



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

---

## Planning & Zoning Commission Regular Meeting

Wednesday, May 10, 2023, at 6:30 PM

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

---

### AGENDA

This meeting will be live streamed on Manor's YouTube Channel

You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>

#### 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. Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

*Applicant: Henry Juarez*

*Owner: Henry Juarez*

## 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 April 12, 2023, P&Z Commission Regular Meeting.**

## REGULAR AGENDA

- 3. Consideration, discussion, and possible action on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

*Applicant: Henry Juarez*

*Owner: Henry Juarez*

- 4. Consideration, discussion, and possible action on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).**

*Applicant: Saavy ATX Realty LLC*

*Owner: Wenkai Chen*

- 5. Consideration, discussion, and possible on a Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: Las Entradas Development Corp.*

- 6. 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 the intersection of Gregg Manor Road and Hill Lane, Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: Cottonwood Holdings LTD*

- 7. Consideration, discussion, and possible action on a Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.**

*Applicant: LJA Engineering*

*Owner: 13100 FM 973 Inc.*

**8. Consideration, discussion, and possible action on a Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5’.**

*Applicant: Cecilia Lopez*

*Owner: Cecilia Lopez*

**9. Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.**

**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, May 5, 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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [jalmaraz@manortx.gov](mailto:jalmaraz@manortx.gov)



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

*Applicant: Henry Juarez*

*Owner: Henry Juarez*

### BACKGROUND/SUMMARY:

This property was annexed on April 20<sup>th</sup>, 2016 and zoned Light Industrial (IN-1) also on April 20<sup>th</sup>, 2016. At the time the adjacent 40-acre property was zoned Light Industrial and this 1-acre tract was intended to be a contractor's shop for a plumbing company that occupies the site. The adjacent 40-acre tract was rezoned to Institutional Large (I-2) on September 1<sup>st</sup>, 2021 for the MISD K-8 Campus. The Comprehensive Plan has the majority of the portion of N. FM 973 south of Gregg Lane as Commercial Corridor or Community Mixed-Use, both which align with the uses in the requested Light Commercial C-1 zoning category.

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

- Letter of Intent
- Rezoning map
- Aerial Image
- Preliminary Site Layout
- FLUM
- Commercial Corridor Dashboard
- Community Mixed-Use Dashboard
- Notice and Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

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



April 10, 2023

City Of Manor  
Development Services Department  
Attn: Mr. Scott Dunlop, Director  
105 E. Eggleston Street  
Manor, Texas 78653

RE: Letter of Intent  
Rezoning Request – 13500 FM 973

Dear Mr. Dunlop,

Please accept this Letter of Intent for a Rezoning Request for the subject property located at 13500 FM 973 in Manor, Texas 78653. The TCAD Parcel Property ID is 786707, is 1.069 acres in size, and is legally described as Abstract 315 Survey 63 Gates G Acreage 1.0690 in Travis County, Texas.

The property is currently zoned IN-1 and we are requesting to change to C-1. The property is current in use as a plumbing company. The property owner wants to remove the existing building and construct a new building with parking for restaurant use.

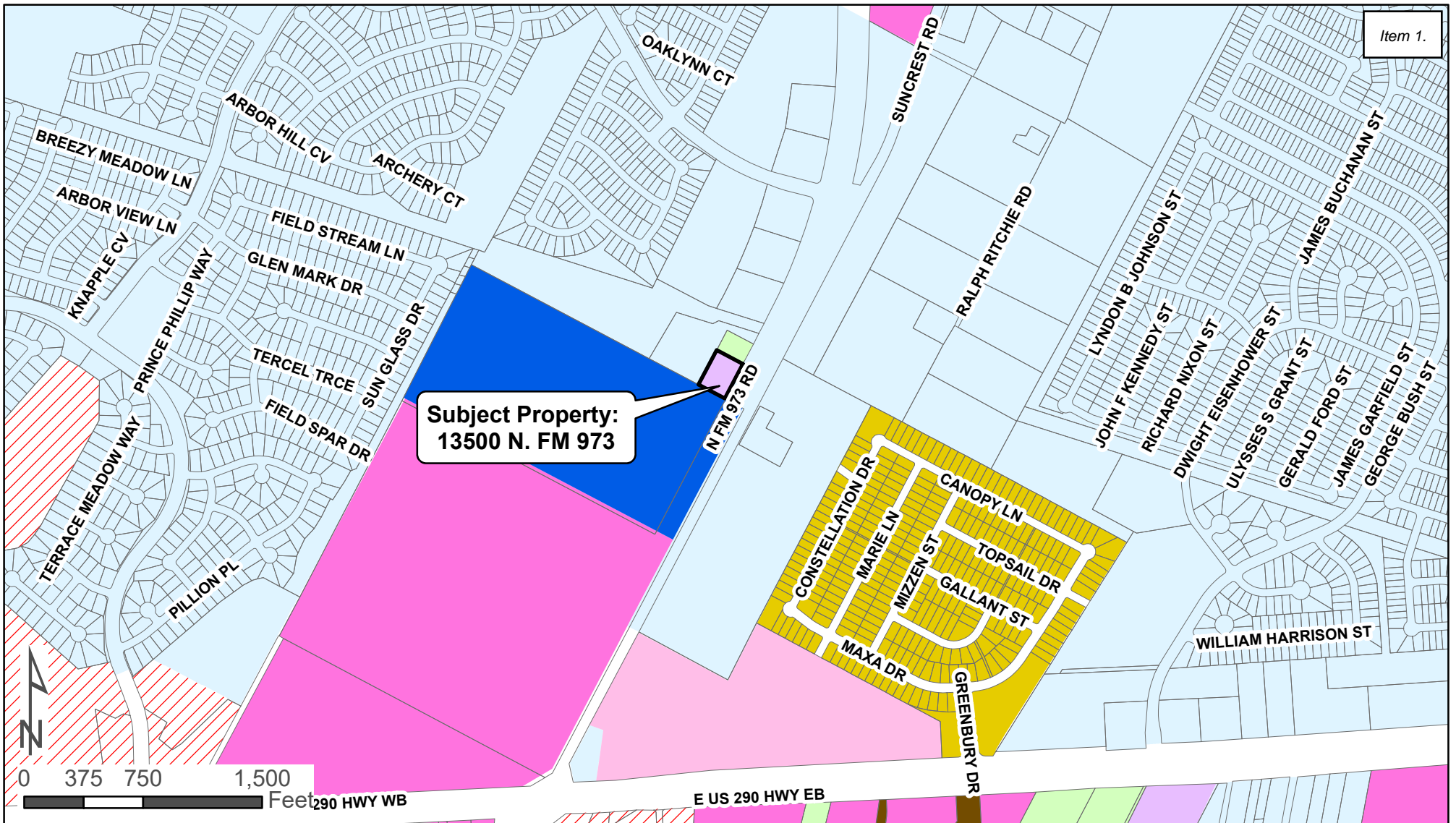
The property is on the border between Public/Semi-Public, Mixed-Density Neighborhood, and Commercial Corridor future land use as per the City's Comprehensive Plan 2050. The proposed restaurant development will follow City of Manor's vision and guidelines for development in that area and will be complementary to the existing and future neighborhoods.

Please feel free to contact me at (512) 576-4399 or at [juarezje@gmail.com](mailto:juarezje@gmail.com) if you have any questions or require additional information.

Respectfully submitted,



Henry Juarez  
Development Consultant



Current:  
Light Industrial (IN-1)

Proposed:  
Light Commercial (C-1)

#### 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





13500 FM 973

Write a description for your map.

Legend

 13500 FM973

 Feature 1

 JM Plumbing, Inc. MLS#40335

Item 1.

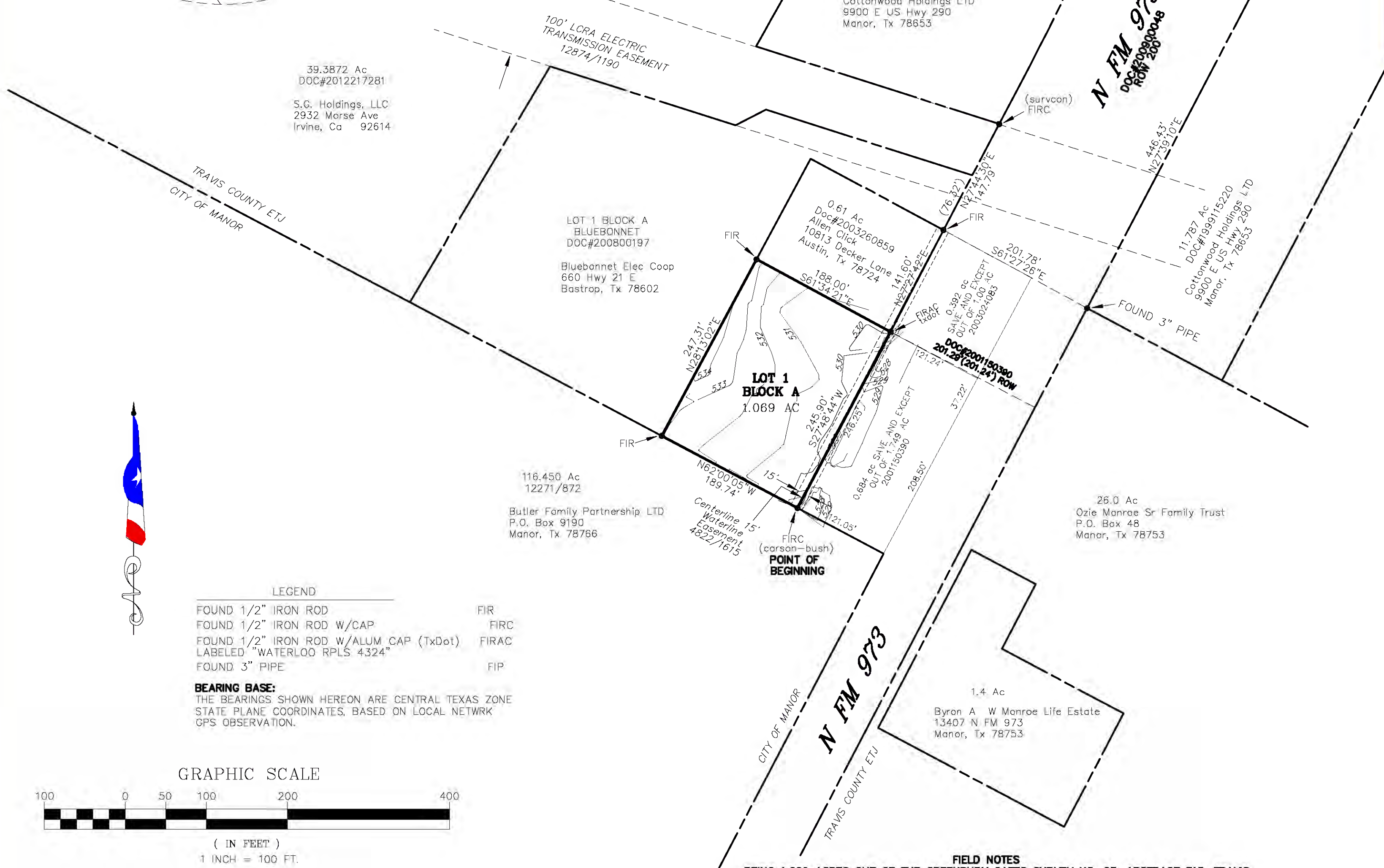
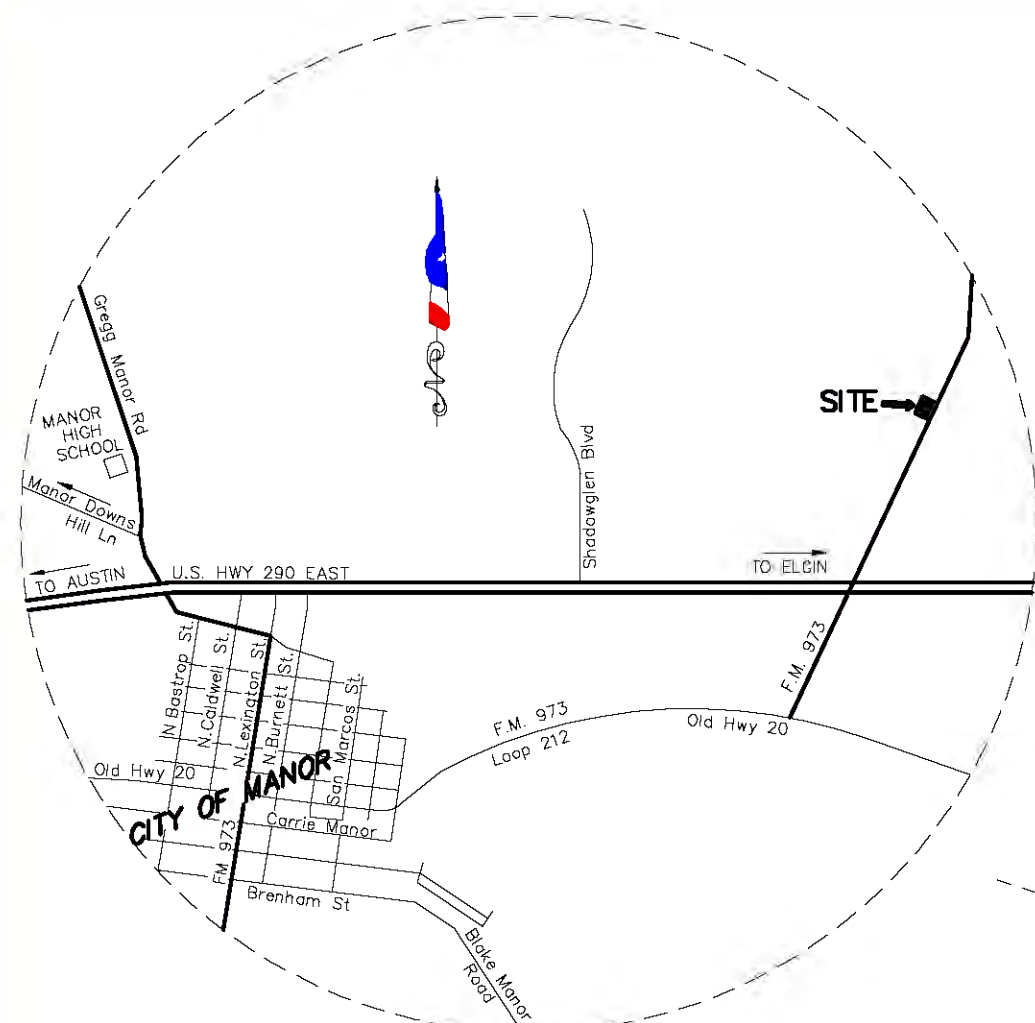


Cobblestone Bookkeeping Services

13500 FM973 JM Plumbing, Inc. MLS#40335



# PRELIMINARY PLAN MIRELES PARK



## Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE TRAVIS COUNTY SUBDIVISION ORDINANCE, AMENDED, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, MARCH 2, 2017.

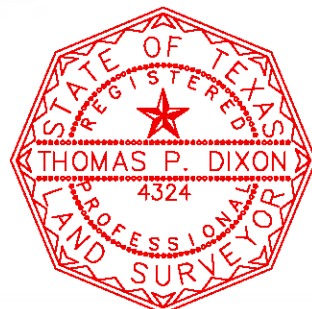
NO PORTION OF THIS TRACT LIES WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL NO. 48453C0485H, EFFECTIVE DATE OF SEPTEMBER 26, 2008.

THOMAS P. DIXON R.P.L.S. #4324

DATE

3/24/2017

WATERLOO SURVEYORS INC.  
P.O. BOX 160176  
AUSTIN, TEXAS 78716-0176  
Phone: 512-481-9602  
www.waterloosurveyors.com  
FIRM# 10124400



## FIELD NOTES

BEING 1.069 ACRES OUT OF THE GREENBURY GATES SURVEY NO. 63, ABSTRACT 315, TRAVIS COUNTY, TEXAS, AND BEING THAT SAME 1.069 ACRES CONVEYED TO JULIO C. MIRELES BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2013171610, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, FOR WHICH A MORE PARTICULAR DESCRIPTIONS BY METES AND BOUNDS IS AS FOLLOWS.

BEGINNING at an iron rod found with cap(carson/bush) in the west right of way of N FM 973 at the SE corner of that certain 1.069 acre of land described in Document No. 2013171610, Official Public Records, Travis County, Texas, same being the north line of a 116.45 acre tract conveyed to Butler Family Partnership, LTD., by deed recorded in Volume 12271, Page 875, Real Property Records, for the SE corner hereof;

THENCE N62°00'05"W for a distance of 189.74 feet to a 1/2" iron rod found at the SE corner of Lot 1, Block A, Bluebonnet, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Document No. 200800197, Official

THENCE N28°13'02"E along the NW line hereof for a distance of 247.31 feet to a 1/2" iron rod found at the SW corner of a 0.61 acre tract conveyed to Allen Click by deed recorded in Document No. 2003260859, Official Public Records, for the NW corner hereof;

THENCE S61°34'21"E for a distance of 188.00 feet to a 1/2" iron rod with aluminum cap(txdat) found in the west line of N FM 973 at the SE corner of said Click tract, for the NE corner hereof;

THENCE S27°48'44"W along the west ROW of N FM 973 for a distance of 245.90 feet to the POINT OF BEGINNING of this tract, containing 1.069 acres of land, more or less.

## OWNER:

JULIO C. MIRELES  
13500 N FM 973  
MANOR, TEXAS 78653

## LEGAL DESCRIPTION:

BEING 1.069 ACRES OUT OF THE GREENBURY GATES SURVEY NO. 63, ABSTRACT 315, TRAVIS COUNTY, TEXAS.(ETJ MANOR)

ACRES: 1.0692 ACRES, MORE OR LESS

PROPOSED 1 COMMERCIAL LOT

PREPARATION DATE: MARCH 23, 2017

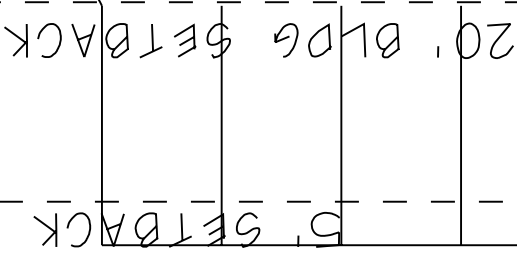
PAGE 2 OF 2



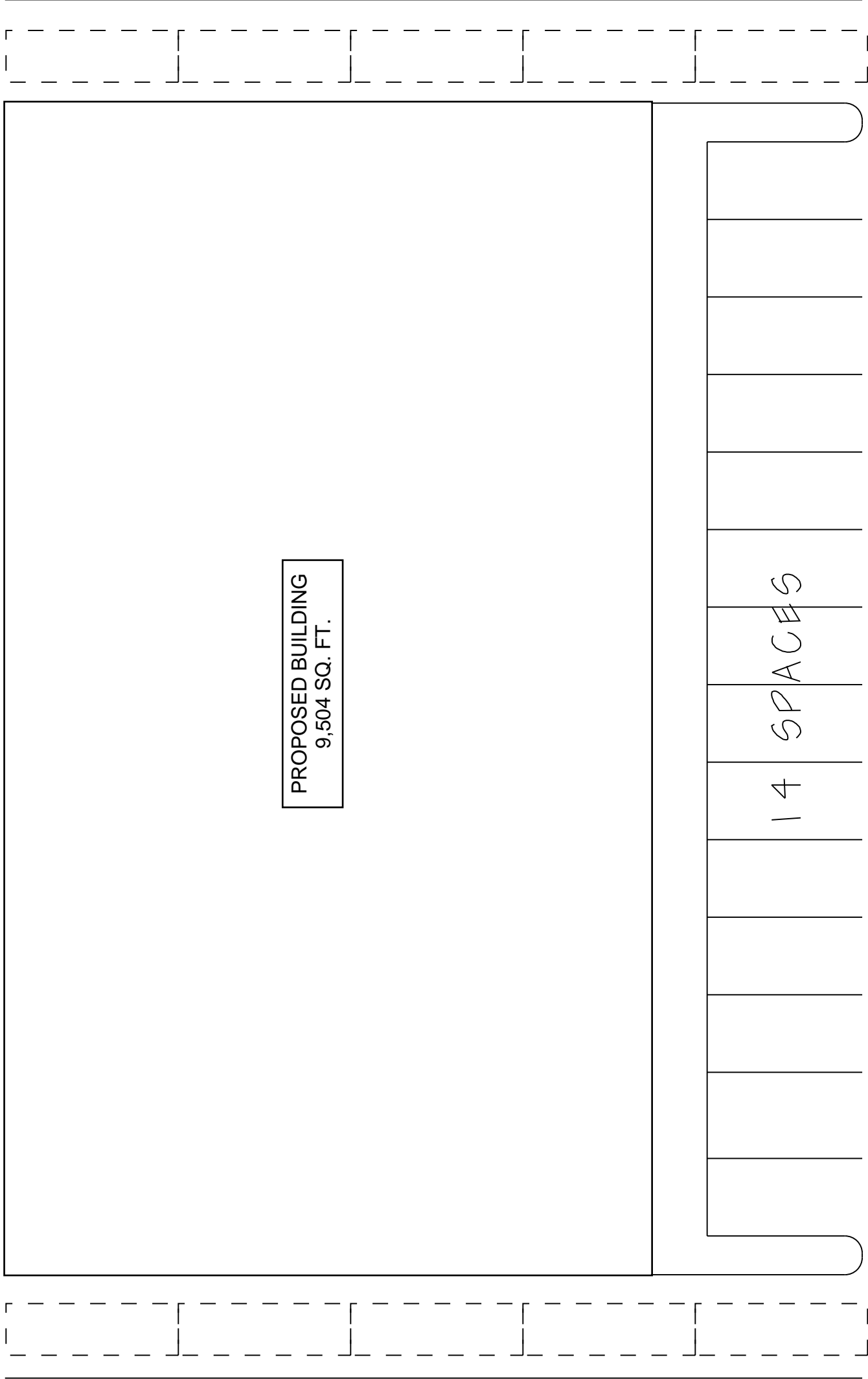
N 28° 08' 03" E 247.31'



20' BLDG SETBACK

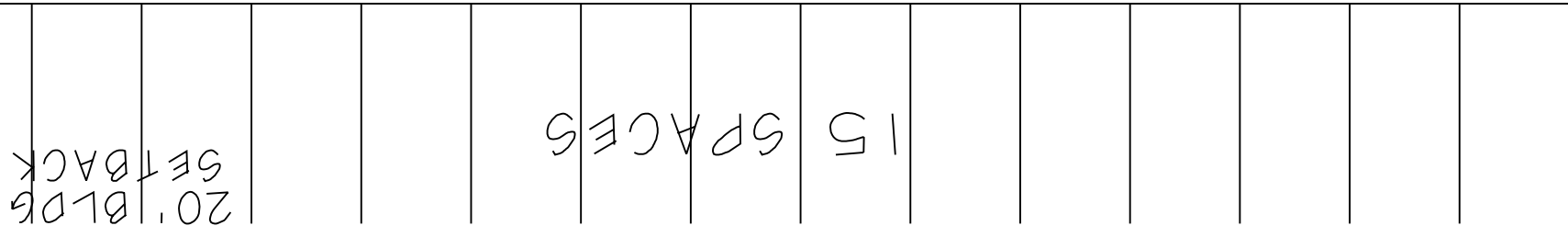


5' SETBACK



PROPOSED BUILDING  
9,504 SQ. FT.

14 SPACES

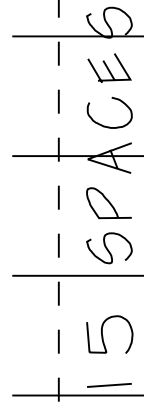


20' BLDG SETBACK

15 SPACES

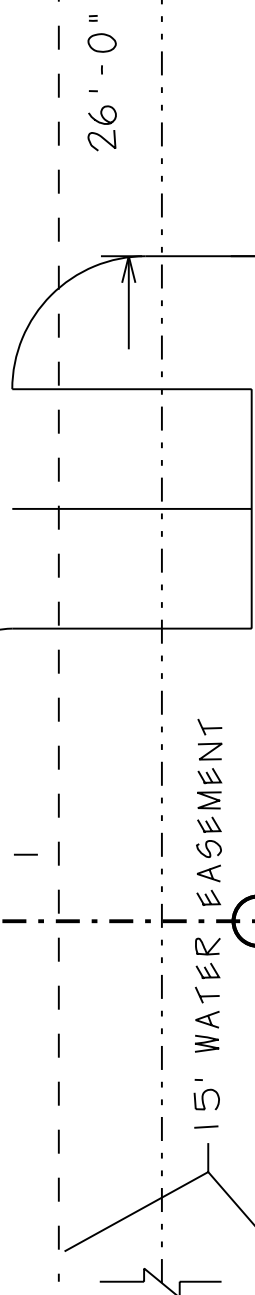
S 61° 39' 20" E 188.00'

25' BLDG SETBACK



15 SPACES

S 27° 43' 45" W 245.90'



15' WATER EASEMENT

26'-0"

EDGE OF ASPHALT

26' WIDE CONCRETE  
APRON AS PER  
STATE OF TEXAS  
REQUIREMENTS

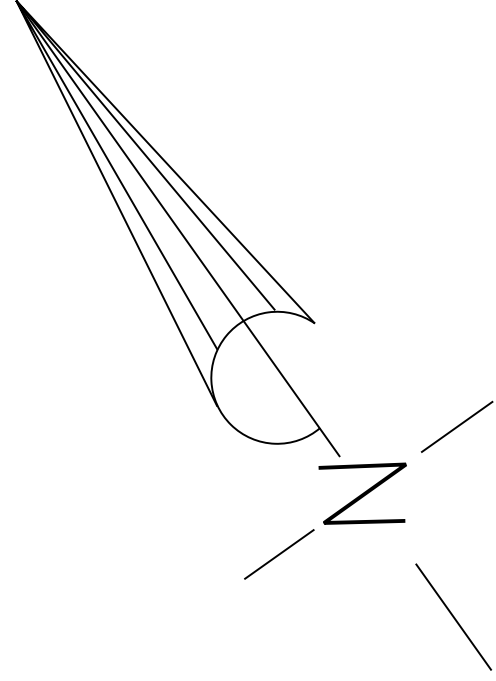
EXIST. WATER  
METER

PROP. WW  
CONNECTION

EXISTING 2"  
WATER LINE

EXISTING 15"  
WASTEWATER LINE

EXISTING  
POWER POLE  
200A SERVICE



ALLEN CLICK  
DOC # 2003260859

LEGAL DESCRIPTION

1.069 ACRES OF LAND, MORE OR LESS,  
BEING ALL OF THAT CERTAIN 1.062 ACRES  
OF LAND CONVEYED TO MICHAEL JAMES PACUK,  
BY WARRANTY DEED RECORDED IN DOCUMENT  
NUMBER 2013171610, DEED RECORDS TRAVIS COUNTY

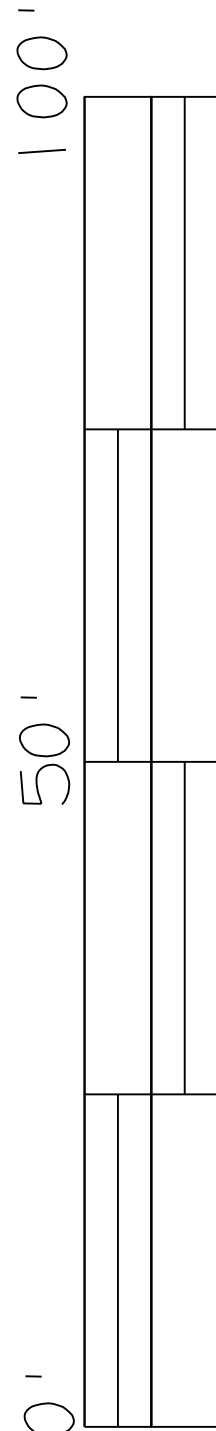
AD5 315 SUR 63 GATES &  
ACR - 1.0690 AC

PROPERTY ID: 786707

OWNER: JULIO C. MIRELES  
13500 N. FM 973  
MANOR, TEXAS 78753  
\*512\* 775-0773

PROJECT INFORMATION:

LOT SIZE = 1.0690 ACR = 46,565.14 SQ. FT.  
PROPOSED BUILDING = 9,504 SQ. FT.  
PROPOSED BUILDING COVERAGE = 10.7 %  
PROPOSED PARKING/DRIVE = 50. FT.  
TOTAL PROPOSED IMPERVIOUS COVER = 50. FT.  
PROPOSED IMPERVIOUS COVER = %



25' 75' 100'

SITE PLAN

SCALE: 1" = 30'-0"

REVISIONS:	
DATE	DESCRIPTION

LG Architecture  
Luis García, Architect  
(512) 784-6467  
Austin, Texas

Manor, Texas

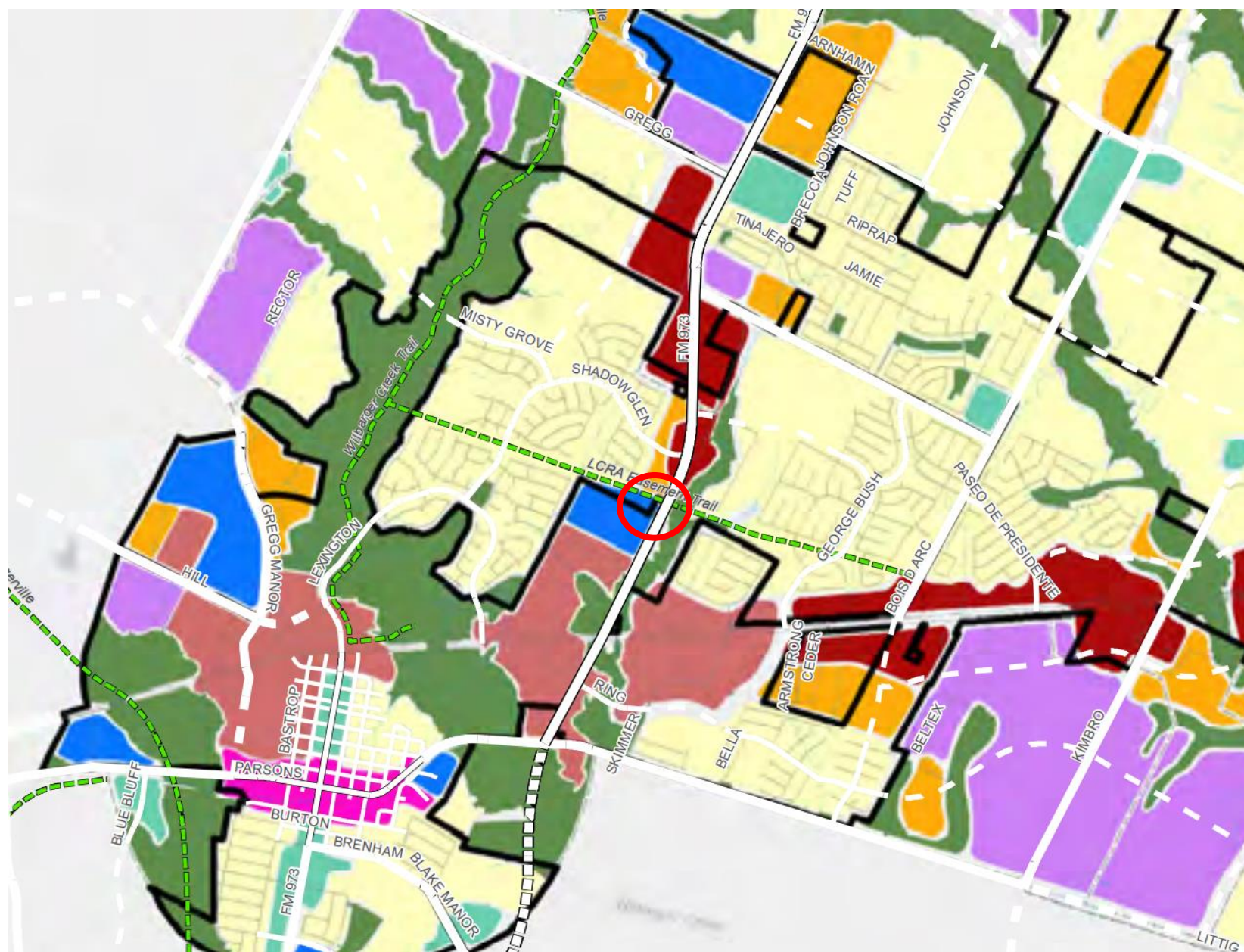
13500 N. FM 973

SHEET NAME:

Site Plan

SHEET NUMBER:

SP 1-0





# 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.

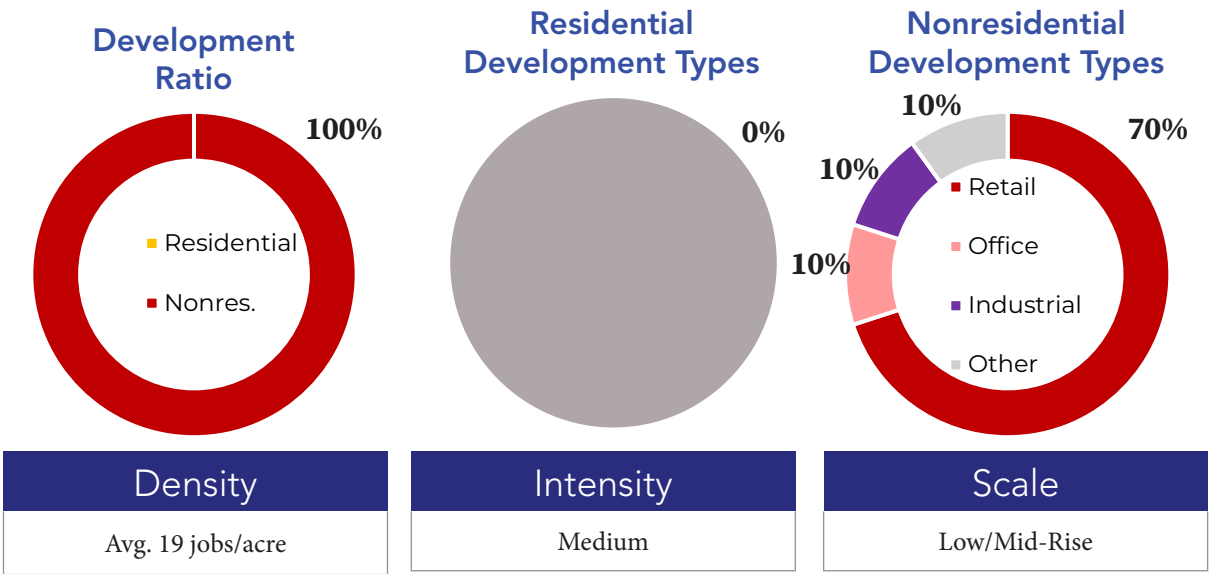
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

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.

## COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

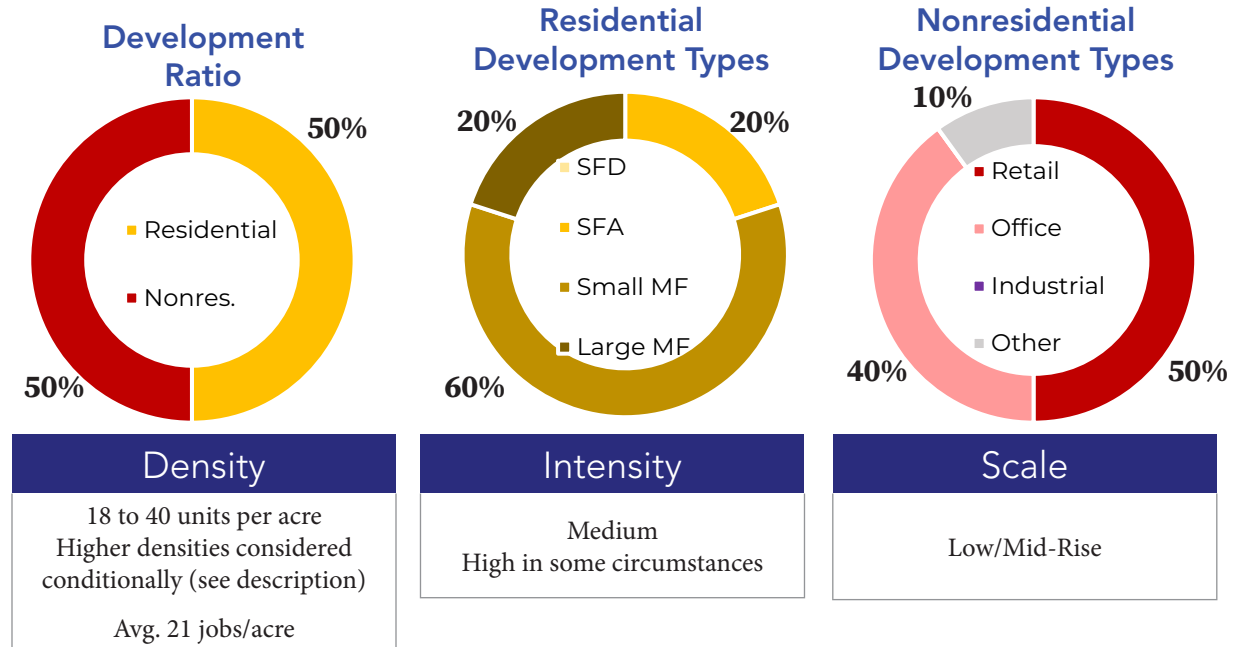
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

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

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



4/26/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 13500 FM 973 Rezoning IN-1 to C-1  
 Case Number: 2023-P-1534-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 City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for one lot out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

***Applicant: LIQUE Engineers***  
***Owner: Rapid Express Car Wash***

The Planning and Zoning Commission will meet at 6:30PM on May 10, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on May 17, 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)

Board of Trustees of The Manor ISD  
PO Box 9190  
Austin, TX 78766-9190

Bluebonnet Electric Cooperative Inc  
650 Highway 21 E  
Bastrop, TX 78602-5864

SG Land Holdings LLC  
2646 Dupont Dr Suite 60 PMB 520  
Irvine, CA 92612-7651

Cottonwood Holdings LTD  
9900 US Highway 290 E  
Manor, TX 78653-9720

Click Allen  
10813 Decker Lane  
Austin, TX 78724-1017

Cottonwood Holdings LTD  
9900 US Highway 290 E  
Manor, TX 78653-9720

AGENDA ITEM NO. 2

## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes of April 12, 2023, P&Z Commission Regular Meeting.

### BACKGROUND/SUMMARY:

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

- April 12,, 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 March 8 April 12, 2023, P&Z Commission Regular Meeting.

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



**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
APRIL 12, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Development Services Supervisor  
Chasem Creed, IT 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 Chair Small at 6:42 p.m. on Wednesday, April 12, 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. Mr. Battaile expressed his concerns regarding the neglect of the Historical Section of Manor known as Old Manor. He described the original borderlines of Manor. He announced the creation of his Facebook Group called *Manor Community Coalition*. He encouraged everyone to visit Travis County's webpage at [traviscountytx.gov/images/manor-historic-survey.pdf](https://traviscountytx.gov/images/manor-historic-survey.pdf) to view some history on Manor. He expressed his displeasure with the current development in Manor, specifically the development near the cemetery.



Carmen Schnutenhaus, 11405 Morgans Point Street, Manor, Texas, submitted a speaker card to speak during public comments regarding questions. She expressed her concerns regarding residential growth in Manor. She requested to know if the roadway infrastructure in Manor could handle the current growth being allowed by the City. She wanted to know if there were any improvements being made to the water and wastewater infrastructure to accommodate the growth. She wanted to know if there was an action plan in place to address the negative impact on the community because of the development that is coming.

## **PUBLIC HEARING**

- 1. Conduct a public hearing on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the definition of Hospital Services; modify the Residential Land Use Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify the Residential Land Use Conditions Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Hospital Services, Liquor Sales, Medical Clinic, Offices - Medical, Offices - Professional, Restaurant, and Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Land Use Conditions relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Gas Station - Full Service, Gas Station - Limited, Hotel, Liquor Sales, Restaurant, Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Development Standards relating to Maximum Dwelling Units; modify Non-Residential and Mixed-Use Development Standards Table Notes relating to alleys within the Historic District; modify Accessory Structures relating to gross floor area; modify architectural standards for Single-Family Detached and Two Family, Single-Family Attached, Manufactured Home, Multi-Family and Mixed Use, Office, Commercial Institutional and Industrial uses; modify procedures relating to Planned Unit Development (PUD) uses; modify procedures relating to a final site plan; and modify procedures relating to amendments to the Comprehensive Plan.**

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

Chair Small opened the public hearing.

Robert Battaille, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. He expressed his disagreement with the Comprehensive Plan and the high-density development laid out in the plan. He questioned the Commission on why the plan, if not approved, was being used by the city as a guideline for development.

Director Dunlop stated the Comprehensive Plan was approved and adopted by City Council in December 2022.

Carmen Schnutenhaus, 11405 Morgans Point Street, Manor, Texas, submitted a speaker card to speak regarding this item. She wanted to address the mention of the Comprehensive Plan in the amendment. She wanted to know if some town hall meeting could be held regarding the Comprehensive Plan to re-evaluate the plan and create more transparency for the community.

Director Dunlop gave information on how to locate the Comprehensive Plan on the City's website. He confirmed the plan would be re-evaluated every 5 years by the Planning Commission. He stated there would be opportunities for input and updates at that time, however, was not expecting modification at this time due to just being adopted.

Diane Bernal with DB Land Consulting, 11917 Oak Knoll Drive, Austin, Texas, submitted a speaker card in support of this item, however, did not wish to speak.

Victoria Meinhardt with Manor Birth Sanctuary submitted a speaker card to speak in support of this item. She stated wished to relocate her business inside the city limits. Ms. Meinhardt gave a brief description of her business. She stated she wanted to speak in support of this item because it moved her business out of the hospital category and into the medical clinic category where it should be. She offered to answer questions regarding birth centers.

Ms. Meinhardt answered questions from the Commissioner regarding her credentials, qualifying individuals who would use her services, the types of services outside of delivery she would offer, and the intended focus for expanded services in the future.

Wenkai Chen, 108 W. Lane, Manor, Texas, submitted a speaker card to speak in support of this item. She stated Ms. Meinhardt covered everything she wished to say.

Director Dunlop stated this amendment was a handful of modifications to the Zoning Code. The amendment does not affect any one specific property. The amendment is to update the code for the entire city. Newer developments would be required to adhere to the newer regulations.

Director Dunlop gave a brief outline of each section that would be modified through this amendment. He answered questions regarding the sale of alcohol restricted areas and distance requirements and how that would potentially affect the current businesses. Director Dunlop answered questions regarding the petition application process.

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

There was no further discussion.

**Motion to Close carried 5-0**

- 2. Conduct a public hearing on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). Applicant: Saavy ATX Realty LLC. Owner: Wenkai Chen.**

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

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. He criticized the Comprehensive Plan as it related to this item. He expressed his displeasure with the design of the joined buildings stating they were out of character for Manor.

Joshua Hay, 301 E. Wheeler Street, Manor, Texas, submitted a speaker card to speak in opposition of this item. He expressed his disapproval of design for the development stating that he felt it did not bring value to Manor. He stated he had questions regarding the proposed development such as residential or non-residential, size of the two-unit structure, parking accommodations, number of tenants, and would the property be for sale or rental.

Chair Small requested the owner, Wenkai Chen, to address questions regarding the development.

Wenkai Chen, 108 W. Lane, Manor, Texas, stated it would be a duplex residential development with closed parking garages to accommodate 2 parking spaces. She stated it was designed according to city regulation and the property would have trees and plenty of green landscape. She stated this development would be a three bedroom, two bath moderate dwelling. She did not intend for the development to be rental but more focused toward affordable housing for purchase.

Discussion was held regarding the drawings and the difficulty with visualizing the end product of the development. Ms. Chen addressed the expressed concerns with the details in the presented drawings. She stated they would work on getting a more detailed design drawn out. She also addressed questions regarding pricing of the houses.

Director Dunlop answered questions regarding easements and alleys associated with this property. He gave a brief description of the property's dimensions and the potential developments that could occur on this property. He stated City Staff would be recommending approval for the rezoning request.

Director Dunlop addressed prior questions from the audience regarding the review process. He stated each development goes through a review process to ensure the development is consistent with code and any development agreements that may be applicable.

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

There was no further discussion.

**Motion to Close carried 5-0**

*Commissioner Leonard recused herself from Item #3 due to a conflict of interest. She left the dais at 7:41 p.m.*

- 3. Public Hearing: Conduct a public hearing on Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH).**  
Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.

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

Chair Small opened the public hearing.

Julie Leonard, 12821 Ring Rd, Manor, Texas, submitted a speaker card to speak in opposition of this item. She presented a petition signed by approximately 50 homeowners in the Bell Farms Community. She stated this item is similar to the one denied a year ago. Ms. Leonard stated this development has a reduced number of townhomes; however, this type of development is not wanted in the community. She gave examples of the type of developments that would be welcomed by the community such as storage units, small commercial, doctor's office, nail salon, or restaurants. She

expressed her concerns regarding transient type activity and increased traffic in the area while expressing her desire to see smart growth.

Mark Thoman, 12741 Bella Parkway, Manor, Texas, submitted a speaker card to speak in opposition to this item. He stated there was a major group of residents that were opposed to this development. He expressed his confusion with the desire to develop the property at a greater density than the neighborhood that surrounds it. He also expressed his concerns regarding the impact on the roadway system that would be used as the primary access and egress point for this development.

Maryann Thomas, 12741 Bella Parkway, Manor, Texas, submitted a speaker card in opposition to this item; however, she did not wish to speak.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile encouraged the Commission to stop this type of growth. He expressed his concerns regarding the disassociation between the projected growth rate and the actual growth rate found in the City's documents. He stated he felt the city should focus on improving the roads before allowing any further major development of this kind.

Diane Bernal with DB Land Consulting, 11917 Oak Knoll Drive, Austin, Texas, submitted a speaker card to speak in support of this item. Ms. Bernal stated they have been in communication with the City of Manor, Bell Farms HOA representative and Sunoco Gas Line Company. She detailed the proposed development with mixed use retail components in the front and townhomes towards the back of the property.

Concern was expressed by the Commission regarding development not being in alignment with the HOA.

Ms. Bernal stated they have been in communication with a representative elected by the HOA. She stated they have tried to address the wishes of the residents and felt they had done that. The reduction by almost half in the number of townhomes and the retail space available being in line with the types of commercial mentioned previously was a few of the amendments made to the development plans for this submission. She stated traffic and roadway impact is a major concern for the developer as well and wanted to work closely with the established neighborhood.

Ms. Bernal stated they have been in communication with the HOA and was given a list of 5 items to address. Light pollution was the first concern of the HOA. The City of Manor follows the Dark Sky Codes; therefore, the development would be required to adhere to that requirement. The next item of concern was traffic overflow with parking in the established neighborhood by the tenants of this property. She stated they were willing to work to discourage this type of activity by putting up signs. Stormwater mitigation was another concern. They have responded to this one by assuring the owner they would adhere to the City of Manor's Stormwater Management practices. The pipeline was also a major concern being addressed by not developing in the easement or where the pipeline was on the site. She reiterated that they have been in contact with the gas company to make sure protocol was being followed. The last item of concern was the traffic along Old Hwy 20.

Ms. Bernal addressed questions from the Commission regarding maintaining a peaceful, private, and safe environment in the Bell Farms area. She stated they were trying to provide a tax-wise, tax-based, complementary environment to what is already there. She stated they were not trying to cause conflict. She assured the Commission they were doing everything they could to consider the input from Bell Farms residents.

Director Dunlop stated when the Commission reached the action item, the staff recommendation was to postpone the item. He stated this development conflicts with a portion of the Comprehensive Plan's Land Use Map. The recommendation would be for the developer to petition to update the Future Land Use Map to either Neighborhood Mixed Use or Community Mixed Use, which would be more in line with what the developer is proposing.

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

There was no further discussion.

**Motion to Close carried 4-0**

*Commissioner Leonard returned to the dais at 8:02 p.m.*

- 4. Conduct a public hearing on a Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1). Applicant: Westwood Professional Services. Owner: Lone Star Electric.**

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

Chair Small opened the public hearing.

Director Dunlop gave a little background for this item. He stated the property was recently annexed into the city with a default zoning of Agricultural. It is in the Manor Commercial Park. They have a site plan in with the city.

**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**

- 5. Conduct a public hearing on a Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1). Applicant: Couronne Co. Owner: Couronne Company, Inc.**

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

Chair Small opened the public hearing.

Director Dunlop gave a brief summary of the item. He stated it was similar to Item #4 and located in the same area. The zoning request is times with their annexation process.

**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**

- 6. Conduct a public hearing on a Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX.** Applicant: Carney Engineering, PLLC.  
Owner: Carney Engineering, PLLC.

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

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. He expressed his displeasure with this development. He voiced complaints regarding the density and location of this development. He stated he would prefer a historical home development in this portion of the city.

Sushil Mehta submitted a speaker card to speak in support of this item. He gave some background information on the 216-unit multifamily development, roadway improvements, and commercial aspects for this development. He stated there would be a road built and 1.7 acres dedicated to commercial with feasibility studies being done now.

The Commissioners requested the owner address concerns expressed in an email regarding the lack of physical barriers or space between the development and the nearby properties. (See attached email)

Mr. Mehta addressed concerns regarding the physical barrier or space between this property and neighboring single-family residence. He stated that per code this development required a greater setback or a barrier between the two. He informed the Commission that there were garage structures to create a barrier.

Catherine Nicely with Metcalfe, Wolf, Stewart, and Williams introduced herself to the Commission. She stated she represented Mr. Mehta in this application. She stated there were setbacks as indicated on the map. She stated that they were working closely with the City to make sure all areas of concern were addressed.

Director Dunlop clarified the items that were addressed on the site plan to accommodate the issues expressed in the email regarding setbacks and screening for bordering properties. He detailed the buffers that were in place. He informed the Commission of the Development Agreement that was approved by the City Council regarding the zoning areas to make the zoning areas more consistent.

Discussion was held regarding the Commercial Corridor.

Mr. Mehta answered questions regarding the road improvements and commercial aspects of this development.

Ms. Nicely notified the Commission that the new road being constructed would be at no cost to the City of Manor.

Commissioner Hardeman read a portion of the email concerning the rear border of the resident and the lack of landscaping.

Mr. Mehta stated the landscaping plans have not been finalized.

Ms. Nicely detailed the different types of physical barriers that were going to be used to shield the mentioned property. The barriers included a setback, tree islands, fencing, landscaping, parking lot bay and no buildings overlook that area.

Discussion was held regarding air quality in the immediate area of development. Ms. Nicely guaranteed the commission they would be doing everything they could to keep air pollution to a minimum.

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

There was no further discussion.

**Motion to Close carried 5-0**

**7. Conduct a public hearing on a Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX.**

Applicant: Kimley-Horn & Associates. Owner: Wild Horse Creekside Commercial, L.P.

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

Chair Small opened the public hearing.

Director Dunlop gave background information for this item. He stated this is a platted lot. They are replotting it. The developer will be modifying the current easement. He stated they will be using a separate instrument to show the drainage easement.

Discussion was held the normality of using a separate instrument for the easement.

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

There was no further discussion.

**Motion to Close carried 5-0**

**8. Conduct a public hearing on a Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX. Applicant: Kimley-Horn. Owner: Kimley-Horn.**

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

Chair Small opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak regarding this item. Mr. Battaile stated this was part of Hill Lane. He questioned the reasons behind the temporary road improvements made on Hill Lane. He requested to know why City Council held special meetings regarding the improvements.



Director Dunlop gave background details regarding the history of Hill Lane. He explained the Call Special Session was necessary due to limited pricing of repairs. He stated the improvements were related to the Whole Foods development and were completely unrelated to this development. He listed the developments in the area that would benefit from the Hill Lane repaving project.

Director Dunlop notified the Commission of roadway improvements that the developer of Transpak would be involved in. This developer was working with the developer of Entrada Glen to build out Entrada Blvd. and rebuild the first half of Hill Lane.

Director Dunlop spoke regarding the Engineer approved subdivision. The lots are adjacent to the Whole Foods development. He answered questions regarding the Short Form Final Plat for Transpak. He commented on the location of the property, planned road construction and the layout of the easements.

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

There was no further discussion.

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

- 9. 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.**

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

Chair Small opened the public hearing.

Director Dunlop informed the Commission that the applicant has withdrawn this application.

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

There was no further discussion.

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

*Chair Small recused herself for a short break. She turned the meeting over to Commissioner Leonard for Item #10. She left the dais at 8:36 p.m.*

#### **CONSENT AGENDA**

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

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

There was no further discussion.

**Motion to Approve carried 5-0**

## **REGULAR AGENDA**

*Chair Small returned to the dais at 8:39 p.m. Commissioner Leonard turned the meeting over to the Chair after reading item #11.*

- 11. Consideration, discussion, and possible action on amendments to Chapter 14 Zoning of the Manor code of ordinances to modify the definition of Hospital Services; modify the Residential Land Use Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify the Residential Land Use Conditions Table relating to Single-Family Attached (2 units) and Single-Family Detached uses; modify Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Hospital Services, Liquor Sales, Medical Clinic, Offices - Medical, Offices - Professional, Restaurant, and Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Land Use Conditions relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Gas Station - Full Service, Gas Station - Limited, Hotel, Liquor Sales, Restaurant, Restaurant - Drive-in or Drive-through uses; modify Non-Residential and Mixed-Use Development Standards relating to Maximum Dwelling Units; modify Non-Residential and Mixed-Use Development Standards Table Notes relating to alleys within the Historic District; modify Accessory Structures relating to gross floor area; modify architectural standards for Single-Family Detached and Two Family, Single-Family Attached, Manufactured Home, Multi-Family and Mixed Use, Office, Commercial Institutional and Industrial uses; modify procedures relating to Planned Unit Development (PUD) uses; modify procedures relating to a final site plan; and modify procedures relating to amendments to the Comprehensive Plan.**

City Staff recommended that the Planning and Zoning Commission approve the amendments to Chapter 14 Zoning of the Manor Code of Ordinances.

Discussion was held regarding Future Land Uses, the way it is changed now and the modifications to procedures in the future.

Director Dunlop reviewed the process for applicants to petition for a change to the Future Land Use and the process of changing the zoning designations. The approval criteria for the City Council would be guided by the need for the proposed change, the effect of the proposed change on the need for city services and facilities, the compatibility of the proposed change with existing uses and development patterns of nearby property, and with the character of the neighborhood and implications on the other sections of the plan.

Discussion was held on Section 10 regarding doubling the number of units in the downtown area.

Director Dunlop spoke regarding the land sizes in the downtown area. The change would help accomplish some of the goals in the Comprehensive Plans.

Director Dunlop addressed the changes in section 11 regarding allowing the use of alleyway widths in the calculations for the setbacks of a property regardless of the type of development.

Director Dunlop answered questions regarding the approval of this amendment. He reviewed the amendment process regarding who gets notified and how often code gets amended.

Director Dunlop explained the amendment modification related to the Comprehensive Plan. He stated that the Comprehensive Plan, it's goals, visions, the parks plan, the downtown plan, all that, can't be modified except through the five-year update except for the petition to the City Council, to modify the future land use map or the thoroughfare plan. He confirmed there is not a current process in place.

Director Dunlop answered questions regarding where in the code the changes would be seen. He stated that this amendment would modify the code all throughout the code.

Discussion was held regarding the Healthy Community aspect of the amendment.

Discussion was held regarding the petition process of changing the Future Land Use.

Discussion was held regarding the dwelling units specified in the amendment as they relate to the downtown mixed-use developments.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the amendment with the modification in Section 10 to reduce the number of units from 30 to 20 and not approve any changes to Section 11.

Director Dunlop clarified for the Commission the topic of change in Section 11.

There was no further discussion.

**Motion to Approve carried 5-0**

**12. Consideration, discussion, and possible action on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). Applicant: Saavy ATX Realty LLC. Owner: Wenkai Chen.**

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Director Dunlop reminded the Commission of the details behind this item.

Wenkai Chen answered questions from the Commission. She stated she did not feel they could build a single residence on this lot that would be affordable. By building a duplex, it would supply more housing at a more affordable rate. She addressed the drawing presented. She stated that the lack of details was influenced by the high standard of architecture requirements within the code. She agreed to have a more detailed presentation of the duplexes at the next meeting.

Discussion was held regarding the differences between building a duplex as opposed to a single resident home. Consideration was given to the market value of housing and the demographics of the area.

Ms. Chen addressed questions regarding the alley way. She informed the Commission of the electrical pole that splits the alley making it impossible to use or improve the alleyway.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to postpone to the next P&Z Commission regular scheduled meeting.

There was no further discussion.

**Motion to Postpone carried 5-0**

*Commissioner Leonard recused herself from Item #13 due to a conflict of interest. She left the dais at 9:14 p.m.*

**13. Consideration, discussion, and possible action on Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH). Applicant: DB Land Consulting LLC. Owner: SAMPSG PROPERTIES LLC.**

City Staff recommended that the Planning and Zoning Commission postpone to a later date until the Future Land Use Map may be updated a Rezoning Application for one (1) lot on 10 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 12920 Old Hwy 20, Manor, TX from Agriculture (A) to Neighborhood Business (NB) and Townhome (TH)

**MOTION:** Upon a motion made by Commissioner Hardeman and seconded by Commissioner Surmo to postpone to a later date.

There was no further discussion.

**Motion to Postpone carried 4-0**

*Commissioner Leonard returned to the dais at 9:15 p.m.*

**14. Consideration, discussion, and possible action on a Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1). Applicant: Westwood Professional Services. Owner: Lone Star Electric.**

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1)

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the rezoning Application for 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1).

There was no further discussion.

**Motion to Approve carried 5-0**

- 15. Consideration, discussion, and possible action on a Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).** Applicant: Couronne Co. Owner: Couronne Company, Inc.

City Staff recommended that the Planning and Zoning Commission approve the Rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to approve the rezoning Application for two (2) lots on 4 acres, more or less, being Lots 1 and 2, Block 3, Manor Commercial Park, and being located at 12617 Beltex Drive, Manor, TX to Light Industrial (IN-1).

There was no further discussion.

**Motion to Approve carried 5-0**

- 16. Consideration, discussion, and possible action on a Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX.** Applicant: Carney Engineering, PLLC. Owner: Carney Engineering, PLLC.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX.

Scott Dunlop confirmed the Concept Plan has been approved by the City Engineers.

Sushil Mehta answered questions regarding the average price point for the apartments and the specifics on the types of units. He stated the price would be close to \$1,500 to \$1,600 for a one bedroom. The unit mix would be one and two-bedroom studio apartments. He verified the garages would be detached from the units.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Subdivision Concept for the Entrada Glen Apartments, one (1) lot on 13.22 acres, more or less, and being located at the intersection of Gregg Manor Road and W Parsons Street, Manor, TX, with recommendation there is a condition to screen as much as possible the residential single family properties surrounding the development.

There was no further discussion.

**Motion to Approve carried 5-0**

**17. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX.** Applicant: Kimley-Horn & Associates. Owner: Wild Horse Creekside Commercial, L.P.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Surmo to approve the Subdivision Short Form Final Plat for Wildhorse Creekside, one (1) lot on 6.33 acres, more or less, and being located at 11725 Murchison St, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

**18. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX.** Applicant: Kimley-Horn. Owner: Kimley-Horn.

City Staff recommended that the Planning and Zoning Commission approve the Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX.

Director Dunlop answered questions regarding the roadway dedications near the property. He stated all parties are aware the right of way will need to be added. They will be redrawn. He stated approval is recommended with conditions.

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Subdivision Short Form Final Plat for Transpak, two (2) lots on 19.815 acres, more or less, and being located at the intersection of Hill Ln and Gregg Manor Rd, Manor, TX, with the condition they add the right of way dedication prior to filing of the Final Plat.

There was no further discussion.

**Motion to Approve carried 5-0**

**19. Consideration, discussion, and possible action on a Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.** Applicant: Madeline Hackett. Owner: Jefferson Triangle Marine, LP.

City Staff recommended that the Planning and Zoning Commission approve the Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.

Director Dunlop gave background information for this item. He reminded the Commission that the public hearing was held back in November 2022.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to approve the Short Form Final Plat for the Amavi Manor – Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.

There was no further discussion.

**Motion to Approve carried 5-0**

**20. Consideration, discussion, and possible action on a Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'.** Applicant: S&A Associate Builders Inc. Owner: Michael Cunningham.

City Staff recommended that the Planning and Zoning Commission approve the Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'.

Lee Cunningham, 1208 Laurel Oak Trail, Pflugerville, Texas, in support of this item. He did not wish to speak; however, was available for any questions.

Director Dunlop gave background on the property and this specific lot. He stated the setback waiver was consistent with other waivers that have been presented to P&Z Commission in the past. He stated that the lot was 50 feet by 115 feet. To meet minimum architectural standards in the Manor City Code, a setback waiver would be necessary.

Discussion was held regarding the setback waiver request. Consideration was given to the setback lines for the lots near the property and the alleyways in the area.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardman to approve the Setback Waiver for Lot 1, Block 15, Town of Manor, locally known as 400 E. Carrie Manor St., to reduce the rear setback to 10', and side setback to 5'.

There was no further discussion.

**Motion to Approve carried 5-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to adjourn the regularly scheduled P&Z Commission at 9:36 p.m. on Wednesday, April 12, 2023.

There was no further discussion.

**Motion to Adjourn carried 5-0**

These minutes were approved by the Planning and Zoning Commission on the 10th day of May 2023. (Audio recording archived).

**APPROVED:**

---

LaKesha Small  
Chairperson

**ATTEST:**

---

Scott Dunlop  
Development Services Director

DRAFT





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 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 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

*Applicant: Henry Juarez*

*Owner: Henry Juarez*

### BACKGROUND/SUMMARY:

This property was annexed on April 20<sup>th</sup>, 2016 and zoned Light Industrial (IN-1) also on April 20<sup>th</sup>, 2016. At the time the adjacent 40-acre property was zoned Light Industrial and this 1-acre tract was intended to be a contractor's shop for a plumbing company that occupies the site. The adjacent 40-acre tract was rezoned to Institutional Large (I-2) on September 1<sup>st</sup>, 2021 for the MISD K-8 Campus. The Comprehensive Plan has the majority of the portion of N. FM 973 south of Gregg Lane as Commercial Corridor or Community Mixed-Use, both which align with the uses in the requested Light Commercial C-1 zoning category.

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

- Letter of Intent
- Rezoning map
- Aerial Image
- Preliminary Site Layout
- FLUM
- Commercial Corridor Dashboard
- Community Mixed-Use Dashboard
- Notice and Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

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

April 10, 2023

City Of Manor  
Development Services Department  
Attn: Mr. Scott Dunlop, Director  
105 E. Eggleston Street  
Manor, Texas 78653

RE: Letter of Intent  
Rezoning Request – 13500 FM 973

Dear Mr. Dunlop,

Please accept this Letter of Intent for a Rezoning Request for the subject property located at 13500 FM 973 in Manor, Texas 78653. The TCAD Parcel Property ID is 786707, is 1.069 acres in size, and is legally described as Abstract 315 Survey 63 Gates G Acreage 1.0690 in Travis County, Texas.

The property is currently zoned IN-1 and we are requesting to change to C-1. The property is current in use as a plumbing company. The property owner wants to remove the existing building and construct a new building with parking for restaurant use.

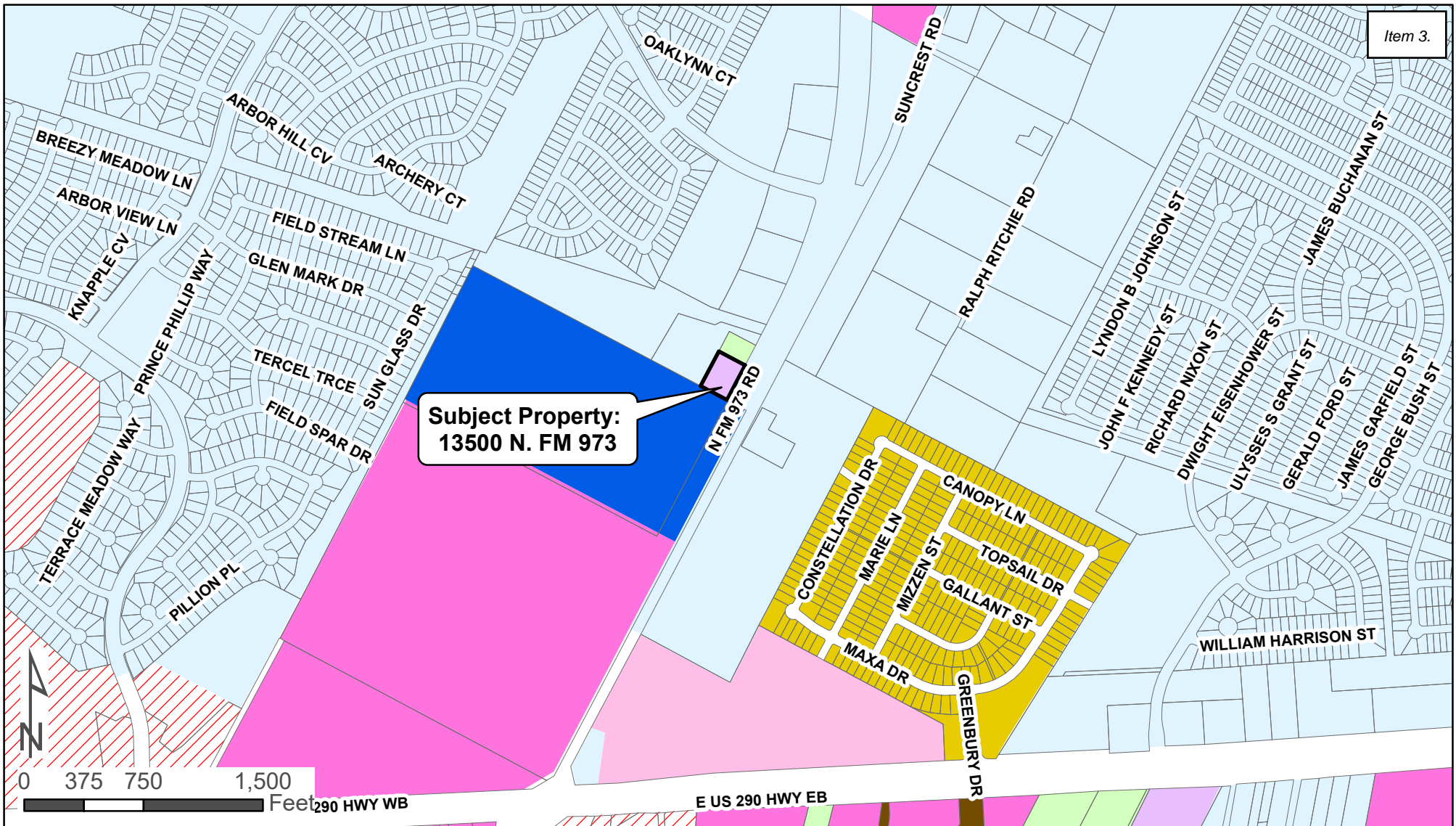
The property is on the border between Public/Semi-Public, Mixed-Density Neighborhood, and Commercial Corridor future land use as per the City's Comprehensive Plan 2050. The proposed restaurant development will follow City of Manor's vision and guidelines for development in that area and will be complementary to the existing and future neighborhoods.

Please feel free to contact me at (512) 576-4399 or at [juarezje@gmail.com](mailto:juarezje@gmail.com) if you have any questions or require additional information.

Respectfully submitted,



Henry Juarez  
Development Consultant



Current:  
Light Industrial (IN-1)

Proposed:  
Light Commercial (C-1)

**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



13500 FM 973

Write a description for your map.

Legend

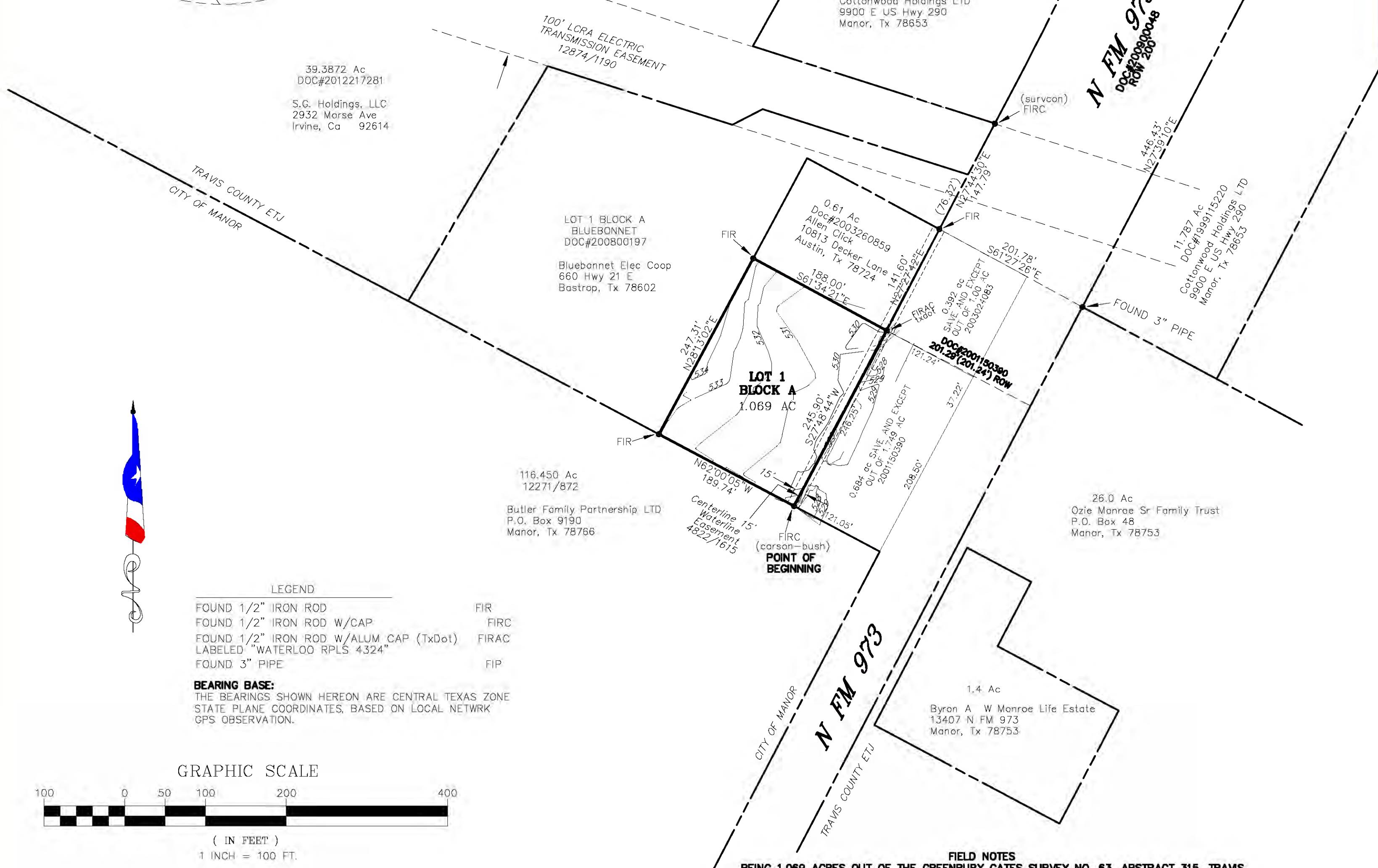
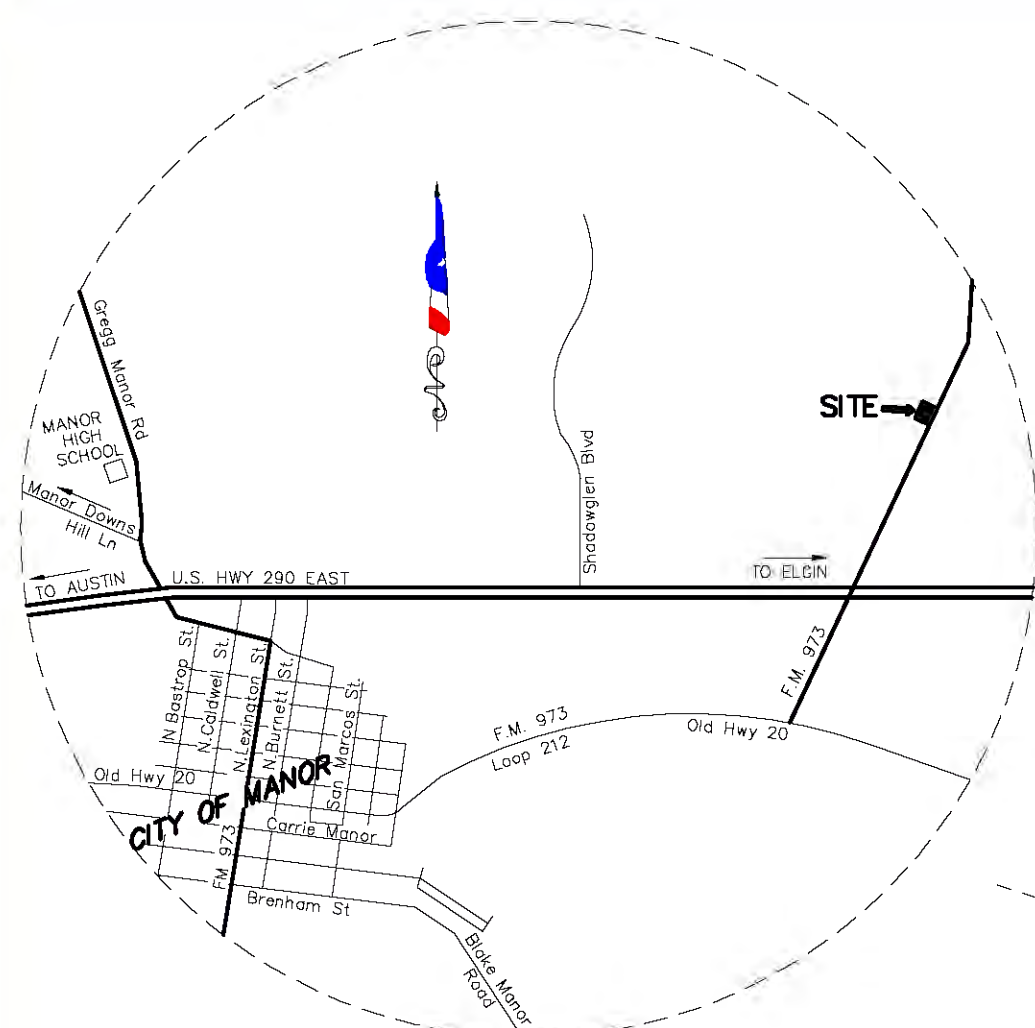
-  13500 FM973
-  Feature 1
-  JM Plumbing, Inc. MLS#40335

Item 3.





# PRELIMINARY PLAN MIRELES PARK



## Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE TRAVIS COUNTY SUBDIVISION ORDINANCE, AMENDED, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, MARCH 2, 2017.

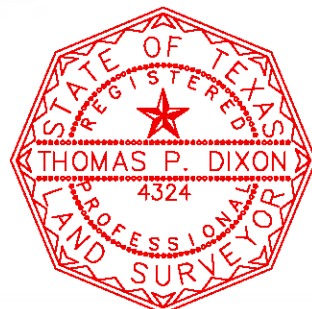
NO PORTION OF THIS TRACT LIES WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL NO. 48453C0485H, EFFECTIVE DATE OF SEPTEMBER 26, 2008.

THOMAS P. DIXON R.P.L.S. #4324

DATE

3/24/2017

WATERLOO SURVEYORS INC.  
P.O. BOX 160176  
AUSTIN, TEXAS 78716-0176  
Phone: 512-481-9602  
www.waterloosurveyors.com  
FIRM# 10124400



## OWNER:

JULIO C. MIRELES  
13500 N FM 973  
MANOR, TEXAS 78653

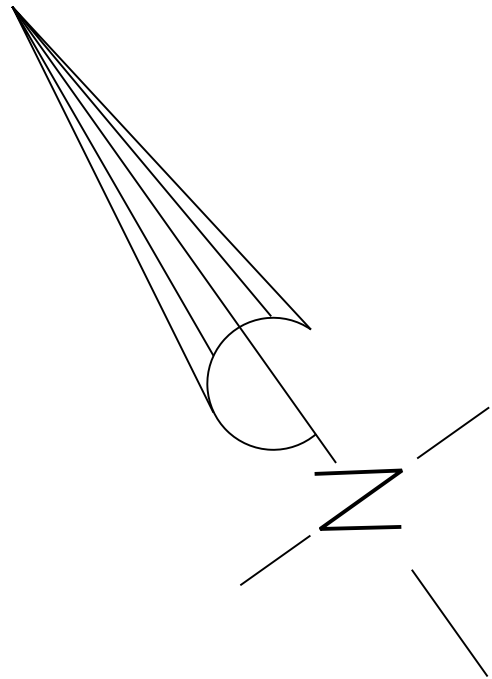
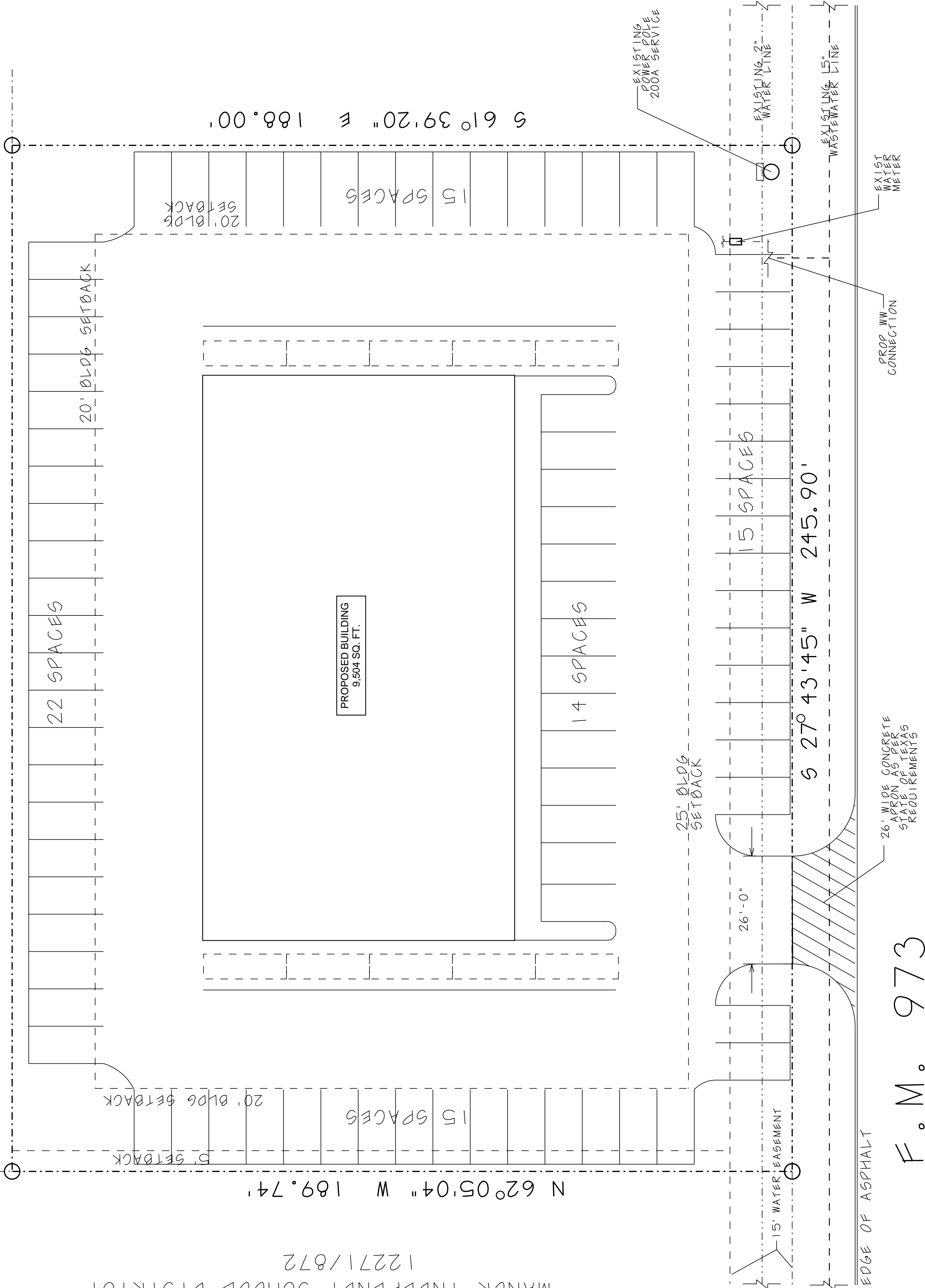
## LEGAL DESCRIPTION:

BEING 1.069 ACRES OUT OF THE GREENBURY GATES SURVEY NO. 63, ABSTRACT 315, TRAVIS COUNTY, TEXAS.(ETJ MANOR)  
ACRES: 1.0692 ACRES, MORE OR LESS

PROPOSED 1 COMMERCIAL LOT

PREPARATION DATE: MARCH 23, 2017





ALLEN CLICK  
DOC# 2003260859

### LEGAL DESCRIPTION

1.069 ACRES OF LAND, MORE OR LESS,  
BEING ALL OF THAT CERTAIN 1.062 ACRES  
OF LAND CONVEYED TO MICHAEL JAMES PACUK,  
BY WARRANTY DEED RECORDED IN DOCUMENT  
NUMBER 2013171610, DEED RECORDS TRAVIS COUNTY

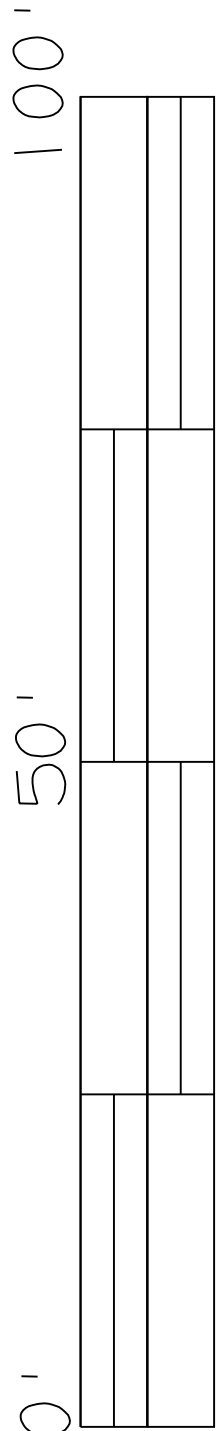
AD5 315 SUR 63 GATES &  
ACR - 1.0690 AC

PROPERTY ID: 786707

OWNER: JULIO C. MIRELES  
13500 N. FM 973  
MANOR, TEXAS 78753  
\*512\* 775-0773

### PROJECT INFORMATION:

LOT SIZE = 1.0690 ACR = 46,565.14 SQ. FT.  
PROPOSED BUILDING = 9,504 SQ. FT.  
PROPOSED BUILDING COVERAGE = 10.7 %  
PROPOSED PARKING/DRIVE = 50. FT.  
TOTAL PROPOSED IMPERVIOUS COVER = 50. FT.  
PROPOSED IMPERVIOUS COVER = %



## SITE PLAN

SCALE: 1" = 30'-0"

REVISIONS:	
DATE	DESCRIPTION

LG Architecture  
Luis García, Architect  
(512) 784-6467  
Austin, Texas

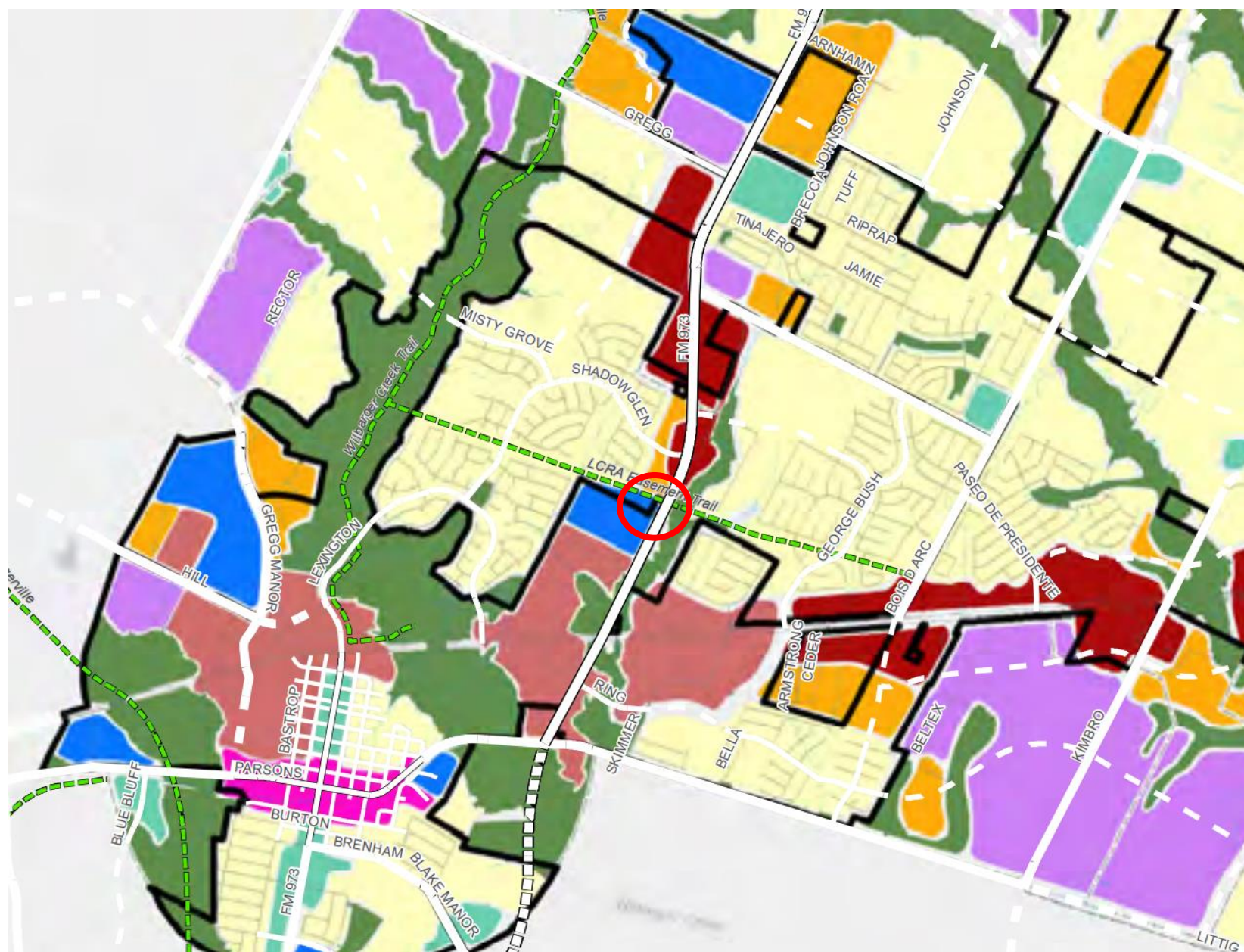
JM Plumbing  
13500 N. FM 973  
Manor, Texas

SHEET NAME:

Site Plan

SHEET NUMBER:

SP 1-0





## 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.

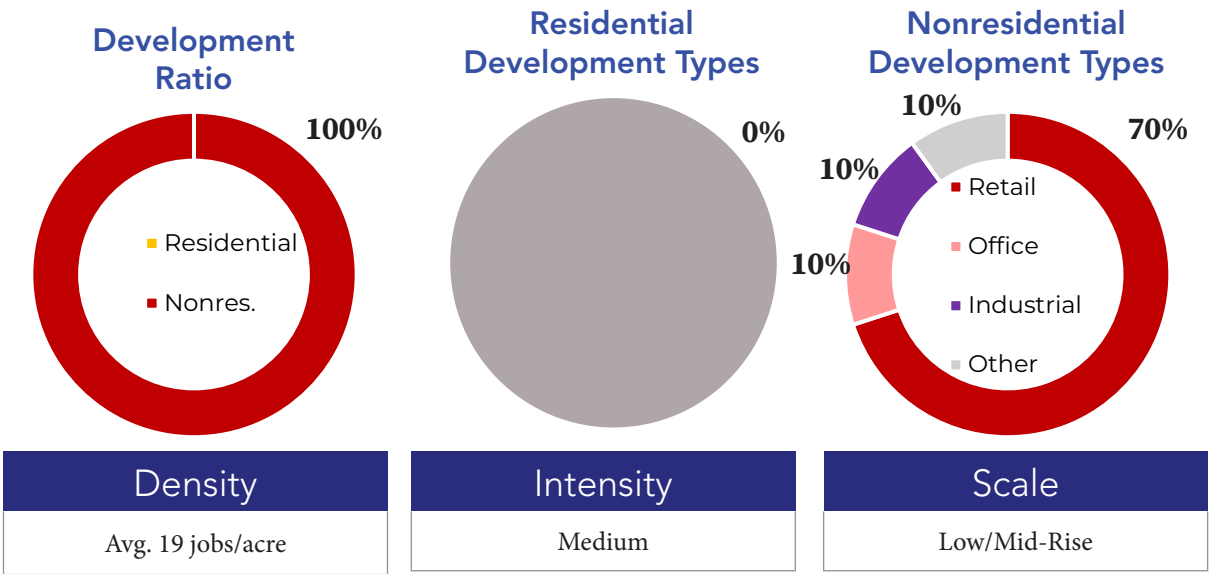
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

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.

## COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

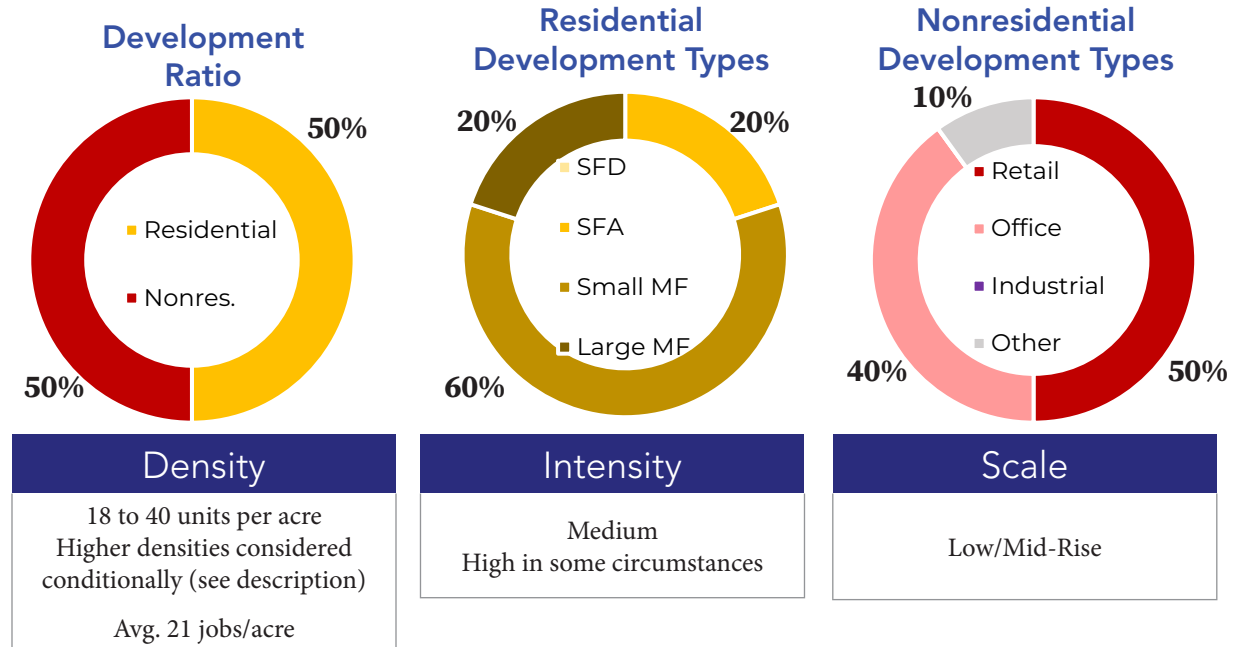
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

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

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



4/26/2023

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: 13500 FM 973 Rezoning IN-1 to C-1  
Case Number: 2023-P-1534-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 City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for one lot out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

***Applicant: LIQUE Engineers***  
***Owner: Rapid Express Car Wash***

The Planning and Zoning Commission will meet at 6:30PM on May 10, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on May 17, 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)

Board of Trustees of The Manor ISD  
PO Box 9190  
Austin, TX 78766-9190

Bluebonnet Electric Cooperative Inc  
650 Highway 21 E  
Bastrop, TX 78602-5864

SG Land Holdings LLC  
2646 Dupont Dr Suite 60 PMB 520  
Irvine, CA 92612-7651

Cottonwood Holdings LTD  
9900 US Highway 290 E  
Manor, TX 78653-9720

Click Allen  
10813 Decker Lane  
Austin, TX 78724-1017

Cottonwood Holdings LTD  
9900 US Highway 290 E  
Manor, TX 78653-9720



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).**

*Applicant: Saavy ATX Realty LLC*

*Owner: Wenkai Chen*

### BACKGROUND/SUMMARY:

This is a narrow (40') but deep (250') lot on North Bastrop Street. Sometime in the 1980s, or possibly even 1950's, the 5 lots on West Lane Ave were broken up and the back 40' of each lot was sold to create this 40' x 250' lot. Its unique size and shape makes it more challenging to develop but the applicant is seek to rezone it from Single Family Suburban (SF-1) to Two-Family (TF) to be able to place a two-family building on the property. The lot meets the minimum lot size for a Two-Family lot, it's 10,000 sf while the minimum is 8,750 sf, however the narrowness of the lot will require a variance when it is platted to the lot width and setbacks to make development feasible. These variances would be necessary even if the property remained zoned SF-1.

The Comprehensive Plan's Future Land Use Map has this general area as Community Mixed-Use which generally seeks higher densities, but given the character of the neighborhood and unique lot size, a two-family dwelling unit would be appropriate and achieve some of the goals of the Plan including: LU2 – encourage a range of product types and lot sizes, ED14 – encourage diverse housing in terms of type and affordability to align with workforce needs, LU.A – encourage a balanced mix of residential, commercial, and employment uses at varying densities and intensities to reflect gradual transition from urban to suburban to rural development, LU.B – promote more compact, higher density, well-connected development within appropriate infill locations, LU 1 – encourage innovative forms of compact, pedestrian friendly development and wider array of affordable housing choices through smart regulatory provisions and incentives, DU 11 – increase development of housing units close to multi-modal infrastructure and mixed-use developments, including in Downtown.

This item was postponed at the April 12<sup>th</sup> meeting so the applicant can provide updated renderings of the proposed units. Those have not been provided so one additional postponement is requested.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Letter of intent
- Rezone Map
- Aerial Image
- Conceptual Layout
- FLUM
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission postpone to June 14<sup>th</sup> a Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF)

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



# Letter of Intent

March 12, 2023

City of Manor  
Development Services Department  
Attn: Mr. Scott Dunlop, Director  
105 E. Eggleston Street  
Manor, Texas 78653

Re: **707 BASTROP ST TX 78653**

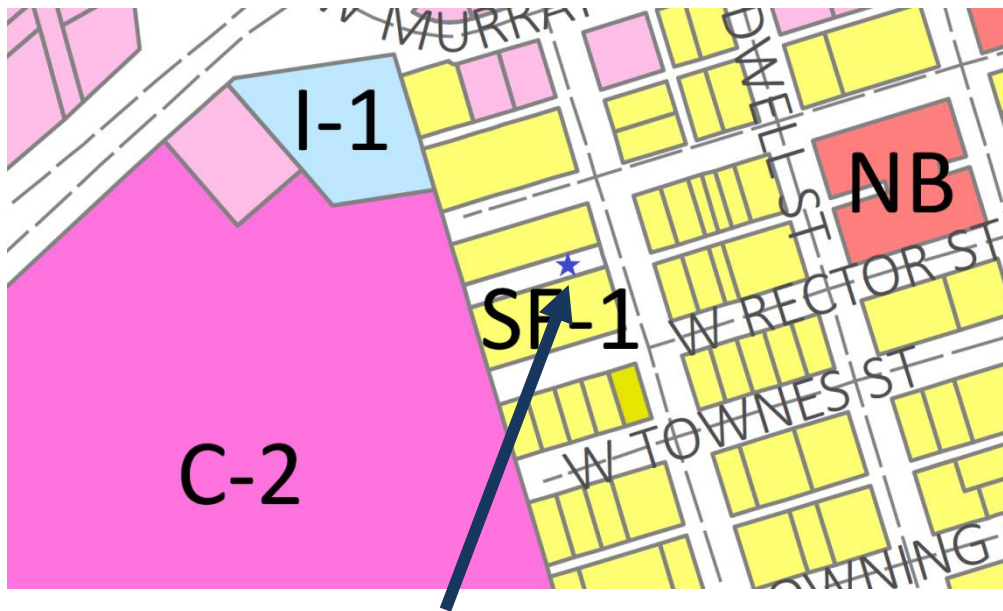
**Dear Mr. Dunlop,**

We are writing to you to zone the subject property to TF.

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.94 ft wide and 250 ft long, with a total of 9,986 sqft.

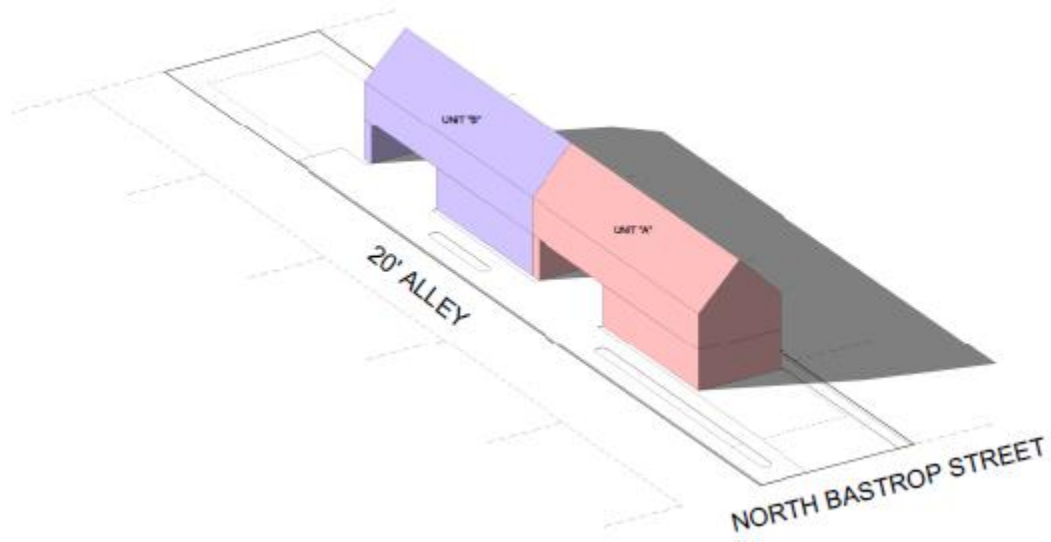
We are requesting to:

1. Zone it as TF (Two-Family) – currently it doesn't have zoning assigned (per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: **707 BASTROP ST TX 78653**

Please see below conceptual design of the proposed TF (duplex).



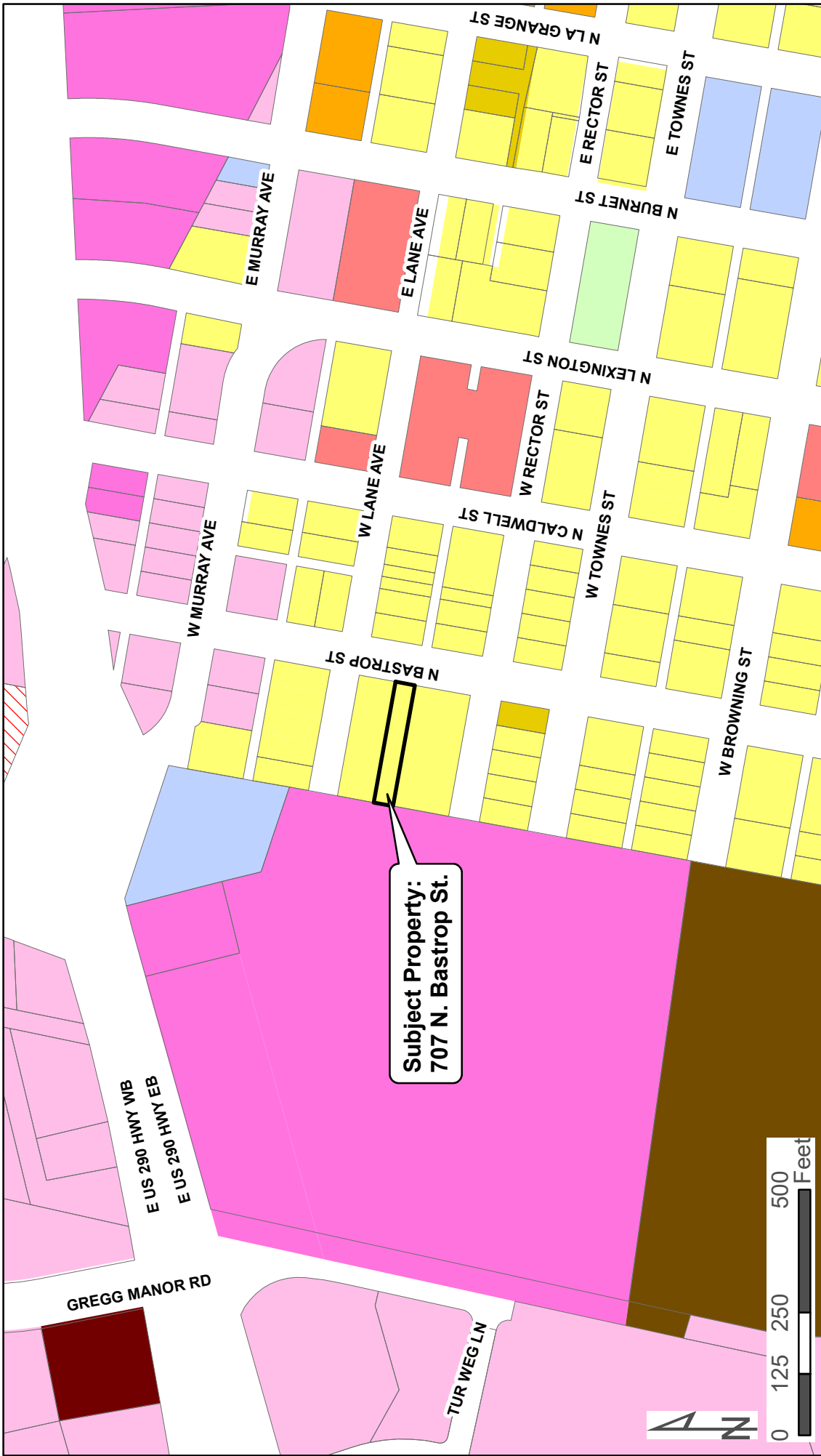
Please help to grant these requests and let me know if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Katherine Chen'.

Katherine Chen  
Savvy ATX Realty



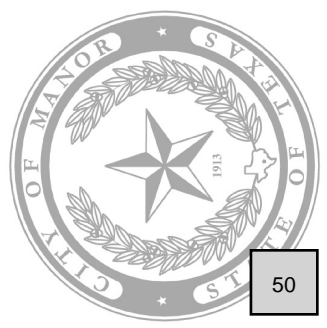


Subject Property:  
707 N. Bastrop St.

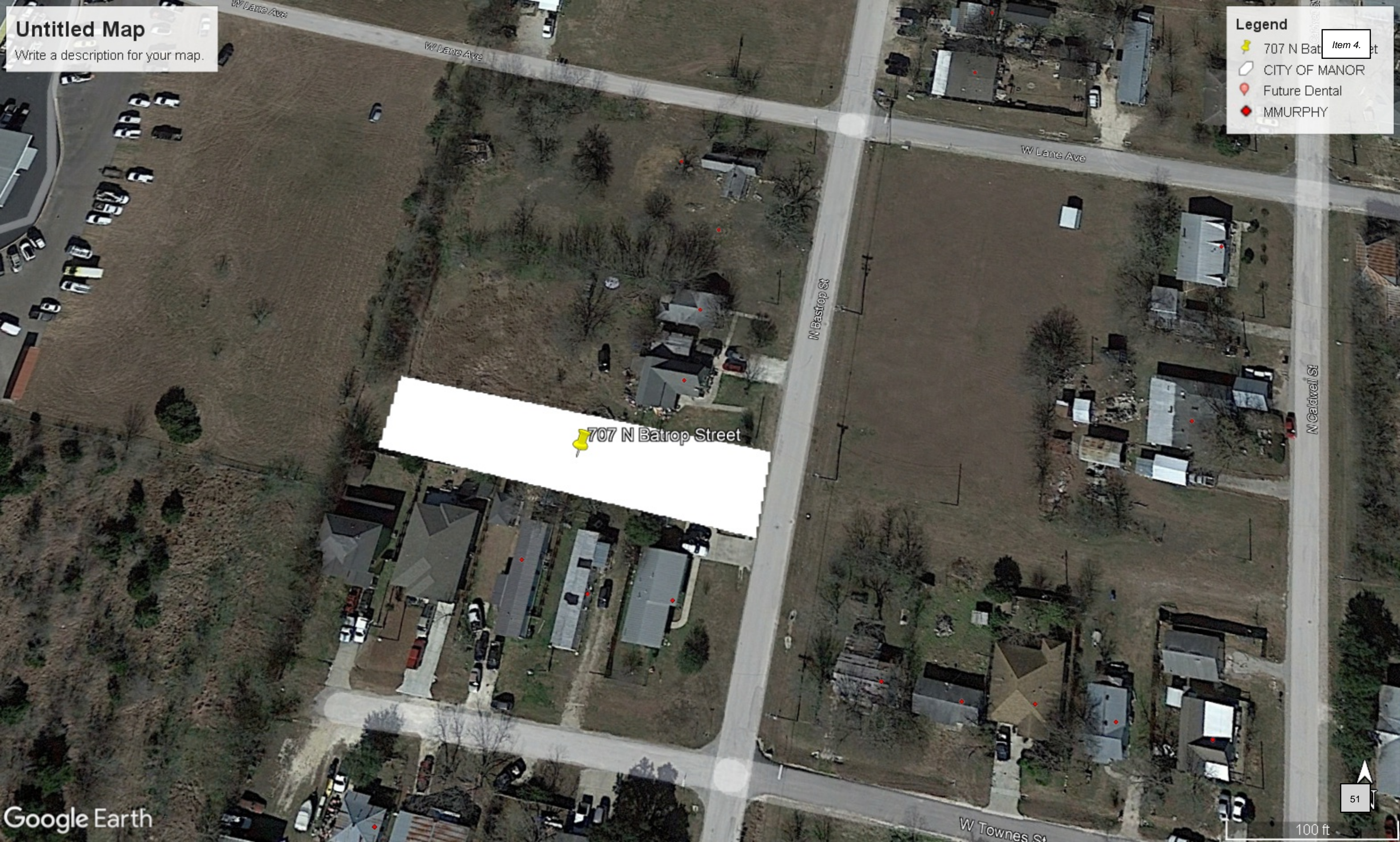
Zone		Item 4.	
GO - General Office	A - Agricultural	GO - General Office	
C-1 - Light Commercial	SF-1 - Single Family Suburban	C-1 - Light Commercial	
C-2 - Medium Commercial	SF-2 - Single Family Standard	C-2 - Medium Commercial	
C-3 - Heavy Commercial	TF - Two Family	C-3 - Heavy Commercial	
NB - Neighborhood Business	TH - Townhome	NB - Neighborhood Business	
DB - Downtown Business	MF-1 - Multi-Family 15	DB - Downtown Business	
IN-1 - Light Industrial	MF-2 - Multi-Family 25	IN-1 - Light Industrial	
IN-2 - Heavy Industrial	MH-1 - Manufactured Home	IN-2 - Heavy Industrial	
PUD - Planned Unit Development	I-1 - Institutional Small	PUD - Planned Unit Development	
ETJ	I-2 - Institutional Large	ETJ	

Current:  
Single Family Suburban (SF-1)

Proposed:  
Two-Family (TF)








Untitled Map


Write a description for your map.


Legend


 707 N Batrop Street

Item 4.

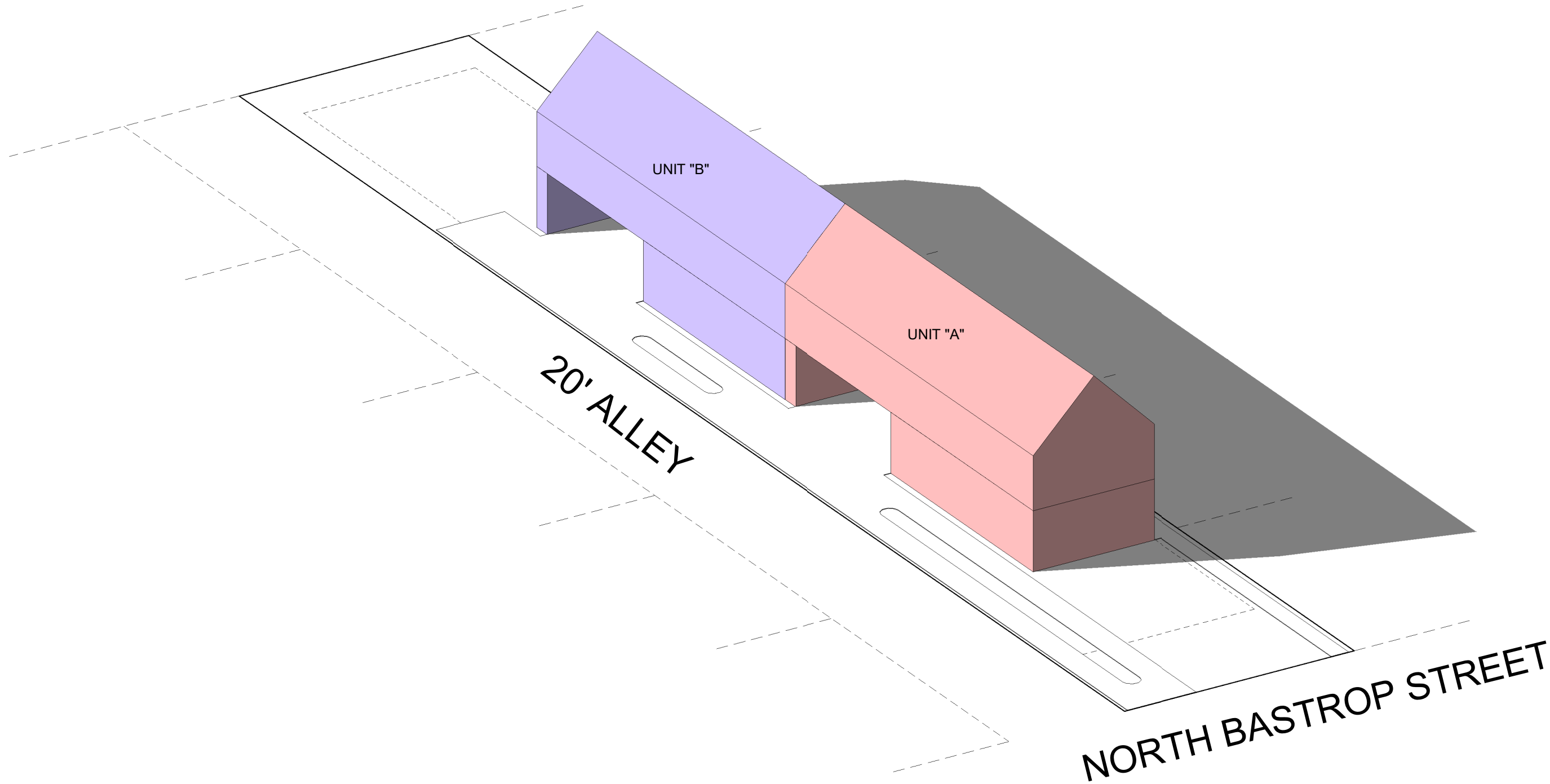
et

 CITY OF MANOR

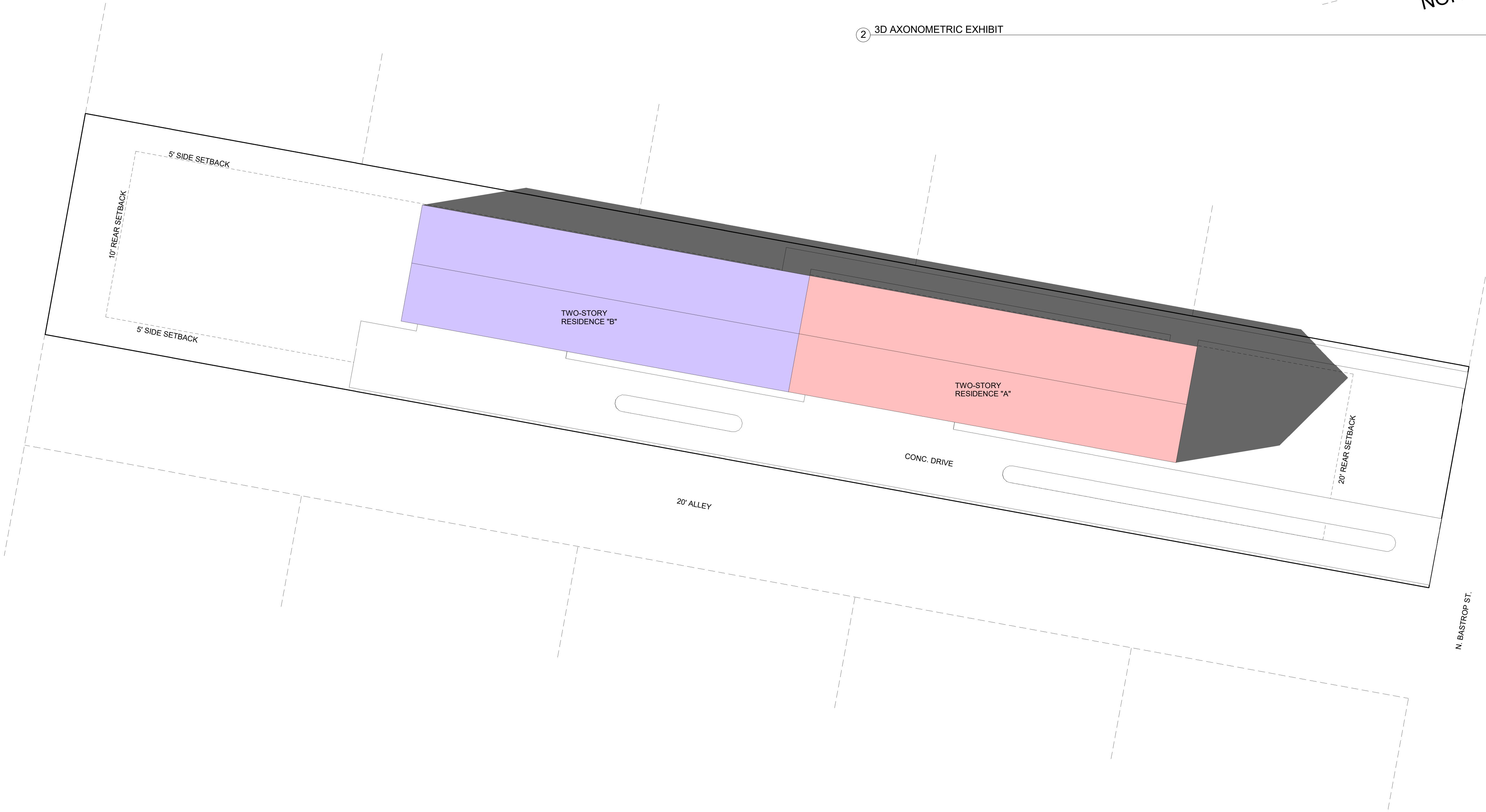
 Future Dental

 MMURPHY





2 3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION:

LOT SIZE:	9,986 SF
BUILDING COVER:	
UNIT "A":	1,500 SF
UNIT "B":	1,500 SF
TOTAL:	3,000 SF
PAVED AREA:	
DRIVEWAY:	2,131 SF
SIDEWALK:	382 SF
TOTAL:	2,513 SF
TOTAL IMPERVIOUS COVER:	5,513 SF
IMPERVIOUS COVER %:	55.2%
PRINCIPAL STRUCTURE %:	15%
PRINCIPAL/ACCESSORY %:	30%

CONCEPT SITE PLAN

1 SITE PLAN  
1" = 10'-0"

## COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

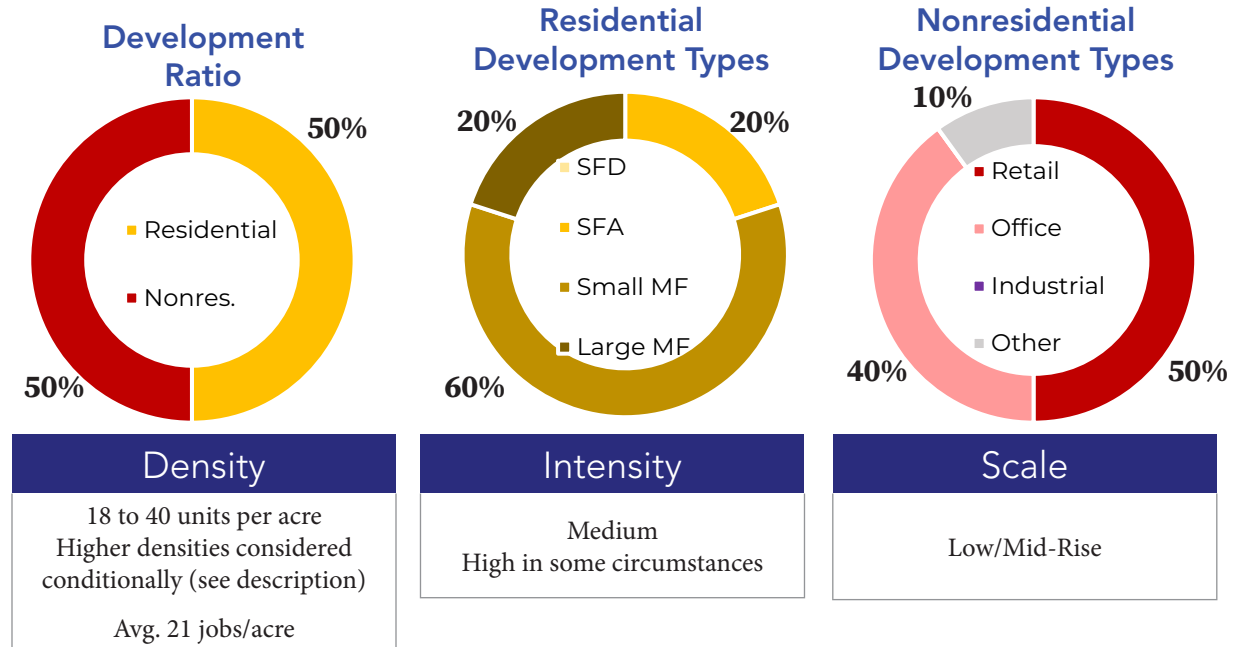
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

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

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●●●○○	
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	●●●●●	
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●●●○	
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



3/27/2023

## City of Manor Development Services

# Notification for a Subdivision Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF  
 Case Number: 2023-P-1523-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 City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 707 Bastrop Street, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing:** Conduct a public hearing on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

*Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY*

**Owner: Wenkai Chen**

The Planning and Zoning Commission will meet at 6:30PM on April 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on April 19, 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 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.

MARTINEZ ORALIA  
1301 CHICON ST 303  
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL  
ANEL CASTILLO MENDIETA  
305 W TOWNES ST  
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE  
1116 CANYON MAPLE RD  
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA  
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN  
PO BOX 170309  
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA  
LENA MCCOY  
PO BOX 985  
MANOR TX 78653-0985

GUERRERO JOSE  
& MAXIMINA CLEMENS  
307 W TOWNES ST  
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA  
5808 HERON DR  
BUDA TX US 78610

FORREST DELORES M  
3262 KESTRAL WAY  
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF  
8005 Briarwood Ln  
Austin TX 78757-8111

SEPECO  
PO BOX 170309  
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V  
& S MCCARTHER LIFE ESTATE  
13604 HARRIS RIDGE BLVD UNIT A  
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &  
JENNIFER I BARAHONA DE TREJO  
801 CALDWELL ST  
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD  
501 E KOENIG LN  
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L  
8808 CINCH LN # 1060  
AUSTIN TX 78724-5011

GARCIA EDWARD  
PO BOX 452  
MANOR TX 78653-0452

ROBINSON WALTER L  
& CURTIS ROBINSON  
3608 EAGLES NEST ST  
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ  
802 N BASTROP ST  
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE  
PO BOX 228  
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL  
DISTR DISTRICT  
PO BOX 359  
MANOR TX 78653-0359

TURMAN THOMAS M  
21609 UNION LEE CHURCH RD  
MANOR TX 78653-5329





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible on a Final Plat for the Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.**

*Applicant: Kimley-Horn & Associates*

*Owner: Las Entradas Development Corp.*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It includes 3 commercial lots, 1 remainder lot, and rights-of-way including Entrada Boulevard which is a 90' collector roadway between Hill Lane and US 290.

**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 Las Entradas North Subdivision Section 4a, four (4) lots on 15.612 acres, more or less, and being located near the intersection of US Hwy 290 E and Gregg Manor Road, Manor, TX.

**PLANNING & ZONING COMMISSION:**

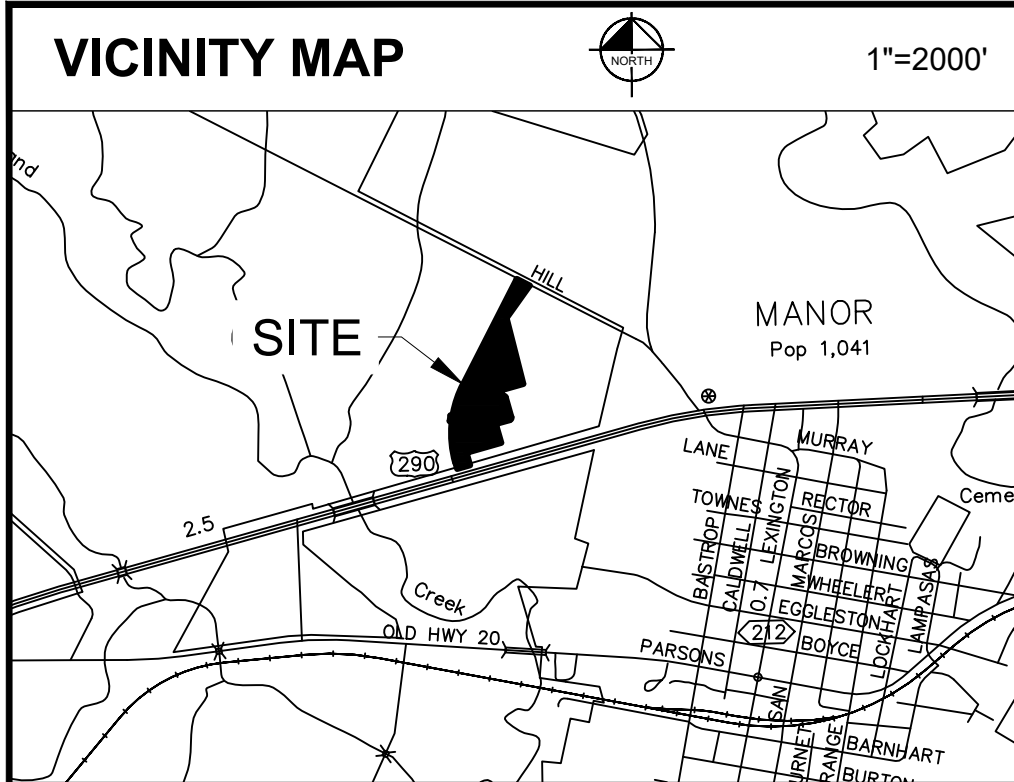
**Recommend Approval**

**Disapproval**

**None**

*(Type X before choice to indicate)*





**LINE TYPE LEGEND**

---	BOUNDARY LINE
---	EASEMENT LINE
---	BUILDING LINE
---	SIDEWALK AREA
---	0.2% ANNUAL FLOOD CHANCE (ZONE X)
---	FEMA FLOOD ZONE AE
---	IRFC = IRON ROD FOUND WITH CAP

DEVELOPER: LAS ENTRADAS DEVELOPMENT CORPORATION

SITE: US 290, MANOR, TEXAS

ACREAGE: 15.612 ACRES

NUMBER OF BLOCKS: 3

ZONING: COMMERCIAL (C-1)

PROPOSED USE: COMMERCIAL

LINEAR FEET OF NEW STREETS: 2,996-FT

ACREAGE OF NEW STREETS: 5.457 ACRES

SUBMITTAL DATE: 11/28/2022

PLANNING AND ZONING REVIEW DATE:

ACREAGE BY LOT TYPE:

LOT 2 BLOCK B (DEVELOPMENT) - 1.525 ACRES

LOT 1 BLOCK C (DEVELOPMENT) - 3.215 ACRES

LOT 1 BLOCK D (DEVELOPMENT) - 5.102 ACRES

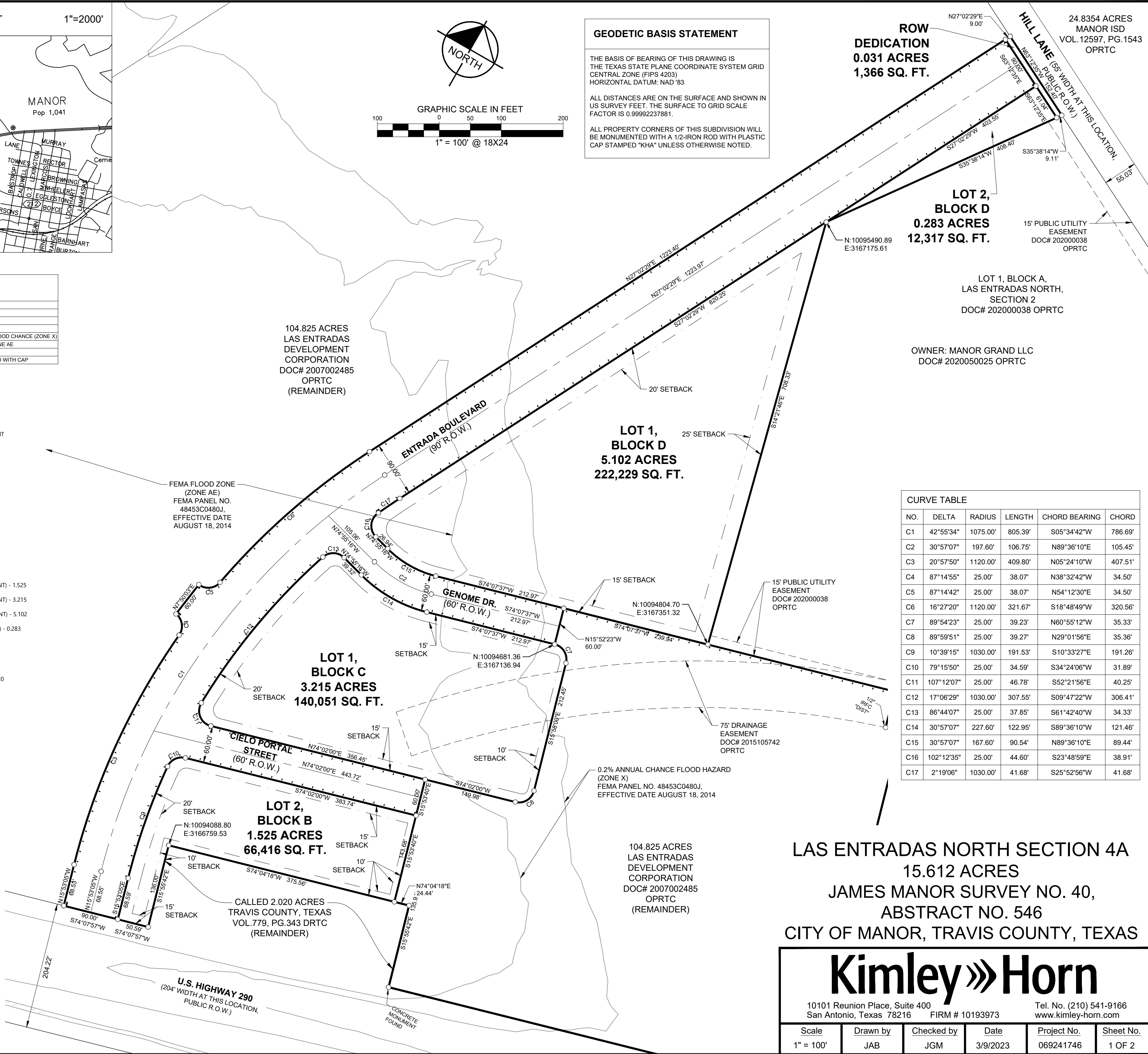
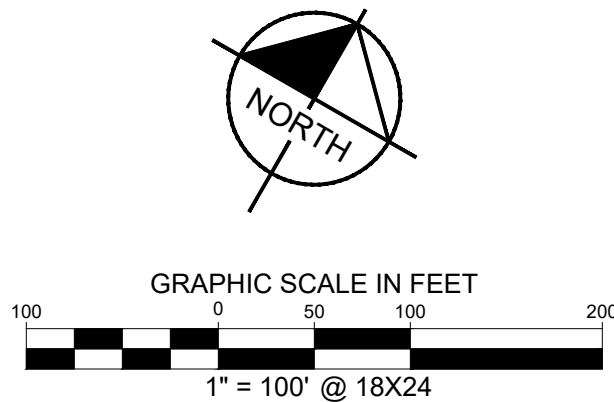
LOT 2 BLOCK D (OPEN SPACE) - 0.283 ACRES

PATENT SURVEY: JAMES MANOR SURVEY NO 20  
ABSTRACT NO. 546

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.  
TBPLS FIRM REGISTRATION NO. 10193973

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: JASON REECE, P.E.

OWNER/DEVELOPER:  
LAS ENTRADAS DEVELOPMENT CORPORATION,  
9900 HWY 290 EAST, MANOR, TEXAS, 78653  
PH: (512) 327-7415  
CONTACT: PETER DWYER



**CURVE TABLE**

NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	42°55'34"	1075.00'	805.39'	S05°34'42"W	786.69'
C2	30°57'07"	197.60'	106.75'	N89°36'10"E	105.45'
C3	20°57'50"	1120.00'	409.80'	N05°24'10"W	407.51'
C4	87°14'55"	25.00'	38.07'	N38°32'42"W	34.50'
C5	87°14'42"	25.00'	38.07'	N54°12'30"E	34.50'
C6	16°27'20"	1120.00'	321.67'	S18°48'49"W	320.56'
C7	89°54'23"	25.00'	39.23'	N60°55'12"W	35.33'
C8	89°59'51"	25.00'	39.27'	N29°01'56"E	35.36'
C9	10°39'15"	1030.00'	191.53'	S10°33'27"E	191.26'
C10	79°15'50"	25.00'	34.59'	S34°24'06"W	31.89'
C11	107°12'07"	25.00'	46.78'	S52°21'56"E	40.25'
C12	17°06'29"	1030.00'	307.55'	S09°47'22"W	306.41'
C13	86°44'07"	25.00'	37.85'	S61°42'40"W	34.33'
C14	30°57'07"	227.60'	122.95'	S89°36'10"W	121.46'
C15	30°57'07"	167.60'	90.54'	N89°36'10"E	89.44'
C16	102°12'35"	25.00'	44.60'	S23°48'59"E	38.91'
C17	2°19'06"	1030.00'	41.68'	S25°52'56"W	41.68'

**LAS ENTRADAS NORTH SECTION 4A**  
**15.612 ACRES**  
**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 1" = 100'	Drawn by JAB	Checked by JGM	Date 3/9/2023	Project No. 069241746	Sheet No. 1 OF 2
--------------------	-----------------	-------------------	------------------	--------------------------	---------------------

59



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, December 27, 2022

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

Permit Number 2022-P-1491-FP  
Job Address: Las Entradas North Section 4a Final Plat, , LA.

Dear Jason Reece,

The first submittal of the Las Entradas North Section 4a Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 09, 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 engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.
2. The proposed uses of all lots should be identified on the final plat.
3. The location of building setback lines must be identified on the final plat.
4. Include the proposed location of sidewalks for each street.
5. The owner's names and property lines of property within 300 feet if the subdivision boundary is required to be shown on the final plat.
6. Where new streets are being created and named, documentation from Travis County 911 Addressing demonstrating that the street names proposed on the final plat are not duplicated within the County.
7. Is ROW being dedicated for Hill Lane?
8. Variable ROW widths are not allowed by the City on final plats. Please provide the ROW width for all existing roads.
9. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

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



February 03, 2023

Pauline Gray  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78646-2029

**RE: *Permit Number 2022-P-1491-FP***

***Job Address: N.W at Intersection of US HWY 290 & Tillgang Pass,  
Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **December 27, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ENGINEER REVIEW:**

Comment 1: The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.

**Response 1: Engineer/Surveyor seal to be provided.**

Comment 2: The proposed uses of all lots should be identified on the final plat.

**Response 2: Uses of all lots provided on table on the Final Plat.**

Comment 3: The location of building setback lines must be identified on the final plat.

**Response 3: Setback lines have been provided.**

Comment 4: Include the proposed location of sidewalks for each street.

**Response 4: Proposed location of sidewalks has been provided.**

Comment 5: The owner's names and property lines of property within 300 feet if the subdivision boundary is required to be shown on the final plat.

**Response 5: All owner's names/property lines within 300 feet of subdivision boundary are being shown.**

Comment 6: Where new streets are being created and named, documentation from Travis County 911 Addressing demonstrating that the street names proposed on the final plat are not duplicated within the County.

**Response 6: Correspondence with 911 Addressing has been provided with submittal package.**

Comment 7: Is ROW being dedicated for Hill Lane?

**Response 7: 55' of ROW being Dedicated for Hill Lane.**

Comment 8: Variable ROW widths are not allowed by the City on final plats. Please provide the ROW width for all existing roads.

**Response 8: ROW Widths have been updated on this Final Plat.**

Comment 9: True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

**Response 9: All four property corners have been properly identified.**

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, March 7, 2023

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

Permit Number 2022-P-1491-FP  
Job Address: Las Entradas North Section 4a Final Plat,

Dear Jason Reece,

The subsequent submittal of the Las Entradas North Section 4a Final Plat submitted by Kimley-Horn and received on March 09, 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 engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.~~
- ~~2. The proposed uses of all lots should be identified on the final plat.~~
- ~~3. The location of building setback lines must be identified on the final plat.~~
4. Include the proposed location of sidewalks for each street. **A sidewalk is needed along Genome Drive and Ingangsporal Street.**
- ~~5. The owner's names and property lines of property within 300 feet if the subdivision boundary is required to be shown on the final plat.~~
6. Where new streets are being created and named, documentation from Travis County 911 Addressing demonstrating that the street names proposed on the final plat are not duplicated within the County. **Verify and provide documentation that Ingangsporal Street has been reserved as well.**
- ~~7. Is ROW being dedicated for Hill Lane?~~
- ~~8. Variable ROW widths are not allowed by the City on final plats. Please provide the ROW width for all existing roads.~~
- ~~9. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~

### Additional Comments

10. **Update the following names to the current corresponding position on the signature block. Dyana Limon-Mercado; Clerk of Travis County. Lakesha Small; Chairperson**

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.

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





March 08, 2023

Pauline Gray  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 County Road 269  
Leander, TX 78646-2029

**RE: *Permit Number 2022-P-1491-FP***

***Job Address: N.W at Intersection of US HWY 290 & Tillgang Pass,  
Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **March 7<sup>th</sup>, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ENGINEER REVIEW:**

**Comment 1:** Include the proposed location of sidewalks for each street. A sidewalk is needed along Genome Drive and Ingangsportal Street.

**Response 1: Sidewalks have been added along Genome & Cielo Portal St. (Formerly Ingangsportal)**

**Comment 2:** Where new streets are being created and named, documentation from Travis County 911 Addressing demonstrating that the street names proposed on the final plat are not duplicated within the County. Verify and provide documentation that Ingangsportal Street has been reserved as well.

**Response 2: There has been an approved request to change the following names:**

**State School Rd replaced Komo Komo St.  
Cielo Portal St replaced Ingangsportal St.**

**Attached with the submittal is the correspondence with Austin 911 Addressing.**

**Comment 3:** Update the following names to the current corresponding position on the signature block. Dyana Limon-Mercado; Clerk of Travis County. Lakesha Small; Chairperson.

**Response 3: The above mentioned names have been updated on the Final Plat.**



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: Thursday, April 6, 2023

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

Permit Number 2022-P-1491-FP  
Job Address: Las Entradas North Section 4a Final Plat,

Dear Jason Reece,

We have conducted a review of the final plat for the above-referenced project, submitted by Jason Reece and received by our office on March 09, 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 black ink, appearing to read 'Tyler Shows'.

Tyler Shows  
Staff Engineer  
GBA



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 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 the intersection of 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. This plat includes three commercial lots and the rights-of-way for the new section of Hill Lane between Lexington and Gregg Manor as well as a portion of the ROW for the realigned Manor Downs Road. This plat is conditioned due to the EntradaGlen PID and the sequence of events for roadway acceptance. On the included Letter Agreement item 4 includes the Conditions Precedent. This plat was previously approved with the conditions but due to slow downs in the construction of the roadway, the plat expired. This plat before you is the re-filed plat and the roadway has been constructed but the conditions on the plat still apply. Those are:

1. The New Roads being constructed in accordance with the approved construction plans and applicable City ordinances and accepted by the City;
2. The closure, abandonment, and conveyance of the ROW becoming effective as provided in the Ordinance;
3. The Assignment and the Deed being executed and recorded in the real property records.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Letter of Intent
- Plat
- Engineer Comments
- Conformance Letter
- Letter Agreement

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conditionally approve with the above conditions a Final Plat for the Shadowview Commercial Subdivision Section 3, three (3) lots on 16.725 acres, more or less, and being located near the intersection of Gregg Manor Road and Hill Lane, Manor, TX.

**PLANNING & ZONING COMMISSION:**

**Recommend Approval**

**Disapproval**

**None**



October 13, 2022

Scott Dunlop, AICP  
Director of Development Services  
City of Manor  
105 E. Eggleston Street  
Manor, Texas 78653

**Via Electronic Submittal**

Re: Application for a **Final Plat of Shadowview Commercial – Section 3**; being 16.725 acres in the William Standerford Survey No. 69, Abstract No. 742 & James Manor Survey No. 40, Abstract No. 546, generally located at northeast and southeast of the intersection of Hill Lane and Gregg Manor Road

Dear Mr. Dunlop:

As representatives of the owner of the above stated Property we respectfully submit the attached application for a final plat.

- The associated preliminary plat was approved on February 10, 2021;
- All utilities are to be provided by the City of Manor;
- No new street names are proposed;
- No variances from the code are requested with the final plat;
- No additional deed restrictions or covenants are proposed;
- And the public improvements to serve the proposed subdivision have been approved and are under construction.

Thank you for your time and attention to this project. If you have any questions or concerns please do not hesitate to give me a call.

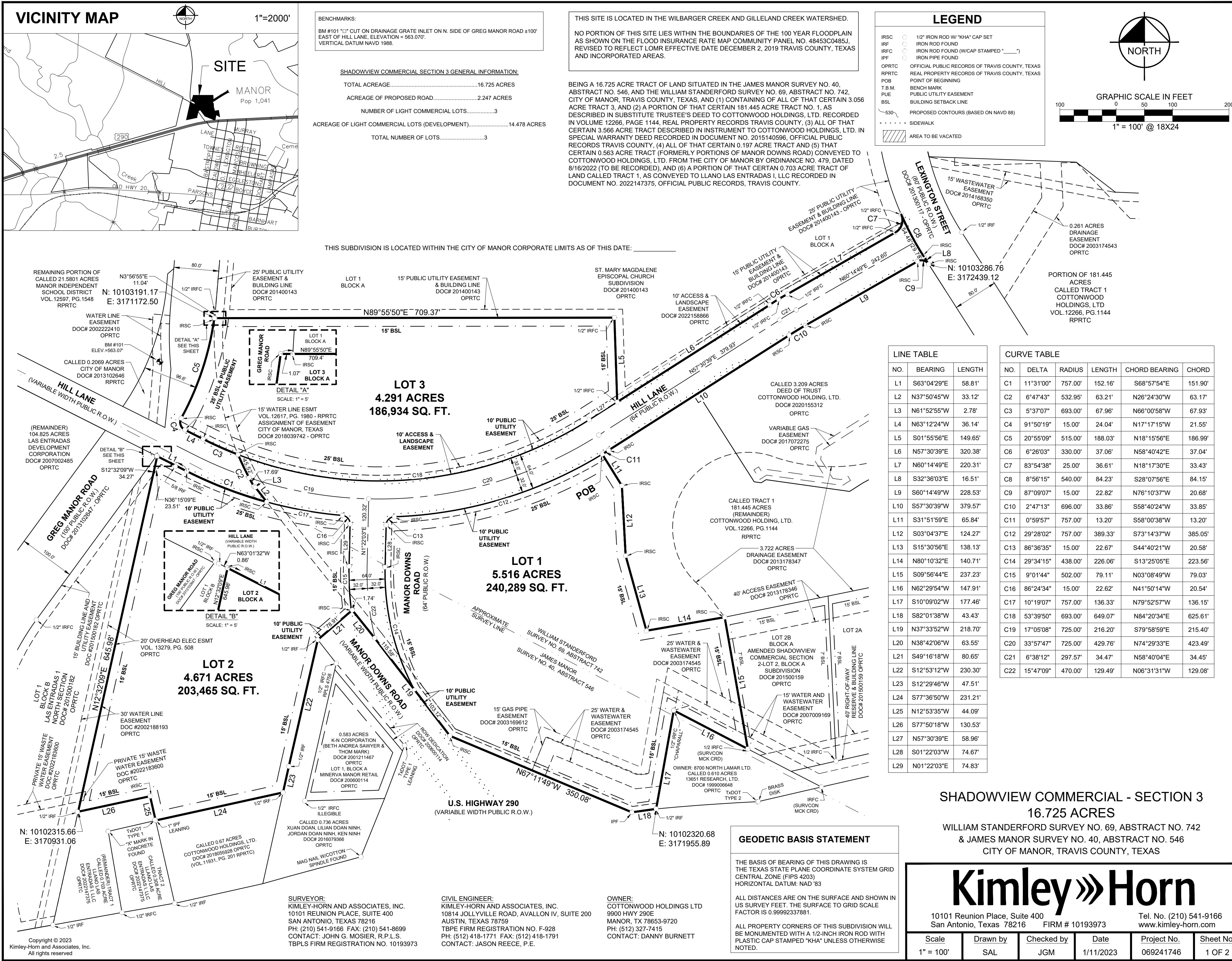
Sincerely,

A blue ink signature of Ethan Harwell, consisting of a stylized 'E' followed by a cursive 'H' and 'W'.

Ethan Harwell

512 580 5803  
[ethan.harwell@kimley-horn.com](mailto:ethan.harwell@kimley-horn.com)





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

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.  
TBPLS FIRM REGISTRATION NO. 10193973

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: JASON REECE, P.E.

OWNER:

COTTONWOOD HOLDINGS LTD  
9900 HWY 290E  
MANOR, TX 78653-9720  
PH: (512) 327-7415  
CONTACT: DANNY BURNETT

GEODETIC 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.

Copyright © 2023  
Kimley-Horn and Associates, Inc.  
All rights reserved

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

WHEREAS, COTTONWOOD HOLDINGS LTD., THE OWNERS OF 16.723 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 CONTAINING OF ALL OF THAT CERTAIN 3.056 ACRE TRACT OF LAND CALLED TRACT 3 AS CONVEYED TO COTTONWOOD HOLDINGS, LTD. IN SUBSTITUTE TRUSTEE'S DEED RECORDED IN VOLUME 12266, PAGE 1144, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS, A PORTION OF THAT CALLED 181.445 ACRE TRACT OF LAND CALLED TRACT NO. 1, ALL OF THAT CALLED 3.566 ACRE TRACT OF LAND AS CONVEYED TO COTTONWOOD HOLDINGS, LTD. IN SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2015140596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, AND ALL OF THAT CERTAIN 0.197 ACRE TRACT AND ALL OF THAT CERTAIN 0.563 ACRE TRACT FORMERLY PORTION OF MANOR DOWNS ROAD CONVEYED TO COTTONWOOD HOLDINGS, LTD. FROM THE CITY OF MANOR BY ORDINANCE NO. 479, DATED 8/16/20\_\_\_\_ ( TO BE RECORDED ), AND DO HEREBY SUBDIVIDE SAID, 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 "SHADOWVIEW COMMERCIAL SECTION 3" OF THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 16.723 ACRES OF LAND OF SAID IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT TO BE KNOW AS "SHADOWVIEW COMMERCIAL SECTION 3" AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, DRAINS, PUBLIC EASEMENTS, AND PUBLIC PLACES 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 \_\_\_\_\_, 20\_\_\_\_.

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

COTTONWOOD HOLDINGS LTD  
9900 HWY 290E  
MANOR, TX 78653-9720  
COUNTY OF TRAVIS:  
STATE OF TEXAS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED PETER DWYER 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 \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC  
NOTARY REGISTRATION NUMBER \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_  
COUNTY OF TRAVIS  
STATE OF TEXAS  
CONSENT OF LIENHOLDER

THE UNDERSIGNED, BEING THE HOLDER OF A DEED OF TRUST LIEN DATED \_\_\_\_\_ RECORDED AS DOCUMENT NO. \_\_\_\_\_ IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND THE DEED OF TRUST LIEN DATED \_\_\_\_\_ AND RECORDED AS \_\_\_\_\_ IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS HEREBY CONSENTS TO THE FOREGOING FINAL PLAT AND AGREES THAT ITS DEED OF TRUST LIEN IS SUBJECT TO AND SUBORDINATE TO THE FINAL PLAT, AND THAT THE UNDERSIGNED HAS AUTHORITY TO EXECUTE AND DELIVER THIS CONSENT OF LIENHOLDER, AND THAT ALL NECESSARY ACTS NECESSARY TO BIND THE LIENHOLDER HAVE BEEN TAKEN.

INTERNATIONAL BANK OF COMMERCE

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

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

THE STATE OF TEXAS §  
COUNTY OF TRAVIS §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AS \_\_\_\_\_ OF THE INTERNATIONAL BANK OF COMMERCE, ON BEHALF OF SAID BANK.

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

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, JASON REECE, 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 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. 48453C04855, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

JASON REECE, P.E.  
REGISTERED PROFESSIONAL ENGINEER NO. 127126  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD  
AVALLON IV, SUITE 300  
AUSTIN, TEXAS 78759

I, JOHN C. 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  
10101 REUNION PLACE, SUITE 400  
SAN ANTONIO, TEXAS 78216  
PH. 210-541-9166

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

WHEREAS, LLANO LAS ENTRADAS I, LLC., THE OWNERS OF 0.242 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 CONTAINING A PORTION OF THAT CALLED 0.703 ACRE TRACT OF LAND CALLED TRACT NO. 1, CONVEYED TO LLANO LAS ENTRADAS I, LLC. RECORDED IN DOCUMENT NO. 20\_\_\_\_147375, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS,

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS "SHADOWVIEW COMMERCIAL SECTION 3" OF THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 0.242 ACRES OF LAND OF SAID IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT TO BE KNOW AS "SHADOWVIEW COMMERCIAL SECTION 3" AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, DRAINS, PUBLIC EASEMENTS, AND PUBLIC PLACES 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 \_\_\_\_\_, 20\_\_\_\_.

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

LLANO LAS ENTRADAS I, LLC  
1537 SINGLETON BLVD.  
DALLAS, TX 75212

COUNTY OF TRAVIS:  
STATE OF TEXAS

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 \_\_\_\_\_, 20\_\_\_\_.

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

CONSENT OF LIENHOLDER

THE UNDERSIGNED, BEING THE HOLDER OF A DEED OF TRUST LIEN DATED \_\_\_\_\_ RECORDED AS DOCUMENT NO. \_\_\_\_\_ IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND THE DEED OF TRUST LIEN DATED \_\_\_\_\_ AND RECORDED AS \_\_\_\_\_ IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS HEREBY CONSENTS TO THE FOREGOING FINAL PLAT AND AGREES THAT ITS DEED OF TRUST LIEN IS SUBJECT TO AND SUBORDINATE TO THE FINAL PLAT, AND THAT THE UNDERSIGNED HAS AUTHORITY TO EXECUTE AND DELIVER THIS CONSENT OF LIENHOLDER, AND THAT ALL NECESSARY ACTS NECESSARY TO BIND THE LIENHOLDER HAVE BEEN TAKEN.

BANK OZK

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

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

THE STATE OF TEXAS §  
COUNTY OF TRAVIS §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AS \_\_\_\_\_ OF THE BANK OZK, ON BEHALF OF SAID BANK.

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

CITY OF MANOR ACKNOWLEDGMENTS

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

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

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

JULIE LEONARD, P&Z, 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 \_\_\_\_\_, 20\_\_\_\_.

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

DR. CHRISTOPHER HARVEY, MAYOR LLUVIA T. ALMARAZ, CITY SECRETARY

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

I, DYANA LIMON-MERCADO, 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 \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_ O'CLOCK\_\_\_\_, DULY RECORDED ON THE DAY OF \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_ 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 \_\_\_\_\_, 20\_\_\_\_.

DYANA LIMON-MERCADO, COUNTY CLERK,  
TRAVIS COUNTY, TEXAS

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

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.  
TBPLS FIRM REGISTRATION NO. 10193973

A METES AND BOUNDS  
DESCRIPTION OF  
A 16.725 ACRE TRACT OF LAND

BEING a 16.725 acre (728,555 square feet) 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 containing of all of that certain 3.056 acre tract 3, and 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 Travis County, all of that certain 3.566 acre tract described in instrument to Cottonwood Holdings, ltd. in special warranty deed recorded in Document Number 2015140596, Official Public Records Travis County, all of that certain 0.197 acre tract and 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 a portion of that certain 0.703 acre tract of land called tract no. 1, as conveyed to Llano Las Entradas I, LLC recorded in Document Number 2022147375, Official Public Records, Travis County.

**BEGINNING** at a ½-inch iron rod with red plastic cap stamped "KHA" set marking the northwest corner of the said 181.445 acre tract the southwesterly line of Hill Lane (64' wide public right-of-way), also marking the northeast corner of Lot 1 of the herein described tract;

**THENCE**, along the common line of said 181.445 acre tract and Lot 1 of the herein described tract the following four (4) courses and distances:

1. South 31°51'59" East, 65.84 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
2. South 03°04'37" East, 124.27 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
3. South 15°30'56" East, 138.13 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
4. North 80°10'32" East, 140.71 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner marking the northwest corner of Lot 2B, Block A of Shadow view Commercial Subdivision;

**THENCE**, South 09°56'44" East, 237.23 feet along the common line of said Lot 2B and said Lot 1 of the herein described tract to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;

**THENCE**, along the common line of 0.610 acre tract described in instrument to 8700 North Lamar Ltd. in Document Number 1999006648 of the Official Public Records of Travis County, and said Lot 1 of the herein described tract the following two (2) courses and distances:

1. North 62°29'54" West, 147.91 feet to a ½-inch iron rod with a plastic cap "Chaparral" found for corner;
2. South 10°09'02" West, 177.46 feet to a ½-inch iron rod found for corner on the northerly line of U.S. Highway 290 (Variable Width Public Right-of-Way);
- THENCE**, South 82°01'38" West, 43.43 feet along the common line of said U.S. Highway 290 and said Lot 1 of the herein described tract to an iron pipe found for corner;

**THENCE**, along the common line of aforesaid Manor Downs Road and said Lot 1 of the herein described tract the following three (3) courses and distances:

1. North 67°11'49" West, 350.08 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
2. North 37°33'52" West, 218.70 feet to a point for corner;
3. North 38°42'06" West, 63.55 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner being on the southeasterly corner of Lot 2 of the herein described tract;

**THENCE**, South 49°16'18" West, 80.65 feet crossing said Manor Downs Road to a found ½-inch iron rod marking the southeasterly line of said Lot 2 of the herein described tract;

**THENCE**, along the common line of 0.736 acre tract described in instrument to Xuan Doan, Lilian Doan Ninh, Jordan Doan Ninh, an Ken Ninh in Document Number 2016079366 of The Official Public Records of Travis County and said Lot 2 of the herein described tract the following two (2) courses and distances:

1. South 12°53'12" West, 230.30 feet to a ½-inch iron rod found for corner;
2. South 12°29'46" West, 47.51 feet to a ½-inch iron rod found for corner marking the southeast corner of said Lot 2 of the herein described tract;

**THENCE**, South 77°36'50" West, 231.21 feet along the common line of 0.67 acre tract described in instrument to Cottonwood Holdings Ltd. in Document Number 2018055928 of the Official Public Records of Travis County and said Lot 2 of the herein described tract to a 1-inch iron pipe for corner (Type 1 TX-DOT Monument being North 59°28'25" West, 1.92 feet from corner);

**THENCE**, along the common line of aforesaid 0.703 acre tract and said Lot 2 of the herein described tract the following two (2) courses and distances:

1. North 12°53'35" West, 44.09 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
2. South 77°50'17" West, 130.53 feet to a ½-inch iron rod found for corner marking the southwest corner of said Lot 2 of the herein described tract;

**THENCE**, North 12°32'09" East, 645.98 feet along the common line of Lot 1 Block B of Las Entradas 1, North Section plat of which is recorded in Document Number 201500182 of the Official Public Records of Travis County and said Lot 2 of the herein described tract to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;

**THENCE**, along the common line of Hill Lane (variable width public Right-of-Way) and said Lot 2 of the herein described tract, the following two (2) courses and distances:

1. South 63°04'29" East, 58.81 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point of curvature;
2. in a easterly direction along a tangent curve to the left, having a radius of 757.00 feet, a chord of South 68°57'54" East, 151.90 feet, a central angle of 11°31'00", and an arc length of 152.16 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;

**THENCE**, crossing said Hill Lane the following three(3) courses and distances:

1. North 37°50'45" West, 33.12 feet to a point for corner;
2. North 61°52'55" West, 2.78 feet to a point of curvature;
3. in a northwesterly direction along a non-tangent curve to the right, having a radius of 532.95 feet, a chord North 26°24'30" West, 63.17 feet, a central angle of 06°47'43", and an arc length of 63.21 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner on the common line of said Hill Lane and Lot 3 of the herein described tract;

**THENCE**, along the common line of said Hill Lane and said Lot 3 of the herein described tract the following two (2) courses and distances:

1. in a northwesterly direction along a non-tangent curve to the right, having a radius of 693.00 feet, a chord North 66°00'58" West, 67.93 feet, a central angle of 05°37'07", and an arc length of 67.96 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
2. North 63°12'24" West, 36.14 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point of curvature;

**THENCE**, along the common line of Greg Manor Road (variable width public Right-of-Way) and said Lot 3 of the herein described tract the following two (2) courses and distances:

1. in a northerly direction along a tangent curve to the right, having a radius of 15.00 feet, a chord of North 17°17'15" West, 21.55 feet, a central angle of 91°50'19", and an arc length of 24.04 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point of reverse curvature;
2. in a northerly direction along a reverse non-tangent curve to the left, having a radius of 515.00 feet, a chord North 18°15'56" East, 186.99 feet, a central angle of 20°55'09", and an arc length of 188.03 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;

METES AND BOUNDS - CONTINUED

**THENCE**, along the common line of Lot 1, Block A of St. Mary Magdalene Episcopal Church Subdivision, plat of which is recorded in Document Number 201400143 of the Official Public Records of Travis County and said Lot 3 of the herein described the following two (2) courses and distances:

1. North 89°55'50" East, 709.37 feet tract to a ½-inch iron rod with cap found for corner;
2. South 01°55'56" East, 149.65 feet to a ½-inch iron rod with cap found for corner marking the southeast corner of said Lot 3 of the herein described tract;

**THENCE**, along the common line of said Lot 1 Block A of St. Mary Magdalene Episcopal Church Subdivision and said Hill Lane the following four (4) courses and distances:

1. North 57°30'39" East, 320.38 feet to a ½-inch iron rod with cap found for point of curvature;
2. in a northeasterly direction along a non-tangent curve to the right, having a radius of 330.00 feet, a chord North 58°40'42" East, 37.04 feet, a central angle of 06°26'03", and an arc length of 37.06 feet to a ½-inch iron rod with cap found for corner;
3. North 60°14'49" East, 220.31 feet to a ½-inch iron rod with cap found for point of curvature;
4. in a northerly direction along a tangent curve to the left, having a radius of 25.00 feet, a chord of North 18°17'30" East, 33.43 feet, a central angle of 63°54'38", and an arc length of 36.61 feet to a ½-inch iron rod with cap found for corner on the southwest line of Lexington Street (80-foot Public Right-of-Way per Document Number 201300117 of the Official Public Records of Travis County)

**THENCE**, along the common line of said Lexington Street and said Hill Lane the following two (2) courses and distances:

1. in a southeasterly direction along a compound tangent curve to the left, having a radius of 540.00 feet, a chord of South 28°07'56" East, 84.15 feet, a central angle of 08°56'15", and an arc length of 84.23 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point for corner;
2. South 32°36'03" East, 16.51 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point for corner;

**THENCE**, along the common line of 3.209 acre tract described in instrument to Cotton Wood Holdings, Ltd. in Document Number 2020155312 of the Official Public Records of Travis County the following three (3) courses and distances:

1. in a westerly direction along a tangent curve to the left, having a radius of 15.00 feet, a chord of North 76°10'37" West, 20.68 feet, a central angle of 87°09'07", and an arc length of 22.82 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;
2. South 60°14'49" West, 228.53 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point of curvature;
3. in a southwesterly direction along a non-tangent curve to the left, having a radius of 696.00 feet, a chord South 58°40'24" West, 33.85 feet, a central angle of 02°47'13", and an arc length of 33.86 feet to a ½-inch iron rod with a red plastic cap stamped "KHA" set for corner;

**THENCE**, South 57°30'39" West, 379.57 feet continuing along the southeast line of said Hill Lane to a ½-inch iron rod with a red plastic cap stamped "KHA" set for point of curvature;

**THENCE**, in a southwesterly direction along a tangent curve to the right, having a radius of 757.00 feet, a chord of South 58°00'38" West, 13.20 feet, a central angle of 00°59'57", and an arc length of 13.20 feet along the common line of aforesaid 181.445 acre tract and said Hill Lane to the **POINT OF BEGINNING**, and containing 16.725 acres of land in Travis County, Texas. The basis of this description is the Texas State Plane Coordinate System, Central Zone (FIPS 4203) (NAD83). All distances are on the Surface and shown in U.S. Survey Feet. The Combined Surface to Grid Scale Factor is 0.99992337881. This description was generated on 11/21/2022 at 3:34 PM, based on geometry in the drawing file K:\SNA\_Survey\SHADOWVIEW DEVELOPMENT\069241705-SHADOWVIEW SEC3\DWG\KIMLEY-HORN PLAT\Shadowview Commercial\SHADOWVIEW COMMERCIAL.dwg, in the office of Kimley-Horn and Associates in San Antonio, Texas.

#### GENERAL NOTES:

1. A PUBLIC UTILITY EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO STREET RIGHTS OF WAY AS SHOWN.
2. PUBLIC SIDEWALKS BUILT TO CITY OF MANOR STANDARDS, ARE REQUIRED ALONG ALL STREETS WITHIN THIS SUBDIVISION, THESE SIDEWALKS SHALL BE IN PLACE PRIOR TO THE ADJOINING LOT BEING OCCUPIED, FAILURE TO CONSTRUCT THE REQUIRED SIDEWALKS MAY RESULT IN THE WITHHOLDING OF CERTIFICATES OF OCCUPANCY, BUILDING PERMITS, OR UTILITY CONNECTIONS BY THE COVERING BODY OR UTILITY COMPANY.
3. DRIVEWAY AND DRAINAGE CONSTRUCTION STANDARDS SHALL BE IN ACCORDANCE WITH THE REQUIREMENT OF THE CITY OF MANOR STANDARDS UNLESS OTHERWISE SPECIFIED AND APPROVE BY THE CITY OF MANOR.
4. 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.
5. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
6. ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO CITY OF MANOR STANDARDS.
7. EROSION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON INDIVIDUAL LOTS, INCLUDING DETACHED SINGLE FAMILY IN ACCORDANCE WITH SECTION 1.4.0 OF THE ENVIRONMENTAL CRITERIA MANUAL.
8. ALL STREETS IN THE SUBDIVISION SHALL BE CONSTRUCTED TO CITY OF MANOR URBAN STREET STANDARDS. ALL STREETS WILL BE CONSTRUCTED WITH CURB AND GUTTER.
9. PRIOR TO CONSTRUCTION, EXCEPT DETACHED SINGLE FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
10. THE SUBDIVISION OWNER/DEVELOPER AS IDENTIFIED ON THIS PLAN IS RESPONSIBLE FOR POSTING FISCAL SURVEY FOR THE CONSTRUCTION OF ALL SIDEWALKS AS SHOWN OR LISTED ON THE PLAN, WHETHER INSTALLED BY THE OWNER/DEVELOPER OR INDIVIDUAL HOMEBUILDERS. IT IS THE RESPONSIBILITY OF THE OWNER/DEVELOPER TO ENSURE ALL SIDEWALKS ARE ADA COMPLIANT UNLESS A WAIVER HAS BEEN GRANTED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION.
11. BASIS OF BEARINGS IS THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE 4203, NAD 1983.

## 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.
NONE	SAL	JGM	1/11/2023	069241746	2 OF 2



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 that reads 'Pauline M. Gray'.

Pauline Gray, P.E.  
Lead AES  
GBA



August 16, 2017

Peter A. Dwyer  
Cottonwood Holdings, Ltd.  
9900 HWY 290 East  
Manor, Texas 78653

RE: ShadowView Commercial Section 3 Construction Plans and Final Plat;  
Abandonment of a portion of Manor Downs

Dear Pete:

This letter sets for the agreement between the City of Manor (the “City”) and Cottonwood Holdings (the “Developer”), collectively the “Parties”, regarding the closure, abandonment, and conveyance of the portion of Manor Downs described as “Manor Downs Rd to be Closed & Conveyed” in **Exhibit A** attached hereto and incorporated herein for all purposes (the “ROW”) and the approval of construction plans and final plat for ShadowView Commercial Section 3 (“Section 3”). The improvements described herein are being constructed pursuant to the Addendum to Development Agreement for the ShadowGlen Subdivision between the Parties dated May 23<sup>rd</sup>, 2014 and to comply with the City’s Thoroughfare Plan. The Developer will be required to construct the extension of Hill Lane from Gregg Manor eastward to a new intersection of Lexington Street. This Hill Lane extension requires the realignment of a portion of Manor Downs, and the modification of the intersection of Gregg Manor Road and Hill Lane in accordance with the approved construction plans (the “New Roads”) in connection with development of Section 3 and to install roadways consistent with the City’s Thoroughfare Plan. Construction of the New Roads will result in safer travel ways for vehicular and pedestrian traffic. In order to realign Manor Downs, the ROW and the Remainder Tract (described in the following paragraph) will need to be closed and abandoned and the New Roads shown in **Exhibit B** constructed and dedicated to the City. The Developer has requested that the ROW, which is the portion of Manor Downs located immediately adjacent to the Developer’s property on both sides of the ROW, be conveyed to the Developer in exchange for dedication of the New Roads to the City, and has provided the City with an appraisal of the land subject to this transaction that shows that the City will receive land of greater value than the land to be conveyed to the Developer.

In addition, a portion of Manor Downs located outside of the Developer’s property will be surplus and not needed after the New Roads are constructed and accepted by the City, identified as The Remainder Tract Subject to Possible Future Assignment, as generally shown on **Exhibit A** (the “Remainder Tract”). The City desires that the Developer assign any interest the Developer may have in the Remainder Tract to two adjacent property owners (the “Assignment”), so that the City will have the ability to convey the Remainder Tract to the adjacent property owners as determined appropriate by the City in the future.

The Parties desire to address the sequence of events related to approval of the construction plans and final plat for Section 3, the construction and dedication of the New Roads, and the closure, abandonment, and conveyance of the ROW to ensure that the New Roads are constructed and completed before the ROW is abandoned and conveyed.

The following sequence of events will govern this transaction:

1. The parties enter into this letter agreement.
2. The City Council approves an ordinance in a form substantially similar to that set forth in **Exhibit C** authorizing the closure, abandonment, and conveyance of the ROW to the Developer (the "Ordinance"); provided that such the abandonment and conveyance of the ROW will not occur and the deed conveying the ROW to the Developer (the "Deed") may not be signed and recorded in the real property records until the New Roads are constructed in accordance with the approved construction plans and applicable City regulations and accepted by the City and the Assignment is executed and recorded in the real property records.
3. The City will approve the construction plans for Section 3; provided that the construction plans address the sequencing of the construction of the New Roads, the closure and demolition of the portion of Manor Downs, the detouring and transition of traffic onto the New Roads, including traffic controls and a traffic control plan that is satisfactory to the City Engineer's office.
4. The Planning and Zoning Commission will conditionally approve the final plat for Section 3 (the "Final Plat"), with approval being contingent upon the following to occur, which will be referred to as the "Conditions Precedent": a) the New Roads being constructed in accordance with the approved construction plans and applicable City ordinances and accepted by the City; b) the closure, abandonment, and conveyance of the ROW becoming effective as provided in the Ordinance; and c) the Assignment and the Deed being executed and recorded in the real property records. The Final Plat will not be signed or recorded in the real property records until the Conditions Precedent have occurred.
5. The Developer will design, construct, complete, and obtain City acceptance of the New Roads in accordance with the approved construction plans and applicable regulations.
6. Upon City acceptance of the New Roads and delivery of the fully executed Assignment to the City, the City shall execute and record the Deed and the Assignment in the real property records.
7. After execution and recording of the Assignment and the Deed in the real property records, the City shall sign the Final Plat and cause it to be recorded in the real property records.



The Developer shall cause the contractor that installs the New Roads to carry a commercial general liability insurance policy, written by a company reasonably acceptable to the City and licensed to do business in Texas, with a combined single limit of not less than one million and No/100 Dollars (\$1,000,000.00), which coverage may be provided in the form of a rider and/or endorsement to a previously existing insurance policy. Such insurance coverage shall specifically name the City as an additional-insured. This insurance coverage shall cover all perils arising from the activities of contractor, its officers, directors, employees, agents or contractors, relative to this construction of the New Roads and to the installation of the New Roads. A true copy of each policy or a certificate of insurance evidencing such coverage shall be delivered to the City within thirty (30) days from the Effective Date of this Agreement.

The Developer shall further, in the Developer's written agreement with the contractor, cause the contractor to indemnify, defend, and hold harmless the City and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney's fees, or other liability for personal injury, death, or damage to any person or property which arises from or is in any manner caused by the construction or installation of the New Roads. A copy of such executed agreement shall be delivered to the City before the Developer or contractor begins work on the construction of the New Roads.

The parties will cooperate to cause the events set forth in this letter agreement and the Ordinance to be accomplished.

Sincerely,

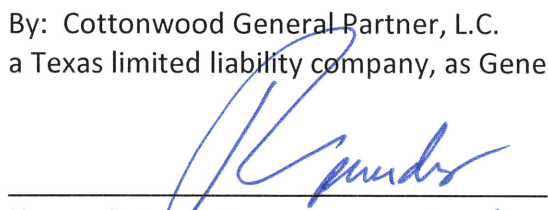


Thomas Bolt, City Manager

AGREED:

Cottonwood Holdings, Ltd.  
a Texas limited partnership

By: Cottonwood General Partner, L.C.  
a Texas limited liability company, as General Partner



Name: Peter A. Dwyer  
Title: President

8/17/2017

**LEGAL DESCRIPTION**  
**0.197 OF AN ACRE OF LAND**

0.197 of an acre of land being all situated in William Standerford Survey No. 69, Abstract No. 742, City of Manor, Travis County, Texas, being a portion of the Gregg Manor Rd. (100' R.O.W.) and the Manor Downs Rd. (R.O.W. Varies); said 0.197 of an acre being more particularly described as follows:

**COMMENCING** at a 1/2-inch iron rod found on the easterly right of way line of Gregg Manor Rd., being the westerly line of that certain Lot 1, Block A, St. Mary Magdalene Episcopal Church Subdivision, according to the map or plat thereof recorded in Document No. 2014080057, Plat Records of Travis County, Texas;

**THENCE**, southwesterly, along the common boundary line of said Lot 1 and easterly right of way line of Gregg Manor Road, and along the arc of a curve to the left having a radius of 532.96 feet, a central angle of  $01^{\circ}11'11''$ , an arc length of 11.04 feet, and chord bearing: South  $03^{\circ}56'55''$  West, 11.04 feet, to a point marking the common corner of said Lot 1 and that certain 181.445 acres tract described as Tract 1 of 1, Cottonwood Holdings, Ltd., as recorded in Volume 12266, Page 1144 of the Official Public Records of Travis County, Texas, for the **POINT OF BEGINNING** of the herein described tract;

**THENCE**, southeasterly, continuing along the common boundary line of said 181.445 acres tract and easterly right of way line of Gregg Manor Road, and along the arc of a curve to the left having a radius of 532.96 feet, a central angle of  $26^{\circ}38'43''$ , an arc length of 247.85 feet and chord bearing: South  $09^{\circ}42'07''$  East, 245.62 feet, to a point located in the northerly right of way line of Manor Downs Rd.;

**THENCE**, into the Manor Downs Rd. and Gregg Manor Road, the following courses:

Northwesterly, along the arc of a curve to the right having a radius of 693.00 feet, a central angle of  $05^{\circ}38'11''$ , an arc length of 68.17 feet and chord bearing: North  $66^{\circ}01'30''$  West, 68.15 feet to a point;

North  $63^{\circ}12'24''$  West, a distance of 36.25 feet to a point;

Northwesterly, along the arc of a curve to the right having a radius of 15.00 feet, a central angle of  $91^{\circ}55'15''$ , an arc length of 24.06 feet and chord bearing: North  $17^{\circ}14'47''$  West, 21.57 feet to a point;

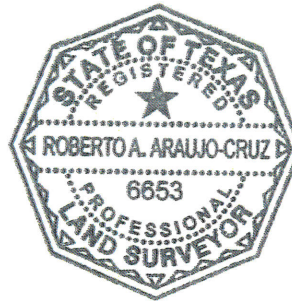
Northeasterly, along the arc of a curve to the left having a radius of 515.00 feet, a central angle of  $20^{\circ}54'29''$ , an arc length of 187.93 feet and chord bearing: North  $18^{\circ}15'36''$  East, 186.89 feet to a point;

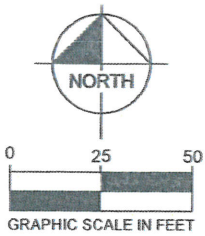
North  $89^{\circ}55'50''$  East, a distance of 1.07 feet to the **POINT OF BEGINNING** and containing 0.197 of an acre (8,565 square feet) of land, more or less.

Basis of bearings is the Texas State Plane Coordinate System, Central Zone 4203, NAD 1983.



*Roberto A. Araujo-Cruz*  
Roberto A. Araujo-Cruz 7/20/17  
Registered Professional Land Surveyor No. 6653  
Kimley-Horn and Associates, Inc.  
601 NW Loop 410, Suite 350  
San Antonio, Texas 78216  
Ph. 210-541-9166  
roberto.araujo-cruz@kimley-horn.com





MANOR INDEPENDENT  
SCHOOL DISTRICT  
27.4043 ACRES  
VOL. 12597, PG. 1548

25' PUE & BL  
DOC.#201400143  
O.P.R.T.C.T.

P.O.C.  
IRF

N89°55'50"E  
1.07'

P.O.B.

PROTESTANT EPISCOPAL  
CHURCH OF DIOCESE, TX  
(LOT 1, BLOCK A,  
ST. MARY MAGDALENE  
EPISCOPAL CHURCH  
SUBDIVISION)  
23.00 ACRES  
DOC.# 2014080057

15'PUE  
DOC.#201400143

WILLIAM STANDERFORD SURVEY  
No. 69, ABSTRACT No. 742

$\Delta=20^{\circ}54'29''$   
R=515.00'  
L=187.93'  
CB=N18°15'36"E  
C=186.89'

$\Delta=26^{\circ}38'43''$   
R=532.96'  
L=247.85'  
CB=S9°42'07"E  
C=245.62'

PORTION OF 181.445 ACRES  
(TRACT 1 OF 1)  
COTTONWOOD HOLDING, LTD.  
VOL. 12266, PG. 1144

0.197 ACRES  
8,565 SQ. FT.

GREGG MANOR RD.  
(100' R.O.W.)

$\Delta=91^{\circ}55'15''$   
R=15.00'  
L=24.06'  
CB=N17°14'47"W  
C=21.57'

MANOR DOWNS RD.  
(R.O.W. VARIES)

$\Delta=5^{\circ}38'11''$   
R=693.00'  
L=68.17'  
CB=N66°01'30"W  
C=68.15'

15' WATERLINE ESMT  
VOL. 12617, PG. 1980  
(TO BE VACATED)

#### LEGEND

$\Delta$  = CENTRAL ANGLE  
P.O.C. = POINT OF COMMENCING  
P.O.B. = POINT OF BEGINNING  
IRF = IRON ROD FOUND  
R.O.W. = RIGHT OF WAY

#### NOTES:

Basis of bearings is the Texas State Plane Coordinate  
System, Central Zone 4203, NAD 1983.

*Roberto A. Araujo-Cruz*  
ROBERTO A. ARAUJO-CRUZ  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 6653  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH. 210-541-9166  
roberto.araujo-cruz@kimley-horn.com



7/20/17

# Kimley»Horn

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

FIRM # 10193973

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

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 50'	APS	RAAC	7/18/2017	069241705	1 OF 1

**LEGAL DESCRIPTION**  
**0.563 OF AN ACRE OF LAND**

0.563 of an acre of land being all situated in James Manor Survey No. 40, Abstract No. 546, City of Manor, Travis County, Texas, and being a portion of the Manor Downs Rd. (R.O.W. Varies); said 0.563 of an acre being more particularly described as follows:

**COMMENCING** at a found concrete monument marking the intersection of the northerly right of way line of U.S. Highway 290 East (R.O.W. Varies) with the westerly right of way line of Manor Downs Rd., and same being the northeasterly corner of that certain 0.583 acre tract conveyed to K-N Corporation as recorded in Document No. 2001211467 of the Official Public Records of Travis County, Texas;

**THENCE**, North 39°38'34" West, leaving the U.S. Highway 290 East and along the common boundary line of said 0.583 acres tract and westerly right of way line of Manor Downs Road, a distance of 241.68 feet, to a point marking the common corner of that certain 3.566 acre tract conveyed to Cottonwood Holding, LTD, as recorded in Document No. 2015140596, Official Public Records of Travis County, Texas, and that certain 0.736 acre tract conveyed to Doan Xuan, ET AL, as recorded in Document No. 2016079366, Official Public Records of Travis County, Texas, for the **POINT OF BEGINNING** of the herein described tract;

**THENCE**, North 38°21'13" West, continuing common boundary line of said 3.566 acres tract and the westerly right of way line of Manor Downs Road, a distance of 384.50 feet, to a point;

**THENCE**, leaving the westerly right of way line of Manor Downs Road and into the Manor Downs Road, the following courses:

South 63°12'24" East, a distance of 7.67 feet to a point;  
 Easterly, along the arc of a curve to the left having a radius of 757.00 feet, a central angle of 11°20'27", an arc length of 149.84 feet and chord bearing: South 68°52'38" East, 149.59 feet to a point located in the easterly right of way line of Manor Downs Road, and same being the westerly line of that certain 3.056 acre tract conveyed to Cottonwood Holdings, Ltd., as recorded in Volume 12266, Page 1144, Official Public Records of Travis County, Texas;

**THENCE**, South 38°21'13" East, along the common boundary line of said 3.056 acres tract and the easterly right of way line of Manor Downs Road, a distance of 245.39 feet to a point;

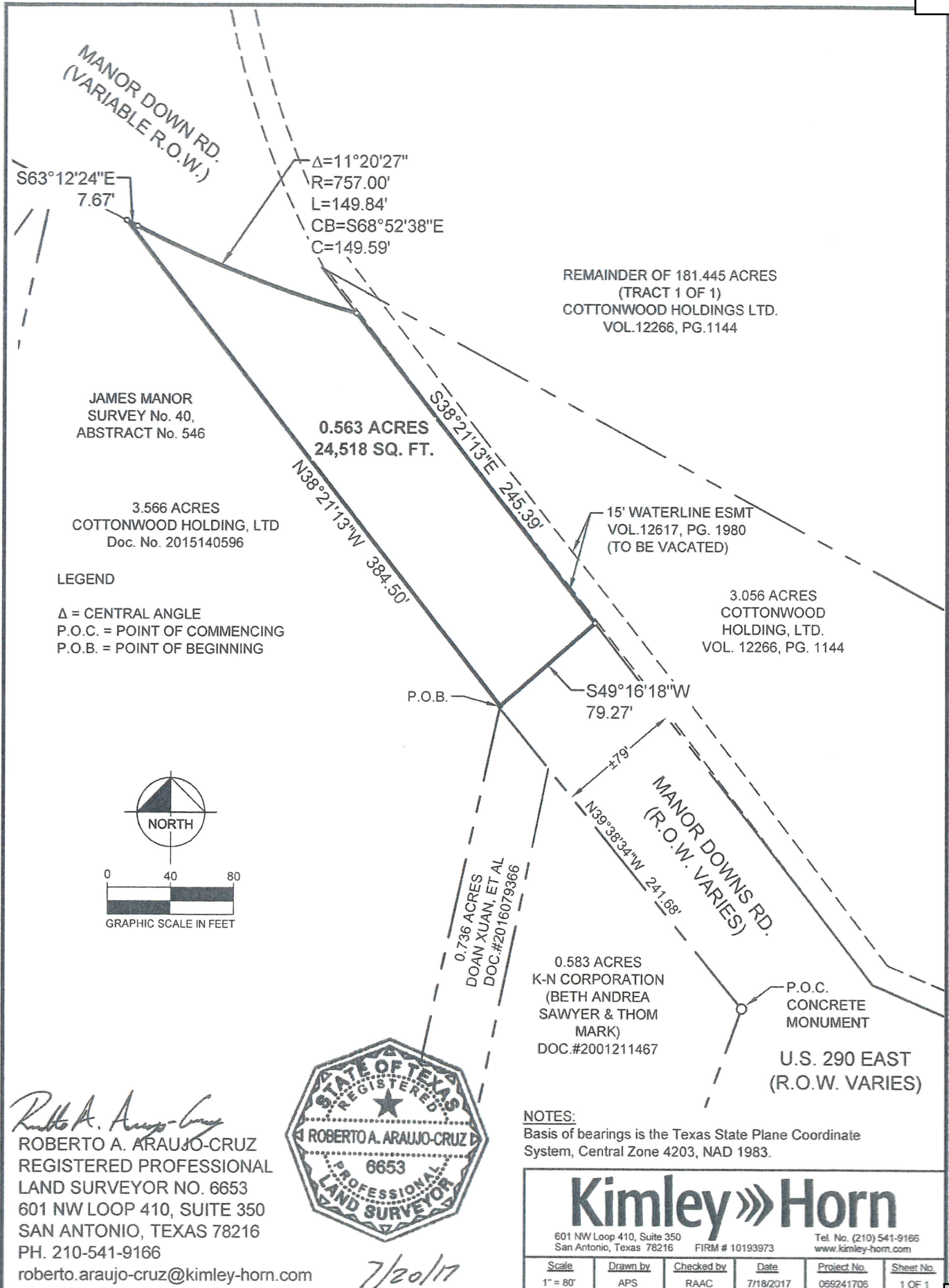
**THENCE**, South 49°16'18" West, leaving the easterly right of way line of Manor Downs Road and crossing the Manor Downs Road, a distance of 79.27 feet to the **POINT OF BEGINNING** and containing 0.563 of an acre (24,518 square feet) of land, more or less.

Basis of bearings is the Texas State Plane Coordinate System, Central Zone 4203, NAD 1983.

*Roberto A. Araujo-Cruz* 7/20/17  
Roberto A. Araujo-Cruz  
Registered Professional Land Surveyor No. 6653  
Kimley-Horn and Associates, Inc.  
601 NW Loop 410, Suite 350  
San Antonio, Texas 78216  
Ph. 210-541-9166  
roberto.araujo-cruz@kimley-horn.com









## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.**

*Applicant: LJA Engineering*

*Owner: 13100 FM 973 Inc.*

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. This plat has 15 commercial lots, 2 multi-family lots, and includes the rights-of-way for Manor Crossing Boulevard, a 114' ROW, and Manor Commerce Boulevard, a 60' ROW.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *NO*

**PRESENTATION:** *NO*

**ATTACHMENTS:** *YES*

- Plat
- Engineer Comments
- Conformance Letter

### STAFF RECOMMENDATION:

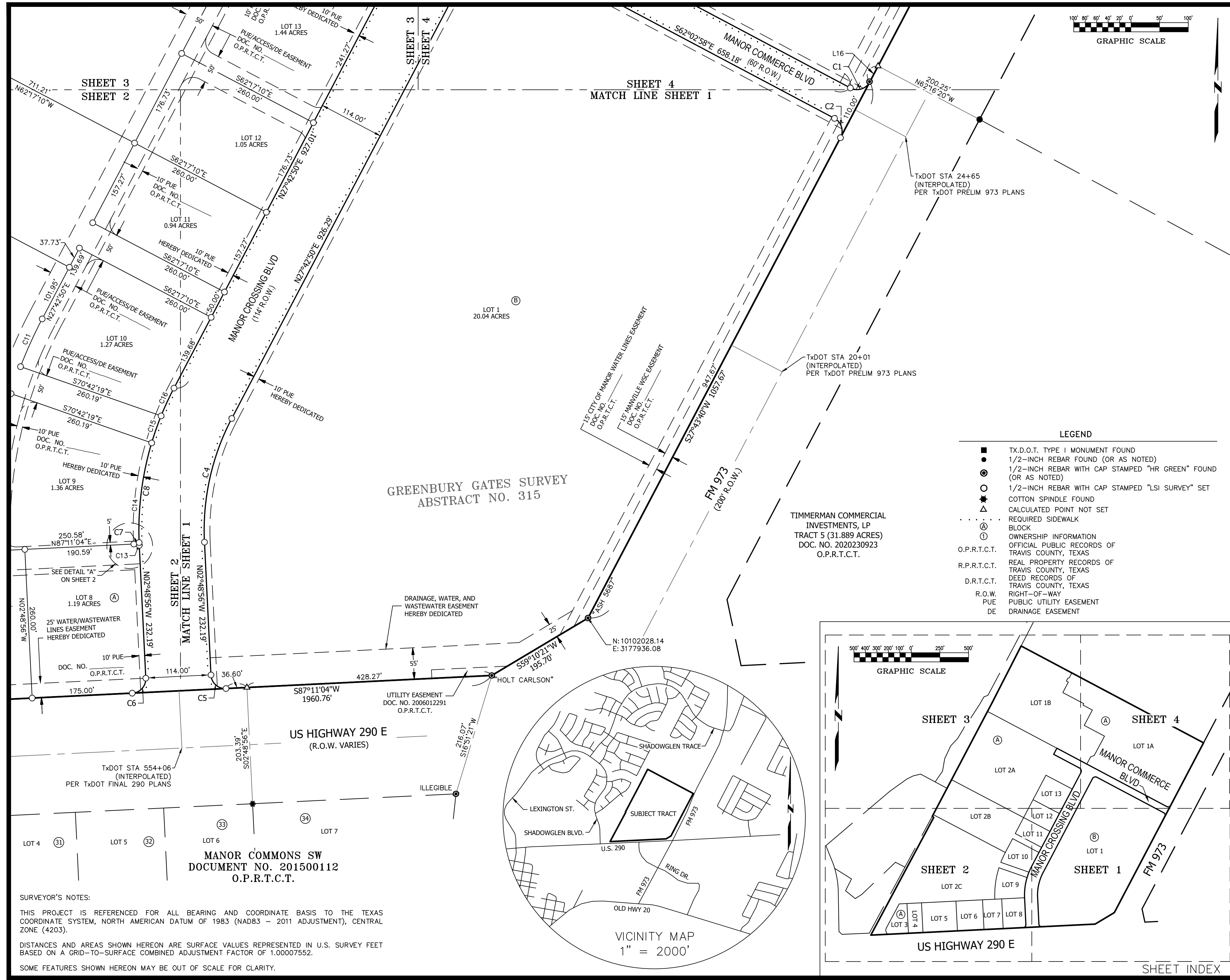
It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Manor Crossing Subdivision, seventeen (17) lots on 95.05 acres, more or less, and being located at 13100 N. FM 973, Manor, TX.

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

[illegible]

PROJECT NAME: LJA BUTLER MANOR  
 JOB NUMBER: 21-044  
 DATE: 11/01/2022 SCALE: 1" = 100'  
 DRAWING FILE: PATH\H\21044 - LJA BUTLER  
 MANOR\DRAWING\LJA BUTLER MANOR PLAT.DWG  
 FIELDNOTE FILE: PATH:  
 N/A  
 RPLS: FWF TECH: JRM PARTYCHIEF: AM  
 CHECKED BY: WAS FIELDBOOK: 1-1411

91





# MANOR CROSSING

PROJECT NAME: LJA BUTLER MANOR		REVIEWS	
DATE		DESCRIPTION	
JOB NUMBER: 21-044			
DATE: 11/01/2022		SCALE: 1" = 100'	
DRAWING FILE PATH: \\21044 - LJA BUTLER			
MANORCADDWGSLJA BUTLER MANOR PLAT.DWG			
FIELDNOTE FILE PATH:			
N/A			
RPLS: FWF	TECH: JRM	PARTYCHIEF: AM	
CHECKED BY: HAS	FIELDBOOK: 14/411		

SHEET  
02 of 05



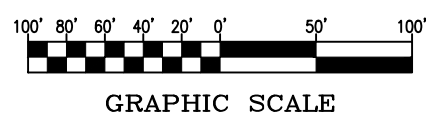
LOT 1  
SHADOWGLEN GOLF COURSE  
FINAL PLAT  
DOC. NO. 200300186  
O.P.R.T.C.T.

GREENBURY GATES SURVEY  
ABSTRACT NO. 315

SHADOWGLEN BOULEVARD  
COMMERCIAL, SECTION A  
FINAL PLAT  
DOCUMENT NO. 200500111  
O.P.R.T.C.T.

MANOR COMMONS SW  
DOCUMENT NO. 201500112  
O.P.R.T.C.T.

MANOR MARKET SUBDIVISION  
DOCUMENT NO. 201300149  
O.P.R.T.C.T.







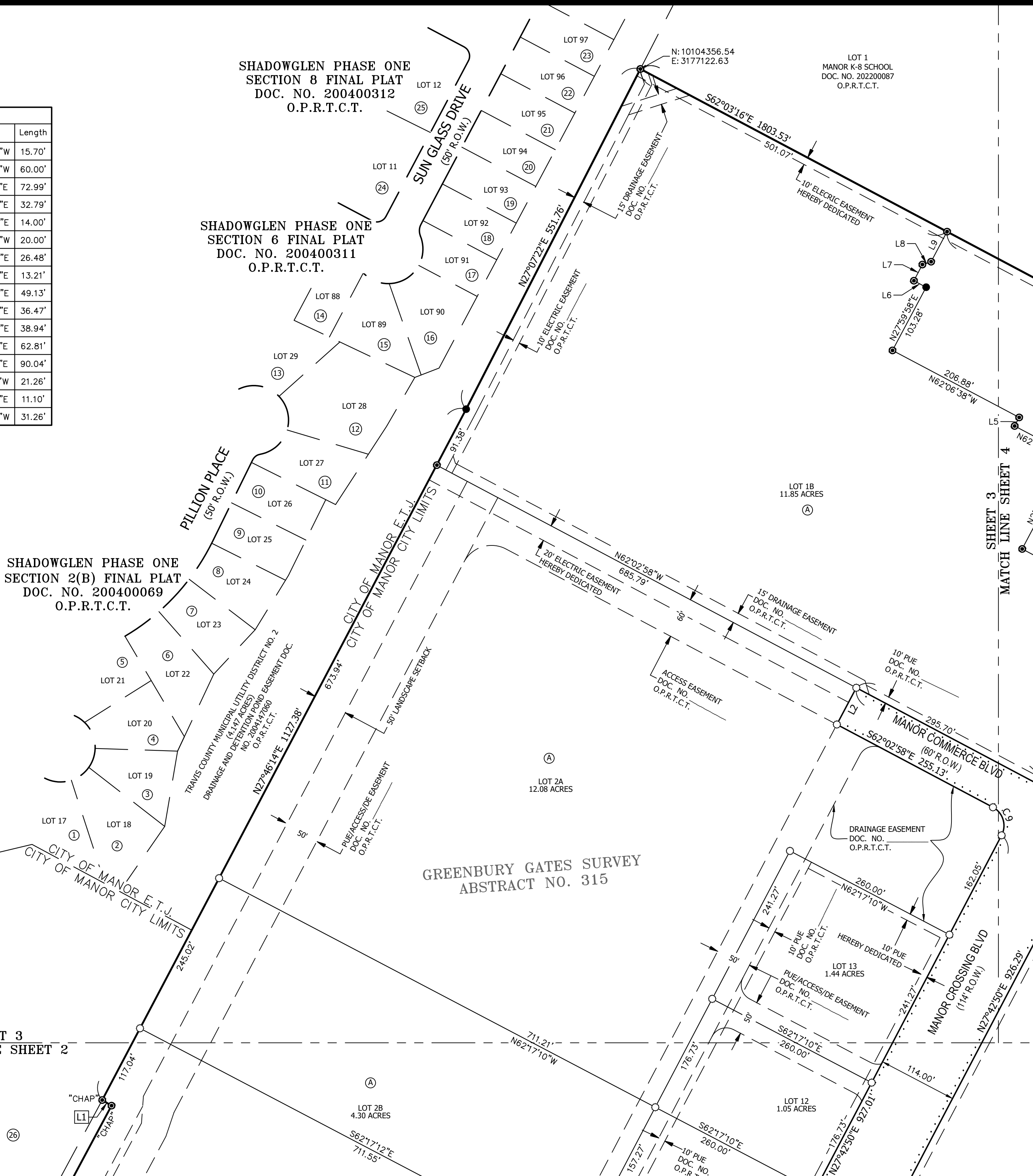
DRAWING NAME:				DATE		REVISIONS	
LJA BUTLER MANOR							
JOB NUMBER: 21-044							
DATE: 11/01/2022				SCALE: 1" = 100'			
DRAWING FILE PATH: K:\21044 - LJA BUTLER MANOR\CADD\DWGS\LJA BUTLER MANOR PLAT.DWG							
FIELDNOTE FILE PATH:							
N/A							
RPLS: FWF		TECH: JRM		PARTY CHIEF: AM			
CHECKED BY: HAS		FIELD BOOK: 14/411					

93

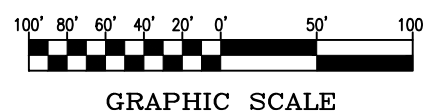


Line Table		
Line #	Direction	Length
L1	N58° 52' 47"W	15.70'
L2	S27° 57' 02"W	60.00'
L3	N28° 11' 50"E	72.99'
L4	N70° 10' 45"E	32.79'
L5	N27° 53' 22"E	14.00'
L6	N62° 06' 38"W	20.00'
L7	N27° 53' 22"E	26.48'
L8	N71° 55' 47"E	13.21'
L9	N27° 53' 22"E	49.13'
L10	N18° 45' 28"E	36.47'
L11	N04° 03' 25"E	38.94'
L12	N87° 11' 04"E	62.81'
L13	N87° 11' 04"E	90.04'
L14	N17° 10' 08"W	21.26'
L15	S17° 03' 02"E	11.10'
L16	S27° 43' 40"W	31.26'

LOT 1  
SHADOWGLEN GOLF COURSE  
FINAL PLAT  
DOC. NO. 200300186  
O.P.R.T.C.T.



SHEET  
04 of 05





THE STATE OF TEXAS §  
THE COUNTY OF TRAVIS §

THAT 13100 FM 973 INC., AS THE OWNER OF 68.497 ACRES OF LAND RECORDED IN DOCUMENT NO. 2021284527 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.) AND CORRECTED IN DOCUMENT NO. 2022099322 OF SAID O.P.R.T.C.T., AND THAT GCP XXXI, LTD., AS THE OWNER OF 14.715 ACRES OF LAND RECORDED IN DOCUMENT NO. 2022135261 OF SAID O.P.R.T.C.T., AND THAT GCP XXXII, LTD., AS THE OWNER OF 11.842 ACRES OF LAND RECORDED IN DOCUMENT NO. 2022135262 OF SAID O.P.R.T.C.T., ALL SITUATED IN THE GREENBURY GATES SURVEY, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, DO HEREBY DEDICATE TO THE PUBLIC FOREVER USE OF ALL ADDITIONAL ROW, STREETS, ALLEYS, EASEMENTS, PARKS, AND ALL OTHER LANDS INTENDED FOR PUBLIC DEDICATION (EXCEPT FOR THOSE ITEMS DEDICATED BY SEPARATE INSTRUMENTS, WHICH ARE GOVERNED BY THE TERMS, PROVISIONS, AND CONDITIONS OF SUCH SEPARATE INSTRUMENTS), AS SHOWN HEREON TO BE KNOWN AS:

MANOR CROSSING

EDWARD S. BUTLER, PRESIDENT  
13100 FM 973, INC., A TEXAS CORPORATION  
2705 BEE CAVES ROAD SUITE 210  
AUSTIN, TEXAS 78746

THE STATE OF TEXAS §  
THE COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

NAME (TITLE)  
GCP XXXI GP, LLC, GENERAL PARTNER  
GCP XXXI, LTD.  
12750 MERIT DRIVE, SUITE 1175  
DALLAS, TEXAS 75251-1235

THE STATE OF TEXAS §  
THE COUNTY OF \_\_\_\_\_ §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

NAME (TITLE)  
GCP XXXII GP, LLC, GENERAL PARTNER  
GCP XXXII, LTD.  
12750 MERIT DRIVE, SUITE 1175  
DALLAS, TEXAS 75251-1235

THE STATE OF TEXAS §  
THE COUNTY OF \_\_\_\_\_ §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

PLAT NOTES:

- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEMS.
- THE WATER UTILITY SYSTEM SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS AND SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER DEPARTMENT FOR REVIEW.
- ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
- PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO CITY OF MANOR FOR REVIEW.
- THE PROPERTY OWNER OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS DEDICATED HEREBY ON PRIVATE PROPERTY
- PROPERTY OWNERS SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE REASONABLY NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- BUILDING SETBACKS SHALL CONFORM TO THE CITY OF MANOR'S ZONING ORDINANCE.
- WATER AND WASTEWATER SERVICE FOR THE SITE IS TO BE PROVIDED BY THE CITY OF MANOR.
- NO OBJECTS INCLUDING BUILDINGS, ACCESSORY BUILDINGS, FENCING OR LANDSCAPING SHALL BE ALLOWED TO BE PLACED OR ERECTED WITHIN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF MANOR.
- THE CITY OF MANOR IS NOT OBLIGATED TO EXTEND PUBLIC WATER LINES TO SERVE THIS SITE.
- ALL TEN (10) FOOT PUBLIC UTILITY EASEMENTS SHOWN HEREON ARE PERMITTED TO HAVE SURFACE PARKING AND LANDSCAPING. NO BUILDINGS, PERMANENT STRUCTURES, OR LIGHT POLES ARE PERMITTED.
- THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.
- THIS PROJECT IS REFERENCED FOR ALL BEARING AND COORDINATE BASIS TO THE TEXAS COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD83 - 2011 ADJUSTMENT), CENTRAL ZONE (4203), COMBINED ADJUSTMENT FACTOR OF 1.00007552.
- THE PROPOSED USE OF LOTS 1A AND 1B OF BLOCK A IS RESIDENTIAL. THE PROPOSED USE OF ALL OTHER LOTS IS COMMERCIAL.
- FOR LOTS 3-8, BLOCK A, MONUMENT SIGNS ARE PERMITTED WITHIN 15' OF THE NORTH RIGHT-OF-WAY LINE OF US HIGHWAY 290 E (WITHIN THE 25' WATER AND WASTEWATER EASEMENT). ANY AND ALL COSTS ASSOCIATED WITH ANY DAMAGE OF THE MONUMENT SIGN DUE TO THE CITY OF MANOR'S REPAIR OR REPLACEMENT OF THE WATER AND/OR WASTEWATER LINE SHALL BE AT THE SOLE COST OF THE LANDOWNER OF SAID LOT.
- THE LOCATIONS OF THE EASEMENTS SHOWN HEREON THAT ARE GRANTED BY SEPARATE INSTRUMENT ARE APPROXIMATE AND SUCH EASEMENTS AND THEIR LOCATIONS ARE GOVERNED BY THE TERMS, PROVISIONS AND CONDITIONS OF THE SEPARATE INSTRUMENT.
- THE CITY OF MANOR WILL ALLOW A SIGN TO BE PLACED WITHIN THE ROW OF MANOR CROSSING BLVD PROVIDING AN APPLICATION FOR A LICENSE AGREEMENT IS SUBMITTED AND APPROVED BY THE CITY OF MANOR.

OWNERSHIP TABLE			
①	MICKEY JONATHAN MOLAD AND RACHEL MOLAD DOC. NO. 2019101145 O.P.R.T.C.T.	⑮	TODD CURTIS PHILLIPS AND SAMANTHA ANNETTE PHILLIPS DOC. NO. 2019102715 O.P.R.T.C.T.
②	SONNY WILLIS AND APRIL ANN WILLIS DOC. NO. 2017099702 O.P.R.T.C.T.	⑰	AKINYEMI P. AJAI AND PRISCILLA O. AJAI DOC. NO. 2015158192 O.P.R.T.C.T.
③	REALTRON, INC. DOC. NO. 2017130630 O.P.R.T.C.T.	⑳	JENNIFER WHITE AND MICHAEL WHITE DOC. NO. 2011092329 O.P.R.T.C.T.
④	PHILLIP P. EWING AND IRMA EWING DOC. NO. 2008164019 O.P.R.T.C.T.	㉑	MAYRA HERNANDEZ DOC. NO. 2016213982 O.P.R.T.C.T.
⑤	ARTURO SANCHEZ AND SAN JUANA PEREZ FABELA DOC. NO. 2006012722 O.P.R.T.C.T.	㉒	JANE A. HUNTER AND PAMELA B. RICHARDS DOC. NO. 2010032604 O.P.R.T.C.T.
⑥	LAMONT RANDLE AND SHARLA M. RANDLE DOC. NO. 2016037415 O.P.R.T.C.T.	㉓	CORETTA LYNN BELL-SEXTON DOC. NO. 2022157969 O.P.R.T.C.T.
⑦	THOMAS MULLEN AND AMANDA MULLEN DOC. NO. 2021203233 O.P.R.T.C.T.	㉔	MICHAEL JONES AND LINDSAY JONES DOC. NO. 2015120819 O.P.R.T.C.T.
⑧	HUMBERTO SUAREZ DOC. NO. 2018112646 O.P.R.T.C.T.	㉕	WILLIE KENDRICK AND CARMEN MARIA KENDRICK DOC. NO. 2013099245 O.P.R.T.C.T.
⑨	MICHAEL MANKER AND LAUREN MANKER DOC. NO. 2009133992 O.P.R.T.C.T.	㉖	SHADOWGLEN GOLF LP DOC. NO. 200300186 O.P.R.T.C.T.
⑩	MARILYN D. MCARTHUR DOC. NO. 2005179608 O.P.R.T.C.T.	㉗	ASC MEDICAL 8 HOLDINGS, LLC DOC. NO. 2017185894 O.P.R.T.C.T.
⑪	GARY L. STIGGERS DOC. NO. 2005095902 O.P.R.T.C.T.	㉘	SCF RC FUNDING IV, LLC DOC. NO. 2020010327 O.P.R.T.C.T.
⑫	WILLIAMS WESLEY TAYLOR, JR. AND JERY ANN TAYLOR DOC. NO. 2005219351 O.P.R.T.C.T.	㉙	WAL-MART REAL ESTATE BUSINESS TRUST DOC. NO. 201300149 O.P.R.T.C.T.
⑬	MAURA HAYES AND TERRENCE HAYES, III DOC. NO. 2020075198 O.P.R.T.C.T.	⑳	WAL-MART REAL ESTATE BUSINESS TRUST DOC. NO. 201300149 O.P.R.T.C.T.
⑭	CARMEN ACOSTA AND RODOLFO ACOSTA DOC. NO. 2016104274 O.P.R.T.C.T.	㉑	CFT NV DEVELOPMENTS, LLC DOC. NO. 2015092650 O.P.R.T.C.T.
⑮	BRETT R. BENEDETH DOC. NO. 2014111027 O.P.R.T.C.T.	㉒	HAZA REALTY LP DOC. NO. 2019027912 O.P.R.T.C.T.
⑯	DAISY PRIETO AND SALVADOR U. FLORES DOC. NO. 2017113767 O.P.R.T.C.T.	㉓	SURFVIEW MANOR, LLC DOC. NO. 2016178446 O.P.R.T.C.T.
⑰	ASPAZIA BITA DOC. NO. 2020239772 O.P.R.T.C.T.	㉔	GREENVIEW MANOR COMMONS SW LP (AS PER TCAD)

ENGINEER'S CERTIFICATION:

THAT I, DONALD SANSOM, P.E, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND DO HEREBY STATE THAT THIS PLAT CONFORMS WITH THE APPLICABLE ORDINANCES OF THE CITY OF MANOR, TEXAS.

THE TRACT SHOWN HEREON DOES NOT LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION FIRM MAP NO. 48453C0485J DATED AUGUST 18, 2014 PURSUANT TO FEMA LETTER DATED JANUARY 15TH, 2020.

DONALD SANSOM, P.E. NO. 60300  
LJA ENGINEERING, INC.  
7500 RIALTO BOULEVARD, BUILDING 2, SUITE 100  
AUSTIN, TEXAS 78735  
TBPELS FIRM REGISTRATION NO. 1386

LAND SURVEYOR'S STATEMENT

I, FRANK W. FUNK, 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 MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT TO THE BEST OF MY ABILITY, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

FRANK W. FUNK, R.P.L.S. NO. 6803 DATE \_\_\_\_\_

LANDESIGN SERVICES, INC.  
10090 W HIGHWAY 29  
LIBERTY HILL, TEXAS 78642  
TBPELS FIRM REGISTRATION NO. 10001800  
(512) 238-7901

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
HONORABLE DR. CHRISTOPHER HARVEY MAYOR OF THE CITY OF MANOR, TEXAS LLUVIA T. ALMARAZ, CITY SECRETARY

STATE OF TEXAS §  
COUNTY OF TRAVIS §

I, DYANA LIMON-MERCADO, 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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AT \_\_\_\_\_ O'CLOCK \_\_\_\_M. AND DULY RECORDED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., AT \_\_\_\_\_ O'CLOCK \_\_\_\_M. IN THE PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_, OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS.

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

DYANA LIMON-MERCADO, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

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



10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642  
TBPELS FIRM NO. 10001800  
512-238-7901

MANOR CROSSING

REVISIONS		DATE	DESCRIPTION
PROJECT NAME: LJA BUTLER MANOR	JOB NUMBER: 21-044	DATE: 11/01/2022	SCALE: 1" = 100'
DRAWING FILE: PATH\K121044 - LJA BUTLER MANOR\CAD\DWG\LJA BUTLER MANOR PLAT.DWG	FIELDNOTE FILE: PATH: N/A	RPLS: FWF	TECH: JRM
CHECKED BY: HAS	FIELDBOOK: 14/411	PARTYCHIEF: AM	
DRAWING NAME: LJA BUTLER MANOR PLAT			

SHEET  
05 of 05



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, December 6, 2022

Donald Sansom  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
dsansom@LJA.com

Permit Number 2022-P-1489-FP  
Job Address: NW corner of the intersection of US 290 & FM 973, Manor, TX. 78653

Dear Donald Sansom,

The first submittal of the Manor Crossing Final Plat (*Final Plat*) submitted by LJA Engineering and received on April 06, 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 proposed uses and reservations for all lots should be provided on the final plat.~~
- ~~2. The owner's NAMES and property lines of all property within three hundred (300) feet of the subdivision boundary shall be provided on the final plat.~~
- ~~3. 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.~~
- ~~4. ROW widths should be provided for US 290 and FM 973. The City does not accept ROWs being shown as varies on final plats.~~
- ~~5. 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.~~
- ~~6. Performance and maintenance bonds for public infrastructure installed with the project is required.~~
- 7. Provide document numbers for all easements shown on the final plat. The plat cannot be recorded without the document numbers.**
- 8. The P&Z Chairperson's name needs to be update. LaKesha Small is the new Chairperson.**



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 that reads "Pauline M. Gray". The signature is cursive and fluid.

Pauline Gray, P.E.  
Lead AES  
GBA

January 27, 2023

City of Manor  
C/O Pauline Gray, P.E.  
GBA – City of Manor Engineer  
1500 County Road 269  
Leander, TX 78641

RE: Manor Crossing – Final Plat  
City of Manor Permit Number 2022-P-1489-FP  
Update #1  
LJA Project #A512-1004

Dear Pauline,

We have provided below our responses to the engineering review comments dated December 6, 2022, regarding the *Manor Crossing Final Plat (2022-P-1489-FP)* and attached hereto the updated plat incorporating the edits and additions you requested.

1. The proposed uses and reservations for all lots should be provided on the final plat.

***LJA Response:** We have added to Sheet 5 of the plat the note below describing the proposed uses for all lots, as requested.*

**THE PROPOSED USE OF LOTS 1A and 1B OF BLOCK A IS RESIDENTIAL. THE PROPOSED USE OF ALL OTHER LOTS IS COMMERCIAL.**

2. The owner's NAMES and property lines of all property within three hundred (300) feet of the subdivision boundary shall be provided on the final plat.

***LJA Response:** We have added to the plat the lot lines and the owners' names of all property within 300 feet of the subdivision's boundary, as requested. Sheet 5 contains the ownership information.*

3. 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.

***LJA Response:** We have attached hereto documentation from Travis County 911 Addressing and Scott Moore confirming the acceptance of the proposed street names, Manor Crossing Blvd. and Manor Commerce Blvd.*

4. ROW widths should be provided for US 290 and FM 973. The City does not accept ROWs being shown as varies on final plats.

***LJA Response:** The surveyor has added to the plat the ROW widths for US 290 and FM 973.*

*As requested, he also removed "ROW Varies" from the plat.*

5. If the construction of all improvements needed to serve the subdivision is not completed prior to filing the plat for recordation, the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with City Ordinances.

***LJA Response:** The Owner acknowledges this requirement for the recordation of the final plat. The Owner intends to request the City's recordation of the plat upon completing the construction of the project's public improvements.*

6. Performance and maintenance bonds for public infrastructure installed with the project are required.


***LJA Response:** The Owner acknowledges this requirement and has instructed the Contractor to include the City of Manor as an additional obligee through a dual obligee rider to the bonds.*

7. Provide document numbers for all easements shown on the final plat. The plat cannot be recorded without the document numbers.

***LJA Response:** The Owner acknowledges this requirement and will provide the recordation numbers for the proposed easements prior to requesting the City's recordation of the plat.*

Please contact me at (512) 684-6028 or [dsansom@lja.com](mailto:dsansom@lja.com) if you have any questions or need any additional information to complete your review of the updated plat.

Sincerely,  
**LJA ENGINEERING, INC.**



Don Sansom, P.E.  
Senior Project Manager

Attachments:

1. Updated Plat (also submitted digitally)
2. Documentation of Approved Street Names from Travis County 911 Addressing and the City of Manor.

cc: Joe Longaro  
Matt Harriss

## Attachment 2

### Documentation of Approved Street Names From Travis County 911 Addressing and the City of Manor

**From:** Huerta, Dolores <Dolores.Huerta@austintexas.gov>  
**Sent:** Thursday, January 19, 2023 4:02 PM  
**To:** Don Sansom <dsansom@lja.com>  
**Cc:** Eva Wong <ewong@lja.com>; Hrncir, Jacqueline <Jacqueline.Hrncir@austintexas.gov>  
**Subject:** RE: Street Names for the Manor Crossing Subdivision (C1362303)

[EXTERNAL EMAIL]

Hello,

MANOR COMMERCE BLVD has been reserved for your project. MANOR COMMERCE BLVD replaced LYNNA JUNE LN.



COMMUNICATIONS  
& TECHNOLOGY  
MANAGEMENT

**Dolores Huerta**  
Geospatial Data Services  
O: 512-974-6437  
[dolores.huerta@austintexas.gov](mailto:dolores.huerta@austintexas.gov)  
My Office Hours: M-F: 8:30a-5p



**From:** Scott Moore <[smoore@manortx.gov](mailto:smoore@manortx.gov)>  
**Sent:** Friday, December 9, 2022 12:18 PM  
**To:** Joseph Longaro <[joe@ldcatx.com](mailto:joe@ldcatx.com)>; Matt Harriss <[mharriss@capitolwright.com](mailto:mharriss@capitolwright.com)>  
**Cc:** Dr. Christopher Harvey <[drcjharvey@manortx.gov](mailto:drcjharvey@manortx.gov)>  
**Subject:** Street Naming - Approval

Joe/Matt,

Good afternoon. I have an update from the City of Austin regarding the street naming for the Butler Tract. See below the support we received for the acceptance of the street name from the department's supervisor:

First off, I want to thank you for your patience in this matter. After speaking with Jacquie and Roxanne this week, *we have made an exception for Manor Crossing BLVD and Manor XING*. If that works, please let us know which one you would like for us to reserve for this project.

This is how the streets will be represented in our street data, applications, and street signs:  
MANOR CROSSING BLVD (Street Type = BLVD)  
MANOR XING (Street Type = XING)

Please let me know which name you would like to utilize and we'll request the approval of the street's name today.

Scott



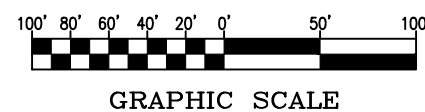
City Manager  
T. (512) 272-5555 ext. 8290  
T. (512) 215-8290 *Direct*  
C. (512) 595-2906  
F. (512) 272-8636  
[www.manortx.gov](http://www.manortx.gov)





DRAWING NAME:  
LJA BUTLER MANOR  
PLAT

103



GRAPHIC SCALE

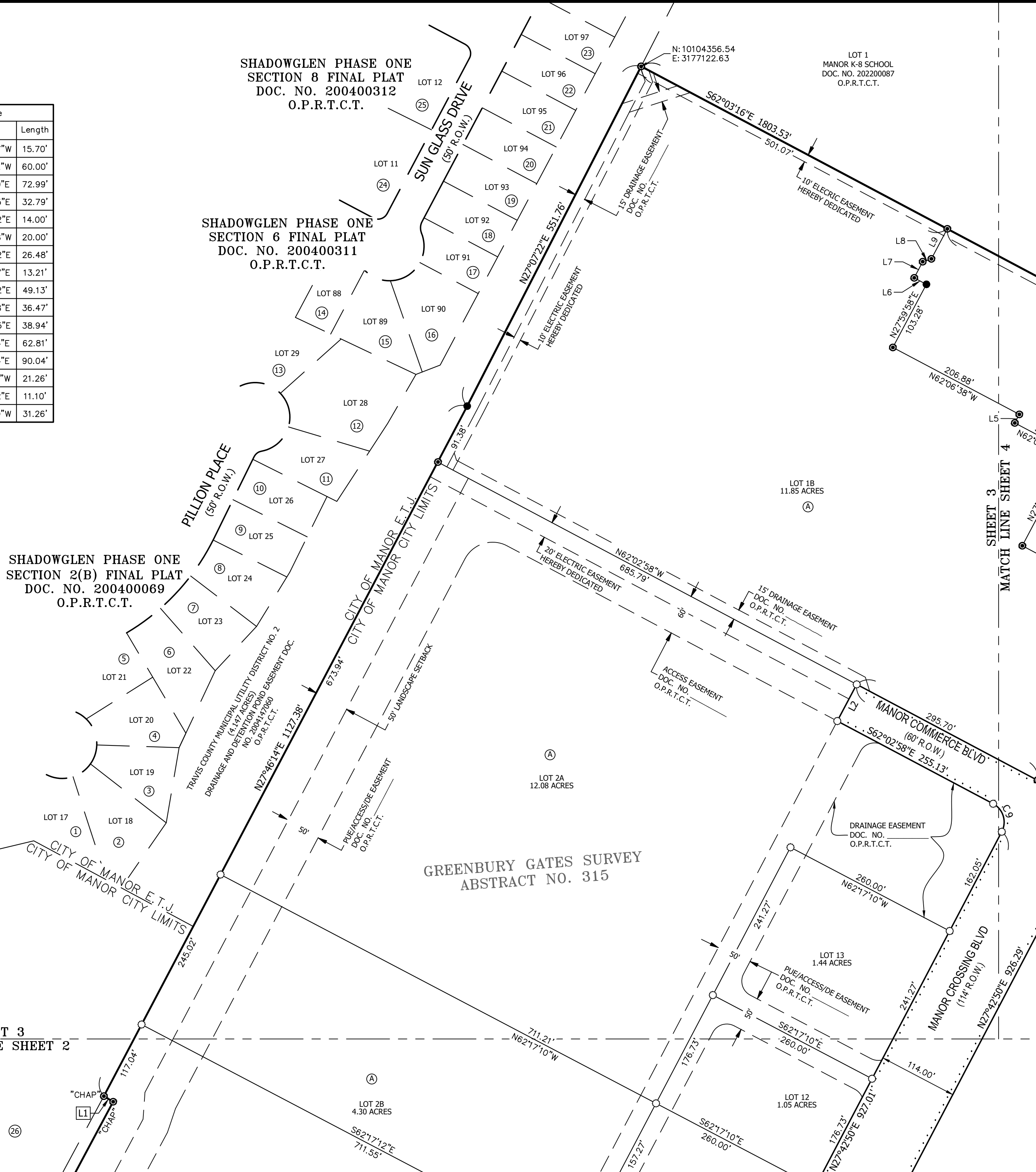
[illegible]

104



Line Table		
Line #	Direction	Length
L1	N58° 52' 47"W	15.70'
L2	S27° 57' 02"W	60.00'
L3	N28° 11' 50"E	72.99'
L4	N70° 10' 45"E	32.79'
L5	N27° 53' 22"E	14.00'
L6	N62° 06' 38"W	20.00'
L7	N27° 53' 22"E	26.48'
L8	N71° 55' 47"E	13.21'
L9	N27° 53' 22"E	49.13'
L10	N18° 45' 28"E	36.47'
L11	N04° 03' 25"E	38.94'
L12	N87° 11' 04"E	62.81'
L13	N87° 11' 04"E	90.04'
L14	N17° 10' 08"W	21.26'
L15	S17° 03' 02"E	11.10'
L16	S27° 43' 40"W	31.26'

LOT 1  
SHADOWGLEN GOLF COURSE  
FINAL PLAT  
DOC. NO. 200300186  
O.P.R.T.C.T.







# MANOR CROSSING

SHEET  
05 of 05





1500 County Road 269  
Leander, TX 78641

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

Date: Monday, February 27, 2023

Donald Sansom  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
dsansom@LJA.com

Permit Number 2022-P-1489-FP

Job Address: NW corner of the intersection of US 290 & FM 973, Manor 78653

Dear Donald Sansom,

The subsequent submittal of the Manor Crossing Final Plat submitted by LJA Engineering and received on April 06, 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 proposed uses and reservations for all lots should be provided on the final plat.~~
- ~~2. The owner's NAMES and property lines of all property within three hundred (300) feet of the subdivision boundary shall be provided on the final plat.~~
- ~~3. 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.~~
- ~~4. ROW widths should be provided for US 290 and FM 973. The City does not accept ROWs being shown as varies on final plats.~~
- ~~5. 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.~~
- ~~6. Performance and maintenance bonds for public infrastructure installed with the project is required.~~
- 7. Provide document numbers for all easements shown on the final plat. The plat cannot be recorded without the document numbers.**
- 8. The P&Z Chairperson's name needs to be update. LaKesha Small is the new Chairperson.**

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



March 9, 2023

City of Manor  
C/O Pauline Gray, P.E.  
GBA – City of Manor Engineer  
1500 County Road 269  
Leander, TX 78641

RE: Manor Crossing – Final Plat  
City of Manor Permit Number 2022-P-1489-FP  
Update #2  
LJA Project #A512-1004

Dear Pauline,

We have prepared and uploaded to the City of Manor the attached revised final plat for the Manor Crossing property. We have revised the plat to provide additional public drainage and utility easements conforming to the updated designs of the project's proposed drainage, water, wastewater, and dry utility improvements. We have also added two plat notes.

**Added and Modified Easements:**

- Added 10-foot public utility easements along portions of the project's internal access drives; and
- Combined drainage, water, and wastewater easement along the Hwy 290 frontage of Lot 1, Block B (conforming to the revised alignments of the project's proposed water and wastewater in this area).

**Added Plat Notes:**

12. All ten (10) foot public utility easements shown hereon are permitted to have surface parking and landscaping. No buildings, permanent structures, or light poles are permitted.
16. For Lots 3-8, Block A, monument signs are permitted within 15' of the north right-of-way of US Highway 290 E (within the 25' water and wastewater easement). Any and all costs associated with any damage of the monument sign due to the City of Manor's repair or replacement of the water and/or wastewater line shall be at the sole cost of the landowner of said lot.

Please contact me at (512) 684-6028 or [dsansom@lja.com](mailto:dsansom@lja.com) if you have any questions or need any additional information to complete your review of the revised final plat.

Sincerely,  
**LJA ENGINEERING, INC.**



Don Sansom, P.E.  
Senior Project Manager

Pauline Gray, P.E.  
March 9, 2023  
Page 2 of 2

*Item 7.*

Attachments:

1. Revised Plat (also submitted digitally)

cc: Joe Longaro  
Matt Harriss

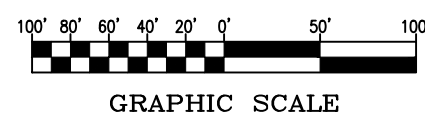
DRAWING NAME:		DATE		REVISIONS	
PROJECT NAME: LJA BUTLER MANOR		DATE		DESCRIPTION	
JOB NUMBER: 21-044		DATE		DESCRIPTION	
DATE: 11/01/2022		SCALE: 1" = 100'			
DRAWING FILE PATH: K:\21044 - LJA BUTLER MANOR\CADD\DWG\LJA BUTLER MANOR PLAT.DWG					
FIELDNOTE FILE PATH:					
N/A					
RPLS: FWF		TECH: JRM		PARTY-CHIEF: AM	
CHECKER: BY: WAS		FIELD BOOK: 144/141			

111





SHEET  
02 of 05







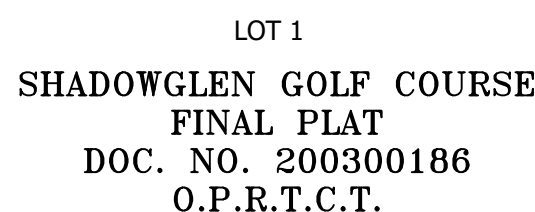
PROJECT NAME: LJA BUTLER MANOR		REVISIONS	
JOB NUMBER: 21-044	DATE	DESCRIPTION	
DATE: 11/01/2022	SCALE: 1" = 100'		
DRAWING FILE PATH\HK\21044- LJA BUTLER			
MANOR\CADD\WGSLJA BUTLER MANOR PLAT.DWG			
FIELDNOTE FILE PATH:			
N/A			
RPLS: FWF	TECH: JRM	PARTYCHIEF: AM	
CHECKED BY: HAS	FIELDBOOK: 14/411		

113

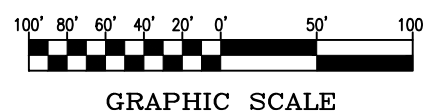


Line Table		
Line #	Direction	Length
L1	N58° 52' 47"W	15.70'
L2	S27° 57' 02"W	60.00'
L3	N28° 11' 50"E	72.99'
L4	N70° 10' 45"E	32.79'
L5	N27° 53' 22"E	14.00'
L6	N62° 06' 38"W	20.00'
L7	N27° 53' 22"E	26.48'
L8	N71° 55' 47"E	13.21'
L9	N27° 53' 22"E	49.13'
L10	N18° 45' 28"E	36.47'
L11	N04° 03' 25"E	38.94'
L12	N87° 11' 04"E	62.81'
L13	N87° 11' 04"E	90.04'
L14	N17° 10' 08"W	21.26'
L15	S17° 03' 02"E	11.10'
L16	S27° 43' 40"W	31.26'

GREENBURY GATES SURVEY  
ABSTRACT NO. 315



SHEET  
04 of 05





THE STATE OF TEXAS §  
THE COUNTY OF TRAVIS §

THAT 13100 FM 973 INC., AS THE OWNER OF 68.497 ACRES OF LAND RECORDED IN DOCUMENT NO. 2021284527 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.) AND CORRECTED IN DOCUMENT NO. 2022099322 OF SAID O.P.R.T.C.T., AND THAT GCP XXXI, LTD., AS THE OWNER OF 14.715 ACRES OF LAND RECORDED IN DOCUMENT NO. 2022135261 OF SAID O.P.R.T.C.T., AND THAT GCP XXXII, LTD., AS THE OWNER OF 11.842 ACRES OF LAND RECORDED IN DOCUMENT NO. 2022135262 OF SAID O.P.R.T.C.T., ALL SITUATED IN THE GREENBURY GATES SURVEY, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, DO HEREBY DEDICATE TO THE PUBLIC FOREVER USE OF ALL ADDITIONAL ROW, STREETS, ALLEYS, EASEMENTS, PARKS, AND ALL OTHER LANDS INTENDED FOR PUBLIC DEDICATION, AS SHOWN HEREON TO BE KNOWN AS:

MANOR CROSSING

EDWARD S. BUTLER, PRESIDENT  
13100 FM 973, INC., A TEXAS CORPORATION  
10095 E. HWY 290  
MANOR, TEXAS 78653

THE STATE OF TEXAS §  
THE COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

NAME (TITLE)  
GCP XXXI GP, LLC, GENERAL PARTNER  
GCP XXXI, LTD.  
12750 MERIT DRIVE, SUITE 1175  
DALLAS, TEXAS 75251-1235

THE STATE OF TEXAS §  
THE COUNTY OF \_\_\_\_\_ §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

NAME (TITLE)  
GCP XXXII GP, LLC, GENERAL PARTNER  
GCP XXXII, LTD.  
12750 MERIT DRIVE, SUITE 1175  
DALLAS, TEXAS 75251-1235

THE STATE OF TEXAS §  
THE COUNTY OF \_\_\_\_\_ §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE \_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED, \_\_\_\_\_ AND \_\_\_\_\_, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

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

NOTARY PUBLIC--STATE OF \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

PLAT NOTES:

- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEMS.
- THE WATER UTILITY SYSTEM SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS AND SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER DEPARTMENT FOR REVIEW.
- ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
- PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO CITY OF MANOR FOR REVIEW.
- THE PROPERTY OWNER OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY
- PROPERTY OWNERS SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- BUILDING SETBACKS SHALL CONFORM TO THE CITY OF MANOR'S ZONING ORDINANCE.
- WATER AND WASTEWATER SERVICE FOR THE SITE IS TO BE PROVIDED BY THE CITY OF MANOR.
- NO OBJECTS INCLUDING BUILDINGS, ACCESSORY BUILDINGS, FENCING OR LANDSCAPING SHALL BE ALLOWED TO BE PLACED OR ERECTED WITHIN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF MANOR.
- THE CITY OF MANOR IS NOT OBLIGATED TO EXTEND PUBLIC WATER LINES TO SERVE THIS SITE.
- ALL TEN (10) FOOT PUBLIC UTILITY EASEMENTS SHOWN HEREON ARE PERMITTED TO HAVE SURFACE PARKING AND LANDSCAPING. NO BUILDINGS, PERMANENT STRUCTURES, OR LIGHT POLES ARE PERMITTED.
- THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.
- THIS PROJECT IS REFERENCED FOR ALL BEARING AND COORDINATE BASIS TO THE TEXAS COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD83 – 2011 ADJUSTMENT), CENTRAL ZONE (4203), COMBINED ADJUSTMENT FACTOR OF 1.00007552.
- THE PROPOSED USE OF LOTS 1A AND 1B OF BLOCK A IS RESIDENTIAL. THE PROPOSED USE OF ALL OTHER LOTS IS COMMERCIAL.
- FOR LOTS 3–8, BLOCK A, MONUMENT SIGNS ARE PERMITTED WITHIN 15' OF THE NORTH RIGHT-OF-WAY LINE OF US HIGHWAY 290 E (WITHIN THE 25' WATER AND WASTEWATER EASEMENT). ANY AND ALL COSTS ASSOCIATED WITH ANY DAMAGE OF THE MONUMENT SIGN DUE TO THE CITY OF MANOR'S REPAIR OR REPLACEMENT OF THE WATER AND/OR WASTEWATER LINE SHALL BE AT THE SOLE COST OF THE LANDOWNER OF SAID LOT.

OWNERSHIP TABLE			
①	MICKY JONATHAN MOLAD AND RACHEL MOLAD DOC. NO. 2019101145 O.P.R.T.C.T.	⑱	TODD CURTIS PHILLIPS AND SAMANTHA ANNETTE PHILLIPS DOC. NO. 2019102715 O.P.R.T.C.T.
②	SONNY WILLIS AND APRIL ANN WILLIS DOC. NO. 2017099702 O.P.R.T.C.T.	⑲	AKINYEMI P. AJAI AND PRISCILLA O. AJAI DOC. NO. 2015158192 O.P.R.T.C.T.
③	REALTRON, INC. DOC. NO. 2017130630 O.P.R.T.C.T.	⑳	JENNIFER WHITE AND MICHAEL WHITE DOC. NO. 2011092329 O.P.R.T.C.T.
④	PHILLIP P. EWING AND IRMA EWING DOC. NO. 2008164019 O.P.R.T.C.T.	㉑	MAYRA HERNANDEZ DOC. NO. 2016213982 O.P.R.T.C.T.
⑤	ARTURO SANCHEZ AND SAN JUANA PEREZ FABELA DOC. NO. 2006012722 O.P.R.T.C.T.	㉒	JANE A. HUNTER AND PAMELA B. RICHARDS DOC. NO. 2010032604 O.P.R.T.C.T.
⑥	LAMONT RANDLE AND SHARLA M. RANDLE DOC. NO. 2016037415 O.P.R.T.C.T.	㉓	CORETTA LYNN BELL-SEXTON DOC. NO. 2022157969 O.P.R.T.C.T.
⑦	THOMAS MULLEN AND AMANDA MULLEN DOC. NO. 2021203233 O.P.R.T.C.T.	㉔	MICHAEL JONES AND LINDSAY JONES DOC. NO. 2015120819 O.P.R.T.C.T.
⑧	HUMBERTO SUAREZ DOC. NO. 2018112646 O.P.R.T.C.T.	㉕	WILLIE KENDRICK AND CARMEN MARIA KENDRICK DOC. NO. 2013099245 O.P.R.T.C.T.
⑨	MICHAEL MANKER AND LAUREN MANKER DOC. NO. 2009133992 O.P.R.T.C.T.	㉖	SHADOWGLEN GOLF LP DOC. NO. 200300186 O.P.R.T.C.T.
⑩	MARILYN D. MCARTHUR DOC. NO. 2005179608 O.P.R.T.C.T.	㉗	ASC MEDICAL 8 HOLDINGS, LLC DOC. NO. 2017185894 O.P.R.T.C.T.
⑪	GARY L. STIGGERS DOC. NO. 2005095902 O.P.R.T.C.T.	㉘	SCF RC FUNDING IV, LLC DOC. NO. 2020010327 O.P.R.T.C.T.
⑫	WILLIAMS WESLEY TAYLOR, JR. AND JERY ANN TAYLOR DOC. NO. 2005219351 O.P.R.T.C.T.	㉙	WAL-MART REAL ESTATE BUSINESS TRUST DOC. NO. 201300149 O.P.R.T.C.T.
⑬	MAURA HAYES AND TERRENCE HAYES, III DOC. NO. 2020075198 O.P.R.T.C.T.	㉚	WAL-MART REAL ESTATE BUSINESS TRUST DOC. NO. 201300149 O.P.R.T.C.T.
⑭	CARMEN ACOSTA AND RODOLFO ACOSTA DOC. NO. 2016104274 O.P.R.T.C.T.	㉛	CFT NV DEVELOPMENTS, LLC DOC. NO. 2015092650 O.P.R.T.C.T.
⑮	BRETT R. BENEDETH DOC. NO. 2014111027 O.P.R.T.C.T.	㉜	HAZA REALTY LP DOC. NO. 2019027912 O.P.R.T.C.T.
⑯	DAISY PRIETO AND SALVADOR U. FLORES DOC. NO. 2017113767 O.P.R.T.C.T.	㉝	SURFVIEW MANOR, LLC DOC. NO. 2016178446 O.P.R.T.C.T.
⑰	ASPАЗIA BITA DOC. NO. 2020239772 O.P.R.T.C.T.	㉞	GREENVIEW MANOR COMMONS SW LP (AS PER TCAD)

ENGINEER’S CERTIFICATION:

THAT I, DONALD SANSOM, P.E, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND DO HEREBY STATE THAT THIS PLAT CONFORMS WITH THE APPLICABLE ORDINANCES OF THE CITY OF MANOR, TEXAS.

THE TRACT SHOWN HEREON DOES NOT LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION FIRM MAP NO. 48453C0485J DATED AUGUST 18, 2014 PURSUANT TO FEMA LETTER DATED JANUARY 15TH, 2020.

DONALD SANSOM, P.E. NO. 60300  
LJA ENGINEERING, INC.  
7500 RIALTO BOULEVARD, BUILDING 2, SUITE 100  
AUSTIN, TEXAS 78735  
TBPELS FIRM REGISTRATION NO. 1386

LAND SURVEYOR’S STATEMENT

I, FRANK W. FUNK, 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 MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT TO THE BEST OF MY ABILITY, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

FRANK W. FUNK, R.P.L.S. NO. 6803 DATE \_\_\_\_\_

LANDESIGN SERVICES, INC.  
10090 W HIGHWAY 29  
LIBERTY HILL, TEXAS 78642  
TBPELS FIRM REGISTRATION NO. 10001800  
(512) 238-7901

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
HONORABLE DR. CHRISTOPHER HARVEY LLUVIA T. ALMARAZ, CITY SECRETARY  
MAYOR OF THE CITY OF MANOR, TEXAS

STATE OF TEXAS §  
COUNTY OF TRAVIS §

I, REBECCA GUERRERO, 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 \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AT \_\_\_\_\_ O’CLOCK \_\_\_\_M. AND DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., AT \_\_\_\_\_ O’CLOCK \_\_\_\_M. IN THE PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_, OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS.

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

REBECCA GUERRERO, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

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



10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642  
TBPELS FIRM NO. 10001800  
512-238-7901

MANOR CROSSING

REVISIONS		DATE	DESCRIPTION
PROJECT NAME: LJA BUTLER MANOR	JOB NUMBER: 21-044	DATE: 11/01/2022	SCALE: 1" = 100'
DRAWING FILE: PATH\K:\21044 - LJA BUTLER MANOR\DWG\LJA BUTLER MANOR PLAT.DWG	FIELDNOTE FILE: PATH: N/A	RPLS: FWF	TECH: JRM
CHECKED BY: HAS	FIELDBOOK: 14/411	PARTYCHIEF: AM	
DRAWING NAME: LJA BUTLER MANOR PLAT			

SHEET  
05 of 05



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, April 6, 2023

Donald Sansom  
LJA Engineering  
7500 Rialto Blvd #2-100  
Austin TX 78735  
dsansom@LJA.com

Permit Number 2022-P-1489-FP

Job Address: NW corner of the intersection of US 290 & FM 973, Manor 78653

Dear Donald Sansom,

We have conducted a review of the final plat for the above-referenced project, submitted by Donald Sansom and received by our office on April 06, 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





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks to 5'.**

*Applicant: Cecilia Lopez*

*Owner: Cecilia Lopez*

### BACKGROUND/SUMMARY:

This setback waiver is only requesting to modify the side setbacks from 7.5' to 5'. The front and rear setbacks would remain at 25'. This request would make the lot more developable with a home that meets or exceeds our city requirements.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *No*

**PRESENTATION:** *No*

**ATTACHMENTS:** *Yes*

- Setback waiver
- Aerial Image
- Site Plan

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Setback Waiver for Lot 8, Block 18, locally known as 505 East Carrie Manor Street, to reduce the side setbacks 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: Cecilia Lopez  
 Address: 13902 Conner Downs Dr. Pflugerville TX 78660  
 Phone Number: 512-840-8112 Email: [REDACTED]

### Property Information

Address: SOS EAST CARRIE MANOR ST, MANOR TX, 78653  
 Lot: 8 Block: 18  
 Zoning District: R-1 SINGLE FAMILY  
 Requested Front Setback: 25'  
 Requested Rear Setback: 25'  
 Requested Side Setback: 5'

[Signature]  
 Applicant Signature

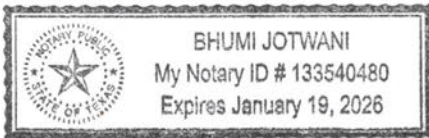
04/19/2023  
 Date

## Setback Waiver Request

STATE OF TEXAS §  
 COUNTY OF TRAVIS §

**BEFORE ME** the undersigned authority on this day personally appeared Cecilia I. Lopez  
 Owner of the Property, and acknowledged that s/he is fully authorized to execute the foregoing  
 document and that s/he executed such document for the purposes and consideration therein expressed  
 and in the capacity therein stated.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the 19 day of  
April, 2023  
Blumi



Blumi  
 Notary Public - State of Texas

**PASSED AND APPROVED** on this the \_\_\_\_ day of \_\_\_\_\_ 201\_\_.

**THE CITY OF MANOR, TEXAS**

William Myers,  
 Chairperson

**ATTEST:**

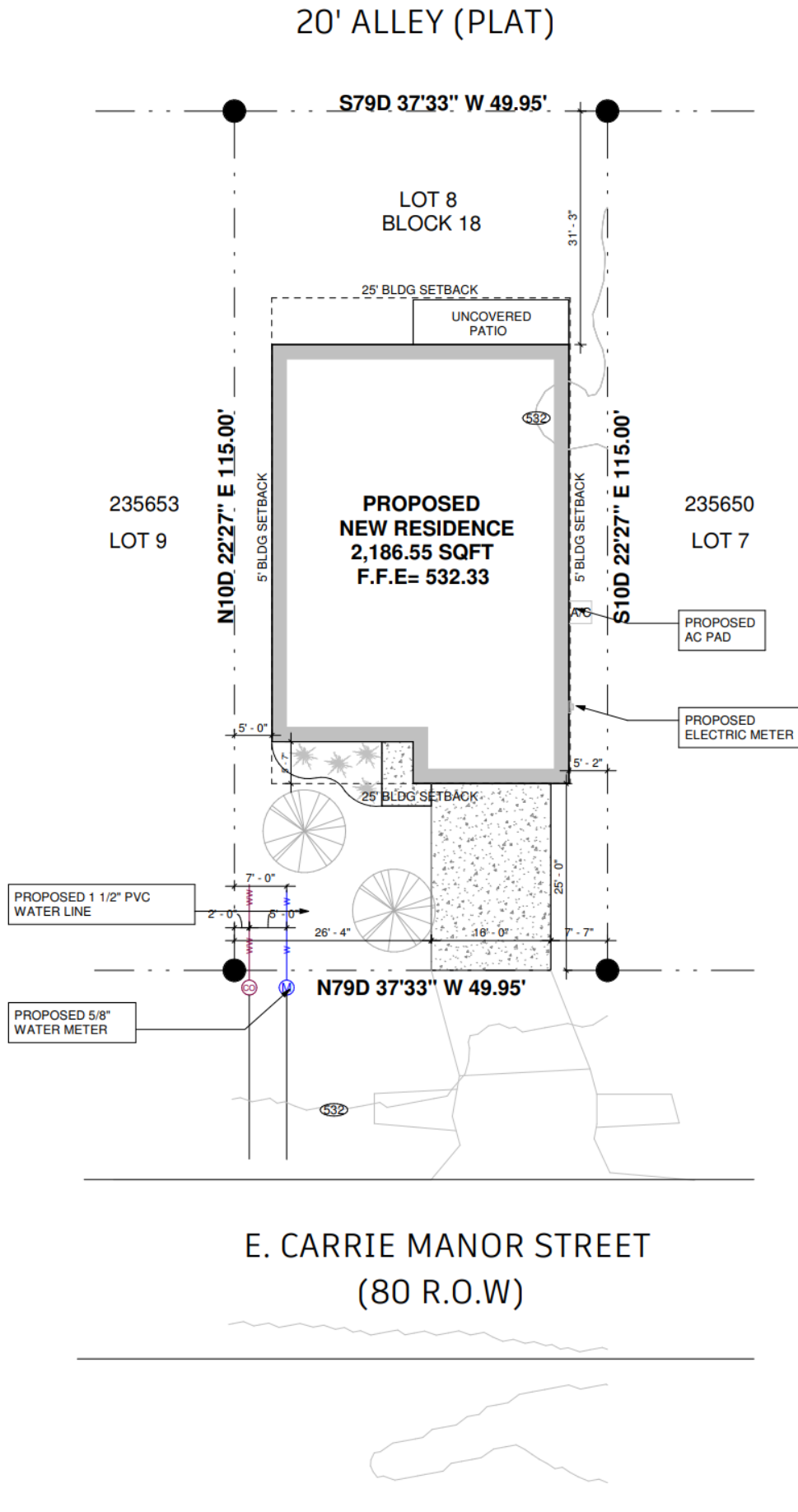
Scott Dunlop  
 Assistant Development Director

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











## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 10, 2023

**PREPARED BY:** Scott Dunlop, Director

**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

**Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.**

### BACKGROUND/SUMMARY:

Section 60(e) of our Subdivision Code provides a one-year time limit on to complete the subdivision improvements from the date the final plat is approved. The final plat for Village at Manor Commons Phase 3 was approved on June 8, 2023.

**LEGAL REVIEW:** *Not Applicable*

**FISCAL IMPACT:** *No*

**PRESENTATION:** *No*

**ATTACHMENTS:** *Yes*

- Request

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Performance Bond Extension request for the Village at Manor Commons Phase 3 to June 8, 2024

**PLANNING & ZONING COMMISSION:**

Recommend Approval

Disapproval

None

14400 The Lakes Blvd. Building C, Suite 200 Pflugerville, TX 78660  
QUALICOCOMMUNITIES.COM

**QUALICO**  
communities

May 4<sup>th</sup>, 2023

To whom this may concern,

On behalf of Qualico MC, LLC and in accordance with City of Manor Code of Ordinances; Chapter 10, Exhibit A, Article IV., Section 60(e), we wish to request an extension of the Subdivision Performance and Payment Bond (Bond No. 800086159) in the amount of \$1,157,022.80 delivered and posted with the City of Manor on April 3<sup>rd</sup>, 2023 for the Village at Manor Commons Phase 3 project.

The Village at Manor Commons Phase 3 Plat was approved on June 8<sup>th</sup>, 2022. The first anniversary date of the plat approval is June 8<sup>th</sup>, 2023. Therefore, our extension request is not to exceed 1 year beyond the first anniversary date of the Phase 3 plat approval, taking the extension through to June 8<sup>th</sup>, 2024.

Currently, the Phase 3 improvements are underway. However, the improvements will not be completed by the first anniversary date of the Plat approval of June 8<sup>th</sup>, 2023. All utilities are in the ground with streets ready for first course base. Given our latest project schedule, we expect to be completed, ready for City inspection and acceptance by June 26<sup>th</sup>, 2023.

Thank you for your consideration.



**Brandon Reinhart**  
Land Development Project Manager

14400 The Lakes Boulevard  
Building C, Suite 200  
Pflugerville, TX 78660

Office: (512) 703-9439  
Cell: (512) 605-9606  
Email: [breinhart@Qualico.com](mailto:breinhart@Qualico.com)

Encl: Village at Manor Commons Ph. 3 - Subdivision Performance & Payment Bond No. 800086159



## SUBDIVISION PERFORMANCE AND PAYMENT BOND

Bond No. 800086159

KNOW ALL MEN BY THESE PRESENTS, that we Qualico MC, LLC, of the City of Pflugerville, County of Travis, and State of Texas, as Principal, and Atlantic Specialty Insurance Company a corporation organized and existing under the laws of New York and authorized under the laws of the State of Texas to act as Surety on bonds for Principal, as Surety, are held and firmly bound unto the City of Manor, Texas, as Obligee, in the penal sum of One Million One Hundred Fifty Seven Thousand Twenty Two and 80/100 (\$1,157,022.80) DOLLARS, lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal is required by ordinances, regulations, and agreements of the City of Manor (the "City") to construct certain erosion control, manville w.s.c., sanitary sewer, storm water, streets, electrical improvements shown in the approved construction plans dated JUNE 23, 2022 and entitled Village at Manor Commons, Ph 3 for the subdivision known as Village at Manor Commons, Ph 3 (the "Improvements") within the timeframes required by said City ordinances, regulations, and agreements as a condition of final plat approval for the Village at Manor Commons, Ph 3 subdivision, and the Improvements shall constitute the project for which this bond shall guarantee completion. Obligee shall be entitled to recover attorneys' fees and court costs from the Surety and Principal in an action on this bond.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that: (1) if the said Principal shall faithfully construct and complete the project in accordance with the approved construction plans for the Improvements, ordinances, and regulations of the City of Manor, by \_\_\_\_\_ and shall save the Obligee harmless from any loss, cost or damage by reason of Principal's failure to complete said project; and (2) if the said Principal shall pay all claimants supplying labor and material to it or a subcontractor in the prosecution of the Improvements; then this obligation shall be null and void; otherwise to remain in full force and effect until Obligee accepts the Improvements.

Obligee may draw on any part or all of the total amount of this bond by submitting a written request for a draw from the Obligee's Public Works Director or designee to Surety's Attorney-in-fact. The bond shall be irrevocable until the Improvements are completed and accepted by the City.

In the event that either Principal fails to promptly pay when due persons who have supplied labor, materials, or supplies used in the prosecution of the project, the Surety will, upon receipt of notice from the Obligee or a claim in the form required by law, satisfy all undisputed balances due, and make arrangements satisfactory to the interested parties to resolve all amounts disputed in good faith, but in no event shall the liability for the Surety for the Principal's failure to promptly pay for labor, materials, or supplies exceed the penalty of this bond. obligation by the Surety. Provided further, that in any legal action be filed upon this bond, venue shall lie in the county where the project is to be constructed.

IN WITNESS WHEREOF, the said PRINCIPAL and SURETY have signed and sealed this instrument this 23<sup>rd</sup> day of March 2023.

Qualico MC, LLC

Principal

By 

Name Kevin Fleming

Title ASST. SECRETARY

Address

14400 The Lakes Blvd

Building C, Suite 200

Pflugerville, TX 78660

Atlantic Specialty Insurance Company

Surety

By 

Name Jeremy Poik

Title Attorney-in-Fact

Address

605 Highway 169 North

Suite 800

Plymouth, MN 55441

The name and address of the Resident Agent of Surety is:

Scott David Chapman

480 Wildwood Forest Dr, Suite 760

Spring, TX 77380

(Seal)



## Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Jeremy Polk, Jorge Mendez, Matthew Erra**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

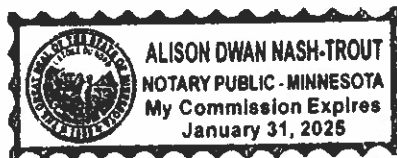
STATE OF MINNESOTA  
HENNEPIN COUNTY




By

  
Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



  
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 23rd day of March, 2023.

This Power of Attorney expires  
January 31, 2025



  
Kara Barrow, Secretary