



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, February 8, 2024

Stephen Jamison  
Jamison Civil Engineering LLC  
13812 Research blvd. #B-2  
Austin 78750  
steve@jamisoneng.com

Permit Number 2023-P-1608-FP  
Job Address: 14418 Old Manor Taylor Road, Manor, TX. 78653

Dear Stephen Jamison,

The first submittal of the Okra Tract Final Plat (*Final Plat*) submitted by Jamison Civil Engineering LLC and received on September 16, 2024, 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. ~~When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') must be provided.~~
- ii. ~~Provide a scale of one (1) inch equals two thousand feet (1" = 2,000') for the location map.~~
- iii. ~~Provide identification of proposed uses and reservations for all lots within the subdivision.~~
- iv. ~~For page 3, update the Mayor of the City of Manor to Dr. Christopher Harvey, current chairperson is in transition just use chairperson.~~
- v. ~~Include "Performance and maintenance guarantees as required by the City." as a note on page 3.~~
- vi. ~~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.~~
- vii. ~~Provide all variances approved by the Commission as a note on the final plat.~~
- viii. ~~Provide a Travis County 911 Addressing document demonstrating that the street names proposed on the Final Plat are not duplicated within the County.~~
- ix. ~~Provide the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.~~
- x. ~~Provide the 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.~~
- xi. ~~Provide X and Y coordinates to be identified for four (4) property corners.~~
- xii. ~~Water Courses and Easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.~~
- xiii. ~~Provide two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- xiv. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid. Provide a 2023 tax certificate. The tax certificate showed that taxes were due on the property.~~
- xv. ~~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.~~
- xvi. **Reminder final plats cannot be approved until construction plans are approved.**
- xvii. ~~Sheet 1 is not required for plats recorded within City of Manor Full Purpose.~~
- xviii. ~~Remove the reference to Travis County in Note #2. The project will not be reviewed by the County.~~
- xix. ~~Note #3 should be updated to say City of Manor not Wilbarger Creek MUD.~~
- xx. ~~Remove the reference to Travis County in Note #4.~~
- xxi. ~~Remove the reference to Travis County in Note #6.~~
- xxii. ~~Remove the reference to Travis County in Note #9.~~
- xxiii. ~~Update Note #9 remove drainage easement. It should be all easements. Also it should be except for not accept for.~~
- xxiv. ~~Note #12 should include who will own and maintain the lots. Each lot should be listed in this note and should include the block information as well.~~
- xxv. ~~Are there proposed easements outside of the proposed Okra Tract? If not, Note #13 should only reference the City of Manor.~~
- xxvi. ~~Note #15 needs to reference the City of Manor, not Travis County.~~
- xxvii. ~~Note #17 should be removed.~~
- xxviii. ~~Note #18 should reference the City of Manor.~~

2/8/2024 1:45:52 PM  
Okra Tract Final Plat  
2023-P-1608-FP  
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](http://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

**Jamison Civil Engineering LLC**

TBPE #F-17756  
13812 Research Blvd. #B-2  
Austin, Texas 78750

**JCE**

Office: (737) 484-0880  
Fax: (737) 484-0897  
E-Mail: steve@jamisoneng.com

February 21, 2024

City of Manor  
105 E. Eggleston Street  
Manor, Texas 78653

Re: Okra Phase 1 Subdivision Final Plat– 2023-P-1608-FP #U1

Please find enclosed an update for the above-mentioned project. In addition to the plan changes, we are providing a response to each of the review comments - **IN BLUE**.

