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

Planning & Zoning Commission Regular Meeting

Tuesday, November 10, 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.

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.

1. **Consideration, discussion, and possible action to approve the minutes for September 9, 2026, Planning and Zoning Commission Regular Session.**

REGULAR AGENDA

2. **Consideration, discussion, and possible action on the 2027 Subdivision Calendar.**

3. **Consideration, discussion, and possible action on a request to remove a 29" Elm Heritage Tree at the Emblem at Tower Road Apartments located at 12100 Tower Rd, Manor, TX.**
Applicant: BKV Group
Owner: Dominium

4. **Consideration, discussion, and possible action on a Coordinated Sign Plan for Manor Commons NE, being located at the northeast corner of US Hwy 290 and N. FM 973.**
Applicant: FSG
Owner: Timmermann Commercial Investments, LP

5. **Consideration, discussion, and possible action on a Request For Proposal (RFP) for the creation of a Unified Development Code for the City of Manor.**

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: Wednesday, November 4, 2026, by 5:00 PM and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Annemarie Felfe, Planner
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 NO. 1

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026

PREPARED BY: Michael Burrell, Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes for September 9, 2026, Planning and Zoning Commission Regular Session.

ATTACHMENTS: No

Minutes will be available online after approval

AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on the 2027 Subdivision Calendar.
BACKGROUND:

The Subdivision Calendar provides for the submittal, review, and action dates for plats that are subject to Standard Review. Standard Review, commonly known as the shot-clock, is the process provided for by state statute and which outlines how the city must process a subdivision application. When filed under Standard Review, a subdivision plat application is either accepted or denied in 10 business days; if accepted, the city has 30 calendar days to provide a review, and on or before that 30th day the Municipal Authority (normally P&Z) has to take an action on that plat. The action can either be to approve, approve with conditions, or deny. If the plat is denied, the city must provide the applicant with the specific reasons for denial. The calendar then provides the timeframes for when that plat can be resubmitted, and the city again has 10 business days to process that resubmittal, but 15 calendar days for review, and on or before that 15th day, the Municipal Authority would again provide either an approval, approval with conditions, or denial. This process repeats until the plat is approved.

In most cases, applicants voluntarily elect to follow Alternative Review, which waives the timeframes for when a plat can be submitted and provides for a 30-calendar-day review for each submittal. Also under Alternative Review, the plat is only brought to the Municipal Authority when it has been deemed approved by staff. This is why, for most plats, staff provides that it has been approved by city engineering and its approval is nondiscretionary, because the plat has likely already been denied during staff reviews and gone through one or more review cycles.

This subdivision calendar also provides for any shifted meeting dates of the Planning and Zoning Commission due to city-observed holidays. In 2027, there are no conflicts between the P&Z's typical meeting date of the second Wednesday of each month and a city-observed holiday.

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

- 2027 Subdivision Calendar

ACTIONS:

Discretion	Discretionary
Subdivision Review Type	Not Applicable
Actions	Approve, Approve with Conditions/Modifications, Deny, Postpone

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Planning and Zoning Commission approve the 2027 Subdivision Calendar.

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

2027 Subdivision Calendar

January 2027

W	S	M	T	W	T	F	S
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

1 New Year's Day City Closed – Observed Holiday
12 1st App Completeness check
13 P&Z
13 Resubmitted Projects 10 Day Submittal Period
18 Martin Luther King - City Closed
21 Pre-Con Meeting
27 1st App 10-Day Submittal Period
27 Re-Submittal Completeness Check

February 2027

W	S	M	T	W	T	F	S
6		1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28						

9 1st App Completeness check
10 P&Z
10 Resubmitted Projects 10 Day Submittal Period
15 President's Day - City Closed
24 Re-Submittal Completeness Check
25 Pre-Con Meeting

March 2027

W	S	M	T	W	T	F	S
10		1	2	3	4	5	6
11	7	8	9	10	11	12	13
12	14	15	16	17	18	19	20
13	21	22	23	24	25	26	27
14	28	29	30	31			

2 Texas Ind. Day - City Closed
3 1st App 10-Day Submittal Period
10 P&Z
16 1st App Completeness check
17 Resubmitted Projects 10-Day Submittal Period
25 Pre-Con Meeting
26 Good Friday – City Closed
31 1st App 10-Day Submittal Period
31 Re-Submittal Completeness Check

April 2027

W	S	M	T	W	T	F	S
14					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
18	25	26	27	28	29	30	

13 1st App Completeness check
14 P&Z
15 Resubmitted Projects 10-Day Submittal Period
22 Pre-Con Meeting
28 1st App 10-Day Submittal Period
28 Resubmittal Completeness Check

May 2027

W	S	M	T	W	T	F	S
18							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
23	30	31					

11 1st App Completeness check
12 P&Z
13 Resubmitted Projects 10-Day Submittal Period
26 Resubmittal Completeness Check
26 Pre-Con Meeting
31 Memorial Day – City Closed

June 2027

W	S	M	T	W	T	F	S
23			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30			

2 1st App 10-Day Submittal Period
9 P&Z
15 1st App Completeness check
16 Resubmitted Projects 10-Day Submittal Period
19 Juneteenth – City Closed on 18th
23 Pre-Con Meeting
29 1st App 10-Day Submittal Period
30 Resubmittal Completeness Check

4 Independence Day – City Closed on 5th
13 1st App Completeness check
14 P&Z
15 Resubmitted Projects 10 Day Submittal Period
22 Pre-Con Meeting
28 1st App 10-Day Submittal Period
28 Re-Submittal Completeness Check

July 2027

W	S	M	T	W	T	F	S
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

10 1st App Completeness check
11 P&Z
12 Resubmitted Projects 10-Day Submittal Period
25 Re-Submittal Completeness Check
25 Pre-Con Meeting
31 1st App 10-Day Submittal Period

August 2027

W	S	M	T	W	T	F	S
32	1	2	3	4	5	6	7
33	8	9	10	11	12	13	14
34	15	16	17	18	19	20	21
35	22	23	24	25	26	27	28
36	29	30	31				

6 Labor Day – City Closed
8 P&Z
14 1st App Completeness check
16 Resubmitted Projects 10-Day Submittal Period
22 Pre-Con Meeting
28 1st App 10-Day Submittal Period
29 Re-Submittal Completeness Check

September 2027

W	S	M	T	W	T	F	S
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
40	26	27	28	29	30		

11 Columbus Day – City Closed
12 1st App Completeness check
13 P&Z
14 Resubmitted Projects 10-Day Submittal Period
21 Pre-Con Meeting
27 1st App 10-Day Submittal Period
27 Resubmittal Completeness Check

October 2027

W	S	M	T	W	T	F	S
40						1	2
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
45	31						

9 1st App Completeness check
10 P&Z
10 Resubmitted Projects 10-Day Submittal Period
11 Veterans Day- City Closed
24 Resubmittal Completeness Check
24 Pre-Con Meeting
25-26 Thanksgiving Holiday - City Closed

November 2027

W	S	M	T	W	T	F	S
45		1	2	3	4	5	6
46	7	8	9	10	11	12	13
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
49	28	29	30				

1 1st App 10-Day Submittal Period
8 P&Z
14 1st App Completeness check
15 Resubmitted Projects 10-Day Submittal Period
23 Pre-Con Meeting
24-25 Christmas Holiday – City Closed on 24th & 27th
28 1st App 10-Day Submittal Period
29 Resubmittal Completeness Check

December 2027

W	S	M	T	W	T	F	S
49				1	2	3	4
50	5	6	7	8	9	10	11
51	12	13	14	15	16	17	18
52	19	20	21	22	23	24	
1	26	27	28	29	30	31	

AGENDA ITEM NO. 3

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a request to remove a 29" Elm Heritage Tree at the Emblem at Tower Road Apartments located at 12100 Tower Rd, Manor, TX.

Applicant: BKV Group
Owner: Dominium

BACKGROUND:

The Emblem at Tower Road Apartments, which is being constructed in partnership with the city's Public Facilities Corporation (PFC), which provides for affordable housing, is requesting removal of a 29" Elm tree. Under the city's code, Elm trees, and a handful of other species, over 25 caliper inches are considered Heritage Trees and require Planning and Zoning Commission approval before they can be removed. This tree was shown as preserved on the approved Site Development Plan, but once the buildings were constructed, it was determined that its extent could impact the building's façade and cause future maintenance problems.

City staff visited the site and took pictures of the tree and inspected the tree's condition. The tree was showing multiple broken limbs, as well as limbs that had already been trimmed back. Staff has requested a letter from a certified arborist to assess the tree's overall health and the viability of additional pruning, rather than outright removal. Staff will provide this assessment to the Commission if it is available before the meeting. If the letter is not available, staff will recommend postponement of this item to the December 9th P&Z meeting.

If the tree is approved for removal, no additional trees need to be planted to mitigate for its removal, and no fee-in-lieu would be required from the City Council. The development is planting 179 Type A or B trees (large and medium), which are required to be a minimum of 3 caliper inches at planting. This equates to 537 caliper inches of new trees within the development. The project's current mitigation rate for the removal of non-heritage trees is 352 caliper inches. The mitigation rate for a removed heritage tree is 3:1, so the replacement rate for this 29" Elm tree is an additional 87 caliper inches. 352" + 87" equals 439 caliper inches of required mitigation, which is still 98 caliper inches below what they are already approved to plant (537 caliper inches).

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

- Letter of intent
- Tree removal plans
- Tree Images

ACTIONS:

Discretion	Discretionary
Subdivision Review Type	Not Applicable
Actions	Approve, Approve with Conditions, Deny, Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission take action as recommended by city staff.

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

BKV GROUP

ARCHITECTURE
INTERIOR DESIGN
URBAN DESIGN
LANDSCAPE ARCHITECTURE
ENGINEERING
CONSTRUCTION ADMINISTRATION
BRANDED ENVIRONMENTS
SUSTAINABLE DESIGN

Date: 10.20.2026

Annemarie Felfe
City of Manor
Manor, TX,

RE: Tower Road Apartments – Heritage Tree Removal Request
12100 Tower Road, Manor, TX 78653 | Site Plan: 2024-P-1659-SP | TRP-26-0001

Dear Ms. Felfe,

On behalf of the project owner, Dominium, BKV Group respectfully requests approval for the removal of the following trees, as identified on the project's tree preservation plans:

Tree #2222: 14-inch elm | Tree #2235: 29-inch elm

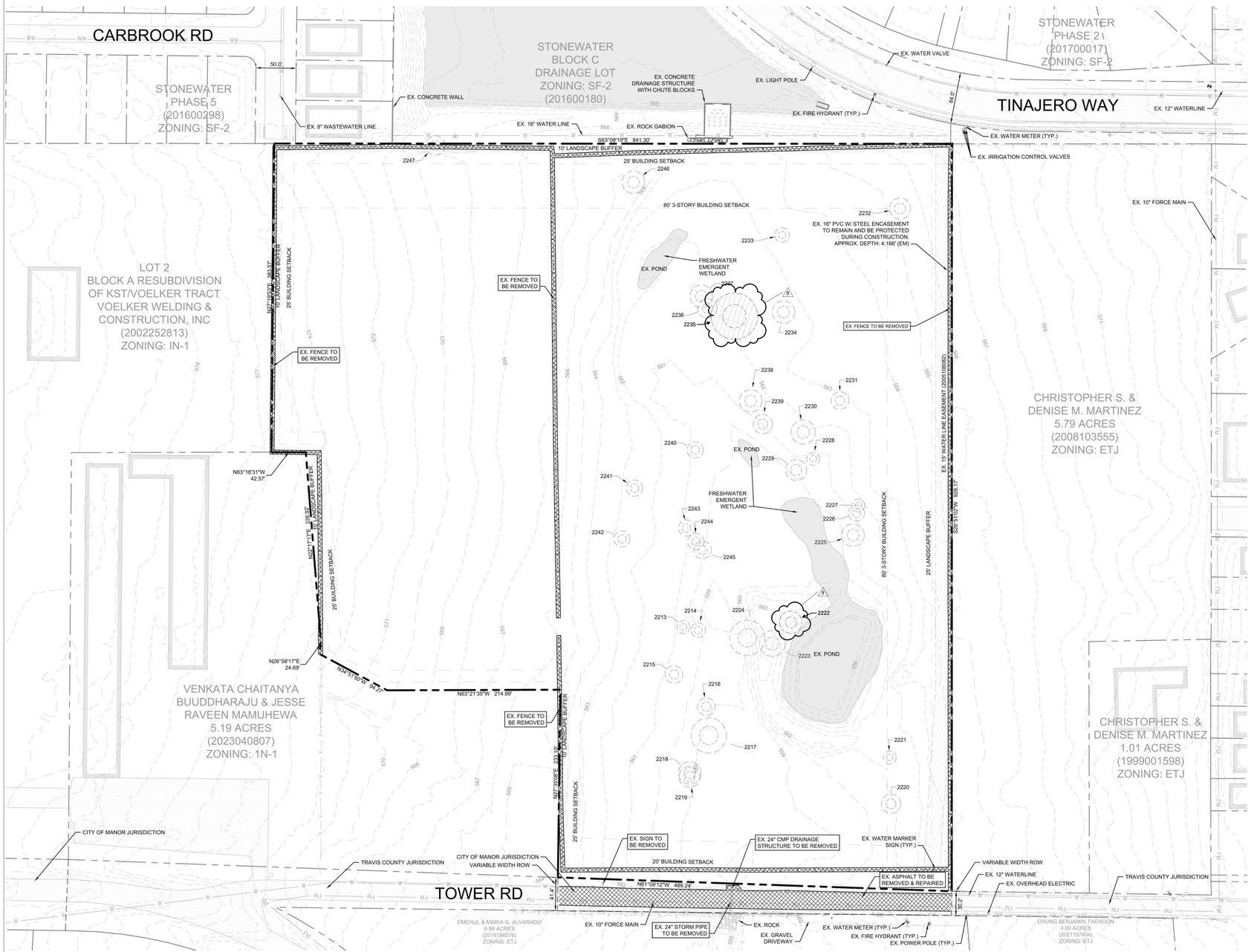
The requested removal is necessary due to the trees' close proximity to the proposed residential buildings. Retaining these trees would create potential conflicts with building facades, branch clearance, and access for ongoing exterior inspection and maintenance. Removal will provide appropriate separation between the buildings and surrounding vegetation, supporting resident safety and long-term building maintenance.

The proposed and approved landscape plan currently exceeds the City's required tree mitigation ratio, providing replacement planting that offsets the requested removals.

We respectfully request approval of these tree removals at the November Planning & Zoning Commission meeting.

Sincerely,
BKV Group

Collin Koonce, PLA
Vice President of Urban Design & Landscape Architecture
BKV Group



TREE TABLE															
No.	DESCRIPTION	STATUS	No.	DESCRIPTION	STATUS	No.	DESCRIPTION	STATUS	No.	DESCRIPTION	STATUS	No.	DESCRIPTION	STATUS
2213	8" ELM	TO BE REMOVED	2220	12" ELM	TO BE REMOVED	2227	8" ELM	TO BE REMOVED	2234	14" ELM	TO BE REMOVED	2241	10" ELM	DEAD
2214	9" ELM	TO BE REMOVED	2221	8" ELM	TO BE REMOVED	2228	8" ELM	DEAD	2235	29" ELM	TO BE REMOVED	2242	10" ELM	TO BE REMOVED
2215	11" ELM	TO BE REMOVED	2222	14" ELM	TO BE REMOVED	2229	13" ELM	TO BE REMOVED	2236	12" ELM	TO BE REMOVED	2243	10" ELM	TO BE REMOVED
2216	11" ELM	DEAD	2223	16" ELM	TO BE REMOVED	2230	15" ELM	TO BE REMOVED	2237	14" ELM	TO BE REMOVED	2244	10" ELM	TO BE REMOVED
2217	22" ELM	DEAD	2224	22" ELM	DEAD	2231	11" ELM	TO BE REMOVED	2238	14" ELM	TO BE REMOVED	2245	11" ELM	TO BE REMOVED
2218	14" ELM	TO BE REMOVED	2225	14" ELM	TO BE REMOVED	2232	13" ELM	TO BE REMOVED	2239	12" ELM	TO BE REMOVED	2246	14" ELM	TO BE REMOVED
2219	13" ELM	TO BE REMOVED	2226	10" ELM	TO BE REMOVED	2233	9" ELM	TO BE REMOVED	2240	10" ELM	TO BE REMOVED	2247	12" ELM	TO BE REMOVED

BKV GROUP

Architecture
Interior Design
Landscape Architecture
Engineering

222 North Second Street
Long & Kees Bldg
Suite 101
Minneapolis, MN
55401
612.339.3752

www.bkvgroup.com

GRAPHIC SCALE 60'

LEGEND

- PROPERTY LINE
- EXISTING OVERHEAD POWER LINE
- EXISTING WATER LINE
- EXISTING WASTEWATER LINE
- EXISTING STORM SEWER LINE
- EXISTING POWER POLE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING WATER METER
- EXISTING WASTEWATER MANHOLE
- EXISTING FENCE
- DEMOLITION AREA: ITEMS TO BE REMOVED
- TREE TO REMAIN
- TREE TO BE REMOVED
- HERITAGE TREE

NOTES:

1. REFERENCE VENTURA AT TOWER ROAD FOR PROPOSED PUBLIC IMPROVEMENTS.
2. APPURTENANCES APPEARING IN VENTURA AT TOWER ROAD FOR PROPOSED PUBLIC IMPROVEMENTS ARE ASSUMED TO BE EXISTING AT THE TIME OF CONSTRUCTION.
3. CONTRACTOR SHALL SECURE ALL PERMITS REQUIRED FOR DEMOLITION AND SHALL NOTIFY ALL RESPECTIVE GOVERNMENTAL AND UTILITY AGENCIES AFFECTED BY DEMOLITION PRIOR TO STARTING DEMOLITION.
4. ALL CONSTRUCTION OPERATIONS SHALL BE ACCOMPLISHED IN ACCORDANCE WITH APPLICABLE REGULATIONS OF THE U.S. OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION. COPIES OF OSHA STANDARDS MAY BE PURCHASED FROM THE U.S. GOVERNMENT PRINTING OFFICE. INFORMATION AND RELATED REFERENCE MATERIALS MAY BE PURCHASED FROM OSHA.
5. PRIOR TO DEMOLITION, PROPER PHASING OF EROSION CONTROL DEVICES ARE TO BE INSTALLED.
6. SHOULD REMOVAL AND/OR RELOCATION ACTIVITIES DAMAGE FENCING, LIGHTING, STORM INLET STRUCTURES OR ANY OTHER APPURTENANCE, THEN THE CONTRACTOR SHALL PROVIDE NEW MATERIALS/STRUCTURES IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. ALL DEMOLITION AND CONSTRUCTION DEBRIS SHALL BE REMOVED FROM THE SITE IN ACCORDANCE WITH ALL APPLICABLE RULES AND REGULATIONS.
8. ALL BARRICADES AND WARNING SIGNS SHALL CONFORM TO THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND ARE GENERALLY LOCATED TO AFFORD MAXIMUM PROTECTION TO THE PUBLIC AS WELL AS CONSTRUCTION PERSONNEL AND EQUIPMENT AND TO ASSURE AN EXPEDITIOUS TRAFFIC FLOW AT ALL TIMES. DURING THE PROGRESS OF WORK, THE CONTRACTOR SHALL PROVIDE ACCESS FOR LOCAL TRAFFIC.
9. CONTRACTOR MAY LIMIT SAW CUT & PAVEMENT REMOVAL TO ONLY THOSE AREAS WHERE IT IS REQUIRED AS SHOWN ON THE CONSTRUCTION PLANS, BUT IF ANY DAMAGE IS INCURRED ON ANY OF THE SURROUNDING PAVEMENT, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ITS REMOVAL, REPLACEMENT, AND/OR REPAIR.
10. ALL PAVING AND CURB TO BE REMOVED ARE TO BE REMOVED USING FULL-DEPTH SAWCUT 2' OFF EXISTING BACK OF CURB.
11. ANY ADDITIONAL CONCRETE PAVING, FOOTINGS OR STRUCTURES NOT IDENTIFIED ON THIS PLAN SHALL BE LOCATED BY CONTRACTOR AND SUBMITTED TO ENGINEER FOR APPROVAL.
12. CONTRACTOR SHALL EXERCISE EXTREME CAUTION AS SITE CONTAINS PRIVATE AND PUBLIC UTILITIES. CONTRACTOR SHALL CALL 811 "CALL BEFORE YOU DIG" AT LEAST 72 HOURS PRIOR TO COMMENCING DEMOLITION OR CONSTRUCTION ACTIVITIES. CONTRACTOR SHALL CONTACT ANY OTHER UTILITY COMPANIES WHO DO NOT SUBSCRIBE TO THE 811 "CALL BEFORE YOU DIG" PROGRAM FOR LINE MARKINGS. THE CONTRACTOR BEARS SOLE RESPONSIBILITY FOR VERIFYING LOCATIONS OF EXISTING UTILITIES, SHOWN OR NOT SHOWN, AND FOR REPAIRING ANY DAMAGE DONE TO THESE FACILITIES.
13. ELECTRICAL, TELEPHONE, CABLE, WATER, FIBER OPTIC CABLE, AND GAS LINES REQUIRED TO BE REMOVED OR RELOCATED SHALL BE COORDINATED WITH THE AFFECTED UTILITY COMPANY. ADEQUATE TIME SHALL BE PROVIDED FOR RELOCATION AND CLOSE COORDINATION WITH THE UTILITY COMPANY IS NECESSARY TO PROVIDE A SMOOTH TRANSITION IN UTILITY SERVICE. CONTRACTOR SHALL PAY CLOSE ATTENTION TO EXISTING UTILITIES WITHIN ROAD RIGHT OF WAYS DURING CONSTRUCTION.

811 Know what's below. Call before you dig.

BENCHMARKS

WARNING: CONTRACTOR IS TO VERIFY PRESENCE AND EXACT LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.

TBM 100:
MAG NAIL IN CONC. LOCATED ON THE NORTH SIDE OF A SIDEWALK ON THE NORTH SIDE OF TINAJERO WAY
N: 10109082.81'
E: 3182429.85'
ELEV: 576.15'

TBM 101:
MAG NAIL IN CONC LOCATED ON THE NORTH SIDE OF A SIDEWALK ON THE NORTH SIDE OF TINAJERO WAY
N: 10109962.14'
E: 3181826.19'
ELEV: 576.41'

CONSULTANTS

PROJECT TITLE

TOWER RD APARTMENTS

ISSUE #	DATE	DESCRIPTION
3	01/17/2025	ASI 003 IFC SET
9	7/31/26	Tree Removal Permit

CERTIFICATION

DRAWN BY	EN
CHECKED BY	CK
COMMISSION NUMBER	1393-289

SHEET TITLE

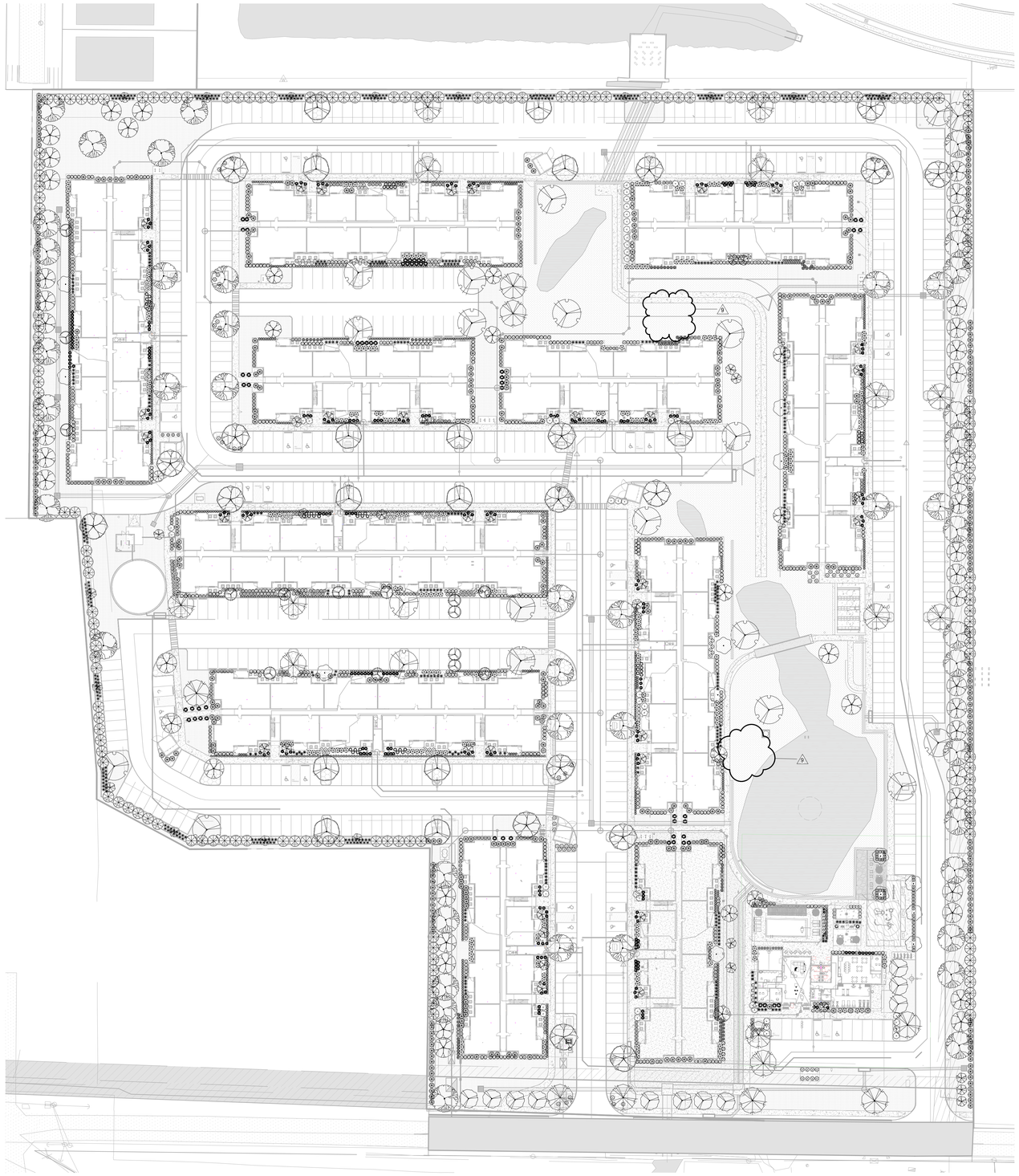
TREE PRESERVATION PLAN

SHEET NUMBER

LD-002

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Autodesk Docs://1393-289 Tower Road - Manor TX/1393-289_Tower-Road_LAND_2023.rvt
7/31/2026 3:06:25 PM



1 LP-100 OVERALL PLANTING PLAN
1" = 40'-0"

Plant Schedule

Plant Code	Botanical Name	Common Name	Size	Container	Remarks	Count
LARGE TREES						
AG	Acer grandidentatum	Bigtooth Maple	3" Cal.	B&B	Deciduous	12
FA	Fraxinus albicans	Texas Ash	3" Cal.	B&B	Deciduous	14
MG	Magnolia grandiflora	Southern Magnolia	3" Cal.	B&B	Evergreen	45
PC	Pistacia chinensis	Chinese Pistache	3" Cal.	B&B	Deciduous	18
PM	Platanus mexicana	Mexican Sycamore	3" Cal.	B&B	Deciduous	22
TD	Taxodium distichum	Bald Cypress	3" Cal.	B&B	Evergreen	22
UC	Ulmus crassifolia	Cedar Elm	3" Cal.	B&B	Deciduous	46
LARGE TREES: 179						179
Mitigation Trees						
EX-P	Existing Tree		-		Existing Tree to Remain	2
Mitigation Trees: 2						2
SMALL TREES						
CL	Chilopsis linearis	Desert Willow	2" Cal.	B&B	Deciduous	68
CT	Cercis canadensis texensis	Texas Redbud	2" Cal.	B&B	Deciduous	12
LI	Lagerstroemia indica	Crape Myrtle	2" Cal.	B&B	Deciduous	14
SS	Sophora secundiflora	Texas Mountain Laurel	2" Cal.	B&B	Evergreen	16
SMALL TREES: 110						110
LARGE SHRUBS						
Hs	Hibiscus syriacus	Rose of Sharon	#5	Container	Deciduous	1
Ic	Ilex cornuta `Burfordii`	Burford Holly	#5	Container	Evergreen	165
Lf	Leucophyllum frutescens	Texas Sage	#5	Container	Evergreen	377
LARGE SHRUBS: 543						543
PERENNIALS/GRASSES/CACTI						
bc	Bouteloua curtipendula	Side Oats Grama	#3	Container	Deciduous	83
mc	Muhlenbergia capillaris	Pink Muhly Grass	#3	Container	Deciduous	232
ml	Muhlenbergia lindheimeri	Lindheimer`s Muhly	#3	Container	Dediduous	247
nt	Nassella tenuissima	Mexican Feather Grass	#3	Container	Deciduous	1282
oe	Opuntia ellisiana	Spineless Prickly Pear	#5	Container	Cactus	62
pa	Perovskia abrotanoides	Russian Sage	#3	Container	Perennial	88
pf	Pennisetum alopecuroides	Fountain Grass	#3	Container	Perennial	214
pv	Panicum virgatum	Switch Grass	#3	Container	Deciduous	455
sg	Salvia greggii	Autumn Sage	#3	Container	Evergreen	216
PERENNIALS/GRASSES/CACTI: 2879						2879
SMALL SHRUBS						
Aw	Anisacanthus wrightii	Wright`s Desert Honeysuckle	#3	Container	Deciduous	372
Dt	Dasylirion texanum	Texas Sotol	#3	Container	Evergreen	58
Hp	Hesperaloe parviflora	Red Yucca	#3	Container	Evergreen	69
Iv	Ilex vomitoria `Nana`	Dwarf Yaupon Holly	#5	Container	Evergreen	221
Ra	Rhus aromatica	Fragrant Sumac	#5	Container	Deciduous	53
Su	Salvia rosmarinus	Rosemary	#3	Container	Evergreen	51
SMALL SHRUBS: 824						824

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ALL TREES TO BE PLANTED 4' - 5' MIN. FROM UTILITIES.

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PROJECT TITLE

TOWER RD APARTMENTS

ISSUE #	DATE	DESCRIPTION
	06/26/2024	PRE-BID PAGE FLIP
	07/15/2024	PERMIT SET
3	01/17/2025	ASI 003 IFC SET
4	01/31/2025	ASI 004
9	7/31/26	Tree Removal Permit

CERTIFICATION

DRAWN BY	EN
CHECKED BY	CK
COMMISSION NUMBER	1393-289

SHEET TITLE

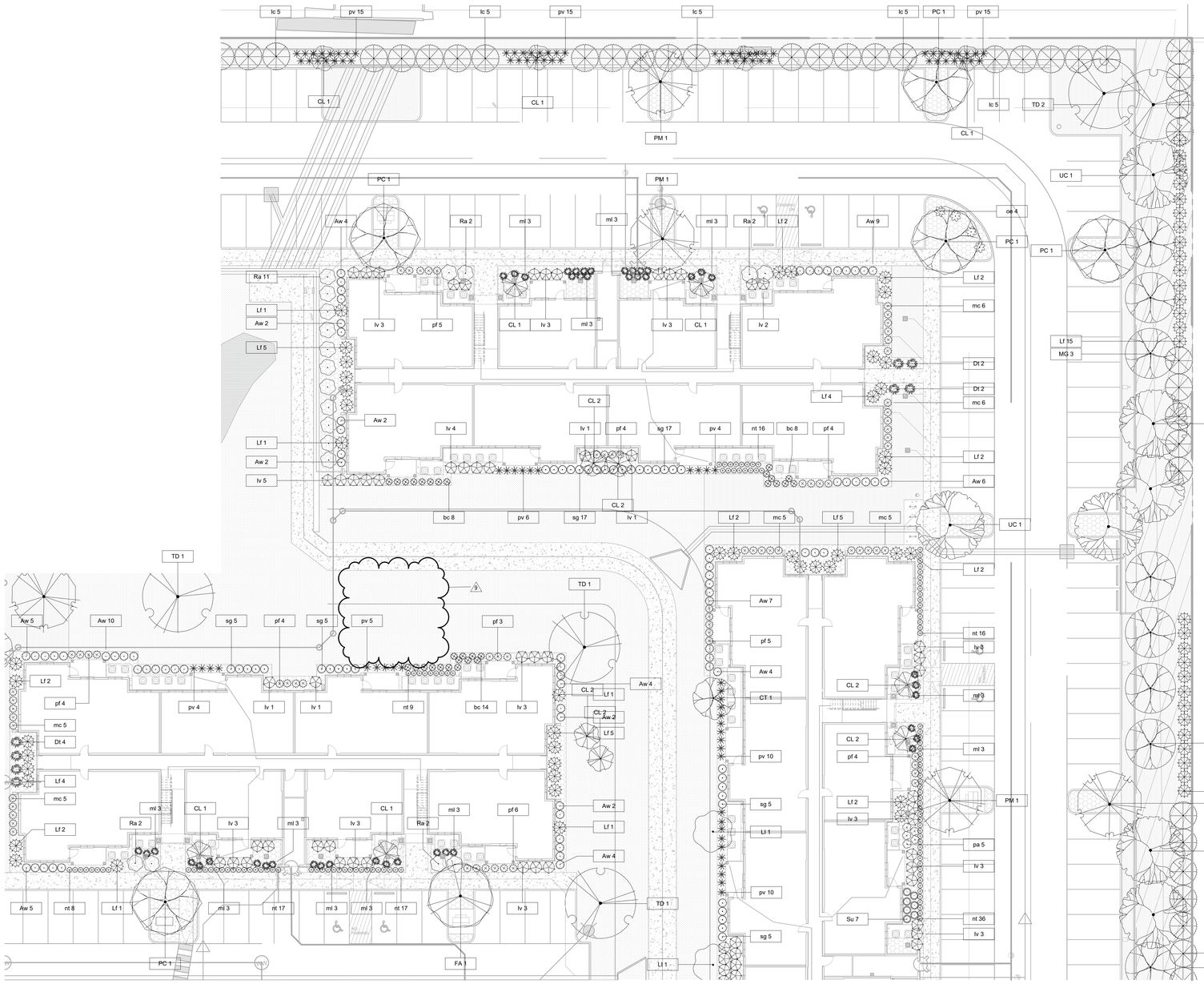
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SHEET NUMBER

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1 LP-103 SITE - PLANTING PLAN C
1/16" = 1'-0"

0' 8' - 0" 16' - 0" 32' - 0" 64' - 0"

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ALL TREES TO BE PLANTED 4' - 5' MIN. FROM UTILITIES.

Plant Schedule

Plant Code	Botanical Name	Common Name	Size	Container	Remarks	Count
LARGE TREES						
AG	Acer grandidentatum	Bigtooth Maple	3" Cal.	B&B	Deciduous	12
FA	Fraxinus albicans	Texas Ash	3" Cal.	B&B	Deciduous	14
MG	Magnolia grandiflora	Southern Magnolia	3" Cal.	B&B	Evergreen	45
PC	Pistacia chinensis	Chinese Pistache	3" Cal.	B&B	Deciduous	18
PM	Platanus mexicana	Mexican Sycamore	3" Cal.	B&B	Deciduous	22
TD	Taxodium distichum	Bald Cypress	3" Cal.	B&B	Evergreen	22
UC	Ulmus crassifolia	Cedar Elm	3" Cal.	B&B	Deciduous	46
LARGE TREES: 179						179
SMALL TREES						
CL	Chilopsis linearis	Desert Willow	2" Cal.	B&B	Deciduous	68
CT	Cercis canadensis texensis	Texas Redbud	2" Cal.	B&B	Deciduous	12
LI	Lagerstroemia indica	Crape Myrtle	2" Cal.	B&B	Deciduous	14
SS	Sophora secundiflora	Texas Mountain Laurel	2" Cal.	B&B	Evergreen	16
SMALL TREES: 110						110
LARGE SHRUBS						
Hs	Hibiscus syriacus	Rose of Sharon	#5	Container	Deciduous	1
Ic	Ilex cornuta `Burfordii`	Burford Holly	#5	Container	Evergreen	165
Lf	Leucophyllum frutescens	Texas Sage	#5	Container	Evergreen	377
LARGE SHRUBS: 543						543
PERENNIALS/GRASSES/CACTI						
bc	Bouteloua curtipendula	Side Oats Grama	#3	Container	Deciduous	83
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DRAWN BY	EN
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COMMISSION NUMBER	1393-289

SHEET TITLE

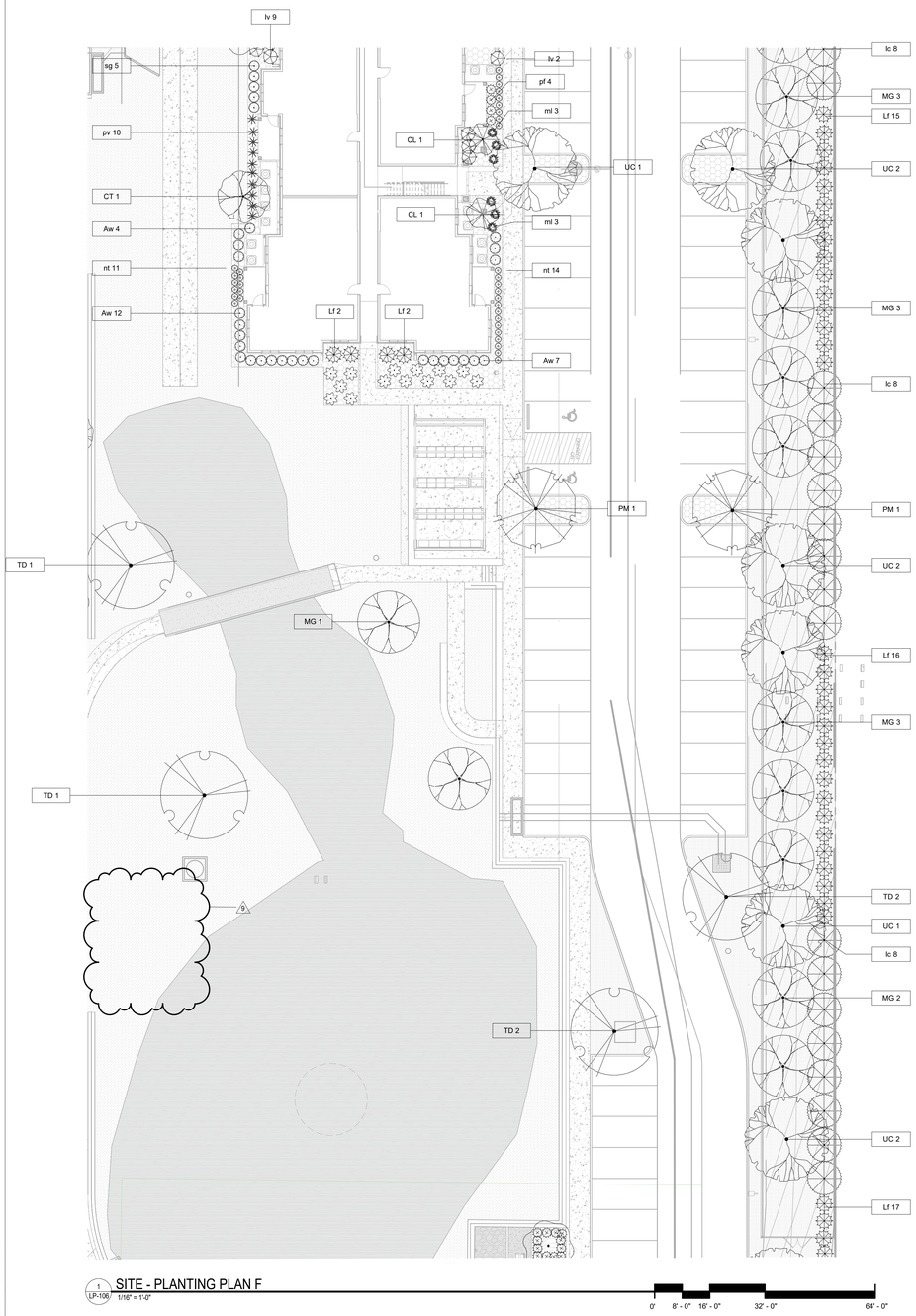
SITE - PLANTING PLAN C

SHEET NUMBER

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1 LP-106 SITE - PLANTING PLAN F
1/16" = 1'-0"

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PROJECT TITLE

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CERTIFICATION

DRAWN BY	EN
CHECKED BY	CK
COMMISSION NUMBER	1393-289

SHEET TITLE

SITE - PLANTING PLAN F

SHEET NUMBER

LP-106

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AGENDA ITEM NO. 4

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Coordinated Sign Plan for Manor Commons NE, being located at the northeast corner of US Hwy 290 and N. FM 973.
Applicant: FSG
Owner: Timmermann Commercial Investments, LP

BACKGROUND:

This Coordinated Sign Plan (CSP) is for Phase 3 of Manor Commons at the northeast corner of US Hwy 290 and N. FM 973 that is currently under construction. The CSP provides for high and low freestanding signs for individual pad sites and multi-tenant signs for the Development, as well as attached signs and temporary signs.

Sign Type A: 50' tall multi-tenant pylon sign located at the intersection of US Hwy 290 and N. FM 973. There is one (1) of this sign type. It is a two-sided sign, with each side being approximately 336 square feet of signage area, divided into 4 tenant panels.

Sign Type B: 30' tall multi-tenant pylon sign located at the intersection of N. FM 973 and Manor Commerce Blvd, and for the multi-tenant shell building. There are two (2) of this sign type. They are two-sided signs, with each side being approximately 162.5 square feet of signage area, divided into 9 tenant panels.

Sign Type D: 25' tall single tenant pylon sign located on pad sites along US Hwy 290 and N. FM 973. There are thirteen (13) of this sign type. They are two-sided signs, with each side being approximately 48 square feet of signage area and for the use by the tenant of the lot on which they're placed. These signs must be placed a minimum of 120' apart from one another, and centered or nearly centered on the lot on which they're placed.

Sign Type E: 8' tall single tenant monument sign located on interior pad sites. There are three (3) of these sign types. They are two-sided signs, with each side being approximately 64 square feet of signage area and for use by the tenant of the lot on with they're placed.

Attached wall signs:

There is one proposed multi-tenant building within the development and the CSP provides for the maximum size and placement of these attached signs on the building's facades. The sign plan allows for 30" tall signs on the building's front façade, and 24" tall signs on the building's rear façade. Staff recommends that one sign each matching the rear façade sign specifications also be permitted on the building's side façades. It is very common for corner tenants to want signage on all three of their facades to take advantage of their prime corner locations.

For all other buildings in the development, they are permitted wall signage up to 20% of the wall area on the façade on which they're placed. This is the same amount of wall signage allowed for businesses in the Manor Crossing development.

Temporary Signs: The CSP allows three temporary sign types – New Business Temporary Signs, Development Signs, and Construction Signs.

New Business Temporary Signs – require a permit, can be up to 48 square feet, allowed 60 days prior to a planned business opening and removed within 60 days of business opening

Development Signs – Allows for the development name, developer name, and leasing information. Up to three within the project and 64 square feet. Signs must be removed within 12 months of the first Certificate of Occupancy granted in the development.

Construction Signs – Allows for contractor and engineer and other design professional information. One allowed for each lot's frontage and up to 32 square feet. Can only be erected after a building permit is issued, and removed within 30 days of a Certificate of Occupancy being granted.

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

- Coordinated Sign Plan

ACTIONS:

Discretion	Discretionary

Subdivision Review Type	Not Applicable

Actions	Approve, Approve with Conditions or Modifications, Deny, Postpone

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Planning and Zoning Commission approve a Coordinated Sign Plan for Manor Commons NE, being located at the northeast corner of US Hwy 290 and N. FM 973, with the addition that one sign each matching the rear façade's sign specifications also be permitted on the multi-tenant building's side façades.

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

MANOR COMMONS NEC (EXHIBIT 1)

Coordinated Sign Plan

Division 1: General Provisions

1. **Purpose.** The purpose of this Coordinated Sign Plan ("CSP") is to establish the standard for signage within the Sign District including the Manor Commons development and the adjacent outparcel pad lots (collectively the "Pads"). All together shall be considered the "Sign District." Unique and creative signage and graphic design is encouraged to enhance visual image and define identity of the development and individual tenants.

2. **Applicability**. The CSP shall apply to all properties in the Sign District. The CSP shall take precedence over any other current or future City of Manor ("City") ordinance governing signage. Any requirement or regulation not specifically addressed in these Regulations shall revert to the City ordinances in effect at the time of permitting.

3. Signage shall be as per Article 15.04, Code of Ordinances, except as may be modified by this Coordinated Sign Plan.

4. **Definitions**
   a. *Awning Sign.* Any sign with its copy on a shelter made of any material, such as fabric, flexible plastic or metal, that is supported by or stretched over a frame and attached to an exterior wall of a building or other structure. See Exhibit for an example.
   b. *Construction Sign.* Any temporary sign erected on the premises of an existing construction project and designating the architect, contractor, designer or builder, or developer, or the name and nature of the project.
   c. *Directional Sign* Any sign placed within the project site for the purpose of directing both vehicular and/or pedestrian traffic. See Exhibit for an example.
   d. *Directories.* Directories are signs, cabinets, maps or other informational presentations of project site layout indicating the location of buildings, amenities, tenants and other site features intended to be read by pedestrians located in sidewalks, plazas, and other pedestrian areas.
   e. *Identity Element*. means a freestanding sign that may or may not display a commercial message, but is typically used to identify the development, a specific area within the development, or a building.
   f. *Mural.* Graphic or artistic expression which is painted or applied to exterior or interior wall surfaces that is not commercial advertising in context.
   g. *Non-Commercial Message* means any message that is not a commercial message such as community or school related events.
   h. *Premise Sign* means any sign the message of which relates to the premises on which it is located.
   i. *Secondary Sign.* Any sign or signage that does not identify the specific tenant's name, but references general goods sold or services performed in the facility.
   j. *Short term or specific use parking sign.* Any sign or signage that does not identify the specific tenant's name but references a specified maximum amount of time allowed for parking in a specified space. Short Term Parking Signs shall be considered *Private traffic/parking control signs* but shall not be required to comply with 15.04.017 (9) A-D unless "Towing Enforced" is indicated.
   k. *Sign District* means the entire Property subject to these sign regulations.
   l. *Sign, Development.* Temporary signage used to promote leasing interest in the Center.
   m. *Sign, face area / "Allowable Area"*. As defined in the Ordinance except: For attached

signs this shall be exclusive of any material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed. Allowable Area does not include such features as decorative or ornamental elements or features, borders, trims, backer cabinet or any supporting structure which is used solely for the support of the sign.

n. *Window Sign*. A sign or graphic affixed to the glass storefront using vinyl or other Landlord approved product. These signs may include a variety of text such as the tenant's name, store hours, website, products, trade names, etc.

Division 2: Sign Regulations

5. **General**
   a. Any sign that may display a commercial message may also display a noncommercial message, either in place of or in addition to the commercial message, so long as the sign complies with other requirements of these Regulations.
   b. Illumination
      i. Except as otherwise provided herein, all Premise Signs may be internally illuminated or illuminated by external sources, in accordance with the City's Outdoor Lighting code.
      ii. No temporary sign (Construction, Development, or otherwise temporary) can be illuminated.
   c. The maximum areas of any sign shall be calculated based on the Allowable Area definition.
   d. The minimum setback from property line adjacent to right-of-way shall be per City Ordinance. Street, boundary line and all other setbacks and minimum street frontages regulations shall not be applicable to the 50' multi-tenant Shopping Center sign or directional signs.
   e. A sign permit can be released prior to the building permit, but building permit must be submitted for review. If the sign permit is released before approval or issuance of the building permit, and the building plans change that would affect the size or placement of the sign, the city can revoke or cause changes on the issued sign permit. If a sign is not modified as result of changes to the building, certificate of occupancy will be withheld.

6. **Attached Signs**
   a. Attached Signs shall be limited to twenty (20) percent of the total wall area of the façade. Total width of Tenant wall signs shall not exceed seventy-five (75) percent of the width of associated tenant space.
   b. Attached signs may be placed on front, rear and sides of the building.
   c. Secondary Signs are allowed on any building façade in any quantity provided the total tenant signage area complies with the area limitations defined above.
   d. The maximum size of any one attached sign shall not exceed 225 square feet.
   e. Attached Signs may be attached to architectural feature elements that are part of the building façade and are not required to be adjacent to associate tenant space.
   f. Illuminated signage must be utilize 2" D x 12" H raceways/wireways that are concealed and not visible to the public by using a 1/8" aluminum backer plate "cloud". Individual channel letters or any sort of cabinet sign may only be utilized if expressly permitted by the owner of the Lot.
   g. If an attached sign is internally illuminated and has a background that is white/yellow/light colored, such as background shall be opaque with translucent letters and symbols.

7. **Awnings Signs / Canopy Signs**
   a. When used in addition to Wall Signs, signs printed on, painted on, or attached onto a canopy or awning shall not exceed two-thirds of the width of the width of the canopy or awning. In addition to lettering, the awning or canopy may contain graphic depictions that do not exceed four (4) square feet in area. Awning signs shall not be internally illuminated.
   b. Canopy and canopy band face may utilize Tenant branded colors in addition to structure's exterior building materials.

8. **Murals**
   a. Murals shall be allowed on any building façade subject to the following restrictions.
      i. Murals shall not be calculated as part of the Allowable Area, unless the contain commercial message or branding.
      ii. Area is defined by drawing a rectangle around the outer limits of the mural. The total area of murals on any building façade shall be limited to 40% of that façade.
      iii. Murals shall be works of art or photographs and shall not advertise a particular tenant, business, or product.

9. **Directional Signs & Directories**
   a. Traffic control and vehicular or pedestrian directional signs may be placed along internal drives, parking lot areas, and pedestrian walks.

10. **Projecting Signs**
   a. Projecting signs should be attached at a ninety-degree (90°) angle to the building façade. Projecting signs may be installed at forty-five (45°) degrees when mounted at building corner conditions. Signs shall not project beyond the property line or over a vehicular surface.
   b. Signs shall have a maximum projection of five (5') feet from the face of the building or feature element that the sign is attached to.
   c. Signs shall have a maximum projection of five (5') feet from the face of the building or feature element that the sign is attached to.
   d. Projections into private vehicular areas such as parking spaces, drive aisles, and fire lines shall have a minimum clearance of fourteen (14') feet.
   e. A minimum clearance of eight (8') feet shall be provided for projections above pedestrian areas such as sidewalks.
   f. Projecting signs may be located above the roofline or parapet wall line if mounted on a wall or feature element that rises above the roofline or parapet wall line.

11. **Site Signage**
   a. A comprehensive site signage program for the Timmermann Freestanding high profile and secondary signage is attached as Exhibit A and design elevations attached as Exhibit B, C.
   b. Minor deviations from the design elevations shown shall be permitted at the discretion of the Planning Department as designs are intended to be conceptual and not exact. All signs shown in these exhibits are permitted at the locations generally shown, although none of these signs are required to be constructed.
   c. Off Premises signs are allowed for the Timmermann Freestanding Sign, and up to one freestanding high-profile sign for Lot 25. This off premises pertains to properties within Manor Commons Phase 3 (NEC).
   d. Signage shall have a minimum of 120 square feet of landscape area approved at time of permitting at the base of the sign. Freestanding signs shall comply with the following.
      i. One high profile sign, the "Timmermann Freestanding Sign", shall be allowed per

the Exhibit C of the Manor Commons Phase 3 Development Agreement dated July 5, 2023, with up to a maximum of fifty (50') feet in height in a location within the project as shown on Exhibit A.

1. Timmermann Freestanding Sign shall be substantially as shown in the design drawings in Exhibit A, with Face Area allowed as shown.
2. For a clean and cohesive look and to meet the requirement of 15.04.018 (170(D), all panels for the Timmermann Freestanding Sign, Manor Commons Monument Sign, on-site and off-site signs, and Pads shall be tenant or user selected color copy on white backgrounds only. White, yellow, and light-colored backgrounds shall be opaqued with translucent letters and symbols. Opaque means only that the material must not transmit light from the internal illumination source. – Refer to Exhibit A, B, C, D for panel locations.
3. A sign permit for this sign may be released prior to any building permit.

ii. All pads shall be limited to one high profile sign per platted lot.
Exception on Lot 5 (Corner Lot) where the 50' Main Timmermann Freestanding sign and a 25' Pad High Profile sign will be located.

iii. See Sign Type D

1. All Pad pylon signs shall adhere to the design elevation as shown on Exhibit D
2. All Pad pylon signs shall be allowed up to forty (48) square feet of signage panel on each side of the pylon (as shown on Exhibit D) but may reduce tenant cabinet for proportion to tenant branding
3. Pad pylon shall be a minimum of fifteen (15') feet from property lines shared with an adjacent Lot

iv. See Sign type E (monument sign)

12. **Temporary Signs**
    a. New business Temporary Signs may be erected up to 60 days prior to the planned opening and shall be removed within 60 days after tenant opening.
    b. **A permit is required for temporary signs.**
    c. Temporary signs attached and unattached may be up to 48 square feet.
    d. Temporary signs may not be illuminated
    e. Development Signs shall conform to 15.04.018 (9) (F) except as follows:
        i. The Development Sign will allow the Shopping Center name, the developer name, and Leasing info.
        ii. A maximum of up to three (3) Development Signs shall be allowed for Project.
        iii. Sign to be removed 12 months after the first Certificate of Occupancy is provided within the Shopping Center.
    f. Construction Signs are allowed but shall not exceed thirty-two (32) square feet per sign and quantity shall be no more than one sign per frontage. Such signs shall not be erected prior to the issuance of the related building permit and shall be removed not later than 30 days after the issuance of the related certificate of occupancy and/or SWPPP NOT, whichever is later
13. **Window Signs**
    a. Window signs area shall be allowed to cover up to 30% of the storefront plate glass area and shall not count against the Allowable Sign Area.



MANOR COMMONS

Phase III Sign Program

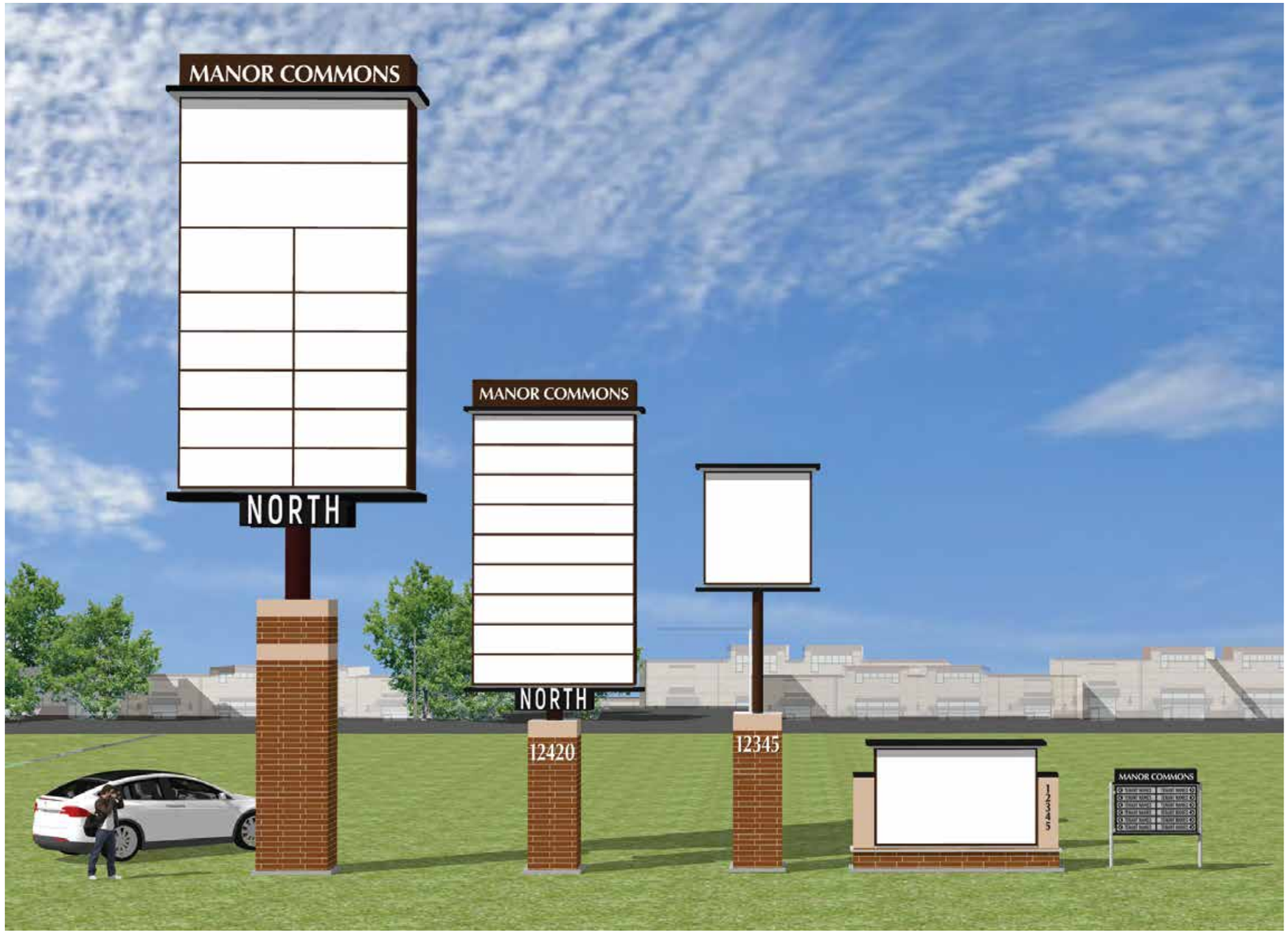
SWC US 290 & FM 973
Manor, TX 78653

EXHIBIT 2

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10212 METRIC BLVD.
AUSTIN, TEXAS 78758
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Manor Commons Phase 3 / Sign Program

SIGN FAMILY



A 50' PYLON / MULTI-TENANT

B 30' PYLON / MULTI-TENANT

D 30' PYLON / SINGLE-TENANT

E 12' MONUMENT / SINGLE-TENANT

C DIRECTIONAL SIGN

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Manor Commons Phase 3
SWC US 290 & FM 973
Manor, TX 78653

Start Date: 06/10/2025
Last Revision: 09/29/2026
WO # E1012258
Dwg.# E1012258_Manor Commons 260217 R4

Design:
Ben Anglin
Sales:
Bob Strobeck

CLIENT APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation.

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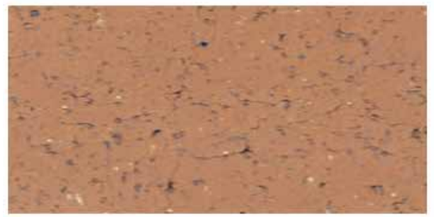
BRICK SPECIFICATIONS

INTERSTATE BRICK



PRIMARY BRICK

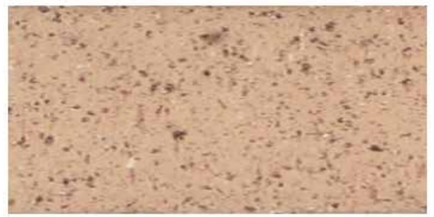
Interstate™
Copperstone Brick

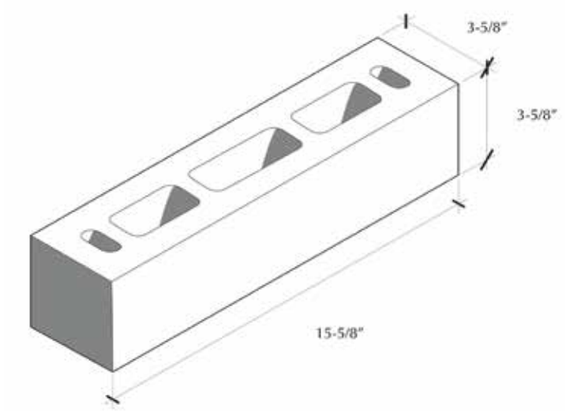


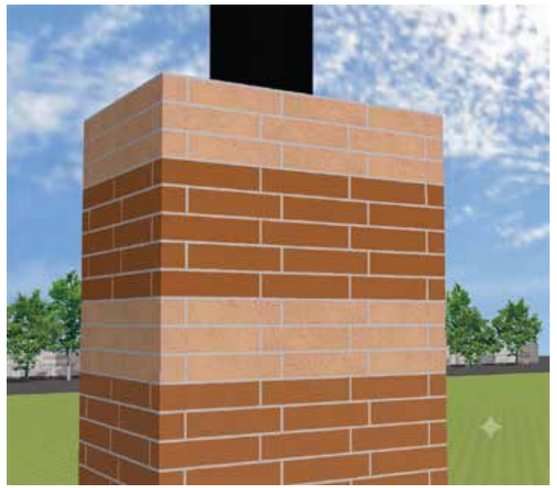


ACCENT BRICK

Interstate™
Desert Sands Brick







BRAND FONT: OPTIMA BOLD

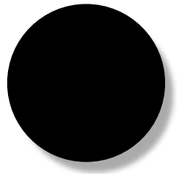
MANOR COMMONS

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

DIN CONDENSED BOLD / GEOMARKERS

NORTH
SOUTH
EAST
WEST

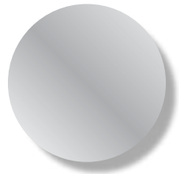
POLYURETHANES



Matthews Black



Matthews 313
Dark Bronze



Matthews
Brushed Aluminum

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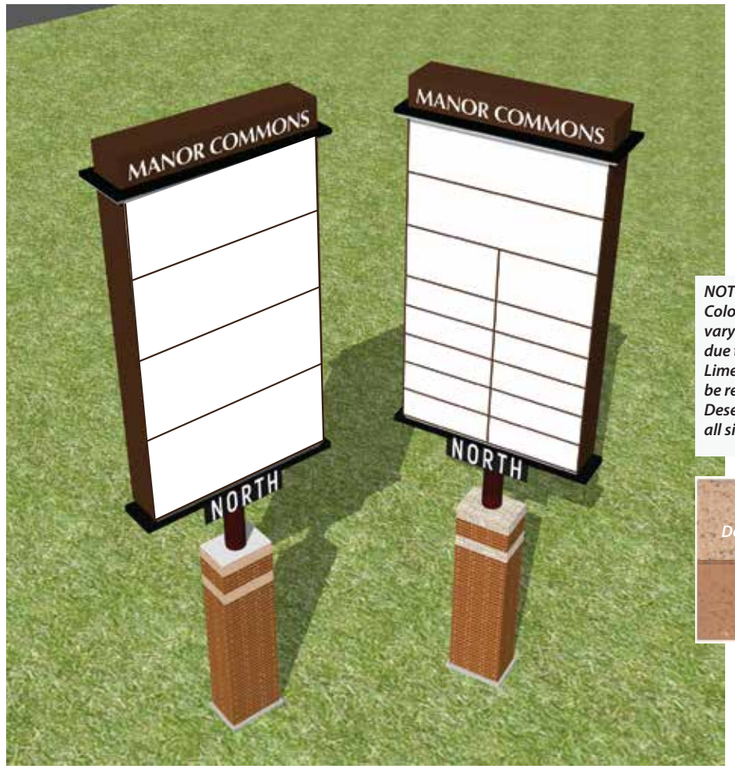
Manor Commons Phase 3 / Sign Program

A 50' PYLON / MULTI-TENANT
Scale: nts

- Fabricate and install one (1) Double-sided pylon built to MET specifications;
- Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad; Pole staging per engineering tbd;
- Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
- Header cabinet (top) to have welded tubular framework covered in .090" aluminum finished in MP 313 Dark Bronze; [MANOR COMMONS] to be routed out and backed with white 3/16" acrylic; White LED illumination;
- Tubular aluminum collars below lettering to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- Tenant cabinet to have welded tubular framework with .090" aluminum sides, top and bottom finished in MP 313 Dark Bronze; Upper two rows of tenant faces to be Modified white acrylic; Lower faces to be white Acrylic; White LED illumination;
- All faces to have block-out material on backgrounds, leaving only lettering illuminated;
- Tubular aluminum collars below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- [NORTH] to be routed .5" white acrylic letters over .090" alum. panel(s) finished MP Black; Letters spacer mount with a .25" standoff; Plates bracket mount to soffit area of sign cabinet;
- Electrical requirement: 120-277v to be supplied at sign location by others;



Matthews Black | *Matthews 313 Dark Bronze* | *Matthews Brushed Aluminum* | *Interstate™ Copperstone Brick* | *Interstate™ Desert Sands Brick*





NOTE:
Colors in 3D renderings vary from true colors due to 3D program. Limestone accents to be replaced with Desert Sands Brick on all sign types.

Interstate™ Desert Sands Brick

Interstate™ Copperstone



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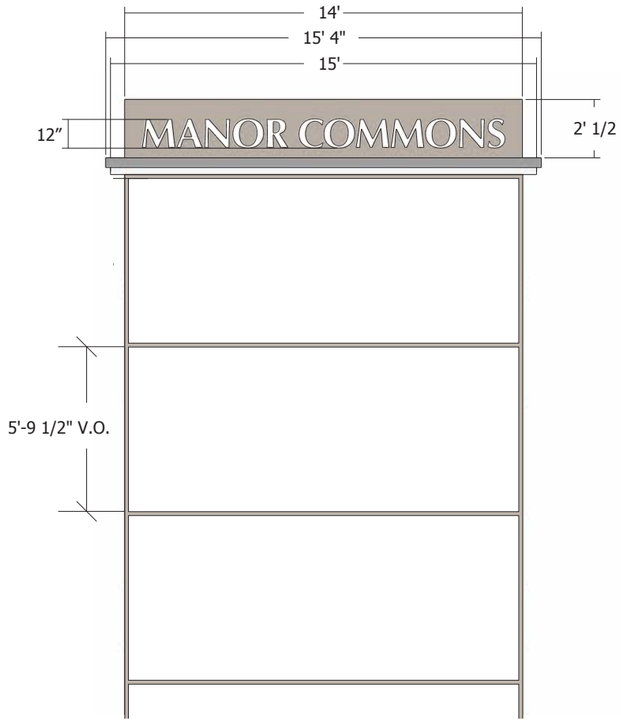
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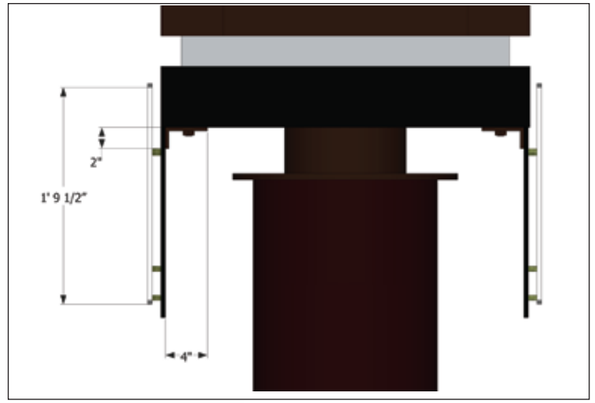
A 50' PYLON / MULTI-TENANT
Scale: nts

- Fabricate and install one (1) Double-sided pylon built to MET specifications;
- Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad; Pole staging per engineering tbd;
- Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
- Header cabinet (top) to have welded tubular framework covered in .090" aluminum finished in MP 313 Dark Bronze; [MANOR COMMONS] to be routed out and backed with white 3/16" acrylic; White LED illumination;
- Tubular aluminum collars below lettering to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- Tenant cabinet to have welded tubular framework with .090" aluminum sides, top and bottom finished in MP 313 Dark Bronze; Upper two rows of tenant faces to be Modified white acrylic; Lower faces to be white Acrylic; White LED illumination;
- All faces to have block-out material on backgrounds, leaving only lettering illuminated;
- Tubular aluminum collars below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- [NORTH] to be routed .5" white acrylic letters over .090" alum. panel(s) finished MP Black; Letters spacer mount with a .25" standoff; Plates bracket mount to soffit area of sign cabinet;
- Electrical requirement: 120-277v to be supplied at sign location by others;

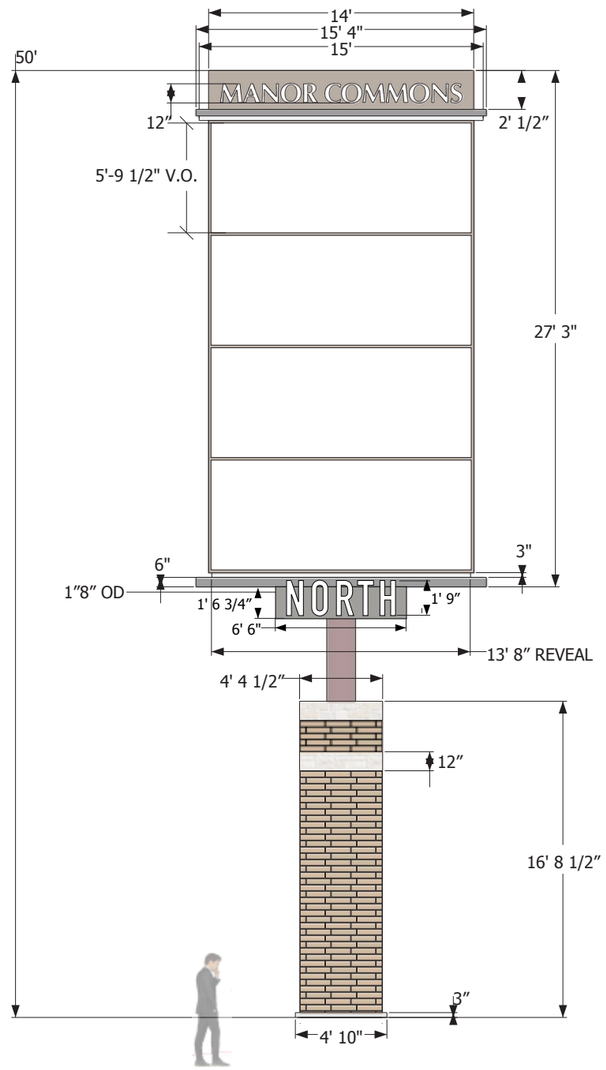


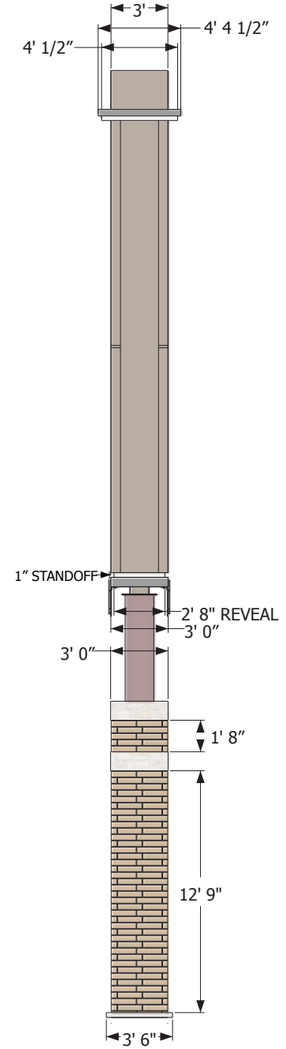


Detail;
Scale: 3/16" = 1'-0"



Section Detail;





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Design:
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Sales:
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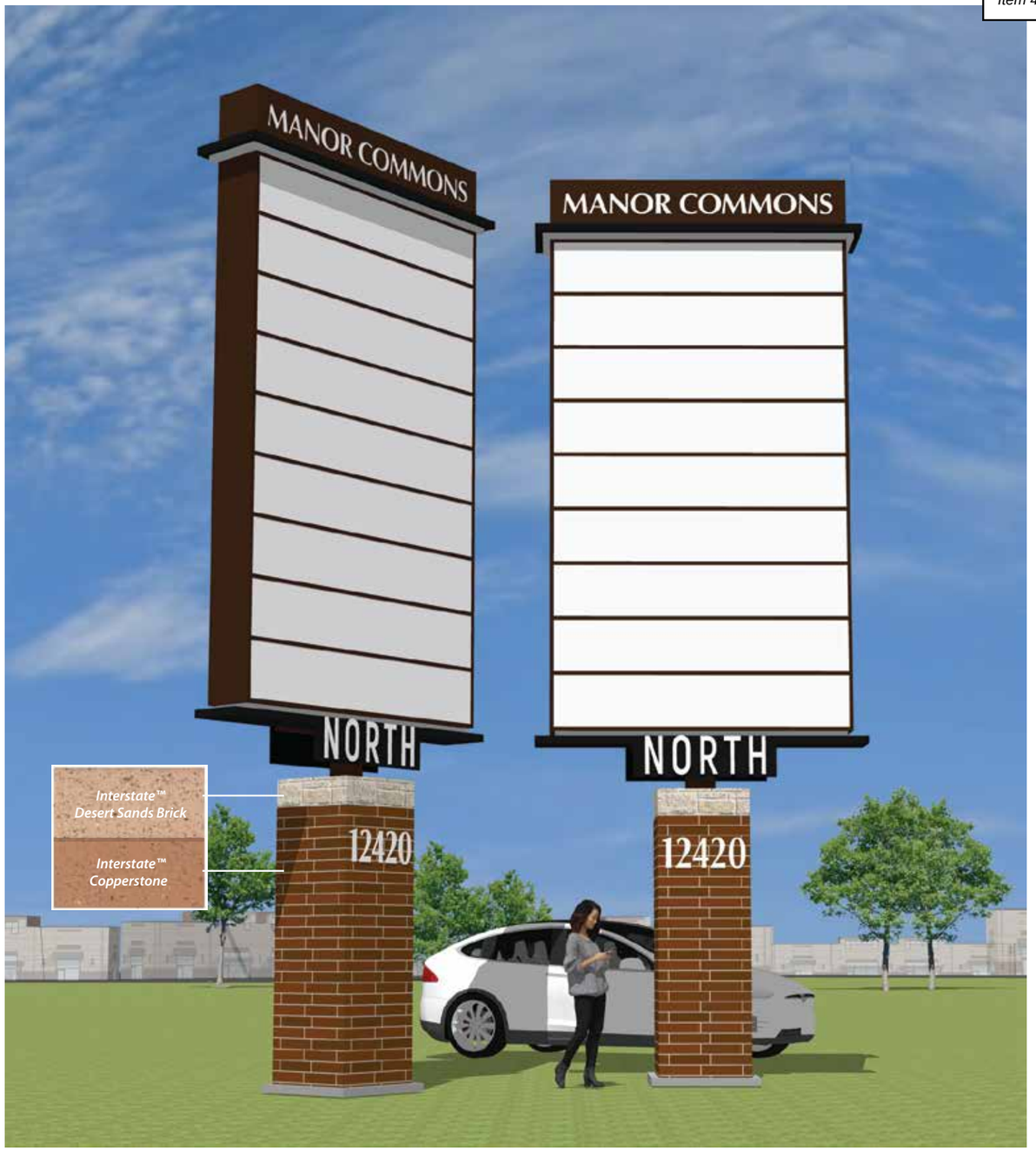
Manor Commons Phase 3 / Sign Program

B **30' PYLON / MULTI-TENANT**
Scale: nts

• Fabricate and install one (1) Double-sided pylon built to MET specifications;
• Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad; Pole staging per engineering tbd;
• Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
• Header cabinet (top) to have welded tubular framework covered in .090" aluminum finished in MP 313 Dark Bronze; [MANOR COMMONS] to be routed out and backed with white 3/16" acrylic; White LED illumination;
• Tubular aluminum collars below lettering to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
• Tenant cabinet to have welded tubular framework with .090" aluminum sides, top and bottom finished in MP 313 Dark Bronze; Upper two rows of tenant faces to be Modified white acrylic; Lower faces to be white Acrylic; White LED illumination;
• All faces to have block-out material on backgrounds, leaving only lettering illuminated;
• Tubular aluminum collars below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
• [NORTH] to be routed .5" white acrylic letters over .090" alum. panel(s) finished MP Black; Letters spacer mount with a .25" standoff; Plates bracket mount to soffit area of sign cabinet;
• Electrical requirement: 120-277v to be supplied at sign location by others;







Matthews Black | Matthews 313 Dark Bronze | Matthews Brushed Aluminum

Interstate™ Copperstone Brick | Interstate™ Desert Sands Brick

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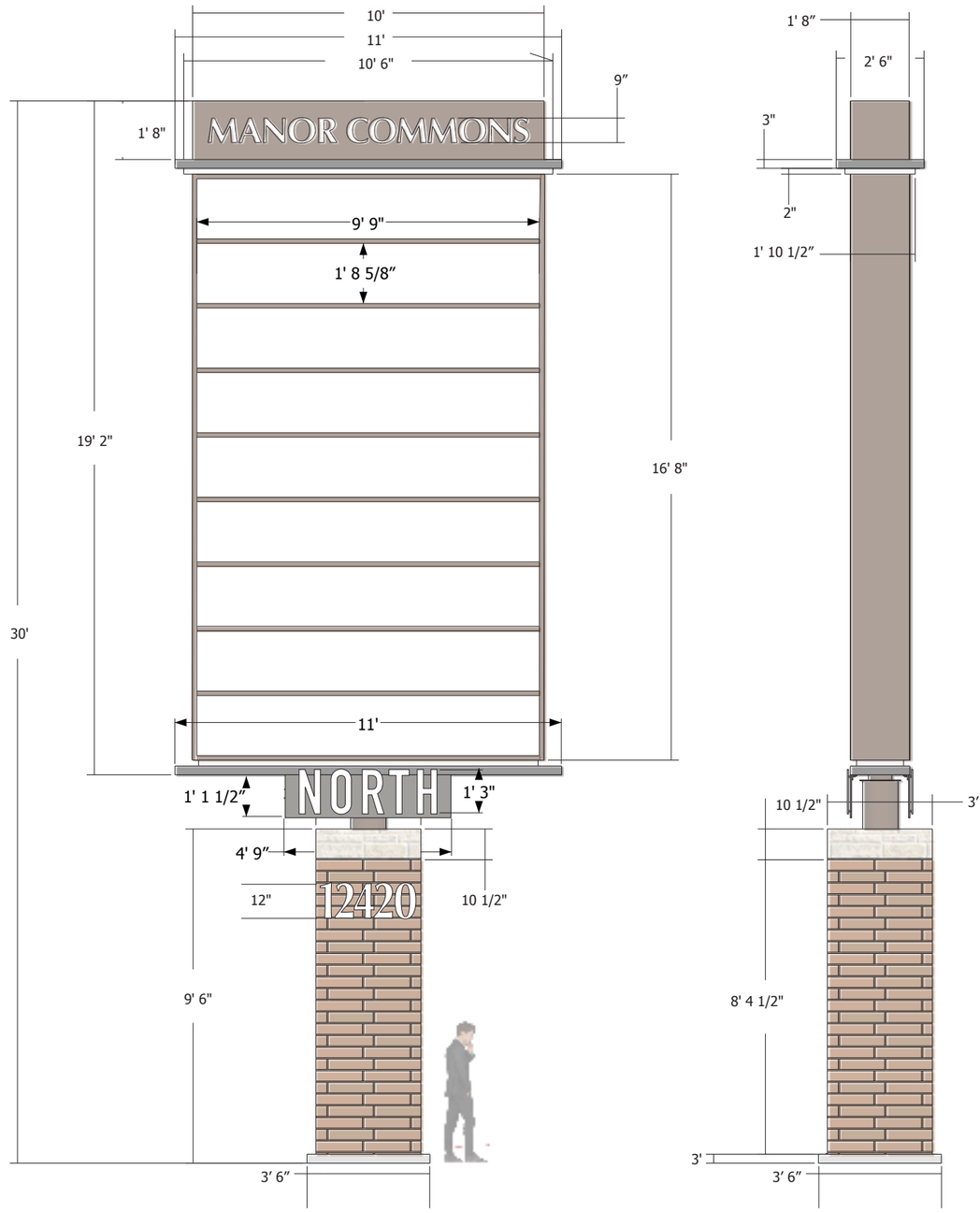
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B 30′ PYLON / MULTI-TENANT
Scale: 1/4″ = 1′-0″

- Fabricate and install one (1) Double-sided pylon built to MET specifications;
- Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad; Pole staging per engineering tbd;
- Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4″ x 16″];
- Header cabinet (top) to have welded tubular framework covered in .090″ aluminum finished in MP 313 Dark Bronze; [MANOR COMMONS] to be routed out and backed with white 3/16″ acrylic; White LED illumination;
- Tubular aluminum collars below lettering to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- Tenant cabinet to have welded tubular framework with .090″ aluminum sides, top and bottom finished in MP 313 Dark Bronze; Upper two rows of tenant faces to be Modified white acrylic; Lower faces to be white Acrylic; White LED illumination;
- All faces to have block-out material on backgrounds, leaving only lettering illuminated;
- Tubular aluminum collars below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- [NORTH] to be routed .5″ white acrylic letters over .090″ alum. panel(s) finished MP Black; Letters spacer mount with a .25″ standoff; Plates bracket mount to soffit area of sign;
- Electrical requirement: 120-277v to be supplied at sign location by others;





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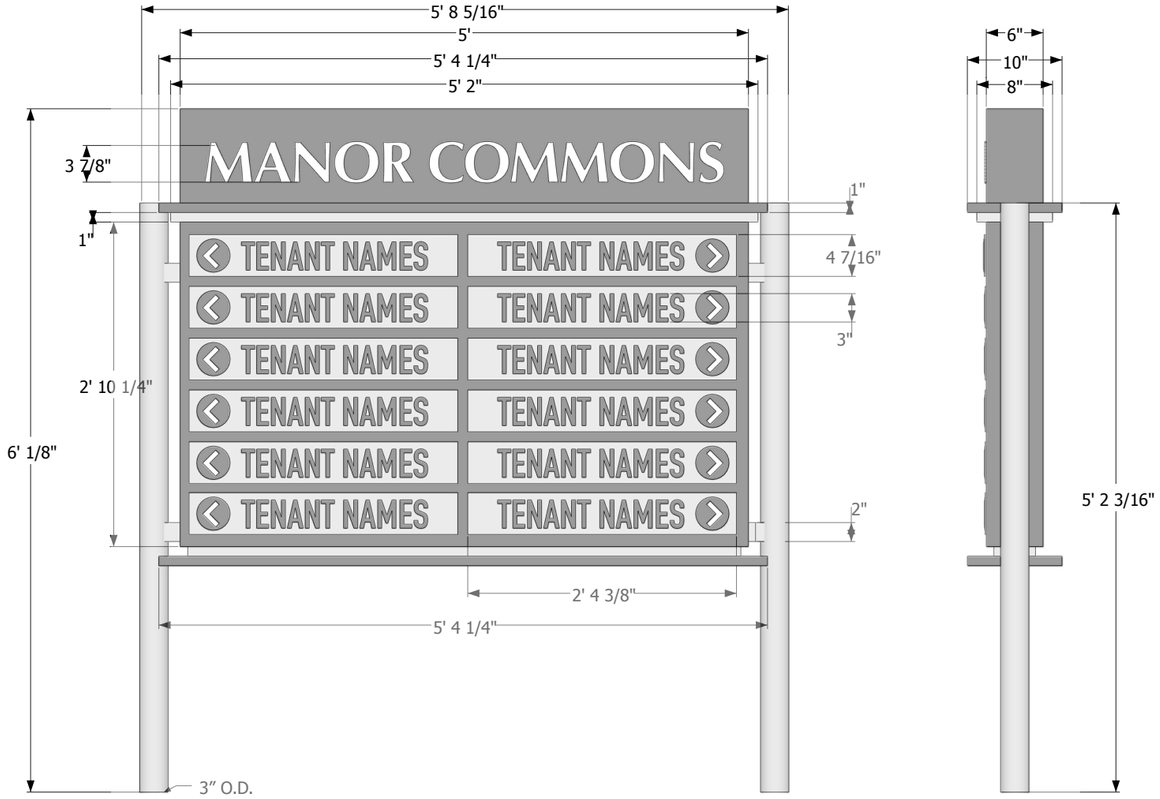
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E **DIRECTIONAL SIGN**
Scale: 3/4" = 1'-0"



- Fabricate and install one (1) Single-sided Directional Sign;
- Dual 3" O.D. Steel supports finished Matthews Brushed Aluminum; Supports set in concrete to grade;
- Framed cabinet with .090" aluminum cladding finished MP Bronze 313;
- 1"x 1" Tubular alum. collars finished in Matthews Bronze 313 and Brushed aluminum;
- .063" aluminum tenant panels finished Matthews Brushed alumnum; Digitally printed vinyl graphics;
- Tenant panels attach flush to cabinet;
- [a] Routed .5" acrylic letters (at top) finished MP White and flush-mounted to cabinet;

Matthews 313 Dark Bronze *Matthews Brushed Aluminum* *Matthews White*

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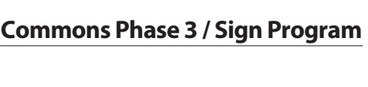
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D 25' PYLON / SINGLE-TENANT
Scale: nts

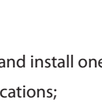
- Fabricate and install one (1) Double-sided pylon built to MET specifications;
- Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad; Pole staging per engineering tbd;
- Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
- Tenant cabinet to have welded tubular framework with .090" aluminum sides finished in MP 313 Dark Bronze; Face(s) to be digitally printed white flex-face material; White LED illumination;
- Faces to have block-out material on backgrounds, leaving only lettering illuminated;
- Tubular aluminum collars above and below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);
- Electrical requirement: 120-240v to be supplied at sign location by others;



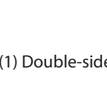
Matthews Black

Matthews 313 Dark Bronze

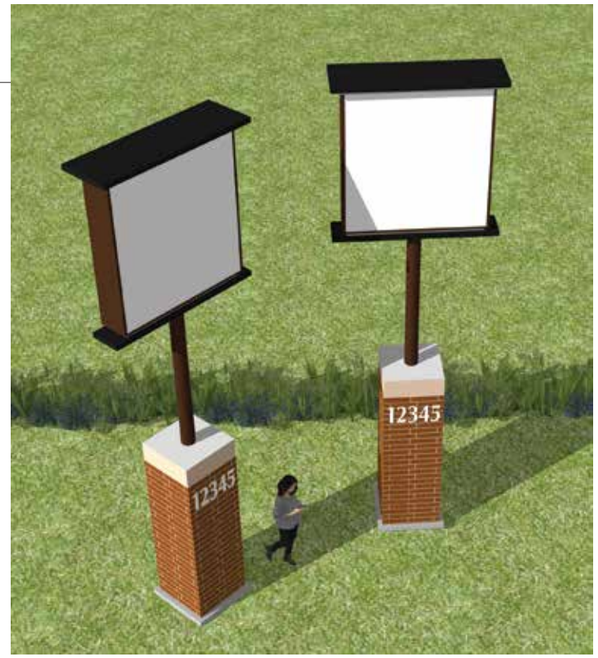
Matthews Brushed Aluminum



Interstate™ Copperstone Brick



Interstate™ Desert Sands Brick







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D 25′ PYLON / SINGLE-TENANT
Scale: 1/4″ = 1′-0″

Fabricate and install one (1) Double-sided pylon built to MET specifications;

• Single steel pole support finished in Matthews 313 Dark Bronze polyurethane; Support set in concrete with 3" pad;

Pole staging per engineering tbd;

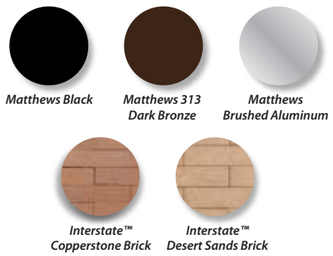
• Pole cover to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4″ x 16″];

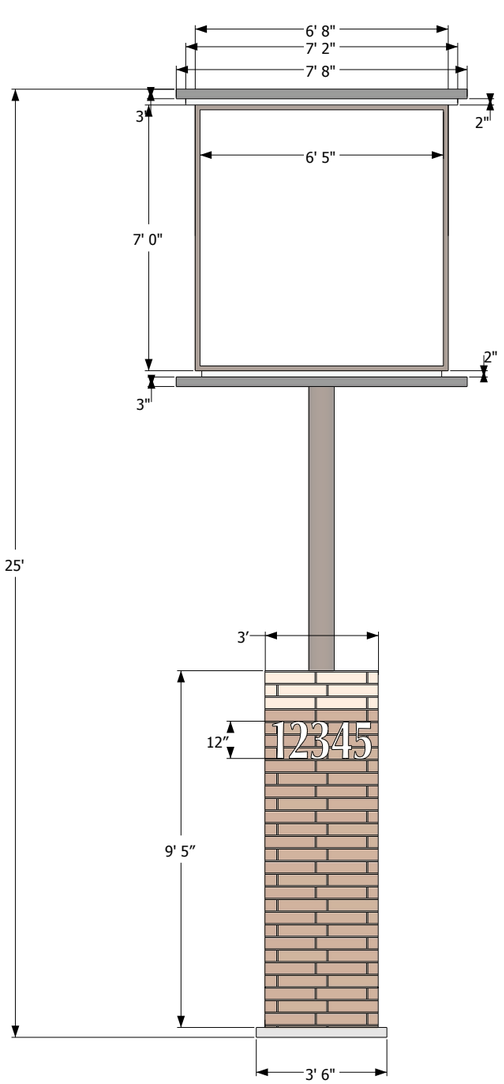
• Tenant cabinet to have welded tubular framework with .090″ aluminum sides finished in MP 313 Dark Bronze; Face(s) to be digitally printed white flex-face material; White LED illumination;

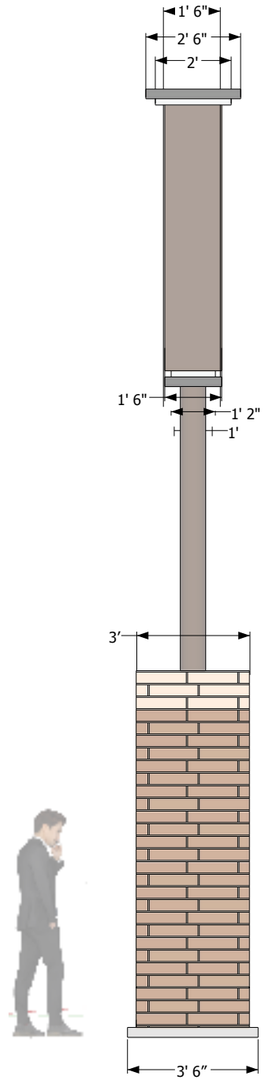
• Faces to have block-out material on backgrounds, leaving only lettering illuminated;

• Tubular aluminum collars above and below tenant cabinet to be finished in Matthews Black (top section) and Brushed Aluminum (lower section);

• Electrical requirement: 120-240v to be supplied at sign location by others;







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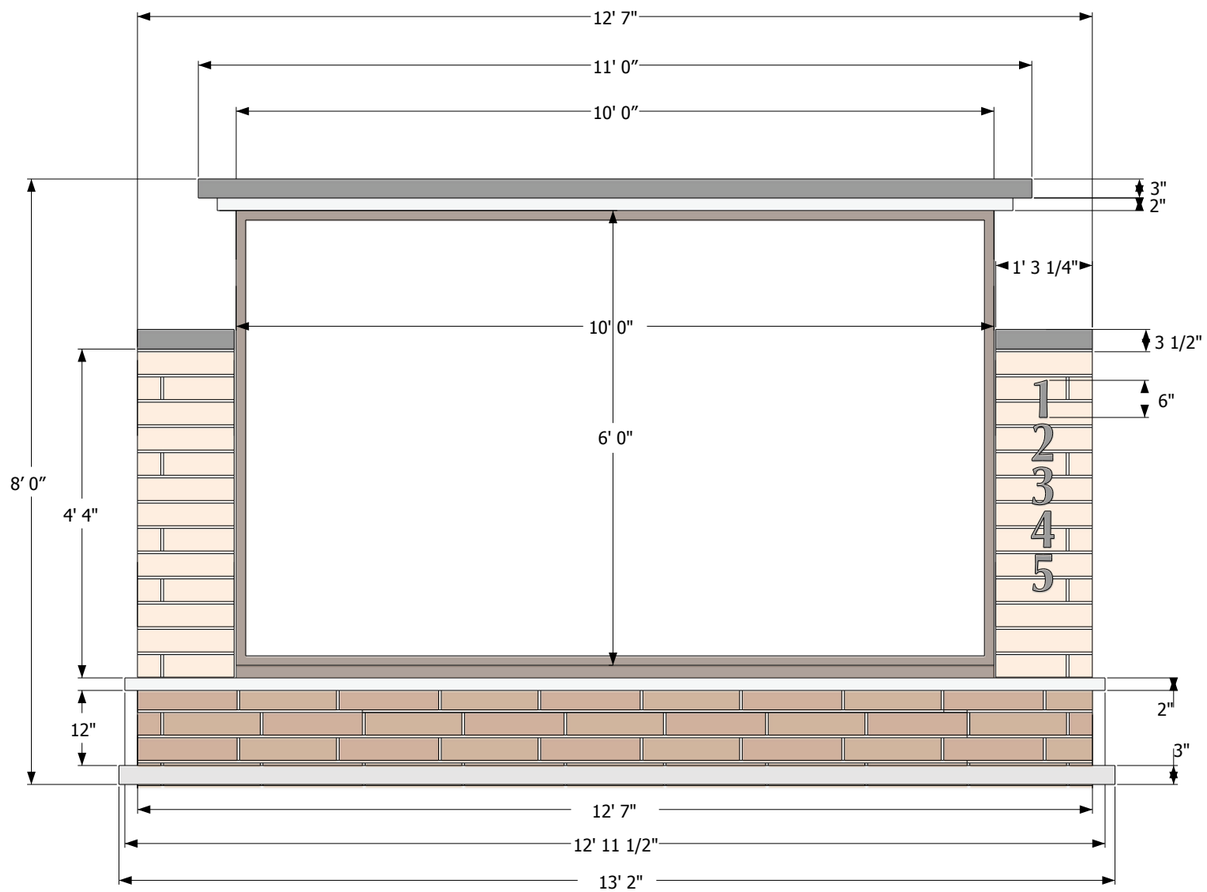
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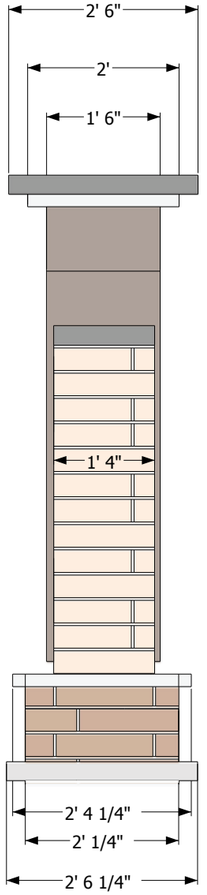
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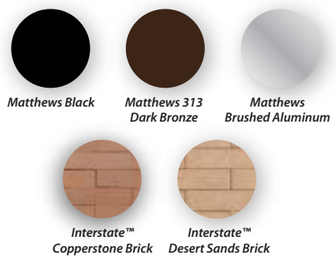
Manor Commons Phase 3 / Sign Program

E MONUMENT / SINGLE-TENANT
Scale: 3/4" = 1'-0"

- Fabricate and install one (1) Double-sided monument built to MET specifications;
- Steel single steel pole support set in concrete with 3" pad;
- Base and columns to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
- Tenant cabinet to have welded tubular framework with .090" aluminum sides and top, finished in MP 313 Dark Bronze; Tenant faces to be digitally-printed white flex material; White LED illumination;
- *Faces to have block-out material on backgrounds, leaving only lettering illuminated;*
- Tubular aluminum collars at top to be finished in Matthews Black (top section) and Brushed Aluminum (lower section); 2" .090" aluminum fill below cabinet finished in MP Brushed Aluminum;
- Electrical requirement: 120-240v to be supplied at sign location by others;









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Manor Commons Phase 3
SWC US 290 & FM 973
Manor, TX 78653

Start Date: 06/10/2025
Last Revision: 09/29/2026
WO # E1012258
Dwg.# E1012258_Manor Commons 260217 R4

Design:
Ben Anglin
Sales:
Bob Strobeck

CLIENT APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation.

