



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  
Bill Myers, Place 7  
Barth Timmermann, Developer Representative

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

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Wednesday, September 11, 2019

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**COMMITTEE**

**PRESENT:**

Place 1: Julie Leonard  
Place 2: Jacob Hammersmith  
Place 3: Philip Tryon  
Place 4: Isaac Rowe  
Place 5: Lian Stutsman, Chairperson  
Place 7: Bill Myers

**ABSENT:**

Place 6: Keith Miller  
Barth Timmermann, Developer Representative

**CITY STAFF PRESENT:**

Scott Dunlop, Assistant Development Services Director  
Frank Phelan, P.E., City Engineer  
Lluvia T. Almaraz, City Secretary

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Community Impact Fee Advisory Committee 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, September 11, 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.

## **REGULAR AGENDA**

### **1. Consideration, discussion, and possible action to appoint a Chairperson.**

The City staff's recommendation was that the Community Impact Fee Advisory Committee appoint a Chairperson.

**MOTION:** Upon a motion made by Commissioner Myers and seconded by Commissioner Leonard the Community Impact Fee Advisory Committee voted six (6) For and none (0) Against to appoint Lian Stutsman as Chairperson. The motion carried unanimously.

### **2. Consideration, discussion, and possible action on a 2019 Community Impact Fee Advisory Committee schedule.**

The City staff's recommendation was that the Community Impact Fee Advisory Committee approve a 2019 Impact Fee Program Schedule.

City Engineer Phelan discussed the amendments to the Community Impact Fee Program for the City of Manor. He explained the attached proposed 2019 Impact Fee Program Schedule for the amendment.

The discussion was held regarding the City of Manor's Capital Improvement Plans.

**MOTION:** Upon a motion made by Commissioner Myers and seconded by Commissioner Hammersmith the Community Impact Fee Advisory Committee voted six (6) For and none (0) Against to approve a 2019 Impact Fee Program Schedule. The motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Upon a motion made by Commissioner Myers and seconded by Commissioner Leonard 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 6:15 p.m. on Wednesday, September 11, 2019. The motion carried unanimously.

These minutes approved by the Community Impact Fee Advisory Committee on the 9<sup>th</sup> day of October 2019.

**APPROVED:**

*Lian Stutsman*

Lian Stutsman  
Chairperson

**ATTEST:**

*L. T. Almaraz*

Luvia T. Almaraz, TRMC  
City Secretary





**CITY OF MANOR, TEXAS**  
**2016 COMMUNITY IMPACT FEE 2019 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 4, 2019
  - b. - Review Advisory Committee make-up and activities September 11, 2019
  - c. - ~~Evaluate LUA's with assistance from AC~~ May Not Be Required
  - d. - Generate ~~population projections~~ and CIP needs October 9, 2019
  - e. - Generate CIP with review and comment from AC October 9, 2019
  - f. - Present LUA's and CIP to Council October 16, 2019
  - g. - Discuss CIF Calculation May Not Be Required
  - h. - Recommend Community Impact Fee May Not Be Required
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 October 16, 2019
  - Information must be available prior to advertisement of public hearing
3. CITY ADVERTISE PUBLIC HEARING
  - 30 days prior to day before hearing date
  - Mail notices to registered interested parties
  - Advisory Committee files comments by 5th day prior to hearing dateOctober 23, 2019
4. COUNCIL CONDUCT PUBLIC HEARING
  - Discussion of proposed LUAs and CIP
  - Receipt of public, interested party inputDecember 4, 2019
5. COUNCIL APPROVES LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN
  - Adopt Land Use Assumptions and CIP
  - Must act within 30 days of hearing dateDecember 4, 2019
6. COUNCIL ADOPT RESOLUTION SETTING PUBLIC HEARING ON CIF
  - Must adopt resolution within 60 days of receipt of CIF
  - Information must be available prior to advertisement of public hearingMay Not Be Required
7. CITY ADVERTISE PUBLIC HEARING
  - 30 days prior to hearing date
  - Mail notices to registered interested parties
  - Advisory Committee files comments by 5th day prior to hearing dateMay Not Be Required
8. COUNCIL CONDUCT PUBLIC HEARING
  - Discussion of proposed CIF
  - Receipt of public, interested party inputMay Not Be Required
9. COUNCIL APPROVES COMMUNITY IMPACT FEE ORDINANCE
  - Adopt Ordinance
  - Must act within 30 days of hearing dateDecember 4, 2019

