



Philip Tryon, Chair, Place 3  
Julie Leonard, Vice-Chair, Place 1  
Jacob Hammersmith, Place 2  
Prince J. Chavis, Place 4  
VACANT, Place 5  
Cecil Meyer, Place 6  
LaKesha Small, Place 7

---

## Planning & Zoning Commission Regular Meeting

Wednesday, April 14, 2021 at 6:30 PM

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

---

### AGENDA

**Via Telephone/Video Conference  
(Zoom Meeting)**

This meeting will be live streamed on Manor Facebook Live  
You can access the meeting at <https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the Planning and Zoning Commission meeting scheduled for Wednesday, April 14<sup>th</sup>, will only be open to the public via remote access.*

#### **Instructions for Public Speaking:**

- *Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.*

#### **Upon receiving instructions to join zoom meeting the following rules will apply:**

- *All speakers must address their comments to the Chair rather than to individual Commission Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.*

## CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

### PUBLIC COMMENTS

Comments will be taken from the audience participating in zoom meeting on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Commission. To address the Planning and Zoning Commission, please register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the Planning and Zoning Commission During Public Comments.**

### PUBLIC HEARING

- 1. Conduct a public hearing on a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E from Agricultural (A) to Heavy Commercial (C-3).  
Applicant: Keepers Land Planning  
Owner: Lisa Nehring**
  
- 2. Conduct a public hearing on a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.46 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.  
Applicant: Kimley-Horn and Associates  
Owner: Forestar**

### 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.

- 3. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of March 17, 2021, Called Special Session.**

### REGULAR AGENDA

- 4. Consideration, discussion, and possible action on a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E from Agricultural (A) to Heavy Commercial (C-3).  
Applicant: Keepers Land Planning  
Owner: Lisa Nehring**
  
- 5. Consideration, discussion, and possible action on a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.46 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.  
Applicant: Kimley-Horn and Associates  
Owner: Forestar**

- 6.** Consideration, discussion, and possible action on a Final Plat for Lagos Subdivision Phase 2, 123 lots on 37.12 acres, more or less, and being located near the intersection of N. FM 973 and East Brenham Street, Manor, TX.  
*Applicant: Kimley-Horn and Associates*  
*Owner: 706 Development Corp.*
- 7.** Consideration, discussion, and possible action on a Final Plat for the Manor Apartments Subdivision, one (1) lot on 10.74 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.  
*Applicant: Carlson, Brigance & Doering Inc.*  
*Owner: Manor Apartments, LLC*
- 8.** Consideration, discussion, and possible action on a Coordinated Sign Plan for Lexington Center located at 11211 US Hwy 290 E., Manor, TX.  
*Applicant: Austin Sign Builders*  
*Owner: Latipac Property Management, Inc.*
- 9.** Consideration, discussion, and possible action on a Joined Lot Affidavit for Lots 1 and 2, Block 25, Town of Manor, locally known as 104 S. Bastrop Street.  
*Applicant: Tegwen Sneed*  
*Owner: Tegwen Sneed*

## 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: Friday, April 9, 2021, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

---

/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org).





### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing on a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E from Agricultural (A) to Heavy Commercial (C-3).

*Applicant: Keepers Land Planning*

*Owner: Lisa Nehring*

**BACKGROUND/SUMMARY:**

This property was annexed in 2017 along with most properties fronting US Hwy 290 so the city could capture commercial growth and potential future sales taxes as well as controlling the growth along the city’s primary corridor. The default zoning after annexing is Agricultural but the intent of bringing these properties into the city limits was to eventually have them zoned commercial. This is one of the reasons an earlier request of Light Industrial (IN-1) was denied, because the city sought a commercial designation. This request is for C-3 Heavy Commercial but due to the proximity of residential and because C-3 is a combination of commercial and light industrial uses staff supports a C-2 Medium Commercial designation, which most commercial properties fronting US Hwy 290 are zoned. The city has development regulations to protect residential properties from commercial development including larger setbacks and required 25’ wide landscaped bufferyards. Had this property not been annexed in 2017 the previous industrial use (AmeriGas) would have likely been permitted by the County through administrative site review.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Letter of Intent
- Rezoning Map
- Area Map
- Adjacent Property Owner Letter
- Notice Letter
- Mailing Labels

**STAFF RECOMMENDATION:**

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

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

March 3, 2021

City of Manor  
15721 Hwy E 290  
Elgin TX 78621

To Whom It May Concern,

We are proposing 15721 Hwy E 290, Elgin TX to become rezoned to Commercial-3 it is currently Agriculture. Surrounding the lots there are small businesses and single-family homes on acreage Land uses for the surrounding properties are similar in use and zoning. As an example, across the street is Industrial-1 for 15908 E US 290 HWY WB and Commercial-2 on 15301 Voelker Lane. Commercial-2 land is used as a tire shop.

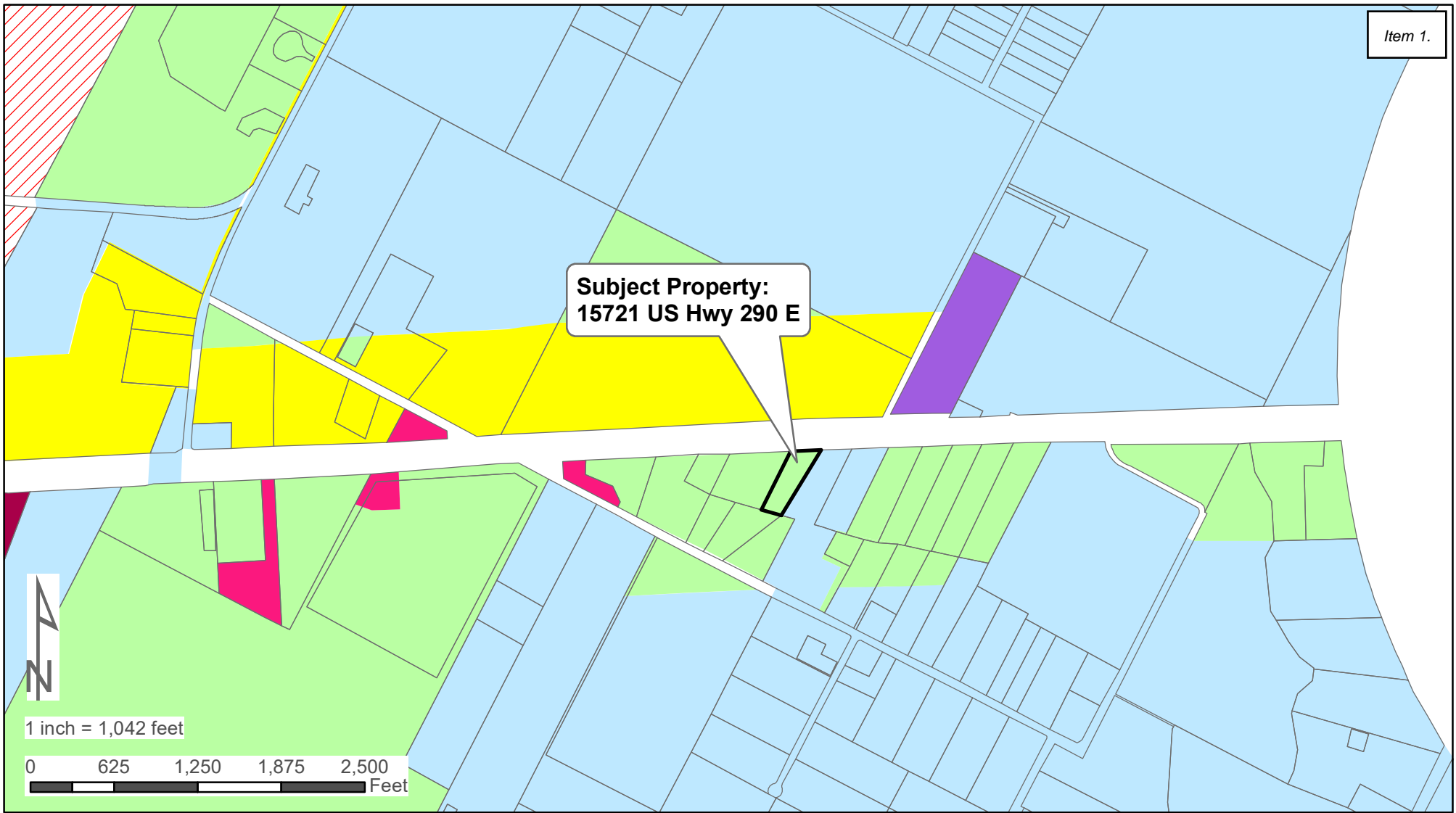
15721 Hwy E 290 is being purchased by The Glass House Inc. for their company location. The business will use the existing home as an office and build a metal building in the back of the property for storage.

Prior to applying for the rezoning, Keepers Land Planning reached out to Scott Dunlop to confirm this zoning was acceptable from the City of Manor's perspective.

Please contact Ricca Keepers with any questions you have at (512) 520-5538.

Thank you,

Ricca Keepers, MUP  
Land Planner  
Keepers Land Planning



# Proposed Zoning: Heavy Commercial (C-3)

*Current Zoning:  
Agricultural (A)*

Zone		
<span style="color: green;">■</span> A - Agricultural	<span style="color: yellow;">■</span> MH-1 - Manufactured Home	<span style="color: maroon;">■</span> C-3 - Heavy Commercial
<span style="color: yellow;">■</span> SF-1 - Single Family Suburban	<span style="color: lightblue;">■</span> I-1 - Institutional Small	<span style="color: lightcoral;">■</span> NB - Neighborhood Business
<span style="color: gold;">■</span> SF-2 - Single Family Standard	<span style="color: blue;">■</span> I-2 - Institutional Large	<span style="color: red;">■</span> DB - Downtown Business
<span style="color: orange;">■</span> TF - Two Family	<span style="color: brown;">■</span> GO - General Office	<span style="color: purple;">■</span> IN-1 - Light Industrial
<span style="color: brown;">■</span> MF-1 - Multi-Family 15	<span style="color: pink;">■</span> C-1 - Light Commercial	<span style="color: darkpurple;">■</span> IN-2 - Heavy Industrial
<span style="color: darkbrown;">■</span> MF-2 - Multi-Family 25	<span style="color: magenta;">■</span> C-2 - Medium Commercial	<span style="color: red;">■</span> PUD - Planned Unit Development
	<span style="color: lightblue;">■</span> ETJ	



JAMES MERCER, JR.  
15710 VOELKER LANE  
ELGIN, TEXAS 78621  
(512) 736-8880

April 9, 2021  
[FOR IMMEDIATE DISTRIBUTION]

Chairperson Philip Tryon  
Vice-Chair Julie Leonard  
Commissioner Jacob Hammersmith  
Commissioner John Chavis  
Commissioner Ruben Cardona  
Commissioner Cecil Meyer  
Commissioner LaKeshia Small  
City of Manor  
Planning & Zoning Commission  
105 E. Eggleston Street  
Manor, Texas 78653

Re: Rezoning Application Notification – 15721 US Hwy 290 E, Manor Texas  
78653 (2.13 acres)

Dear Chairperson, Vice-Chair and Commissioners:

As a long-time resident of the Bluebonnet Neighborhood, this letter is to express my opposition to the above-referenced rezoning request to change the designated zone type from Agricultural (A) to Heavy Commercial (C-3). I am aware that several of my neighbors who reside within 300 feet of the subject property are also opposed to this rezoning request. We faced a similar rezoning request several years ago to change the zone type to Heavy Industrial (IN-2). Nothing in this residential neighborhood has changed since that time.

We reside in a quiet, tranquil, residential, and agricultural community with practically no commercial or industrial activities or development. It is our strong desire that our community remains that way. There are a number of veterans and children who reside in our neighborhood. Although a C-3 or C-2 zoning designation would be less unsettling than an IN-2 designation, either would still represent a drastic and worrisome change from the environment in which we presently live. Accordingly, we urge the Commission to retain the present zoning classification and not open the door to commercial development. We have strong concerns that once the door is opened, we will face a gradual creep to other more commercial and industrial activities.

In addition to the above, the subject property is located adjacent to a drainage basin or water channel (whether officially designated as such or not) to divert water in the area to protect landowners from flooding. Any disturbance to the soil to construct any type of facility, warehouse, etc. could potentially result in flood damage to the surrounding landowners. This particular issue was addressed in the City Council meeting when the IN-2 zoning application was considered in July 2018. Further, the residents who own property within the general vicinity of the proposed site will suffer a significant reduction in the value of our properties if the requested commercial development is allowed in our community.

I appreciate the opportunity to present my concerns to you, and respectfully request that the Planning and Zoning Commission reject the applied for rezoning request.

Respectfully Submitted,



James Mercer, Jr.

JM:





March 29, 2021

RE: Notification for a Rezoning Application at 15721 US Hwy 290 E

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 2.13 acres at 15712 US Hwy 290 E, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

The Planning and Zoning Commission will meet at 6:30PM on April 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on April 21, 2021 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 Rezoning Application has been filed.

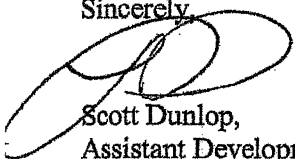
If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

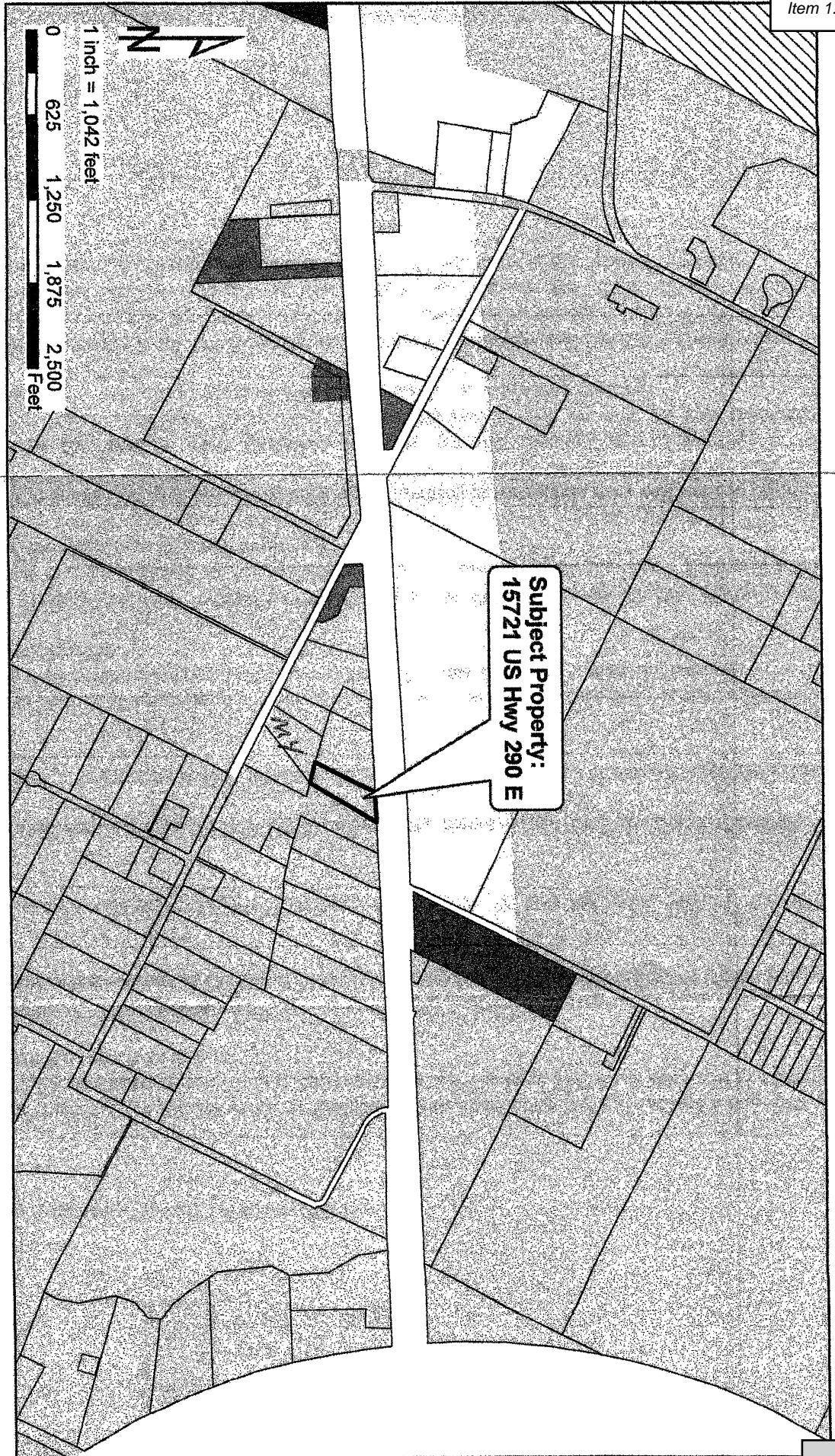
Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agendas for the April 14<sup>th</sup> Planning and Zoning Commission and April 21<sup>st</sup> City Council to see how the meeting will be conducted, whether via video conference or in-person, or by calling 512-215-8116. Agendas and speaker registration information can be found at the follow link under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

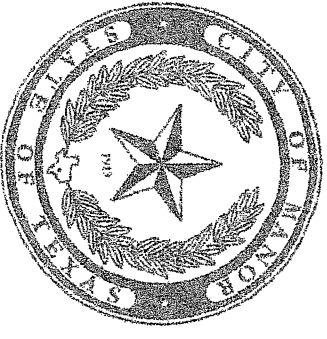
Sincerely,

  
Scott Dunlop,  
Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262





**Subject Property:**  
**15721 US Hwy 290 E**



**Proposed Zoning:**  
**Heavy Commercial (C-3)**

**Current Zoning:**  
**Agricultural (A)**

Zone	
	A - Agricultural
	SF-1 - Single Family Suburban
	SF-2 - Single Family Standard
	TF - Two Family
	MF-1 - Multi-Family 15
	MF-2 - Multi-Family 25
	MH-1 - Manufactured Home
	I-1 - Institutional Small
	I-2 - Institutional Large
	GO - General Office
	C-1 - Light Commercial
	C-2 - Medium Commercial
	C-3 - Heavy Commercial
	NB - Neighborhood Business
	DB - Downtown Business
	Ih-1 - Light Industrial
	Ih-2 - Heavy Industrial
	PUD - Planned Unit Development
	ETJ



March 29, 2021

RE: Notification for a Rezoning Application at 15721 US Hwy 290 E

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 2.13 acres at 15712 US Hwy 290 E, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

The Planning and Zoning Commission will meet at 6:30PM on April 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on April 21, 2021 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 Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agendas for the April 14<sup>th</sup> Planning and Zoning Commission and April 21<sup>st</sup> City Council to see how the meeting will be conducted, whether via video conference or in-person, or by calling 512-215-8116. Agendas and speaker registration information can be found at the follow link under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

  
 Scott Dunlop,  
 Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262

FARMER JERRY R JR  
15905 HIGHWAY 290 E  
ELGIN, TX 78621-4127

SOSA JOSE G  
15700 VOELKER LN  
ELGIN, TX 78621-4129

MERCER JAMES WILLIE  
15710 VOELKER LN  
ELGIN, TX 78621-4129

FARMER LOUISE & CHARLES OMAN  
15819 HIGHWAY 290 E  
ELGIN, TX 78621-4131

AMOS BRENT W & PATRICIA ANN  
SERENITY RANCH  
15812 VOELKER LN  
ELGIN, TX 78621-4114

AMOS BRENT W & PATRICIA ANN  
SERENITY RANCH  
15812 VOELKER LN  
ELGIN, TX 78621-4114

EDWARDS TOBY M & MARY E  
15800 VOELKER LN  
ELGIN, TX 78621-4114



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing on a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.46 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* Forestar

