
MINUTES
CAPITAL IMPACT ADVISORY COMMITTEE
MEETING OF AUGUST 4, 2022

The Capital Impact Fee Advisory Committee of the City of Cedar Hill, Texas conducted a meeting on Thursday, August 4, 2022, at 4:00 p.m. in Conference Room D of the Cedar Hill Government Center, 285 Uptown Blvd., Bldg. 100, Cedar Hill, Texas, 75104.

Present: Chairperson, Greg Patton; Vice-Chairperson, Scott Emmons; Committee Members, Al Armistead, Rod Tyler, and Moises Ruiz

Absent: Committee Member Kirtland Speaks

City Staff Members Present: Director of Planning, LaShondra Stringfellow; Director of Public Works, Tom Johnson; City Engineer, Robert Woodbury; Building Official, Gail Lux; Assistant Finance Director, Latifia Coleman; Director of Neighborhood Services, Stacey Graves; Senior Planner, Maria Peña; Planner, Katherine Linares; and Planning Secretary, Debra Kalsnes

1. Call the meeting to order.

Chairperson Patton called the meeting to order at 4:00 p.m., declaring it an open meeting with the meeting notice duly posted.

2. Approve the minutes of the February 17, 2022 meeting and the June 24, 2022 special meeting.

A motion was made by Committee Member Armistead to approve the minutes of the February 17, 2022 meeting and the June 24, 2022 special meeting, as presented. Chairperson Patton seconded the motion. The vote was as follows:

Ayes: 5 – Chairperson Patton, Vice-Chairperson Emmons, Committee Members Armistead, Tyler and Ruiz

Nays: 0

Abstain: 0

Chairperson Patton declared the motion carried.

3. Public Comments

There were no public comments.

4. Regular Agenda

- a. Discuss the progress of active, capital projects utilizing impact fees. (Public Works)

Director Johnson indicated that there were no active capital projects utilizing impact fees.

- b. Discuss the potential for future, capital projects utilizing impact fees. (Public Works)

Director Johnson indicated the city is in the process of updating the impact fees and updating the master plan.

- c. Discuss the financial report and capital impact fees collected. (Finance)

Assistant Finance Director, Latifia Coleman, reviewed the financial report with the Committee.

- d. Consider approving the Semiannual Report.

A motion was made by Committee Member Tyler to approve the report, as presented. Committee Member Armistead seconded the motion. The vote was as follows:

Ayes: 5 – Chairperson Patton, Vice-Chairperson Emmons, Committee Members Armistead, Tyler and Ruiz

Nays: 0

Abstain: 0

Chairperson Patton declared the motion carried.

- e. Discuss any perceived inequities in implementing the Capital Improvements Plan or imposing impact fees. (Building Inspections)

Building Official Lux indicated there were no written or verbal complaints.

- f. Discuss the status of the update to the Water, Wastewater, and Thoroughfare Master Plans and Impact Fee Rate Study. (Public Works)

Director Johnson indicated the city is in contact with Kimley-Horn for a request for qualifications (RFQ) of updating the impact fees and updating the water and sewer master plan.

5. Other Items

- a. Conduct an election for Chairperson for the Capital Impact Fee Advisory Committee.

Chairperson Patton nominated Vice-Chairperson Emmons. Committee Member Armistead made a motion to approve, and it was seconded by Committee Member Tyler.

- b. Conduct an election for Vice-Chairperson for the Capital Impact Fee Advisory Committee.

Chairperson Patton nominated Committee Member Tyler. Committee Member Armistead made a motion to approve, and it was seconded by Vice-Chairperson Emmons.

6. Staff Reports

a. Other capital projects. (Public Works)

Director Johnson updated the Committee on other capital projects not associated with impact fees.

b. Future Impact Fee Study and Water/Sewer Master Plans. (Public Works and Planning)

Director Johnson referenced previous statements made during the meeting.

c. Proposed and ongoing development. (Planning)

Director Stringfellow updated the Committee on future development.

Director Stringfellow asked the Committee to consider an alternate time for the CIFA meetings. She also presented the Committee with a printed copy of the Comprehensive Plan.

7. Adjourn

There being no further business, a motion to adjourn was made by Committee Member Tyler and seconded by Vice-Chairperson Emmons. The meeting adjourned at 4:53 p.m.



Greg Patton
Chairperson



Debra Kalsnes

Planning Executive Secretary