



Julie Leonard, Place 1  
Jacob Hammersmith, Place 2  
Gil Burrell, Place 3  
Mike Burke, Place 4  
Lian Stutsman, Place 5  
Keith Miller, Place 6  
Bill Myers, Place 7

## PLANNING AND ZONING COMMISSION REGULAR MEETING AGENDA

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Wednesday, July 10, 2019

6:30 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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### CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

### REGULAR SESSION – 6:30 P.M.

#### PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Commission. To address the Planning and Zoning Commission, please complete the white card and present it to the Planning Coordinator prior to the meeting. **No Action May be Taken by the Planning and Zoning Commission During Public Comments**

#### PUBLIC HEARINGS

1. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). **Applicant:** Rene Maruri Avilez **Owner:** Rene Maruri Avilez  
Scott Dunlop, Assistant Development Director
2. Public Hearing and First Reading: Consideration, discussion and possible action on an amendment to the Manor Commons East Planned Unit Development to change 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family and being located near the intersection of N. FM 973 and Old Hwy 20. **Applicant:** ALM Engineering, Inc. **Owner:** Greenview Development 973, LP.  
Scott Dunlop, Assistant Development Director

3. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). **Applicant:** Kimley-Horn & Assoc. **Owner:** Las Entradas Development Corporation
- Scott Dunlop,  
Assistant  
Development  
Director

## REGULAR AGENDA

4. Consideration, discussion, and possible action on the Planning and Zoning Commission Minutes of the June 12<sup>th</sup> 2019 Regular Meeting.
- Scott Dunlop,  
Assistant  
Development  
Director
5. Consideration, discussion, and possible action on a Setback Waiver for Lot 13, Block 13, Town of Manor, locally known as 215 East Burton Street, Manor, TX to allow for a 20 foot front setback and a 10 foot rear setback. **Applicant:** Calida Reyes **Owner:** Calida Reyes.
- Scott Dunlop,  
Assistant  
Development  
Director
6. Consideration, discussion, and possible action on a Coordinated Sign Plan for Lot 2, Manor Storage Subd., locally known as 12421 US Hwy 290 East. **Applicant:** Jason Straseske **Owner:** Manor Plaza, LLC
- Scott Dunlop,  
Assistant  
Development  
Director
7. Consideration, discussion, and possible action on the resignation of Planning and Zoning Commissioner Place 3 Gil Burrell.
- Scott Dunlop,  
Assistant  
Development  
Director
8. Consideration, discussion, and possible action on the resignation of Planning and Zoning Commissioner Place 4 Mike Burke.
- Scott Dunlop,  
Assistant  
Development  
Director

## ADJOURNMENT

In addition to any executive session already listed above, the Planning and Zoning Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

## POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, July 5, 2019, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Scott Dunlop  
Assistant Development Services Director

## ***NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:***

*The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [ltijerina@cityofmanor.org](mailto:ltijerina@cityofmanor.org)*



AGENDA ITEM NO. 1

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Rene Maruri Avilez Owner: Rene Maruri Avilez

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### BACKGROUND/SUMMARY:

This property is across the street from the Lions Club which is zoned C-1 and is 4 properties to the east of a C-1 zoned property. The future Gregg Manor extension will create an intersection where the Lions Club driveway exists currently.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Rezoning Map

Area Map

Notice Letter

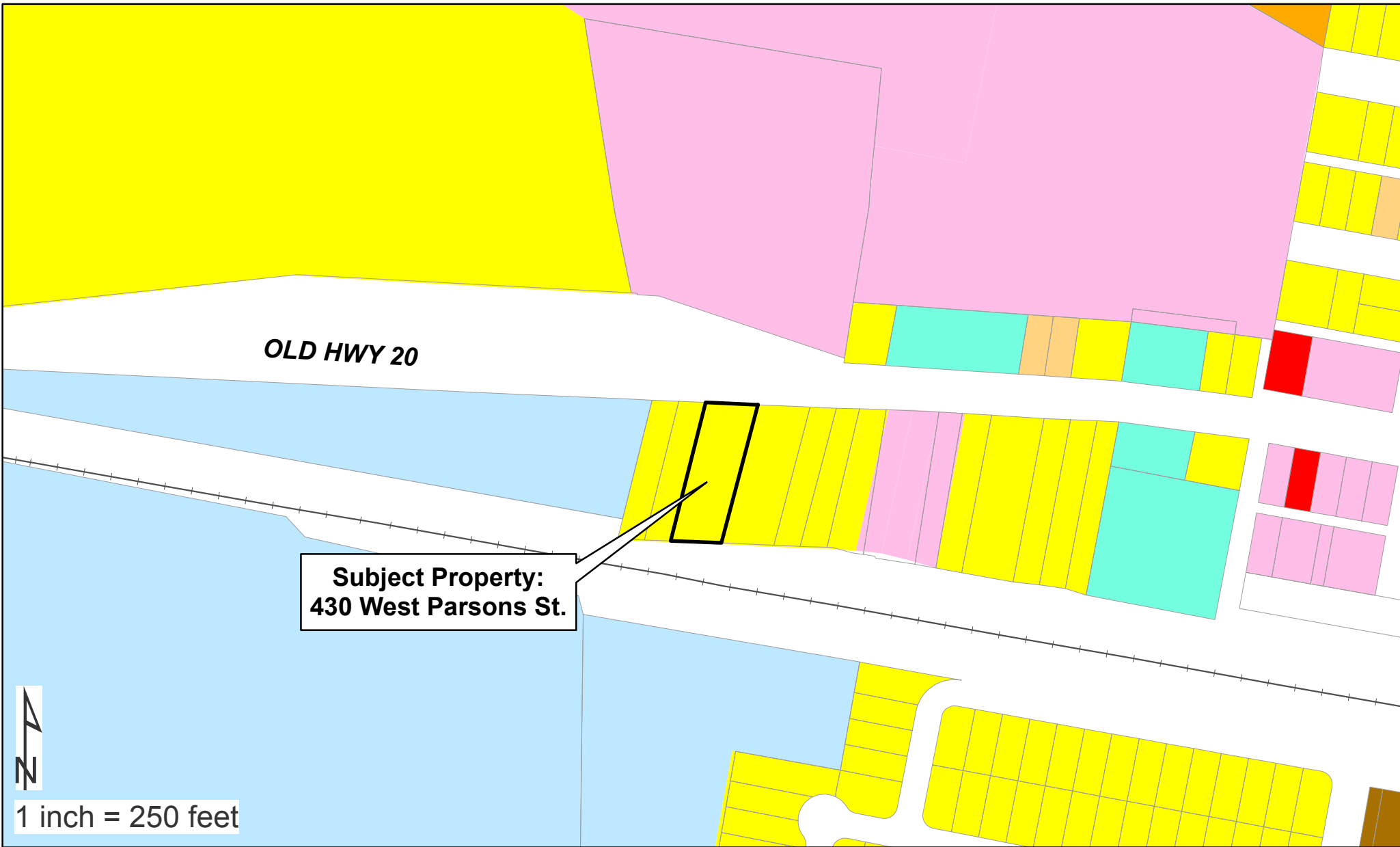
Mailing Labels

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the Planning Commission approve a rezoning request for 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1).

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE



# **Proposed Zoning:** **Light Commercial (C-1)**

*Current Zoning District:*  
*Single Family Residential (R-1)*

Zone			
<span style="background-color: yellow;">   </span>	R-1 - Single Family	<span style="background-color: red;">   </span>	DB - Downtown Business District
<span style="background-color: orange;">   </span>	R-2 - Single Family	<span style="background-color: lightcoral;">   </span>	NB - Neighborhood Business
<span style="background-color: #FFA500;">   </span>	R-3 - Multi Family	<span style="background-color: purple;">   </span>	IN-1 - Light Industrial
<span style="background-color: brown;">   </span>	R-4 - Multi Family Special	<span style="background-color: darkblue;">   </span>	IN-2 - Heavy Industrial
<span style="background-color: lightblue;">   </span>	M-1 - Manufactured Housing	<span style="background-color: cyan;">   </span>	I - Institutional
<span style="background-color: darkblue;">   </span>	M-2 - Manufactured Housing Park	<span style="background-color: lightgreen;">   </span>	PUD - Planned Unit Development
<span style="background-color: pink;">   </span>	C-1 - Light Commercial	<span style="background-color: green;">   </span>	A - Agricultural
<span style="background-color: magenta;">   </span>	C-2 - Medium Commercial	<span style="background-color: lightblue;">   </span>	Manor ETJ





June 21, 2019

RE: 430 West Parsons Street Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for 430 West Parsons Street. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

**Public Hearing: Consideration, discussion and possible action on a rezoning request for 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1).**

The Planning and Zoning Commission will convene at 6:30PM on July 10, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on July 17, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)

Sincerely,

Scott Dunlop  
Assistant Development Director  
512-272-5555 ext. 5

Margarita De Mireles &  
Christian Mireles  
11202 Burton St  
Manor Tx, 78653

Martin Urbano & Lucia De Urbano  
12202 Abernathy St  
Manor Tx, 78653

Travis County  
PO BOX 1748  
Austin TX, 78767

Arthur & Nydia Jimenez  
11301 Carrie Manor St  
Manor Tx, 78653

Jorge Briones &  
Walkiria Cardy-Briones  
945 Playa Del Norte Dr  
Tempe Arizona, 85281

