



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
AUGUST 09, 2023**

*This meeting was live-streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>*

**PRESENT:**

**COMMISSIONERS:**

LaKesha Small, Chair Place 7  
Felix Paiz, 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:**

Michael Burrell, Planning Coordinator  
Audrey Guthrie, City Attorney  
Pauline Gray, City Engineer  
Scott Jones, Director of Economic Development  
Sonia Wallace, City Council  
Mandy Miller, Development Services Supervisor  
Michael Pachnick, IT 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 6:32 p.m. on Wednesday, August 9, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**REGULAR AGENDA**

- 21. 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 P&Z Commission pull from consideration 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 removed this item from the agenda. She reminded the Commissioners that this item was postponed multiple times. She informed the Commissioners that the applicant had submitted a new application therefore this item would not need to be reviewed.

## **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding his concerns. He invited everyone to visit his Facebook page *Manor Community Coalition*. He spoke regarding Manor Code of Ordinance Section 1.05.035, Section 1.05.039(4), and the Manor Comprehensive Plan. Mr. Battaile spoke on Regular Agenda #14 – Okra Tract. He expressed his displeasure with the use of the words Open Space, Park Land, and Parkland in the Preliminary Plan for this development.

## **PUBLIC HEARING**

- 1. Conduct a public hearing on a 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 P&Z Commission conduct the public hearing on a 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 opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. He stated that he would like to see a *Tiny Home* Community in this space to keep the development more in line with a Historical District appearance.

Katherine Chen with Savvy Realty, 100 Congress Ave., Suite 2000, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Chen s informed the Commission of the history of these lots. She explained the small size of the lots and the plans for building only 2 homes on the 5 lots. She answered questions regarding the differences between the original renderings for the houses verses the ones she is currently presenting. She addressed concerns regarding the visibility of the homes, and the accessibility of houses. She stated that use of the alley would play a role in the accessibility. Ms. Chen demonstrated on the maps how this would occur. She did confirm that fire has not seen or approved these plans. Planning Coordinator Burrell informed the Commissioners on when the Fire Department would review the plans.

Ms. Chen answered questions regarding pricing. She confirmed that price points have not been established yet. She stated the average cost for a 1200 square feet house in this area of Manor would sell for about \$400,000.00. She reiterated that she was trying to build more affordable housing with the focus on housing with more square footage for about the same price as the 1200 sq ft houses.

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

There was no further discussion.

**Motion to Close carried 7-0**

**2. Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Build Block.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Chair Small opened the public hearing.

Planning Coordinator Burrell gave background information on this item. He stated previously it was recommended to be denied due to the residential property located between the lots. This issue has been resolved and the applicant has also provided a conceptual layout for this site at the request of the Commission.

Junghoom Sohn with Build Block, 107 W. Boyce Street, Manor, Texas, submitted a speaker card in support of this item. He did not wish to speak; however, was available for any questions.

Mr. Sohn responded to questions regarding the history of this item. He confirmed that he did purchase the residential lot next to his development. He stated the zoning request did not change after he acquired the new lot. Mr. Sohn gave details regarding the development of the property with Residential Space above Commercial Space on the ground level. He stated the neither the businesses nor the business types have been determined and he was open to suggestions from the Commissioners and the Community as a whole.

Director Jones introduced himself as the Director of Economic Development for the City of Manor. He stated that he has been working with Build Block for months. He was trying to put together incentives for them; however, this process was based on the approval of the zoning request. Mr. Jones stated that he would assist, if necessary, with the recommendation and tenant selection for this development. He did confirm that discussions have favored service type business like shops, retail businesses and food establishments.

Mr. Sohn responded to additional clarification questions. He stated his business with approximately 3 other business per building would make up the lower level. The number of residential spaces that would be available has not been determined. He stated this would be determined by the number of required parking spaces for the buildings; however, they were aiming for a 3-story building with about 8 residential units.

Director Jones stated the specifics for this development was still in the design phase.

Commissioners expressed their concerns regarding conflicting information already obtained regarding this project. They requested more information from Mr. Sohn's on his business and how many employees would be housed in the residential section of the development.

Director Jones stated Build Block was a developer. They would be constructing the buildings and overseeing the leasing of the buildings. Mr. Jones stated that parking would be in the final design by the developer.

Commissioner Leonard stated that she felt a more detailed conceptional drawing may be warranted to help everyone get a better visual idea on the plans for this development.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile stated this area was mostly residential neighborhoods in the Historical District of Manor and this was not the place for this type of development. He expressed his disagreement with allowing this type of development in downtown. He reiterated the importance of preserving our history by not approving this item.

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

There was no further discussion.

**Motion to Close carried 7-0**

- 3. Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB). Applicant: Marcos Chavez. Owner: Marcos Chavez.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington St., Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

Chair Small opened the public hearing.

Planning Coordinator Burrell stated the applicant is requesting the rezoning from Single Family to Neighborhood Business, which is the City's most restrictive commercial zoning destination. He stated the owner plans to turn the residence into a hair salon. Mr. Burrell stated this did fall in line with the Comprehensive Plan.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Battaile stated that he felt this item reflected exactly what the residents of Manor wanted in their downtown.

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

There was no further discussion.

**Motion to Close carried 7-0**

- 4. Conduct a public hearing on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures. Owner: Dalton Wallace.**



City Staff recommended that the P&Z Commission conduct the public hearing on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Chair Small opened the public hearing.

Anand Jayanti, 14032 Heartland Drive, Manor, Texas, submitted an email comment for this item. *(See attached)*

Tyler Sneed, 13908 Heartland Drive, Manor, Texas, submitted an email comment for this item. *(See attached.)*

Planning Coordinator Burrell briefly summarized the Okra Tract PUD citing details on the amount of park land, types of amenities and the connectivity to the neighboring subdivisions.

Rachel Shanks with Sotol Ventures, 9505 Johnny Morris Rd, Austin, Texas, submitted a speaker card to speak in support of this item. She gave a presentation on the Preliminary Planned Unit Development Site Plan for the Okra Tract Development. *(See attached presentation.)*

Ms. Shanks responded to questions regarding the park land, parking, lot size, number of units and the roadway system throughout the development. Ms. Shanks gave details on how these items would work cohesively with the Shadowglen and Monarch Ranch.

Discussion was held regarding the streets, connector roads, and roadway improvements. Ms. Shanks gave detailed information about the proposed turn lanes on FM 973.

Ms. Shanks answered questions regarding the history behind the naming of this development. Ms. Shanks spoke regarding the owner and his preference for the name Okra Tract.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile expressed his complaints regarding the way this property is being developed and with the dedication of the land.

Planning Coordinator Burrell informed the Commissioners that this item, due to the lack of quorums at the last few meetings, has already been sent to City Council. City Council has approved first reading and is only pending the recommendation of the P&Z Commission to move forward with the Okra Tract Preliminary PUD.

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

There was no further discussion.

**Motion to Close carried 7-0**

- 5. Conduct a public hearing on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity. Owner: Cottonwood Holdings Limited, LLC.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Chair Small opened the public hearing.

Planning Coordinator Burrell gave background information on this item. He stated the purpose of this item was to update the current map to reflect what already exists.

Dennis Young, 709 Clayton Lane, Taylor, Texas, submitted a speaker card. He did not wish to speak; however, was available for any questions.

Katherine Nicely with Metcalfe Wolff Stuart & Williams, LLP, 221 W. 6<sup>th</sup> Street, Austin, Texas, submitted a speaker card in support of this item. She did not wish to speak; however, was available for any questions.

