



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
NOVEMBER 9, 2022**

PRESENT:

COMMISSIONERS:

Julie Leonard, Chair, Place 1(Absent)
Anthony Butler, Place 2
Cresandra Hardeman, Place 3
Vacant, Place 4
Jennifer Wissmann, Place 5 (Absent)
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 9:23 p.m. on Wednesday November 9, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak during public comments regarding plazas. Mr. Battaile read from the City of Ordinance 14.02.065 Office, Commercial, Institutional (b) 1 (g) office, commercial, institutional. He stressed the acreage of 10 acres or more portion of the code. He stated it was his opinion that the city should require developments to put in a plaza.

CONSENT AGENDA

1. **Consideration, discussion and possible action to approve the minutes of the October 12, 2022, CIF Advisory Committee Regular Meeting.**

MOTION: Upon a motion made by Commissioner Butler and seconded by Representative Timmermann 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 an updated Community Impact Fee Advisory Committee Schedule.

Engineer Gray addressed the CIF Advisory Committee regarding the CIF Advisory Schedule. She stated that the new schedule did not affect the CIF Advisory Committee. The proposed changes involved publication requirements and City Council dates.

MOTION: Upon a motion made by Commissioner Butler and seconded by Commissioner Small to approve the updated CIF Advisory Schedule.

There was no further discussion.

Motion to Approve carried 5-0

3. Consideration, discussion, and possible action on the Land Use Assumptions Map.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card to speak in opposition of this item. Mr. Battaile stated he felt the city needed a new downtown area. We need to find approximately 30 acres of land so the city can put in a recreational center, community pool, art museum, performance art center, etc. Mr. Battaile requested information on the process for the city to be able to make that happen. Mr. Battaile asked if the property owners could protest.

Director Dunlop explained the Land Use Assumptions Map was specifically for water and wastewater planning. Owners can protest. The assignment of the uses is not zoning changes. The information is used for the purpose of preventing inadequate infrastructure.

Robert Battaile expressed his disapproval of the Comprehensive Plan. He stated that he would like for the Industrial and Manufacturing properties to be moved to a different portion of the city.

Director Dunlop explained the Comprehensive Plan, Land Use Assessment Map and Living Unit Equivalent (LUE) helps guide infrastructure development within the city.

Engineer Gray presented to the Committee with a map that reflected the changes made to the Land Use Map at the last meeting. She described the items that indicated changes on the map that was requested at the last meeting. Discussion was held regarding the layout and landmarks on the map. Engineer Gray pointed out the ETJ sections. She explained the importance of evaluating certain sections in the ETJ that were going to be annexed to ensure proper planning when extending services to the outlying areas of the City Proper.

Discussion was held by the Committee. Items discussed were as followed:

- Possible changes to more closely reflect the map shown in the Comprehensive Plan
- LUEs and how they are calculated for each category listed on the map
- The categories listed on the map such as mixed use density, multifamily, etc.
- Future Land Use Map and the plans for the ETJ
- Development affecting the current infrastructure
- How infrastructure is affecting growth, planning, and proposed development
- Concerns regarding the Land Use Assumptions being set to low
- Thoroughfare in the areas being developed
- Projected areas of development
- Planned Regional Wastewater Treatment Plant
- Flood plain areas preventing growth
- Cottonwood Wastewater Treatment Plant
- Amenities within the subdivisions
- Expansion of water and wastewater lines in the city
- Increasing production in wastewater plants
- Differences with the map and the one shown in the Comprehensive Plan
- Providers for water and wastewater in the areas outside the City Limits not shown on the Map

Engineer Gray reviewed next steps. She stated changes would be made to submit back to the Committee for approval at the next meeting.

There was no further discussion.

No Action Taken.

4. Consideration, discussion, and possible action on a Roadway Impact Fee Land Use Map.

Engineer Gray addressed the Committee regarding the Land Use Map for the Roadway Impact Fee. She clarified the categories on the map. She stated fees would differ from the impact fees of the Water and Wastewater Impact Fees. She detailed the items that could not be considered for setting the fees, such as future growth in certain areas unless they fall within the City Limits.

Engineer Gray answered questions concerning the things that could be considered when setting fee amounts. Traffic Impact Analysis (TIAs), options for setting the dividing lines for the quadrants, and other means to judge impact were on the list of things to consider.

Engineer Gray stated she would clarify with the City's Legal Team regarding the fees. She suggested the committee to move forward with the Water and Wastewater Impact Fee recommendations and potentially postponing the Roadway Impact Fee recommendations to Council until more deliberation can be done.

Director Dunlop clarified the locations on the map that would need to be considered due to completion of the annexation process. Engineer Gray stated the map was in the process of being updated.

Director Dunlop answered questions from the Commission about the current and future roadway improvements in the city. Discussion was held regarding the improvements in the city and by other agencies that have jurisdiction within Manor and ETJ. Capital Improvement Projects done in connection with Cap Metro and the funding associated with those projects were discussed.

The collection of the fees, how they can be used, and how the city would receive the funds collected was discussed.

Director Dunlop answered questions concerning the changes to the City's roads that has been approved for improvements. Discussion

Discussion was held regarding the County Roads that the City has requested to be annexed into the city. Additional roads to have annexed were considered.

Traffic routes and thoroughfare plans were discussed as it relates to setting the fees for the Roadway Impact fees. The committee debated the problem areas within the city regarding traffic flow to identify the best way to divide the sections more equally.

Director Dunlop and Engineer Gray outlined how the recommendations from the Committee would be given to City Council. Engineer Gray stated she would have an updated map and any information obtained from legal at the next meeting.

There was no further discussion.

No Action was taken.

ADJOURNMENT


MOTION: Upon a motion made by Commissioner Butler and seconded by Commissioner Meyer to adjourn the Regular Session of the CIF Advisory Committee at 10:33 p.m. on Wednesday November 9, 2022.

There was no further discussion.

Motion to Approve carried 5-0

These minutes approved by the CIF Advisory Committee on the 14th day of December 2022. *(Recording Archived)*

APPROVED:


Cresandra Hardeman
Chairperson

ATTEST:


Scott Dunlop
Development Services Director