Selendra & Davis Laabs  
12204 Abernathy St  
Manor Tx, 78653

Jessica & Joshua Avery  
12206 Abernathy St  
Manor Tx, 78653

Marcos Chavez  
12555 Kimbro Rd  
Manor Tx, 78653

Elbert Burns  
PO Box 413  
Manor Tx, 78653

Joetta Wilson  
411 W Parsons St  
Manor Tx, 78653

Juan Benites  
4704 W Parsons St  
Manor Tx, 78653

Chiamo Okoro  
11503 Hereford St  
Manor Tx, 78653

Ambus & Purinea Habbit  
432 W Parsons St  
Manor TX, 78653

Felipe Carbajol & Isabel Ortuno  
PO Box 214  
Manor Tx, 78653

Finish Milligan  
409 W Parson St  
Manor Tx, 78653

Oralia Riojas  
PO BOX 89  
Manor Tx, 78653

Greal & Daisy Barrs  
421 W Parsons st  
Manor Tx, 78653

Samuel & Rachel Jones  
PO Box 416  
Manor Tx, 78653

Entradas Las  
9900 US Highway 290  
Manor Tx, 78653

Antonio Esparza  
16709 Hamilton Point Cir  
Manor Tx, 78653

Iglesia Nueva Vida Pentecostal  
UPCI  
Burns Mem Temple Ch Of God In  
413 W Parsons St  
Manor Tx, 78653

Roberto Montero  
709 Busleigh Castle  
Pflugerville Tx, 78660

Travis County Emergency Services  
PO Box 846  
Manor Tx, 78653

Audrey Smith  
10304 Ivy Jade  
Schertz Tx, 78154

Lions Club of Manor Inc  
PO Box 68  
Manor Tx, 78653



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on an amendment to the Manor Commons East Planned Unit Development to change 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family and being located near the intersection of N. FM 973 and Old Hwy 20. Applicant: ALM Engineering, Inc. Owner: Greenview Development 973, LP.

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### BACKGROUND/SUMMARY:

As currently proposed, the realigned 973 will bridge over the rail line and Old Hwy 20 and utilized frontage type roads to route traffic between Old Hwy 20 and 973 where it connects with Ring Road. Due to the roadway being elevated, this corner of Manor Commons is less desirable for retail commercial because access will be limited but it would function well for apartments. Therefore, the developer is seeking to designate the approx. 15 acres as Commercial PUD/Multi-Family which would maintain the commercial uses if that ends up being a viable option but adds the ability for the site to develop as apartments.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Rezoning Map

Notice Letter

Mailing Labels

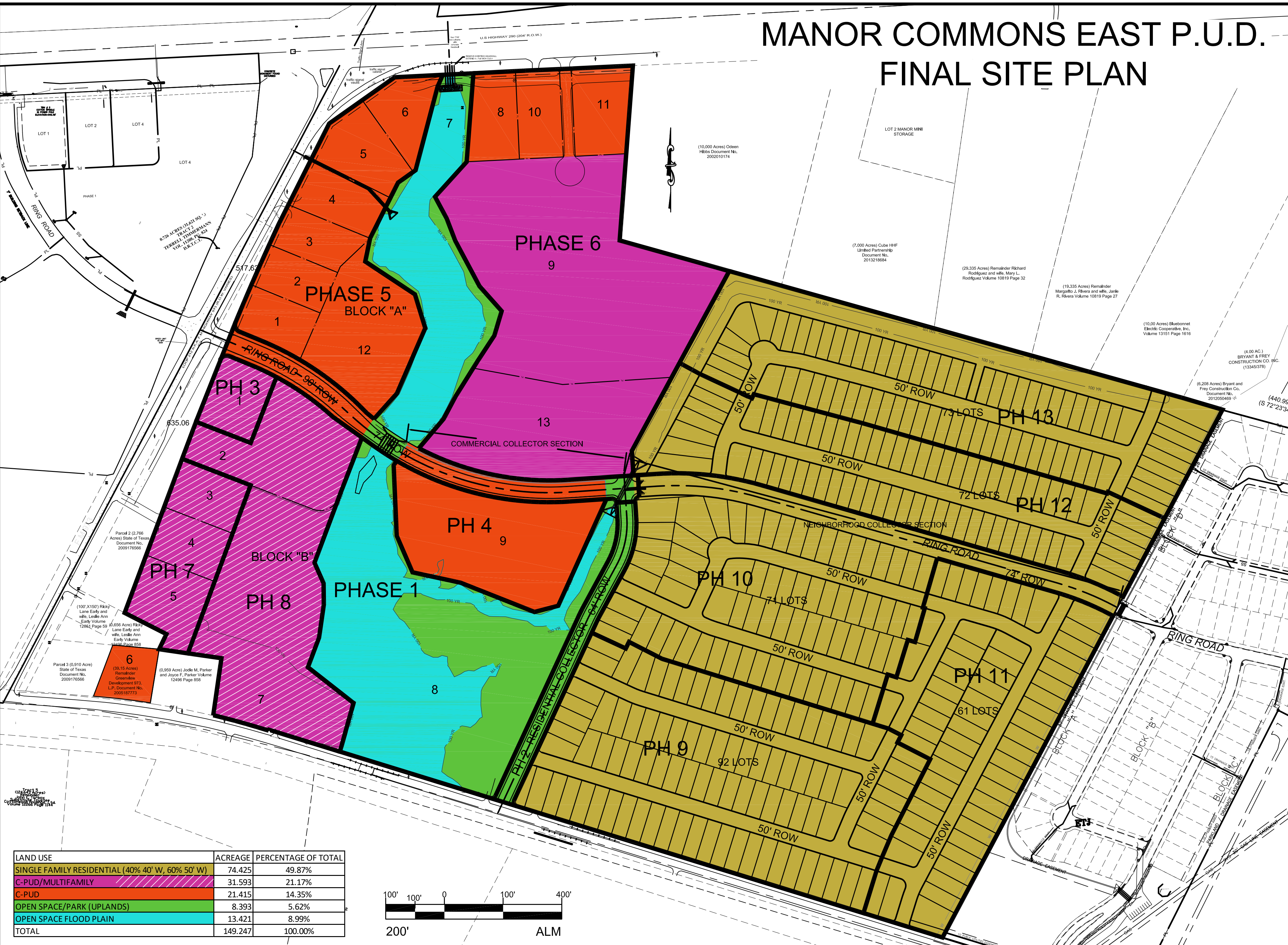
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### STAFF RECOMMENDATION:

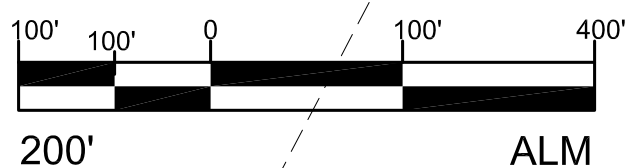
It is City staff's recommendation that the Planning Commission approve an amendment to the Manor Commons East Planned Unit Development to change 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family and being located near the intersection of N. FM 973 and Old Hwy 20.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

MANOR COMMONS EAST P.U.D.  
FINAL SITE PLAN



LAND USE	ACREAGE	PERCENTAGE OF TOTAL
SINGLE FAMILY RESIDENTIAL (40% 40' W, 60% 50' W)	74.425	49.87%
C-PUD/MULTIFAMILY	31.593	21.17%
C-PUD	21.415	14.35%
OPEN SPACE/PARK (UPLANDS)	8.393	5.62%
OPEN SPACE FLOOD PLAIN	13.421	8.99%
TOTAL	149.247	100.00%



C-PUD  
Proposed and Permitted Uses. This district allows a mix of commercial uses including, retail, office, commercial, and similar uses excluding residential and multifamily. This district allows the retail sale of goods and products (in the following listed use areas) to which value has been added on-site, including sales of goods and services outside of the primary structure as customary with the uses specifically listed, and the following:

- Administrative Offices and Administrative Services,
- Art Gallery and Art Workshop,
- Automotive Rental,
- Aviation services,
- Bed and Breakfast,
- Business and Trade Schools,
- Civic Uses including but not limited to: a college or university, cultural services, Communication Service Facilities, Community Events, Community Recreation, Local Utility Services, Major Public Facilities, Private and Public Primary and Secondary Education Facilities, Postal Facilities, Religious Assembly, Safety Services, Transportation Terminal and all other Civic Uses (c).
- Club or Lodge,
- Communication Services,
- Construction Sales and Services,
- Convenience Storage,
- Cocktail lounge,
- Consumer Convenience Services,
- Consumer Convenience Stores,
- Consumer Repair Services,
- Counseling Services,
- Day Care Services,
- Employee Recreation,
- Financial Services,
- Florist,
- Food Court Establishment
- Food Preparation less than 5,000 Sq. Ft. GFA
- Food Sales,
- Funeral,
- General Retail Sales,
- Hospital Services,
- Hotel and Motel,
- Indoor Entertainment and Indoor Sports and Recreation,
- Kennels,
- Laundry Services,
- Liquor Sales,
- Medical Offices,
- Monument Retail Sales,
- Off-Site Accessory Parking,
- Outdoor Entertainment and Outdoor Sports and Entertainment,
- Personal Improvement Services and Personal Services,
- Pet Services,
- Plant Nursery,
- Printing and Publishing,
- Professional Office,
- Recreation Equipment Sales,
- Restaurant,
- Restaurant with drive-through
- Service Station,
- Theater,
- Veterinary Services.

Subdivision Information and Guidelines

The Subdivision Allowances and Guidelines requested by the Manor Commons East PUD are as follows:

- Lot frontage widths of single-family lots shall be as follows:
  - Not more than 40% of such lots, not including cul-de-sac lots, may have a lot frontage width of not less than 40 feet.
  - 60% or more of such lots, not including cul-de-sac lots, shall have a lot frontage width of 50 feet or greater.
- The minimum single-family residential lot shall be 4,800 square feet.
- Single Family residential lots shall have a minimum side set back of five (5) feet for each lot.
- Single family residential lots shall have a minimum rear set back of ten (10) feet for each lot.
- Lots shall not be required to face a similar lot across the street.
- Concept Plan and the Preliminary Plat will expire five (5) years after the filing date instead of the period designated in Ordinance No. 263B.
- Unless the Final Plat is recorded in the Official Public Records within two years of approval by the Commission, such approval shall be void, except that the developer may apply in writing to allow extension of approval prior to the end of such two (2) year period, stating just cause therefore, and the Commission may grant an extension not to exceed one year.

Zoning Guidelines Requested and Zoning Information Provided

The Zoning Allowances and Guidelines requested for the Manor Commons East PUD are as follows:

- Approved Land Uses  
The land uses shown on the master plan shall be permitted. Changes to the location of the land uses shown on the master plan shall be granted by the planning and zoning commission if (a) the proposed land uses are consistent with the following table; or (b) the change in location of land uses does not result in a higher density use than the use shown on the master plan. Any application for a change in location of land uses is deemed approved if the planning and zoning commission does not disapprove it within 30 days after the date the application is filed with the city secretary. If the planning and zoning commission disapproves an application for a change of land uses, then the applicant may appeal that disapproval to the City Council. The City Council will act on appeal within 30 days of the date the appeal is filed with the City Secretary.

LAND USE	ACREAGE	PERCENTAGE OF TOTAL ACREAGE
SINGLE FAMILY RESIDENTIAL	74.425	49.87 %
MULTIFAMILY (R-3) / COMMERCIAL C-PUD	31.593	21.17 %
COMMERCIAL C-PUD	21.415	14.35 %
OPEN SPACE / CITY PARKLAND	21.814	14.61 %
TOTAL	149.247	100.0 %

Minimum Lot Size, Height, and Lot Width Information

LAND USE	FRONT YARD SETBACK (FT)	SIDE YARD SETBACK (FT)	STREET SIDE YARD SETBACK (FT)	REAR YARD SETBACK (FT)	MINIMUM LOT SIZE (SQ. FT)	MINIMUM LOT WIDTH (FT)	MAX HEIGHT LIMIT (FT)
SINGLE FAMILY RES.	20	5	15	10	4,800	40	35
R-3	25	5	15	10	7,500	50	50
C-PUD	25	7	15	15	5,750	50	50
OS	25	10	15	25	7,500	60	35

- Note: Single Family Development will follow the guidelines above and below when such category is listed (when a guideline is not listed, Single Family will default to R-2 zoning in the City of Manor Zoning Ordinance for interpretation of a specific guideline):
- Not more than 40% of such lots, not including cul-de-sac lots, may have a lot frontage width of not less than 40 feet.
  - 60% or more of such lots, not including cul-de-sac lots, shall have a lot frontage width of 50 feet or greater.
  - The minimum single-family residential lot shall be 4,800 square feet.
  - Duplexes will not be allowed.
  - Cul-de-sac lots shall have minimum frontage of 33 feet.

Multifamily Development

Multifamily Development will follow the guidelines above and below for R-3 zoning when such category is referenced unless an exception is noted. Multifamily development will not allow more than 25% of any project to be affordable units that are in a government program with the exception of Senior Housing in which a community may have an unlimited amount of affordable units. When no specific guideline is listed, Multifamily Development will follow the R-3 Zoning guidelines listed in the City of Manor Zoning Ordinance 185-P effective as of June 20, 2016.

Commercial Development

Commercial Development will follow the uses and guidelines listed under C-PUD. When a specific guideline is not listed, Commercial Development will follow the guidelines as listed under C-1 and C-2 Zoning in the City of Manor Zoning ordinance 185-P effective as of June 20, 2016.

5. Lot Coverage

TABLE 3: ALLOWABLE LOT COVERAGE

LAND USE	MAIN BUILDINGS	MAIN AND ACCESSORY BUILDINGS
Single Family Residential	40%	50%
R-3	40%	50%
C-PUD	60%	70%
OS	50%	60%

Note: Single Family development will follow the Single Family Residential Guidelines. Multifamily will follow the R-3 Guidelines, Commercial development will follow the C-PUD Guidelines and Open Space will follow the OS guidelines.

6. Open Space

In addition, to the uses allowed under the OS guidelines, food trailers will be a permitted use. Parkland Dedication requirements for the entire PUD including but not limited to single family, multifamily and commercial will be satisfied upon the dedication of Open Space to the City of Manor by developer.

7. Landscaping

The following percentage of the net area of each lot shall be landscaped. The net lot area shall equal the total area less the area to be left unimproved because of the existence of natural features that are worthy of preservation or that would make improvements impractical.

TABLE 4: LANDSCAPING REQUIREMENTS

LAND USE	NET LOT AREA
Single Family Residential	SEE NOTE
R-3	20%
C-PUD	15%
OS	20%

Note: minimum landscaping requirements for each lot within a single-family dwelling shall be a minimum of two (2) two-inch trees, six (6) two-gallon shrubs and lawn grass from the property line to the front two (2) corners of the structure. Residential structures on reverse frontage lots shall also be required to screen the rear of the structure from the abutting highway, access road, or other public right of ways.

8. Maximum Density

TABLE 5: ALLOWABLE MAXIMUM DENSITIES

LAND USE	MAXIMUM DENSITY
R-3	23 UNITS PER ACRE
C-PUD	1.8 TO 1 FAR

9. Tree Removal and Tree Mitigation

For any commercial lots, all tree mitigation related to a particular lot will occur and be addressed at the time of a site development permit related to such particular lot and will not be required to be addressed prior to such time.

10. Sidewalks on Ring Road

No sidewalks will be required on Ring Road on the south side of the road in areas designated on Exhibit A as an 8 foot concrete walk along the north side of Ring Road. An 8 foot sidewalk will be required on the north side of Ring Road in such designated areas.

11. Landscaping

Landscaping will comply with City of Manor Ordinance 365.

12. Off-street Parking and Loading Facilities

Standard City of Manor Parking requirements will be used but any user may apply for a variance from the City of Manor parking requirements with signed authorization from the developer without revising or amending the PUD document.

13. Environmental

Development will be in accordance with the Environmental Assessment for the site.

14. Drainage

A CLOMR has been approved for the proposed development and drainage requirements will be demonstrated with the Preliminary Plan Submittal.

15. Water and Wastewater

Wastewater for the entire development will be provided by the City of Manor. Water for the commercial areas will be provided by the City of Manor and for the residential areas by Manville W.S.C. The area designated as potential multifamily will be served by Manville W.S.C. unless they differ to the City of Manor.

16. Garbage Service

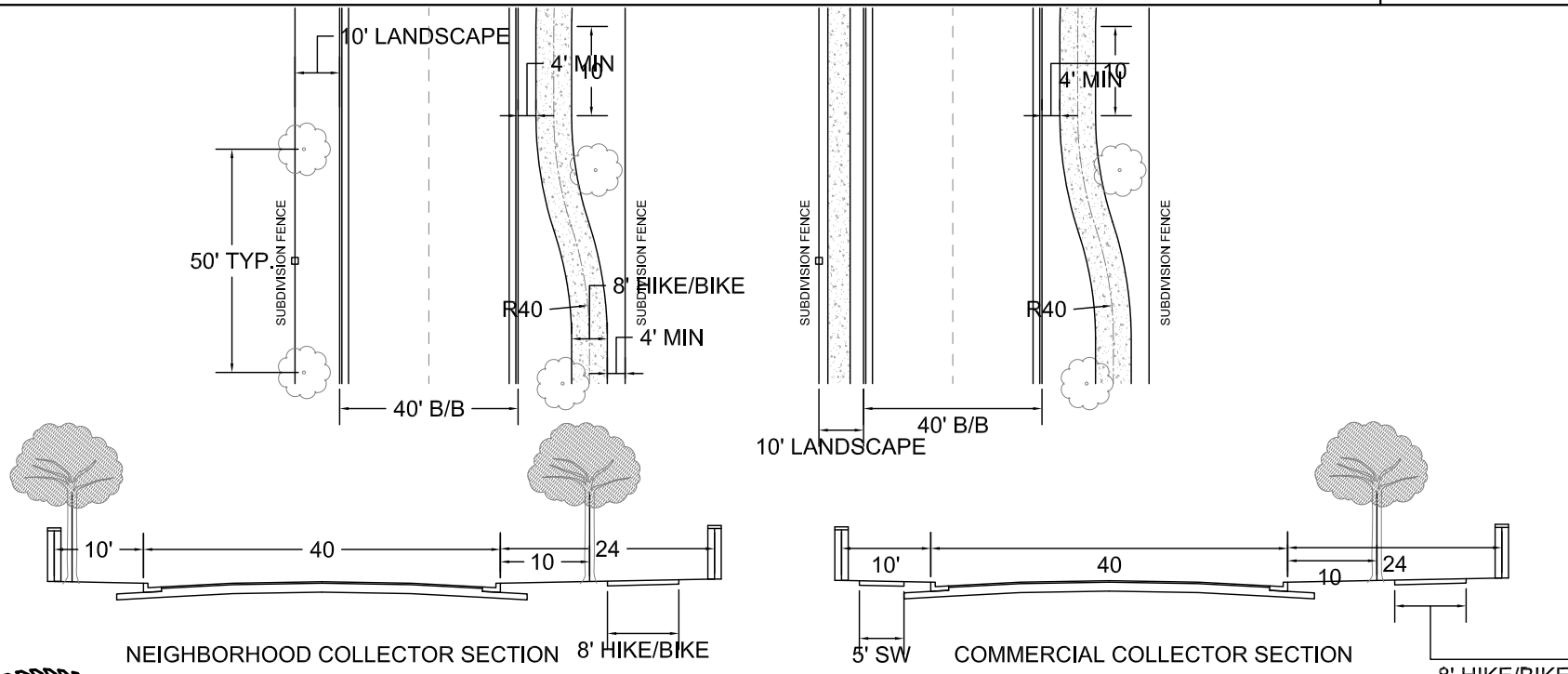
Garbage Service will be provided by a state permitted waste disposal service.

