



Texas Engineering Firm #4242

Date: Tuesday, November 9, 2021

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2021-P-1363-FP
Job Address: Manor Heights Phase 3-1 Final Plat, Manor, TX. 78653

Dear Alex Granados,

The first submittal of the Manor Heights Phase 3-1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 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 (512) 259-3882 or by email at pgray@gbateam.com.

1. Provide a sheet that shows the entirety of Lot 8.
2. Provide a description as to what proposed uses are planned for Lot 8.
3. Clearly label all proposed lots. It is unclear what the large lot shown on Sheets 2 and 3 is.
4. Remove Philip Tryon's name from the P&Z Chairperson signature block.
5. The new Mayor is Dr. Christopher Harvey.
6. The location of City Limit lines and/or outer boundary of the City's ETJ should be shown on the plat.
7. A copy of the approved application for floodplain map amendment or revision as required by FEMA should be provided.

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

11/9/2021 5:54:35 PM
Manor Heights Phase 3-1 Final Plat
2021-P-1363-FP
Page 2

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

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

Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is written in a cursive style.

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



November 16, 2021

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

**RE: Permit Number: 2021-P-1363-FP
Manor Heights Phase 3 Section 1 Final Plat, Manor, TX. 78653**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in reply to your review, dated November 9, 2021, of the first submittal of the *Manor Heights Phase 3 Section 1 Final Plat* submitted on October 14, 2021. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Ordinance Requirements

1. Provide a sheet that shows the entirety of Lot 8.

Response: Sheet 1 has been added to show the entirety of Lot 8

2. Provide a description as to what proposed uses are planned for Lot 8.

Response: Lot 8 will be used and labeled as an Open Space/Drainage area.

3. Clearly label all proposed lots. It is unclear what the large lot shown on Sheets 2 and 3 is.

Response: All proposed lots are labeled. The large lot shown is the remainder of the property and it will be plated with Manor Heights Phase 3, Section 2 Final Plat.

4. Remove Philip Tryon's name from the P&Z Chairperson signature block. a description as to what proposed uses are planned for Lot 8.

Response: Philip Tryon's name has been removed.

5. The new Mayor is Dr. Christopher Harvey.

Response: The Mayor has been updated to Dr. Christopher Harvey.

6. The location of City Limit lines and/or outer boundary of the City's ETJ should be shown on the plat.

Response: The City Limit lines are further North of the project.

7. A copy of the approved application for floodplain map amendment or revision as required by FEMA should be provided.

Response: A copy of the approved floodplain map revision is provided.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.
(512) 782-0602
alex.granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Friday, December 3, 2021

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2021-P-1363-FP
Job Address: Manor Heights Phase 3-1 Final Plat, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 3-1 Final Plat submitted by Kimley-Horn and received on March 07, 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 (512) 259-3882 or by email at pgray@gbateam.com.

- ~~1. Provide a sheet that shows the entirety of Lot 8.~~
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- 8. The registered public surveyor and registered professional engineer shall affix their seal on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(ii).**
- 9. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24(c)(1)(v).**
- 10. In the street name document provided, Howser Trace and Thomas Wheeler Way are not reserved names, but they are street names in the plat. Other street names are listed that do not appear on this plat. Please provide approval of all the street names within this plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(xi).**
- 11. Please include the bearing and distance of all property lines on all sheets within the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(i).**
- 12. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).**
- 13. Provide the document numbers for all of the existing easements shown on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(iii).**
- 14. Some of the lot areas are shown as 6,249 square feet while the PUD has a minimum single family lot size of 6, 250 square feet. Please revise these lots to be in accordance with the PUD and the City of Manor Subdivision Ordinance Article II Section 24(c)(4)(iv).**
- 15. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(iii).**
- 16. Provide performance and maintenance guarantees as required by the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(ix).**
- 17. Note 11 on the Plat references Phase 2 Section 2 of Manor Heights for sidewalk improvements. Please update this to the current plat for Phase 3 Section 1.**

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

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

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Thank you,



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



January 6, 2022

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

**RE: Permit Number: 2021-P-1363-FP
Manor Heights Phase 3 Section 1 Final Plat, Manor, TX. 78653**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in reply to your review, dated December 3, 2021, of the first submittal of the *Manor Heights Phase 3 Section 1 Final Plat* submitted on November 16, 2021. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Ordinance Requirements

1. The registered public surveyor and registered professional engineer shall affix their seal on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(ii).

Response: The seal will be added to the plat after approval for recordation.

2. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24(c)(1)(v).

Response: The names and plat or deed references of surrounding lot owners will be provided on the plat.

3. In the street name document provided, Howser Trace and Thomas Wheeler Way are not reserved names, but they are street names in the plat. Other street names are listed that do not appear on this plat. Please provide approval of all the street names within this plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(xi).

Response: Acknowledged, all street name approvals will be provided.

4. Please include the bearing and distance of all property lines on all sheets within the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(i).

Response: The bearing and distance will be provided on the plat.

5. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).

Response: Monument descriptions have been provided on the plat.

6. Provide the document numbers for all of the existing easements shown on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(iii).

Response: The existing easement document numbers are shown on the plat.

7. Some of the lot areas are shown as 6,249 square feet while the PUD has a minimum single family lot size of 6, 250 square feet. Please revise these lots to be in accordance with the PUD and the City of Manor Subdivision Ordinance Article II Section 24(c)(4)(iv).

Response: Lot areas have been revised to be in accordance with the 6,250 sq ft minimum.

8. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(iii).

Response: Acknowledged.

9. Provide performance and maintenance guarantees as required by the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(ix).

Response: Acknowledged.

10. Note 11 on the Plat references Phase 2 Section 2 of Manor Heights for sidewalk improvements. Please update this to the current plat for Phase 3 Section 1.

Response: Note 11 has been updated to reference Phase 3 Section 1.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Alex Granados, P.E.
(512) 782-0602
alex.granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Wednesday, February 2, 2022

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2021-P-1363-FP
Job Address: Manor Heights Phase 3-1 Final Plat, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 3-1 Final Plat submitted by Kimley-Horn and received on March 07, 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 (512) 259-3882 or by email at pgray@gbateam.com.

- ~~1. Provide a sheet that shows the entirety of Lot 8.~~
- ~~2. Provide a description as to what proposed uses are planned for Lot 8.~~
- ~~3. Clearly label all proposed lots. It is unclear what the large lot shown on Sheets 2 and 3 is.~~
- ~~4. Remove Philip Tryon's name from the P&Z Chairperson signature block.~~
- ~~5. The new Mayor is Dr. Christopher Harvey.~~
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- ~~7. A copy of the approved application for floodplain map amendment or revision as required by FEMA should be provided.~~

1500 County Road 269
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PO Box 2029
Leander, TX 78646-2029

~~8. The registered public surveyor and registered professional engineer shall affix their seal on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(ii).~~

9. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24 (c)(1)(v).

~~10. In the street name document provided, Howser Trace and Thomas Wheeler Way are not reserved names, but they are street names in the plat. Other street names are listed that do not appear on this plat. Please provide approval of all the street names within this plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(xi).~~

~~11. Please include the bearing and distance of all property lines on all sheets within the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(i).~~

12. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).

~~13. Provide the document numbers for all of the existing easements shown on the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(2)(iii).~~

~~14. Some of the lot areas are shown as 6,249 square feet while the PUD has a minimum single family lot size of 6,250 square feet. Please revise these lots to be in accordance with the PUD and the City of Manor Subdivision Ordinance Article II Section 24(c)(4)(iv).~~

~~15. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of these improvements in accordance with the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(iii).~~

~~16. Provide performance and maintenance guarantees as required by the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(ix).~~

~~17. Note 11 on the Plat references Phase 2 Section 2 of Manor Heights for sidewalk improvements. Please update this to the current plat for Phase 3 Section 1.~~

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

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

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Thank you,



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



February 4, 2022

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

**RE: Permit Number: 2021-P-1363-FP
Manor Heights Phase 3 Section 1 Final Plat, Manor, TX. 78653**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in reply to your review, dated February 2, 2022, of the first submittal of the *Manor Heights Phase 3 Section 1 Final Plat* submitted on January 7, 2022. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Ordinance Requirements

1. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24(c)(1)(v).

Response: The names and plat or deed references of surrounding lot owners will be provided on the plat.

2. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).

Response: All temporary and permanent monument descriptions have been provided on the plat for all property corners.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Alex Granados, P.E.
(512) 782-0602
alex.granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Tuesday, March 1, 2022

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2021-P-1363-FP
Job Address: Manor Heights Phase 3-1 Final Plat, Manor 78653

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 3-1 Final Plat submitted by Kimley-Horn and received on March 07, 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 (512) 259-3882 or by email at pgray@gbateam.com.

- ~~1. Provide a sheet that shows the entirety of Lot 8.~~
- ~~2. Provide a description as to what proposed uses are planned for Lot 8.~~
- ~~3. Clearly label all proposed lots. It is unclear what the large lot shown on Sheets 2 and 3 is.~~
- ~~4. Remove Philip Tryon's name from the P&Z Chairperson signature block.~~
- ~~5. The new Mayor is Dr. Christopher Harvey.~~
- ~~6. The location of City Limit lines and/or outer boundary of the City's ETJ should be shown on the plat.~~
- ~~7. A copy of the approved application for floodplain map amendment or revision as required by FEMA should be provided.~~

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PO Box 2029
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~~8. The registered public surveyor and registered professional engineer shall affix their seal on the plat per City of Manor Subdivision Ordinance Article II Section 24(e)(1)(ii).~~

9. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24 (c)(1)(v).

~~10. In the street name document provided, Howser Trace and Thomas Wheeler Way are not reserved names, but they are street names in the plat. Other street names are listed that do not appear on this plat. Please provide approval of all the street names within this plat per City of Manor Subdivision Ordinance Article II Section 24(c)(1)(xi).~~

~~11. Please include the bearing and distance of all property lines on all sheets within the plat per City of Manor Subdivision Ordinance Article II Section 24(e)(2)(i).~~

12. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).

~~13. Provide the document numbers for all of the existing easements shown on the plat per City of Manor Subdivision Ordinance Article II Section 24(e)(2)(iii).~~

~~14. Some of the lot areas are shown as 6,249 square feet while the PUD has a minimum single family lot size of 6,250 square feet. Please revise these lots to be in accordance with the PUD and the City of Manor Subdivision Ordinance Article II Section 24(e)(4)(iv).~~

~~15. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of these improvements in accordance with the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(iii).~~

~~16. Provide performance and maintenance guarantees as required by the City of Manor Subdivision Ordinance Article II Section 24(c)(5)(ix).~~

~~17. Note 11 on the Plat references Phase 2 Section 2 of Manor Heights for sidewalk improvements. Please update this to the current plat for Phase 3 Section 1.~~

18. The name of the Travis County Clerk should be updated to Rebecca Guerrero.

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

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

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Thank you,



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



March 7, 2022

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

**RE: Permit Number: 2021-P-1363-FP
Manor Heights Phase 3 Section 1 Final Plat, Manor, TX 78653**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in reply to your review, dated March 1, 2022, of the first submittal of the *Manor Heights Phase 3 Section 1 Final Plat* submitted on March 7, 2022. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Ordinance Requirements

1. Provide the names and plat or deed references of all owners of lots in previous platted sections of Manor Heights within 300 feet of and shown on this plat per the City of Manor Subdivision Ordinance Article II Section 24(c)(1)(v).

Response: The names and plat or deed references of surrounding lot owners will be provided on the plat. Manor Heights Phase 3-2 callouts have been added to the plat sheets, with document numbers to be added once that plat has been recorded.

2. Please include on the plat drawing sheets the description of all temporary and permanent monuments for the property. The monuments on the outer boundary corners of the plat are crucial. Update the plat per City of Manor Subdivision Ordinance Article II Section 24(c)(3)(ii).

Response: Comment has been determined to be cleared per email correspondence with Pauline on 3/1/2022.

3. The name of the Travis County Clerk should be updated to Rebecca Guerrero.

Response: County clerk has been updated.

Note: A few updates to the plat have been made, listed as follows:

- **Wastewater easement shown on Block D, Lot 8 has been updated per correspondence with GBA.**
- **Fully developed floodplain has been updated to show no proposed floodplain within Block D, Lot 7.**
- **Back of lot lines for Block D, Lots 1-5 are now of one contiguous line.**

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Alejandro E. Granados Rico". The signature is written in a cursive style.

Alex Granados, P.E.
(512) 782-0602
alex.granados@kimley-horn.com



Texas Engineering Firm #4242

Date: Friday, April 1, 2022

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2021-P-1363-FP
Job Address: Manor Heights Phase 3-1 Final Plat, Manor 78653

Dear Alex Granados,

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~~11. Please include the bearing and distance of all property lines on all sheets within the plat per City of Manor Subdivision Ordinance Article II Section 24(e)(2)(i).~~

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~~15. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of these improvements in accordance with the City of Manor Subdivision Ordinance Article II Section 24(e)(5)(iii).~~

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~~17. Note 11 on the Plat references Phase 2 Section 2 of Manor Heights for sidewalk improvements. Please update this to the current plat for Phase 3 Section 1.~~

~~18. The name of the Travis County Clerk should be updated to Rebecca Guerrero.~~

19. Per General Note #16, there are lots being dedicated to the City that are to be maintained by the HOA. Per the Development Agreement(DA), a license agreement is required along with a warranty deed for lots that are dedicated to the City and are to be maintained by the HOA.

20. General Note #16 states that the City will be maintaining landscape lots. The City does not want to maintain or own landscape lots.

21. The DA should be reviewed to verify which lots are to be dedicated to the City.

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

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

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