



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
JULY 13, 2022**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Michael Burrell, Planning Coordinator  
Mandy Miller, Permit Technician

**REGULAR SESSION**

With a quorum of the Manor Planning and Zoning (P&Z) Commission present, the regular session of the Manor P&Z Commission was called to order by Chair Julie Leonard at 6:42pm on Wednesday July 13, 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. Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX. Applicant: Langan Engineers. Owner: Greenview Manor Commons SW LP.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop spoke briefly on this item. The property is owned by Bank of America. Director Dunlop summarized the location, the final plat details, and replotting plans for the remainder of the property.

**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 4-0**

- 2. Conduct a Public Hearing on a Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX. Applicant: Baeza Engineering, LLC. Owner: John and Sandy Kerr.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop gave a summary of the item and its history. Director Dunlop explained the annexation and development processes involved with the property. He informed the Commission of the recommendation of denial on the action item involving this Final Plat.

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

There was no further discussion.

**Motion to Close carried 6-0.**

- 3. Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX. Applicant: Gil Engineering Associates Inc. Owner: Manor Independent School District.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop detailed the plans for the property belonging to the Manor Independent School District with explanation of the need for replotting. Director Dunlop answered questions regarding the plans involving the campus.

Discussion was held by the P&Z Commission regarding the Transportation Plans for the district.

**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 4-0**

- 4. Conduct a Public Hearing on a Rezoning Application 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2). Applicant: Kimley-Horn and Associates. Owner: Millcreek Residential.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop informed the P&Z Commission of the non-annexation agreement for this development. Director Dunlop gave a history of the property.

Ethan Harwell with Kimley Horn & Associates introduced himself to the P&Z Commission. He explained Kimley Horn would be representing Millcreek Residential, the owners of the property, as the Planners and Engineers on the project.

Zack Summers with Millcreek Residential gave a presentation regarding the plans for the project. He detailed the target demographics. Mr. Summers gave a brief history of the company Millcreek Residential. He detailed the A-Plus Amenities, open space areas, acreage set aside for commercial and the maintenance plans for the property.

Ethan Harwell with Kimley Horn & Associates explained the development plans for the commercial aspect of the project. Mr. Harwell informed the P&Z Commission the intentions to make improvements to Roadway System around the area of development. He gave additional information regarding the residential development.

Mr. Summers answered questions from the P&Z Commissioners regarding the exact number of units planned, types of units and the targeted businesses. Mr. Summers answered questions regarding the rental portion of the project. For this project, Mr. Summers stated that Millcreek was not willing to lower the density of the units. He also stated that there would not be a HOA or Renters Associations for this property. Rent range amounts for the units and qualifying factors were also discussed.

Director Dunlop informed the P&Z Commission of the requirement guidelines for townhome development with the City's code.

**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 4-0**

## **CONSENT AGENDA**

- 5. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes.**

- May 11, 2022, P&Z Commission Regular Session Minutes
- June 8, 2022, P&Z Commission Regular Session Minutes

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to accept the minutes with a correction to May 11, 2022, Item #25. Motion carried 4-1 with Commissioner Meyer opposing.

There was no further discussion.

**Motion to Approve with corrections carried 4-0.**

## **REGULAR AGENDA**

### **6. Consideration, discussion, and possible action city goals and vision.**

The City staff recommended that the P&Z Commission take no action on this item.

Development Services Director Dunlop explained this item was placed on the agenda by the Mayor, however, he was unable to attend the meeting.

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Meyer to take no action on this item.

There was no further discussion.

**Motion to Take No Action carried 4-0.**

### **7. Consideration, discussion, and possible action on a Rezoning Application 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2). Applicant: Kimley-Horn and Associates. Owner: Millcreek Residential.**

The City staff recommended that the P&Z Commission approve the rezoning application.

Ethan Harwell with Kimley Horn answered additional questions regarding the potential road changes.

Discussion was held by the P&Z Commission. Concerns were expressed regarding the potential traffic impact to the area. Quality of Life concerns for any new residents was also considered due to the potential poor quality of air because of the local businesses in the area.

Zack Summers with Millcreek Residential answered additional questions from Commissioners regarding next steps for the property after the 10-year maintenance period ends.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the rezoning application for 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2).

There was no further discussion.

**Motion to Approve failed 2-2.**

- 8. Consideration, discussion, and possible action on a Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX. Applicant: Langan Engineers. Owner: Greenview Manor Commons SW LP.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX.

Discussion was held by the P&Z Commission regarding Bank of America. Director Dunlop confirmed the Bank will have drive-thru services.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissman to approve the Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

- 9. Consideration, discussion and possible action on a Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX. Applicant: Baeza Engineering, LLC. Owner: John and Sandy Kerr.**

The City staff recommended that the P&Z Commission deny the Short Form Final Plat due to the lack of approval by the City Engineers.

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Wissman to deny the Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX, due to the lack of Engineering Approval.

There was no further discussion.

**Motion to Deny carried 4-0.**

- 10. Consideration, discussion and possible action on a Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX. Applicant: Gil Engineering Associates Inc. Owner: Manor Independent School District.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat due to Engineering approval.

Discussion was held by the P&Z Commission regarding the layout of the three (3) lots.

Director Dunlop answered questions from the P&Z Commission regarding the layout.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

**11. Consideration, discussion, and possible action on a Final Plat for the Las Entradas North Section 3 Subdivision, six (6) lots on 9.656 acres, more or less, and being located near the intersection of US Hwy 290 E and Tillgang Pass, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corporation.**

The City staff recommended that the P&Z Commission approve the Final Plat.

Discussion was held by the P&Z Commission regarding the Final Plat for Las Entradas North Section 3 Subdivision and the surrounding properties.

Director Dunlop answered questions from the P&Z Commission regarding improvement and new street development in the area.

**MOTION:** Upon a motion made by Commissioner Hardeman and seconded by Chair Leonard to approve the Final Plat for the Las Entradas North Section 3 Subdivision, six (6) lots on 9.656 acres, more or less, and being located near the intersection of US Hwy 290 E and Tillgang Pass, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

**12. Consideration, discussion, and possible action on a Short Form Final Plat for the Duque Estates Subdivision, one (1) lot on 10.945 acres, more or less, and being located at 15001 US Hwy 290 E, Manor, TX. Applicant: I.T. Gonzalez Engineers. Owner: Duque States, LLC.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the Duque Estates Subdivision.

Development Services Director stated the Plat has been approved by the City Engineers. Director Dunlop gave a brief description of the item including history. He answered questions about the surrounding businesses. He verified there was no site plan submitted to the City of Manor at this time.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissman to approve the Short Form Final Plat for the Duque Estates Subdivision, one (1) lot on 10.945 acres, more or less, and being located at 15001 US Hwy 290 E, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Meyer to adjourn the Regular P&Z Commission meeting at 7:41 p.m. on Wednesday July 13, 2022.

There was no further discussion.

**Motion to Adjourn carried 4-0**

These minutes approved by the Manor P&Z Commission on the 14<sup>th</sup> day of September 2022. (*Audio Recording Archived*)

**APPROVED:**

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Julie Leonard  
Chairperson

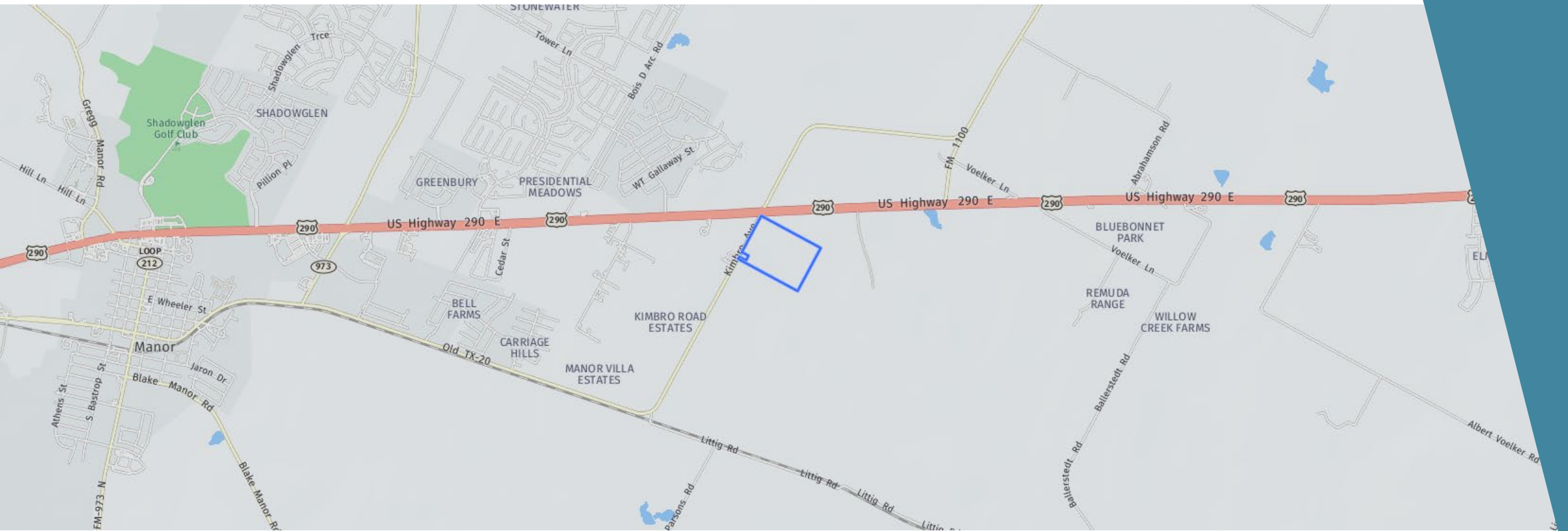
**ATTEST:**

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Scott Dunlop  
Development Services Director

# Mill Creek Development

## US 290 & Old Kimbro Road





## MILL CREEK MANIFESTO

...our homes are more than just four walls.

...in living where you  
want to be — not where  
you have to be.

...in a 'fix it or find  
someone who can'  
philosophy.

# we believe

...your home  
is your  
runway.

...that what  
you  
say matters.

...that pets  
are  
people, too.

...in honesty even when  
it's not easy.

...your home is a  
12-month stay-cation.

...your daily grind should be a trip to our coffee bar.



**MILL CREEK**  
PEOPLE • PLACES • RELATIONSHIPS

## BRAND PROMISE

Here, we're on a mission to make our customers' lives easier by helping them find the home they want — and making sure they're happy long after they move in.





The investment pictured above is an example of a single-family rental community

# MILL CREEK SFR PLATFORM



# **Mill Creek Manor**

- Annexation & Zoning
- Townhome (TH)
  - 52 acres
  - 335 Townhomes
- Medium Commercial (C-2)
  - 9.38 acres
  - Retail center to serve development along E Hwy 290



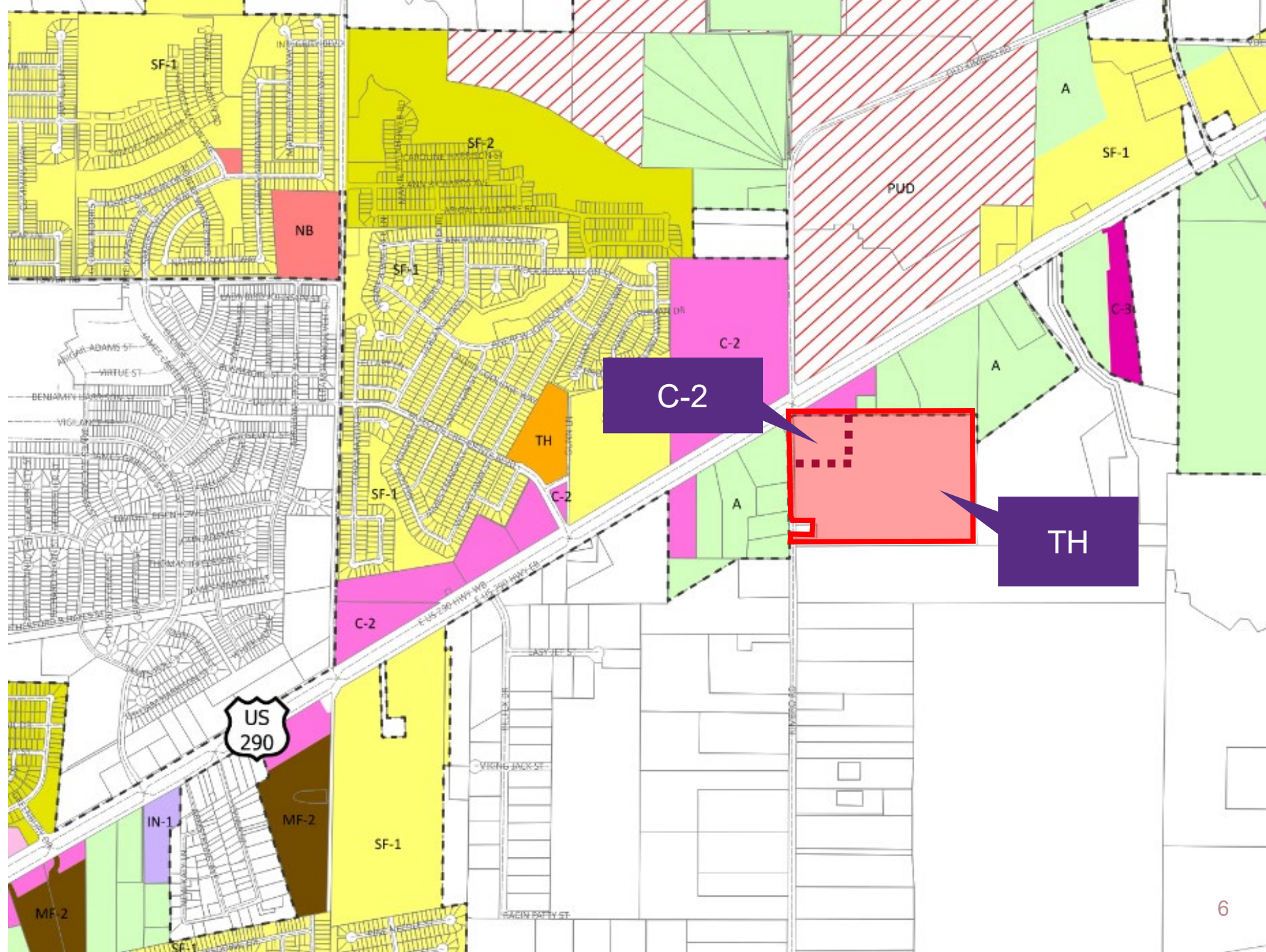


# Location Map





# Zoning Map



# **Project Scope**

- 335 Townhomes & Shopping Center
- Alternative to a traditional For Rent apartments
  - Same benefits to a SF Home: Backyards, 3+ Bedrooms
  - Professionally managed landscaping and amenities
- Approx. \$184,250 toward Parkland Fund + 11 acres of private opens space
- Preliminary Traffic Study:
  - Additional ROW for Old Kimbro Rd.
  - New left and right turn lanes Old Kimbro Rd.
  - New right turn lane on Littig Rd.
  - Traffic will be distributed toward Hwy. 290 and Old Hwy 20.



# Conceptual Plan

Proximity to commercial areas

Gated Community Turn Lanes

Clubhouse w/ Gym, Pool, Multi-Purpose Room

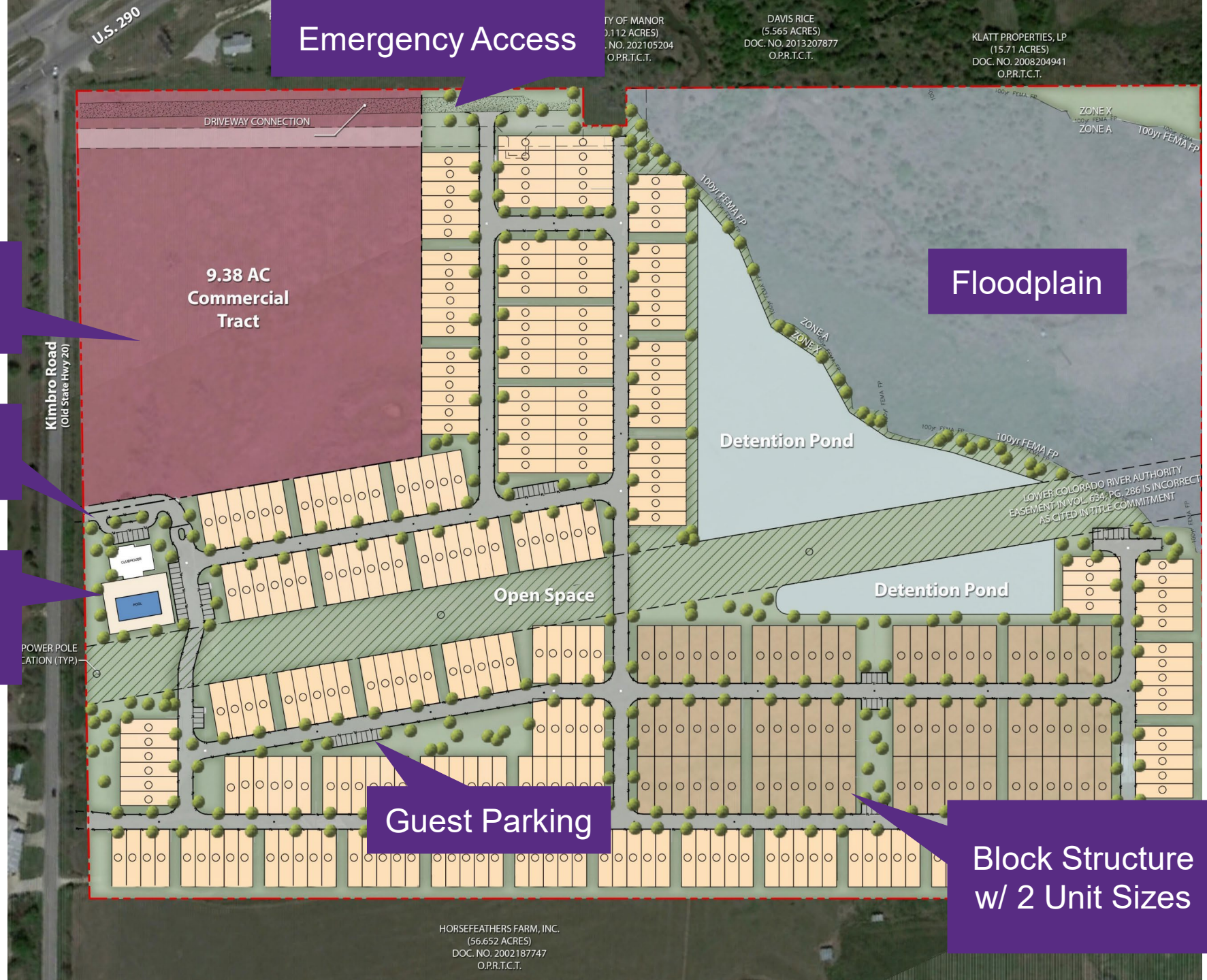
11 acres of Open Space including a Dog Park and Outdoor Seating Areas.

Emergency Access

Floodplain

Guest Parking

Block Structure w/ 2 Unit Sizes





# Townhomes



Backyards

Mostly 3-4  
Bedrooms



1,100-1,700 Sq. Ft.

Garage + Driveway