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**MINUTES**  
**Capital Impact Advisory Committee**  
**Meeting of June 8, 2017**

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*The Capital Impact Fee Advisory Committee of the City of Cedar Hill, Texas met on Thursday, June 8, 2017, at 4:00 p.m. in Conference Room "D" at the Cedar Hill Government Center, 285 Uptown Blvd. Bldg. 100, Cedar Hill, Texas 75104.*

*Present: Committee members Greg Patton, Don McGee, Mike Lemmon, Scott James, and Scott Emmons.*

*Absent: Al Armstead*

*The following City staff members were present: Rod Tyler, Elias Sassoon, Alan Dickerson, Gail Lux, Steve Schell, Dana Woods, LaShondra Stringfellow and Sharon Davis.*

**I. Call the meeting to order.**

Chairman Lemmon called the meeting to order at 4:00 p.m., declaring it an open meeting in which a quorum was present and the meeting notice duly posted.

**II. Approve the minutes of the January 26, 2017 meeting.**

A motion was made by Greg Patton to approve the minutes of the January 26, 2017 meeting, as presented. Scott James seconded the motion. The vote was as follows:

Vote: Ayes: 5  
Nays: 0

Chairman Lemmon declared the motion unanimously approved.

**III. Review and discussion of Capital Improvement Plans and Fees collected.**

Alan Dickerson, Director of Finance, reviewed with the Committee three tables, Table I, entitled "Sources and Uses of Funds", the "Street CRF Worksheet" and the "Water and Sewer CRF worksheet". It was noted that each of the funds shows the total revenues and expenditures along with the rolling 10-year collections.

**IV. Review and discussion of any perceived inequities in fees.**

Chairman Lemmon asked staff if any claims of perceived inequities in the implementation of the impact fees had been submitted. Gail Lux, Asst. Building Official, indicated that there were none. Rod Tyler reminded the board that Newman Academy, a charter school, was in the process of building a new "event center" and had questioned whether they were subject to having to pay Impact Fees. They had been informed that though state law explicitly exempted Independent School Districts,

no explicit exemption existed for charter schools however; they could request such from the City Council.

**V. Consider approving the semi-annual report.**

A motion was made by Scott Emmons to approve the report, as presented. Don McGee seconded the motion. The vote was as follows:

Vote: Ayes: 5  
Nays: 0

Chairman Lemmon declared the motion unanimously approved.

Scott James asked why the street funds for Zone 2 were so dissimilar to the other zones. Gail Lux indicated that there had not been much development going on in that zone.

**VI. Discussion and consideration of the need to update the Land Use Assumptions, Capital Improvements Plan or Impact Fees**

Mr. Rod Tyler, Director of Planning and Zoning indicated to the Committee that the mandatory 5 year update was due; however, based on the modest growth rate experienced over the past years that it may be more prudent to make a determination that no update to the land use assumptions, or capital improvement plans are needed at this time which, if there were no objections, would allow the city to defer the updates.

Since the last update of the Comprehensive Plan was in 2008, which was considered by the current studies, and the relatively modest growth experienced over the past five years, very little benefit will be derived from updating the studies at this time.

State Law is very specific about the procedures to defer the updating of impact fees and the studies that justify them. The cities must: (1) obtain Impact Fee Advisory Committee comments; (2) the governing body make a determination that updates are not needed; and (3) place notice in the newspapers stating the city does not intend to update the impact fee or studies at this time unless a written request to do so is received within 60 days of the first public notice, Cedar Hill will cause the update to occur.

Greg Patton felt it would be best to update the impact fees at the same time the Comprehensive Plan is updated.

The Committee would need to make its recommendation to the City Council regarding the update within the next 5 days. Chairman Lemmon asked if there had been a study with other cities on this matter. Rod Tyler indicated that there had not because each city will be unique when it comes to the status of their Comprehensive Plan, Master Utility and Thoroughfare Plans.

A motion was made to recommend to the City Council that there be no update of the study or fees at this time by Greg Patton. Scott James seconded the motion. The vote was as follows:

Vote: Ayes: 5  
Nays: 0

Chairman Lemmon declared the motion unanimously approved.

Chairman Lemmon asked for an update on projects from Public Works.

Elias Sassoon, Director of Public Works and Steve Schell, Civil Engineer was asked about the progress on Mansfield Road. They discussed several new projects on the horizon with the Committee.

## **VII. Adjourn**

There being no further business, Scott Emmons made a motion to adjourn. Scott James seconded the motion. The vote was as follows:

Vote: Ayes: 5  
Nays: 0

Chairman Lemmon adjourned the meeting at 4:52 p.m.

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Chairman Mike Lemmon

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Sharon Davis  
Executive Secretary