
MINUTES
CAPITAL IMPACT ADVISORY COMMITTEE
MEETING OF MARCH 2, 2023

The Capital Impact Fee Advisory Committee of the City of Cedar Hill, Texas conducted a meeting on Thursday, March 2, 2023, at 12:00 p.m. in Conference Room D of the Cedar Hill Government Center, 285 Uptown Blvd., Bldg. 100, Cedar Hill, Texas, 75104.

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

Absent: None

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

1. Call the meeting to order.

Chairperson Emmons called the meeting to order at 12:02 p.m., declaring it an open meeting with the meeting notice duly posted.

2. Approve the minutes of the August 4, 2022 meeting.

A motion was made by Committee Member Patton to approve the minutes of the August 4, 2022, meeting, as presented. Committee Member Speaks seconded the motion. The vote was as follows:

Ayes: 6 – Chairperson Emmons; Vice-Chairperson Tyler; Committee Members Patton, Armistead, Speaks and Ruiz

Nays: 0

Abstain: 0

Chairperson Emmons 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)

City Engineer Woodbury indicated that there were no active capital projects utilizing impact fees.

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

City Engineer Woodbury stated that there is a possibility of relocation and extension of the waterline on Lake Ridge Parkway. Director Johnson responded to Committee Member Armistead regarding the use of impact fees for storm water and the downtown plan.

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

Assistant Finance Director Coleman reviewed the financial report with the Committee. She stated that the 10-year rule of use of funding does not apply to interest.

- d. Consider approving the Semiannual Report.

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

Ayes: 6 - Chairperson Emmons; Vice-Chairperson Tyler; Committee Members Patton, Armistead, Speaks and Ruiz

Nays: 0

Abstain: 0

Chairperson Emmons 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 that after the RFQ process, Kimley-Horn was chosen as consulting for the land use consumption process, updating the impact fees and updating the water and sewer master plan.

5. Staff Reports

- a. Other capital projects. (Public Works)

Director Johnson updated the Committee on other capital projects not associated with impact fees. Director Johnson also indicated the city is in the process of updating the impact fees and updating the master plan.

b. Proposed and ongoing development. (Planning)

Director Stringfellow updated the Committee on current and future development. Director Johnson updated the Committee on truck traffic on J. Elmer Weaver Freeway and Mount Lebanon, and communication with TxDOT. Building Official Lux confirmed that all industrial parks were charged impact fees.

Director Stringfellow confirmed with the Committee that the noon meetings were acceptable.

6. Adjourn

There being no further business, a motion to adjourn was made by Committee Member Patton and seconded by Committee Member Speaks. The meeting adjourned at 12:49 p.m.



Scott Emmons
Chairperson



Debra Kalsnes
Planning Executive Secretary