



Neal Edwards, Place 1
Yolanda Daniels, Place 2
Brandon Drayden, Place 3
James D. Sulcer, Place 4
Karen S. Mazerac, Place 5
Vacant, Alternate No. 1
Vacant, Alternate No. 2

Board of Adjustments Called Special Session

Wednesday, December 29, 2021 at 6:30 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PUBLIC COMMENTS

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Board. To address the Board of Adjustments, please complete the white card and present it to city staff prior to the meeting. **No Action May be Taken by the Board of Adjustment During Public Comments.***

PUBLIC HEARINGS

- 1. Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane.
Applicant: Nelson Worldwide, LLC
Owner: Greenview Manor Commons**

CONSENT AGENDA

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

- 2. Consideration, discussion, and possible action to approve the Board of Adjustment Minutes:
- October 27, 2021, Board of Adjustment Regular Session
- November 23, 2021, Board of Adjustment Called Special Session**

REGULAR AGENDA

- 3. Consideration, discussion, and possible action on appointing a Chairperson for the Board of Adjustment.**

4. Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane.

Applicant: Nelson Worldwide, LLC

Owner: Greenview Manor Commons

ADJOURNMENT

In addition to any executive session already listed above, the City Council 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 City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council 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: **Tuesday, December 21, 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.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 29, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane.

Applicant: Nelson Worldwide, LLC

Owner: Greenview Manor Commons

BACKGROUND/SUMMARY:

A bank with an associated ATM drive through is being proposed for the lot next to (east side) of Whataburger. They are required to carry the 26' fire lane around their site to provide connectivity to the fire lanes on the north and south ends of the development. Additionally, due to the N. FM 973 ROW the lot narrows in the rear and there is an area of floodplain along the eastern edge of the property that requires a retaining wall. The floodplain, retaining wall, and narrowing of the property due to the 973 alignment push the required fire lane further into the property which diminishes the developable area and has cause the slight encroachment into the fire lane.

LEGAL REVIEW: NO
FISCAL IMPACT: NO
PRESENTATION: NO
ATTACHMENTS: YES

- Letter of Intent
- Queuing Diagrams
- ESD 12 AMOC Fire Lane Approval

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Board of Adjustment conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane.

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



6000 Lombardo Blvd
Suite 500
Cleveland, OH 44131

November 1, 2021

Mr. Scott Dunlop, AICP
Interim City Manager
Development Services Director
City of Manor Texas – City Hall
Manor, TX 78653

Re: Bank of America – Manor Commons
SWC Hwy 290 & FM 973
Job No: 20.0003779.000

Dear Scott:

This letter is to ask for your consideration in granting a Planning & Zoning variance, specifically a variance regarding the Manor, Texas Code of Ordinances 09/10/21 Supplement 4, Section 15.02.005 – Queuing requirements. This variance request is only for the proposed future drive-up ATM location. The Day-One ATM location – which will be installed as part of the Bank's primary scope of work and will be available to the public once the Bank's construction is complete – meets the City's queuing requirements and does not require a variance. Diagrams have been uploaded to illustrate the 2 separate ATMs and their queuing.

We request this variance due to the nature of the property tapering to approximately 100', the need for a retaining wall along the east property line and the necessity of providing fire department access around the building. Because of these constraints, our site does not leave sufficient room for the City's minimum 3-car queuing line at the proposed future drive-up ATM without encroaching into the 26-foot wide Fire Lane. We request a variance to allow for a 2-car queuing line at the proposed future drive-up ATM to avoid encroachment into the Fire Lane or allow a third car to encroach into the Fire Lane by 2'-6" for approximately half a car length. If the variance is not granted, the Bank will have its drive-up ATM capacity limited to one ATM. The Bank prefers to have the option to add a second ATM in the future as part of their overall site development strategy. This variance request applies only to the future ATM - the site plan as submitted meets the City's requirement for 3 car queuing at the "day-one" ATM to be installed under the current scope of work.

As a result of the site constraints mentioned above, we have requested and have been granted an Alternate Method of Compliance (AMOC) for Fire Lane turning radii by the Travis County Emergency Services District No. 12, Fire Prevention Office.

November 1, 2021
Scott Dunlap - City of Manor, TX
Page 2

Kind Regards,

Robert J Sullivan Jr.

Digitally signed by Robert J Sullivan Jr.
DN: C=US,
E=rsullivan@nelsononline.com,
O=Nelson, CN=Robert J Sullivan Jr.
Date: 2021.11.01 12:11:27-04'00'

Robert J Sullivan, Jr. RA, NCARB
Senior Architect, Manager

U:\Proj\Bank of America\TX\20.0003779.000-BofA Manor Commons FC 2.0 TX9-377\PROJECT RESOURCES\CODE DATA\AMOC -
variance\Variance\letter of Intent.docx/rjs

Description:	No:	Date:
Issued for Schematic Design	3/26/2021	
Issued for COE Package	07/30/2021	
Issued for CD Review	09/10/2021	
Issued for Pricing and Permit	10/13/2021	



SITE GENERAL NOTES:

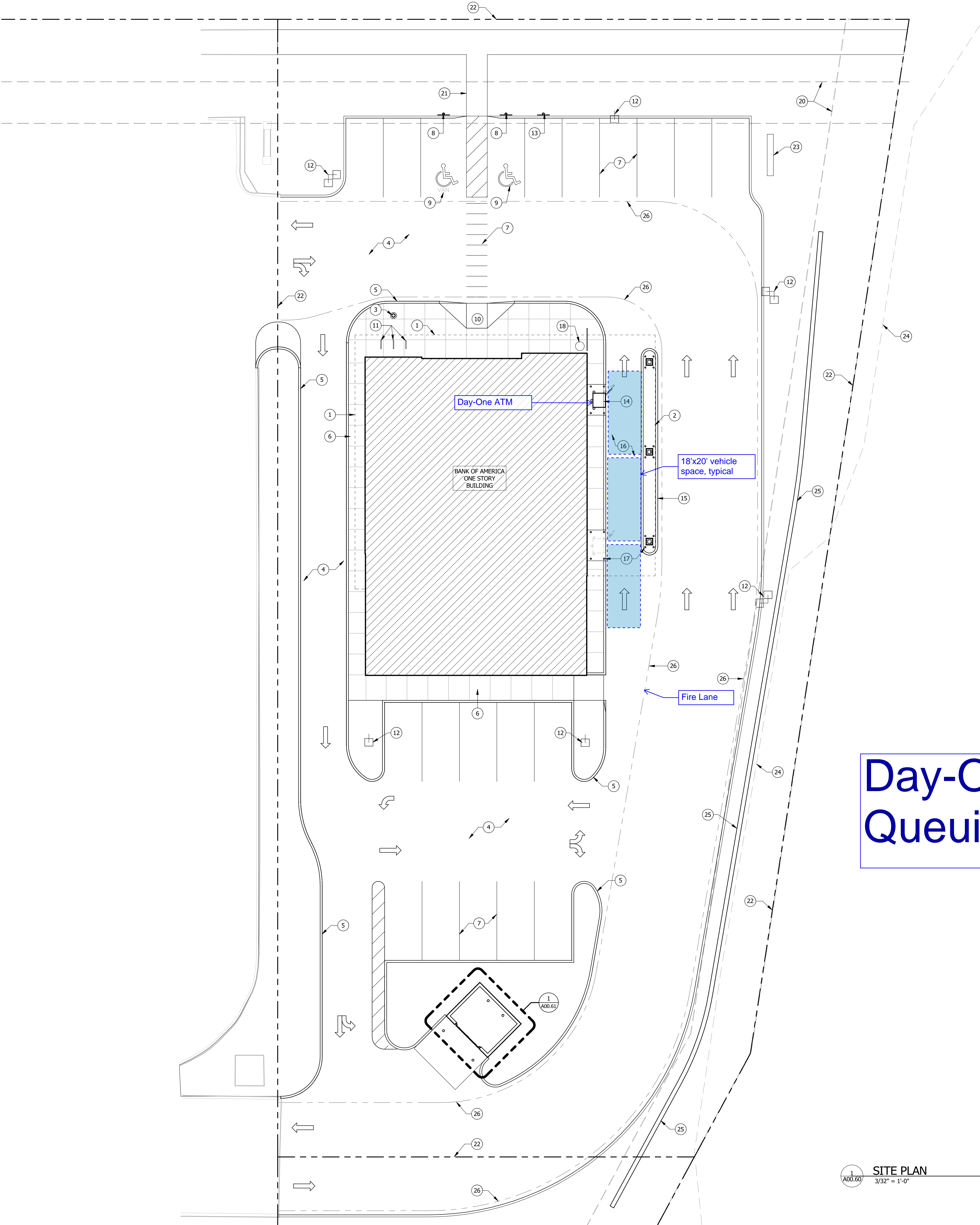
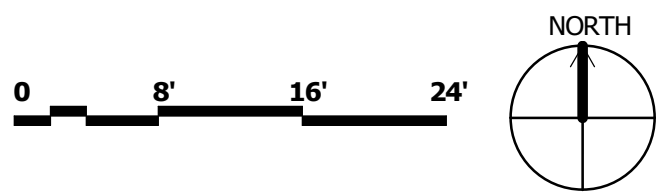
- A. ALL SIDEWALK AND EGRESS ROUTE SLOPE TO BE 2% MAX (1.5% RECOMMENDED).
- B. ALL WALKWAY CAULKING TO BE GREY.
- C. 2% MAX SLOPE (CROSS & PATH ACROSS DRIVE IS 4.56%) AT DOOR MANEUVERING CLEARANCE 1.5%.
- D. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- E. SITE SIGNAGE BY BANK VENDOR. SEE SIGNAGE PACKAGE FOR SITE DIRECTIONAL AND/OR MONUMENT/PYLON SIGN.
- F. COORDINATE SITE LIGHTING WITH CIVIL & ELECTRICAL DRAWINGS.
- G. COORDINATE WITH LANDSCAPE DRAWINGS FOR LAYOUT.

