

**Water/Wastewater Impact Fee Update
Draft Schedule of Important Dates**

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ACTION BY</u>
Aug 28	Project Kickoff Meeting	City Staff
Sept 25	<u>CIAC Meeting #1</u> : Land Use Assumptions and Impact Fee 101	CIAC
Oct 3	<u>Council Meeting #1</u> : Impact Fees 101	City Council
Oct 28	<u>Progress Meeting</u> : Discuss impact fee calculation	City Staff
Nov 15	Draft Impact Fee Report to City for review (comments due by Nov 29)	FNI
Dec 5	Revised Draft report, impact fee calculations, benchmarking to CIAC	City Staff
Dec 12	<u>CIAC Meeting #2</u> : Impact fee calculations, benchmarking consideration/recommendation of impact fee	CIAC
Jan 2	<u>Council Meeting #2</u> : Resolution by City Council establishing Public Hearing date to consider possible adoption of impact fee (PH within 60 days of resolution) and presentation on results of Impact Fee Study	City Council
Jan 13	Final sealed Report to City	FNI
Jan 17	Publish Notice of Public Hearing on impact fee (at least 30 days before PH; Report made available to public)	City Staff
Feb 3	Impact fee written recommendation to City Council by CIAC	CIAC
Feb 10	CIAC recommendation due to City Secretary/Council (at least 5 business days prior to PH)	City Staff
Feb 20	<u>Council Meeting #3</u> : Public Hearing on Impact Fee; Resolution/Ordinance approving impact fee (<i>adoption within 30 days of PH</i>)	City Council

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*