



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
SEPTEMBER 13, 2023**

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

**PRESENT:**

**COMMISSIONERS:**

LaKeshia Small, Chair Place 7  
Felix Paiz, Vice Chair, Place 4  
Julie Leonard, Chair, Place 1  
Prince John Chavis, Place 2  
Cresandra Hardeman, Place 3  
Celestine Sermo, Place 5 (Absent)  
Cecil Meyer, Place 6

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Mandy Miller, Permit Technician  
Officer Travis Goodman

**REGULAR SESSION: 6:30 P.M.**

**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 Chair Small at 6:34 p.m. on Wednesday, September 13, 2023, 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 his concerns. He spoke regarding commissions and encouraged the Manor P&Z to appoint their own secretary. He spoke regarding Manor's historic district, development near the cemetery, and the development on Boyce Street.

## **PUBLIC HEARING**

- 1. Conduct a public hearing on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the provisions for the residential land use table relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); industrialized housing standards; and office, commercial, institutional architectural standards.**

City Staff recommended that the P&Z Commission conduct the public hearing on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the provisions for the residential land use table relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); industrialized housing standards; and office, commercial, institutional architectural standards.

Chair Small opened the public hearing.

Director Dunlop gave details of the proposed amendments. He answered questions on how and what type of residential units this amendment would affect.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile stated that he had questions regarding this item. He requested more information on the difference between Manufactured and Modular Homes, the difference between SF-1 and SF2 and the meaning behind the designations for P and C in the Residential Land Use Table. He also wanted to know why the notice did not contain specific information on the changes.

Director Dunlop explained the difference between Manufactured Homes and Modular Homes, gave specific information on the differences between SF-1 from SF-2, and clarified the p is for permitted and the c is for conditions. He clarified the notice details that were mailed out for this item.

Director Dunlop answered questions from the Commission regarding the ability to modify the proposed amendments and concerns of the Commissioners regarding Section 3.

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

There was no further discussion.

**Motion to Close carried 6-0**

- 2. Conduct a public hearing on a Planned Unit Development (PUD) Amendment for the Manor Heights (Carillon) Subdivision located at 13201 Old Kimbro Road, Manor, TX. Applicant: Kimley Horn and Associates, Inc. Owner: RHOF, LLC.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Planned Unit Development (PUD) Amendment for the Manor Heights (Carillon) Subdivision located at 13201 Old Kimbro Road, Manor, TX.

Chair Small opened the public hearing.

Director Dunlop gave background on this item. He explained the changes being made, the modifications to the tables to reflect those changes, and to clarify the garage standards.

Director Dunlop answered questions regarding the garage standards for this PUD. He clarified the double height garages were neither expressly prohibited nor specifically allowed. It was requested to add this standard to the PUD with limitations to 20 percentage of houses that could be built with the double garages.

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

There was no further discussion.

**Motion to Close carried 6-0**

**3. Conduct a public hearing on a Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures. Owner: Dalton Wallace.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition of this item. He stated he would like the Commission to take no action on this item. He stated the Final PUD was missing to many details. He expressed his frustration with the lack of details for the amenities.

Tyler Snell, 13908 Heartland Dr., Manor, Texas, submitted a speaker card to speak in support of this item. He stated that he was in favor of this item however, he had questions and concerns. He wanted to express his concerns with the dog park being part of the detention area. He stated that he would like the commission to add convenient stores as specifically prohibited on the C-2 lots. He also expressed concerns for pedestrians due to the lack of flashing lights and protected cross walks along Silent Falls Way.

Rachel Shanks with Sotol Ventures, 9505 Johnny Morris Rd., Austin, Texas, submitted a speaker card to speak in support of this item. She gave a PowerPoint presentation. (see attached)

Ms. Shanks addressed the crosswalks and park land accessibility issues. She spoke regarding the traffic routes into or out of the subdivision and the improvements being made to FM 973. She addressed concerns regarding the amenities and commercial lots. She explained the Parks and walking trails would be privately maintained by the HOA while open to the public. She answered specific questions about the dog park, playground area and the allowances for the commercial areas. She explained the intent for the commercial area was to match the other commercial properties near this development.

Director Dunlop stated gas stations would need to be approved through a specific use permit. He spoke regarding the sections in the City Code for general retail sales convenience and general retail sales general.

Discussion was held about the quality of the houses being built and the price point for the homes. Ms. Shanks stated the developer was trying to keep in line with the architectural standards of the nearby neighborhood Shadowglen. She stated that the price point and the home builder(s) had not been established yet, however, would assume the price point would be similar to the houses in Shadowglen.

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

There was no further discussion.

**Motion to Close carried 6-0**

- 4. Conduct a public hearing on a Subdivision Preliminary Plat for Shadowglen, three-hundred and six (306) lots on 103.7 acres, more or less, and being located near the intersection of Gregg Manor Road and Rector Loop. Applicant: Kimley Horn. Owner: SG Land Holdings, LLC.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Subdivision Preliminary Plat for Shadowglen, three-hundred and six (306) lots on 103.7 acres, more or less, and being located near the intersection of Gregg Manor Road and Rector Loop.

Chair Small opened the public hearing.

Director Dunlop stated that the Subdivision Preliminary Plat had been approved by City Engineers and was consistent with the Comprehensive Plan.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition to this item. He expressed this disappointment in the amount of park land given to the city by Shadowglen. He spoke regarding the Woodlands Park located in Shadowglen. He suggested the build-out of the trails and amenities occur at the beginning of the development. He also suggested we increase the amount of parkland fees they pay and the amount of land they designate for parkland.

Director Dunlop acknowledged SG Land Holdings, LLC did not have a representative present. He explained the build-out of the Shadowglen Subdivision going into detail on the different phases of development, what was being constructed during the phases and how that correlates with this item.

Director Dunlop confirmed the recent changes to the parkland dedication fees, however would not affect this item due to a prior development agreement. He clarified that the information related to the park land was correct. SG Holdings had met their park land dedication and paid fees of \$250 per lot as outlined in the development agreement.

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

There was no further discussion.

**Motion to Close carried 6-0**

**5. Conduct a public hearing on a Short Form Final Plat for the Light Grove Subdivision located at 414 & 416 W. Parsons Street, Manor, TX. Applicant: Trine Engineering, PLLC. Owner: Al Noor MCC**

City Staff recommended that the P&Z Commission conduct the public hearing on a Short Form Final Plat for the Light Grove Subdivision located at 414 & 416 W. Parsons Street, Manor, TX.

Chair Small opened the public hearing.

Director Dunlop gave background information regarding this item. He stated they would be combining two (2) lots into one. The owner filed to site plan to construct a religious assembly facility on the 2 lots.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition to this item. He stated that he had questions regarding the use of the word subdivision in this item. He requested a more detailed explanation of the right of way issue and how that would impact traffic. Mr. Battaile also wanted information on how many parking spaces would be provided for the facility while expressing his concern for traffic already playing an issue in this area.

Commissioners requested information on the location and the current zoning for this property.

Director Dunlop explained the location of this property. He stated the property currently had a split zoning of residential and light commercial. The property owner is considering rezoning the property to industrial small. Mr. Dunlop informed the board that religious assemblies were permitted in all zoning districts. The city was not allowed to prohibit or interfere with where they locate.

Discussion was held regarding the current tenants of the property and the potential impact to traffic in the area due to this development.

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

There was no further discussion.

**Motion to Close carried 6-0**

#### **CONSENT AGENDA**

**6. Consideration, discussion, and possible action to approve the minutes of August 9, 2023, P&Z Commission Regular Meeting.**

City Staff recommended that the P&Z Commission approve the minutes of the August 9, 2023, P&Z Commission Regular Meeting.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Hardeman to approve the consent agenda with the following corrections. (1) Commissioners list on page 1 from Butler to Chavis. (2) Spelling of Council to Council in the same section.

There was no further discussion.

**Motion to Approve carried 6-0**

#### **REGULAR AGENDA**

**7. Consideration, discussion, and possible action on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the provisions for the residential land use table relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); industrialized housing standards; and office, commercial, institutional architectural standards.**

City Staff recommended that the P&Z Commission approve the amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the provisions for the residential land use table relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); industrialized housing standards; and office, commercial, institutional architectural standards.

Director Dunlop gave a recap for this item.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve the amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the provisions for the residential land use table relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); industrialized housing standards; and office, commercial, institutional architectural standards.

There was no further discussion.

**Motion to Approve carried 4-2. Commissioner Leonard and Commissioner Chavis Opposed.**

**8. Consideration, discussion, and possible action on a Planned Unit Development (PUD) Amendment for the Manor Heights (Carillon) Subdivision located at 13201 Old Kimbro Road, Manor, TX. Applicant: Kimley Horn and Associates, Inc. Owner: RHOF, LLC.**

City Staff recommended that the P&Z Commission approve the Planned Unit Development (PUD) Amendment for the Manor Heights (Carillon) Subdivision located at 13201 Old Kimbro Road, Manor, TX.

Director Dunlop gave a recap for this item and answered questions regarding the clean-up process for the contaminated land.

Director Dunlop answered questions on the process on how to approve, limit or change the permitted and prohibited commercial and the garage sections in the amendment.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the Planned Unit Development (PUD) Amendment for the Manor Heights (Carillon) Subdivision located at 13201 Old Kimbro Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

**9. Consideration, discussion, and possible action a Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures. Owner: Dalton Wallace.**

City Staff recommended that the P&Z Commission approve the Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Director Dunlop reminded the commission that dog parks were permitted within the detention area in this PUD. If the commission were wanting to change it, they would need to make that part of the motion. He recommended to include playground shade as a requirement as well.

Discussion was held about the requirements for the developer. Consideration was given to the dog park, amenities, public parking areas, and the walking trails.

Rachel Shanks answered questions concerning the walking trails. She explained the walking trails were a combination of trails located in more than just this subdivision. She stated that she could obtain details on the exact length of the trails if needed.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition of this item. He spoke during the Public Hearing section on this item.

**MOTION:** Upon a motion made by Commissioner Meyer to approve the Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX, with provision for more parking spaces, no dog park in the detention area, and the dog park area be sectioned off by fence.

**Motion failed due to no second to the motion.**

**MOTION:** Upon a motion made by Commissioner Chavis and seconded by Vice Chair Paiz to approve the Final PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX, with provision for additional parking spaces for the park land area, no activities or enclosures in the detention area, the dog park area be sectioned off by fence and shade-covered playground structures .

There was no further discussion.

**Motion to Approve carried 6-0**

**10. Consideration, discussion, and possible action on a Subdivision Preliminary Plat for Shadowglen, three-hundred and six (306) lots on 103.7 acres, more or less, and being located near the intersection of Gregg Manor Road and Rector Loop. Applicant: Kimley Horn. Owner: SG Land Holdings, LLC.**

City Staff recommended that the P&Z Commission approve the Subdivision Preliminary Plat for Shadowglen, three-hundred and six (306) lots on 103.7 acres, more or less, and being located near the intersection of Gregg Manor Road and Rector Loop.

Director Dunlop stated the Subdivision Preliminary Plat has been approved by the City Engineers. It is consistent with the Comprehensive Plan and the Shadowglen Development Agreement. He answered questions regarding dedicated parking for this development. He confirmed this item was non-discretionary.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition of this item. He spoke during the Public Hearing section on this item.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Hardeman to approve the Subdivision Preliminary Plat for Shadowglen, three-hundred and six (306) lots on 103.7 acres, more or less, and being located near the intersection of Gregg Manor Road and Rector Loop.

There was no further discussion.

**Motion to Approve carried 6-0**



**11. Consideration, discussion, and possible action on a Short Form Final Plat for the Light Grove Subdivision located at 414 & 416 W. Parsons Street, Manor, TX. Applicant: Trine Engineering, PLLC. Owner: Al Noor MCC.**

City Staff recommended that the P&Z Commission approve the Short Form Final Plat for the Light Grove Subdivision located at 414 & 416 W. Parsons Street, Manor, TX.

Director Dunlop recapped this item for the Commission.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the Short Form Final Plat for the Light Grove Subdivision located at 414 & 416 W. Parsons Street, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

**12. Consideration, discussion, and possible action on a Final Plat for the Shadowglen Subdivision, Phase 2 Section 18B, twenty (20) lots on 6.102 acre, more or less, and being located near the intersection of Arbor Hill Cove and Pinyon Way, Manor, TX. Applicant: Kimley-Horn and Associates, Inc. Owner: SG Land Holdings, LLC.**

City Staff recommended that the P&Z Commission approve the Final Plat for the Shadowglen Subdivision, Phase 2 Section 18B, twenty (20) lots on 6.102 acre, more or less, and being located near the intersection of Arbor Hill Cove and Pinyon Way, Manor, TX.

Director Dunlop gave background information on this item. He explained the location of this section was near a floodplain area. He confirmed this item was non-discretionary. He explained the process of filing a LOMR (Letter of Map Revision) with FEMA. He answered questions regarding soil density requirements for the lots and roadway systems in this area.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition of this item.