SITE KEYNOTES:

- 1. BUILDING CANOPY ABOVE.
- 2. DRIVE-THRU CANOPY ABOVE.
- 3. FLAGPOLE, SEE SHEET A09.30 FOR DETAILS. PROVIDE POWER AS REQUIRED FOR LIGHT.
- 4. ASPHALT PAVING PER DOT SPEC. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 5. CURB, TYP. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 6. CONCRETE SIDEWALK. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 7. STRIPING. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 8. PARKING SIGN: PER BANK OF AMERICA SIGNAGE AND ADA GUIDELINES. SEE A09.30 AND CIVIL DRAWINGS FOR MORE INFORMATION.
- 9. INTERNATIONAL SYMBOL OF ACCESSIBILITY. SEE CIVIL DRAWINGS.
- 10. ADA RAMP PER IBC AND ANSI. MAINTAIN CLEARANCE AT ENTRY DOOR AS REQUIRED PER CODE AND AS SHOWN. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 11. "INVERTED-U" BIKE RACKS. COORDINATE FINAL LOCATION WITH OWNER.
- 12. NEW SITE LIGHT POLE. SEE CIVIL & ELECTRICAL DRAWINGS FOR MORE INFORMATION.
- 13. PARKING SIGN: "LOW EMITTING VEHICLES SIGN" PER BANK SIGNAGE AND LEED REQUIREMENTS. SIGN PROVIDED BY BANK SIGNAGE VENDOR. GC TO COORDINATE WITH SIGN VENDOR FOR INSTALLATION REQUIREMENTS.
- 14. DRIVE UP ATM. SEE A03.01 & A08.12 FOR MORE INFORMATION.
- 15. CONCRETE DIVIDER ISLAND.
- 16. PROVIDE CONCRETE DRIVE LANE UNDER CANOPY AT DRIVE-THRU. SEE CIVIL DRAWINGS.
- 17. PROVIDE BOLLARDS AS INDICATED, SEE A08.12 FOR ADDITIONAL INFORMATION.
- 18. TRASH RECEPTACLE PER SPEC. INSTALL PER MANUFACTURERS RECOMMENDATION.
- 19. DIRECTIONAL SIGNAGE. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 20. UTILITY EASEMENT. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
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- 24. LINE OF 100 YEAR FLOODPLAIN.
- 25. RETAINING WALL. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- 26. LINE INDICATES FIRE LANE. SEE CIVIL DRAWINGS FOR MORE INFORMATION.

Day-One ATM
Queuing Diagram

1
A00.60
SITE PLAN
3/32" = 1'-0"



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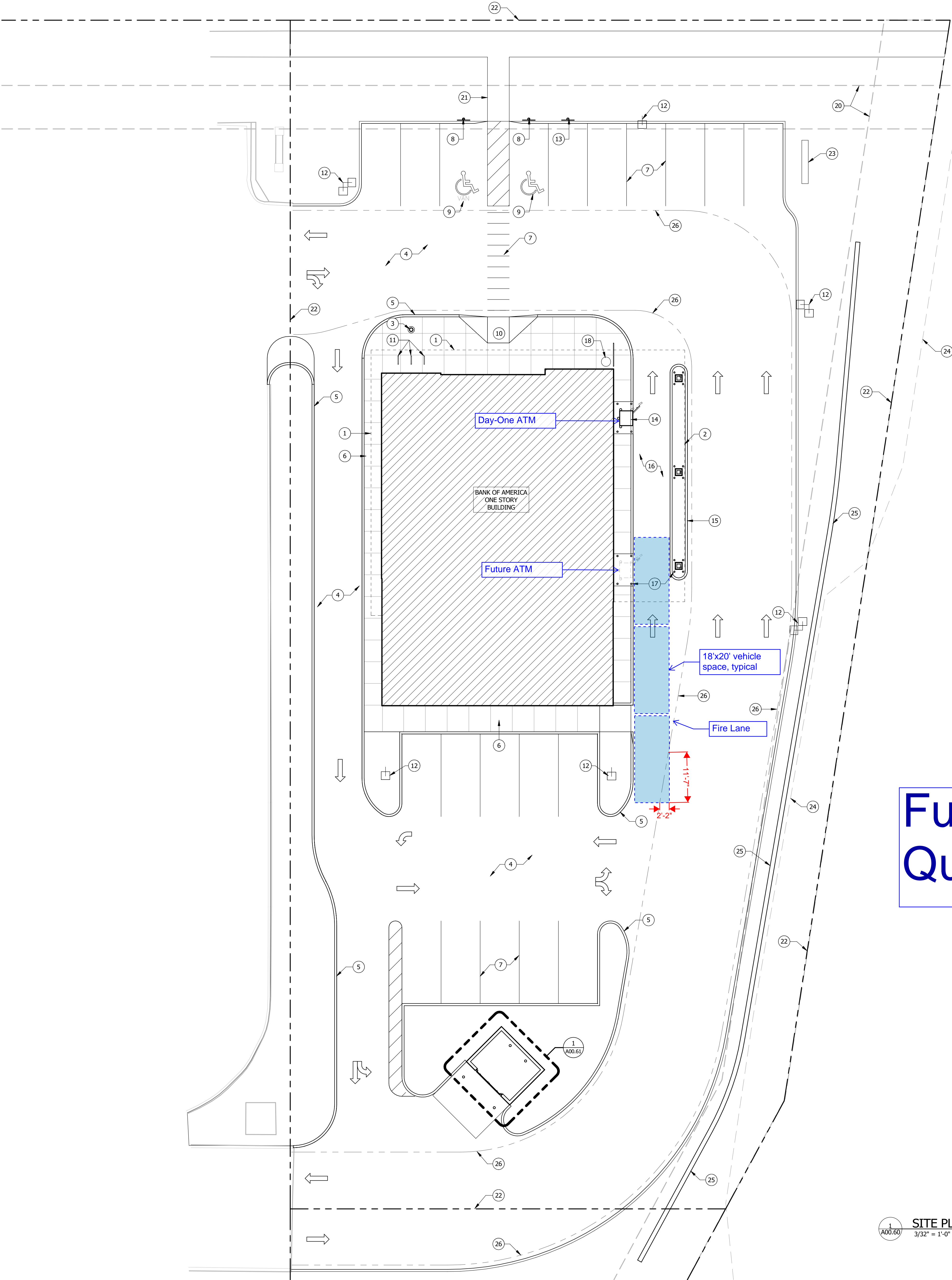
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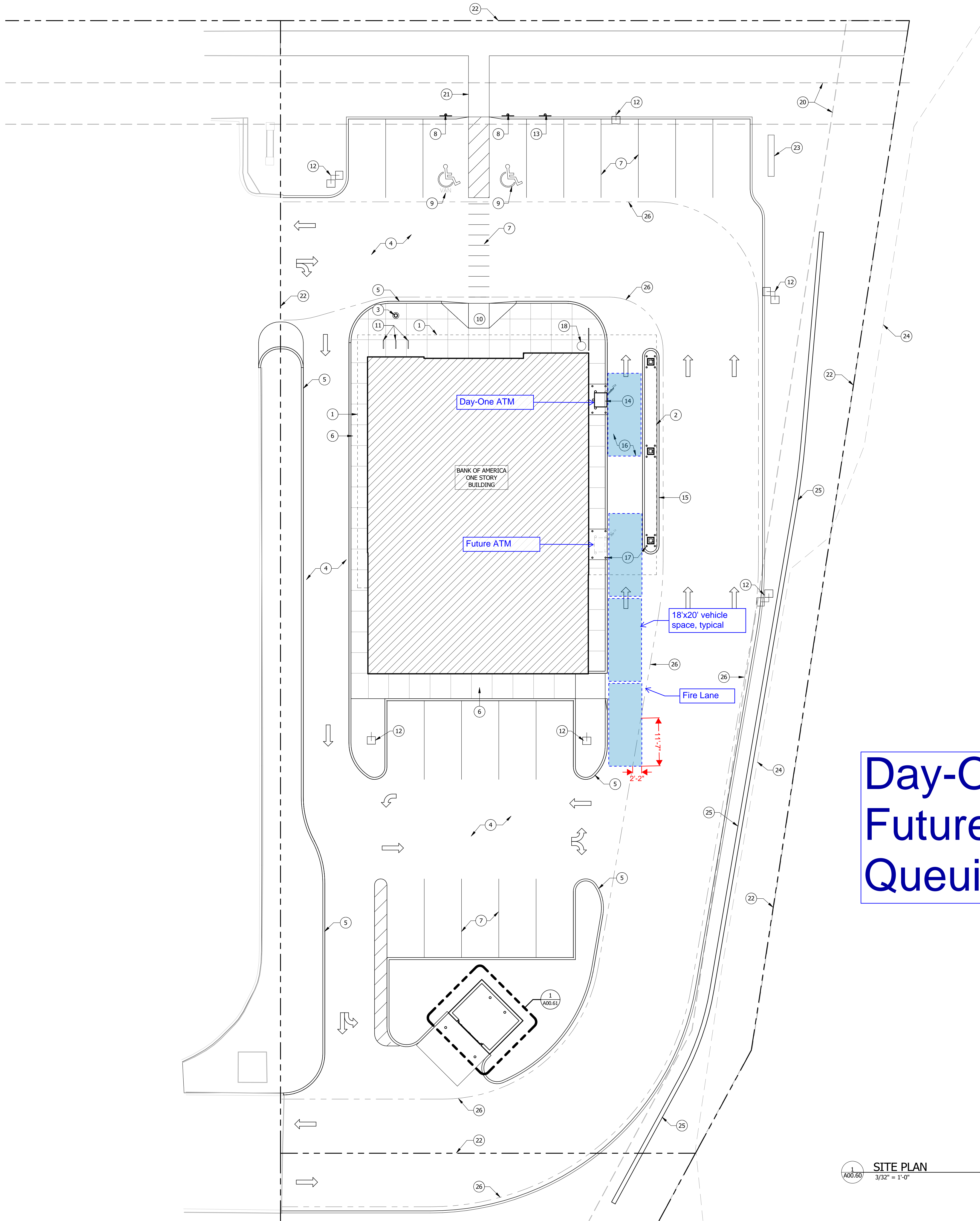
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Future ATM
Queuing Diagram





Day-One and Future ATM Queuing Diagram

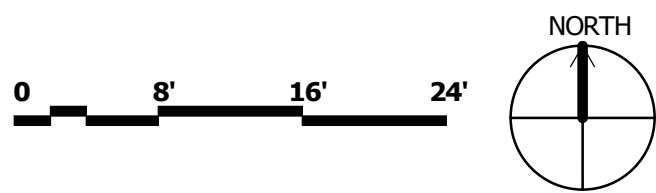
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Issued for CD Review		09/10/2021
Issued for Pricing and Permit		10/13/2021





Travis County Emergency Services District No.12

Item 1.

Fire Prevention Office

11200 Gregg Ln. • PO Box 846
Manor, Texas 78653
O: 512-272-4502 • F: 512-428-5114

Ryan Smith, Fire Chief

Alternative Methods of Compliance (AMOC)

Date of Notice: October 28, 2021

Applicant:

Ben Henry
Langan Engineering
8951 Cypress Waters Blvd
Suite 150
Dallas, TX 75019

Project Address:

Bank of America
SWC Hwy 290 & FM 973
Manor, TX 78653

AMOC Request Date: 10/13/2021

AMOC Approved: **YES (AMOC #1 ONLY)**

AMOC Topic: Fire Lane turn radius

Permit Number: 2021-1118

Mr. Henry,

A thorough review has been conducted on your AMOC request and letter dated October 13, 2021. Your proposed submittal was compared to the requirements set forth in the IFC 2015 with local amendments, IBC 2015, and any local amendments, and NFPA 13 2013 Ed.

We have found that your AMOC #1 request meets an alternative requirement of the local code adoptions and amendments and is approved.

However, we did note that the fire lane width in front of the building is less than the 25 feet as required by code.

Items reviewed are listed below.

- AMOC Request
 - AMCO item 1 – Turn radius
 - AMOC item 2 - does not apply to fire code and was not reviewed
- Provided site plan, pg C3.0

NOTE:

- Correct fire lane widths for site plan review.

Local AMOC Authority

2015 IFC Sec. 104.9 Alternative materials and methods. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. The *fire code official* is authorized to approve an alternative material or method of construction where the *fire code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code,



Travis County Emergency Services District No.12

Item 1.

Fire Prevention Office

Ryan Smith, Fire Chief

11200 Gregg Ln. • PO Box 846

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Alternative Methods of Compliance (AMOC)

Date of Notice: October 28, 2021

and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety. Where the alternative material, design or method of construction is not approved, the *fire code official* shall respond in writing, stating the reasons why the alternative was not approved.

2015 IFC Sec. 104.6.4 Administrative. Application for modification, alternative methods or materials and the final decision of the *fire code official* shall be in writing and shall be officially recorded in the permanent records of the *fire code official*.

Respectfully,

A handwritten signature in blue ink, appearing to be "R. Smith", written over the printed name.

Ryan Smith
Fire Chief

CC: TCESD12 Fire Prevention Division
FireInspections360 Records Management System (FI360)


TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 12

 11200 Gregg Lane
 Manor, TX 78653
 (512) 272-4502

DATE:

ALTERNATE METHOD OF COMPLIANCE REQUEST

ADDRESS:

SWC Hwy 290 & FM 973 ✓

USE:

Financial / Bank ✓

TYPE OF CONSTRUCTION:

II-B

OCCUPANCY CLASSIFICATION:

Group B - Business

NEW CONSTRUCTION:

YES ☒ NO ☐

NUMBER OF BUILDINGS:

1

NUMBER OF STORIES:

1

SPRINKLERED:

YES ☐ NO ☒

BUILDING SQUARE FOOTAGE:

4087 sf ✓

NAME OF DEVELOPMENT:

Manor Commons ✓

CONTACT PERSON:

Ben Henry ✓

PHONE NUMBER:

(817) 944-1571

DEVELOPER NAME & ADDRESS

ENGINEER NAME & ADDRESS

Greenview Manor Commons SW LP

Jack Garner, PE

501 Vale Street, Austin, TX 78746

11801 Domain Blvd, 3rd Floor

Attn: Barth Timmerman

Austin, TX 78758

Phone: (512) 773-0498

Email: barth@greenviewdev.com

SELECT ONE

SITE ☒

BUILDING

FIRE SPRINKLER

OTHER

PROPOSAL DESCRIPTION: Explain how it is equivalent or what the hardship is. Attach documentation if needed. Developer shall provide letter of approval to AMOC and engineer of record shall seal this AMOC.

Bank of America seeks to develop the SW corner lot of Hwy 290 & FM 973. Lot width at the frontage (north) is 151.83 and narrows to 100.18' at the rear (south). Within the lot to the east exists floodplain and an 8" gas easement. What-a-burger exists to the west.

✓ AMOC #1 - Inside firelane radius at the NE corner of the building is 13' (25' req.) Outside radius has been increased to 25' (50' req.) for a firelane radial width in excess of 25' (29'-6" provided w/o FH).

AMOC #2 - City requires an ATM to provide queuing for three (8' x 20') cars. This third car at the southern ATM reduces the clear firelane to 23' (25' req.)

NOT REVIEWED

Consideration is requested to approve AMOC #1 and #2 as illustrated with plan sheets included.

Amoc #1 Reviewed Only

Ben Henry

Signature of Applicant or Legal Representative

Ben Henry

Printed Name

10-13-2021

Date

FOR AUTHORITY HAVING JURISDICTION USE ONLY

EVALUATION BY:

P. Smith

TITLE

FIRE CHIEF

DATE

10/20/21

APPROVED BY:

P. Smith

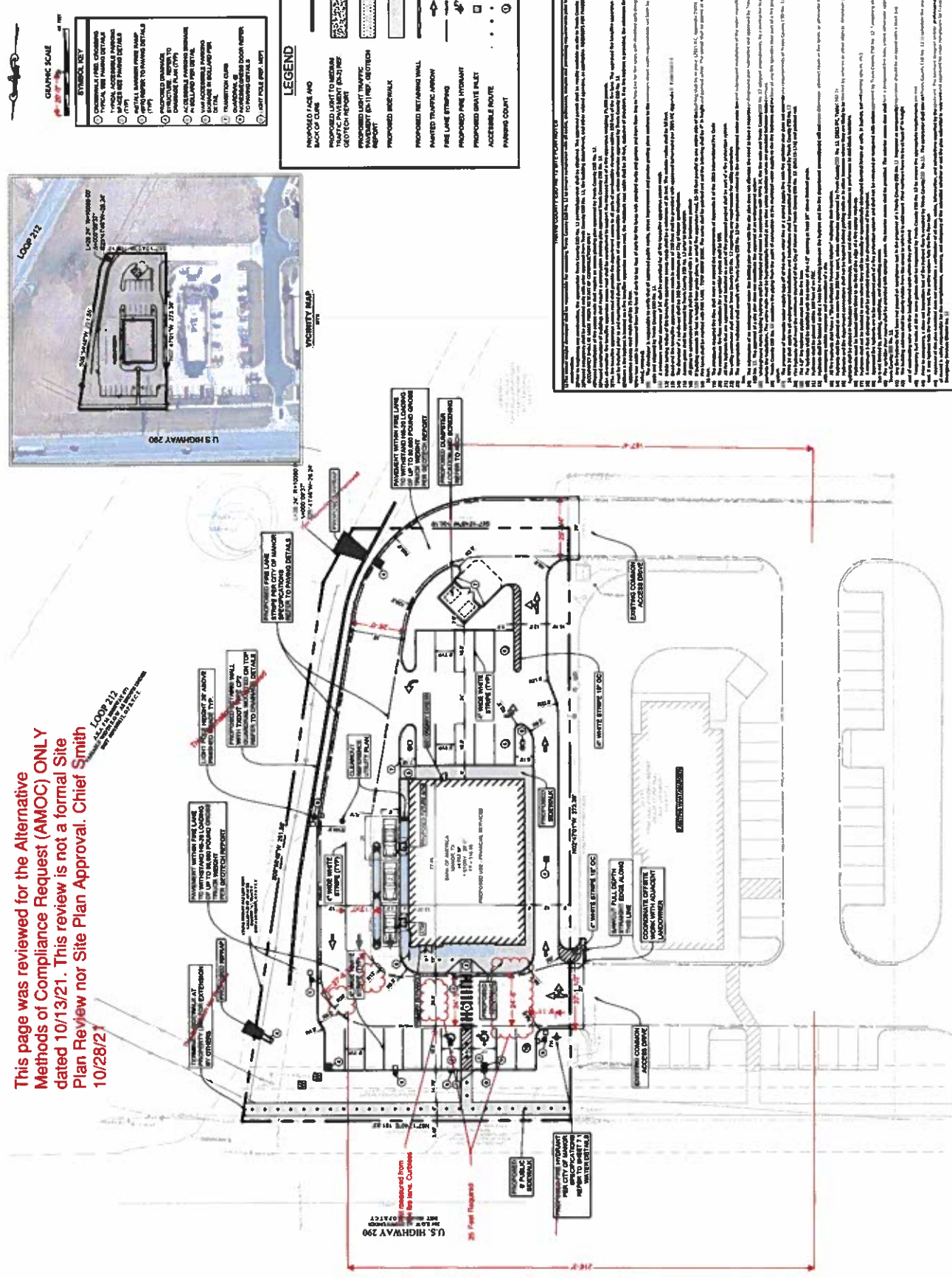
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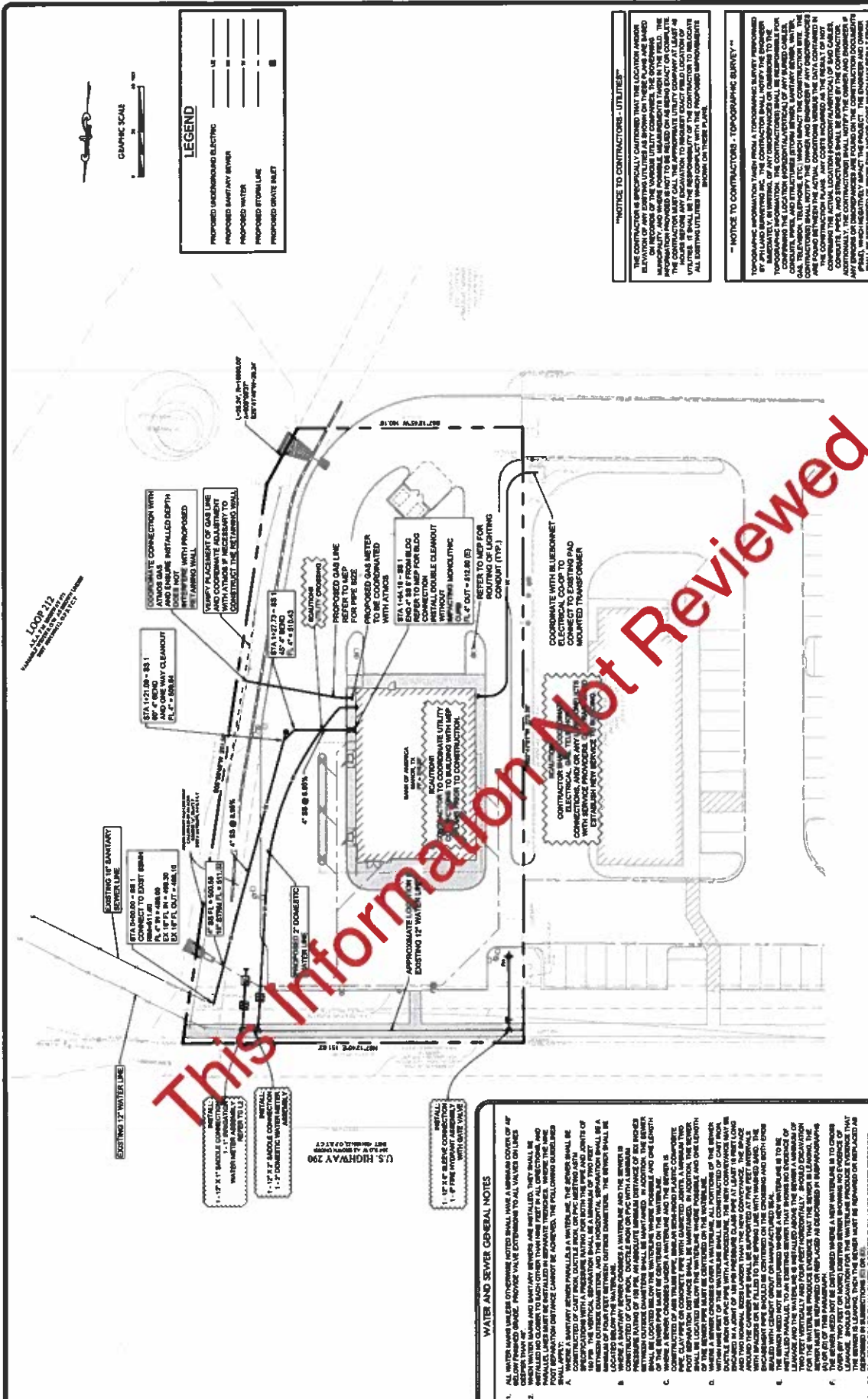
FIRE CHIEF

DATE

10/20/21

This page was reviewed for the Alternative Methods of Compliance Request (AMOC) ONLY dated 10/13/21. This review is not a formal Site Plan Review nor Site Plan Approval. Chief Smith 10/28/21





"NOTICE TO CONTRACTORS - UTILITIES"

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF ANY EXISTING UTILITIES AS SHOWN ON THESE PLANS AND BASED THEREON, MAY BE IN ERROR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES WHICH MAY BE ENCOUNTERED ON THESE PLANS.

[illegible]

Know what's below.
Call before you dig.

!!!CAUTION!!!
EXISTING OVERHEAD & UNDERGROUND UTILITIES IN THE VICINITY
OF THE LOCATION OF EXISTING UNDERGROUND UTILITIES
BY VISUAL IDENTIFICATION ON OTHER PREVIOUS RECORDS.

[illegible]

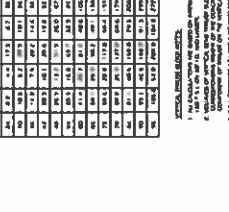
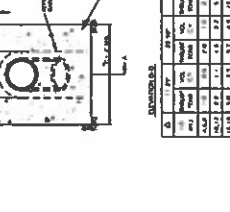
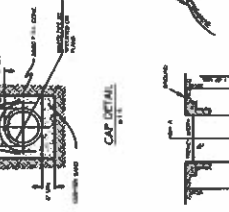
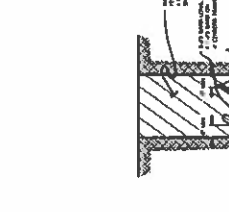
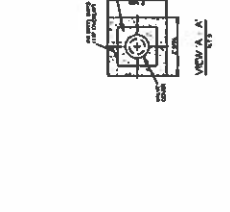


TABLE OF DIMENSIONS FOR WIDTH OF TRENCH AND PAVEMENT REPLACEMENT

1. **RESEARCH DESIGN**—This was a descriptive study. The study was conducted in a tertiary care hospital in the city of Chennai, India. The study was conducted between January 2010 and March 2011. The study was conducted in a tertiary care hospital in the city of Chennai, India. The study was conducted between January 2010 and March 2011.

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November 9, 2021

City of Manor Development Services

Notification for a Variance Application

Case Number: 2021-P-1375-VR

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Board of Adjustment will be conducting a public hearing to consider a variance request for Lot 7B, Block A Manor Commons SW Commercial to permit vehicle queueing within a fire lane. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02, Section 15.02.005(a) Queueing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX, to permit vehicle queueing within a fire lane.

Ordinance Requirement:

Sec. 15.02.005 - Queueing requirements.

(a) Queueing spaces shall be a minimum of eight by 20 feet in size. Stacking spaces may not impede on- or off-site vehicular or pedestrian movements, or extend into any portion of a right-of-way, or movements into, or out of off-street parking spaces, or fire lanes.

Variance Request:

2'2" x 11'17" encroachment being approximately 12.55 square feet.

The Board of Adjustment will convene at 6:30PM on November 23, 2021 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Board Members during the discussion of this item.

Property ID: 568070

Butler Family Partnership LTD.

PO Box 9190

Austin, TX 78766-9190

Property ID: 786499

Greenview Development 973 LP

% Barth Timmermann

501 Vale ST

Austin, TX 78746-5732

Property ID: 943067

AJT Real Estate LLC

2501 Lou Hollow PL

Cedar Park, TX 78613-3107

Property ID: 922843

Greenview Development 973 LP

% Barth Timmermann

501 Vale ST

Austin, TX 78746-5732

Property ID: 874848

Greenview Manor Commons SW LP

PO Box 162304

Austin, TX 78716-2304

Property ID: 874849

Greenview Manor Commons SW LP

PO Box 162304

Austin, TX 78716-2304

Property ID: 860814

Surfview Manor LLC

19 Bay Vista Dr.

Mill Valley, CA 94941-1604



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 29, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the Board of Adjustment Minutes:

- October 27, 2021, Board of Adjustment Regular Session
- November 23, 2021, Board of Adjustment Called Special Session

BACKGROUND/SUMMARY:

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

- October 27, 2021, Board of Adjustments Regular Session Minutes
- November 23, 2021, Board of Adjustment Called Special Session Minutes

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Board of Adjustment approve the Consent Agenda.

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



**BOARD OF ADJUSTMENT
REGULAR SESSION MINUTES
OCTOBER 27, 2021**

PRESENT:

Aaron Moreno, Chair, Place 3

BOARD MEMBERS:

William D. Mann, Place 1 (Absent)
Yolanda Daniels, Place 2
James D. Sulcer, Place 4
Karen S. Mazerac, Place 5
Brandon Drayden, Alternate No. 1
Neal Edwards, Alternate No. 2 (Absent)

CITY STAFF:

Scott Dunlop, Interim City Manager
Lluvia Almaraz, City Secretary

REGULAR SESSION – 6:30 P.M.

With a quorum of the Board of Adjustment (BOA) present, the regular session of the BOA was called to order by Chair Aaron Moreno at 6:30 p.m. on Wednesday, October 27, 2021.

PUBLIC COMMENTS

No one appeared to speak at this time.

PUBLIC HEARINGS

1. **Public Hearing: Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 14, Article 14.02, Section 14.02.007 and located at Lot 4, Block 55, locally known as 401 Llano Street, Manor, TX, to reduce the building setbacks. *Applicant: Joel Lopez. Owner: Fernandez Sergio.***

City staff recommended that the BOA conduct a public hearing.

Chair Moreno opened the public hearing.

Joel Lopez, 1920 Misty Ridge Dr., Leander, Texas, submitted at speaker card in support of this item and requested to speak. She stated that she is requesting the variance so a house can be built on the property.

Interim City Manager Dunlop stated that the property did not qualify to allow the request to go before the Planning and Zoning Commission. A description of the uniquely shaped property was given to the Board along with Zoning Code guidelines. He stated that the City Staff will be recommending approval for this specific variance request because the standard setbacks create an undo hardship for the owner.

Interim City Manager Dunlop and Property Owner Lopez answered questions from the Board regarding length of time property has been owned by the current owner and building plans for the property. Discussion was held by the Board regarding the building structure plans.

MOTION: Upon a motion made by Chair Moreno and Seconded by Board Member Mazerac to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

CONSENT AGENDA

2. Consideration, discussion, and possible action to approve the Board of Adjustment Minutes for the February 24, 2021, Regular Session and the September 22, 2021, Regular Session.

MOTION: Upon a motion made by Board Member Mazerac and Seconded by Board Member Sulcer to approve the Consent Agenda with a correction to the February 24, 2021, Regular Session Minutes to reflect Board Member Sulcer as the opposing vote on Regular Agenda Item No. 3.

There was no further discussion.

Motion to approve carried 5-0

REGULAR AGENDA

3. Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 14, Article 14.02, Section 14.02.007 and located at Lot 4, Block 55, locally known as 401 Llano Street, Manor, TX, to reduce the building setbacks. *Applicant: Joel Lopez. Owner: Fernandez Sergio.*

City Staff recommended approval of the variance request with a 15 feet Front Setback and 10 feet Rear Setback for Lot 4, Block 55, locally known as 401 Llano Street, Manor, Texas.

MOTION: Upon a motion made by Board Member Mazerac and seconded by Board Member Sulcer to deny the variance request.

Discussion was held regarding the reason for the request and property details. The motion failed to carry.

MOTION: Upon a motion made by Board Member Sulcer and seconded by Board Member Daniels to approve the variance request as recommended by City Staff.

There was no further discussion.

Motion to approve carried 4-1 (Board Member Mazerac voted against)

ADJOURNMENT

The Regular Session of the Manor Board of Adjustment Adjourned at 6:51 p.m. on Wednesday, October 27, 2021.

These minutes approved by the Board of Adjustment on the 23rd day of November 2021

APPROVED:

Chairperson

ATTEST:

Scott Dunlop
Interim City Manager



**BOARD OF ADJUSTMENTS
CALLED SPECIAL SESSION MINUTES
NOVEMBER 23, 2021**

BOARD MEMBERS PRESENT:

William D. Mann, Place 1 (Absent)
Yolanda Daniels, Place 2
Brandon Drayden, Place 3 (Absent)
James D. Sulcer, Place 4
Karen S. Mazerac, Place 5 (Absent)
Vacant, Alternate No. 1
Neal Edwards, Alternate No. 2

CITY STAFF:

Scott Dunlop, Interim City Manager
Mandy Miller, Administrative Assistant

CALLLED SPECIAL SESSION – 6:30 P.M.

With no quorum of the Board of Adjustments members present, the called special session of the Manor Board of Adjustments was cancelled by Board Member Daniels at 6:47 p.m. on Tuesday, November 23, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

These minutes approved by the Board of Adjustment on the 29th day of December 2021. (*Audio recording archived*)

APPROVED:

Chairperson

ATTEST:

Scott Dunlop
Interim City Manager



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 29, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on appointing a Chairperson for the Board of Adjustment.

BACKGROUND/SUMMARY:

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

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Board of Adjustments appoint a chairperson.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 29, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane.

Applicant: Nelson Worldwide, LLC

Owner: Greenview Manor Commons

BACKGROUND/SUMMARY:

A bank with an associated ATM drive through is being proposed for the lot next to (east side) of Whataburger. They are required to carry the 26' fire lane around their site to provide connectivity to the fire lanes on the north and south ends of the development. Additionally, due to the N. FM 973 ROW the lot narrows in the rear and there is an area of floodplain along the eastern edge of the property that requires a retaining wall. The floodplain, retaining wall, and narrowing of the property due to the 973 alignment push the required fire lane further into the property which diminishes the developable area and has cause the slight encroachment into the fire lane.

LEGAL REVIEW: NO
FISCAL IMPACT: NO
PRESENTATION: NO
ATTACHMENTS: YES

- Letter of Intent
- Queuing Diagrams
- ESD 12 AMOC Fire Lane Approval

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Board of Adjustment approve a variance request from Manor Code of Ordinances, Chapter 15, Article 15.02. Section 15.02.005(a) Queuing Requirements and located on Lot 7B, Block A, Manor Commons SW Commercial, Manor, TX to permit vehicle queuing within a fire lane as shown on the future ATM queueing diagram.

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



6000 Lombardo Blvd
Suite 500
Cleveland, OH 44131

November 1, 2021

Mr. Scott Dunlop, AICP
Interim City Manager
Development Services Director
City of Manor Texas – City Hall
Manor, TX 78653

Re: Bank of America – Manor Commons
SWC Hwy 290 & FM 973
Job No: 20.0003779.000

Dear Scott:

This letter is to ask for your consideration in granting a Planning & Zoning variance, specifically a variance regarding the Manor, Texas Code of Ordinances 09/10/21 Supplement 4, Section 15.02.005 – Queuing requirements. This variance request is only for the proposed future drive-up ATM location. The Day-One ATM location – which will be installed as part of the Bank's primary scope of work and will be available to the public once the Bank's construction is complete – meets the City's queuing requirements and does not require a variance. Diagrams have been uploaded to illustrate the 2 separate ATMs and their queuing.

We request this variance due to the nature of the property tapering to approximately 100', the need for a retaining wall along the east property line and the necessity of providing fire department access around the building. Because of these constraints, our site does not leave sufficient room for the City's minimum 3-car queuing line at the proposed future drive-up ATM without encroaching into the 26-foot wide Fire Lane. We request a variance to allow for a 2-car queuing line at the proposed future drive-up ATM to avoid encroachment into the Fire Lane or allow a third car to encroach into the Fire Lane by 2'-6" for approximately half a car length. If the variance is not granted, the Bank will have its drive-up ATM capacity limited to one ATM. The Bank prefers to have the option to add a second ATM in the future as part of their overall site development strategy. This variance request applies only to the future ATM - the site plan as submitted meets the City's requirement for 3 car queuing at the "day-one" ATM to be installed under the current scope of work.

As a result of the site constraints mentioned above, we have requested and have been granted an Alternate Method of Compliance (AMOC) for Fire Lane turning radii by the Travis County Emergency Services District No. 12, Fire Prevention Office.

November 1, 2021
Scott Dunlap - City of Manor, TX
Page 2

Kind Regards,

Robert J Sullivan Jr.

Digitally signed by Robert J Sullivan Jr.
DN: C=US,
E=rsullivan@nelsononline.com,
O=Nelson, CN=Robert J Sullivan Jr.
Date: 2021.11.01 12:11:27-04'00'

Robert J Sullivan, Jr. RA, NCARB
Senior Architect, Manager

U:\Proj\Bank of America\TX\20.0003779.000-BofA Manor Commons FC 2.0 TX9-377\PROJECT RESOURCES\CODE DATA\AMOC -
variance\Variance\letter of Intent.docx/rjs

Client Representative:Jones Lang LaSalle
Attn: Amy Clark
Tel: 214.709.9783
Email: amy.clark@am.jll.com**Architect:**Attn: Rob Sullivan, Project Manager
Tel: 216.830.1561
Email: rsullivan@nelsonww.comArchitect of Record
Attn: Vincent Duet, Technical Leader
Tel: 215.825.6620
Email: vduet@nelsonww.com**Civil:**LANGAN | Adams
Attn: Ben Henry
T: 817.328.3217
E: bhenry@langan.com**Structural:**Urban Structure
Attn: Jeff Reed, P.E., S.E.
T: 214.295.5775
E: jreed@urbanstruct.com**MEP:**Windward
Attn: Charles Culbertson
T: 972.934.6440
E: charles.culbertson@windwardec.com

Description:	No:	Date:
Issued for Schematic Design		3/26/2021
Issued for COE Package		07/30/2021
Issued for CD Review		09/10/2021
Issued for Pricing and Permit		10/13/2021

