



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
AUGUST 14, 2024**

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

PRESENT:

COMMISSIONERS:

Jeffrey Stensland, Chair, Place 5
Julie Leonard, Place 1
Prince Chavis, Place 2 (Absent)
Gabrielle Orion, Place 3
Felix Paiz, Chair, Place 4 (Absent)
Cecil Meyer, Place 6 (Absent)
Jim Terry, Place 7
Gabriel Nila, Alternate No. 1 (Absent)
Vacant, Alternate No. 2
Barth Timmermann, Development Rep.

CITY STAFF:

Scott Dunlop, Development Services Director
Mandy Miller, Development Services Supervisor
Pauline Gray, City Engineer

REGULAR SESSION: 8:00 PM

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 Stensland at 8:44 p.m. on Wednesday August 14, 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 Community Impact Fee Advisory Committee minutes for:**
 - July 10, 2024, Community Impact Fee Advisory Committee Regular Session

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Terry to approve the consent agenda.

There was no further discussion.

Motion to Approve carried 5-0.

REGULAR AGENDA

2. Consideration, discussion, and possible action on the updated comparison chart and new impact fee comparison chart that includes Manor, Hutto, and Pflugerville.

Engineer Gray explained the additions to the new comparison chart. She explained the rates represented. She stated the chart shows what Manor is currently doing and what is being proposed with the Roadway Impact Fees.

Engineer Gray pointed out that some of the surrounding areas have implemented a set fee rate. She stressed the importance of deciding on a recommendation for the City Council.

The Commissioners engaged in conversation about the rates on the Comparison Chart. The different service areas were reviewed.

Consideration was given to the amounts set within each category.

Concerns were expressed regarding the amount to be paid by the industrial sector. The potential to hinder retail commercial and industrial growth in the city by implementing high fee rates was discussed at length. Developer Timmermann stated he had major concerns about the roadway impact fee stopping growth within the city for the retail and industrial sectors.

The Commissioners exchanged ideas on ways to keep the fees more affordable while still being competitive. Director Dunlop explained the process of establishing the impact fee through an ordinance. He reminded the Commissioners that while they make recommendations, the amounts are determined and set by City Council.

Chair Stensland expressed his concern for the impact on Manor's ETJ.

Engineer Gray recapped some of the discussion held in prior meetings regarding the setting of the service areas, the vehicle miles, and impact fee rate amounts proposed for each service area. She explained the service areas were laid out with the intent to keep each service area somewhat equal to each other.

Developer Timmermann spoke regarding his conversations with other developers regarding the Roadway Impact Fee. He conveyed the consensus was anything over \$1.00 to \$1.50 per square foot would completely stop a project from moving forward and that Impact Fees have prevented more projects from being developed than any other reason.

Questions were raised regarding the Land Use Map and the overall intent of the city to drive or discourage growth in certain areas. The Commissioners reviewed the Land Use Assumption Map. Director Dunlop answered questions regarding the map, service areas and land use sections.

Engineer Gray answered questions regarding the calculations for the retail sections.

Discussion was held about implementing the roadway impact fee. Consideration was given to what the fees could be used for.

Engineer Gray stated she would add calculation options for set rates. Conversation was held regarding the adjustments that the Commissioners would like to see at the next meeting. They requested to see adjustments made in the industrial and retail commercial sections to be more in line with the neighboring cities.

3. Consideration, discussion, and possible action on prioritizing Roadway Capital Improvement projects by Service Area.

Engineer Gray recapped the request at the last meeting. It was requested to create a list of Roadway Capital Improvements and place them in order of importance. She stated that after research of the other city's policies, this is not usually done. Some of the cities stated on their websites the lists were not in any specific order

Director Dunlop reminded the Commission that at the last meeting, the draft ordinance was changed to give better clarity on how the fees would be spent which included a priority list for improvements that needed to be made. Recommendations would be sent to the City Council at budget time to help guide funding for needed improvements within the city.

Engineer Gray hypothesized that the practice of not including a priority list could be to ensure the city had control over when work on an improvement item needed to be started.

Chair Stensland stated he felt not having an improvement list in priority order would allow for the lesser dollar amount improvements to be completed if there was a lack of funds for the more expensive projects. He stated it could potentially prevent the funds from being returned to the developer due to the funds not being used within the 10-year time frame.

There was no further discussion.

No Action was Taken

4. Consideration, discussion and possible action on a draft roadway impact fee ordinance.

MOTION: Upon a motion made by Commissioner Orion and seconded by Representative Timmermann to postpone Agenda Item #4 to the September 11, 2024, CIF Advisory Committee meeting.

There was no further discussion.

Motion to Postpone carried 5-0.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Leonard and seconded by Representative Timmermann to adjourn the CIF Advisory Committee Meeting at 9: 24 p.m. on Wednesday August 14, 2024.

There was no further discussion.

Motion to Adjourn carried 5-0.

The Community Impact Fee Advisory Committee approved these minutes on September 11, 2024.

APPROVED:

Jeffrey Stensland
Chairperson

ATTEST:

Mandy Miller
Development Services Supervisor

DRAFT