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Leonard to approve the Final Plat for the Shadowglen Subdivision, Phase 2 Section 18B, twenty (20) lots on 6.102 acre, more or less, and being located near the intersection of Arbor Hill Cove and Pinyon Way, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-1. Commissioner Meyer Opposed.**

**13. Consideration, discussion, and possible action on a Final Plat for the Las Entradas-Gregg Manor Road Subdivision, being 2.663 acres of right-of-way dedicated to the city, and being located near the intersection of Gregg Manor Road and Tur Weg Lane, Manor, TX. Applicant: Sotol Ventures. Owner: Okra Land Inc.**

City Staff recommended that the P&Z Commission approve the Final Plat for the Las Entradas-Gregg Manor Road Subdivision, being 2.663 acres of right-of-way dedicated to the city, and being located near the intersection of Gregg Manor Road and Tur Weg Lane, Manor, TX.

Director Dunlop gave background information on this item. He explained this item is for plotting the right of way. He stated the road has not been accepted by the city yet. He answered questions regarding traffic patterns, the flow of traffic and the intended traffic control devices intended for this area.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Chavis to approve the Final Plat for the Las Entradas-Gregg Manor Road Subdivision, being 2.663 acres of right-of-way dedicated to the city, and being located near the intersection of Gregg Manor Road and Tur Weg Lane, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

*Commissioner Leonard left the dais at 8:33 p.m.*

**14. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Build Block.**

City Staff recommended that the P&Z Commission approve the Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF1) to Downtown Business (DB).

Director Dunlop reviewed the history of this item. He reminded the Commissioner this item was only for the rezoning request for 104 & 108 W. Boyce St. He stated the conceptional site plan is code compliant.

Discussion was held regarding the parking for this development. Consideration was given to the alley way access and pavement project for the alleyway. Director Dunlop explained the responsibility of each of the developers in the area regarding the parking and alleyway. He confirmed the alleyway would remain public with no discussion of selling it due to the utilities located in the alleyway.

Discussion was held regarding the renderings for the buildings.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card in opposition to this item.

Yungi Jung with Build Block, 107 W. Boyce St., Manor, Texas, submitted a speaker carding in support of this item. He did not wish to speak; however, was available for questions.

Mr. Jung answered questions from the Commissioners regarding the number of residential units.

Director Dunlop clarified the number of units for both buildings that is being developed by this owner.

Mr. Jung answered questions regarding the research that had gone into the conceptual plan for this property, specifically the need for 1-bedroom apartments in Manor. He explained the size of the buildings and its location were playing a key role in the decision to go with 1- bedroom apartments. He addressed questions regarding the intended residents. He stated there were no set plans for who would occupy the residential or commercial units.

Director Jones stated the City had plans to assist the developer in filling the commercial spaces.

Discussion was held regarding the commercial units. Mr. Jung requested preferences or suggestions for potential commercial tenants the Commissioners would like to see occupying the commercial units. The Commission expressed concerns with the allocation of the units and the number of potential businesses that could lease there if the buildings were being mainly occupied by Build Block. Mr. Jung stated they would only be occupying a small corner unit for their business with no concrete plans for their employees to reside there.

Discussion was held on how this would affect the other downtown businesses. Concerns regarding the look of the new building in comparison to the older ones in the area. Director Dunlop stated there were façade grant programs that could be considered.

Director Jones stated there were plans for City Council to consider working with a consultant regarding developing a Downtown Strategic Plan to help revitalize the downtown area with a blend of old and new building.

Discussion was held regarding the Downtown Strategic Plan, the revitalization of downtown and the Comprehensive Plan. Director Dunlop stated he would recommend that the P&Z Commission be a stakeholder in the Downtown Strategic Plan.

Concerns were expressed about the timing of this development and the residents near the development.

Director Jones addressed the Commission regarding the positive impacts this type of development would have on the community. He spoke about the increased employment opportunities, the decrease in commute times for the employees and the increase in tax dollars coming into the city. He stated this type of development would encourage other businesses to choose Manor.

Discussion was held regarding parking. Director Dunlop stated they would have to follow Manor's Standards for Parking. This development would include angled parking.

Director Dunlop answered questions regarding storm drain plan and stormwater runoff requirements. He stated the City Council was considering implementing a drainage fee and creating a Storm Drain Master Plan. He confirmed drainage would be part of the permit process for this development.

Director Jones stated that the Downtown Strategic Plan would have a drainage component along with infrastructure for water and wastewater in the downtown district.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF1) to Downtown Business (DB).

There was no further discussion.

**Motion to Approve carried 5-0**

**ADJOURNMENT**

The Regular Session of the Manor P&Z Commission was Adjourned at 8:39 p.m. on Wednesday, September 13, 2023.

These minutes were approved by the Planning and Zoning Commission on the 10th day of October 2023. *(Audio recording archived).*

**APPROVED:**

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LaKeshia Small  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor