



1500 County Road 269
Leander, TX 78641

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

Date: Monday, September 18, 2023

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, TX. 78653

Dear Jacob Kondo,

The first submittal of the Shadowglen phase 3 section 1 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 04, 2024, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

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 Michael Burrell by telephone at (512) 215-8158 or by email at mburrell@manortx.gov.

The stand alone final plat lists 199 lots but the plat included in the civil plans list 187. This needs to be corrected

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. -
- 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. 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,



Tyler Shows
Staff Engineer
GBA



October 4, 2023
Travis County TNR
700 Lavaca 5th floor
Austin, TX 78701

**RE: App 52371
Shadowglen Phase 3 Section 1 Final Plat
City of Manor ETJ, Precinct 1
11215 North FM 973**

To Lauren Winek, P.E. & Sarah C. Sumner:

Please accept this *Comment Response Letter* in reply to Tavis County TNR's review, dated September 15, 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. Please be advised that additional comments may be generated as updated information is reviewed. Comments will not be cleared based on phone calls, emails or meetings. Formal updates must be submitted via MyPermitNow in order to receive clearance and approval.
Response: Acknowledged, thank you.
2. Please provide a signed and sealed Cover Letter with the details listed in the subdivision application completion checklist.
Response: Acknowledged, a signed and sealed cover letter has been included.
3. Please sign and seal your Engineering report.
Response: Acknowledged, the engineering report has been signed and sealed.
4. Please upload all the drainage files as zip files.
Response: Acknowledged, zip file is included.

Advisory Comments

Please note these comments are not required to be addressed at this time, but will need to be addressed before plat acceptance. These comments are intended to give you as much notice as possible to prepare the information when it is required.

1. Please note any easements in the right-of-way will need to be vacated prior to plat recordation including the Water Easement along Tollington Street.
Response: Acknowledged, any easements in the right-of-way will be vacated prior to plat recordation.

2. Be aware, that a Travis County driveway permit will be required for any driveway connecting to a Travis County maintained roadway.
Response: Acknowledged, we have submitted an application for a driveway permit to Travis County

3. Please ensure all line types in the ledged match what is shown on the plat, including the approximate limits of the floodplain per the CLOMR.
Response: Acknowledged, line types in legend match what's shown on the plat

4. Please note the drainage analysis will need to be updated to include the Atlas 14 rainfall data.
Response: Acknowledged, the drainage analysis has been updated.

5. Please show the 100-year and 500-year floodplain on the plat as well as the 100-year fully developed conditions for Atlas 14 floodplain and provide the drainage analysis.
Response: Acknowledged, floodplains are being shown on the plat and a drainage analysis is shown in the engineering report.

6. The greatest extent of the FEMA floodplain or Atlas 14 fully developed conditions will need to be contained in a drainage easement.
Response: Acknowledged, a drainage easement has been included.

7. Lots that are unbuildable due to the location of a drainage easement will need to be removed from the plat until improvements are made that remove the lots from the floodplain. As an alternate means of recording the plat, Atl Fiscal may be posted. Once all improvements are made removing the floodplain from the lots that are unbuildable full fiscal may be posted and the plat recorded.
Response: Acknowledged, we will be posting alt fiscal and using a temporary drainage easement that will terminate once grading is complete.

8. Provide a letter sealed by record engineer that verifies there will be adequate fire flow to proposed subdivision.
Response: Acknowledged, sealed letter has been included with this submittal.

9. Please provide the full CLOMR study and all supporting documents and analysis.
Response: Acknowledged, full clomr and supporting docs/approvals has been uploaded with this submittal.

Plan Review

Completeness Check

- Travis County taxes must be paid before formal submittal. A tax certificate with raised seal showing all **2022** taxes paid is required for submittal.

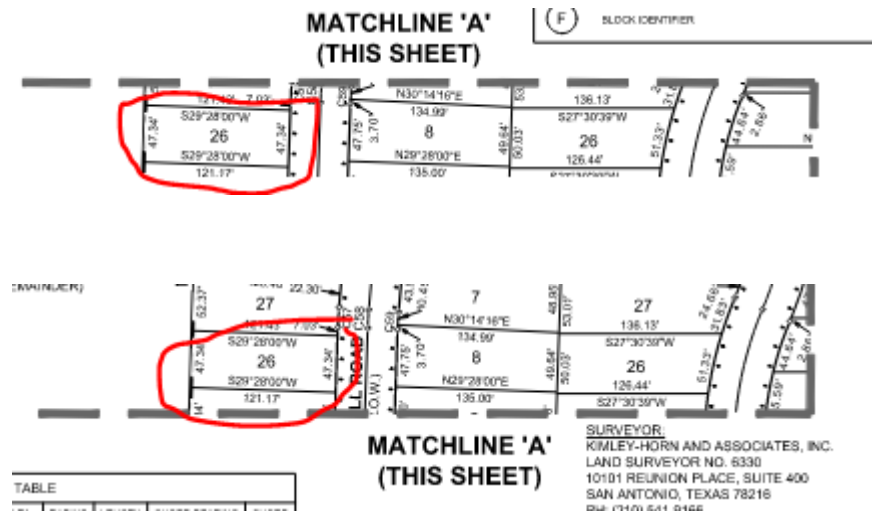
Response: Acknowledged, taxes have been paid and an updated tax certificate is included with this submittal.

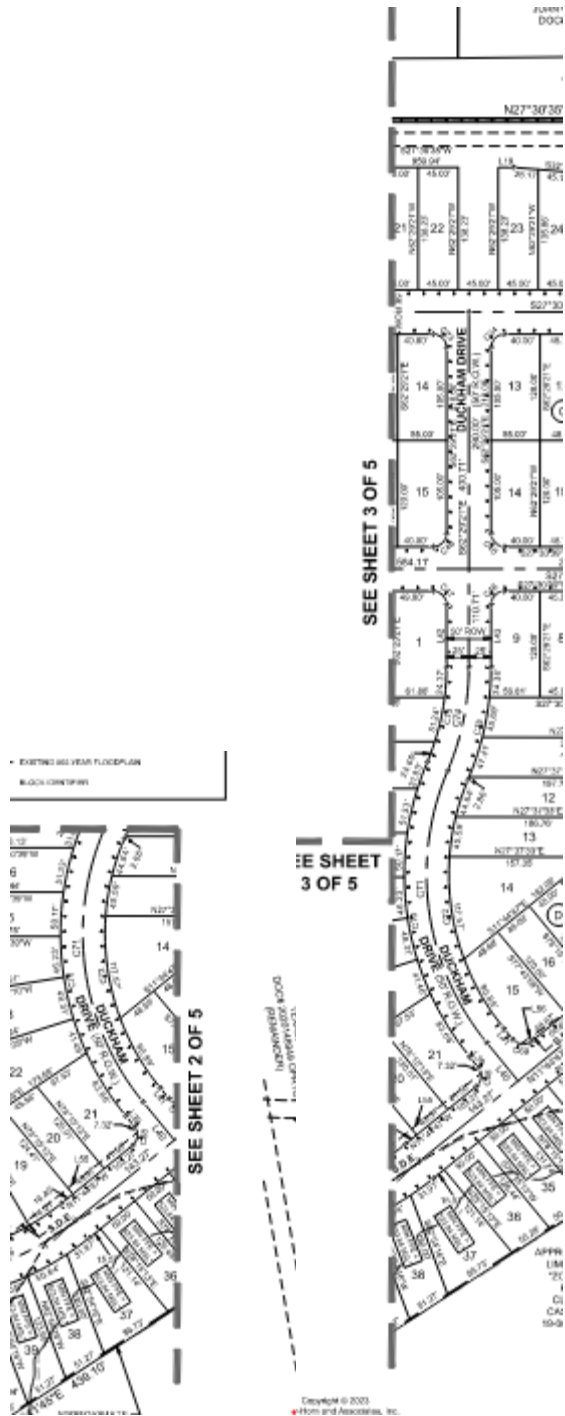
Advisory Comments

Please note these comments are not required to be addressed at this time but will need to be addressed before plat acceptance. These comments are intended to give you as much notice as possible to prepare the information when it is required.

- The match lines cannot split residential lots.

Response: Acknowledged, the match lines do not split the lots – they are shown fully on either side of the matchline.





2. Please include the location of the nearest benchmark on the map and add the symbol to the legend.

Response: Acknowledged, location of the nearest benchmark has been included on legend.

3. Travis County will not record a plat with the print less than 3/32 of an inch. Please modify accordingly.

Response: Acknowledged, print has been modified.

4. This subdivision is in the City of Manor municipal jurisdiction/ extra territorial jurisdiction. You will also need to submit an application and pay parkland fees to the City of Manor and get approval before Travis County will approve this final plat.

Response: Acknowledged, an application was submitted to City of Manor as well and we are working towards approval.

5. Please make sure all existing and proposed easements are shown and labeled. Existing easements must reference the holder of easement and recording information. Provide one (1) copy of all existing separate instrument easement documents.

Response: Acknowledged, easements are shown and labeled on the plat. Existing easement documents have been included.

6. Revise for the appropriate floodplain note:

The 500-year flood plain is contained within the drainage easement as shown hereon. A portion of this tract is within the designated flood hazard area as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) #48453CO-_____, Travis County, Texas, dated _____, Community # 481026.

Minimum finished floor elevation for all affected structures shall be two (2) foot above the elevation of the 500-year flood plain as shown hereon: XXX' M.S.L.

NOTE: (Minimum Finished Floor Elevation shall be shown inside a box on each affected lot on the face of the plat with the designation of 'M.S.L.' mean sea level)

Response: Acknowledged, the note has been updated.

7. If there is FEMA floodplain on the property to be platted, the following note is required:

Flood insurance is mandatory for buildings in FEMA-identified high-risk flood areas, which are designated Flood Hazard Areas (FHAs). This requirement applies to buildings located in FHAs on FEMA's flood maps including loans for manufactured (mobile) homes and commercial buildings. Whenever federally backed lenders make, increase, extend, or renew a mortgage, home equity, home improvement, commercial, or farm credit loan in an FHA, the lender must require flood insurance.

Response: Acknowledged, the note has been added.

8. Applications submitted after September 1, 2023 will be administratively approved and the Commissioners Court Resolution and Clerk of County Court block may be removed. Additional notes and Administrative Approval block will be required once we have received them from our legal department.

Response: Acknowledged, we will add the additional notes/approval blocks if required.

9. Service letters need to be from this year and for this Section.

Response: Acknowledged, updated service availability letters have been requested and included.

10. Please upload the final Preliminary Plan with all approvals.

Response: Acknowledged, we are awaiting the signed plans.

11. Notes 16 and 22 are duplicates, please remove note 22.

Response: Acknowledged, this note has been removed.



1500 County Road 269
Leander, TX 78641

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

Date: Tuesday, October 31, 2023

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 March 04, 2024, 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.~~
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- vi. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
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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 (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 written in a cursive style.

Pauline Gray, P.E.
Lead AES
GBA

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

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



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 March 04, 2024, 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.~~
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Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is written in a cursive style.

Pauline Gray, P.E.
Lead AES
GBA

Kondo, Jacob

From: Tyler Shows <tshows@gbateam.com>
Sent: Wednesday, January 17, 2024 2:29 PM
To: Kondo, Jacob
Cc: Massey, Mason
Subject: RE: Project 2023-P-1566-FP - GBA Plan Review Revisions

Categories: External

You don't often get email from tshows@gbateam.com. [Learn why this is important](#)

Jacob,

You are good to go for comment iv it can be cleared.

Thanks,

Tyler Shows EIT Staff Engineer

d 737. 247.7552

From: Kondo, Jacob <Jacob.Kondo@kimley-horn.com>
Sent: Tuesday, January 16, 2024 5:21 PM
To: Tyler Shows <tshows@gbateam.com>
Cc: Massey, Mason <Mason.Massey@kimley-horn.com>
Subject: {External} FW: Project 2023-P-1566-FP - GBA Plan Review Revisions

WARNING: The sender of this email could not be validated and may not match the person in the "From" field.

CAUTION: This email originated from outside the organization. Do not click or open attachments unless you recognize the sender and know the content is safe.

Tyler,

We received the attached from addressing verifying the street names. Please see attached. Can you please look over and let me know if that is sufficient to clear comment iv ?

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 on December 21, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance. We offer the following comments based upon our review (satisfied comments stricken, new or bold):

Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questions or need more information regarding any of these comments, please contact Tyler Shows by telephone at 512-251-1111 or email at tshows@gbateam.com.

- i. -
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Thanks,
Jacob

Kimley»Horn

Jacob Kondo, P.E. | Project Manager

Kimley-Horn | 10814 Jollyville Road, Campus IV, Suite 200, Austin, TX 78759

Direct: 737 471 0326 | Main: 512 418 1771

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Celebrating 14 years as one of FORTUNE's 100 Best Companies to Work For

From: no-reply@mygovernmentonline.org <no-reply@mygovernmentonline.org>

Sent: Tuesday, January 16, 2024 3:03 PM

To: Kondo, Jacob <Jacob.Kondo@kimley-horn.com>

Subject: Project 2023-P-1566-FP - GBA Plan Review Revisions

Manor has emailed a copy of GBA Plan Review Revisions