



1500 County Road 269  
Leander, TX 78641

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

Date: Thursday, February 1, 2024

Jacob Kondo  
Kimley-Horn

[jacob.kondo@kimley-horn.com](mailto:jacob.kondo@kimley-horn.com)

Permit Number 2023-P-1592-FP  
Job Address: Rector Loop, Manor, TX. 78653

Dear Jacob Kondo,

The first submittal of the Shadowglen Phase 3 Section 2 Final Plat (*Final Plat*) submitted by Kimley-Horn and received on March 26, 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 Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. The final plat cannot be approved until the construction plans have been approved.
2. The tax certificate should be for 2023 taxes not 2022.
3. 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. 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.
5. 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.
6. Where right-of-way is being dedicated, variable width right-of-way is not allowed. Provide the width of the existing right-of-way and the width of right-of-way being dedicated.
7. 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.
8. For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.

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

02/19/2024

GBA  
1500 County Road 269  
Leander, TX. 78641

**Re: Project: 2023-P-1592-FP  
Shadowglen Phase 3 Section 2 Final Plat  
Engineering Comments**

Dear Pauline Gray,

Please accept this Comment Response Letter in reply to the Final Plat review, dated February 1, 2024, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**.

**REVIEWER: Pauline Gray, P.E.**

1. The final plat cannot be approved until the construction plans have been approved.  
**Response: Comment acknowledged.**
2. The tax certificate should be for 2023 taxes not 2022.  
**Response: The 2023 tax certificate has been included with this update.**
3. 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: Awaiting verification from 911 Addressing.**
4. 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.  
**Response: The location of the City's limits and ETJ as depicted on the City's base map has been included and called out on the plat plan sheets of this plat and shown in the vicinity map on the cover of the plat.**
5. 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.  
**Response: The true bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner has been accurately described on the plat and rotated to the state plan coordinate system. Using said system, X and Y coordinates have been identified and shown for four (4) property corners.**
6. Where right-of-way is being dedicated, variable width right-of-way is not allowed. Provide the width of the existing right-of-way and the width of right-of-way being dedicated.

**Response: The width of the existing ROW and Width of dedicated ROW are now shown and specified on the plat.**

7. 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.

**Response: Comment acknowledged.**

8. For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.

**Response: Comment acknowledged.**

## **End of Report**

Please contact me at (512) 418-1771 if additional information is required.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Jacob Kondo, P.E.  
Project Manager



1500 County Road 269  
Leander, TX 78641

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

Date: Tuesday, March 19, 2024

Jacob Kondo  
Kimley-Horn

jacob.kondo@kimley-horn.com

Permit Number 2023-P-1592-FP  
Job Address: Rector Loop, Manor 78653

Dear Jacob Kondo,

The subsequent submittal of the Shadowglen Phase 3 Section 2 Final Plat submitted by Kimley-Horn and received on March 26, 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.

1. The final plat cannot be approved until the construction plans have been approved. **Once the construction plans are approved this comment will be cleared.**
- ~~2. The tax certificate should be for 2023 taxes not 2022.~~
3. 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. **Once verification is provided these comments will be cleared.**
- ~~4. 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.~~
5. 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. Only called out for 3 property corners.**
- ~~6. Where right-of-way is being dedicated, variable width right-of-way is not allowed. Provide the width of the existing right-of-way and the width of right-of-way being dedicated.~~
- ~~7. 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.~~
- ~~8. For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.~~

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 /Manor/Parts/Blank, or by e-mail at [tshows@gbateam.com](mailto:tshows@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 black ink, appearing to read 'Tyler Shows', followed by a long horizontal flourish.

Tyler Shows  
Staff Engineer  
GBA

03/21/2024

GBA  
1500 County Road 269  
Leander, TX. 78641

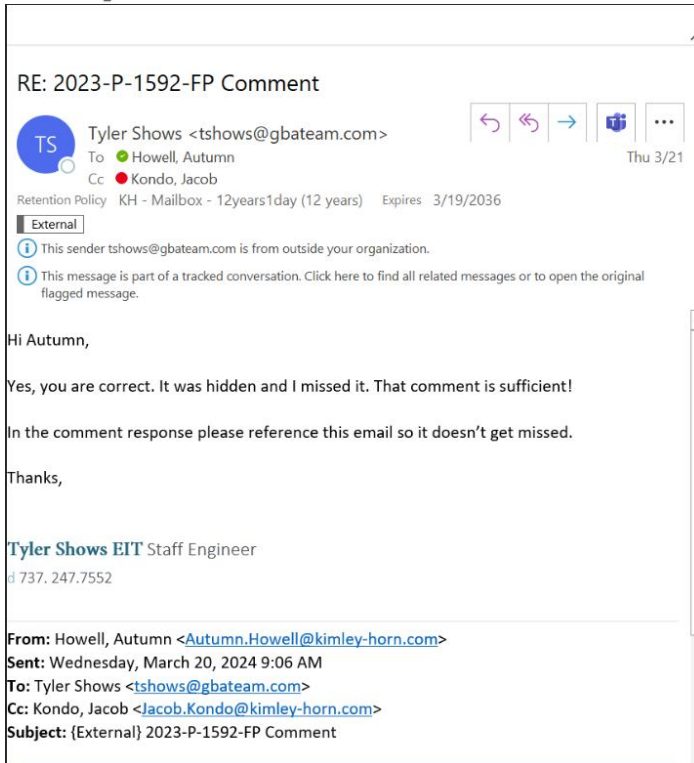
**Re: Project: 2023-P-1592-FP  
Shadowglen Phase 3 Section 2 Final Plat  
Engineering Comments**

Dear Tyler Shows,

Please accept this Comment Response Letter in reply to the Final Plat review, dated March 19, 2024, regarding the above-referenced project. Original comments have been included below for reference. All Kimley-Horn's responses are listed in **Blue**.

**REVIEWER: Tyler Shows, P.E.**

1. The final plat cannot be approved until the construction plans have been approved. Once the construction plans are approved this comment will be cleared.  
**Response: construction plans approved. see attached approval letter**
2. ~~The tax certificate should be for 2023 taxes not 2022.~~
3. 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. Once verification is provided these comments will be cleared.  
**Response: Please see the email verification attached to this submittal from 911 Addressing demonstrating that the proposed street names have been reserved.**
4. ~~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.~~
5. ~~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. Only called out for 3 property corners.~~  
**Response: All four corners of the project have been called out with a Northing and Easting. Please see the email thread attached with this submittal. A snippet of the email response is also shown below.**



6. ~~Where right of way is being dedicated, variable width right of way is not allowed. Provide the width of the existing right of way and the width of right of way being dedicated.~~
7. ~~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.~~
8. ~~For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.~~

## **End of 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".



