AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on a Request For Proposal (RFP) for the creation of a Unified Development Code for the City of Manor.

BACKGROUND/SUMMARY:
The City of Manor, Texas, is seeking proposals from qualified consultant teams interested in assisting in drafting a Unified Development Code (UDC). The project will include overhauling and consolidating the existing development-related ordinances into a comprehensive, cohesive, and, most of all, easy-to-use document to accommodate Manor's rapid growth.
The primary objective of the UDC is to serve as one of the City's tools for implementing the City's Comprehensive Plan and Downtown Strategic Plan. These plans focus on accommodating and managing the City's growth while preserving Manor's Old Town history and feel.

The project scope will be as follows:

- Code Diagnostic and Analysis

  The consultant will conduct a comprehensive review of the City's existing zoning, subdivision, and development regulations to evaluate their effectiveness, identify deficiencies, and determine consistency with the Comprehensive Plan, Downtown Strategic Plan, and other adopted policies. The analysis will examine conflicts, gaps, redundancies, outdated standards, procedural challenges, and barriers that may hinder the City's long-term growth objectives. Based on these findings, the consultant will provide recommendations for restructuring, consolidating, and modernizing regulations through a new Unified Development Code (UDC), including updated zoning districts, land use definitions, development standards, and hybrid zoning approaches where appropriate. The final assessment will also address code organization, usability, and clarity, supported by updated graphics, tables, and multiple draft documents that incorporate stakeholder feedback.

- Community outreach and participation

  The consultant will develop and implement a public engagement program designed to gather meaningful input from residents, stakeholders, City leadership, the development community, and advisory boards. Outreach activities may include public workshops, open houses, surveys, stakeholder interviews, focus groups, and online engagement tools to ensure broad community participation. Feedback collected throughout the process will help shape the priorities, policy direction, and overall structure of the UDC while ensuring the document reflects local values and community needs. The

consultant will also facilitate a project advisory committee, coordinate regularly with the Planning and Zoning Commission, and provide presentations to City Council at key project milestones.

- UDC Drafting/Development

  Using the results of the code assessment, public engagement efforts, and guidance from City staff, the consultant will prepare a comprehensive Unified Development Code that consolidates and modernizes the City's development regulations into a clear and user-friendly document. The UDC will implement Comprehensive Plan goals through updated regulatory standards and incorporate best practices for housing diversity, mixed-use development, connectivity, transportation integration, urban design, and environmental stewardship. The document will include clear administrative procedures and development standards that support predictable and legally defensible implementation. Multiple draft versions will be prepared and refined in collaboration with staff and stakeholders to ensure the final code is practical, effective, and easy to administer.

- Timeline

  The consultant will prepare a detailed project schedule identifying major tasks, milestones, public engagement activities, draft review periods, and anticipated adoption steps associated with the UDC update. The timeline should demonstrate a realistic and efficient workflow that provides adequate opportunities for City staff, elected officials, and the public to review and comment on project deliverables. In coordination with City staff, the schedule will establish clear expectations for deliverables, responsibilities, and project progress throughout each phase of the effort. The finalized timeline will serve as the primary project management tool and will be structured to support adoption of the Unified Development Code by June 2028.

There will be 100-point evaluation criteria for project understanding and approach (15 points); qualifications and experience of key personnel (10 points); relevant past performance and quality of similar projects (20 points); proposed methodology and public engagement strategy (30 points); ability to meet the project timeline and deliverables (15 points); and cost-effectiveness and clarity of the fee proposal (10 points).

LEGAL REVIEW: Yes – under review
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Request for proposal (Draft)

ACTIONS:

Discretion	Discretionary
Subdivision Review Type	Not Applicable
Actions	None – Discussion only item

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Planning and Zoning Commission discuss the Request For Proposal (RFP) for the creation of a Unified Development Code for the City of Manor.
PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**