



**PLANNING AND ZONING COMMISSION
SPECIAL CALLED MEETING
MINUTES
AUGUST 26, 2020
Via Telephone/Video Conference**

The meeting was live streamed on Manor Facebook Live beginning at 6:32 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 (Absent)
Isaac Rowe, Place 4 (Absent)
Ruben J. Cardona, Place 5
Cecil Meyer, Place 6
Lakesha Small, Place 7

CITY STAFF PRESENT:

Scott Dunlop, Assistant Development Services Director
Veronica Rivera, Legal Counsel

SPECIAL CALLED SESSION – 6:30 P.M.

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the Called Special Session of the Manor P&Z Commission was called to order by Chairperson Tryon at 6:32 p.m. on Wednesday, August 26, 2020.

PUBLIC COMMENTS

No one appeared to speak at this time.

REGULAR AGENDA

- 1. Consideration, discussion, and possible action on a Short Form Final Plat for Manor RV Addition, four (4) lots on 30.86 acres, more or less and located at 13119 US Hwy 290 East, Manor, TX. Applicant: Kimley-Horn & Associates Owner: Manor RV Park, LLC**

City staff recommended that the P&Z Commission reject the Short Form Final Plat for Manor RV Addition because the application is incomplete and the plat was disapproved.

Cristal Almaguer, 12760 Saint Mary Dr. Manor, TX, submitted a speaker card in opposition to this item; however, she was unavailable to speak at the meeting via zoom.

Pam Madere with Jackson Walker LLP, 100 Congress Avenue, Ste 1100 Austin, TX, submitted a speaker card in opposition of this item and did not wish to speak.

Assistant Development Services Director Dunlop answered questions from the commission regarding reasons for the disapproval of the plat. The reasons for disapproval were listed as: (1) The Plat itself does not satisfy requirements for that type of plat. (2) Letter failed to describe how each reason that had previously been listed for disapproval had been satisfied. (3) The application fee was not submitted with the application.

MOTION: Upon a motion made by Vice Chairperson Leonard and Seconded by Commissioner Small the P&Z Commission voted five (5) For and none (0) Against to reject the Plat for this property because it is incomplete for the reasons listed and disapprove the plat. The motion carried unanimously.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Small and Seconded by Commissioner Meyer the P&Z Committee voted five (5) For and none (0) Against to adjourn the Called Special Session of the Manor P&Z Commission at 6:38 p.m. on Wednesday, August 26, 2020. The motion carried unanimously.

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

APPROVED:

Philip Tryon
Chairperson

ATTEST:

Scott Dunlop,
Assistant Development Services Director