



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
JUNE 9, 2021**

**PRESENT:**

Philip Tryon, Chair, Place 3

**COMMISSIONERS:**

Julie Leonard, Vice Chair, Place 1  
Vacant, Place 2  
Prince John Chavis, Place 4  
Vacant, Place 5  
Cecil Meyer, Place 6  
Lakesha Small, Place 7

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Frank T. Phelan, City Engineer  
Mandy Miller, Administrative Assistant

**REGULAR SESSION – 6:30 P.M.**

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 Tryon at 6:34 p.m. on Wednesday, June 9, 2021.

**PUBLIC COMMENTS**

Frank T. Phelan, P.E. with George Butler Associates, P. O. Box 2029, Leander, Texas, submitted a speaker card to address the P&Z Commission regarding the Community Impact Fee Advisory Committee (CIF). Mr. Phelan stated that Manor is experiencing major unexpected growth on the north side of town near FM 973 and Gregg Lane; therefore, the CIF Advisory Committee will need to resume meetings starting in July and continue to meet through approximately February of 2022.

No one else appeared to speak at this time.

## PUBLIC HEARING

1. **Public Hearing:** Conduct a public hearing on a Preliminary Plat for Manor Heights Subdivision Phase 4 & 5, four hundred sixty-three (468) lots on 140.66 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX. *Applicant: Kimley-Horn and Associates Owner: Forestar (USA) Real Estate Group, Inc.*

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

Chair Tryon opened the public hearing.

Development Services Director Dunlop gave a summary of the item and answered questions regarding the placement of the lots, pipelines running through the property, and the roadway system including the exit points for the people living in the subdivision.

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Small 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 Short Form Final Plat for the Headrick Subdivision, one (1) lot on 3.978 acres, more or less, and being located at 16101 Anderson Road, Manor, TX. *Applicant: Sandlin Services Owner: Sylvia Headrick*

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

Chair Tryon opened the public hearing.

Development Services Director Dunlop gave a summary of the item.

Sylvia Headrick, 16101 Anderson Rd., Manor, Texas, submitted a speaker card in support of this item; however, she did not wish to speak.

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

There was no further discussion.

**Motion to close carried 5-0**

- 3. Public Hearing: Conduct a public hearing on amendments to the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.**

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

Chair Tryon opened the public hearing.

Development Services Director Dunlop answered questions from the P&Z Commission regarding the sports complex regulations specifically the time frames of operations, setback requirements for accessory structures, travel centers restrictions, construction services definition and the impact to established neighborhood business.

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

There was no further discussion.

**Motion to close carried 5-0**

#### **CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of May 12, 2021, Regular Session.**

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

There was no further discussion.

**Motion to approve carried 5-0**

#### **REGULAR AGENDA**

- 5. Consideration, discussion, and possible action on a Preliminary Plat for Manor Heights Subdivision Phase 4 & 5, four hundred sixty-three (468) lots on 140.66 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX. Applicant: Kimley-Horn and Associates Owner: Forestar (USA) Real Estate Group, Inc.**

The City staff recommended that the P&Z Commission approve the Preliminary Plat for Manor Heights Subdivision Phase 4 & 5, four hundred sixty-three (468) lots on 140.66 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.

Development Services Director Scott Dunlop answered questions posed by the Commission regarding standards on points of entrance for subdivisions.

**MOTION:** Upon a motion made by Vice Chair Leonard to approve the Preliminary Plat for Manor Heights Subdivision Phase 4 & 5.

Motion failed due to lack of second.

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Chavis to postpone action regarding the Preliminary Plat for Manor Heights Subdivision Phase 4 & 5, four hundred sixty-three (468) lots on 140.66 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.

The P&Z Commission would like clarification on Exit Points and Confirmation of Approval by the Engineer reviewing the Preliminary Plat.

There was no further discussion.

