



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 REGULAR MEETING AGENDA**

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WEDNESDAY, MARCH 7, 2018

7:00 P.M.

CITY COUNCIL CHAMBERS, 105 E. EGGLESTON ST.

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

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENTS**

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please register on the speaker sign-in sheet at least five-minutes prior to the scheduled meeting time. **NO ACTION MAY BE TAKEN BY THE CITY COUNCIL DURING PUBLIC COMMENTS.**

### **CONSENT AGENDA**

The following Items will be enacted by 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.

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| 1. Consideration, discussion, and possible action to approve the City Council Minutes of the February 21, 2018, Regular Meeting.  | Lluvia Tijerina,<br>City Secretary    |
| 2. Consideration, discussion, and possible action on the second and final reading of an ordinance amending Manor Code of Ordinances Chapter 14 Zoning to amend Definitions; Amendments; Handicapped Parking Requirements; C-1 Light Commercial permitted uses and conditions and limitations; C-2 Medium Commercial permitted uses and conditions and limitations; C-3 Heavy Commercial permitted uses and conditions and limitations; Construction Plan application requirements; Open Space lot coverage requirements; R-1 Single Family permitted and conditional uses; R-2 Single Family permitted and conditional uses; and Downtown Business District permitted and conditional uses. | Scott Dunlop,<br>Planning Coordinator |

## EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to Section 551.087, Texas Government Code, to deliberate an offer of financial or economic development incentive.

## OPEN SESSION

The City Council will now Reconvene into Open Session to take action as determined appropriate in the City Council's discretion regarding an offer of financial or other economic development incentive.

## PUBLIC HEARING

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| 3. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen. | Thomas Bolt,<br>City Manager |
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## REGULAR AGENDA

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| 4. Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen.   | Thomas Bolt,<br>City Manager          |
| 5. Consideration, discussion, and possible action on matters related to the Home Rule Charter and proposed amendments.  | Thomas Bolt,<br>City Manager          |
| 6. Consideration, discussion, and possible action a waiver for Abstract 63 Survey 62 Bacon S, locally known as 11200 Gregg Lane, to waive Chapter 14 Zoning, Exhibit A, Article III, Section 60 Construction Plans and Chapter 3, Article 3.01, Section 3.01.005(b) Fees to remove site plan requirements and building fees.  | Scott Dunlop,<br>Planning Coordinator |
| 7. Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. <b>Owner:</b> Rebecca Davies. <b>Applicant:</b> Rebecca Davies.                           | Scott Dunlop,<br>Planning Coordinator |
| 8. Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning. <b>Owner:</b> Ulises Hernandez. <b>Applicant:</b> Mike McMinn, McMinn Land Surveying Co. | Scott Dunlop,<br>Planning Coordinator |

## 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 <u>Texas Government Code</u> 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).
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## 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: Thursday, March 1, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Lluvia Tijerina  
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](mailto:ltijerina@cityofmanor.org).*



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 7, 2018

**PREPARED BY:** Lluvia Tijerina, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the February 21, 2018, Regular Meeting.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

February 21, 2018, City Council Regular Meeting Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes for the February 21, 2018, Regular Meeting.

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

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**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 21, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary  
Scott Dunlop, Planning Coordinator  
Lydia Collins, Director of Finance  
Mike, Tuley, Public Works Director  
Ryan Phipps, Chief of Police  
Denver Collins, Captain  
Sarah Friberg, Court Clerk  
Sammie Hatfield, Community Development Manager  
Paige Saenz, City Attorney  
Frank Phelan, City Engineer

**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 Rita G. Jonse at 7:00 p.m. on Wednesday, February 21, 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, Mike Tuley, Public Works Director, led the Pledge of Allegiance.

## **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 February 7, 2018, Regular Meeting.**
- 2. Consideration, discussion, and possible action on acceptance of the November 2017 Departmental Reports:**
  - **Development Services – Scott Dunlop**
  - **Police – Chief Ryan Phipps**
  - **Municipal Court – Sarah Friberg**
  - **Public Works – Mike Tuley**
  - **Finance – Lydia Collins**

Mayor Jonse inquired about the traffic and ordinance violations on the Police Department Report. Chief Phipps explained the violations for the month. The discussion was held regarding the yearly racial profile report.

The discussion was held regarding the removal of debris and trash from South Lampasas Street next to rail road tracks.

The discussion was held regarding the concrete slab and drainage system for the new dog kennels.

Council Member Weir thanked the Public Works Mowing and Projects Crew for their hard work.

Council Member Hill thanked the Public Works Department for the drainage improvements in the Bell Farm Community.

Mayor Jonse thanked Lydia Collins, Finance Director for the 2016-2017 Allocation Comparison Chart.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

## **PRESENTATION**

**Presentation of Film Friendly Certification for Manor, Texas, by Kim LeBlanc, Production & Community Relations Specialist, Texas Film Commission.**

Kim LeBlanc with Texas Film Commission, P.O. Box 13246, Austin, Texas, presented the Film Friendly Certificate to Thomas Bolt, City Manager.

At the request of Mayor Jonse Public Hearing Item No. 3 and Regular Agenda Item No. 4 will be conducted after Executive Session.

## **REGULAR AGENDA**

### **5. Consideration, discussion, and possible action on an agreement between the City of Manor and Iron Mountain Information Management, LLC for storage services.**

The City staff's recommendation was that the City Council approve the agreement between the City of Manor and Iron Mountain Information Management, LLC for storage services.

City Manager Bolt explained the agreement between the City of Manor and Iron Mountain Information Management, LLC.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Kruppa, the Council voted six (6) For and none (0) Against to approve the agreement between the City of Manor and Iron Mountain Information Management, LLC for storage services. The motion carried unanimously.

### **6. Consideration, discussion, and possible action on a contract between the City of Manor and Pitney Bowes for postage services.**

The City staff's recommendation was that the City Council approve the contract between the City of Manor and Pitney Bowes for postage services.

City Manager Bolt discussed the contract between the City of Manor and Pitney Bowes for postage services for the City.

Council Member Kruppa inquired if there was any other search regarding the software computer base postage. Finance Director Collins stated there was a comparison with other vendors and Pitney Bowes was the most affordable.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to approve a contract between the City of Manor and Pitney Bowes for postage services. The motion carried unanimously.

### **7. Consideration, discussion, and possible action on amending Article 5.04, Chapter 5 of the Manor Code of Ordinances regarding the possession, manufacture, assembly, storage, and ignition of fireworks within the City.**

The City staff's recommendation was that the City Council approve an ordinance amending Article 5.04, Chapter 5 of the Manor Code of Ordinances regarding the possession, manufacture, assembly, storage, and ignition of fireworks within the City.

Chief of Police Phipps discussed the ordinance amending Article 5.04, Chapter 5 of Manor Code of Ordinances.

The discussion was held regarding the state fire code regulations that the Fire Marshal would enforce.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Amezcua the Council voted six (6) For and none (0) Against to approve Ordinance No. 504 Amending Article 5.04, Chapter 5 of the Manor Code of Ordinances regarding the possession, manufacture, assembly, storage, and ignition of fireworks within the City. The motion carried unanimously.

**8. Consideration, discussion, and possible action on an ordinance establishing a maximum prima facie speed limit on FM 973 within the City limits of the City of Manor.**

The City staff's recommendation was that the City Council approve an ordinance establishing a maximum prima facie speed limit on FM 973 within the City limits of the City of Manor.

City Manager Bolt discussed the speed limit change on FM 973 within the City limits of City of Manor.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to approve Ordinance No. 510 for traffic and rate of speed therein, on FM 973 in the City limits of the City of Manor. The motion carried unanimously.

**9. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities.**

The City staff's recommendation was that the City Council postpone an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities to the March 21<sup>st</sup> Council meeting.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Kruppa, the Council voted six (6) For and none (0) Against to postpone an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities to the March 21, 2018, City Council meeting. The motion carried unanimously.

**10. Consideration, discussion, and possible action on a first reading of an ordinance amending Manor Code of Ordinances Chapter 14 Zoning to amend Definitions; Amendments; Handicapped Parking Requirements; C-1 Light Commercial permitted uses and conditions and limitations; C-2 Medium Commercial permitted uses and conditions and limitations; C-3 Heavy Commercial permitted uses and conditions and limitations; Construction Plan application requirements; Open Space lot coverage requirements; R-1 Single Family permitted and conditional uses; R-2 Single Family permitted and conditional uses; and Downtown Business District permitted and conditional uses.**



The City staff's recommendation was that the City Council approve the first reading of an ordinance amending Manor Code of Ordinance Chapter 14.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt discussed the ordinance amending Manor Code of Ordinances Chapter 14 Zoning.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to approve the first reading of an ordinance amending Manor Code of Ordinances Chapter 14. The motion carried unanimously.

**11. Consideration, discussion, and possible action on a first reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. Owner: Rebecca Davies. Applicant: Rebecca Davies.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

Kay Forsythe, 710 Lexington St., Manor, Texas, spoke before City Council in opposition to this item. She discussed her concerns regarding the traffic that it will bring on Lexington Street.

City Manager Bolt discussed the rezoning of the lots and expressed his concerns regarding the preservation of the historical homes for the Neighborhood Business District. He stated that the Planning and Zoning Commission had denied the rezoning.

The discussion was held regarding the Business District expansion on Lexington Street.

Council Member Hill inquired if the rezoning could be designated for both residential and commercial use. City Manager Bolt clarified the use for both residential and commercial use could only be used in the Downtown Business District.

Council Member Amezcua and Council Member Hill stated they would abstain. The appropriate Conflict of Interest Affidavits have been filled out and filed with the City Secretary.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted four (4) For, two (2) Abstained, and none (0) Against to approve the first reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. The motion carried.

**12. Consideration, discussion and possible action on a Concept Plan for 14870 Bois D'Arc Road, twenty (20) lots on 20.02 acres more or less located at 14870 Bois D'Arc Road. Owner: L4S, LLC. Applicant: Southwest Engineers, Inc.**

The City staff's recommendation that the City Council approve a Concept Plan for 14870 Bois D'Arc Road, twenty (20) lots on 20.02 acres more or less located at 14870 Bois D'Arc Road.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt discussed the Concept Plan for 14870 Bois D'Arc Road and stated the Planning and Zoning Commission had denied approval. He clarified the Concept Plan meets City's requirements and is in compliance with the City's Ordinance.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For and one (1) Against to approve a Concept Plan for 14870 Bois D'Arc Road, twenty (20) lots on 20.02 acres more or less located at 14870 Bois D'Arc Road. Council Member Hill voted against. The motion carried.

**13. Consideration, discussion and possible action on a waiver request for Lot 3 Manor Market Subdivision, locally known as 11809 US Hwy 290 E, from Chapter 14 Exhibit A, Article II, Section 44(c)(ii) and Chapter 10 Exhibit A, Article IV, Section 60 (c)(i)(l)(4) to waive the requirement to extend a sidewalk along the entire frontage of the property. Owner: Quick and Clean 60 LLC. Applicant: Sofia Hernandez, 3K1 Consulting**

The City staff's recommendation that the City Council approve a waiver request for Lot 3 Manor Market Subdivision, locally known as 11809 US Hwy 290 E, from Chapter 14 Exhibit A, Article II, Section 44(c)(ii) and Chapter 10 Exhibit A, Article IV, Section 60 (c)(i)(l)(4) to waive the requirement to extend a sidewalk along the entire frontage of the property.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt discussed the waiver request for Lot 3 Manor Market Subdivision regarding sidewalks.