- i. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') must be provided.  
**AN INDEX SHEET HAS BEEN ADDED IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- ii. Provide a scale of one (1) inch equals two thousand feet (1" = 2,000') for the location map.  
**THE SCALE HAS BEEN ADDED TO THE LOCATION MAP IN THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- iii. Provide identification of proposed uses and reservations for all lots within the subdivision.  
**A PROPOSED USE TABLE HAS BEEN INCLUDED ON THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- iv. For page 3, update the Mayor of the City of Manor to Dr. Christopher Harvey, current chairperson is in transition just use chairperson.  
**THE MAYOR'S NAME HAS BEEN UPDATED ON THE THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- v. Include "Performance and maintenance guarantees as required by the City." as a note on page 3.  
**THE REQUESTED NOTE HAS BEEN ADDED TO THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- vi. 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.  
**PLEASE SEE NOTE 11 ON SHEET 5.**

**INCLUDED WITH THIS UPDATE.**

- vii. Provide all variances approved by the Commission as a note on the final plat.  
**NO VARIANCES HAVE BEEN APPROVED FOR THIS FINAL PLAT**
- viii. Provide a Travis County 911 Addressing document demonstrating that the street names proposed on the Final Plat are not duplicated within the County.  
**WE WILL PROVIDE THE REQUESTED ADDRESSING DOCUMENTS UP RECEIPT FROM TRAVIS COUNTY. WE MADE THE REQUEST TO TRAVIS COUNTY IN DECEMEBER AND HAVE NOT HEARD BACK.**
- ix. Provide the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.  
**N/A-THERE IS NO FLOODPLAIN LOCATED WITHIN THIS PHASE 1 PLAT.**
- x. Provide the 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.  
**THE CITY LIMITS LINE HAS BEEN SHOWN ON THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- xi. Provide X and Y coordinates to be identified for four (4) property corners.  
**X AND Y COORDINATES HAVE BEEN ADDED TO THE REVISED PLAT INCLUDED WITH THIS UPDATE.**
- xii. Water Courses and Easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.  
**N/A-THERE ARE NO WATER COURSED IN THIS PHASE 1 PLAT.**
- xiii. Provide two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.  
**N/A-THERE ARE NO DEED RESTRICTIONS OR COVENANTS INCLUDED IN THIS PLAT.**
- xiv. Provide certification from all applicable taxing authorities that all taxes due on the property have been paid. Provide a 2023 tax certificate.  
**A TAX CERTIFICATE HAS BEEN INCLUDED WITH THIS UPDATE.**
- xv. 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.

**PUC IS CURRENTLY AMENDING THEIR MAPS AS A FINAL RELEASE OF THIS TRACT.**

- xvi. Reminder final plats cannot be approved until construction plans are approved.  
**NOTED.**

**PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION.**

**SINCERELY,**

*Christine A. Potts*

**Christine A. Potts P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**



2/21/24



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, March 25, 2024

Rachel Shanks  
Okra Land Incorporated  
9505 Johnny Morris Road  
Austin TX 78724

Permit Number 2023-P-1608-FP  
Job Address: 14418 Old Manor Taylor Road, Manor 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract Final Plat submitted by Jamison Civil Engineering LLC and received on September 16, 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. ~~When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') must be provided.~~
- ii. ~~Provide a scale of one (1) inch equals two thousand feet (1" = 2,000') for the location map.~~
- iii. ~~Provide identification of proposed uses and reservations for all lots within the subdivision.~~
- iv. ~~For page 3, update the Mayor of the City of Manor to Dr. Christopher Harvey, current chairperson is in transition just use chairperson.~~
- v. ~~Include "Performance and maintenance guarantees as required by the City." as a note on page 3.~~
- vi. ~~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.~~
- vii. ~~Provide all variances approved by the Commission as a note on the final plat.~~
- viii. ~~Provide a Travis County 911 Addressing document demonstrating that the street names proposed on the Final Plat are not duplicated within the County.~~
- ix. ~~Provide the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.~~
- x. ~~Provide the 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.~~
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- xii. ~~Water Courses and Easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.~~
- xiii. ~~Provide two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.~~
- xiv. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid. Provide a 2023 tax certificate. The tax certificate showed that taxes were due on the property.~~
- xv. ~~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.~~
- xvi. **Reminder final plats cannot be approved until construction plans are approved.**
- xvii. ~~Sheet 1 is not required for plats recorded within City of Manor Full Purpose.~~
- xviii. ~~Remove the reference to Travis County in Note #2. The project will not be reviewed by the County.~~
- xix. ~~Note #3 should be updated to say City of Manor not Wilbarger Creek MUD.~~
- xx. ~~Remove the reference to Travis County in Note #4.~~
- xxi. ~~Remove the reference to Travis County in Note #6.~~
- xxii. ~~Remove the reference to Travis County in Note #9.~~
- xxiii. ~~Update Note #9—remove drainage easement. It should be all easements. Also it should be except for not-accept for.~~
- xxiv. ~~Note #12 should include who will own and maintain the lots. Each lot should be listed in this note and should include the block information as well.~~
- xxv. ~~Are there proposed easements outside of the proposed Okra Tract? If not, Note #13 should only reference the City of Manor.~~
- xxvi. ~~Note #15 needs to reference the City of Manor, not Travis County.~~
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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](mailto: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,

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Pauline Gray, P.E.  
Lead AES  
GBA

**Jamison Civil Engineering LLC**

TBPE #F-17756  
13812 Research Blvd. #B-2  
Austin, Texas 78750

**JCE**

Office: (737) 484-0880  
Fax: (737) 484-0897  
E-Mail: [steve@jamisoneng.com](mailto:steve@jamisoneng.com)

April 19, 2024

City of Manor  
105 E. Eggleston Street  
Manor, Texas 78653

Re: Okra Phase 1 Subdivision Final Plat– 2023-P-1608-FP #U2

Please find enclosed an update for the above-mentioned project. In addition to the plan changes, we are providing a response to each of the review comments - **IN BLUE**.

- viii. Provide a Travis County 911 Addressing document demonstrating that the street names proposed on the Final Plat are not duplicated within the County.  
**STREET NAMES HAVE BEEN APPROVED. SEE ATTACHED EMAIL CORRESPONDENCE FOR VERIFICATION.**
- xiv. Provide certification from all applicable taxing authorities that all taxes due on the property have been paid. Provide a 2023 tax certificate.  
**AN UPDATED TAX CERTIFICATE SHOWING ALL TAXES PAID HAS BEEN INCLUDED WITH THIS UPDATE.**
- xvi. Reminder final plats cannot be approved until construction plans are approved.  
**NOTED.**
- xvii. Sheet 1 is not required for plats recorded within City of Manor Full-Purpose.  
**SHEET 1 HAS BEEN REMOVED, AS REQUESTED.**
- xviii. Remove the reference to Travis County in Note #2. The project will not be reviewed by the County.  
**THE REFERENCE TO TRAVIS COUNTY HAS BEEN REMOVED, AS REQUESTED.**
- xix. Note #3 should be updated to say City of Manor not Wilbarger Creek MUD.  
**NOTE #3 HAS BEEN UPDATED, AS REQUESTED.**
- xx. Remove the reference to Travis County in Note #4.  
**NOTE #4 HAS BEEN UPDATED, AS REQUESTED.**
- xxi. Remove the reference to Travis County in Note #6.

**NOTE #6 HAS BEEN UPDATED, AS REQUESTED.**

- xxii. Remove the reference to Travis County in Note #9.  
**NOTE #9 HAS BEEN UPDATED, AS REQUESTED.**
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**NOTE #9 HAS BEEN UPDATED, AS REQUESTED.**
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- xxviii. Note #18 should reference the City of Manor.  
**NOTE #18 HAS BEEN UPDATED, AS REQUESTED.**

**PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION.**

**SINCERELY,**

*Christine A. Potts*

**Christine A. Potts P.E.  
Jamison Civil Engineering LLC  
TX PE Firm REG. #F-17756**



04/19/24



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, May 13, 2024

Stephen Jamison  
Jamison Civil Engineering LLC  
13812 Research blvd. #B-2  
Austin 78750  
steve@jamisoneng.com

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Job Address: 14418 Old Manor Taylor Road, Manor 78653

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Pauline Gray, P.E.  
Lead AES  
GBA