



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, December 11, 2023

Matt Mitchell  
ALM Engineering, Inc.  
PO Box 536  
Dripping Springs 78620  
matt@almengr.com

Permit Number 2023-P-1590-CP  
Job Address: Manor Commons NE Commercial Concept Plan, , TX.

Dear Matt Mitchell,

The first submittal of the Manor Commons NE Commercial Concept Plan (*Concept Plan*) submitted by ALM Engineering, Inc. and received on February 29, 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. A TIA will be required for the project. A meeting should be set up with the City of Manor and TxDOT to discuss the scope of the TIA.
2. The TIA will need to be submitted separately from the Concept Plan.
3. City of Manor signature blocks are required to be included with the Concept Plan.
4. The proposed major categories of land use by acreage should be provided on the Concept Plan.
5. The proposed number of residential and nonresidential lots, tracts, or parcels together with the estimated number of LUEs required for each category of lots and traffic volumes to be generated by all proposed development other than single family residential should be provided on the Concept Plan.
6. The water and wastewater utility sheets should be removed from the concept plan. These are not required for a Concept Plan and should be submitted with the preliminary plan.
7. The storm sewer, pond cross sections, drainage maps and HEC-HMS calculation sheets should be removed from the Concept Plan as they are not required to be provided. These should be submitted with the preliminary plan.
8. The tree mitigation note lists a fee in lieu for trees. This will need to be approved by City Council.

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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](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 blue ink that reads "Pauline M. Gray". The signature is written in a cursive, flowing style.

Pauline Gray, P.E.  
Lead AES  
GBA



December 29, 2023

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 CR 269  
Leander, TX 78641

Permit Number 2023-P-1590-CP  
Job Address: Manor Commons NE Commercial Concept Plan, , TX.

1. A TIA will be required for the project. A meeting should be set up with the City of Manor and TxDOT to discuss the scope of the TIA.

RESPONSE: Alexander Flores, P.E., with BOE Consulting Services, LLC., has been working on a TIA for this property, also known as Manor Commons Phase 3, for this project since 2022. Pauline Gray, P.E. approved the scoping letter along with TxDOT on December 9, 2022.

2. The TIA will need to be submitted separately from the Concept Plan.

RESPONSE: The TIA, known as Manor Commons Phase 3, was already submitted.

3. City of Manor signature blocks are required to be included with the Concept Plan.

RESPONSE: Signature blocks added.

4. The proposed major categories of land use by acreage should be provided on the Concept Plan.

RESPONSE: The proposed zoning is C-1 and the proposed land use is C-1 as shown on the lower left corner of page 1 of the concept. Estimated land uses are included in the TIA table that has been added to the Concept Plan but these are subject to change depending on demand.

5. The proposed number of residential and nonresidential lots, tracts, or parcels together with the estimated number of LUEs required for each category of lots and traffic volumes to be generated by all proposed development other than single family residential should be provided on the Concept Plan.

RESPONSE: The LUE table with water and wastewater estimates is located at the bottom center of the Concept Plan

6. The water and wastewater utility sheets should be removed from the concept plan. These are not required for a Concept Plan and should be submitted with the preliminary plan.

RESPONSE: These have been removed.

7. The storm sewer, pond cross sections, drainage maps and HEC-HMS calculation sheets should be removed from the Concept Plan as they are not required to be provided. These should be submitted with the preliminary plan.

RESPONSE: These have been removed.

8. The tree mitigation note lists a fee in lieu for trees. This will need to be approved by City Council.

RESPONSE: There is only 1 protected tree being removed. We are now proposing to add four 3" trees to the north side of POMERANIAN PLAZA, on Lot 1, Block C.

If you have any questions, please contact me at (512) 431-9600.

Sincerely,



Matt Mitchell, P.E.





1500 County Road 269  
Leander, TX 78641

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

Date: Wednesday, February 21, 2024

Matt Mitchell  
ALM Engineering, Inc.  
PO Box 536  
Dripping Springs 78620  
matt@almengr.com

Permit Number 2023-P-1590-CP  
Job Address: Manor Commons NE Commercial Concept Plan,

Dear Matt Mitchell,

The subsequent submittal of the Manor Commons NE Commercial Concept Plan submitted by ALM Engineering, Inc. and received on February 29, 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. A TIA will be required for the project. A meeting should be set up with the City of Manor and TxDOT to discuss the scope of the TIA.~~
- ~~2. The TIA will need to be submitted separately from the Concept Plan.~~
3. City of Manor signature blocks are required to be included with the Concept Plan. **Felix Piaz is the current chairperson, and Lluvia Almaraz is the current City Secretary.**
- ~~4. The proposed major categories of land use by acreage should be provided on the Concept Plan.~~
5. The proposed number of residential and nonresidential lots, tracts, or parcels together with the estimated number of LUEs required for each category of lots and traffic volumes to be generated by all proposed development other than single family residential should be provided on the Concept Plan. **Provide the estimated number of LUEs for wastewater.**
- ~~6. The water and wastewater utility sheets should be removed from the concept plan. These are not required for a Concept Plan and should be submitted with the preliminary plan.~~
- ~~7. The storm sewer, pond cross sections, drainage maps and HEC-HMS calculation sheets should be removed from the Concept Plan as they are not required to be provided. These should be submitted with the preliminary plan.~~
- ~~8. The tree mitigation note lists a fee in lieu for trees. This will need to be approved by City Council.~~

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', with a long horizontal flourish extending to the right.

Tyler Shows  
Staff Engineer  
GBA



February 29, 2024

Pauline Gray, P.E.  
Senior Engineer  
Jay Engineering, a Division of GBA  
1500 CR 269  
Leander, TX 78641

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3. City of Manor signature blocks are required to be included with the Concept Plan. **Felix Piaz is the current chairperson, and Lluvia Almaraz is the current City Secretary.**

RESPONSE: The chairperson and city secretary names have been updated.

5. The proposed number of residential and nonresidential lots, tracts, or parcels together with the estimated number of LUEs required for each category of lots and traffic volumes to be generated by all proposed development other than single family residential should be provided on the Concept Plan. **Provide the estimated number of LUEs for wastewater.**

RESPONSE: The at the bottom middle of the Concept Plan has been updated to show both the Water and Wastewater estimated LUE's.

If you have any questions, please contact me at (512) 431-9600.

Sincerely,



Matthew Mitchell, P.E.

