



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
CALLED SPECIAL SESSION MINUTES  
NOVEMBER 13, 2023**

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

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

Frank Phelan, City Engineer  
Scott Dunlop, Development Services Director  
Micheal Burrell, Planning Coordinator

**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 7:03 p.m. on Wednesday November 13, 2023, 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.

**CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the minutes for the September 13, 2023, Community Impact Fee Advisory Committee Regular Session.**

**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Meyer to approve the minutes of the September 13, 2023, CIF Advisory Committee Minutes.

There was no further discussion.

### **Motion to Approve carried 4-0**

#### **REGULAR AGENDA**

#### **2. Consideration, discussion, and possible action on Roadway Impact Fee Calculations with updates from previous meeting.**

Engineer Phelan gave a Power Point Presentation. (*see attached*) He answered questions and gave specific details of the different residential and non-residential categories of Service Units. He explained the method used to calculate vehicle miles.

Engineer Phelan described the adjustments that were made to the previous totals presented at the last meeting. He explained how the boundaries of the service areas were shifted to make the calculations more even throughout each service area.

Director Dunlop answered questions about the added items that affected the calculations. He stated future improvement projects and roads based off the future thoroughfare plan were the items that caused the increase in totals.

Engineer Phelan explained the charts that were included in the backup including the calculations for the Roadway Impact Fees per Service Area. He answered questions from the Committee regarding the calculations.

A detailed discussion was held regarding the different types of businesses the Roadway Impact Fee would affect the most. Consideration was given to the cost the developers would have to pay in the different service areas. Concerns were expressed regarding the increased cost of development and the negative effect it would have on growth within the city.

Engineer Phelan presented a handout that contained figures from the surrounding cities. (*see attached*) He answered questions regarding the varying amounts listed. Discussion was held regarding the locations nearby that did not currently have the Roadway Impact Fee.

Engineer Phelan spoke regarding the positive reasons to assess this fee. He stated the city presently did have many resources to pull from to help improve or expand the roadways. He explained the city did not have to set the fee at the maximum accessible value.

Director Dunlop clarified the impact fees would not be paid in addition to TIA Mitigation costs. The TIA improvements would be deducted from the cost of impact fees. Engineer Phelan mentioned the city and developers would have the option of working with TXDOT and the county with the improvement needed as well.

Director Dunlop answered questions regarding the roads listed on the Manor Road Impact Fee Map. He explained some of the roads were still in the process of being built out.

Questions were raised about the calculations presented being significantly higher than the totals present at the last meeting. Director Dunlop explained the projects with cost amounts that were considered in the first set of calculations and then the ones used for the current calculations.

Discussion was held regarding the recent bonds that were passed, what the bonds were for and if those funds could be used to eliminate this fee from being charged. Director Dunlop explained why the funds could not be used for that purpose. He stated bonds were an option if the City Council wanted to go in that direction.

Engineer Phelan explained the importance of establishing mechanisms of funding for roadway expansions and improvements. He explained there has been a load increase on the roads and their carrying capacity. He reiterated that the Roadway Impact Fee did not have to be set at the maximum accessible value.

Engineer Phelan answered questions regarding how the impact fee would be implemented. He stated that more research would be needed regarding reductions or adjustments being made for certain types of land uses.

Engineer Phelan recapped the information and data that would be collected to report back on for the next meeting. He stated the calculation totals would be re-examined, calculate the maximum fee and provide the 50% adjustment on it. How many services areas were in the other cities that have adopted the Roadway Impact Fee. A check will be done to see what cities would be adopting Roadway Impact Fees and if not, see if they have any feedback on why not.

The Committee requested to have the City of Hutto's data added to the charts, add data on the true average of the other cities, and include zeros to the chart as well.

There was more debate regarding the calculations listed on the impact fee calculations chart.

**MOTION:** Upon a motion made by Developer Representative Timmermann and seconded by Commissioner Meyer to move Agenda Item #2 to the next meeting.

There was no further discussion.

**Motion to Postpone carried 4-0**

**3. Consideration, discussion, and possible action on the Comparison of Roadway Impact Fees – updated with additional information as requested at the September meeting.**

Chair Hardeman stated the discussion for this item was done during the previous agenda item.

**MOTION:** Upon a motion made by Commissioner Small and seconded by Developer Representative Timmermann to move Agenda Item #3 with the updates requested to the next meeting.

There was no further discussion.

**Motion to Postpone carried 4-0**

**4. Consideration, discussion, and possible action on recommending roadway impact fee amounts to City Council.**

**MOTION:** Upon a motion made by Commissioner Small and seconded by Developer Representative Timmermann to postpone recommending roadway impact fee amounts to City Council.

There was no further discussion.

**Motion to Postpone carried 4-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Developer Representative Timmermann and seconded by Commissioner Small to adjourn the regularly scheduled CIF Advisory Committee at 8:21 p.m. on Wednesday, November 13, 2023.

There was no further discussion.

**Motion to Adjourn carried 4-0**

**APPROVED:**

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Cresandra Hardeman  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor