



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, December 11, 2023

Tina Sevier  
Henderson Professional Engineers  
600 Round Rock West Drive, Suite 604  
Round Rock TX 78681  
HPE@HendersonPE.com

Permit Number 2023-P-1587-SF  
Job Address: 15417 Schmidt Loop, Manor, TX. 78653

Dear Tina Sevier,

The first submittal of the Schmidt loop addition short form final plat (*Short Form Final Plat*) submitted by Henderson Professional Engineers and received on August 23, 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. ~~Provide identification and location of proposed uses and reservations for all lots within the subdivision.~~
- ii. ~~Provide Certification, signature and revision blocks, as required by the City and County, including but not limited to the following: the surveyor, engineer and property owner.~~
- iii. ~~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. (AQUA WSC)~~
- iv. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.~~
- v. **All variances approved by the Commission shall appear as a note on the final plat.**
- vi. ~~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.~~
- vii. ~~Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.~~
- viii. ~~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.~~
- ix. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- x. ~~Provide the following note "Performance and maintenance guarantees as required by the City".~~
- xi. ~~Reminder to add the seal of the surveyor and engineer.~~
- xii. ~~Add the required notes~~
  - a. ~~THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.~~

~~13. Lakesha Small is the current chairperson. Dr. Christopher Harvey is the current Mayor.~~

**14. The current P&Z Chairperson is Jeffrey Stensland.**

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,

12/11/2023 3:46:03 PM  
Schmidt loop addition short form final plat  
2023-P-1587-SF  
Page 3

A handwritten signature in black ink, appearing to read "Tyler Shows", with a long horizontal flourish extending to the right.

Tyler Shows  
Staff Engineer  
GBA



August 21, 2024

City of Manor - Engineering  
Tyler Shows  
[tshows@gbateam.com](mailto:tshows@gbateam.com) | (737) 247-7552  
105 E Eggleston St  
Manor, TX 78653

**RE: 1547 Schmidt Loop, Manor, Tx 78653  
Short Form Final Plat Review – Bulmaro Plat  
Project No. 2023-P-1587-SF – Update #1**

Mr. Shows,

Please accept this letter and the attached plan set as the response to comments received from your office on December 11, 2023:

1. Provide identification and location of proposed uses and reservations for all lots within the subdivision.  
**This is provided on page 2.**
2. Provide Certification, signature and revision blocks, as required by the City and County, including but not limited to the following: the surveyor, engineer and property owner.  
**This is provided on page 3.**
3. 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. (AQUA WSC)  
**The property is confirmed in the AQUA WSC service area and has a water meter installed on it already. Documentation from AQUA is provided.**
4. Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.  
**Documentation from Austin-Travis County Health Department showing approval for the on-site sewerage facilities is provided.**
5. All variances approved by the Commission shall appear as a note on the final plat.  
**Variance request in progress.**
6. 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.  
**Setback lines have been added to the plat.**
7. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.  
**No modification to the existing floodplain map is planned.**



8. 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.

**Documentation from AQUA and Austin-Travis County Health Department is provided.**

9. Provide certification from all applicable taxing authorities that all taxes due on the property have been paid. **A statement is provided showing that taxes are paid and the tax balance is \$0.**

10. Provide the following note "Performance and maintenance guarantees as required by the City". **See plat notes on Sheet 2.**

11. Reminder to add the seal of the surveyor and engineer. **This is understood and will be done when the Final Plat is approved and ready for recording.**

12. Add the required notes:

- a. THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE, \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**The property is within the ETJ of the City of Manor and is stated as such in Note #1.**

13. Lakesha Small is the current chairperson. Dr. Christopher Harvey is the current Mayor. **Chairperson and Mayor signature blocks have been updated. As of this date, Felix Paiz appears to be the current Chairperson, so his name was added in lieu of Lakesha Small's.**

Should you need additional information please do not hesitate to contact my office by email at or by phone at 737-203-8953 or HPE@hendersonpe.com.

Respectfully,

A handwritten signature in blue ink that reads "Randi Culp".

Randi Culp, on behalf of  
Jennifer L. Henderson, P.E.  
President & CEO  
Henderson Professional Engineers, LLC

JH/TMS/RJC/DR



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, September 17, 2024

Tina Sevier  
Henderson Professional Engineers  
600 Round Rock West Drive, Suite 604  
Round Rock TX 78681  
HPE@HendersonPE.com

Permit Number 2023-P-1587-SF  
Job Address: 15417 Schmidt Loop, Manor 78653

Dear Tina Sevier,

The subsequent submittal of the Schmidt loop addition short form final plat submitted by Henderson Professional Engineers and received on August 23, 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. ~~Provide identification and location of proposed uses and reservations for all lots within the subdivision.~~
- ii. ~~Provide Certification, signature and revision blocks, as required by the City and County, including but not limited to the following: the surveyor, engineer and property owner.~~
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- v. **All variances approved by the Commission shall appear as a note on the final plat.**
- vi. ~~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.~~
- vii. ~~Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.~~
- viii. ~~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.~~
- ix. ~~Provide certification from all applicable taxing authorities that all taxes due on the property have been paid.~~
- x. ~~Provide the following note " Performance and maintenance guarantees as required by the City".~~
- xi. ~~Reminder to add the seal of the surveyor and engineer.~~
- xii. ~~Add the required notes~~
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~~13. Lakesha Small is the current chairperson. Dr. Christopher Harvey is the current Mayor.~~

**14. The current P&Z Chairperson is Jeffrey Stensland.**

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](http://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](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,



Pauline Gray, P.E.  
Lead AES  
GBA





October 2, 2024

City of Manor - Engineering  
Pauline Gray, PE  
[pgray@gbateam.com](mailto:pgray@gbateam.com) | (737) 247-7557  
105 E Eggleston St  
Manor, TX 78653

**RE: 1547 Schmidt Loop, Manor, Tx 78653  
Short Form Final Plat Review – Bulmaro Plat  
Project No. 2023-P-1587-SF – Update #2**

Mrs. Gray,

Please accept this letter and the attached plan set as the response to comments received from your office on September 17th, 2023:

5. All variances approved by the Commission shall appear as a note on the final plat.  
**Variance request is in progress, pending plat approval. A note has been added to the plat.**
  
14. The Current P&Z Chairperson is Jeffrey Stensland.  
**The P&Z Commission signature block for the Chairperson has been edited.**

Should you need additional information please do not hesitate to contact our office by email or by phone at 737-203-8953 or [HPE@hendersonpe.com](mailto:HPE@hendersonpe.com).

Respectfully,

A handwritten signature in blue ink that reads 'Randi Culp'.

Randi Culp, on behalf of  
Jennifer L. Henderson, P.E.  
President & CEO  
Henderson Professional Engineers, LLC

JH/RJC