



Julie Leonard, Place 1  
Jacob Hammersmith, Place 2  
Philip Tryon, Place 3  
Isaac Rowe, Place 4  
Lian Stutsman, Vice-Chair, Place 5  
Keith Miller, Place 6  
LaKesha Small, Place 7

**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES**

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Wednesday, November 13, 2019

6:30 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**COMMISSIONERS**

**PRESENT:**

Place 1: Julie Leonard  
Place 2: Jacob Hammersmith  
Place 3: Philip Tryon  
Place 4: Isaac Rowe  
Place 5: Lian Stutsman, Vice-Chairperson  
Place 6: Keith Miller

**ABSENT:**

Place 7: Lakesha Small

**CITY STAFF PRESENT:**

Scott Dunlop, Assistant Development Services Director  
Lluvia T. Almaraz, City Secretary

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present, the regular session of the Manor P&Z Commission was called to order by Vice-Chair Stutsman at 6:30 p.m. on Wednesday, November 13, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

## CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of the October 16, 2019, Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Tryon the P&Z Commission voted five (5) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

## PUBLIC HEARING

2. **Public Hearing: Conduct a public hearing regarding an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.**

Vice-Chair Stutsman opened the public hearing.

The City staff recommended that the P&Z Commission conduct the Public Hearing.

There was no discussion on this item.

**MOTION:** Upon a motion made by Commissioner Tryon and seconded by Commissioner Miller the P&Z Commission voted six (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

## REGULAR AGENDA

3. **Consideration, discussion, and possible action upon a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E. and FM 973 N. Manor, TX. Applicant: ALM Engineering. Owner: Greenview Development 973, LP**

The City staff recommended that the P&Z Commission postpone this item to the December 11, 2019, Regular P&Z Meeting per applicant's request.

Assistant Development Director Dunlop stated that the applicant had requested postponement due to the development agreement not being completed.

**MOTION:** Upon a motion made by Commissioner Miller and seconded by Commissioner Leonard the P&Z Commission voted five (5) For and none (0) Against to postpone a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E. and FM 973 N. Manor, Texas, to the December 11, 2019, Regular P&Z Meeting. The motion carried unanimously.

Commissioner Isaac Rowe arrived at 6:34 p.m. and took his place on the dais.

**4. Consideration, discussion, and possible action on a Coordinated Sign Plan for 201 East Parsons Street, Manor, TX. Applicant: Hunter Heights, LLC. Owner: Hunter Heights, LLC.**

The City staff recommended that the P&Z Commission approve a Coordinated Sign Plan for 201 East Parsons Street, Manor, TX.

Assistant Development Director Dunlop discussed the amended Plat for 109 S. Lexington Street and reasons for denial.

Mary Newman, 201 E. Parson, Suite D, Manor, Texas, spoke to P&Z Commission in support of this item. She introduced herself and discussed her family's new business in Manor, Bud-ee's Smoke & Vape. Ms. Newman thanked city staff for their assistance with the permitting process. Ms. Newman expressed the importance and positive impact of signage for small businesses.

**MOTION:** Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Tryon the P&Z Commission voted six (6) For and none (0) Against to approve a Coordinated Sign Plan for 201 East Parson Street, Manor, TX. The motion carried unanimously.

**5. Consideration, discussion, and possible action on an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.**

The City staff recommended that the P&Z Commission approve an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.

Asst. Development Services Director Dunlop discussed the following amendments to the Zoning Ordinance.

## Zoning Code Modifications

- Definitions (Sec. 14.01.008)
- Establishment of Zoning Districts (Sec. 14.02.003)
  - Created 4 new districts
    - Single Family Estate
    - Two-Family
    - Townhome
    - Multi-Family 15
  - Modified name of 5 districts
    - Single Family Suburban
    - Single Family Standard
    - Multi-Family 25
    - Institutional Small
    - Institutional Large
- Moved and redefined Residential Zoning Districts (Sec. 14.02.004)
- Changed/Re-formatted Residential Permitted Use Table (Sec. 14.02.005)
- Added Residential Land Use Conditions (Sec. 14.02.006)
- Revised Residential Development Standards (Lot sizes, setbacks, DU sizes) (Sec. 14.02.007)
  - Noted that lots in town start at smaller DU size
  - Added section on setback encroachments
- Moved and redefined Non-Residential Zoning Districts (Sec. 14.02.008)
- Changed/Reformatted Non-Residential Permitted Use Table (Sec. 14.02.009)
- Added Non-Residential District Conditions (Sec. 14.02.010)
- Added Non-Residential Use Conditions (Sec. 14.02.011)
- Revised Non-Residential Development Standards (Lot sized, lot areas, setbacks)
  - Added section on setback encroachments
- Moved Historic District, Municipal Parks District, MRRRA, and Airport Overlay into Special Districts and Overlay division (Division IV)
- Added Accessory and Temporary Structures and Uses sections (Division V)
- Added Outdoor Storage and Display sections (Sec. 14.02.020)
- Added architectural standards (Division VI)
  - Covers things like façade/elevation differentiation, roof pitches, building articulation, windows and doors, entry articulation, garage doors, pedestrian access, amenities
- Added Specific Use Permit procedures (Article 14.03)
  - Formally Conditional Use Permits
- Revised and added to the Non-conforming section (Article 14.04)



- Nonconforming structure (Sec. 14.04.002) – enlarged up to 50% of its size before needing to conform, damaged greater than 50% needing to conform, vacant for more than 90 days converted to conforming use
- Nonconforming use (Sec. 14.04.003) – cannot be enlarged
- Nonconforming sites (Sec. 14.04.004) – can change to similar tenant or less intense use tenant and not conform. Change to a more intense use tenant and site has to be converted to conforming. Abandoned sites (vacant 90 days. Multi-tenant sites/buildings are vacant if less than 30% occupied.)
- Nonconforming Lots (Sec 14.04.005) – Can be developed as if conforming but cannot be further subdivided if it remains or creates nonconforming lots
- Added zoning procedures and moved PUD procedures (Secs. 14.05.002)

***Provisions removed to be added elsewhere***

- Site plans (added to Site Development Ord, new Chapter 15)
  - Site Development Ord:
    - Site Development Permits (minor updates)
    - Parking Standards (major updates)
    - Landscaping (major updates)
    - Signs (major updates)
    - Outdoor Lighting (no changes)
    - Wireless Transmission Facilities (new code)
- Parking Requirements (added to Site Development Ord, new Chapter 15)
- Sexually oriented businesses (added to Business Chapter 4)
- Performance standards (added to Chapter 8 Offenses and Nuisances as Environmental Standards)

**MOTION:** Upon a motion made by Commissioner Tryon and seconded by Commissioner Miller the P&Z Commission voted six (6) For and none (0) Against to approve an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters. The motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Tryon the P&Z Commission voted six (6) For and none (0) Against to adjourn the regular session of the Manor P&Z Commission at 7:06 p.m. on Wednesday, November 13, 2019. The motion carried unanimously.

These minutes approved by the Manor P&Z Commission on the 11<sup>th</sup> day of December 2019.

**APPROVED:**



Lian Stutsman  
Vice-Chairperson

**ATTEST:**



Luvia T. Almaraz, TRMC  
City Secretary

