



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

PRESENT:

COMMISSIONERS:

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

CITY STAFF:

Scott Dunlop, Development Services Director
Michael Burrell, Planning Coordinator
Mandy Miller, Permit Technician
Pauline Gray, City Engineer

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 Commissioner Leonard at 7:35 p.m. on Wednesday September 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.

REGULAR AGENDA

- 1. Consideration, discussion, and possible action on appointing a Chairperson to the Community Impact Fee Advisory Committee.**

Commissioner Meyer nominated Commissioner Hardeman. The nomination was seconded by Commissioner Leonard.

MOTION: Upon a motion made by Commissioner Meyer and seconded by Commissioner Leonard to appoint Commissioner Hardeman as Chair of the CIF Advisory Committee.

There was no further discussion.

Motion to Appoint carried 5-0

2. Consideration, discussion, and possible action on a 2022 Community Impact Fee Advisory Committee schedule.

Engineer Gray addressed the Committee regarding the schedule. Engineer Gray explained the potential complexity and length of the meetings over the next 5-6 months. She clarified the dates on the schedule that would involve the CIF Advisory Committee versus the dates that would involve City Council.

MOTION: Upon a motion made by Commissioner Leonard and seconded by Commissioner Meyer to approve the 2022 CIF Advisory Committee Schedule.

There was no Further discussion.

Motion to Approve carried 5-0

3. Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.

Discussion was held regarding the CIF Advisory Committee. Engineer Gray described the purpose of the Committee. She explained the new upcoming topic of Roadway Impact Fees and how the fee would be utilized by the city. Engineer Gray spoke regarding the returning topics of water and wastewater impact fees for new development to fund improvements.

Director Dunlop gave a summary of the current impact fees for Water of \$1,577 and for Wastewater of \$4,470. Then Director Dunlop explained the purpose and use of the impact fees. He detailed the need for the reconvening of the CIF Advisory Committee being the unanticipated growth on the east side of the city creating the necessity for a regional wastewater treatment plant to come online.

Discussion was held regarding the need for a roadway impact fee. Concerns were expressed regarding set up, implementation and the use of the roadway impact fees. Engineer Gray stated there would be a significant amount of research involved with implementing and allocating the roadway impact fee including possible consulting with legal advisors.

Engineer Gray answered questions regarding the difference between Land Use Assumption (LUA) and Living Unit Equivalent (LUE).

There was no further discussion.

No Action was Taken.

ADJOURNMENT

MOTION: Upon a motion made by Committee Member Timmermann and seconded by Commissioner Meyer to adjourn the CIF Advisory Committee at 750 p.m. on Wednesday, September 14, 2022.

There was no further discussion.

Motion to Adjourn carried 5-0

These minutes approved by the CIF Advisory Committee on the 9th of November 2022. (*Audio Recording Archived*)

APPROVED:

Cresandra Hardeman
Chairperson

ATTEST:

Scott Dunlop
Development Services Director