



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
JANUARY 12, 2022**

**PRESENT:**

**COMMISSIONERS:**

Julie Leonard, Vice Chair Place 1 (Absent)  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Prince John Chavis, Place 4  
Grant E. Loveless, Place 5 (Absent)  
Cecil Meyer, Place 6 (Absent)  
Lakesha Small, Place 7

**CITY STAFF:**

Scott Dunlop, Interim City Manager  
Mandy Miller, Administrative Assistant

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present, the regular session of the Manor P&Z Commission was called to order by Vice Chair Small at 6:33 p.m. on Wednesday, January 12, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a public hearing on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX. Applicant: LJA Engineering. Owner: Butler Family Partnership, Ltd.**

The City staff recommended that the P&Z Commission conduct a public hearing.

Vice Chair Small opened the public hearing.

Joseph Longaro with LJA Engineering, 7500 Rialto Blvd, Bldg II, Ste 100, Austin, Texas, submitted a speaker card in support of this item. He did not wish to speak; however, was available for any questions.

Interim City Manager Dunlop spoke regarding the location and general details of the development plans for this site. Mr. Dunlop answered questions regarding the current zoning of C-2 Commercial.

Ozie Monroe Jr., P.O. Box 254, Manor, Texas, submitted a speaker card in support of this item. Mr. Monroe asked questions regarding the future development plans for this item. Mr. Monroe was informed anything under C-2 Commercial would be allowed.

**MOTION:** Upon a motion made by Commissioner Chavis and Seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to close carried 4-0**

2. **Conduct a public hearing on a Rezoning Application for 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract 315, and being located at 13801 N. FM 973, Manor, TX to Heavy Commercial (C-3). Applicant: Rafiq Karediya. Owner: Rafiq Karediya.**

The City staff recommended that the P&Z Commission conduct a public hearing.

Vice Chair Small opened the public hearing.

Rafiq Karediya, 13917 Carolina Ln, Austin, Texas, submitted a speaker card in support of this item, however, he did not wish to speak.

Interim City Manager Dunlop spoke regarding the location of the property, requested zoning change, and the City's recommendation of C-2 instead of C-3.

Josh Baran with Seven 10 Development Group, 1625 Williams Dr., Georgetown, Texas, submitted a speaker card to speak in support of this item. Mr. Baran answered questions from the Commissioners regarding the planned use for this property. He explained the need for C-3 zoning due to the following categories:

- Office with Showroom
- Office with Warehouse
- Product with Development Services
- Research Services
- Outdoor Use

Interim City Manager Dunlop explained options of approval that was allowed by the Commission which included modifications to requested zoning and options of lesser zoning.

**MOTION:** Upon a motion made by Commissioner Chavis and Seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to close carried 4-0**

3. **Conduct a public hearing on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX. Applicant: I.T. Gonzalez Engineers. Owner: Jorge Luis Martinez.**

The City staff recommended that the P&Z Commission conduct a public hearing.

Vice Chair Small opened the public hearing.

Interim City Manager Dunlop explained Extra Territorial Jurisdiction (ETJ), ETJ Subdivision regulations and the City's responsibility to ensure everything is platted appropriately.

**MOTION:** Upon a motion made by Commissioner Butler and Seconded by Commissioner Hardeman to close the public hearing.

There was no further discussion.

**Motion to close carried 4-0**

#### CONSENT AGENDA

4. **Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee and Planning and Zoning Commission Minutes of December 08, 2021, Joint Session.**

**MOTION:** Upon a motion made by Commissioner Hardeman and Seconded by Commissioner Butler to approve the consent agenda.

There was no further discussion.

**Motion to approve carried 4-0**

#### REGULAR AGENDA

5. **Consideration, discussion and possible action on a Concept Plan for the Butler - Manor Subdivision, nine (9) lots on 95.16 acres more or less, and being located near the intersection of US Hwy 290 and N. FM 973, Manor, TX. Applicant: LJA Engineering. Owner: Butler Family Partnership, Ltd.**

The City staff recommended that the P&Z Commission approve the Concept Plan for the Butler-Manor Subdivision located near the intersection of US Hwy 290 and N. FM 973, Manor, TX.

Interim City Manager Dunlop answered questions from the Commission regarding Right-In and Right-Out traffic flow for the property.

**MOTION:** Upon a motion made by Commissioner Hardeman and Seconded by Commissioner Chavis to approve the Concept Plan for the Butler-Manor Subdivision.

There was no further discussion.

**Motion to approve carried 4-0**

**6. Consideration, discussion and possible action on a Rezoning Application for 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract 315, and being located at 13801 N. FM 973, Manor, TX to Heavy Commercial (C-3). Applicant: Rafiq Karediya. Owner: Rafiq Karediya.**

The City staff recommended that the P&Z Commission approve a lesser zoning of Medium Commercial (C-2) instead of Heavy Commercial (C-3) for property being located at 13801 N. FM 973, Manor, Texas.

Josh Baran with Seven 10 Development Group, 1625 Williams Dr., Georgetown, Texas, submitted a speaker card to speak in support of this item. Mr. Baran answered questions from the Commissioners regarding the clarification on uses under C-3. Mr. Baran listed Office with Showroom, Office with Warehouse, and Product Development as the most general uses based on past projects; however, no set plan has been established for the space.

Interim City Manager Dunlop answered questions from the Commissioners regarding the limits and restrictions that can be placed on the C-2 or C-3 zoning. Mr. Dunlop explained the C-3 is the heaviest commercial zoning possible and added allowances under C-2 would be easier to manage by the City in the future.

**MOTION:** Upon a motion made by Commissioner Hardeman and Seconded by Commissioner Butler to approve the Rezoning of 13801 N. FM 973 to Medium Commercial (C-2) with modification to allow (1) Office with Showroom, (2) Office with Warehouse, (3) Product Development Services – general, and (4) Research Services – general.

There was no further discussion.

**Motion to approve carried 4-0**

**7. Consideration, discussion and possible action on a Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX. Applicant: I.T. Gonzalez Engineers. Owner: Jorge Luis Martinez.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the J & R Martinez Subdivision, two (2) lots on 4.498 acres, more or less, and being located at 15637 Schmidt Loop, Manor, TX

**MOTION:** Upon a motion made by Commissioner Butler and Seconded by Commissioner Chavis to approve the Short Form Final Plat for the J & R Martinez Subdivision.

There was no further discussion.

**Motion to approve carried 4-0**

**8. Consideration, discussion and possible action on a 2022 Subdivision Calendar.**

The City staff recommended that the P&Z Commission approve the 2022 Subdivision Calendar.

Interim City Manager Dunlop gave a brief summary of the 2022 Subdivision Calendar. He answered questions from the Commission about the purpose of the calendar and what it effects.

**MOTION:** Upon a motion made by Commissioner Chavis and Seconded by Commissioner Butler to approve the 2022 Subdivision Calendar.

There was no further discussion.

**Motion to approve carried 4-0**

#### **ADJOURNMENT**

The Regular Session of the Manor Planning and Zoning Commission adjourned at 7:19 p.m. on Wednesday, January 12, 2022.

These minutes approved by the P&Z Commission on the 9<sup>th</sup> day of February 2022. *(Audio Recording Archived)*

#### **APPROVED:**

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Julie Leonard  
Chairperson

#### **ATTEST:**

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Mandy Miller  
Administrative Assistant