



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, March 5, 2026

Luis Granillo
LRG Engineering LLC
804 Leisure Run Cv
Austin TX 78745
luis@lrgengineering.com

Permit Number 2026-P-1790-SF
Job Address: 14305 E US Hwy 290, Manor , TX. 78653

Dear Luis Granillo,

The first submittal of the Cottonwood Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by LRG Engineering LLC and received on February 10, 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.

- i. Provide the zoning of the proposed lot.
- ii. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the preliminary plat. Show this easement on the plat.
- iii. Provide a note whether this area will be served by the City of Manor for water and wastewater or who the provider will be.
- iv. Provide a note whether this area will be served by the City of Manor for water and wastewater.
- v. Identification and location of proposed uses and reservations for all lots within the subdivision is required to be shown on the final plat.
- vi. The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls. Verify that all owners within 300 feet are shown.
- vii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.
- viii. The ROW width of US 290 should be provided on the plat.
- ix. 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 is required to be shown on the plat.
- x. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described 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 shall be provided on the final plat.
- xi. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax

- rolls.
- xii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.
 - xiii. 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.
 - xiv. 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.
 - xv. Reminder to provide engineer and surveyor seals in conjunction with the signing of the certification requirements.
 - xvi. Felix Paiz is the current chairperson for the City of Manor
 - xvii. Clerk of Travis County is Dyana Limon-Mercado.
 - xviii. The Mayor is Dr. Christopher Harvey.
-
- i. The typical Final Plat notes need to be included on the final plat:
 - i. THE BEARINGS, DISTANCES, AREAS, AND COORDINATES SHOWN HEREON ARE TEXAS COORDINATE SYSTEM GRID, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
 - ii. PROPERTY OWNERS OF THE LOTS ON WHICH THE (INSERT EASEMENT TYPE) EASEMENTS ARE LOCATED AS SHOWN ON THIS PLAT SHALL PROVIDE ACCESS TO THE CITY OF MANOR IN ORDER FOR THE CITY OF MANOR TO INSPECT AND MAINTAIN THE UNDERGROUND FACILITIES LOCATED WITHIN ANY OF SUCH EASEMENTS.
 - iii. A 10' PUBLIC UTILITY AND SIDEWALK EASEMENT IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET RIGHTS OF WAY.
 - iv. PUBLIC SIDEWALKS BUILT TO CITY OF MANOR STANDARDS ARE REQUIRED ALONG ALL STREETS WITHIN THIS SUBDIVISION. THESE SIDEWALKS SHALL BE IN PLACE PRIOR TO THE ADJOINING LOT BEING OCCUPIED. FAILURE TO CONSTRUCT THE REQUIRED SIDEWALKS MAY RESULT IN THE WITHHOLDING OF CERTIFICATES OF OCCUPANCY, BUILDING PERMITS, OR UTILITY CONNECTIONS BY THE COVERING BODY OR UTILITY COMPANY.
 - v. DRIVEWAY AND DRAINAGE CONSTRUCTION STANDARDS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF MANOR STANDARDS UNLESS OTHERWISE SPECIFIED AND APPROVE BY THE CITY OF MANOR.
 - vi. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEM.
 - vii. NO BUILDINGS SHALL BE CONSTRUCTED OR MAINTAINED WITHIN EASEMENTS OR THE UNDERGROUND STORM WATER FACILITIES EASEMENTS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF MANOR. THE CITY OF MANOR IS NOT RESPONSIBLE FOR THE DAMAGE TO OR REPLACING ANY PORTIONS OF ANY FENCING, LANDSCAPING, OR OTHER IMPROVEMENTS CONSTRUCTED WITHIN ANY OF SUCH THREE EASEMENTS WHICH WERE NOT APPROVED BY THE CITY OF MANOR BEFORE THEIR CONSTRUCTION DUE TO THE NECESSARY AND CUSTOMARY WORK BY THE CITY OF MANOR IN REPAIRING, MAINTAINING, OR REPLACING THE UNDERGROUND PIPES AND RELATED FACILITIES WITHIN SUCH EASEMENTS.
 - viii. ALL STREETS, DRAINAGE IMPROVEMENTS, SIDEWALKS, WATER AND WASTEWATER LINES, AND EROSION CONTROLS SHALL BE CONSTRUCTED AND INSTALLED TO CITY OF MANOR STANDARDS.
 - ix. EROSION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON INDIVIDUAL LOTS, INCLUDING DETACHED SINGLE-FAMILY, IN ACCORDANCE WITH SECTION 1.4.0 OF THE CITY OF AUSTIN ENVIRONMENTAL CONTROL MANUAL.
 - x. ALL STREETS IN THE SUBDIVISION SHALL BE CONSTRUCTED TO CITY OF MANOR URBAN STREET

STANDARDS. ALL STREETS WILL BE CONSTRUCTED WITH CURB AND GUTTER.