Council Member Weir stated she would abstain from discussion. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For, one (1) Abstained, and none (0) Against to approve a waiver request for Lot 3 Manor Market Subdivision, locally known as 11809 US Hwy 290 E, from Chapter 14 Exhibit A, Article II, Section 44(c)(ii) and Chapter 10 Exhibit A, Article IV, Section 60 (c)(i)(l)(4) to waive the requirement to extend a sidewalk along the entire frontage of the property. The motion carried.

**14. Consideration, discussion and possible action on a waiver request for the southern transition on the 10-foot curb inlet on the east side of Almodine Road in front of Lot 136, Block H, Phase 2A Stonewater from Chapter 10 Exhibit A, Article III, Section 41(b) to allow for a 5-foot curb inlet transition. Owner: Continental Homes of Texas. Applicant: Peggy Carrasquillo, Kitchen Table Civil Solutions.**

The City staff's recommendation was that the City Council approve a waiver request for the southern transition on the 10-foot curb inlet on the east side of Almodine Road in front of Lot 136, Block H, Phase 2A Stonewater from Chapter 10 Exhibit A, Article III, Section 41(b) to allow for a 5-foot curb inlet transition.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

At the request of City Manager Bolt, City Engineer Phelan discussed the waiver request for the southern transition on the 10-foot curb inlet on the east side of Almodine Road.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to approve a waiver request for the southern transition on the 10-foot curb inlet on the east side of Almodine Road in front of Lot 136, Block H, Phase 2A Stonewater from Chapter 10 Exhibit A, Article III, Section 41(b) to allow for a 5-foot curb inlet transition. The motion carried unanimously.

**15. Consideration, discussion, and possible action on a resolution supporting a proposed Merritt Manor Housing Community for Senior Citizens.**

The City staff's recommendation was that the City Council not support the development at this time.

Colby Denison, 1515 W. 35<sup>th</sup> Street, Manor, Texas, conducted the attached PowerPoint Presentation on Merritt Manor. He discussed all the amenities that are provided to the seniors. Mr. Denison discussed the architectural site plan for Merritt Manor. Mr. Denison is requesting the Council's support and approval of a Resolution supporting the proposed Merritt Manor Housing Community for Senior Citizens.

Jackie Weissmiller, 306 Saddle Tree Lane, Dripping Springs, Texas, spoke before City Council in support of this item. She discussed her work experience with Merritt Communities. Ms. Weissmiller discussed all activities and educational classes that are provided for the Seniors within the Merritt Communities.

Council Member Kruppa inquired about the percentage and age group of the residents that are Seniors. He questioned the advertisement of a senior Community vs a Low-Income Community. Ms. Weissmiller explained the age group was for 55 and older. She discussed the income requirements for the senior community.

Liz Myers, 2101 Railroad St. #3201, Georgetown, Texas, spoke before City Council in support of this item. She discussed her reasons for living in the independent living senior facility.

Geraldine Carolan, 2101 Railroad St. #1202, Georgetown, Texas, spoke before City Council in support of this item. She discussed the benefits to seniors for providing low-income housing.

Charles Friday, 3201 Bluffs Landing Way, Round Rock, Texas, spoke before City Council in support of this item. He discussed his experience living in a senior independent living facility. He stated there should be more independent living facilities for seniors.

Cheryl Dorothy, 2101 Railroad St. #3302, Georgetown, Texas, submitted a card in support of this item; however, she did not wish to speak.

City Manager Bolt stated he supported the senior facilities but he could not support the location for this development. He discussed the reasons for not supporting the development.

Mr. Denison explained the importance of the approval for the Resolution. He stated the Resolution would need to be approved in order to move forward with the application process that is due on March 1, 2018. He stated the zoning applications would be submitted later.

The discussion was held regarding the land swap.

Pete Dwyer with Dwyer Realty Companies spoke before City Council in support of this item. He stated the development is part of Las Entradas. Mr. Dwyer discussed the social and economic benefits the community will have with this type of development. Mr. Dwyer stated he would not judge the multi-family zoning as a loss of commercial property or commercial revenue because he promised the land swapped for commercial use. He stated the reason why the zoning application had not been filed was that they were waiting for the grant approval for the developer. He is requesting for Council to reconsider and approve the Resolution. Mr. Dwyer stated he would work the math out for the commercial zoning and is proposing 110% if needed.

City Manager Bolt discussed the issue with the concept plan that will need an amendment and the rezoning that needs to be approved by the Planning and Zoning Commission.

The discussion was held regarding the process of the development; the submission of the zoning application; and the concept plan.

Council Member Pierson clarified if the approval for the Resolution was only to apply for the grant from the Housing Community Department. Mr. Denison confirmed the approval was only for the Resolution and for the opportunity to apply for the grant to move forward with the development.

The discussion was held regarding the award for the development and what would happen if the funding was not awarded.

Council Member Amezcua inquired why the development could not be moved to a different location. City Manager Bolt stated that area was not zoned for multi-family residential.

Mr. Denison discussed the limited time they normally have to plan for the site development after the allocation plan is approved.

Mr. Dwyer discussed the property development location and stated they could reconfigure (single-family) R-2 to add more commercial use and to extend more roads with the Las Entrada Plan. He stated the site is developed and ready to move forward. The discussion was held regarding the tax revenue for the development.

City Manager Bolt discussed the process for the concept plan and the zoning process for approval. He stated the process can take several weeks. City Manager Bolt stated his concerns regarding the development of this location.

Mr. Denison discussed the reasons why the site was chosen for the development and the reasons why the development can't be relocated.

The discussion was held regarding the swap of land from residential to commercial use.

City Manager Bolt inquired about the two locations that were proposed for the development. He stated there were three proposals that the City had received regarding the senior citizen's facilities. He stated his concerns regarding oversaturation.

Mr. Denison stated he was the only competitor and all others had withdrawn the application process.

The discussion was held regarding the waiver of the fees.

Council Member Kruppa expressed his concerns regarding the language on the Resolution stating in-kind contribution and the letter from the Texas Department of Housing stating Multifamily. Mr. Denison explained the in-kind contribution would only be for \$500 and stated his development was only for seniors 55 and older.

Mayor Jonse stated she would abstain from discussion. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson, the Council voted three (3) For, one (1) Abstained, and two (2) Against to approve the resolution for the senior housing project with the amendment of the Resolution Section Three stating the in-kind contribution is for \$500 fee waiver. Mayor Jonse abstained; Council Member Weir and Council Member Hill voted against. The motion failed.

**16. Consideration, discussion, and possible action on matters related to the Home Rule Charter and proposed amendments.**

The City staff's recommendation was that the City Council take action on matters related to the Home Rule Charter and proposed amendments.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to postpone matters related to the Home Rule Charter and proposed amendments to the March 7<sup>th</sup> City Council meeting. The motion carried unanimously.

**17. Consideration, discussion, and possible action on an Addendum to Development Agreement for the Shadowglen Subdivision.**

The City staff's recommendation was that the City Council approve an Addendum to Development Agreement for the Shadowglen Subdivision.

Planning Coordinator Dunlop explained the Addendum to the Development Agreement for the Shadowglen Subdivision.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to approve an Addendum to Development Agreement for the Shadowglen Subdivision. The motion carried unanimously.

**18. Consideration, discussion, and possible action on the first reading of an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning. Owner: Ulises Hernandez. Applicant: Mike McMinn, McMinn Land Surveying Co.**

The City staff's recommendation was that the City Council deny an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council

City Manager Bolt stated the applicant has pulled his request and is recommending denial for the record.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to deny an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning. The motion carried unanimously.

**19. Consideration, discussion, and possible action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.**

The City staff's recommendation was that the City Council take action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.

Jon Snyder with P3 Works, 1808 W. 6<sup>th</sup> Street, Austin, Texas, conducted the attached PowerPoint presentation regarding Public Improvement District Policy Overview.

Mr. Snyder discussed the Location Requirements on the policy. He discussed the Application Fee and Professional Services Reimbursement Agreement.

Mr. Snyder discussed the Development Standards on the policy. The discussion was held regarding the average home price.

Mr. Snyder discussed the Collection of Assessments and Disclosure to Homeowners.

Mr. Snyder discussed the City Consultants that would be hired by the City.

Mr. Snyder explained the Total Equivalent Tax Rate Chart. The discussion was held regarding the prepaid process.

Mr. Snyder discussed the Assessment Term/Bond Term and the PID Bond standards.

The discussion was held regarding the City Consultants fees. City Manager Bolt advised there should be an amount set for the Consultants fees.

The discussion was held regarding the Development Standards for the average home price to be set at \$30,000.

The discussion was held regarding the Maximum Assessment Tax Rate.

The discussion was held regarding the PID Bond performance standards requirements for the developer.

Rick Rosenberg with DPG Inc., 8140 N. Mopac Expressway, Austin, Texas, spoke before City Council regarding the Development Standards for the developer. He discussed the Maximum Assessment Tax Rate. He expressed his concerns regarding the true-up calculations. Mr. Rosenberg discussed the PID Bond performance standard requirements for the developer.

Robert Rivera with FMS Bonds from Dallas, Texas, spoke before City Council regarding the establishment of the PID Policy. Mr. Rivera introduced Tripp Davenport with FMS Bonds from Dallas, Texas. Mr. Davenport spoke before City Council regarding the assessment tax rate. He discussed the cash deposit that is being required from the developer.

City Attorney Saenz discussed the modifications to the PID Policy. She stated the first change would state the Professional Services Reimbursement Agreement will require the developer to deposit funds in the amount of \$45,000 and additional \$25,000 would be added when the deposit balance reached \$10,000 and any funds not used would be returned to the developer at the completion of the project and the developer may recover the professional fees paid under the agreement at the closing. The second change in the Development Standards Section No. 5. would state preference will be given to projects where average home price is expected to exceed other surrounding new home community pricing by a minimum of \$30,000. The third change in the Maximum Assessment Section, the last sentence regarding a true-up calculation will stay in the policy. The final change in the PID Bonds Section No. 3. would include the assurance that the developer has the ability to fund the remainder of the Public Improvement. She discussed the City's Subdivision Ordinance requirements for a final plat approval. She advised the wording of the payment and performance bonds would be removed from the policy and the equity capital requirement would stay in place.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to approve and adopt the PID Policy with the modifications that were discussed with the City Attorney and Authorize the Mayor to execute the final revised PID Policy. The motion carried unanimously.

At the request of Mayor Jonse the City Council did not Convene into Executive Session.

## **PUBLIC HEARING**

### **3. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.**

The City staff's recommendation was that the City Council recess the creation of a Public Improvement District-EntradaGlen to the March 7, 2018, Regular City Council Meeting.

Mayor Jonse opened the public hearing.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to recess the creation of a Public Improvement District - EntradaGlen to the March 7, 2018, Regular Council Meeting. The motion carried unanimously.

## **REGULAR AGENDA**

### **4. Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen.**

The City staff's recommendation was that the City Council postpone the creation of a Public Improvement District-EntradaGlen to the February 21, 2018, Regular City Council Meeting.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to postpone the creation of a Public Improvement District-EntradaGlen to the March 7, 2018, Regular City Council Meeting. The motion carried unanimously.