**BACKGROUND/SUMMARY:**

This plat was originally approved on 10/16/19. This revision was an alteration of 17 lots because they are moving the amenity center across the street into Phase 2, but this change was significant enough to warrant the plat to be re-approved. This revised plat has been approved by our engineers.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Plat
- Notice Letter
- Mailing Labels

**STAFF RECOMMENDATION:**

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

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



# PRELIMINARY PLANS

FOR

# MANOR HEIGHTS

## PHASE 3 SECTION 1 & PHASE 3 SECTION 2 CITY OF MANOR, TRAVIS COUNTY, TEXAS

### PLAN SUBMITTAL/REVIEW LOG

1ST SUBMITTAL TO CITY	01/15/2021
2ND SUBMITTAL TO CITY	XX/XX/XXXX
3RD SUBMITTAL TO CITY	XX/XX/XXXX
4TH SUBMITTAL TO CITY	XX/XX/XXXX
5TH SUBMITTAL TO CITY	XX/XX/XXXX

### ENGINEER / SURVEYOR

**Kimley»Horn**

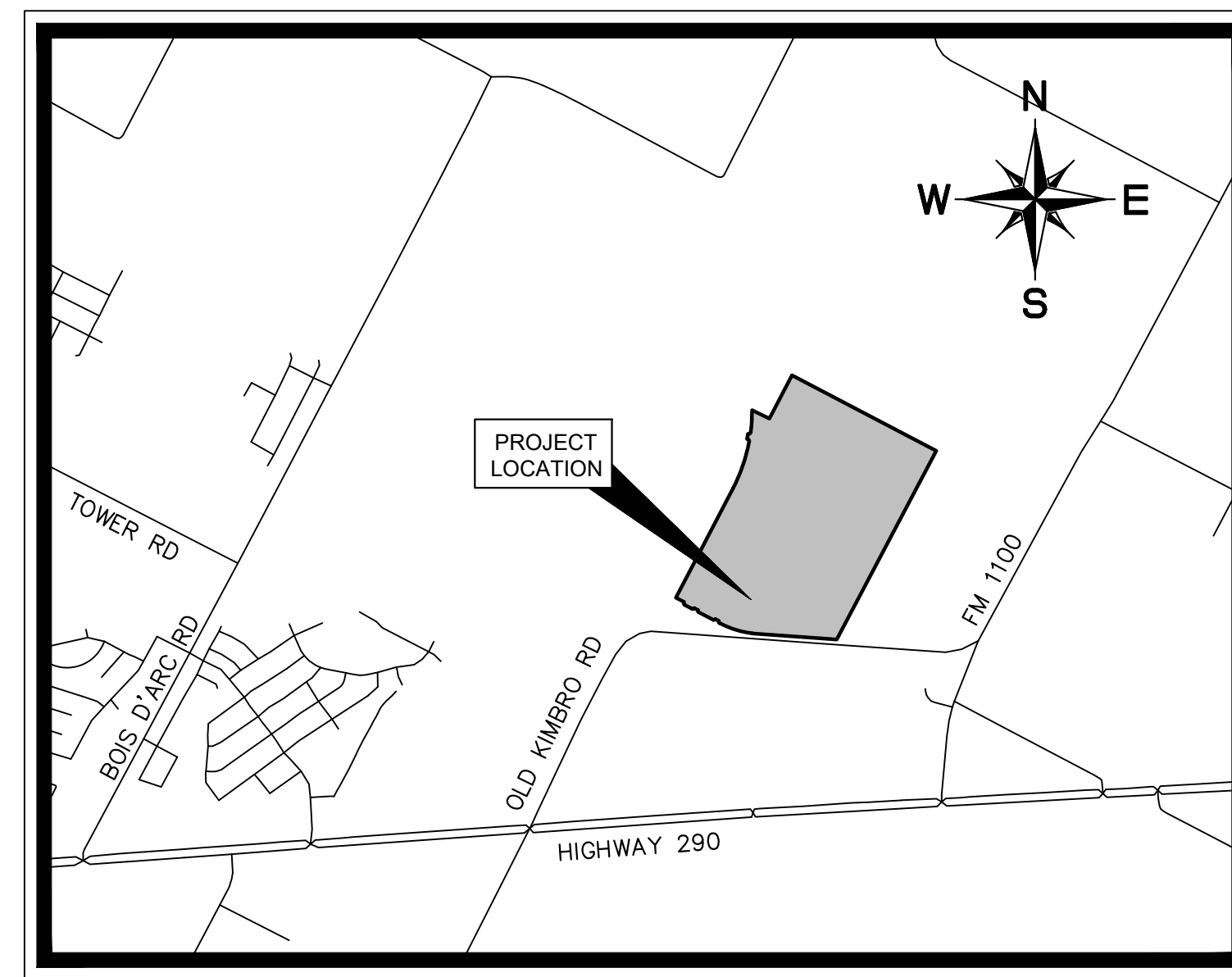
10814 JOLLYVILLE ROAD STATE OF TEXAS  
AVALLON IV, SUITE 200 REGISTRATION NO. F-928  
AUSTIN, TEXAS 78759  
PH. (512) 418-1771  
CONTACT: ALEX E. GRANADOS, P.E.

### OWNER/DEVELOPER

FORESTAR REAL ESTATE GROUP, INC.  
10700 PECAN PARK BLVD., SUITE 150  
AUSTIN, TEXAS 78750  
CONTACT: JEFF SCOTT



Know what's below.  
Call before you dig.



VICINITY MAP  
SCALE: 1" = 2,000'

Sheet Number	Sheet Title	
1	COVER SHEET	RT
2	<del>EXISTING CONDITIONS</del>	
3	OVERALL PRELIMINARY PLAN	
4	PRELIMINARY PLAN (SHEET 1 OF 3)	RT
5	PRELIMINARY PLAN (SHEET 2 OF 3)	RT
6	PRELIMINARY PLAN (SHEET 3 OF 3)	
7	UTILITY PLAN (SHEET 1 OF 2)	RT
8	UTILITY PLAN (SHEET 2 OF 2)	
9	OVERALL DRAINAGE MAP	
10	INLET DRAINAGE AREA MAP (SHEET 1 OF 2)	RT
11	INLET DRAINAGE AREA MAP (SHEET 2 OF 2)	RT
12	DRAINAGE CALCULATIONS	RT

### LEGAL DESCRIPTION

BEING 141.87 ACRES OUT OF THE 157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO.52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO.64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO KIMBRO ROAD ESTATES, LP PER DEED RECORDED AS DOCUMENT NO.2017180865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING THE ENTIRE 3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS RECORDED IN 2017157471 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING 1.905 ACRES OF 35.626 ACRES LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_  
HONORABLE MAYOR DR. LARRY WALLACE JR.  
MAYOR OF THE CITY OF MANOR, TEXAS

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY OF COUNCIL.

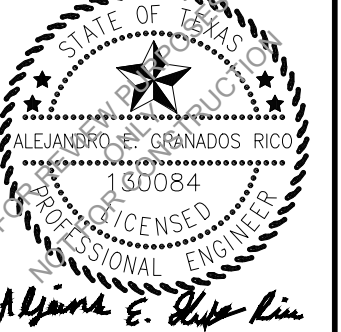
DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_  
PHILIP TRYON, P&Z CHAIRPERSON

**Kimley»Horn**

© 2019 KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759  
PHONE: 512-418-1771 FAX: 512-418-1791  
WWW.KIMLEY-HORN.COM  
TEXAS REGISTERED ENGINEERING FIRM F-928

02/17/2021



KHA PROJECT 069255700  
DATE JANUARY 2021  
SCALE AS SHOWN  
DESIGNED BY: AGD  
DRAWN BY: AGD  
CHECKED BY: AEC

COVER SHEET

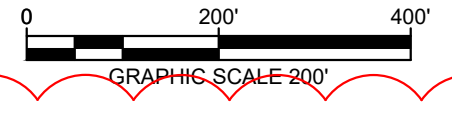
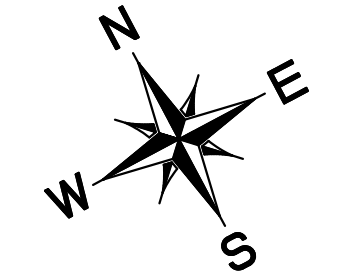
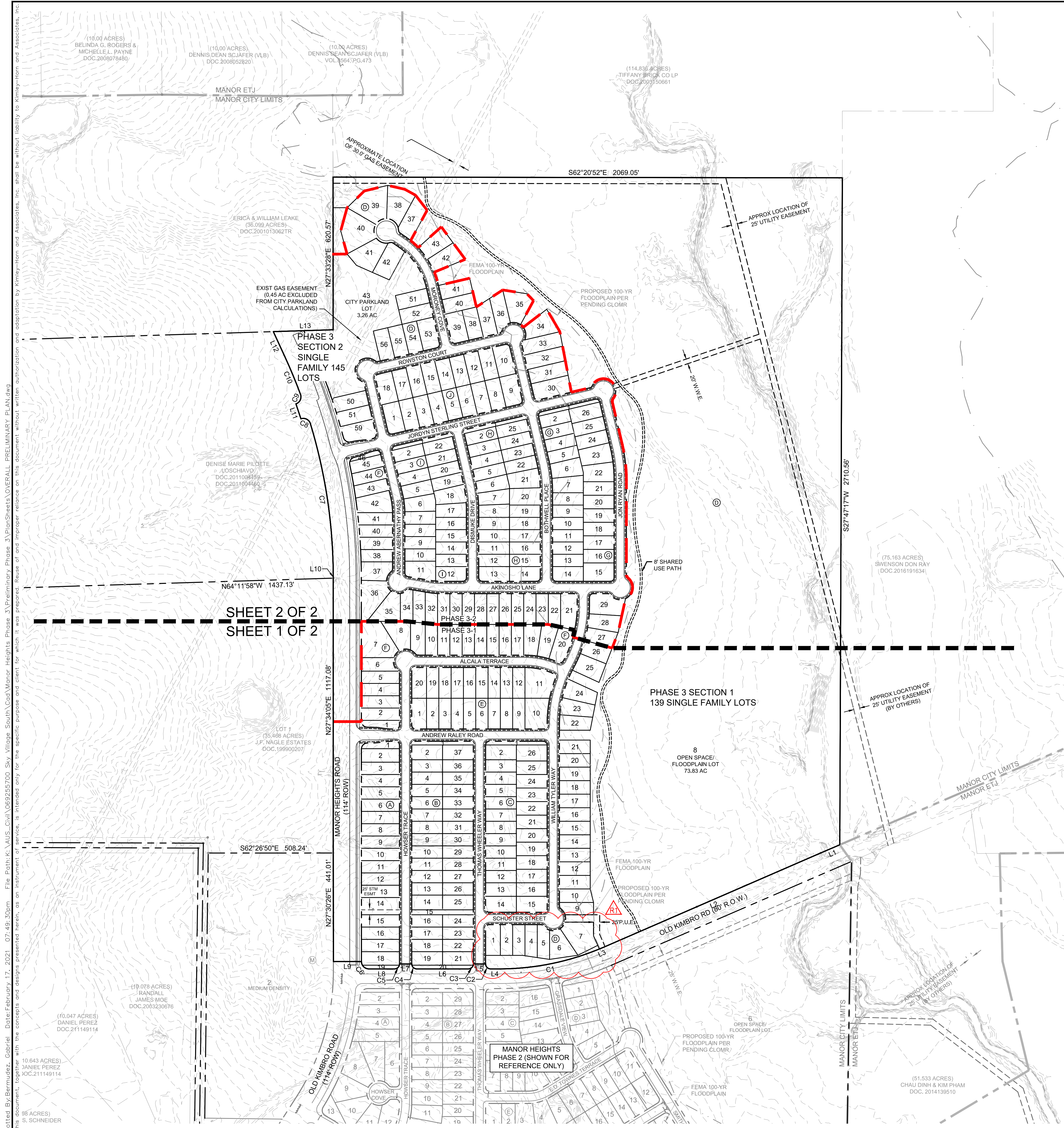
MANOR HEIGHTS  
PHASE 3 SECTIONS 1 & 2  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

SHEET NUMBER  
1

REVISIONS

No.	REVISIONS	DATE





**MANOR HEIGHTS PHASE 3 - GENERAL INFORMATION:**

TOTAL ACREAGE.....	146.64
LINEAR FOOT OF 50' ROW.....	11,941'
LINEAR FOOT OF 114' ROW.....	2,576'
NUMBER OF SINGLE FAMILY LOTS.....	284
ACREAGE OF SINGLE FAMILY LOTS.....	48.0
NUMBER OF PARKLAND LOTS.....	1
ACREAGE OF PARKLAND LOTS.....	3.26
NUMBER OF OPEN SPACE FLOODPLAIN LOTS.....	1
ACREAGE OF OPEN SPACE LOTS.....	73.83
NUMBER OF LANDSCAPE LOTS.....	11
ACREAGE OF LANDSCAPE LOTS.....	0.88
ACREAGE OF ROW.....	20.67
TOTAL NUMBER OF LOTS.....	297

**MANOR HEIGHTS - PHASE 3 SECTION 1 INFORMATION:**

TOTAL ACREAGE.....	105.73
LINEAR FOOT OF 50' ROW.....	5138'
LINEAR FOOT OF 114' ROW.....	975'
NUMBER OF SINGLE FAMILY LOTS.....	139
ACREAGE OF SINGLE FAMILY LOTS.....	23.05
NUMBER OF OPEN SPACE/FLOODPLAIN LOTS.....	1
ACREAGE OF OPEN SPACE LOTS.....	73.83
NUMBER OF LANDSCAPE LOTS.....	6
ACREAGE OF LANDSCAPE LOTS.....	0.49
ACREAGE OF ROW.....	8.36
TOTAL NUMBER OF LOTS.....	146

**MANOR HEIGHTS - PHASE 3 SECTION 2 INFORMATION:**

TOTAL ACREAGE.....	41.03
LINEAR FOOT OF 50' ROW.....	6803'
LINEAR FOOT OF 114' ROW.....	975'
NUMBER OF SINGLE FAMILY LOTS.....	145
ACREAGE OF SINGLE FAMILY LOTS.....	24.95
NUMBER OF PARKLAND LOTS.....	1
ACREAGE OF PARKLAND LOTS.....	3.26
NUMBER OF LANDSCAPE LOTS.....	5
ACREAGE OF LANDSCAPE LOTS.....	0.39
ACREAGE OF ROW.....	12.31
TOTAL NUMBER OF LOTS.....	151

**LEGAL DESCRIPTION**

BEING 141.87 ACRES OUT OF THE 157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO. 52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO. 64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LP PER DEED RECORDED AS DOCUMENT NO. 2017180865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING THE ENTIRE 3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, L.L.C. AS RECORDED IN 2017157471 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING 1.905 ACRES OF 35.626 ACRES LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 19990207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVEYED TO SKY VILLAGE KIMBRO ESTATES, L.L.C. OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

**OVERALL LOT SUMMARY**

Lot Width	Phase 2		Phase 3		Overall	
	Lot Count	Lot Mix	Lot Count	Lot Mix	Lot Count	Lot Mix
50'	177	70%	193	68%	370	69%
55'	75	30%	44	15%	119	22%
60'	0	0%	47	17%	47	9%
<b>Total</b>	<b>252</b>		<b>284</b>		<b>536</b>	

**MINIMUM LOT SIZE, HEIGHT AND PLACEMENT REQUIREMENTS**

LAND USE	FRONT YARD SETBACK (FT)	SIDE YARD SETBACK (FT)	STREET SIDE YARD SETBACK (FT)	REAR YARD SETBACK (FT)	MINIMUM LOT SIZE (SF)	MINIMUM LOT WIDTH (FT)	MAXIMUM HEIGHT LIMIT (FT)
PUD-SF-1	20	5	15	10	6,250	50	35

**CURVE TABLE**

CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C1	1060.00'	406.80'	N73°25'34"W	404.31'	21°59'19"	205.93'
C2	20.00'	31.42'	N17°25'55"W	28.28'	90°00'00"	20.00'
C3	20.00'	31.42'	S72°34'05"W	28.28'	90°00'00"	20.00'
C4	20.00'	31.42'	N17°25'55"W	28.28'	90°00'00"	20.00'
C5	20.00'	31.42'	S72°34'05"W	28.28'	90°00'00"	20.00'
C6	30.00'	47.11'	N17°26'26"W	42.42'	89°58'58"	29.99'
C7	2143.00'	628.71'	N19°01'50"E	626.45'	16°48'33"	316.63'
C8	30.00'	48.00'	N35°12'53"W	43.04'	91°40'53"	30.89'
C9	30.00'	48.00'	N53°06'14"E	43.04'	91°40'53"	30.89'
C10	2143.00'	165.34'	N5°03'10"E	165.30'	4°25'14"	82.71'

**LINE TABLE**

LINE	LENGTH	BEARING
L1	84.38	N85°38'46.43"W
L2	963.04	N85°54'35.05"W
L3	27.61	N84°25'13.89"W
L4	35.45	N62°25'54.78"W
L5	50.00	N62°25'54.79"W
L6	210.00	N62°25'54.79"W
L7	50.00	N62°25'54.79"W
L8	104.53	N62°25'54.79"W
L9	114.00	N62°26'56.88"W
L11	64.00	N8°56'40.33"E
L12	112.50	N2°50'33.40"E
L13	242.92	S64°11'52.29"E

NO.	REVISIONS	DATE

**Kimley»Horn**

© 2019 KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759  
PHONE: 512-418-1771 FAX: 512-418-1791  
WWW.KIMLEY-HORN.COM  
TEXAS REGISTERED ENGINEERING FIRM F-928

02/17/2021

KHA PROJECT: 069255700  
DATE: JANUARY 2021  
SCALE: AS SHOWN  
DESIGNED BY: AGD  
DRAWN BY: AGD  
CHECKED BY: AEC

**OVERALL PRELIMINARY PLAN**

**MANOR HEIGHTS PHASE 3 SECTIONS 1 & 2**  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

SHEET NUMBER **3**

Plotted By: Bermudez, Gabriel Date: February 17, 2021 07:49:30pm File Path: \\AUS-CIVIL\069255700-Sky\_Village\_South\_Coast\_Manor\_Heights\_Phase\_3\_Preliminary\_Phase\_3\_Plan\_Sheets\OVERALL\_Preliminary\_Plan.dwg  
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.





March 23, 2021

RE: Notification for a Subdivision Preliminary Plat

Dear Property Owner,

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for Manor Heights Phase 3 Revision near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.64 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.**

The Planning and Zoning Commission will meet at 6:30PM on April 14, 2021 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 Subdivision Preliminary Plat has been filed.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the April 14<sup>th</sup> Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person, or by calling 512-215-8116. Planning and Zoning Commission agendas and speaker registration information can be found at the following link under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,  
Assistant Development Services Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262



DINH CHAU QUANG & ANH KIM PHAM  
1201 PORTERFIELD DRIVE  
AUSTIN, TX 78753-1617

TIFFANY BRICK CO L P  
300 E JOHN CARPENTER FWY STE 1645  
MANOR, TX 78653-0021

SWENSON DON *Item 2.*  
8400 HIGH OAK DRIVE  
AUSTIN, TX 78759-8135

LEAK WILLIAM R & ERICA S  
7401 NEZ PERCE TRCE  
MANOR, TX 78653-9634

MINISTRY OF CHALLENGE  
PO BOX 1139  
MANOR, TX 78653-1139

AGENDA ITEM NO. \_\_\_\_\_



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of March 17, 2021, Called Special Session.

**BACKGROUND/SUMMARY:**

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- March 17, 2021 Called Special Session Draft Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve the Planning and Zoning Commission minutes of the March 17, 2021, Called Special Session.

