



Felix Paiz, Chair, Place 4
Prince Chavis, Vice Chair, Place 2
Julie Leonard, Place 1
Cresandra Hardeman, Place 3
Celestine Sermo, Place 5
Cecil Meyer, Place 6
Jim Terry, Place 7
Gabriel Nila, Alternate No. 1
Gabrielle Orion, Alternate No. 2

Planning & Zoning Commission Regular Meeting

Wednesday, April 10, 2024, 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. Conduct a public hearing on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).**

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

- 2.** Conduct a public hearing on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.
Applicant: Professional StruCIVIL Engineers Inc
Owner: Najib Wehbe
- 3.** Conduct a public hearing on a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).
Applicant: Savvy ATX Realty, LLC
Owner: Wenkai Chen
- 4.** Conduct a public hearing on a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D’Arc Lane, Manor TX.
Applicant: Radius Civil Engineering
Owner: Maleny Sanchez
- 5.** Conduct a public hearing on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.
Applicant: Kimley Horn
Owner: LVE Las Entradas Reg, LP

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.

- 6.** Consideration, discussion, and possible action to approve the minutes for the March 13, 2024, Planning and Zoning Commission Regular Session.

REGULAR AGENDA

- 7.** Consideration, discussion, and possible action on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).
Applicant: Professional StruCIVIL Engineers Inc
Owner: Najib Wehbe
- 8.** Consideration, discussion, and possible action on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.
Applicant: Professional StruCIVIL Engineers Inc
Owner: Najib Wehbe

- 9.** Consideration, discussion, and possible action on a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).
Applicant: Savvy ATX Realty, LLC
Owner: Wenkai Chen
- 10.** Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D'Arc Lane, Manor TX.
Applicant: Radius Civil Engineering
Owner: Maleny Sanchez
- 11.** Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.
Applicant: Kimley Horn
Owner: LVE Las Entradas Reg, LP
- 12.** Consideration, discussion, and possible action on a Final Plat for the Shadowglen Subdivision Phase 3, Section 1, one hundred and ninety-nine (199) lots on 58.39 acres, more or less, and being located near the intersection of Rector Loop and Fuchs Grove, Manor, Texas.
Applicant: Kimley-Horn
Owner: Meritage Homes of Texas, LLC
- 13.** Consideration, discussion, and possible action on next step items from the February 13, 2024, Planning and Zoning Commission Workshop.

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, April 5, 2024, 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 lalmaraz@manortx.gov



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

BACKGROUND/SUMMARY:

A portion of this property is currently being considered for annexation by the City Council and this zoning case has been filed to run concurrently with the annexation request. The property is located at the intersection of US Hwy 290 and FM 1100, both TxDOT roads.

This area on our Future Land Use Map is designated as 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.

In addition to the annexation and zoning cases, the applicant has also concurrently filed a Specific Use Permit for a Gas Station (Limited) on the property.

LEGAL REVIEW: *Not Applicable*

FISCAL IMPACT: *NO*

PRESENTATION: *NO*

ATTACHMENTS: *YES*

- Letter of Intent
- Rezoning Map
- Aerial Image
- Commercial Corridor Dashboard
- Public Notice
- Mailing Labels

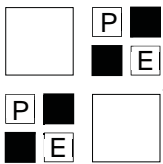
ACTIONS:

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Open & Close, Open and Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

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

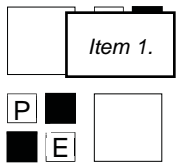


PROFESSIONAL STRUCIVIL ENGINEERS, INC.

STRUCTURAL CIVIL TRANSPORTATION

2205 W. PARMER LANE, SUITE #201, AUSTIN, TEXAS 78727

512.238.6422 FAX 512.258.8095 PSCE@PSCEINC.COM REGISTERED FIRM F-4951



December 09, 2021

Mr. Scott Dunlop
Interim City Manager, Development Services Director
City of Manor
105 E. Eggleston St.
Manor, TX 78653

Reference: Rezoning –ABS 154 SUR 52 CALDWELL A C ACR 11.354 (1-D-1) Letter of Intent

Dear Mr. Dunlop:

We are submitting the following request for a zoning change, from R-1 and A to C-2, for an 11.541 acres parcel located at 13105 FM 1100, Manor, TX 78653. The requested change is from the current zoning of R-1 and A zoning to C-2 zoning. The purpose of the zoning change would be to allow the future development of a 14,020sf commercial general retail building, three diesel MPDs, and six regular MPDs.

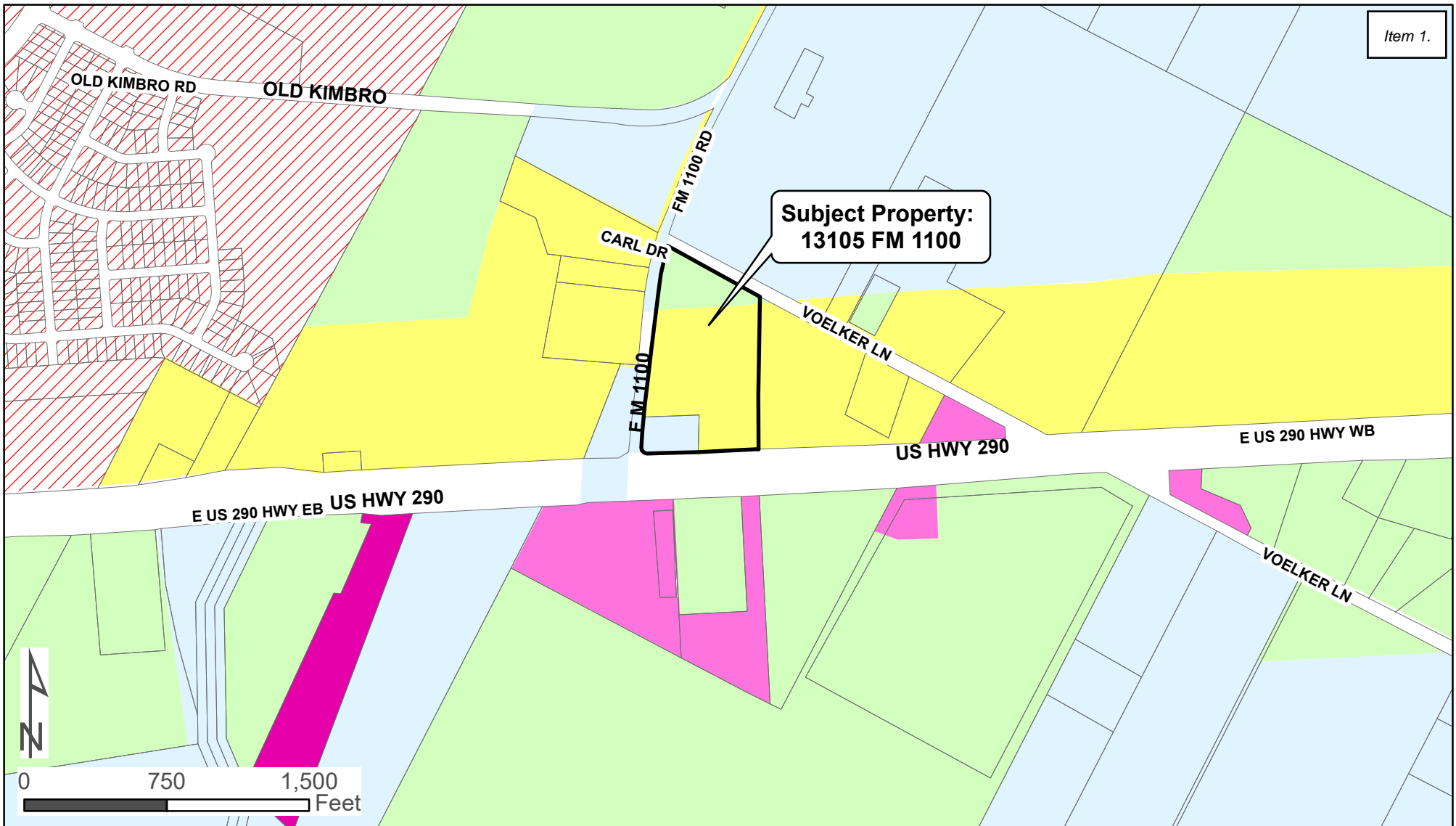
The intent of the zoning change is to provide a C-2, Medium Commercial zoning to broaden the type of retail construction that can occur on this site. Currently, as proposed, the property is located at the intersection of FM1100 and U.S. Highway 290; the northern property line is bordered by Voelker Lane.

Should the proposed zoning change occur, a gas station, convenience store, and retail space will comprise the development. Access for the site is proposed from one proposed driveway off of FM 1100, and from a second proposed driveway off of U.S. Highway 290.

This Letter of Intent is included with the associated application, mailing labels, tax map, and current deed. Thank you for taking the time to read my correspondence. Should you encounter any questions or concerns, please do not hesitate to contact our office. PSCE, Inc. can be reached at 512-238-6422, or by email at psce@psceinc.com.

Sincerely,

Sarah Corona, Office Manager
Professional StruCIVIL Engineers, Inc.



Current:
ETJ - annexation pending
(A) Agricultural
(SF-1) Single Family Suburban

Proposed:
(C-2) Medium Commercial

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

13105 FM 1100 Aerial image

Legend

 707 Bastrop Aerial Im

 707 N Bastrop St

 7-Eleven

 Cafe 290

 Feature 1

 Manor Lube & State Inspection

 Riata Ford

Item 1.



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.

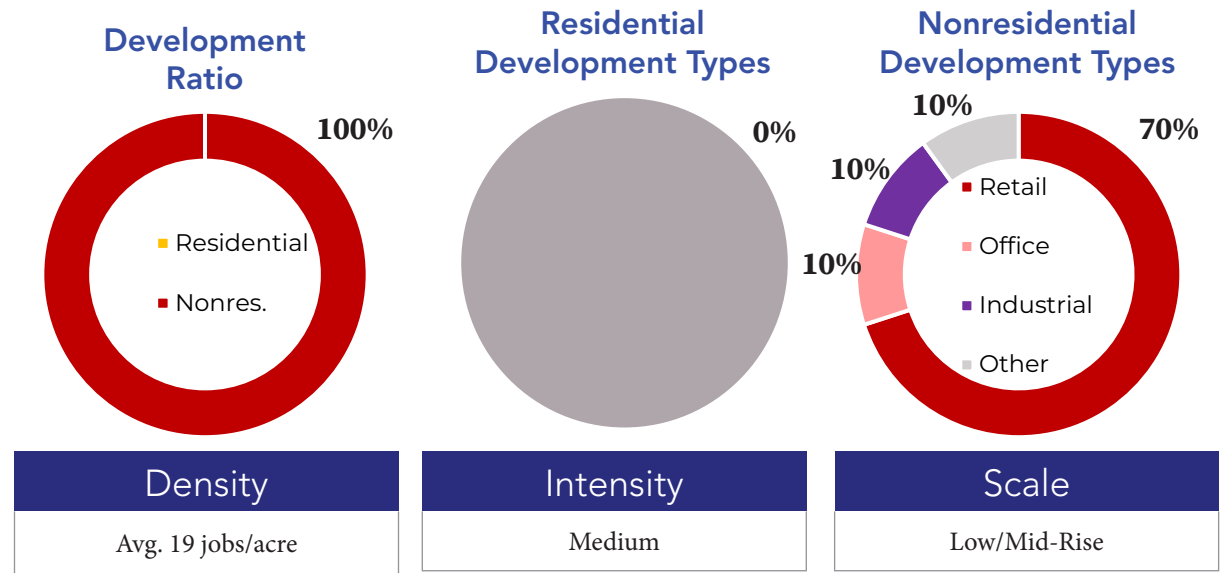
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

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.



3/27/24

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 13105 FM 1100 C-2 Rezoning
 Case Number: 2021-P-1392-ZO
 Case Manager: Michael Burrell
 Contact: 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 a Rezoning Application for 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2). The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Applicant: Professional StruCIVIL Engineers Inc
Owner: Najib Wehbe

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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

Terry Lee Schultz
15201 Voelker LN
Manor, TX 78653-4521

Lee J. Marsalise
110 Raymond Dr.
Deridder, LA 70635-5806

JMA Land, LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Willella & Howard Lundgren
13405 FM 1100
Manor, TX 78653-4516

A-A-A Storage HWY 290 LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Laurie Pickerill & Daryl Swenson
1120 W. Lovers LN.
Arlington, TX 76013-3822

Centex Materials, LLC.
3019 Alvin Devane Blvd., STE. 100
Austin, TX 78741-7419

Duque States, LLC.
2311 W. Howard LN.
Austin, TX 78728-7618

Deborah & Edward M. Jr. Guerra
16501 FM 973 N
Manor, TX 78653-4158

Timmermann Properties, Inc.
P.O. Box 4784
Austin, TX 78765-4784

Anh Kim Pham & Dinh Chau
1201 Porterfield DR.
Austin, TX 78753-1617

Rosa & Ynacio Tabarez
1221 Meadgreen DR.
Austin, TX 78758-4712

Rosaura Fernandna Chavez & Orlando
Valdez Aguilar
1121 W. Rundbert LN., Unit 13
Austin, TX 78758-6361



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

BACKGROUND/SUMMARY:

This property is concurrently being annexed and zoned C-2 Medium Commercial. C-2 Medium Commercial zoning requires a Specific Use Permit to be approved for gas station uses.

They are proposing a 14,020 sf convenience store and market, 6 MPDs (12 fueling locations), and 3 diesel MPDs.

The closest existing gas stations are 8,536 feet to the west and 2,526' to the east. The gas station 8,536' away is on the westbound side of US 290 (the same side as this proposed gas station) and the one 2,526' away is on the eastbound side of US 290 (the opposite side of the road as the proposed gas station).

As proposed, the conceptual layout meets the city's requirements for gas stations on US 290:

Gas Station, Limited	<ul style="list-style-type: none"> See article 4.02, Alcoholic Beverages.
	<ul style="list-style-type: none"> Permitted only within 200 feet of the right-of-way lines of intersecting streets, unless the use is an accessory use to a commercial development such as a grocery store or retail center with a gross floor area of 50,000 square feet or more.
	<ul style="list-style-type: none"> Permitted at a maximum of two corners at an intersection of two arterial streets; and a maximum of one corner of an intersection with a collector or local street.
	<ul style="list-style-type: none"> Automotive repair and automobile washing facilities are prohibited.
	<ul style="list-style-type: none"> No more than four multi-fuel dispensers (eight fuel positions) shall be permitted except where one of the following conditions is met:

	<p>☐ The property is located along and has direct access from US Highway 290 East.</p> <p>☐ The proposed gas station is an accessory use to a commercial development such as a grocery store or retail center with a gross floor area of 50,000 square feet or more.</p>
	<ul style="list-style-type: none"> • In no case shall a gas station be permitted more than ten multi-fuel dispensers (20 fuel positions).
	<ul style="list-style-type: none"> • In the neighborhood business (NB) and light commercial (C-1) districts the canopy and arrangement of multi-fuel dispensers shall be designed in a relatively square pattern as opposed to a linear distribution of the multi-fuel dispensers, as depicted below (where X = one multi-fuel dispenser = two fuel positions): <p>Acceptable Pump Arrangement</p> <pre> X X X X </pre> <p>Unacceptable Pump Arrangement</p> <pre> X X X X </pre>
	<ul style="list-style-type: none"> • Multi-fuel dispensers, air, vacuum, and water stations must be 100 feet from a residential district.
	<ul style="list-style-type: none"> • Fuel positions, air, vacuum, water stations and other similar equipment is prohibited between the principal structure and the property line of a residential district and shall comply with the building setbacks in all other circumstances.
	<ul style="list-style-type: none"> • Freestanding light fixtures shall be reduced in height to 15 feet if the use is adjacent to a residential district.

Staff recommends a discussion on the site's layout. Our architectural standards state that canopies should be oriented away from intersections. An example gas station layout has been provided in the backup that shows the gas pumps to the side of the building and the diesel pumps in the rear of the building. This allows the front of the building and any retailers who locate in that space to have open access and views to US 290.

It should also suggested to discuss limiting or prohibiting the ability for large commercial vehicles/tractor-trailers to park overnight on the property.

When considering a Specific Use Permit, the following are the listed criteria for approval:

Section 14.03.005: In recommending that a specific use permit for the premises under consideration be granted, the planning and zoning commission shall determine that such proposed use(s) are harmonious and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of ingress and egress to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, area or security lighting, heights of structures and compatibility of buildings. The

planning and zoning commission and city council shall consider the following criteria in determining the appropriateness of the specific use permit request:

- (1) Whether the use is harmonious and compatible with its surrounding existing uses or proposed uses;
- (2) Whether the activities requested by the applicant are normally associated with the requested use;
- (3) Whether the nature of the use is reasonable; and
- (4) Whether any adverse impact on the surrounding area has been mitigated.

LEGAL REVIEW: *Not Applicable*

FISCAL IMPACT: *NO*

PRESENTATION *NO*

ATTACHMENTS: *YES*

- Letter of Intent
- Aerial Image
- Conceptual Layout
- Distance to Existing Gas Stations
- Example Layout
- Public Notice
- Mailing Labels

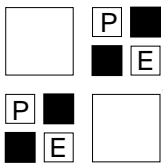
ACTIONS:

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Open & Close, Open and Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

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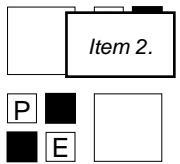


PROFESSIONAL STRUCIVIL ENGINEERS, INC.

STRUCTURAL CIVIL TRANSPORTATION

2205 W. PARMER LANE, SUITE #201, AUSTIN, TEXAS 78727

512.238.6422 FAX 512.258.8095 PSCE@PSCEINC.COM REGISTERED FIRM F-4951



December 09, 2021

Mr. Scott Dunlop
Interim City Manager, Development Services Director
City of Manor
105 E. Eggleston St.
Manor, TX 78653

Reference: Specific Use Permit –ABS 154 SUR 52 CALDWELL A C ACR 11.354 (1-D-1) Letter of Intent

Dear Mr. Dunlop:

We are submitting the following request for a Specific Use Permit for an 11.541 acres parcel located at 13105 FM 1100, Manor, TX 78653. The purpose of the Specific Use Permit would be to allow the future development of a 14,020sf commercial general retail building, three diesel MPDs, and six regular MPDs.

The intent of the Specific Use Permit is broaden the type of retail construction that can occur on this site. Currently, as proposed, the property is located at the intersection of FM1100 and U.S. Highway 290; the northern property line is bordered by Voelker Lane.

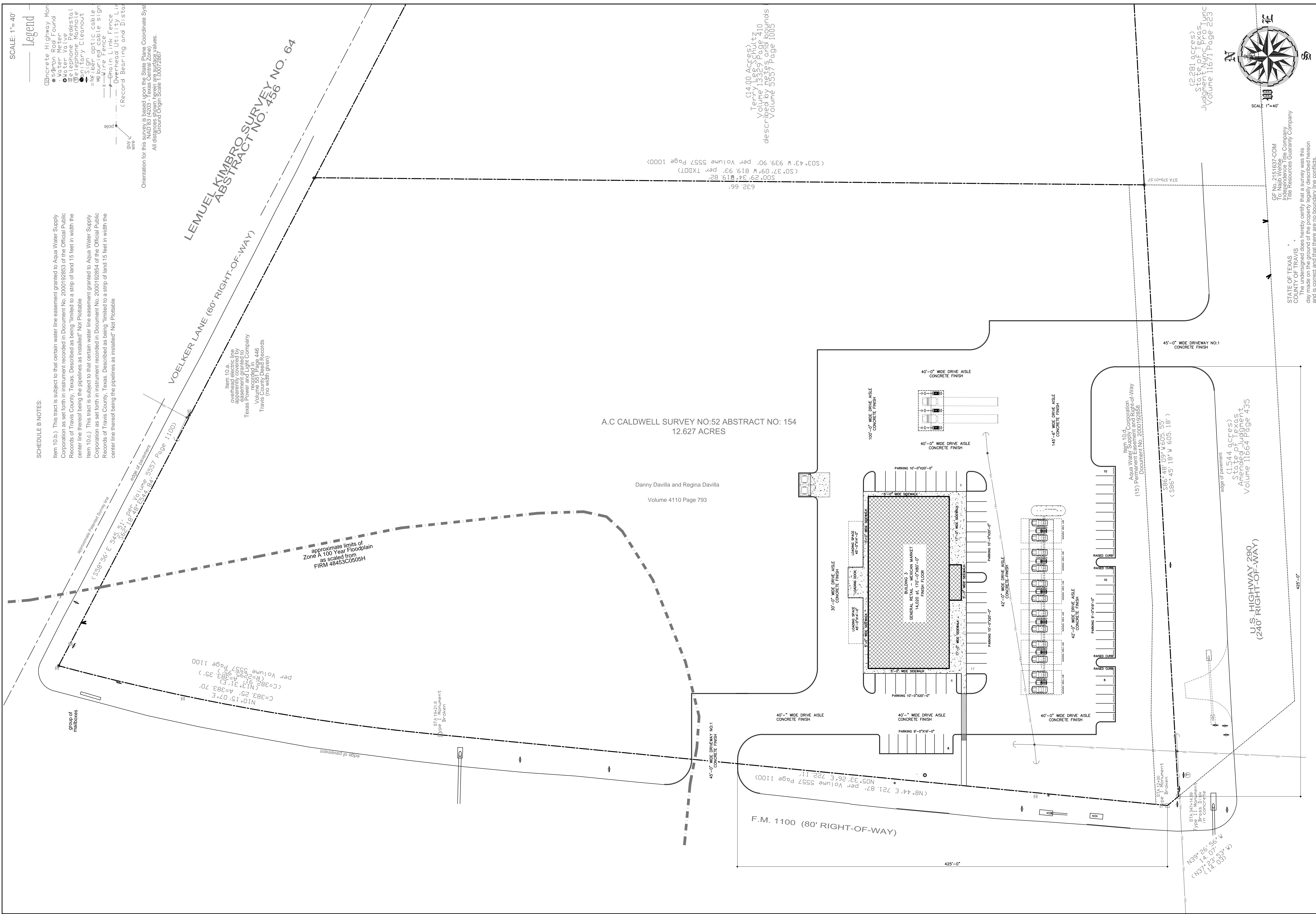
Should the proposed Specific Use Permit occur, a gas station, convenience store, and retail space will comprise the development. Access for the site is proposed from one proposed driveway off of FM 1100, and from a second proposed driveway off of U.S. Highway 290.

This Letter of Intent is included with the associated application, mailing labels, tax map, and current deed. Thank you for taking the time to read my correspondence. Should you encounter any questions or concerns, please do not hesitate to contact our office. PSCE, Inc. can be reached at 512-238-6422, or by email at psce@psceinc.com.

Sincerely,

Sarah Corona, Office Manager
Professional StruCIVIL Engineers, Inc.











3/27/24

City of Manor Development Services

Notification for a Specific Use Request

Project Name: 13105 FM 1100 Specific Use Permit - Gas Station

Case Number: 2021-P-1393-CU

Case Manager: Michael Burrell

Contact: 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 a Specific Use Request for 13105 FM 1100, Manor, TX to allow for a Commercial gas station development that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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 Specific Use 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

Terry Lee Schultz
15201 Voelker LN
Manor, TX 78653-4521

Lee J. Marsalise
110 Raymond Dr.
Deridder, LA 70635-5806

JMA Land, LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Willella & Howard Lundgren
13405 FM 1100
Manor, TX 78653-4516

A-A-A Storage HWY 290 LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Laurie Pickerill & Daryl Swenson
1120 W. Lovers LN.
Arlington, TX 76013-3822

Centex Materials, LLC.
3019 Alvin Devane Blvd., STE. 100
Austin, TX 78741-7419

Duque States, LLC.
2311 W. Howard LN.
Austin, TX 78728-7618

Deborah & Edward M. Jr. Guerra
16501 FM 973 N
Manor, TX 78653-4158

Timmermann Properties, Inc.
P.O. Box 4784
Austin, TX 78765-4784

Anh Kim Pham & Dinh Chau
1201 Porterfield DR.
Austin, TX 78753-1617

Rosa & Ynacio Tabarez
1221 Meadgreen DR.
Austin, TX 78758-4712

Rosaura Fernandna Chavez & Orlando
Valdez Aguilar
1121 W. Rundbert LN., Unit 13
Austin, TX 78758-6361



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Applicant: Savvy ATX Realty, LLC

Owner: Wenkai Chen

BACKGROUND/SUMMARY:

The applicant had previously applied for Two-Family zoning on this property but was denied at the August 9, 2023 P&Z and the application was pulled before the City Council could consider it. It was denied due to concerns about fire access to the back unit. The applicant has worked with the fire department and all portions of the proposed structure are within 150' of the right-of-way, so it is accessible and meets the fire department's maximum hose lay length.

This lot was also replatted from 5 lots into 1 lot by the City Council on September 6, 2023 with variances for the width and depth-to-width ratio. The lot is 40'x250' or 10,000 square feet. The minimum acreage for a Two-Family lot is 8,750 square feet and a minimum width of 70'. The current zoning of SF-1 also has a minimum lot width of 70', but with the variance on the plat, the 40' width has been accepted.

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.

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

- Letter of Intent
- Zoning Map
- Aerial Map
- Site Plan and Survey

- Community Mixed-Use Dashboard
- Public Notice
- Mailing Labels

ACTIONS:

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Open & Close, Open and Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct the public hearing on a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, 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***(Type X before choice to indicate)*

Letter of Intent

March 2, 2024

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 request the rezone of the subject property to TF again.

This request was declined in May 2023 due to a concern about “a fire truck access through the alley”. Since then, we reached out to the **Fire Dept TCESD 12** (Travis County ESD No. 12). We were told “as long as the building is within fire hose 150 ft reach and less than 4-plex, then there should be no concern.”. As a result, we re-designed the building to ensure the furthest spot of the building to the street is less than 150 ft.

Here is the official link to the rule: <https://fi360-static.s3.amazonaws.com/WP309/New%20Construction%20Guideline%20-%20Revised%20with%20IFC%202015.pdf>.

HOSE PULL (DISTANCE FROM ENGINE TO BUILDING)

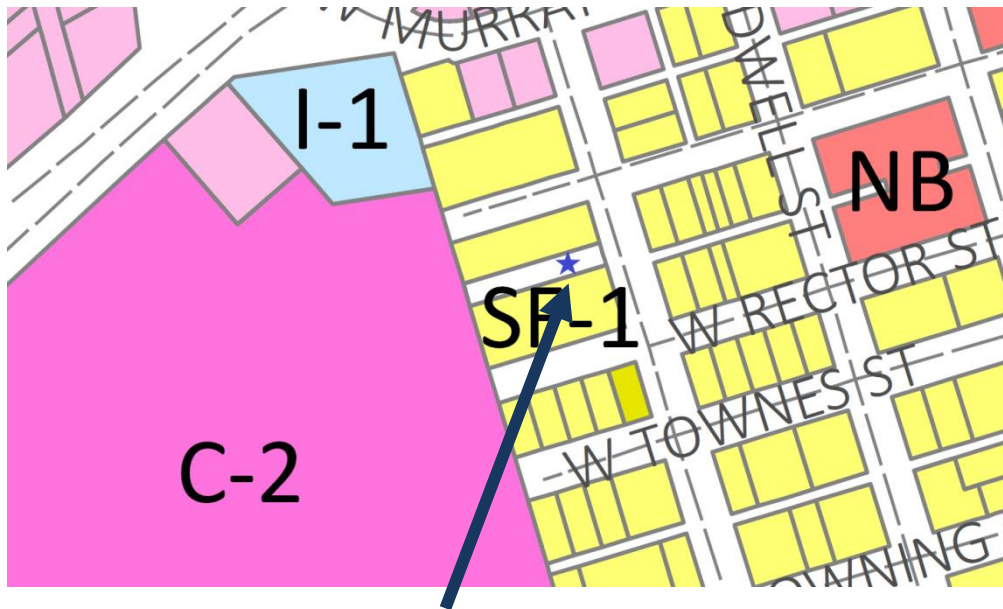
The dimension of 150 feet when used in relation to fire department access is commonly referred to as “hose pull distance.” Hose pull represents the amount of fire hose that firefighters must pull from the engine to reach the structure. This is the maximum distance that firefighters can effectively pull a fire hose or carry other equipment to combat a fire.

Hose pull may not exceed 150 feet from the apparatus to the most remote point of the perimeter of the structure. The hose pull distance is set at 150 feet due to a variety of factors, including standard hose lengths, weight of equipment, hydraulic properties, and accepted operational procedures. Hose pull is measured along the firefighter path of travel, avoiding obstacles, not “as the crow flies.”

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 40 ft wide and 250 ft long, with a total of ~10,000 sqft.

We are requesting to:

1. Rezone it as TF (Two-Family) –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 the appendixes which have conceptual designs of the proposed TF (duplex).

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

Respectfully,

Katherine Chen
Savvy ATX Realt

Appendix A: High-level Site Plan

Item 3.

OWNER:
WENKAI CHEN
ADDRESS:
707 NORTH BASTROP ST
MANOR TX 78653

Waterloo Surveyors
SURVEY PLAT
Topographic & Tree

WEST LANE AVENUE
60' ROW

A1079

HACKBERRY hac

TREE LIST

T#	TYPE	SIZE
22	elm	29"
29	hac	7 5 5"
30	hac	6 4"
31	hac	10"
32	hac	7"
34	hac	7 4"
35	hac	7 6"
36	hac	8"
37	hac	9 7"
38	hac	10"
39	hac	10 9 8"
42	hac	10 10"
43	hac	12 8"
44	hac	10"
45	hac	8"
46	hac	8"
53	hac	10"
54	elm	10 7"
56	tree?	13"

LEGAL DESCRIPTION:

THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 2, PAGE 223, PLAT RECORDS, TRAVIS COUNTY, TEXAS.

NOTE:

This survey was made without the benefit of a title commitment and additional easements and/or restrictions may apply

TREE NOTE:

Trees as shown on this survey are measured 4.5' above natural grade; the circle represents a simulated root zone with one foot of radius for one inch of tree diameter.

LEGEND

FOUND 1/2" IRON PIPE FIP
FOUND 1/2" IRON ROD FIR
FOUND 1/2" IRON ROD W/CAP FIRC
UTILITY POLE & ELECTRIC LINE
WATER METER W
SAN SEWER MANHOLE S
FIRE HYDRANT
TREE SYMBOL
W/DRIP LINE

SCALE
1"=20'

BENCHMARK BM:
Mag nail in asphalt;
Elevation 542.21' NAVD88

BEARING BASE
THE TEXAS COORDINATE SYSTEM OF 1983(NAD83)CENTRAL TEXAS ZONE, BASED ON LOCAL NETWORK GPS OBSERVATIONS.

RIVER CITY PARTNERS LTD
20.00 AC
DOC# 2005128121
LOT 1 RIATA FORD MANOR

LOT 6

LOT 7

LOT 8

WALTER L. ROBINSON
N 75' LOTS 6-10

LOT 9

LOT 10

(premier)
FIRC
post

S79°37'39"E

249.99'

Less than 150 FT

FIRC

0.22'
DOC NO.

249.5
N79°37'

20' ALLEY

LOT 5

LOT 4

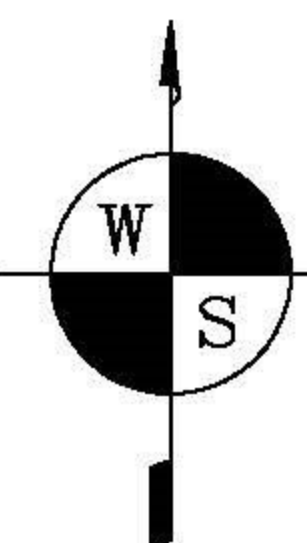
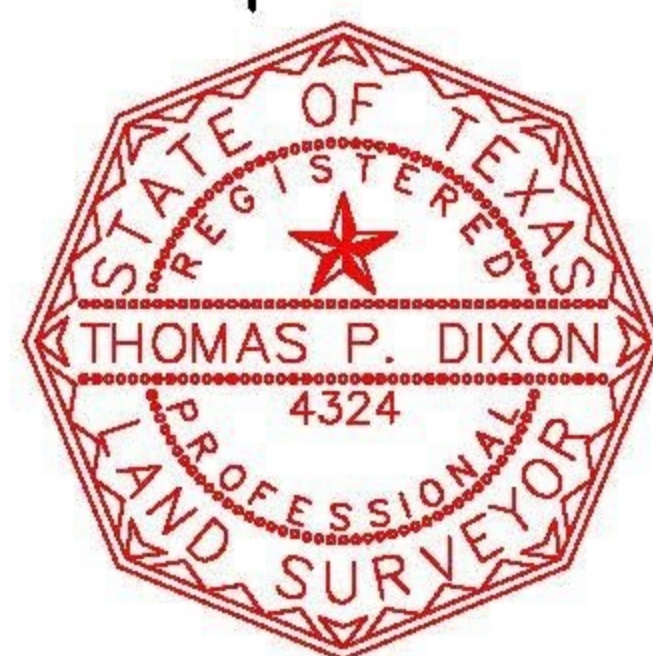
LOT 3

LOT 2

ONE STORY
WOOD HOUSE

24.4'

LOT 1
DELORES MARIE FORREST
LOTS 1-5
DOC# 2007092437



Thomas P. Dixon R.P.L.S. 4324
WATERLOO SURVEYORS LLC
P.O. BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
FIRM# 10124400

State of Texas:
County of Travis:

The undersigned does hereby certify that this survey was this day made on the property legally described hereon and is correct, and this survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B Condition II Survey.

And I certify that the property shown hereon IS NOT within a special flood hazard area as identified by the Federal Insurance Adm. Department of HUD Flood hazard boundary map revised as per Map No. 48453C0485J Zone: X Dated: AUGUST 18, 2014

Survey Dated this the 28TH day of JANUARY, 202 3.

edge of asphalt

NORTH BASTROP STREET
80' ROW

© Copyright 2023

Appendix B: Revised Architectural Design

Item 3.

Front rendering:



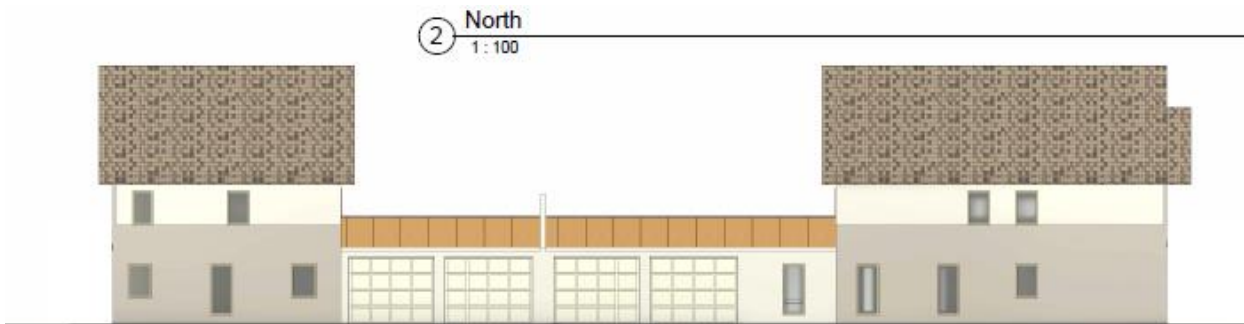
Side rendering:



Elevation:



Side:

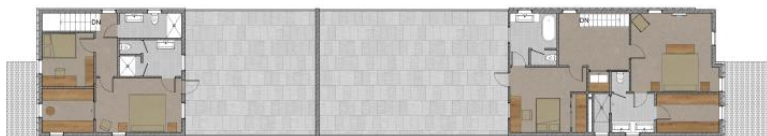


Unit B: 2 bedrooms/2 bathrooms
Total sqft: 976

Unit A: 3 bedrooms/3 bathrooms
Total sqft: 1728

Room legend unit 2

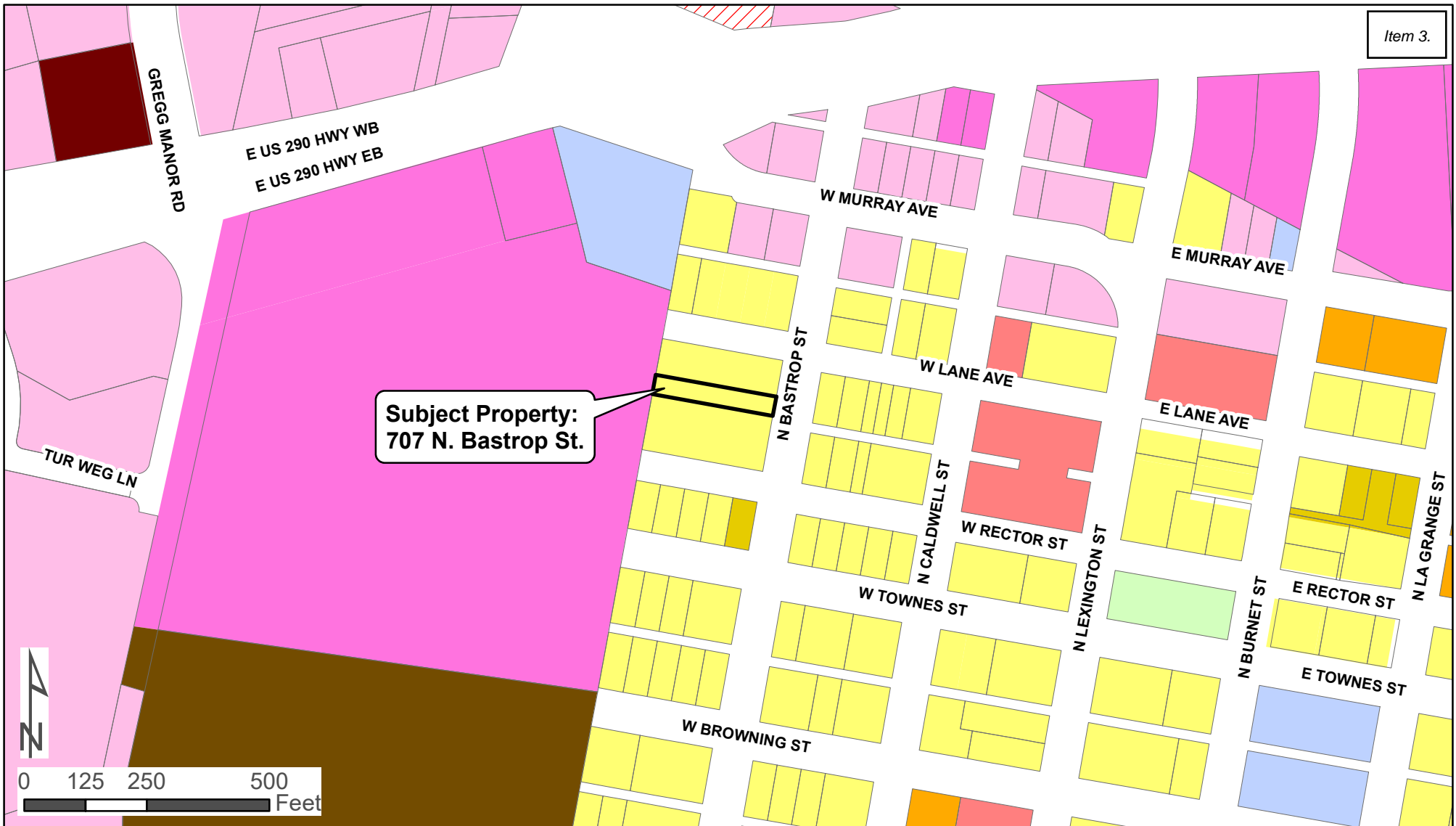
- Bathroom1
 - Bathroom2
 - Bedroom
 - Corridor
 - Kitchen
 - Living room
 - Main bath
 - Main bedroom
 - Storage/closet
 - Walk in closet
 - Work space/office
- Total 1st floor/2nd unit = 506 ft2
Total 2nd floor/2nd unit = 470 ft2
Total 2nd unit = 976 ft2



Room legend unit 1

- Bathroom 1
 - Bedroom 1
 - Garage
 - Great room
 - Bathroom 2
 - Bedroom 2
 - Closet
 - Hall
 - Main bathroom
 - Main bedroom
- Total 1st floor/1st unit = 975.5 ft2
Total 2nd floor/2nd unit = 753.2 ft2
Total 1st unit = 1728.7 ft2
Total both units = 2704 ft2



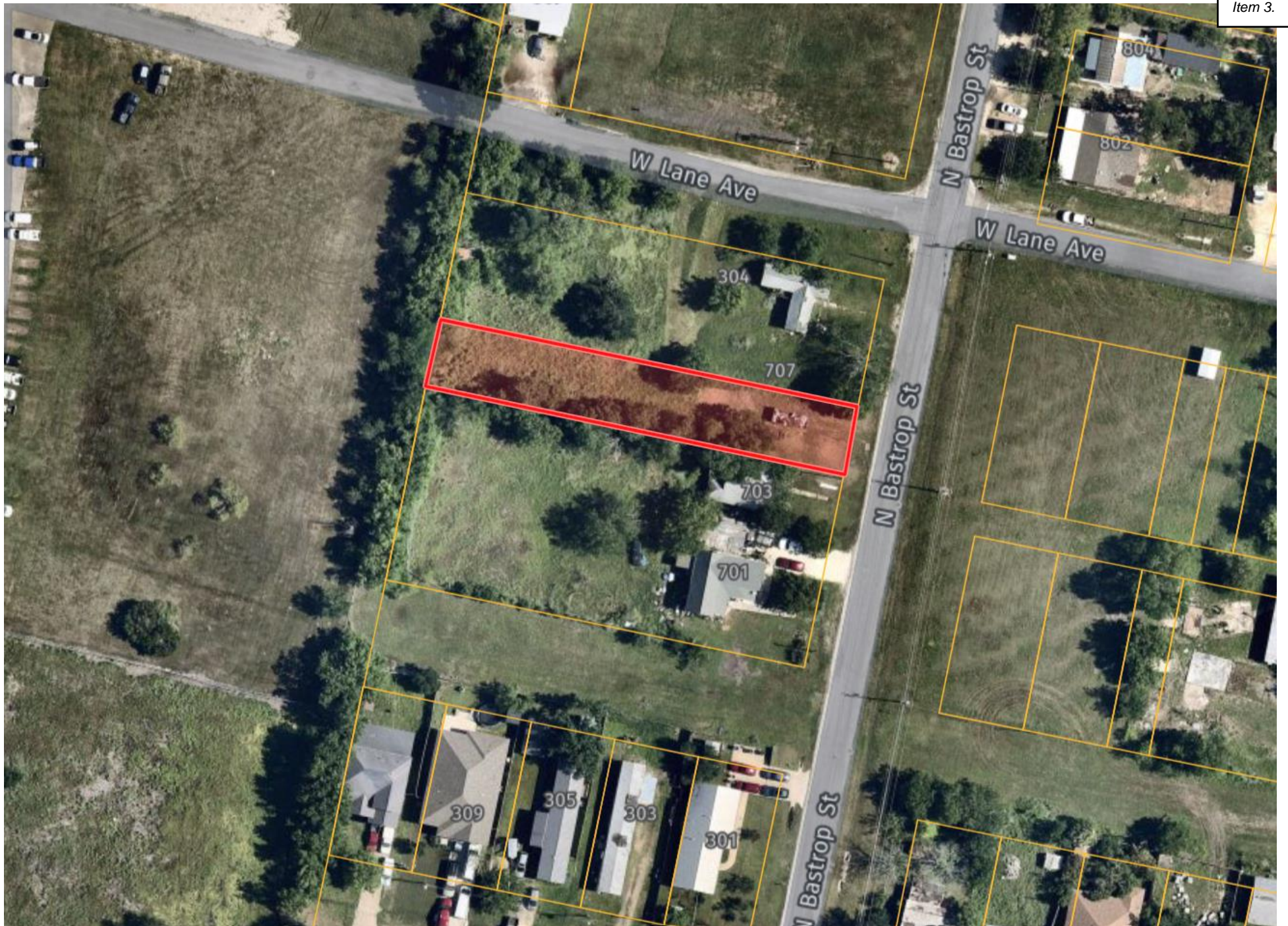


Current:
Single Family Suburban (SF-1)

Proposed:
Two-Family (TF)

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 |



OWNER:
WENKAI CHEN
ADDRESS:
707 NORTH BASTROP ST
MANOR TX 78653

Waterloo Surveyors
SURVEY PLAT
Topographic & Tree

WEST LANE AVENUE
60' ROW

A1079

HACKBERRY hac

TREE LIST

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SAN SEWER MANHOLE S
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TREE SYMBOL
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WALTER L. ROBINSON
N 75' LOTS 6-10

LOT 9

LOT 10

(premier)
FIRC
post

S79°37'39"E

249.99'

Less than 150 FT

FIRC

0.22'
DOC NO.

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N79°37'

20' ALLEY

LOT 5

LOT 4

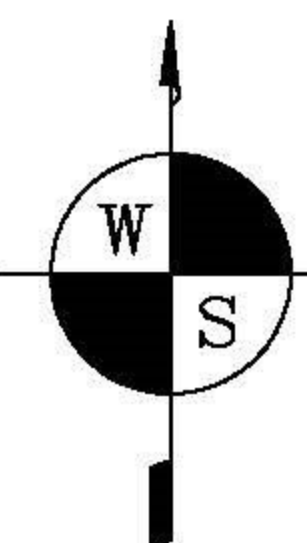
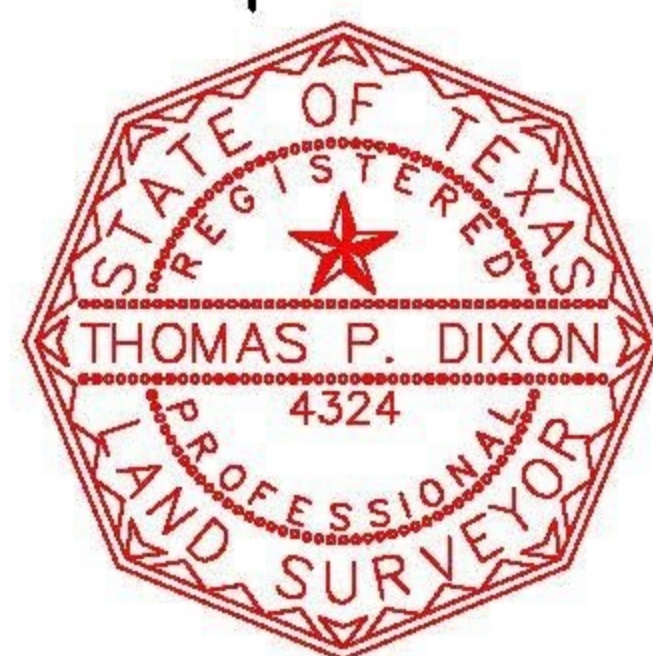
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ONE STORY
WOOD HOUSE

24.4'

LOT 1
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FIRM# 10124400

State of Texas:
County of Travis:

The undersigned does hereby certify that this survey was this day made on the property legally described hereon and is correct, and this survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B Condition II Survey.

And I certify that the property shown hereon IS NOT within a special flood hazard area as identified by the Federal Insurance Adm. Department of HUD Flood hazard boundary map revised as per Map No. 48453C0485J Zone: X Dated: AUGUST 18, 2014

Survey Dated this the 28TH day of JANUARY, 202 3.

edge of asphalt

NORTH BASTROP STREET
80' ROW

© Copyright 2023

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.

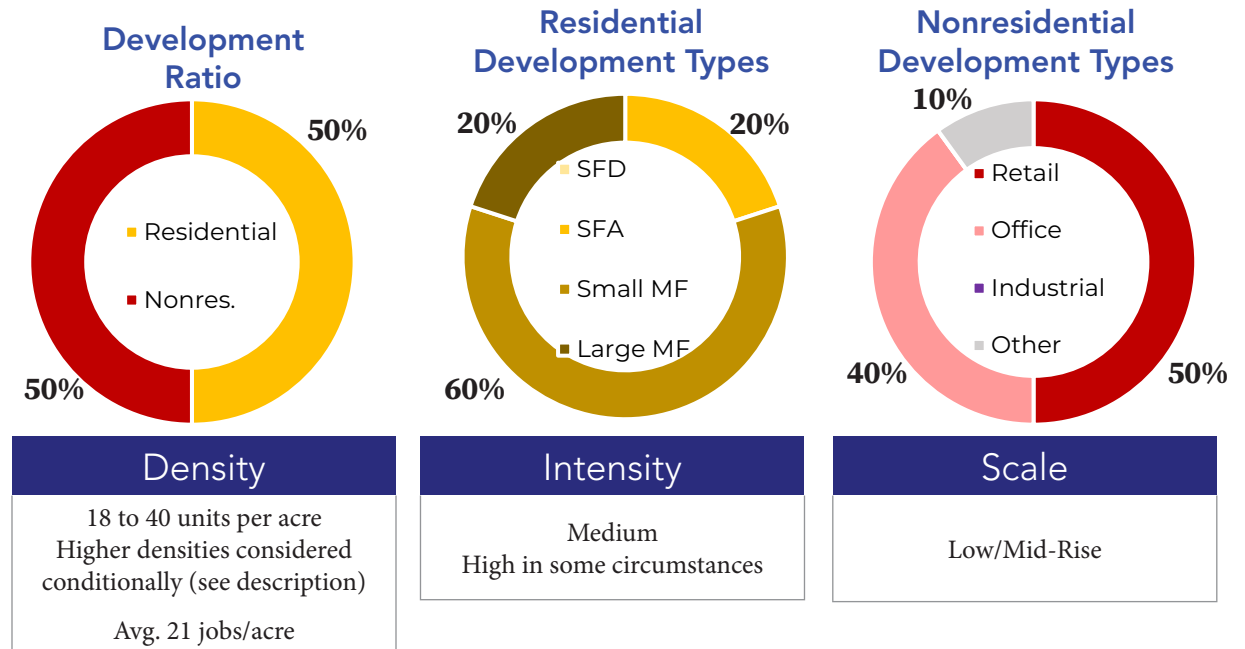
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

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.



3/27/24

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF
 Case Number: 2024-P-1630-ZO
 Case Manager: Michael Burrell
 Contact: 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 a Rezoning Application for 707 Bastrop St, Manor, TX from Single Family Suburban (SF-1) to Two-Family (TF). 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 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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

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: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D'Arc Lane, Manor TX.

Applicant: Radius Civil Engineering

Owner: Maleny Sanchez

BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is a one-lot subdivision in the city's ETJ that combined two unplatted tracts into one. One of the tracts was non-conforming by not meeting the city's lot standards for width or shape. This plat corrects that issue and creates a legal lot.

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

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

ACTIONS:

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Alternative
<i>Actions</i>	Open & Close, Open and Postpone

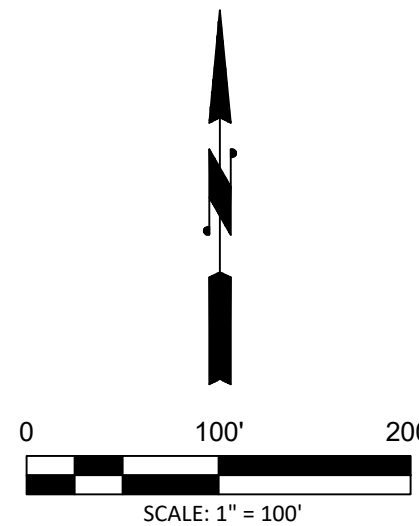
STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D'Arc Lane, Manor TX.

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

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS



VICINITY MAP
SCALE: 1" = 2000'

LEGEND

○	PROPOSED 1/2" IRON ROD SET (PINK CAP STAMPED "SURVEY WORKS")
●	1/2" IRON ROD FOUND (UNLESS NOTED)
△	CALCULATED POINT
□	PROPOSED 8" CONCRETE MONUMENT SET WITH PINK CAP STAMPED "SURVEY WORKS"
—	BREAKLINE
—	PROPERTY LINE
---	INTERIOR LINE
---	ADJOINER LINE
---	PROPOSED SIDEWALK
POB	POINT OF BEGINNING
ON/OFF	STRUCTURE ON/OFF
R.O.W.	RIGHT OF WAY
()	RECORD INFORMATION
[]	DOC. NO. 2022104531 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2017061972 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	VOL. 8821 PG. 713 R.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2005152120 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 200700177 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2020019707 O.P.R.T.C.
VOL. PG.	VOLUME AND PAGE
R.P.R.T.C.	REAL PROPERTY RECORDS
P.R.T.C.	TRAVIS COUNTY
D.R.T.C.	PLAT RECORDS
D.R.T.C.	TRAVIS COUNTY
DOC. NO.	DEED RECORDS
O.P.R.T.C.	TRAVIS COUNTY
P.U.E.	DOCUMENT NUMBER
P.U.E.	OFFICIAL PUBLIC RECORDS
P.U.E.	TRAVIS COUNTY
P.U.E.	PUBLIC UTILITY EASEMENT

SURVEYOR'S CERTIFICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

I, JAD DUPLECHAIN, 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 TITLE 25 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND WAS PREPARED FROM AN ACTUAL ON THE GROUND SURVEY OF THE PROPERTY MADE UNDER MY DIRECTION AND SUPERVISION.

PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED
FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED
OR RELIED UPON AS A FINAL SURVEY DOCUMENT

JAD DUPLECHAIN, R.P.L.S. NO 6906
SURVEY WORKS, LLC
1207 UPLAND DRIVE, AUSTIN, TEXAS 78741
TBPELS FIRM NO. 10194157
512-599-8067
INFO@SURVEYWORKS.COM

DATE

ENGINEER'S CERTIFICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

I, JOHN P. SULLIVAN, 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 STANDPOINT AND COMPLIES WITH THE ENGINEERING RELATED PORTIONS OF TITLE 25 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100 YEAR FLOOD PLAIN OF ANY WATERWAY THAT IS WITHIN THE LIMITS OF STUDY OF THE FEDERAL FLOOD INSURANCE ADMINISTRATION FIRM PANEL # 48453C0295H, DATED SEPTEMBER 26, 2008 FOR TRAVIS COUNTY, TEXAS.

JOHN P. SULLIVAN, P.E. NO. 144534
RADIUS CIVIL ENGINEERING LLC
1709 Madison Ave Unit B, Austin TX, 78757
TBPELS FIRM NO. F-23684
(512) 431-8510
JP@CIVILITUDE.COM

DATE

LOT SUMMARY TABLE

LOT	SQ. FT.	RESIDENTIAL
1	348,068 (7.990 AC)	

CALLED 100.015 ACRE
DOC. NO. 2020019707
O.P.R.T.C.

CALLED 4.9932 ACRE
DOC. NO. 2022104531
O.P.R.T.C.

LOT 1
MEASURED ACREAGE
7.990 ACRES ±

CALLED 8.12 ACRE
DOC. NO. 2005152120
O.P.R.T.C.

REMAINAR OF
CALLED 10.00 ACRE
VOL. 8918 PG. 247
R.P.R.T.C.

LOT 1, BLOCK A
PILKINTON SUBDIVISION
DOC. NO. 200700177
O.P.R.T.C.

CALLED 2.00 ACRE
VOL. 8821 PG. 713
R.P.R.T.C.

CALLED 3.000 ACRE
DOC. NO. 2017061972
O.P.R.T.C.

JOHNSON ROAD
(50' R.O.W. PER PLAT,
200700177, P.R.T.C.)

GREENBURY GATES
SURVEY NO. 63, A-156
TRAVIS COUNTY, TEXAS

BOIS D ARC ROAD
(60' R.O.W. PER PLAT,
200700177, P.R.T.C.)

LEMMUEL KIMBRO
SURVEY NO. 54, A-156
TRAVIS COUNTY, TEXAS

DATUM & BEARING BASIS

TEXAS STATE PLANE COORDINATE SYSTEM,
GRID NORTH, CENTRAL ZONE (4203), NAD 83.
ELEVATION DATA NAVD 88, GEOID 18.
DISTANCES IN US SURVEY FEET (GRID).

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
AUSTIN, TX 78741
FIRM #10194157
(512) 599-8067

SHEET

1 of 3

CASE NO. 2023-P-1586-SF

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS

GENERAL NOTES:

- THIS SUBDIVISION IS IN THE CITY OF MANOR EXTRATERRITORIAL JURISDICTION AS OF _____
- A DRIVEWAY PERMIT FROM TRAVIS COUNTY IS REQUIRED PRIOR TO CONSTRUCTION OF ANY DRIVEWAY CONNECTING TO BOIS D ARC RD NO LOT SHALL BE OCCUPIED UNTIL THE STRUCTURE IS CONNECTED TO AQUA WATER SUPPLY CORPORATION AND AN APPROVED ONSITE SEWAGE FACILITY
- WATER SHALL BE PROVIDED BY AQUA WATER SUPPLY CORPORA RATION. WASTEWATER SERVICE SHALL BE PROVIDED BY AN APPROVED ONSITE WASTEWATER SYSTEM.
- ELECTRIC SERVICE SHALL BE PROVIDED BY ONCOR.
- BEFORE CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS SHALL BE SUBMITTED TO TRAVIS COUNTY FOR REVIEW.
- RAINFALL RUNOFF SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED MEHTODS. ALL PROPOSED CONSTRUCTION OR SITE ALTERATION REQUIRES THE APPROVAL OF A SEPARATE DEVELOPMENT PERMIT.
- A 10-FT PUBLIC UTILITY EASEMENT (P.U.E.) SHALL BE DEDICATED ALONG ALL STREET FRONTAGE.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT EXCEPT AS APPROVED BY TRAVIS COUNTY AND THE CITY OF MANOR.
- EASEMENT(S) DEDICATED TO THE PUBLIC BY THIS PLAT SHALL ALSO BE SUBJECT TO THE TERMS AND CONDITIONS OF THE ENGINEERING DESIGN MANUAL PER ORDINANCE NO. 1206-15-02.2.4. THE GRANTOR [PROPERTY OWNER(S)], HEIRS, SUCCESSORS AND ASSIGNS SHALL RETAIN THE OBLIGATION TO MAINTAIN THE SURFACE OF THE EASEMENT PROPERTY, INCLUDING THE OBLIGATION TO REGULARLY MOW OR CUT BACK VEGETATION AND TO KEEP THE SURFACE OF THE EASEMENT PROPERTY FREE OF LITTER, DEBRIS, AND TRASH.
- THE PROPERTY OWNER AND/OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE AND UTILITY EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY AND THE CITY OF MANOR FOR THE PLACEMENT, INSPECTION OR MAINTENANCE OF SAID EASEMENTS.
- EACH LOT IN THIS SUBDIVISION IS RESTRICTED ON ONE SINGLE-FAMILY RESIDENCE
- ALL ELECTRIC UTILITY INFRASTRUCTURE INCLUDING BUT NOT LIMITED TO TELEPHONE, CABLE TELEVISION, ELECTRIC UTILITY LATERAL AND SERVICE LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR ENGINEERING DESIGN MANUAL
- THE OWNER OF THIS SUBDIVISION, AND HIS/HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR THE PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF TRAVIS COUNTY THE CITY OF MANOR. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED AT THE OWNER'S SOLE EXPENSE IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- CONSTRUCTION PLANS AND SPECIFICATIONS FOR ALL SUBDIVISION IMPROVEMENTS SHALL BE REVIEWED AND APPROVED BY THE CITY OF MANOR AND TRAVIS COUNTY PRIOR TO ANY CONSTRUCTION WITHIN THE SUBDIVISION.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER AND HIS OR HER ASSIGNS.
- EROSION/SEDIMENTATION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT INCLUDING SINGLE FAMILY AND DUPLEX CONSTRUCTION PURSUANT TO THE LAND DEVELOPMENT CODE AND THE ENVIRONMENTAL CRITERIA MANUAL.
- BY APPROVING THIS PLAT TRAVIS COUNTY ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. THE INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO TRAVIS STANDARDS MAY BE JUST CAUSE FOR THE COUNTY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS INCLUDING BUILDING PERMITS, SITE PLAN APPROVALS, AND/OR CERTIFICATES OF OCCUPANCY.
- AN ACTIVITY THAT MAY ADVERSELY AFFECT A TREE OF EIGHT INCHES OR MORE IN TRUNK DIAMETER (MEASURED AT FOUR FEET HEIGHT ABOVE THE GROUND) IN A RIGHT-OF-WAY ACCEPTED FOR MAINTENANCE BY TRAVIS COUNTY MUST COMPLY WITH ALL STANDARDS AND REQUIREMENTS IN THE TRAVIS COUNTY CODE.
- WASTEWATER AND WATER SYSTEMS SHALL CONFORM TO TCEQ (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY) AND STATE BOARD OF INSURANCE REQUIREMENTS. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED AT THE OWNER'S SOLE EXPENSE IF PLANS TO DEVELOP THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- PER CH. 482-202(Q)(4) OF TRAVIS COUNTY DEVELOPMENT REGULATIONS \$ _____ HAS BEEN PAID TO TRAVIS COUNTY IN LIEU OF SIDEWALK INSTALLATION.
- TRAVIS COUNTY ESD NO. 12 (TCESD12) IS THE AUTHORITY HAVING JURISDICTION (AHJ) FOR ALL FIRE CODE REVIEWS, PERMITS, AND COMPLIANCE WITHIN TCESD12'S AREA.
- PRIOR TO CONSTRUCTION, EXCEPT FOR SINGLE-FAMILY, ON ANY LOT IN THIS SUBDIVISION A FIRE CODE REVIEW-SITE CONSTRUCTION PERMIT SHALL BE OBTAINED FROM TCESD12.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY DEVELOPMENT.
- (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS-OF-WAY DEDICATED BY THIS PLAT.
- PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.
- THIS SUBDIVISION IS SUBJECT TO THE TRAVIS COUNTY 2016 WATER QUALITY RULES.
- BEFORE BEGINNING CONSTRUCTION ACTIVITIES ON A SUBDIVISION LOT, THE OWNER MUST OBTAIN A TRAVIS COUNTY DEVELOPMENT PERMIT AND, WHEN APPLICABLE, OBTAIN AND IMPLEMENT A STORM WATER POLLUTION PREVENTION PLAN (SWP3). THE SWP3 REQUIRES IMPLEMENTATION OF TEMPORARY AND PERMANENT BEST MANAGEMENT PRACTICES, INCLUDING EROSION AND SEDIMENT CONTROLS, FOR PROTECTION OF STORM WATER RUNOFF QUALITY, IN ACCORDANCE WITH THE TRAVIS COUNTY CODE.
- THE OWNER IS RESPONSIBLE FOR MAINTAINING AND OPERATING ALL PERMANENT WATER QUALITY CONTROLS IN COMPLIANCE WITH ALL APPLICABLE STANDARDS AND REQUIREMENTS OF THE TRAVIS COUNTY CODE.

TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM PLAT NOTES:

- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR A PRIVATE ON-SITE WASTEWATER (SEPTIC) SYSTEM THAT HAS BEEN APPROVED AND LICENSED FOR OPERATION BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM
- THIS SUBDIVISION IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF CHAPTER 448, TRAVIS COUNTY CODE, RULES OF TRAVIS COUNTY, TEXAS FOR ON-SITE SEWAGE FACILITIES. THESE RULES REQUIRE, AMONG OTHER THINGS, THAT A CONSTRUCTION PERMIT BE OBTAINED FROM TRAVIS COUNTY BEFORE AN ON-SITE SEWAGE FACILITY CAN BE CONSTRUCTED, ALTERED, MODIFIED, OR REPAIRED IN THE SUBDIVISION AND THAT A LICENSE TO OPERATE BE OBTAINED FROM TRAVIS COUNTY BEFORE AN ON-SITE SEWAGE FACILITY CAN BE OPERATED IN THE SUBDIVISION.
- EACH RESIDENTIAL LOT IN THIS SUBDIVISION IS RESTRICTED TO NO MORE THAN ONE SINGLE FAMILY DWELLING PER ACRE.
- THESE RESTRICTIONS ARE ENFORCEABLE BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM

BRANDON COUCH
ON-SITE WASTEWATER, TRAVIS COUNTY TNR

DATE

JURISDICTION:

THIS SUBDIVISION PLAT IS LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF MANOR ON THIS THE _____ DAY OF _____, 20____.

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: _____

CHAIRPERSON

LLUVIA T. ALMARAZ, CITY SECRETARY

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: _____

DR. CHRISTOPHER HARVEY
MAYOR OF THE CITY OF MANOR, TX

LLUVIA T. ALMARAZ,
CITY SECRETARY

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS THE _____ DAY OF _____, 20____.

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., DULY RECORDED ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____M. OF SAID COUNTY AND STATE IN DUCUMENT NUMBER _____ IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY.

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

DYANA LIMON MERCADO, COUNTY CLERK
TRAVIS COUNTY, TEXAS

COUNTY OF TRAVIS
STATE OF TEXAS

TRAVIS COUNTY COMMISSIONERS COURT RESOLUTION:

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR THE DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNERS OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT RAFFIC ONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

THE STATE OF TEXAS
THE COUNTY OF TRAVIS

I, DYANA LIMON MERCADO, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, A.D., THE COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE _____ DAY OF _____, 20____, A.D.

DYANA LIMON MERCADO, COUNTY CLERK
TRAVIS COUNTY, TEXAS

FIELD NOTE DESCRIPTION

BEING A 7.990 ACRE TRACT, MORE OR LESS, SITUATED IN THE, GREENBURY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 3.000 ACRE TRACT OF LAND CONVEYED TO FELI JIMINEZ, IN A GENERAL WARRANTY DEED DATED APRIL 7, 2017 AS RECORDED IN DOCUMENT NO. 2017061972, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.), AND ALL OF A CALLED 4.9932 ACRE TRACT OF LAND CONVEYED TO EDUARDO SANCHEZ AND WIFE MALENY SANCHEZ, JAVIER SOLORZANO PEREZ AND WIFE, MARIA SANCHEZ, RUBEN SALDANA AND WIFE, LOURDES SANCHEZ, JOSUE SANCHEZ AND WIFE, KELLY JARAMILLO, AND FELI JIMENEZ IN A WARRANTY DEED WITH VENDOR'S LIEN DATED JUNE 10, 2022 AS RECORDED IN DOCUMENT NO. 2022104531, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 7.990 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a concrete monument (8-Inch diameter) set with pink cap stamped "Survey Works", at the south corner of a called 10.00 acre tract, as described in Volume 6369, Page 871, Deed Records of Travis County, Texas, at the south corner of said 3.000 acre tract, at the east corner of a called 8.12 acre tract conveyed to Felipe Vega Galvan, as recorded in Document No. 2005152120, Official Public Records of Travis County, Texas, on the west right of way (ROW) line of Bois D Arc Road (60 foot ROW), for the south corner of the herein described tract, from which an iron rod (1/2-Inch diameter) found in the west line of said ROW, at the south corner of said 8.12 acre tract bears S 27°46'27" W, a distance of 335.89 feet ;

Thence, N 62°24'38" W departing the west right of way line of Bois D Arc Road, along the south lines of said 3.000 acre tract and said 4.9932 acre tract, common with the north line of said 8.12 acre tract, passing at a distance of 633.48 feet an iron rod found (1/2-Inch diameter) with yellow cap stamped "Dodd", at the west corner of said 3.000 acre tract, at the southernmost corner of said 4.9932 acre tract, and continuing for a total distance of **1,053.91 feet**, to an iron rod found (5/8-Inch diameter), at the west corner of said 10.00 acre tract, at the west corner of said 4.9932 acre tract, at the north corner of said 8.12 acre tract, at an angle point on the east line of a called 100.015 acre tract conveyed to First United Builders, L.L.C., as recorded in Document No. 2020019707, Official Public Records of Travis County, Texas, for the west corner of the herein described tract;

Thence, N 27°26'18" E along the west line of said 4.9932 acre tract, common with the west line of said 10.00 acre tract and the east line of said 100.015 acre tract, for a distance of **411.35 feet** to an iron rod found (3/8-Inch diameter), at the north corner of said 10.00 acre tract, at the north corner of said 4.9932 acre tract, at an angle point in the east line of said 100.015 acre tract, for the north corner of the herein described tract, from which an iron rod (1/2-Inch diameter) found in the south line of Johnson Road (50 foot ROW), at the northeast corner of said 100.015 acre tract bears N 27°01'37" E, a distance of 414.58 feet;

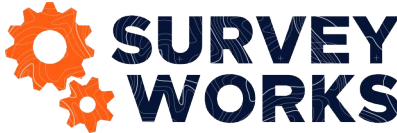
Thence, S 62°27'37" E along the north line of said 4.9932 acre tract, common to the north line of said 10.00 acre tract, for a distance of **640.72 feet** to an iron rod set (1/2-Inch diameter) with pink cap stamped "Survey Works", at the east corner of said 4.9932 acre tract, for an exterior corner of the herein described tract; from which an iron rod (1/2-Inch diameter) found in the west ROW line of Bois D Arc Road, at the east corner of a called 2.00 acre tract conveyed to Leonard Dean Prellop and wife, Kathy Prellop, as described in Volume 8821, Page 713, Real Property Records of Travis County, Texas, bears S 62°27'37" E, a distance of 420.11 feet;

Thence, S 31°29'15" W along the east line of said 4.9932 acre tract, for a distance of **205.98 feet** to an iron rod found (1/2-Inch diameter), with orange cap stamped "Precision Surveyors", at an southeasterly exterior corner of said 4.9932 acre tract, at a point on the north line of said 3.000 acre tract, for an interior corner of the herein described tract, from which an iron rod found (1/2-Inch diameter), at the north corner of said 3.000 acre tract, at an interior corner of said 4.9932 acre tract bears N 62°32'41" W, a distance of 201.15 feet;

Thence, S 62°26'58" E along the north line of said 3.000 acre tract, passing at a distance of 9.81 feet, a calculated point at the west corner of said 2.00 acre tract, continuing along the north line of said 3.000 acre tract, common to the south line of said 2.00 acre tract, for a total distance of **432.38 feet** to an iron rod found (1/2-Inch diameter), at the east corner of said 3.000 acre tract, at the south corner of said 2.00 acre tract, on the west ROW line of Bois D Arc Road, for the easternmost corner of the herein described tract;

Thence, S 28°43'39" W along the east line of said 3.000 acre tract, common to the west ROW line of Bois D Arc Road for a distance of **206.73 feet** to the **POINT OF BEGINNING**, in all containing **7.990** acres of land, more or less.

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
AUSTIN, TX 78741
FIRM #10194157
(512) 599-8067

SHEET
2 of 3
CASE NO. 2023-P-1586-SF

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS

OWNER'S DEDICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

THAT FELI JIMINEZ BEING THE OWNER OF THAT CERTAIN 3.000 TRACT OF LAND IN ABSTRACT NO. 315, GREENBURY GATES SURVEY NO. 63, IN TRAVIS COUNTY, TEXAS, AS CONVEYED BY GENERAL WARRANTY DEED DATED APRIL 7, 2017, AS RECORDED IN DOCUMENT NO. 2017061972 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS,

THAT EDUARDO SANCHEZ AND WIFE MALENY SANCHEZ, JAVIER SOLORZANO PEREZ AND WIFE, MARIA SANCHEZ, RUBEN SALDANA AND WIFE, LOURDES SANCHEZ, JOSUE SANCHEZ AND WIFE, KELLY JARAMILLO, AND FELI JIMENEZ BEING THE OWNER OF THAT CERTAIN 4.9932 TRACT OF LAND IN ABSTRACT NO. 315, GREENBURY GATES SURVEY NO. 63, IN TRAVIS COUNTY, TEXAS, IN TRAVIS COUNTY, TEXAS, AS CONVEYED BY WARRANTY DEED WITH VENDOR'S LIEN DATED JUNE 10, 2022, AS RECORDED IN DOCUMENT NO. 2022104531 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS,

DOES HEREBY SUBDIVIDE 7.990 ACRES OF LAND IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, PURSUANT TO CHAPTER 212 OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS:

SANCHEZ ACRES FINAL PLAT

AND DO HEREBY DEDICATE TO THE PUBLIC, THE USE OF THE STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

FELI JIMINEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

EDUARDO SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

MALENY SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

JAVIER SOLORZANO PEREZ AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

MARIA SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

RUBEN SALDANA AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

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NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

LOURDES SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

JOSUE SANCHEZ AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF , ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF DATE

WITNESS MY HAND THIS THE DAY OF , A.D. 20 .

