



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
NOVEMBER 9, 2022**

**PRESENT:**

**COMMISSIONERS:**

Julie Leonard, Chair, Place 1 (Absent)  
LaKesha Small, Vice Chair, Place 7  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Vacant, Place 4  
Jennifer Wissmann, Place 5  
Cecil Meyer, Place 6

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Pauline Gray, City Engineer  
Mandy Miller, Permit Technician

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

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 6:43 p.m. on Wednesday, November 9, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding New Downtown. Mr. Battaile presented a handout to the Commission. (See attached.) The handout detailed his idea of a new downtown. He expressed his belief that the current downtown would never be big enough. Mr. Battaile stated he thinks we need to buy up approximately 30 or more acres to create a new downtown.

**PRESENTATIONS**

**A. Overview of the Manor 2050 Comprehensive Plan - Presented by Chance Sparks, Freese and Nichols.**

Chance Sparks with Freese and Nichols, 1251 Sandler Dr., San Marcos, Texas, stated the purpose of the presentation was to introduce the Comprehensive Plan draft, give an overview, and make suggestions on how to approach the information. (Presentation attached.)

Mr. Sparks stated the Comprehensive Plan would direct the growth of the city for the next 10 to 20 years with updates needing to be made every 5 years or so. Once adopted, this document would be used as a guideline for lawmakers. He gave feedback on the methods used to collect the data for the Comprehensive Plan.

Mr. Sparks stated many key takeaways from the studies done. The studies showed explosive population growth. Manor is remaining diverse with an increase of a younger population. Core values of the Community was a major focus with the drafting as well as the resources wanted or needed by the community.

Mr. Sparks answered questions from the Commissioners and gave examples of the other cities Freese and Nichols have assisted with creating Comprehensive Plans.

## **PUBLIC HEARING**

- 1. Public Hearing: Conduct a public hearing on a Preliminary PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Drenner Group. Owner: Ashton Grey Engineering.

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

Vice Chair Small opened the public hearing and requested back-ground information regarding this item from Director Dunlop.

Director Dunlop gave a summary of the location details and history of the property owners. He stated voluntary annexation was in progress. Ashton Grey is working with the city and cooperating with the future thoroughfare plan.

Charley Dorsaneo with Drenner Group, 2705 Bee Caves Rd, Austin, Texas, submitted a speaker card to speak in support of this item. Mr. Dorsaneo gave a presentation with slide show. He stated they are requesting annexation which was accepted last week by Manor City Council. He gave detailed information to the Commission regarding the planned development which included parks, nature preserve, and trails. Additional roadway infrastructure, right of way, parkland in lieu fees and storage space for water will also be provided by the PUD (Presentation attached)

Mr. Dorsaneo and Director Dunlop answer questions from the Commissioners regarding planned roadway improvements and the connection points to other existing roads. Concerns were expressed regarding the increase of traffic flow in the area of Gregg Lane.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. He expressed his disapproval of the wording being used in connection with this development. Mr. Battaile requested additional information regarding the in lieu fees, dedication of the parks, parking details, and who would be maintaining the parks. He stated the details look more like private parks instead of public parks.

Mr. Dorsaneo and Director Dunlop answer questions from the Commissioners regarding Nature Preserve as designed by this development. It was clarified the land would not be developed or graded but would remain open space with a trail going through it. This portion of the land is in flood plain area.

Discussion was held regarding parking for the trails and parks located in the development. Options were discussed however Mr. Dorsaneo stated this portion of the development was still in planning.

Discussion was held regarding lot size and layout within this development. It was clarified the sizes were 50 and 60-foot frontage lots with single family homes and no apartments or townhomes.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

2. **Public Hearing: Conduct a public hearing on a Final PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Drenner Group. Owner: Ashton Grey Engineering.

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

Vice Chair Small opened the public hearing.

Director Dunlop explained the process of submitting the Preliminary and Final PUD to be seen before the Commission at the same time. He clarified that the process is allowable if the Final PUD is complete.

Jim Lutz, 14812 FM 973, Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Lutz stated the proposed connector roadway bisects his property. He is requesting the roadway to be altered through a different portion of the property to allow his family to maintain their agricultural exemption.

