



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
JUNE 29, 2026**

**This meeting was live-streamed on Manor's Webpage.
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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 (Absent)
Grant Butler, Place 5
Sayra Navarro, Place 6
Vacant, Place 7

CITY STAFF:

Michael Burrell, Development Services Director
Scott Dunlop, Development Services Assistant Director
Pauline Gray, City Engineer
Lluvia Almaraz, City Secretary
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 Committee Member Butler at 6:05 p.m. on Monday, June 29, 2026, 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 to appoint a Chairperson to the Community Impact Fee Advisory Committee.

City staff recommended that the Community Impact Fee Advisory Committee appoint a Chairperson to the Community Impact Fee Advisory Committee.

Director Burrell gave a summary of duties of the Chair.

MOTION: Upon a motion made by Committee Member Nguyen and seconded by Committee Member Davis to appoint Committee Member Nguyen as Chairperson of the Community Impact Fee Advisory Committee.

There was no further discussion.

Motion to Approve carried 5-0.

2. Consideration, discussion, and possible action to approve the 2026 Community Impact Fee Advisory schedule.

City staff recommended that the Community Impact Fee Advisory Committee review and approve a 2026 Community Impact Fee Advisory schedule.

Director Burrell explained the proposed 2026 Community Impact Fee Advisory schedule and clarified that the Committee Members are not required to attend the City Council meeting on September 2nd.

MOTION: Upon a motion made by Committee Member Orr and seconded by Committee Member Butler to approve the 2026 Community Impact Fee Advisory 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.

City staff recommended that the Community Impact Fee Advisory Committee discuss their activities and requirements.

Director Burrell briefly outlined the activities of the Community Impact Fee Advisory Committee.

City Engineer Gray gave overviews of the Land Use Assumption Map, Capital Improvement Water Map, and Capital Improvement Wastewater Map. Ms. Gray explained that the Committee makes the recommendation and City Council sets the amount of Impact Fees.

There was no further discussion.

No Action was Taken.

ADJOURNMENT

Chair Nguyen adjourned the Regular Session of the Manor Community Impact Fee Advisory Committee at 6:33 p.m. on Monday, June 29, 2026.

The Community Impact Fee Advisory Committee approved these minutes on July 13, 2026.

APPROVED:

Hai Nguyen
Chairperson

ATTEST:

Annemarie Felfe
City Planner