



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
AUGUST 14, 2024**

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

PRESENT:

COMMISSIONERS:

Felix Paiz, Chair, Place 4 (Absent)
Prince Chavis, Vice Chair Place 2 (Absent)
Julie Leonard, Place 1
Gabrielle Orion, Place 3
Jeffrey Stensland, Place 5
Cecil Meyer, Place 6 (Absent)
James Terry, Place 7
Gabriel Nila, Alternate No. 1 (Absent)
Vacant, Alternate No. 2

CITY STAFF:

Scott Dunlop, Development Services Director
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 Commission was called to order by Commissioner Leonard at 6:38 p.m. on Wednesday, August 14, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile with the Austin Bocce League submitted a speaker card to speak during the Public Comments. Mr. Battaile spoke about his success with the prior bocce leagues he helped establish and the creation of Manor's bocce courts.

PUBLIC HEARING

- 1. Conduct a public hearing on a Subdivision Concept Plan for the Manor Heights Subdivision Phases 2, 3, 4, 5, and 6, being one thousand three hundred and ninety-five (1,395) lots on 477.8 acres, more or less, and located at the northeast intersection of US HWY 290 and Old Kimbro Rd., Manor, TX. Applicant: Kimley-Horn & Associates. Owner: RHOF LLC.**

City Staff recommended that the Planning and Zoning Commission conduct a public hearing on a Subdivision Concept Plan for the Manor Heights Subdivision Phases 2, 3, 4, 5, and 6, being one thousand three hundred and ninety-five (1,395) lots on 477.8 acres, more or less, and located at the northeast intersection of US HWY 290 and Old Kimbro Rd., Manor, TX.

Commissioner Leonard opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card for this item, however, he was unavailable to speak.

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

There was no further discussion.

Motion to Close carried 4-0.

- 2. Conduct a public hearing on a Subdivision Concept Plan for the Ventura Subdivision, being one (1) lot on 15.48 acres, more or less, and located near the intersection of Tower Rd. and Suncrest Rd., specifically 12100 Tower Rd., Manor, TX. Applicant: Kimley-Horn. Owner: Kenneth and Suanna Tumlinson.**

City Staff recommended that the Planning and Zoning Commission conduct a public hearing on a Subdivision Concept Plan for the Ventura Subdivision, being one (1) lot on 15.48 acres, more or less, and located near the intersection of Tower Rd. and Suncrest Rd., specifically 12100 Tower Rd., Manor, TX.

Commissioner Leonard opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card for this item, however, he was unavailable to speak.

Andrew Graham with Kimley-Horn, 10814 Jollyville Rd Suite 200, Austin, Texas, submitted a speaker card in support of this item. Mr. Graham did not wish to speak; however, he was available for any questions.

Director Dunlop stated this concept plan has been approved by the city engineers. City staff will recommend approval. Director Dunlop gave background information for this project. He confirmed a site plan has been submitted to the city. He detailed some of the roadway improvements associated with this project.

Director Dunlop answered questions regarding the multifamily project.

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

There was no further discussion.

Motion to Close carried 4-0.

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes for:

- July 10, 2024, Planning and Zoning Commission Workshop; and
- July 10, 2024, Planning and Zoning Commission Regular Session.

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

There was no further discussion.

Motion to Approve carried 4-0.

REGULAR AGENDA

4. Consideration, discussion, and possible action on a Subdivision Concept Plan for the Manor Heights Subdivision Phases 2, 3, 4, 5, and 6, being one thousand three hundred and ninety-five (1,395) lots on 477.8 acres, more or less, and located at the northeast intersection of US HWY 290 and Old Kimbro Rd., Manor, TX. Applicant: Kimley-Horn & Associates. Owner: RHOF LLC.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Concept Plan for the Manor Heights Subdivision Phases 2, 3, 4, 5, and 6, being one thousand three hundred and ninety-five (1,395) lots on 477.8 acres, more or less, and located at the northeast intersection of US HWY 290 and Old Kimbro Rd., Manor, TX.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card for this item, however, he was unavailable to speak.

Director Dunlop summarized the history of this subdivision. He answered questions regarding the prior uses. He clarified a few of the modifications from the original concept plan.

Director Dunlop answered questions regarding open space and parkland dedication areas.

Sarah Starkey with Kimley Horn addressed concerns regarding lighting within the park and open space areas. Ms. Starkey answered questions regarding separation of commercial and residential spaces. She explained the commercial and residential areas of the subdivision had different owners.

Ms. Starkey addressed the commercial property uses planned for the subdivision. She spoke about the C-1 (light commercial) and modified C-2 (medium commercial) uses. She answered questions regarding ingress and egress for the development.

MOTION: Upon a motion made by Commissioner Orion and seconded by Commissioner Terry to approve the Subdivision Concept Plan for the Manor Heights Subdivision Phases 2, 3, 4, 5, and 6, being one thousand three hundred and ninety-five (1,395) lots on 477.8 acres, more or less, and located at the northeast intersection of US HWY 290 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 Subdivision Concept Plan for the Ventura Subdivision, being one (1) lot on 15.48 acres, more or less, and located near the intersection of Tower Rd. and Suncrest Rd., specifically 12100 Tower Rd., Manor, TX. Applicant: Kimley-Horn. Owner: Kenneth and Suanna Tumlinson.**

City Staff recommended that the Planning and Zoning Commission approve a Subdivision Concept Plan for the Ventura Subdivision, being one (1) lot on 15.48 acres, more or less, and located near the intersection of Tower Rd. and Suncrest Rd., specifically 12100 Tower Rd., Manor, TX.

Director Dunlop stated this concept plan has been approved by the city engineers and is a non-discretionary item. He gave information on the project including right of way dedications and roadway improvements.

Andrew Graham with Kimley-Horn, 10814 Jollyville Rd Suite 200, Austin, Texas, speaker card in support of this item. Mr. Graham answered questions regarding the implementation of the roadway improvements along Tower Road and Suncrest Loop that are associated with this project.

Mr. Graham recapped the prior issues with the bordering property owners. He elaborated on the actions they have taken to resolve their list of complaints. He reviewed the intentions to increase the culvert size to allow stormwater to travel under the roadway instead of over the road. He confirmed there were no access points proposed at this time on the north side of the property.

MOTION: Upon a motion made by Commissioner Terry and seconded by Commissioner Stensland to approve the Subdivision Concept Plan for the Ventura Subdivision, being one (1) lot on 15.48 acres, more or less, and located near the intersection of Tower Rd. and Suncrest Rd., specifically 12100 Tower Rd., Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

- 6. Consideration, discussion, and possible action on a Final Plat for the Manor Heights Subdivision Phase 5, one hundred ninety-seven (197) lots on 62.33 acre, more or less, and being located near the intersection of Rosen Way and Carper Drive, Manor, TX.**
Applicant: Kimley-Horn & Associates. Owner: Forestar (USA) Real Estate Group, Inc.

City Staff recommended that the Planning and Zoning Commission approve a Final Plat for the Manor Heights Subdivision Phase 5, one hundred ninety-seven (197) lots on 62.33 acre, more or less, and being located near the intersection of Rosen Way and Carper Drive, Manor, TX.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card for this item, however, he was unavailable to speak.

Director Dunlop stated this item is a non-discretionary item. It has been approved by the engineers. He gave a summary and answered questions regarding the final plat.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Orion to approve the Final Plat for the Manor Heights Subdivision Phase 5, one hundred ninety-seven (197) lots on 62.33 acre, more or less, and being located near the intersection of Rosen Way and Carper Drive, Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

- 7. Consideration, discussion, and possible action on a Subdivision Construction Variance for the New Haven Subdivision from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 42(b)(1) to permit a modified street pavement detail and being located at the northwest intersection of FM 973 and Gregg Ln, Manor, TX.**
Applicant: Quiddity. Owner: Gregg Lane Dev. LLC.

City Staff recommended that the Planning and Zoning Commission approve with city engineer recommendations a Subdivision Construction Variance for the New Haven Subdivision from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 42(b)(1) to permit a modified street pavement detail and being located at the northwest intersection of FM 973 and Gregg Ln, Manor, TX.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card for this item, however, he was unavailable to speak.

Brad Carabajal with Quiddity, 3100 Alvin Devane Blvd #150, Austin, Texas, submitted a speaker card in support of this item. Mr. Carabajal did not wish to speak; however, he was available for any questions.

Travis Janik with Ashton Gray Development, 101 Parklane Boulevard Suite 102, Sugar Land, Texas, submitted a speaker card in support of this item. Mr. Janik did not wish to speak; however, he was available for any questions.

John Alvarez with Quiddity, 3100 Alvin Devane Blvd #150, Austin, Texas, gave a presentation for this item. (see attached) Mr. Alvarez gave a brief recap for this variance. Mr. Alvarez answered questions. He confirmed no changes had been made to the overall plan for the construction. He stated the difference between this meeting and the last would be in the maintenance plan. They are purposing the regular maintenance bond with an additional maintenance program that would include the following:

- Year 1 – semiannual (2 times) monitoring for cracking and provide sealing with a 100% (one hundred percent) maintenance bond.
- Year 2 – quarterly (4 times) monitoring for cracking and provide sealing with a 10% (ten percent) maintenance bond.
- Year 3 – quarterly (4 times) monitoring for cracking and provide sealing, which the city does not normally require.

Engineer Gray answered questions regarding the geogrid used in Manor. She gave examples of how it has held up in the past.

Mr. Alvarez answered questions pertaining to the potential vertical rise of the proposed road. He explained what PVR was and how it was related to this variance request.

Engineer Gray answered questions regarding the standards for the nearby subdivisions that were currently underway. She detailed the role soil conditions play during the construction phase of a subdivision. She explained ways soil conditions discovered after construction could hinder progress. She gave examples of some obstacles that were being dealt with in the construction of roads inside the Monarch Ranch subdivision.

Engineer Gray answered questions about the use of geogrid requirements. She described the use of the Geotech Report.

The Commission requested more information on using cement versus lime as part of the subgrade. Commissioners wanted to know which is better and why. Mr. Alvarez stated that he felt it was preference, that either would accomplish stabilization. For this project they would be using lime.

Director Dunlop informed the Commission that the maintenance bond requirements were established by a separate portion of the City Code of Ordinance. The bond requirements would remain the same regardless of the vote to approve or deny this request. The only reason the maintenance requirement would change would be if it was modified as part of a condition for approval.

Engineer Gray explained the current maintenance bond process.

MOTION: Upon a motion made by Commissioner Terry and seconded by Commissioner Stensland to approve the Subdivision Construction Variance for the New Haven Subdivision from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 42(b)(1) to permit a modified street pavement detail and being located at the northwest intersection of FM 973 and Gregg Ln, Manor, TX, with the following conditions:

1. Require Geogrid on both street types to meet or exceed a treated subgrade thickness of at least 16 inches.
2. Year 1 – semiannual (2 times) monitoring for cracking and provide sealing with a 100% (one hundred percent) maintenance bond.
3. Year 2 – quarterly (4 times) monitoring for cracking and provide sealing with a 100% (one hundred percent) maintenance bond.
4. Year 3 – quarterly (4 times) monitoring for cracking and provide sealing with no additional bond.

There was no further discussion.

Motion to Approve with Conditions carried 4-0.

8. Consideration, discussion, and possible action on the Asco Equipment Coordinated Sign Plan.

City staff recommended that the Planning and Zoning Commission approve the Asco Equipment Coordinated Sign Plan as revised.

Details in the CSP include:

- One 170.72-square-foot internally illuminated pole sign
- Two Asco channel letter signs, each 27.28 square feet
- Two existing Case channel letter signs, each 30.26 square feet
- Two "construction" backlit sign cabinets, each 16.89 square feet

The pole sign be limited to 90 square feet to be at a more appropriate scale and to still afford sufficient signage for their business operations.

Cody Cagle with Skyrite Sign Company, 700 SE 10th Street, Amarillo, Texas, submitted speaker card to speak in support of this item. Mr. Cagle stated he was seeking approval to complete a refacing of a sign for the Asco Business.

Director Dunlop stated that placing or altering any sign would require a permit and would need to be brought into compliance with the current code. He gave a summary of how this sign request was affected by the code. He stated the main issue would be the size of the sign. The pylon sign in question is currently 170 feet which is approximately double the allowable size by current code which would be 80 feet.

Director Dunlop explained the purpose of a coordinated sign plan. He answered questions about other businesses who had to go through this same process.

Mr. Cagle answered questions about the cost impact for Asco and Skyrite Sign Company if they were made to update to the current code. He answered questions about the reason behind the sign replacement. He stated it was due to damage caused by a storm in 2022.

Mr. Cagle confirmed that Asco was a large company and not locally owned.

Director Dunlop addressed questions regarding safety concerns about larger signs. He stated size requirements have been consistent throughout the last 5-10 years. This sign should have required reduction prior.

Discussion was held regarding the signage for the other businesses nearby.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Terry to approve the Asco Equipment Coordinated Sign Plan without revisions to the existing pole sign.

There was no further discussion.

Motion to Approve carried 4-0.

9. Consideration, discussion, and possible action on the Manor Crossing Coordinated Sign Plan.

City staff recommended that the Planning and Zoning Commission approve the Manor Crossing Coordinated Sign Plan as revised.

Director Dunlop gave background information for this coordinated sign plan. He listed the businesses that would be affected by this item. He stated the development agreement negotiated with City Council allowed for the signage to be up to 75 (seventy-five) feet which exceeded the maximum allowable height per City Code

Director Dunlop stated a Sign Application had been submitted to the city. The signage height in the application is 55 (fifty-five) feet. The developer is requesting language in the coordinator sign plan that would allow modifications up to 75 (seventy-five) feet to avoid the need for an amended sign plan later if Highway 290 is constructed as an elevated expressway.

Director Dunlop explained the staff recommendation. He stated that he did not feel it was appropriate to take away the ability to modify from the future planning and zoning or council members. He personally felt it was more appropriate to require them to come back before the commission or council if modifications were needed in the future.

Matt Harris, Chief Financial Officer for Butler Family Interest, submitted a speaker card to speak in support of this item. Mr. Harris spoke on the history of negotiations between the city and the developer, the location of this development, and the traffic concerns for the intersection of FM 973 and Highway 290 East. He stated there would be major traffic improvements to alleviate the stress on this intersection and others.

Bob Strobeck with FSG Signs, 10212 Metric Blvd, Austin, submitted a speaker card in support of this item. Mr. Strobeck answered questions pertaining to sign longevity. He clarified the lifespan of a sign would be depicted by the quality of the build.

Discussion was held regarding the feasibility of modifying the 55-foot structure once constructed to increase the height. Mr. Harris explained the foundation of the structure would be constructed to accommodate the expansion if it was deemed necessary in the future.

Discussion was held regarding traffic and roadway expansion concerns.

Commissioners considered the negotiations of the original development agreement. It was the consensus that action on this item should adhere to the spirit of the agreement.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Terry to approve the Manor Crossing Coordinated Sign Plan as revised with the exception to Section 11C where as the “Butler Cove Freestanding Sign”, shall be allowed per the Development Agreement with a maximum fifty-five feet for initial construction with an allowance to increase through administrative process up to a maximum of seventy-five feet in height upon the construction of an elevated roadway of either FM 973 or Highway 290 East.

There was no further discussion.

Motion to Approve carried 4-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Terry and seconded by Commissioner Stensland to adjourn the Regular Session of the Manor Planning and Zoning Commission at 8:32 p.m. on Wednesday August 14, 2024.

There was no further discussion.

Motion to Adjourn carried 4-0.

The Planning and Zoning Commission approved these minutes on September 11, 2024.

APPROVED:

Chairperson

ATTEST:

Mandy Miller

Development Services Supervisor

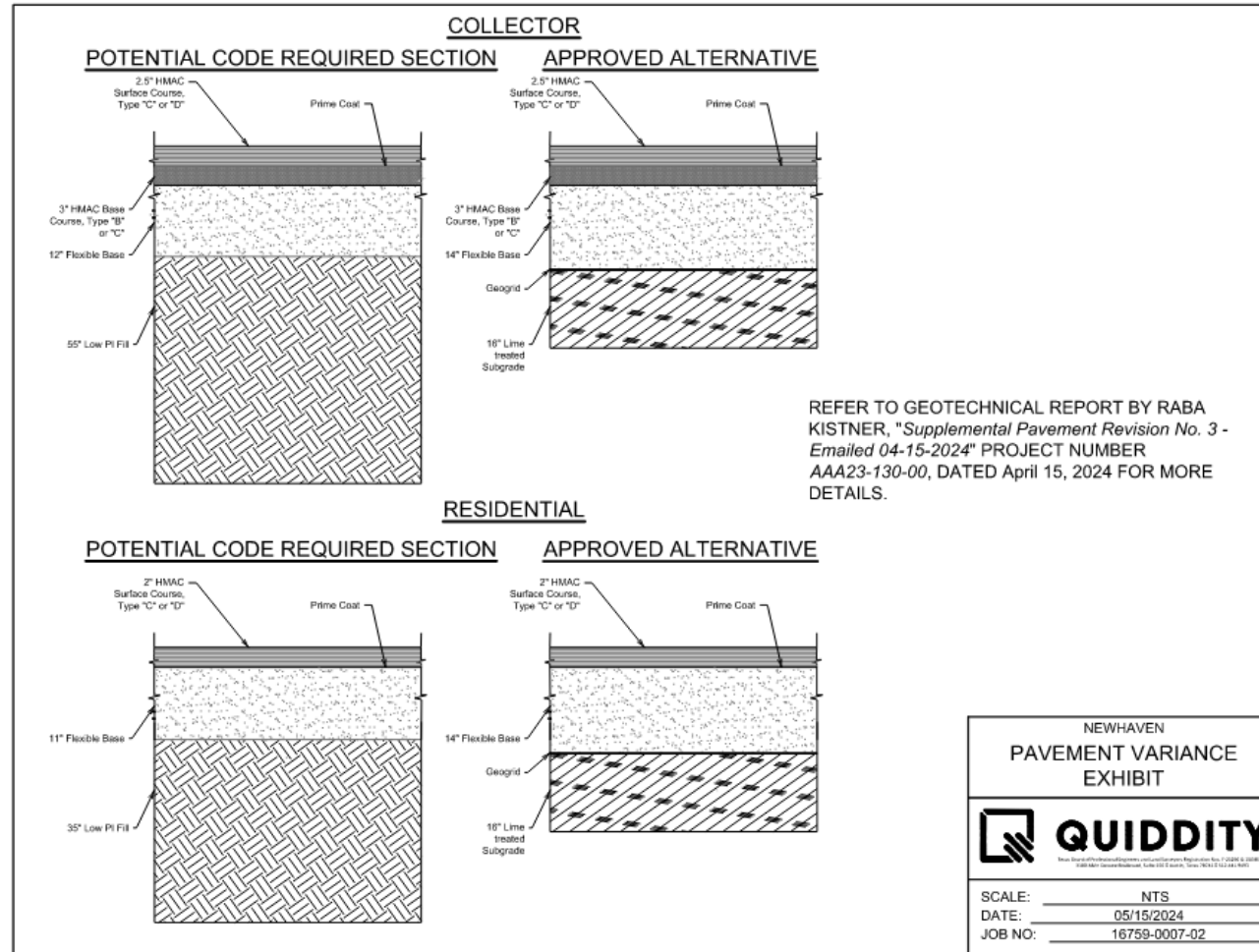
DRAFT



QUIDDITY

**PLANNING AND ZONING
COMMISSION MEETING
August 14, 2024**

PAVEMENT SECTION SUMMARY



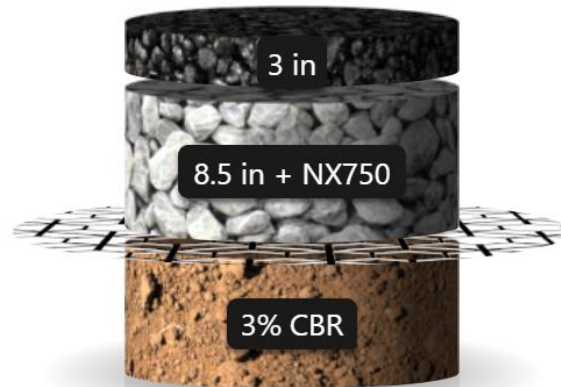
EXPANSIVE SOILS

Unstabilized
355,100 ESALs



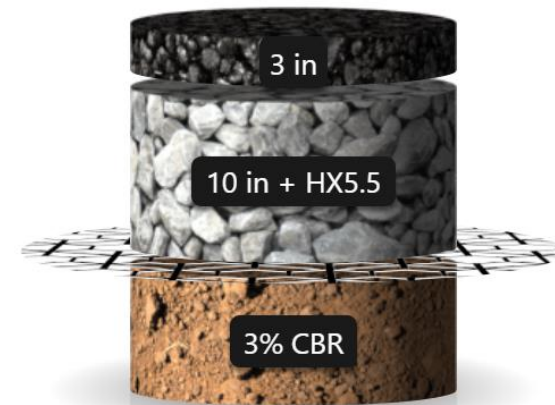
InterAX NX750

Stabilized
368,200 ESALs



H-Series HX5.5

Stabilized
400,300 ESALs



SECTION EXAMPLES



Edmund St.
Taylor, TX
Built – 2022

SECTION EXAMPLES



Village at Manor Commons
Manor, TX
Built – October 2021

Hutto Bypass (Limmer Loop) – Williamson County

