



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

**CITY COUNCIL
CALLED SPECIAL SESSION
AGENDA**

Wednesday, June 27, 2018

7:00 p.m.

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

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

CONSENT AGENDA

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

- | | |
|---|--|
| 1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 20, 2018, Regular Meeting. | Lluvia Tijerina,
City Secretary |
| 2. Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs | Scott Dunlop,
Planning
Coordinator |

PUBLIC HEARING

- | | |
|---|--|
| 3. Conduct a public hearing regarding the creation of a Public Improvement District- EntradaGlen. | Thomas Bolt,
City Manager |
| 4. Conduct a public hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas. | Scott Dunlop,
Planning
Coordinator |

REGULAR AGENDA

- | | |
|---|--|
| 5. Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen. | Thomas Bolt,
City Manager |
| 6. Consideration, discussion, and possible action on the second reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas. | Scott Dunlop,
Planning
Coordinator |
| 7. Consideration, discussion, and possible action on a waiver request for the Manor Community Coalition from Manor Code of Ordinances, Appendix A, Article 3.000, Section A3.001(3) Special Event and Article A4.000 Special Services by Law Enforcement Staff and Article 5.000, Section A5.002 Park Rental Permit Fees. | Thomas Bolt,
City Manager |

ADJOURNMENT

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, June 22, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Lluvia Tijerina
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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the June 20, 2018, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

June 20, 2018, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the June 20, 2018, Regular Meeting.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 20, 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

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
Sarah Friberg, Court Clerk
Anthony Valchar, Streets/Parks Superintendent

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, June 20, 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, Anthony Valchar, Streets/Parks Superintendent, led the Pledge of Allegiance.

PROCLAMATION

A. Declaring the Month of July 2018, as “National Parks and Recreation Month”

Mayor Jonse read and presented a proclamation declaring the month of July 2018, as “National Parks and Recreation Month” to Mike Tuley, Public Works Director, and Anthony Valchar, Streets/Parks Superintendent.

PUBLIC COMMENTS

Bonny Krahn along with Dr. Karen Smith with Manor Community Coalition, spoke before City Council regarding the 4th of July Parade and Festival. They requested to be added to the City Council agenda on June 27, 2018, for a waiver request to all city permit fees relating to the 4th of July Parade.

Irma Ruiz Suarez, 20800 FM 969, Webberville, Texas, spoke before City Council regarding a tree bush that is blocking the view of drivers on Old Highway 20 and Parson Street. She is requesting for the tree bush to be removed.

No one else appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 6, 2018, Regular Meeting.**
- 2. Consideration, discussion, and possible action on acceptance of the May 2018 Departmental Reports:**
 - **Police – Ryan Phipps, Chief of Police**
 - **Development Services – Scott Dunlop, Planning Coordinator**
 - **Municipal Court – Sarah Friberg, Court Clerk**
 - **Public Works – Mike Tuley, Director of Public Works**
 - **Finance – Lydia Collins, Director of Finance**
- 3. Consideration, discussion, and possible action on City owned equipment and fleet to be auction off.**

The discussion was held regarding the bid process and history of equipment.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

PUBLIC HEARING

- 4. Conduct a public hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.**

The City staff's recommendation was that the City Council conduct and approve the Public Hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

Mayor Jonse opened the public hearing.

City Manager Bolt discussed the voluntary annexation of 87.62 acres of land to the city limits.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Shaner, the Council voted seven (7) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

REGULAR AGENDA

- 5. Consideration, discussion, and possible action on the first reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.**

The City staff's recommendation was that the City Council approve the first reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

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

City Manager Bolt discussed the municipal service plan for the annexation of 87.62 acres of land to the city limits.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson the Council voted seven (7) For and none (0) Against to approve the first reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas. The motion carried unanimously.

6. Consideration, discussion, and possible action on the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs

The City staff's recommendation was that the City Council approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2).

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

City Manager Bolt discussed the rezoning ordinance for 12307 US Hwy 290 East.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson the Council voted seven (7) For and none (0) Against to approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2). The motion carried unanimously.

7. Consideration, discussion, and possible action on a waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to waive the requirements for construction plans and paved parking.

The City staff's recommendation was that the City Council deny the waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations.

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

City Manager Bolt discussed the waiver request and stated that the applicant had not communicated with City staff regarding the requests needed for the paved parking.

The applicant was not present.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Pierson the Council voted seven (7) For and none (0) Against to deny the waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations. The motion carried unanimously.

8. Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63 Gates G, locally known as 12307 US Hwy 290 East from Manor Code of Ordinances, Chapter 5, Article 5.04, Section 5.04.003(a) Fireworks Prohibited to allow for the sale of fireworks within the city limits. Applicant: Chester Davis. Owner: Odeen Hibbs.

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

Chester J. Davis, 1315 Highway 71 West, Bastrop, Texas, spoke before City Council regarding a waiver request for the July 4, 2018, sale of fireworks. Mr. Davis stated he was never notified by the property owner regarding the annexation into the city limits. He discussed his years of business with American Fireworks. He requested a waiver to allow the sale of fireworks on the lease property for the 4th of July season of 2018.

The discussion was held regarding the City's recommendation regarding the waiver request.

Council Member Kruppa commented that the City Council could grant the usage for another fifteen years with the service plan. He stated he would consider one more season.

Council Member Pierson stated the agreement to continue the sale of fireworks would have been done during the annexation process, which was never requested.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted six (6) For and one (1) Against to approve a waiver request only for the July 4, 2018, firework season for Abstract 315, Survey 63 Gates G, locally known as 12307 US Hwy 290 East from Manor Code of Ordinances, Chapter 5, Article 5.04, Section 5.04.003(a) Fireworks Prohibited to allow for the sale of fireworks within the city limits. Council Member Weir voted against. The motion carried.

9. Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface. Applicant: Shana Whiteley. Owner: Shana Whitely, Good Luck Grill.

The City staff's recommendation was that the City Council approve the waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface

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

Shana Whiteley, 14605 N. FM 973, Manor, Texas, submitted a card in support of this item; however, she did not wish to speak but was available to address any questions posed by the City Council.

City Manager Bolt discussed the waiver request for 14605 N. FM 973, Good Luck Grill.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve the waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface until such time that any increase in parking space is required. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 7:41 p.m. on Wednesday, June 20, 2018.

These minutes approved by the Manor City Council on the 27th day of June 2018.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs

BACKGROUND/SUMMARY:

This was the application that was previously noticed as 12511 US Hwy 290 and was withdrawn.

The planning commission approved the application on 6/13 voting 6-0.

City Council approved the first reading on June 20, 2018.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance 520

Map

Notice letter

Notified property owners

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 520 rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2).

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

ORDINANCE NO. 520

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED FIRST READING on this the 20th day of June 2018.

PASSED AND APPROVED SECOND AND FINAL READING on this the 27th day of June 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Lluvia Tijerina TRMC,
City Secretary

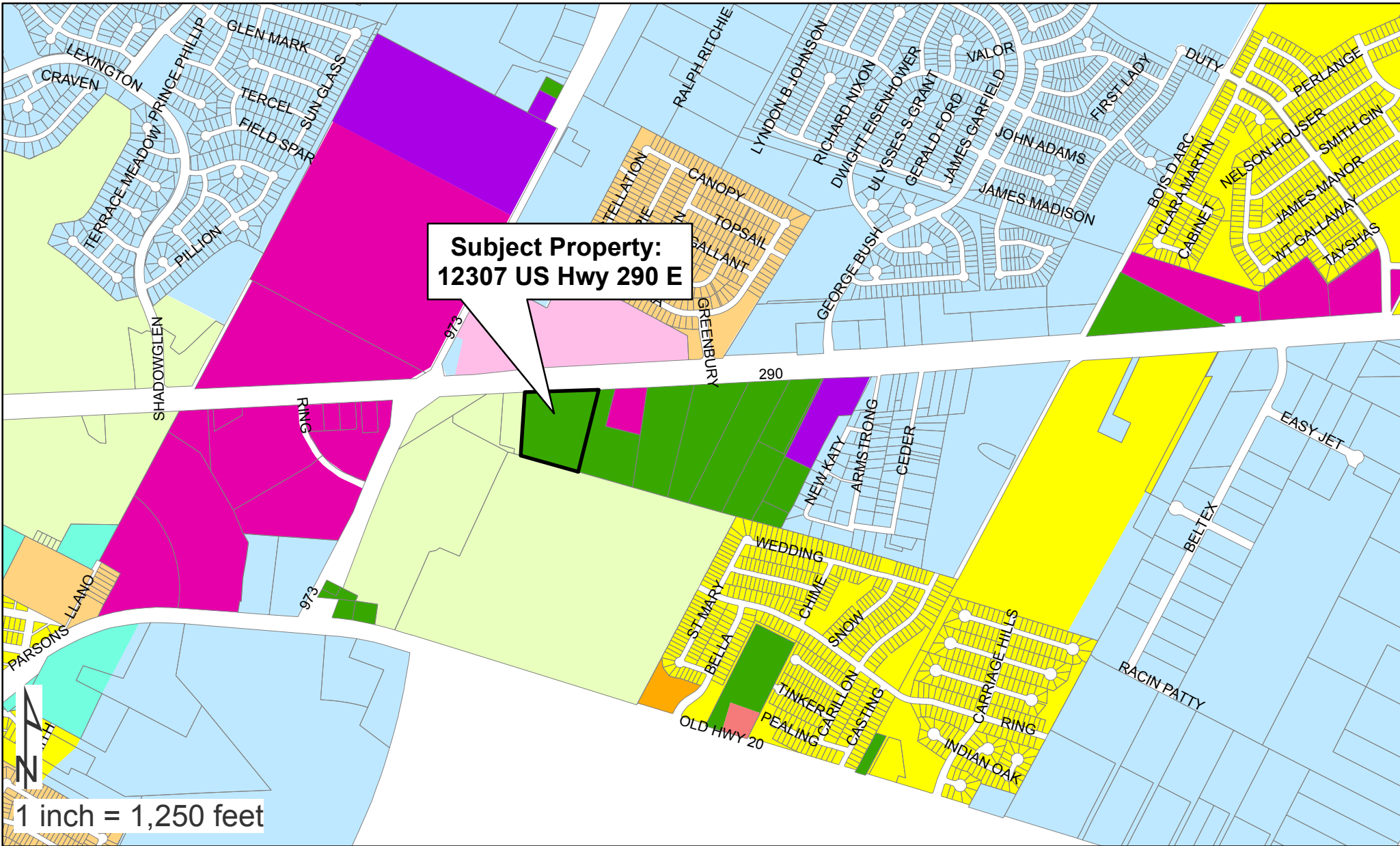
EXHIBIT “A”

Property Legal Description:

Abstract 315, Survey 63 Gates G, 10.00 acres +/-

Property Address:

12307 US Hwy 290 E



Proposed Zoning: **C-2 Medium Commercial**

Current Zoning District:
Interim Agricultural (A)

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		



May 22, 2018

RE: 12307 US Hwy 290 East Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting a public hearing to consider a rezoning request for 12307 US Hwy 290 East. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Consideration, discussion and possible action on a rezoning request for Abstract 315, Survey 63 Gates G, 10 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agricultural (A) to Medium Commercial (C-2).

The Planning and Zoning Commission will convene at 6:30PM on June 13, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 20, 2018 AND June 27, 2018 at 105 E. Eggleston St. in the City Council Chambers.

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

Sincerely,

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

CUBE HHF LP
5 OLD LANCASTER RD
MALVERN, PA 19355-2132

MANOR PLAZA LLC
1150 CR 126
GEORGETOWN, TX 78626-2454

GREENVIEW DEVELOPMENT GREENBURY
L P
501 VALE ST
AUSTIN, TX 78746-5732

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

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

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN, TX 78765-4784



AGENDA ITEM NO. ³_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

BACKGROUND/SUMMARY:

This property is associated with the Manor Heights project. They are requesting annexation to allow for consistent development standards, public services, PID assessments, and taxes within the subdivision.

PRESENTATION: ☐ YES ☒ NO

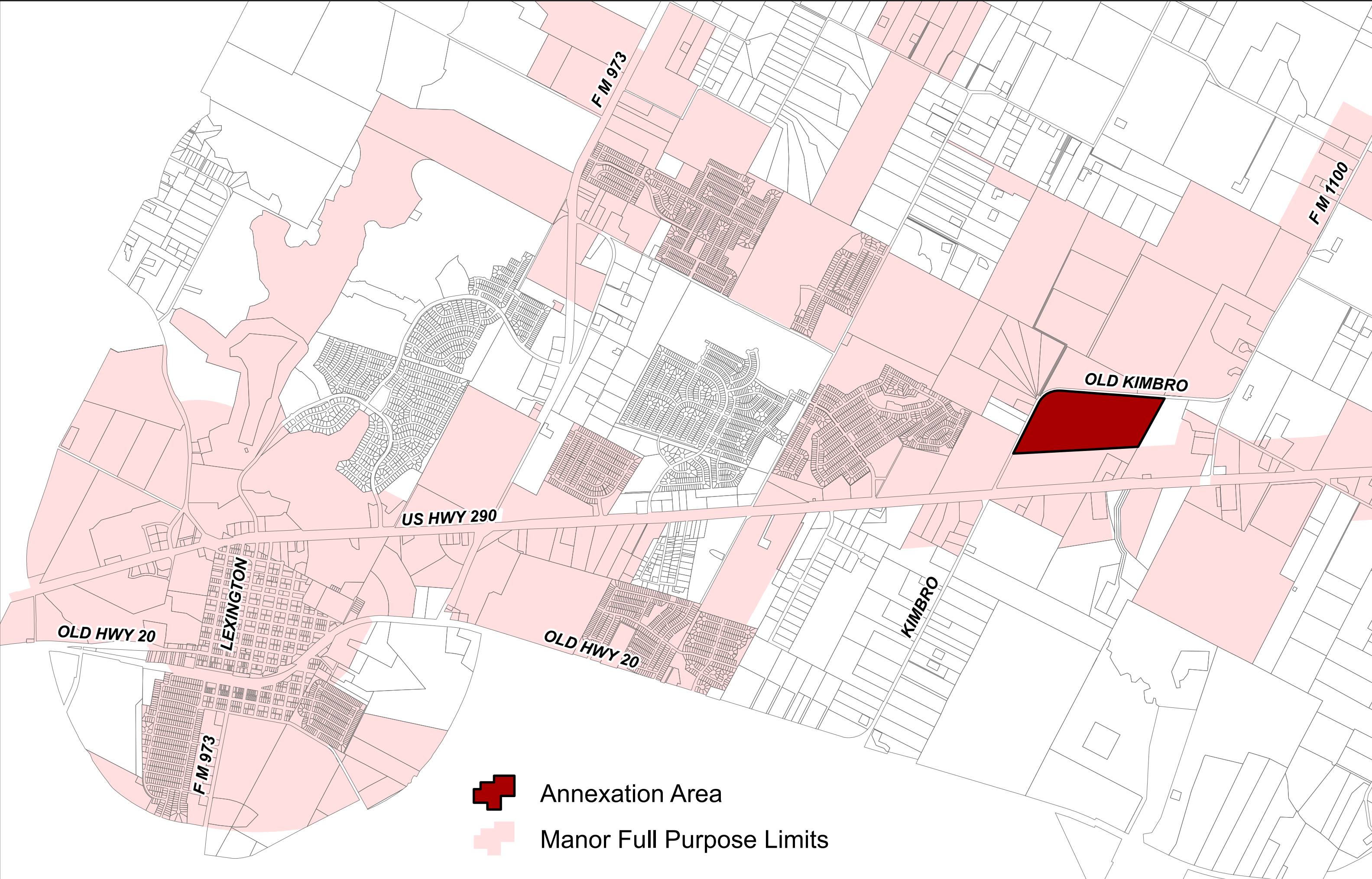
ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Map of area to be annexed

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct and approve the Public Hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

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



Annexation Area



Manor Full Purpose Limits



AGENDA ITEM NO. ⁵_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the second reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

BACKGROUND/SUMMARY:

This is our standard municipal services plan that accompanies annexations. It states who ever is the CCN holder will provide services.

City Council approved the first reading on June 20, 2018.

PRESENTATION: ☐ YES ☒ NO

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

Municipal Services Plan

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

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

EXHIBIT “B”

MUNICIPAL SERVICES PLAN FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR

WHEREAS, the City of Manor, Texas (the “City”) intends to institute annexation proceedings for tracts of land described more fully hereinafter (referred to herein as the “subject property”);

WHEREAS, *Section 43.056, Loc. Gov't. Code*, requires a service plan be adopted with the annexation ordinance;

WHEREAS, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

WHEREAS, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City;

WHEREAS, the owner(s) of the subject property agree they will benefit from the City’s development restrictions and zoning requirements, as well as other municipal services provided by the City, which are good and valuable consideration for this service plan; and

WHEREAS, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapt. 43, Loc. Gov't. Code*, to annex the subject property into the City;

NOW, THEREFORE, the following services will be provided for the subject property on the effective date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Plan, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD’s present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the regulatory and zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "A" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Plan:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subject property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject property or portions thereof (the "CCN holder") and, as applicable, the utility providing wholesale or retail water service to said CCN holder. Absent a water CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject property owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances. Upon acceptance of the water lines within the subject property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly

situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) (a) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subject property, or applicable portions thereof, by the utility holding a wastewater CCN for the subject property, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City's wastewater utility system, the subject property owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject property as required by City ordinances. Upon acceptance of the wastewater lines within the subject property and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The property owner agrees that no improvements are required on such roadways to service the property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties.

(4) **Term.** If not previously expired, this service plan expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Service Plan is attached.



AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 27, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for the Manor Community Coalition from Manor Code of Ordinances, Appendix A, Article 3.000, Section A3.001(3) Special Event and Article A4.000 Special Services by Law Enforcement Staff and Article 5.000, Section A5.002 Park Rental Permit Fees.

BACKGROUND/SUMMARY:

At the request of the Manor Community Coalition, who is putting on the 4th of July parade, they are requesting all fees associated with their permit to be waived.

PRESENTATION: ☐ YES ☒ NO

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

Waiver Request

STAFF RECOMMENDATION:

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

From: Karen V Smith
Sent: Thursday, June 21, 2018 2:56 PM
To: Scott Dunlop <sdunlop@cityofmanor.org>
Subject: Waiver request, Manor community coalition, parade

Dear Mr. Dunlop,

As you may know, The Manor Community Coalition is planning the first annual Fourth of July parade and Festival.

We are currently a small group of local organizations, spearheaded by a committee of private citizens.

We have a few generous donations from local businesses, but are still largely self-funded.

As this is an event for the good of our veterans and the cohesion of our community, we respectfully request a waiver of municipal fees for permits and usage.

It is our sincere hope that in future we may work with the city, and larger donors, to perpetuate this amazing Independence Day event.

Thank you for all you do, and hope to see you on the Fourth of July!!

Warm regards,

Karen V Smith, MD
City Church
Vice chair, Manor Community Coalition