



**PLANNING AND ZONING COMMISSION
REGULAR SESSION
MINUTES
AUGUST 12, 2020**

Via Telephone/Video Conference

The meeting was live streamed on Manor Facebook Live beginning at 6:42 p.m.
<https://www.facebook.com/cityofmanor/>

In accordance with an order of the Office of the Governor issued March 16, 2020, the Planning & Zoning Commission conducted this meeting by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There was no public access to the location described above.

The following instructions were provided to the general public.

Instructions for Public Speaking:

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting www.cityofmanor.org where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to publiccomments@cityofmanor.org. Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

Upon receiving instructions to join zoom meeting the following rules will apply:

- All Speakers must address their comments to the Chairperson rather than to individual Commissioner or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

PRESENT VIA ZOOM:

Philip Tryon, Chairperson

COMMISSIONERS:

Julie Leonard, Vice-Chair, Place 1
Jacob Hammersmith, Place 2
Isaac Rowe, Place 4 (Absent)
Ruben J. Cardona, Place 5
Cecil Meyer, Place 6
Lakesha Small, Place 7

CITY STAFF:

Scott Dunlop, Assistant Development Services Director

REGULAR SESSION – 6:30 P.M.

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the regular session of the Manor P&Z Commission was called to order by Chairperson Philip Tryon at 6:42 p.m. on Wednesday, August 12, 2020.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of the July 08, 2020 Regular Meeting.**
- 2. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of the July 14, 2020 Called Special Meeting.**

MOTION: Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Small, the P&Z Commission voted six (6) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

REGULAR AGENDA

- 3. Consideration, discussion, and possible action on a Final Plat for Manor SE Commercial, Phase 4, Lot 1 & 2, Block B, two (2) lots on 14.620 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX. Applicant: ALM Engineering, Inc. Owner: Greenview Development 973, LP**

The City staff recommended that the P&Z Commission approve Final Plat for Manor SE Commercial, Phase 4, Lot 1 & 2, Block B, two (2) lots on 14.620 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX.

MOTION: Upon a motion made by Commissioner Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted six (6) For and none (0) Against to approve the Final Plat for Manor SE Commercial, Phase 4, Lot 1 & 2, Block B, two (2) lots on 14.620 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX. The motion carried unanimously

4. Consideration, discussion, and possible action on a Final Plat for Manor Commons SE Commercial Block A Lots 12A and 12B, two (2) lots on 3.26 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX. Applicant: ALM Engineering, Inc. Owner: Greenview Development 973, LP.

The City staff recommended that the P&Z Commission approve a Final Plat for Manor Commons SE Commercial Block A Lots 12A and 12B, two (2) lots on 3.26 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX.

Assistant Development Services Director Dunlop answered questions from Commissioners on reason item appeared on agenda after being voted on at a prior meeting.

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Hammersmith, the P&Z Commission voted six (6) For and none (0) Against to approve a Final Plat for Manor Commons SE Commercial Block A Lots 12A and 12B, two (2) lots on 3.26 acres, more or less, and being located near N. FM 973 and Ring Road, Manor, TX. The motion carried unanimously.

5. Consideration, discussion, and possible action on a Final Plat for Shadowglen Phase 2 Sections 27A-27B, eighty-six (86) lots on 20.15 acres, more or less, and being located near Silent Falls Way and Kira Lane, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: SG Land Holdings, LLC.

The City staff recommended that the P&Z Commission approve a Final Plat for Shadowglen Phase 2 Sections 27A-27B, eighty-six (86) lots on 20.15 acres, more or less, and being located near Silent Falls Way and Kira Lane, Manor, TX.

MOTION: Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Meyer, the P&Z Commission voted six (6) For and none (0) Against to approve a Final Plat for Shadowglen Phase 2 Sections 27A-27B, eighty-six (86) lots on 20.15 acres, more or less, and being located near Silent Falls Way and Kira Lane, Manor, TX. The motion carried unanimously.

6. **Consideration, discussion, and possible action on a Concept Plan for Presidential Glen Commercial Phase 1, three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo de Presidente Blvd, Manor, TX. Applicant: Kimley-Horn and Associates. Owner: West Elgin Development Corp.**

The City staff recommended that the P&Z Commission deny a Concept Plan for Presidential Glen Commercial Phase 1, three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo de Presidente Blvd, Manor, TX.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Vice-Chair Leonard, the P&Z Commission voted six (6) For and none (0) Against to deny Concept Plan for Presidential Glen Commercial Phase 1 three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo de Presidente Blvd., Manor, TX. The motion carried unanimously.

7. **Consideration, discussion, and possible action on a Setback Waiver for Lot 10, Block 7, Town of Manor, locally known as 209 West Brenham Street, to reduce the front setback to 20 feet, the side setback to 5 feet, and the rear setback to 10 feet. Applicant: Ruben Coronado. Owner: Ruben Coronado.**

The City staff recommended that the P&Z Commission approve a Setback Waiver for Lot 10, Block 7, Town of Manor, locally known as 209 West Brenham Street, to reduce the front setback to 20 feet, the side setback to 5 feet, and the rear setback to 10 feet.

MOTION: Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small, the P&Z Commission voted six (6) For and none (0) Against to approve Setback Waiver for Lot 10, Block 7, Town of Manor, locally known as 209 West Brenham Street, to reduce the front setback to 20 feet, the side setback to 5 feet, and the rear setback to 10 feet. The motion carried unanimously.

8. **Consideration, discussion, and possible action on a Joined Lot Affidavit for Lot 5 and Lot 6, Block 55, Town of Manor, locally known as 414 Gregg Street, Manor, TX. Applicant: Carolina Escamilla. Owner: Carolina Escamilla.**

The City staff recommended that the P&Z Commission approve a Joined Lot Affidavit for Lot 5 and Lot 6, Block 55, Town of Manor, locally known as 414 Gregg Street, Manor, TX.

MOTION: Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Meyer, the P&Z Commission voted six (6) to none (0) Against to approve a Joined Lot Affidavit for Lot 5 and Lot 6, Block 55, Town of Manor, locally known as 414 Gregg Street, Manor, TX. The motion carried unanimously.

9. **Consideration, discussion, and possible action on a draft Comprehensive Plan Request for Proposal scope.**

The City staff recommended that the P&Z Commission discuss the draft Comprehensive Plan RFP scope.

The P&Z Commission discussed the Draft Comprehensive Plan request for proposal scope.

The Commission discussed Sustainability, Infrastructure such as transit system, sidewalks, access from highways and toll roads; Facilities such as pools, splash pads, sidewalks; Branding such as signs, slogans and gateway programs, and prioritizing neighborhood community groups during public participation.

There was no action taken.

ADJOURNMENT

MOTION: Upon a motion made by Vice-Chair Leonard and Seconded by Commissioner Small, the P&Z Commission voted six (6) to none (0) Against to adjourn the regular session of the P&Z Commission meeting at 7:17 p.m. on Wednesday August 12, 2020.

These minutes approved by the Manor P&Z Commission on the 9th day of September 2020.

APPROVED:

Philip Tryon
Chairperson

ATTEST:

Scott Dunlop,
Assistant Development Services Director