



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
OCTOBER 9, 2024**

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

**PRESENT:**

**COMMISSIONERS:**

Jeffrey Stensland, Chair, Place 5  
Prince Chavis, Vice Chair, Place 2  
Julie Leonard, Place 1 (Absent)  
Gabrielle Orion, Place 3  
Felix Paiz, Chair, Place 4 (Absent)  
Cecil Meyer, Place 6  
James Terry, Place 7 (Absent)

**CITY STAFF:**

Michael Burrell, Interim Development Services Director  
Deron Henry, City Attorney Representative  
Mandy Miller, Development Services Supervisor

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

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

With a quorum present, the regular session of the Manor Planning and Zoning (P&Z) Commission was called to order by Chair Stensland at 6:33 p.m. on Wednesday, October 9, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a Public Hearing on a Subdivision Preliminary Plat for the Ventura at Tower Road Apartments for one (1) lot on 15.435 acres, more or less, and being located at located at 12200 Tower Rd., Manor, TX. Applicant: Kimley-Horn. Owner: Kenneth and Susanna Tumlinson.**

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Denise Martinez, 12200 Tower Road, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Martinez expressed her displeasure with her address being associated with this project. She expressed concerns with this development affecting the zoning and ETJ status of her property.

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

There was no further discussion.

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

#### **CONSENT AGENDA**

**2. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes for September 11, 2024, Planning and Zoning Commission Regular Session.**

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

There was no further discussion.

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

#### **REGULAR AGENDA**

**3. Consideration, Discussion, and Possible Action on a Subdivision Preliminary Plat for the Ventura at Tower Road Apartments for one (1) lot on 15.435 acres, more or less, and being located at located at 12200 Tower Rd., Manor, TX.** Applicant: Kimley-Horn. Owner: Kenneth and Susanna Tumlinson.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Preliminary Plan for the Ventura at Tower Road Apartments for one (1) lot on 15.435 acres, more or less, and being located at located at 12200 Tower Rd., Manor, TX.

Andrew Graham with Kimley-Horn, 10814 Jollyville Rd Suite 200, Austin, Texas, speaker card in support of this item. Mr. Graham spoke regarding the address issue.

Attorney Henry addressed questions regarding the appropriate way to word the motion in regard to the address.

Denise Martinez, 12200 Tower Road, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Martinez requested the Commission to not move on this item until the issue with the address could be resolved. She reiterated that she did not want to be annexed into the city at this time.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Chavis to postpone the Subdivision Preliminary Plat for the Ventura at Tower Road Apartments for one (1) lot on 15.435 acres, more or less, and being located at located at 12200 Tower Rd., Manor, TX, to the November 13, 2024, P&Z Commission Regular Session.

**AMENDMENT:** Upon an amendment made by Commissioner Orion and supported by Commissioner Meyer to include address correction for this agenda item to 12100 Tower Road, Manor, Texas.

**Amendment Approved 4-0.**

There was no further discussion.

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

- 4. Consideration Discussion and Possible Action on a Subdivision Final Plat for the Okra Tract for three hundred twenty-five (325) lots on 113.415 acres, more or less, and being located at located at the intersection of N. FM 973 and Old Manor Taylor Rd, Manor, TX.** Applicant: Jamison Civil Engineering LLC. Owner: Okra Land Incorporated.

City Staff recommended that the Planning and Zoning Commission approve Subdivision Final Plat for the Okra Tract for three hundred twenty-five (325) lots on 113.415 acres, more or less, and being located at located at the intersection of N. FM 973 and Old Manor Taylor Rd, Manor, TX.

Rachel Shanks with Sotol Ventures, 9505 Johnny Morris Road, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Shanks confirmed this item is for Phase 1 (one) of the development. She answered questions pertaining to expectations for the neighborhood. She gave details about the proposed amenities, landscaping, parkland, and lot sizes.

Discussion was held regarding Phase 1(one) of the Okra Tract Final Plat.

Attorney Henry addressed questions regarding acceptable motions.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Orion to approve the Subdivision Final Plat for the Okra Tract Phase 1 (one) for one hundred five (105) lots on 42.459 acres, more or less, and being located at located at the intersection of N. FM 973 and Old Manor Taylor Rd, Manor, TX.

There was no further discussion.

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

- 5. Consideration, Discussion, and Possible Action on a Subdivision Short Form Final Plat for the Schmidt loop addition for two (2) lots on 19.88 acres, more or less, and being located at 15417 Schmidt Loop Manor, Tx with a variance allowing for a larger lot depth to width ratio.** Applicant: Henderson Professional Engineers. Owner: Alamznza Bulmaro.

City Staff recommended that the Planning and Zoning Commission approve a Subdivision Short Form Final Plat for the Schmidt loop addition for two (2) lots on 19.88 acres, more or less, and being located at 15417 Schmidt Loop Manor, Tx with a variance allowing for a larger lot depth to width ratio.

Interim Director Burrell gave details about the lot depth and width. He explained the reasons behind the variance request for this item.

Jan Henderson with Henderson Professional Engineers, 600 Round Rock W Drive #604, Round Rock, Texas, answered questions about the purpose of the subdivision of this property. Ms. Henderson explained the property owner wished to transfer ownership of a portion of the property into her daughter's name. The lots were already developed with two individual homes and no future development is planned for either lot. She confirmed the property was in Manor ETJ.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Chavis to approve the Subdivision Short Form Final Plat for the Schmidt loop addition for two (2) lots on 19.88 acres, more or less, and being located at 15417 Schmidt Loop Manor, Tx with a variance allowing for a larger lot depth to width ratio.

There was no further discussion.

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

**6. Consideration, discussion, and possible action on a Setback Waiver for Lot 7-A, Block 4 of the Martin and Maria Subdivision, also known as 213 E Brenham St., Manor, TX to permit a 20' front setback, 10' rear setback, and 5' side setback.**

City Staff recommended that the Planning and Zoning Commission approve a Setback Waiver for Lot 7-A, Block 4, Town of Manor, also known as 213 E Brenham St., Manor, TX to permit a 20' front setback, 10' rear setback, and 5' side setback.

Interim Director Burrell explained the setback waiver.

Erik Castillo, 309 E. Brenham Street, Manor, Texas, submitted a speaker card in support of this item. Mr. Castillo explained his reasons for this request. He stated he would like to create more room to allow for a shed and more open space in the back yard.

Interim Director Burrell clarified the back side of the property has an alley.

**MOTION:** Upon a motion made by Commissioner Orion and seconded by Commissioner Meyer to approve the Setback Waiver for Lot 7-A, Block 4 of the Martin and Maria Subdivision, also known as 213 E Brenham St., Manor, TX to permit a 20' front setback, 10' rear setback, and 5' side setback.

There was no further discussion.

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

**7. Consideration, discussion, and possible action on a request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.**

City Staff recommended that the Planning and Zoning Commission recommend approval of the tree removal request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

Interim Director Burrell stated the applicant is requesting the item be postponed until November 13, 2024, so they may be available for any questions pertaining to this request.

**MOTION:** Upon a motion made by Vice Chair Chavis and seconded by Commissioner Orion to postpone the request to remove 2 heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX, to the November 13, 2024, P&Z Commission Regular Session.

There was no further discussion.

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

#### **ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Chavis and seconded by Commissioner Orion to adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:16 p.m. on Wednesday October 9, 2024.

There was no further discussion.

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

*The Planning and Zoning Commission approved these minutes on November 13, 2024.*

#### **APPROVED:**

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Jeffrey Stensland  
Chairperson

#### **ATTEST:**

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Mandy Miller  
Development Services Supervisor