitted a speak card in support of this item. Mr. Hammann addressed questions about the Shadowglen development history. He stated the traffic impact studies were reviewed and approved by Travis County.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the Subdivision Preliminary Plat for Shadowglen Phase 3 Sections 3-8 being six hundred eighty-one (681) lots on 247.03 acres, more or less, and being TCAD parcels 248029, 547346, 804537, 804535, 815596 also known as 14611 Fuchs Grove Rd, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0.**

8. **Consideration, discussion, and possible action to remove a Heritage Tree in the Manor Downs Industrial project, being a 29" Pecan tree identified as #5019 in the tree survey for said project, and being located at 8916 Hill Lane, Manor, TX.** Applicant: Bowman Consulting Group, LTD. Owner: DG Manor Downs Property Owner, LP.

City Staff recommended that the Planning and Zoning Commission approve the removal of a Heritage Tree in the Manor Downs Industrial project, being a 29" Pecan tree identified as #5019 in the tree survey for said project, and being located at 8916 Hill Lane, Manor, TX.

Director Burrell provided an overview of the background related to this matter.

Maggie Carrion with Bowman Consulting Group, 807 Las Cimas Pkwy, Austin, Texas, submitted a speaker card in support of this item. Ms. Carrion gave a presentation based on the Constraint Maps Exhibit in the back up of this item. Discussion was held regarding the Heritage Tree location, the lot layouts, the willingness of the developer to make modifications to the proposed development and the drainage.

Tim Kraftson with Carlson, Dalfen Industrial., 17304 Preston Road, Suite 550, Dallas Texas, submitted a speaker card in support of this item. Mr. Kraftson answered questions pertaining to the lot layouts.

Mr. Kraftson highlighted some of the benefits of this development for the City of Manor Community including increase in tax dollars, improved roads, job growth, improved drainage in the area, above-required parkland dedication, and over a thousand new trees. He answered questions pertaining to the roadway improvements.

**MOTION:** Upon a motion made by Commissioner Stensland and seconded by Commissioner Aubert to approve the removal of the Heritage Tree in the Manor Downs Industrial project, being a 29” Pecan tree identified as #5019 in the tree survey for said project, and being located at 8916 Hill Lane, Manor, TX.

There was no further discussion.

**Motion Failed 3-3. Chair Paiz, Commissioner Nila, and Commissioner Meyer opposed.**

**9. Consideration, discussion, and possible action on the 2026 Subdivision Calendar.**

City Staff recommended that the Planning and Zoning Commission approve the 2026 Subdivision Calendar with a modified meeting date for the Planning and Zoning Commission on Tuesday, November 10th at 6:30 pm.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the 2026 Subdivision Calendar.

There was no further discussion.

**Motion to Approve carried 6-0.**

**MOTION TO RECONSIDER:** Upon a motion made by Commissioner Stensland and seconded by Commissioner Terry to reconsider the prior motion for Agenda Item #9 - Consideration, discussion, and possible action on the 2026 Subdivision Calendar.

**Motion to Reconsider carried 5-1. Commissioner Meyer opposed.**

**MOTION:** Upon a motion made by Commissioner Stensland and seconded by Commissioner Terry to approve the 2026 Subdivision Calendar with the modified meeting date of Tuesday, November 10th at 6:30 pm due to Wednesday, November 11, 2026, being a holiday.

There was no further discussion.

**Motion to Approve carried 6-0.**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Stensland and seconded by Commissioner Aubert to Adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:53 p.m. on Wednesday November 12, 2025.

There was no further discussion.

**Motion to Adjourn carried 6-0.**

*The Planning and Zoning Commission approved these minutes on December 10, 2025.*

**APPROVED:**

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Felix Paiz  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor

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