



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
JANUARY 11, 2023**

**PRESENT:**

**COMMISSIONERS:**

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

**CITY STAFF:**

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

**REGULAR SESSION: 8:00 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 8:21 p.m. on Wednesday January 11, 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 of the December 14, 2022, CIF Advisory Committee Regular Meeting.**

**MOTION:** Upon a motion made by Commissioner Paiz and seconded by Commissioner Small to approve the consent agenda.

There was no further discussion.

**Motion to Approve carried 5-0**

## **REGULAR AGENDA**

- 2. Consideration, discussion, and possible action on the Land Use Assumptions map.**

Engineer Gray presented the Land Use Assumptions Map to the Committee. She stated the changes were made to the map as requested by the Committee. She then highlighted the changes that were made. She clarified changes were made to the descriptions to match the descriptions on the Comprehensive Plan.

Engineer Gray explained that the next steps for the Land Use Assumptions Map to be approved included a public hearing, a resolution and approval by City Council.

Discussion was held regarding the future proposed developments that were considering opting out of Manville due to capacity and cost.

Developer Representative Timmermann explained the Manville's Impact Fee collections policies.

Director Dunlop detailed the current phase of development for New Haven, Monarch Ranch and other developments in that area of manor. Discussion of the water storage tank and lift stations was held.

**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Paiz to approve the Land Use Assumptions map with the noted corrections to ID numbers 132 and 26.

There was no further discussion.

**Motion to Approve carried 5-0**

### **3. Consideration, discussion, and possible action on setting a population projection.**

Engineer Gray explained the different potential population rates. Several options were laid out in the information located in the meeting packet. Growth rates of 3, 5, and 11 percent were charted. She stated that GBA recommend the population projection be based on at least a 5 percent growth rate.

Engineer Gray explained to the Committee how the population projections play a part with setting the LUEs and determining the impact fees. She detailed how the LUEs were calculated based on 3 individuals per single family residents per LUE.

Engineer Gray answered questions regarding addressing future changes in the population projections.

Director Dunlop answered questions regarding the calculations he presented to the Engineers with the 11 percent growth increase. He stated the calculations were based on meter connections within the city.

Engineer Gray and Director Dunlop answered questions regarding current population increases and how population fluctuation would affect the consideration of setting the population projections.

**MOTION:** Upon a motion made by Developer Representative Timmeramann and seconded by Commissioner Paiz to set the population projections at 7 percent.

There was no further discussion.

**Motion to Approve carried 5-0**

### **4. Consideration, discussion, and possible action on a Roadway Impact Fee district map.**

Engineer Gray presented the proposed Roadway Impact Fee District Map to the Committee. She explained there was a limit to a six miles radius for each district with the city divided into 2 sections. The sections were decided on based on the radius requirement and the approved TIAs. The prices for the sections would not be the same but would be close. She reminded the committee that only city roads could be considered with setting the Roadway Impact Fee.

Discussion was held regarding the setting of the boundaries of the sections. Questions were voiced regarding the lack of representation of proposed city roads on the map. Engineer Gray stated an overlay of those roads could be added.

Discussion was held regarding the Travis County and City of Austin Traffic Impact Analysis that is currently underway. TXDOT and Travis County have new staff working on these. Manor ISD improvements may need to be considered.



Discussion was held regarding annexation affecting the impact sections. Director Dunlop stated he would send new shape files to GBA to assist with the map layout. Engineer Gray stated they were working on updating all the city maps.

There was no further discussion.

**No action was taken.**

**5. Consideration, discussion, and possible action on Capital Improvement Project needs.**

Engineer Gray addressed the committee regarding the Capital Improvement Project needs for the city. She stated she will make sure all future changes are added to the CIP list.

Discussion was held regarding the following items:

- Bid Opening for Presidential Glen lift station
- Bid Opening for Bell Farms lift station
- Regional Wastewater Treatment Plan
- Greg Lane Storage Tank
- Greg Lane Pump Station
- Wilbarger Plant Expansion
- Cottonwood Treatment Plant Expansion
- Manor Springs Water
- Epcor Water Agreement
- Engineering Cost

Engineer Gray detailed the current water infrastructure with special attention to location of the water lines. She expressed the importance of setting the water and wastewater impact fees as soon as possible.

Engineer Gray stated updates may need to be done to the CIF Advisory calendar.

There was no further discussion.


No Action Taken

**ADJOURNMENT**

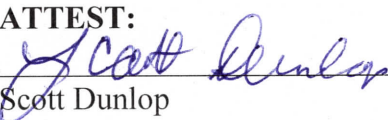
**MOTION:** Upon a motion made by Commissioner Small and seconded by Commissioner Paiz to adjourn the regular scheduled CIF Advisory Committee at 9:20 p.m. on Wednesday, January 11, 2023.

There was no further discussion.

**Motion to Adjourn carried 5-0**

**APPROVED:** 

Cresandra Hardeman  
Chairperson

**ATTEST:** 

Scott Dunlop  
Development Services Director

