



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
CALLED SPECIAL SESSION MINUTES
FEBRUARY 13, 2024**

*This meeting was live streamed on Manor's YouTube Channel at
<https://www.youtube.com/@cityofmanorsocial/streams>*

PRESENT:

COMMISSIONERS:

Cresandra Hardeman, Chairperson, Place 3 (*Absent*)
Julie Leonard, Place 1 (*Absent*)
Prince John Chavis, Place 2
Felix Piaz, Place 4
Celestine Sermo, Place 5 (*Absent*)
Cecil Meyer, Place 6
Jim Terry, Place 7
Barth Timmermann, Developer Representative

CITY STAFF:

Pauline Gray, City Engineer
Scott Dunlop, Development Services Director
Michael Burrell, Planning Coordinator
Mandy Miller, Development Services Supervisor
Officer Estrada

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Community Impact Fee (CIF) Advisory Committee present, the Called Special Session of the Manor CIF Advisory Committee was called to order by Commissioner Paiz at 8:50 p.m. on Tuesday, February 13, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the minutes for the January 10, 2024, Community Impact Fee Advisory Committee Regular Session.**

MOTION: Upon a motion made by Commissioner Terry and seconded by Commissioner Chavis to approve the January 10, 2024, Community Impact Fee Advisory Committee Regular Session minutes.

There was no further discussion.

Motion to Approve carried 5-0.

REGULAR AGENDA

2. Consideration, discussion, and possible action on Revised Roadway Impact Fee calculations.

Engineer Gray stated there was discussion at the last meeting to remove the thoroughfare plan items from the estimates for the impact fees. She stated all cities with Roadway Impact Fees include their thoroughfare plan improvements, which is one of the main reasons to assess this fee, therefore she has chosen to leave them in her calculations.

Engineer Gray gave a presentation. (*See attached*) She stated she was opening this item up for discussion. She recommended setting an amount to recommend to City Council.

Discussion was held regarding the areas of growth within Manor.

Engineer Gray clarified the different ways recommendations could be made to City Council.

Discussion was held pertaining to the actions that could be taken regarding the Roadway Impact Fee. Consideration was given to the various possible ways Council would approve the fees when recommendations were made.

The Commissioners contemplated the effects this fee would have on development. Developer Representative Timmermann cautioned against setting a fee higher than approximately \$1.00 (one dollar) per foot. He stated his research on this fee shows anything higher could negatively impact commercial development.

Discussion was held regarding development inside the city limits versus in the ETJ. Concerns were raised about Developers choosing to develop outside the city limits to avoid impact fees.

Engineer Gray outlined the ways the impact fees could be used to improve the roadway systems in Manor. She explained the funds could only be used to create new roads or to increase capacity on existing roads.

Director Dunlop spoke regarding the history of discussion and consideration by City Council to annex certain county roads. He also addressed concerns regarding developments that would pay traffic mitigations, reassuring the Commission they would not be charged twice. He stated the amount paid toward mitigations would reduce the amounts they would pay in roadway impact fees.

Discussion was held regarding how the fee would be implemented in the event the development had to pay mitigation costs to outside agencies such as Travis County or TxDOT. Director Dunlop explained the implementation of the fees would be set forth by the ordinances and policies. He stated there were no ways to definitively address this concern at this time with no policies or ordinances in place.

Commissioner Paiz requested clarification on the step that needed to be taken now to move forward. Engineer Gray stated A Fee Amount needed to be set. She reviewed the recommended calculation amounts which were \$1,455.08 for Service Area 1, \$1,034.01 for Service Area 2, and \$1,095.19 for Service Area 3.

Engineer Gray answered questions regarding the setting of the maximum impact fee and how the calculations were made.

Commissioner Chavis recapped the areas of consideration for this item. He requested to hear any issues with the calculations, the projects that were projected for the services areas, and any items that they felt needed to be removed from consideration. He stated he did not suggest taking any of the projects out.

MOTION: Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to approve the revised Roadway Impact Fee Calculations.

There was no further discussion.

Motion to Approve carried 5-0.

3. Consideration, discussion, and possible action on Comparison of Roadway Impact Fees.

Engineer Gray presented the Comparison of Roadway Impact Fees in her presentation. (*See attached presentation*) She stated she included Hutto as requested. She pointed out that Hutto only had one service area. She acknowledged Hutto and Round Rock set 2 different amounts for Residential and Non-Residential. She agreed to investigate how they set their fees.

Discussion was held regarding the Comparison Chart.

There was no further discussion.

No Action was Taken.

4. Consideration, discussion, and possible action on sending the land use and service area maps to City Council in order for Council to set a date for public hearings on the maps.

Engineer Gray presented the Manor Impact Fee Map. (*See attached presentation*) She stated she used the same Land Use Map that was used for the Water/Wastewater. She stated the map indicated the service areas as previously discussed. She stated that unless the service areas needed to be adjusted, the map should be ready to approve and send to City Council.

MOTION: Upon a motion made by Developer Representative Timmermann and seconded by Commissioner Chavis to approve the land use and service area maps to be sent to Council in order for a public hearing to be held on the maps.

There was no further discussion.

Motion to Approve carried 5-0.

5. Consideration, discussion, and possible action on approving the roadway project lists for the roadway impact fee.

Engineer Gray presented the Capital Improvement Projects for Roadway Impact Fees for all 3 service areas. (*See attached presentation*) She stated this was previous discussed with agenda item #3 If there were no projects being added or removed, a vote to approval of the projects list was all that was needed for this agenda item.

MOTION: Upon a motion made by Commissioner Chavis and seconded by Commissioner Terry to approve the Roadway Project Lists for each service area.

There was no further discussion.

Motion to Approve carried 5-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Terry and seconded by Commissioner Chavis to adjourn the Called Special Session of the Manor CIF Advisory Committee at 9:39 p.m. on Tuesday, February 13, 2024.

There was no further discussion.

Motion to Adjourn carried 5-0.

These minutes were approved by the Community Impact Fee Advisory Committee on the 10th day of April 2024.

APPROVED:

Cresandra Hardeman
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor