



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

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## Planning & Zoning Commission Called Special Session

Thursday, November 12, 2020 at 6:30 PM

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

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### AGENDA

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

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the Planning and Zoning Commission Special Meeting scheduled for Thursday, November 12<sup>th</sup>, will only be open to the public via remote access.*

#### **Instructions for Public Speaking:**

- *Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.*

#### **Upon receiving instructions to join zoom meeting the following rules will apply:**

- *All speakers must address their comments to the Chairperson rather than to individual Commission Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.*

## CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

### PUBLIC COMMENTS

*Comments will be taken from the audience participating in zoom meeting on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Commission. To address the Planning and Zoning Commission, please register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the Planning and Zoning Commission During Public Comments.***

### PUBLIC HEARING

- 1.** Conduct a public hearing on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).  
*Owner: K&R Trading Inc.*  
*Applicant: K&R Trading Inc.*
- 2.** Conduct a public hearing on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).  
*Owner: West Elgin Development Corp.*  
*Applicant: Kimley-Horn and Associates*
- 3.** Conduct a public hearing on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).  
*Owner: Housing Authority of Travis County*  
*Applicant: Carney Engineering, PLLC*

### CONSENT AGENDA

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Planning and Zoning Commission and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Chairperson or a Commission Member; in which event, the item will be removed from the consent agenda and considered separately.*

- 4.** Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes. *Submitted by Scott Dunlop, Assistant Development Services Director.*  
  
-September 9, 2020, Regular Session Minutes;  
-October 14, 2020, Regular Session; and  
-October 21, 2020, Called Special Session

### REGULAR AGENDA

- 5.** Consideration, discussion and possible action on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).  
*Owner: K&R Trading Inc.*  
*Applicant: K&R Trading Inc.*



- 6. Consideration, discussion and possible action on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).  
Owner: West Elgin Development Corp.  
Applicant: Kimley-Horn and Associates**
- 7. Consideration, discussion and possible action on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).  
Owner: Housing Authority of Travis County  
Applicant: Carney Engineering, PLLC**
- 8. Consideration, discussion and possible action on a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave.  
Owner: Eric and Rebekah Thomason  
Applicant: Eric and Rebekah Thomason**
- 9. Consideration, discussion and possible action on a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’arc Road and Tower Road, Manor, TX.  
Owner: Forestar (USA) Real Estate Group, Inc.  
Applicant: Kimley-Horn and Associates**

**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, November 6, 2020, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

### NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

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

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



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Public Hearing: Conduct a public hearing on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).  
*Owner:* K&R Trading Inc.  
*Applicant:* K&R Trading Inc.

**BACKGROUND/SUMMARY:**

This property was annexed in 2017 and zoned Agricultural on an interim basis. The owner would like to locate a semi-permanent mobile food vendor (food truck) on their property but those permits can only be issued to commercially zoned properties. Additionally, the owner will be needing a sign permit and the allowable size is based on the zoning.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*    **YES**                    *(If YES, please list below in order to be presented)*

- Letter of Intent
- Rezoning Map
- Notice Letter
- Mailing Labels

**STAFF RECOMMENDATION:**

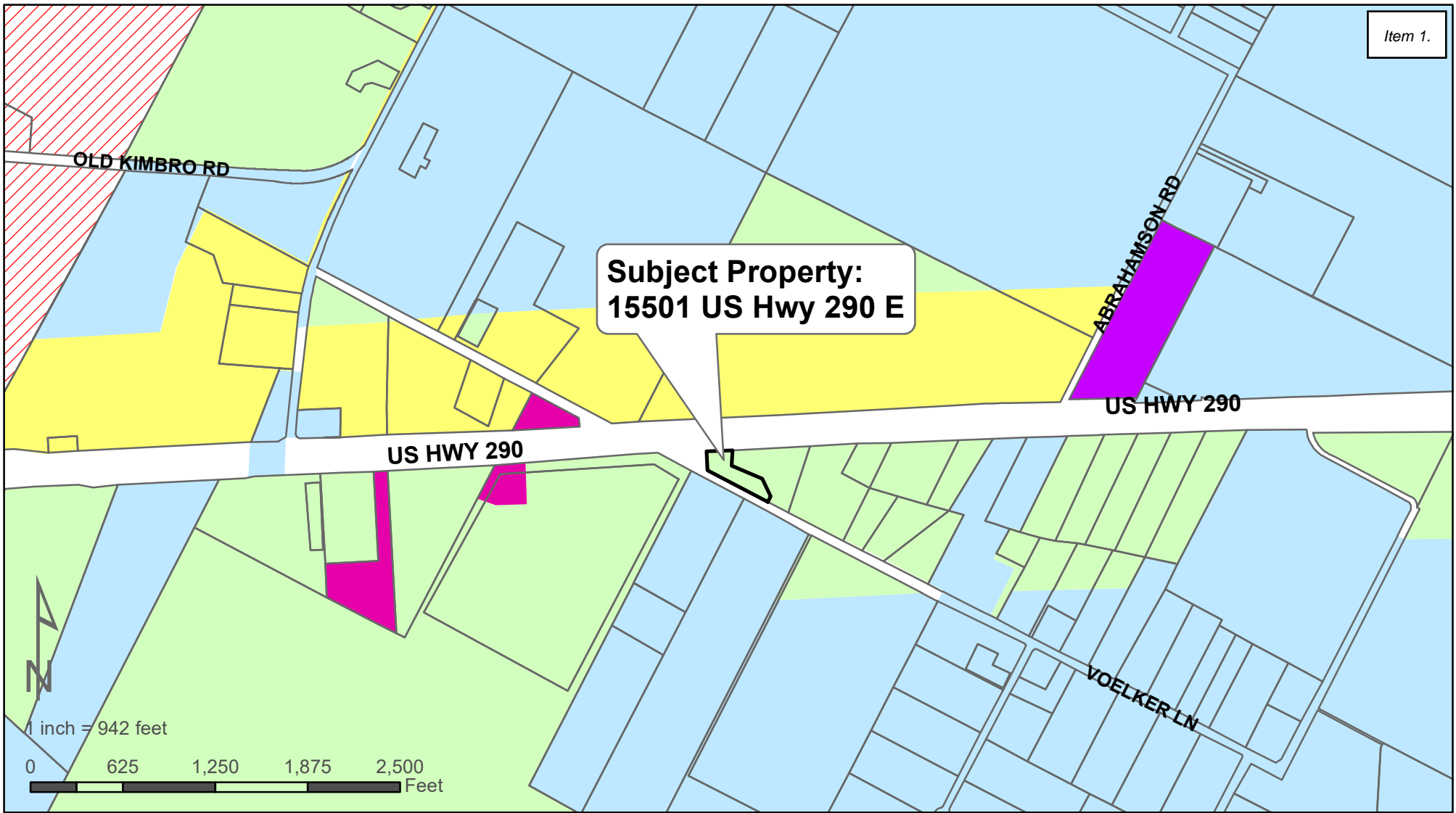
It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing upon a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).

<b>PLANNING &amp; ZONING COMMISSION:</b> <i>(Type X before choice to indicate)</i>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
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22<sup>nd</sup> September, 2020

I am Mr. Karim Momin owner of K&R Trading Inc, 15501 E hwy290, Manor, TX78621 Want to get permission from the city so I can Park a Mobile Taco Trailer within my said property. Thanks

Karim Momin



# Proposed Zoning: Medium Commercial (C-2)

*Current Zoning:  
Agricultural (A)*

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



October 14, 2020

RE: Notification for a Rezoning Application at 15501 US Hwy 290 E

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting a Special Called and regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 1.38 acres at 15501 US Hwy 290 E, Elgin, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).**

The Planning and Zoning Commission will meet at 6:30PM on November 12, 2020 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on November 18, 2020 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.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the November 12<sup>th</sup> Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,  
Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-272-5555 ext. 5



LOLA 290 REALTY LLC  
10825 STRAW FLOWER DR  
AUSTIN, TX 78733-5749

CAPITAL AREA YOUTH SOCCER  
ASSOCIATION  
PO BOX 352  
MANOR, TX 78653-0352

JOHNSON WILLIAM S JR & JULIA  
804 MONTERREY PL  
AUSTIN, TX 78753-2307

LOF ERIC CARL  
15515 VOELKER LN  
ELGIN, TX 78621-9622

WERNER GEORGE W III  
15609 E US HWY 290  
ELGIN, TX 78621-4107

PHAN HOAN VAN & AN BINH PHAN &  
VINH HOANG TRUONG  
11605 AUSTEX ACRES LN  
MANOR, TX 78653-3649



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Public Hearing: Conduct a public hearing on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).

*Owner:* West Elgin Development Corp.

*Applicant:* Kimley-Horn and Associates

**BACKGROUND/SUMMARY:**

This property is located within the Presidential Heights subdivision at intersection of Samuel Welch and George Mason. The Development Agreement has since 2007 contemplated this area being commercial (see backup Revised Concept Plan Zoning Map of the Property). The development agreement states the developer will make application for C-1 Light Commercial.

Staff recommends Neighborhood Business as that is the least intense commercial category and has design standards (lot coverage, setbacks, building heights, etc.) and allowable uses that are more compatible with being in or adjacent to single family residential. A list of uses allowed under Neighborhood Business and Light Commercial is in the backup with differences highlighted. Uses within Neighborhood Business are meant to be small scale and supportive of the adjacent community such as retail/food sales, professional/medical offices, personal services (barbershop/salon, instructional studios and classes), daycare, and financial services (bank). Gas stations, bars, event centers, and hotels are only allowed with an additional Specific Use Permit that goes through a public hearing process the same way a zoning request does.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*    **Yes**                      *(If YES, please list below in order to be presented)*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Letter of Intent</li> <li>• Rezoning Map</li> <li>• Area Image</li> </ul> | <ul style="list-style-type: none"> <li>• Development Agreement Exhibit E</li> <li>• Non-residential Land Uses</li> <li>• Notice Letter</li> <li>• Mailing Labels</li> </ul> |
|--|---|

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission conduct a public hearing on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).

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

*(Type X before choice to indicate)*

September 25, 2020

City of Manor  
Attn: Scott Dunlop  
105 E. Eggleston St.  
Manor, Texas 78653

**Re: Presidential Heights Phase 4 - Lot 1 Block T  
1.341-Acre Tract – Letter of Intent  
Northeast corner of the Intersection of Samuel Welch Way and George Mason Avenue  
Manor, Texas 78653**

Dear Staff:

Please accept this Summary Letter for the above referenced project. The proposed Presidential Heights Lot 1 Block T development is located along the northbound side of George Mason Avenue within the Presidential Heights Phase 4 Subdivision in Manor, Texas. The existing property consists of a 1.341-acre, undeveloped tract.

The Owner intends to submit an application to rezone this tract of land from SF-1 (Single-Family Suburban) to C-1 (Light Commercial) in conformance with the Approved Revised and Restated Development Agreement for the Presidential Heights Development.

If you have any questions or comments regarding this request, please contact me at 512-350-5703.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Robert J. Smith, P.E.  
Project Manager

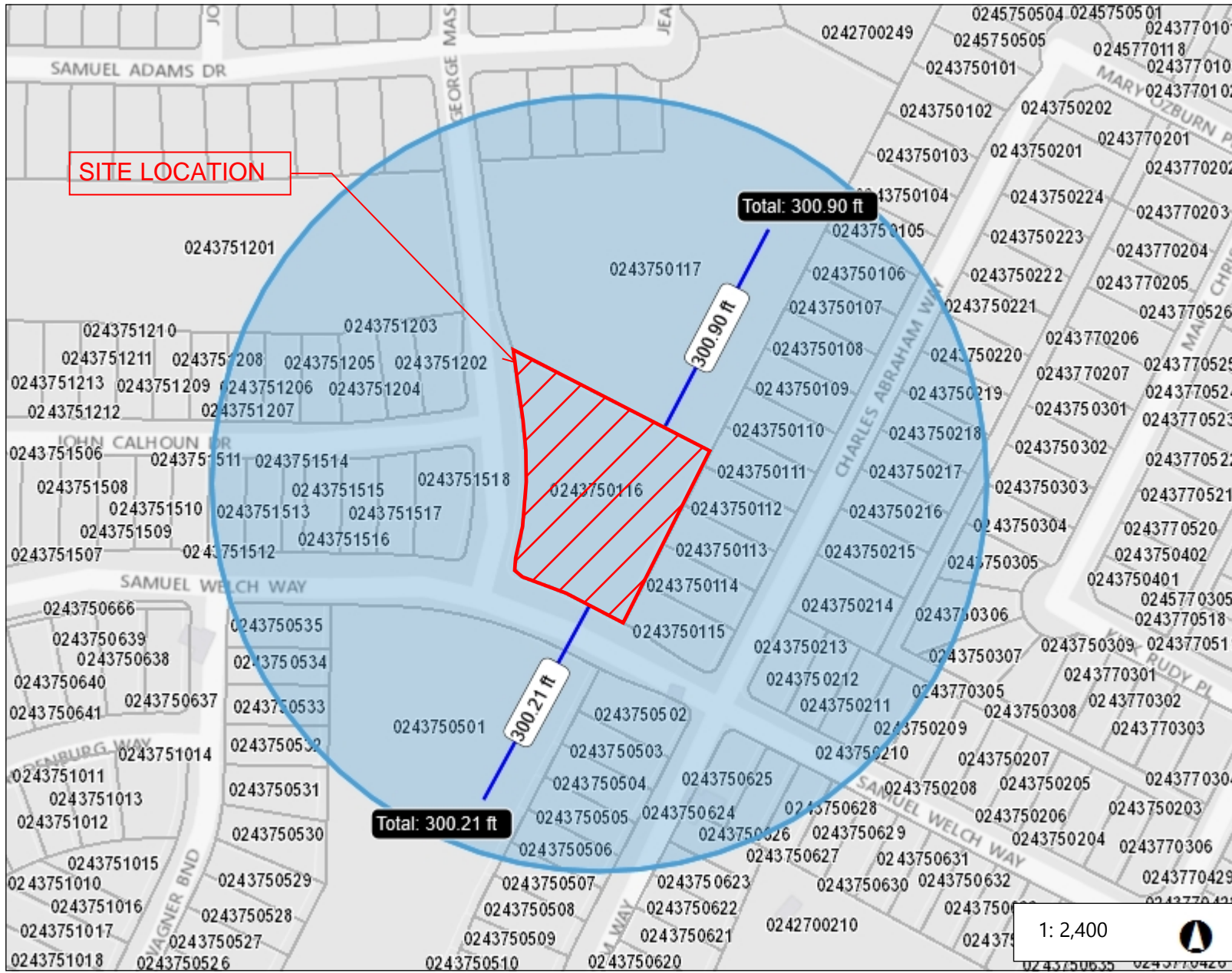


# Property Profile

Item 2.

## Legend

- Jurisdiction**
- FULL PURPOSE
  - LIMITED PURPOSE
  - EXTRATERRITORIAL JURISDICTION
  - 2 MILE ETJ AGRICULTURAL AGR
  - OTHER CITY LIMITS
  - OTHER CITIES ETJ
- TCAD Parcels**
- TCAD Parcel IDs**
- Jurisdiction**
- FULL PURPOSE
  - LIMITED PURPOSE
  - EXTRATERRITORIAL JURISDICTION
  - 2 MILE ETJ AGRICULTURAL AGR
  - OTHER CITY LIMITS
  - OTHER CITIES ETJ



## Notes

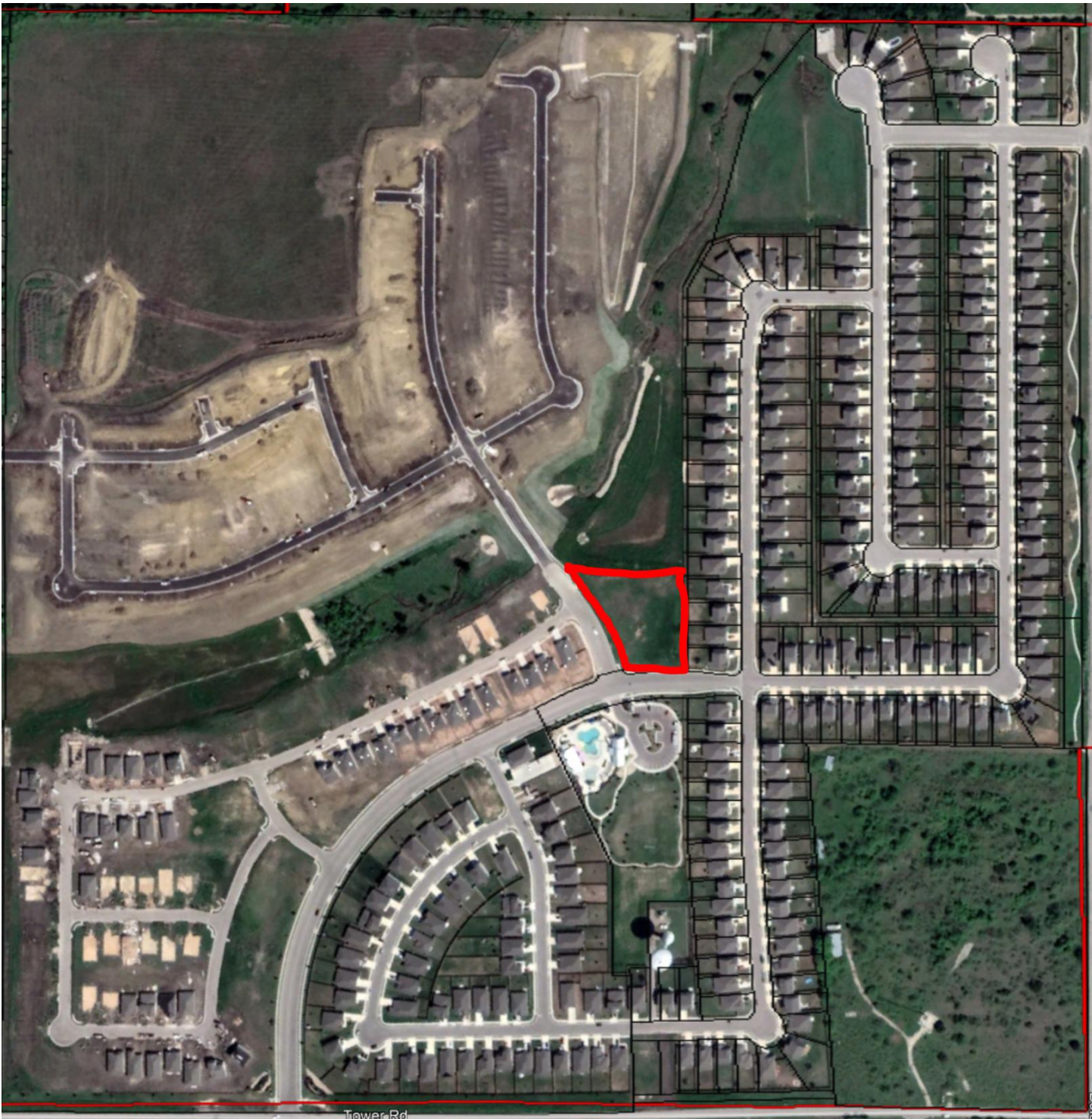
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NAD\_1983\_StatePlane\_Texas\_Central\_FIPS\_4203\_Feet

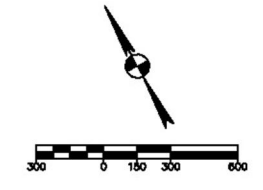
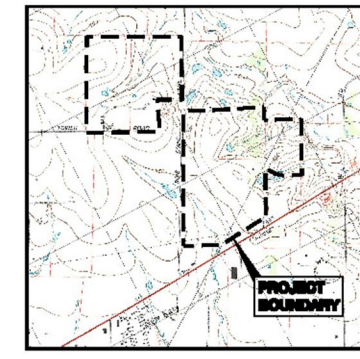
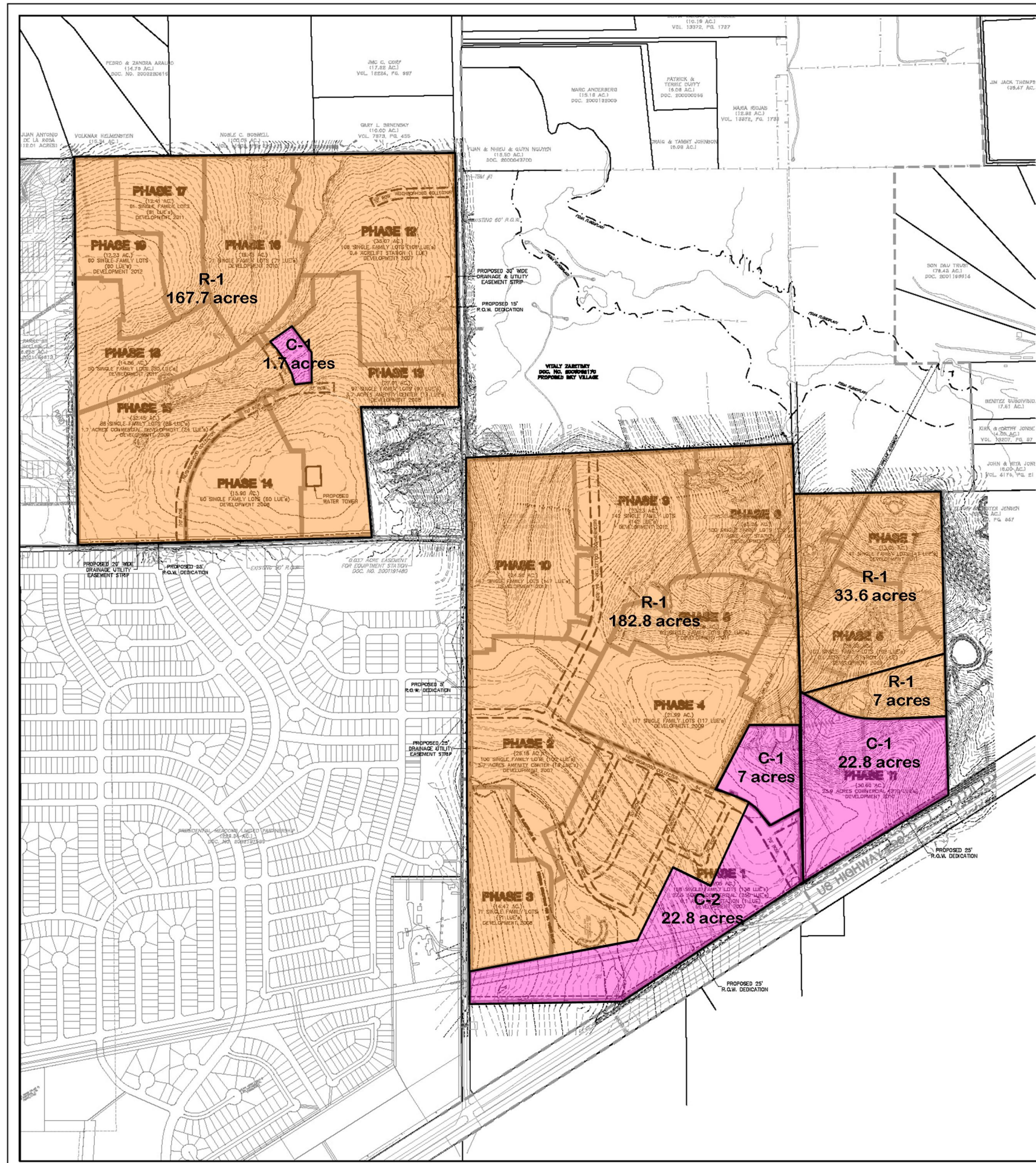
Date Printed:

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey. This product has been produced by the City of Austin for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.









**LEGEND**

- COLLECTOR R.O.W. LIMITS
- PHASE LINES

**OWNER:** PRESIDENTIAL GLEN, LTD.  
 9900 HWY. 290 EAST  
 MANOR, TX. 78653  
 (512) 327-7415  
**DEVELOPER:** PRESIDENTIAL GLEN, LTD.  
 9900 HWY. 290 EAST  
 MANOR, TX. 78653  
 (512) 327-7415  
**ENGINEER:** BURY+PARTNERS, INC.  
 3345 BEE CAVES ROAD,  
 SUITE 200  
 AUSTIN, TEXAS 78746  
 (512) 328-0011

**ANTICIPATED DEVELOPMENT SCHEDULE**

- PHASE 1 - 2007
- PHASE 2 - 2007
- PHASE 3 - 2008
- PHASE 4 - 2009
- PHASE 5 - 2009
- PHASE 6 - 2010
- PHASE 7 - 2011
- PHASE 8 - 2011
- PHASE 9 - 2012
- PHASE 10 - 2012
- PHASE 11 - 2010
- PHASE 12 - 2007
- PHASE 13 - 2008
- PHASE 14 - 2008
- PHASE 15 - 2009
- PHASE 16 - 2010
- PHASE 17 - 2011
- PHASE 18 - 2011
- PHASE 19 - 2012

**PERRY TRACT CONCEPT PLAN**  
 SITE SUMMARY 186.4 ACRES

LAND USE	ACRES	NO. LOTS	LUE'S
SINGLE FAMILY (50' LOT WIDTH)	89.5	396	396
SINGLE FAMILY (60' LOT WIDTH)	45.0	199	199
COMMERCIAL	1.7	1	24*
PARKLAND/OPENSOURCE	11.7	-	2
AMENITY CENTER/PARKLAND	3.7	1	13**
PARKLAND/DRAINAGE EASEMENT	8.4	-	-
LIFT STATION	0.4	1	1
WATER TOWER	0.4	1	1
COLLECTOR R.O.W.	4.5	-	3
BOUNDARY DRAINAGE & UTILITY EASEMENT	2.2	-	-
BOUNDARY R.O.W. DEDICATION	1.8	-	-
<b>TOTALS</b>	<b>169.4</b>	<b>599</b>	<b>636</b>

\* BASED ON 8,000 SF RETAIL & 4,000 SF REST.  
 \*\* BASED ON 10,000 SF RETAIL EQUIVALENT & 1,000 SF REST. EQUIVALENT + 2 LUE'S FOR PARK AREA

**PRESIDENTIAL GLEN CONCEPT PLAN**  
 SITE SUMMARY 276.3 ACRES  
 (INCLUDES 44.8 ACRES OF ABANDONED GUNN LANE R.O.W.)

LAND USE	ACRES	NO. LOTS	LUE'S
SINGLE FAMILY (40' LOT WIDTH)	82.3	364	364
SINGLE FAMILY (50' LOT WIDTH)	103.2	600	600
SINGLE FAMILY (60' LOT WIDTH)	12.5	62	62
COMMERCIAL	46.4	5	920*
PARKLAND/OPENSOURCE	15.5	-	9
AMENITY CENTER/PARKLAND	3.0	1	13**
PARKLAND/DRAINAGE EASEMENT	20.8	-	-
LIFT STATION	0.3	-	-
COLLECTOR R.O.W.	8.2	-	6
BOUNDARY DRAINAGE & UTILITY EASEMENT	2.1	-	-
BOUNDARY R.O.W. DEDICATION	2.0	-	-
<b>TOTALS</b>	<b>276.3</b>	<b>1,035</b>	<b>1,577</b>

\* BASED ON ORIGINAL CONCEPT PLAN INDICATING 250 LUE'S ADDITIONAL LUE'S BASED ON 165,000 SQUARE FEET RETAIL AND 34,000 SQUARE FEET, RESTAURANT.  
 \*\* BASED ON 10,000 SQUARE FEET RETAIL EQUIVALENT AND 1000 SQUARE FEET RESTAURANT EQUIVALENT AND 2 LUE'S FOR PARK AREA.

**WATERSHED STATUS:**

THIS SITE IS LOCATED IN THE WILBARGER AND COTTONWOOD CREEK WATERSHED.

**FLOODPLAIN INFORMATION:**

**PERRY TRACT:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YR. FLOODPLAIN AS SHOWN ON THE APPROVED PRELIMINARY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 4845360485G, DATED PRELIMINARY FEBRUARY 24, 2006, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

**PRESIDENTIAL GLEN:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YR. FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 484530055 E, EFFECTIVE DATE: JUNE 16, 1993, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

**LEGAL DESCRIPTION:**

**PERRY TRACT:**  
 169.374 ACRES OF LAND, BEING THE SAME TRACT CONVEYED TO PRESIDENTIAL GLEN, LTD. BY DEED OF RECORD IN DOC. NO. XXXXXXXXXX OF THE OFFICIAL PUBLIC RECORDS OF THE TRAVIS COUNTY, TEXAS.

**PRESIDENTIAL GLEN:**  
 OF 212.438 ACRES OF LAND, BEING THE SAME TRACT OF LAND CONVEYED TO PRESIDENTIAL GLEN, LTD. BY DEED OF RECORD IN DOC. NO. 2004048999 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

**GUNN TRACT:**  
 63.382 ACRES OF LAND OUT OF THE A.C. CALDWELL SURVEY, NO. 52, ABSTRACT NO. 154, SITUATED IN TRAVIS COUNTY, TEXAS; BEING ALL OF THAT CERTAIN 33.631 ACRE TRACT DESCRIBED IN THE WARRANTY DEED TO PETER A. DWYER, RECORDED UNDER DOC. NO. 2005224430 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND ALL OF THAT CERTAIN 29.731 ACRE TRACT DESCRIBED IN A MEMORANDUM TO PETER A. DWYER, RECORDED UNDER DOCUMENT NO. 2005034918, OF SAID OFFICIAL PUBLIC RECORDS.

**BENCHMARK NOTE:**

- PERRY TRACT:**
- TBM# 3 RAILROAD SPIKE AT FENCE CORNER POST, INTERSECTION OF THE SOUTH R.O.W. LINE OF TOWER LANE WITH THE WEST R.O.W. OF BOIS D'ARC LANE. ELEVATION = 552.94'
  - TBM# 12 COTTON GIN SPINDLE SET ON ASPHALT +/- 7 FEET SOUTH FROM THE NORTHERLY EDGE OF ASPHALT OF TOWER LANE AND +/- 321+ FEET EAST FROM INTERSECTION OF BOIS D'ARC LANE. ELEVATION = 573.30'
  - TBM# 1 COTTON GIN SPINDLE SET ON ASPHALT +/- 8 FEET WEST FROM THE EASTERLY EDGE OF ASPHALT OF BOIS D'ARC LANE AND +/- 2717 FEET NORTH FROM THE INTERSECTION OF TOWER LANE. ELEVATION = 540.33'
- PRESIDENTIAL GLEN:**
- TBM# 1 LCRA 3" ALUMINUM DISK IN CONCRETE STAMPED A260 LOCATED ALONG THE NORTH ROW LINE OF US 290 500' WEST OF GUNN LANE, APPROX. 5' WEST OF GATE ENTRANCE TO LCRA TRANSMISSION LINE ROW. (NOT SHOWN). ELEVATION = 552.42'
  - TBM# 4 FROM ROD 2" WEST OF FENCE CORNER POST, NORTHEASTERLY CORNER OF 212.438 AC TRACT. ELEVATION = 498.61'
- GUNN TRACT:**
- TBM# 3 IRON ROD WITH CAP FOUND FOR THE SOUTHEASTERLY CORNER OF SUBJECT TRACT +/- 7 FEET WEST FROM THE WESTERLY EDGE OF ASPHALT OF ACCESS DRIVEWAY. ELEVATION = 554.28'
  - TBM# 17 COTTON GIN SPINDLE SET NORTHERLY EDGE OF ASPHALT OF US HWY 290 +/- 1610 FEET WEST FROM THE INTERSECTION OF KIMBRO LANE AND +/- 63 FEET SOUTH FROM SOUTHEASTERLY CORNER OF SUBJECT TRACT. ELEVATION = 545.50'

**Bury+Partners**  
 ENGINEERING SOLUTIONS  
 14000 N. MOORE AVE. SUITE 1000  
 DALLAS, TEXAS 75244  
 TEL: (214) 343-1300 FAX: (214) 343-1301  
 Bury+Partners, Inc. ©Copyright 2007

**REVISIONS**

NO.	DATE	DESCRIPTION

**APPROVALS**

DATE	BY	DESCRIPTION

**REVISIONS**

**PLOTTING SCALE: 1" = 1'**

DATE PLOTTED: 07/04/07  
 FILE: G:\1344\CONCEPT PLAN\1344CONCEPT.DWG  
 DRAWN BY: RRC  
 DESIGNED BY: SSS  
 REVIEWED BY: BS  
 PROJECT NO.: 1344-03.00

**SHEET 1 OF 1**

**PRESIDENTIAL GLEN MANOR, TRAVIS COUNTY, TEXAS**  
**PRESIDENTIAL GLEN, LTD.**



Item 2.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		

Brewery, micro								P	P	P	Item 2.	
Brewery, regional									P	P	P	
Brewpub						P	P	P	P			
Business support services					P	P	P	P	P			
Campground	S	S	S									
Cemetery	S	P	P									
Child care center (intermediate)		P	P	P	P	P	P	P	P			
Child care center (large)		P	P	P	P	P	P	P	P			
Club or lodge		P	P	P	P	P	P	P	P			
Commercial off-street parking							C	C	C			
Communication services or facilities				P			P	P	P	P		
Construction and equipment sales (Major)									P	P		
Construction and equipment sales (Minor)								P	P	P		

Construction services								C	C	C	Item 2.
Consumer repair services					P	P	P	P	P		
Contractor's shop									C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room								C/S	C/S	C/S	

Item 2.

Gasoline station (full-service)								C	C		
Gasoline station (limited)					C/S		C/S	C	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		

Liquor sales					P	P	P	P	P			Item 2.
Medical clinic		P	P	P	P	P						
Metal recycling entity												C
Mini-storage warehouse								C	C	C		
Offices, government	P	P	P	P	P	P	P	P	P	P	P	
Offices, medical		P	P	P	P	P						
Offices, professional		P	P	P	P	P						
Offices, showroom									P	P		
Offices, warehouse									C	C	C	
Off-site accessory parking		P	P	P		P	P	P	P	P	P	
Pawnshop								C/S	C/S	C/S		
Personal improvement services					P	P	P	P	P			
Personal services					P	P	P	P	P			



Printing and publishing				C	C	C	C	C	C		Item 2.
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		



Restaurant— Drive-in or drive-through							C	C	C			Item 2.
School, boarding		P	P				P	P	P			
School, business or trade		P	P				P	P	P			
School, college or university		P	P					P	P			
School, private or parochial		P	P				P	P	P			
School, public		P	P				P	P	P			
Shooting range, indoor									P	P		
Smoke shop or tobacco store								P	P			
Theater							P	P	P			
Transportation terminal								C	C	C	C	
Truck and trailer sales and rental								C	C	C		
Truck stop									P	P		
Utility services, major			C							C	C	

Utility services, minor	P	P	P	P	P	P	P	P	P	P	P	Item 2.
Vehicle storage facility									C	C		
Veterinary services, large								C	C			
Veterinary services, small					C	C	C	C	C			
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C	C
Zoo, private								P	P			



October 14, 2020

RE: Notification for a Rezoning Application northeast corner of Samuel Welch Way and George Mason Avenue

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting a Special Called and regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 1.341 acres near the intersection of Samuel Welch Way and George Mason Avenue, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).**

The Planning and Zoning Commission will meet at 6:30PM on November 12, 2020 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on November 18, 2020 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.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the November 12<sup>th</sup> Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,  
Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-272-5555 ext. 5

CITY OF MANOR TEXAS  
105 E EGGLESTON ST  
MANOR, TX 78653-3463

HANSEN LEAH LYN  
13608 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

BARRON EDWARD  
13612 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

BRIM GARRETT MICHAEL & MONICA  
13620 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

MAGDALENO RICHARD CORREA  
13708 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

CASTRO JAMES  
13709 JOHN CALHOUN DR  
MANOR, TX 78653-2297

PEREZ ATANACIO & EVA L BENITEZ  
13712 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

MADRID CHILI J  
13809 JOHN CALHOUN DR  
MANOR, TX 78653-2298

WALKER ROBERT GENE  
19405 SAMUEL WELCH WAY  
MANOR, TX 78653-2007

STARLIGHT HOMES TEXAS LLC  
13416 HOBERT WAGNER BEND  
MANOR, TX 78653

ALVAREZ SELENE DEL CARMEN A & PEDRO  
SALVADOR MENDOZA OVALLE  
13604 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

IXCOY EUNICE LOIDA LUCAS & DIEGO RENE  
CALEL AGUILAR  
13613 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

ARLEDGE GREGORY WILLIAM  
13616 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2002

IGNACIO-MARCELINO CELSO  
13700 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

CAVAZOS REYNALDO A & PERLA M  
13704 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

PRIETO MATHEW ESTEVAN & MICHELLE  
ANDREA GODINEZ  
13713 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

CHAVEZ LUCIANO JR & ASHLEY G BENNETT  
13716 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2001

SANCHEZ SALVADOR JR & MARILU DE  
SANCHEZ  
13800 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

TWYMAN LATOYA NATASHA  
13801 CHARLES ABRAHAM WAY  
MANOR, TX 78653

CUEVA RUBY ESTRADA ALMENDA & ELIUD  
BARRERA JR  
13801 JOHN CALHAN DR  
MANOR, TX 78653-2298

HARTNETT DEREK  
13804 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

GONZALEZ REYNALDO JR & CYNTHIA Y  
GONZALEZ  
13805 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

ALFARO MARY LOU  
13805 JOHN CALHOUN DR  
MANOR, TX 78653-2298

BAIG TALHA SAADAT & NUZHAT BAIG  
13808 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

MORALES MITCHELL CIRINO & VALERIA I  
ROMERO LACEND  
13809 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

PATEL ALKESH H & NITA A  
13809 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

BLEA VANESSA D  
13812 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

NUNEZ LILIANA & MARTIN DE JESUS  
13813 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

LARA MARGARET L & JAMES DAVID DAVIS II  
13816 CHARLES ABRAHAM WAY  
MANOR, TX 78653-2000

AUNG MAY CHERRY & CAROL JEAN ARNETT  
19400 SAMUEL WELCH WAY  
MANOR, TX 78653-2007

ALVAREZ-CASTRO MIGUEL ANGEL & MARISOL  
ALVAREZ-CASTRO  
19401 SAMUEL WELCH WAY  
MANOR, TX 78653-2007

WILDY JACQUEMON D JR & ALYSSA JO  
19404 SAMUEL WELCH WAY  
MANOR, TX 78653-2007

MEDELLIN ADOLFO SANDOVAL  
19408 SAMUEL WELCH WAY  
MANOR, TX 78653-2007

WEST ELGIN DEVELOPMENT CORP  
ATTN PETER A DWYER  
9900 US HIGHWAY 290 E  
MANOR , TX 78653-9720



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Public Hearing: Conduct a public hearing on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

*Owner:* Housing Authority of Travis County

*Applicant:* Carney Engineering, PLLC

**BACKGROUND/SUMMARY:**

This property is adjacent to the existing multi-family senior apartment building on Carrie Manor next to the Cap Metro Park and Ride and potential future Green Line commuter rail station. That facility was also built and is owned by the Housing Authority of Travis County. The Authority is seeking to rezone the other half of that block to build a 20-unit affordable senior apartment building.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*      **Yes**      *(If YES, please list below in order to be presented)*

- Letter of intent
- Rezoning Map
- Area Image
- Notice and Mailing Labels

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission conduct a public hearing on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**  
*(Type X before choice to indicate)*





**CARNEY**  
ENGINEERING, PLLC

October 12, 2020

Mr. Scott Dunlop  
105 E. Eggleston Street  
Manor, Texas 78653

**RE: LETTER OF INTENT**  
Rezoning Request  
Manor Town Apartments  
Lot 1, Block A Town of Manor Subdivision  
Manor, Texas

Dear Scott

Please find submitted herewith our Letter of Intent for the rezoning of the referenced property. It is currently zoned C-1 (light commercial) and we want to rezone the property to MF-2 (multi-family).

The reason for the rezoning request is to allow a 20-unit multi-family project to be developed.. With the recent vacation of the alley the total acreage is 0.77. We understand the City is currently working with Cap Metro on a TOD plan for the future Green Line Station at the current park-and-ride facility. As part of that plan it would include future land uses that build density around the station area.

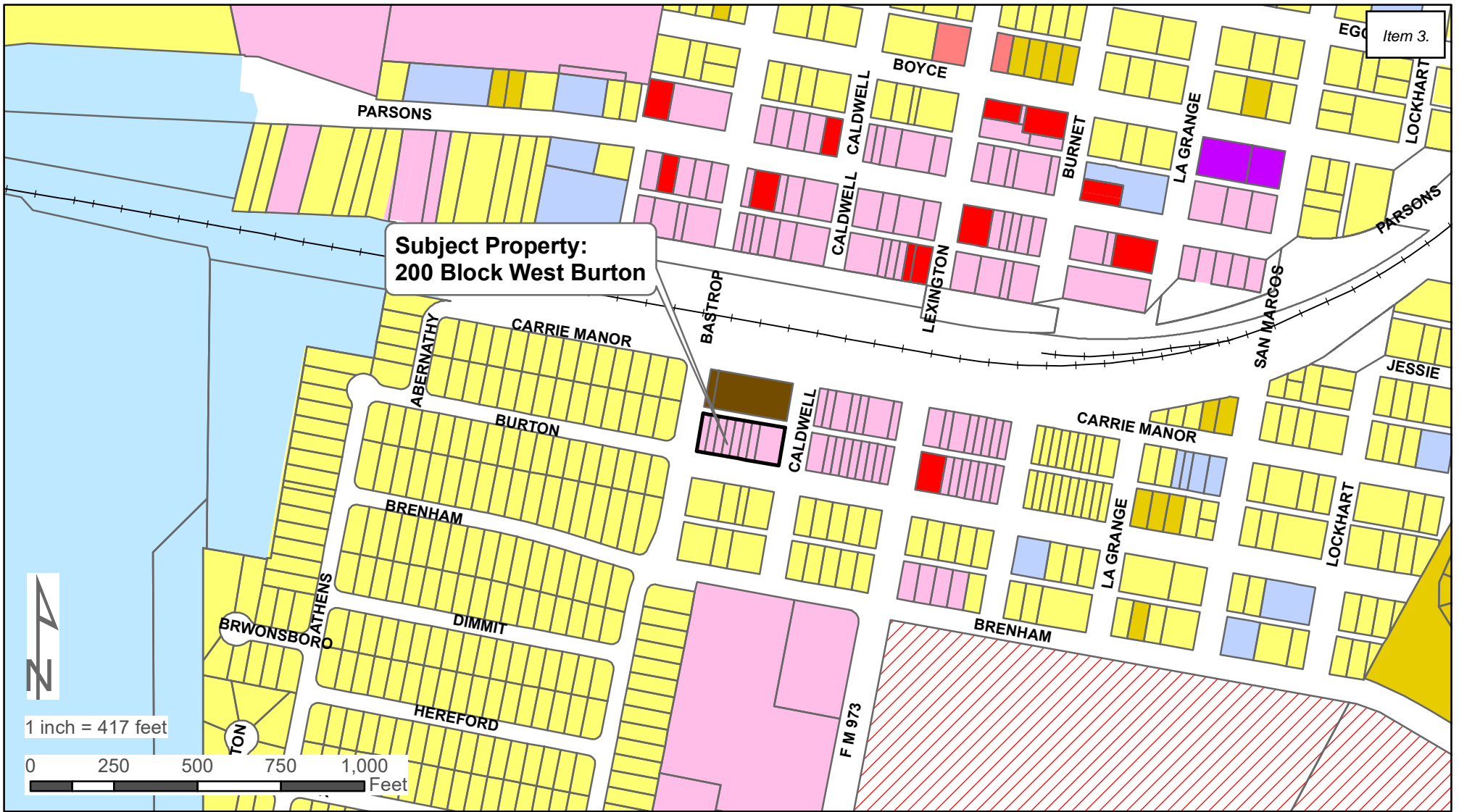
Please let us know if you need any further information for the rezoning effort.

Respectively submitted,

**CARNEY ENGINEERING, PLLC**  
TBPE Firm No. F-5033



T. Craig Carney, P.E.



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

*Current Zoning:  
Light Commercial (C-1)*

Zone		
<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> A - Agricultural	<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> I-1 - Institutional Small	<span style="display:inline-block; width:15px; height:15px; background-color:lightcoral;"></span> NB - Neighborhood Business
<span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> SF-1 - Single Family Suburban	<span style="display:inline-block; width:15px; height:15px; background-color:blue;"></span> I-2 - Institutional Large	<span style="display:inline-block; width:15px; height:15px; background-color:red;"></span> DB - Downtown Business
<span style="display:inline-block; width:15px; height:15px; background-color:gold;"></span> SF-2 - Single Family Standard	<span style="display:inline-block; width:15px; height:15px; background-color:darkred;"></span> GO - General Office	<span style="display:inline-block; width:15px; height:15px; background-color:magenta;"></span> IN-1 - Light Industrial
<span style="display:inline-block; width:15px; height:15px; background-color:darkred;"></span> MF-2 - Multi-Family 25	<span style="display:inline-block; width:15px; height:15px; background-color:pink;"></span> C-1 - Light Commercial	<span style="display:inline-block; width:15px; height:15px; background-color:purple;"></span> IN-2 - Heavy Industrial
<span style="display:inline-block; width:15px; height:15px; background-color:olive;"></span> MH-1 - Manufactured Home	<span style="display:inline-block; width:15px; height:15px; background-color:magenta;"></span> C-2 - Medium Commercial	<span style="display:inline-block; width:15px; height:15px; border-bottom: 1px dashed red;"></span> PUD - Planned Unit Development
	<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> ETJ	







October 23, 2020

RE: Notification for a Rezoning Application – 200 Block West Burton Street

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting a Special Called and regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 0.66 acres near the intersection of South Bastrop Street and West Burton and being the 200 Block of West Burton Street. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing upon a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).**

The Planning and Zoning Commission will meet at 6:30PM on November 12, 2020 at 105 East Eggleston Street in the City Hall Council Chambers\*\*.

The City Council will meet at 7:00PM on November 18, 2020 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.

If you have no interest in the case there is no need for you to attend\*\*. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

\*\* Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page ([facebook.com/cityofmanor](https://facebook.com/cityofmanor)) and the Chambers is closed to the public.

Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting the link below where registration information will be posted with the agenda for the public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the November 12<sup>th</sup> Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here under the date of the meeting: [http://www.cityofmanor.org/page/homepage\\_calendar](http://www.cityofmanor.org/page/homepage_calendar). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,  
Assistant Development Director  
[sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org) - 512-272-5555 ext. 5



RAMIRO LOPEZ-CASTRO & MARIA  
DOLORES CASTRO  
11409 CARRIE MANOR ST  
MANOR, TX 78653-5370

LISA D COMSTOCK  
11501 CARRIE MANOR ST  
MANOR, TX 78653-5371

ZENAIDE & MARIO I PENA  
11503 CARRIE MANOR ST  
MANOR, TX 78653-5371

DAMARIS MOLINA & JOSE G ROIG  
11505 CARRIE MANOR ST  
MANOR, TX 78653-5371

WILLIAM I KIRBY III & BARBARA J  
KIRBY  
11507 CARRIE MANOR ST  
MANOR, TX 78653-5371

ROXANNE JO HARRIS  
11408 BURTON ST  
MANOR, TX 78653-5364

OMAR HERNANDEZ MURO &  
MARIA DE LA LUZ SANCHEZ DE  
MURO  
11500 BURTON ST  
MANOR, TX 78653-5364

GARCIA-CERVANTES ALEJANDRO  
& MARIA SOCORRO ARRIAGA  
11502 BURTON ST  
MANOR, TX 78653-5365

AYEDIS CARLOS & LEONOR LEIVA  
11504 BURTON ST  
MANOR, TX 78653-5365

LISA AMEDEO  
11506 BURTON ST  
MANOR, TX 78653-5365

MARTINEZ JOSE BAUTISTA &  
ESMERALDA ZAMORA JARAMILLO  
11501 BURTON ST  
MANOR, TX 78653-5365

CONDE GONZALO H &  
YESSICA J PEREZ OROZCO  
11503 BURTON ST  
MANOR, TX 78653-5365

TAN N DAO &  
HOANGTHOA NGUYEN DAO  
3609 ROCKY FORD DR  
AUSTIN, TX 78749-6943

GABRIEL VEGA  
11507 BURTON ST  
MANOR, TX 78653-5365

SHANNON MARIE O'BRIEN  
11509 BURTON ST  
MANOR, TX 78653-5365

WILLIAM LAROUX  
11504 BRENHAM ST  
MANOR, TX 78653-5368

DANG NGUYEN  
11506 BRENHAM ST  
MANOR, TX 78653-5368

HUBERT A MORAN GUTIERREZ  
11508 BRENHAM ST  
MANOR, TX 78653-5368

STRICKLAND STEPHEN LEE  
11510 BRENHAM ST  
MANOR, TX 78653-5368

MARY ANGEL REYES  
PO BOX 426  
MANOR, TX 78653-0426

JOHNNY JOE & ROSAURA R  
MOLINA  
PO BOX 509  
MANOR, TX 78653-0509

LISA A HEDGES  
202 W BURTON ST  
MANOR, TX 78653

RUBEN & DIANA M CORONADO  
209 MALDONADO TRL  
DEL VALLE, TX 78617-5472

KARINA ALEXIS CORONADO  
209 MALDONADO TRL  
DEL VALLE, TX 78617-5472

GUADALUPE CASTANEDA  
PO BOX 1021  
MANOR, TX 78653-1021

MANUEL & JUANA R CASTANEDA  
PO BOX 1103  
MANOR, TX 78653-1103

SEPECO  
PO BOX 170309  
AUSTIN, TX 78717-0019

JUAN F MARIN ESQUIVEL &  
DIANA N ZUNIGA TOBIAS  
106 W BURTON ST  
MANOR, TX 78653-4733

OTHA B & VELMA L SMITH  
10605 WENTWORTH DR  
ROWLETT, TX 75089-8494

RODRIGO & MARIA  
PO BOX 614  
MANCHACA, TX 78652-0614

CATARINO M TORALES &  
ALVELETICIA RIVERA  
PO BOX 408  
MANOR, TX 78653-0408

DANIEL RAMIREZ ZAPATA  
13625 BRIARCREEK LOOP  
MANOR, TX 78653-4667

ELVA R LOPEZ &  
MARCELINO RAMIREZ  
11301 BROWNSBORO CT  
MANOR, TX 78653-5020

MABEL JONES  
% MARY LEE MOORE % TISHA  
WHITE  
1917 MORGAN WAY  
MIDLAND, TX 79705-7833

KATHY NAVAS  
13409 CANTARRA DR  
PFLUGERVILLE, TX 78660-5688

RODNEY E JONES  
10016 WOODHAVEN DR  
AUSTIN, TX 78753-4345

ETHEL W GREEN  
2103 SL DAVIS AVE  
AUSTIN, TX 78702-2220

BESSIE WASHINGTON ESTATE  
%LOU ETTA WASHINGTON  
10000 LOXLEY LN  
AUSTIN, TX 78717-3929

ISIDRO CASTELAN &  
MARIA VENCES TINOCO  
107 W BURTON ST  
MANOR, TX 78653-4733

ISIDRO CASTELAN &  
MARIA VENCES TINOCO  
107 W BURTON ST  
MANOR, TX 78653-4733

GENEVA ACRES  
PO BOX 170309  
AUSTIN, TX 78717-0019

BURTON STREET PARTNERSHIP  
PO BOX 170309  
AUSTIN, TX 78717-0019

H & PB FAMILY RENTAL  
PROPERTIES LTD  
6000 N LAMAR BLVD STE 210  
AUSTIN, TX 78752-4421

BENTURA & PATRICIA A SOSA  
PO BOX 26  
MANOR, TX 78653-0026

JENNIFER LEE BURNS  
3105 DOLPHIN DR  
AUSTIN, TX 78704-6024

OTHA B SMITH  
10605 WENTWORTH DR  
ROWLETT, TX 75089-8494

SINAN ABDULRAHEEM  
12000 REINDEER DR  
AUSTIN, TX 78754-6131

HOUSING AUTHORITY OF TRAVIS  
TRAVIS COUNTY  
PO BOX 1748  
AUSTIN, TX 78767-1748

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes of the:

- September 9, 2020, Regular Session Minutes;
- October 14, 2020, Regular Session; and
- October 21, 2020, Called Special Session

### BACKGROUND/SUMMARY:

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- September 9, 2020, Regular Session Minutes;
- October 14, 2020, Regular Session Minutes; and
- October 21, 2020, Called Special Session Minutes

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the P&Z Commission approve the minutes of the September 9, 2020, Regular Session, October 14, 2020, Regular Session; and October 21, 2020, Called Special Session.

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





**PLANNING AND ZONING COMMISSION  
REGULAR SESSION  
MINUTES  
SEPTEMBER 9, 2020**

**Via Telephone/Video Conference**

The meeting was live streamed on Manor Facebook Live beginning at 6:45 p.m.  
<https://www.facebook.com/cityofmanor/>

Due to the closing of all city facilities, the Planning and Zoning Commission Session will only be open to the public via remote access. This is pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All Speakers must address their comments to the Chairperson rather than to individual Commissioner or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

**ROLL CALL VIA ZOOM:**

Philip Tryon, Chairperson

**Commissioners:**

Julie Leonard, Vice-Chair, Place 1  
Jacob Hammersmith, Place 2 (Absent)  
Isaac Rowe, Place 4  
Ruben J. Cardona, Place 5 (Absent)  
Cecil Meyer, Place 6  
Lakesha Small, Place 7 (Absent)

**City Staff:**

Scott Dunlop, Assistant Development Services Director

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the regular session of the Manor P&Z Commission was called to order by Chairperson Philip Tryon at 6:45 p.m. on Wednesday, September 9, 2020.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a public hearing upon a rezoning request for twenty (20) acres, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson. Applicant: Mahoney Engineering**

Chairperson Tryon opened the public hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Rowe and Seconded by Vice Chair Leonard, the P&Z Commission voted four (4) For and none (0) Against to close the public hearing. The motion carried unanimously.

2. **Conduct a public hearing upon a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis. Applicant: Eric Davis**

Chairperson Tryon opened the public Hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Rowe, the P&Z Commission voted four (4) For and none (0) Against to close the public hearing. The motion carried unanimously.

3. **Conduct a public hearing upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp. Applicant: Carlson Brigance & Doering, Inc.**

Chairperson Tryon opened the public hearing.

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

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

Amir Namakforoosh with Carlson, Brigance & Doering Inc., 12129 RR 620 N., Ste 600, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted four (4) For and none (0) Against to close the public hearing. The motion carried unanimously.

4. **Conduct a public hearing upon a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf. Applicant: BGE, Inc.**

Chairperson Tryon opened the public hearing.

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

Mark Baker with SEC Planning, 4201 W. Parmer Ln, Bldg A Ste 220, Austin, Texas, submitted a speaker card in support of this item. . He presented the attached PowerPoint. Mr. Baker gave an overview of the plans for the property and rezoning request.

Jake Straub with DR Horton, Inc., 10700 Pecan Park Blvd, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the P&Z Commission.

Engineer Seth Mearig with BGE, Inc. 1701 Directors Blvd #1000, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Rowe and Seconded by Vice Chair Leonard, the P&Z Commission voted four (4) For and none (0) Against to close the public hearing. The motion carried unanimously.

### CONSENT AGENDA

5. **Consideration, discussion, and possible action to approve the Planning and Zoning Commission Minutes of:**
- **August 12, 2020, Regular Session; and**
  - **August 26, 2020, Called Special Session**

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted four (4) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

### REGULAR AGENDA

6. **Consideration, discussion, and possible action on a rezoning request for twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson. Applicant: Mahoney Engineering**

The City staff recommended that the P&Z Commission approve a rezoning request for twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

**MOTION:** Upon a motion made by Commissioner Rowe and Seconded by Commissioner Meyer, the P&Z Commission voted four (4) For and none (0) Against to approve a rezoning request for twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). The motion carried unanimously.



7. **Consideration, discussion, and possible action on a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis. Applicant: Eric Davis.**

The City staff recommended that the P&Z Commission approve a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

The discussion was held regarding impact on property, landscaping, parking, and roads.

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted four (4) For and none (0) Against to approve a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). The motion carried unanimously.

8. **Consideration, discussion and possible action upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp. Applicant: Carlson Brigance & Doering, Inc.**

The City staff recommended that the P&Z Commission approve a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

Amir Namakforoosh with Carlson, Brigance & Doering Inc., 12129 RR 620 N., Ste 600, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Commissioner Rowe, the P&Z Commission voted four (4) For and none (0) Against to approve a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). The motion carried unanimously.

9. **Consideration, discussion, and possible action a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf Applicant: BGE, Inc.**

The City staff recommended that the P&Z Commission approve a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2)..

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Meyer, the P&Z Commission voted four (4) For and none (0) Against to approve a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

**10. Consideration, discussion, and possible action on a 1-year extension request for the Las Entradas-Gregg Manor Road Final Plat. Owner: Las Entradas Development Corp. Applicant: Kimley-Horn & Associates.**

The City staff recommended that the P&Z Commission approve a 1-year extension request for the Las Entradas-Gregg Manor Road Final Plat.

**MOTION:** Upon a motion made by Commissioner Meyer and Seconded by Vice Chair Leonard, the P&Z Commission voted four (4) For and none (0) Against to approve a 1-year extension request for the Las Entradas-Gregg Manor Road Final Plat. The motion carried unanimously.

**11. Consideration, discussion, and possible action on a Preliminary Plat for IDEA – Manor, one (1) lot on 13.19 acres, more or less, and being located near N FM 973 and Suncrest Road, Manor, TX. Owner: IDEA Public Schools. Applicant: Pape-Dawson Engineers, Inc.**

The City staff recommended that the P&Z Commission deny a Preliminary Plat for IDEA – Manor, one (1) lot on 13.19 acres, more or less, and being located near N FM 973 and Suncrest Road, Manor, TX.

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Rowe, the P&Z Commission voted four (4) For and none (0) Against to deny a Preliminary Plat for IDEA – Manor, one (1) lot on 13.19 acres, more or less, and being located near N FM 973 and Suncrest Road, Manor, TX. The motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Vice Chair Leonard and Seconded by Commissioner Rowe, the P&Z Commission voted four (4) For and none (0) Against to adjourn the regular session of the P&Z Commission meeting at 7:32 p.m. on Wednesday September 9, 2020. The motion carried unanimously.

These minutes approved by the Manor P&Z Commission on the 14<sup>th</sup> day of October 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Scott Dunlop,  
Assistant Development Services Director

Draft Minutes



**JOINT MEETING OF THE COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
AND  
PLANNING & ZONING COMMISSION  
OCTOBER 14, 2020  
MINUTES  
Via Telephone/Video Conference**

The meeting was live streamed on Manor Facebook Live beginning at 6:35 p.m.  
<https://www.facebook.com/cityofmanor/>

Due to the closing of all city facilities, the Community Impact Fee Advisory Committee and Planning and Zoning Commission Sessions was only be open to the public via remote access. This is pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

The following instructions where provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All Speakers must address their comments to the Chairperson rather than to individual Commissioner or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.



## COMMUNITY IMPACT FEE (CIF) ADVISORY COMMITTEE

### ROLL CALL VIA ZOOM:

Jacob Hammersmith, Chairperson, Place 2

### COMMITTEE MEMBERS:

Julie Leonard, Place 1  
Philip Tryon, Place 3 (Absent)  
Isaac Rowe, Place 4 (Absent)  
Ruben J. Cardona, Place 5  
Cecil Meyer, Place 6  
Lakesha Small, Place 7  
Barth Timmermann, CIF Development Rep.

### CITY STAFF:

Scott Dunlop, Assistant Development Services Director

### **REGULAR SESSION – 6:30 P.M.**

With a quorum of the Community Impact Fee (CIF) Advisory Committee Members present via video/telephone conference, the regular session of the Manor CIF Advisory Committee was called to order by Chairperson Hammersmith at 6:35 p.m. on Wednesday, October 14, 2020.

### **PUBLIC COMMENTS**

No one appeared to speak at this time.

### **CONSENT AGENDA**

#### **1. Consideration, discussion and possible action to approve the Community Impact Fee Advisory Committee Minutes of the September 9, 2020, Regular Meeting.**

The City staff recommended that the CIF Advisory Committee approve the Community Impact Fee Advisory Minutes of the September 9, 2020 Regular Meeting.

Assistant Development Services Director Dunlop stated that the October 14, 2020 CIF Advisory Committee meeting would be the last meeting to approve the minutes of the September 9, 2020, regular meeting.

He also stated that the recommendations from the CIF Advisory Committee will be presented to Manor City Council on or about the December 16, 2020 regular session and will include the Land-Use Map and Capital Improvement Plan.

**MOTION:** Upon a motion made by Committee Member Timmermann and Seconded by Committee Member Small the CIF Advisory Committee voted six (6) For and none (0) Against to approve the minutes of the September 9, 2020, CIF Advisory Committee, Regular Meeting.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Committee Member Meyer Seconded by Committee Member Cardona, the CIF Advisory Committee voted six (6) For and none (0) Against to adjourn the regular session of the CIF Advisory Committee meeting at 6:39 p.m. on Wednesday October 14, 2020. The motion carried unanimously.

**PLANNING AND ZONING COMMISSION MEETING**

**ROLL CALL VIA ZOOM:**

Philip Tryon, Chairperson, Place 3 (Absent)

**COMMISSIONERS:**

- Julie Leonard, Vice-Chair, Place 1
- Jacob Hammersmith, Place 2
- Isaac Rowe, Place 4 (Absent)
- Ruben J. Cardona, Place 5
- Cecil Meyer, Place 6
- Lakesha Small, Place 7

**CITY STAFF:**

Scott Dunlop, Assistant Development Services Director

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present via video/telephone conference, the regular session of the Manor P&Z Commission was called to order by Vice-Chair Leonard at 6:40 p.m. on Wednesday, October 14, 2020.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

## PUBLIC HEARINGS

- 1. Conduct a public hearing upon a rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1). Applicant: Kimley-Horn & Associates. Owner: 9 Sunny Partners, LP.**

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

Vice-Chair Leonard opened the public hearing.

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

Jason Reece with Kimley-Horn & Associates, 10814 Jollyville Road, Bldg. 4, Suite200, Austin, Texas, submitted a speaker card in support of this item. He spoke briefly of the developer's initial plans for the property and answered questions from the P&Z Commissioners.

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

- 2. Conduct a public hearing upon a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX. Applicant: Kimley-Horn & Associates. Owner: West Elgin Development Corporation.**

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

Vice-Chair Leonard opened the public hearing.

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

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

## CONSENT AGENDA

### 3. Consideration, discussion, and possible action to approve the Planning and Zoning Commission minutes of the August 12, 2020, Regular Session.

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

## REGULAR AGENDA

### 4. Consideration, discussion and possible action upon a rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1) *Applicant: Kimley-Horn & Associates. Owner: 9 Sunny Partners, LP.*

The City staff recommended that the P&Z Commission approve a rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

The P&Z Commission discussed concerns such as: 1) road conditions 2) increase in traffic 3) impact of the development being so close to the school, and 4) overall safety of that area with the increase of people and traffic.

Jason Reece with Kimley-Horn & Associates, 10814 Jollyville Road, Bldg 4, Suite200, Austin, Texas, submitted a speaker card in support of this item.

**MOTION:** Upon a motion made by Commissioner Hammersmith and Seconded by Commissioner Cardona, the P&Z Commission voted four (4) For and 1 (one) Against to approve a rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1) The motion carried. Vice-Chair Leonard voted against.

### 5. Consideration, discussion, and possible action upon a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX. *Applicant: Kimley-Horn & Associates. Owner: West Elgin Development Corporation*

The City staff recommended that the P&Z Commission approve a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX.

Assistant Development Services Director Dunlop gave a brief summary and was available to address any questions posed by the P&Z Commission.

**MOTION:** Upon a motion made by Commissioner Cardona and Seconded by Commissioner Meyer, the P&Z Commission voted five (5) For and none (0) Against to approve a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX. The motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Small and Seconded by Commissioner Cardona, the P&Z Commission voted five (5) to none (0) Against to adjourn the regular session of the P&Z Commission meeting at 7:07 p.m. on Wednesday October 14, 2020. The motion carried unanimously.

These minutes approved by the Manor P&Z Commission on the 12<sup>th</sup> day of November 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Scott Dunlop,  
Assistant Development Services Director





**PLANNING AND ZONING COMMISSION  
CALLED SPECIAL JOINT SESSION WITH MANOR CITY COUNCIL  
MINUTES  
OCTOBER 21, 2020**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

**PRESENT:**

Philip Tryon, Chairperson

**COMMISSIONERS:**

Julie Leonard, Vice-Chair, Place 1  
Jacob Hammersmith, Place 2  
Isaac Rowe, Place 4  
Ruben J. Cardona, Place 5 (Absent)  
Cecil Meyer, Place 6  
Lakesha Small, Place 7

**CITY STAFF:**

Thomas Bolt, City Manager  
Paige Saenz, City Attorney

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Planning and Zoning (P&Z) Commission present, the special session of the Manor P&Z Commission was called to order by Chairperson Philip Tryon at 7:05 p.m. on Wednesday, October 21, 2020.

**PUBLIC COMMENTS**

Due to State and County Orders limiting gatherings and temporary suspension by the Governor of sections of the Texas Open Meetings Act that may be interpreted to require face-to-face interaction between members of the public and public officials, in-person public comments were canceled.

In the alternative, an email was provided for any comments on agenda items or general comments from the public. [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). The name of the person making the comment and the subject of the comment would be read into the record, and the entire comment would be made as part of the city records for the meeting. Public Comments were open until 5:00 p.m. the day of the meeting.

There were no public comments received prior to the meeting.

Chairperson Tryon adjourned the joint session of the Manor Planning and Zoning Commission and Manor City Council into Executive Session at 7:06 p.m. on Wednesday, October 21, 2020, in accordance with the requirements of the Open Meetings Law.

### **EXECUTIVE SESSION**

The Manor P&Z Commission convene into a joint executive session together with Manor City Council pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071 Consultation with Attorney and Section 1.05, Texas Disciplinary Rules of Professional Conduct - Regarding pending litigation, specifically Civil Action No. 1:20-cv-1017, Manor RV Park, LLC v. City of Manor, et al pending in the United States District Court Western District of Texas Austin Division* at 7:06 p.m. on Wednesday, October 21, 2020.

The joint Executive Session was adjourned at 7:57 p.m. on Wednesday, October 21, 2020.

### **OPEN SESSION**

The Planning and Zoning Commission together with Manor City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 7:57 p.m. on Wednesday, October 21, 2020.

There was no action taken.

### **ADJOURNMENT**

The joint Special Session of the Manor Planning and Zoning Commission and Manor City Council Adjourned at 7:57 p.m. on Wednesday, October 21, 2020.

These minutes approved by the Manor P&Z Commission on the 12<sup>th</sup> day of November 2020.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz,  
City Secretary

Draft Minutes



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).

*Owner:* K&R Trading Inc.

*Applicant:* K&R Trading Inc.

**BACKGROUND/SUMMARY:**

This property was annexed in 2017 and zoned Agricultural on an interim basis. The owner would like to locate a semi-permanent mobile food vendor (food truck) on their property but those permits can only be issued to commercially zoned properties. Additionally, the owner will be needing a sign permit and the allowable size is based on the zoning.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*      **Yes**      *(If YES, please list below in order to be presented)*

- Letter of Intent
- Rezoning Map

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a rezoning request for Lot 1, Block A, Cottonwood Estates and being 1.38 acres, more or less, and being located at 15501 US Hwy 290 E, Elgin, TX from Agricultural (A) to Medium Commercial (C-2).

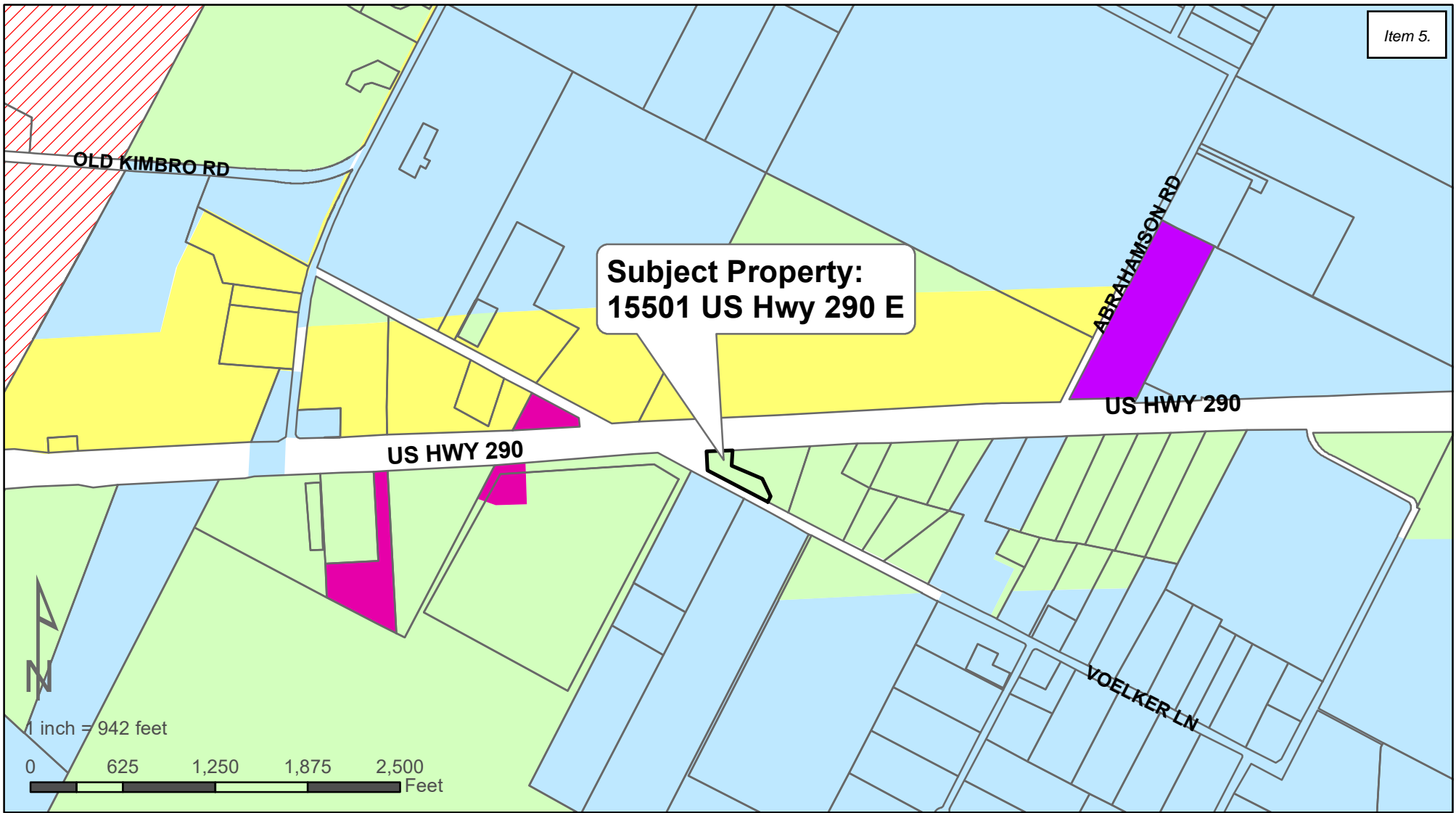
**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
*(Type X before choice to indicate)*

22<sup>nd</sup> September, 2020

I am Mr. Karim Momin owner of K&R Trading Inc, 15501 E hwy290, Manor, TX78621 Want to get permission from the city so I can Park a Mobile Taco Trailer within my said property. Thanks

Karim Momin





# Proposed Zoning: Medium Commercial (C-2)

*Current Zoning:  
Agricultural (A)*

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX from Single Family (SF-1) to Light Commercial (C-1).

*Owner:* West Elgin Development Corp.  
*Applicant:* Kimley-Horn and Associates

**BACKGROUND/SUMMARY:**

This property is located within the Presidential Heights subdivision at intersection of Samuel Welch and George Mason. The Development Agreement has since 2007 contemplated this area being commercial (see backup Revised Concept Plan Zoning Map of the Property). The development agreement states the developer will make application for C-1 Light Commercial.

**Staff recommends Neighborhood Business** as that is the least intense commercial category and has design standards (lot coverage, setbacks, building heights, etc.) and allowable uses that are more compatible with being in or adjacent to single family residential. A list of uses allowed under Neighborhood Business and Light Commercial is in the backup with differences highlighted. Uses within Neighborhood Business are meant to be small scale and supportive of the adjacent community such as retail/food sales, professional/medical offices, personal services (barbershop/salon, instructional studios and classes), daycare, and financial services (bank). Gas stations, bars, event centers, and hotels are only allowed with an additional Specific Use Permit that goes through a public hearing process the same way a zoning request does.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*

*(If YES, please list below in order to be presented)*

- Letter of Intent
- Rezoning Map
- Area Image
- Development Agreement Exhibit E
- Non-residential Land Uses

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a rezoning request for Lot 1, Block T, Presidential Heights Phase 4 and being 1.341 acres, more or less, and being located at the northeast corner of Samuel Welch Way and George Mason Avenue, Manor, TX **from Single Family (SF-1) to Neighborhood Business (NB)**.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
*(Type X before choice to indicate)*

September 25, 2020

City of Manor  
Attn: Scott Dunlop  
105 E. Eggleston St.  
Manor, Texas 78653

**Re: Presidential Heights Phase 4 - Lot 1 Block T  
1.341-Acre Tract – Letter of Intent  
Northeast corner of the Intersection of Samuel Welch Way and George Mason Avenue  
Manor, Texas 78653**

Dear Staff:

Please accept this Summary Letter for the above referenced project. The proposed Presidential Heights Lot 1 Block T development is located along the northbound side of George Mason Avenue within the Presidential Heights Phase 4 Subdivision in Manor, Texas. The existing property consists of a 1.341-acre, undeveloped tract.

The Owner intends to submit an application to rezone this tract of land from SF-1 (Single-Family Suburban) to C-1 (Light Commercial) in conformance with the Approved Revised and Restated Development Agreement for the Presidential Heights Development.

If you have any questions or comments regarding this request, please contact me at 512-350-5703.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

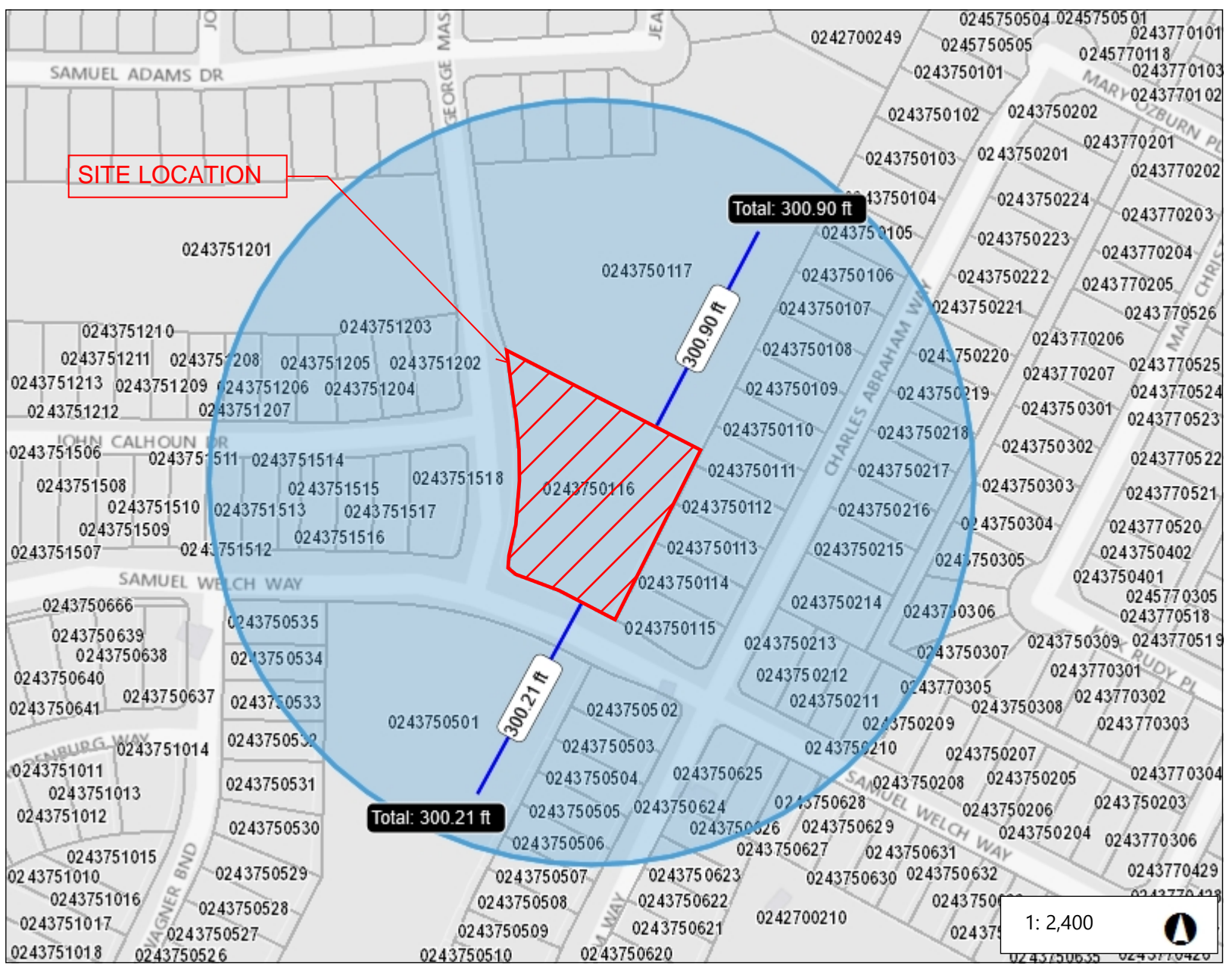


Robert J. Smith, P.E.  
Project Manager



# Property Profile

Item 6.



### Legend

**Jurisdiction**

- FULL PURPOSE
- LIMITED PURPOSE
- EXTRATERRITORIAL JURISDICTION
- 2 MILE ETJ AGRICULTURAL AGR
- OTHER CITY LIMITS
- OTHER CITIES ETJ

**TCAD Parcels**

**TCAD Parcel IDs**

**Jurisdiction**

- FULL PURPOSE
- LIMITED PURPOSE
- EXTRATERRITORIAL JURISDICTION
- 2 MILE ETJ AGRICULTURAL AGR
- OTHER CITY LIMITS
- OTHER CITIES ETJ

**Notes**

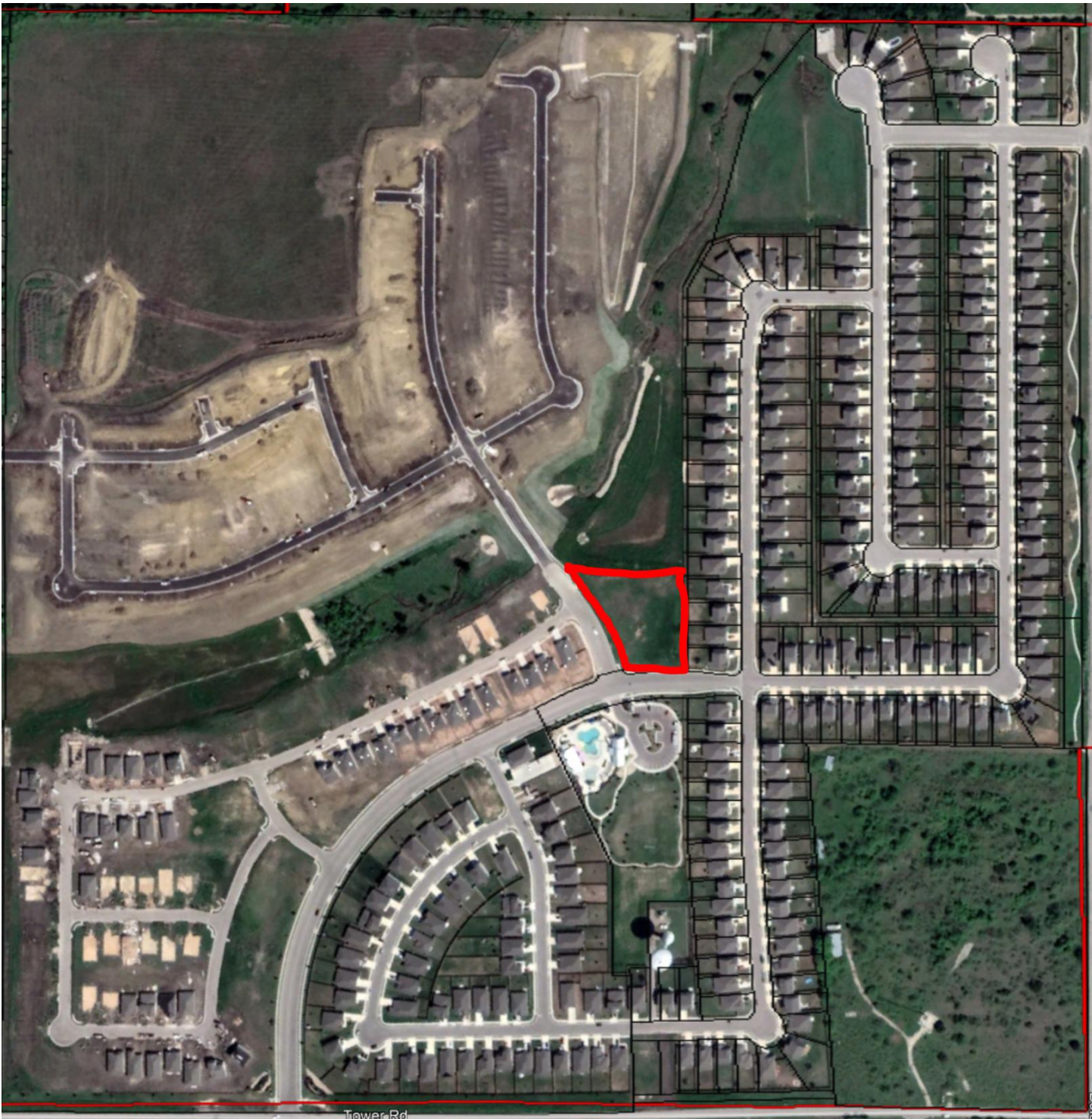


NAD\_1983\_StatePlane\_Texas\_Central\_FIPS\_4203\_Feet

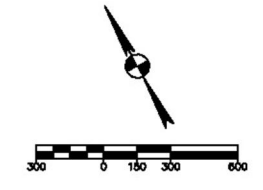
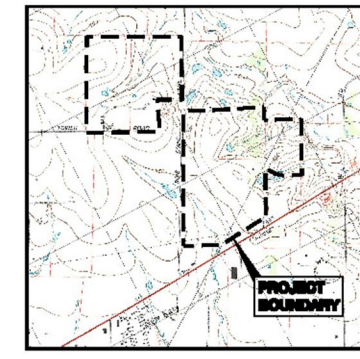
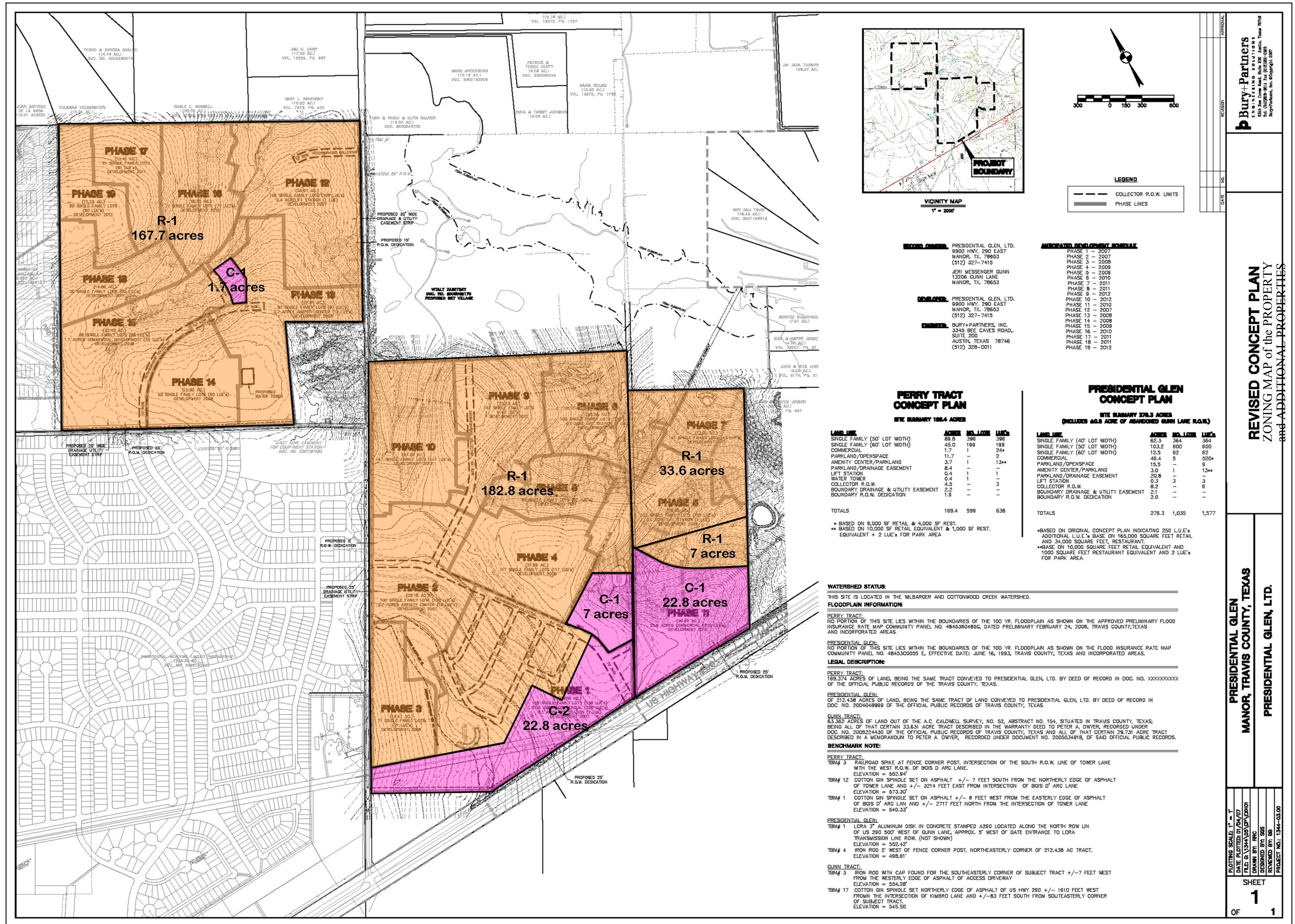
Date Printed:

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey. This product has been produced by the City of Austin for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.









**LEGEND**

- COLLECTOR R.O.W. LIMITS
- PHASE LINES

**OWNER:** PRESIDENTIAL GLEN, LTD.  
 9900 HWY. 290 EAST  
 MANOR, TX. 78653  
 (512) 327-7415  
**DEVELOPER:** PRESIDENTIAL GLEN, LTD.  
 9900 HWY. 290 EAST  
 MANOR, TX. 78653  
 (512) 327-7415  
**ENGINEER:** BURY+PARTNERS, INC.  
 3346 BEE CAVES ROAD,  
 SUITE 200  
 AUSTIN, TEXAS 78746  
 (512) 328-0011

**ANTICIPATED DEVELOPMENT SCHEDULE**

PHASE 1 - 2007
PHASE 2 - 2007
PHASE 3 - 2008
PHASE 4 - 2009
PHASE 5 - 2009
PHASE 6 - 2010
PHASE 7 - 2011
PHASE 8 - 2011
PHASE 9 - 2012
PHASE 10 - 2012
PHASE 11 - 2010
PHASE 12 - 2007
PHASE 13 - 2008
PHASE 14 - 2008
PHASE 15 - 2009
PHASE 16 - 2010
PHASE 17 - 2011
PHASE 18 - 2011
PHASE 19 - 2012

**PERRY TRACT CONCEPT PLAN**  
 SITE SUMMARY 186.4 ACRES

LAND USE	ACRES	NO. LOTS	LUE'S
SINGLE FAMILY (50' LOT WIDTH)	89.5	396	396
SINGLE FAMILY (60' LOT WIDTH)	45.0	199	199
COMMERCIAL	1.7	1	24*
PARKLAND/OPENSOURCE	11.7	-	2
AMENITY CENTER/PARKLAND	3.7	1	13**
PARKLAND/DRAINAGE EASEMENT	8.4	-	-
LIFT STATION	0.4	1	1
WATER TOWER	0.4	1	1
COLLECTOR R.O.W.	4.5	-	3
BOUNDARY DRAINAGE & UTILITY EASEMENT	2.2	-	-
BOUNDARY R.O.W. DEDICATION	1.8	-	-
<b>TOTALS</b>	<b>169.4</b>	<b>599</b>	<b>636</b>

**PRESIDENTIAL GLEN CONCEPT PLAN**  
 SITE SUMMARY 276.3 ACRES  
 (INCLUDES 44.8 ACRE OF ABANDONED GUNN LANE R.O.W.)

LAND USE	ACRES	NO. LOTS	LUE'S
SINGLE FAMILY (40' LOT WIDTH)	82.3	364	364
SINGLE FAMILY (50' LOT WIDTH)	103.2	600	600
SINGLE FAMILY (60' LOT WIDTH)	12.5	62	62
COMMERCIAL	46.4	5	920*
PARKLAND/OPENSOURCE	15.5	-	9
AMENITY CENTER/PARKLAND	3.0	1	13**
PARKLAND/DRAINAGE EASEMENT	20.8	-	-
LIFT STATION	0.3	-	-
COLLECTOR R.O.W.	8.2	-	6
BOUNDARY DRAINAGE & UTILITY EASEMENT	2.1	-	-
BOUNDARY R.O.W. DEDICATION	2.0	-	-
<b>TOTALS</b>	<b>276.3</b>	<b>1,035</b>	<b>1,577</b>

**WATERSHED STATUS:**  
 THIS SITE IS LOCATED IN THE WILBARGER AND COTTONWOOD CREEK WATERSHED.

**FLOODPLAIN INFORMATION:**  
**PERRY TRACT:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YR. FLOODPLAIN AS SHOWN ON THE APPROVED PRELIMINARY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 4845360485G, DATED PRELIMINARY FEBRUARY 24, 2006, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

**PRESIDENTIAL GLEN:**  
 NO PORTION OF THIS SITE LIES WITHIN THE BOUNDARIES OF THE 100 YR. FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 484530055 E, EFFECTIVE DATE: JUNE 16, 1993, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

**LEGAL DESCRIPTION:**  
**PERRY TRACT:**  
 169.374 ACRES OF LAND, BEING THE SAME TRACT CONVEYED TO PRESIDENTIAL GLEN, LTD. BY DEED OF RECORD IN DOC. NO. XXXXXXXXXX OF THE OFFICIAL PUBLIC RECORDS OF THE TRAVIS COUNTY, TEXAS.

**PRESIDENTIAL GLEN:**  
 OF 212.438 ACRES OF LAND, BEING THE SAME TRACT OF LAND CONVEYED TO PRESIDENTIAL GLEN, LTD. BY DEED OF RECORD IN DOC. NO. 2004048999 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

**GUNN TRACT:**  
 63.382 ACRES OF LAND OUT OF THE A.C. CALDWELL SURVEY, NO. 52, ABSTRACT NO. 154, SITUATED IN TRAVIS COUNTY, TEXAS; BEING ALL OF THAT CERTAIN 33.631 ACRE TRACT DESCRIBED IN THE WARRANTY DEED TO PETER A. DWYER, RECORDED UNDER DOC. NO. 2005224430 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND ALL OF THAT CERTAIN 29.731 ACRE TRACT DESCRIBED IN A MEMORANDUM TO PETER A. DWYER, RECORDED UNDER DOCUMENT NO. 2005034918, OF SAID OFFICIAL PUBLIC RECORDS.

**BENCHMARK NOTE:**  
**PERRY TRACT:**  
 TBM# 3 RAILROAD SPIKE AT FENCE CORNER POST, INTERSECTION OF THE SOUTH R.O.W. LINE OF TOWER LANE WITH THE WEST R.O.W. OF BOIS D'ARC LANE.  
 ELEVATION = 552.94'  
 TBM# 12 COTTON GIN SPINDLE SET ON ASPHALT +/- 7 FEET SOUTH FROM THE NORTHERLY EDGE OF ASPHALT OF TOWER LANE AND +/- 321+ FEET EAST FROM INTERSECTION OF BOIS D'ARC LANE  
 ELEVATION = 573.30'  
 TBM# 1 COTTON GIN SPINDLE SET ON ASPHALT +/- 8 FEET WEST FROM THE EASTERLY EDGE OF ASPHALT OF BOIS D'ARC LANE AND +/- 2717 FEET NORTH FROM THE INTERSECTION OF TOWER LANE  
 ELEVATION = 540.33'

**PRESIDENTIAL GLEN:**  
 TBM# 1 LCRA 3" ALUMINUM DISK IN CONCRETE STAMPED A260 LOCATED ALONG THE NORTH ROW LINE OF US 290 500' WEST OF GUNN LANE, APPROX. 5' WEST OF GATE ENTRANCE TO LCRA TRANSMISSION LINE ROW. (NOT SHOWN)  
 ELEVATION = 552.42'  
 TBM# 4 FROM ROD 2" WEST OF FENCE CORNER POST, NORTHEASTERLY CORNER OF 212.438 AC TRACT.  
 ELEVATION = 498.61'

**GUNN TRACT:**  
 TBM# 3 IRON ROD WITH CAP FOUND FOR THE SOUTHEASTERLY CORNER OF SUBJECT TRACT +/- 7 FEET WEST FROM THE WESTERLY EDGE OF ASPHALT OF ACCESS DRIVEWAY  
 ELEVATION = 554.28'  
 TBM# 17 COTTON GIN SPINDLE SET NORTHERLY EDGE OF ASPHALT OF US HWY 290 +/- 1610 FEET WEST FROM THE INTERSECTION OF KIMBRO LANE AND +/- 63 FEET SOUTH FROM SOUTHEASTERLY CORNER OF SUBJECT TRACT.  
 ELEVATION = 545.50'

**Bury+Partners**  
 ENGINEERING SOLUTIONS  
 14000 SHILOH ROAD, SUITE 200  
 MANOR, TEXAS 78653  
 TEL: (512) 328-0011 FAX: (512) 328-0011  
 Bury+Partners, Inc. ©Copyright 2007

**REVISIONS**

NO.	DATE	DESCRIPTION

**REVISIONS**

NO.	DATE	DESCRIPTION

**REVISIONS**

NO.	DATE	DESCRIPTION

**PLOTTING SCALE: 1" = 1'**  
 DATE PLOTTED: 07/04/07  
 FILE: 1344001.DWG  
 DRAWN BY: RRC  
 DESIGNED BY: SSS  
 REVIEWED BY: BS  
 PROJECT NO.: 1344-03.00

**PRESIDENTIAL GLEN MANOR, TRAVIS COUNTY, TEXAS**  
**PRESIDENTIAL GLEN, LTD.**

**SHEET 1 OF 1**



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		

Brewery, micro								P	P	P	Item 6.	
Brewery, regional									P	P	P	
Brewpub						P	P	P	P			
Business support services					P	P	P	P	P			
Campground	S	S	S									
Cemetery	S	P	P									
Child care center (intermediate)		P	P	P	P	P	P	P	P			
Child care center (large)		P	P	P	P	P	P	P	P			
Club or lodge		P	P	P	P	P	P	P	P			
Commercial off-street parking							C	C	C			
Communication services or facilities				P			P	P	P	P		
Construction and equipment sales (Major)									P	P		
Construction and equipment sales (Minor)								P	P	P		

Construction services								C	C	C	Item 6.
Consumer repair services					P	P	P	P	P		
Contractor's shop									C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room								C/S	C/S	C/S	

Item 6.

Gasoline station (full-service)								C	C		
Gasoline station (limited)					C/S		C/S	C	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		



Item 6.

Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C/S	C/S	C/S	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		

Item 6.

Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		

Item 6.

Restaurant— Drive-in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Shooting range, indoor									P	P	
Smoke shop or tobacco store								P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop									P	P	
Utility services, major			C							C	C

Utility services, minor	P	P	P	P	P	P	P	P	P	P	P	Item 6.
Vehicle storage facility									C	C		
Veterinary services, large								C	C			
Veterinary services, small					C	C	C	C	C			
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C	C
Zoo, private								P	P			

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

*Owner:* Housing Authority of Travis County

*Applicant:* Carney Engineering, PLLC

**BACKGROUND/SUMMARY:**

This property is adjacent to the existing multi-family senior apartment building on Carrie Manor next to the Cap Metro Park and Ride and potential future Green Line commuter rail station. That facility was also built and is owned by the Housing Authority of Travis County. The Authority is seeking to rezone the other half of that block to build a 20-unit affordable senior apartment building.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*      **Yes**      *(If YES, please list below in order to be presented)*

- Letter of Intent
- Rezoning Map
- Area Map

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve a rezoning request for Lots 11-20, Block 10, Town of Manor and being 0.66 acres, more or less, and being located along the 200 Block West Burton Street, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
*(Type X before choice to indicate)*

---





**CARNEY**  
ENGINEERING, PLLC

October 12, 2020

Mr. Scott Dunlop  
105 E. Eggleston Street  
Manor, Texas 78653

**RE: LETTER OF INTENT**  
Rezoning Request  
Manor Town Apartments  
Lot 1, Block A Town of Manor Subdivision  
Manor, Texas

Dear Scott

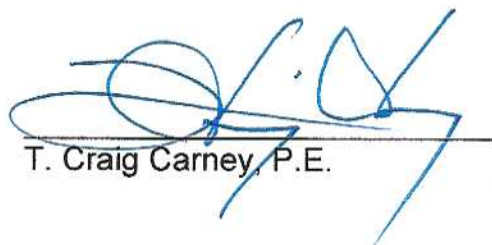
Please find submitted herewith our Letter of Intent for the rezoning of the referenced property. It is currently zoned C-1 (light commercial) and we want to rezone the property to MF-2 (multi-family).

The reason for the rezoning request is to allow a 20-unit multi-family project to be developed.. With the recent vacation of the alley the total acreage is 0.77. We understand the City is currently working with Cap Metro on a TOD plan for the future Green Line Station at the current park-and-ride facility. As part of that plan it would include future land uses that build density around the station area.

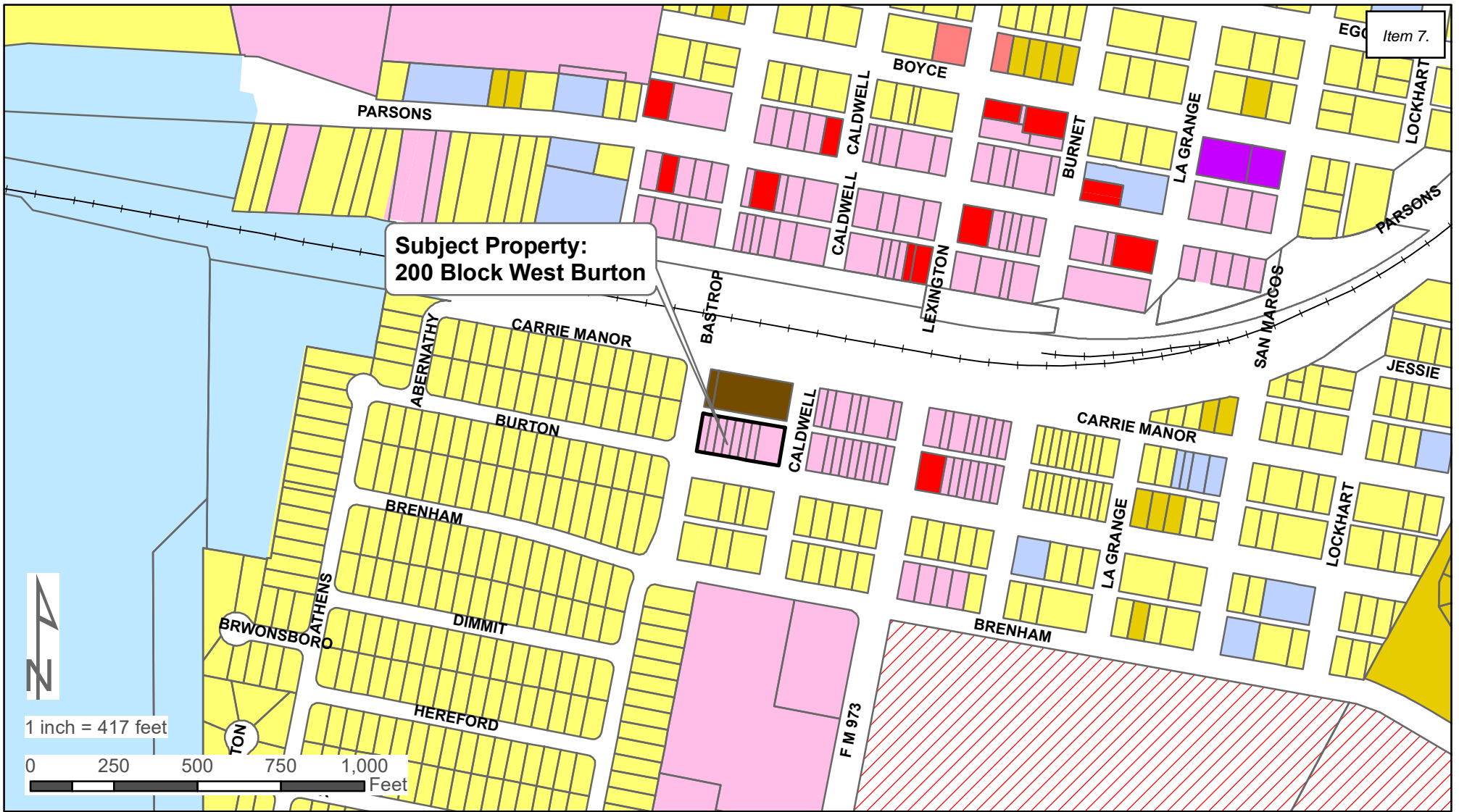
Please let us know if you need any further information for the rezoning effort.

Respectively submitted,

**CARNEY ENGINEERING, PLLC**  
TBPE Firm No. F-5033



T. Craig Carney, P.E.



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

*Current Zoning:  
Light Commercial (C-1)*



Zone					
<span style="color: green;">■</span>	A - Agricultural	<span style="color: lightblue;">■</span>	I-1 - Institutional Small	<span style="color: lightcoral;">■</span>	NB - Neighborhood Business
<span style="color: yellow;">■</span>	SF-1 - Single Family Suburban	<span style="color: blue;">■</span>	I-2 - Institutional Large	<span style="color: red;">■</span>	DB - Downtown Business
<span style="color: orange;">■</span>	SF-2 - Single Family Standard	<span style="color: brown;">■</span>	GO - General Office	<span style="color: magenta;">■</span>	IN-1 - Light Industrial
<span style="color: brown;">■</span>	MF-2 - Multi-Family 25	<span style="color: pink;">■</span>	C-1 - Light Commercial	<span style="color: purple;">■</span>	IN-2 - Heavy Industrial
<span style="color: olive;">■</span>	MH-1 - Manufactured Home	<span style="color: magenta;">■</span>	C-2 - Medium Commercial	<span style="color: lightblue; border: 1px dashed black;">■</span>	PUD - Planned Unit Development
				<span style="color: lightblue;">■</span>	ETJ





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



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave.

*Owner:* Eric and Rebekah Thomason

*Applicant:* Eric and Rebekah Thomason

**BACKGROUND/SUMMARY:**

These 2 properties are located between the City water tower behind Sonic and Roccio’s Salon on Lexington. They are zoned C-1 Light Commercial and together are just over a quarter acre (.272 acres). The applicant desires to construct a commercial establishment in the future.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)*      **Yes**      *(If YES, please list below in order to be presented)*

- Joined Lot Affidavit

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a joined lot affidavit to join Lots 2 and 3, Block 11, Town of Manor, locally known as 109 East Murray Ave.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**  
*(Type X before choice to indicate)*

**Affidavit of \_\_\_\_\_**  
**In Support of Joining Lots into One Building Site**

**BEFORE ME**, the undersigned authority, on this day personally appeared Eric & Rebekah Thomason, who being duly sworn by me did on their oath, depose and say that:

My name is Eric and Rebekah Thomason, I am of sound mind, over eighteen (18) years of age and am competent to make this affidavit. I am personally acquainted with the facts herein stated and such facts are, within my personal knowledge, true and correct.

I am the owner of the following described lots (herein the "lots"):

Tract 1: Lot 3, Block 11, Town of Manor, Manor, Travis County, Texas

Tract 2: Lot 2, Block 11, Town of Manor, Manor, Travis County, Texas

For and in consideration of the approval to utilize the Lots as one building site, I bind the lots to this covenant which shall run with the land until released by compliance with the City's regulations for separating the Lots or re-platting of the Lots in compliance with all applicable ordinances. This shall be and hereby is deemed a covenant running with the land enforceable by the City of Manor and to be released only by the City of Manor upon demonstration of compliance with all applicable ordinances of the City.

The City of Manor Planning and Zoning Commission on the 16 day of October, 2020, under the authority of the City Zoning Ordinance, Article 14.02 Division II, Section 14.02.007(c)(3), approved the request to recognize the above referenced Lots, platted prior to 1980, as one unit to be utilized as one building site and to be treated as one lot without the necessity of re-platting said Lots. The right to build across the boundaries separating the Lots and to treat the Lots as one building site has been granted. Any structure crossing the lot lines or encroaching in the setback between the Lots described herein will not be in compliance with the City of Manor ordinances without this approval.

The permission to utilize the Lots as one building site is conditioned on the owner and subsequent purchasers and homeowners conveying and utilizing the Lots as one building site until the Lots are re-platted in compliance with the City ordinances and the Texas Local Government Code. The owner, and all successors, assigns, executors and heirs are bound to convey and occupy the Lots as one Lot and one building site until any structures crossing or encroaching in the setback are removed from the Lots and brought into compliance with City ordinances and/or re-platted in compliance therewith and the City approves such compliance by releasing the covenant.



Failure to re-plat or remove any buildings crossing the lot lines and receive a release from this obligation shall be binding upon all purchasers and tenants for which the City of Manor may enforce such compliance. This agreement shall be filed among the official property records of Travis County to serve as notice to all subsequent purchasers of all or a portion of the Lots.

*Eric and Rebekah Thomason*  
*Rebekah Thomason*

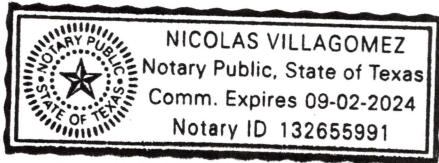
Eric and Rebekah Thomason  
Owner

STATE OF TEXAS §

COUNTY OF TRAVIS §

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

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 16<sup>th</sup> day of October, 2020.



*Nicolas Villagomez*  
Notary Public - State of Texas

APPROVED AND AGREED:

\_\_\_\_\_  
Planning and Zoning Chairperson, City of Manor

After recording return to:

City of Manor  
City Secretary  
P.O. Box 387  
Manor, TX 78653

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 12, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Director  
**DEPARTMENT:** Development Service

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’arc Road and Tower Road, Manor, TX.

*Owner:* Forestar (USA) Real Estate Group, Inc.

*Applicant:* Kimley-Horn and Associates

**BACKGROUND/SUMMARY:**

This plat has been approved by our engineers and legal. This section, along with section 2, are nearly complete with the construction of the streets and utility infrastructure. This plat, while approved by staff to be approved by the Commission, cannot be recorded until a Manville water easement is established. The applicant and developer have submitted a letter acknowledging that.

**PRESENTATION:** *(Type YES or NO)*

**ATTACHMENTS:** *(Type YES or NO)* **Yes** *(If YES, please list below in order to be presented)*

- Plat
- Engineer Comments and Responses
- Conformance Letter
- Plat Recordation Letter

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Planning and Zoning Commission approve a Final Plat for Manor Heights Phase 1, Section 1, one hundred ninety-one (191) lots on 110.52 acres, more or less, and being located near the intersection of Bois D’arc Road and Tower Road, Manor, TX.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
<i>(Type X before choice to indicate)</i>			



LEGEND	
5/8" IRF	5/8" IRON ROD FOUND
IRSC	1/2" IRON ROD W/ "KHA" CAP SET
IRFC	1/2" IRON ROD FOUND W/ CAP
60d	60d NAIL FOUND
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS
T.C.P.R.	TRAVIS COUNTY PLAT RECORDS
P.O.B.	POINT OF BEGINNING
T.B.M.	BENCH MARK
P.U.E.	PUBLIC UTILITY EASEMENT
BL	BUILDING SET BACK LINE
W.L.E.	WATER LINE EASEMENT
W.W.E.	WASTEWATER EASEMENT
	SIDEWALK
A, B, C, D	BUILDING SETBACK BY LOT TYPE (SEE DETAIL)
P.O.C.	POINT OF CURVE
P.R.C.	POINT OF REVERSE CURVE
P.C.C.	POINT OF COMPOUND CURVE
P.O.T.	POINT OF TANGENT
---	PHASE AND MATCH LINE

# MANOR HEIGHTS SOUTH PHASE 1 SECTION 1

BEING 110.524 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY NUMBER 52, ABSTRACT NUMBER 154, AND THE CITY OF MANOR TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN 267.942 ACRE TRACT OF LAND CONVEYED TO FORESTAR (USA) REAL ESTATE GROUP INC., AS DESCRIBED IN DOCUMENT NUMBER 2019171724, CORRECTED IN DOCUMENT NUMBER 2019176020, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

## Kimley»Horn

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

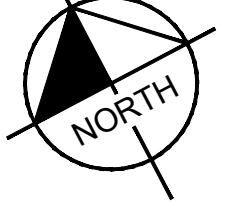
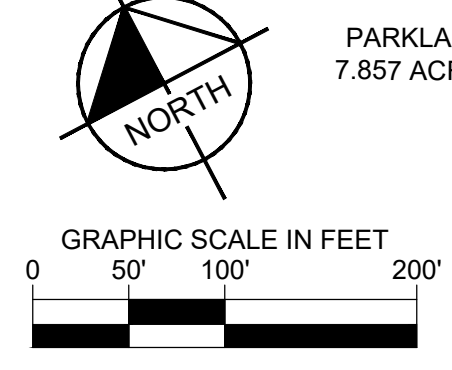
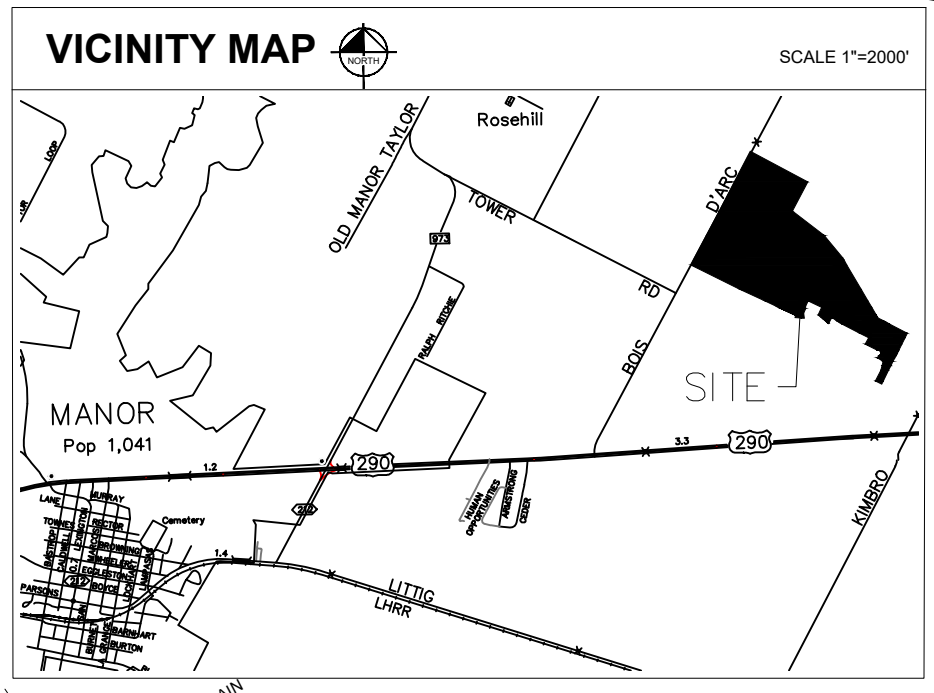
SURVEYOR:  
KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166 FAX: (210) 541-8699  
CONTACT: JOHN G. MOSIER, R.P.L.S.  
TBPLS FIRM REGISTRATION NO. 10193973

OWNER/DEVELOPER:  
FORESTAR (USA) REAL ESTATE GROUP INC.,  
A DELAWARE CORPORATION  
2221 E. LAMAR BLVD., SUITE 790  
ARLINGTON, TEXAS 76006  
DALLAS COUNTY  
CONTACT: JOHN MABERRY

LOT 100  
OPEN SPACE  
DRAINAGE LOT  
58.174 ACRES

PORTION OF  
(267.942 ACRES)  
FORESTAR (USA) REAL  
ESTATE INC.,  
DOC.2019171724  
CORRECTED IN  
DOC.2019176020

REMAINDER OF  
(267.942 ACRES)  
FORESTAR (USA) REAL  
ESTATE INC.,  
DOC.2019171724  
CORRECTED IN  
DOC.2019176020

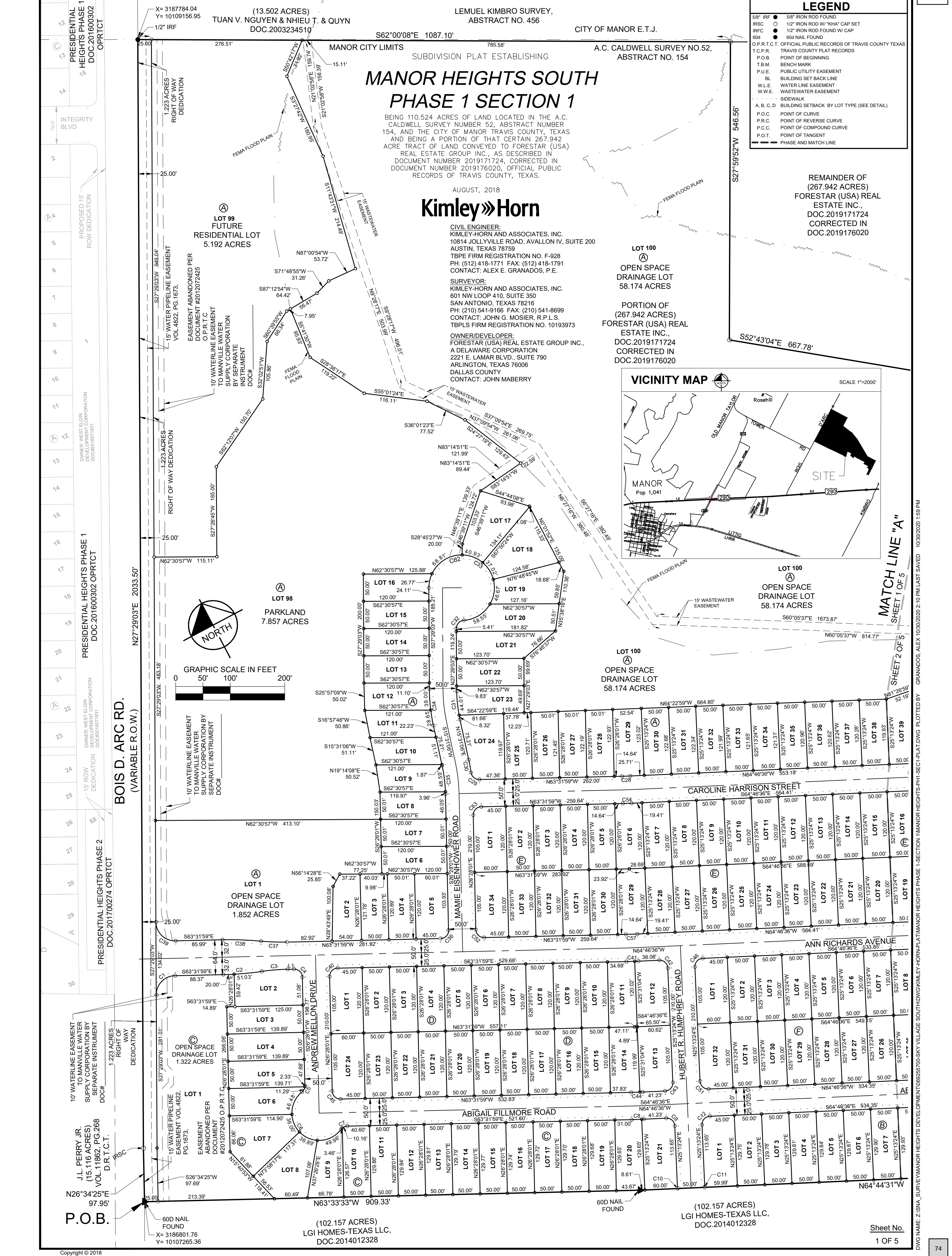


BOIS D. ARC RD.  
(VARIABLE R.O.W.)

OPEN SPACE  
DRAINAGE LOT  
1.852 ACRES

OPEN SPACE  
DRAINAGE LOT  
1.322 ACRES

(102.157 ACRES)  
LGI HOMES-TEXAS LLC,  
DOC.2014012328



MATCH LINE "A"  
SHEET 1 OF 5

MATCH LINE "B"  
SHEET 2 OF 5

DWG NAME: Z:\SNA\_SURVEY\MANOR HEIGHTS DEVELOPMENT\068255700-SKY VILLAGE SOUTH\DWG\KIMLEY-HORN\PLAT\MANOR HEIGHTS PHASE 1 SECTION 1\MANOR HEIGHTS PHASE 1 SECTION 1\PLAT.DWG PLOTTED BY GRANADOS, ALEX 10/30/2020 2:10 PM LAST SAVED 10/30/2020 1:59 PM





SUBDIVISION PLAT ESTABLISHING

**Kimley»Horn**

**MANOR HEIGHTS SOUTH  
PHASE 1 SECTION 1**

MANOR HEIGHTS SOUTH PHASE 1 SECTION 1  
GENERAL INFORMATION:

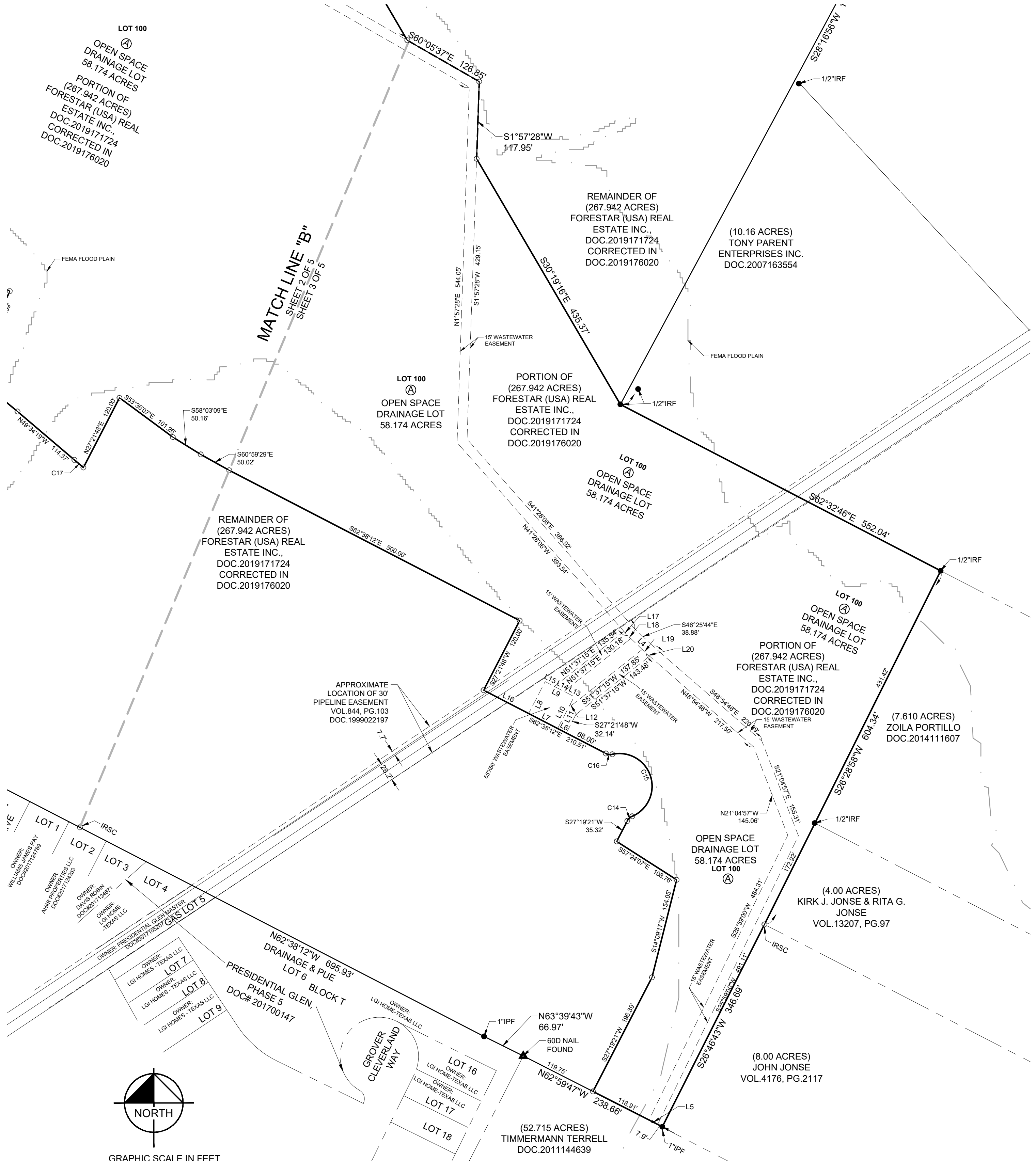
TOTAL ACREAGE.....110.524 ACRES  
 LINEAR FOOT OF 50' ROW.....6360'  
 LINEAR FOOT OF 64' ROW.....154'  
 NUMBER OF SINGLE FAMILY LOTS.....186  
 NUMBER OF FUTURE RESIDENTIAL LOTS.....1  
 ACREAGE OF RESIDENTIAL LOTS.....28.456 ACRES  
 ACREAGE OF FUTURE RESIDENTIAL LOTS .....5.192 ACRES  
 NUMBER OF NON-RESIDENTIAL LOTS.....4  
 ACREAGE OF NON-RESIDENTIAL LOTS.....69.205 ACRES  
 TOTAL NUMBER OF LOTS.....191

BEING 110.524 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY NUMBER 52, ABSTRACT NUMBER 154, AND THE CITY OF MANOR TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN 267.942 ACRE TRACT OF LAND CONVEYED TO FORESTAR (USA) REAL ESTATE GROUP INC., AS DESCRIBED IN DOCUMENT NUMBER 2019171724, CORRECTED IN DOCUMENT NUMBER 2019176020, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

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

**SURVEYOR:**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 601 NW LOOP 410, SUITE 350  
 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

**OWNER/DEVELOPER:**  
 FORESTAR (USA) REAL ESTATE GROUP INC.,  
 A DELAWARE CORPORATION  
 2221 E. LAMAR BLVD., SUITE 790  
 ARLINGTON, TEXAS 76006  
 DALLAS COUNTY  
 CONTACT: JOHN MABERRY



DWG NAME: K:\SNA\_SURVEY\MANOR HEIGHTS DEVELOPMENT\069257002-SKY VILLAGE SOUTH\DWG\KIMLEY-HORN\PLAT\MANOR HEIGHTS PHASE 1-SECTION 1\MANOR HEIGHTS PHASE 1-SECTION 1\PLAT.DWG PLOTTED BY: COALSON,ASHLEY 1/23/2020 1:40 PM LAST SAVED: 1/23/2020 1:37 PM



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

WHEREAS, FORESTAR (USA) REAL ESTATE GROUP INC., A DELAWARE CORPORATION, THE OWNER OF 110.524 ACRE TRACT LOCATED IN THE A.C. CALDWELL SURVEY NUMBER 52, ABSTRACT NUMBER 154, AND THE CITY OF MANOR TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN 267.942 ACRE TRACT OF LAND CONVEYED TO FORESTAR (USA) REAL ESTATE GROUP INC., AS DESCRIBED IN DOCUMENT NUMBER 2019171724, CORRECTED IN DOCUMENT NUMBER 2019176020, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS., AND DO HEREBY SUBDIVIDE SAID, HAVING BEEN APPROVED FOR SUBDIVISION, PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 AND 232 OF THE LOCAL GOVERNMENT CODE.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS "MANOR HEIGHTS SOUTH PHASE 1, SECTION 1" OF THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 110.524 ACRES OF LAND OF SAID IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT TO BE KNOWN AS "MANOR HEIGHTS SOUTH PHASE 1, SECTION 1" AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS AND PUBLIC EASEMENTS THEREON SHOWN FOR THE PURPOSED AND CONSIDERATION THEREIN EXPRESSED: SUBJECT TO ANY EASEMENT OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS DAY \_\_\_\_\_

BY: \_\_\_\_\_  
FORESTAR (USA) REAL ESTATE GROUP INC.,  
A DELAWARE CORPORATION

2221 E. LAMAR BLVD., SUITE 790  
ARLINGTON, TEXAS 76006

THE STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

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 \_\_\_\_\_, \_\_\_\_\_

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

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, ALEX E. GRANADOS, 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 COTTONWOOD 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. 48453C0485J, EFFECTIVE DATE AUGUST 18, 2014, TRAVIS COUNTY, TEXAS AND INCORPORATED AREAS.

ALEX E. GRANADOS, P.E.  
REGISTERED PROFESSIONAL ENGINEER No. 130084  
KIMLEY-HORN AND ASSOCIATES, INC.  
10814 JOLLYVILLE ROAD  
AVALLON IV, SUITE 200  
AUSTIN, TEXAS 78759

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

JOHN G. MOSIER  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NO. 6330 - STATE OF TEXAS  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH. 210-321-3402  
GREG.MOSIER@KIMLEY-HORN.COM

SUBDIVISION PLAT ESTABLISHING

# MANOR HEIGHTS SOUTH PHASE 1 SECTION 1

BEING 110.524 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY NUMBER 52, ABSTRACT NUMBER 154, AND THE CITY OF MANOR TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN 267.942 ACRE TRACT OF LAND CONVEYED TO FORESTAR (USA) REAL ESTATE GROUP INC., AS DESCRIBED IN DOCUMENT NUMBER 2019171724, CORRECTED IN DOCUMENT NUMBER 2019176020, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.



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10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 200  
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PH: (512) 418-1771 FAX: (512) 418-1791  
CONTACT: ALEX E. GRANADOS, P.E.  
SURVEYOR:  
KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350  
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  
OWNER/DEVELOPER:  
FORESTAR (USA) REAL ESTATE GROUP INC.,  
A DELAWARE CORPORATION  
2221 E. LAMAR BLVD., SUITE 790  
ARLINGTON, TEXAS 76006  
DALLAS COUNTY  
CONTACT: JOHN MABERRY

## CITY OF MANOR ACKNOWLEDGMENTS

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

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LUVIA ALMARAZ, CITY SECRETARY

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
DR. LARRY WALLACE, JR., MAYOR LUVIA ALMARAZ, CITY SECRETARY

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

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DATE. \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ 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 \_\_\_\_\_, \_\_\_\_\_.

DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS COUNTY, TEXAS

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

## GENERAL NOTES:

- PROPERTY OWNERS OF THE LOTS ON WHICH THE PUBLIC UTILITY EASEMENT OR THE UNDERGROUND STORM WATER DRAINAGE FACILITIES EASEMENT ARE LOCATED AS SHOWN ON THIS PLAT SHALL PROVIDE ACCESS TO THE CITY OF MANOR IN ORDER FOR THE CITY OF MANOR TO INSPECT AND MAINTAIN THE UNDERGROUND FACILITIES LOCATED WITHIN ANY OF SUCH EASEMENTS.
- A 10' PUBLIC UTILITY EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET RIGHTS OF WAY.
- PUBLIC SIDEWALKS BUILT TO CITY OF MANOR STANDARDS, ARE REQUIRED ALONG ALL STREETS WITHIN THIS SUBDIVISION, THESE SIDEWALKS SHALL BE IN PLACE PRIOR TO THE ADJOINING LOT BEING OCCUPIED, FAILURE TO CONSTRUCT THE REQUIRED SIDEWALKS MAY RESULT IN THE WITHHOLDING OF CERTIFICATES OF OCCUPANCY, BUILDING PERMITS, OR UTILITY CONNECTIONS BY THE COVERING BODY OR UTILITY COMPANY.
- DRIVEWAY AND DRAINAGE CONSTRUCTION STANDARDS SHALL BE IN ACCORDANCE WITH THE REQUIREMENT OF THE CITY OF MANOR STANDARDS UNLESS OTHERWISE SPECIFIED AND APPROVED BY THE CITY OF MANOR.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
- NO BUILDINGS SHALL BE CONSTRUCTED OR MAINTAINED WITHIN THE PUBLIC UTILITIES EASEMENTS OR THE UNDERGROUND STORM WATER FACILITIES EASEMENT WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF MANOR. THE CITY OF MANOR IS NOT RESPONSIBLE FOR THE DAMAGE TO OR REPLACEMENT OF ANY PORTIONS OF ANY FENCING, LANDSCAPING OR OTHER IMPROVEMENTS CONSTRUCTED WITHIN ANY OF SUCH EASEMENTS WHICH WERE NOT APPROVED BY THE CITY OF MANOR BEFORE THEIR CONSTRUCTION DUE TO THE NECESSARY AND CUSTOMARY WORK BY THE CITY OF MANOR IN REPAIRING, MAINTAINING, OR REPLACING THE UNDERGROUND PIPES AND RELATED FACILITIES WITHIN SUCH EASEMENTS.
- ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO CITY OF MANOR STANDARDS.
- EROSION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON INDIVIDUAL LOTS, INCLUDING DETACHED SINGLE FAMILY IN ACCORDANCE WITH SECTION 1.4.0 OF THE CITY OF AUSTIN ENVIRONMENTAL CRITERIA MANUAL.
- ALL STREETS IN THE SUBDIVISION SHALL BE CONSTRUCTED TO CITY OF MANOR URBAN STREET STANDARDS. ALL STREETS WILL BE CONSTRUCTED WITH CURB AND GUTTER.
- PRIOR TO CONSTRUCTION, EXCEPT DETACHED SINGLE FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- THE SUBDIVISION OWNER/DEVELOPER AS IDENTIFIED ON THIS PLAT IS RESPONSIBLE FOR POSTING FISCAL SURETY FOR THE CONSTRUCTION OF ALL SIDEWALKS AS SHOWN OR LISTED ON THE PLAT, WHETHER INSTALLED BY THE OWNER/DEVELOPER OR INDIVIDUAL HOMEBUILDERS. IT IS THE RESPONSIBILITY OF THE OWNER/DEVELOPER TO ENSURE ALL SIDEWALKS ARE ADA COMPLIANT UNLESS A WAIVER HAS BEEN GRANTED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION.
- THE BEARINGS SHOWN HEREON ARE TIED TO THE TEXAS STATE PLANE COORDINATE SYSTEM GRID, CENTRAL ZONE 4203 (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). ALL DISTANCES SHOWN HEREON ARE ON THE SURFACE. THE COMBINED SURFACE TO GRID SCALE FACTOR IS 0.99992097045. THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
- THE BUILDING SETBACK LINES SHALL COMPLY WITH THE CITY'S ZONING ORDINANCE.
- THE HOME OWNERS ASSOCIATION, AND/OR ITS SUCCESSORS AND ASSIGNS (THE "HOA") SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL NON-RESIDENTIAL LOTS THAT ARE DEDICATED TO THE HOA.
- PER CITY OF MANOR ORDINANCE NO. 481, MINIMUM LOT SIZE SHALL BE 6000 Sq.Ft., AND THE MINIMUM LIVING AREA PER RESIDENTIAL UNIT SHALL BE 1500 Sq.Ft.
- THE PROPERTY IS ZONED SINGLE FAMILY RESIDENTIAL (R-2) WITH CONDITIONS PER CITY OF MANOR ORDINANCE NO. 481.
- LOT 1, BLOCK A, OPEN SPACE DRAINAGE LOT, LOT 100, BLOCK A, OPEN SPACE DRAINAGE LOT, AND LOT 1, BLOCK C, OPEN SPACE DRAINAGE LOT, ARE DEDICATED TO THE CITY OF MANOR, TEXAS. THE HOMEOWNER ASSOCIATION, AND/OR ITS SUCCESSORS AND ASSIGNS (THE "HOA") SHALL BE RESPONSIBLE FOR MAINTENANCE OF LOT 1, BLOCK A, OPEN SPACE DRAINAGE LOT, LOT 100, BLOCK A, OPEN SPACE DRAINAGE LOT, AND LOT 1, BLOCK C, OPEN SPACE DRAINAGE LOT IN ACCORDANCE WITH THAT CERTAIN DEVELOPMENT AGREEMENT (MANOR HEIGHTS) DATED EFFECTIVE NOVEMBER 7, 2018, AS AMENDED (THE "DEVELOPMENT AGREEMENT") AND SHALL ENTER INTO A LICENSE AGREEMENT WITH THE CITY IN SUBSTANTIALLY THE FORM PROVIDED IN THE DEVELOPMENT AGREEMENT. THE CITY SHALL BE RESPONSIBLE FOR MAINTENANCE OF LOT 1, BLOCK A, OPEN SPACE DRAINAGE LOT, LOT 100, BLOCK A, OPEN SPACE DRAINAGE LOT, AND LOT 1, BLOCK C, OPEN SPACE DRAINAGE LOT UPON THE TERMINATION OF THE LICENSE AGREEMENT OR THE TERMINATION OF THE MAINTENANCE PERIOD PROVIDED IN THE DEVELOPMENT AGREEMENT, WHICHEVER IS LONGER.
- DEDICATION AND CONVEYANCE OF LOT 98, BLOCK A, PARKLAND SHALL BE MADE TO THE CITY OF MANOR, TEXAS IN ACCORDANCE WITH THAT CERTAIN DEVELOPMENT AGREEMENT (MANOR HEIGHTS) DATED EFFECTIVE NOVEMBER 7, 2018, AS AMENDED (THE "DEVELOPMENT AGREEMENT"). THE HOME OWNERS ASSOCIATION, AND/OR ITS SUCCESSORS AND ASSIGNS (THE "HOA") SHALL BE RESPONSIBLE FOR MAINTENANCE OF LOT 98 IN ACCORDANCE WITH THE TERMS OF THE DEVELOPMENT AGREEMENT AND SHALL ENTER INTO A LICENSE AGREEMENT WITH THE CITY IN SUBSTANTIALLY THE FORM PROVIDED IN THE DEVELOPMENT AGREEMENT. THE CITY SHALL BE RESPONSIBLE FOR MAINTENANCE OF LOT 98 UPON THE TERMINATION OF THE LICENSE AGREEMENT OR THE TERMINATION OF THE MAINTENANCE PERIOD PROVIDED IN THE DEVELOPMENT AGREEMENT, WHICHEVER IS LONGER.
- ACCESS TO NON-RESIDENTIAL LOTS SHALL BE PROVIDED TO THE CITY WHERE MAINTENANCE IS REQUIRED TO BE PERFORMED BY THE CITY IN ACCORDANCE WITH THAT CERTAIN DEVELOPMENT AGREEMENT (MANOR HEIGHTS) DATED EFFECTIVE NOVEMBER 7, 2018, AS AMENDED.





Texas Engineering Firm #4242

Date: Thursday, July 5, 2018

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor, TX. 78653

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Dear Alex Granados,

The first submittal of the Manor Heights Phase 1-1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.
2. General Note 11 should be updated with the document number.
3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)
4. The width of the right-of-way dedication along Bois D'arc Road should be shown on the plat.
5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.
6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks

shall comply with the City's Zoning Ordinance."

8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.

9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.

10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.

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

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

Thank you,



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





September 13<sup>th</sup>, 2018

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1-1, Manor, TX. 78653  
Final Plat, 1<sup>st</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated July 5, 2018. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

#### **NOT APPROVED "With comments"**

1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.

**Response: Vicinity Map has been shown at 1:2000 scale.**

2. General Note 11 should be updated with the document number.

**Response: This note has been removed as no deed restriction or covenants are proposed with this site.**

3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)

**Response: Documentation has been provided showing that street names are not duplicated.**

4. The width of the right-of-way dedication along Bois D'arc Road should be shown on the plat.

**Response: Right of Way width has been shown on the plat.**



5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c) (1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.

**Response: Owners in Presidential Heights have been tabulated and shown.**

6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

**Response: X and Y coordinates have been identified as requested.**

7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."

**Response: Note has been added.**

8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.

**Response: Sidewalks have been shown as requested.**

9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.

**Response: Understood.**

10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

**Response: Understood. Documents are not be used with this plat.**

11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.



Response: Understood. Certification of taxes paid has been provided.

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

A handwritten signature in blue ink that reads "Alex Granados".

KIMLEY-HORN AND ASSOCIATES, INC.

Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Friday, October 5, 2018

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 1-1 Final Plat submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.
2. General Note 11 should be updated with the document number.
3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)
4. The width of the right of way dedication along Bois D'arc Road should be shown on the plat.
5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.
6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."

~~8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.~~

~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~

~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~

~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~

**12. Block A Lot 1 should be broken out into separate lots that will be designated parkland and designated open space or drainage.**

**13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).**

**14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).**

**15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.**

**16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.**

**17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (512) 259-3882 ex. 307, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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

Thank you,



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



January 4, 2019

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX. 78653  
Final Plat, 2<sup>rd</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated October 5, 2018. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

#### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

#### **NOT APPROVED "With comments"**

- ~~1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.~~
- ~~2. General Note 11 should be updated with the document number.~~
- ~~3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)~~
- ~~4. The width of the right-of-way dedication along Bois D'arc Road should be shown on the plat.~~
- ~~5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.~~
- ~~6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~



- ~~7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."~~
- ~~8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.~~
- ~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~
- ~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- ~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~
12. Block A Lot 1 should be broken out into separate lots that will be designated parkland and designated open space or drainage.

**Response: Block A Lot 1 has been separated into the appropriate lot designation.**

13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).

**Response: Notes have been added specifying that lots will be maintained in accordance with the Manor Heights Development Agreement.**

14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).

**Response: A note has been added that non-residential lots will be maintained per the Development Agreement.**

15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.

**Response: Parkland has been separated from Open Space and Drainage Lots.**

16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.

**Response: Understood**

17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.

**Response: All references to the subdivision name have been changed to Manor Heights South Phase 1 Section 1.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Friday, February 1, 2019

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor, TX. 78653

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Dear Alex Granados,

The first submittal of the Manor Heights Phase 1-1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.~~
2. ~~General Note 11 should be updated with the document number.~~
3. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)~~
4. ~~The width of the right of way dedication along Bois D'arc Road should be shown on the plat.~~
5. ~~City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.~~
6. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~
7. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."~~

~~8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right of way lines should be shown on the Final Plat.~~

~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~

~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~

~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~

~~**12. Block A Lot 1 should be broken out into separate lots that will be designated parkland and designated open space or drainage.**~~

**13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).**

**14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).**

~~**15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.**~~

~~**16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.**~~

~~**17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.**~~

**18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):**

**Block A, Lot 1 – Open space drainage lot;**

**Block A, Lot 98 – Parkland;**

**Block A, Lot 100 – Open space drainage lot; and**

**Block C, Lot 1 – Open space drainage lot.**

**19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.**

**20. On Sheet 4 remove "three" from the note.**

**21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being reference.**

**22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and**

assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."

**23. Note 16 – should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."**

**24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:**

**"Lot 1, Block A, Open space drainage lot *[insert any additional lots, if applicable]* is *[are]* dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement") and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."**

**25. Note 19 should be deleted and replaced as follows:**

**"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."**

**26. A additional Note should be added to read as follows:**

**"Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018."**



2/1/2019 11:12:47 AM  
Manor Heights Phase 1-1 Final Plat  
2018-P-1128-FP  
Page 4

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

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

Thank you,



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



May 31, 2019

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX. 78653  
Final Plat, 3<sup>rd</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated February 1, 2019. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

#### **NOT APPROVED "With comments"**

1. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.~~
2. ~~General Note 11 should be updated with the document number.~~
3. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)~~
4. ~~The width of the right-of-way dedication along Bois D'arc Road should be shown on the plat.~~
5. ~~City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.~~
6. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~

- ~~7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."~~
- ~~8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.~~
- ~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~
- ~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- ~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~
- ~~12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.~~
13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).
- Response: A note has been added per comment 25 outlining who is responsible for maintenance of non-residential lots.**
14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).
- Response: A note has been added per comment 24 regarding the dedication of non-residential lots.**
- ~~15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.~~
- ~~16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.~~
- ~~17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.~~

18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):

Block A, Lot 1 – Open space drainage lot;  
 Block A, Lot 98 – Parkland;  
 Block A, Lot 100 – Open space drainage lot; and  
 Block C, Lot 1 – Open space drainage lot.

**Response:** Acreage labels are now provided on these non-residential lots. Lot 98, Block A is 0.38 acres smaller than the development agreement requires, but the overall Manor Heights parkland dedication will still meet or exceed the requirements outlined in the Development Agreement. For example, the development agreement requires 2.77 acres of parkland in Phase 3, but 3.80 acres are allotted on the submitted Phase 3 Preliminary plat.

19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.

**Response:** The plat has been edited to reflect the correct owner information.

20. On Sheet 4 remove "three" from the note.

**Response:** The word "three" has been removed.

21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being referenced.

**Response:** Note 8 has been updated to reference the City of Austin ECM.

22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."

**Response:** Note 14 has been updated.

23. Note 16 – should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."

**Response:** Note 16 has been updated.

24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:

"Lot 1, Block A, Open space drainage lot [insert any additional lots, if applicable] is [are]

dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement") and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

**Response: Notes 17 and 18 have been deleted and replace with the above note.**

25. Note 19 should be deleted and replaced as follows:

"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

**Response: Note 18 has been deleted and replaced with the above note.**

26. A additional Note should be added to read as follows:

"Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018."

**Response: The additional note has been added to the plat.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.  
Alex.Granados@kimley-horn.com





Texas Engineering Firm #4242

Date: Thursday, June 27, 2019

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 1-1 Final Plat submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.
2. General Note 11 should be updated with the document number.
3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)
4. The width of the right of way dedication along Bois D'arc Road should be shown on the plat.
5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.
6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."
8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed

~~right-of-way lines should be shown on the Final Plat.~~

~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~

~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~

~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~

~~**12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.**~~

~~**13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).**~~

~~**14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).**~~

~~**15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.**~~

~~**16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.**~~

~~**17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.**~~

~~**18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (*specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement*):**~~

~~**Block A, Lot 1 – Open space drainage lot;**~~

~~**Block A, Lot 98 – Parkland;**~~

~~**Block A, Lot 100 – Open space drainage lot; and**~~

~~**Block C, Lot 1 – Open space drainage lot.**~~

~~**19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.**~~

~~**20. On Sheet 4 remove "three" from the note.**~~

~~**21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being reference.**~~

~~**22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."**~~

~~**23. Note 16 — should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."**~~

~~24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:~~

~~“Lot 1, Block A, Open space drainage lot *[insert any additional lots, if applicable]* is *[are]* dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the “HOA”) shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the “Development Agreement”) and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer.”~~

~~25. Note 19 should be deleted and replaced as follows:~~

~~“Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the “Development Agreement”). The Home Owners Association, and/or its successors and assigns (the “HOA”) shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer.”~~

~~26. A additional Note should be added to read as follows:~~

~~“Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018.”~~

27. The acreage for Lot 98 Block A is listed as being 7.443 acres on the plat, but per the Development Agreement (DA) (dated effective November 7, 2018) the acreage should be 7.82 acres. Provide an explanation as to why there is less acreage than what is required by the DA.

28. The total acreage for Lot 100 Block A, Lot 1 Block A and Lot 1 Block C is 61.548 acres on the plat, but per the DA (dated effective November 7, 2018) the total acreage for the lots should be 62.52 acres. Provide an explanation as to why there is less acreage than what is required by the DA.

29. The acreages on the final plat do not match the acreages which are shown on Exhibit F of the Development Agreement.

30. A special warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (512) 259-3882 ex. 307, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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

Thank you,



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



December 17<sup>th</sup>, 2019

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX 78653  
Final Plat, 5<sup>th</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated June 27, 2019. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

#### **NOT APPROVED "With comments"**

1. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.~~
2. ~~General Note 11 should be updated with the document number.~~
3. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)~~
4. ~~The width of the right-of-way dedication along Bois D'arc Road should be shown on the plat.~~
5. ~~City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.~~
6. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~



- ~~7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."~~
- ~~8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines should be shown on the Final Plat.~~
- ~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~
- ~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- ~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~
- ~~12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.~~
- ~~13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).~~
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- ~~16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.~~
- ~~17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.~~
18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):

Block A, Lot 1 – Open space drainage lot;  
 Block A, Lot 98 – Parkland;  
 Block A, Lot 100 – Open space drainage lot; and  
 Block C, Lot 1 – Open space drainage lot.

**Response: Acreage labels are provided and updated. Area has been added to Block A, Lot 98 making the area 7.857 acres. This acreage meets and exceeds the 7.82 acres required in the Development Agreement (dated effective November 7, 2018) by 0.037 acres.**

19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.

20. On Sheet 4 remove "three" from the note.

21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being referenced.

22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."

23. Note 16— should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."

24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:

"Lot 1, Block A, Open space drainage lot [insert any additional lots, if applicable] is [are] dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement") and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

25. Note 19 should be deleted and replaced as follows:

"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

~~26. A additional Note should be added to read as follows:~~

~~“Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018.”~~

27. The acreage for Lot 98 Block A is listed as being 7.443 acres on the plat, but per the Development Agreement (DA) (dated effective November 7, 2018) the acreage should be 7.82 acres. Provide an explanation as to why there is less acreage than what is required by the DA.

**Response: Area has been added to Block A, Lot 98 making the area 7.857 acres. This acreage meets and exceeds the 7.82 acres required in the Development Agreement by 0.037 acres.**

28. The total acreage for Lot 100 Block A, Lot 1 Block A and Lot 1 Block C is 61.548 acres on the plat, but per the DA (dated effective November 7, 2018) the total acreage for the lot should be 62.52 acres. Provide an explanation as to why there is less acreage than what is required by the DA.

**Response: The 62.52 acres of open space shown on Exhibit F: Proposed Parkland in the Development Agreement (dated effective November 7, 2018) includes 4.87 acres of open space for a future phase. In Phase 1-1, there should be at least 57.65 acres of open space to meet the 62.52 acre open space requirement. The final plat shows 58.174 acres of open space in Phase 1-1 which meets and exceeds this requirement by 0.524 acres. See attached exhibit for clarification.**

29. The acreages on the final plat do not match the acreages which are shown on exhibit F of the Development Agreement.

**Response: Acreages now meet and exceed required parkland and open spaces from Exhibit F: Proposed Parkland.**

30. A Special Warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.

**Response: Understood, a draft warranty deed has been provided that will be recorded at time of final plat recordation.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Thursday, January 16, 2020

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 1-1 Final Plat submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

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2. General Note 11 should be updated with the document number.
3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)
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~~right-of-way lines should be shown on the Final Plat.~~

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~~**12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.**~~

~~**13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).**~~

~~**14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).**~~

~~**15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.**~~

~~**16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.**~~

~~**17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.**~~

~~**18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):**~~

~~**Block A, Lot 1 — Open space drainage lot;**~~

~~**Block A, Lot 98 — Parkland;**~~

~~**Block A, Lot 100 — Open space drainage lot; and**~~

~~**Block C, Lot 1 — Open space drainage lot.**~~

~~**19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.**~~

~~**20. On Sheet 4 remove "three" from the note.**~~

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~~24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:~~

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~~25. Note 19 should be deleted and replaced as follows:~~

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~~28. The total acreage for Lot 100 Block A, Lot 1 Block A and Lot 1 Block C is 61.548 acres on the plat, but per the DA (dated effective November 7, 2018) the total acreage for the lots should be 62.52 acres. Provide an explanation as to why there is less acreage than what is required by the DA.~~

~~29. The acreages on the final plat do not match the acreages which are shown on Exhibit F of the Development Agreement.~~

~~30. A special warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.~~

~~31. The City of Manor Mayor is Dr. Larry Wallace, Jr. This should be updated on the final plat as well as the warranty deed.~~

~~32. The P&Z Chairperson is Philip Tryon.~~

~~33. The City Secretary is Lluvia Almaraz. This should be updated on the final plat as well as the warranty deed.~~

~~34. The year should be 2020.~~

- 35. A license agreement for the maintenance of Lot 98 Block A should be submitted for review by the City Attorney.**
- 36. General Note 4 - revise "APPROVE" to "APPROVED".**
- 37. General Note 6 - revise "DAMAGE TO OR REPLACING" to "DAMAGE TO OR REPLACEMENT OF".**
- 38. General Note 11 - revise "POSTING FISCAL SURVEY" to "POSTING FISCAL SURETY"; also, the word "PLAN" in the note should read "PLAT".**
- 39. General Notes 17, 18 and 19 - revise "NOVEMBER 7, 2018" to "NOVEMBER 7, 2018, AS AMENDED".**
- 40. Attached is a marked up copy from the City Attorney of the Special Warranty Deed.**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

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Thank you,



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



January 21<sup>st</sup>, 2020

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX 78653  
Final Plat, 6<sup>th</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated January 16<sup>th</sup>, 2020. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

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6. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.~~

- ~~7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."~~
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- ~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~
- ~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- ~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~
- ~~12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.~~
- ~~13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).~~
- ~~14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).~~
- ~~15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.~~
- ~~16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.~~
- ~~17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.~~
- ~~18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):~~

Block A, Lot 1—Open space drainage lot;  
 Block A, Lot 98—Parkland;  
 Block A, Lot 100—Open space drainage lot; and  
 Block C, Lot 1—Open space drainage lot.

19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.

20. On Sheet 4 remove "three" from the note.

21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being referenced.

22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."

23. Note 16— should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."

24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:

"Lot 1, Block A, Open space drainage lot [insert any additional lots, if applicable] is [are] dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement") and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 [insert any additional lots, if applicable] upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

25. Note 19 should be deleted and replaced as follows:

"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

26. A additional Note should be added to read as follows:

"Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor



~~Heights) dated effective November 7, 2018.”~~

27. ~~The acreage for Lot 98 Block A is listed as being 7.443 acres on the plat, but per the Development Agreement (DA) (dated effective November 7, 2018) the acreage should be 7.82 acres. Provide an explanation as to why there is less acreage than what is required by the DA.~~
28. ~~The total acreage for Lot 100 Block A, Lot 1 Block A and Lot 1 Block C is 61.548 acres on the plat, but per the DA (dated effective November 7, 2018) the total acreage for the lot should be 62.52 acres. Provide an explanation as to why there is less acreage than what is required by the DA.~~
29. ~~The acreages on the final plat do not match the acreages which are shown on exhibit F of the Development Agreement.~~
30. ~~A Special Warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.~~
31. The City of Manor Mayor is Dr. Larry Wallace, Jr. This should be updated on the final plat as well as the warranty deed.  
**Response: Updated on Sheet 4 of the final plat and the special warranty deed.**
32. The P&Z Chairperson is Phillip Tryon.  
**Response: Updated on Sheet 4 of the final plat.**
33. The City Secretary is Lluvia Almaraz. This should be updated on the final plat as well as the warranty deed.  
**Response: Updated on Sheet 4 of the final plat and the special warranty deed.**
34. The year should be 2020.  
**Response: Updated on Sheet 4 of the final plat and the special warranty deed.**
35. A license agreement for the maintenance of Lot 98 Block A should be submitted for review by the City Attorney.  
**Response: A license agreement is being submitted for the City Attorney to review.**
36. General Note 4 – revise “APPROVE” to “APPROVED”.  
**Response: Updated on Sheet 4.**
37. General Note 6 – revise “DAMAGE TO OR REPLACING” to “DAMAGE TO OR REPLACEMENT OF”  
**Response: Updated on Sheet 4.**
38. General Note 11 – revise “POSTING FISCAL SURVEY” to “POSTING FISCAL SURETY”; also, the word “PLAN” in the note should read “PLAT”.  
**Response: Updated on Sheet 4.**
39. General Notes 17, 18, and 19 – revise “NOVEMBER 7, 2018” to “NOVEMBER 7, 2018, AS AMENDED”.  
**Response: Updated on Sheet 4.**

40. Attached is a marked-up copy from the City Attorney of the Special Warranty Deed.  
**Response: Mark-ups on Special Warranty Deed revised.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Tuesday, April 14, 2020

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 1-1 Final Plat submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.
2. General Note 11 should be updated with the document number.
3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)
4. The width of the right of way dedication along Bois D'arc Road should be shown on the plat.
5. City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires the owner's names and the property lines of property within three hundred feet of the subdivision boundary be listed. There are lots shown for Presidential Heights Phase 1 where the owners have not been listed.
6. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i) true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
7. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vi), the location of building setback lines, as required by the City's Zoning Ordinance designated by a plat note that states the following, or language substantially similar thereto that is acceptable to the City: "Setbacks shall comply with the City's Zoning Ordinance."
8. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(viii) the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed

~~right-of-way lines should be shown on the Final Plat.~~

~~9. Note that if the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the Subdivision Ordinance.~~

~~10. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(iv), two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~

~~11. Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(d)(v) certification from all applicable taxing authorities that all taxes due on the property have been paid is required.~~

~~**12. Block A Lot 1 should be broken out into separate lots that will are designated parkland and designated open space or drainage.**~~

~~**13. A note should be added to the plat regarding who will maintain Block A Lot 1 and Block C Lot 1 (and any other lots that will be conveyed or dedicated to the City).**~~

~~**14. A note should be added to the plat regarding dedication of Block A Lot 1 to the City (the portions that will be open space and drainage).**~~

~~**15. The portions of Block A Lot 1 that will be parkland should be broken out and will need to be conveyed to the City.**~~

~~**16. The plat is currently being reviewed by the City Attorney's office. This may result in additional comments.**~~

~~**17. Verify that the proposed subdivision name is correct. Per development agreements the subdivision name should be Manor Heights South Phase 1 Section 1.**~~

~~**18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):**~~

~~**Block A, Lot 1 — Open space drainage lot;**~~

~~**Block A, Lot 98 — Parkland;**~~

~~**Block A, Lot 100 — Open space drainage lot; and**~~

~~**Block C, Lot 1 — Open space drainage lot.**~~

~~**19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.**~~

~~**20. On Sheet 4 remove "three" from the note.**~~

~~**21. Note 8 on Sheet 4 should list what Environmental Criteria Manual is being reference.**~~

~~**22. Note 14 should read as follows: "The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of all non-residential lots that are dedicated to the HOA."**~~

~~**23. Note 16 — should read as follows: "The property is zoned single family residential (R-2) with conditions per City of Manor Ordinance No. 481."**~~

~~24. Notes 17 and 18 should be deleted. Instead, the developer needs to identify which open space drainage lots are dedicated to the HOA and/or which are dedicated to the City of Manor as part of the 183.7 acres listed in Exhibit F of the Development Agreement and add a new note(s) as follows:~~

~~"Lot 1, Block A, Open space drainage lot *[insert any additional lots, if applicable]* is *[are]* dedicated to the City of Manor, Texas. The Homeowner Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement") and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 1 *[insert any additional lots, if applicable]* upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."~~

~~25. Note 19 should be deleted and replaced as follows:~~

~~"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."~~

~~26. A additional Note should be added to read as follows:~~

~~"Access to non-residential lots shall be provided to the City where maintenance is required to be performed by the City in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018."~~

~~27. The acreage for Lot 98 Block A is listed as being 7.443 acres on the plat, but per the Development Agreement (DA) (dated effective November 7, 2018) the acreage should be 7.82 acres. Provide an explanation as to why there is less acreage than what is required by the DA.~~

~~28. The total acreage for Lot 100 Block A, Lot 1 Block A and Lot 1 Block C is 61.548 acres on the plat, but per the DA (dated effective November 7, 2018) the total acreage for the lots should be 62.52 acres. Provide an explanation as to why there is less acreage than what is required by the DA.~~

~~29. The acreages on the final plat do not match the acreages which are shown on Exhibit F of the Development Agreement.~~

~~30. A special warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.~~

~~31. The City of Manor Mayor is Dr. Larry Wallace, Jr. This should be updated on the final plat as well as the warranty deed.~~

~~32. The P&Z Chairperson is Philip Tryon.~~

~~33. The City Secretary is Lluvia Almaraz. This should be updated on the final plat as well as the warranty deed.~~

~~34. The year should be 2020.~~

~~35. A license agreement for the maintenance of Lot 98 Block A should be submitted for review by the City Attorney.~~



- ~~36. General Note 4 – revise "APPROVE" to "APPROVED".~~
- ~~37. General Note 6 – revise "DAMAGE TO OR REPLACING" to "DAMAGE TO OR REPLACEMENT OF".~~
- ~~38. General Note 11 – revise "POSTING FISCAL SURVEY" to "POSTING FISCAL SURETY"; also, the word "PLAN" in the note should read "PLAT".~~
- ~~39. General Notes 17, 18 and 19 – revise "NOVEMBER 7, 2018" to "NOVEMBER 7, 2018, AS AMENDED".~~
- ~~40. Attached is a marked up copy from the City Attorney of the Special Warranty Deed.~~
- 41. Manor Heights Special Warranty Deed: (a) p. 2 [Insert Title] needs to be removed; (b) p. 3 Year of acknowledgement needs to be updated from 2019 to 2020; and (c) need to attach sketch. If the sketch is going to be the plat, then Lot 98 must be clearly marked and identified as the lot being conveyed by hatch marks or other means.**
- 42. License Agreement: (a) delete the first page that has the title Exhibit N; (b) I. Defined Terms A. insert ", as amended" after November 7th, 2018; (c) the plat is provided as the sketch and Lot 98 needs to be clearly marked and identified as the "Licensed Property."**
- 43. A license agreement covering the lots listed in Note 17 of the plat is needed (none was provided for review). Exhibit "A" of the license agreement needs to list the lots as the "Licensed Property" and the sketch needs to clearly mark and identify the lots that make up the "Licensed Property."**

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (512) 259-3882 ex. 307, or by e-mail at [pgray@gbateam.com](mailto:pgray@gbateam.com).

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

Thank you,



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



April 20<sup>th</sup>, 2020

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX 78653  
Final Plat, 6<sup>th</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated April 14<sup>th</sup>, 2020. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

#### **NOT APPROVED "With comments"**

1. ~~Per City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii) the location map should be to a scale of 1" = 2000'.~~
2. ~~General Note 11 should be updated with the document number.~~
3. ~~Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County as required by City of Manor Code of Ordinances Chapter 10 Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(xi)~~
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- ~~18. Acreage should be added to assist with identification and calculation of the applicable 33.7 acres of parkland and 183.7 acres of open space to be dedicated and conveyed to the City for the entire project as provided for in the Development Agreement for the following lots (specifically need to determine if Lot 98, Block A equals 7.82 acres which will be conveyed to the City for use as parkland upon approval of the final plat as required by the Development Agreement):~~

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 Block A, Lot 98—Parkland;  
 Block A, Lot 100—Open space drainage lot; and  
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19. On Sheet 4 the Owner Acknowledgement, remove "Pete Dwyer" and insert correct name or a blank to be filled in.

20. On Sheet 4 remove "three" from the note.

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25. Note 19 should be deleted and replaced as follows:

"Dedication and conveyance of Lot 98, Block A, Parkland shall be made to the City of Manor, Texas in accordance with that certain Development Agreement (Manor Heights) dated effective November 7, 2018 (the "Development Agreement"). The Home Owners Association, and/or its successors and assigns (the "HOA") shall be responsible for maintenance of Lot 98 in accordance with the terms of the Development Agreement and shall enter into a license agreement with the City in substantially the form provided in the Development Agreement. The City shall be responsible for maintenance of Lot 98 upon the termination of the license agreement or the termination of the maintenance period provided in the Development Agreement, whichever is longer."

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- ~~30. A Special Warranty deed conveying the 7.82 acre lot needs to be recorded at the same time the final plat is recorded. A copy should be submitted for the City Attorney to review.~~
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- ~~34. The year should be 2020.~~
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- ~~36. General Note 4 — revise “APPROVE” to “APPROVED”.~~
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41. Manor Heights Special Warranty Deed: (a) p. 2 [Insert Title] needs to be removed; (b) p. 3 Year of acknowledgement needs to be updated from 2019 to 2020; and (c) need to attach sketch. If the sketch is going to be the plat, then Lot 98 must be clearly marked and identified as the lot being Conveyed by hatch marks or other means.  
**Response: Revised as requested. Label has been added to Lot 98 Block A to identify the lot clearly.**



42. License Agreement: (a) delete the first page that has the title Exhibit N; (b) I. Defined Terms A. insert “, as amended” after November 7th, 2018; (c) the plat is provided as the sketch and Lot 98 needs to be clearly marked and identified as the “Licensed Property.”  
**Response: Revised as requested. Label added clarifying lot 98 Block A as one of the licensed properties.**
43. A license agreement covering the lots listed in Note 17 of the plat is needed (none was provided for review). Exhibit “A” of the license agreement needs to list the lots as the “Licensed Property” and the sketch needs to clearly mark and identify the lots that make up the “Licensed Property.”  
**Response: Revised as requested. All lots called out I note 17 have been added to the license agreement. Labels added identifying all licensed properties.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Tuesday, June 16, 2020

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor, TX. 78653

Dear Alex Granados,

The first submittal of the Manor Heights Phase 1-1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on November 05, 2020, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. The following comments are for the warranty deed and license agreement. All previous comments on the final plat have been cleared.
2. For the Special Warranty Deed for Lot 98 only attach the first page of the plat as the sketch and remove the page numbering at the bottom so as to not indicated that there are additional plat pages. Also, remove the word "Licensed" from the key next to the lime green box since the lot is being conveyed.
3. For the License Agreement only attach the first three pages of he plat as the sketch that is depicting/identifying the lots that make up the Licensed Property and remove the portion of page numbering at the bottom of each page "of 5".
4. The PDF copies were not locked and the shaded areas were able to be moved around. Please submit locked PDFs.

6/16/2020 4:47:03 PM  
Manor Heights Phase 1-1 Final Plat  
2018-P-1128-FP  
Page 2

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

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

Thank you,



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



June 17<sup>th</sup>, 2020

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

via E-Mail

RE: 2018-P-1128-FP  
Manor Heights South Phase 1 Section 1, Manor, TX 78653  
Final Plat, 6<sup>th</sup> Review

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the City of Manor's review, dated June 16<sup>th</sup>, 2020. Original comments have been included below for reference. All Kimley-Horn responses are written in red.

### Engineer Review

The following comments have been provided by Pauline Gray, P.E. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at [pgray@jaeco.net](mailto:pgray@jaeco.net).

1. The following comments are for the warranty deed and license agreement. All previous comments on the final plat have been cleared.  
**Response: Understood.**
2. For the Special Warranty Deed for Lot 98 only attach the first page of the plat as the sketch and remove the page numbering at the bottom so as to not indicate that there are additional plat pages. Also, remove the word "Licensed" from the key next to the lime green box since the lot is being conveyed.  
**Response: Revised as requested. See attached updated Special Warranty Deed.**
3. For the License Agreement only attach the first three pages of the plat as the sketch that is depicting/identifying the lots that make up the Licensed Property and remove the portion of page numbering at the bottom of each page "of 5".  
**Response: Revised as requested. See attached updated License Agreement.**
4. The PDF copies were not locked and the shaded areas were able to be moved around. Please submit locked PDFs.  
**Response: Understood. The PDFs submitted are now locked.**

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Alex Granados, P.E.  
Alex.Granados@kimley-horn.com



Texas Engineering Firm #4242

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Date: Thursday, November 5, 2020

Alex Granados  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
alex.granados@kimley-horn.com

Permit Number 2018-P-1128-FP  
Job Address: Manor Heights South Phase 1-1, Manor 78653

Dear Alex Granados,

We have conducted a review of the final plat for the above-referenced project, submitted by Alex Granados and received by our office on November 05, 2020, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

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

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





October 30, 2020

City of Manor – City Hall  
ATTN: Scott Dunlop, AICP  
105 E. Eggleston Street  
Manor, Texas 78653

**RE: Manor Heights Phase 1 Section 1 Final Plat  
Final Plat  
Manor, Travis County, Texas**

Dear Mr. Dunlop:

Kimley-Horn has prepared and processed a Final Plat Application for Manor Heights Phase 1 Section 1. While the plat meets the requirements of Manor's Code of Ordinances as it relates to subdivisions, we understand that there is an existing active Manville Water Supply Corporation in right of way proposed to be dedicated to the City of Manor. We understand that the City will take the plat to P&Z for approval but will not record the plat until the Manville waterline is inactive and a new easement outside of City right of way is granted by separate instrument to Manville Water Supply Corporation.

KIMLEY-HORN AND ASSOCIATES, INC.

Alejandro E. Granados Rico, P.E.

CC: Justin K Reynolds <JustinReynolds@forestar.com>, Forestar Group;  
Jeff Scott <JeffScott@forestar.com>, Forestar Group;  
Veronica Rivera [vrivera@cityattorneytexas.com](mailto:vrivera@cityattorneytexas.com)  
Pauline Gray <pgray@gbateam.com>  
Talley J. Williams <twilliams@mwswtexas.com>