- xi. PRIOR TO CONSTRUCTION, EXCEPT FOR DETACHED SINGLE-FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.

City Planning 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 Annemarie Felfe by telephone at () - or by email at afelfe@manortx.gov.

- i. Add a trail easement that is 20'-25' wide that follows the Major Greenway Trail per the Manor Hike and Bike Trails Master Plan Map. Per the Comprehensive Plan, major trails should be 10'- 12' wide, with flood-resistant surfacing where appropriate.

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,

Annemarie Felfe



2204 Western Trails Blvd Suite 101
Austin, TX 78745
TBPE F-24758
(512) 767-4181

March 25, 2026

Scott Dunlop
City of Manor
Assistant Director - Development Services
sdunlop@manortx.gov
(512) 272-5555

Response to Comments
Permit Number 2026-P-1790-SF
Job Address: 14305 E US Hwy 290, Manor , TX. 78653

LRG Engineering, LLC (LRG) is pleased to provide our response to the plan review comments received on March 5, 2026. [Please find our responses below in blue color.](#)

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.

- i. Provide the zoning of the proposed lot.
[C-2 zoning now shown on the plat.](#)
- ii. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the preliminary plat. Show this easement on the plat.
[There are no required utility easements as of now. We are awaiting results of Manville WSC's feasibility study.](#)

Waiting until Friday

- iii. Provide a note whether this area will be served by the City of Manor for water and wastewater or who the provider will be.
[A note has been added showing the water provider as Manville WSC and wastewater provider as the City of Manor.](#)
- iv. Provide a note whether this area will be served by the City of Manor for water and wastewater.
[A note has been added showing the water provider as Manville WSC and wastewater provider as the City of Manor.](#)
- v. Identification and location of proposed uses and reservations for all lots within the subdivision is required to be shown on the final plat.
[Proposed use \(medical offices\) now included on plat.](#)
- vi. The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as

determined by the most recent tax rolls. Verify that all owners within 300 feet are shown.

Exhibit showing 300' offset from subject property boundary submitted as a part of this update.

- vii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.

Per C-2 zoning, the minimum requirements are as follows:

Minimum lot area: ½ acre

Minimum lot width: 100'

Front setback: 20'

Exterior side setback to non-residential: 10'

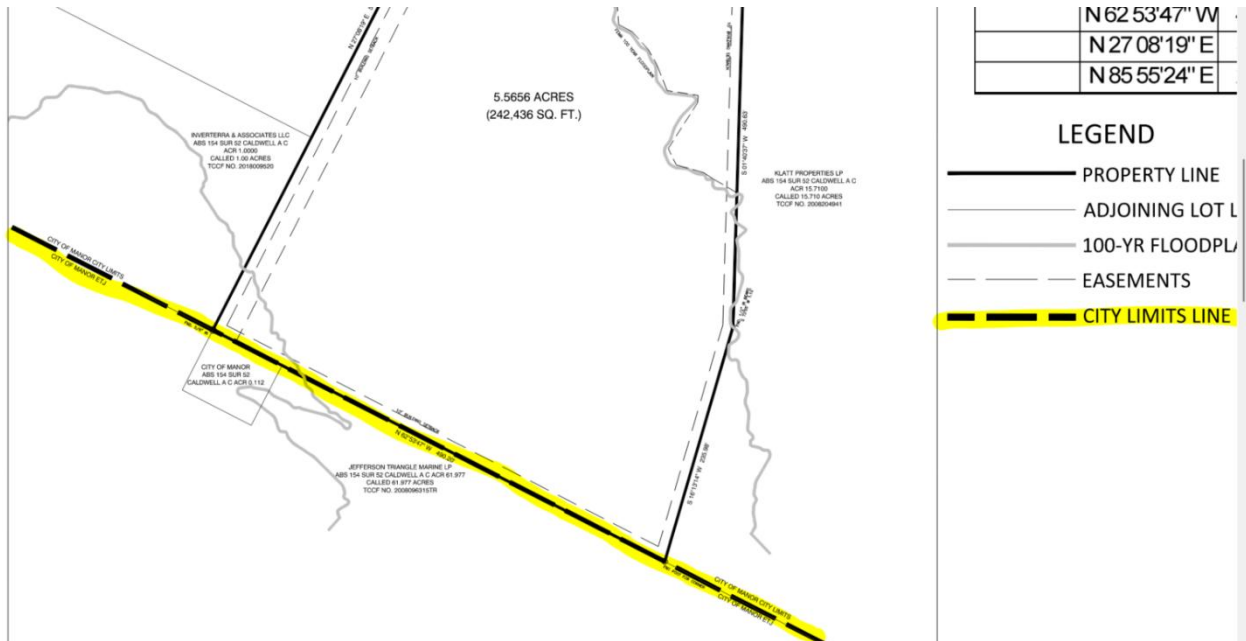
All of these requirements are met on the provided plat.

- viii. The ROW width of US 290 should be provided on the plat.

240' ROW width shown on plat.

- ix. 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 is required to be shown on the plat.

The city limit lines are shown on the plat.



- x. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described 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 shall be provided on the final plat.- surveyor

Bearings and coordinates are now provided on the plat.

- xi. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.

Mailing labels were uploaded with the original submittal. Submitting the word document again with this update.

- xii. Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.
Per C-2 zoning, the minimum requirements are as follows:
Minimum lot area: ½ acre
Minimum lot width: 100'
Front setback: 20'
Exterior side setback to non-residential: 10'
All of these requirements are met on the provided plat.
- xiii. 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.
Building setback lines and easements are shown as dashed lines on the plat.
- xiv. 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.
No floodplain amendment or revision is proposed for the site.
- xv. Reminder to provide engineer and surveyor seals in conjunction with the signing of the certification requirements.
Surveyor's and Engineer's seals will be provided prior to plat recordation.
- xvi. Felix Paiz is the current chairperson for the City of Manor
Chairperson updated.
- xvii. Clerk of Travis County is Dyana Limon-Mercado.
Clerk of Travis County updated.
- xviii. The Mayor is Dr. Christopher Harvey.
Mayor updated.

i. The typical Final Plat notes need to be included on the final plat:

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ANY PORTIONS OF ANY FENCING, LANDSCAPING, OR OTHER IMPROVEMENTS CONSTRUCTED WITHIN ANY

OF SUCH THREE EASEMENTS WHICH WERE NOT APPROVED BY THE CITY OF MANOR BEFORE THEIR CONSTRUCTION DUE TO THE NECESSARY AND CUSTOMARY WORK BY THE CITY OF MANOR IN REPAIRING, MAINTAINING, OR REPLACING THE UNDERGROUND PIPES AND RELATED FACILITIES WITHIN SUCH EASEMENTS.

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xi. PRIOR TO CONSTRUCTION, EXCEPT FOR DETACHED SINGLE-FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.

[These notes have been added to the second sheet of the plat.](#)

City Planning Review

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i. Add a trail easement that is 20'-25' wide that follows the Major Greenway Trail per the Manor Hike and Bike Trails Master Plan Map. Per the Comprehensive Plan, major trails should be 10'-12' wide, with flood-resistant surfacing where appropriate.

[Awaiting plat wording from Scott Dunlop per email on 03/25:](#)



Scott Dunlop <sdunlop@manortx.gov>
to me, Annemarie, Luis, Planning ▾

4:32 PM (26 minutes ago) ☆ ☺ ↶ ⋮

Hi Lauren,

I checked with our attorney to see if we can just have a plat note referencing a future easement dedication, and she said no. However, she suggested a plat note that references a separate trail easement document, so the easement itself isn't shown on the plat but in the separate document, and the easement can contain language that it can be amended in writing, provided both parties agree, once the final alignment is determined. The easement document would be recorded at the same time as the plat, with us writing in the trail easement document number on the plat. I've asked our attorney to draft the trail easement document and the plat note language, and I'll provide them once I've received them.

Thanks,



Scott Dunlop, AICP
Assistant Director
Development Services

Please feel free to contact me if you have any questions or comments. Thank you for your consideration.

Sincerely,

Luis R. Granillo, P.E.
Principal
LRG Engineering, LLC.
luis@lrgengineering.com
(512) 767-4181