17. Electric and Gas

Electric service will be provided by Bluebonnet Electric. Gas service will be provided by Atmos.



LOCATION MAP  
SCALE 1"=2000'



ACCEPTED AND AUTHORIZED for record by the Planning Commission of the City of Manor, Texas, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2017, A.D.

Approved:

Attest:

William Myers, Chairperson

City Secretary

ACCEPTED AND AUTHORIZED for record by the City Council of the City of Manor, Texas, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2017, A.D.

Approved:

Attest:

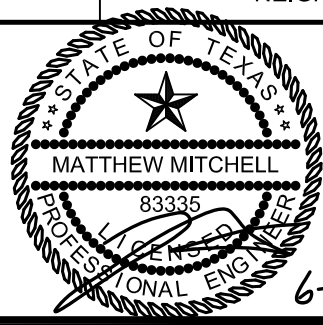
Rita G. Jonse, Mayor

City Secretary

MANOR COMMONS EAST P.U.D.

FINAL SITE PLAN

MANOR, TEXAS



ALM ENGINEERING, INC.

CONSULTING ENGINEERS  
1705 S Capital of TX Hwy, Ste. 150  
Austin, Texas, 78746.

(512)431-9600 \* almeng@sbcglobal.net

F-3565

SCALE:	1"=200'	#	REVISION	DATE
DATE:	6/10/2019	1	INCREASE C-PUD/MULTIFAMILY ZONING AREA	6/10/2019
JOB:	DRAINAGE			
DRAWN BY:				
CHECKED BY:	MM			



June 21, 2019

RE: Manor Commons East Planned Unit Development Amendment

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider an amendment to the Manor Commons East Planned Unit Development. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

**Public Hearing: Consideration, discussion and possible action on an amendment to the Manor Commons East Planned Unit Development to change 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family and being located near the intersection of N. FM 973 and Old Hwy 20.**

