

**Capital Improvements Program Advisory Committee (CIPAC)**  
**May 25, 2023**

**DRAFT MINUTES**

Members present:

Michael Humphries (Vice-Chair)  
Jared Wesley  
Justin French  
Martin Scott  
Mike Perdue  
Trent Baker

Members absent:

Alexa Boedeker (Chair)  
James Wood

Staff

Eric Oscarson, Director of Public Works  
Errick Thompson, Deputy Director of Public Works - Engineering  
Michelle McCullough, Assistant Director of Public Works/City Engineer  
Currie Reardon, Recording Secretary

- 1. Call to Order: 5:37 p.m.**
- 2. Approval of Minutes (*Staff Contact: Errick Thompson, Deputy Director of Public Works – Engineering*)**

Michael Humphries moved and Mike Perdue seconded a motion to approve minutes from the May 11, 2023 Capital Improvements Advisory Committee meeting. Motion passed 6-0.

- 3. Citizen Appearances**  
None

- 4. Reports and Discussion Items:**

- A. Receive a report, hold a discussion, and provide feedback regarding Roadway Impact Fees (*Staff Contact: Errick Thompson, Deputy Director of Public Works – Engineering*)**

Jeff Whitacre, Vice President at Kimley-Horn and Associates, Inc. provided a presentation regarding Roadway Impact Fees. The presentation covered the analysis, land use assumptions, growth projections, and capital projects necessary to determine new Maximum Allowable Fee values.

Committee members posed the following questions:

Q. Was an adjustment made to the ITE (Institute of Transportation Engineers) Trip Generation Manual data due to the COVID-19 pandemic in which many people were working from home?

A. No. While the report was published in September 2021, the data was collected pre-pandemic and can take a couple of years to be gathered, analyzed, and reviewed prior to the report being issued.

Q. How did the 50% reduction (credit) come about?

A. The 50% credit was adopted by the state legislature. It takes into account that the development will also generate additional ad-valorem taxes to the local government.

Q. How are apartments calculated in terms of Service Units?

A. Each apartment unit in an apartment building or complex is assessed. They generally approximate half the trips of a single family home.

Q. How do the calculations account for the number of cars and people residing in a Single-Family Service Unit?

A. The data used in the calculations are based on averages from the extensive data collection effort that goes into each update of the Trip Generation Manual.

Q. What is the background on why the current fees are flat across service areas?

A. Denton and Fort Worth were both updating their roadway impact fees at the time and they were likely viewed as models for consideration. Neither included the de facto exemption or \$0 fee for industrial growth in Service Area D.

Q. Are all capital improvement projects included in the Impact Fee Capital Program?

A. No, only capacity-increasing (growth-related) projects are included.

Q. Who determines Capital Improvements Program projects?

A. The city's Thoroughfare (Mobility) Plan is the basis of the program and the CIPAC is also involved in the review of the projects as included in tonight's presentation.

Q. Is Stone Road off of the project plan?

A. The presentation showed the southern portion is already constructed and the northern section remains on the plan and is actually in design now and being funded, in part, by impact fees.

Staff also clarified that a portion of Hurst Road was removed from the Mobility Plan and is no longer included in the Roadway Impact Fee Capital Plan.

There being no further business, Michael Humphries (Vice-Chair), adjourned the meeting.

Time: 6:36 p.m.