



1500 County Road 269  
Leander, TX 78641

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

Date: Monday, August 26, 2024

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

Permit Number 2024-P-1671-PP  
Job Address: , , LA.

Dear Matt Mitchell,

The first submittal of the Manor NE Commercial Preliminary Plat (*Preliminary Plan*) submitted by ALM Engineering, Inc. and received on January 22, 2025, 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](mailto:tshows@gbateam.com).

- i. Update the city signature block to current personnel. On the Cover Page.
- ii. Update the Clerk of Travis County personnel. On the Cover Page.
- iii. Revisions to the tree mitigation note are needed. Mesquite trees are protected trees. The following trees are excluded from the Protected Tree classification: Hackberry, Chinaberry, Chinese Tallow, Ligustrum, Mimosa, Cottonwood, and Cedar (Ashe Juniper) trees. As per Manor Code of Ordinance Chapter 15 Article 15.03. Update and acquire the fee in lue cost from the city.
- iv. Verify all the trees are called out on the tree survey. What year was this tree survey completed?
- v. Property lines shall be drawn sufficiently wide to provide easy identification.
- vi. Provide contour lines for the existing conditions page.
  - a. Topographic data indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.
- vii. The locations, sizes, and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.
  - a. Provide the size of each utility.
- viii. Will ROW be dedicated to FM 973 or US 290? If so, provide the ROW width and not row varies.
- ix. 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 traverses the subdivision or is contiguous to the subdivision boundary. The section of the site is in the ETJ.
- x. Provide the location of building setback lines indicated by dashed lines on the plat.
- xi. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of: (If applicable, with "Tree Fee")
  - a. 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
  - b. 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.
  - c. Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper requires Commission approval.
- xii. Wastewater plan set has "???" as a call out in the upper left side of the line.
- xiii. Callout the top of the ponds outflow wall elevation. Verify that the 100-year storm water level elevation does not exceed this.
- xiv. Provide a comparison table for the existing and developed sites, including the overall difference for this particular site only and the overall difference.
  - a. Provide a summary difference between this particular site only and the overall site.
- xv. Has the TIA been reviewed and approved? The TIA will need to be reviewed separately and approved. Reach out to [pgray@gbateam.com](mailto:pgray@gbateam.com) with any questions.
  - a. Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document
- xvi. Provide a summary letter stating briefly the type of street surfacing, drainage, water, and wastewater facilities proposed, and declaring the intent to either dedicate parkland or pay fees-in-lieu of said dedication if such dedication or fees apply.

8/26/2024 3:33:03 PM  
Manor NE Commercial Preliminary Plat  
2024-P-1671-PP  
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



February 29, 2024

Tyler Shows  
Staff Engineer  
GBA  
1500 CR 269  
Leander, TX 78641

Permit Number 2024-P-1671-PP  
Job Address: LA.

i. Update the city signature block to current personnel. On the Cover Page.

**RESPONSE: Updated.**

ii. Update the Clerk of Travis County personnel. On the Cover Page.

**RESPONSE: Deleted. Preliminary Plats are recorded.**

iii. Revisions to the tree mitigation note are needed. Mesquite trees are protected trees. The following trees are excluded from the Protected Tree classification: Hackberry, Chinaberry, Chinese Tallow, Ligustrum, Mimosa, Cottonwood, and Cedar (Ashe Juniper) trees. As per Manor Code of Ordinance Chapter 15 Article 15.03. Update and acquire the fee in lue cost from the city.

**RESPONSE: We noticed that a few trees were mislabeled and misidentified. The surveyor went back out and the corrected table is included in the preliminary.**

**Sec. 15.03.034 - General tree preservation requirements.**

**Share Link to sectionPrint sectionDownload (Docx) of sectionsEmail sectionCompare versions**

**(a) All trees are considered protected trees within classes 2—5 as described in [section 15.03.033](#) with the following exceptions: Chinaberry, Hackberry, Ashe juniper (Cedar), Chinese Tallow, Willow, Ligustrum, Mimosa, Cottonwood, Huisache, and any other tree that is determined to be in a hazardous condition so as to endanger the public health, safety, or welfare. The development services director or their designee shall make the determination as to whether a tree is damaged, diseased, or dying due to natural or other causes.**

**The list of exceptions has been updated in the Manor Code and now includes Willow trees.**

**Only three protected trees will be removed, #625 - 10" Cedar Elm ,#634 - 10" Mesquite, & #635 - 11" Mesquite.**

**We are proposing to plant eleven 3" replacement trees on Lots 3&4, Block A, in the 25' setback between Greenbury Subdivision and the proposed development. These trees will be planted in addition to the required landscape buffer requirements to add increased screening.**

iv. Verify all the trees are called out on the tree survey. What year was this tree survey completed?

**RESPONSE: All qualifying trees have been shown. The tree survey was completed on October 10, 2022.**

**We noticed that a few trees were mislabeled and misidentified. The surveyor went back out and the corrected table is included in the preliminary.**

v. Property lines shall be drawn sufficiently wide to provide easy identification.

**RESPONSE: The lines have been darkened to help identify them.**

vi. Provide contour lines for the existing conditions page.

a. Topographic data indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.

**RESPONSE: Additional offsite topo out to 200 feet from the property has been shown.**

vii. The locations, sizes, and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

a. Provide the size of each utility.

**RESPONSE: Locations and sizes of existing utilities are shown and labeled.**

viii. Will ROW be dedicated to FM 973 or US 290? If so, provide the ROW width and not row varies.

**RESPONSE: No ROW is being dedicated. There are dimensions along FM 973 and Hwy 290 showing the R.O.W. widths. We removed the "Varies" from the road labels.**

ix. 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 traverses the subdivision or is contiguous to the subdivision boundary. The section of the site is in the ETJ.

**RESPONSE: Added the City limit line along the north side of the tract. The 1 ac. Tract (formerly in the ETJ) at the NE corner of FM973 and Hwy. 290 was annexed into the City earlier this year.**

x. Provide the location of building setback lines indicated by dashed lines on the plat.

**RESPONSE: Building Setbacks have been shown.**

xi. Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of: (If applicable, with "Tree Fee")

a. 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and

b. 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.

c. Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper requires Commission approval.

**RESPONSE: A table has been added to the left side of the preliminary plan sheet and the cover.**

#	Inches	Type	RATE	REPLACEMENT Inches
625	10	Cedar Elm	1:1	10
634	10	Mesquite	1:1	10
635	11	Mesquite	1:1	11
TOTAL REMOVED				31
REPLACEMENT 11 x 3" CALIPER - TOTAL 33 INCHES				

**The proposed tree locations have been shown in the 25' setback between Lots 19 & 25, Block A and Greenbury Subdivision.**

xii. Wastewater plan set has "???" as a call out in the upper left side of the line.

**RESPONSE: Alignment has been linked to show stationing.**

xiii. Callout the top of the ponds outflow wall elevation. Verify that the 100-year storm water level elevation does not exceed this.

**RESPONSE: Labels have been added to the cross section views of the pond to indicate the top of the pond wall. The 100-year event is fully contained in the pond.**

xiv. Provide a comparison table for the existing and developed sites, including the overall difference for this particular site only and the overall difference.

a. Provide a summary difference between this particular site only and the overall site.

**RESPONSE: We have added a table to the Proposed Drainage Area Map showing the critical point of analysis. This project drains to four existing 7'x8' box culverts that drain under Hwy 290. We have designed the system to decrease the peak discharge for the 2, 10, 25 and 100 year events at this location.**

POINT OF ANALYSIS		
HWY 290 BOX CULVERTS		
PEAK DISCHARGE		
EVENT	EXISTING	DEVELOPED
	cfs	cfs
2 YEAR	536.18	528.66
10 YEAR	1007.92	982.08
25 YEAR	1436.96	1400.24
100 YEAR	2225.83	2456.17

xv. Has the TIA been reviewed and approved? The TIA will need to be reviewed separately and approved. Reach out to pgray@gbateam.com with any questions.

a. Traffic Impact Analysis (TIA), consistent with the City of Austin Transportation Criteria Manual. A scoping meeting must be conducted with City Staff prior to assembly of the TIA document

**RESPONSE: The City already approved the TIA and TxDOT approved it on 8/23/2024.**

xvi. Provide a summary letter stating briefly the type of street surfacing, drainage, water, and wastewater facilities proposed, and declaring the intent to either dedicate parkland or pay fees-in-lieu of said dedication if such dedication or fees apply.

**RESPONSE: The Engineers summary letter has been updated to reflect the comments.**

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

Sincerely,



Matt Mitchell, P.E.





September 10, 2024

Tyler Shows  
Staff Engineer  
GBA  
1500 CR 269  
Leander, TX 78641

Permit Number 2024-P-1671-PP  
Job Address: LA.

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**RESPONSE: Updated.**

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xvi. Provide a summary letter stating briefly the type of street surfacing, drainage, water, and wastewater facilities proposed, and declaring the intent to either dedicate parkland or pay fees-in-lieu of said dedication if such dedication or fees apply.

**RESPONSE: The Engineers summary letter has been updated to reflect the comments.**

Please note that we have added a drainage easement lot for the detention pond to separate it from the adjacent commercial lot. This lot will be known as Lot 1, Block A.

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: Tuesday, October 8, 2024

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

Permit Number 2024-P-1671-PP  
Job Address: ,

Dear Matt Mitchell,

The subsequent submittal of the Manor NE Commercial Preliminary Plat submitted by ALM Engineering, Inc. and received on January 22, 2025, 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.

- i. **Update the city signature block to current personnel. On the Cover Page. The P&Z Chairperson is Jeffrey Stensland.**
- ii. Update the Clerk of Travis County personnel. On the Cover Page.
- iii. Revisions to the tree mitigation note are needed. Mesquite trees are protected trees. The following trees are excluded from the Protected Tree classification: Hackberry, Chinaberry, Chinese Tallow, Ligustrum, Mimosa, Cottonwood, and Cedar (Ashe Juniper) trees. As per Manor Code of Ordinance Chapter 15 Article 15.03. Update and acquire the fee in lue cost from the city.
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- xiv. Provide a comparison table for the existing and developed sites, including the overall difference for this particular site only and the overall difference:
  - a. Provide a summary difference between this particular site only and the overall site.
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- xvi. Provide a summary letter stating briefly the type of street surfacing, drainage, water, and wastewater facilities proposed, and declaring the intent to either dedicate parkland or pay fees in lieu of said dedication if such dedication or fees apply.
- xvii. **The summary letter mentions tying into 12" and 15" wastewater lines. Currently the City only has a 12" wastewater line in that area and does not have any current plans to upsize the line or add an additional line. It has been discussed previously that this project would need to construct wastewater improvements.**
- xviii. **Fire flow testing should take place in the area of the proposed project. City infrastructure may not be able to meet the fire flow demands listed in the preliminary plat.**
- xix. **Provide a copy of TxDOT approval of the TIA. Are any mitigations required by TxDOT?**

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,

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



January 17, 2025

Tyler Shows  
Staff Engineer  
GBA  
1500 CR 269  
Leander, TX 78641

Permit Number 2024-P-1671-PP  
Job Address: LA.

i. Update the city signature block to current personnel. On the Cover Page. The P&Z Chairperson is Jeffrey Stensland.

RESPONSE: Updated.

x. Provide the location of building setback lines indicated by dashed lines on the plat. What sheet is this shown on?

RESPONSE: All building setback lines are shown on Page 3, PRELIMINARY PLAN SHEET.

XVII. The summary letter mentions tying into 12" and 15" wastewater lines. Currently the City only has a 12" wastewater line in that area and does not have any current plans to upsize the line or add an additional line. It has been discussed previously that this project would need to construct wastewater improvements.

RESPONSE: The updated LUE counts and phasing have been included with the resubmittal. The proposed phasing will be coordinated with the City to fit the City's CIP schedule.

XVIII. Fire flow testing should take place in the area of the proposed project. City infrastructure may not be able to meet the fire flow demands listed in the preliminary plat.

RESPONSE: Fire flow test was performed within Greenbury subdivision and indicates a flow rate of 2929 gpm at 20 psi. This exceeds the estimated peak fire flow for any lot. The proposed water line improvements will loop the connection to Greenbury Subdivision and should improve this peak flow rate. Fire flow test information was added to sheet 5, Water Utility Sheet, of the preliminary plan.

XIX. Provide a copy of TxDOT approval of the TIA. Are any mitigations required by TxDOT?

RESPONSE: Uploaded to MGO.

The boundary of Lot 4 and Lot 5(Drainage Lot), Block "B", have been adjusted from the previous submittal based on discussions with the owner.

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

Sincerely,



Matt Mitchell, P.E

