



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
AUGUST 13, 2025**

This meeting was live-streamed on Manor's Webpage.
You can access the meeting at <https://www.manortx.gov/171/Public-Meetings-Livestreams>
or by scanning the QR Code



PRESENT:

COMMISSIONERS:

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

CITY STAFF:

Michael Burrell, Development Services Director
Scott Dunlop, Development Services Assistant Director
Annemarie Felfe, Development Services Planner
Veronica Rivera, Assistant City Attorney
Brittney Lopez, Assistant City Secretary
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 Commissioner Stensland at 6:35 p.m. on Wednesday, August 13, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak; however, an email from a concerned citizen was received. *See attached.*

PUBLIC HEARING

- 1. Conduct a public hearing on a Rezoning Application for one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial.** Applicant: Luis Granillo. Owner: Luis Granillo.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing on a Rezoning Application for one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial.

Commissioner Stensland opened the public hearing.

Director Burrell gave a summary of the rezoning request.

Luis Granillo with LRG Engineering, 2204 Western Trails Blvd., Suite 101, Austin, Texas submitted a speaker card in support of this item. Mr. Granillo did not wish to speak; however, he was available for any questions.

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

There was no further discussion.

Motion to Close carried 4-0.

- 2. Conduct a public hearing on a Specific Use Permit for a 5,040 square foot Medical Office, one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX.** Applicant: Luis Granillo. Owner: Luis Granillo.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing on a Specific Use Permit for a 5,040 square foot Medical Office, one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX.

Commissioner Stensland opened the public hearing.

Director Burrell summarized the Specific Use Permit request.

Luis Granillo with LRG Engineering, 2204 Western Trails Blvd., Suite 101, Austin, Texas submitted a speaker card in support of this item. Mr. Granillo did not wish to speak; however, he was available for any questions.

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

There was no further discussion.

Motion to Close carried 4-0.

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the minutes for July 9, 2025, Planning and Zoning Commission Regular Session.

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

There was no further discussion.

Motion to Approve carried 4-0.

REGULAR AGENDA

4. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial. Applicant: Luis Granillo. Owner: Luis Granillo.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial.

Luis Granillo with LRG Engineering, 2204 Western Trails Blvd., Suite 101, Austin, Texas submitted a speaker card in support of this item. Mr. Granillo did not wish to speak; however, he was available for any questions.

Discussion was held regarding the rezoning request. Commissioner Stensland gave a recap of the sales tax agreement associated with properties located inside the city limits along the US Hwy 290 corridor.

Director Burrell answered questions regarding the property.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Nila to approve the Rezoning Application for one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial.

There was no further discussion.

Motion to Approve carried 4-0.

- 5. Consideration, discussion, and possible action on a Specific Use Permit for a 5,040 square foot Medical Office, one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX. Applicant: Luis Granillo. Owner: Luis Granillo.**

City Staff recommended that the Planning and Zoning Commission approve a Specific Use Permit for a 5,040 square foot Medical Office, one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX.

Director Burrell spoke regarding the staff recommendation. He stated the property had development difficulties due to portions of the property being in a floodplain.

Luis Granillo with LRG Engineering, 2204 Western Trails Blvd., Suite 101, Austin, Texas submitted a speaker card in support of this item. Mr. Granillo answered questions pertaining to the proposed development of the property.

Mr. Granillo and the Commissioners discussed the topography of the property, the impervious coverage of the future structures, and the proposed use and development of approximately 0.8 acres.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Aubert to approve the Specific Use Permit for a 5,040 square foot Medical Office, one (1) lot on 5.565 acres, more or less, and being TCAD Parcel ID# 236976 also known as 14305 E. US HWY 290, Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

- 6. Consideration, discussion, and possible action on a Coordinated Sign Plan Amendment for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX. Applicant: Inayat Marediya. Owner: Inayat Marediya.**

City Staff recommended that the Planning and Zoning Commission approve the Coordinated Sign Plan Amendment for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

Director Burrell spoke about the staff recommendation. He stated the amendment is to allow for signage on the fuel canopy, which was missing from the original sign plan.

Discussion was held regarding the signs allowed in the current sign plan. Director Burrell answered questions about the permitting process of getting approval for signs.

Naim Marediya with Mini Max, 13320 E. US Hwy 290, Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Marediya replied to questions about the request to amend the Coordinated Sign Plan.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Nila to approve the Coordinated Sign Plan Amendment for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

7. Consideration, discussion, and possible action on a Joined Lot Affidavit for Lot 14, Lot 15, and Lot 16, Block 25, Town of Manor. Applicant: Ringo Sun and Yu Chi Wu. Owner: Ringo Sun and Yu Chi Wu.

City Staff recommended that the Planning and Zoning Commission approve the Joined Lot Affidavit for Lot 14, Lot 15, and Lot 16, Block 25, Town of Manor.

Director Burrell explained the request is to allow for future commercial development by the owner.

Ringo Sun, 707 Knollwood Drive, Austin, Texas, submitted a speaker card to speak in support of this item. She stated the purpose of joining the lots was to be able to provide a parking lot for her business.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Aubert to approve the Joined Lot Affidavit for Lot 14, Lot 15, and Lot 16, Block 25, Town of Manor.

There was no further discussion.

Motion to Approve carried 4-0.

8. Consideration, discussion, and possible action on a Setback Waiver for 210 E. Browning St. Manor, TX. Applicant: TOO1 Management, LLC. Owner: TOO1 Management, LLC.

City Staff recommended that the Planning and Zoning Commission approve the Setback Waiver for 210 E. Browning St. Manor, TX.

Victor Pena, 210 E. Browning Street, Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Pena declined to speak at this time.

Luis Carrillo with 7th Modern Design Studio, LLC., 210 E. Browning Street, Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Carrillo declined to speak at this time.

Torrey Overton with TOO1 Management LLC, 1135 Don Ann Street, Austin, Texas, submitted a speaker card to speak in support of this item. Mr. Overton displayed a diorama for the Commissioners. *See attached photos.*

Director Burrell answered questions regarding the aerial images of the property that were added to the backup for this item. *See attached.* He clarified this request was consistent with the typical setback waiver in the downtown area.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Meyer to approve the Setback Waiver for 210 E. Browning St. Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Aubert and seconded by Commissioner Meyer to Adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:05 p.m. on Wednesday, August 13, 2025.

There was no further discussion.

Motion to Adjourn carried 4-0.

The Planning and Zoning Commission approved these minutes on September 10, 2025.

APPROVED:

Felix Paiz
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor

Michael Burrell

From: battaile@calexas.com
Sent: Wednesday, July 9, 2025 11:19 AM
To: Michael Burrell; pzcommissioners@manortx.gov; publiccomments@cityofmanor.org; Public Comments
Cc: [REDACTED]
Subject: Manor TX Planning & Zoning Must FIGHT for PARKS in Manor Heights

P&Z Meeting Tonight at 6:30

<https://meetings.municode.com/adaHtmlDocument/index?cc=MANORTX&me=96acf3f0fee04d7d9ecf2a745313f011&ip=true>

Hello Mr. Burrell,

Please forward this email to Chairman, Paiz to read during the Public Comments portion of your meeting tonight. Please forward this email immediately upon receipt to the Commissioners and Substitute Commissioners.

I am also copying the State, County and City of Manor Attorneys and AG's, and our Travis County Commissioners so they understand their responsibilities and liabilities from not enforcing Constitutional Civil Rights including Remonstrance, Free Speech and Freedom of the Press.

Texas Open Meetings Act (TOMA) Legal Citation: Tex. Gov't Code § 551.007

"A governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body the opportunity to do so before or during the body's consideration of the item."

Refusal to follow mandatory procedures like TOMA can open the door to claims for:

1. **Ultra vires conduct** by officials (see *City of El Paso v. Heinrich*, 284 S.W.3d 366 (Tex. 2009))
– Sovereign immunity does **not** protect officials acting outside the law.
2. **Declaratory and injunctive relief** under the **Uniform Declaratory Judgments Act (UDJA)**, Tex. Civ. Prac. & Rem. Code § 37.004

Start reading my Public Comments here please: _____

Hello Commissioners, Staff and Citizens,

Tonight's meeting is an excellent chance to assert the will and intent of the Forebears as they wrote the City Codes:

AS regards Public Hearing #1 and Agenda Item #5 for MANOR HEIGHTS:

The goal of the Parkland codes is for USEABLE Parkland for community recreation. They are not supposed to be less than FIVE acres; or the city doesn't want them. The Codes are meant (and written) to **discourage** little postage-stamp parks hidden within a subdivision. THOSE little "nothings" become private, neighborhood parks and don't fulfill the needs of a vibrant community.

At the north end by the ETJ border is a claim of 13.01 ACRES of parkland that is ACTUALLY a WATER RETENTION POND!! That's a complete rip-off that P&Z SHOULD HAVE CAUGHT.

A little lower is 2.77 acres of unacceptable "parkland" separated by 2.39 acres of Single-Family Residences from yet another UNACCEPTABLE 4.04 acres pretending to be "parkland."

The CODES are quite clear about encouraging these to become CONTIGUOUS sections of LARGES parks that can become football or futbol, tennis, baseball, shuffleboard, pickle ball... more than JUST A SWINGSET postage stamp.

This developer needs to dramatically re-draw this site map to include major chunks of land and ALSO say what they WILL CONTRIBUTE to that recreational usage. City of Manor should help with a couple of hundred thousand dollars for amenities.

P&Z Needs to step up RIGHT NOW to demand a RE-MAKE of this "plan" to create GENUINE PARKS on main thoroughfares with AMPLE PARKING to encourage activities. YOU are the SECOND MOST POWERFUL group in our city.

When will YOU START exerting some positive INFLUENCE. You can set your own Agendas, have townhalls, suggest budget items and you DO NONE of these things? Why not?

AGAIN... you are VOTING on MINUTES that aren't included for Public Review. HERE'S THE LAW. AGAIN. This is the Department head's RESPONSIBILITY. Don't blame Mandy. It's also the City Manager's responsibility, City Council's and especially FELIX PAIZ as Chairperson of this "committee" that is supposed to be a COMMISSION.

Voting to approve minutes that are **not identified in the agenda (June 11th meeting)**, violates both:

- **§ 551.041** (failure to notify public of agenda item)

- and potentially **§ 551.144** (criminal penalties for knowingly violating the Act)

ASK THE CITY ATTORNEYS sitting there in the room.

Please also ask the OKRA DEVELOPERS to do SOMETHING about that God-awful box they call a "convenience store/gas station." Just make a motion, and someone seconds it.

To the folks fighting to move the Event Center... don't stop. You MUST show up at EVERY MEETING. The Event Center should MOVE to the "new downtown" that city approved. P&Z should advocate for that move in order to PROTECT that neighborhood.

Thank you,

Robert Battaile (Battle)

08-13-2025

PHOTO #1



08-13-2025

Photo # 2



Photo # 3

Photo # 3



8-13-2025

Photo #4