Mr. Lutz answered questions from the Commission regarding the minimum amount of property needed to keep his exemption. He clarified the amount of acreage that would be involved with both variations of the plans.

Director Dunlop confirmed that Mr. Lutz had been in contact with the City, Ashton Grey and the school district in regard to the division of the land by the road. All parties are currently working with the Lutz family to resolve the issue. Director Dunlop stated that moving the roadway an estimated 40 feet would not impact the Commission's ability to approve the Final PUD. Minor alterations such as this one would be allowed until the later plotting stages.

**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 5-0**

3. **Public hearing: Conduct a public hearing on a Final Planned Use Development Amendment for the Monarch Ranch Subdivision, four hundred and four (404) lots on 134.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: SEC Planning, LLC. Owner: Blackburn Group.

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

Vice Chair Small opened the public hearing.

Director Dunlop gave a summary of the Monarch Ranch Subdivision. He detailed the proposed amendments that would help Monarch Ranch become more in line with the future land use and future throughfare plans for the city. The amendment would move 9 lots to the back portion of the property to allow for a wide roadway and a connector road.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. He stated that he was confused by the layout of parkland and open space as it was referred to in the Monarch Ranch documents. He stated he felt park land is not open space.

Director Dunlop clarified dedication of open space and park land are classified as the same in code. He also detailed the other amenities planned for the development which included playgrounds, dog parks, parking spaces, and picnic pavilions.

Mark Baker with SEC Planning, 4201 W. Parmer Ln, Building A, Suite220, Austin, Texas, submitted a speaker card in favor of this item. Mr. Baker did not wish to speak, however, was available for any questions.

**MOTION:** Upon a motion made by Commissioner Wissmann and seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

4. **Public Hearing: Conduct a public hearing on a Subdivision Concept Plan Application for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.15 acres, more or less, being located near the intersection of Gregg Ln and FM-973, Manor, TX.** Applicant: Jamison Civil Engineering LLC. Owner: Monarch Ranch at Manor, LLC.

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

Vice Chair Small opened the public hearing.

Director Dunlop stated the Concept Plan was updated to reflect the connector road and modifications requested by the city.

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

There was no further discussion.

**Motion to Close carried 5-0**

5. **Public Hearing: Conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Jamison Civil Engineering, LLC. Owner: Monarch Ranch at Manor, LLC.

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

Vice Chair Small opened the public hearing.

Director Dunlop gave details regarding the Approval Conditions. A Traffic Impact Analysis was currently being conducted and is pending Travis County approval.

**MOTION:** Upon a motion made by Commissioner Wissmann and seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

6. **Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 0.115 acres, more or less, out of Lot 1, Block 21, Town of Manor, and being located at 302 E Parsons, Manor, TX from Light Commercial (C-1) to Downtown Business (DB).** Applicant: Oxford Stratton Estates LLC. Owner: Akshay Pohekar.

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

Vice Chair Small opened the public hearing.

Director Dunlop gave a summary of this item. He detailed the location and development concept plan currently being discussed. Director Dunlop answered questions regarding zoning differences between Light Commercial and Downtown Business. He expressed the Downtown Business zoning would be more restrictive of the two zonings.

**MOTION:** Upon a motion made by Commissioner Wissmann and seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

7. **Public Hearing: Conduct a public hearing on a Rezoning Application for two (2) lots on 5.796 acres, more or less, out of the Greenbury Gates Survey No.63, and being located at 11712 Arnhamn, Manor, TX from Agricultural (A) to Medium Commercial (C-2).** Applicant: Baeza Engineering, PLLC. Owner: John and Sandy Kerr.

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

Vice Chair Small opened the public hearing.

Director Dunlop stated that the property was recently annexed into the city. The property's current zoning is the default zoning. The property owner is requesting the change to Medium Commercial (C-2) which is consistent with the surrounding properties and appropriate based on the location of the property.

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

There was no further discussion.

**Motion to Close carried 5-0**

8. **Conduct a public hearing on a Specific Use Permit for a Gas Station, 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13801 N FM 973, Manor, TX.** Applicant: JAB Engineering, LLC. Owner: Platinum 973, LLC.

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

Vice Chair Small opened the public hearing.

