



Felix Paiz, Chair, Place 4
Prince Chavis, Vice Chair, Place 2
Nathan Aubert, Place 1
Gabriel Nila, Place 3
Jeffrey Stensland, Place 5
Cecil Meyer, Place 6
Jim Terry, Place 7
Vacant, Alternate No. 1
Vacant, Alternate No. 2

Planning & Zoning Commission Regular Meeting

Wednesday, January 14, 2026 at 6:30 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live-streamed on Manor's Webpage.

You can access the meeting at <https://www.manortx.gov/171/Public-Meetings-Livestreams>
or by scanning the QR Code



CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Board/Commission/Committee and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the Board/Commission/Committee during Public Comments on Non-Agenda Items.

To address the Board/Commission/Committee, please complete the white or yellow card and present it to the city staff designee prior to the meeting.

PUBLIC HEARING

- 1. Conduct a public hearing on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.**
Applicant: Bison Permitting, LLC
Owner: LVE Las Entradas Reg LP

CONSENT AGENDA

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

- 2. Consideration, discussion, and possible action to approve the minutes for December 10, 2025, Planning and Zoning Commission Regular Session.**

REGULAR AGENDA

- 3. Consideration, discussion, and possible action on the appointment of the Chair for the Planning and Zoning Commission.**
- 4. Consideration, discussion, and possible action on the appointment of the Vice Chair for the Planning and Zoning Commission.**
- 5. Consideration, discussion, and possible action on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.
Applicant: Bison Permitting, LLC
*Owner: LVE Las Entradas Reg LP***
- 6. Consideration, discussion, and possible action on a subdivision final plat for Monarch Ranch, being one hundred and forty-one (141) lots on 44.68 acres, more or less, and being generally located near the intersection of Monarch Ranch Drive and Gregg Lane, Manor, TX.
Applicant: Jamison Civil Engineering LLC
*Owner: Blackburn Communities LLC***
- 7. Consideration, discussion, and possible action on a setback waiver for 505 East Burton Street, Manor, TX.
Applicant: Victor Rebollar
*Owner: Victor Rebollar***

ADJOURNMENT

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

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no Planning & Zoning Commission member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the Planning & Zoning Commission member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, January 8, 2026, by 5:00 PM and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Mandy Miller, Development Services Supervisor
City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.

Applicant: Bison Permitting, LLC

Owner: LVE Las Entradas Reg LP

BACKGROUND/SUMMARY:

The Action Behavior Center is making a request on behalf of the entire development to allow for 13,000 square feet of medical office space. Currently, the property has two leases executed for medical use. One is the Action Behavior Center at 7,370 square feet, and the other is for Deca Dental Group at 2,225 square feet. This totals 9,495 square feet of medical office use that is currently proposed for the site.

In total, the project features approximately 53,000 square feet of commercial space. 53,000 square feet account for the Las Entradas shops buildings 1 and 2, Brakes Plus, Frost Bank, Bojangles, and the 9,000 square foot lot that isn't active yet. When accounting for the Frost bank at 5,485 square feet and the requested 13,000 square feet for a medical office, the total equals 18,485 square feet, which is approximately 35% of the property with a non-sales tax generating use. This property does generate sales tax for the city and as such, would generate a lower amount with these uses allowed. There are currently no sales tax incentives via 380 on the site.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Letter of intent
- SUP Map
- Aerial Image
- Public Notice
- Mailing Labels
- Lot plan

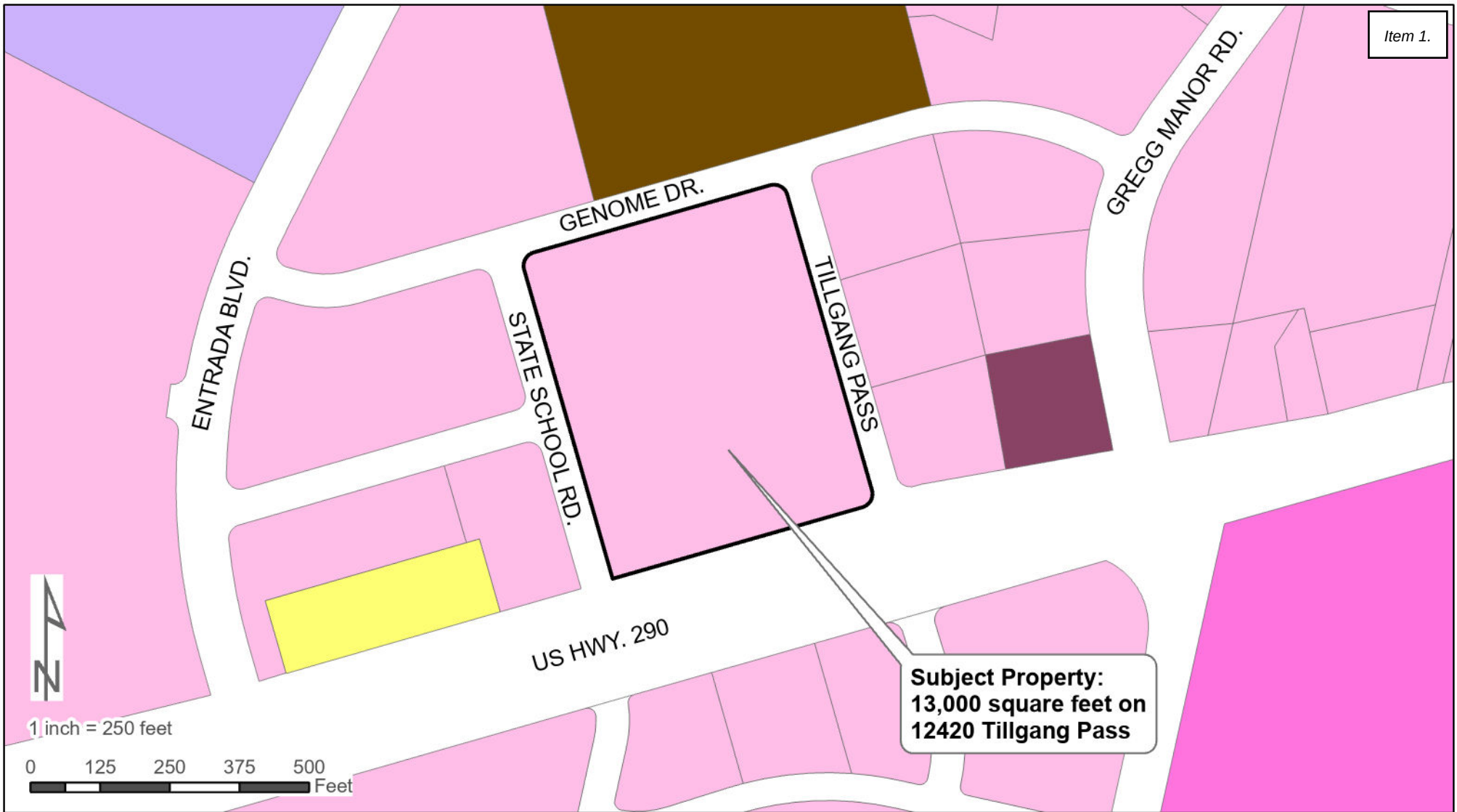
ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Open, Close, Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct the public hearing.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



Specific Use Permit: Medical Office

*Current Zoning:
Light Commercial (C-1)*

Zoning Legend

A	Agricultural	MH-1	Manufactured Home	C-3	Heavy Commercial
SF-E	Single Family Estate	MH-2	Manufactured Home Park	IN-1	Light Industrial
SF-1	Single Family Suburban	OS	Open Space	IN-2	Heavy Industrial
SF-2	Single Family Standard	I-1	Institutional-Small	NB	Neighborhood Business
TF	Two-Family Residential	I-2	Institutional-Large	DB	Downtown Business
TH	Townhome	GO	General Office	PUD	Planned Unit Development
MF-1	Multi-Family 15	C-1	Light Commercial	ETJ	ETJ
MF-2	Multi-Family 25	C-2	Medium Commercial		



Bison Permitting, LLC
6905 Tumbling Trail, Fort Worth, TX 76116
(512) 983-1793
kagnor@bisonpermitting.com

Item 1.

December 12, 2025

City of Manor
Development Services Department
416 Gregg Street
Manor, TX 78653

RE: SPECIAL USE PERMIT FOR ACTION BEHAVIOR CENTERS

Development Services Department,

We would like to request a Special Use Permit (SUP) for a new business located at the southwest corner of Genome Drive and Tillgang Pass. The site is currently zoned C-1 which requires a SUP for professional office users. This project is a part of a larger development of 6.7695 acres, Property ID 994730. The entire project currently consists of 39,000 square feet of commercial space with the ability to construct more. The entire development is proposing 32% of the built square footage of the development to be reserved for non-sales tax generating businesses or 13,000 square feet.

A part of this request is for a new tenant at 12420 TILLGANG PASS, Bldg. 5, Unit 510. Action Behavior Centers (ABC), a privately held company, is a leading provider in Applied Behavior Analysis (ABA Therapy). They will be taking 7,370 square feet of this request. ABC currently takes some office space at 14008 Shadow Glen Boulevard. They have expanded as much as they can in that location and need additional space due to the need for their services in your community.

ABC is an organization committed to the treatment of children using empirically validated methods and strategies to assist each child in reaching their greatest potential and improving their quality of life.

This proposed use is compatible and harmonious with other users in the area and provides a buffer between any other commercial users in the building and the multifamily development to its north.

To clarify our professional office use and activities, we are not a daycare or education facility, do not provide custodial care and are not an institutional or medical facility. Our facility consists of staff who offer therapy and general office administration. We do not have any medical staff or medical equipment on the premises.

Our use is reasonable in this area as it fits in with the character of the area. We are a commercial user and so are others in the area.

This use will not have an adverse effect on other users in this area. Adequate parking will be provided and there will be no negative impacts to noise or traffic.

Thank you for your consideration,

Kelly Agnor
Sole Member
Bison Permitting, LLC



- Available
- LOI Working
- Negotiating Lease
- Lease Executed

FUTURE LAS ENTRADAS MIXED-USE DEVELOPMENT

State School Rd

Cielo Portal St

Bojangles

Shops 1
11,897 SF
154 spaces

EINSTEIN BROS. BAKERY

1,696 SF

DECA

Chuy's

Pylon Location

Lot 5
9,000 SF

Shops 2
18,459 SF
120 spaces

ACTION
BEHAVIOR
CENTERS

10,839 SF

brakes plus.

Frost

US HWY 290 Frontage

FUTURE DEVELOPMENT

Tillgang Pass



12/31/2025

City of Manor Development Services Notification for a Specific Use Permit

Project Name: Medical Office SUP – 12420 Tillgang Pass
Case Number: 2025-P-1780-CU
Case Manager: Annemarie Felfe
Contact: afelfe@manortx.gov – 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting a regularly scheduled meeting for the purpose of considering and acting upon a Specific Use Permit for a Medical Office located at 12420 Tillgang Pass, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.

Applicant: Bison Permitting, LLC
Owner: LVE Las Entradas Reg LP

The Planning and Zoning Commission will meet at 6:30PM on January 14, 2026 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on January 21, 2026 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Specific Use Permit has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653
(T) 512.272.5555 • (F) 512.272.8636 • WWW.CITYOFMANOR.ORG

MANOR LODGING DEVELOPMENT LLC
29711 S LEGENDS VILLAGE CT
SPRING, TEXAS 77386

LAS ENTRADAS DEVELOPMENT
9900 US HIGHWAY 290 E
MANOR, TEXAS 78653

LVE LAS ENTRADAS REG LP
4314 MEDICAL PKWY STE 200
AUSTIN, TEXAS 78756

TRAVIS COUNTY TRUSTEE
1648 BAYLAND ST
ROUND ROCK, TEXAS 78664

SCOTT BAYLOR & WHITE HEALTH
301 N WASHINGTON AVE
DALLAS, TEXAS 75246

BUSY BEE PRESCHOOL LLC
11300 US HWY 290 E STE 320
MANOR, TEXAS 78653

12401 TILLGANG PASS LLC
4125 E AUSTIN ST
GIDDINGS, TEXAS 78942

FRONTIER BANK OF TEXAS
PO BOX 551
ELGIN, TEXAS 78621

SL 290 MANOR LP
5950 BERKSHIRE LN STE 700
DALLAS, TEXAS 75225

AUTOZONE TEXAS LP
123 S FRONT ST
MEMPHIS, TENNESSEE 38103

RANDOLPH-BROOKS FEDERAL
P.O. BOX 2097
UNIVERSAL CITY, TEXAS 78148

12305 EINTRAGE LLC
1910 FAR GALLANT DR
AUSTIN, TEXAS 78746

AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes for December 10, 2025, Planning and Zoning Commission Regular Session.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- December 10, 2025, Planning and Zoning Commission Regular Session

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve the consent agenda.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



**PLANNING AND ZONING COMMISSION
REGULAR SESSION MINUTES
DECEMBER 10, 2025**

This meeting was live-streamed on Manor's Webpage.
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or by scanning the QR Code



PRESENT:

COMMISSIONERS:

Felix Paiz, Chair, Place 4
Prince Chavis, Vice Chair, Place 2 (Absent)
Nathan Aubert, Place 1
Gabriel Nila, Place 3
Jeffrey Stensland, Place 5
Cecil Meyer, Place 6
James Terry, Place 7

CITY STAFF:

Scott Dunlop, Development Services Assistant Director
Veronica Rivera, Assistant City Attorney
Pauline Gray, City Engineer
Annemarie Felfe, City Planner
Mandy Miller, Development Services Supervisor
3 Bridges Sign Language Translators

REGULAR SESSION: 6:30 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum present, the regular session of the Manor Planning and Zoning (P&Z) Commission was called to order by Chair Paiz At 6:42 p.m. on Wednesday, December 10, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

PUBLIC COMMENTS

Email submitted to the P&Z Commission. *See attached.*

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak on city illegal acts, Item #1, Item #2, Item #6, Item #7, Item #10, and Item #11. Mr. Battaile spoke regarding his website, lawsuit against the city, and city staff's participation in the meeting. He outlined his concerns with agenda items 6, 7, 10, and 11.

PUBLIC HEARING

1. **Conduct the public hearing on a subdivision concept plan amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, and being located at 8916 Hill Ln, Manor, TX.** Applicant: Bowman Consulting Group, LTD. Owner: DG Manor Downs Property Owner, LP.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Battaile expressed his displeasure about this development.

Assistant Director Dunlop gave background for this item. He spoke about the pending development agreement, current lift station located on the property and the City Staff recommendation for the action items associated with the development.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to close the public hearing.

There was no further discussion.

Motion to Close carried 4-0

2. **Conduct a public hearing on a Subdivision Preliminary Plat for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, and being located at 8916 Hill Ln, Manor, TX.** Applicant: Bowman Consulting Group, LTD. Owner: DG Manor Downs Property Owner, LP.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Battaile outlined the attributes of this development he felt were against Manor's Code of Ordinance and Texas Statue Law.

Assistant Director Dunlop stated this was related to the same project as the previous item.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Meyer to close the public hearing.

There was no further discussion.

Motion to Close carried 4-0

3. **Conduct the public hearing on a Subdivision Preliminary Plat for Manor Heights Phase 6 being twelve (12) lots on 47.66 acres, more or less, and being TCAD parcels 236952 and 902644 also known as 13201 Old Kimbro Rd, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: RHOF, LLC.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Assistant Director Dunlop gave background and history related to this item. He answered questions related to the Subdivision Preliminary Plat for Manor Heights Phase 6.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Stensland to close the public hearing.

There was no further discussion.

Motion to Close carried 4-0

4. **Conduct a public hearing on a Rezoning Application Amendment for the Manor Heights (Carillon) Subdivision, approximately one thousand six hundred and fifty-five (1,655) lots on 548.5 acres, more or less, and being located at the NE corner of US Hwy 290 and Old Kimbro Road, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD).** Applicant: Forestar (USA) Real Estate Group. Owner: Kimley-Horn & Associates, Inc.

City Staff recommended that the Planning and Zoning Commission conduct the public hearing.

Chair Paiz opened the public hearing.

Savanah Lundskon, 13621 William Tyler Way, Manor, Texas, submitted a speaker card to speak in opposition to this item. Ms. Lundskon spoke regarding her uncertainty related to this item. She requested clarification on the rezoning and build out of the properties located behind hers on William Tyler Way.

Donna Day, 13425 William Tyler Way, Manor, Texas, submitted a speaker card to speak in opposition to this item. Ms. Brumfield expressed concerns with traffic, inadequate infrastructure, declining livable conditions, and the decrease to her property value.

Piotr Zalewski, 13617 William Tyler Way, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Zalewski expressed his displeasure with the history and disclosure practices of Forestar, the developer of Manor Heights Subdivision. *Sign Language Interpretation done by 3 Bridges.*

Linda Napson, 13529 William Tyler Way, Manor, Texas, submitted a speaker card to speak in support to this item. Ms. Napson expressed her concerns with traffic, parking, and devaluation of her property.

Lasath Fernando, 16116 Moroney Cove, Manor, Texas, submitted a speaker card to speak in opposition to this item. Mr. Fernando expressed concerns with the development of this subdivision interfering with the drainage channel's ability to function properly. He called for the Commission to deny this item and request changes to the map.

Maarlen Rotman, 16112 Moroney Cove, Manor, Texas, submitted a speaker card to speak in opposition to this item. He reiterated the previous speakers' concerns.

Assistant Director Dunlop gave background information for this item. He detailed the areas of the subdivision that would be affected and how they would be affected by this amendment.

Discussion was held regarding the homes that would be affected by this amendment if approved.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to close the public hearing.

There was no further discussion.

Motion to Close carried 4-0

CONSENT AGENDA

5. Consideration, discussion, and possible action to approve the minutes for November 12, 2025, Planning and Zoning Commission Regular Session.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Stensland to approve the minutes for the November 12, 2025, with the amendment to strike the word "assistant" from Paige Saenz's title on page 1.

There was no further discussion.

Motion to Approve with amendment carried 4-0.

REGULAR AGENDA

6. Consideration, discussion, and possible action on a subdivision concept plan amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, and being located at 8916 Hill Ln, Manor, TX. Applicant: Bowman Consulting Group, LTD. Owner: DG Manor Downs Property Owner, LP.

The City Staff recommended the Planning and Zoning Commission approve the subdivision concept plan amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being located at 8916 Hill Ln, Manor, TX.

Maggie Carrion with Bowman, 807 Las Cimas Pkwy, Building 2, Suite 350, Austin, Texas, submitted a speaker card in support of this item. Ms. Carrion did not wish to speak; however, she was available for any questions.

Tim Kraftson, Dalfen Industrial., 17304 Preston Road, Suite 550, Dallas Texas, submitted a speaker card in support of this item. Mr. Kraftson stated he was available for any questions.

Assistant Director Dunlop gave a recap for this item. He answered questions regarding the utility providers for this project. He stated this is a non-discretionary item.

MOTION: Upon a motion made by Commissioner Stensland seconded by Commissioner Nila to conditionally approve the subdivision concept plan amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being located at 8916 Hill Ln, Manor, TX, pending the modification to the development agreement.

There was no further discussion.

Motion to Approve carried 4-0.

7. **Consideration, discussion, and possible action on a subdivision preliminary plat amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, and being located at 8916 Hill Ln, Manor, TX.** Applicant: Bowman Consulting Group, LTD. Owner: DG Manor Downs Property Owner, LP.

The City Staff recommended the Planning and Zoning Commission approve the subdivision preliminary plat amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being located at 8916 Hill Ln, Manor, TX.

Assistant Director Dunlop stated this item was the preliminary plat for the previous item.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Meyer to conditionally approve the subdivision preliminary plat amendment for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being located at 8916 Hill Ln, Manor, TX, pending the modification to the development agreement.

There was no further discussion.

Motion to Approve carried 4-0.

8. **Consideration, discussion, and possible action on a Subdivision Preliminary Plat for Manor Heights Phase 6 being twelve (12) lots on 47.66 acres, more or less, and being TCAD parcels 236952 and 902644 also known as 13201 Old Kimbro Rd, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: RHOF, LLC.

The City Staff recommended the Planning and Zoning Commission approve the Subdivision Preliminary Plat for Manor Heights Phase 6 being twelve (12) lots on 47.66 acres, more or less, and being TCAD parcels 236952 and 902644 also known as 13201 Old Kimbro Rd, Manor, TX.

Assistant Director Dunlop stated this was a non-discretionary item that has been approved by City Engineers. He gave a summary for the preliminary plat.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Nila to approve the Subdivision Preliminary Plat for Manor Heights Phase 6 being twelve (12) lots on 47.66 acres, more or less, and being TCAD parcels 236952 and 902644 also known as 13201 Old Kimbro Rd, Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

- 9. Consideration, discussion, and possible action on a Rezoning Application Amendment for the Manor Heights (Carillon) Subdivision, approximately one thousand six hundred and fifty-five (1,655) lots on 548.5 acres, more or less, and being located at the NE corner of US Hwy 290 and Old Kimbro Road, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD).** Applicant: Forestar (USA) Real Estate Group. Owner: Kimley-Horn & Associates, Inc.

The City Staff recommended the Planning and Zoning Commission approve the Rezoning Application Amendment for the Manor Heights (Carillon) Subdivision, approximately one thousand six hundred and fifty-five (1,655) lots on 548.5 acres, more or less, and being located at the NE corner of US Hwy 290 and Old Kimbro Road, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD).

Assistant Director Dunlop summarized the rezoning amendment for the Manor Heights Subdivision.

Sarah Starkey with Kimley Horn, 10814 Jollyville Road, Building 4, Suite 200, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Starkey stated this amendment was consistent with other subdivision guidelines.

Assistant Director Dunlop explained the density requirements and building standards being proposed in the amendment.

Discussion was held regarding the amendment details and the map layout for the Manor Heights Subdivision.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to Deny the Rezoning Application Amendment for the Manor Heights (Carillon) Subdivision, approximately one thousand six hundred and fifty-five (1,655) lots on 548.5 acres, more or less, and being located at the NE corner of US Hwy 290 and Old Kimbro Road, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD).

There was no further discussion.

Motion to Deny carried 4-0.

- 10. Consideration, discussion, and possible action on a paving variance for the 104 E Townes St. alleyway.** Applicant: Development & Consulting Bridgeway, LLC. Owner: Carlos Moyeda.

The City Staff recommended the Planning and Zoning Commission approve the paving variance for the 104 E Townes St. alleyway.

Assistant Director Dunlop gave background information for the variance request. He shared details on paving standards.

Discussion was held regarding the paving request. Assistant Direct Dunlop answered questions about future development and maintenance of the alleyway.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Stensland to approve the paving variance for the 104 E Townes St. alleyway.

There was no further discussion.

Motion to Approve carried 4-0.

- 11. Consideration, discussion, and possible action on a subdivision final plat for Holley Smith – Mustang Valley phase 2, being one hundred and twelve (112) lots on 28.614 acres, more or less, and being generally located near the intersection of Ventura Arbor Lane and Trotting Mare Lane, Manor, TX.** Applicant: Carlson, Brigrance & Doering, Inc. Owner: KB Home Lone Star, Inc.

The City Staff recommended the Planning and Zoning Commission approve the subdivision final plat for Holley Smith – Mustang Valley phase 2, being one hundred and twelve (112) lots on 28.614 acres, more or less, and being generally located near the intersection of Ventura Arbor Lane and Trotting Mare Lane, Manor, TX.

Assistant Director Dunlop gave a summary of this item. He answered questions regarding street names and the process for renaming.

MOTION: Upon a motion made by Commissioner Stensland and seconded by Commissioner Nila to approve the subdivision final plat for Holley Smith – Mustang Valley phase 2, being one hundred and twelve (112) lots on 28.614 acres, more or less, and being generally located near the intersection of Ventura Arbor Lane and Trotting Mare Lane, Manor, TX.

There was no further discussion.

Motion to Approve carried 4-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Stensland to Adjourn the Regular Session of the Manor Planning and Zoning Commission at 7:47 p.m. on Wednesday December 10, 2025.

There was no further discussion.

Motion to Adjourn carried 4-0.

The Planning and Zoning Commission approved these minutes on January 14, 2026.

APPROVED:

Felix Paiz
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor

DRAFT

12/10/25

Public Comment –

Regular Agenda 6 & 7 -

If you protect Code and Ordinance Section 15.03, all 42 pages, as your oath promised, you protect biodiversity. If not, you fail to comply and are guilty of an offense. Your also benefiting monoculture design

Scientifically it has been shown that monoculture design produces environmental harm to the health of all life and land on earth.

I've prepared this synopsis of Section 15.03, to help you today. These are environmental codes and ordinances that protect biodiversity.

I hope you will defend all our rights to this biodiversity, by stopping Dalfen Industrial warehouses from violating such. Then can gain us back our microscopic world of biodiversity and our rights to the healthy germs only nature has perfected in making.

Currently 179 trees, 12 different species is being proposed to go down to 5 species. There are already 12 Historic Heritage Trees that are supposed to be protected. They are 136-188 yrs old.

Not only is this dangerous mono-culturing, it is a visual illusion of health, but the sterility of it might just be what causes things like Covid-19.

I implore you to let Section 15.03 guide you, the world around us isn't meant to only be visually appealing, but sustain healthy life.

Thank you, and by the way loading docks aren't permitted to face the streets either! Like in BLDG 3.!!! Nor are trees to be removed in floodplains. I'm seeing theyre only allowed 15 loading docks per square footage, cannot face the street, must have a wing wall protecting from public view.

And the rest listed below!!!

Thank you for your stalwart consideration and defense!!

[ARTICLE 15.03 - LANDSCAPING AND SCREENING | Code of Ordinances | Manor, TX | Municode Library](#)

**Manor, Tx. Code of Ordinance's - [ARTICLE 15.03 - LANDSCAPING AND SCREENING | Code of Ordinances | Manor, TX](#)
[| Municode Library](#)**

https://library.municode.com/tx/manor/codes/code_of_ordinances?nodeId=COOR_CH15SIDE_ART15.03LASC

- Section 15.03.007 - streetscape trees protected.
- Section 15.03.021(7) (3A) - when healthy native trees are located within the required bufferyard, the existing trees and shrubs shall not be removed or replaced with new plantings.
- 15.03.034.b - within bufferyard all are protected per chapter 14
- (e) within parking lots, trees become focal points moving existing site plans, rather than trees themselves.
- (f) shall be integrated into design, as open spaces, screening, and landscape areas.
- (h) are in flood plain --- are protected, regardless of species.
- Section 15.03.047 - No permit shall occur, until landscape plan by registered architect or city engineers or development services director meets article requirements.
- (14) - plan to indicate topographical, cultural, historical, archeological, hydrological, and other conditions of the property, OR WITHIN 200ft.