BANK OF AMERICA

Manor Commons

11828 Ring Dr.
Manor, TX 78653-2105PROPERTY ID: TX9-377
NSRP VERSION: 2.0
BULLETIN: 2-2021ARCHITECTURAL SITE
PLAN

Project No: 20.0003779.000 Reviewed By: AW

A00.60

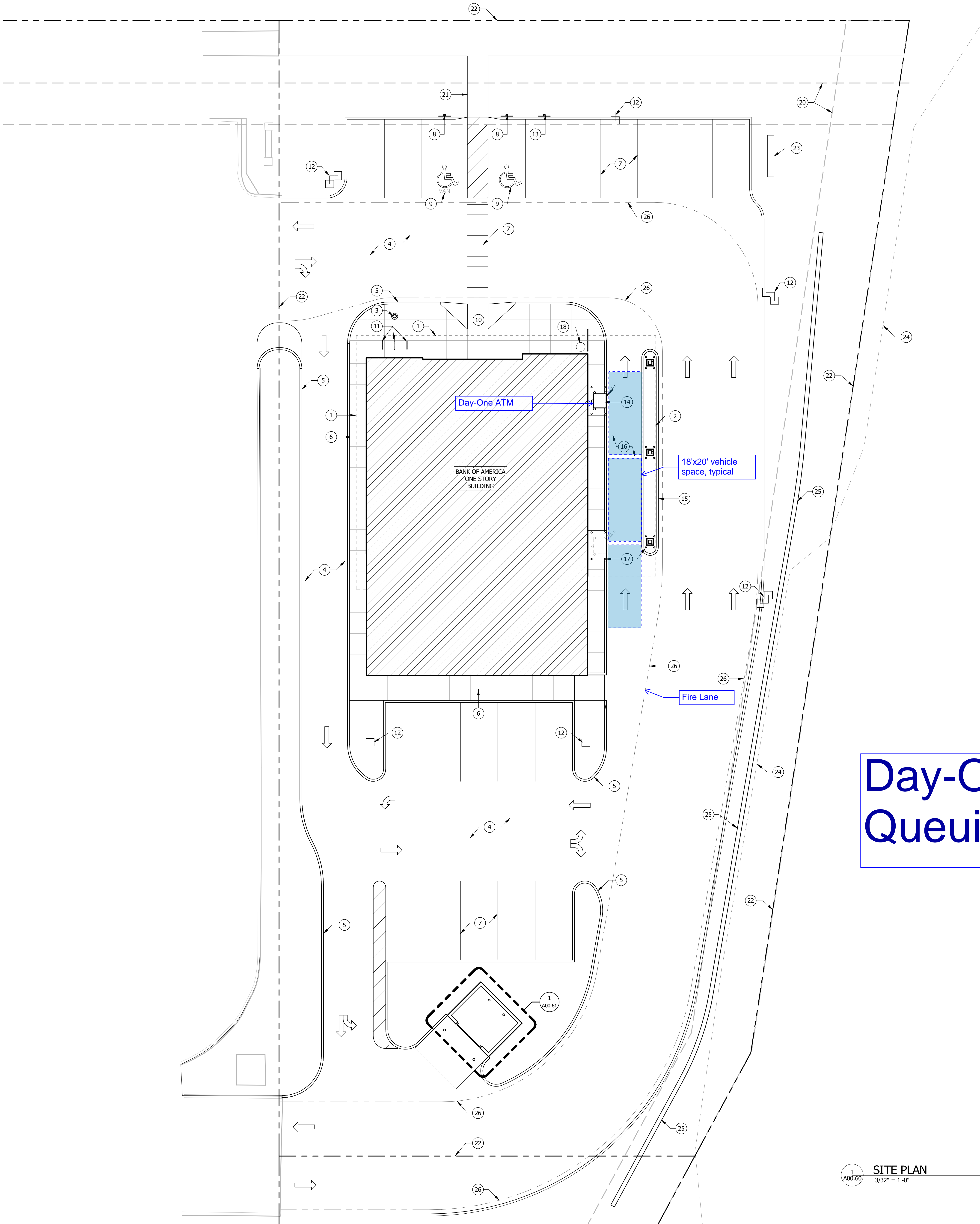
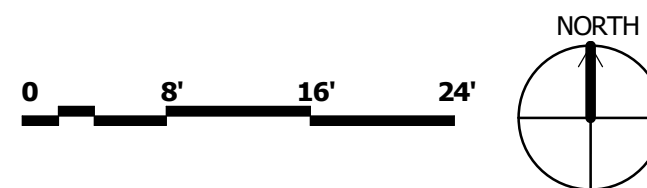
SITE GENERAL NOTES:

- ALL SIDEWALK AND EGRESS ROUTE SLOPE TO BE 2% MAX (1.5% RECOMMENDED).
- ALL WALKWAY CAULKING TO BE GREY.
- 2% MAX SLOPE (CROSS & PATH ACROSS DRIVE IS 4.56%) AT DOOR MANEUVERING CLEARANCE 1.5%.
- SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- SITE SIGNAGE BY BANK VENDOR. SEE SIGNAGE PACKAGE FOR SITE DIRECTIONAL AND/OR MONUMENT/PYLON SIGN.
- COORDINATE SITE LIGHTING WITH CIVIL & ELECTRICAL DRAWINGS.
- COORDINATE WITH LANDSCAPE DRAWINGS FOR LAYOUT.

SITE KEYNOTES:

- BUILDING CANOPY ABOVE.
- DRIVE-THRU CANOPY ABOVE.
- FLAGPOLE, SEE SHEET A09.30 FOR DETAILS. PROVIDE POWER AS REQUIRED FOR LIGHT.
- ASPHALT PAVING PER DOT SPEC. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
- CURB, TYP. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
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- PROVIDE BOLLARDS AS INDICATED, SEE A08.12 FOR ADDITIONAL INFORMATION.
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Day-One ATM Queuing Diagram

1
A00.60
SITE PLAN
3/32" = 1'-0"

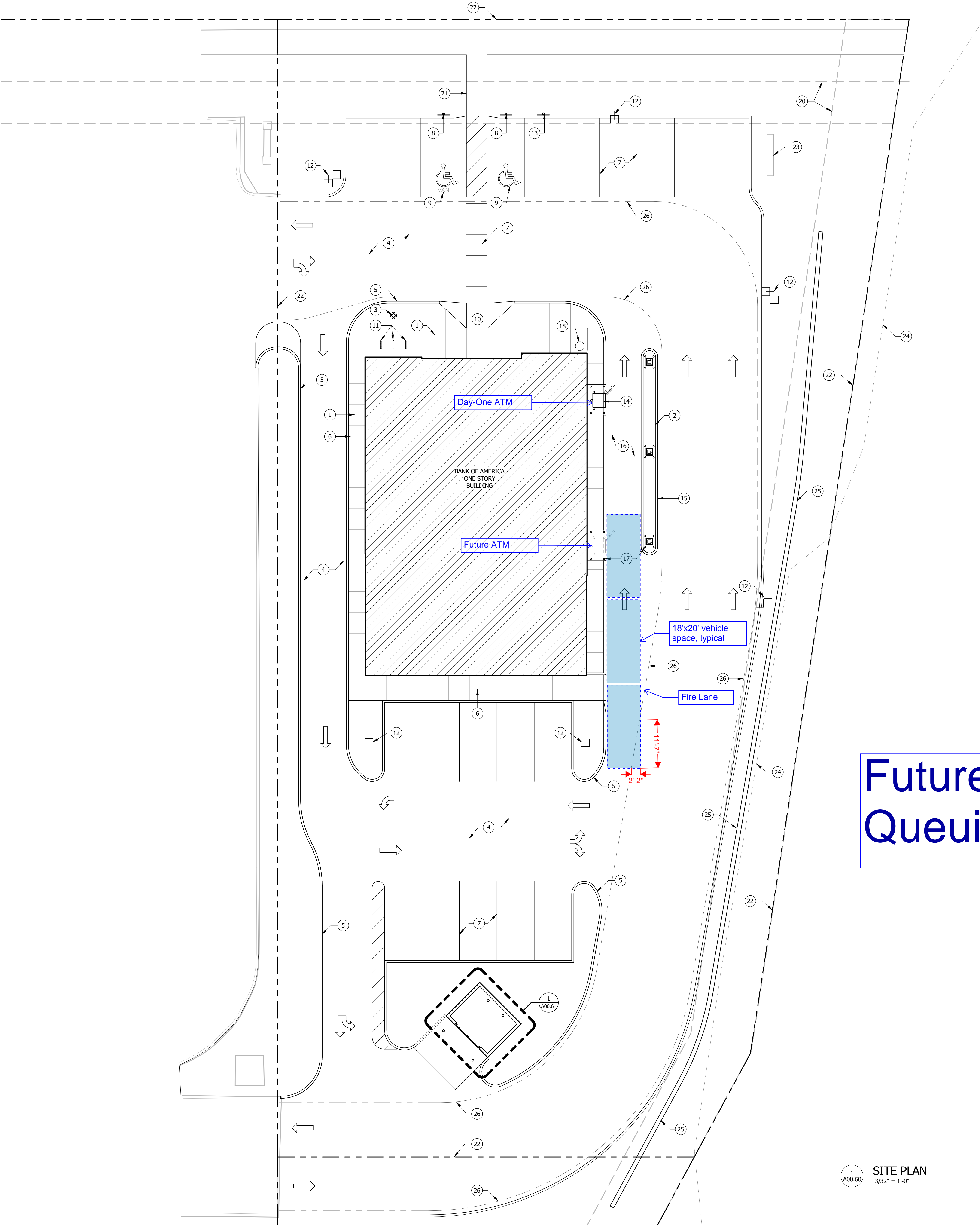
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- F. COORDINATE SITE LIGHTING WITH CIVIL & ELECTRICAL DRAWINGS.
- G. COORDINATE WITH LANDSCAPE DRAWINGS FOR LAYOUT.

SITE KEYNOTES:

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- 26. LINE INDICATES FIRE LANE. SEE CIVIL DRAWINGS FOR MORE INFORMATION.

Future ATM
Queuing Diagram



Client Representative:Jones Lang LaSalle
Attn: Amy Clark
Tel: 214.709.9783
Email: amy.clark@am.jll.com**Architect:**Attn: Rob Sullivan, Project Manager
Tel: 216.830.1561
Email: rsullivan@nelsonww.comArchitect of Record
Attn: Vincent Duet, Technical Leader
Tel: 215.825.6620
Email: vduet@nelsonww.com**Civil:**LANGAN | Adams
Attn: Ben Henry
T: 817.328.3217
E: bhenry@langan.com**Structural:**Urban Structure
Attn: Jeff Reed, P.E., S.E.
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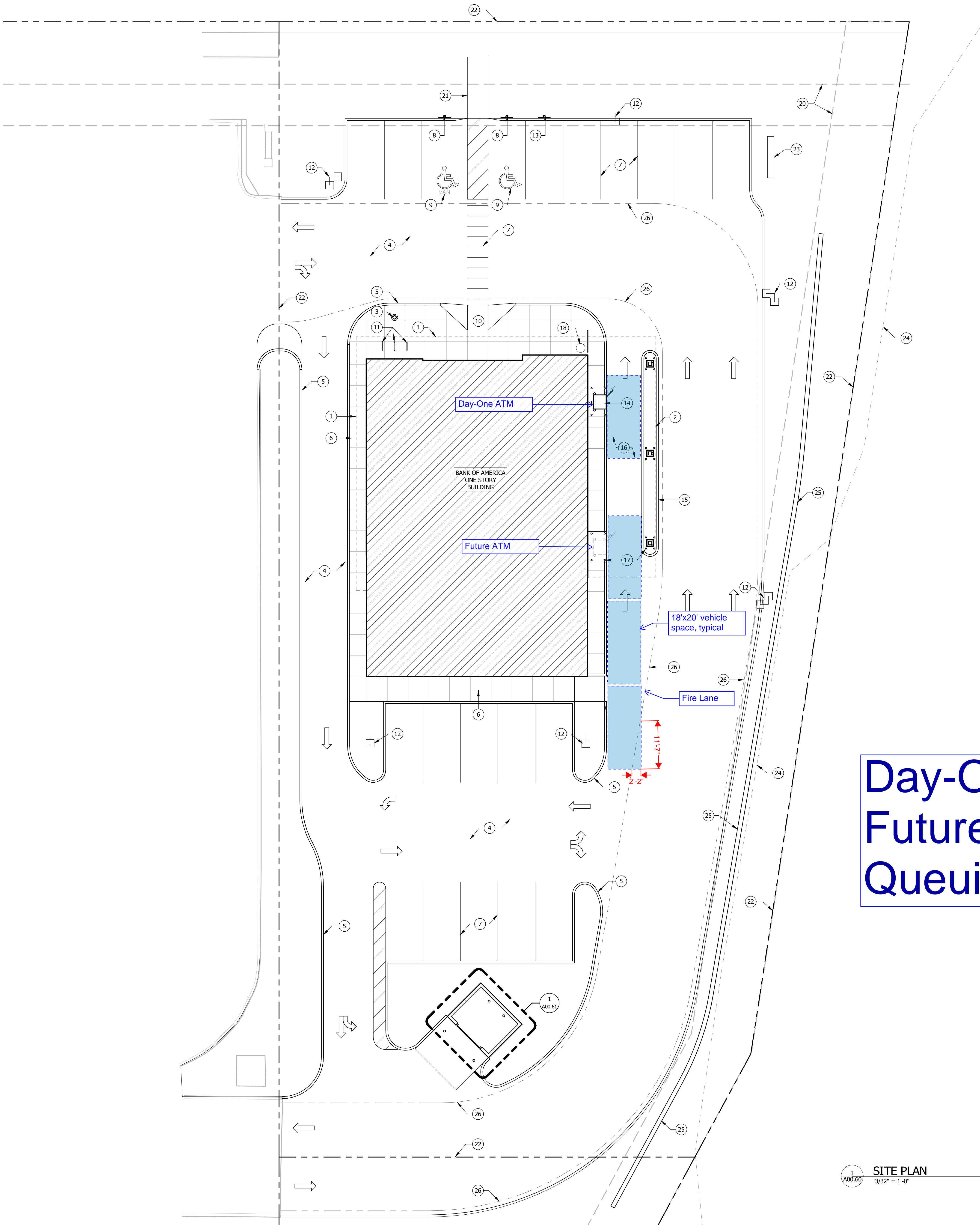
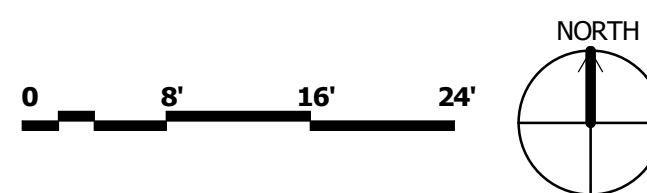
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Day-One and Future ATM Queuing Diagram

1
A00.60
SITE PLAN
3/32" = 1'-0"



Travis County Emergency Services District No.12

Item 4.

Fire Prevention Office

11200 Gregg Ln. • PO Box 846
Manor, Texas 78653
O: 512-272-4502 • F: 512-428-5114

Ryan Smith, Fire Chief

Alternative Methods of Compliance (AMOC)

Date of Notice: October 28, 2021

Applicant:

Ben Henry
Langan Engineering
8951 Cypress Waters Blvd
Suite 150
Dallas, TX 75019

Project Address:

Bank of America
SWC Hwy 290 & FM 973
Manor, TX 78653

AMOC Request Date: 10/13/2021

AMOC Approved: **YES (AMOC #1 ONLY)**

AMOC Topic: Fire Lane turn radius

Permit Number: 2021-1118

Mr. Henry,

A thorough review has been conducted on your AMOC request and letter dated October 13, 2021. Your proposed submittal was compared to the requirements set forth in the IFC 2015 with local amendments, IBC 2015, and any local amendments, and NFPA 13 2013 Ed.

We have found that your AMOC #1 request meets an alternative requirement of the local code adoptions and amendments and is approved.

However, we did note that the fire lane width in front of the building is less than the 25 feet as required by code.

Items reviewed are listed below.

- AMOC Request
 - AMCO item 1 – Turn radius
 - AMOC item 2 - does not apply to fire code and was not reviewed
- Provided site plan, pg C3.0

NOTE:

- Correct fire lane widths for site plan review.

Local AMOC Authority

2015 IFC Sec. 104.9 Alternative materials and methods. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. The *fire code official* is authorized to approve an alternative material or method of construction where the *fire code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code,



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Alternative Methods of Compliance (AMOC)

Date of Notice: October 28, 2021

and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety. Where the alternative material, design or method of construction is not approved, the *fire code official* shall respond in writing, stating the reasons why the alternative was not approved.

2015 IFC Sec. 104.6.4 Administrative. Application for modification, alternative methods or materials and the final decision of the *fire code official* shall be in writing and shall be officially recorded in the permanent records of the *fire code official*.

Respectfully,

A handwritten signature in blue ink, appearing to be "R. Smith", written over the printed name.

Ryan Smith
Fire Chief

CC: TCESD12 Fire Prevention Division
FireInspections360 Records Management System (FI360)


TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 12

 11200 Gregg Lane
 Manor, TX 78653
 (512) 272-4502

DATE:

ALTERNATE METHOD OF COMPLIANCE REQUEST

ADDRESS:

SWC Hwy 290 & FM 973 ✓

USE:

Financial / Bank ✓

TYPE OF CONSTRUCTION:

II-B

OCCUPANCY CLASSIFICATION:

Group B - Business

NEW CONSTRUCTION:

YES ☒ NO ☐

NUMBER OF BUILDINGS:

1

NUMBER OF STORIES:

1

SPRINKLERED:

YES ☐ NO ☒

BUILDING SQUARE FOOTAGE:

4087 sf ✓

NAME OF DEVELOPMENT:

Manor Commons ✓

CONTACT PERSON:

Ben Henry ✓

PHONE NUMBER:

(817) 944-1571

DEVELOPER NAME & ADDRESS

ENGINEER NAME & ADDRESS

Greenview Manor Commons SW LP

Jack Garner, PE

501 Vale Street, Austin, TX 78746

11801 Domain Blvd, 3rd Floor

Attn: Barth Timmerman

Austin, TX 78758

Phone: (512) 773-0498

Email: barth@greenviewdev.com

SELECT ONE

SITE ☒

BUILDING

FIRE SPRINKLER

OTHER

PROPOSAL DESCRIPTION: Explain how it is equivalent or what the hardship is. Attach documentation if needed. Developer shall provide letter of approval to AMOC and engineer of record shall seal this AMOC.

Bank of America seeks to develop the SW corner lot of Hwy 290 & FM 973. Lot width at the frontage (north) is 151.83 and narrows to 100.18' at the rear (south). Within the lot to the east exists floodplain and an 8" gas easement. What-a-burger exists to the west.

✓ AMOC #1 - Inside firelane radius at the NE corner of the building is 13' (25' req.) Outside radius has been increased to 25' (50' req.) for a firelane radial width in excess of 25' (29'-6" provided w/o FH).

AMOC #2 - City requires an ATM to provide queuing for three (8' x 20') cars. This third car at the southern ATM reduces the clear firelane to 23' (25' req.)

NOT REVIEWED

Consideration is requested to approve AMOC #1 and #2 as illustrated with plan sheets included.

Amoc #1 Reviewed Only

Ben Henry

Signature of Applicant or Legal Representative

Ben Henry

Printed Name

10-13-2021

Date

FOR AUTHORITY HAVING JURISDICTION USE ONLY

EVALUATION BY:

P. Smith

TITLE

FIRE CHIEF

DATE

10/20/21

APPROVED BY:

P. Smith

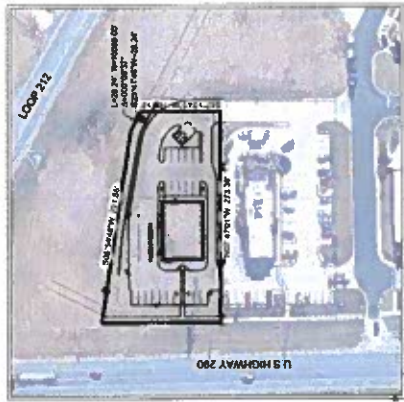
TITLE

FIRE CHIEF

DATE

10/20/21

This page was reviewed for the Alternative Methods of Compliance Request (AMOC) ONLY dated 10/13/21. This review is not a formal Site Plan Review nor Site Plan Approval. Chief Smith 10/28/21



GRAPHIC SCALE

SYMBOL KEY

1	PROPOSED FIRE LANE
2	PROPOSED FIRE LANE
3	PROPOSED FIRE LANE
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100	PROPOSED FIRE LANE

LEGEND

- PROPOSED FACE AND BACK OF CURB
- PROPOSED LIGHT TRAFFIC PAVEMENT (8-11) REF. DETECTION REPORT
- PROPOSED SIDEWALK
- PROPOSED RETAINING WALL
- PAINTED PAVEMENT ARROW
- FIRE LANE STOPPING
- PROPOSED FIRE HYDRANT
- PROPOSED GRAVE INLET
- ACCESSIBLE ROUTE
- PAVING COUNTY

SITE PLAN

BANK OF AMERICA AT MANOR COMMONS
11828 RING DRIVE, MANOR, TEXAS 78653-2105



PROJECT NO.	11828
DATE	10/13/21
DESIGNED BY	TRAVIS COUNTY
CHECKED BY	TRAVIS COUNTY
APPROVED BY	TRAVIS COUNTY
DATE	10/13/21

Item 4.

U.S. HIGHWAY 290

20' Fire Lane

20' Fire Lane

20' Fire Lane

20' Fire Lane

20' Fire Lane

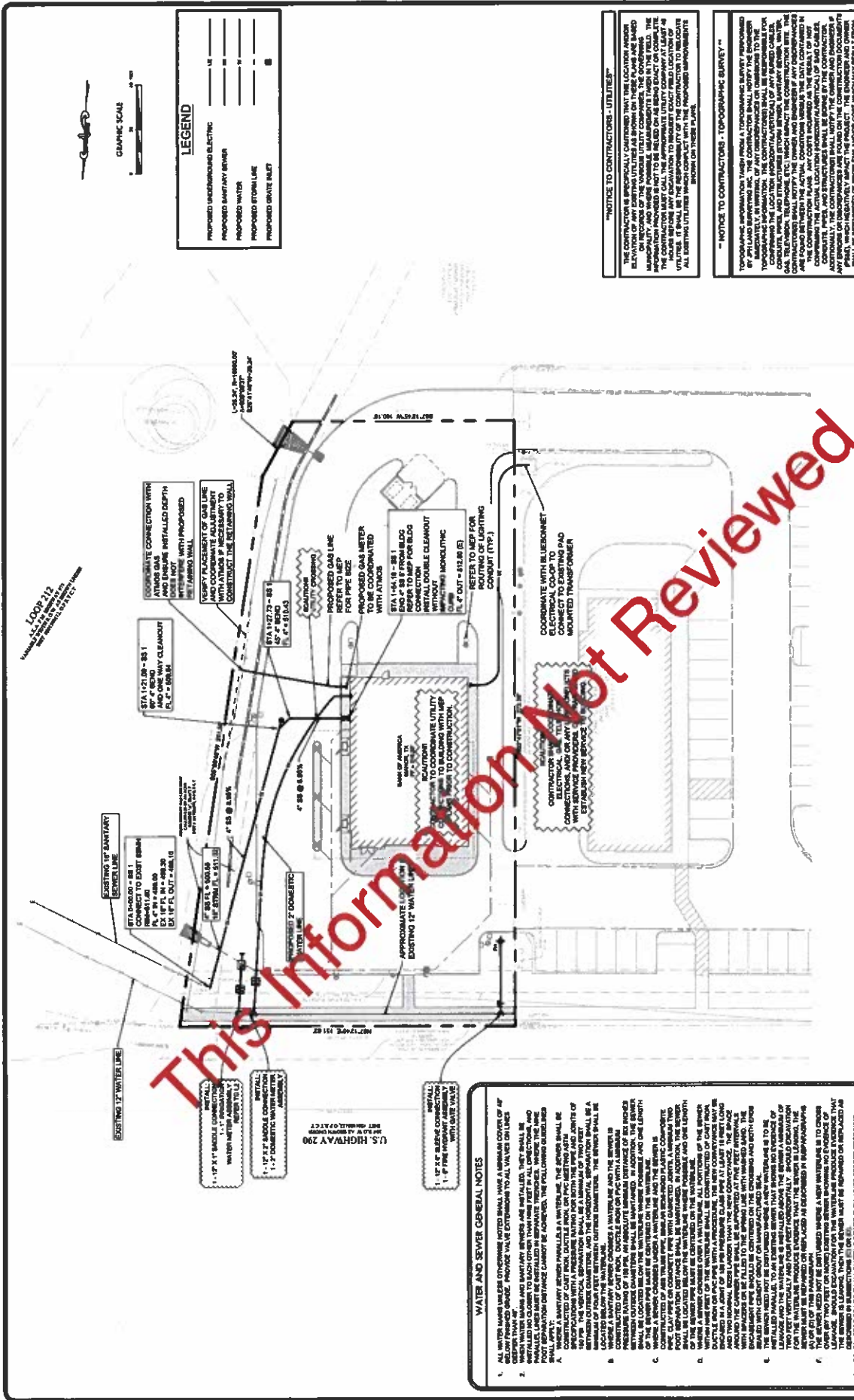
20' Fire Lane

20' Fire Lane

20' Fire Lane

20' Fire Lane

20' Fire Lane



"NOTICE TO CONTRACTORS - UTILITIES"

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF ANY EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR PROTECTING ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF ALL UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.

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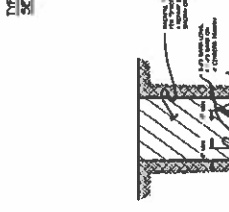
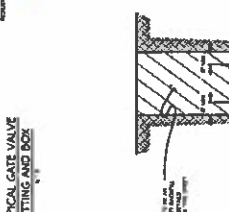
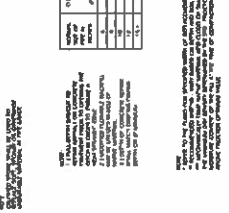
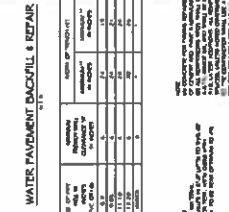
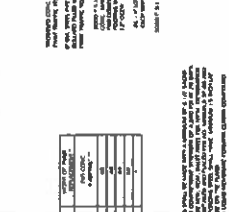
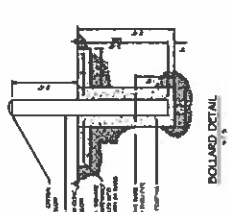
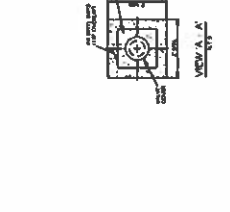
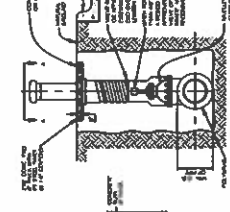
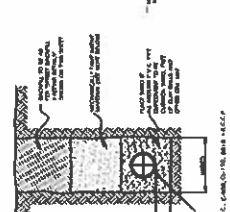
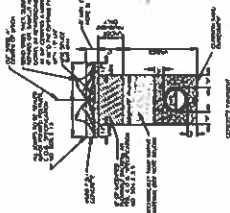
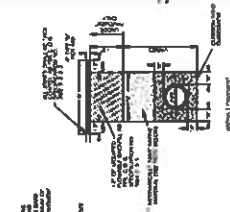
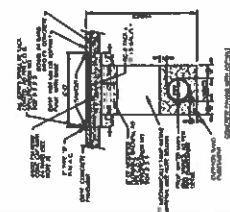
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 EXISTING CONDUITS ARE IN THE VICINITY
 OF THE LOCATION OF EXISTING UNDERGROUND UTILITIES
 BY VACUUM EXCAVATION OR OTHER POTENTIAL TECHNIQUES.

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

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THESE PLANS ARE SUBJECT TO REVIEW & APPROVAL BY ADDITIONAL ENTITIES

1. ALL WITERS MAILED MUST BE OTHERWISE NOTED SHALL HAVE A MINIMUM COVER OF AT LEAST 2000 FEET. THE COVER SHALL BE MAINTAINED AT ALL TIMES. THE COVER SHALL BE MAINTAINED AT ALL TIMES. THE COVER SHALL BE MAINTAINED AT ALL TIMES.
2. WHEN THE COVER IS MAINTAINED, THE COVER SHALL BE MAINTAINED AT ALL TIMES. THE COVER SHALL BE MAINTAINED AT ALL TIMES. THE COVER SHALL BE MAINTAINED AT ALL TIMES.
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TABLE OF DIMENSIONS FOR WIDTH OF TRENCH AND PAVEMENT REPLACEMENT