

January 14, 2025

Mr. Michael Burrell  
Interim Development Services Director  
416 Gregg Street  
Manor TX, 78653

Re: Letter of Intent for Variance Request  
New Branch Facility for RBFCU  
10607 E. US 290 HWY EB  
Manor, TX 78653

Dear Mr. Burrell:

We are writing to request a variance to the "Off Street Parking Requirements" found in the City of Manor Code of Ordinances (Section 15.02.004a). The proposed project is the new construction of a branch for Randolph Brooks Federal Credit Union. The project is located on approximately 0.97 acres at 10607 E US Hwy 290.

The site is zoned C-1 – Light Commercial. Since there are not any residential properties within 100 feet of our site, the proposed use of Financial Institution with drive-through is allowed. The site is located in between a gas station / convenience store and an automotive parts retail store.

The proposed branch will consist of 3,656 square feet building and an attached 2 lane drive through canopy behind the building. The total area of construction area of both structures is 4,440 square feet.

Based on the "Off Street Parking Requirements", a Financial Institution must have a minimum ratio of one space per 300 feet GFA. This means that based on the area of the proposed building (3,656 s.f.), the minimum required number of spaces is 13. The maximum number of spaces is limited to 150% of the minimum, which would be 20 spaces for the proposed project. Operationally, RBFCU branches require 12 spaces for employees. Based on the market conditions for this site, 15 spaces for members conducting business inside the facility are needed. This brings the total spaces required to 27. Since this is above the maximum allowed parking we are requesting a variance to allow 7 additional spaces.

Thank you for your consideration in this matter.

Sincerely,



Patricia Schulte, Architect  
Chesney Morales Partners