



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, December 9, 2025

Sarah Corona
MWM Design Group
9001 N. IH-35, Suite 102
Austin TX 78753
sarah.corona@mwmdg.com

Permit Number 2025-P-1739-SF
Job Address: , Manor 78653

Dear Sarah Corona,

The subsequent submittal of the Boyce Street Parking Lot Short Form Plat submitted by MWM Design Group and received on January 16, 2026, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. ~~The vicinity map needs to be scaled 1' = 2,000".~~
- ii. ~~Provide a note whether this area will be served by the City of Manor for water and wastewater.~~
 - a. ~~Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.~~
 - b. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.~~
- iii. ~~Note 5 on page 2 will need to refer to the City of Manor and not the City of Austin.~~
- iv. ~~Provide the lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use. (Page 3)~~
- v. **Acknowledge: That all variances approved by the Commission shall appear as a note on the final plat. The plat will need to be reviewed once the variances are added.**
- vi. ~~Using the state plane coordinate system, X and Y coordinates shall be identified for four (4) property corners. (Page 3)~~
- vii. **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. As per the Manor Code of Ordinance Chapter 14 Section 14.02.007.
- viii. ~~The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines. A sidewalk is required along all major streets, Lexington, Boyce, and Burnet.~~
- ix. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~

~~10. For final acceptance, a seal of the surveyor and engineer is required.~~

~~11. The following signatures are required:~~

- a. ~~ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE _____ DAY OF _____, 20____.~~
 1. ~~for Felix Paiz: Chairperson and Lluvia T. Almaraz: City Secretary~~
- b. ~~ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE _____ DAY OF _____, 20____.~~
 1. ~~Provide a signature block for the Dr. Christopher Harvey, Mayor of the City of Manor, City Secretary.~~
- c. ~~An example will be provided.~~

~~12. The following notes are required:~~

- a. ~~REQUIRED NOTES: THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. _____ DAY OF _____, 20____.~~
- b. ~~(FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS OF WAYS DEDICATED BY THIS PLAT.~~

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

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

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

Thank you,



Pauline Gray, P.E.
Lead AES
GBA

November 12, 2025

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

Subject: 2025-P-1739-SF U1 Comment Response
Project Name: Boyce Street Parking Lot Short Form Plat
MWM Project No: 1002-001

Dear Mr. Shows,

Please find our comment responses to the City's reviewers' comments below from the report dated June 30th, 2025.

Engineer Review

- i. The vicinity map needs to be scaled 1' = 2,000".
Response: The vicinity map has been updated to the requested scale.
- ii. Provide a note whether this area will be served by the City of Manor for water and wastewater.
 - a. Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.
 - b. Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.

Response: Both water and wastewater will be served by the city of Manor. Notes 15 and 16 were added to reflect this.

- iii. Note 5 on page 2 will need to refer to the City of Manor and not the City of Austin.
Response: Note 5 has been updated.
- iv. Provide the lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use. (Page 3)
Response: The setbacks are shown and labeled, the width and depth are labeled, and a table was added to summarize the lot area. No public utility or drainage easements were added.
- v. Acknowledge: That all variances approved by the Commission shall appear as a note on the final plat.
Response: All approved variances will be added once approved by the Commission.
- vi. Using the state plane coordinate system, X and Y coordinates shall be identified for four (4) property corners. (Page 3)
Response: Added four coordinate labels to the plat.

- vii. 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. As per the Manor Code of Ordinance Chapter 14 Section 14.02.007.
Response: The setbacks are shown as per the city ordinance.
- viii. The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines. A sidewalk is required along all major streets, Lexington, Boyce, and Burnet.
Response: The sidewalks along each right-of-way have been shown as dotted lines and listed in the legend.
- ix. Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.
Response: A tax certificate is provided with this update.
- x. For final acceptance, a seal of the surveyor and engineer is required.
Response: Once the plat is approved, the final signed copy will be provided.
- xi. The following signatures are required.
- ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE _____ DAY OF _____, 20____ .
 - for Felix Paiz: Chairperson and 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____ .
 - Provide a signature block for the Dr. Christopher Harvey, Mayor of the City of Manor, City Secretary.
 - An example will be provided.
- Response: The signature blocks have been added to the plat.**
- xii. The following notes are required.
- REQUIRED NOTES: THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. _____ DAY OF _____, 20____ .
 - (FOR RESIDENTIAL SUBDIVISIONS ONLY) A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.

Response: The notes have been added to the plat.

Please feel free to contact me directly with any questions or concerns.

Sincerely,



Aida Taherzadeh, P.E.

Aida.Taherzadeh@mwm.mdg.com