



**PLANNING AND ZONING COMMISSION  
WORKSHOP SESSION MINUTES  
FEBRUARY 13, 2024**

*The video of this meeting was uploaded to Manor's YouTube Channel at  
<https://www.youtube.com/@cityofmanorsocial/streams>*

**PRESENT:**

**COMMISSIONERS:**

Felix Paiz, Chair, Place 4  
Prince Chavis, Vice Chair, Place 2  
Julie Leonard, Place 1  
Cresandra Hardeman, Place 3 (Absent)  
Celestine Sermo, Place 5 (Absent)  
Cecil Meyer, Place 6  
Jim Terry, Place 7  
Gabriel Nila, Alternate No. 1 (Absent)  
Gabrielle Orion, Alternate No. 2

**CITY STAFF:**

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

**WORKSHOP SESSION: 5:30 P.M.**

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

With a quorum of the Planning and Zoning (P&Z) Commission present, the Workshop Session of the Manor P&Z Commission was called to order by Chair Paiz at 5:47 p.m. on Tuesday, February 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

*Chair Paiz requested P&Z Commissioner Orion join the Commissioners on the dais in the position of Place 5.*

## REGULAR AGENDA

### 1. Planning and Zoning Commission Policies and Procedures

- Discussion of Planning and Zoning Commission powers and duties
- Discussion of application process and requirements
- Discussion of actions that can be taken on agenda items
- Discussion of meeting procedures and processes

Director Dunlop spoke regarding his role in attending the workshop. He explained the purpose of the workshop and the documents he provided as backup. He presented an amended summary form for the Commissioners to review. -*see attached.*

Commissioner Leonard expressed her interest in the ways the Commission could become more proactive in its duties.

Director Dunlop provided information on the Capital Improvement Advisory Committee. He listed ways the Commission could get more involved in this area.

Discussion was held regarding quorums, communications between Commissioners, and executive sessions. Director Dunlop explained the process and requirements around quorums, open discussion, and executive sessions. He answered questions regarding the right to adjourn into executive session.

Discussion was held regarding the following:

- Ways to present ideas to the Commission,
- Setting guidelines for the meeting,
- How to set formal policies and procedures in writing where it can be enforced,
- Application processes and requirements,
- Property development guidelines and layouts,
- Amendments to subdivision code, parkland code, and park ordinances,
- Provisions, modifications, and conditions that the Commission can make,
- How to reconsider action items already voted on,
- How to handle situations where new data becomes available after the fact,
- Parameters of the review of items, such as reviewing items for code compliance,
- Powers or influence on roadway system,
- Downtown Beautification processes and grants
- Vested businesses and the ability to mandate upgrades.

## ADJOURNMENT

**MOTION:** Upon a motion made by Commissioner Terry and seconded by Commissioner Orion to adjourn the Workshop Session of the Manor P&Z Commission at 7:27 p.m. on Tuesday, February 13, 2024.

There was no further discussion.

**Motion to Adjourn carried 6-0**

*These minutes were approved by the Planning and Zoning Commission on the 13th day of March 2024.*

**APPROVED:**

---

Felix Paiz  
Chairperson

**ATTEST:**

---

Mandy Miller  
Development Services Supervisor

DRAFT