



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, November 15, 2019

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
jason.reece@kimley-horn.com

Permit Number 2019-P-1214-FP  
Job Address: Shadowglen Section 18A, Manor, TX. 78653

Dear Jason Reece,

The first submittal of the Shadowglen Section 18A Final Plat (*Final Plat*) submitted by Kimley-Horn and received on May 10, 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. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(a)(2), the final plat cannot be approved until the construction plans have been approved.
2. Per City of Manor Staff discussions with Kimley-Horn representatives, no construction plans or final plats for Shadowglen will be approved until an updated parkland exhibit has been submitted and approved by the City. The exhibit is required to show how the Development Agreement parkland requirements are being met for Shadowglen.
3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(1)(xi), 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.
4. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins should be shown on the final plat as required by City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(ii).
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(2)(iii), the location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown. Shadowglen Section 17 which is adjacent to this section has been recorded.
6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v), 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 should be shown on the final plat. There appear to be owner names that are not listed.
7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(i), true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(5)(iii), 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 the Subdivision Ordinance.
9. For projects located within the City's extra-territorial jurisdiction the final plat must be submitted to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.
10. There appears to be an existing drainage easement running through Lots located on Block G. Clarify what is proposed for this area.
11. The City Secretary's name should be updated to Lluvia Almaraz.

12. Remove the P&Z Chairperson's name from the signature block.
13. The new City of Manor Mayor is Dr. Larry Wallace Jr.
14. Sheet 3 of 5 was not included in the submittal.
15. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded streets should be shown.

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,



Pauline Gray, P.E.  
Lead AES  
GBA

April 14, 2020

Pauline Gray, P.E.  
Staff Engineer  
Jay Engineering Company, Inc.  
P.O. Box 1220  
Leander, Texas 78646

**RE: Shadowglen Section 18A  
Manor, TX 78653  
Permit No. 2018-P-1162-FP**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in response to Jay Engineering Company, Inc's report to the above-mentioned project dated November 15, 2019. Original comments have been included for review. Kimley-Horn responses are listed in maroon.

1. Per City of Manor Code of Ordinances Chapter 10, Exhibit A Subdivision Ordinance 263B Section 24(a)(2), the final plat cannot be approved until the construction plans have been approved.

**Response:** *Noted.*

2. Per City of Manor Staff discussions with Kimley-Horn, no construction plans or final plats for Shadowglen will be approved until an updated parkland exhibit has been submitted and approved by the City. The exhibit is required to show the Development Agreement parkland requirements are being met for Shadowglen.

**Response:** *Parkland Exhibit and Development Agreement have been accepted and approved by the City of Manor.*

3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24C(1)(xi), 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:** *All street names for Phase 2 have been approved by Travis County. Email correspondence containing approval have been included with this submittal.*

4. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pints should be shown on the final plat as required by City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(ii).

**Response:** *Coordinates at property corners are now shown.*

5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Section 24(c)(2)(iii), the location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision intersection or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown. Shadowglen Section 17 which is adjacent to this section has been recorded.

**Response:** *Right-of-way and lots from Section 17 have been added to this plat.*

6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v), 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 should be shown on the final plat.

**Response:** *All adjacent properties within 300 feet have been shown and plat or deed reference have been included.*

7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i), true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system X and Y coordinates shall be identified for four property corners.

**Response:** *Noted. Plat has been updated.*

8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(5)(iii), 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 the Subdivision Ordinance.

**Response:** *Noted.*

9. For projects located within the City's ETJ the final plat must be submitted to Travis County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.

**Response:** *Noted.*

10. There appears to be an existing drainage easement running through lots located on Block G. Clarify what is proposed for this area.

**Response:** *There used to be a drainage channel that ran through Section 17 and continued through the proposed Section 18A. This drainage channel was located within in a easement which was partially vacated with Section 17. The remainder of the drainage easement still shows with Section 18A. This easement will be vacated prior to recordation.*

11. The City Secretary's name should be updated to Lluvia Almaraz.

**Response:** *The City's Secretary's name has been updated.*

12. Remove the P&Z Chairperson's name from the signature block.

**Response:** *The name has been removed.*

13. The new City of Manor Mayor is Dr. Larry Wallace, Jr.

**Response:** *Mayor's name has been updated.*

14. . Sheet 3 of 5 was not included in the submittal.

**Response:** *All sheets are now included with this resubmittal.*

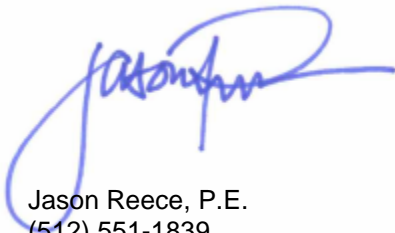
15. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded street should be shown.

**Response:** *Plat has been updated to show Section 17 recordation information.*

Should you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jason Reece, P.E.  
(512) 551-1839  
jason.reece@kimley-horn.com



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, May 11, 2020

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
jason.reece@kimley-horn.com

Permit Number 2019-P-1214-FP  
Job Address: Shadowglen Section 18A, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Shadowglen Section 18A Final Plat submitted by Kimley-Horn and received on May 10, 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. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(a)(2), the final plat cannot be approved until the construction plans have been approved. The construction plans have not been approved**

~~2. Per City of Manor Staff discussions with Kimley-Horn representatives, no construction plans or final plats for Shadowglen will be approved until an updated parkland exhibit has been submitted and approved by the City. The exhibit is required to show how the Development Agreement parkland requirements are being met for Shadowglen.~~

**3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(1)(xi), 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. The documentation provided did not contain the street names for this section.**

~~4. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins should be shown on the final plat as required by City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(ii).~~

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**12. Remove the P&Z Chairperson's name from the signature block. The P&Z Chairperson is Philip Tryon.**

**13. The new City of Manor Mayor is Dr. Larry Wallace Jr.**

~~14. Sheet 3 of 5 was not included in the submittal.~~

**15. A current (2019) tax certificate should be provided. The previously submitted tax certificate was from 2018.**

15. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded streets should be shown.

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

**Shadowglen Phase 2 Section 18a**  
**CITY OF MANOR ETJ, PRECINCT 1**  
**Sarah Sumner**  
**Review Comments ~ 11/10/2020**

1. This plat is in the City or ETJ of Manor and the applicant will need to submit an application to that jurisdiction and make sure they have all the appropriate signatures and approval before the plat can be approved by Travis County and taken to Commissioners Court. **Update - information**
  
2. ~~Please identify the nearest cross streets on the location map so the tract may be found. Update 1 and 2 – comment stands, access to this section is either Crowndale Drive or Arbor Hills Cove which are recorded in Section 17. Why do neither of these streets show up in the location map as the access streets to this section? Breezy Meadow and Sunny Creek do not provide access. Update 3 – cleared~~
  
3. How much of Drainage Easement doc 2006105345 was released by document 2019019518? Update 1 – is the rest of the easement being released with this section? Update 2 – vacate by plat is not a thing. Please read the document for vacation process. **Update 3 – please remove “per plat” from the plat graphic and proceed with the vacation process.**

*Response: The label calling out portion of the drainage easement to be vacated was revised to remove the text “per plat”.*

4. Please revise the owner’s statement to read the same as for Section 27 A and B. Update 1 – comment stands, there is no public notification process for a final plat. Please look at the owner’s statement for 27A and B and adjust for this subdivision. Verify acreage in statement. Update 2 - Comment stands. **Update 3 – verify acreage, owners statement has 17.964 and 17.982; sheets 1and 2 have 17.964 acres. Try reading the second paragraph out loud with someone who knows grammar, this is a legal document.**

*Response: The owner’s statement was revised to indicate correct acreage of tract.*

5. Please submit a current letter of commitment from each utility company (electric power, telephone, gas, water and wastewater) serving the immediate area, indicating whether and when service will be available to all lots in the subdivision. The water and wastewater letter you provided did not match the water provider on the plat. Update 1 and 2 – received electric, gas, communications letter was not a commitment letter, still need water and waste water. **Update 3 – MUD letter is 2 and half years old, need a current contract.**

*Response: Will Serve letters provided with this update.*

6. Please provide two original, signed Travis County Construction Agreements. Update 2 – cleared, plat acreage and metes and bounds acreage in agreement do not match though **Update 3 – updated document not uploaded, will need for agenda and docuSign by judge.**

*Response: Signed Construction agreement provided with this update.*

7. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact (512) 854-4621 or ([fire.marshall@traviscountytx.gov](mailto:fire.marshall@traviscountytx.gov)) as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval. Update 1 and 2 – approval letter is more than 6 months old **Update 3 – cleared**
8. The plat boundary is missing a segment from Lot 10 Block L to the temporary turn around.

*Response: Plat graphic was revised to show complete boundary.*

9. Once all comments are cleared, please submit a .pdf of the plat and location map to [Sarah.Sumner@traviscountytx.gov](mailto:Sarah.Sumner@traviscountytx.gov).

*Response: Noted.*

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**NOTICE REGARDING RENEWAL FEES:** The Travis County Commissioners Court has adopted the following plat application renewal fee schedule. Ten percent (10%) of the original review fee will be assessed for an application renewal where there has been no application activity for 60 days. One hundred percent (100%) of the original review fee will be assessed for an application renewal where there has been no application activity for 180 days or more. For the purpose of the fee schedule, “application activity” means providing a written update and other requested information in response to a comments letter from the Travis County Transportation and Natural Resources Department (“TNR”) Plat Application Intake Office and does not include e-mails, telephone calls, partial or incomplete submissions of information, or meetings with County officers or employees.

60 days from TNR requested information is 02-06-20.

180 days from TNR requested information is 05-28-20.

May 20, 2021

John Ellis, P.E.  
Travis County TNR  
700 Lavaca 5<sup>th</sup> Floor  
Austin, Texas 78767-1748

**RE: Shadowglen Phase 2 Section 18A  
Project #S-19-34  
City of Manor ETJ, Precinct 1**

Dear Mr. Ellis:

Please accept this ***Comment Response Letter*** in reply to your review of the above-mentioned project. Original comments have been included for your reference. All Kimley-Horn responses are listed in maroon.

1. Comment Cleared.
2. Comment Cleared
3. Provide sight distance exhibits for all proposed sight distance easements demonstrating minimum intersection sight distances have been maintained for these intersections in accordance with the Transportation Criteria Manual.  
7/10/20 – Pending. Please remove the sight distance easement for Amelia Rose Cove at Caxton Drive looking right; the easement area is too small to be useful. Revise sight distance easement for Caxton Drive at Arbor Hill Cove looking left to provide the minimum required intersection sight distance of 400 feet. All other easements appear acceptable.  
**11/10/20 – Pending. This is an issue created by the phasing of the development. A separate instrument easement will need to be granted that provides the minimum 400 feet of sight distance. The streets will not be accepted, or plans approved without this easement.**  
***Response: We are currently working on the sight distance easement and will send an update as soon as possible.***
4. Provide release documents for the existing temporary drainage easement granted to the MUD which runs through a portion of the plat for staff review. This easement release will need to be recorded concurrently with the plat.  
7/10/20 – Pending receipt of release documents.

**11/10/20 – Pending recordation. Please annotate on the plat the area to be released.**

***Response: Final Plat has been updated.***

5. Submit easement documents for the proposed temporary turnarounds for staff review prior to recordation and plat approval.

7/10/20 – Pending receipt and review.

**11/10/20 – Pending recordation**

***Response: Noted.***

6. The plat for Section 17 indicates that there is an existing wastewater easement extending into the area of this proposed plat. Please show this easement and provide release documents for staff review. This easement release will need to be recorded concurrently with the plat.

7/10/20 – Pending receipt of release documents. This release should include easements shown under Arbor Hill Cove and Bloom Drive.

**11/10/20 – Pending recordation. Please annotate the area to be released on the plat.**

***Response: Final Plat has been updated.***

7. Revise plat to show the existing drainage easement for the detention pond and outfall to the north. The portion of the easement which conflicts with the elbow at intersection of Heather Falls Lane and Crowndale Drive will need to be released. Provide release documents for staff review. This easement release will need to be recorded concurrently with the plat.

7/10/20 – Pending receipt of release documents. Please shown this drainage easement on the plat.

**11/10/20 - Pending. The drainage easement for the pond was not released with the 21AB plat; a portion of the easement still lies within the elbow area. Identify the existing drainage easement and note that it will be vacated at the time of plat recordation.**

***Response: The remainder of the drainage easement that lies outside of the Section 21 platted boundary has been added to the Section 18A Final Plat to be vacated with the plat.***

8. Comment Cleared.

9. Comment Cleared.

10. Revise the floodplain note stating “No portion of this tract...” to address the 500 year floodplain as required by Travis County code.

7/10/20 – Pending. The note now says “100-year and 500-year floodplains are contained within the drainage lot...”; however, that does not appear to be that case for this plat. Please revise appropriately.

**11/10/20 - Pending. The note has now been revised to remove any reference to the 500 year FEMA floodplain. Based on the boundaries of the plat the 100 and 500 year floodplains appear to be outside of the area to be platted so the note should reflect that. Please update note appropriately to address 100 and 500 year FEMA floodplains.**

***Response: Engineer’s Certification has been updated based on the comments above.***

11. Comment cleared.

12. There are two curves shown in the knuckle area for Bloom Drive and Crowndale Drive. Please process the appropriate amendment for Section 21A and 21B to allow for the outer curve.

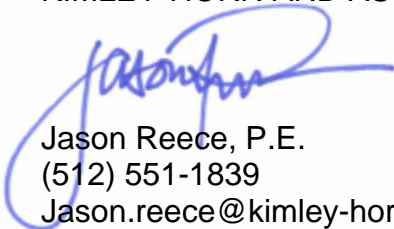
**11/10/20 – The proposed reconfiguration of this intersection is not acceptable. The plat and plans need to be revised to meet street and knuckle standards.**

***Response: My apologies, this was fixed, and I submitted the incorrect plat. The revised Plat should only have one knuckle that matches the boundaries recorded with the Section 21A and 21B plat.***

Should you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jason Reece, P.E.  
(512) 551-1839  
Jason.reece@kimley-horn.com



1500 County Road 269  
Leander, TX 78641

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

Date: Friday, June 18, 2021

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
jason.reece@kimley-horn.com

Permit Number 2019-P-1214-FP  
Job Address: Shadowglen Section 18A, Manor 78653

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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](http://www.mygovernmentonline.org) and use the online portal to upload your drawings in PDF format.

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Thank you,



Pauline Gray, P.E.  
Lead AES  
GBA



April 10, 2023

Pauline Gray, P.E.  
Staff Engineer  
Jay Engineering Company, Inc.  
P.O. Box 1220  
Leander, Texas 78646

**RE: Shadowglen Section 18A  
Manor, TX 78653  
Permit No. 2018-P-1162-FP**

Dear Pauline Gray, P.E.:

Please accept this **Comment Response Letter** in response to Jay Engineering Company, Inc's report to the above-mentioned project dated June 18, 2021. Original comments have been included for review. Kimley-Horn responses are listed in maroon.

1. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24C(1)(xi), 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:** *The street names in the Plat have been updated to match the approved Street names from 911 addressing. Approval letter has been provided.*

2. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v), 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 should be shown on the final plat.

**Response:** *All adjacent properties within 300 feet have been shown and plat or deed reference have been included.*

3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(i), true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system X and Y coordinates shall be identified for four property corners.

**Response:** *True bearings and distances have been added to the plat with the nearest lines, monuments, corners have been described/rotated using said coordinate system.*

4. A current (2021) tax certificate should be provided. The previously submitted tax certificate was from 2018.

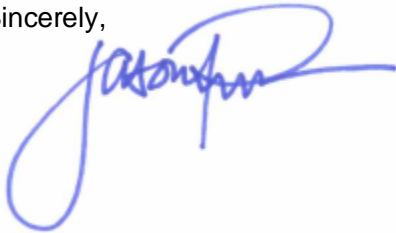
**Response:** *An updated tax certificate has been provided.*

5. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded streets should be shown.

**Response:** *Adjacent sections have been added to the plat and recorded streets are now shown.*

Please contact me at (512) 551-1839 or [jason.reece@kimley-horn.com](mailto:jason.reece@kimley-horn.com) should you have any questions.

Sincerely,



Jason Reece, PE  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, May 8, 2023

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
jason.reece@kimley-horn.com

Permit Number 2019-P-1214-FP  
Job Address: Shadowglen Section 18A, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Shadowglen Section 18A Final Plat submitted by Kimley-Horn and received on May 10, 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. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(a)(2), the final plat cannot be approved until the construction plans have been approved. The construction plans have not been approved.~~
- ~~2. Per City of Manor Staff discussions with Kimley-Horn representatives, no construction plans or final plats for Shadowglen will be approved until an updated parkland exhibit has been submitted and approved by the City. The exhibit is required to show how the Development Agreement parkland requirements are being met for Shadowglen.~~
- ~~3. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(1)(xi), 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. The documentation provided did not contain the street names for this section.~~
- ~~4. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins should be shown on the final plat as required by City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(ii).~~
- ~~5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(2)(iii), the location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown. Shadowglen Section 17 which is adjacent to this section has been recorded.~~

~~6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v), 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 should be shown on the final plat. There appear to be owner names that are not listed. As an example, there are home owners that should be listed south of Lot 48 Block G.~~

**7. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(3)(i), true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.**

~~8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(5)(iii), 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 the Subdivision Ordinance.~~

~~9. For projects located within the City's extra-territorial jurisdiction the final plat must be submitted to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.~~

~~10. There appears to be an existing drainage easement running through Lots located on Block G. Clarify what is proposed for this area.~~

~~11. The City Secretary's name should be updated to Lluvia Almaraz.~~

~~12. Remove the P&Z Chairperson's name from the signature block. The P&Z Chairperson is Philip Tryon.~~

~~13. The new City of Manor Mayor is Dr. Larry Wallace Jr.~~

~~14. Sheet 3 of 5 was not included in the submittal.~~

**15. A current (2021) tax certificate should be provided. The previously submitted tax certificate was from 2018.**

~~16. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded streets should be shown.~~

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 [gray@gbateam.com](mailto:gray@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



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, May 8, 2023

Jason Reece  
Kimley-Horn  
10814 Jollyville Road  
Austin TX 78759  
jason.reece@kimley-horn.com

Permit Number 2019-P-1214-FP  
Job Address: Shadowglen Section 18A, Manor 78653

Dear Jason Reece,

The subsequent submittal of the Shadowglen Section 18A Final Plat submitted by Kimley-Horn and received on April 11, 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. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 24(a)(2), the final plat cannot be approved until the construction plans have been approved. The construction plans have not been approved.~~
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**Response: True bearings/distances/monuments/existing subdivision corners have been updated and verified. Updated plat has been uploaded to the portal.**

~~8. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance Section 24(c)(5)(iii), 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 the Subdivision Ordinance.~~

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~~14. Sheet 3 of 5 was not included in the submittal.~~

**15. A current (2021) tax certificate should be provided. The previously submitted tax certificate was from 2018.**

**Response: A current tax certificate has been provided with this submittal package and uploaded to the portal.**

~~16. Section 17 of Shadowglen has been recorded. It is located adjacent to Section 18A. The lot lines and recorded streets should be shown.~~

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.

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Thank you,



Pauline Gray, P.E.  
Lead AES  
GBA