Pete Dwyer with Dwyer Realty Companies spoke before City Council regarding Item No. 15. He is requesting for the City Council to reconsider the vote for the approval of the Resolution. Mr. Dwyer stated the developer had misunderstood and thought the Resolution had passed. He stated the developer would have the opportunity to move forward with the application process to apply for the grant.

City Attorney Saenz explained the rule for the motion to be reconsidered by the City Council Member who voted against.

Council Member Hill reconsidered Item No. 15.



**15. Consideration, discussion, and possible action on a resolution supporting a proposed Merritt Manor Housing Community for Senior Citizens.**

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Kruppa, the Council voted four (4) For, one (1) Abstained, and one (1) Against to approve the resolution for the senior housing project with the amendment of the Resolution Section Three stating the in-kind contribution is for \$500 fee waiver. Mayor Jonse abstained; Council Member Weir voted against. The motion carried.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to adjourn the regular session of the Manor City Council at 10:08 p.m. on Wednesday, February 21, 2018. The motion carried.

These minutes approved by the Manor City Council on the 7<sup>th</sup> day of March 2018.

**APPROVED:**

---

Rita G. Jonse  
Mayor

**ATTEST:**

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Lluvia Tijerina  
City Secretary



# Merritt Manor

## Manor City Council

Rita G. Jonse  
Gene Kruppa  
Maria Amezcua  
Anne R. Weir  
Zindia Pierson  
Deja Hill  
Todd Shaner





# Proven Team

## COLBY DENISON

Founder, CEO, & Developer

*Denison Development  
Veritee Property Solutions*

### History

- Developed, owns and operates portfolio of 1,400+ units in Central Texas over the past decade
- Colby has never sold a community he's developed.
- Over a decade of experience with every type of regulatory agency.
- Exemplary compliance record with Texas Dept of Housing & Community Affairs
- Proven track record of quality development of mixed income housing of every type and every level of service.

## JACKIE WEISSMILLER

Director of Operations

Veritee Property Solutions

### History

- 25+ years in Property Management overseeing Conventional/LIHTC multifamily/senior/mixed-use portfolio of up to 2800 units
- Property Management experience across the country leading and coordinating strategic initiatives and operational plans for portfolio standardization.
- Familiar with legal and audit compliance, regulatory agency compliance, risk management, safety, marketing initiatives, training, pricing, human resources, preventive maintenance, contract services, financial services, ancillary services
- Proven outstanding diplomacy which consistently produces win-win results for customers, partners, clients and company.

### Achievements

- Decorated list of awards, including Leadership Awards, Manager of the Year, Property of the Year, and Property Turnaround of the Year.
- Certified Apartment Manager and Certified Apartment Property Supervisor through National Apartment Association.



# Merritt – Our Values





# Resident Amenities

- Dedicated Activities Director for Each Community
- Community Dining Room
- Furnished lounges, library and reading rooms
- Entertainment rooms: arts and crafts, gaming
- Movie theater
- Fitness center
- State of the Art Business center with computers and printers
- Community Kitchen
- Beauty salon
- Swimming Pool with Instructor lead Fitness classes
- Community Bus





# Community Dining Room





# Community Library







# Community Game Room







# More Gaming...





# Movie Theater





# Fitness Center







# Business Center





# Resort Style Swimming Pool





# Salon







# Community Dog Park





# Community Transportation







# Unit Interior





# Unit Kitchen





# Unit Bedroom





# Unit Bathroom







# Senior Activities Menu



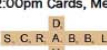
- **Day trips** to museums, concerts, parks, Christmas lights, neighboring towns, etc.
- **Shopping:** groceries, mall, boutiques
- **Games:** bridge, bingo, bunco, canasta, cards, dominoes, mahjong
- **Quarterly events:** New Years, Mardi Gras, St. Patrick's Day, fish fry's, Open House, Casino night
- **Celebrations:** Birthday and New Resident celebrations
- **Recurring Events**
  - Bi-annual networking
  - Weekly live entertainment
  - Book club, writing club, art club
  - Dancing, choir / sing-along
  - Instructor led exercise classes
  - Movie nights



# Senior Activities Calendar

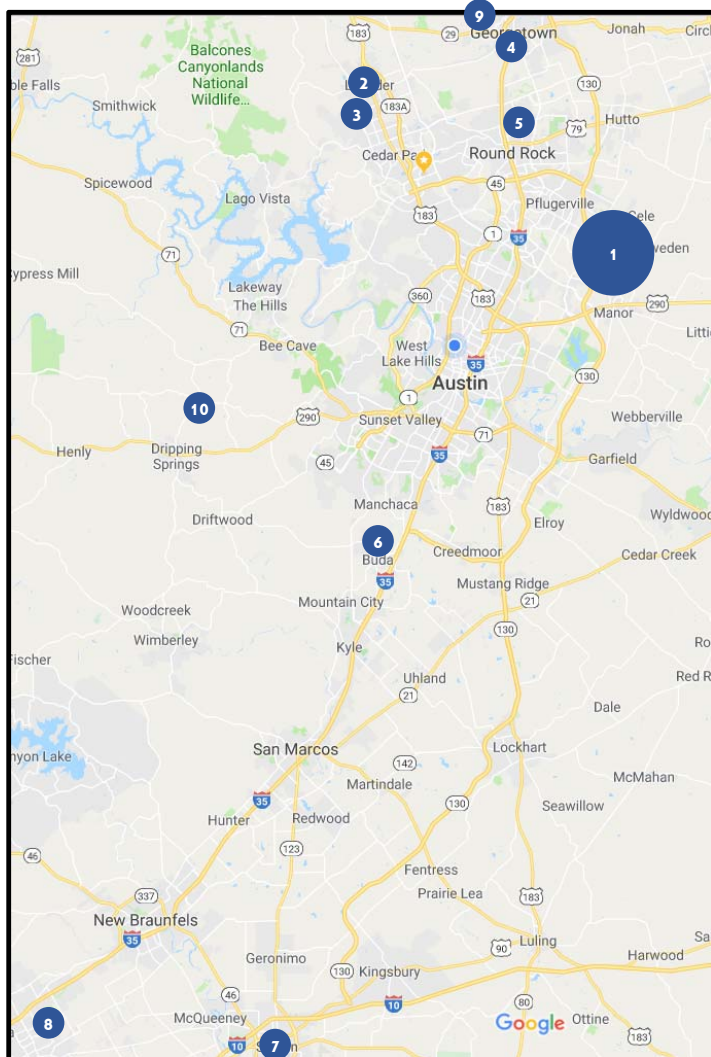
## February 2018



28	29	30	31	<b>1 RENT DUE</b> 9:00am Wal-Mart 9:30am Fit & Strong 11:30am Buda Senior Center 2:00pm Computer Training	<b>2</b> 9:30am Tai Chi 2:00pm Coffee Hour with Laura & Crystal 3:00pm Craft Class 5:00pm Movie: GROUND HOG DAY	<b>3</b> 3:00pm 
<b>4</b> 2:00pm Cards, Mexican Train, Scrabble & Skip Bo 4:00pm SUPER BOWL PARTY! We will provide hotdogs Chips & Drinks Feel free to bring Your favorite side dish! 	<b>5</b> 9:00am Losing It Exercise 9:30am HEB 12:30pm Target/Dollar Tree 3:00pm BINGO	<b>6</b> <b>\$50.00 Late Fee Due</b> 9:30am Tai Chi 10:30am Coffee & Donuts with Maria McCullough from Golden Outlook Ins. 1:00pm Adult Coloring Hour	<b>7</b> 8:30am Walk Out Exercise 9:30am Chair Exercise 3:00pm 	<b>8</b> 9:00am Wal-Mart 9:30am Fit & Strong Exercise 11:30am Buda Senior Center 6:00pm -8:00pm Food Bank Cooking Class	<b>9</b> 9:30am Tai Chi 2:00pm Coffee Hour 3:00pm Craft Class	<b>10</b> 3:00pm 
<b>11</b> 2:00pm  Mexican Train, Scrabble & Skip Bo	<b>12</b> 9:00am Losing It Exercise 9:30am HEB 12:30pm Wal-Mart 3:00pm BINGO	<b>13</b> 9:30am Tai Chi 10:30am Coffee Hour 1:00pm Adult Coloring Hour 2:00pm Woodforest-Tiffany AARP course in 3 parts 4:00pm Mardi Gras Party! 	<b>14</b> HAPPY VALENTINES DAY! 8:30am Walk Out Exercise 9:30am Chair Exercise 3:00pm BINGO 	<b>15</b> 9:00am Wal-Mart 9:30am Fit & Strong Exercise 11:30am Buda Senior Center 2:00pm Computer Training	<b>16</b> 9:30am Tai Chi 2:00pm Coffee Hour 4:00pm Movie Hour with Movie: Fried Green Tomatoes 	<b>17</b> 3:00pm BINGO 
<b>18</b> 2:00pm Cards, Scrabble & Skip Bo 	<b>19</b> OFFICE CLOSED FOR PRESIDENTS DAY!	<b>20</b> 9:30am Tai Chi 10:30am Coffee Hour with Maria Golden Outlook Ins. 1:00pm Adult Coloring Hour	<b>21</b> 8:30am Walk Out Exercise 9:30am Chair Exercise 3:00pm BINGO	<b>22</b> 9:00am Wal-Mart 9:30am Fit & Strong Exercise 11:30am Buda Senior Center 2:00pm BIRTHDAY PARTY!	<b>23</b> 9:30am Tai Chi 2:00pm Coffee Hour 3:00pm Craft Class	<b>24</b> 3:00pm BINGO 
<b>25</b> 2:00pm Cards, Mexican Train, & Skip Bo 	<b>26</b> 9:00am Losing It Exercise 9:30am HEB 12:30pm Wal-Mart 3:00pm BINGO	<b>27</b> 9:30am Tai Chi 10:30am Coffee Hour & BLOOD PRESSURE with Brookdale-Diana 1:00pm Adult Coloring Hour 	<b>28</b> 8:30am Walk Out Exercise 9:30am Chair Exercise 3:00pm BINGO	1	2	3



# Where we are Located



**1 Merritt Manor Senior Village**  
2018 – 146 units (senior)

**2 Merritt Leander Station Senior Village**  
2011 – 192 units (senior)

**3 Merritt Legacy**  
2014 – 208 units (multifamily)

**4 Merritt San Gabriel Senior Village**  
2007 – 100 units (senior)

**5 Merritt Bluffs Landing Senior Village**  
2009 – 144 units (senior)

**6 Merritt Creekside Villas Senior Village**  
2010 – 144 units (senior)

**7 Merritt Stratton Oaks**  
2006 – 100 units (multifamily)

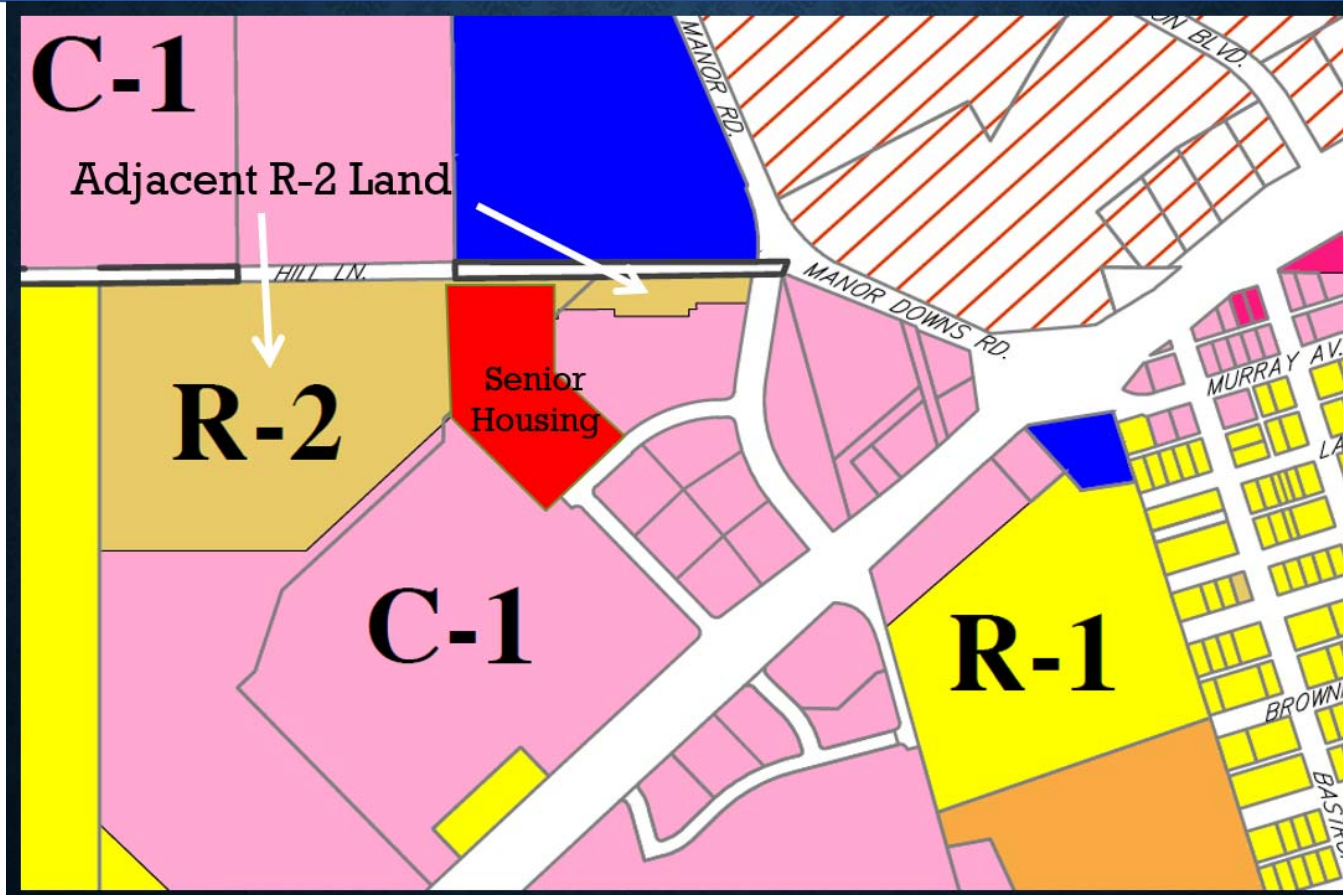
**8 Merritt Lakeside Senior Village**  
2012 – 176 units (senior)

**9 Merritt Heritage Senior Village**  
2016 – 244 units (senior)

**10 Merritt Hill Country Senior Village**  
2016 – 80 units (senior)



# Site Location / Rezoning









# Working Closely with the Communities We Serve



**\*\*Ribbon cutting with the Mayor on our 3<sup>rd</sup> Community in Leander**



# Building Lasting Relationships with Cities

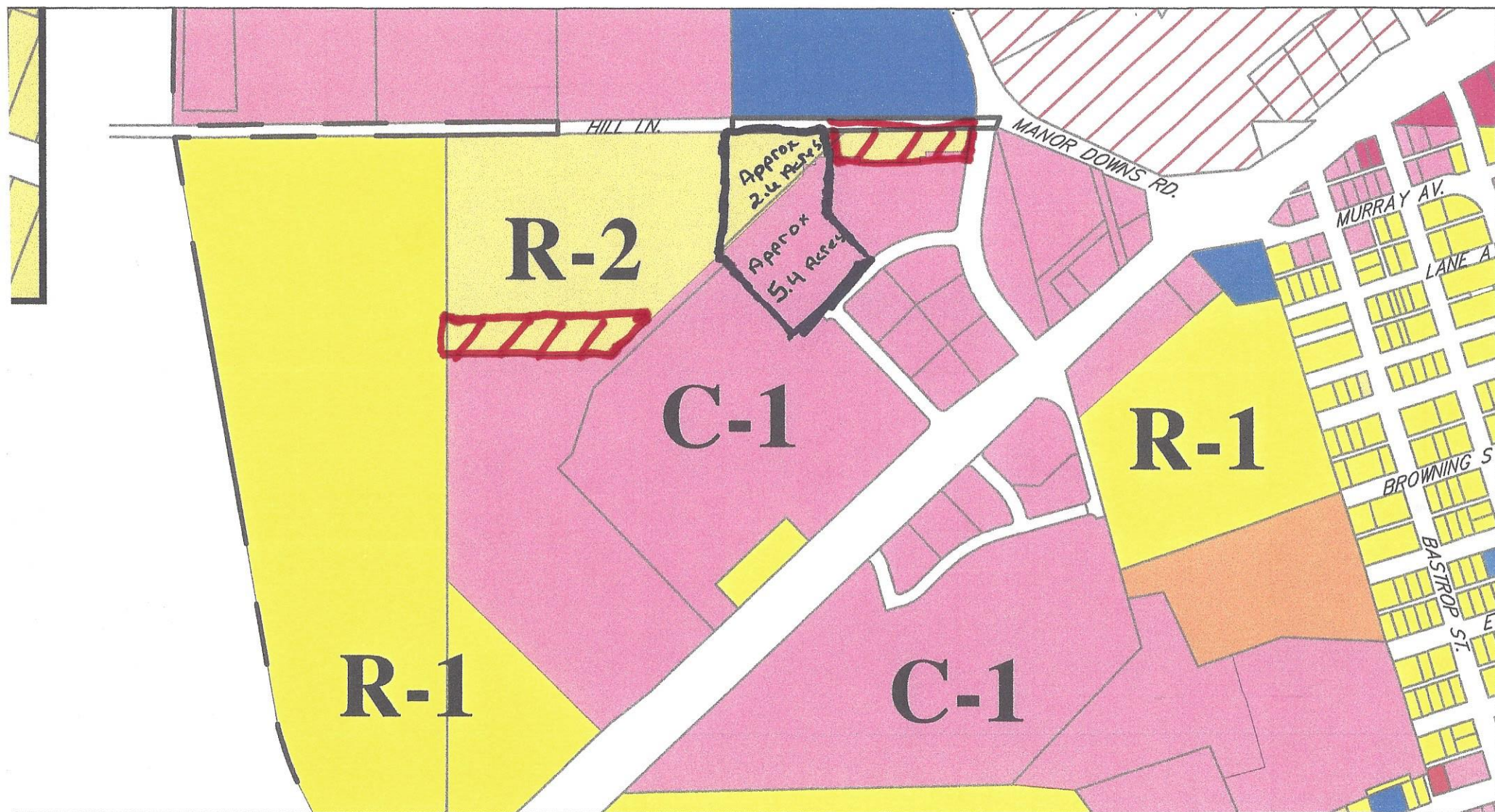


**\*\*Breaking ground in Schertz  
with the Mayor and Chamber**



**\*\*Breaking ground on our 2<sup>nd</sup>  
Community in Georgetown**







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# PID Policy Overview

FEBRUARY 21, 2018

# Introduction

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A Public Improvement District (“PID”) in accordance with Texas Local Government Code Chapter 372 provides the City of Manor (“the City”) an economic development tool that finances the costs of public improvements that benefit a definable part of the City. A PID may be located either within the City’s corporate limits or within its extra-territorial jurisdiction. PIDs allow the costs of public improvements to be borne by those who receive special benefits from the improvements.

The purpose of this PID policy is to outline the policies and procedures the City will use to consider whether creation of a PID, the levy of PID assessments, and issuance of PID bonds is in the best interest of the City. Any aspect not specifically addressed by this policy will be considered on an individual project basis.

The City may, on a case-by-case project basis, waive a requirement of this policy if it does not conflict with state or federal law. Any requirements waived shall be noted in the resolution approving the PID petition, or other relevant document, and must include a finding that the waiver is in the best interest of the City.



# Location

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The City will consider a petition for formation of a PID within the City's corporate limits and within its extra-territorial jurisdiction ("the ETJ"). For projects within the ETJ:

1. a development agreement must be entered into prior to the levy of assessments requiring (i) compliance with the City's development standards, (ii) City building permits, and (iii) easements over City streets to enable the City to collect franchise fees;
2. a maintenance assessment will be required to maintain roads at the City's standards; and
3. a separate services assessment for police and/or fire may be required if the City determines it is in its best interest.

# Application Fee and Professional Services Reimbursement Agreement

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A non-refundable application fee of \$15,000.00 is required at the time a petition is filed. If the City determines it is in its best interest to establish a PID, a Professional Services Reimbursement Agreement will be entered into with the developer. The Professional Services Reimbursement Agreement will require the developer to deposit funds (in addition to the amounts already required to pay for the City's costs for staff including the City Attorney, City Engineer and City Planning staff) to pay for third party consultants including, but not limited to, Bond Counsel, Financial Advisor, PID Administrator, Trustee, Underwriter, Appraiser, and Market Study Analysts.



# Development Standards

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The City will consider petitions for PID projects that support real estate development which confer benefits to the City to a degree that is superior to benefits typically generated by projects that do not involve PID financing.

1. 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.
2. Any improvements that are offsite or are part of the City's master plans must obtain approval from the City Engineer prior to being included in the PID.
3. 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.
4. Preference will be given to mixed use projects that include a mix of residential and commercial uses.
5. Preference will be given to projects where average home price is expected to exceed other surrounding new home community pricing by \$75,000.
6. Preference will be given to projects within the ETJ that voluntarily annex into the City's corporate limits.

# Collection of Assessments

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Prior to the levy of assessments, the City will enter into an agreement with Travis County to include the annual PID installments on the Travis County Tax Bill.

# Disclosure to Homeowners

---

To satisfy disclosure to homeowners, the City will require the petitioner to comply with the following:

1. Landowner's Agreement to be recorded in the Official Public Records of Travis County.
2. Signage at major entryways and exits.
3. Signage and information flyers in any sales centers within the PID that include:
  - a. Frequently Asked Questions
  - b. Total Assessment
  - c. Average Annual Installment
  - d. Equivalent Tax Rate
4. Homebuyer disclosure documents in accordance with Section 5.014 of the Texas Property Code.
5. Developer contracts with homebuilders must require the homebuilder to disclose the PID on any MLS listing.

# City Consultants

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The City will independently select a Bond Counsel, Financial Advisor, PID Administrator, Trustee and Market Study Analyst. With input by the Developer, the City will select an Underwriter and Appraiser. The City's PID Administrator will draft the Service and Assessment Plan and prepare all annual updates.

