



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

---

## Planning & Zoning Commission Regular Meeting

Wednesday, January 13, 2021 at 6:30 PM

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

---

### AGENDA

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

*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 Regular Meeting scheduled for Wednesday, January 13, 2021, 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 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.*

## 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 Concept Plan for the Manor-OZ Subdivision and being 10.88 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*
  
- 2.** Conduct a public hearing on a Concept Plan for the Manor Downs Multi-Family Subdivision and being 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.  
*Applicant: Kimley-Horn & Associates, Inc.*  
*Owner: 2020 Adelante, LLC*

### 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 the December 9, 2020, Regular Session.

### REGULAR AGENDA

- 4.** Consideration, discussion, and possible action on a Concept Plan for the Manor-OZ Subdivision, one (1) lot on 10.88 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*
  
- 5.** Consideration, discussion, and possible action on a Concept Plan for the Manor Downs Multi-Family Subdivision, one (1) lot on 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.  
*Applicant: Kimley-Horn & Associates, Inc.*  
*Owner: 2020 Adelante, LLC*
  
- 6.** Consideration, discussion, and possible action on a setback waiver for Lot 1, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.  
*Applicant: Barbara White*  
*Owner: Barbara White*

- 7. Consideration, discussion, and possible action on a setback waiver for Lot 2, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.  
Applicant: Barbara White  
Owner: Barbara White**
  
- 8. Consideration, discussion, and possible action on a setback waiver for Lot 3, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.  
Applicant: Barbara White  
Owner: Barbara White**

## 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, January 8, 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:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing on a Concept Plan for the Manor-OZ Subdivision and being 10.88 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 10.88 acre tract is behind Riata Ford and will have primary access from the extension of Gregg Manor. It is zoned Multi-family 25 (MF-2) and there is a site plan in review for an apartment complex. This concept plan has been approved by our engineers.

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

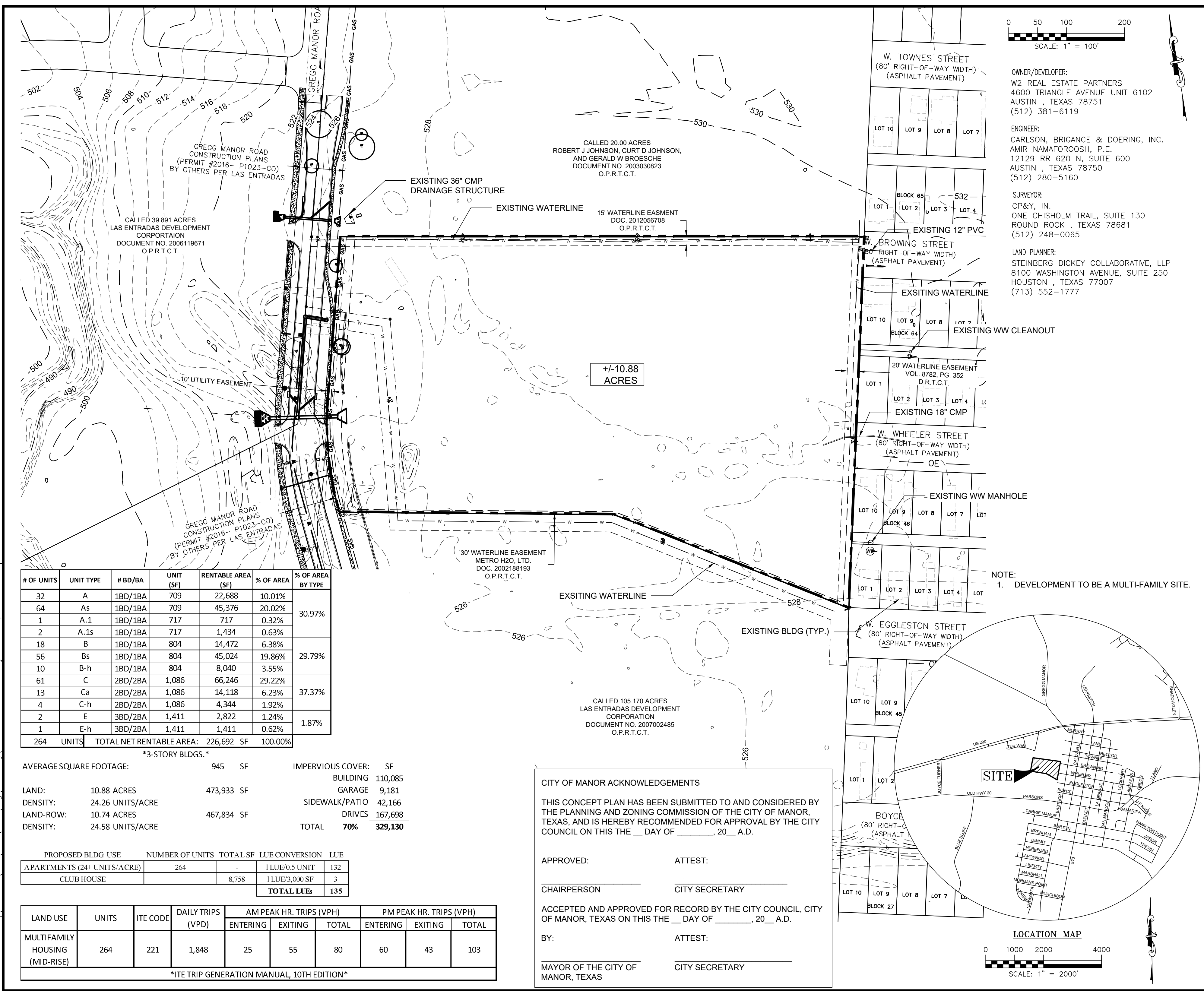
- Concept Plan
- Notice Letter
- Mailing Labels

**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**

FILE PATH: \\caddata1\data\AC3D\5163-CONCEPT PLAN.dwg - Oct 08, 2020 - 2:08pm



# OF UNITS	UNIT TYPE	# BD/BA	UNIT (SF)	RENTABLE AREA (SF)	% OF AREA	% OF AREA BY TYPE
32	A	1BD/1BA	709	22,688	10.01%	
64	As	1BD/1BA	709	45,376	20.02%	30.97%
1	A.1	1BD/1BA	717	717	0.32%	
2	A.1s	1BD/1BA	717	1,434	0.63%	
18	B	1BD/1BA	804	14,472	6.38%	
56	Bs	1BD/1BA	804	45,024	19.86%	29.79%
10	B-h	1BD/1BA	804	8,040	3.55%	
61	C	2BD/2BA	1,086	66,246	29.22%	
13	Ca	2BD/2BA	1,086	14,118	6.23%	37.37%
4	C-h	2BD/2BA	1,086	4,344	1.92%	
2	E	3BD/2BA	1,411	2,822	1.24%	
1	E-h	3BD/2BA	1,411	1,411	0.62%	1.87%
264	UNITS			TOTAL NET RENTABLE AREA: 226,692 SF	100.00%	

\*3-STORY BLDGS.\*

AVERAGE SQUARE FOOTAGE:	945 SF	IMPERVIOUS COVER:	SF
LAND:	10.88 ACRES	BUILDING	110,085
DENSITY:	24.26 UNITS/ACRE	GARAGE	9,181
LAND-ROW:	10.74 ACRES	SIDEWALK/PATIO	42,166
DENSITY:	24.58 UNITS/ACRE	DRIVES	167,698
		TOTAL	70% 329,130

PROPOSED BLDG USE	NUMBER OF UNITS	TOTAL SF	LUE CONVERSION	LUE
APARTMENTS (24+ UNITS/ACRE)	264	-	1 LUE/0.5 UNIT	132
CLUB HOUSE		8,758	1 LUE/3,000 SF	3
<b>TOTAL LUEs</b>				<b>135</b>

LAND USE	UNITS	ITE CODE	DAILY TRIPS (VPD)	AM PEAK HR. TRIPS (VPH)			PM PEAK HR. TRIPS (VPH)		
				ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL
MULTIFAMILY HOUSING (MID-RISE)	264	221	1,848	25	55	80	60	43	103

\*ITE TRIP GENERATION MANUAL, 10TH EDITION\*

**CITY OF MANOR ACKNOWLEDGEMENTS**

THIS CONCEPT PLAN 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 COUNCIL ON THIS THE \_\_\_ DAY OF \_\_\_\_, 20\_\_ A.D.

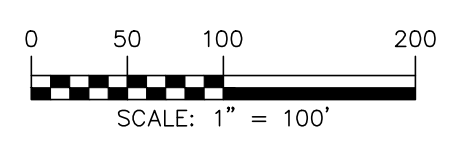
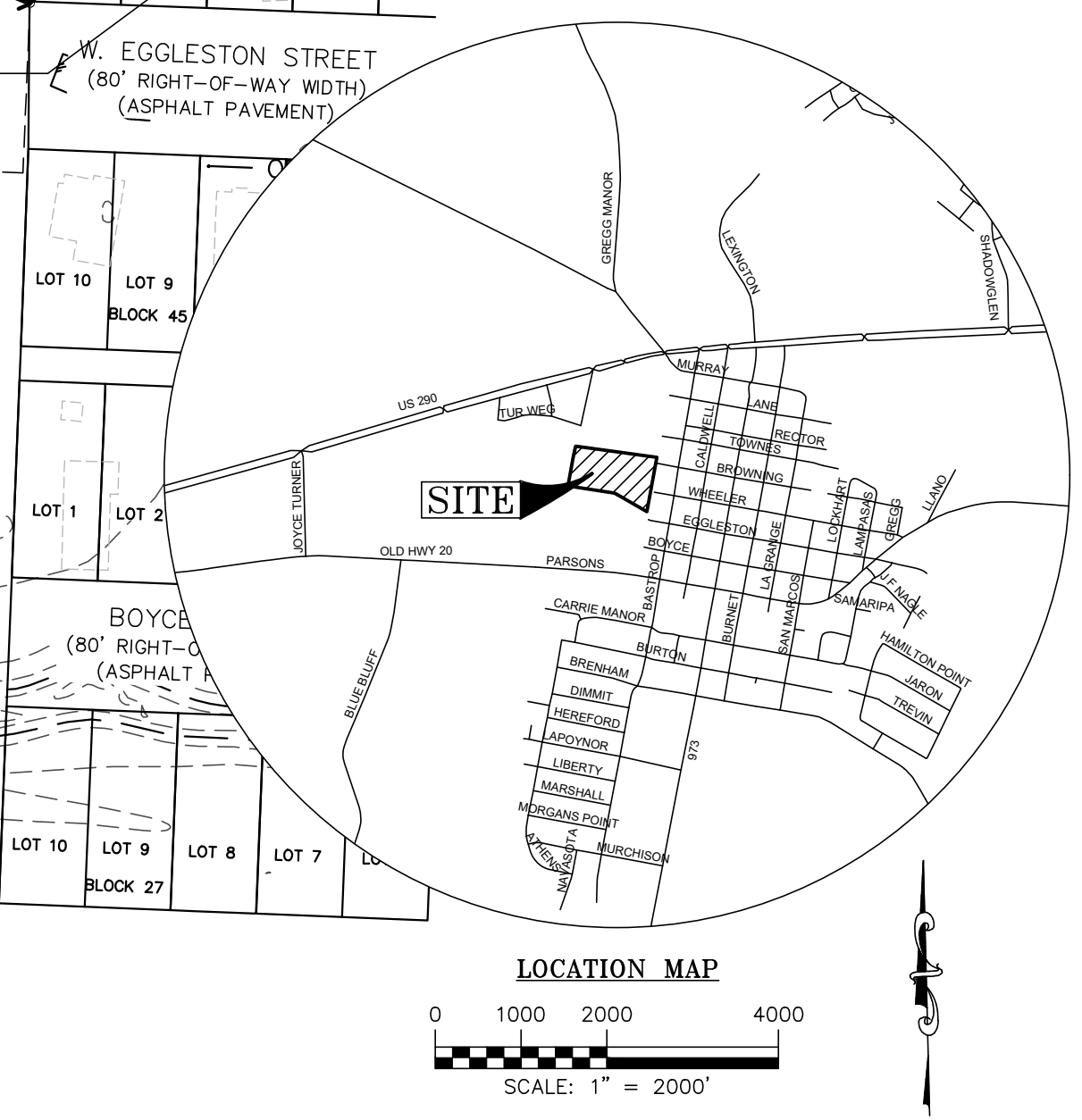
APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ CITY SECRETARY \_\_\_\_\_

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

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

MAYOR OF THE CITY OF MANOR, TEXAS \_\_\_\_\_ CITY SECRETARY \_\_\_\_\_



OWNER/DEVELOPER:  
W2 REAL ESTATE PARTNERS  
4600 TRIANGLE AVENUE UNIT 6102  
AUSTIN, TEXAS 78751  
(512) 381-6119

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

SURVEYOR:  
CP&Y, IN.  
ONE CHISHOLM TRAIL, SUITE 130  
ROUND ROCK, TEXAS 78681  
(512) 248-0065

LAND PLANNER:  
STEINBERG DICKEY COLLABORATIVE, LLP  
8100 WASHINGTON AVENUE, SUITE 250  
HOUSTON, TEXAS 77007  
(713) 552-1777

DESIGNED BY: AN	DRAFTED BY: LMW
OWNER/DEVELOPER: W2 REAL ESTATE PARTNERS 4600 TRIANGLE AVENUE UNIT 6102 AUSTIN, TEXAS 78751 (512) 381-6119	
ENGINEER: CARLSON, BRIGANCE & DOERING, INC. AMIR NAMAFOROOSH, P.E. 12129 RR 620 N, SUITE 600 AUSTIN, TEXAS 78750 (512) 280-5160	
SURVEYOR: CP&Y, IN. ONE CHISHOLM TRAIL, SUITE 130 ROUND ROCK, TEXAS 78681 (512) 248-0065	
LAND PLANNER: STEINBERG DICKEY COLLABORATIVE, LLP 8100 WASHINGTON AVENUE, SUITE 250 HOUSTON, TEXAS 77007 (713) 552-1777	
SHEET NAME: CONCEPTUAL PLAN JOB NAME: MANOR-OZ PROJECT: LUXURY APARTMENTS	
CARLSON, BRIGANCE & DOERING, INC. ID# F3791	
<b>10/08/2020</b>	
DATE: OCT 2020	
JOB NUMBER: 5163	
SHEET: 1 OF 1	



December 15, 2020

RE: Notification for Manor-OZ Concept Plan Subdivision

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 Concept Plan for 10.88 acres near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a Concept Plan for the Manor-OZ Subdivision and being 10.88 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.**

The Planning and Zoning Commission will meet at 6:30PM on January 13, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on January 20, 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 Concept Plan 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 and City Council meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://www.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 [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar) 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.

To see how the meeting will be conducted, whether via video conference or in-person, you may refer to the posted agendas for the January 13<sup>th</sup> Planning and Zoning Commission and January 20<sup>th</sup> City Council or by calling 512-215-8116. Planning and Zoning Commission agendas, City Council agendas, and speaker registration information can be found here 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

Lynda & Ruben Jaime  
310 Browning Street  
Manor, TX 78653

Guajardo Herminia  
P.O. Box 97  
Manor, TX 78653

Samaripa Matildy Vasquez Jr  
401 N. Bastrop Street  
Manor, TX 78653

Newsome Florence ET AL  
310 Wheeler Street  
Manor, TX 78653

Garcia Delgado & Maribel Delgado  
306 Wheeler Street  
Manor, TX 78653

Wheeler Street Partenership  
304 Wheeler Street  
Manor, TX 78653

Loggins Raydell  
302 Wheeler Street  
Manor, TX 78653

Bradley & Paula Bowen  
309 Eggleston Street  
Manor, TX 78653

Bradley & Paula Bowen  
307 Eggleston Street  
Manor, TX 78653

SEPECO  
P.O. BOX 170309  
Austin, TX 78717

SEPECO  
303 Eggleston  
Manor, TX 78653

AAA Fire & Safety Equipment Co Inc.  
6700 Guadalupe Street  
Austin, TX 78752

Filiberto & Eduviges De La Luz  
204 Red Oak Circle  
Austin, TX 78753

Guajardo Anselma  
P.O. Box 295  
Manor, TX 78653

Robert & Curt P Johnson  
10507 E US HWY 290  
Manor, TX 78653

LAS ENTRADAS DEVELOPMENT CORP  
9900 US HWY 290 E  
Manor, TX 78653

,

,

,

,

,

,

,

,

,

,

,

,



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing on a Concept Plan for the Manor Downs Multi-Family Subdivision and being 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.

*Applicant: Kimley-Horn & Associates, Inc.*

*Owner: 2020 Adelante, LLC*

**BACKGROUND/SUMMARY:**

This property is past the High School and future St. Joseph Parish property on Hill Lane. It was recently rezoned to Multi-Family 15 (MF-1) but no development plans have filed. This concept plan has been approved by our engineers.

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

- Concept Plan
- 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**



**MANOR DOWNS MULTI-FAMILY  
 CONCEPT PLAN**

**PROJECT NAME:** MANOR DOWNS MULTI-FAMILY  
**SITE ADDRESS:** 9910 HILL LANE, MANOR, TEXAS 78653

**RECORD OWNER/DEVELOPER:**  
 2020 ADELANTE, LLC  
 3800 N. LAMAR BLVD., STE 350  
 AUSTIN, TX 78756  
 CONTACT: GREG GITCHO  
 PH. 512-698-6019

**ENGINEER:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 10814 JOLLYVILLE ROAD  
 BUILDING 4, SUITE 200  
 AUSTIN, TEXAS 78759  
 CONTACT: JASON REECE, P.E.  
 PH. 512-418-1771

**SURVEYOR:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 601 NW LOOP 410  
 SUITE 350  
 SAN ANTONIO, TEXAS 78216  
 PH. 210-307-4356

**PREPARED ON:**  
 OCTOBER 19, 2020

**CURRENT ZONING:**  
 MF-1

**WATERSHED STATUS:**  
 THIS SITE IS LOCATED IN THE  
 GILLELAND CREEK WATERSHED.

**FLOODPLAIN INFORMATION:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF  
 THE 100 YR. FLOODPLAIN AS SHOWN ON THE FLOOD  
 INSURANCE RATE MAP COMMUNITY PANEL NO. 48453CO480J,  
 DATED AUGUST 18, 2014.

**LEGAL DESCRIPTION:**  
 ABS 63 SUR 62 BACON S ACR 22.310  
 ABS 63 SUR 62 BACON S ACR 2.500

**TRAFFIC**

Land Use	ITE Land Use Code	Units	Daily Trips	AM Trips	PM Trips
Multi-Family Dwelling	221	365	1986	131	161

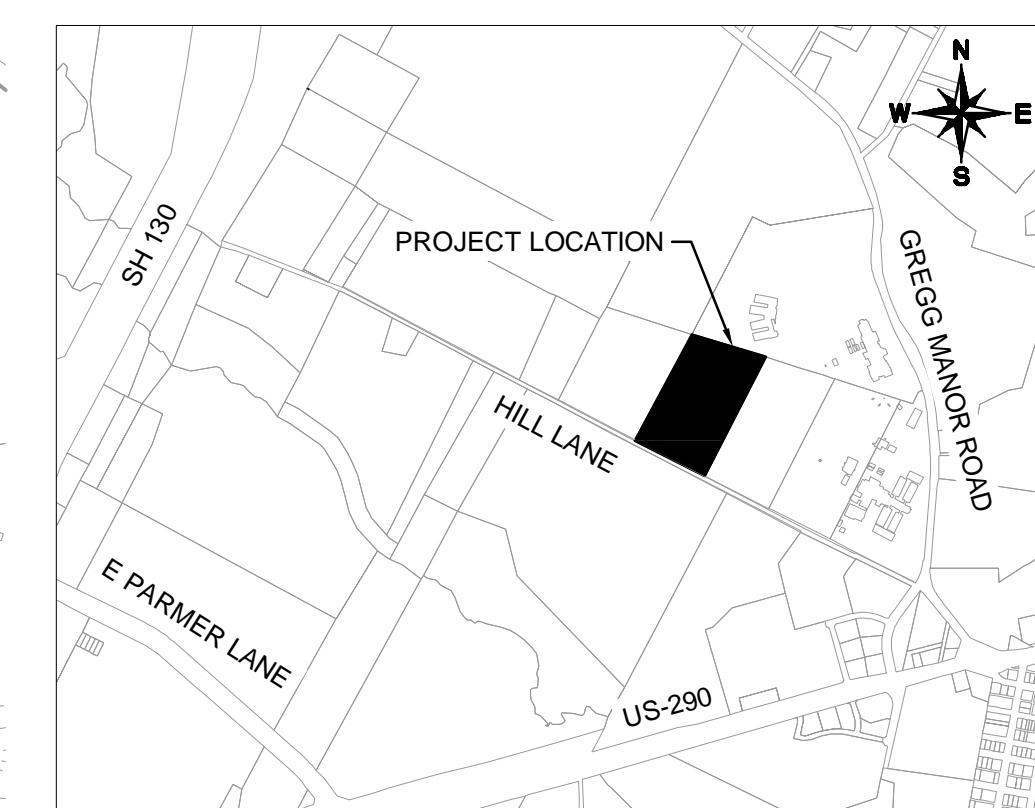
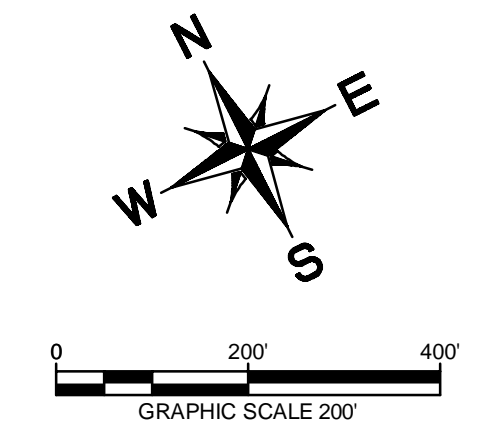
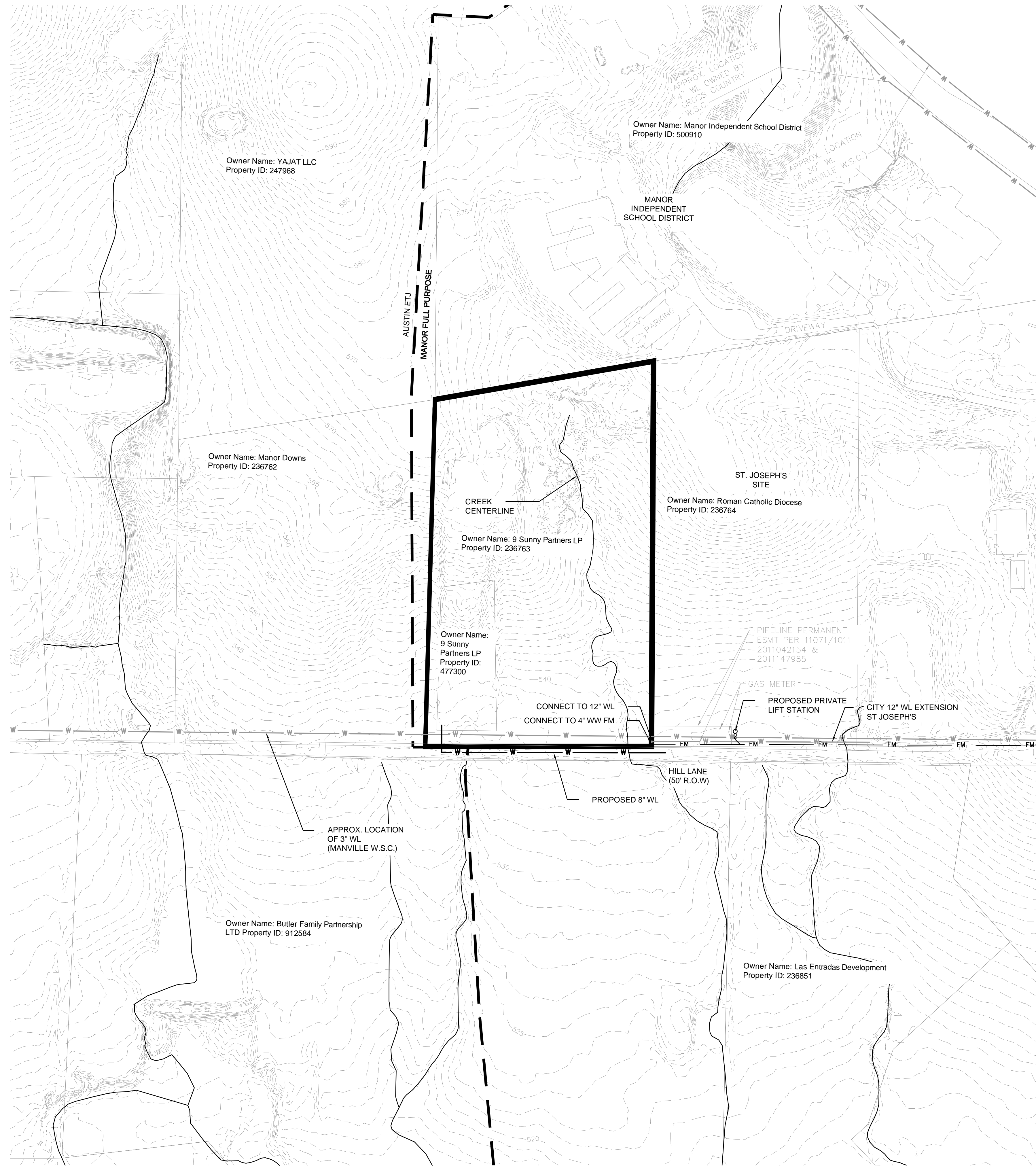
**UTILITY DEMAND (LIVING UNIT EQUIVALENT)**

LUE BREAKDOWN		
LOT #	ACRES	LUES
1	24.81	183

**LAND USE AND PHASING**

LAND USE AND PHASING TABLE				
PHASE	LOT	ACREAGE	LAND USE	ANTICIPATED TIMING
1	1	24.81	MULTI-FAMILY	2021

\*THE LAND USE AS INDICATED ABOVE IS ALLOWED BY THE  
 CURRENT ZONING ON THE PROPERTY AND IS CONSISTENT  
 WITH THE CITY'S MASTER PLAN



**CITY OF MANOR ACKNOWLEDGEMENTS**

THIS CONCEPT PLAN 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 COUNCIL ON  
 THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_ A.D.

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
 CHAIRPERSON CITY SECRETARY

ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF  
 MANOR ON THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_ A.D.

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
 HONORABLE MAYOR CITY SECRETARY  
 MAYOR OF THE CITY OF MANOR, TEXAS

Plotted By: Jones, Kalle Date: December 15, 2020 03:49:37pm File Path: K:\AUS-Civil\069267203 - Manor Downs 250\069267203 - Concept 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.



December 15, 2020

RE: Notification for Manor Downs Multi-Family Concept Plan Subdivision

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 Concept Plan for 24.81 acres located at 9910 Hill Lane, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a Concept Plan for the Manor Downs Multi-Family Subdivision and being 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.**

The Planning and Zoning Commission will meet at 6:30PM on January 13, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on January 20, 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 Concept Plan 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 and City Council meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://www.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 [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar) 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.

To see how the meeting will be conducted, whether via video conference or in-person, you may refer to the posted agendas for the January 13<sup>th</sup> Planning and Zoning Commission and January 20<sup>th</sup> City Council or by calling 512-215-8116. Planning and Zoning Commission agendas, City Council agendas, and speaker registration information can be found here 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

**Roman Catholic Diocese**

6225 Hwy 290 E  
Austin, TX 78723-1025



**Butler Family Partnership, Ltd.**

PO Box 9190  
Austin, TX 78766-9190



**Yajat, LLC**

12404 S Saddle Lakes Dr.  
Abilene, TX 79602-5472



**Manor Downs**

PO Box 141309  
Austin, TX 78714-1309



**Manor Independent School District**

PO Box 359  
Manor, TX 78653



**Las Entradas Development Corp**

9900 Hwy 290 E.  
Manor, TX 78653-9720



**Roman Catholic Diocese**

6225 Hwy 290 E  
Austin, TX 78723-1025



**Butler Family Partnership, Ltd.**

PO Box 9190  
Austin, TX 78766-9190



**Yajat, LLC**

12404 S Saddle Lakes Dr.  
Abilene, TX 79602-5472



**Manor Downs**

PO Box 141309  
Austin, TX 78714-1309



**Manor Independent School District**

PO Box 359  
Manor, TX 78653



**Las Entradas Development Corp**

9900 Hwy 290 E.  
Manor, TX 78653-9720



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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 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 the December 9, 2020, Regular Session.

**BACKGROUND/SUMMARY:**

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

- December 9, 2020, Regular Session Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve the minutes of the December 9, 2020, Regular Session.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
--	---------------------------	--------------------	-------------



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
DECEMBER 09, 2020  
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 Regular Meeting scheduled for Wednesday, December 9th, 2020, was 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 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.*

**ROLL CALL VIA ZOOM:**

Philip Tryon, Chairperson, Place 3

**COMMISSIONERS:**

Julie Leonard, Vice Chairperson, Place 1

Jacob Hammersmith, Place 2 (Absent)

Isaac Rowe, Place 4 (Absent)

Ruben J. Cardona, Place 5

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 regular session of the Manor P&Z Commission was called to order by Chairperson Tryon at 6:31 p.m. on Wednesday, December 9, 2020.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a public hearing on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single family detached and two-family; and amending planned unit development procedures.**

Chairperson Tryon opened the public hearing.

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

Assistant Development Services Director Dunlop gave a detailed summary and answered questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Cardona and Seconded by Vice Chairperson Leonard, the P&Z Commission voted five (5) For and none (0) Against to close the public hearing. The motion carried unanimously.

**CONSENT AGENDA**

- 2. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes of the November 12, 2020, Called Special Session.**

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small, the P&Z Commission voted five (5) For and none (0) Against to approve the consent agenda. The motion carried unanimously.

## REGULAR AGENDA

- 3. Consideration, discussion, and possible action on an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single family detached and two-family; and amending planned unit development procedures.**

The City staff recommended that the Planning and Zoning Commission approve an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single family detached and two-family; and amending planned unit development procedures.

**MOTION:** Upon a motion made by Vice Chairperson Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted five (5) For and none (0) Against to approve an ordinance amending Chapter 14, Zoning, of the Manor Code of Ordinances of the City of Manor, Texas by providing for the amendment of definitions; residential land uses, and land use conditions; modifying general development regulations for two-family, townhome, and multi-family districts; amending non-residential and mixed-use districts land uses, amending non-residential and mixed-use districts conditions; amending development standards for outdoor storage and display, single family detached and two-family; and amending planned unit development procedures. The motion carried unanimously.

- 4. Consideration, discussion, and possible action on appointing a Planning and Zoning Commission Chairperson to serve a 1-year term.**

The City staff recommended that the P&Z Commission appoint a Chairperson to serve a 1-year term.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) For and none (0) Against to appoint Commissioner Tryon to serve a 1-year term as P&Z Chairperson. The motion carried unanimously.

- 5. Consideration, discussion, and possible action on appointing a Planning and Zoning Commission Vice-Chair to serve a 1-year term.**

The City staff recommended that the P&Z Commission appoint a Vice Chairperson to serve a 1-year term.

**MOTION:** Upon a motion made by Commissioner Cardona and Seconded by Commissioner Small, the P&Z Commission voted five (5) For and none (0) Against to appoint Commissioner Leonard to serve a 1-year term as P&Z Vice Chairperson. The motion carried unanimously.

**6. Consideration, discussion, and possible action on appointing two Planning and Zoning Commission members to serve 1-year terms on the Tree Advisory Committee.**

The City staff recommended that the P&Z Commission appoint two members to serve a 1-year term on the Tree Advisory Committee.

Commissioner Small and Vice Chairperson Leonard volunteered to serve on the committee.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Chairperson Tryon, the P&Z Commission voted five (5) For and none (0) Against to appoint Vice Chairperson Leonard and Commissioner Small to serve a 1-year term as Tree Advisory Committee Members. The motion carried unanimously.

**7. Consideration, discussion, and possible action on a Subdivision Calendar for 2021.**

The City staff recommended that the P&Z Commission approve the 2021 Subdivision Calendar.

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) For and none (0) Against to approve the Subdivision Calendar for 2021. The motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Small, the P&Z Commission voted five (5) For and none (0) Against to adjourn the regular session of the P&Z Commission at 7:11 p.m. on Wednesday, December 09, 2020. The motion carried unanimously.

These minutes approved by the Manor P&Z Commission on the 13<sup>th</sup> day of January 2021.

**APPROVED:**

---

Philip Tryon  
Chairperson

**ATTEST:**

---

Scott Dunlop  
Assistant Development Services Director





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Concept Plan for the Manor-OZ Subdivision, one (1) lot on 10.88 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 10.88 acre tract is behind Riata Ford and will have primary access from the extension of Gregg Manor. It is zoned Multi-family 25 (MF-2) and there is a site plan in review for an apartment complex. This concept plan has been approved by our engineers.

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

- Concept Plan
- Engineer Comments
- Conformance Letter
- TIA Determination Form
- Notice Letter
- Mailing Labels

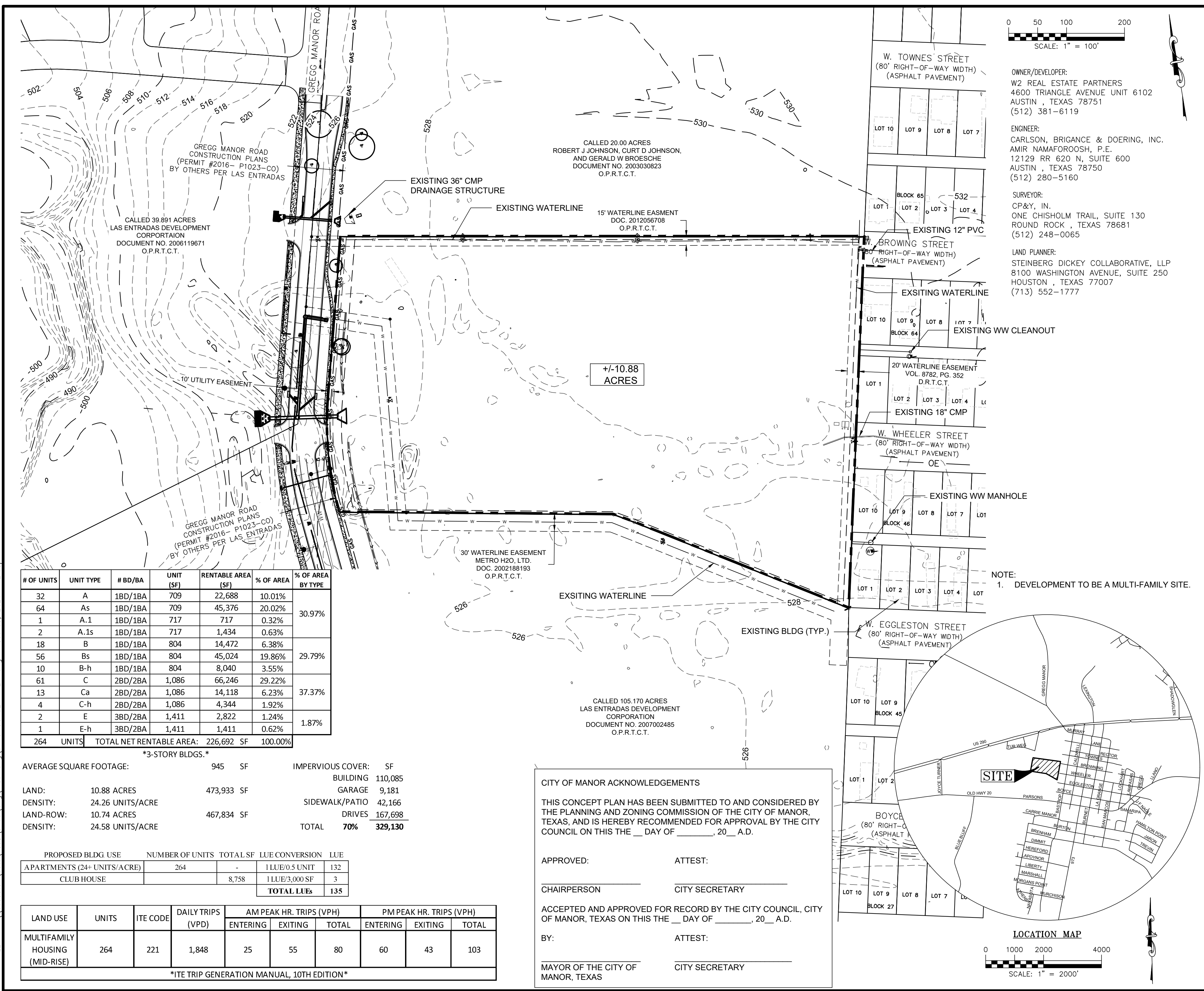
**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Concept Plan for the Manor-OZ Subdivision, one (1) lot on 10.88 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**

---

FILE PATH: \\caddata1\caddata1\Ac3D\5163-CONCEPT PLAN.dwg - Oct 08, 2020 - 2:08pm



OWNER/DEVELOPER:  
 W2 REAL ESTATE PARTNERS  
 4600 TRIANGLE AVENUE UNIT 6102  
 AUSTIN, TEXAS 78751  
 (512) 381-6119

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

SURVEYOR:  
 CP&Y, IN.  
 ONE CHISHOLM TRAIL, SUITE 130  
 ROUND ROCK, TEXAS 78681  
 (512) 248-0065

LAND PLANNER:  
 STEINBERG DICKEY COLLABORATIVE, LLP  
 8100 WASHINGTON AVENUE, SUITE 250  
 HOUSTON, TEXAS 77007  
 (713) 552-1777

# OF UNITS	UNIT TYPE	# BD/BA	UNIT (SF)	RENTABLE AREA (SF)	% OF AREA	% OF AREA BY TYPE
32	A	1BD/1BA	709	22,688	10.01%	30.97%
64	As	1BD/1BA	709	45,376	20.02%	
1	A.1	1BD/1BA	717	717	0.32%	
2	A.1s	1BD/1BA	717	1,434	0.63%	
18	B	1BD/1BA	804	14,472	6.38%	29.79%
56	Bs	1BD/1BA	804	45,024	19.86%	
10	B-h	1BD/1BA	804	8,040	3.55%	
61	C	2BD/2BA	1,086	66,246	29.22%	37.37%
13	Ca	2BD/2BA	1,086	14,118	6.23%	
4	C-h	2BD/2BA	1,086	4,344	1.92%	
2	E	3BD/2BA	1,411	2,822	1.24%	1.87%
1	E-h	3BD/2BA	1,411	1,411	0.62%	
264	UNITS			TOTAL NET RENTABLE AREA: 226,692 SF	100.00%	

\*3-STORY BLDGS.\*

AVERAGE SQUARE FOOTAGE:	945 SF	IMPERVIOUS COVER:	SF
		BUILDING	110,085
LAND:	10.88 ACRES	GARAGE	9,181
DENSITY:	24.26 UNITS/ACRE	SIDEWALK/PATIO	42,166
LAND-ROW:	10.74 ACRES	DRIVES	167,698
DENSITY:	24.58 UNITS/ACRE	TOTAL	70% 329,130

PROPOSED BLDG USE	NUMBER OF UNITS	TOTAL SF	LUE CONVERSION	LUE
APARTMENTS (24+ UNITS/ACRE)	264	-	1 LUE/0.5 UNIT	132
CLUB HOUSE		8,758	1 LUE/3,000 SF	3
<b>TOTAL LUEs</b>				<b>135</b>

LAND USE	UNITS	ITE CODE	DAILY TRIPS (VPD)	AM PEAK HR. TRIPS (VPH)			PM PEAK HR. TRIPS (VPH)		
				ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL
MULTIFAMILY HOUSING (MID-RISE)	264	221	1,848	25	55	80	60	43	103

\*ITE TRIP GENERATION MANUAL, 10TH EDITION\*

**CITY OF MANOR ACKNOWLEDGEMENTS**

THIS CONCEPT PLAN 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 COUNCIL ON THIS THE \_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

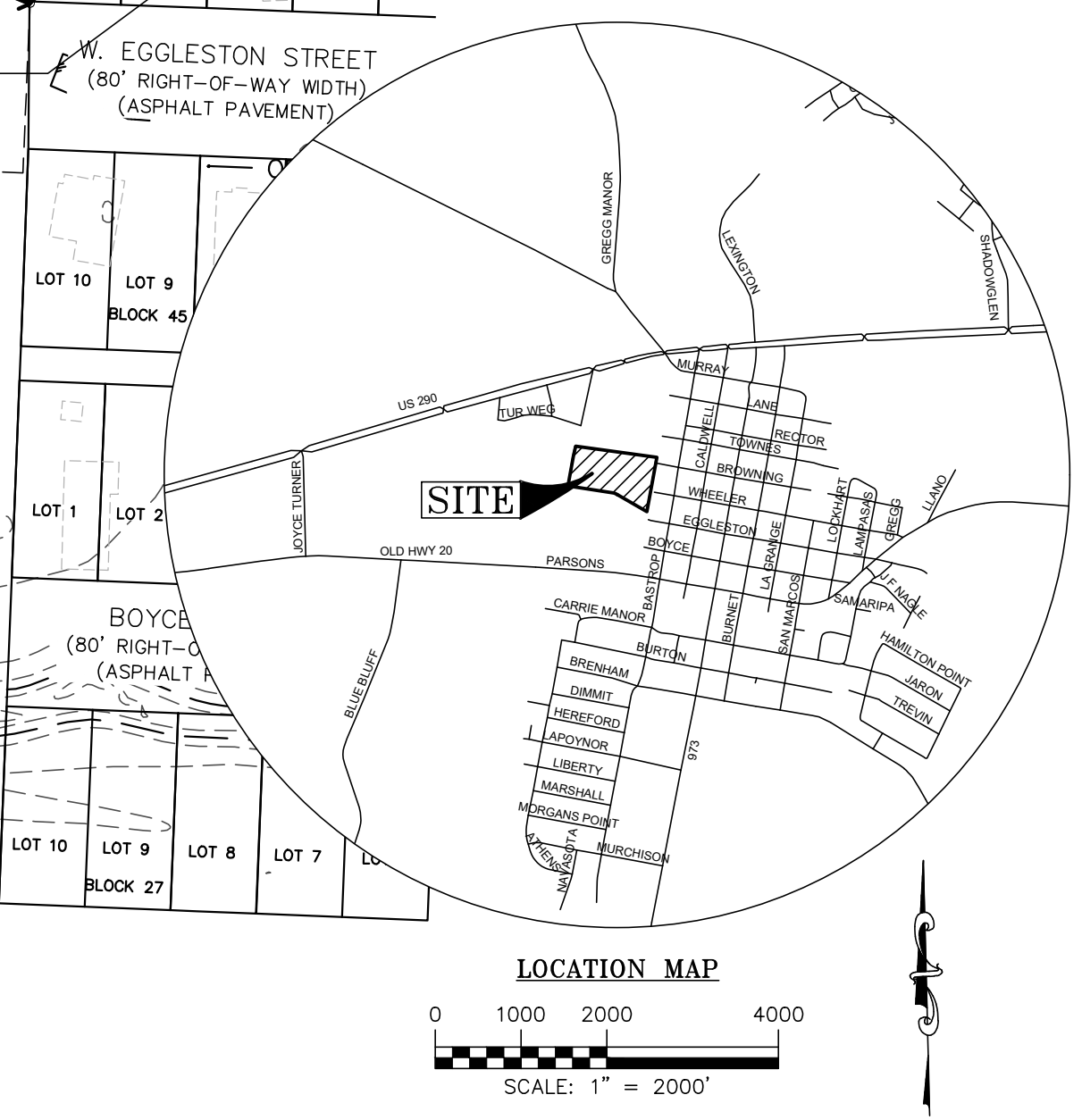
APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ CITY SECRETARY \_\_\_\_\_

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

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

MAYOR OF THE CITY OF MANOR, TEXAS \_\_\_\_\_ CITY SECRETARY \_\_\_\_\_



DESIGNED BY: AN	DRAFTED BY: LMW
OWNER/DEVELOPER: W2 REAL ESTATE PARTNERS 4600 TRIANGLE AVENUE UNIT 6102 AUSTIN, TEXAS 78751 (512) 381-6119	
ENGINEER: CARLSON, BRIGANCE & DOERING, INC. AMIR NAMAFOROOSH, P.E. 12129 RR 620 N, SUITE 600 AUSTIN, TEXAS 78750 (512) 280-5160	
SURVEYOR: CP&Y, IN. ONE CHISHOLM TRAIL, SUITE 130 ROUND ROCK, TEXAS 78681 (512) 248-0065	
LAND PLANNER: STEINBERG DICKEY COLLABORATIVE, LLP 8100 WASHINGTON AVENUE, SUITE 250 HOUSTON, TEXAS 77007 (713) 552-1777	
SHEET NAME: CONCEPTUAL PLAN JOB NAME: MANOR-OZ PROJECT: LUXURY APARTMENTS	
CARLSON, BRIGANCE & DOERING, INC. ID# F3791 <b>10/08/2020</b>	
DATE: OCT 2020	
JOB NUMBER: 5163	
SHEET: 1 OF 1	



Texas Engineering Firm #4242

Date: Monday, April 27, 2020

Geoff Guerrero  
 Carlson, Brigance & Doering, Inc.  
 5501 West William Cannon  
 Austin TX 78749  
 geoff@cbdeng.com

1500 County Road 269  
 Leander, TX 78641

PO Box 2029  
 Leander, TX 78646-2029

Permit Number 2020-P-1243-CP  
 Job Address: The Emerald MF - Las Entradas - Concept Plan, Manor, TX. 78653

Dear Geoff Guerrero,

The first submittal of the The Emerald MF - Las Entradas - Concept Plan (*Concept Plan*) submitted by Carlson, Brigance & Doering, Inc. and received on October 08, 2020, 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 Cover Sheet should be removed from the submittal.
2. The required signature blocks should be added to Concept Plan. A copy will be provided.
3. The site layout should be removed from the Concept Plan as it is not required.
4. The location map should remain on the Concept Plan (no Cover Sheet).
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(8) the Concept Plan should include:

Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated:

- (i) number of LUEs required for each category of lots;
- (ii) traffic volume to be generated by all proposed development other than single family residential.

6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(9) the Concept Plan should include proposed and existing arterial and collector streets to serve the general area.

7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.

8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(12) the Concept Plan should include significant existing features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.

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

**COMMENT RESPONSE**  
**CBD No. 5163**

**JAY ENGINEERING COMPANY, INC.**

P.O. Box 1220 (512) 259-3882  
Leander, TX 78646 Fax 259-8016  
Texas Registered Engineering Firm F-4780

Date: Monday, April 27, 2020

Geoff Guerrero  
Carlson, Brigance & Doering, Inc.  
5501 West William Cannon  
Austin TX 78749  
geoff@cbdeng.com

Permit Number 2020-P-1243-CP  
Job Address: The Emerald MF - Las Entradas - Concept Plan, Manor, TX. 78653

Dear Geoff Guerrero,

The first submittal of the The Emerald MF - Las Entradas - Concept Plan (*Concept Plan*) submitted by Carlson, Brigance & Doering, Inc. and received on March 30, 2020, 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@jaeco.net.

1. The Cover Sheet should be removed from the submittal.  
**COMMENT RESPONSE: Cover sheet removed.**
2. The required signature blocks should be added to Concept Plan. A copy will be provided.  
**COMMENT RESPONSE: Signature blocks added.**
3. The site layout should be removed from the Concept Plan as it is not required.  
**COMMENT RESPONSE: Site layout removed.**
4. The location map should remain on the Concept Plan (no Cover Sheet).  
**COMMENT RESPONSE: Location map moved to plan sheet.**
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(8) the Concept Plan should include:

Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated:

**COMMENT RESPONSE: Project is one (1) multi-family lot of 9.973 acres. Acreage added to concept plan sheet.**

(i) number of LUEs required for each category of lots;  
**COMMENT RESPONSE: Number of L.U.E.'s listed on plan sheet.**

(ii) traffic volume to be generated by all proposed development other than single family residential.

**COMMENT RESPONSE: Traffic volume listed on plan sheet.**

4/27/2020 9:06:20 AM  
The Emerald MF - Las Entradas -  
Concept Plan 2020-P-1243-CP  
Page 2

6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(9) the Concept Plan should include proposed and existing arterial and collector streets to serve the general area.

**COMMENT RESPONSE: Road R.O.W. is shown on plan sheet.**

7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.

**COMMENT RESPONSE: Existing drainage structures shown and labeled on plan sheet.**

8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(12) the Concept Plan should include significant existing features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.

**COMMENT RESPONSE: Existing structures shown on plan sheet and called out.**

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.  
Staff Engineer  
Jay Engineering Company, Inc.



Texas Engineering Firm #4242

Date: Monday, June 1, 2020

Geoff Guerrero  
 Carlson, Brigance & Doering, Inc.  
 5501 West William Cannon  
 Austin TX 78749  
 geoff@cbdeng.com

1500 County Road 269  
 Leander, TX 78641

PO Box 2029  
 Leander, TX 78646-2029

Permit Number 2020-P-1243-CP

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

Dear Geoff Guerrero,

The subsequent submittal of the The Emerald MF - Las Entradas - Concept Plan submitted by Carlson, Brigance & Doering, Inc. and received on October 08, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### **Engineer Review**

The following comments have been provided by Pauline Gray, P.E.. 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 Cover Sheet should be removed from the submittal.~~
- ~~2. The required signature blocks should be added to Concept Plan. A copy will be provided.~~
- ~~3. The site layout should be removed from the Concept Plan as it is not required.~~
- ~~4. The location map should remain on the Concept Plan (no Cover Sheet).~~

#### **5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(8) the Concept Plan should include:**

##### **Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated:**

##### **(i) number of LUEs required for each category of lots - this should be the total number of LUEs.**

~~(ii) traffic volume to be generated by all proposed development other than single family residential.~~

~~6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(9) the Concept Plan should include proposed and existing arterial and collector streets to serve the general area.~~

~~7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11) the Concept Plan should include significant drainage features and structures.~~

~~8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(12) the Concept Plan should include significant existing features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.~~

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) 259-3882 ex. 307, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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

Thank you,



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





Ms. Pauline Gray, P.E.  
Jay Engineering Company, Inc.  
P.O. Box 1220  
Leander, Texas 78646

CBD Project No. 5163  
Date: 10/09/2020

RE: Comment Response – Update #2  
**MANOR OZ**  
8110 E. US HWY 290, Manor, Travis County, TX  
Permit No. **2020-P-1243-CP**

Dear Ms. Gray:

Please accept this letter and the accompanying support material as our update to the comments received on June 01, 2020 for the above referenced project. We have reviewed these comments and responded in the following manner:

**Engineer Review**

5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21.C.8 the concept plan should include:
- Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated:
    - (i) Number of LUEs required for each category of lots – this should be the total number of LUEs.
- Response: The proposed concept plan will be developed as one (1) lot. The total number of LUE's has been provided based on the intended multifamily use and density.**

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.

Amir Namakforoosh  
Project Manager



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Monday, November 2, 2020

Geoff Guerrero  
Carlson, Brigance & Doering, Inc.  
5501 West William Cannon  
Austin TX 78749  
geoff@cbdeng.com

Permit Number 2020-P-1243-CP  
Job Address: The Emerald MF - Las Entradas - Concept Plan, Manor 78653

Dear Geoff Guerrero,

We have conducted a review of the concept plan for the above-referenced project, submitted by Geoff Guerrero and received by our office on October 08, 2020, 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 Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan 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





**TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET**

**APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION**

PROJECT NAME: Las Entradas  
 LOCATION: E. US Highway 290 (Approx. 260' south of Tur Weg Ln/Gregg Manor terminus)  
 APPLICANT: Geoff Guerrero TELEPHONE NO: (512) 280-5160  
 APPLICATION STATUS: DEVELOPMENT ASSESSMENT: \_\_\_\_\_ ZONING: \_\_\_\_\_ SITE PLAN: \_\_\_\_\_ **CONCEPT: X**

**EXISTING:**

**FOR OFFICE USE ONLY**

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY
<b>1</b>	9.973	0	R-3	Undeveloped			

**PROPOSED**

**FOR OFFICE USE ONLY**

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY	
<b>1</b>	9.973	99,688	R-3	Apartment	221	5.44/unit	1,339	
				246 units				
					<b>Total</b>			

**ABUTTING ROADWAYS**

**FOR OFFICE USE ONLY**

STREET NAME	PROPOSED ACCESS?	PAVEMENT WIDTH	CLASSIFICATION
Gregg Manor Road (future extension)	Yes	45' - proposed	Primary Collector

**FOR OFFICE USE ONLY**

- A traffic impact analysis is required. The consultant preparing the study must meet with a transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the Land Development Code.
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a transportation planner for information.

REVIEWED BY: Pauline M. Gray DATE: 1/7/2021  
 DISTRIBUTION:  FILE  CAP. METRO  TxDOT  Austin DSD  TRAVIS CO. TOTAL COPIES: \_\_\_\_\_

**NOTE: A TIA determination must be made prior to submittal of any preliminary plat or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.**



December 15, 2020

RE: Notification for Manor-OZ Concept Plan Subdivision

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 Concept Plan for 10.88 acres near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a Concept Plan for the Manor-OZ Subdivision and being 10.88 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.**

The Planning and Zoning Commission will meet at 6:30PM on January 13, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on January 20, 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 Concept Plan 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 and City Council meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://www.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 [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar) 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.

To see how the meeting will be conducted, whether via video conference or in-person, you may refer to the posted agendas for the January 13<sup>th</sup> Planning and Zoning Commission and January 20<sup>th</sup> City Council or by calling 512-215-8116. Planning and Zoning Commission agendas, City Council agendas, and speaker registration information can be found here 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

Lynda & Ruben Jaime  
310 Browning Street  
Manor, TX 78653

Guajardo Herminia  
P.O. Box 97  
Manor, TX 78653

Samaripa Matildy Vasquez Jr  
401 N. Bastrop Street  
Manor, TX 78653

Newsome Florence ET AL  
310 Wheeler Street  
Manor, TX 78653

Garcia Delgado & Maribel Delgado  
306 Wheeler Street  
Manor, TX 78653

Wheeler Street Partenership  
304 Wheeler Street  
Manor, TX 78653

Loggins Raydell  
302 Wheeler Street  
Manor, TX 78653

Bradley & Paula Bowen  
309 Eggleston Street  
Manor, TX 78653

Bradley & Paula Bowen  
307 Eggleston Street  
Manor, TX 78653

SEPECO  
P.O. BOX 170309  
Austin, TX 78717

SEPECO  
303 Eggleston  
Manor, TX 78653

AAA Fire & Safety Equipment Co Inc.  
6700 Guadalupe Street  
Austin, TX 78752

Filiberto & Eduviges De La Luz  
204 Red Oak Circle  
Austin, TX 78753

Guajardo Anselma  
P.O. Box 295  
Manor, TX 78653

Robert & Curt P Johnson  
10507 E US HWY 290  
Manor, TX 78653

LAS ENTRADAS DEVELOPMENT CORP  
9900 US HWY 290 E  
Manor, TX 78653

,

,

,

,

,

,

,

,

,

,

,

,

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Concept Plan for the Manor Downs Multi-Family Subdivision, one (1) lot on 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.

*Applicant: Kimley-Horn & Associates, Inc.*

*Owner: 2020 Adelante, LLC*

**BACKGROUND/SUMMARY:**

This property is past the High School and future St. Joseph Parish property on Hill Lane. It was recently rezoned to Multi-Family 15 (MF-1) but no development plans have filed. This concept plan has been approved by our engineers.

**LEGAL REVIEW:**

**FISCAL IMPACT:**

**PRESENTATION:**

**ATTACHMENTS:**

- Concept Plan
- Engineer Comments
- Conformance Letter
- TIA Determination
- Notice Letter
- Mailing Labels

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Concept Plan for the Manor Downs Multi-Family Subdivision, one (1) lot on 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
--	---------------------------	--------------------	-------------

Plotted By: Jones, Kalle Date: December 15, 2020 03:49:37pm File Path: K:\AUS-Civil\069267203 - Manor Downs 250\069267203 - Manor Downs 250\069267203 - Concept 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.

**PROJECT NAME:** MANOR DOWNS MULTI-FAMILY  
**SITE ADDRESS:** 9910 HILL LANE, MANOR, TEXAS 78653  
**RECORD OWNER/DEVELOPER:**  
 2020 ADELANTE, LLC  
 3800 N. LAMAR BLVD., STE 350  
 AUSTIN, TX 78756  
 CONTACT: GREG GITCHO  
 PH. 512-698-6019  
**ENGINEER:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 10814 JOLLYVILLE ROAD  
 BUILDING 4, SUITE 200  
 AUSTIN, TEXAS 78759  
 CONTACT: JASON REECE, P.E.  
 PH. 512-418-1771  
**SURVEYOR:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 601 NW LOOP 410  
 SUITE 350  
 SAN ANTONIO, TEXAS 78216  
 PH. 210-307-4356

**PREPARED ON:**  
 OCTOBER 19, 2020  
**CURRENT ZONING:**  
 MF-1

**WATERSHED STATUS**  
 THIS SITE IS LOCATED IN THE  
 GILLELAND CREEK WATERSHED.

**FLOODPLAIN INFORMATION:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF  
 THE 100 YR. FLOODPLAIN AS SHOWN ON THE FLOOD  
 INSURANCE RATE MAP COMMUNITY PANEL NO. 48453CO480J,  
 DATED AUGUST 18, 2014.

**LEGAL DESCRIPTION**  
 ABS 63 SUR 62 BACON S ACR 22.310  
 ABS 63 SUR 62 BACON S ACR 2.500

**TRAFFIC**

Land Use	ITE Land Use Code	Units	Daily Trips	AM Trips	PM Trips
Multi-Family Dwelling	221	365	1986	131	161

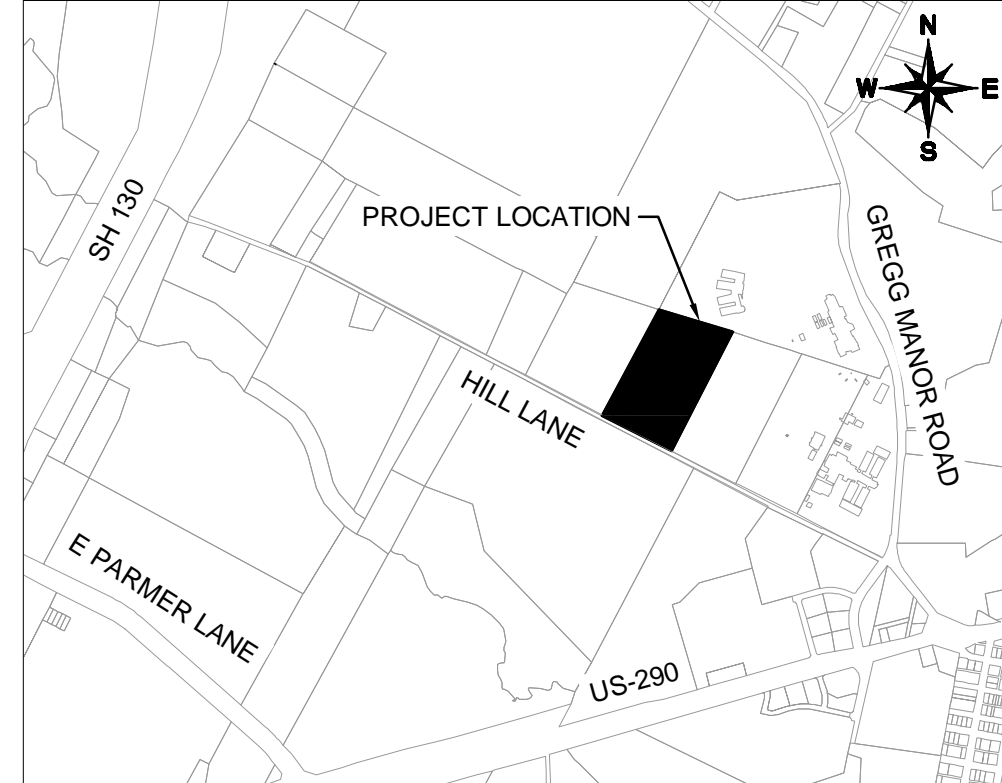
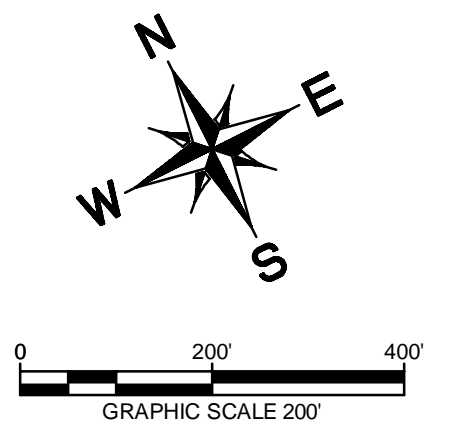
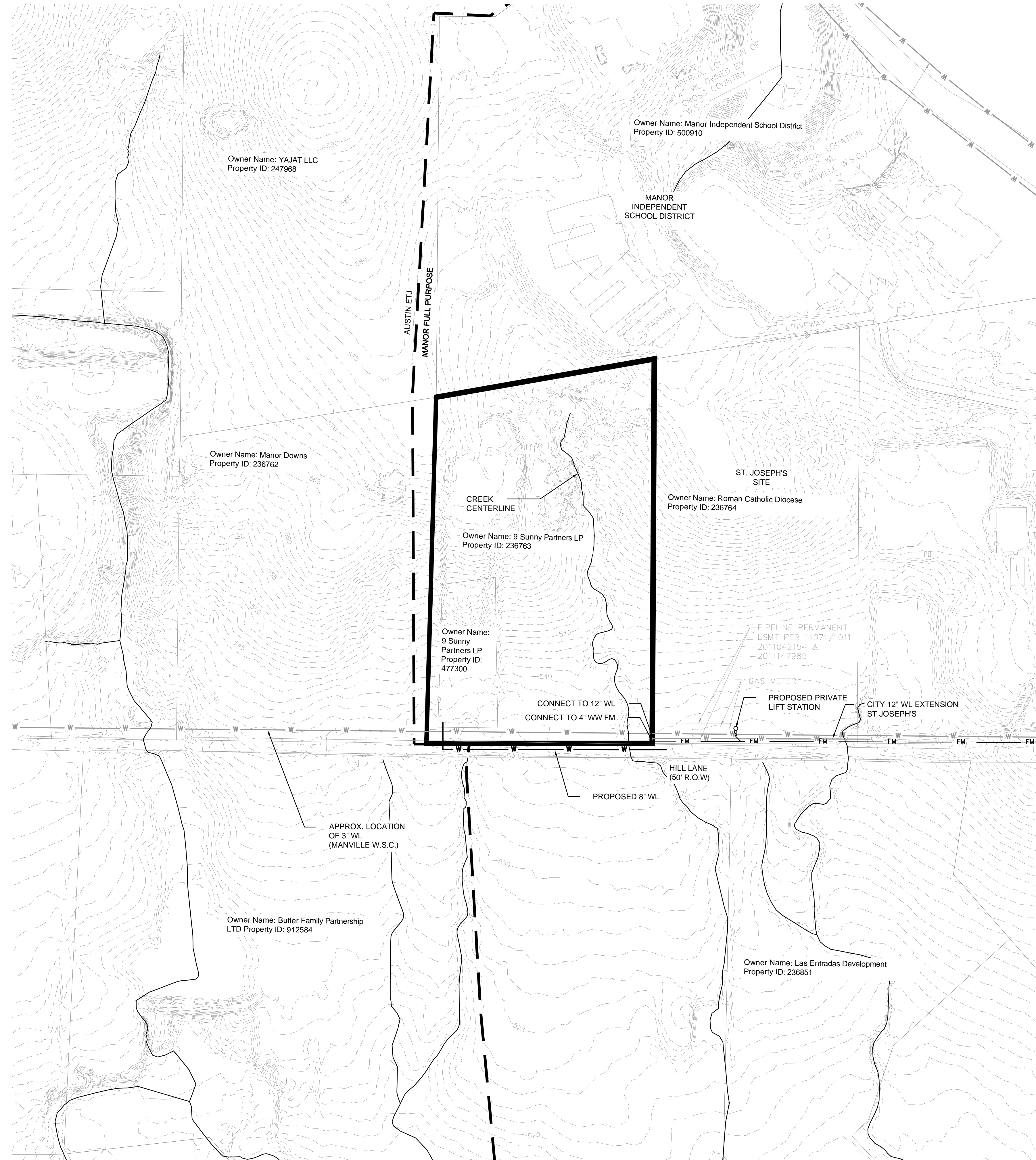
**UTILITY DEMAND (LIVING UNIT EQUIVALENT)**

LUE BREAKDOWN		
LOT #	ACRES	LUES
1	24.81	183

**LAND USE AND PHASING**

LAND USE AND PHASING TABLE				
PHASE	LOT	ACREAGE	LAND USE	ANTICIPATED TIMING
1	1	24.81	MULTI-FAMILY	2021

\*THE LAND USE AS INDICATED ABOVE IS ALLOWED BY THE  
 CURRENT ZONING ON THE PROPERTY AND IS CONSISTENT  
 WITH THE CITY'S MASTER PLAN



**MANOR DOWNS MULTI-FAMILY  
 CONCEPT PLAN**

**CITY OF MANOR ACKNOWLEDGEMENTS**  
 THIS CONCEPT PLAN 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 COUNCIL ON  
 THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_ A.D.  
 APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
 CHAIRPERSON CITY SECRETARY  
 ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF  
 MANOR ON THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_ A.D.  
 APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
 HONORABLE MAYOR CITY SECRETARY  
 MAYOR OF THE CITY OF MANOR, TEXAS





Texas Engineering Firm #4242

Date: Tuesday, November 17, 2020

Jason Reece  
Kimley-Horn  
10814 Jollyville Road, Building 4, Suite 300  
Austin 78759  
jason.reece@kimley-horn.com

Permit Number 2020-P-1279-CP  
Job Address: 9910 Hill Lane, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the 9910 Hill Lane Multi-Family Concept Plan (*Concept Plan*) submitted by Kimley-Horn and received on November 20, 2020, 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. Add contour labels to the topography.
2. The LUE calculations are not correct. The City uses a calculation of 0.5 LUEs/unit.
3. Add the right-of-way width for Hill Lane to the plan.
4. Significant existing features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures should be shown on the concept plan.
5. The owner's name, deed or plat reference and property lines of property within three (300) feet of the development boundaries, as determined by current tax rolls should be shown on the concept plan.
6. The proposed private lift station is not shown in the correct location. This is based on plans submitted by the adjacent property owner.

11/17/2020 5:20:05 PM  
9910 Hill Lane Multi-Family Concept Plan  
2020-P-1279-CP  
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



November 20, 2020

City of Manor  
 Attn: Scott Dunlop  
 105 E. Eggleston Street  
 Manor, TX 78653

**RE: *Manor Downs Multi-Family Tract***  
***Permit Number: 2020-P-1279-CP***  
***Site Address: 9910 Hill Lane, Manor, TX***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued by Pauline Gray, P.E. of Jay Engineering, in a comment letter dated November 17, 2020. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

### **ENGINEER REVIEW**

Comment 1: Add contour labels to the topography.

**Response 1: Major contour labels added to the topography.**

Comment 2: The LUE calculations are not correct. The City uses a calculation of 0.5 LUEs/unit.

**Response 2: LUE calculations changed to 183 LUEs to account for 0.5 LUEs/unit.**

Comment 3: Add the right-of-way width for Hill Lane to the plan.

**Response 3: 50' right-of-way width added.**

Comment 4: Significant existing features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures should be shown on the concept plan.

**Response 4: Building footprints, driveway boundary, pipeline easement in adjacent property, and northern water line callouts added.**

Comment 5: The owner's name, deed or plat reference and property lines of property within three (300) feet of the development boundaries, as determined by current tax rolls should be shown on the concept plan.

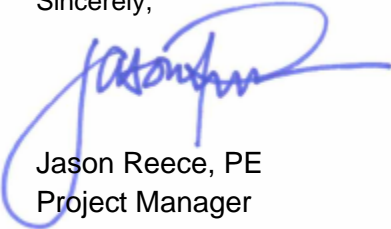
**Response 5: Owner's name and property boundary lines added to adjacent properties.**

Comment 6: The proposed private lift station is not shown in the correct location. This is based on plans submitted by the adjacent property owner.

**Response 6: The proposed lift station location was revised per the site plan currently under review for the St. Joseph's development.**

Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,



Jason Reece, PE  
Project Manager



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Monday, December 14, 2020

Jason Reece  
Kimley-Horn  
10814 Jollyville Road, Building 4, Suite 300  
Austin 78759  
jason.reece@kimley-horn.com

Permit Number 2020-P-1279-CP  
Job Address: 9910 Hill Lane, Manor 78653

Dear Jason Reece,

We have conducted a review of the concept plan for the above-referenced project, submitted by Jason Reece and received by our office on November 20, 2020, 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 Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan 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





**TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET**

**APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION**

PROJECT NAME: Manor Downs Multi-Family Site

LOCATION: 9910 Hill Lane, Manor, TX

APPLICANT: Jason Reece - Kimley-Horn TELEPHONE NO: 512-551-1839

APPLICATION STATUS: DEVELOPMENT ASSESSMENT: \_\_\_\_\_ ZONING: \_\_\_\_\_ SITE PLAN: X

**EXISTING:**

**FOR OFFICE USE ONLY**

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY
1	24.811	0	MF-1	none			

**PROPOSED**

**FOR OFFICE USE ONLY**

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY
1	24.811	Varies	MF-1	Multi-Family Buildings	221	5.44 trips per unit	1,986
				Max 365 Units			
					<b>Total</b>		

**ABUTTING ROADWAYS**

**FOR OFFICE USE ONLY**

STREET NAME	PROPOSED ACCESS?	PAVEMENT WIDTH	CLASSIFICATION
Hill Lane	1 Driveway	24 Feet	Primary Collector

**FOR OFFICE USE ONLY**

- A traffic impact analysis is required. The consultant preparing the study must meet with a transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the Land Development Code.
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a transportation planner for information.

Pauline M. Gray

DATE: 1/06/2021

REVIEWED BY: \_\_\_\_\_

DISTRIBUTION: \_\_\_\_\_

FILE  CAP. METRO  TxDOT  Austin DSD  TRAVIS CO. TOTAL COPIES: \_\_\_\_\_

**NOTE: A TIA determination must be made prior to submittal of any preliminary plat or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.**







December 15, 2020

RE: Notification for Manor Downs Multi-Family Concept Plan Subdivision

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 Concept Plan for 24.81 acres located at 9910 Hill Lane, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a Concept Plan for the Manor Downs Multi-Family Subdivision and being 24.81 acres, more or less, and being located at 9910 Hill Lane, Manor, TX.**

The Planning and Zoning Commission will meet at 6:30PM on January 13, 2021 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on January 20, 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 Concept Plan 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 and City Council meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://www.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 [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar) 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.

To see how the meeting will be conducted, whether via video conference or in-person, you may refer to the posted agendas for the January 13<sup>th</sup> Planning and Zoning Commission and January 20<sup>th</sup> City Council or by calling 512-215-8116. Planning and Zoning Commission agendas, City Council agendas, and speaker registration information can be found here 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

**Roman Catholic Diocese**

6225 Hwy 290 E  
Austin, TX 78723-1025



**Butler Family Partnership, Ltd.**

PO Box 9190  
Austin, TX 78766-9190



**Yajat, LLC**

12404 S Saddle Lakes Dr.  
Abilene, TX 79602-5472



**Manor Downs**

PO Box 141309  
Austin, TX 78714-1309



**Manor Independent School District**

PO Box 359  
Manor, TX 78653



**Las Entradas Development Corp**

9900 Hwy 290 E.  
Manor, TX 78653-9720



**Roman Catholic Diocese**

6225 Hwy 290 E  
Austin, TX 78723-1025



**Butler Family Partnership, Ltd.**

PO Box 9190  
Austin, TX 78766-9190



**Yajat, LLC**

12404 S Saddle Lakes Dr.  
Abilene, TX 79602-5472



**Manor Downs**

PO Box 141309  
Austin, TX 78714-1309



**Manor Independent School District**

PO Box 359  
Manor, TX 78653



**Las Entradas Development Corp**

9900 Hwy 290 E.  
Manor, TX 78653-9720





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a setback waiver for Lot 1, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

*Applicant: Barbara White*

*Owner: Barbara White*

**BACKGROUND/SUMMARY:**

This property is a standard 50’x115’ lot located in the 500 block of East Carrie Manor. The property is zoned Single Family Suburban (SF-1). The standard setbacks are 25’ front, 25’ rear, and 7.5’ side. The increased buildable area from the reduced setbacks allows these properties to be developed and meet the minimum dwelling unit size of 1,500 sf.

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

- Setback waiver

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a setback waiver for Lot 1, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

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

Setback Waiver Request



**SETBACK WAIVER REQUEST**

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

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

**Applicant Contact Information**

Name: BARBARA WHITE  
 Address: 9701 Wayside Blvd Austin TX 78724  
 Phone Number: (512) 626-7642 Email: BWHITEMATTHEWS@GMAIL.COM

**Property Information**

Address: \_\_\_\_\_  
 Lot: 1 Block: 16  
 Zoning District: SF-1  
 Requested Front Setback: 20  
 Requested Rear Setback: 10  
 Requested Side Setback: 5

Barbara White  
 Applicant Signature

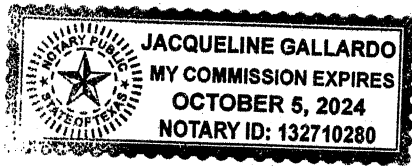
JANUARY 5 2021  
 Date

Setback Waiver Request

STATE OF TEXAS §  
COUNTY OF Texas §

**BEFORE ME** the undersigned authority on this day personally appeared Barbara White 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 5 day of January, 2021.



[Signature]  
Notary Public - State of Texas

**PASSED AND APPROVED** on this the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Philip Tryon,  
Chairperson

**ATTEST:**

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

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

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a setback waiver for Lot 2, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

*Applicant: Barbara White*

*Owner: Barbara White*

**BACKGROUND/SUMMARY:**

This property is a standard 50'x115' lot located in the 500 block of East Carrie Manor. The property is zoned Single Family Suburban (SF-1). The standard setbacks are 25' front, 25' rear, and 7.5' side. The increased buildable area from the reduced setbacks allows these properties to be developed and meet the minimum dwelling unit size of 1,500 sf.

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

- Setback waiver

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a setback waiver for Lot 2, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

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

Setback Waiver Request



**SETBACK WAIVER REQUEST**

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

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

**Applicant Contact Information**

Name: BARBARA WHITE  
 Address: 9701 Wayside Blvd Austin TX 78724  
 Phone Number: (512) 626-7642 Email: BWHITEMATTHEWS@GMAIL.COM

**Property Information**

Address: \_\_\_\_\_  
 Lot: 2 Block: 16  
 Zoning District: SF-1  
 Requested Front Setback: 20  
 Requested Rear Setback: 10  
 Requested Side Setback: 5

Barbara White

Applicant Signature

JANUARY 5 2021

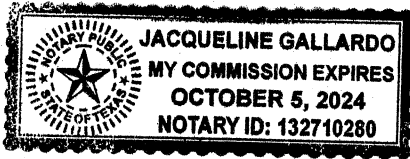
Date

Setback Waiver Request

STATE OF TEXAS §  
COUNTY OF Texas §

**BEFORE ME** the undersigned authority on this day personally appeared Barbara White 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 5 day of January, 2021.



[Signature]  
Notary Public - State of Texas

**PASSED AND APPROVED** on this the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Philip Tryon,  
Chairperson

**ATTEST:**

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

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





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 13, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a setback waiver for Lot 3, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

*Applicant: Barbara White*

*Owner: Barbara White*

**BACKGROUND/SUMMARY:**

This property is a standard 50'x115' lot located in the 500 block of East Carrie Manor. The property is zoned Single Family Suburban (SF-1). The standard setbacks are 25' front, 25' rear, and 7.5' side. The increased buildable area from the reduced setbacks allows these properties to be developed and meet the minimum dwelling unit size of 1,500 sf.

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

- Setback waiver

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a setback waiver for Lot 3, Block 16 Town of Manor to allow for a 20-foot front setback, 10-foot rear setback and 5-foot side setback.

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

Setback Waiver Request



SETBACK WAIVER REQUEST

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

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

Applicant Contact Information

Name: BARBARA WHITE
Address: 9701 Wayside Blvd Austin TX 78724
Phone Number: (512) 626-7642 Email: BWHITEMATTHEWS@GMAIL.COM

Property Information

Address:
Lot: 3 Block: 16
Zoning District: SF-1
Requested Front Setback: 20
Requested Rear Setback: 10
Requested Side Setback: 5

Handwritten signature of Barbara White

Applicant Signature

JANUARY 5 2021

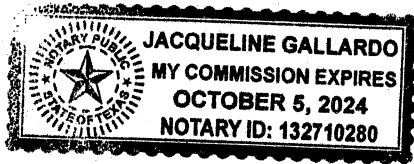
Date

Setback Waiver Request

STATE OF TEXAS §  
COUNTY OF Texas §

BEFORE ME the undersigned authority on this day personally appeared Barbara White 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 5 day of January, 2021.



[Signature]  
Notary Public - State of Texas

PASSED AND APPROVED on this the \_\_\_ day of \_\_\_\_\_ 2021.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
Philip Tryon,  
Chairperson

ATTEST:

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

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