



1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, May 22, 2024

Jiwon Jung

2700 e 2nd st
Los Angeles CA 90033
bb.at.laca@gmail.com

Permit Number 2024-P-1637-SF
Job Address: 101 W Boyce St, Manor , TX. 78653

Dear Jiwon Jung,

The first submittal of the 101, 104, 107, and 108 W Boyce st Short Form Final plat (*Short Form Final Plat*) submitted by and received on January 03, 2025, 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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. Provide a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. The vicinity map is not to scale.
- ii. Provide identification of proposed uses and reservations for all lots within the subdivision.
- iii. Verify the zoning for this area. Notes Call out DB for Lot 20A Block 29, verify it's not SF-1 zoning.
- iv. Provide 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 Manor Code of Ordinance Chapter 14 Section 14.02.007.
- v. **Provide the approved variance request from the City of Manor. The development agreement provided is a draft agreement, provided an approved and signed development agreement. Variances will need to be approved before council in order for this SFFP to be approved.**
 - a. **The variances will need to be approved by planning and zoning prior to the plat being approved.**
- vi. Provide the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.
- vii. Verify the correct engineer and engineering firm is being used for this plat. Jay Engineering is no longer a firm. Provide a seal of the engineer, and updated engineering firm.
- viii. Provide the updated signature blocks required for plat signatures and notes. The signature block used is out of date.
- ix. Felix Paiz is the current City of Manor Chairperson. **Remove Feliz Paiz as the chairperson and have P&Z chairperson**
- x. Provide the following as a note. "Performance and maintenance guarantees as required by the City."
- xi. Using a state plane coordinate system, X and Y coordinates shall be identified for four (4) property corners. This should be provided for Lot 20A as well.
- xii. The Mayor is Dr. Christopher Harvey.
- xiii. **Provide documentation that lots listed in Note 5 have been approved to be exempt from drainage requirements.**
- xiv. **Clarify why the plat says "Official public records of Bastrop County, Texas**
- xv. **Note #2, #5 will need to be removed. Note #5 will need to be approved by P&Z**
- xvi. **Remove note #21 this will need to be approved by fire ESD No. 12.**
- xvii. **Building setbacks will be reviewed once the variances are granted.**

NOTE THAT A COMMENT RESPONSE LETTER SHOULD BE PROVIDED WITH RESUBMITTALS TO PROVIDE INFORMATION AS TO HOW COMMENTS HAVE BEEN ADDRESSED.

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101, 104, 107, and 108 W Boyce st Short Form Final
plat
2024-P-1637-SF
Page 3

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,

A handwritten signature in black ink, appearing to read 'Tyler Shows', followed by a long horizontal flourish.

Tyler Shows
Staff Engineer
GBA

Permit Number: 2024-P-1637-SF
 Job Address: 101 W Boyce St, Manor, TX 78653
 Date: Friday, July 19, 2024

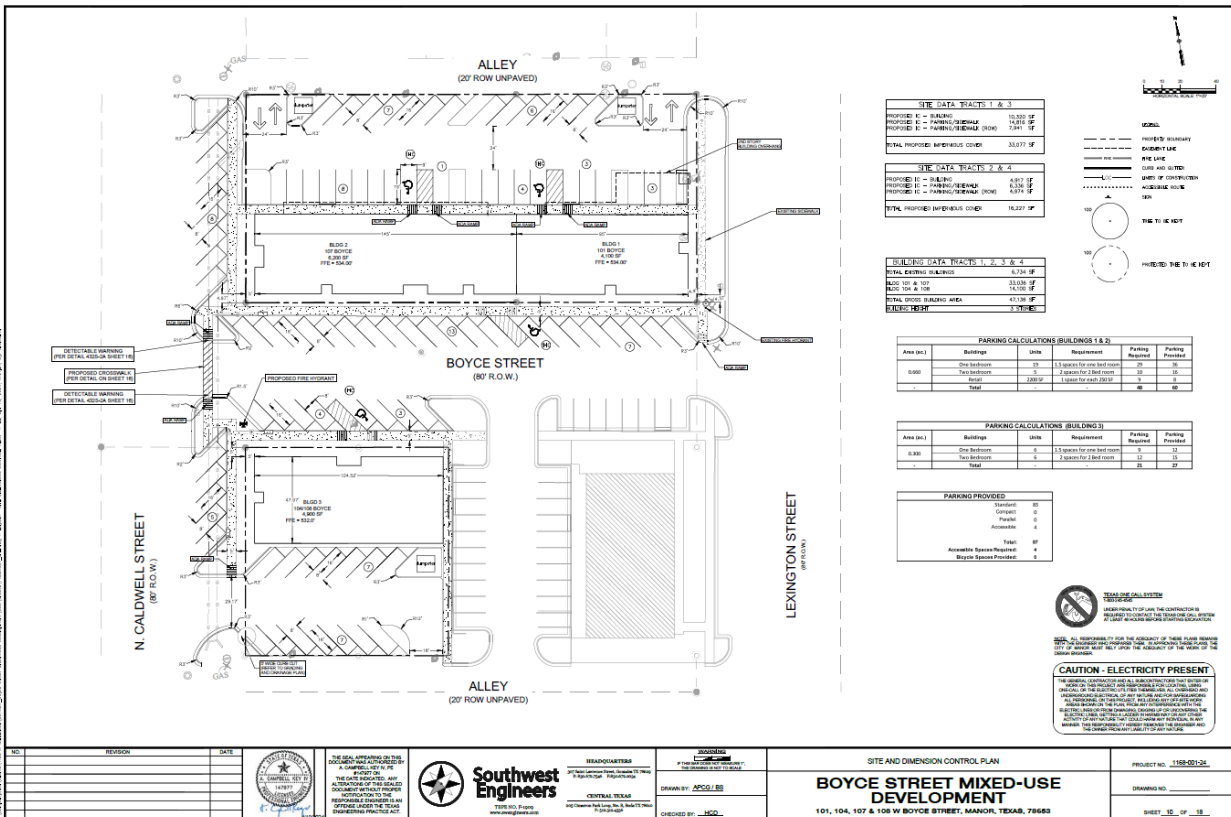
Response narrative

The proposed development for the site entails constructing three-story mixed-use residential buildings within the DB (Downtown Business) zoning district. We have verified the zoning as shown in Ordinance No. 693 and Ordinance No. 722, and the relevant document has been uploaded for reference.

The site development plan, which includes the proposed sidewalk locations, has been uploaded. Currently, the site development permit is in the ongoing permitting process under number 2024-P-1645-SP.

The revised site map incorporates all comments received, delineating building setback lines with dashed lines. The variance request for setbacks and drainage is noted on the drawing. Additionally, the City's drafted Development Agreement has been uploaded for further reference.

Reference A (Site Development Plan page)



ORDINANCE NO. 722

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 20th day of September 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the 2nd day of October 2023.

THE CITY OF MANOR, TEXAS



Dr. Christopher Harvey,

Mayor

ATTEST:



Luvia T. Almaraz, TRMC,

City Secretary



ORDINANCE NO. 693

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

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1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, August 13, 2024

Jiwon Jung

2700 e 2nd st
Los Angeles CA 90033
bb.at.laca@gmail.com

Permit Number 2024-P-1637-SF
Job Address: 101 W Boyce St, Manor 78653

Dear Jiwon Jung,

The subsequent submittal of the 101, 104, 107, and 108 W Boyce st Short Form Final plat submitted by and received on January 03, 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. ~~Provide a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. The vicinity map is not to scale.~~
- ii. ~~Provide identification of proposed uses and reservations for all lots within the subdivision.~~
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- vi. ~~Provide the proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.~~
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- ix. ~~Felix Paiz is the current City of Manor Chairperson. **Remove Feliz Paiz as the chairperson and have P&Z chairperson**~~
- x. ~~Provide the following as a note. "Performance and maintenance guarantees as required by the City."~~
- xi. ~~Using a state plane coordinate system, X and Y coordinates shall be identified for four (4) property corners. This should be provided for Lot 20A as well.~~
- xii. ~~The Mayor is Dr. Christopher Harvey.~~
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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. 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

Permit Number: 2024-P-1637-SF
Job Address: 101 W Boyce St, Manor, TX 78653
Date: September 4, 2024

Response Narrative

The proposed development for the site entails constructing three-story mixed-use residential buildings within the DB (Downtown Business) zoning district.

Comment ii is shown in Note 8 following Tyler Shows email (Reference A). It states that The proposed use of this subdivision is Downtown Business.

Comment iii is satisfied as shown in the email from Tyler Shows (Reference A).

Variance requests are written as notes in the SFFP as mentioned in the conversation with Scott Dunlop. Notes on drainage requirements and setbacks are included in the SFFP. DA is currently on-going with the city and is uploaded for reference.

The revised site map incorporates the state plane coordinate system on all four property corners. Felix Paiz is the City of Manor Chairperson and the Mayor is Dr. Christopher Harvey.

Reference A (Email from Tyler Shows regarding Comments 2 and 3)

Fwd: Project 2024-P-1637-SF - GBA Plan Review Revisions

Tyler Shows <tshows@gbateam.com>

Wed, Aug 21, 2024 at 12:00 PM

To: Jenny Jiwon Heo <jenny.heo@buildblock.io>, Michael Burrell <mburrell@manortx.gov>

Cc: Scott Dunlop <sdunlop@manortx.gov>, bb_at laca <bb.at.laca@gmail.com>, "asset@buildblock.io" <asset@buildblock.io>, Pauline Gray <pgray@gbateam.com>

Jenny,

Below are my responses to your questions.

- Comment 2: Provide a note of the proposed use of each lot. A note calling out the proposed use of this lot as downtown business will satisfy the comment. Zoned as DB: Downtown business
- Comment 3: Is satisfied comment can be crossed off.

Let me know if you have any additional questions.

Michael,



1500 County Road 269
Leander, TX 78641

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

Date: Friday, October 4, 2024

Jiwon Jung

2700 e 2nd st
Los Angeles CA 90033
bb.at.laca@gmail.com

Permit Number 2024-P-1637-SF
Job Address: 101 W Boyce St, Manor 78653

Dear Jiwon Jung,

The subsequent submittal of the 101, 104, 107, and 108 W Boyce st Short Form Final plat submitted by and received on January 03, 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):

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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 /Manor/Parts/Blank, or by e-mail at tshows@gbateam.com.

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Thank you,

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Tyler Shows
Staff Engineer
GBA

January 2nd, 2025

Mr. Tyler Shows, Staff Engineer

GBA

1500 County Road 269, Leander, TX 78641

RE: Amended Plat of Lots 1-5 Block 43 & Lots 16-20 Block 29 Town of Manor
(2024-P-1637-SF)

101, 104, 107, and 108 W Boyce Street, Manor, Texas 78653

Dear Mr. Shows,

Please find our responses to the comments dated October 4th, 2024 below.

Engineer Review

v. Provide the approved variance request from the City of Manor. The development agreement provided is a draft agreement, provided an approved and signed development agreement. Variances will need to be approved before council in order for this SFFP to be approved. The variances will need to be approved by planning and zoning prior to the plat being approved.

Comment Response: The development agreement was approved on October 16th, 2024, but has not been recorded by the City of Manor. The variance request was approved by Planning and Zoning on November 13, 2024. Please find the attached P&Z meeting minutes for the record.

ix. Remove Felix Paiz as the chairperson and have P&Z chairperson.

Comment Response: Revised as per the comment.

xiii. Provide documentation that lots listed in Note #5 have been approved to be exempt from drainage requirements.

Comment Response: The Drainage Waiver will be addressed through a separate approval process, and Note #5 has been removed.

xiv. Clarify why the plat says “Official public records of Bastrop County, Texas.”

Comment Response: The reference has been revised to state "Travis County, Texas."

xv. Note #2, #5 will need to be removed. Note #5 will need to be approved by P&Z.

Comment Response: Revised as per the comment, notes #2, #5 have been removed.

xvi. Remove note #21. This will need to be approved by fire ESD No.12.

Comment Response: Revised as per the comment, note #21 has been removed.

xvii. Building setbacks will be reviewed once the variances are granted.

Comment Response: The variance request was approved by Planning and Zoning on November 13, 2024. Please find the attached P&Z meeting minutes for the record.