



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
MAY 10, 2023**

**PRESENT:**

**COMMISSIONERS:**

LaKasha Small, Chair Place 7  
Felix Piaz, Vice Chair, Place 4  
Julie Leonard, Chair, Place 1  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Celestine Sermo, Place 5  
Cecil Meyer, Place 6

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Permit Technician

**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 6:33 p.m. on Wednesday, May 10, 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 thanked the Commission. Mr. Battaile informed the Commission of his Facebook Group and his version of the park plan. He expressed his disapproval of the parks and the Comprehensive Plan. Mr. Battaile spoke regarding the Manor Crossing development. He voiced his opinion on how he felt the city should proceed regarding the development and the Developer's contributions of parkland and amenities.

## **PUBLIC HEARING**

- 1. Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**  
Applicant: Henry Juarez. Owner: Henry Juarez.

City Staff recommended that the Planning and Zoning Commission conduct a public hearing on the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

Chair Small opened the public hearing.

Chair Small stated there was no one signed up to speak during this public hearing. She asked Director Dunlop to give background information for this item.

Director Dunlop gave annex details and zoning information on the property and the properties surrounding it. Director Dunlop answered questions regarding the commercial plans. He stated there was only a conceptual site layout.

Discussion was held regarding the zoning details of the property. Consideration was given to the establishments currently occupying the area and the impact the zoning change would have on them.

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

There was no further discussion.

**Motion to Close carried 7-0**

## **CONSENT AGENDA**

- 2. Consideration, discussion, and possible action to approve the minutes of April 12, 2023, P&Z Commission Regular Meeting.**

City Staff recommended that the Planning and Zoning Commission approve the minutes of the March 8 April 12, 2023, P&Z Commission Regular Meeting.

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

There was no further discussion.

**Motion to Approve carried 7-0**

## REGULAR AGENDA

- 3. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).** Applicant: Henry Juarez. Owner: Henry Juarez.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Butler to approve the Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

There was no further discussion.

**Motion to Approve carried 7-0**

- 4. Consideration, discussion, and possible action on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).** Applicant: Saavy ATX Realty LLC. Owner: Wenkai Chen.

City Staff recommended that the Planning and Zoning Commission postpone to June 14th the Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF)

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

Director Dunlop stated there was a postponement request at the last P&Z Commission meeting to allow the applicant time to submit a more detailed architectural design layout. He stated the applicant has not completed this task and is requesting postponement to the next meeting.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Butler to postpone to the next P&Z Commission regular scheduled meeting.

There was no further discussion.

**Motion to Postpone carried 7-0**

- 5. Consideration, discussion, and possible on a Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.

City Staff recommended that the Planning and Zoning Commission approve the Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

Jason Reece with Kimley Horn & Associates, 10814 Jollyville Rd., Austin, Texas, submitted a speaker card. He did not wish to speak, however, was available for any questions.

Director Dunlop gave a summary of the Final Plat for the Las Entradas North Subdivision. He gave details of the connector roads and answered questions from the Commission.

Discussion was held regarding the thoroughfare improvements for Highway 290 East. Director Dunlop stated he was not aware of any improvements that needed to be made at this time.

Director Dunlop answered questions on how this item was related to TransPak and other businesses that are planned for this area. He gave details on the location of this property, the egress plans, and the location of other businesses.

Director Dunlop answered questions from the Commission regarding the Final Plat. He addressed the recording process and the measures the developers are to take to have the plat finalized and recorded. He confirmed this plat has been approved by City Engineers.

Director Dunlop answered questions regarding the wording on the final plat. He confirmed that a subdivision final plat, if approved by the City Engineer, would be non-discretionary.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 7-0**

- 6. Consideration, discussion, and possible action on a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Cottonwood Holdings LTD.

City Staff recommended that the Planning and Zoning Commission conditionally approve with the conditions the Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX.

Jason Reece with Kimley Horn & Associates, 10814 Jollyville Rd., Austin, Texas, submitted a speaker card. He did not wish to speak, however, was available for any questions.

Director Dunlop gave information regarding the Hill Lane extension, between Lexington and Gregg Manor. He explained the construction took too long so the plat expired. The Plat needs to be re-approved. He explained there were small changes to include conditions required to meet new State Statute. He read the 3 conditions. He requested the Commission to approve the plat with the conditions as he read them.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX, with the following conditions: (1) The New Roads being constructed in accordance with the approved construction plans and applicable City ordinances and accepted by the City; (2) The closure, abandonment, and conveyance of the ROW becoming effective as provided in the Ordinance; (3) The Assignment and the Deed being executed and recorded in the real property records.

There was no further discussion.

**Motion to Approve carried 7-0**

**7. Consideration, discussion, and possible action on a Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX. Applicant: LJA Engineering. Owner: 13100 FM 973 Inc.**

City Staff recommended that the Planning and Zoning Commission approve the Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and spoke during the Public Comment section in opposition of this item.

Director Dunlop gave detailed information regarding the Manor Crossing Subdivision. He stated there were fifteen (15) commercial lots, two (2) multifamily lots and Right of Ways. City Engineers have approved; therefore, City Staff recommends approval.

Discussion was held regarding the Manor Crossing development. Director Dunlop reviewed the usual timeframes for a development of this size. He confirmed that the retailers going in on this development have not submitted any applications to the city.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 7-0**

**8. Consideration, discussion, and possible action on a Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'.**

Applicant: Cecilia Lopez. Owner: Cecilia Lopez.

City Staff recommended that the Planning and Zoning Commission approve the Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'

Director Dunlop stated this property is currently zoned for single family. The owner would like to build a house. This lot is only requesting setback on sides to allow for more buildable space.

Discussion was held regarding the setback waiver. Director Dunlop answered questions from the Commission about this request.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Vice Chair Paiz to approve the Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'.

There was no further discussion.

**Motion to Approve carried 7-0**

**9. Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.**

City Staff recommended that the Planning and Zoning Commission approve the Performance Bond Extension request for the Village at Manor Commons Phase 3 to June 8, 2024.

Director Dunlop gave background information on the extension request. He reviewed the normal process of Performance Bonds and how this development has varied from the normal process.

Discussion was held regarding the extension. The Commission questioned how this extension would affect the collection of taxes.

Director Dunlop informed the Commission of the purpose of the Performance Bond and how it is applicable if the developer defaults on their responsibilities.

Brandon Reinhart with Qualico MC, LLC., 14400 The Lakes Blvd., Building C, Suite 200, Pflugerville, Texas, submitted a speaker card to speak in support of this item. Mr. Reinhart answered questions from the Commission regarding the delays in the construction of this project. He stated they were asking for the extension to stay in compliance with Manor Code of Ordinance. He confirmed the new completion date is set for mid to late July if there are no further rain delays.

Mr. Reinhart addressed concerns regarding the delays. He explained supply chain issues, specifically with transformers and power equipment. He stated this has created an issue with energizing the project. He answered questions regarding when they realized the project would be delayed. He assured the Commission the Bond would stay in place until the City of Manor fully accepted the improvements.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Vice Chair Paiz to approve the Performance Bond Extension request for the Village at Manor Commons Phase 3.

There was no further discussion.

**Motion to Approve carried 7-0**

#### **ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Butler to adjourn the regularly scheduled P&Z Commission at 7:22 p.m. on Wednesday, May 10, 2023.

There was no further discussion.

**Motion to Adjourn carried 7-0**

These minutes were approved by the Planning and Zoning Commission on the 14th day of June 2023. (*Audio recording archived*).

#### **APPROVED:**

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LaKesha Small  
Chairperson

#### **ATTEST:**

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Scott Dunlop  
Development Services Director