



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
FEBRUARY 8, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Permit Technician

**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 Vice Chair Paiz at 6:40 p.m. on Wednesday, February 8, 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 with the Monarch Ranch and other future developments. He expressed his disagreement with the acreage being set aside for parkland. He stated he felt Manor should demand actual land for the parkland requirement for these types of development and not allow in lieu fees to be paid.

**PUBLIC HEARING**

- 1. Conduct a public hearing on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2). Applicant: Jackson Walker. Owner: Krantz Properties.**

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

Vice Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile expressed his dislike with the development. He expressed his concerns regarding limited access onto and out of the property, the floodplain area on the property and the parkland dedication.

Director Dunlop gave background information on the property. He gave a brief description of the process the property owner would need to go through to file conditional letters of map revision with FEMA.

Discussion was held regarding the planned development of the property. Director Dunlop answered questions on the potential number of units.

Director Dunlop detailed the process and different factors that plays part in deciding the number of units. He explained the parkland in lieu fees that would be required in addition to the amenities and dedicated acreage for open space.

Discussion was held regarding the rezoning application request. Director Dunlop described the Multi-Family 25 (MF-2) zoning. The Commission contemplated the zoning and development of the properties located near this potential development.

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

There was no further discussion.

### **Motion to Close carried 5-0**

- 2. Conduct a public hearing on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.**  
*Applicant: SEC Planning, LLC. Owner: Manor 290 OZ Real Estates LP.*

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

Vice Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile reviewed his estimates for parkland in lieu fees and the number of people this development would move into Manor. He recommended the City require parkland and a plaza for the commercial section of this development.

Director Dunlop detailed the concept plan for the commissioners. He covered parkland in lieu fees, open space area, the road layout and TIA requirements.

**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 5-0**

**CONSENT AGENDA**

**3. Consideration, discussion, and possible action to approve the minutes of January 11, 2023, P&Z Commission Regular Meeting.**

Staff member Miller addressed questions regarding the wording layout on the agenda for individuals who present speaker cards. She clarified the introductory wording is taken directly from the speaker card as layout by the City Secretary. The information following is a summary of what the speaker said.

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

There was no further discussion.

**Motion to Approve carried 5-0**

**REGULAR AGENDA**

**At the request of the Commissioners, Vice Chair Paiz combined discussion of Item #4, #5 and #6**

- 4. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 5. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 6. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding these items. Mr. Battaile asked for clarification on the amount of time he would be allowed to speak.

Vice Chair Paiz informed him that he would have 3 minutes total to speak on these items.

Mr. Battaile stated that he thought the mission tonight should be what Manor is and what is special about it. He voiced his argument that the downtown area was not a downtown, stating Old Manor is a street in the middle of a neighborhood. He expressed his dislike for the lack of plans included in the meeting packet. He reiterated his desire for a new downtown. He requested the commission to postpone this item again.

Joe Sanchez, 201 W. Boyce St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Sanchez stated he had issues with such a small area with condensed living. He requested clarification on the actual plans of development. He clarified that he is still undecided on this item, however, he would like more information.

Yungi Jung, 107 W. Boyce St., Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Jung stated they were trying to abide by the current Code published by the City of Manor while considering the Future Land Use Map approved by the City to accommodate the future population growth. He stated he felt the development would help vitalize the area. He detailed the layout of commercial and residential aspects proposed for the property including the compliance with the strict historical guidelines.

Mr. Jung answered questions from the Commissioners regarding the property and units planned for the lots. He gave details regarding the development. Mr. Jung stated that consideration would be given to potentially reducing the number of residential units if necessary.

Discussion was held regarding the parking layouts. Director Dunlop addressed questions on the location of parking.

Discussion was held regarding the potential issues with stormwater drainage for the property. Director Dunlop answered questions regarding the future solutions for stormwater control.

Nora Sanchez, P.O. Box 232, Manor, Texas, submitted a speaker card. She stated she had questions regarding the culverts and impact on Caldwell Street if the development plans are approved. She also requested clarification on who would assume the financial cost of needed street and culvert reconstruction.

Mr. Jung stated that they would be consuming most of the cost for the needed changes and upgrades associated with their development.

Discussion was held regarding the concerns surrounding the development. Commissioners expressed their concerns regarding the size of the area being developed, the concept plan, paving, drainage and who would assume the cost.

Mr. Jung assured the Commission all costs for changes, modifications, and upgrades would be paid by the developers. Mr. Jung stated some of the space would be used to accommodate their IT business and their employees.

Mr. Jung notified the commission of details regarding his IT company, the employees and how they would play part in this development. He stated his company and employees would occupy most of the development until future tenants, both residential and commercial, move in. Mr. Jung stated they were trying to keep with a similar design of the business that had already been approved near their location.

Discussion was held regarding the benefits of moving businesses in with the potential to increase jobs and revenue for the City. The Commissioners debated the zoning request and considered the next steps for this type of project. They weighed the pros and cons around the things that would fall into discretionary and non-discretionary.

Joshua Hay, 301 E. Wheeler St., Manor, Texas, submitted a speaker card in opposition of this item. He stated that his concerns were based around upgrades to infrastructure in the area, the number of people who will be employed in such a confined space, if alternate means to offset energy, and the sewer system impact. He requested an answer for how much space would be for his business and the entertainment of their employees verses how much would be for the community.