Cindy Leber, 16704 Christina Garza, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Leber voiced her opposition to the multi-family development shown on the map at the corner of Hwy 290 and Lexington Street. She stated that she had a lot of questions. She wanted to know if this was a done deal and if anything could be done regarding the zoning designation listed. She expressed her confusion on the already established items reflected that has not been developed out yet. She also expressed her concerns regarding the traffic in the area and wanted to know what kind of Traffic Studies had been done. She stated she wanted to reintegrate that she was opposed to any future development that resulted in more housing at the corner of Lexington and Hwy 290.

Planning Coordinator Burrell stated that the original Development Agreement has been amended any times over the years since it was first signed. The items listed in the backup for this item only reflect what already existed.

City Attorney Guthrie clarified the items being amendment to the Shadowglen PUD. She stated that this amendment does not affect the residential areas. This amendment will update the PUD to reflect what already exists for the commercial, golf course and open space areas. It is consistent with the Comprehensive Plan and the 2018 Plan. The amendment does not add any new residential. It does not affect the current residential areas. It does not change any current zonings or functional change the use of the land within the PUD. This step is only a technicality to update the map to be more consistent with all the other areas of the PUD.

City Attorney Guthrie addressed questions and concerns from the Commissioners regarding specific areas of the map. She explained the areas on the map that reflected the land located in the ETJ and pointed out the areas that would change like the green space and golf course.

Discussion was held regarding the public hearing notice and the confusion it created for the residents who received it. City Attorney Guthrie confirmed that the City could legally draft a more informative notice to send out to the residents; however, she could not direct the City to do so.

Katherine Nicely answered questions from the Commissioners regarding this amendment. She explained the this was originally passed with the PUD and Development Agreement in 1998. The amendments that changed the PUD were only done with the written Development Agreement but not in the Planned Utility Development Agreement. This amendment is simply updating the graphics.

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

There was no further discussion.

**Motion to Close carried 7-0**

*Commissioner Sermo left the dais at 7:47 p.m.*

- 6. Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1. Applicant: SAVVY ATX REALTY LLC. Owner: Wenkai Chen.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.

Chair Small opened the public hearing.

Planning Coordinator Burrell gave detailed information regarding the lot, it's size and ability to be developed. He stated it was in compliment to the rezoning application previously heard in the meeting for 707 Bastrop Street.

Katherine Chen with Savvy Realty, 100 Congress Ave., Suite 2000, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Chen gave details regarding the original layout of the lots involved.

Discussion was held regarding the lots involved.

Ms. Chen answered questions regarding the division and sale of the lots. She addressed questions regarding any existing structures on the lots.

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

There was no further discussion.

**Motion to Close carried 7-0**

- 7. Conduct a public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape. Applicant: Estacado Interests. Owner: Llano Las Entradas I, LLC**

City Staff recommended that the P&Z Commission conduct the public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Chair Small opened the public hearing.

Planning Coordinator Burrell gave a background information for this item. He gave details on the location of this site. He explained there is a waterline easement on the eastern property boundary that caused an irregular lot shape.

City Engineer Gray addressed questions regarding the Short Form Final Plat. She explained that the lots are not the typical shape as defined by City Ordinance.

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

There was no further discussion.

**Motion to Close carried 6-0**

- 8. Conduct a public hearing on a Subdivision Short Form Final Plat for the Manor ISD Senior High School, three (3) lots on 69.316 acres, more or less, and being located at 14832 N, FM 973, Manor, TX. Applicant: Claycomb Associates, Inc. Owner: Manor ISD.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Subdivision Short Form Final Plat for the Manor ISD Senior High School, three (3) lots on 69.316 acres, more or less, and being located at 14832 N, FM 973, Manor, TX.

Chair Small opened the public hearing.

Planning Coordinator Burrell gave details regarding the history of this item. He explained it was previously reviewed last year. There was issue with the way the roadway was shown and the number of lots listed. The Short Form Final Plat has been updated and reviewed by the City Engineers.

The Commissioners requested clarification on how the discrepancy was missed last year.

City Engineer Gray explained that new development in the area created a need to expand the *right of way* near the school. Manor ISD was accommodating to the City's need for additional right of way footage, therefore the Short Form Final Plat needed to be adjusted.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding of this item. Mr. Battaile requested that the Mayor recuse himself from this item and any other item involving Manor ISD whom he is employed by. He expressed his concerns regarding conflict of interest.

**MOTION:** Upon a motion made by Commissioner Chavis and seconded by Vice Chair Paiz to close the public hearing.

There was no further discussion.

**Motion to Close carried 6-0**

- 9. Conduct a public hearing on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX. Applicant: StreetLevel Investments. Owner: SL Manor 290 LP.**

City Staff recommended that the P&Z Commission conduct the public hearing on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX. Applicant: StreetLevel Investments. Owner: SL Manor 290 LP.

Chair Small opened the public hearing.

Planning Coordinator Burrell gave details regarding the Specific Use Permit. The property is currently zoned C-1 (Light Commercial) which permits office and medical uses with the approval of a Specific Use Permit. He stated the applicant wants to open a medical clinic that offers 24-Hour Emergency Services. If approved, they will be partnering with Travis County EMS to include a facility for their use.

Discussion was held regarding the site layout, possible facility uses, and roadway improvements.

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

There was no further discussion.

**Motion to Close carried 6-0**

#### **CONSENT AGENDA**

**10. Consideration, discussion, and possible action to approve the P&Z Commission minutes for:**

- **May 10, 2023, P&Z Commission Regular Session,**
- **June 14, 2023, P&Z Commission Regular Session; and**
- **July 12, 2023, Commission Regular Session.**

**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 6-0**

#### **REGULAR AGENDA**

**11. 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 P&Z Commission approve 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).

Discussion was held regarding the location and size of the properties. Chair Small reminded the Commissioners that this item was strictly for the rezoning of the property. Consideration was given to the layout of the lots and the accessibility to the property specifically for emergency vehicles like a fire truck if there was a need to respond to these properties.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to deny 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).

There was no further discussion.

**Motion to Deny carried 6-0**

**12. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Build Block.**

City Staff recommended that the P&Z Commission approve the Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF1) to Downtown Business (DB).

Discussion was held by the Commissioners regarding renderings of the potential development of the property.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Hardeman to postpone Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB) until the September 13, 2023, P&Z Commission Regular Session scheduled meeting to allow time for the applicant to provide renderings that show parking and structure layout.

There was no further discussion.

**Motion to Postpone carried 5-1; Commissioner Meyer opposed.**

Director Jones requested clarification on the motion the Commissioners approved. He voiced his aggravation on the prior two meetings not having quorum followed by the Commissioners postponing this item to the next meeting. It was confirmed they wanted site layout and renderings of the potentially proposed buildings to be presented at the next meeting or emailed in advance of the next meeting for the Commissioners to make a more informed decision on the request.

**13. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB). Applicant: Marcos Chavez. Owner: Marcos Chavez.**

City Staff recommended that the P&Z Commission approve the Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Rezoning Application for one (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

There was no further discussion.

**Motion to Approve carried 6-0**

**14. Consideration, discussion, and possible action on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures. Owner: Dalton Wallace.**

City Staff recommended that the P&Z Commission that the P&Z Commission approve the Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX with one additional trail connection be made into Shadowglen from the sidewalk trail that extends from Allard Drive to the southern boundary of the Okra Tract.

Chair Small reminded the Commissioners that this item had been approved for the first reading by City Council.

Ms. Shanks addressed questions regarding the amenities. Ms. Shanks confirmed all amenities will be open to the public and not just available for the residents of the Okra Tract Development.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Vice Chair Paiz to approve the Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

**15. Consideration, discussion, and possible action on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity. Owner: Cottonwood Holdings Limited, LLC.**

City Staff recommended that the P&Z Commission approve the Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Discussion was held the PUD Amendment. Chair Small requested information from the City Attorney regarding ramifications if they did not approve this item.

City Attorney Guthrie stated that denying this item would not change what already exists. By not approving this item, It would leave our zoning inconsistent with the Development Agreement and complicate future development.

City Attorney Guthrie addressed questions regarding the notification of residents. She confirmed sending out a subsequent notice could be added to the recommendation to City Council. She also confirmed the City of Manor could send a representative to the HOA meetings if needed to hold a Q&A session to clear up confusion.

Concerns were expressed by the Committee regarding the zoning changes made that have not been developed out. Commissioners expressed their desire for the property owner to reconsider the current zoning and find an alternate solution to development other than multi-family development.

Katherine Nicely answered follow up questions from the Commissioners regarding the zoning shown on the map. Ms. Nicely explained the designations for the zoning are the ones already in place. No rezoning would need to occur to build out the non-developed commercial lots or the multifamily lot. She also confirmed that City Council would need a super-majority vote to approve the amendment if it was denied approval at the P&Z Commission meeting.

Ms. Nicely demonstrated on the map which properties were in the City Limits and EJT. She pointed out the properties had been developed and the ones that had not. She explained the development agreement was the written description of the development that would occur over the next 30 years or so.

Ms. Nicely addressed questions about the information that would be present to P&Z Commission, such as site plans, final plats etc. in relation to the undeveloped properties. She stated that she was not aware of any pending development plans for the undeveloped properties she pointed out.

Ms. Nicely stated that Manor is not the only jurisdiction with this issue.

Commissioners wanted to know if a breakdown or separation of developed and undeveloped zoning could be considered for this amendment and deal only with the already developed properties. Attorney Guthrie explained the options available. She detailed the action that would need to take place before consideration of the developed and undeveloped properties separately was an option.

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Leonard to approve the Planned Unit Development (PUD) Amendment for the Shadowglen PUD with the recommendation to include sending notifications to the residents that gave more specific details on the amendment and potentially send a representative from the City to the HOA meeting to answer questions that may be needed for clarification purposes.

There was no further discussion.

**Motion to Approve carried 6-0**

**16. Consideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1. Applicant: SAVVY ATX REALTY LLC. Owner: Wenkai Chen.**

City Staff recommended that the P&Z Commission approve the Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to deny the Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.



There was no further discussion.

**Motion to Deny carried 6-0**

- 17. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape. Applicant: *Estacado Interests*. Owner: *Llano Las Entradas I, LLC*.**

City Staff recommended that the P&Z Commission approve the Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Commissioners requested to know if this item was discretionary or non-discretionary. Planning Coordinator Burrell confirmed that this was a *Discretionary* item.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve the Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

There was no further discussion.

**Motion to Approve carried 6-0**

- 18. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the Manor ISD Senior High School, three (3) lots on 69.316 acres, more or less, and being located at 14832 N, FM 973, Manor, TX. Applicant: *Claycomb Associates, Inc*. Owner: *Manor ISD*.**

City Staff recommended that the P&Z Commission approve the Subdivision Short Form Final Plat for the Manor ISD Senior High School, three (3) lots on 69.316 acres, more or less, and being located at 14832 N, FM 973, Manor, TX.

The Commission wanted to know if there were recusal rules related to items on an agenda that involved a Council, Board, Committee Member's employer. City Attorney Guthrie explained when an individual would need to recuse themselves if the item was related to one's employer. She gave the definition and explained the difference between Conflict of Interest and nepotisms. She also explained that the Commission could send a message to recuse but could not make it a condition of the approval.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Chavis to approve the Subdivision Short Form Final Plat for the Manor ISD Senior High School, three (3) lots on 69.316 acres, more or less, and being located at 14832 N, FM 973, Manor, TX with a note requesting that if they have any situations where it could be seen as a conflict of interest, regardless if there is a Legal Conflict of Interest, to recuse themselves to avoid any appearance of impropriety.

There was no further discussion.

**Motion to Approve carried 6-0**

**19. Consideration, discussion, and possible action on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX. Applicant: StreetLevel Investments. Owner: SL Manor 290 LP.**

City Staff recommended that the P&Z Commission approve the Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Hardeman to approve the Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 6-0**

**20. Consideration, discussion, and possible action on a Final Plat for the Holley-Smith (Mustang Valley) Subdivision, one hundred and forty-five (145) lots on 60.416 acres, more or less, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX. Applicant: Carlson, Brigrance, & Doering, Inc. Owner: KB Homes Lone Star, Inc.**

City Staff recommended that the P&Z Commission approve the Final Plat for the Holley-Smith (Mustang Valley) Subdivision, one hundred and forty-five (145) lots on 60.416 acres, more or less, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX.

Planning Coordinator Burrell gave a detailed summary of this item.

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

Commissioners requested zoning information on the lots. Planning Coordinator Burrell confirmed the lots would single-family residents.

There was no further discussion.

**Motion to Approve carried 6-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Paiz and seconded by Commissioner Chavis to adjourn the regularly scheduled P&Z Commission at 8:49 p.m. on Wednesday, August 9, 2023.

There was no further discussion.

**Motion to Adjourn carried 6-0**

These minutes were approved by the Planning and Zoning Commission on the 13th day of September 2023. *(Audio recording archived).*

**APPROVED:**

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LaKesha Small  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor

**From:** Anand Jayanti [REDACTED]  
**Sent:** Monday, June 12, 2023 7:59 PM  
**To:** Michael Burrell <[mburrell@manortx.gov](mailto:mburrell@manortx.gov)>  
**Subject:** Okra Tract Preliminary PUD

Hello Mr. Burrell,

Thank you for inviting a public forum on this topic of the construction in the Okra Tract area. My name is Anand Jayanti and I live with my wife Kritika Jain at 14032 Heartland Drive.

It is the opinion of several members of my community on Heartland Drive and surrounding streets that further development in the northern direction would bring noise and dust pollution, pest intrusion, as well as reduce some of the beauty of the land as it currently is. Furthermore, developing homes on this land would increase traffic on the main artery out of Manor and into Austin. There is already a great deal of congestion at these junctions, and accidents like the one that occurred last week can double a half hour commute. Bringing development to this area without expanding the infrastructure out of the city would make the commute into Austin very difficult at particular times of the day. I work at the hospital in Mueller but often have to travel to downtown Austin, as well, which is true of many of our community members.

Manor has been our home for almost 1 year, and we are proud residents of our burgeoning community. The people of Manor have welcomed us with open arms with their hospitality. There are many here in Shadowglen who are slowly building up lives, families, and careers, and turning their new houses into homes. We would appreciate if you would consider our request to hold off on construction in the proposed plot.

Thank you,  
Anand

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Anand Jayanti, MD  
Child & Adolescent Psychiatry Fellow | Writer | Illustrator  
UT Dell Child & Adolescent Psychiatry Fellowship, Austin, 2024  
UT Health Science Center Residency Program, Tyler, 2022  
Texas A&M College of Medicine, 2018  
The University of Texas at Austin, 2012

## Item # 4 & 14

**From:** Tyler Snell [REDACTED]  
**Sent:** Wednesday, June 7, 2023 11:51 AM  
**To:** Michael Burrell <[mburrell@manortx.gov](mailto:mburrell@manortx.gov)>  
**Subject:** Okra Tract Preliminary PUD

Hello,

My name is Tyler Snell, and I live at 13908 Heartland Dr. Manor, TX 78653.

I received notification of the Preliminary PUD Site Plan and have a few comments. The Commercial C-2 area of the property has several uses prohibited. I'd also like to propose adding gasoline station as a prohibited use. While it is great that we see Manor continue to grow there is already a gas station at FM 973 and ShadowGlen boulevard and I believe another one is planned to be across from it. I'd rather see other facilities such as shops or restaurants in that area instead of another gasoline station.

I think the planned trail system and recreational activities such as the playgrounds, dog park, etc are great. But I'd just like to express that we ensure the developer follows through with this plan and installs these features. Currently in the ShadowGlen neighborhood there are only 2 playgrounds. Adding two more to the Okra Tract will ensure there is plenty of space for recreation. Additionally, I'd like to express that the trail be made from concrete or material that is not mulch to make it easier for kids, elderly people and dogs to walk on.

Thanks,

**Tyler Snell**  
[REDACTED]

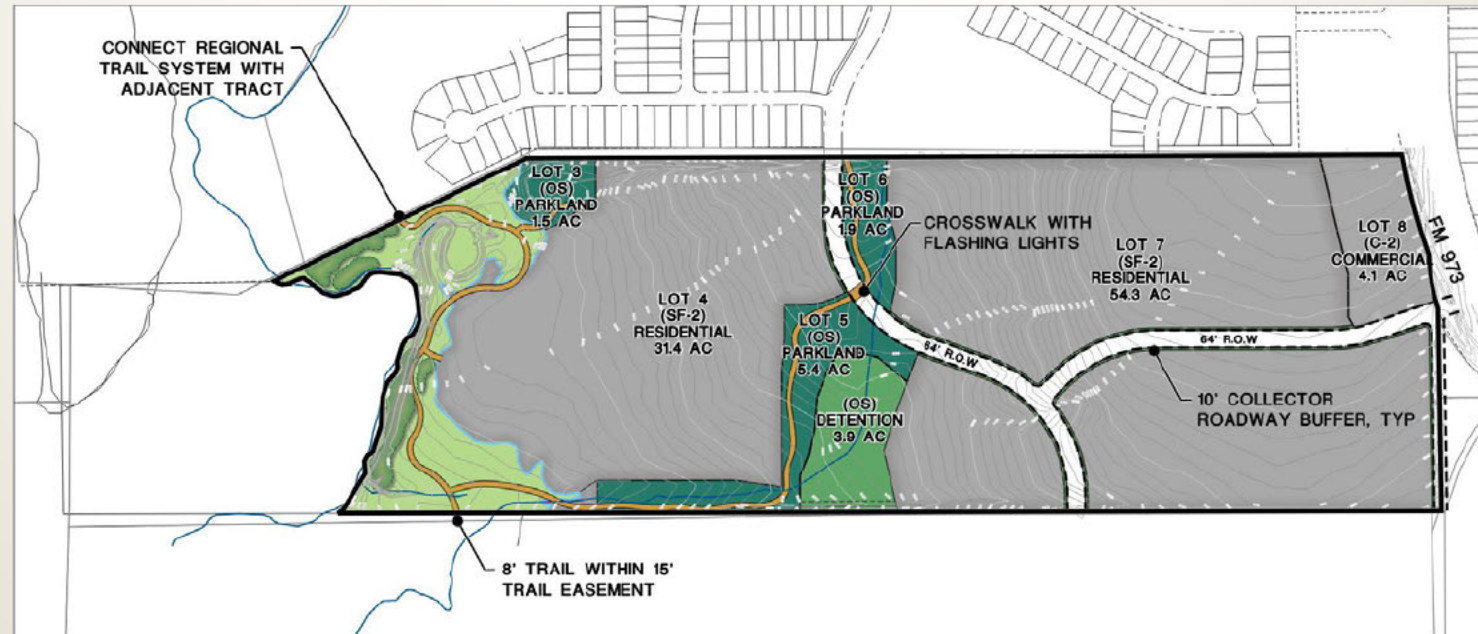


# OKRA

Located off FM 973

# OKRA

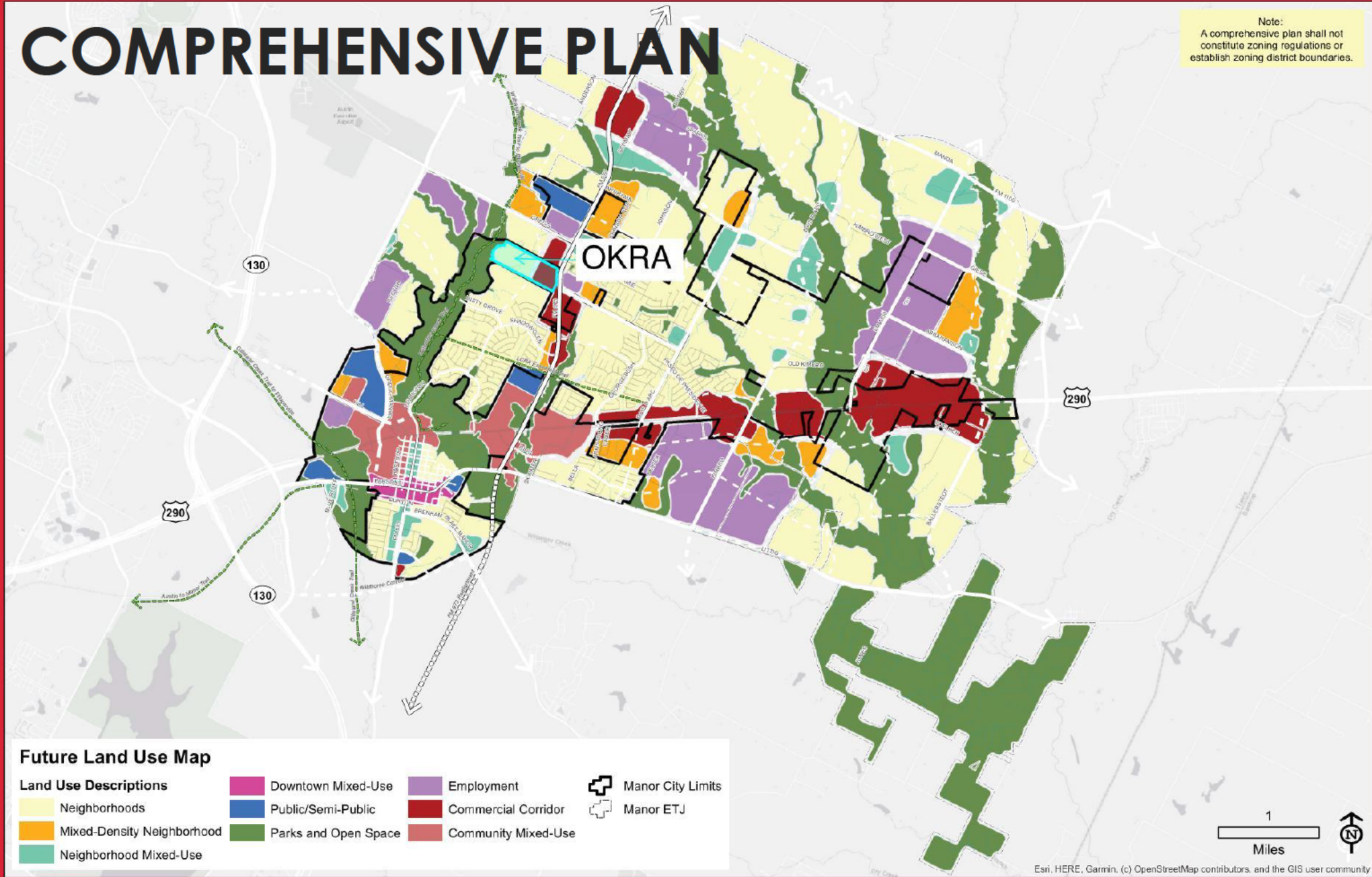
- 113.415 acres
- Currently zoned C2
- Proposed mix-use development with commercial and residential





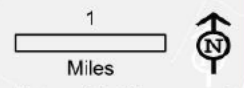
# COMPREHENSIVE PLAN

Note:  
A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.



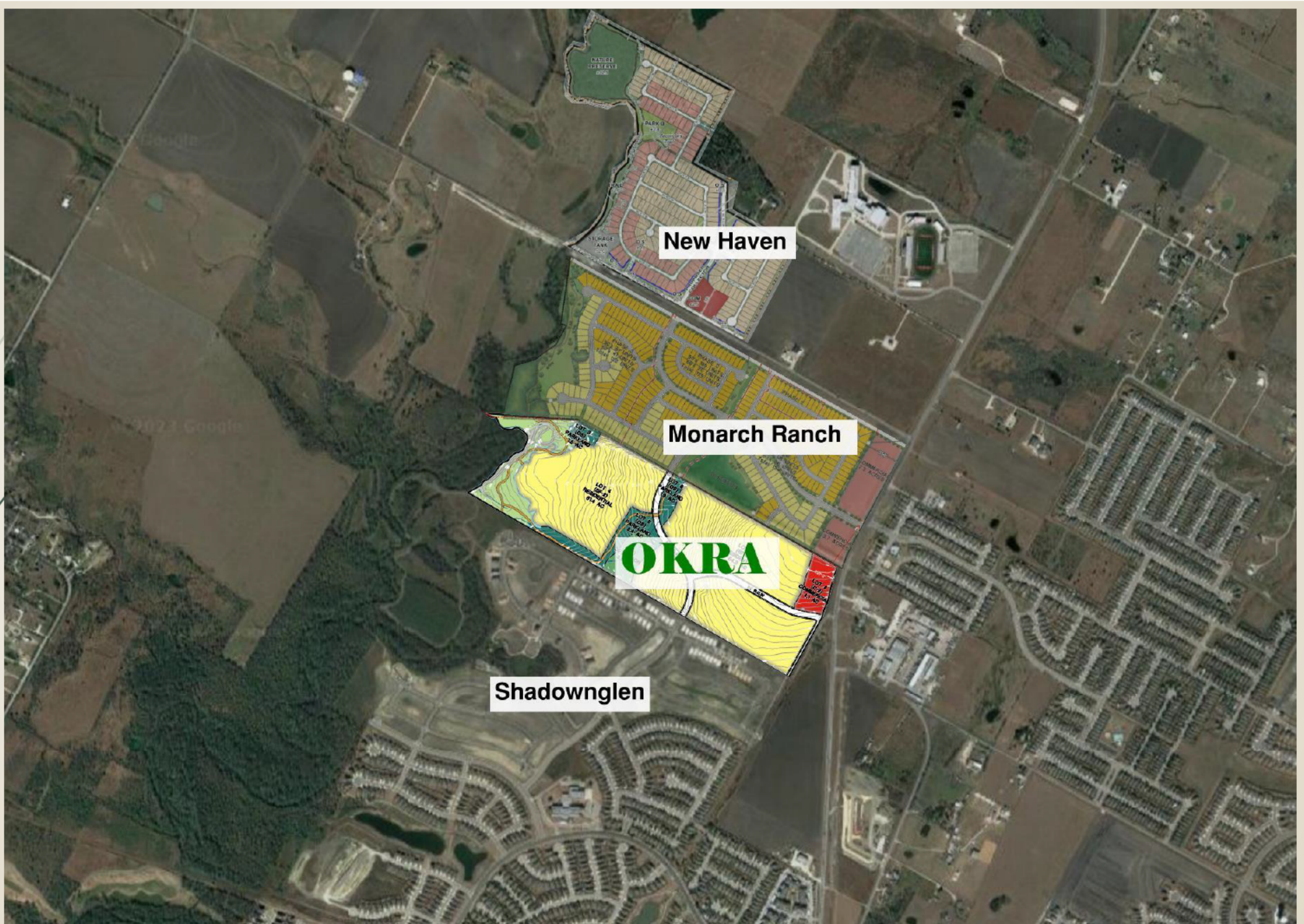
## Future Land Use Map

<b>Land Use Descriptions</b>	Downtown Mixed-Use	Employment	Manor City Limits
Neighborhoods	Public/Semi-Public	Commercial Corridor	Manor ETJ
Mixed-Density Neighborhood	Parks and Open Space	Community Mixed-Use	
Neighborhood Mixed-Use			



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

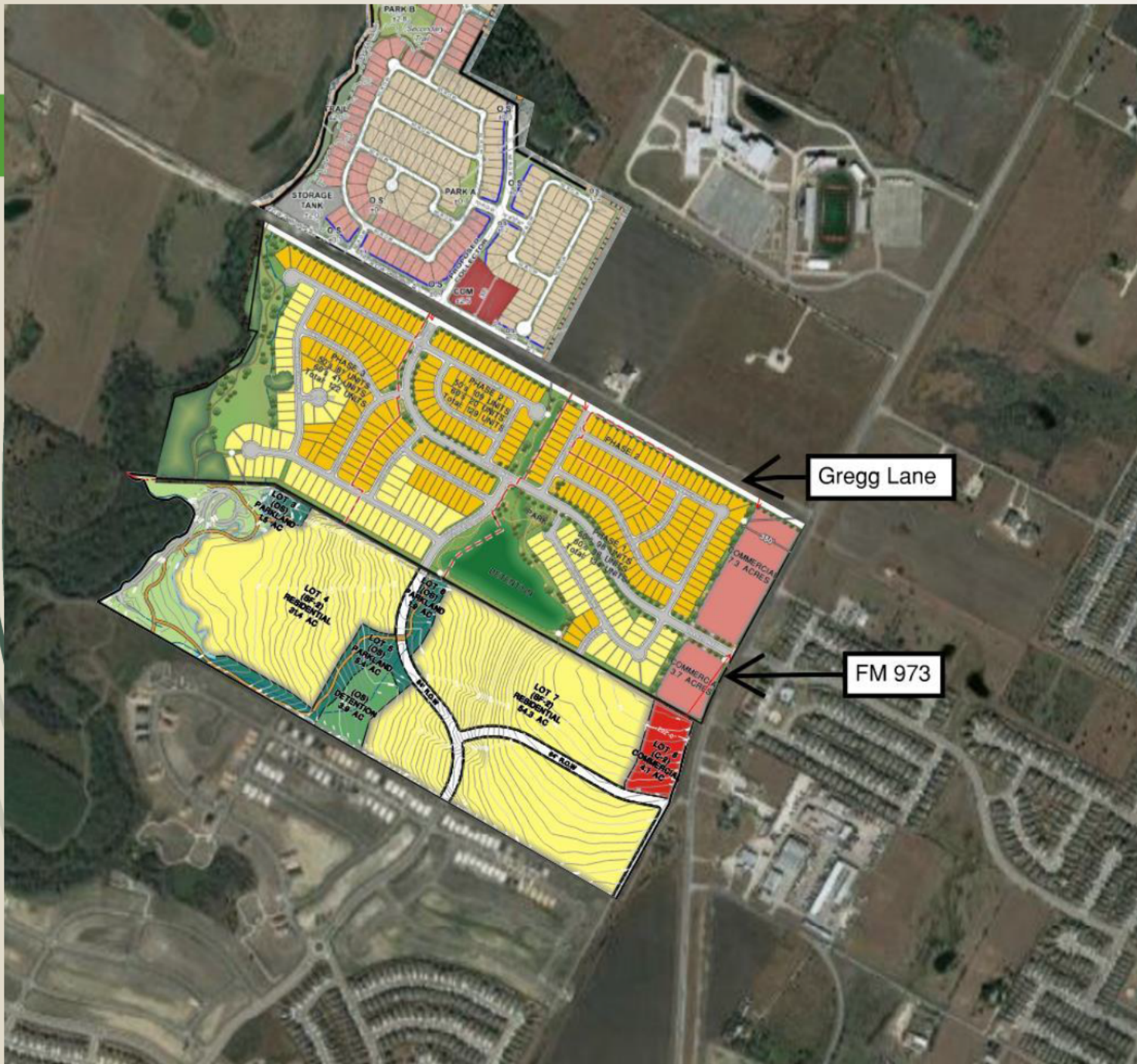




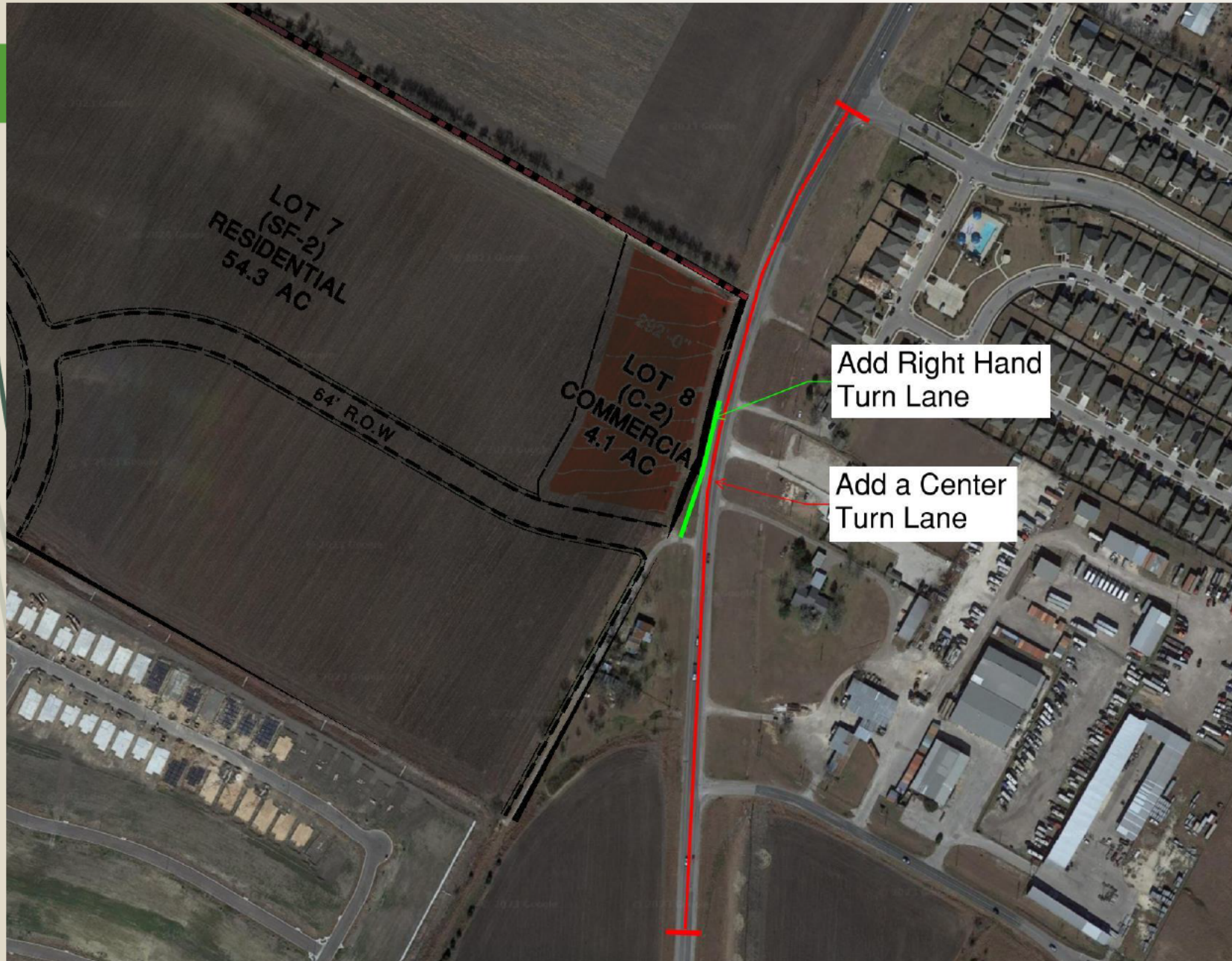


# INTERNAL ROAD IMPROVEMENTS

- ▶ 64' Silent Falls Way collector road from Shadowglen to New Haven
- ▶ 64' collector road entrance off FM 973







# EXTERNAL ROAD IMPROVEMENTS

- Extend the Center Lane that ends at Tinajero Way past Suncrest
- Add a Right Hand Turn Lane into OKRA

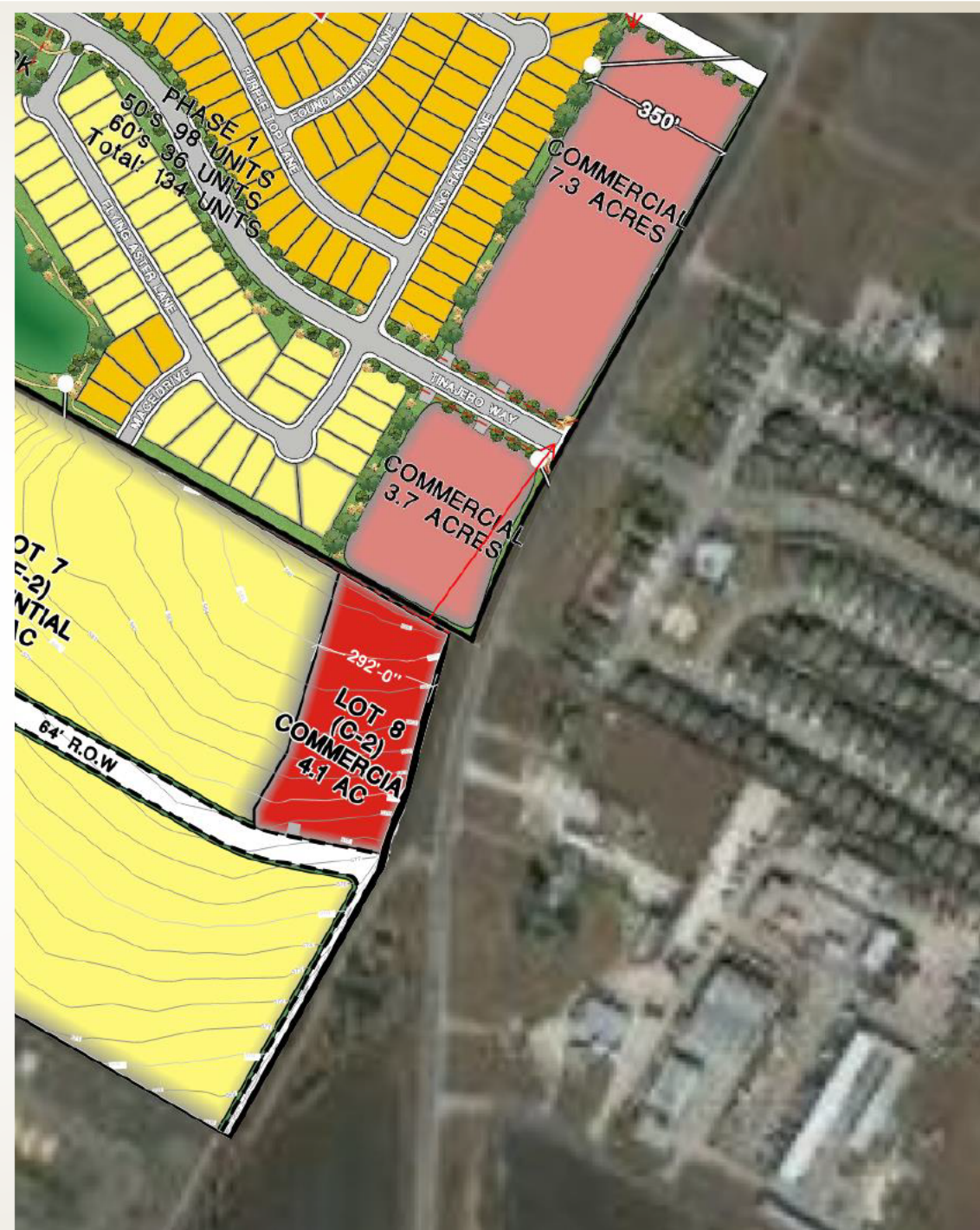


# COMMERCIAL – C2

➤ 4.1 acres commercial

The following uses shall be prohibited within the C-2 area of the PUD:

- Amusement (outdoor)
- Automobile Repair (minor)
- Automobile Repair (major)
- Commercial Off-Street Parking
- Contractor's Shop
- Financial Services (alternative)
- Funeral Services
- Kennel
- Laundry Services
- Mini-Storage Warehouse
- Off-Site Accessory Parking
- Pawnshop
- Recreational Vehicle Sales and Rental
- Truck and Trailer Sales and Rental
- Veterinary Service, Large



# RESIDENTIAL – SF2

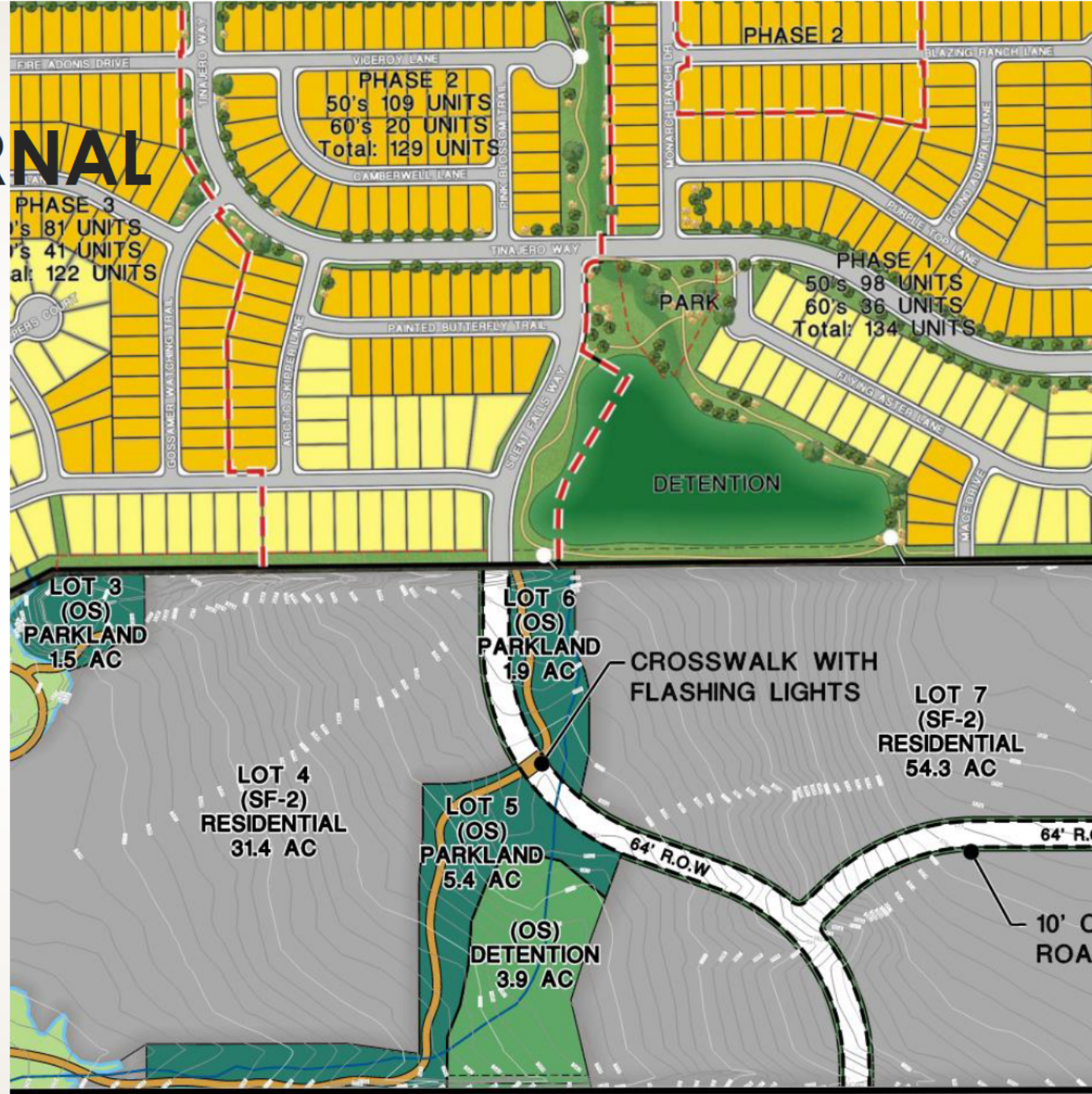


- Mixture of 60' and 50' lots
- Lot depth 120 ft
- ~300 homes



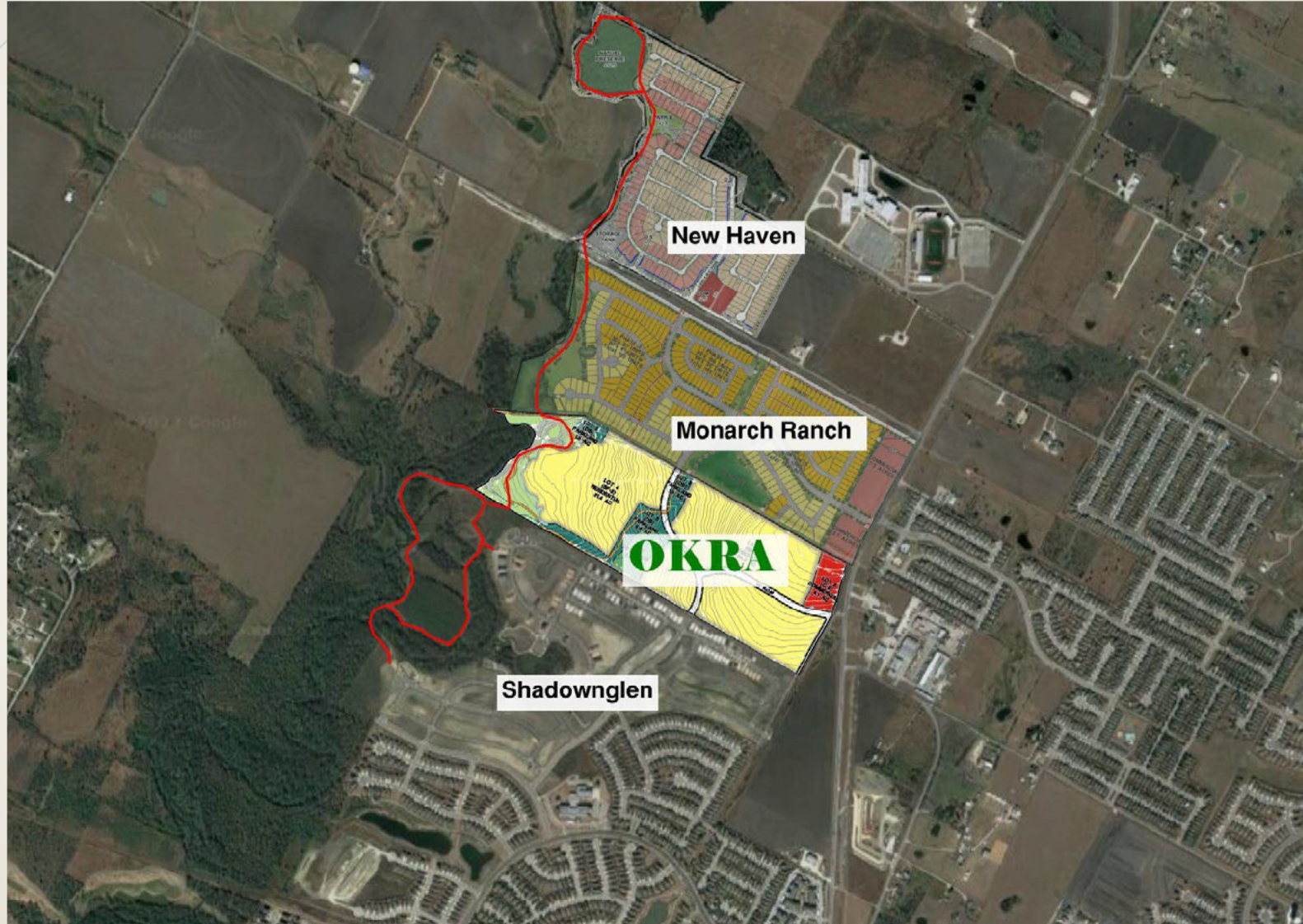
# PARKLAND- INTERNAL

- Connected to Monarch Ranch's public parkland land through trails and a crosswalk
- 8.8 acres
  - Detention is **not** included in the parkland calculation
- Amenities:
  - Two playgrounds
  - Parking
  - Dog park
  - Basketball court
  - Pavilion

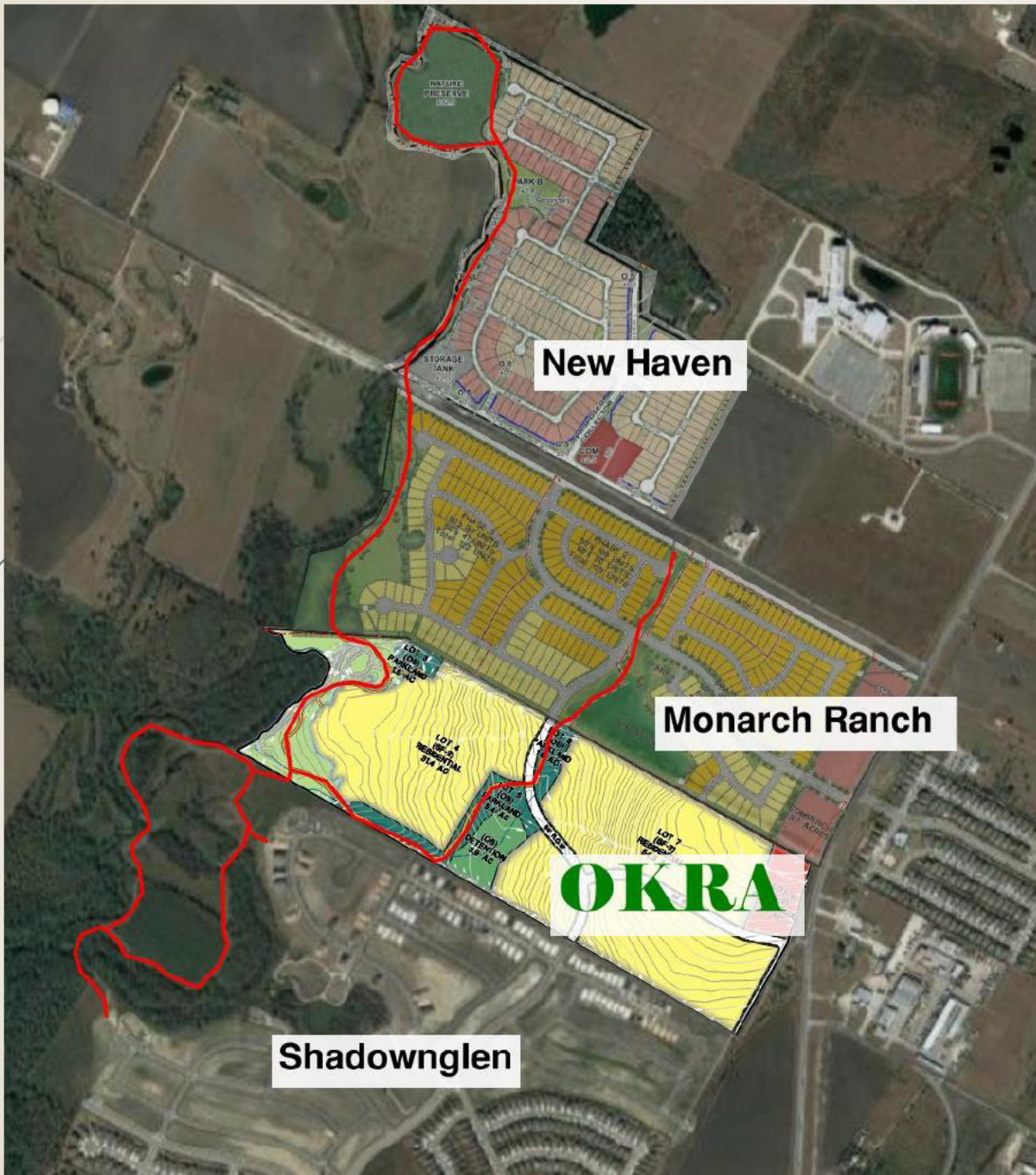




# PARKLAND REGIONAL







- Regional Trail and Public Park on OKRA maintained by OKRA HOA





Questions?