



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
LaKeshia Small, Place 7
Barth Timmermann, Developer Representative

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

Wednesday, October 9, 2019

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 September 11, 2019, Regular Meeting. Lluvia T. Almaraz, City Secretary

REGULAR AGENDA

2. Consideration, discussion, and possible action on generating a revised Capital Improvements Plan. Scott Dunlop, Asst. Dev. Services Director

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, October 4, 2019, 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: October 9, 2019

PREPARED BY: Lluvia T. Almaraz, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: YES NO

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

September 11, CIP Committee Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the CIP Committee approve the Community Impact Fee Advisory Committee Minutes of the September 11, 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
Bill Myers, Place 7
Barth Timmermann, Developer Representative

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

Wednesday, September 11, 2019

6:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

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
Bart 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 9th day of October 2019.

APPROVED:

Lian Stutsman
Chairperson

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes

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 LUAs 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 October 23, 2019
 - 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 December 4, 2019
 - Discussion of proposed LUAs and CIP
 - Receipt of public, interested party input

5. COUNCIL APPROVES LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN December 4, 2019
 - Adopt Land Use Assumptions and CIP
 - Must act within 30 days of hearing date

6. COUNCIL ADOPT RESOLUTION SETTING PUBLIC HEARING ON CIF May Not Be Required
 - 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 May Not Be Required
 - 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 May Not Be Required
 - Discussion of proposed CIF
 - Receipt of public, interested party input

9. COUNCIL APPROVES COMMUNITY IMPACT FEE ORDINANCE December 4, 2019
 - Adopt Ordinance
 - Must act within 30 days of hearing date