



Julie Leonard, Chair, Place 1  
LaKesha Small, Vice Chair, Place 7  
Anthony Butler, Place 2  
Cresandra Hardeman, Place 3  
Vacant, Place 4  
Jennifer Wissman, Place 5  
Cecil Meyer, Place 6

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## Planning & Zoning Commission Regular Meeting

Wednesday, August 10, 2022 at 6:30 PM

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

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### AGENDA

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

#### PUBLIC COMMENTS

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

#### PUBLIC HEARING

- 1. Conduct a public hearing on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.  
*Applicant: Henderson Professional Engineers  
Owner: 16023 HWY 290 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.*

- 2. Consideration, discussion, and possible action to approve the minutes of July 13, 2022, P&Z Commission Regular Meeting.**

#### REGULAR AGENDA

- 3. Consideration, discussion, and possible action city goals and vision.**



- 4.** Consideration, discussion and possible action on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.  
*Applicant: Henderson Professional Engineers*  
*Owner: 16023 HWY 290 LLC*
- 5.** Consideration, discussion, and possible action on a Coordinated Sign Plan Amendment for the Shadowglen Medical Tower located at 14008 Shadowglen Blvd., Manor, TX.  
*Applicant: Executive Signs*  
*Owner: Perardi Development*
- 6.** Consideration, discussion, and possible action on a Final Plat for Presidential Glen Townhomes Subdivision, one (1) lot on 10.237 acres, more or less, and being located near Paseo de Presidente and Tayshas Street, Manor, TX.  
*Applicant: Kimley-Horn & Associates*  
*Owner: CW-WP Two, LLC*
- 7.** Consideration, discussion, and possible action to change the Planning and Zoning Commission regular meeting time from 6:30pm to 7:00 pm on the second Wednesday of each month.

#### **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, August 5, 2022, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

## **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:**

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





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

*Applicant: Henderson Professional Engineers*

*Owner: 16023 HWY 290 LLC*

### BACKGROUND/SUMMARY:

This property was annexed in 2017. No zoning was requested at the time of annexation, so it defaulted to Agricultural zoning. General Office should generally be located along arterial roadways and serve as community or regional employment centers.

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

- Letter of Intent
- Zoning Map
- Area Map
- Permitted Use
- Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is city staff's recommendation for the Planning and Zoning Commission to approve a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

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



February 15, 2022

Salt and Pepper Development  
C/O Bruce Raney  
601 Quail Valley Drive  
Georgetown, Texas 78626  
512.585.6346 [BruceR@SaltAndPepperDevelopment.com](mailto:BruceR@SaltAndPepperDevelopment.com)

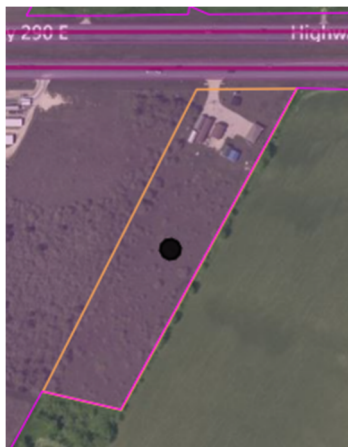
**RE: 16023 US-290, Elgin, Texas 78621**

To Whom It May Concern:

Henderson Professional Engineers is under contract with Salt and Pepper Development on the property located at 16023 US-290, Elgin, Texas 78621 for the Re-Zoning application from AG- Agricultural to GO- General Office. The legal description of the property is: Lot 16 Bluebonnet Park. The 4.7874-acre tract of land is shown in Travis County Appraisal District records as 773142, inside the corporate limits of Manor, Texas. The City of Manor application requires a deed showing ownership, proof of signatory authority, ownership authorization for HPE to represent them as an agent, several exhibits to show zoning categories of surrounding properties and a letter outlining the proposal for rezoning. It is important to note that re-zoning is a proposal and this could be changed and may be entirely different than this vision. This proposal cannot be conditionally approved for the rezoning.

The City of Manor requires information to be submitted to the development services department no less than 4 weeks before the first available Planning and Zoning Commission meeting. Those meetings are held on the second Wednesday of each Month. Based on our history of re-zoning applications in the area, the Planning and Zoning commission will then make a recommendation to the City Council to approve or deny the rezoning application. The City Council meets on the first and third Wednesday of each month and must hear the rezoning case and hold a public hearing twice prior to final approval. Based on the best available written data, it is possible that the re-zoning may be approved within 90 days from the date of the conveyance of the land and the application submittal to the city.

In my career, I have personally been involved in numerous re-zoning and re-platting projects within the Hill Country area. I am very familiar with the process in Manor, Texas and have a great working relationship with the City staff of Manor, Texas. I have a high degree of confidence that the rezoning from Ag-Agricultural to GO-General Office will be approved. The property is outlined in yellow below:



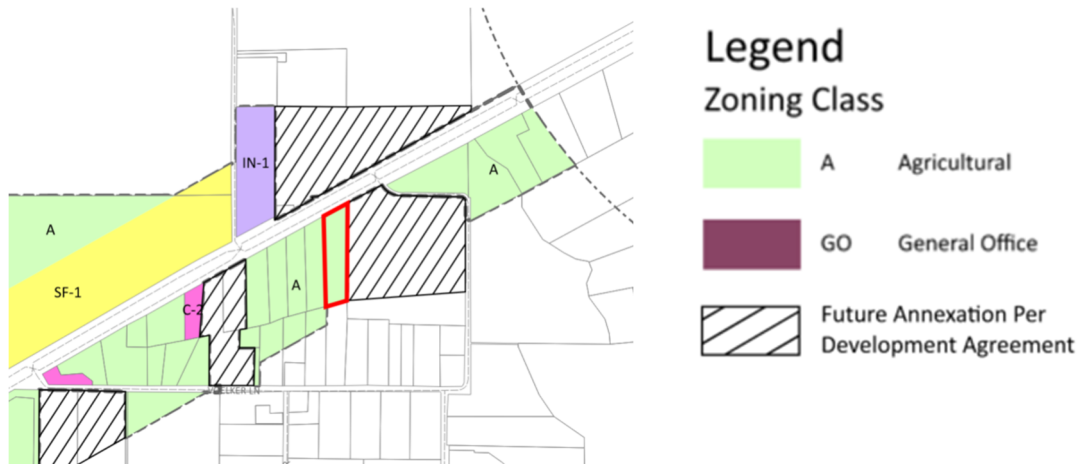
[www.hendersonpe.com](http://www.hendersonpe.com) | 512.350.6228 | 600 Round Rock West Drive, Suite 604, Round Rock, TX 78681  
PELS Firm F-22208 | WBE210166 | HUB 1853873845300

Page | 1

220202 – Salt and Pepper Development



The project site is currently zoned A (Agricultural). The existing roads and utilities (water, sewer and power) will serve the new commercial development. The current zoning of the surrounding areas is:



The City of Manor Code of Ordinances provides the regulations for the jurisdiction of this development at this time. The Code of Ordinances, Chapter 14, indicates that General Office should provide large office complexes to support the community as a whole and to provide regional employment opportunities. This site, located along an arterial roadway and can provide for transitional uses between neighborhoods and more intensive commercial regional activities.

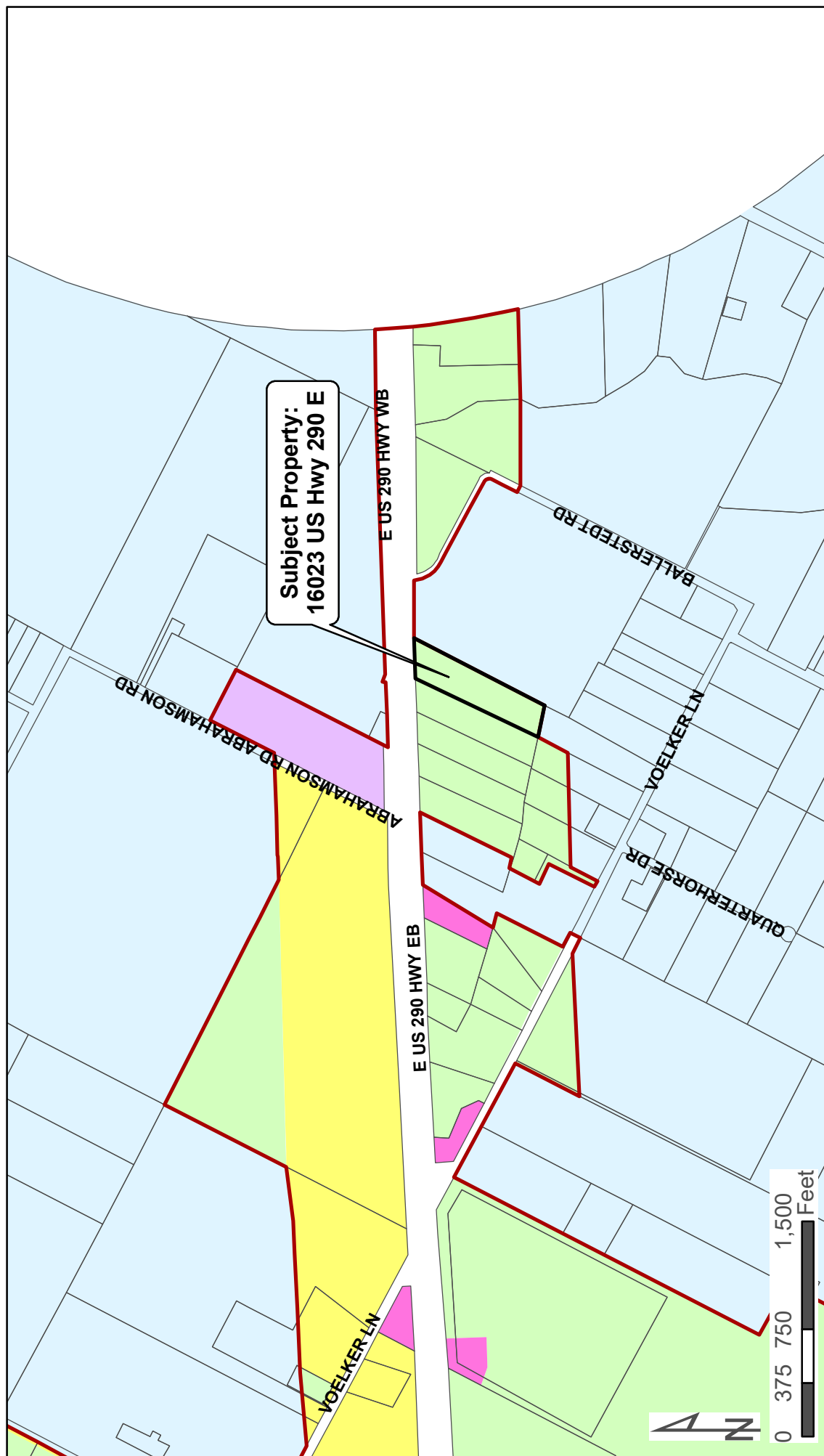
Should you need additional information please do not hesitate to contact me at [Jen@HendersonPE.com](mailto:Jen@HendersonPE.com) or 512.350.6228.

Respectfully,

Jen Henderson, P.E.  
President  
Henderson Professional Engineers, LLC

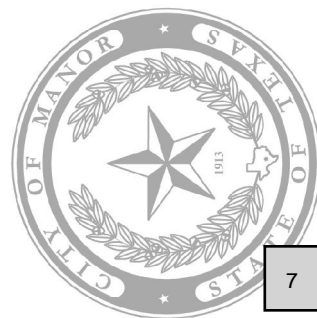
JH/





**Proposed:  
General Office (GO)**

Current:  
Agricultural (A)



Zone	Color	Category	Subcategory
A - Agricultural	Light Green	MH-1 - Manufactured	Home
SF-1 - Single Family Suburban	Yellow	I-1 - Institutional	Small
SF-2 - Single Family Standard	Gold	I-2 - Institutional	Large
TF - Two Family	Light Orange	GO - General Office	
TH - Townhome	Orange	C-1 - Light Commercial	
MF-1 - Multi-Family 15	Brown	C-2 - Medium Commercial	
MF-2 - Multi-Family 25	Dark Brown	C-3 - Heavy Commercial	
		MH-1 - Manufactured	Home
		I-1 - Institutional	Small
		I-2 - Institutional	Large
		GO - General Office	
		C-1 - Light Commercial	
		C-2 - Medium Commercial	
		C-3 - Heavy Commercial	
		NB - Neighborhood Business	
		DB - Downtown Business	
		IN-1 - Light Industrial	
		IN-2 - Heavy Industrial	
		PUD - Planned Unit Development	
		ETJ	
		Item 1.	







Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Athletic facility	C	C	C								
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								
Child care center		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Community garden	C	C	C		C	C	C				



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Construction and equipment sales (major)									P	P	P
Construction and equipment sales (minor)							P	P	P	P	
Consumer repair services					P	P	P	P	P		
Contractor's shop								C	C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room							C/S	C/S	C/S		
Garden center							C	C	C		
Gasoline station (full service)								C/S	C		
Gasoline station (limited)					C/S		C/S	C/S	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C	C	C	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Pet store					C	C	C	C	C		



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Portable building sales									P	P	
Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive-in or drive- through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Semi-permanent food establishment							C	C	C		
Shooting range, indoor									P	P	



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Smoke shop or tobacco store							P	P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop or travel center									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		





7/7/2022

## City of Manor Development Services

# Notification for a Zoning Application

Project Name: 16023 US-290 General Office Rezoning  
Case Number: 2022-P-1454-ZO  
Case Manager: Scott Dunlop  
Contact: sdunlop@cityofmanor.org - 512-215-8262

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 Zoning Application for 16023 US-290 located at 16023 US-290, Elgin, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.**

***Applicant: Henderson Professional Engineers***

***Owner: 16023 HWY 290 LLC***

The Planning and Zoning Commission will meet at 6:30PM on 8/10/2022 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 Short Form Final 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.



PHANTASTIC ENDEAVOR LLC  
3345 KENDALL LN  
IRVING TX 75062-6593

ABRAHAMSON ROYCE L  
7009 BENT OAK CIR  
AUSTIN TX 78749-2301

BRADLEY BLANCHE D  
16100 VOELKER LN  
ELGIN TX 78621-4108

CHUNG BENJAMIN TAEHOON  
66 Quarter Horse  
Irvine CA 92602-0201

424 GILMER LLC  
12702 Sherbourne St  
Austin TX 78729-4541

BRYANT CRAIG T  
PO BOX 1534  
BROWNWOOD TX 76804-1534

ALAMO CONCRETE PRODUCTS LTD  
PO BOX 34210  
SAN ANTONIO TX 78265-4210

PHAN HAI VAN  
7205 CURPIN CV  
AUSTIN TX 78754-5781

LINVILLE LLC  
1100 N AVENUE F  
ELGIN TX 78621-1035

NASSIM HILL PROPERTIES LP  
15908 HIGHWAY 290 E  
ELGIN TX 78621-4156



AGENDA ITEM NO. 2

## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Development Services Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes of July 13, 2022, P&Z Commission Regular Meeting.

### BACKGROUND/SUMMARY:

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

- July 13, 2022, 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 July 13, 2022, P&Z Commission Regular Meeting.

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





**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
JULY 13, 2022**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Michael Burrell, Planning Coordinator  
Mandy Miller, Permit Technician

**REGULAR SESSION**

With a quorum of the Manor Planning and Zoning (P&Z) Commission present, the regular session of the Manor P&Z Commission was called to order by Chair Julie Leonard at 6:42pm on Wednesday July 13, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

1. **Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX. Applicant: Langan Engineers. Owner: Greenview Manor Commons SW LP.**

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

Chair Leonard opened the public hearing.



Development Services Director Dunlop spoke briefly on this item. The property is owned by Bank of America. Director Dunlop summarized the location, the final plat details, and replotting plans for the remainder of the property.

**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 4-0**

- 2. Conduct a Public Hearing on a Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX. Applicant: Baeza Engineering, LLC. Owner: John and Sandy Kerr.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop gave a summary of the item and its history. Director Dunlop explained the annexation and development processes involved with the property. He informed the Commission of the recommendation of denial on the action item involving this Final Plat.

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

There was no further discussion.

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

- 3. Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX. Applicant: Gil Engineering Associates Inc. Owner: Manor Independent School District.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop detailed the plans for the property belonging to the Manor Independent School District with explanation of the need for replotting. Director Dunlop answered questions regarding the plans involving the campus.

Discussion was held by the P&Z Commission regarding the Transportation Plans for the district.

**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 4-0**



- 4. Conduct a Public Hearing on a Rezoning Application 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2). Applicant: Kimley-Horn and Associates. Owner: Millcreek Residential.**

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

Chair Leonard opened the public hearing.

Development Services Director Dunlop informed the P&Z Commission of the non-annexation agreement for this development. Director Dunlop gave a history of the property.

Ethan Harwell with Kimley Horn & Associates introduced himself to the P&Z Commission. He explained Kimley Horn would be representing Millcreek Residential, the owners of the property, as the Planners and Engineers on the project.

Zack Summers with Millcreek Residential gave a presentation regarding the plans for the project. He detailed the target demographics. Mr. Summers gave a brief history of the company Millcreek Residential. He detailed the A-Plus Amenities, open space areas, acreage set aside for commercial and the maintenance plans for the property.

Ethan Harwell with Kimley Horn & Associates explained the development plans for the commercial aspect of the project. Mr. Harwell informed the P&Z Commission the intentions to make improvements to Roadway System around the area of development. He gave additional information regarding the residential development.

Mr. Summers answered questions from the P&Z Commissioners regarding the exact number of units planned, types of units and the targeted businesses. Mr. Summers answered questions regarding the rental portion of the project. For this project, Mr. Summers stated that Millcreek was not willing to lower the density of the units. He also stated that there would not be a HOA or Renters Associations for this property. Rent range amounts for the units and qualifying factors were also discussed.

Director Dunlop informed the P&Z Commission of the requirement guidelines for townhome development with the City's code.

**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 4-0**

## **CONSENT AGENDA**

- 5. Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes.**

- May 11, 2022, P&Z Commission Regular Session Minutes
- June 8, 2022, P&Z Commission Regular Session Minutes



**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to accept the minutes with a correction to May 11, 2022, Item #25. Motion carried 4-1 with Commissioner Meyer opposing.

There was no further discussion.

**Motion to Approve with corrections carried 4-0.**

## **REGULAR AGENDA**

### **6. Consideration, discussion, and possible action city goals and vision.**

The City staff recommended that the P&Z Commission take no action on this item.

Development Services Director Dunlop explained this item was placed on the agenda by the Mayor, however, he was unable to attend the meeting.

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Meyer to take no action on this item.

There was no further discussion.

**Motion to Take No Action carried 4-0.**

### **7. Consideration, discussion, and possible action on a Rezoning Application 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2). Applicant: Kimley-Horn and Associates. Owner: Millcreek Residential.**

The City staff recommended that the P&Z Commission approve the rezoning application.

Ethan Harwell with Kimley Horn answered additional questions regarding the potential road changes.

Discussion was held by the P&Z Commission. Concerns were expressed regarding the potential traffic impact to the area. Quality of Life concerns for any new residents was also considered due to the potential poor quality of air because of the local businesses in the area.

Zack Summers with Millcreek Residential answered additional questions from Commissioners regarding next steps for the property after the 10-year maintenance period ends.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the rezoning application for 62.84 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract No. 154, and being located near the intersection of US Hwy 290 and Old Kimbro Road, Manor, TX to Townhome (TH) and Medium Commercial (C-2).

There was no further discussion.

**Motion to Approve failed 2-2.**



- 8. Consideration, discussion, and possible action on a Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX. Applicant: Langan Engineers. Owner: Greenview Manor Commons SW LP.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX.

Discussion was held by the P&Z Commission regarding Bank of America. Director Dunlop confirmed the Bank will have drive-thru services.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissman to approve the Short Form Final Plat for the Manor Commons SW Lot 7B & 7C, Block A, two (2) lots on 6.337 acres, more or less, and being located near the intersection of US Hwy 290 & N FM 973, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

- 9. Consideration, discussion and possible action on a Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX. Applicant: Baeza Engineering, LLC. Owner: John and Sandy Kerr.**

The City staff recommended that the P&Z Commission deny the Short Form Final Plat due to the lack of approval by the City Engineers.

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Wissman to deny the Short Form Final Plat for the Arnham Lane Subdivision, two (2) lots on 5.735 acres, more or less, and being located at 11712 Arnham Lane, Manor, TX, due to the lack of Engineering Approval.

There was no further discussion.

**Motion to Deny carried 4-0.**

- 10. Consideration, discussion and possible action on a Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX. Applicant: Gil Engineering Associates Inc. Owner: Manor Independent School District.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat due to Engineering approval.

Discussion was held by the P&Z Commission regarding the layout of the three (3) lots.

Director Dunlop answered questions from the P&Z Commission regarding the layout.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the Short Form Final Plat for the Manor ISD Final Plat, three (3) lots on 38.45 acres, more or less, and being located at 10335 US HWY 290 E, Manor, TX.



There was no further discussion.

**Motion to Approve carried 4-0**

**11. Consideration, discussion, and possible action on a Final Plat for the Las Entradas North Section 3 Subdivision, six (6) lots on 9.656 acres, more or less, and being located near the intersection of US Hwy 290 E and Tillgang Pass, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corporation.**

The City staff recommended that the P&Z Commission approve the Final Plat.

Discussion was held by the P&Z Commission regarding the Final Plat for Las Entradas North Section 3 Subdivision and the surrounding properties.

Director Dunlop answered questions from the P&Z Commission regarding improvement and new street development in the area.

**MOTION:** Upon a motion made by Commissioner Hardeman and seconded by Chair Leonard to approve the Final Plat for the Las Entradas North Section 3 Subdivision, six (6) lots on 9.656 acres, more or less, and being located near the intersection of US Hwy 290 E and Tillgang Pass, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

**12. Consideration, discussion, and possible action on a Short Form Final Plat for the Duque Estates Subdivision, one (1) lot on 10.945 acres, more or less, and being located at 15001 US Hwy 290 E, Manor, TX. Applicant: I.T. Gonzalez Engineers. Owner: Duque States, LLC.**

The City staff recommended that the P&Z Commission approve the Short Form Final Plat for the Duque Estates Subdivision.

Development Services Director stated the Plat has been approved by the City Engineers. Director Dunlop gave a brief description of the item including history. He answered questions about the surrounding businesses. He verified there was no site plan submitted to the City of Manor at this time.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissman to approve the Short Form Final Plat for the Duque Estates Subdivision, one (1) lot on 10.945 acres, more or less, and being located at 15001 US Hwy 290 E, Manor, TX.

There was no further discussion.

**Motion to Approve carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Chair Leonard and seconded by Commissioner Meyer to adjourn the Regular P&Z Commission meeting at 7:41 p.m. on Wednesday July 13, 2022.



There was no further discussion.

**Motion to Adjourn carried 4-0**

These minutes approved by the Manor P&Z Commission on the 14<sup>th</sup> day of September 2022. (*Audio Recording Archived*)

**APPROVED:**

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Julie Leonard  
Chairperson

**ATTEST:**

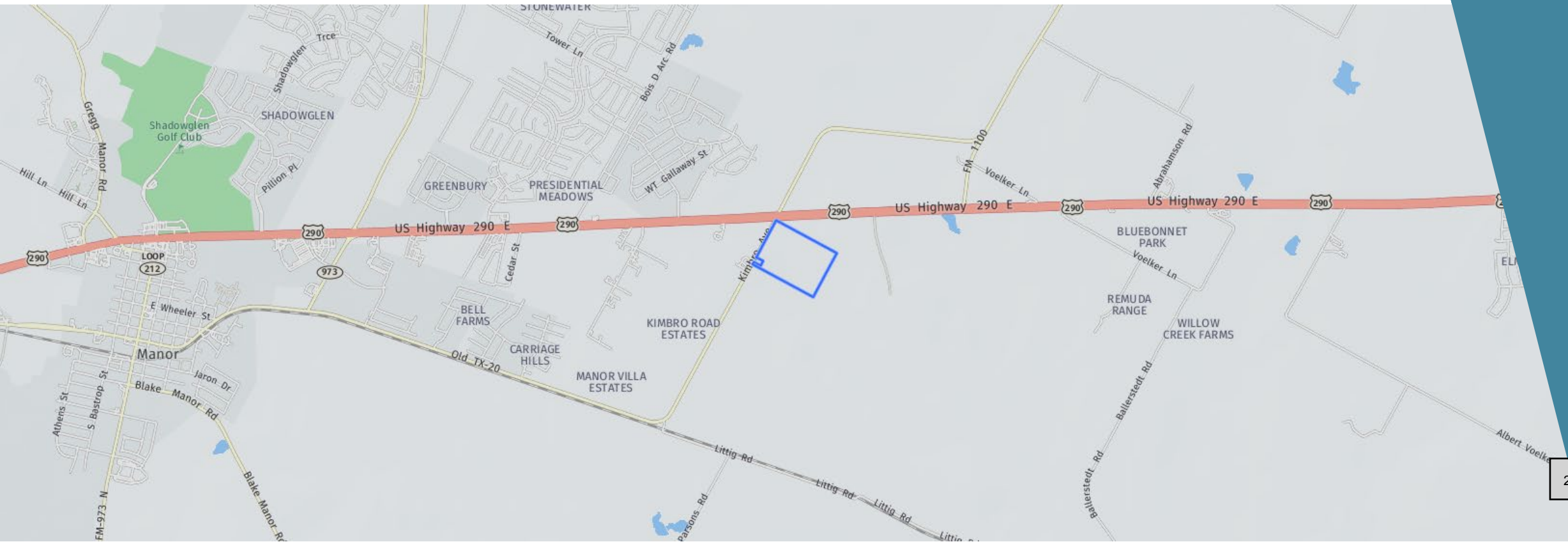
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Scott Dunlop  
Development Services Director



# Mill Creek Development

## US 290 & Old Kimbro Road





## MILL CREEK MANIFESTO

...our homes are more than just four walls.

...in living where you  
want to be — not where  
you have to be.

...in a 'fix it or find  
someone who can'  
philosophy.

# we believe

...your home  
is your  
runway.

...that what  
you  
say matters.

...that pets  
are  
people, too.

...in honesty even when  
it's not easy.

...your home is a  
12-month stay-cation.

...your daily grind should be a trip to our coffee bar.



## BRAND PROMISE

Here, we're on a mission to make our customers' lives easier by helping them find the home they want — and making sure they're happy long after they move in.





The investment pictured above is an example of a single-family rental community

## MILL CREEK SFR PLATFORM



# **Mill Creek Manor**

- Annexation & Zoning
- Townhome (TH)
  - 52 acres
  - 335 Townhomes
- Medium Commercial (C-2)
  - 9.38 acres
  - Retail center to serve development along E Hwy 290

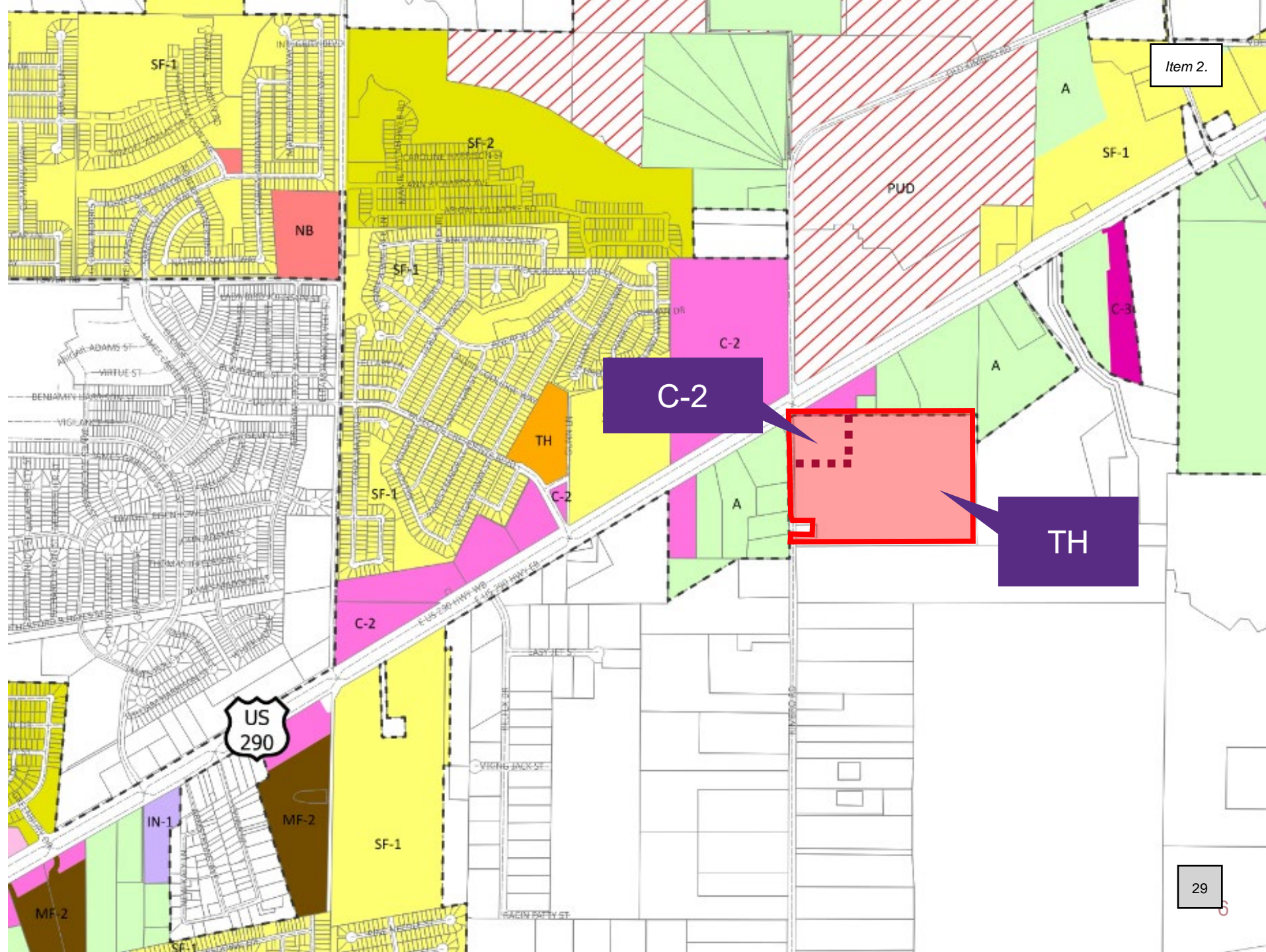


# Location Map





# Zoning Map





# Project Scope

- 335 Townhomes & Shopping Center
- Alternative to a traditional For Rent apartments
  - Same benefits to a SF Home: Backyards, 3+ Bedrooms
  - Professionally managed landscaping and amenities
- Approx. \$184,250 toward Parkland Fund + 11 acres of private opens space
- Preliminary Traffic Study:
  - Additional ROW for Old Kimbro Rd.
  - New left and right turn lanes Old Kimbro Rd.
  - New right turn lane on Littig Rd.
  - Traffic will be distributed toward Hwy. 290 and Old Hwy 20.



# Conceptual Plan

Proximity to commercial areas

Gated Community Turn Lanes

Clubhouse w/ Gym, Pool, Multi-Purpose Room

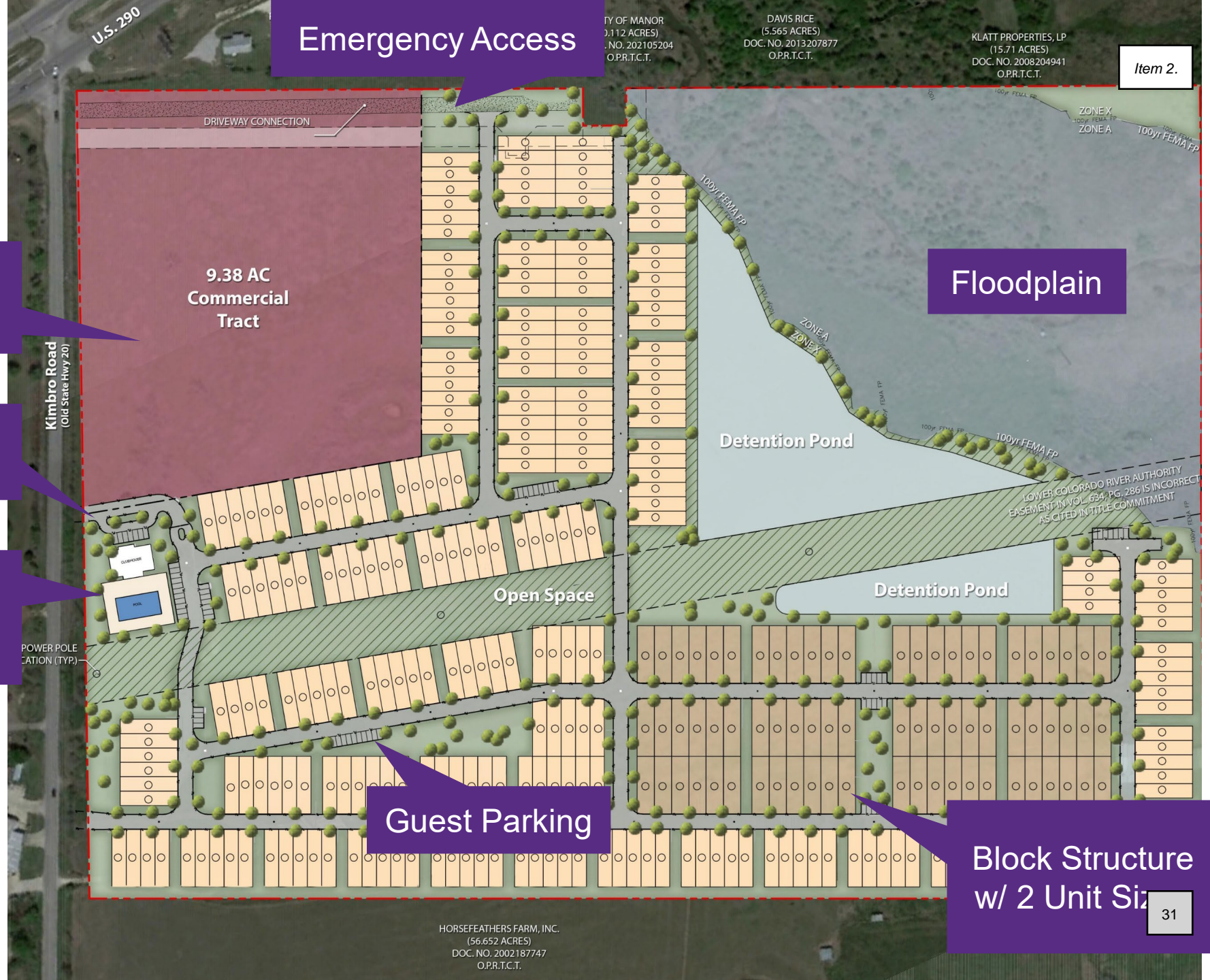
11 acres of Open Space including a Dog Park and Outdoor Seating Areas.

Emergency Access

Floodplain

Guest Parking

Block Structure w/ 2 Unit Size





# Townhomes

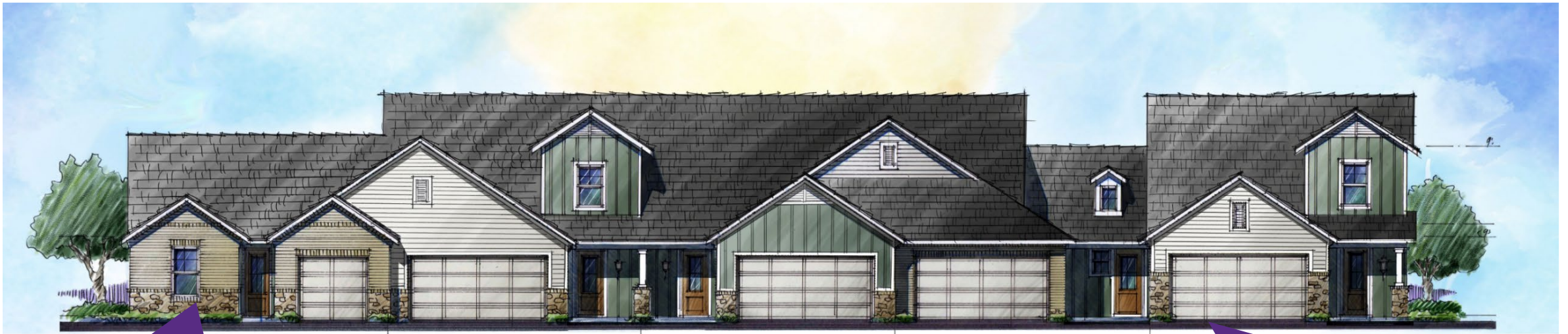
Item 2.

Backyards



Mostly 3-4  
Bedrooms

1,100-1,700 Sq. Ft.



Garage + Driveway





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action city goals and vision.

### BACKGROUND/SUMMARY:

Mayor's discussion of city goals and vision

Vision: The City of Manor is a diverse, sustainable community and regional leader with exceptional services, a high quality of life, and a safe environment for citizens and businesses to thrive.

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

### STAFF RECOMMENDATION:

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

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## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

*Applicant: Henderson Professional Engineers*

*Owner: 16023 HWY 290 LLC*

### BACKGROUND/SUMMARY:

This property was annexed in 2017. No zoning was requested at the time of annexation, so it defaulted to Agricultural zoning. General Office should generally be located along arterial roadways and serve as community or regional employment centers.

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

- Letter of Intent
- Zoning Map
- Area Map
- Permitted Use
- Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is city staff's recommendation for the Planning and Zoning Commission to approve a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

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



February 15, 2022

Salt and Pepper Development  
C/O Bruce Raney  
601 Quail Valley Drive  
Georgetown, Texas 78626  
512.585.6346 [BruceR@SaltAndPepperDevelopment.com](mailto:BruceR@SaltAndPepperDevelopment.com)

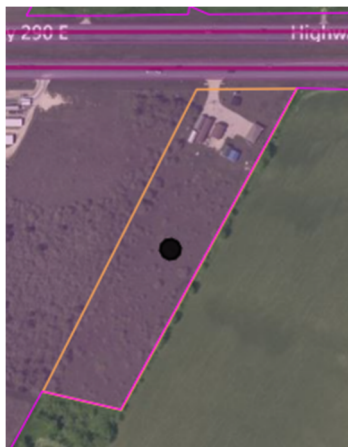
**RE: 16023 US-290, Elgin, Texas 78621**

To Whom It May Concern:

Henderson Professional Engineers is under contract with Salt and Pepper Development on the property located at 16023 US-290, Elgin, Texas 78621 for the Re-Zoning application from AG- Agricultural to GO- General Office. The legal description of the property is: Lot 16 Bluebonnet Park. The 4.7874-acre tract of land is shown in Travis County Appraisal District records as 773142, inside the corporate limits of Manor, Texas. The City of Manor application requires a deed showing ownership, proof of signatory authority, ownership authorization for HPE to represent them as an agent, several exhibits to show zoning categories of surrounding properties and a letter outlining the proposal for rezoning. It is important to note that re-zoning is a proposal and this could be changed and may be entirely different than this vision. This proposal cannot be conditionally approved for the rezoning.

The City of Manor requires information to be submitted to the development services department no less than 4 weeks before the first available Planning and Zoning Commission meeting. Those meetings are held on the second Wednesday of each Month. Based on our history of re-zoning applications in the area, the Planning and Zoning commission will then make a recommendation to the City Council to approve or deny the rezoning application. The City Council meets on the first and third Wednesday of each month and must hear the rezoning case and hold a public hearing twice prior to final approval. Based on the best available written data, it is possible that the re-zoning may be approved within 90 days from the date of the conveyance of the land and the application submittal to the city.

In my career, I have personally been involved in numerous re-zoning and re-platting projects within the Hill Country area. I am very familiar with the process in Manor, Texas and have a great working relationship with the City staff of Manor, Texas. I have a high degree of confidence that the rezoning from Ag-Agricultural to GO-General Office will be approved. The property is outlined in yellow below:



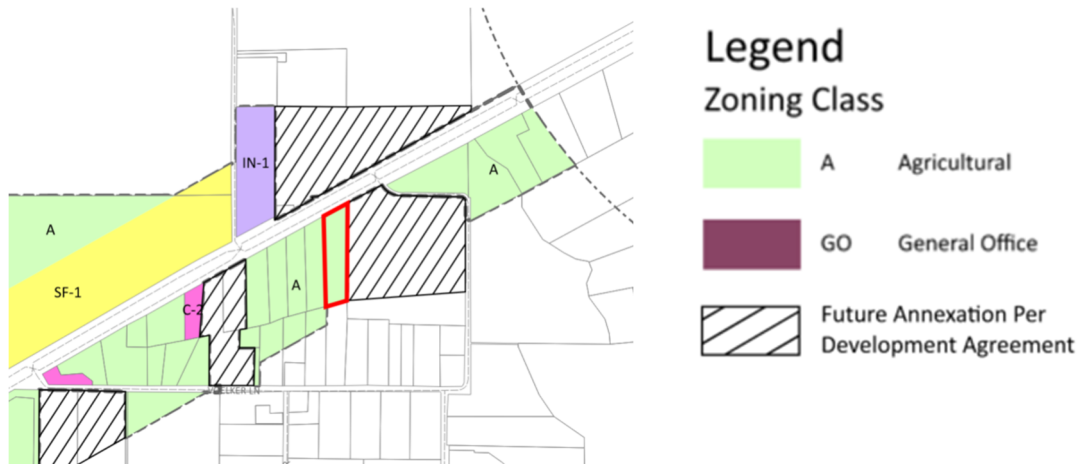
[www.hendersonpe.com](http://www.hendersonpe.com) | 512.350.6228 | 600 Round Rock West Drive, Suite 604, Round Rock, TX 78681  
PELS Firm F-22208 | WBE210166 | HUB 1853873845300

Page | 1

220202 – Salt and Pepper Development



The project site is currently zoned A (Agricultural). The existing roads and utilities (water, sewer and power) will serve the new commercial development. The current zoning of the surrounding areas is:



The City of Manor Code of Ordinances provides the regulations for the jurisdiction of this development at this time. The Code of Ordinances, Chapter 14, indicates that General Office should provide large office complexes to support the community as a whole and to provide regional employment opportunities. This site, located along an arterial roadway and can provide for transitional uses between neighborhoods and more intensive commercial regional activities.

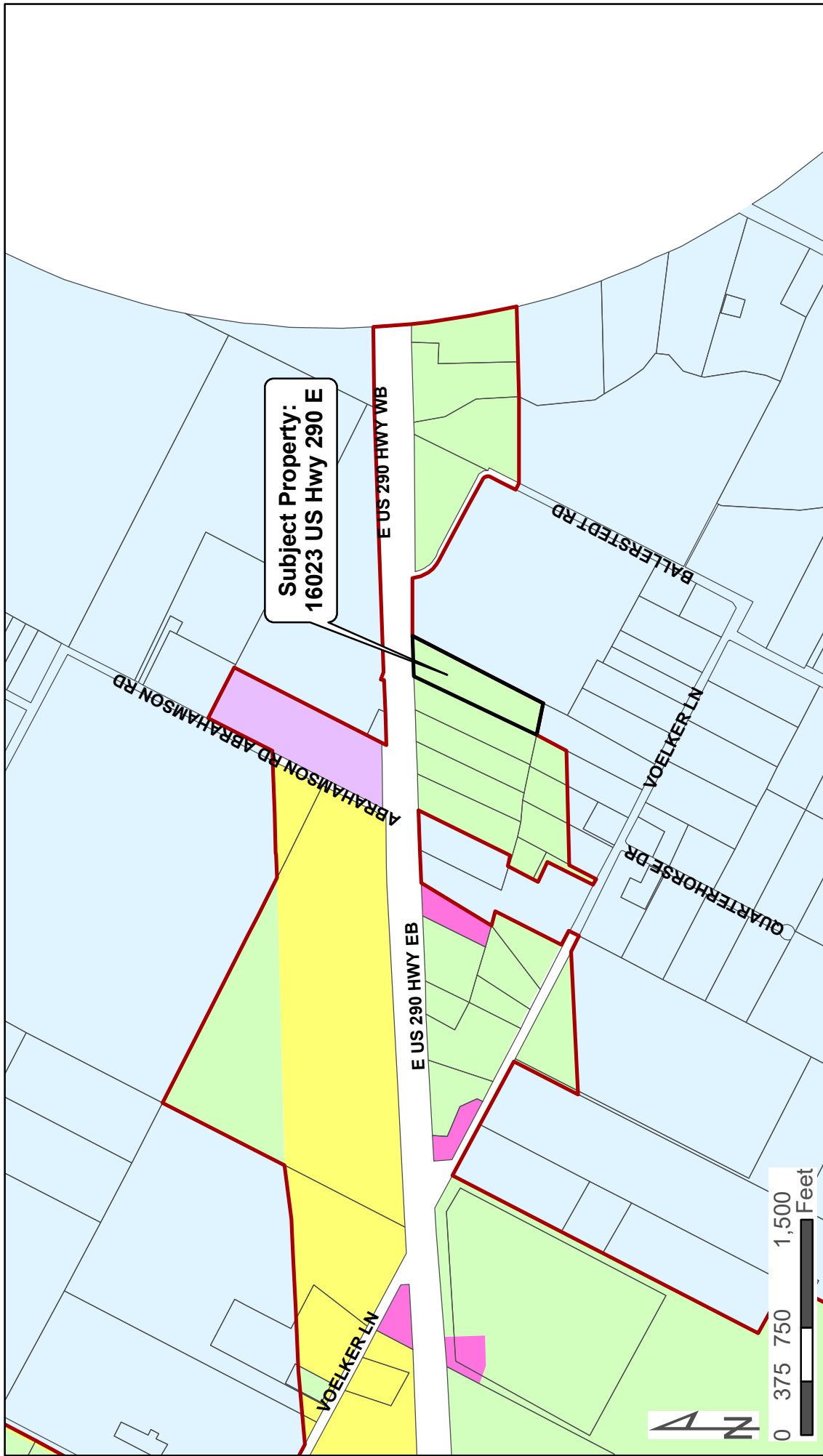
Should you need additional information please do not hesitate to contact me at [Jen@HendersonPE.com](mailto:Jen@HendersonPE.com) or 512.350.6228.

Respectfully,

Jen Henderson, P.E.  
President  
Henderson Professional Engineers, LLC

JH/

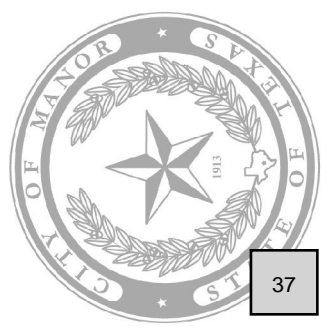




Zone		NB - Neighborhood	
A - Agricultural		MH-1 - Manufactured Home	
SF-1 - Single Family Suburban		I-1 - Institutional Small	
SF-2 - Single Family Standard		I-2 - Institutional Large	
TF - Two Family		GO - General Office	
TH - Townhome		C-1 - Light Commercial	
MF-1 - Multi-Family 15		C-2 - Medium Commercial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

**Proposed:**  
General Office (GO)

**Current:**  
Agricultural (A)









Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Athletic facility	C	C	C								
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								
Child care center		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Community garden	C	C	C		C	C	C				



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Construction and equipment sales (major)									P	P	P
Construction and equipment sales (minor)							P	P	P	P	
Consumer repair services					P	P	P	P	P		
Contractor's shop								C	C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room							C/S	C/S	C/S		
Garden center							C	C	C		
Gasoline station (full service)								C/S	C		
Gasoline station (limited)					C/S		C/S	C/S	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C	C	C	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Pet store					C	C	C	C	C		



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Portable building sales									P	P	
Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive-in or drive- through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Semi-permanent food establishment							C	C	C		
Shooting range, indoor									P	P	



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Smoke shop or tobacco store							P	P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop or travel center									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		





7/7/2022

## City of Manor Development Services

# Notification for a Zoning Application

Project Name: 16023 US-290 General Office Rezoning  
 Case Number: 2022-P-1454-ZO  
 Case Manager: Scott Dunlop  
 Contact: sdunlop@cityofmanor.org - 512-215-8262

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 Zoning Application for 16023 US-290 located at 16023 US-290, Elgin, TX. The request will be posted on the agenda as follows:

**Public Hearing:** Conduct a public hearing on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

***Applicant: Henderson Professional Engineers***

***Owner: 16023 HWY 290 LLC***

The Planning and Zoning Commission will meet at 6:30PM on 8/10/2022 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 Short Form Final 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.



PHANTASTIC ENDEAVOR LLC  
3345 KENDALL LN  
IRVING TX 75062-6593

ABRAHAMSON ROYCE L  
7009 BENT OAK CIR  
AUSTIN TX 78749-2301

BRADLEY BLANCHE D  
16100 VOELKER LN  
ELGIN TX 78621-4108

CHUNG BENJAMIN TAEHOON  
66 Quarter Horse  
Irvine CA 92602-0201

424 GILMER LLC  
12702 Sherbourne St  
Austin TX 78729-4541

BRYANT CRAIG T  
PO BOX 1534  
BROWNWOOD TX 76804-1534

ALAMO CONCRETE PRODUCTS LTD  
PO BOX 34210  
SAN ANTONIO TX 78265-4210

PHAN HAI VAN  
7205 CURPIN CV  
AUSTIN TX 78754-5781

LINVILLE LLC  
1100 N AVENUE F  
ELGIN TX 78621-1035

NASSIM HILL PROPERTIES LP  
15908 HIGHWAY 290 E  
ELGIN TX 78621-4156





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Coordinated Sign Plan Amendment for the Shadowglen Medical Tower located at 14008 Shadowglen Blvd., Manor, TX.**

***Applicant: Executive Signs***

***Owner: Perardi Development***

### BACKGROUND/SUMMARY:

The original sign plan for this building permitting 285 sf of signage area. The 1<sup>st</sup> amendment increased that to 345.5 sf. The 2<sup>nd</sup> amendment decreased it to 336 sf. This proposal would increase it to 432 sf. A building this size not subject to a sign plan would be allowed 305.2 sf of signage (building frontage of 152.6' x commercial multiplier of 2). The original sign plan and 1<sup>st</sup> amendment were just packages of existing and proposed signs, but the sign sizes were not coordinated. In the 2<sup>nd</sup> amendment the size, location, and type of signs were provided which made it a true coordinated sign plan. The maximum size of any sign within a permitted sign area is 3'x16' (48 sf). The current sign plan has 7 sign areas. This proposal would add two more sign areas, increasing the total building signage by 96 sf to 432 sf. The current sign plan only has sign areas along the top of the building. This proposal adds two sign areas to the second floor on the south elevation.

The intent of the 2<sup>nd</sup> amendment to the sign plan was to create a true coordinated sign plan that had consistent placement of signs around the building because the current situation had signs place at varying floors. This proposal, by adding sign areas to the second floor, would return the building to a more un-coordinated plan so city staff recommends denial.

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

- Coordinated Sign Plan

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission deny a Coordinated Sign Plan Amendment for the Shadowglen Medical Tower located at 14008 Shadowglen Blvd., Manor, TX.

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







# MEDICAL TOWERS

## SHADOWGLEN

### MASTER SIGN PLAN

**5621 Central Texas Dr.  
San Marcos, TX 78666**

**📞 210-492-9436**

**📠 210-492-9483**

**Toll Free: 888-492-9436**

**State License TSCL 18330**

Regulated by the Texas Department of Licensing and Regulation  
PO Box 12157, Austin, Tx. 78711, 1-800-803-9202, 512-463-6599  
license.state.tx.us/complaints



**Client: Perardi Development**

**Location: Shadowglen  
Medical Building**

**Sales: IH**

**Designer: MG**

**Date: 06.28.21**

**Path: X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**

**File: Perardi - Shadowglen MSP**

#### Color Schedule & Notes:

Sign Company DOES NOT provide primary electrical to sign.  
Power to the sign must be done by a licensed electrical  
contractor or licensed electrician.

Each sign must have:

1. A minimum of one dedicated 120V 20A Circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral

All Signs will be manufactured to accommodate 120 volt  
current unless otherwise Instructed by customer.

This is an original drawing created by Executive Signs Inc.  
It is submitted for your personal use, however, it shall at all  
times remain the property of Executive Signs Ent.

You are not authorized to show these drawings to anyone  
outside your organization, nor is it to be reproduced, used,  
copied or exhibited in any fashion.

Design time includes up to three (3) revisions. Any revisions  
or changes to design after the initial three (3) will incur a  
charge of \$90/hr.

**APPROVAL,  
SIGNATURE  
and DATE**

48





1 NORTH ISOMETRIC VIEW - FOR REFERENCE ONLY



2 SOUTH ISOMETRIC VIEW - FOR REFERENCE ONLY

5621 Central Texas Dr.  
San Marcos, TX 78666  
O 210-492-9436  
F 210-492-9483  
Toll Free: 888-492-9436

State License TSCL 18330  
Regulated by the Texas Department of Licensing and Regulation  
PO Box 12157, Austin, Tx. 78711, 1-800-803-9202, 512-463-6599  
license.state.tx.us/complaints

USA TEXAS SIGN ASSOCIATION

San Antonio Sign Association

UL

Client: Perardi Development  
Location: Shadowglen  
Medical Building

Sales: IH Designer: MG  
Date: 06.28.21  
Path: X/ESSM/Perardi Dev/Medical Buildings/Shadowglen  
File: Perardi - Shadowglen MSP

Color Schedule & Notes:

Sign Company DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician.

Each sign must have:

1. A minimum of one dedicated 120V 20A Circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral

All Signs will be manufactured to accommodate 120 volt current unless otherwise instructed by customer.

This is an original drawing created by Executive Signs Inc. It is submitted for your personal use, however, it shall at all times remain the property of Executive Signs Ent. You are not authorized to show these drawings to anyone outside your organization, nor is it to be reproduced, used, copied or exhibited in any fashion.

Design time includes up to three (3) revisions. Any revisions or changes to design after the initial three (3) will incur a charge of \$90/hr.

APPROVAL,  
SIGNATURE  
and DATE



5621 Central Texas Dr.  
San Marcos, TX 78666  
O 210-492-9436  
F 210-492-9483  
Toll Free: 888-492-9436

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Client: Perardi Development  
Location: Shadowglen  
Medical Building

Sales: IH Designer: MG  
Date: 06.28.21  
Path: X/ESSM/Perardi Dev/Medical Buildings/Shadowglen  
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and DATE



1 EAST ISOMETRIC VIEW - FOR REFERENCE ONLY



2 WEST ISOMETRIC VIEW - FOR REFERENCE ONLY





**FACE-LIT CHANNEL LETTER ON RCWY SIGN SPECS:**

**FACES:** #7328 WHITE ACRYLIC W/ FIRST SURFACE VINYL

**TRIMCAP:** 1" PAINTED

**RETURNS:** 3" DEEP .040 ALUMINUM RETURNS PAINTED

**BACKS:** 3MM ACM ALUM. - INSIDE PAINTED W/ L.E.F.

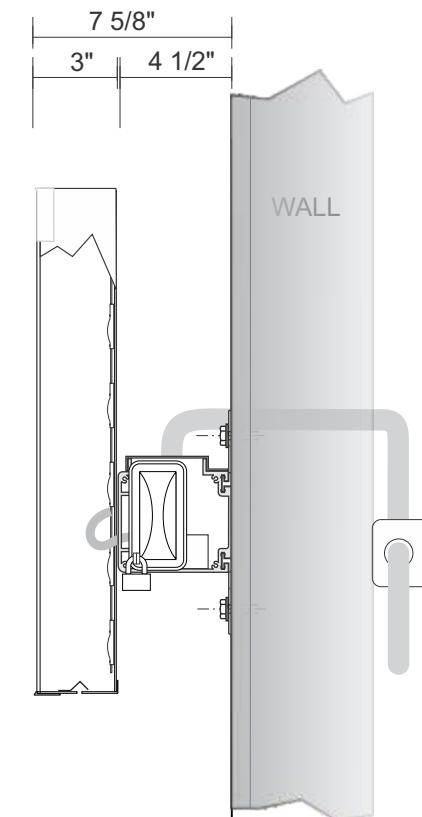
**ILLUMINATION:** WHITE L.E.D. INTERNAL BELOW 3000 KELVIN (PER CITY CODE)

**MOUNTING:** 4.5" X 7" RACEWAY PTM FASCIA (T.B.D)

\_\_\_\_ Sqft



Per city code illuminated signs must be turned off closing time or 10pm at the latest.



**LETTER SECTION**

N.T.S.

(1) 20 AMP. 120v CIRCUIT REQUIRED

Client: **Perardi Development**

Location: **Shadowglen**  
**Medical Building**

Sales: **IH**

Designer: **MG**

Date: **06.28.21**

Path: **X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**

File: **Perardi - Shadowglen MSP**

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APPROVAL,  
SIGNATURE  
and DATE

51



SOUTH ELEVATION



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SIGNS.com

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**F 210-492-9483**

**Toll Free: 888-492-9436**

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license.state.tx.us/complaints



Client: **Perardi Development**

Location: **Shadowglen**

**Medical Building**

Sales: **IH**

Designer: **MG**

Date: **06.28.21**

Path: **X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**

File: **Perardi - Shadowglen MSP**

**Color Schedule & Notes:**

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APPROVAL,  
SIGNATURE  
and DATE



WEST ELEVATION



Client: **Perardi Development**

Location: **Shadowglen**

**Medical Building**

Sales: **IH**

Designer: **MG**

Date: **06.28.21**

Path: **X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**

File: **Perardi - Shadowglen MSP**

Color Schedule & Notes:

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APPROVAL,  
SIGNATURE  
and DATE

53



# NORTH ELEVATION





Item 5.

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San Marcos, TX 78666

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**Toll Free: 888-492-9436**

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Client: **Perardi Development**

Location: **Shadowglen**

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Designer: **MG**

Date: **06.28.21**

Path: **X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**

File: **Perardi - Shadowglen MSP**

## Color Schedule & Notes:

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APPROVAL,  
SIGNATURE  
and DATE

54



# EAST ELEVATION



ES

Item 5.

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SIGNS.com

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San Marcos, TX 78666  
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F 210-492-9483  
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Client: Perardi Development  
Location: Shadowglen  
Medical Building  
  
Sales: IH Designer: MG  
Date: 06.28.21  
Path: X/ESSM/Perardi Dev/Medical Buildings/Shadowglen  
File: Perardi - Shadowglen MSP

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APPROVAL,  
SIGNATURE  
and DATE

55



TENANT MONUMENT PANELS



**Manufacture and Install:**  
(1) 15"x55" DPV w/ UV Laminate for existing tenant panel.





Item 5.

**EXECUTIVE SIGNS**.com

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Client: **Perardi Development**  
Location: **Shadowglen Medical Building**

Sales: **IH** Designer: **MG**  
Date: **06.28.21**  
Path: **X/ESSM/Perardi Dev/Medical Buildings/Shadowglen**  
File: **Perardi - Shadowglen MSP**

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APPROVAL, SIGNATURE and DATE

56





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Final Plat for Presidential Glen Townhomes Subdivision, one (1) lot on 10.237 acres, more or less, and being located near Paseo de Presidente and Tayshas Street, Manor, TX.

*Applicant: Kimley-Horn & Associates*

*Owner: CW-WP Two, LLC*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. This property was rezoned to Townhome on Feb. 2, 2022, and they have site plan in review.

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

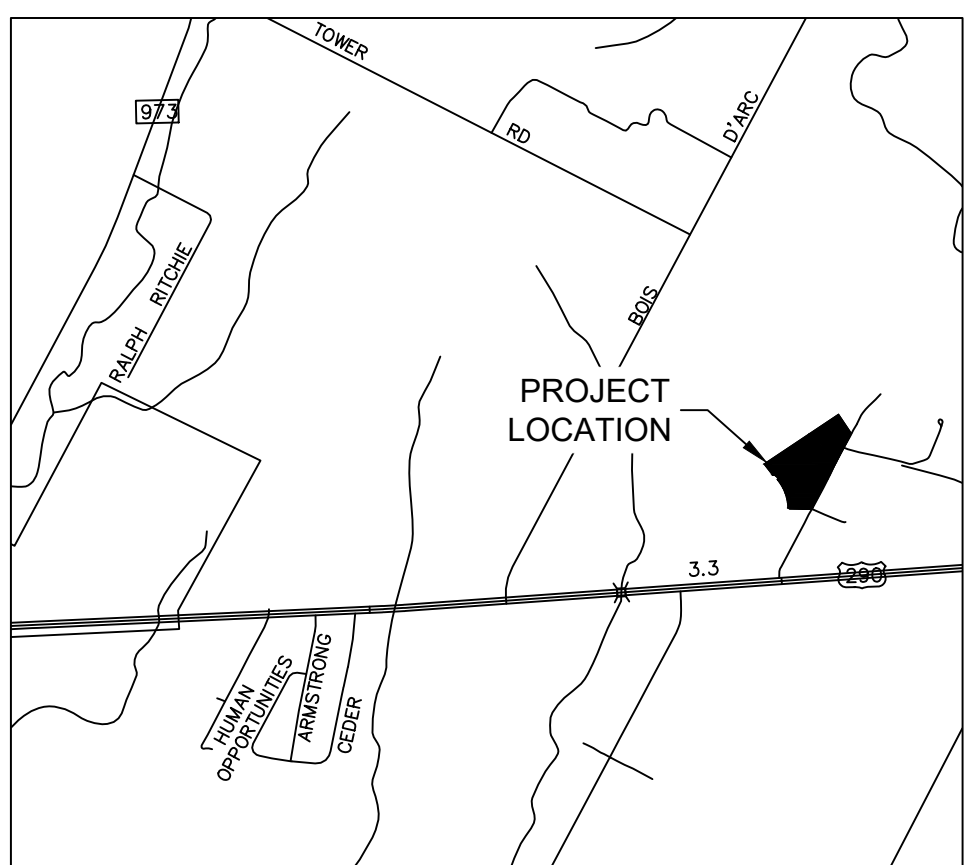
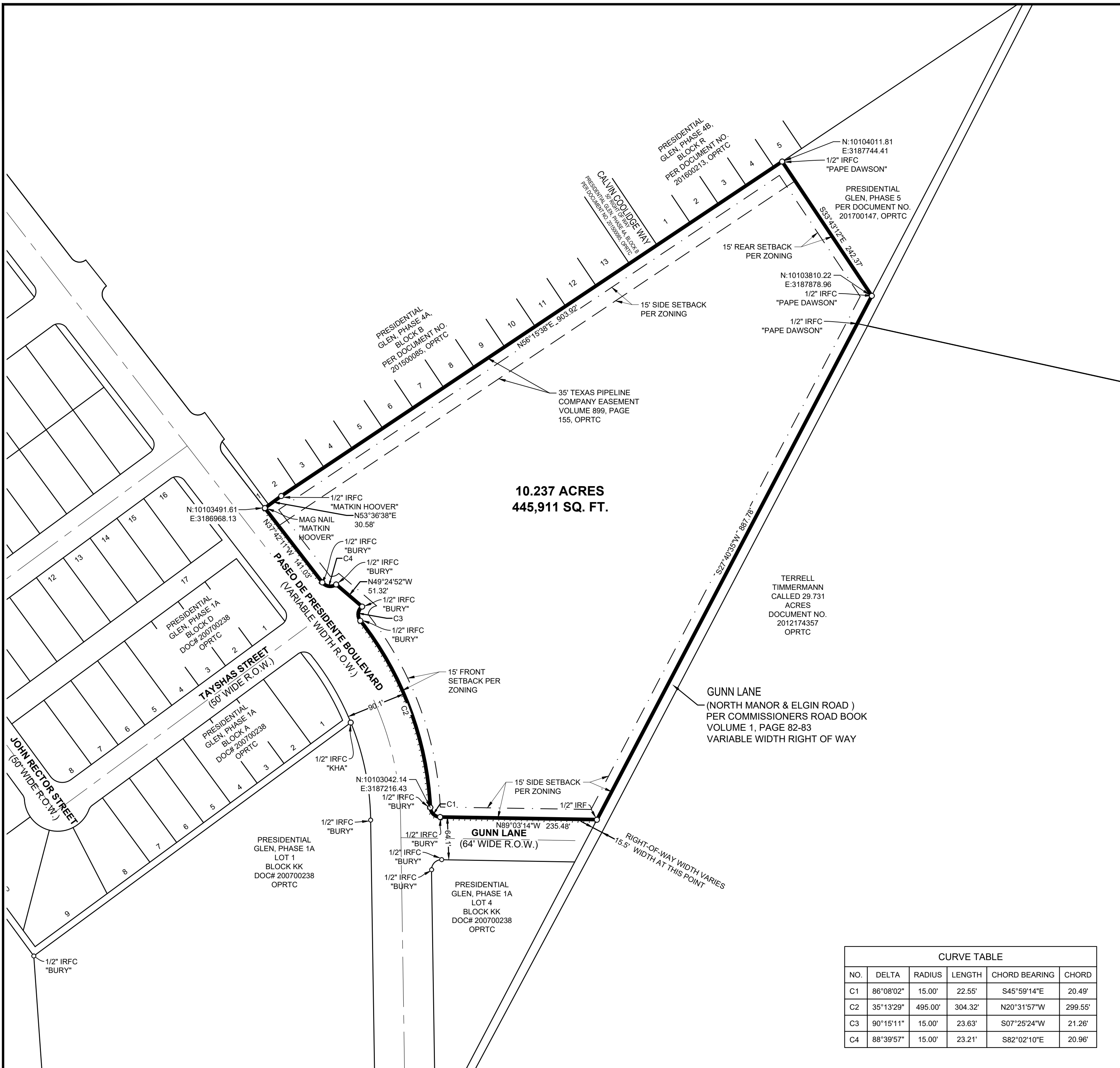
- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

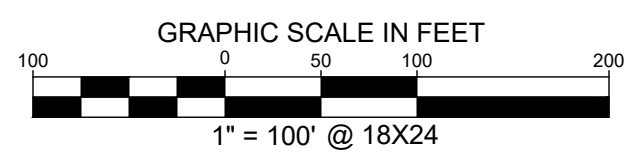
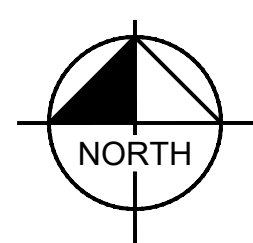
It is city staff's recommendation that the Planning and Zoning Commission approve a Final Plat for Presidential Glen Townhomes Subdivision, one (1) lot on 10.237 acres, more or less, and being located near Paseo de Presidente and Tayshas Street, Manor, TX.

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





VICINITY MAP  
SCALE: 1" = 2,000'



LEGEND	
IRSC	1/2" IRON ROD W/ "KHA" CAP SET
IRFC	1/2" IRON ROD FOUND W/ CAP
OPRTC	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
P.O.C.	POINT OF COMMENCING
P.O.B.	POINT OF BEGINNING
ROW	RIGHT OF WAY
D.E.	DRAINAGE EASEMENT
P.U.E.	PUBLIC UTILITY EASEMENT
W.W.E.	WASTEWATER EASEMENT
B.L.	BUILDING LINE
.....	SIDEWALK AREA

OWNER/DEVELOPER:  
CW-WP TWO, LLC  
8655 SOUTH PRIEST DRIVE,  
TEMPE, ARIZONA 85284  
CONTACT: JOHN CORK

CIVIL ENGINEER:  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALON IV, SUITE 200  
AUSTIN, TEXAS 78759  
TBPE FIRM REGISTRATION NO. F-928  
PH: (512) 418-1771 FAX: (512) 418-1791  
CONTACT: ALEXANDER C. STEADMAN, P.E.

SURVEYOR:  
KIMLEY-HORN AND ASSOCIATES, INC.  
LAND SURVEYOR NO. 6330  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166  
CONTACT: GREG MOSIER, R.P.L.S.

**PRESIDENTIAL GLEN  
TOWNHOMES**  
10.237 ACRES  
BEING ALL OF THAT CERTAIN TRACT 2 DESCRIBED IN  
DOCUMENT NO. 2016071831 OPRTC,  
A.C. CALDWELL SURVEY NO. 52,  
ABSTRACT NO. 154  
CITY OF MANOR, TRAVIS COUNTY, TEXAS

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	86°08'02"	15.00'	22.55'	S45°59'14"E	20.49'
C2	35°13'29"	495.00'	304.32'	N20°31'57"W	299.55'
C3	90°15'11"	15.00'	23.63'	S07°25'24"W	21.26'
C4	88°39'57"	15.00'	23.21'	S82°02'10"E	20.96'

601 NW Loop 410, Suite 350  
San Antonio, Texas 78216

FIRM # 10193973

Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	JAB	JGM	6/21/2022	069241744	1 OF 2



THE STATE OF TEXAS )  
COUNTY OF TRAVIS )  
KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, CW-WP TWO, LLC, THE OWNER OF 10.237 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY NO. 52, ABSTRACT NO. 154, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING ALL OF THAT CERTAIN 10.24 ACRES DESCRIBED IN INSTRUMENT TO CW-WP TWO, LLC, IN DOCUMENT NO. 2021179729 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DO HEREBY SUBDIVIDE SAID 10.237 ACRES, HAVING BEEN APPROVED FOR SUBDIVISION, PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 AND 232 OF THE LOCAL GOVERNMENT CODE.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS "PRESIDENTIAL GLEN TOWNHOMES" OF THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 10.237 ACRES OF LAND OF SAID IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS AND PUBLIC EASEMENTS THEREON SHOWN FOR THE PURPOSED AND CONSIDERATION THEREIN EXPRESSED: SUBJECT TO ANY EASEMENT OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS DAY \_\_\_\_\_, 2022.

BY: \_\_\_\_\_  
CW-WP TWO, LLC, A TEXAS LIMITED LIABILITY COMPANY,  
JOHN CORK  
8655 SOUTH PRIEST DRIVE,  
TEMPE, ARIZONA 85284

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC  
NOTARY REGISTRATION NUMBER \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
THE STATE OF \_\_\_\_\_

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

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

THIS SITE DOES NOT LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0485J, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

\_\_\_\_\_  
REGISTERED PROFESSIONAL ENGINEER No. 138792  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD  
AVALLON IV, SUITE 200  
AUSTIN, TEXAS 78759

THE STATE OF TEXAS )  
COUNTY OF BEXAR )

I, JOHN G. MOSIER, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING, AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEYING RELATED PORTIONS OF THE CITY OF MANOR, TEXAS SUBDIVISION ORDINANCE IS TRUE AND CORRECT, AND WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

\_\_\_\_\_  
JOHN G. MOSIER  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NO. 6330 - STATE OF TEXAS  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
Ph. 210-321-3402  
greg.mosier@kimley-horn.com

GENERAL NOTES:

- THE BEARINGS, DISTANCES, AREAS AND COORDINATES SHOWN HEREON ARE TEXAS COORDINATE SYSTEM GRID, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
- ALL LOT CORNERS OF THIS SUBDIVISION SHALL BE MONUMENTED WITH A 1/2-INCH IRON ROD WITH A PLASTIC CAP STAMPED "KHA" PRIOR TO ANY/ALL LOT SALES, UNLESS OTHERWISE NOTED.
- DRIVEWAY AND DRAINAGE CONSTRUCTION STANDARDS SHALL BE IN ACCORDANCE WITH THE REQUIREMENT OF THE CITY OF MANOR STANDARDS UNLESS OTHERWISE SPECIFIED AND APPROVED BY THE CITY OF MANOR.
- THE OWNER OF THE SUBDIVISION, AND HIS OR HER, SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF MANOR.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
- NO BUILDINGS SHALL BE CONSTRUCTED OR MAINTAINED WITHIN THE WASTEWATER EASEMENT OR THE UNDERGROUND STORM WATER FACILITIES EASEMENTS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF MANOR. THE CITY OF MANOR IS NOT RESPONSIBLE FOR THE DAMAGE TO OR REPLACING ANY PORTIONS OF ANY FENCING, LANDSCAPING OR OTHER IMPROVEMENTS CONSTRUCTED WITHIN ANY OF SUCH THREE EASEMENTS WHICH WERE NOT APPROVED BY THE CITY OF MANOR BEFORE THEIR CONSTRUCTION DUE TO THE NECESSARY AND CUSTOMARY WORK BY THE CITY OF MANOR IN REPAIRING, MAINTAINING, OR REPLACING THE UNDERGROUND PIPES AND RELATED FACILITIES WITHIN SUCH EASEMENTS.
- ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO CITY OF MANOR STANDARDS.
- EROSION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON INDIVIDUAL LOTS IN ACCORDANCE WITH SECTION 1.4.0 OF THE CITY OF AUSTIN ENVIRONMENTAL CRITERIA MANUAL.
- PRIOR TO CONSTRUCTION ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.

CITY OF MANOR ACKNOWLEDGMENTS

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

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE DATE. 21ST DAY OF JUNE, 2022.

APPROVED: ATTEST:

\_\_\_\_\_  
JULIE LEONARD, CHAIRPERSON

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

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

APPROVED: ATTEST:

\_\_\_\_\_  
DR. CHRISTOPHER HARVEY, MAYOR

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

COUNTY OF TRAVIS )  
STATE OF TEXAS )  
KNOW ALL ME BY THESE PRESENTS:

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

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

DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS  
COUNTY, TEXAS

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

WATER AND WASTEWATER:

THE TRACT OF LAND SHOWN HEREON IS WITHIN THE BOUNDARIES OF PRESIDENTIAL GLEN M.U.D. No. 1 AND SAID M.U.D. HAS WATER AND WASTEWATER SERVICE AVAILABLE UPON COMPLETION OF FACILITIES BY THE DEVELOPER.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
M.U.D. ENGINEER

**PRESIDENTIAL GLEN  
TOWNHOMES**  
10.237 ACRES  
BEING ALL OF THAT CERTAIN TRACT 2 DESCRIBED IN  
DOCUMENT NO. 2016071831 OPRTC,  
A.C. CALDWELL SURVEY NO. 52,  
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CITY OF MANOR, TRAVIS COUNTY, TEXAS

**Kimley»Horn**

601 NW Loop 410, Suite 350  
San Antonio, Texas 78216

FIRM # 10193973

Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale

N/A

Drawn by

JAB

Checked by

JGM

Date

6/21/2022

Project No.

069241744

Sheet No.

2 OF 2

OWNER/DEVELOPER:

CW-WP TWO, LLC  
8655 SOUTH PRIEST DRIVE,  
TEMPE, ARIZONA 85284  
CONTACT: JOHN CORK

CIVIL ENGINEER:

KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 200  
AUSTIN, TEXAS 78759  
TBPE FIRM REGISTRATION NO. F-928  
PH: (512) 418-1771 FAX: (512) 418-1791  
CONTACT: ALEXANDER C. STEADMAN, P.E.

SURVEYOR:

KIMLEY-HORN AND ASSOCIATES, INC.  
LAND SURVEYOR NO. 6330  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166  
CONTACT: GREG MOSIER, R.P.L.S.





Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Friday, June 3, 2022

AC Steadman  
Kimley-Horn

ac.steadman@kimley-horn.com

Permit Number 2022-P-1442-FP  
Job Address: Paseo De Presidente, Manor, TX. 78653

Dear AC Steadman,

The first submittal of the Presidential Glen Townhome Lot Final Plat (*Final Plat*) submitted by Kimley-Horn and received on June 28, 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 (512) 259-3882 or by email at tshows@gbateam.com.

- i. Reminder - The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.
- ii. Identification and location of proposed uses and reservations for all lots within the subdivision. Put on the cover page "Proposed use of the lot = TH".
- iii. Using the State Plane Coordinate system, X and Y coordinates shall be identified for four (4) property corners.
- iv. Provide mailing labels for all the property owners within 300ft of the subdivision boundary.
- v. Provide a reference table for all the property owners within 300 ft. The tax map with a 300ft bubble will work but provide a reference table with all the property owners.
- vi. Provide ROW width for Gunn Lane (North Manor & Elgin Road)
- vii. Provide setbacks as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. Per City of Manor Municode Ch. 14-Zoning Sec. 14.02.007 Residential development standards.
- viii. Provide a copy of the deed.
- ix. Under the City of Manor Acknowledgement provide the date for "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,

A handwritten signature in blue ink, reading "Pauline M. Gray".

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





KHA Job No. 069299301

June 28, 2022

Pauline M. Gray, P.E.  
 Jay Engineering  
 1500 County Rd. 269  
 Leander, Texas 78641

**RE: Permit Number 2022-P-1442-FP  
 Presidential Glen Townhomes - Final Plat  
 Submittal #1 Comment Response Letter  
 Paseo De Presidente & Gunn Lane  
 Manor, TX 78653**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in reply to your comments on the first submittal of the Presidential Glen Townhomes - (Final Plat), received on May 13, 2022. Original comments have been included below for reference. Kimley-Horn's responses are in **Red**.

#### Engineer Review

Pauline Gray, P.E. (512) 259-3882 pgray@gbateam.com.

- i. Reminder - The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements  
**Response:** Noted. The Surveyor and Engineer will add seals and signatures when the plat is ready for final approval.
- ii. Identification and location of proposed uses and reservations for all lots within the subdivision. Put on the cover page "Proposed use of the lot = TH".  
**Response:** Identification has been added in the bottom right corner. Reviewer was emailed on 6/22/22 regarding this comment and including zoning-related information on a final plat.
- iii. Using the State Plane Coordinate system, X and Y coordinates shall be identified for four (4) property corners.  
**Response:** Coordinates have been added to 4 corners of the property.
- iv. Provide mailing labels for all the property owners within 300ft of the subdivision boundary.  
**Response:** Mailing labels have been included with this resubmittal.
- v. Provide a reference table for all the property owners within 300 ft. The tax map with a 300ft bubble will work but provide a reference table with all the property owners.



**Response:** Noted. Legends that reference the property ID, Owner Name, and Property Address has been included on the Tax Maps.

- vi. Provide ROW width for Gunn Lane (North Manor & Elgin Road)

**Response:** ROW width is now shown.

- vii. Provide setbacks as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. Per City of Manor Municode Ch. 14-Zoning Sec. 14.02.007 Residential development standards.

**Response:** Setbacks are shown. Similarly, to comment ii, surveyor is looking for some more information regarding zoning information shown on the plat and whether this information should be shown on the site plan. Thank you!

- viii. Provide a copy of the deed.

**Response:** Copy of the deed is included with this resubmittal.

- ix. Under the City of Manor Acknowledgement provide the date for "THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_."

**Response:** This text has been added to the signature page. Thank you.

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

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alexander C. Steadman, P.E.  
Project Manager  
(512) 418-4508  
ac.steadman@kimley-horn.com





Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Tuesday, July 26, 2022

AC Steadman  
Kimley-Horn

ac.steadman@kimley-horn.com

Permit Number 2022-P-1442-FP

Job Address: Paseo De Presidente, Manor 78653

Dear AC Steadman,

We have conducted a review of the final plat for the above-referenced project, submitted by AC Steadman and received by our office on June 28, 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.  
Senior Engineer  
Jay Engineering, a Division of GBA





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 10, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to change the Planning and Zoning Commission regular meeting time from 6:30pm to 7:00 pm on the second Wednesday of each month.

### BACKGROUND/SUMMARY:

Concerns have been expressed by some Commissioners that meeting at 6:30 has become challenging and moving the start of the meeting later would provide additional time to commute, prepare for the meeting and travel to City Hall.

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

### STAFF RECOMMENDATION:

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