



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
MARCH 11, 2026**

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or by scanning the QR Code**



PRESENT:

COMMISSIONERS:

Jeffrey Stensland, Chair, Place 5
Gabriel Nila, Vice Chair, Place 3 (Absent)
Nathan Aubert, Place 1 (Absent)
Daniel Mendoza, Place 2
Felix Paiz, Place 4
Cecil Meyer, Place 6
James Terry, Place 7

CITY STAFF:

Michael Burrell, Development Services Director
Scott Dunlop, Development Services Assistant Director
Brad Barrett, Assistant City Attorney
Annemarie Felfe, City Planner

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, March 11, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

THE FOLLOWING ITEMS WERE PULLED BY CHAIR STENSLAND

- 2. Conduct a public hearing on a Short Form Final Plat for Gomez Subdivision, two (2) lots on 2.407 acres, more or less, and being TCAD parcels 547924 and 843742, also known as 15507 and 15509 Schmidt Loop, Manor, TX.** Applicant: Forest Surveying & Mapping. Owner: Margarita Arroyo Gomez.
- 7. Consideration, discussion, and possible action on a Short Form Final Plat for Gomez Subdivision, two (2) lots on 2.407 acres, more or less, and being TCAD parcels 547924 and 843742, also known as 15507 and 15509 Schmidt Loop, Manor, TX.** Applicant: Forest Surveying & Mapping. Owner: Margarita Arroyo Gomez.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak on non-agenda topics, Item #1, Item #2, Item #3, Item #4, Item #9, and Item #10. Mr. Battaile spoke regarding Manor's Comprehensive Plan, the Charter Review Commission, his lawsuits against the city, and crimes in the community. He encouraged Commissioners to take a more proactive approach.

PUBLIC HEARING

- 1. Conduct a public hearing on a Short Form Final Plat for Cottonwood Subdivision, one (1) lot on 5.565 acres, more or less, and being TCAD parcel 236976, also known as 14305 E US 290 HWY, Manor, TX.** Applicant: LRG Engineering, LLC. Owner: Tani Investments, LLC Et al.

City staff recommended that the Planning and Zoning Commission conduct a public hearing on the Short Form Final Plat for Cottonwood Subdivision, one (1) lot on 5.565 acres, more or less, and being TCAD parcel 236976, also known as 14305 E US 290 HWY, Manor, TX.

Chair Stensland opened the public hearing.

Lauren Rein with LRG Engineering, 6000 Menchaca Road, Austin, Texas, submitted a speaker card in support of this item. Ms. Rein did not wish to speak; however, she was available for any questions.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Battaile requested more information on the plans for the development.

Assistant Director Dunlop gave background information for this item. He explained that the project is being reviewed under standard review, the property's zoning is C-2 (Medium Commercial), and the property has received a Specific Use Permit to allow for Medical Offices.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Mendoza to close the public hearing.

There was no further discussion.

Motion to Close carried 5-0.

- 3. Conduct a public hearing on a Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: 706 Investments Partnership, LTD.

City staff recommended that the Planning and Zoning Commission conduct a public hearing on the Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX.

Chair Stensland opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Battaile requested more information on the purpose of the Short Form Final Plat.

Assistant Director Dunlop clarified that the property is being split into two lots.

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

There was no further discussion.

Motion to Close carried 5-0.

- 4. Conduct a public hearing on a Subdivision Preliminary Plat for Manor Heights Phase 7 and 8 being two hundred seventy-two (272) lots on 72.33 acres, more or less, and being TCAD parcels 248121 and 993489 also known as 13354 and 13358 Old Kimbro Rd, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Forestar (USA) Real Estate Group, Inc.

City staff recommended that the Planning and Zoning Commission conduct a public hearing on the Subdivision Preliminary Plat for Manor Heights Phase 7 and 8 being two hundred seventy-two (272) lots on 72.33 acres, more or less, and being TCAD parcels 248121 and 993489 also known as 13354 and 13358 Old Kimbro Rd, Manor, TX.

Chair Stensland opened the public hearing.

Sarah Starkey with Kimley-Horn, 10814 Jollyville Road, Building 4, Suite 200, Austin, Texas, submitted a speaker card in support of this item. Ms. Starkey did not wish to speak; however, she was available for any questions.

Assistant Director Dunlop gave background information for this item and explained the reasons for postponement.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Battaile spoke regarding the FEMA floodplain and the parkland in-lieu fees.

Kevin Phelps, 14121 Moroney Cove, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Phelps expressed his concerns pertaining to his lot being situated in a floodplain without this information being disclosed and the future effects of the proposed development.

Lasath Fernando, 14116 Moroney Cove, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Fernando recommended the Commission deny the plat and request an amendment to remove Block G due to drainage concerns, as well as address the roadway connections on Liberty Bell Boulevard.

Dr. Maarten Rotman, 14112 Moroney Cove, Manor, Texas, submitted a speaker card to speak in opposition to this item. Dr. Rotman proposed alternative solutions pertaining to open space and drainage.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Mendoza to keep the public hearing open and postpone discussion until April 8, 2026, Planning and Zoning Commission Meeting.

There was no further discussion.

Motion to Postpone carried 4-1. Opposed by Commissioner Paiz.

CONSENT AGENDA

5. Consideration, discussion, and possible action to approve the minutes for February 11, 2026, Planning and Zoning Commission Regular Session.

City staff recommended that the Planning and Zoning Commission approve the consent agenda.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to approve the consent agenda.

There was no further discussion.

Motion to Approve carried 5-0.

REGULAR AGENDA

6. Consideration, discussion, and possible action on a Short Form Final Plat for Cottonwood Subdivision, one (1) lot on 5.565 acres, more or less, and being TCAD parcel 236976, also known as 14305 E US 290 HWY, Manor, TX. Applicant: LRG Engineering, LLC. Owner: Tani Investments, LLC Et al.

City Staff recommended that the Planning and Zoning Commission deny the Short Form Final Plat for Cottonwood Subdivision, one (1) lot on 5.565 acres, more or less, and being TCAD parcel 236976, also known as 14305 E US 290 HWY, Manor, TX, per engineering comments (*see attached*).

Lauren Rein with LRG Engineering, 6000 Menchaca Road, Austin, Texas, submitted a speaker card in support of this item. Ms. Rein did not wish to speak; however, she was available for any questions.

Assistant Director Dunlop explained the standard review process.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Paiz to deny the Short Form Final Plat for Cottonwood Subdivision, one (1) lot on 5.565 acres, more or less, and being TCAD parcel 236976, also known as 14305 E US 290 HWY, Manor, TX, per engineering comments (*see attached*).

There was no further discussion.

Motion to Deny carried 5-0.

8. Consideration, discussion, and possible action on a Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: 706 Investments Partnership, LTD.

City Staff recommended that the Planning and Zoning Commission approve the Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX.

Assistant Director Dunlop explained the concurrent review process, which means the plat has been approved by City Engineering.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Mendoza to approve the Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX.

There was no further discussion.

Motion to Approve carried 5-0.

9. Consideration, discussion, and possible action on a Subdivision Preliminary Plat for Manor Heights Phase 7 and 8 being two hundred seventy-two (272) lots on 72.33 acres, more or less, and being TCAD parcels 248121 and 993489 also known as 13354 and 13358 Old Kimbro Rd, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Forestar (USA) Real Estate Group, Inc.

City Staff recommended that the Planning and Zoning Commission postpone the Subdivision Preliminary Plat for Manor Heights Phase 7 and 8 being two hundred seventy-two (272) lots on 72.33 acres, more or less, and being TCAD parcels 248121 and 993489 also known as 13354 and 13358 Old Kimbro Rd, Manor, TX.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to postpone the Short Form Final Plat of a Replat of Lot 14, Block F, Phase 2 Lagos Subdivision, being two (2) lots on 3.612 acres of land, more or less, and being located near the intersection of N. FM 973 and E. Brenham St, Manor, TX to April 8, 2026 Planning & Zoning Commission Meeting.

There was no further discussion.

Motion to Postpone carried 5-0.

10. Consideration, discussion, and possible action on a Subdivision Final Plat for the Holley-Smith Phase 3, being one hundred and thirty-five (135) lots on 41.707 acres, more or less, and being located generally near the southeast intersection of Anderson Road and Ventura Arbor Lane, Manor, TX. Applicant: KB Home Lone Star, Inc. Owner: Carlson, Brigance & Doering, Inc.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Final Plat for the Holley-Smith Phase 3, being one hundred and thirty-five (135) lots on 41.707 acres, more or less, and being located generally near the southeast intersection of Anderson Road and Ventura Arbor Lane, Manor, TX.

Assistant Director Dunlop gave background information for this item.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Meyer to approve the Subdivision Final Plat for the Holley-Smith Phase 3, being one hundred and thirty-five (135) lots on 41.707 acres, more or less, and being located generally near the southeast intersection of Anderson Road and Ventura Arbor Lane, Manor, TX.

There was no further discussion.

Motion to Approve carried 5-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Mendoza to Adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:11 p.m. on Wednesday March 11, 2026.

There was no further discussion.

Motion to Adjourn carried 5-0.

The Planning and Zoning Commission approved these minutes on April 8, 2026.

APPROVED:

Jeffrey Stensland
Chairperson

ATTEST:

Annemarie Felfe
City Planner



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Thursday, March 5, 2026

Luis Granillo
LRG Engineering LLC
804 Leisure Run Cv
Austin TX 78745
luis@lrgengineering.com

Permit Number 2026-P-1790-SF
Job Address: 14305 E US Hwy 290, Manor , TX. 78653

Dear Luis Granillo,

The first submittal of the Cottonwood Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by LRG Engineering LLC and received on February 10, 2026, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

- i. Provide the zoning of the proposed lot.
- ii. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the preliminary plat. Show this easement on the plat.
- iii. Provide a note whether this area will be served by the City of Manor for water and wastewater or who the provider will be.
- iv. Provide a note whether this area will be served by the City of Manor for water and wastewater.
- v. Identification and location of proposed uses and reservations for all lots within the subdivision is required to be shown on the final plat.
- vi. The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls. Verify that all owners within 300 feet are shown.
- vii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.
- viii. The ROW width of US 290 should be provided on the plat.
- ix. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary is required to be shown on the plat.
- x. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners shall be provided on the final plat.
- xi. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax

- rolls.
- xii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.
 - xiii. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.
 - xiv. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
 - xv. Reminder to provide engineer and surveyor seals in conjunction with the signing of the certification requirements.
 - xvi. Felix Paiz is the current chairperson for the City of Manor
 - xvii. Clerk of Travis County is Dyana Limon-Mercado.
 - xviii. The Mayor is Dr. Christopher Harvey.
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- i. The typical Final Plat notes need to be included on the final plat:
 - i. THE BEARINGS, DISTANCES, AREAS, AND COORDINATES SHOWN HEREON ARE TEXAS COORDINATE SYSTEM GRID, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
 - ii. PROPERTY OWNERS OF THE LOTS ON WHICH THE (INSERT EASEMENT TYPE) EASEMENTS ARE LOCATED AS SHOWN ON THIS PLAT SHALL PROVIDE ACCESS TO THE CITY OF MANOR IN ORDER FOR THE CITY OF MANOR TO INSPECT AND MAINTAIN THE UNDERGROUND FACILITIES LOCATED WITHIN ANY OF SUCH EASEMENTS.
 - iii. A 10' PUBLIC UTILITY AND SIDEWALK EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET RIGHTS OF WAY.
 - iv. PUBLIC SIDEWALKS BUILT TO CITY OF MANOR STANDARDS ARE REQUIRED ALONG ALL STREETS WITHIN THIS SUBDIVISION. THESE SIDEWALKS SHALL BE IN PLACE PRIOR TO THE ADJOINING LOT BEING OCCUPIED. FAILURE TO CONSTRUCT THE REQUIRED SIDEWALKS MAY RESULT IN THE WITHHOLDING OF CERTIFICATES OF OCCUPANCY, BUILDING PERMITS, OR UTILITY CONNECTIONS BY THE COVERING BODY OR UTILITY COMPANY.
 - v. DRIVEWAY AND DRAINAGE CONSTRUCTION STANDARDS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF MANOR STANDARDS UNLESS OTHERWISE SPECIFIED AND APPROVE BY THE CITY OF MANOR.
 - vi. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
 - vii. NO BUILDINGS SHALL BE CONSTRUCTED OR MAINTAINED WITHIN EASEMENTS OR THE UNDERGROUND STORM WATER FACILITIES EASEMENTS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF MANOR. THE CITY OF MANOR IS NOT RESPONSIBLE FOR THE DAMAGE TO OR REPLACING ANY PORTIONS OF ANY FENCING, LANDSCAPING, OR OTHER IMPROVEMENTS CONSTRUCTED WITHIN ANY OF SUCH THREE EASEMENTS WHICH WERE NOT APPROVED BY THE CITY OF MANOR BEFORE THEIR CONSTRUCTION DUE TO THE NECESSARY AND CUSTOMARY WORK BY THE CITY OF MANOR IN REPAIRING, MAINTAINING, OR REPLACING THE UNDERGROUND PIPES AND RELATED FACILITIES WITHIN SUCH EASEMENTS.
 - viii. ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO CITY OF MANOR STANDARDS.
 - ix. EROSION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON INDIVIDUAL LOTS, INCLUDING DETACHED SINGLE-FAMILY, IN ACCORDANCE WITH SECTION 1.4.0 OF THE CITY OF AUSTIN ENVIRONMENTAL CONTROL MANUAL.
 - x. ALL STREETS IN THE SUBDIVISION SHALL BE CONSTRUCTED TO CITY OF MANOR URBAN STREET

STANDARDS. ALL STREETS WILL BE CONSTRUCTED WITH CURB AND GUTTER.

- xi. PRIOR TO CONSTRUCTION, EXCEPT FOR DETACHED SINGLE-FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.

City Planning Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Annemarie Felfe by telephone at () - or by email at afelfe@manortx.gov.

- i. Add a trail easement that is 20'-25' wide that follows the Major Greenway Trail per the Manor Hike and Bike Trails Master Plan Map. Per the Comprehensive Plan, major trails should be 10'- 12' wide, with flood-resistant surfacing where appropriate.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

Annemarie Felfe