



1500 County Road 269
Leander, TX 78641

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

Date: Thursday, August 4, 2022

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2022-P-1451-FP
Job Address: Manor Heights Phase 4, Section B, , LA.

Dear Alex Granados,

The first submittal of the Manor Heights Phase 4, Section B (*Final Plat*) submitted by Kimley-Horn and received on October 30, 2023, 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. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance. (Chapter 10 — SUBDIVISION REGULATION, EXHIBIT A — SUBDIVISION ORDINANCE, Article II. — Procedure, Section 24. — Final Plat, (5)(iii)).~~

~~2. Performance and maintenance guarantees as required by the City. (Chapter 10 — SUBDIVISION REGULATION, EXHIBIT A — SUBDIVISION ORDINANCE, Article II. — Procedure, Section 24. — Final Plat, (2)(vi)).~~

3. Provide a license agreement and warranty deed for any proposed lots that will be conveyed to the city.

4. Note 15 needs to be revised to include “,as amended” after “November 7, 2018” if a license agreement is needed. See comments that follow below.

5. In Note 15, the Open Space Access Lot is being retained by the current owner and not being conveyed to the City, so a license agreement with the City is not necessary on this lot. In addition, an easement is being provided via the access lot, but is not being conveyed to the City, so an access agreement is not necessary on that lot. The Note should probably be revised to state that the HOA maintains those lots and delete entering into a license agreement with the City.

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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,

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



August 22, 2022

Pauline Gray
Senior Engineer
Jay Engineering, a Division of GBA
1500 County Road 269
Leander, TX 78646-2029

**RE: Permit Number: 2022-P-1451-FP
Job Address: Manor Heights Phase 4B Final Plat**

Dear Pauline Gray:

Please accept this **Comment Response Letter** in reply to your review, dated August 4, 2022, of the first submittal of the *Manor Heights Phase 4B Final Plat* submitted on July 5, 2022. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Engineer Review

1. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance. (Chapter 10 – SUBDIVISION REGULATION, EXHIBIT A – SUBDIVISION ORDINANCE, Article II. – Procedure, Section 24. – Final Plat, (5)(iii)).

Response: Acknowledged, fiscal will be posted until the construction is completed as needed.

2. Performance and maintenance guarantees as required by the City. (Chapter 10 – SUBDIVISION REGULATION, EXHIBIT A – SUBDIVISION ORDINANCE, Article II. – Procedure, Section 24. – Final Plat, (2)(vi)).

Response: Acknowledged.

3. Provide a license agreement and warranty deed for any proposed lots that will be conveyed to the city.

Response: Agreement will not be entered into until the final plat has been recorded. Draft of City's boilerplate license agreement has been included with this submittal for City's review.

Please contact me at 512.782.0602 if additional information is required.

Sincerely,

Alejandro E. Granados Rico, P.E
KIMLEY-HORN AND ASSOCIATES, INC.



1500 County Road 269
Leander, TX 78641

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

Date: Wednesday, September 21, 2022

Alex Granados
Kimley-Horn
10814 Jollyville Road, Building 4, Suite 200
Austin TX 78759
alex.granados@kimley-horn.com

Permit Number 2022-P-1451-FP
Job Address: Manor Heights Phase 4, Section B,

Dear Alex Granados,

The subsequent submittal of the Manor Heights Phase 4, Section B submitted by Kimley-Horn and received on October 30, 2023, 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 Pauline Gray, P.E.. 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. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance. (Chapter 10 — SUBDIVISION REGULATION, EXHIBIT A — SUBDIVISION ORDINANCE, Article II. — Procedure, Section 24. — Final Plat, (5)(iii)).~~
- ~~2. Performance and maintenance guarantees as required by the City. (Chapter 10 — SUBDIVISION REGULATION, EXHIBIT A — SUBDIVISION ORDINANCE, Article II. — Procedure, Section 24. — Final Plat, (2)(vi)).~~
- 3. Provide a license agreement and warranty deed for any proposed lots that will be conveyed to the city.**
- 4. Note 15 needs to be revised to include ",as amended" after "November 7, 2018" if a license agreement is needed. See comments that follow below.**
- 5. In Note 15, the Open Space Access Lot is being retained by the current owner and not being conveyed to the City, so a license agreement with the City is not necessary on this lot. In addition, an easement is being provided via the access lot, but is not being conveyed to the City, so an access agreement is not necessary on that lot. The Note should probably be revised to state that the HOA maintains those lots and delete entering into a license agreement with the City.**

- 6. Is Lot 7A in Note 15, being conveyed to the City? If so, then the lot should be incorporated into Note 16. If not, then again it is HOA maintained and no license agreement is needed.**
- 7. City legal needs to review the special warranty deed for Lot 1, Block C which is being conveyed to the City and the Lot should be conveyed simultaneously with the recordation of the final plat.**
- 8. The plat provided was named Phase 4, Section 1 not Phase 4B. Please correct this.**
- 9. The License Agreement for Phase 4B (note that the plat provided was named Phase 4, Section 1) is not in the correct format. See attached form that needs to be used instead of the license agreements provided. The Manor Heights Development Agreement provided the form of the license agreement that needs to be used and is attached to the Development Agreement as Exhibit N.**

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



October 30, 2023

Pauline Gray
Senior Engineer
Jay Engineering, a Division of GBA
1500 County Road 269
Leander, TX 78646-2029

**RE: Permit Number: 2022-P-1451-FP
Job Address: Manor Heights Phase 4B Final Plat**

Dear Pauline Gray:

Please accept this **Comment Response Letter** in reply to your review, dated September 21, 2022, of the first submittal of the *Manor Heights Phase 4B Final Plat* submitted on August 23, 2022. Original comments have been included below for reference. Kimley-Horn's responses are in red.

Engineer Review

- ~~1. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance. (Chapter 10 – SUBDIVISION REGULATION, EXHIBIT A – SUBDIVISION ORDINANCE, Article II. – Procedure, Section 24. – Final Plat, (5)(iii)).~~
- ~~2. Performance and maintenance guarantees as required by the City. (Chapter 10 – SUBDIVISION REGULATION, EXHIBIT A – SUBDIVISION ORDINANCE, Article II. – Procedure, Section 24. – Final Plat, (2)(vi)).~~
3. Provide a license agreement and warranty deed for any proposed lots that will be conveyed to the city.

Response: License agreement and special warranty deed for the parkland lot has been provided with this submittal.

4. Note 15 needs to be revised to include “as amended” after “November 7, 2018” if a license agreement is needed. See comments that follow below.

Response: Note 15 has been updated accordingly.

5. In Note 15, the open space access lot is being retained by the current owner and not being conveyed to the City, so a license agreement with the City is not necessary on this lot. In addition, the easement is being provided via the access lot, but is not being conveyed to the City, so an access agreement is not necessary on that lot. The Note should probably be revised to state that the HOA maintains those lots and delete entering into a license agreement with the City.

Response: License agreement is needed for Lot 1, Block C. The other lots referenced previously have been removed from this note and shall be dedicated to the HOA.

6. Is Lot 7A in Note 15 being conveyed to the City? If so, then the lot should be incorporated into Note 16. If not, then again it is HOA maintained and no license agreement is needed.

Response: Lot 7, Block A is being conveyed to the HOA, note has been updated.

7. City legal needs to review the special warranty deed for Lot 1, Block C which is being conveyed to the City and the Lot should be conveyed simultaneously with the recordation of the final plat.

Response: Special warranty deed has been provided with this submittal for legal review.

8. The plat provided was named Phase 4, Section 1 not Phase 4B. Please correct this.

Response: Plat name has been corrected.

9. The license agreement for Phase 4B is not in the correct format. See attached form that needs to be used instead of the license agreement provided. The Manor Heights Development Agreement provided the form of the license agreement that needs to be used and is attached to the Development Agreement as Exhibit N.

Response: License agreement format has been updated to that provided in the DA and is provided in this submittal.

Please contact me at 512.782.0602 if additional information is required.

Sincerely,



Alejandro E. Granados Rico, P.E
KIMLEY-HORN AND ASSOCIATES, INC.