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Sincerely,

Scott Dunlop  
Assistant Development Director  
512-272-5555 ext. 5

WALLACE H DALTON  
9505 JOHNNY MORRIS RD  
AUSTIN , TX 78724-1527

VARGAS ALANA LORENE & ALEJANDRO  
12612 SAINT MARYS DR  
MANOR , TX 78653-4598

HABIB ENTERPRISES LLC  
% YUSSEF HABIB  
PO BOX 27241  
AUSTIN , TX 78755-2241

RUNNELS GLADYS  
12620 SAINT MARYS DR  
MANOR , TX 78653-4598

WEILL JACOB & MICHEAL A WEILL  
26120 HALL RD  
JUNCTION CITY , OR 97448-8535

SHUMER ROBIN  
12628 SAINT MARYS DR  
MANOR , TX 78653-4598

TEFERRA GIRMA WOLD &  
GENET T GEBREYSUS  
12632 SAINT MARYS DR  
MANOR , TX 78653-4598

COLEMAN MERLINDA B  
12636 SAINT MARYS DR  
MANOR , TX 78653-4598

REDKEY TIMOTHY GLEN  
8343 EXBOURNE ST  
SAN ANTONIO, TX 78250-3221

SANCHEZ ZONIA & WILL A CRUZ  
12704 SAINT MARYS DR  
MANOR , TX 78653-4599

BUTLER ROSALYN  
12708 SAINT MARYS DR  
MANOR , TX 78653-4599

MOSLEY SADIE L & ANITA MOODY  
12712 SAINT MARYS DR  
MANOR , TX 78653-4599

SWAN KAREN ANNE  
12716 ST MARY DR  
MANOR, TX 78653-4599

GOMEZ ROBERT  
12720 SAINT MARYS DR  
MANOR , TX 78653-4599

BUTLER TRUDY  
11830 FM 356  
TRINITY , TX 75862-6566

MUSE MARILYN  
12728 SAINT MARYS DR  
MANOR , TX 78653-4599

HUT HOMES INC  
1803 PALO ALTO  
LEANDER, TX 78641-3643

BOLT DEBRA L  
144 COUNTY ROAD 703  
ATHENS , TN 37303-6019

MARY ANN LAREZ  
12740 SAINT MARYS DR  
MANOR , TX 78653-4599

WILLIAMS ARTISHA R  
12744 SAINT MARYS DR  
MANOR , TX 78653-4599

AMERICAN HOMES 4 RENT PROP.  
EIGHT LLC  
30601 AGOURA RD STE 200  
AGOURA HILLS, CA 91301

BUCKNER CLAUDE J  
12752 SAINT MARYS DR  
MANOR , TX 78653-4599

CARTER GERAIMY T  
12756 SAINT MARYS DR  
MANOR , TX 78653-4599

CRISTAL C BENITEZ &  
VICTOR M ALMAGUER JR  
12760 ST MARY DR  
MANOR, TX 78653

CRUZ JOSE L & NASARIA OLIVA  
12701 SAINT MARYS DR  
MANOR , TX 78653-4599

GLASER 2013 FAMILY TRUST  
% MITCHELL C GLASER & WENDI ANN  
GLASER  
1409 OHARE DR  
BENICA, CA 94510

DICKERSON CASSANDRA A &  
MATTHEW W  
12709 SAINT MARYS DR  
MANOR , TX 78653-4599

MARTINEZ FELIX RODRIGUEZ  
12713 SAINT MARYS DR  
MANOR , TX 78653-4599

FASKE EFFIE MARIE  
12717 ST MARY DR  
MANOR, TX 78653

SHAH BIREN J  
9305 GRAND OAK CV  
AUSTIN , TX 78750-3843

BORRA MANAGEMENT LLC  
12501 PAINTED BUNTING DR  
AUSTIN , TX 78726-1754

YANG ALLEN  
8230 SPICEWOODSPRINGS RD # 9  
AUSTIN , TX 78759-6865

RENTERIA RICARDO &  
RAQUEL MALPICA RIVERA  
12733 ST MARY DR  
MANOR, TX 78653

TIMMONS LARRY  
12737 SAINT MARYS DR  
AUSTIN, TX 78753

SAULS SHECHEM  
12741 SAINT MARY DR  
MANOR, TX 78653-4599

DIAZ JULIA K & REBECA DIAZ  
12745 SAINT MARY DR  
MANOR, TX 78653

LUO TIEN-YING  
15301 ORA LN  
PFLUGERVILLE, TX 78660

AMERICAN HOMES 4 RENT  
PROPERTIES EIGHT LLC  
STE 200-AM  
280 PILOT RD  
Las Vegas, NV 89119-3532

HAMMERSMITH JACOB JOHN  
12757 ST MARY DR  
MANOR , TX 78653-4599

CAPELO REBEKAH C  
12800 SAINT MARYS DR  
MANOR , TX 78653-4683

YORK ANTHONY W  
19331 PEACHTREE LN  
HUNTINGTON BEACH, CA 92648-5507

MARTINE AMANDA  
12808 SAINT MARYS DR  
MANOR , TX 78653-4683

NEGASH HIRITY H  
12812 SAINT MARYS DR  
MANOR , TX 78653-4683

COLCHADO JAVIER FRANCO &  
MARIA ELENA PENALOZA-MOYA  
12816 ST MARY DR  
MANOR, TX 78653

RICHTER MARSHALL WAYNE  
12820 ST MARY DR  
MANOR, TX 78653

GUTIERREZ RITA  
12824 SAINT MARYS DR  
MANOR , TX 78653-4683

GRIFFIN DEMETRIUS L & WILBERT  
12828 SAINT MARYS DR  
MANOR , TX 78653-4683

VILLELA TINA W  
12832 SAINT MARYS DR  
MANOR , TX 78653-4683

CASTELO MONICA  
12836 SAINT MARYS DR  
MANOR , TX 78653-4683

EJAZ RABIA & ASIM INAM  
222 SHORTHORN ST  
CEDAR PARK, TX 78613-7743

JACKSON DOUGLAS E  
12844 ST MARY DR  
MANOR, TX 78653

MORRIS LAUREN C  
311 WARPATH LN  
BUDA , TX 78610-2583

REYES MARISELA E & CARLOS  
GARDUNO  
12852 ST MARY DR  
MANOR , TX 78653-4683

MYERS ANDREW MASON  
12856 SAINT MARYS DR  
MANOR , TX 78653-4683

VILLARREAL JORGE S & AIDEE T  
12860 ST MARY DR  
MANOR , TX 78653-4683

HERRERA LISA & JOSEPH R NIETO  
12700 WEDDING  
MANOR , TX 78653-5164

MENDOZA DORA ALICIA  
12704 WEDDING  
MANOR , TX 78653-5164

DELOACH TRACIE D & FREDERICK  
12708 WEDDING DR  
MANOR , TX 78653-5339

SWOFFORD DEBORAH R  
12700 RING DR  
MANOR , TX 78653-4682

HANKINS KRISTOPHER C  
12704 RING DR  
MANOR , TX 78653-4682

PADILLA LUCERO &  
ZICO MICHEL GOMEZ-BENITEZ  
12701 DOORBELL  
MANOR, TX 78653

LINDELL CRISTAL  
12705 DOORBELL  
MANOR, TX 78653-5162

DOWNER TERESA R  
7735 KYLE ST  
TUJUNGA , CA 91042-1627

MARTINEZ NANCY  
12700 DOOR BELL DR  
MANOR, TX 78653

HAYWOOD SHELTON M & TRIMICA S  
12704 DOORBELL  
MANOR , TX 78653-5162

MORALES JOSE E & CELIDA LOPEZ  
12708 DOOR BELL DR  
MANOR, TX 78653-5162

BURKE TYLER  
12701 WEDDING  
MANOR , TX 78653-5164

ESTRADA VICTOR M  
12705 WEDDING  
MANOR , TX 78653-5164

BRYANT & FREY CONSTRUCTION  
COMPANY INC  
PO BOX 359  
MANOR, TX 78653

BRYANT & FREY CONSTRUCTION  
COMPANY INC  
PO BOX 359  
MANOR, TX 78653

BLUEBONNET ELECTRIC COPERATIVE  
INC  
PO BOX 260888  
PLANO , TX 75026-0888

RIVERA MAGARITO JR & JANIE R  
12601 US HIGHWAY 290 E  
MANOR , TX 78653-4520

RODRIGUEZ RICHARD & MARY L  
12511 US HIGHWAY 290 E  
MANOR , TX 78653-4520

CUBE HHF LP  
5 OLD LANCASTER RD  
MALVERN, PA 19355

HIBBS ODEEN  
PO BOX 14332  
AUSTIN , TX 78761-4332

GREENVIEW DEVELOPMENT 157 L P  
501 VALE ST  
AUSTIN , TX 78746

GREENVIEW DEVELOPMENT 157 LP  
% BARTH TIMMERMAN  
501 VALE ST  
AUSTIN , TX 78746

WILBARGER CREEK MUD NO 2  
% ARMBURST & BROWN LLP  
100 CONGRESS AVE STE 1300  
AUSTIN , TX 78701-2744

WILBARGER CREEK MUD NO 2  
% ARMBURST & BROWN LLP  
100 CONGRESS AVE STE 1300  
AUSTIN , TX 78701-2744

COTTONWOOD HOLDINGS LTD  
% DWYER REALTY COMPANIES  
9900 US HIGHWAY 290 E  
MANOR , TX 78653-9720

PARKER JODIE M & JOYCE F  
12211 OLD HIGHWAY 20  
MANOR , TX 78653-4506

GREENVIEW DEVELOPMENT 973 L P  
% BARTH TIMMERMANN  
501 VALE ST  
AUSTIN , TX 78746

EARLY RICKY LANE & LESLIE ANN  
101 OAK BREEZE CV  
GEORGETOWN , TX 78633-5608

EARLY RICKY LANE & LESLIE ANN  
101 OAK BREEZE CV  
GEORGETOWN , TX 78633-5608

ETERNAL FAITH BAPTIST CHURCH  
12720 FM 973  
MANOR , TX 78653-5151

TIMMERMANN GERALDINE  
PO BOX 4784  
AUSTIN, TX 78765

GREENVIEW DEVELOPMENT 973 L P  
% BARTH TIMMERMANN  
501 VALE ST  
AUSTIN , TX 78746

BUTLER FAMILY PARTNERSHIP LTD  
PO BOX 9190  
AUSTIN , TX 78766-9190

BUTLER FAMILY PARTNERSHIP LTD  
PO BOX 9190  
AUSTIN , TX 78766-9190

BUTLER FAMILY PARTNERSHIP LTD  
PO BOX 9190  
AUSTIN , TX 78766-9190

TIMMERMANN TERRELL  
PO BOX 4784  
AUSTIN, TX 78765-4784

TIMMERMANN TERRELL  
PO BOX 4784  
AUSTIN, TX 78765-4784

GREENVIEW DEVELOPMENT 973 L P  
% BARTH TIMMERMANN  
501 VALE ST  
AUSTIN , TX 78746

GREENVIEW DEVELOPMENT 973 L P  
% BARTH TIMMERMANN  
501 VALE ST  
AUSTIN , TX 78746



AGENDA ITEM NO. <sup>3</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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#### AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation

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#### BACKGROUND/SUMMARY:

This item was postponed from the June 12th meeting. The proposed land use plan as part of the Entradaglen Public Improvement District (PID) was reviewed by the Council and comments made to the developer as they relate to this rezoning request are being addressed.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Letter of Intent  
Rezoning Map  
Notice Letter  
Mailing Labels

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#### STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

April 25, 2019

City of Manor  
Attn: Scott Dunlop  
105 E. Eggleston St.  
Manor, Texas 78653

**Re: Las Entradas North  
12.6-Acre Multi-Family, 1.69/9.86-Acre Tracts – Letter of Intent  
Northwest of the Intersection of US Highway 290 and Gregg Manor Road  
Manor, Texas 78653**

Dear Staff:

Please accept this Summary Letter for the above referenced project. The proposed Las Entradas North development is located along the westbound frontage of US Highway 290 in Manor, Texas. The existing property consists of a 12.3-acre developed tract, and approximately 92 acres of undeveloped land.

A concept plan for the parent tract was previously approved on 08/14/2013, which had originally designated the subject tracts as single-family residential use. Due to market demand, multi-family and commercial uses are now being considered for 12.6 acres and 11.55 acres of land within the existing single family residential use, respectively. Therefore, the Owner intends to submit an application to rezone these tracts of land from R-2 (Single Family Residential) to R-3 (Multi-Family Residential) and C-1 (Light Commercial).

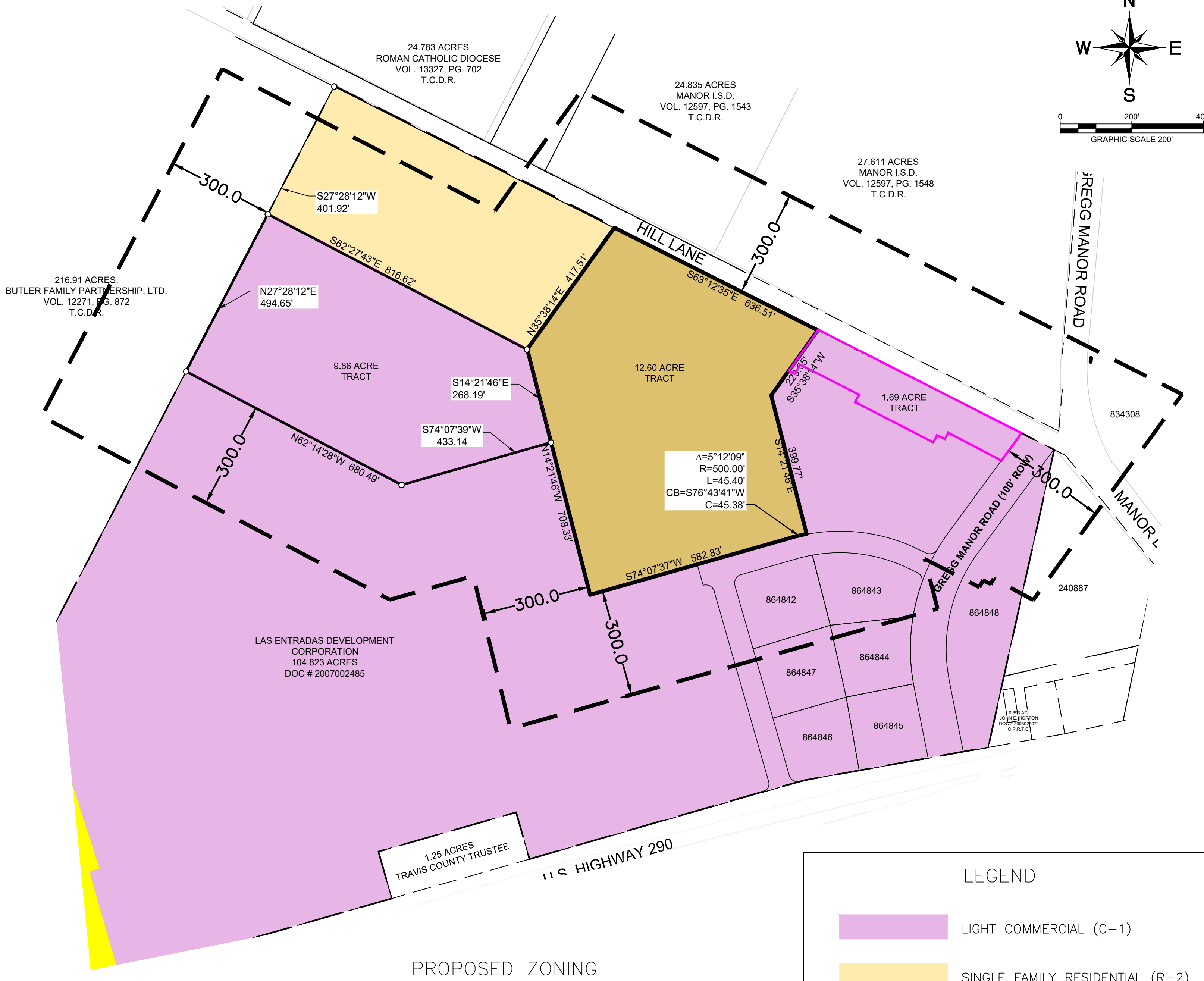
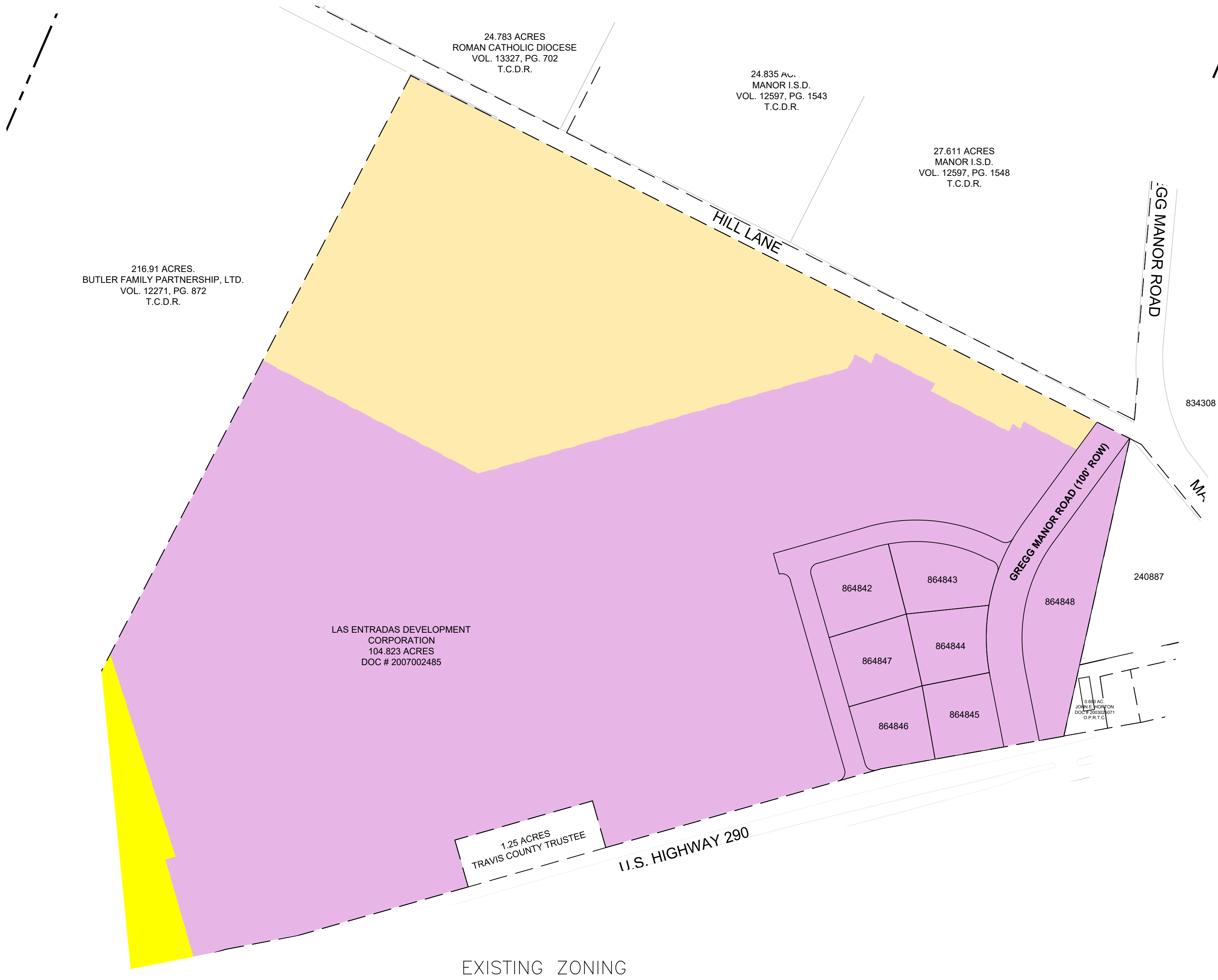
If you have any questions or comments regarding this request, please contact me at 512-418-1771.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brett Burke  
Project Manager



LAS ENTRADAS NORTH - LAND USE COMPARISON				
LAND USE	Existing Acres	Proposed Acres	Delta	
Light Commercial (C-1)	70.4	75.7	5.3	
Multi Family (R-3)	0	12.6	12.6	
Single Family Residential (R-1)	8.5	8.5	0	
Single Family Residential (R-2)	25.7	7.8	-17.9	
Total	104.6	104.6		

LEGEND

LIGHT COMMERCIAL (C-1)

SINGLE FAMILY RESIDENTIAL (R-2)

MULTI-FAMILY RESIDENTIAL (R-3)

SINGLE FAMILY RESIDENTIAL (R-1)

# LAS ENTRADAS NORTH - ZONING COMPARISON

Manor, Texas  
April 19

INSET DETAIL – 1.69-ACRE TRACT

Kimley»Horn

10814 Jollyville Road  
Building IV, Suite 300  
Austin, Texas 78759  
512-418-1771  
State of Texas Registration No. F-928

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND HAS NOT BEEN PREPARED WITHOUT THE BENEFIT OF A SURVEY, TOPOGRAPHY, UTILITIES, CONTACT WITH AFFECTED AGENCIES, AND/OR OTHER DATA.



May 28, 2019

RE: Las Entradas North Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for Las Entradas North. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

**Public Hearing: Consideration, discussion and possible action on a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1).**

The Planning and Zoning Commission will convene at 6:30PM on June 12, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 19, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)

Sincerely,

Scott Dunlop  
Assistant Development Director  
512-272-5555 ext. 5

Manor Independent School District  
P.O. Box 359  
Manor, Texas 78653-0359

Scott Baylor & White Health  
MS-20-D642  
2401 S 31<sup>st</sup> Street  
Temple, Texas 76508-0001

Butler Family Partnership Ltd.  
P.O. Box 9190  
Austin, Texas 78766-9190

COTTONWOOD HOLDINGS LTD  
% DWYER REALTY COMPANIES  
9900 US HIGHWAY 290 E  
MANOR , TX 78653-9720

LAS ENTRADAS DEVELOPMENT  
CORPORATION  
9900 US HIGHWAY 290 E  
MANOR , TX 78653-9720



Julie Leonard, Place 1  
Jacob Hammersmith, Place 2  
Gil Burrell, Place 3  
Mike Burke, Place 4  
Lian Stutsman, Place 5  
Keith Miller, Place 6  
Bill Myers, Place 7

## **PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES**

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**Wednesday, June 12, 2019**

**6:30 p.m.**

**Manor City Hall – Council Chambers  
105 E. Eggleston Street**

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### **COMMISSIONERS**

#### **PRESENT:**

Place 1: Julie Leonard  
Place 2: Jacob Hammersmith  
Place 3: Gil Burrell  
Place 5: Lian Stutsman, Vice-Chair  
Place 6: Keith Miller  
Place 7: Bill Myers, Chairperson

#### **ABSENT:**

Place 4: Mike Burke

### **CITY STAFF PRESENT:**

Scott Dunlop – Assistant Development Director

### **REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning Commission present, the regular session of the Manor Planning and Zoning Commission was called to order by Chairperson Myers at 6:30 p.m. on Wednesday, June 12, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

### **PUBLIC COMMENTS**

No one appeared to speak at this time.

## CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Commission and action will be taken in one motion. There will be no separate discussion of these items unless requested by a Commission Member; in which event, the item will be removed from the consent agenda and considered separately.

- 1. Consideration, discussion, and possible action on denying a Concept Plan for Manor RV Addition, three (3) on 31 acres, more or less, located at 13119 US Hwy 290 East, Manor, TX. Applicant: Kimley-Horn & Assoc. Owner: Gordon Weir.**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Vice-Chair Stutsman, the Planning and Zoning Commission voted five (5) For and none (0) Against to deny as submitted agenda item 1. The motion carried unanimously.

Commissioner Leonard arrived at 6:33 PM

## PUBLIC HEARINGS

- 2. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

Chairperson Myers opened the public hearing.

No one appeared to speak at this time.

**MOTION:** Upon a motion made by P&Z Vice-Chair Stutsman, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to close the public hearing. The motion carried unanimously.

Staff spoke that a Master Land Use plan for this development was under consideration as part of the EntradaGlen PID discussions with the City Council and any rezoning of the property should be consistent with an approved Master Land Use plan so therefore postponement was recommended until that plan could be approved by the City Council.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to postpone a rezoning

request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) until the July 10<sup>th</sup> Planning and Zoning Commission meeting. The motion carried unanimously.

