



Cresandra Hardeman, Chair, Place 3  
Julie Leonard, Place 1  
Prince Chavis, Place 2  
Felix Paiz, Place 4  
Celestine Sermo, Place 5  
Cecil Meyer, Place 6  
Jim Terry, Place 7  
Barth Timmermann, Developer Representative

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## Community Impact Fee Advisory Committee Regular Meeting

Wednesday, May 08, 2024 at 8:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

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### AGENDA

This meeting will be live streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>

#### CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

#### PUBLIC COMMENTS

*Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.*

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Board/Commission/Committee and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the Board/Commission/Committee during Public Comments on Non-Agenda Items.*

*To address the Board/Commission/Committee, please complete the white or yellow card and present it to the city staff designee prior to the meeting.*

#### CONSENT AGENDA

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Community Impact Fee Advisory Committee and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Chair or a Committee Member; in which event, the item will be removed from the consent agenda and considered separately.*

#### **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

## REGULAR AGENDA

- 2. 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.**
- 3. Consideration, discussion and possible action on highlights from Hutto’s Roadway Impact Fee Program.**
- 4. Consideration, discussion and possible action on a draft roadway impact fee ordinance.**

## ADJOURNMENT

In addition to any executive session already listed above, the Community Impact Fee Advisory Committee reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

### **CONFLICT OF INTEREST**

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

### **POSTING CERTIFICATION**

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, May 3, 2024, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:**

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [jalmaraz@manortx.gov](mailto:jalmaraz@manortx.gov)



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** May 8, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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**AGENDA ITEM DESCRIPTION:**

**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

**BACKGROUND/SUMMARY:**

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** No

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- February 13, 2024, Community Impact Fee Advisory Committee Minutes
- April 10, 2024, Community Impact Fee Advisory Committee Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the Community Impact Fee Advisory Committee approve the consent agenda.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**





**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
CALLED SPECIAL SESSION MINUTES  
FEBRUARY 13, 2024**

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

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

- Pauline Gray, City Engineer
- Scott Dunlop, Development Services Director
- Michael Burrell, Planning Coordinator
- Mandy Miller, Development Services Supervisor
- Officer Estrada

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

With a quorum of the Community Impact Fee (CIF) Advisory Committee present, the Called Special Session of the Manor CIF Advisory Committee was called to order by Commissioner Paiz at 8:50 p.m. on Tuesday, February 13, 2024, 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 January 10, 2024, Community Impact Fee Advisory Committee Regular Session.**

**MOTION:** Upon a motion made by Commissioner Terry and seconded by Commissioner Chavis to approve the January 10, 2024, Community Impact Fee Advisory Committee Regular Session minutes.

There was no further discussion.

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

## **REGULAR AGENDA**

### **2. Consideration, discussion, and possible action on Revised Roadway Impact Fee calculations.**

Engineer Gray stated there was discussion at the last meeting to remove the thoroughfare plan items from the estimates for the impact fees. She stated all cities with Roadway Impact Fees include their thoroughfare plan improvements, which is one of the main reasons to assess this fee, therefore she has chosen to leave them in her calculations.

Engineer Gray gave a presentation. (*See attached*) She stated she was opening this item up for discussion. She recommended setting an amount to recommend to City Council.

Discussion was held regarding the areas of growth within Manor.

Engineer Gray clarified the different ways recommendations could be made to City Council.

Discussion was held pertaining to the actions that could be taken regarding the Roadway Impact Fee. Consideration was given to the various possible ways Council would approve the fees when recommendations were made.

The Commissioners contemplated the effects this fee would have on development. Developer Representative Timmermann cautioned against setting a fee higher than approximately \$1.00 (one dollar) per foot. He stated his research on this fee shows anything higher could negatively impact commercial development.

Discussion was held regarding development inside the city limits versus in the ETJ. Concerns were raised about Developers choosing to develop outside the city limits to avoid impact fees.

Engineer Gray outlined the ways the impact fees could be used to improve the roadway systems in Manor. She explained the funds could only be used to create new roads or to increase capacity on existing roads.

Director Dunlop spoke regarding the history of discussion and consideration by City Council to annex certain county roads. He also addressed concerns regarding developments that would pay traffic mitigations, reassuring the Commission they would not be charged twice. He stated the amount paid toward mitigations would reduce the amounts they would pay in roadway impact fees.

Discussion was held regarding how the fee would be implemented in the event the development had to pay mitigation costs to outside agencies such as Travis County or TxDOT. Director Dunlop explained the implementation of the fees would be set forth by the ordinances and policies. He stated there were no ways to definitively address this concern at this time with no policies or ordinances in place.

Commissioner Paiz requested clarification on the step that needed to be taken now to move forward. Engineer Gray stated A Fee Amount needed to be set. She reviewed the recommended calculation amounts which were \$1,455.08 for Service Area 1, \$1,034.01 for Service Area 2, and \$1,095.19 for Service Area 3.

Engineer Gray answered questions regarding the setting of the maximum impact fee and how the calculations were made.

Commissioner Chavis recapped the areas of consideration for this item. He requested to hear any issues with the calculations, the projects that were projected for the services areas, and any items that they felt needed to be removed from consideration. He stated he did not suggest taking any of the projects out.

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Terry to approve the revised Roadway Impact Fee Calculations.

There was no further discussion.

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

**3. Consideration, discussion, and possible action on Comparison of Roadway Impact Fees.**

Engineer Gray presented the Comparison of Roadway Impact Fees in her presentation. (*See attached presentation*) She stated she included Hutto as requested. She pointed out that Hutto only had one service area. She acknowledged Hutto and Round Rock set 2 different amounts for Residential and Non-Residential. She agreed to investigate how they set their fees.

Discussion was held regarding the Comparison Chart.

There was no further discussion.

**No Action was Taken.**

**4. Consideration, discussion, and possible action on sending the land use and service area maps to City Council in order for Council to set a date for public hearings on the maps.**

Engineer Gray presented the Manor Impact Fee Map. (*See attached presentation*) She stated she used the same Land Use Map that was used for the Water/Wastewater. She stated the map indicated the service areas as previously discussed. She stated that unless the service areas needed to be adjusted, the map should be ready to approve and send to City Council.

**MOTION:** Upon a motion made by Developer Representative Timmermann and seconded by Commissioner Chavis to approve the land use and service area maps to be sent to Council in order for a public hearing to be held on the maps.

There was no further discussion.

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

**5. Consideration, discussion, and possible action on approving the roadway project lists for the roadway impact fee.**

Engineer Gray presented the Capital Improvement Projects for Roadway Impact Fees for all 3 service areas. (See attached presentation) She stated this was previous discussed with agenda item #3 If there were no projects being added or removed, a vote to approval of the projects list was all that was needed for this agenda item.

**MOTION:** Upon a motion made by Commissioner Chavis and seconded by Commissioner Terry to approve the Roadway Project Lists for each service area.

There was no further discussion.

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

**ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Terry and seconded by Commissioner Chavis to adjourn the Called Special Session of the Manor CIF Advisory Committee at 9:39 p.m. on Tuesday, February 13, 2024.

There was no further discussion.

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

These minutes were approved by the Community Impact Fee Advisory Committee on the 10th day of April 2024.

**APPROVED:**

\_\_\_\_\_  
Cresandra Hardeman  
Chairperson

**ATTEST:**

\_\_\_\_\_  
Mandy Miller  
Development Services Supervisor



# City of Manor Roadway Impact Fee - Revised

# Roadway impact fee background

- Roadway Impact fees are one-time fees.
- They typically are assessed at plat recordation stage of the development process
- They are typically paid at the building permit stage of the development process
- Roadway impact fees are used to recover costs associated with roadway infrastructure that will be needed to serve future development in the City
- Roadway impact fees are governed by Chapter 395 of the Texas Local Government Code;
- Impact fees were established in Texas in 1987
- Water, Wastewater, Roadway, and Drainage impact fees allowed in Texas
- Manor already has water and wastewater impact fees

# Service Units - recap

## WHAT IS A SERVICE UNIT?

- ❖ FOR ROADWAY IMPACT FEES THE SERVICE UNIT IS A VEHICLE MILE, NOT LUES
- ❖ IN ORDER TO DETERMINE THE COST PER SERVICE UNIT, THE ESTIMATED GROWTH IN VEHICLE MILES IN EACH SERVICE AREA NEEDS TO BE CALCULATED FOR A TEN-YEAR PERIOD (2023-2033)
- ❖ ALL CURRENTLY DEVELOPED LAND AND ALL DEVELOPABLE LAND WILL BE CATEGORIZED AS EITHER RESIDENTIAL OR NON-RESIDENTIAL.
- ❖ NON-RESIDENTIAL WILL BE BROKEN INTO THREE (3) CATEGORIES:
  - ❖ RETAIL, SERVICE, AND BASIC

# Service areas

- Currently three service areas are proposed for Manor.
- A service area is limited to a maximum six-mile trip length.
- Roadway impact fees differ from water and wastewater fees. Roadway impact fees are required to be used in the service area where the fee is assessed, whereas, for water and wastewater, those fees can be used for citywide projects.

# Vehicle miles calculations

❖ THE VEHICLE MILES FOR RESIDENTIAL ARE CALCULATED BY MULTIPLYING THE TDF FOR EITHER SINGLE-FAMILY OR MULTIFAMILY BY THE NUMBER OF DWELLING UNITS

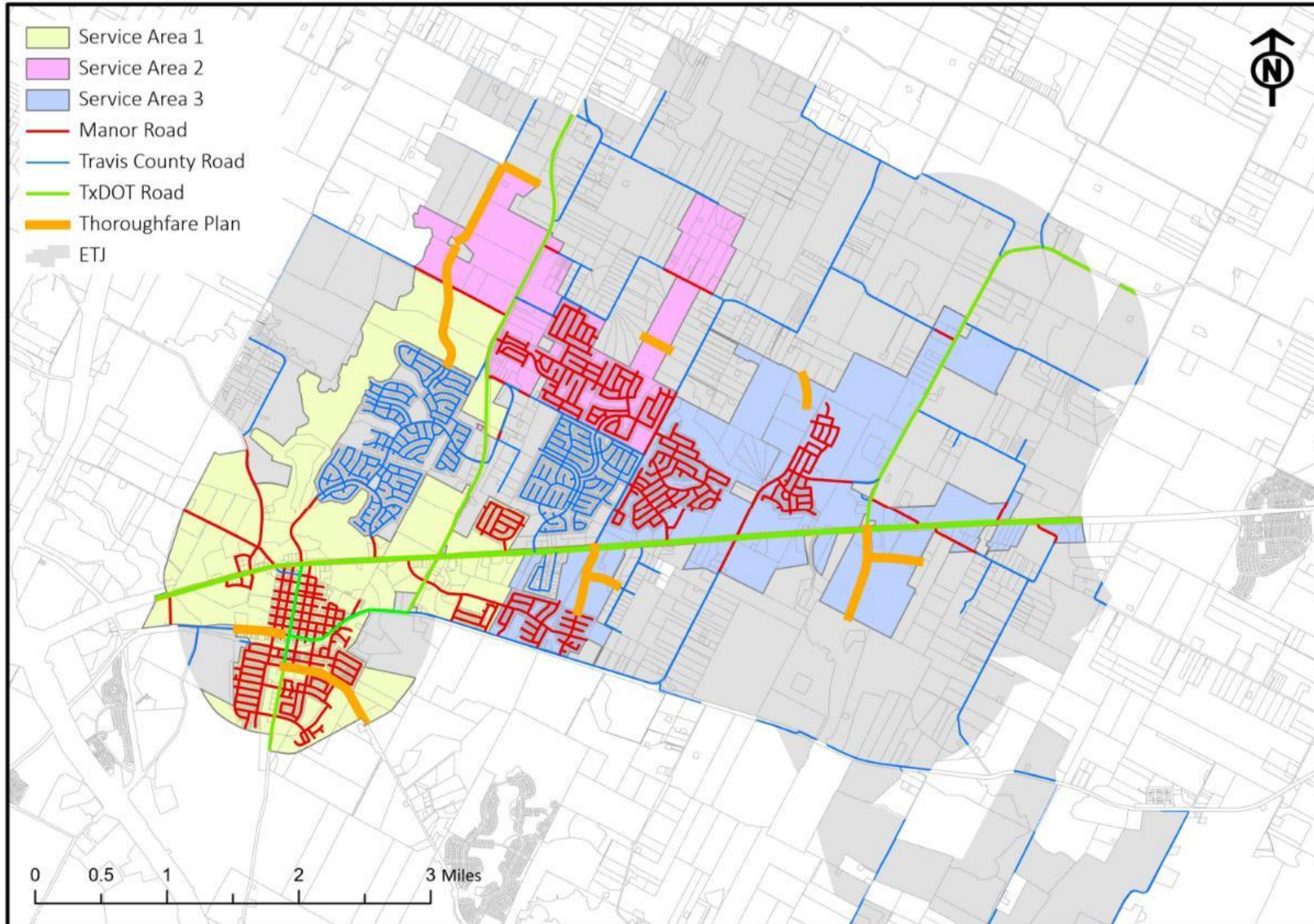
❖ THE NON-RESIDENTIAL VEHICLE MILES WERE CALCULATED BY ESTIMATING THE SQUARE FOOTAGE OF EACH NON-RESIDENTIAL USE AND THEN MULTIPLYING THE TDF BY THE NUMBER OF THOUSAND SQUARE FEET FOR EACH LAND USE.

❖ THE RESIDENTIAL AND NON-RESIDENTIAL VEHICLE MILES WERE ADDED TOGETHER TO GET A TOTAL VEHICLE MILES FOR EACH SERVICE AREA.

# Vehicle miles

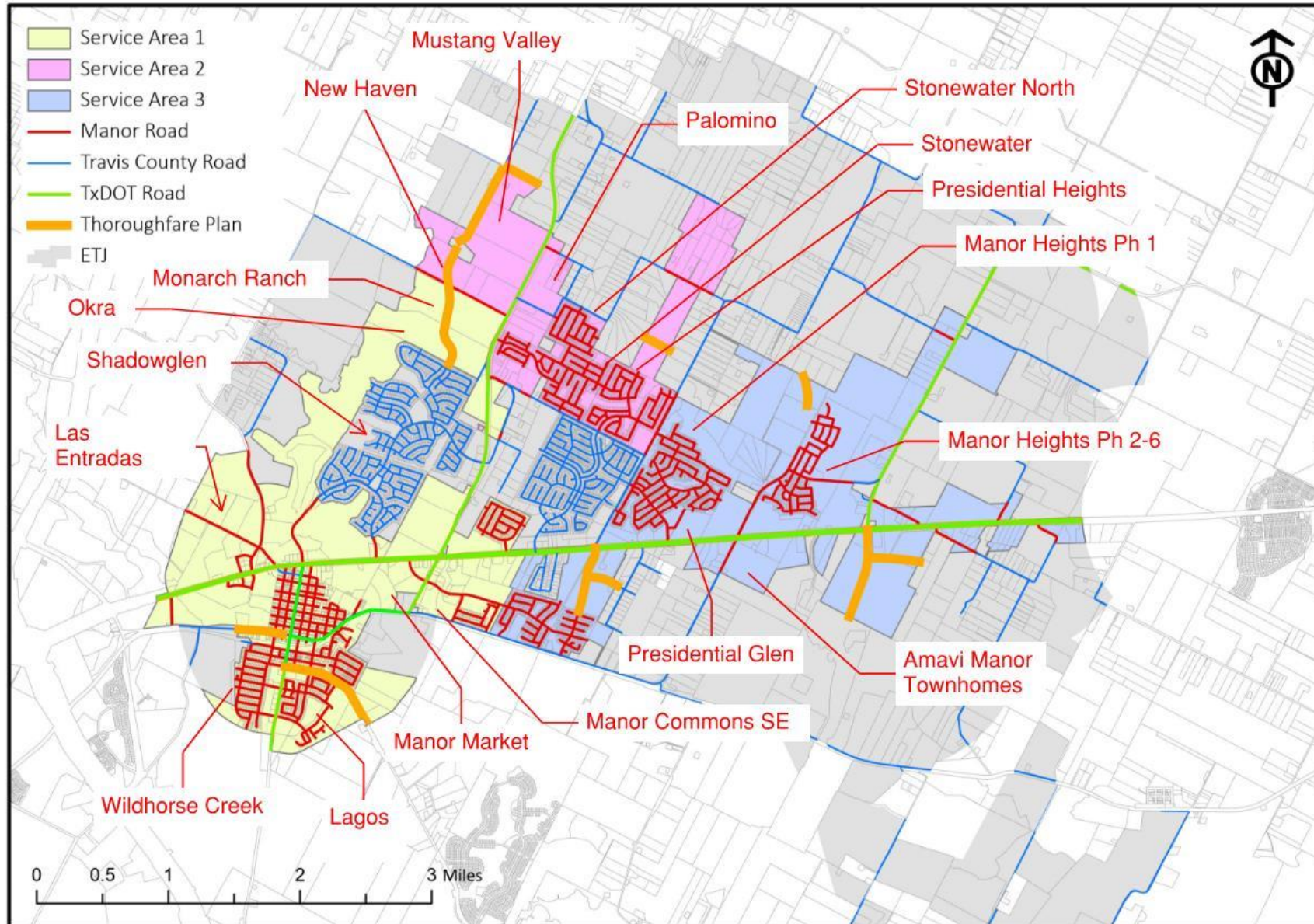
- ❖ THE TOTAL ESTIMATED VEHICLE MILES TO BE ADDED BETWEEN 2023 AND 2033:
  - ❖ SERVICE AREA 1 = 17,621 MILES
  - ❖ SERVICE AREA 2 = 11,997 MILES
  - ❖ SERVICE AREA 3 = 13,500
  
- ❖ TOTAL MILES ADDED = 43,118 (ALL 3 SERVICE AREAS)

