



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
JULY 10, 2024**

This meeting was live streamed on Manor's YouTube Channel at:  
<https://www.youtube.com/@cityofmanorsocial/streams>

**PRESENT:**

**COMMISSIONERS:**

Jeffrey Stensland, Chair, Place 5  
Julie Leonard, Place 1 (Absent)  
Prince Chavis, Place 2  
Gabrielle Orion, Place 3  
Felix Paiz, Chair, Place 4 (Absent)  
Cecil Meyer, Place 6  
Jim Terry, Place 7 (Absent)  
Gabriel Nila, Alternate No. 1  
Vacant, Alternate No. 2  
Barth Timmermann, Development Rep. (Absent)

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Development Services Supervisor  
Pauline Gray, City Engineer

**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 Commissioner Chavis at 8:03 p.m. on Wednesday July 10, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

*Commissioner Chavis requested Commissioner Gabriel Nila, Alternate No. 1, join the dais in the position of Place 7.*

**PUBLIC COMMENTS**

No one appeared to speak at this time.

## CONSENT AGENDA

### 1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee minutes for:

- February 13, 2024, Community Impact Fee Advisory Committee Regular Session;
- April 10, 2024, Community Impact Fee Advisory Committee Regular Session;
- May 8, 2024, Community Impact Fee Advisory Committee Regular Session; and
- June 12, 2024, 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 Commissioner Meyer and seconded by Commissioner Stensland to approve the consent agenda.

There was no further discussion.

**Motion to Close carried 5-0.**

## REGULAR AGENDA

### 2. Consideration, discussion, and possible action on appointing 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 Dunlop shared background knowledge on the Community Impact Fee Advisory Committee and the tasks it is charged with. He stated that the CIF Advisory Committee examined the city's growth, growth potential, and made recommendations to City Council on potential future infrastructure changes that may need to be made to meet the needs of the city.

Director Dunlop gave a summary of the efforts made by this committee to determine the need for a Roadway Impact Fee to be implemented in Manor. He answered questions about the progress in establishing the Roadway Impact Fee.

Discussion was held regarding interest and nominations in being chair of the committee. Commissioner Orion and Commissioner Stensland were nominating. After consideration of both candidates.

**MOTION:** Upon a motion made by Commissioner Orion and seconded by Commissioner Nila to appoint Commissioner Stensland as Chair for the CIF Advisory Committee.

There was no further discussion.

**Motion to Close carried 5-0.**

*Commissioner Chavis turned the meeting over to newly appointed Chair Stensland.*

**3. Consideration, discussion, and possible action on the corrected impact fee comparison chart and new impact fee comparison between chart that includes Manor, Hutto, Liberty Hill and Bastrop.**

City Staff recommended that the Community Impact Fee Advisory Committee discuss the corrected impact fee comparison chart as well as the new comparison chart that compares Bastrop, Manor and Hutto impact fees.

Engineer Gray explained the changes made to the comparison charts. She provided information about the rates shown on the charts. She answered questions related to the way impact fees were calculated, assessed, and implemented.

Engineer Gray offered to email her presentation on calculating roadway impact fees to the new Commissioners.

Director Dunlop clarified that the fees would be applicable to residential and commercial development; however, the fee would not be applicable to anything existing.

The Committee considered the rates being charged by the cities located near Manor with special attention to those located off the 130 Toll corridor.

There was no further discussion.

**No Action Taken.**

**4. Consideration, discussion and possible action on a draft roadway impact fee ordinance.**

City Staff recommended that the Community Impact Fee Advisory Committee consider provisions for the draft roadway impact fee ordinance.

Engineer Gray gave a step-by-step outline of the Draft Roadway Impact Fee Ordinance as presented in the back-up for this meeting. She stated the beginning portion would be the legal part of the ordinance which explained who participated in preparing the fee, the public hearing dates, and definitions of words or phrases within the ordinance.

Engineer Gray detailed the content in Sections 8, 9 and 10.

Director Dunlop explained the difference between the assessment and collection of a fee. He provided detailed explanations of when the Roadway Impact Fee would be assessed. He characterized various factors that would affect the amount of money collected, such as adjusting for credits or discounts.

Engineer Gray explained the process of implementing an Ordinance to establish the Roadway Impact Fee, including the role the CIF Advisory plays in the process.

Discussion was held regarding refunding unused impact fees. The discussion was centered on the importance of creating a prioritized list of improvements these fees would finance to effectively utilize the funds within the period required.

Engineer Gray provided information on the exhibits for the ordinance which included a Traffic Impact Fee Study, the CIF Advisory Impact Fee recommendations, and Maps of the Service areas. Engineer Gray explained the data contained within Traffic Impact Fee Study.

There was no further discussion.

**No Action Taken.**

**ADJOURNMENT**

Chair Stensland adjourned the Regular Session of the Manor Community Impact Fee Advisory Committee at 8:50 p.m. on Wednesday July 10, 2024.

The Community Impact Fee Advisory Committee approved these minutes on August 14, 2024.

**APPROVED:**

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Jeffrey Stensland  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor