



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
JULY 12, 2023**

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

PRESENT:

COMMISSIONERS:

LaKesha Small, Chair Place 7 (Absent)
Felix Paiz, Vice Chair, Place 4
Julie Leonard, Chair, Place 1(Absent)
Anthony Butler, Place 2 (Absent)
Cresandra Hardeman, Place 3(Absent)
Celestine Sermo, Place 5
Cecil Meyer, Place 6
Barth Timmermann, Developer Representative

CITY STAFF:

Pauline Gray, City Engineer
Scott Dunlop, Development Services Director
Michael Burrell, Planning Coordinator
Michael Pachnick, IT Technician
Sonia Wallace, City Council

REGULAR SESSION: 7:00 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 Vice Chair Piaiz at 7:01 p.m. on Wednesday July 12, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comment regarding his concerns. He expressed his opposition toward the Manor Comprehensive Plan, the growth rates set by the City, dense population growth near the downtown area and the cemetery, the City's Development Services staff, and the City Council. He stated he was in favor of embracing our history by finding ways to preserve it.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee minutes.

- May 10, 2023, Community Impact Fee Advisory Committee Regular Session; and
- June 14, 2023, Community Impact Fee Advisory Committee Regular Session

City Staff recommended that the Community Impact Fee Advisory Committee approve the May 10, 2023, and the June 14, 2023, Community Impact Fee Advisory Committee minutes.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Developer Representative Timmerman to approve the minutes on the consent agenda.

There was no further discussion.

Motion to Approve carried 4-0

REGULAR AGENDA

2. Discussion on Roadway Impact Service Unit Calculations and Vehicle Mile Calculations. Discussion on the growth in vehicle miles between 2023 and 2033 and discussion on the Roadway Impact Fee Calculation Overview – next steps.

City Staff recommended that the Community Impact Fee Advisory Committee discuss the roadway impact service unit calculations and vehicle mile calculations.

Engineer Gray stated she would be limiting the discussion to Service Unit and the Vehicle Mile Calculations and at the next meeting discuss what the impact fees would amount to while comparing them to other cities. She presented a slide show presentation. (see attached)

Engineer Gray reviewed the first steps in calculating the service units which is the vehicle miles. She reviewed how the growth rate, the same used for the Water and Wastewater Impact Fee calculations, calculated over a 10 (ten) year period would be used to determine the cost per service unit.

Engineer Gray explained the steps to determine the Transportation demand factor. She stated they would be using the ITE Trip Generation Manual, 11th Edition to provide the number of trips that are produced by the proposed land use of each corresponding category within the service area.

Engineer Gray explained Trip Length, demand factor calculations, existing vehicle miles and categories based on current data for each service area. She explained how Future Vehicle Miles were calculated. She reiterated these were just estimates.

Engineer Gray answered questions from the Committee regarding the formula used to determine the demand factor and how it was used to calculate the vehicle miles. She answered questions on the reference information within the charts presented.

Discussion was held regarding the proposed multifamily plans within the service areas.

Engineer Gray ensured the Committee that a recheck would be done to make certain the most current and up-to-date information is used to calculate the totals for the Roadway Impact Fees.

Engineer Gray stated the next step to determining the Roadway Impact Fee Calculations. She reviewed how TIAs done in the service would help with the calculations. She reviewed in detail the 12 (twelve) different Roadway Impact Fee Calculation Steps.

Engineer Gray reviewed the Manor Road Impact Fee Map. She stated updates to the map are still needed to identify some county roads and some recent changes in Service Area #3.

Engineer Gray answered questions from the Committee regarding the maps, calculations of the fees and TIAs. She explained some of the limitations based on State regulations.

There was no further discussion.

No Action was taken.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Sermo to adjourn the regularly scheduled Community Impact Fee Advisory Committee at 7:37 p.m. on Wednesday, July 12, 2023.

There was no further discussion.

Motion to Adjourn carried 4-0

These minutes approved by the Community Impact Fee Advisory Committee on the 13th day of September 2023. (*Audio recording archived*)

APPROVED:

Cresandra Hardeman
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor

CITY OF MANOR ROADWAY Service unit and vehicle mile calculations

Service Units - recap

WHAT IS A SERVICE UNIT?

- ❖ FOR ROADWAY IMPACT FEES THE SERVICE UNIT IS A VEHICLE MILE
- ❖ IN ORDER TO DETERMINE THE COST PER SERVICE UNIT, THE ESTIMATED GROWTH IN VEHICLE MILES IN EACH SERVICE AREA NEEDS TO BE CALCULATED FOR A TEN-YEAR PERIOD (2023-2033)
- ❖ ALL CURRENTLY DEVELOPED LAND AND ALL DEVELOPABLE LAND WILL BE CATEGORIZED AS EITHER RESIDENTIAL OR NON-RESIDENTIAL.
- ❖ NON-RESIDENTIAL WILL BE BROKEN INTO THREE (3) CATEGORIES:
 - ❖ RETAIL, SERVICE, AND BASIC

Non-residential

- ❖ RETAIL WOULD BE LAND-USE ACTIVITIES THAT PROVIDE FOR THE SALE OF GOODS. THIS WOULD INCLUDE SUCH ITEMS AS GROCERY STORES AND RESTAURANTS.
- ❖ SERVICE IS ACTIVITIES THAT PROVIDE PERSONAL AND PROFESSIONAL SERVICES AND WOULD INCLUDE GOVERNMENT AND PROFESSIONAL OFFICES AS WELL AS EDUCATIONAL USES.
- ❖ BASIC WOULD-BE ACTIVITIES THAT PRODUCE GOODS AND SERVICES THAT WOULD BE EXPORTED OUT OF THE LOCAL ECONOMY AND WOULD INCLUDE SUCH THINGS AS MANUFACTURING, CONSTRUCTION, TRANSPORTATION, WHOLESALE, TRADE, WAREHOUSING AND OTHER INDUSTRIAL USES.

TRANSPORTATION demand factor

- ❖ THE PROPOSED TRANSPORTATION FACTORS WILL COME FROM THE ITE TRIP GENERATION MANUAL, 11TH EDITION.
- ❖ THE ITE TRIP GENERATION MANUAL, 11TH EDITION PROVIDES THE NUMBER OF TRIPS THAT ARE PRODUCED BY THE PROPOSED LAND USE FOR EACH DWELLING UNIT, SQUARE FOOT OF BUILDING, OR OTHER CORRESPONDING UNITS.

Variables:

$$TDF = T * (1 - P_b) * L_{\max}$$

$$\text{where... } L_{\max} = \min(L * OD \text{ or } 6)$$

TDF = Transportation Demand Factor,
T = Trip Rate (peak hour trips / unit),
P_b = Pass-By Discount (% of trips),
L_{max} = Maximum Trip Length (miles),
L = Average Trip Length (miles), and
OD = Origin-Destination Reduction (50%)

Transportation demand factor

- ❖ THE MAXIMUM TRIP LENGTH WILL VARY BETWEEN THE THREE SERVICE AREAS.
- ❖ FOR SERVICE AREA 1, THE MAXIMUM TRIP LENGTH IS 2 MILES.
- ❖ FOR SERVICE AREA 2, THE MAXIMUM TRIP LENGTH IS 3 MILES.
- ❖ FOR SERVICE AREA 3, THE MAXIMUM TRIP LENGTH IS 4 MILES.
- ❖ THE ORIGIN-DESTINATION REDUCTION (OD) IS USED TO ADJUST THE AVERAGE TRIP LENGTH IN THE COMPUTATION OF THE MAXIMUM TRIP LENGTH. THIS WILL PREVENT TRIPS FROM BEING COUNTED TWICE AS BOTH RESIDENTIAL AND NON-RESIDENTIAL. IF THIS WAS NOT ADJUSTED, THEN A TRIP FROM HOME TO WORK WITH A STOP AT A STORE WOULD RESULT IN THIS BEING COUNTED AS TWO TRIPS. ONLY HALF OF THE TRIP WOULD BE COUNTED AS RESIDENTIAL AND THE OTHER HALF WOULD BE COUNTED AS NON-RESIDENTIAL.

Transportation demand factor calculations

Variable	Residential Single Family	Residential Multifamily	Basic	Service	Retail
T	0.94	0.51	0.65	1.44	2.24
P _b	0%	0%	0%	0%	35%
L	8.59	8.59	12.89	6.76	6.35
L _{max}	4.30	4.30	6.00	3.38	3.18
TDF	4.04	2.19	3.90	4.87	4.62
	The max length is less than 6 miles for each of the service areas, so the lower trip length is used rather than 6 miles.				

Variables:

$$TDF = T * (1 - P_b) * L_{max}$$

$$\text{where... } L_{max} = \min(L * OD \text{ or } 6)$$

- TDF = Transportation Demand Factor,
- T = Trip Rate (peak hour trips / unit),
- P_b = Pass-By Discount (% of trips),
- L_{max} = Maximum Trip Length (miles),
- L = Average Trip Length (miles), and
- OD = Origin-Destination Reduction (50%)

Existing vehicle miles

Service Area	Residential Vehicle Miles (Existing)				Nonresidential SF (Existing)			Trans. Demand Factor			Nonresidential Vehicle Miles (Existing)				Total Vehicle Miles (Existing)		
	Single Family Units	Trip Rate TDF	Multifamily	Trip Rate TDF	Vehicle Miles	Basic	Service	Retail	Basic	Service	Retail	Basic	Service	Retail	Total		
		0.94		0.51					0.65	1.44	2.24						
1	1519	4.04	1870	2.19	10,232	443,218	1,249,580	457,950	3.9	4.87	4.62	1,729	6,085	2,116	9,930	20,162	
2	1845		0		7,454	0	35,000	0				0	0	162	0	162	7,616
3	1961		0		7,922	0	0	0				0	0	0	0	0	7,922
TOTALS	5325		1870		25,608	443,218	1,284,580	457,950				1,729	6,247	2,116	10,091	35,700	

Vehicle miles calculations

- ❖ THE VEHICLE MILES FOR RESIDENTIAL ARE CALCULATED BY MULTIPLYING THE TDF FOR EITHER SINGLE-FAMILY OR MULTIFAMILY BY THE NUMBER OF DWELLING UNITS
- ❖ THE NON-RESIDENTIAL VEHICLE MILES WERE CALCULATED BY ESTIMATING THE SQUARE FOOTAGE OF EACH NON-RESIDENTIAL USE AND THEN MULTIPLYING THE TDF BY THE NUMBER OF THOUSAND SQUARE FEET FOR EACH LAND USE.
- ❖ THE RESIDENTIAL AND NON-RESIDENTIAL VEHICLE MILES WERE ADDED TOGETHER TO GET A TOTAL VEHICLE MILES FOR EACH SERVICE AREA.

Future vehicle miles

10-YEAR GROWTH PROJECTIONS	
SERVICE AREA	VEHICLE-MILES
1	15,787
2	12,312
3	13,500

Future vehicle miles

Service Area	Residential Vehicle Miles (Future)				Nonresidential SF (Future)			Trans. Demand Factor			Nonresidential Vehicle Miles (Future)				Total Vehicle Miles (Future)	
	Single Family Units	Trip Rate TDF	Multifamily	Trip Rate TDF	Vehicle Miles	Basic	Service	Retail	Basic	Service	Retail	Basic	Service	Retail	Total	
		0.94		0.51					0.65	1.44	2.24					
1	1500	4.04	1000	2.19	8,250	351,470	155,144	1,171,220	3.9	4.87	4.62	1,371	756	5,411	7,537	15,787
2	2584		224		10,930	100,000	50,000	162,000				390	244	748	1,382	12,312
3	1961		0		7,922	250,000	300,000	680,000				975	1,461	3,142	5,578	13,500
TOTALS	6045		1224		27,102	701,470	505,144	2,013,220				2,736	2,460	9,301	14,497	41,599

NEXT STEPS

- ❖ MAXIMUM ASSESSABLE ROADWAY IMPACT FEE CALCULATION
 - ❖ ROADWAY IMPACT FEE CIP PROJECTS WILL NEED TO BE DETERMINED
 - ❖ THE ROADWAY IMPACT FEE CIP WILL CONSIST OF ROADWAY SEGMENT IMPROVEMENTS.

Roadway impact fee calculation steps

- ❖ STEP 1: CALCULATE THE TOTAL NUMBER OF VEHICLE MILES ADDED TO THE SERVICE AREA BASED ON THE CAPACITY, LENGTH, AND NUMBER OF LANES IN EACH PROPOSED CIP PROJECT.
 - EACH PROJECT IDENTIFIED IN THE RIF CIP WILL ADD A CERTAIN AMOUNT OF CAPACITY TO THE CITY'S ROADWAY NETWORK. BASED ON ITS LENGTH AND CLASSIFICATION. THIS WOULD BE THE TOTAL AMOUNT ADDED WITHIN EACH SERVICE AREA.

Roadway impact fee calculation steps

- ❖ STEP 2: TOTAL VEHICLE MILES OF EXISTING DEMAND. A MEASURE OF THE AMOUNT OF TRAFFIC CURRENTLY USING THE ROADWAY FACILITIES UPON WHICH CAPACITY IS BEING ADDED
 - A NUMBER OF FACILITIES IDENTIFIED IN THE RIF CIP HAVE TRAFFIC CURRENTLY UTILIZING A PORTION OF THEIR EXISTING CAPACITY. THIS LINE DISPLAYS THE TOTAL AMOUNT OF CAPACITY ALONG THESE FACILITIES CURRENTLY BEING USED BY EXISTING TRAFFIC.

Roadway impact fee calculation steps

❖ STEP 3: CALCULATION OF THE TOTAL VEHICLE MILES OF EXISTING DEFICIENCIES. NUMBER OF VEHICLE-MILES OF TRAVEL THAT ARE NOT ACCOMMODATED BY THE EXISTING ROADWAY SYSTEM

- IN ORDER TO ENSURE THAT EXISTING DEFICIENCIES ON THE CITY'S ROADWAY NETWORK ARE NOT RECOVERABLE THROUGH IMPACT FEES, THIS IS BASED ON THE ENTIRE ROADWAY NETWORK WITHIN THE SERVICE AREA. ANY ROADWAY WITHIN THE SERVICE AREA THAT IS DEFICIENT – EVEN THOSE NOT IDENTIFIED ON THE ROADWAY IMPACT FEE CIP – WILL HAVE THESE ADDITIONAL TRIPS REMOVED FROM THE CALCULATION.

Roadway impact fee calculation steps

- ❖ **STEP 4: CALCULATION OF THE NET AMOUNT OF VEHICLE MILES OF CAPACITY ADDED. A MEASUREMENT OF THE AMOUNT OF VEHICLE MILES ADDED BY THE RIF CIP THAT WILL NOT BE UTILIZED BY EXISTING DEMAND.**
 - THIS CALCULATION IDENTIFIES THE PORTION OF THE RIF CIP (IN VEHICLE MILES) THAT MAY BE RECOVERABLE THROUGH THE COLLECTION OF IMPACT FEES.

Roadway impact fee calculation steps

❖ STEP 5: TOTAL COST OF THE ROADWAY IMPACT FEE CIP WITHIN EACH SERVICE AREA IS CALCULATED.

- THIS WILL IDENTIFY THE TOTAL COST OF ALL THE ROADWAY PROJECTS IDENTIFIED IN EACH SERVICE AREA.

Roadway impact fee calculation steps

❖ STEP 6: CALCULATION OF COST OF NET CAPACITY SUPPLIED.

- USING THE RATIO OF VEHICLE-MILES ADDED BY THE ROADWAY IMPACT FEE CIP AVAILABLE TO SERVE FUTURE GROWTH TO THE TOTAL VEHICLE-MILES ADDED, THE TOTAL COST OF THE RIF CIP IS REDUCED TO THE AMOUNT AVAILABLE FOR FUTURE GROWTH (I.E. EXCLUDING EXISTING USAGE AND DEFICIENCIES).

Roadway impact fee calculation steps

❖ STEP 7: CALCULATION OF THE COST TO MEET EXISTING NEEDS AND USAGE

- THIS IS USED TO IDENTIFY THE PORTION OF THE TOTAL COST OF THE ROADWAY IMPACT FEE CIP THAT IS REQUIRED TO MEET EXISTING DEMAND.

Roadway impact fee calculation steps

- ❖ STEP 8: TOTAL VEHICLE MILES OF NEW DEMAND CALCULATED FOR THE NEXT TEN YEARS. THIS IS BASED ON GROWTH PROJECTIONS. IT WILL ESTIMATE THE NUMBER OF NEW VEHICLE MILES IN EACH SERVICE AREA OVER THE 10-YEAR PERIOD.

Roadway impact fee calculation steps

- ❖ STEP 9: PERCENT OF CAPACITY ADDED THAT CAN BE ATTRIBUTED TO NEW GROWTH IN THE SERVICE AREA. THIS IS REQUIRED BY CHAPTER 395.
 - THIS IS TO VERIFY THAT ANY VEHICLE MILES ADDED BY PROPOSED ROADWAY CIP PROJECTS DO NOT EXCEED THE AMOUNT THAT IS NEEDED TO ACCOMMODATE GROWTH IN THE 10-YEAR PERIOD.

Roadway impact fee calculation steps

❖ **STEP 10: THE COST OF ROADWAY IMPACT FEE CIP THAT CAN BE ATTRIBUTED TO NEW GROWTH IN EACH SERVICE AREA.**

- THIS CALCULATION IS FOR THE TOTAL ROADWAY IMPACT FEE CIP PROJECT COSTS (EXCLUDING FINANCIAL COSTS) THAT MAY BE RECOVERED THROUGH IMPACT FEES.

Roadway impact fee calculation steps

❖ **STEP 11: CALCULATE CREDIT FOR PREVIOUS CONTRIBUTIONS. THE TOTAL CONTRIBUTIONS BY DEVELOPMENT TOWARD THE BUILDING OF IMPROVEMENTS IN THE ROADWAY IMPACT FEE CIP.**

- THIS IS THE TOTAL OF ALL FINANCIAL CONTRIBUTIONS TOWARDS FUTURE IMPROVEMENTS IN THE ROADWAY IMPACT FEE CIP. THIS WILL BE USED AS A CREDIT TO DEVELOPMENT IN ORDER TO NOT DOUBLE CHARGE FOR PREVIOUS CONTRIBUTIONS FOR ROADWAY CAPACITY IMPROVEMENTS.

Roadway impact fee calculation steps

- ❖ STEP 12: COST OF TOTAL ROADWAY IMPACT FEE CIP PROJECTS THAT CAN BE ATTRIBUTED TO NEW GROWTH OVER THE TEN-YEAR PERIOD. THE CALCULATION INCLUDES ADDING THE COST OF THE ROADWAY IMPACT FEE CIP ATTRIBUTABLE TO NEW GROWTH MINUS ANY CREDITS FOR PREVIOUS CONTRIBUTIONS MADE BY THE DEVELOPER.
 - THIS VALUE IS THE TOTAL ROADWAY IMPACT FEE CIP PROJECT COST (EXCLUDING FINANCIAL COSTS) THAT MAY BE RECOVERED THROUGH IMPACT FEES AND IS DETERMINED USING THE LIMITATIONS TO IMPACT FEES REQUIRED BY THE TEXAS LEGISLATURE (CHAPTER 395).

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