



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
OCTOBER 11, 2023**

*This meeting was live streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>*

**PRESENT:**

**COMMISSIONERS:**

LaKesha Small, Chair Place 7  
Felix Paiz, Vice Chair, Place 4  
Julie Leonard, Chair, Place 1  
Prince John Chavis, Place 2  
Cresandra Hardeman, Place 3 (Absent)  
Celestine Sermo, Place 5 (Absent)  
Cecil Meyer, Place 6

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Development Services Supervisor

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

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

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 Small at 6:35 p.m. on Wednesday, October 11, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding his concerns. Mr. Battaile spoke on his opinion of the City of Manor's Boards, Commissions, and Committees. He stated he would like to get things into the parks for people to do. He spoke on preserving Manor's history by encouraged the city to establishing museums and other culture-based items in the community. He suggested the City of Manor create a design review committee to oversee structural designs being built.

## PUBLIC HEARING

*Due to a Conflict of Interest, Commissioner Leonard recused herself and left the dais at 6:40 p.m.*

- 1. Conduct a public hearing on a Rezoning Application, one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Rezoning Application, one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

Chair Small opened the public hearing.

Julie Leonard, 12821 Ring Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Leonard stated this item has come before the commission 3 or 4 times prior for relatively the same request. She stated that she did not feel the developer has addressed the key issues. She cited issues with potentially dangerous traffic patterns, traffic volume, road conditions, unit density of the proposed development and lack of forward movement on the current zoning.

James Keaveny, 12829 Ring Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. He stated that he echoed the same reasons as Ms. Leonard. He stated that he hoped the Commissioners would continue to deny this request regardless of how many times it comes before the commission because he is strongly opposed.

Mark Thoman, 12741 Bella Parkway, Manor, Texas submitted a speaker card to speak in opposition of this item. Mr. Thoman stated he felt the developer was ignoring the precautionary position the original Bell Farms developer had with not purchasing and developing this property. He expressed his concerns regarding the underground petroleum pipeline that crosses the property, the risk to the abutting single-family development, and the traffic circumstances on the under-designed road of Old Highway 20. He asked the Commission to deny this request due to the revenue imbalance to the developer at the expense of the citizens of Bell Farms and to prevent future questionable zonings for the adjacent properties along Old Highway 20.

Mary Ann Thoman, 12741 Bella Parkway, Manor, Texas submitted a speaker card to speak in opposition of this item. Mrs. Thoman urged the Commission to seriously consider each concern before rendering a decision. She stated her first concern would be traffic issues. Current traffic, which includes large trucks from the asphalt treatment plant, local commuters, and cut-through traffic of vehicles rerouting to avoid Highway 290 congestion combined with the deteriorated road surfaces of Old Kimbro and Old Highway 20 that have become hazardous to drive on in some places is a concern. The roadway structure itself, which includes 2 lane roads has no plans in place to repair, improve, or upgrade the roads. The proposed egress for

this development using Tinker Street as a secondary egress which is an established neighborhood street. She stated all of these items equal a public safety issue. Mrs. Thoman stated her second concern is population density. This zoning change would create more people in less space, more cars, and more traffic. She reiterated the pipeline issue expressing concerns for the people in the event of an emergency evacuation due to a leak or worse. The last concern would be water availability, water quality and property values. She stated there have been issues with water restrictions and brown water coming from the water pipelines in the area. She expressed unknown concerns to the effect this would have on her property value.

Kumar Savitala with SAMPSG Properties LLC, 10701 Marsala Springs Drive, Round Rock, Texas submitted a speaker card to speak in support of this item. Mr. Savitala stated he felt the density of this project would be less than the single-family development already there and would help bring privacy and safety to the neighborhood. Mr. Savita stated he was in support of improvements for Old Highway 20.

Diane Bernal with DB Land Consulting LLC, 11917 Oak Knoll Drive, Suite C, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Bernal stated they have reached out to the property owners and the HOA of Bell Farms. A meeting was held to hear the concerns of the community with representation from Tinker Street, Bella Parkway, Wedding Street and Carillon Way in attendance. She wanted to clarify this item only involved the townhomes for the 6.17 acres at the rear of the property. The front portion was currently tabled due to a conflict with the Future Land Use Map. The townhomes zoning was in line with the Comprehensive Plan for this area.

Ms. Bernal answered questions regarding action that has been taken by the developer since the last time this item appeared before the Commission. She stated they have been in touch with Travis County Transportation Department to determine any improvements that may need to be done. She stated the scope of the development has changed by lessening our initial request to them. We had originally wanted apartments on the retail portion on the front part.

Ms. Bernal addressed the pipeline issue. She stated she had personally worked on developments involving natural gas transmission lines before. They plan to work closely with the owner of the pipeline and adhere to all the development guidelines and review processes they mandate. Ms. Bernal insured the Commission there would be no development structures inside the easement areas, only lawns and roadways which would be allowed.

Ms. Bernal spoke regarding the water issues. She stated Manville Water Supply Corporation recently lifted the moratorium they had in place and are accepting applications for feasibility requests. They are currently pending a response from Manville.

Ms. Bernal answered questions regarding the access points onto the property and how they would connect to the surrounding roadway system. The Commission requested to see the maps to visually assist them. Ms. Bernal pointed out on the maps the proposed access points and explained the Fire Marshall requires at least 2 access points.

Discussion was held regarding the accessibility of this property and how it relates to the development of the whole sections of land, not just the back townhomes section. Commissioners questioned the timeline of development and if construction would start prior to the rezoning of the front section of the property. The Commission expressed concerns with access to Old Highway 20 if this was approved and completed prior to the front section. She reassured there would be permanent access to Old Highway 20 for the townhome development. She stated there would be 47 townhomes in units of 4 or more per City Code.

Ms. Bernal spoke regarding the changes made because of the townhall meeting with Bell Farms residents. She stated the developer opted not to pursue multifamily as a part of this development.

Discussion was held regarding the environmental studies and infrastructure improvements that would need to occur. Ms. Bernal answered questions regarding the environmental studies that have been done. She stated she would need to investigate and report back. She stated that the infrastructure improvements would be covered under the discussions with the engineers once the zoning changes had been approved.

Director Dunlop spoke regarding the current Future Land Use Map as depicted in the Comprehensive Plan. He stated the map reflects neighborhood type developments in this area. He explained that would be single- or two-family residents, small apartments, and other types of residential use. By including the commercial aspect, it elevates the use to neighborhood mixed use or community mixed use. It would require an amendment to the Future Land Use Map to proceed; however, the internal processes have not been established by Council yet.

Ms. Bernal confirmed that the complete estimated 10-acre development would include townhomes on the back 6 plus acres and neighborhood business on the remaining 3 plus acres in the front along the Highway 20 frontage. It is one owner and is pending guidance from the city on how to proceed. She reviewed requirements of this development and the review process with both the city and the fire department.

Ms. Bernal stated she had no information on the price points for the townhomes. She stated that single family development was not considered for this tract of land due to the higher price point.

Commission requested to know the main difference between what was presented in April versus what was being introduced now. Ms. Bernal stated they wanted to move forward with the townhome development on the back end of the property. The separation or phasing of the development request was just because they were waiting on the city's mechanism to be put in place to request an amendment to the Future Land Use Map.

Director Dunlop stated that the Comprehensive Plan does not provide a specific number of types of units only a range of acceptable housing types. He explained the density types, the dashboard information provided in the back up, and how they relate to each other.

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

There was no further discussion.

**Motion to Close carried 4-0**

*Commissioner Leonard returned to the dais at 7:13 p.m.*

- 2. Conduct a public hearing on a Subdivision Short Form Final Plat for the Riata Ford Subdivision, one (1) lot on 19.69 acres, more or less, and being located at 10507 E Highway 290, Manor, TX. Applicant: Mahoney Engineering. Owner: Leif Johnson Ford / River City Partners.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Subdivision Short Form Final Plat for the Riata Ford Subdivision, one (1) lot on 19.69 acres, more or less, and being located at 10507 E Highway 290, Manor, TX.

Chair Small opened the public hearing.

Chair Small stated that no one signed up to speak regarding this item.

Chair Small requested background information on this item.

Director Dunlop stated Riata Ford purchased the auto mechanic property next to them to increase their property size.

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

There was no further discussion.

**Motion to Close carried 5-0**

**CONSENT AGENDA**

- 3. Consideration, discussion, and possible action to approve the minutes of September 13, 2023, P&Z Commission Regular Meeting.**

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

There was no further discussion.

**Motion to Approve carried 5-0**

**REGULAR AGENDA**

*Due to a Conflict of Interest, Commissioner Leonard recused herself and left the dais at 7:17 p.m.*

**4. Consideration, discussion, and possible action on a Rezoning Application, one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.**

City Staff recommended that the P&Z Commission approve the Rezoning Application, one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

Chair Small requested any other information not previously presented, changes or concerns created by this item between April and now.

Director Dunlop stated there has been not new changes except the removal of the neighborhood business portion of the request. He stated the City staff recommended approval because this request is in line with the Comprehensive Plan. He stated that Tinker Street was stubbed out as part of the Bell Farms development for the purpose of connecting to future development on this property. It would be appropriate to use Tinker Street for this purpose.

Director Dunlop explained this development would be private. The development standards they would have to comply with would include a 25-foot buffer yard, a 6-foot oblique fence and evergreen trees for screening purposes in addition to the drainage easement that is already there. He stated the maximum height would be 35 feet which is the same for single residential family.

Ms. Bernal answered additional questions from the Commission. She addressed the average height on the buildings as being approximately 25 feet. She stated the design team was focused on the porches, patios, and stoops right now. She was unaware if there would be upstairs balconies. She confirmed the developer has not determined if these units would be for lease or sale.

Director Dunlop addressed questions regarding the height of trees. He stated there were many different acceptable types of evergreen species. The height varies with each species therefore, there would be no way to determine at this time. He stated there would be trees and shrubs.

Discussion was held regarding the various zoning types and the options that would be available for development purposes. Director Dunlop explained the private and public aspects of development in general. He detailed the difference in lot sizes and population density from each residential zoning type.

Ms. Bernal stated that this property has never been considered for a single-family development. She stated at the townhall meeting the community seemed to be in favor of townhomes as a for sale unit instead of a leasing option. The residents seemed to be more concerned with the types of commercial establishments that would be allowed. A brief discussion was held regarding the types of commercial establishments that would be allowed on the front portion of the property even though it was not part of this request.

Discussion was held regarding a recap of the history of this item. Director Dunlop reviewed the utility infrastructure for connection regarding water and wastewater. He explained the connections would be public because the size of the lot was too small to create a PUD.

Ms. Bernal explained the current access points for the property and where they would be located if the zoning request was approved. She reviewed the Travis County Traffic requirements and how that would affect the access points. The discussion included distance between access points and the total lot width along Highway 20.

Commissioners requested clarification regarding the process of discussing roadway improvements. They wanted to know if there could be a discussion with Travis County before the zoning change was approved. Ms. Bernal confirmed they could start a conversation before, but they were waiting until the zoning was approved to avoid having to modify the scope of their request.

Discussion was held regarding traffic studies. Director Dunlop explained what would trigger a developer to be required to do a Traffic Impact Analysis (TIA). He explained this project as a townhome development with less than 50 units would not meet the threshold to require a TIA. For residential units, the total number of units would need to be around 350 units before it would require one. The commercial aspect might trigger a TIA but has been separated out of consideration for this item.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to deny the Rezoning Application, one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

There was no further discussion.

**Motion to Deny carried 4-0**

*Commissioner Leonard returned to the dais at 7:43 p.m.*

**5. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the Riata Ford Subdivision, one (1) lot on 19.69 acres, more or less, and being located at 10507 E Highway 290, Manor, TX. Applicant: Mahoney Engineering. Owner: Leif Johnson Ford / River City Partners.**

City Staff recommended that the P&Z Commission approve a Subdivision Short Form Final Plat for the Riata Ford Subdivision, one (1) lot on 19.69 acres, more or less, and being located at 10507 E Highway 290, Manor, TX.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve the Subdivision Short Form Final Plat for the Riata Ford Subdivision, one (1) lot on 19.69 acres, more or less, and being located at 10507 E Highway 290, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

**5. Consideration, discussion, and possible action to move the November 8th, 2023, Regularly Scheduled Planning and Zoning Commission meeting.**

City Staff recommended that the P&Z Commission consider an earlier date for the regularly scheduled November 8th, 2023, Planning and Zoning Commission meeting.

Director Dunlop stated the Texas American Planners Association Annual Conference is being held in Corpus Christi starting November 8, 2023. He stated he would be at the Conference. He stated that Michael Burrell, City Planning Coordinator, would also be at the conference.

Discussion was held regarding the different date and time options available.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve moving the next scheduled P&Z Commission meeting date and time from November 8, 2023, at 6:30 p.m. to November 13, 2023, at 6:30 p.m.

There was no further discussion.

**Motion to Approve carried 5-0**

**ADJOURNMENT**

The Regular Session of the Manor P&Z Commission Adjourned at 7:57 pm on Wednesday, October 11, 2023.

These minutes were approved by the Planning and Zoning Commission on the 13th day of November 2023. (*Audio recording archived*).

**APPROVED:**

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LaKesha Small  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor