

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE OF THE  
CITY OF NORTH RICHLAND HILLS, TEXAS  
HELD IN THE CITY HALL, 4301 CITY POINT DRIVE**

**NOVEMBER 1, 2018**

**REGULAR MEETING**

**A. CALL TO ORDER**

The Capital Improvements Advisory Committee of the City of North Richland Hills, Texas met on the 1st day of November, 2018 at 6:00 p.m. in the City Council Workroom prior to the 6:30 p.m. Planning and Zoning Commission work session meeting.

Present:	Justin Welborn	Place 1, Chairman
	Jerry Tyner	Place 2, Vice Chairman
	Kathy Luppy	Place 5, Secretary
	Don Bowen	Place 3
	Sarah Olvey	Place 4
	Mason Orr	Place 6
	Wendy Werner	Place 7
	Kelvin Deupree	Ex-Officio

Absent:

Staff Members:	Clayton Comstock	Planning Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Caroline Waggoner	Public Works Director
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant
	Craig Hulse	Director of Economic Development

Chairman Justin Welborn called the meeting to order at 6:01 p.m.

**B. GENERAL ITEMS**

**B.1 APPROVE MINUTES OF THE OCTOBER 5, 2017, CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING.**

November 01, 2018

Capital Improvements Advisory Committee Meeting Minutes

Page 1 of 3

**APPROVED**

A MOTION WAS MADE BY COMMISSIONER KATHY LUPPY, SECONDED BY COMMISSIONER DON BOWEN TO APPROVE MINUTES OF THE OCTOBER 5, 2017, CAPITAL ADVISORY IMPROVEMENTS COMMITTEE MEETING.

**MOTION TO APPROVE CARRIED 6-0.**

**B.2 CONSIDERATION OF THE SEMIANNUAL REPORT REGARDING THE PROGRESS OF THE IMPACT FEE PROGRAM'S CAPITAL IMPROVEMENT PLAN.**

Commissioner Wendy Werner arrived at 6:03 p.m.

Public Works Director Caroline Waggoner introduced Keith Reed to give a brief summary of why the Capital Improvements Advisory Committee receives an update of the impact fee program and provide a history of the program. Keith Reed, Reed Municipal Services, presented a historical outline of the impact fee program as it relates to North Richland Hills and the importance of the updates.

Ms. Waggoner stated impact fees are payments required by local government from new development for the purpose of providing new or expanded public capital facilities required to serve that development. She continued to present the water capital improvement plan and wastewater capital improvement plan. Ms. Waggoner stated the acronym "MUE" is a meter unit equivalent and presented a table comparing actual meter size to actual meter unit.

Ex-Officio Kelvin Deupree asked if changes can be made to the impact fees before 2023. Ms. Waggoner stated a new study could take place, however, the need for an update would require a significant change in predicted growth.

Ms. Waggoner presented an update to the water and wastewater impact fee funds. Chairman Welborn asked why the wastewater fund has a negative amount. Ms. Waggoner stated the negative amount is due to construction of a lift station, but the fund has a sustained growth.

Chairman Welborn and the Commission wish to receive a quarterly report on the water and wastewater impact fee funds.

Chairman Welborn called for a motion to accept or deny the report.

COMMISSIONER JERRY TYNER, SECONDED BY COMMISSIONER MASON ORR TO ACCEPT THE SEMIANNUAL REPORT WITH RESPECT TO THE PROGRESS OF THE CAPITAL IMPROVEMENTS PLAN AND AUTHORIZE THE CHAIRPERSON TO REPORT TO THE CITY COUNCIL THAT THERE ARE NOT ANY PERCEIVED INEQUITIES IN IMPLEMENTING THE PLAN OR IMPOSING THE CURRENT IMPACT FEE SCHEDULE.

**MOTION TO APPROVED CARRIED 7-0.**

**C. ADJOURNMENT**

Chairman Justin Welborn adjourned the Capital Improvements Advisory Committee meeting at 6:28 p.m.

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Justin Welborn, Chairman

Attest:

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Kathy Luppy, Secretary