**Motion to postpone carried 5-0**

**6. Consideration, discussion, and possible action on a Short Form Final Plat for the Headrick Subdivision, one (1) lot on 3.978 acres, more or less, and being located at 16101 Anderson Road, Manor, TX. Applicant: Sandlin Services Owner: Sylvia Headrick**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the Headrick Subdivision, one (1) lot on 3.978 acres, more or less, and being located at 16101 Anderson Road, Manor, TX.

Development Services Director Dunlop gave a summary of the item and was available to answer questions posed by the Commission.

**MOTION:** Upon a motion made by Commissioner Chavis and Seconded by Commissioner Meyer to approve the Short Form Final Plat for the Headrick Subdivision, one (1) lot on 3.978 acres, more or less, and being located at 16101 Anderson Road, Manor, TX.

There was no further discussion.

**Motion to approve carried 5-0**

7. **Consideration, discussion, and possible action on amendments to the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.**

The City staff recommended that the P&Z Commission approve the amendments to the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

Development Services Director Dunlop answered questions posed by the P&Z Commission regarding procedure for making recommendations.

- MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Small to approve the amendments to the Manor Code of Ordinances Chapter 14 Zoning with the suggestion to City Council to change the lighting availability start time from 9 a.m. to a start time of 7 a.m.

There was no further discussion.

**Motion to approve carried 5-0**

8. **Consideration, discussion, and possible action on a Joined Lot Affidavit for Lot 14 and Lot 15, Block 25, Town of Manor. Applicant: Ringo Sun & Yu-Chi Wu Owner: Ringo Sun & Yu-Chi Wu**

The City staff recommended approval of the Joined Lot Affidavit

Development Services Director Dunlop gave a summary of the item.

Ringo Sun, 204 Parsons Street, Manor, Texas, submitted a speaker card and spoke in support of this item. Ms. Sun answered questions regarding the nature of her business which she stated was music with a focus on helping local artists.

Development Services Director Dunlop answered questions regarding site plan process and parking issues for the business.

Yu Chi Wu, 204 Parsons Street, Manor, Texas, submitted a speaker card and spoke in support of this item.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Vice Chair Leonard to approve the Joined Lot Affidavit for Lot 14 and Lot 15, Block 25, Town of Manor.

There was no further discussion.

**Motion to approve carried 5-0**

**9. Consideration, discussion, and possible action on a request to remove 3 trees from Grace Covenant Christian Center located at 14518 East US Hwy 290.**

Development Services Director Dunlop clarified number of trees being removed, gave a summary of this item and described the process of removing and replacing the trees.

Tim Urban with Grace Covenant Church, 14518 E. Hwy 290, Manor, Texas, submitted a speaker card and spoke in support of this item. Mr. Urban stated he was the landscape architect working on the project. Mr. Urban answered questions regarding species of trees planned for replacing the ones removed.

Marco Castaneda with Grace Covenant Church, 6844 Ashen Lane, Austin, Texas, submitted a speaker card and spoke in support of this item. Mr. Castaneda answered questions from the P&Z Commission regarding options of relocation for the trees instead of removal.

The discussion was held. Development Services Director Dunlop informed the P&Z Commission about the differences in the regulations and requirements for removal of trees versus relocation of trees.

Alan Young with Grace Covenant Christian Center, 14518 U.S. Hwy 290 E, Manor, Texas submitted a speaker card in support of this item and was available to answer questions; however, did not wish to speak.

**MOTION:** Upon a motion made by Commissioner Chavis and Seconded by Commissioner Small to approve the request to remove 3 trees from Grace Covenant Christian Center located at 14518 East US Hwy 290.

There was no further discussion.

**Motion to approve carried 4-1 (Vice Chair Leonard opposed)**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Meyer to adjourn the regular session of the P&Z Commission at 7:31 p.m. on Wednesday, June 9, 2021.

There was no further discussion.

**Motion to approve carried 5-0**

These minutes approved by the P&Z Commission on the 14<sup>th</sup> day of July 2021.

**APPROVED:**

---

Philip Tryon  
Chairperson

**ATTEST:**

---

Scott Dunlop  
Development Services Director

Draft Minutes