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



**PLANNING AND ZONING COMMISSION  
CALLED SPECIAL SESSION MINUTES  
MARCH 17, 2021  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live beginning at 6:30 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the Planning and Zoning Commission meeting scheduled for Wednesday, March 17<sup>th</sup>, was only open to the public via remote access.*

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All speakers must address their comments to the Chairperson rather than to individual Commission Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

All votes were conducted by a Roll Call Vote, meaning each Commissioner would be called on separately to cast their vote.

**PRESENT VIA ZOOM:**

Philip Tryon, Chair, Place 3

**COMMISSIONERS:**

Julie Leonard, Vice Chair, Place 1  
 Jacob Hammersmith, Place 2  
 Prince John Chavis, Place 4  
 Ruben J. Cardona, Place 5 (Absent)  
 Cecil Meyer, Place 6  
 Lakesha Small, Place 7

**CITY STAFF:**

Scott Dunlop, Assistant Development Services Director

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the called special session of the Manor P&Z Commission was called to order by Chair Tryon at 6:32 p.m. on Wednesday, March 17, 2021.

**PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

**PUBLIC HEARING**

1. **Conduct a public hearing on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc.; Owner: Geraldine & Edward Wolf.**

Item pulled; no action taken.

2. **Public Hearing: Conduct a public hearing on a Preliminary Plat for Presidential Glen Commercial Subdivision, three (3) lots on 5.38 acres, more or less, and being located near the intersection of US Hwy 290 E and Paseo de Presidente Blvd., Manor, TX. Applicant: Kimley Horn & Associates; Owner: West Elgin Development Corp.**

The City staff recommended that the P&Z Commission conduct the public hearing.

Chair Tryon opened the public hearing.

Assistant Development Services Director Dunlop gave a summary of the item at the request of the P&Z Commission.

Stephanie Andrews, 19412 Tayshas Street, Manor, Texas, submitted a speaker card and spoke regarding her concerns for the stone structure at the entrance to the neighborhood. Ms. Andrews stated the developer had not been in communication with HOA, so she is unsure what changes are planned. Ms. Andrews stated that she would like the developer to know that she is in favor of keeping the structure as is.

Kevin Burks, P.E. with Kimley-Horn & Associates, 10814 Jollyville Rd., Suite 200, Austin, Texas, submitted a speaker card in support of this item and was available to answer questions. Mr. Burks stated that he was unaware of plans to change the structure at the entrance. Mr. Burks also answered questions from Commissioners regarding traffic and road conditions.

The discussion was held by the Commissioners regarding the Preliminary Plat for Presidential Glen Commercial Subdivision.

**MOTION:** Upon a motion made by Commissioner Hammersmith and seconded by Vice Chair Leonard to close the Public Hearing.

There was no further discussion.

**Motion to close carried 6-0**

3. **Public Hearing: Conduct a public hearing on a Short Form Final Plat for Riata Ford Manor, one (1) lot on 19.011 acres, more or less, and being located at 10507 US Hwy 290 E, Manor. TX. Applicant: Mahoney Engineering; Owner: River City Partners, LTD.**

The City staff recommended that the P&Z Commission conduct the public hearing.

Chair Tryon opened the public hearing.

Assistant Development Services Director Dunlop was available to answer questions regarding the Short Form Final Plat for Riata Ford Manor.

**MOTION:** Upon a motion made by Commissioner Chavis and seconded by Commissioner Small, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 6-0**

## CONSENT AGENDA

4. **Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of February 10, 2021, Regular Session.**

**MOTION:** Upon a motion made by Vice Chair Leonard and seconded by Commissioner Hammersmith, to approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 6-0.**

**REGULAR AGENDA**

5. **Consideration, discussion, and possible action on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc.; Owner: Geraldine & Edward Wolf.**

Item pulled; no action taken.

6. **Consideration, discussion, and possible action on a Preliminary Plat for Presidential Glen Commercial Subdivision, three (3) lots on 5.38 acres, more or less, and being located near the intersection of US Hwy 290 E and Paseo de Presidente Blvd., Manor, TX. Applicant: Kimley Horn & Associates; Owner: West Elgin Development Corp.**

The City staff recommended that the P&Z Commission approve the Preliminary Plat for Presidential Glen Commercial Subdivision.

**MOTION:** Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Meyer, to approve the Preliminary Plat for Presidential Glen Commercial Subdivision, three (3) lots on 5.38 acres, more or less, and being located near the intersection of US Hwy 290 E. and Paseo de Presidente Blvd., Manor, Texas.

There was no further discussion.

**Motion to approve carried 6-0**

7. **Consideration, discussion, and possible action on a Short Form Final Plat for Riata Ford Manor, one (1) lot on 19.011 acres, more or less, and being located at 10507 US Hwy 290 E, Manor, TX. Applicant: Mahoney Engineering; Owner: River City Partners, LTD.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for Riata Ford Manor.

**MOTION:** Upon a motion made by Vice Chair Leonard and seconded by Commissioner Small to approve a Short Form Final Plat for Riata Ford Manor, one (1) lot on 19.011 acres, more or less, and being located at 10507 US Hwy 290 E., Manor, Texas.

There was no further discussion.

**Motion to approve carried 6-0**

At the direction of Assistant Development Services Director Dunlop Item No. 8 and Item No. 9 were conducted in one motion.

8. **Consideration, discussion, and possible action on a setback waiver for Lot 4, Block 18 Town of Manor to reduce the front setback to 20', rear setback to 10' and side setback to 5'. Applicant: Brenda Perez; Owner: Brenda Perez**

**9. Consideration, discussion, and possible action on a setback waiver for Lot 5, Block 18 Town of Manor to reduce the front setback to 20’, rear setback to 10’ and side setback to 5’. Applicant: Brenda Perez; Owner: Brenda Perez**

The City staff recommended that the P&Z Commission approve the setback waivers of Lot 4 and Lot 5, Block 18 Town of Manor to reduce the front setback to 20’, rear setback to 10’ and side setback to 5’.

Assistant Development Services Director Dunlop gave a summary and was available to answer questions by Commissioners.

**MOTION:** Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Chavis, to approve Agenda Item No. 8 and Item No. 9.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Meyer, to adjourn the regular session of the P&Z Commission at 6:58 p.m. on Wednesday, March 17, 2021.

There was no further discussion.

**Motion to adjourn carried 6-0**

These minutes approved by the P&Z Commission on the 14<sup>th</sup> day of April 2021.

**APPROVED:**

\_\_\_\_\_  
Philip Tryon  
Chair

**ATTEST:**

\_\_\_\_\_  
Scott Dunlop  
Assistant Development Services Director





### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E from Agricultural (A) to Heavy Commercial (C-3).

*Applicant: Keepers Land Planning*

*Owner: Lisa Nehring*

**BACKGROUND/SUMMARY:**

This property was annexed in 2017 along with most properties fronting US Hwy 290 so the city could capture commercial growth and potential future sales taxes as well as controlling the growth along the city’s primary corridor. The default zoning after annexing is Agricultural but the intent of bringing these properties into the city limits was to eventually have them zoned commercial. This is one of the reasons an earlier request of Light Industrial (IN-1) was denied, because the city sought a commercial designation. This request is for C-3 Heavy Commercial but due to the proximity of residential and because C-3 is a combination of commercial and light industrial uses staff supports a C-2 Medium Commercial designation, which most commercial properties fronting US Hwy 290 are zoned. The city has development regulations to protect residential properties from commercial development including larger setbacks and required 25’ wide landscaped bufferyards. Had this property not been annexed in 2017 the previous industrial use (AmeriGas) would have likely been permitted by the County through administrative site review.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Letter of Intent
- Rezoning Map
- Area Map
- Adjacent Property Owner Letter
- Notice Letter
- Mailing Labels

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve **C-2 Medium Commercial** on a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E.

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

March 3, 2021

City of Manor  
15721 Hwy E 290  
Elgin TX 78621

To Whom It May Concern,

We are proposing 15721 Hwy E 290, Elgin TX to become rezoned to Commercial-3 it is currently Agriculture. Surrounding the lots there are small businesses and single-family homes on acreage Land uses for the surrounding properties are similar in use and zoning. As an example, across the street is Industrial-1 for 15908 E US 290 HWY WB and Commercial-2 on 15301 Voelker Lane. Commercial-2 land is used as a tire shop.

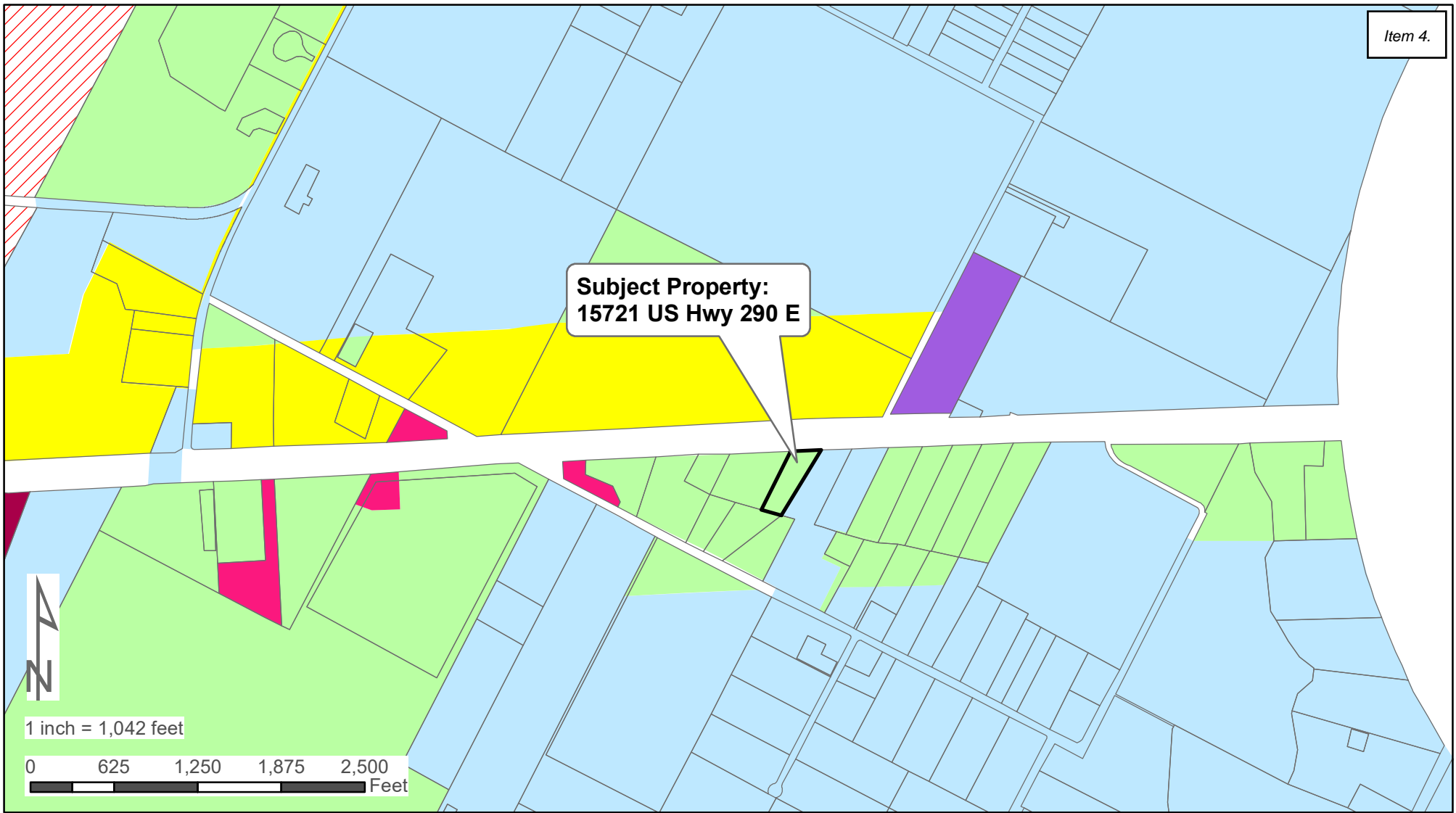
15721 Hwy E 290 is being purchased by The Glass House Inc. for their company location. The business will use the existing home as an office and build a metal building in the back of the property for storage.

Prior to applying for the rezoning, Keepers Land Planning reached out to Scott Dunlop to confirm this zoning was acceptable from the City of Manor's perspective.

Please contact Ricca Keepers with any questions you have at (512) 520-5538.

Thank you,

Ricca Keepers, MUP  
Land Planner  
Keepers Land Planning



# Proposed Zoning: Heavy Commercial (C-3)

*Current Zoning:  
Agricultural (A)*



Zone			
<span style="color: lightgreen;">■</span>	A - Agricultural	<span style="color: purple;">■</span>	IN-1 - Light Industrial
<span style="color: yellow;">■</span>	SF-1 - Single Family Suburban	<span style="color: blue;">■</span>	IN-2 - Heavy Industrial
<span style="color: gold;">■</span>	SF-2 - Single Family Standard	<span style="color: darkblue;">■</span>	PUD - Planned Unit Development
<span style="color: orange;">■</span>	TF - Two Family	<span style="color: brown;">■</span>	ETJ
<span style="color: brown;">■</span>	MF-1 - Multi-Family 15	<span style="color: pink;">■</span>	
<span style="color: darkbrown;">■</span>	MF-2 - Multi-Family 25	<span style="color: magenta;">■</span>	
<span style="color: yellow;">■</span>	MH-1 - Manufactured Home	<span style="color: red;">■</span>	
<span style="color: lightblue;">■</span>	I-1 - Institutional Small	<span style="color: darkred;">■</span>	
<span style="color: blue;">■</span>	I-2 - Institutional Large	<span style="color: lightblue;">■</span>	
<span style="color: darkbrown;">■</span>	GO - General Office		
<span style="color: pink;">■</span>	C-1 - Light Commercial		
<span style="color: magenta;">■</span>	C-2 - Medium Commercial		
<span style="color: darkred;">■</span>	C-3 - Heavy Commercial		
<span style="color: lightblue;">■</span>	NB - Neighborhood Business		
<span style="color: red;">■</span>	DB - Downtown Business		



JAMES MERCER, JR.  
15710 VOELKER LANE  
ELGIN, TEXAS 78621  
(512) 736-8880

April 9, 2021  
[FOR IMMEDIATE DISTRIBUTION]

Chairperson Philip Tryon  
Vice-Chair Julie Leonard  
Commissioner Jacob Hammersmith  
Commissioner John Chavis  
Commissioner Ruben Cardona  
Commissioner Cecil Meyer  
Commissioner LaKeshia Small  
City of Manor  
Planning & Zoning Commission  
105 E. Eggleston Street  
Manor, Texas 78653

Re: Rezoning Application Notification – 15721 US Hwy 290 E, Manor Texas  
78653 (2.13 acres)

Dear Chairperson, Vice-Chair and Commissioners:

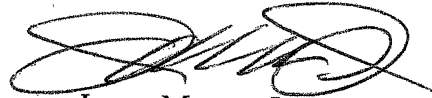
As a long-time resident of the Bluebonnet Neighborhood, this letter is to express my opposition to the above-referenced rezoning request to change the designated zone type from Agricultural (A) to Heavy Commercial (C-3). I am aware that several of my neighbors who reside within 300 feet of the subject property are also opposed to this rezoning request. We faced a similar rezoning request several years ago to change the zone type to Heavy Industrial (IN-2). Nothing in this residential neighborhood has changed since that time.

We reside in a quiet, tranquil, residential, and agricultural community with practically no commercial or industrial activities or development. It is our strong desire that our community remains that way. There are a number of veterans and children who reside in our neighborhood. Although a C-3 or C-2 zoning designation would be less unsettling than an IN-2 designation, either would still represent a drastic and worrisome change from the environment in which we presently live. Accordingly, we urge the Commission to retain the present zoning classification and not open the door to commercial development. We have strong concerns that once the door is opened, we will face a gradual creep to other more commercial and industrial activities.

In addition to the above, the subject property is located adjacent to a drainage basin or water channel (whether officially designated as such or not) to divert water in the area to protect landowners from flooding. Any disturbance to the soil to construct any type of facility, warehouse, etc. could potentially result in flood damage to the surrounding landowners. This particular issue was addressed in the City Council meeting when the IN-2 zoning application was considered in July 2018. Further, the residents who own property within the general vicinity of the proposed site will suffer a significant reduction in the value of our properties if the requested commercial development is allowed in our community.

I appreciate the opportunity to present my concerns to you, and respectfully request that the Planning and Zoning Commission reject the applied for rezoning request.

Respectfully Submitted,



James Mercer, Jr.

JM:





March 29, 2021

RE: Notification for a Rezoning Application at 15721 US Hwy 290 E

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 2.13 acres at 15712 US Hwy 290 E, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

The Planning and Zoning Commission will meet at 6:30PM on April 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on April 21, 2021 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 Rezoning Application has been filed.

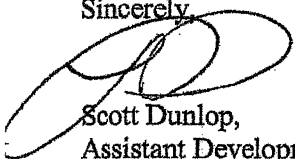
If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

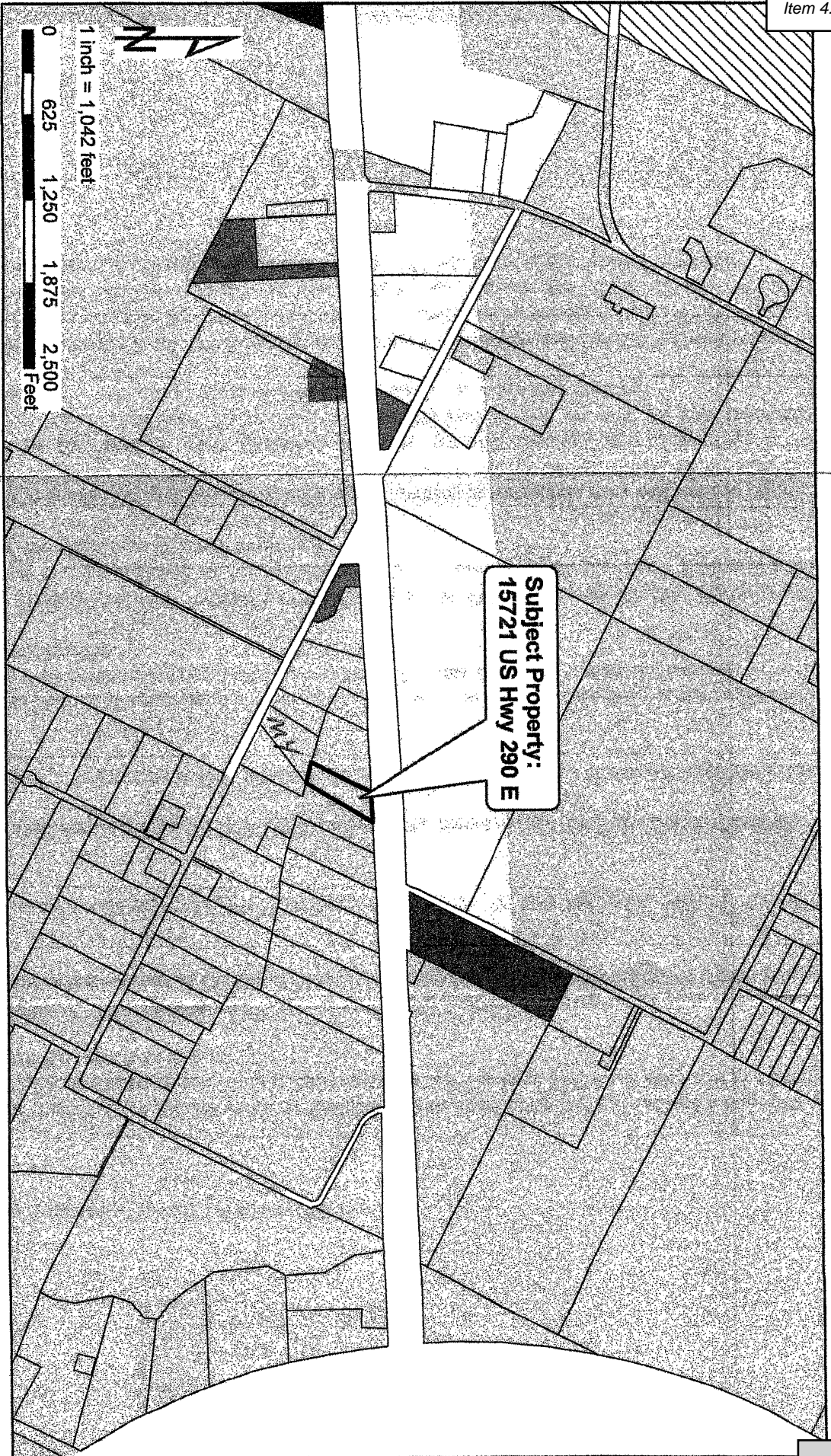
Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agendas for the April 14<sup>th</sup> Planning and Zoning Commission and April 21<sup>st</sup> City Council to see how the meeting will be conducted, whether via video conference or in-person, or by calling 512-215-8116. Agendas and speaker registration information can be found at the follow link under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

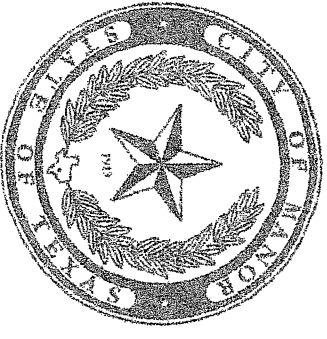
Sincerely,

  
 Scott Dunlop,  
 Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262





**Subject Property:  
15721 US Hwy 290 E**



**Proposed Zoning:  
Heavy Commercial (C-3)**

**Current Zoning:  
Agricultural (A)**

Zone	
	A - Agricultural
	SF-1 - Single Family
	Suburban
	SF-2 - Single Family
	Standard
	TF - Two Family
	MF-1 - Multi-Family 15
	MF-2 - Multi-Family 25
	MH-1 - Manufactured Home
	I-1 - Institutional Small
	I-2 - Institutional Large
	GO - General Office
	C-1 - Light Commercial
	C-2 - Medium Commercial
	C-3 - Heavy Commercial
	NB - Neighborhood Business
	DB - Downtown Business
	Ih-1 - Light Industrial
	Ih-2 - Heavy Industrial
	PUD - Planned Unit Development
	ETJ



March 29, 2021

RE: Notification for a Rezoning Application at 15721 US Hwy 290 E

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 2.13 acres at 15712 US Hwy 290 E, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for 2.13 acres, more or less, Lot 4, Bluebonnet Business Park, Section One, and being located at 15721 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

The Planning and Zoning Commission will meet at 6:30PM on April 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on April 21, 2021 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 Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agendas for the April 14<sup>th</sup> Planning and Zoning Commission and April 21<sup>st</sup> City Council to see how the meeting will be conducted, whether via video conference or in-person, or by calling 512-215-8116. Agendas and speaker registration information can be found at the follow link under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,



Scott Dunlop,  
Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-215-8262

FARMER JERRY R JR  
15905 HIGHWAY 290 E  
ELGIN, TX 78621-4127

SOSA JOSE G  
15700 VOELKER LN  
ELGIN, TX 78621-4129

MERCER JAMES WILLIE  
15710 VOELKER LN  
ELGIN, TX 78621-4129

FARMER LOUISE & CHARLES OMAN  
15819 HIGHWAY 290 E  
ELGIN, TX 78621-4131

AMOS BRENT W & PATRICIA ANN  
SERENITY RANCH  
15812 VOELKER LN  
ELGIN, TX 78621-4114

AMOS BRENT W & PATRICIA ANN  
SERENITY RANCH  
15812 VOELKER LN  
ELGIN, TX 78621-4114

EDWARDS TOBY M & MARY E  
15800 VOELKER LN  
ELGIN, TX 78621-4114



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.46 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* Forestar

**BACKGROUND/SUMMARY:**

This plat was originally approved on 10/16/19. This revision was an alteration of 17 lots because they are moving the amenity center across the street into Phase 2, but this change was significant enough to warrant the plat to be re-approved. This revised plat has been approved by our engineers.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Plat
- Engineer Comments
- Conformance Letter

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Preliminary Plat for Manor Heights Subdivision Phase 3 Revision, two hundred ninety-seven (297) lots on 146.46 acres, more or less, and being located near the intersection of US Hwy 290 E and Old Kimbro Road, Manor, TX.

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



# PRELIMINARY PLANS FOR

# MANOR HEIGHTS

## PHASE 3 SECTION 1 & PHASE 3 SECTION 2 CITY OF MANOR, TRAVIS COUNTY, TEXAS

### PLAN SUBMITTAL/REVIEW LOG

1ST SUBMITTAL TO CITY	01/15/2021
2ND SUBMITTAL TO CITY	XX/XX/XXXX
3RD SUBMITTAL TO CITY	XX/XX/XXXX
4TH SUBMITTAL TO CITY	XX/XX/XXXX
5TH SUBMITTAL TO CITY	XX/XX/XXXX

### ENGINEER / SURVEYOR **Kimley»Horn**

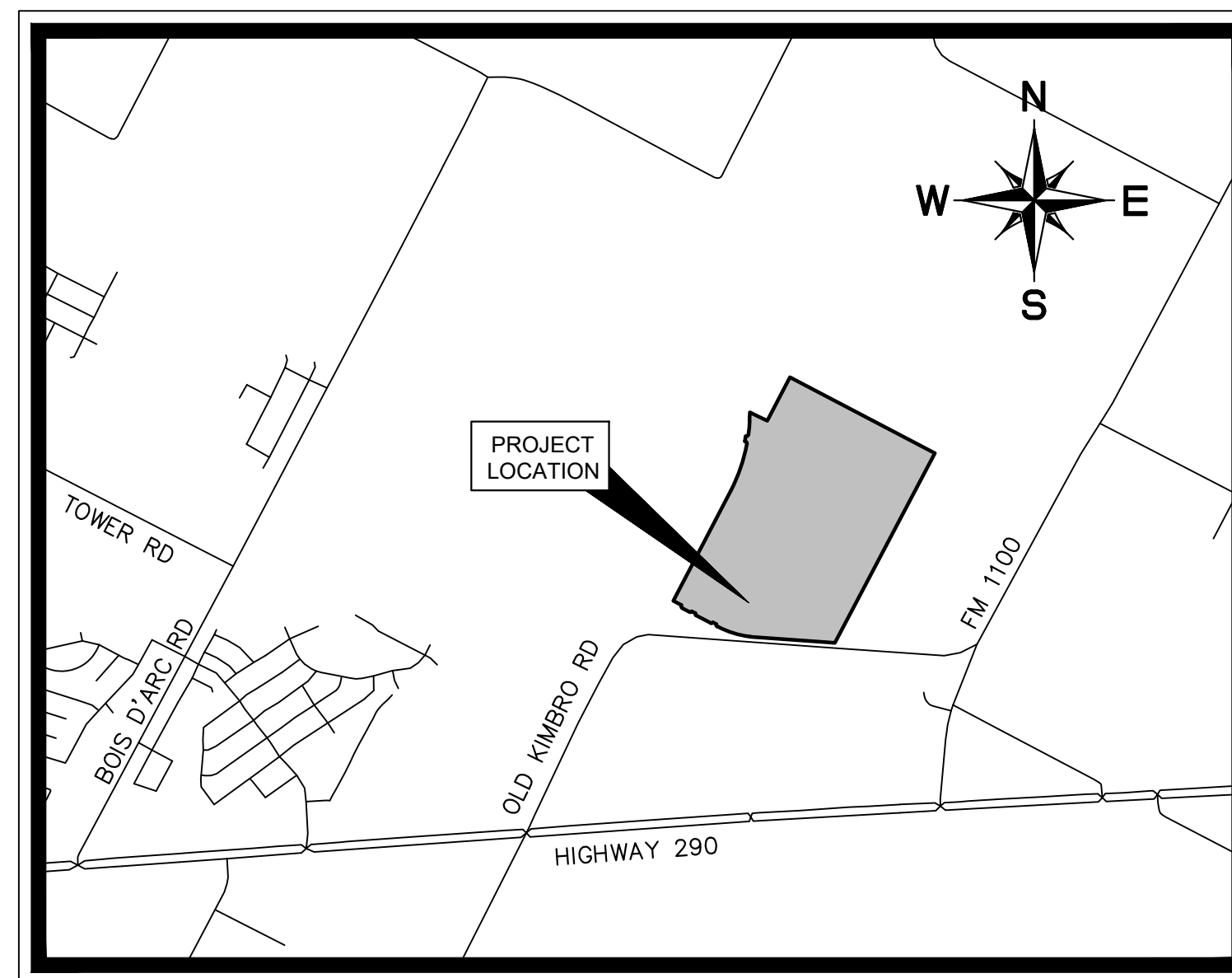
10814 JOLLYVILLE ROAD STATE OF TEXAS  
AVALLON IV, SUITE 200 REGISTRATION NO. F-928  
AUSTIN, TEXAS 78759  
PH. (512) 418-1771  
CONTACT: ALEX E. GRANADOS, P.E.

### OWNER/DEVELOPER

FORESTAR REAL ESTATE GROUP, INC.  
10700 PECAN PARK BLVD., SUITE 150  
AUSTIN, TEXAS 78750  
CONTACT: JEFF SCOTT



Know what's below.  
Call before you dig.



VICINITY MAP  
SCALE: 1" = 2,000'

Sheet Number	Sheet Title	
1	COVER SHEET	RT
2	<del>EXISTING CONDITIONS</del>	
3	OVERALL PRELIMINARY PLAN	
4	PRELIMINARY PLAN (SHEET 1 OF 3)	RT
5	PRELIMINARY PLAN (SHEET 2 OF 3)	RT
6	PRELIMINARY PLAN (SHEET 3 OF 3)	
7	UTILITY PLAN (SHEET 1 OF 2)	RT
8	UTILITY PLAN (SHEET 2 OF 2)	
9	OVERALL DRAINAGE MAP	
10	INLET DRAINAGE AREA MAP (SHEET 1 OF 2)	RT
11	INLET DRAINAGE AREA MAP (SHEET 2 OF 2)	RT
12	DRAINAGE CALCULATIONS	RT

### LEGAL DESCRIPTION

BEING 141.87 ACRES OUT OF THE 157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO.52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO.64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO KIMBRO ROAD ESTATES, LP PER DEED RECORDED AS DOCUMENT NO.2017180865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING THE ENTIRE 3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS RECORDED IN 2017157471 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING 1.905 ACRES OF 35.626 ACRES LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.  
DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_  
BY: \_\_\_\_\_  
HONORABLE MAYOR DR. LARRY WALLACE JR.  
MAYOR OF THE CITY OF MANOR, TEXAS

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY OF COUNCIL.  
DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_  
BY: \_\_\_\_\_  
PHILIP TRYON, P&Z CHAIRPERSON

**Kimley»Horn**  
© 2019 KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759  
PHONE: 512-418-1771 FAX: 512-418-1791  
WWW.KIMLEY-HORN.COM  
TEXAS REGISTERED ENGINEERING FIRM F-928

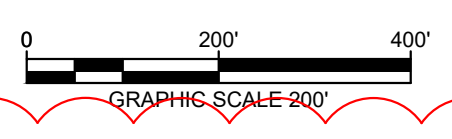
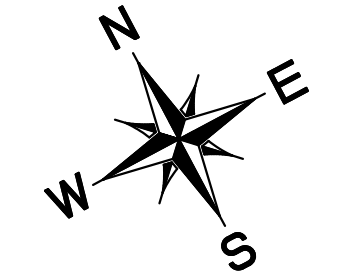
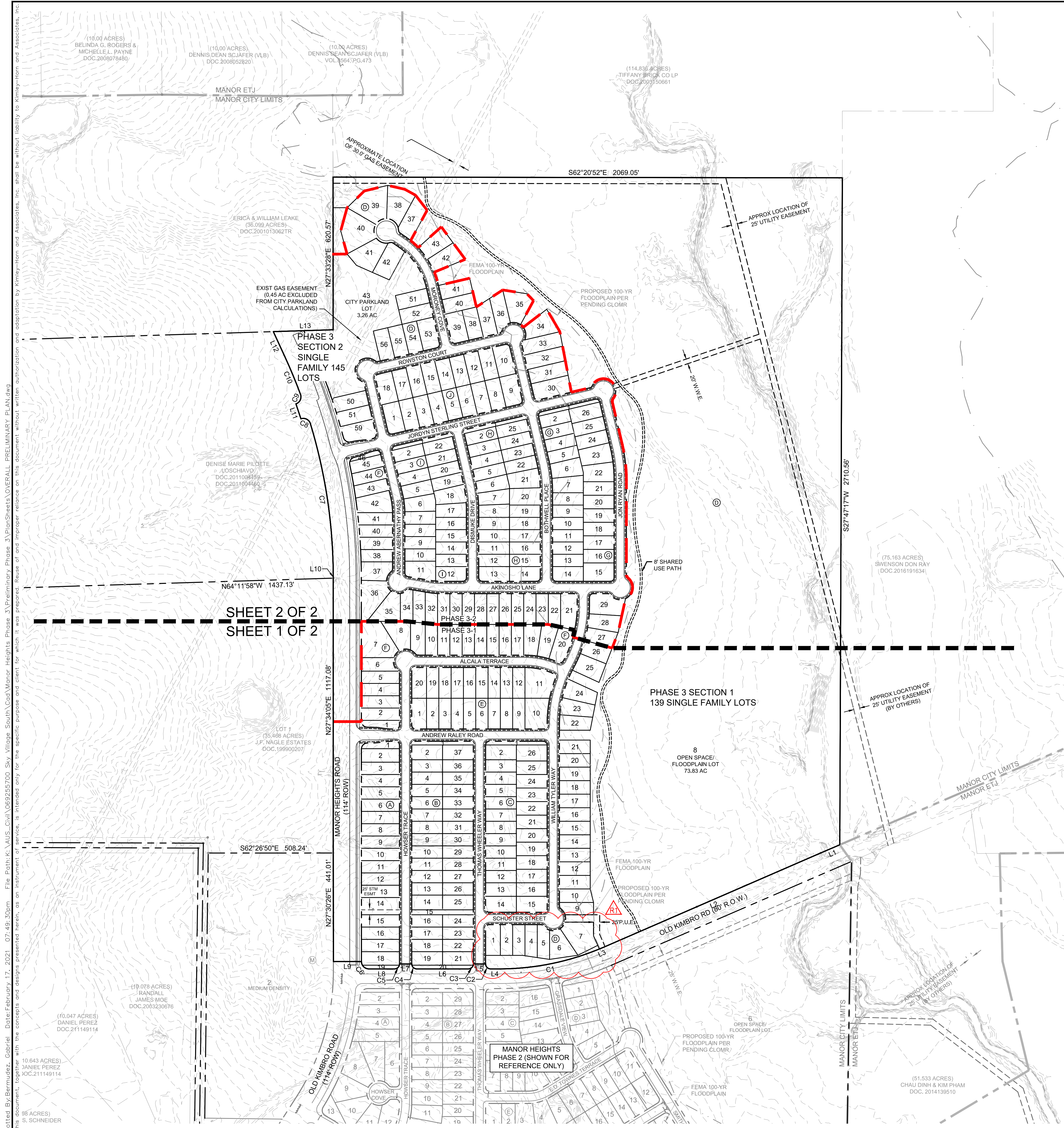
02/17/2021  
  
KHA PROJECT 069255700  
DATE JANUARY 2021  
SCALE AS SHOWN  
DESIGNED BY: AGD  
DRAWN BY: AGD  
CHECKED BY: AEC

COVER SHEET  
MANOR HEIGHTS  
PHASE 3 SECTIONS 1 & 2  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

SHEET NUMBER  
1

Plotted By: Bermudez, Gabriel Date: February 17, 2021 07:38:44pm File Path: K:\AUS-CIVIL\069255700-Sky Village South\04-Manor Heights\Phase 3\PlanSheets\Cover SHEET.dwg This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.





**MANOR HEIGHTS PHASE 3 - GENERAL INFORMATION:**

TOTAL ACREAGE.....	146.64
LINEAR FOOT OF 50' ROW.....	11,941'
LINEAR FOOT OF 114' ROW.....	2,576'
NUMBER OF SINGLE FAMILY LOTS.....	284
ACREAGE OF SINGLE FAMILY LOTS.....	48.0
NUMBER OF PARKLAND LOTS.....	1
ACREAGE OF PARKLAND LOTS.....	3.26
NUMBER OF OPEN SPACE FLOODPLAIN LOTS.....	1
ACREAGE OF OPEN SPACE LOTS.....	73.83
NUMBER OF LANDSCAPE LOTS.....	11
ACREAGE OF LANDSCAPE LOTS.....	0.88
ACREAGE OF ROW.....	20.67
TOTAL NUMBER OF LOTS.....	297

**MANOR HEIGHTS - PHASE 3 SECTION 1 INFORMATION:**

TOTAL ACREAGE.....	105.73
LINEAR FOOT OF 50' ROW.....	5138'
LINEAR FOOT OF 114' ROW.....	975'
NUMBER OF SINGLE FAMILY LOTS.....	139
ACREAGE OF SINGLE FAMILY LOTS.....	23.05
NUMBER OF OPEN SPACE/FLOODPLAIN LOTS.....	1
ACREAGE OF OPEN SPACE LOTS.....	73.83
NUMBER OF LANDSCAPE LOTS.....	6
ACREAGE OF LANDSCAPE LOTS.....	0.49
ACREAGE OF ROW.....	8.36
TOTAL NUMBER OF LOTS.....	146

**MANOR HEIGHTS - PHASE 3 SECTION 2 INFORMATION:**

TOTAL ACREAGE.....	41.03
LINEAR FOOT OF 50' ROW.....	6803'
LINEAR FOOT OF 114' ROW.....	975'
NUMBER OF SINGLE FAMILY LOTS.....	145
ACREAGE OF SINGLE FAMILY LOTS.....	24.95
NUMBER OF PARKLAND LOTS.....	1
ACREAGE OF PARKLAND LOTS.....	3.26
NUMBER OF LANDSCAPE LOTS.....	5
ACREAGE OF LANDSCAPE LOTS.....	0.39
ACREAGE OF ROW.....	12.31
TOTAL NUMBER OF LOTS.....	151

**LEGAL DESCRIPTION**

BEING 141.87 ACRES OUT OF THE 157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO. 52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO. 64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LP PER DEED RECORDED AS DOCUMENT NO. 2017180865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING THE ENTIRE 3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, L.L.C. AS RECORDED IN 2017157471 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS

AND BEING 1.905 ACRES OF 35.626 ACRES LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 19990207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVEYED TO SKY VILLAGE KIMBRO ESTATES, L.L.C. OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

**OVERALL LOT SUMMARY**

Lot Width	Phase 2		Phase 3		Overall	
	Lot Count	Lot Mix	Lot Count	Lot Mix	Lot Count	Lot Mix
50'	177	70%	193	68%	370	69%
55'	75	30%	44	15%	119	22%
60'	0	0%	47	17%	47	9%
<b>Total</b>	<b>252</b>		<b>284</b>		<b>536</b>	

**MINIMUM LOT SIZE, HEIGHT AND PLACEMENT REQUIREMENTS**

LAND USE	FRONT YARD	SIDE YARD	STREET SIDE YARD	REAR YARD	MINIMUM LOT	MINIMUM LOT	MAXIMUM HEIGHT
	SETBACK (FT)	SETBACK (FT)	SETBACK (FT)	SETBACK (FT)	SIZE (SF)	WIDTH (FT)	LIMIT (FT)
PUD-SF-1	20	5	15	10	6,250	50	35

**CURVE TABLE**

CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C1	1060.0'	406.80'	N73°25'34"W	404.31'	21°59'19"	205.93'
C2	20.00'	31.42'	N17°25'55"W	28.28'	90°00'00"	20.00'
C3	20.00'	31.42'	S72°34'05"W	28.28'	90°00'00"	20.00'
C4	20.00'	31.42'	N17°25'55"W	28.28'	90°00'00"	20.00'
C5	20.00'	31.42'	S72°34'05"W	28.28'	90°00'00"	20.00'
C6	30.00'	47.11'	N17°26'26"W	42.42'	89°58'58"	29.99'
C7	2143.00'	628.71'	N19°01'50"E	626.45'	16°48'33"	316.63'
C8	30.00'	48.00'	N35°12'53"W	43.04'	91°40'53"	30.89'
C9	30.00'	48.00'	N53°06'14"E	43.04'	91°40'53"	30.89'
C10	2143.00'	165.34'	N5°03'10"E	165.30'	4°25'14"	82.71'

**LINE TABLE**

LINE	LENGTH	BEARING
L1	84.38	N85°38'46.43"W
L2	963.04	N85°54'35.05"W
L3	27.61	N84°25'13.89"W
L4	35.45	N62°25'54.78"W
L5	50.00	N62°25'54.79"W
L6	210.00	N62°25'54.79"W
L7	50.00	N62°25'54.79"W
L8	104.53	N62°25'54.79"W
L9	114.00	N62°26'56.88"W
L11	64.00	N8°56'40.33"E
L12	112.50	N2°50'33.40"E
L13	242.92	S64°11'52.29"E

Item 5.  
DATE

REVISIONS  
No.

© 2019 KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALON IV, SUITE 300, AUSTIN, TX 78759  
PHONE: 512-418-1771 FAX: 512-418-1791  
WWW.KIMLEY-HORN.COM  
TEXAS REGISTERED ENGINEERING FIRM F-928

02/17/2021

Myron E. Kimley

KHA PROJECT  
069255700

DATE  
JANUARY 2021

SCALE: AS SHOWN

DESIGNED BY: AGD

DRAWN BY: AGD

CHECKED BY: AEC

**OVERALL  
PRELIMINARY PLAN**

**MANOR HEIGHTS  
PHASE 3 SECTIONS 1 & 2**  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

SHEET NUMBER  
**3**

Plotted By: Bermudez, Gabriel Date: February 17, 2021 07:49:30pm File Path: K:\AUS-CIVIL\069255700-Sky Village South-Cad Manor Heights-Phase 3-Preliminary-Phase 3-PlanSheets\OVERALL PRELIMINARY PLAN.dwg  
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.





Texas Engineering Firm #4242

Date: Tuesday, February 16, 2021

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
gabriel.bermudez@kimley-horn.com

Permit Number 2020-P-1293-PP  
Job Address: Manor Heights Phase 3 Revised Preliminary Plat, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Manor Heights Phase 3 Revised Preliminary Plat (*Preliminary Plan*) submitted by Kimley-Horn and received on February 19, 2021, 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 Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@gbateam.com](mailto:pgray@gbateam.com).

1. The preliminary plat should be labeled as being a revision to the previously approved preliminary plat. A revision block should be added that lists the revision.
2. Provide sizes of all existing water and wastewater lines that the proposed utilities will tie in to.
3. The developer shall include a copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA). From the drawings it appears that the floodplain will be modified.

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

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

Thank you,

2/16/2021 11:31:05 AM  
Manor Heights Phase 3 Revised Preliminary Plat  
2020-P-1293-PP  
Page 2



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA





Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Tuesday, March 16, 2021

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
gabriel.bermudez@kimley-horn.com

Permit Number 2020-P-1293-PP  
Job Address: Manor Heights Phase 3 Revised Preliminary Plat, Manor 78653

Dear Jason Reece,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Jason Reece and received by our office on February 19, 2021, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

**Please submit a hard copy of the cover sheet to Scott Dunlop at the City of Manor for signatures. A copy of the signed cover sheet will be uploaded under project files on the my permit now website.**

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 blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA

AGENDA ITEM NO. \_\_\_\_\_



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Final Plat for Lagos Subdivision Phase 2, 123 lots on 37.12 acres, more or less, and being located near the intersection of N. FM 973 and East Brenham Street, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* 706 Development Corp.

**BACKGROUND/SUMMARY:**

This is second of five phases for the Lagos Subdivision. It is 116 residential lots and 7 non-residential lots (2 commercial and 5 landscaping lots). This plat has been approved by our engineers.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

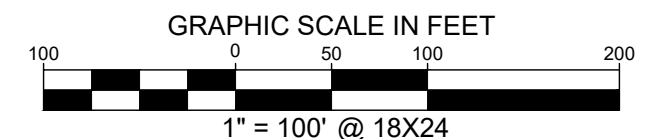
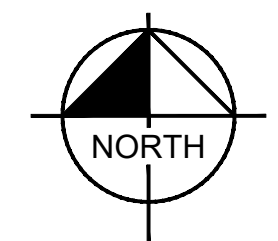
- Plat
- Engineer Comments
- Conformance Letter

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve the Final Plat for Lagos Subdivision Phase 2, 123 lots on 37.12 acres, more or less, and being located near the intersection of N. FM 973 and East Brenham Street, Manor, TX.

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

---



**BENCH MARK LIST**

NOTE: POINTS SHOWN BELOW ARE -0.72'(AVERAGE) BELOW NAVD88-GEOID 12A

BM #1	"X" CUT SET ON TOP OF A CURB AT THE SOUTHWEST CORNER OF BRENHAM DRIVE AND F.M. 973	ELEV.=525.08'
BM #2	"X" CUT SET ON TOP OF CURB ON THE NORTH SIDE OF LAPOYNER STREET 30'± WEST OF F.M. 973.	ELEV.=516.92'

**LEGEND**

IRF	IRON ROD FOUND
IRFC	IRON ROD FOUND W/ CAP
IPF	IRON PIPE FOUND
P.O.B.	POINT OF BEGINNING
R.O.W.	RIGHT OF WAY
S.D.E.	SIGHT DISTANCE EASEMENT
OPRTC	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
---	SIDEWALK
(A)	BLOCK IDENTIFIERS

**GENERAL INFORMATION:**

TOTAL ACREAGE.....	37.121 ACRES
TOTAL LINEAR FEET OF ROW.....	5598'
LINEAR FEET OF 50' ROW.....	5131'
LINEAR FEET OF 80' ROW.....	467'
ACREAGE OF ROW.....	8.995 ACRES
NUMBER OF SINGLE FAMILY LOTS.....	116 LOTS
ACREAGE OF SINGLE FAMILY LOTS.....	19.618 ACRES
NUMBER OF NON-RESIDENTIAL LOTS.....	7 LOTS
ACREAGE OF NON-RESIDENTIAL LOTS.....	8.508 ACRES
TOTAL NUMBER OF LOTS.....	123 LOTS

**LAGOS PHASE 2**  
**37.121 ACRES**  
 BEING A PORTION OF A CALLED 675.6978 ACRE TRACT RECORDED IN DOCUMENT NO. 2005114143, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY  
 JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546  
 CALVIN BAKER SURVEY NO. 38, ABSTRACT NO. 58  
 CITY OF MANOR, TRAVIS COUNTY, TEXAS

**Kimley»Horn**

706 DEVELOPMENT CORPORATION  
 9900 US HIGHWAY 290 E  
 MANOR, TX 78653-9720  
 PH: (512) 327-7415  
 CONTACT: DANNY BURNETT

767  
 706 DEVELOPMENT CORPORATION  
 9900 US HIGHWAY 290 E  
 MANOR, TX 78653-9720  
 PH: (512) 327-7415  
 CONTACT: DANNY BURNETT

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	APS	JGM	3/2/2021	069255703	1 OF 4

**SURVEYOR:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 LAND SURVEYOR NO. 6769  
 10814 JOLLYVILLE ROAD  
 CAMPUS IV, SUITE 200  
 AUSTIN, TEXAS 78759  
 PH: (512) 572-6674  
 CONTACT: ZACHARY KEITH PETRUS R.P.L.S.

**CIVIL ENGINEER:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300  
 AUSTIN, TEXAS 78759  
 TBPE FIRM REGISTRATION NO. F-928  
 PH: (512) 418-1771 FAX: (512) 418-1791  
 CONTACT: ROBERT J. SMITH, P.E.

**OWNER/DEVELOPER:**  
 706 DEVELOPMENT CORPORATION  
 9900 US HIGHWAY 290 E  
 MANOR, TX 78653-9720  
 PH: (512) 327-7415  
 CONTACT: DANNY BURNETT



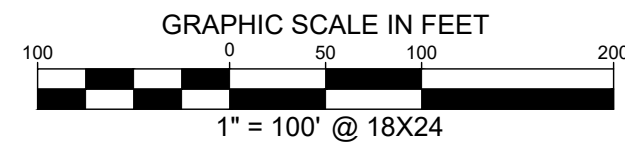
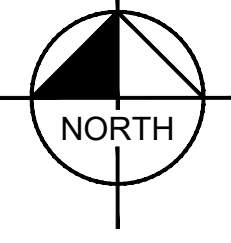
**LOT WIDTH TABLE**

PHASE 2				
MINIMUM WIDTH	50'	60'	30' (CUL-DE-SAC)	TOTAL
TOTAL LOTS	84	27	5	116
PERCENT (%)	72.41	23.28	4.31	100.00

**LOT TYPE SUMMARY TABLE**

PHASE 2				
TYPE	A	B	C	D
TOTAL LOTS	45	22	24	25
PERCENT (%)	38.79	18.97	20.69	21.55

BLOCK	LOT	CLASSIFICATION	MAINTAINED BY
C	22	OPEN SPACE	HOA
C	35	OPEN SPACE	HOA
BLOCK	LOT	CLASSIFICATION	OWNERSHIP CLASSIFICATION
F	12	LANDSCAPE	HOA
H	32	LANDSCAPE	HOA
H	33	LANDSCAPE	HOA



AMENDED PLAT OF  
HAMILTON POINT  
PHASE A  
DOC# 200100307  
OPRTC

MATCHLINE  
(SEE SHEET 1 OF 4)

12 - OPEN SPACE

SAN MARCOS STREET  
SPACE (VARIABLE WIDTH R.O.W.)

32 - OPEN SPACE

CASTELLAN TRACE  
(50' R.O.W.)

50' R.O.W. DEDICATION  
TO BLAKE MANOR ROAD

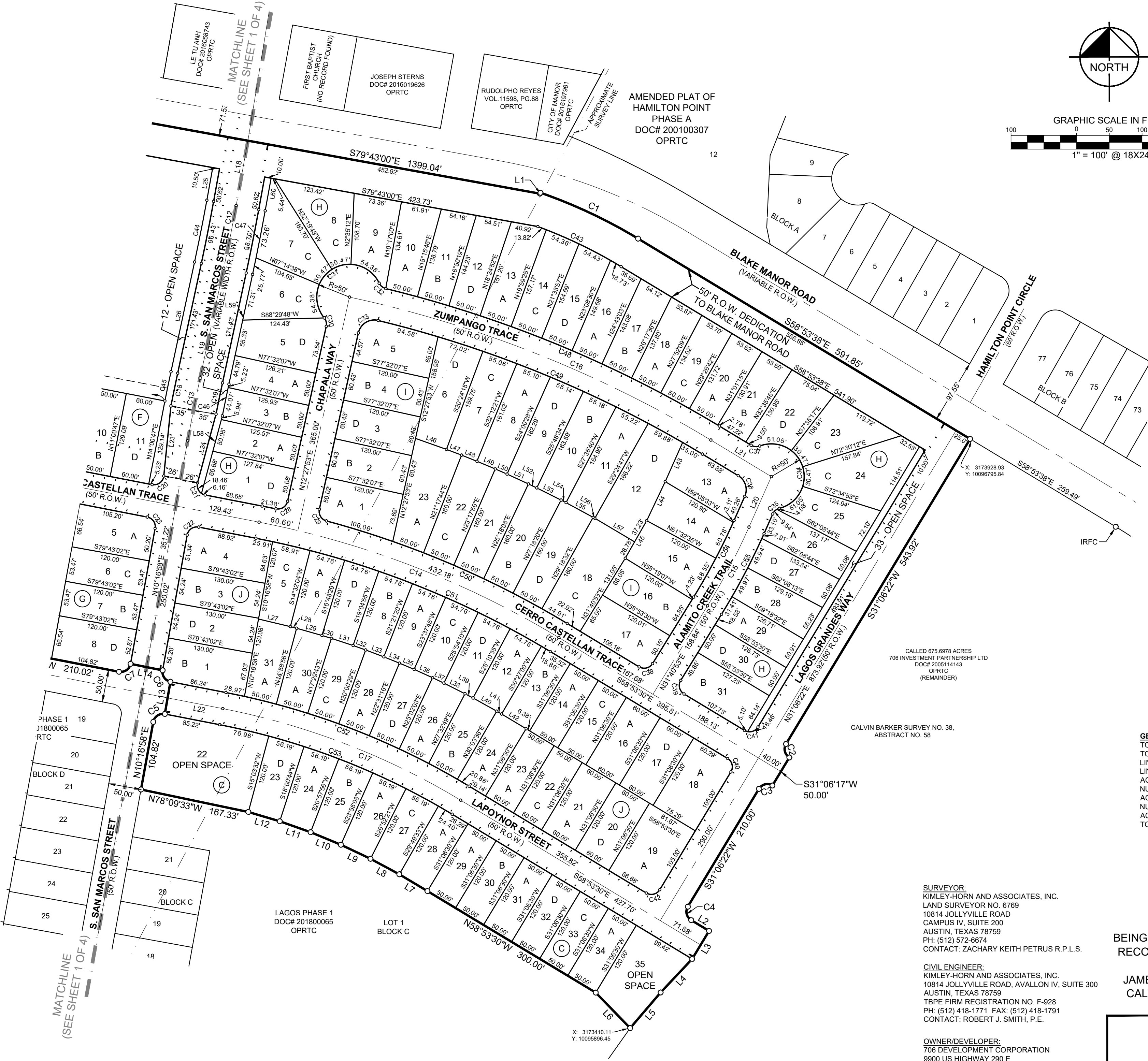
BLAKE MANOR ROAD  
(VARIABLE R.O.W.)

HAMILTON POINT CIRCLE  
(60' R.O.W.)

33 - OPEN SPACE

LAGOS PHASE 1  
DOC# 201800065  
OPRTC

MATCHLINE  
(SEE SHEET 1 OF 4)



**LEGEND**

- IRF IRON ROD FOUND
- IRFC IRON ROD FOUND W/ CAP
- IPF IRON PIPE FOUND
- P.O.B. POINT OF BEGINNING
- R.O.W. RIGHT OF WAY
- S.D.E. SIGHT DISTANCE EASEMENT
- OPRTC OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
- SIDEWALK
- (A) BLOCK IDENTIFIERS

**GENERAL INFORMATION:**

TOTAL ACREAGE.....	37.121 ACRES
TOTAL LINEAR FEET OF ROW.....	5598'
LINEAR FEET OF 50' ROW.....	5131'
LINEAR FEET OF 80' ROW.....	467'
ACREAGE OF ROW.....	8.995 ACRES
NUMBER OF SINGLE FAMILY LOTS.....	116 LOTS
ACREAGE OF SINGLE FAMILY LOTS.....	19.618 ACRES
NUMBER OF NON-RESIDENTIAL LOTS.....	7 LOTS
ACREAGE OF NON-RESIDENTIAL LOTS.....	8.508 ACRES
TOTAL NUMBER OF LOTS.....	123 LOTS

CALLED 675.6978 ACRES  
706 INVESTMENT PARTNERSHIP LTD  
DOC# 2005114143  
OPRTC  
(REMAINDER)

CALVIN BARKER SURVEY NO. 38,  
ABSTRACT NO. 58

**SURVEYOR:**  
KIMLEY-HORN AND ASSOCIATES, INC.  
LAND SURVEYOR NO. 6769  
10814 JOLLYVILLE ROAD  
CAMPUS IV, SUITE 200  
AUSTIN, TEXAS 78759  
PH: (512) 572-6674  
CONTACT: ZACHARY KEITH PETRUS R.P.L.S.

**CIVIL ENGINEER:**  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300  
AUSTIN, TEXAS 78759  
TBPE FIRM REGISTRATION NO. F-928  
PH: (512) 418-1771 FAX: (512) 418-1791  
CONTACT: ROBERT J. SMITH, P.E.

**OWNER/DEVELOPER:**  
706 DEVELOPMENT CORPORATION  
9900 US HIGHWAY 290 E  
MANOR, TX 78653-9720  
PH: (512) 327-7415  
CONTACT: DANNY BURNETT

**LAGOS PHASE 2**  
**37.121 ACRES**  
BEING A PORTION OF A CALLED 675.6978 ACRE TRACT  
RECORDED IN DOCUMENT NO. 2005114143, OFFICIAL  
PUBLIC RECORDS OF TRAVIS COUNTY  
JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546  
CALVIN BAKER SURVEY NO. 38, ABSTRACT NO. 58  
CITY OF MANOR, TRAVIS COUNTY, TEXAS

**Kimley»Horn**

601 NW Loop 410, Suite 350 San Antonio, Texas 78216 FIRM # 10193973 Tel. No. (210) 541-9166 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	APS	JGM	3/2/2021	069255703	2 OF 4



Texas Engineering Firm #4242

Date: Monday, November 16, 2020

Jacob Kondo  
 Kimley-Horn  
 10814 Jollyville Road  
 AUSTIN 78759  
 jacob.kondo@kimley-horn.com

Permit Number 2020-P-1278-FP  
 Job Address: Near southeast corner of FM 973 & Blake Manor Road, Manor, TX. 78653

1500 County Road 269  
 Leander, TX 78641

PO Box 2029  
 Leander, TX 78646-2029

Dear Jacob Kondo,

The first submittal of the Lagos Phase 2 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 04, 2021, 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 Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. The approved street name from 911 addressing is Zumpango Trace. The plat lists the name as Zumpango Pass.
2. Provide documentation that Lagos Grandes Way is an approved street name.
3. The signature block for the owner reads Lagos Phase 1 not Phase 2.
4. The year listed on the plat is 2018. This should be updated to read 2020 (possibly 2021).
5. Verify that Plat General Note 7 lists all of the lots that the HOA will own and maintain all of the same lots. Sheet 1 lists different information than the note.
6. General Note 11 should say the City of Austin Environmental Criteria Manual.
7. The Current Mayor is Dr. Larry Wallace, Jr.
8. The City Secretary is Lluvia Almaraz.
9. The P&Z Chairperson is Philip Tryon.
10. General Note 3 should be verified. Where are the easements located?
11. 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.

12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plan, and the location, dimensions and description of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries shall be shown on the final plat.
13. A copy of deed restrictions or covenants, if such documents are to be used need to be provided.
14. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(5)(iii), if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.

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

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

Thank you,



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA





KHA Project No. 069241722

January 22, 2021

Jay Engineering Company, Inc.  
ATTN: Pauline Gray, P.E., Staff Engineer  
P.O. Box 1220  
Leander, Texas 78646-1220

**RE: 2020-P-1278-FP  
Lagos Manor Phase II Final Plat  
Near southeast corner of FM 973 & Blake Manor Road, Manor, TX 78653**

Dear Pauline Gray, P.E.:

Please accept this Comment Response Letter in reply to Jay Engineering Company's review regarding the above referenced project for compliance with the City of Manor Subdivision Ordinance 263B. Original comments have been included for reference. Kimley-Horn responses are listed in **maroon**.

1. The approved street name from 911 addressing is Zumpango Trace. The plat lists the name as Zumpango Pass.

***Response: Please see the updated plat.***

2. Provide documentation that Lagos Grandes Way is an approved street name.

***Response: Please see the attached email correspondence with 9-1-1 Addressing titled "2. Lagos Phase 1 – Street Name Requests".***

3. The signature block for the owner reads Lagos Phase 1 not Phase 2.

***Response: Please see the updated plat.***

4. The year listed on the plat is 2018. This should be updated to read 2020 (possibly 2021).

***Response: Please see the updated plat.***

5. Verify that Plat General Note 7 lists all of the lots that the HOA will own and maintain all of the same lots.  
Sheet 1 lists different information than the note.

***Response: Please see the updated plat.***

6. General Note 11 should say the City of Austin Environmental Criteria Manual.

***Response: Please see the updated plat.***

7. The Current Mayor is Dr. Larry Wallace, Jr.

***Response: Please see the updated plat.***

8. The City Secretary is Lluvia Almaraz

***Response: Please see the updated plat.***

9. The P&Z Chairperson is Philip Tryon

***Response: Please see the updated plat.***

10. General Note 3 should be verified. Where are the easements located?

***Response: Please see the updated plat.***

11. 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.

***Response: Please see the updated plat.***

12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plan, and the location, dimensions and description of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries shall be shown on the final plat.

***Response: Please see the updated plat.***

13. A copy of deed restrictions or covenants, if such documents are to be used need to be provided.

***Response: A copy of the deed has been included with this submittal, please see document titled "13. Deed 2005114143".***

14. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c) (5)(iii), if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.

***Response: Acknowledged, financial assurance will be provided before filing the plat for recordation.***





Should you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

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

Jacob Kondo, P.E.  
(737) 471-0326  
jacob.kondo@kimley-horn.com



Texas Engineering Firm #4242

Date: Tuesday, February 16, 2021

Jacob Kondo  
Kimley-Horn  
10814 Jollyville Road  
AUSTIN 78759  
jacob.kondo@kimley-horn.com

Permit Number 2020-P-1278-FP  
Job Address: Near southeast corner of FM 973 & Blake Manor Road, Manor, TX. 78653

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Dear Jacob Kondo,

The first submittal of the Lagos Phase 2 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 04, 2021, 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 Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

~~1. The approved street name from 911 addressing is Zumpango Trace. The plat lists the name as Zumpango Pass.~~

**2. Provide documentation that Lagos Grandes Way is an approved street name. The documentation provided does not show that the street name was approved.**

~~3. The signature block for the owner reads Lagos Phase 1 not Phase 2.~~

~~4. The year listed on the plat is 2018. This should be updated to read 2020 (possibly 2021).~~

~~5. Verify that Plat General Note 7 lists all of the lots that the HOA will own and maintain all of the same lots. Sheet 1 lists different information than the note.~~

**6. General Note 11 should say the City of Austin Environmental Criteria Manual. The note should include the date of the current manual.**

~~7. The Current Mayor is Dr. Larry Wallace, Jr.~~

~~8. The City Secretary is Lluvia Almaraz.~~

~~9. The P&Z Chairperson is Philip Tryon.~~

~~10. General Note 3 should be verified. Where are the easements located?~~

**11. 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. The comment response letter stated this was addressed but the information could not be located on the plat.**

**12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plan, and the location, dimensions and description of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries shall be shown on the final plat. This information could not be located on the resubmitted plat.**

~~13. A copy of deed restrictions or covenants, if such documents are to be used need to be provided.~~

~~14. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(5)(iii), if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~

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

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

Thank you,



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



KHA Project No. 069241722

February 24, 2021

Jay Engineering Company, Inc.  
 ATTN: Pauline Gray, P.E., Staff Engineer  
 P.O. Box 1220  
 Leander, Texas 78646-1220

**RE: 2020-P-1278-FP  
 Lagos Phase 2 Final Plat  
 Near southeast corner of FM 973 & Blake Manor Road, Manor, TX 78653**

Dear Pauline Gray, P.E.:

Please accept this Comment Response Letter in reply to Jay Engineering Company's review regarding the above referenced project for compliance with the City of Manor Subdivision Ordinance 263B. Original comments have been included for reference. Kimley-Horn responses are listed in **maroon**.

- ~~1. The approved street name from 911 addressing is Zumpango Trace. The plat lists the name as Zumpango Pass.~~
- 2. Provide documentation that Lagos Grandes Way is an approved street name. The documentation provided does not show that the street name was approved.**

***Response: Correspondence with 9-1-1 Addressing show that "Lagos Grandes Way" is an approved and reserved street name was uploaded to My Permit Now on February 1, 2021.***

- ~~3. The signature block for the owner reads Lagos Phase 1 not Phase 2.~~
- ~~4. The year listed on the plat is 2018. This should be updated to read 2020 (possibly 2021).~~
- ~~5. Verify that Plat General Note 7 lists all of the lots that the HOA will own and maintain all of the same lots. Sheet 1 lists different information than the note.~~
- 6. General Note 11 should say the City of Austin Environmental Criteria Manual. The note should include the date of the current manual.**

***Response: Note 11 now includes the date of the current ECM, Jan 25, 2021.***

- ~~7. The Current Mayor is Dr. Larry Wallace, Jr.~~
- ~~8. The City Secretary is Lluvia Almaraz~~
- ~~9. The P&Z Chairperson is Philip Tryon~~
- ~~10. General Note 3 should be verified. Where are the easements located?~~

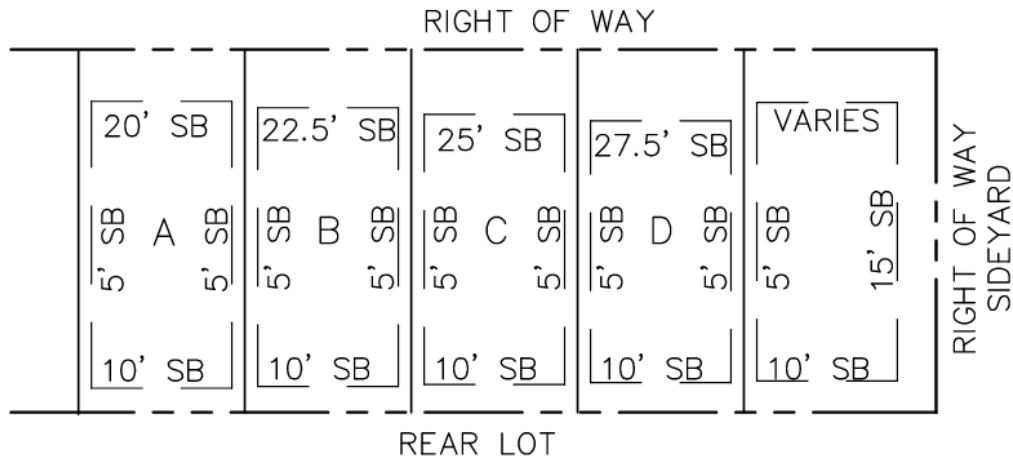
11. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners. The comment response letter stated this was addressed but the information could not be located on the plat.

*Response: Please see the updated plat.*

12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plan, and the location, dimensions and description of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries shall be shown on the final plat. The information could not be located on the resubmitted plat.

*Response: The same diagram used to designate lot setbacks in the preliminary plan and preliminary plat has been included on sheet 4 of the updated plat.*

BUILDING SETBACK DETAIL BY LOT TYPE  
SCALE: 1"=60'



- ~~13. A copy of deed restrictions or covenants, if such documents are to be used need to be provided.~~
- ~~14. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c) (5)(iii), if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~



Should you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

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

Jacob Kondo, P.E.  
(737) 471-0326  
jacob.kondo@kimley-horn.com



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Wednesday, March 24, 2021

Jacob Kondo  
Kimley-Horn  
10814 Jollyville Road  
AUSTIN 78759  
jacob.kondo@kimley-horn.com

Permit Number 2020-P-1278-FP

Job Address: Near southeast corner of FM 973 & Blake Manor Road, Manor 78653

Dear Jacob Kondo,

We have conducted a review of the final plat for the above-referenced project, submitted by Jacob Kondo and received by our office on March 04, 2021, 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 blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Final Plat for the Manor Apartments Subdivision, one (1) lot on 10.74 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

*Applicant:* Carlson, Brigance & Doering Inc.

*Owner:* Manor Apartments, LLC

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. The property is already zoned Multi-Family 25 (MF-2) and it will front on the new Gregg Manor extension from 290 to Parsons.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Manor Apartments Subdivision, one (1) lot on 10.74 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

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



**LOT TABLE:**  
 LOT 1: 10.740 AC.  
 R.O.W. DEDICATION: 0.143 AC.  
 TOTAL ACREAGE: 10.883 AC.

**WATERSHED:**  
 THIS PROJECT IS LOCATED IN THE GILLELAND CREEK WATERSHED.

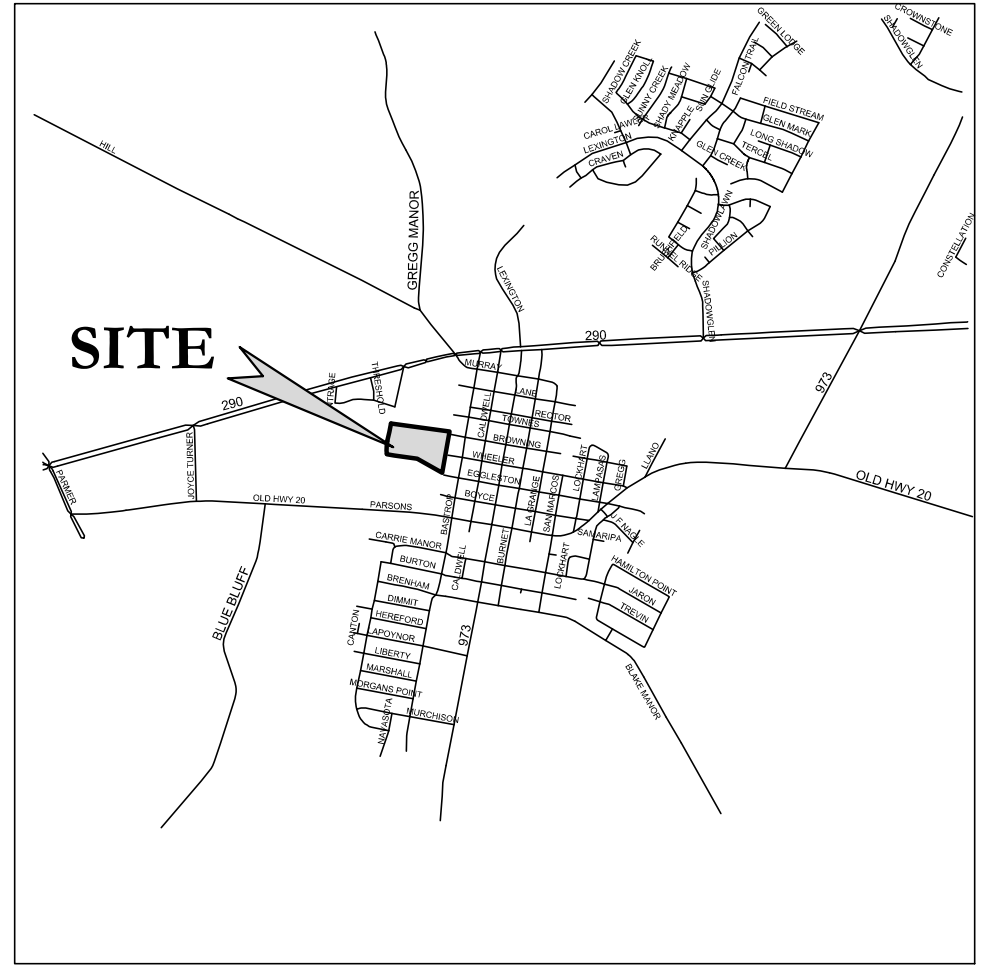
THIS PROJECT IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE OR CONTRIBUTING ZONES.

**FLOOD PLAIN:**  
 NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE ADMINISTRATION, AS SHOWN ON FIRM MAP NO(S). 48453C0480J & 48453C04585J, DATED AUGUST 18, 2014 FOR TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

**BASIS OF BEARINGS:**  
 BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, CENTRAL ZONE (HARN '93), WHICH IS BASED ON THE TRIMBLE RTKNET, ALLTERRA VRS NETWORK. ALL DISTANCES SHOWN ARE SURFACE DISTANCES. THE COMBINED SCALE FACTOR FOR THIS PROJECT IS 0.99992556911.

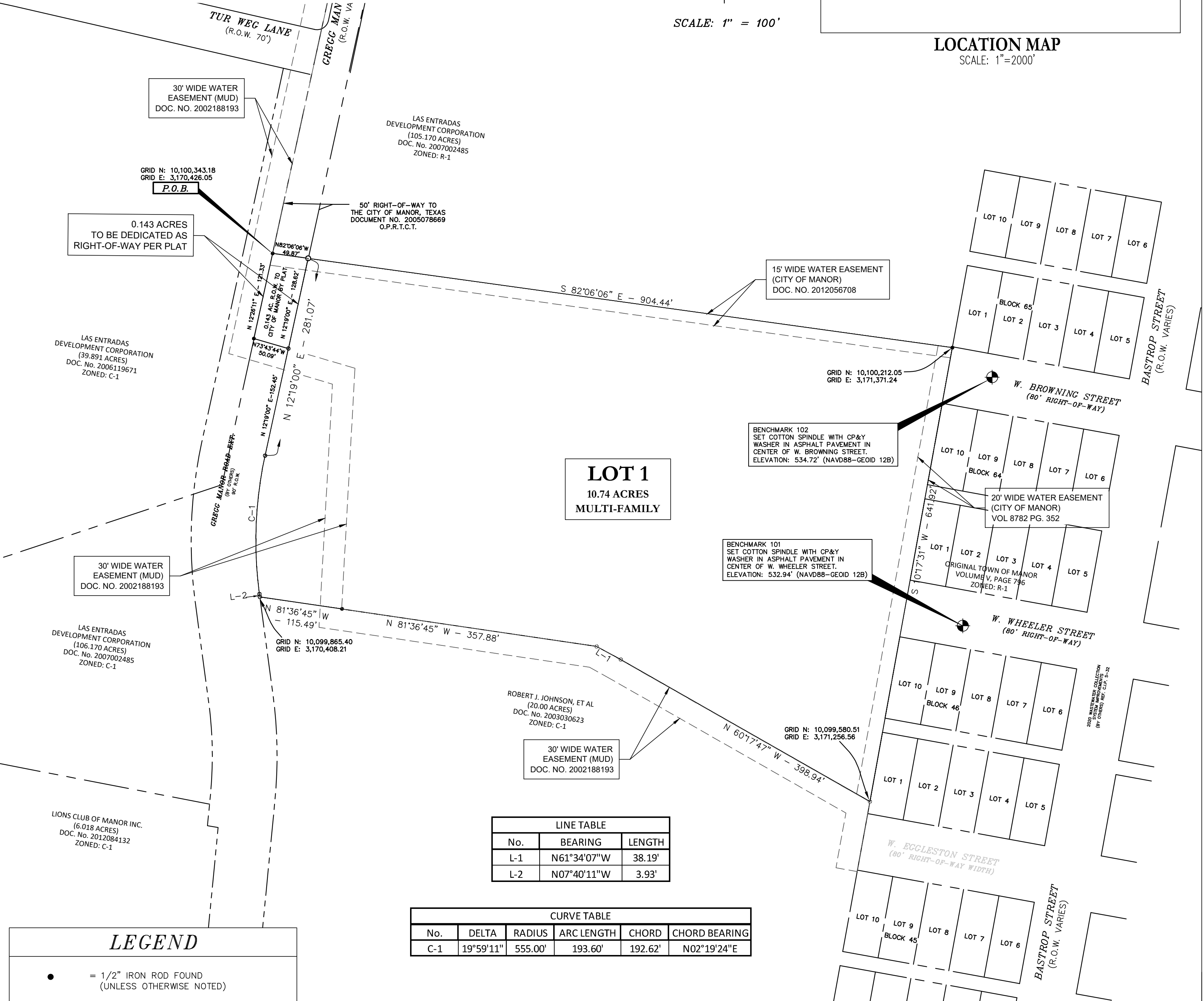
**BENCHMARKS (BM):**  
 BM NO. 101: SET COTTON SPINDLE WITH CP&Y WASHER IN ASPHALT PAVEMENT IN CENTER OF W. WHEELER STREET.  
 ELEVATION = 532.94' (NAVD88-GEOID 12B)

BM NO. 102: SET COTTON SPINDLE WITH CP&Y WASHER IN ASPHALT PAVEMENT IN CENTER OF W. BROWNING STREET.  
 ELEVATION = 534.72' (NAVD88-GEOID 12B)



**LOCATION MAP**  
 SCALE: 1"=2000'

SCALE: 1" = 100'



**LOT 1**  
 10.74 ACRES  
 MULTI-FAMILY

LINE TABLE			
No.	BEARING	LENGTH	
L-1	N61°34'07"W	38.19'	
L-2	N07°40'11"W	3.93'	

CURVE TABLE					
No.	DELTA	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C-1	19°59'11"	555.00'	193.60'	192.62'	N02°19'24"E

**LEGEND**

- = 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED)
- = 60D NAIL FOUND
- P.O.B. POINT OF BEGINNING
- R.O.W. RIGHT-OF-WAY

**LEGAL DESCRIPTION:**  
 BEING A 10.883 ACRE TRACT OF LAND SITUATED IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY TEXAS; SAID 10.883 ACRE TRACT BEING COMPRISED OF ALL OF THAT CERTAIN CALLED 9.973 ACRE TRACT OF LAND AS DESCRIBED IN A SPECIAL WARRANTY DEED TO MANOR APARTMENTS, LLC, AND RECORDED IN DOCUMENT NO. 2019137031 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, (O.P.R.T.C.T.) AND ALL OF THAT CERTAIN CALLED 0.910 ACRE TRACT OF LAND AS DESCRIBED IN A SPECIAL WARRANTY DEED TO MANOR APARTMENTS, LLC, AND RECORDED IN DOCUMENT NO. 2020193110 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS.

**MANOR APARTMENTS**  
**FINAL PLAT**  
 MANOR, TRAVIS COUNTY, TEXAS 78653

THE STATE OF TEXAS  
COUNTY OF TRAVIS

WHEREAS, MANOR APARTMENTS LLC, A DELAWARE LIMITED LIABILITY COMPANY ,OWNER OF ALL OF THE CERTAIN 10.883 ACRE TRACT OF THEJAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY TEXAS; BEING ALL OF THAT CERTAIN CALLED 9.982 ACRE TRACT OF LAND AS DESCRIBED IN A SPECIAL WARRANTY DEED TO AWSM INVESTMENTS LLC, RECORDED IN DOCUMENT NO. 2017030906 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS AND A 0.910 ACRE TRACT BEING A PORTION OF THAT CERTAIN CALLED 105.170 ACRE TRACT OF LAND AS DESCRIBED IN WARRANTY DEED WITH VENDOR'S LIEN TO LAS ENTRADAS DEVELOPMENT CORPORATION, AND RECORDED IN DOCUMENT NO. 2007002485, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, AND DO HEREBY SUBDIVIDE SAID, HAVING BEEN APPROVED FOR SUBDIVISION, PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISIONS OF CHAPTER 212 AND 232 OF THE LOCAL GOVERNMENT CODE.

MANOR APARTMENTS

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS AND/OR RESTRICTION HERETOFORE GRANTED AND NOT RELEASED.

IN WITNESS WHEREOF, THE OWNER OF THE PLAT HAS CAUSED THESE PRESENTS TO BE EXECUTED THIS

THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

MANOR APARTMENTS ,LLS  
A DELAWARE LIMITED LIABILITY COMPANY  
IT'S GENERAL PARTNER

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_, KNOWN TO TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FORGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY HEREIN STATED

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_,20\_\_\_\_.

NOTARY PUBLIC  
NOTARY REGISTRATION NUMBER \_\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_

GENERAL NOTES:

1. ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS,WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO THE CITY OF MANOR STANDARDS.
2. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL A CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
3. NO PORTION OF THIS SUBDIVISION IS WITHIN ZONE AE (100 YEAR FLOOD PLAIN) ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP PANEL NO. 48453C0480J & 48453C04585J, BOTH DATED AUGUST 18, 2014 FOR TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.
7. NO OBJECTS, INCLUDING BUILDINGS, ACCESSORY BUILDINGS, FENCING OR LANDSCAPING SHALL BE ALLOWED TO BE PLACED OR ERECTED WITHIN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF MANOR.
8. PROPERTY OWNER SHALL ALLOW ACCESS TO DRAINAGE AND UTILITY EASEMENTS FOR INSPECTION, REPAIR, MAINTENANCE AND RECONSTRUCTION AS MAY BE NECESSARY.
9. DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS/HER ASSIGNS.
10. BASIS OF BEARINGS IS THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE 4203, NAD 1983.
11. A CITY OF MANOR DEVELOPMENT PERMIT IS REQUIRED PRIOR TO SITE DEVELOPMENT.
12. WATER AND WASTEWATER WILL BE PROVIDED BY THE CITY OF MANOR.
13. THE PROPERTY (LOT 1) IS ZONED MULTI-FAMILY 25 (MF-2); PRIOR DISTRICT NAME R-3.

LEGAL DESCRIPTION:

BEING A 10.883 ACRE TRACT OF LAND SITUATED IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY TEXAS; SAID 10.883 ACRE TRACT BEING COMPRISED OF ALL OF THAT CERTAIN CALLED 9.973 ACRE TRACT OF LAND AS DESCRIBED IN A SPECIAL WARRANTY DEED TO MANOR APARTMENTS, LLC. AND RECORDED IN DOCUMENT NO. 2019137031 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, (O.P.R.T.C.T.) AND ALL OF THAT CERTAIN CALLED 0.910 ACRE TRACT OF LAND AS DESCRIBED IN A SPECIAL WARRANTY DEED TO MANOR APARTMENTS, LLC, AND RECORDED IN DOCUMENT NO. 2020193110, O.P.R.T.C.T.; SAID 10.883 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a 1/2-inch iron rod found marking the common northwest corner of said 9.973 acre tract and the southwest corner of that certain called 20.00 acre tract of land as described in a Special Warranty Deed to Robert J Johnson, Curt D Johnson, and Gerald W Broesche, and recorded in Document No. 2003030623, O.P.R.T.C.T., said iron rod also being on the east line of that certain called 39.891 acre tract of land described in a Warranty Deed to Las Entradas Development Corporation, a Texas Corporation, and recorded in Document No. 2006119671, O.P.R.T.C.T., and being the northermost northwest corner of the herein described tract;

THENCE, **South 82° 06' 06" East**, with the common north line of said 9.973 acre tract and the south line of said 20.00 acre tract, a distance of **954.31 feet** to a 1/2-inch iron rod with an illegible yellow cap stamped "RPLS 369\_" found for the common northeast corner of said 9.973 acre tract and the southeast corner of said 20.00 acre tract, and being on the west line of a subdivision called Original Town of Manor, a subdivision filed on January 14, 1872, and recorded in Volume V, Page 796 of the Deed Records of Travis County Texas, (D.R.T.C.T.), for the northeast corner of the herein described tract;

THENCE, **South 10° 17' 31" West**, with the common east line of said 9.973 acre tract and the west line of said subdivision, a distance of **641.92 feet** to a 60d nail found in the remains of a fence post for the common southeast corner of said 9.973 acre tract and the northeast corner of the remainder of that certain called 105.170 acre tract of land as described in a Warranty Deed to Las Entradas Development Corporation and recorded in Document No. 2007002485, O.P.R.W.C.T., for the southeast corner of the herein described tract;

THENCE, with the common south line of said 9.973 acre tract and the north line of said 105.170 acre remainder, the following three (3) calls:

1. **North 60° 17' 47" West**, a distance of **398.94 feet** to a 60d nail found for an angle point of the herein described tract;
2. **North 61° 34' 07" West**, a distance of **38.19 feet** to a 60d nail found for an angle point of the herein described tract;
3. **North 81° 36' 45" West**, a distance of **357.88 feet** to a 1/2-inch iron rod found for an angle point of the herein described tract, said iron rod also marking the common southwest corner of said 9.973 acre tract and the southeast corner of said 0.910 acre tract;

THENCE, **North 81° 36' 45" West**, with the common south line of said 0.910 acre tract and the northeast corner of the remainder of that certain called 105.170 acre tract of land as described in a Warranty Deed to Las Entradas Development Corporation and recorded in Document No. 2007002485, O.P.R.W.C.T., for the southeast corner of the herein described tract, said point also being on the east right-of-way (R.O.W.) line of proposed Gregg Manor Road (having a variable width);

THENCE, with the common west line of said 0.910 acre tract and with said east R.O.W. line of proposed Gregg Manor Road, the following three (3) calls:

- 1) **North 07° 40' 11" West**, a distance of **3.93 feet** to a 1/2-inch iron rod with red cap stamped "KHA" found for a corner of the herein described tract, said iron rod also marking the beginning of a curve to the right;
- 2) In a **Northerly** direction, with said curve to the right, having a central angle of **19° 59' 11"**, a radius of **555.00 feet**, an arc length of **193.60 feet**, and a chord bearing and distance of **North 02° 19' 24" East - 192.62 feet** to a 1/2-inch iron rod with red cap stamped "KHA" found for a corner of the herein described tract, and marking the end of said curve;
- 3) **North 12° 19' 00" East**, a distance of **152.45 feet** to a 1/2-inch iron rod with red cap stamped "KHA" found for an interior corner of the herein described tract and marking the northwest corner of said 0.910 acre tract, said iron rod also being on a south line of said 9.973 acre tract;

THENCE, **North 73° 43' 44" West**, with a south line of said 9.973 acre tract, a distance of **50.09 feet** to a 1/2-inch iron rod with orange cap stamped "CAPITAL" found for the westernmost corner of said 9.973 acre tract, same being a corner of said 105.170 acre tract, and being on the east line of said 39.891 acre tract, for the westernmost corner of the herein described tract;

THENCE, **North 12° 26' 11" East**, with the common west line of said 9.973 acre tract and the east line of said 39.891 acre tract, a distance of **121.33 feet** to the **POINT OF BEGINNING** and containing 10.883 acres of land, more or less.

Bearings are based on the Texas Central Zone Coordinate System, NAD '83 (HARN '93), which is based on Leica's Central Texas GPS Cooperative CORS RTK Network.

CONTACT INFORMATION:

OWNER:  
MANOR APARTMENTS LLC  
4600 TRIANGLE AVE. SUITE 6102  
AUSTIN, TEXAS 78751  
(512) 381-6119  
CONTACT: BRAD GARNER

ENGINEER:  
CARLSON, BRIGANCE & DOERING, INC.  
12129 RR 620 N. SUITE 600  
AUSTIN, TEXAS 78750  
(512)280-5160  
CONTACT: AMIR NAMAKFOROOSH, P.E.

SURVEYOR:  
CP&Y, INC  
ONE1 CHISHOLM TRAIL, SUITE 130  
ROUND ROCK, TEXAS 78681  
(512)248-0065  
CONTACT: DANIEL M. FLAHERTY, RPLS

STATE OF TEXAS  
COUNTY OF TRAVIS

I, DAN FLAHERTY, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS, TO PRACTICE THE PROFESSION OF SURVEYING, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT, AND COMPLIES WITH THE SURVEYING RELATED PORTIONS OF THE CITY OF MANOR, TEXAS SUBDIVISION ORDINANCE. IT WAS PREPARED FROM AN ACTUAL SURVEY ON THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND, AND FOUND THAT ALL NECESSARY SURVEY MONUMENTS ARE CORRECTLY SET OR FOUND AS SHOWN HEREON.

\_\_\_\_\_  
DANIEL M. FLAHERTY, R.P.L.S.  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5004  
CP&Y, INC.  
ONE CHISHOLM TRAIL, STE. 130  
ROUND ROCK, TEXAS 78681  
FIRM #F-1741

STATE OF TEXAS  
COUNTY OF TRAVIS

I, AMIR NAMAKFOROOSH, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFFESION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STAND POINT AND COMPLIES WITH THE ENGINEERING RELATED PORTION OF THE CITY OF MANOR, TEXAS SUBDIVISION ORDINANCE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

THE SITE IS LOCATED IN THE GILLELAND CREEK WATERSHED.

NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP PANEL NO. 48453C0480J & 48453C04585J, BOTH DATED AUGUST 18, 2014 FOR TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

\_\_\_\_\_  
AMIR NAMAKFOROOSH, P.E.  
REGISTERED PROFESSIONAL ENGINEER NO. 124963  
CARLSON BRIGANCE & DOERING, INC.  
12129 RR 620 N. SUITE 600  
AUSTIN, TEXAS 78750  
FIRM #F-3791

CITY OF MANOR ACKNOWLEDGEMENTS:

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

APPROVED:

ATTEST:

\_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON

\_\_\_\_\_  
LLUVIA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

APPROVED:

ATTEST:

\_\_\_\_\_  
HONORABLE DR. LARRY WALLACE JR.,  
MAYOR OF THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
LLUVIA T. ALMARAZ, CITY SECRETARY

STATE OF TEXAS:  
COUNTY OF TRAVIS :

I, DANA DEBEAUVIOR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT \_\_\_\_ O'CLOCK \_\_\_\_ M. IN THE PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_, OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, A.D.

DANA DEBEAUVIOR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

BY \_\_\_\_\_  
DEPUTY

**MANOR APARTMENTS**  
**FINAL PLAT**  
**MANOR, TRAVIS COUNTY, TEXAS 78653**



Texas Engineering Firm #4242

Date: Monday, December 28, 2020

Amir Namakforoosh  
Carlson, Brigance & Doering, Inc.

amir@cbdeng.com

Permit Number 2020-P-1292-FP  
Job Address: The Emerald MF - Las Entradas -, Manor, TX. 78653

Dear Amir Namakforoosh,

The first submittal of the The Emerald MF - Las Entradas - Final Plat (*Final Plat*) submitted by Carlson, Brigance & Doering, Inc. and received on March 12, 2021, 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 Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Identification and proposed uses and reservations for all lots should be listed on the final plat.
2. The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with respective plat or deed references should be shown on the final plat. (As determined by most recent tax rolls).
3. 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.
4. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat shall be shown on the final plat.
5. The following notes should be added to the General Notes:
  - a. A City of Manor development permit is required prior to site development.
  - b. Water and wastewater will be provided by the City of Manor.
  - c. List what the current zoning is.

12/28/2020 2:34:39 PM  
The Emerald MF - Las Entradas - Final Plat  
2020-P-1292-FP  
Page 2

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

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

Thank you,



Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



Ms. Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 County Road 269.  
Leander, Texas 78641

CBD Project No. 5163  
Date: 03/10/2021

RE: Comment Response – Update #1  
**Manor Apartments – Final Plat**  
10721 1/2 Tur Weg Lane,  
Manor, Travis County, TX 78653  
COM Case No. **2020-P-1292-FP**

Dear Ms. Gray:

Please accept this letter and the accompanying support material as our update to the comments received by your office on December 28, 2020 for the above referenced project. We have reviewed these comments and responded in the following manner:

1. Identification and proposed uses and reservations for all lots should be listed on the final plat.  
**Response:** Identification and location of proposed uses and reservations for all lots within the subdivision are shown.
2. The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with respective plat or deed references should be shown on the final plat. (As determined by most recent tax rolls).  
**Response:** Adjacent property owners' names and property lines with respective plat or deed references per the most recent tax records are shown within 300' of the subdivision boundary.
3. The 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.  
**Response:** Bearings and distances to the nearest established street lines are provided. They are accurately described on the plat and rotated to the state plane coordinate system. X and Y coordinates have been identified for the four (4) property corners. Bearing basis and benchmarks are also provided.
4. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat shall be shown on the final plat.  
**Response:** Building set back lines as required are shown and indicated by dashed lines on the plat.
5. The following notes should be added to the General Notes:
  - a) A City of Manor development permit is required prior to site development.
  - b) Water and wastewater will be provided by the City of Manor.
  - c) List what the current zoning is.**Response:** The above-mentioned notes have been added to the General Notes as Notes 11, 12, and 13.

If you or your team members should have any questions or require clarifications on any items, regarding the responses contained in this letter, please don't hesitate to contact our office at 512-280-5160 and we will be happy to discuss in more detail. Thank you for your effort in reviewing this project.

Sincerely,

**CARLSON, BRIGANCE & DOERING, INC.**

Firm # F3791

*Amir Namakforoosh*

Amir Namakforoosh, P.E.

Project Manager



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Wednesday, April 7, 2021

Amir Namakforoosh  
Carlson, Brigance & Doering, Inc.

amir@cbdeng.com

Permit Number 2020-P-1292-FP

Job Address: The Emerald MF - Las Entradas -, Manor 78653

Dear Amir Namakforoosh,

We have conducted a review of the final plat for the above-referenced project, submitted by Amir Namakforoosh and received by our office on March 12, 2021, 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 blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Coordinated Sign Plan for Lexington Center located at 11211 US Hwy 290 E., Manor, TX.

*Applicant:* Austin Sign Builders

*Owner:* Latipac Property Management, Inc.

**BACKGROUND/SUMMARY:**

This property at the intersection of 290 and Lexington where Cricket, Dominos, and Urban Liquor among others is located is seeking to replace their existing pylon sign. This triggered the necessity for a Coordinated Sign Plan for the property because they have 4 or more tenant spaces. A CSP provides for the site specific sign regulations for the attached wall signs and freestanding (pylon) sign(s). This plan has been approved by staff.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Coordinated Sign Plan
- Staff Comments

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a Coordinated Sign Plan for Lexington Center located at 11211 US Hwy 290 E., Manor, TX.

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

---





# LEXINGTON CENTER

11211 HWY 290  
MANOR, TEXAS 78653

## UNIFORM SIGN PLAN

Prepared for:  
Latipac Property Management, Inc.

512.909.1516 • 16022 Meurer Ln. Bldg 1, Del Valle, Tx 78617 • [www.AustinSignBuilders.com](http://www.AustinSignBuilders.com)

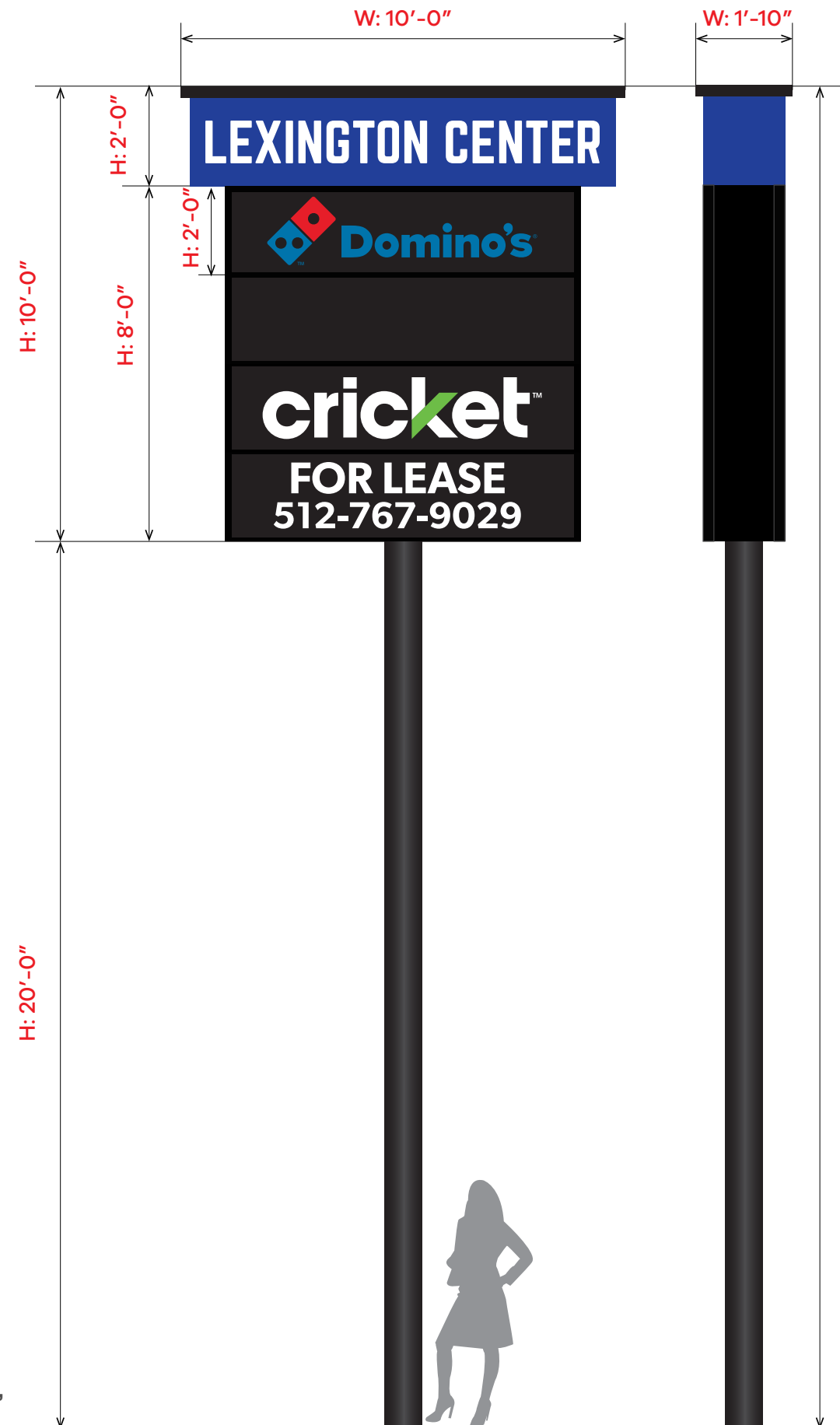


# A

## MULTI-TENANT PYLON SIGN

FABRICATE AND INSTALL ONE (1) DOUBLE SIDED MULTI-TENANT PYLON SIGN W/ ACRYLIC FACE CABINETS TO UL SPECIFICATIONS.

