Rita G. Jonse, Mayor
Gene Kruppa, Place 1
Maria Amezcua, Place 2
Anne Weir, Mayor Pro Tem, Place 3
Zindia Pierson, Place 4
Deja Hill, Place 5
Todd Shaner, Place 6

CITY COUNCIL
CALLED SPECIAL SESSION
AGENDA

Wednesday, November 14, 2018	**7:00 p.m.**	**Manor City Hall – Council Chambers** **105 E. Eggleston Street**

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PROCLAMATION

Declaring the week of November 12-16, 2018, as "National Hunger and Homeless Awareness Week"

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 Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. ***No Action May be Taken by the City Council During Public Comments***

CONSENT AGENDA

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

1. Consideration, discussion, and possible action to approve the City Council Minutes of the November 7, 2018, Regular Meeting — Lluvia Tijerina, City Secretary

2. Consideration, discussion, and possible action on the acceptance of the October 2018 Departmental Reports: — Thomas Bolt, City Manager

   - Police – Ryan Phipps, Chief of Police
   - Development Services – Scott Dunlop, Assistant Dev. Services Director
   - Community Development – Sammie Hatfield, Comm. Dev. Manager
   - Municipal Court – Sarah Friberg, Court Clerk
   - Public Works – Mike Tuley, Director of Public Works
   - Finance – Lydia Collins, Director of Finance

3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas. **Applicant:** Kimley-Horn Associates. **Owner:** Sky Village Kimbro Estates LLC. — Scott Dunlop, Assistant Development Services Director

4. Consideration, discussion, and possible action on a resolution authorizing the acceptance of the grant award through the U.S. department of justice office for victims of crime; and authorization the City Manager to act as the grantee's authorized official in all matters pertaining to the city's participation in the law enforcement-based direct victim services program. — Samantha J. Montemayor, Victim Services Coordinator

5. Consideration, discussion, and possible action on City owned equipment and fleet to be auctioned off. — Anthony Valchar, Streets/Parks Superintendent

PUBLIC HEARING

6. Public Hearing: Consideration, discussion, and possible action on a proposal to increase total water/wastewater revenues from residential and commercial customers of the City of Manor, Texas. — Thomas Bolt, City Manager

7. Public Hearing and First Reading: Consideration, discussion, and possible action on an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). **Applicant**: Hans Lorange, Real People Homes, Inc. **Owner**: Hans Lorange. — Scott Dunlop, Assistant Development Services Director

8. Public Hearing: Consideration, discussion and possible action on a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E and Old Kimbro Road, Manor, TX. **Applicant**: Kimley-Horn & Associates. **Owner**: Sky Village Kimbro Estates LLC. — Scott Dunlop, Assistant Development Services Director

REGULAR AGENDA

9. Consideration, discussion and possible action on the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Marcos Chavez. Owner: Marcos Chavez.	Scott Dunlop, Assistant Development Services Director
10. Consideration, discussion and possible action on a resolution setting a public hearing under Section 311.003 of the Texas Tax Code for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land generally located along Highway 290, east of Bois D Arc Road, south of Kimbro West Road and west of FM 1100 and being located within the corporate limits of the City of Manor, authorizing the issuance of notice by the City Secretary regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan.	Thomas Bolt, City Manager
11. Consideration, discussion, and possible action on a resolution establishing a Public Improvement District (PID) Underwriting pool for the City of Manor.	Thomas Bolt, City Manager
12. Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law Requirements Section 351.101.	Thomas Bolt, City Manager
13. Consideration, discussion, and possible action to close City Offices from 12:00 p.m. to 2:00 p.m. on Friday, December 7, 2018.	Thomas Bolt, City Manager

ADJOURNMENT

In addition to any executive session already listed above, the City Council 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, November 9, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/Lluvia Tijerina/, TRMC
City Secretary for the City of Manor, Texas

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*

PROCLAMATION

WHEREAS, for over 26 years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness Week; and

WHEREAS, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Travis County for very low-income residents; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are many organizations committed to sheltering and providing supportive services as well as meals and food supplies to people experiencing homelessness including:

Manor ISD, Manor School Board Members, Salvation Army, Life Works, Foundation for the Homeless, Family With Voices, Intrical Care, Project Hope- Manor ISD- Parent Engagement, Manor Counselors and Social Workers, Communities in Schools, SAFE Austin, Manor ISD Partnership, Wellness, and Foundation: Manor's Faith based Alliance, Manor Food Service, Manor Transportation, People's Community Clinic-Manor; Manor Chamber of Commerce, Manor Education Foundation, Manor College, Career, and Military Readiness, Advocacy Outreach, Manor East Rural, Goodwill , Texas Homeless Education Office, Region 13- Homeless Services, and the Manor City Council; and

WHEREAS, the theme of National Hunger and Homelessness Awareness Week in Manor ISD and Manor, Texas is "Sock It to Hunger and Homeless Awareness Week 2018", with plans to culminate the event on Monday, November 26, 2018 at 5:15pm, prior to the Manor ISD regular called school board meeting; and

WHEREAS, the Project Hope-Manor ISD recognize that hunger and homelessness continue to be a serious problem for many individuals and families in Manor ISD and Travis County, it is imperative that we acknowledge the week, but make plans to work on this agenda all year long; and

WHEREAS, the intent of National Hunger and Homelessness Awareness Week is consistent with the activities of Manor ISD – Project Hope.

NOW, THEREFORE, I Rita G. Jonse, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim the week of November 12-16, 2018, as:

"NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK"

in the City of Manor and I encourages all citizens to recognize that many people do not have housing and need support from citizens, and private/public nonprofit service entities.

PROCLAIMED this the 14th day of November 2018

_____

Rita G. Jonse, Mayor
City of Manor

AGENDA ITEM NO. 1

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the November 7, 2018, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐**YES** ■**NO**

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

November 7, 2018, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the November 7, 2018, Regular Meeting.

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

CITY COUNCIL
REGULAR SESSION MINUTES
NOVEMBER 7, 2018

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gene Kruppa, Place 1 (Absent)
Maria Amezcua, Place 2
Anne R. Weir, Mayor Pro Tem, Place 3
Zindia Pierson, Place 4 (Absent)
Deja Hill, Place 5
Todd Shaner, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Lydia Collins, Director of Finance
Frank Phelan, P.E, City Engineer
Veronica Rivera, Legislative and General Counsel

Draft Minutes

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Jonse at 7:00 p.m. on Wednesday, November 7, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Jonse, Frank Phelan P.E, City Engineer, led the Pledge of Allegiance.

PRESENTATION

Presentation of the Manor Bronze Award to the City of Manor for becoming a Certified Scenic Texas City.

At the request of City Manager Bolt, Assistant Dev. Services Director Dunlop discussed the requirements and qualifications of the Scenic City Certification Program. He stated the City of Manor had met all requirements to become a Texas Scenic City and was awarded the Bronze Award for 2018-2023.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the October 17, 2018, Regular Meeting.**

2. **Consideration, discussion, and possible action on a contract renewal with TLC Office Systems and the City of Manor for copier services.**

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua, the Council voted five (5) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

PUBLIC HEARINGS

3. **<u>Public Hearing</u>: Consideration, discussion and possible action on the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Marcos Chavez. Owner: Marcos Chavez.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor locally known as 209 North Lexington Street, from Single Family (R-1) to Neighborhood Business (NB).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt discussed the proposed rezoning ordinance.

Juan Vasquez, 110 W. Eggleston St., Manor, Texas, spoke before City Council in opposition of this item. He stated his concerns regarding privacy, traffic, and parking issues for the property.

Diana Gerline, 110 W. Eggleston St., Manor, Texas, spoke before City Council in opposition of this item. She stated her concerns regarding the business hours of operation and parking issues for the property.

The discussion was held regarding the use of the property.

Draft Minutes

City Manager Bolt discussed the commercial zoning request and stated there would be limitations and requirements for the parking construction.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Shaner the Council voted five (5) For and none (0) Against to postpone the item until additional information is provided regarding the requirements for onsite parking. The motion carried unanimously.

4. **<u>Public Hearing:</u> Consideration, discussion, and possible action on the first reading of an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas. Applicant: Kimley-Horn Associates. Owner: Sky Village Kimbro Estates LLC.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Sean Compton with TBG Partners discussed the PUD Plan and Design Guidelines for Manor Heights PUD.

Mr. Compton discussed the key features of the project regarding major roadways connections for the development.

The discussion was held regarding the timeline of the project.

The discussion was held regarding the emergency access points of the development.

Council Member Hill inquired if the development was on a floodplain. Mr. Compton stated a portion of the property was in the floodplain but specified there would be no development on the floodplain.

Draft Minutes

David Patrick, 14805 Bois D'Arc Lane., Manor, Texas, spoke before City Council regarding the site plan of the development.

Brett Burke, Project Manager with Kimley-Horn discussed the roadway development for Manor Heights.

Mr. Patrick expressed his concerns with the development of the roadways.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Hill the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Shaner the Council voted five (5) For and none (0) Against to approve the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). The motion carried unanimously.

5. <u>Public Hearing</u>: Consideration, discussion, and possible action on a proposal to increase total water/wastewater revenues from residential and commercial customers of the City of Manor, Texas.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

6. <u>Public Hearing:</u> Consideration, discussion, and possible action on the creation of a Public Improvement District- Manor Heights.

Talley Williams with Metcalfe Wolff Stuart & Williams, LLP, presented the attached Power Point Presentation.

Ms. Williams discussed the following:
- District Boundary Map
- Manor Heights Project Overview
- PID Financing Benefit for Homeowners
- PID Policy Requirements

Patrick Bourne with DPFG Development Planning & Financing Group, Inc., discussed the following:
- Average home price in Manor Heights
- Total equivalent tax rate
- Minimum appraised value to lien ratio of 3:1
- Manor Heights Key PID Terms
- Manor Heights Project Costs

Draft Minutes

The discussion was held regarding the average annual payment installments for residents.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:51 p.m. Wednesday, November 7, 2018, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to *Section 551.017 and Section 551.087, Texas Government Code to deliberate an offer of financial and economic development incentive,* at 7:51 p.m., on Wednesday, November 7, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:59 p.m. on Wednesday, November 7, 2018.

OPEN SESSION

The City Council reconvened into Open Session to take action as determined appropriate in the City Council's discretion regarding an offer of financial and economic development incentive at 8:59 p.m. on Wednesday, November 7, 2018, in the Council Chambers of the Manor City Hall.

Mayor Jonse opened the floor for action to be taken on the items discussed in the Executive Session.

REGULAR AGENDA

7. A) Consideration, discussion, and possible action on a Resolution creating a Public Improvement District – Manor Heights.

B) Consideration, discussion, and possible action on an Agreement Regarding the Dissolution of the Manor Heights Public Improvement District.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve Resolution 2018-10 creating a Public Improvement District – Manor Heights. Council Member Hill voted against. The motion carried.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve the Agreement Regarding the Dissolution of the Manor Heights Public Improvement District. Council Member Hill voted against. The motion carried.

Draft Minutes

8. Consideration, discussion, and possible action on a development agreement regarding Manor Heights.

City staff's recommendation was that the City Council approve the development agreement regarding Manor Heights.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve the development agreement regarding Manor Heights. Council Member Hill voted against. The motion carried.

9. Consideration, discussion, and possible action on an award of a contract addendum for professional services for the FY 2018 Capital Metro BCT Paving Improvements Project.

The City staff's recommendation was that the City Council award a contract addendum to Jay Engineering Company Inc. for design, bidding and construction phase services for the FY 2018 Capital metro BCT Paving Improvements Project.

City Engineer Phelan discussed the BCT Program and the FY 2018 Capital Metro BCT Paving Improvement Project.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to award a contract addendum to Jay Engineering Company Inc. for design, bidding and construction phase services for the FY 2018 Capital metro BCT Paving Improvements Project. The motion carried unanimously.

10. Consideration, discussion, and possible on action on a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements. Applicant: Imtiaz Uddin. Owner: Imtiaz Uddin.

The City staff's recommendation was that City Council approve a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Imtiaz Uddin, 203 W. Parson St., Manor, Texas, spoke before City Council regarding the waiver request for the site development requirements.

Draft Minutes

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Weir, the Council voted five (5) For and none (0) Against to approve a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:13 p.m. on Wednesday, November 7, 2018.

These minutes approved by the Manor City Council on the 14th day of November 2018.

APPROVED:

_____
Rita G. Jonse
Mayor

ATTEST:

_____
Lluvia Tijerina, TRMC
City Secretary

Draft Minutes

Manor Heights
Public Improvement District
Manor City Council
November 7, 2018

LEGEND

PROPERTY INCLUDED IN THE PID

PID BOUNDARY LINE

VICINITY MAP

District Boundary Map

Manor Heights
Project Overview

- **Planned Land Uses:**
  - **1,226 single family detached residential units**
  - **370 medium density units**
  - **237,124 square feet commercial development**

- **Projected Economic Impact:**
  - **Estimated future assessed value at buildout > $491 million**
  - **Annual ad valorem revenues at buildout to City of Manor, net of proposed TIRZ, are estimated to be approximately $3.0 million**
  - **Annual ad valorem revenues at buildout to Manor ISD are estimated to be approximately $8.7M**
  - **Annual ad valorem revenues at buildout to other taxing jurisdictions are estimated to be $3.8 million**

Manor Heights

How Does a PID Financing Benefit Homeowners?

- **Provides efficient funding source for public benefits**
- **Ensures higher quality community standards**
- **Cost certainty**
- **Finite life of PID**
- **Ultimate flexibility because of prepayment options**
- **Increased property values do not increase assessment costs**
- **No impact on "my home" or "my property" by actions of others**
- **Full disclosure of presence and cost of PID**

PID Policy Requirement	How Manor Heights meets or exceeds requirement
The project must include improvements that enhance the City's master plan, including the City's thoroughfare plan and water and wastewater plans (improvements must exceed current subdivision regulations) and advance the City's trail and park plans.	▪ Construction of a 0.375 mgd wastewater plant that will open the entire Cottonwood Creek watershed (possibility of expansion of WWTP based on recommendation by City engineer) ▪ Construction of a Mad 4 Roadway that will provide a connection from Hwy. 290 to the project's northern boundary. (Per TIA - only a residential collector is required) ▪ Construction of Primary Collector Roadway Shown on City Thoroughfare plan ▪ Extension/Upsizing of Waterline east on Hwy. 290 ▪ Upsizing of water utilities (Project would only require 8"-10" line. Project is providing 12" trunk lines to allow development to the north and west of property to open up) ▪ The proposed bend in the MAD-4 to the east shifts views away from the noxious land use located off-site, thereby enhancing the perceived land values in Manor.

PID Policy Requirement	How Manor Heights meets or exceeds requirement
Preference will be given to high quality projects that exceed the City's subdivision requirements for overall design, building standards and amenities with enhanced landscaping and appealing architecture throughout.	▪ Enhanced architectural design standards set by the PUD. ▪ Enhanced park and open space improvements, including pocket parks, trailheads, shaded picnic areas and continuous trail network organized with well distributed pedestrian and vehicular accessibility. ▪ Superior street design.

PID Policy Requirement	How Manor Heights meets or exceeds requirement
Preference will be given to mixed use projects that include a mix of residential and commercial uses.	Project contains a mix of housing types and includes commercial along Hwy 290. (248 acres of single family, 47 acres of Medium Density, 20 acres of C-2, 4 acres of neighborhood business)

PID Policy Requirement	How Manor Heights meets or exceeds requirement
Signage at major entryways and exits regarding PID	Signage notifying residents/potential residents of the PID will be provided at all major entryways and exits.

PID Policy Requirement	How Manor Heights meets or exceeds requirement
Preference will be given to projects where an average home price is expected to exceed other surrounding new home community pricing by $30,000.	

Community	Avg. Base Sales Price
Presidential Heights	$ 223,490
Presidential Glen	223,400
Presidential Meadows	204,495
Average	$ 217,128
Manor Heights	$ 278,000
Manor Heights Additional Sales Price	**$ 60,872**

PID Policy Requirement	How Manor Heights meets or exceeds requirement
The annual PID installment shall not exceed an amount that increases the expected total equivalent tax rate upon buildout above $3.26. per $100 of assessed value	Targeting a $3.20 tax rate.

PID Policy Requirement	How Manor Heights meets or exceeds requirement
Minimum appraised value to lien ratio of 3:1	Value to lien ration will be 3:1 or better.

Manor Heights

Key PID Terms

• Proposed total equivalent tax rate including PID annual installment	$3.20/$100 AV
• Maximum PID Bond Authorization	$30 million
• Minimum appraised value to lien ratio at bond issue	3:1
• Term of bonds	30 years
• Maximum years of capitalized interest	2 years
• Estimated Project costs	$36 million
• Average annual PID installment per unit	$565 - $897

Manor Heights

Project Costs

Project Facilities	Funding Mechanism	Amount ($ millions)
Water Line Project	Water Impact Fees	$ 1.2
Offsite Water Improvements	TIRZ	$ 0.5
	PID	$ 0.3
	Water Impact Fees	$ 0.1
Wastewater Line Project	Wastewater Impact Fees	$ 0.5
MAD 4 Roadway/Collector Roadway	TIRZ	$ 3.3
	PID	$ 4.8
Offsite Wastewater Improvement (save and except the Plan)	Wastewater Impact Fees	$ 3.3
Plant	PID - first phase	$ 5.5
	TIRZ - second phase	$ 1.1
	Wastewater Impact Fees - second phase	$ 1.3
Enhanced Landscaping	TIRZ	$ 14.0
Total		**$ 36.0**

QUESTIONS FOR DISCUSSION

AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the October 2018 Departmental Reports.

BACKGROUND/SUMMARY:

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Assistant Dev. Services Director
- Community Development – Sammie Hatfield, Comm. Dev. Manager
- Municipal Court – Sarah Friberg, Court Clerk
- Public Works – Mike Tuley, Director of Public Works
- Finance – Lydia Collins, Director of Finance

PRESENTATION: ☐YES ■NO

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

October 2018 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the October 2018 Departmental Reports.

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

Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting: 11/14/2018

October 2018

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1403	1393	0.7↑	Patrol Car Rental
Average CFS per day	45.2	44.9	0.7↑	Last Month $ 4792.50
Open Cases	23	26	11.5↓	YTD $ 33451.50
Charges Filed	50	61	18↓	
Alarm Responses	33	23	43↑	
Drug Cases	10	12	16↓	
Family Violence	13	7	85↑	
Arrests Fel/Misd	17Fel/33Misd	6Fel/55 Misd	183Fel↑/40Misd↓	
Animal Control	24	15	60↑	
Traffic Accidents	47	42	12↑	
DWI Arrests	14	8	75↑	
Traffic Violations	443	463	4↓	
Impounds	136	DNA	DNA	
Ordinance Violations	23	21	9↑	
Victim Services cases	36	DNA	DNA	
Total Victims Served	40	DNA	DNA	
Seizures	DNA	DNA	DNA	
Laboratory Submissions	9	2	350↑	

Notes:

***DNA- DATA NOT AVAILABLE**

DEVELOPMENT SERVICES DEPARTMENT REPORT

PROJECT VALUATION AND FEE REPORT

October 1-31, 2018

	Description	Projects	Valuation	Fees	Detail
	Commercial Sign	2	$64,800.00	$547.00	
	Commercial Plumbing	1	$3,500.00	$172.00	
	Commercial Irrigation	1	$25,000.00	$172.00	
	Commercial Swimming Pool	1		$564.00	Pr. Heights Swimming Pool
	Commercial Accessory	1	$19,000.00	$167.00	Manor Commons Pavillion
	Educational New	1	$3,859,367.40	$25,449.00	New Tech HS Field House
	Residential Addition	1	$5,000.00	$108.40	
	Residential Deck/Patio	2	$3,400.00	$210.00	
	Residential Driveway	2	$6,300.00	$194.00	
	Residential Electric	2	$25,108.75	$214.00	
	Residential Foundation	1	$43,450.00	$97.00	
	Residential Irrigation	9	$22,800.00	$963.00	
	Residential New	41	$11,770,227.45	$218,684.60	
	Residential Plumbing	2	$2,245.00	$214.00	
	Residential Remodel/Repair	1	$10,000.00	$217.00	
	Totals	68	$15,860,198.60	$247,973.00	

Total Certificate of Occupancies Issued: 58

Total Inspections(Comm & Res): 946

Tom Bolt, City Manager

CITY OF MANOR EST. 1872 TEXAS

October 2018

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR

Project Valuation and Fee Report

Development Services Department

CITY OF MANOR, TEXAS

FISCAL YEAR 2017 - 2018

Description	Projects 17-18	Projects 16-17	Percentage Difference	Valuation 17-18	Fees 17-18
Building Permits					
Commercial Accessory Bldg	2	1	100%	$181,000.00	$107.00
Commercial Addition	1	0	-	$245,779.52	$2,115.60
Commercial Demolition	1	0	-	$140,000.00	$392.00
Commercial Electrical	6	10	-40%	$106,775.00	$7,409.50
Commercial Irrigation	4	12	-67%	$46,990.00	$766.00
Commercial Mechanical	1	5	-80%	$8,469.00	$0.00
Commercial New Build	12	3	300%	$8,225,534.08	$143,824.25
Commercial New Shell	1	1	0%	$1,000,000.00	$8,570.00
Commercial Plumbing	2	4	-50%	$2,214.00	$342.00
Commercial Remodel	5	0	-	$76,500.00	$2,254.00
Commercial Sign	20	22	-9%	$198,829.50	$5,395.86
Commercial Swimming Pool	0	2	-100%	$0.00	$0.00
Commercial Tenant Finish Out	6	8	-25%	$1,355,917.43	$8,915.05
Educational Addition	3	1	200%	$12,495,648.08	$70,409.54
Educational Remodel/Repair	2	2	0%	$3,671,955.00	$28,215.69
Moving a Structure	0	1	-100%	$0.00	$0.00
Multi-family New	18	0	-	$29,492,550.80	$62,890.20
Residential Accessory Bldg	6	13	-54%	$15,700.00	$744.00
Residential Addition	1	0	-	$20,000.00	$668.20
Residential Deck/Patio	17	11	55%	$76,680.32	$2,975.00
Residential Demolition	2	3	-33%	$650.00	$204.00
Residential Driveway	1	1	0%	$2,000.00	$97.00
Residential Electrical	32	17	88%	$453,821.75	$3,432.00
Residential Foundation Repair	4	4	0%	$35,391.00	$386.00
Residential Irrigation	105	47	123%	$260,110.75	$11,095.00
Residential Mechanical/HVAC	10	16	-38%	$55,243.00	$1,165.00
Residential New	558	589	-5%	$143,927,683.01	$3,271,505.44
Residential Plumbing/Gas	37	30	23%	$89,700.50	$4,132.00
Residential Remodel	6	8	-25%	$187,100.00	$2,588.00
Residential Swimming Pool	6	2	200%	$277,689.00	$1,785.00
Right-of-Way	1	1	0%	$0.00	$502.00
Temporary Sign	0	1	-100%	$0.00	$0.00
Planning & Zoning					
Conditional Use	3	4	-25%	-	$1,837.00
Site Plan	16	15	7%	-	$15,961.78
Special Use	0	1	-100%	-	$0.00
Subdivision	-	-	-	-	-
Concept Plan	2	5	-60%	-	$18,277.00
Preliminary Plan	2	8	-75%	-	$58,996.00
Construction Plan	13	10	30%	-	$570.00
Testing	8	7	14%	-	$276,066.24
Final Plat	9	14	-36%	-	$53,457.00
Amended Plat	1	0	-	-	$959.00
Short Form Final Plat	2	5	-60%	-	$2,778.00
Zoning	19	12	58%	-	$4,111.82
Totals	**945**	**896**	**5%**	**$202,649,931.74**	**$4,075,899.17**

Total Certificates of Occupancy Issued:	**593**	399	49%
Total Inspections (Comm & Res):	**14,079**	10,410	35%
Tom Bolt, City Manager			

FY 17-18 **valuation increased 30%** over FY 16-17 ($60,842,685.78) and FY 17-18 **fees decreased 7%** over FY 16-17 (- $269,406.05)

MEMO

To: Mayor and City Council Members

From: Sammie Hatfield, Community Development Manager

Date: November 14, 2018

RE: October Monthly Report

Community Development

Christmas in the Park: Met with Chamber of Commerce staff to offer assistance for the event. Reached out and purchased supplies for the City's booth for an arts and crafts activity.

Park Dedication Ceremony (Manor Commons Park): Researched costs for refreshments for the event. Contacted local groups for interest in participation.

Manor Arts Council: Researched ideas for art in public places for the Board of Directors. Researched ideas for art classes and fundraising ideas for the group.

Texas Main Street Program Application: Contacted the State Program to find out deadlines and key dates for application for 2020.

City of Manor Municipal Court
OCTOBER 2018

Violations Filed	Oct-18	Oct-17
Traffic	442	350
State Law	39	65
City Ord.	18	9
Total	**499**	**424**

Dismissals	Oct-18	Oct-17
DSC	19	34
Deferral	45	51
Insurance	2	6
Compliance	6	14
Prosecutor	24	777
Closed	331	1060
Total	**427**	**1942**

Warrants	Oct-18	Oct-17
Arrest Warrants	413	229
Capias Pro Fine	21	34
Total	**434**	**263**

Money Collected in October 2018

Kept By City	$42,031.56
kept By State	$23,082.77
Total	**$65,114.33**

Money Collected in October 2017

Kept By City	$37,395.73
Kept By State	$20,234.71
Total	**$57,630.44**

CITY OF MANOR
EST. 1872
TEXAS

MEMO

To: Mayor and City Council Members

From: Mike Tuley, Director of Public Works

Date: November 14, 2018

RE: October Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In the month of October, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's facilities and parks. They performed all maintenance on city vehicles and heavy equipment. In October, the Street Department repaired streets, curbs and signs.

Water and Wastewater Department

In October, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily. In October, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In the month of October 3% of the water we supplied to our residents was from our wells, and we purchased 97% from EPCOR and Manville WSC. In October, the estimated population of residents in the City of Manor is 11,748. Estimated population for ShadowGlen is 3,273 residents.

Subdivision Inspections

- Street Inspections- 6
- Water Inspections- 4
- Wastewater Inspections- 1

Streets and Parks October Monthly Report 2018

Daily Duties and Projects 10-1-2018/10-31-2018

- **10/3/2018**- Resident called on Bois D Arc Rd. to report illicit discharge coming from a job site inspected by the city. After further investigation, the city was able to find the area where silt was washing downstream and landing on a neighboring property. The city advised the contractors to lay down erosion control to keep silt from washing out.
- **10/4/2018-** The city did an outstanding job on catching a contractor laying down sidewalks not compliant with the detailed plans. The city advised the contractor to remove all sidewalks in Presidential Heights and be done to plans. This will ensure the longevity of the sidewalks in the future.
- **10/4/2018-10/8/2018**- City staff went around town to all streets and subdivisions to ensure all trees were the recommended 13' above roadways and 8' above sidewalks. This will always be on our radar to ensure safety.
- **10/9-2018**- Our 2016 streets project has kicked off. The first street that will be the result of the project will be the east cul de sac of Browning St. S. Lampasas has also been started on and will not be far behind Browning St. on the completion date.
- **10/11/2018**- As you may remember we did have quite a bit of rain through this time of the month. When rain comes so does the potholes in our streets. The streets department will always dedicate most of the week on filling any pothole visible to the eye. A total of 4 tons of asphalt was used this week to fill just potholes.
- **10/12/2018**- Bell Farms drainage easements has always been a challenge due to the steep walls and debris that it collects. On this day city staff spent the day collecting all debris, shredding the steep walls, and spraying all fence lines to ensure the grass stays down low. The ditch looks great!
- **10/15/2018**- Planning for the future is this next item. City staff has designated more bluebonnet areas. Some of the locations are the island on Brenham St., grass patch east of old HWY 20 bridge, Jennie Lane Park west strip by Lexington and, east/west strips at the Police Department. Should get some bluebonnets in the spring but look forward to the 2nd year where they really start to show their true colors.
- **10/16/2018**- City staff will also make it a priority to ensure all roads are grass free. The sides of the streets will be sprayed in advance than once grass has died staff will scrape all roads with a machine. This will be on ongoing process until we educate the public to mow yards where the grass is kept in the yard not in the streets.
- **10/17/2018**- The city had 4 locations that fly the U.S and Texas Flags. We now added a 5th location here at the Public Works office and will make sure we follow all the flag etiquette rules.
- **10/22/2018**- City staff set another day aside to concentrate on pot holes. Another 2 tons of asphalt was used to eliminate as many potholes as we can.

- **10/23/2018**- October is also the month that winter rye grass will need to be laid down. Jennie Lane Park, Manor City Hall, Manor Police Department, and Greenbury Park. All of these locations do have irrigation present which plays a vital role in growing winter grass.
- **10/23/2018**- New bridge closed signs were installed on North Lexington St. These signs were added due to frequent flooding.

- **10/24/2018**- The city holds a MS4 storm sewer class 2x a year to ensure all employees are educated on illicit discharging in our city drains. The class will train all staff that is out in the field to be aware of illegal dumping and to report ASAP. The class was a success and the city will continue to educate.
- **10/25/2018**- City staff got a call on E. Browning St. for a ditch that was not draining and was causing flooding. Our streets division spent the day grading a 40' long ditch and finishing it with the recommended erosion control. The ditch came out amazing and the home owners are very appreciative.
- **10/26/2018**- All trees were selected for the November 2nd Texas Arbor Day. The trees were kept at our public works facility until the day to plant them.
- **10/29/2018**- The month was finished off with more potholes. City staff ordered 2 more tons of asphalt and filled every pot hole that was created by the rain. We will continue to monitor the potholes and stay on top of the issue.

Certifications and Classes

Streets Department attended a 1B certified training for streets. The training consisted of asphalt segregation, density testing on asphalt, and road base testing. It also went over inspecting asphalt after laid down to ensure the longevity of the streets. The Parks Department attended a chemical class to obtain CEU hours and gain more knowledge to ensure best practices while out in the field.

Inspections/Warranties /New subdivision Walkthroughs and Pre-con meetings

ShadowGlen- New phases up and coming- ShadowGlen 24A-24B/ ShadowGlen Phase 1, Section 9/ ShadowGlen 19B Phase 2

Presidential Heights Phase 3&4- All road base has been laid down and tested for compaction. Sidewalks, curb, and, gutters are complete in phase 3 and ready for houses. Phase 4 is awaiting curbs and gutter and will be ready for asphalt.

Stonewater North Phase 1- Stonewater North has begun laying storm sewer through the neighborhood. All roads have been cut out and will begin compaction test shortly.

Presidential Glen Phase 6and 7- Phase 6 has completed all homes and are fully built out. Phase 7 has begun building homes. Inspections are done weekly to ensure contractors are keeping all streets clean while on site.

Lagos Phase 1- Lagos ground work has all been completed and multiple homes are going up.

Manor Commons- All park sidewalks have been completed and has passed inspection. The park pavilion is standing tall on its footprint. All metal beams have been used for the pavilion and will be wrapped with rock.

Water Monthly Report October 2018

For the month of October, the Water Department had 43 service calls, 4 repair jobs, 19 maintenance jobs, 4 inspections, and flushed all dead-end mains.

Service calls include: Low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, connect water services, and meter change outs.

Repair Calls:

Presidential Glen Lift Station - Repaired 3/4 water service line break by FZ, IS, CD 10-11-18.
City Yard Pump Room - Repaired a 3/4 service line coupling leak by TM,IS 10-31-18.
Walter Vaughn St. - Liberty Civil Construction crew cut in 12" tee and installed valve 300 feet north of Joy Lee.
Stonewater North Project Phase 1 -City crew shut water off approx. 4 hrs. by JT,FZ 10-4-18.
400 W. Parsons -Replaced gasket on 12" meter at city yard that was leaking by FZ, TM,IS 10-30-18.

Maintenance:

Gregg Lane at EPCOR connection -Had back flow preventer tested by Fluid Meter by FZ, CD 10-1-18.
Manor New Tech High School - Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Brenntag - Ordered 5 bottles of cl2 150 lb. bottles for clear well by JT 10-9-18.
East Boyce and 212 -Located utilities for bore that KRL Construction will do by FZ,TM 10-9-18.
John Nagle and Smith St.- Cleaned 6" water valves casing and painted blue by FZ,IS 10-10-18.
W.Townes and Bastrop NW corner - Cleaned 2" valve casing and painted blue by FZ,IS 10-10-18.
402 W. Parsons at Entrance to city yard- Cleaned two 6" valve casings and painted blur by FZ,IS 10-10-18.
Behind Pollo Rico at Manor Commons – Cement around 6" valve that goes to fire hydrant by FZ,IS 10-10-18.
Gilbert Lane at Well Number 3- Replaced power supply module by JT 10-12-18.
Gilbert Lane at Well Number 3 - Replaced communications Antenna with Data Flow by JT,AH 10-15-18.
City Yard Mechanic Shop- Dropped off 2 trash pumps with Alex for maintenance by FZ,IS 10-16-18.
Mustang Elevated Water tower Murray and Burnet - Swept and cleaned out inside of water tower by JT,FZ,IS 10-17-18.
Aqua Lab - Picked up 40 copper lead sample bottles and paper work for quarterly testing by TM 10-17-18.
Llano and Browning -Marked work area called one call for locates so we can make a water tap for City Yard pole Barn \by FZ,TM 10-18-18.
Intermediate water storage tank - Replaced combination lock by FZ,TM 10-18-18.
Aqua Tech Lab - Took first set of 5 Bat t samples and dropped off at lab by RM,IS 10-22-18.
City Yard Building at 402 W. Parsons - Alex with Data flow updated Scada system to HT3 from HT2 by AH,JT 10-24-18.
Aqua Tech Lab- Took second set of 5 Bat T samples and dropped off at lab by RM,IS 10-29-18.
5311 Gilbert Ln, 12900 tower Ln, 13301 Prairie Sage, 12301 Waterford, 12633 Bella Parkway 14400 Boudin St, Entry Point quarterly sampling with Aqua Tech Lab by JT,CD 10-29-18.

Inspections:

ShadowGlen 24A/24B - Water and services by JL Gray Construction by JT, RM 10-1-18 thru 10-5-18.
Stonewater Phase 1 - Water and services by JL Gray Construction by JT,RM 10-1-18 thru 10-5-18, 10-10-18 thru 10-12-18, 10-19-18-18 thru 10-30-18.

Wastewater Monthly Report October 2018

For the month of October, the Wastewater Department had 5 service calls, 12 maintenance jobs and 1 inspection.

Service Calls:

19800 WT Galloway - Sewer clog - Clog was on customer side. Notified customer by voicemail by FZ,CD 10-14-18.
103 W. Brenham St. - Sewer clog - Jetted city side and cleared by CD 10-8-18.
14401 Callan Court - Missing sewer gap- Replaced clean out cap and lid by IS,CD 10-12-18.
14401 Pebble Run - Sewer clog -Jetted and cleared city side service line. Notified customer by FZ,IS 10-18-18.
12406 Jamie Dr.- Sewer clog - Jetted city side service and cleared by JR 10-18-18.

Maintenance:

Bell Farms Lift Station - Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Carriage Hills Lift Station -Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Presidential Heights Lift Station - Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Presidential Glen Lift Station #1 -Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Presidential Glen Lift Station #2 -Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Wilbarger Wastewater Plant - Had back flow preventer tested by Fluid Meter by FZ,CD 10-1-18.
Brenntag - Ordered 4 bottles of cl2 150 lb. bottles for WWTP by JT 10-9-18.
East Boyce and 212 -Located utilities for bore that KRL Construction will do by FZ,TM 10-9-18.
Bell Farms Lift Station - Replaced combination lock to entry gate by FZ,TM 10-18-18.
Presidential Glen Lift Station - Pulled pump 1 and 2 clogged pulled and cleaned by JT,CD,IS 10-18-18.
WWTP- Unstopped return number 1 in aeration chamber by RM,CD,IS 10-18-18.
WWTP-High aeration alarm - Blow out center well in clarifier and cleaned rags out of center well by RM,JR 10-24-1.

Inspections:

Stonewater North Phase 1- Vacuumed test manholes and pressure test mains by CRU Construction, passed by JT,RM 10-11-18.

CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of October, 2018

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	$ 2,873,495	$ 6,513,318			$ -	$ 9,386,813
Restricted:						
Tourism				559,874		559,874
Court security and technology	48,317					48,317
Rose Hill PID				56,765		56,765
Customer Deposits		571,245				571,245
Park	8,662					8,662
Debt service			276,941			276,941
Capital Projects						
Water and sewer improvements		16,090,351		7,176,605		23,266,957
TOTAL CASH AND INVESTMENTS	$ 2,930,474	$ 23,174,915	$ 276,941	$ 7,793,244	$ -	$ 34,175,575

Overview of funds:
$ 85,635.16 sales tax collected
GF is in a favorable status.
UF is in a favorable status
DSF is in a favorable status
CIP Fund is in a favorable status

AGENDA ITEM NO. 3

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Scott Dunlop, Asst. Dev. Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas. Applicant: Kimley-Horn Associates. Owner: Sky Village Kimbro Estates LLC.

BACKGROUND/SUMMARY:

The Preliminary PUD site plan was approved by Council on 8/1/18. The Final Site Plan made two changes in the Design Guidelines from the Preliminary. A reference to 3 acres of non-floodplain parkland being provided within the development and parking for common open spaces. Parkland acreage is more explicitly defined in the development agreement currently under discussion so removing a small provision in the design guidelines is fine. Parkland still must have convenient public access which will be shown on the Preliminary Plats so removing the provision partially defining access is fine.

PRESENTATION: ☐YES ☒NO

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

Ordinance No. 534
PUD Plan
Design Guideline Changes
Approval Letter
Notice Letter/Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 534 for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas.

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

ORDINANCE NO. 534

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM INTERIM AGRICULTURAL (A) AND SINGLE FAMILY (R-1) TO PLANNED UNIT DEVELOPMENT (PUD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit “A” (the “Property”), from the current zoning district Interim Agricultural (A) and Single Family (R-1) to zoning district Planned Unit Development (PUD). The Property is accordingly hereby rezoned to Planned Unit Development (PUD). The conceptual plan and site layout attached hereto as Exhibit B is hereby adopted, and the Property shall be developed in accordance with this Ordinance and the Zoning Ordinance to the extent that the Zoning Ordinance is not modified by the PUD.

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

First Reading PASSED AND APPROVED on the 7th day of November 2018

Second and Final Reading PASSED AND APPROVED this the 14th day of November 2018

THE CITY OF MANOR, TEXAS

_____
Rita G. Jonse,
Mayor

ATTEST:

_____
Lluvia Tijerina, TRMC
City Secretary

EXHIBIT "A"

Property Address: 13201, 13356, 13400 Old Kimbro Road

Property Legal Description:

Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456

Exhibit A

134.12 acres of land located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas and being a portion of that certain called 180.83 acres of land conveyed to Alma Juanita Meier, as described in Volume 11376, Page 676, Official Public Records of Travis County, Texas

140.75 ACRES OF LAND OUT OF 267.972 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456 AND THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE SAME 267.972 ACRE TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS DESCRIBED IN DOCUMENT NUMBER 2016214460, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

(35.626 AC) LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.

3.469 acres of land located in the Lemuel Kimbro Survey, Abstract Number 456, Travis County, Texas and being a portion of that certain tract of land conveyed to John Nagle, as recorded in Volume 180, page 240, Deed Records of Travis County, Texas

157.9603 acre out of the A.C. Caldwell survey No.52, Abstract 154 and the Lemuel Kimbro Survey No.64, Abstract 456, and being the tracts of land conveyed to Kimbro Road Estates, LP per deed recorded as document No.2005154974 of the official public records of Travis County, Texas

NORTH

GRAPHIC SCALE IN FEET
400 0 200 400 800
1" = 400' @ 24X36

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	7°10'29"	1407.07'	176.20'	N89°23'14"W	176.08'
C2	36°32'19"	613.14'	391.01'	S68°23'46"W	384.42'
C3	67°52'18"	533.10'	631.50'	S60°18'54"W	595.22'

VICINITY MAP

N.T.S.