KELLY JARAMILLO
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

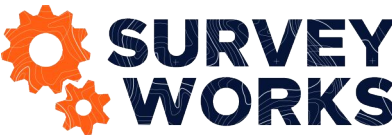
BY: SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

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NOTARY PUBLIC - STATE OF DATE

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
AUSTIN, TX 78741
FIRM #10194157
(512) 599-8067

SHEET

3 of 3

CASE NO. 2023-P-1586-SF



1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, November 15, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor, TX. 78653

Dear Glynn Sullivan,

The first submittal of the Sanchez Acres Short Form Final Plat (*Short Form Final Plat*) submitted by Radius Civil Engineering and received on March 22, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:
a. (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:
a. "Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, Tx. Dyana Limon Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has that Bois D'Arc is 60' so there should be a 20' ROW dedication.. **AS per Section 42. Transportation improvements Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)**~~
- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

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

Thank you,



11/15/2023 5:10:39 PM
Sanchez Acres Short Form Final Plat
2023-P-1586-SF
Page 3

Tyler Shows
Staff Engineer
GBA

Item 4.



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, November 16, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor, TX. 78653

Dear Glynn Sullivan,

The first submittal of the Sanchez Acres Short Form Final Plat (*Short Form Final Plat*) submitted by Radius Civil Engineering and received on March 22, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:
a. (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:
a. "Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, Tx. Dyana Limon Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has that Bois D'Arc is 60' so there should be a 20' ROW dedication.. **AS per Section 42. Transportation improvements Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)**~~
- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

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Thank you,



11/16/2023 12:35:15 PM
Sanchez Acres Short Form Final Plat
2023-P-1586-SF
Page 3

Tyler Shows
Staff Engineer
GBA

Item 4.

November 22, 2023

Tyler Shows
GBA
1500 County Road 269
Leander, TX 78641

Re: **Response to Comments**
Sanchez Acres (2023-P-1586-SF)
14614 Bois D Arc Lane, Manor, TX 78653

Dear Mr. Shows,

As part of the formal update for the above referenced Short Form Final Plat application, we have included this letter to address the comments below.

Engineer Review

- i. *Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements*

Noted. Thank you.

- ii. *Certification from the County Health district that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.***

Currently we are awaiting formal approval from Travis County for the septic tank. We will provide certification once received.

- iii. *Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.*

X and Y coordinates are now identified for four property corners.

- iv. *The location of the building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.*

This property is located in the ETJ, there is no zoning regulations that apply to land in the ETJ, "The requirements of this chapter shall apply to all property within the city; provide for the implementation of the site development regulations; provide a voluntary guide for the development of property within the extraterritorial jurisdiction in order that such property may be developed in a manner consistent with neighboring areas and existing or

planned infrastructure; and be construed and applied in a manner to give effect to the City of Manor Master Plan. This chapter has been made with reasonable consideration among other things, for the character of the district and its peculiar suitability for the uses specified, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city consistent with the City of Manor Master Plan. Nothing herein shall be construed to grant a 'permanent' zoning."

- v. *Add the following note.*
 - a. *(FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG AL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.*

Note has been added.

- vi. *Add the following note under general notes.*
 - a. *"Performance and maintenance guarantees as required by the City".*

Note has been added.

- vii. *Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, TX. Dyana Limon Mercado is the current clerk of Travis County.*

Names have been updated.

- viii. *This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has the Bois D'Arc is 60' so there should be a 20' ROW dedication. As per Section 42. Transportation improvement Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)*

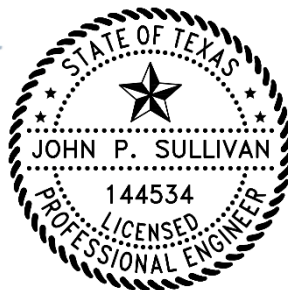
ROW dedication now shown.

If you have any question about any of the items included in this submittal, please call me at 512-431-8510.

Sincerely,



John Sullivan, PE
Date: 11/22/2023





1500 County Road 269
Leander, TX 78641

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

Date: Thursday, December 14, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor 78653

Dear Glynn Sullivan,

The subsequent submittal of the Sanchez Acres Short Form Final Plat submitted by Radius Civil Engineering and received on March 22, 2024, 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.

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
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- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA

January 19, 2024

Tyler Shows
GBA
1500 County Road 269
Leander, TX 78641

Re: **Response to Comments**
Sanchez Acres (2023-P-1586-SF)
14614 Bois D Arc Lane, Manor, TX 78653

Dear Mr. Shows,

As part of the formal update for the above referenced Short Form Final Plat application, we have included this letter to address the comments below.

Engineer Review

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health district that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
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- ix. ~~Please remove Lakesha Small as the P&Z chairperson. The signature block can read Chairperson~~

Lakesha Small removed; signature block now reads: Chairperson

x. *Each property owner will need to be notarized.*

Notary block added for each property owner.

xi. *The required Travis County Commissioner's Court signature block is missing.*

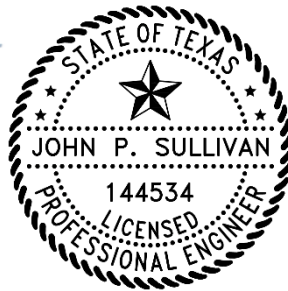
TC Commissioner's Court signature block added.

If you have any questions about any of the items included in this submittal, please call me at 512-431-8510.

Sincerely,



John Sullivan, PE
Date: 1/19/2024





1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, February 21, 2024

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor 78653

Dear Glynn Sullivan,

We have conducted a review of the final plat for the above-referenced project, submitted by Glynn Sullivan and received by our office on March 22, 2024, 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



3/27/24

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: Sanchez Acres Short Form Final Plat
 Case Number: 2023-P-1586-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon a Subdivision Short Form Final Plat the for Sanchez Acres Subdivision located at 14614 Bois D’Arc Lane, Manor TX. Subdivision plats that meet the city’s requirements are required to be approved by the Planning and Zoning Commission. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for Sanchez Acres, two (2) lots on 7.99 acres, more or less, and being located at 14614 Bois D’Arc Lane, Manor TX.

Applicant: Radius Civil Engineering
Owner: Maleny Sanchez

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

Timothy Jackson & (223858)
PO Box 152
Manor, Texas 78653-0152

St. Gregorios Orthodox Church Austin
(223884)
PO Box 81684
Austin, TX 78708-1684

Oswaldo Perez-Fabela (1641518)
14605 Bois D Arc Ln
Manor, TX 78653-3804

Maria Luisa Lopez (1495205)
14525 Bois D Arc Ln
Manor, TX 78653-3812

Felipe Vega Galvan (1305164)
14604 Bois D Arc Ln
Manor, TX 78653-3803

Leonard Dean Prellop
14626 Bois D Arc Ln
Manor, TX 78653-3803

Bradford Hermes & Gisela Hermes
Herver (1540238)
14630 Bois D Arc Ln
Manor, TX 78653-3803

Betty K Wendland Life Estate (1858856)
13001 Johnson Rd, Ste. 3
Manor, TX 78653-3664

First United Builders LLC (1836151)
23103 Park Rd
Tomball, TX 77377-4017



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

Applicant: Kimley Horn

Owner: LVE Las Entradas Reg, LP

BACKGROUND/SUMMARY:

This plat has been approved by our engineers. This plat is a replat of Las Entradas Section 3, which was originally platted as 5 lots. This plat combines those 5 lots into one as the owner intends to develop the commercial properties as a condo regime.

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

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

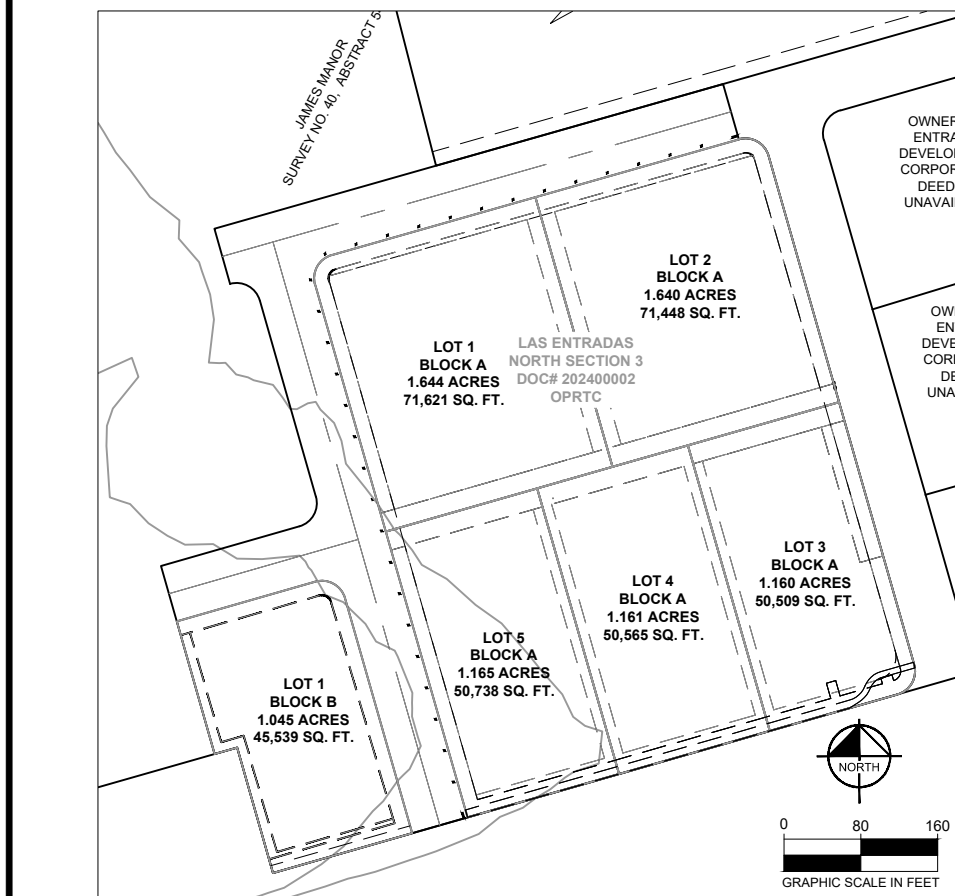
ACTIONS:

<i>Discretion</i>	Not Applicable
<i>Subdivision Review Type</i>	Alternative
<i>Actions</i>	Open & Close, Open and Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

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



THE AREA BEING AMENDED WAS PREVIOUSLY PLATTED AS LOT 1 - 5, BLOCK A
LAS ENTRADAS NORTH SECTION 3, AS RECORDED IN DOCUMENT NO. 202400002
OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

LEGEND

○	1/2" IRON ROD W/ "KHA" CAP SET (UNLESS OTHERWISE NOTED)
OPRTC	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
DRTC	DEED RECORDS OF TRAVIS COUNTY TEXAS
R.O.W.	RIGHT OF WAY
IRFC	IRON ROD FOUND (W/CAP STAMPED "____")
IPF	IRON PIPE FOUND
IRF	IRON ROD FOUND
CM	TxDOT TYPE I CONCRETE MONUMENT
XF	"X" FOUND IN CONCRETE
BSL	BUILDING SETBACK LINE
POB	POINT OF BEGINNING
—	SIDEWALK
▬	BOUNDARY LINE
— — — — —	RIGHT-OF-WAY CENTER LINE
▬	RIGHT-OF-WAY LINE
— — — — —	EASEMENT LINE

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

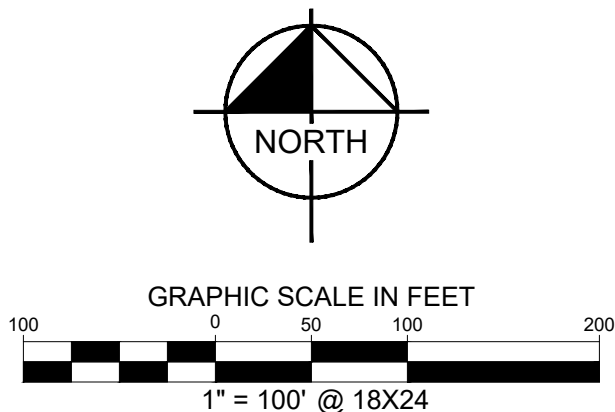
CIVIL ENGINEER:
KIMLEY-HORN AND ASSOCIATES, INC.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735
TBPE FIRM REGISTRATION NO. F-928
PH: (512) 418-1771
CONTACT: KENDYL B. SAUL, P.E.

OWNER/DEVELOPER:
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
PH:(512) 373-3954
CONTACT: DANIEL CAMPBELL

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Kimley-Horn and Associates, Inc.
All rights reserved

SURVEYOR'S NOTES:

1. ALL PROPERTY CORNERS ARE MONUMENTED WITH A 1/2-INCH IRON ROD WITH A PLASTIC CAP STAMPED "KHA" UNLESS OTHERWISE NOTED.
2. THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM SURFACE, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). TO CONVERT SURFACE DISTANCES TO THE GRID, APPLY THE COMBINED SURFACE TO GRID SCALE FACTOR OF 0.99992337881. THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
3. THE BASIS OF BEARING OF THIS DRAWING IS THE TEXAS STATE PLANE COORDINATE SYSTEM GRID CENTRAL ZONE (FIPS 4203) HORIZONTAL DATUM: NAD'83



NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	91°44'59"	25.00'	40.04'	S28°51'37"W	35.89'
C2	90°05'35"	25.00'	39.32'	N29°04'32"E	35.39'
C3	89°13'09"	25.00'	38.93'	S61°11'30"E	35.11'

PATENT SURVEY:	JAMES MANOR SURVEY NO 40 ABSTRACT NO. 546
DEVELOPER:	LAS ENTRADAS DEVELOPMENT CORPORATION
SITE:	US 290, MANOR, TEXAS
ACREAGE:	6.770 ACRES
NUMBER OF BLOCKS:	1
ZONING:	COMMERCIAL (C-1)
PROPOSED USE:	COMMERCIAL
LINEAR FEET OF NEW STREETS:	NONE
ACREAGE OF NEW STREETS:	NONE
SUBMITTAL DATE	00/00/2023
PLANNING AND ZONING REVIEW DATE:	00/00/2023
ACREAGE BY LOT TYPE:	1 - DEVELOPMENT LOT 6 BLOCK A (DEVELOPMENT) - 6.770 ACRES

AMENDED PLAT OF
LAS ENTRADAS NORTH SECTION 3,
LOT 1A, BLOCK A
6.770 ACRES
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

<u>Scale</u>	<u>Drawn by</u>	<u>Checked by</u>	<u>Date</u>	<u>Project No.</u>	<u>Sheet No.</u>
1" = 100'	DJG	JGM	2/20/2024	069241746	1 OF 2

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, LVE LAS ENTRADAS REG, LP, BEING THE OWNER OF LOTS 1 - 5, BLOCK A, LAS ENTRADAS NORTH - SECTION 3 PLAT RECORDED IN DOCUMENT NO. 202400002, CONVEYED TO LVE LAS ENTRADAS REG, LP, AS RECORDED UNDER DOCUMENT NO. 2024005009, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

SAID LOTS HAVING BEEN APPROVED FOR AMENDMENT PURSUANT TO CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, DO HEREBY AMEND LOTS 1 - 5, BLOCK A, IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO, TO BE KNOWN AS

AMENDED PLAT OF LOT1A, BLOCK A,
LAS ENTRADAS NORTH - SECTION 3

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE _____ DAY OF _____, 20____, A.D.

BY: _____
DANIEL CAMPBELL
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
(512) 373-3954

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, 20____,

NOTARY PUBLIC
NOTARY REGISTRATION NUMBER _____
MY COMMISSION EXPIRES: _____

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 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.

FROST BANK

BY: _____

NAME: _____
TITLE: _____

THE STATE OF _____ §
COUNTY OF _____ §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____, 20____, BY _____, AS _____ OF THE FROST BANK, ON BEHALF OF SAID LENDER.

NOTARY PUBLIC
NOTARY REGISTRATION NUMBER _____
MY COMMISSION EXPIRES: _____
COUNTY OF _____
THE STATE OF TEXAS

NOTES:

- ALL NOTES AND RESTRICTIONS FROM THE PREVIOUS PLAT, "LAS ENTRADAS NORTH SECTION 3 PLAT" , A SUBDIVISION RECORDED IN DOCUMENT NO. 202400002 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SHALL APPLY TO THIS AMENDED PLAT.
- THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. TWELFTH DAY OF DECEMBER, 2022.
- THE NUMBER OF PROPOSED LOTS IS ONE (1). ALL PROPOSED LOT USAGE IS COMMERCIAL.
- PROPERTY OWNER OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF MANOR, FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER OR HIS/HER ASSIGNS.
- A 15' ELECTRICAL, NATURAL GAS, PROPANE, CABLE T.V. TELEPHONE AND INTERNET EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET RIGHTS OF WAY ONLY AS SHOWN.
- THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR PLANS FOR THE CONSTRUCTION OF SUBDIVISION IMPROVEMENTS THAT COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF MANOR, ALL LOTS IN THIS SUBDIVISION NOT DESIGNATED AS SINGLE-FAMILY WILL BE MAINTAINED BY LAS ENTRADAS DEVELOPMENT CORPORATION AND ITS SUCCESSORS AND ASSIGNS.
- A CITY OF MANOR DEVELOPMENT PERMIT IS REQUIRED BEFORE THE SITE DEVELOPMENT OF ANY LOTS IN THIS SUBDIVISION.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO BUILDINGS, FENCES, LANDSCAPING, OR OTHER OBSTRUCTIONS SHALL BE ALLOWED WITHIN ANY DRAINAGE EASEMENT SHOWN HEREON EXCEPT AS SPECIFICALLY APPROVED BY THE CITY OF MANOR.
- ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO THE CITY OF MANOR STANDARDS.
- WATER AND WASTEWATER WILL BE PROVIDED BY THE CITY OF MANOR.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL THE CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
- CURRENT ZONING: C1 - LIGHT COMMERCIAL.
- PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.

CITY OF MANOR ACKNOWLEDGMENTS

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

APPROVED: _____ ATTEST: _____
CHAIRPERSON _____ LLUVIA T. ALMARAZ, CITY SECRETARY

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

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

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 _____, 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 _____, ____.

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

BY: _____
DEPUTY

STATE OF TEXAS §
COUNTY OF TRAVIS §

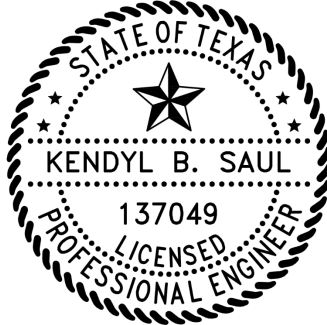
I, KENDYL B. SAUL, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STAND POINT AND COMPLIES WITH THE ENGINEERING RELATED PORTION OF THE CITY OF MANOR, TEXAS SUBDIVISION ORDINANCE, AND IS TRUE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

THIS SITE IS LOCATED IN THE GILLELAND CREEK WATERSHED.

A PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0480J, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

Kendyl B. Saul 3/6/2024

KENDYL B. SAUL, P.E.
REGISTERED PROFESSIONAL ENGINEER No. 137049
KIMLEY-HORN AND ASSOCIATES, INC.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735



STATE OF TEXAS §
COUNTY OF BEXAR §

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

John G. Mosier 3/6/2024

JOHN G. MOSIER
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 6330 - STATE OF TEXAS
10101 REUNION PLACE, SUITE 400,
SAN ANTONIO, TEXAS 78216
Ph. 210-321-3402
greg.mosier@kimley-horn.com



AMENDED PLAT OF
LAS ENTRADAS NORTH SECTION 3,
LOT 1A, BLOCK A
6.770 ACRES
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.
N/A	DJG	JGM	2/20/2024	069241746	2 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.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735
TBPE FIRM REGISTRATION NO. F-928
PH: (512) 646-2237
CONTACT: KENDYL B. SAUL, P.E.

OWNER/DEVELOPER:
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
PH:(512) 373-3954
CONTACT: DANIEL CAMPBELL



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, February 13, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bissey@kimley-horn.com

Permit Number 2024-P-1614-SF
Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat, , TX.

Dear Kendyl Saul,

The first submittal of the Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat (*Short Form Final Plat*) submitted by Kimley-Horn and received on February 21, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.~~
- ii. ~~Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.~~
- iii. ~~Add "Performance and maintenance guarantees as required by the City." as a note.~~
- iv. **Provide 2023 Taxes. A tax certificate showing all 2023 taxes have been paid is required. A receipt will not work.**
- v. ~~Reminder that a seal is needed for the surveyor, and engineer.~~
- vi. ~~Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.~~

2/13/2024 12:16:37 PM
Las Entradas North Section 3, Lot 1A, Block A Short
Form Final Plat
2024-P-1614-SF
Page 2

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org 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,



Tyler Shows
Staff Engineer
GBA



February 21, 2024

City of Manor / GBA
1500 County Road 269
Leander, TX 78641

RE: **Las Entradas North Section 3, Lot 1A, Block A**
Short Form Final Plat
Manor, TX
2024-P-1614-SF

To Whom It May Concern:

Please accept this Comment Response Letter for the above referenced project. This submittal is in response to the comments provided by the City of Austin on February 13, 2024. The original comments have also been included below for reference.

Engineer Review - Tyler Shows

- i. Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part..

Response: Primary control point has been added to the northeast corner of the property.

- ii. Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.

Response: Chairperson signature line has been updated accordingly.

- iii. Add "Performance and maintenance guarantees as required by the City." as a note.

Response: Note has been added to sheet 2 as Note #14.

- iv. Provide 2023 Taxes.

Response: We have requested an official copy of the Travis County 2023 tax certificate. While the document is being processed, we have included an informal copy of the 2023 tax receipt information. We will follow up with the official copy once obtained as to not delay the plat processing.

- v. Reminder that a seal is needed for the surveyor, and engineer.

Response: Comment acknowledged.

- vi. Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls



Response: The mail notifications labels have been included as a word document with the resubmittal package.

End of report

Should you have any questions or require additional information, please do not hesitate to contact me at (512) 271-6315 or kendyl.saul@kimley-horn.com

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Kendyl Saul".

Kendyl Saul, PE
Project Manager



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, March 7, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bissey@kimley-horn.com

Permit Number 2024-P-1614-SF
Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat,

Dear Kendyl Saul,

The subsequent submittal of the Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat submitted by Kimley-Horn and received on February 21, 2024, 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.

- i. ~~Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.~~
- ii. ~~Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.~~
- iii. ~~Add "Performance and maintenance guarantees as required by the City." as a note.~~
- iv. **Provide 2023 Taxes. A tax certificate showing all 2023 taxes have been paid is required. A receipt will not work.**
- v. ~~Reminder that a seal is needed for the surveyor, and engineer.~~
- vi. ~~Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.~~

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 and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

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

Date: Friday, March 8, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bissey@kimley-horn.com

Permit Number 2024-P-1614-SF

Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat,

Dear Kendyl Saul,

We have conducted a review of the final plat for the above-referenced project, submitted by Kendyl Saul and received by our office on February 21, 2024, 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



3/27/24

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat

Case Number: 2024-P-1614-SF

Case Manager: Michael Burrell

Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon a Subdivision Short Form Final Plat for Las Entradas North Section 3. Subdivision plats that meet the city's requirements are required to be approved by the Planning and Zoning Commission. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

Applicant: Kimley Horn

Owner: Kimley Horn

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

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

TRANSPAK MANOR FACILITY LLC
(1953718)
20415 CORSAIR BLVD
HAYWARD CA 94545-1003

MANOR GRAND LLC (1852211)
300 CRESCENT CT 1425
DALLAS TX 75201-1890

MANOR LODGING DEVELOPMENT LLC
(1940242)
29711 S Legends Village Ct
Spring TX 77386-2036

LAS ENTRADAS DEVELOPMENT
(1335894)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

RIVER CITY PARTNERS LTD (109336)
501 E KOENIG LN
AUSTIN TX 78751-1426



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes for the March 13, 2024, Planning and Zoning Commission Regular Session.

BACKGROUND/SUMMARY:

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

- March 13, 2024, Planning and Zoning Commission Minutes

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve the March 13, 2024, Planning and Zoning Commission Minutes.

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



**PLANNING AND ZONING COMMISSION
CALLED SPECIAL SESSION MINUTES
MARCH 13, 2024**

*This meeting was live streamed on Manor's YouTube Channel at
<https://www.youtube.com/@cityofmanorsocial/streams>*

PRESENT:

COMMISSIONERS:

Felix Paiz, Chair, Place 4
Prince Chavis, Vice Chair, Place 2
Julie Leonard, Place 1
Cresandra Hardeman, Place 3 (Absent)
Celestine Sermo, Place 5 (Absent)
Cecil Meyer, Place 6
Jim Terry, Place 7
Gabriel Nila, Alternate No. 1
Gabrielle Orion, Alternate No. 2

CITY STAFF:

Scott Dunlop, Development Services Director
Michael Burrell, Planning Coordinator
Officer Ozuna

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 Paiz at 6:39 p.m. on Wednesday, March 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Chair Paiz requested Alternate P&Z Commissioner Nila join the Commissioners on the dais in the position of Place 5. Chair Paiz requested Alternate P&Z Commissioner Orion join the Commissioners on the dais in the position of Place 3.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card to speak regarding his concerns. Mr. Battaile showed a photo of 104 E. Townes Street. He expressed his opposition to allowing townhomes in this location. He spoke on the history of downtown town and requested we start calling it Main Street. He suggested the Commission submit budget items to the City Council.

PUBLIC HEARING

1. **Conduct a public hearing on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.** Applicant: Retail Connections. Owner: Retail Connections.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in opposition of this item. He stated per code this item should be require having a plaza.

Lance Morris with Retail Connection, 1000 N Lamar Blvd #410, Austin, Texas, submitted a speaker card in support of this item. Mr. Morris did not wish to speak; however, he was available for any questions.

Director Dunlop explained the reasons a Specific Use Permit would be needed for a medical office. He stated this would allow for approximately ten percent of the area to be for medical use.

Discussion was held regarding the layout of the property, the walkability for pedestrians and amenities that would be added for customer comfort and ease of shopping.

Consideration was given to any conditions that would be reasonable to this request.

Lance Morris, President of Retail Connection, answered questions regarding the type and size of medical facilities that was being purposed. He stated they are only in negotiations with one medical facility at this time. The size would be approximately 3,200 square feet of the 15,000 square feet they are requesting in the specific use permit.

Additional discussion was held regarding the businesses that were planned for this site. Mr. Morris addressed questions about the specific retail business and their locations within the development. He stated out of about 20 businesses there could potentially be 3 or 4 medical related businesses, such as urgent care center or chiropractor.

Discussion was held regarding the sidewalks, walkways, trails, and benches planned in and around the development. Director Dunlop gave details about the walk paths for the Manor Crossing development.

Consideration was given to reducing the amount of allowable medical space.

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

There was no further discussion.

Motion to Close carried 7-0.

- 2. Conduct a public hearing on a Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX.** Applicant: Quiddity Engineering. Owner: Gregg Lane Dev., LLC.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in opposition of this item. He expressed his displeasure over the amount of parkland dedicated for this development. He suggested different types of amenities for the parks including lights.

Director Dunlop gave a history of the New Haven PUD. He explained the differences from the original PUD and the amendments proposed.

Discussion was held regarding parkland locations, trails, roadways into and through the development and lighting in parks. Director Dunlop described the location of the connector roads and answered questions about appropriate conditions that could be added to the recommendation to City Council.

Director Dunlop clarified that this item is discretionary.

Director Dunlop answered questions pertaining to parking for this subdivision and the future developments that border the property.

Brad Carvajal with Quiddity Engineering, 3100 Alvin Devane Blvd., Suite 130, Austin, Texas, submitted a speaker card to speak in support of this item. He addressed concerns regarding the New Haven Homeowners Association. He stated the Developer would head the HOA right now, however, the length of times he would do so is unclear at this time.

Director Dunlop stated the city usually does not get involved with the way HOA's choose to regulate their subdivisions. He confirmed the Commission could make conditions with their recommendation to include street parking availability.

Director Dunlop explained the City of Manor would get involved if the HOA did not maintain the areas they were responsible for maintaining within the subdivision.

Mr. Carvajal explained the price point for residential homes was unknown to him. He clarified the Home Builders would set the cost.

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

There was no further discussion.

Motion to Close carried 7-0.

- 3. Conduct a public hearing on a Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.** Applicant: Morton Buildings. Owner: Morton Buildings.

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

Chair Paiz opened the public hearing.

Robert Battaile submitted a speaker card to speak in support of this item. Mr. Battaile stated he wanted to extend a Welcome to the Neighborhood to the owner and expressed his gratitude for something positive coming to the area.

Elizabeth Gutierrez, 12605 Casting Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. Ms. Gutierrez stated she was unaware this type of development could be built so close to her residence. She expressed her concerns regarding her children's safety and wellbeing due to the increase in events, activities, and traffic. She also stated an email was sent by her neighbor regarding her concerns as well.

Justin Bond, 12605 Casting Drive, Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Bond gave a brief history of his background and current profession. He expressed his frustration with this development. He stated his concerns with the size of this development on this small of a lot and life and safety issues with the increased traffic.

Mark Sanchez, 12613 Casting Drive, Manor, Texas, submitted a speaker card in opposition of this item. Mr. Sanchez stated that he was told by Pacesetter Homes that nothing would be built behind his property. He informed the Commission that other home buyers were told the same thing.

April Flores, 12613 Casting Drive, Manor, Texas, submitted a speaker card in opposition of this item. Ms. Flores did not wish to speak; however, she was available for any questions.

Director Dunlop gave details on the property. He stated the plat has been approved by the City Engineer. He stated that by Federal Law, religious assembly could not be restricted; Therefore, it is permitted in every zoning district. He explained the only area that could be regulated would be impervious coverage, setbacks, and building standards.

Director Dunlop answered questions related to the required approval and the conditions that would be appropriate for this item. He addressed the purpose of this item and what would be voted on. He stated this was just for establishing the legal boundaries of the lot, which is one of the first steps in the development process.

Pastor Doctor Ricky Allen with City of Refuge Church of God in Christ, 13114 Old Hwy 20, Manor, Texas, spoke in support of this item. Pastor Allen answered questions from the Commissioners. He clarified services would be held on Sundays and possibly Wednesday evenings.

Mister Gerald Jackson with City of Refuge Church of God in Christ, 13114 Old Hwy 20, Manor, Texas, spoke in support of this item. He gave a more detailed description of the times and activities that would take place.

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

There was no further discussion.

Motion to Close carried 7-0.

Chair Paiz recessed the meeting at 7:39 p.m.

Chair Paiz called the meeting back to order at 7:52 p.m.

CONSENT AGENDA

4. Consideration, discussion, and possible action to approve the P&Z Commission minutes for:

- **February 13, 2024, P&Z Commission Workshop Session; and**
- **February 13, 2024, P&Z Commission Called Special Session.**

Commissioner Leonard requested to know if there was a check list created from the workshop regarding the items discussed.

Director Dunlop stated he did take notes and made a list of items discussed. He stated he could have that available for the Commissioners at the upcoming April 6, 2024, City Council and P&Z Commission Joint Workshop.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Vice Chair Chavis to approve the consent agenda with correction to Commissioner Nila being absent and Commissioner Orion being present.

There was no further discussion.

Motion to Approve carried 7-0.

REGULAR AGENDA

5. Consideration, discussion, and possible action on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX. Applicant: Retail Connections. Owner: Retail Connections.

City Staff recommended that the P&Z Commission approve the Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.

MOTION: Upon a motion made by Commissioner Orion and seconded by Commissioner Leonard to approve the Specific Use Permit for Medical Offices in Manor Crossing allowing **10,000** sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, TX.

There was no further discussion.

Motion to Approve carried 6-0. Commissioner Meyer opposed.

6. Consideration, discussion, and possible action on a Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX. Applicant: Quiddity Engineering. Owner: Gregg Lane Dev., LLC.

City Staff recommended that the P&Z Commission approve the Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX.

Director Dunlop gave a brief summary of this item as a reminder. He clarified how the park fund fees would be calculated for the New Haven Subdivision and at what rate.

Discussion was held regarding parking. Director Dunlop explained the layout of the streets and parking. Concerns were expressed about HOA regulations inhibiting or restricting access to the parks within the city. Director Dunlop offered to bring the Ordinance to April Workshop.

Discussion was held regarding the traffic control devices planned for the connector roads through this subdivision. Director Dunlop explained the planned development of the residential lots in New Haven, Monarch Ranch and Okra subdivisions. He stated the road would be unloaded which means no driveways. There would be six-foot masonry walls with landscaping between the Right-of-Way.

Director Dunlop recapped the history of the Thoroughfare Plan and how it affected the subdivisions planned for this area. He answered questions regarding the roadways and traffic control devices.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the Planned Unit Development (PUD) amendment for the New Haven Subdivision being located at the corner of Gregg Ln and FM 973, Manor, TX, with the condition of the maximum allotted designated parallel parking spots at the nature preserve, the trails, and safety measures to be implemented at the intersection on the main road.

There was no further discussion.

Motion to Approve carried 7-0.

7. Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX. Applicant: Morton Buildings. Owner: Morton Buildings.

City Staff recommended that the P&Z Commission approve the Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.

Director Dunlop recapped the prior discussion on this item.

Discussion was held regarding the lot size, setbacks, and buildable space on this property. Consideration was given to the impact to the traffic on Old Hwy 20. Director Dunlop specified this section of road was within Travis County jurisdiction. He stated this type of development on a property with this size lot would not trigger the need for a Traffic Impact Analysis.

Discussion was held regarding access to the property and the feeder points onto the county road. Director Dunlop stated this would be regulated by Travis County. He explained the location of the Joint Access Easement and the intended use of the easement.

Director Dunlop explained the process and code requirements for property development.

Director Dunlop answered questions regarding soliciting and permits for soliciting.

Discussion was held regarding the joint easement. Director Dunlop confirmed easements are usually handled by City Council.

Chair Paiz expressed his concern for the future development due to the traffic issues already being experienced along this road.

Vice Chair Chavis expressed his discontentment with the builders or seller who misrepresented the potential future development of this property.

Vice Chair Chavis called for a more strategic plan to prioritize the construction, renovation, expansion of utilities and roadways to help with the continuous growth along this route in Manor.

MOTION: Upon a motion made by Commissioner Nila and seconded by Commissioner Orion to approve the Subdivision Short Form Final Plat for the City of Refuge Church of God in Christ located, one (1) for lot on 1 acre, more or less, and being located at 13114 Old Hwy 20, Manor, TX.

There was no further discussion.

Motion to Approve carried 6-0. Commissioner Leonard opposed.

8. Consideration, discussion, and possible action on a Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX. Applicant: Kimley-Horn. Owner: Manor MF, LLC.

City Staff recommended that the P&Z Commission approve the Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX.

Director Dunlop gave a summary of this item. He gave details about the location of the property.

Katherine Nicely with Metcalfe Wolff Stuart & Williams, 221 W 6th St #1300, Austin, Texas, submitted a speaker card in support of this item. Ms. Nicely did not wish to speak, however, she was available for any questions.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to approve the Final Plat for the Las Entradas South Section 4 subdivision, two (2) lots on 13.22 acres, more or less, and being located near the intersection of Gregg Manor Road and W. Eggleston Street, Manor, TX.

There was no further discussion.

Motion to Approve carried 7-0.

9. Consideration, discussion, and possible action on a Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

City Staff recommended that the P&Z Commission approve the Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

Director Dunlop gave details regarding the setback waiver for this property. He stated the street side would be 15' which could not be modified.

MOTION: Upon a motion made by Commissioner Terry and seconded by Vice Chair Chavis to approve the Setback Waiver for Lot 10, Block 19, Town of Manor to permit a 20' front setback, 10' rear setback, and 5' side setback.

There was no further discussion.

Motion to Approve carried 7-0.

ADJOURNMENT

MOTION: Upon a motion made by Vice Chair Chavis and seconded by Commissioner Nila to adjourn the Regular Session of the Manor P&Z Commission at 8:36 p.m. on Wednesday, March 13, 2024.

There was no further discussion.

Motion to Adjourn carried 7-0.

These minutes were approved by the Planning and Zoning Commission on the 10th day of April 2024.

APPROVED:

Felix Paiz
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Applicant: Professional StruCVIL Engineers Inc

Owner: Najib Wehbe

BACKGROUND/SUMMARY:

A portion of this property is currently being considered for annexation by the City Council and this zoning case has been filed to run concurrently with the annexation request. The property is located at the intersection of US Hwy 290 and FM 1100, both TxDOT roads.

This area on our Future Land Use Map is designated as 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.

In addition to the annexation and zoning cases, the applicant has also concurrently filed a Specific Use Permit for a Gas Station (Limited) on the property.

LEGAL REVIEW: *Not Applicable*

FISCAL IMPACT: *NO*

PRESENTATION: *NO*

ATTACHMENTS: *YES*

- Letter of Intent
- Rezoning Map
- Aerial Image
- Commercial Corridor Dashboard
- C-2 Land Uses
- Public Notice
- Mailing Labels

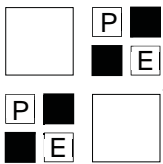
ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with modified land uses, Postpone, Deny

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

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

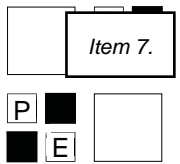


PROFESSIONAL STRUCIVIL ENGINEERS, INC.

STRUCTURAL CIVIL TRANSPORTATION

2205 W. PARMER LANE, SUITE #201, AUSTIN, TEXAS 78727

512.238.6422 FAX 512.258.8095 PSCE@PSCEINC.COM REGISTERED FIRM F-4951



December 09, 2021

Mr. Scott Dunlop
Interim City Manager, Development Services Director
City of Manor
105 E. Eggleston St.
Manor, TX 78653

Reference: Rezoning –ABS 154 SUR 52 CALDWELL A C ACR 11.354 (1-D-1) Letter of Intent

Dear Mr. Dunlop:

We are submitting the following request for a zoning change, from R-1 and A to C-2, for an 11.541 acres parcel located at 13105 FM 1100, Manor, TX 78653. The requested change is from the current zoning of R-1 and A zoning to C-2 zoning. The purpose of the zoning change would be to allow the future development of a 14,020sf commercial general retail building, three diesel MPDs, and six regular MPDs.

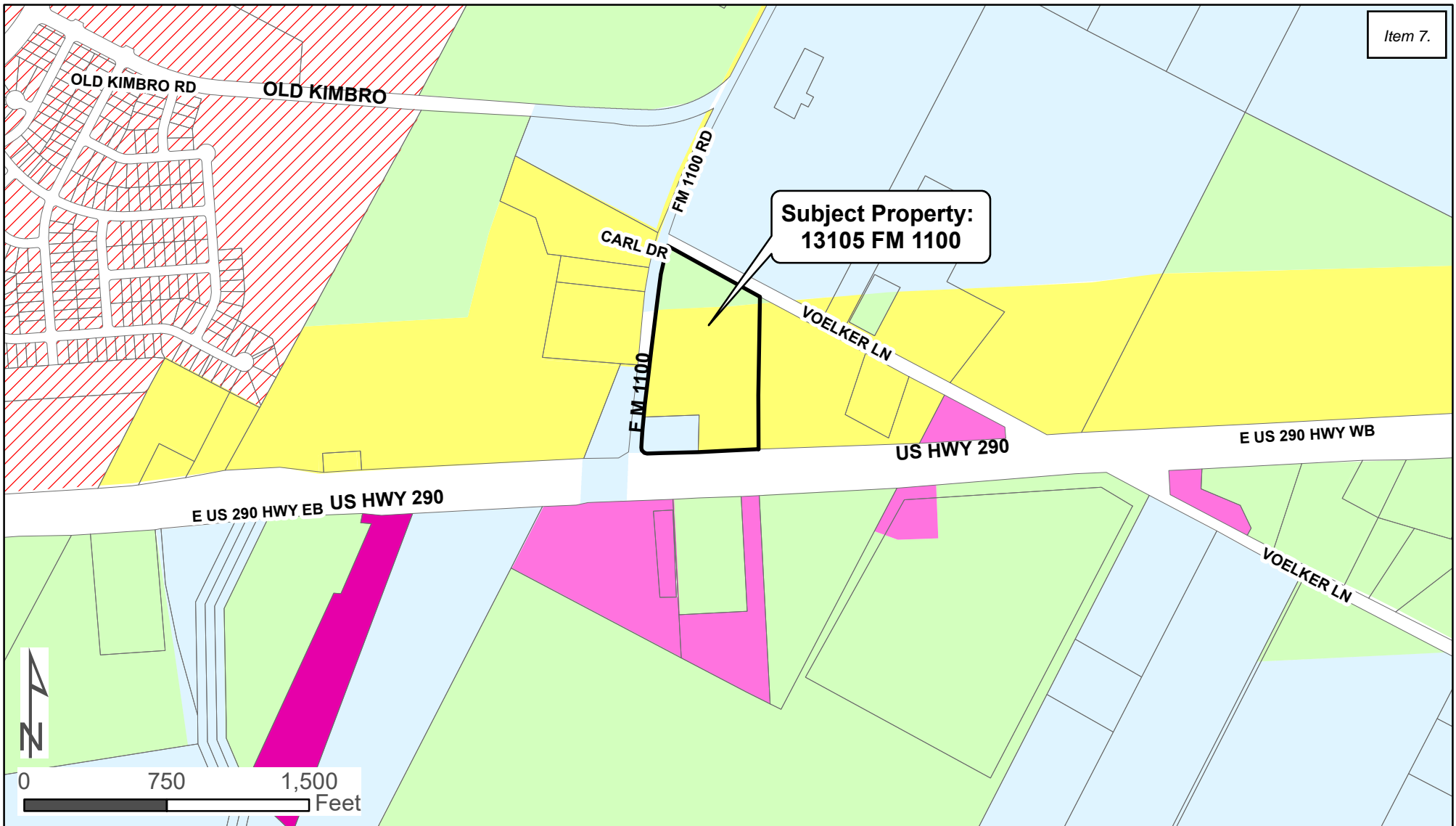
The intent of the zoning change is to provide a C-2, Medium Commercial zoning to broaden the type of retail construction that can occur on this site. Currently, as proposed, the property is located at the intersection of FM1100 and U.S. Highway 290; the northern property line is bordered by Voelker Lane.

Should the proposed zoning change occur, a gas station, convenience store, and retail space will comprise the development. Access for the site is proposed from one proposed driveway off of FM 1100, and from a second proposed driveway off of U.S. Highway 290.

This Letter of Intent is included with the associated application, mailing labels, tax map, and current deed. Thank you for taking the time to read my correspondence. Should you encounter any questions or concerns, please do not hesitate to contact our office. PSCE, Inc. can be reached at 512-238-6422, or by email at psce@psceinc.com.

Sincerely,

Sarah Corona, Office Manager
Professional StruCIVIL Engineers, Inc.



Current:
ETJ - annexation pending
(A) Agricultural
(SF-1) Single Family Suburban

Proposed:
(C-2) Medium Commercial

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

13105 FM 1100 Aerial image

Legend

 707 Bastrop Aerial Im

 707 N Bastrop St

 7-Eleven

 Cafe 290

 Feature 1

 Manor Lube & State Inspection

 Riata Ford

Item 7.



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.

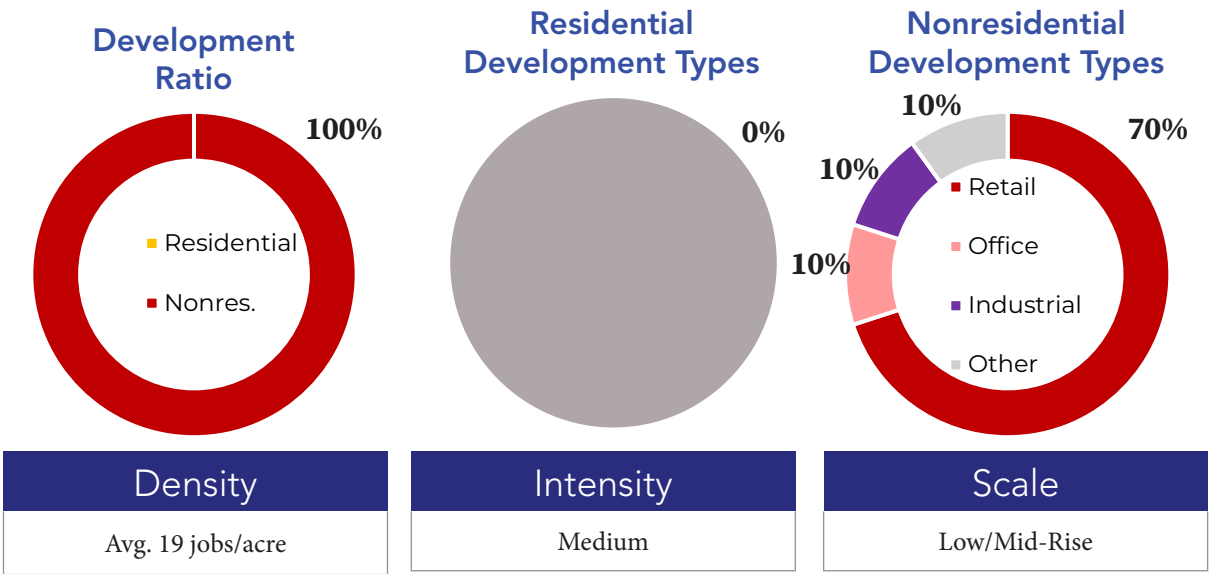
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

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.

C-2

Medium Commercial

The medium commercial district is intended for moderately dense commercial development, such as large-format retailers and malls, serving local and regional needs. Medium commercial uses should be located along or the intersections of major roadways to accommodate the traffic generated.

Permitted and Conditional Uses

Non-Residential Uses

Adult day care	Food Court Establishment (c/s)	Recreational Vehicle sale, service, and rental (c)
Alcoholic Beverage Establishment (c)	Food Preparation (c)	Religious Assembly
Amusement (Indoor) (c)	Food Sales (c)	Restaurant (c)
Amusement (outdoor) (c)	Funeral Services (c)	Restaurant-Drive in or Drive-Through (c)
Antique Shop	Game Room (c/s)	School, boarding
Art Studio or Gallery	Garden Center (c)	School, business or trade
Automobile Repair (Major)(c)	Gasoline Station (Limited) (c/s)	School, College or University
Automobile Repair (Minor) (c)	Gasoline Station Full Service (c/s)	School, private or parochial
Automobile Sale/Rental (c)	General Retail Sales (Convenience)	School, public
Automobile Washing (c)	General Retail Sales (General)	Semi-Permanent food establishment (c)
Brewery, micro (c)	Governmental facilities	Smoke shop or Tobacco Store
Brewpub (c)	Hospital Services (s)	Theater
Business Support Services	Hotel (c)	Transportation Terminal (c)
Child Care Center	Kennel (c)	Truck and Trailer sales and rental (c)
Club or Lodge (c)	Laundry Service	Utility services (minor)
Commercial Off-Street Parking (c)	Laundry Service (Self)	Veterinary Services, large (c)
Communication Services or Facilities	Liquor Sales (c)	Veterinary Services, small (c)
Construction and Equipment Sales (Minor)	Medical Clinic (s)	Wireless Transmission Facilities, attached (c)
Consumer repair Services	Mini-Storage Warehouse (c)	Wireless Transmission Facilities, stealth (c)
Contractor's shop (c)	Offices, Government	Wireless Transmission Facilities, monopole (c/s)
Distillery, micro	Offices, Medical (s)	Zoo, private
Event Center (c/s)	Offices, Professional (s)	
Financial Services (c)	Offices, Showroom	
Financial Services, alternative (c)	Off-site Accessory Parking	
)	Pawnshop (c)	
Florist (c)	Personal Improvement Services	
	Personal Services	
	Pet Store (c)	
	Printing and Publishing (c)	
	Recreational Vehicle Park (c/s)	

C-2

Medium Commercial

Site Development Standards

Lot		Massing	
Minimum Lot Area	1/2 acre	Maximum Height	60 ft
Minimum Lot Width	100 ft ¹	Minimum Setbacks:	
Maximum principle structure lot coverage	60% ²	Front Setback	20 ft
Maximum principle and accessory structure lot coverage ³	70%	Streetside Setback	15 ft
		Exterior Side Setback	40 ft ⁶
		Rear Setback	40 ft ⁶
Landscape Requirement	15% ³		
Streetscape yard	15 ft ⁴		
Bufferyard	25 ft ⁵		

¹ Corner lots add 10 ft

² Properties located within the historic district as defined in section 14.02.031 shall have a minimum of 60 percent front facade masonry and 50 percent overall facade masonry. Percent calculations are based on total exterior facades excluding window and door openings. Masonry is considered stone, brick, or cement stucco and excludes cementitious planking.

³ 2 Trees per 600 s.f. of landscaped area.
4 shrubs per 600 s.f. of landscaped area.

⁴ 1 medium or large tree (type A or B) must be planted for every 40 linear feet of street frontage when overhead utilities are absent. If overhead utilities are present, then 1 small tree (type C) must be planted for every 20 linear feet of street frontage.

⁵ 4 large and/or medium evergreen trees and 15 shrubs per 100 linear feet of the site development boundary plus an opaque wall. Bufferyards required to all SF-E, SF-1, SF-2, MH-1, MH-2, TF, and TH.

⁶ Setback to non-residential can be 10 ft



3/27/24

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 13105 FM 1100 C-2 Rezoning
 Case Number: 2021-P-1392-ZO
 Case Manager: Michael Burrell
 Contact: 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 a Rezoning Application for 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2). The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on Rezoning Application for two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Applicant: Professional StruCIVIL Engineers Inc
Owner: Najib Wehbe

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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

Terry Lee Schultz
15201 Voelker LN
Manor, TX 78653-4521

Lee J. Marsalise
110 Raymond Dr.
Deridder, LA 70635-5806

JMA Land, LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Willella & Howard Lundgren
13405 FM 1100
Manor, TX 78653-4516

A-A-A Storage HWY 290 LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Laurie Pickerill & Daryl Swenson
1120 W. Lovers LN.
Arlington, TX 76013-3822

Centex Materials, LLC.
3019 Alvin Devane Blvd., STE. 100
Austin, TX 78741-7419

Duque States, LLC.
2311 W. Howard LN.
Austin, TX 78728-7618

Deborah & Edward M. Jr. Guerra
16501 FM 973 N
Manor, TX 78653-4158

Timmermann Properties, Inc.
P.O. Box 4784
Austin, TX 78765-4784

Anh Kim Pham & Dinh Chau
1201 Porterfield DR.
Austin, TX 78753-1617

Rosa & Ynacio Tabarez
1221 Meadgreen DR.
Austin, TX 78758-4712

Rosaura Fernandna Chavez & Orlando
Valdez Aguilar
1121 W. Rundbert LN., Unit 13
Austin, TX 78758-6361



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

BACKGROUND/SUMMARY:

This property is concurrently being annexed and zoned C-2 Medium Commercial. C-2 Medium Commercial zoning requires a Specific Use Permit to be approved for gas station uses.

They are proposing a 14,020 sf convenience store and market, 6 MPDs (12 fueling locations), and 3 diesel MPDs.

The closest existing gas stations are 8,536 feet to the west and 2,526' to the east. The gas station 8,536' away is on the westbound side of US 290 (the same side as this proposed gas station) and the one 2,526' away is on the eastbound side of US 290 (the opposite side of the road as the proposed gas station).

As proposed, the conceptual layout meets the city's requirements for gas stations on US 290:

Gas Station, Limited	<ul style="list-style-type: none"> See article 4.02, Alcoholic Beverages.
	<ul style="list-style-type: none"> Permitted only within 200 feet of the right-of-way lines of intersecting streets, unless the use is an accessory use to a commercial development such as a grocery store or retail center with a gross floor area of 50,000 square feet or more.
	<ul style="list-style-type: none"> Permitted at a maximum of two corners at an intersection of two arterial streets; and a maximum of one corner of an intersection with a collector or local street.
	<ul style="list-style-type: none"> Automotive repair and automobile washing facilities are prohibited.
	<ul style="list-style-type: none"> No more than four multi-fuel dispensers (eight fuel positions) shall be permitted except where one of the following conditions is met:

	<p>☐ The property is located along and has direct access from US Highway 290 East.</p> <p>☐ The proposed gas station is an accessory use to a commercial development such as a grocery store or retail center with a gross floor area of 50,000 square feet or more.</p>
	<ul style="list-style-type: none"> • In no case shall a gas station be permitted more than ten multi-fuel dispensers (20 fuel positions).
	<ul style="list-style-type: none"> • In the neighborhood business (NB) and light commercial (C-1) districts the canopy and arrangement of multi-fuel dispensers shall be designed in a relatively square pattern as opposed to a linear distribution of the multi-fuel dispensers, as depicted below (where X = one multi-fuel dispenser = two fuel positions): <p>Acceptable Pump Arrangement</p> <pre> X X X X </pre> <p>Unacceptable Pump Arrangement</p> <pre> X X X X </pre>
	<ul style="list-style-type: none"> • Multi-fuel dispensers, air, vacuum, and water stations must be 100 feet from a residential district.
	<ul style="list-style-type: none"> • Fuel positions, air, vacuum, water stations and other similar equipment is prohibited between the principal structure and the property line of a residential district and shall comply with the building setbacks in all other circumstances.
	<ul style="list-style-type: none"> • Freestanding light fixtures shall be reduced in height to 15 feet if the use is adjacent to a residential district.

Staff recommends a discussion on the site's layout. Our architectural standards state that canopies should be oriented away from intersections. An example gas station layout has been provided in the backup that shows the gas pumps to the side of the building and the diesel pumps in the rear of the building. This allows the front of the building and any retailers who locate in that space to have open access and views to US 290.

It should also suggested to discuss limiting or prohibiting the ability for large commercial vehicles/tractor-trailers to park overnight on the property.

When considering a Specific Use Permit, the following are the listed criteria for approval:

Section 14.03.005: In recommending that a specific use permit for the premises under consideration be granted, the planning and zoning commission shall determine that such proposed use(s) are harmonious and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of ingress and egress to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, area or security lighting, heights of structures and compatibility of

buildings. The planning and zoning commission and city council shall consider the following criteria in determining the appropriateness of the specific use permit request:

- (1) Whether the use is harmonious and compatible with its surrounding existing uses or proposed uses;
- (2) Whether the activities requested by the applicant are normally associated with the requested use;
- (3) Whether the nature of the use is reasonable; and
- (4) Whether any adverse impact on the surrounding area has been mitigated.

LEGAL REVIEW: *Not Applicable*

FISCAL IMPACT: *NO*

PRESENTATION: *NO*

ATTACHMENTS: *YES*

- Letter of Intent
- Aerial Image
- Conceptual Layout
- Distance to Existing Gas Stations
- Example Layout
- Public Notice
- Mailing Labels

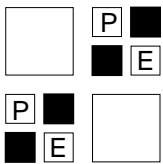
ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with Conditions/Modifications, Postpone, Deny

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission discuss the site layout, commercial/tractor-trailer overnight parking, and any other site requirements then approve a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

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

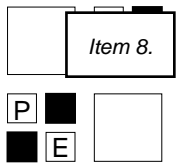


PROFESSIONAL STRUCIVIL ENGINEERS, INC.

STRUCTURAL CIVIL TRANSPORTATION

2205 W. PARMER LANE, SUITE #201, AUSTIN, TEXAS 78727

512.238.6422 FAX 512.258.8095 PSCE@PSCEINC.COM REGISTERED FIRM F-4951



December 09, 2021

Mr. Scott Dunlop
Interim City Manager, Development Services Director
City of Manor
105 E. Eggleston St.
Manor, TX 78653

Reference: Specific Use Permit –ABS 154 SUR 52 CALDWELL A C ACR 11.354 (1-D-1) Letter of Intent

Dear Mr. Dunlop:

We are submitting the following request for a Specific Use Permit for an 11.541 acres parcel located at 13105 FM 1100, Manor, TX 78653. The purpose of the Specific Use Permit would be to allow the future development of a 14,020sf commercial general retail building, three diesel MPDs, and six regular MPDs.

The intent of the Specific Use Permit is broaden the type of retail construction that can occur on this site. Currently, as proposed, the property is located at the intersection of FM1100 and U.S. Highway 290; the northern property line is bordered by Voelker Lane.

Should the proposed Specific Use Permit occur, a gas station, convenience store, and retail space will comprise the development. Access for the site is proposed from one proposed driveway off of FM 1100, and from a second proposed driveway off of U.S. Highway 290.

This Letter of Intent is included with the associated application, mailing labels, tax map, and current deed. Thank you for taking the time to read my correspondence. Should you encounter any questions or concerns, please do not hesitate to contact our office. PSCE, Inc. can be reached at 512-238-6422, or by email at psce@psceinc.com.

Sincerely,

Sarah Corona, Office Manager
Professional StruCIVIL Engineers, Inc.











3/27/24

City of Manor Development Services

Notification for a Specific Use Request

Project Name: 13105 FM 1100 Specific Use Permit - Gas Station

Case Number: 2021-P-1393-CU

Case Manager: Michael Burrell

Contact: 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 a Specific Use Request for 13105 FM 1100, Manor, TX to allow for a Commercial gas station development that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Request for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a that includes a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles.

Applicant: Professional StruCIVIL Engineers Inc

Owner: Najib Wehbe

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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 Specific Use 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

Terry Lee Schultz
15201 Voelker LN
Manor, TX 78653-4521

Lee J. Marsalise
110 Raymond Dr.
Deridder, LA 70635-5806

JMA Land, LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Willella & Howard Lundgren
13405 FM 1100
Manor, TX 78653-4516

A-A-A Storage HWY 290 LLC.
4203 Spinnaker CV
Austin, TX 78731-5130

Laurie Pickerill & Daryl Swenson
1120 W. Lovers LN.
Arlington, TX 76013-3822

Centex Materials, LLC.
3019 Alvin Devane Blvd., STE. 100
Austin, TX 78741-7419

Duque States, LLC.
2311 W. Howard LN.
Austin, TX 78728-7618

Deborah & Edward M. Jr. Guerra
16501 FM 973 N
Manor, TX 78653-4158

Timmermann Properties, Inc.
P.O. Box 4784
Austin, TX 78765-4784

Anh Kim Pham & Dinh Chau
1201 Porterfield DR.
Austin, TX 78753-1617

Rosa & Ynacio Tabarez
1221 Meadgreen DR.
Austin, TX 78758-4712

Rosaura Fernandna Chavez & Orlando
Valdez Aguilar
1121 W. Rundbert LN., Unit 13
Austin, TX 78758-6361



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Applicant: Savvy ATX Realty, LLC

Owner: Wenkai Chen

BACKGROUND/SUMMARY:

The applicant had previously applied for Two-Family zoning on this property but was denied at the August 9, 2023 P&Z and the application was pulled before the City Council could consider it. It was denied due to concerns about fire access to the back unit. The applicant has worked with the fire department and all portions of the proposed structure are within 150' of the right-of-way, so it is accessible and meets the fire department's maximum hose lay length.

This lot was also replatted from 5 lots into 1 lot by the City Council on September 6, 2023 with variances for the width and depth-to-width ratio. The lot is 40'x250' or 10,000 square feet. The minimum acreage for a Two-Family lot is 8,750 square feet and a minimum width of 70'. The current zoning of SF-1 also has a minimum lot width of 70', but with the variance on the plat, the 40' width has been accepted.

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.

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

- Letter of Intent
- Zoning Map
- Aerial Map
- Site Plan and Survey
- Two-Family permitted uses
- Community Mixed-Use Dashboard
- Public Notice
- Mailing Labels

ACTIONS:

<i>Discretion</i>	Discretionary
<i>Subdivision Review Type</i>	Not Applicable
<i>Actions</i>	Approve, Approve with modified land uses, Postpone, Deny

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Rezoning Application for one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, 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 2, 2024

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 request the rezone of the subject property to TF again.

This request was declined in May 2023 due to a concern about “a fire truck access through the alley”. Since then, we reached out to the **Fire Dept TCESD 12** (Travis County ESD No. 12). We were told “as long as the building is within fire hose 150 ft reach and less than 4-plex, then there should be no concern.”. As a result, we re-designed the building to ensure the furthest spot of the building to the street is less than 150 ft.

Here is the official link to the rule: <https://fi360-static.s3.amazonaws.com/WP309/New%20Construction%20Guideline%20-%20Revised%20with%20IFC%202015.pdf>.

HOSE PULL (DISTANCE FROM ENGINE TO BUILDING)

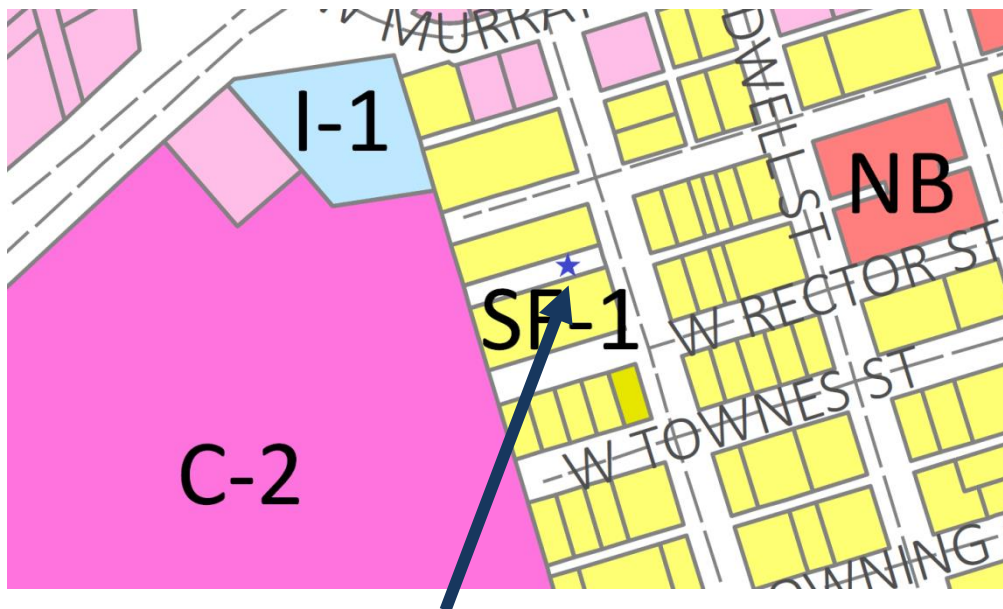
The dimension of 150 feet when used in relation to fire department access is commonly referred to as “hose pull distance.” Hose pull represents the amount of fire hose that firefighters must pull from the engine to reach the structure. This is the maximum distance that firefighters can effectively pull a fire hose or carry other equipment to combat a fire.

Hose pull may not exceed 150 feet from the apparatus to the most remote point of the perimeter of the structure. The hose pull distance is set at 150 feet due to a variety of factors, including standard hose lengths, weight of equipment, hydraulic properties, and accepted operational procedures. Hose pull is measured along the firefighter path of travel, avoiding obstacles, not “as the crow flies.”

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 40 ft wide and 250 ft long, with a total of ~10,000 sqft.

We are requesting to:

1. Rezone it as TF (Two-Family) –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 the appendixes which have conceptual designs of the proposed TF (duplex).

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

Respectfully,

Katherine Chen
Savvy ATX Realt

Appendix A: High-level Site Plan

Item 9.

OWNER:
WENKAI CHEN
ADDRESS:
707 NORTH BASTROP ST
MANOR TX 78653

Waterloo Surveyors
SURVEY PLAT
Topographic & Tree

WEST LANE AVENUE
60' ROW

A1079

HACKBERRY hac

TREE LIST

T#	TYPE	SIZE
22	elm	29"
29	hac	7 5 5"
30	hac	6 4"
31	hac	10"
32	hac	7"
34	hac	7 4"
35	hac	7 6"
36	hac	8"
37	hac	9 7"
38	hac	10"
39	hac	10 9 8"
42	hac	10 10"
43	hac	12 8"
44	hac	10"
45	hac	8"
46	hac	8"
53	hac	10"
54	elm	10 7"
56	tree?	13"

LEGAL DESCRIPTION:

THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 2, PAGE 223, PLAT RECORDS, TRAVIS COUNTY, TEXAS.

NOTE:

This survey was made without the benefit of a title commitment and additional easements and/or restrictions may apply

TREE NOTE:

Trees as shown on this survey are measured 4.5' above natural grade; the circle represents a simulated root zone with one foot of radius for one inch of tree diameter.

LEGEND

FOUND 1/2" IRON PIPE FIP
FOUND 1/2" IRON ROD FIR
FOUND 1/2" IRON ROD W/CAP FIRC
UTILITY POLE & ELECTRIC LINE
WATER METER W
SAN SEWER MANHOLE S
FIRE HYDRANT
TREE SYMBOL
W/DRIP LINE

SCALE
1"=20'

BENCHMARK BM:
Mag nail in asphalt;
Elevation 542.21' NAVD88

BEARING BASE
THE TEXAS COORDINATE SYSTEM OF 1983(NAD83)CENTRAL TEXAS ZONE, BASED ON LOCAL NETWORK GPS OBSERVATIONS.

RIVER CITY PARTNERS LTD
20.00 AC
DOC# 2005128121
LOT 1 RIATA FORD MANOR

LOT 6

LOT 7

LOT 8

WALTER L. ROBINSON
N 75' LOTS 6-10

LOT 9

LOT 10

(premier)
FIRC
post

S79°37'39"E

249.99'

Less than 150 FT

FIRC

0.22'
DOC NO.

249.5
N79°37'

20' ALLEY

LOT 5

LOT 4

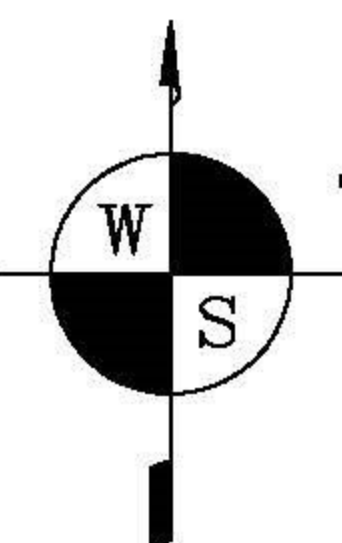
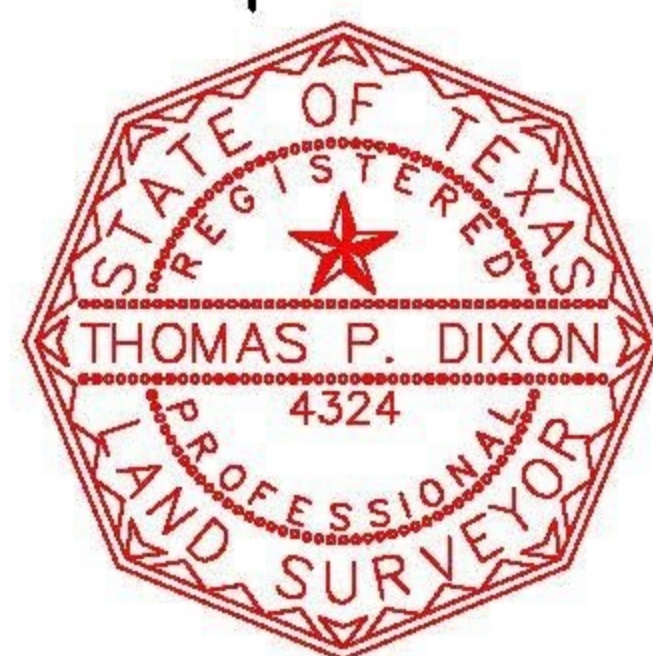
LOT 3

LOT 2

ONE STORY
WOOD HOUSE

24.4'

LOT 1
DELORES MARIE FORREST
LOTS 1-5
DOC# 2007092437



Thomas P. Dixon R.P.L.S. 4324
WATERLOO SURVEYORS LLC
P.O. BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
FIRM# 10124400

State of Texas:
County of Travis:

The undersigned does hereby certify that this survey was this day made on the property legally described hereon and is correct, and this survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B Condition II Survey.

And I certify that the property shown hereon IS NOT within a special flood hazard area as identified by the Federal Insurance Adm. Department of HUD Flood hazard boundary map revised as per Map No. 48453C0485J Zone: X Dated: AUGUST 18, 2014

Survey Dated this the 28TH day of JANUARY, 202 3.

edge of asphalt

NORTH BASTROP STREET
80' ROW

© Copyright 2023

Appendix B: Revised Architectural Design

Item 9.

Front rendering:



Side rendering:

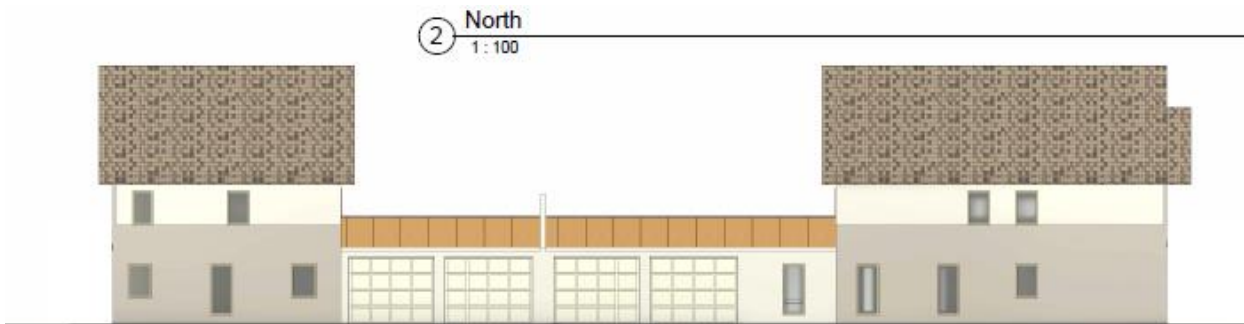


Elevation:



Item 9.

Side:

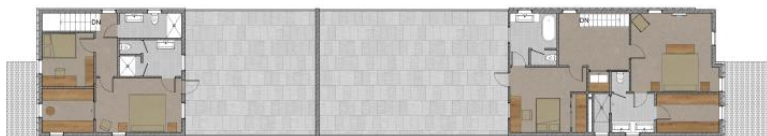


Unit B: 2 bedrooms/2 bathrooms
Total sqft: 976

Unit A: 3 bedrooms/3 bathrooms
Total sqft: 1728

Room legend unit 2

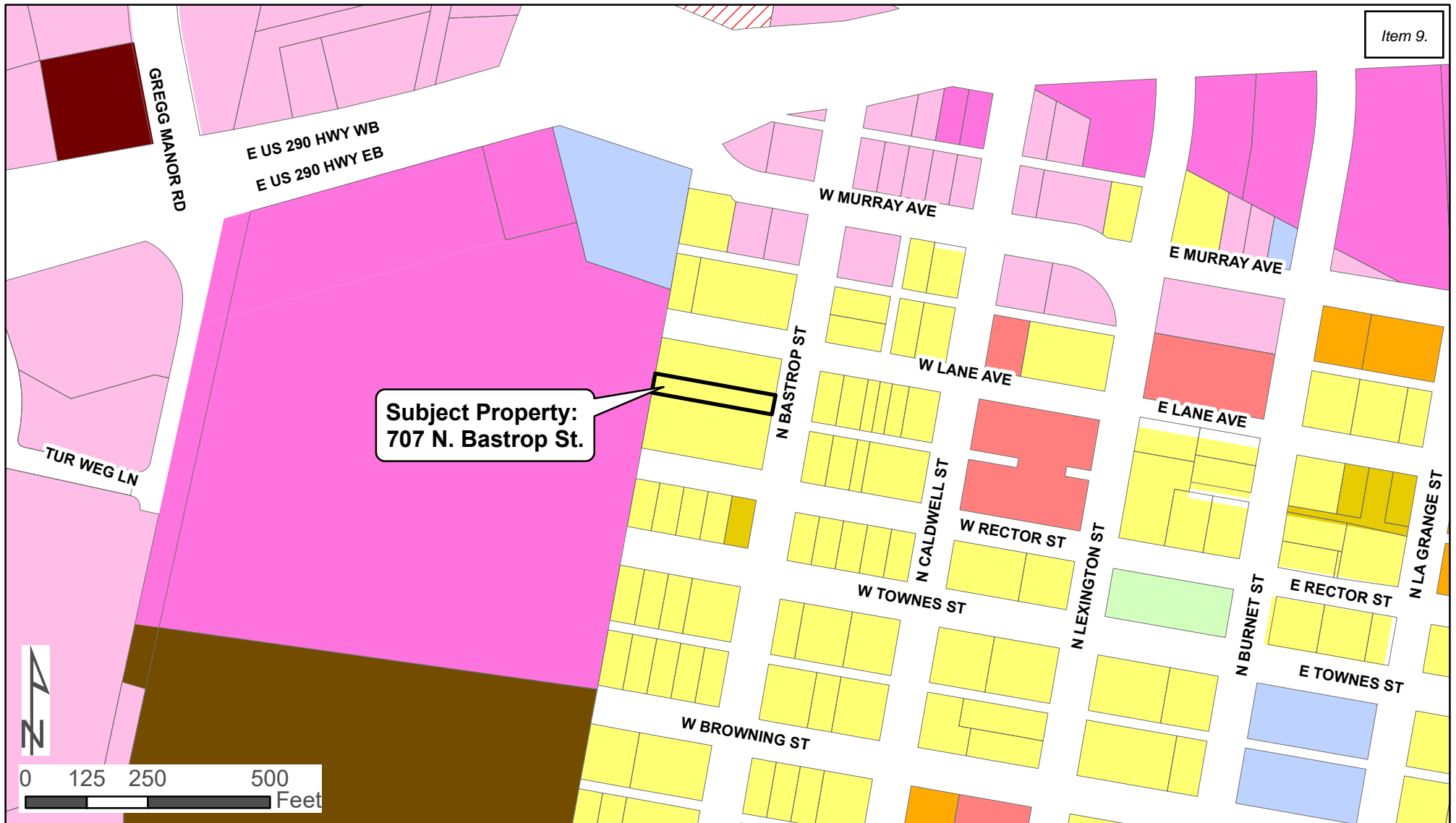
- Bathroom1
 - Bathroom2
 - Bedroom
 - Corridor
 - Kitchen
 - Living room
 - Main bath
 - Main bedroom
 - Storage/closet
 - Walk in closet
 - Work space/office
- Total 1st floor/2nd unit = 506 ft2
Total 2nd floor/2nd unit = 470 ft2
Total 2nd unit = 976 ft2



Room legend unit 1

- Bathroom 1
 - Bedroom 1
 - Garage
 - Great room
 - Bathroom 2
 - Bedroom 2
 - Closet
 - Hall
 - Main bathroom
 - Main bedroom
- Total 1st floor/1st unit = 975.5 ft2
Total 2nd floor/2nd unit = 753.2 ft2
Total 1st unit = 1728.7 ft2
Total both units = 2704 ft2



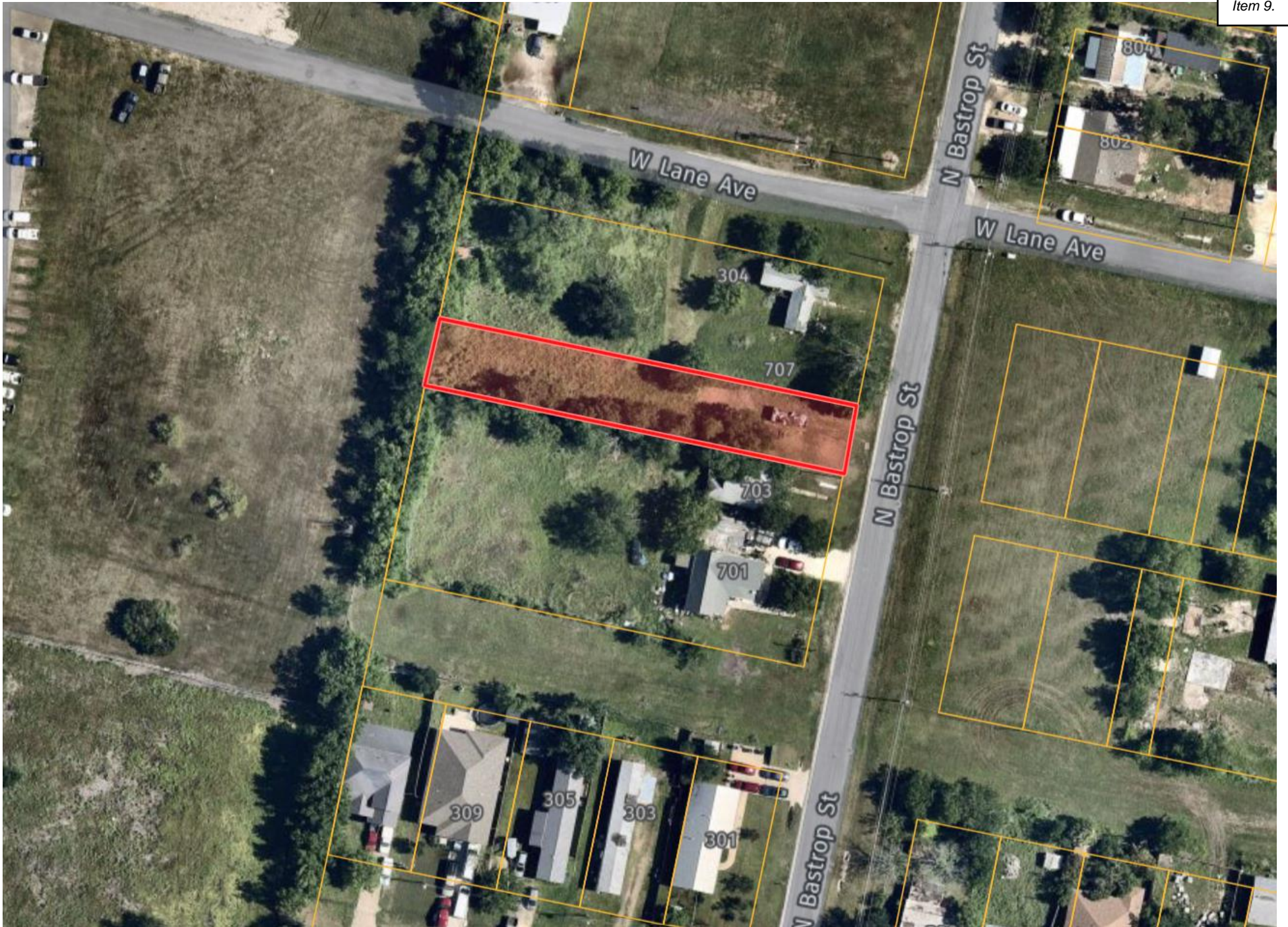


Current:
Single Family Suburban (SF-1)

Proposed:
Two-Family (TF)

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 |



OWNER:
WENKAI CHEN
ADDRESS:
707 NORTH BASTROP ST
MANOR TX 78653

Waterloo Surveyors
SURVEY PLAT
Topographic & Tree

WEST LANE AVENUE
60' ROW

A1079

HACKBERRY hac

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NOTE:

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FOUND 1/2" IRON ROD FIR
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UTILITY POLE & ELECTRIC LINE
WATER METER W
SAN SEWER MANHOLE S
FIRE HYDRANT
TREE SYMBOL
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LOT 6

LOT 7

LOT 8

WALTER L. ROBINSON
N 75' LOTS 6-10

LOT 9

LOT 10

(premier)
FIRC
post

S79°37'39"E

249.99'

Less than 150 FT

FIRC

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N79°37'

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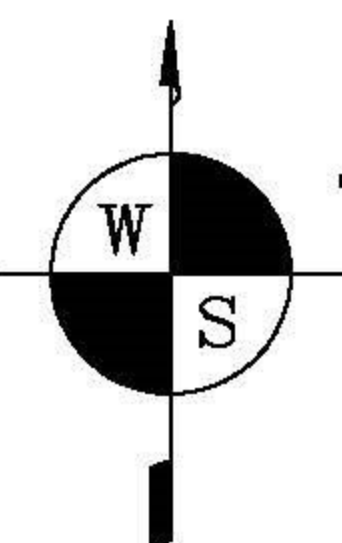
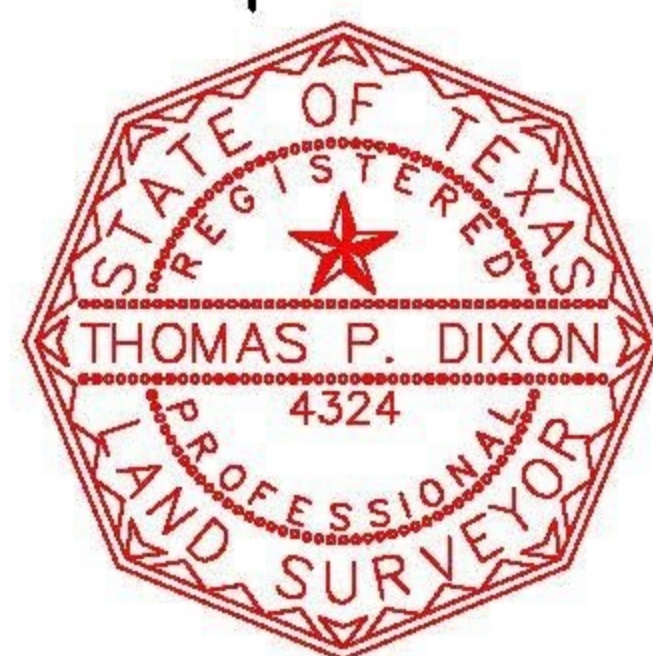
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FIRM# 10124400

State of Texas:
County of Travis:

The undersigned does hereby certify that this survey was this day made on the property legally described hereon and is correct, and this survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B Condition II Survey.

And I certify that the property shown hereon IS NOT within a special flood hazard area as identified by the Federal Insurance Adm. Department of HUD Flood hazard boundary map revised as per Map No. 48453C0485J Zone: X Dated: AUGUST 18, 2014

Survey Dated this the 28TH day of JANUARY, 202 3.

edge of asphalt

NORTH BASTROP STREET
80' ROW

© Copyright 2023

TF

Two-Family

The two-family district allows for duplexes or other similar two-unit housing types and should serve as a low to medium density neighborhood providing a transition to more intense land uses.

Permitted and Conditional Uses

Residential

Condominium	Single-Family attached (2 units)
-------------	----------------------------------

Non-Residential

Agricultural (c)	Religious assembly
Amenity center (c)	School, private or parochial (s)
Child care center (small) (c/s)	School, public
Community Garden (c)	Utility services, minor
Government facilities	Wireless transmission facilities (WTF),
Home occupation (c)	Stealth (c/s)
Park/playground	

TF

Two-Family

Site Development Standards

Lot		Massing	
Minimum Lot Area	8,750 sq ft	Maximum Height	35 ft
Minimum Lot Width	70 ft ¹	Minimum Setbacks:	
Maximum principle structure lot coverage	50%	Front Setback	25 ft
		Streetside Setback	15 ft
Maximum principle and accessory structure lot coverage	60%	Exterior Side Setback	7.5 ft ³
		Rear Setback	20 ft ⁴
Dwelling Unit Size	1,500 sq ft ²	Landscape Requirement	30% ⁵

¹ Corner lots add 10 ft.

Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

² For every ten percent of total exterior facade area that is masonry, 100 square feet of unit size may be reduced up to 500 square feet by entering into a development agreement authorized to be executed by the city manager. Total exterior facade area does not include the area of windows and doors. Masonry is considered stone, brick, or cement stucco, and excludes cementitious planking. Properties located within the historic district as defined in section 14.02.031 may have minimum dwelling unit sizes 500 square feet less than indicated above. Two-family (TF) district properties shall have a minimum of 70 percent front facade masonry and 60 percent overall facade masonry within the historic district.

³ setback to non-residential requires 10 ft

⁴ setback to non-residential requires 25 ft

⁵ Two (2) trees for properties 6,000 sf or less, Three (3) trees for properties 6,001 to 8,750 sf, Four (4) trees for properties above 8,750. All trees minimum 3" caliper. All properties four (4) 3-gallon shrubs per 10' foundation facing a street.

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.

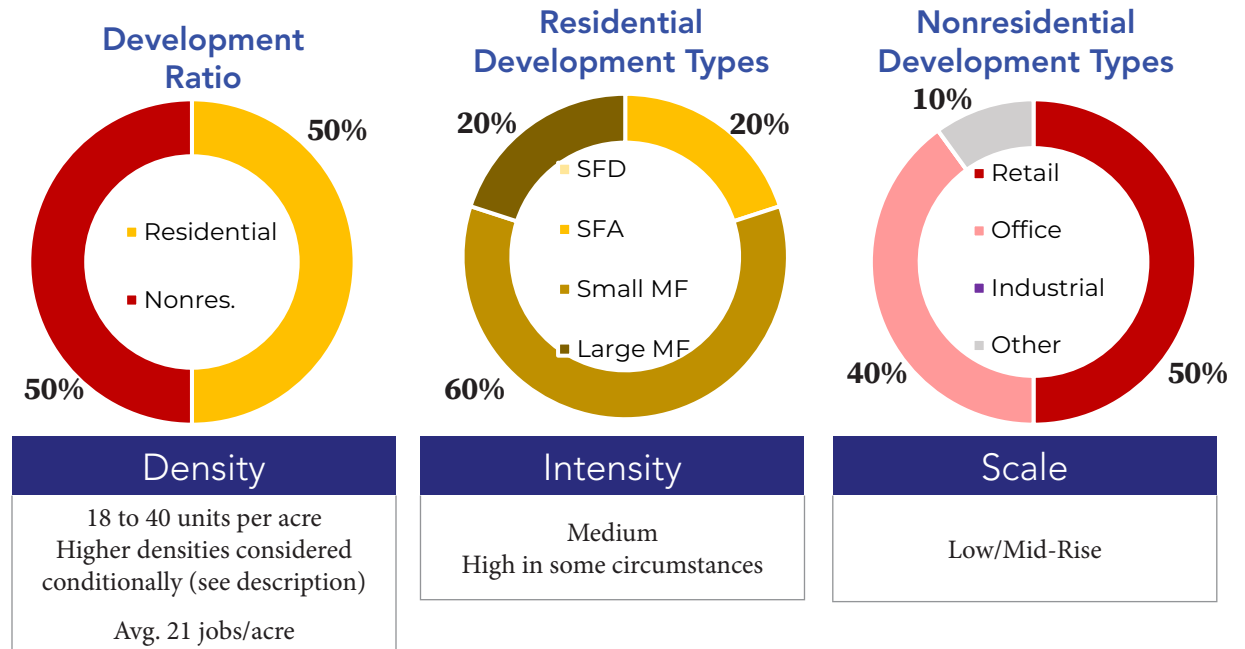
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

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.



3/27/24

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF
 Case Number: 2024-P-1630-ZO
 Case Manager: Michael Burrell
 Contact: 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 a Rezoning Application for 707 Bastrop St, Manor, TX from Single Family Suburban (SF-1) to Two-Family (TF). 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 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on April 17, 2024 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

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: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D'Arc Lane, Manor TX.

Applicant: Radius Civil Engineering

Owner: Maleny Sanchez

BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is a one-lot subdivision in the city's ETJ that combined two unplatted tracts into one. One of the tracts was non-conforming by not meeting the city's lot standards for width or shape. This plat corrects that issue and creates a legal lot.

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

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

ACTIONS:

<i>Discretion</i>	Non-discretionary
<i>Subdivision Review Type</i>	Alternative
<i>Actions</i>	Approve, Approve with Conditions, Postpone

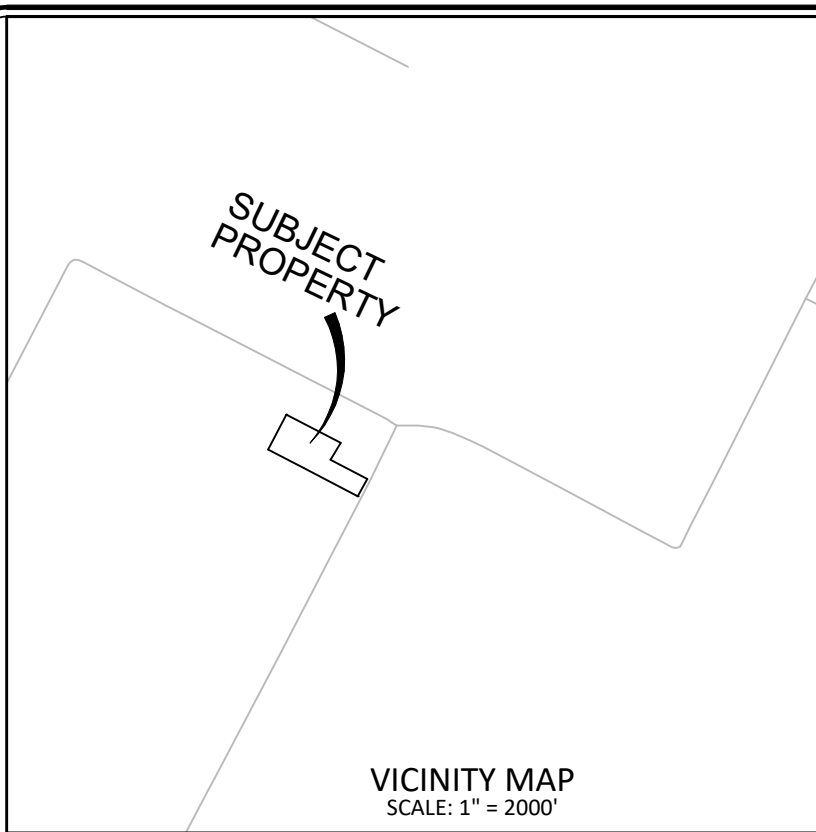
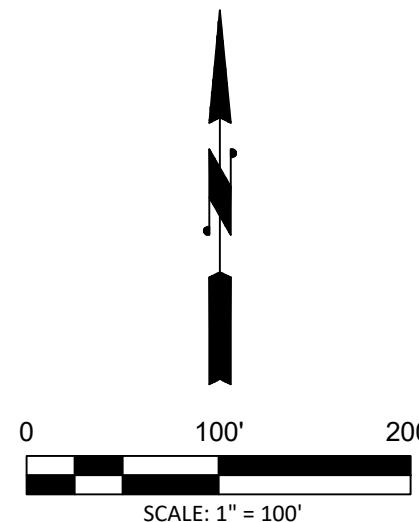
STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Subdivision Short Form Final Plat for Sanchez Acres, one (1) lot on 7.99 acres, more or less, and being located at 14614 Bois D'Arc Lane, Manor TX.

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

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS



LEGEND

○	PROPOSED 1/2" IRON ROD SET (PINK CAP STAMPED "SURVEY WORKS")
●	1/2" IRON ROD FOUND (UNLESS NOTED)
△	CALCULATED POINT
□	PROPOSED 8" CONCRETE MONUMENT SET WITH PINK CAP STAMPED "SURVEY WORKS"
—	BREAKLINE
—	PROPERTY LINE
—	INTERIOR LINE
---	ADJOINER LINE
---	PROPOSED SIDEWALK
POB	POINT OF BEGINNING
ON/OFF	STRUCTURE ON/OFF
R.O.W.	RIGHT OF WAY
()	RECORD INFORMATION
[]	DOC. NO. 2022104531 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2017061972 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	VOL. 8821 PG. 713 R.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2005152120 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 200700177 O.P.R.T.C.
{ }	RECORD INFORMATION
{ }	DOC. NO. 2020019707 O.P.R.T.C.
VOL. PG.	VOLUME AND PAGE
R.P.R.T.C.	REAL PROPERTY RECORDS
P.R.T.C.	TRAVIS COUNTY
D.R.T.C.	PLAT RECORDS
D.R.T.C.	TRAVIS COUNTY
DOC. NO.	DEED RECORDS
O.P.R.T.C.	TRAVIS COUNTY
P.U.E.	DOCUMENT NUMBER
P.U.E.	OFFICIAL PUBLIC RECORDS
P.U.E.	TRAVIS COUNTY
P.U.E.	PUBLIC UTILITY EASEMENT

CALLLED 100.015 ACRE
DOC. NO. 2020019707
O.P.R.T.C.

CALLLED 4.9932 ACRE
DOC. NO. 2022104531
O.P.R.T.C.

LOT 1
MEASURED ACREAGE
7.990 ACRES ±

LOT 1, BLOCK A
PILKINTON SUBDIVISION
DOC. NO. 200700177
O.P.R.T.C.

CALLLED 2.00 ACRE
VOL. 8821 PG. 713
R.P.R.T.C.

CALLLED 3.000 ACRE
DOC. NO. 2017061972
O.P.R.T.C.

CALLLED 8.12 ACRE
DOC. NO. 2005152120
O.P.R.T.C.

SURVEYOR'S CERTIFICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

I, JAD DUPLECHAIN, 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 TITLE 25 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND WAS PREPARED FROM AN ACTUAL ON THE GROUND SURVEY OF THE PROPERTY MADE UNDER MY DIRECTION AND SUPERVISION.

PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED
FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED
OR RELIED UPON AS A FINAL SURVEY DOCUMENT

JAD DUPLECHAIN, R.P.L.S. NO 6906
SURVEY WORKS, LLC
1207 UPLAND DRIVE, AUSTIN, TEXAS 78741
TBPELS FIRM NO. 10194157
512-599-8067
INFO@SURVEYWORKS.COM

DATE

ENGINEER'S CERTIFICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

I, JOHN P. SULLIVAN, 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 STANDPOINT AND COMPLIES WITH THE ENGINEERING RELATED PORTIONS OF TITLE 25 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100 YEAR FLOOD PLAIN OF ANY WATERWAY THAT IS WITHIN THE LIMITS OF STUDY OF THE FEDERAL FLOOD INSURANCE ADMINISTRATION FIRM PANEL # 48453C0295H, DATED SEPTEMBER 26, 2008 FOR TRAVIS COUNTY, TEXAS.

JOHN P. SULLIVAN, P.E. NO. 144534
RADIUS CIVIL ENGINEERING LLC
1709 Madison Ave Unit B, Austin TX, 78757
TBPELS FIRM NO. F-23684
(512) 431-8510
JP@CIVILITUDE.COM

DATE

LOT SUMMARY TABLE

LOT	SQ. FT.	RESIDENTIAL
1	348,068 (7.990 AC)	

DATUM & BEARING BASIS

TEXAS STATE PLANE COORDINATE SYSTEM,
GRID NORTH, CENTRAL ZONE (4203), NAD 83.
ELEVATION DATA NAVD 88, GEOID 18.
DISTANCES IN US SURVEY FEET (GRID).

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
AUSTIN, TX 78741
FIRM #10194157
(512) 599-8067

SHEET

1 of 3

CASE NO. 2023-P-1586-SF

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS

GENERAL NOTES:

- THIS SUBDIVISION IS IN THE CITY OF MANOR EXTRATERRITORIAL JURISDICTION AS OF _____
- A DRIVEWAY PERMIT FROM TRAVIS COUNTY IS REQUIRED PRIOR TO CONSTRUCTION OF ANY DRIVEWAY CONNECTING TO BOIS D ARC RD NO LOT SHALL BE OCCUPIED UNTIL THE STRUCTURE IS CONNECTED TO AQUA WATER SUPPLY CORPORATION AND AN APPROVED ONSITE SEWAGE FACILITY
- WATER SHALL BE PROVIDED BY AQUA WATER SUPPLY CORPORA RATION. WASTEWATER SERVICE SHALL BE PROVIDED BY AN APPROVED ONSITE WASTEWATER SYSTEM.
- ELECTRIC SERVICE SHALL BE PROVIDED BY ONCOR.
- PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS SHALL BE SUBMITTED TO TRAVIS COUNTY FOR REVIEW.
- RAINFALL RUNOFF SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED MEHTODS. ALL PROPOSED CONSTRUCTION OR SITE ALTERATION REQUIRES THE APPROVAL OF A SEPARATE DEVELOPMENT PERMIT.
- A 10-FT PUBLIC UTILITY EASEMENT (P.U.E.) SHALL BE DEDICATED ALONG ALL STREET FRONTAGE.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT EXCEPT AS APPROVED BY TRAVIS COUNTY AND THE CITY OF MANOR.
- EASEMENT(S) DEDICATED TO THE PUBLIC BY THIS PLAT SHALL ALSO BE SUBJECT TO THE TERMS AND CONDITIONS OF THE ENGINEERING DESIGN MANUAL PER ORDINANCE NO. 1206-15-02.2.4. THE GRANTOR [PROPERTY OWNER(S)], HEIRS, SUCCESSORS AND ASSIGNS SHALL RETAIN THE OBLIGATION TO MAINTAIN THE SURFACE OF THE EASEMENT PROPERTY, INCLUDING THE OBLIGATION TO REGULARLY MOW OR CUT BACK VEGETATION AND TO KEEP THE SURFACE OF THE EASEMENT PROPERTY FREE OF LITTER, DEBRIS, AND TRASH.
- THE PROPERTY OWNER AND/OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE AND UTILITY EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY AND THE CITY OF MANOR FOR THE PLACEMENT, INSPECTION OR MAINTNEANCE OF SAID EASEMENTS.
- EACH LOT IN THIS SUBDIVISION IS RESTRICTED ON ONE SINGLE-FAMILY RESIDENCE
- ALL ELECTRIC UTILITY INFRASTRUCTURE INCLUDING BUT NOT LIMITED TO TELEPHONE, CABLE TELEVISION, ELECTRIC UTILITY LATERAL AND SERVICE LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR ENGINEERING DESIGN MANUAL
- THE OWNER OF THIS SUBDIVISION, AND HIS/HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR THE PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF TRAVIS COUNTY THE CITY OF MANOR. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED AT THE OWNER'S SOLE EXPENSE IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- CONSTRUCTION PLANS AND SPECIFICATIONS FOR ALL SUBDIVISION IMPROVEMENTS SHALL BE REVIEWED AND APPROVED BY THE CITY OF MANOR AND TRAVIS COUNTY PRIOR TO ANY CONSTRUCTION WITHIN THE SUBDIVISION.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER AND HIS OR HER ASSIGNS.
- EROSION/SEDIMENTATION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT INCLUDING SINGLE FAMILY AND DUPLEX CONSTRUCTION PURSUANT TO THE LAND DEVELOPMENT CODE AND THE ENVIRONMENTAL CRITERIA MANUAL.
- BY APPROVING THIS PLAT TRAVIS COUNTY ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. THE INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO TRAVIS STANDARDS MAY BE JUST CAUSE FOR THE COUNTY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS INCLUDING BUILDING PERMITS, SITE PLAN APPROVALS, AND/OR CERTIFICATES OF OCCUPANCY.
- AN ACTIVITY THAT MAY ADVERSELY AFFECT A TREE OF EIGHT INCHES OR MORE IN TRUNK DIAMETER (MEASURED AT FOUR FEET HEIGHT ABOVE THE GROUND) IN A RIGHT-OF-WAY ACCEPTED FOR MAINTENANCE BY TRAVIS COUNTY MUST COMPLY WITH ALL STANDARDS AND REQUIREMENTS IN THE TRAVIS COUNTY CODE.
- WASTEWATER AND WATER SYSTEMS SHALL CONFORM TO TCEQ (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY) AND STATE BOARD OF INSURANCE REQUIREMENTS. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED AT THE OWNER'S SOLE EXPENSE IF PLANS TO DEVELOP THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- PER CH. 482-202(Q)(4) OF TRAVIS COUNTY DEVELOPMENT REGULATIONS \$ _____ HAS BEEN PAID TO TRAVIS COUNTY IN LIEU OF SIDEWALK INSTALLATION.
- TRAVIS COUNTY ESD NO. 12 (TCESD12) IS THE AUTHORITY HAVING JURISDICTION (AHJ) FOR ALL FIRE CODE REVIEWS, PERMITS, AND COMPLIANCE WITHIN TCESD12'S AREA.
- PRIOR TO CONSTRUCTION, EXCEPT FOR SINGLE-FAMILY, ON ANY LOT IN THIS SUBDIVISION A FIRE CODE REVIEW-SITE CONSTRUCTION PERMIT SHALL BE OBTAINED FROM TCESD12.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY DEVELOPMENT.
- (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS-OF-WAY DEDICATED BY THIS PLAT.
- PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.
- THIS SUBDIVISION IS SUBJECT TO THE TRAVIS COUNTY 2016 WATER QUALITY RULES.
- BEFORE BEGINNING CONSTRUCTION ACTIVITIES ON A SUBDIVISION LOT, THE OWNER MUST OBTAIN A TRAVIS COUNTY DEVELOPMENT PERMIT AND, WHEN APPLICABLE, OBTAIN AND IMPLEMENT A STORM WATER POLLUTION PREVENTION PLAN (SWP3). THE SWP3 REQUIRES IMPLEMENTATION OF TEMPORARY AND PERMANENT BEST MANAGEMENT PRACTICES, INCLUDING EROSION AND SEDIMENT CONTROLS, FOR PROTECTION OF STORM WATER RUNOFF QUALITY, IN ACCORDANCE WITH THE TRAVIS COUNTY CODE.
- THE OWNER IS RESPONSIBLE FOR MAINTAINING AND OPERATING ALL PERMANENT WATER QUALITY CONTROLS IN COMPLIANCE WITH ALL APPLICABLE STANDARDS AND REQUIREMENTS OF THE TRAVIS COUNTY CODE.

TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM PLAT NOTES:

- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR A PRIVATE ON-SITE WASTEWATER (SEPTIC) SYSTEM THAT HAS BEEN APPROVED AND LICENSED FOR OPERATION BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM
- THIS SUBDIVISION IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF CHAPTER 448, TRAVIS COUNTY CODE, RULES OF TRAVIS COUNTY, TEXAS FOR ON-SITE SEWAGE FACILITIES. THESE RULES REQUIRE, AMONG OTHER THINGS, THAT A CONSTRUCTION PERMIT BE OBTAINED FROM TRAVIS COUNTY BEFORE AN ON-SITE SEWAGE FACILITY CAN BE CONSTRUCTED, ALTERED, MODIFIED, OR REPAIRED IN THE SUBDIVISION AND THAT A LICENSE TO OPERATE BE OBTAINED FROM TRAVIS COUNTY BEFORE AN ON-SITE SEWAGE FACILITY CAN BE OPERATED IN THE SUBDIVISION.
- EACH RESIDENTIAL LOT IN THIS SUBDIVISION IS RESTRICTED TO NO MORE THAN ONE SINGLE FAMILY DWELLING PER ACRE.
- THESE RESTRICTIONS ARE ENFORCEABLE BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM

BRANDON COUCH
ON-SITE WASTEWATER, TRAVIS COUNTY TNR

DATE

JURISDICTION:

THIS SUBDIVISION PLAT IS LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF MANOR ON THIS THE _____ DAY OF _____, 20____.

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: _____

CHAIRPERSON

LLUVIA T. ALMARAZ, CITY SECRETARY

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: _____

DR. CHRISTOPHER HARVEY
MAYOR OF THE CITY OF MANOR, TX

LLUVIA T. ALMARAZ,
CITY SECRETARY

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS THE _____ DAY OF _____, 20____.

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., DULY RECORDED ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____ M. OF SAID COUNTY AND STATE IN DUCUMENT NUMBER _____ IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY.

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

DYANA LIMON MERCADO, COUNTY CLERK
TRAVIS COUNTY, TEXAS

COUNTY OF TRAVIS
STATE OF TEXAS

TRAVIS COUNTY COMMISSIONERS COURT RESOLUTION:

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR THE DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNERS OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT RAFFIC ONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

THE STATE OF TEXAS
THE COUNTY OF TRAVIS

I, DYANA LIMON MERCADO, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, A.D., THE COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE _____ DAY OF _____, 20____, A.D.

DYANA LIMON MERCADO, COUNTY CLERK
TRAVIS COUNTY, TEXAS

FIELD NOTE DESCRIPTION

BEING A 7.990 ACRE TRACT, MORE OR LESS, SITUATED IN THE, GREENBURY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 3.000 ACRE TRACT OF LAND CONVEYED TO FELI JIMINEZ, IN A GENERAL WARRANTY DEED DATED APRIL 7, 2017 AS RECORDED IN DOCUMENT NO. 2017061972, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.), AND ALL OF A CALLED 4.9932 ACRE TRACT OF LAND CONVEYED TO EDUARDO SANCHEZ AND WIFE MALENY SANCHEZ, JAVIER SOLORZANO PEREZ AND WIFE, MARIA SANCHEZ, RUBEN SALDANA AND WIFE, LOURDES SANCHEZ, JOSUE SANCHEZ AND WIFE, KELLY JARAMILLO, AND FELI JIMENEZ IN A WARRANTY DEED WITH VENDOR'S LIEN DATED JUNE 10, 2022 AS RECORDED IN DOCUMENT NO. 2022104531, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 7.990 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a concrete monument (8-Inch diameter) set with pink cap stamped "Survey Works", at the south corner of a called 10.00 acre tract, as described in Volume 6369, Page 871, Deed Records of Travis County, Texas, at the south corner of said 3.000 acre tract, at the east corner of a called 8.12 acre tract conveyed to Felipe Vega Galvan, as recorded in Document No. 2005152120, Official Public Records of Travis County, Texas, on the west right of way (ROW) line of Bois D Arc Road (60 foot ROW), for the south corner of the herein described tract, from which an iron rod (1/2-Inch diameter) found in the west line of said ROW, at the south corner of said 8.12 acre tract bears S 27°46'27" W, a distance of 335.89 feet ;

Thence, N 62°24'38" W departing the west right of way line of Bois D Arc Road, along the south lines of said 3.000 acre tract and said 4.9932 acre tract, common with the north line of said 8.12 acre tract, passing at a distance of 633.48 feet an iron rod found (1/2-Inch diameter) with yellow cap stamped "Dodd", at the west corner of said 3.000 acre tract, at the southernmost corner of said 4.9932 acre tract, and continuing for a total distance of **1,053.91 feet**, to an iron rod found (5/8-Inch diameter), at the west corner of said 10.00 acre tract, at the west corner of said 4.9932 acre tract, at the north corner of said 8.12 acre tract, at an angle point on the east line of a called 100.015 acre tract conveyed to First United Builders, L.L.C., as recorded in Document No. 2020019707, Official Public Records of Travis County, Texas, for the west corner of the herein described tract;

Thence, N 27°26'18" E along the west line of said 4.9932 acre tract, common with the west line of said 10.00 acre tract and the east line of said 100.015 acre tract, for a distance of **411.35 feet** to an iron rod found (3/8-Inch diameter), at the north corner of said 10.00 acre tract, at the north corner of said 4.9932 acre tract, at an angle point in the east line of said 100.015 acre tract, for the north corner of the herein described tract, from which an iron rod (1/2-Inch diameter) found in the south line of Johnson Road (50 foot ROW), at the northeast corner of said 100.015 acre tract bears N 27°01'37" E, a distance of 414.58 feet;

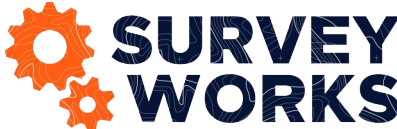
Thence, S 62°27'37" E along the north line of said 4.9932 acre tract, common to the north line of said 10.00 acre tract, for a distance of **640.72 feet** to an iron rod set (1/2-Inch diameter) with pink cap stamped "Survey Works", at the east corner of said 4.9932 acre tract, for an exterior corner of the herein described tract; from which an iron rod (1/2-Inch diameter) found in the west ROW line of Bois D Arc Road, at the east corner of a called 2.00 acre tract conveyed to Leonard Dean Prellop and wife, Kathy Prellop, as described in Volume 8821, Page 713, Real Property Records of Travis County, Texas, bears S 62°27'37" E, a distance of 420.11 feet;

Thence, S 31°29'15" W along the east line of said 4.9932 acre tract, for a distance of **205.98 feet** to an iron rod found (1/2-Inch diameter), with orange cap stamped "Precision Surveyors", at an southeasterly exterior corner of said 4.9932 acre tract, at a point on the north line of said 3.000 acre tract, for an interior corner of the herein described tract, from which an iron rod found (1/2-Inch diameter), at the north corner of said 3.000 acre tract, at an interior corner of said 4.9932 acre tract bears N 62°32'41" W, a distance of 201.15 feet;

Thence, S 62°26'58" E along the north line of said 3.000 acre tract, passing at a distance of 9.81 feet, a calculated point at the west corner of said 2.00 acre tract, continuing along the north line of said 3.000 acre tract, common to the south line of said 2.00 acre tract, for a total distance of **432.38 feet** to an iron rod found (1/2-Inch diameter), at the east corner of said 3.000 acre tract, at the south corner of said 2.00 acre tract, on the west ROW line of Bois D Arc Road, for the easternmost corner of the herein described tract;

Thence, S 28°43'39" W along the east line of said 3.000 acre tract, common to the west ROW line of Bois D Arc Road for a distance of **206.73 feet** to the **POINT OF BEGINNING**, in all containing **7.990** acres of land, more or less.

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
AUSTIN, TX 78741
FIRM #10194157
(512) 599-8067

SHEET
2 of 3
CASE NO. 2023-P-1586-SF

SANCHEZ ACRES FINAL PLAT

BEING A SUBDIVISION OF 7.990 ACRES ±
IN ABSTRACT 315, GREENBURY GATES SURVEY NO. 63,
TRAVIS COUNTY, TEXAS

OWNER'S DEDICATION:

COUNTY OF TRAVIS
STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

THAT FELI JIMINEZ BEING THE OWNER OF THAT CERTAIN 3.000 TRACT OF LAND IN ABSTRACT NO. 315, GREENBURY GATES SURVEY NO. 63, IN TRAVIS COUNTY, TEXAS, AS CONVEYED BY GENERAL WARRANTY DEED DATED APRIL 7, 2017, AS RECORDED IN DOCUMENT NO. 2017061972 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS,

THAT EDUARDO SANCHEZ AND WIFE MALENY SANCHEZ, JAVIER SOLORZANO PEREZ AND WIFE, MARIA SANCHEZ, RUBEN SALDANA AND WIFE, LOURDES SANCHEZ, JOSUE SANCHEZ AND WIFE, KELLY JARAMILLO, AND FELI JIMENEZ BEING THE OWNER OF THAT CERTAIN 4.9932 TRACT OF LAND IN ABSTRACT NO. 315, GREENBURY GATES SURVEY NO. 63, IN TRAVIS COUNTY, TEXAS, IN TRAVIS COUNTY, TEXAS, AS CONVEYED BY WARRANTY DEED WITH VENDOR'S LIEN DATED JUNE 10, 2022, AS RECORDED IN DOCUMENT NO. 2022104531 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS,

DOES HEREBY SUBDIVIDE 7.990 ACRES OF LAND IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, PURSUANT TO CHAPTER 212 OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS:

SANCHEZ ACRES FINAL PLAT

AND DO HEREBY DEDICATE TO THE PUBLIC, THE USE OF THE STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

FELI JIMINEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

EDUARDO SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

MALENY SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

JAVIER SOLORZANO PEREZ AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

MARIA SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

RUBEN SALDANA AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

LOURDES SANCHEZ
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

JOSUE SANCHEZ AND WIFE
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

WITNESS MY HAND THIS THE _____ DAY OF _____, A.D. 20____.

KELLY JARAMILLO
1307 QUAILFIELD CIRCLE,
AUSTIN, TX 78758

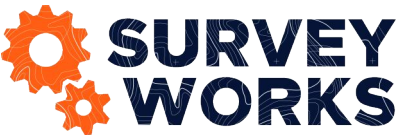
BY: _____,
SIGNATURE PRINT NAME TITLE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF _____, ON THIS DAY DID PERSONALLY APPEAR DAVID C. TANSEL, KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HAS ACKNOWLEDGED TO ME THAT THEY HAVE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC - STATE OF _____ DATE _____

PROJECT NO. 22-0231



INFO@SURVEYWORKS.COM
SURVEYWORKS.COM
1207 UPLAND DRIVE
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FIRM #10194157
(512) 599-8067

SHEET

3 of 3

CASE NO. 2023-P-1586-SF



1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, November 15, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor, TX. 78653

Dear Glynn Sullivan,

The first submittal of the Sanchez Acres Short Form Final Plat (*Short Form Final Plat*) submitted by Radius Civil Engineering and received on March 22, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:
a. (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:
a. "Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, Tx. Dyana Limon Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has that Bois D'Arc is 60' so there should be a 20' ROW dedication.. **AS per Section 42. Transportation improvements Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)**~~
- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

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

Thank you,



11/15/2023 5:10:39 PM
Sanchez Acres Short Form Final Plat
2023-P-1586-SF
Page 3

Item 10.

Tyler Shows
Staff Engineer
GBA



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, November 16, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor, TX. 78653

Dear Glynn Sullivan,

The first submittal of the Sanchez Acres Short Form Final Plat (*Short Form Final Plat*) submitted by Radius Civil Engineering and received on March 22, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:
a. (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:
a. "Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, Tx. Dyana Limon Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has that Bois D'Arc is 60' so there should be a 20' ROW dedication.. **AS per Section 42. Transportation improvements Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)**~~
- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

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

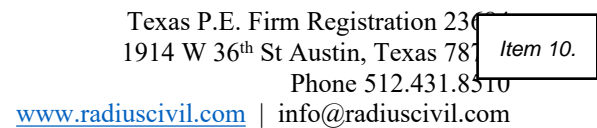
Thank you,



11/16/2023 12:35:15 PM
Sanchez Acres Short Form Final Plat
2023-P-1586-SF
Page 3

Item 10.

Tyler Shows
Staff Engineer
GBA



Tyler Shows
GBA
1500 County Road 269
Leander, TX 78641

Dear Mr. Shows,

Engineer Review

- Noted. Thank you.

- Currently we are awaiting formal approval from Travis County for the septic tank. We will provide certification once received.

- iii. *Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.*

X and Y coordinates are now identified for four property corners.

- This property is located in the ETJ, there is no zoning regulations that apply to land in the ETJ, "The requirements of this chapter shall apply to all property within the city; provide for the implementation of the site development regulations; provide a voluntary guide for the development of property within the extraterritorial jurisdiction in order that such property may be developed in a manner consistent with neighboring areas and existing or

planned infrastructure; and be construed and applied in a manner to give effect to the City of Manor Master Plan. This chapter has been made with reasonable consideration among other things, for the character of the district and its peculiar suitability for the uses specified, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city consistent with the City of Manor Master Plan. Nothing herein shall be construed to grant a 'permanent' zoning."

- v. *Add the following note.*
 - a. *(FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG AL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.*

Note has been added.

- vi. *Add the following note under general notes.*
 - a. *"Performance and maintenance guarantees as required by the City".*

Note has been added.

- vii. *Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, TX. Dyana Limon Mercado is the current clerk of Travis County.*

Names have been updated.

- viii. *This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has the Bois D'Arc is 60' so there should be a 20' ROW dedication. As per Section 42. Transportation improvement Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)*

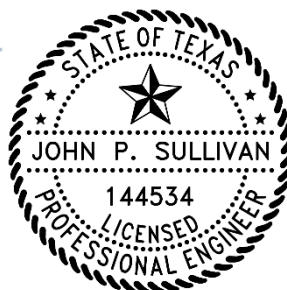
ROW dedication now shown.

If you have any question about any of the items included in this submittal, please call me at 512-431-8510.

Sincerely,



John Sullivan, PE
Date: 11/22/2023





1500 County Road 269
Leander, TX 78641

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

Date: Thursday, December 14, 2023

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor 78653

Dear Glynn Sullivan,

The subsequent submittal of the Sanchez Acres Short Form Final Plat submitted by Radius Civil Engineering and received on March 22, 2024, 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.

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:~~
 - a. ~~(FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:~~
 - a. ~~"Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, Tx. Dyana Limon Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has that Bois D'Arc is 60' so there should be a 20' ROW dedication.. AS per Section 42. Transportation improvements Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)~~
- ix. **Please remove Lakesha Small as the P&Z Chairperson. The signature block can read Chairperson.**
- x. **Each property owner will need to be notarized.**
- xi. **The required Travis County Commissioner's Court signature block is missing.**

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 and use the online portal to upload your drawings in PDF format.

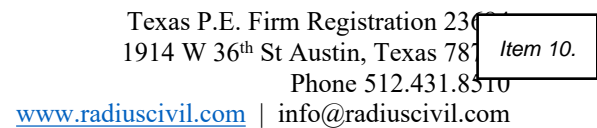
Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA



Tyler Shows
GBA
1500 County Road 269
Leander, TX 78641

Dear Mr. Shows,

Engineer Review

- i. ~~Reminder: The surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements~~
- ii. ~~Certification from the County Health district that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. **Note 3 calls out wastewater from an approved on-site wastewater system.**~~
- iii. ~~Using said system, X and Y coordinates shall be identified for four (4) property corners. Only one point is provided at POB.~~
- iv. ~~The location of the building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat. **As per Manor Code of Ordinance Chapter 14 Section 14.02.007**, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~
- v. ~~Add the following note:
a. (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG AL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.~~
- vi. ~~Add the following note under general notes:
a. "Performance and maintenance guarantees as required by the City".~~
- vii. ~~Lakesha Small is the current chairperson. Remove the second Philip Tryon, chairperson signature block this needs to be Dr. Christopher Harvey Mayor of the City of Manor, TX. Dyana Limon-Mercado is the current clerk of Travis County.~~
- viii. ~~This plat is along Bois D'Arc which on Thoroughfare Plan is a major arterial with a minimum 100' width. The plat has the Bois D'Arc is 60' so there should be a 20' ROW dedication. As per Section 42. Transportation improvement Manor Code of Ordinance Chapter 10 Exhibit A Article III (f)~~
- ix. ~~Please remove Lakesha Small as the P&Z chairperson. The signature block can read Chairperson~~

Lakesha Small removed; signature block now reads: Chairperson

x. *Each property owner will need to be notarized.*

Notary block added for each property owner.

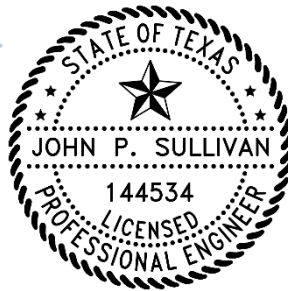
xi. *The required Travis County Commissioner's Court signature block is missing.*

TC Commissioner's Court signature block added.

If you have any questions about any of the items included in this submittal, please call me at 512-431-8510.

Sincerely,

John Sullivan, PE
Date: 1/19/2024





1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, February 21, 2024

Glynn Sullivan
Radius Civil Engineering
1914 W 36th St
Austin TX
glynn@radiuscivil.com

Permit Number 2023-P-1586-SF
Job Address: 14614 Bois D Arc Lane, Manor 78653

Dear Glynn Sullivan,

We have conducted a review of the final plat for the above-referenced project, submitted by Glynn Sullivan and received by our office on March 22, 2024, 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



3/27/24

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: Sanchez Acres Short Form Final Plat
 Case Number: 2023-P-1586-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon a Subdivision Short Form Final Plat the for Sanchez Acres Subdivision located at 14614 Bois D’Arc Lane, Manor TX. Subdivision plats that meet the city’s requirements are required to be approved by the Planning and Zoning Commission. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for Sanchez Acres, two (2) lots on 7.99 acres, more or less, and being located at 14614 Bois D’Arc Lane, Manor TX.

Applicant: Radius Civil Engineering
Owner: Maleny Sanchez

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

Timothy Jackson & (223858)
PO Box 152
Manor, Texas 78653-0152

St. Gregorios Orthodox Church Austin
(223884)
PO Box 81684
Austin, TX 78708-1684

Oswaldo Perez-Fabela (1641518)
14605 Bois D Arc Ln
Manor, TX 78653-3804

Maria Luisa Lopez (1495205)
14525 Bois D Arc Ln
Manor, TX 78653-3812

Felipe Vega Galvan (1305164)
14604 Bois D Arc Ln
Manor, TX 78653-3803

Leonard Dean Prellop
14626 Bois D Arc Ln
Manor, TX 78653-3803

Bradford Hermes & Gisela Hermes
Herver (1540238)
14630 Bois D Arc Ln
Manor, TX 78653-3803

Betty K Wendland Life Estate (1858856)
13001 Johnson Rd, Ste. 3
Manor, TX 78653-3664

First United Builders LLC (1836151)
23103 Park Rd
Tomball, TX 77377-4017



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

Applicant: Kimley Horn

Owner: LVE Las Entradas Reg, LP

BACKGROUND/SUMMARY:

This plat has been approved by our engineers. This plat is a replat of Las Entradas Section 3, which was originally platted as 5 lots. This plat combines those 5 lots into one as the owner intends to develop the commercial properties as a condo regime.

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

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

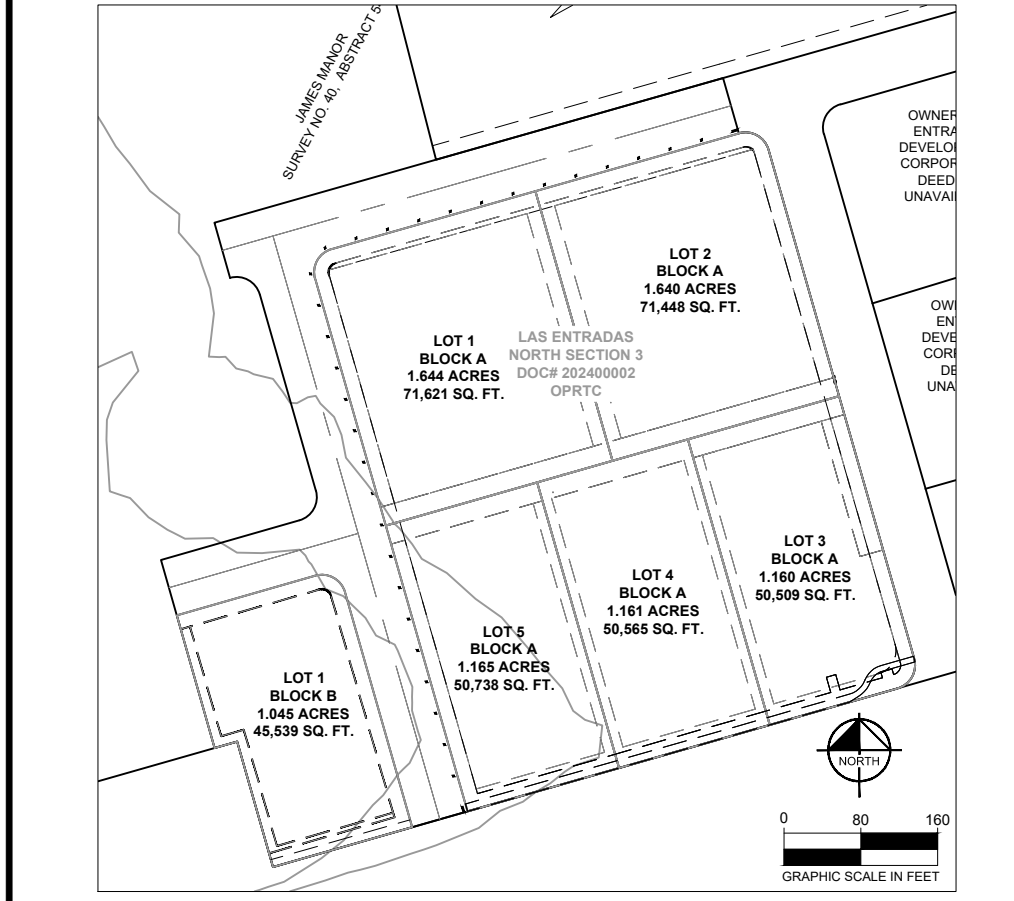
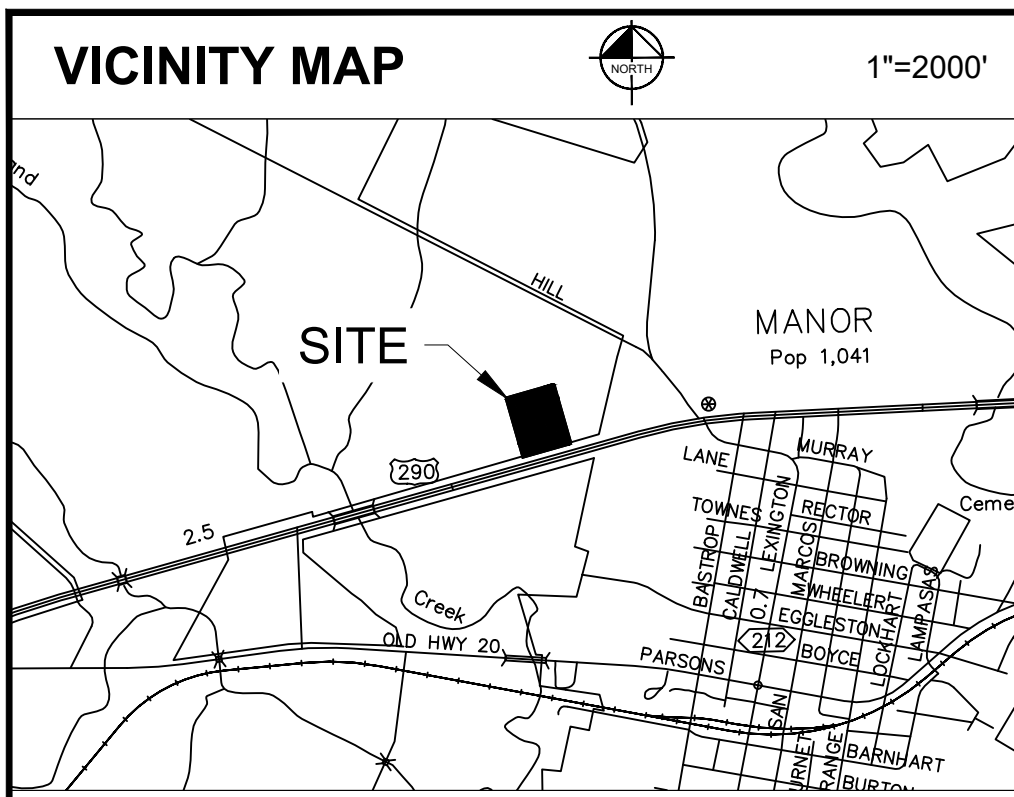
ACTIONS:

<i>Discretion</i>	Non-discretionary
<i>Subdivision Review Type</i>	Alternative
<i>Actions</i>	Approve, Approve with Conditions, Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

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



AREA BEING AMENDED

THE AREA BEING AMENDED WAS PREVIOUSLY PLATTED AS LOT 1 - 5, BLOCK A, LAS ENTRADAS NORTH SECTION 3, AS RECORDED IN DOCUMENT NO. 202400002 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

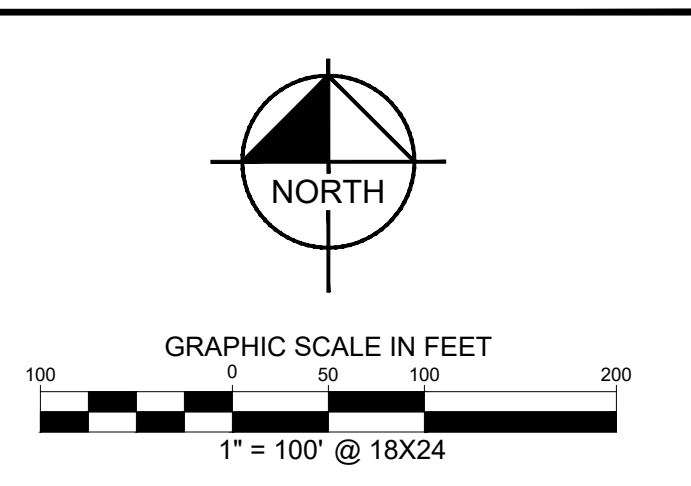
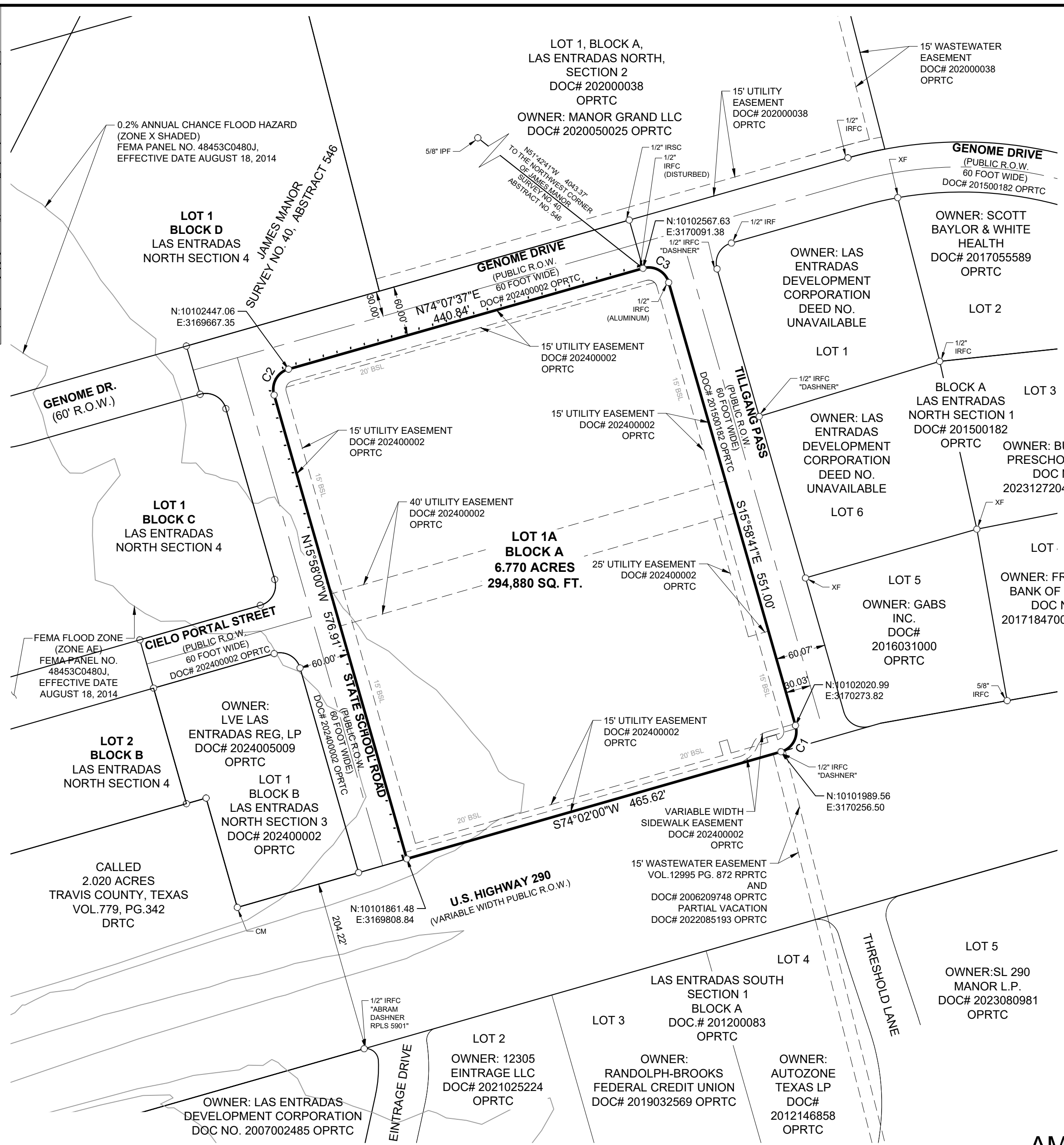
LEGEND	
○	1/2" IRON ROD W/ "KHA" CAP SET (UNLESS OTHERWISE NOTED)
OPRTC	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
DRTC	DEED RECORDS OF TRAVIS COUNTY TEXAS
R.O.W.	RIGHT OF WAY
IRFC	IRON ROD FOUND (W/CAP STAMPED "____")
IPF	IRON PIPE FOUND
IRF	IRON ROD FOUND
CM	TxDOT TYPE I CONCRETE MONUMENT
XF	"X" FOUND IN CONCRETE
BSL	BUILDING SETBACK LINE
POB	POINT OF BEGINNING
- - - - -	SIDEWALK
— — — — —	BOUNDARY LINE
- - - - -	RIGHT-OF-WAY CENTER LINE
— — — — —	RIGHT-OF-WAY LINE
- - - - -	EASEMENT LINE

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.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735
TBPE FIRM REGISTRATION NO. F-928
PH: (512) 418-1771
CONTACT: KENDYL B. SAUL, P.E.

OWNER/DEVELOPER:
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
PH:(512) 373-3954
CONTACT: DANIEL CAMPBELL

- SURVEYOR'S NOTES:**
- ALL PROPERTY CORNERS ARE MONUMENTED WITH A 1/2-INCH IRON ROD WITH A PLASTIC CAP STAMPED "KHA" UNLESS OTHERWISE NOTED.
 - THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM SURFACE, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). TO CONVERT SURFACE DISTANCES TO THE GRID, APPLY THE COMBINED SURFACE TO GRID SCALE FACTOR OF 0.99992337881. THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
 - THE BASIS OF BEARING OF THIS DRAWING IS THE TEXAS STATE PLANE COORDINATE SYSTEM GRID CENTRAL ZONE (FIPS 4203) HORIZONTAL DATUM: NAD '83



CURVE TABLE				
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING
C1	91°44'59"	25.00'	40.04'	S28°51'37"W
C2	90°05'35"	25.00'	39.32'	N29°04'32"E
C3	89°13'09"	25.00'	38.93'	S61°11'30"E

PATENT SURVEY:	JAMES MANOR SURVEY NO 40 ABSTRACT NO. 546
DEVELOPER:	LAS ENTRADAS DEVELOPMENT CORPORATION
SITE:	US 290, MANOR, TEXAS
ACREAGE:	6.770 ACRES
NUMBER OF BLOCKS:	1
ZONING:	COMMERCIAL (C-1)
PROPOSED USE:	COMMERCIAL
LINEAR FEET OF NEW STREETS:	NONE
ACREAGE OF NEW STREETS:	NONE
SUBMITTAL DATE	00/00/2023
PLANNING AND ZONING REVIEW DATE:	00/00/2023
ACREAGE BY LOT TYPE:	1 - DEVELOPMENT LOT 6 BLOCK A (DEVELOPMENT) - 6.770 ACRES

AMENDED PLAT OF
LAS ENTRADAS NORTH SECTION 3,
LOT 1A, BLOCK A
6.770 ACRES
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'	DJG	JGM	2/20/2024	069241746	1 OF 2

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, LVE LAS ENTRADAS REG, LP, BEING THE OWNER OF LOTS 1 - 5, BLOCK A, LAS ENTRADAS NORTH - SECTION 3 PLAT RECORDED IN DOCUMENT NO. 202400002, CONVEYED TO LVE LAS ENTRADAS REG, LP, AS RECORDED UNDER DOCUMENT NO. 2024005009, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

SAID LOTS HAVING BEEN APPROVED FOR AMENDMENT PURSUANT TO CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, DO HEREBY AMEND LOTS 1 - 5, BLOCK A, IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO, TO BE KNOWN AS

AMENDED PLAT OF LOT1A, BLOCK A,
LAS ENTRADAS NORTH - SECTION 3

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE _____ DAY OF _____, 20____, A.D.

BY: _____
DANIEL CAMPBELL
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
(512) 373-3954

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, 20____,

NOTARY PUBLIC
NOTARY REGISTRATION NUMBER _____
MY COMMISSION EXPIRES: _____

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 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.

FROST BANK

BY: _____

NAME: _____
TITLE: _____

THE STATE OF _____ §
COUNTY OF _____ §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____, 20____, BY _____, AS _____ OF THE FROST BANK, ON BEHALF OF SAID LENDER.

NOTARY PUBLIC
NOTARY REGISTRATION NUMBER _____
MY COMMISSION EXPIRES: _____
COUNTY OF _____
THE STATE OF TEXAS

NOTES:

- ALL NOTES AND RESTRICTIONS FROM THE PREVIOUS PLAT, "LAS ENTRADAS NORTH SECTION 3 PLAT" , A SUBDIVISION RECORDED IN DOCUMENT NO. 202400002 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SHALL APPLY TO THIS AMENDED PLAT.
- THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. TWELFTH DAY OF DECEMBER, 2022.
- THE NUMBER OF PROPOSED LOTS IS ONE (1). ALL PROPOSED LOT USAGE IS COMMERCIAL.
- PROPERTY OWNER OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF MANOR, FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER OR HIS/HER ASSIGNS.
- A 15' ELECTRICAL, NATURAL GAS, PROPANE, CABLE T.V. TELEPHONE AND INTERNET EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET RIGHTS OF WAY ONLY AS SHOWN.
- THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR PLANS FOR THE CONSTRUCTION OF SUBDIVISION IMPROVEMENTS THAT COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF MANOR, ALL LOTS IN THIS SUBDIVISION NOT DESIGNATED AS SINGLE-FAMILY WILL BE MAINTAINED BY LAS ENTRADAS DEVELOPMENT CORPORATION AND ITS SUCCESSORS AND ASSIGNS.
- A CITY OF MANOR DEVELOPMENT PERMIT IS REQUIRED BEFORE THE SITE DEVELOPMENT OF ANY LOTS IN THIS SUBDIVISION.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO BUILDINGS, FENCES, LANDSCAPING, OR OTHER OBSTRUCTIONS SHALL BE ALLOWED WITHIN ANY DRAINAGE EASEMENT SHOWN HEREON EXCEPT AS SPECIFICALLY APPROVED BY THE CITY OF MANOR.
- ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO THE CITY OF MANOR STANDARDS.
- WATER AND WASTEWATER WILL BE PROVIDED BY THE CITY OF MANOR.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL THE CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
- CURRENT ZONING: C1 - LIGHT COMMERCIAL.
- PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.

CITY OF MANOR ACKNOWLEDGMENTS

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

APPROVED: _____ ATTEST: _____
CHAIRPERSON _____ LLUVIA T. ALMARAZ, CITY SECRETARY

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

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

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 _____, 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 _____, ____.

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

BY: _____
DEPUTY

STATE OF TEXAS §
COUNTY OF TRAVIS §

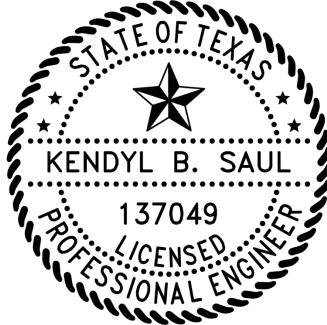
I, KENDYL B. SAUL, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STAND POINT AND COMPLIES WITH THE ENGINEERING RELATED PORTION OF THE CITY OF MANOR, TEXAS SUBDIVISION ORDINANCE, AND IS TRUE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

THIS SITE IS LOCATED IN THE GILLELAND CREEK WATERSHED.

A PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48453C0480J, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

Kendyl B. Saul 3/6/2024

KENDYL B. SAUL, P.E.
REGISTERED PROFESSIONAL ENGINEER No. 137049
KIMLEY-HORN AND ASSOCIATES, INC.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735



STATE OF TEXAS §
COUNTY OF BEXAR §

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

John G. Mosier 3/6/2024

JOHN G. MOSIER
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 6330 - STATE OF TEXAS
10101 REUNION PLACE, SUITE 400,
SAN ANTONIO, TEXAS 78216
Ph. 210-321-3402
greg.mosier@kimley-horn.com



AMENDED PLAT OF
LAS ENTRADAS NORTH SECTION 3,
LOT 1A, BLOCK A
6.770 ACRES
CITY OF MANOR, TRAVIS COUNTY, TEXAS

Kimley»Horn

10101 Reunion Place, Suite 400 Tel. No. (210) 541-9166
San Antonio, Texas 78216 FIRM # 10193973 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	DJG	JGM	2/20/2024	069241746	2 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.
5301 SOUTHWEST PARKWAY, BUILDING 2, SUITE 100
AUSTIN, TEXAS 78735
TBPE FIRM REGISTRATION NO. F-928
PH: (512) 646-2237
CONTACT: KENDYL B. SAUL, P.E.

OWNER/DEVELOPER:
LVE LAS ENTRADAS REG, LP
4314 MEDICAL PARKWAY, SUITE 200
AUSTIN, TEXAS 78756
PH:(512) 373-3954
CONTACT: DANIEL CAMPBELL



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, February 13, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bissey@kimley-horn.com

Permit Number 2024-P-1614-SF
Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat, , TX.

Dear Kendyl Saul,

The first submittal of the Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat (*Short Form Final Plat*) submitted by Kimley-Horn and received on February 21, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

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

- i. ~~Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.~~
- ii. ~~Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.~~
- iii. ~~Add "Performance and maintenance guarantees as required by the City." as a note.~~
- iv. **Provide 2023 Taxes. A tax certificate showing all 2023 taxes have been paid is required. A receipt will not work.**
- v. ~~Reminder that a seal is needed for the surveyor, and engineer.~~
- vi. ~~Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.~~

2/13/2024 12:16:37 PM
Las Entradas North Section 3, Lot 1A, Block A Short
Form Final Plat
2024-P-1614-SF
Page 2

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org 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 black ink, appearing to read 'Tyler Shows', followed by a long horizontal flourish.

Tyler Shows
Staff Engineer
GBA



February 21, 2024

City of Manor / GBA
1500 County Road 269
Leander, TX 78641

RE: **Las Entradas North Section 3, Lot 1A, Block A**
Short Form Final Plat
Manor, TX
2024-P-1614-SF

To Whom It May Concern:

Please accept this Comment Response Letter for the above referenced project. This submittal is in response to the comments provided by the City of Austin on February 13, 2024. The original comments have also been included below for reference.

Engineer Review - Tyler Shows

- i. Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part..

Response: Primary control point has been added to the northeast corner of the property.

- ii. Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.

Response: Chairperson signature line has been updated accordingly.

- iii. Add "Performance and maintenance guarantees as required by the City." as a note.

Response: Note has been added to sheet 2 as Note #14.

- iv. Provide 2023 Taxes.

Response: We have requested an official copy of the Travis County 2023 tax certificate. While the document is being processed, we have included an informal copy of the 2023 tax receipt information. We will follow up with the official copy once obtained as to not delay the plat processing.

- v. Reminder that a seal is needed for the surveyor, and engineer.

Response: Comment acknowledged.

- vi. Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls



Response: The mail notifications labels have been included as a word document with the resubmittal package.

End of report

Should you have any questions or require additional information, please do not hesitate to contact me at (512) 271-6315 or kendyl.saul@kimley-horn.com

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Kendyl Saul".

Kendyl Saul, PE
Project Manager



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, March 7, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bissey@kimley-horn.com

Permit Number 2024-P-1614-SF
Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat,

Dear Kendyl Saul,

The subsequent submittal of the Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat submitted by Kimley-Horn and received on February 21, 2024, 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.

- i. ~~Suitable primary control points to which all dimensions, bearings, and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.~~
- ii. ~~Remove Lakesha Small as Chairperson. The current Chairperson is in transition just use the Chairperson.~~
- iii. ~~Add "Performance and maintenance guarantees as required by the City." as a note.~~
- iv. **Provide 2023 Taxes. A tax certificate showing all 2023 taxes have been paid is required. A receipt will not work.**
- v. ~~Reminder that a seal is needed for the surveyor, and engineer.~~
- vi. ~~Provide labels for mail notifications, including the owner's name, address, deed or plat reference, and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.~~

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 and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is fluid and cursive, with the first name "Pauline" being more prominent than the last name "Gray".

Pauline Gray, P.E.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

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

Date: Friday, March 8, 2024

Kendyl Saul
Kimley-Horn
5301 Southwest Parkway, Building 2, Suite 100
Austin TX 78735
kendyl.bisse@kimley-horn.com

Permit Number 2024-P-1614-SF

Job Address: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat,

Dear Kendyl Saul,

We have conducted a review of the final plat for the above-referenced project, submitted by Kendyl Saul and received by our office on February 21, 2024, 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



3/27/24

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: Las Entradas North Section 3, Lot 1A, Block A Short Form Final Plat

Case Number: 2024-P-1614-SF

Case Manager: Michael Burrell

Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon a Subdivision Short Form Final Plat for Las Entradas North Section 3. Subdivision plats that meet the city's requirements are required to be approved by the Planning and Zoning Commission. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for Las Entradas North Section 3, one (1) lot on 6.8 acres, more or less, and being located at the northwest corner of the intersection of US HWY 290 and Tillgang Pass, Manor, TX.

Applicant: Kimley Horn

Owner: Kimley Horn

The Planning and Zoning Commission will meet at 6:30PM on April 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

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

TRANSPAK MANOR FACILITY LLC
(1953718)
20415 CORSAIR BLVD
HAYWARD CA 94545-1003

MANOR GRAND LLC (1852211)
300 CRESCENT CT 1425
DALLAS TX 75201-1890

MANOR LODGING DEVELOPMENT LLC
(1940242)
29711 S Legends Village Ct
Spring TX 77386-2036

LAS ENTRADAS DEVELOPMENT
(1335894)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

RIVER CITY PARTNERS LTD (109336)
501 E KOENIG LN
AUSTIN TX 78751-1426



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Final Plat for the Shadowglen Subdivision Phase 3, Section 1, one hundred and ninety-nine (199) lots on 58.39 acres, more or less, and being located near the intersection of Rector Loop and Fuchs Grove, Manor, Texas.

Applicant: Kimley-Horn

Owner: Meritage Homes of Texas, LLC

BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It contains 195 single-family lots and 4 open space/drainage lots. The roads surrounding this Section of the development (Rector Loop, Fuchs Grove, Gregg Manor Road, and Gregg Lane) are all Travis County roads. Traffic mitigations for Phase 3 of Shadowglen are being coordinated by Travis County. The County provided in January 2022 the following TIA mitigations:

1. Provide funding in the amount of \$1,695,778 to Travis County to be used toward future Travis County projects along Gregg Manor Road, Fuchs Grove Road, or other projects in the vicinity ("Roadway Improvement Project").
2. In addition, the Developer will bear all cost to design and construct the following:
 - a. Northbound right-turn lane and southbound left-turn lane into the site at the proposed Driveway 3 (Misty Grove Boulevard) on Fuchs Grove Road. The total cost for this construction is estimated to be \$138,000.
 - b. Traffic signal and driveway to accommodate two westbound lanes at the Fuchs Grove Road and Driveway 3 intersection. The total cost is estimated to be \$350,000.
 - c. Northbound right-turn lane at the Fuchs Grove Road and Gregg Manor Road intersection. The total cost is estimated to be \$102,000.

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

- Plat
- Engineer Comments
- Conformance Letter

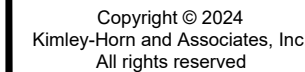
ACTIONS:

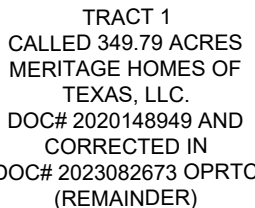
<i>Discretion</i>	Non-discretionary
<i>Subdivision Review Type</i>	Alternative
<i>Actions</i>	Approve, Approve with Conditions, Postpone

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Final Plat for the Shadowglen Subdivision Phase 3, Section 1, one hundred and ninety-nine (199) lots on 58.39 acres, more or less, and being located near the intersection of Rector Loop and Fuchs Grove, Manor, Texas.

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





CALLED 7.15 ACRES
 JERRY A. & MARILYN D.
 MOELLENBERG
 VOL.5690, PG.584
 OPRTC

CALLED 1.000 ACRE
 HARRY GARZA, ET AL
 DOC# 2009190602
 QPRTC

CALLED 1.000 ACRE
 SAMMY GARZA
 DOC# 20002177128
 QBRTC

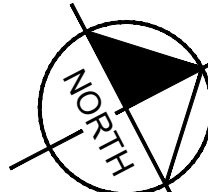
CALLED 4.0 ACRES
 MICHAEL HAWKINS
 DOC# 2006215099
 QBRTC

CALLED 4.57 ACRES
 GNACIO GRIMALDO
 DOC# 2017024291
 ORBTC

RECTOR LOOP
(VARIABLE WIDTH R.O.W.)

LOCATION TO
FOR LOOP
230 ACRE

ERIC EASEMENT
2008060079
N27°30'35"E

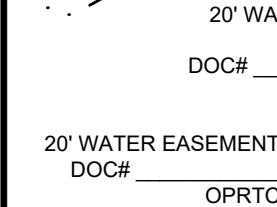


GRAPHIC SCALE IN FEET

0 50 100 200

1" = 100' @ 18X24'

<u>GENERAL INFORMATION:</u>	
TOTAL ACREAGE.....	58.387 ACRES
TOTAL LINEAR FEET OF 50' ROW.....	6,857'
TOTAL LINEAR FEET OF 60' ROW.....	1,055'
ACREAGE OF ROW.....	9.205 ACRES
ACREAGE OF ROW DEDICATION.....	0.230 ACRES
NUMBER OF SINGLE FAMILY LOTS.....	195
ACREAGE OF SINGLE FAMILY LOTS.....	30.096 ACRES
NUMBER OF NON-RESIDENTIAL LOTS.....	4
ACREAGE OF NON-RESIDENTIAL LOTS.....	17.856 ACRES
TOTAL NUMBER OF LOTS.....	199



LINE TABLE			LINE TABLE			LINE TABLE			LINE TABLE		
NO.	BEARING	LENGTH	NO.	BEARING	LENGTH	NO.	BEARING	LENGTH	NO.	BEARING	LENGTH
L1	S06°21'59"W	120.00'	L15	N33°51'03"N	31.45'	L29	S28°44'46"W	109.64'	L44	N46°09'58"W	62.50'
L2	S87°52'08"W	45.50'	L16	S12°55'23"W	139.66'	L30	S49°14'20"W	45.33'	L45	N46°09'58"W	102.50'
L3	S70°45'13"W	43.18'	L17	S16°29'14"W	50.00'	L31	S49°14'20"W	108.77'	L46	N46°09'58"W	82.50'
L4	S40°28'39"W	46.42'	L18	S09°16'52"W	60.00'	L32	S49°14'20"W	45.33'	L47	S01°00'07"W	32.66'
L5	S27°28'35"W	46.42'	L19	S27°30'16"W	16.93'	L33	S62°29'21"E	14.51'	L48	N44°27'35"E	35.46'
L6	S16°30'37"W	114.74'	L20	N82°42'23"W	50.16'	L34	N62°29'21"W	56.51'	L49	N29°35'40"E	52.02'
L7	S44°17'19"E	85.54'	L21	N81°00'09"W	127.59'	L35	S62°29'21"E	16.51'	L50	N20°33'22"E	122.09'
L8	S09°02'21"E	136.28'	L22	N61°11'35"W	120.05'	L36	N35°34'04"E	47.62'	L51	S19°43'06"W	39.15'
L9	S21°47'48"E	142.43'	L23	N62°29'25"W	4.12'	L37	N35°34'04"E	85.27'	L52	N42°58'51"E	247.77'
L10	S13°13'52"E	102.27'	L24	N62°58'21"W	14.34'	L38	N35°34'04"E	47.64'	L53	N35°23'51"E	138.78'
L11	S00°55'38"E	131.34'	L25	N19°29'16"W	53.88'	L39	N78°15'13"E	13.57'	L54	S41°01'21"E	151.52'
L12	S37°52'41"E	171.53'	L26	N63°39'28"W	4.12'	L40	N78°15'13"E	55.75'	L55	N11°18'01"W	187.94'
L13	S27°40'22"E	69.98'	L27	S80°58'53"E	39.84'	L41	N78°15'13"E	15.75'	L56	N07°26'52"W	72.43'
L14	N16°00'51"W	60.46'	L28	S61°29'53"E	118.65'	L42	S28°30'07"W	44.15'			

CURVE TABLE						CURVE TABLE						CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD	NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD	NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	20°47'41"	275.00'	99.81'	N73°14'41"W	99.26'	C29	83°26'06"	20.00'	32.61'	N41°46'50"W	28.12'	C57	2°56'53"	325.00'	16.72'	N59°03'34"W	16.72'
C2	17°59'18"	325.00'	102.04'	N25°03'00"W	101.62'	C30	89°45'21"	20.00'	31.33'	N73°37'27"E	29.22'	C58	2°56'53"	300.00'	15.44'	S59°03'34"E	15.43'
C3	0°36'18"	325.00'	3.43'	N34°18'18"W	3.43'	C31	20°29'34"	325.00'	116.24'	S38°59'33"W	115.62'	C59	2°56'53"	275.00'	14.15'	N59°03'34"W	14.15'
C4	86°15'27"	15.00'	22.58'	S30°12'21"E	20.51'	C32	20°29'34"	300.00'	107.30'	S38°59'33"W	106.73'	C60	26°14'44"	270.29'	123.81'	S47°38'21"E	122.73'
C5	7°40'38"	975.00'	130.64'	N77°09'50"W	130.55'	C33	20°29'34"	275.00'	98.36'	S38°59'33"W	97.83'	C61	25°51'47"	300.00'	135.42'	N47°36'07"W	134.27'
C6	90°00'00"	15.00'	23.56'	S53°59'51"W	21.21'	C34	57°46'09"	15.00'	15.12'	N20°21'16"E	14.49'	C62	83°53'55"	15.00'	21.96'	N77°31'02"E	20.05'
C7	89°58'21"	15.00'	23.55'	S35°59'20"E	21.21'	C35	57°46'09"	15.00'	15.12'	S78°07'24"W	14.49'	C63	83°14'49"	15.00'	21.79'	S06°03'20"E	19.93'
C8	87°34'31"	15.00'	22.93'	S55°14'15"W	20.76'	C36	295°32'17"	60.00'	309.49'	N40°45'40"W	64.00'	C64	13°23'28"	317.28'	74.15'	N41°08'36"W	73.98'
C9	76°04'40"	20.00'	27.25'	N41°57'48"W	25.19'	C37	11°53'50"	275.00'	57.19'	S37°53'08"W	57.00'	C65	47°18'52"	275.00'	227.09'	N11°54'39"E	220.70'
C10	18°29'18"	230.00'	74.22'	N71°45'30"W	73.90'	C38	15°05'16"	300.00'	79.00'	N36°17'24"E	78.77'	C66	47°18'52"	300.00'	247.74'	N11°54'39"E	240.76'
C11	82°36'43"	50.00'	80.83'	S73°45'54"W	72.31'	C39	15°05'16"	325.00'	85.58'	S36°17'24"W	85.34'	C67	47°18'52"	325.00'	268.38'	N11°54'39"E	260.82'
C12	91°55'37"	50.00'	80.22'	S18°29'57"E	71.89'	C40	90°00'00"	15.00'	23.56'	S01°09'58"E	21.21'	C68	90°00'00"	15.00'	23.56'	N56°44'47"W	21.21'
C13	10°59'28"	170.00'	32.61'	S75°30'25"E	32.56'	C41	90°00'00"	15.00'	23.56'	S88°50'02"W	21.21'	C69	90°00'00"	15.00'	23.56'	N33°15'13"E	21.21'
C14	18°30'48"	200.00'	64.62'	S71°44'45"E	64.34'	C42	6°19'23"	325.00'	92.59'	S35°40'21"W	92.28'	C70	49°14'22"	325.00'	279.30'	S77°07'36"E	270.79'
C15	90°00'00"	20.00'	31.42'	N53°59'51"E	28.28'	C43	16°19'23"	300.00'	85.47'	S35°40'21"W	85.18'	C71	49°14'22"	300.00'	257.82'	N77°07'36"E	249.96'
C16	90°00'00"	15.00'	23.56'	S36°00'09"E	21.21'	C44	16°19'23"	275.00'	78.35'	S35°40'21"W	78.08'	C72	49°09'31"	275.00'	235.94'	S77°05'11"E	228.77'
C17	18°30'48"	325.00'	105.01'	S18°15'15"W	104.56'	C45	90°00'00"	15.00'	23.56'	N72°30'39"E	21.21'	C76	34°25'10"	275.00'	165.20'	N28°57'23"W	162.73'
C18	18°30'48"	300.00'	96.94'	S18°15'15"W	96.51'	C46	88°45'44"	15.00'	23.24'	S15°23'46"E	20.96'	C77	34°25'10"	300.00'	180.22'	N28°57'23"W	177.52'
C19	18°30'48"	275.00'	88.86'	S18°15'15"W	88.47'	C47	93°24'20"	15.00'	24.50'	S74°17'49"W	21.88'	C78	34°25'10"	325.00'	195.24'	N28°57'23"W	192.32'
C20	6°24'36"	275.00'	30.77'	N55°42'43"W	30.75'	C48	90°00'00"	15.00'	23.56'	N17°29'21"W	21.21'	C79	90°00'00"	15.00'	23.56'	S17°29'21"E	21.21'
C21	9°58'55"	300.00'	52.27'	N57°29'53"W	52.20'	C49	14°35'16"	325.00'	82.75'	S20°13'01"W	82.52'	C80	97°06'37"	15.00'	25.42'	S68°57'20"W	22.48'
C22	7°15'04"	325.00'	41.13'	N56°07'58"W	41.10'	C50	15°34'16"	300.00'	76.38'	S20°13'01"W	76.18'	C81	89°19'57"	15.00'	23.39'	N57°35'22"E	21.09'
C23	90°00'00"	15.00'	23.56'	S72°30'39"W	21.21'	C51	7°28'39"	275.00'	35.89'	S16°39'42"W	35.86'	C82	2°47'58"	300.00'	14.66'	S10°23'50"W	14.66'
C24	90°00'00"	15.00'	23.56'	S17°29'21"E	21.21'	C52	3°15'29"	1025.00'	58.29'	S79°22'25"E	58.28'						
C25	90°59'28"	20.00'	31.76'	S73°30'28"W	28.53'	C53	7°40'21"	1000.00'	133.91'	N77°09'59"W	133.81'						
C26	89°00'32"	20.00'	31.07'	N16°59'37"W	28.04'	C54	4°54'14"	275.00'	23.54'	S60°02'14"E	23.53'						
C27	90°59'32"	50.00'	79.41'	S73°00'21"W	71.32'	C55	4°54'14"	300.00'	25.68'	N60°02'14"W	25.67'						
C28	88°56'33"	50.00'	72.62'	S17°03'37"E	70.06'	C56	4°54'14"	325.00'	27.82'	S60°02'14"E	27.81'						

MATCHLINE 'A'
(THIS SHEET)

SURVEYOR:
KIMLEY-HORN AND ASSOCIATES, INC.
LAND SURVEYOR NO. 6330
10101 REUNION PLACE, SUITE 400
SAN ANTONIO, TEXAS 78216
PH: (210) 541-9166
CONTACT: GREG MOSIER, R.P.L.S.

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

OWNER/DEVELOPER:
MERITAGE HOMES OF TEXAS, LLC.
8920 BUSINESS PARK DRIVE
SUITE 350
AUSTIN, TEXAS 78759
PH: (512) 610-4853
CONTACT: BRANDON HAMMANN

SHADOWGLEN PHASE 3 SECTION 1 58,387 ACRES

BEING A PORTION OF THAT CERTAIN 350.744 ACRE
TRACT RECORDED IN DOCUMENT NO. 2020148949 AND
CORRECTED IN DOCUMENT NO. 2023082673,
OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY,
SUMNER BACON SURVEY NO. 62, ABSTRACT NO. 63
CITY OF MANOR, TRAVIS COUNTY, TEXAS.

Kimley»»Horn

601 NW Loop 410, Suite 350 Tel. No. (210) 541-9166
 San Antonio, Texas 78216 FIRM # 10193973 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	D.W.C.	J.C.M.	2/12/2024	060254603	2 OF 5



1500 County Road 269
Leander, TX 78641

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

Date: Monday, September 18, 2023

jacob Kondo
Kimley-Horn
10814 Jollyville rd suite 200
Austin 78759
jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
Job Address: Rector Loop, Manor, TX. 78653

Dear jacob Kondo,

The first submittal of the Shadowglen phase 3 section 1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 04, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

City Planning 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 Michael Burrell by telephone at (512) 215-8158 or by email at mburrell@manortx.gov.

The stand alone final plat lists 199 lots but the plat included in the civil plans list 187. This needs to be corrected

Engineer Review

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

- i. -
- ii. ~~Provide a map displaying a 300 ft radius from the subdivision boundary, this will verify that all the nearby residences are called out. Provide the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.~~
- iii. ~~Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Wilbarger Creek Municipal Utility District No. 2)~~
- iv. **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.**
- v. ~~Provide a copy of the deed.~~
- vi. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- vii. ~~Provide the following note under general notes "Performance and maintenance guarantees as required by the city".~~
- viii. ~~Where applicable all document numbers should be filled in on the final plat.~~
- ix. **A 2023 tax certificate is required to be submitted in order for the plat to be approved.**
- x. **The plat cannot be approved until the construction plans have been approved.**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. 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 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,



Tyler Shows
Staff Engineer
GBA

October 4, 2023
Travis County TNR
700 Lavaca 5th floor
Austin, TX 78701

**RE: App 52371
Shadowglen Phase 3 Section 1 Final Plat
City of Manor ETJ, Precinct 1
11215 North FM 973**

To Lauren Winek, P.E. & Sarah C. Sumner:

Please accept this *Comment Response Letter* in reply to Tavis County TNR's review, dated September 15, 2023 regarding the above-referenced project's project assessment review. Original comments have been included below for reference. All Kimley-Horn responses are listed in **Blue**.

Engineer Review

1. Please be advised that additional comments may be generated as updated information is reviewed. Comments will not be cleared based on phone calls, emails or meetings. Formal updates must be submitted via MyPermitNow in order to receive clearance and approval.
Response: Acknowledged, thank you.
2. Please provide a signed and sealed Cover Letter with the details listed in the subdivision application completion checklist.
Response: Acknowledged, a signed and sealed cover letter has been included.
3. Please sign and seal your Engineering report.
Response: Acknowledged, the engineering report has been signed and sealed.
4. Please upload all the drainage files as zip files.
Response: Acknowledged, zip file is included.

Advisory Comments

Please note these comments are not required to be addressed at this time, but will need to be addressed before plat acceptance. These comments are intended to give you as much notice as possible to prepare the information when it is required.

1. Please note any easements in the right-of-way will need to be vacated prior to plat recordation including the Water Easement along Tollington Street.
Response: Acknowledged, any easements in the right-of-way will be vacated prior to plat recordation.

2. Be aware, that a Travis County driveway permit will be required for any driveway connecting to a Travis County maintained roadway.

Response: Acknowledged, we have submitted an application for a driveway permit to Travis County

3. Please ensure all line types in the ledged match what is shown on the plat, including the approximate limits of the floodplain per the CLOMR.

Response: Acknowledged, line types in legend match what's shown on the plat

4. Please note the drainage analysis will need to be updated to include the Atlas 14 rainfall data.

Response: Acknowledged, the drainage analysis has been updated.

5. Please show the 100-year and 500-year floodplain on the plat as well as the 100-year fully developed conditions for Atlas 14 floodplain and provide the drainage analysis.

Response: Acknowledged, floodplains are being shown on the plat and a drainage analysis is shown in the engineering report.

6. The greatest extent of the FEMA floodplain or Atlas 14 fully developed conditions will need to be contained in a drainage easement.

Response: Acknowledged, a drainage easement has been included.

7. Lots that are unbuildable due to the location of a drainage easement will need to be removed from the plat until improvements are made that remove the lots from the floodplain. As an alternate means of recording the plat, Atl Fiscal may be posted. Once all improvements are made removing the floodplain from the lots that are unbuildable full fiscal may be posted and the plat recorded.

Response: Acknowledged, we will be posting alt fiscal and using a temporary drainage easement that will terminate once grading is complete.

8. Provide a letter sealed by record engineer that verifies there will be adequate fire flow to proposed subdivision.

Response: Acknowledged, sealed letter has been included with this submittal.

9. Please provide the full CLOMR study and all supporting documents and analysis.

Response: Acknowledged, full clomr and supporting docs/approvals has been uploaded with this submittal.

Plan Review

Completeness Check

- Travis County taxes must be paid before formal submittal. A tax certificate with raised seal showing all **2022** taxes paid is required for submittal.

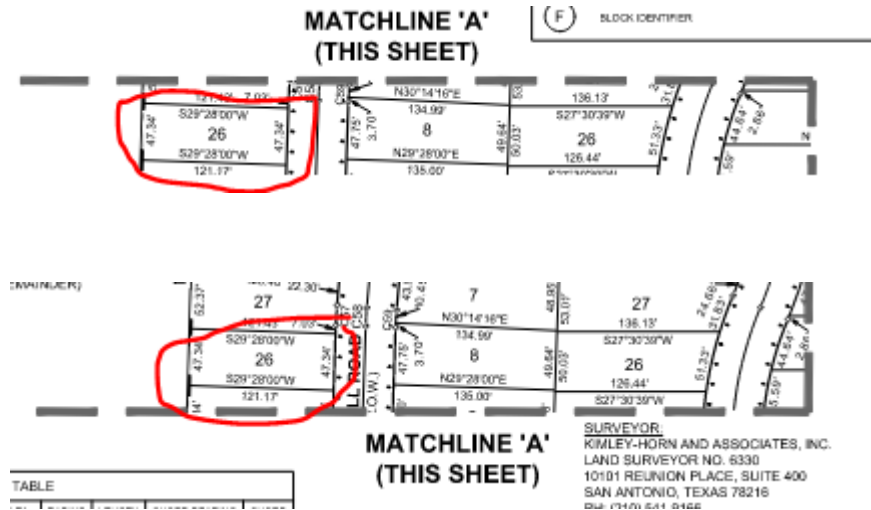
Response: Acknowledged, taxes have been paid and an updated tax certificate is included with this submittal.

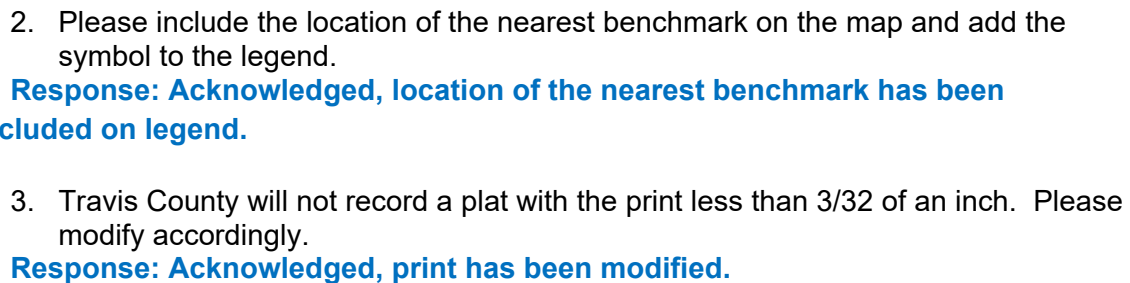
Advisory Comments

Please note these comments are not required to be addressed at this time but will need to be addressed before plat acceptance. These comments are intended to give you as much notice as possible to prepare the information when it is required.

- The match lines cannot split residential lots.

Response: Acknowledged, the match lines do not split the lots – they are shown fully on either side of the matchline.





4. This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and pay parkland fees to the City of Manor and get approval before Travis County will approve this final plat.

Response: Acknowledged, an application was submitted to City of Manor as well and we are working towards approval.

5. Please make sure all existing and proposed easements are shown and labeled. Existing easements must reference the holder of easement and recording information. Provide one (1) copy of all existing separate instrument easement documents.

Response: Acknowledged, easements are shown and labeled on the plat. Existing easement documents have been included.

6. Revise for the appropriate floodplain note:

The 500-year flood plain is contained within the drainage easement as shown hereon. A portion of this tract is within the designated flood hazard area as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) #48453CO-_____, Travis County, Texas, dated _____, Community # 481026.

Minimum finished floor elevation for all affected structures shall be two (2) foot above the elevation of the 500-year flood plain as shown hereon: XXX' M.S.L.

NOTE: (Minimum Finished Floor Elevation shall be shown inside a box on each affected lot on the face of the plat with the designation of 'M.S.L.' mean sea level)

Response: Acknowledged, the note has been updated.

7. If there is FEMA floodplain on the property to be platted, the following note is required:

Flood insurance is mandatory for buildings in FEMA-identified high-risk flood areas, which are designated Flood Hazard Areas (FHAs). This requirement applies to buildings located in FHAs on FEMA's flood maps including loans for manufactured (mobile) homes and commercial buildings. Whenever federally backed lenders make, increase, extend, or renew a mortgage, home equity, home improvement, commercial, or farm credit loan in an FHA, the lender must require flood insurance.

Response: Acknowledged, the note has been added.

8. Applications submitted after September 1, 2023 will be administratively approved and the Commissioners Court Resolution and Clerk of County Court block may be removed. Additional notes and Administrative Approval block will be required once we have received them from our legal department.

Response: Acknowledged, we will add the additional notes/approval blocks if required.

9. Service letters need to be from this year and for this Section.

Response: Acknowledged, updated service availability letters have been requested and included.

10. Please upload the final Preliminary Plan with all approvals.

Response: Acknowledged, we are awaiting the signed plans.

11. Notes 16 and 22 are duplicates, please remove note 22.

Response: Acknowledged, this note has been removed.



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, October 31, 2023

jacob Kondo
Kimley-Horn
10814 Jollyville rd suite 200
Austin 78759
jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
Job Address: Rector Loop, Manor 78653

Dear jacob Kondo,

The subsequent submittal of the Shadowglen phase 3 section 1 Final Plat submitted by Kimley-Horn and received on March 04, 2024, 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.

- i. -
- ii. ~~Provide a map displaying a 300 ft radius from the subdivision boundary, this will verify that all the nearby residences are called out. Provide the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.~~
- iii. ~~Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Wilbarger Creek Municipal Utility District No. 2)~~
- iv. **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.**
- v. ~~Provide a copy of the deed.~~
- vi. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- vii. ~~Provide the following note under general notes "Performance and maintenance guarantees as required by the city".~~
- viii. ~~Where applicable all document numbers should be filled in on the final plat.~~
- ix. **A 2023 tax certificate is required to be submitted in order for the plat to be approved.**
- x. **The plat cannot be approved until the construction plans have been approved.**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA

December 20, 2023
City of Manor
105 E Eggleston St
Manor, TX 78653

**RE: 2023-P-1566-FP
Shadowglen Phase 3 Section 1 Final Plat
11215 North FM 973**

To Michael Burrell:


Please accept this *Comment Response Letter* in reply to the City of Manor's review, dated September 18, 2023 regarding the above-referenced project's project assessment review. Original comments have been included below for reference. All Kimley-Horn responses are listed in [Blue](#).

Engineer Review


iii. 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.

Response: We have received street name verification from the addressing department. See snip it below and email attached with this response packet.

RE: Street Name Reservation Shadowglen Phase 3 Section 1 - APP 52371 c1542139



Phung, Janny <Janny.Phung@austintexas.gov>
To: Kondo, Jacob; Massey, Mason; Addressing

[Reply](#)
[Reply All](#)
[Forward](#)


Wed 12/20/2023 10:30

External

This sender Janny.Phung@austintexas.gov is from outside your organization.

This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Some people who received this message don't often get email from janny.phung@austintexas.gov. [Learn why this is important](#)

Hello,

Broomfield St and not Broomfield Rd. Many of the names below were reserved in 2019.

The following has been reserved:

- Tollington Street
- Collingham Road
- ~~Broomfield Road~~ -- Broomfield St
- Rothwell Road
- Fairholme Street
- Duckham Drive
- Rosecomb Road
- Doves Nest Drive

A list of all street names reserved and currently in use in Travis County is available online at:
<https://data.austintexas.gov/City-Government/911-Addressing-Street-Name-Master-List/kumu-nbtd/data>

Thank you for your patience,

iv. Where applicable all document numbers should be filled in on the final plat.

Response: Documents cannot be recorded until once Travis County has reviewed and approved the construction plans. Travis County will not look at any easements for review until during the construction plan review process. The issue is that the county requires the plat to be approved first before the construction plans can be reviewed. This is why we would need city approval of the plat so that we can move forward with construction plan review with the county. Can this comment be applied to the construction plans that are currently in review and not the plat?

END OF COMMENT REPORT

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

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.
Project Manager



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, January 16, 2024

jacob Kondo
Kimley-Horn
10814 Jollyville rd suite 200
Austin 78759
jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
Job Address: Rector Loop, Manor 78653

Dear jacob Kondo,

The subsequent submittal of the Shadowglen phase 3 section 1 Final Plat submitted by Kimley-Horn and received on March 04, 2024, 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.

- i. -
- ii. ~~Provide a map displaying a 300 ft radius from the subdivision boundary, this will verify that all the nearby residences are called out. Provide the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.~~
- iii. ~~Provide certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. (Wilbarger Creek Municipal Utility District No. 2)~~
- iv. **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.**
- v. ~~Provide a copy of the deed.~~
- vi. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- vii. ~~Provide the following note under general notes "Performance and maintenance guarantees as required by the city".~~
- viii. ~~Where applicable all document numbers should be filled in on the final plat.~~
- ix. **A 2023 tax certificate is required to be submitted in order for the plat to be approved.**
- x. **The plat cannot be approved until the construction plans have been approved.**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to www.mygovernmentonline.org 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.

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Thank you,



Pauline Gray, P.E.
Lead AES
GBA

Kondo, Jacob

From: Tyler Shows <tshows@gbateam.com>
Sent: Wednesday, January 17, 2024 2:29 PM
To: Kondo, Jacob
Cc: Massey, Mason
Subject: RE: Project 2023-P-1566-FP - GBA Plan Review Revisions

Categories: External

You don't often get email from tshows@gbateam.com. [Learn why this is important](#)

Jacob,

You are good to go for comment iv it can be cleared.

Thanks,

Tyler Shows EIT Staff Engineer

d 737. 247.7552

From: Kondo, Jacob <Jacob.Kondo@kimley-horn.com>
Sent: Tuesday, January 16, 2024 5:21 PM
To: Tyler Shows <tshows@gbateam.com>
Cc: Massey, Mason <Mason.Massey@kimley-horn.com>
Subject: {External} FW: Project 2023-P-1566-FP - GBA Plan Review Revisions

WARNING: The sender of this email could not be validated and may not match the person in the "From" field.

CAUTION: This email originated from outside the organization. Do not click or open attachments unless you recognize the sender and know the content is safe.

Tyler,

We received the attached from addressing verifying the street names. Please see attached. Can you please look over and let me know if that is sufficient to clear comment iv ?

Kimley-Horn
 10814 Jollyville rd suite 200
 Austin 78759
 jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
 Job Address: Rector Loop, Manor 78653

Dear jacob Kondo,

The subsequent submittal of the Shadowglen phase 3 section 1 Final Plat submitted by Ki December 21, 2023, have been reviewed for compliance with the City of Manor Subdivisic offer the following comments based upon our review (satisfied comments stricken, new or bold):

Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questi information regarding any of these comments, please contact Tyler Shows by telephone a at tshows@gbateam.com.

- i. -
- ii. ~~Provide a map displaying a 300 ft radius from the subdivision boundary, this residences are called out. Provide the owner's names and the property lines hundred (300) feet of the subdivision boundary, together with the respective determined by the most recent tax rolls.~~
- iii. ~~Provide certification from a registered professional engineer and approval by (if applicable) that water satisfactory for human consumption is available in submission, except that such certification is not required if the property will system. (Willbarger Creek Municipal Utility District No. 2)~~
- iv. **Where new streets are being created and named, the applicant mu from Travis County 911 Addressing demonstrating that the street n Final Plat are not duplicated within the County.**
- v. ~~Provide a copy of the deed.~~
- vi. ~~Provide certification from all applicable taxing authorities that all taxes due c~~
- vii. ~~Provide the following note under general notes "Performance and maintenar the city".~~
- viii. ~~Where applicable all document numbers should be filled in on the final plat.~~
- ix. **A 2023 tax certificate is required to be submitted in order for the p**
- x. **The plat cannot be approved until the construction plans have beer**

Thanks,
 Jacob

Kimley»Horn

Jacob Kondo, P.E. | Project Manager

Kimley-Horn | 10814 Jollyville Road, Campus IV, Suite 200, Austin, TX 78759

Direct: 737 471 0326 | Main: 512 418 1771

Connect with us: [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [Instagram](#)

Celebrating 14 years as one of FORTUNE's 100 Best Companies to Work For

From: no-reply@mygovernmentonline.org <no-reply@mygovernmentonline.org>

Sent: Tuesday, January 16, 2024 3:03 PM

To: Kondo, Jacob <Jacob.Kondo@kimley-horn.com>

Subject: Project 2023-P-1566-FP - GBA Plan Review Revisions

Manor has emailed a copy of GBA Plan Review Revisions



1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, March 27, 2024

jacob Kondo
Kimley-Horn
10814 Jollyville rd suite 200
Austin 78759
jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
Job Address: Rector Loop, Manor 78653

Dear jacob Kondo,

We have conducted a review of the final plat for the above-referenced project, submitted by jacob Kondo and received by our office on March 04, 2024, 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: April 10, 2024
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on next step items from the February 13, 2024, Planning and Zoning Commission Workshop

BACKGROUND/SUMMARY:

At the Feb. 13th workshop we discussed P&Z's powers and duties, application processes and requirements, actions that can be taken on agenda items, and meeting procedures and processes. From those discussions, it was requested for the Commission to review our Zoning application procedures, review our Subdivision code including the Parkland Dedication requirements, and to institute a Rules and Procedure Policy similar to that of the City Council.

Should another workshop be scheduled to discuss these items, and any other items, or would the Commission prefer them discussed during a Regular Meeting? If a workshop is desired, a date should be discussed. The next Regularly Scheduled P&Z meeting is May 8th and the items discussed at the last workshop can be placed on that agenda if a workshop session is not requested.

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

- City Council Rules of Procedure

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission discuss next step items from the February 13, 2024, Planning and Zoning Commission Workshop

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



CITY COUNCIL RULES OF PROCEDURE

**As Adopted by Ordinance No. 516 Effective
May 2, 2018**

**Amended by Ordinance No. 598 Effective
December 16, 2020**

**Amended by Ordinance No. 626 Effective
November 3, 2021**

**Amended by Ordinance No. 631 Effective
November 17, 2021**

**Amended by Ordinance No. 644 Effective
April 20, 2022**

**Amended by Ordinance No. 662 Effective
July 20, 2022**

**Amended by Ordinance No. 686
Effective February 6, 2023**

**Amended by Ordinance No. 691
Effective February 15, 2023**

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.

Section 2 – AUTHORITY

The City Charter of Manor, Texas [Adopted: August 15, 2007; Amended: May 9, 2015, and Amended: November 3, 2020] provides in Article III (City Council Judge of its Members), Section 3.04. (Rule of Procedure) that “The Council shall by ordinance determine its own rules and order of business.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall generally determine such procedural issue. www.robertsrules.com.

Section 3 – MEETINGS

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.01. Regular Meetings.

The City Council shall conduct regular meetings generally on the first (1st) and third (3rd) Wednesdays of each month. All regular meetings shall normally be scheduled to begin at 7:00 p.m. at City Hall and are open to the public.

3.02. Special Meetings.

In accordance with Section 3.07 (Meetings) of the City Charter, “special meetings may be scheduled and held as the council deems necessary to transact the business of the city.” Special meetings are open to the public.

3.03. Workshop Sessions.

Workshop sessions may be scheduled by the Mayor, a majority of Council Members or by the City Manager. They are normally conducted prior to regular or special meetings but may also be conducted at other times as well. Their purpose is to exchange information between council, staff, vendors or other groups. No official action is taken by council during these sessions, but workshops shall be posted and are open to the public. The City Council may suspend the application of this rule during a workshop session by majority vote of those members present and voting and take action on any item posted on the workshop agenda.

3.04. Executive Sessions.

The City Council may meet in executive session under the provisions of the Texas Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration nor shall any Council Member enter into a commitment with another respecting a vote to be taken subsequently in an open meeting of the City Council.

3.05. Public Hearings.

Public Hearings may be scheduled to present evidence on both sides of issue(s). Some Public Hearings are required by state law such as approving an annual budget and setting a tax rate. Others are conducted voluntarily to obtain a full range of citizen input on important matters, such as a proposed bond issue. Public Hearings may be scheduled as part of a Regular Meeting or on other occasions as necessary.

3.06. Town Hall Meetings.

Town Hall Meetings may be scheduled periodically for the purpose of open discussion with citizens of Manor on specific issues or general matters regarding the activities of the City. Action may not be taken by the City Council at a Town Hall Meeting. If any action is indicated, the matter will be scheduled as an agenda item at a regular meeting of the City Council. Any citizen may participate in a Town Hall Meeting, and there is no requirement to sign up to speak prior to the meeting. Town Hall Meetings will be posted according to the Texas Open Meetings Act.

3.07. Public Notice.

The agenda for all meetings and the notice listing items to be considered shall be posted by the City Secretary on the City's website and on the bulletin board at City Hall in accordance with the Texas Open Meetings Act [Chapter 551, Texas Government Code].

3.08. Quorum and Attendance.

In accordance with Section 3.06 (Quorum and Attendance) of the City Charter, "Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office." [See section 5.05 Excusal from Attendance].

3.09. City Manager Participation.

The City Manager shall attend all meetings of the City Council except when excused by the City Council. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions but shall not have a vote.

3.10. City Attorney Participation.

The City Attorney, or designated assistant City Attorney, shall attend the meetings of the City Council upon request by the City Manager to advise the City Council on all legal matters and represent the City in all litigation (except where outside counsel is engaged) and other legal matters.

3.11. City Secretary Participation.

The City Secretary shall attend each meeting of the City Council and shall keep, in a record provided for that purpose, accurate minutes of the City Council's proceedings.

3.12. City Department Directors Participation.

The City staff department heads shall attend the second regular meeting of each month to respond to inquiries made by the City Council on departmental monthly reports unless excused by the City Manager. The City Council may request the presence of specific department heads or staff members, through the City Manager, for other meetings or sessions.

3.13. Agenda.

- a. The Mayor, Council Members, City Manager, City Department Directors, City Attorney, and the City Secretary may place items on the agenda. Agenda items shall be submitted in written form to the City Secretary in accordance with subsection (b). The City Secretary will coordinate the placement of items on the agenda with the City Manager who will resolve any conflicts with Mayor and Council Members. Agenda items may be removed only by the Mayor and City Manager, except agenda items requested by City Council.
- b. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary in accordance with this section and in order to allow compliance with the Texas Open Meetings Act 72-hour notice provision. Agenda items and presentations are due on or before the Wednesday of the week preceding the next scheduled City Council meeting.
- c. The City Secretary shall submit a draft agenda to the City Manager on or before the Tuesday of the week preceding the next scheduled City Council meeting for review and revision.

- d. The agenda packets for all regular and special meetings will be delivered via email to the Mayor and Council Members on the Friday preceding the following Wednesday meeting.

3.14. Minutes.

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The Minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

3.15. Attendance by the Public.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act.

3.16. City Legislation and Actions of Significant Public Impact and Concern.

Any action or ordinance of the City of Manor that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than three hundred thousand dollars (\$300,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 10.

Section 4 - STANDARDS OF CONDUCT

4.01. Council Members.

- a. During City Council meetings, Council Members shall assist in preserving order and decorum and shall neither by conversation or other activity delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council.
- b. A Council Member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine his/her discussion to the question under debate and avoid discussion of personalities, the use of inappropriate language, making personal attacks, and verbally abusing colleagues or anyone else in attendance.

- c. Council Members may question City staff members during meetings when they are making presentations to the City Council. Council Members shall neither berate nor admonish City staff members. Questions to other City staff members who are not making presentations should first be directed to the City Manager who will then ask the appropriate City staff member to respond, or the City Manager may address the question.
- d. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer. If a Council Member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined.
- e. Council Members shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the City Council.
- f. When there is more than one speaker on the same subject, Council Members will delay their subsequent comments until after all speakers on the subject have been heard.

4.02. Council Relations with the Media.

All City press releases, media advisories, story suggestions, or similar items should go through the City Manager's office for distribution, with exception of factual police department bulletins which designated officers may send directly to the City Manager, with a copy to the City Secretary.

4.03. City Staff.

- a. Members of the City staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Council.
- b. Although the presiding officer has the authority to preserve decorum in meetings, the City Manager also is responsible for the orderly conduct and decorum of all City staff members under the City Manager's direction and control.
- c. The City Manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City staff members in City Council meetings.
- d. All staff members addressing the City Council, including the City Manager, other staff members, or members of the public shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.
- e. All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

4.04. Members of the Public

- a. Members of the Public are invited to attend all open meetings of the City Council and will be admitted to the Council Chambers or other room(s) in which the City Council is meeting, but not to exceed the fire safety capacity of the room(s). All members of the public attending and/or speaking at a City Council Meeting are required to abide by the Council Rules of Procedure.
- b. City Council Meetings are conducted for the official business of the City Council. Members of the public attending City Council meetings shall observe the same rules of civility, decorum and respectful conduct applicable to members of the City Council. To ensure meetings are conducted in a professional and courteous manner which enables the order conduct of business, all persons in attendance or who participate in such meetings shall conduct themselves in a manner that does not interfere with the ability of others to observe and, when allowed, to participate without disruption or fear of intimidation, threats or hostility.
- c. All persons shall remove hats and all individuals shall refrain from private conversations in the chambers while the City Council is in session.
- d. Members of the public desiring to address the City Council shall be recognized by the Chair and shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to an agenda item.
- e. The public has the right to criticize policies, procedure, programs or services of the City or of the actions or omission of the City Council or City staff. A member of the public addressing the City Council shall not engage in any disorderly conduct which disrupts the orderly conduct of any City Council meeting. The Chair may rule a public speaker out of order and in violation of the Council Rules if: (a) the speaker is speaking beyond the allocated time limit and refuses to yield the floor; (b) the speaker's remarks are not relevant to an agenda item or City business or affairs; (c) the speaker repeatedly interrupts a Council Member; (d) the speaker's remarks are disruptive so as to disturb the peace and good order of the meeting, through use of, without limitation, loud, threatening, hostile, abusive, vulgar or obscene language, racial or ethnic slurs directed any person or group of persons, or any other actions that disturb or are calculated to disturb the meeting; (e) the speaker engages in any conduct with the intent to break up the meeting of the City Council or urges other to commit acts or engage in conduct to break up the meeting, including unreasonably loud and prolonged yelling, screaming, clapping or noise-creating acts which render it impossible or difficult for the City Council to conduct or continue with the meeting; or (f) the speaker willfully refuses or fails to comply with any Council Rule of Procedure or with any reasonable order of the Chair.
- f. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Council Members are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- g. No placards, banners, signs, demonstrations, or activities which disturb the peace and good order of the meeting will be permitted in the Council Chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

- h. Members of the Public attending Council meetings are not allowed to bring food or drink into the Council Chamber or into any other room in which the City Council is meeting.

4.05. Recording of Meetings.

Operation of equipment, such as tape recorders, video cameras, or other mechanism of audio and/or video recording is limited to the area designated for recording equipment that is established by the City Council from time to time.

4.06. Enforcement.

- a. The sergeant-at-arms (Manor Police Officer) attending the City Council meetings, shall ensure that a safe environment exists for the City Council to conduct its meetings and shall furnish whatever assistance is needed to enforce the rules of the City Council.
- b. The Chair shall have the authority to preserve order at all City Council meetings and enforce the Council Rules of Procedure, including the authority to revoke the permission granted to any individual to speak if such individual is disruptive or does not adhere to Council Rule of Procedure, to remove or cause the removal of any person from any meeting of the City Council for disorderly conduct, and to exclude a person from returning to that same meeting from which the individual was removed.
- c. If the Chair determines that the Council Rules of Procedure are not being followed, one warning will be given to the individual(s). If the Council Rules of Procedure continue to be violated after one warning, the Chair may revoke the individual's speaking privileges and may remove, or cause to be removed by security personnel, the individual from the Council Chamber. Any individual ordered to be removed from a meeting shall be excluded from returning to that meeting from which the individual was removed and shall be barred from further audience before the City Council during that session of the City Council.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement.

In meetings where the Council is seated at the dais, the Mayor shall be seated at the center of the dais; the City Manager shall be seated adjacent to the Mayor, Council Members are seated by Place No. 1-6 and City Secretary shall be seated on the table to the right of the dais.

5.02. Right of the Floor.

A Council Member desiring to speak must first be recognized by the presiding officer. No Council Member shall address the presiding officer or demand the floor while a vote is being taken.

5.03. Conflict of Interest.

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public.

An affidavit in the form attached hereto in Annex F disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

A City Council member prevented from voting by a conflict of interest, shall remove themselves from the dais.

5.04. Voting.

- a. In accordance with Section 3.08 (Voting) of the City Charter, “All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest, that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.” Any reference to an action of the City Council requiring a majority vote of the members present and voting shall be subject to the requirement set forth in Section 3.08 of the City Charter that not less than four affirmative votes shall be required to pass, approve, adopt, take action on, or consent to the action.
- b. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present and voting.

- c. A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is not an affirmative vote, the result is no action.

5.05. Excusal from Attendance.

Council Members are expected to attend meetings and remain in attendance during each meeting. Should a Council Member be unable to attend, the Mayor, City Council, City Manager, and the City Secretary should be notified prior to that meeting and the reason for missing the meeting should be provided. Council absence at special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned shall only be excused by a majority vote of council taken during roll call. A Council Member who fails to give prior notice of their absence at a meeting as required by this section shall be counted as absent without good and sufficient cause. In the event that a City Council member is absent from thirty percent (30%) of all special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned, the City Council may revoke its approval of prior excused absences and deem such absences to be without good and sufficient cause for the purposes of Sections 3.04 and 3.08 of the City Charter. A Council Member may not have excused absences revoked until they have been in office at least six months.

5.06. Excusal During Meetings.

A Council Member needing to be excused during an ongoing session should advise the presiding officer prior to departing the session.

5.07. Confidential Information

The City Council shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of any fiduciary capacity or relationship, that could adversely influence the property, government, or affairs of the city, nor directly or indirectly use his or her position to secure official information about any person or entity for the financial benefit or gain of such public servant or any third party. The City Council shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information serves a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group. Failure of a member to comply with this Section shall constitute misconduct in office.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

The Mayor, if present, shall preside as chair at all meetings of the City Council. In the absence of the Mayor, the Mayor ProTem shall preside. In the absence of both the Mayor and Mayor ProTem, the remaining Council Members shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session. The term “presiding officer” when used in these Rules of Council shall mean the chair.

6.02. Call to Order.

The sessions of the City Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor ProTem or, in the Mayor ProTem's absence, by the acting Mayor. In the absence of both the Mayor and Mayor ProTem, the City Manager will temporarily preside over the meeting until the Council selects an acting Mayor to preside over the meeting.

6.03. Preservation of Order.

The Chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules, and confine Council Members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings.

Regular and special meetings will generally adhere to the following agenda:

- Call to Order and Announce a Quorum is Present
- Invocation
- Pledge of Allegiance
- Presentations/Proclamations/Recognitions/Events (as appropriate)
- Workshop Sessions (as appropriate)
- Non-Agenda Item Public Comments (related to any matter not on the agenda, no action taken)
- Agenda Item Comments (related to matters on the agenda)
- Public Hearings (as appropriate)
- Reports (as appropriate)
- Consent Agenda (may be moved to Regular Agenda by the Mayor or a Council Member)
- Regular Agenda
- Executive Session (as appropriate)
- Reconvene in Open Session (as appropriate)
- Adjournment

The policy and procedure for presentation of an invocation is found in Annex G and incorporated herein.

7.02. Workshops, Executive Sessions and Town Hall Meetings.

Workshops and executive sessions will normally be conducted in a less formal manner than regular sessions as follows:

- Call to Order
- Overview of matter(s) to be discussed
- Discussion of matter(s)

- Summation
- Adjournment

Town Hall meetings will generally be conducted in the following agenda:

- Call to Order
- Purpose for the meeting
- City Council or City staff presentation (if any)
- Open discussion (facilitated by the Councilmember calling the Meeting)
- Summation
- Adjournment

7.03. Public Hearings.

The City Manager shall schedule public hearings on the City Council's agenda to be held at least two weeks before the City Council must vote on the matter (unless the law requires otherwise, in which case, Public Hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Meeting, a vote may be taken on the matter at that same meeting. When a Public Hearing is conducted as a stand-alone meeting and not part of a Regular Meeting, the vote may be taken at a subsequent Regular or Special Meeting.

7.04. Addressing the City Council.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

a. Public Comments.

- (1) Prior to the meeting being called to order, the person wishing to speak shall complete a speaker card and present it to the City Secretary. Late cards will not be accepted. The presiding officer shall call upon those who have submitted cards. No person shall be permitted to speak on an item unless they previously registered to speak and are recognized by the Chair. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name and address for the record, and, if speaking for an organization or group, identify the group represented. *No formal action can be taken by the City Council during the public comments.*
- (2) Public comments on non-agenda items shall take place during the agenda item entitled "Non-Agenda Item Public Comments". Public comments on agenda items that do not include a public hearing shall take place during the agenda item entitled "Agenda Item Public Comments". Public comments on agenda items that include a public hearing shall take place during the public hearing for that agenda item. Speakers will have a total of three (3) minutes to complete his or her comments on

all non-agenda items. Speakers will have a total of five (5) minutes to complete his or her comment on any non-agenda and agenda items combined. Speakers during public hearings will have a total of two (2) minutes complete his or her comments. The City Council may reduce the time allotted to each speaker for such reasons as the time allocated for the meeting, the number and complexity of agenda items, or the number of persons wishing to address the City Council. A member of the public who addresses the body through a translator shall be given twice the amount of time as a member of the public who does not require the assistance of a translator. The Chair or designee shall maintain the time and advise the speaker when his/her time has expired. The speaker shall then complete his sentence and take his/her seat.

- (3) All remarks shall be addressed to entire City Council and not directed to individual Council Members or members of the city staff.
- (4) Questions or requests for information shall be directed to the presiding officer who shall then determine whether, and in what manner, a response will be provided.
- (5) During comments regarding agenda items, Council members may request the floor to respond to any citizen comment with information or to ask follow up questions as appropriate. Councilmembers may only direct comments and questions to the speaker and may not take the opportunity to discuss matters among themselves.

b. Written Correspondence and Telephone Calls.

- (1) Member of the Public may direct written comments to the individual Council Member by addressing their letter to City Hall at: Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653. The Mayor and each Council Member has an email address listed on the City's website at www.manortx.gov.
- (2) Citizens should expect a timely acknowledgement of their letters and e-mail messages. Telephone calls should be returned in a timely manner, excluding Saturdays, Sundays and official state and national holidays.
- (3) If a matter cannot be resolved within a few days, an interim reply should be expected from City Hall explaining the delay and providing a date when a final reply should be expected.

c. Media Inquiries.

- (1) The recognized local media sources may direct questions to members of the City Council through the City Manager.
- (2) Other legitimate regional, state and national media sources are expected to coordinate questions to Council Members and staff through the City Manager.
- (3) All media questions will be initially directed to the City Manager, the Chief of Police, or the Public Information Officer (if one is designated).

d. Legal Settlements in Regard to Any Claims Against the City.

All offers for legal settlements for claims or litigation against the City must be submitted in writing.

Section 8 – RULES OF ORDER

8.01. General.

These rules, consistent with the City Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the City Council.

8.02. Authority of the Chair.

- a. Subject to appeal of the full City Council, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the City Council by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
- b. The Chair will perform the role of facilitator to assist the City Council in focusing agenda discussions and deliberations.
- c. Any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council present and voting shall require the Chair to act.

8.03. Obtaining the Floor.

Any Council Member wishing to speak must first obtain the floor by being recognized by the presiding officer. The presiding officer must recognize any Council Member who seeks the floor appropriately entitled to do so.

8.04. Council Deliberations and Order of Speakers.

- a. The presiding officer shall control the debate and the order of speakers.
- b. Speakers shall generally be called upon in the order of their request to speak.
- c. With the concurrence of the presiding officer, a Council Member holding the floor may address a question to another Council Member, the City Manager, or the City Attorney (if present). The Council Member or City Manager may respond while the floor is still held by the Council Member asking the question.
- d. With the concurrence of the presiding officer, a Council Member holding the floor may address questions to an individual making a presentation to the City Council, e.g., city staff member, consultants, and citizens making public comments.
- e. Comments and questions shall be conducted in rounds to ensure that Council Members have the opportunity to make their comments and then respond to the comments they have heard from their fellow Council Members.
- f. The presiding officer shall only terminate deliberations and debate after all Council

- Members have been provided a reasonable time and opportunity to participate and prepare them to render a reasonable and responsible vote on the question.
- g. During presentations by the staff or special guests on agenda items, Council Members may obtain the floor from the presiding officer to ask questions of the presenters regarding details of their presentations.
 - h. Following a motion and second of an agenda item, Council Members may enter into additional discussions about the item as described below in subsection 8.08(d).

8.05. Length of Comments.

Council Members shall govern themselves as to the length of the comments, questions, or presentations. As a courtesy, the presiding officer will signal by hand to a Council Member who has been speaking for over five minutes. This procedure is not meant to limit debate or to cut comments short, but rather to assist Council Members in their efforts to communicate concisely.

8.06. Limit Deliberations to Item at Hand.

Council Members shall limit their comments and questions to the subject matter, time, or motion being currently being considered by the City Council.

8.07. Motions.

In accordance with Section 1.05.037 (Motions; deferring action) of the City Charter, “(a) A motion may be made by any member other than the presiding officer.” The presiding officer shall, prior to offering a motion, however, ensure that other Council Members have the opportunity to make the motion. Any member of the City Council, other than the person offering the motion, may second a motion. See Annex B (Chief Purposes of Motions), Annex C (Parliamentary Strategy), Annex D (Basic Information on Motions), and Annex E (Parliamentary Terms).

8.08. Procedures for Motions.

The following is the general procedure for making motions:

- a. Before a motion can be considered or debated, it must be seconded. If there is no second, the motion fails.
- b. A Council Member who wishes to make a motion should do so through a verbal request to the presiding officer.
- c. A Council Member who wishes to second a motion should do so through a verbal request to the presiding officer.
- d. Once a motion has been properly made and seconded, the presiding officer shall open the matter for additional discussion offering the first opportunity to the moving party and, thereafter, to any Council Member properly recognized by the presiding officer.

8.09. Amendments to Motions.

- a. When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to action on the main motion.
- b. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion.
- c. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.
- d. Action shall be taken on the amended amendment prior to any other action to further amend the main motion.

8.10. Motion to Continue.

A motion to continue will leave the motion in its present condition for consideration on a date and time certain.

8.11. Motion to Remove.

A motion to remove will take the matter off the agenda and will not be considered by the Council for an indefinite period of time.

8.12. Motion to Table.

A motion to table will delay consideration of the item being discussed by the City Council.

8.13. Motion to Refer.

A motion to refer forwards the item under consideration to the named group, committee, or board for further study.

8.14. Withdrawal of Motion.

A withdrawal of motion indicates a motion may be withdrawn or modified by the Council Member who originally made the motion at any time prior to its passage. If the motion is modified, the Council Member who seconded the motion may withdraw his/her second. If a motion that has received a second is withdrawn by one of the Council Members making the motion, the motion must be seconded by another Council Member to proceed, or it will die for lack of a second.

8.15. Motion for Reconsideration.

- a. A motion to reconsider any action of the City Council may be made, seconded, and voted on not later than the next succeeding regular meeting of the City Council. If reconsideration of the Council action has not been posted on the Council agenda for the meeting at which the motion to reconsider is made, however, actual reconsideration of the item must be delayed until the next regular meeting after the posting requirements of the Texas Open Meetings Act are met.

- b. A motion to reconsider an action of the City Council may only be made by a member who voted with the prevailing side. Any member can second it. No question shall be twice reconsidered except by unanimous vote of the City Council. Actions relating to any contract may be reconsidered at any time before the final execution thereof.

Section 9 – CITY COUNCIL COMMITTEES

9.01. Committees Established.

- a) The City Council can establish standing committees or ad hoc committees when necessary. All committees will be advisory committees. Standing Committees will be established by ordinance.
- b) Each advisory committee shall review matters in its area of responsibility that are referred to it by the City Council, the City Manager, or an individual City Council Member. An advisory committee may recommend action to the City Council, but committee recommendation is not necessary for a matter to be placed on the City Council agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the City Council.
- c) City Council shall determine the number of members, not to exceed two (2) council members per committee and appoint a chair to the advisory committee.

9.02. Ad Hoc Committees.

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a regular session of Council prior to the committee convening to conduct business.

9.03. Committee Meetings.

- a. Advisory Committees shall meet as necessary.
- b. The committee chair shall develop committee meeting agendas through coordination with fellow committee members and appropriate supporting staff members.
- c. Citizens wishing to submit Public Comments during open meetings will need to complete the Public Comments Form provided by the City and email the form to publiccomments@manortx.gov at least two (2) hours prior to the committee meeting indicated within this procedure.
- d. Public Comments will be read by the Chair of the Committee for the record. No action will be taken by the committee during public comments.

9.04. Agenda and Information.

- a. Before each committee meeting, the Chair and City Secretary shall provide an agenda and supporting information for the meeting to committee members. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor.
- b. Summary minutes will be kept by the City Secretary, unless otherwise indicated within this procedure.

Section 10 – RULES SUSPENSION, AMENDMENT, AND ANNUAL REVIEW

10.01. Suspension of Rules.

Any provision of these rules not governed by the City Charter, City ordinances, or state law may be temporarily suspended by a majority vote of the members of the City Council present and voting. The vote on any such suspension shall be taken by Motion and entered upon the record. The vote on any such suspension shall be taken by Motion and entered upon the record. Provisions that may not be suspended include, but are not limited to:

- a. Rule 3.04, Executive Sessions;
- b. Rule 3.07, Public Notice;
- c. Rule 3.08, Quorum and Attendance;
- d. Rule 3.14, Minutes (the provisions requiring that minutes be kept and the content of minutes)
- e. Rule 3.15, Attendance by the Public;
- f. Rule 3.16, City Legislation and Actions of Significant Public Impact and Concern, if pertaining to zoning and annexation orders required to be read twice in accordance with Section 4.06 of the City Charter;
- g. Rule 5.03, Conflicts of Interest;
- h. Rule 5.04, Voting; and
- i. Rule 6.01, Chair.

10.02. Amendment of Rules.

These rules may be amended, or new rules adopted, by a majority vote of the members of the City Council present and voting.

10.03. Annual Review of Rules.

Following the municipal general elections each year, City Council may review these rules of procedure, make changes as appropriate, and adopt their own rules of procedure in accordance with the City Charter. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the City Council's right and ability to amend the rules in accordance with the City Charter and Rule 10.02.

Section 11 – ADMINISTRATIVE SUPPORT TO COUNCIL MEMBERS

11.01. Mail and E-mail.

- a. All general mail directed to the Mayor and Council Members at City Hall will be date stamped and distributed as appropriate at City Council Meetings.
- b. All mail providing information on city issues and agenda items will be copied to the Mayor and Council Members.
- c. E-mails are provided to Mayor and Council Members for city business, e-mails requiring a response from the Mayor or Council Member(s) should copy the City Manager.

11.02. Clerical Support.

The City Manager will coordinate appropriate clerical support requested by the Mayor and Council Members.

11.03. Master Calendar.

A master calendar of City Council events, functions, and sessions will be maintained by the City Secretary's office and provided to the Mayor and Council Members as appropriate. Events, functions, and activities to be attended by the Mayor or individual Council Members will be included on the master calendar only at the request of the Mayor or individual Council Member(s).

11.04. Requests for Research or Information.

The Mayor and individual Council Members may request information or research from the city staff on a given topic through the City Manager who will make all members of City Council aware of the special request, as it may be of interest to them as well. Accordingly, the City Manager will provide the results of the request to all members of City Council. In the event the City Manager believes he cannot respond in a timely manner, he and the members of City Council will coordinate a reasonable and responsible timeframe in which to expect the results without unduly interfering with other activities of higher priority.

11.05. Notification of Significant Activities or Events.

The Mayor and Council Members shall expect the City Manager to notify them, and provide periodic updates, regarding significant activities or events in the City related to natural or man-made disasters, major criminal activity, major accidents involving city property, serious injury or death involving a city staff/employee within an hour (if feasible).

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various sessions of the Manor City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of another member. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone/table to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
<ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. 	<ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.

Basic Information On Motions

RANKING MOTIONS

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below are not in order.

PRINCIPAL CHARACTERISTICS

	Second Required	Can Be Debated	Can Be Amended	Vote Required	Can Be Reconsidered	Can Interrupt
PRIVILEGED MOTIONS						
13. Fix Time to Which to Adjourn.....	yes	no	yes	maj	yes	no
12. Adjourn.....	yes	no	no	maj	no	no
11. Recess.....	yes	no	yes	maj	no	no
10. Raise a Question of Privilege.....	no	no	no	X*	no	yes
9. Call for the Orders of the Day.....	no	no	no	X*	no	yes

SUBSIDIARY MOTIONS

8. Lay on the Table.....	yes	no	no	maj	no	no
7. Previous Question (to close debate).....	yes	no	no	2/3	yes*	no
6. Limit or Extend Limits of Debate.....	yes	no	yes	2/3	yes*	no
5. Postpone to a Certain Time.....	yes	yes	yes	maj	yes	no
4. Commit (or Refer).....	yes	yes	yes	maj	yes*	no
3. Amend.....	yes	=	yes*	maj	yes	no
2. Postpone Indefinitely.....	yes	yes	no	maj	+	no
1. MAIN MOTION.....	yes	yes	yes	maj*	yes	no

NON-RANKING MOTIONS

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

INCIDENTAL MOTIONS

Appeal.....	yes	*	no	maj	yes	yes
Close Nominations or the Polls.....	yes	no	yes	2/3	no	no
Consider by Paragraph or Seriatim.....	yes	no	yes	maj	no	no
Division of the Assembly.....	no	no	no	no	no	yes
Division of a Question.....	yes	no	yes	maj	no	no
Objection to Consideration of a Question.....	no	no	no	2/3	#	yes*
Parliamentary Inquiry.....	no	no	no	Chair	no	yes
Point of Order.....	no	no	no	Chair	no	yes
Reopen Nominations or the Polls.....	yes	no	yes	maj	#	no
Suspend the Rules*.....	yes	no	no	2/3*	no	no
Withdraw a Motion.....	no*	no	no	maj*	#	yes*

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Reconsider.....	yes	=	no	maj	no	no
Rescind.....	yes	yes	yes	*	#	no
Take from the Table.....	yes	no	no	maj	no	no

Key to Markings

* - See *Robert's Rules of Order Newly Revised* for special rules.

- Only a negative vote may be reconsidered.

X - Usually no vote taken. Chair responds.

= - Debatable when applied to a debatable motion. See *Robert's Rules of Order Newly Revised*.

+

Source: *Robert's Rules of Order Newly Revised*.

ANNEX E

PARLIAMENTARY TERMS

Item 13.

AGENDA: an outlined plan of an entire business session; an order of business.

ACCEPT: adopt, approve, agree to.

ADOPT: approve, agree to, accept.

AMEND: modify or change the wording of a motion before action is taken upon the motion itself.

ANNOUNCING THE VOTE: declaration by the chair of the result of the vote.

ASSEMBLY: a body of people assembled for the transaction of business.

ARE YOU READY FOR THE QUESTION: debate (discussion) is in order.

BYLAWS: basic rules of a society which relate to itself as an organization.

CARRIED: adopted, approved.

CHAIR: the presiding officer; the place or station of the presiding officer.

DIVISION OF THE ASSEMBLY: a motion requiring that a vote taken by voice or by show of hands be retaken by rising.

EX OFFICIO: "from the office" or by virtue of the office or chairmanship. Bylaws frequently provide that the president shall be an ex-officio member of all committees except the nominating committee.

FLOOR, OBTAIN THE: securing recognition by the chair as having the right to speak in a meeting.

GENERAL CONSENT: unanimous consent; informal agreement of the assembly. The chair asks if there is any objection to a certain procedure; *silence gives consent*.

GERMANE: closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.

IMMEDIATELY PENDING QUESTION: the latest question (motion) stated by the chair when more than one question is pending.

INCIDENTAL MOTIONS: motions which deal with questions of procedure arising out of other motions or items of business.

MAIN MOTION: A motion that introduces business to an assembly.

MAJORITY VOTE: over half of the votes *cast*.

MEETING: a single gathering of persons or members of an organization, usually for the purpose of transacting business. See *Session*.

MINUTES: the record of the proceedings of an assembly. Sometimes referred to as the *journal*.

MOTION: a formal proposal that certain action be taken, or that a certain statement express the sense, opinion, desire, or will of the assembly.

PARLIAMENTARY LAW: a consistent system of rules which govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first compiled for use in this country by Thomas Jefferson, whose manual has been the foundation for rules used in the United States House of Representatives and Senate.

PENDING: before the assembly. A motion is "pending" after it has been stated by the chair and until it is disposed of temporarily or permanently.

PLURALITY VOTE: the largest number of votes received by a candidate or proposition when three or more choices are possible. A plurality vote never decides a question or election except by specific rule of the organization.

PRECEDENCE, TAKES: outranks; used in reference to the order in which motions can be introduced and must be considered by the assembly.

PREVIOUS NOTICE: announcement that a specific motion will be introduced at the next meeting; substance of the proposal should be described at least briefly; unless specified otherwise in the bylaws, must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

PRIVILEGED MOTIONS: a class of motions which, although they are not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else. All motions of this class are *not debatable*.

PRO TEM: for the time being; most frequently applies to the office of secretary.

PUTTING THE QUESTION: putting the motion to a vote.

QUESTION: the business before the assembly; the motion as stated by the chair. (See "motion.")

QUORUM: the number of members who must be present in order that business can be transacted legally. The quorum is a majority of all members unless bylaws or rules of procedure state otherwise.

RECESS: an intermission taken by the assembly.

RESOLUTION: a main motion usually of such importance and length as to be written; may or may not have a preamble setting forth the reasons for the resolution.

REVISION OF THE BYLAWS: a complete set of bylaws submitted as a substitute for existing bylaws.

RONR: acronym for *Robert's Rules of Order Newly Revised*.

SECONDARY MOTIONS: motions which can be made while a main motion is pending and which relate to business already before the assembly, to questions of order or procedure, or to matters of comfort or privilege. There are three classes of secondary motions: subsidiary, privileged, and incidental.

SECONDDING MOTIONS: agreeing that a motion should come before a meeting.

SESSION: a meeting or a series of meetings with a single order of business, agenda, or program.

STANDING RULES: regulations for the guidance of an organization's meetings

STATING THE QUESTION: formally placing a motion before the assembly and indicating (where appropriate) that it is open to debate. Wording of a motion in the minutes should be exactly the same as when *stated* by the chair.

SUBSIDIARY MOTIONS: Motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions).

TWO-THIRDS VOTE: two out of three of the votes *cast*. For two-thirds approval, the affirmative vote is at least twice as large as the negative.

UNFINISHED BUSINESS: questions that have come over from the previous meeting because that meeting adjourned without completing its order of business.

VOTE: a formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

YIELD: give way to. A pending question yields to one of higher rank.

ANNEX F

Conflict of Interest

AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

I, _____, as a member of the City of Manor City Council, make this Affidavit and hereby on oath, state the following:

“I, and/or a person or persons related to me, have a substantial interest in a business entity or real property that may receive a special economic effect by a vote or decision of the City of Manor City Council and the economic effect on my business entity or real property is distinguishable from its effect on the general public. What constitutes a “substantial interest,” “business entity,” “real property” and a “special economic effect” are terms defined in Chapter 171 of the Texas Local Government Code.

“I affirm that the business entity or real property referred to above is: _____

The nature of my substantial interest in this business entity or real property is: (Check all which are applicable.)

- ☐ An ownership interest of 10% or more of the voting stock or shares of the business entity; or
- ☐ An ownership interest either 10% or more or \$15,000 or more of the fair market value of the business entity; or
- ☐ Funds received from the business entity exceed 10% of _____(my, his, her) gross income for the previous year; or
- ☐ Real property is involved and _____(I, he, she) has/have an equitable or legal ownership with a fair market value of at least \$2,500 or more;
- ☐ A relative of mine related in the first degree by consanguinity (blood) or affinity (marriage), as determined under Chapter 573, Texas Government Code, is considered to have a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.
- ☐ Other: _____

"Upon the filing of this Affidavit with the City Secretary, I affirm that I will abstain from any discussion, vote, or decision involving this business entity or real property and from any further participation in this matter whatsoever."

SIGNED this the ____ day of _____, 20 ____.

 Signature of public official

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by

_____, on this the ____ day of _____, 20 ___, which witness my hand and official seal.

 Notary Public
 State of Texas

ANNEX G

INVOCATION PRESENTATIONS POLICY AND PROCEDURE

Effective February 6, 2023, the City of Manor City Council approved Ordinance No. 686 amending the City Council Rules of Procedure to add “Invocation” into the Order of Business applicable to Regular and Special Meetings. The City Council also considered and approved this policy and procedure to guide the presentation of Invocations.

This policy is intended to guide presenters in preparing and delivering remarks and to help preserve the dignity of the proceeding as the City Council considers matters in service to Manor residents and businesses. This policy serves to acknowledge and express the respect of the City of Manor for the diversity of religious denominations and faiths represented and practiced in Manor and to invite Council members to reflect upon shared ideals and common ends before embarking on the business of governing. No faith or religious denomination is intended to be favored or preferred.

1. Invocation Opportunity. An opportunity for an invocation will be provided at the beginning of City Council Regular and Special meetings.

2. Definitions.

- a. A regular meeting of the city council is a meeting generally conducted on the first and third Wednesdays of the month.
- b. A special meeting of the city council is a meeting scheduled and held as the council deems necessary to transact the business of the city.

3. Guidelines.

- a. Providing the Invocation. Religious leaders who reside within the City of Manor may notify the City Secretary in writing of their interest and willingness to give an invocation at a City Council Regular or Special meeting. Religious leaders expressing such interest will be scheduled on a “first-come first-served basis”.
- b. Scheduling and Council Rotation. If a religious leader should cancel or if no request has been submitted to the City Secretary by 5:00pm of the Monday of the week preceding the City Council meeting, a Council Member may be scheduled to provide the invocation. The City Secretary will schedule Council Members to provide the invocation based on a rotation list so that each council Member has an opportunity to provide the invocation. A Council Member may decline to give an invocation.
- c. No Proselytizing or Disparaging. The invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.

- d. Voluntary Participation. No one will be required to participate in any invocation. Persons will not be treated differently based on whether they participate in the invocation.
- e. No Compensation. A person who delivers an invocation is not eligible for and shall not receive compensation.
- f. Time Limitation. An invocation should be limited to no more than one (1) minute.
- g. This policy is not intended and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination.