



**PLANNING AND ZONING COMMISSION
WORKSHOP MINUTES
JULY 10, 2024**

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

PRESENT:

COMMISSIONERS:

Felix Paiz, Chair, Place 4 (Absent)
Prince Chavis, Vice Chair Place 2
Julie Leonard, Place 1 (Absent)
Gabrielle Orion, Place 3
Jeffrey Stensland, Place 5
Cecil Meyer, Place 6
James Terry, Place 7 (Absent)
Gabriel Nila, Alternate No. 1
Vacant, Alternate No. 2

CITY STAFF:

Scott Dunlop, Development Services Director
Mandy Miller, Development Services Supervisor

WORKSHOP: 5:30 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Planning and Zoning (P&Z) Commission present, the Workshop of the Manor P&Z Commission was called to order by Vice Chair Chavis at 5:36 p.m. on Wednesday, July 10, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Commissioner Chavis requested Commissioner Gabriel Nila, Alternate No. 1, join the dais in the position of Place 7.

REGULAR AGENDA

1. Planning and Zoning Commission Workshop Series:

- 1. Goals**
- 2. Powers and Duties**
- 3. Meeting Policies and Procedures**
- 4. 2050 Comprehensive Plan**
- 5. Development Code Overview**
- 6. Future Workshop Dates and Times**

Director Dunlop gave a presentation over the topics of discussion for the upcoming P&Z Commission Workshop Series. *See attached.*

Director Dunlop explained the Workshop Binders and the contents contained in them.

Director Dunlop recommended establishing future dates where a larger period of time could be allocated to the workshop. Vice Chair Chavis suggested sending out an email poll of potential dates to see who would be available.

Director Dunlop answered questions pertaining to Commissioners who sit on other committees. He stated the committees that had Commissioner involvement were the CIF Advisory Committee and the Public Tree Care Committee. Vice Chair stated he would like those Commissioners to start updating the P&Z Commission so they can be more informed. He stated it would allow the Commission the ability to see ways they can assist with the City's goals.

Director Dunlop responded to questions about the recommended steps for code amendment action items and unified code modification.

Discussion was held regarding committees outside of the P&Z Commission. Director Dunlop explained who was involved. He provided a summary of the establishment of those committees.

The P&Z Commission held a discussion regarding forming subcommittees.

Vice Chair Chavis highlighted the areas he felt the Commission should focus on as part of their duties which would be:

1. The Commission would need to start set goals and deadlines for reporting to City Council recommendations regarding potential changes to the Comprehensive Plan.
2. Consider creating a committee to generate and submit a list of recommended Capital Improvements and recommend how it is implemented into the Comprehensive Plan.
3. Selecting a committee to undertake the task of making recommendations on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the city.
4. Dividing the tasks laid out in the Workshop agenda the Commissioners to report to the Commission with recommendations.

Director Dunlop explained the Council's Capital Improvement Committee and how it worked with recommendations coming from the P&Z Commission.

Discussion was held regarding city planning classes or other educational opportunities for the Commissioners. Vice Chair Chavis stated he felt at least 2 Commissioners should be attending these types of classes and reporting back. He stated he would be researching cost associated with the classes and would be submitting an action item at an upcoming meeting.

Vice Chair suggested making a priority To-Do list for tackling the items they need to accomplish.

Commissioner Stensland suggested focusing first on the short and mid-term transportation and land development items. He stated he did not feel the City Code of Ordinance and the Comprehensive Plan completely line up with one another. He felt it should be a priority to set a standard and get action items to Council for consideration.

Commissioner Orion stated that the discussion was mostly confined to three different categories, which included education, policies and procedures, and future goals. She suggested appointing groups of people (2 or 3 people in each) to specific tasks for a more productive outcome. She requested clarification of next steps for each Commissioner.

Director Dunlop stated next steps would be selecting a date and time for the next workshop. He proposed including the categories in the poll that would be sent out to allow individuals to participate in the categories they were most interested in. At the next meeting, we could start setting up the groups and setting up priorities for each group. The goal is to send items to Council that they would approve.

Director Dunlop reviewed the orders or categories would be powers and duties, policies, and procedures, and then the Comp. Plan implementation to prepare for the potential Joint Workshop in September. The focus being setting a good foundation to move forward into the code.

Director Dunlop stated the subdivision code is one of the oldest codes. He stated one of the things on the City's to do list has been creating a joint development code with Travis County for our ETJ. He reviewed the current procedures for plotting land in the ETJ.

Discussion was held regarding future workshops.

Vice Chair Chavis requested everyone to work on the Powers and Duties Section (Tabs 1 and Tab 2 in the Binders). He stated he would like everyone to arrive at the next meeting with red-lined items to consider.

ADJOURNMENT

Vice Chair Chavis adjourned the Workshop of the Manor Planning and Zoning Commission at 6:25 p.m. on Wednesday July 10, 2024.

The Planning and Zoning Commission approved these minutes on August 14, 2024.

APPROVED:

Felix Paiz
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor



Planning and Zoning Commission Workshop

Workshop 1: July 10, 2024



Agenda

- Workshop goals
- Planning and Zoning Commission powers and duties
- Meeting Policies and Procedures
- 2050 Comprehensive Plan
- Development Code Overview
- Future workshop dates and times



Workshop Goals

Workshop Goals

- Provide the City Council with a recommended “Boards, Committees, and Commissions Policies and Procedures Handbook” for approval
- Review and make recommendations to the Planning and Zoning Commission’s Powers and Duties
- Review the 2050 Comprehensive Plan and its action items
- Review and make recommendations to the City’s land development codes including:
 - *Zoning* – land uses, architectural requirements, massing standards, specific uses, nonconformities, processes
 - *Subdivision* – platting requirements, design standards for drainage, transportation, water, wastewater, blocks and lots, parkland, processes
 - *Site Development* – parking standards, landscaping and screening, signage, outdoor lighting, wireless transmission facilities
- Any additional goals?



P&Z Powers and Duties

P&Z Texas Statutory Authority

Tex. Local Govt Code (TLGC):

Section 211.007 - Zoning Commission

- To exercise the powers authorized by this subchapter, the governing body of a home-rule municipality shall...appoint a zoning commission. The commission shall recommend boundaries for the original zoning districts and appropriate zoning regulations for each district.

Section 211.003 – Zoning Regulations Generally

- The governing body of a municipality may regulate:
 - The height, number of stories, and size of buildings and other structures
 - The percentage of a lot that may be occupied
 - The size of yards, courts, and other open spaces
 - Population density
 - The location and use of buildings, other structures, and land for business, industrial, residential, and other purposes, and
 - The pumping, extraction, and use of groundwater by persons other than retail utilities...
 - ... a home-rule municipality may also regulate the bulk of buildings

P&Z City Charter Authority

City Charter Authority – Article X: Section 10.04. - Planning and Zoning Commission

- Establish and maintain a Commission of qualified voters who live within the City
- At least 5 members, but if the additional members are added, they may be from the extraterritorial jurisdiction (ETJ)
- Members are appointed by the City Council
- A minimum of two-thirds of the members shall not be directly or indirectly related to the real estate or land development industries
- Elect a Chair and Vice Chair annually
- Vacancies are filled by the City Council for unexpired terms

P&Z City Charter Powers and Duties

City Charter Authority – Article X:

Section 10.05 – Powers and Duties

- Review and make recommendations regarding the adoption and implementation of a Comprehensive Plan
- After the Comprehensive Plan is adopted:
 - Review and make recommendations on Amendments
 - Review the city's land development regulations for the purpose of making them consistent with the adopted Comprehensive Plan
- Exercise control over platting and subdivision and ensure consistency with the Comprehensive Plan
- Make recommendations to the City Council regarding the zoning of land and land uses, consistent with the Comprehensive Plan
- May submit to the City Manager at least 5 months prior to the beginning of the budget year (May 1st), a list of recommended Capital Improvements, which in the opinion of the P&Z Commission are necessary and desirable to implement the adopted Comprehensive Plan, during the forthcoming 5-year period
- Monitor and oversee the effectiveness of the Comprehensive Plan and recommend annually to the City Council any changes or amendments
- Prepare periodic evaluation and appraisal reports on the Comprehensive Plan, which shall be sent to the City Council at least once every five years
- Obtain information relative to its duties from the City Manager
- Act as an advisory body to the City Council and perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the City Council not inconsistent with the Charter

P&Z Creation Ordinance

Chapter 1, Division 2 – Planning and Zoning Commission

- Includes provisions on how the Commission is established, governs, and additional powers and duties
- Sets four goals that the P&Z should aim to accomplish:
 1. To identify community needs and to advise the City Council of their short-range and long-range implications for the total development of the City
 2. To recommend achievable community goals as a basis for long-range planning and development programs
 3. To recommend plans, programs, and policies that will aid the entire community in achieving its defined goals
 4. To interpret the adopted plans and programs to concerned citizens so that private activities and desires may be accomplished in harmony with public needs and policies

P&Z Ordinance Powers and Duties

Chapter 1, Division 2 – Planning and Zoning Commission

Section 1.05.036 – Powers and Duties

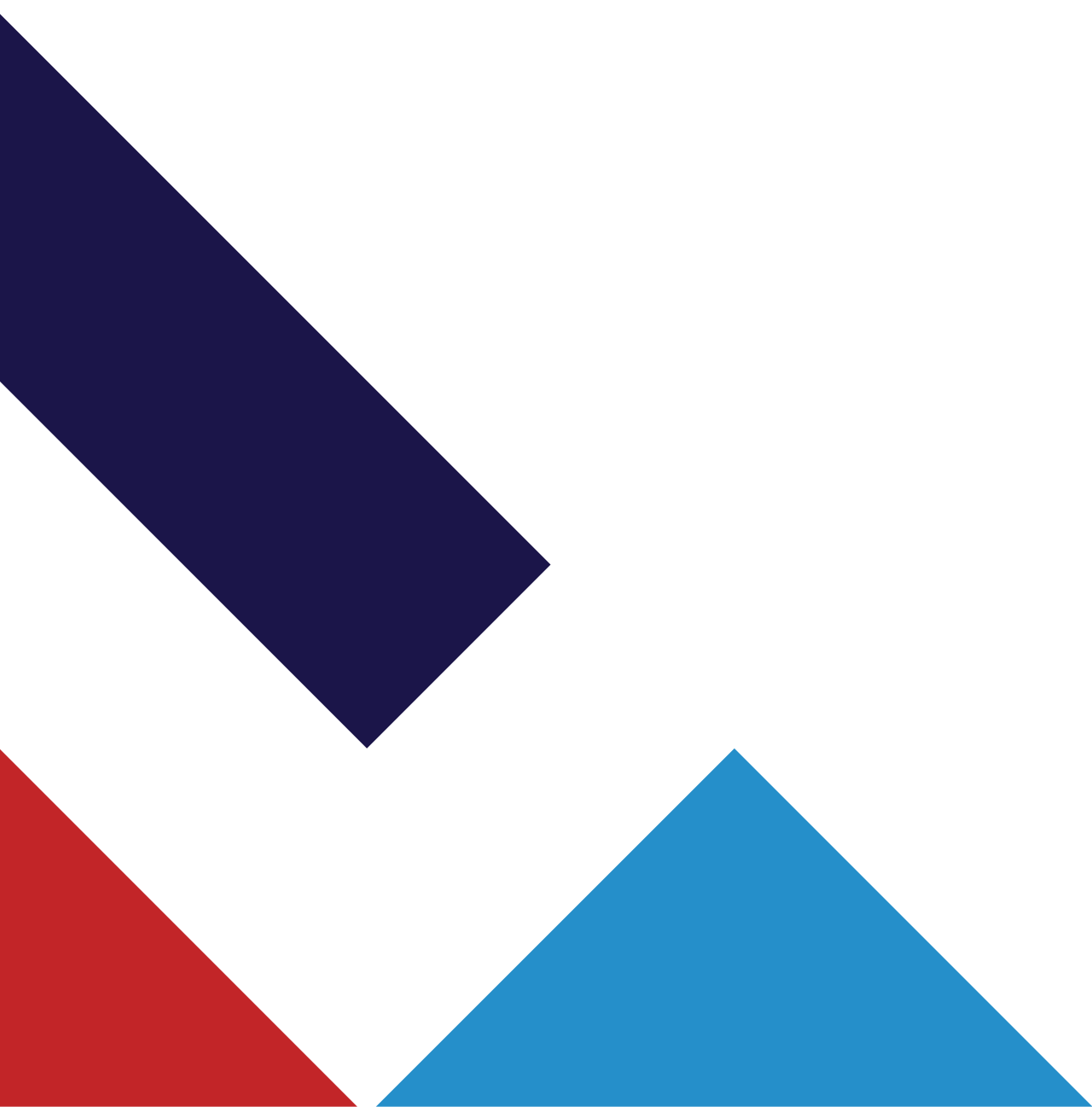
- Inspect property and premises at reasonable hours when required to discharge its responsibilities under the laws of the state and of the city
- Formulate and recommend to the City Council a Comprehensive Plan and its amendments
- Formulate a zoning plan to carry out the Comprehensive Plan and recommend zoning regulations and districts to the City Council
- Recommend to the City Council the approval or disapproval plans, plats, or replats and vacation of plans, plats or replats set out in the Subdivision Ordinance
- Study and make recommendations on the location, extension, planning, vacating, and closing of public rights-of-way, parks, and other public places
- Study and make recommendations on the Capital Improvements Program, including public buildings.
- Study and make recommendations on the design, alteration, location, or relocation of works of art that are, or may become, city property
- Initiate opening, closing, or vacating right-of-way, parks, or other public places, zoning of annexed areas, changing of zoning districts on an area-wide basis, and forwarding these recommendations to the City Council
- Formulate and recommend to the City Council policies and regulations consistent with the Comprehensive Plan governing the location and/or operation of utilities, public facilities, and services owned or controlled by the City
- Review and make recommendations concerning annexation of land into the City
- Keep informed with reference to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the City



Meeting Policies and Procedures

Policies and Procedures Examples

- City of Manor City Council
 - Adopted in 2018, updated in 2020, 2021, 2022, and 2023
- City of La Porte, TX
- City of Tomball, TX



2050 Comprehensive Plan – Destination Manor

2050 Comprehensive Plan Action Items

Chapter 9 – Implementation

- Land Use – 62 Action Items
 - Transportation – 18 Action Items
 - Parks, Recreation, Open Space – 49 Action Items
 - Economic Development – 22 Action Items
 - Infrastructure – 66 Action Items
 - Downtown and Urban Design – 26 Action Items
- Action Items are broken down into Short-Term, Mid-Term, Long-Term, and Ongoing
 - Short-Term 1- 3 years
 - Mid-Term 4-6 years
 - Long-Term 7-10+ years
 - Action items are also defined by their Strategy Type
 - Regulatory Framework
 - Decision Framework
 - Plans, Programs, Partnerships

2050 Comprehensive Plan Action Items

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 - Decision Framework
 - Plans, Programs, Partnerships



Development Code Review

Development Codes

Subdivision Code – Chapter 10

- Establishes the city's authority to regulate the subdivision of land and exemptions
- Procedures for each subdivision type – Concept Plan, Preliminary Plat, Construction Plans, Final Plat, Amended Plat, Short Form Final Plat, plat Vacations
- Design Standards for public improvements – Drainage, Transportation, Water, Wastewater, Blocks and Lots, Easements, Parkland, and Service in our ETJ
- Administrative Processes – variances, violations, enforcement, penalties
- Establishes Impact Fee processes

Zoning Code – Chapter 14

- Creates zoning districts and standards for them including:
 - Allowable uses, use and district, conditions setbacks, minimum lot sizes, maximum lot coverage, population density, building height, architectural requirements
- Specific Use, Temporary Use, Accessory Use processes
- Outdoor storage and display requirements
- Nonconforming use, lot, building, and site requirements
- Rezoning procedures
- Board of Adjustment policies

Site Development Code – Chapter 15

- Content and procedures for site plans
- Parking Standards - minimum parking requirements, how parking lots are designed
- Landscaping and Screening – minimum landscaping percentages, types of allowable landscaping, where landscaping is placed, tree mitigation and preservation
- Signs – maximum allowable size of signs, types of signage, nonconforming signs, variances
- Outdoor lighting – lighting requirements, light fixture standards
- Wireless Transmission Facilities – Siting and Design Standards

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Non-discretionary

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- Specific Use, Temporary Use, Accessory Use processes
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Discretionary

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Administrative



Future Workshop Dates and Times
