
MINUTES
CAPITAL IMPACT ADVISORY COMMITTEE
MEETING OF FEBRUARY 22, 2024

The Capital Impact Fee Advisory Committee of the City of Cedar Hill, Texas conducted a meeting on Thursday, February 22, 2024, at 12:00 p.m. in T.W. "Turk" Canady Executive Briefing Room of the Cedar Hill Government Center, 285 Uptown Blvd., Bldg. 100, Cedar Hill, Texas, 75104.

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

Absent: Committee Members Al Armistead and Kirtland Speaks

City Staff Members Present: Director of Planning, Chasidy Benson; Director of Public Works, Tom Johnson; Finance Director, Chuck Fox; Planning Manager, Maria Peña; City Engineer, Robert Woodbury; Engineer in Training, Brittainie Cason; Building Official, Gail Lux; and Planning Executive Assistant, Debra Kalsnes

Kimley-Horn Consultants Present: Brandon Forsythe and Lisa Wang

1. Call the meeting to order.

Chairperson Emmons called the meeting to order at 12:00 p.m., declaring it an open meeting with the meeting notice duly posted.

2. Approve the minutes of the August 23, 2023, regular meeting.

A motion was made by Vice-Chairperson Tyler to approve the minutes of the August 23, 2023, regular 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 update.

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

Director Fox reviewed the financial report with the Committee. He answered the questions posed by the Committee.

- d.** Consider approving the Semiannual Report.

A motion was made by Committee Member Ruiz to approve the report, as presented. Vice Chairperson Tyler 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.

- 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)

City Engineer Woodbury updated the Committee on other capital projects not associated with impact fees. Director Johnson answered the Committee's questions regarding the capital projects.

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

Brandon Forsythe and Lisa Wang with Kimley-Horn gave a presentation to the Committee and answered the Committee's questions.

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

Director Benson updated the Committee on current and future private development.

6. Adjourn

There being no further business, a motion to adjourn was made by Committee Member Patton and seconded by Committee Member Ruiz. The meeting adjourned at 1:14 p.m.



Scott Emmons
Chairperson



Debra Kalsnes
Planning Executive Secretary