2023 City of Manor Zoning Guide - [Zoning | Manor, TX](#)

<https://www.manortx.gov/252/Zoning>

pg.85

IN-2 Heavy Industrial

Site Development Standards

Lot		Massing	
Minimum Lot Area	1 acre	Maximum Height	100 ft
Minimum Lot Width	200 ft ¹	Minimum Setbacks:	
Maximum principle structure lot coverage	60% ²	Front Setback	20 ft
Maximum Building Coverage with Accessory Buildings	70%	Streetside Setback	20 ft
Landscape Requirement	15% ³	Exterior side Setback	100 ft ⁶
Streetscape Yard	15 ft ⁴	Rear Setback	100 ft ⁷
Bufferyard	50 ft ⁵		

¹ Corner lots add 10 ft

- Sec.15.03.004 –

(a) Central texas native plant resources already available there. Trees on property already on preferred plantings list

Tree Diversity guide:

(b) *Tree diversity.*

- (1) If 30 or more new trees are required, there shall be no more than 20 percent of any tree species, and no more than 40 percent of any tree genus planted on a site.

Downs Concept Proposal Total Land(per TCAD) - 146.086acres/ 6,359,760 square feet, right abutting downs land unshown 24.5 acres, #2367762 or 52. 146 acres – 33.6 acres: Bldgs = 112 acres. – 7 acres dedicated parkland = 105acres/or 4,573,800sf of Parking and Loading docks????? And space in between... Plenty of space to dedicate the required 22 acres of landscaping, and 1200 trees to City of Manor for newly proposed nature preserve community area. Still leaving 83 acres for the parking etc.

I.Site Development Standards – IN-2 Heavy Industrial – pg34 –

- Pg 34 - Access from collector or higher classification roadway
- Pg 35 – Setback are not conforming to requirements.
- Pg 35 - Max bld and accessory bldg. coverage 70% = 102 acres or 4,451,832 sf. Theyre at 1,464,480 sf with all the proposed buildings, or 33.6 acres.
- Pg 35 - 15% landscape requirement = 21.9 acres or 953,964 sf
- Pg 35 - 1 tree per 800 sf of landscaped area = 1,192 tree's
- Pg 35 – 1 medium or large tree for every 40 linear feet of street frontage no electric there, or small tree every 20 linear feet.
- Pg 63 – Parking - It is not located within 600 feet from the lot line of a residential district measured along a straight line between the closest district boundary lines. Truck bays and loading docks are located perpendicular to the public right-of-way and on an interior side or rear

elevation of the building, provided they do not abut a street or highway or a residential district.

Access is taken from a collector or higher classification roadway.

- Pg 71 - **Warehouses, manufacturing plants Parking** - One space for each 700 square feet indoor GFA, and one space for each 1,000 square feet outdoor facility GFA, and one space for each 2,500 square feet GFA indoor storage area = **2092 parking spaces.**

- Pg 72. **Per total sf of gross floor loading Dock requirement** - Only required 3 loading per 100-200,000 sf. Each 100,000sf. 1 additional. = 3 + 12 = **15 total docks allowed.** They far exceed this limit!!!!!!!!!!!!!! TO note largest bldg. @ 498,960sf, thereby affords 5 loading docks. Am I incorrect????? Theyre at 1,464,480 sf with all the proposed buildings, or 33.6 acres.

Tree's over concrete are very dangerous and transmit avian virus's easily, into buildings and homes on the bottom of shoes.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of the Chair for the Planning and Zoning Commission.

BACKGROUND/SUMMARY:

Per ordinance, a new Chair needs to be appointed for the Planning and Zoning Commission annually.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: No

ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Appoint a new Chair

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission appoint a new Chair.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of the Vice Chair for the Planning and Zoning Commission.

BACKGROUND/SUMMARY:

Per ordinance, a new Vice Chair needs to be appointed for the Planning and Zoning Commission annually.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: No

ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Appoint a new Vice Chair

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission appoint a new Vice Chair.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.

Applicant: Bison Permitting, LLC

Owner: LVE Las Entradas Reg LP

BACKGROUND/SUMMARY:

The Action Behavior Center is making a request on behalf of the entire development to allow for 13,000 square feet of medical office space. Currently, the property has two leases executed for medical use. One is the Action Behavior Center at 7,370 square feet, and the other is for Deca Dental Group at 2,225 square feet. This totals 9,495 square feet of medical office use that is currently proposed for the site.

In total, the project features approximately 53,000 square feet of commercial space. 53,000 square feet account for the Las Entradas shops buildings 1 and 2, Brakes Plus, Frost Bank, Bojangles, and the 9,000 square foot lot that isn't active yet. When accounting for the Frost bank at 5,485 square feet and the requested 13,000 square feet for a medical office, the total equals 18,485 square feet, which is approximately 35% of the property with a non-sales tax generating use. This property does generate sales tax for the city and as such, would generate a lower amount with these uses allowed. There are currently no sales tax incentives via 380 on the site.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Letter of intent
- SUP Map
- Aerial Image
- Public Notice
- Mailing Labels

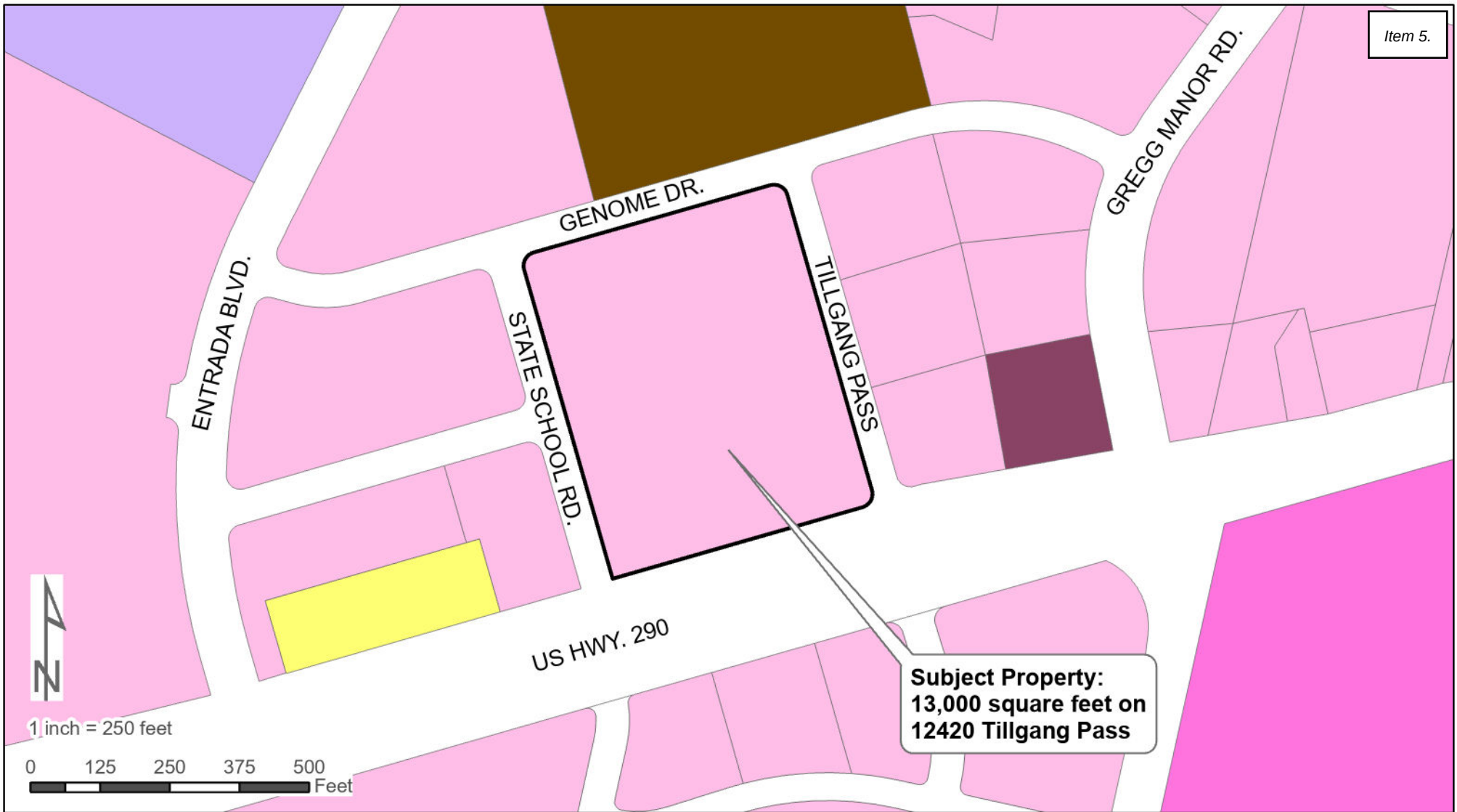
ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with Conditions, Deny

STAFF RECOMMENDATION:

The city staff recommends that the Planning and Zoning Commission approve a Specific Use Permit for up to 7,370 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



Specific Use Permit: Medical Office

*Current Zoning:
Light Commercial (C-1)*

Zoning Legend

 A	Agricultural	 MH-1	Manufactured Home	 C-3	Heavy Commercial
 SF-E	Single Family Estate	 MH-2	Manufactured Home Park	 IN-1	Light Industrial
 SF-1	Single Family Suburban	 OS	Open Space	 IN-2	Heavy Industrial
 SF-2	Single Family Standard	 I-1	Institutional-Small	 NB	Neighborhood Business
 TF	Two-Family Residential	 I-2	Institutional-Large	 DB	Downtown Business
 TH	Townhome	 GO	General Office	 PUD	Planned Unit Development
 MF-1	Multi-Family 15	 C-1	Light Commercial	 ETJ	ETJ
 MF-2	Multi-Family 25	 C-2	Medium Commercial		



Bison Permitting, LLC
6905 Tumbling Trail, Fort Worth, TX 76116
(512) 983-1793
kagnor@bisonpermitting.com

Item 5.

December 12, 2025

City of Manor
Development Services Department
416 Gregg Street
Manor, TX 78653

RE: SPECIAL USE PERMIT FOR ACTION BEHAVIOR CENTERS

Development Services Department,

We would like to request a Special Use Permit (SUP) for a new business located at the southwest corner of Genome Drive and Tillgang Pass. The site is currently zoned C-1 which requires a SUP for professional office users. This project is a part of a larger development of 6.7695 acres, Property ID 994730. The entire project currently consists of 39,000 square feet of commercial space with the ability to construct more. The entire development is proposing 32% of the built square footage of the development to be reserved for non-sales tax generating businesses or 13,000 square feet.

A part of this request is for a new tenant at 12420 TILLGANG PASS, Bldg. 5, Unit 510. Action Behavior Centers (ABC), a privately held company, is a leading provider in Applied Behavior Analysis (ABA Therapy). They will be taking 7,370 square feet of this request. ABC currently takes some office space at 14008 Shadow Glen Boulevard. They have expanded as much as they can in that location and need additional space due to the need for their services in your community.

ABC is an organization committed to the treatment of children using empirically validated methods and strategies to assist each child in reaching their greatest potential and improving their quality of life.

This proposed use is compatible and harmonious with other users in the area and provides a buffer between any other commercial users in the building and the multifamily development to its north.

To clarify our professional office use and activities, we are not a daycare or education facility, do not provide custodial care and are not an institutional or medical facility. Our facility consists of staff who offer therapy and general office administration. We do not have any medical staff or medical equipment on the premises.

Our use is reasonable in this area as it fits in with the character of the area. We are a commercial user and so are others in the area.

This use will not have an adverse effect on other users in this area. Adequate parking will be provided and there will be no negative impacts to noise or traffic.

Thank you for your consideration,

Kelly Agnor
Sole Member
Bison Permitting, LLC



- Available
- LOI Working
- Negotiating Lease
- Lease Executed

FUTURE LAS ENTRADAS MIXED-USE DEVELOPMENT

State School Rd

Cielo Portal St

Bojangles

Shops 1
11,897 SF
154 spaces

EINSTEIN BROS. BAKERY

1,696 SF

DECA

Chuy's

Pylon Location

Lot 5
9,000 SF

Shops 2
18,459 SF
120 spaces

ACTION
BEHAVIOR
CENTERS

10,839 SF

brakes plus.

Frost

US HWY 290 Frontage

FUTURE DEVELOPMENT

Tillgang Pass



12/31/2025

City of Manor Development Services Notification for a Specific Use Permit

Project Name: Medical Office SUP – 12420 Tillgang Pass
Case Number: 2025-P-1780-CU
Case Manager: Annemarie Felfe
Contact: afelfe@manortx.gov – 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting a regularly scheduled meeting for the purpose of considering and acting upon a Specific Use Permit for a Medical Office located at 12420 Tillgang Pass, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Permit for up to 13,000 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Lot 1A, Block A Las Entradas North Section 3, also known as 12420 Tillgang Pass, Manor, TX.

Applicant: Bison Permitting, LLC
Owner: LVE Las Entradas Reg LP

The Planning and Zoning Commission will meet at 6:30PM on January 14, 2026 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on January 21, 2026 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Specific Use Permit has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653
(T) 512.272.5555 • (F) 512.272.8636 • WWW.CITYOFMANOR.ORG

MANOR LODGING DEVELOPMENT LLC
29711 S LEGENDS VILLAGE CT
SPRING, TEXAS 77386

LAS ENTRADAS DEVELOPMENT
9900 US HIGHWAY 290 E
MANOR, TEXAS 78653

LVE LAS ENTRADAS REG LP
4314 MEDICAL PKWY STE 200
AUSTIN, TEXAS 78756

TRAVIS COUNTY TRUSTEE
1648 BAYLAND ST
ROUND ROCK, TEXAS 78664

SCOTT BAYLOR & WHITE HEALTH
301 N WASHINGTON AVE
DALLAS, TEXAS 75246

BUSY BEE PRESCHOOL LLC
11300 US HWY 290 E STE 320
MANOR, TEXAS 78653

12401 TILLGANG PASS LLC
4125 E AUSTIN ST
GIDDINGS, TEXAS 78942

FRONTIER BANK OF TEXAS
PO BOX 551
ELGIN, TEXAS 78621

SL 290 MANOR LP
5950 BERKSHIRE LN STE 700
DALLAS, TEXAS 75225

AUTOZONE TEXAS LP
123 S FRONT ST
MEMPHIS, TENNESSEE 38103

RANDOLPH-BROOKS FEDERAL
P.O. BOX 2097
UNIVERSAL CITY, TEXAS 78148

12305 EINTRAGE LLC
1910 FAR GALLANT DR
AUSTIN, TEXAS 78746



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a subdivision final plat for Monarch Ranch, being one hundred and forty-one (141) lots on 44.68 acres, more or less, and being generally located near the intersection of Monarch Ranch Drive and Gregg Lane, Manor, TX.

Applicant: Jamison Civil Engineering LLC

Owner: Blackburn Communities LLC

BACKGROUND/SUMMARY:

This is a Subdivision Final Plat for Monarch Ranch Phase 2. It has been reviewed for compliance by the city engineer and is a non-discretionary item.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Final Plat
- Engineer comments and responses
- Conformance letter

ACTIONS:

<i>Discretion</i>	Non - Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with Conditions, Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a subdivision final plat for Monarch Ranch, being 141 lots on 44.68 acres, more or less, and being located near the intersection of Monarch Ranch Drive and Gregg Lane, Manor, TX.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

TOTAL LOTS: 141
RESIDENTIAL: 134
LANDSCAPE : 5
OPEN SPACE : 1
& DRAINAGE

Item 6.

U.S. HIGHWAY 130

RECTRA LOOP

PUCHS GROVE ROAD

GREGG LANE

JOHNSON LANE

BOIS D'ARC ROAD

SUNCEST ROAD

1973

SITE PAGE 2

SITE PAGE 1

U.S. HIGHWAY 290

32

----	R.O.W. LINE
----	LOT LINE
----	PROPOSED SIDEWALKS
----	PROPERTY LINE
=====	BOUNDARY LINE
----	BUILDING LINE
----	CENTERLINE
----	EASEMENT LINE
-----	SIDEWALK LOCATION
-----	CITY LIMIT LINE
●	IRON ROD FOUND
○	CAPPED IRON ROD SET
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS
P.W.C.T.	PLAT RECORDS, WILLIAMSON COUNTY, TEXAS
D.E.	DRAINAGE EASEMENT
U.E.	UTILITY EASEMENT
B.L.	BUILDING LINE
IRF	IRON ROD FOUND
CIRF	CAPPED IRON ROD FOUND
CIRS	CAPPED IRON ROD SET
IRFS	

LANDPOINT

DATE: 11-07-2025
BY: CF/JAB CHECKED BY : TAG

ENGINEER:
JAMISON CIVIL ENGINEERING, LLC
13812 RESEARCH BLVD. #B-2
AUSTIN, TEXAS, 78750
737-484-0880
FIRM# F-17756





1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, March 17, 2025

Stephen Jamison
Jamison Civil Engineering LLC
13812 Research blvd. #B-2
Austin TX 78750
steve@jamisoneng.com

Permit Number 2025-P-1708-FP
Job Address: Gregg Lane and FM 973, MANOR, TX. 78653

Dear Stephen Jamison,

The first submittal of the Monarch Ranch Phase 2 - Final Plat (*Final Plat*) submitted by Jamison Civil Engineering LLC and received on November 07, 2025, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. ~~Provide a table to display all the lot areas.~~
- ii. ~~Acknowledge: All variances approved by the Commission shall appear as a note on the final plat. If applicable.~~
- iii. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.~~
 - a. ~~Please attach the referenced email.~~
- iv. ~~ROW is being dedicated along Gregg Lane. Callout the varied ROW width along Gregg Lane, at least two callouts are needed.~~
 - a. ~~The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. On Page 1 of the plat, the notes for the ROW dedication and the landscape lot appear to reference the same parcel. To avoid confusion, please revise the labels to clearly distinguish between the ROW dedication lot and the landscape lot as two separate parcels.~~
- v. ~~Call out the City of Manor city limits and cities ETJ.~~
 - a. ~~Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.~~
- vi. ~~True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~
 - a. ~~Only two corners are called out on page 1. (Identify 4 corners)~~
 - b. ~~Only one corner is called out on page 2. (Identify 4 corners)~~
- vii. ~~The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right of way lines.~~
- viii. ~~Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
 - a. ~~A copy of the deed will be sufficient.~~
- ix. ~~The final plat cannot be approved until construction plans are approved. Once approval is given provide documentation.~~
- x. ~~Page 4: The current Chairperson is Felix Paiz, and the current Travis County Clerk is Dyana Limon-Mercado.~~

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

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

Thank you,

A handwritten signature in black ink, appearing to read "Tyler Shows", followed by a long horizontal flourish.

Tyler Shows
Staff Engineer
GBA

Jamison Civil Engineering LLC

TBPE #F-17756
 13812 Research Blvd. #B-2
 Austin, Texas 78750

JCE

Office: (737) 484-0880
 Fax: (737) 484-0897
 E-Mail: steve@jamisoneng.com

October 7, 2025

City of Manor
 105 E. Eggleston Street
 Manor, Texas 78653

Re: Permit Number 2025-P-1708-FP
 Job Address: FM 973 AND GREGG LANE, MANOR, TX. 78653

Please find enclosed an update for the above-mentioned project. In addition to the plan changes, we are providing a response to each of the review comments - **IN BLUE**.

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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

i. Provide a table to display all the lot areas.

Lot Table added to Page 3 as requested.

ii. Acknowledge: All variances approved by the Commission shall appear as a note on the final plat. If applicable.

Not applicable.

iii. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.

a. Please attach the referenced email.

A copy of the email with the street name approvals is included with this update.

iv. ROW is being dedicated along Gregg Lane. Callout the varied ROW width along Gregg Lane, at least two callouts are needed.

a. The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.

Additional callouts added as requested.

v. Call out the City of Manor city limits and cities ETJ.

Line and callout added for City Limits, line type added to legend.

a. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.

Line and callout added for City Limits, line type added to legend.

vi. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

Additional coordinate callouts added to pages 1 and 2 as requested.

a. Only two corners are called out on page 1. (Identify 4 corners)

Additional coordinate callouts added to pages 1 and 2 as requested.

b. Only one corner is called out on page 2. (Identify 4 corners)

Additional coordinate callouts added to pages 1 and 2 as requested.

vii. The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines.

Sidewalk locations added along right-of-way, line type added to legend.

viii. Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

a. A copy of the deed will be sufficient.