- WELDED SQ. TUBING FRAME WITH ALUMINUM PLATE FINISHED MP BLACK
- TENANT PANEL FACES WITH FIRST SURFACE 3M BLACK VINYL AND LOGOS IN COLOR
- HEADER CABINET TO BE ROUTED OUT AND BACKED WITH WHITE ACRYLIC.
- SIGN TO BE INTERNALLY ILLUMINATED WITH 6500L WHITE LED LIGHTS
- FOUNDATION AND POLE PER ENGINEERING



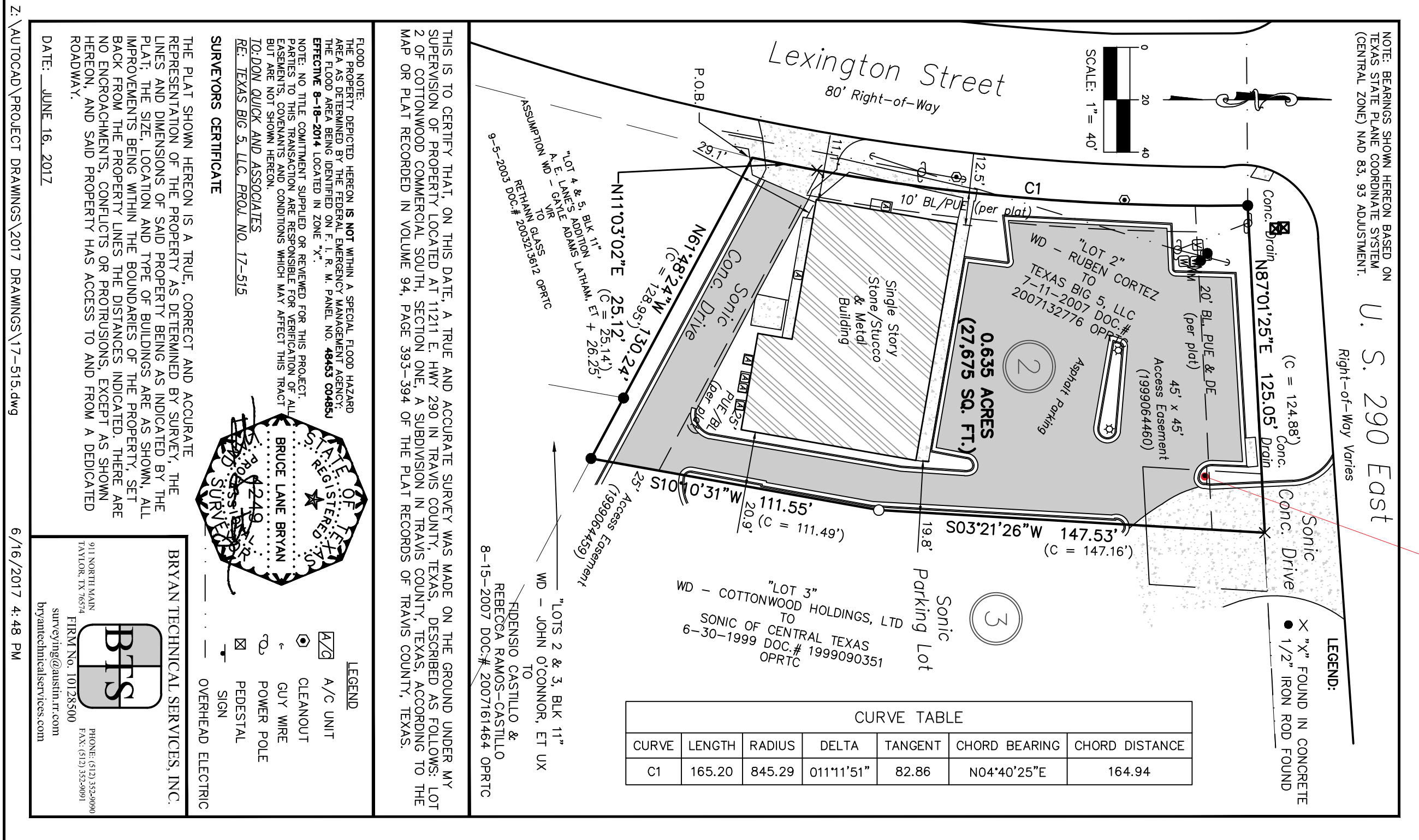
SCALE: 1" = 3.33'



Client's Approval:	Landlord's Approval:	Job #: 2877	Project Start Date: 03/03/21
Date:	Date:	Artist: <i>Juan</i>	Rev. #1: 03/03/21   Page: 1 of 5



Item 8.



PYLON SIGN LOCATION

Client's Approval:	Landlord's Approval:	Job #: 2877	Project Start Date: 03/03/21
Date:	Date:	Artist: Juan	Rev. #1: 03/03/21
			Page: 2 of 5

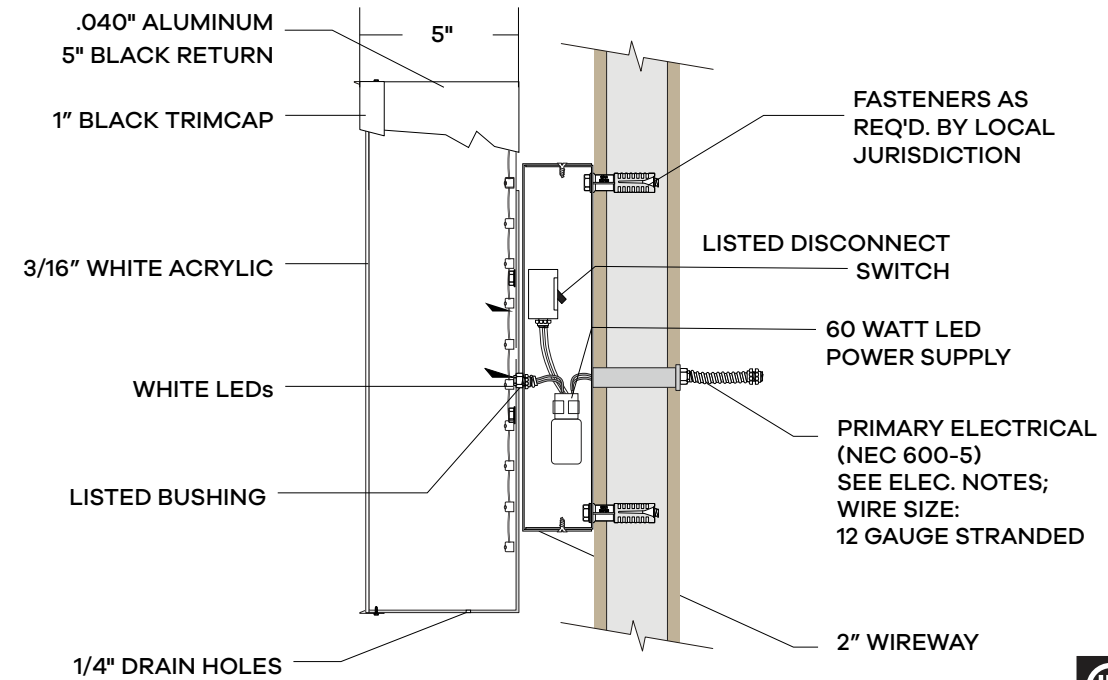
# B

## TENANT WALL SIGNAGE EXAMPLE

FABRICATE AND INSTALL ONE (1) SET OF INTERNALLY ILLUMINATED FRONT LIT CHANNEL LETTERS TO UL SPECIFICATIONS.

- .063 ALUMINUM BACKS PAINTED WHITE
- .040 ALUMINUM 5" RETURNS PAINTED BLACK
- 1" TRIMCAP (COLOR PER TENANT ART)
- 3/16 PLEX OVERLAID WITH VINYL TO MATCH ARTWORK (PER TENANT ART)
- WHITE LED LIGHTS FOR ILLUMINATION
- LETTERS TO BE MOUNTED ON A 2"X7" WIREWAY PAINTED TO MATCH FACADE

## ELECTRICAL PLANS FRONT LIT CHANNEL LETTER SIGN ON WIREWAY



Item 8.

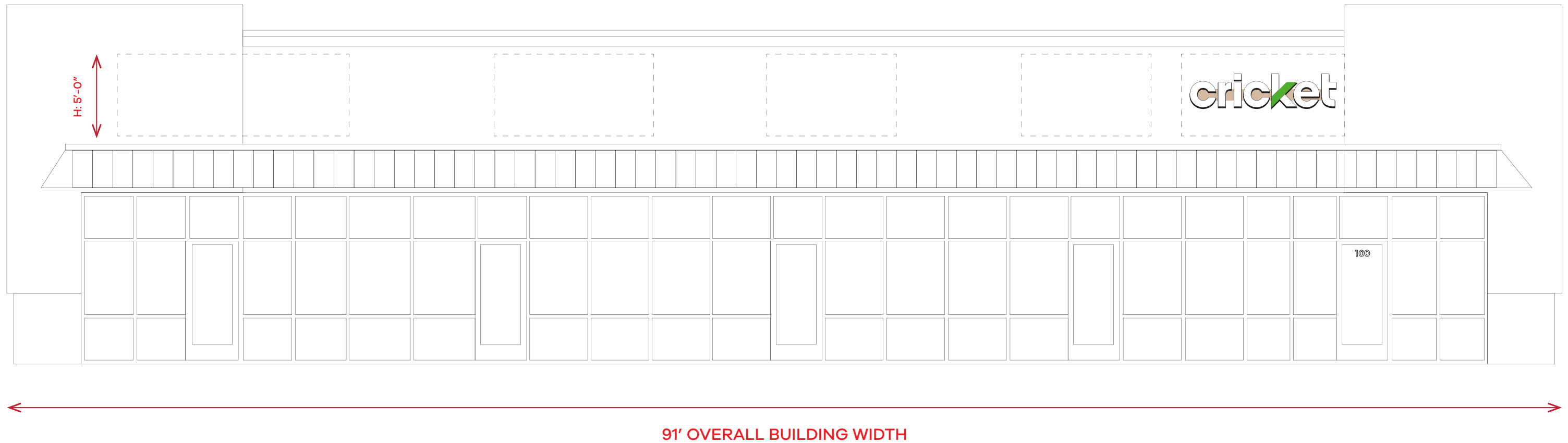
16022 Meurer Ln. Bldg 1, Del Valle, Tx 78617  
 Juan Escobar | juan@AustinSignBuilders.com  
 512.909.1516 | www.AustinSignBuilders.com

NOT TO EXCEED 75% OF STORE FRONT

NOT TO EXCEED 48"

cricket

Client's Approval:	Landlord's Approval:	Job #: 2877	Project Start Date: 03/03/21
Date:	Date:	Artist: <i>Juan</i>	Rev. #1: 03/03/21   Page: 3 of 5



Client's Approval:	Landlord's Approval:	Job #: 2877	Project Start Date: 03/03/21
Date:	Date:	Artist: <i>Juan</i>	Rev. #1: 03/03/21
			Page: 4 of 5

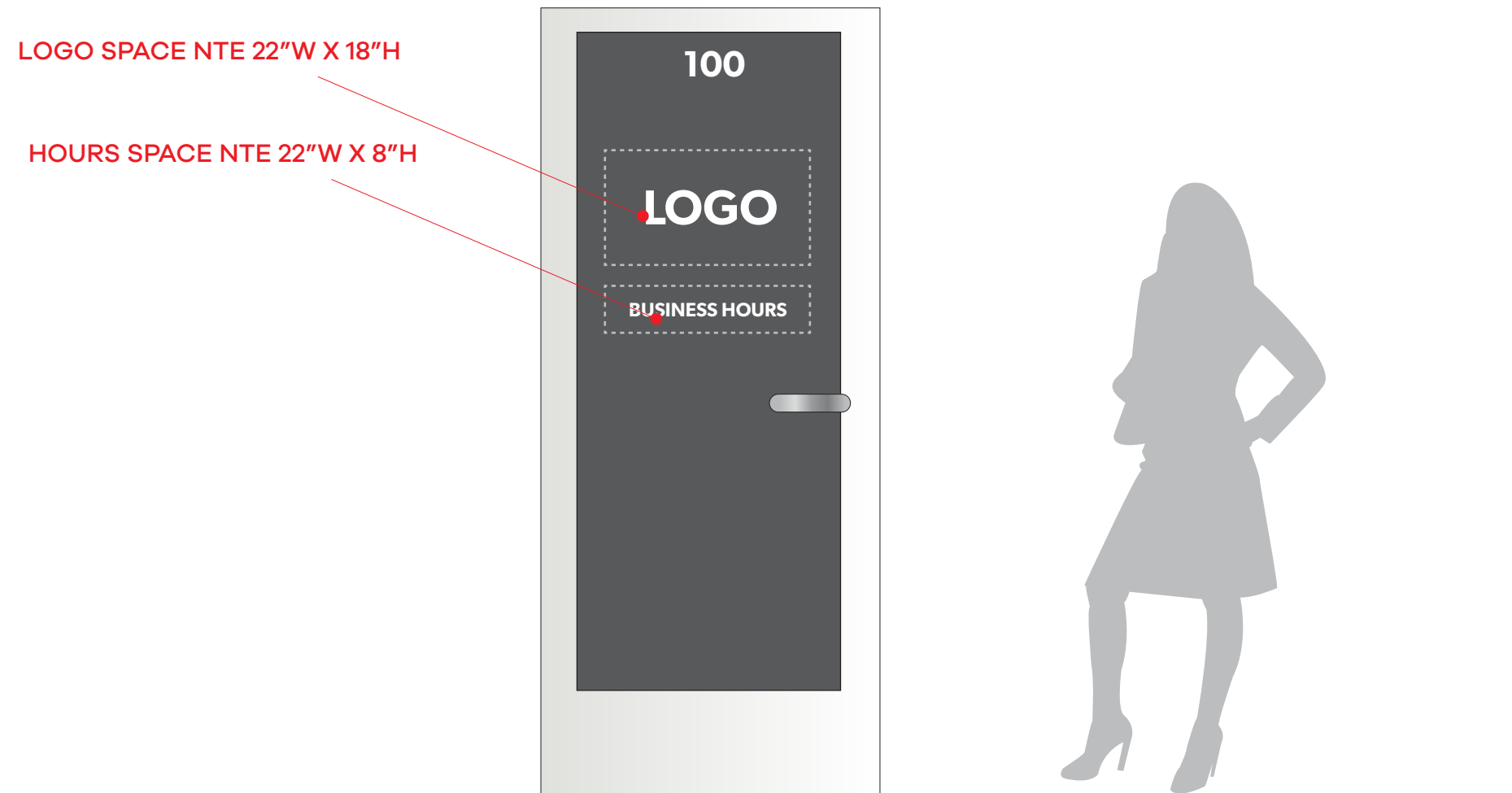
# C

## TENANT VINYL FRONT ELEVATIONS

### FABRICATE AND INSTALL DOOR SIGNS TO SPECIFICATIONS

FONT: GIBSON SEMIBOLD

- FIRST SURFACE WHITE OPAQUE VINYL
- SUITE NUMBERS TO BE 3" TALL



SINGLE DOOR SCENARIO

Client's Approval:	Landlord's Approval:	Job #: 2877	Project Start Date: 03/03/21
Date:	Date:	Artist: <i>Juan</i>	Rev. #1: 03/03/21 Page: 5 of 5



**City of Manor**  
 105 E. Eggleston St.  
 Manor, TX 78653  
 (512) 272-5555

Date: Friday, March 5, 2021

Juan Escobar  
 Austin Sign Builders  
 16022 Meurer Ln. Bldg 1  
 Del Valle TX 78617  
 info@thesignsguy.com

Permit Number 2021-6228  
 Job Address: 11211 hwy 290, manor 78653

Dear Juan Escobar,

Staff has completed its review of plans for the Lexington Center Coordinated Sign Plan - 11211 US Hwy 290 E that is to be located at 11211 hwy 290, manor 78653. Comments from this review follow.

#### **City Planner Review**

The following comments have been provided by Scott Dunlop. Should you have any questions or require additional information regarding any of these comments, please contact Scott Dunlop by telephone at (512) 272-5555 or by email at sdunlop@cityofmanor.org.

- **Add a note that signs will follow Section 15.04.020 Illuminated Signs. A copy of the Ordinance with that section of code has been uploaded to the plan files.**
  - **Of note in Section 15.04.020 are subsections (e), (i), and (j). Specifically subsection (e) prohibits white or light-colored backgrounds that are internally illuminated. The backgrounds on the pylon sign can be white, but those portions of the sign cannot be illuminated, only the lettering would be illuminated. - Page 2, Note 2 of the Plan indicates the backgrounds will be white but the white portion will need to be opaque.**
- **Freestanding signs are required to have 120 sf of landscaped area at their base (Section 15.04.018(1)(I)). Section 15.03.007(5) provides that Type C trees, shrubs, and ground cover from Section 15.03.006 are acceptable to satisfy this requirement. Either a landscape plan should be included or a note that the landscaping will be installed when the pylon sign is constructed. Installed landscaping would be required for the pylon to receive a Certificate of Completion and for any subsequent attached wall signs to be permitted.**

3/5/2021 1:43:10 PM  
Lexington Center Coordinated Sign Plan - 11211 US  
Hwy 290 E  
2021-6228  
Page 2

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](http://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 (512) 272-5555, or by e-mail at [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org).

Thank you,

Scott Dunlop  
Development Services



Affidavit of Tegwen Habit Sneed  
In Support of Joining Lots into One Building Site

**BEFORE ME**, the undersigned authority, on this day personally appeared Tegwen H Sneed, who being duly sworn by me did on their oath, depose and say that:

My name is Tegwen H Sneed, I am of sound mind, over eighteen (18) years of age and am competent to make this affidavit. I am personally acquainted with the facts herein stated and such facts are, within my personal knowledge, true and correct.

I am the owner of the following described lots (herein the "lots"):

Tract 1: Lot 1, Block 25, Town of Manor, Manor, Travis County, Texas

Tract 2: Lot 2, Block 25, Town of Manor, Manor, Travis County, Texas

For and in consideration of the approval to utilize the Lots as one building site, I bind the lots to this covenant which shall run with the land until released by compliance with the City's regulations for separating the Lots or re-platting of the Lots in compliance with all applicable ordinances. This shall be and hereby is deemed a covenant running with the land enforceable by the City of Manor and to be released only by the City of Manor upon demonstration of compliance with all applicable ordinances of the City.

The City of Manor Planning and Zoning Commission on the \_\_\_ day of \_\_\_, 2021, under the authority of the City Zoning Ordinance, Article 14.02 Division II, Section 14.02.007(c)(3), approved the request to recognize the above referenced Lots, platted prior to 1980, as one unit to be utilized as one building site and to be treated as one lot without the necessity of re-platting said Lots. The right to build across the boundaries separating the Lots and to treat the Lots as one building site has been granted. Any structure crossing the lot lines or encroaching in the setback between the Lots described herein will not be in compliance with the City of Manor ordinances without this approval.

The permission to utilize the Lots as one building site is conditioned on the owner and subsequent purchasers and homeowners conveying and utilizing the Lots as one building site until the Lots are re-platted in compliance with the City ordinances and the Texas Local Government Code. The owner, and all successors, assigns, executors and heirs are bound to convey and occupy the Lots as one Lot and one building site until any structures crossing or encroaching in the setback are removed from the Lots and brought into compliance with City ordinances and/or re-platted in compliance therewith and the City approves such compliance by releasing the covenant.

Failure to re-plat or remove any buildings crossing the lot lines and receive a release from this obligation shall be binding upon all purchasers and tenants for which the City of Manor may enforce such compliance. This agreement shall be filed among the official property records of Travis County to serve as notice to all subsequent purchasers of all or a portion of the Lots.

Jegwen Sneed  
Owner

STATE OF TEXAS §  
COUNTY OF Texas §

**BEFORE ME** the undersigned authority on this day personally appeared Jegwen H Sneed, 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 19 day of March, 2021.

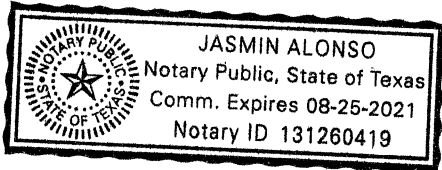
Jasmin Alonso  
Notary Public - State of Texas

**APPROVED AND AGREED:**

\_\_\_\_\_  
Planning and Zoning Chairperson, City of Manor

**After recording return to:**

City of Manor  
City Secretary  
P.O. Box 387  
Manor, TX 78653





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** April 14, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Joined Lot Affidavit for Lots 1 and 2, Block 25, Town of Manor, locally known as 104 S. Bastrop Street.

*Applicant:* Tegwen Sneed

*Owner:* Tegwen Sneed

**BACKGROUND/SUMMARY:**

This property owner has an existing home built across two properties. They are seeking a permit for an accessory structure but it would be within the side setback that currently divides the property. This joined lot affidavit would, for the purposes of building permits, combine the lots into one and remove the setback that is currently preventing them from receiving a permit for an accessory structure. The two lots are 25’ wide, so through this joined lot affidavit, for the purposes of building permits, it would be treated as a 50’ wide lot.

**LEGAL REVIEW:** *Not Applicable*  
**FISCAL IMPACT:** *NO*  
**PRESENTATION:** *NO*  
**ATTACHMENTS:** *YES*

- Joined lot affidavit

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a Joined Lot Affidavit for Lots 1 and 2, Block 25, Town of Manor, locally known as 104 S. Bastrop Street.

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