



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, June 9, 2026

Matt Mitchell

TX
matt@almengr.com

Permit Number 2026-P-1804-FP
Job Address: Manor Commons NE, Phase 4 19 Block A, Manor, TX. 78653

Dear Matt Mitchell,

The first submittal of the Manor Commons NE Commercial Phase 4 Final Plat - Lot 19, Block A (*Final Plat*) submitted by and received on June 23, 2026, 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. Final plats shall be drawn on eighteen inch by twenty-four inch (18"x24") sheets. Submitted plat pdf shows dimensions as 17.83" x 24".
2. Submitted 2 plats with seals/signatures. Which version is to be considered final? For review purposes the pdf including "-signed" was considered.
3. Include date on cover sheet and consider bolding or increasing font size for readability.
4. Include written name of chairperson in City of Manor signature blocks, Jeffrey Stensland.
5. Per City of Manor Municode Ordinance Sec. 14.02.020 (a), light commercial setbacks to be 20' in front, 25' exterior setback to residential, 10' exterior setback to non-residential, 15' streetside setback, 25' rear setback to residential, and 10' rear setback to non-residential.
 - a. No setback is specified on the south portion of the lot. Please clarify.
6. If known, what is the intended purpose of this lot?
7. On page 2 in general notes, under 1., "and specifications" is repeated twice.

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Manor Commons NE Commercial Phase 4 Final Plat -
Lot 19, Block A
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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,



Pauline Gray, P.E.
Lead AES
GBA



MANOR NE LOT 19A FINAL PLAT COMMENT RESPONSE #1

June 22, 2026
2026-P-1804-FP

Pauline Gray, P.E.
1500 County Road 269
Leander, TX 78641
P.O. Box 2029
Leander, TX 78646-2029

Engineer Review

1. Final plats shall be drawn on eighteen inch by twenty-four inch (18"x24") sheets. Submitted plat pdf shows dimensions as 17.83" x 24".
RESPONSE: This has been fixed.
2. Submitted 2 plats with seals/signatures. Which version is to be considered final? For review purposes the pdf including "-signed" was considered.
RESPONSE: The "-signed" plat is considered correct.
3. Include date on cover sheet and consider bolding or increasing font size for readability.
RESPONSE: This has been addressed.
4. Include written name of chairperson in City of Manor signature blocks, Jeffrey Stensland.
RESPONSE: This name is now included in the signature block.
5. Per City of Manor Municode Ordinance Sec. 14.02.020 (a), light commercial setbacks to be 20' in front, 25' exterior setback to residential, 10' exterior setback to non-residential, 15' streetside setback, 25' rear setback to residential, and 10' rear setback to non-residential.
 - a. No setback is specified on the south portion of the lot. Please clarify.
RESPONSE: A setback has been added to the south portion of the lot.
6. If known, what is the intended purpose of this lot?
RESPONSE: Zoning Note "C-1 Light Commercial" has been added to page 2 of the final plat.
7. On page 2 in general notes, under 1., "and specifications" is repeated twice.
RESPONSE: This has been fixed.

If you have any questions, please contact me at (512) 745-6157.

Sincerely,

Nathan Mitchell, P.E.