A copy of the recorded covenant for Monarch Ranch is included with this update.

ix. The final plat cannot be approved until construction plans are approved. Once approval is given provide documentation.

Noted.

x. Page 4: The current Chairperson is Felix Paiz, and the current Travis County Clerk is Dyana Limon-Mercado.

Chairperson and Travis County Clerk names modified as requested.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads "Christine A. Potts". The signature is written in a cursive, flowing style.

Christine A. Potts, P.E.
Jamison Civil Engineering LLC
TX PE Firm REG. #F-17756



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, November 4, 2025

Stephen Jamison
Jamison Civil Engineering LLC
13812 Research blvd. #B-2
Austin TX 78750
steve@jamisoneng.com

Permit Number 2025-P-1708-FP
Job Address: Gregg Lane and FM 973, MANOR 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Phase 2 - Final Plat submitted by Jamison Civil Engineering LLC and received on November 07, 2025, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. ~~Provide a table to display all the lot areas.~~
- ii. ~~Acknowledge: All variances approved by the Commission shall appear as a note on the final plat. If applicable.~~
- iii. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.~~
 - a. ~~Please attach the referenced email.~~
- iv. ~~ROW is being dedicated along Gregg Lane. Callout the varied ROW width along Gregg Lane, at least two callouts are needed.~~
 - a. ~~The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. On Page 1 of the plat, the notes for the ROW dedication and the landscape lot appear to reference the same parcel. To avoid confusion, please revise the labels to clearly distinguish between the ROW dedication lot and the landscape lot as two separate parcels.~~
- v. ~~Call out the City of Manor city limits and cities ETJ.~~
 - a. ~~Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.~~
- vi. ~~True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~
 - a. ~~Only two corners are called out on page 1. (Identify 4 corners)~~
 - b. ~~Only one corner is called out on page 2. (Identify 4 corners)~~
- vii. ~~The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines.~~
- viii. ~~Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
 - a. ~~A copy of the deed will be sufficient.~~
- ix. ~~The final plat cannot be approved until construction plans are approved. Once approval is given provide documentation.~~
- x. ~~Page 4: The current Chairperson is Felix Paiz, and the current Travis County Clerk is Dyana Limon Mercado.~~

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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA

Jamison Civil Engineering LLC

TBPE #F-17756
13812 Research Blvd. #B-2
Austin, Texas 78750

JCE

Office: (737) 484-0880
Fax: (737) 484-0897
E-Mail: steve@jamisoneng.com

Item 6.

November 7, 2025

City of Manor
105 E. Eggleston Street
Manor, Texas 78653

Re: Permit Number 2025-P-1708-FP
Job Address: FM 973 AND GREGG LANE, MANOR, TX. 78653

Please find enclosed an update for the above-mentioned project. In addition to the plan changes, we are providing a response to each of the review comments - **IN BLUE**.
iv. ROW is being dedicated along Gregg Lane. Callout the varied ROW width along Gregg Lane, at least two callouts are needed.
a. The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown. On Page 1 of the plat, the notes for the ROW dedication and the landscape lot appear to reference the same parcel. To avoid confusion, please revise the labels to clearly distinguish between the ROW dedication lot and the landscape lot as two separate parcels.

PLEASE SEE THE UPDATED PLAT.

viii. Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

a. A copy of the deed will be sufficient.

PLEASE SEE THE DEED INCLUDED WITH THIS UPDATE. PLEASE NOTE THAT A DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS WAS RECORDED FOR THE 146 ACRES OF LAND UNDER DOCUMENT NUMBER 2024050226 O.P.R.T.C.T. DURING THE REVIEW OF MONARCH PHASE 1. THE RECORDED CCR HAS BEEN INCLUDED WITH THIS UPDATE FOR YOUR REFERENCE.

PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION.

SINCERELY,

Guillermo Calvillo
Jamison Civil Engineering LLC
TX PE Firm REG. #F-17756



1500 County Road 269
Leander, TX 78641

9601 Amberglen Blvd #109
Austin TX 78729

Date: Thursday, December 4, 2025

Stephen Jamison
Jamison Civil Engineering LLC
13812 Research blvd. #B-2
Austin TX 78750
steve@jamisoneng.com

Permit Number 2025-P-1708-FP
Job Address: Gregg Lane and FM 973, MANOR 78653

Dear Stephen Jamison,

We have conducted a review of the final plat for the above-referenced project, submitted by Stephen Jamison and received by our office on November 07, 2025, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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 black ink, appearing to read 'Tyler Shows'.

Tyler Shows
Staff Engineer
GBA



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 14, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a setback waiver for 505 East Burton Street, Manor, TX.

Applicant: Victor Rebollar

Owner: Victor Rebollar

BACKGROUND/SUMMARY:

This request is to lower the front setback to 20', the rear setback to 10', and the side setbacks to 5'.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Setback waiver request
- Aerial image

ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with conditions, Deny

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a setback waiver for 505 East Burton Street, Manor, TX.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**





People. Principles.
Purpose. Partnerships.

SETBACK WAIVER REQUEST

On approval by the Planning Commission, lots platted prior to 1980 having approximately 5,750 square feet of lot area may request approval of reduced setbacks from one or more of the setback requirements for the zoning district. The Commission shall consider the adjoining lot uses to determine whether reduction of the setback requirements is appropriate. Upon approval of building plans, the setbacks may be not less than 5 foot side yard, 10 foot rear yard and 15 foot street side yard setback and 20 foot front yard setback. Lots owned by the same person may be combined into one building site.

City of Manor Code of Ordinance, Chapter 14, Article 14.02, Division I, Section 14.02.007(c)(3).

Owner Contact Information

Name: Victor Rebollar
Address: 1105 Timber Bend Dr. Pflugerville TX 78660
Phone Number: 512-573-2281 Email: [REDACTED]

Property Information

Address: 505 E Burton St. Manor TX 78053
Lot: 8 Block: 16
Zoning District: SF-1
Requested Front Setback: 20
Requested Rear Setback: 10
Requested Side Setback: 5

Owner Signature

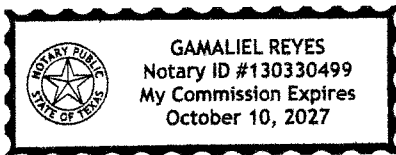
12-5-25

Date

STATE OF TEXAS §
COUNTY OF Travis §

BEFORE ME the undersigned authority on this day personally appeared Victor Rebolter, Owner of the Property, and acknowledged that s/he is fully authorized to execute the foregoing document and that s/he executed such document for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 3rd day of December, 2025.




Notary Public - State of Texas

PASSED AND APPROVED on this the ____ day of _____ 202__.

THE CITY OF MANOR, TEXAS

Felix Paiz,
Chairperson

ATTEST:

Michael Burrell
Development Services Director

After recording return to:
Development Services Dept.
City of Manor
105 East Eggleston St.
Manor, TX 78653