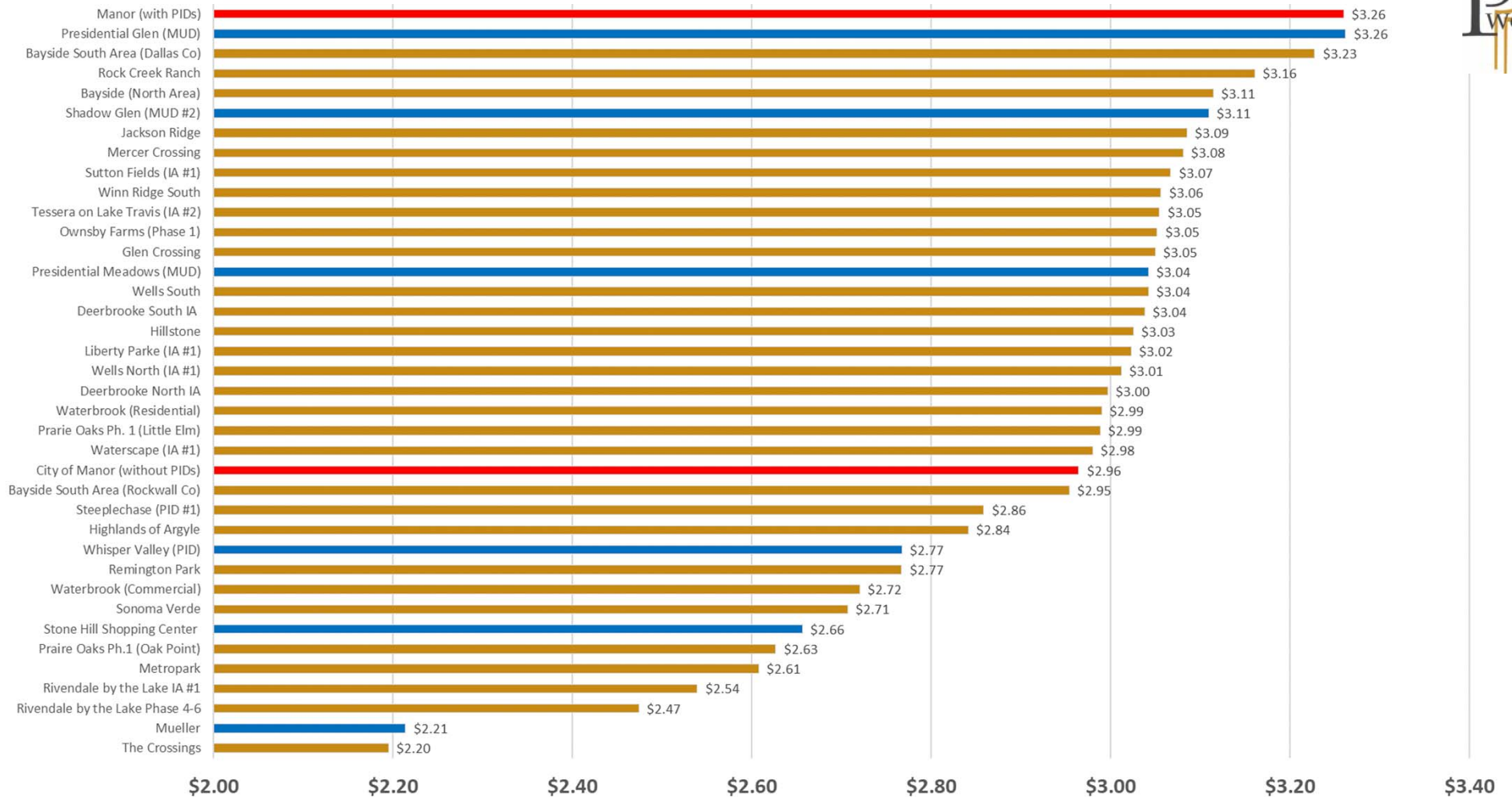
# Maximum Assessment

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The annual PID installment shall not exceed an amount that increases the total equivalent tax rate above \$3.26. A true-up calculation will be performed at each bond issuance and upon filing of a final plat to ensure that the maximum assessment is not exceeded, which may result in a mandatory prepayment from the developer.



## TOTAL EQUIVALENT TAX RATE



# True-up Calculation

---

	Estimated at time of SAP	Actual	Difference
# of Lots	100	75	(25)
Home Value	\$ 300,000	\$ 300,000	\$ -
Assessed Value	\$ 30,000,000	\$ 22,500,000	\$ (7,500,000)

# True-up Calculation

	Estimated at time of SAP	Actual	Difference
# of Lots	100	75	(25)
Home Value	\$ 300,000	\$ 300,000	\$ -
Assessed Value	\$ 30,000,000	\$ 22,500,000	\$ (7,500,000)
<i>Sample Homeowner Tax Bill:</i>			
Total City/School/Local Taxes	\$ 2.96439	\$ 2.96439	\$ -
PID Equivalent Tax Rate	0.2956	0.3942	0.0985
Total	\$ 3.26000	\$ 3.35854	\$ 0.09854
Total Annual PID Installment per Home	\$ 887	\$ 1,182	\$ 296
Total Assessment Per Home	\$ 10,805	\$ 14,406	\$ 3,602

# True-up Calculation

	Estimated at time of SAP	Actual	Difference
# of Lots	100	75	(25)
Home Value	\$ 300,000	\$ 300,000	\$ -
Assessed Value	\$ 30,000,000	\$ 22,500,000	\$ (7,500,000)
<i>Sample Homeowner Tax Bill:</i>			
Total City/School/Local Taxes	\$ 2.96439	\$ 2.96439	\$ -
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Total	\$ 3.26000	\$ 3.35854	\$ 0.09854
Total Annual PID Installment per Home	\$ 887	\$ 1,182	\$ 296
Total Assessment Per Home	\$ 10,805	\$ 14,406	\$ 3,602
Mandatory Prepayment		\$ (3,602)	
Assessment Per Home		\$ 10,805	
Total Annual PID Installment per Home		\$ 887	
PID Equivalent Tax Rate		\$ 0.2956	
Total Equivalent Tax Rate		\$ 3.2600	

# Assessment Term/Bond Term

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The maximum term of a PID assessment is not to exceed 30 years and the assessment term must equal the bond term.



# PID Bonds

---

The following performance standards shall apply to PID bonds:

1. Minimum appraised value to lien ratio of 3:1.
2. All improvements to be funded with PID bonds must be fully engineered and bid. A competitive bidding process with at least three bids will be required.
3. Developer is required to demonstrate committed capital in the form of cash deposit, proof of bank financing, or letter of credit to the City with an amount confirmed by an engineer's opinion of probable cost, which represents the difference between budgeted cost to complete the public improvements assumed to be complete in the appraisal and the net proceeds of the PID bonds. The form of committed capital (cash deposit, letter of credit or bank commitment) will be determined by the City on a case-by-case basis on advice from its Financial Advisor.

# Comments



# PID Policy Workshop

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FEBRUARY 7, 2018

# PID Policy Purpose and Overview

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- PID Policy should set clear requirements for:
  - Types of projects that the City will consider allowing a PID
  - Homeowner Disclosure
  - Financial Terms
    - Equivalent Tax Rate
    - Bond Term
    - Conditions Precedent to Issuing Bonds
- Policy helps streamline discussions between developers and City staff
- Individual provisions can be waived by City Council on a case by case basis
- The policy can be simple (allows Staff to negotiate) or extremely detailed (requires everything to come through Council)

# Project Requirements

---

- City Limits and/or ETJ
- Type of project
  - Size
  - Density
  - Absorption schedule
  - Mixed uses
- Enhanced landscaping requirements
- Standards that exceed City's subdivision requirements (residential vs commercial)
  - Subdivision overall design
  - Minimum lot size (i.e. 50' or greater)
  - Building standards
  - Amenities
  - Parks and open space
- Internal Subdivision Improvements that advance City's Master Plans
  - Thoroughfare Plan
  - Water and Wastewater
  - Trails and parks
- Offsite Improvements that advance City's Master Plans
  - Thoroughfare Plan
  - Water and Wastewater
  - Trails and parks
  - Sign off from City Engineer



# Cash Contributions to the City

---

- City of Kyle requires a cash contribution equal to 10% of net bond proceeds to City general fund for projects in the ETJ which refuse to annex
- Travis County requires developer to pay 10% of net bond proceeds to support County programs
- City of Dripping Springs requires a cash contribution equal to 1/9 of net bond proceeds to City general fund
- Some Cities require police/fire/road maintenance assessment for projects in ETJ
- May include any other conditions/prerequisites determined by City

# Disclosure to Homeowners

---

- Landowner's Agreement recorded in Official Public Records
- Signage at major entryways and exits, similar to MUDs
- Information signage and flyers in sales centers
  - PID FAQs
  - Equivalent Tax Rate
  - Total Assessment
  - Annual Installment
- Requirement to place on Travis County Tax Bill
  - Typically included in mortgage escrow
  - PID Assessment "picked up" by title/mortgage companies
- Homebuyer Disclosure Documents

# City Professional Team and District Administration

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- How does the City choose the Professional Team?
  - Bond Counsel (Typically chosen independently by City)
  - Financial Advisor (Typically chosen independently by City)
  - PID Administrator (Typically chosen independently by City)
  - Trustee (Typically chosen independently by City)
  - Underwriter (Typically selected by City with input from developer)
  - Appraiser (Typically selected by City with input from developer)
- Application Fee and/or Professional Services Agreement
  - Pays expenses for 3<sup>rd</sup> party consultants
  - Can pay for City staff time
- Some Cities require City PID Administrator to draft Service and Assessment Plan

# Assessment Term/Bond Term

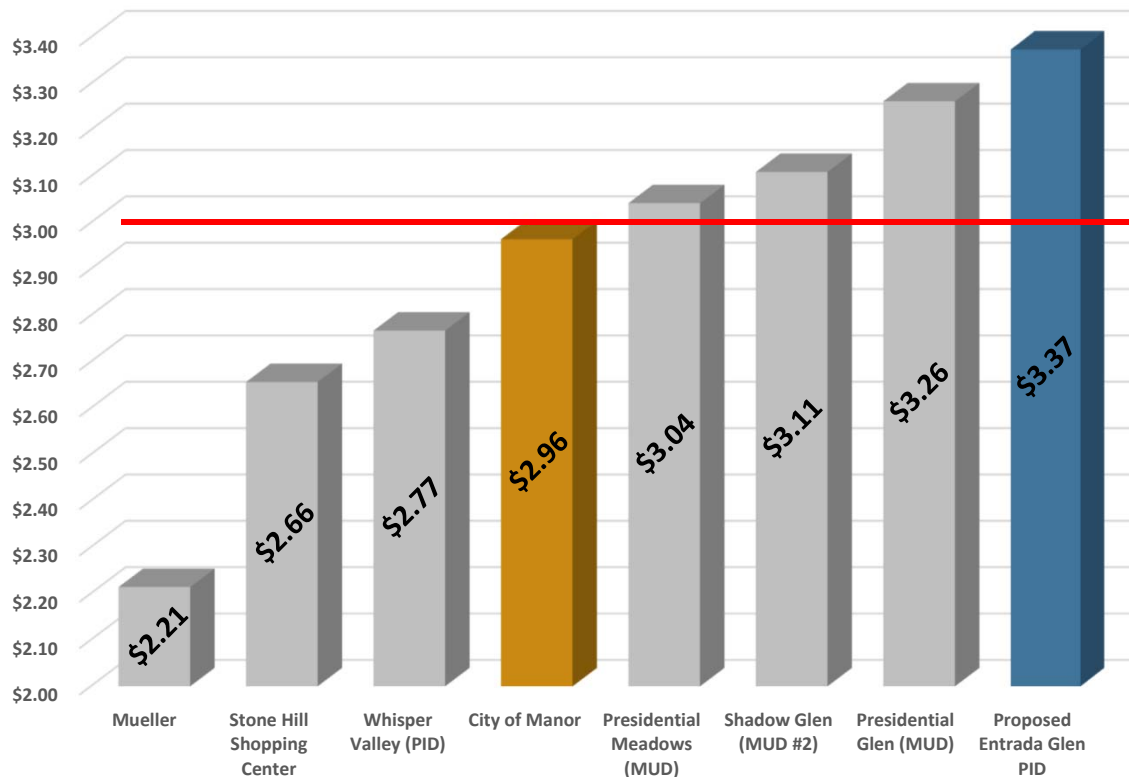
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- Term of assessment directly impacts benefit of PID to the developer. The longer the term, the greater the benefit
- PID Act allows PID Bonds to have a term of up to 40 years
  - Typical Term is 30 years
  - Some cities limit bond term to 20 or 25 years
- Typically Assessment Term matches Bond Term
- In some cases developers will request assessments to exceed the term of the bonds

# Maximum Equivalent Tax Rate



2017 Tax Rate Per \$100 of Assessed Value



	2017 Tax Rate	+/- vs. Manor
Mueller	\$ 2.21	\$ (0.75)
Stone Hill Shopping Center	\$ 2.66	\$ (0.31)
Whisper Valley (PID)	\$ 2.77	\$ (0.20)
<b>City of Manor</b>	<b>\$ 2.96</b>	<b>\$ -</b>
Presidential Meadows (MUD)	\$ 3.04	\$ 0.08
Shadow Glen (MUD #2)	\$ 3.11	\$ 0.15
Presidential Glen (MUD)	\$ 3.26	\$ 0.30
<b>Proposed Entrada Glen PID</b>	<b>\$ 3.37</b>	<b>\$ 0.41</b>

**Should residential and commercial rates be the same or different?**



# Should City Issue PID Bonds?

---

- Cash Flow PIDs
  - Annual Installments paid to developer
  - **No upfront money, not as beneficial to developers**
  - Maximum interest rate allowed (currently 9.5% for 1<sup>st</sup> 5 years, 5.5% thereafter)
  - Developers can privately monetize revenue stream, but less efficient than bonds
  
- PID Bonds
  - Annual Installments paid to bond holders
  - **Upfront money, interest rates are lower due to tax exempt nature of bonds**
  - Bonds are secured solely from PID assessments
  - City does not have financial or moral obligation, but City will have “headline risk” and requirement to comply with bond covenants
  - City should be reimbursed if unable to issue bank qualified debt as a result of PID Bonds

# Bond Requirements

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- Value to Lien Ratio
  - 3:1 requirement or dependent on credit
  - Minimum requirement per parcel
  - Mandatory prepayment requirement
- Developer contribution
  - Cash, LOC, Bank Commitment, or dependent on transaction
- Status of development may require the following:
  - Proceeds used for construction
  - Acquire completed improvements
  - Require all improvements to be complete



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second and final reading of an ordinance amending Manor Code of Ordinances Chapter 14 Zoning to amend Definitions; Amendments; Handicapped Parking Requirements; C-1 Light Commercial permitted uses and conditions and limitations; C-2 Medium Commercial permitted uses and conditions and limitations; C-3 Heavy Commercial permitted uses and conditions and limitations; Construction Plan application requirements; Open Space lot coverage requirements; R-1 Single Family permitted and conditional uses; R-2 Single Family permitted and conditional uses; and Downtown Business District permitted and conditional uses.

---

### BACKGROUND/SUMMARY:

This amendment revises and/or removes definitions, reduces the building coverage on lots zoned open space, updated handicapped parking requirements, adds Bed and Breakfast as conditional uses in R-1 and R-2, revises some of the uses in C-1, C-2, C-3, and DBD, adds an expiration for Construction Plan applications, and requires a super majority of City Council to override a Planning Commission recommendation.

First reading was approved on February 21, 2018.

PRESENTATION: ☐ YES ☒ NO

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

Zoning Ordinance 511

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 511 amending Manor Code of Ordinances Chapter 14.

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

**ORDINANCE NO. 511**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING MANOR CODE OF ORDINANCES CHAPTER 14 ZONING BY MODIFYING DEFINITIONS; OPEN SPACE LOT COVERAGE; HANDICAPPED PARKING REQUIREMENTS; R-1 SINGLE FAMILY PERMITTED AND CONDITIONAL USES; R-2 SINGLE FAMILY PERMITTED AND CONDITIONAL USES; C-1 LIGHT COMMERCIAL PERMITTED USES AND CONDITIONS AND LIMITATIONS; C-2 MEDIUM COMMERCIAL PERMITTED USES AND CONDITIONS AND LIMITATIONS; C-3 HEAVY COMMERCIAL PERMITTED USES AND CONDITIONS AND LIMITATIONS; DB DOWNTOWN BUSINESS DISTRICT PERMITTED AND CONDITIONAL USES; CONSTRUCTION PLAN APPLICATION REQUIREMENTS; AND AMENDMENTS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN OPEN MEETINGS CLAUSE AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, it is appropriate for the City to add and modify ordinances to better provide an attractive living environment and to protect the health, safety, morals, and welfare of the present and future residents of the City; and

**WHEREAS**, the City Council of the City of Manor desires to provide that an affirmative vote of at least three-fourths of all members of the City Council is required to overrule certain recommendations by the City's Planning and Zoning Commission pursuant to Section 211.006(f), Texas Local Government Code; and

**WHEREAS**, the City Council, after receiving a recommendation from the Planning and Zoning Commission and holding public meetings, has determined that it is appropriate for the City to adopt modified definitions; open space general requirements; handicapped parking requirements; permitted and conditional uses for R-1 Single Family, R-2 Single Family; permitted uses and conditions and limitations for C-1 Light Commercial, C-2 Medium Commercial, C-3 Heavy Commercial, DB Downtown Business District; construction plan application requirements; and amendments;

**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 incorporated herein as findings of fact.

**Section 2. Amendment to Chapter 14, Article I, Section 5 Definitions.** Section 5 of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended to repeal the definition for "Retirement Housing"

**Section 3. Amendment to Chapter 14, Article I, Section 5 Definitions.** Section 5 of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended to add the definition of “Sidewalk” immediately following the definition of “Shrub” as follows:

Sidewalk means that portion of a street between the curbline and the adjacent property line intended for the use of pedestrians.

**Section 4. Amendment to Chapter 14, Article I, Section 5 Definitions.** Section 5 of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended to repeal and replace the definition for “Structure” as follows:

Structure means any building or anything constructed or erected on the ground or which is attached to something located on the ground. Structures include, but are not limited to, buildings, telecommunication towers, sheds, and permanent signs. Sidewalks, paving and parking areas shall not be considered structures.

**Section 5. Amendment to Chapter 14, Article II, Section 20(k) Lot Coverage Chart**  
2. Section 20(k) Chart 2 of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

**Chart 2**

District	Maximum Lot Coverage Main Building(s)	Maximum Lot Coverage Main Building and All Accessory Buildings
R-1, R-2, R-3, R-4	40%	50%
M-1, M-2, A	50%	60%
C-1, C-2, C-3, GO	60%	70%
IN-1, IN-2	50%	60%
PUD	40%	50%
DBD	95%	95%
NB	45%	55%
OS	20%	30%

Open off-street parking and loading areas will not be considered as lot coverage under this subsection

**Section 6. Amendment to Chapter 14, Article II, Section 20(m)(ii) Handicap Parking.** Section 20(m)(ii) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

(ii) Handicap Parking. The location and design of handicapped parking spaces shall be as required by ordinance and state and federal law including, but not limited to, current ADA Standards for Accessible Design.



**Section 7. Amendment to Chapter 14, Article II, Section 25(d) Conditional Uses.** Section 25(d) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended to add subsection (iii) as follows:

- (iii) Bed and Breakfast

**Section 8. Amendment to Chapter 14, Article II, Section 26(d) Conditional Uses.** Section 26(d) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended to add subsection (iii) as follows:

- (iii) Bed and Breakfast

**Section 9. Amendment of Chapter 14, Article II, Section 43(a) Purpose, Permitted Uses, Conditional Uses.** Section 43(a) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

- (a) Purpose, Permitted Uses, Conditional Uses. This district allows a mix of commercial uses including retail, office, light commercial, and similar uses excluding residential and multifamily. This district allows the retail sale of goods and products (in the following listed use areas) to which value has been added on-site, including the sale of goods and services outside the primary structure as customary with the uses specifically listed, and the following, with permitted uses in the C-1 district noted with a “P” and conditional uses with a “C.”

#### **LIGHT COMMERCIAL C-1**

Art Gallery	P
Art Workshop	P
Bed & Breakfast	P
Business and Trade Schools	P
Club or Lodge	P
Cocktail Lounge	P
College or University Facilities	P
Commercial Off-Street Parking	P
Community Events	P
Community Recreation	P
Consumer Convenience Services	P
Consumer Repair Services	P

Counseling Services	P
Financial Services	P
Florist - no greenhouse	P
Food Court Establishment	C
Food Preparation less than 2,500 sq. ft. GFA	P
Food Sales	P
Funeral Services not including crematory services	P
Game Rooms	C
General Retail Sales	P
Hotel & Motel	P
Indoor Entertainment	P
Indoor Sports and Recreation	P
Laundry Services	P
Liquor Sales	P
Monument Retail Sales	P
Off-Site Accessory Parking	P
Personal Improvement Services	P
Personal Services	P
Pet Services	P
Postal Facilities	P
Printing and Publishing	P
Private Primary and Secondary Educational Facilities	P
Public Primary and Secondary Educational Facilities	P
Religious Assembly	P
Restaurant	P
Restaurant with Drive Through	P
Safety Services	P
Service Station	C
Theater	P
Transportation Services	P

All Other Civic Uses	P
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**Section 10. Amendment to Chapter 14, Article II, Section 44(a) Permitted and Conditional Uses.** Section 44(a) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

(a) Permitted and Conditional Uses. The following chart indicates permitted uses in the C-2 districts with a “P” and conditional uses with a “C”.

**MEDIUM COMMERCIAL C-2**

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

**Section 11. Amendment to Chapter 14, Article II, Section 44(b)(i) Conditions and Limitations.** Section 44(b)(i) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

- (i) That it be conducted primarily within an enclosed building or screened area, except for customary outdoor activities for the specific use listed on an area that is improved with concrete, asphalt pavement or other all-weather surface and that is suitably landscaped, screened, or fenced.

**Section 12. Amendment to Chapter 14, Article II, Section 45(b) Permitted and Conditional Uses.** Section 45(b) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

- (b) Permitted and Conditional Uses: Permitted uses in the C-3 district noted with a “P” and conditional uses with a “C”.



**HEAVY COMMERCIAL C-3**

Agricultural Sales and Services	P
Art Workshop	P
Automotive Rental	P
Automotive Repair Services	P
Automotive Sales	P
Automotive Washing	P
Aviation 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	P
Commercial Off-Street Parking	P
Communication Service Facilities	P
Community Events	P
Community Recreation	P
Construction Sales and Services	P
Convenience Storage	P
Convention Center	P
Counseling Services	P
Cultural Services	P
Custom Manufacturing	P
Day-care Services	C
Detention Facilities	P

Drop-off Recycling Collection Facility	P
Electronic Prototype Assembly	P
Electronic Testing	P
Employee Recreation	P
Equipment Repair Services	P
Equipment Sales	P
Exterminating Services	P
Florist	P
Food Court Establishment	C
Food Preparation	P
Food Sales	P
Funeral Services	P
Game Rooms	P
General Retail Sales	P
General Warehousing and Distribution	P
Indoor Entertainment	P
Indoor Sports and Recreation	P
Kennels	P
Laundry Services	P
Light Manufacturing	P
Liquor Sales	P
Limited Warehousing and Distribution	P
Local Utility Services	P
Maintenance and Service Facilities	P
Major Public Facilities	P
Major Utility Facilities	P
Marina	P
Military Installations	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	P
Pet Services	P
Plant Nursery	P
Postal Facilities	P
Printing and Publishing	P
Railroad Facilities	P
Recreational Equipment Maintenance & Storage	P
Recreational Equipment Sales	P
Religious Assembly	P
Research Assembly Services (general)	P
Research Services (general)	P
Research Testing Services (general)	P
Research Warehousing Services (general)	P
Restaurant	P
Restaurant with Drive Through	P
Safety Services	P
Scrap and Salvage	P
Service Station	P
Sexually Oriented Business	C
Software Development	P
Stables	P
Telecommunication Tower	P
Theater	P
Transportation Services	P
Transportation Terminal	P
Vehicle Storage	P
Veterinary Services	P

All Other Civic Uses	C
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**Section 13. Amendment to Chapter 14, Article II, Section 52(b) Permitted and Conditional Uses.** Section 52(b) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

(b) Permitted and Conditional Uses. The following chart indicates permitted uses with a “P”, conditional uses with a “C” and permitted uses as part of a mixed-use building with a “P\*”

**DOWNTOWN BUSINESS DISTRICT DBD**

Administrative Offices	P
Administrative Services	P
Art Gallery	P
Art Workshop	P
Bed & Breakfast	P
Business and Trade Schools	P
Cocktail Lounge	P
Commercial Off-Street Parking	P
Communication Services	P
Communication Services Facilities	P
Community Events	P
Condominium Residential	P*
Consumer Convenience Services	P
Consumer Repair Services	P
Counseling Services	P
Cultural Services	P
Financial Services	P
Florist, no greenhouse	P
Food Preparation less than 5,000 sq. ft. GFA	P
Food Sales	P
Funeral Services not including crematory services	P
General Retail Sales	P

Hotel & Motel	P
Indoor Entertainment	P
Laundry Services	P
Liquor Sales	P
Medical Offices	P
Multifamily Residential	P*
Off-Site Accessory Parking	P
Personal Improvement Services	P
Personal Services	P
Pet Services	P
Postal Facilities	P
Printing and Publishing	P
Private Primary and Secondary Educational Facilities	C
Professional Office	P
Public Primary and Secondary Educational Facilities	C
Religious Assembly	P
Restaurant	P
Theater	P
Transportation Terminal	P
All Other Civic Uses	P

**Section 14. Amendment to Chapter 14, Article III, Section 60(d)(iv) Procedure.**

Section 60(d)(iv) of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

(iv) Construction Plans may be rejected at any time subsequent to submittal and prior to final approval for failure to meet the minimum informational requirements of this Ordinance. If, in the judgment of City staff, the Construction Plan submittal substantially fails to meet the minimal informational requirements as outlined above the Construction Plan shall be deemed denied. The developer shall have up to sixty days from the date the Construction Plan is deemed denied to remedy all deficiencies or the Construction Plan shall be rejected for filing and new filing fees will be required for subsequent submittals.



**Section 15.** **Amendment to Chapter 14, Article IV, Section 76 Amendments.** Section 76 of Exhibit A, Section 14.02.001 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

**Section 76. Amendments to zoning regulations, district boundaries, or zoning classifications.**

- (a) The Council may, from time to time, adopt, amend and make public rules and regulations for the administration of this Ordinance. This Ordinance may be enlarged or amended by the Council after public hearing, due notice of which shall be given as required by law. The Council may further modify and establish district boundaries and zoning classifications in accordance with the process set forth in state law.
- (b) The affirmative vote of at least three-fourths of all members of the City Council is required to overrule a recommendation by the Commission that a proposed change to a zoning regulation or boundary should be denied.

**Section 16.** **Severability.** If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 17.** **Conflicting Ordinances.** All ordinances or parts of ordinances governing zoning in force when the provisions of this Ordinance become effective which are inconsistent with or in conflict with the terms and provisions contained herein are amended only to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

**Section 18.** **Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was 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, Chapter 551, Texas Government Code.

**Section 19.** **Effective Date.** This Ordinance shall take effect and be in full force and effect on March 7, 2018.

**PASSED AND APPROVED FIRST READING** on the 21<sup>st</sup> day of February 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 7<sup>th</sup> day of March 2018.

**THE CITY OF MANOR, TEXAS**

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Rita G. Jonse  
Mayor

**ATTEST:**

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Lluvia Tijerina  
City Secretary



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

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

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AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

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STAFF RECOMMENDATION:

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



AGENDA ITEM NO. <sup>4</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

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STAFF RECOMMENDATION:

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



AGENDA ITEM NO. <sup>5</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on matters related to the Home Rule Charter and proposed amendments.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council take action on matters related to the Home Rule Charter and proposed amendments.

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



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action a waiver for Abstract 63 Survey 62 Bacon S, locally known as 11200 Gregg Lane, to waive Chapter 14 Zoning, Exhibit A, Article III, Section 60 Construction Plans and Chapter 3, Article 3.01, Section 3.01.005(b) Fees to remove site plan requirements and building fees.

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### BACKGROUND/SUMMARY:

This property was annexed by the City in November. ESD 12 was in the process of having a site development permit approved with Travis County when the property was annexed. Now that it is in the City, their use of the property is vested but they would need to file for City permits. This waiver is to allow them to build to their approved County site development permit, minus the rain garden as that is not a City requirement, and to abate their building fees when they file for a building permit and inspections.

PRESENTATION: ☐ YES ☒ NO

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

Waiver

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a waiver for Abstract 63 Survey 62 Bacon S, locally known as 11200 Gregg Lane, to waive Chapter 14 Zoning, Exhibit A, Article III, Section 60 Construction Plans and Chapter 3, Article 3.01, Section 3.01.005(b) Fees to remove site plan requirements and building fees.

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





## Travis County Emergency Services District No. 12

Office of the Fire Marshal

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

### **Request for Fees Abatement and Acceptance of Travis County Site Plan with Modifications.**

TOM BOLT, CITY MANAGER  
CITY OF MANOR  
105 E. EGGLESTON STREET  
MANOR, TX 78653

Date: 22 FEBRUARY 2018

RE: Travis County ESD No. 12 District Office and Fire Substation  
11200 Gregg Lane  
Manor, TX 78653

Sir,

Travis County ESD No.12 (TCESD12) is the process of building a District Office / Fire Substation at 11200 Gregg Lane in Manor Texas. The project will allow TCESD12 to provide for improved Emergency Response and Public Safety.

The project was submitted to Travis County Transportation and Natural Resources Permits Division (Travis County TNR) prior to any consideration of possible annexation of the property by the City of Manor.

The project is in the final stages of review/approval by Travis County TNR.

TCESD12 has already met the Site Plan Requirements along with all associated fees if Travis County TNR, and respectfully requests a waiver of the site plan requirements per City of Manor Code of Ordinances, Chapter 14 Zoning, Exhibit A Zoning Ordinance, Article III Site Development Requirements and Special Provisions, Section 60 Construction Plans.

The TCESD12 District Office / Fire Substation plans under final review by Travis County TNR includes a Water Quality Rain Garden. This feature is not required by the City of Manor and TCESD12 respectfully requests permission to delete this feature from the final plans. The funds used to install this feature would better serve the community by being use for Equipment and Operational Expenses of the Fire Department to meet the increasing number of emergency responses within Manor and TCESD12.

TCESD12, having already paid all required fees for site development to Travis County TNR requests a waiver of the site development fees of the City of Manor per Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.01 General Provisions, Section 3.01.005(b) fees.

A handwritten signature in blue ink, appearing to read "Ryan Smith".

Ryan Smith, Fire Chief/Fire Marshal



AGENDA ITEM NO. 7

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. Owner: Rebecca Davies. Applicant: Rebecca Davies

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### BACKGROUND/SUMMARY:

This is the Bloor House located near Jenny Lane Park fronting on Lexington. The applicant would like to rezone the property to neighborhood business because they feel the property is well suited to be professional offices or a bed and breakfast.

Planning Commission recommends denial 4-2

The applicant has requested a postponement.

PRESENTATION: ☐ YES ☒ NO

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

Postpone Letter Request

Zoning Ordinance

Letter of Intent

Zoning Map

Area Map

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning to the April 4, 2018, Regular Council Meeting.

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

## Tom Bolt

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**From:** Rebecca Davies  
**Sent:** Wednesday, February 28, 2018 2:36 PM  
**To:** Tom Bolt  
**Subject:** Rezoning postponement

Tom,

Can the city please postpone the second reading for the rezoning of 709 Lexington Street in Manor until the inspection and appraisal information on the property comes back?

I appreciate your help in this matter. Thank you!

Rebecca Davies

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY RESIDENTIAL (R-1) TO NEIGHBORHOOD BUSINESS (NB); 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 Single Family Residential (R-1) to zoning district Neighborhood Business (NB). The Property is accordingly hereby rezoned to Neighborhood Business (NB).

**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 21<sup>st</sup> day of February 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 7<sup>th</sup> day of March 2018.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Rita G. Jonse,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia Tijerina,  
City Secretary

**EXHIBIT “A”**

Property Legal Description:

Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less

Property Address:

12805 US Hwy 290 East, Manor, Texas 78653

22 January 2018

Mr Dunlop,

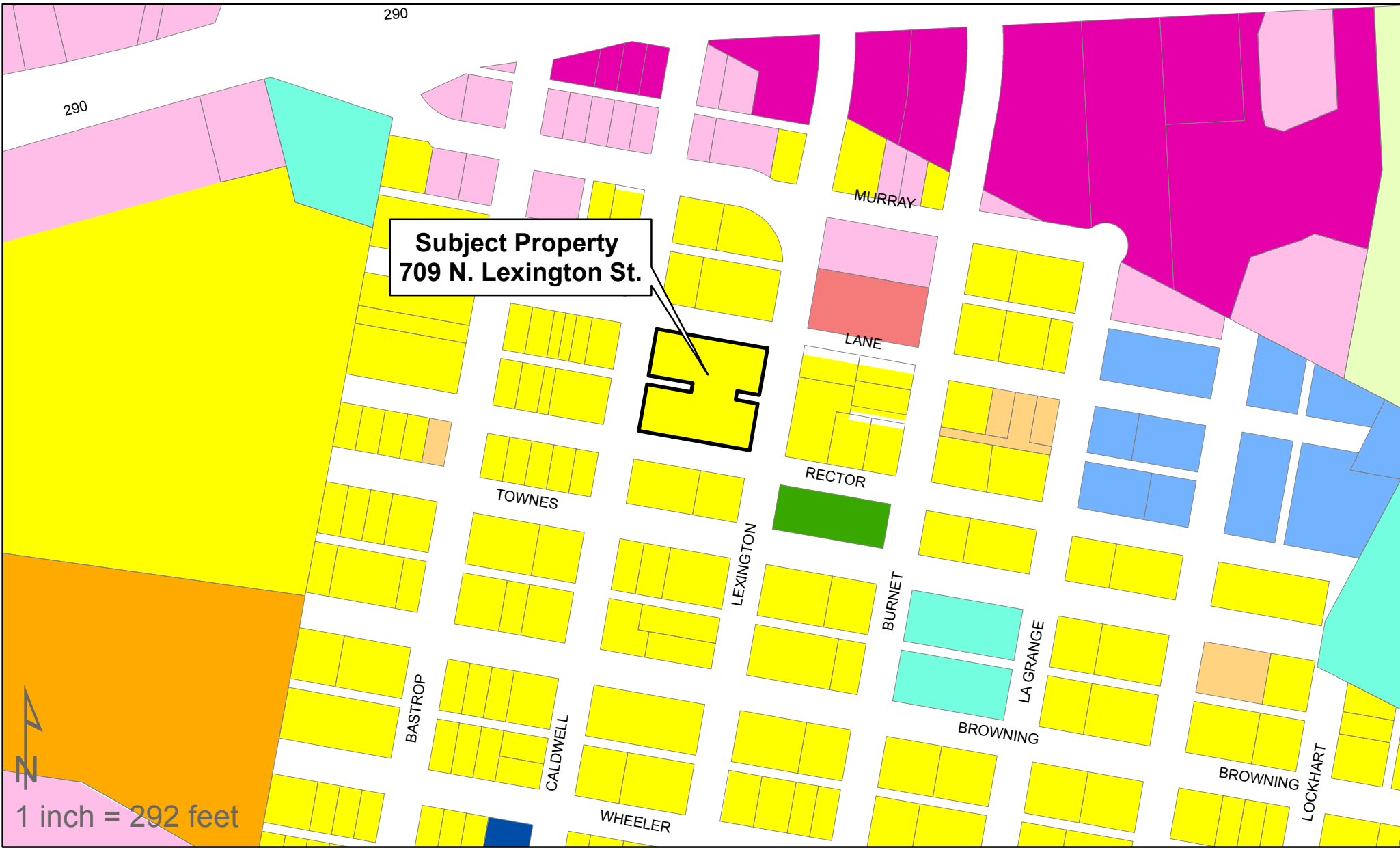
I am requesting a rezoning for my property at 709 N Lexington St in Manor from Residential to Neighborhood Business.

The property comprises a full city block and faces Lexington street (the main road through old Manor) just a few blocks from City Hall and the downtown business district. The property is two blocks from 290 and across the street from Bluebonnet Electric. Its central location makes it a good location for a variety of professional offices and its character makes it an excellent location for a small Bed & Breakfast establishment.

The Bloor House (709 N Lexington St) was built in 1897 by the Bloor family. It is on the National Historic Registry and has long been considered to be an important Manor landmark. Many other Central Texas cities have preserved the historic character of their communities by allowing the use of such architectural gems as professional offices and Bed & Breakfast establishments. Often this helps to pay the cost of preserving these landmark structures.

I appreciate your time and consideration of this request,

Rebecca Davies



# **Proposed Zoning** **NB - Neighborhood Business**

*Current Zoning - R-1 Single Family*

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







## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning. Owner: Ulises Hernandez. Applicant: Mike McMinn, McMinn Land Surveying Co.

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### BACKGROUND/SUMMARY:

The applicant has pulled this request but because notices were already sent out it is still on the agenda.

Planning Commission recommends denial 6-0

1st reading denied by City Council on February 21, 2018

PRESENTATION: ☐ YES ☒ NO

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

Zoning Ordinance

Letter of intent

Zoning Map

Area Map

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny the second and final reading of an ordinance rezoning Abstract 260 Survey 22 Elison T, 33.89 acres more or less, locally known as 12700 Sparks Road, from Interim Single Family Residential (R-1) district zoning to Manufactured Home (M-1) district zoning.

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 SINGLE FAMILY RESIDENTIAL (R-1) TO MANUFACTURED HOME (M-1); 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 Single Family Residential (R-1) to zoning district Manufactured Home (M-1). The Property is accordingly hereby rezoned to Manufactured Home (M-1).

**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 21<sup>st</sup> day of February 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 7<sup>th</sup> day of March 2018.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Rita G. Jonse,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia Tijerina,  
City Secretary

**EXHIBIT “A”**

Property Legal Description:

Abstract 260 Survey 22 Elison T, 33.89 acres more or less

Property Address:

12700 Sparks Road, Manor, Texas 78653



*McMinn Land Surveying Company*

4008 GREENMOUNTAIN LANE

AUSTIN, TEXAS 78759

(512) 343-1970 [mike@mcminnsurveying.com](mailto:mike@mcminnsurveying.com)

**ZONING CHANGE REQUEST - LETTER OF INTENT**

January 12, 2018

Scott Dunlop  
Planning Coordinator  
City of Manor, Texas

Mr. Dunlop,

I am writing on behalf of Ulises Hernandez, owner of the property located at 12700 Sparks Road, Manor, Texas.

As we have discussed and as I understand you have discussed with Mr. Hernandez, he is proposing to partition his property into tracts of land larger than 5 acres in land area. Said partition tracts to be served via private access easements created along the gravel roads that exist on the property. A Road Association is being created to be responsible for maintenance of the roads. We have already surveyed the property that is currently in the City Limits of the City of Manor. He is working on submitting a request to have the remainder of his property annexed into the City Limits of the City of Manor.

Based on communications that we had early in my involvement in the process, it is our understanding that as long as the partitioned tracts of land are in excess of 5 acres, the development is exempt from City of Manor platting requirements. You advised, by email, that you had spoken with the city engineer who confirmed that your subdivision ordinance wouldn't apply to this plat because all tracts are over 5 acres. You advised that we may want to check with ESD 12 to see if there are any issues on their part with the subdivision. Mr. Hernandez had already been in contact with ESD12. They had already visited the site with him and had made a few minor requests, such as removing the gate at the entrance to the property.

It is my understanding that Mr. Hernandez learned from you on or about January 11, 2018, that the existing R-1 zoning will not allow for development of the property with manufactured homes. Being that most of the homes visible from and/or existing on the subject tract of land are manufactured homes, it seems reasonable that the subject property be zoned to allow for what appears to be the preferred type of construction in the community.

We are requesting that the zoning be changed to M-1 to allow manufactured homes to be legally installed on the subject tract of land. Mr. Hernandez is attempting to follow the regulations

Please feel free to contact Mr. Hernandez or me with any additional questions.

Sincerely,



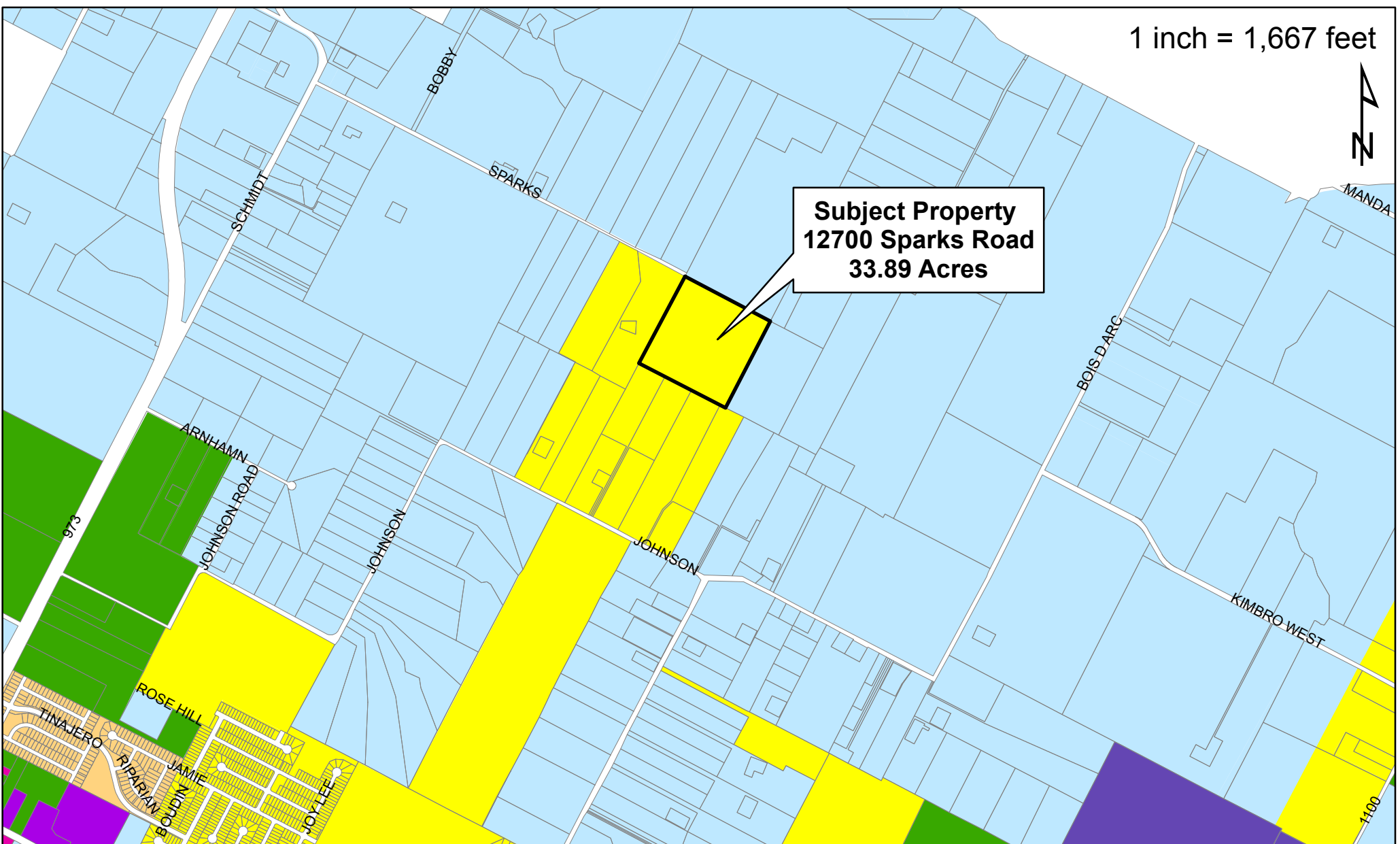
Mike McMinn, R.P.L.S.

Submitted electronically on [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

1 inch = 1,667 feet



**Subject Property**  
**12700 Sparks Road**  
**33.89 Acres**



# Proposed Zoning M-1 - Manufactured Home

*Current Zoning - R-1 Single Family*

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