Mr. Jung addressed the concerns voiced about infrastructure upgrades, employment opportunities for the local community, and the community benefit from the type of commercial businesses intended for this development. Mr. Jung stated he felt they would cooperate well with the surrounding community. He affirmed they were looking to help improve the neighborhood with a potential focus on young adult type businesses. He gave examples of the different businesses such as cybercafé, gym or a pet shop.

Director Dunlop stated the City Staff is in support of this type of development. He stated it was in line with the Comprehensive Plan for the area. He acknowledged the online comments on *Manor People* Facebook page about this development seemed to be mostly positive.

Jeffrey Avila, 12813 Meachum Lane, Manor, Texas, submitted a speaker card to speak in support of this item. He stated he had recently moved to Manor due to the growth in the area. He stated that he felt the focus needed to be kept on the agenda item which is to rezone the property or leave it residential. He expressed his support in rezoning the property so the area would continue to grow.

Vicki McFarland, P.O. Box 256, Manor, Texas, submitted a speaker card to speak in opposition of this item. She stated that she was in favor of revitalizing our downtown area. She expressed concerns with the lack of information provided about the tax revenue the development would bring to Manor.

Discussion was held regarding the lot layout that would potentially be developed. Concerns were expressed regarding the residential property sandwiched in between the 2-3 story mixed-use buildings. The Commissioners talked about the benefit of voting on these items separately.

Director Dunlop answered questions regarding the location of the property lots. He clarified which lot went with each agenda item and the rezoning request for each.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

There was no further discussion.

**Motion to Approve Split 2-2 - Commissioner Leonard and Commissioner Hardeman opposed.**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve Item #5 - the rezoning application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to Approve Carried 3-1 Commissioner Leonard opposed.**

**MOTION:** Upon a motion made by Commissioner Hardeman to reconsider the vote taken to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). There was no further discussion.

**Motion to Reconsider Carried 4-0**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

There was no further discussion.

**Motion to Approve Carried 3-1 - Commissioner Leonard opposed.**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to deny Item # 6 – the rezoning application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to Deny Carried 4-0**

**7. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker. Owner: Krantz Properties.*

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile expressed his displeasure with the owner not being present and criticized city staff's involvement in answering questions during the meetings. He stated he had questions regarding this item but felt it was good money for our parks and in favor of a park there.

Sarah Novo with Jackson Walker, 100 Congress Ave, Suite 1100, Austin, Texas, submitted a speaker card to speak in support of this item. She stated Jackson Walker was assisting the owner with entitlements for the property to include annexation and zoning applications. She informed the Commission that the annexation application was approved by City Council.

Ms. Novo gave a brief description of the multifamily use plans for the property. She gave multiple reasons she felt this development would be good for Manor. Ms. Novo answered questions from the Commissioner. She informed the Commission that they did not have a development plan yet, just the rezoning request because they felt rezoning would be the best opportunity for this lot due to the environmental considerations.

Director Dunlop reminded the Commission of the parkland in lieu fees, amenities, and private open space requirements associated with multifamily developments.

Ms. Novo reassured the Commission that the developers had plans to provide ample amenities.

Director Dunlop answered questions regarding potential Traffic Impact Analysis requirements and traffic flow for residents of this property.

Discussion was held regarding the access and egress for multifamily developments. Fire requirements were reviewed which included 2 means of access for developments over 200 units.

Director Dunlop fielded questions regarding roadway impact fees.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to deny Item # 7 – the rezoning application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

There was no further discussion.

**Motion to Deny Carried 4-0**

**8. Consideration, discussion, and possible action on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX. Applicant: SEC Planning, LLC. Owner: Manor 290 OZ Real Estates LP.**

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. He expressed his displeasure with the owner and applicant not being present. He suggested demanding a plaza for this property. He referenced the Comprehensive Plan and suggested the City approve it immediately if they were going to continue to use it as a driving force. Mr. Battaile thanked the Commissioner for their continued efforts to improve the long-term quality of life in Manor.

Director Dunlop reiterated that this item has been approved by the City Engineers.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve Item # 8 for the Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.

There was no further discussion.

**Motion to Approve Carried 4-0**

**9. Consideration, discussion, and possible action on a Coordinated Sign Plan for HEB.**

City Staff recommended that the Planning and Zoning Commission approve the Coordinated Sign Plan for HEB and that free-standing signs cannot be located in easements or setbacks.

Pete Sitterle with Comet Signs, 5003 Stout Dr., San Antonio, Texas, submitted a speaker card to in support of this item. Mr. Sitterle explained the layout of the proposed HEB development. They are requesting approval for the coordinated sign plan.

Mr. Sitterle answered questions from the Commissioners. He clarified the request was only for HEB.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve Item #9 – the Coordinated Sign Plan for HEB

There was no further discussion.

**Motion to Approve Carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to adjourn the meeting at 8:13 p.m. on Wednesday, February 8, 2023.



There was no further discussion.

**Motion to Approve Carried 4-0**

These minutes were approved by the Planning and Zoning Commission on the 8<sup>th</sup> day of March 2023. *(Audio recording archived)*

**APPROVED:**

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LaKesha Small  
Chairperson

**ATTEST:**

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Scott Dunlop  
Development Services Director

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