

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Discussion of the Planning & Zoning Commission's participation in the Capital Improvements Plan update.

Recommendation

No formal action required.

Discussion

The City is in the process of updating its Capital Improvement Plan (CIP). A CIP serves as a roadmap for future growth and contains major infrastructure projects like streets, sidewalks, utility lines and related facilities.

An adopted CIP is a necessary prerequisite and is the basis for charging Impact Fees. These Impact Fees have a couple important characteristics:

- Impact Fees must be spent on projects identified in the CIP
- Fee amount based on estimated cost of CIP projects
- Fee is quantified as one (1) "ESFC" (Equivalent Single Family Connection)

The Texas Local Government Code (see attached excerpt) prescribes the process cities follow for adopting Impact Fees. Cities are required to update the CIP every five (5) years. The city engineers have begun the data analysis and projects to update our CIP.

Part of the process is the use of a Capital Improvement Advisory Committee (CIAC) that undertakes the work of making land use assumptions, analyzing the need for future projects, and making a formal recommendation to City Council for the adoption of the CIP update.

In addition to playing a key role in the update process, the CIAC also reviews the CIP as projects are constructed and provides occasional reports to the City Council.

Staff recommends the P&Z Commission serves as the CIAC for the ongoing CIP update. The Commission plays a key role in development within the city and the CIP update will provide an excellent opportunity to collaborate with the City Council on this important work.

Approved By

Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/28/2023