



RITA G. JONSE, MAYOR  
GENE KRUPPA, MAYOR PRO-TEM, PLACE 1  
MARIA AMEZCUA, PLACE 2  
ANNE WEIR, PLACE 3  
ZINDIA PIERSON, PLACE 4  
REBECCA DAVIES, PLACE 5  
RYAN STONE, PLACE 6

## CITY COUNCIL REGULAR MEETING AGENDA

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WEDNESDAY, FEBRUARY 15, 2017

7:00 P.M.

CITY COUNCIL CHAMBERS, 105 E. EGGLESTON ST.

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### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### PRESENTATIONS

### 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.*

- |   |                                    |
|---|------------------------------------|
| 1. Consideration, discussion, and possible action to approve the minutes for the January 18, 2017 City Council Regular Meeting.   | Frances Aguilar,<br>City Secretary |
| 2. Consideration, discussion, and possible action to approve the minutes for the February 1, 2017 City Council Regular Meeting.   | Frances Aguilar,<br>City Secretary |
| 3. Consideration, discussion, and possible action on acceptance of the January, 2017 Departmental Reports: <ul style="list-style-type: none"><li>• Development Services</li><li>• Police</li><li>• Municipal Court</li><li>• Public Works</li></ul> | Tom Bolt,<br>City Manager          |
| 4. Consideration, discussion, and possible action on acceptance of the unaudited January, 2017 Monthly Financial Report.  | Lydia Collins,<br>Finance Director |

## PUBLIC HEARING

- |  |                           |
|--|---------------------------|
| 5. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen. | Tom Bolt,<br>City Manager |
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## REGULAR AGENDA

- |  |                                       |
|--|---------------------------------------|
| 6. Consideration, discussion, and possible action on the creation of the EntradaGlen Public Improvement District.  | Tom Bolt,<br>City Manager             |
| 7. Consideration, discussion, and possible action on an update on the wastewater treatment facility project.   | Frank Phelan,<br>City Engineer        |
| 8. Consideration, discussion, and possible action on a Concept Plan for Arnhamn Subdivision, eight (8) lots on 20 acres more or less, located at FM 973 N and Arnhamn Road. Agent: Southwest Engineers. Owner: L4S, LLC.   | Scott Dunlop,<br>Planning Coordinator |
| 9. Consideration, discussion, and possible action on a first reading of an ordinance rezoning 149 acres more or less in the Greenbury Gates Survey 63, Abstract 315 and the Calvin Baker Survey, Abstract 58, located at the SE corner of US Hwy 290 and FM 973, Manor, TX from single-family residential (R-1) to planned unit development (PUD). Agent: ALM Engineering. Owner: Greenview Development. | Scott Dunlop,<br>Planning Coordinator |
| 10. Consideration, discussion, and possible action to waive a special-use permit fee for 309 North Lexington Street.   | Scott Dunlop,<br>Planning Coordinator |

## EXECUTIVE SESSION

*The City Council will now conduct a Closed Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:*

*Section 551.074 Personal Matter – City Manager evaluation*

*Section 551.074 Personal Matter – City Manager contract*

## OPEN SESSION

*The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action on item(s) discussed during Closed Executive Session:*

- |   |                           |
|---|---------------------------|
| 11. Take action as deemed appropriate in the City Council's discretion regarding the City Manager evaluation.   | Mayor Rita Jonse          |
| 12. Take action as deemed appropriate in the City Council's discretion regarding the City Manager contract.   | Mayor Rita Jonse          |
| 13. City Manager January, 2017 Report: <ul style="list-style-type: none"><li>• Republic Services update on trash pick-up schedule</li><li>• Historic marker relocation</li><li>• Employee Survey Update</li><li>• CAMPO Tech Advisory Committee</li></ul> | Tom Bolt,<br>City Manager |



## ADJOURNMENT

*In addition to any executive session already listed above, the City Council for the City of Manor 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 for the following purposes:*

*§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*

*§551.087 Deliberations regarding Economic Development Negotiations*

## POSTING CERTIFICATION

I, hereby, certify that this notice of the Manor City Council Meeting was posted on this 10<sup>th</sup> day of February, 2017 at 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.

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Frances M. Aguilar, City Secretary

### 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 special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact Frances Aguilar, City Secretary at 512-272-5555. Provide a 48-hour notice when feasible.*

*This public notice was removed from the bulletin board at the Manor City Hall on:*

\_\_\_\_\_, 2016 at \_\_\_\_\_ am/pm by \_\_\_\_\_  
City Secretary's Office  
City of Manor, Texas



AGENDA ITEM NO. <sup>1</sup>\_\_\_\_\_

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes for the January 18, 2017 City Council Regular Meeting.

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### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Minutes from January 18, 2017 City Council Regular Meeting

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### STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the minutes for the January 18, 2017 City Council Regular Meeting.

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



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
JANUARY 18, 2017 · 7:00 P.M.**

A regular meeting of the Manor City Council was held on Wednesday, January 18, 2017, in the Manor City Hall City Council Chambers at 105 E. Eggleston Street, Manor, Texas.

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Gene Kruppa  
Place 2, Maria Amezcua  
Place 3, Anne Weir  
Place 4, Zindia Pierson  
Place 5, Rebecca Davies  
Place 6, Ryan Stone

**CITY STAFF**

**PRESENT:**

Thomas Bolt, City Manager  
Frances Aguilar, City Secretary  
Ryan Phipps, Chief of Police  
Denver Collins, Captain  
Lydia Collins, Finance Director  
Scott Dunlop, Planning Coordinator  
Mike Tuley, Public Works Director  
Gracie Hernandez, Deputy Court Clerk  
Anthony Valchar, Superintendent

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

Mayor Rita Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Ms. Vicki McFarland led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Mr. Sam Samaripa commended the City for the drainage improvements but voiced concerns about the sewer problems in the City. He stated that he would like to talk to the City Manager, City Engineer and Public Works Director to remedy the situation.

**CONSENT AGENDA**

A motion to approve the consent agenda was made by Council Member Weir, seconded by Council Member Stone. The motion carried by the following vote:

**Vote: 7 For – 0 Against**

1. Consideration, discussion, and possible action to approve the minutes for January 4, 2017 City Council Regular Meeting.

**This item was approved under consent agenda.**

2. Consideration, discussion, and possible action on acceptance of the December, 2016 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

**This item was approved under consent agenda.**

3. Consideration, discussion, and possible action on acceptance of the unaudited December, 2016 Monthly Financial Report.

**A motion to approve the unaudited December, 2016 Monthly Financial Report was made by Council Member Weir, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

#### **REGULAR AGENDA**

4. Consideration, discussion, and possible action to authorize the City Manager to execute a contract for a Classification and Compensation Plan Study for the City of Manor.

**A motion to authorize the City Manager to execute a contract for a Classification and Compensation Plan Study for the City of Manor with Public Sector Personnel Consultants was made by Council Member Kruppa, seconded by Council Member Weir. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

5. Consideration, discussion, and possible action to appoint the Manor Planning and Zoning Commission to serve as the Community Impact Fee Program Advisory Committee for the purposes of updating the five-year community impact fee plan.

**A motion to appoint the Manor Planning and Zoning Commission to serve as the Community Impact Fee Program Advisory Committee for the purpose of updating the five-year community impact fee plan was made by Council Member Stone, seconded by Council Member Amezcua. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

6. Consideration, discussion, and possible action on an Interlocal agreement with Manor ISD for the design and construction of wastewater line and lift station improvements.

**A motion to approve an Interlocal Agreement with Manor ISD for the design and construction of wastewater line and lift station improvements was made by Council Member Pierson, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

7. Consideration, discussion and possible action to approve a resolution authorizing the filing of a Body-Worn Camera Grant Program application to the Office of the Governor of Texas Criminal Justice Division.

**A motion to approve a resolution authorizing the filing of a Body-Worn Camera Grant Program application to the Office of the Governor of Texas Criminal Justice Division made by Council Member Davies, seconded by Council Member Weir. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

8. Consideration, discussion, and possible action on an addendum to the Professional Services Agreement between the City of Manor and Jay Engineering Company, Inc. for the 2017 Wastewater Collection System Improvements.

**A motion to approve the addendum to the Professional Services Agreement between the City of Manor and Jay Engineering Company, Inc. for the 2017 Wastewater Collection System Improvements was made by Council Member Pierson, seconded by Council Member Amezcua. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

#### **EXECUTIVE SESSION**

**The City Council convened into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in at 7:33 P.M.:**

*Section 551.072 Deliberations regarding the value and sale of real property – city owned property.*

#### **OPEN SESSION**

**The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to act on item(s) discussed during Closed Executive Session at 8:17 P.M.**

9. Take action as deemed appropriate on the value and sale of City owned property.

**A motion to authorize the City Manager to explore other uses for the City owned property on the north side of the railroad tracks was made by Council Member Davies, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**A motion to authorize the City Manager enter into negotiation with Jackie Burke on the property, located at 201 E. Parsons St., and accept the offer of Sixsite, LLC for \$187,500 was made by Council Member Kruppa, seconded by Council Member Stone. The motion carried by the following vote:**

**Vote: 6 For – 1 Against, Council Member Davies voted against.**

#### **ADJOURNMENT**

**A motion to Adjourn made by Council Member Pierson. Seconded by Council Member Amezcua. The motion carried by the following vote:**

**Vote 7 For – 0 Against.**

**Meeting was adjourned at 8:05 P.M.**

**APPROVE:**

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Rita G. Jonse,  
Mayor

**ATTEST:**

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Frances M. Aguilar, TRMC, CMC  
City Secretary



AGENDA ITEM NO. <sup>2</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the minutes for the February 1, 2017 City Council Regular Meeting.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

Minutes from February 1, 2017 City Council Regular Meeting

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**STAFF RECOMMENDATION:**

It is City staff's recommendation, that the City Council approve the minutes for the February 1, 2017 City Council Regular Meeting.

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



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
FEBRUARY 1, 2017 · 7:00 P.M.**

A regular meeting of the Manor City Council was held on Wednesday, February 1, 2017, in the Manor City Hall City Council Chambers at 105 E. Eggleston Street, Manor, Texas.

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Gene Kruppa  
Place 2, Maria Amezcua  
Place 3, Anne Weir  
Place 4, Zindia Pierson  
Place 5, Rebecca Davies  
Place 6, Ryan Stone

**CITY STAFF**

**PRESENT:**

Thomas Bolt, City Manager  
Ryan Phipps, Chief of Police  
James Allen, Lieutenant  
Lydia Collins, Finance Director  
Scott Dunlop, Planning Coordinator

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

Mayor Rita Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Ms. Lydia Collins led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments.

**PUBLIC HEARING**

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

Mayor Jonse opened the public hearing. A motion that the public hearing be recessed February 15, 2017 was made by Council Member Weir, seconded by Council Member Kruppa. The motion carried by the following vote:

**Vote: 7 For – 0 Against**

**REGULAR AGENDA**

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

**No action was taken on the agenda item.**



3. Consideration, discussion, and possible action on engaging a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District.

**City Manager Tom Bolt introduced this agenda item. He spoke with the City Attorney, Paige Saenz, and she stated that she is confident, with the list of businesses available, they can find a company and negotiate a contract for under \$50,000. Mr. Bolt affirmed the cost would be billed to the PID and that a RFP (Request for Proposal) had not been completed.**

**A motion to authorize the City Manager to enter into interviews to find a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District and execute a contract if the amount is under \$50,000 was made by Council Member Davies, seconded by Council Member Amezcua. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor called to discuss agenda Item 10.**

4. Consideration, discussion, and possible action to appoint three Council Members to serve on the City and Manor School District Partnership Coalition Committee.

**A motion to appoint Mayor Rita Jonse, Council Member Rebecca Davies and Council Member Maria Amezcua to serve on the City and Manor School District Partnership Coalition Committee was made by Council Member Weir, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

5. Consideration, discussion, and possible action on a resolution commencing the annexation of 10.00 acres of land, more or less; being located in Travis County, Texas and adjacent and contiguous to the City limits; and providing for open meetings and other related matters.

**Planning Coordinator, Scott Dunlop spoke on the annexation. He stated the previous voluntary annexation application, of 10 acres, was pulled by the owner and resubmitted for only 1.6 acres. In addition to the 1.6 acres, the City has decided to petition the remainder of the tract to be involuntary annexed, so all 10 acres is annexed into the City. Council Member Pierson asked why the owner was seeking a voluntary annexation of the whole 10 acres. Mr. Dunlop stated the City couldn't support the owner's proposed land use but would like jurisdiction over the property since it is adjacent to single-family residence.**

**A motion to approve a resolution as presented was made by Council Member Amezcua, seconded by Council Member Stone. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

6. Discussion and possible action after a presentation by Public Sector Personnel Consultants on the Salary/Compensation Study scope, process, timelines and related topics.

**Mr. Sam Heinz of Public Sector Personnel Consultants gave a presentation of the company's proposal and scope of work and comparison cities. He further stated the compensation study will be Rockdale, Bastrop, Elgin, Lockhart, Buda, Taylor, Belton and Hutto. A separate set of cities, with a population of 25,000 – 50,000, would be used for Managers and line-level staff. Council Member Davies asked if City budgets are considered when choosing Cities for comparison. Mr. Heinz stated they don't look for cities**

with similar characteristics as Manor, they look for cities with similar jobs. He further stated the City retains control of where the salaries are actually set. Mr. Heinz stated there's a one-year warranty on the work and the data is good for five to seven years. The analysis questionnaire should be completed by the end of February. The compensation comparisons will be completed and job descriptions will be updated. In early March, data should be available for the benchmark positions. In early April, a new compensation plan will be proposed based on the survey findings.

A motion to include Marble Falls as a comparison city was made by Council Member Davies, seconded by Council Member Amezcua. The motion carried by the following vote:

**Vote: 7 For – 0 Against**

#### **EXECUTIVE SESSION**

**The City Council convened into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in at 7:53 P.M.:**

*Section 551.074 Personnel Matter – Interview candidates for appointment to fill one vacancy on the City of Manor Planning and Zoning Commission, Place 1.*

*Section 551.074 Personnel Matter – Discuss possible changes to the City of Manor Staff Organizational Chart*

*Section 551.074 Personal Matter – Discuss City Manager annual review.*

#### **OPEN SESSION**

**The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to act on item(s) discussed during Closed Executive Session at 8:55 P.M.**

7. The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission, Place 1.

**A motion to appoint Julie Leonard to the City of Manor Planning and Zoning Commission, Place 1 position was made by Council Member Davies, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 6 For – 0 Against, Council Member Amezcua abstained from the agenda item.**

8. Discussion and possible action to approve changes to the City of Manor Staff Organizational Chart.

**A motion to adopt changes to the City of Manor Staff Organizational Chart was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

9. Discuss and possible action regarding the City Manager annual evaluation.

**No action was taken on the agenda item.**

10. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van.

**Lieutenant James Allen gave an overview of the grant. He stated the purpose of the grant is to purchase a crime scene vehicle, fully equipped with all the items needed for investigators to conduct forensics investigations. The City would not have to match funds for this grant.**

**A motion to approve a resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van was made by Council Member Kruppa, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor called to discuss agenda Item 11.**

11. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

**Lieutenant James Allen gave an overview of the grant. He stated the grant would be used to hire and train a Victim Service Coordinator and Victim Service Specialist. He stated the grant was for \$139,000 with a 20% match for the first year, and can have in-kind matching. The City would also enter into an Interlocal Agreement, to provide victim services, with Lago Vista and Jonestown Police Department. Lt. Allen further stated the grant was for one year but the City would reapply and the grant would phase out over five years.**

**A motion to approve a resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project was made by Council Member Kruppa, seconded by Council Member Weir. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor continued with Agenda Item 4.**

**ADJOURNMENT**

A motion to Adjourn made by Council Member Stone. Seconded by Council Member Kruppa. The motion carried by the following vote:

Vote 7 For – 0 Against.

Meeting was adjourned at 8:56 P.M.

**APPROVE:**

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Rita G. Jonse,  
Mayor

**ATTEST:**

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Frances M. Aguilar, TRMC, CMC  
City Secretary



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

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Tom Bolt

DEPARTMENT: Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on acceptance of the January, 2017 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

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### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

January, 2017 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council accept the January, 2017 Departmental Reports.

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

**DEVELOPMENT SERVICES DEPARTMENT REPORT**  
**PROJECT VALUATION AND FEE REPORT**  
**FOR**  
**CITY OF MANOR, TX**  
**January 1 - 31, 2017**

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	1	\$400.00	\$172.00	
Commercial New (TFO)	1	\$200,000.00	\$1,802.40	Busy Bee Pre-School
Residential Foundation Repair	1	\$6,450.00	\$97.00	
Residential Irrigation	2	\$7,250.00	\$214.00	
Residential New	52	\$12,181,625.00	\$270,848.00	
Residential Plumbing	3	\$3,526.54	\$319.00	
Residential Electric	1	\$0.00	\$167.00	
Totals	61	\$12,399,251.54	\$273,619.40	

Total Certificate of Occupancies Issued: 16

Total Inspections(Comm & Res): 406

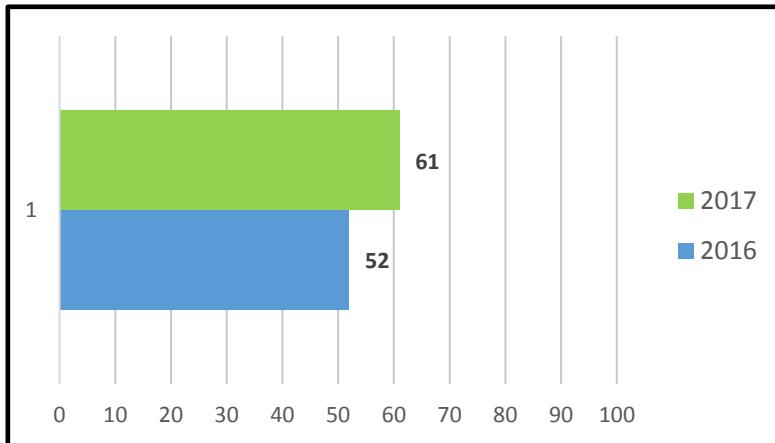
*Tom Bolt, City Manager*



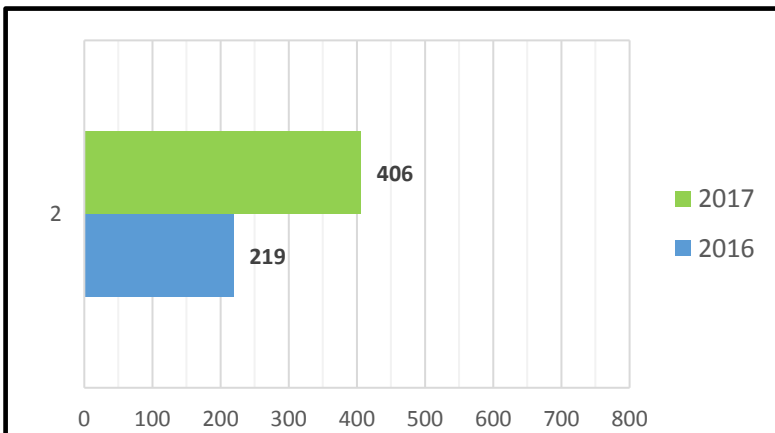


*JANUARY 2017*

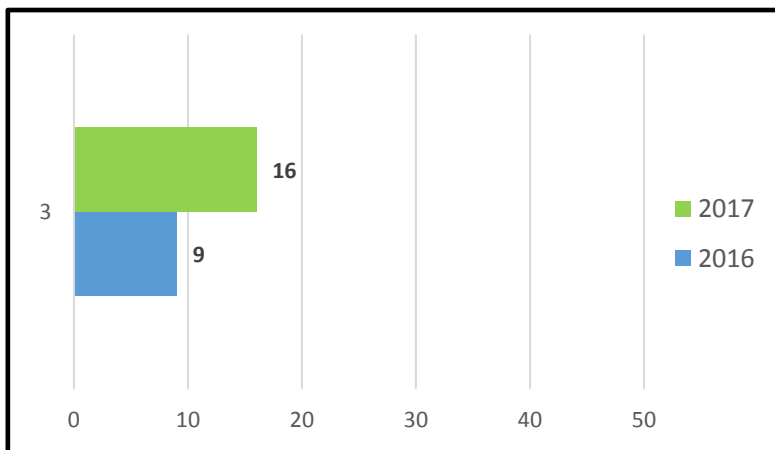
DEPARTMENT OF DEVELOPMENT SERVICES  
THOMAS BOLT, DIRECTOR



PERMITS ISSUED

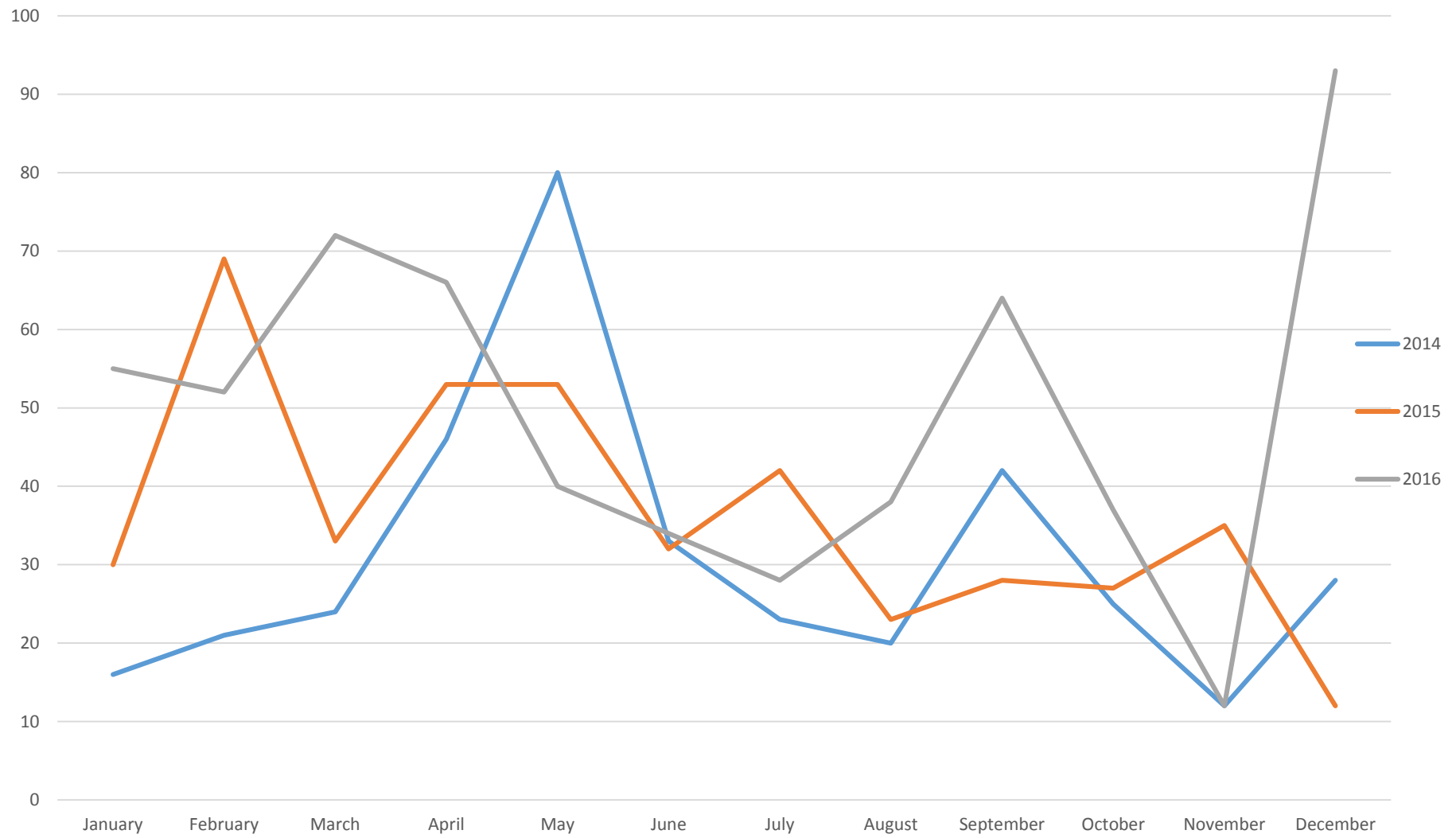


INSPECTIONS



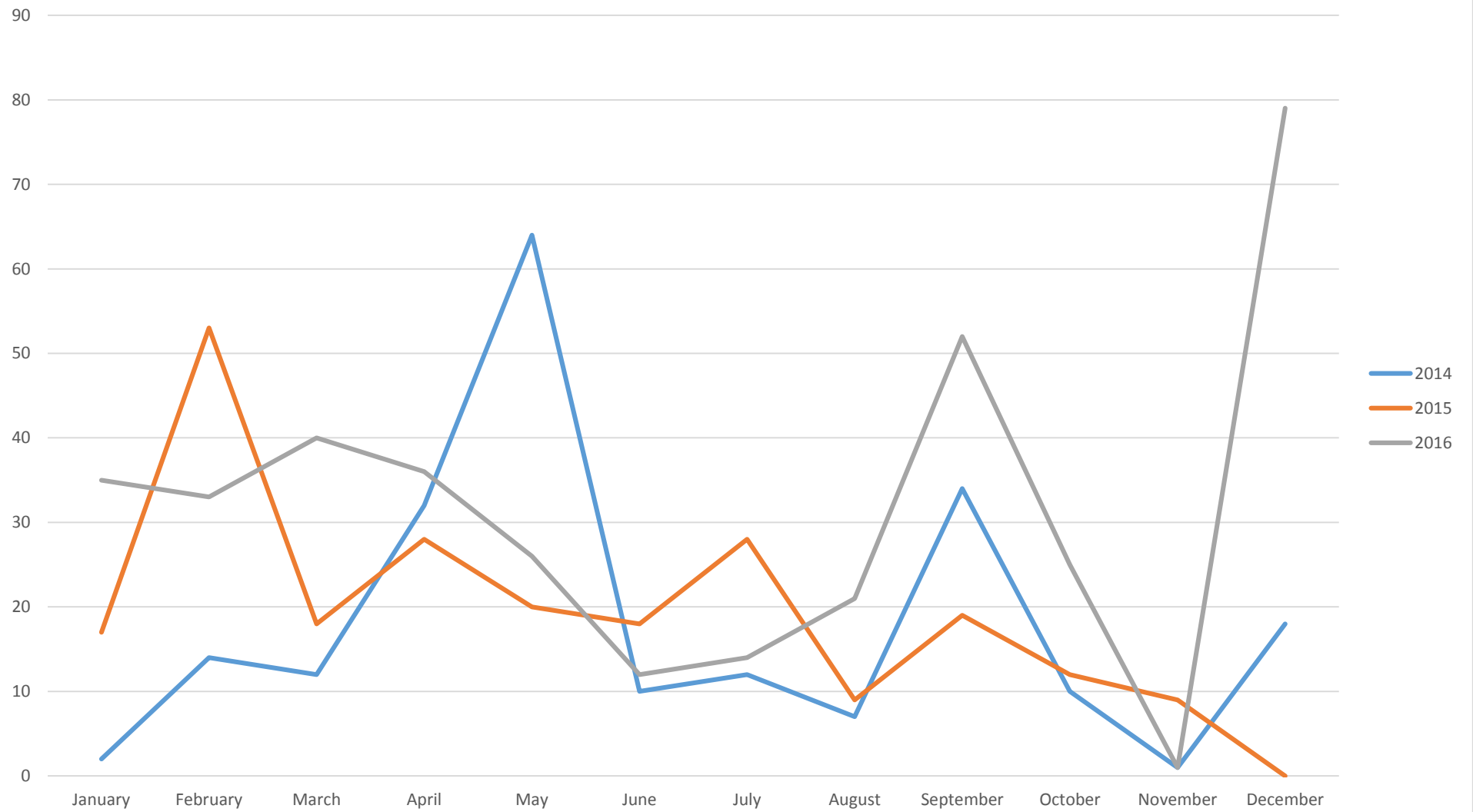
COs ISSUED

All Permits by Calendar Year

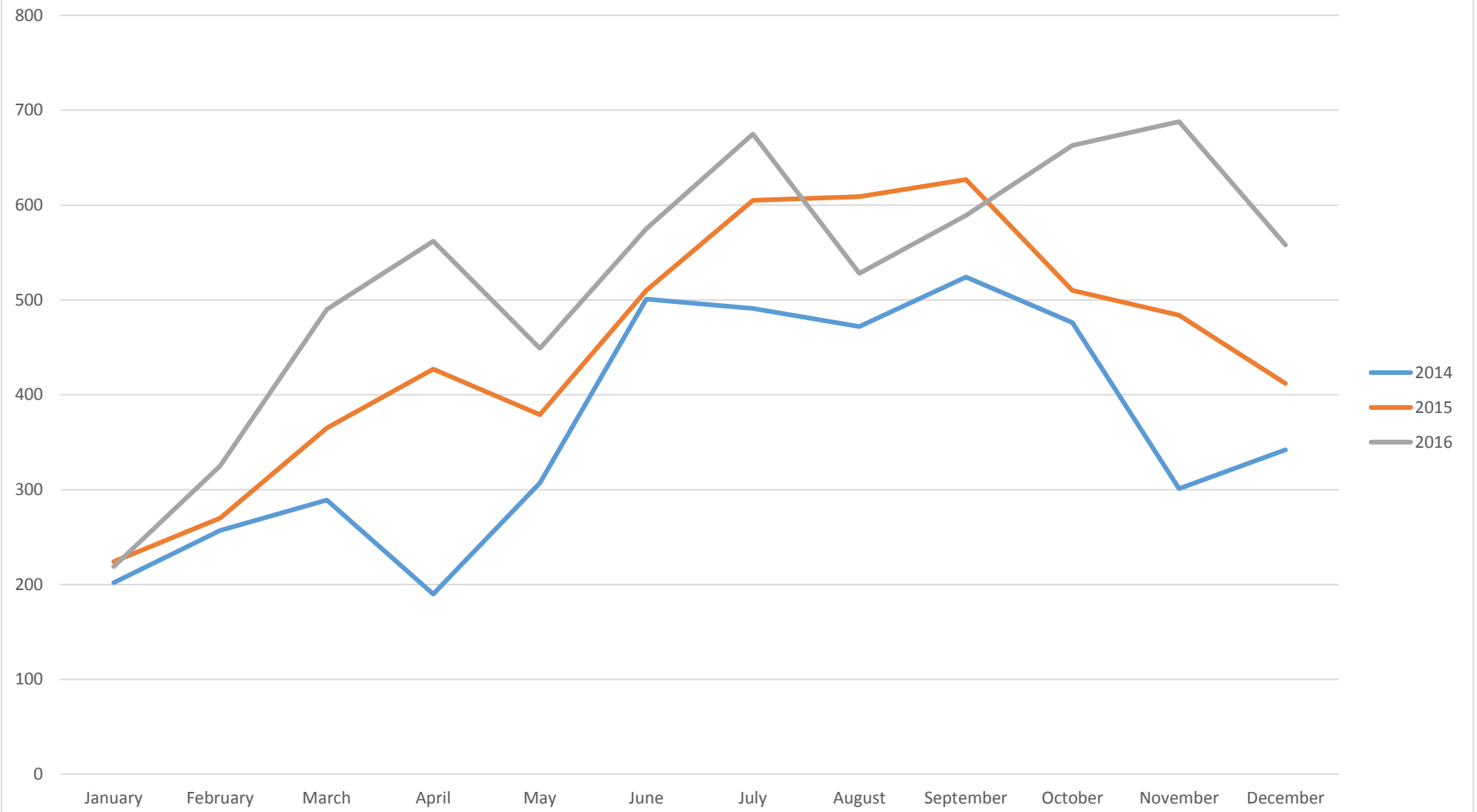




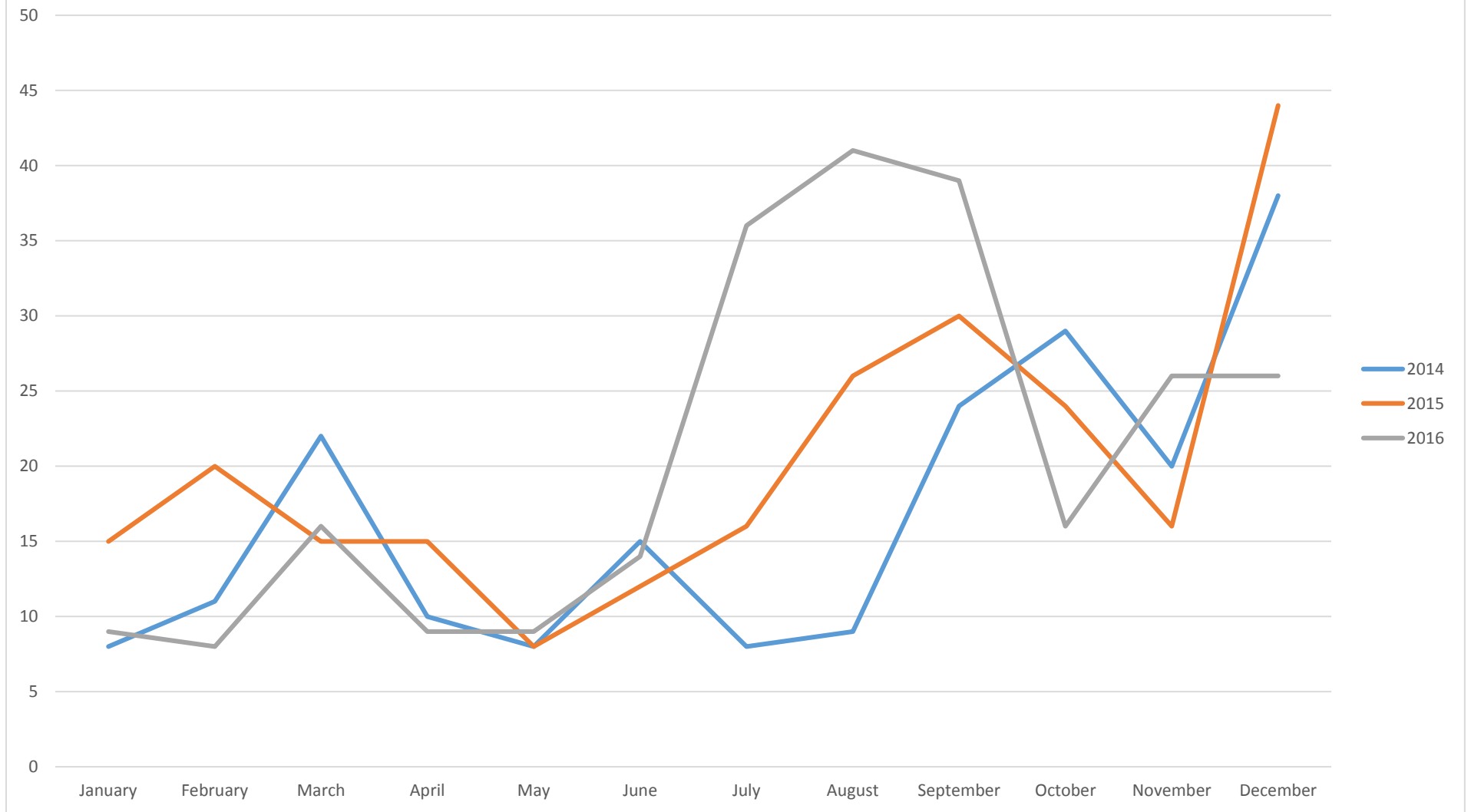
New Home Permits Issued by Calendar Year



Inspections by Calendar Year



Certificates of Occupancy by Calendar Year



MONTHLY TOTALS PERMITTING CALENDAR YR **2014**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
January	16	2	202	8	\$ 270.00
February	21	14	257	11	\$ 530.00
March	24	12	289	22	\$ 490.00
April	46	32	190	10	\$ 1,280.00
May	80	64	307	8	\$ 2,440.00
June	33	10	501	15	\$ 1,290.00
July	23	12	491	8	\$ 630.00
August	20	7	472	9	\$ 620.00
September	42	34	524	24	\$ 1,240.00
October	25	10	476	29	\$ 380.00
November	12	1	301	20	\$ 305.00
December	28	18	342	38	\$ 970.00
Totals	370	216	4352	202	\$ 10,445.00

MONTHLY TOTALS PERMITTING CALENDAR YR **2015**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
January	30	17	224	15	\$ 535.00
February	69	53	270	20	\$ 1,770.00
March	33	18	365	15	\$ 690.00
April	53	28	427	15	\$ 1,130.00
May	53	20	379	8	\$ 930.00
June	32	18	510	12	\$ 780.00
July	42	28	605	16	\$ 1,235.00
August	23	9	609	26	\$ 565.00
September	28	19	627	30	\$ 760.00
October	27	12	510	24	\$ 725.00
November	35	9	484	16	\$ 835.00
December	12	0	412	44	\$ 240.00
Totals	437	231	5422	241	\$ 10,195.00

MONTHLY TOTALS PERMITTING CALENDAR YR **2016**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
January	55	35	219	9	\$ 1,320.00
February	52	33	325	8	\$ 1,160.00
March	72	40	490	16	\$ 1,710.00
April	66	36	562	9	\$ 2,010.00
May	40	26	449	9	\$ 1,140.00
June	34	12	575	14	\$ 780.00
July	28	14	675	36	\$ 660.00
August	38	21	528	41	\$ 675.00
September	64	52	589	39	\$ 1,700.00
October	37	25	663	16	\$ 780.00
November	12	1	688	26	\$ 310.00
December	93	79	558	26	\$ 2,530.00
Totals	591	374	6321	249	\$ 14,775.00

MONTHLY TOTALS PERMITTING CALENDAR YR **2017**

CITY OF MANOR, TX

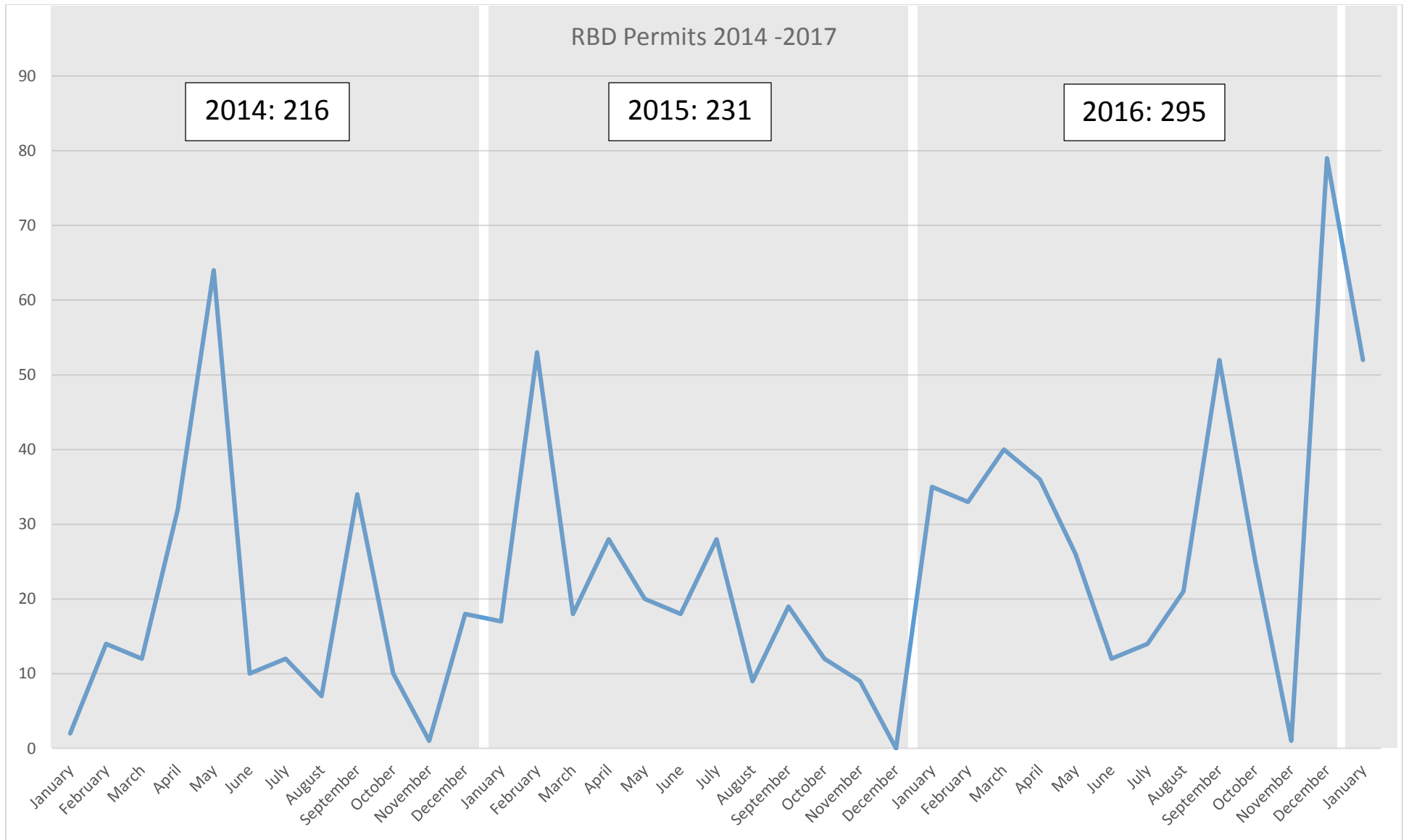
	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
January	61	52	406	16	\$ 1,900.00
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Totals	61	52	406	16	\$ 1,900.00

# RBD Permits 2014 -2017

2014: 216

2015: 231

2016: 295







# Manor Police Department

## Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

2/15/2017

January 2017

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1623	843	92.5↑	Patrol Car Rental
Average CFS per day	52.3	27.1	92.9↑	Last Month \$1,365
Open Cases	32	8	300↑	YTD \$1,365
Charges Filed	48	24	100↑	
Alarm Responses	35	24	45.8↑	
Drug Cases	18	21	14.2↓	
Family Violence	4	4	0	
Arrests F/M	11F/72M	4F/52M	175F/38.4↑	
Animal Control	32	14	128.5↑	
Traffic Accidents	20	17	17.6↑	
DWI Arrests	7	2	250↑	
Traffic Violations	808	299	170↑	
Ordinance Violations	7	1	600↑	
Siezuers	N/A	N/A	N/A	
Laboratory Submissions	7	5	40↑	

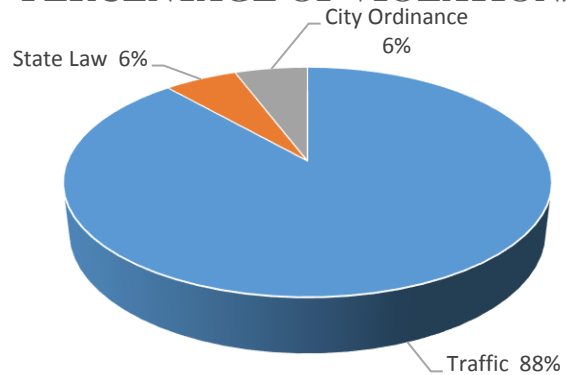
Notes:

# City of Manor Municipal Court

## JANUARY 2017

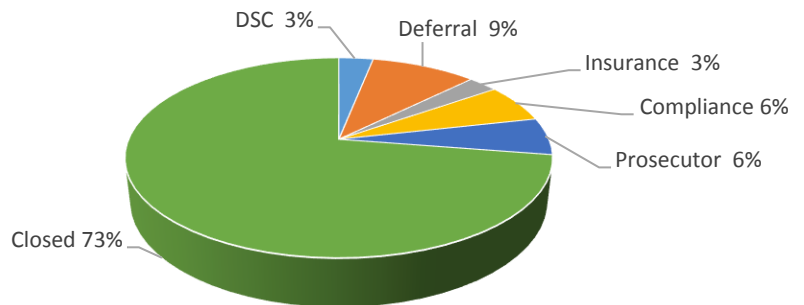
Violations Filed	Jan-17	Jan-16
Traffic	522	228
State Law	34	23
City Ord.	34	7
<b>Total</b>	<b>590</b>	<b>258</b>

**PERCENTAGE OF VIOLATIONS**



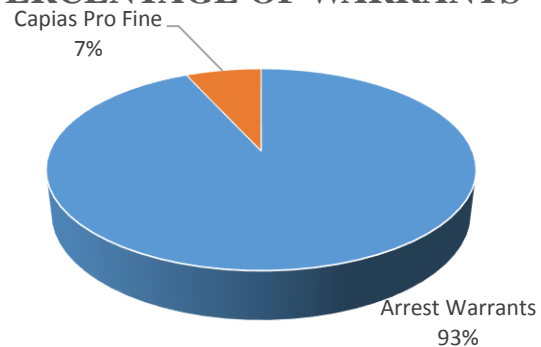
Dismissals	Jan-17	Jan-16
DSC	15	8
Deferral	46	7
Insurance	13	6
Compliance	30	14
Prosecutor	29	133
Closed	351	537
<b>Total</b>	<b>484</b>	<b>705</b>

**PERCENTAGE OF DISMISSALS**



Warrants	Jan-17	Jan-16
Arrest Warrants	151	0
Capias Pro Fine	11	0
<b>Total</b>	<b>162</b>	<b>0</b>

**PERCENTAGE OF WARRANTS**



### Money Collected in January 2017

Kept By City	\$38,139.94
Kept By State	\$20,573.47
<b>Total</b>	<b>\$58,713.41</b>

### Money Collected in January 2016

Kept By City	\$26,583.19
Kept By State	\$11,868.35
<b>Total</b>	<b>\$38,451.54</b>



## **January, 2017 REPORT PUBLIC WORKS DEPARTMENT**

### **Street and Public, Parks, and Maintenance Department**

In the month of January, the Public Parks and Maintenance Department mowed all City facilities, alleys, and right of ways. They cleaned and maintained all City facilities and parks. They performed all maintenance on vehicle and heavy equipment. In January, the Street Department repaired streets, curbs and signs.

### **Water and Wastewater Department**

In January, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily.

In January, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Service Calls – 40

Wastewater Service Calls – 15

Texas Commission on Environmental Quality inspected the Wilbarger Wastewater Plant on January 11.

### **Water Production & Purchase**

In the month of January, 32% of the water, we supplied to our residents was from our well fields, and we purchased 68% from Bluewater and Manville WSC. In January, the estimated population of residents in the City of Manor is 9,102. Estimated Population for Shadowglen is 2,549 residents.

### **Subdivision Inspection**

Street Inspection – 11

Water Inspection – 3

Wastewater Inspection - 17



## **Street Department and Public Works Department Report**

- The Mowing department hit multiple areas but will take some time to create an official mowing schedule. The demo mowers have helped quite a bit. Our two John Deere mowers will arrive next week.
- The crew cleaned up the maintenance shop and organized different areas of the shop to better serve our employees.
- The crew compiled a list of equipment that will need to be auctioned off to release more space around the maintenance yard.
- The crew installed an 80-gallon air compressor for city mechanic at the maintenance shop.
- The crew has started the process of cleaning the Public Works office open field. The crew compiled multiple piles of debris into 1 pile. They will discard the pile of debris slowly and make sure they are keeping up with the debris piles that enter the property. The crew continued to clean the cemetery fence line. They will eventually move all agave plants to the entrance of Public Works yard to create a more pleasing entrance.
- The crew discarded an old white metal trailer and turned it in for scrap metal. The trailer was sitting in the office yard.
- The crew have accessed Jennie Lane park irrigation and will schedule a week for all repairs and get the irrigation system functioning 100%.
- The crew also installed mulch around all trees at Jennie Lane park. They also pressure washed the pavilion and gazebo at the park.
- The crew replaced all toilet paper and paper towel dispensers inside the park bathrooms. As well as repaired all toilets that were broken and leaking.
- Supervisor Anthony Valchar, had an electrician give quotes on repairing the electricity issues at the park and hooking up a 3 phase at the maintenance shop.
- The department bought 2 new backpack blowers that have worked great.
- Supervisor Anthony Valchar has continued to do all the street inspections for all new subdivisions.
- The crew painted stripe areas around the city.
- They installed 11 new signs throughout the subdivisions.
- The Streets department has stayed busy on repairing pot holes and laying new areas of roads.



## Inspections for Subdivisions

### Wastewater Inspection

1. Shadowglen Phase 2	Inspected wastewater main.	1/4/17
2. Shadowglen Phase 2	Inspected wastewater main.	1/5/17
3. Shadowglen Phase 2	Inspected wastewater main.	1/6/17
4. Shadowglen Phase 2	Inspected wastewater main.	1/9/17
5. Shadowglen Phase 2	Inspected wastewater main.	1/10/17
6. Shadowglen Phase 2	Inspected wastewater main.	1/23/17
7. Shadowglen Phase 2	Inspected wastewater main.	1/24/17
8. Shadowglen Phase 2	Inspected wastewater main.	1/25/17
9. Shadowglen Phase 2	Inspected wastewater main.	1/26/17
10. Shadowglen Phase 2	Inspected wastewater main.	1/27/17

### Wastewater Inspection Lift Station

11. Presidential Heights	Inspected Foundation for generator.	1/10/17
12. Presidential Heights	Inspected Foundation for generator.	1/11/17
13. Presidential Heights	Inspected for force main.	1/23/17
14. Presidential Heights	Inspected for force main.	1/24/17
15. Presidential Heights	Inspected for force main.	1/25/17
16. Presidential Heights	Inspected for force main.	1/26/17
17. Presidential Heights	Final walk thru inspection.	

### Water Inspection

1. Manors Commons (Walmart).	Inspected water main	1/12/17
2. Manors Commons (Walmart).	Pressure water main.	1/27/17
3. Shadow Glen Phase 2 Section 16.	Inspected water main	1/31/17

### Street Inspection

1. Presidential Glen phase 6	Inspected road base being applied to road.	1/4/17
2. Presidential Glen phase 6	Inspected road base being applied to road.	1/5/17
3. Presidential Glen phase 6	Inspected road base being applied to road.	1/6/17
4. Presidential Heights	Inspected sidewalk.	1/6/17
5. Presidential Heights	Inspected sidewalk.	1/9/17
6. Presidential Heights	Inspected sidewalk.	1/10/17
7. Presidential Heights	Inspected sidewalk.	1/11/17
8. Presidential Heights	Inspected sidewalk.	1/12/17
9. Presidential Glen	Inspected pouring concrete for head wall.	
10. Presidential Glen	Inspected pouring concrete for ribbon curb.	
11. Stonewater	Inspected pouring concrete for trickle channel for drainage.	



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

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Lydia Collins

DEPARTMENT: Finance

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on acceptance of the unaudited January, 2017 Monthly Financial Report.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

January, 2017 Monthly Financial Report.

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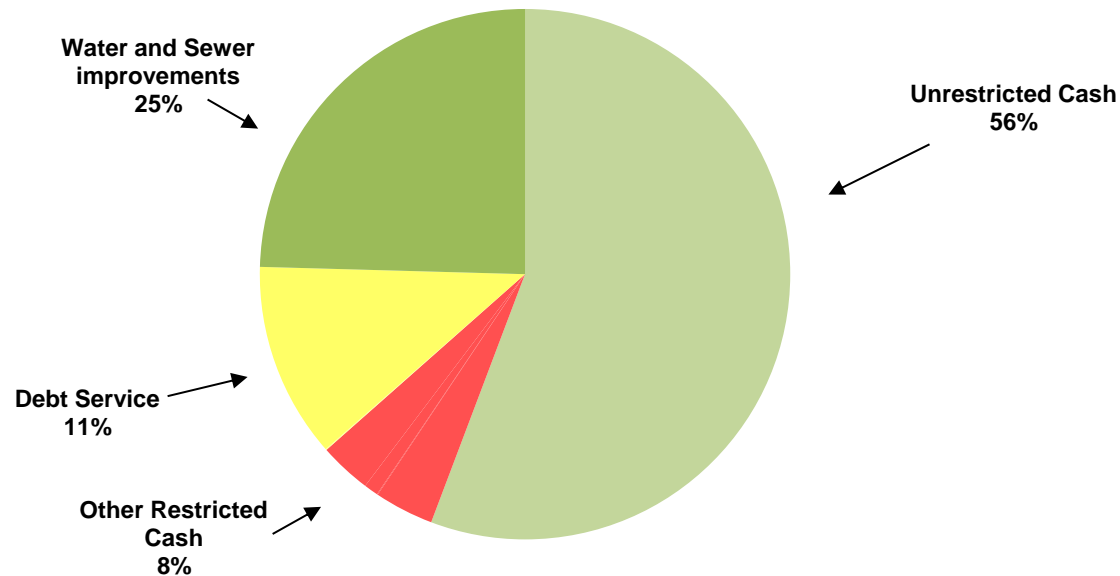
**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council accept the January, 2017 Monthly Financial Report.

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

**CITY OF MANOR, TEXAS  
CASH AND INVESTMENTS  
As of January 2017**

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>DEBT SERVICE FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<b>CASH AND INVESTMENTS</b>						
Unrestricted:						
<b>Cash for operations</b>	\$ 2,741,213	\$ 5,076,769				\$ 7,817,982
Restricted:						
<b>Tourism</b>				507,423		507,423
<b>Court security and technology</b>	6,868					6,868
<b>Rose Hill PID</b>				122,075		122,075
<b>Customer Deposits</b>		445,500				445,500
<b>Park</b>	8,465					8,465
<b>Debt service</b>			1,669,686			1,669,686
<b>Capital Projects</b>						
<b>Water and sewer improvements</b>				3,443,595		3,443,595
<b>TOTAL CASH AND INVESTMENTS</b>	<u><u>\$ 2,756,546</u></u>	<u><u>\$ 5,522,270</u></u>	<u><u>\$ 1,669,686</u></u>	<u><u>\$ 4,073,093</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 14,021,594</u></u>



**Overview of funds:**

\$79,356.52 sales tax collected  
 GF is in a favorable status.  
 UF is in a favorable status  
 DSF is in a favorable status  
 CIP Fund is in a favorable status



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

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

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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:**

It is City staff's recommendation that the City Council conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

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





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

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Tom Bolt

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

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

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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. 7

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Tom Bolt

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an update on the wastewater treatment facility project.

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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>8</sup>\_\_\_\_\_

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Concept Plan for Arnhamn Subdivision, eight (8) lots on 20 acres more or less, located at FM 973 N and Arnhamn Road. Agent: Southwest Engineers. Owner: L4S, LLC.

---

### BACKGROUND/SUMMARY:

This is an 8 lot subdivision in our ETJ. It's near the new MISD High School on 973. We don't regulate land uses in our ETJ but they've indicated on the plan the use would single-family residential. This concept plan was recommended for approval at the 2/8/17 Planning Commission meeting.

PRESENTATION: ☐ YES ☒ NO

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

Map

Engineer Letters

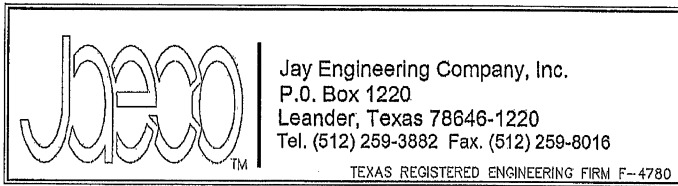
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### STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the Arnhamn Road concept plan.

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





Date: Monday, November 28, 2016

Gabriel Hovdey  
Civil Engineer  
142 Cimarron Park Loop, Suite A  
Buda TX 78610  
gabe.hovdey@swengineers.com

Permit Number 2016- P1012  
Job Address: 11811 Arnham Lane, Manor, TX. 78653

Dear Gabriel Hovdey,

The first submittal of the 11811 Arnham Subdivision Concept Plan (*Concept Plan*) submitted by Civil Engineer and received on December 15, 2016, have been reviewed for compliance with the City of Manor Zoning Ordinance 263B.

#### Engineer Review

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

Section 21(c)(2) of Subdivision Ordinance 263B requires the date the Concept Plan was prepared be shown on the plans.

Section 21(c)(7) of Subdivision Ordinance 263B requires the proposed major categories of land use by acreage be listed/shown on the Concept Plan (single family, commercial, etc.)

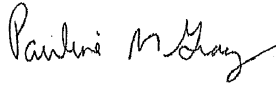
Section 21(c)(12) of Subdivision Ordinance 263B requires that significant existing features on, or within 200 feet of, the property, such as roads, buildings, utilities and drainage structures be shown on the Concept Plan.

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

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

Thank you,

11/28/2016 3:25:15 PM  
11811 Arnhamn Subdivision Concept Plan  
2016- P1012  
Page 2

A handwritten signature in cursive script, appearing to read "Pauline M. Gray".

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



# SOUTHWEST ENGINEERS

Civil | Environmental | Land Development

TBPE NO. F-1909

[www.swengineers.com](http://www.swengineers.com)

## HEADQUARTERS

307 St. Lawrence Street, Gonzales, TX 78629  
P: 830.672.7546 F: 830.672.2034

## CENTRAL TEXAS

142 Cimarron Park Loop Ste. A, Buda, TX 78610  
P: 512.312.4336

December 14, 2016

Pauline Gray, P.E., Case Manager  
City of Manor – Concept Plan Review – 2016-P1012  
Jay Engineering Company, Inc.  
P.O. Box 1220  
Leander TX 78646-1220

RE: 11811 Arnham Lane Subdivision  
11811 Arnham Lane,  
SWE Project No. 0641-002-16  
Comment Response Letter: Update 1

Dear Ms. Gray:

Below please find our responses to the comments dated November 28, 2016.

Section 21(c)(2) of Subdivision Ordinance 263B requires the date the Concept Plan was prepared be shown on the plans.

**Comment Response:** The date prepared of the concept plan has been added and located under the Reference Legend. Please refer to updated attached Concept Plan for comment compliance.

Section 21(c)(7) of Subdivision Ordinance 263B requires the proposed major categories of land use by acreage be listed/shown on the Concept Plan (single family, commercial, etc.)

**Comment Response:** A Land Use table has been provided and located under the Reference Legend. Please refer to updated attached Concept Plan for comment compliance.

Section 21(c)(12) of Subdivision Ordinance 263B requires that significant existing features on, or within 200 feet of, the property, such as roads, buildings, utilities and drainage structures be shown on the Concept Plan.

**Comment Response:** Comment noted. All structures / buildings and known utilities, both wet utilities and dry utilities, located within 200 feet of property boundaries have been provided in the concept plan. Please refer to attached Concept Plan for comment compliance.

If you have any questions or require additional information, please do not hesitate to contact me or Albert Gutierrez at 512-312-4336.

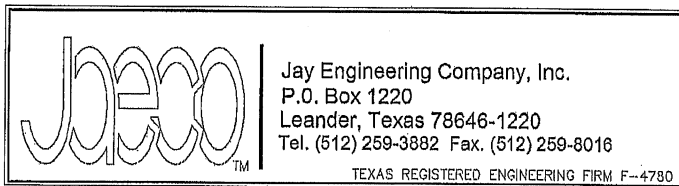
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Gabe Hovdey". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gabe Hovdey  
Project Manager  
ag

*O:\CompanyData\Clients\0641-L4S\0641-002-16\_Final Plat 20-Acre Tract, Arnham Lane, Manor, TX\Processing\Comments\2016-12-14\_Comment Response.doc*





Date: Tuesday, January 03, 2017

Gabriel Hovdey  
Civil Engineer  
142 Cimarron Park Loop, Suite A  
Buda TX 78610  
gabe.hovdey@swengineers.com

Permit Number 2016- P1012  
Job Address: 11811 Arnham Lane, Manor 78653

Dear Gabriel Hovdey,

We have conducted a review of the concept plan for the above-referenced project, submitted by Gabriel Hovdey and received by our office on December 15, 2016, for conformance with the City of Manor Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

Sincerely,

A handwritten signature in cursive script, reading "Pauline Gray".

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



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of an ordinance rezoning 149 acres more or less in the Greenbury Gates Survey 63, Abstract 315 and the Calvin Baker Survey, Abstract 58, located at the SE corner of US Hwy 290 and FM 973, Manor, TX from single-family residential (R-1) to planned unit development (PUD).

Agent: ALM Engineering. Owner: Greenview Development.

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### BACKGROUND/SUMMARY:

This is the first reading of an ordinance to rezone approximately 149 acres from single family to PUD. The area is the SE corner of 290 and 973 between Walmart and Bell Farms. During the preliminary PUD approval the developer gave a presentation on the project that includes: 369 single family homes on 50' and 40' lots (145 homes on 40', 224 homes on 50'), 17 acres for apartments at 23/units acre, 36 acres commercial, and about 22 acres of park (8.3 non-floodplain, 13.4 floodplain), as well as extending Ring Road from Walmart to Bell Farms. The only change from the approved preliminary site plan is the expiration date for concept and preliminary plans. It was 10 years and at staff's recommendation was reduced to 5. Normally our ordinance has expiration dates of 1 year.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance	Park Plan
Summary Letter	Environmental Assessment
Engineer Letter	Notified Property Owners
PUD Map	
Trail Plan	

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### STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the first reading of an Ordinance rezoning approximately 149 acres more or less in the Greenbury Gates Survey 63, Abstract 315 and the Calvin Baker Survey, Abstract 58, located at the SE corner of US Hwy 290 and FM 973, Manor, TX from single-family residential (R-1) to planned unit development (PUD).

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 PLANNED UNIT DEVELOPMENT (PUD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

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

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

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

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

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

**Section 2. Amendment of Zoning Ordinance.** Ordinance No. 185, as amended, the City of Manor Zoning Ordinance (the "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 (R-1) to zoning district Planned Unit Development (PUD). The Property is accordingly hereby rezoned to Planned Unit Development (PUD).

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

**PASSED AND APPROVED FIRST READING** on this the 15th day of February 2017.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 1st day of March 2017.

ATTEST:

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Frances Aguilar, City Secretary

\_\_\_\_\_  
Rita Jonse, Mayor

## **EXHIBIT "A"**

Property Address: SE Corner of US Hwy 290 and FM 973

Property Legal Description:

Tract 1: Being 39.15 acres of land located in the Greenbury Gates survey number 63, abstract 315 and the Calvin Barker Survey number 38, abstract number 58, in Travis County, Texas and being all of a called 39.169 acre tract of land recorded in the name of Michael J. Paclik in volume 11368, page 1134, of the Travis County Deed Records (T.C.D.R.).

Tract 2: Being 104.61 acres of land located in the Greenbury Gates survey number 63, abstract number 315 and the Calvin Barker survey number 38, abstract 58, in Travis County, Texas, and being all of a called 105.50 acre tract of land recorded in the name of George Bell in volume 869, page 550 of the Travis County Deed Records (T.C.D.R.).

Tract 3: All of that certain 3.017 acre (131,422 S.F.) tract or parcel of land situated in the Greenbury Gates survey number 63, abstract 315, Travis County, Texas and being a portion of the existing Texas Department of Transportation right-of-way (R.O.W.) at the southeast intersection of U.S. Highway 290 and F.M. 973, conveyed to the State of Texas from Mrs. Cecil Hague in volume 622, page 450 of the Travis County Deed Records (T.C.D.R.) and awarded in judgement of condemnation against J.M. Ashmore and wife in volume K, page 35 of the Civil Minutes of Travis County (C.M.T.C.).

Tract 4: All of that certain 2.50 acre tract or parcel of land, situated in the Greenbury Gates survey number 63, abstract 315, Travis County, Texas and being all of a called 2.50 acre tract of land recorded in the name of son Tan Ma in volume 99845, page 595 of the Travis County Deed Records (T.C.D.R.).

Tract 5: All of that certain 3.62 acre tract or parcel of land, situated in the Greenbury Gates survey 63, abstract 315, Travis County, Texas and being all of a called 3.62 acre tract of land recorded in the name of Billie J. and Barbara K Lyna in volume 6153, page 2376 or the Travis County Deed Records (T.C.D.R.).

**Greenview Development**

501 Vale Street  
Austin, Texas 78746  
Phone (512) 773-0498  
Fax (512) 436-9335

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City of Manor  
Attn: Tom Bolt, City Manager  
P.O. Box 387  
Manor, TX 78653

July 19, 2016

**Re: Manor Commons East PUD**

Dear Mr. Bolt:

Please accept this Summary Letter for the above referenced project. The proposed Manor Commons East PUD is located at the southeast corner of FM 973 and U.S. Hwy. 290 in Manor, Texas. The existing property is approximately 150 acres. The site is located predominantly in the City of Manor with three small parcels located in the City of Manor ETJ but which are currently in the annexation process.

The proposed development is seeking to be classified under the Planned Unit Development (PUD) zoning district in order to allow for a better development than conventional development would permit. The City of Manor Zoning Ordinance obtains that the "purpose and intent of the Planned Unit Development District is to provide a flexible, alternative procedure to encourage innovative and imaginative designs for the unified development of the property." The City of Manor specifies seven main goals of PUD zoning that potential developments must accomplish. These are shown below.

**(i) To allow development which is harmonious with nearby areas.**

The development is strategically located at the southeast corner of FM 973 and U.S. Hwy. 290. This is Manor's most important and only true regional intersection. It is important to maximize the value of this intersection through creative and harmonious development. Manor Commons East is being developed as a PUD to promote harmony with the area. The park at Manor Commons is the central link between residential and commercial development and provides a meeting point for live, work and play. The Manor Commons Parks Master Plan (See Exhibit A) illustrates the linkages and connectivity between the parkland and the varying land uses. The lot sizing and varying densities are also an attempt to promote harmony with existing development. The larger single family lots are located on the south side of Ring Road all the way to Old Highway 20 and comprise a majority of lots in the subdivision. The smaller single family lots serve as a transition between the aforementioned area and an industrial area to the north, the multifamily area to the west and Bell Farms to the east. Finally, the multifamily serves as a transition between the single family and the commercial with a park separating the multifamily and the commercial.



## **Greenview Development**

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### **(ii) To enhance and preserve areas which are unique or have outstanding significance.**

One of the main development themes of Manor Commons is preserving the natural character of the Wilbarger Tributary running through the middle of the development. The Park at Manor Commons preserves the natural character of the creek and enhances it by implementing hike and bike trails, parking, wet ponds, and many other park features. The Manor Commons Park Illustrative Plan attached (See Exhibit B) provides a footprint and framework for the park for years to come. While some of the items will be implemented in the short term to provide a great start, the master plan lays a foundation and plan for the next 20 years over which the park can flourish and become a focal point of the entire community.

The 973 and 290 intersection is highly significant to the City of Manor and the mixed use plan with varying densities and a central park enhance the long term viability of this area. In addition, one of the goals of the retail is to continue with the character that was created with development in Manor Commons on the southwest corner of 290 and FM 973. This can be accomplished by requiring similar materials and a similar appearance leaving the area with consistent and highly desirable retail that ties the community together. This will enhance the retail tax base for years to come.

### **(iii) To provide an alternative for more efficient use of land and infrastructure.**

Manor Commons East provides for a more efficient use of land and infrastructure. This is accomplished by reclaiming land out of the flood plain that can be utilized efficiently for retail development. In addition, with slightly higher densities on some of the single family component than is allowed by some standard zoning categories, there is an efficient use of land. However, the higher densities are more than offset by the park program. The standard required parkland dedication for a development this size would be approximately 4 acres. Conversely, the Park at Manor Commons is approximately 20 acres and give residents, patrons of the retail and restaurants, as well as citizens and visitors a place to relax, exercise and play.

Ring Road is another example of efficient use of land and infrastructure. Because of the reclamation program, Ring Road is able to be extended all the way from FM 973 to the existing residential neighborhoods. This allows for a major collector and helps the overall traffic situation and roadway network for the City of Manor.

### **(iv) To encourage harmonious and coordinated development.**

There will be hike and bike trails throughout the park. In addition, there will be trails inside the residential development to provide linkages. The retail portion of Manor Commons East will continue a lot of the theme begun in Manor Commons Southwest. Many of the design guidelines will apply to this portion of the development including

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the required use of certain materials. This will promote harmony and coordination not just in Manor Commons East but in the larger community as well.

**(v) To facilitate the analysis of the effect of the development upon the economy of the area.**

The retail portion of Manor Commons East will significantly increase the sales tax base for Manor upon fruition. In addition, the multifamily, retail, office and single family components will all greatly increase the property tax base. The commercial customer base and commercial businesses will enhance the economic vitality of the City.

**(vi) To provide and result in an enhanced residential and / or work environment.**

Manor Commons East centers on high quality commercial development, high quality residential development as well as a park with trails and other features. This provides an environment where residents, businesses and citizens can live, work and play. Central features of the Park at Manor Commons are the natural setting with the creek and trees combined with a wet pond and trails and other amenities. This focal point of the development will enhance the quality of life and work for citizens of Manor for years to come.

**(vii) To achieve overall coordinated mixed use development.**

Manor Commons East is a mixed use development with retail, commercial, multifamily and single family. There is coordination and harmony with the commercial development and all parts of the development are linked together through a central park. There is connectivity between all facets of the development and connectivity with the greater community at large.

For all of the above reasons, Manor Commons East is a logical choice for PUD zoning. In order to achieve a PUD zoning that will enhance the community, we have set out the subdivision Information and Guidelines below.

### **Subdivision Information and Guidelines**

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

1. Lot frontage widths of single-family lots shall be as follows:



## **Greenview Development**

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

### **Zoning Guidelines Requested and Zoning Information Provided**

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

#### **1. Approved Land Uses**

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



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**TABLE 1: SITE DATA AND ACREAGES**

LAND USE	ACREAGE	PERCENTAGE OF TOTAL ACREAGE
SINGLE FAMILY RESIDENTIAL	74.425	49.87 %
MULTIFAMILY (R - 3) / COMMERCIAL C-PUD	17.191	11.52 %
COMMERCIAL C-PUD	35.133	23.54 %
OPEN SPACE / CITY PARKLAND	22.499	15.07 %
	149.247	100.0 %

### 2. Minimum Lot Size, Height, and Lot Width Information

**TABLE 2: SETBACK, HEIGHT, AND LOT WIDTH INFORMATION**

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

Note: Single Family Development will follow the guidelines above and below when such category is listed (when a guideline is not listed, Single Family will default to R-2 zoning in the City of Manor Zoning Ordinance for interpretation of a specific guideline):

- Not more than 40% of such lots, not including cul-de-sac lots, may have a lot frontage width of not less than 40 feet.
- 60% or more of such lots, not including cul-de-sac lots, shall have a lot frontage width of 50 feet or greater.
- The minimum single-family residential lot shall be 4,800 square feet.
- Duplexes will not be allowed.

### 3. Multifamily Development

Multifamily Development will follow the guidelines above and below for R-3 zoning when such category is referenced unless an exception is noted. Multifamily development will not allow more than 25% of any project to be affordable units that

## **Greenview Development**

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are in a government program with the exception of Senior Housing in which a community may have an unlimited amount of affordable units. When no specific guideline is listed, Multifamily Development will follow the R-3 Zoning guidelines listed in the City of Manor Zoning Ordinance effective as of July 14, 2016.

### **4. Commercial Development**

Commercial Development will follow the uses and guidelines listed under C-PUD. When a specific guideline is not listed, Commercial Development will follow the guidelines as listed under C-1 and C-2 Zoning in the City of Manor Zoning ordinance effective as of July 14, 2016.

### **5. Lot Coverage**

**TABLE 3: ALLOWABLE LOT COVERAGE**

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

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

### **6. Open Space**

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

### **7. Landscaping**

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

**TABLE 4 LANDSCAPING REQUIREMENTS**

<b>LAND USE</b>	<b>NET LOT AREA</b>
-----------------	---------------------

## Greenview Development

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Single Family Residential	SEE NOTE
R-3	20%
C-PUD	15%
OS	20%

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

### 8. Maximum Density

**TABLE 5: ALLOWABLE MAXIMUM DENSITIES**

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

### 9. Tree Removal and Tree Mitigation

For all roadwork and other necessary work done prior to development of individual commercial lots all tree mitigation requirements for necessary tree removal will be satisfied with the plantings of new trees planned along the public ways and within the Open Space in Manor Commons East PUD. For any commercial lots, all tree mitigation related to a particular lot will occur and be addressed at the time of a site development permit related to such particular lot and will not be required to be addressed prior to such time.

### 10. Sidewalks on Ring Road and Ring Road profile

No sidewalks will be required on Ring Road on the south side of the road in areas designated on Exhibit A. In such areas, An 8 foot sidewalk will be required on the north side of Ring Road.

The Ring Road profile will match the profile shown on the Manor Commons East Preliminary PUD Site Plan in certain designated areas.

If you have any questions please call me at (512) 773-0498 or Matt Mitchell at (512) 431-9600.

Very truly yours,

  
Barth Timmermann.

**JAY ENGINEERING COMPANY, INC.**

P.O. Box 1220

Leander, TX 78646

(512) 259-3882

Fax 259-8016

January 16, 2017

Mr. Barth Timmermann  
Greenview  
501 Vale Street  
Austin, TX 78746  
barthtimm@aol.com

Re: Permit Number 2017-P-1027  
Manor Commons East PUD Final Site Plan  
Job Address: 12211 Hwy 290 East, Manor 78653

Dear Mr. Timmerman:

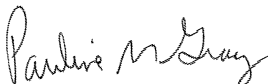
We have conducted a review of the submittal of the Final PUD Site Plan for the above-referenced project received by our office on January 13, 2017 and January 16, 2017, for conformance with the City of Manor Zoning Ordinance. The Manor Commons East PUD Final Site Plan meets the general requirements of Zoning Ordinance 185, however, there is one proposed component that should be discussed prior to approval of the Final PUD Site Plan:

1. The Subdivision Information and Guidelines item number 6 states that the Preliminary and Concept Plans will expire **five (5) years after the filing date**. Per Section 21(g)(1) and 21(g)(2) of Subdivision Ordinance 263B, approved Concept Plans expire one year after filing unless an extension is granted by the Commission. Per Section 22(f)(1)(ii) and Section 22 (g) of the Subdivision Ordinance 263B, approval for Preliminary Plans expire 12 months after the filing date. The Commission can grant an extension for up to two years.

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

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

Sincerely,

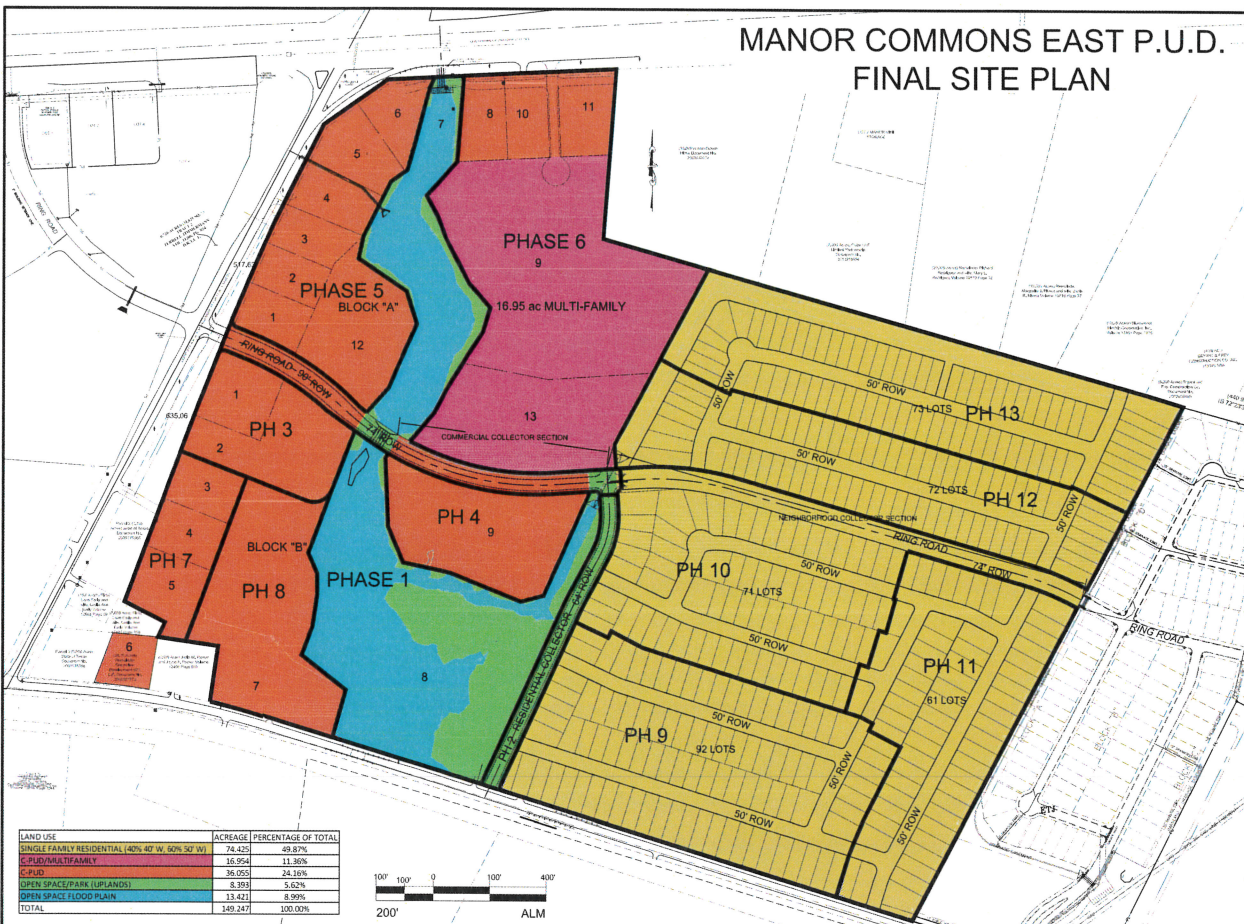


Pauline M. Gray, P.E.  
PMG/s

Copy: Matt Mitchell – ALM Engineering  
Scott Dunlop – City of Manor



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



LAND USE	ACREAGE	PERCENTAGE OF TOTAL
SINGLE FAMILY RESIDENTIAL (40% 40' W, 50% 50' W)	16,425	49.87%
C-PUD/MULTIFAMILY	16,954	11.36%
C-PUD	36,055	24.16%
OPEN SPACE/PARK (UPLANDS)	8,393	5.62%
OPEN SPACE (FLOOD PLAIN)	13,421	8.09%
TOTAL	129,247	100.00%

C-PUD  
Proposed and Permitted Uses. This district allows a mix of commercial uses including retail, office, commercial, and other uses including residential and multifamily. This district allows the retail sale of goods and products in the following retail use areas to which value has been added inside: (1) retail sale of goods and services outside of the primary structure as customary with the use specifically listed, and the following:

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

## Subdivision Information and Guidelines

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

- Lot frontage widths of single-family lots shall be as follows:
  - Not more than 40% of such lots, and including cut-de-tac lots, may have a lot frontage width of not less than 40 feet.
  - 60% or more of such lots, not including cut-de-tac lots, shall have a lot frontage width of 50 feet or greater.
- The minimum single-family residential lot shall be 4,000 square feet.
- Single family residential lots shall have a minimum rear set back of five (5) feet for each lot.
- Single family residential lots shall have a minimum rear set back of ten (10) feet for each lot.
- Lots shall not be required to face a similar lot across the street.
- Concept Plan and the Preliminary Plat will expire five (5) years after the filing date of the period designated in Ordinance No. 2638.
- Unless the Final Plat is recorded in the Official Public Records within two years of approval by the Commission, such approval shall be void, except that the developer may apply in writing to either extension of approval prior to the end of such two (2) year period, stating just cause therefor, and the Commission may grant an extension not to exceed one year.

## Zoning Guidelines Requested and Zoning Information Provided

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

- Approved Land Uses:

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

LAND USE	ACREAGE	PERCENTAGE OF TOTAL ACREAGE
SINGLE FAMILY RESIDENTIAL	16,425	49.87%
MULTIFAMILY (R-3)	16,954	11.36%
COMMERCIAL C-PUD	36,055	24.16%
OPEN SPACE C-PUD	13,421	10.09%
PARKLAND	8,393	5.62%
TOTAL	129,247	100.00%

- Minimum Lot Size, Height, and Lot Width Information:

LAND USE	FRONT YARD SETBACK (FT.)	SIDE YARD SETBACK (FT.)	REAR YARD SETBACK (FT.)	MINIMUM LOT SIZE (SQ. FT.)	MINIMUM LOT WIDTH (FT.)	MAX. HEIGHT (FT.)
SINGLE FAMILY RES.	20	5	15	4,000	40	35
R-3	25	5	15	7,500	50	35
C-PUD	25	5	15	5,500	50	35
OS	20	10	15	3,500	40	35

Note: Single Family Development will follow the guidelines above and below when such category is listed below a guideline is not listed. Multifamily Development will not allow more than 20% of any project to be affordable units that are in a government program with the exception of Senior Housing in which a community may have an unlimited amount of affordable units. When no specific guideline is listed, Multifamily Development will follow the R-3 Zoning guidelines listed in the City of Manor Zoning Ordinance 195-47 effective as of June 20, 2015.

- The minimum single-family residential lot shall be 4,000 square feet.
- Decks will not be allowed.
- Cut-de-tac lots shall have minimum frontage of 35 feet.

- Multifamily Development

Multifamily Development will follow the guidelines above and below for R-3 zoning where such category is referenced unless an exception is noted. Multifamily Development will not allow more than 20% of any project to be affordable units that are in a government program with the exception of Senior Housing in which a community may have an unlimited amount of affordable units. When no specific guideline is listed, Multifamily Development will follow the R-3 Zoning guidelines listed in the City of Manor Zoning Ordinance 195-47 effective as of June 20, 2015.

- Commercial Development

Commercial Development will follow the uses and guidelines listed under C-PUD. When a specific guideline is not listed, Commercial Development will follow the guidelines as listed under C-1 and C-2 Zoning in the City of Manor Zoning Ordinance 195-47 effective as of June 20, 2015.

- Lot Coverage

TABLE 2: ALLOWABLE LOT COVERAGE

LAND USE	MAIN BUILDINGS	MAIN AND ACCESSORY BUILDINGS
Single Family Residential	40%	50%
R-3	40%	50%
C-PUD	50%	70%
OS	50%	80%

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

- Open Space

In addition, to the uses allowed under the OS guidelines, tent trailers will be a permitted use. Parked Recreation equipment for the entire PUD including but not limited to single family, multifamily and commercial will be installed upon the dedication of Open Space to the City of Manor by developer.

- Landscaping

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

TABLE 4: LANDSCAPING REQUIREMENTS

LAND USE	NET LOT AREA
Single Family Residential	SEE NOTE
R-3	20%
C-PUD	15%
OS	25%

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

- Maximum Density

TABLE 5: ALLOWABLE MAXIMUM DENSITIES

LAND USE	MAXIMUM DENSITY
R-3	20 UNITS PER ACRE
C-PUD	1.8 TO 1 FAR

- Tree Removal and Tree Mitigation

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

- Sidewalks on Ring Road

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

- Landscaping

Landscaping will comply with City of Manor Ordinance 365.

- Off-street Parking and Loading Facilities

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

- Environmental

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

- Drainage

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

- Water and Wastewater

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

- Garbage Service

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

- Electric and Gas

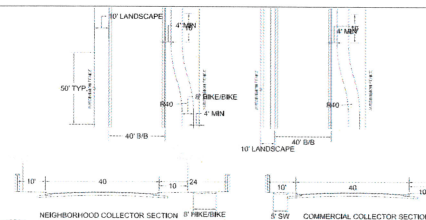
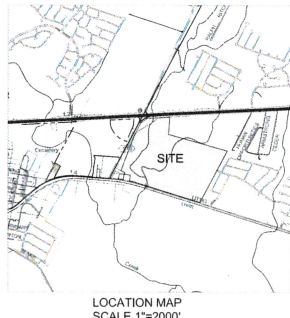
Electric service will be provided by Bluebonnet Electric. Gas service will be provided by Atmos.

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

Approved: William Myers, Chairperson  
Attest: City Secretary

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

Approved: Rita G. Jonse, Mayor  
Attest: City Secretary



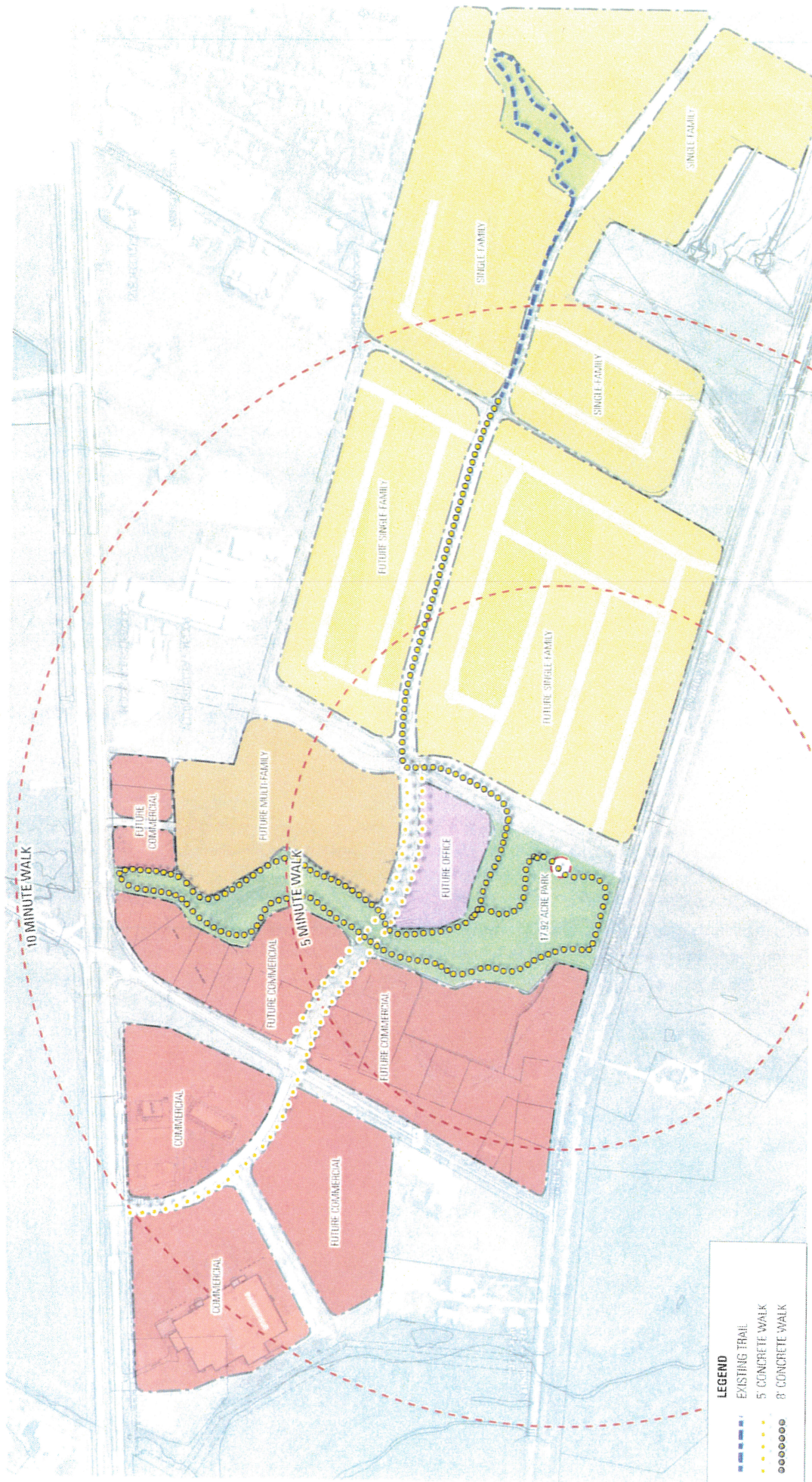
MANOR COMMONS EAST P.U.D.  
FINAL SITE PLAN  
MANOR, TEXAS



ALM ENGINEERING, INC.  
CONSULTING ENGINEERS  
1705 S Capital of TX Hwy, Ste. 150  
Austin, Texas, 78745  
(512)431-9600 \* almeng@sbglobal.net

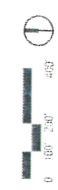
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DATE:	1/16/2017			
JOB:	DRAINAGE			
DRAWN BY:				
CHECKED BY:	MM			





**LEGEND**

- EXISTING TRAIL
- 5' CONCRETE WALK
- 8' CONCRETE WALK



# MANOR COMMONS - PARKS MASTERPLAN / OVERALL PARKS AND TRAIL DIAGRAM





# MANOR COMMONS PARK / ILLUSTRATIVE PLAN





Environmental Services, Inc.

18 October 2016

Barth Timmerman  
Greenview Development  
501 Vale Street  
Austin, TX 78746

**RE: 149- acre Manor Commons Development County, Manor, Travis County, Texas  
HJN 160002 HA**

Dear Mr. Timmerman:

At your request and that of the project engineer, ALM Engineering, Inc., Horizon is pleased to provide this overall project assessment concerning impacts to natural resources for the proposed development of f Manor Commons Commercial Development, located at the southeast corner of Hwy 290 and FM 973 in Manor, Texas. Horizon submits this report pursuant to compliance with City of Manor Ordinance Section 49(e)(iii)(B) which requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

#### **THREATENED /ENDANGERED SPECIES HABITAT ASSESSMENT**

Literature and agency file searches were conducted to identify the potential occurrence of any federally listed threatened or endangered (T/E) species or their potential habitats on the subject site and in the immediate vicinity. The search included published information from the US Fish and Wildlife Service (USFWS) and the Texas Parks and Wildlife Department (TPWD) Natural Diversity Database.

Federally listed threatened or endangered (T/E) species for Travis County are presented in the following table:

**TABLE 1  
THREATENED/ENDANGERED SPECIES LISTED FOR TRAVIS COUNTY**

<b>Common Name</b>	<b>Scientific Name</b>	<b>Federal Status</b>
Barton Springs salamander	<i>Eurycea sosorum</i>	Endangered
Jollyville Plateau salamander	<i>Eurycea tonkawae</i>	Threatened
Austin blind salamander	<i>Eurycea waterlooensis</i>	Endangered
Bone Cave harvestman	<i>Texella reyesi</i>	Endangered
Bee Creek Cave harvestman	<i>Texella reddelli</i>	Endangered
Tooth Cave Spider	<i>Neoleptoneta myopica</i>	Endangered
Tooth Cave pseudoscorpion	<i>Tartarocreagis texana</i>	Endangered
Kretschmarr Cave mold beetle	<i>Texamaurops reddelli</i>	Endangered
Tooth Cave ground beetle	<i>Rhadine Persephone</i>	Endangered
Black-capped vireo	<i>Vireo atricapilla</i>	Endangered

#### **CORPORATE HEADQUARTERS**

1507 South Interstate 35 ★ Austin, Texas 78741-2502 ★ 512.328.2430 ★ [www.horizon-esi.com](http://www.horizon-esi.com)

**Certified WBE/HUB/DBE/SBE**



Golden-cheeked warbler	<i>Setophaga chrysoparia</i>	Endangered
Piping Plover	<i>Charadrius melodus</i>	Threatened
Whooping Crane	<i>Grus americana</i>	Endangered

Source: USFWS, 2015

### Terrestrial Karst Invertebrates

The Property is within the Blackland Prairies Ecological Area, is not underlain by a geologic formation that is known to form caves or voids that may provide habitat for the federally listed endangered terrestrial karst invertebrates (UT-BEG, 1995), and in an area not mapped as any potential karst habitat by Veni and Associates (1991). Therefore, the subject site does not provide habitat for the federally listed terrestrial karst invertebrates.

### Golden-cheeked Warbler

Golden-cheeked warbler (GCW) habitat in central Texas typically consists of mature Ashe juniper (*Juniperus ashei*) and broad-leaved oak woodlands, with a high percentage of canopy coverage within and adjacent to incised canyons of central Texas. It is Horizon's opinion that no portion of the Property exhibits preferred habitat characteristics for the GCW.

### Black-capped Vireo

Black-capped vireos (BCVs) typically nest in distinctive and dense scrubby mottes (to about 6 feet high) interspersed in open grassland within central Texas. Common vegetation within these mottes includes shin oak (*Quercus sinuata* var. *breviloba*), plateau live oak (*Quercus fusiformis*), evergreen sumac (*Rhus virens*), Texas persimmon (*Diospyros texana*), agarita (*Berberis trifoliolata*), and Ashe juniper. It is Horizon's opinion that no portion of the Property exhibits preferred habitat characteristics for the BCV.

### Barton Springs, Austin Blind, and Jollyville Plateau salamanders

One small ephemeral drainage way is located on the western edge of the subject site as well as one ephemeral, previously channelized drainage way that traverses the central portion of the property from north to south. The Barton Springs and Austin Blind salamanders are known only to occur within and immediately around the Barton Springs segment of the Edwards Aquifer. The Jollyville Plateau salamander is not known to occur in areas east of IH 35. No springs or suitable spring runs were observed which might provide suitable habitat for any of the 3 listed salamander species that occur in Travis County.

Migratory bird species

Both the piping plover and whooping crane are coastal dwelling species that would occur only temporarily in Travis County during the annual migration.

Additional Resources Reviewed

Examination of the Texas Parks and Wildlife Department (TPWD) Natural Diversity Database indicated no documented occurrences of listed species on or within a 500-foot radius of the Property.

T/E Species Summary

Horizon did not observe potentially suitable habitat on the Property for any of the federally listed T/E species of Travis County.

Based on this assessment, it has been determined that development of the subject site would have "no effect" on any of the federally listed T/E species. Additionally, it was determined that a "Take", meaning to harass, harm, pursue, hunt, shoot, kill, wound, trap, capture, or collect, or to attempt to engage in any such conduct, has no potential to occur to threatened and endangered species present in Travis County as a result of this project.

**DETERMINATION OF WETLANDS AND OTHER WATER FEATURES**

The determination of wetlands and other water features consisted of a pre-field literature review and a site assessment conducted according to the general methodologies prescribed by the 1987 USACE Wetlands Delineation Manual and Regional Supplement: Great Plains Region (Version 2.0) (March 2010); USACE Regulatory Guidance Letter (RGL) No. 05-05 (7 December 2005); and 2008 Clean Water Act Jurisdictional Determination Guidance (Rapanos Guidance).

Federal regulations define wetlands as areas within floodplains or contiguous with "waters of the US" that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support (and that under normal circumstances do support) a prevalence of vegetation typically adapted for life in saturated soil conditions (EPA, 40 CFR §230.3).

Pre-Field Evaluation

The following resources were reviewed to evaluate the property for potential wetlands or other water features that would require further assessment during the field investigation:

- US Geological Survey (USGS) topographic map (Manor, TX 1988);
- Federal Emergency Management Agency (FEMA) flood hazard map (48453C0485J);
- US Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) map (USFWS, 2016);
- Color infrared aerial photography;

- US Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) soil survey information (2016).

The literature evaluation indicated that potential wetlands and/or other water features may exist within the property.

#### Field Reconnaissance

Horizon personnel conducted a field reconnaissance to verify those areas identified as potential water features including wetlands during the pre-field evaluation. In addition, Horizon personnel determined which features, if any, met the USACE criteria to be classified as jurisdictional and subject to regulation under Section 404 of the Clean Water Act (nexus determination discussed below).

Based on the field investigation and current USACE guidance, Horizon personnel identified unnamed intermittent tributaries of Wilbarger Creek within the subject property (Figure 1). The investigation and data analysis demonstrated that the identified tributaries exhibited an ordinary high water mark (OHWM) and were hydrologically connected to a Traditional Navigable Waterway (TNW) (Colorado River), therefore meeting the requisite criteria to be classified as a jurisdictional waterway.

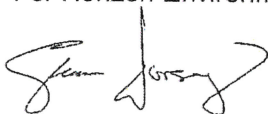
#### Waters of the US Summary and Recommendations

The determination process revealed that the property contains areas subject to jurisdiction under Section 404 of the Clean Water Act and associated guidance.

A comprehensive impact analysis was conducted for the proposed project development plan (attached) and it was determined that all areas subject to jurisdiction as waters of the US will be avoided and no proposed fill activities are anticipated at this time. No additional assessment or permit acquisition efforts will be required.

It is our opinion, that the proposed development of 149-acre Manor Commons Property as depicted on the attached development plan effectively avoids any adverse impact to the sensitive natural resources that exist on or near the Property and it is our recommendation that the development be approved as proposed. If after review of this document you have additional questions, please contact me at (512) 328-2430 or [sdorsey@horizon-esi.com](mailto:sdorsey@horizon-esi.com).

Sincerely,  
For Horizon Environmental Services, Inc.

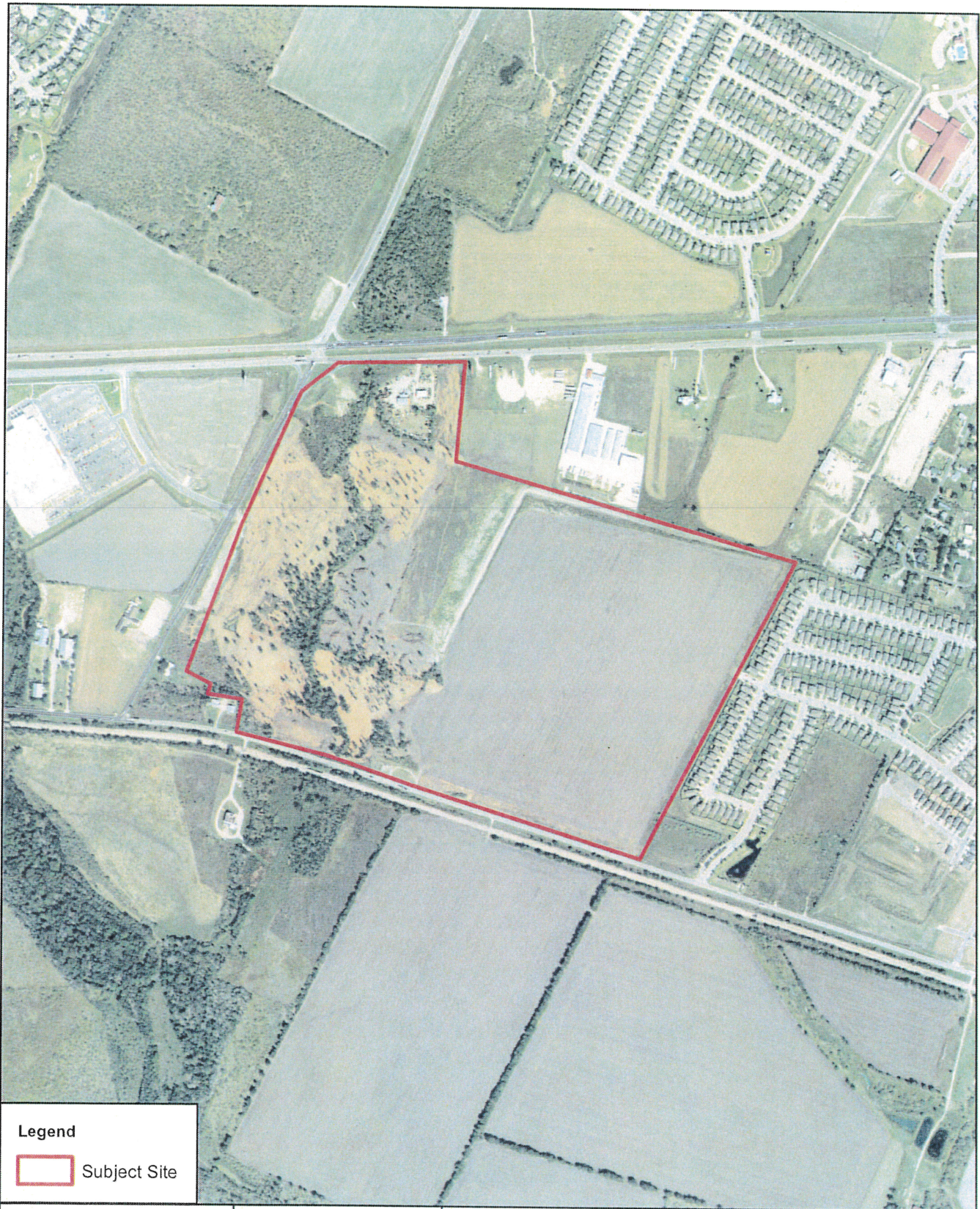


Shannon Dorsey  
Principal


Attachments:  
2014 aerial photography exhibit

**APPENDIX A  
PROJECT EXHIBITS**





**Legend**

 Subject Site

**Horizon**  
Environmental Services, Inc.

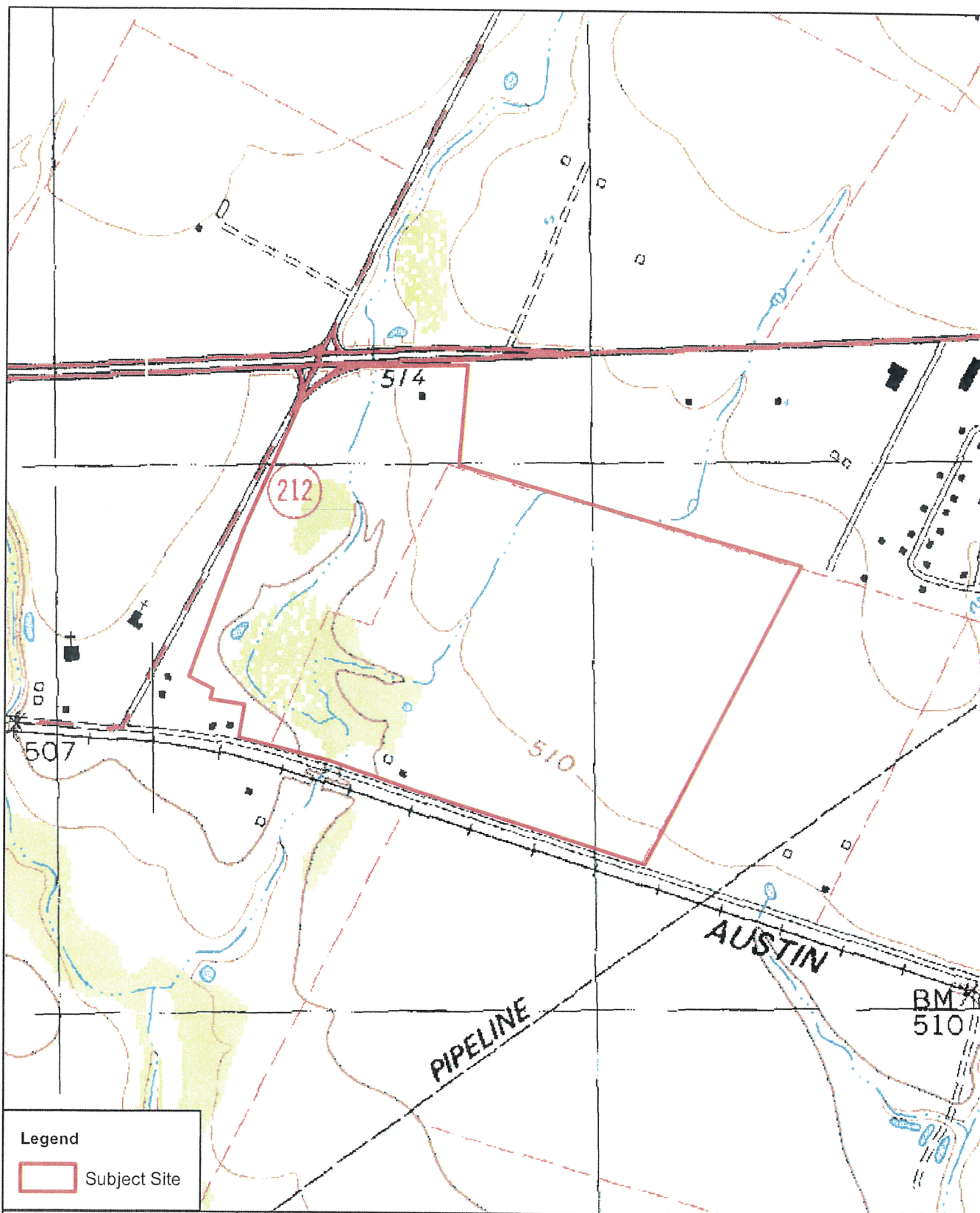
Date:	01/06/2016
Drawn:	REO
HJN NO:	160002
Source:	USDA, 2014

**Figure 1**  
Aerial Map  
Manor Commons Area Tract  
Located at Highway 290 and FM 973  
Manor, Travis County, Texas



0 400 800  
Feet





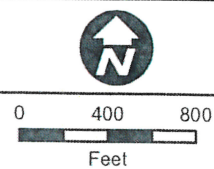
**Legend**

Subject Site

**Horizon**  
Environmental Services, Inc.

Date:	01/06/2016
Drawn:	REO
HJN NO:	160002
Source:	USGS, 1988

**Figure 2**  
Topographic Map  
Manor Commons Area Tract  
Located at Highway 290 and FM 973  
Manor, Travis County, Texas



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

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

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

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

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

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

HABIB ENTERPRISES LLC  
% YUSSEF HABIB  
7233 MANCHACA RD #5  
AUSTIN, TX 78745

FOSTER ERIC A & KAREN S  
12716 SAINT MARYS DR  
MANOR , TX 78653-4599

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

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

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

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

ROSS DAVID & AIKO  
12624 SAINT MARYS DR  
MANOR, TX 78653

BUTLER TRUDY  
11830 FM 356  
TRINITY , TX 75862-6566

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

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

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

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

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

MCGINN JOHN A  
12732 SAINT MARYS DR  
MANOR , TX 78653-4599

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

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

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

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

GARCIA CRYSTAL M & TIMOTHY G  
REDKEY  
12700 SAINT MARY DR  
MANOR, TX 78653

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

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

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

FASKE EFFIE MARIE  
12717 ST MARY DR  
MANOR, TX 78653

HAMMERSMITH JACOB JOHN  
12757 ST MARY DR  
MANOR, TX 78653

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

SHAH BIREN J  
11221 LONG WINTER DR  
AUSTIN , TX 78754-5860

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

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

CONDOR TEXAS PROPERTIES LLC  
2000 WOODGLEN DR  
ROUND ROCK , TX 78681-2602

YORK ANTHONY W  
UNIT 201  
1230 E OCEAN BLVD  
LONG BEACH , CA 90802-6906

DLJ MORTGAGE CAPITAL INC  
3217 S DECKER LAKE DR  
SALT LAKE CITY, UT 84119

YANG ALLEN  
360 NUECES ST #2804  
AUSTIN, TX 78701

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

WHITMORE JEROME  
12844 ST MARY DR  
MANOR, TX 78653

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

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

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

LUCIO ERNEST JESSE  
12737 SAINT MARYS DR  
MANOR , TX 78653-4599

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

COLON HIPOLITO  
PO BOX 141622  
AUSTIN , TX 78714-1631

QUINTERO BARBARA S  
12741 SAINT MARYS DR  
MANOR , TX 78653-4599

RICHTER MARSHALL WAYNE  
12820 ST MARY DR  
MANOR, TX 78653

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

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

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

BERNAL ESPIRIDION  
1638 PARKER LN  
RAMONA , CA 92065-2656

LUO TIEN-YING  
15301 ORA LN  
PFLUGERVILLE, TX 78660

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

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

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



MENDOZA DORA ALICIA  
12704 WEDDING  
MANOR , TX 78653-5164

DAVIS MITCHELL A  
12701 WEDDING  
MANOR , TX 78653-5164

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

TRIGO JOEL & KIM  
12708 WEDDING DR  
MANOR, TX 78653

ESTRADA VICTOR M  
12705 WEDDING  
MANOR , TX 78653-5164

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

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

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

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

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

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

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

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

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

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

SHERO CHARLENE  
2539 SHEPARDS GLEN  
WICHITA FALLS, TX 76308

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

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

DOWNER TERESA R  
10431 ELDORA AVE  
SUNLAND , CA 91040-3003

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

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

MARTINEZ NANCY  
12700 DOOR BELL DR  
MANOR, TX 78653

CUBE HHF LP  
5 OLD LANCASTER RD  
MALVERN, PA 19355

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

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

HIBBS ODEEN  
PO BOX 14332  
AUSTIN , TX 78761-4332

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

BIYANI KAUSHLESH  
403 BLACKSON AVE  
AUSTIN , TX 78752-2612

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

TIMMERMANN GERALDINE  
PO BOX 4784  
AUSTIN, TX 78765

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

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

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

TIMMERMANN TERRELL  
PO BOX 4784  
AUSTIN, TX 78765-4784

TIMMERMANN TERRELL  
PO BOX 4784  
AUSTIN, TX 78765-4784

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

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



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to waive a special-use permit fee for 309 North Lexington Street.

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### BACKGROUND/SUMMARY:

Mr. Turner's home was recently damaged in a fire. A special-use permit will be requested to temporarily allow use of a recreational vehicle to be used as a residence, at 309 North Lexington Street. There are posting and notification requirements for a special-use permit. Once the notification requirements are complete, the special-use permit will be presented to Council at a March Council meeting. In order to process the application either the \$569.60 fee must be paid or waived. Given the unforeseen emergency circumstance of the situation, we recommend a fee waiver for the special-use permit.

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 fee waiver of \$569.60 for a special-use permit be granted.

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



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

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AGENDA ITEM DESCRIPTION:

Take action as deemed appropriate in the City Council's discretion regarding the City Manager evaluation.

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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. 12

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

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AGENDA ITEM DESCRIPTION:

Take action as deemed appropriate in the City Council's discretion regarding the City Manager contract.

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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 SUMMARY FORM

PROPOSED MEETING DATE: February 15, 2017

PREPARED BY: Tom Bolt

DEPARTMENT: Administration

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### AGENDA ITEM DESCRIPTION:

City Manager January, 2017 Report:

- Republic Services update on trash pick-up schedule
- Historic marker relocation
- Employee Survey Update
- CAMPO Tech Advisory Committee

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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

# Manor

