



**CITY COUNCIL
REGULAR SESSION MINUTES
NOVEMBER 20, 2024**

**This meeting was live-streamed on Manor's YouTube Channel
You can access the meeting at <https://www.cityofmanor.org/page/livestream>**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

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 STAFF:

Scott Moore, City Manager
Ryan Phipps, Chief of Police
Brittany Lopez, Assistant City Secretary
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Yalondra V. Santana, Heritage & Tourism Manager
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
Phil Green, IT Director
Veronica Rivera, Assistant City Attorney

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 7:08 p.m. on Wednesday, November 20, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Pastor Roberto Martinez with Iglesia Viento Y Fuego gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PRESENTATIONS

A. Recognition of Retiring Presiding Judge John Yeager

Mayor Harvey presented a recognition award to retiring Presiding Judge John Yeager.

B. Manor Townsquare Development

Shenandoah Development Group presented the attached PowerPoint Presentation.

PROCLAMATIONS

A. Declaring the Month of November, as *“Native American Heritage Month”*

Mayor Harvey read and presented the Proclamation to Councilwoman Wallace.

EVENTS/ANNOUNCEMENTS

A. Christmas Tree Lighting, Friday, December 6, 2024, at Jennie Lane Park, 102 E. Rector St. Manor, Texas.

B. Holiday in Manor, Saturday, December 7, 2024, at 15317 US HWY 290 E. Manor, Texas.

Yalondra Valderrama Santana, Heritage & Tourism Manager invited everyone to attend the Christmas Tree Lighting and Holiday in Manor events.

PUBLIC COMMENTS

Fay Carter, 18128 Topsoil St., Manor, Texas submitted a speaker card and spoke regarding the unity of America. She wished everyone a Happy Thanksgiving.

Ruth Taylor Biscoe with Manor Heritage Society in Manor, Texas submitted a speaker card and invited the community to attend the Thanksgiving lunch for the seniors and homeless on Friday, November 22nd at 104 Carrie Manor St., Manor, Texas.

No one else appeared at this time.

CONSENT

1. **Consideration, discussion, and possible action on accepting the October 2024 City Council Monthly Reports.**
2. **Consideration, discussion, and possible action on accepting the October 2024 Departmental Reports.**
 - **Finance – Belen Peña, Finance Director**
 - **Police – Ryan Phipps, Chief of Police**
 - **Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief**
 - **Economic Development – Scott Jones, Economic Development Director**
 - **Development Services – Michael Burrell, Interim Development Services Director**
 - **Community Development – Yalondra V. Santana, Heritage & Tourism Manager**
 - **Municipal Court – Sofi Duran, Court Administrator**
 - **Public Works – Matt Woodard, Director of Public Works**
 - **Human Resources – Tracey Vasquez, HR Manager**
 - **IT – Phil Green, IT Director**
 - **Administration – Lluvia T. Almaraz, City Secretary**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace to approve the consent agenda.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

3. **Consideration, discussion, and possible action on acceptance of Manor’s Downtown Strategic Plan by Catalyst Commercial.**

The city staff recommended that the City Council approve Manor’s Downtown Strategic Plan by Catalyst Commercial and direct the consultant to complete the Downtown Tax Increment Reinvestment Zone being developed to spur infrastructure revitalization in downtown by the City.

A discussion was held regarding the placement of signs on historical sites.

City Manager Moore discussed the proposed Manor’s Downtown Strategic Plan.

A discussion was held regarding the creation of the Downtown Tax Increment Reinvestment Zone.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve Manor's Downtown Strategic Plan by Catalyst Commercial and direct the consultant to complete the Downtown Tax Increment Reinvestment Zone being developed to spur infrastructure revitalization in downtown by the City.

There was no further discussion.

Motion to approve carried 7-0

4. Consideration, discussion, and possible action on a request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

The city staff recommended that the City Council approve of the tree removal request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

Interim Development Services Director Burrell discussed the request to remove two heritage trees in the Boyce Mixed-Use Development Site.

Sarah Kim and Irene Choi with Build Block submitted a speaker card in support of this item; however, they did not wish to speak but were available to address any questions posed by the City Council.

A discussion was held regarding the fee in lieu.

A discussion was held regarding the clarification of the P&Z Commission recommendation.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve of the tree removal request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX with a fee in lieu for the caliber inches of the two trees as recommended by P&Z Commission and direct city staff to administer the fee.

There was no further discussion.

Motion to approve carried 6-1 (Council Member Deja Hill voted against)

5. Consideration, discussion, and possible action on a Development Agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

The city staff recommended that the City Council approve the development agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

Interim Development Services Director Burrell discussed the proposed agreement.

Inayat Mardiya, 13320 US Highway 290, Manor, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to address any questions posed by the City Council.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the development agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on an agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

The city staff recommended that the City Council approve the agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

Interim Development Services Director Burrell discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action approving an engagement letter agreement for an appraiser for the EntradaGlen Public Improvement District (PID).

The city staff recommended that the City Council approve the selection of Flato Realty Advisors, LLC as the appraiser for the EntradaGlen PID and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

Assistant City Attorney Rivera discussed the proposed engagement letter agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the selection of Flato Realty Advisors, LLC as the appraiser for the EntradaGlen PID and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on an ordinance amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 767 amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and authorizing the City Manager to implement necessary changes to internal policies and procedures.

Chief of Police Phipps discussed the proposed amendment ordinance.

Ordinance No. 767: An Ordinance of The City of Manor, Texas, Amending Manor Code of Ordinances Chapter 4 Business Regulations by Revising the Provisions Governing the Collection of Evidentiary Storage Fees for Vehicles Towed to the Police Department for Storage; Repealing Conflicting Ordinances; Providing for Savings and Severability Clauses; Providing for Open Meetings; and Establishing an Effective Date; and Providing a for Related Matters.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve Ordinance No. 767 amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and authorizing the City Manager to implement necessary changes to internal policies and procedures.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance adopting regulations governing special events in the City of Manor, Texas, and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 768 adopting regulations governing special events and authorizing the City Manager to implement necessary changes to internal policies and procedures.

Heritage & Tourism Manager V. Santana discussed the proposed amendment ordinance.

Ordinance No. 768: An Ordinance of the City of Manor, Texas, Amending the Code of Ordinances of the City of Manor, Texas by Adding Article 1.15 to Chapter 1, General Provisions; Establishing Requirements for Special Events; Repealing Conflicting Ordinances; Providing for Savings and Severability Clauses; Providing for Open Meetings; and Establishing an Effective Date; and Providing For Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve Ordinance No. 768 adopting regulations governing special events and authorizing the City Manager to implement necessary changes to internal policies and procedures.

There was no further discussion.

Motion to approve carried 7-0

10. Consideration, discussion, and possible action on proposed amendments to City Council Rules of Procedure.

The city staff recommended that the City Council review and discuss the proposed updates to the Council Rules of Procedure, and provide any feedback or suggested changes.

A discussion was held regarding Section 3, 4, and Section 9.

Assistant City Attorney Rivera stated that the ordinance would be presented at the December 18th council meeting.

There was no action taken.

11. Consideration, discussion, and possible action on an ordinance ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.

The city staff recommended that the City Council approve Ordinance No. 769 ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.

Ordinance No. 769: An Ordinance of The City of Manor, Texas, Ordering and Establishing Procedures for the 2024 General Runoff Election in the City of Manor to Elect the Mayor; Setting the Date for the Runoff Election; Providing for Notice of the Election; Providing for Early Voting; Making Provisions for the Conduct of The Election; Providing for Other Matters Relating to the Election; and Providing an Effective Date.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Ordinance No. 769 ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 20, 2024.

The city staff recommended that the City Council approve City Offices closing at 1:00 p.m. on Friday, December 20, 2024.

HR Director Vasquez discussed that the closure was due to the employee holiday luncheon.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace to approve City Offices closing at 1:00 p.m. on Friday, December 20, 2024.

There was no further discussion.

Motion to approve carried 7-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:41 p.m. on Wednesday, November 20, 2024, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.074, Texas Government Code, to evaluate the performance and duties of the City Manager; Section 551.074 Personnel Matters – Discussion of City Manager's Employment; Section 551.074, Texas Government Code, to deliberate the evaluation of personnel in the Finance and IT departments; 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; and Sections*

**City Council Regular Session Minutes
November 20, 2024**

551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property at 8:41 p.m. on Wednesday, November 20, 2024.

The Executive Session was adjourned at 10:03 p.m. on Wednesday, November 20, 2024.

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 the Closed Executive Session at 10:03 p.m. on Wednesday, November 20, 2024.

There was no further discussion and no action was taken.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:03 p.m. on Wednesday, November 20, 2024.

The Manor City Council approved these minutes on the 4th day of December 2024.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



SHENANDOAH DEVELOPMENT GROUP

Manor Town Square
Development

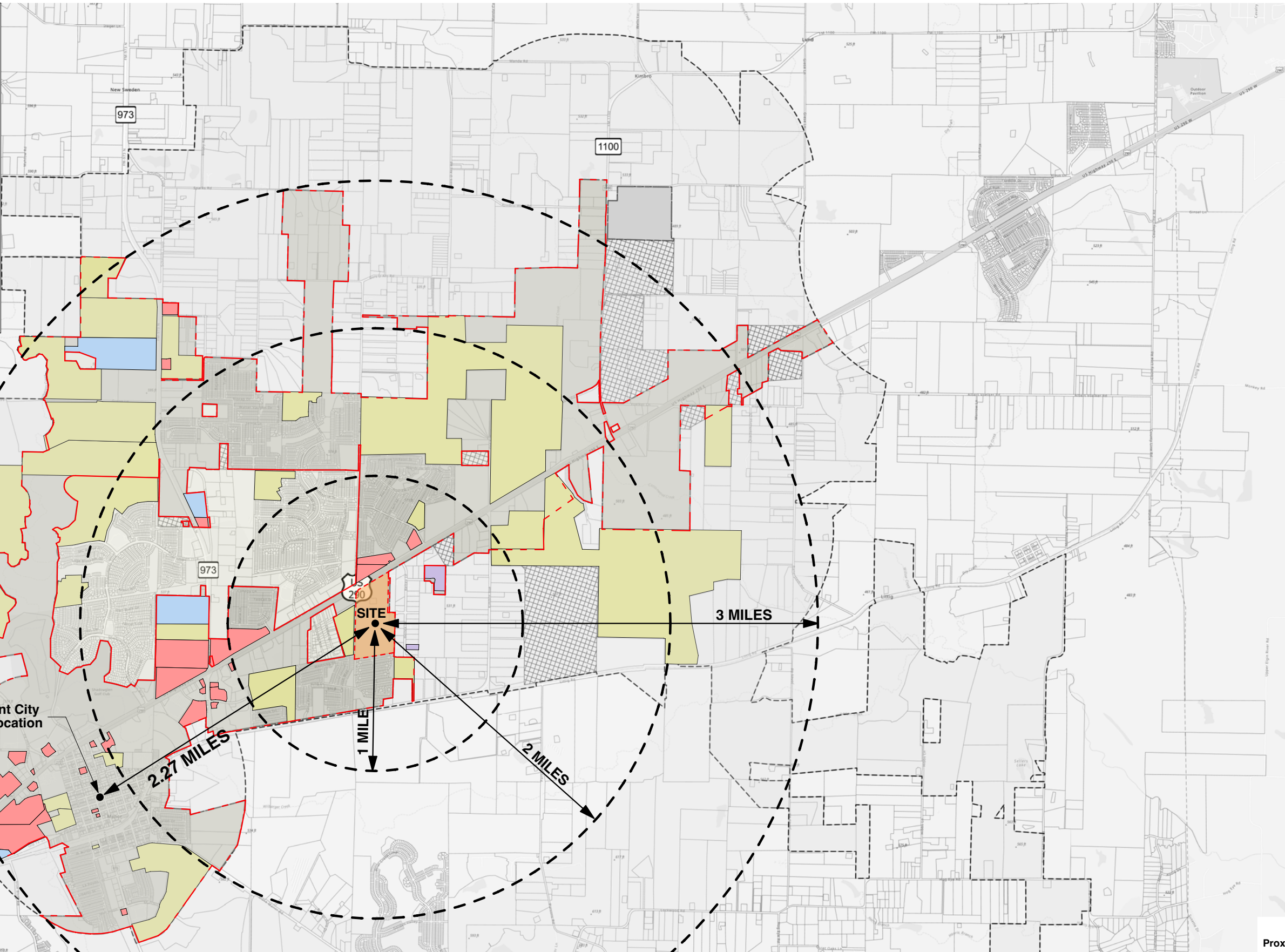
November 20th, 2024

Key:

- - - City Limits
- - - Extra-Territorial Jurisdiction
- ▨ Future Annexation

In-Progress & Planned Developments

- Proposed Site
- Commercial
- Industrial
- Educational
- Residential



Proximity Map
11/19/24



Context Map
11/19/24

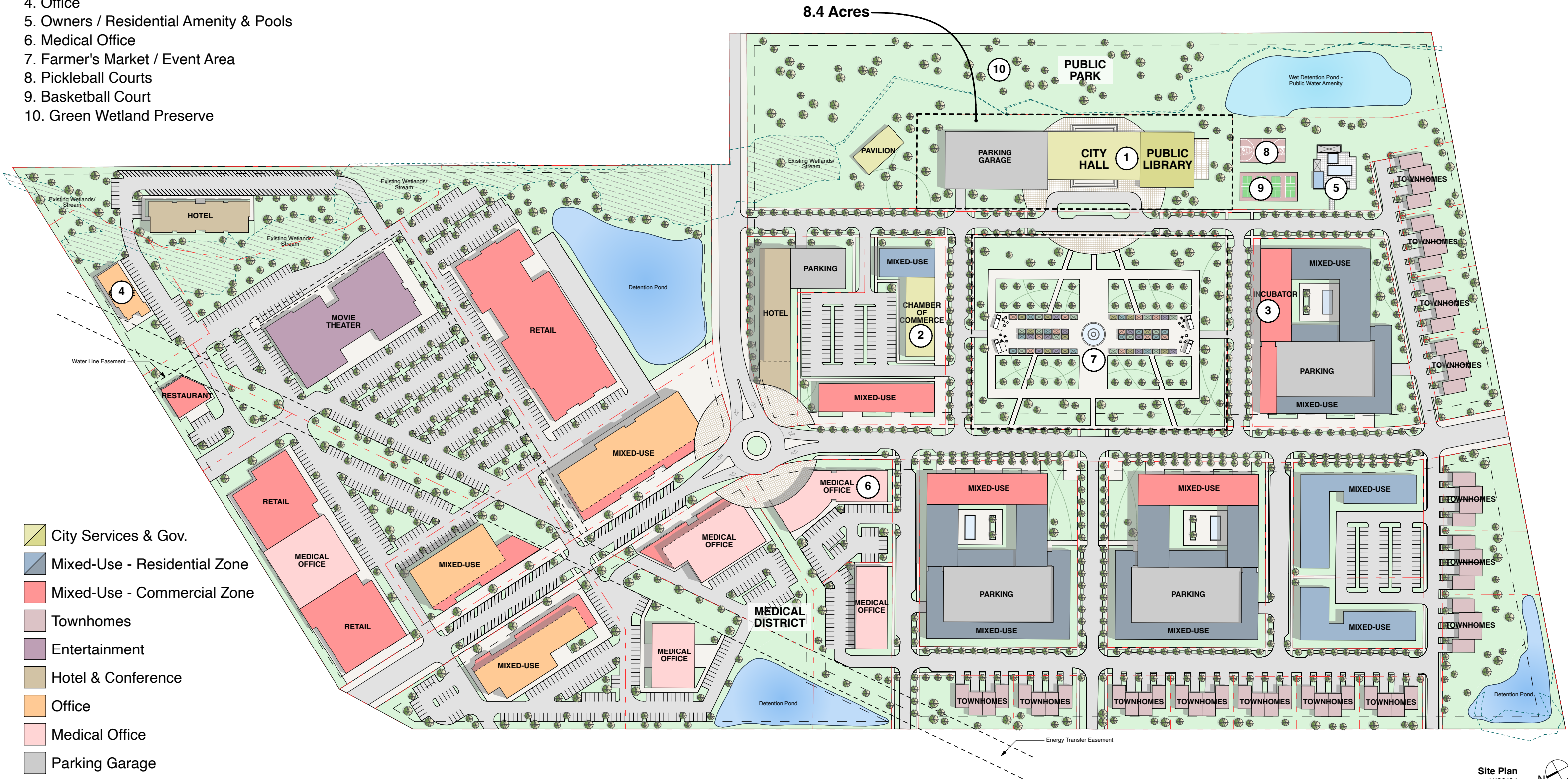


METROPOLITAN DEVELOPMENT COMPANY, LLC
Pappageorge Haymes Partners

 **SHENANDOAH DEVELOPMENT GROUP**

Key:

1. City Hall / Library
2. Chamber of Commerce
3. Incubator
4. Office
5. Owners / Residential Amenity & Pools
6. Medical Office
7. Farmer's Market / Event Area
8. Pickleball Courts
9. Basketball Court
10. Green Wetland Preserve

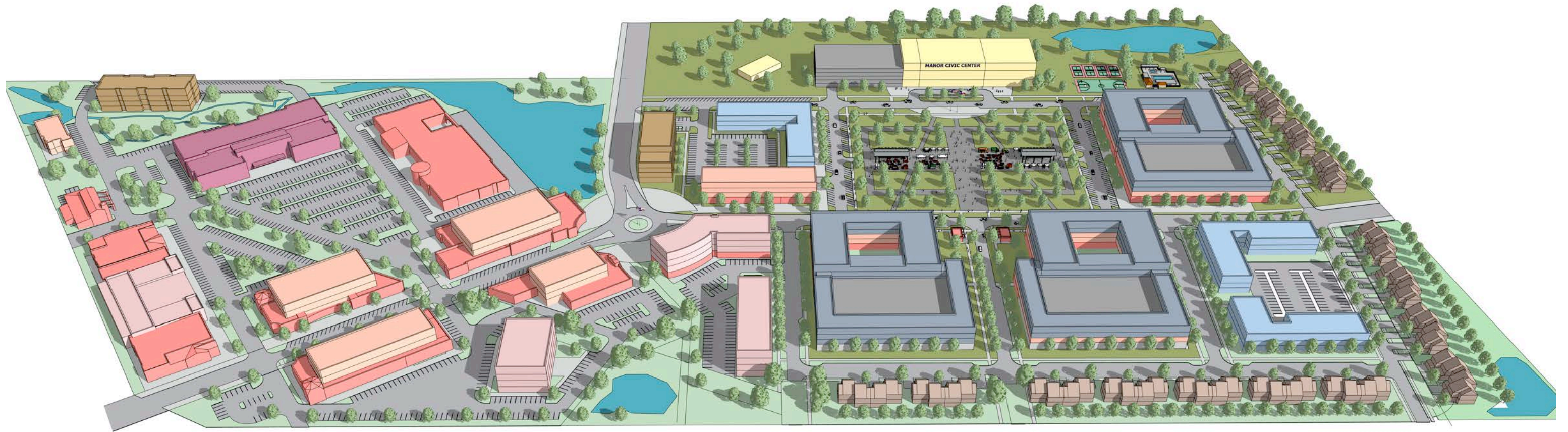


- City Services & Gov.
- Mixed-Use - Residential Zone
- Mixed-Use - Commercial Zone
- Townhomes
- Entertainment
- Hotel & Conference
- Office
- Medical Office
- Parking Garage

Site Plan
11/20/24

PH # 191 © COPYRIGHT PAPPAGEORGE HAYMES PARTNERS 2024

- City Services & Gov.
- Mixed-Use - Residential Zone
- Mixed-Use - Commercial Zone
- Townhomes
- Entertainment
- Hotel & Conference
- Office
- Medical Office
- Parking Garage



Perspective View 01
11/20/24

METROPOLITAN DEVELOPMENT COMPANY, LLC
Pappageorge Haymes Partners

 **SHENANDOAH DEVELOPMENT GROUP**

- City Services & Gov.
- Mixed-Use - Residential Zone
- Mixed-Use - Commercial Zone
- Townhomes
- Entertainment
- Hotel & Conference
- Office
- Medical Office
- Parking Garage



Perspective View 02
11/20/24



Perspective View 03
11/20/24

METROPOLITAN DEVELOPMENT COMPANY, LLC
Pappageorge Haymes Partners

 SHENANDOAH DEVELOPMENT GROUP



Perspective View 04
11/20/24



Perspective View 05
11/20/24

METROPOLITAN DEVELOPMENT COMPANY, LLC
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 SHENANDOAH DEVELOPMENT GROUP



Perspective View 06
11/20/24

METROPOLITAN DEVELOPMENT COMPANY, LLC
Pappageorge Haymes Partners

 SHENANDOAH DEVELOPMENT GROUP

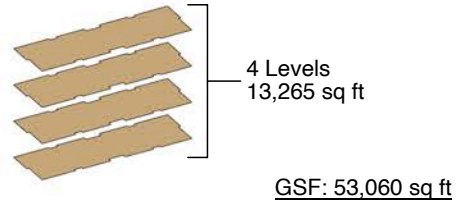
1. Retail



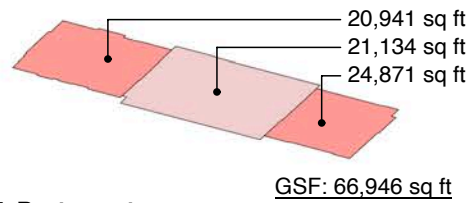
2. Movie Theater



3. Hotel



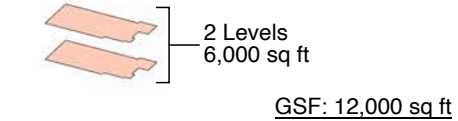
4. Retail & Medical Office



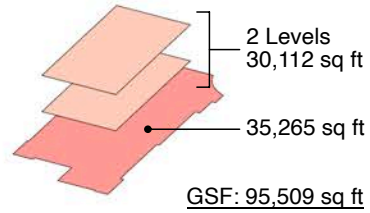
5. Restaurant



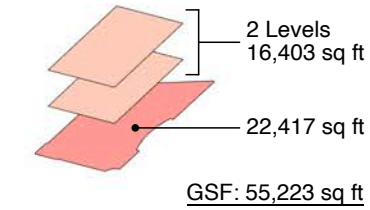
6. Office



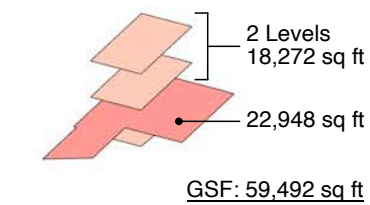
7. Retail & Office



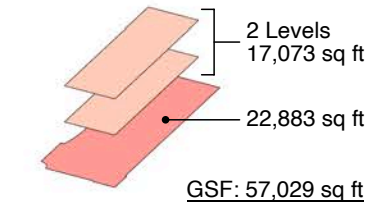
8. Retail & Office



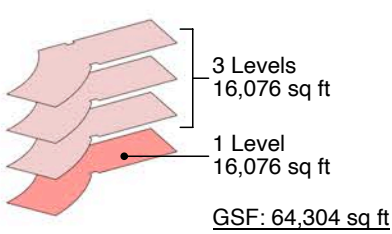
9. Retail & Medical Office



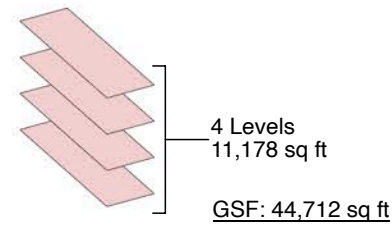
10. Retail & Office



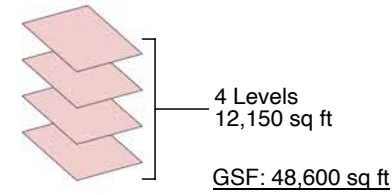
11. Retail & Medical Office



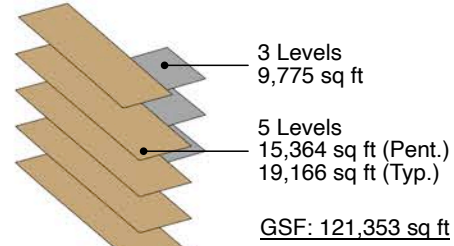
12. Medical Office



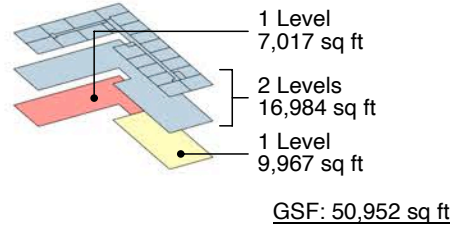
13. Medical Office



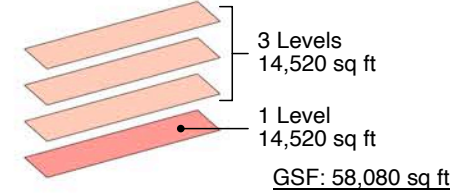
14. Hotel & Parking Garage



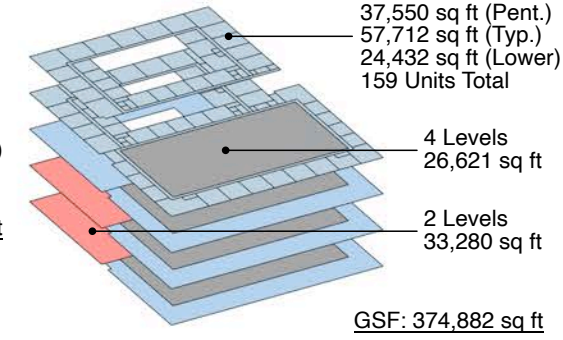
15. Chamber of Commerce, Retail & Resi.



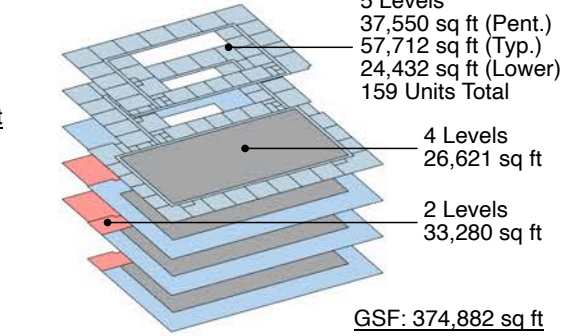
16. Retail & Office



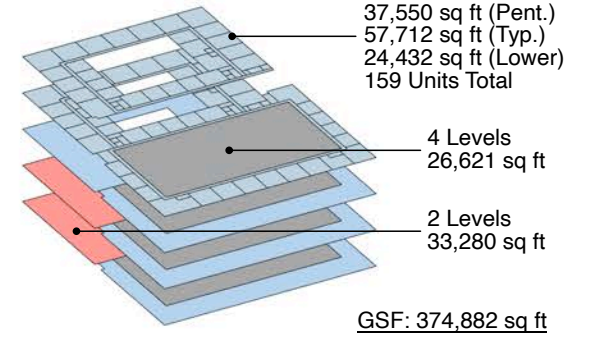
17. Office & Residential



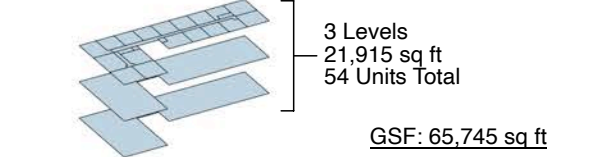
18. Office & Residential



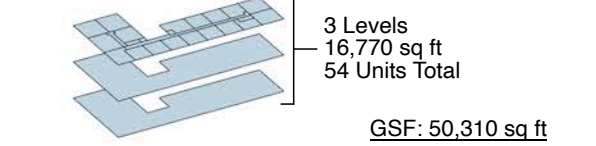
19. Office & Residential



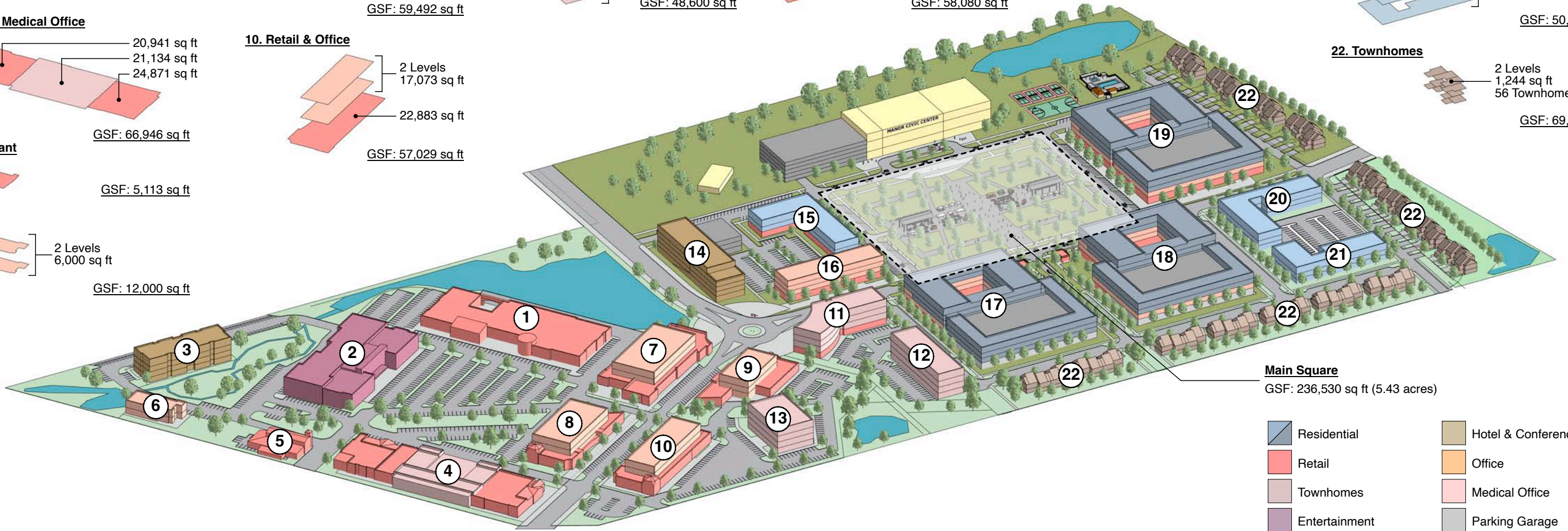
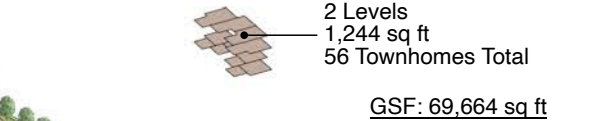
20. Residential



21. Residential



22. Townhomes



Main Square
GSF: 236,530 sq ft (5.43 acres)

- Residential
- Retail
- Townhomes
- Entertainment
- Hotel & Conference
- Office
- Medical Office
- Parking Garage

Project Data
11/20/24