**3. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). Applicant: Pape Dawson Owner: Las Entradas Development Corporation**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

Chairperson Myers opened the public hearing.

Chris Rogers, Pape-Dawson Engineers representing the developer, spoke in support of the request before the Commission.

Staff spoke that the proposed minor auto repair facility would be an acceptable use of the property but should be accomplished through modifications to the existing C-1 zoning because C-2 Medium Commercial zoning also allows other non-compatible uses as well as outdoor storage and business activities to occur outside the confines of a structure, which would also not be compatible with the surround uses.

Commissioner Burrell spoke that he supports the rezoning request because the new business will increase sales tax revenue.

**MOTION:** Upon a motion made by P&Z Vice-Chair Stutsman, and seconded by P&Z Commissioner Hammersmith, the Planning and Zoning Commission voted six (6) For and none (0) Against to close the public hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by P&Z Commissioner Burrell, and seconded by P&Z Commissioner Hammersmith, the Planning and Zoning Commission voted three (3) For and three (3) Against to recommend approval of a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). The motion failed.

**4. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). Applicant: AAA Storage LLC Owner: AAA Storage LLC**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

Chairperson Myers opened the public hearing.

No one appeared to speak at this time.

Staff spoke that this property was annexed into the City in 2017 and had a site plan under review with Travis County to construct a storage unit business. As a vested use, the property owner did not need to rezone the property from Interim Agricultural to a commercial designation. However, sign permits are not vested and based on current zoning. An application for on-site signs was denied because Agricultural zoning does not permit the signs applied for. The property owner was informed to apply for a rezoning.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to close the public hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Commissioner Leonard, the Planning and Zoning Commission voted five (5) For and one (1) Against to recommend approval of a rezoning request for 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). The motion carried.

**5. Public Hearing and First Reading: Consideration, discussion and possible action on a rezoning request for 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Applicant: Callaway Architecture Owner: Pilot and Legacy Opportunity Fund, LLC**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

Chairperson Myers opened the public hearing.

Lane Beene, Pilot Legacy Equity Group, spoke in support of the request before the Commission.

John Taylor, Callaway Architecture, spoke in support of the request before the Commission.

John Taylor gave a presentation on the proposed apartment complex.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to close the public hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by P&Z Vice-Chair Stutsman, and seconded by P&Z Commissioner Hammersmith, the Planning and Zoning Commission voted six (6) For and none (0) Against to recommend approval of a rezoning request for 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). The motion carried unanimously.

## REGULAR AGENDA

### **6. Consideration, discussion, and possible action on the Planning and Zoning Commission Minutes of the May 8<sup>th</sup> 2019 Regular Meeting.**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by P&Z Commissioner Burrell, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to approve the May 8, 2019 Planning Commission meeting minutes. The motion carried unanimously.

### **7. Consideration, discussion, and possible action on a Setback Waiver for Lot 10, Block 6, Town of Manor, locally known as 109 West Brenham to allow for a 10-foot rear setback. Applicant: Daniel Ramirez Owner: Daniel Ramirez**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by P&Z Commissioner Hammersmith, and seconded by P&Z Commissioner Stutsman, the Planning and Zoning Commission voted six (6) For and none (0) Against to approve a Setback Waiver for Lot 10, Block 6, Town of Manor, locally known as 109 West Brenham to allow for a 10-foot rear setback. The motion carried unanimously.

### **8. Consideration, discussion, and possible action on a Setback Waiver for Lot 5, Block 34, Town of Manor, locally known as 501 Jessie Road to allow for a 10-foot rear setback. Applicant: Adrian Barbosa Owner: Adrian Barbosa**

Scott Dunlop, Assistant Development Director, was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by P&Z Vice-Chair Stutsman, and seconded by P&Z Commissioner Miller, the Planning and Zoning Commission voted six (6) For and none (0) Against to approve a Setback Waiver for Lot 5, Block 34, Town of Manor, locally known as 501 Jessie Road to allow for a 10-foot rear setback. The motion carried unanimously.

## ADJOURNMENT

The Regular Session of the Manor Planning and Zoning Commission adjourned at 7:06 p.m. on Wednesday, June 12, 2019.

These minutes approved by the Planning and Zoning Commission on the 10<sup>th</sup> day of July, 2019

**APPROVE:**

**ATTEST:**

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Bill Myers,  
Chairperson

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Scott Dunlop,  
Assistant Development Director



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Setback Waiver for Lot 13, Block 13, Town of Manor, locally known as 215 East Burton Street, Manor, TX to allow for a 20 foot front setback and a 10 foot rear setback.

Applicant: Calida Reyes Owner: Calida Reyes.

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**BACKGROUND/SUMMARY:**

The applicant is proposing to construct a single family home and requires additional buildable area to accommodate the required home size.

PRESENTATION: ☐YES ☐NO

ATTACHMENTS: ☐YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐NO

Setback Waiver

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the Planning Commission approve a Setback Waiver for Lot 13, Block 13, Town of Manor, locally known as 215 East Burton Street, Manor, TX to allow for a 20 foot front setback and a 10 foot rear setback.

PLANNING & ZONING COMMISSION: ☐RECOMMENDED APPROVAL ☐DISAPPROVAL ☐NONE



## SETBACK WAIVER REQUEST

On approval by the Planning Commission, lots platted prior to 1980 having approximately 5,750 square feet of lot area may request approval of reduced setbacks from one or more of the setback requirements for the zoning district. The Commission shall consider the adjoining lot uses to determine whether reduction of the setback requirements is appropriate. Upon approval of building plans, the setbacks may be not less than 5 foot side yard, 10 foot rear yard and 15 foot street side yard setback and 20 foot front yard setback. Lots owned by the same person may be combined into one building site.

*City of Manor Code of Ordinance, Chapter 14, Exhibit A, Article II, Section 20(j)(2)*

### Applicant Contact Information

Name: Colinda Reyes  
Address: PO BOX 297  
Phone Number: 507-581-6539 Email: info@eclemodels.com

### Property Information

Address: 215 E Burton St, Manor, TX, 78653  
Lot: 13 Block: 13  
Zoning District: R-1 Single Family  
Requested Front Setback: 20 feet  
Requested Rear Setback: 10 feet  
Requested Side Setback: 5 feet

C  
Applicant Signature

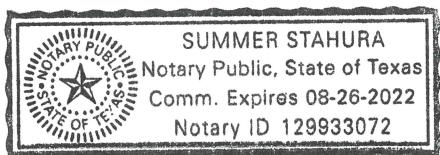
6/20/19  
Date

Setback Waiver Request

STATE OF TEXAS                    §  
COUNTY OF Travis                    §

**BEFORE ME** the undersigned authority on this day personally appeared Calida Reyes, Owner of the Property, and acknowledged that s/he is fully authorized to execute the foregoing document and that s/he executed such document for the purposes and consideration therein expressed and in the capacity therein stated.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the 20<sup>th</sup> day of June, 2019.



Summer Stahura  
Notary Public - State of Texas

**PASSED AND APPROVED** on this the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
William Myers,  
Chairperson

**ATTEST:**

\_\_\_\_\_  
Scott Dunlop  
Assistant Development Director

After recording return to:  
Development Services Dept.  
City of Manor  
105 East Eggleston St.  
Manor, TX 78653



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Coordinated Sign Plan for Lot 2, Manor Storage Subd., locally known as 12421 US Hwy 290 East. Applicant: Jason Straseske Owner: Manor Plaza, LLC

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### BACKGROUND/SUMMARY:

This coordinated sign plan is for the multi-tenant building where HT Fitness is located. There are 4 additional tenant lease spaces as part of the plan. The allowable square footage in this CSP is in line with and below what would be allowed if this were a single tenant building. The CSP allows roughly 289 sf of signage while the building if it were a single tenant would permit 375 sf, an 86 sf reduction.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Coordinated Sign Plan

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the Planning Commission approve a Coordinated Sign Plan for Lot 2, Manor Storage Subd., locally known as 12421 US Hwy 290 East.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

# Manor Plaza, LLC

**12421 Hwy 290 E.  
Manor, TX 78653**

Sign Plan Prepared for Developer, Manor Plaza, LLC

**CLIENT:**  
Manor Plaza, LLC

12421 Hwy 290 E  
Manor, TX 78653

**DATE:**  
06/24/2019

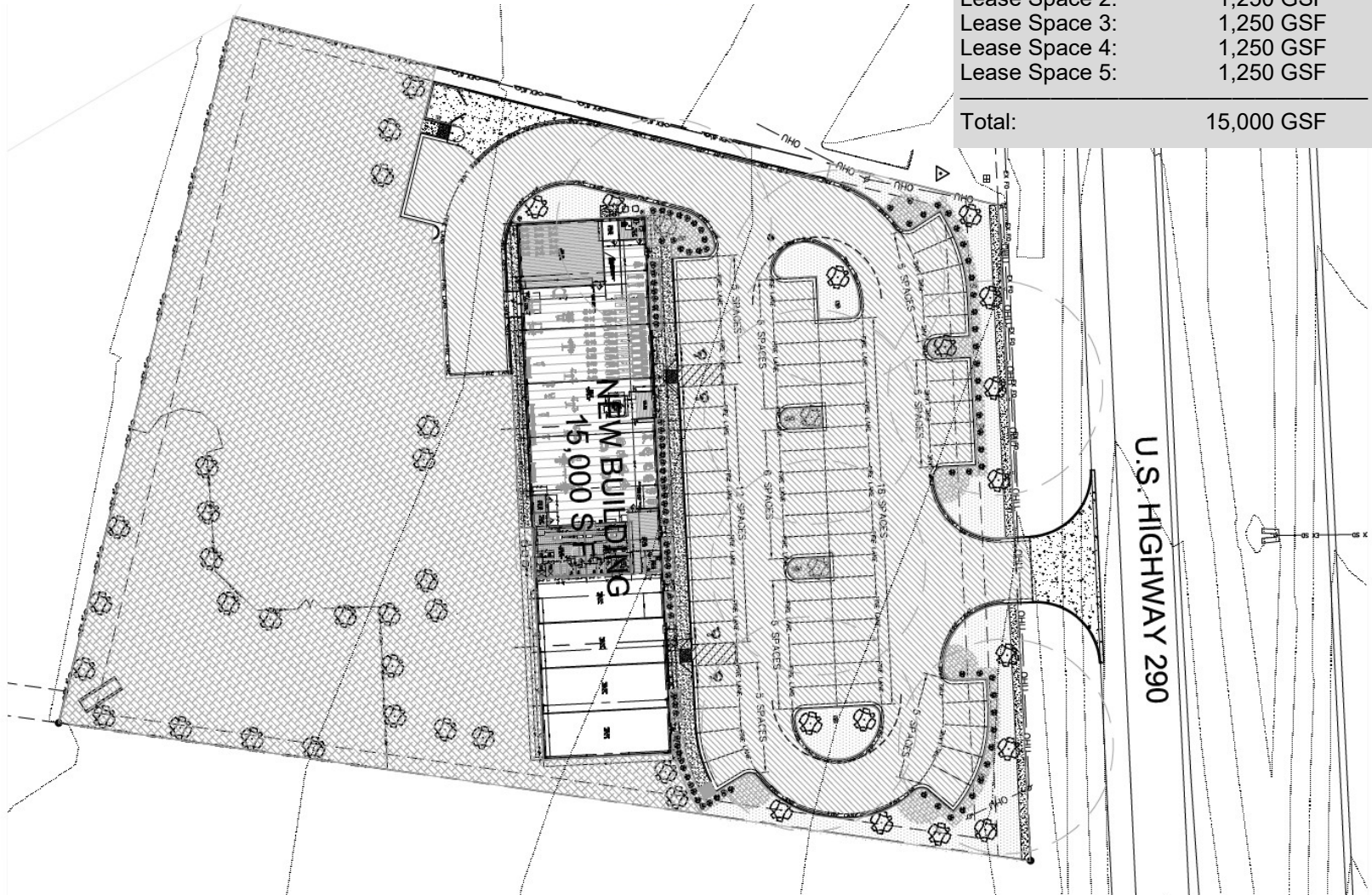
**CLIENT  
APPROVAL:**

**LANDLORD  
APPROVAL:**

**Site Summary:**

Lease Space 1:	10,000 GSF
Lease Space 2:	1,250 GSF
Lease Space 3:	1,250 GSF
Lease Space 4:	1,250 GSF
Lease Space 5:	1,250 GSF

Total:	15,000 GSF
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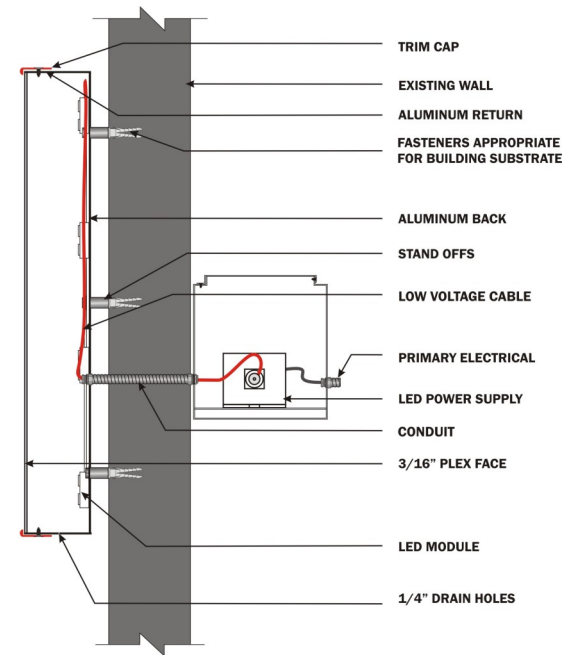
**CLIENT  
APPROVAL:**

**LANDLORD  
APPROVAL:**

## **A /** Primary Tenant Sign Example

Fabricate and install one (1) set of front lit acrylic face channel letters to UL specifications.

- .090 aluminum backer panel finished in MP (90% black)
- .063 aluminum backs (white)
- .040 aluminum returns (white)
- 1 inch trimcap (per tenant art)
- 3/16 plex overlaid with vinyl to match artwork (per tenant art)
- Illumination: LED (white)
- Letters and backer panel to be mounted on a 2" x 7" wireway



W: 23' -10"

Logo Height  
No Greater than: 6'0"



Letter Height:  
No Greater than: 3'-7"

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**CLIENT  
APPROVAL:**

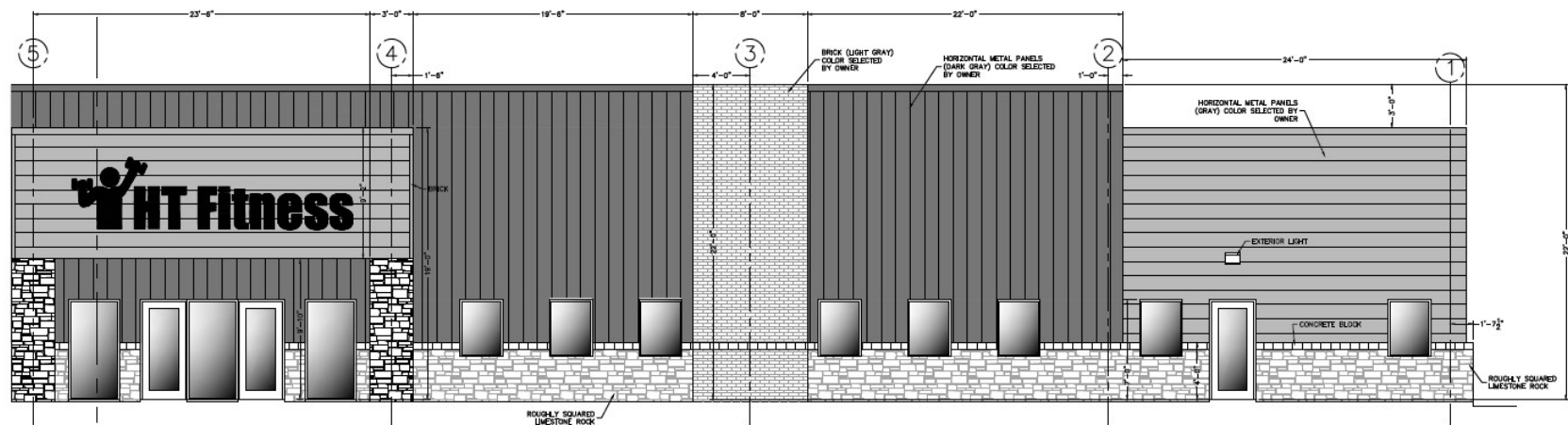
**LANDLORD  
APPROVAL:**

## Primary Tenant Sign Example

Day View Mockup



Night View Mockup





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Manor Plaza, LLC

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Manor, TX 78653

**DATE:**  
06/24/2019

**CLIENT  
APPROVAL:**

**LANDLORD  
APPROVAL:**

**Installation Note:**

Power to the signs must be done by a licensed electrical contractor or licensed electrician. Each sign must have: 1) a minimum of one dedicated 120V 20A circuit; 2) junction box installed within 6 feet of the sign; 3) three wires: line, ground and neutral.

TECL 18581—  
Regulated by the  
Texas Department of  
Licensing and Regu-  
lation, P.O. Box  
12157, Austin, TX  
78711, 1-800-803-  
9202, 512-463-6599,  
[www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)

**C / Unit Number RTA Vinyl**

Fabricate and install five (5) sets of vinyl

- 1 set per suite, front and back
- 3" copy, century schoolbook font
- White vinyl, front door; black reflective vinyl, back door

Copy required:  
100, 200, 300, 400, 500

H: 3" | 100 100 | H: 3"



AGENDA ITEM NO. <sup>6</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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#### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the resignation of Planning and Zoning Commissioner Place 3 Gil Burrell.

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#### BACKGROUND/SUMMARY:

Commission Burrell was appointed to the City Council to fill a vacancy.

PRESENTATION: ☐YES ☐NO

ATTACHMENTS: ☐YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐NO

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#### STAFF RECOMMENDATION:

It is City staff's recommendation that the Planning Commission approve the resignation of Planning and Zoning Commissioner Place 3 Gil Burrell.

PLANNING & ZONING COMMISSION: ☐RECOMMENDED APPROVAL ☐DISAPPROVAL ☐NONE



AGENDA ITEM NO. 7

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 10, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the resignation of Planning and Zoning Commissioner Place 4 Mike Burke.

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### BACKGROUND/SUMMARY:

Commission Burke has a new job assignment that will prevent from regularly attending meetings.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the Planning Commission approve the resignation of Planning and Zoning Commissioner Place 4 Mike Burke.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE