



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
JULY 27, 2026**

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or by scanning the QR Code**



PRESENT:

COMMITTEE MEMBERS:

Hai Nguyen, Chair, Place 1
Eric Davis, Place 2
Bobby Orr, Place 3
Paige Bacon, Place 4
Grant Butler, Place 5
Sayra Navarro, Place 6
Vacant, Place 7

CITY STAFF:

Michael Burrell, Development Services Director
Pauline Gray, City Engineer
Scott Dunlop, Development Services Assistant Director
Annemarie Felfe, City Planner

REGULAR SESSION: 6:00 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Community Impact Fee (CIF) Advisory Committee present, the Regular Session of the Manor CIF Advisory Committee was called to order by Chair Nguyen at 6:03 p.m. on Monday, July 27, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak on non-agenda topics. Mr. Battaile commented on his ongoing legal actions and raised concerns regarding the CIF summary forms.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the minutes for July 13, 2026, Community Impact Fee Advisory Committee Regular Session.

City staff recommended that the Community Impact Fee Advisory Committee approve the consent agenda.

MOTION: Upon a motion made by Committee Member Navarro and seconded by Committee Member Davis to approve the consent agenda.

There was no further discussion.

Motion to Approve carried 6-0.

REGULAR AGENDA

2. Consideration, discussion, and possible action on setting a population projection.

City staff recommended that the Community Impact Fee Advisory Committee review planned and in-progress projects to help determine the city's growth rate.

Director Burrell gave a brief overview of the backup presented for this item.

Engineer Gray presented the LUE projections for water and wastewater, the population estimates, and in-progress and planned developments exhibits. She discussed the previously established 7% annual population growth projection and considered whether to adopt a new rate.

Director Burrell explained that population estimates are calculated based on LUE estimations and utility accounts.

The Committee discussed recent development trends, planned residential and commercial projects, potential market fluctuations, and how growth projections align with anticipated utility needs over the next ten years.

Engineer Gray responded to questions about how frequently these projections and fees are reviewed and how accurate the estimates have been historically.

MOTION: Upon a motion made by Committee Member Bacon and seconded by Committee Member Navarro to approve the city's growth rate as shown at 7%.

There was no further discussion.

Motion to Approve carried 6-0.

3. Consideration, discussion, and possible action to evaluate the Land Use Assumptions map.

City staff recommended that the Community Impact Fee Advisory Committee evaluate and approve the Land Use Assumptions map.

Director Burrell explained that the map reflects updates from the previous CIF meeting and clarified that blank parcels are either outside the City Limits or currently developed residentially.

Engineer Gray noted that the map is not a zoning map, but a planning tool used by staff to estimate likely future development patterns for utility capacity purposes.

MOTION: Upon a motion made by Committee Member Bacon and seconded by Committee Member Butler to approve the Land Use Assumptions map.

There was no further discussion.

Motion to Approve carried 6-0.

4. Consideration, discussion, and possible action to develop water and sewer capital improvement project needs.

City staff recommended that the Community Impact Fee Advisory Committee review the current Water and Wastewater Capital Improvement Plan (CIP) and begin discussion of future capital improvement projects.

Engineer Gray explained that the Water CIP Map will need updates to reflect planned extensions of water service to the east and north, as requested by developers and needed for City-owned property. She also noted that cost estimates for both water and wastewater projects will be updated to reflect completed projects and new project requirements. Gray reminded the Committee that impact fees are calculated by dividing total project costs by the total number of LUEs.

The Committee discussed the need for the City to identify an additional long-term water source and noted that impact fees may help fund preliminary studies.

Staff stated that updated Water and Wastewater CIP maps and revised project cost estimates will be presented to the Committee at its next regular meeting.

There was no further discussion.

No Action Taken.

5. Consideration, discussion, and possible action to review proposed Roadway Impact Fee service areas.

City staff recommended that the Community Impact Fee Advisory Committee review the proposed Roadway Impact Fee service areas.

Engineer Gray explained the differences between Water and Wastewater Impact Fees and Roadway Impact Fees, noting that roadway fees must remain within Manor city limits and cannot be used for TxDOT or Travis County roads.

Staff clarified that the dotted lines are proposed work, which is based on the Thoroughfare Plan. The solid red line should be dashed.

Engineer Gray stated that the Committee will revisit and take action on the Roadway Impact Fee service areas at its next regular meeting.

There was no further discussion.

No Action Taken.

6. Consideration, discussion, and possible action on Roadway Impact Fee Capital Improvements Projects.

City staff recommended that the Community Impact Fee Advisory Committee review Roadway Impact Fee Capital Improvements Projects.

Engineer Gray explained that the Roadway Impact Fee Subdivision Location Map will need updates to reflect recent roadway improvements and newly completed phases of several subdivisions. Staff noted that these updates, along with revised project cost estimates, will be incorporated into the exhibits provided at the Committee's next regular meeting.

The Committee also discussed the possibility of developing an updated exhibit that overlays the current and revised CIP maps and the Roadway Impact Fee service area map to support future review and planning.

There was no further discussion.

No Action Taken.

ADJOURNMENT

Chair Nguyen adjourned the Regular Session of the Manor Community Impact Fee Advisory Committee at 7:13 p.m. on Monday, July 27, 2026.

The Community Impact Fee Advisory Committee approved these minutes on August 10, 2026.

APPROVED:

Hai Nguyen
Chairperson

ATTEST:

Annemarie Felfe
City Planner