



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, January 16, 2024

jacob Kondo
Kimley-Horn
10814 Jollyville rd suite 200
Austin 78759
jacob.kondo@kimley-horn.com

Permit Number 2023-P-1566-FP
Job Address: Rector Loop, Manor 78653

Dear jacob Kondo,

The subsequent submittal of the Shadowglen phase 3 section 1 Final Plat submitted by Kimley-Horn and received on August 04, 2025, 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. -
- ii. ~~Provide a map displaying a 300 ft radius from the subdivision boundary, this will verify that all the nearby residences are called out. Provide 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.~~
- iii. ~~Provide 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. (Wilbarger Creek Municipal Utility District No. 2)~~
- iv. **Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.**
- v. ~~Provide a copy of the deed.~~
- vi. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- vii. ~~Provide the following note under general notes "Performance and maintenance guarantees as required by the city".~~
- viii. ~~Where applicable all document numbers should be filled in on the final plat.~~
- ix. **A 2023 tax certificate is required to be submitted in order for the plat to be approved.**
- x. **The plat cannot be approved until the construction plans have been approved.**

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,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is fluid and cursive, with the first name "Pauline" being more prominent than the last name "Gray".

Pauline Gray, P.E.
Lead AES
GBA

October 5, 2023
City of Manor
105 E Eggleston St
Manor, TX 78653

**RE: 2023-P-1566-FP
Shadowglen Phase 3 Section 1 Final Plat
11215 North FM 973**

To Michael Burrell:

Please accept this *Comment Response Letter* in reply to the City of Manor's review, dated September 18, 2023 regarding the above-referenced project's project assessment review. Original comments have been included below for reference. All Kimley-Horn responses are listed in [Blue](#).

Engineer Review

1. Provide a map displaying a 300 ft radius from the subdivision boundary, this will verify that all the nearby residences are called out. Provide 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.

Response: Acknowledged, a map displaying a 300 ft. radius from the subdivision boundary has been provided.

2. Provide 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. (Wilbarger Creek Municipal Utility District No. 2)

Response: Acknowledged, correspondence of confirmation has been included.

3. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.

Response: Acknowledged, documentation has been requested and will be provided when received.

4. Provide a copy of the deed.

Response: The deed has been provided.

5. Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.

Response: Acknowledged, a tax certificate has been provided which shows all taxes have been paid.

6. Provide the following note under general notes "Performance and maintenance guarantees as required by the city"..

Response: Acknowledged, this note has been added under general notes.

END OF COMMENT REPORT

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jacob Kondo". The signature is written in a cursive, flowing style.

Jacob Kondo, P.E.
Project Manager

December 20, 2023
City of Manor
105 E Eggleston St
Manor, TX 78653

**RE: 2023-P-1566-FP
Shadowglen Phase 3 Section 1 Final Plat
11215 North FM 973**

To Michael Burrell:





Please accept this *Comment Response Letter* in reply to the City of Manor's review, dated September 18, 2023 regarding the above-referenced project's project assessment review. Original comments have been included below for reference. All Kimley-Horn responses are listed in [Blue](#).





Engineer Review

iii. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.

Response: We have received street name verification from the addressing department. See snip it below and email attached with this response packet.



RE: Street Name Reservation Shadowglen Phase 3 Section 1 - APP 52371 c1542139

 Phung, Janny <Janny.Phung@austintexas.gov>
To:  Kondo, Jacob;  Massey, Mason;  Addressing

 Reply  Reply All  Forward 

Wed 12/20/2023 10:30

External

 This sender Janny.Phung@austintexas.gov is from outside your organization.
 This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Some people who received this message don't often get email from janny.phung@austintexas.gov. [Learn why this is important](#)

Hello,

Broomfield St and not Broomfield Rd. Many of the names below were reserved in 2019.

The following has been reserved:

- Tollington Street
- Collingham Road
- ~~Broomfield Road~~ -- Broomfield St
- Rothwell Road
- Fairholme Street
- Duckham Drive
- Rosecomb Road
- Doves Nest Drive

A list of all street names reserved and currently in use in Travis County is available online at:
<https://data.austintexas.gov/City-Government/911-Addressing-Street-Name-Master-List/kumu-nbtd/data>

Thank you for your patience,

iv. Where applicable all document numbers should be filled in on the final plat.

Response: Documents cannot be recorded until once Travis County has reviewed and approved the construction plans. Travis County will not look at any easements for review until during the construction plan review process. The issue is that the county requires the plat to be approved first before the construction plans can be reviewed. This is why we would need city approval of the plat so that we can move forward with construction plan review with the county. Can this comment be applied to the construction plans that are currently in review and not the plat?

END OF COMMENT REPORT

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jacob Kondo". The signature is written in a cursive, flowing style.

Jacob Kondo, P.E.
Project Manager

August 1, 2025
City of Manor
105 E Eggleston St
Manor, TX 78653

**Re: Summary of Changes Letter – 2023-P-1566-FP
Shadowglen Phase 3 Section 1 Final Plat
11215 North FM 973**

To Pauline Gray and Tyler Shows:

Please accept this Summary of Changes Letter for the above-referenced project.

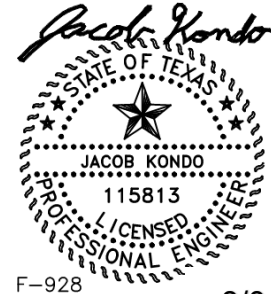
The final plat was approved on March 27, 2024 by the City of Manor, but never recorded. Instead this project posted alternative fiscal with Travis County which allowed us to move forward with Construction Plan permits and Construction. Since March of 2024, this final plat has been held in abeyance by Travis County until either the remaining fiscal has been posted or construction has been completed and all improvements have been accepted. Because the final plat is held in abeyance we are requesting that the City of Manor review updates to the final plat under the original project number, 2023-P-1566-FP. The updates to the final plat are explained below:

- The contractor has completed final grading for the site and we are needing to update the final plat to show the revised Atlas 14 floodplain. The new Atlas 14 floodplain line as shown on the plat is based off the asbuilt survey we received from the contractor.
- The FEMA Zone A floodplain line is still shown in its original location due to the LOMR having not been approved yet. After discussion with Travis County it was determined that the Final Plat can move forward with recordation if a new temporary drainage easement has been delineated around the FEMA zone A floodplain until such time as the LOMR has been approved. We have shown the new temp drainage easement around the FEMA floodplain line with this updated final plat.
- It was also discussed with Travis County that the single family lots that are still within the FEMA Zone A floodplain be removed from this Shadowglen Phase 3 Section 1 Final Plat and later platted with a new short form plat application. We have removed the single family lots that are encumbered with the FEMA zone A floodplain on this updated final plat. In place of the removed single family lots we show the space as part of the remainder lot.
- Lot 42 block B has been extended behind the single family lots of block B in order to contain the footprint of the proposed retaining wall. With this extension the proposed retaining wall, to include its footings, will be entirely within lot 42 block B.

Should you have any questions or additional comments, please feel free to contact me using the information in my signature below.

Sincerely,
Kimley-Horn and Associates, Inc.

Jacob Kondo, P.E.
Project Manager
(737) 471-0326



8/01/25