Director Dunlop gave a brief history of this item. He stated the item was amended due to the denial of City Council of the original request.

Josh Baran with JAB Engineering, 4500 Williams Dr., Suite 212-121, Georgetown, Texas, submitted a speaker card to speak in support of this item. He gave a presentation to the Commissioners. (Presentation attached.) Mr. Baran gave a detailed history of the project. He stated there was a need for the driveway to be more in line with Ralph Ritchie Rd.

Rafiq Kerediyi with Platinum 973, LLC, 8868 Research Blvd, Suite 308, Austin, Texas, submitted a speaker card to speak in support of this item. Mr. Kerediyi answered questions from the commissioners regarding the Ghost Kitchen and charging stations.

**MOTION:** Upon a motion made by Vice Chair Wissmann and seconded by Commissioner Butler to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

- 9. Conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.** Applicant: I.T. Gonzalez Engineers. Owner: Victor Martinez.

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

Vice Chair Small opened the public hearing.

Director Dunlop gave a summary of the item. He stated the plat had Engineering approval therefore City Staff recommended approval.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to close the public hearing.

There was no further discussion.

**Motion to Close carried 5-0**

## **CONSENT AGENDA**

- 10. Consideration, discussion, and possible action to approve the minutes of October 12, 2022, P&Z Commission Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to approve the consent agenda.

There was no further discussion.

**Motion to Close carried 5-0**

## REGULAR AGENDA

- 11. Consideration, discussion, and possible action on a Preliminary PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Drenner Group. Owner: Ashton Grey Engineering.

City Staff recommended that the Planning and Zoning Commission approve a Preliminary PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.

Director Dunlop gave an overview of Preliminary PUD.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile stated he was in favor of the parking area where the water storage tanks were planned. He stated he would like to see some other items in the park like pickle ball courts, community gardens, etc.

Discussion was held regarding the parks for this development. Concerns were expressed regarding the isolation of the Park B on the diagram including the lack of access to the area. Design changes around the area of Park B were considered by the Commissioners.

Engineer Gray answered questions from the Commission regarding the placement of the water storage tank. She explained the planning involved with choosing this location for the storage tank.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Butler to approve the with recommendation to provide better access to Park B.

There was no further discussion.

**Motion to Approve carried 5-0**

- 12. Consideration, discussion, and possible action on a Final PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Drenner Group. Owner: Ashton Grey Engineering.

City Staff recommended that the Planning and Zoning Commission approve a Final PUD for the New Haven Development, two hundred and seventy-two (272) lots on 90.3 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.

Director Dunlop described to the Commissioners the options available including postponement of this item.

**MOTION:** Upon a motion made by Commissioner Wissman and seconded by Commissioner Butler to postpone this item.

There was no further discussion.

**Motion to Postpone carried 5-0**

13. **Public hearing: Conduct a public hearing on a Final Planned Use Development Amendment for the Monarch Ranch Subdivision, four hundred and four (404) lots on 134.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: SEC Planning, LLC. Owner: Blackburn Group.

**Director Dunlop clarified that this agenda item was the action item for the Final PUD. The agenda item was as followed:**

**Consideration, discussion and possible action on a Final Planned Use Development Amendment for the Monarch Ranch Subdivision, four hundred and four (404) lots on 134.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.**

City Staff recommended that the Planning and Zoning Commission approve the Final Planned Use Development Amendment for the Monarch Ranch Subdivision, four hundred and four (404) lots on 134.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile expressed his disagreement with the layout of the parks in the middle or tucked away inside the subdivision. He stated he was interested in the layout regarding parking spaces. Mr. Battaile stated that Manor needed parks people could play in not acres and acres of open space.

Director Dunlop reiterated the amendments were at the request of the city to allow for the development to be more in line with the future thoroughfare plan.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to approve the Final Planned Use Development Amendment for the Monarch Ranch Subdivision.

There was no further discussion.

**Motion to Approve carried 5-0**

14. **Consideration, discussion and possible action on a Subdivision Concept Plan Application for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.15 acres, more or less, being located near the intersection of Gregg Ln and FM-973, Manor, TX.** Applicant: Jamison Civil Engineering LLC. Owner: Monarch Ranch at Manor, LLC.

City Staff recommended that the Planning and Zoning Commission approve a Subdivision Concept Plan Application for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.15 acres, more or less, being located near the intersection of Gregg Ln and FM-973, Manor, TX.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to approve the Subdivision Concept Plan Application for the Monarch Ranch Subdivision.

There was no further discussion.

**Motion to Approve carried 5-0**

15. **Consideration, discussion and possible action on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX.** Applicant: Jamison Civil Engineering, LLC. Owner: Monarch Ranch at Manor, LLC.



City Staff recommended that the Planning and Zoning Commission conditionally approve a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, three hundred and ninety-eight (398) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Lane and N. FM 973, Manor, TX

Director Dunlop explained the Preliminary Plat has been approved by City Engineers conditionally pending approval by Travis County. He clarified Gregg Lane was in the process of being annexed and should be complete within the next month or two.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Commissioner Meyer to approve this item as recommended by City staff.

There was no further discussion.

**Motion to Approve carried 5-0**

- 16. Consideration, discussion and possible action on a Rezoning Application for one (1) lot on 0.115 acres, more or less, out of Lot 1, Block 21, Town of Manor, and being located at 302 E Parsons, Manor, TX from Light Commercial (C-1) to Downtown Business (DB).** Applicant: Oxford Stratton Estates LLC. Owner: Akshay Pohekar.

City Staff recommended that the Planning and Zoning Commission approve a Rezoning Application for one (1) lot on 0.115 acres, more or less, out of Lot 1, Block 21, Town of Manor, and being located at 302 E Parsons, Manor, TX from Light Commercial (C-1) to Downtown Business (DB).

Director Dunlop gave a brief overview. He stated the zoning change was consistent with the proposed Future Land Use Map.

**MOTION:** Upon a motion made by Commissioner Hardeman and seconded by Commissioner Butler to approve the rezoning application for 302 E. Parsons, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

- 17. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on 5.796 acres, more or less, out of the Greenbury Gates Survey No.63, and being located at 11712 Arnhamn, Manor, TX from Agricultural (A) to Medium Commercial (C-2).** Applicant: Baeza Engineering, PLLC Owner: John and Sandy Kerr.

City Staff recommended that the Planning and Zoning Commission approve a Rezoning Application for two (2) lots on 5.796 acres, more or less, out of the Greenbury Gates Survey No.63, and being located at 11712 Arnhamn, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Director Dunlop reviewed the information regarding his item. He stated the owner requested to annex in order to have access to utility connections. Default zoning for property annexed is Agricultural (A).

**MOTION:** Upon a motion made by Commissioner Wissmann and seconded by Commissioner Hardeman to approve the rezoning application for 11712 Arnhamn,, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

- 18. Consideration, discussion and possible action on a Specific Use Permit for a Gas Station, 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13801 N FM 973, Manor, TX.** Applicant: JAB Engineering, LLC. Owner: Platinum 973, LLC.

City Staff recommended that the Planning and Zoning Commission approve a Specific Use Permit for a Gas Station, 3.398 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13801 N FM 973, Manor, TX with revisions to the Suncrest driveway.

Director Dunlop gave a summary of the revisions regarding the driveways for this development. He stated the issue is already being addressed.

**MOTION:** Upon a motion made by Commissioner Wissmann and seconded by Commissioner Butler to approve the Specific Use Permit for the Gas Station located at 13801 N. FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

- 19. Consideration, discussion and possible action on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.** Applicant: I.T. Gonzalez Engineers. Owner: Victor Martinez.

City Staff recommended that the Planning and Zoning Commission approve a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.

Director Dunlop explained the plat was for 4 lots zoned residential, therefore each lot will have a home on them.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to approve the Short Form Final Plat for the R&M Subdivision located at 13910 Kimbro West Rd., Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

## **ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Commissioner Meyer to adjourn the Regular Session of the P&Z Commission at 9:11 p.m. on Wednesday November 9, 2022.

There was no further discussion.

**Motion to Approve carried 5-0**

These minutes approved by the Planning and Zoning Commission on the 14<sup>th</sup> day of December 2022.  
(Recording Archived)

**APPROVED:**

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Julie Leonard  
Chairperson

**ATTEST:**

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Scott Dunlop  
Development Services Director

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