



**AGENDA**  
**MANOR PLANNING AND ZONING COMMISSION**  
**105 E. EGGLESTON ST.**  
**MANOR, TEXAS 78653**  
**FEBRUARY 10, 2016 6:30 P.M.**

MARY ANN PARKER – CHAIR  
BRIAN WINKLER – COMMISSIONER  
ADRIANA ROJAS – COMMISSIONER  
WILLIAM MYERS – COMMISSIONER

ZINDIA PIERSON – VICE CHAIR  
TODD SHANER – COMMISSIONER  
RAUL HERNANDEZ – COMMISSIONER

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**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**CONSENT AGENDA:**

1. SWEAR IN RAUL HERNANDEZ TO THE PLANNING AND ZONING COMMISSION
2. APPROVE MINUTES:

JANUARY 13, 2015

3.
  - A. DISCUSSION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR SHADOWGLEN PHASE 2, SECTION 20, SEVENTY TWO (72) SINGLE FAMILY LOTS ON 11 ACRES MORE OR LESS, LOCATED ON SHADOWGLEN TRACE MANOR, TX. APPLICANT: KIT PERKINS – AECOM. OWNER: SG LAND HOLDINGS, LLC. STAFF: SCOTT DUNLOP
  - B. DISCUSSION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAN FOR STONEWATER NORTH REVISED PHASES 1 – 5, TWO HUNDRED THIRTY ONE (231) SINGLE FAMILY LOTS ON 69 ACRES MORE OR LESS, LOCATED ON FM 973 AND TOWER RD. MANOR, TX. AGENT: DOUCET AND ASSOCIATES. OWNER: CONTINENTAL HOMES OF TEXAS. STAFF: SCOTT DUNLOP

**REGULAR AGENDA:**

4. DISCUSSION AND POSSIBLE RECOMMENDATIONS TO STAFF FOR AMENDING CITY ORDINANCES TO PERMIT ACCESSORY DWELLING UNITS.
5. DISCUSSION AND POSSIBLE RECOMMENDATIONS TO STAFF FOR AMENDING ZONING ORDINANCE 185, SUBDIVISION ORDINANCE 263, LANDSCAPE REQUIREMENTS ORDINANCE 365, ARTICLE IX BUILDING MOVING PERMITS ORDINANCE 165-B, AND VENDOR & PEDDLERS ORDINANCE 122-C
6. DISCUSSION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR STONEWATER PHASE 3, SIXTY THREE SINGLE (63) SINGLE FAMILY LOTS ON 10.5 ACRES MORE OR LESS, LOCATED AT FM 973 AND TOWER ROAD, MANOR, TX. AGENT: DOUCET AND ASSOCIATES. OWNER: CONTINENTAL HOMES OF TEXAS. STAFF: SCOTT DUNLOP
7. DISCUSSION AND POSSIBLE RECOMMENDATION FOR A REZONING REQUEST FOR LOTS 18 – 20, BLOCK 12 TOWN OF MANOR, LOCALLY KNOWN AS 101 EAST BURTON STREET, FROM LIGHT COMMERCIAL (C-1) TO DOWNTOWN BUSINESS DISTRICT (DBD). APPLICANT/OWNER: FILIBERTO DE LA LUZ. STAFF: SCOTT DUNLOP
8. ADJOURN

  
**THOMAS BOLT**  
CITY MANAGER

*This Facility is 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 Frances Aguilar at 512-272-5555, or fax 512-272-8636 for further information.*

**1**

**IN THE NAME AND BY THE AUTHORITY OF**

**THE STATE OF TEXAS**

**Oath of Office**

I, **Raul Hernandez**, do solemnly swear, that I will faithfully execute the duties of Planning Commissioner for the City of Manor, Texas. I will to the best of my ability preserve, protect, and defend the Constitution and the laws of the United States, the State of Texas and the Charter and Ordinances of the City of Manor, so help me God.

\_\_\_\_\_  
**RAUL HERNANDEZ**

**Sworn to and subscribed** before me by affiant on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Scott Dunlop  
Witness  
Manor, Texas

**2**



**MINUTES  
MANOR PLANNING AND ZONING COMMISSION  
105 E. EGGLESTON ST.  
MANOR, TEXAS 78653  
JANUARY 13, 2016 6:30 P.M.**

---

MARY ANN PARKER – CHAIR (P)  
BRIAN WINKLER – COMMISSIONER (A)  
ADRIANA ROJAS – COMMISSIONER (P)  
WILLIAM MYERS – COMMISSIONER (P)

ZINDIA PIERSON – VICE CHAIR (P)  
TODD SHANER – COMMISSIONER (P)  
VACANT – COMMISSIONER

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**CHAIRPERSON PARKER ANNOUNCED A QUORUM AND CALLED THE MEETING TO ORDER AT 6:30 PM**

**CONSENT AGENDA:**

**1. APPROVE MINUTES:**

DECEMBER 9, 2015

**MOTION TO APPROVE THE DECEMBER 9<sup>TH</sup> MINUTES BY VICE CHAIR PIERSON, SECONDED BY COMMISSIONER MYERS. 5-0 TO APPROVE.**

**2.**

- A.** DISCUSSION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR SHADOWGLEN PHASE 2, SECTION 20, SEVENTY TWO (72) SINGLE FAMILY LOTS ON 11 ACRES MORE OR LESS, LOCATED ON SHADOWGLEN TRACE MANOR, TX. APPLICANT: KIT PERKINS – AECOM. OWNER: SG LAND HOLDINGS, LLC. STAFF: SCOTT DUNLOP
- B.** DISCUSSION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAN FOR STONEWATER NORTH REVISED PHASES 1 – 5, TWO HUNDRED THIRTY ONE (231) SINGLE FAMILY LOTS ON 69 ACRES MORE OR LESS, LOCATED ON FM 973 AND TOWER RD. MANOR, TX. AGENT: DOUCET AND ASSOCIATES. OWNER: CONTINENTAL HOMES OF TEXAS. STAFF: SCOTT DUNLOP



- C. DISCUSS AND POSSIBLE RECOMMENDATION UPON A REZONING REQUEST FOR 146 ACRES AT THE SE CORNER FM 973 AND BRENHAM ST; PORTIONS OF THE CALVIN BAKER SUR. NO. 38, JAMES MANOR SUR. NO. 39 AND 40, JAMES H. MANNING SUR. NO. 37; TRAVIS COUNTY APPRAISAL DISTRICT IDS# 227196, 227197, 227198, 227199, 227211 FROM SINGLE FAMILY RESIDENTIAL - 1 (R-1) DISTRICT ZONING TO PLANNED UNIT DEVELOPMENT (PUD) DISTRICT ZONING. APPLICANT: KIMLEY-HORN ASSOCIATES. OWNER: 706 DEVELOPMENT CORP. STAFF: SCOTT DUNLOP
- D. DISCUSS AND POSSIBLE ACTION UPON A CONCEPT PLAN FOR LAGOS MASTER PLANNED COMMUNITY; 146 ACRES AT THE SE CORNER FM 973 AND BRENHAM ST; PORTIONS OF THE CALVIN BAKER SUR. NO. 38, JAMES MANOR SUR. NO. 39 AND 40, JAMES H. MANNING SUR. NO. 37; TRAVIS COUNTY APPRAISAL DISTRICT IDS# 227196, 227197, 227198, 227199, 227211. APPLICANT: KIMLEY-HORN ASSOCIATES. OWNER: 706 DEVELOPMENT CORP. STAFF: SCOTT DUNLOP

**MOTION TO POSTPONE CONSENT AGENDA ITEMS A AND B TO FEBRUARY 10<sup>TH</sup> MEETING BY COMMISSIONER MYERS, SECONDED BY VICE CHAIR PIERSON. 5 – 0 TO POSTPONE.**

**MOTION TO MOVE CONSENT AGENDA ITEMS C AND D TO REGULAR AGENDA BY VICE CHAIR PIERSON, SECONDED BY COMMISSIONER MYERS. 5 – 0 TO MOVE TO REGULAR AGENDA.**

**MOTION TO TABLE ITEMS C AND D BY VICE CHAIR PIERSON, SECONDED BY COMMISSIONER SHANER. 5 – 0 TO TABLE.**

**REGULAR AGENDA:**

3. DISCUSSION AND POSSIBLE RECOMMENDATIONS TO STAFF FOR AMENDING CITY ORDINANCES TO PERMIT ACCESSORY DWELLING UNITS.

**MOTION TO POSTPONE DISCUSSION AND POSSIBLE RECOMMENDATION TO FEBRUARY 10<sup>TH</sup> MEETING BY COMMISSIONER MYERS, SECONDED BY COMMISSIONER PIERSON. 5 – 0 TO POSTPONE.**

4. ADJOURN

**MOTION TO ADJOURN BY VICE CHAIR PIERSON, SECONDED BY COMMISSIONER SHANER. 5 – 0 TO ADJOURN.**

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**MARY ANN PARKER**  
CHAIRPERSON

*This Facility is 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 Frances Aguilar at 512-272-5555, or fax 512-272-8636 for further information.*

**3**



**A**

JAY ENGINEERING COMPANY, INC.  
P.O. Box 1220 (512) 259-3882  
Leander, TX 78646 Fax 259-8010

Texas Registered Engineering Firm F-4700

February 11, 2015

Mr. Tom Bolt  
Director of Development Services  
City of Manor  
P.O. Box 387  
Manor, TX 78653

Re: First Construction Plan and Final Plat Review for  
Shadowglen Phase 2, Section 20 Subdivision  
City of Manor, Texas

Dear Mr. Bolt:

The first submittal of the Shadowglen Phase 2, Section 20 Subdivision Construction Plans and Final Plat prepared by AECOM Technical Services, Inc. and received by our office on January 12, 2015 has been reviewed for general compliance with the City of Manor Subdivision Ordinance 263. Based upon the review our office can offer the following comments:

#### CONSTRUCTION PLANS

1. Provide Geotechnical Engineering Report and Pavement Design for all proposed streets and include a table or detail of proposed pavement section for each street.
2. FYI - the AARV detail should be updated to utilize the City of Manor modification or City of Austin Standard that utilizes PE pipe rather than copper tubing.
3. Include the final plat in the plans.
4. Provide benchmarks on plat and/or plans.
5. The submitted tax certificates show taxes paid for 2013 and Delinquent taxes from prior years. Tax certificates must be submitted showing all taxes paid as required in Section 24(d)(2)(v) of Subdivision Ordinance 159.

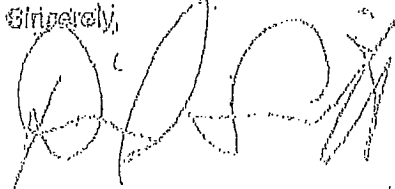
The applicant should provide a written response narrative that identifies how each of the comments was addressed. Additional comments may be rendered based upon reviews of updated submittal information.

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.

Mr. Tom Bell  
February 11, 2016  
Page 2 of 2

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

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. Smith', with a stylized flourish at the end.

David T. Smith, P.E.

DTS/s

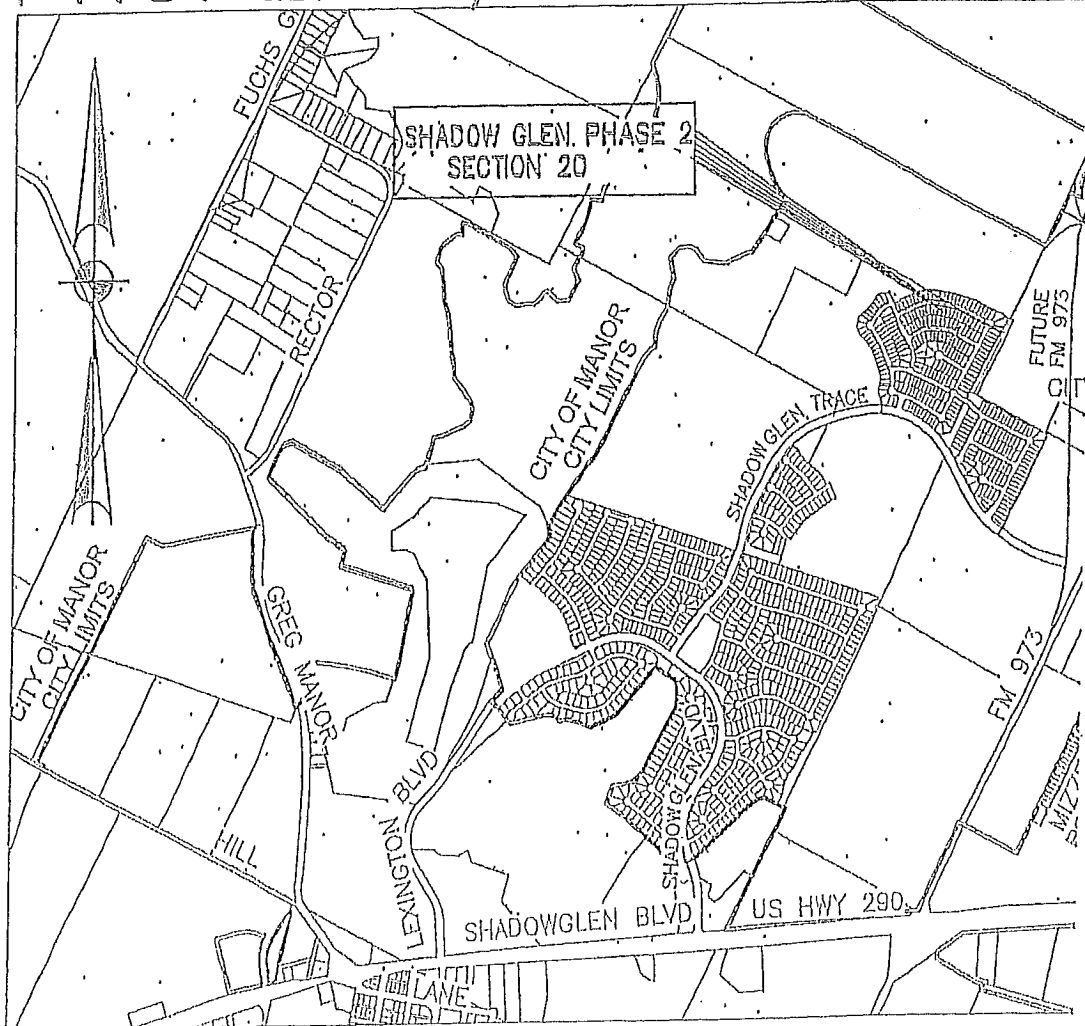
Copy: Jamie Burke, AECOM

PN: 100-979-10

JOACO

OR EXTENT OF DEVELOPMENT  
EARBY LAND USES THAT ARE  
NEIGH

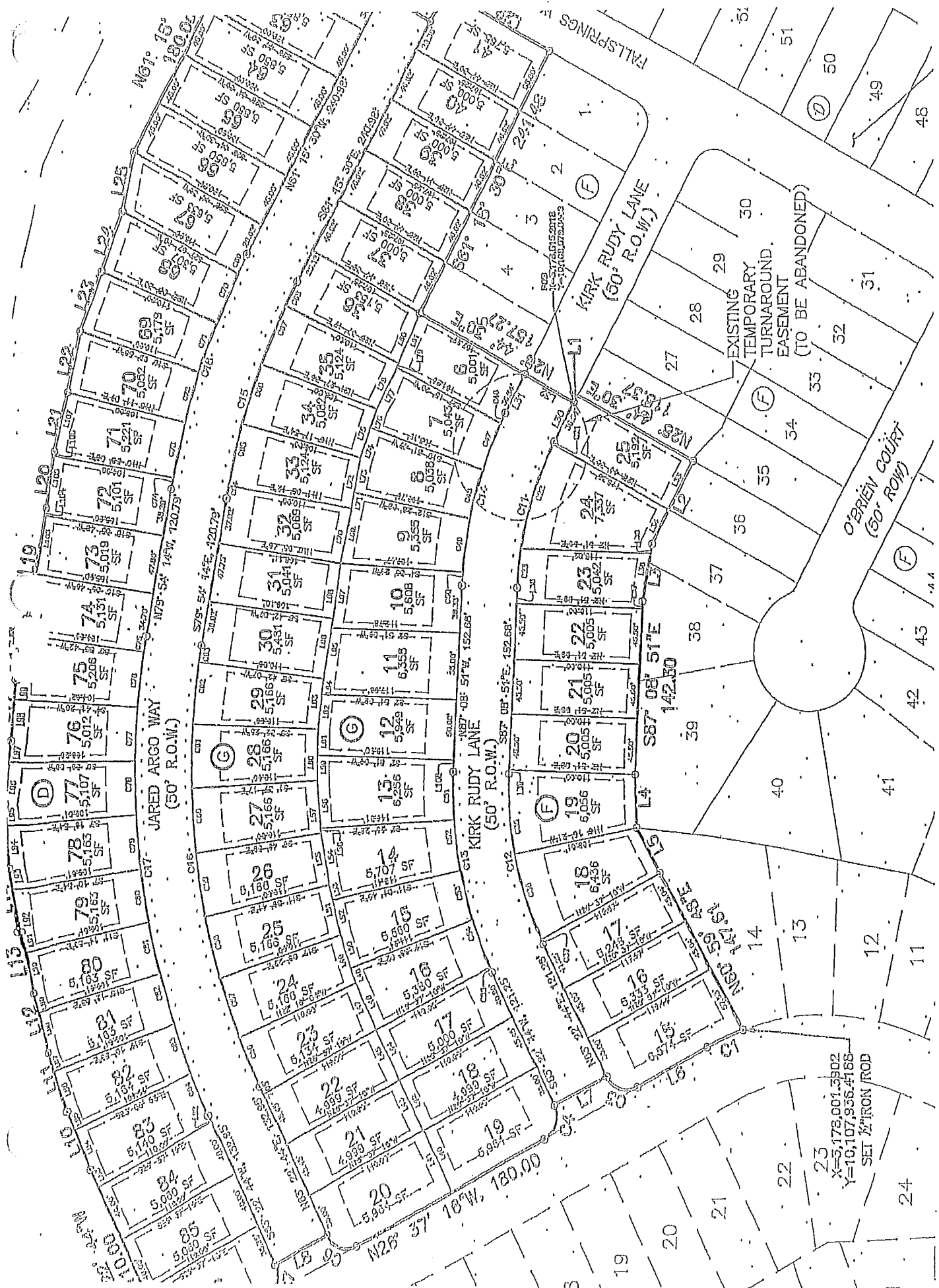
THIS CAN AFFECT THE  
COUNTY REQUIRES THIS NOTI  
IT IS NOT A STATEMENT OR R  
THE PROPERTY, THE SUBDIV



COM

ERVICES, INC.  
REET, SUITE 600  
XAS 78701  
COM.COM  
NO.. F-3580

VICINITY MAP  
SCALE: 1" = 2000'



23  
X=5,178,001.3902  
Y=10,107,936.4188  
SET 1/2" IRON ROD

**B**





7401B Highway 71 West, Suite 160  
Austin, TX 78735  
Office: 512.583.2600  
Fax: 512.583.2601

DoucetandAssociates.com

June 25, 2014

City of Manor  
Development Services Department  
105 E. Eggleston St.  
Manor, Texas 78653  
512-272-5555

Attn: Tom Bolt, Director of Development Services

RE: Revised Stonewater North Subdivision: Preliminary Plan

Dear Mr. Bolt:

The Preliminary Plan Submittal Form and the associated documents enclosed are intended for a Preliminary Plan review of Stonewater North Subdivision. The revised Stonewater North Preliminary Plan differs from the previously approved preliminary plan in that the residential lot sizes have been increased from 40-feet to 50-feet. No significant changes have been made to the approved roadway or utility layouts.

A fee waiver of \$14,000 was approved by the City of Manor's City Council on June 3, 2015. The application fee check enclosed in this submittal package accounts for the difference between the preliminary plan submittal fee and the fee waiver.

Please find the following documents enclosed for your review:

- Preliminary Plan Application (1)
- Application Fee Check (1)
- Fee Waiver Approval E-mail (1)
- Engineering Report (1)
- Hydrologic Report (1)
- Service Availability Letters (1 set)
- Mailing List of residents within 300' (1)
- Mailing Labels of residents within 300' (1)
- Preliminary Plan – Stonewater North (1 set)

An additional copy of the submittal materials have been submitted directly to Frank Phelan at the office of the Jay Engineering Company in Leander, Texas. Should you have any questions please do not hesitate to contact me.

COMMITMENT YOU EXPECT.  
EXPERIENCE YOU NEED.  
PEOPLE YOU TRUST.

JAY ENGINEERING COMPANY, INC.

P.O. Box 1220

Leander, TX 78646

(512) 259-3882

Fax 259-8016

September 11, 2015

Mr. Tom Bolt  
City Manager  
City of Manor  
P.O. Box 387  
Manor, TX 78653

Re: Stonewater North Subdivision  
Fourth Preliminary Plan Application Submittal  
City of Manor

Dear Mr. Bolt:

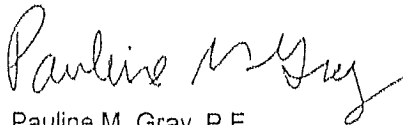
The Stonewater North Subdivision Preliminary Plan submitted by Doucet & Associates and received by our office September 10, 2015, has been reviewed for compliance with the City of Manor Subdivision Ordinance 263 B. Our previous comments dated July 7, 2015, have not been addressed with the latest submittal. The previous comments were:

1. Provide verification of no significant trees within the Limits of Construction as required by Section 22(c)(2)(iii) of Subdivision Ordinance 263 B. Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown.
2. An easement will be required for the fully developed 100 year flood plain, based upon the submitted memorandum. Show easement on the plan as required by Section 22(c)(4)(i) of Subdivision Ordinance 263 B. A drainage study, consisting of a Drainage Area Map with contours, location and capacities of existing and proposed drainage features, and calculations in accordance with this Ordinance and good engineering practices, shall be provided to ensure the property will be developed in accordance with City drainage policies.

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.

We trust that you will find this information helpful when considering approval of this Preliminary Plan. If you should have any questions, or need additional information, please let us know.

Sincerely,



Pauline M. Gray, P.E.

PMG/s

Copy: Scott Dunlop, City of Manor  
Vince Musat, Doucet Engineering  
Hanna Lupico, Doucet Engineering

2.11 ACRES  
MARION HANESSEL  
VOL. 10007, PG. 724  
O.P.R.T.C.T.

JOHNSON TRAIL  
(R.O.W. VARIES)

1.0 ACRES  
TOMMY HILGOMBS  
OCC. NO. 201498484  
O.P.R.T.C.T.

1.38 ACRES  
TOMMY HILGOMBS  
OCC. NO. 201498484  
O.P.R.T.C.T.

LOT 1

LOT 2

JOHNSON ROAD

(R.O.W. VARIES)

OPEN SPACE  
1.283 ACRES

LOT 13  
BLOCK 5

700.50'

510.50' ± 18' 3.92'

14 - 50' LOTS PROPOSED  
10 - 40' LOTS EXISTING

1 - 50' LOTS PROPOSED  
2 - 40' LOTS EXISTING

PHASE 4

PHASE 5

9 - 50' LOTS PROPOSED  
11 - 40' LOTS EXISTING

22 - 50' LOTS PROPOSED  
28 - 40' LOTS EXISTING

9 - 50' LOTS PROPOSED  
12 - 40' LOTS EXISTING

50.18 ACRES  
GERARDIS & EDWARD MOY  
OCC. NO. 2007089383  
O.P.R.T.C.T.

JOHNSON ROAD (60' R.O.W.)

JOHNSON ROAD (60' R.O.W.)

S 82°32'15" E 34.43'  
(S 82°32'15" E 34.43')

3.40 ACRES  
HUE LAW BURNHIST CENTER, INC.  
OCC. NO. 2009144133  
O.P.R.T.C.T.

14 - 50' LOTS PROPOSED  
13 - 40' LOTS EXISTING

8.20 ACRES  
ROBERT BURATTI  
VOL. 11338, PG. 1382  
R.P.R.T.C.T.

20.10 ACRES  
MAYNARD & SONS, LLC  
OCC. NO. 2008081203  
O.P.R.T.C.T.

1.0 ACRES  
MAYNARD & SONS, LLC  
OCC. NO. 2008081203  
O.P.R.T.C.T.

ROSE HILL CEMETERY

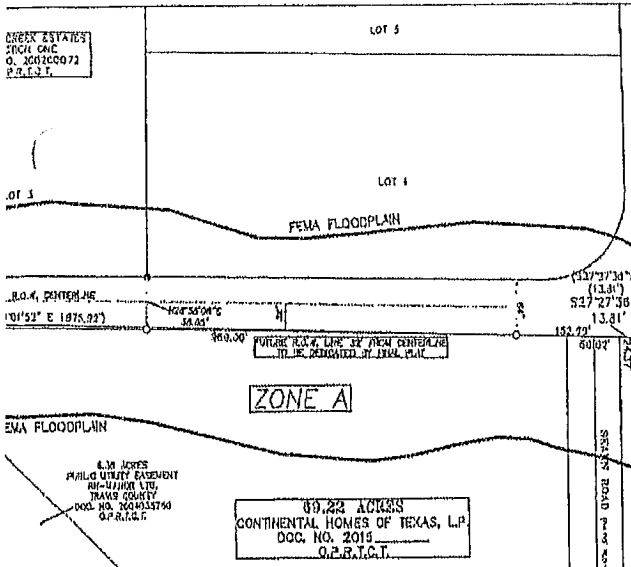
3.3 ACRES  
ROSE HILL CEMETERY  
OCC. NO. 2008081203  
O.P.R.T.C.T.

3.3 ACRES  
ROSE HILL CEMETERY  
OCC. NO. 2008081203  
O.P.R.T.C.T.

GREEN 2574705  
STICK GAC  
O. 200200072  
P.P.T.C.T.



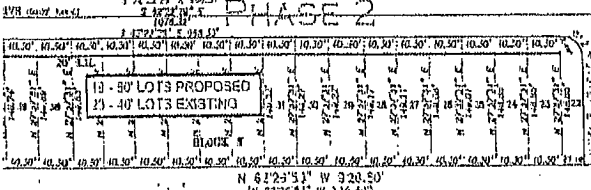
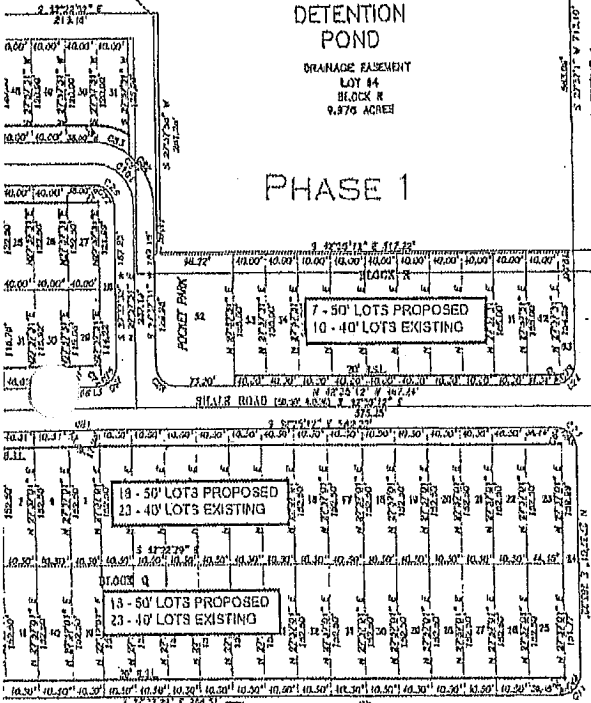
**BASILINE LAND SURVEYORS, INC.**  
PROFESSIONAL LAND SURVEYING SERVICES  
8333 CROSS PARK DRIVE  
AUSTIN, TEXAS 78754  
TELE: 512.374.9722 FAX: 512.873.9743  
FIRM REGISTRATION CERTIFICATE #10015100  
scott-baseline@austin.tx.com



69.22 ACRES  
CONTINENTAL HOMES OF TEXAS, L.P.  
DOC. NO. 2015  
O.P.R.T.C.T.

**DETENTION POND**  
DRAINAGE EASEMENT  
LOT 84  
BLOCK W  
9.875 ACRES

**PHASE 1**



TOTAL EXISTING 40' RESIDENTIAL LOTS - 299  
TOTAL PROPOSED 30' RESIDENTIAL LOTS - 231  
NET LOSS OF RESIDENTIAL LOTS - 68  
PERCENTAGE OF LOTS REMOVED - 22.7%

11.107 ACRES  
JOSE GONZALEZ RESURF  
DOC. NO. 2009174912  
O.P.R.T.C.T.

4.16 ACRES  
PUBLIC UTILITY EASEMENT  
H.W. MARSH LTD.  
DRAINAGE COUNTY  
DOC. NO. 1001035796  
O.P.R.T.C.T.

19.04 ACRES  
PARKWAY DRIVE PROJECT NO. 63

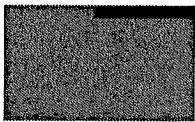
BLOCK 9  
LOT 154  
3.373 ACRES  
DRAINAGE TARRANT

STONEWATER SUBDIVISION  
PHASE 1-A  
DOC. NO. 201100015  
O.P.R.T.C.T.

SHEET  
**2**  
2 OF 13  
FOR INFORMATION  
PURPOSES ONLY

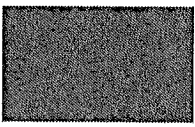
|  |                 |                |             |
|--|-----------------|----------------|-------------|
| File: S:\Projects\Stonewater\Reg\Map.dwg | Notes: 05/05/13 | Scale: (VERT.) | Checked By: |
| 1"=100'                                  |                 |                |             |
| SHEET<br>01 of 02                        |                 |                |             |

4



# Accessory Dwelling Units

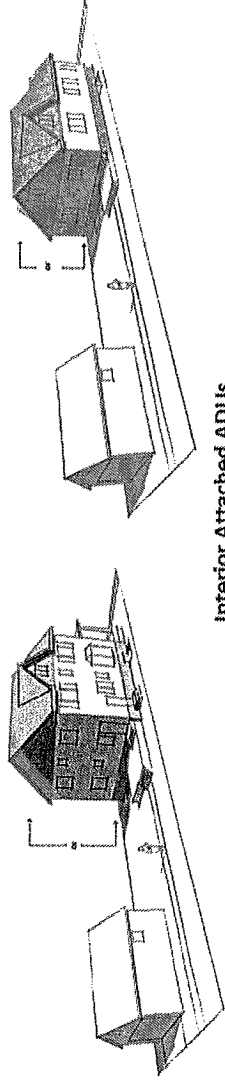




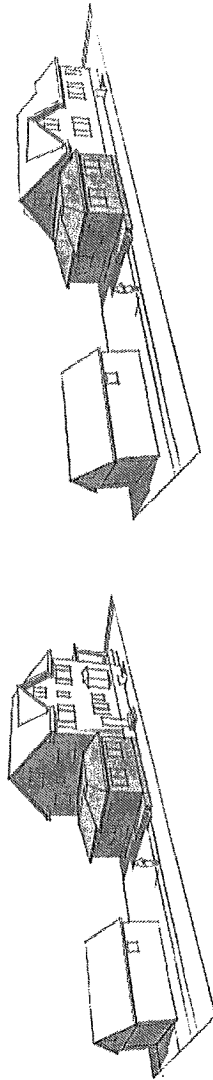
# What are accessory dwelling units (ADUs)?

- ▶ Independent housing units created within single-family homes or on their lots.
  - ▶ Garage apartments, granny flats, in-law suites
  - ▶ Attached or detached to principle structure
- ▶ Pros:
  - ▶ Additional, generally more affordable housing option
  - ▶ Additional income for home owner
- ▶ Cons:
  - ▶ Increased density of single-family residential area
  - ▶ Parking and number of occupants

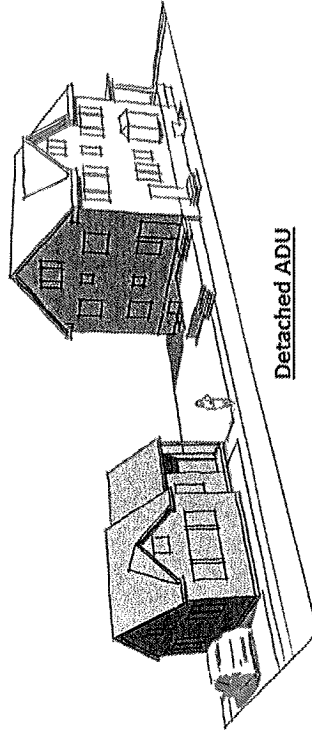
# Examples



Interior Attached ADUs



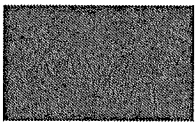
Attached ADU (via Addition)



Detached ADU

# Current regulations for R-1 zoning

- ▶ Only 1 single family dwelling unit per lot
  - ▶ Single family dwelling unit – “detached building having accommodations for occupancy by not more than one family
  - ▶ Dwelling unit – “a building or portion of a building arranged, occupied or intended to be occupied as residential unit designed to accommodate 1 household for living, sleeping, eating, cooking and sanitation”
- ▶ Accessory building – “subordinate building detached and used for a purpose customarily incidental to the main structure ... but not involving the conduct of business or occupancy by any long-term or paying guests.”
- ▶ Total lot coverage of main building and accessory structures maximum 50%
- ▶ Parking – 2 spaces per living unit and one half space for each additional bedroom above two



# ADU standards to consider

- ▶ Attached and/or detached
- ▶ Parking requirements
- ▶ Floor area size, setback from main building, height
- ▶ Number of bedrooms
- ▶ Shared and/or private access
- ▶ Permissible in R-2 zoning
- ▶ Conditional use permit
- ▶ New and/or existing homes
- ▶ Utilities

**5**

## *POTENTIAL ORDINANCE UPDATE LIST*

- Institutional Zoning height and landscape requirements 185
- Sidewalk requirements – Amended plats 263
- Short form final plat lot number threshold increase 263
- Tree replacement ratio in landscape ordinance 185-263-365
  - Explicit mention variance fee in lieu
- Rain sensors on irrigation lines 365
- Schools permitted in residential zones 185
- Height to sign face ratio 185-L
- Moving house exceptions 165 B
- Reduce setbacks to 5ft on side 185
- Developer/property owner can amend USP 185-L
- Sign dimension verification before install 185-L
- Mobile food unit requirements 122C-185N
  - Parking
- C-1 “wholly enclosed” 185
- Accessory dwelling units 185
- Parking for all uses 185



6

**JAY ENGINEERING COMPANY, INC.**

P.O. Box 1220

Leander, TX 78646

(512) 259-3882

Fax 259-8016

Texas Registered Engineering Firm F-4780

January 13, 2016

Mr. Tom Bolt  
Director of Development Services  
City of Manor  
P.O. Box 387  
Manor, TX 78653

Re: First Review - Final Plat for  
Stonewater Subdivision, Phase 3  
City of Manor, Texas

Dear Mr. Bolt:

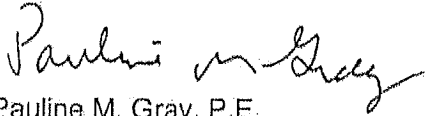
The first submittal of the Stonewater Subdivision, Phase 3 Final Plat submitted by Doucet & Associates, Inc. and received by our office on January 6, 2016, has been reviewed for general compliance with the City of Manor Subdivision Ordinance 263B. Based upon the review our office can offer the following comments:

1. A copy of the approved preliminary plat should be provided.
2. The signature blocks should have the year revised to read 2016.
3. Documentation on 911 Addressing approval of new street names is not provided as required in Section 24(c)(1)(xi) of Subdivision Ordinance 263B. 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. There is a property line shown along Block H from a previous that is not distinguishable from the Phase 3 lines.
5. Section 24(c)(2)(iv) of Subdivision Ordinance 263B requires that location of City limit lines and/or outer border of the City's extra-territorial jurisdiction be shown on the plat.
6. The proposed location of sidewalks for each street should be shown as a dotted line inside the proposed right-of-way lines.
7. Certification should be provided showing that all 2015 taxes due on the property have been paid. Certification submitted was for 2014 taxes.

Please 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: Scott Dunlop, City of Manor  
Vincent Musat, Doucet & Associates, Inc.

PN: 100-713-10





7401B Highway 71 West, Suite 160  
Austin, TX 78735  
Office: 512.583.2600  
Fax: 512.583.2601  
Doucetengineers.com

February 4, 2016

Mr. Tom Bolt  
Director of Development Services  
City of Manor  
P.O. Box 387  
Manor, TX 78653

Re: Comment Response to Ms. Pauline M. Gray, P.E.'s [Jay Engineering] First Final Plat Review for Stonewater Phase Three Subdivision City of Manor, Texas, dated January 13, 2016.

Dear Mr. Bolt:

The following is Doucet & Associates, Inc. response to Jay Engineering's comment letter dated 01/13/2016, regarding the project listed above:

1. A copy of the approved preliminary plat should be provided.

***Response: A copy of the approved preliminary plat is provided with this submittal.***

2. The signature blocks should have the year revised to read 2016.

***Response: The revised plat now shows the accurate date of 2016.***

3. Documentation on 911 Addressing approval of new street names is not provided as required in Section 24(c)(1)(xi) of Subdivision Ordinance 263B. 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: Documentation on 911 Addressing approval is included within this submittal.***

4. There is a property line shown along Block H from a previous that is not distinguishable from the Phase 3 lines.

***Response: The property line along Block H has been made into a dash line to distinguish it between the Phase 3 limits line.***

5. Section 24(c)(1)(iv) of Subdivision Ordinance 263B requires that location of City limit lines and/or outer border of the City's extra-territorial jurisdiction be shown on the plat.

***Response: The revised plat now shows the extents of the City and ETJ limits.***

COMMITMENT YOU EXPECT.  
EXPERIENCE YOU NEED.  
PEOPLE YOU TRUST.

6. The proposed location of sidewalks for each street should be shown as a dotted line inside the proposed right-of-way lines.

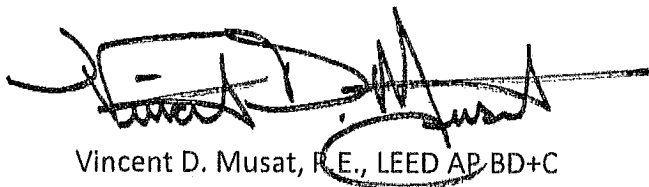
***Response: The proposed sidewalks are now represented on the plat as a dotted line.***

7. Certification should be provided showing that all 2015 taxes due on the property have been paid. Certification submitted was for 2014 taxes.

***Response: A current tax certificate reflecting that 2015 taxes have been paid is included in this submittal package.***

**END OF COMMENTS**

Sincerely,



Vincent D. Musat, P.E., LEED AP BD+C  
Senior Project Engineer  
Doucet & Associates, Inc.  
TBPE Firm # 3937

Cc: Pauline M. Gray, Frank Phelan/Jay Engineering with enclosures

Enclosures:

- Preliminary Plat for the Stonewater development
- Revised (U1) Stonewater Phase 3 final plat dated January 21, 2016.
- Updated Tax Certificate
- Documentation of 911 Addressing Approval

**JAY ENGINEERING COMPANY, INC.**

P.O. Box 1220

Leander, TX 78646

(512) 259-3882

Fax 259-8016

Texas Registered Engineering Firm F-4780

February 5, 2016

Mr. Tom Bolt  
Director of Development Services  
City of Manor  
P.O. Box 387  
Manor, TX 78653

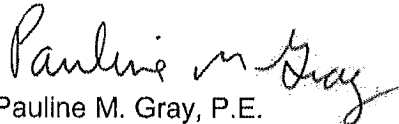
Re: Second Review - Final Plat for  
Stonewater Subdivision, Phase 3  
City of Manor, Texas

Dear Mr. Bolt:

The second submittal of the Stonewater Subdivision Phase 3 Final Plat submitted by Doucet & Associates, Inc. and received by our office on February 4, 2016, has been reviewed for general compliance with the City of Manor Subdivision Ordinance 263B. The Plat appears to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

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: Scott Dunlop, City of Manor  
Vincent Musat, Doucet & Associates, Inc.

PN: 100-713-10



5.36 ACRES  
C UTILITY EASEMENT  
-MANOR LTD.  
AMS COUNTY  
NO. 2004035760  
O.P.R.T.C.T.

ACRES  
R MARTINEZ  
ARTINEZ  
008103555  
T.C.T.

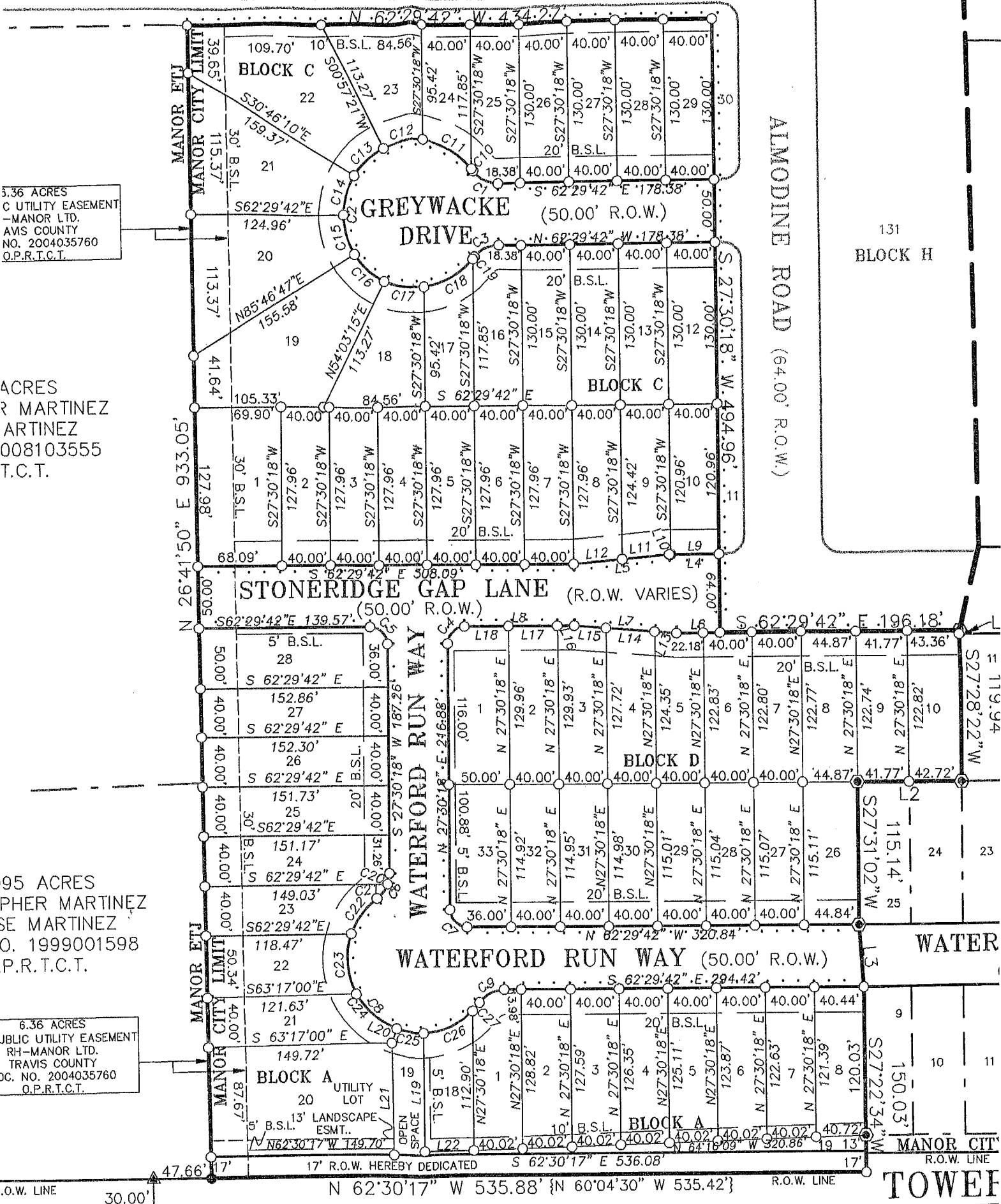
95 ACRES  
PHER MARTINEZ  
SE MARTINEZ  
O. 1999001598  
P.R.T.C.T.

6.36 ACRES  
PUBLIC UTILITY EASEMENT  
RH-MANOR LTD.  
TRAVIS COUNTY  
OC. NO. 2004035760  
O.P.R.T.C.T.

9 ACRES  
JENNINGS, JR.  
0. 200115886

1.00 ACRES  
LARRY KENEMER

35.26 ACRES  
SAM SAMPERI, J  
VOL. 12521, PG.



**7**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO DOWNTOWN BUSINESS DISTRICT (DBD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

**Whereas**, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

**Whereas**, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

**Whereas**, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Amendment of Zoning Ordinance.** Ordinance No. 185, as amended, the City of Manor Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**Section 3. Rezoned Property.** The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Light Commercial (C-1) to zoning district Downtown Business District (DBD). The Property is accordingly hereby rezoned to Downtown Business District (DBD).

**Section 4. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED FIRST READING** on this the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_.

ATTEST:

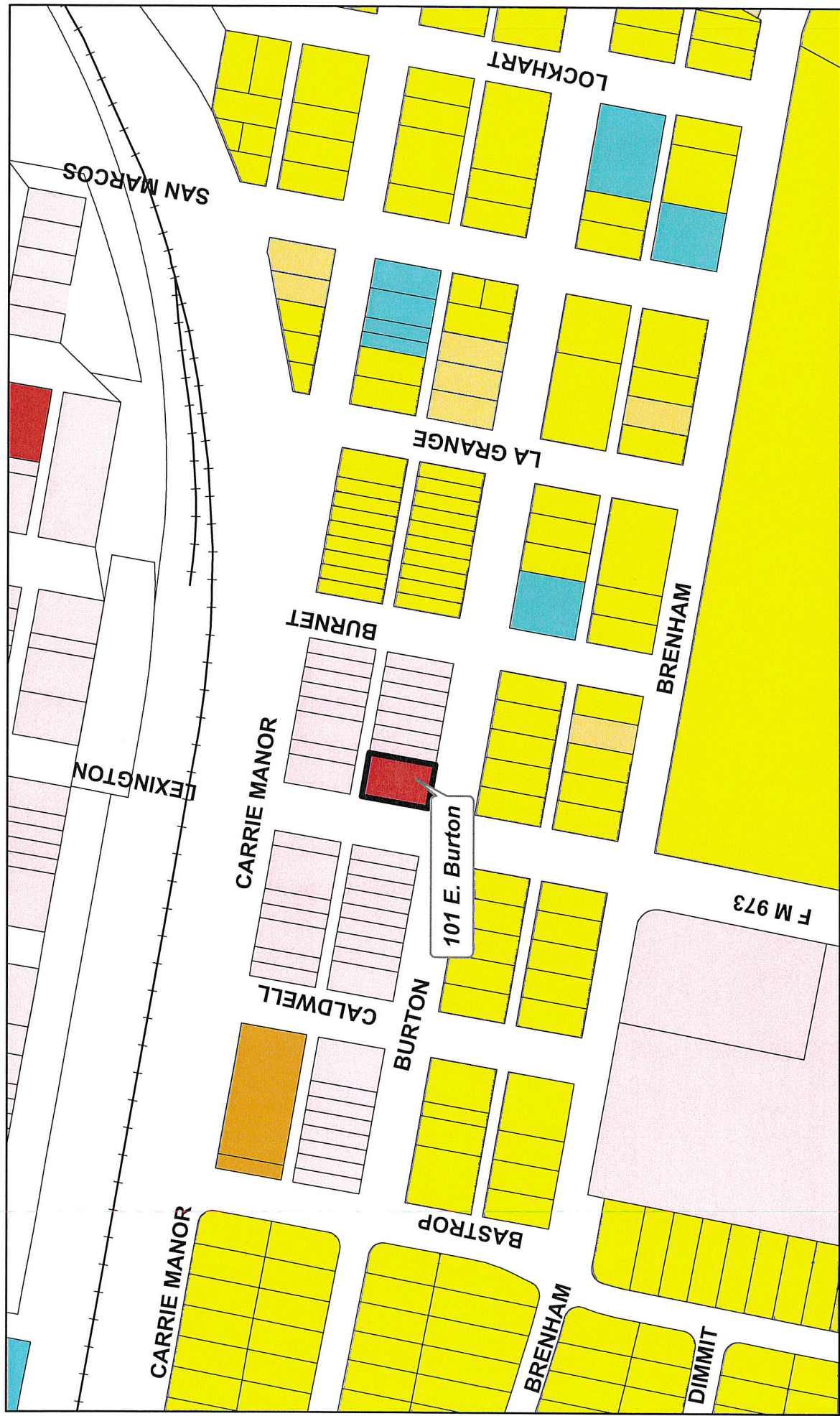
**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Frances Aguilar, City Secretary

\_\_\_\_\_  
Rita Jonse, Mayor

**EXHIBIT "A"**

Property Address: 101 East Burton, Manor, Travis County, Texas  
Property Legal Description: Lots 18-20 Blk 12 Town of Manor



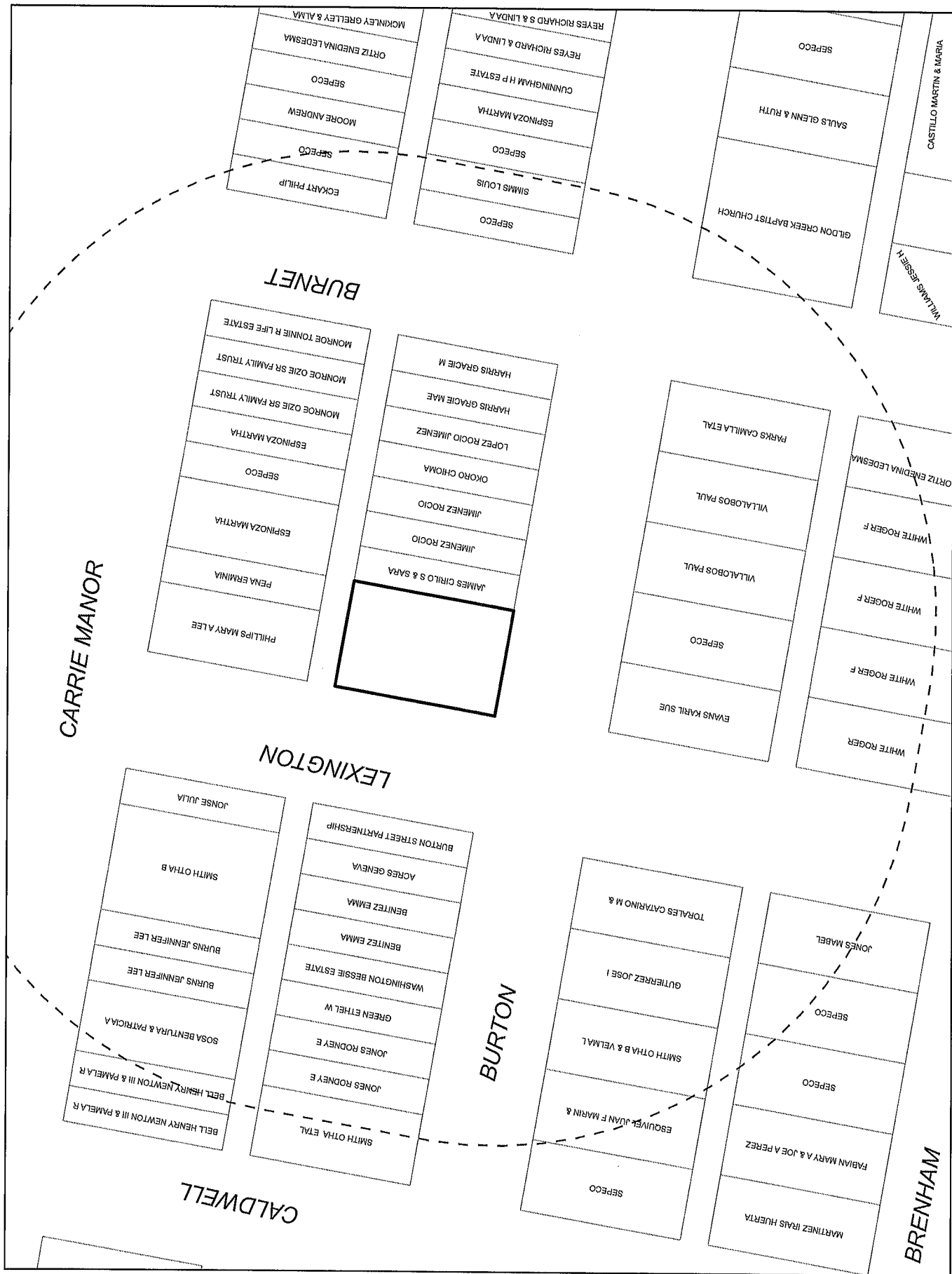
# 101 East Burton Proposed Zoning: Downtown Business District

## Zone

- A - Agricultural
- C-1 Light Commercial
- C-2 Heavy Commercial
- DBD - Downtown Business District
- I - Institutional
- IN-1 - Light Industrial

- M-1 - Manufactured Housing
- M-2 - Manufactured Housing Park
- NB - Neighborhood Business
- PUD - Planned Unit Development
- R-1 - Single Family
- R-2 - Single Family
- R-4 - Multi Family





CITY OF  
**MANOR**

EST. ★ 1872

TEXAS

**Variance/Waiver Justification****Variance/Waiver Justification:**

NOTE: The reviewing entity must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional support documents.

**REASONABLE USE:**

1. The zoning regulations applicable to the property do not allow for a reasonable use because:

I won't be able to live there if it's Commercial ONLY.

Our plan since property was purchased was to live there and have our own business as well.

**HARDSHIP:**

2. (a) The hardship for which the zoning change or variance/waiver is requested is unique to the property in that:

\_\_\_\_\_  
\_\_\_\_\_

- (b) The hardship is not general to the area in which the property is located because:

\_\_\_\_\_  
\_\_\_\_\_

**AREA CHARACTER:**

3. The zoning change or variance/waiver will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

\_\_\_\_\_

NOTE: The reviewing entity cannot grant a zoning change or variance/waiver that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.