



**TRAVIS COUNTY – CITY OF AUSTIN  
SINGLE SUBDIVISION OFFICE  
505 Barton Springs Road  
Austin Texas 78704**



March 11, 2011

Dear Citizen:

Because you are an interested party regarding the Colliers Wood Subdivision (Resubmittal of C8J-2009-0095), case number C8J-2010-0091, we are enclosing for you the Master Review Report for Update 1 that reflects City staff's comments to the applicant about the subdivision that is under review. Pursuant to City Code section 30-1-73, until the applicant addresses these comments the subdivision is considered disapproved. The applicant may file updates to the subdivision addressing the comments in the following Master Review Report.

The subdivision application may be examined at the Planning and Development Review Department between the hours of 7:45 a.m. and 4:45 p.m. Please refer to the case number C8J-2010-0091 and the Case Manager Sarah Sumner for specific details on the case. Please refer to the Planner Yolanda Parada at 974-2784 for general details on the case. You may also find additional information regarding the case on the City's web site at <https://www.ci.austin.tx.us/devreview/index.jsp>, where you may enter the case numbers to view information about the subdivision.

If you need any additional information, please call me at 854-7687.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Sumner".

Sarah Sumner

Case Manager

411 West 13th Street, 8th Floor

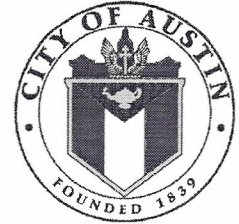
Austin, Texas 78701

[sarah.sumner@co.travis.tx.us](mailto:sarah.sumner@co.travis.tx.us)

(512) 854-7687

SS/yp

CITY OF AUSTIN – TRAVIS COUNTY – SINGLE SUBDIVISION OFFICE  
SUBDIVISION APPLICATION – MASTER COMMENT REPORT



CASE NUMBER: **C8J-2010-0091**  
REVISION #: **00** UPDATE: **U1**  
CASE MANAGER: **Sarah Sumner** PHONE #: **854-7687**

PROJECT NAME: **Colliers Wood Subdivision (Withdraw/Resubmittal of C8J-2009-0095)**  
LOCATION: **10401 SPRINKLE RD**

SUBMITTAL DATE: **February 24, 2011**  
REPORT DUE DATE: **March 10, 2011**  
FINAL REPORT DATE: **March 11, 2011**  
**1 DAY HAS BEEN ADDED TO THE UPDATE DEADLINE**

**STAFF REPORT:**

This report includes all staff comments received to date concerning your most recent subdivision application submittal. The comments may include requirements, recommendations, or information. The requirements in this report must be addressed by an updated submittal.

The subdivision application will be approved when all requirements from each review discipline have been addressed. However, until this happens, your application is considered disapproved. Additional comments may be generated as a result of information or design changes provided in your update.

If you have any questions, problems, concerns, or if you require additional information about this report, please do not hesitate to contact your case manager at the phone number listed above or by writing to the City of Austin, Watershed Protection and Development Review Department, P.O. Box 1088, Austin, Texas 78704.

**UPDATE DEADLINE (LDC 30-2-56; 30-2-82):**

It is the responsibility of the applicant or his/her agent to update this subdivision application. **The final update to clear all comments must be submitted by the update deadline, which is August 27, 2011.** Otherwise, the application will automatically be denied. If this date falls on a weekend or City of Austin holiday, the next City of Austin workday will be the deadline.

**EXTENSION OF UPDATE DEADLINE (LDC 30-1-119):**

You may request an extension to the update deadline by submitting a written justification to your case manager on or before the update deadline. Extensions may be granted for good cause at the Director's discretion.

**UPDATE SUBMITTALS:**

**A formal update submittal is required. You must make an appointment with the Intake Staff (974-2689) to submit the update. Please bring a copy of this report with you upon submittal to Intake.**

**Please submit 5 copies of the plans and 5 copies of a letter** that address each comment for distribution to the following reviewers. Clearly label information or packets with the reviewer's name that are intended for specific reviewers. **Distribution is required for the Planner 1.**

**REVIEWERS:**

Planner 1 : Yolanda Parada  
Water Quality : Joydeep Goswami  
Travis Co. Subdivision : Sarah Sumner  
Travis Co. Transportation : John Ellis  
Travis Co. Drainage Engineering : John Ellis  
Austin Water Utility : Bradley Barron

**SCANNED**



## Case Manager Review - Sarah Sumner - 854-7687

1. INFORMATION: As per Title 30, (30-1-116) Land Development Code, the City of Austin cannot schedule this **preliminary plan** or request public notice for Zoning and Platting Commission until after all Travis County comments have been addressed.
2. INFORMATION: A subdivision may only be extended once and not more than an additional 180 days from the expiration date. A 180 day extension has been granted for this project.
3. INFORMATION: Deadline for obtaining all required sign-offs (and making the case manager aware that you have cleared all comments) in order to get on the Zoning & Platting Commission agenda is noon on any given Monday for the following types of cases:  
Preliminary Plan with or w/o variances (15 days after sign-offs)

NOTE: Cases with environmental variances may take substantially longer due to their need to go before the Environmental Board prior to the ZAP.

4. INFORMATION: DO NOT GIVE THE MYLARS TO THE CASE MANAGER...After all Departments have signed off please contact Richard Sigmon at 974-2288 to set an appointment to drop off your mylar(s) for final closure check (prior to the Zoning and Platting Commission or Planning Commission meeting). Once the mylar(s) are approved, they will be transferred to the Case Manager. It is the applicant(s) responsibility to allow enough time to ensure that the mylar(s) can be checked (and corrections made if necessary) prior to the public hearing. Failure to do so may cause a delay in obtaining required Commission signatures on the mylar and subsequent recordation of the plat.
5. INFORMATION: Original current (crimped) tax certificates must be provided at the time the plan/plat is cleared for approval. These tax certificates are available from the Tax Assessor/Collectors Office at the Travis County Courthouse, and must be ordered two (2) days prior to receipt. Tax receipts or other information in-lieu of certificates can not be substituted.
6. Once all comments are cleared, please submit a .pdf of the plat and location map to [Sarah.Sumner@co.travis.tx.us](mailto:Sarah.Sumner@co.travis.tx.us). The applicant must also provide this Case Manager with the signed original mylar(s) and one blueline copy of the plat for final closure check. This process takes about 1-2 days.

## 911 Addressing Review - Cathy Winfrey - 974-2398

- AD1: Addressing has reserved the following street names for your project: HADRIAN CT, CROXLEY ST, BRIXTON LN, NEASDEN LN
- AD2: This plat review is cleared; however, any changes to street names, street name labels, or street layouts will require a new review.

## Environmental Review - Ingrid McDonald - 974-2711

### Update 1 – March 8, 2011

*Please be advised that additional comments may be generated as update information is reviewed.*

EV 01 A coversheet is required with the following information:

- 1) Table of Contents
- 2) Watershed and classification
- 3) Whether site is/is not over the Edwards Aquifer recharge Zone
- 4) Provide the required Engineer's Certification as per LDC stating the plan is complete, accurate and in compliance with Chapter 30-5

### Update 1 – Comment cleared.

EV 02 The tree survey provided is very difficult to read. Please provide multiple match line sheets of the tree survey.

### Update 1 – Tree survey sheet was not located. Please provide.

EV 03 Revisions are need for the accounting on each individual Q-1/Q-2 tables. Contact this reviewer for more information on this topic.

### Update 1 – Comment cleared.

EV 04 Demonstrate how the total proposed impervious cover was calculated for the single family portion of the preliminary plan. Please include a lot breakdown for this section that includes lot size categories per LDC 30-5-64. Show the numbers of lots that fall into those categories, the assumptions, and the total impervious cover. This amount should agree with your Q-2 calculations. If lots are proposed to have less impervious cover than dictated in the assumptions, then include this and add a plat note stating lots numbered “#” are restricted to the specified amount of impervious cover.

### Update 1 – Comment cleared.

EV 05 Demonstrate how the perimeter roadway deduction was calculated for each Q-2 table submitted.

### Update 1 – Comment cleared.

EV 06 More clearly delineate CWQZ, WQTZ, and fully developed 100 yr flood plain on all applicable plan sheets.

### Update 1 – Comment cleared.

EV 07 Numerous single family lots have slopes greater than 15%. It appears that a variance for construction on slopes (30-5-301) will be required as the project is currently proposed. Please contact this reviewer to schedule a meeting to discuss this issue.

### Update 1 – Comment cleared.

EV 08 How many acres that are located within the WQTZ are also part of the 100 year flood plain?

### Update 1 – Comment cleared.



EV 09 Clearly delineate existing/proposed WW lines on all applicable plan sheets and include a legend.

**Update 1 – Proposed W/WW lines are not shown on the plan sheets nor are in the legend.**

EV 10 Provide a grading plan on a separate sheet showing lightly dashed lines for existing contours and solid lines for proposed contours, with each having a contour interval of two (2) feet. ECM 1.4.1.2.C.8

**Update 1 – Comment cleared.**

EV 11 Provide cut/fill exhibit, including the water quality and drainage facilities. Break categories up of cut and fill in 4' increments (i.e. 0-4', 4-8', 8-12') ETJ cut 30-5-341, fill 30-5-342.

**Update 1 – Comment cleared – please add the note stating that should the cuts in the ponds exceed 8" occur, a waiver will be required.**

EV 12 Identify CEF's on all applicable plan sheets.

**Update 1 – Comment cleared.**

EV 13 Remove net site area in relation to slope map sheet exhibit "C".

**Update 1 – Comment cleared.**

EV 14 FYI Please note that the subsequent construction plan (not this preliminary plan) is subject to the newly adopted COA Environmental Criteria Manual (ECM) changes. Consequently, a SWPPP (Appendix P-7) must be submitted **and** Erosion and Sedimentation controls must comply with the revised ECM section 1.4. The newly adopted ECM changes can be found at the following link:

<ftp://ftp.ci.austin.tx.us/wpdrpostings>

## **Austin Water Utility Review - Bradley Barron - 972-0078**

WW1. The Service Extension Request that has been submitted must be approved prior to preliminary plan approval. For more information pertaining to the Service Extension Request process and submittal requirements contact James Grabbs with the Austin Water Utility, Utility Development Services at 625 E. 10th St., 7th floor. Ph: 512-972-0207. The Austin Water Utility reserves the right to make additional comments and to establish other requirements with the Service Extension Request review.

WW2. There is an existing 2.5" public water line in the subject tract which is not shown on the preliminary plan. All existing easements must be shown on the preliminary plan. If no easements can be found new ones must be dedicated prior to approval. If the aim is to abandon the lines and vacate the easements, approval, abandonment and acceptance must be obtained prior to approval to remove the encumbrances.

## **Water Quality Review - Joydeep Goswami - 974-3568**

Release of this application does not constitute a verification of all data, information and calculations supplied by the applicant. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not the application is reviewed for Code compliance by City engineers.

A formal update is required. Please provide a letter that addresses each of the review comments. All engineering representations must be signed by the responsible engineer. Additional comments may be generated as additional information is provided.

## **WATER QUALITY COMMENTS**

~~WQ1. Please provide on-site control of the two-year storm as per LDC 25-7-61 (A)(5)(c) and ECM 1.6.8. Engineer's report states the post development 2-year flow increases by less than 110 cfs; please revise design to meet ECM requirements.~~

- ~~• ECM 1.6.8 states, "On-site control of the two-year storm is achieved when the developed-conditions peak runoff rate leaving the site for a given drainage area is less than or equal to the existing-conditions runoff rate. The flow rates can be considered equal if the developed rate is no more than one-half (0.5) cfs greater than the existing rate or if the developed rate is no more than one-half (0.5) percent greater than the existing rate and there are no existing erosion problems downstream of the site" (LDC 25-7-61). Please provide data and calculations necessary to verify compliance.~~

**UPDATE #1:** Comment cleared. Note that this requirement still stands and will have to be addressed at either Site Plan or Subdivision Construction Plan. Conveyance directly to the floodplain does not exclude this requirement.

WQ2. Please provide a water quality plan showing drainage areas to each proposed water quality pond. LDC 25-7-31 and DCM 2.2.1. Drainage areas should be based on final grading. Please provide a "water quality plan sheet" within the preliminary plan set; please label as such.

- According to LDC 25-8-211, in a watershed classification other than Barton Springs Zone, "water quality controls are required for development located in the water quality transition zone." A portion of this site lies within the Water Quality Transition Zone, therefore water quality controls should be provided. It appears that portions of this subdivision are located within the WQTZ and will not be treated with proposed water quality ponds. Please address how water quality will be provided for these areas. Please address this on the "water quality plan" sheet.

**UPDATE #1:** It appears that a water quality plan sheet has not been provided with this update. Please submit a water quality plan sheet that shows how water quality is provided for the subject site.

WQ3. All water quality ponds will need to be designed in accordance with ECM 1.6.4(A) requiring a full sed/fill pond. Please provide evidence of compliance.

**UPDATE #1:** It appears that a water quality plan sheet has not been provided with this update. Please submit a water quality plan sheet that shows how water quality is provided for the subject site.

WQ4. All stormwater ponds will need to meet the maintenance requirements of DCM 1.2.4(E) for city maintained ponds. Please provide evidence that sufficient area has been provided to meet these requirements. Please provide preliminary calculations to demonstrate. Please provide Appendix R-1 on water quality plan sheet.

**UPDATE #1:** It appears that an Appendix R-1 table has not been provided with this update. Please submit an R-1 table that preliminary calculations of water quality controls.



WQ5. Please address how water quality will be provided for multi-family and commercial lots. Will these lots have separate water quality control? Please address on requested water quality control plan sheet.

**UPDATE #1:** Please provide a water quality plan that demonstrates that the lots within the transition zone are being routed to the water quality pond.

<b>Travis Co. Subdivision Review - Sarah Sumner - 854-7687</b>
--

1. Please revise to Case # C8J-2010-0091 in the bottom right hand corner of each sheet.  
**Update 1 - cleared**
2. Please show the plat at 1": 100' scale or request a waiver for a non 1": 100' scale.  
**Update 1 – waiver granted**
3. Please revise to have the most current deed information of the properties. **Update 1 – comment stands; sheet one should list all the document numbers provided not the volume and page.**
4. Blocks are contiguous until broken by ROW not by land use change, please renumber Blocks and Lots accordingly. **Update 1 – comment stands for Blocks S, Q, N, L, F, P, R, U, V, A, B and T**
5. Lots 37 and 38 Block G are internal flag lots and may make it difficult for this subdivision to pass through Zoning and Platting Commission, please consider alternate configuration.  
**Update 1 – comment stands, please verify configuration with Fire Marshall.**
6. Please note the location of clustered mailboxes if applicable. **Update 1 - cleared**
7. Please verify if Colliers Glen will need a sight line easement on Sprinkle. **Update 1 - cleared**
8. Please advise if this subdivision will be working with the City of Austin parks department to continue the Walnut Creek greenbelt along the floodplain for parkland credit per 30-2-215, requests for credit should be started as soon as possible. **Update 1 – comment stands**
9. Please advise if this subdivision has requested annexation by the City of Austin. **Update 1 - cleared**
10. Please add a note with the names of the utility providers (water, wastewater, electric, phone, gas) and you will need to provide a current letter of availability by the utility to provide service. **Update 1 – comment stands**
11. Please provide a copy of the approved SER. **Update 1 – comment stands**
12. If the limits of 100-year flood plain as per FEMA vary from the current FEMA panels, please provide application to FEMA for a Conditional Letter of Map Amendment (CLOMA) or Conditional Letter of Map Revision (CLOMR). **Update 1 – a completed application to FEMA is required at time of Preliminary Plan, please provide copy of completed application.**

13. Please add the following note: Minimum finished floor elevation for all affected structures shall be two (2) feet above the elevation of the 100-year flood plain as shown hereon:  
XXX' M.S.L. **Update 1 - cleared**
14. NOTE: Minimum Finished Floor Elevation shall be shown inside a box on each affected lot on the face of the plat with the designation of 'M.S.L.' mean sea level. **Update 1 - cleared**
15. Please add the following note: Flood insurance is mandatory for buildings in FEMA-identified high-risk flood areas, which are designated Flood Hazard Areas (FHAs). This requirement applies to buildings located in FHAs on FEMA's flood maps including loans for manufactured (mobile) homes and commercial buildings. Whenever federally backed lenders make, increase, extend, or renew a mortgage, home equity, home improvement, commercial, or farm credit loan in an FHA, the lender must require flood insurance.  
**Update 1 - cleared**
16. Please add the following note: Off-street loading and unloading facilities shall be provided on all commercial and industrial lots. **Update 1 - cleared**
17. The application packet lists 348 planned multi family units for a density of about 14 units per acre where note 1 has 17 units per acre, please clarify which is correct. **Update 1 - cleared**
18. Please verify if notes 17 and 18 need to refer to a specific section of Title 30. **Update 1 - cleared**
19. All subdivision applications in Travis County must be forwarded to the Travis County Fire Marshal's office rather than to the local ESD for review. The Fire Marshal's office will determine if the local ESD has review authority of subdivisions and site plans and, if so, will forward the plans to the local ESD for review and comments. Please contact Mike Slaughter ([Mike.Slaughter@co.travis.tx.us](mailto:Mike.Slaughter@co.travis.tx.us)) or by phone at (512) 854-4621 as soon as possible to prevent delay of approval. Written documentation that the Travis County Fire Marshal's office or local ESD has reviewed and approved of the subdivision is required prior to scheduling the application for approval. **Update 1 – comment stands**
20. INFORMATION: Updates received after 180 days without activity will be assessed an additional 100% review fees per Commissioners Court. Activity consists of formal updates.
21. As this project includes non-residential uses, please complete the attached non-residential notification form and send with a location map to all homeowners' associations, neighborhood associations, and emergency service districts within 1,000 feet of the project site as well as the Travis County Fire Marshal. Please provide a copy of the letters sent and certified mail receipts for the notice:

**NOTICE OF NON-RESIDENTIAL DEVELOPMENT**

Project name:  
Project location:

Mailing date:



Please be advised that your homeowners' association/neighborhood association is within 1,000 feet of a proposed development containing a non-residential land use. The development contains a/an \_\_\_\_\_ that will be used for \_\_\_\_\_. Please see the attached site location map for clarification.

Travis County Transportation and Natural Resources Department is reviewing this development application to ensure that it is in compliance with applicable regulations. Travis County's development code can be found on the internet at: <http://www.co.travis.tx.us/tnr/subdivision/default.asp>. Travis County does not enforce deed restrictions and does not have the authority to regulate land use. In the event that the applicant meets all applicable code requirements, the development permit will be administratively approved.

Owner's name:

Owner's phone number:

Agent's name:

Agent's phone number:

Travis County Case Manager: Sarah Sumner

Case Manager's phone number: 854-7687

For more information please contact the project's owner, agent or the case manager. For copies of the project please make an Open Records Request by calling 854-7683. Update 1 – comment stands until receipts provided

22. INFORMATION: The alignment of Ferguson /Rundburg by Travis County may cross a portion of this property and potential ROW may need to be reserved.

Travis Co. Transportation Review - John Ellis - 854-9805
--

1. Traffic impact analysis has been received for this development and is currently under review. Additional comments may be provided once review has been completed by Travis County TNR Traffic Manager.  
**3/9/11 – Provide revised traffic impact analysis addressing comments issued by TNR traffic engineer, Mr. Joe Hall on December 9, 2010.**
- ~~2. Provide profiles for all roadways proposed on slopes 15% or greater.~~
3. Provide line of sight easements for the following intersections: both intersections of Colliers Glen at Winston Churchill Drive; Mornington Crescent at Colliers Glen; Farmington Road at Colliers Glen; and Colliers Glen at Sprinkle Road.  
**3/9/11 – Provide sight line easements as requested; intersection sight line distances shall meet minimums provided in the Transportation Criteria Manual or revise calculations to meet TCM and AASHTO criteria.**
4. Provide additional right-of-way on Sprinkle Road necessary to provide a minimum 30 feet of right-of-way measured from the centerline of the existing roadway pavement.  
**3/9/11 – Provide right-of-way as requested and clearly identify on plans.**

5. The proposed location of Winston Churchill Drive intersection at Springdale Road is too close to the existing commercial driveway on Springdale Road for the 4.3 Acre commercial lot. Revise to provide adequate separation in accordance with the Transportation Criteria Manual.

***3/9/11 – Include note on preliminary plan stating that access to the commercial lot must be revised at the time of final plat.***

6. Revise rights-of-way for Winston Churchill Drive at intersections with Sprinkle Road and Springdale Road to provide sufficient widths to accommodate two inbound and two outbound lanes as noted in the TIA. The minimum street section would be 51 feet from FOC to FOC (72 feet ROW) or wider if medians are anticipated.

***3/9/11 – Revise rights-of-way as requested.***

7. Sheet 2 – Revise Winston Churchill “ROW” and “Pavement Section” dimensions in Note 3.

***3/9/11 – Revise tables as requested.***

***NEW***

8. ***3/9/11 – Coordinate with Travis County staff to include future alignment of Ferguson Road in preliminary plan.***

<p>Travis Co. Drainage Engineering Review - John Ellis - 854-9805</p>
---

1. Sheet 1 – Provide drainage model supporting the floodplain limits noted as “Proposed COA Fully-developed Flood Plain” currently shown on the plan. Since the limits do not correspond to adopted FEMA limits, a CLOMR is required from FEMA. Provide copy of CLOMR application and written documentation from FEMA demonstrating that they have received and are reviewing the application.

***3/9/11 – Provide CLOMR application and FEMA documentation of receipt of application. This is a Chapter 64 Floodplain Administration requirement which cannot be waived until final plat.***

2. Provide storm water detention for this site which reduces post development flows to pre-development levels; revise drainage models and analysis accordingly. Provide revised drainage models in hard copy and on CD for review. Travis County staff will not support any request to waive detention requirements due to the existing drainage problems on Walnut Creek and the increases in run-off proposed by this project.

***3/9/11 – Provide detention as requested. Travis County does not participate in the SWMP and will not waive detention requirements for this development.***