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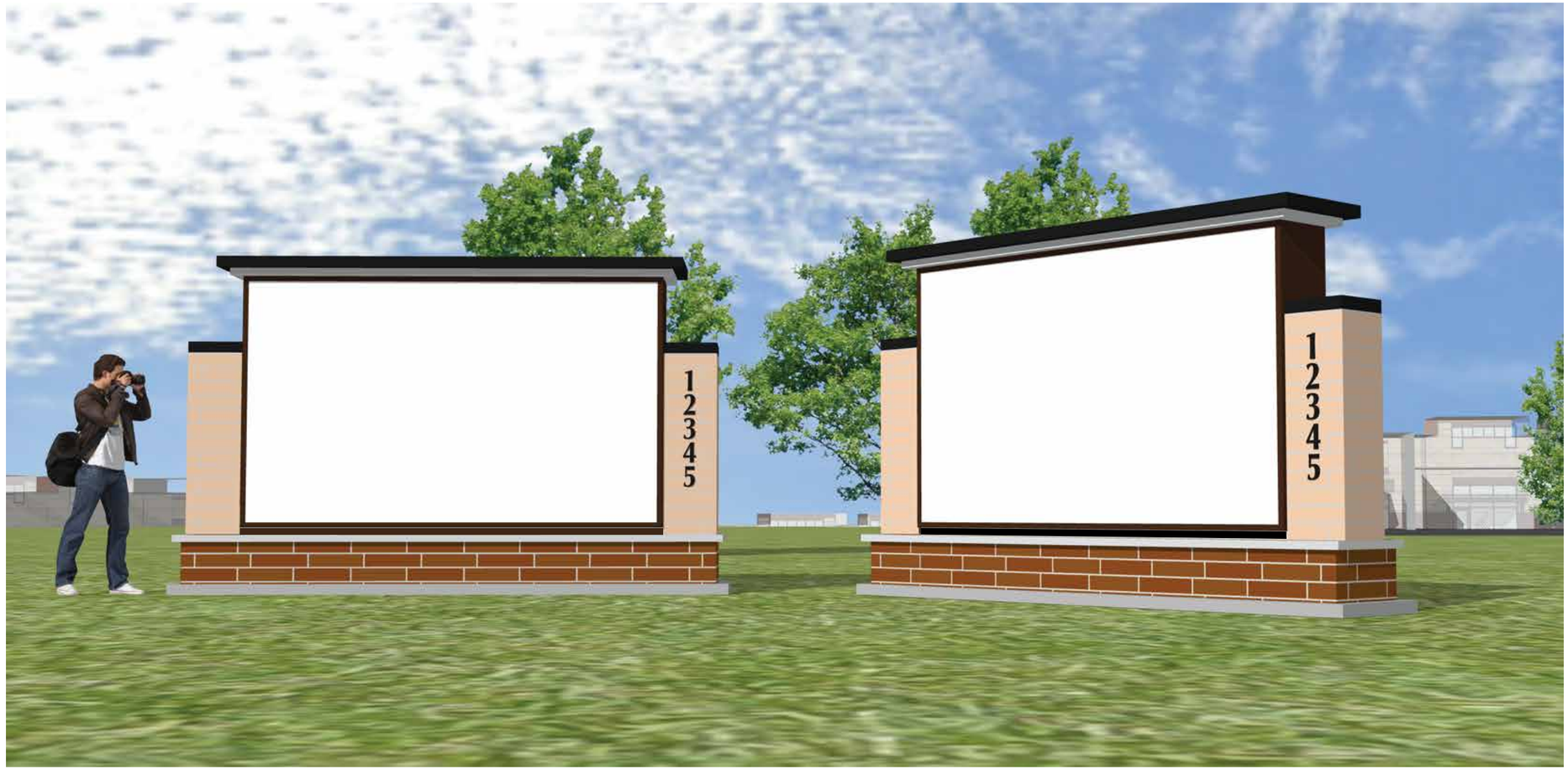
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Manor Commons Phase 3 / Sign Program

E MONUMENT / SINGLE-TENANT
Scale: 3/4" = 1'-0"

- Fabricate and install one (1) Double-sided monument built to MET specifications;
- Steel single steel pole support set in concrete with 3" pad;
- Base and columns to have welded tubular framework / Hardiboard™ sheathing / Interstate™ Brick [Color: Copperstone and Desert Sands / Size: Atlas 4" x 16"];
- Tenant cabinet to have welded tubular framework with .090" aluminum sides and top, finished in MP 313 Dark Bronze; Tenant faces to be digitally-printed white flex material; White LED illumination;
- *Faces to have block-out material on backgrounds, leaving only lettering illuminated;*
- Tubular aluminum collars at top to be finished in Matthews Black (top section) and Brushed Aluminum (lower section); 2" .090" aluminum fill below cabinet finished in MP Brushed Aluminum;
- Electrical requirement: 120-240v to be supplied at sign location by others;




Matthews Black


Matthews 313 Dark Bronze


Matthews Brushed Aluminum


Interstate™ Copperstone Brick


Interstate™ Desert Sands Brick



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Start Date: 06/10/2025
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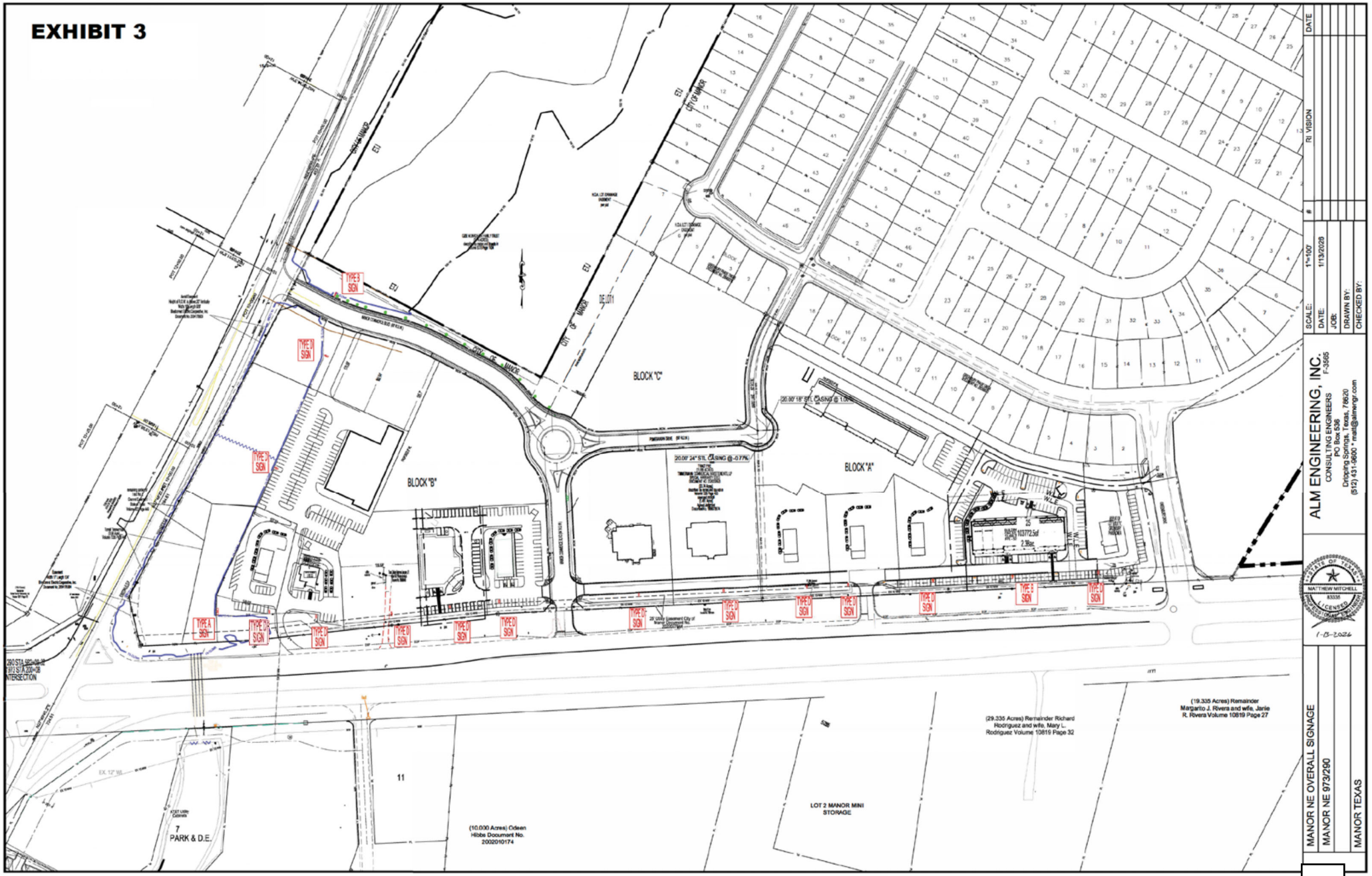
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EXHIBIT 3
TYPE A SIGN
TYPE B SIGN
TYPE C SIGN
TYPE D SIGN
TYPE E SIGN
BLOCK "A"
BLOCK "B"
BLOCK "C"
CITY OF MANOR
LOT 2 MANOR MINI STORAGE
PARK & D.E.
(10.000 Acres) Odeen Hibbe Document No. 2002010174
(29.335 Acres) Remainder Richard Rodriguez and wife, Mary L. Rodriguez Volume 10819 Page 32
(19.335 Acres) Remainder Margarito J. Rivera and wife, Janie R. Rivera Volume 10819 Page 27
ALM ENGINEERING, INC.
CONSULTING ENGINEERS
F-3565
PO Box 536
Dripping Springs, Texas, 78620
(512) 431-9600 * mail@almengr.com
MATTHEW MITCHELL
83335
LICENSED
1-13-2026
MANOR NE OVERALL SIGNAGE
MANOR NE 973/290
MANOR TEXAS
SCALE: 1"=100'
DATE: 1/13/2026
JOB:
DRAWN BY:
CHECKED BY:
DATE
REVISION
#



MANOR COMMONS
TENANT SIGNAGE CRITERIA

Phase III Sign Program

SWC US 290 & FM 973
Manor, TX 78653

EXHIBIT 4

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Manor Commons Phase 3 / Sign Criteria

STORE-FRONT ELEVATION



Varies per Tenant
Max. per City Sign Code

3" OUTLINE PERIMETER

24" Max.

Tenant Sign

30" Max.

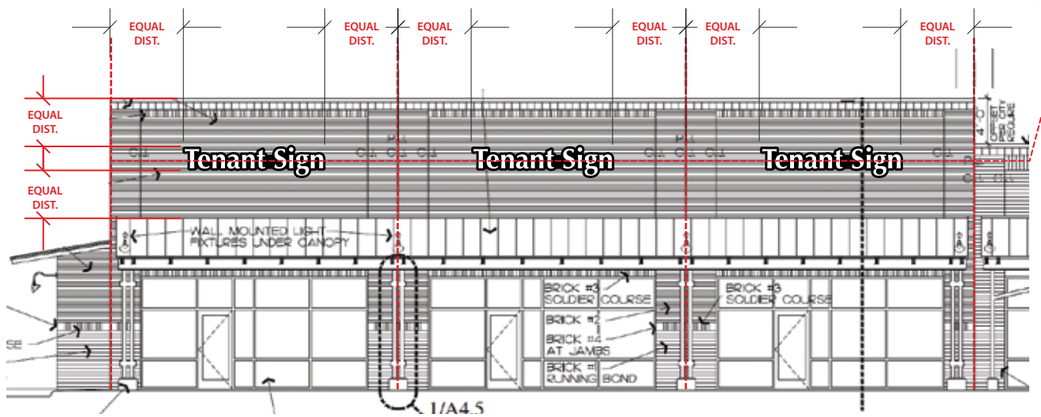
CHANNEL LETTER SET FOR FRONT ELEVATION

A **FACE-LIT INTERNALLY ILLUMINATED CHANNEL LETTERS CRITERIA:**

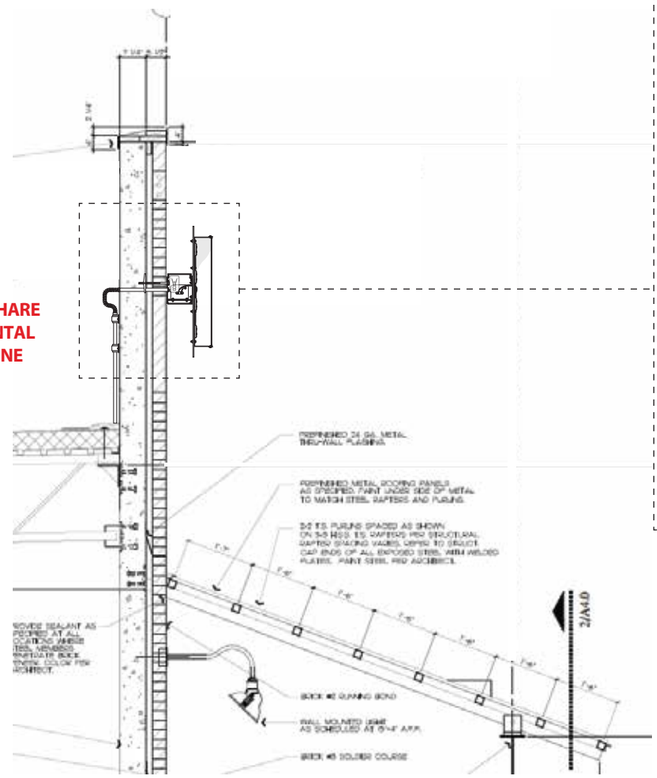
- 5'-deep letters to have:
  - White L.E.D. illumination;
  - .040" aluminum sidewalls finished Black;
  - ACM Backs;
  - 3/16" White Acrylic faces;
  - Face-color options (translucent 3M™ vinyls) per landlord approval;
- Letters to mount to routed .090" aluminum backplate finished Black; Backplate attaches to a 7" x 7" aluminum raceway containing LED power supplies;
- Raceway to be finished in color to be selected by architect to match wall color;
- Raceway to mount to fasçia with approved non-corrosive hardware;
- Service switch required on exterior of raceway;
- U.L. or MET listed components required;
- Letter height not to exceed 24". Backplate perimeter not to exceed 3" from letter-edge;
- Logo (if applicable) is not to exceed 36" in height;
- Sign to mount to fasçia with equal distances from side to side, and from top of elevation to top of canopy; See below:
- Overall length not to exceed maximum per city sign code;
- Logos allowed per landlord approval;

SIGN PLACEMENT TYP. / **SIGNS TO MOUNT EQUIDISTANT FROM SIDE TO SIDE, AND TOP TO BOTTOM**

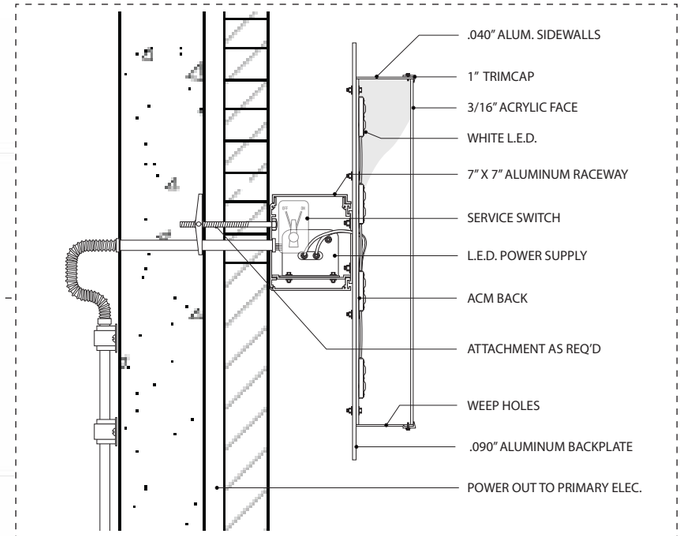
SIGNS TO SHARE A HORIZONTAL CENTERLINE



BUILDING 1 / SOUTH ELEVATION



SIDE VIEW



SECTION DETAIL

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Manor Commons Phase 3
SWC US 290 & FM 973
Manor, TX 78653

Start Date: 06/10/2025
Last Revision: 02/03/2026
WO # E1012258
Dwg.# E1012258_Manor Commons 260203 Criteria

Design:
Ben Anglin
Sales:
Bob Strobeck

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Manor Commons Phase 3 / Sign Criteria

REAR ELEVATION



B **FACE-LIT INTERNALLY ILLUMINATED CHANNEL LETTERS CRITERIA:**

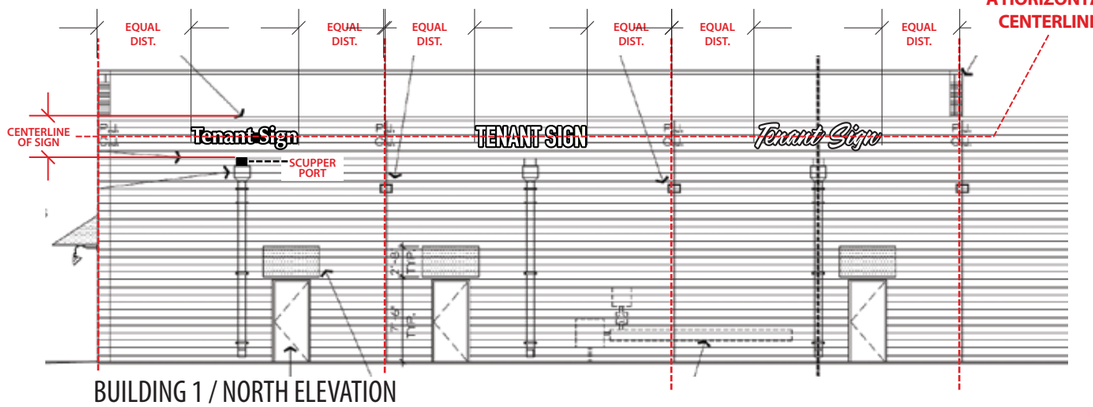
- 5'-deep letters to have:
  - White L.E.D. illumination;
  - .040" aluminum sidewalls finished Black;
  - ACM Backs;
  - 3/16" White Acrylic faces;
  - Face-color options (translucent 3M™ vinyls) per landlord approval;
- Letters to mount to routed .090" aluminum backplate finished Black; Backplate attaches to a 7" x 7" aluminum raceway containing LED power supplies;
- Raceway to be finished in color to be selected by architect
- Raceway to mount to fasçia with approved non-corrosive hardware;
- Service switch required on exterior of raceway;
- U.L. or MET listed components required;
- Letter height not to exceed 18". Backplate perimeter not to exceed 3" from letter-edge;
- Logo (if applicable) is not to exceed 30" in height;
- Sign to mount to fasçia with equal distances from side to side, and from top of elevation to top of scupper port; See below:
- Overall length not to exceed maximum per city sign code;
- Logos allowed per landlord approval;



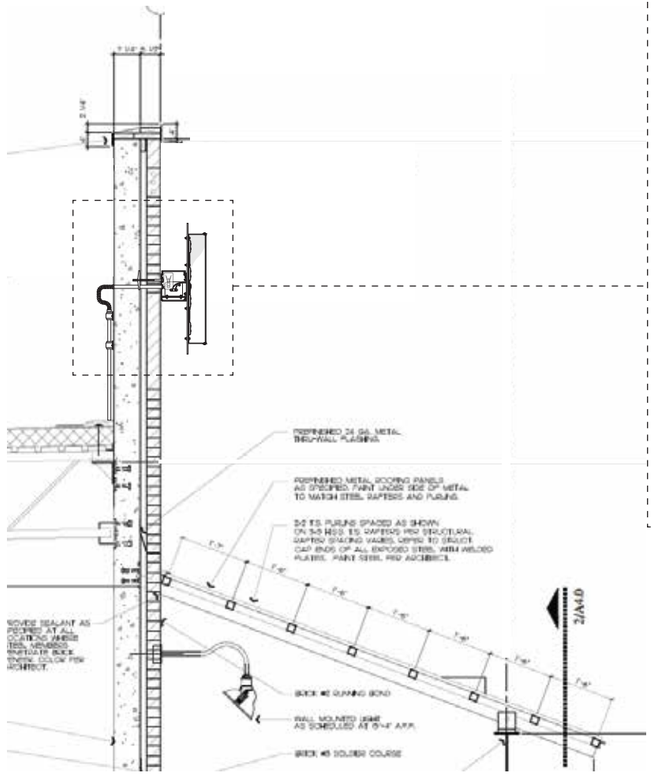
CHANNEL LETTER SET FOR REAR ELEVATION

SIGN PLACEMENT TYP. / SIGNS TO MOUNT EQUIDISTANT FROM SIDE TO SIDE, AND TOP TO BOTTOM

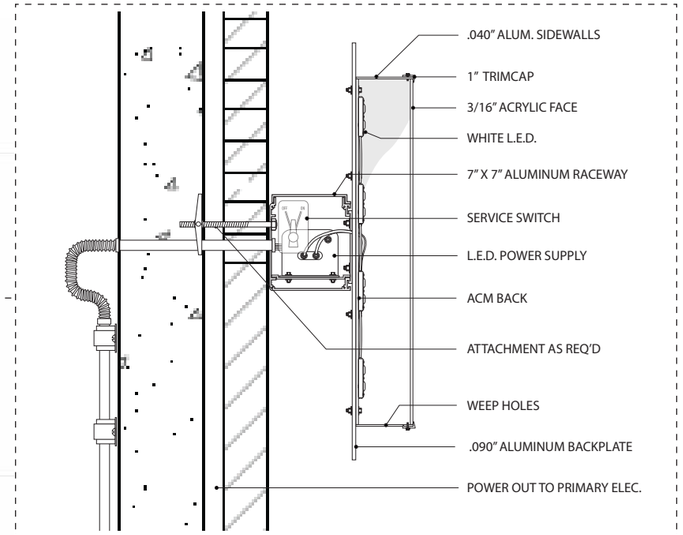
SIGNS TO SHARE A HORIZONTAL CENTERLINE



BUILDING 1 / NORTH ELEVATION



SIDE VIEW



SECTION DETAIL

3' |

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Manor Commons Phase 3
SWC US 290 & FM 973
Manor, TX 78653

Start Date: 06/10/2025
Last Revision: 09/29/2026
WO # E1012258
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Sales:
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AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on a Request For Proposal (RFP) for the creation of a Unified Development Code for the City of Manor.

BACKGROUND/SUMMARY:
The City of Manor, Texas, is seeking proposals from qualified consultant teams interested in assisting in drafting a Unified Development Code (UDC). The project will include overhauling and consolidating the existing development-related ordinances into a comprehensive, cohesive, and, most of all, easy-to-use document to accommodate Manor's rapid growth.
The primary objective of the UDC is to serve as one of the City's tools for implementing the City's Comprehensive Plan and Downtown Strategic Plan. These plans focus on accommodating and managing the City's growth while preserving Manor's Old Town history and feel.

The project scope will be as follows:

- Code Diagnostic and Analysis

  The consultant will conduct a comprehensive review of the City's existing zoning, subdivision, and development regulations to evaluate their effectiveness, identify deficiencies, and determine consistency with the Comprehensive Plan, Downtown Strategic Plan, and other adopted policies. The analysis will examine conflicts, gaps, redundancies, outdated standards, procedural challenges, and barriers that may hinder the City's long-term growth objectives. Based on these findings, the consultant will provide recommendations for restructuring, consolidating, and modernizing regulations through a new Unified Development Code (UDC), including updated zoning districts, land use definitions, development standards, and hybrid zoning approaches where appropriate. The final assessment will also address code organization, usability, and clarity, supported by updated graphics, tables, and multiple draft documents that incorporate stakeholder feedback.

- Community outreach and participation

  The consultant will develop and implement a public engagement program designed to gather meaningful input from residents, stakeholders, City leadership, the development community, and advisory boards. Outreach activities may include public workshops, open houses, surveys, stakeholder interviews, focus groups, and online engagement tools to ensure broad community participation. Feedback collected throughout the process will help shape the priorities, policy direction, and overall structure of the UDC while ensuring the document reflects local values and community needs. The

consultant will also facilitate a project advisory committee, coordinate regularly with the Planning and Zoning Commission, and provide presentations to City Council at key project milestones.

- UDC Drafting/Development

  Using the results of the code assessment, public engagement efforts, and guidance from City staff, the consultant will prepare a comprehensive Unified Development Code that consolidates and modernizes the City's development regulations into a clear and user-friendly document. The UDC will implement Comprehensive Plan goals through updated regulatory standards and incorporate best practices for housing diversity, mixed-use development, connectivity, transportation integration, urban design, and environmental stewardship. The document will include clear administrative procedures and development standards that support predictable and legally defensible implementation. Multiple draft versions will be prepared and refined in collaboration with staff and stakeholders to ensure the final code is practical, effective, and easy to administer.

- Timeline

  The consultant will prepare a detailed project schedule identifying major tasks, milestones, public engagement activities, draft review periods, and anticipated adoption steps associated with the UDC update. The timeline should demonstrate a realistic and efficient workflow that provides adequate opportunities for City staff, elected officials, and the public to review and comment on project deliverables. In coordination with City staff, the schedule will establish clear expectations for deliverables, responsibilities, and project progress throughout each phase of the effort. The finalized timeline will serve as the primary project management tool and will be structured to support adoption of the Unified Development Code by June 2028.

There will be 100-point evaluation criteria for project understanding and approach (15 points); qualifications and experience of key personnel (10 points); relevant past performance and quality of similar projects (20 points); proposed methodology and public engagement strategy (30 points); ability to meet the project timeline and deliverables (15 points); and cost-effectiveness and clarity of the fee proposal (10 points).

LEGAL REVIEW: Yes – under review
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Request for proposal (Draft)

ACTIONS:

Discretion	Discretionary
Subdivision Review Type	Not Applicable
Actions	None – Discussion only item

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Planning and Zoning Commission discuss the Request For Proposal (RFP) for the creation of a Unified Development Code for the City of Manor.
PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

Request For Proposal

RFP ID#: 2026-37

Unified Development Code

REQUESTED BY:

City of Manor

105 E. Eggelston St.

Manor, TX 78653

Issuance Date:

Responses Due:

SUBMIT PROPOSALS TO:

Michael Burrell

Development Services Director

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  - Timeline..... 7
- Submission Requirements..... 7
- UDC Completion Date..... 8
- Evaluation Criteria..... 8
- Award of Contract/City Council Approval..... 9

Introduction/Overview

The City of Manor, Texas, is seeking proposals from qualified consultant teams interested in assisting in drafting a Unified Development Code (UDC). The project will include overhauling and consolidating the existing development-related ordinances into a comprehensive, cohesive, and, most of all, easy-to-use document to accommodate Manor's rapid growth.

The primary objective of the UDC is to serve as one of the City's tools for implementing the City's Comprehensive Plan and Downtown Strategic Plan. These plans focus on accommodating and managing the City's growth while preserving Manor's Old Town history and feel.

Community Background

Manor, Texas is one of the fastest-growing communities in the region. City and U.S. Census estimates place the population between 21,000 and 25,000+ within city limits, with over 34,000 residents included when counting the surrounding Extra-Territorial Jurisdiction (ETJ). The racial and ethnic composition includes Hispanic or Latino residents (approximately 52.7%–55.7%), White residents (30.1%–37.9%), Black or African American residents (18.1%–22.5%), Asian residents (4.4%–5.6%), and a significant portion identifying as two or more races or other racial groups (approximately 25.5%). The city's median age ranges from 29.3 to 35.1 years old, demonstrating a young and growing community.

Household structures in Manor are predominantly family-based, with family households representing roughly 78% of all households. The average household income (as of March 2025) is $130,6596, and per capita income estimates fall between $32,938 and $42,085. Residents experience an average commute time of approximately 35 to 36 minutes, with the majority traveling alone for work.

The City's demographic profile, household characteristics, and mobility patterns should better position consultants to tailor their proposed methodologies and regulatory approaches to local conditions. This understanding is essential for producing a UDC that is implementable, aligned with community needs, and capable of guiding development in a manner consistent with Manor's long-term vision.

Comprehensive Plan

The comprehensive plan aims to create a livable, equitable, and inclusive community where people from all backgrounds can raise a family, start a job, or grow a business while building a well-connected community with multiple transportation options, strong support for local businesses, and a booming economy, ultimately positioning Manor as a gem in the region.

The City of Manor's currently adopted zoning code provides a stable regulatory foundation, offering a functional range of districts and procedures that generally support the broad organizational structure envisioned in the Destination Manor 2050 Comprehensive Plan. The ordinance contains the essential components needed to regulate land use, guide development applications, and administer zoning decisions, and recent updates have introduced mixed-use districts and refined use tables that conceptually align with the Plan's goals for diversified development patterns. While these elements demonstrate progress toward a more modernized code, they remain rooted in a traditional suburban zoning framework that was not originally designed to implement the Plan's aspirations for walkable mixed-use centers, connected neighborhoods, and context-sensitive growth.

At the same time, the gaps between the zoning ordinance and the adopted Comprehensive Plan are significant enough to require a comprehensive overhaul. The current code does not fully support key plan directives related to housing diversity, urban design, multimodal connectivity, downtown revitalization, and integrated parkland and open-space planning. Existing standards do not address the density ranges, form expectations, or infrastructure coordination required to implement the goals of the Comprehensive Plan, nor do they provide the regulatory tools—such as design standards, incentives, or by-right allowances—needed to achieve the Plan's vision for resilient, equitable, and fiscally sustainable growth. As a result, the zoning ordinance now lags behind the policy framework it is intended to implement, creating a clear need for professional planning and code-writing services to bring the City's development regulations into full alignment with its long-range community vision.

Project Scope

- Code Diagnostic and Analysis

  The consultant will conduct a thorough diagnostic review of the City's existing zoning, subdivision, and related development regulations to evaluate their effectiveness and consistency with the City's adopted Comprehensive Plan, Downtown Strategic Plan, other planning documents, and current development patterns. This analysis will identify conflicts, gaps, redundancies, outdated provisions, procedural inefficiencies, and barriers to achieving the City's long-range goals. The consultant will assess the usability, organization, and clarity of the current code and provide a detailed findings report that outlines recommended areas for restructuring, modernizing, or consolidating within the new Unified Development Code.

The scope of work includes, but is not limited to:

- Assessment of existing zoning, subdivision, and development codes.
- Development of a consolidated and modernized UDC document.
- Integration of updated zoning categories, land use definitions, and development standards.
- Ensuring alignment with the Comprehensive Plan, Downtown Strategic Plan, and other development policies.
- Recommendations to promote a healthy mix of commercial development to support population growth.
- Drafting hybrid zoning components where beneficial.
- Providing updated graphics, tables, and organizational structure as appropriate (text placeholders only).
- Delivering multiple drafts and a final UDC document, incorporating stakeholder feedback.

- Community Outreach/Participation

The consultant will develop and implement an inclusive public engagement strategy designed to gather meaningful input from residents, stakeholders, City leadership, the development community, and appointed boards and commissions. Engagement efforts may include public meetings, workshops, surveys, stakeholder interviews, focus groups, or other methods appropriate for Manor's community context. Input should help shape the priorities, structure, and policy direction of the UDC and ensure the document reflects community values, addresses local needs, and enhances public understanding of the role of development regulations.

The consultant must provide and facilitate:

- Public workshops and open-house style meetings.
- Online engagement tools, surveys, or interactive web platforms.
- A project advisory committee to provide recurring input.
- Regular coordination with the Planning and Zoning Commission at key milestones.
- Presentations to City Council during major deliverable phases.

- UDC Drafting/Development

Using the diagnostic findings, public input, and direction from City staff, the consultant will prepare a complete Unified Development Code that consolidates, updates, and modernizes all relevant development regulations into a coherent, user-friendly document. The UDC shall translate Comprehensive Plan goals into regulatory standards; incorporate best practices for housing diversity, mixed-use development, connectivity, transportation integration, urban design, and environmental stewardship; and include clear administrative and procedural provisions. Multiple draft iterations will be expected, with revisions made in coordination with staff and stakeholders to ensure clarity, usability, and legal defensibility.

- Timeline

The consultant will prepare a detailed project schedule outlining key tasks, milestones, public engagement activities, draft releases, review periods, and anticipated adoption steps. The timeline should demonstrate an efficient and realistic workflow, allow sufficient time for City and public review, and establish clear expectations for deliverables at each phase of the project. The final schedule will be refined in coordination with City staff and will serve as the basis for monitoring progress throughout the UDC development process, with a December 2027 adoption date targeted.

Submission Requirements

To be considered, proposals must include the following components:

- Ten (10) hard copies of the full proposal.
- Submission via certified mail in a sealed package.
- Delivery to: 105 E Eggleston St., Manor, TX 78653, Attn: Michael Burrell, Development Services Director.
- A digital copy included on a USB or via a link (optional but recommended).
- Detailed project approach and methodology.
- Resumes and qualifications of key personnel.
- Examples of similar UDC or development code projects completed.
- A fee proposal and itemized cost estimate.
- A project schedule demonstrating the ability to meet the December completion deadline.

- Proposal Submission Timeline
    1. RFP Open: December 1st, 2026
    2. Proposal Submission Window: December 14 – January 31, 2027
    3. Proposal Review: February 1 – February 12, 2027
    4. Consultant Interview: February 15 – February 19, 2027
    5. Consultant Selection: February 22, 2027
    6. Contract Negotiation Period: February 22 – March 5, 2027
    7. City Council Consideration and Contract Award: March 17, 2027

UDC completion date: June, 2028 (Completion can be sooner, but June of 2028 is the preferred deadline)

Evaluation Criteria

Proposals will be evaluated according to the criteria below. The criterion proposed will total **100 points**. Scores will reflect the degree to which the proposal demonstrates clarity, feasibility, alignment with the City's goals, and the consultant's capacity to successfully deliver the Unified Development Code.

Criteria	Points	Description
1. Project understanding and approach	**15**	Assesses the proposer's depth of understanding of the City's objectives, regulatory challenges, and project context, as well as the quality and appropriateness of the proposed approach to developing the UDC.
2. Qualifications and experience of key personnel	**10**	Evaluates the expertise, credentials, and relevant experience of the personnel assigned to the project, including demonstrated capability in code drafting, planning, public engagement, and interdisciplinary coordination.
3. Relevant past performance and quality of similar projects	**20**	Considers the proposer's history of completing similar UDCs or major development code updates, including the quality of past deliverables, client satisfaction, and applicability to Manor's scale and growth dynamics.
4. Proposed methodology and public engagement strategy	**30**	Reviews the soundness, structure, and innovation of the proposed methodology, including the effectiveness and inclusiveness of the public engagement approach.
5. Ability to meet the project timeline and deliverables	**15**	Measures the proposer's capacity, staffing plan, and workflow to complete the project according to the anticipated schedule, including responsiveness to milestones and deliverable deadlines.
6. Cost effectiveness and clarity of fee proposal	**10**	Evaluates the transparency, organization, and justification of the proposed fee structure, as well as its alignment with the scope of work and overall value to the City.

Total Possible Points: 100

Deliverables

Deliverables for the Unified Development Code shall include, at a minimum:

- Existing conditions assessment.
- Preliminary draft UDC.
- Public engagement summary reports.
- Revised draft UDC based on City and public feedback.
- Final UDC document prepared for adoption by the City Council.

Contact Information

For all questions regarding this RFP, proposers should contact:

Michael Burrell
Development Services Director
105 E Eggleston St.
Manor, TX 78653