



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
MAY 10, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Pauline Gray, City Engineer  
Scott Dunlop, Development Services 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 7:36 p.m. on Wednesday May 10, 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, his support and his opposition of Item #2, Item #3, and Item #4. Mr. Battaile spoke regarding Downtown Manor. He reviewed some of the developments throughout the downtown area and near the cemetery. He voiced his complaints regarding the Manor Journal, Chamber of Commerce, City Staff's association with entities other than the city. Mr. Battaile stated he felt the growth rate assessed by the city was off. He encouraged the Committee to take action to prepare for a larger population than the current growth predicts.

## CONSENT AGENDA

### 1. Consideration, discussion, and possible action to approve the minutes of April 12, 2023, Community Impact Fee Advisory Regular Meeting.

City Staff recommended that the Community Impact Fee Advisory Committee approve the minutes of the April 12, 2023, CIF Advisory Committee Regular Meeting.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Commissioner Paiz to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 7-0**

## REGULAR AGENDA

### 2. Consideration, discussion, and possible action on calculating Water and Wastewater Impact Fee.

City Staff recommended that the Community Impact Fee Advisory Committee discuss and approve a water and wastewater impact fee.

City Engineer Gray detailed the changes made to the report as requested by the Committee. She stated fees for Austin, Kyle, and Buda were added to the list. She reviewed the impact fees for Buda, Kyle, and Liberty Hill. Engineer Gray informed the committee the proposed fees for water were \$2,022 and wastewater were \$7,193.50 for total of \$10,715.50 including tap fees.

Engineer Gray addressed concerns regarding the application of the impact fees. She explained how the calculation of the fees were established. She answered questions regarding the improvements that needed to be made and where the new Regional Wastewater Treatment Plant would be located off of Hibbs Lane.

Engineer Gray addressed concerns regarding the release of the water from the plant. She reviewed the process, procedure, TCEQ requirements and what happens if the required guidelines are not met.

Director Dunlop answered questions about water suppliers, specifically Manville who is rumored to be running out of capacity to service. Director Dunlop confirmed Manville was currently operating under a moratorium and limiting new connections to two LUEs. He stated the City and Developers were in communication with Manville to ensure proper infrastructure is in place for developments.

**MOTION:** Upon a motion made by Commissioner Butler and seconded by Commissioner Paiz to approve the proposed rates of \$2,022/LUE for water and \$7,193.50 for wastewater impact fees.

There was no further discussion.

**Motion to Approve carried 7-0**

*Commissioner Butler left the dais at 7:56 p.m.*

### **3. Consideration, discussion, and possible action on a Roadway Impact Fee Service Area Map.**

City Staff recommended that the Community Impact Fee Advisory Committee discuss the Roadway Impact Fee Service Area Map.

City Engineer Gray detailed the updates made to the previous maps. She stated the maps now show the proposed developments that have TIAs with mitigations that affect city streets. Amavi (Townhomes), the Ginsel Tract, New Haven and Monarch Ranch were among the items added to the map.

Discussion was held regarding the maps. City Engineer Gray answered questions pertaining to the possibility of adding additional streets listed on the thoroughfare plan. She stated she would get a team to start calculating the cost of those streets.

Engineer Gray answered questions regarding the calculations for the fees for the service areas. She stated the fee amounts could not be calculated until the service areas were established. She stated the fees would be compared to other cities in our area.

Developer Representative Timmermann expressed his concerns for the Roadway Impact Fee. He stated he felt there would be a negative impact to development and would stall commercial growth in the city.

Discussion was held regarding the improvements that could be funded by this fee. Engineer Gray answered clarification questions from the Commission about specific roads and whether they qualified for improvements. She also addressed questions regarding the purchase of new roads or existing roads from other jurisdictions.

Engineer Gray stated this item was specific to only the map. She stated no action needed to be taken today due to the request for changes by the Committee.

There was no further discussion.

**No Action was taken.**

### **4. Consideration, discussion, and possible action on calculating service units for the Roadway Impact Fee.**

Engineer Gray addressed the Committee regarding calculating service area units for the Roadway Impact Fee. The average trip length for each category is based on the Capital Area Metropolitan Planning Organization (CAMPO) long-range transportation model. She reviewed the formula used to calculate the fees as:  $TDF = T * (1 - P_b) * L_{max}$  where  $L_{max} = \min(L * OD \text{ or } 6)$

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

Engineer Gray reviewed the steps to calculate the vehicle miles which would be during peak hours. The estimated growth rate of 7% between 2023 to 2033 would be used to calculate the cost. The chart would be divided out into residential and commercial categories.

Director Dunlop stated that the City Council convened the Committee to provide a recommended Roadway Impact Fee Assessment. The committee would need to complete the process. Director Dunlop explained the process of how to provide the information requested with a report on why the Committee does not recommend approval of the fee if that is what the Committee decides after the fees are calculated.

There was no further discussion.

**No Action was taken.**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Leonard to adjourn the regularly scheduled Community Impact Fee Advisory Committee at 8:20 p.m. on Wednesday, May 10, 2023.

There was no further discussion.

**Motion to Adjourn carried 7-0**

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

**APPROVED:**

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Cresandra Hardeman  
Chairperson

**ATTEST:**

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Scott Dunlop  
Development Services Director