

PUBLIC NOTICE

**City of Lockhart
Impact Fee Advisory Committee
Wednesday, September 14, 2022
Immediately following 7:00 PM Planning and Zoning Commission meeting
Municipal Building — Glosserman Room
308 W. San Antonio St.**

AGENDA

1. Call meeting to order.
2. Consider the Minutes of the May 11, 2022, meeting.
3. Presentation and discussion regarding the impact fee update project, including an overview of impact fees, and growth rates for land use assumptions.
4. Adjourn.

Posted on the bulletin board in the Municipal Building, 308 W. San Antonio St., Lockhart, Texas, at 11:15 AM on the 8th day of September, 2022.

City of Lockhart
Impact Fee Advisory Committee
Wednesday, May 11, 2022

MINUTES

COMMITTEE MEMBERS PRESENT: Philip Ruiz, Phil McBride, Larry Metzler, Brad Lingvai, Rick Arnic, Ron Peterson, Chris St. Leger

COMMITTEE MEMBERS ABSENT: Manual Oliva

STAFF PRESENT: Dan Gibson, David Fowler, Christine Banda

VISITORS/CITIZENS ADDRESSING THE COMMITTEE: None

1. Call meeting to order. Chair Ruiz called the committee to order at 7:35 p.m.

2. Consider the Minutes of the December 8, 2021, meeting.

Member Peterson moved to approve the minutes as submitted, and Member St. Leger seconded. The motion passed by a vote of 7-0.

3. Consider semi-annual report to City Council concerning the status of implementation of Chapter 31 "Impact Fees" of the Code of Ordinances, and advise of the need to update the ordinance, land use assumptions, capital improvements plan, or impact fees.

Mr. Gibson reviewed the impact fee revenues, expenditures, and account balances for the previous six-month period, and the long-term trends since the City began collecting impact fees. He noted that the committee had already recommended to the City Council that the impact fee land use assumptions, capital improvement plans, and fees should be updated at this time, which would meet the requirement by State law that the City undertake an update every five years unless the City Council determines that it is not necessary. The Council subsequently committed to undertaking that project. Therefore, there was nothing new for the Committee to recommend.

There was discussion.

Member McBride moved to have the Chair of the Impact Fee Advisory Committee forward the semi-annual report to City Council with a recommendation that no further action is necessary other than the previously recommended five-year update. Member St. Leger seconded, and the motion passed by a vote of 7-0.


4. Adjourn.

Member Arnic moved to adjourn, and Member St. Leger seconded. The motion passed by a vote of 7-0, and the meeting adjourned at 7:48 p.m.

Approved: _____
Philip Ruiz, Chair

Date

MEMORANDUM

TO: Impact Fee Advisory Committee
FROM: Dan Gibson, City Planner 
DATE: September 8, 2022
SUBJECT: September 14 meeting

This meeting of the Impact Advisory Committee will be the first of several with the planning consultants hired to prepare the updated Land Use Assumptions, Capital Improvement Plans, and Impact Fees. Freese and Nichols staff will give a presentation focusing primarily on roadway impact fees and land use assumptions. The presentation is 43 pages (slides), so we want to give you time to review it before the meeting in hopes that it will help expedite the discussion during the meeting. The presentation is in color but would be black and white if copied on paper, so instead of printing it I will send it to you as an e-mail attachment along with the remainder of the agenda packet. You will then be able to see it in color, and we'll save paper by not copying 12 sets of 43 pages (22 sheets double-sided) for staff and the committee.

The water and wastewater elements of the impact fee update will be prepared by the City's engineering firm, TRC, in Austin. Since the scope of the needed water and wastewater capital improvements is dependent upon the forecasted population and employment growth over the next ten years, they will do most of their work after the draft land use assumptions have been approved by the committee.

A schedule is attached for the Land Use Assumptions and Roadway Impact Fee elements of the update project. The Water and Wastewater elements will be coordinated with this schedule.



Land Use Assumptions and Roadway Impact Fee Schedule July 13, 2022

		<u>Meeting/Action</u>
July 13	Project Kick-off Meeting	City Staff (Virtual Meeting)
July 29	Data Needs from City	City Staff
Aug. 2	Resolution by City Council calling for impact fee update and appointment of IFAC Committee.	City Council
Aug. 23	Data Collection: Traffic Counts between Tues-Thursday; GRAM week of August 22 nd or 29 th (ISD school start Aug. 17 th)	FNI
Sept. 14	IFAC Mtg. 1: Study overview; direction of growth rates for Land Use Assumptions (LUA)	IFAC (No. 1)
Nov. 11	Draft LUA calculations delivered to City	FNI
Nov. 29	City Staff Mtg. 1: Review of LUA, development of roadway CIP	City Staff (Virtual Meeting)
Dec. 2	City comments due of LUA calculations.	City Staff
Dec. 7	Draft LUA/CIP to City for IFAC	FNI
Dec. 14	IFAC Mtg. 2: Review/Approval of Draft LUA, discussion of preliminary CIP/direction by IFAC and City Staff	IFAC (No. 2)
Jan. 11	City Staff Mtg. 2: Discussion of cost per service unit fee and benchmarking	City Staff (No. 1)
Jan. 27	Draft Final Roadway Impact Fee Report to City	FNI
Feb. 1	Draft report, impact fee calculations, benchmarking to IFAC	City Staff
Feb. 8	IFAC Mtg. 3: Cost per service unit calculations	IFAC (No. 3)
Feb. 16	Final sealed Report to City	FNI



Impact Fee Program Update
Schedule of Important Dates

Feb. 21 (56 days)	Resolution by City Council establishing Public Hearing date for update of roadway impact fee program (PH within 60 days of resolution; April 25 th)	City Council
Mar. 17	Publish Notice of Public Hearing on impact fee (at least 30 days before PH; Report made available to public)	City Staff
Apr. 4	Draft Impact fee written recommendation to City Staff	IFAC
Apr. 10	IFAC recommendation due to City Secretary/Council (at least 5 business days prior to PH)	City Staff
Apr. 18	Public Hearing on Impact Fee; Resolution/Ordinance approving update of impact fee program (<i>adoption within 30 days of PH</i>)	City Council
May 16	Last day to adopt updated Ordinance*	City Council

****Public Hearing May 2nd if not done on the April 18th regular meeting. If not completed within 30-days of public hearing, a new public hearing process is required.***

Public Notice:

- *By certified mail to anyone with written requests 2 years prior to the plan process*
- *1 or more newspapers in county where the municipality resides (Caldwell County)*

City Council Meetings: 1st and 3rd Tuesdays, 7:00pm

IFAC Meetings: 2nd and 4th Wednesdays, 6:30pm



Impact Fee Program Update
Schedule of Important Dates

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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January							February							March						
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April							May							June							
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