# Manor Road Impact Fee Map



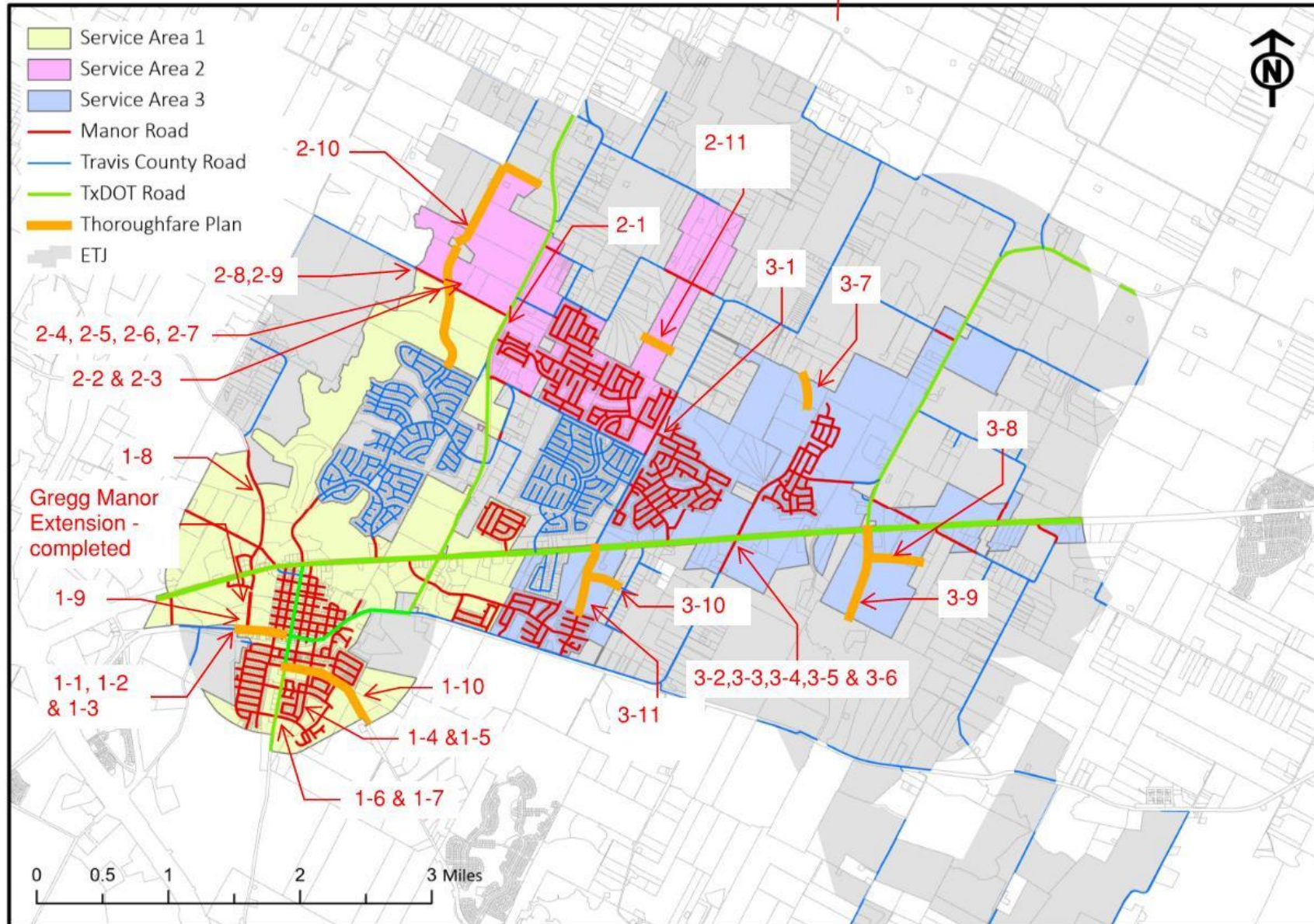
# Manor Road Impact Fee Map

## Subdivision Locations





# Manor Road Impact Fee Map Project Locations



Capital Improvement Projects for Roadway Impact Fees - Service Area 1

Service Area	Proj. #	Roadway	Project	% in Service Area	Estimated Cost for Portion in Service Area	Project Source (TIA/Thoroughfare Plan)	Notes
1	1-1	West Parsons	Construction of a left turn lane on eastbound approach	100%	\$500,000.00	Las Entradas	
	1-2	West Parsons	Construction of right turn lane on the westbound approach	100%	\$500,000.00	Las Entradas	
	1-3	West Parsons/Gregg Manor	Installation of a traffic signal	100%	\$650,000.00	Las Entradas	
	1-4	LaPoyner/Lexington	NB left turn lane - 100 ft storage & 100 ft of taper	100%	\$200,000.00	Wildhorse Commercial	
	1-5	LaPoyner/ Lexington EB	Restripe approach providing exclusive left and through-righter turn lanes	100%	\$10,000.00	Wildhorse Commercial	
	1-6	Murchison @ FM 973 EB	Restripe approach providing exclusive left and through-righter turn lanes	100%	\$10,000.00	Wildhorse Commercial	
	1-7	Murchison @ FM 973 NB	NB left turn lane - 100 ft storage & 100 ft of taper	100%	\$200,000.00	Wildhorse Commercial	
	1-8	Gregg Manor Road	Expansion to Major Arterial	100%	\$7,000,000.00	Thoroughfare Plan	
	1-9	West Parsons	Expansion to Major Arterial	100%	\$4,000,000.00	Thoroughfare Plan	
	1-10	Blake Manor/Brenham	Expansion to Major Arterial	100%	\$5,500,000.00	Thoroughfare Plan	
	1-11	FM 973/Gregg Lane	Westbound through-receiving lane - 850 feet	40%	\$120,000.00	Thoroughfare Plan	60% in Service Area 2 (2-1)
	1-12	Gregg Ln between FM 973 and driveway 3	Expand roadway cross section	40%	\$680,000.00	Thoroughfare Plan	60% in Service Area 2(2-2)
	1-13	Driveway 3 and Gregg Ln	Add EB right turn bay	40%	\$60,000.00	Thoroughfare Plan	60% in Service Area 2 (2-3)
	1-14	Gregg Ln at Roadway 1	Install 425' eastbound left turn lane	40%	\$58,000.00	Thoroughfare Plan	60% in Service Area 2 (2-4)
	1-15	Gregg Ln at Roadway 1	Install 235' westbound right turn lane	40%	\$58,000.00	Thoroughfare Plan	60% in Service Area 2 (2-5)
	1-16	Gregg Lane at Roadway 2	Install 425' eastbound left turn lane	40%	\$58,000.00	Thoroughfare Plan	60% in Service Area 2 (2-6)
	1-17	Gregg Lane at Commercial Driveway 1	Install 415' westbound right turn lane	40%	\$58,000.00	Thoroughfare Plan	60% in Service Area 2 (2-7)
	1-18	Gregg Lane	Widen to 1-34E from Roadway 1 to FM 973	40%	\$378,000.00	Thoroughfare Plan	60% in Service Area 2 (2-8)
	1-19	Gregg Lane	Expansion to Minor Arterial	40%	\$2,400,000.00	Thoroughfare Plan	60% in Service Area 2 (2-9)
	1-20	Cameron Road	Expansion to Major Arterial	40%	\$3,200,000.00	Thoroughfare Plan	60% in Service Area 2 (2-10)
				Total Cost	\$25,640,000.00		

Item 1.

Capital Improvement Projects for Roadway Impact Fees - Service Area 2							
Service Area	Proj. #	Roadway	Project	% in Service Area	Estimated Cost for Portion in Service Area	Project Source (TIA/Thoroughfare Plan)	Notes
2	2-1	FM 973/Gregg Lane	Westbound through-receiving lane - 850 feet	60%	\$180,000.00	Palomino	40% in Service Area 1
	2-2	Gregg Ln between FM 973 and driveway 3	Expand roadway cross section	60%	\$1,020,000.00	Monarch Ranch	40% in Service Area 1
	2-3	Driveway 3 and Gregg Ln	Add EB right turn bay	60%	\$90,000.00	Monarch Ranch	40% in Service Area 1
	2-4	Gregg Ln at Roadway 1	Install 425' eastbound left turn lane	60%	\$87,000.00	New Haven	40% in Service Area 1
	2-5	Gregg Ln at Roadway 1	Install 235' westbound right turn lane	60%	\$87,000.00	New Haven	40% in Service Area 1
	2-6	Gregg Lane at Roadway 2	Install 425' eastbound left turn lane	60%	\$87,000.00	New Haven	40% in Service Area 1
	2-7	Gregg Lane at Commercial Driveway 1	Install 415' westbound right turn lane	60%	\$87,000.00	New Haven	40% in Service Area 1
	2-8	Gregg Lane	Widen to 1-34E from Roadway 1 to FM 973	60%	\$567,000.00	New Haven	40% in Service Area 1
	2-9	Gregg Lane	Expansion to Minor Arterial	60%	\$6,000,000.00	Thoroughfare Plan	40% in Service Area 1
	2-10	Cameron Road	Expansion to Major Arterial	60%	\$3,600,000.00	Thoroughfare Plan	40% in Service Area 1
	2-11	Johnson Road	Exension - Minor Arterial	100%	\$600,000.00	Thoroughfare Plan	
				Total Cost	\$12,405,000.00		

Capital Improvement Projects for Roadway Impact Fees - Service Area 3							
Service Area	Proj. #	Roadway	Project	% in Service Area	Estimated Cost for Portion in Service Area	Project Source (TIA/Thoroughfare Plan)	Notes
3	3-1	Bois D'arc	Expand roadway by 4' - City Portion	100%	\$700,000.00	Minimax	
	3-2	Old Kimbro Road (SB)	Add 375 LF and 100' Taper SBR Lane	100%	\$125,000.00	Manor Heights	
	3-3	Old Kimbro Road	Install 700' EB Right turn Lane (550' deceleration lane with 150' taper)	100%	\$280,000.00	Amavi	
	3-4	Old Kimbro Road	Extend the existing left turn lane by an additional 750' and a new 150' taper (constructed with residential - 1st Phase)	100%	\$360,000.00	Amavi	
	3-5	Old Kimbro Road	Install 300' NB right turn lane (250' storage + 50' taper)	100%	\$120,000.00	Amavi	
	3-6	Old Kimbro Road	Expansion to Major Arterial	100%	\$8,000,000.00	Thoroughfare Plan	
	3-7	Old Kimbro	Major Arterial	100%	\$750,000.00	Thoroughfare Plan	
	3-8	Voelker Extension	Minor Arterial	100%	\$700,000.00	Thoroughfare Plan	
	3-9	FM 1100 Extension	Minor Arterial	100%	\$1,000,000.00	Thoroughfare Plan	
	3-10	Viking Jack	Street extension - minor arterial	100%	\$750,000.00	Thoroughfare Plan	
	3-11	Bois D'arc Extension	Minor Arterial	100%	\$2,000,000.00	Thoroughfare Plan	
				Total Cost	\$14,785,000.00		

# Roadway impact for each service area – with thoroughfare plan projects

- The maximum impact fee allowable in each of the three service areas is calculated by dividing the Roadway Impact Fee CIP Attributable to Growth by the number of vehicle-miles in the corresponding Service Area.
- This calculation is performed for each service area individually; each service area has a stand-alone Roadway Impact Fee CIP and 10-year growth projection.

# Maximum Roadway impact fees per service area – with thoroughfare projects

- CALCULATIONS = SERVICE AREA IMPROVEMENT COSTS/NUMBER OF VEHICLE MILES ADDED
- SERVICE AREA 1 =  $\$25,640,000/17621 = \$1455.08$  per vehicle mile
- SERVICE AREA 2 =  $\$12,405,000/11997 = \$1034.01$  per vehicle mile
- SERVICE AREA 3 =  $\$14,785,000/13500 = \$1095.19$  per vehicle mile

# Roadway impact fees per service area- with thoroughfare plan projects – with credits

- SERVICE AREA 1- Max Impact fee: \$1455.08 per vehicle mile
- SERVICE AREA 1 – 50% Impact fee: \$727.54 per vehicle mile
- SERVICE AREA 1 – 75% Impact fee: \$363.77
  
- SERVICE AREA 2 – Max Impact fee: \$1034.01 per vehicle mile
- SERVICE AREA 2 – 50% Impact fee: \$517.01per vehicle mile
- SERVICE AREA 2 – 75% Impact fee: \$258.50
  
- SERVICE AREA 3 - Max Impact fee: \$1095.19 per vehicle mile
- SERVICE AREA 3 – 50% Impact fee: \$547.60 per vehicle mile
- SERVICE AREA 3 – 75% Impact fee: \$273.80 per vehicle mile

# CALCULATION OF ROADWAY IMPACT FEES

- The calculation of roadway impact fees for new development involves a two-step process. Step one is the calculation of the total number of service units that will be generated by the development. Step two is the calculation of the impact fee due by the new development.

*Step 1:* Determine number of service units (vehicle-miles) generated by the development using the equivalency table.

$$\begin{array}{ccccccc} \text{No. of Development} & & \times & & \text{Vehicle-miles} & = & \text{Development's} \\ \text{Units} & & & & \text{per development unit} & & \text{Vehicle-miles} \end{array}$$

*Step 2:* Calculate the impact fee based on the fee per service unit for the service area where the development is located.

$$\begin{array}{ccccccc} \text{Development's} & & \times & & \text{Fee per} & = & \text{Impact Fee due} \\ \text{Vehicle-miles} & & & & \text{vehicle-mile} & & \text{from Development} \end{array}$$



# CALCULATION EXAMPLES –with thoroughfare plan projects included in fee calculations

- SERVICE AREA 1 HAS A MAXIMUM COST PER VEHICLE MILE OF \$1455.08

Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles  
2150 vehicle-miles x \$1455.08/vehicle-mile = \$3,128,422

20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles  
78 vehicle-miles x \$1455.08 /vehicle-mile = \$113,496.24

# 50% credit of maximum fee

- SERVICE AREA 1 - 50% FEE PER VEHICLE MILE OF \$727.54

Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles

2150 vehicle-miles x \$727.54/vehicle-mile = \$1,564,211

20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles

78 vehicle-miles x \$727.54 /vehicle-mile = \$56,748.12

# 75% credit of maximum fee

- SERVICE AREA 1 - 75% FEE PER VEHICLE MILE OF \$363.77

## Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles  
2150 vehicle-miles x \$363.77/vehicle-mile = \$782,105.50

## 20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles  
78 vehicle-miles x \$363.77 /vehicle-mile = \$28,374.06

# Maximum fee

## 50,000 s.f. Retail Center – Maximum Fee:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$1455.08 /vehicle-mile = \$283,740.60

## 100,000 s.f. Industrial Development – Maximum Fee:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$1455.08 /vehicle-mile = \$552,930.40

# 50% credit of maximum fee

## 50,000 s.f. Retail Center – 50% Fee:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$727.54 /vehicle-mile = \$141,870.30

## 100,000 s.f. Industrial Development – 50% Fee:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$727.54 /vehicle-mile = \$276,465.20

# 75% credit of maximum fee

## 50,000 s.f. Retail Center – 75% Fee:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$363.77 /vehicle-mile = \$70,935.15

## 100,000 s.f. Industrial Development – 75% Fee:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$363.77 /vehicle-mile = \$138,232.60

# Maximum fee

- SERVICE AREA 2 - MAXIMUM COST PER VEHICLE MILE OF \$ 1034.01
- Single-Family Dwelling:  
500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles  
2150 vehicle-miles x \$1034.01 /vehicle-mile = \$2,223,121.50

20,000 square foot (s.f.) Office Building:  
20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles  
78 vehicle-miles x \$1034.01/vehicle-mile = \$80,652.78

# 50% credit of maximum fee

- SERVICE AREA 2 - 50% FEE PER VEHICLE MILE OF \$517.01
- Single-Family Dwelling:  
500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles  
2150 vehicle-miles x \$517.01 /vehicle-mile = \$1,111,571.50

20,000 square foot (s.f.) Office Building:  
20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles  
78 vehicle-miles x \$517.01/vehicle-mile = \$40,326.78



# 75% credit of maximum fee

- SERVICE AREA 2 - 75% FEE PER VEHICLE MILE OF \$258.50

- Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles

2150 vehicle-miles x \$258.50 /vehicle-mile = \$555,775.00

20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles

78 vehicle-miles x \$258.50/vehicle-mile = \$20,163.00

# Maximum fee

50,000 s.f. Retail Center –MAXIMUM FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$1034.01 /vehicle-mile = \$201,631.95

100,000 s.f. Industrial Development – MAXIMUM FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$1034.01 /vehicle-mile = \$392,923.80

# 50% credit of maximum fee

## 50,000 s.f. Retail Center – 50% FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$517.01/vehicle-mile = \$100,815.98

## 100,000 s.f. Industrial Development – 50% FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$517.01 /vehicle-mile = \$196,463.80

# 75% credit of maximum fee

## 50,000 s.f. Retail Center – 50% FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$258.50/vehicle-mile = \$50,407.50

## 100,000 s.f. Industrial Development – 50% FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$258.50 /vehicle-mile = \$968,230.00

# Maximum fee

- SERVICE AREA 3 HAS A MAXIMUM FEE OF \$ 1095.19
- Single-Family Dwelling:  
500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles  
2150 vehicle-miles x \$1095.19 /vehicle-mile = \$2,354,658.50

20,000 square foot (s.f.) Office Building:  
20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles  
78 vehicle-miles x \$1095.19 /vehicle-mile = \$85,424.82

# 50% credit of maximum fee

- SERVICE AREA 3 50% FEE OF \$ 547.60

- Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles

2150 vehicle-miles x \$547.60 /vehicle-mile = \$1,177,340.00

20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles

78 vehicle-miles x \$547.60 /vehicle-mile = \$42,712.80

# 75% credit of maximum fee

- SERVICE AREA 3 75% FEE OF \$273.80

- Single-Family Dwelling:

500 dwelling units x 4.3 vehicle-miles/dwelling unit = 2150 vehicle-miles

2150 vehicle-miles x \$273.80 /vehicle-mile = \$588,670.00

20,000 square foot (s.f.) Office Building:

20 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 78 vehicle-miles

78 vehicle-miles x \$273.80 /vehicle-mile = \$21,356.40

# Maximum fee

50,000 s.f. Retail Center – MAX FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$1095.19 /vehicle-mile = \$213,562.05

100,000 s.f. Industrial Development – MAX FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$1095.19 /vehicle-mile = \$416,172.20



# 50% credit of maximum fee

## 50,000 s.f. Retail Center – 50% FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$547.60 /vehicle-mile = \$106,782.00

## 100,000 s.f. Industrial Development – 50% FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$547.60 /vehicle-mile = \$208,088.00

# 75% credit of maximum fee

## 50,000 s.f. Retail Center – 75% FEE:

50 (1,000 s.f. units) x 3.9 vehicle-miles/1,000 s.f. units = 195 vehicle-miles

195 vehicle-miles x \$273.80 /vehicle-mile = \$53,391.00

## 100,000 s.f. Industrial Development – 75% FEE:

100 (1,000 s.f. units) x 3.8 vehicle-miles/1,000 s.f. units = 380 vehicle-miles

380 vehicle-miles x \$273.80 /vehicle-mile = \$104,044.00

# Comparison of roadway impact fees

# Comparison of roadway impact fees

City	Roadway Impact Fee
Austin	High = \$5742, Low = \$1472
Bastrop	Working on fees currently
Bartlett	Nothing at this time
Belton	Impact Fees do not seem appropriate, timely, or an affordable process for the community at this time, and would discourage development.
Buda	Nothing at this time
Elgin	Nothing at this time
Florence	Nothing at this time
Georgetown	High = \$4577, Low = \$1247
Harker Heights	Nothing at this time
Holland	Nothing at this time
Hutto	Residential - \$784.31 per vehicle mile; Non-residential - \$400 per vehicle mile
Jarrell	Nothing at this time
Kyle	Nothing at this time
Liberty Hill	Nothing at this time
Leander	High = \$2179, Low = \$287
Manor	Nothing at this time
Pflugerville	High = \$3156, Low = \$1590
Round Rock	Increases over three years - set fee based on residential or non-residential - currently \$1,130 per residential service unit and \$628 per non-residential service unit
Salado	Nothing at this time
Taylor	Just updated - High = \$1,500, Low = \$710*
Temple	Nothing at this time
Troy	Nothing at this time
Waco	Varies by service area and land use

# Service areas comparison

City of Manor		
Roadway Impact Fees		
Service Areas Comparison		
City	Number of Service Areas	Total Area of City in Sq Miles
Austin	17	319.94
Georgetown	9	59.63
Hutto	1	12.39
Leander	5	37.70
Manor	3	10.59
Pflugerville	3	25.57
Round Rock	3	38.00
Taylor	3	20.62
Waco	11	101.15

# Cities without roadway impact fees

Bartlett
Belton
Buda
Elgin
Florence
Harker Heights
Holland
Jarrell
Kyle
Liberty Hill
Salado
Temple
Troy

# Why cities don't have roadway impact fees currently

City of Manor	
Roadway Impact Fees	
No Impact Fee Cities	
City	Reason for not having Roadway Impact Fees
Bartlett	Due to size, population, and limited growth there is no reason to have fees.
Belton	Impact Fees do not seem appropriate, timely, or an affordable process for the community at this time, and would discourage development.
Buda	Looking into roadway impact fees
Elgin	Roadway improvements would be required on state roads; impact fees cannot be used on these.
Florence	Due to size, population, and limited growth there is no reason to have fees.
Harker Heights	Just instituted wastewater impact fee for specific area of City; no reason at this time to create roadway impact fees.
Holland	Due to size, population, and limited growth there is no reason to have fees.
Jarrell	Do not have impact fee advisory committee
Kyle	Focusing on water/wastewater update
Liberty Hill	Impact Fees do not seem appropriate, timely, or an affordable process for the community at this time, and would discourage development.
Salado	Concerned about how it would affect development
Temple	Nothing at this time
Troy	Due to size, population, and limited growth there is no reason to have fees.



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

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

**PRESENT:**

**COMMISSIONERS:**

Cresandra Hardeman, Chair, Place 3 (Absent)  
Julie Leonard, Place 1 (Absent)  
Prince Chavis, Place 2 (Absent)  
Felix Paiz, Chair, Place 4  
Celestine Sermo, Place 5 (Absent)  
Cecil Meyer, Place 6  
Jim Terry, Place 7(Absent)  
Barth Timmermann, Development Representative

**CITY COUNCIL:**

Sonia Wallace, Council Member, Place 4  
Aaron Moreno, Council Member, Place 5

**CITY STAFF:**

Scott Dunlop, Development Services Director  
Mandy Miller, Development Services Supervisor  
Officer Goodman

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

With no quorum of the Community Impact Fee (CIF) Advisory Committee present, the Regular Session of the Manor CIF Advisory Committee was cancelled by Commissioner Piaiz at 9:36 pm on Wednesday, April 10, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**ADJOURNMENT**

*These minutes were approved by the Community Impact Fee Advisory Committee Regular Session on the 8th day of May 2024.*

**APPROVED:**

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Felix Paiz  
Chairperson

**ATTEST:**

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Mandy Miller  
Development Services Supervisor





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** May 8, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

**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.**

**BACKGROUND/SUMMARY:**

Brief discussion on the corrected impact fee comparison chart as was discussed at the February 13, 2024, meeting. A separate comparison chart has been prepared to compare the impact fee costs of water, wastewater and roadway impact fees for Bastrop, Hutto, Liberty Hill and Manor with Liberty Hill and Bastrop not having roadway impact fees.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Corrected Impact Fee Comparison Chart

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation 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.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

**City of Manor  
Water, Wastewater & Roadway  
Impact/Tap Fee Comparison Chart - JANUARY 2024**

City	Water Impact Fee <sup>1</sup>	Wastewater Impact Fee <sup>1</sup>	Water Tap Fee <sup>1</sup>	Wastewater Tap Fee <sup>1</sup>	Roadway Impact Fee Low	Roadway Impact Fee High	Total w/ Low Roaway Impact Fee	Total w/ High Roaway Impact Fee
<b>Austin</b>	\$ 4,700.00	\$ 2,500.00			\$ 5,446.40	\$ 21,245.40	\$ 12,646.40	\$ 28,445.40
Bastrop	\$ 8,182.00	\$ 5,089.00	\$ 350.00	\$ 300.00	\$ -	\$ -	\$ 13,921.00	\$ 13,921.00
Bartlett - 11	Vary	Vary	\$ 1,000.00	\$ 1,000.00		\$ 3.00	\$ 2,000.00	\$ 2,000.00
Belton <sup>3</sup>	None	None	\$ 1,000.00	\$ 800.00			\$ 1,800.00	\$ 1,800.00
Buda	\$ 3,595.00	\$ 3,515.00	\$ 400.00	\$ 450.00			\$ 7,960.00	\$ 7,960.00
Elgin	\$ 3,790.00	\$ 2,348.00	\$ 2,000.00	\$ 2,000.00			\$ 10,138.00	\$ 10,138.00
Florence <sup>3</sup>	\$ 2,527.00	\$ 1,144.00	\$ 1,000.00	\$ 800.00			\$ 5,471.00	\$ 5,471.00
<b>Georgetown<sup>7</sup></b>	\$ 11,000.00	\$ 6,129.00	\$ 850.00	\$ 800.00	\$ 5,112.70	\$ 18,765.70	\$ 23,891.70	\$ 37,544.70
Harker Heights <sup>6</sup>	No CIF Program for Water	\$ 6,133.00	\$ 275.00	\$ 275.00			\$ 6,683.00	\$ 6,683.00
Holland	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00			\$ 6,000.00	\$ 6,000.00
<b>Hutto</b>	<b>\$ 8,832.00</b>	<b>\$ 2,788.00</b>	<b>\$ 750.00</b>	<b>\$ 850.00</b>	<b>\$ 784.31</b>	<b>\$ 784.31</b>	<b>\$ 14,004.31</b>	<b>\$ 14,004.31</b>
Jarrell <sup>2</sup>	\$ 4,000.00	\$ -	\$ 750.00	\$ -			\$ 4,750.00	\$ 4,750.00
Kyle	\$ 3,535.00	\$ 2,826.00	\$ 217.35	\$ 217.35			\$ 6,795.70	\$ 6,795.70
Liberty Hill <sup>8</sup>	\$ 7,037.00	\$ 4,000.00	\$ 3,500.00	\$ 600.00			\$ 15,137.00	\$ 15,137.00
Leander	\$ 4,309.00	\$ 2,820.00	\$ 840.00	\$ 750.00	\$ 1,234.10	\$ 9,369.70	\$ 9,953.10	\$ 18,088.70
<b>Manor</b>	<b>\$ 1,577.00</b>	<b>\$ 4,470.00</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>			\$ 7,547.00	\$ 7,547.00
<b>Manor - proposed</b>	<b>\$ 2,022.00</b>	<b>\$ 7,193.50</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 2,223.14</b>	<b>\$ 3,128.42</b>	<b>\$ 12,938.64</b>	<b>\$ 13,843.92</b>
Pflugerville	\$ 7,897.00	\$ 8,184.00	\$ 250.00	\$ 250.00	\$ 6,201.00	\$ 12,308.40	\$ 22,782.00	\$ 28,889.40
Round Rock - 12	\$ 4,025.00	\$ 2,099.00	Varies	Varies	\$ 2,449.20	\$ 4,407.00	\$ 8,573.20	\$ 10,531.00
Salado <sup>4,5</sup>	Vary	\$ 5,152.00	\$ 3,400.00	\$ 4,000.00			\$ 12,552.00	\$ 12,552.00
<b>Taylor -13</b>	<b>\$ 4,717.00</b>	<b>\$ 2,654.00</b>	<b>\$ 1,375.00</b>	<b>\$ 1,340.00</b>	<b>\$ 2,065.38</b>	<b>\$ 2,065.38</b>	<b>\$ 12,151.38</b>	<b>\$ 12,151.38</b>
Temple <sup>3</sup>	No CIF Program	No CIF Program	Varies	Varies				\$ -
Troy	No CIF Program	No CIF Program	\$ 900.00	\$ 725.00			\$ 1,625.00	\$ 1,625.00
Waco <sup>9</sup>	No CIF Program	No CIF Program	quoted on per cost basis	quoted on per cost basis				\$ -
<b>Average</b>	<b>\$ 4,867.35</b>	<b>\$ 3,686.55</b>	<b>\$ 1,117.87</b>	<b>\$ 932.87</b>	<b>\$ 2,835.14</b>	<b>\$ 7,207.73</b>	<b>\$ 9,969.11</b>	<b>\$ 11,078.27</b>
<b>Average CIF Program Cities</b>	<b>\$ 4,619.56</b>	<b>\$ 3,736.47</b>	<b>\$ 1,169.21</b>	<b>\$ 955.15</b>	<b>\$ 3,091.49</b>	<b>\$ 8,911.25</b>	<b>\$ 11,105.06</b>	<b>\$ 13,691.62</b>
<b>Average CIF Program Cities w Roadway</b>	<b>\$ 5,524.29</b>	<b>\$ 4,511.36</b>	<b>\$ 813.00</b>	<b>\$ 778.00</b>	<b>\$ 3,533.13</b>	<b>\$ 10,184.29</b>	<b>\$ 14,705.20</b>	<b>\$ 21,356.36</b>

**City of Manor  
Water, Wastewater & Roadway  
Impact/Tap Fee Comparison Chart - APRIL 2024**

City	Water Impact Fee <sup>1</sup>	Wastewater Impact Fee <sup>1</sup>	Water Tap Fee <sup>1</sup>	Wastewater Tap Fee <sup>1</sup>	Roadway Impact Fee Low	Roadway Impact Fee High	Total w/ Low Roaway Impact Fee	Total w/ High Roaway Impact Fee
<b>Bastrop - residential*</b>	\$ 8,182.00	\$ 5,089.00	\$ 350.00	\$ 300.00	\$ -	\$ -	\$ 13,921.00	\$ 13,921.00
<b>Bastrop - industrial - 315,000 SF**</b>	\$ 196,368.00	\$ 122,136.00	\$ 350.00	\$ 300.00			\$ 319,154.00	\$ 319,154.00
<b>Bastrop - industrial 85,000 SF***</b>	\$ 81,820.00	\$ 50,890.00	\$ 350.00	\$ 300.00			\$ 133,360.00	\$ 133,360.00
<b>Hutto - residential*</b>	\$ 8,832.00	\$ 2,788.00	\$ 750.00	\$ 850.00	\$ 784.31	\$ 784.31	\$ 14,004.31	\$ 14,004.31
<b>Hutto - industrial - 315,000 SF**</b>	\$ 211,968.00	\$ 786,912.00	\$ 750.00	\$ 850.00	\$ 938,819.07	\$ 938,819.07	\$ 1,939,299.07	\$ 1,939,299.07
<b>Hutto - industrial - 85,000 SF***</b>	\$ 88,320.00	\$ 27,880.00	\$ 750.00	\$ 850.00	\$ 253,332.13	\$ 253,332.13	\$ 371,132.13	\$ 371,132.13
<b>Liberty Hill residential*</b>	\$ 7,037.00	\$ 4,000.00	\$ 3,500.00	\$ 600.00			\$ 15,137.00	\$ 15,137.00
<b>Liberty Hill - industrial - 315,000 SF**</b>	\$ 168,888.00	\$ 96,000.00	\$ 3,500.00	\$ 600.00			\$ 268,988.00	\$ 268,988.00
<b>Liberty Hill - industrial - 85,000 SF***</b>	\$ 70,370.00	\$ 40,000.00	\$ 3,500.00	\$ 600.00			\$ 114,470.00	\$ 114,470.00
<b>Manor - Current - residential*</b>	\$ 1,577.00	\$ 4,470.00	\$ 750.00	\$ 750.00			\$ 7,547.00	\$ 7,547.00
<b>Manor - Current -315,000 SF industrial**</b>	\$ 48,528.00	\$ 172,644.00	\$ 750.00	\$ 750.00			\$ 222,672.00	\$ 222,672.00
<b>Manor - Current - 85,000 SF industrial***</b>	\$ 20,220.00	\$ 71,395.00	\$ 750.00	\$ 750.00			\$ 93,115.00	\$ 93,115.00
<b>Manor - proposed - residential*</b>	\$ 2,022.00	\$ 7,193.50	\$ 750.00	\$ 750.00	\$ 2,223.14	\$ 3,128.42	\$ 12,938.64	\$ 13,843.92
<b>Manor - proposed - industrial - 315,000 SF**</b>	\$ 48,528.00	\$ 172,644.00	\$ 750.00	\$ 750.00	\$ 618,860.99	\$ 870,865.38	\$ 841,532.99	\$ 1,093,537.38
<b>Manor - proposed - industrial-85,000 SF ***</b>	\$ 20,220.00	\$ 71,395.00	\$ 750.00	\$ 750.00	\$ 166,994.23	\$ 234,995.42	\$ 260,109.23	\$ 328,110.42

\*Cost per house  
 \*\*w/ww Impact fees based on meter size - 3" domestic meter  
 \*\*\*w/ww Impact fees based on meter size - 2" domestic meter

Service Area 1      Service Area 2  
 50% Roadway Impact Fee      50% Roadway Impact Fee



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** May 8, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action on highlights from Hutto’s Roadway Impact Fee Program.

**BACKGROUND/SUMMARY:**

This will be a brief discussion on maximum credit for roadway impact fees. Per Chapter 395 a 50% credit is what is set with the fee. Instituting the 50% credit upfront means that no rebates/credits will be required. City Council can set the fee amount.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** Yes  
**ATTACHMENTS:** No

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Community Impact Fee Advisory Committee discuss credit limits for impact fees.

**PLANNING & ZONING COMMISSION:** Recommend Approval Disapproval None



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** May 8, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

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

**BACKGROUND/SUMMARY:**

This draft ordinance would enable the Roadway Impact Fee in our Code of Ordinances and set the policies for its implementation and enforcement. It includes where the fee is applicable, how fees are assessed and collected, exemptions of fees, credits against impact fees already paid, use of fees, refund of fees, and appeals of fees. In Exhibit B it also includes the fee rates for the maximum assessable fee and what fee is actually charged, the Transportation Impact Fee, as the actual charge will be at least 50% of the maximum, if not further reduced by recommendation from the CIF Advisory Committee and approved by the City Council.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** No

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the Community Impact Fee Advisory Committee consider provisions for the draft roadway impact fee ordinance.

**PLANNING & ZONING COMMISSION:** Recommend Approval Disapproval None

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING TRANSPORTATION IMPACT FEES PER VEHICLE MILE; ESTABLISHING PROCEDURES FOR THE ASSESSMENT, COLLECTION, COMPUTATION, EXPENDITURE, REFUND AND GENERAL ADMINISTRATION OF TRANSPORTATION IMPACT FEES; PROVIDING FOR THE ESTABLISHMENT OF ACCOUNTS FOR TRANSPORTATION IMPACT FEES; PROVIDING CONSTRUCTION, SEVERABILITY, AND CONFLICT CLAUSES, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 395, Texas Local Government Code (“Statute”) provides the requirements and procedures for the adoption of Land Use Assumptions, Transportation Impact Fee Capital Improvements Plan, and Transportation Impact Fees; and

**WHEREAS**, the City retained George Butler Associates to prepare a Transportation Impact Fee Study that contains Land Use Assumptions (LUA) reflecting a description of the Service Area and projections of 10-year growth in residential and non-residential land uses in the Service Area, a Transportation Impact Fee Capital Improvements Plan (CIP) to identify Capital Improvements or Roadway Facility expansions for which Transportation Impact Fees may be assessed, and a calculation of the Transportation Impact Fee. The Transportation Impact Fee Study is referenced as Exhibit A hereto and incorporated by reference herein; and

**WHEREAS**, after notice of public hearing was published as required by the Statute, the City Council held a public hearing on \_\_\_\_\_, 2024 in which the City Council adopted the CIP and LUA by Ordinance No, and;

**WHEREAS**, the Planning and Zoning Commission, in its role as the Capital Improvements Plan Advisory Committee of the City of Manor, The CIP Advisory Committee, reviewed the LUA and the 10-year CIP on \_\_\_\_\_, 2024 and the Transportation Impact Fees per vehicle mile on \_\_\_\_\_, 2024 and filed its written comments on the proposed Transportation Impact Fees before the fifth (5th) business day before the date of the public hearing (insert date) on the adoption of the Transportation Impact Fee; and

**WHEREAS**, as required by Section 395.054, Texas Local Government Code, the City Council conducted a public hearing in which any member of the public had the right to appear at the hearing and present evidence for or against the plan and proposed fee; and

**WHEREAS**, the City Council desires to adopt the Transportation Impact Fees and related administrative process as herein described and finds that it is in the best interest of the citizens of the City of Manor; Now therefore

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS:**

**SECTION I. Short Title**

This Ordinance shall be known and cited as the “Manor Transportation Impact Fee Regulations”.

## **SECTION II. Findings Incorporated**

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein and are hereby found to be true and correct factual and legislative determinations of the City of Manor, Texas.

## **SECTION III. Purpose**

This Ordinance is intended to assure the provision of adequate roadway facilities to serve New Development in the City by requiring each development to pay a share of the costs of such Capital Improvements necessitated by and attributable to such New Development.

## **SECTION IV. Authority**

This Ordinance is adopted pursuant to Texas Local Government Code Chapter 395 and the Manor City Charter. Chapter 395 supplements this Ordinance to the extent that its provisions may be applicable hereto and, to such extent, its provisions are incorporated herein by reference. The provisions of this Ordinance shall not be construed to limit the power of the City to utilize other methods authorized under State law or pursuant to other City powers to accomplish the purposes set forth herein, either in substitution or in conjunction with this Ordinance. Guidelines may be developed by ordinance, resolution, or otherwise to implement and administer this Ordinance.

## **SECTION V. Applicability**

The provisions of this Ordinance apply to all new development within the corporate boundaries of the City. The provisions of this article apply uniformly within each Service Area.

## **SECTION VI. Incorporation of Land Use Assumptions and Transportation Impact Fee Capital Improvements Plan**

This Transportation Impact Fee Capital Improvements Plan and Land Use Assumptions identifying Capital Improvements or Facility Expansions pursuant to which Transportation Impact Fees may be assessed, as considered and adopted by the City Council Ordinance No. \_\_\_\_\_ at the \_\_\_\_\_ public hearing and with the Transportation Impact Fee Study as referenced in Exhibit A hereto is incorporated herein by reference for all purposes, including any future amendments thereto.

## **SECTION VII. Definitions**

Definitions of terms defined in Local Government Code Section 395 are incorporated. Some definitions are repeated herein for convenience.

In this Ordinance:

- A. Assessment means the determination of the amount of the Maximum Assessable Transportation Impact Fee per Vehicle Mile which can be imposed on New Development pursuant to this Ordinance.

- B. Capital Improvement means a Transportation Facility with a life expectancy of three or more years, to be owned and operated by or on behalf of the City.
- C. City means the City of Manor, Texas.
- D. Credit means a reduction in the amount of a Transportation Impact Fee(s), payments, or charges for approved construction or provision of the same type of Capital Improvement for which a fee has been assessed for a New Development. This is done by either a proven decrease in the number of Service Units attributable to such development or a decrease in the amount of Transportation Impact Fees otherwise due, that results from contributions of land, improvements or funds to construct system improvements in accordance with the City’s subdivision and development regulations, policies or requirements, as determined and approved by the City.
- E. Final plat approval means authorization by City Council or designee that the final map of a proposed subdivision meets all City standards and conditions in accordance with the City’s subdivision regulations and the City Council or designee executes the applicant’s plat, and that the plat may be recorded in the office of the county clerk of Travis County. The term applies both to original plats and replats.
- F. Impact Fee, or “Transportation Impact Fee”, means a fee, charge, or Assessment for Transportation Facilities imposed on New Development by the City pursuant to this Ordinance in order to generate revenue to fund or recoup all or part of the costs of Capital Improvements or facility expansion necessitated by and attributable to such New Development. The term includes amortized charges, lump-sum charges, capital recovery fees, contributions in aid of construction and any other fee that functions as described by this Ordinance or the Statute. The term is inclusive of both the Maximum Assessable Transportation Impact Fee and the Transportation Impact Fee Collection Rate as herein described.
- G. Land Use Assumptions means the description of Service Area(s) and the projections of population and employment growth and associated changes in land uses, densities and intensities adopted by the City, as may be amended from time to time, upon which the Transportation Impact Fee Capital Improvements Plan is based.
- H. Land Use Equivalency Table means a table approved by the City Manager converting the demands for Capital Improvements generated by various land uses to numbers of Service Units, as may be amended from time to time. The land use equivalency table may be incorporated in a schedule of Impact Fee rates, attached as Exhibit C hereto and incorporated by reference herein.
- I. Maximum Assessable Transportation Impact Fee means the Impact fee that is established for the Service Area(s) computed by calculating the total projected costs of Capital Improvements necessitated by and attributable to New Development associated with the Transportation CIP, and then dividing that amount by the total number of Service Units anticipated with the Service Area(s) based upon the land use assumptions. The Maximum Assessable Transportation Impact Fee shall be established and reflected in Exhibit B, Schedule 1, attached hereto and incorporated herein. The City may adopt a Transportation Impact Fee Collection Rate that is less than this amount, but in no instance shall the collected Transportation Impact Fee exceed the Maximum Assessed Transportation Impact Fee.



- J. New Development means a project involving the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure, or any use or extension of land, which has the effect of increasing the requirements for Capital Improvements or facility expansion, measured by the number of Service Units to be generated by such activity and which applies for any City permit or approval after the effective date of this ordinance.
- K. Recoupment means the imposition of an Impact Fee to reimburse the City for Capital Improvements which the City has previously oversized to serve New Development.
- L. Roadway means any arterial or collector streets or roads that have been designated in the City’s adopted Mobility Plan, as may be amended from time to time. Roadway also includes and thoroughfare designated as a numbered highway on the official federal or Texas highway system; to the extent that the City incurs Capital Improvement costs for such facility.
- M. Roadway Facility means an improvement or appurtenance to a Roadway which includes, but is not limited to, rights-of-way, whether conveyed by plat, deed, condemnation, or easement; intersection improvements; traffic signals; turn lanes; drainage facilities associated with the Roadway Facility; street lighting or curbs, and water and wastewater improvements affected by the Roadway Facility. Roadway Facility also includes any improvement or appurtenance to an intersection with a Roadway officially enumerated in the federal or Texas highway system, and to any improvements or appurtenances to such federal or Texas highway, to the extent that the City has incurred capital costs for such facilities, including without limitation local matching funds and costs related to utility line relocation and the establishment of curbs, gutters, sidewalks, drainage appurtenances and rights-of-way. Roadway Facility excludes those improvements or appurtenances to any Roadway which is a Site-related Facility.
- N. Roadway Facility expansion means the expansion of the capacity of an existing roadway in the City, but does not include the repair, maintenance, modernization, or expansion of an existing roadway to better serve existing development.
- O. Transportation Impact Fee Capital Improvements Plan, or “Capital Improvements Plan” (CIP) means the adopted plan included in Exhibit A, as may be amended from time to time, which identifies the roadway facilities or Roadway Facility expansions and their costs for each roadway Service Area, which are necessitated by and which are attributable to New Development, for a period not to exceed 10 years, which are to be financed in whole or in part through the imposition of Transportation Impact Fees pursuant to this Ordinance.
- P. Transportation Impact Fee Collection Rate means the current amount of Transportation Impact Fee adopted by Manor City Council to be paid by the developer of any new development, as may from time to time be amended. The adopted Transportation Impact Fee Collection Rate shall be established and reflected in Exhibit B, Schedule 2, attached hereto and incorporated herein.
- Q. Service Area means a Transportation Service Area within the City’s corporate boundary, within which Impact Fees for Transportation Capital Improvements or Roadway Facility expansions may be collected for New Development occurring within such area and within

which fees so collected will be expended for those types of improvements or expansions identified in the Transportation Impact Fee Capital Improvements Plan applicable to the Service Area.

- R. Service Unit means a vehicle mile. A vehicle-mile shall be defined as one (1) vehicle traveling a distance of one (1) mile during the afternoon peak hour as defined in the Transportation Impact Fee Study.
- S. Site-related Facility means an improvement or facility which is for the primary use or benefit of one or more New Developments and/or which is for the primary purpose of safe and adequate provision of Roadway Facilities to serve the New Development, including access to the development, which is not included in the Transportation Capital Improvements Plan, and for which the developer(s) or property owner(s) is solely responsible under subdivision or other applicable development regulations. Site-related Facility may include a Roadway improvement which is located offsite, within or on the perimeter of the development site.
- T. System Facility means a roadway improvement or facility expansion which is designated in the Transportation Capital Improvements Plan and which is not a Site-related Facility. System Facility may include, as determined by the City Engineer, a roadway improvement which is located offsite, within or on the perimeter of the development site.

#### **SECTION VIII. Transportation Service Areas**

The City hereby established the Service Area, constituting land within the City's corporate boundary, as depicted in Exhibit A, referenced hereto and incorporated by reference herein. The boundaries of the Transportation Service Areas may be amended from time to time, or new Transportation Service Areas may be delineated, pursuant to the procedures of this Ordinance.

#### **SECTION IX. Transportation Impact Fees Adopted**

The City hereby adopts the Maximum Assessable Transportation Impact Fee attached and incorporated as Exhibit B, Schedule 1, and the Transportation Impact Collection Rate attached and incorporated as Exhibit B, Schedule 2. Each non-exempt New Development shall be assessed the Maximum Assessable Transportation Impact Fee and shall pay the Transportation Impact Fee Collection Rate, minus any applicable Credits, as described herein. Except as herein otherwise provided, the Assessment and collection of a Transportation Impact Fee shall be additional and supplemental to, and not in substitution of, any other tax, fee, charge or assessment which is lawfully imposed on and due against the property.

#### **SECTION X. Roadway Impact Fee Required**

No Final Plat or Replat for New Development shall be released for filing with Travis County without Assessment of an Impact Fee pursuant to this Ordinance; or, if no plat is required, then no building permit shall be issued until such Assessment is made and the Transportation Impact Fee Collection Rate is paid in accordance with the Assessment and collection procedures indicated herein.

#### **SECTION XI. Assessment of Impact Fees**

Assessment of the Impact Fee for any New Development shall be made as follows:

- A. For a New Development which has received final plat or replat approval before the effective date of this Ordinance, Assessment of Impact Fees shall occur on the effective date of this Ordinance, and shall be the amount of the Maximum Assessable Transportation Impact Fee per Service Unit as set forth in Exhibit B, Schedule 1. However, the Transportation Impact Fee Collection Rate shall not be collected on any Service Unit which has received final plat approval before the effective date of this Ordinance and for which a valid building permit is issued within one year after the date of adoption of this Ordinance. In the event of the expiration of a final plat or replat, the resubmittal of said final plat or replat, after the effective date of this Ordinance, shall require the Assessment of Impact Fees..
- B. For land which is not required to be platted at the time of application for a building permit pursuant to the City’s subdivision regulations prior to development, Assessment of Transportation Impact Fees shall occur at the time application is made for the building permit, and shall be the amount of the Maximum Assessable Transportation Impact Fee per Service Unit as set forth in Exhibit B, Schedule 1 then in effect.
- C. For New Development which is submitted for approval pursuant to the City’s subdivision regulations or which is proposed for replatting on or after the effective date of this Ordinance, Assessment of Impact Fees shall be at the time of final plat or replat approval, and shall be the amount of the Maximum Assessable Roadway Impact Fee per Service Unit as set forth in Exhibit B, Schedule 1 then in effect.
- D. Following Assessment of the Impact Fee pursuant to this Section, the amount of the Impact Fee Assessment per Service Unit for that development cannot be increased, unless the developer of the property in the Service Area proposes to change the approved development by the submission of a new application or amendment for final approval, or other development application that results in approval of additional Service Units, in which case a new Assessment shall occur at the Exhibit B, Schedule 1 rate then in effect for such additional Service Unit.
- E. The City Engineer, or his or her designee, shall compute the Transportation Impact Fees for New Development by first determining whether the New Development is eligible for Credits calculated in accordance with this Ordinance, which would further reduce Impact Fees otherwise due in whole or in part. The total amount of Impact Fees for the New Development shall be attached to the development application as a condition of approval.
- F. Approval of an amending plat pursuant to Texas Local Government Code, Section 212.016 and the City’s subdivision regulations is not subject to reassessment for an Impact Fee, unless as a result of the amendment the use changes and results in additional Service Units.

**SECTION XII. Exemptions to Impact Fees**

Pursuant to Texas Local Government Code Section 395.022, as amended, a public school district is not required to pay Transportation Impact Fees imposed under this Ordinance unless the board of trustees of the district consents to the payment of the fees by entering a contract with the City imposing the fees or they voluntarily elect to contribute to road improvements

### SECTION XIII. Collection of Impact Fees

Transportation Impact Fees shall be collected in the following manner; however, the City has the ability to require construction greater than the Transportation Impact Fee Collection Rate for amounts up to the Maximum Assessable Transportation Impact Fee:

- A. The Transportation Impact Fee Collection Rate shall be paid at the time the City issues a building permit for a New Development. For New Development which does not require a building permit (such as a change in use), the Transportation Impact Fee Collection Rate shall be paid prior to the issuance of a Certificate of Occupancy.
- B. For properties requiring a plat, the Transportation Impact Fee Collection Rate to be paid and collected per Service Unit for New Development shall be the amount listed in Exhibit B, Schedule 2 in effect at the time of final plat or replat for approval for up to a one-year period following such final plat or replat approval. After the one-year period has expired, the Transportation Impact Fee collection Rate shall be paid according to the current amount listed in Exhibit B, Schedule 2 then in effect.
- C. For properties that do not require the filing of a plat, the Transportation Impact Fee Collection Rate shall be paid and collected per Service Unit for New Development in the amount listed in Exhibit B, Schedule 2 in effect at the time that the building permit application is filed.
- D. If the building permit for which an Impact Fee has been paid has expired, and a new application is thereafter filed, the Transportation Impact Fee Collection Rate shall be computed using Exhibit B, Schedule 2 in effect at the time of the new application, with Credits for previous payment of Impact Fees being applied against the new Impact Fees due.
- E. Whenever the property owner proposes to increase the number of Service Units for a development, the additional Impact FeeS collected for such new Service Units shall be determined by using Exhibit B, Schedule 2 in effect at the time of the request and such additional fee shall be collected at the times prescribed by this section.
- F. The City may vary the rates of collection or amount of Transportation Impact Fees per Service Unit among or within Service Areas in order to reasonably further goals and policies affecting the adequacy of roadway facilities serving New Development, or other regulatory purposes affecting the type, quality, intensity, economic development potential or development timing of land uses within such Service Areas.
- G. The Maximum Assessable Roadway Impact Fee per Service Unit for Roadway Facilities, as may be amended from time to time, hereby is declared to be an approximate and appropriate measure of the impacts generated by a new unit of development on the City's Roadway System. To the extent that the Transportation Impact Fee Collection Rate charged against a New Development, as may be amended from time to time, is less than the Maximum Assessable Transportation Impact Fee per Service Unit assessed, such difference hereby is declared to be founded on policies unrelated to measurement of the impacts of the New Development on the City's roadway system. The Maximum Assessable Roadway Impact Fee may be used in evaluating any claim by a property owner that the dedication or construction of a Capital Improvement within a Service Area imposed as a condition of development approval pursuant to the City's subdivision or

development regulations is disproportionate to the impacts created by the development on the City's Roadway System.

**SECTION XIV. Credits against Impact Fees**

The City may credit the contribution of land, improvements or funding for construction of any System Facility that is required or agreed to by the City, pursuant to rules established in this section or pursuant to administrative guidelines promulgated by the City with the following limitation:

- A. The Credit shall be associated with the plat or other detailed plan of development for the property that is to be served by the Roadway Facility.
- B. Master Planned Community projects, including subdivisions containing multiple phases, and whether approved before or after the effective date of these Impact Fee regulations, may apply for Credits against Transportation Impact Fees for the entire project based upon contributions of land, improvements or funds toward construction of system facilities. Credits shall be determined by comparing costs of Transportation Capital Improvements supplied by the project with the costs of Transportation Capital Improvements to be utilized by development within the project, utilizing a methodology approved by the City. The Credit determination shall be incorporated within an agreement for Credits, in accordance with this Ordinance. The Roadway requirements of an agreement for Credits shall not be less than what is required by the City's adopted Codes.
- C. The City's current policies and regulations shall apply to determine a New Development's obligations to construct adjacent System Facilities. The obligation to construct, however, shall not exceed the Maximum Assessable Transportation Impact Fee assessed against the New Development under Exhibit B, Schedule 1. Construction required under such policies and regulations shall be a Credit against the amount of Impact Fees otherwise due. If the costs of constructing a System Facility in accordance with the current City policies and regulations are greater than the amount of the Transportation Impact Fee Collection Rate due, the amount of the Credit due shall be deemed to be 100% of the assessable Impact Fees and no Impact Fee shall be collected thereafter for the development, unless the number of Service Units is subsequently increased.
- D. All Credits against Transportation Impact Fees shall be based upon standards promulgated by the City, which may be adopted as administrative guidelines, including the following standards:
  - a. No Credit shall be given for the dedication or construction of Site-related Facilities.
  - b. No Credit shall be given for a Roadway Facility which is not identified within the Transportation Impact Fee Capital Improvement Plan, unless the facility is on or qualifies for inclusion on the Plan and the City agrees that such improvement supplies capacity to New Developments other than the development paying the Transportation Impact Fee and provisions for Credits are incorporated in an agreement for Credits pursuant to this Ordinance.
  - c. In no event will the City grant a Credit when no Transportation Impact Fees can be collected pursuant to this Ordinance or for any amount exceeding the

Transportation Impact Fee Collection Rate due for the development, unless expressly agreed to by the City in writing.

- d. The City may participate in the costs of a System Facility to be dedicated to the City, including costs that exceed the amount of the Maximum Assessable Impact Fees for the development, in accordance with policies and rules established by the City. The amount of any Credit for construction of System Facility shall be reduced by the amount of any participation funds received from the City.
- e. Where funds for Roadway Facilities have been escrowed under an agreement that was executed with the City prior to the effective date of this Ordinance, the following rules apply:
  - 1. Funds expended under the agreement for Roadway Facilities shall first be credited against the amount of Transportation Impact Fees that would have been due under Exhibit B, Schedule 2 for those units of development for which building permits already have been issued;
  - 2. Any remaining funds shall be credited against Impact Fees due for the development under Exhibit B, Schedule 2 at the time building permits are issued.
- E. Credits for construction of Capital Improvements shall be deemed created when the Capital Improvements are completed and the City has accepted the facility, or in the case of Capital Improvements constructed and accepted prior to the Effective Date of this Ordinance shall expire ten (10) years from the date the Credit was created. Credits arising prior to such Effective Date shall expire ten (10) years from such effective date. Upon application by the property owner, the City may agree to extend the expiration date for the Credit on mutually agreeable terms.
- F. Unless an agreement for Credits, as described herein, is executed providing for a different manner of applying Credits against Transportation Impact Fees due, a Credit associated with a plat or replat shall be applied at the time of application for the first building permit and, at each building permit application thereafter, to reduce Impact Fees due until the Credit is exhausted.
- G. An owner of a New Development who has constructed or financed a Transportation Capital Improvement or Roadway Facility expansion designated in the Transportation Impact Fee Capital Improvements Plans, or other Transportation Capital Improvement that supplies excess capacity, as required or authorized by the City, shall enter into an agreement with the City to provide for Credits against Transportation Impact Fees due for the development in accordance with this paragraph. The agreement shall identify the basis for and the method for computing and the amount of the Credit due and any reduction in Credits attributable to consumption of road capacity by developed lots or tracts served by the Transportation Capital Improvements. For multi-phased projects, the City may require that total Credits be proportionally allocated among the phases. If authorized by the City, the agreement also may provide for allocation of Credits among New Developments within the project, and provisions for the timing and collection of Impact Fees.

## **SECTION XV. Use of Proceeds of Impact Fee Accounts**

The Transportation Impact Fees collected for each Service Area pursuant to these regulations may be used to finance or to recoup the costs of all or a portion of any roadway improvements or facility expansions identified in the Transportation Impact Fee Capital Improvements Plan for the Service Area, including but not limited to the construction contract price, surveying and engineering fees, and land acquisition costs (including land purchases, court awards and costs, attorney's fees, and expert witness fees). Transportation Impact Fees may also be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligations issued by or on behalf of the City to finance such roadway improvement or facility expansions. Transportation Impact Fees may also be used to pay fees actually contracted to be paid to an independent qualified engineer or financial consultant for preparation of or updating the Transportation Impact Fee Capital Improvements Plan. The Capital Improvements Advisory Committee shall recommend a Transportation Impact Fee Funding Plan identifying the projects to be funded with Transportation Impact Fees. City Council shall have final approval of the funding plan. Impact Fees collected may not be used to pay for the expenses prohibited by Statute.

## **SECTION XVI. Establishment of Accounts**

The City's Finance Department shall establish an account to which interest is allocated for each Service Area for which a Transportation Impact Fee is imposed pursuant to this Ordinance. Each Impact Fee collected within the Service Area shall be deposited in such account with the following regulations:

- A. Interest earned on the account into which the Impact Fees are deposited shall be considered funds of the account and shall be used solely for the purposes authorized in this Ordinance and the Statute.
- B. The City's Finance Department shall establish adequate financial and accounting controls to ensure that Transportation Impact Fees disbursed from the account are utilized solely for the purposes authorized in this Ordinance and the Statute. Disbursement of funds shall be authorized by the City at such times as are reasonably necessary to carry out the purposes and intent of this Ordinance; provided, however, that any Transportation Impact Fee paid shall be expended within a reasonable period of time, but not to exceed ten (10) years from the date the fee is deposited into the account.
- C. The City's Finance Department shall maintain and keep financial records for Transportation Impact Fees, which shall show the source and disbursement of all fees collected in or expended from each Service Area. The records of the account into which Impact Fees are deposited shall be open for public inspection and copying during ordinary business hours. The City may establish a fee for copying services.

## **SECTION XVII. Impact Fee as Additional and Supplemental Regulation**

Transportation Impact Fees established by these regulations are additional and supplemental to, and not in substitution of, any other requirements imposed by the City on the development of land or the issuance of building permits or certificates of occupancy. Such Impact Fees are intended to be consistent with and to further the policies of the Capital Improvements Plan, the zoning ordinances, subdivision regulations and other City policies, ordinances and resolutions by which the City seeks to ensure the provision of adequate public

facilities in conjunction with the development of land. This Ordinance shall not affect, in any manner, the permissible use of property, density of development, design, and improvement standards and requirements, or any other aspect of the development of land or provision of public improvements subject to the zoning and subdivision regulations or other regulations and policies of the City, which shall be operative and remain in full force and effect without limitation with respect to all such development.

**SECTION XVIII. Updates to Plans and Revision of Fees**

The City shall update its Land Use Assumptions and Capital Improvements Plan and make any revision of fees as indicated below:

- A. The City shall update its Land Use Assumptions and Transportation Impact Fee Capital Improvements Plans and shall recalculate the Transportation Impact Fees based thereon in accordance with the procedures set forth in Texas Local Government Code, Ch. 395, or in any successor statute.
- B. Exhibit B, Schedule 2 may be amended without revising the Land Use Assumptions and Transportation Capital Improvements Plans at any time prior to the updated provided for in this Section, provided that the Transportation Impact Fee Collection Rate to be collected under Exhibit B, Schedule 2 do not exceed the Maximum Assessable Transportation Impact Fees assessed under Exhibit B, Schedule 1.
- C. If, at the time an update is required as indicated herein and the City Council determines that no change to the Land Use Assumptions, Transportation Impact Fee Capital Improvements Plan or Transportation Impact Fees are needed, it may dispense with such update by following the procedures in Texas Local Government Code, Section 395.0575 or its successor statute.
- D. The City may amend any other provisions of this Ordinance in accordance with procedures for ordinance amendments contained in the City’s Charter or State law.

**SECTION XIX. Refunds**

- A. Upon application, and Transportation Impact Fee or portion thereof collected pursuant to this Ordinance, which has not been expended within the Service Area within ten (10) years from the date of payment, shall be refunded to the record owner of the property for which the Impact Fee was paid or, if the Impact Fee was paid by another entity, to such entity. The application for refund pursuant to this section shall be submitted within sixty (60) days after the expiration of the ten-year period for expenditure of the Impact Fee. An Impact Fee shall be considered expended on a first-in, first out basis.
- B. An Impact Fee collected pursuant to this Ordinance shall also be considered expended if the total expenditures for Capital Improvements or Roadway Facility expansions authorized within the Service Area within ten (10) years following the date of payment exceeds the total fees collected within the Service Area for such improvements or expansions during such period.
- C. If a refund is due pursuant to Subsections A or B, the City shall divide the difference between the amount of expenditures and the amount of the Impact Fees collected by the total number of Service Units assumed within the Service Area for the period to determine the refund due per Service Unit. The refund to the record owner shall be



calculated by multiplying the refund due per Service Unit by the number of Service Units for the development for which the fee was paid, and interest due shall be calculated upon that amount.

### **SECTION XX. Rebates**

If the building permit for a New Development for which a Transportation Impact Fee has been paid has expired, and a modified or new application has not been filed within six (6) months of such expiration, the City shall, upon written application, rebate the amount of the Impact Fee to the record owner of the property for which the Impact Fee was paid. If no application for rebate pursuant to this subsection has been filed within this period, no rebate shall become due.

### **SECTION XXI. Appeals**

The property owner or applicant for New Development may appeal the applicability or amount of the Transportation Impact Fee or the availability or amount of Credits or Refunds to the City Council using the following procedure:

- A. The burden of proof shall be on the applicant to demonstrate that relief should be granted by the City.
- B. The applicant must file a written notice of appeal with the City Manager or his/her designee within thirty (30) days following the decision being appealed. Along with the notice of appeal, an applicant may request an alternative Service Unit computation for land uses not contained with the latest edition of the ITE Trip Generation Manual by submitting a trip generation study demonstrating the appropriateness of the trip generation rates for the proposed development. An applicant may also include an alternative Service Unit Calculation.
- C. The City Manager or his/her designee (“Manager”) may (1) resolve the appeal, if the applicant agrees with the Manager’s decision, or (2) if the applicant does not agree, refer the matter to the Capital Improvements Advisory Committee to make a decision, along with the City Manager’s recommendation and any trip generation study provided, if any.
- D. If City Council review is requested by the applicant after receiving the City Manager’s and/or Capital Improvements Advisory Committee decision, the City secretary shall schedule a public hearing at which the applicant may present testimony and evidence before the city Council. The City Council shall act on the appeal within 60 days of receipt of the notice of appeal by the City, unless otherwise agreed by the Applicant.
- E. If the notice of appeal is accompanied by a payment or other security satisfactory to the City Attorney in an amount equal to the original determination of the Transportation Impact Fee due, the City shall process and may issue a building permit if other requirements are met while the appeal is pending.
- F. If the City Council allows for a different amount of the Transportation Impact Fee due for a New Development under this section to be paid, it may cause to be appropriated from other City funds the amount of the reduction in the Impact Fee to the account for the Service Area in which the property is located.

**SECTION XXII. Severability**

If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION XXIII. Conflicts**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances for the City of Manor, Texas, as amended, except where provisions of this Ordinance are in direct conflict with the provisions of such ordinances or such Code, in which event the conflicting provisions of such ordinances and Code are hereby repealed.

**SECTION XXIV. Effective Date**

This Ordinance shall take effect on \_\_\_\_\_ or immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code, whichever is later, and it is accordingly so ordained.

READ and APPROVED on first reading on this the \_\_\_ day of \_\_\_\_\_, 2024 at a meeting of the Manor, Texas City Council; there being a quorum present.

By motion duly made, seconded and passed with an affirmative vote of all the Councilmembers present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED and ADOPTED on first reading of ordinance this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at a meeting of the Manor, Texas City Council; there being a quorum present.

THE CITY OF MANOR, TEXAS

\_\_\_\_\_  
Dr. Christopher Harvey, Mayor

Attest:

\_\_\_\_\_  
Lluvia Almaraz, City Secretary

**EXHIBIT A (TRANSPORTATION IMPACT FEE STUDY)**

The Transportation Impact Fee Study is on file in the Engineering Department and the City Secretary's Offices. Due to size, it is not attached to the Ordinance but is referenced and incorporated herein as if attached.

**EXHIBIT B**

**SCHEDULE 1**

**MAXIMUM ASSESSABLE ROADWAY IMPACT FEE PER SERVICE UNIT**

Maximum Assessable Impact Fee	Service Unit
	Vehicle Mile

**SCHEDULE 2**

**TRANSPORTATION IMPACT FEE COLLECTION RATE PER SERVICE UNIT**

Transportation Impact Fee	Service Unit
	Vehicle Mile