



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

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## Planning & Zoning Commission Regular Meeting

Wednesday, October 12, 2022 at 6:30 PM

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

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### AGENDA

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

#### PUBLIC COMMENTS

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

#### PUBLIC HEARING

- 1. Conduct a public hearing on regarding the submission of a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnhamn Lane, Manor, TX.**  
*Applicant: Baeza Engineering, PLLC*  
*Owner: John and Sandy Kerr*
- 2. Conduct a public hearing on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.**  
*Applicant: Kimley-Horn and Associates*  
*Owner: Las Entradas Development Corp.*
- 3. Conduct a public hearing on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.**  
*Applicant: LJA Engineering*  
*Owner: The Butler Family Partnership, Ltd.*

- 4. Conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.**

*Applicant: I.T. Gonzalez Engineers*

*Owner: Victor Martinez*

## **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.*

- 5. Consideration, discussion, and possible action to approve the minutes of September 14, 2022, P&Z Commission Regular Meeting.**

## **REGULAR AGENDA**

- 6. Consideration, discussion, and possible action on the submission of a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnham Lane, Manor, TX.**

*Applicant: Baeza Engineering, PLLC*

*Owner: John and Sandy Kerr*

- 7. Consideration, discussion, and possible action on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.**

*Applicant: Kimley-Horn and Associates*

*Owner: Las Entradas Development Corp.*

- 8. Consideration, discussion, and possible action on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.**

*Applicant: LJA Engineering*

*Owner: The Butler Family Partnership, Ltd.*

- 9. Consideration, discussion, and possible action on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.**

*Applicant: I.T. Gonzalez Engineers*

*Owner: Victor Martinez*

- 10. Consideration, discussion, and possible action on a Short Form Final Plat for the Amavi Manor Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Rd, Manor, TX.**

*Applicant: Kimley-Horn and Associates*

*Owner: Jefferson Triangle Marine, LP*

## 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, October 7, 2022, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

## NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

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

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on regarding the submission of a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnham Lane, Manor, TX.

*Applicant:* Baeza Engineering, PLLC

*Owner:* John and Sandy Kerr

### BACKGROUND/SUMMARY:

This property is at the corner of Arnham Lane and FM 973 and was recently annexed into the city at the owner's request.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

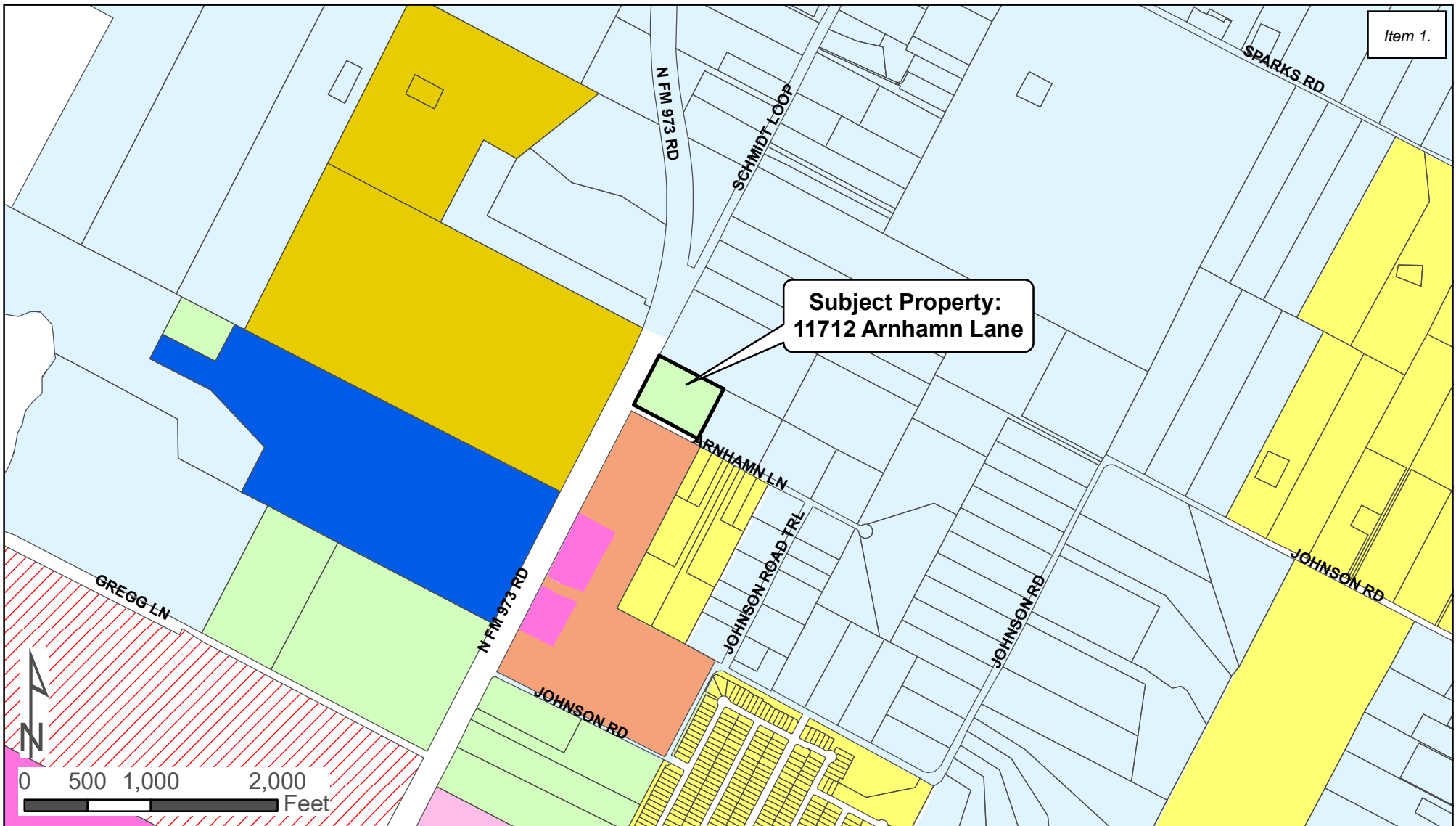
- Rezoning Map
- Aerial Image
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on regarding the submission of a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnham Lane, Manor, TX.

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





Current:  
Agricultural (A)

Proposed:  
Medium Commercial (C-2)

#### Zone


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



# 11712 Arnhamn Lane Aerial Image

Write a description for your map.

Legend

 11712 Arnhamn Ln

Item 1.

n







9/19/2022

## City of Manor Development Services

# Notification for a Zoning Application

Project Name: 11712 Arnhamn Lane Rezoning - A to C-2  
Case Number: 2022-P-1472-ZO  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Zoning Application for 11712 Arnhamn Lane located at 11712 Arnhamn Lane, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing:** Conduct a public hearing regarding the submission of a Rezoning Application for 10 acres, more or less, out of Greenburt Gates Survey No. 63, and being located at 11712 Arnhamn Lane, Manor, TX.

***Applicant: Baeza Engineering, PLLC***

***Owner: John and Sandy Kerr***

The Planning and Zoning Commission will meet at 6:30PM on 9/19/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

HUONG NHAT HUAN LLP (1917826)  
1523 BRADBURY LN  
AUSTIN TX 78753-7307

NGO CHI (1884602)  
22304 TRAILRIDERS CV  
MANOR TX 78653-3973

KB HOME LONE STAR INC  
(1872857)  
10800 PECAN PARK BLVD STE 200  
AUSTIN TX 78750-1249

TRAVER TOM R (233463)  
11806 ARNHAMN LN  
MANOR TX 78653-3542

MARTINEZ WIFRANO G &  
VERONICA (1877192)  
2909 WOOD CREEK RD  
BRENHAM TX 77833-0620

LAYLA TRUST (1832720)  
2008 HERITAGE WELL LN  
PFLUGERVILLE TX 78660-2966

ALVARADO RAFAEL GARCIA &  
MARINA K LARES (923257)  
13236 FOREST SAGE ST  
MANOR TX 78653-5399

CONTINENTAL HOMES OF TEXAS LP  
(165062)  
10700 PECAN PARK BLVD STE 400  
AUSTIN TX 78750-1447

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* Las Entradas Development Corp.

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is the final two phases for Las Entradas North and includes Entradas Blvd (Phase 4) that connects Hill Lane to US 290 and Phase 5 is a future commercial site at the corner of Gregg Manor Rd and Hill Lane.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

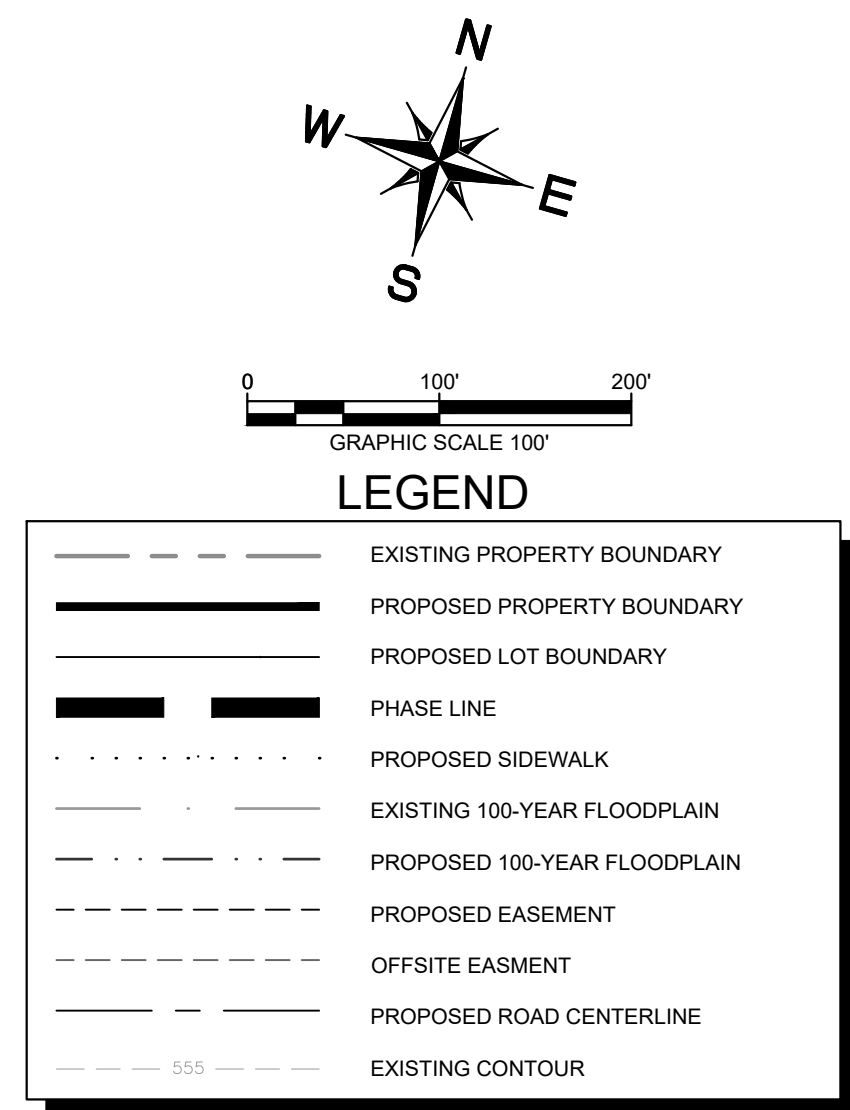
- Plat
- Engineer Comments
- Conformance Letter
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.

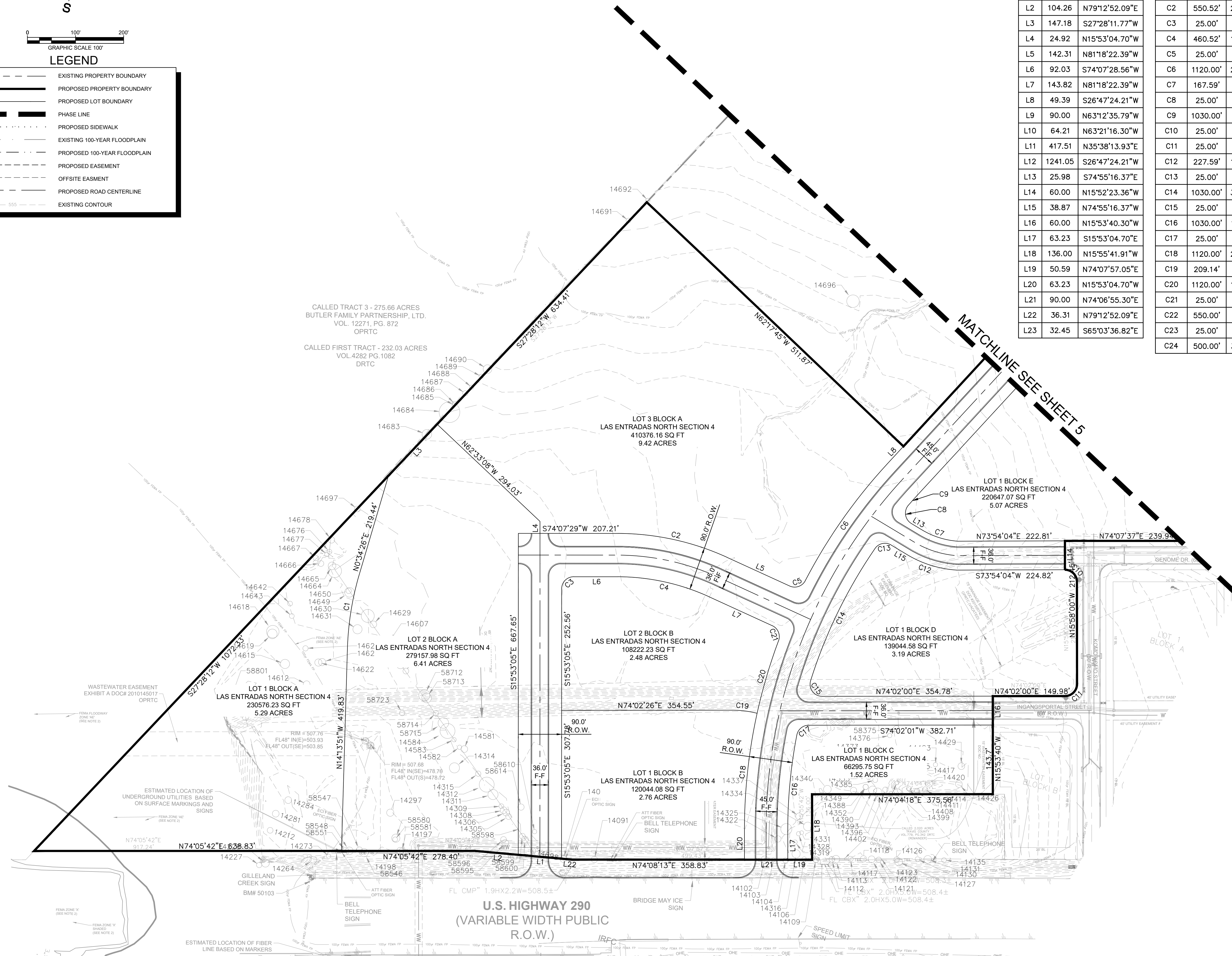
**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
 (Type X before choice to indicate)



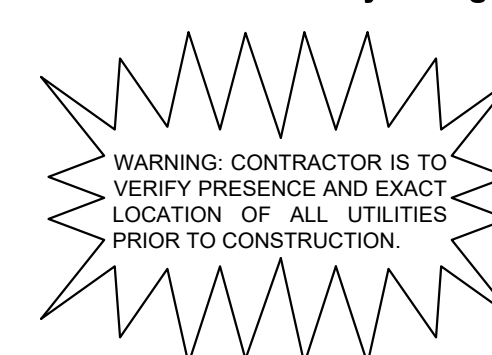


| LINE TABLE |         |                |
|------------|---------|----------------|
| LINE       | LENGTH  | BEARING        |
| L1         | 60.24   | N79°12'52.09"E |
| L2         | 104.26  | N79°12'52.09"E |
| L3         | 147.18  | S27°28'11.77"W |
| L4         | 24.92   | N15°53'04.70"W |
| L5         | 142.31  | N81°18'22.39"W |
| L6         | 92.03   | S74°07'28.56"W |
| L7         | 143.82  | N81°18'22.39"W |
| L8         | 49.39   | S26°47'24.21"W |
| L9         | 90.00   | N63°12'35.79"W |
| L10        | 64.21   | N63°21'16.30"W |
| L11        | 417.51  | N35°38'13.93"E |
| L12        | 1241.05 | S26°47'24.21"W |
| L13        | 25.98   | S74°55'16.37"E |
| L14        | 60.00   | N15°52'23.36"W |
| L15        | 38.87   | N74°55'16.37"W |
| L16        | 60.00   | N15°53'40.30"W |
| L17        | 63.23   | S15°53'04.70"E |
| L18        | 136.00  | N15°55'41.91"W |
| L19        | 50.59   | N74°07'57.05"E |
| L20        | 63.23   | N15°53'04.70"W |
| L21        | 90.00   | N74°06'55.30"E |
| L22        | 36.31   | N79°12'52.09"E |
| L23        | 32.45   | S65°03'36.82"E |

| CURVE | RADIUS   | LENGTH  | CHORD BEARING | CHORD   | DELTA      | TANGENT |
|-------|----------|---------|---------------|---------|------------|---------|
| C1    | 610.13'  | 151.54' | N7°06'56"W    | 151.15' | 14°13'51"  | 76.16'  |
| C2    | 550.52'  | 234.22' | S86°30'20"W   | 232.45' | 24°22'34"  | 118.91' |
| C3    | 25.00'   | 39.27'  | S29°07'12"W   | 35.36'  | 90°00'33"  | 25.00'  |
| C4    | 460.52'  | 195.78' | S86°30'53"W   | 194.31' | 24°21'29"  | 99.39'  |
| C5    | 25.00'   | 38.01'  | S55°08'15"W   | 34.45'  | 87°06'45"  | 23.77'  |
| C6    | 1120.00' | 297.29' | S19°11'09"W   | 296.42' | 15°12'31"  | 149.53' |
| C7    | 167.59'  | 78.36'  | S88°18'56"E   | 77.64'  | 26°47'20"  | 39.91'  |
| C8    | 25.00'   | 43.57'  | S24°59'56"E   | 38.26'  | 99°50'40"  | 29.71'  |
| C9    | 1030.00' | 33.56'  | S25°51'24"W   | 33.56'  | 1°52'00"   | 16.78'  |
| C10   | 25.00'   | 39.23'  | N60°55'12"W   | 35.33'  | 89°54'23"  | 24.96'  |
| C11   | 25.00'   | 39.27'  | N29°02'00"E   | 35.36'  | 90°00'00"  | 25.00'  |
| C12   | 227.59'  | 108.88' | N88°37'37"W   | 107.85' | 27°24'42"  | 55.50'  |
| C13   | 25.00'   | 37.73'  | S61°50'33"W   | 34.25'  | 86°28'22"  | 23.51'  |
| C14   | 1030.00' | 306.52' | S10°04'50"W   | 305.39' | 17°03'02"  | 154.40' |
| C15   | 25.00'   | 46.92'  | S52°12'30"E   | 40.33'  | 107°32'02" | 34.11'  |
| C16   | 1030.00' | 197.12' | S10°24'07"E   | 196.82' | 10°57'55"  | 98.86'  |
| C17   | 25.00'   | 34.45'  | S34°33'25"W   | 31.79'  | 78°57'09"  | 20.59'  |
| C18   | 1120.00' | 242.82' | N9°40'25"W    | 242.35' | 12°25'19"  | 121.89' |
| C19   | 209.14'  | 52.21'  | N81°12'21"E   | 52.07'  | 14°18'09"  | 26.24'  |
| C20   | 1120.00' | 157.04' | N0°33'15"E    | 156.91' | 8°02'01"   | 78.65'  |
| C21   | 25.00'   | 37.47'  | N38°22'03"W   | 34.06'  | 85°52'38"  | 23.26'  |
| C22   | 550.00'  | 55.94'  | N33°20'28"E   | 55.91'  | 5°49'39"   | 27.99'  |
| C23   | 25.00'   | 36.88'  | N72°41'01"E   | 33.62'  | 84°30'44"  | 22.71'  |
| C24   | 500.00'  | 310.76' | S82°51'56"E   | 305.78' | 35°36'38"  | 160.58' |



Know what's **below**.  
**Call** before you dig



WARNING: CONTRACTOR IS TO  
VERIFY PRESENCE AND EXACT  
LOCATION OF ALL UTILITIES  
PRIOR TO CONSTRUCTION

**LAS ENTRADAS NORTH  
SECTION 4 & 5  
PRELIMINARY PLAN**  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

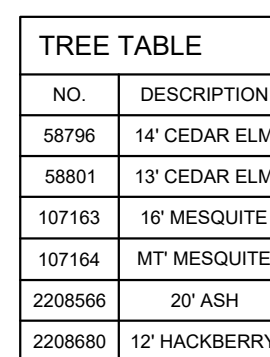
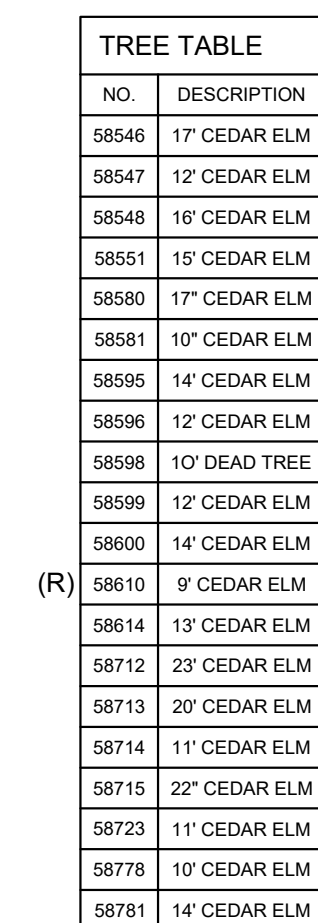
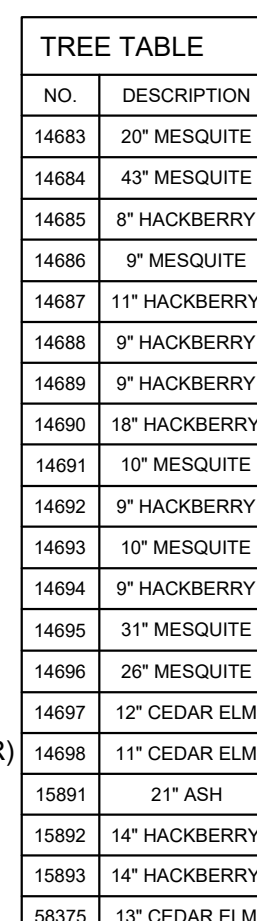
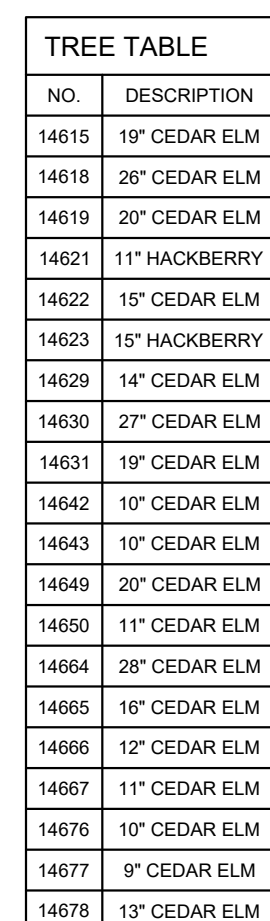
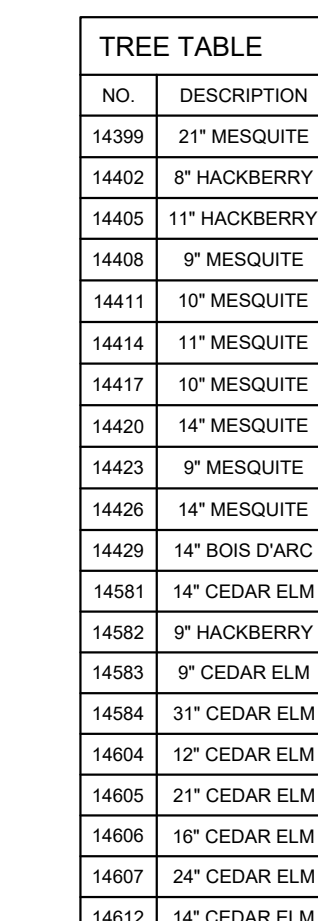
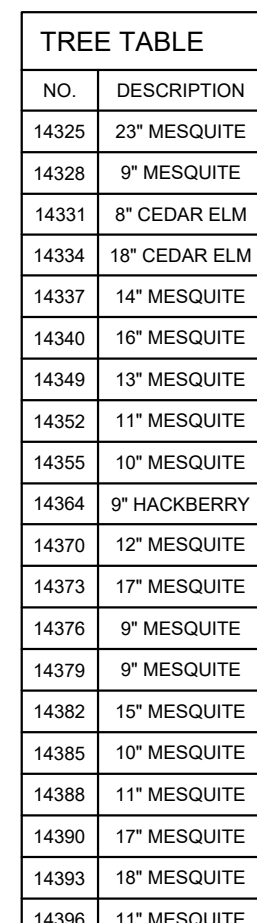
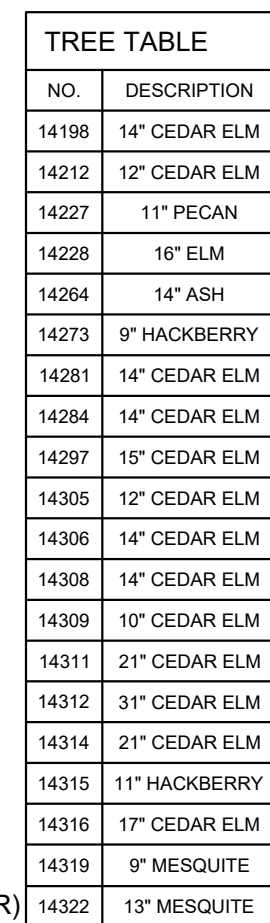
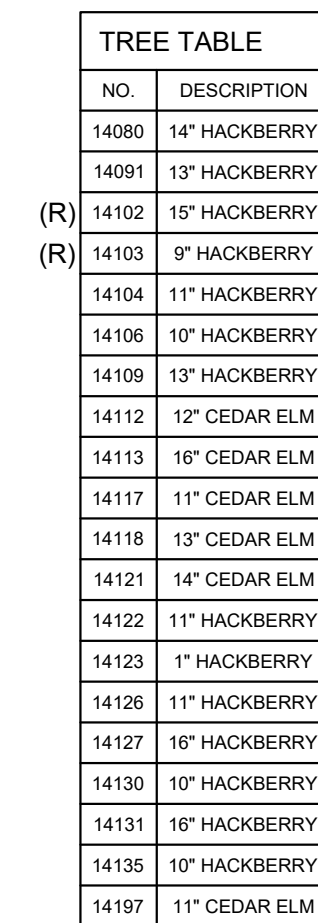
PRELIMINARY PLAN  
(SHEET 1 OF 2)

02/23/2025

|                          |                       |                 |                 |                |                 |
|--------------------------|-----------------------|-----------------|-----------------|----------------|-----------------|
| KHA PROJECT<br>069241754 | DATE<br>FEBRUARY 2022 | SCALE: AS SHOWN | DESIGNED BY: KM | DRAWN BY: XXER | CHECKED BY: JBR |
|--------------------------|-----------------------|-----------------|-----------------|----------------|-----------------|

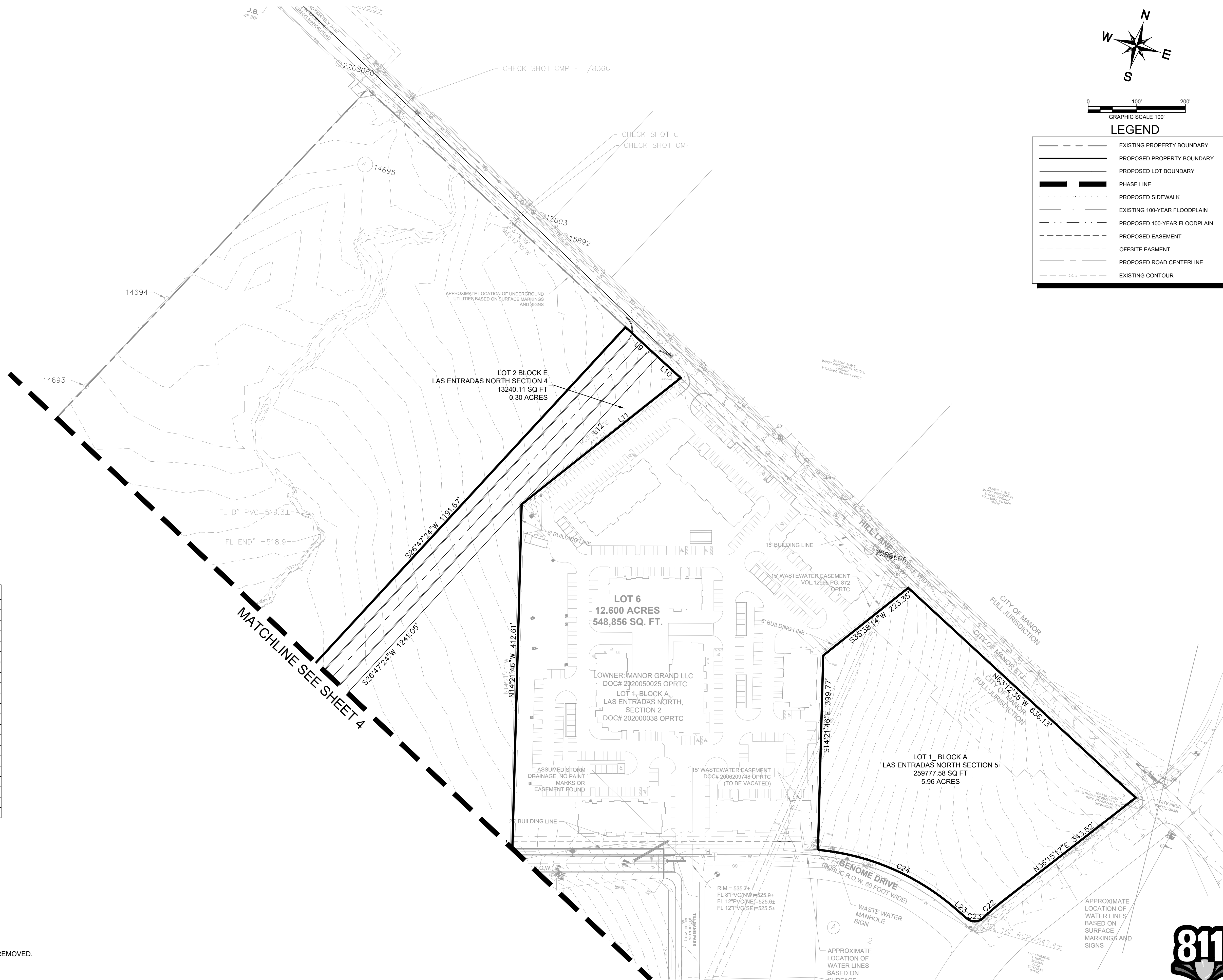
**Kimley»»Horn**  
10814 JULYVILLE ROAD CAMPUS IV SUITE 200 AUSTIN, TX  
78758  
PHONE: 512-418-1791 FAX: 512-418-1791  
WWW.KIMLEY-HORN.COM  
© 2022 KIMLEY-HORN AND ASSOCIATES, INC.  
TBEF Firm No. 928





NOTES:

1. TREES MARKED WITH "(R)" ARE TO BE REMOVED.



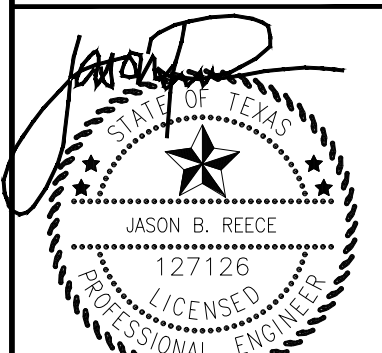
Know what's **below**.  
**Call** before you dig



**LAS ENTRADAS NORTH  
SECTION 4 & 5  
PRELIMINARY PLAN**  
CITY OF MANOR  
TRAVIS COUNTY, TEXAS

PRELIMINARY PLAN  
(SHEET 2 OF 2)

|            |                          |                       |                 |                 |                |                 |
|------------|--------------------------|-----------------------|-----------------|-----------------|----------------|-----------------|
| 02/23/2022 | KHA PROJECT<br>069241754 | DATE<br>FEBRUARY 2022 | SCALE: AS SHOWN | DESIGNED BY: KM | DRAWN BY: XXER | CHECKED BY: JBR |
|------------|--------------------------|-----------------------|-----------------|-----------------|----------------|-----------------|



**Kimley»Horn**  
10814 JOLLYVILLE ROAD CAMPUS IV SUITE 200 AUSTIN, TX  
78759  
PHONE: 512-418-1771 FAX: 512-418-1791  
[WWW.KIMLEY-HORN.COM](http://WWW.KIMLEY-HORN.COM)  
© 2022 KIMLEY-HORN AND ASSOCIATES, INC.  
TBPB Firm No. 928





1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, April 5, 2022

Permit Number 2022-P-1419-PP

Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor, TX. 78653

Dear ,

The first submittal of the Las Entradas North Phase 4 & 5 Preliminary Plat (*Preliminary Plan*) submitted by Kimley-Horn and received on August 05, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.~~
2. ~~FEMA floodway zone references "note 2", need to provide note 2.~~
3. ~~Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.~~
4. ~~Provide the names of the proposed streets within the subdivision.~~
5. ~~Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007—Residential development standards and Sec. 14.02.020—Non-residential and mixed-use development standards.~~
6. ~~Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~
  - a) ~~1:2 for Significant Trees eighteen (18) inches in caliper and larger, and~~
  - b) ~~1:1 for Significant Trees between eight (8) and eighteen (18) in the caliper.~~
  - c) ~~Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.~~

**7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.**

~~8. Since the proposed development is being done within the 100-yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).~~

~~9. Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.~~

~~10. Provide an overall view of the entire site on one sheet.~~

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



July 22, 2022

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

**RE: *Permit Number 2022-P-1419-PP***

***Job Address: Las Entradas North Phase 4 & 5 Preliminary Plan, Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **April 5<sup>th</sup>, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

### **ORDINANCE REQUIREMENTS:**

Comment 1: The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.

**Response 1: Noted. These have been updated.**

Comment 2: FEMA floodway zone references “note 2”, need to provide note 2.

**Response 2: Notes have been updated. Please refer to the Floodplain note on the Existing Conditions (Sheet 1 of 2) plan.**

Comment 3: Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

**Response 3: All existing utilities have been labeled with this update. Please refer to the Existing Conditions plan sheets.**

Comment 4: Provide the names of the proposed streets within the subdivision.

**Response 4: Names of the proposed streets within the subdivision have been provided with this update. Please refer to the Preliminary Plan sheets.**

Comment 5: Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007 – Residential development standards and Sec. 14.02.020 – Non-residential and mixed-use development standards.

**Response 5: Building setback lines have been added to the plan sheets.**

Comment 6: Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:

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

**Response 6: A note stating that “Replacement trees will be provided with the construction plans”, has been added to the preliminary plans. Please see Note 2 on the Preliminary Plan (Sheet 2 of 2).**

Comment 7: Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.

**Response 7: Utility demand data calculations consistent with the proposed uses indicated on the preliminary plat have been included with this submittal.**

Comment 8: Since the proposed development is being done within the 100 yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).

**Response 8: An approved CLOMR (Case No. 08-06-0480R) and the “Las Entradas – Mass Grading” project should remove proposed development out of the 100 yr FEMA floodplain. A copy of the FEMA approval letters have been included with this submittal package.**

Comment 9: Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.

**Response 9: Contours labels have been adjusted to not overlap or obstruct easement labels. Please refer to Existing Conditions (Sheet 1 of 2) plans.**

Comment 10: Provide an overall view of the entire site on one sheet.

**Response 10: A single sheet with an overall view of the entire site has been included with this submittal. Please refer to the Overall Preliminary Plan sheet.**



Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Reece", with a large loop at the end.

Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, August 4, 2022

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

Permit Number 2022-P-1419-PP  
Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Las Entradas North Phase 4 & 5 Preliminary Plat submitted by Kimley-Horn and received on August 05, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

- ~~1. The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.~~
- ~~2. FEMA floodway zone references "note 2", need to provide note 2.~~
- ~~3. Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.~~
- ~~4. Provide the names of the proposed streets within the subdivision.~~
- ~~5. Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007—Residential development standards and Sec. 14.02.020—Non-residential and mixed-use development standards.~~

~~6. Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~

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

**7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.**

~~8. Since the proposed development is being done within the 100-yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).~~

~~9. Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.~~

~~10. Provide an overall view of the entire site on one sheet.~~

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

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA





August 5, 2022

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

**RE: *Permit Number 2022-P-1419-PP***

***Job Address: Las Entradas North Phase 4 & 5 Preliminary Plan, Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **August 4, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ORDINANCE REQUIREMENTS:**

Comment 1: Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.

**Response 1: Utility Demand Data has been included with this update to help determine adequacy/consistency of proposed utility improvements. A third utility sheet has been dedicated because the utility demand data and utility plans cannot fit on the same sheet. Please refer to the Utility Demand Data sheet.**

Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Reece", with a stylized flourish at the end.

Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, August 25, 2022

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

Permit Number 2022-P-1419-PP

Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor 78653

Dear Jason Reece,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Jason Reece and received by our office on August 05, 2022, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



9/20/2022

## City of Manor Development Services

# Notification for a Subdivision Preliminary Plat

Project Name: Las Entradas North Phase 4 & 5 Preliminary Plat  
 Case Number: 2022-P-1419-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat located near US HWY 290 & Gregg Manor Rd, Manor, Tx. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US HWY 290 & Gregg Manor Rd, Manor, TX.**

***Applicant: Kimley Horn Jason Reece***

***Owner: Las Entradas Development Corporation***

The Planning and Zoning Commission will meet at 6:30PM on 10/12/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

TRAVIS COUNTY TRUSTEE  
TEXAS FOUR REGION HOLDINGS LTD  
HOUSTON TX US 77019

BUTLER FAMILY PARTNERSHIP LTD  
PO BOX 9190  
AUSTIN TX 78766-9190

RANDOLF BROOKS FEDERAL CREDIT UNION  
ATTN: ACCOUNTING  
UNIVERSAL CITY TX 78148

BAYLOR SCOTT & WHITE HEALTH  
301 N WASHINGTON AVE  
DALLAS TXX 75246-1754

ROMAN CATHOLIC DIOCESE OF AUSTIN TEXAS  
6225 HWY 290 E  
AUSTIN TX 78723-1025

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

GABS INC  
407 TALKEETNA LN  
CEDAR PARK TEXAS 78613-2532

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.

*Applicant:* LJA Engineering

*Owner:* The Butler Family Partnership, Ltd.

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is 16 commercial lots and 1 multi-family lot as well as roadways and utility improvements.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

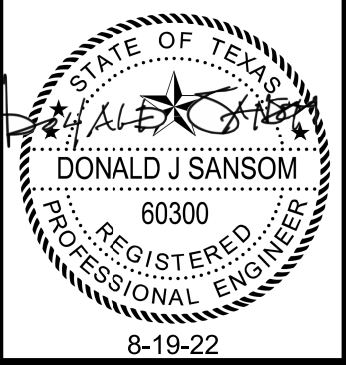
### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.

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



MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.438.4700  
FRN#E-1386

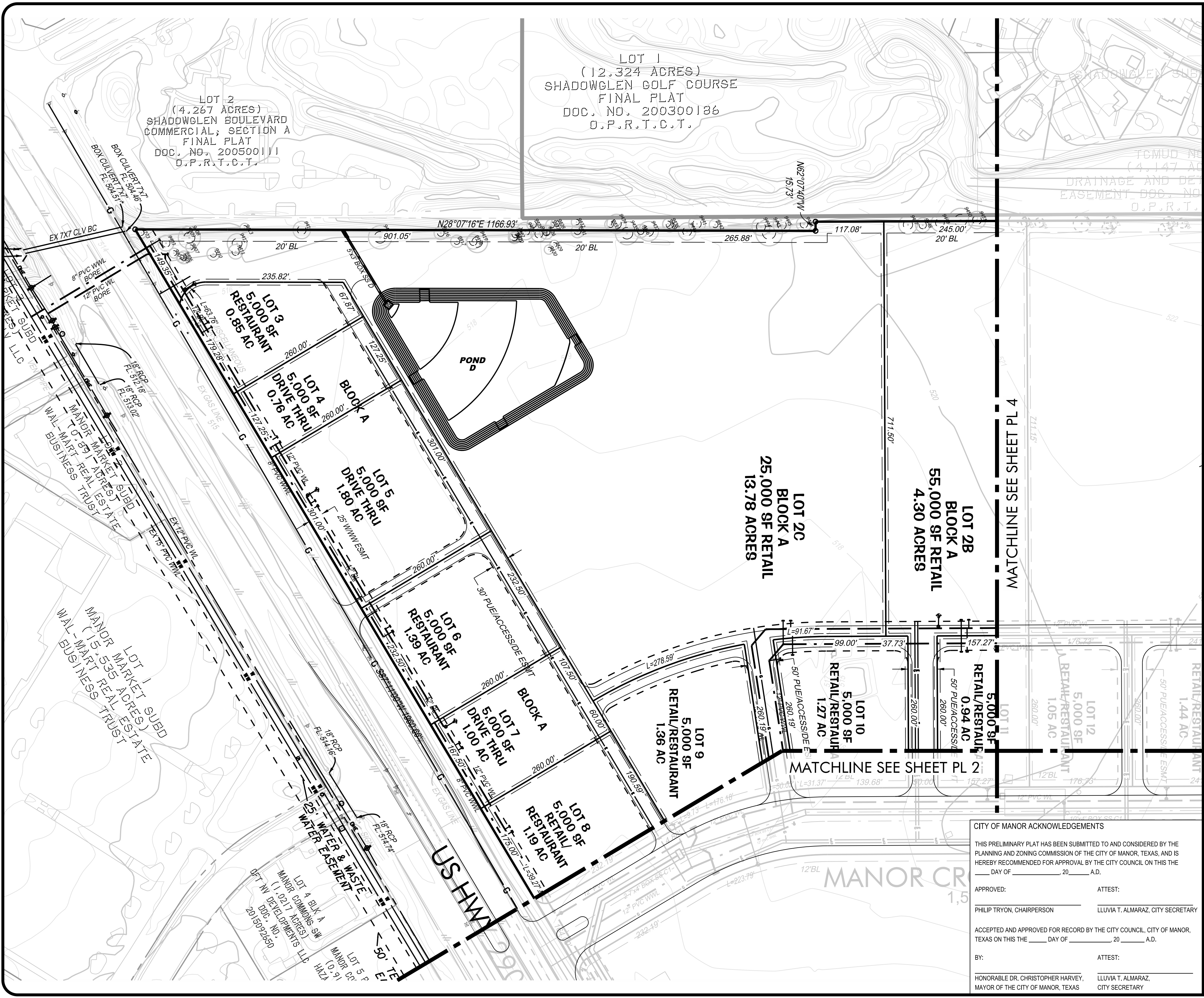
DEVELOPER/OWNER:  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78768-9190  
mharris@capitolwright.com

SURVEYOR:  
LANDDESIGN SERVICES, INC.  
ATTN: MIAMI HUGHES  
LIBERTY HIGHWAY 29  
LIBERTY, TX 76642  
(512) 238-7901

JOB NUMBER:  
A512-1004

PL 1

SHEET NO.  
2  
OF 6 SHEETS



CITY OF MANOR ACKNOWLEDGEMENTS

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

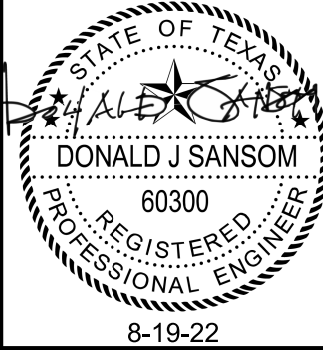
ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE \_\_\_\_ DAY OF \_\_\_\_, 20\_\_ A.D.

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





MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



OWNER 40AC TRACT:  
BOARD OF TRUSTEES OF THE MANOR INDEPENDENT SCHOOL DISTRICT  
C/O: BUTLER FAMILY PARTNERSHIP, LTD

**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.439.4700  
FRN#E-1386

DEVELOPER/OWNER:  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78766-9190  
mharris@capitolwright.com

SURVEYOR:  
LANDDESIGN SERVICES, INC.  
ATTN: MATT HARRIS  
10000 HIGHWAY 29  
LIBERTY HILL, TX 78642  
(512) 238-7901

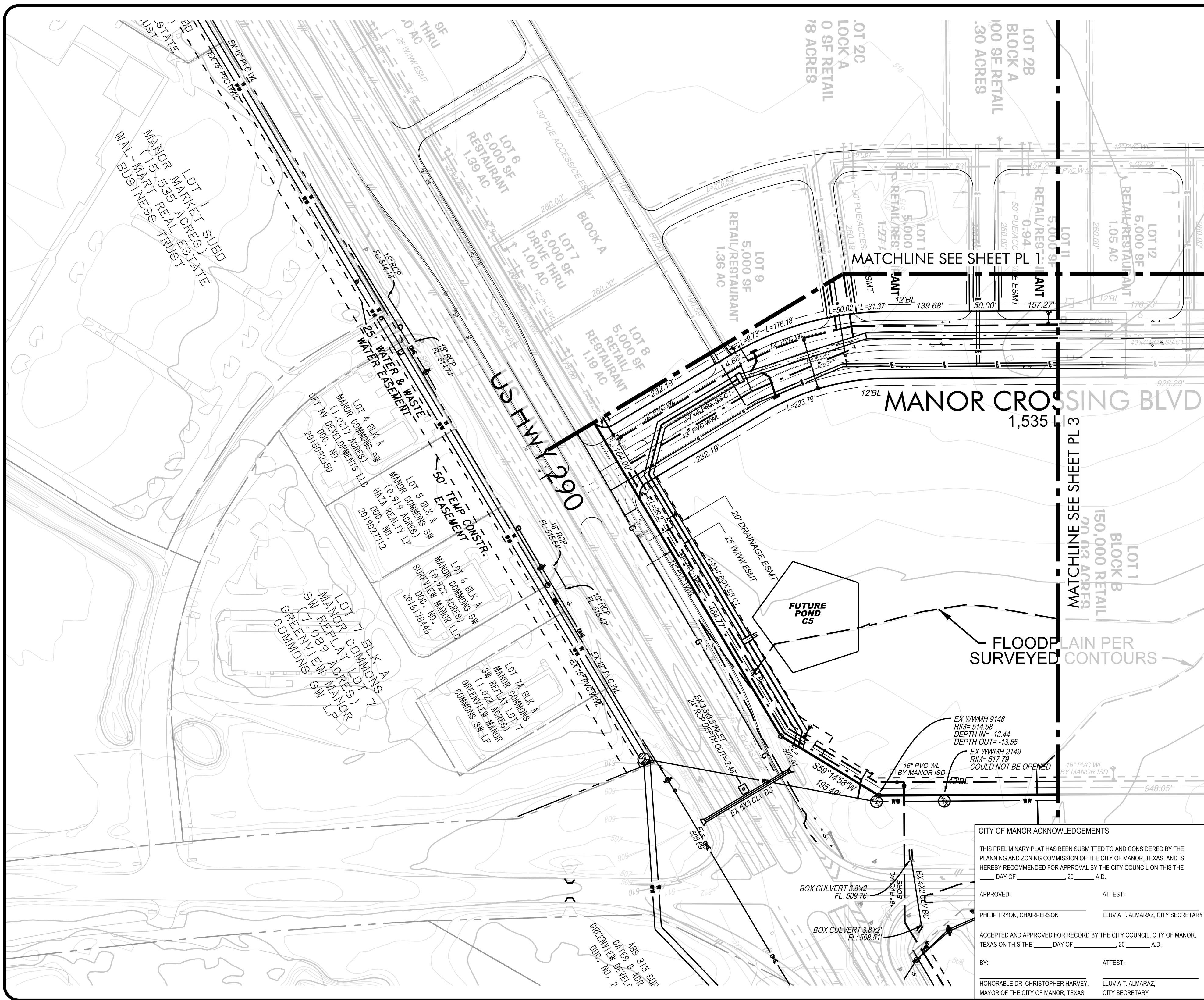
JOB NUMBER:  
A512-1004

PL 2

SHEET NO.

3

OF 6 SHEETS



CITY OF MANOR ACKNOWLEDGEMENTS

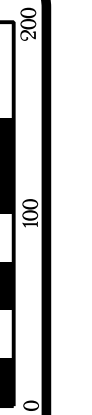
THIS PRELIMINARY PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

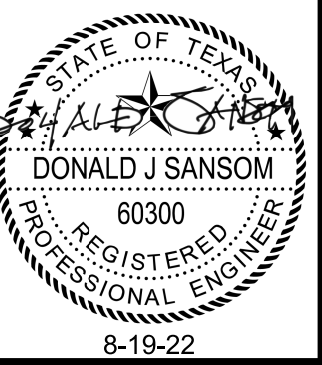
ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

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





MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.439.4700  
FAX 512.1386

**DEVELOPER/OWNER:**  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78768-9190  
mharris@capitolwright.com

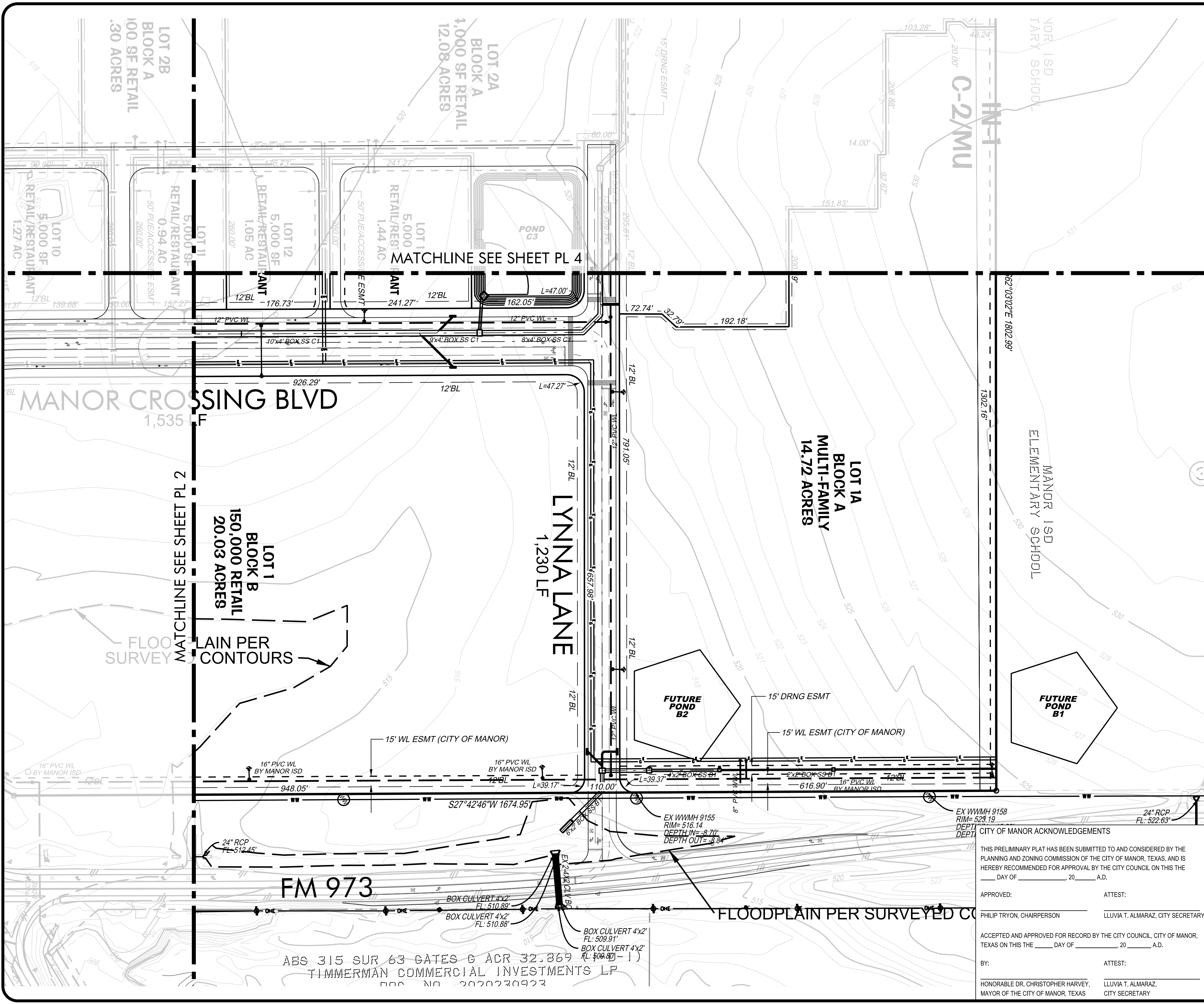
**SURVEYOR:**  
LAND DESIGN SERVICES, INC.  
ATTN: MATT HARRIS  
10000 HIGHWAY 29  
LIBERTY, TX 76642  
(512) 238-7901

**JOB NUMBER:**  
A512-1004

**PL 3**

**SHEET NO.**  
**4**

OF 6 SHEETS



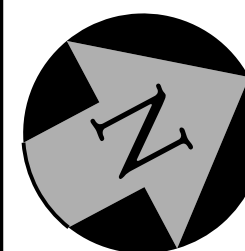
**CITY OF MANOR ACKNOWLEDGEMENTS**

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

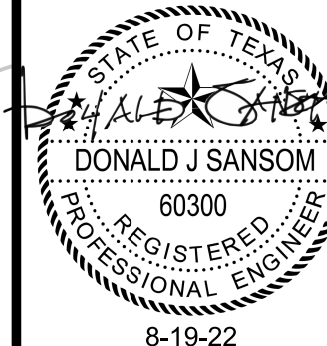
**APPROVED:** \_\_\_\_\_ **ATTEST:** \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

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

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



MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



**LJA Engineering, Inc.**  
7500 Rialto Boulevard  
Building II, Suite 100  
Phone 512.439.4700  
FRN-F-1386

**OWNER 40AC TRACT:**  
**BOARD OF TRUSTEES OF THE MANOR INDEPENDENT SCHOOL DISTRICT**

**DEVELOPER/OWNER:**  
BUTLER FAMILY PARTNERSHIP, LTD.  
2500 N. 11TH AVE., SUITE 100  
DENVER, CO 80202

ATTN: MATI HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78766-9190  
737/207-8578  
mharris@capitolwright.com

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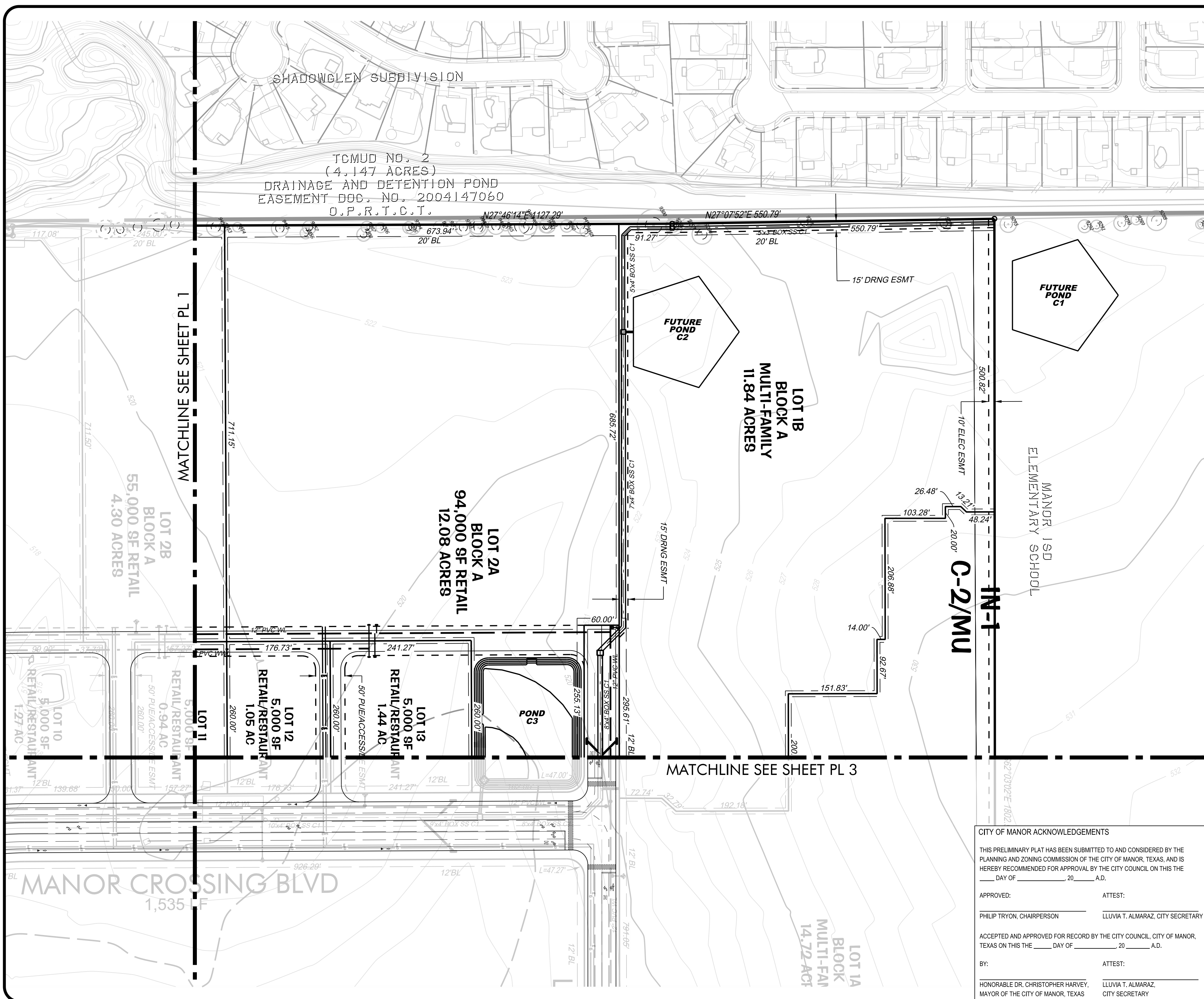
**SURVEYOR:**  
AND DESIGN SERVICES, INC.  
ATTN:  
0090 W HIGHWAY 29  
LIBERTY HILL, TX 78642  
512/238-7901

JOB NUMBER:  
A512-1004

PL 4

SHEET NO.

5  
OF 6 SHEETS





1500 County Road 269  
Leander, TX 78641

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

Date: Monday, July 18, 2022

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

Permit Number 2022-P-1447-PP  
Job Address: Butler Manor Preliminary Plan, Manor, TX. 78653

Dear Don Sansom,

The first submittal of the Manor Crossing (Butler Manor) Preliminary Plan (*Preliminary Plan*) submitted by LJA Engineering and received on September 07, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. The submittal date should be filled out on the cover page. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(1)(iii).
2. In the City of Manor acknowledgments, "Maor" should be corrected to "Manor", and the current mayor is Dr. Christopher Harvey.
3. The property lines and building setback lines should be easily identified on the cover page. The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(i).
4. The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be clearly marked on the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(vii).
5. The location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary, should be included in the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(ix).
6. The right of ways should be included on all proposed and existing streets. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(iii) and Exhibit A Section 22 (c)(2)(viii).

7. The preliminary plat must include Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles. The trees shown on the preliminary plat should be classified as significant, and the trees removed need to be identified. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(vii).

8. Replacement Trees shall be shown on the Preliminary Plat based on the replacement tree ratio in Section 15.03.036 Tree Removal. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(viii).

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA

August 19, 2022

Pauline Gray, P.E. Senior Engineer  
Jay Engineering  
1500 County Road 269  
Leander, TX 78641

RE: Manor Crossing (formerly Butler Manor)  
Preliminary Plan  
Update #1  
City Permit No. 2022-P-1447-PP  
LJA Project #A512-1004

Dear Pauline:

Please find below our responses to your review comments dated June 24, 2022, regarding the above-referenced Preliminary Plan application.

1. The submittal date should be filled out on the cover page. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(1)(iii).

***LJA Response:** We have added to the Cover Sheet the application's submittal date of June 24, 2022, as requested.*

2. In the City of Manor acknowledgments, "Maor" should be corrected to "Manor", and the current mayor is Dr. Christopher Harvey.

***LJA Response:** We have made these corrections to the cover page, as requested.*

3. The property lines and building setback lines should be easily identified on the cover page. The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(i).

***LJA Response:** We have revised the plans to better identify the property lines and building setbacks, as requested. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.*

4. The locations, sizes, and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be clearly marked on the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(vii).



**LJA Response:** *We have revised the Preliminary Plan to better identify the existing utility and drainage facilities within and adjacent to the property. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.*

5. The location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary, should be included in the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(ix).

**LJA Response:** *We have edited the Preliminary Plan to better identify the City of Manor's city limits and ETJ, as requested. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.*

6. The right of ways should be included on all proposed and existing streets. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(iii) and Exhibit A Section 22 (c)(2)(viii).

**LJA Response:** *We have labeled the widths of the existing and proposed street rights-of-way, as requested.*

7. The preliminary plat must include Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles. The trees shown on the preliminary plat should be classified as significant, and the trees removed need to be identified per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(vii).

**LJA Response:** *We have added to the Preliminary Plan the locations of the significant trees on the property, as requested.*

*For clarity purposes, we have also added the trees to the larger scale drawings, Sheet 2-5, and indicated by dashed circle the trees to be removed.*

8. Replacement Trees shall be shown on the Preliminary Plat based on the replacement tree ratio in Section 15.03.036 Tree Removal. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(viii).

**LJA Response:** *The Owner respectfully submits it is infeasible to depict on the Preliminary Plan the locations, sizes, and species of the replacement trees due to the unknown nature and design of the proposed buildings, drives, and internal utility lines. For this reason, the Owner requests the City to approve an alternate method to track and confirm the required replacement trees are included in the subsequent site plan applications for each parcel.*

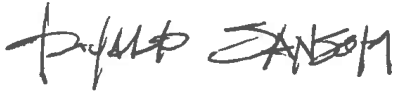
*To this end, we have provided on Sheet 6 a tabulation of the trees and the total number of caliper inches to be removed by the Mass Grading and Drainage Improvement Project.*

Pauline Gray, P.E.  
Re: Manor Crossing Preliminary Plan  
August 19, 2022  
Page 3 of 3

Item 3.

Please contact me at 512.439.4700 or [DSansom@LJA.com](mailto:DSansom@LJA.com) if you have any questions or need any additional information.

Sincerely,  
**LJA ENGINEERING, INC.**

A handwritten signature in black ink, appearing to read "Don Sansom". The signature is stylized with a large, looped "D" and a cursive "Sanson".

Don Sansom, P.E.  
Senior Project Manager

cc: Scott Dunlop, City of Manor  
Matt Harriss, Butler Family Partnership, Ltd.  
Joe Longaro, P.E.





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, September 21, 2022

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

Permit Number 2022-P-1447-PP  
Job Address: Butler Manor Preliminary Plan, Manor 78653

Dear Don Sansom,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Don Sansom and received by our office on September 07, 2022, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



9/21/2022

## City of Manor Development Services

# Notification for a Subdivision Preliminary Plat

Project Name: Manor Crossing (Butler Manor) Preliminary Plan  
 Case Number: 2022-P-1447-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan located near US HWY 290 and FM 973 in Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US HWY 290 and FM 973 in Manor, TX.**

***Applicant: Don Sansom – LJA Engineering***

***Owner: Matt Harris – The Butler Family Partnership, Ltd.***

The Planning and Zoning Commission will meet at 6:30PM on 10/12/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

BOARD OF TRUSTEES OF THE MANOR ISD  
TCAD PID 951281  
C/O BUTLER FAMILY PARTNERSHIP  
P.O. BOX 9190  
AUSTIN, TX 78766-9190

OZIE MONROE SR FAMILY TRUST  
TCAD PID 236853  
C/O MARILYN MONROE HALL  
P.O. BOX 254  
MANOR, TX 78653-0254

TIMMERMAN COMMERCIAL INVESTMENTS  
LP  
TCAD PID 236854  
501 VALE ST  
AUSTIN, TX 78746-5732

GREENVIEW MANOR COMMONS SW, LP  
TCAD PID 874848 & 874849  
P.O. BOX 162304  
AUSTIN, TX 78716-2304

SURFVIEW MANOR, LLC  
TCAD PID 860814  
19 BAY VISTA DR  
MILL VALLEY, CA 94941-1604

HAZA REALTY, LP  
TCAD PID 860813  
4415 HIGHWAY 6  
SUGAR LAND, TX 77478-4476

CFT NV DEVELOPMENTS, LLC  
TCAD PID 860812  
1683 WALNUT GROVE AVE  
ROSEMOND, CA 91770-3711

WAL-MART REAL ESTATE BUSINESS  
TRUST MS 0555  
TCAD PID 830450 & 830451  
P.O. BOX 8050  
BENTONVILLE, AR 72712-8055

SCF RC FUNDING IV, LLC  
TCAD PID 830449  
902 CARNEGIE CENTER BLVD #520  
PRINCETON, NJ 08540-6531

COTTONWOOD HOLDINGS, LTD  
TCAD PID 725370  
C/O DWYER REALTY COMPANIES  
9900 US HWY 290 E.  
MANOR, TX 78653-9720

ASC MEDICAL 8 HOLDINGS, LLC  
TCAD PID 710219  
885 WOODSTOCK RD #430-330  
ROSWELL, GA 30075-2277

SHADOWGLEN GOLF, LP  
TCAD PID 568065  
12801 LEXINGTON ST  
MANOR, TX 78653-3333

SHERMAN & SYLVIA M WHITE JR  
TCAD PID 697020  
13720 SHADOWGLADE PL  
MANOR, TX 78653-3768

MICKEY JONATHAN & RACHEL MOLAD  
TCAD PID 697021  
13724 SHADOWGLADE PL  
MANOR, TX 78653-3768

SONNY & APRIL ANN WILLIS  
TCAD PID 697022  
13728 SHADOWGLADE PL  
MANOR, TX 78653-3768

REALTRON, INC  
TCAD PID 697023  
13276 RESEARCH BLVD #105  
AUSTIN, TX 78750-3225

PHILLIP P & IRMA EWING  
TCAD PID 697024  
13721 SHADOWGLADE PL  
MANOR, TX 78653-3768

ARTURO SANCHEZ &  
SAN JUANA PEREZ SANCHEZ  
TCAD PID 697025  
13717 SHADOWGLADE PL  
MANOR, TX 78653-3768

TRAVIS CO MUD #2  
TCAD PID 724199  
C/O SUE BROOKS LITTLEFIELD  
100 CONGRESS AVE #1300  
AUSTIN, TX 78701-2744

LAMONT & SHARLA M. RANDLE  
TCAD PID 697026  
11709 PILLION PL  
MANOR, TX 78653

THOMAS & AMANDA MULLEN  
TCAD PID 697027  
11713 PILLION PL  
MANOR, TX 78653-3767

HUMBERTO SUAREZ  
TCAD PID 697028  
11717 PILLION PL  
MANOR, TX 78653-3767

MICHAEL & LAUREN MANKER  
TCAD PID 697029  
11721 PILLION PL  
MANOR, TX 78653-3767

MARILYN D. MCARTHUR  
TCAD PID 697030  
11725 PILLION PL  
MANOR, TX 78653-3767

GARY L. STIGGERS  
TCAD PID 697031  
11729 PILLION PL  
MANOR, TX 78653-3767

WILLIAMS WESLEY TAYLOR JR &  
JERY ANN TAYLOR  
TCAD PID 697032  
11733 PILLION PL  
MANOR, TX 78653-3767

MAURA & TERRENCE HAYS III  
TCAD PID 697033  
11737 PILLION PL  
MANOR, TX 78653-3767

DAFFNEY A HENRY  
TCAD PID 697034  
13745 SHADY RIDGE  
MANOR, TX 78653-3770

BENJAMIN & MARISA DEL LA GARZA  
TCAD PID 697054  
11708 PILLION PL  
MANOR, TX 78653-3767

ALLEN C AMBUHL & DEBRA K YOUNG  
TCAD PID 697055  
11712 PILLION PL  
MANOR, TX 78653-3767

GEORGE BROWN JR  
TCAD PID 697056  
P.O. BOX 1158  
MANOR, TX 78653-1158

ANTHONY & VICTORIA HUNT  
TCAD PID 697057  
11720 PILLION PL  
MANOR, TX 78653-3767

SEAN & SUMMER CURTIS  
TCAD PID 700577  
913 N. INYO ST  
RIDGECREST, CA 93555-3000

CARMEN & RODOLFO ACOSTA  
TCAD PID 700578  
13820 FIELD SPAR DR  
MANOR, TX 78653-3881

BRETT R. BENEDETTI  
TCAD PID 700579  
13824 FIELD SPAR DR  
MANOR, TX 78653-3881

DAISY PRIETO & SALVADOR U FLORES  
TCAD PID 700580  
13828 FIELD SPAR DR  
MANOR, TX 78653-3881

ASPAZIA BITA  
TCAD PID 700581  
13832 FIELD SPAR DR  
MANOR, TX 78653-3881

TODD CURTIS PHILLIPS &  
SAMANTHA ANNETTE PHILLIPS  
TCAD PID 700582  
11501 SUN GLASS DR  
MANOR, TX 78653-3884

AKINYEMI P. AJAI & PRISCILLA O AJAI  
TCAD PID 700616  
11505 SUN GLASS DR  
MANOR, TX 78653-3884

JENNIFER & MICHAEL WHITE  
TCAD PID 700648  
11509 SUN GLASS DR  
MANOR, TX 78653-3884

MAYRA HERNANDEZ  
TCAD PID 700621  
11513 GLASS DR  
MANOR, TX 78653

GLADYS & JEFFREY LEWIS  
TCAD PID 700622  
11517 SUN GLASS DR  
MANOR, TX 78653-3884

CORETTA BELL-SEXTON &  
JOHNNY F SEXTON JR  
TCAD PID 700623  
11601 SUN GLASS DR  
MANOR, TX 78653-3885

KRISTIN L & SCOTT P VANDENBERG  
TCAD PID 700624  
11605 SUN GLASS DR  
MANOR, TX 78653-3885

CHARLIE HOLMES &  
MARK BURGESSPORTER  
TCAD PID 700625  
C/O STEPHENS LAMB  
P.O. BOX 27626  
MACON, GA 31221-7626

BRENT WILLIAM SPEAD &  
SHYLA ANAHITA SPEAD  
TCAD PID 700626  
11613 SUN GLASS DR  
MANOR, TX 78653-3885

STEPHEN C & SANDRA L ITNYRE  
TCAD PID 700627  
11617 SUN GLASS DR  
MANOR, TX 78653-3885

CHARLES L & AURSHA R WALDON  
TCAD PID 700628  
11621 SUN GLASS DR  
MANOR, TX 78653-3885

AGATA GRUZA & ERIC MICHAEL DALEY  
TCAD PID 700620  
13824 LONG SHADOW DR  
MANOR, TX 78653-3883

DAVID L & JOSIE U HANEY  
TCAD PID 700649  
13825 TERCEL TRACE  
MANOR, TX 78653-3879

PROPERTY OWNER  
TCAD PID 700650  
13821 TERCEL TRACE  
MANOR, TX 78653

TORVALD TOMAS VALENTIJ HESSEL &  
RYAN ELISABETH FLEMING  
TCAD PID 700670  
16408 CHRISTINA GARZA DR  
MANOR, TX 78653-2162

WILLIE & CARMEN MARIA KENDRICK  
TCAD PID 700671  
13824 TERCEL TRACE  
MANOR, TX 78653-3879

CHAE KYUNG KIM & CHOONG N CHANG  
TCAD PID 700591  
13817 FIELD SPAR DR  
MANOR, TX 78653-3881

MICHAEL & LINDSAY JONES  
TCAD PID 700590  
13821 FIELD SPAR DR  
MANOR, TX 78653-3881

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.

*Applicant:* I.T. Gonzalez Engineers

*Owner:* Victor Martinez

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is a 4 lot subdivision in our ETJ with each lot being 2.5 – 2.75 acres and planned for residential uses.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.

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

R & M SUBDIVISION

LEGEND

- (xxx)

●

○

IRF

IRS

P.U.E.

---

BOUNDARY LINE

PROPERTY LINE

PER RECORD

IRON ROD FOUND

IRON ROD SET

IRON ROD FOUND

IRON ROD SET

PUBLIC UTILITY EASEMENT

EASEMENT LINE
- ⊙

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▨

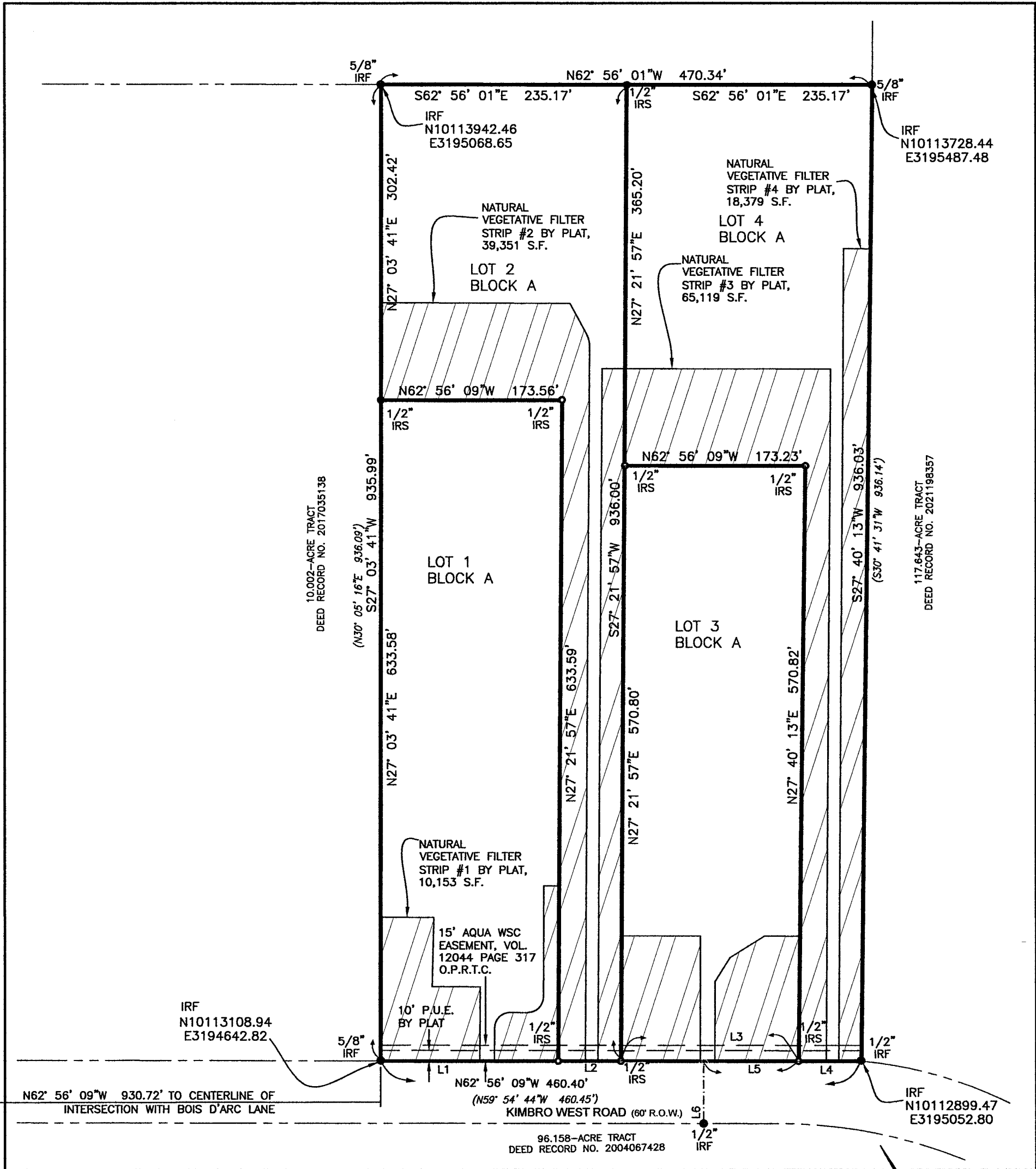
CONCRETE MONUMENT SET (CMS)

ROW TIE

NATURAL VEGETATIVE FILTER STRIP
- O.P.R.T.C.

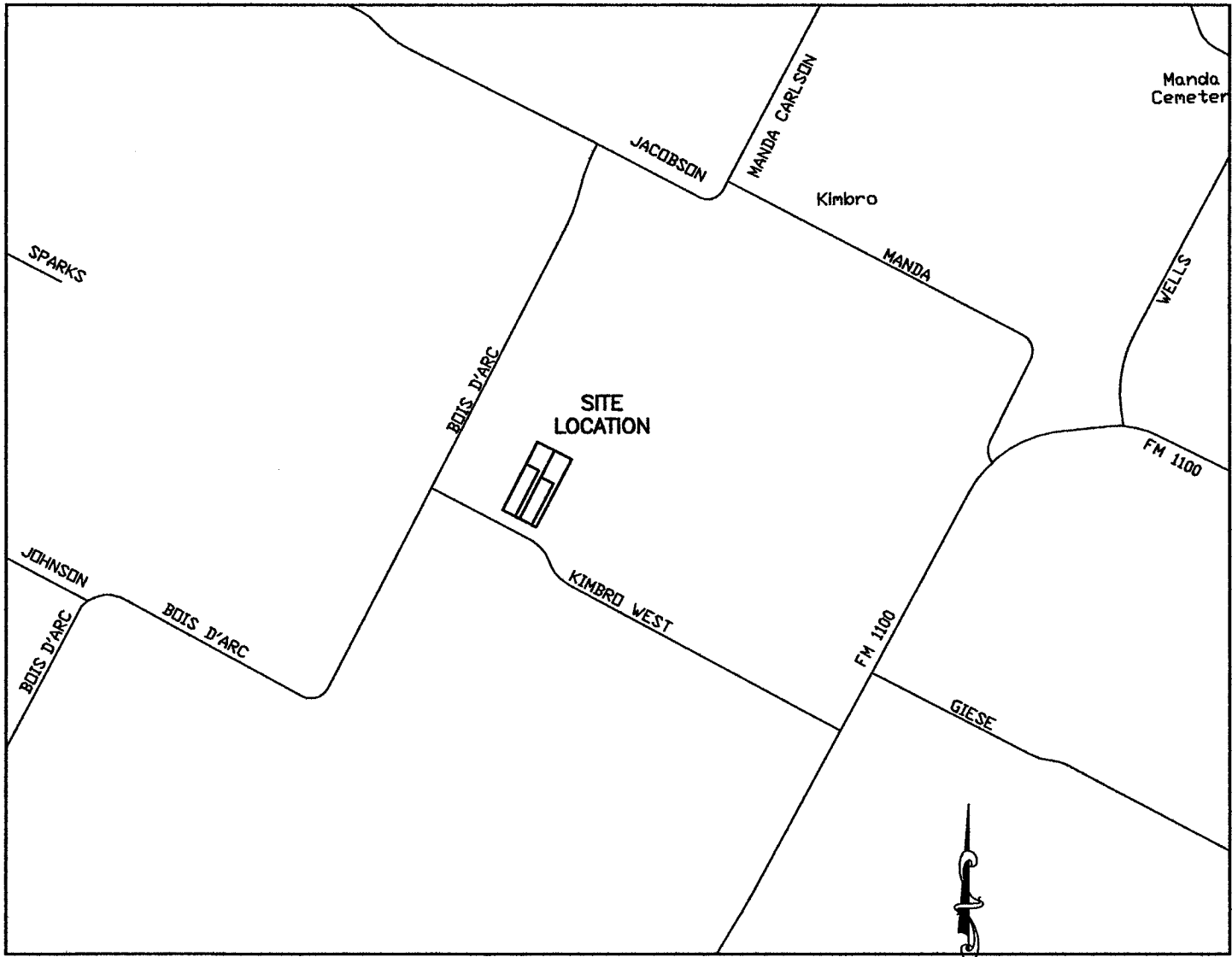
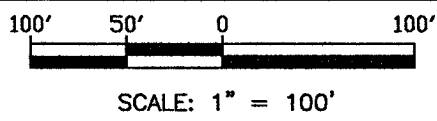
OFFICIAL PUBLIC RECORDS TRAVIS COUNTY

NOTE:  
THE COORDINATES SHOWN ARE BASED ON  
THE TEXAS STATE PLANE COORDINATE SYSTEM,  
CENTRAL ZONE, NAD83 (CORS) DATUM. THE  
BEARINGS SHOWN ARE GRID BEARINGS.



| LINE DATA |             |          |
|-----------|-------------|----------|
| LINE #    | BEARING     | DISTANCE |
| L1        | N62°56'09"W | 170.20'  |
| L2        | N62°56'09"W | 60.00'   |
| L3        | N62°56'09"W | 170.20'  |
| L4        | N62°56'09"W | 60.00'   |
| L5        | N62°56'09"W | 151.13'  |
| L6        | S27°03'51"W | 60.00'   |

| LOT SIZE |         | LAND USE |                  |
|----------|---------|----------|------------------|
| LOT No.  | SQ.FT.  | ACRES    | —                |
| LOT 1    | 108,909 | 2.50     | S.F. RESIDENTIAL |
| LOT 2    | 108,890 | 2.50     | S.F. RESIDENTIAL |
| LOT 3    | 98,010  | 2.25     | S.F. RESIDENTIAL |
| LOT 4    | 119,776 | 2.75     | S.F. RESIDENTIAL |
| TOTAL    | 435,586 | 10.00    | —                |



LOCATION MAP  
1"=2000

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

APPROVED:

ATTEST:

JULIE LEONARD  
CHAIRPERSON

LLUVIA T. ALMARAZ, CITY SECRETARY

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

APPROVED:

ATTEST:

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

LLUVIA T. ALMARAZ, CITY SECRETARY

SHEET 3 OF 3

**ITG** I T Gonzalez  
Engineers

SURVEYING FIRM REGISTRATION NO. 100573-0  
ENGINEERING FIRM REGISTRATION NO. F-3216  
3501 MANOR ROAD AUSTIN, TEXAS 78723  
TEL: (512) 447-7400

TRAVIS COUNTY SUBDIVISION # S-XX-XXX  
I.T.G. ENGINEERS PROJECT NO: P21.11.01.01

© 2022 I T GONZALEZ ENGINEERS



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, August 5, 2022

Bill Graham  
I. T. Gonzalez Engineers  
3501 Manor RD  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2022-P-1459-SF  
Job Address: 13910 Kimbro West Road, Manor, TX. 78653

Dear Bill Graham,

The first submittal of the 13910 Kimbro West Road - R & M Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by I. T. Gonzalez Engineers and received on September 06, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. The signature blocks on the second page need to have the correct mayor. The mayor of the City of Manor is Dr. Christopher Harvey. A signature block for the planning and zoning chairperson needs to be included. Per City of Manor Subdivision Ordinance Chapter 10 Exhibit A Section 24c (1)(vi).
2. General note number 1, on the second page, needs to be updated to say, "as of" (need to provide a date).
3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. Must be to scale.
4. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.
5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corners 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.
6. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

8/5/2022 7:41:24 AM  
13910 Kimbro West Road - R & M Subdivision Short  
Form Final Plat  
2022-P-1459-SF  
Page 2

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



## COMMENT RESPONSE LETTER –

SUBMITTED AS PART OF UPDATE 1 FOR AUGUST 5, 2022 CITY OF MANOR REVIEW COMMENTS

PROJECT: R &amp; M Subdivision

LOCATION: 13910 Kimbro West Road

PERMIT #: 2022-P-1459-SF

REVIEW ENGINEER: Pauline Gray, P.E.

SUBMITTED BY: I. T. Gonzalez Engineers

DATE: 09-02-2022

**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 signature blocks on the second page need to have the correct mayor. The mayor of the City of Manor is Dr. Christopher Harvey. A signature block for the planning and zoning chairperson needs to be included. Per City of Manor Subdivision Ordinance Chapter 10 Exhibit A Section 24c (1)(vi).

*The mayor and P&Z chairperson are now shown correctly in the signature blocks on page 3 of plat.*

2. General note number 1, on the second page, needs to be updated to say, "as of" (need to provide a date).

*Note 1 has been modified as requested.*

3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. Must be to scale.

*The location map on page 3 has been modified to cover one mile in all directions.*

4. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.

*The City limit lines and and/or the outer border of the City's ETJ are not close the R & M Subdivision boundary.*

5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corners 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.

*The bearing and distance to Bois D'Arc Lane is now shown. Northern and easting coordinates for 4 property corners are now shown.*

6. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

*Being in the ETJ of Manor, there is no zoning and, thus, no building setback lines. Proposed and existing easements are shown on the face of the plat.*

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

Noted

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.

Noted



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, September 13, 2022

Bill Graham  
I. T. Gonzalez Engineers  
3501 Manor RD  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2022-P-1459-SF  
Job Address: 13910 Kimbro West Road, Manor 78653

Dear Bill Graham,

We have conducted a review of the final plat for the above-referenced project, submitted by Bill Graham and received by our office on September 06, 2022, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



9/19/2022

## City of Manor Development Services

### Notification for a Subdivision Short Form Final Plat

Project Name: 13910 Kimbro West Road - R & M Subdivision Short Form Final Plat  
Case Number: 2022-P-1459-SF  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.org](mailto:mburrell@manortx.org) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the R&M Subdivision Short Form Final Plat located at 13910 Kimbro West Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.**

***Applicant: I. T. Gonzalez Engineers***

***Owner: Victor Martinez***

The Planning and Zoning Commission will meet at 6:30PM on 9/19/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Charles D Oman Trust  
14859 BOIS D ARC LN  
ELGIN TX 78653-3626

NATHANIEL TURK MCCLESKEY  
606 MARSHALL ST  
LEXINGTON VA 24450-1922

LAURA C & ERIC I ESTRADA  
14017 KIMBRO WEST RD  
MANOR TX 78653-3817

GERALD B & GRACE SOPHER  
15111 BOIS D ARC LN  
MANOR TX 78653-3446

DIMAS ARMANDO ROSA ETAL  
1403 PARKSIDE DR  
ROUND ROCK TX 78664-6962

JUAN FRANCISCO & LARA ZAMARRIPA  
15123 BOIS D ARC  
MANOR TX 78653-3446

ANTONIO MARQUEZ CASTRUITA  
15131 BOIS D ARC LN  
MANOR TX 78653-3446

**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the minutes of September 14, 2022, P&Z Commission Regular Meeting.

**BACKGROUND/SUMMARY:**

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

- September 14, 2022, P&Z Commission Regular Session Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Planning and Zoning Commission approve the minutes of the September 14, 2022, P&Z Commission Regular Meeting.

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

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**PLANNING AND ZONING COMMISSION  
REGULAR SESSION MINUTES  
SEPTEMBER 14, 2022**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

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

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

With a quorum of the Planning and Zoning (P&Z) Commission present, the regular session of the Manor P&Z Commission was called to order by Chair Leonard at 6:36 p.m. on Wednesday, September 14, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**PUBLIC HEARING**

- 1. Conduct a public hearing regarding the submission of a Rezoning Application for 22.78 acres more or less, out of the Greenbury Gates Survey No 63, and being located at 12200 Tower Rd, Manor, Tx from Light Commercial (C-1) to Multi- Family 25 (MF-2). Applicant: Kenneth Tumlinson. Owner: Kenneth Tumlinson.**

Chair Leonard opened the public hearing.

Justin Tumlinson submitted a speaker card to speak in support of this item. Mr. Tumlinson read a letter from his father addressed to the Commission. (Letter attached)

Craig Swanson with Marcus & Millichap, 9600 N. Mopac Suite 300, Austin, Texas, submitted a speaker card to speak in support of this item. Mr. Swanson stated he was the realtor consultant and broker working with the Tumlinson Family. Mr. Swanson stated the property was placed on the market approximately 6 months ago. The current zoning creates challenges with the sale of the property to developers. The rezoning application is for 15.48 acres for Property ID 821715 not the whole parcel of 22.78 acres.

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

There was no further discussion.

**Motion to Close carried 5-0**

2. **Conduct a public hearing on a Short Form Final Plat for the Amavi Manor Short Form Final Plat, three (3) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX. Applicant: Madeline Hackett. Owner: Jefferson Triangle Marine, LP.**

Chair Leonard opened the public hearing.

No one submitted speaker cards for this item.

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

There was no further discussion.

**Motion to Close carried 5-0**

3. **Conduct a public hearing on a Short Form Final Plat for the Manor ISD Senior High School Short Form Final Plat, one (1) lots on 71.70 acres, more or less, and being located at 14832 FM 973, Manor, TX. Applicant: Satterfield and Pontikes. Owner: Claycomb Associates, Inc.**

Chair Leonard opened the public hearing.

No one submitted speaker cards for this item.

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

There was no further discussion.

**Motion to Close carried 5-0**

## CONSENT AGENDA

4. **Consideration, discussion, and possible action to approve the minutes of August 10, 2022, P&Z Commission Regular Meeting.**

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

There was no further discussion.

**Motion to Approve carried 5-0**

## **REGULAR AGENDA**

**5. Consideration, discussion, and possible action on a Rezoning Application for 22.78 acres more or less, out of the Greenbury Gates Survey No 63, and being located at 12200 Tower Rd, Manor, Tx from Light Commercial (C-1) to Multi-Family 25 (MF-2). Applicant: Kenneth Tumlinson. Owner: Kenneth Tumlinson.**

Director Scott Dunlop answered clarification questions from the Commission regarding the discrepancy in the acreage amount mentioned earlier in the meeting. Director Dunlop stated discussion could still be held and the acreage could be verified later before the ordinance if necessary.

Director Dunlop gave information to the Commission regarding the history of the property. He stated the rezoning request was consistent with the future land use map for this area; therefore, City Staff is recommending approval.

Discussion was held regarding the rezoning application. Director Scott Dunlop answered questions regarding the roadway changes or improvements planned for this area.

Craig Swanson with Marcus & Millichap answered questions from the Commissioners. Mr. Swanson stated details regarding the development have not been set. He confirmed there were no potential buyers at the moment for this property. Two to Three Story full rental property that contained approximately 300 units have been discussed.

Discussion was held by the Commission regarding the surrounding properties and the current uses of those properties.

Director Dunlop answered questions regarding the future plans of TXDOT for the main thoroughfares around the area.

Mr. Swanson answered questions from Commissioners regarding the potential development of the property after the change in ownership.

The Commissioners expressed multiple concerns involving the rezoning request due to the potential for more apartment complexes with the newly approved multifamily developments that were recently approved in this area of Manor. Impact on the traffic and roadway system in its current conditions was also discussed. Commissioner Wissmann brought to the attention of the Commission the Code of Ordinance regarding this type of property zoning seemed to be discouraged when it is next to an existing single-family district which Stonewater is.

Alternative zoning options was discussed by the Commission.

Mr. Tumlinson answered questions from the Commission regarding the possible displacement of livestock in the area.

Director Dunlop clarified Tower Road was owned by the County and TXDOT owned

**MOTION:** Upon a motion made by Commissioner Meyer to postpone the item until next month.

**Motion for Postpone failed due to No Second of the Motion**

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the rezoning request from Light Commercial (C-1) to the lesser zoning of Multi-Family 15 (MF-1).

There was no further discussion.

**Motion to Approve carried 4-1. Commissioner Wissmann opposed.**

*Vice Chair Small left the dais at 7:25 p.m.*

- 6. Consideration, discussion, and possible action on a Short Form Final Plat for the Amavi Manor Short Form Final Plat, three (3) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX. Applicant: Madeline Hackett. Owner: Jefferson Triangle Marine, LP.**

Director Dunlop stated this Short Form Final Plat was under standard review. The Plat has not been approved by City Engineers, therefore, City Staff recommended denial for Engineer Comments.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Wissmann to deny the Short Form Final Plat for Engineering Comments as recommended by Staff.

There was no further discussion.

**Motion to Deny carried 4-0**

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

Director Dunlop stated this Short Form Final Plat was under standard review. It has not been approved by City Engineers, therefore, City Staff recommended denial for Engineer Comments.

**MOTION:** Upon a motion made by Commissioner Meyer and seconded by Commissioner Hardeman to deny the Short Form Final Plat for Engineering Comments as recommended by Staff.

There was no further discussion.

**Motion to Deny carried 4-0**

8. **Consideration, discussion, and possible action on a Short Form Final Plat for the Manor ISD Senior High School Short Form Final Plat, one (1) lots on 71.70 acres, more or less, and being located at 14832 FM 973, Manor, TX. Applicant: Satterfield and Pontikes. Owner: Claycomb Associates, Inc.**

Director Dunlop stated City Staff recommended postponement of this item until the Right of Way dedication could be clarified on the plat.

**MOTION:** Upon a motion made by Commissioner Wissman and seconded by Commissioner Hardeman to postpone

There was no further discussion.

**Motion to Postpone carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Hardeman to adjourn the meeting at 7:30 p.m. on Wednesday, September 14, 2022.

These minutes approved by the P&Z Commission on the 12<sup>th</sup> day of October 2022. (*Audio Recording Archived*)

**APPROVED:**

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Julie Leonard  
Chairperson

**ATTEST:**

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Scott Dunlop  
Development Services Director

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the submission of a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnham Lane, Manor, TX.

*Applicant:* Baeza Engineering, PLLC

*Owner:* John and Sandy Kerr

### BACKGROUND/SUMMARY:

This property is at the corner of Arnham Lane and FM 973 and was recently annexed into the city at the owner's request.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

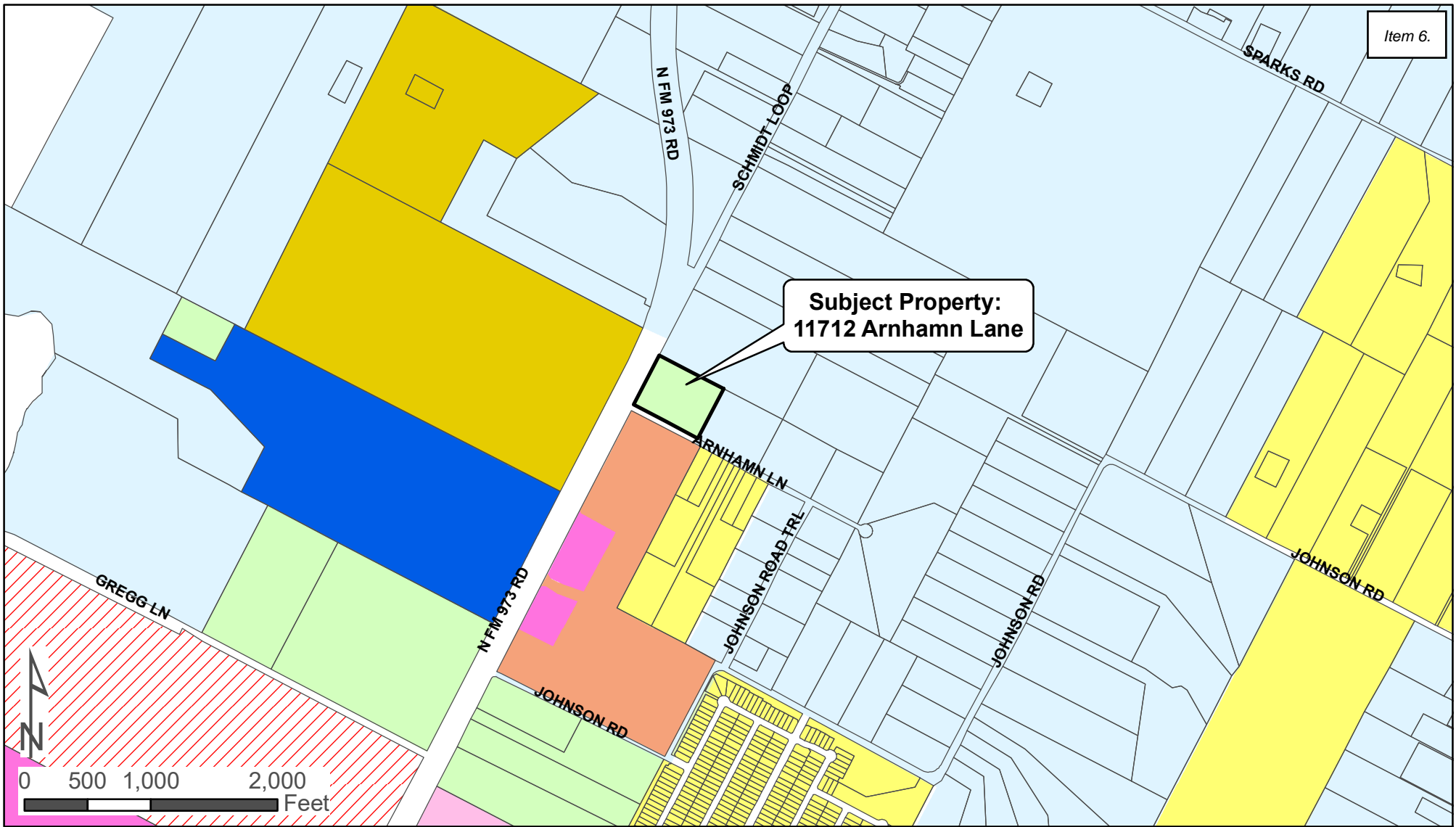
- Rezoning Map
- Aerial Image
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Rezoning Application for 10 acres, more or less, out of the Greenbury Gates Survey No. 63, and being located at 11712 Arnham Lane, 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> |                           |                    |             |





Item 6.

Subject Property:  
11712 Arnham Lane



Current:  
Agricultural (A)

Proposed:  
Medium Commercial (C-2)

**Zone**


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



# 11712 Arnhamn Lane Aerial Image

Write a description for your map.

Legend

 11712 Arnhamn Ln

Item 6.

n



Curative COVID-19 Test Site





9/19/2022

## City of Manor Development Services

# Notification for a Zoning Application

Project Name: 11712 Arnhamn Lane Rezoning - A to C-2  
Case Number: 2022-P-1472-ZO  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Zoning Application for 11712 Arnhamn Lane located at 11712 Arnhamn Lane, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing:** Conduct a public hearing regarding the submission of a Rezoning Application for 10 acres, more or less, out of Greenburt Gates Survey No. 63, and being located at 11712 Arnhamn Lane, Manor, TX.

***Applicant: Baeza Engineering, PLLC***

***Owner: John and Sandy Kerr***

The Planning and Zoning Commission will meet at 6:30PM on 9/19/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

HUONG NHAT HUAN LLP (1917826)  
1523 BRADBURY LN  
AUSTIN TX 78753-7307

NGO CHI (1884602)  
22304 TRAILRIDERS CV  
MANOR TX 78653-3973

KB HOME LONE STAR INC  
(1872857)  
10800 PECAN PARK BLVD STE 200  
AUSTIN TX 78750-1249

TRAVER TOM R (233463)  
11806 ARNHAMN LN  
MANOR TX 78653-3542

MARTINEZ WIFRANO G &  
VERONICA (1877192)  
2909 WOOD CREEK RD  
BRENHAM TX 77833-0620

LAYLA TRUST (1832720)  
2008 HERITAGE WELL LN  
PFLUGERVILLE TX 78660-2966

ALVARADO RAFAEL GARCIA &  
MARINA K LARES (923257)  
13236 FOREST SAGE ST  
MANOR TX 78653-5399

CONTINENTAL HOMES OF TEXAS LP  
(165062)  
10700 PECAN PARK BLVD STE 400  
AUSTIN TX 78750-1447

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* Las Entradas Development Corp.

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is the final two phases for Las Entradas North and includes Entradas Blvd (Phase 4) that connects Hill Lane to US 290 and Phase 5 is a future commercial site at the corner of Gregg Manor Rd and Hill Lane.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter
- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US Hwy 290 and Gregg Manor Rd, Manor, TX.

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













1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, April 5, 2022

Permit Number 2022-P-1419-PP

Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor, TX. 78653

Dear ,

The first submittal of the Las Entradas North Phase 4 & 5 Preliminary Plat (*Preliminary Plan*) submitted by Kimley-Horn and received on August 05, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.~~
2. ~~FEMA floodway zone references "note 2", need to provide note 2.~~
3. ~~Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.~~
4. ~~Provide the names of the proposed streets within the subdivision.~~
5. ~~Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007—Residential development standards and Sec. 14.02.020—Non-residential and mixed-use development standards.~~
6. ~~Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~
  - a) ~~1:2 for Significant Trees eighteen (18) inches in caliper and larger, and~~
  - b) ~~1:1 for Significant Trees between eight (8) and eighteen (18) in the caliper.~~
  - c) ~~Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.~~



**7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.**

~~8. Since the proposed development is being done within the 100-yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).~~

~~9. Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.~~

~~10. Provide an overall view of the entire site on one sheet.~~

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



July 22, 2022

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

**RE: *Permit Number 2022-P-1419-PP***

***Job Address: Las Entradas North Phase 4 & 5 Preliminary Plan, Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **April 5<sup>th</sup>, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

### **ORDINANCE REQUIREMENTS:**

Comment 1: The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.

**Response 1: Noted. These have been updated.**

Comment 2: FEMA floodway zone references “note 2”, need to provide note 2.

**Response 2: Notes have been updated. Please refer to the Floodplain note on the Existing Conditions (Sheet 1 of 2) plan.**

Comment 3: Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

**Response 3: All existing utilities have been labeled with this update. Please refer to the Existing Conditions plan sheets.**

Comment 4: Provide the names of the proposed streets within the subdivision.

**Response 4: Names of the proposed streets within the subdivision have been provided with this update. Please refer to the Preliminary Plan sheets.**

Comment 5: Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007 – Residential development standards and Sec. 14.02.020 – Non-residential and mixed-use development standards.

**Response 5: Building setback lines have been added to the plan sheets.**

Comment 6: Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:

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

**Response 6: A note stating that “Replacement trees will be provided with the construction plans”, has been added to the preliminary plans. Please see Note 2 on the Preliminary Plan (Sheet 2 of 2).**

Comment 7: Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.

**Response 7: Utility demand data calculations consistent with the proposed uses indicated on the preliminary plat have been included with this submittal.**

Comment 8: Since the proposed development is being done within the 100 yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).

**Response 8: An approved CLOMR (Case No. 08-06-0480R) and the “Las Entradas – Mass Grading” project should remove proposed development out of the 100 yr FEMA floodplain. A copy of the FEMA approval letters have been included with this submittal package.**

Comment 9: Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.

**Response 9: Contours labels have been adjusted to not overlap or obstruct easement labels. Please refer to Existing Conditions (Sheet 1 of 2) plans.**

Comment 10: Provide an overall view of the entire site on one sheet.

**Response 10: A single sheet with an overall view of the entire site has been included with this submittal. Please refer to the Overall Preliminary Plan sheet.**



Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Reece", with a large loop at the end.

Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, August 4, 2022

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

Permit Number 2022-P-1419-PP  
Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Las Entradas North Phase 4 & 5 Preliminary Plat submitted by Kimley-Horn and received on August 05, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

#### Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

- ~~1. The current Mayor of Manor is Dr. Christopher Harvey, and Julie Leonard is the current Planning and Zoning Chairperson. Please make these edits on the cover sheet.~~
- ~~2. FEMA floodway zone references "note 2", need to provide note 2.~~
- ~~3. Provide sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.~~
- ~~4. Provide the names of the proposed streets within the subdivision.~~
- ~~5. Provide the location of building setback lines indicated by dash lines on the Plat. Follow Manor Code of Ordinance Ch.14 Sec. 14.02.007—Residential development standards and Sec. 14.02.020—Non-residential and mixed-use development standards.~~

~~6. Provide information that each tree removed will be replaced. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:~~

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

**7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.**

~~8. Since the proposed development is being done within the 100-yr. flood plain, the developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA).~~

~~9. Adjust the contours for the Drainage easements, so that way the numbers aren't overlapping and is easier to view.~~

~~10. Provide an overall view of the entire site on one sheet.~~

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

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



August 5, 2022

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

**RE: *Permit Number 2022-P-1419-PP***

***Job Address: Las Entradas North Phase 4 & 5 Preliminary Plan, Manor, TX. 78653***

The purpose of this letter is to provide satisfactory answers to the comments/questions issued in a comment letter dated **August 4, 2022**. The answers are listed below in bold and are preceded by the comments/questions listed in the original letter.

**ORDINANCE REQUIREMENTS:**

Comment 1: Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. They should be added to the preliminary plat set on the utility sheet.

**Response 1: Utility Demand Data has been included with this update to help determine adequacy/consistency of proposed utility improvements. A third utility sheet has been dedicated because the utility demand data and utility plans cannot fit on the same sheet. Please refer to the Utility Demand Data sheet.**

Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Reece", with a large, stylized loop at the end.

Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, August 25, 2022

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

Permit Number 2022-P-1419-PP

Job Address: Las Entradas North Phase 4 & 5 Preliminary Plat, Manor 78653

Dear Jason Reece,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Jason Reece and received by our office on August 05, 2022, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

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

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA





9/20/2022

## City of Manor Development Services

### Notification for a Subdivision Preliminary Plat

Project Name: Las Entradas North Phase 4 & 5 Preliminary Plat  
Case Number: 2022-P-1419-PP  
Case Manager: Michael Burrell  
Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat located near US HWY 290 & Gregg Manor Rd, Manor, Tx. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary Plat for the Las Entradas North Phase 4 & 5 Preliminary Plat, ten (10) lots on 50.26 acres, more or less, and being located near US HWY 290 & Gregg Manor Rd, Manor, TX.**

***Applicant: Kimley Horn Jason Reece***

***Owner: Las Entradas Development Corporation***

The Planning and Zoning Commission will meet at 6:30PM on 10/12/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

TRAVIS COUNTY TRUSTEE  
TEXAS FOUR REGION HOLDINGS LTD  
HOUSTON TX US 77019

BUTLER FAMILY PARTNERSHIP LTD  
PO BOX 9190  
AUSTIN TX 78766-9190

RANDOLF BROOKS FEDERAL CREDIT UNION  
ATTN: ACCOUNTING  
UNIVERSAL CITY TX 78148

BAYLOR SCOTT & WHITE HEALTH  
301 N WASHINGTON AVE  
DALLAS TXX 75246-1754

ROMAN CATHOLIC DIOCESE OF AUSTIN TEXAS  
6225 HWY 290 E  
AUSTIN TX 78723-1025

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

GABS INC  
407 TALKEETNA LN  
CEDAR PARK TEXAS 78613-2532

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.

*Applicant:* LJA Engineering

*Owner:* The Butler Family Partnership, Ltd.

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is 16 commercial lots and 1 multi-family lot as well as roadways and utility improvements.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter
- Public Notice
- Mailing Labels

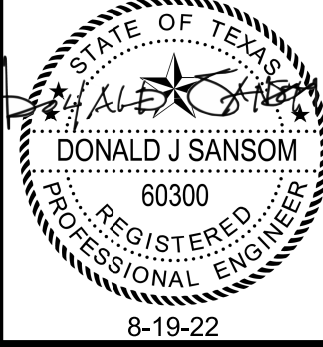
### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US Hwy 290 and FM 973, Manor, TX.

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



MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.438.4700  
FAX 512.1386

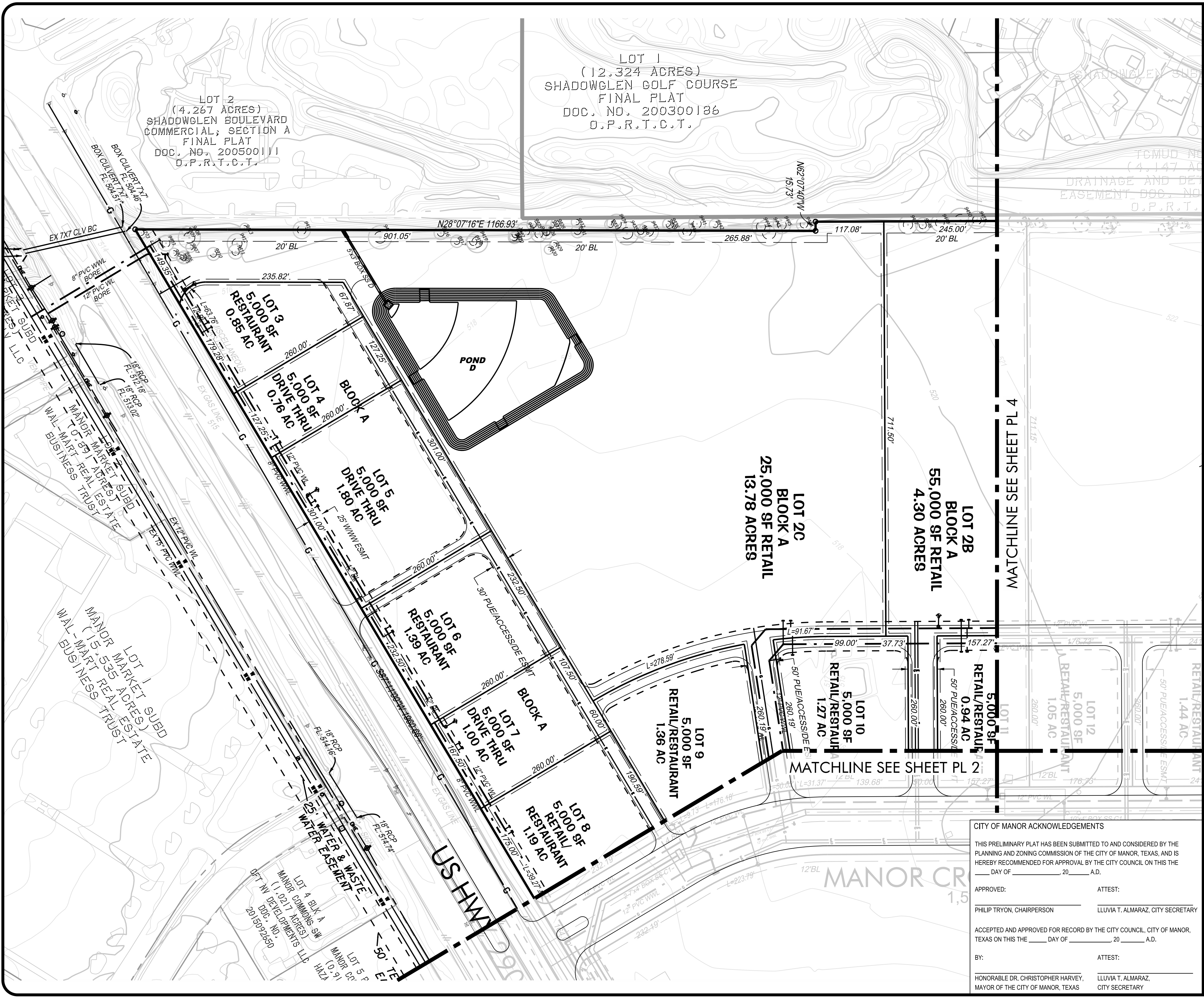
DEVELOPER/OWNER:  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TEXAS 78768-9190  
mharris@capitolwright.com

SURVEYOR:  
LANDDESIGN SERVICES, INC.  
ATTN: MATT HARRIS  
10000 HIGHWAY 29  
LIBERTY HILL, TX 78642  
(512) 238-7901

JOB NUMBER:  
A512-1004

PL 1

SHEET NO.  
2  
OF 6 SHEETS



CITY OF MANOR ACKNOWLEDGEMENTS

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

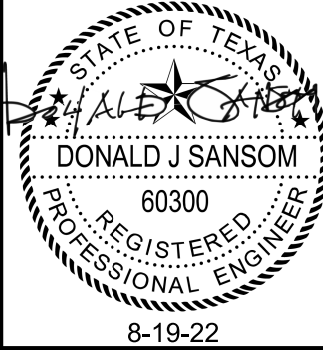
ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE \_\_\_\_ DAY OF \_\_\_\_, 20\_\_ A.D.

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





MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



OWNER 40AC TRACT:  
BOARD OF TRUSTEES OF THE MANOR INDEPENDENT SCHOOL DISTRICT  
C/O: BUTLER FAMILY PARTNERSHIP, LTD

**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.439.4700  
FRN#E-1386

DEVELOPER/OWNER:  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78766-9190  
mharris@capitolwright.com

SURVEYOR:  
LANDDESIGN SERVICES, INC.  
ATTN: MATT HARRIS  
10000 HIGHWAY 29  
LIBERTY HILL, TX 76642  
(512) 238-7901

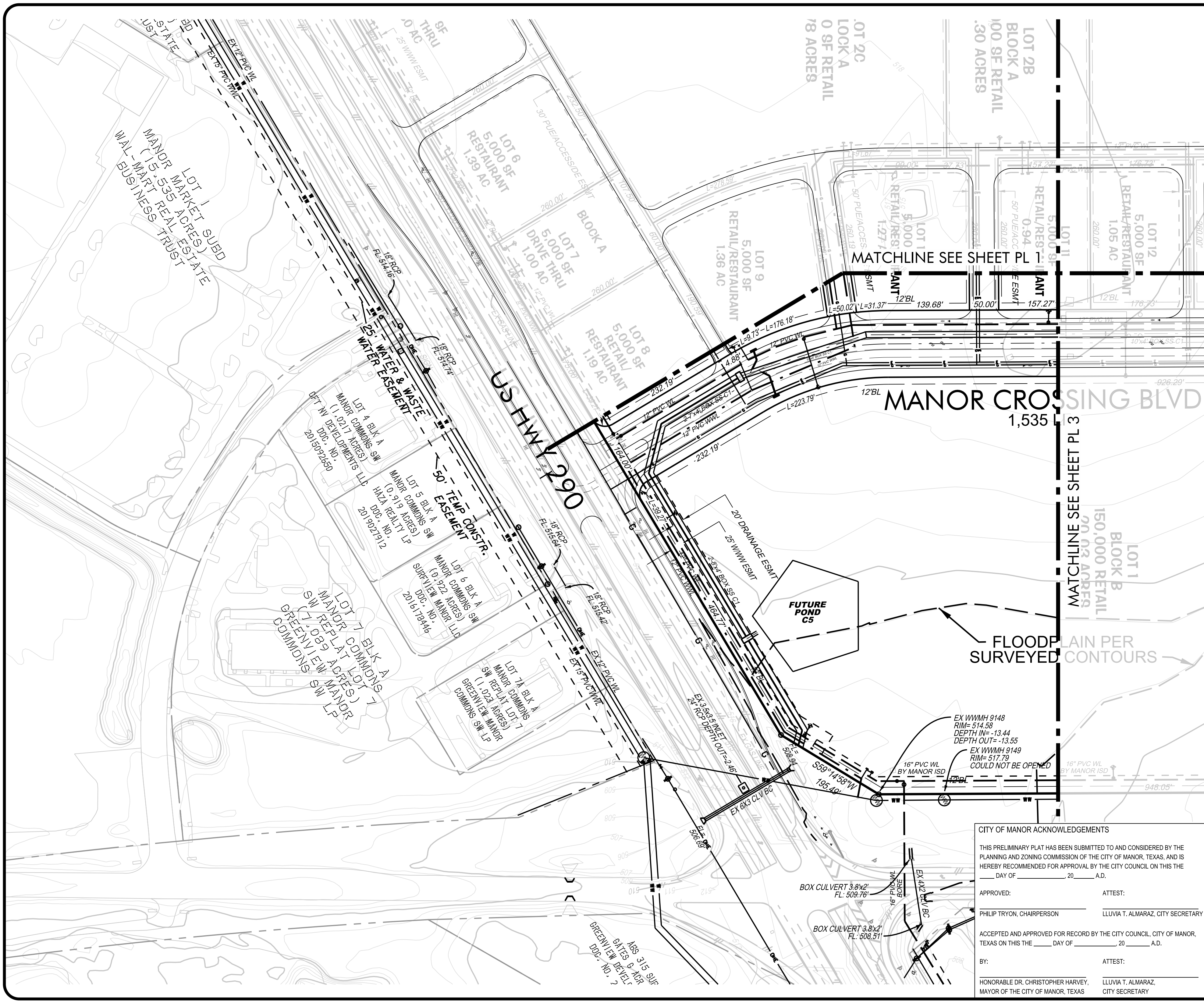
JOB NUMBER:  
A512-1004

PL 2

SHEET NO.

3

OF 6 SHEETS



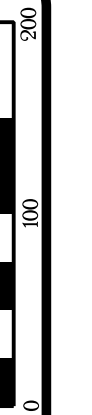
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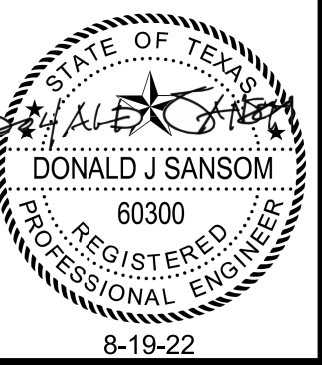
APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

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

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



MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.439.4700  
FAX 512.1386

**DEVELOPER/OWNER:**  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78768-9190  
mharris@capitolwright.com

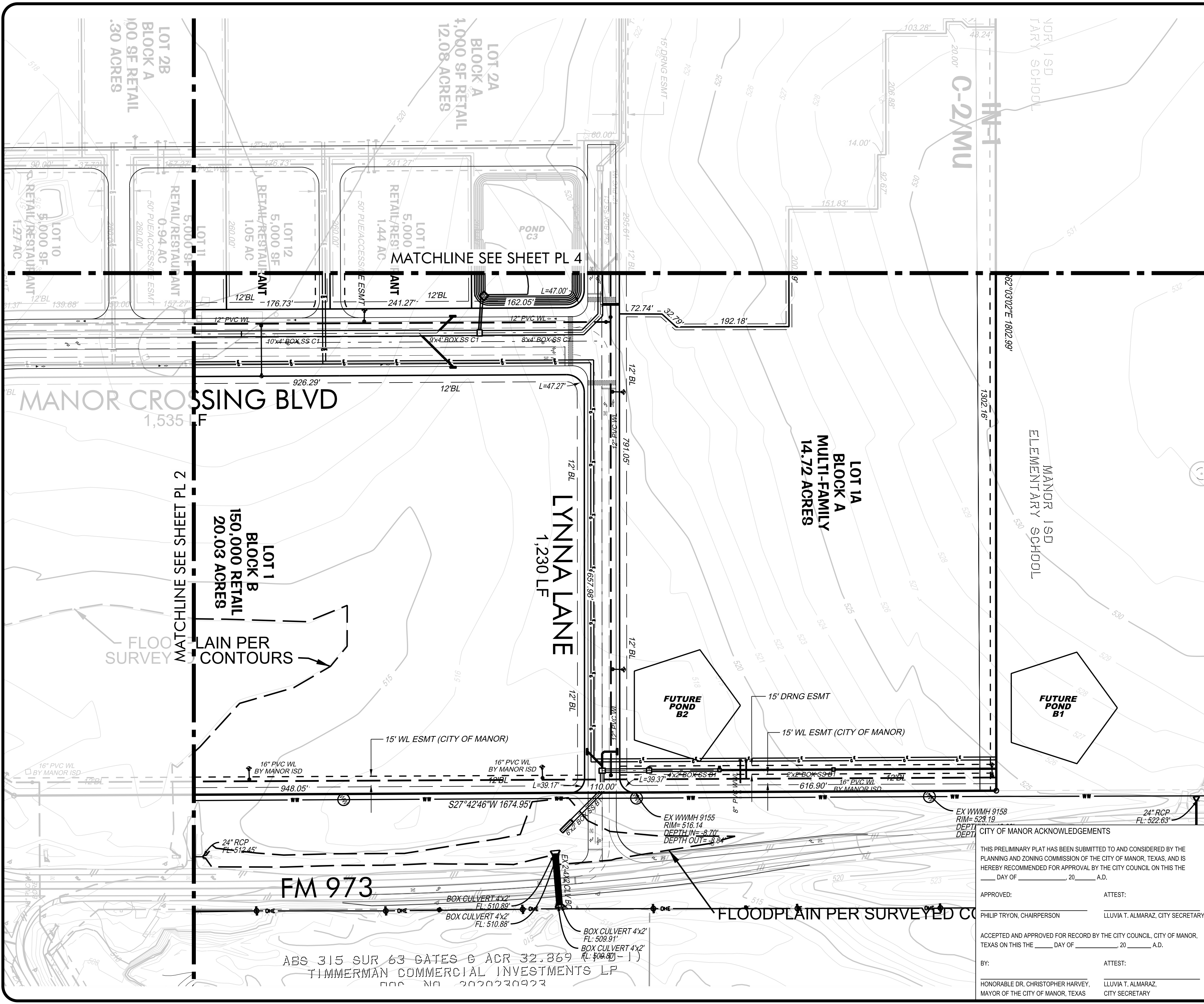
**SURVEYOR:**  
LAND DESIGN SERVICES, INC.  
ATTN: MATT HARRIS  
10000 HIGHWAY 29  
LIBERTY, TX 76642  
512.228-7901

**JOB NUMBER:**  
A512-1004

**PL 3**

**SHEET NO.**  
4

**OF 6 SHEETS**



CITY OF MANOR ACKNOWLEDGEMENTS

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

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

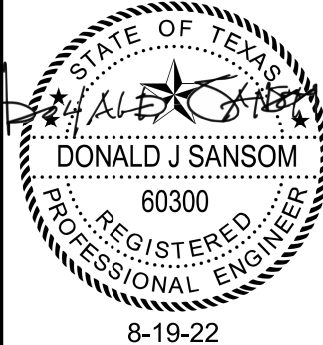
ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

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





MANOR CROSSING  
E US 290 & 13100 N FM 973  
100 SCALE PRELIMINARY PLAN



OWNER 40AC TRACT:  
BOARD OF TRUSTEES OF THE MANOR INDEPENDENT SCHOOL DISTRICT  
C/O: BUTLER FAMILY PARTNERSHIP, LTD

**LJA Engineering, Inc.**  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.438.4700  
FAX 512.1386

DEVELOPER/OWNER:  
BUTLER FAMILY PARTNERSHIP, LTD.  
ATTN: MATT HARRIS  
P.O. BOX 9190  
AUSTIN, TX 78768-9190  
mharris@captainwright.com

SURVEYOR:  
LANDDESIGN SERVICES, INC.  
ATTN: MIHAILYAN 28  
LIBERTY HILL, TX 76642  
(512) 238-7901

JOB NUMBER:  
A512-1004

PL 4

SHEET NO.

5

OF 6 SHEETS

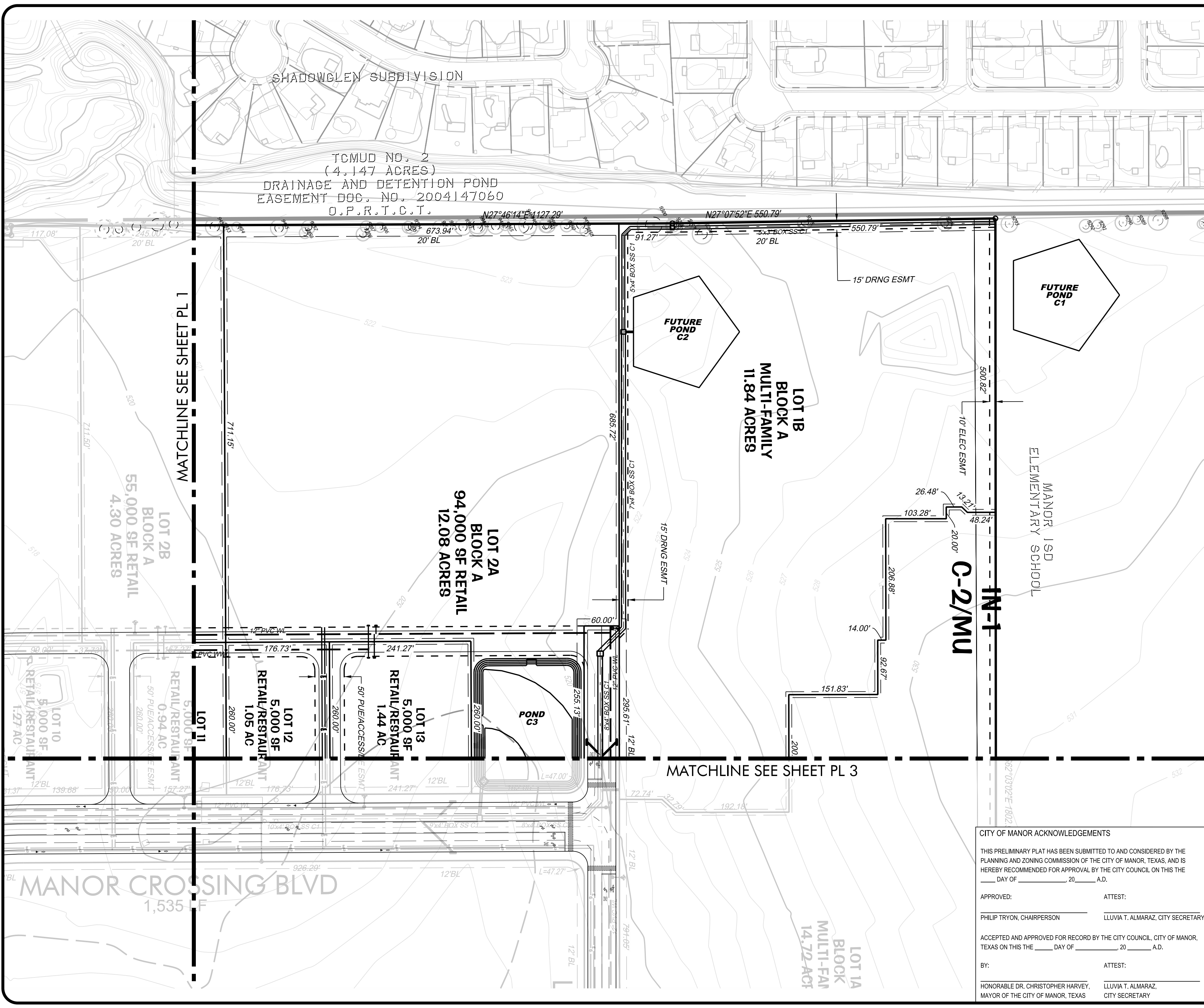
CITY OF MANOR ACKNOWLEDGEMENTS

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PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS  
HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

APPROVED: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
PHILIP TRYON, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

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

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





1500 County Road 269  
Leander, TX 78641

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

Date: Monday, July 18, 2022

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

Permit Number 2022-P-1447-PP  
Job Address: Butler Manor Preliminary Plan, Manor, TX. 78653

Dear Don Sansom,

The first submittal of the Manor Crossing (Butler Manor) Preliminary Plan (*Preliminary Plan*) submitted by LJA Engineering and received on September 07, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. The submittal date should be filled out on the cover page. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(1)(iii).
2. In the City of Manor acknowledgments, "Maor" should be corrected to "Manor", and the current mayor is Dr. Christopher Harvey.
3. The property lines and building setback lines should be easily identified on the cover page. The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(i).
4. The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be clearly marked on the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(vii).
5. The location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary, should be included in the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(ix).
6. The right of ways should be included on all proposed and existing streets. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(iii) and Exhibit A Section 22 (c)(2)(viii).



7. The preliminary plat must include Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles. The trees shown on the preliminary plat should be classified as significant, and the trees removed need to be identified. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(vii).

8. Replacement Trees shall be shown on the Preliminary Plat based on the replacement tree ratio in Section 15.03.036 Tree Removal. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(viii).

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA

August 19, 2022

Pauline Gray, P.E. Senior Engineer  
Jay Engineering  
1500 County Road 269  
Leander, TX 78641

RE: Manor Crossing (formerly Butler Manor)  
Preliminary Plan  
Update #1  
City Permit No. 2022-P-1447-PP  
LJA Project #A512-1004

Dear Pauline:

Please find below our responses to your review comments dated June 24, 2022, regarding the above-referenced Preliminary Plan application.

1. The submittal date should be filled out on the cover page. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(1)(iii).

***LJA Response:*** We have added to the Cover Sheet the application's submittal date of June 24, 2022, as requested.

2. In the City of Manor acknowledgments, "Maor" should be corrected to "Manor", and the current mayor is Dr. Christopher Harvey.

***LJA Response:*** We have made these corrections to the cover page, as requested.

3. The property lines and building setback lines should be easily identified on the cover page. The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(i).

***LJA Response:*** We have revised the plans to better identify the property lines and building setbacks, as requested. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.

4. The locations, sizes, and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto should be clearly marked on the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(vii).

**LJA Response:** *We have revised the Preliminary Plan to better identify the existing utility and drainage facilities within and adjacent to the property. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.*

5. The location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary, should be included in the preliminary plat. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(2)(ix).

**LJA Response:** *We have edited the Preliminary Plan to better identify the City of Manor's city limits and ETJ, as requested. For clarity purposes, we have also provided this information on the enlarged plans, Sheets 2-5.*

6. The right of ways should be included on all proposed and existing streets. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(iii) and Exhibit A Section 22 (c)(2)(viii).

**LJA Response:** *We have labeled the widths of the existing and proposed street rights-of-way, as requested.*

7. The preliminary plat must include Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles. The trees shown on the preliminary plat should be classified as significant, and the trees removed need to be identified per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(vii).

**LJA Response:** *We have added to the Preliminary Plan the locations of the significant trees on the property, as requested.*

*For clarity purposes, we have also added the trees to the larger scale drawings, Sheet 2-5, and indicated by dashed circle the trees to be removed.*

8. Replacement Trees shall be shown on the Preliminary Plat based on the replacement tree ratio in Section 15.03.036 Tree Removal. Per City of Manor Subdivision Ordinance Exhibit A Section 22 (c)(3)(viii).

**LJA Response:** *The Owner respectfully submits it is infeasible to depict on the Preliminary Plan the locations, sizes, and species of the replacement trees due to the unknown nature and design of the proposed buildings, drives, and internal utility lines. For this reason, the Owner requests the City to approve an alternate method to track and confirm the required replacement trees are included in the subsequent site plan applications for each parcel.*

*To this end, we have provided on Sheet 6 a tabulation of the trees and the total number of caliper inches to be removed by the Mass Grading and Drainage Improvement Project.*

Pauline Gray, P.E.  
Re: Manor Crossing Preliminary Plan  
August 19, 2022  
Page 3 of 3

Item 8.

Please contact me at 512.439.4700 or [DSansom@LJA.com](mailto:DSansom@LJA.com) if you have any questions or need any additional information.

Sincerely,  
**LJA ENGINEERING, INC.**

A handwritten signature in black ink, appearing to read "Don Sansom".

Don Sansom, P.E.  
Senior Project Manager

cc: Scott Dunlop, City of Manor  
Matt Harriss, Butler Family Partnership, Ltd.  
Joe Longaro, P.E.



1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, September 21, 2022

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

Permit Number 2022-P-1447-PP  
Job Address: Butler Manor Preliminary Plan, Manor 78653

Dear Don Sansom,

We have conducted a review of the preliminary plat for the above-referenced project, submitted by Don Sansom and received by our office on September 07, 2022, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



9/21/2022

## City of Manor Development Services

# Notification for a Subdivision Preliminary Plat

Project Name: Manor Crossing (Butler Manor) Preliminary Plan  
 Case Number: 2022-P-1447-PP  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan located near US HWY 290 and FM 973 in Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Preliminary Plat for the Manor Crossing (Butler Manor) Preliminary Plan, seventeen (17) lots on 95.16 acres, more or less, and being located near US HWY 290 and FM 973 in Manor, TX.**

***Applicant: Don Sansom – LJA Engineering***

***Owner: Matt Harris – The Butler Family Partnership, Ltd.***

The Planning and Zoning Commission will meet at 6:30PM on 10/12/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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



BOARD OF TRUSTEES OF THE MANOR ISD  
TCAD PID 951281  
C/O BUTLER FAMILY PARTNERSHIP  
P.O. BOX 9190  
AUSTIN, TX 78766-9190

OZIE MONROE SR FAMILY TRUST  
TCAD PID 236853  
C/O MARILYN MONROE HALL  
P.O. BOX 254  
MANOR, TX 78653-0254

TIMMERMAN COMMERCIAL INVESTMENTS  
LP  
TCAD PID 236854  
501 VALE ST  
AUSTIN, TX 78746-5732

GREENVIEW MANOR COMMONS SW, LP  
TCAD PID 874848 & 874849  
P.O. BOX 162304  
AUSTIN, TX 78716-2304

SURFVIEW MANOR, LLC  
TCAD PID 860814  
19 BAY VISTA DR  
MILL VALLEY, CA 94941-1604

HAZA REALTY, LP  
TCAD PID 860813  
4415 HIGHWAY 6  
SUGAR LAND, TX 77478-4476

CFT NV DEVELOPMENTS, LLC  
TCAD PID 860812  
1683 WALNUT GROVE AVE  
ROSEMOND, CA 91770-3711

WAL-MART REAL ESTATE BUSINESS  
TRUST MS 0555  
TCAD PID 830450 & 830451  
P.O. BOX 8050  
BENTONVILLE, AR 72712-8055

SCF RC FUNDING IV, LLC  
TCAD PID 830449  
902 CARNEGIE CENTER BLVD #520  
PRINCETON, NJ 08540-6531

COTTONWOOD HOLDINGS, LTD  
TCAD PID 725370  
C/O DWYER REALTY COMPANIES  
9900 US HWY 290 E.  
MANOR, TX 78653-9720

ASC MEDICAL 8 HOLDINGS, LLC  
TCAD PID 710219  
885 WOODSTOCK RD #430-330  
ROSWELL, GA 30075-2277

SHADOWGLEN GOLF, LP  
TCAD PID 568065  
12801 LEXINGTON ST  
MANOR, TX 78653-3333

SHERMAN & SYLVIA M WHITE JR  
TCAD PID 697020  
13720 SHADOWGLADE PL  
MANOR, TX 78653-3768

MICKEY JONATHAN & RACHEL MOLAD  
TCAD PID 697021  
13724 SHADOWGLADE PL  
MANOR, TX 78653-3768

SONNY & APRIL ANN WILLIS  
TCAD PID 697022  
13728 SHADOWGLADE PL  
MANOR, TX 78653-3768

REALTRON, INC  
TCAD PID 697023  
13276 RESEARCH BLVD #105  
AUSTIN, TX 78750-3225

PHILLIP P & IRMA EWING  
TCAD PID 697024  
13721 SHADOWGLADE PL  
MANOR, TX 78653-3768

ARTURO SANCHEZ &  
SAN JUANA PEREZ SANCHEZ  
TCAD PID 697025  
13717 SHADOWGLADE PL  
MANOR, TX 78653-3768

TRAVIS CO MUD #2  
TCAD PID 724199  
C/O SUE BROOKS LITTLEFIELD  
100 CONGRESS AVE #1300  
AUSTIN, TX 78701-2744

LAMONT & SHARLA M. RANDLE  
TCAD PID 697026  
11709 PILLION PL  
MANOR, TX 78653

THOMAS & AMANDA MULLEN  
TCAD PID 697027  
11713 PILLION PL  
MANOR, TX 78653-3767

HUMBERTO SUAREZ  
TCAD PID 697028  
11717 PILLION PL  
MANOR, TX 78653-3767

MICHAEL & LAUREN MANKER  
TCAD PID 697029  
11721 PILLION PL  
MANOR, TX 78653-3767

MARILYN D. MCARTHUR  
TCAD PID 697030  
11725 PILLION PL  
MANOR, TX 78653-3767

GARY L. STIGGERS  
TCAD PID 697031  
11729 PILLION PL  
MANOR, TX 78653-3767

WILLIAMS WESLEY TAYLOR JR &  
JERY ANN TAYLOR  
TCAD PID 697032  
11733 PILLION PL  
MANOR, TX 78653-3767

MAURA & TERRENCE HAYS III  
TCAD PID 697033  
11737 PILLION PL  
MANOR, TX 78653-3767

DAFFNEY A HENRY  
TCAD PID 697034  
13745 SHADY RIDGE  
MANOR, TX 78653-3770

BENJAMIN & MARISA DEL LA GARZA  
TCAD PID 697054  
11708 PILLION PL  
MANOR, TX 78653-3767

ALLEN C AMBUHL & DEBRA K YOUNG  
TCAD PID 697055  
11712 PILLION PL  
MANOR, TX 78653-3767

GEORGE BROWN JR  
TCAD PID 697056  
P.O. BOX 1158  
MANOR, TX 78653-1158

ANTHONY & VICTORIA HUNT  
TCAD PID 697057  
11720 PILLION PL  
MANOR, TX 78653-3767

SEAN & SUMMER CURTIS  
TCAD PID 700577  
913 N. INYO ST  
RIDGECREST, CA 93555-3000

CARMEN & RODOLFO ACOSTA  
TCAD PID 700578  
13820 FIELD SPAR DR  
MANOR, TX 78653-3881

BRETT R. BENEDETTI  
TCAD PID 700579  
13824 FIELD SPAR DR  
MANOR, TX 78653-3881

DAISY PRIETO & SALVADOR U FLORES  
TCAD PID 700580  
13828 FIELD SPAR DR  
MANOR, TX 78653-3881

ASPAZIA BITA  
TCAD PID 700581  
13832 FIELD SPAR DR  
MANOR, TX 78653-3881

TODD CURTIS PHILLIPS &  
SAMANTHA ANNETTE PHILLIPS  
TCAD PID 700582  
11501 SUN GLASS DR  
MANOR, TX 78653-3884

AKINYEMI P. AJAI & PRISCILLA O AJAI  
TCAD PID 700616  
11505 SUN GLASS DR  
MANOR, TX 78653-3884

JENNIFER & MICHAEL WHITE  
TCAD PID 700648  
11509 SUN GLASS DR  
MANOR, TX 78653-3884

MAYRA HERNANDEZ  
TCAD PID 700621  
11513 GLASS DR  
MANOR, TX 78653

GLADYS & JEFFREY LEWIS  
TCAD PID 700622  
11517 SUN GLASS DR  
MANOR, TX 78653-3884

CORETTA BELL-SEXTON &  
JOHNNY F SEXTON JR  
TCAD PID 700623  
11601 SUN GLASS DR  
MANOR, TX 78653-3885

KRISTIN L & SCOTT P VANDENBERG  
TCAD PID 700624  
11605 SUN GLASS DR  
MANOR, TX 78653-3885

CHARLIE HOLMES &  
MARK BURGESSPORTER  
TCAD PID 700625  
C/O STEPHENS LAMB  
P.O. BOX 27626  
MACON, GA 31221-7626

BRENT WILLIAM SPEAD &  
SHYLA ANAHITA SPEAD  
TCAD PID 700626  
11613 SUN GLASS DR  
MANOR, TX 78653-3885

STEPHEN C & SANDRA L ITNYRE  
TCAD PID 700627  
11617 SUN GLASS DR  
MANOR, TX 78653-3885

CHARLES L & AURSHA R WALDON  
TCAD PID 700628  
11621 SUN GLASS DR  
MANOR, TX 78653-3885

AGATA GRUZA & ERIC MICHAEL DALEY  
TCAD PID 700620  
13824 LONG SHADOW DR  
MANOR, TX 78653-3883

DAVID L & JOSIE U HANEY  
TCAD PID 700649  
13825 TERCEL TRACE  
MANOR, TX 78653-3879

PROPERTY OWNER  
TCAD PID 700650  
13821 TERCEL TRACE  
MANOR, TX 78653

TORVALD TOMAS VALENTIJ HESSEL &  
RYAN ELISABETH FLEMING  
TCAD PID 700670  
16408 CHRISTINA GARZA DR  
MANOR, TX 78653-2162

WILLIE & CARMEN MARIA KENDRICK  
TCAD PID 700671  
13824 TERCEL TRACE  
MANOR, TX 78653-3879

CHAE KYUNG KIM & CHOONG N CHANG  
TCAD PID 700591  
13817 FIELD SPAR DR  
MANOR, TX 78653-3881

MICHAEL & LINDSAY JONES  
TCAD PID 700590  
13821 FIELD SPAR DR  
MANOR, TX 78653-3881

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.

*Applicant:* I.T. Gonzalez Engineers

*Owner:* Victor Martinez

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is a 4 lot subdivision in our ETJ with each lot being 2.5 – 2.75 acres and planned for residential uses.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.

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

R & M SUBDIVISION

LEGEND

- (xxx)

●

○

IRF

IRS

P.U.E.

---

BOUNDARY LINE

PROPERTY LINE

PER RECORD

IRON ROD FOUND

IRON ROD SET

IRON ROD FOUND

IRON ROD SET

PUBLIC UTILITY EASEMENT

EASEMENT LINE
- ⊙

---

▨

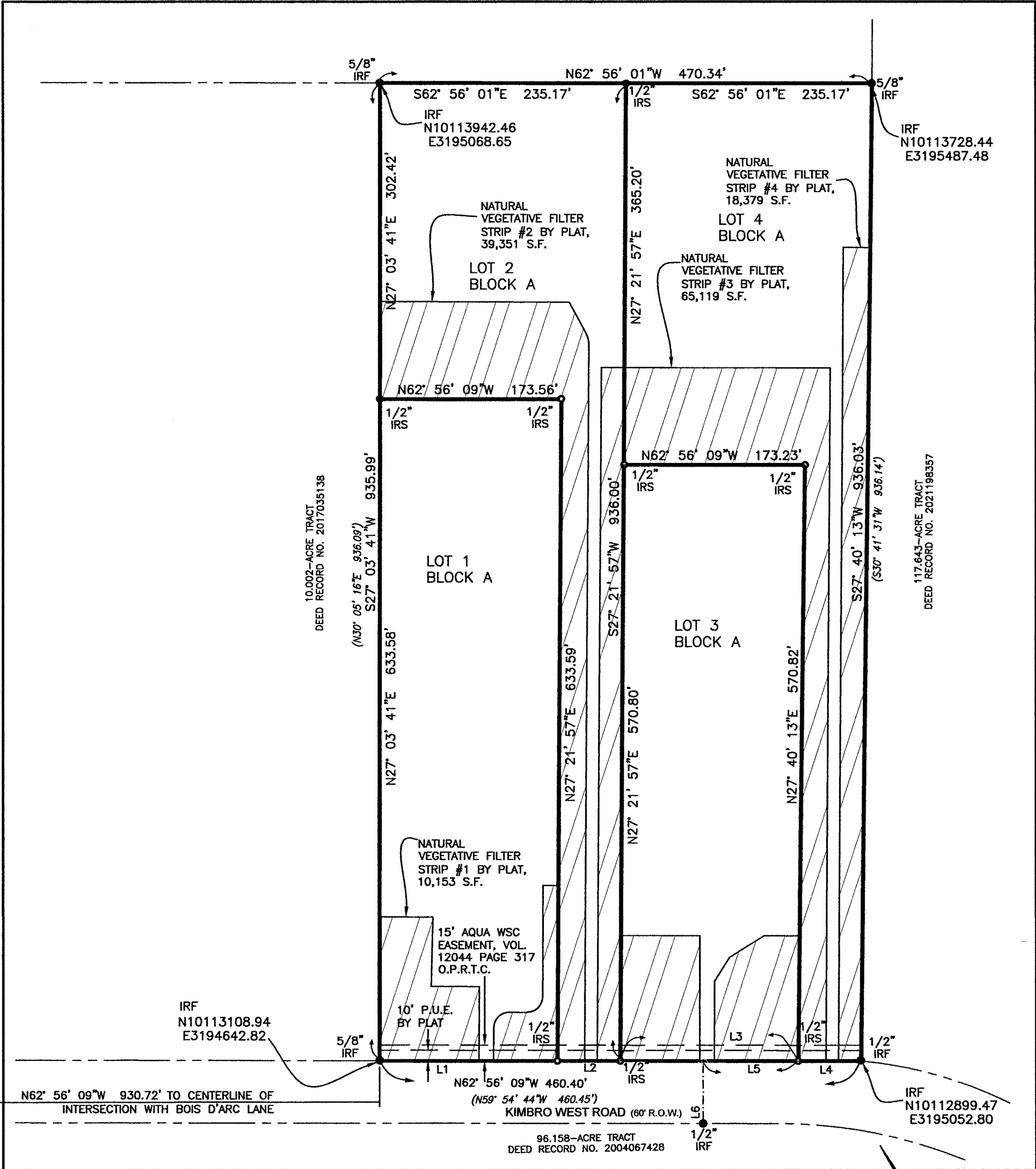
CONCRETE MONUMENT SET (CMS)

ROW TIE

NATURAL VEGETATIVE FILTER STRIP
- O.P.R.T.C.

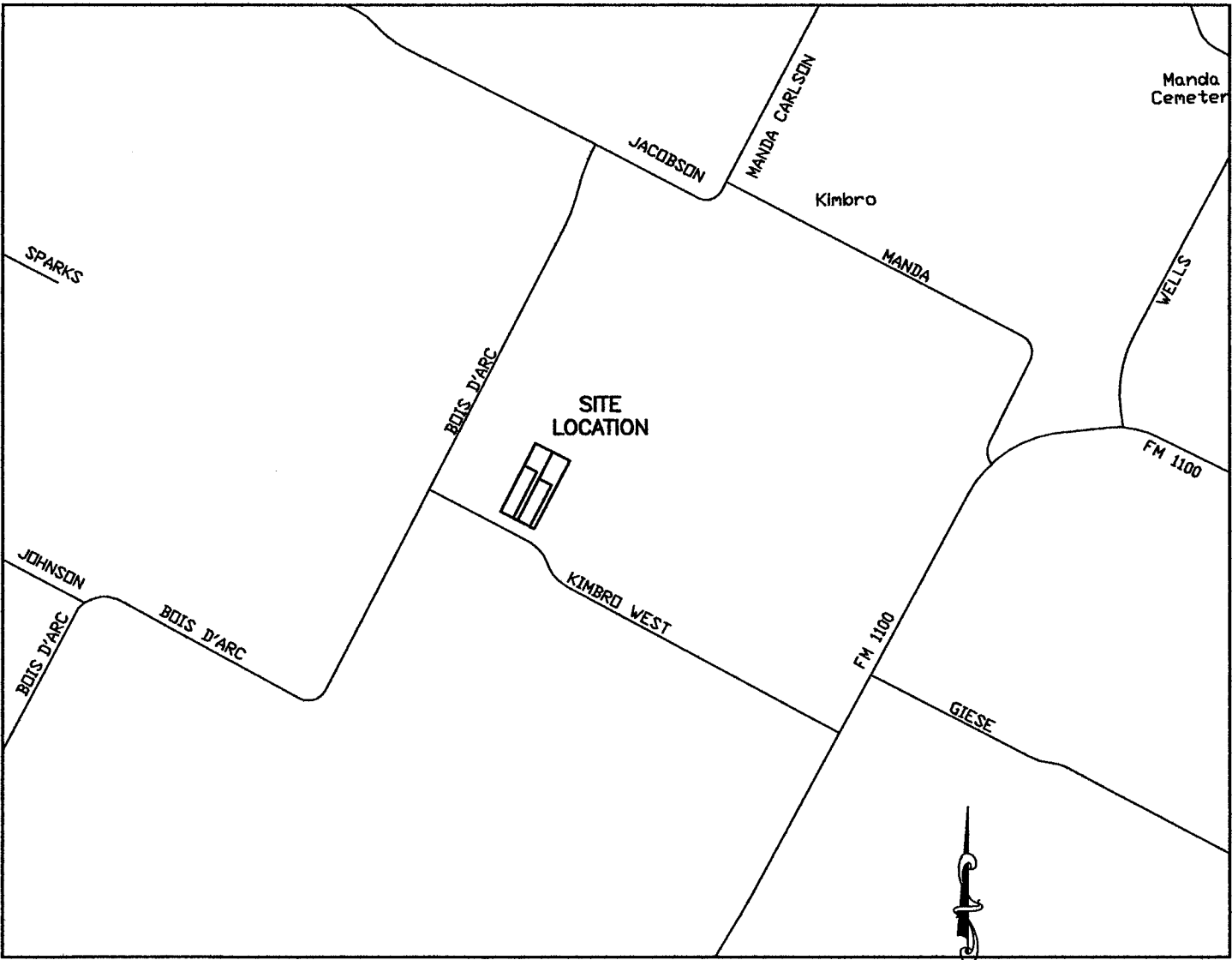
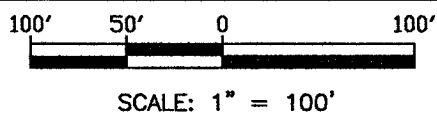
OFFICIAL PUBLIC RECORDS TRAVIS COUNTY

NOTE:  
THE COORDINATES SHOWN ARE BASED ON  
THE TEXAS STATE PLANE COORDINATE SYSTEM,  
CENTRAL ZONE, NAD83 (CORS) DATUM. THE  
BEARINGS SHOWN ARE GRID BEARINGS.



| LINE DATA |             |          |
|-----------|-------------|----------|
| LINE #    | BEARING     | DISTANCE |
| L1        | N62°56'09"W | 170.20'  |
| L2        | N62°56'09"W | 60.00'   |
| L3        | N62°56'09"W | 170.20'  |
| L4        | N62°56'09"W | 60.00'   |
| L5        | N62°56'09"W | 151.13'  |
| L6        | S27°03'51"W | 60.00'   |

| LOT SIZE |         | LAND USE |                  |
|----------|---------|----------|------------------|
| LOT No.  | SQ.FT.  | ACRES    | —                |
| LOT 1    | 108,909 | 2.50     | S.F. RESIDENTIAL |
| LOT 2    | 108,890 | 2.50     | S.F. RESIDENTIAL |
| LOT 3    | 98,010  | 2.25     | S.F. RESIDENTIAL |
| LOT 4    | 119,776 | 2.75     | S.F. RESIDENTIAL |
| TOTAL    | 435,586 | 10.00    | —                |



LOCATION MAP  
1"=2000

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

APPROVED:

ATTEST:

JULIE LEONARD  
CHAIRPERSON

LLUVIA T. ALMARAZ, CITY SECRETARY

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

APPROVED:

ATTEST:

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

LLUVIA T. ALMARAZ, CITY SECRETARY

SHEET 3 OF 3

**ITG** I T Gonzalez  
Engineers

SURVEYING FIRM REGISTRATION NO. 100573-0  
ENGINEERING FIRM REGISTRATION NO. F-3216  
3501 MANDR ROAD AUSTIN, TEXAS 78723  
TEL: (512) 447-7400

TRAVIS COUNTY SUBDIVISION # S-XX-XXX  
I.T.G. ENGINEERS PROJECT NO: P21.11.01.01

© 2022 I T GONZALEZ ENGINEERS



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, August 5, 2022

Bill Graham  
I. T. Gonzalez Engineers  
3501 Manor RD  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2022-P-1459-SF  
Job Address: 13910 Kimbro West Road, Manor, TX. 78653

Dear Bill Graham,

The first submittal of the 13910 Kimbro West Road - R & M Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by I. T. Gonzalez Engineers and received on September 06, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. The signature blocks on the second page need to have the correct mayor. The mayor of the City of Manor is Dr. Christopher Harvey. A signature block for the planning and zoning chairperson needs to be included. Per City of Manor Subdivision Ordinance Chapter 10 Exhibit A Section 24c (1)(vi).
2. General note number 1, on the second page, needs to be updated to say, "as of" (need to provide a date).
3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. Must be to scale.
4. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.
5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corners 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.
6. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

8/5/2022 7:41:24 AM  
13910 Kimbro West Road - R & M Subdivision Short  
Form Final Plat  
2022-P-1459-SF  
Page 2

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

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

Thank you,



Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



## COMMENT RESPONSE LETTER –

SUBMITTED AS PART OF UPDATE 1 FOR AUGUST 5, 2022 CITY OF MANOR REVIEW COMMENTS

PROJECT: R &amp; M Subdivision

LOCATION: 13910 Kimbro West Road

PERMIT #: 2022-P-1459-SF

REVIEW ENGINEER: Pauline Gray, P.E.

SUBMITTED BY: I. T. Gonzalez Engineers

DATE: 09-02-2022

**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 signature blocks on the second page need to have the correct mayor. The mayor of the City of Manor is Dr. Christopher Harvey. A signature block for the planning and zoning chairperson needs to be included. Per City of Manor Subdivision Ordinance Chapter 10 Exhibit A Section 24c (1)(vi).

*The mayor and P&Z chairperson are now shown correctly in the signature blocks on page 3 of plat.*

2. General note number 1, on the second page, needs to be updated to say, "as of" (need to provide a date).

*Note 1 has been modified as requested.*

3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. Must be to scale.

*The location map on page 3 has been modified to cover one mile in all directions.*

4. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.

*The City limit lines and and/or the outer border of the City's ETJ are not close the R & M Subdivision boundary.*

5. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corners 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.

*The bearing and distance to Bois D'Arc Lane is now shown. Northern and easting coordinates for 4 property corners are now shown.*

6. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

*Being in the ETJ of Manor, there is no zoning and, thus, no building setback lines. Proposed and existing easements are shown on the face of the plat.*

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

Noted

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.

Noted



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, September 13, 2022

Bill Graham  
I. T. Gonzalez Engineers  
3501 Manor RD  
Austin TX 78723  
bill@itgonzalezengineers.com

Permit Number 2022-P-1459-SF  
Job Address: 13910 Kimbro West Road, Manor 78653

Dear Bill Graham,

We have conducted a review of the final plat for the above-referenced project, submitted by Bill Graham and received by our office on September 06, 2022, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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

Sincerely,

Pauline Gray, P.E.  
Lead AES  
Jay Engineering, a Division of GBA



9/19/2022

## City of Manor Development Services

### Notification for a Subdivision Short Form Final Plat

Project Name: 13910 Kimbro West Road - R & M Subdivision Short Form Final Plat  
 Case Number: 2022-P-1459-SF  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.org](mailto:mburrell@manortx.org) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the R&M Subdivision Short Form Final Plat located at 13910 Kimbro West Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Short Form Final Plat for the R&M Subdivision Short Form Final Plat, four (4) lots on 10 acres, more or less, and being located at 13910 Kimbro West Road, Manor, TX.**

***Applicant: I. T. Gonzalez Engineers***

***Owner: Victor Martinez***

The Planning and Zoning Commission will meet at 6:30PM on 9/19/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

Charles D Oman Trust  
14859 BOIS D ARC LN  
ELGIN TX 78653-3626

NATHANIEL TURK MCCLESKEY  
606 MARSHALL ST  
LEXINGTON VA 24450-1922

LAURA C & ERIC I ESTRADA  
14017 KIMBRO WEST RD  
MANOR TX 78653-3817

GERALD B & GRACE SOPHER  
15111 BOIS D ARC LN  
MANOR TX 78653-3446

DIMAS ARMANDO ROSA ETAL  
1403 PARKSIDE DR  
ROUND ROCK TX 78664-6962

JUAN FRANCISCO & LARA ZAMARRIPA  
15123 BOIS D ARC  
MANOR TX 78653-3446

ANTONIO MARQUEZ CASTRUITA  
15131 BOIS D ARC LN  
MANOR TX 78653-3446

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 12, 2022  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Short Form Final Plat for the Amavi Manor Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Rd, Manor, TX.

*Applicant:* Kimley-Horn and Associates

*Owner:* Jefferson Triangle Marine, LP

### BACKGROUND/SUMMARY:

This plat has been approved by our engineers. It is a two lot subdivision (previously 3 lots), with 1 lot being 9 acre commercial lot and the other a 53 acre townhome lot. The property was recently annexed and zoned C-2 Medium Commercial and TH Townhome.

**LEGAL REVIEW:** NA  
**FISCAL IMPACT:** (Type YES or NO) NO  
**PRESENTATION:** (Type YES or NO) NO  
**ATTACHMENTS:** (Type YES or NO) YES

- Plat
- Engineer Comments
- Conformance Letter

- Public Notice
- Mailing Labels

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Planning and Zoning Commission approve a Short Form Final Plat for the Amavi Manor Short Form Final Plat, two (2) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Rd, Manor, TX.

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







Texas Engineering Firm #4242

Date: Wednesday, September 7, 2022

Madeline Hackett

5301 Southwest Parkway, Suite 100  
Austin 78735  
madeline.hackett@kimley-horn.com

Permit Number 2022-P-1465-SF  
Job Address: 12905 Old Kimbro Road, Manor, TX. 78653

1500 County Road 269  
Leander, TX 78641

PO Box 2029  
Leander, TX 78646-2029

Dear Madeline Hackett,

The first submittal of the Old Kimbro Rd - Amavi Manor - Short Form Final Plat (*Short Form Final Plat*) submitted by and received on August 16, 2022, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

### Engineer Review

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

1. Per City of Manor Subdivision Ordinance Exhibit A Article II Section 28 (c) – Section 24 (c)(1)(iii): A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended.
2. The P&Z Chairperson is Julie Leonard.
3. The Mayor is Dr. Christopher Harvey.
4. 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.
5. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
6. Per City of Manor Subdivision Ordinance Exhibit A Article II Section 28 (c) – Section 24 (c)(4)(vi) The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.
7. Ch. 10, Exhibit A, Article III, Section 45(b)(9) All lots shall face and have contiguous frontage on a usable, dedicated public road right-of-way except lots within a PUD which may have similar frontage on a private street under common ownership. The extent of this frontage (front line) shall conform to the minimum lot width requirements set forth in the City's Zoning Ordinance. Lots in the ETJ shall have a minimum lot width of sixty (60')

feet of frontage.

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

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

Thank you,

A handwritten signature in blue ink, reading "Pauline M. Gray". The signature is cursive and fluid.

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

September 26th, 2022

City of Manor

RE: **Comment Review**  
**Amavi Manor**

Mr. Burrell,

Please accept this Comment Response Letter for the above referenced project. This submittal is in response to the comments provided by City of Manor on September 14, 2022. The original comments have also been included below for reference.

1. Per City of Manor Subdivision Ordinance Exhibit A Article II Section 28 (c) – Section 24 (c)(1)(iii): A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended.

**Response: Location map has been added to the plat for reference.**

2. The P&Z Chairperson is Julie Leonard.

**Response: Name has been updated.**

3. The Mayor is Dr. Christopher Harvey.

**Response: name has been updated**

4. 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: Information has been added to plat as requested above.**

5. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.

**Response: Floodplain application is not applicable.**

6. Per City of Manor Subdivision Ordinance Exhibit A Article II Section 28 (c) – Section 24 (c)(4)(vi) The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

**Response: Setback lines has been added to the final plat.**

7. Ch. 10, Exhibit A, Article III, Section 45(b)(9) All lots shall face and have contiguous frontage on a usable, dedicated public road right-of-way except lots within a PUD which may have similar frontage on a private street under common ownership. The extent of this frontage (front line) shall conform to the minimum lot width requirements set forth in the City's Zoning Ordinance. Lots in the ETJ shall have a minimum lot width of sixty (60) feet of frontage.

**Response: Lot 3 has been removed. All lots have frontage to Old Kimbro Road.**

Should you have any questions or require additional information, please feel free to contact me directly at (512) 646-2237 or Michael.Lee@kimley-horn.com.

Sincerely,



Michael Lee, P.E.

Project Manager

KIMLEY-HORN AND ASSOCIATES, INC.



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, October 6, 2022

Madeline Hackett

5301 Southwest Parkway, Suite 100  
Austin 78735  
madeline.hackett@kimley-horn.com

Permit Number 2022-P-1465-SF  
Job Address: 12905 Old Kimbro Road, Manor 78653

Dear Madeline Hackett,

We have conducted a review of the site development plans for the above-referenced project, submitted by Madeline Hackett and received by our office on September 26, 2022, and previously received August 16, 2022, for conformance with the City of Manor Zoning Ordinance. The Plans appear to be in general compliance with City of Manor Code of Ordinances Chapter 14, Section 14.02 Exhibit A, Zoning Ordinance 185 requirements and we therefore take no exception to their approval as presented.

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

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

Sincerely,

Tyler Shows  
Staff Engineer  
GBA





8/19/2022

## City of Manor Development Services

### Notification for a Subdivision Short Form Final Plat

Project Name: Amavi Manor - Short Form Final Plat  
 Case Number: 2022-P-1465-SF  
 Case Manager: Michael Burrell  
 Contact: [mburrell@cityofmanor.org](mailto:mburrell@cityofmanor.org) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the Amavi Manor – Short Form Final Plat located at 12905 Old Kimbro Road, Manor, TX. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Short Form Final Plat for the Amavi Manor – Short Form Final Plat, three (3) lots on 62.257 acres, more or less, and being located at 12905 Old Kimbro Road, Manor, TX.**

***Applicant: Madeline Hackett***

***Owner: Jefferson Triangle Marine, LP***

The Planning and Zoning Commission will meet at 6:30PM on 9/14/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

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

PHAN HOAN VAN & THU THI HUYNH  
5701 LONG CT  
AUSTIN TX 78730-5056

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5701 LONG CT  
AUSTIN TX 78730-5056

TAPIA TOMAS  
12908 OLD KIMBRO RD  
MANOR TX 78653-4519

CYPRESS BLUFF LLC  
12822 KIMBRO RD  
MANOR TX 78653

CYPRESS BLUFF LLC  
12822 KIMBRO RD  
MANOR TX 78653

TIMMERMAN COMMERCIAL  
INVESTMENTS LP (1729480)  
501 VALE ST  
AUSTIN TX 78746-5732

AUSTIN27 LLC  
117 Fort Hood Ln  
Georgetown TX 78628-6007

AUSTIN 21 LLC  
117 FORT HOOD LN  
GEORGETOWN TX 78628-6007

AUSTIN 21 LLC  
117 FORT HOOD LN  
GEORGETOWN TX 78628-6007

KLATT PROPERTIES LP  
2001 PICADILLY DR  
ROUND ROCK TX 78664-9511

TANI INVESTMENTS LLC ETAL  
7606 Brae Acres Ct  
Houston TX 77074-4123

AUSPRO ENTERPRISES LP  
PO BOX 13549  
AUSTIN TX 78711-3549

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

RUIZ FRANCISCO & SINDY SILVA  
13232 HIGH SIERRA ST  
MANOR TX 78653-5378