



6000 Lombardo Blvd  
Suite 500  
Cleveland, OH 44131

November 1, 2021

Mr. Scott Dunlop, AICP  
Interim City Manager  
Development Services Director  
City of Manor Texas – City Hall  
Manor, TX 78653

Re: Bank of America – Manor Commons  
SWC Hwy 290 & FM 973  
Job No: 20.0003779.000

Dear Scott:

This letter is to ask for your consideration in granting a Planning & Zoning variance, specifically a variance regarding the Manor, Texas Code of Ordinances 09/10/21 Supplement 4, Section 15.02.005 – Queuing requirements. This variance request is only for the proposed future drive-up ATM location. The Day-One ATM location – which will be installed as part of the Bank’s primary scope of work and will be available to the public once the Bank’s construction is complete – meets the City’s queuing requirements and does not require a variance. Diagrams have been uploaded to illustrate the 2 separate ATMs and their queuing.

We request this variance due to the nature of the property tapering to approximately 100', the need for a retaining wall along the east property line and the necessity of providing fire department access around the building. Because of these constraints, our site does not leave sufficient room for the City’s minimum 3-car queuing line at the proposed future drive-up ATM without encroaching into the 26-foot wide Fire Lane. We request a variance to allow for a 2-car queuing line at the proposed future drive-up ATM to avoid encroachment into the Fire Lane or allow a third car to encroach into the Fire Lane by 2'-6" for approximately half a car length. If the variance is not granted, the Bank will have its drive-up ATM capacity limited to one ATM. The Bank prefers to have the option to add a second ATM in the future as part of their overall site development strategy. This variance request applies only to the future ATM - the site plan as submitted meets the City’s requirement for 3 car queuing at the "day-one" ATM to be installed under the current scope of work.

As a result of the site constraints mentioned above, we have requested and have been granted an Alternate Method of Compliance (AMOC) for Fire Lane turning radii by the Travis County Emergency Services District No. 12, Fire Prevention Office.

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Scott Dunlap - City of Manor, TX  
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Kind Regards,

Robert J Sullivan Jr.

Digitally signed by Robert J Sullivan Jr.  
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Robert J Sullivan, Jr. RA, NCARB  
Senior Architect, Manager

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