



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
JULY 13, 2026**

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or by scanning the QR Code**



PRESENT:

COMMITTEE MEMBERS:

Hai Nguyen, Chair, Place 1
Eric Davis, Place 2
Bobby Orr, Place 3
Paige Bacon, Place 4
Grant Butler, Place 5
Sayra Navarro, Place 6
Vacant, Place 7

CITY STAFF:

Michael Burrell, Development Services Director
Scott Dunlop, Development Services Assistant Director
Annemarie Felfe, City Planner

REGULAR SESSION: 6:00 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 Nguyen at 6:05 p.m. on Monday, July 13, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston Street, Unit B, Manor, Texas, submitted a speaker card to speak on non-agenda topics. Mr. Battaile expressed his concerns about the Committee's structure and transparency, raising concerns about local governance and development decisions.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the minutes for June 29, 2026, Community Impact Fee Advisory Committee Regular Session.

City staff recommended that the Community Impact Fee Advisory Committee approve the consent agenda.

MOTION: Upon a motion made by Committee Member Orr and seconded by Committee Member Bacon 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 introducing Roadway Impact Fees.

City staff recommended that the Community Impact Fee Advisory Committee discuss Roadway Impact Fees.

Assistant Director Dunlop presented on the terminology and calculation of Roadway Impact Fees. He highlighted the Thoroughfare Plan Map and the Manor Road Impact Fee Map and explained that if a roadway is on the boundary of a service area it gets split proportionally.

There was no further discussion.

No Action Taken.

3. Consideration, discussion, and possible action to evaluate the Land Use Assumptions map.

City staff recommended that the Community Impact Fee Advisory Committee evaluate the Land Use Assumptions map.

Director Burrell explained that this item is more interactive and requested that the Committee Members gather around a table to inspect the Land Use Assumptions Map.

Assistant Director Dunlop explained the various Land Use designations and its associated LUE (Living Unit Equivalent) estimation. The Committee Members, along with Director Burrell and Assistant Director Dunlop, identified potential development areas across the city, noting that fees increase as development in an area expands.

A revised map updated per discussions will be brought back to the Committee at their next regularly scheduled meeting.

There was no further discussion.

No Action Taken.

ADJOURNMENT

Chair Nguyen adjourned the Regular Session of the Manor Community Impact Fee Advisory Committee at 7:27 p.m. on Monday, July 13, 2026.

The Community Impact Fee Advisory Committee approved these minutes on July 27, 2026.

APPROVED:

Hai Nguyen
Chairperson

ATTEST:

Annemarie Felfe
City Planner