



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** July 3, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Second and Final Reading: Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas annexing a 1.222 acre, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, making findings of fact, providing severability clause and an effective date, and providing for open meetings and other related matters.

**BACKGROUND/SUMMARY:**

This 1.222 acres in surveys is described as an abandoned county right-of-way. It's unclear if the area was ever used as a right-of-way or if it is a remnant surveying error between the adjoining two tracts. Since it is called out on surveys as right-of-way, this annexation follows the procedure for ROW annexation. That procedure includes a 60-day notice to Travis County as the ROW owner and two public hearings. The first public hearing was held on June 5, 2024, at the City Council meeting. The second public hearing was conducted on June 17, 2024. The first reading of this Ordinance was conducted on June 18, 2024, and approved 7-0 by the City Council.

This annexation was commenced by Resolution 2024-14 at the May 1<sup>st</sup> CC meeting. The annexation was requested by the adjacent landowners who are currently developing their tracts into mixed-use developments, and they would like to cross the ROW with city utilities and access drives. By transferring the ROW from the county to the city, the city can permit utilities within the area and allow access drives with an approved License and Maintenance Agreement. These would be much more challenging to install if the ROW remains under the county's jurisdiction.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 753
- Aerial Image
- Schedule

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve the second and final reading of Ordinance No. 753 of the City of Manor, Texas annexing a 1.222 acre, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, making findings of fact, providing severability clause and an effective date, and providing for open meetings and other related matters.

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