



Julie Leonard, Vice-Chair, Place 1
Jacob Hammersmith, Place 2
Philip Tryon, Chairperson, Place 3
Isaac Rowe, Place 4
Ruben J. Cardona, Place 5
Cecil Meyer, Place 6
LaKasha Small, Place 7

**PLANNING AND ZONING COMMISSION
SPECIAL CALLED MEETING
AGENDA**

Via Telephone/Video Conference

Wednesday, August 26, 2020

6:30 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

NOTICE IS HEREBY GIVEN in accordance with an order of the Office of the Governor issued March 16, 2020, the Planning and Zoning Commission will conduct this meeting by video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There will be no public access to the location described above.

This meeting will be live streamed on Facebook live.

You can access the meeting at <https://www.facebook.com/cityofmanor/>

Instructions for Public Speaking:

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting www.cityofmanor.org where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to publiccomments@cityofmanor.org. Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

Upon receiving instructions to join Zoom meeting the following rules will apply:

- Speakers addressing non-agenda related items under public comments must address their comments to the Chairperson rather than to individual Commission Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PUBLIC COMMENTS

Comments will be taken from the audience participating in the Zoom meeting on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Commission. To address the Planning and Zoning Commission, please register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the Planning and Zoning Commission During Public Comments.**

REGULAR AGENDA

1. Consideration, discussion, and possible action on a Short Form Final Plat for Manor RV Addition, four (4) lots on 30.86 acres, more or less and located at 13119 US Hwy 290 East, Manor, TX. **Applicant:** Kimley-Horn & Associates **Owner:** Manor RV Park, LLC

ADJOURNMENT

In addition to any executive session already listed above, the Planning and Zoning Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, August 21, 2020, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org

MEMORANDUM

Executive Office Terrace Suites
223 West Anderson Lane
Suite A-105
Austin, Texas 78752
Tel: 512.323.5778
Fax: 512.323.5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

TO: Planning and Zoning Commissioners

FROM: Veronica Rivera, Legislative and General Counsel

DATE: August 25, 2020

RE: Agenda Item No. 1 - Short Form Final Plat for Manor RV Addition

On July 14, 2020 the Planning and Zoning Commission disapproved the above referenced plat. The developer's engineer, Kimley-Horn, submitted a letter (see attached) on or about August 13, 2020 (the name or signature of the engineer submitting the letter is not provided) to the City of Manor ("City") and a revised short form plat that fails to satisfy the items of the Short Form Plat Completeness Checklist including the requirement that requires that no offsite improvements to the City's infrastructure be determined to be necessary. This deficiency was identified in the letter from the City Engineer's office dated July 10, 2020 (see attached letter) and during the subdivision predevelopment meeting held via video conference on May 20, 2020. City staff sent a letter to Kimley-Horn informing them that their application is incomplete because they have failed to satisfy the requirement provided above, among other things (see attached letter).

The plat submitted by Kimley-Horn with their letter is incomplete per City staff review and is not ready for the Planning and Zoning Commission to take action to approve it without Kimley-Horn addressing the need for offsite improvements to the City's infrastructure, the other items that were listed in City staff's letter and the items listed in the City Engineer's office letter dated July 10, 2020.



August 25, 2020

Bryce Barr
Kimley-Horn & Associates, Inc.
2600 Via Fortuna, Building 1, Suite 300
Austin, TX 78746

Completeness Check Review for Application #470398

Staff has deemed your application, #470398, to be administratively incomplete and the application has been returned for review on August 25, 2020. The application is deemed administratively incomplete for the following reasons:

1. The plat fails to satisfy the necessary condition of a Short Form Plat as noted in bullet point 4 of the Short Form Final Plat Completeness Checklist: No off-site improvements are necessary for utility service or drainage.
 - a. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 28(a)(1)(iv), requires that no offsite improvements to the City's infrastructure be determined to be necessary. The proposed project requires offsite wastewater improvements as required per City of Manor Code of Ordinances Chapter 10, Section 10.02.001, Exhibit A, Subdivision Ordinance 263B, Section 44(a)(1) and Chapter 13, Article 13.03, Division 1, Section 13.03.01(4). This information was also provided during the subdivision predevelopment meeting held via video conferencing on May 20, 2020.
2. The submitted letter fails to describe how each reason for disapproval listed in the City Engineer's office letter dated July 10, 2020 is being remedied.

3. The Application Fee was not provided as required by City of Manor Code of Ordinances Chapter 10, Section 10.02.001, Exhibit A.
4. Application #470398 will expire on **September 27, 2020** pursuant to City of Manor Code of Ordinances Chapter 10, Section 10.02.001, Exhibit A, Article II, Section 20(1).

Thank you,



Scott Dunlop
Assistant Development Services Director

JAY ENGINEERING COMPANY, INC.

P.O. Box 1220 (512) 259-3882
Leander, TX 78646 Fax 259-8016

Texas Registered Engineering Firm F-4780

August 12, 2020

Mr. Scott Dunlop
City of Manor
P.O. Box 387
Manor, TX 78653

Re: Short Form Final Plat Submittal Review
Manor RV Addition
City of Manor ETJ, Texas

Dear Mr. Dunlop:

The submittal of the Manor RV Addition Short Form Final Plat prepared by 4Ward Land Surveying and submitted by Kimley-Horn & Associates has been reviewed for compliance with the City of Manor Code of Ordinances. Per City of Manor Code of Ordinances Chapter 10, Article 10.02, Section 10.02.001 Exhibit A Subdivision Ordinance Section 20(g)(i), "City staff shall review all applications, for completeness and either accept the application as complete or reject the application and provide the applicant with written notice of rejection that specifies the reasons for rejection within ten (10) business days of the date the application is submitted. An application will be considered complete if it is submitted in the required form, includes all information certificates, plans, documents, and instruments required in the application and by this Chapter, and is accompanied by the applicable fees. All applications shall also include a list of any requested variance or exceptions from the ordinance. Resubmittal Applications are also subject to Section 72. An application that is not complete, does not include the information or documents required in the application, or is not accompanied by the applicable fees may not be accepted by the City. If the application is determined to be incomplete, the Director of Development Services or his/her designee shall provide written notice of the rejection of the application that includes a description of the application's deficiencies. No further processing of the application will occur until the deficiencies are corrected." City staff determined that the application was incomplete because the requirement for off-site improvements precludes the processing of a short-form final plat for this property. Based upon the review, our office can offer the following comments:

1. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263G, Section 20(g)(i): The proposed subdivision application has not been accepted by the City as complete and no further processing of the application is authorized until the deficiencies are corrected. The deficiencies noted in the first paragraph have not been corrected. Therefore, the application cannot be accepted for action by the Commission.

In addition to item #1, the proposed subdivision fails to meet the following requirements of the Subdivision Ordinance:

2. The proposed subdivision fails to meet all of the requirements of the Short Form Final Plat. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 28(a)(1)(iv), requires that no offsite improvements to the City's infrastructure be determined to be necessary. The proposed project requires offsite wastewater improvements as required per City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 44(a)(1) and Chapter 13, Article 13.03, Division 1, Section 13.03.01(4).
Response: There are no offsite wastewater improvements. The site will be served by septic.
3. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 28(c)(3) requires the following note on Short Form Final Plats: This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas.
Response: Note has been added to Plat.
4. Per City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 28(c), the content of the Short Form Final Plat shall correspond with the content requirements for the Final Plats (City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24).
Response: Noted.
5. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iii), a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1"=2000'). The latest addition of the USGS 7.5-minute quadrangle map is recommended.
Response: Location map has been enlarged to provide a mile radius of the subdivision.
6. The proposed uses of the new lots are not identified on the plat as required in City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(iv). The proposed use for all lots within the subdivision must be identified on the Plat.
Response: Proposed use for all lots have been added to Plat.
7. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(1)(v) requires that the owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary be shown on the Plat. Property owners in Bell Farms are not shown.
Response: Homeowner names and property lines within 300 feet of the subdivision are shown and provided.
8. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(2)(iii) requires that the location, dimensions, names and descriptions of all existing and recorded easements within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries be shown on the Plat. (Street ROW width is not listed for road to south side of subdivision.)
Response: Existing easement location, dimensions, names, and descriptions are provided.

9. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(2)(iv) requires 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 should be shown on the plat, if either such line traverses the subdivision or is contiguous to the subdivision boundary. The City Limits and ETJ should be shown on the plat.
[Response: City Limits and ETJ boundaries are shown on the plat. The boundaries were downloaded from the City of Manor's GIS website.](#)
10. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(3)(iv) requires that sufficient data be shown on the plat for each lot to prove mathematical closure. Per a note on the plat this requirement has not been met.
[Response: All lots on the plat are mathematically closed. Plat note has been updated for clarification.](#)
11. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(iv), the surveyor shall certify that all lots meet the City's minimum requirements. The surveyor's certification references City of Austin.
[Response: Plat has been updated to reference City of Manor.](#)
12. Several plat notes reference drainage easements. No easements were shown on the final plat. Per City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(4)(vii), descriptions of all required easements within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries should be shown on the plat.
[Response: Drainage easement location is shown on plat.](#)
13. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(c)(5)(ii) requires that if the subdivision is located in an area served by a utility other than the City a letter needs to be furnished from such utility certifying their approval of the location of any utility easements shown on the plat and indicating the utility's intent to serve the property.
[Response: Manville water easement is shown on plat.](#)
14. City of Manor Code of Ordinances Chapter 10, Section 10.02.001 Exhibit A Subdivision Ordinance 263B Section 24(d)(2)(v), certification from all applicable taxing authorities that all taxes due on the property have been paid is required. The tax certificate submitted was dated 2019 and was for 2018 taxes. A current tax certificate should be provided.
[Response: 2019 tax certificate has been provided. Tax certificates showing proof of current ownership will be updated with the Tax Rolls in October 2020.](#)
15. The document number is missing from the first paragraph on Page 4 of 4 of the plat.
[Response: document number has been added to the first paragraph of page 4 of 4.](#)
16. The Mayor's name is Dr. Larry Wallace, Jr.
[Response: Name has been updated on plat.](#)
17. The City Secretary is Lluvia Almaraz.
[Response: Name has been updated on plat.](#)
18. The P&Z Chairperson is Philip Tryon.
[Response: Name has been updated on plat.](#)
19. The dates for City signatures should be corrected to read 2020.
[Response: City signatures have been updated per the City of Manor's Subdivision](#)

20. There is a note on the plat states that the subdivision is located within the City of Manor Corporate limits as of this date. The project is currently located within the ETJ. The application noted that the plat was submitted for review and approval by Travis County, however, the application also noted that the proposed development was going to be voluntarily annexed into the City. Clarification should be provided as what is being proposed for the project.

[Response: The proposed project will not be voluntarily annex into the City. The proposed project is to remain the City of Manor's ETJ.](#)

21. If the plat is being submitted for review and approval by Travis County, then the plat is required to go before the County Commissioner's Court. The required Travis County plat notes and signature blocks for Commissioner's Court will need to be added to the plat.

[Response: Travis County will not accept plats for application until all previous reviews, including the City of Manor's review are completed. Travis County submission and approval will be provided upon the City of Manor's approval of the proposed Final Plat.](#)

22. Plat note 1 states that no lot shall be occupied until the development is connected to City of Manor water and wastewater. Manville Water Supply Corporation will be the water provider not the City of Manor.

[Response: Plat note has been updated with the correct water supplier.](#)

23. The Engineer's Certification should reference the correct FEMA Firm Map and LOMR revision. The FEMA map was revised on June 1, 2020.

[Response: FEMA Firm Map and LOMR revision has been updated on the plat.](#)

The applicant should provide a written response narrative that identifies how each of the comments was addressed. Additional comments may be rendered based upon reviews of updated submittal information.

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. Please call if you have any questions or need additional information.

Sincerely,

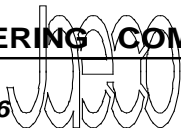


Pauline M. Gray, P.E.

PMG/s

Copy: Bryce Barr, EIT – Kimley-Horn and Associates, Inc.

JAY ENGINEERING COMPANY, INC.
P.O. Box 1220 (512) 259-3882
Leander, TX 78646 Fax 259-8016



Texas Registered Engineering Firm F-4780

July 10, 2020

Mr. Scott Dunlop
City of Manor
P.O. Box 387
Manor, TX 78653

Re: Short Form Final Plat Submittal Review
Manor RV Addition
City of Manor ETJ, Texas

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21. If the plat is being submitted for review and approval by Travis County, then the plat is required to go before the County Commissioner's Court. The required Travis County plat notes and signature blocks for Commissioner's Court will need to be added to the plat.
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23. The Engineer's Certification should reference the correct FEMA Firm Map and LOMR revision. The FEMA map was revised on June 1, 2020.

The applicant should provide a written response narrative that identifies how each of the comments was addressed. Additional comments may be rendered based upon reviews of updated submittal information.

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. Please call if you have any questions or need additional information.

Sincerely,



Pauline M. Gray, P.E.

PMG/s

Copy: Bryce Barr, P.E. – Kimley-Horn and Associates, Inc.

