



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
JANUARY 08, 2025**

This meeting was live streamed on Manor's YouTube channel at:
<https://www.youtube.com/@cityofmanorsocial/stream>

PRESENT:

COMMISSIONERS:

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

CITY STAFF:

Michael Burrell, Interim Development Services Director
Veronica Rivera, Assistant City Attorney
Mandy Miller, Development Services Supervisor
Brittney Lopez, Deputy City Secretary

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 Commissioner Stensland at 6:35 p.m. on Wednesday, January 8, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

PUBLIC COMMENTS

Tammie Philips, 14515 Bois D'Arc Lane, Manor, Texas, expressed concerns regarding her property address being used by a local developer for a subdivision being built behind her home. She explained her confusion regarding a portion of her land was taken from her and her taxes being raised. She detailed what she felt was harassing behavior toward her.

REGULAR AGENDA

- 8. Consideration, discussion, and possible action to appoint a Planning and Zoning Commission Chair and Vice Chair to serve a 1-year term.**

City Staff recommended the Planning and Zoning Commission appoint a Planning and Zoning Commission Chairperson and Vice Chair to serve a 1-year term.

Assistant City Attorney Rivera addressed questions from the Commissioners. She stated that the Chair and Vice Chair positions would take effect immediately, nominations for each position could be voted on together or separately, and the individual did not have to be present to be nominated and approved for the position. She stated the only criteria was for the individual to be appointed to the Commission by City Council.

Commissioner Meyer requested a recap of the current Chair and Vice Chair.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Meyer to approve the nomination of Commissioner Paiz for Chair and Commissioner Chavis for Vice Chair to serve a 1-year term.

Commissioner Paiz stated that he would accept the nomination.

There was no further discussion.

Motion to Approve carried 4-0.

7. Consideration Discussion, and Possible Action on recommending two P&Z commissioners for the Tree Advisory Committee.

City Staff recommended the Planning and Zoning Commission nominate two P&Z commissioners for the Tree Advisory Committee.

Chair Paiz stated Commissioner Chavis requested to be considered for this position.

Commissioner Meyer requested a recap of the current Chair and Vice Chair.

Interim Director Burrell confirmed the current members on the Tree Advisory Committee were Chair Paiz and Commissioner Leonard.

MOTION: Upon a motion made by Commissioner Stensland to approve the nomination of Chair Paiz and Commissioner Leonard to Tree Advisory Committee.

There was no further discussion.

Motion to Approve carried 3-1. Opposed by Commissioner Nila.

PUBLIC HEARING

- 1. Conduct a public hearing on a Subdivision Preliminary Plat Amendment for Manor Heights Phases 4 and 5 being one hundred and eighty-two (182) lots on 24.33 acres, more or less, and being located near the intersection of Liberty Bell Blvd. and Old Kimbro Rd., Manor, TX.**
Applicant: Kimley-Horn & Associates. Owner: Forestar.

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

Chair Paiz opened the public hearing.

Interim Director Burrell gave a summary for the Subdivision Preliminary Plat Amended for Manor Heights Phase 4 and 5. He stated the purposed changes were for reconfiguring some of the lots from alley loaded to front loaded. This change would only affect lots in Manor Heights Phase 4.

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 4-0.

CONSENT AGENDA

- 2. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes for December 11, 2024, Planning and Zoning Commission Regular Session.**

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to approve Consent Agenda.

There was no further discussion.

Motion to Approve carried 4-0.

REGULAR AGENDA

- 3. Consideration, Discussion, and Possible Action on a rezoning application for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.** Applicant: Henderson Professional Engineers. Owner: 16023 HWY 290 LLC.

Randi Culp with Henderson Professional Engineers, 600 Round Rock West Drive, Suite 804, Round Rock, Texas, submitted a speaker card to speak in support of this item. She gave a summary of the purposed use of the property, including the number of buildings and the potential use of the buildings.

Interim Director Burrell gave background information on the Letter of Intent presented to the City on behalf of this item. He stated the letter requested C-3 Heavy Commercial zoning with no restrictions.

Ms. Culp clarified the C-2 Medium Commercial zoning would be too restrictive and did not allow for heavy equipment sales. She stated the owner stated the only intended use planned at this time would be office space and flex warehouse storage.

Interim Director Burrell stated this item was for zoning therefore any information about traffic mitigation would not be available at this stage of planning. He also reminded the Commissioners about the ability to restrict unfavorable uses within a zoning category.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Meyer to approve for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-2) Medium Commercial with excluded uses of Gasoline Station – Limited, Gas Station – Full Service, and Mini-Storage Warehouse.

There was no further discussion.

Motion to Approve carried 4-0.

4. **Consideration, Discussion, and Possible Action on a Subdivision Preliminary Plat Amendment for Manor Heights Phases 4 and 5 being one hundred and eighty-two (182) lots on 24.33 acres, more or less, and being located near the intersection of Liberty Bell Blvd. and Old Kimbro Rd., Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Forestar.

City Staff recommended the Planning and Zoning Commission approve a Subdivision Preliminary Plat Amendment for Manor Heights Phases 4 and 5 being one hundred and eighty-two (182) lots on 24.33 acres, more or less, and being located near the intersection of Liberty Bell Blvd. and Old Kimbro Rd., Manor, TX.

Jeremy Rogers with Kimley-Horn & Associates, 10814 Jollyville Road, Suite 200, Austin, Texas, submitted a speaker card in support of this item. Mr. Rogers did not wish to speak; however, was available for any questions.

Interim Director Burrell stated this item was non-discretionary. He stated this item has been approved by City Engineers as being compliant with the Manor Code of Ordinances.

Interim Director Burrell answered questions regarding garage dominance and the proposed front-loading garages.

Mr. Rogers answered questions regarding the purpose behind the proposed change. He stated that due to changes in the market townhomes were no longer being purposed on these lots. He detailed the other changes such as private versus city owned roadways and utilities.

Interim Director Burrell address parking area questions.

Concerns were expressed about the 64-foot Right-of-Way.

Mr. Rogers answered questions about the designated thoroughfare areas near the lots with the purposed changes.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to approve the Subdivision Preliminary Plat Amendment for Manor Heights Phases 4 and 5 being one hundred and eighty-two (182) lots on 24.33 acres, more or less, and being located near the intersection of Liberty Bell Blvd. and Old Kimbro Rd., Manor, TX

There was no further discussion.

Motion to Approve carried 4-0.

5. **Consideration, Discussion, and possible action on a short form final plat for the Lagos Lakeside Subdivision being 4 (four) lots on 17.710 acres, more or less, and being located near the intersection of FM 973 and Murchison St. Manor, TX.** Applicant: Kimley-Horn Associates. Owner: Peter Dwyer.

City Staff recommended the Planning and Zoning Commission approve a short form final plat for the Lagos Lakeside Subdivision being 4 (four) lots on 17.710 acres, more or less, and being located near the intersection of FM 973 and Murchison St. Manor, TX.

Jeremy Rogers with Kimley-Horn & Associates, 10814 Jollyville Road, Suite 200, Austin, Texas, submitted a speaker card in support of this item. Mr. Rogers did not wish to speak; however, was available for any questions.

Interim Director Burrell gave background information regarding the Short Form Final Plat for the Lagos Lakeside Subdivision.

Mr. Rogers answered questions regarding potential commercial uses for the development. He detailed the intended use of the park area, entry into the development and the potential commercial uses around the park.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Stensland to approve the short form final plat for the Lagos Lakeside Subdivision being 4 (four) lots on 17.710 acres, more or less, and being located near the intersection of FM 973 and Murchison St. Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

- 6. Consideration, Discussion, and possible action on a short form final plat for 101, 104, 107, and 108 W Boyce St. being 3 (three) lots on 0.96 acres, more or less, and being LOTS 1-5 BLOCK 43 & lots 1-5 block 43 & lots 16-20 block 29 Town of Manor, Manor, TX.** Applicant: Build Block Inc. Owner: Build Block Inc.

City Staff recommended the Planning and Zoning Commission approve a short form final plat for 101, 104, 107, and 108 W Boyce St. being 3 (three) lots on 0.96 acres, more or less, and being lots 1-5 block 43 & lots 16-20 block 29 Town of Manor, Manor, TX.

Sarah Kim with Build Block Inc., 3003 North 1st Street, San Jose, California, submitted a speaker card in support of this item. Ms. Kim did not wish to speak; however, she was available for any questions.

Interim Director Burrell gave a summary of the short form final plat.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Stensland to approve the short form final plat for 101, 104, 107, and 108 W Boyce St. being 3 (three) lots on 0.96 acres, more or less, and being LOTS 1-5 BLOCK 43 & lots 1-5 block 43 & lots 16-20 block 29 Town of Manor, Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:17 p.m. on Wednesday January 8, 2025.

There was no further discussion.

Motion to Adjourn carried 4-0.

The Planning and Zoning Commission approved these minutes on February 12, 2025.

APPROVED:

Felix Paiz
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor