



Lakesha Small, Chair, Place 7  
Felix Paiz, Vice-Chair, Place 4  
Julie Leonard, Place 1  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Vacant, Place 5  
Cecil Meyer, Place 6

---

## Planning & Zoning Commission Regular Meeting

Wednesday, March 08, 2023 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

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

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

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

#### PUBLIC HEARING

- 1. Conduct a public hearing Regarding the submission of a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker*

*Owner: Krantz Properties*

- 2. Conduct a public hearing on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.**

*Applicant: Kimley Horn*

*Owner: SG Land Holdings, LLC*

- 3. Conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.**

*Applicant: Jamison Civil Engineering LLC*

*Owner: Monarch Ranch at Manor, 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.*

- 4. Consideration, discussion, and possible action to approve the minutes of February 8, 2023, P&Z Commission Regular Meeting.**

## **REGULAR AGENDA**

- 5. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker*

*Owner: Krantz Properties*

- 6. Consideration, discussion, and possible action on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.**

*Applicant: Kimley Horn*

*Owner: SG Land Holdings, LLC*

- 7. Consideration, discussion, and possible action on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.**

*Applicant: Jamison Civil Engineering LLC*

*Owner: Monarch Ranch at Manor, LLC*

- 8. Consideration, discussion, and possible action on a Final Plat for the Monarch Ranch Subdivision Phase 1, one hundred and forty one (141) lots on 44.680 acres, more or less, and being located near Gregg Lane and FM 973, Manor, TX.**

*Applicant: Jamison Civil Engineering*

*Owner: Monarch Ranch at Manor, LLC*



**9. Consideration, discussion, and possible action on a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near Gregg Manor Road and Hill Lane, Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: Cottonwood Holdings, LTD*

**10. Consideration, discussion, and possible action on a Final Plat for the Palomino Subdivision, one hundred sixteen (116) residential lots on 42.933 acres, more or less, and being located near FM 973 and Johnson Road, Manor, TX.**

*Applicant: BGE, Inc.*

*Owner: Continental Homes of Texas, LP*

**11. Consideration, discussion, and possible action on Setback Waivers for Lots 1, 2, 3, and 4, Block 2, Town of Manor, locally know as 301, 303, 305, 307 W. Lane Ave, to reduce the front setback to 20', rear setback to 10, and side setback to 5'.**

*Applicant: Brenda Perez*

*Owner: Brenda Perez*

## **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, March 3, 2023, 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 72 hours prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing Regarding the submission of a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker*

*Owner: Krantz Properties*

### BACKGROUND/SUMMARY:

This property is currently in our ETJ but has filed an annexation petition. They are requesting MF-2 Multi-family 25 zoning upon annexation. The property is majority impacted by a floodplain so on the Future Land Use Map it is designated as open space but is the adjacent area is Commercial Corridor. The frontage on US 290 for this property is also limited by the creek and bridge, reducing the accessible frontage to approximately 75 feet.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Letter of intent
- Rezone Map
- Aerial Image
- FLUM
- Floodplain map
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission postpone the public hearing on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



Pamela Madere  
(512) 236-2048 (Direct Dial)  
(512) 236-2002 (Direct Fax)  
pmadere@jw.com

December 12, 2022

Scott Dunlop, Director  
Development Services Dept.  
City of Manor  
105 East Eggleston Street  
Manor, TX 78653

Re: 14807 East Hwy 290 Manor, Texas – Annexation and Zoning Application for APPROXIMATELY 22.78 acres being out of an a portion of the A.C. CALDWELL SURVEY NO. 52, Abstract No. 154, in Travis County, Texas, and being the same property called 22.65 acres as described in a Deed recorded in Volume 10302, Page 548, Real Property Records of Travis County, Texas. (*the “Property”*)

Dear Mr. Dunlop:

We are submitting zoning and annexation applications for the Property. We are requesting MF-2 zoning and intend to develop the Property as a residential multi-family housing project.

The Property is currently in the City’s ETJ. The Property is identified as parks/open space on the FLUM and is along the commercial corridor as identified in the City of Manor draft Comprehensive Plan. Adjacent property uses are commercial corridor to the west and south, parks/open space to the east, and neighborhood to the north on the opposite side of Hwy. 290. Residential multi-family is the highest and best use of the Property based on the configuration of the Property and environmental conditions on the site.

The following documents are included with the application for voluntary annexation:

1. Signed and notarized Annexation Request and Petition;
2. Metes and bounds description of the property;
3. Property survey;
4. General Warranty Deed; and,
5. Signed Agreement Regarding Post-Annexation Provision of Services.

The following documents are included with the zoning application:

1. General Warranty Deed;
2. Tax Map showing property owners within 300 feet;
3. Mailing labels of property owners within 300 feet;
4. Metes and bounds description of the property; and
5. Property survey.

The annexation and zoning of this property will promote a safe, orderly, healthy, and vibrant development, as well as providing enhanced housing for the local community and the region.

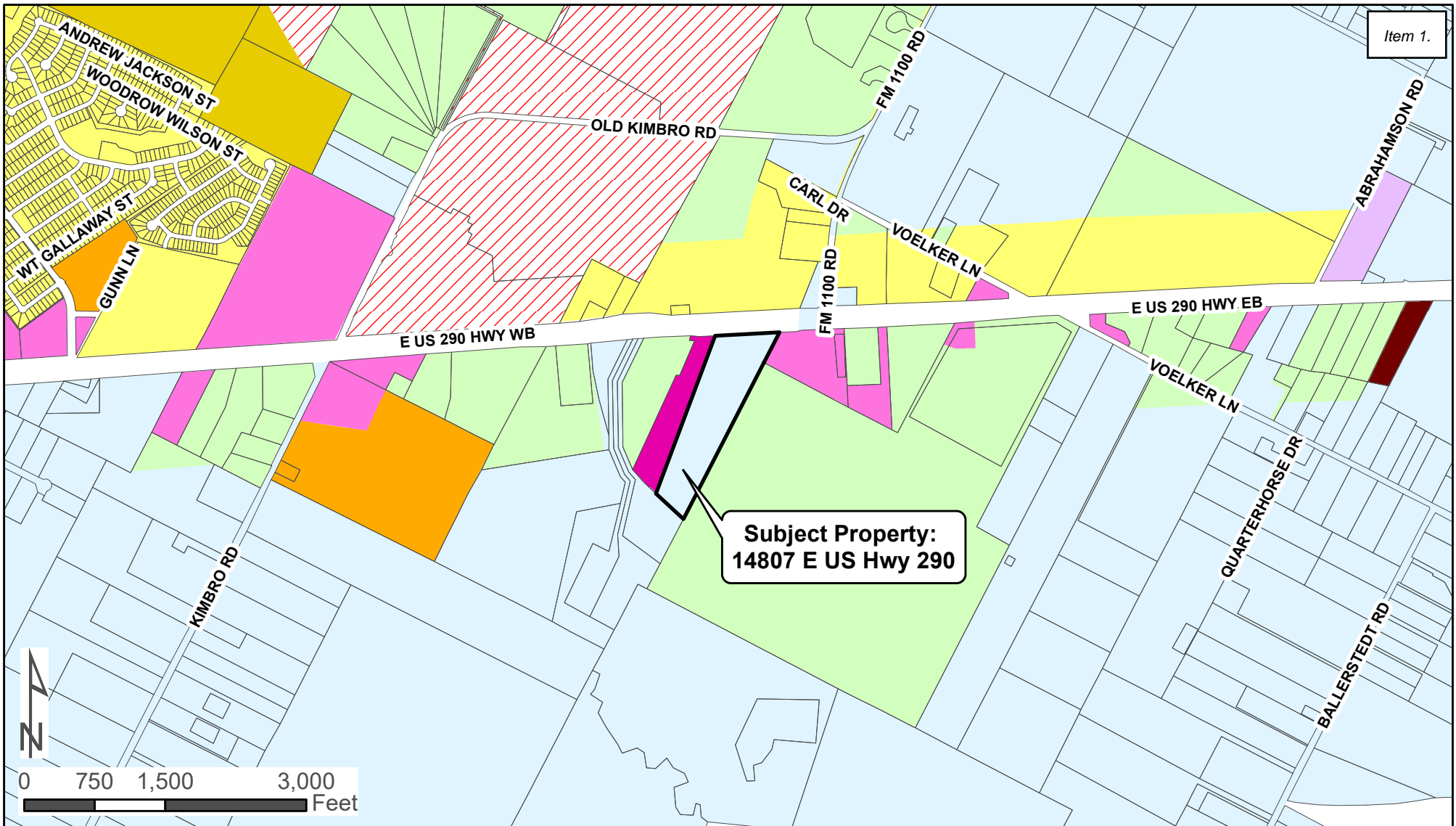
Please contact me if you have any questions.

Sincerely,



Pamela Madere

Enclosures: Zoning Application and Exhibits  
Annexation Application and Exhibits



## Proposed: Multi-Family 25 (MF-2)

### Zone

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



14807 E US 290

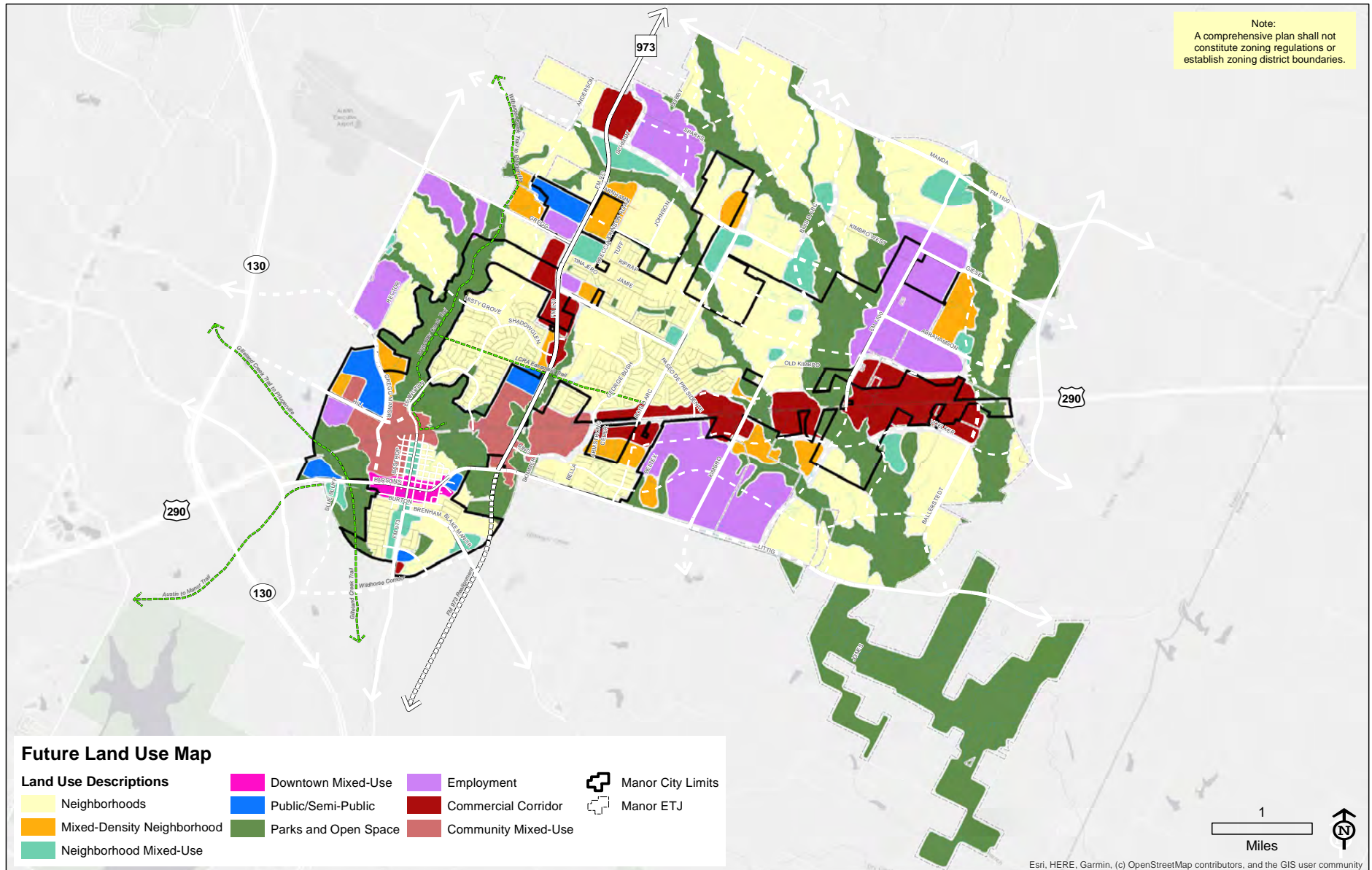
Write a description for your map.

Legend

- 14807 U *Item 1.*
- CAYSA
- Feature 1
- Feature 2
- Feature 3
- Storage King USA







Map 3.1.Future Land Use Map

# COMMERCIAL CORRIDOR

Commercial Corridors consist of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial or retail uses.

They are typically located along high volume roadways or at high volume intersections and generate large amounts of sales tax revenue.

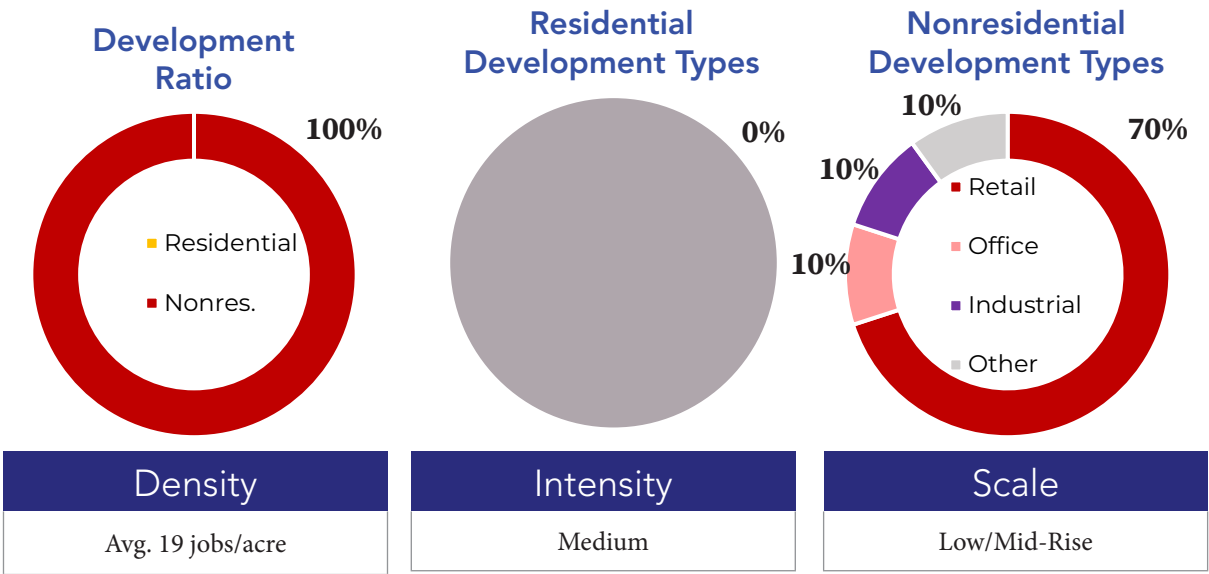
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

While it is recognized these corridors rely upon automobile accessibility and exposure, development should seek opportunities to leverage different forms with elements of mixed-use within the non-residential use framework. This introduces walkability for people once they arrive, reducing the number of trips and increasing the area’s appeal as a destination.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

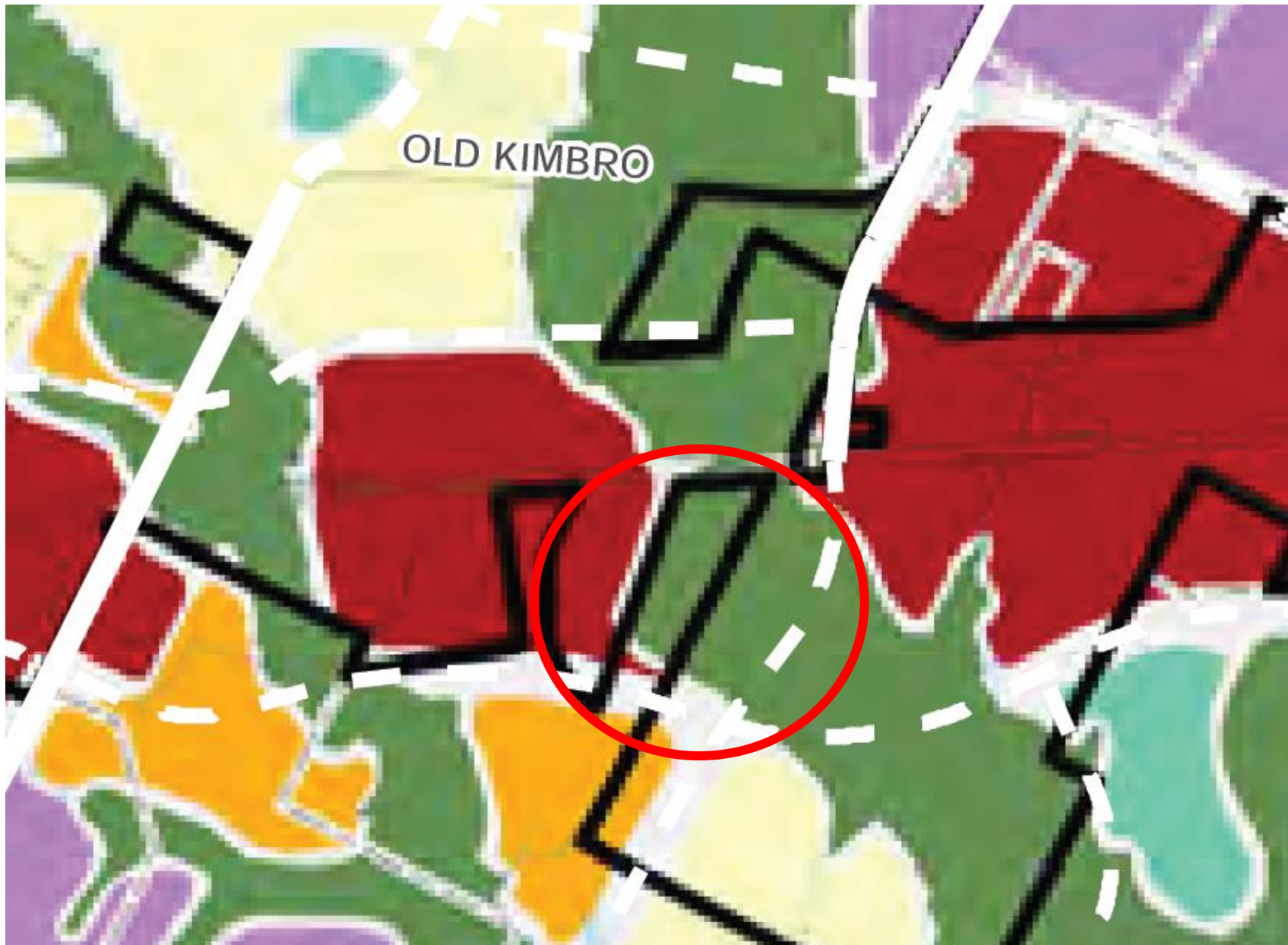
- Healthcare services, including hospitals.
- Retail and entertainment.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing.

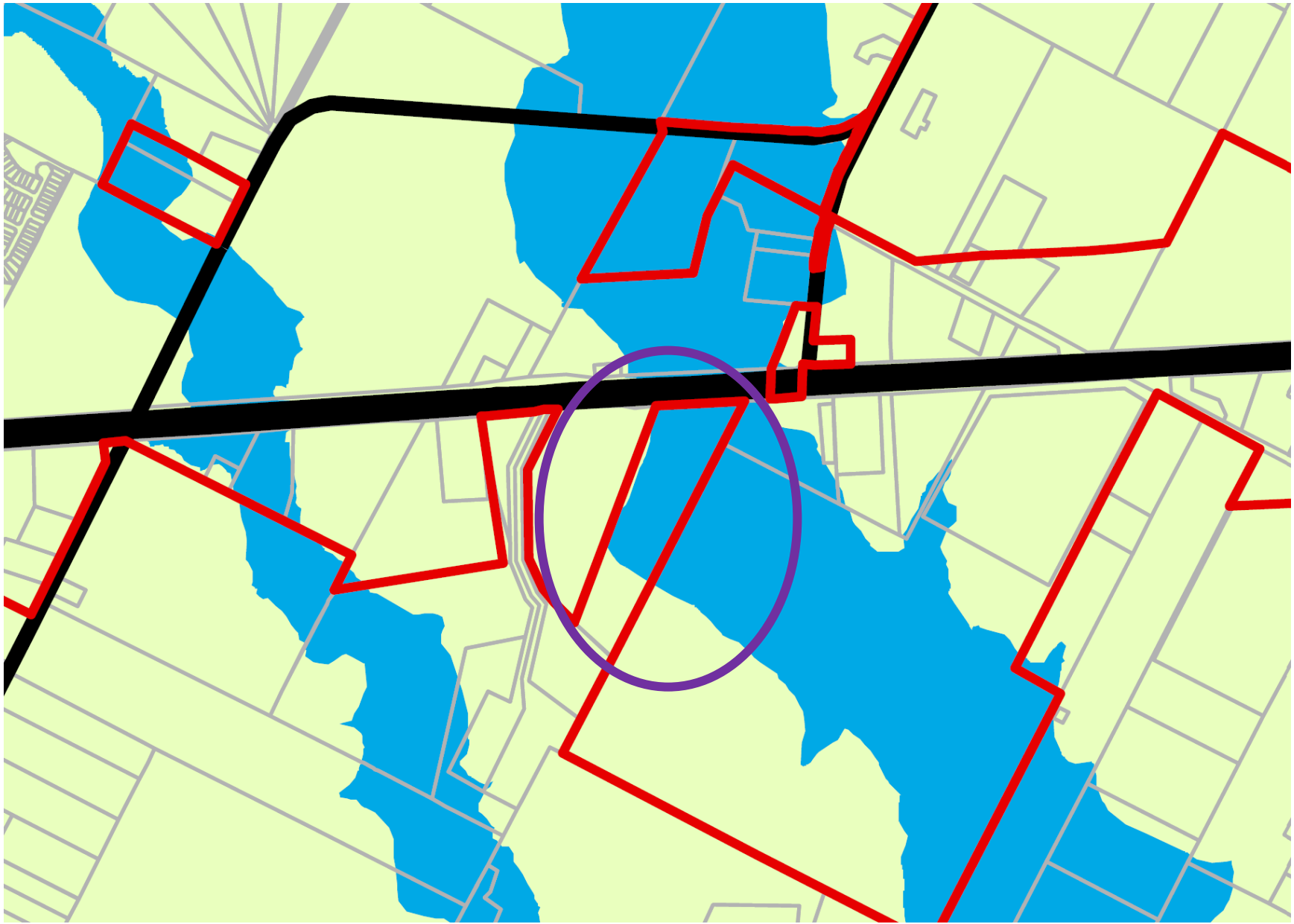
Figure 3.6. Commercial Corridor Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate, as the Commercial Corridors are generally oriented towards uses that rely on access and visibility to major roadways and highways and residential is not encouraged along the major roadways and highways for environmental justice and quality of life reasons. The activity and traffic generated by Commercial Corridor uses is not compatible with residential housing.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●○○○○	
Apartment House (3-4 units)	●○○○○	
Small Multifamily (8-12 units)	●○○○○	
Large Multifamily (12+ units)	●○○○○	
Mixed-Use Urban, Neighborhood Scale	●●●○○	May be nonresidential mixed-use, such as office over retail or some residential can be appropriate if deeper within a site and less proximate to the major roadways. Residential mixed-use can also be appropriate to support transition to adjacent, lower density or residential areas. To note, mixed-use buildings are typically considered the highest fiscally performing development type on a per-acre basis.
Mixed-Use Urban, Community Scale	●●●○○	
Shopping Center, Neighborhood Scale	●●●●●	Appropriate overall.
Shopping Center, Community Scale	●●●●●	
Light Industrial Flex Space	●●○○○	Not considered appropriate due to limited potential for sales tax revenue generation and lower dependence on direct exposure to major roadways; can be appropriate if deeper within a site and less proximate to the major roadways, but should not be predominant use.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function of this future land use category; likely more functional facilities, such as utilities, rather than people-centered or community serving facilities.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.











2/21/2023

## City of Manor Development Services

# Notification for a Subdivision Rezoning Application

Project Name: 14807 E US 290 Rezoning A to MF-2  
 Case Number: 2022-P-1499-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and Manor City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a rezoning application for 14807 E US 290, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing Regarding the submission of a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

***Applicant: Jackson Walker***

***Owner: Krantz Properties***

The Planning and Zoning Commission will meet at 6:30PM on March 8, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on March 15, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Dinh Chau & Anh Kim Pham  
1201 Porterfield Dr  
Austin, TX 78753

Timmerman Properties Inc.  
PO Box 4784  
Austin, TX 78765

Duque States LLC  
2311 W. Howard Ln  
Austin, TX 78728

Greenfield Oz Real Estate LP & PV  
Interstate LLC  
18732A Centro Main St  
Shenandoah, TX 77385

Capital Area Youth Soccer Association  
PO Box 352  
Manor, TX 78653

Mason-Darnell Todd & Kim  
14601 US Highway 290 E Apt D  
Manor, TX 78653

Mason Marilyn M & Ronald J  
14601 US Highway 290 E Apt C  
Manor, TX 78653

Kondrath Amy L & Jeremy C  
14601 US Highway 290 E Apt B  
Manor, TX 78653

Eartc Investments Dos LLC  
14719 E US Hwy 290 Ste 106  
Manor, TX 78653

MB & MS Enterprises Inc  
PO Box 82653  
Austin, TX 78708



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.**

*Applicant: Kimley Horn*

*Owner: SG Land Holdings, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is part of Phase 3 of Shadowglen, which is the final phase. This phase has 6 sections, this is for sections 1 and 2 that are along Rector Loop. The two sections include 354 single family lots.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Preliminary Plat Map
- Engineering Letter
- Shadowglen Response Letter
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX

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





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, November 14, 2018

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan (*Preliminary Plan*) submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(2)(iii), Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.
2. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(2)(vii), the locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.
3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(iii), the locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights-of-way; and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat.
4. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vii), Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(viii), Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:
  - a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
  - b) 1: 1 for Significant Trees between eight (8) and eighteen ( 18) in caliper.
  - c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.
6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.
7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vi), the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.
8. Some of the drawings appear to be cut off. Adding matchlines where applicable may help to clarify where each section is located.
9. The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2.



10. Clearly differentiate between existing and proposed waterline and wastewater lines.
11. Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.
12. The following comments pertain to the requested variances:
  - i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be 8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.
  - ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20%=60 ft, 20%=55 ft, 20%=50 ft and 25%=40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.
  - iii. Is taken from the DA and is fine.
  - iv. Is taken from the DA and is fine.
  - v. Is taken from the DA and is fine.
  - vi. Is taken from the DA and is fine.
  - vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?
  - viii. Clarify what was revoked.
  - ix. Would full construction plan sets be submitted for the pathways?
  - x. Is ok.
  - xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.
13. There appears to be now variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended.
14. It is highly unlikely that any waivers to deviate from the DA will be granted.
15. Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and 8.5 acre community park is required.

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,



11/14/2018 4:58:19 PM  
Shadowglen Phase 3 Section 1 & 2 Preliminary Plan  
2018-P-1154-PP  
Page 4

Pauline Gray, P.E.  
Lead AES  
GBA



February 18, 2019

City of Manor  
Pauline Gray, P.E.  
105 E. Eggleston Street  
Manor, TX 78653

**RE: Preliminary Plan for Shadowglen Phase 3 (Permit No. 2018-P-1154-PP)  
Section 1 & 2  
Manor, Texas 78653**

Dear Ms. Gray:

Please accept this Comment Response Letter for the above reference project. This submittal is in response to the comments provided by the City of Manor on November 14, 2018. The original comments have also been included below, for reference.

**Comment 1.** Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.

**Response: A tree survey has been included with this submittal.**

**Comment 2.** The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.

**Response: All existing utilities have been shown and labeled.**

**Comment 3.** The locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights-of-way; and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat

**Response: Proposed street names, easements, right-of-way and dimensions have been shown on the Preliminary Plan.**

**Comment 4.** Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.

**Response: All Significant Trees within the project limits to remain and/or removed have been shown with this submittal.**

**Comment 5.** The Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:

- a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
- b) 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.
- c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval

**Response:** **The Development Agreement requires a minimum of 2 – 2” caliper trees to be planted for each residential lot.**

**Comment 6.** A Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.

**Response:** **TIA Scope has been approved and will be submitted as soon as it has been completed.**

**Comment 7.** Provide the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided

**Response:** **Lengths are depicted for each proposed property line for all lots except for future lots on Sheet 3 & 4. Area for every lot is provided in Sheet 5.**

**Comment 8.** Some of the drawings appear to be cut off. Adding match lines where applicable may help to clarify where each section is located

**Response:** **Match lines have been added. In addition, a Key Map is provided on each sheet where drawings are cut off.**

**Comment 9.** The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2.

**Response:** **The MUD that will serve the proposed project is Wilbarger Creek M.U.D. #1 and is noted in Note 3 on Sheet 2.**

**Comment 10.** Clearly differentiate between existing and proposed waterline and wastewater lines.

**Response:** **All proposed utilities are shown in bold and existing utilities are thin.**

**Comment 11.** Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.

**Response:** **The proposed wastewater connection tie-in location is shown on Sheet EX-L and the proposed water tie-in locations are shown on Sheet EX-J.**

**Comment 12.** The following comments pertain to the requested variances:

- i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be

8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.

**Response:** This information was shown on the Cover Sheet (Sheet #1) just under the Vicinity Map.

- ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20%=60 ft, 20%=55 ft, 20%=50 ft and 25%=40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.

**Response:** This information was shown on the Cover Sheet (Sheet #1) just under the Vicinity Map.

- iii. Is taken from the DA and is fine.

**Response:** Noted

- iv. Is taken from the DA and is fine.

**Response:** Noted

- v. Is taken from the DA and is fine.

**Response:** Noted

- vi. Is taken from the DA and is fine.

**Response:** Noted

- vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?

**Response:** The report and development plan were submitted with the initial submittal of the Preliminary Plan review.

- viii. Clarify what was revoked.

**Response:** This noted was copied from Phase 2 Preliminary Plan. This note has been removed.

- ix. Would full construction plan sets be submitted for the pathways?

**Response:** Yes, a full separate construction plan set will be submitted for the pathways.

- x. Is ok.

**Response:** Noted

- xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.

**Response:** This noted was copied from Phase 2 Preliminary Plan. There are no new variance being requested. The variance as discussed in the general notes refers to the existing approved PUD variances.

**Comment 13.** There appears to be now variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended

**Response:** No additional waivers to deviate from the Development Agreement are being requested at this time.

**Comment 14.** It is highly unlikely that any waivers to deviate from the DA will be granted.

**Response:** No additional waivers to deviate from the Development Agreement are being requested at this time.

**Comment 15.** Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and 8.5-acre community park is required.

**Response:** Lot 1 in Section 1 (7.7 acres) will be utilized for the amenity center and detention pond. The subsequent sections of Shadowglen Phase 3 will satisfy the remaining parkland requirements.

Please contact me at 512-551-1839 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jason Reece, P.E.  
Project Manager





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, March 27, 2019

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(2)(iii), Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.~~
2. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(2)(vii), the locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.~~
3. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(iii), the locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights of way, and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat.~~
4. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(vii), Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.~~
5. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(viii), Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~
  - a) ~~1:2 for Significant Trees eighteen (18) inches in caliper and larger, and~~
  - b) ~~1: 1 for Significant Trees between eight (8) and eighteen ( 18) in caliper.~~
  - c) ~~Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.~~

**6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required.** ~~A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.~~

~~7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vi), the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.~~

~~8. Some of the drawings appear to be cut off. Adding matchlines where applicable may help to clarify where each section is located.~~

**9. The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2. (See upper left corner of sheet).**

~~10. Clearly differentiate between existing and proposed waterline and wastewater lines.~~

~~11. Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.~~

12. The following comments pertain to the requested variances:

- i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be 8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.
- ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20% = 60 ft, 20% = 55 ft, 20% = 50 ft and 25% = 40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.
- iii. Is taken from the DA and is fine.
- iv. Is taken from the DA and is fine.
- v. Is taken from the DA and is fine.
- vi. Is taken from the DA and is fine.
- vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?
- viii. Clarify what was revoked.
- ix. Would full construction plan sets be submitted for the pathways?
- x. Is ok.
- xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.

~~13. There appears to be a new variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended.~~

~~14. It is highly unlikely that any waivers to deviate from the DA will be granted.~~

**15. Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and an 8.5 acre community park is required. The 8.5 acres is shown on the park plan as a contiguous tract that is 100% non-floodplain and contains only approved "Parkland Infrastructure". Lot 1 in Section 1 is shown as open space on the park plan, which is separate from the required community park space, and the lot contains detention facilities which are not approved "Parkland Infrastructure" for a community park. Any lot proposed to meet the "Additional Land" requirement of the DA should be labeled as only "Additional Land" or "Upland Park" with separately defined acreage from any open space or drainage lots.**

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 (737) 247-7557, 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.  
Lead AES  
GBA

July 26, 2019

Mr. Santiago A. Araque Rojas, P.E.  
Kimley-Horn  
10814 Jollyville Road, Avallon IV, Suite 300  
Austin, TX 78759

Re: Traffic Impact Analysis for  
Shadowglen Phase 3 Sections 1 and 2  
July 2019 Submittal

Dear Mr. Rojas,

The traffic impact analysis submitted Kimley-Horn and received by our office on July 2, 2019, has been reviewed for compliance with the City of Manor Subdivision and Zoning Ordinances. The analysis report is in general conformance with the Ordinances with the following exceptions:

1. Greg Manor is spelled Gregg Manor. The spelling error should be corrected throughout the submittal.
2. The analysis is for existing conditions and the full build out year of 2023 without any phasing. Please identify when the infrastructure improvements will be built. We recommend revising the TIA document to reflect a phased construction of the site.
3. The third paragraph on Page iv states "... and agreed upon with the Travis County and City of Manor. Clarify what was agreed upon.
4. The proposed bridge is required in order for the development to be constructed and should not be counted as a traffic mitigation.
5. Proposed mitigations, phasing and funding of proposed mitigation improvements will need to be determined prior to TIA approval. A meeting will need to be set up with City of Manor, Travis County and TxDOT to discuss proposed mitigations.
6. The proposed mitigation costs for signal installations should be adjusted to a minimum of \$400,000.
7. The bridge to be constructed with Shadowglen Phase 3 is not a mitigation. Improvements internal to the site are not mitigation and should not be counted as mitigations.

8. Clarify if the TIA is for all of Shadowglen Phase 3.
9. The Concept Plan included with the submittal lists 1036 residential lots while the TIA lists 1040.
10. The traffic count data included in the report includes only the time period used in the analysis. All collected traffic count data must be provided as justification for using the selected periods.
11. The background development land use information for Lagos does not match what has been submitted with the TIA for Lagos.
12. Table 2 on Page 5 lists the project name as Ventura Parmer.
13. Clarification should be made as to why some of the trip distributions on the Exhibit page 4 show 0%.
14. In Table 7 there are intersections at build out that are have a LOS of A but a worse LOS with mitigations.
15. Mitigated Build Out Peak Hour delays and intersection levels of service are not sufficiently mitigated to the No Build Peak Hour delays and intersection levels of service. Revise mitigations accordingly to achieve adequate mitigation of delays and levels of service.
16. The report indicates that the level of service for several intersections in 2023 is expected to be level F. The adopted Austin Transportation Criteria Manual (TCM) considers an F level of service unacceptable. The report must include proposed improvements that will raise the level of service to an acceptable level.
17. In Table 9 there are proposed mitigation measures to add 200 or 250 feet of right turn lane but with difference unit costs for the same installation. This is true for the proposed traffic signal installations as well.
18. Grove is misspelled in Table 9.
19. Comments from Travis County and TxDOT have not been included with this review letter.
20. The report must be sealed by a licensed engineer (in the state of Texas) and include a certification statement that the report was generated in accordance with the City of Austin Transportation Criteria Manual.

Additional comments may be generated as requested information is provided. A comment response letter, indicating how each comment has been addressed, must be submitted with the resubmittal. Review of this submittal does not constitute a verification of 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.

Sincerely,



Pauline M. Gray, P.E.  
PMG/s

Copy: Scott Dunlop, City of Manor



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, September 9, 2020

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan (*Preliminary Plan*) submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### **THE FOLLOWING COMMENTS ARE FOR THE FIRST SUBMITTAL OF THE DETENTION WAIVER REQUEST:**

- 1. The detention waiver request will need to be approved by TRAVIS COUNTY as well the City of Manor.**
2. Clarify why the Areas for the curve numbers are different for existing vs proposed in Table 3.
3. Clarify which section of the City of Austin Drainage Criteria Manual you are requesting the Waiver Request for.
4. Per the City of Austin Drainage Criteria Manual Section 1.2.2(D), stormwater runoff peak flow rates shall not be increased at any point of discharge from a site for the two (2), ten (10), 25 and 100-year storm frequency events.
5. The waiver request states that minor changes in velocity occur within Wilbarger Creek and that the changes are minor. The report states that increases in peak flows during the 2- and 25-year storm events are less than 0.02% of their existing peak flows and will have no adverse impact on Wilbarger Creek and no additional adverse flooding will take place as a result of the proposed development. Please provide calculations showing that the increased velocities will not affect erosion.
6. Provide calculations showing that the developed intensity curve numbers include streets, sidewalks and any other impervious cover items in their calculations. The residential curve numbers appear low.
- 7. PROVIDE DOCUMENTATION THAT THE WAIVER REQUEST HAS BEEN APPROVED BY TRAVIS COUNTY.**

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.  
Lead AES  
GBA

André Betit, PE  
 Daniela Guthrie, PE  
 Travis County TNR Road and Bridge  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

### ***Traffic Impact Analysis for Shadowglen Phase 3 TIA***

Please accept this *Comment Response Letter* in reply to Travis County Completion Check review, dated December 14, 2020 regarding the referenced project. Original comments have been included for reference, while Kimley-Horn responses are listed in **maroon**.

#### **COMPLETION CHECK COMMENTS**

1. Sight Distance Analysis: The TIA shall include horizontal and vertical sight distance analysis for both Stopping Sight Distance (SSD) and Intersection Sight Distance (ISD); however, only the horizontal intersection sight distance analysis was included in the report. Please include all exhibits as part of the update.

***Response: Vertical sight distance figures have been included in this submittal in Appendix M along with the horizontal sight distance figures.***

2. Section I.5.d requires a roadway sizing analysis for all connecting internal roadways. It appears the driveways/internal roadways weren't included in the report.

***Response: A roadway sizing analysis has been included in the Phase 1 section of the report (Page 40-41) for the primary entrance roads to the Phase 1 development (2023) – called Driveway 1 and Driveway 2. The roadway sizing analysis for Driveway 3/Misty Grove Boulevard is included with the Phase 2 development (2025) of the report (Page 60).***

***The roadway classifications are noted on the overall site plan included as Figure 1, including notes for each classification used.***

3. Section II.1 (a): Annual growth rate. Please provide printouts or screen shots of the TxDOT count maps in the appendix of the report.

***Response: Growth rate calculations and the relevant TxDOT historical data has been included in Appendix C.***

***The growth rate table included shows an average growth rate of 9%; however, we are proposing a 3% growth rate as a more realistic growth rate to be sustainable over a 5-year development schedule. A 3% growth rate also aligns with the growth trends utilized in the background projects included in this TIA, as shown in the table below.***

Project	Growth Rate
Wildhorse PUD	*
Lagos	1.00%
Equinox East	3.00%
Shadowglen PUD	2.00%
*Not included in report provided	

4. Please provide the electronic version of the NCHRP 457 spreadsheets. They appear to be missing.

**Response: The Excel spreadsheets are included with this submittal.**

Please contact me with questions or if additional information is required before January 4, 2021. I can be reached at 979 307 5030 or via email at [allison.adams@kimley-horn.com](mailto:allison.adams@kimley-horn.com).

Sincerely,



Allison Adams, P.E.

*For future communication, questions and comments may continue to be directed to Santiago Araque Rojas, P.E., the project manager, using the following information:*

Santiago A. Araque Rojas, P.E.  
Project Manager  
[santiago.araque@kimley-horn.com](mailto:santiago.araque@kimley-horn.com)  
(512) 418-4514

February 8, 2021

Mr. Santiago A. Araque Rojas, P.E.  
Kimley-Horn and Associates, Inc.  
10814 Jollyville Road  
Campus IV, Suite 200  
Austin, TX 78759

SUBJECT: Review Comments for Traffic Impact Analysis Report  
Shadowglen – Phase 3 (Manor, TX) (1<sup>st</sup> Submittal)

As requested by the City of Manor, GBA's traffic and transportation engineers have completed a technical review of the above referenced Traffic Impact Analysis (TIA) report submitted by Kimley-Horn. This TIA report submittal was received by the City of Manor on January 8, 2021 and provided to GBA at that time. In addition, we have also reviewed your supplemental information provided in response to the Travis County Completion Check review, dated December 14, 2020.

We would offer the following comments and observations regarding both our independent review of the submitted TIA report, as well as the County's comments provided during their content review and Kimley-Horn's subsequent responses:

1. There are several minor mistakes within the report document's Table of Contents:
  - It appears that there is a gap in the report page numbering, with Pages 12-19 missing.
  - The "Trip Distribution and Assignment" description is actually provided on Page 10.
  - In the Listing of Tables, **Tables 9-10** (2023 AM/PM Queuing Summary) and **Tables 16-17** (2025 AM/PM Queuing Summary) have been omitted, and items from **Table 9** to **Table 21** have been mislabeled as a result.
2. We find the submitted TIA report to be in general compliance with the Scope & Study Area guidance provided by Travis County personnel, as depicted in **Appendix A**, but would offer these observations:
  - We generally concur with the "factoring" of the existing traffic counts, including Kimley-Horn's COVID adjustment process and the use of some historical traffic growth factors to adjust 2019 traffic counts to current conditions (see further discussion of utilized traffic growth factors provided below in comment #4).
  - Please provide additional description, clarification and illustrations of the data collected for the purposes of calibrating the existing Synchro operational analyses.
  - We noted that there was an increase of 6 dwelling units proposed within the development between the scoping stage and this report submittal, resulting in negligible increases in expected trip generation of 58 daily trips, 4 total AM trips, and 6 total PM trips.
  - In **Appendix B**, the **Exhibit B1** does not explicitly provide the trip generation estimates for each adjacent approved project individually as required, nor does **Exhibit B2** allow for any tracking of site-generated trips from these adjacent projects on an individual basis with the way that these trips have been aggregated and summarized.
  - While we did note that existing traffic signal timing sheets were included within the electronic submittal package, they were not included in the Appendix of the TIA as listed in Submittal Requirement #5.
3. Please clarify the background traffic development volumes used for the purposes of this TIA. Good description is provided for the adjacent approved developments on Page 3 for the 2023

scenario. However, different (i.e., higher) assumptions for the background traffic from the adjacent approved developments may have been appropriate for the 2025 scenario.

- Was additional traffic beyond Phase 1 of the Lagos development included in the 2025 scenario, as this development progresses toward completion in 2030? If not, why?
- The Equinox East development is expected to be completed by 2027. Should additional traffic (up to 75% if linear growth is assumed) from this development have been considered for the 2025 scenario?

4. We have independently reviewed the supplemental TxDOT historical data provided by Kimley-Horn and summarized in the attached **Appendix C**. We understand that a 3% annual growth rate appears consistent with the growth trends utilized in the several background projects included in this TIA report, and why it is therefore recommended for use by Kimley-Horn. The TIA report also says that this 3% growth rate has previously received concurrence from both City and County staff.

However, our independent review of the TxDOT data in **Appendix C** indicates that annual growth rates in the range of 6% to 12% have been demonstrated over the five-year period from 2015 to 2019 at several of the nearby count stations, most notably those on US-290, Lexington Street south of US-290, and at the two locations on FM 0973 to the north of US-290. Therefore, more substantial background traffic growth has recently been demonstrated and sustained in the vicinity of this project site, and a more aggressive background growth rate may be advisable. We would note that any substantial increase in the background traffic volumes under the 2023 and 2025 development thresholds could result in additional mitigation countermeasures being required at the study intersections.

5. When reviewing the provided Trip Generation estimates in **Table 4** and **Appendix D**, we confirmed that Kimley-Horn utilized the Average Rates from ITE for Land Use 210. In this case, we concur with the use of these Average Rates since doing so represents a “conservative” approach that actually generates additional daily, AM, and PM trips from the Shadowglen – Phase 3 development.
6. Please provide additional clarification and/or justification for the intermittent usage of both ICU and HCM – 6<sup>th</sup> Ed. overall intersection Levels of Service within **Table 6**. These appear to be used interchangeably at times, and in some cases the summarized LOS values do not correlate with the provided Synchro analysis for each respective intersection? We would suggest a thorough review to ensure the completeness and accuracy of this table.
7. Regarding the traffic signal warrants provided throughout the TIA report for both the 2023 and 2025 scenarios, please provide additional clarification for your recommendations about MUTCD Peak Hour Warrant 3. If the poor operations at several of the study intersections will not be improved using traffic signalization per Kimley-Horn’s recommendations, what additional geometric and/or traffic control mitigation countermeasures should be considered, if any?
8. We have reviewed the Sight Distance Analysis provided within this TIA, both the prior horizontal measurements and the supplemental vertical analysis now included in **Appendix M**. Although the Intersection Sight Distance (ISD) condition looking west from Drive 1 onto Rector Loop is marginally deficient (i.e., by about 35 feet from the 400 feet required), in general we concur that no detrimental sight conditions are expected for egress drivers at the site access street connections onto either Rector Loop (Drives 1 and 2) or Fuchs Grove Road (Drive 3).

9. The roadway sizing analyses completed for Drives 1 and 2 during Phase 1 of this development, as well as for Drive 3 during Phase 2, appear to be complete and accurate. As noted by Kimley-Horn, the proposed roadway classifications are included on **Figure 1** provided in the TIA report.
10. We have reviewed the Excel calculation spreadsheets provided by Kimley-Horn to perform evaluations for the mainline auxiliary turn lane warrants, as described by NCHRP 457. We have independently confirmed the results of these auxiliary turn lane warrant analyses, in particular those at the location of Drive 3 onto Fuchs Grove Road (see Pages 61-63 of the TIA report) that indicate both a southbound left-turn lane and a northbound right-turn lane are warranted. These recommended mainline turn lane improvements appear to have been properly accounted within the phased mitigation plans and “pro rata” cost estimates within the TIA, with the southbound left-turn lane being accommodated by the recommended roadway widening to provide a three-lane section with a two-way left-turn lane (TWLTL) on Fuchs Grove Road from Rector Loop to Gregg Lane and the northbound right-turn lane indicated as the last item in **Table 21** on Page 75.
11. In **Tables 11-12** and **Tables 18-19**, there are numerous instances where the lane group MOEs provided (i.e., v/c ratios and movement delays) do not directly correspond with the associated LOS colorations and are misrepresented. This is especially true for many of the shared mainline through/right-turn lane groups. It would be very helpful if the overall delay and LOS results for the signalized intersections was also depicted in these tables. For the AM conditions provided in **Table 11**, the comparative overall signalized data provided references the Existing PM Peak Hour results and should instead reference the Existing AM Peak Hour MOEs in our opinion.  
  
Again, please provide additional clarification and/or justification for the intermittent usage of both ICU and HCM – 6<sup>th</sup> Ed. overall intersection Levels of Service within these tables. These appear to be used interchangeably at times, or in some cases the summarized LOS does not correlate with either LOS found in the provided Synchro analysis for each respective intersection? We would suggest a thorough review to ensure the completeness and accuracy of these MOE summary tables.
12. The adopted Austin Transportation Criteria Manual (TCM) considers an LOS “F” to be unacceptable. The TIA report must include proposed improvements that will raise the level of service to an acceptable level. Please confirm during your review of the reported MOEs in revised versions of **Tables 11-12** and **Tables 18-19** that these acceptable levels have been achieved at all study intersections.
13. **Tables 16-17** appear to be mislabeled, as they are supposed to be indicating the “2025” AM and PM Queue and Storage Length summaries.
14. Comments from Travis County and TxDOT have not been included within this review letter.
15. Additional comments may be generated as the requested information is provided. A comment response letter, indicating how each comment has been addressed, must be submitted with the resubmittal. Review of this submittal does not constitute a verification of 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 the City Engineers review the application for Ordinance compliance.

16. The phased mitigation cost estimates and “pro rata” cost sharing summaries may need to be reviewed pending the identification of any additional mitigation countermeasures at the study intersections.

Please feel free to contact us if you should have any questions regarding these independent review comments or need additional information.

Sincerely,

**GEORGE BUTLER ASSOCIATES, INC.**



Eric Sierra-Ortega, P.E.  
Project Manager



David J. Mennenga, P.E., PTOE  
Traffic Engineer

cc: City of Manor, TX  
Pauline M. Gray, P.E. (GBA)  
file



January 31<sup>st</sup>, 2022

City of Manor  
Pauline Gray, P.E.  
105 E. Eggleston Street  
Manor, TX 78653

**RE: Preliminary Plan for Shadowglen Phase 3 (Permit No. 2018-P-1154-PP)  
Section 1 & 2  
Manor, Texas 78653**

Dear Pauline Gray:

Please accept this Comment Response Letter for the above reference project. This submittal is in response to the comments provided by the City of Manor on March 27<sup>th</sup>, 2019. The original comments have also been included below, for reference. A summary of changes made since the previous submittal has also been included with this submittal.

**Comment 1.** Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required.

**Response:** **Noted. The TIA for this project has been submitted and is currently in the final stages of review/approval.**

**Comment 2.** The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2. (See upper left corner of sheet).

**Response:** **Noted. The MUD number has been added to Sheet 2.**

**Comment 3.** Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and an 8.5 acre community park is required. The 8.5 acres is shown on the park plan as a contiguous tract that is 100% non-floodplain and contains only approved "Parkland Infrastructure". Lot 1 in Section 1 is shown as open space on the park plan, which is separate from the required community park space, and the lot contains detention facilities which are not approved "Parkland Infrastructure" for a community park. Any lot proposed to meet the "Additional Land" requirement of the DA should be labeled as only "Additional Land" or "Upland Park" with separately defined acreage from any open space or drainage lots.

**Response:** **Noted.**





Please contact me at 512-551-1839 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Jason Reece".

Jason Reece, P.E.  
Project Manager



KHA #069254503

12/19/2022

David Peyton  
 Travis County TNR  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re: Project: APP-Sub 450  
 Shadowglen Ph 3 Sec 1 & 2**

Dear David Peyton,

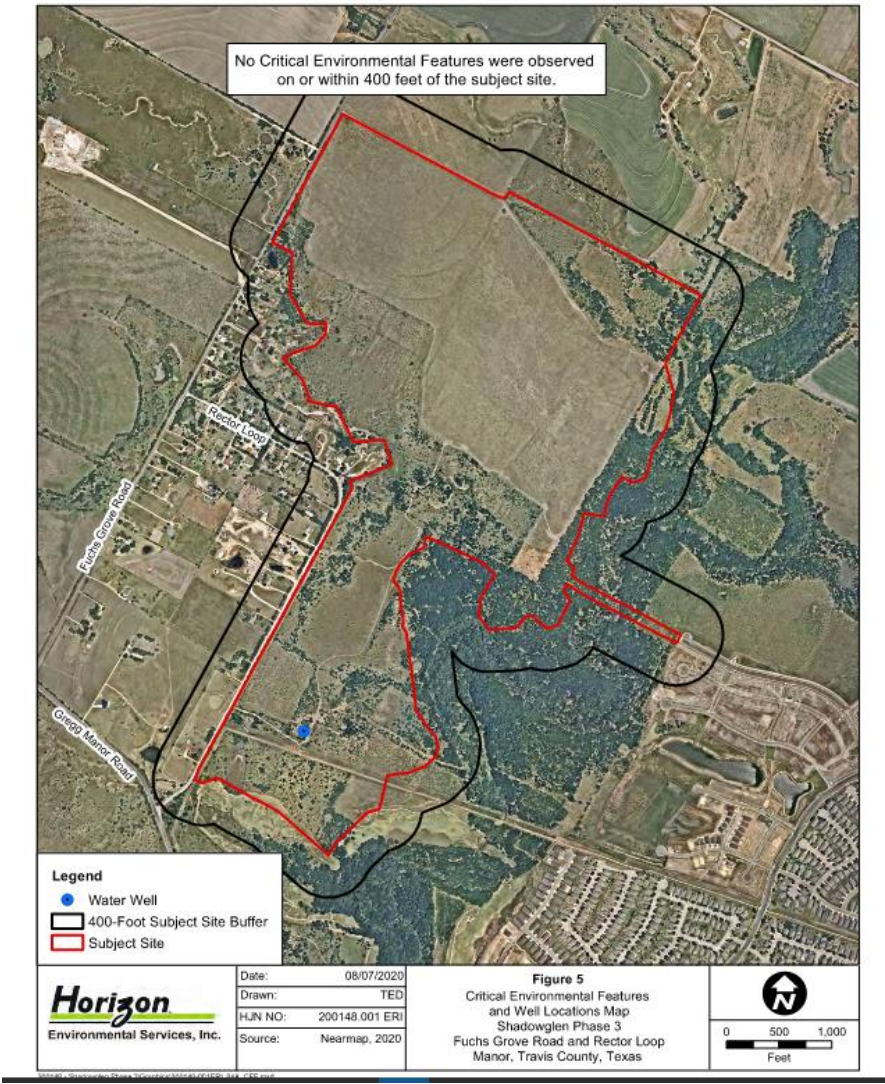
Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated March 10<sup>th</sup>, 2022, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

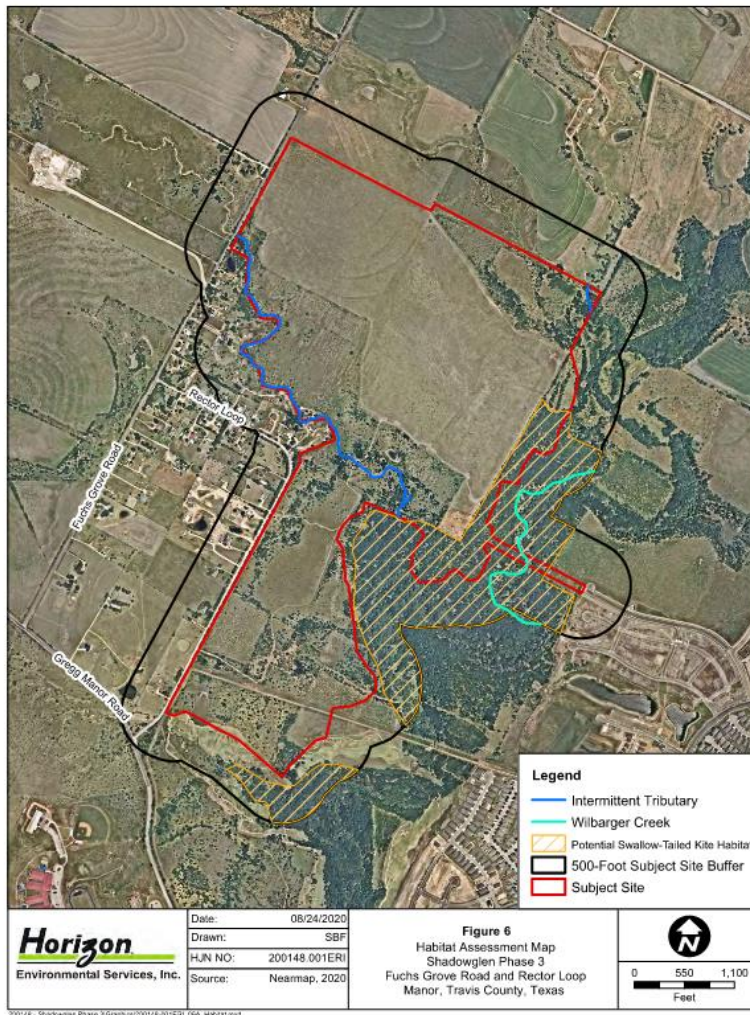
#### **GENERAL**

1. Add subdivision plat notes from 482.945.  
**Response: Acknowledged. Subdivision plat notes have been added to page 4 of the plat.**
2. **Note:** If applicable, add a note when the preliminary plan associated with this project was approved.  
**Response: We are currently resubmitting for our preliminary plan for this project.**

#### **WATERWAY, CEF SETBACK AND TREE PRESERVATION**

3. Provide a copy of the full environmental resource inventory more per the requirements found in 482.942.  
**Response: Acknowledged. A copy of the ERI has been attached with this submittal titled "Phase 3 ERI"**
4. Any waterway and or critical environmental feature setback areas identified by the ERI must be shown as a protective, platted easement, and once the plat is approved by the County Executive, must be recorded by the owner in the Official Public Records of Travis County, Texas as stated in 482.914.  
**Response: Based on the ERI there are no CEFs or waterways within the property. See Figure 5 and 6 (sheet 17 and 18) of the ERI.**



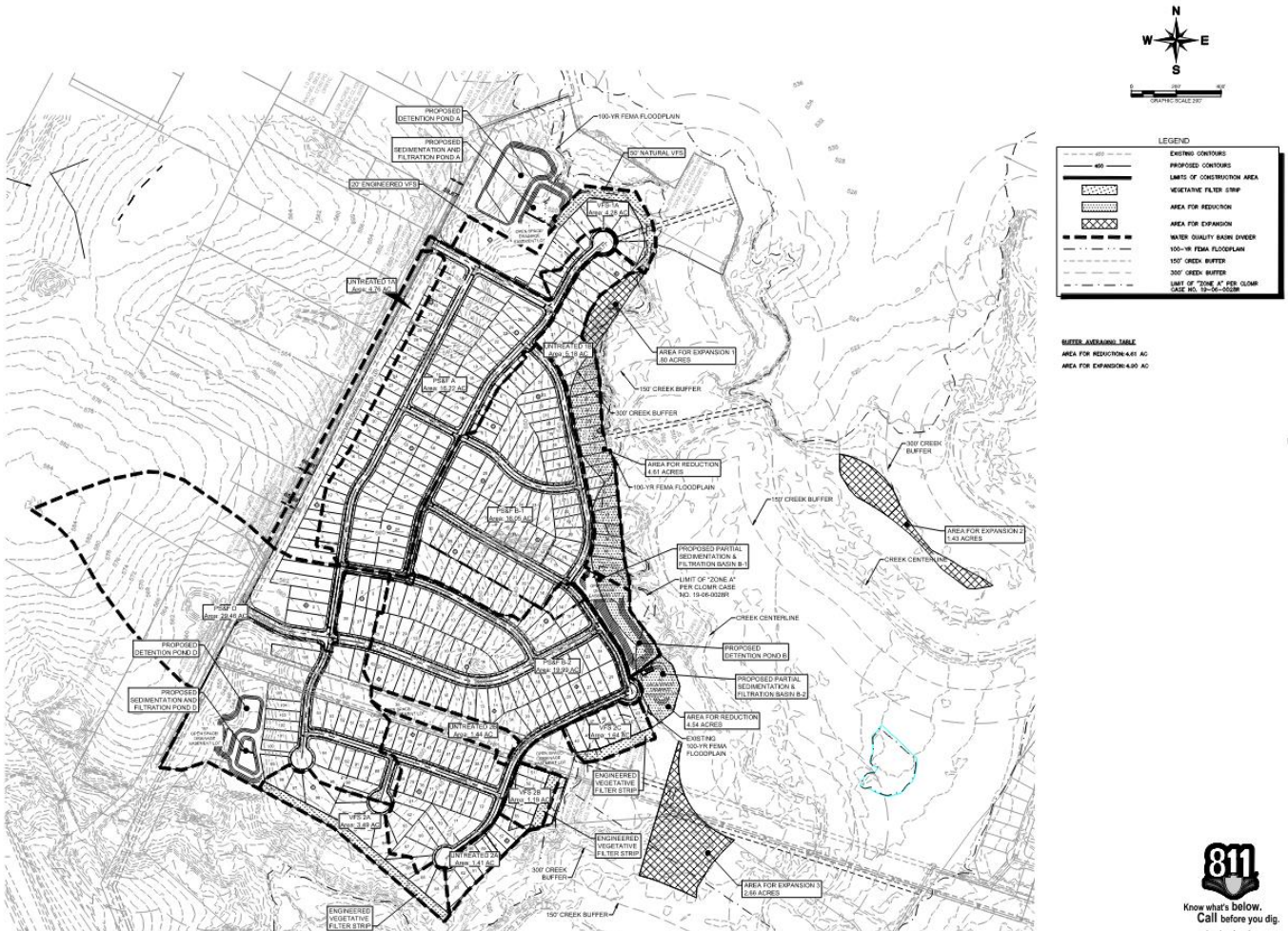


5. An exception request would need to be approved by the Division Director under 482.941.j.7. for the waterway buffer encroachments noted.

Please submit your request for approval.

**Response:** As discussed in our previous comment response a buffer averaging is proposed for the residential lots and Pond B located within the 300' setback per COA ECM 1.5.2.D. The 4.61ac area of reduction shown on Exhibit B will be averaged with three areas of expansion that account for a total of 4.9 acres. See exhibit G below and on sheet 12 of the prelim plan.





## PERMANENT WATER QUALITY BMPs

6. Provide a general description of any future improvements (permanent water quality controls (PWQC) or storm water plan) that are planned for the site as described in Sec 482.931.b.

**Response:** The proposed improvements include storm network, a wet pond and 2 partial sedimentation/filtration ponds for water quality and detention as shown in the Preliminary Engineering report attached with this submittal.

**7. NOTE**

Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.

A Protective Easement document has been must be submitted to [postinspection@traviscountytx.gov](mailto:postinspection@traviscountytx.gov) for review and approval prior to notarizing it.

Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.

**Response: Water Quality Easement Lots have been called out on plat and coordination has been started for easement documents. Recordation number will be provided when available.**

**8. Please add the following permanent water quality plat note:**

As depicted on the plat, all water quality easement areas are subject to periodic inspection and monitoring by Travis County for the purpose of ensuring water quality compliance, as applicable, according to Sec. 16.014 of the Texas Water Code.

**Response: Acknowledged. The note has been added to general notes as note #21.**

**\*\*\*\* PLEASE NOTE \*\*\*\***

1. *Additional ENV comments may be issued and based on the answers and information provided to items listed above.*
2. *Include a response to comments memo.*
3. *When resubmitting information on [mypermitnow.org](http://mypermitnow.org) please include an email to [david.peyton@traviscountytx.gov](mailto:david.peyton@traviscountytx.gov) indicating that new information has been added to the application. **REEFERNCE YOUR APPLICATION #***

**End of Report**

Please contact me at (512) 418-1771 if additional information is required.



Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jacob Kondo". The signature is fluid and cursive, with the first letters of each word being capitalized.

Jacob Kondo, P.E.  
Project Manager



02/10/2023

Travis County TNR

Mailing Address: P.O. Box 1748; Austin, TX 78701-1748

Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re: Project: APP-Sub 450 #2  
Shadowglen Ph 3 Sec 1 & 2**

Dear Travis County TNR,

Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated January 24<sup>th</sup>, 2023, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

**ENV REVIEWER(s): David Peyton - (512) 854-7686 -  
[David.Peyton@traviscountytexas.gov](mailto:David.Peyton@traviscountytexas.gov)**

### **PERMANENT WATER QUALITY BMPs**

COMMENT NO.	SHEET NO.	COMMENTS
1.	-	<ul style="list-style-type: none"> <li>- Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.</li> <li>- A Protective Easement document must be submitted to <a href="mailto:postinspection@traviscountytexas.gov">postinspection@traviscountytexas.gov</a> for review and approval prior to notarizing it.</li> <li>- Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.</li> </ul>

### **NEW COMMENT 01/23/2023**

Response acknowledged. Will await your resubmittal.

**Response: Acknowledged.**



## Completeness Check Engineering Review Comments

**REVIEWER:** Teresa Calkins, P.E.

**Comment 10:** A traffic impact analysis is required for this development. Coordinate with Travis County Traffic Division on the scope of the analysis. A phasing agreement will need to be prepared addressing the transportation improvements that will be required from the developer to mitigate the impacts of this development to the surrounding street network.

Response 10: TIA has been submitted and is in final review/approval stages.

*Update comment 1/23/23: Pending. Provide a status of the review. Please be advised that the TIA review will need to be complete, and a Mitigation Agreement (if required) approved by Commissioners Court prior to approval of the Preliminary Plan. A Preliminary Plan may be determined to be complete for the purposes of beginning technical review when no more than five non-substantive TIA review comments are still outstanding.*

**Response: Acknowledged, the TIA review is complete.**

**Comment 11:** Sheets 3 and 4 – Provide additional right-of-way on Rector Loop necessary to provide a total right-of-way width of 70 feet. Due to the amount of traffic generated by the development, Rector Loop will be classified as a collector. 5/23/19 – Show the additional right-of-way area on the preliminary plan and label area to be dedicated by future plats.

Response 11: ±4.1 feet of additional ROW to be dedicated per final plat has been added and called out on plan set.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 12:** Sheets 3 and 4 – Label radii for all cul-de-sacs, knuckles and curb returns. Please recall that any cul-de-sac with a throat length of greater than 150 feet requires a 60 foot radius. 5/23/19 – Revise curb return and knuckle radii to meet requirements of the Transportation Criteria manual. Local with Local intersections require 15 foot radii and locals at collectors require 20 feet. Elbow radii are 40 feet to FOC with a 25 foot inside radius.

Response 12: Noted. Radii have been checked and adjusted as needed.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 13:** Sheets 3 and 4 – Provide sight line easements at the following intersections: Street C at Street D; Street E at Street D; Street F at Street D; Street A at Street E; Street H at Street F; Street G at Street H and; Street J at Street I. Provide exhibits demonstrating the easements will provide minimum intersection sight distances complying with requirements of the City of Austin Transportation Criteria Manual. 5/23/19 – Per the Transportation Criteria Manual, the point of observation used to determine intersection sight distance is located 18 feet from the edge of the pavement of the intersected street; a few of the intersections provided in the exhibits do not meet this criteria. Revise the exhibits to demonstrate that the sight line easements provided at each intersection will protect the line of sight based on the observation point requirement. Also, please dimension the observation point for each intersection.

Response 13: Point of observation has been adjusted to 18 feet and dimensions have been added.

Update comment 1/23/23: Cleared for purpose of completeness check; however sight line easement exhibits require an engineers signature and seal; please provide an engineer's signature and seal on these documents. Include also sufficient data to allow confirmation of the location of the easement boundary. Provide updated information with submittal for formal review.

**Response: Acknowledged. Engineer's seal and signature have been added to the exhibit.**

**Comment 14:** Sheets 3 and 4 – Revise name of all "Open Space/Drainage" lots to "Open Space/Drainage Easement Lot". 5/23/19 – If drainage easements are to be provided separately in these areas, they need to be shown graphically and labeled on the preliminary plan with the lots designated as Open Space. Otherwise, revise lot designations as requested. In addition, Lot 35 on Sheet 4 requires a drainage easement for the proposed drainage channel and the Lot designation will need to be revised appropriately.

Response 14: Noted. Lot name will be changed and easement added. Lot 35 on sheet 4 is not intended to contain drainage channel and falls

within an electrical easement.

Update comment 1/23/23: Cleared for completeness check; however lot names and easement designations will be checked under technical review.

**Response: Acknowledged.**

**Comment 15:** Provide documentation demonstrating LCRA has no objection to the roadways and drainage improvements proposed within their electric easement. 5/23/19 – Pending LCRA concurrence.

Response 15: Noted. LCRA concurrence has been received and is included in submission.

Update comment 1/23/23: Cleared for completeness check

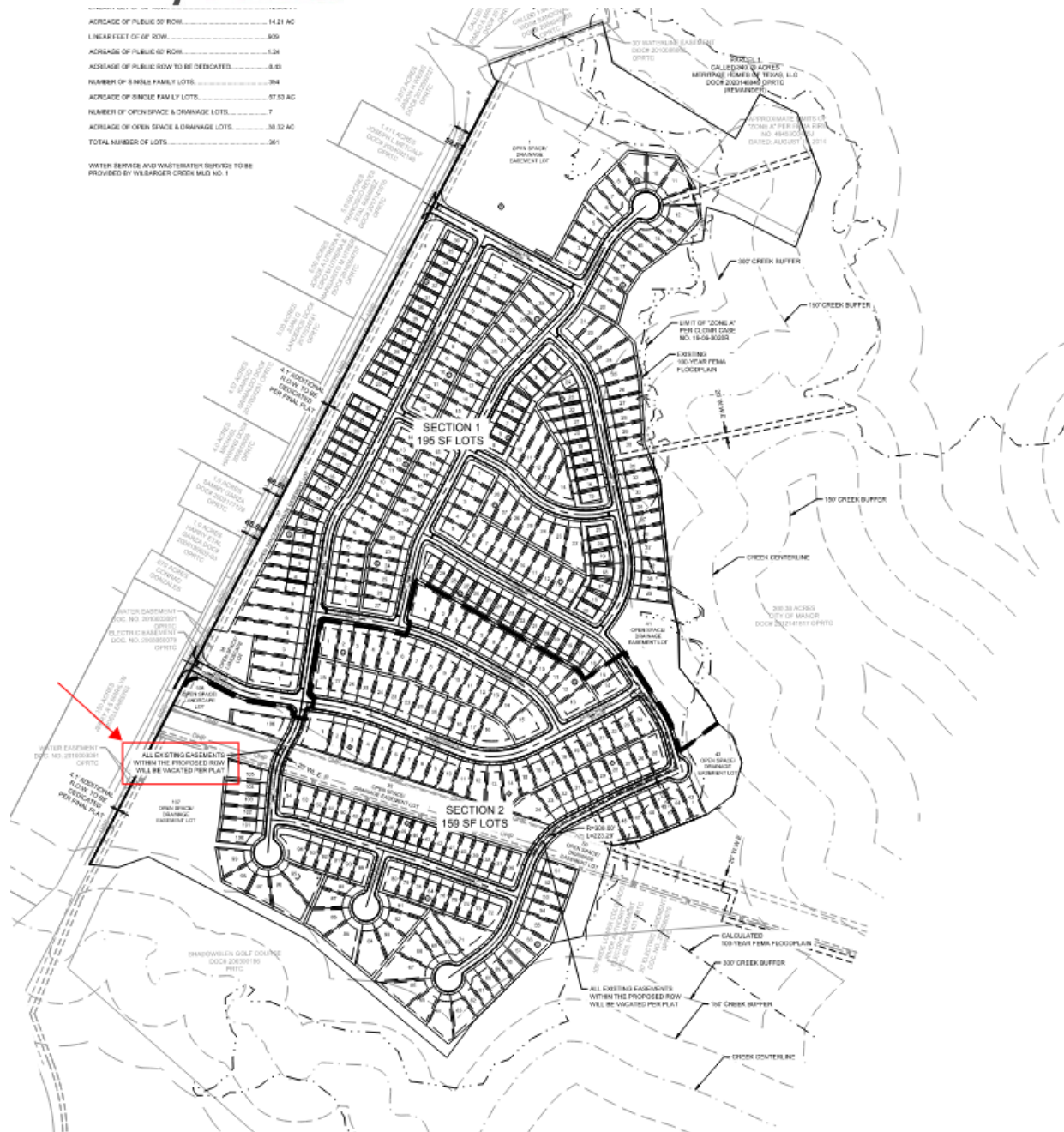
**Response: Acknowledged.**

**Comment 16:** Designate any existing easement crossing a proposed right-of-way as to be vacated on the plan. Rights-of-way must be clear of any encumbrances or entitlements in order to be accepted by Travis County for maintenance. 5/23/19 – Revise preliminary plan as requested.

Response 16: Vacation note has been added to the preliminary plan.

Update comment 1/23/23: Please confirm the location of the note; I did not find it on the Preliminary Plan.

**Response: Acknowledged. The vacation note is shown below on the overall preliminary plan.**



**Comment 17:** Update engineering report to include information supporting Curve Number (Cn) used for calculating the weighted curve numbers listed on Ex A sheet. Also include input data and routing diagrams from the drainage model used to calculate the existing and proposed runoff listed in tables on Ex A and Ex B sheets. 5/23/19 – Please update the engineering report and provide electronic copy of drainage models. Please clarify on plans and in the report the Cn value that was used for impervious cover to calculate your weighted Cn value.

Response 17: Noted. Curve number information will be added to the report and table in the plan set. Electronic copy of drainage models will be provided.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 18:**

Sheet Ex B – The Proposed Condition Table indicates that stormwater runoff will be increased over existing conditions at Points of Analyses A, B and D. Revise proposed drainage improvements to ensure that runoff is not increased from the development at any analysis point and provide an updated drainage analysis. The summation of flows provided in the table proposed to demonstrate no increase in runoff is not appropriate. 5/23/19 – Revise improvements to reduce post development flows to pre-development levels as requested. If you increase flows across the boundaries as currently proposed, you will need to model the creek (HEC-RAS or equivalent) to demonstrate that there are no adverse impacts to the floodplain.

Response 18: Understood – the drainage areas have been adjusted to prevent an increase in runoff at each Point of Analysis.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 19:**

Sheet EX D – Provide drainage analysis demonstrating the water surface for the 100 year storm event will be contained within the open space/drainage lot 123. 5/23/19 – Provide drainage analysis as requested. The applicant needs to demonstrate the lot size is adequate.

Response 19: Pond D analysis table has been added to sheet EX B with other pond analysis. Maximum pond water surface elevation for the 100-year storm event is below top of bank and falls within the current lot line layout.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 20:**

5/23/19 - NOTICE: Chapter 482 of the Travis County code has been

revised to require that floodplain boundaries and base flood elevations be based on the NOAA Atlas 14 rainfall intensity data. All residential and commercial development applications submitted after May 1, 2019 must comply with the new requirements. Although this subdivision construction permit application was submitted prior to May 1st, review staff recommends the applicant voluntarily revise this preliminary plans to comply with the new requirements, noting that future plats will be required to comply with the new code.

Response 20: Storm calculations have been updated with the current Atlas 14 rainfall data.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 21:** 5/23/19 – EX A and EX B – The notes under the drainage tables indicate that a minimum time of concentration of 6 minutes has been used; however, the Drainage Criteria Manual specifies a minimum Tc of 5 minutes. Revise drainage calculations and tables accordingly using the appropriate minimum Tc. Response 21: The minimum Tc has been updated to 5 minutes for all calculations.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

## Subdivision Review

**Reviewer: Sarah Sumner      512-854-7687**

1. Please confirm you have 354 single family lots and no mention of any amenity. Dog park? Pickleball?  
**Response: Correct, there will be 354 and no amenity included in this phase. A clubhouse was proposed in phase I of this development.**

2. Sheet 3, Block A and Block C are missing some lot numbers, Block F – lots 16 and 17 are hidden under a SDE label.  
**Response: Acknowledged. Lot numbers have been added.**

3. Sheet 4, Block B missing several lot numbers  
**Response: Acknowledged. Lot numbers have been added.**



4. Sheet 5 – empty columns??

**Response: Acknowledged. Columns have been filled in.**

5. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact (512) 854-4621 or ([fire.marshall@traviscountytexas.gov](mailto:fire.marshall@traviscountytexas.gov)) as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval.

**Response: Acknowledged. Coordination with the fire marshal has been started to conform if the local ESD has review authority.**

6. Please submit a variance request per section 482.202 (e) (4) and have supporting documentation from the local fire department.

**Response: Acknowledged.**

7. Please provide a current letter of availability by the utilities (electric, water and wastewater) to provide service.

**Response: Acknowledged. Current letters of availability have been attached with this submittal.**

8. Information: This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and preliminary plan to the City of Manor and get approval before Travis County will approve this preliminary plan.

**Response: Acknowledged. The preliminary plan submittal process has been started with the city of Manor.**

9. Travis County regulates to the 500-year floodplain as a surrogate for the Atlas 14 100-year floodplain per Chapters 464 and 482 of the Travis County code as of May 1, 2019. Any final plats out of this preliminary plan will be held to the 500 year floodplain. We recommend compliance with this preliminary plan. All FFE must be 2 feet above the 500 year flood plain. Update note 11.

**Response: Acknowledged. Note 11 has been updated to reflect compliance with Atlas 14.**

10. Please remove the foc from the proposed streets and have the sidewalks in the ROW.

**Response: Acknowledged. FOC has been removed and all sidewalks are within ROW.**

11. Please show financial obligations of the phasing agreement have been met.

**Response:**

#### I. DEVELOPER'S OBLIGATIONS

A. The Developer agrees to pay the County \$704,561.06. for the impacts of Phase 3-1, as the term is defined below, on the Roadway Improvement Project ("Phase 3-1 Payment"). The Phase 3-1 Payment is due at the time this Agreement is executed and submitted to the County by the Developer. The Developer further agrees to pay the County \$991,216.94 for the impacts of Phase 3-2, as the term is defined below, on the Roadway Improvement Project ("Phase 2 Payment"). The Phase 3-2 Payment is due prior to approval of Subdivision Construction Plans for any section of Phase 3-2.

12. Please note the location of clustered mailboxes if applicable for Section 2.

**Response: Acknowledged. Mailboxes for section 2 have been added near the South entrance**

---

**NOTICE REGARDING RENEWAL FEES:** The Travis County Commissioners Court has adopted the following plat application renewal fee schedule. Ten percent (10%) of the original review fee will be assessed for an application renewal where there has been no application activity for 60 days. One hundred percent (100%) of the original review fee will be assessed for an application renewal where there has been no application activity for 180 days or more. For the purpose of the fee schedule, "application activity" means providing a written update and other requested information in response to a comments letter from the Travis County Transportation and Natural Resources Department ("TNR") Plat Application Intake Office and does not include e-mails, telephone calls, partial or incomplete submissions of information, or meetings with County officers or employees.

60 days from TNR requested information is 01-31-19.

180 days from TNR requested information is 05-23-19.

### **End of Report**

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, January 30, 2023

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor 78653

Dear Jason Reece,

The submittal of the revised Shadowglen Phase 3 Section 1 & 2 Preliminary Plan Site Plans submitted by Kimley Horn and received by our office on 2/10/2023, has been reviewed for compliance with the City of Manor Zoning Ordinance 185. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Pauline M. Gray'.

Pauline Gray, P.E.  
Lead AES  
GBA



02/10/2023

Travis County TNR  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re: Project: APP-Sub 450 #2  
 Shadowglen Ph 3 Sec 1 & 2**

Dear Travis County TNR,

Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated January 24<sup>th</sup>, 2023, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

**ENV REVIEWER(s): David Peyton - (512) 854-7686 -  
[David.Peyton@traviscountytexas.gov](mailto:David.Peyton@traviscountytexas.gov)**

#### **PERMANENT WATER QUALITY BMPs**

COMMENT NO.	SHEET NO.	COMMENTS
1.	-	<ul style="list-style-type: none"> <li>- Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.</li> <li>- A Protective Easement document must be submitted to <a href="mailto:postinspection@traviscountytexas.gov">postinspection@traviscountytexas.gov</a> for review and approval prior to notarizing it.</li> <li>- Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.</li> </ul>

#### **NEW COMMENT 01/23/2023**

Response acknowledged. Will await your resubmittal.

**Response: Acknowledged.**

**Completeness Check Engineering Review Comments****REVIEWER: Teresa Calkins, P.E.**

**Comment 10:** A traffic impact analysis is required for this development. Coordinate with Travis County Traffic Division on the scope of the analysis. A phasing agreement will need to be prepared addressing the transportation improvements that will be required from the developer to mitigate the impacts of this development to the surrounding street network.

Response 10: TIA has been submitted and is in final review/approval stages.

*Update comment 1/23/23: Pending. Provide a status of the review. Please be advised that the TIA review will need to be complete, and a Mitigation Agreement (if required) approved by Commissioners Court prior to approval of the Preliminary Plan. A Preliminary Plan may be determined to be complete for the purposes of beginning technical review when no more than five non-substantive TIA review comments are still outstanding.*

**Response: Acknowledged, the TIA review is complete.**

**Comment 11:** Sheets 3 and 4 – Provide additional right-of-way on Rector Loop necessary to provide a total right-of-way width of 70 feet. Due to the amount of traffic generated by the development, Rector Loop will be classified as a collector. 5/23/19 – Show the additional right-of-way area on the preliminary plan and label area to be dedicated by future plats.

Response 11: ±4.1 feet of additional ROW to be dedicated per final plat has been added and called out on plan set.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 12:** Sheets 3 and 4 – Label radii for all cul-de-sacs, knuckles and curb returns. Please recall that any cul-de-sac with a throat length of greater than 150 feet requires a 60 foot radius. 5/23/19 – Revise curb return and knuckle radii to meet requirements of the Transportation Criteria manual. Local with Local intersections require 15 foot radii and locals at collectors require 20 feet. Elbow radii are 40 feet to FOC with a 25 foot inside radius.

Response 12: Noted. Radii have been checked and adjusted as needed.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 13:** Sheets 3 and 4 – Provide sight line easements at the following intersections: Street C at Street D; Street E at Street D; Street F at Street D; Street A at Street E; Street H at Street F; Street G at Street H and; Street J at Street I. Provide exhibits demonstrating the easements will provide minimum intersection sight distances complying with requirements of the City of Austin Transportation Criteria Manual. 5/23/19 – Per the Transportation Criteria Manual, the point of observation used to determine intersection sight distance is located 18 feet from the edge of the pavement of the intersected street; a few of the intersections provided in the exhibits do not meet this criteria. Revise the exhibits to demonstrate that the sight line easements provided at each intersection will protect the line of sight based on the observation point requirement. Also, please dimension the observation point for each intersection.

Response 13: Point of observation has been adjusted to 18 feet and dimensions have been added.

Update comment 1/23/23: Cleared for purpose of completeness check; however sight line easement exhibits require an engineers signature and seal; please provide an engineer's signature and seal on these documents. Include also sufficient data to allow confirmation of the location of the easement boundary. Provide updated information with submittal for formal review.

**Response: Acknowledged. Engineer's seal and signature have been added to the exhibit.**

**Comment 14:** Sheets 3 and 4 – Revise name of all "Open Space/Drainage" lots to "Open Space/Drainage Easement Lot". 5/23/19 – If drainage easements are to be provided separately in these areas, they need to be shown graphically and labeled on the preliminary plan with the lots designated as Open Space. Otherwise, revise lot designations as requested. In addition, Lot 35 on Sheet 4 requires a drainage easement for the proposed drainage channel and the Lot designation will need to be revised appropriately.

Response 14: Noted. Lot name will be changed and easement added. Lot 35 on sheet 4 is not intended to contain drainage channel and falls



within an electrical easement.

Update comment 1/23/23: Cleared for completeness check; however lot names and easement designations will be checked under technical review.

**Response: Acknowledged.**

**Comment 15:** Provide documentation demonstrating LCRA has no objection to the roadways and drainage improvements proposed within their electric easement. 5/23/19 – Pending LCRA concurrence.

Response 15: Noted. LCRA concurrence has been received and is included in submission.

Update comment 1/23/23: Cleared for completeness check

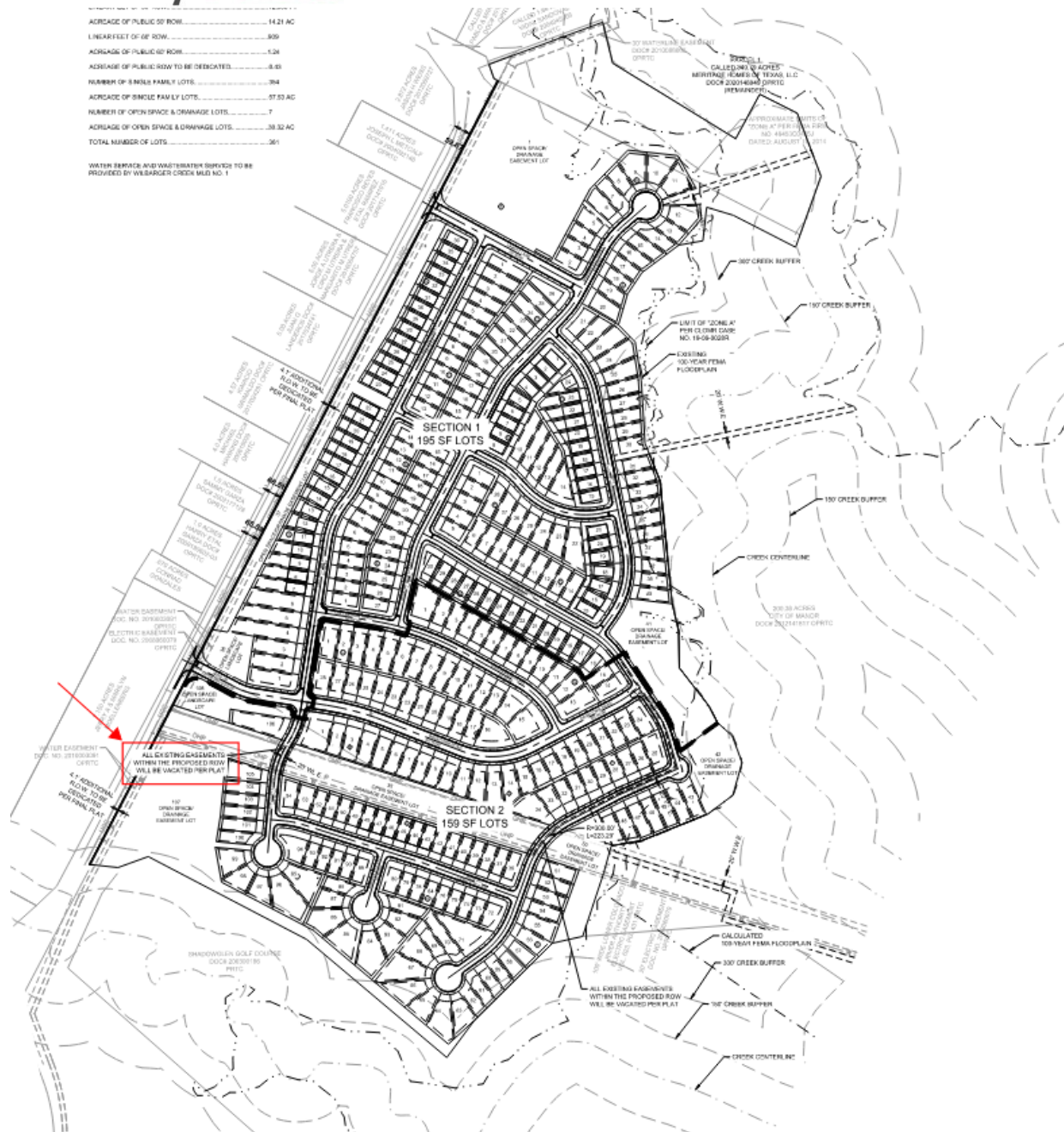
**Response: Acknowledged.**

**Comment 16:** Designate any existing easement crossing a proposed right-of-way as to be vacated on the plan. Rights-of-way must be clear of any encumbrances or entitlements in order to be accepted by Travis County for maintenance. 5/23/19 – Revise preliminary plan as requested.

Response 16: Vacation note has been added to the preliminary plan.

Update comment 1/23/23: Please confirm the location of the note; I did not find it on the Preliminary Plan.

**Response: Acknowledged. The vacation note is shown below on the overall preliminary plan.**



**Comment 17:** Update engineering report to include information supporting Curve Number (Cn) used for calculating the weighted curve numbers listed on Ex A sheet. Also include input data and routing diagrams from the drainage model used to calculate the existing and proposed runoff listed in tables on Ex A and Ex B sheets. 5/23/19 – Please update the engineering report and provide electronic copy of drainage models. Please clarify on plans and in the report the Cn value that was used for impervious cover to calculate your weighted Cn value.

Response 17: Noted. Curve number information will be added to the report and table in the plan set. Electronic copy of drainage models will be provided.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 18:**

Sheet Ex B – The Proposed Condition Table indicates that stormwater runoff will be increased over existing conditions at Points of Analyses A, B and D. Revise proposed drainage improvements to ensure that runoff is not increased from the development at any analysis point and provide an updated drainage analysis. The summation of flows provided in the table proposed to demonstrate no increase in runoff is not appropriate. 5/23/19 – Revise improvements to reduce post development flows to pre-development levels as requested. If you increase flows across the boundaries as currently proposed, you will need to model the creek (HEC-RAS or equivalent) to demonstrate that there are no adverse impacts to the floodplain.

Response 18: Understood – the drainage areas have been adjusted to prevent an increase in runoff at each Point of Analysis.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 19:**

Sheet EX D – Provide drainage analysis demonstrating the water surface for the 100 year storm event will be contained within the open space/drainage lot 123. 5/23/19 – Provide drainage analysis as requested. The applicant needs to demonstrate the lot size is adequate.

Response 19: Pond D analysis table has been added to sheet EX B with other pond analysis. Maximum pond water surface elevation for the 100-year storm event is below top of bank and falls within the current lot line layout.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 20:**

5/23/19 - NOTICE: Chapter 482 of the Travis County code has been

revised to require that floodplain boundaries and base flood elevations be based on the NOAA Atlas 14 rainfall intensity data. All residential and commercial development applications submitted after May 1, 2019 must comply with the new requirements. Although this subdivision construction permit application was submitted prior to May 1st, review staff recommends the applicant voluntarily revise this preliminary plans to comply with the new requirements, noting that future plats will be required to comply with the new code.

Response 20: Storm calculations have been updated with the current Atlas 14 rainfall data.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 21:** 5/23/19 – EX A and EX B – The notes under the drainage tables indicate that a minimum time of concentration of 6 minutes has been used; however, the Drainage Criteria Manual specifies a minimum Tc of 5 minutes. Revise drainage calculations and tables accordingly using the appropriate minimum Tc. Response 21: The minimum Tc has been updated to 5 minutes for all calculations.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

## Subdivision Review

**Reviewer: Sarah Sumner      512-854-7687**

1. Please confirm you have 354 single family lots and no mention of any amenity. Dog park? Pickleball?  
**Response: Correct, there will be 354 and no amenity included in this phase. A clubhouse was proposed in phase I of this development.**

2. Sheet 3, Block A and Block C are missing some lot numbers, Block F – lots 16 and 17 are hidden under a SDE label.  
**Response: Acknowledged. Lot numbers have been added.**

3. Sheet 4, Block B missing several lot numbers  
**Response: Acknowledged. Lot numbers have been added.**

4. Sheet 5 – empty columns??

**Response: Acknowledged. Columns have been filled in.**

5. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact (512) 854-4621 or ([fire.marshall@traviscountytexas.gov](mailto:fire.marshall@traviscountytexas.gov)) as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval.

**Response: Acknowledged. Coordination with the fire marshal has been started to conform if the local ESD has review authority.**

6. Please submit a variance request per section 482.202 (e) (4) and have supporting documentation from the local fire department.

**Response: Acknowledged.**

7. Please provide a current letter of availability by the utilities (electric, water and wastewater) to provide service.

**Response: Acknowledged. Current letters of availability have been attached with this submittal.**

8. Information: This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and preliminary plan to the City of Manor and get approval before Travis County will approve this preliminary plan.

**Response: Acknowledged. The preliminary plan submittal process has been started with the city of Manor.**

9. Travis County regulates to the 500-year floodplain as a surrogate for the Atlas 14 100-year floodplain per Chapters 464 and 482 of the Travis County code as of May 1, 2019. Any final plats out of this preliminary plan will be held to the 500 year floodplain. We recommend compliance with this preliminary plan. All FFE must be 2 feet above the 500 year flood plain. Update note 11.

**Response: Acknowledged. Note 11 has been updated to reflect compliance with Atlas 14.**

10. Please remove the foc from the proposed streets and have the sidewalks in the ROW.

**Response: Acknowledged. FOC has been removed and all sidewalks are within ROW.**

11. Please show financial obligations of the phasing agreement have been met.

**Response:**

#### I. DEVELOPER'S OBLIGATIONS

A. The Developer agrees to pay the County \$704,561.06. for the impacts of Phase 3-1, as the term is defined below, on the Roadway Improvement Project ("Phase 3-1 Payment"). The Phase 3-1 Payment is due at the time this Agreement is executed and submitted to the County by the Developer. The Developer further agrees to pay the County \$991,216.94 for the impacts of Phase 3-2, as the term is defined below, on the Roadway Improvement Project ("Phase 2 Payment"). The Phase 3-2 Payment is due prior to approval of Subdivision Construction Plans for any section of Phase 3-2.

12. Please note the location of clustered mailboxes if applicable for Section 2.

**Response: Acknowledged. Mailboxes for section 2 have been added near the South entrance**

---

**NOTICE REGARDING RENEWAL FEES:** The Travis County Commissioners Court has adopted the following plat application renewal fee schedule. Ten percent (10%) of the original review fee will be assessed for an application renewal where there has been no application activity for 60 days. One hundred percent (100%) of the original review fee will be assessed for an application renewal where there has been no application activity for 180 days or more. For the purpose of the fee schedule, "application activity" means providing a written update and other requested information in response to a comments letter from the Travis County Transportation and Natural Resources Department ("TNR") Plat Application Intake Office and does not include e-mails, telephone calls, partial or incomplete submissions of information, or meetings with County officers or employees.

60 days from TNR requested information is 01-31-19.

180 days from TNR requested information is 05-23-19.

### **End of Report**

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.  
Project Manager





2/22/2023

## City of Manor Development Services

### Notification for a Subdivision Preliminary Plat

Project Name: Shadowglen Phase 3 Sections 1 and 2 Preliminary Plat  
Case Number: 2018-P-1154-PP  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Shadowglen Subdivision located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and six (306) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.**

***Applicant: Jamison Civil Engineering LLC***

***Owner: Monarch Ranch at Manor, LLC***

The Planning and Zoning Commission will meet at 6:30PM on 3/08/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Juan Landeros  
13700 Rector Loop  
Manor, TX 78653

Francisco Reyes Ramirez Et Al  
11109 Liberty Farms  
Austin, TX 78754

Joseph & Carol Metcalfe  
13550 Carpenter Lane  
Manchaca, TX 78652

Conrad Gonzales  
PO Box 35  
Manor, TX 78653

Vidal Sandoval  
13905 RECTOR LOOP  
Manor, TX 78653

Aus-Tex Parts Service Ltd  
Javier Aguillon & Monges Blanc  
13417 RECTOR LOOP  
Manor, TX 78653

Michael Hawkins  
13606 RECTOR LOOP  
Manor, TX 78653

Ignacio Grimaldo  
11800 Bastrop St  
Manor, TX 78653

Jorge, Ciro, & Margarito Utrera  
13718 RECTOR LOOP  
Manor, TX 78653

Antonio Angel & Maria Hernandez  
13913 RECTOR LOOP  
Manor, TX 78653

Harry & Sammy Garza  
13514 RECTOR LOOP  
Manor, TX 78653

Jerry & Marilyn Moellenberg  
PO Box 156  
Manor, TX 78653

Pablo & Maria Flores  
13909 RECTOR LOOP  
Manor, TX 78653

Jason Weiss  
13918 Rector Loop  
Manor, TX 78653

Cottonwood Holdings, Ltd c/o Dwyer  
Realty Co  
9900 US Hwy 290 E  
Manor, TX 78653

City of Manor  
PO Box J  
Manor, TX 78653

Shadowglen Golf LP  
12801 Lexington St  
Manor, TX 78653

Theresa Zezulka  
13245 Gregg Manor Rd  
Manor, TX 78653



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.**

*Applicant: Jamison Civil Engineering LLC*

*Owner: Monarch Ranch at Manor, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It includes 385 single family lots and 15 open space and/or drainage lots.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Preliminary Plat Map
- Engineering Letter
- Conformance Letter

- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.

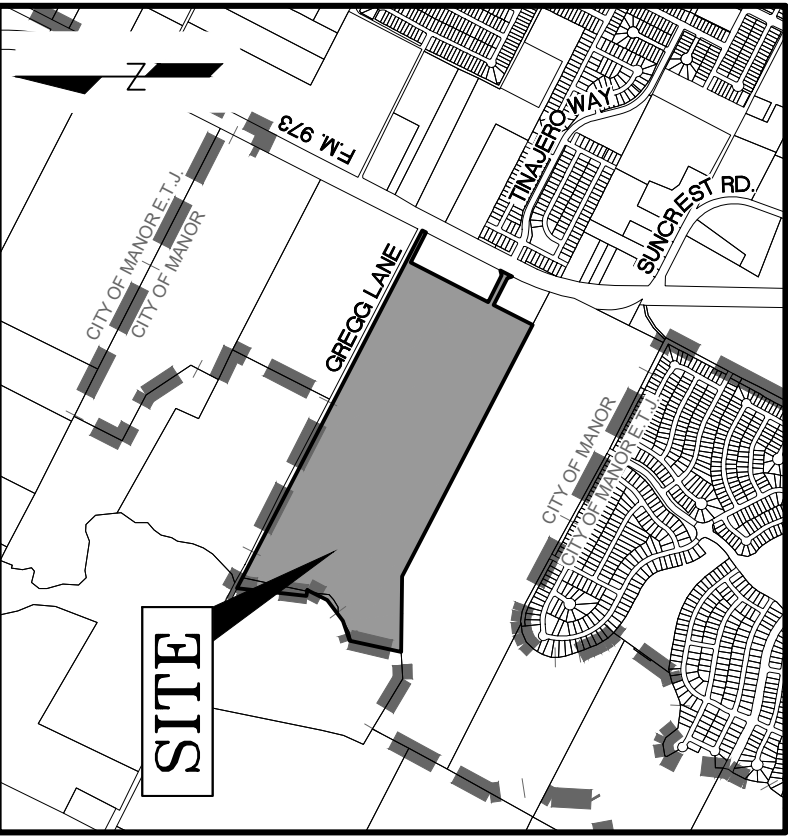
**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**





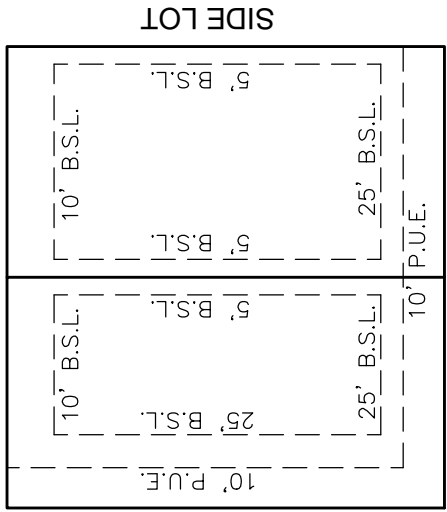
# MONARCH RANCH AT MANOR PRELIMINARY PLAT

## SHEET INDEX

- 01 OVERALL PRELIMINARY PLAT
- 02 PRELIMINARY PLAT - SHEET 1 OF 4
- 03 PRELIMINARY PLAT - SHEET 2 OF 4
- 04 PRELIMINARY PLAT - SHEET 3 OF 4
- 05 PRELIMINARY PLAT - SHEET 4 OF 4
- 06 CURVE TABLE
- 07 LOT AREA TABLE
- 08 EXISTING CONDITIONS - SHEET 1 OF 4
- 09 EXISTING CONDITIONS - SHEET 2 OF 4
- 10 EXISTING CONDITIONS - SHEET 3 OF 4
- 11 EXISTING CONDITIONS - SHEET 4 OF 4
- 12 EXISTING CONDITIONS - TREE LIST
- 13 PROPOSED IMPROVEMENTS - SHEET 1 OF 4
- 14 PROPOSED IMPROVEMENTS - SHEET 2 OF 4
- 15 PROPOSED IMPROVEMENTS - SHEET 3 OF 4
- 16 PROPOSED IMPROVEMENTS - SHEET 4 OF 4

## LOCATION MAP

SCALE: 1" = 2000'



## TYPICAL LOT DETAIL

SCALE = N.T.S.

BOUNDARY LINE TABLE		
LINE	DIRECTION	LENGTH
L1	N72°21'23"E	53.74'
L2	S27°21'28"W	140.00'
L3	N17°38'37"W	53.74'

LAND USE SUMMARY TABLE		
LOT TYPE	NO. LOTS	
SINGLE FAMILY	385	
OPEN SPACE / LANDSCAPE / DRAINAGE	15	
<b>TOTAL</b>	<b>400</b>	

OVERALL SUMMARY TABLE - PER PRELIMINARY PLAN				
	NO. OF LOTS	TOTAL AREA (SF)	TOTAL AREA (AC)	PERCENTAGE (%)
SINGLE FAMILY LOTS	385	2,826,482	64.887	52.5%
OPEN SPACE / LANDSCAPE / DRAINAGE	15	1,372,555	31.510	25.5%
R.O.W. / STREETS*		1,181,052	27.113	22.0%
<b>TOTAL</b>	<b>400</b>	<b>5,380,089</b>	<b>123.510</b>	<b>100.0%</b>

STREET NAME	ROW WIDTH (FT)	PAVEMENT WIDTH (FOC-FOC) FT	CURB TYPE	LENGTH (FT)	CLASS	SIDEWALK CLEAR ZONE (FT)	SIDEWALK (FT)	SIDEWALK LOCATION	DESIGN SPEED
TINAJERO WAY	64	44	CURB & GUTTER	3409	PRIMARY COLLECTOR	6' (Min.)	4	BOTH SIDES	35
MONARCH RANCH DR.	50	30	CURB & GUTTER	684	LOCAL	Optional	4	BOTH SIDES	30
SWALLOWTAIL LANE	50	30	CURB & GUTTER	727	LOCAL	Optional	4	BOTH SIDES	30
COPPERS COURT	50	30	CURB & GUTTER	127	LOCAL	Optional	4	BOTH SIDES	30
PAINTED BUTTERFLY TRAIL	50	30	CURB & GUTTER	694	LOCAL	Optional	4	BOTH SIDES	30
FIRE ADONIS DRIVE	50	30	CURB & GUTTER	989	LOCAL	Optional	4	BOTH SIDES	30
ARCTIC SKIPPER LANE	50	30	CURB & GUTTER	594	LOCAL	Optional	4	BOTH SIDES	30
GOSSAMER WATCHING TR.	50	30	CURB & GUTTER	790	LOCAL	Optional	4	BOTH SIDES	30
FOUND ADMIRAL LANE	50	30	CURB & GUTTER	493	LOCAL	Optional	4	BOTH SIDES	30
CAMBERWELL LANE	50	30	CURB & GUTTER	747	LOCAL	Optional	4	BOTH SIDES	30
FLYING ASTER LANE	50	30	CURB & GUTTER	1446	LOCAL	Optional	4	BOTH SIDES	30
SILENT FALLS WAY	64	44	CURB & GUTTER	826	PRIMARY COLLECTOR	6' (Min.)	4	BOTH SIDES	35
PURPLE TOP LANE	50	30	CURB & GUTTER	1163	LOCAL	Optional	4	BOTH SIDES	30
PINK BLOSSOM TRAIL	50	30	CURB & GUTTER	477	LOCAL	Optional	4	BOTH SIDES	30
BLAZING RANCH LANE	50	30	CURB & GUTTER	1845	LOCAL	Optional	4	BOTH SIDES	30
SNAP DRAGON LANE	50	30	CURB & GUTTER	2540	LOCAL	Optional	4	BOTH SIDES	30
VICEROY LANE	50	30	CURB & GUTTER	896	LOCAL	Optional	4	BOTH SIDES	30
MAIZE DRIVE	50	30	CURB & GUTTER	270	LOCAL	Optional	4	BOTH SIDES	30

CITY OF MANOR ACKNOWLEDGEMENTS

THIS PRELIMINARY PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_ A.D.

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

JULIE LEONARD, CHAIRPERSON LUVIA T. ALMARAZ, CITY SECRETARY

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

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

HONORABLE DR. CHRISTOPHER HARVEY, MAYOR OF THE CITY OF MANOR, TEXAS

OWNER/DEVELOPER: MONARCH RANCH AT MANOR, LLC  
310 ENTERPRISE DRIVE  
OXFORD, MISSISSIPPI 38655  
PHONE (662) 513-4194  
DAVID BLACKBURN

ACREAGE: 123.516 ACRES

SURVEY: S. BACON SURVEY, ABSTRACT NO. 63

DATE PREPARED: 05/10/2022

NUMBER OF BLOCKS: 16

NUMBER OF LOTS: 400 (SEE TABLE THIS SHEET FOR BREAKOUT)

LINEAR FEET OF NEW STREETS: 18,717 LF

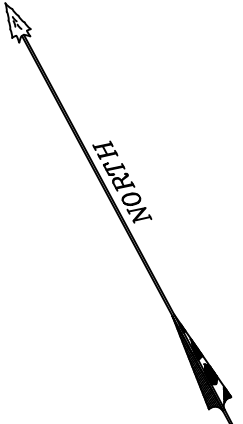
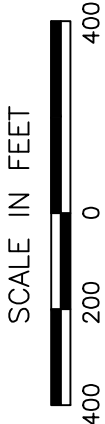
BENCHMARK: BENCHMARK #1  
TEXAS NORTH CENTRAL ZONE, 4202, NAD 83 - US SURVEY FEET

GPD DESC.: BEARING BASIS:  
VERTICAL DATUM: NAVD 88  
ELEVATION: 593.26'

SURVEYOR: LANDPOINT, INC.  
6410 SOUTHWEST BLVD, STE 127  
FORT WORTH, TEXAS 76109  
PHONE (817) 554-1805  
ROBERT GLEN MALOY, RPLS

ENGINEER: JAMISON CIVIL ENGINEERING, LLC.  
13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
TYPE NO. F-17756  
PHONE (737) 484-0880  
STEPHEN R. JAMISON, P.E.

- LEGEND
- PROPERTY LINE
  - ADJACENT LOT LINE
  - EASEMENT LINE
  - LOT LINE
  - PHASE LINE
  - CITY LIMIT LINE



MONARCH RANCH AT MANOR  
GREGG LANE & FM 973  
OVERALL PRELIMINARY PLAT  
MANOR, TEXAS 78653

The seal appearing on this document was obtained by  
Stephen Ray Jamison  
on 10/17/2022



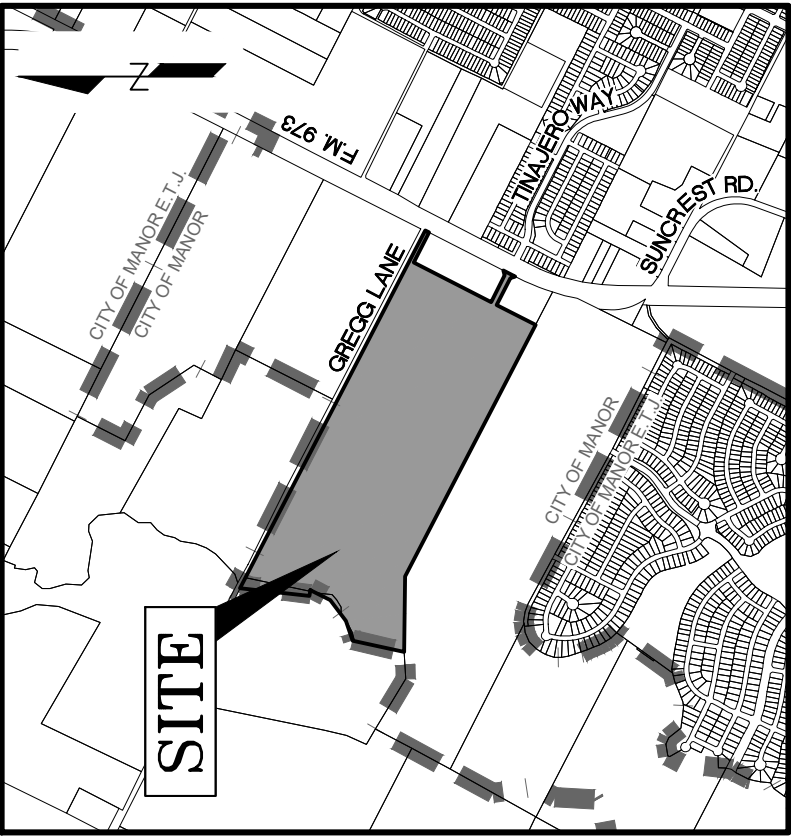
File:	Job No.	Scale (Hor.):	Date:
	Snapshot: OVERALL	Scale (Vert.):	Revision 1:
		Checked By:	Revision 2:
		Drawn By: DSP	Revision 3:
			Revision 4:

SHEET  
01 of 16

CAUTION!!!  
CONTRACTOR SHALL LOCATE ANY ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION. THE DESIGN ENGINEER WILL NOT BE RESPONSIBLE FOR ANY CONFLICTS THAT MAY ARISE DUE TO ANY UTILITIES NOT PROPERLY LOCATED.

H:\MONARCH RANCH\DWG\PLANS\PRELIMINARY\PRELIMINARY.DWG





# MONARCH RANCH AT MANOR PRELIMINARY PLAT

## SHEET INDEX

- 01 OVERALL PRELIMINARY PLAT
- 02 PRELIMINARY PLAT - SHEET 1 OF 4
- 03 PRELIMINARY PLAT - SHEET 2 OF 4
- 04 PRELIMINARY PLAT - SHEET 3 OF 4
- 05 PRELIMINARY PLAT - SHEET 4 OF 4
- 06 CURVE TABLE
- 07 LOT AREA TABLE
- 08 EXISTING CONDITIONS - SHEET 1 OF 4
- 09 EXISTING CONDITIONS - SHEET 2 OF 4
- 10 EXISTING CONDITIONS - SHEET 3 OF 4
- 11 EXISTING CONDITIONS - SHEET 4 OF 4
- 12 EXISTING CONDITIONS - TREE LIST
- 13 PROPOSED IMPROVEMENTS - SHEET 1 OF 4
- 14 PROPOSED IMPROVEMENTS - SHEET 2 OF 4
- 15 PROPOSED IMPROVEMENTS - SHEET 3 OF 4
- 16 PROPOSED IMPROVEMENTS - SHEET 4 OF 4

## CITY OF MANOR ACKNOWLEDGEMENTS

THIS PRELIMINARY PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_ A.D.

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

JULIE LEONARD, CHAIRPERSON LUVIA T. ALMARAZ, CITY SECRETARY  
ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_ A.D.

HONORABLE DR. CHRISTOPHER HARVEY,  
MAYOR OF THE CITY OF MANOR, TEXAS

OWNER/DEVELOPER: MONARCH RANCH AT MANOR, LLC  
310 ENTERPRISE DRIVE  
OXFORD, MISSISSIPPI 38655  
PHONE (662) 513-4194  
DAVID BLACKBURN

ACREAGE: 123.516 ACRES  
SURVEY: S. BACON SURVEY, ABSTRACT NO. 63  
DATE PREPARED: 05/10/2022

NUMBER OF BLOCKS: 16  
NUMBER OF LOTS: 400  
LINEAR FEET OF NEW STREETS: 18,717 LF

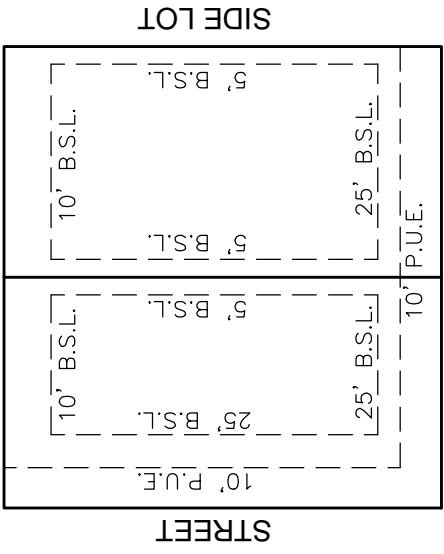
BENCHMARK: BENCHMARK #1  
TEXAS NORTH  
CENTRAL ZONE,  
4202, NAD 83,  
US SURVEY FEET  
ELEVATION:  
NAVD 88  
593.26'

SURVEYOR: LANDPOINT, INC.  
6410 SOUTHWEST BLVD, STE 127  
FORT WORTH, TEXAS 76109  
PHONE (817) 554-1805  
ROBERT GLEN MALOY, RPLS

ENGINEER: JAMISON CIVIL ENGINEERING, LLC.  
13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
TYPE NO. F-17756  
PHONE (737) 484-0880  
STEPHEN R. JAMISON, P.E.

## LOCATION MAP

SCALE: 1" = 2000'



TYPICAL LOT DETAIL  
SCALE = N.T.S.

BOUNDARY LINE TABLE		
LINE	DIRECTION	LENGTH
L1	N72°21'23"E	53.74'
L2	S27°21'28"W	140.00'
L3	N17°38'37"W	53.74'

LAND USE SUMMARY TABLE		
LOT TYPE	NO. LOTS	
SINGLE FAMILY	385	
OPEN SPACE / LANDSCAPE / DRAINAGE	15	
TOTAL	400	

OVERALL SUMMARY TABLE - PER PRELIMINARY PLAN				
	NO. OF LOTS	TOTAL AREA (SF)	TOTAL AREA (AC)	PERCENTAGE (%)
SINGLE FAMILY LOTS	385	2,826,482	64.887	52.5%
OPEN SPACE / LANDSCAPE / DRAINAGE	15	1,372,555	31.510	25.5%
R.O.W. / STREETS*		1,181,052	27.113	22.0%
TOTAL	400	5,380,089	123.510	100.0%

STREET NAME	ROW WIDTH (FT)	PAVEMENT WIDTH (FOC-FOC) FT	CURB TYPE	LENGTH (FT)	CLASS	SIDEWALK CLEAR ZONE (FT)	SIDEWALK (FT)	SIDEWALK LOCATION	DESIGN SPEED
TINAJERO WAY	64	44	CURB & GUTTER	3409	PRIMARY COLLECTOR	6' (Min.)	4	BOTH SIDES	35
MONARCH RANCH DR.	50	30	CURB & GUTTER	684	LOCAL	Optional	4	BOTH SIDES	30
SWALLOWTAIL LANE	50	30	CURB & GUTTER	727	LOCAL	Optional	4	BOTH SIDES	30
COPPERS COURT	50	30	CURB & GUTTER	127	LOCAL	Optional	4	BOTH SIDES	30
PAINTED BUTTERFLY TRAIL	50	30	CURB & GUTTER	694	LOCAL	Optional	4	BOTH SIDES	30
FIRE ADONIS DRIVE	50	30	CURB & GUTTER	989	LOCAL	Optional	4	BOTH SIDES	30
ARCTIC SKIPPER LANE	50	30	CURB & GUTTER	594	LOCAL	Optional	4	BOTH SIDES	30
GOSSAMER WATCHING TR.	50	30	CURB & GUTTER	790	LOCAL	Optional	4	BOTH SIDES	30
FOUND ADMIRAL LANE	50	30	CURB & GUTTER	493	LOCAL	Optional	4	BOTH SIDES	30
CAMBERWELL LANE	50	30	CURB & GUTTER	747	LOCAL	Optional	4	BOTH SIDES	30
FLYING ASTER LANE	50	30	CURB & GUTTER	1446	LOCAL	Optional	4	BOTH SIDES	30
SILENT FALLS WAY	64	44	CURB & GUTTER	826	PRIMARY COLLECTOR	6' (Min.)	4	BOTH SIDES	35
PURPLE TOP LANE	50	30	CURB & GUTTER	1163	LOCAL	Optional	4	BOTH SIDES	30
PINK BLOSSOM TRAIL	50	30	CURB & GUTTER	477	LOCAL	Optional	4	BOTH SIDES	30
BLAZING RANCH LANE	50	30	CURB & GUTTER	1845	LOCAL	Optional	4	BOTH SIDES	30
SNAP DRAGON LANE	50	30	CURB & GUTTER	2540	LOCAL	Optional	4	BOTH SIDES	30
VICEROY LANE	50	30	CURB & GUTTER	896	LOCAL	Optional	4	BOTH SIDES	30
MAIZE DRIVE	50	30	CURB & GUTTER	270	LOCAL	Optional	4	BOTH SIDES	30

CAUTION!!!  
CONTRACTOR SHALL LOCATE ANY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE DESIGN ENGINEER WILL NOT BE RESPONSIBLE FOR ANY CONFLICTS THAT MAY ARISE DUE TO ANY UTILITIES NOT PROPERLY LOCATED.

SHEET  
01 of 16

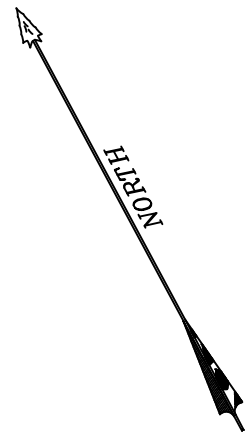
File:	Job No.	Scale (Hor.):	Date:	Revision 1:	Revision 2:	Revision 3:	Revision 4:
Snapshot: OVERALL		Scale (Vert.):	Checked By: DSP	Checked By: DSP			
			Drawn By: DSP				



The seal appearing on this document was obtained by  
Stephen Ray Jamison  
on 10/17/2022

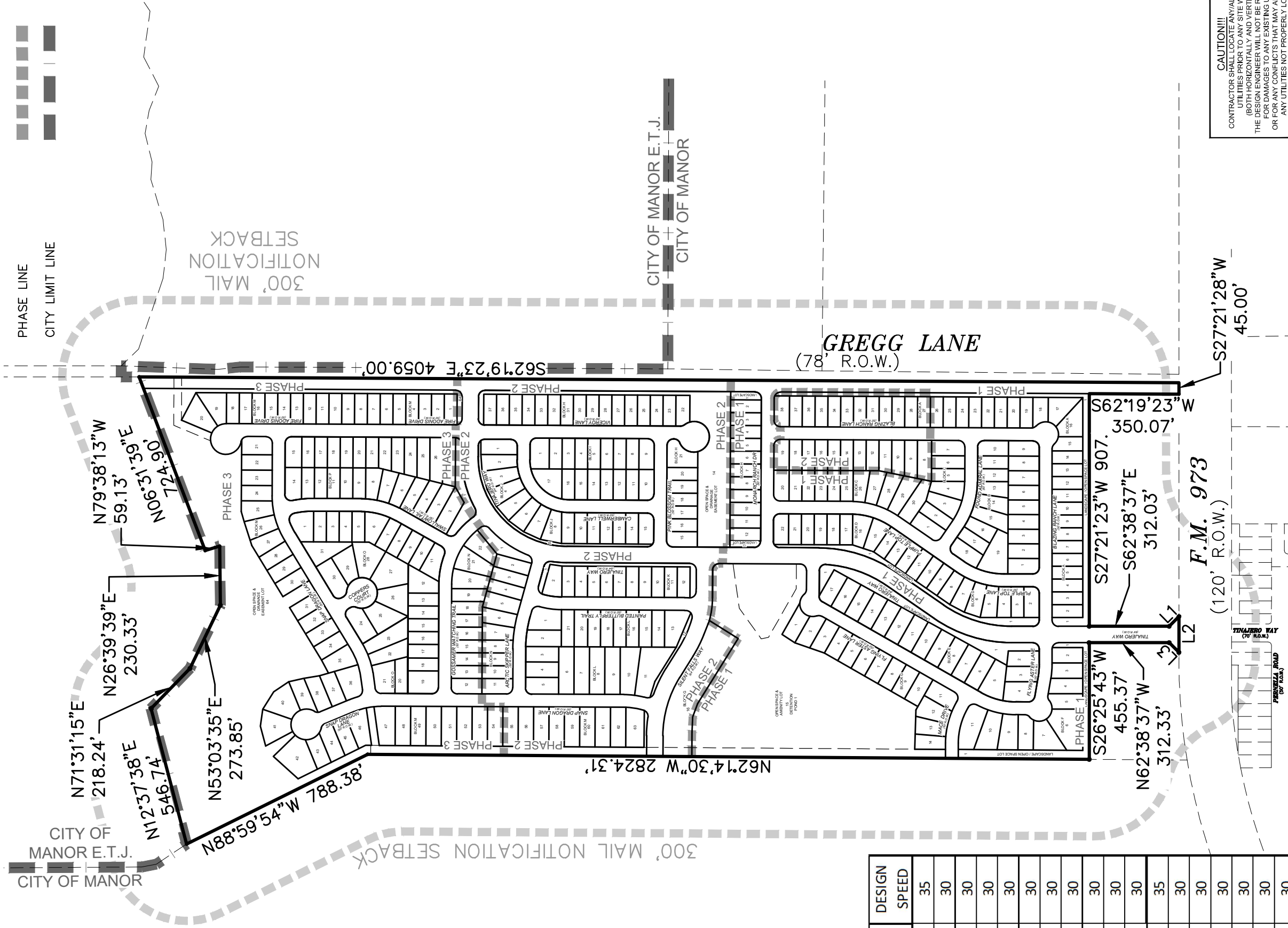
MONARCH RANCH AT MANOR  
OVERALL PRELIMINARY PLAT  
GREGG LANE & FM 973  
MANOR, TEXAS 78653

JAMISON CIVIL ENGINEERING LLC  
(TX) PE FIRM REG. #F-17756  
13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
OFFICE: (737) 484-0880  
INFO@JAMISONENG.COM



SCALE IN FEET  
0 200 400

- PROPERTY LINE
- ADJACENT LOT LINE
- EASEMENT LINE
- LOT LINE
- PHASE LINE
- CITY LIMIT LINE



H:\MONARCH RANCH\DWG\PLANS\PRELIMINARY\PRELIMINARY.DWG



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, June 7, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor, TX. 78653

Dear Stephen Jamison,

The first submittal of the Monarch Ranch Preliminary Plat (*Preliminary Plan*) submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

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

1. The preliminary plat cannot be approved until the concept plan has been approved.
2. The preliminary plat cannot be approved until the TIA is approved.
3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.
4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.
5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.
6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.
7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.
8. Label the existing pond on page 3 under the existing conditions exhibit.
9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.



10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide location, dimensions, and labels for all open spaces, landscape, and drainage.
13. Provide dimensions for the detention pond.
14. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single-family land use.
15. Remove the professional engineer and surveyor certifications. They are not required for preliminary plat

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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

June 24, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**Engineer Review**

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (512) 259-3882 or by email at [tshows@gbateam.com](mailto:tshows@gbateam.com).

1. The preliminary plat cannot be approved until the concept plan has been approved.

**COMMENT NOTED**

2. The preliminary plat cannot be approved until the TIA is approved.

**COMMENT NOTED**

3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.

**THE PRELIMINARY PLAT AND EXHIBITS HAVE BEEN COMBINED INTO ONE PDF.**

4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.

**CITY ACKNOWLEDGEMENT HAS BEEN UPDATED AS REQUESTED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.

**TRAVIS COUNTY CLERK SIGNATURE BLOCK HAS BEEN REMOVED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.

**A TREE TABLE HAS BEEN ADDED TO THE EXISTING CONDITIONS EXHIBIT. PLEASE NOTE THAT ALL TREES ON THE SITE ARE LOCATED ADJACENT TO WILBARGER CREEK AND THIS PLAN DOES NOT PROPOSED THE REMOVAL OF ANY TREES. PLEASE SEE THE REVISED EXISTING CONDITIONS EXHIBIT.**

7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.

**DIMENSIONS HAVE BEEN ADDED TO THE PRELIMINARY PLAN TO SHOW THE DISTANCE BETWEEN THE EDGE OF OUR PROPERTY AND THOSE ACROSS GREGG LANE AND FM 973. THESE DIMENSIONS DO NOT HAVE A UNIFORM DISTANCE. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

8. Label the existing pond on page 3 under the existing conditions exhibit.

**THE EXISTING STOCK POND HAS NOW BEEN LABELED. PLEASE SEE THE REVISED EXISTING CONDITION EXHIBIT SHEET 3.**

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.

**THE CENTERLINES FOR WILBARGER CREEK AND THE DRY CREEK BED RUNNING THROUGH THE SITE HAVE NOW BEEN DELINEATED AND LABELED. PLEASE SEE THE REVISED EXISTING CONDITIONS EXHIBIT SHEETS.**

10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm

**ALL DRAINAGE APPURTENANCES HAVE BEEN DELINEATED ON THE PROPOSED IMPROVEMENTS EXHIBIT. PLEASE SEE THE REVISED PROPOSED IMPROVEMENT EXHIBIT. A DETAIL FOR THE CONCRETE HEADWALLS ENTERING INTO THE DETENTION POND HAS BEEN ADDED TO THE PROPOSED IMPROVEMENTS EXHIBIT SHEET 2. PLEASE SEE THE REVISED PROPOSED IMPROVEMENTS EXHIBITS.**

11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.

**PLEASE NOTE, THERE IS ONLY ONE DETENTION POND PROPOSED WITH THIS SUBDIVISION. THE AREA WHERE THE PROPOSED CULVERTS CROSS TINAJERO WAY IS A TRANSITION FROM AN EXISTING ONSITE DRY CREEK BED TO A PROPOSED 15' WIDE FLAT BOTTOM CHANNEL. THIS CHANNEL WILL BYPASS THE DETENTION POND AND RELEASE WHERE THE EXISTING ONSITE DRY CREEK BED LEAVES THE SITE.**

12. Provide location, dimensions, and labels for all open spaces, landscape, and drainage.

**PLEASE SEE THE REVISED PRELIMINARY PLAN FOR THE LABELED AND DIMENSIONED OPEN SPACE, LANDSCAPE AND DRAINAGE LOTS.**

13. Provide dimensions for the detention pond.

**DIMENSIONS HAVE BEEN ADDED TO THE DETENTION POND. PLEASE SEE THE REVISED PROPOSED IMPROVEMENTS EXHIBIT SHEET 2.**

14. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single-family land use.

**THE RETAIL / COMMERCIAL LAND USE WASTEWATER CALCULATIONS ARE FOR THE FUTURE CONNECTION OF THE TWO LOTS ADJACENT TO FM 973 (NOT INCLUDED AS PART OF THIS TRACT). THE PROPOSED WASTEWATER UTILITIES INCLUDED IN THIS PROJECT ARE EXTENDED TO THESE TWO LOTS, THUS HAVE BEEN DESIGNED TO ACCEPT THE WASTEWATER FROM THESE LOTS.**

15. Remove the professional engineer and surveyor certifications. They are not required for preliminary plat.

**THE PROFESSIONAL ENGINEER AND SURVEYOR CERTIFICATIONS HAVE BEEN REMOVED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

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

SINCERELY,



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**

06/27/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, July 26, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA



**Jamison Civil Engineering LLC**

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

**JCE**

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

August 5, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**Engineer Review**

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (512) 259-3882 or by email at [tshows@gbateam.com](mailto:tshows@gbateam.com).

1. Reminder - Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval

**COMMENT NOTED.**

2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.

**COMMENT NOTED.**

11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.

**THERE IS ONE DETENTION POND. PIPING INFORMATION ON THE STORM DRAINS HAVE BEEN ADDED. CONCRETE RIP RAP DETAILS HAVE BEEN PROVIDED AND CALLED OUT ON THE PLANS.**

**PLEASE NOTE – PER THE DRAINAGE REPORT MODELS / HEC-HMS IN THE PREVIOUS ENGINEER'S REPORT - THE AREA FLOWING THROUGH THE CULVERT UNDER TINAJERO WAY IS A BYPASS AREA AND DOES NOT GO INTO THE DETENTION POND.**

12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.

**PLEASE SEE THE INSET ON SHEET 14 ON THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

13. Provide dimensions for all Open Space/ Landscape/ Drainage.

**DIMENSIONS HAVE BEEN ADDED IN THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.

**THE SHEET INDEX AND SHEET NUMBERS HAVE BEEN UPDATED TO THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**

08/05/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, September 6, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, September 30, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA



**Jamison Civil Engineering LLC**

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

**JCE**

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

October 17, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.**

**COMMENT NOTED.**

**17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.**

**PLEASE SEE THE REVISED PRELIMINARY PLAN INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**

10/17/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, October 19, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

November 3, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.**

**COMMENT NOTED.**

**18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.**

**BLOCK G MISTAKENLY HAD TWO LABELS FOR "LOT 1". THIS HAS NOW BEEN CORRECTED AND A LOT 16 HAS BEEN ADDED. THE TABLE FOR BLOCK G HAS ALSO BEEN REVISED TO REFLECT THESE CHANGES. THE AREA OF LOT 16 IS 57,539 SF. PLEASE SEE THE REVISED PRELIMINARY PLAT INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



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



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, November 3, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Stephen Jamison and received by our office on November 03, 2022, 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. **This approval is contingent upon approval of the TIA by Travis County.**

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

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
GBA



2/20/2023

## City of Manor Development Services

# Notification for a Subdivision Preliminary Plat

Project Name: Monarch Ranch Preliminary Plat  
 Case Number: 2022-P-1439-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision located near the intersection of Gregg Ln and FM-973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, three hundred and ninety-eight (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.**

***Applicant: Jamison Civil Engineering LLC***

***Owner: Monarch Ranch at Manor, LLC***

The Planning and Zoning Commission will meet at 6:30PM on 3/08/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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



United States of America (116406)  
533 Hiwasse Rd Anderson Dennis Etal  
Waxahachie, TX. 75165

Terry G JR & Ebony Holley  
14526 Pernella Rd.  
Manor, TX 78653

SW Homeowners Association INC.  
9601 Amerberglen Blvd. STE 150  
Austin, TX 78729

Board of Trustees of the Manor ISD  
533 Hiwasee Road Dennis Anderson Etal  
Waxahachie, TX 75165

Jennifer A & Arturo Blakely  
14522 Pernella Rd.  
Manor, TX 78653

Continental Homes of Texas LP Suite 400  
10700 Pecan Park Blvd.  
Austin, TX 78750

Gregg Lane Dev LLC  
101 Parklane Blvd. STE 102  
Sugarland TX 77478

Rose Mary & Richard Shepperd  
14518 Pernella Rd.  
Manor, TX 78653

Robert Joe Buratti  
6903 Geneva Dr.  
Austin, TX 787233

Pflugerville ISD  
PO Box 589  
Pflugerville, TX 78691

Laura Patricia Guino & Javier Rosas  
Aguilera  
14514 Pernella Rd.  
Manor, TX 78653

Juan P. Chaparro  
14408 Pernella Rd  
Manor, TX 78653

Rust Creek LLC  
9606 Old Manor Road #1  
Austin, TX 78724

Gamaliel & Alexandria Rodarte  
14510 Pernalla Rd.  
Manor, TX 78653

Mary M. Clark  
14404 Pernella Rd.  
Manor, TX 78653

Wallace H Dalton  
9505 Johnny Morris RD.  
Austin, TX 78724

Gerardo M Morales  
14506 Pernella Rd.  
Manor, TX 78653

Kristine A & Matthew J Escobedo  
1440 Pernella Rd.  
Manor, TX 78653

Foxtrot Holding LLC  
14605 FM 973 N  
Manor, TX 78653

Strabo Holdings LLC  
13510 Broadmeade Ave.  
Austin, TX 78729



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes of February 8, 2023, P&Z Commission Regular Meeting.

### BACKGROUND/SUMMARY:

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

- February 8, 2023, P&Z Commission Regular Session Minutes

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve the minutes of the February 8, 2023, P&Z Commission Regular Meeting.

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



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
FEBRUARY 8, 2023**

**PRESENT:**

**COMMISSIONERS:**

LaKesha Small, Chair Place 7 (Absent)  
Felix Paiz, Vice Chair, Place 4  
Julie Leonard, Chair, Place 1  
Anthony Butler, Place 2 (Absent)  
Cresandra Hardeman, Place 3  
Vacant, Place 5  
Cecil Meyer, Place 6

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Permit Technician

**REGULAR SESSION: 6:30 P.M.**

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

With a quorum of the Planning and Zoning (P&Z) Commission present, the Regular Session of the Manor P&Z Commission was called to order by Vice Chair Paiz at 6:40 p.m. on Wednesday, February 8, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding his concerns with the Monarch Ranch and other future developments. He expressed his disagreement with the acreage being set aside for parkland. He stated he felt Manor should demand actual land for the parkland requirement for these types of development and not allow in lieu fees to be paid.

**PUBLIC HEARING**

- 1. Conduct a public hearing on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2). Applicant: Jackson Walker. Owner: Krantz Properties.**

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

Vice Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile expressed his dislike with the development. He expressed his concerns regarding limited access onto and out of the property, the floodplain area on the property and the parkland dedication.

Director Dunlop gave background information on the property. He gave a brief description of the process the property owner would need to go through to file conditional letters of map revision with FEMA.

Discussion was held regarding the planned development of the property. Director Dunlop answered questions on the potential number of units.

Director Dunlop detailed the process and different factors that plays part in deciding the number of units. He explained the parkland in lieu fees that would be required in addition to the amenities and dedicated acreage for open space.

Discussion was held regarding the rezoning application request. Director Dunlop described the Multi-Family 25 (MF-2) zoning. The Commission contemplated the zoning and development of the properties located near this potential development.

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

There was no further discussion.

**Motion to Close carried 5-0**

**2. Conduct a public hearing on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.**

*Applicant: SEC Planning, LLC. Owner: Manor 290 OZ Real Estates LP.*

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

Vice Chair Paiz opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile reviewed his estimates for parkland in lieu fees and the number of people this development would move into Manor. He recommended the City require parkland and a plaza for the commercial section of this development.

Director Dunlop detailed the concept plan for the commissioners. He covered parkland in lieu fees, open space area, the road layout and TIA requirements.

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

There was no further discussion.

### **Motion to Close carried 5-0**

### **CONSENT AGENDA**

#### **3. Consideration, discussion, and possible action to approve the minutes of January 11, 2023, P&Z Commission Regular Meeting.**

Staff member Miller addressed questions regarding the wording layout on the agenda for individuals who present speaker cards. She clarified the introductory wording is taken directly from the speaker card as layout by the City Secretary. The information following is a summary of what the speaker said.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the consent agenda.

There was no further discussion.

### **Motion to Approve carried 5-0**

### **REGULAR AGENDA**

**At the request of the Commissioners, Vice Chair Paiz combined discussion of Item #4, #5 and #6**

- 4. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 5. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**
- 6. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung. Owner: Buildblock.**

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding these items. Mr. Battaile asked for clarification on the amount of time he would be allowed to speak.

Vice Chair Paiz informed him that he would have 3 minutes total to speak on these items.

Mr. Battaile stated that he thought the mission tonight should be what Manor is and what is special about it. He voiced his argument that the downtown area was not a downtown, stating Old Manor is a street in the middle of a neighborhood. He expressed his dislike for the lack of plans included in the meeting packet. He reiterated his desire for a new downtown. He requested the commission to postpone this item again.

Joe Sanchez, 201 W. Boyce St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Sanchez stated he had issues with such a small area with condensed living. He requested clarification on the actual plans of development. He clarified that he is still undecided on this item, however, he would like more information.

Yungi Jung, 107 W. Boyce St., Manor, Texas, submitted a speaker card to speak in support of this item. Mr. Jung stated they were trying to abide by the current Code published by the City of Manor while considering the Future Land Use Map approved by the City to accommodate the future population growth. He stated he felt the development would help vitalize the area. He detailed the layout of commercial and residential aspects proposed for the property including the compliance with the strict historical guidelines.

Mr. Jung answered questions from the Commissioners regarding the property and units planned for the lots. He gave details regarding the development. Mr. Jung stated that consideration would be given to potentially reducing the number of residential units if necessary.

Discussion was held regarding the parking layouts. Director Dunlop addressed questions on the location of parking.

Discussion was held regarding the potential issues with stormwater drainage for the property. Director Dunlop answered questions regarding the future solutions for stormwater control.

Nora Sanchez, P.O. Box 232, Manor, Texas, submitted a speaker card. She stated she had questions regarding the culverts and impact on Caldwell Street if the development plans are approved. She also requested clarification on who would assume the financial cost of needed street and culvert reconstruction.

Mr. Jung stated that they would be consuming most of the cost for the needed changes and upgrades associated with their development.

Discussion was held regarding the concerns surrounding the development. Commissioners expressed their concerns regarding the size of the area being developed, the concept plan, paving, drainage and who would assume the cost.



Mr. Jung assured the Commission all costs for changes, modifications, and upgrades would be paid by the developers. Mr. Jung stated some of the space would be used to accommodate their IT business and their employees.

Mr. Jung notified the commission of details regarding his IT company, the employees and how they would play part in this development. He stated his company and employees would occupy most of the development until future tenants, both residential and commercial, move in. Mr. Jung stated they were trying to keep with a similar design of the business that had already been approved near their location.

Discussion was held regarding the benefits of moving businesses in with the potential to increase jobs and revenue for the City. The Commissioners debated the zoning request and considered the next steps for this type of project. They weighed the pros and cons around the things that would fall into discretionary and non-discretionary.

Joshua Hay, 301 E. Wheeler St., Manor, Texas, submitted a speaker card in opposition of this item. He stated that his concerns were based around upgrades to infrastructure in the area, the number of people who will be employed in such a confined space, if alternate means to offset energy, and the sewer system impact. He requested an answer for how much space would be for his business and the entertainment of their employees verses how much would be for the community.

Mr. Jung addressed the concerns voiced about infrastructure upgrades, employment opportunities for the local community, and the community benefit from the type of commercial businesses intended for this development. Mr. Jung stated he felt they would cooperate well with the surrounding community. He affirmed they were looking to help improve the neighborhood with a potential focus on young adult type businesses. He gave examples of the different businesses such as cybercafé, gym or a pet shop.

Director Dunlop stated the City Staff is in support of this type of development. He stated it was in line with the Comprehensive Plan for the area. He acknowledged the online comments on *Manor People* Facebook page about this development seemed to be mostly positive.

Jeffrey Avila, 12813 Meachum Lane, Manor, Texas, submitted a speaker card to speak in support of this item. He stated he had recently moved to Manor due to the growth in the area. He stated that he felt the focus needed to be kept on the agenda item which is to rezone the property or leave it residential. He expressed his support in rezoning the property so the area would continue to grow.

Vicki McFarland, P.O. Box 256, Manor, Texas, submitted a speaker card to speak in opposition of this item. She stated that she was in favor of revitalizing our downtown area. She expressed concerns with the lack of information provided about the tax revenue the development would bring to Manor.

Discussion was held regarding the lot layout that would potentially be developed. Concerns were expressed regarding the residential property sandwiched in between the 2-3 story mixed-use buildings. The Commissioners talked about the benefit of voting on these items separately.

Director Dunlop answered questions regarding the location of the property lots. He clarified which lot went with each agenda item and the rezoning request for each.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

There was no further discussion.

**Motion to Approve Split 2-2 - Commissioner Leonard and Commissioner Hardeman opposed.**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Vice Chair Paiz to approve Item #5 - the rezoning application for one (1) lot on .396 acres, more or less, and being located at 107 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to Approve Carried 3-1 Commissioner Leonard opposed.**

**MOTION:** Upon a motion made by Commissioner Hardeman to reconsider the vote taken to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). There was no further discussion.

**Motion to Reconsider Carried 4-0**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve Item # 4 - the rezoning application for one (1) lot on .264 acres, more or less, and being located at 101 W Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

There was no further discussion.

**Motion to Approve Carried 3-1 - Commissioner Leonard opposed.**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to deny Item # 6 – the rezoning application for one (1) lot on .165 acres, more or less, and being located at 108 W Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to Deny Carried 4-0**

**7. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker. Owner: Krantz Properties.*

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile expressed his displeasure with the owner not being present and criticized city staff's involvement in answering questions during the meetings. He stated he had questions regarding this item but felt it was good money for our parks and in favor of a park there.

Sarah Novo with Jackson Walker, 100 Congress Ave, Suite 1100, Austin, Texas, submitted a speaker card to speak in support of this item. She stated Jackson Walker was assisting the owner with entitlements for the property to include annexation and zoning applications. She informed the Commission that the annexation application was approved by City Council.

Ms. Novo gave a brief description of the multifamily use plans for the property. She gave multiple reasons she felt this development would be good for Manor. Ms. Novo answered questions from the Commissioner. She informed the Commission that they did not have a development plan yet, just the rezoning request because they felt rezoning would be the best opportunity for this lot due to the environmental considerations.

Director Dunlop reminded the Commission of the parkland in lieu fees, amenities, and private open space requirements associated with multifamily developments.

Ms. Novo reassured the Commission that the developers had plans to provide ample amenities.

Director Dunlop answered questions regarding potential Traffic Impact Analysis requirements and traffic flow for residents of this property.

Discussion was held regarding the access and egress for multifamily developments. Fire requirements were reviewed which included 2 means of access for developments over 200 units.

Director Dunlop fielded questions regarding roadway impact fees.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to deny Item # 7 – the rezoning application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

There was no further discussion.

**Motion to Deny Carried 4-0**

**8. Consideration, discussion, and possible action on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX. Applicant: SEC Planning, LLC. Owner: Manor 290 OZ Real Estates LP.**

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. He expressed his displeasure with the owner and applicant not being present. He suggested demanding a plaza for this property. He referenced the Comprehensive Plan and suggested the City approve it immediately if they were going to continue to use it as a driving force. Mr. Battaile thanked the Commissioner for their continued efforts to improve the long-term quality of life in Manor.

Director Dunlop reiterated that this item has been approved by the City Engineers.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve Item # 8 for the Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.

There was no further discussion.

**Motion to Approve Carried 4-0**

**9. Consideration, discussion, and possible action on a Coordinated Sign Plan for HEB.**

City Staff recommended that the Planning and Zoning Commission approve the Coordinated Sign Plan for HEB and that free-standing signs cannot be located in easements or setbacks.

Pete Sitterle with Comet Signs, 5003 Stout Dr., San Antonio, Texas, submitted a speaker card to in support of this item. Mr. Sitterle explained the layout of the proposed HEB development. They are requesting approval for the coordinated sign plan.

Mr. Sitterle answered questions from the Commissioners. He clarified the request was only for HEB.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve Item #9 – the Coordinated Sign Plan for HEB

There was no further discussion.

**Motion to Approve Carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to adjourn the meeting at 8:13 p.m. on Wednesday, February 8, 2023.

There was no further discussion.

**Motion to Approve Carried 4-0**

These minutes were approved by the Planning and Zoning Commission on the 8<sup>th</sup> day of March 2023. *(Audio recording archived)*

**APPROVED:**

---

LaKesha Small  
Chairperson

**ATTEST:**

---

Scott Dunlop  
Development Services Director



14807 E US 290

Write a description for your map.

Legend

- 14807 U *Item 5.*
- CAYSA
- Feature 1
- Feature 2
- Feature 3
- Storage King USA







Pamela Madere  
(512) 236-2048 (Direct Dial)  
(512) 236-2002 (Direct Fax)  
pmadere@jw.com

December 12, 2022

Scott Dunlop, Director  
Development Services Dept.  
City of Manor  
105 East Eggleston Street  
Manor, TX 78653

Re: 14807 East Hwy 290 Manor, Texas – Annexation and Zoning Application for APPROXIMATELY 22.78 acres being out of an a portion of the A.C. CALDWELL SURVEY NO. 52, Abstract No. 154, in Travis County, Texas, and being the same property called 22.65 acres as described in a Deed recorded in Volume 10302, Page 548, Real Property Records of Travis County, Texas. (*the “Property”*)

Dear Mr. Dunlop:

We are submitting zoning and annexation applications for the Property. We are requesting MF-2 zoning and intend to develop the Property as a residential multi-family housing project.

The Property is currently in the City’s ETJ. The Property is identified as parks/open space on the FLUM and is along the commercial corridor as identified in the City of Manor draft Comprehensive Plan. Adjacent property uses are commercial corridor to the west and south, parks/open space to the east, and neighborhood to the north on the opposite side of Hwy. 290. Residential multi-family is the highest and best use of the Property based on the configuration of the Property and environmental conditions on the site.

The following documents are included with the application for voluntary annexation:

1. Signed and notarized Annexation Request and Petition;
2. Metes and bounds description of the property;
3. Property survey;
4. General Warranty Deed; and,
5. Signed Agreement Regarding Post-Annexation Provision of Services.

The following documents are included with the zoning application:

1. General Warranty Deed;
2. Tax Map showing property owners within 300 feet;
3. Mailing labels of property owners within 300 feet;
4. Metes and bounds description of the property; and
5. Property survey.

The annexation and zoning of this property will promote a safe, orderly, healthy, and vibrant development, as well as providing enhanced housing for the local community and the region.

Please contact me if you have any questions.

Sincerely,



Pamela Madere

Enclosures: Zoning Application and Exhibits  
Annexation Application and Exhibits

Dinh Chau & Anh Kim Pham  
1201 Porterfield Dr  
Austin, TX 78753

Timmerman Properties Inc.  
PO Box 4784  
Austin, TX 78765

Duque States LLC  
2311 W. Howard Ln  
Austin, TX 78728

Greenfield Oz Real Estate LP & PV  
Interstate LLC  
18732A Centro Main St  
Shenandoah, TX 77385

Capital Area Youth Soccer Association  
PO Box 352  
Manor, TX 78653

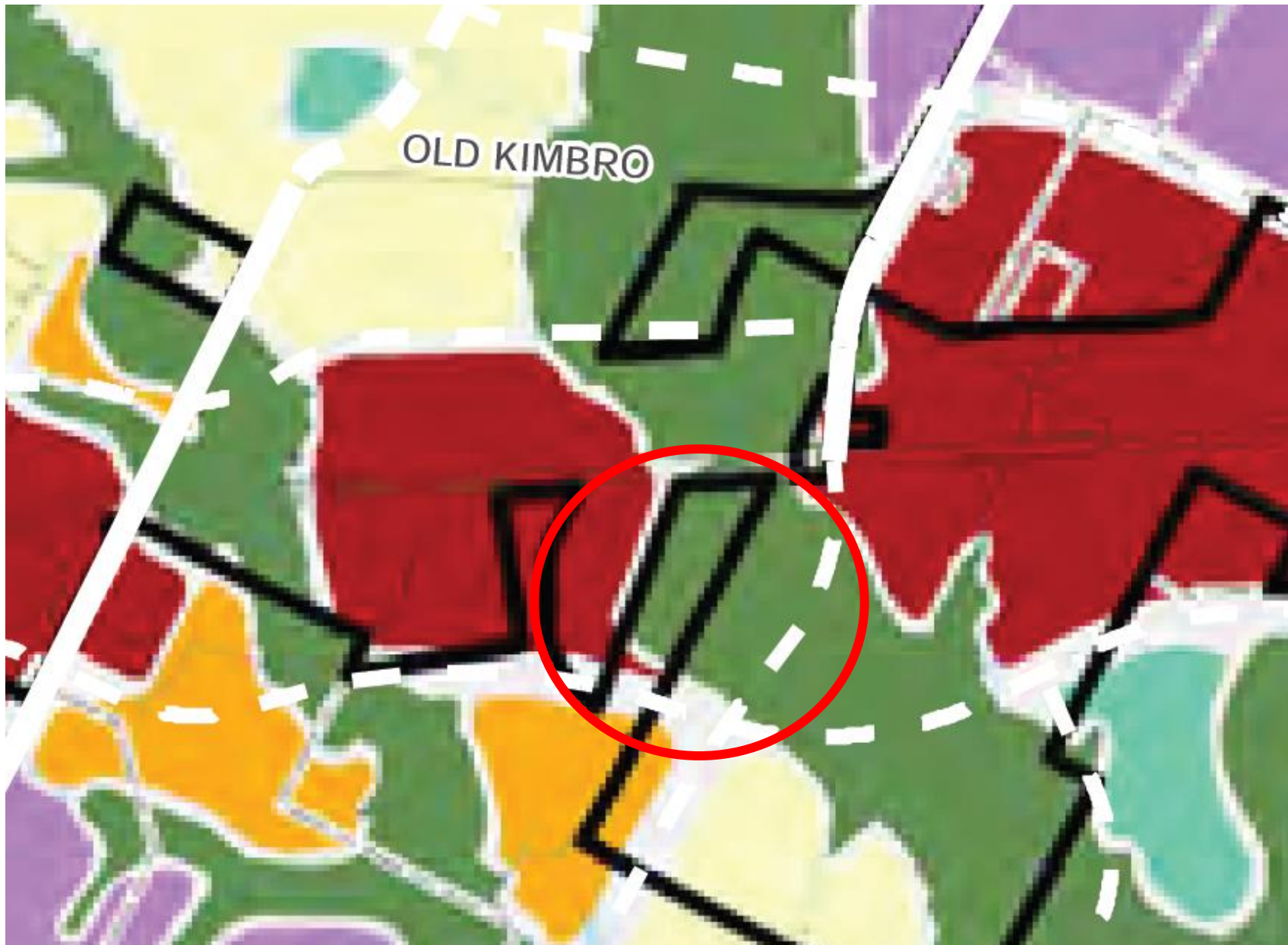
Mason-Darnell Todd & Kim  
14601 US Highway 290 E Apt D  
Manor, TX 78653

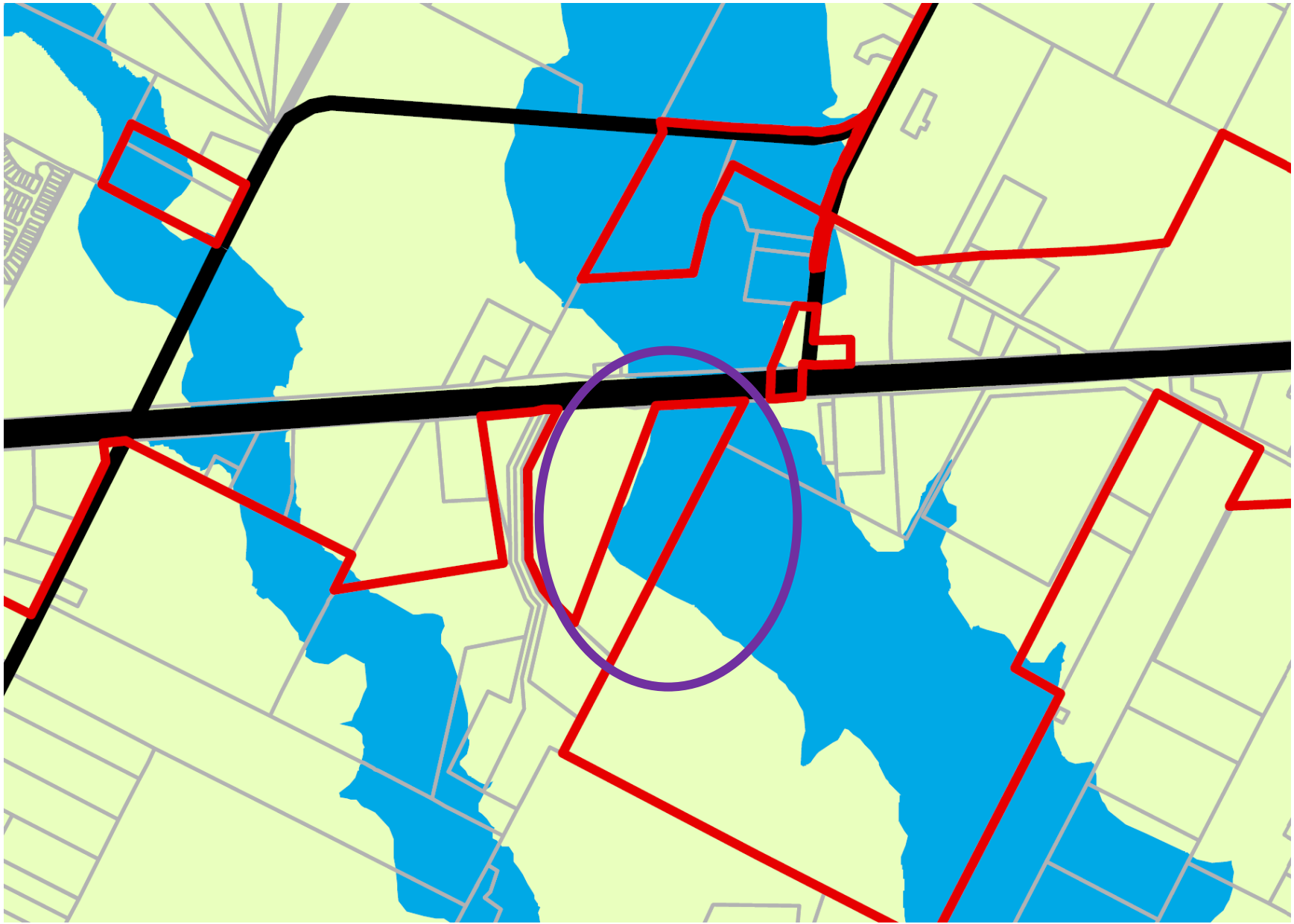
Mason Marilyn M & Ronald J  
14601 US Highway 290 E Apt C  
Manor, TX 78653

Kondrath Amy L & Jeremy C  
14601 US Highway 290 E Apt B  
Manor, TX 78653

Eartc Investments Dos LLC  
14719 E US Hwy 290 Ste 106  
Manor, TX 78653

MB & MS Enterprises Inc  
PO Box 82653  
Austin, TX 78708







2/21/2023

## City of Manor Development Services

# Notification for a Subdivision Rezoning Application

Project Name: 14807 E US 290 Rezoning A to MF-2  
 Case Number: 2022-P-1499-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and Manor City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a rezoning application for 14807 E US 290, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing Regarding the submission of a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

***Applicant: Jackson Walker***

***Owner: Krantz Properties***

The Planning and Zoning Commission will meet at 6:30PM on March 8, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on March 15, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

*Applicant: Jackson Walker*

*Owner: Krantz Properties*

### BACKGROUND/SUMMARY:

This property is currently in our ETJ but has filed an annexation petition. They are requesting MF-2 Multi-family 25 zoning upon annexation. The property is majority impacted by a floodplain so on the Future Land Use Map it is designated as open space but is the adjacent area is Commercial Corridor. The frontage on US 290 for this property is also limited by the creek and bridge, reducing the accessible frontage to approximately 75 feet.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Letter of intent
- Rezone Map
- Aerial Image
- FLUM 1
- FLUM 2
- Floodplain map
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

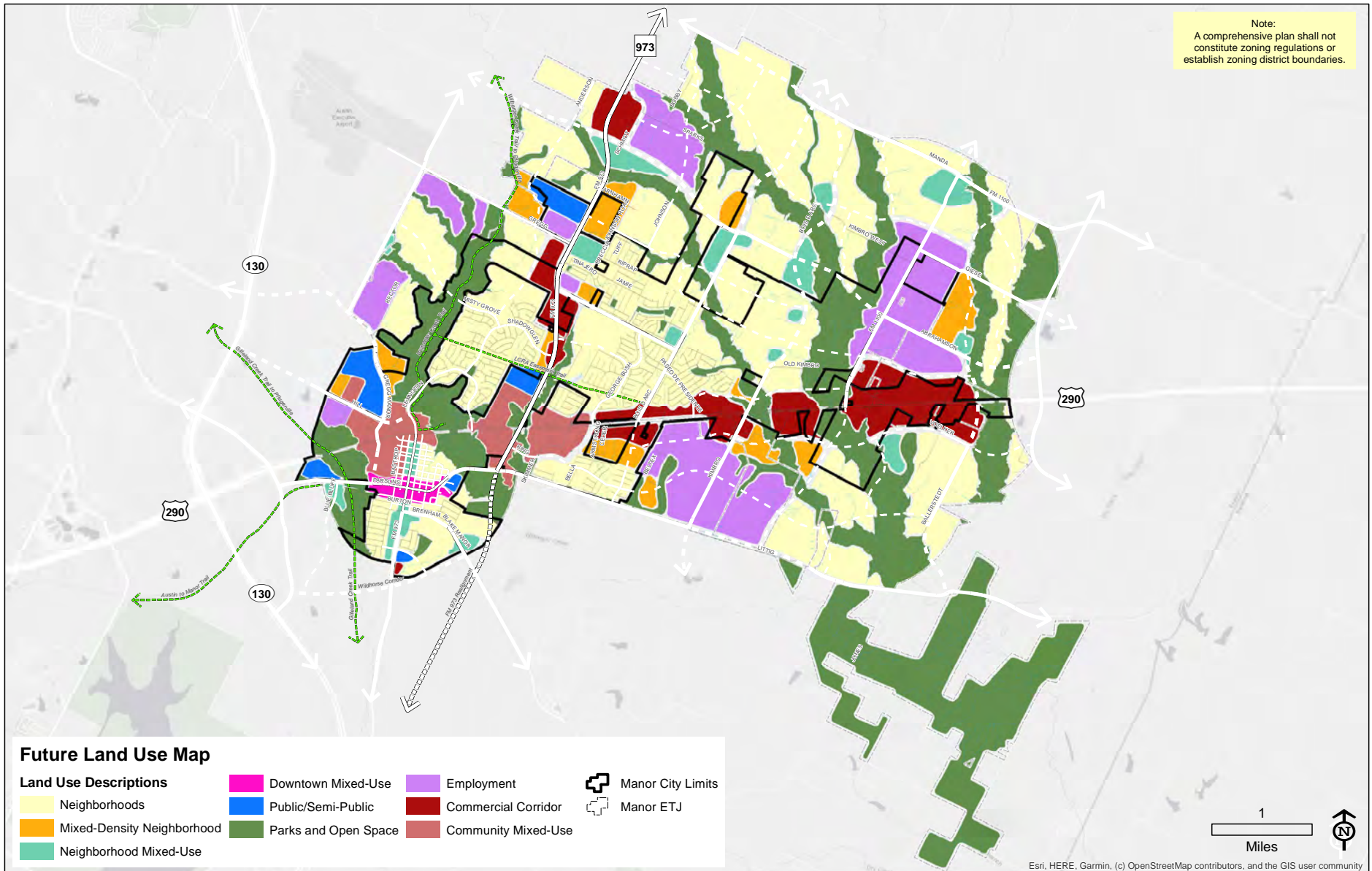
It is the City Staff's recommendation that the Planning and Zoning Commission postpone a Rezoning Application for one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



Map 3.1.Future Land Use Map

## COMMERCIAL CORRIDOR

Commercial Corridors consist of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial or retail uses.

They are typically located along high volume roadways or at high volume intersections and generate large amounts of sales tax revenue.

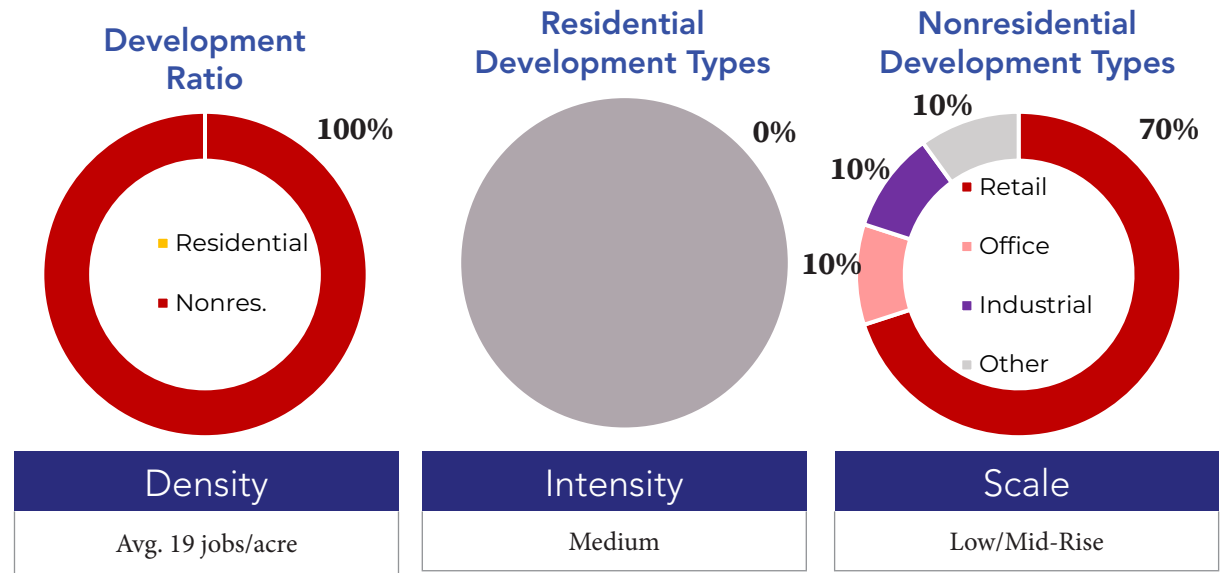
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

While it is recognized these corridors rely upon automobile accessibility and exposure, development should seek opportunities to leverage different forms with elements of mixed-use within the non-residential use framework. This introduces walkability for people once they arrive, reducing the number of trips and increasing the area's appeal as a destination.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

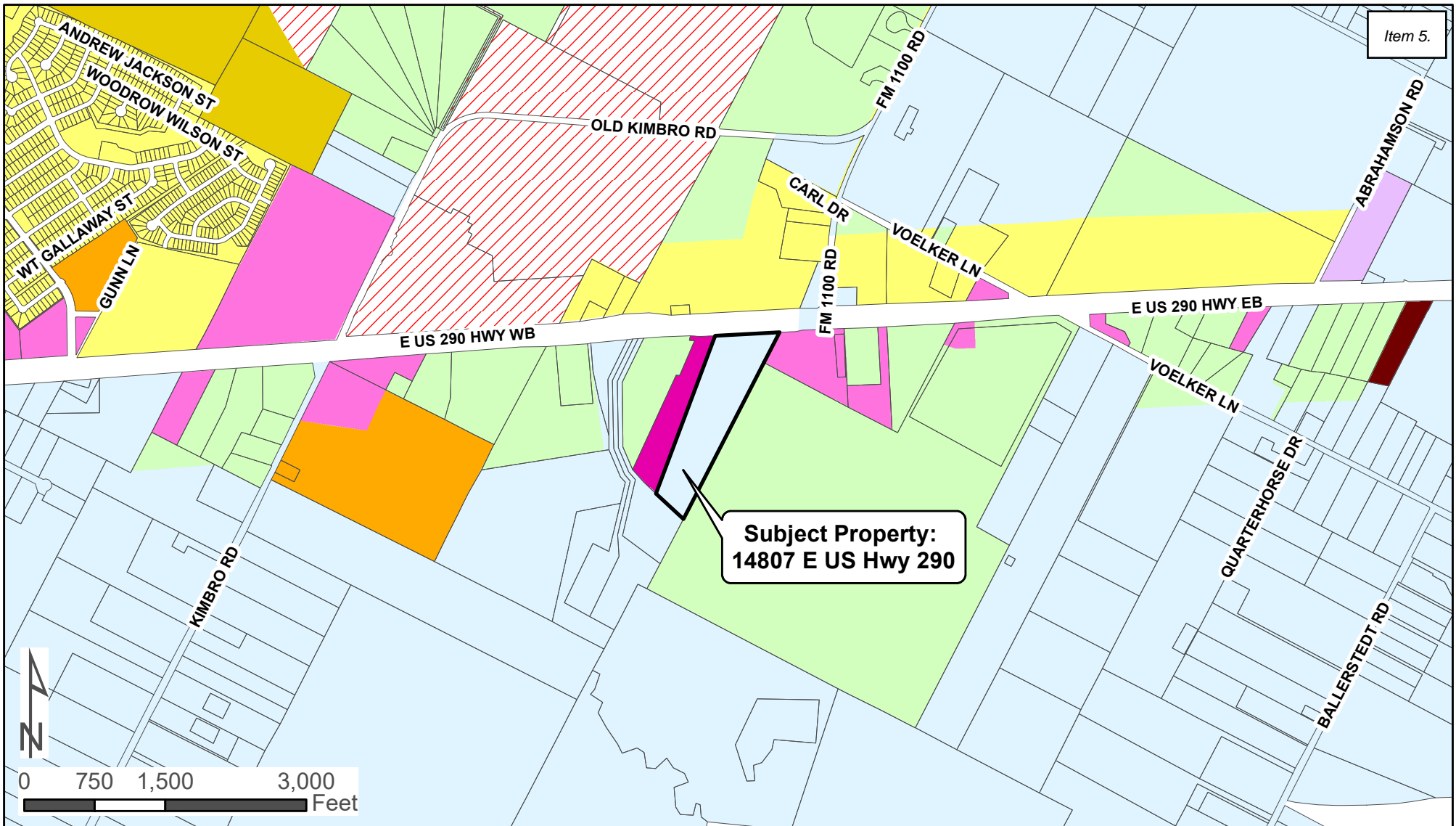
- Healthcare services, including hospitals.
- Retail and entertainment.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing.

Figure 3.6. Commercial Corridor Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate, as the Commercial Corridors are generally oriented towards uses that rely on access and visibility to major roadways and highways and residential is not encouraged along the major roadways and highways for environmental justice and quality of life reasons. The activity and traffic generated by Commercial Corridor uses is not compatible with residential housing.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●○○○○	
Apartment House (3-4 units)	●○○○○	
Small Multifamily (8-12 units)	●○○○○	
Large Multifamily (12+ units)	●○○○○	
Mixed-Use Urban, Neighborhood Scale	●●●○○	May be nonresidential mixed-use, such as office over retail or some residential can be appropriate if deeper within a site and less proximate to the major roadways. Residential mixed-use can also be appropriate to support transition to adjacent, lower density or residential areas. To note, mixed-use buildings are typically considered the highest fiscally performing development type on a per-acre basis.
Mixed-Use Urban, Community Scale	●●●○○	
Shopping Center, Neighborhood Scale	●●●●●	Appropriate overall.
Shopping Center, Community Scale	●●●●●	
Light Industrial Flex Space	●●○○○	Not considered appropriate due to limited potential for sales tax revenue generation and lower dependence on direct exposure to major roadways; can be appropriate if deeper within a site and less proximate to the major roadways, but should not be predominant use.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function of this future land use category; likely more functional facilities, such as utilities, rather than people-centered or community serving facilities.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.





## Proposed: Multi-Family 25 (MF-2)

### Zone

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.

*Applicant: Kimley Horn*

*Owner: SG Land Holdings, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is part of Phase 3 of Shadowglen, which is the final phase. This phase has 6 sections, this is for sections 1 and 2 that are along Rector Loop. The two sections include 354 single family lots.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Preliminary Plat Map
- Engineering Letter
- Shadowglen Response Letter
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and sixty one (361) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**







1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, November 14, 2018

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan (*Preliminary Plan*) submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(2)(iii), Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.
2. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(2)(vii), the locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.
3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(iii), the locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights-of-way; and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat.
4. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vii), Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(viii), Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:
  - a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
  - b) 1: 1 for Significant Trees between eight (8) and eighteen ( 18) in caliper.
  - c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.
6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.
7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vi), the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.
8. Some of the drawings appear to be cut off. Adding matchlines where applicable may help to clarify where each section is located.
9. The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2.

10. Clearly differentiate between existing and proposed waterline and wastewater lines.
11. Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.
12. The following comments pertain to the requested variances:
  - i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be 8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.
  - ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20%=60 ft, 20%=55 ft, 20%=50 ft and 25%=40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.
  - iii. Is taken from the DA and is fine.
  - iv. Is taken from the DA and is fine.
  - v. Is taken from the DA and is fine.
  - vi. Is taken from the DA and is fine.
  - vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?
  - viii. Clarify what was revoked.
  - ix. Would full construction plan sets be submitted for the pathways?
  - x. Is ok.
  - xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.
13. There appears to be now variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended.
14. It is highly unlikely that any waivers to deviate from the DA will be granted.
15. Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and 8.5 acre community park is required.

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,



11/14/2018 4:58:19 PM  
Shadowglen Phase 3 Section 1 & 2 Preliminary Plan  
2018-P-1154-PP  
Page 4

Pauline Gray, P.E.  
Lead AES  
GBA



February 18, 2019

City of Manor  
Pauline Gray, P.E.  
105 E. Eggleston Street  
Manor, TX 78653

**RE: Preliminary Plan for Shadowglen Phase 3 (Permit No. 2018-P-1154-PP)  
Section 1 & 2  
Manor, Texas 78653**

Dear Ms. Gray:

Please accept this Comment Response Letter for the above reference project. This submittal is in response to the comments provided by the City of Manor on November 14, 2018. The original comments have also been included below, for reference.

**Comment 1.** Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.

**Response: A tree survey has been included with this submittal.**

**Comment 2.** The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.

**Response: All existing utilities have been shown and labeled.**

**Comment 3.** The locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights-of-way; and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat

**Response: Proposed street names, easements, right-of-way and dimensions have been shown on the Preliminary Plan.**

**Comment 4.** Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.

**Response: All Significant Trees within the project limits to remain and/or removed have been shown with this submittal.**

**Comment 5.** The Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:

- a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
- b) 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.
- c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval

**Response:** **The Development Agreement requires a minimum of 2 – 2” caliper trees to be planted for each residential lot.**

**Comment 6.** A Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.

**Response:** **TIA Scope has been approved and will be submitted as soon as it has been completed.**

**Comment 7.** Provide the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided

**Response:** **Lengths are depicted for each proposed property line for all lots except for future lots on Sheet 3 & 4. Area for every lot is provided in Sheet 5.**

**Comment 8.** Some of the drawings appear to be cut off. Adding match lines where applicable may help to clarify where each section is located

**Response:** **Match lines have been added. In addition, a Key Map is provided on each sheet where drawings are cut off.**

**Comment 9.** The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2.

**Response:** **The MUD that will serve the proposed project is Wilbarger Creek M.U.D. #1 and is noted in Note 3 on Sheet 2.**

**Comment 10.** Clearly differentiate between existing and proposed waterline and wastewater lines.

**Response:** **All proposed utilities are shown in bold and existing utilities are thin.**

**Comment 11.** Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.

**Response:** **The proposed wastewater connection tie-in location is shown on Sheet EX-L and the proposed water tie-in locations are shown on Sheet EX-J.**

**Comment 12.** The following comments pertain to the requested variances:

- i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be



8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.

**Response:** This information was shown on the Cover Sheet (Sheet #1) just under the Vicinity Map.

- ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20%=60 ft, 20%=55 ft, 20%=50 ft and 25%=40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.

**Response:** This information was shown on the Cover Sheet (Sheet #1) just under the Vicinity Map.

- iii. Is taken from the DA and is fine.

**Response:** Noted

- iv. Is taken from the DA and is fine.

**Response:** Noted

- v. Is taken from the DA and is fine.

**Response:** Noted

- vi. Is taken from the DA and is fine.

**Response:** Noted

- vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?

**Response:** The report and development plan were submitted with the initial submittal of the Preliminary Plan review.

- viii. Clarify what was revoked.

**Response:** This noted was copied from Phase 2 Preliminary Plan. This note has been removed.

- ix. Would full construction plan sets be submitted for the pathways?

**Response:** Yes, a full separate construction plan set will be submitted for the pathways.

- x. Is ok.

**Response:** Noted

- xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.

**Response:** This noted was copied from Phase 2 Preliminary Plan. There are no new variance being requested. The variance as discussed in the general notes refers to the existing approved PUD variances.

**Comment 13.** There appears to be now variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended

**Response:** No additional waivers to deviate from the Development Agreement are being requested at this time.

**Comment 14.** It is highly unlikely that any waivers to deviate from the DA will be granted.

**Response:** No additional waivers to deviate from the Development Agreement are being requested at this time.

**Comment 15.** Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and 8.5-acre community park is required.

**Response:** Lot 1 in Section 1 (7.7 acres) will be utilized for the amenity center and detention pond. The subsequent sections of Shadowglen Phase 3 will satisfy the remaining parkland requirements.

Please contact me at 512-551-1839 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jason Reece, P.E.  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, March 27, 2019

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(2)(iii), Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown on the preliminary plat.~~
2. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(2)(vii), the locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, waterlines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be shown on the preliminary plat.~~
3. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(iii), the locations, dimensions, names and descriptions of all proposed streets, alleys, parks, nature preserves, open spaces, blocks, lots, reservations, easements, and rights of way, and areas within the subdivision, indicating the connection to or continuation of other improvements in adjacent subdivisions be shown on the preliminary plat.~~
4. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(vii), Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles on the preliminary plat.~~
5. ~~Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance-263B Section 22(c)(3)(viii), Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~
  - a) ~~1:2 for Significant Trees eighteen (18) inches in caliper and larger, and~~
  - b) ~~1: 1 for Significant Trees between eight (8) and eighteen ( 18) in caliper.~~
  - c) ~~Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.~~

**6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required.** ~~A scoping meeting must be conducted with City Staff prior to assembly of the TIA document.~~

~~7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(3)(vi), the lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.~~

~~8. Some of the drawings appear to be cut off. Adding matchlines where applicable may help to clarify where each section is located.~~

**9. The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2. (See upper left corner of sheet).**

~~10. Clearly differentiate between existing and proposed waterline and wastewater lines.~~

~~11. Clearly show where the proposed waterline and wastewater lines will tie in to the existing systems.~~

12. The following comments pertain to the requested variances:

- i. The lot sizes have been determined for the entire Shadowglen Development. Per the Development Agreement (DA), 25% can be 5,000 sf, 20% can be 5,500 sf, 20% can be 6,000 sf, 20% can be 6,500 sf, 7.5% can be 7,400 sf and 7.5% can be 8,000 sf. These are percentages for what has been already been constructed and approved. It should be shown how many of each lot type has already been constructed and approved and how many are proposed with this Phase.
- ii. There are set percentages for lot widths that need to be followed: 15% = 65 ft, 20% = 60 ft, 20% = 55 ft, 20% = 50 ft and 25% = 40 ft. You can deviate from those percentages +/- 5%. It would be helpful to have a table of where the development currently is and what it will be at with the proposed lots.
- iii. Is taken from the DA and is fine.
- iv. Is taken from the DA and is fine.
- v. Is taken from the DA and is fine.
- vi. Is taken from the DA and is fine.
- vii. This needs to be clarified as to what the development plan and report are. Would this show the lot sizes and widths for Shadowglen overall?
- viii. Clarify what was revoked.
- ix. Would full construction plan sets be submitted for the pathways?
- x. Is ok.
- xi. Please provide documentation as to when the variance request was granted along with a copy of the approved request.

~~13. There appears to be a new variance process in the DA so the only way to have any new variances approved would be through an amendment to the DA. There are already agreed to variances in the DA, so if additional ones are requested the DA would need to be amended.~~

~~14. It is highly unlikely that any waivers to deviate from the DA will be granted.~~

**15. Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and an 8.5 acre community park is required. The 8.5 acres is shown on the park plan as a contiguous tract that is 100% non-floodplain and contains only approved "Parkland Infrastructure". Lot 1 in Section 1 is shown as open space on the park plan, which is separate from the required community park space, and the lot contains detention facilities which are not approved "Parkland Infrastructure" for a community park. Any lot proposed to meet the "Additional Land" requirement of the DA should be labeled as only "Additional Land" or "Upland Park" with separately defined acreage from any open space or drainage lots.**

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 (737) 247-7557, 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.  
Lead AES  
GBA



July 26, 2019

Mr. Santiago A. Araque Rojas, P.E.  
Kimley-Horn  
10814 Jollyville Road, Avallan IV, Suite 300  
Austin, TX 78759

Re: Traffic Impact Analysis for  
Shadowglen Phase 3 Sections 1 and 2  
July 2019 Submittal

Dear Mr. Rojas,

The traffic impact analysis submitted Kimley-Horn and received by our office on July 2, 2019, has been reviewed for compliance with the City of Manor Subdivision and Zoning Ordinances. The analysis report is in general conformance with the Ordinances with the following exceptions:

1. Greg Manor is spelled Gregg Manor. The spelling error should be corrected throughout the submittal.
2. The analysis is for existing conditions and the full build out year of 2023 without any phasing. Please identify when the infrastructure improvements will be built. We recommend revising the TIA document to reflect a phased construction of the site.
3. The third paragraph on Page iv states "... and agreed upon with the Travis County and City of Manor. Clarify what was agreed upon.
4. The proposed bridge is required in order for the development to be constructed and should not be counted as a traffic mitigation.
5. Proposed mitigations, phasing and funding of proposed mitigation improvements will need to be determined prior to TIA approval. A meeting will need to be set up with City of Manor, Travis County and TxDOT to discuss proposed mitigations.
6. The proposed mitigation costs for signal installations should be adjusted to a minimum of \$400,000.
7. The bridge to be constructed with Shadowglen Phase 3 is not a mitigation. Improvements internal to the site are not mitigation and should not be counted as mitigations.

8. Clarify if the TIA is for all of Shadowglen Phase 3.
9. The Concept Plan included with the submittal lists 1036 residential lots while the TIA lists 1040.
10. The traffic count data included in the report includes only the time period used in the analysis. All collected traffic count data must be provided as justification for using the selected periods.
11. The background development land use information for Lagos does not match what has been submitted with the TIA for Lagos.
12. Table 2 on Page 5 lists the project name as Ventura Parmer.
13. Clarification should be made as to why some of the trip distributions on the Exhibit page 4 show 0%.
14. In Table 7 there are intersections at build out that are have a LOS of A but a worse LOS with mitigations.
15. Mitigated Build Out Peak Hour delays and intersection levels of service are not sufficiently mitigated to the No Build Peak Hour delays and intersection levels of service. Revise mitigations accordingly to achieve adequate mitigation of delays and levels of service.
16. The report indicates that the level of service for several intersections in 2023 is expected to be level F. The adopted Austin Transportation Criteria Manual (TCM) considers an F level of service unacceptable. The report must include proposed improvements that will raise the level of service to an acceptable level.
17. In Table 9 there are proposed mitigation measures to add 200 or 250 feet of right turn lane but with difference unit costs for the same installation. This is true for the proposed traffic signal installations as well.
18. Grove is misspelled in Table 9.
19. Comments from Travis County and TxDOT have not been included with this review letter.
20. The report must be sealed by a licensed engineer (in the state of Texas) and include a certification statement that the report was generated in accordance with the City of Austin Transportation Criteria Manual.

Additional comments may be generated as requested information is provided. A comment response letter, indicating how each comment has been addressed, must be submitted with the resubmittal. Review of this submittal does not constitute a verification of 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.

Sincerely,



Pauline M. Gray, P.E.  
PMG/s

Copy: Scott Dunlop, City of Manor



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, September 9, 2020

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Shadowglen Phase 3 Section 1 & 2 Preliminary Plan (*Preliminary Plan*) submitted by Kimley Horn and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

#### **THE FOLLOWING COMMENTS ARE FOR THE FIRST SUBMITTAL OF THE DETENTION WAIVER REQUEST:**

- 1. The detention waiver request will need to be approved by TRAVIS COUNTY as well the City of Manor.**
2. Clarify why the Areas for the curve numbers are different for existing vs proposed in Table 3.
3. Clarify which section of the City of Austin Drainage Criteria Manual you are requesting the Waiver Request for.
4. Per the City of Austin Drainage Criteria Manual Section 1.2.2(D), stormwater runoff peak flow rates shall not be increased at any point of discharge from a site for the two (2), ten (10), 25 and 100-year storm frequency events.
5. The waiver request states that minor changes in velocity occur within Wilbarger Creek and that the changes are minor. The report states that increases in peak flows during the 2- and 25-year storm events are less than 0.02% of their existing peak flows and will have no adverse impact on Wilbarger Creek and no additional adverse flooding will take place as a result of the proposed development. Please provide calculations showing that the increased velocities will not affect erosion.
6. Provide calculations showing that the developed intensity curve numbers include streets, sidewalks and any other impervious cover items in their calculations. The residential curve numbers appear low.
- 7. PROVIDE DOCUMENTATION THAT THE WAIVER REQUEST HAS BEEN APPROVED BY TRAVIS COUNTY.**

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.  
Lead AES  
GBA

André Betit, PE  
 Daniela Guthrie, PE  
 Travis County TNR Road and Bridge  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

### ***Traffic Impact Analysis for Shadowglen Phase 3 TIA***

Please accept this *Comment Response Letter* in reply to Travis County Completion Check review, dated December 14, 2020 regarding the referenced project. Original comments have been included for reference, while Kimley-Horn responses are listed in **maroon**.

#### **COMPLETION CHECK COMMENTS**

1. Sight Distance Analysis: The TIA shall include horizontal and vertical sight distance analysis for both Stopping Sight Distance (SSD) and Intersection Sight Distance (ISD); however, only the horizontal intersection sight distance analysis was included in the report. Please include all exhibits as part of the update.

***Response: Vertical sight distance figures have been included in this submittal in Appendix M along with the horizontal sight distance figures.***

2. Section I.5.d requires a roadway sizing analysis for all connecting internal roadways. It appears the driveways/internal roadways weren't included in the report.

***Response: A roadway sizing analysis has been included in the Phase 1 section of the report (Page 40-41) for the primary entrance roads to the Phase 1 development (2023) – called Driveway 1 and Driveway 2. The roadway sizing analysis for Driveway 3/Misty Grove Boulevard is included with the Phase 2 development (2025) of the report (Page 60).***

***The roadway classifications are noted on the overall site plan included as Figure 1, including notes for each classification used.***

3. Section II.1 (a): Annual growth rate. Please provide printouts or screen shots of the TxDOT count maps in the appendix of the report.

***Response: Growth rate calculations and the relevant TxDOT historical data has been included in Appendix C.***

***The growth rate table included shows an average growth rate of 9%; however, we are proposing a 3% growth rate as a more realistic growth rate to be sustainable over a 5-year development schedule. A 3% growth rate also aligns with the growth trends utilized in the background projects included in this TIA, as shown in the table below.***

Project	Growth Rate
Wildhorse PUD	*
Lagos	1.00%
Equinox East	3.00%
Shadowglen PUD	2.00%
*Not included in report provided	



4. Please provide the electronic version of the NCHRP 457 spreadsheets. They appear to be missing.

**Response: The Excel spreadsheets are included with this submittal.**

Please contact me with questions or if additional information is required before January 4, 2021. I can be reached at 979 307 5030 or via email at [allison.adams@kimley-horn.com](mailto:allison.adams@kimley-horn.com).

Sincerely,



Allison Adams, P.E.

*For future communication, questions and comments may continue to be directed to Santiago Araque Rojas, P.E., the project manager, using the following information:*

Santiago A. Araque Rojas, P.E.  
Project Manager  
[santiago.araque@kimley-horn.com](mailto:santiago.araque@kimley-horn.com)  
(512) 418-4514

February 8, 2021

Mr. Santiago A. Araque Rojas, P.E.  
Kimley-Horn and Associates, Inc.  
10814 Jollyville Road  
Campus IV, Suite 200  
Austin, TX 78759

SUBJECT: Review Comments for Traffic Impact Analysis Report  
Shadowglen – Phase 3 (Manor, TX) (1<sup>st</sup> Submittal)

As requested by the City of Manor, GBA's traffic and transportation engineers have completed a technical review of the above referenced Traffic Impact Analysis (TIA) report submitted by Kimley-Horn. This TIA report submittal was received by the City of Manor on January 8, 2021 and provided to GBA at that time. In addition, we have also reviewed your supplemental information provided in response to the Travis County Completion Check review, dated December 14, 2020.

We would offer the following comments and observations regarding both our independent review of the submitted TIA report, as well as the County's comments provided during their content review and Kimley-Horn's subsequent responses:

1. There are several minor mistakes within the report document's Table of Contents:
  - It appears that there is a gap in the report page numbering, with Pages 12-19 missing.
  - The "Trip Distribution and Assignment" description is actually provided on Page 10.
  - In the Listing of Tables, **Tables 9-10** (2023 AM/PM Queuing Summary) and **Tables 16-17** (2025 AM/PM Queuing Summary) have been omitted, and items from **Table 9** to **Table 21** have been mislabeled as a result.
2. We find the submitted TIA report to be in general compliance with the Scope & Study Area guidance provided by Travis County personnel, as depicted in **Appendix A**, but would offer these observations:
  - We generally concur with the "factoring" of the existing traffic counts, including Kimley-Horn's COVID adjustment process and the use of some historical traffic growth factors to adjust 2019 traffic counts to current conditions (see further discussion of utilized traffic growth factors provided below in comment #4).
  - Please provide additional description, clarification and illustrations of the data collected for the purposes of calibrating the existing Synchro operational analyses.
  - We noted that there was an increase of 6 dwelling units proposed within the development between the scoping stage and this report submittal, resulting in negligible increases in expected trip generation of 58 daily trips, 4 total AM trips, and 6 total PM trips.
  - In **Appendix B**, the **Exhibit B1** does not explicitly provide the trip generation estimates for each adjacent approved project individually as required, nor does **Exhibit B2** allow for any tracking of site-generated trips from these adjacent projects on an individual basis with the way that these trips have been aggregated and summarized.
  - While we did note that existing traffic signal timing sheets were included within the electronic submittal package, they were not included in the Appendix of the TIA as listed in Submittal Requirement #5.
3. Please clarify the background traffic development volumes used for the purposes of this TIA. Good description is provided for the adjacent approved developments on Page 3 for the 2023

scenario. However, different (i.e., higher) assumptions for the background traffic from the adjacent approved developments may have been appropriate for the 2025 scenario.

- Was additional traffic beyond Phase 1 of the Lagos development included in the 2025 scenario, as this development progresses toward completion in 2030? If not, why?
- The Equinox East development is expected to be completed by 2027. Should additional traffic (up to 75% if linear growth is assumed) from this development have been considered for the 2025 scenario?

4. We have independently reviewed the supplemental TxDOT historical data provided by Kimley-Horn and summarized in the attached **Appendix C**. We understand that a 3% annual growth rate appears consistent with the growth trends utilized in the several background projects included in this TIA report, and why it is therefore recommended for use by Kimley-Horn. The TIA report also says that this 3% growth rate has previously received concurrence from both City and County staff.

However, our independent review of the TxDOT data in **Appendix C** indicates that annual growth rates in the range of 6% to 12% have been demonstrated over the five-year period from 2015 to 2019 at several of the nearby count stations, most notably those on US-290, Lexington Street south of US-290, and at the two locations on FM 0973 to the north of US-290. Therefore, more substantial background traffic growth has recently been demonstrated and sustained in the vicinity of this project site, and a more aggressive background growth rate may be advisable. We would note that any substantial increase in the background traffic volumes under the 2023 and 2025 development thresholds could result in additional mitigation countermeasures being required at the study intersections.

5. When reviewing the provided Trip Generation estimates in **Table 4** and **Appendix D**, we confirmed that Kimley-Horn utilized the Average Rates from ITE for Land Use 210. In this case, we concur with the use of these Average Rates since doing so represents a “conservative” approach that actually generates additional daily, AM, and PM trips from the Shadowglen – Phase 3 development.
6. Please provide additional clarification and/or justification for the intermittent usage of both ICU and HCM – 6<sup>th</sup> Ed. overall intersection Levels of Service within **Table 6**. These appear to be used interchangeably at times, and in some cases the summarized LOS values do not correlate with the provided Synchro analysis for each respective intersection? We would suggest a thorough review to ensure the completeness and accuracy of this table.
7. Regarding the traffic signal warrants provided throughout the TIA report for both the 2023 and 2025 scenarios, please provide additional clarification for your recommendations about MUTCD Peak Hour Warrant 3. If the poor operations at several of the study intersections will not be improved using traffic signalization per Kimley-Horn’s recommendations, what additional geometric and/or traffic control mitigation countermeasures should be considered, if any?
8. We have reviewed the Sight Distance Analysis provided within this TIA, both the prior horizontal measurements and the supplemental vertical analysis now included in **Appendix M**. Although the Intersection Sight Distance (ISD) condition looking west from Drive 1 onto Rector Loop is marginally deficient (i.e., by about 35 feet from the 400 feet required), in general we concur that no detrimental sight conditions are expected for egress drivers at the site access street connections onto either Rector Loop (Drives 1 and 2) or Fuchs Grove Road (Drive 3).

9. The roadway sizing analyses completed for Drives 1 and 2 during Phase 1 of this development, as well as for Drive 3 during Phase 2, appear to be complete and accurate. As noted by Kimley-Horn, the proposed roadway classifications are included on **Figure 1** provided in the TIA report.
10. We have reviewed the Excel calculation spreadsheets provided by Kimley-Horn to perform evaluations for the mainline auxiliary turn lane warrants, as described by NCHRP 457. We have independently confirmed the results of these auxiliary turn lane warrant analyses, in particular those at the location of Drive 3 onto Fuchs Grove Road (see Pages 61-63 of the TIA report) that indicate both a southbound left-turn lane and a northbound right-turn lane are warranted. These recommended mainline turn lane improvements appear to have been properly accounted within the phased mitigation plans and “pro rata” cost estimates within the TIA, with the southbound left-turn lane being accommodated by the recommended roadway widening to provide a three-lane section with a two-way left-turn lane (TWLTL) on Fuchs Grove Road from Rector Loop to Gregg Lane and the northbound right-turn lane indicated as the last item in **Table 21** on Page 75.
11. In **Tables 11-12** and **Tables 18-19**, there are numerous instances where the lane group MOEs provided (i.e., v/c ratios and movement delays) do not directly correspond with the associated LOS colorations and are misrepresented. This is especially true for many of the shared mainline through/right-turn lane groups. It would be very helpful if the overall delay and LOS results for the signalized intersections was also depicted in these tables. For the AM conditions provided in **Table 11**, the comparative overall signalized data provided references the Existing PM Peak Hour results and should instead reference the Existing AM Peak Hour MOEs in our opinion.

Again, please provide additional clarification and/or justification for the intermittent usage of both ICU and HCM – 6<sup>th</sup> Ed. overall intersection Levels of Service within these tables. These appear to be used interchangeably at times, or in some cases the summarized LOS does not correlate with either LOS found in the provided Synchro analysis for each respective intersection? We would suggest a thorough review to ensure the completeness and accuracy of these MOE summary tables.
12. The adopted Austin Transportation Criteria Manual (TCM) considers an LOS “F” to be unacceptable. The TIA report must include proposed improvements that will raise the level of service to an acceptable level. Please confirm during your review of the reported MOEs in revised versions of **Tables 11-12** and **Tables 18-19** that these acceptable levels have been achieved at all study intersections.
13. **Tables 16-17** appear to be mislabeled, as they are supposed to be indicating the “2025” AM and PM Queue and Storage Length summaries.
14. Comments from Travis County and TxDOT have not been included within this review letter.
15. Additional comments may be generated as the requested information is provided. A comment response letter, indicating how each comment has been addressed, must be submitted with the resubmittal. Review of this submittal does not constitute a verification of 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 the City Engineers review the application for Ordinance compliance.

16. The phased mitigation cost estimates and “pro rata” cost sharing summaries may need to be reviewed pending the identification of any additional mitigation countermeasures at the study intersections.

Please feel free to contact us if you should have any questions regarding these independent review comments or need additional information.

Sincerely,

**GEORGE BUTLER ASSOCIATES, INC.**



Eric Sierra-Ortega, P.E.  
Project Manager



David J. Mennenga, P.E., PTOE  
Traffic Engineer

cc: City of Manor, TX  
Pauline M. Gray, P.E. (GBA)  
file



January 31<sup>st</sup>, 2022

City of Manor  
Pauline Gray, P.E.  
105 E. Eggleston Street  
Manor, TX 78653

**RE: Preliminary Plan for Shadowglen Phase 3 (Permit No. 2018-P-1154-PP)  
Section 1 & 2  
Manor, Texas 78653**

Dear Pauline Gray:

Please accept this Comment Response Letter for the above reference project. This submittal is in response to the comments provided by the City of Manor on March 27<sup>th</sup>, 2019. The original comments have also been included below, for reference. A summary of changes made since the previous submittal has also been included with this submittal.

**Comment 1.** Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 22(c)(4)(iv), Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual is required.

**Response:** **Noted. The TIA for this project has been submitted and is currently in the final stages of review/approval.**

**Comment 2.** The MUD number that will serve the proposed project is not listed on under the General Information on Sheet 2. (See upper left corner of sheet).

**Response:** **Noted. The MUD number has been added to Sheet 2.**

**Comment 3.** Parkland is required to be dedicated with Phase 3 of Shadowglen and should be consistent with Exhibit I of the DA. For Phase 3, 6.4 acres of greenbelt trails/linear parks and an 8.5 acre community park is required. The 8.5 acres is shown on the park plan as a contiguous tract that is 100% non-floodplain and contains only approved "Parkland Infrastructure". Lot 1 in Section 1 is shown as open space on the park plan, which is separate from the required community park space, and the lot contains detention facilities which are not approved "Parkland Infrastructure" for a community park. Any lot proposed to meet the "Additional Land" requirement of the DA should be labeled as only "Additional Land" or "Upland Park" with separately defined acreage from any open space or drainage lots.

**Response:** **Noted.**





Please contact me at 512-551-1839 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Jason Reece".

Jason Reece, P.E.  
Project Manager



KHA #069254503

12/19/2022

David Peyton  
Travis County TNR  
Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re:    Project: APP-Sub 450**  
          **Shadowglen Ph 3 Sec 1 & 2**

Dear David Peyton,

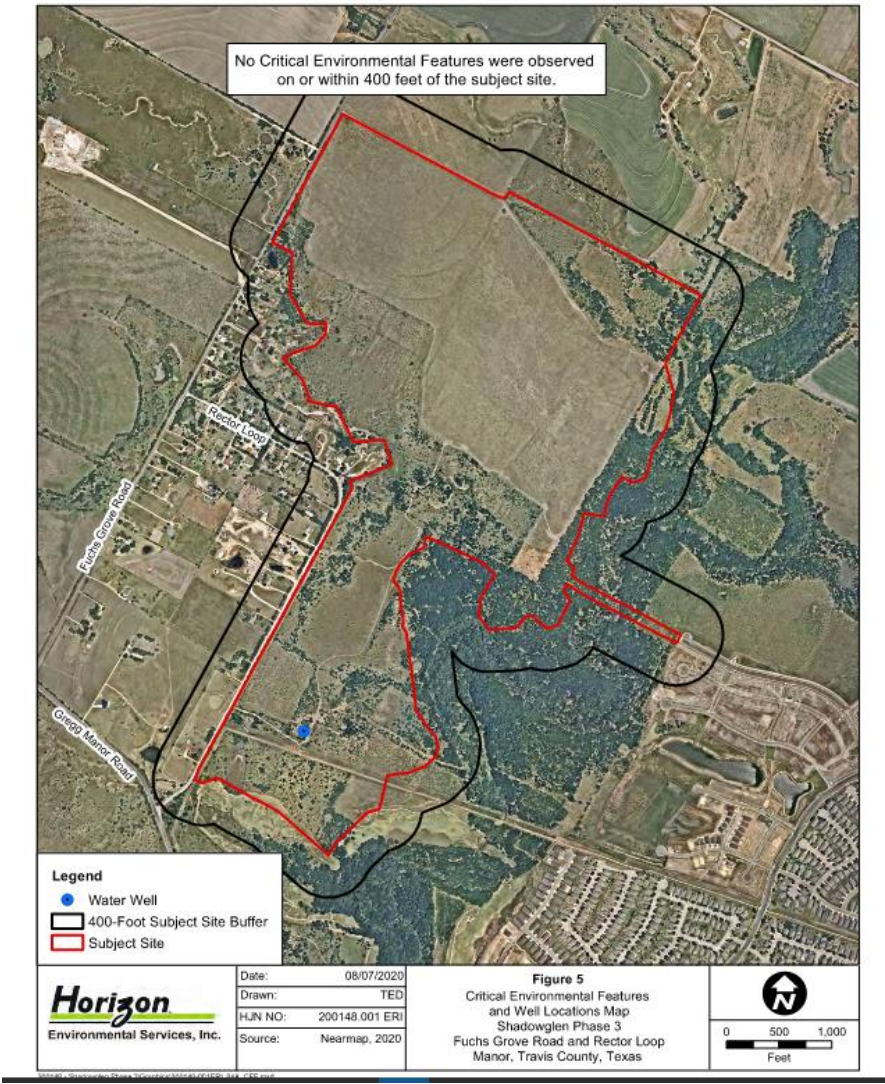
Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated March 10<sup>th</sup>, 2022, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

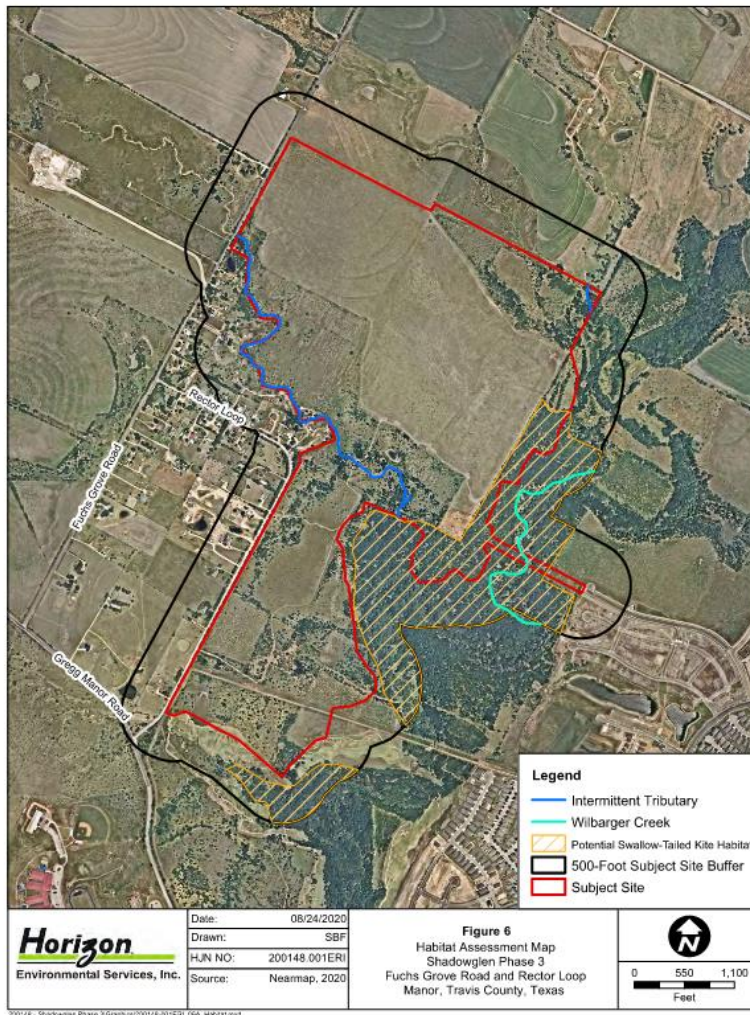
**GENERAL**

1. Add subdivision plat notes from 482.945.  
**Response: Acknowledged. Subdivision plat notes have been added to page 4 of the plat.**
2. **Note:** If applicable, add a note when the preliminary plan associated with this project was approved.  
**Response: We are currently resubmitting for our preliminary plan for this project.**

**WATERWAY, CEF SETBACK AND TREE PRESERVATION**

3. Provide a copy of the full environmental resource inventory more per the requirements found in 482.942.  
**Response: Acknowledged. A copy of the ERI has been attached with this submittal titled "Phase 3 ERI"**
4. Any waterway and or critical environmental feature setback areas identified by the ERI must be shown as a protective, platted easement, and once the plat is approved by the County Executive, must be recorded by the owner in the Official Public Records of Travis County, Texas as stated in 482.914.  
**Response: Based on the ERI there are no CEFs or waterways within the property. See Figure 5 and 6 (sheet 17 and 18) of the ERI.**



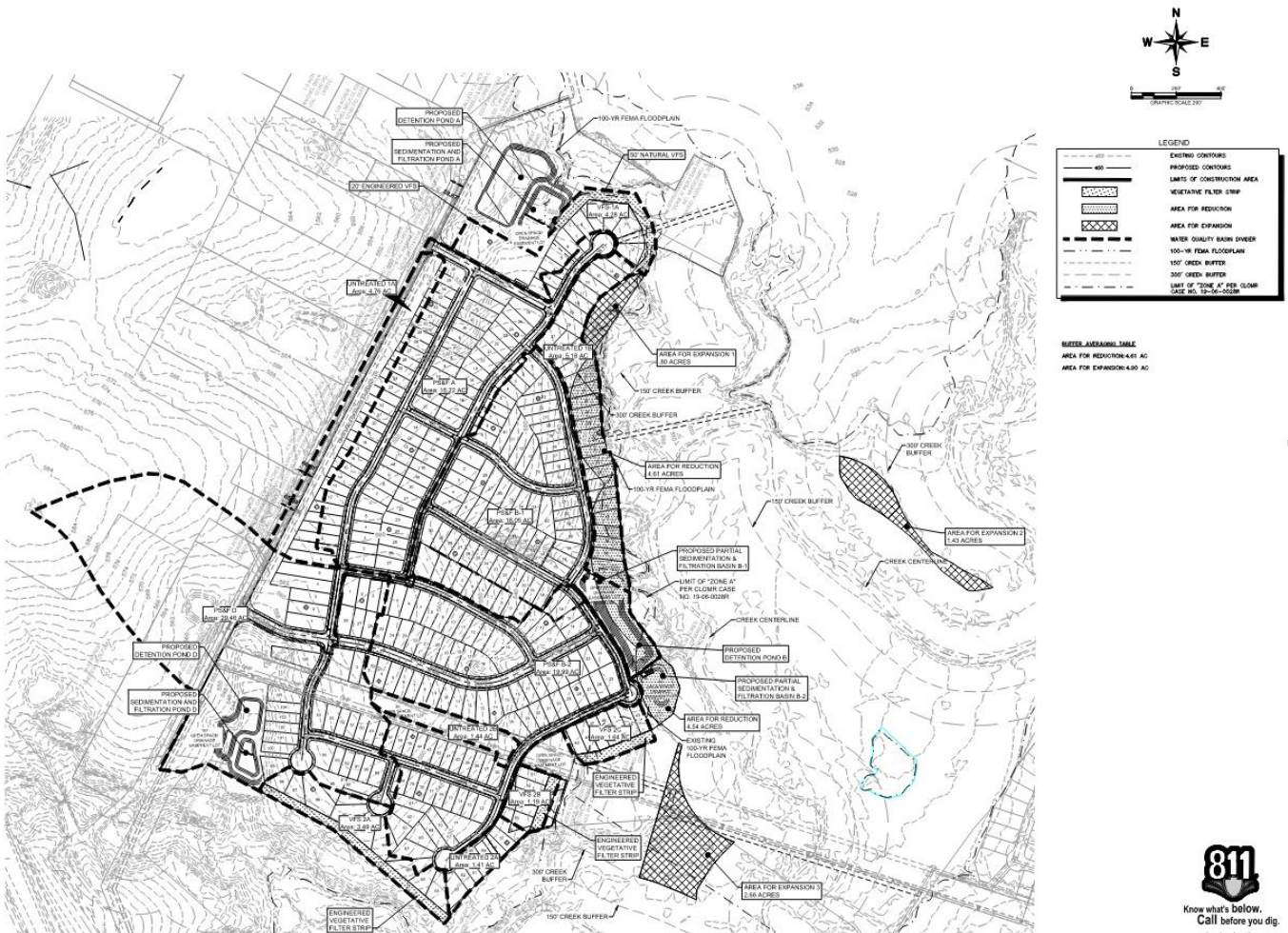


5. An exception request would need to be approved by the Division Director under 482.941.j.7. for the waterway buffer encroachments noted.

Please submit your request for approval.

**Response:** As discussed in our previous comment response a buffer averaging is proposed for the residential lots and Pond B located within the 300' setback per COA ECM 1.5.2.D. The 4.61ac area of reduction shown on Exhibit B will be averaged with three areas of expansion that account for a total of 4.9 acres. See exhibit G below and on sheet 12 of the prelim plan.





## PERMANENT WATER QUALITY BMPs

6. Provide a general description of any future improvements (permanent water quality controls (PWQC) or storm water plan) that are planned for the site as described in Sec 482.931.b.

**Response:** The proposed improvements include storm network, a wet pond and 2 partial sedimentation/filtration ponds for water quality and detention as shown in the Preliminary Engineering report attached with this submittal.

**7. NOTE**

Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.

A Protective Easement document has been must be submitted to [postinspection@traviscountytx.gov](mailto:postinspection@traviscountytx.gov) for review and approval prior to notarizing it.

Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.

**Response: Water Quality Easement Lots have been called out on plat and coordination has been started for easement documents. Recordation number will be provided when available.**

**8. Please add the following permanent water quality plat note:**

As depicted on the plat, all water quality easement areas are subject to periodic inspection and monitoring by Travis County for the purpose of ensuring water quality compliance, as applicable, according to Sec. 16.014 of the Texas Water Code.

**Response: Acknowledged. The note has been added to general notes as note #21.**

**\*\*\*\* PLEASE NOTE \*\*\*\***

1. *Additional ENV comments may be issued and based on the answers and information provided to items listed above.*
2. *Include a response to comments memo.*
3. *When resubmitting information on [mypermitnow.org](http://mypermitnow.org) please include an email to [david.peyton@traviscountytx.gov](mailto:david.peyton@traviscountytx.gov) indicating that new information has been added to the application. **REEFERNCE YOUR APPLICATION #***

**End of Report**

Please contact me at (512) 418-1771 if additional information is required.





Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

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

Jacob Kondo, P.E.  
Project Manager



02/10/2023

Travis County TNR  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re: Project: APP-Sub 450 #2  
 Shadowglen Ph 3 Sec 1 & 2**

Dear Travis County TNR,

Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated January 24<sup>th</sup>, 2023, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

**ENV REVIEWER(s): David Peyton - (512) 854-7686 -  
[David.Peyton@traviscountytexas.gov](mailto:David.Peyton@traviscountytexas.gov)**

#### **PERMANENT WATER QUALITY BMPs**

COMMENT NO.	SHEET NO.	COMMENTS
1.	-	<ul style="list-style-type: none"> <li>- Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.</li> <li>- A Protective Easement document must be submitted to <a href="mailto:postinspection@traviscountytexas.gov">postinspection@traviscountytexas.gov</a> for review and approval prior to notarizing it.</li> <li>- Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.</li> </ul>

#### **NEW COMMENT 01/23/2023**

Response acknowledged. Will await your resubmittal.

**Response: Acknowledged.**

## Completeness Check Engineering Review Comments

**REVIEWER:** Teresa Calkins, P.E.

**Comment 10:** A traffic impact analysis is required for this development. Coordinate with Travis County Traffic Division on the scope of the analysis. A phasing agreement will need to be prepared addressing the transportation improvements that will be required from the developer to mitigate the impacts of this development to the surrounding street network.

Response 10: TIA has been submitted and is in final review/approval stages.

*Update comment 1/23/23: Pending. Provide a status of the review. Please be advised that the TIA review will need to be complete, and a Mitigation Agreement (if required) approved by Commissioners Court prior to approval of the Preliminary Plan. A Preliminary Plan may be determined to be complete for the purposes of beginning technical review when no more than five non-substantive TIA review comments are still outstanding.*

**Response: Acknowledged, the TIA review is complete.**

**Comment 11:** Sheets 3 and 4 – Provide additional right-of-way on Rector Loop necessary to provide a total right-of-way width of 70 feet. Due to the amount of traffic generated by the development, Rector Loop will be classified as a collector. 5/23/19 – Show the additional right-of-way area on the preliminary plan and label area to be dedicated by future plats.

Response 11: ±4.1 feet of additional ROW to be dedicated per final plat has been added and called out on plan set.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 12:** Sheets 3 and 4 – Label radii for all cul-de-sacs, knuckles and curb returns. Please recall that any cul-de-sac with a throat length of greater than 150 feet requires a 60 foot radius. 5/23/19 – Revise curb return and knuckle radii to meet requirements of the Transportation Criteria manual. Local with Local intersections require 15 foot radii and locals at collectors require 20 feet. Elbow radii are 40 feet to FOC with a 25 foot inside radius.

Response 12: Noted. Radii have been checked and adjusted as needed.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 13:** Sheets 3 and 4 – Provide sight line easements at the following intersections: Street C at Street D; Street E at Street D; Street F at Street D; Street A at Street E; Street H at Street F; Street G at Street H and; Street J at Street I. Provide exhibits demonstrating the easements will provide minimum intersection sight distances complying with requirements of the City of Austin Transportation Criteria Manual. 5/23/19 – Per the Transportation Criteria Manual, the point of observation used to determine intersection sight distance is located 18 feet from the edge of the pavement of the intersected street; a few of the intersections provided in the exhibits do not meet this criteria. Revise the exhibits to demonstrate that the sight line easements provided at each intersection will protect the line of sight based on the observation point requirement. Also, please dimension the observation point for each intersection.

Response 13: Point of observation has been adjusted to 18 feet and dimensions have been added.

Update comment 1/23/23: Cleared for purpose of completeness check; however sight line easement exhibits require an engineers signature and seal; please provide an engineer's signature and seal on these documents. Include also sufficient data to allow confirmation of the location of the easement boundary. Provide updated information with submittal for formal review.

**Response: Acknowledged. Engineer's seal and signature have been added to the exhibit.**

**Comment 14:** Sheets 3 and 4 – Revise name of all "Open Space/Drainage" lots to "Open Space/Drainage Easement Lot". 5/23/19 – If drainage easements are to be provided separately in these areas, they need to be shown graphically and labeled on the preliminary plan with the lots designated as Open Space. Otherwise, revise lot designations as requested. In addition, Lot 35 on Sheet 4 requires a drainage easement for the proposed drainage channel and the Lot designation will need to be revised appropriately.

Response 14: Noted. Lot name will be changed and easement added. Lot 35 on sheet 4 is not intended to contain drainage channel and falls

within an electrical easement.

Update comment 1/23/23: Cleared for completeness check; however lot names and easement designations will be checked under technical review.

**Response: Acknowledged.**

**Comment 15:** Provide documentation demonstrating LCRA has no objection to the roadways and drainage improvements proposed within their electric easement. 5/23/19 – Pending LCRA concurrence.

Response 15: Noted. LCRA concurrence has been received and is included in submission.

Update comment 1/23/23: Cleared for completeness check

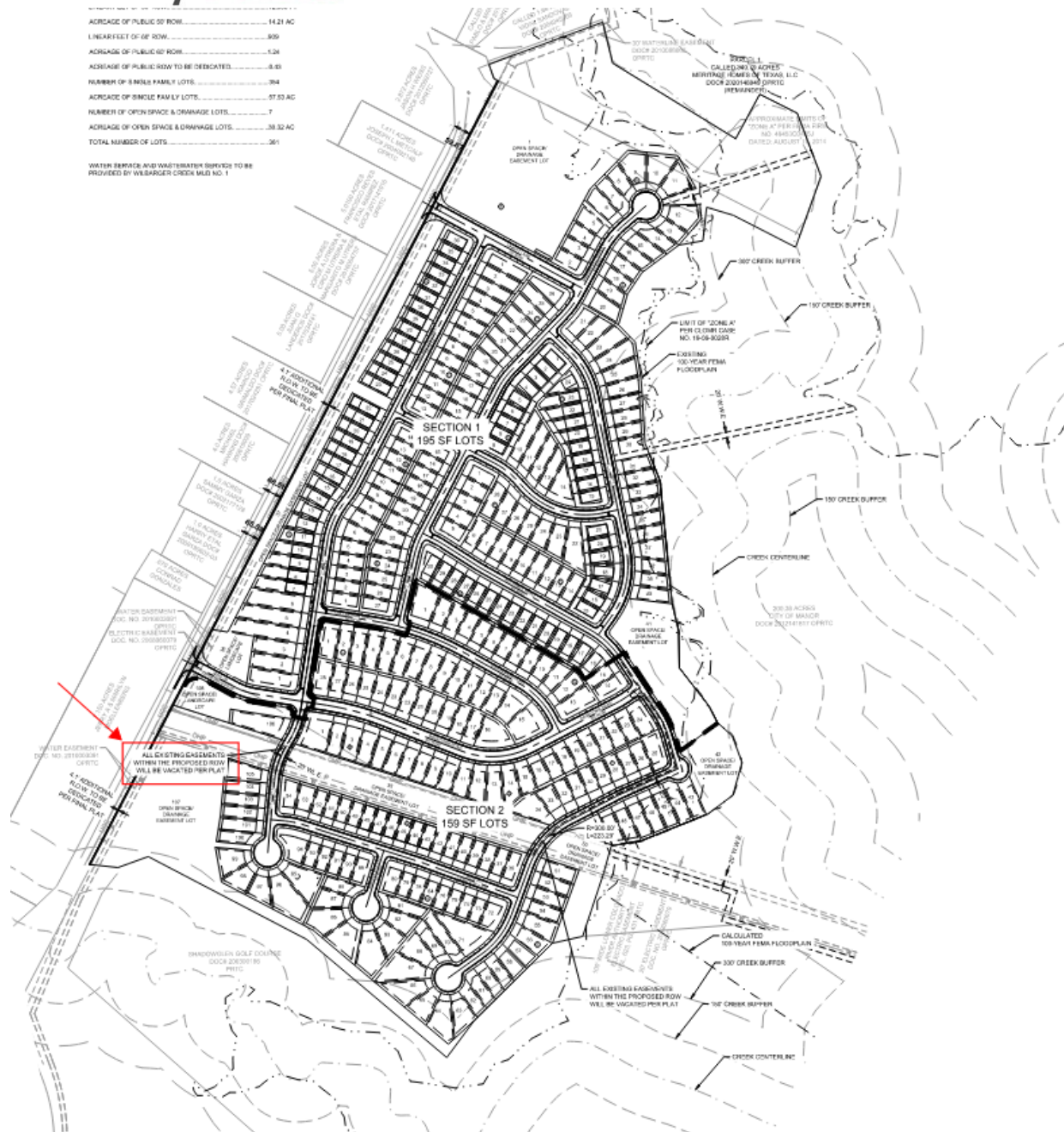
**Response: Acknowledged.**

**Comment 16:** Designate any existing easement crossing a proposed right-of-way as to be vacated on the plan. Rights-of-way must be clear of any encumbrances or entitlements in order to be accepted by Travis County for maintenance. 5/23/19 – Revise preliminary plan as requested.

Response 16: Vacation note has been added to the preliminary plan.

Update comment 1/23/23: Please confirm the location of the note; I did not find it on the Preliminary Plan.

**Response: Acknowledged. The vacation note is shown below on the overall preliminary plan.**



**Comment 17:** Update engineering report to include information supporting Curve Number (Cn) used for calculating the weighted curve numbers listed on Ex A sheet. Also include input data and routing diagrams from the drainage model used to calculate the existing and proposed runoff listed in tables on Ex A and Ex B sheets. 5/23/19 – Please update the engineering report and provide electronic copy of drainage models. Please clarify on plans and in the report the Cn value that was used for impervious cover to calculate your weighted Cn value.



Response 17: Noted. Curve number information will be added to the report and table in the plan set. Electronic copy of drainage models will be provided.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 18:**

Sheet Ex B – The Proposed Condition Table indicates that stormwater runoff will be increased over existing conditions at Points of Analyses A, B and D. Revise proposed drainage improvements to ensure that runoff is not increased from the development at any analysis point and provide an updated drainage analysis. The summation of flows provided in the table proposed to demonstrate no increase in runoff is not appropriate. 5/23/19 – Revise improvements to reduce post development flows to pre-development levels as requested. If you increase flows across the boundaries as currently proposed, you will need to model the creek (HEC-RAS or equivalent) to demonstrate that there are no adverse impacts to the floodplain.

Response 18: Understood – the drainage areas have been adjusted to prevent an increase in runoff at each Point of Analysis.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 19:**

Sheet EX D – Provide drainage analysis demonstrating the water surface for the 100 year storm event will be contained within the open space/drainage lot 123. 5/23/19 – Provide drainage analysis as requested. The applicant needs to demonstrate the lot size is adequate.

Response 19: Pond D analysis table has been added to sheet EX B with other pond analysis. Maximum pond water surface elevation for the 100-year storm event is below top of bank and falls within the current lot line layout.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 20:**

5/23/19 - NOTICE: Chapter 482 of the Travis County code has been

revised to require that floodplain boundaries and base flood elevations be based on the NOAA Atlas 14 rainfall intensity data. All residential and commercial development applications submitted after May 1, 2019 must comply with the new requirements. Although this subdivision construction permit application was submitted prior to May 1st, review staff recommends the applicant voluntarily revise this preliminary plans to comply with the new requirements, noting that future plats will be required to comply with the new code.

Response 20: Storm calculations have been updated with the current Atlas 14 rainfall data.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 21:** 5/23/19 – EX A and EX B – The notes under the drainage tables indicate that a minimum time of concentration of 6 minutes has been used; however, the Drainage Criteria Manual specifies a minimum Tc of 5 minutes. Revise drainage calculations and tables accordingly using the appropriate minimum Tc. Response 21: The minimum Tc has been updated to 5 minutes for all calculations.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

## Subdivision Review

**Reviewer: Sarah Sumner      512-854-7687**

1. Please confirm you have 354 single family lots and no mention of any amenity. Dog park? Pickleball?  
**Response: Correct, there will be 354 and no amenity included in this phase. A clubhouse was proposed in phase I of this development.**

2. Sheet 3, Block A and Block C are missing some lot numbers, Block F – lots 16 and 17 are hidden under a SDE label.  
**Response: Acknowledged. Lot numbers have been added.**

3. Sheet 4, Block B missing several lot numbers  
**Response: Acknowledged. Lot numbers have been added.**

4. Sheet 5 – empty columns??

**Response: Acknowledged. Columns have been filled in.**

5. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact (512) 854-4621 or ([fire.marsh@traviscountytexas.gov](mailto:fire.marsh@traviscountytexas.gov)) as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval.

**Response: Acknowledged. Coordination with the fire marshal has been started to conform if the local ESD has review authority.**

6. Please submit a variance request per section 482.202 (e) (4) and have supporting documentation from the local fire department.

**Response: Acknowledged.**

7. Please provide a current letter of availability by the utilities (electric, water and wastewater) to provide service.

**Response: Acknowledged. Current letters of availability have been attached with this submittal.**

8. Information: This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and preliminary plan to the City of Manor and get approval before Travis County will approve this preliminary plan.

**Response: Acknowledged. The preliminary plan submittal process has been started with the city of Manor.**

9. Travis County regulates to the 500-year floodplain as a surrogate for the Atlas 14 100-year floodplain per Chapters 464 and 482 of the Travis County code as of May 1, 2019. Any final plats out of this preliminary plan will be held to the 500 year floodplain. We recommend compliance with this preliminary plan. All FFE must be 2 feet above the 500 year flood plain. Update note 11.

**Response: Acknowledged. Note 11 has been updated to reflect compliance with Atlas 14.**

10. Please remove the foc from the proposed streets and have the sidewalks in the ROW.

**Response: Acknowledged. FOC has been removed and all sidewalks are within ROW.**

11. Please show financial obligations of the phasing agreement have been met.

**Response:**

#### I. DEVELOPER'S OBLIGATIONS

A. The Developer agrees to pay the County \$704,561.06. for the impacts of Phase 3-1, as the term is defined below, on the Roadway Improvement Project ("Phase 3-1 Payment"). The Phase 3-1 Payment is due at the time this Agreement is executed and submitted to the County by the Developer. The Developer further agrees to pay the County \$991,216.94 for the impacts of Phase 3-2, as the term is defined below, on the Roadway Improvement Project ("Phase 2 Payment"). The Phase 3-2 Payment is due prior to approval of Subdivision Construction Plans for any section of Phase 3-2.

12. Please note the location of clustered mailboxes if applicable for Section 2.

**Response: Acknowledged. Mailboxes for section 2 have been added near the South entrance**

---

**NOTICE REGARDING RENEWAL FEES:** The Travis County Commissioners Court has adopted the following plat application renewal fee schedule. Ten percent (10%) of the original review fee will be assessed for an application renewal where there has been no application activity for 60 days. One hundred percent (100%) of the original review fee will be assessed for an application renewal where there has been no application activity for 180 days or more. For the purpose of the fee schedule, "application activity" means providing a written update and other requested information in response to a comments letter from the Travis County Transportation and Natural Resources Department ("TNR") Plat Application Intake Office and does not include e-mails, telephone calls, partial or incomplete submissions of information, or meetings with County officers or employees.

60 days from TNR requested information is 01-31-19.

180 days from TNR requested information is 05-23-19.

### **End of Report**

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, January 30, 2023

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

Permit Number 2018-P-1154-PP  
Job Address: Shadowglen Phase 3 Section 1 & 2 Preliminary Plan, Manor 78653

Dear Jason Reece,

The submittal of the revised Shadowglen Phase 3 Section 1 & 2 Preliminary Plan Site Plans submitted by Kimley Horn and received by our office on 2/10/2023, has been reviewed for compliance with the City of Manor Zoning Ordinance 185. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Pauline M. Gray'.

Pauline Gray, P.E.  
Lead AES  
GBA



02/10/2023

Travis County TNR  
 Mailing Address: P.O. Box 1748; Austin, TX 78701-1748  
 Physical Address: 700 Lavaca Street; Austin, TX 78701

**Re: Project: APP-Sub 450 #2  
 Shadowglen Ph 3 Sec 1 & 2**

Dear Travis County TNR,

Please accept this Comment Response Letter in reply to the Traffic Engineering Division review, dated January 24<sup>th</sup>, 2023, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**

**ENV REVIEWER(s): David Peyton - (512) 854-7686 -  
[David.Peyton@traviscountytexas.gov](mailto:David.Peyton@traviscountytexas.gov)**

#### **PERMANENT WATER QUALITY BMPs**

COMMENT NO.	SHEET NO.	COMMENTS
1.	-	<ul style="list-style-type: none"> <li>- Clearly mark and label the location and dimensions of any easement for placement of a permanent water quality control.</li> <li>- A Protective Easement document must be submitted to <a href="mailto:postinspection@traviscountytexas.gov">postinspection@traviscountytexas.gov</a> for review and approval prior to notarizing it.</li> <li>- Once the easement document receives review approval, the document will be returned to be legally recorded with the County Clerk's Office. A digital recorded copy must be provided.</li> </ul>

#### **NEW COMMENT 01/23/2023**

Response acknowledged. Will await your resubmittal.

**Response: Acknowledged.**



**Completeness Check Engineering Review Comments****REVIEWER: Teresa Calkins, P.E.**

**Comment 10:** A traffic impact analysis is required for this development. Coordinate with Travis County Traffic Division on the scope of the analysis. A phasing agreement will need to be prepared addressing the transportation improvements that will be required from the developer to mitigate the impacts of this development to the surrounding street network.

Response 10: TIA has been submitted and is in final review/approval stages.

*Update comment 1/23/23: Pending. Provide a status of the review. Please be advised that the TIA review will need to be complete, and a Mitigation Agreement (if required) approved by Commissioners Court prior to approval of the Preliminary Plan. A Preliminary Plan may be determined to be complete for the purposes of beginning technical review when no more than five non-substantive TIA review comments are still outstanding.*

**Response: Acknowledged, the TIA review is complete.**

**Comment 11:** Sheets 3 and 4 – Provide additional right-of-way on Rector Loop necessary to provide a total right-of-way width of 70 feet. Due to the amount of traffic generated by the development, Rector Loop will be classified as a collector. 5/23/19 – Show the additional right-of-way area on the preliminary plan and label area to be dedicated by future plats.

Response 11: ±4.1 feet of additional ROW to be dedicated per final plat has been added and called out on plan set.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 12:** Sheets 3 and 4 – Label radii for all cul-de-sacs, knuckles and curb returns. Please recall that any cul-de-sac with a throat length of greater than 150 feet requires a 60 foot radius. 5/23/19 – Revise curb return and knuckle radii to meet requirements of the Transportation Criteria manual. Local with Local intersections require 15 foot radii and locals at collectors require 20 feet. Elbow radii are 40 feet to FOC with a 25 foot inside radius.

Response 12: Noted. Radii have been checked and adjusted as needed.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 13:** Sheets 3 and 4 – Provide sight line easements at the following intersections: Street C at Street D; Street E at Street D; Street F at Street D; Street A at Street E; Street H at Street F; Street G at Street H and; Street J at Street I. Provide exhibits demonstrating the easements will provide minimum intersection sight distances complying with requirements of the City of Austin Transportation Criteria Manual. 5/23/19 – Per the Transportation Criteria Manual, the point of observation used to determine intersection sight distance is located 18 feet from the edge of the pavement of the intersected street; a few of the intersections provided in the exhibits do not meet this criteria. Revise the exhibits to demonstrate that the sight line easements provided at each intersection will protect the line of sight based on the observation point requirement. Also, please dimension the observation point for each intersection.

Response 13: Point of observation has been adjusted to 18 feet and dimensions have been added.

Update comment 1/23/23: Cleared for purpose of completeness check; however sight line easement exhibits require an engineers signature and seal; please provide an engineer's signature and seal on these documents. Include also sufficient data to allow confirmation of the location of the easement boundary. Provide updated information with submittal for formal review.

**Response: Acknowledged. Engineer's seal and signature have been added to the exhibit.**

**Comment 14:** Sheets 3 and 4 – Revise name of all "Open Space/Drainage" lots to "Open Space/Drainage Easement Lot". 5/23/19 – If drainage easements are to be provided separately in these areas, they need to be shown graphically and labeled on the preliminary plan with the lots designated as Open Space. Otherwise, revise lot designations as requested. In addition, Lot 35 on Sheet 4 requires a drainage easement for the proposed drainage channel and the Lot designation will need to be revised appropriately.

Response 14: Noted. Lot name will be changed and easement added. Lot 35 on sheet 4 is not intended to contain drainage channel and falls

within an electrical easement.

Update comment 1/23/23: Cleared for completeness check; however lot names and easement designations will be checked under technical review.

**Response: Acknowledged.**

**Comment 15:** Provide documentation demonstrating LCRA has no objection to the roadways and drainage improvements proposed within their electric easement. 5/23/19 – Pending LCRA concurrence.

Response 15: Noted. LCRA concurrence has been received and is included in submission.

Update comment 1/23/23: Cleared for completeness check

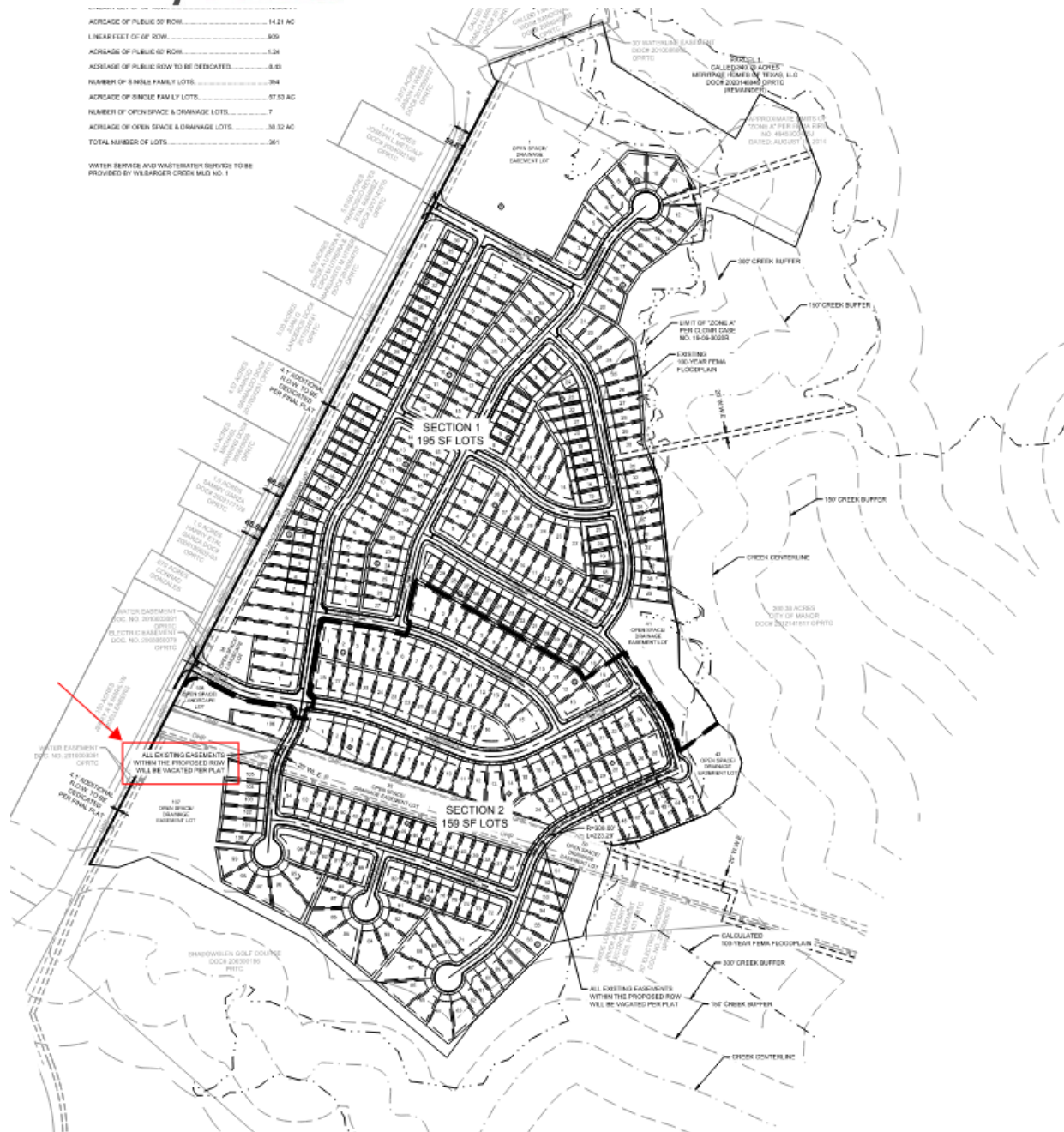
**Response: Acknowledged.**

**Comment 16:** Designate any existing easement crossing a proposed right-of-way as to be vacated on the plan. Rights-of-way must be clear of any encumbrances or entitlements in order to be accepted by Travis County for maintenance. 5/23/19 – Revise preliminary plan as requested.

Response 16: Vacation note has been added to the preliminary plan.

Update comment 1/23/23: Please confirm the location of the note; I did not find it on the Preliminary Plan.

**Response: Acknowledged. The vacation note is shown below on the overall preliminary plan.**



**Comment 17:** Update engineering report to include information supporting Curve Number (Cn) used for calculating the weighted curve numbers listed on Ex A sheet. Also include input data and routing diagrams from the drainage model used to calculate the existing and proposed runoff listed in tables on Ex A and Ex B sheets. 5/23/19 – Please update the engineering report and provide electronic copy of drainage models. Please clarify on plans and in the report the Cn value that was used for impervious cover to calculate your weighted Cn value.

Response 17: Noted. Curve number information will be added to the report and table in the plan set. Electronic copy of drainage models will be provided.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 18:**

Sheet Ex B – The Proposed Condition Table indicates that stormwater runoff will be increased over existing conditions at Points of Analyses A, B and D. Revise proposed drainage improvements to ensure that runoff is not increased from the development at any analysis point and provide an updated drainage analysis. The summation of flows provided in the table proposed to demonstrate no increase in runoff is not appropriate. 5/23/19 – Revise improvements to reduce post development flows to pre-development levels as requested. If you increase flows across the boundaries as currently proposed, you will need to model the creek (HEC-RAS or equivalent) to demonstrate that there are no adverse impacts to the floodplain.

Response 18: Understood – the drainage areas have been adjusted to prevent an increase in runoff at each Point of Analysis.

Update comment 1/23/23: Cleared for completeness check.

**Response: Acknowledged.**

**Comment 19:**

Sheet EX D – Provide drainage analysis demonstrating the water surface for the 100 year storm event will be contained within the open space/drainage lot 123. 5/23/19 – Provide drainage analysis as requested. The applicant needs to demonstrate the lot size is adequate.

Response 19: Pond D analysis table has been added to sheet EX B with other pond analysis. Maximum pond water surface elevation for the 100-year storm event is below top of bank and falls within the current lot line layout.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files.

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 20:**

5/23/19 - NOTICE: Chapter 482 of the Travis County code has been

revised to require that floodplain boundaries and base flood elevations be based on the NOAA Atlas 14 rainfall intensity data. All residential and commercial development applications submitted after May 1, 2019 must comply with the new requirements. Although this subdivision construction permit application was submitted prior to May 1st, review staff recommends the applicant voluntarily revise this preliminary plans to comply with the new requirements, noting that future plats will be required to comply with the new code.

Response 20: Storm calculations have been updated with the current Atlas 14 rainfall data.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

**Comment 21:** 5/23/19 – EX A and EX B – The notes under the drainage tables indicate that a minimum time of concentration of 6 minutes has been used; however, the Drainage Criteria Manual specifies a minimum Tc of 5 minutes. Revise drainage calculations and tables accordingly using the appropriate minimum Tc. Response 21: The minimum Tc has been updated to 5 minutes for all calculations.

Update comment 1/23/23: Please provide an updated report and the electronic drainage files (see Comment 17).

**Response: Acknowledged. Report and electronic drainage files have been attached with this submittal.**

## Subdivision Review

**Reviewer: Sarah Sumner      512-854-7687**

1. Please confirm you have 354 single family lots and no mention of any amenity. Dog park? Pickleball?  
**Response: Correct, there will be 354 and no amenity included in this phase. A clubhouse was proposed in phase I of this development.**

2. Sheet 3, Block A and Block C are missing some lot numbers, Block F – lots 16 and 17 are hidden under a SDE label.  
**Response: Acknowledged. Lot numbers have been added.**

3. Sheet 4, Block B missing several lot numbers  
**Response: Acknowledged. Lot numbers have been added.**



4. Sheet 5 – empty columns??

**Response: Acknowledged. Columns have been filled in.**

5. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact (512) 854-4621 or ([fire.marsh@traviscountytexas.gov](mailto:fire.marsh@traviscountytexas.gov)) as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval.

**Response: Acknowledged. Coordination with the fire marshal has been started to conform if the local ESD has review authority.**

6. Please submit a variance request per section 482.202 (e) (4) and have supporting documentation from the local fire department.

**Response: Acknowledged.**

7. Please provide a current letter of availability by the utilities (electric, water and wastewater) to provide service.

**Response: Acknowledged. Current letters of availability have been attached with this submittal.**

8. Information: This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and preliminary plan to the City of Manor and get approval before Travis County will approve this preliminary plan.

**Response: Acknowledged. The preliminary plan submittal process has been started with the city of Manor.**

9. Travis County regulates to the 500-year floodplain as a surrogate for the Atlas 14 100-year floodplain per Chapters 464 and 482 of the Travis County code as of May 1, 2019. Any final plats out of this preliminary plan will be held to the 500 year floodplain. We recommend compliance with this preliminary plan. All FFE must be 2 feet above the 500 year flood plain. Update note 11.

**Response: Acknowledged. Note 11 has been updated to reflect compliance with Atlas 14.**

10. Please remove the foc from the proposed streets and have the sidewalks in the ROW.

**Response: Acknowledged. FOC has been removed and all sidewalks are within ROW.**

11. Please show financial obligations of the phasing agreement have been met.

**Response:**

#### I. DEVELOPER'S OBLIGATIONS

A. The Developer agrees to pay the County \$704,561.06. for the impacts of Phase 3-1, as the term is defined below, on the Roadway Improvement Project ("Phase 3-1 Payment"). The Phase 3-1 Payment is due at the time this Agreement is executed and submitted to the County by the Developer. The Developer further agrees to pay the County \$991,216.94 for the impacts of Phase 3-2, as the term is defined below, on the Roadway Improvement Project ("Phase 2 Payment"). The Phase 3-2 Payment is due prior to approval of Subdivision Construction Plans for any section of Phase 3-2.

12. Please note the location of clustered mailboxes if applicable for Section 2.

**Response: Acknowledged. Mailboxes for section 2 have been added near the South entrance**

---

**NOTICE REGARDING RENEWAL FEES:** The Travis County Commissioners Court has adopted the following plat application renewal fee schedule. Ten percent (10%) of the original review fee will be assessed for an application renewal where there has been no application activity for 60 days. One hundred percent (100%) of the original review fee will be assessed for an application renewal where there has been no application activity for 180 days or more. For the purpose of the fee schedule, "application activity" means providing a written update and other requested information in response to a comments letter from the Travis County Transportation and Natural Resources Department ("TNR") Plat Application Intake Office and does not include e-mails, telephone calls, partial or incomplete submissions of information, or meetings with County officers or employees.

60 days from TNR requested information is 01-31-19.

180 days from TNR requested information is 05-23-19.

### **End of Report**

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.  
Project Manager



2/22/2023

## City of Manor Development Services

### Notification for a Subdivision Preliminary Plat

Project Name: Shadowglen Phase 3 Sections 1 and 2 Preliminary Plat  
 Case Number: 2018-P-1154-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Shadowglen Subdivision located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Subdivision Preliminary Plat for the Shadowglen Subdivision, three hundred and six (306) lots on 103.728 acres, more or less, and being located near the intersection of Gregg Manor Rd and Rector Loop, Manor, TX.**

***Applicant: Jamison Civil Engineering LLC***

***Owner: Monarch Ranch at Manor, LLC***

The Planning and Zoning Commission will meet at 6:30PM on 3/08/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Juan Landeros  
13700 Rector Loop  
Manor, TX 78653

Francisco Reyes Ramirez Et Al  
11109 Liberty Farms  
Austin, TX 78754

Joseph & Carol Metcalfe  
13550 Carpenter Lane  
Manchaca, TX 78652

Conrad Gonzales  
PO Box 35  
Manor, TX 78653

Vidal Sandoval  
13905 RECTOR LOOP  
Manor, TX 78653

Aus-Tex Parts Service Ltd  
Javier Aguillon & Monges Blanc  
13417 RECTOR LOOP  
Manor, TX 78653

Michael Hawkins  
13606 RECTOR LOOP  
Manor, TX 78653

Ignacio Grimaldo  
11800 Bastrop St  
Manor, TX 78653

Jorge, Ciro, & Margarito Utrera  
13718 RECTOR LOOP  
Manor, TX 78653

Antonio Angel & Maria Hernandez  
13913 RECTOR LOOP  
Manor, TX 78653

Harry & Sammy Garza  
13514 RECTOR LOOP  
Manor, TX 78653

Jerry & Marilyn Moellenberg  
PO Box 156  
Manor, TX 78653

Pablo & Maria Flores  
13909 RECTOR LOOP  
Manor, TX 78653

Jason Weiss  
13918 Rector Loop  
Manor, TX 78653

Cottonwood Holdings, Ltd c/o Dwyer  
Realty Co  
9900 US Hwy 290 E  
Manor, TX 78653

City of Manor  
PO Box J  
Manor, TX 78653

Shadowglen Golf LP  
12801 Lexington St  
Manor, TX 78653

Theresa Zezulka  
13245 Gregg Manor Rd  
Manor, TX 78653



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.**

*Applicant: Jamison Civil Engineering LLC*

*Owner: Monarch Ranch at Manor, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It includes 385 single family lots and 15 open space and/or drainage lots.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Preliminary Plat Map
- Engineering Letter
- Conformance Letter

- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, four hundred (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**











1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, June 7, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor, TX. 78653

Dear Stephen Jamison,

The first submittal of the Monarch Ranch Preliminary Plat (*Preliminary Plan*) submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

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

1. The preliminary plat cannot be approved until the concept plan has been approved.
2. The preliminary plat cannot be approved until the TIA is approved.
3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.
4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.
5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.
6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.
7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.
8. Label the existing pond on page 3 under the existing conditions exhibit.
9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.



10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide location, dimensions, and labels for all open spaces, landscape, and drainage.
13. Provide dimensions for the detention pond.
14. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single-family land use.
15. Remove the professional engineer and surveyor certifications. They are not required for preliminary plat

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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

June 24, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**Engineer Review**

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (512) 259-3882 or by email at [tshows@gbateam.com](mailto:tshows@gbateam.com).

1. The preliminary plat cannot be approved until the concept plan has been approved.

**COMMENT NOTED**

2. The preliminary plat cannot be approved until the TIA is approved.

**COMMENT NOTED**

3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.

**THE PRELIMINARY PLAT AND EXHIBITS HAVE BEEN COMBINED INTO ONE PDF.**

4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.

**CITY ACKNOWLEDGEMENT HAS BEEN UPDATED AS REQUESTED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.

**TRAVIS COUNTY CLERK SIGNATURE BLOCK HAS BEEN REMOVED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.

**A TREE TABLE HAS BEEN ADDED TO THE EXISTING CONDITIONS EXHIBIT. PLEASE NOTE THAT ALL TREES ON THE SITE ARE LOCATED ADJACENT TO WILBARGER CREEK AND THIS PLAN DOES NOT PROPOSED THE REMOVAL OF ANY TREES. PLEASE SEE THE REVISED EXISTING CONDITIONS EXHIBIT.**

7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.

**DIMENSIONS HAVE BEEN ADDED TO THE PRELIMINARY PLAN TO SHOW THE DISTANCE BETWEEN THE EDGE OF OUR PROPERTY AND THOSE ACROSS GREGG LANE AND FM 973. THESE DIMENSIONS DO NOT HAVE A UNIFORM DISTANCE. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

8. Label the existing pond on page 3 under the existing conditions exhibit.

**THE EXISTING STOCK POND HAS NOW BEEN LABELED. PLEASE SEE THE REVISED EXISTING CONDITION EXHIBIT SHEET 3.**

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.

**THE CENTERLINES FOR WILBARGER CREEK AND THE DRY CREEK BED RUNNING THROUGH THE SITE HAVE NOW BEEN DELINEATED AND LABELED. PLEASE SEE THE REVISED EXISTING CONDITIONS EXHIBIT SHEETS.**

10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm

**ALL DRAINAGE APPURTENANCES HAVE BEEN DELINEATED ON THE PROPOSED IMPROVEMENTS EXHIBIT. PLEASE SEE THE REVISED PROPOSED IMPROVEMENT EXHIBIT. A DETAIL FOR THE CONCRETE HEADWALLS ENTERING INTO THE DETENTION POND HAS BEEN ADDED TO THE PROPOSED IMPROVEMENTS EXHIBIT SHEET 2. PLEASE SEE THE REVISED PROPOSED IMPROVEMENTS EXHIBITS.**

11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.

**PLEASE NOTE, THERE IS ONLY ONE DETENTION POND PROPOSED WITH THIS SUBDIVISION. THE AREA WHERE THE PROPOSED CULVERTS CROSS TINAJERO WAY IS A TRANSITION FROM AN EXISTING ONSITE DRY CREEK BED TO A PROPOSED 15' WIDE FLAT BOTTOM CHANNEL. THIS CHANNEL WILL BYPASS THE DETENTION POND AND RELEASE WHERE THE EXISTING ONSITE DRY CREEK BED LEAVES THE SITE.**

12. Provide location, dimensions, and labels for all open spaces, landscape, and drainage.

**PLEASE SEE THE REVISED PRELIMINARY PLAN FOR THE LABELED AND DIMENSIONED OPEN SPACE, LANDSCAPE AND DRAINAGE LOTS.**

13. Provide dimensions for the detention pond.

**DIMENSIONS HAVE BEEN ADDED TO THE DETENTION POND. PLEASE SEE THE REVISED PROPOSED IMPROVEMENTS EXHIBIT SHEET 2.**

14. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single-family land use.

**THE RETAIL / COMMERCIAL LAND USE WASTEWATER CALCULATIONS ARE FOR THE FUTURE CONNECTION OF THE TWO LOTS ADJACENT TO FM 973 (NOT INCLUDED AS PART OF THIS TRACT). THE PROPOSED WASTEWATER UTILITIES INCLUDED IN THIS PROJECT ARE EXTENDED TO THESE TWO LOTS, THUS HAVE BEEN DESIGNED TO ACCEPT THE WASTEWATER FROM THESE LOTS.**

15. Remove the professional engineer and surveyor certifications. They are not required for preliminary plat.

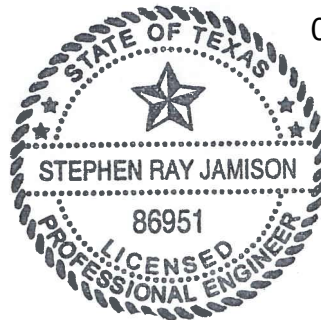
**THE PROFESSIONAL ENGINEER AND SURVEYOR CERTIFICATIONS HAVE BEEN REMOVED. PLEASE SEE THE REVISED PRELIMINARY PLAN.**

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

SINCERELY,



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**



06/27/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, July 26, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

August 5, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**Engineer Review**

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (512) 259-3882 or by email at [tshows@gbateam.com](mailto:tshows@gbateam.com).

1. Reminder - Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval

**COMMENT NOTED.**

2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.

**COMMENT NOTED.**

11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.

**THERE IS ONE DETENTION POND. PIPING INFORMATION ON THE STORM DRAINS HAVE BEEN ADDED. CONCRETE RIP RAP DETAILS HAVE BEEN PROVIDED AND CALLED OUT ON THE PLANS.**

**PLEASE NOTE – PER THE DRAINAGE REPORT MODELS / HEC-HMS IN THE PREVIOUS ENGINEER’S REPORT - THE AREA FLOWING THROUGH THE CULVERT UNDER TINAJERO WAY IS A BYPASS AREA AND DOES NOT GO INTO THE DETENTION POND.**

12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.

**PLEASE SEE THE INSET ON SHEET 14 ON THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

13. Provide dimensions for all Open Space/ Landscape/ Drainage.

**DIMENSIONS HAVE BEEN ADDED IN THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.

**THE SHEET INDEX AND SHEET NUMBERS HAVE BEEN UPDATED TO THE REVISED PRELIM PLAN INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**

08/05/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, September 6, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

~~9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.~~

~~10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.~~

~~11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.~~

~~12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.~~

~~13. Provide dimensions for all Open Space/ Landscape/ Drainage.~~

~~14. Provide dimensions for the detention pond.~~

~~15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.~~

~~16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.~~

~~17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.~~

**18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.**

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 (737) 247-7557, 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.  
Lead AES  
GBA





1500 County Road 269  
Leander, TX 78641

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

Date: Friday, September 30, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

October 17, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.**

**COMMENT NOTED.**

**17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.**

**PLEASE SEE THE REVISED PRELIMINARY PLAN INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**

10/17/2022





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, October 19, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Preliminary Plat submitted by Jamison Civil Engineering LLC and received on November 03, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

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

- ~~1. Reminder – Preliminary plat cannot be approved until the concept plan has been approved. Waiting on approval~~
- ~~2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.~~
- ~~3. Combine monarch preliminary plat, improvements exhibit, and existing conditions exhibit into one PDF.~~
- ~~4. Update the City of Manor Acknowledgement, the current city Major is Dr. Christopher Harvey, Julie Leonard is the Chairperson, and Rebecca Guerrero is the Clerk of Travis County.~~
- ~~5. Remove the State of Texas County of Travis signatures, City of Manor Acknowledgement are the only signatures required.~~
- ~~6. Provide a significant tree table, labeling the trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.~~
- ~~7. Provide R.O.W. width for F.M. 973 and Gregg Lane. The city of Manor is transitioning away from variable width R.O.W.~~
- ~~8. Label the existing pond on page 3 under the existing conditions exhibit.~~

9. Provide labels and centerlines for the creeks and dry creek beds. The property has creek runoff going into the property from Wilbarger Creek. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
10. The location, size, and description of any proposed drainage appurtenances, including storm sewers, detention ponds, and other drainage structures proposed to be constructed on and off the site and designed by the requirements of this Ordinance. This is referring to the detention pond under the improvement exhibits. Provide details on the headwalls going into the detention pond from the storm drain. As per City of Manor Code of Ordinances Ch.10 Exhibit A. Article II. Section 22.
11. Clarify the connection between the detention ponds (Is there two detention ponds or are they together?). Provide piping information on the storm drains and headwall details for the pipes under Tinajero Way connecting the detention ponds and label accordingly.
12. Provide proposed grading in the area where the transition is from the culvert under Tinajero Way going to the detention pond. This will verify no ponding will occur in front of the North side culvert under Tinajero way.
13. Provide dimensions for all Open Space/ Landscape/ Drainage.
14. Provide dimensions for the detention pond.
15. Provide water and wastewater calculation on what is being proposed (Improvement exhibit Pg 1.). Show where the retail/commercial land use is on the plans, plans only have single family land use.
16. Update the sheet index to correctly show all the pages and update the sheet numbers on the bottom right to correspond with the correct pages.
17. Based on the City's updated thoroughfare plan, what is shown as Pink Zinnia Trail should be changed to an unloaded collector and become Silent Falls Way.
18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.

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 (737) 247-7557, 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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

November 3, 2022

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

Re: Monarch Ranch Preliminary Plan – 2022-P-1439-PP

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

**2. Reminder - Preliminary plat cannot be approved until the TIA is approved. Waiting on approval.**

**COMMENT NOTED.**

**18. On Sheet 7 of 16 the Lot Area for Lot 1 Block G appears to be incorrect. Please verify the area of this lot.**

**BLOCK G MISTAKENLY HAD TWO LABELS FOR "LOT 1". THIS HAS NOW BEEN CORRECTED AND A LOT 16 HAS BEEN ADDED. THE TABLE FOR BLOCK G HAS ALSO BEEN REVISED TO REFLECT THESE CHANGES. THE AREA OF LOT 16 IS 57,539 SF. PLEASE SEE THE REVISED PRELIMINARY PLAT INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



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





1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, November 3, 2022

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

Permit Number 2022-P-1439-PP  
Job Address: Monarch Ranch Preliminary Plat, Manor 78653

Dear Stephen Jamison,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Stephen Jamison and received by our office on November 03, 2022, 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. **This approval is contingent upon approval of the TIA by Travis County.**

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

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
GBA



2/20/2023

## City of Manor Development Services

# Notification for a Subdivision Preliminary Plat

Project Name: Monarch Ranch Preliminary Plat  
 Case Number: 2022-P-1439-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision located near the intersection of Gregg Ln and FM-973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing:** Conduct a public hearing on a Subdivision Preliminary Plat for the Monarch Ranch Subdivision, three hundred and ninety-eight (400) lots on 123.5 acres, more or less, and being located near the intersection of Gregg Ln and FM-973, Manor, TX.

***Applicant: Jamison Civil Engineering LLC***

***Owner: Monarch Ranch at Manor, LLC***

The Planning and Zoning Commission will meet at 6:30PM on 3/08/2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

United States of America (116406)  
533 Hiwasse Rd Anderson Dennis Etal  
Waxahachie, TX. 75165

Terry G JR & Ebony Holley  
14526 Pernella Rd.  
Manor, TX 78653

SW Homeowners Association INC.  
9601 Amerberglen Blvd. STE 150  
Austin, TX 78729

Board of Trustees of the Manor ISD  
533 Hiwasee Road Dennis Anderson Etal  
Waxahachie, TX 75165

Jennifer A & Arturo Blakely  
14522 Pernella Rd.  
Manor, TX 78653

Continental Homes of Texas LP Suite 400  
10700 Pecan Park Blvd.  
Austin, TX 78750

Gregg Lane Dev LLC  
101 Parklane Blvd. STE 102  
Sugarland TX 77478

Rose Mary & Richard Shepperd  
14518 Pernella Rd.  
Manor, TX 78653

Robert Joe Buratti  
6903 Geneva Dr.  
Austin, TX 787233

Pflugerville ISD  
PO Box 589  
Pflugerville, TX 78691

Laura Patricia Guino & Javier Rosas  
Aguilera  
14514 Pernella Rd.  
Manor, TX 78653

Juan P. Chaparro  
14408 Pernella Rd  
Manor, TX 78653

Rust Creek LLC  
9606 Old Manor Road #1  
Austin, TX 78724

Gamaliel & Alexandria Rodarte  
14510 Pernalla Rd.  
Manor, TX 78653

Mary M. Clark  
14404 Pernella Rd.  
Manor, TX 78653

Wallace H Dalton  
9505 Johnny Morris RD.  
Austin, TX 78724

Gerardo M Morales  
14506 Pernella Rd.  
Manor, TX 78653

Kristine A & Matthew J Escobedo  
1440 Pernella Rd.  
Manor, TX 78653

Foxtrot Holding LLC  
14605 FM 973 N  
Manor, TX 78653

Strabo Holdings LLC  
13510 Broadmeade Ave.  
Austin, TX 78729

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Final Plat for the Monarch Ranch Subdivision Phase 1, one hundred and forty one (141) lots on 44.680 acres, more or less, and being located near Gregg Lane and FM 973, Manor, TX.**

*Applicant: Jamison Civil Engineering*

*Owner: Monarch Ranch at Manor, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is the first of three phases for Monarch Ranch and includes 134 residential lots and 1 open space lot.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Monarch Ranch Subdivision Phase 1, one hundred and forty one (141) lots on 44.680 acres, more or less, and being located near Gregg Lane and FM 973, Manor, TX.

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



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

CALLLED 123.550 ACRES  
MONARCH RANCH AT MANOR, LLC  
DOCUMENT NO. 2021275494  
O.P.R.I.C.T.



SURVEYOR:



4100 INTERNATIONAL PLAZA, STE. 240  
FORT WORTH, TX 76109  
(817) 554-1805  
www.landpoint.net  
TBPELS REG. NO. 10194220

OWNER:

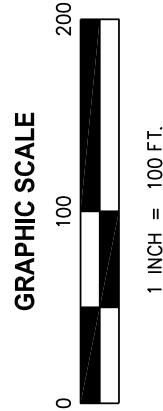
MONARCH RANCH AT  
MANOR, LLC  
310 ENTERPRISE DRIVE  
OXFORD, MISSOURI 38655

ENGINEER:

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

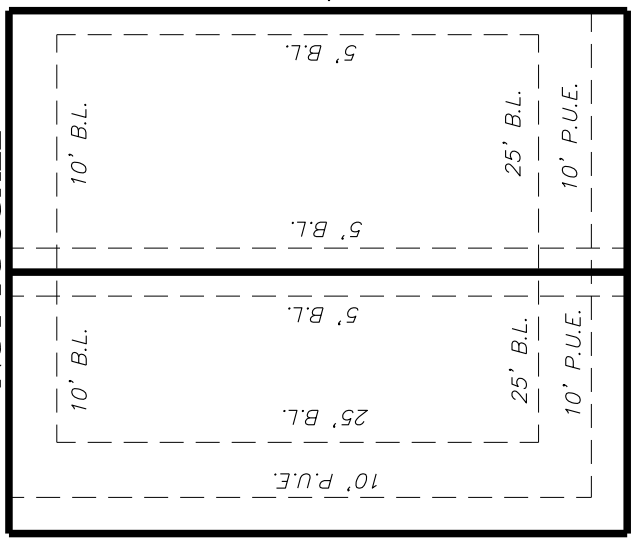
LEGEND / ABBREVIATIONS

- R.O.W. LINE
- LOT LINE
- PROPOSED SIDEWALKS
- ADJOINER LINE
- BOUNDARY LINE
- BUILDING LINE
- CENTERLINE
- EASEMENT LINE
- IRON ROD FOUND
- CAPPED IRON ROD SET
- OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS
- FLAT RECORDS, WILLIAMSON COUNTY, TEXAS
- DRAINAGE EASEMENT
- UTILITY EASEMENT
- BUILDING LINE
- IRON ROD FOUND
- CAPPED IRON ROD SET
- CHRS
- AC.



FINAL PLAT  
MONARCH RANCH AT MANOR  
PHASE I

BEING 44.680 ACRES  
SITUATED IN THE S. BACON SURVEY  
ABSTRACT NO. 63,  
ETJ, CITY OF MANOR  
TRAVIS COUNTY, TEXAS



TYPICAL LOT DETAIL

MATCHLINE - SHEET 2 OF 3



PART OF A  
CALLED 123.55 ACRES  
MONARCH RANCH AT MANOR, LLC  
DOCUMENT NO. 202-275494  
O.P.R.T.C.T.

21.1'  
N39°06'14"E  
MATCHLINE - SHEET 1 OF 3  
A-63  
S. BACON SURVEY

LOT 15  
OPEN SPACE &  
AMENITY LOT  
DETENTION POND  
9.548 ACRES

N2°45'30"E  
95.00'  
N47°43'04"E  
54.74'  
N29°54'45"E  
60.04'

CALLED 136.342 ACRES  
H. DALTON WALLACE  
DOC. NO. 2013210018  
O.P.R.T.C.T.

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	S27°40'37"W	230.14'
L2	N62°19'33"W	5.34'
L3	S27°40'37"W	95.00'
L4	S27°40'37"W	50.00'
L5	S27°40'37"W	85.14'

CURVE TABLE			
CURVE	RADIUS	DELTA	CHORD LENGTH
C1	78.26'	89°40'46"	517°29'00"E 70.51'
C2	50.96'	300.00'	9°44'11" N32°13'28"E 50.92'
C3	70.39'	50.00'	80°39'56" N32°13'28"E 64.72'
C4	153.62'	300.00'	29°20'19" S47°34'21"E 151.94'
C5	52.87'	50.00'	60°34'48" S02°36'47"E 50.44'
C6	299.45'	500.00'	34°18'53" S45°09'57"E 295.00'
C7	302.25'	500.00'	34°38'07" S45°19'34"E 297.67'
C8	153.62'	300.00'	29°20'19" S42°25'39"W 151.94'
C9	181.35'	300.00'	34°38'07" S45°19'34"E 178.60'
C10	179.67'	300.00'	34°18'53" S45°09'57"E 177.00'
C11	179.67'	300.00'	34°18'53" S44°50'03"W 177.00'
C12	21.08'	25.00'	48°11'23" S86°25'05"E 20.41'
C13	162.37'	50.00'	186°03'32" S17°29'00"E 99.86'
C14	21.03'	25.00'	48°11'23" S51°27'04"W 20.41'
C15	39.27'	25.00'	90°00'00" N72°21'23"E 35.36'
C16	39.27'	25.00'	90°00'00" N17°38'37"W 35.36'
C17	39.27'	25.00'	90°00'00" S16°59'30"W 35.36'
C18	39.27'	25.00'	90°00'00" S73°00'30"E 35.36'
C19	39.27'	25.00'	90°00'00" N17°19'23"W 35.36'
C20	39.27'	25.00'	90°00'00" S72°40'37"W 35.36'
C21	39.27'	25.00'	90°00'00" N17°29'00"W 35.36'
C22	39.27'	25.00'	90°00'00" N72°21'23"E 35.36'
C23	39.27'	25.00'	90°00'00" S17°38'37"E 35.36'
C24	39.27'	25.00'	90°00'00" S17°38'37"E 35.36'
C25	39.27'	25.00'	90°00'00" S72°21'23"W 35.36'

CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA
C26	35.20'	25.00'	80°39'56" N77°25'32"E 32.36'
C27	154.50'	50.00'	177°02'41" N77°25'32"E 99.97'
C28	38.36'	25.00'	88°22'24" N78°43'00"W 34.85'
C29	39.27'	25.00'	90°00'00" N12°05'48"E 35.36'
C30	136.97'	50.00'	156°57'34" S02°36'47"E 97.99'
C31	21.03'	25.00'	48°11'23" N51°46'18"E 20.41'
C32	39.27'	25.00'	90°00'00" N17°19'23"W 35.36'
C33	39.27'	25.00'	90°00'00" S72°40'37"W 35.36'
C34	39.27'	25.00'	90°00'00" N72°40'37"E 35.36'
C35	38.77'	25.00'	88°50'54" S17°53'56"E 35.00'
C36	39.77'	25.00'	91°09'06" S72°06'04"W 35.71'
C37	39.27'	25.00'	90°00'00" S17°19'23"E 35.36'
C38	21.03'	25.00'	48°11'23" N38°08'49"W 20.41'
C39	21.03'	25.00'	48°11'23" S12°59'53"W 20.41'
C40	21.03'	25.00'	48°11'23" S56°59'53"E 20.41'
C41	40.78'	25.00'	93°27'13" N74°24'13"E 36.40'
C42	232.08'	468.00'	30°51'40" S43°28'20"E 249.04'
C43	321.59'	532.00'	34°38'07" S45°19'34"E 316.72'
C44	39.27'	25.00'	90°00'00" S72°40'37"W 35.36'
C45	39.27'	25.00'	90°00'00" S17°19'23"E 35.36'
C46	39.27'	25.00'	90°00'00" N17°19'23"W 35.36'
C47	39.27'	25.00'	90°00'00" S72°40'37"W 35.36'

SURVEYOR:



4100 INTERNATIONAL PLAZA, STE. 240  
FORT WORTH, TX 76109  
(817) 554-1805  
www.landpoint.net  
TBEPLS REG. NO. 10194220

OWNER:

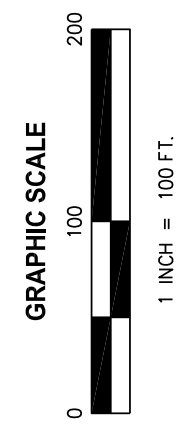
MONARCH RANCH AT  
MANOR, LLC  
310 ENTERPRISE DRIVE  
OXFORD, MISSOURI 64655

ENGINEER:

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

LEGEND / ABBREVIATIONS

- R.O.W. LINE
- - - LOT LINE
- PROPOSED SIDEWALKS
- - - ADJOINER LINE
- BOUNDARY LINE
- BUILDING LINE
- CENTERLINE
- EASEMENT LINE
- IRON ROD FOUND
- CAPPED IRON ROD SET
- OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS
- PLAT RECORDS, WILLIAMSON COUNTY, TEXAS
- D.E.
- U.E.
- B.L.
- IRF
- CIRF
- CAPPED IRON ROD FOUND
- AC.



FINAL PLAT  
MONARCH RANCH AT MANOR  
PHASE I

BEING 44.680 ACRES  
SITUATED IN THE S. BACON SURVEY  
ABSTRACT NO. 63,  
ETJ, CITY OF MANOR  
TRAVIS COUNTY, TEXAS

P.O.B.

P.O.B.



ENFIELD PARTNERS, LLC ETAL  
7.629 ACRES  
2019013312  
O.P.R.T.C.T.

ENFIELD PARTNERS, LLC ETAL  
3.711 ACRES  
2019013312  
O.P.R.T.C.T.





1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, June 9, 2022

Permit Number 2022-P-1441-FP  
Job Address: Monarch Ranch Final Plat Phase 1, Manor, TX. 78653

Dear ,

The first submittal of the Monarch Ranch Final Plat Phase 1 (*Final Plat*) submitted by Jamison Civil Engineering LLC and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

**1. The final plat cannot be approved until the construction plans have been approved.**

~~2. The P&Z Chairperson is Julie Leonard.~~

~~3. The Mayor is Dr. Christopher Harvey.~~

~~4. The Travis County Clerk is Rebecca Guerrero.~~

~~5. The proposed project will be located within the City Limits of Manor. The plat is not required to go before Commissioner's Court.~~

~~6. Any references to Travis County subdivision regulations should be removed. Attached to these review comments will be typical final plat notes for the City of Manor.~~

~~7. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County. (Chapter 10. Exhibit A. Article II. Section 24. (1) General Information (xi))~~

~~8. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches parks, open spaces, nature preserves; common ownership or subsequent development. (Chapter 10. Exhibit A. Article II. Section 24. (4) Improvements (v)). Missing city of Manor ETJ lines.~~

**9. Copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. Chapter 10. Exhibit A. Article II.**

**Section 24. (d) Procedure (2)(iv))**

~~10. Performance and maintenance guarantees as required by the City. Chapter 10. Exhibit A. Article II. Section 24. (d) Procedure (2)(vi)) should be provided prior to plat recordation.~~

~~11. True bearings and distances to the nearest established street lines, official monuments or existing subdivision corner shall be accurately described on the plat and be rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~

~~12. The following note should be added to the plat:~~

~~This subdivision is located within the City of Manor Corporate City Limits as of this Date. \_\_\_\_\_ Day of \_\_\_\_\_.~~

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.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

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

**JCE**

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

June 24, 2022

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

Re: Monarch Ranch Final Plat Phase 1 – 2022-P-1441-FP #U1

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

1. The final plat cannot be approved until the construction plans have been approved.

**COMMENT NOTED.**

2. The P&Z Chairperson is Julie Leonard.

**NAME HAS BEEN UPDATED IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**

3. The Mayor is Dr. Christopher Harvey.

**NAME HAS BEEN UPDATED IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**

4. The Travis County Clerk is Rebecca Guerrero.

**NAME HAS BEEN UPDATED IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**

5. The proposed project will be located within the City Limits of Manor. The plat is not required to go before Commissioner's Court.

**THE COMMISSIONER'S COURT NOTES BLOCK HAS BEEN REMOVED IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**

6. Any references to Travis County subdivision regulations should be removed. Attached to these review comments will be typical final plat notes for the City of Manor.

**GENERAL PLAT NOTES HAVE BEEN ADDED AND UPDATED IN THE REVISED PLAT.**

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

**PLEASE SEE THE EMAIL INCLUDED WITH THIS UPDATE SHOWING THAT WE RECEIVED APPROVAL ON OUR STREET NAME RESERVATION REQUEST FROM TRAVIS COUNTY.**

8. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches parks, open spaces, nature preserves; common ownership or subsequent development. (Chapter 10. Exhibit A. Article II. Section 24. (4) Improvements (v)). Missing city of Manor ETJ lines.

**THE PROPERTY LIES STRICTLY WITHIN THE CITY LIMITS OF MANOR. NO ETJ LIMITS TO BE DEPICTED ON THIS FINAL PLAT.**

9. Copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. Chapter 10. Exhibit A. Article II. Section 24. (d) Procedure (2)(iv))

**DEED RESTRICTIONS OR COVENANTS WILL BE RECORDED PRIOR TO FINAL PLAT APPROVAL.**

10. Performance and maintenance guarantees as required by the City. Chapter 10. Exhibit A. Article II. Section 24(d) Procedure (2)(vi)) should be provided prior to plat recordation.

**THESE GUARANTEES WILL BE PROVIDED PRIOR TO FINAL PLAT RECORDATION.**

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

**FOUR PROPERTY CORNERS ALONG FM-973 ARE IDENTIFIED WITH COORDINATES LABELED.**

12. The following note should be added to the plat:  
This subdivision is located within the City of Manor Corporate City Limits as of this Date.  
\_\_\_\_\_ Day of \_\_\_\_\_.

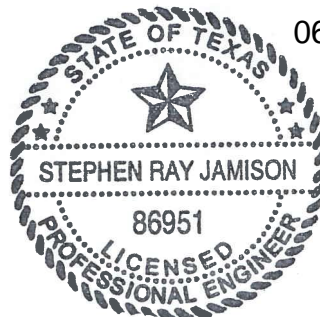
**NOTE HAS BEEN ADDED. PLEASE SEE NOTE # 14 IN THE "GENERAL PLAT NOTES" SECTION ON SHEET 3 IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**

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

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**



06/27/2022



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, July 19, 2022

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

Permit Number 2022-P-1441-FP  
Job Address: Monarch Ranch Final Plat Phase 1, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Final Plat Phase 1 submitted by Jamison Civil Engineering LLC and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

**1. The final plat cannot be approved until the construction plans have been approved.**

~~2. The P&Z Chairperson is Julie Leonard.~~

~~3. The Mayor is Dr. Christopher Harvey.~~

~~4. The Travis County Clerk is Rebecca Guerrero.~~

~~5. The proposed project will be located within the City Limits of Manor. The plat is not required to go before Commissioner's Court.~~

~~6. Any references to Travis County subdivision regulations should be removed. Attached to these review comments will be typical final plat notes for the City of Manor.~~

~~7. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County. (Chapter 10. Exhibit A. Article II. Section 24. (1) General Information (xi))~~

~~8. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches parks, open spaces, nature preserves; common ownership or subsequent development. (Chapter 10. Exhibit A. Article II. Section 24. (4) Improvements (v)). Missing city of Manor ETJ lines.~~

**9. Copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. Chapter 10. Exhibit A. Article II. Section 24. (d) Procedure (2)(iv))**

~~10. Performance and maintenance guarantees as required by the City. Chapter 10. Exhibit A. Article II. Section 24. (d) Procedure (2)(vi)) should be provided prior to plat recordation.~~

~~11. True bearings and distances to the nearest established street lines, official monuments or existing subdivision corner shall be accurately described on the plat and be rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~

~~12. The following note should be added to the plat:~~

~~This subdivision is located within the City of Manor Corporate City Limits as of this Date. \_\_\_\_\_ Day of \_\_\_\_\_.~~

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 (737) 247-7557, 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.  
Lead AES  
GBA



**Jamison Civil Engineering LLC**

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

**JCE**

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

August 9, 2022

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

Re: Monarch Ranch Final Plat Phase 1 – 2022-P-1441-FP #U2

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

1. The final plat cannot be approved until the construction plans have been approved.

**COMMENT NOTED.**

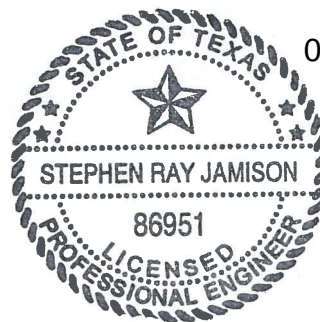
9. Copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. Chapter 10. Exhibit A. Article II. Section 24. (d) Procedure (2)(iv))

**PLEASE SEE THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS DOCUMENT AND THE CERTIFICATE OF FORMATION INCLUDED WITH THIS UPDATE.**

**SINCERELY,**



**Stephen R. Jamison P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**



08/09/2022



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, September 7, 2022

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

Permit Number 2022-P-1441-FP  
Job Address: Monarch Ranch Final Plat Phase 1, Manor 78653

Dear Stephen Jamison,

The subsequent submittal of the Monarch Ranch Final Plat Phase 1 submitted by Jamison Civil Engineering LLC and received on February 10, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

**1. The final plat cannot be approved until the construction plans have been approved.**

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 (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, February 10, 2023

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

Permit Number 2022-P-1441-FP  
Job Address: Monarch Ranch Final Plat Phase 1, Manor 78653

Dear Stephen Jamison,

We have conducted a review of the final plat for the above-referenced project, submitted by Stephen Jamison and received by our office on February 10, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

A handwritten signature in blue ink that reads 'Pauline M. Gray'.

Pauline Gray, P.E.  
Lead AES  
GBA



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, November 14, 2022

Ethan Harwell  
Kimley-Horn  
10814 Jollyville Road Campus IV, Suite 200  
Austin TX 78759  
ethan.harwell@kimley-horn.com

Permit Number 2022-P-1479-FP  
Job Address: , , LA.

Dear Ethan Harwell,

The first submittal of the Shadowview Commercial Section 3 - Final Plat (*Final Plat*) submitted by Kimley-Horn and received on January 11, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. The Travis County Clerk is Rebecca Guerrero.
2. Verify the street name for Manor Downs on the west of Gregg Manor.
3. Please provide the identification and location of proposed uses and reservations for all lots within the subdivision.
4. The owner's names and property lines of property within 300' of the subdivision boundary should be shown on the plat.
5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four property corners.
6. The location of building setback lines should be provided on the plat.
7. The proposed location of sidewalks for each street should be shown as a dotted line inside the proposed right-of-way lines.
8. Copies of any deed restrictions should be provided if applicable.
9. The following note should be added to the plat:

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE:

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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.  
Lead AES  
GBA



December 13, 2022

Pauline Gray  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78646-2029

**RE: *Permit Number 2022-P-1479-FP***

***Job Address: Shadowview Commercial Section 3 Final Plat - Hill Lane Ext.,  
Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **November 14, 2022**, for the first submittal of the Shadowview Commercial Section 3 - Final Plat (Final Plat) reviewed for compliance with the City of Manor Subdivision Ordinance 263B. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ENGINEER REVIEW:**

Comment 1: The Travis County Clerk is Rebecca Guerrero.

**Response 1: Travis County Clerk, Rebecca Guerrero, signature block has been added to the second page.**

Comment 2: Verify the street name for Manor Downs on the west of Gregg Manor.

**Response 2: The street name, Manor Downs Road, has been updated to Hill Lane.**

Comment 3: Please provide the identification and location of proposed uses and reservations for all lots within the subdivision.

**Response 3: Identification and location of proposed uses are provided on the Plat.**

Comment 4: The owner's names and property lines of property within 300' of the subdivision boundary should be shown on the plat.

**Response 4: All owner's names/property lines within 300' are provided on the Plat.**

Comment 5: True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four property corners.

**Response 5: True bearings and distances have been added to four property corners.**



Comment 6: The location of building setback lines should be provided on the plat.

**Response 6: 25' (feet) Building set back lines have been added to plat.**

Comment 7: The proposed location of sidewalks for each street should be shown as a dotted line inside the proposed right-of-way lines.

**Response 7: The location of sidewalks has been added to the plat represented by dotted lines.**

Comment 8: Copies of any deed restrictions should be provided if applicable.

**Response 8: No deed restrictions apply to this project.**

Comment 9: The following note should be added to the plat:

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE:

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**Response 9: The above note has been added to the Final Plat.**

### **End of Report**

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



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, January 10, 2023

Ethan Harwell  
Kimley-Horn  
10814 Jollyville Road Campus IV, Suite 200  
Austin TX 78759  
ethan.harwell@kimley-horn.com

Permit Number 2022-P-1479-FP  
Job Address: ,

Dear Ethan Harwell,

The subsequent submittal of the Shadowview Commercial Section 3 - Final Plat submitted by Kimley-Horn and received on January 11, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### Engineer Review

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

**1. The Travis County Clerk is Rebecca Guerrero. signature block still reads as "I, Dana Beauvoir, Clerk of Travis County"**

~~2. Verify the street name for Manor Downs on the west of Gregg Manor.~~

~~3. Please provide the identification and location of proposed uses and reservations for all lots within the subdivision.~~

~~4. The owner's names and property lines of property within 300' of the subdivision boundary should be shown on the plat.~~

~~5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four property corners.~~

~~6. The location of building setback lines should be provided on the plat.~~

~~7. The proposed location of sidewalks for each street should be shown as a dotted line inside the proposed right-of-way lines.~~

~~8. Copies of any deed restrictions should be provided if applicable.~~

~~9. The following note should be added to the plat:~~

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

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 /Manor/Parts/Blank, or by e-mail at [tshows@gbateam.com](mailto:tshows@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,



Tyler Shows  
Staff Engineer  
GBA



January 11, 2023

Pauline Gray  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78646-2029

**RE: *Permit Number 2022-P-1479-FP***

***Job Address: Shadowview Commercial Section 3 Final Plat - Hill Lane Ext.,  
Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **January 10, 2023** for the submittal of the Shadowview Commercial Section 3 - Final Plat (Final Plat) reviewed for compliance with the City of Manor Subdivision Ordinance 263B. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ENGINEER REVIEW:**

Comment 1: The Travis County Clerk is Rebecca Guerrero, signature block still reads as "I, Dana Beauvoir, Clerk of Travis County"

**Response 1: Updated signature block to read as newly elected Dyana Limon-Mercado.**

**End of Report**

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,

A handwritten signature in blue ink, appearing to read "Jason Reece".

Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, January 11, 2023

Ethan Harwell  
Kimley-Horn  
10814 Jollyville Road Campus IV, Suite 200  
Austin TX 78759  
ethan.harwell@kimley-horn.com

Permit Number 2022-P-1479-FP  
Job Address: ,

Dear Ethan Harwell,

We have conducted a review of the final plat for the above-referenced project, submitted by Ethan Harwell and received by our office on January 11, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

A handwritten signature in blue ink, reading "Pauline M. Gray".

Pauline Gray, P.E.  
Lead AES  
GBA

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near Gregg Manor Road and Hill Lane, Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: Cottonwood Holdings, LTD*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is for three commercial lots that are along the new built Hill Lane and realigned Manor Downs Road.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Plat
- Engineer Comment
- Conformance Letter

### STAFF RECOMMENDATION:

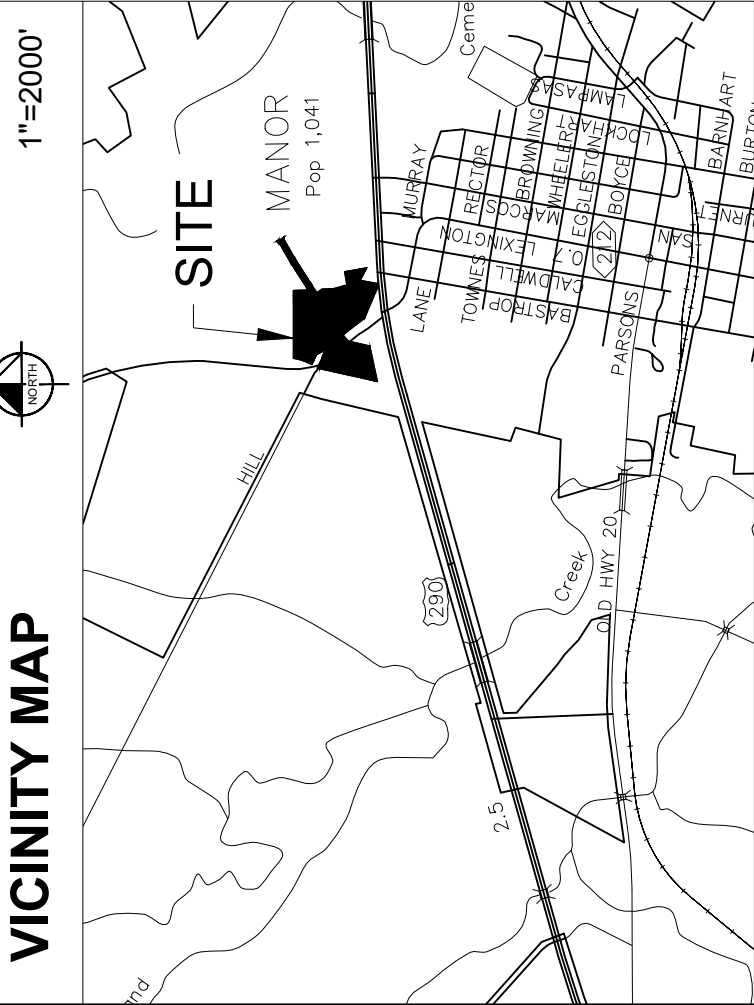
It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near Gregg Manor Road and Hill Lane, Manor, TX.

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



VICINITY MAP

1"=2000'



BENCHMARKS:

BM #101 "1" CUT ON DRAINAGE GRATE INLET ON N. SIDE OF GREG MANOR ROAD ±100' EAST OF HILL LANE. ELEVATION = 953.07'.  
VERTICAL DATUM NAVD 1988.

SHADOWVIEW COMMERCIAL SECTION 3 GENERAL INFORMATION:

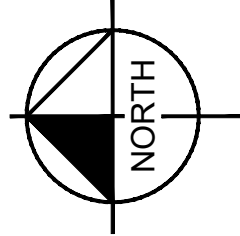
TOTAL ACREAGE.....16.725 ACRES  
ACREAGE OF PROPOSED ROAD.....2.247 ACRES  
NUMBER OF LIGHT COMMERCIAL LOTS.....3  
ACREAGE OF LIGHT COMMERCIAL LOTS (DEVELOPMENT).....14.478 ACRES  
TOTAL NUMBER OF LOTS.....3

THIS SITE IS LOCATED IN THE WILBARGER CREEK AND GILLELAND CREEK WATERSHED.  
NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0485J, REVISED TO REFLECT FLOOD EFFECTIVE DATE DECEMBER 2, 2019. TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

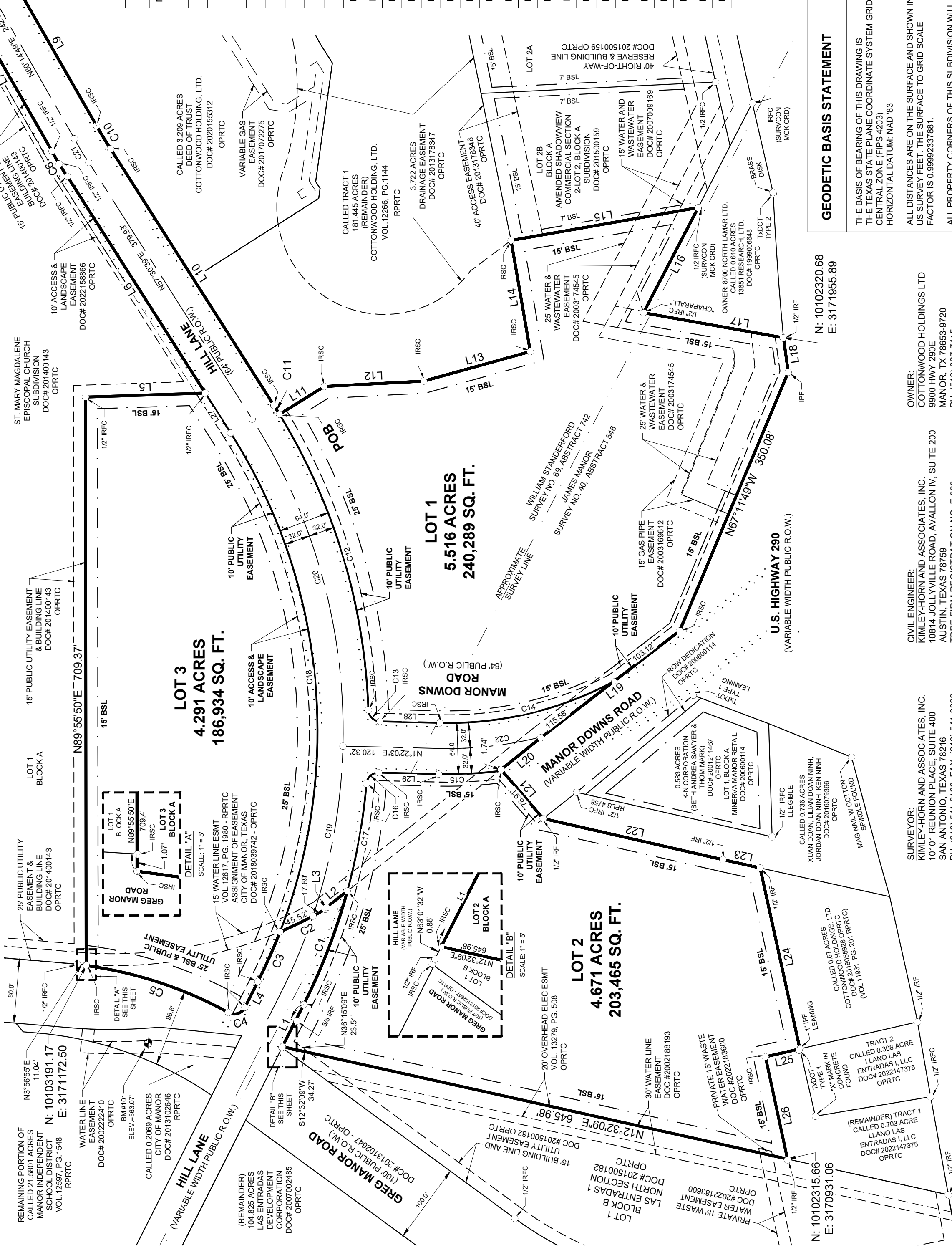
BEING A 16.725 ACRE TRACT OF LAND SITUATED IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, AND THE WILLIAM STANDERFORD SURVEY NO. 69, ABSTRACT NO. 742, CITY OF MANOR, TRAVIS COUNTY, TEXAS, AND (1) CONTAINING ALL OF THAT CERTAIN 3.056 ACRE TRACT 3, AND (2) A PORTION OF THAT CERTAIN 181.445 ACRE TRACT NO. 1, AS DESCRIBED IN SUBSTITUTE TRUSTEE'S DEED TO COTTONWOOD HOLDINGS, LTD. RECORDED IN VOLUME 12266, PAGE 1144, REAL PROPERTY RECORDS OF TRAVIS COUNTY, (3) ALL OF THAT CERTAIN 3.566 ACRE TRACT DESCRIBED IN INSTRUMENT NO. 2015140596, OFFICIAL PUBLIC SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2015140596, OFFICIAL PUBLIC RECORDS TRAVIS COUNTY, (4) ALL OF THAT CERTAIN 0.197 ACRE TRACT AND (5) THAT CERTAIN 0.563 ACRE TRACT (FORMERLY PORTIONS OF MANOR DOWNS ROAD) CONVEYED TO COTTONWOOD HOLDINGS, LTD. FROM THE CITY OF MANOR BY ORDINANCE NO. 479, DATED 8/16/2022 (TO BE RECORDED), AND (6) A PORTION OF THAT CERTAIN 0.703 ACRE TRACT OF LAND CALLED TRACT 1, AS CONVEYED TO LLANO LAS ENTRADAS I, LLC RECORDED IN DOCUMENT NO. 2022147375, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY.

LEGEND

- IRSC 1/2" IRON ROD W/ "KHA" CAP SET
- IRF IRON ROD FOUND
- IRFC IRON ROD FOUND (W/CAP STAMPED " " )
- IPF IRON PIPE FOUND
- OPRTC OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS
- POB POINT OF BEGINNING
- PUF PUBLIC UTILITY EASEMENT
- BSL BUILDING SETBACK LINE
- 500' PROPOSED CONTOURS (BASED ON NAVD 89)
- AREA TO BE VACATED



THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE LIMITS AS OF THIS DATE: \_\_\_\_\_



CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	11°3'100"	757.00'	152.16'	S68°57'54"E	151.90'
C2	6°47'43"	532.95'	63.21'	N26°24'30"W	63.17'
C3	5°37'07"	693.00'	67.96'	N66°00'58"W	67.93'
C4	91°50'19"	15.00'	24.04'	N17°17'15"W	21.55'
C5	20°55'09"	515.00'	188.03'	N18°15'56"E	186.99'
C6	6°28'03"	330.00'	37.06'	N58°40'42"E	37.04'
C7	83°54'38"	25.00'	36.61'	N18°17'30"E	33.43'
C8	8°56'15"	540.00'	84.23'	S28°07'56"E	84.15'
C9	87°09'07"	15.00'	22.82'	N76°10'37"W	20.68'
C10	2°47'13"	696.00'	33.86'	S58°40'24"W	33.85'
C11	0°59'57"	757.00'	13.20'	S58°00'38"W	13.20'
C12	29°28'02"	757.00'	389.33'	S73°14'37"W	385.05'
C13	86°36'35"	15.00'	22.67'	S44°40'21"W	20.58'
C14	29°34'15"	438.00'	226.06'	S13°25'05"E	223.56'
C15	9°01'44"	502.00'	79.11'	N03°08'49"W	79.03'
C16	86°24'34"	15.00'	22.62'	N41°50'14"W	20.54'
C17	10°19'07"	757.00'	136.33'	N79°52'57"W	136.15'
C18	53°39'50"	693.00'	649.07'	N84°20'34"E	625.61'
C19	17°05'08"	725.00'	216.20'	S79°58'59"E	215.40'
C20	33°57'47"	725.00'	429.76'	N74°29'33"E	423.49'
C21	6°38'12"	287.57'	34.47'	N58°40'04"E	34.45'
C22	15°47'09"	470.00'	129.49'	N06°31'31"W	129.08'

LINE TABLE		
NO.	BEARING	LENGTH
L1	S63°04'29"E	58.81'
L2	N37°50'45"W	33.12'
L3	N61°52'55"W	2.78'
L4	N63°12'24"W	36.14'
L5	S01°55'56"E	149.65'
L6	N57°30'39"E	320.38'
L7	N60°14'49"E	220.31'
L8	S32°36'03"E	16.51'
L9	S60°14'49"W	228.53'
L10	S57°30'39"W	379.57'
L11	S31°51'59"E	65.84'
L12	S03°04'37"E	124.27'
L13	S15°30'56"E	138.13'
L14	N80°10'32"E	140.71'
L15	S09°56'44"E	237.23'
L16	N62°29'54"W	147.91'
L17	S10°09'02"W	177.46'
L18	S82°01'38"W	43.43'
L19	S77°33'52"W	218.70'
L20	N38°42'06"W	63.55'
L21	S49°16'18"W	80.65'
L22	S12°53'12"W	230.30'
L23	S12°29'46"W	47.51'
L24	S77°36'50"W	231.21'
L25	N12°53'35"W	44.09'
L26	S77°50'18"W	130.53'
L27	N57°30'39"E	58.96'
L28	S01°22'03"W	74.67'
L29	N01°22'03"E	74.83'

SHADOWVIEW COMMERCIAL - SECTION 3  
16.725 ACRES

WILLIAM STANDERFORD SURVEY NO. 69, ABSTRACT NO. 742  
& JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546  
CITY OF MANOR, TRAVIS COUNTY, TEXAS

**Kimley»Horn**

10101 Reunion Place, Suite 400  
San Antonio, Texas 78216  
FIRM # 10193973  
Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	SAL	JGM	1/11/2023	069241746	1 OF 2

GEODETTIC BASIS STATEMENT

THE BASIS OF BEARING OF THIS DRAWING IS THE TEXAS STATE PLANE COORDINATE SYSTEM GRID CENTRAL ZONE (FIPS 4203)  
HORIZONTAL DATUM: NAD 83  
ALL DISTANCES ARE ON THE SURFACE AND SHOWN IN US SURVEY FEET. THE SURFACE TO GRID SCALE FACTOR IS 0.99992337881.  
ALL PROPERTY CORNERS OF THIS SUBDIVISION WILL BE MONUMENTED WITH A 1/2-INCH IRON ROD WITH PLASTIC CAP STAMPED "KHA" UNLESS OTHERWISE NOTED.

OWNER:  
COTTONWOOD HOLDINGS LTD  
9900 HWY 230E  
MANOR, TX 78653-9720  
PH: (512) 327-7415  
CONTACT: DANNY BURNETT

CIVIL ENGINEER:  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 200  
AUSTIN, TEXAS 78759  
TBP E FIRM REGISTRATION NO. F-928  
PH: (512) 416-1771 FAX: (512) 416-1791  
CONTACT: JASON REECE, P.E.

SURVEYOR:  
KIMLEY-HORN AND ASSOCIATES, INC.  
10101 REUNION PLACE, SUITE 400  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166 FAX: (210) 541-8699  
CONTACT: JOHN G. MOSIER, R.P.L.S.  
TBL'S FIRM REGISTRATION NO. 10193973

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Final Plat for the Palomino Subdivision, one hundred sixteen (116) residential lots on 42.933 acres, more or less, and being located near FM 973 and Johnson Road, Manor, TX.**

*Applicant: BGE, Inc.*

*Owner: Continental Homes of Texas, LP*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It has 112 residential lots which are zoned Two-Family and 4 parkland/detention lots.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Palomino Subdivision, one hundred sixteen (116) residential lots on 42.933 acres, more or less, and being located near FM 973 and Johnson Road, Manor, TX.

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



**SHEET 3 OF 5**



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, February 18, 2022

John Kim  
BGE, Inc

jkim@bgeinc.com

Permit Number 2022-P-1400-FP  
Job Address: Palomino Final Plat, Manor, TX. 78653

Dear John Kim,

The first submittal of the Palomino Final Plat (*Final Plat*) submitted by BGE, Inc and received on December 02, 2022, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. The owner's names and property lines of property located within three hundred (300) feet of the subdivision boundary should be shown on the final plat.
2. The location of the City Limit lines and/or outer border of the City's extraterritorial jurisdiction as depicted on the City's most recent base map should be shown on the plat if either such line traverses the subdivision or is contiguous to the subdivision boundary.
3. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's interest to serve the property.
4. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with City Ordinances.
5. A copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.
6. Performance and maintenance guarantees as required by the City should be provided are required in order for the plat to be recorded unless financial assurance is provided by the developer.
7. Parkland dedication is required with this development. The proposed parkland shown on the plans will need to be dedicated to the City via a warranty deed.
8. Any parkland that includes detention will need to be maintained by the HOA. This is will need to be done through a license agreement.

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.  
Lead AES  
GBA



April 1, 2022

Pauline Gray, P.E.  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78641

**Re Palomino Final Plat  
Permit Number 2022-P-1400-FP  
Comments Dated February 18, 2022**

**Engineer Review**

1. The owner's names and property lines of property located within three hundred (300) feet of the subdivision boundary should be shown on the final plat.

**Response: Adjacent owner names have been added to the plat.**

2. The location of the City Limit lines and/or outer border of the City's extraterritorial jurisdiction as depicted on the City's most recent base map should be shown on the plat if either such line traverses the subdivision or is contiguous to the subdivision boundary.

**Response: Jurisdictional limit boundaries have been added to the plat.**

3. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's interest to serve the property.

**Response: A wastewater easement is being dedicated within the boundary of the site along Johnson Road because the wastewater line was installed outside of the recorded easement. We do not have any non-city utility easements being dedicated on this plat.**

4. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with City Ordinances.

**Response: Acknowledged.**



5. A copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

**Response: Acknowledged.**

6. Performance and maintenance guarantees as required by the City should be provided are required in order for the plat to be recorded unless financial assurance is provided by the developer.

**Response: Acknowledged. This will be provided prior to recordation.**

7. Parkland dedication is required with this development. The proposed parkland shown on the plans will need to be dedicated to the City via a warranty deed.

**Response: Acknowledged. This will be provided prior to recordation.**

8. Any parkland that includes detention will need to be maintained by the HOA. This is will need to be done through a license agreement.

**Response: Acknowledged. This will be provided prior to recordation. Note 11 has been added to state that the HOA will be responsible for maintenance of the parkland lots.**

If you have any questions, please feel free to contact me.

Thanks,



John Kim, P.E.  
512-879-0477  
jkim@bgeinc.com



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, May 2, 2022

John Kim  
BGE, Inc

jkim@bgeinc.com

Permit Number 2022-P-1400-FP  
Job Address: Palomino Final Plat, Manor 78653

Dear John Kim,

The subsequent submittal of the Palomino Final Plat submitted by BGE, Inc and received on December 02, 2022, 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 (737) 247-7557 or by email at pgray@gbateam.com.

- ~~1. The owner's names and property lines of property located within three hundred (300) feet of the subdivision boundary should be shown on the final plat.~~
- ~~2. The location of the City Limit lines and/or outer border of the City's extraterritorial jurisdiction as depicted on the City's most recent base map should be shown on the plat if either such line traverses the subdivision or is contiguous to the subdivision boundary.~~
- ~~3. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's interest to serve the property. Documentation should be provided from Manville stating they will provide water to the proposed project.~~
- ~~4. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with City Ordinances.~~
- ~~5. A copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. A copy is required prior to approval of the final plat.~~
- ~~6. Performance and maintenance guarantees as required by the City should be provided are required in order for the plat to be recorded unless financial assurance is provided by the developer.~~
- ~~7. Parkland dedication is required with this development. The proposed parkland shown on the plans will need to be dedicated to the City via a warranty deed. A copy will need to be provided for review. The warranty deed is currently being reviewed by City Legal.~~
- ~~8. Any parkland that includes detention will need to be maintained by the HOA. This is will need to be done through a license agreement. A copy should be provided for review. Was this item submitted directly to City Legal for review?~~

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 (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
GBA



December 2, 2022

Pauline Gray, P.E.  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78641

**Re Palomino Final Plat  
Permit Number 2022-P-1400-FP  
Comments Dated May 2, 2022**

**Engineer Review**

1. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's interest to serve the property. **Documentation should be provided from Manville stating they will provide water to the proposed project.**

**Response: A will serve letter from Manville WSC has been provided in this submittal.**

2. A copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. **A copy is required prior to approval of the final plat.**

**Response: Per our correspondence with Pauline Gray on 7/8/2022, the community will not have a CCR or deed restrictions. As such, this comment will not apply to this development.**

3. Parkland dedication is required with this development. The proposed parkland shown on the plans will need to be dedicated to the City via a warranty deed. **A copy will need to be provided for review.**

**Response: A copy of the warranty deed has been provided to the city for review.**

4. Any parkland that includes detention will need to be maintained by the HOA. This is will need to be done through a license agreement. **A copy should be provided for review.**

**Response: A copy of the license agreement is currently under review with the city's attorney.**

If you have any questions, please feel free to contact me.

Thanks,

A handwritten signature in blue ink, appearing to read "John Kim", is written over a light blue circular stamp.

John Kim, P.E.



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, December 21, 2022

John Kim  
BGE, Inc

jkim@bgeinc.com

Permit Number 2022-P-1400-FP  
Job Address: Palomino Final Plat, Manor 78653

Dear John Kim,

The subsequent submittal of the Palomino Final Plat submitted by BGE, Inc and received on December 02, 2022, 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 (737) 247-7557 or by email at pgray@gbateam.com.

- ~~1. The owner's names and property lines of property located within three hundred (300) feet of the subdivision boundary should be shown on the final plat.~~
- ~~2. The location of the City Limit lines and/or outer border of the City's extraterritorial jurisdiction as depicted on the City's most recent base map should be shown on the plat if either such line traverses the subdivision or is contiguous to the subdivision boundary.~~
- ~~3. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's interest to serve the property. Documentation should be provided from Manville stating they will provide water to the proposed project.~~
- ~~4. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with City Ordinances.~~
- ~~5. A copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat. A copy is required prior to approval of the final plat.~~
- ~~6. Performance and maintenance guarantees as required by the City should be provided are required in order for the plat to be recorded unless financial assurance is provided by the developer.~~
- ~~7. Parkland dedication is required with this development. The proposed parkland shown on the plans will need to be dedicated to the City via a warranty deed. A copy will need to be provided for review. The warranty deed is currently being reviewed by City Legal.~~
- ~~8. Any parkland that includes detention will need to be maintained by the HOA. This is will need to be done through a license agreement. A copy should be provided for review. Was this item submitted directly to City Legal for review?~~

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 (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
GBA





1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, March 2, 2023

John Kim  
BGE, Inc

jkim@bgeinc.com

Permit Number 2022-P-1400-FP  
Job Address: Palomino Final Plat, Manor 78653

Dear John Kim,

We have conducted a review of the final plat for the above-referenced project, submitted by John Kim and received by our office on December 02, 2022, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

A handwritten signature in blue ink that reads 'Pauline M. Gray'.

Pauline Gray, P.E.  
Lead AES  
GBA



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 8, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on Setback Waivers for Lots 1, 2, 3, and 4, Block 2, Town of Manor, locally know as 301, 303, 305, 307 W. Lane Ave, to reduce the front setback to 20', rear setback to 10, and side setback to 5'.**

*Applicant: Brenda Perez*

*Owner: Brenda Perez*

### BACKGROUND/SUMMARY:

These four lots are all adjacent to one another, under common ownership, and zoned SF-1 Single Family Suburban. They are standard lot sizes for lots in the older part of the city which is 50'x115'. Since those lot dimensions are below the minimum for SF-1 (70'x125') our code permits owners to request setback waivers to provided enough developable area to meet the minimum living unit size (1,500 sf) plus the 2-car enclosed garage and 100 sf patio while be at or under the 40% impervious cover limit.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Setback Waivers

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve Setback Waivers for Lots 1, 2, 3, and 4, Block 2, Town of Manor, locally know as 301, 303, 305, 307 W. Lane Ave, to reduce the front setback to 20', rear setback to 10, and side setback to 5'.

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



## 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, Exhibit A, Article II, Section 20(j)(2)*

### Applicant Contact Information

Name: Brenda Perez

Address: 600 Samaripa St Manor TX 78653

Phone Number: (512) 574-9488 Email: perezmucio@yahoo.com

### Property Information

Address: \_\_\_\_\_

Lot: 1 Block: 2

Zoning District: SF-1

Requested Front Setback: 20ft.

Requested Rear Setback: 10ft.

Requested Side Setback: Side yard 5ft; Street yard 15ft.

B. Perez

Applicant Signature

2-7-23

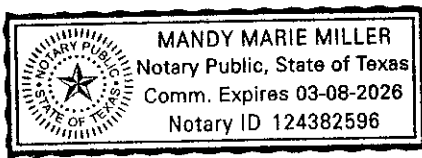
Date

## Setback Waiver Request

STATE OF TEXAS §  
COUNTY OF TRAVIS §

BEFORE ME the undersigned authority on this day personally appeared BRENDA PEREZ 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 22<sup>ND</sup> day of FEBRUARY, 2023.



[Signature]  
Notary Public - State of Texas

PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_ 2023.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
LaKesha Small,  
Chairperson

ATTEST:

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

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



## 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, Exhibit A, Article II, Section 20(j)(2)*

### Applicant Contact Information

Name: Brenda Perez  
 Address: 600 Samaripa St. Manor TX 78653  
 Phone Number: (512) 574-9488 Email: perez.mucio@yahoo

### Property Information

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

B. Perez

Applicant Signature

2-7-23

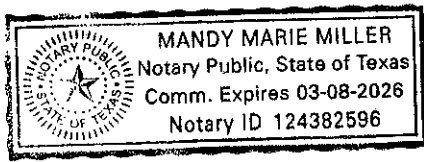
Date

## Setback Waiver Request

STATE OF TEXAS                   §  
COUNTY OF TRAVIS           §

BEFORE ME the undersigned authority on this day personally appeared BRENDA PEREZ  
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 22<sup>ND</sup> day of  
FEBRUARY, 2023.



[Signature]  
Notary Public - State of Texas

PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_ 2023.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
LaKesha Small,  
Chairperson

ATTEST:

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

After recording return to:

Development Services Dept.  
City of Manor  
105 East Eggleston St.  
Manor, TX 78653





## 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, Exhibit A, Article II, Section 20(j)(2)*

### Applicant Contact Information

Name: Brenda Perez  
 Address: 600 Samarkip St. Manor TX 78653  
 Phone Number: (512) 574 9488 Email: Perez mucio@yahoo

### Property Information

Address: \_\_\_\_\_  
 Lot: 3 Block: 2  
 Zoning District: SF-1  
 Requested Front Setback: 20ft.  
 Requested Rear Setback: 10ft.  
 Requested Side Setback: 5ft yard side: 5ft. yard side

B. Perez

Applicant Signature

2-7-23

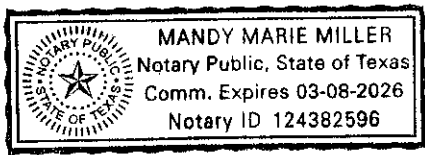
Date

## Setback Waiver Request

STATE OF TEXAS                   §  
COUNTY OF TRAVIS           §

BEFORE ME the undersigned authority on this day personally appeared BRENDA PEREZ  
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 22<sup>ND</sup> day of  
FEBRUARY, 2023.



Mandy Miller  
Notary Public - State of Texas

PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_ 2023.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
LaKesha Small,  
Chairperson

ATTEST:

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

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



## 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, Exhibit A, Article II, Section 20(j)(2)*

### Applicant Contact Information

Name: Brenda Perez  
 Address: 6000 Samakipa St. Manor TX 78653.  
 Phone Number: (512) 574-9488 Email: perez.mucio@yahoo.com

### Property Information

Address: \_\_\_\_\_  
 Lot: 4 Block: 2  
 Zoning District: SF-1  
 Requested Front Setback: 20ft.  
 Requested Rear Setback: 10ft.  
 Requested Side Setback: 5ft. yard side: 5ft. yard side.

B. Perez

Applicant Signature

2-7-23

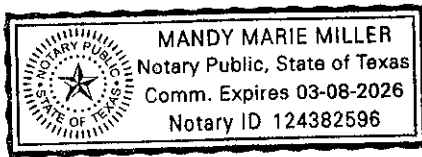
Date

## Setback Waiver Request

STATE OF TEXAS §  
 COUNTY OF TRAVIS §

BEFORE ME the undersigned authority on this day personally appeared BRENDA PEREZ  
 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 22<sup>ND</sup> day of  
FEBRUARY, 2023.



[Signature]  
 Notary Public - State of Texas

PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_ 2023.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
 LaKesha Small,  
 Chairperson

ATTEST:

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

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