



Julie Leonard, Place 1
Jacob Hammersmith, Place 2
Philip Tryon, Place 3
Isaac Rowe, Place 4
Lian Stutsman, Place 5
Cecil Meyer, Place 6
LaKesha Small, Place 7
Barth Timmermann, Developer Representative

**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR MEETING
AGENDA**

Wednesday, January 8, 2020

6:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

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 Commission. 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.**

CONSENT

1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the October 9, 2019, Regular Meeting. Lluvia T. Almaraz, City Secretary

REGULAR AGENDA

2. Consideration, discussion, and possible action on appointing a Chairperson to the Community Impact Fee Advisory Committee Scott Dunlop, Asst. Dev. Services Director
3. Consideration, discussion, and possible action on a 2020 Community Impact Fee Advisory Committee schedule Scott Dunlop, Asst. Dev. Services Director

4. Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee Pauline Gray,
City Engineer

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).

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, January 3, 2020, 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: January 8, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the October 9, 2019, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: YES NO

ATTACHMENTS: YES (IF YES, LIST IN ORDER TO BE PRESENTED) NO

October 9, 2019 CIF AC minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the Community Impact Fee Advisory Committee approve the minutes of the October 9, 2019, Regular Meeting.

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE



Julie Leonard, Place 1
Jacob Hammersmith, Place 2
Philip Tryon, Place 3
Isaac Rowe, Place 4
Lian Stutsman, Chairperson, Place 5
Keith Miller, Place 6
LaKesha Small, Place 7
Barth Timmermann, Developer Representative

**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES**

Wednesday, October 9, 2019

6:00 p.m.

**Manor City Hall – Council Chambers
105 E. Eggleston Street**

COMMITTEE

PRESENT:

Place 2: Jacob Hammersmith
Place 3: Philip Tryon
Place 4: Isaac Rowe (Arrived at 6:06 p.m.)
Place 5: Lian Stutsman, Chairperson
Place 7: LaKesha Small
Bart Timmermann, Developer Representative

ABSENT:

Place 1: Julie Leonard
Place 6: Keith Miller

CITY STAFF PRESENT:

Pauline M. Gray, P.E., Staff Engineer
Lluvia T. Almaraz, City Secretary

REGULAR SESSION – 6:00 P.M.

With a quorum of the Committee Members present, the regular session of the Manor Community Impact Fee Advisory Committee was called to order by Chairperson Stutsman at 6:00 p.m. on Wednesday, October 9, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT

- 1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the September 11, 2019, Regular Meeting.**

MOTION: Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Small the Community Impact Fee Advisory Committee voted five (5) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

REGULAR AGENDA

- 2. Consideration, discussion, and possible action on generating a revised Capital Improvements Plan.**

City Staff Engineer Gray discussed the revised Capital Improvement Plan.

MOTION: Upon a motion made by Commissioner Hammersmith and seconded by Commissioner Row the Community Impact Fee Advisory Committee voted six (6) For and none (0) Against to approve the revised Capital Improvement Plan. The motion carried unanimously.

ADJOURNMENT

MOTION: Upon a motion made by Commissioner Rowe and seconded by Developer Representative Timmermann the Community Impact Fee Advisory Committee voted six (6) For and none (0) Against to adjourn the regular session of the Community Impact Fee Advisory Committee at 6:12 p.m. on Wednesday, October 9, 2019. The motion carried unanimously.

These minutes approved by the Community Impact Fee Advisory Committee on the ___ day of _____ 2019.

APPROVED:

Chairperson

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 8, 2020

PREPARED BY: Scott Dunlop, Assistant Development 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:

The Chairperson will serve as chair for this 2020 5-year update and any subsequent amendments within that 5-year period.

PRESENTATION: YES NO

ATTACHMENTS: YES (IF YES, LIST IN ORDER TO BE PRESENTED) NO

STAFF RECOMMENDATION:

It is City staff's recommendation that the Community Impact Fee Advisory Committee appoint a Chairperson to the Community Impact Fee Advisory Committee

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 8, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a 2020 Community Impact Fee Advisory Committee schedule

BACKGROUND/SUMMARY:

All meetings will be at 6pm preceding a Planning Commission meeting. However, there is one special meeting on Wednesday, February 26 at 6:00 pm.

PRESENTATION: YES NO

ATTACHMENTS: YES (IF YES, LIST IN ORDER TO BE PRESENTED) NO

2020 Schedule

STAFF RECOMMENDATION:

It is City staff's recommendation that the Community Impact Fee Advisory Committee approve a 2020 Community Impact Fee Advisory Committee schedule

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE

CITY OF MANOR, TEXAS
2020 COMMUNITY IMPACT FEE 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 November 6, 2019
 - b. - Review Advisory Committee make-up and activities January 8, 2020
 - c. - Evaluate LUA's with assistance from AC February 12, 2020, February 26, 2020
 - d. - Generate population projections and CIP needs March 11, 2020
 - e. - Generate CIP with review and comment from AC April 8, 2020
 - f. - Present LUA's and CIP to Council May 6, 2020
 - g. - Discuss CIF Calculation May 13, 2020
 - h. - Recommend Community Impact Fee June 10, 2020

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 May 6, 2020
 - Information must be available prior to advertisement of public hearing

3. CITY ADVERTISE PUBLIC HEARING May 15, 2020
 - 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 June 17, 2020
 - Discussion of proposed LUAs and CIP
 - Receipt of public, interested party input

5. COUNCIL APPROVES LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN June 17, 2020
 - Adopt Land Use Assumptions and CIP
 - Must act within 30 days of hearing date

6. COUNCIL ADOPT RESOLUTION SETTING PUBLIC HEARING ON CIF July 1, 2020
 - 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 July 10, 2020
 - 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 August 19, 2020
 - Discussion of proposed CIF
 - Receipt of public, interested party input

9. COUNCIL APPROVES COMMUNITY IMPACT FEE ORDINANCE August 19, 2020
 - Adopt Ordinance
 - Must act within 30 days of hearing date



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 8, 2020

PREPARED BY: Pauline Gray, City Engineer

DEPARTMENT: Engineering

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 and the activities for this 5-year update to the city's Capital Improvement Plan.

PRESENTATION: YES NO

ATTACHMENTS: YES (IF YES, LIST IN ORDER TO BE PRESENTED) NO

STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE