



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
DECEMBER 14, 2022**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Pauline Gray, City Engineer  
Scott Dunlop, Development Services Director  
Matthew Woodard, Public Works Director  
Mandy Miller, Permit Technician

**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 Chair Hardeman at 7:28 p.m. on Wednesday December 14, 2022, 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 of the November 9, 2022, CIF Advisory Committee Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Meyer 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 the Land Use Assumptions map.**

Engineer Gray detailed the changes made to the Land Use Assumptions Map. Additional changes were made to an area near Greenbury, explaining a development being proposed had a larger number of L.U.E.s than what was shown on the map.

Engineer Gray addressed the lack of open space indicated on the map. Open Space accounts for zero (0) LUEs. She pointed out that it was better to mark it at the maximum of what could possibly be built out. She reminded the committee the map was for land use assumptions and not a zoning map.

Director Dunlop informed the committee of a new annexation request that had been filed with the city. The property is currently in the ETJ. The Comprehension Plan shows the area as Commercial Corridor, but the owner is considering multi-family due to the lack of access to the front of the property. The front portion of the property is in the floodplain.

Discussion was held regarding the potential changes to the map that were still needed. Engineer Gray did agree with changing the map to more closely reflect the Land Use Assumptions Map laid out by the Comprehensive Plan.

Discussion was held regarding the CIF Advisory schedule, approval of the Land Use Assumptions Map by the Committee, and when it was due to go before City Council. Engineer Gray stressed the importance of approving the map to keep on schedule and avoid the need for additional meetings.

Director Dunlop stated the resolution to set the public hearing was set for February 4<sup>th</sup> with the public hearing scheduled for February 15<sup>th</sup>. Options and additional meetings were discussed regarding the vote on the map.

Commissioners requested to see the final draft in the large map layout like the one that was originally used for the mark-ups.

There was no further discussion.

**No Action was taken.**

### **3. Consideration, discussion, and possible action on setting a population projection.**

Director Dunlop explained the exhibits provided in the packet for the meeting. He clarified the documents were added to help show some of the developments that were in progress and planned. He stated the information would help the committee see the actual growth the city would be looking at within the next 10 years which is approximately 1700-1800 people per year.

Discussion was held regarding the layout of growth rate in the Comprehensive Plan. The Comprehensive Plan provides for three different growth rates. There's a 1%, 3% and 5% growth rate with Manor on track with the 3% growth rate. Director Dunlop explained the jumps in our population is mostly credited to the apartment complexes being built.

Discussion was held about the impact of the different types of development on the city's resources. Engineer Gray stated the committee would need to look at the roads as well as what infrastructure needed to be added for future projects. The committee would need to go over the cost of these projects as well.

Discussion was held regarding projecting the population growth. The Committee requested to see a projected model of the growth like the ones provided in the past.

There was no further discussion.

**No Action was taken.**

### **4. Consideration, discussion, and possible action on Capital Improvement Project needs.**

Engineer Gray presented the Water CIP Map. She stated there would be additional water projects on the model. The Gregg Lane Storage Tank would include a groundwater storage tank, a booster pump station, and a hydromatic tank. She said the city would be looking in the eastern portion of the city for an additional elevated storage tank site due to future growth in that area.

Engineer Gray reviewed the current impact fee rates. She stated there was a discrepancy with the current rates mostly because lots of stuff has been funded and constructed by the developers in the past.

Discussion was held regarding the locations on the Water CIP Map. Engineer Gray answered questions regarding water lines that run down Gregg Lane. Questions were also raised by the committee regarding water providers. Discussion was held regarding the impact of recent developments opting out of Manville and Aqua for their water needs. Director Dunlop answered questions from the Commissioners regarding water providers and the procedures for opting out. He gave examples within the city of developments that currently have suppliers other than the city.

Director Dunlop reassured the Committee that the CCN maps were in the process of being updated.

Engineer Gray presented the Wastewater CIP map to the Committee. The maps were updated last year but are needing updating again. She stated the Cottonwood Plant was currently being upsized.

Engineer Gray answered questions regarding the locations of the wastewater treatment plants. The committee expressed concern for the expansion of the plants located near residents. Complaints regarding smell around the plants was also discussed.

Director Woodard addressed the committee regarding the cause of smells in the city. He reviewed the scientific reasons for odor at treatment plants. He reassured the committee that odorizers were now being placed in the lift stations and treatment plants to decrease the smells.

Engineer Gray addressed the concerns regarding the plants being located so close to residential areas. She explained the location of the treatment plants and lift stations throughout the city. She detailed the upgrades for the lift stations which included new pumps and new odor treatment and other items the older lift stations don't have.

Discussion was held regarding the other treatment plans within the city that belong to other jurisdictions. Director Dunlop and Engineer Gray stressed the lack of control the city would have over those plants.

Engineer Gray explained the process of getting the upgrades, improvements and expansions paid for. She went over funding by the city and grants. She gave some examples of projects within the city that has been paid for through grant money.

Engineer Gray informed the committee of items that would be discussed at the next scheduled meeting.

There was no further discussion.

**No Action was Taken.**

Commissioner Small requested to have Roadway Impact Fee added to the agenda for the next meeting.

Engineer Gray stated there was directives coming from City Council regarding the annexation of county roads. She said that City Council would like for the Committee to proceed without considering any roads other than the ones already in the city's jurisdiction. She assured the committee the item would be on the agenda for the next meeting.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Paiz to adjourn the Regular Session of the CIF Advisory Committee at 8:15 p.m. on Wednesday December 14, 2022.

There was no further discussion.

**Motion to Approve carried 6-0**

These minutes approved by the Community Impact Fee Advisory Committee on the 11<sup>th</sup> day of January 2023. *(Recording Archived)*

**APPROVED:**

---

Cresandra Hardeman  
Chairperson

**ATTEST:**

---

Scott Dunlop  
Development Services Director

DRAFT