

# City of Leon Valley

Planning & Zoning Commission  
Capital Improvements Advisory  
Committee (CIAC)



# Overview – Impact Fees

- Cities are allowed to charge developers a fee for the “impact” their new developments will have on the City’s water and sewer systems
- The fees are calculated based on land use assumptions (growth patterns) or with the adoption of system-wide land use assumptions
- State law requires assumptions to be reviewed by a professional engineer & updated at least every 5 years



# Overview - Impact Fees

- State and local law allows the Planning & Zoning Commission to be appointed as the Capital Improvements Advisory Committee (CIAC) to perform the reviews and updates
- Impact fees collected may only be spent on new improvements to water and sewer facilities and equipment attributed to growth
- Future water and sewer infrastructure needs are identified and categorized into a Capital Improvements Plan (CIP)
- The basis for the forecast of future growth patterns is the City's Master Plan



# CIAC Duties

- To advise and assist the City Council in adopting land use assumptions
- To review the Capital Improvements Plan (CIP) and file written comments
- To monitor and evaluate the implementation of the CIP



# CIAC Duties

- To file semi-annual reports regarding the progress of the CIP and report to the City Council any perceived inequities in implementing the Plan or imposing the impact fee
- To advise the City Council of the need to update or revise the land use assumptions, CIP, and impact fees



# The Process

- Law requires updates every five years
- During the five years, the CIAC is required by City Code to monitor the CIP & file written reports to the City Council every 6 months, detailing the progress or deviation of/from the plan
- At the 5-year mark, the CIAC should prepare a report for City Council, advising them if an update is needed
- Within 60 days of receiving the report, the Council is to set a date for a public hearing to determine the need for an update



# The Process

- If an updated plan is needed, the Council will cause an update to be prepared by a Professional Engineer
- Engineer submits his report to the CAIC for review
- CAIC makes recommendation based on future land planning and assumptions or on system-wide assumptions
- A date is set for the public hearing on the new fees, with fees and supporting documents made available to the public at City Hall
- Notice of hearings are sent to interested parties and is published in the official newspaper



# Current Conditions

- Staff recommends revising the Leon Valley Code of Ordinances to remove the mandate for bi-annual review of the fees
- The City Engineer determined that the current impact fees were adequate to support new development during the past five years
- City Engineer recommends increasing the fees for the purchase of 300 more acre-feet of water rights to support future growth
- No other improvements are needed at this time



# Conclusion

- Recommend convening the CIAC and conducting a meeting to start the process of updating the fees
- Recommend in-depth study of growth patterns during the next Master Plan review to determine future water and sewer supply needs