

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE OF THE  
CITY OF NORTH RICHLAND HILLS, TEXAS  
HELD IN THE CITY HALL, 4301 CITY POINT DRIVE  
OCTOBER 5, 2017**

**REGULAR MEETING**

**A. CALL TO ORDER**

The Capital Improvement Advisory Committee of the City of North Richland Hills, Texas met in regular meeting on the 5th day of October, 2017 at 6:15 p.m. in the City Council Workroom prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

Present:	Randall Shiflet	Place 1, Chairman
	Steven Cooper	Place 7, Vice Chairman
	Kathy Luppy	Place 2, Secretary
	Justin Welborn	Place 1
	Don Bowen	Place 3
	Kathy Luppy	Place 5
	Mason Orr	Place 6

**Absent:**

Staff Members:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Caroline Waggoner	Public Works Director
	Justin Naylor	Civil Engineer
	Fahad Rajabali	Engineer Associate
	Craig Hulse	Director of Economic Development
	Vickie Loftice	Parks & Recreation Managing Director
	Rick Scott	Assistant Police Chief

Chairman Randall Shiflet called the meeting to order at 6:27 p.m.

**B. GENERAL ITEMS**

October 05, 2017

Capital Improvement Advisory Committee Meeting Minutes

Page 1 of 3

**B.1. APPROVE MINUTES OF THE JULY 20, 2017, CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEETING.**

**A MOTION WAS MADE BY COMMISSIONER JERRY TYNER, SECONDED BY COMMISSIONER DON BOWEN TO APPROVE MINUTES OF THE JULY 20, 2017, CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING.**

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

**B.2. CONSIDERATION AND ACTION REGARDING THE PROGRESS OF THE IMPACT FEE PROGRAM'S CAPITAL IMPROVEMENTS PLAN.**

Chairman Randall Shiflet called on City Engineer Caroline Waggoner to continue presenting the Impact Fee Program's Capital Improvements Plan from the July 2, 2017, Capital Improvement Advisory Committee meeting.

Ms. Waggoner provided the Commission a brief introduction to the impact fee program, common terms used, and why the program is being updated.

Ms. Waggoner presented an analysis of impact fees collected since March 2010 to May 2017 as well as the current balances.

Ms. Waggoner presented the updated impact fee rates as suggested by the new study.

Ms. Waggoner introduced the study consultants from Freese and Nichols, 4814 International Plaza #200, Fort Worth, TX 76109.

Steven Rhodes, a consultant from Freese and Nichols, briefed the Commission on why a new study has been created based on economic conditions and census data.

Commissioner Justin Welborn asked for examples of studies where impact fees accounted for the installation of a 16-inch water line, but a 12-inch water line was installed instead. Jessica Brown, a consultant from Freese and Nichols, stated there is an adjustment in the next impact fee study once actual costs are used. Commissioner Welborn asked if the MUE calculates any differences between types of residential and non-residential. Ms. Brown stated yes, such as meter size. Commissioner Welborn asked if fire flow is used in the calculation. Ms. Brown stated fire flow is not used, only water use. Commissioner Justin Welborn and Ms. Brown discussed the impact fee distinction between multi-family and commercial needs and

October 05, 2017

Capital Improvement Advisory Committee Meeting Minutes

Page 2 of 3

the fees associated with the uses. Commissioner Welborn asked where the study obtained its population and future land use projections. Ms. Brown stated they consulted with City staff.

Keith Reed, Reed Municipal Services, discussed how fire hydrants are not used in the impact fee calculation.

The Committee, Ms. Waggoner, and Mr. Reed discussed the motion to be made going forward to City Council.

**A MOTION WAS MADE BY COMMISSIONER JUSTIN WELBORN, SECONDED BY COMMISSIONER STEVEN COOPER TO ACCEPT THE UPDATED IMPACT FEE STUDY AND CAPITAL IMPROVEMENTS PLAN AND AUTHORIZE THE CHAIRMAN TO REPORT TO THE CITY COUNCIL THAT THEY APPROVE THE UPDATED LAND USE ASSUMPTIONS, THE UPDATED CAPITAL IMPROVEMENTS PLANS FOR WATER AND WASTEWATER AND THE ABOVE CALCULATED IMPACT FEES PER MUE BASED ON THOSE DOCUMENTS AND TO PHASE-IN THE INCREASED IMPACT FEES OVER FIVE YEARS.**

**MOTION CARRIED 7-0.**

**C. ADJOURNMENT**

Chairman Randall Shiflet adjourned the meeting at 7:19 p.m.

---

Justin Welborn, Chairman

Attest:

---

Kathy Luppy, Secretary