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**MINUTES  
CAPITAL IMPACT ADVISORY COMMITTEE  
MEETING OF AUGUST 23, 2023**

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*The Capital Impact Fee Advisory Committee of the City of Cedar Hill, Texas conducted a meeting on Wednesday, August 23, 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, Kirtland Speaks, and Moises Ruiz*

*Absent: Committee Member Al Armistead*

*City Staff Members Present: Director of Public Works, Tom Johnson; Finance Director, Chuck Fox; Director of Neighborhood Services, Stacey Graves; Planning Manager, Maria Peña; Building Official, Gail Lux; and Planning Executive Assistant, Debra Kalsnes*

**1. Call the meeting to order.**

Chairperson Emmons called the meeting to order at 12:01 p.m., declaring it an open meeting with the meeting notice duly posted.

**2. Approve the minutes of the March 2, 2023 regular meeting and May 4, 2023 special meeting.**

A motion was made by Vice-Chairperson Tyler to approve the minutes of the March 2, 2023, regular meeting and the May 4, 2023 special meeting, as presented. Committee Member Patton seconded the motion. The vote was as follows:

Ayes: 4 – Chairperson Emmons; Vice-Chairperson Tyler; Committee Members Patton 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)

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 updated the Committee on the impact fee study and the thoroughfare plan.

At this point, Committee Member Speaks entered the meeting.

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

Director Fox reviewed the financial report with the Committee. There were no questions from the Committee.

- d. Consider approving the Semiannual Report.

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

Ayes: 5 - Chairperson Emmons; Vice-Chairperson Tyler; Committee Members Patton, 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.

## **5. Staff Reports**

- a. Updates on 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, Planning)

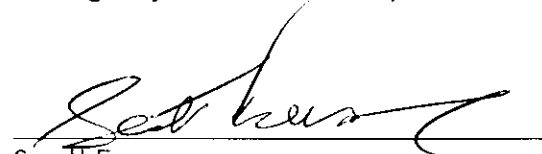
Director Johnson stated that working along with Planning and Zoning, the process with Kimley-Horn is going well. When completed, it will be presented to the Committee and then to City Council.

- c. Update on proposed and ongoing development. (Planning)

Planning Manager Peña updated the Committee on current and future development.

**6. Adjourn**

There being no further business, a motion to adjourn was made by Committee Member Speaks and seconded by Committee Member Patton. The meeting adjourned at 12:43 p.m.

  
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Scott Emmons  
Chairperson  
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Debra Kalsnes  
Planning Executive Secretary