



Julie Leonard, Place 1
Anthony Butler, Place 2
Cresandra Hardeman, Place 3
Vacant, Chair, Place 4
Jennifer Wissmann, Place 5
Cecil Meyer, Place 6
LaKesha Small, Place 7
Barth Timmermann, Developer Representative

Community Impact Fee Advisory Committee Regular Meeting

Wednesday, September 14, 2022 at 7:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PUBLIC COMMENTS

*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. Comments on specific agenda items must be made when the item comes before the Committee. To address the Community Impact Fee Advisory Committee, please complete the white card and present it to the City staff prior to the meeting. **No Action May be Taken by the Community Impact Fee Advisory Committee During Public Comments.***

REGULAR AGENDA

- 1. Consideration, discussion, and possible action on appointing a Chairperson to the Community Impact Fee Advisory Committee.**
- 2. Consideration, discussion, and possible action on a 2022 Community Impact Fee Advisory Committee schedule.**
- 3. Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.**

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, September 9, 2022, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 14, 2022
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on appointing a Chairperson to the Community Impact Fee Advisory Committee.

BACKGROUND/SUMMARY:

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 appoint a Chairperson to the Community Impact Fee Advisory Committee.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 14, 2022
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a 2022 Community Impact Fee Advisory Committee schedule.

BACKGROUND/SUMMARY:

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

2022 Community Impact Fee Update Program Schedule

STAFF RECOMMENDATION:

It is City Staff's recommendation that the Community Impact Fee Advisory Committee approve a 2022 Impact Fee Program schedule.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

CITY OF MANOR, TEXAS

2022 COMMUNITY IMPACT FEE UPDATE PROGRAM SCHEDULE

1. ADVISORY COMMITTEE (AC) REVIEW AND EVALUATE LAND USE ASSUMPTIONS (LUA), CAPITAL IMPROVEMENTS PLAN (CIP) AND COMMUNITY IMPACT FEE (CIF)
 - a. - City Council orders evaluation by Consultant September 7, 2022
 - b. - Review Advisory Committee make-up and activities September 14, 2022
 - c. - Evaluate LUA's with assistance from AC October 12, 2022
 - d. - Generate population projections and CIP needs November 9, 2022
 - e. - Generate CIP with review and comment from AC December 14, 2022
 - f. - Present LUA's and CIP to Council January 4, 2023
 - g. - Discuss CIF Calculation January 11, 2023
 - h. - Recommend Community Impact Fee February 15, 2023

2. COUNCIL ADOPT RESOLUTION SETTING PUBLIC HEARING ON LUA's AND CIP
 - Must adopt resolution within 60 days of receipt of LUA's and CIP January 4, 2023
 - Information must be available prior to advertisement of public hearing

3. CITY ADVERTISE PUBLIC HEARING January 13, 2023
 - 30 days prior to day before hearing date
 - Mail notices to registered interested parties
 - Advisory Committee files comments by 5th day prior to hearing date

4. COUNCIL CONDUCT PUBLIC HEARING February 15, 2023
 - Discussion of proposed LUAs and CIP
 - Receipt of public, interested party input

5. COUNCIL APPROVES LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN February 15, 2023
 - Adopt Land Use Assumptions and CIP
 - Must act within 30 days of hearing date

6. COUNCIL ADOPT RESOLUTION SETTING PUBLIC HEARING ON CIF March 1, 2023
 - Must adopt resolution within 60 days of receipt of CIF
 - Information must be available prior to advertisement of public hearing

7. CITY ADVERTISE PUBLIC HEARING March 17, 2023
 - 30 days prior to hearing date
 - Mail notices to registered interested parties
 - Advisory Committee files comments by 5th day prior to hearing date

8. COUNCIL CONDUCT PUBLIC HEARING April 19, 2023
 - Discussion of proposed CIF
 - Receipt of public, interested party input

9. COUNCIL APPROVES COMMUNITY IMPACT FEE ORDINANCE April 19, 2023
 - Adopt Ordinance
 - Must act within 30 days of hearing date



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 14, 2022
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.

BACKGROUND/SUMMARY:

Discussion of what the Community Impact Fee Advisory Committee is charged with.

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

- Outline

STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

1. Go over the proposed Advisory Committee Schedule.
2. Go over who will be on Advisory Committee
 - a. P&Z board
 - b. Developer Representative – Barth Timmerman
3. CIP was updated in January 2022 – but continued growth requires another update
4. First step is Land use Map revision to include proposed developments off Gregg Lane.
 - a. Will go over the map at the next meeting in October.