



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
MARCH 8, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

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

**REGULAR SESSION: 7:30 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 Developer Representative Timmermann at 7:55 p.m. on Wednesday March 8, 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. He spoke regarding Parkland versus Park Land. He read excerpts from code. He expressed his displeasure with the online meeting documents specifically with minutes. He questioned the spreadsheets that were posted but felt the maps were good.

## **CONSENT AGENDA**

### **1. Consideration, discussion, and possible action to approve the minutes of February 8, 2023, Community Impact Fee Advisory Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Paiz to approve the consent agenda with the correction of Paiz's last name.

There was no further discussion.

**Motion to Approve carried 5-0**

## **REGULAR AGENDA**

### **2. Consideration, discussion, and possible action on a Roadway Impact Fee district map.**

Engineer Gray present the Roadway Impact District Map to the Committee. She detailed the modifications that were made to the map that were discussed previously which included splitting the city limits up into two (2) service areas. She reminded the Committee of the guidelines they were required to follow when setting the Roadway Impact Fees and the required perimeters of the areas. She also stated there were items that were not noted because they are not yet within the city limits.

The Committee requested to have the roads color-coded to indicate city, county, or state-owned roads.

Engineer Gray answered questions regarding the difference in service areas. She explained the areas were split as evenly as possible based on projected fee amounts.

Discussion was held regarding the breakdown of the size, cost of upcoming projects, and the projected growth in the two (2) service areas. Benefits of splitting the districts into three (3) service areas were considered. Engineer Gray informed the Committee of upcoming Traffic Impact Analysis (TIA) results that would be coming in soon that could help with the evaluation process.

There was no further discussion.

**No Action was taken.**

### **3. Consideration, discussion, and possible action on Roadway Impact Fee Capital Improvements Projects.**

Engineer Gray presented the same map layout of the service areas to the Committee with the projects labeled. She reiterated there were pending TIAs.

Discussion was held regarding the allocation of funds from the Roadway Impact Fees collected and the TIA Mitigation Funding received. Engineer Gray recommended consulting with Legal regarding the distribution of these types of funds.

Engineer Gray answered questions from the Committee regarding the methodology for how the Roadway Impact Fees are going to be assessed. She explained the correlation between mileage, constructed projects and the projected area it would affect. She stated there was no set methodology.

Discussion was held regarding the process of setting the impact fees. Director Dunlop and Engineer Gray addressed questions regarding the comparison of setting Water and Wastewater Impact Fees to setting the Roadway Impact Fees.

Consideration was given to waiting on TIA reviews verses setting the impact fees and moving forward. Director Dunlop discouraged the Committee from holding off setting the fees based on upcoming TIA results.

Discussion was held regarding the Projects on or near Bois D' Arc and the affect the projects would have on the service area.

Engineer Gray addressed concerns regarding how situations would be handled if there were projects that did not fall completely within a designated service area. Engineer Gray explained that the current process was designed to ensure that a 100% responsibility scale is the easiest way to handle these occurrences. She provided examples of how the percentages would be split.

There was no further discussion.

**No Action was taken.**

## **ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to adjourn the Regular Session of the Community Impact Fee Advisory Committee at 8:29 p.m. on Wednesday, March 8, 2023.

There was no further discussion.

**Motion to Adjourn carried 5-0**

These minutes were approved by the Community Impact Fee Advisory Committee on the 12<sup>th</sup> day of April 2023. *(Audio recording archived)*

### **APPROVED:**

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Cresandra Hardeman  
Chairperson

### **ATTEST:**

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Scott Dunlop  
Development Services Director

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