PROPOSED AREA TO BE REZONED BY THE MANOR HEIGHTS PUD ±472 ACRES

Overall PUD Boundary

Manor Heights

JANUARY 2018

OWNER:
Company: REGER HOLDINGS LLC.
Contact Name: GORDON REGER
Address: 2730 TRANSIT ROAD
WEST SENECA, NY 14224

ENGINEER / SURVEYOR:
Kimley-Horn and Associates
State of Texas Registration No. F-928
10814 Jollyville Rd, Bldg.4, Suite 300
Austin, TX 78759
P (512) 418-1771
Contact: Brett Burke

Kimley»Horn

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND HAS BEEN PRODUCED WITHOUT THE BENEFIT OF A SURVEY, TOPOGRAPHY, UTILITIES, CONTACT WITH THE CITY, ETC.

Plotted By:Granados, Alex Date:January 05, 2018 12:53:37pm File Path:K:\AUS_civil\069255700 Sky Village South\Cad\PUD\PrelimSheets\BOUNDARY- SKY SOUTH.DWG
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

EXHIBIT "B"

Conceptual Plan and Site Layout

Plotted By: Granados, Alex Date: September 23, 2018 08:52:20pm File Path: K:\AUS_Civil\069255700 Sky Village South\Cad\PUD\PlanSheets\Manor Heights Final PUD Exhibit.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

N E S W

0 300' 600'
GRAPHIC SCALE 300'

LEGEND

- PUD BOUNDARY
- TRAIL
- PHASE LINE
- FEMA 100-YR FLOODPLAIN
- PROPOSED FLOODPLAIN (PENDING APPROVED CLOMR/LOMR)
- PUD SF-1
- MAJOR ROADWAYS
- PUD-MEDIUM DENSITY
- C2/NB
- HOA AMENITY
- OPEN SPACE/FLOODPLAIN
- CITY PARKLAND

1. NOTE: REFER TO ROADWAY CROSS SECTIONS SHOWN ON SHEET 2 FOR LOCATION OF SHARED USE PATH ALONG COLLECTOR AND MAD4 ROADWAYS

MANOR HEIGHTS	FINAL SITE PLAN	Kimley»Horn	TBG	1

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TEXAS REGISTERED ENGINEERING FIRM F-928

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PUD DATA TABLES

1. APPROVED LAND USES

THE LAND USES SHOWN ON THE PLAN SHALL BE PERMITTED. CHANGES TO THE LOCATION OF THE LAND USES SHOWN ON THE 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 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 THE 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 (PUD SF-1)	234.0	48.98%
PUD MEDIUM DENSITY	46.6	9.74%
HIGHWAY COMMERCIAL (C-2)	19.8	4.14%
NEIGHBORHOOD BUSINESS (NB)	3.9	0.82%
HOA AMENITY	1.7	0.36%
CITY PARKLAND	25.9	5.42%
FLOODPLAIN OPEN SPACE	126.2	26.42%
MAJOR ROADWAYS	19.7	4.12%
TOTAL	477.8	100%

2. MINIMUM LOT SIZE, HEIGHT AND PLACEMENT REQUIREMENTS

LAND USE	FRONT YARD SETBACK (FT)	SIDE YARD SETBACK (FT)	STREET SIDE YARD SETBACK (FT)	REAR YARD SETBACK (FT)	MINIMUM LOT SIZE (SF)	MINIMUM LOT WIDTH (FT)	MAXIMUM HEIGHT LIMIT (FT)
PUD-SF-1	20	5	15	10	6,250	50	35
PUD MEDIUM DENSITY	*10 OR 20	5	15	* 20 OR 10	3,300	30	35
C-2 AND NB	25	7	15	15	7,500	50	60

* FOR LOTS WITH PROPOSED 10-FOOT FRONT YARD SETBACKS, ALLEYS ARE TO BE PROVIDED. FOR LOTS WITH 10-FOOT REAR YARD SETBACKS, A 20' FRONT YARD SETBACK MUST BE PROVIDED TO ACCOMMODATE PARKING REQUIREMENTS

3. LOT COVERAGE

LAND USE	MAIN BUILDINGS	MAIN AND ACCESSORY BUILDINGS
PUD SF-1	50%	60%
PUD MEDIUM DENSITY	55%	65%
C-2 AND NB	60%	70%
CITY PARKLAND	50%	60%

4. PARKING

OFF-STREET PARKING FOR MORE THAN FIVE VEHICLES AND LOADING AREAS SHALL BE EFFECTIVELY SCREENED BY A PRIVATE FENCE, HEDGE, PLANTING OR NATURAL VEGETATION OR TOPOGRAPHY ON EACH SIDE WHICH ADJOINS LAND DESIGNATED FOR A RESIDENTIAL USE OR A RESIDENTIAL USE.

5. LANDSCAPING

THE FOLLOWING PERCENTAGE OF THE NET AREA OF EACH LOT SHALL BE LANDSCAPED. THE NET LOT AREA SHALL EQUAL THE TOTAL LOT 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.

LAND USE	NET LOT AREA
PUD SF-1	SEE NOTE
PUD MEDIUM DENSITY	20%
C-2 AND NB	15%
PARKLAND	20%

NOTE: MINIMUM LANDSCAPE REQUIREMENTS FOR EACH LOT WITHIN A SINGLE-FAMILY, OR DWELLING, SHALL BE A MINIMUM OF TWO (2) TWO-INCH TREES, SIX (6) TWO-GALLON SHRUBS AND LAWN GRASS FROM ALL SIDES OF THE STRUCTURE, TO THE FRONT, REAR, AND SIDE PROPERTY LINES. 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.

LANDSCAPING PLACED WITHIN PUBLIC RIGHT-OF-WAY SHALL NOT BE CREDITED TO THE MINIMUM LANDSCAPE REQUIREMENTS BY THIS SECTION UNLESS THE DEVELOPER AND THE CITY NEGOTIATE A LICENSE AGREEMENT BY WHICH THE DEVELOPER ASSUMES THE RESPONSIBILITY FOR THE MAINTENANCE, REPAIR AND REPLACEMENT FOR ALL LANDSCAPING LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY.

6. LOT MIX FOR SF-1 PUD AREAS

THE FOLLOWING PERCENTAGE OF THE MIX LOT SHALL BE MET WITHIN SF-1 PUD AREAS WITHIN +/- 5%.

LOT WIDTH	PERCENTAGE MIX
50' WIDE	70%
55' WIDE	15%
60' WIDE	15%

7. MAXIMUM DENSITY

LAND USE	MINIMUM DENSITY	MAXIMUM DENSITY
PUD SF-1	1500 SF (LIVING AREA)	-
PUD MEDIUM DENSITY	1 UNIT/ACRE	9 UNITS PER ACRE
C-2 AND NB	0.2 FAR	1.8 FAR

8. PARKLAND

PARKLAND	
LAND USE	AREA (AC)
TOTAL AREA OF DEVELOPMENT	477.75
REQUIRED PARKLAND (5% OF TOTAL AREA)	23.9
PROPOSED PARKLAND OUTSIDE FLOODPLAIN	**25.9**
*EXCESS OF REQUIRED PARKLAND	2.0

9. TRAFFIC

ESTIMATED LAND USE TABLE FOR PRELIMINARY TRAFFIC IMPACT

Land Uses			
Land Use Type	Square Feet or Units	% of Category	FAR
PUD SF-1	935-995	100%	-
Restaurant (Commercial)	20,735	10%	0.2
Retail (Commercial)	233,264	90%	0.25
PUD MEDIUM DENSITY	340-400	100%	-
CITY PARKLAND	N/A	100%	-

NOTE: THESE VALUES ARE INTENDED FOR PRELIMINARY TRIP GENERATION REPORTS ONLY AND MAY VARY FROM VALUES PROVIDED IN THE FINAL SITE DESIGN AND TRAFFIC IMPACT ANALYSIS.

10. WET UTILITIES

ESTIMATED LUE'S FOR PRELIMINARY ANALYSIS

SITE SUMMARY 477.8 ACRES			
LAND USE	ACRES	NO. LOTS	LUE'S
PUD SF-1	234.0	935-995	935-995
PUD MEDIUM DENSITY	46.6	340-400	238-280*
C-2 AND NB	23.7	N/A	244
HOA AMENITY	1.7	-	5
CITY PARKLAND	30.9	-	6
OPEN SPACE FLOODPLAIN	121.2	-	-
MAJOR ROADWAYS	19.7	-	-
TOTALS	477.8		1428-1530

* PUD MEDIUM DENSITY (9 UNITS/ACRE) (.7 LUE/UNIT)
**COMMERCIAL : 10% RESTAURANT (200 SF/LUE), 90% RETAIL (1660 SF/ LUE)
*** CITY PARKLAND (6 LUE's)

NOTE: THESE VALUES ARE INTENDED FOR PRELIMINARY ANALYSIS ONLY AND MAY VARY FROM VALUES PROVIDED IN THE FINAL SITE DESIGN.

PERMITTED NEIGHBORHOOD BUSINESS (NB)

Administrative Offices P
Administrative Services C
Art Gallery P
Art Workshop P
Bed & Breakfast C
Cocktail Lounge C
Community Events C
Community Recreation C
Condominium Residential P*
Consumer Convenience Services P
Consumer Repair Services P
Counseling Services P
Day Care Services C
Financial Services P
Florist, no greenhouse P
Food Preparation less than 5,000 sq. ft. GFA P
Food Sales P
General Retail Sales P
Laundry Services P
Liquor Sales C
Medical Offices less than 5,000 sq. ft. GFA P
Multifamily Residential P*
Personal Improvement Services P
Personal Services P
Pet Services P
Postal Facilities P
Private Primary and Secondary Educational Facilities C
Professional Office P
Public Primary and Secondary Educational Facilities C
Religious Assembly P
Restaurant P
Service Station C
Transitional Housing C
Veterinary Services C
All Other Civic Uses P

PERMITTED MEDIUM COMMERCIAL (C2)

Art Gallery P
Art Workshop P
Automotive Rental P
Automotive Repair Services P
Automotive Sales P
Automotive Washing P
Aviation Services P
Bail Bond Services P
Building Maintenance Services P
Business and Trade Schools P
Camp P
Campground P
Carriage Stable P
Cemetery P
Club or Lodge P
Cocktail Lounge P
College or University Facilities P
Commercial Blood Plasma Center C
Commercial Off-Street Parking P
Communication Service Facilities P
Communication Services P
Community Events P
Community Recreation P
Construction Sales and Services P
Consumer Convenience Services P
Consumer Repair Services P
Convenience Storage P
Counseling Services P
Cultural Services P
Day Care Services P
Employee Recreation P
Financial Services P
Florist P
Food Court Establishment C
Food Preparation less than 5,000 sq. ft. GFA P
Food Sales P
Funeral Services P
Game Rooms P
General Retail Sales P
Hotel & Motel P
Indoor Entertainment P
Indoor Sports and Recreation P
Kennels P
Laundry Services P
Liquor Sales P
Local Utility Services P
Marina P
Monument Retail Sales P
Off-Site Accessory Parking P
Outdoor Entertainment P
Outdoor Sports and Recreation P
Park and Recreation Facilities P
Pawnshop Services C
Personal Improvement Services P
Personal Services P
Pet Services P
Plant Nursery P
Postal Facilities P
Printing and Publishing P
Private Primary and Secondary Educational Facilities P
Public Primary and Secondary Educational Facilities P
Recreational Equipment Sales P
Religious Assembly P
Restaurant P Restaurant with Drive-Through P
Safety Services P
Service Station P
Theater P
Transportation Services P
Veterinary Services P
All Other Civic Uses P

PRIMARY COLLECTOR
(WITH NO SF-1 FRONTAGE)

MAD 4 DESIGN

APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS ___ DAY OF _____, 20__

BY: _____
HONORABLE MAYOR RITA G. JONSE
MAYOR OF THE CITY OF MANOR, TEXAS

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY OF COUNCIL.

DATED THIS ___ DAY OF _____, 20__

BY: _____
WILLIAM MYERS, CHAIRPERSON

PUD NOTES

1. AN AERIAL PHOTOGRAPH MAY BE SUBMITTED AT THE PRELIMINARY PLAT STAGE RATHER THAN A TREE SURVEY.

2. AN INVENTORY OF SIGNIFICANT TREES THAT IDENTIFIES THE NUMBER OF SIGNIFICANT TREES BY CATEGORY (TREES 18 INCHES IN CALIPER OR LARGER AND TREES BETWEEN 8 AND 18 INCHES IN CALIPER) TO REMAIN DURING CONSTRUCTION AND THE NUMBER OF SIGNIFICANT TREES IN EACH CATEGORY DESIGNATED TO BE REMOVED DURING CONSTRUCTION SHALL BE SUBMITTED WITH CONSTRUCTION PLANS.

3. THE NUMBER OF REPLACEMENT TREES THAT WILL BE INSTALLED, WITHOUT THE IDENTIFICATION OF THE PARTICULAR LOCATION AT WHICH THE REPLACEMENT TREES SHALL BE INSTALLED, WILL BE SUBMITTED WITH FOR REVIEW WITH THE CONSTRUCTION PLANS, ON A PER PHASE BASIS.

4. SIGNIFICANT COTTONWOOD, HACKBERRY OR MESQUITE TREES REMOVED SHALL BE REPLACED AT A RATE OF 50% PER CALIPER INCH WITH AN APPROVED HARDWOOD TREE. ALL OTHER SIGNIFICANT TREES MUST BE REPLACED AT THE RATIOS DEFINED IN THE CITY'S SUBDIVISION ORDINANCE.

5. THE MINIMUM LOT AREA AND LOT WIDTH REQUIREMENTS (INCLUDING THE PERCENTAGE OF TOTAL LOTS WITHIN THE LAND PLAN THAT ARE PERMITTED TO BE OF SUCH MINIMUM LOT AREA AND LOT WIDTH CATEGORY), HEIGHT AND SETBACK REQUIREMENTS, LOT COVERAGE REQUIREMENTS, PARKING REQUIREMENTS, AND LANDSCAPING REQUIREMENTS FOR EACH LOT SHALL BE AS SET FORTH IN THE MINIMUM DEVELOPMENT STANDARDS FOR LOTS WITHIN THE LAND PLAN AND OUTSIDE THE CORPORATE BOUNDARIES OF THE CITY OR AS SET FORTH IN THE PUD VARIANCES FOR LOTS WITHIN THE PUD AND THE CORPORATE BOUNDARIES OF THE CITY.

6. LOTS SHALL NOT BE REQUIRED TO FACE A SIMILAR LOT ACROSS THE STREET.

7. SIDE LOT LINES SHALL NOT BE REQUIRED TO PROJECT AWAY FROM THE FRONT LOT LINE AT APPROXIMATELY RIGHT ANGLES TO STREET LINES AND RADIAL TO CURVED STREET LINES.

8. THE CONSTRUCTION OF SIDEWALKS IN RESIDENTIAL AND COMMERCIAL AREAS NEED NOT BE COMPLETED PRIOR TO FINAL APPROVAL AND ACCEPTANCE OF A FINAL PLAT, BUT MUST BE COMPLETED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR WITHIN 2 YEARS FROM THE APPROVAL OF THE FINAL PLAT. A COST ESTIMATE FOR THE CONSTRUCTION OF ANY SIDEWALKS IN RESIDENTIAL AREAS NOT CONSTRUCTED PRIOR TO THE FINAL APPROVAL AND ACCEPTANCE OF THE FINAL PLAT SHALL BE PREPARED AND A BOND FOR 110% OF SUCH COSTS SHALL BE POSTED WITH THE CITY. EACH YEAR THE DEVELOPER AND CITY MAY AGREE TO THE ADDITIONAL SIDEWALKS IN RESIDENTIAL AREAS THAT WERE COMPLETED DURING THE PREVIOUS YEAR AND REDUCE THE AMOUNT OF THE BOND TO REFLECT THE CONSTRUCTION COSTS OF THE SIDEWALKS THAT HAVE BEEN COMPLETED. SIDEWALKS IN RESIDENTIAL AREAS NOT COMPLETED PRIOR TO THE END OF THE 2-YEAR PERIOD SHALL BE COMPLETED BY THE DEVELOPER OR BY THE CITY WITH THE BOND FUNDS. FAILURE TO PROVIDE SUFFICIENT BONDS OR COMPLETE THE SIDEWALKS IN RESIDENTIAL AREAS SHALL NOT OBLIGATE THE CITY TO BUILD SIDEWALKS. THE CONSTRUCTION OF SIDEWALKS IN NON-RESIDENTIAL AREAS SHALL BE COMPLETED DURING SUBDIVISION CONSTRUCTION.

9. THE MINIMUM SINGLE-FAMILY RESIDENTIAL LOT SHALL BE 6,250 SQUARE FEET WITHIN PUD-SF-1, AND 3300 SQUARE FEET WITHIN PUD-MEDIUM DENSITY.

10. LOT FRONTAGE WIDTHS OF PUD SF-1 SHALL BE AS FOLLOWS:
   10.1. ALL LOTS EXCEPT THOSE IN CUL-DE-SACS OR ALONG A CURVED ROADWAY TO HAVE A MINIMUM FRONTAGE OF NO LESS THAN 50 FEET.
   10.2. LOTS ALONG CUL-DE-SACS AND CURVED ROADWAY TO HAVE A MINIMUM FRONTAGE OF NO LESS THAN 30 FEET AT THE RIGHT OF WAY, AND 50' WIDE FRONTAGE MEASURED AT THE PROPERTY SETBACK LINE.

11. SINGLE-FAMILY RESIDENTIAL LOTS HAVE A MINIMUM SIDE SET BACK OF FIVE (5) FEET FOR EACH LOT.

12. SINGLE-FAMILY RESIDENTIAL LOTS HAVE A MINIMUM REAR SET BACK OF TEN (10) FEET FOR EACH LOT.

13. OFF-STREET PARKING SPACES AND LOADING FACILITIES FOR THE COMMERCIAL TRACTS HAVE BEEN CONTEMPLATED AND WILL MEET CITY OF MANOR'S PARKING CALCULATION TABLES REQUIREMENTS.

14. EXISTING SITE TOPOGRAPHY CONTAINS RELATIVELY FLAT SLOPES RANGING FROM 1% TO 5%. PROPOSED ROADWAY GRADES WILL BE SUITABLE FOR EMERGENCY ACCESS AND WILL MEET CITY OF AUSTIN TRANSPORTATION CRITERIA MANUAL AND EMERGENCY SERVICE DISTRICT 12 REQUIREMENTS.

15. LANDSCAPING AND SCREENING WILL BE INTEGRATED INTO THE FINAL OVERALL SITE DESIGN AND WILL BE PROVIDED TO CREATE ADEQUATE BUFFERS TO SHIELD LIGHTS, NOISE, MOVEMENT OR ACTIVITIES FROM ADJACENT PROPERTIES.

16. NO DUPLEXES ARE ALLOWED IN THIS PUD.

17. THE DEVELOPMENT WILL BE IN ACCORDANCE WITH THE ENVIRONMENTAL ASSESSMENT FOR THE SITE.

18. MINIMUM ON-SITE PARKING REQUIREMENTS FOR PUD MEDIUM DENSITIES SHALL BE TWO SPACES FOR EACH LIVING UNIT AND ONE-HALF SPACE FOR EACH ADDITIONAL BEDROOM ABOVE TWO PLUS 10% ADDITIONAL SPACES FOR VISITOR PARKING. TANDEM SPACES ARE ALLOWABLE. OFF-SITE PARKING TO MEET THIS PARKING REQUIREMENT IS SUBJECT TO APPROVAL BY THE CITY DEVELOPMENT SERVICES DEPARTMENT.

19. ALL RESIDENTIAL HOMES WITHIN THIS PUD WILL FOLLOW THE DESIGN STANDARDS THAT ARE AGREED UPON BETWEEN THE DEVELOPER AND CITY OF MANOR.

20. THERE WILL BE A (4) FOUR HOUR MAXIMUM TIME LIMIT FOR THE PARKING ON RESIDENTIAL STREETS.

21. PUBLIC TRAILS SHOWN ALONG FLOODPLAIN, CITY PARKLAND, AND OPEN SPACE SHALL BE A MINIMUM OF 8' WIDE AND SHALL BE COMPOSED OF A COMBINATION OF DECOMPOSED GRANITE AND CONCRETE DEPENDING ON SITE CONDITIONS AT TRAIL LOCATIONS.

22. THE MINIMUM FRONT FACADE MASONRY IS 30%, MASONRY MUST BE STONE, BRICK, OR STUCCO.

23. HOUSE PLANS SUBMITTED TO THE CITY SHALL BE STAMPED OR INDICATED BY LETTER OF TRANSMITTAL (OR SIMILAR LANGUAGE) THAT THE ARCHITECTURAL REVIEW COMMITTEE (ARC) HAS REVIEWED AND APPROVED THE HOUSE PLANS AS COMPLYING WITH THE PUD ARCHITECTURAL DESIGN REQUIREMENTS FOR CITY REVIEW.

24. LOTS UNDER THE PUD MEDIUM DENSITY CATEGORY SHALL BE ALLEY LOADED WHEN THE PROPOSED FRONT YARD SETBACK IS

PRIMARY COLLECTOR
(WITH SF-1 FRONTAGE)

STANDARD RESIDENTIAL
ROADWAY SECTION

MANOR HEIGHTS

PUD GUIDELINES & NOTES

Kimley»Horn
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Front Facades are defined as residential elevations facing a street or park. Facades adjacent to a park with a wall or fence between the façade and park is not a front façade. Both street facing facades on corner lots are considered front facades and must be articulated; continue the siding material palette on both street-facing facades and incorporate architectural elements. The percentage of design elements, materials and detailing are not required to be consistent on both facades.

Streetscape Variety. The same elevation can be repeated no more than every fourth Lot. The same elevation cannot be placed on a Lot directly across the street or diagonal from any other plan with the same elevation. No elevations may be repeated on a cul-de-sac having less than six (6) Lots. No color palette may be repeated more than seven times on any block of more than 21 lots.

Variety of facade articulation. Front elevations shall have at least two different design features to break the wall plane. The following are examples of the types of design features that meet this requirement:

- Horizontal offsets, recesses or projections, breezeways, porte-cocheres, canopies, ornamental cornices, ornamental and bay windows, vertical "elevation" off-sets, peaked roof forms, arches, architectural details such as tile work or moldings integrated into the façade, integrated planters or wing walls, accent materials, varied roof heights, or similar design features

Front Facades should create visual interest through horizontal and vertical articulation of the building elevation. A variety of textured surfaces and natural materials may be used, particularly at the pedestrian eye-level, with windows and entrances that face the street. Blank walls should be minimized.

Front Facades

1 August 2018 Page 3

On lots less than 55' in frontage, entries must be one-story scaled entries and either recessed or covered with a porch, canopy, or other shading device. A variety of front door types is required.

Articulated use of details and accent materials should be used at building entries to emphasize human-scale. Building entrances may be marked by porch elements, trellises, canopies, awnings or special roof treatments. Oversized and grandiose archways are discouraged.

Front Entries

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Materials. Exterior surface area (all stories) may consist of ledge stone, fieldstone, cast stone, cementious-fiber planking and board and batten (not panels), painted or tinted stucco and brick. Solid wood planking, decorative cementious-fiber panels, galvanized metal and other durable materials may be used for accent features. The minimum front facade masonry is 30%, masonry must be stone, brick or stucco.

Detailing. Design elements and detailing, including the presence of windows and window treatments, trim detailing and exterior wall materials should be continued around the primary building; the percentage of design elements, materials and detailing may vary from façade to façade to encourage architectural variety and are not required to be consistent.

Residential buildings that back up to a collector street or higher street category shall be limited to one-story height to minimize the visual impact of rear facades being prominently viewed by the public.

Exteriors of Residential Buildings

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A garage door recessed from the face of the front façade that emphasizes the living area of the home from the street is a permitted garage type.

Front-loaded Garage - Living Area Forward

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Garage doors flush with the street-facing façade require design features on the façade that de-emphasizes the visual impact of the garage. At least one of the following is required on a flush garage:

- Integrated trim or banding around the garage door that matches the residential building
- Garage door relief detailing; windows are a preferred element
- An overhead eave or porte-cochere extended above the face of the garage door in front of the garage door face
- Decorative hardware such as hinges, handles, etc.

Front-loaded Garage - Flush with Facade

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Garages projecting in front of the street facing building façade may protrude in front of the building provided that design features are provided on all exposed garage facades to de-emphasize the visual impact of the garage. A projecting garage may be side loaded (garage doors perpendicular to the street). Some combination of the following is required on a projecting garage:

- Extend and integrate the building siding materials on the garage façades
- Integrated trim or banding around the garage door that matches the residential building
- Garage door windows
- Single garage doors
- An architectural roof above the garage, such as a gabled roof

Front-loaded Garage - Projecting

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Stain or paint colors for garage doors shall be compatible with the color palette of the building façade siding or trim of the home to deemphasize the garage door and emphasize the architectural building façade. Detailing and articulation of the garage doors is required.

General. Individual or two-car garage doors are permitted. The use of three garage doors is permitted provided at least one of the doors is offset two feet from the other doors. The driveway width at the curb line may be no wider than 17' or the width of a 2-door garage.

Garage Door Articulation

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Simple roof lines are encouraged and can be achieved by including hips, gables, projections (e.g. dormers) and roof form changes in keeping with a selected architectural style. On buildings with pitched roofs, the minimum main roof pitch is 5:12. Lower roof pitches are acceptable on porch elements, awnings or architectural feature elements.

Pitched roofs shall be clad in 25-year minimum composition shingles or low reflectivity coated metal roofing materials. The materials and colors of canopies, awnings and trellises should be compatible with the roof materials and complement and harmonize with the exterior design of the building.

An overhead eave or porte-cochere may extend above the face of the garage door in front of the garage door face. The overhead eave or the porte-cochere may extend five feet into the building setback line.

Roofs and Overhead Structures

1 August 2018 Page 10

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MEDIUM DENSITY RESIDENTIAL

All guidelines set forth in in these Design Guidelines apply to this housing type. In addition, the following apply to Medium Density Residential buildings and site design:

Architectural style
A variety of quality and durable residential buildings within a condominium lot or small lot site must include a variety of architectural features and colors to establish an appealing streetscape character.

Form and mass
A single, large building mass should be avoided. Building designs should incorporate visually heavier and more massive elements, details or colors at the building base, and visually lighter elements, details or colors above the base. Groups of buildings must have variety of colors. Four-flat and Mansion Home buildings are permitted.

Long walls and facades
Up to six attached dwellings may be attached in a single row as a group.

Windows and transparency
All walls and elevations on all floors of attached residential buildings must include windows or doors with glass, except as appropriate to assure privacy for adjacent residents.

Building roofs
On buildings with pitched roofs, the minimum roof pitch is 6:12 on the main structure. On buildings where flat roofs are the predominant roof type, parapet walls should be provided.

Mechanical equipment screening
Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited. Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/or landscaping.Mechanical equipment must be located where their acoustics will minimize disruption to abutting residential dwelling units.

Solar panels and rain collection devices are exempt from mechanical equipment screening standards.

The PUD shall provide for a collection of privately owned, common open space lots set within the PUD and made available for residential use. Common open space will be designed to (i) serve the recreational needs of the residents (ii) provide places and opportunities for interaction within the community and (iii) provide opportunities for interaction with the natural environment.

All private open space and structures thereon shall be conveyed to and permanently owned and maintained by a Home Owner Association (HOA) or other responsible entity. The HOA may adopt rules and regulations regarding access, permitted uses, security (policing) and maintenance responsibilities for the open spaces.

Any lot designated as common open space shall consist of at least six thousand (6,000) square feet. The area of the common open space lot shall be measured and calculated to the property line of the lot.

Parking for common open space uses within the PUD may be provided with adjacent on-street parking. Off-street parking may also be provided within a common open space lot, at the option of the Developer.

A Master Homeowner Association shall be created and maintained for the community, empowered to govern and establish design guidelines, review architectural and landscape designs and enforce regulations and design guidelines. These regulations and guidelines will provide practical design direction which will create a special residential community environment that is consistent with these architectural design guidelines.

Each new residential unit in Manor Heights will be subject to design criteria that will be detailed in design guidelines as referenced in the Declaration of Covenants, Conditions, and Restrictions (CCRs) to be established by Owner and enforced by the Architectural Review Committee (ARC) which will be created pursuant to the CCRs.

House plans submitted to The City shall be stamped or indicated by letter of transmittal (or similar language) that architectural review committee (ARC) has reviewed and approved the house plans as complying with the PUD Design Requirements for City Review.

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Manor Heights PUD

Design Guidelines

29 June 2018

TBG

A variety of quality and durable residential buildings and architectural character will establish appealing streetscapes in Manor Heights by emphasizing human scale along the streets while meeting the lifecycle needs of a wide range of users – from millennials to families to seniors.

Achieving quality architectural design for buildings within Manor Heights is a principal goal of this project. Buildings will use materials that are durable, economically maintained, and quality that will retain their appearance and value over time.

These architectural guidelines will promote a neighborly streetscape character with a variety of appealing home types, on-street parking and slower design speed streets to promote a welcoming community environment. Manor Heights is committed to embrace these design guidelines to establish an enduring environment that will add to the community fabric of Manor.

These architectural design guidelines are intended to assist the Master Developer, homebuilders and design professionals in the design and implementation of residential buildings and associated site elements to establish and maintain a community character that reflects the guiding principles of Manor Heights.

Front Facades are defined as residential elevations facing a street or park. Facades adjacent to a park with a wall or fence between the façade and park is not a front façade. Both street facing facades on corner lots are considered front facades and must be articulated; continue the siding material palette on both street-facing facades and incorporate architectural elements. The percentage of design elements, materials and detailing are not required to be consistent on both facades.

Streetscape Variety. The same elevation can be repeated no more than every fourth Lot. The same elevation cannot be placed on a Lot directly across the street or diagonal from any other plan with the same elevation. No elevations may be repeated on a cul-de-sac having less than six (6) Lots. No color palette may be repeated more than seven times on any block of more than 21 lots.

Variety of facade articulation. Front elevations shall have at least two different design features to break the wall plane. The following are examples of the types of design features that meet this requirement:

- Horizontal offsets, recesses or projections, breezeways, porte-cocheres, canopies, ornamental cornices, ornamental and bay windows, vertical "elevation" off-sets, peaked roof forms, arches, architectural details such as tile work or moldings integrated into the façade, integrated planters or wing walls, accent materials, varied roof heights, or similar design features

Front Facades should create visual interest through horizontal and vertical articulation of the building elevation. A variety of textured surfaces and natural materials may be used, particularly at the pedestrian eye-level, with windows and entrances that face the street. Blank walls should be minimized.

On lots less than 55’ in frontage, entries must be one-story scaled entries and either recessed or covered with a porch, canopy, or other shading device. A variety of front door types is required.

Articulated use of details and accent materials should be used at building entries to emphasize human-scale. Building entrances may be marked by porch elements, trellises, canopies, awnings or special roof treatments. Oversized and grandiose archways are discouraged.

Front Entries

Materials. Exterior surface area (all stories) may consist of ledge stone, fieldstone, cast stone, cementious-fiber planking and board and batten (not panels), painted or tinted stucco and brick. Solid wood planking, decorative cementious-fiber panels, galvanized metal and other durable materials may be used for accent features. The minimum front facade masonry is 30%, masonry must be stone, brick or stucco.

Detailing. Design elements and detailing, including the presence of windows and window treatments, trim detailing and exterior wall materials should be continued around the primary building; the percentage of design elements, materials and detailing may vary from façade to façade to encourage architectural variety and are not required to be consistent.

Residential buildings that back up to a collector street or higher street category shall be limited to one-story height to minimize the visual impact of rear facades being prominently viewed by the public.

Exteriors of Residential Buildings

A garage door recessed from the face of the front façade that emphasizes the living area of the home from the street is a permitted garage type.

Front-loaded Garage - Living Area Forward

Garage doors flush with the street-facing façade require design features on the façade that de-emphasizes the visual impact of the garage. At least one of the following is required on a flush garage:

- Integrated trim or banding around the garage door that matches the residential building
- Garage door relief detailing; windows are a preferred element
- An overhead eave or porte-cochere extended above the face of the garage door in front of the garage door face
- Decorative hardware such as hinges, handles, etc.

Front-loaded Garage - Flush with Facade

Garages projecting in front of the street facing building façade may protrude in front of the building provided that design features are provided on all exposed garage facades to de-emphasize the visual impact of the garage. A projecting garage may be side loaded (garage doors perpendicular to the street). Some combination of the following is required on a projecting garage:

- Extend and integrate the building siding materials on the garage façades
- Integrated trim or banding around the garage door that matches the residential building
- Garage door windows
- Single garage doors
- An architectural roof above the garage, such as a gabled roof

Front-loaded Garage - Projecting

Stain or paint colors for garage doors shall be compatible with the color palette of the building façade siding or trim of the home to deemphasize the garage door and emphasize the architectural building façade. Detailing and articulation of the garage doors is required.

General. Individual or two-car garage doors are permitted. The use of three garage doors is permitted provided at least one of the doors is offset two feet from the other doors. The driveway width at the curb line may be no wider than 17’ or the width of a 2-door garage.

Garage Door Articulation

Simple roof lines are encouraged and can be achieved by including hips, gables, projections (e.g. dormers) and roof form changes in keeping with a selected architectural style. On buildings with pitched roofs, the minimum main roof pitch is 5:12. Lower roof pitches are acceptable on porch elements, awnings or architectural feature elements.

Pitched roofs shall be clad in 25-year minimum composition shingles or low reflectivity coated metal roofing materials. The materials and colors of canopies, awnings and trellises should be compatible with the roof materials and complement and harmonize with the exterior design of the building.

An overhead eave or porte-cochere may extend above the face of the garage door in front of the garage door face. The overhead eave or the porte-cochere may extend five feet into the building setback line.

Roofs and Overhead Structures

MEDIUM DENSITY RESIDENTIAL

All guidelines set forth in in these Design Guidelines apply to this housing type. In addition, the following apply to Medium Density Residential buildings and site design:

Architectural style
A variety of quality and durable residential buildings within a condominium lot or small lot site must include a variety of architectural features and colors to establish an appealing streetscape character.

Form and mass
A single, large building mass should be avoided. Building designs should incorporate visually heavier and more massive elements, details or colors at the building base, and visually lighter elements, details or colors above the base. Groups of buildings must have variety of colors. Four-flat and Mansion Home buildings are permitted.

Long walls and facades
Up to six attached dwellings may be attached in a single row as a group.

Windows and transparency
All walls and elevations on all floors of attached residential buildings must include windows or doors with glass, except as appropriate to assure privacy for adjacent residents.

Building roofs
On buildings with pitched roofs, the minimum roof pitch is 6:12 on the main structure. On buildings where flat roofs are the predominant roof type, parapet walls should be provided.

Mechanical equipment screening
Rooftop mechanical equipment must be hidden or screened with architecturally integral elements at least as high as the equipment to be screened. Makeshift equipment screens, such as wooden or plastic fences, are prohibited. Ground mounted mechanical equipment must be hidden or screened with architecturally integral wing walls and/ or landscaping.Mechanical equipment must be located where their acoustics will minimize disruption to abutting residential dwelling units.

Solar panels and rain collection devices are exempt from mechanical equipment screening standards.

The PUD shall provide for a collection of privately owned, common open space lots set within the PUD and made available for residential use. Common open space will be designed to (i) serve the recreational needs of the residents (ii) provide places and opportunities for interaction within the community and (iii) provide opportunities for interaction with the natural environment.

Removed in final submittal

A minimum of three acres of land located outside the 100-year floodplain shall be established and maintained as common open space at locations within or adjacent to residential areas.

All private open space and structures thereon shall be conveyed to and permanently owned and maintained by a Home Owner Association (HOA) or other responsible entity. The HOA may adopt rules and regulations regarding access, permitted uses, security (policing) and maintenance responsibilities for the open spaces.

Any lot designated as common open space shall consist of at least six thousand (6,000) square feet. The area of the common open space lot shall be measured and calculated to the property line of the lot.

Parking for common open space uses within the PUD may be provided with adjacent on-street parking. Off-street parking may also be provided within a common open space lot, at the option of the Developer.

Common Open Space

A Master Homeowner Association shall be created and maintained for the community, empowered to govern and establish design guidelines, review architectural and landscape designs and enforce regulations and design guidelines. These regulations and guidelines will provide practical design direction which will create a special residential community environment that is consistent with these architectural design guidelines.

Each new residential unit in Manor Heights will be subject to design criteria that will be detailed in design guidelines as referenced in the Declaration of Covenants, Conditions, and Restrictions (CCRs) to be established by Owner and enforced by the Architectural Review Committee (ARC) which will be created pursuant to the CCRs.

House plans submitted to The City shall be stamped or indicated by letter of transmittal (or similar language) that architectural review committee (ARC) has reviewed and approved the house plans as complying with the PUD Design Requirements for City Review.

Design Review and Enforcement

Parkland Dedication

Parkland requirements set forth in the Manor Heights PUD shall satisfy all parkland requirements of the City with respect to the PUD. A minimum of 24 acres of land located outside of the Cottonwood Creek 100-year floodplain, to the east, and the Little Willow Creek 100-year floodplain, to the west, as generally depicted on the PUD Master Plan, shall be dedicated to the City as parkland.

Except as provided herein, no additional parkland, dedication, cash payment in lieu of parkland dedication or improvements in lieu of parkland shall be required for the PUD.

Dedicated parkland may be comprised of multiple parcels varying in size. Convenient public access to public parkland delineated on a Preliminary Plat shall be ensured by provision of at least 100 feet of street frontage, street sidewalks and space for public parking, which may include on-street parking. A park fund is not required for the PUD.

Removed in final submittal.

Parkland Dedication

Public trails shown along floodplain, city parkland, and open space shall be a minimum of 8’ wide and shall be composed of either decomposed granite or concrete depending on the site conditions and trail locations. The open space trail shall generally extend from the southern boundary of the PUD to the northern boundary of the PUD property within each 100-year floodplain. The alignment of each trail shall be approved by the Parks and Recreation Director prior to construction.

Periodic trail connections shall provide public access from adjacent street frontage within the PUD to each trail. In areas of open space not fronting a public street, access by pedestrians may be provided by public access easements that are a minimum 20ft wide. The trail must connect from an abutting street to the trail.

The developer shall construct a trail connection on the west side of the property to connect from the residential development of the PUD south to Sky Village.

The trail construction must be constructed and accepted at a date or dates mutually agreed upon by both the developer and Parks and Recreation Director. Maintenance of the trails located in park land shall be the responsibility of the City of Manor upon City acceptance of each trail, or trail segment.

The developer shall construct an informal recreational playing field, to be graded for positive drainage and located in the open space north of Old Kimbro Road near the HOA recreation center. The City shall accept the field after grass is established, and, upon acceptance, shall be responsible for maintenance of the field. Irrigation is not required.

Parkland and Open Space Improvements

Manor Heights

29 June 2018

TBG

JAY ENGINEERING COMPANY, INC.

P.O. Box 1220 *(512) 259-3882*
Leander, TX 78646 *Fax 259-8016*

August 8, 2018

Mr. Tom Bolt
Director of Development Services/City Manager
City of Manor
P.O. Box 387
Manor, TX 78653

Re: First Submittal of the
Manor Heights PUD Final Site Plan
City of Manor, Texas

Dear Mr. Bolt:

The first submittal of the Manor Heights PUD Final Site Plan prepared by Kimley-Horn and Associates and delivered to our office on August 3, 2018, has been reviewed for compliance with City of Manor Code of Ordinances Chapter 14 Section 14.02 Exhibit A Zoning Ordinance 185. The Plan appears to be in general compliance with City Ordinance requirements and we therefore take no exception to its approval as presented.

Review of this submittal does not constitute a verification of all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Please call if you have any questions or need additional information.

Sincerely,

Pauline M. Gray, P.E.
PMG/s

Copy: Alex Granados, P.E., Kimley-Horn and Associates
Scott Dunlop, City of Manor

PN: 100-766-10

CITY OF MANOR
EST. 1872
TEXAS

September 11, 2018

RE: Manor Heights PUD Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting a public hearing to consider a rezoning request for US Hwy 290 E and Old Kimbro Road and being more fully described in the attached map. 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:

Consideration, discussion and possible action upon a rezoning request for 477 acres, more or less, located at US Hwy 290 E and Old Kimbro Road, locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Travis County, Texas; which includes Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Sur. No. 52 Ab. No. 154, and Lemuel Kimbro Sur. No. 64 Ab. No. 456; from interim Agricultural (A) district zoning to Planned Unit Development (PUD) district zoning.

The Planning and Zoning Commission will convene a Special Meeting at 6:30PM on October 3, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on October 3, 2018 AND October 17, 2018 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

Sincerely,

Scott Dunlop
Planning Coordinator
512-272-5555 ext. 5

Fay Walter F
7405 Chisos Pass
Austin, TX 78724-3205

Schafer Dennis D
2616 Butler Way
Round Rock, TX 78665-3842

Rogers Belinda G & Michelle L Payne
14831 Bois D Arc Lane 6
Manor, TX 78653-4039

Jaimes Melesio
12337 Zeller Lane
Austin, TX 78753-7227

Ugarte Jose V & Eva Benitez
14831 Bois D Arc Lane 2
Manor, TX 78653-4039

Rodriguez Ernest Lee
238 Beverly Drive
San Antonio, TX 78228

Leake William R & Erica S
7401 Nez Perce Trace
Manor, TX 78653-9634

Patrick David Lee
14805 Bois D Arc Lane
Manor, TX 78653-3626

Patrick Joshua David
14809 Bois D Arc Lane
Manor, TX 78653-4097

Esparza Jose Ruiz
14793 Bois D Arc Lane
Manor, TX 78653

Smith Joshua & Marisa
14515 Bois D Arc Lane
Manor, TX 78653-3812

Wheat Philip A & Lillian T
14425 Bois D Arc Lane
Manor, TX 78653-3810

Jones Kent
14409 Bois D Arc Lane
Manor, TX 78653-3810

Landeros Joe & Letti
11605 Pillion Place
Manor, TX 78653-3691

Suarez Ernesto
14121 Bois D Arc Lane
Manor, TX 78653-3815

Riojas Maria
PO Box 10
Manor, TX 78653-0010

Johnson Craig & Tammy
13034 Partridge Bend Drive
Austin, TX 78729-6459

De La Luz Eduviges
14211 Bois D Arc Lane
Manor, TX 78653-3814

Nguyen Tuan V & Nhieu T & Quyn
124 Snowflake Drive
Round Rock, TX 78664-4063

Parent Tony Enterprises Inc
13350 Old Kimbro Road Bldg A
Manor, TX 78653

Schneider Brian S
PO Box 1303
Elgin, TX 78621-8303

Perez Daniel
12220 Johnson Rd
Manor, TX 78653-4002

Aviles Gabriel
2311 W. Howard Lane
Austin, TX 78728

Moe Randall James
1 County Road 473
Thrall, TX 76578-8797

Leake William R & Erica
7401 Nez Perce Trace
Manor, TX 78653

Portillo Zoila
13342 Old Kimbro Rd
Manor, TX 78653-4511

Gebauer John Jr.
13330 Old Kimbro Rd
Manor, TX 78653-4511

Jonse Kirk J & Cathy W
13326 Old Kimbro Rd
Manor, TX 78653-4511

Jonse John & Rita
PO Box 21
Manor, TX 78653-0021

Timmermann Terrell
PO Box 4784
Austin, TX 78765-4784

Jefferson Triangle Marine LP
9225 Katy Frwy STE 208
Houston, TX 77024

Real People Homes Inc
PO Box 125
Leakey, TX 78873-0125

Rice David
14215 E Hwy 290
Manor, TX 78653-4512

Klatt Properties LP
2001 Picadilly Drive
Round Rock, TX 78664-9511

Mathen Mathen & Annamma
20108 Panther Drive
Pflugerville, TX 78660-7513

Hester Howard Martin Jr
18965 Kuykendahl
Spring, TX 77379-3459

Fiebig David & Melinda
PO Box 191
Manor, TX 78653-0191

Fiebig Erskine E & Alice
PO Box 326
Manor, TX 78653-0326

Dinh Chau Quang & Anh Kim Pham
1201 Porterfield Dr
Austin, TX 78753-1617

Swenson Don Ray
8400 High Oak Dr.
Austin, TX 78759-8135

Tiffany Brick Co LP
300 E John Carpenter Fwy STE 1645
Irving, TX 75062-2727

AGENDA ITEM NO. 4

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Samantha J. Montemayor, Coord.

DEPARTMENT: Victim Services- Manor Police Dept.

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution authorizing the acceptance of the grant award through the U.S. department of justice office for victims of crime; and authorization for the City Manager to act as the grantee's authorized official in all matters pertaining to the city's participation in the law enforcement- based direct victim services program.

BACKGROUND/SUMMARY:

With this award, the City of Manor will hire one Victim Services Specialist to enhance direct service provision to Manor, and through a cooperative working agreement, additionally support the creation of an internal on-call rotation serving victims in Manor, Jonestown, and Lago Vista. This approach will ensure availability of an advocate post-incident through each phase of the criminal justice process. Additionally, personnel will also be available for immediate response and follow-up to non-crime crisis circumstances to address the critical needs of these individuals.

PRESENTATION: ☐YES ☒NO

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

Resolution 2018-11

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2018-11 authorizing the acceptance of the grant award through the U.S. department of justice office for victims of crime; and authorizing the City Manager to act as the grantee's authorized official in all matters pertaining to the city's participation in the law enforcement-based direct victim services program.

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

RESOLUTION NO. 2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE ACCEPTANCE OF THE GRANT AWARD THROUGH THE U.S. DEPARTMENT OF JUSTICE OFFICE FOR VICTIMS OF CRIME; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE LAW ENFORCEMENT-BASED DIRECT VICTIM SERVICES PROGRAM.

WHEREAS, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Police Department Expanding and Enhancing Victim Services Provision Project to be operated in 2019; and

WHEREAS, the City of Manor agrees that in the event of loss or misuse of the U.S. Department of Justice funds, City of Manor assures that the funds will be returned to the U.S. Department of Justice in full; and

WHEREAS, the City of Manor designates the City Manager as the grantee's authorized official;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;

City of Manor, Texas approves the Manor Police Department to accept the Grant Award through the U.S. Department of Justice, Office for Victims of Crime. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 14th DAY OF NOVEMBER 2018.

CITY OF MANOR, TEXAS

_____
Rita G. Jonse, Mayor

ATTEST:

_____
Lluvia Tijerina, TRMC
City Secretary

GMS Award: 2018-V3-GX-0024

AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Anthony Valchar

DEPARTMENT: Streets/Parks Superintendent

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on City owned equipment and fleet to be auctioned off.

BACKGROUND/SUMMARY:

Attached is the list of equipment and fleet that will be added to the Gov Deals site for auction.

PRESENTATION: ☐**YES** ■**NO**

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

Inventory

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the inventory to be auction off on Gov Deals.

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

Public Works
Inventory for GovDeals

- **Mobile Compressor speedaire (1999)1VN92**
- **2005 CAT HOLT lift station generator (OLYOOOOOED4POO952)**
- **2013 Henderson Sand Spreader (FSH-32994)**
- **2005 Ford F-150 (1FTRF12225NA58874)**
- **(20) Metal meter lids**
- **Scrap metal in bulk (metal pipe, meter boxes, valves)**
- **(3) separate old fire hydrants**
- **Concrete drainage head walls from leftover project (6)**
- **Meter top registers (144-gallon barrel worth of registers)**
- **Old meters that have been removed and replaced with digital meters (1613 meters) The old meters will go up for auction.**
- **Walk behind target road saw (000000444431)**

AGENDA ITEM NO. 6

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Public Hearing: Consideration, discussion, and possible action on a proposal to increase total water/wastewater revenues from residential and commercial customers of the City of Manor, Texas.

BACKGROUND/SUMMARY:

The 1st public hearing was held on November 7, 2018. Today is the second and final public hearing.

PRESENTATION: ☐YES ☒NO

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

Water Study Report

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the second and final public hearing.

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

CITY OF

Manor

Water and Wastewater Rate Study

Final Report / June 15, 2018

RAFTELIS

CITY OF MANOR EST. 1872 TEXAS

[INTENTIONALLY LEFT BLANK]

RAFTELIS

June 15, 2018

Lydia Collins
Director of Finance Department
City Hall
105 E. Eggleston Street
Manor, Texas, 78653

Subject: Water and Wastewater Financial Plan Study Report

Dear Mrs. Collins,

Raftelis Inc. (Raftelis) is pleased to provide this Water and Wastewater Financial Plan Study Report (Report) for the City of Manor (City) summarizing the results of our rate and financial planning study. This Report summarizes the key findings and recommendations related to the development of the financial plan for the water and wastewater utilities. The Financial Plan and Rate Model (Rate Model), which was developed as a component of this study, provides rate projections for the City based on its annual revenue requirements over a 10-year planning period. We are hopeful that the City Council of Manor will implement the recommended rate changes in this report as they will assist the City in meeting its future financial challenges.

It has been a pleasure working with you, and we thank you, the City staff and its other consultants for the support provided during the course of this study.

Sincerely,

Angie Flores

Angie Flores
Manager

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1. Executive Summary

1.1. Background of the Study

In 2017, the City of Manor engaged Raftelis to conduct a Water and Wastewater Financial Plan Study (Study) to develop sustainable water and wastewater rates for the water and wastewater enterprises.

The City serves approximately 3,000 customers in the Manor area. Slightly more than 90% of the customers are residential customers. The City faces challenges in developing its financial plan to minimize rates and charges while providing customers with efficient, high quality, and reliable services that meet all regulatory requirements. The City procures water from Manville Water Supply Corporation, EPCOR, and wells. The City currently receives wastewater treatment from the City of Austin, which will be transitioning to a Manor-owned plant in 2020 (estimate). To assist with the associated debt service of building the new wastewater treatment plant, the City is paying debt service using ad valorem taxes. These payments assist in lowering the rates for the utility customers of the City.

1.2. Study Objectives

When Raftelis was engaged to evaluate Manor's current rate structure, it was tasked to:

- Evaluate the revenue sufficiency of the City's existing rate structure;
- Explain any past discrepancies from the prior rate plan; and

Develop new water and wastewater rates if applicable; As a major component of our analysis, Raftelis developed the Rate Model to forecast annual revenue requirements, consumption, revenues, and rates over a 10-year planning period (FY 2018-FY 2028). The Rate Model incorporates a projection of O&M expenses based on the FY 2018 Budget, CIP for the next 10 years, cash-funded capital, existing debt service, and proposed debt service. These inputs are utilized to create rate projections for the next 10 years. The Rate Model was designed to be user-friendly, so that the City may be able to use the Rate Model going into the future.

2. Model Details

2.1. Operating and Maintenance Expenses

The City's 2018 budget was used as the basis for O&M costs. The forecast of O&M costs includes assumptions about inflation, increasing operating costs, and increasing demand. The budget is entered in one tab, but the Rate Model allocates costs based on division. The allocation of joint costs to the water and wastewater systems was completed through careful collaboration with City staff. In aggregate, O&M costs were projected to increase by an average rate of 2% over the 10-year period. Water supply expenses were projected to increase at a 5% rate over the next 10-years.

It should be noted that if inflation occurs at a higher rate than projected, then the cost estimates will be lower than actual. Due to the volatile nature of commodity costs, especially chemicals and electricity these inflation rates should be reviewed annually to ensure accuracy. Once the new wastewater plant comes online the City should examine the estimates for additional costs. Currently these costs are estimated, and as the plant comes online more clarity should become available on the plant costs. In Exhibit 1 below, one can see when the wastewater plant comes online in 2020 and the City of Austin wastewater payments stop. The decline in water O&M in 2020 is due to the conclusion of a meter replacement program.

Exhibit 1: O&M Costs Over Next 5 Years

	2019	2020	2021	2022	2023
Water O&M	$ 2,281,078	$ 2,052,945	$ 2,134,288	$ 2,219,272	$ 2,308,070
Wastewater O&M	$ 1,268,583	$ 973,652	$ 993,280	$ 1,013,305	$ 1,033,735
Total O&M	**$ 3,549,661**	**$ 3,026,598**	**$ 3,127,568**	**$ 3,232,576**	**$ 3,341,804**

2.2. Capital Costs

The next step in the rate setting process is to assess projected capital improvements (CIP). Accurate estimates of capital expenditures are needed to project debt service costs into the future. Over the ten years the water capital expenditures are estimated at $8,319,410 with $6,726,360 being debt-funded. For wastewater the total expenditures are estimated at $34,952,505 with $27,222,835 being debt-funded.

The major driver of the wastewater CIP is the construction and completion of the Wilbarger Wastewater Treatment Plant. Included in the $34 million of wastewater CIP is $7.7 million of developer-funded projects. Included in the water CIP is $1.5 million of developer-funded projects. To plan for these CIP projects the model anticipates issuing debt of $2.5 million in 2019, $5.7 million in 2021, and of $8.4 million in 2024. Each year the City should update the CIP, so that planned bond issuances can be updated accordingly. CIP estimates can vary greatly, so ensuring this section is up to date, is quite important.

2.3. Revenue Requirements

The development of the revenue requirements incorporates the assumptions about O&M, CIP, and cash-funded capital. For this model exercise, the Rate Model does not assume any cash-funded capital.

2.3.1. WATER REVENUE REQUIREMENTS

The water revenue requirement forecast incorporates assumptions to account for the effects of inflation, increasing demand, increasing operating costs, and anticipated capital costs. The main driver of growth in the water revenue requirements is the anticipation that water supply costs will grow significantly faster than inflation, roughly 5% per year. In 2018 and 2019 there are significant meter costs, but in 2020 and thereafter the meter costs are discontinued.

Once revenue requirements, along with non-rate revenue are determined, the cost of service and financial plan may be developed. The non-rate revenue is used to offset the revenue requirements to determine the correct cost of service. Exhibit 2, below, displays the water revenue requirements.

Exhibit 2: Water Revenue Requirements

2.3.2. WASTEWATER REVENUE REQUIREMENTS

The wastewater revenue requirement forecast incorporates assumptions to account for the effects of inflation, increasing demand, increasing operating costs, and anticipated capital costs. There are two main drivers of wastewater costs. In 2020 the Wilbarger Wastewater Treatment plant will come online. This is projected to achieve significant cost savings to the City. The City will be able to discontinue its City of Austin wastewater service contract. There will be added O&M costs from the plant, but the savings from the contract cancellation is projected to outweigh the costs. The second aspect driving the revenue requirements are future bond issuances. The majority of the future debt issuances will be supported by wastewater. Exhibit 3, below, displays the projected wastewater revenue requirements.

Exhibit 3: Wastewater Revenue Requirements

2.4. Cost of Service

As part of the project Raftelis agreed to review the cost of service for the Utility. First, Raftelis analyzed the existing revenue to determine non-rate revenue. The non-rate revenue is used to offset the cost to serve.

2.4.1. NON-RATE REVENUE

As mentioned previously, the City of Manor uses ad valorem tax revenue to make the payments of some of the utility debt service. The model takes this payment into account by showing a transfer of revenue from the General Fund. This is shown in the non-rate revenue. The ad valorem revenue is designed to offset the costs of the 2016 Certificates of Obligation bond. This bond primarily paid for the construction of the wastewater treatment plant. 85% of the bond was used to pay for wastewater projects and 15% of the bond was used to pay for water projects. Based on that assumption we allocated 85% of the ad valorem revenue to wastewater and 15% to water. The other miscellaneous revenue, such as late fees, permits, etc. was then allocated based on whether the item was a water or wastewater item.

2.4.2. WASTEWATER COST OF SERVICE

The analysis of the wastewater revenue and revenue requirements determined that current rates with projected growth will be sufficient to cover costs for the next three years. Consumption growth was estimated conservatively, but if growth rates differ from the forecast then adjustments may need to be made. The biggest uncertainty affecting future wastewater rates is the costs and timing of the Wilbarger Treatment Plant. If the costs associated with the plant come in higher than estimated, these rates may need to be revisited. It is projected that after 2020 wastewater will have to increase rates, primarily to prepare for a significant increase in debt service costs in 2024. Exhibit 5 displays the wastewater financial plan.

Exhibit 4: Wastewater Financial Plan

Exhibit 5: Wastewater Base Rates

		2018 Existing	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
Residential							
	5/8"	$ 19.00	$ 19.00	$ 19.00	$ 19.76	$ 20.55	$ 21.37
	5/8" Senior	$ 13.03	$ 13.03	$ 13.03	$ 13.55	$ 14.09	$ 14.65
Commercial							
	5/8" Positive Displacement	$ 15.00	$ 15.00	$ 15.00	$ 15.60	$ 16.22	$ 16.87
	3/4" Positive Displacement	$ 22.50	$ 22.50	$ 22.50	$ 23.40	$ 24.34	$ 25.31
	1" Positive Displacement	$ 37.50	$ 37.50	$ 37.50	$ 39.00	$ 40.56	$ 42.18
	1-1/2" Positive Displacement	$ 75.00	$ 75.00	$ 75.00	$ 78.00	$ 81.12	$ 84.36
	2" Positive Displacement	$ 120.00	$ 120.00	$ 120.00	$ 124.80	$ 129.79	$ 134.98
	2" Compound	$ 120.00	$ 120.00	$ 120.00	$ 124.80	$ 129.79	$ 134.98
	2" Turbine	$ 150.00	$ 150.00	$ 150.00	$ 156.00	$ 162.24	$ 168.73
	3" Compound	$ 240.00	$ 240.00	$ 240.00	$ 249.60	$ 259.58	$ 269.96
	3" Turbine	$ 360.00	$ 360.00	$ 360.00	$ 374.40	$ 389.38	$ 404.96
	4" Compound	$ 375.00	$ 375.00	$ 375.00	$ 390.00	$ 405.60	$ 421.82
	4" Turbine	$ 630.00	$ 630.00	$ 630.00	$ 655.20	$ 681.41	$ 708.67
	6" Compound	$ 750.00	$ 750.00	$ 750.00	$ 780.00	$ 811.20	$ 843.65
	6" Turbine	$ 1,380.00	$ 1,380.00	$ 1,380.00	$ 1,435.20	$ 1,492.61	$ 1,552.31
	8" Compound	$ 1,200.00	$ 1,200.00	$ 1,200.00	$ 1,248.00	$ 1,297.92	$ 1,349.84
	8"Turbine	$ 2,400.00	$ 2,400.00	$ 2,400.00	$ 2,496.00	$ 2,595.84	$ 2,699.67
	10" Compound	$ 1,725.00	$ 1,725.00	$ 1,725.00	$ 1,794.00	$ 1,865.76	$ 1,940.39
	10" Turbine	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,900.00	$ 4,056.00	$ 4,218.24
	12" Turbine	$ 4,950.00	$ 4,950.00	$ 4,950.00	$ 5,148.00	$ 5,353.92	$ 5,568.08

Exhibit 6: Wastewater Volumetric Rates

		2018	2019	2020	2021	2022	2023
Residential		**Existing**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
	0-8000 Gallons	$ 3.75	$ 3.75	$ 3.75	$ 3.90	$ 4.06	$ 4.22
	8,000+ Gallons	$ 4.40	$ 4.40	$ 4.40	$ 4.58	$ 4.76	$ 4.95
Commercial							
	Per 1,000 Gallons	$ 6.00	$ 6.00	$ 6.00	$ 6.24	$ 6.49	$ 6.75

2.4.3. WATER COST OF SERVICE

The existing revenue does not cover the cost of service for water. Therefore, Raftelis analyzed the water consumption data to determine if the current rate structure should be continued or if a new rate structure should be implemented. In considering the City's current structure and consumption patterns, Raftelis recommended that the City collapse its tiered block down to three blocks. This is reflected in Exhibit 6. To determine the cost allocations Raftelis worked extensively with City staff. This involved allocating costs by treatment plant, supply, distribution, etc. to determine relevant cost of service rates.

Through this process it was determined that with projected growth, the City would need a 12% increase in rate revenue in 2019 to reach cost of service in 2020. If projected growth changes materially in the upcoming years, then these estimates may need to be revised. Furthermore, with consultation of City staff, it was determined that the volumetric rate structure for water would be modified. The proposed rate structure change will be revenue neutral. The proposed rate structure allows the City to generate the required revenue in an equitable manner.

In years 2021-2023 water rate increases must be made to ensure revenue sufficiency. In 2024 a large bond issuance must occur that will increase costs significantly. The rate increases from 2021-2023 are to prepare for this. Exhibits 6 and 7 display the proposed water rates.

Exhibit 6: Water Base Rates

		2018 Current	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
Residential							
	5/8"	$ 24.25	$ 27.16	$ 27.16	$ 29.06	$ 31.09	$ 33.27
	5/8" Senior	$ 20.65	$ 23.13	$ 23.13	$ 24.75	$ 26.48	$ 28.33
Commercial							
	5/8" Positive Displacement	$ 9.00	$ 10.08	$ 10.08	$ 10.79	$ 11.55	$ 12.36
	3/4" Positive Displacement	$ 13.50	$ 15.12	$ 15.12	$ 16.18	$ 17.31	$ 18.52
	1" Positive Displacement	$ 22.50	$ 25.20	$ 25.20	$ 26.96	$ 28.85	$ 30.87
	1-1/2" Positive Displacement	$ 45.00	$ 50.40	$ 50.40	$ 53.93	$ 57.71	$ 61.75
	2" Positive Displacement	$ 72.00	$ 80.64	$ 80.64	$ 86.28	$ 92.32	$ 98.78
	2" Compound	$ 72.00	$ 80.64	$ 80.64	$ 86.28	$ 92.32	$ 98.78
	2" Turbine	$ 90.00	$ 100.80	$ 100.80	$ 107.86	$ 115.41	$ 123.49
	3" Compound	$ 144.00	$ 161.28	$ 161.28	$ 172.57	$ 184.65	$ 197.58
	3" Turbine	$ 216.00	$ 241.92	$ 241.92	$ 258.85	$ 276.97	$ 296.36
	4" Compound	$ 225.00	$ 252.00	$ 252.00	$ 269.64	$ 288.51	$ 308.71
	4" Turbine	$ 378.00	$ 423.36	$ 423.36	$ 453.00	$ 484.71	$ 518.64
	6" Compound	$ 450.00	$ 504.00	$ 504.00	$ 539.28	$ 577.03	$ 617.42
	6" Turbine	$ 828.00	$ 927.36	$ 927.36	$ 992.28	$ 1,061.74	$ 1,136.06
	8" Compound	$ 720.00	$ 806.40	$ 806.40	$ 862.85	$ 923.25	$ 987.88
	8"Turbine	$ 1,440.00	$ 1,612.80	$ 1,612.80	$ 1,725.70	$ 1,846.50	$ 1,975.76
	10" Compound	$ 1,035.00	$ 1,159.20	$ 1,159.20	$ 1,240.34	$ 1,327.16	$ 1,420.06
	10" Turbine	$ 2,250.00	$ 2,520.00	$ 2,520.00	$ 2,696.40	$ 2,885.15	$ 3,087.11
	12" Turbine	$ 2,970.00	$ 3,326.40	$ 3,326.40	$ 3,559.25	$ 3,808.40	$ 4,074.99

Exhibit 7: Water Volumetric Rates

		2018 Current	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
Residential							
	0-2,0000 Gallons	$ 0.50					
	2,0001-5,000 Gallons	$ 2.70					
	5,001-10,000 Gallons	$ 3.00					
	10,0001-15,000 Gallons	$ 3.25					
	15,001-25,000 Gallons	$ 3.50					
	25,000+ Gallons	$ 4.25					
	0-2,000 gallons		$ 1.10	$ 1.10	$ 1.18	$ 1.26	$ 1.35
	2,000-10,000 gallons		$ 2.55	$ 2.55	$ 2.73	$ 2.92	$ 3.12
	>10,000 gallons		$ 4.50	$ 4.50	$ 4.82	$ 5.15	$ 5.51
Commercial							
	All per 1,000 Gallons	$ 6.30	$ 7.06	$ 7.06	$ 7.55	$ 8.08	$ 8.64

2.5. Results

With the proposed rate increases the water utility is projected to become more self-sufficient. Over the next couple of years, the Utility should closely observe their costs and demands. The ad valorem transfer does give the Utility financial assistance. When the wastewater treatment plant comes online, the Utility should experience a large drop in costs. If this does not occur, then the Utility may have to revisit these assumptions. The Utility is reliant on the ad valorem transfer, if this transfer decreases then the Utility may have to revisit these plans. The exhibits below show the performance of the Utility by division and at a combined level.

Exhibit 8 Water Financial Plan

Exhibit 9 Wastewater Financial Plan

Exhibit 10 Combined Utility Financial Plan

AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion, and possible action on an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). Applicant: Hans Lorange, Real People Homes, Inc. Owner: Hans Lorange.

BACKGROUND/SUMMARY:

This property was annexed on 9/30/18 by Ordinance 483. It is at the intersection of US Hwy 290 and Kimbro Road. There are a couple of occupied and unoccupied building on the property.

PRESENTATION: ☐YES ☒NO

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

Ordinance
Zoning map
Area image

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the first reading of an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM INTERIM AGRICULTURAL (A) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit “A” (the “Property”), from the current zoning district Interim Agricultural (A) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 14th day of November 2018.

PASSED AND APPROVED SECOND AND FINAL READING on this the 5th day of December 2018.

THE CITY OF MANOR, TEXAS

_____
Rita G. Jonse,
Mayor

ATTEST:

_____
Lluvia Tijerina, TRMC
City Secretary

EXHIBIT "A"

Property Legal Description:
Abstract 315, Survey 63 G Acres 2.935, 0.50 and 3.0 and Lot 2 Block A KST/Voelker Tract
Resub of Lot 2 Block A

Property Address:
14401 N FM 973 and 14233, 14225 and 14211 Suncrest Road, Manor, Texas

Proposed Zoning: Medium Commercial C-2

Current Zoning District: Interim Agricultural (A)

Manor Zoning Zone	
R-1 - Single Family	C-2 - Medium Commercial
R-2 - Single Family	DB - Downtown Business District
R-3 - Multi Family	NB - Neighborhood Business
R-4 - Multi Family Special	IN-1 - Light Industrial
M-1 - Manufactured Housing	IN-2 - Heavy Industrial
M-2 - Manufactured Housing Park	I - Institutional
C-1 - Light Commercial	PUD - Planned Unit Development
	A - Agricultural
	Manor ETJ

AGENDA ITEM NO. 8

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Scott Dunlop, Asst. Dev. Services Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing: Consideration, discussion and possible action on a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E and Old Kimbro Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Sky Village Kimbro Estates LLC.

BACKGROUND/SUMMARY:

This is the overall concept plan for the remainder of Manor Heights. It has been approved by our engineers and is consistent with the PUD zoning.

PRESENTATION: ☐YES ☒NO

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

Concept Plan
Engineer comments
Approval letter
Notice letter and mailing labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E and Old Kimbro Road, Manor, TX.

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

Plotted By:Davis, Adam Date:October 31, 2018 04:05:10pm File Path:K:\AUS_Civil\069255700 Sky Village South\Cad\Concept Plan\PlanSheets\Manor Heights CONCEPT PLAN.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

CONCEPT PLAN
FOR
MANOR HEIGHTS PHASES 2, 3, 4, 5, 6
2018-P-1130-CP
CITY OF MANOR, TRAVIS COUNTY, TEXAS
November 2018

WATERSHED STATUS:

THIS SITE IS LOCATED IN THE COTTONWOOD CREEK WATERSHED.

FLOODPLAIN INFORMATION:

PORTIONS OF THIS SITE LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0485J, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.
PORTIONS OF THIS SITE LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0505H, EFFECTIVE SEPTEMBER 26, 2008, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

LEGAL DESCRIPTION:

140.752 ACRES OF LAND OUT OF 267.972 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456 AND THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE SAME 267.972 ACRE TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS DESCRIBED IN DOCUMENT NUMBER 2016214460, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

(35.626 AC) LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.

3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO JOHN NAGLE, AS RECORDED IN VOLUME 180, PAGE 240, DEED RECORDS OF TRAVIS COUNTY, TEXAS

157.9603 ACRE OUT OF THE A.C. CALDWELL SURVEY NO.52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO.64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO KIMBRO ROAD ESTATES, LP PER DEED RECORDED AS DOCUMENT NO.2005154974 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

134.12 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN CALLED 180.83 ACRES OF LAND CONVEYED TO ALMA JUANITA MEIER, AS DESCRIBED IN VOLUME 11376, PAGE 676, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

BENCHMARK NOTE:

BM #103 "X" SET ON BACK OF CURB ON WEST SIDE OF SHERRI BERRY WAY ± 40' SOUTH OF THE CENTERLINE OF KIRK RUBY. ELEV.=542.29'

BM #104 "X" SET ON BACK OF CURB ON NORTHWEST CORNER OF CHARLES ABRAHAM AND MARY OZBURN.
ELEV.=543.45'

SITE SUMMARY 477.8 ACRES			
LAND USE	ACRES	NO. LOTS	LUE'S
PUD SF-1	234.0	935-995	935-995
PUD MEDIUM DENSITY	46.6	340-400	238-280*
C-2 AND NB	23.7	N/A	244**
HOA AMENITY	1.7	-	5
CITY PARKLAND	25.9	-	0***
OPEN SPACE FLOODPLAIN	126.2	-	-
MAJOR ROADWAYS	19.7	-	-
TOTALS	477.8		1428-1530

* PUD MEDIUM DENSITY (10 UNITS/ACRE) (.7 LUE/UNIT)
**COMMERCIAL (10% RESTAURANT, 70% RETAIL, 20% OFFICE)
*** CITY PARKLAND (6 LUE's)

NOTE: THESE VALUES ARE INTENDED FOR PRELIMINARY ANALYSIS ONLY AND MAY VARY FROM VALUES PROVIDED IN THE FINAL SITE DESIGN.

PARKLAND	
LAND USE	AREA (AC)
TOTAL AREA OF DEVELOPMENT	477.75
REQUIRED PARKLAND (5% OF TOTAL AREA)	23.9
PROPOSED PARKLAND OUTSIDE FLOODPLAIN	25.9
*EXCESS OF REQUIRED PARKLAND	2.0

TRAFFIC

ESTIMATED LAND USE TABLE FOR PRELIMINARY TRAFFIC IMPACT

Land Uses			
Land Use Type	Square Feet or Units	% of Category	FAR
PUD SF-1	935-995	100%	-
Restaurant (Commercial)	20,735	10%	0.2
Retail (Commercial)	233,264	90%	0.25
PUD MEDIUM DENSITY	340-400	100%	-
CITY PARKLAND	N/A	100%	-

NOTE: THESE VALUES ARE INTENDED FOR PRELIMINARY TRIP GENERATION REPORTS ONLY AND MAY VARY FROM VALUES PROVIDED IN THE FINAL SITE DESIGN AND TRAFFIC IMPACT ANALYSIS.

APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS ___ DAY OF _____, 20__

BY: _____
HONORABLE MAYOR RITA G. JONSE
MAYOR OF THE CITY OF MANOR, TEXAS

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY OF COUNCIL.

DATED THIS ___ DAY OF _____, 20__

BY: _____
WILLIAM MYERS, CHAIRPERSON

VICINITY MAP
SCALE: 1" = 2,000'

ENGINEER / SURVEYOR
Kimley»Horn
10814 JOLLYVILLE ROAD
AVALLON IV, SUITE 300
AUSTIN, TEXAS 78759
PH. (512) 418-1771
CONTACT: ALEX GRANADOS, P.E.
STATE OF TEXAS
REGISTRATION NO. F-928

OWNER/DEVELOPER
SKY VILLAGE KIMBRO ESTATES LLC,
2730 TRANSIT ROAD
WEST SENECA, NEW YORK 14224-2523
CONTACT: GORDON REGER

NOTE: THESE VALUES ARE INTENDED FOR PRELIMINARY TRIP GENERATION REPORTS ONLY AND MAY VARY FROM VALUES PROVIDED IN THE FINAL SITE DESIGN AND TRAFFIC IMPACT ANALYSIS.

Kimley»Horn

Trip Generation Planner (ITE 10th Edition) - Summary Report

Weekday Trip Generation
Trips Based on Average Rates/Equations

Project Name MANOR HEIGHTS
Project Number

ITE Code	Internal Capture Land Use	Land Use Description	Independent Variable	Setting/Location	No. of Units	Avg Rate or Eq	Rates: Daily Rate	Rates: AM Rate	Rates: PM Rate	Total Trips: Daily Trips	Total Trips: AM Trips	Total Trips: PM Trips	Total Trips: AM Trips In	Total Trips: AM Trips Out	Total Trips: PM Trips In	Total Trips: PM Trips Out	Net Trips after Internal Capture: Daily Trips	Net Trips after Internal Capture: AM Trips	Net Trips after Internal Capture: PM Trips	Net Trips after Internal Capture: AM Trips In	Net Trips after Internal Capture: AM Trips Out	Net Trips after Internal Capture: PM Trips In	Net Trips after Internal Capture: PM Trips Out	Net Trips after Internal Capture & Pass-By: Daily Trips	Net Trips after Internal Capture & Pass-By: AM Trips	Net Trips after Internal Capture & Pass-By: PM Trips	Net Trips after Internal Capture & Pass-By: AM Trips In	Net Trips after Internal Capture & Pass-By: AM Trips Out	Net Trips after Internal Capture & Pass-By: PM Trips In	Net Trips after Internal Capture & Pass-By: PM Trips Out
820	Retail	Shopping Center	1,000 Sq Ft GLA	General Urban/Suburban	233	Avg	37.75	0.94	3.81	8,792	142	573	69	54	276	298	8,792	142	573	69	54	276	298	8,792	142	573	69	54	276	298
932	Restaurant	High Turnover (Sit-Down) Restaurant	1,000 Sq Ft	General Urban/Suburban	14.7	Avg	112.18	9.94	9.77	1,648	146	144	85	61	93	51	1,648	146	144	85	61	93	51	1,648	146	144	85	61	93	51
934	Restaurant	Fast-Food Restaurant w/ D.T.	1,000 Sq Ft	General Urban/Suburban	6	Avg	470.95	45.18	32.67	2,826	271	196	123	118	103	93	2,826	271	196	123	118	103	93	2,826	271	196	123	118	103	93
				Total Office	1,000 Sq Ft	233				874	80	79	69	11	13	66	874	67	66	58	1	8	60							
				Total Retail	1,000 Sq Ft	233				5,702	142	573	69	54	276	298	5,702	122	494	79	44	208	248							
	Subtotal before Internal Capture			Total Restaurant	1,000 Sq Ft	20.7				4,084	362	305	184	169	170	135	3,161	321	194	170	151	118	76							
				Total Cinema/Entertainment	Screen(s)																									
				Total Residential	Dwelling Unit(s)																									
				Total Hotel	Room(s)																									
				Total Other																										
									Grand Total	10,460	614	959	341	233	499	500	8,940	510	753	304	196	331	313	8,940	392	457	248	144	259	252

Notes:
(1) AM and/or PM rates correspond to peak hour of generator
(2) Land use was removed in Trip Generation, 10 Edition, trip generation data from the ITE Trip Generation, 9th Edition

A Trip Generation data from ITE Trip Generation, 10th Edition
B AM/PM rates correspond to peak of adjacent street traffic (if data available)
C Includes weekday rates only
D Total trips include pass-by trips w/ no internal capture
E Pass-by rates from ITE Trip Generation Handbook, 3rd Edition
F Internal capture rates from ITE Trip Generation Handbook, 3rd Edition
G Worksheet is intended as a planning tool. Verify results w/ ITE Trip Generation 9th Edition
H Enter data in shaded cells of column A
I ITE Codes entered on line 8 now of table are assumed to be part of mixed use and will be used in calculation of internal capture.

SUBDIVISION NOTES

1. AN AERIAL PHOTOGRAPH MAY BE SUBMITTED AT THE PRELIMINARY PLAT STAGE RATHER THAN A TREE SURVEY.
2. AN INVENTORY OF SIGNIFICANT TREES THAT IDENTIFIES THE NUMBER OF SIGNIFICANT TREES BY CATEGORY (TREES 18 INCHES IN CALIPER OR LARGER AND TREES BETWEEN 8 AND 18 INCHES IN CALIPER) TO REMAIN DURING CONSTRUCTION AND THE NUMBER OF SIGNIFICANT TREES IN EACH CATEGORY DESIGNATED TO BE REMOVED DURING CONSTRUCTION SHALL BE SUBMITTED WITH CONSTRUCTION PLANS.
3. THE NUMBER OF REPLACEMENT TREES THAT WILL BE INSTALLED, WITHOUT THE IDENTIFICATION OF THE PARTICULAR LOCATION AT WHICH THE REPLACEMENT TREES SHALL BE INSTALLED, WILL BE SUBMITTED WITH FOR REVIEW WITH THE CONSTRUCTION PLANS, ON A PER PHASE BASIS.
4. SIGNIFICANT COTTONWOOD, HACKBERRY OR MESQUITE TREES REMOVED SHALL BE REPLACED AT A RATE OF 50% PER CALIPER INCH WITH AN APPROVED HARDWOOD TREE. ALL OTHER SIGNIFICANT TREES MUST BE REPLACED AT THE RATIOS DEFINED IN THE CITY'S SUBDIVISION ORDINANCE.
5. THE MINIMUM LOT AREA AND LOT WIDTH REQUIREMENTS (INCLUDING THE PERCENTAGE OF TOTAL LOTS WITHIN THE LAND PLAN THAT ARE PERMITTED TO BE OF SUCH MINIMUM LOT AREA AND LOT WIDTH CATEGORY), HEIGHT AND SETBACK REQUIREMENTS, LOT COVERAGE REQUIREMENTS, PARKING REQUIREMENTS, AND LANDSCAPING REQUIREMENTS FOR EACH LOT SHALL BE AS SET FORTH IN THE MINIMUM DEVELOPMENT STANDARDS FOR LOTS WITHIN THE LAND PLAN AND OUTSIDE THE CORPORATE BOUNDARIES OF THE CITY OR AS SET FORTH IN THE PUD VARIANCES FOR LOTS WITHIN THE PUD AND THE CORPORATE BOUNDARIES OF THE CITY.
6. LOTS SHALL NOT BE REQUIRED TO FACE A SIMILAR LOT ACROSS THE STREET.
7. SIDE LOT LINES SHALL NOT BE REQUIRED TO PROJECT AWAY FROM THE FRONT LOT LINE AT APPROXIMATELY RIGHT ANGLES TO STREET LINES AND RADIAL TO CURVED STREET LINES.
8. THE CONSTRUCTION OF SIDEWALKS IN RESIDENTIAL AND COMMERCIAL AREAS NEED NOT BE COMPLETED PRIOR TO FINAL APPROVAL AND ACCEPTANCE OF A FINAL PLAT, BUT MUST BE COMPLETED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR WITHIN 2 YEARS FROM THE APPROVAL OF THE FINAL PLAT. A COST ESTIMATE FOR THE CONSTRUCTION OF ANY SIDEWALKS IN RESIDENTIAL AREAS NOT CONSTRUCTED PRIOR TO THE FINAL APPROVAL AND ACCEPTANCE OF THE FINAL PLAT SHALL BE PREPARED AND A BOND FOR 110% OF SUCH COSTS SHALL BE POSTED WITH THE CITY. EACH YEAR THE DEVELOPER AND CITY MAY AGREE TO THE ADDITIONAL SIDEWALKS IN RESIDENTIAL AREAS THAT WERE COMPLETED DURING THE PREVIOUS YEAR AND REDUCE THE AMOUNT OF THE BOND TO REFLECT THE CONSTRUCTION COSTS OF THE SIDEWALKS THAT HAVE BEEN COMPLETED. SIDEWALKS IN RESIDENTIAL AREAS NOT COMPLETED PRIOR TO THE END OF THE 2-YEAR PERIOD SHALL BE COMPLETED BY THE DEVELOPER OR BY THE CITY WITH THE BOND FUNDS. FAILURE TO PROVIDE SUFFICIENT BONDS OR COMPLETE THE SIDEWALKS IN RESIDENTIAL AREAS SHALL ALLOW THE CITY TO BUILD SIDEWALKS. THE CONSTRUCTION OF SIDEWALKS IN NON-RESIDENTIAL AREAS SHALL BE COMPLETED DURING SUBDIVISION CONSTRUCTION.
9. THE MINIMUM SINGLE-FAMILY RESIDENTIAL LOT SHALL BE 6,250 SQUARE FEET WITHIN PUD-SF-1, AND 3300 SQUARE FEET WITHIN PUD-MEDIUM DENSITY.
10. LOT FRONTAGE WIDTHS OF PUD SF-1 SHALL BE AS FOLLOWS:
    10.1. ALL LOTS EXCEPT THOSE IN CUL-DE-SACS OR ALONG A CURVED ROADWAY TO HAVE A MINIMUM FRONTAGE OF NO LESS THAN 50 FEET.
    10.2. LOTS ALONG CUL-DE-SACS AND CURVED ROADWAY TO HAVE A MINIMUM FRONTAGE OF NO LESS THAN 30 FEET AT THE RIGHT OF WAY, AND 50' WIDE FRONTAGE MEASURED AT THE PROPERTY SETBACK LINE.
11. SINGLE-FAMILY RESIDENTIAL LOTS HAVE A MINIMUM SIDE SET BACK OF FIVE (5) FEET FOR EACH LOT.
12. SINGLE-FAMILY RESIDENTIAL LOTS HAVE A MINIMUM REAR SET BACK OF TEN (10) FEET FOR EACH LOT.
13. OFF-STREET PARKING SPACES AND LOADING FACILITIES FOR THE COMMERCIAL TRACTS HAVE BEEN CONTEMPLATED AND WILL MEET CITY OF MANOR'S PARKING CALCULATION TABLES REQUIREMENTS.
14. EXISTING SITE TOPOGRAPHY CONTAINS RELATIVELY FLAT SLOPES RANGING FROM 1% TO 5%. PROPOSED ROADWAY GRADES WILL BE SUITABLE FOR EMERGENCY ACCESS AND WILL MEET CITY OF AUSTIN TRANSPORTATION CRITERIA MANUAL AND EMERGENCY SERVICE DISTRICT 12 REQUIREMENTS.
15. LANDSCAPING AND SCREENING WILL BE INTEGRATED INTO THE FINAL OVERALL SITE DESIGN AND WILL BE PROVIDED TO CREATE ADEQUATE BUFFERS TO SHIELD LIGHTS, NOISE, MOVEMENT OR ACTIVITIES FROM ADJACENT PROPERTIES.
16. NO DUPLEXES ARE ALLOWED IN THIS PUD.
17. THE DEVELOPMENT WILL BE IN ACCORDANCE WITH THE ENVIRONMENTAL ASSESSMENT FOR THE SITE.
18. MINIMUM ON-SITE PARKING REQUIREMENTS FOR PUD MEDIUM DENSITIES SHALL BE TWO SPACES FOR EACH LIVING UNIT AND ONE-HALF SPACE FOR EACH ADDITIONAL BEDROOM ABOVE TWO PLUS 10% ADDITIONAL SPACES FOR VISITOR PARKING. TANDEM SPACES ARE ALLOWABLE. OFF-SITE PARKING TO MEET THIS PARKING REQUIREMENT IS SUBJECT TO APPROVAL BY THE CITY DEVELOPMENT SERVICES DEPARTMENT.
19. ALL RESIDENTIAL HOMES WITHIN THIS PUD WILL FOLLOW THE DESIGN STANDARDS THAT ARE AGREED UPON BETWEEN THE DEVELOPER AND CITY OF MANOR.
20. THERE WILL BE A (4) FOUR HOUR MAXIMUM TIME LIMIT FOR THE PARKING ON RESIDENTIAL STREETS.
21. PUBLIC TRAILS SHOWN ALONG FLOODPLAIN, CITY PARKLAND, AND OPEN SPACE SHALL BE A MINIMUM OF 8' WIDE AND SHALL BE COMPOSED OF A COMBINATION OF DECOMPOSED GRANITE AND CONCRETE DEPENDING ON SITE CONDITIONS AT TRAIL LOCATIONS.
22. THE MINIMUM FRONT FACADE MASONRY IS 30%, MASONRY MUST BE STONE, BRICK, OR STUCCO.
23. HOUSE PLANS SUBMITTED TO THE CITY SHALL BE STAMPED OR INDICATED BY LETTER OF TRANSMITTAL (OR SIMILAR LANGUAGE) THAT THE ARCHITECTURAL REVIEW COMMITTEE (ARC) HAS REVIEWED AND APPROVED THE HOUSE PLANS AS COMPLYING WITH THE PUD ARCHITECTURAL DESIGN REQUIREMENTS FOR CITY REVIEW.
24. LOTS UNDER THE PUD MEDIUM DENSITY CATEGORY SHALL BE ALLEY LOADED WHEN THE PROPOSED FRONT YARD SETBACK IS 10 FEET.

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10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759
PHONE: 512-418-1771 FAX: 512-418-1791
WWW.KIMLEY-HORN.COM
TEXAS REGISTERED ENGINEERING FIRM F-928

Plotted By:Davis, Adam Date:October 31, 2018 04:05:14pm File Path:K:\AUS_Civil\069255700 Sky Village South\Cad\Concept Plan\PlanSheets\Manor Heights CONCEPT PLAN.dwg
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MANOR HEIGHTS	OVERALL PHASING PLAN	Kimley»Horn © 2018 KIMLEY-HORN AND ASSOCIATES, INC. 10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759 PHONE: 512-418-1771 FAX: 512-418-1791 WWW.KIMLEY-HORN.COM TEXAS REGISTERED ENGINEERING FIRM F-928	2

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LEGEND

- PUD BOUNDARY
- TRAIL
- SHARED USE PATH
- PHASE LINE
- PROPOSED RIGHT OF WAY
- FEMA 100-YR FLOODPLAIN
- PROPOSED 100-YR FLOODPLAIN

MANOR HEIGHTS	CONCEPT PLAN (SHEET 1 OF 3)	Kimley»Horn	3

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TEXAS REGISTERED ENGINEERING FIRM F-928

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N E S W

0 200' 400'
GRAPHIC SCALE 200'

LEGEND

- PUD BOUNDARY
- TRAIL
- SHARED USE PATH
- PHASE LINE
- PROPOSED RIGHT OF WAY
- FEMA 100-YR FLOODPLAIN
- PROPOSED 100-YR FLOODPLAIN

MANOR HEIGHTS	CONCEPT PLAN (SHEET 2 OF 3)	Kimley»Horn © 2018 KIMLEY-HORN AND ASSOCIATES, INC. 10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759 PHONE: 512-418-1771 FAX: 512-418-1791 WWW.KIMLEY-HORN.COM TEXAS REGISTERED ENGINEERING FIRM F-928	4

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MANOR HEIGHTS	CONCEPT PLAN (SHEET 3 OF 3)	Kimley»Horn	5

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TEXAS REGISTERED ENGINEERING FIRM F-928

Jay Engineering Company, Inc.
P.0. Box 1220
Leander, Texas 78646-1220
Tel. (512) 259-3882 Fax. (512) 259-8016
TEXAS REGISTERED ENGINEERING FIRM F-4780

Date: Thursday, July 19, 2018

Alex Granados
Kimley-Horn
10814 Jollyville Road
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2018-P-1130-CP
Job Address: Manor Heights Overall Concept Plan, Manor, TX. 78653

Dear Alex Granados,

The first submittal of the Manor Heights Ph. 2, 3, 4, 5, 6 Concept Plan *(Concept Plan*) submitted by Kimley-Horn and received on August 28, 2018, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review
The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@jaeco.net.

1. Per Chapter 10, Exhibit A, Article II, Section 21.(C)(14) of the Manor Code of Ordinances, identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards as defined in this Ordinance must be shown on the plan.

2. Portions of the project are located within the City's ETJ and will need to be reviewed by Travis County. The proposed MAD 4 road is a county road. The developer will need to set up a meeting with the City of Manor and Travis County to discuss the portions of the development which will be reviewed by Travis County.

3. Most of the proposed commercial development appears to front US Highway 290. General Office uses will be not be allowed along US Highway 290.

4. Per Chapter 10, Exhibit A, Article II, Section 21.(C)(12) of the Manor Code of Ordinances, Significant existing features on, or within 200 feet of, the property, such as railroads, roads,buildings, utilities and drainage structures.

5. An overall phasing map should be submitted as it is hard to determine where the Phases start and end. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats is required per Chapter 10, Exhibit A, Article II, Section 21.(C)(4) of the Manor Code of Ordinances.

6. It is hard to distinguish between the different linetypes of the drawing. For example it is hard to tell the difference between the 100-yr. floodplain lines and the lot lines in Phase 5.

7. Proposed and existing arterial and collector streets to serve the general area should be shown on the Concept Plan as required by Chapter 10, Exhibit A, Article II, Section 21.(C)(9) of the Manor Code of Ordinances.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

Pauline Gray, P.E.
Staff Engineer
Jay Engineering Company, Inc.

Kimley»Horn

August 27, 2018

Pauline Gray, P.E.
Jay Engineering Company, Inc vie E-Mail
P.O. Box 1220
Leander, Texas

RE: 2018-P-1130-CP
Manor Heights Concept Plan
1st Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated July 19, 2018. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@jaeco.net.

1. Per Chapter 10, Exhibit A, Article II, Section 21.(C)(14) of the Manor Code of Ordinances, identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards as defined in this Ordinance must be shown on the plan.

   Response: Understood. 100-Year Fema Floodplain and Proposed 100-Year Floodplain (Pending CLOMR), creek centerlines, and known jurisdictional waters have been shown on the concept plan.

2. Portions of the project are located within the City's ETJ and will need to be reviewed by Travis County. The proposed MAD 4 road is a county road. The developer will need to set up a meeting with the City of Manor and Travis County to discuss the portions of the development which will be reviewed by Travis County.

   Response: Phase 2 has been annexed by the City since the last submittal. Updated City of Manor ETJ and City of Manor boundaries are now shown on concept plan.

3. Most of the proposed commercial development appears to front US Highway 290. General Office uses will be not be allowed along US Highway 290.

   Response: Per the approved PUD, general office is no longer proposed on Highway 290. The concept plan has been updated to show this change.

4. Per Chapter 10, Exhibit A, Article II, Section 21.(C)(12) of the Manor Code of Ordinances, Significant existing features on, or within 200 feet of, the property, such as railroads, roads, buildings, utilities and drainage structures.

   Response: Understood. 100-Year Fema Floodplain and Proposed 100-Year Floodplain (Pending CLOMR), creek centerlines, and known jurisdictional waters have been shown on the concept plan.

5. An overall phasing map should be submitted as it is hard to determine where the Phases start and end. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats is required per Chapter 10, Exhibit A, Article II, Section 21.(C)(4) of the Manor Code of Ordinances.

   Response: Overall Phasing Plan has been included.

6. It is hard to distinguish between the different linetypes of the drawing. For example it is hard to tell the difference between the 100-yr. floodplain lines and the lot lines in Phase 5.

   Response: Floodplain linetypes have been thickened to be easily distinguishable from different linetypes.

7. Proposed and existing arterial and collector streets to serve the general area should be shown on the Concept Plan as required by Chapter 10, Exhibit A, Article II, Section 21.(C)(9) of the Manor Code of Ordinances.

   Response: Proposed and Existing Right of Ways have been updated to display.

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Brett Burke, Project Manager
Brett.Burke@kimley-horn.com

Jay Engineering Company, Inc.
P.0. Box 1220
Leander, Texas 78646-1220
Tel. (512) 259-3882 Fax. (512) 259-8016
TEXAS REGISTERED ENGINEERING FIRM F-4780

Date: Wednesday, September 19, 2018

Alex Granados
Kimley-Horn
10814 Jollyville Road
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2018-P-1130-CP
Job Address: Manor Heights Overall Concept Plan, Manor 78653

Dear Alex Granados,

We have conducted a review of the concept plan for the above-referenced project, submitted by Alex Granados and received by our office on August 28, 2018, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

Please submit a hard copy of the Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan will be uploaded under project files on the my permit now website.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

Pauline M Gray

Pauline Gray, P.E.
Staff Engineer
Jay Engineering Company, Inc.

CITY OF MANOR
EST. 1872
TEXAS

October 25, 2018

RE: Manor Heights Phases 2, 3, 4, 5. 6 Concept Plan

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a subdivision concept plan for Manor Heights Phases 2, 3, 4, 5, and 6. 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 Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres +/-, located near US Hwy 290 E and Old Kimbro Road, Manor, TX.**

The Planning and Zoning Commission will convene at 6:30PM on November 14, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on November 14, 2018 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

Sincerely,

Scott Dunlop
Planning Coordinator
512-272-5555 ext. 5

FAY WALTER F
7405 CHISOS PASS
AUSTIN , TX 78724-3205

SCHAFER DENNIS D
2616 BUTLER WAY
ROUND ROCK , TX 78665-3842

ROGERS BELINDA G & MICHELLE L PAYNE
14831 BOIS D ARC LN 6
MANOR , TX 78653-4039

JAIMES MELESIO
12337 ZELLER LN
AUSTIN , TX 78753-7227

UGARTE JOSE V & EVA BENITEZ
14831 BOIS D ARC LN 2
MANOR, TX 78653-4039

RODRIGUEZ ERNEST LEE
238 BEVERLY DRIVE
SAN ANTONIO, TX 78228

LEAKE WILLIAM R & ERICA S
7401 NEZ PERCE TRCE
MANOR , TX 78653-9634

PATRICK DAVID LEE
14805 BOIS D ARC
MANOR , TX 78653-3626

PATRICK JOSHUA DAVID
14809 BOIS D ARC LN
MANOR , TX 78653-4097

ESPARZA JOSE RUIZ
14793 BOIS D ARC LN
MANOR, TX 78653

SMITH JOSHUA & MARISA
14515 BOIS D ARC LN
MANOR , TX 78653-3812

WHEAT PHILIP A & LILLIAN T
14425 BOIS D ARC LN
MANOR , TX 78653-3810

JONES KENT
14409 BOIS D ARC LN
MANOR , TX 78653-3810

LANDEROS JOE & LETTI
11605 PILLION PL
MANOR , TX 78653-3691

SUAREZ ERNESTO
14121 BOIS D ARC LN
MANOR , TX 78653-3815

RIOJAS MARIA
PO BOX 10
MANOR , TX 78653-0010

JOHNSON CRAIG & TAMMY
13034 PARTRIDGE BEND DR
AUSTIN , TX 78729-6459

DE LA LUZ EDUVIGES
14211 BOIS DARC LANE
MANOR , TX 78653-3814

NGUYEN TUAN V & NHIEU T & QUYN
124 SNOWFLAKE DR
ROUND ROCK , TX 78664-4063

PARENT TONY ENTERPRISES INC
13350 OLD KIMBRO RD BLDG A
MANOR , TX 78653

SCHNEIDER BRIAN S
PO BOX 1303
ELGIN , TX 78621-8303

PEREZ DANIEL
12200 JOHNSON RD
MANOR , TX 78653-4002

AVILES GABRIEL
2311 W HOWARD LN
AUSTIN, TX 78728

MOE RANDALL JAMES
1 COUNTY ROAD 473
THRALL , TX 76578-8797

LEAKE WILLIMAM R & ERICA
7401 NEZ PERCE TRACE
MANOR, TX 78653

PORTILLO ZOILA
13342 OLD KIMBRO RD
MANOR , TX 78653-4511

GEBAUER JOHN JR
13330 OLD KIMBRO RD
MANOR , TX 78653-4511

JONSE KIRK J & CATHY W
13326 OLD KIMBRO RD
MANOR , TX 78653-4511

JONSE JOHN & RITA
PO BOX 21
MANOR , TX 78653-0021

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN, TX 78765-4784

JEFFERSON TRIANGLE MARINE LP
9225 KATY FRWY STE 208
HOUSTON , TX 77024

REAL PEOPLE HOMES INC
PO BOX 125
LEAKEY , TX 78873-0125

RICE DAVID
14215 E HWY 290
MANOR , TX 78653-4512

KLATT PROPERTIES LP
2001 PICADILLY DR
ROUND ROCK , TX 78664-9511

MATHEN MATHEN & ANNAMMA
20108 PANTHER DR
PFLUGERVILLE , TX 78660-7513

HESTER HOWARD MARTIN JR
18965 KUYKENDAHL
SPRING , TX 77379-3459

FIEBIG DAVID & MELINDA
PO BOX 191
MANOR , TX 78653-0191

FIEBIG ERSKINE E & ALICE
PO BOX 326
MANOR , TX 78653-0326

DINH CHAU QUANG & ANH KIM PHAM
1201 PORTERFIELD DR
AUSTIN , TX 78753-1617

SWENSON DON RAY
8400 HIGH OAK DR
AUSTIN , TX 78759-8135

TIFFANY BRICK CO L P
300 E JOHN CARPENTER FWY STE 1645
IRVING , TX 75062-2727

AGENDA ITEM NO. 9

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Scott Dunlop, Asst. Dev. Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Marcos Chavez. Owner: Marcos Chavez

BACKGROUND/SUMMARY:

The applicant has proposed rezoning a small house at Lexington and Eggleston to Light Commercial. Staff's recommendation to Planning Commission will be for Neighborhood Business. Across the street is Neighborhood Business (Bright Beginnings Daycare). Any commercial use of the property will require the a site plan which will show off-street parking, landscaping, outdoor lighting, and drainage.
P&Z voted to deny the rezoning.
At the November 7th Council meeting, City Council postponed the first reading to obtain more information of allowable uses and parking. The applicant has been contacted to show how parking will be handled on the site.

PRESENTATION: ☐YES ☒NO

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

Rezoning Map
Notice Letter
Mailing Labels
NB Uses

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Neighborhood Business (NB).

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

Proposed Zoning: Light Commercial C-1

Current Zoning District: Single Family R-1

Zone	
R-1 - Single Family	DB - Downtown Business District
R-2 - Single Family	NB - Neighborhood Business
R-3 - Multi Family	IN-1 - Light Industrial
R-4 - Multi Family Special	IN-2 - Heavy Industrial
M-1 - Manufactured Housing	I - Institutional
M-2 - Manufactured Housing Park	PUD - Planned Unit Development
C-1 - Light Commercial	A - Agricultural
C-2 - Medium Commercial	Manor ETJ

CITY OF MANOR
EST. 1872
TEXAS

September 14, 2018

RE: 209 N. Lexington Street Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting a public hearing to consider a rezoning request for 209 North Lexington 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:

> **Consideration, discussion and possible action on a rezoning request for Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1).**

The Planning and Zoning Commission will convene a Special Meeting at 6:30PM on October 3, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on October 3, 2018 AND October 17, 2018 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

Sincerely,

Scott Dunlop
Planning Coordinator
512-272-5555 ext. 5

CHITWOOD TRACYE CURRY
106 W WHEELER ST
MANOR , TX 78653-3395

HABIT RAY E
PO BOX 118
MANOR , TX 78653-0118

TURNER DALE W
PO BOX 474
MANOR , TX 78653-0474

LIONS EYE BANK OF DIST 2-S3&S5
DBA LIONS EYE BANK OF CEN TX
PO BOX 347
MANOR , TX 78653-0347

GILDON EMMA
PO BOX 872
MANOR , TX 78653-0872

NUNN ROSS ETUX
% MRS HENRIETTA PERKINS
PO BOX 207
MANOR , TX 78653-0207

NUNN LILLIE M
PO BOX 207
MANOR , TX 78653-0207

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

LEHNHOFF JENNELL
103 W EGGLESTON ST
MANOR , TX 78653-3371

LUTZ JAMES T & ALEXANDRA CARRILLO
14812 FM 973 N
MANOR , TX 78653-3540

CASTILLO MONICA ANN
PO BOX 1097
MANOR , TX 78653-1097

VASQUEZ JUAN JR & DIANA E GERL
DIANA E GERLING
PO BOX 499
MANOR , TX 78653-0499

YOUNG CLAUDIE G & SAMMIE M
PO BOX 145
MANOR , TX 78653-0145

PAIZ RAMON E JR
PO BOX 280
MANOR , TX 78653-0280

MENDEZ JUAN OJEDA
104 E EGGLESTON ST
MANOR , TX 78653-3407

ACOSTA MOSES
106 EGGLESTON ST
MANOR, TX 78653

ALVARADO MIGUEL ANGEL & GLORIA
PO BOX 294
MANOR , TX 78653-0294

CASTILLO JOSE SABAS &
ELICIE CASTILLO
PO BOX 1097
MANOR , TX 78653-1097

SANCHEZ NORA L & JOSE A JR
JOSE A SANCHEZ JR
PO BOX 232
MANOR , TX 78653-0232

CASTILLO FIDENSIO & REBECCA RAMOS
16508 FM 973 N
MANOR , TX 78653-3592

BRISENO CONSUELO & SANDRA
SUAREZ
PO BOX 205
MANOR , TX 78653-0205

CASIANO JARAMILLO SALVADOR
PO BOX 143201
AUSTIN , TX 78714-3201

TANCOR LLC
9009 FAIRWAY HILL DR
AUSTIN , TX 78750-3023

HERNANDEZ GLORIA B & ANDREW RAY
ANDREW RAY REESE
PO BOX 287
MANOR , TX 78653-0287

MORENO JORGE
11303 CARRIE MANOR ST
MANOR, TX 78653-5369

TRAVIS COUNTY
PO BOX 1748
AUSTIN , TX 78767-1748

GAULT WILLIAM C
PO BOX 32
MANOR , TX 78653-0032

120 EAST BOYCE STREET LLC
1004 MERIDEN LN
AUSTIN, TX 78703-3823

NB
Neighborhood Business

Neighborhood Business allows a mix of commercial uses excluding single-family residential and manufactured home residential. The district allows the sale of goods and products to which value has been added on-site in addition to other neighborhood support services located at or near single-family and multifamily residential development. Multifamily is only allowed in a mixed-use building where retail and/or services are located on the ground floor.

Site Development Standards

Lot		Massing	
Minimum Lot Size	5,750 sq ft	Maximum Height	35 ft
Minimum Lot Width	50 ft	Maximum FAR	0.5
Maximum Building Coverage	45%	Minimum Setbacks:	
Maximum Building Coverage with Accessory Buildings	55%	Front Yard	20 ft
Landscape Requirement	15%	Street Side Yard	10 ft
		Side Yard	20 ft*
		Rear Yard	10 ft

* 0 or 10 ft side yard to all C, I, IN

Permitted and Conditional Uses

Residential

Condominium Residential	Transitional Housing (c)
Multifamily Residential	

Civic

Community Events (c)	Public Primary and Secondary Education Facilities (c)
Community Recreation (c)	Postal Facilities
Private Primary and Secondary Education Facilities (c)	Religious Assembly
	All Other Civic Uses

Commercial

Administrative Offices	Food Sales
Administrative Services (c)	General Retail Sales
Art Gallery	Laundry Services
Art Workshop	Liquor Sales

NB
Neighborhood Business

Commercial

Bed and Breakfast (c)
Cocktail Lounge (c)
Consumer Convenience Stores
Consumer Repair Services
Counseling Services
Day Care Services (c)
Financial Services
Florist - No Greenhouse
Food Preparation Less than 5000 SF
Medical Offices less than 5000 SF
Personal Improvement Services
Personal Services
Pet Services
Professional Office
Restaurant - No Drive Through
Service Station (c)
Veterinary Services (c)

AGENDA ITEM NO. 10

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a resolution setting a public hearing under Section 311.003 of the Texas Tax Code for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land generally located along Highway 290, east of Bois D Arc Road, south of Kimbro West Road and west of FM 1100 and being located within the corporate limits of the City of Manor, authorizing the issuance of notice by the City Secretary regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan.

BACKGROUND/SUMMARY:

On November 7, 2018 the City Council approved the Development Agreement for Manor Heights which contemplates, among other things, the creation of a Tax Increment Reinvestment Zone (TIRZ). The attached resolution calling for a public hearing, notice and the preparation of a preliminary reinvestment zone project and financing plan is part of the process of the creation of the TIRZ. City staff is recommending holding the hearing on December 5, 2018 with a TIRZ work session presented by the City's PID/TIRZ Consultant being held the same evening prior to the hearing.

PRESENTATION: ☐YES ☐NO

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

Resolution No. 2018-13

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2018-12 setting a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land, authorizing the City Secretary to issue notice regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan.

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

RESOLUTION NO. 2018-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, SETTING A PUBLIC HEARING UNDER SECTION 311.003 OF THE TEXAS TAX CODE FOR THE CREATION OF A TAX INCREMENT REINVESTMENT ZONE CONTAINING APPROXIMATELY 599.2 ACRES OF LAND GENERALLY LOCATED ALONG HIGHWAY 290, EAST OF BOIS D ARC ROAD, SOUTH OF KIMBRO WEST ROAD AND WEST OF FM 1100 AND BEING WHOLLY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF MANOR; AUTHORIZING THE ISSUANCE OF NOTICE BY THE CITY SECRETARY OF THE CITY OF MANOR, REGARDING THE PUBLIC HEARING; AND DIRECTING THE CITY OF MANOR TO PREPARE A PRELIMINARY REINVESTMENT ZONE PROJECT AND FINANCING PLAN.

WHEREAS, the City of Manor, Texas (the "City") is authorized under Chapter 311 of the Texas Tax Code, as amended (the "Act"), to create a tax increment reinvestment zone within its corporate limits;

WHEREAS, the City Council of the City (the "City Council") wishes to hold a public hearing in accordance with Section 311.003 of the Act regarding the establishment of a tax increment reinvestment zone containing approximately 599.2 acres of land generally located along Highway 290, east of Bois D Arc Road, south of Kimbro West Road and west of FM 1100 and being wholly located within the corporate limits of the City, being preliminarily depicted in **Exhibit "A"** attached hereto and made a part hereof for all purposes (the "Map"), with the boundaries of the Map being further defined by a metes and bounds description and made a part of **Exhibit "A"** (the "Zone");

WHEREAS, in order to hold a public hearing for the creation of the Zone, notice must be given in a newspaper of general circulation in the City no later than the 7th day before the date of the hearing in accordance with Section 311.003 of the Act; and

WHEREAS, the City Council has determined to hold a public hearing on December 5, 2018, on the creation of the Zone.

NOW, **THEREFORE**, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, THAT:**

SECTION 1. RECITALS. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. PUBLIC HEARING. That a public hearing is hereby called for December 5, 2018, at 7:00 p.m., in the City Council Chamber, at Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653, for the purpose of hearing any interested person speak for or against: (i) the inclusion of property within the Zone; (ii) the creation of the Zone; (iii) the boundaries of the Zone; and/or (iv) the concept of tax increment financing.

SECTION 3. **TESTIMONY.** That at such time and place the City Council will hear testimony regarding (i) the inclusion of property within the Zone; (ii) the creation of the Zone; (iii) the boundaries of the Zone; and/or (iv) the concept of tax increment financing and will provide a reasonable opportunity for the owner of any property within the proposed Zone to protest the inclusion of their property within the Zone. Upon closing the public hearing, the City Council will consider the adoption of an ordinance creating the Zone and other related matters.

SECTION 4. **NOTICE OF PUBLIC HEARING.** That attached hereto as **Exhibit "B"** is a form of the Notice of Public Hearing, the form and substance of which is hereby adopted and approved.

SECTION 5. **NOTICE OF AUTHORIZATION.** That the City Secretary is hereby authorized and directed to cause said notice to be published in substantially the form attached hereto as Exhibit "B" in a newspaper of general circulation in the City no later than the 7th day before the date of the hearing on December 5, 2018.

SECTION 6. **PREPARATION OF PRELIMINARY REINVESTMENT ZONE AND FINANCING PLAN.** That before the December 5, 2018, hearing concerning the Zone, the City shall prepare a preliminary reinvestment zone project and financing plan, which will include the defined metes and bounds description.

SECTION 7. SEVERABILITY. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 14th day of November 2018, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

_____
Rita G. Jonse, Mayor

ATTEST:

_____
Lluvia Tijerina, City Secretary
City of Manor, Texas

EXHIBIT "A"
MAP AND METES AND BOUNDS OF THE ZONE

EXHIBIT "B"

CITY OF MANOR CITY COUNCIL
NOTICE OF PUBLIC HEARING
ON CREATION OF A REINVESTMENT ZONE

THE CITY OF MANOR CITY COUNCIL WILL HOLD A PUBLIC HEARING ON WEDNESDAY, DECEMBER 5, 2018 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBER LOCATED AT MANOR CITY HALL, 105 E. EGGLESTON STREET, MANOR, TEXAS 78653, ON THE CREATION OF A REINVESTMENT ZONE AND ITS BENEFITS TO THE CITY OF MANOR AND TO PROVIDE A REASONABLE OPPORTUNITY FOR ANY OWNER OF PROPERTY WITHIN THE PROPOSED ZONE TO PROTEST THE INCLUSION OF THEIR PROPERTY WITHIN THE PROPOSED ZONE, WHICH PROPOSED REINVESTMENT ZONE CONTAINS APPROXIMATELY 599.2 ACRES OF LAND GENERALLY LOCATED ALONG HIGHWAY 290, EAST OF BOIS D ARC ROAD, SOUTH OF KIMBRO WEST ROAD AND WEST OF FM 1100 AND BEING WHOLLY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF MANOR, TEXAS. A MAP DEPICTING THE BOUNDARIES OF THE PROPOSED REINVESTMENT ZONE IS AVAILABLE IN THE OFFICE OF THE CITY SECRETARY AT 105 E. EGGLESTON STREET, MANOR, TEXAS 78653, AND ARE AVAILABLE FOR PUBLIC INSPECTION. AT THE PUBLIC HEARING, ANY INTERESTED PERSON MAY SPEAK FOR OR AGAINST THE INCLUSION OF PROPERTY WITHIN THE PROPOSED REINVESTMENT ZONE, THE CREATION OF THE PROPOSED REINVESTMENT ZONE, ITS BOUNDARIES AND/OR THE CONCEPT OF TAX INCREMENT FINANCING. FOLLOWING THE PUBLIC HEARING, THE MANOR CITY COUNCIL WILL CONSIDER ADOPTION OF AN ORDINANCE CREATING THE REINVESTMENT ZONE AND OTHER RELATED MATTERS.

EXHIBIT A

90.089 acres out of the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas and being the tracts of land conveyed to RHOF, LLC, a Texas Limited Liability Company, per deed recorded as document No.2017194263 of the official public records of Travis County, Texas

44.0347 acres of land located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas and being a portion of that certain called 180.83 acres of land conveyed to Alma Juanita Meier, as described in Volume 11376, Page 676, Official Public Records of Travis County, Texas

267.972 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456 AND THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE SAME 267.972 ACRE TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS DESCRIBED IN DOCUMENT NUMBER 2016214460, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

(35.626 AC) LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVYED TO SKY VILLAGE KIMBRO ESTATES, LLC, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

Westernmost 20 feet of LOT 3, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS

3.469 acres of land located in the Lemuel Kimbro Survey, Abstract Number 456, Travis County, Texas and being a portion of that certain tract of land conveyed to Sky Village Kimbro Estates, LLC, as recorded in 2017157471 of the official Records of Travis County, Texas

157.9603 acres out of the A.C. Caldwell survey No.52, Abstract 154 and the Lemuel Kimbro Survey No.64, Abstract 456, and being the tracts of land conveyed to Kimbro Road Estates, LP per deed recorded as document No.201780865 of the official public records of Travis County, Texas

MANOR HEIGHTS TIRZ BOUNDARY

AGENDA ITEM NO. 11

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution establishing a Public Improvement District (PID) Underwriting pool for the City of Manor.

BACKGROUND/SUMMARY:

The City adopted a PID policy in February of this year whereby the City, with input by the Developer, selects a PID underwriter and the City Council recently approved the creation of two PIDs. In anticipation that PID bonds may be issued during the first quarter of next year, a request for qualifications was sent to underwriters with PID experience to levy special assessments. Rather than send out individual request for proposals for each PID to levy assessments and based on the PID policy adopted, the establishment of a pool was recommended. FMSbonds, Inc., Piper Jaffray & Co., and Stifel Nicolaus & Company, Inc. submitted proposals. City staff, the City's Financial Advisor and PID Consultant reviewed the proposals and make the recommendation that the three firms be selected to be a part of the pool for a period of five years.

PRESENTATION: ☐YES ■NO

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

Resolution 2018-13

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2018-13 establishing a Public Improvement District (PID) Underwriting pool for the City of Manor consisting of FMSbonds, Inc., Piper Jaffray & Co., and Stifel Nicolaus & Company, Inc., for a period of 5 years and authorizing the Mayor to enter and execute any agreements necessary for underwriter services regarding PID bonds.

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

RESOLUTION NO. 2018-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ESTABLISHING A POOL OF PUBLIC IMPROVEMENT DISTRICT (PID) UNDERWRITERS FOR THE CITY OF MANOR; AND AUTHORIZING THE MAYOR OF THE CITY OF MANOR TO ENTER AND EXECUTE AGREEMENTS NECESSARY FOR UNDERWRITER SERVICES.

WHEREAS, the City of Manor, Texas (the "City") is authorized by Chapter 372, Texas Local Government Code, as amended (the "Act") to create a public improvement district and to levy special assessments against property within the district to pay the costs of public improvement projects that confer a special benefit on property within the district;

WHREAS, the City adopted a PID policy in February of this year whereby the City, with input by the Developer, selects a PID underwriter;

WHEREAS, the City Council of the City (the "City Council") recently approved the creation of two PIDs within the corporate limits of the City;

WHEREAS, the City anticipates issuing PID bonds during the first quarter of next year for the approved PIDs; and

WHEREAS, the City Council has determined it is in the best interest of the City to establish a pool of PID bond underwriting firms experienced with PIDs to serve as the underwriter with respect to the issuance of PID bonds;

NOW, **THEREFORE**, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, THAT:**

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Council establishes a pool of PID bond underwriting firms for underwriting services and selects FMSbonds, Inc., Piper Jaffray & Co., and Stifel Nicolaus & Company, Inc. to be a part of the pool for a period of five (5) years.

SECTION 3. The City Council authorizes the Mayor to enter and execute any agreements necessary for underwriter services in relation to the issuance of PID bonds as they may occur from time to time with one of the underwriters in the pool. Nothing herein shall prevent the City from selecting an underwriter other than those in the pool or from engaging in a request for qualifications to create a new pool of underwriters before the expiration of the five (5) year period.

SECTION 4. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 14th day of November 2018, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

_____
Rita G. Jonse, Mayor

ATTEST:

_____
Lluvia Tijerina, City Secretary
City of Manor, Texas

AGENDA ITEM NO. 12

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law requirements Section 351.101.

BACKGROUND/SUMMARY:

PRESENTATION: ☐**YES** ■**NO**

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

H.O.T Funds application

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the application of up to $3,500 once all qualified invoices and or receipts have been turned in for reimbursement.

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

CITY OF MANOR HOTEL OCCUPANCY TAX FUNDING APPLICATION

Name of Organization: Manor Lions Club

Address: Box 68

City, State, Zip: Manor, Texas 78653

Contact Name: Gil Burrell Phone Number: 512-769-1297

Email Address: _____ Organization's creation date: 1954

Website address for event or sponsoring entity: _____

Organization's tax status: non-profit ✓ private/for profit ____ Tax ID # 74-2900 8018

Purpose of Organization:

To take an active interest in the civic, cultural, social and moral welfare of the Community. To provide a forum for the open discussion of all public interest. To encourage service minded persons to serve their community without personal financial reward & promote ethical standards

Name of event or program: Manor Lions Fest

Date of event or program: 5+6 Oct 2018 Amount Requested: 3500.00

Primary location of event or program: Manor Lions Club 329 W. Parsons, Manor

Tell us about your event or project:

The event fest is to raise money for High School Scholarships We contribute to local Charities such as the Meals on Wheels, East Rural Center, Manor Night out, Salvation Army and the MISD Eye glass program and Manors Lion Eye Bank.

Projected number of attendees: 1500

Percentage of attendees that will be staying overnight in hotels: unk

How many years have you held this Event or Program: 26

Estimated number of hotel room nights that will be generated by the Event: unk

Do your promotional materials/website note area lodging facilities that can host participants: yes

How will you measure the impact of your event on area hotel activity?

Check with hotel

How will the event promote tourism and the convention and hotel industry?

advertisment
News paper ads
Signs in around city

Supplemental information required with application:

on record Last year's financial statement (Profit & Loss) for your organization
16,000.00 Projected budget for entire event
✓ List of board of directors with contact phone numbers
✓ Copy of 501(c) letter from Internal Revenue Service
_____ Identify other sources of funding

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Manor must be used as I have represented, in this application and according to any requirements set by the City of Manor City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Manor, said funds will be returned to the City of Manor within ten (10) days from the date the City of Manor demands such.

Gil Burrell
Authorized Signature for the Applicant

27 Sep 18
Date

Gil Burrell
Name Printed or Typed

Director
Title

TAX CODE – USE OF HOTEL OCCUPANCY TAX REVENUE

§ 351.101. USE OF TAX REVENUE.

(a) Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:

(1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

(2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants; advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

(3) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

(4) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;

(5) for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.

(6) the promotion of tourism by the enhancement and upgrading of existing sports facilities or fields, including facilities or fields for baseball, softball, soccer, and flag football

(7) for funding transportation systems for tourists

§ 351.108. RECORDS.

(a) A municipality shall maintain a record that accurately identifies the receipt and expenditure of all revenue derived from the tax imposed under this chapter.

(b) A municipality or entity that spends revenue derived from the tax imposed under this chapter shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:

(1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and

(2) is directly enhancing and promoting tourism and the convention and hotel industry.

(c) If a municipality delegates to another entity the management or supervision of an activity or event funded by the tax imposed under this chapter, each entity that is ultimately funded by the tax shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:

(1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and

(2) is directly enhancing and promoting tourism and the convention and hotel industry.

AGENDA ITEM NO. 13

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 14, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to close City Offices from 12:00 p.m. to 2:00 p.m. on Friday, December 7, 2018.

BACKGROUND/SUMMARY:

City Employee Holiday Luncheon

PRESENTATION: ☐YES ☒NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve to close City Offices from 12:00 p.m. to 2p.m. on Friday, December 7, 2018.

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