

**THIS IS NOT A VERBATIM TRANSCRIPTION  
CITY OF CLEBURNE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
MINUTES OF THE MAY 24, 2021 MEETING**

The Capital Improvements Advisory Committee of the City of Cleburne held a Public Meeting on Monday, May 24, 2021, at 6:35 p.m. in the Council Chambers of City Hall located at 10 N. Robinson.

**COMMITTEE MEMBERS PRESENT:**

Dena Day - Chairwoman  
Robert Walker  
Vance Castles  
Chris Saunders  
John Finnell-ETJ Representative

**COMMITTEE MEMBERS ABSENT:**

Albert Archer, Sr. – Vice Chairman  
Summerly Sherlock  
Sonny Albertson

**CITY STAFF PRESENT:**

Laura Melton, Assistant Director of Public Works  
Danielle Castillo, Planning Manager  
Colt Friedrich, Project Engineer  
Leland Peffley, Engineering Tech  
Lindsey Hale, City Attorney  
David Jellen, Planner

**CITY STAFF ABSENT:**

**CALL TO ORDER:**

The meeting was called to order by Chairwoman Day at 6:52 p.m. It was established that a quorum was present.

**CITIZEN COMMENTS:**

No citizen comments were made.

**APPROVAL OF MINUTES:**

The minutes of January 25, 2021 were considered.

Commissioner Walker requested a change of wording from “they were seconded” to “it was seconded” by Commissioner Walker. Change of wording was revised on the minutes of January 25, 2021.

Commissioner Saunders made a motion to approve the minutes of January 25, 2021. The motion was seconded by Commissioner Castles. **The motion to approve the minutes carried by a vote of 5-0.**

## **Overview**

Consider acceptance of the memorandum by Freese and Nichols, Inc, regarding the update of impact fee water, wastewater, and roadway service area boundaries for approval by city council.

Presented by Laura Melton P.E., from City Staff and Jessica Vassar, P.E., from Freese and Nichols, Inc.

## **Section 1**

### **Role as a committee**

1. Advise and assist in Land Use Assumptions.
2. Review the Impact Fee CIP.
3. File written Comments.
4. Advise the need to update or revise Land use Assumptions, Impact Fee CIP, and Impact Fees to City Council.  
(1-4 has been completed prior to the adoption of the ordinance by the City)
5. Submit to City Council a semi-annual report evaluating the progress of the city in achieving the CIP and identify any problems in implementing the plan or administering the impact fees.

## **Section 2**

### **Service Area Updates**

#### **1. Water and Wastewater Service Areas Updates**

- a. A slide was shown portraying the 2018 Water/Wastewater Service Areas.
- b. A second slide was shown portraying the revised updates of the water/wastewater service areas to cover annexed areas.

Laura explained that the changes to the services areas did not change any of the impact fee amounts and that it was a housekeeping item to make sure newly annexed areas were encompassed into service areas for assessment of impact fees. Laura also explained that the commission will need to recommend submitting the draft letter of recommendation concerning the impact fee service areas updates to City Council, to be reflected in the ordinance, while also acknowledging that there are no other changes to the Impact Fee Ordinance. These changes are only to update the service areas of water, wastewater and roadway boundaries.

Jessica Vassar from Freese and Nichols, Inc, then took over the presentation to explain to the commission the importance of this revision, as it allows impact fees to be collected from areas that may not currently be covered by the 2018 service area boundaries. The proposed boundaries are recommended to be updated to the CCN boundaries and updated in the ordinance to reflect this change.

## **2. Roadway Service Areas Updates**

- a. A slide showing the 2018 and proposed updated Roadway Service areas was shown.

Jessica explained that the Roadway Service Areas were also revised to encompass the latest changes to city annexations and changes to the city limits. Jessica explained that the different colors are representative of the six mile limit to service areas. Roadway service area boundaries are revised to incorporate annexations by the city and are recommended to be updated in the ordinance as well.

### **Section 3**

#### **Revised Service Area Updates Schedule**

##### **1. Schedule**

- a. A slide showing the schedule of these amendments to be adopted into city ordinance was shown.

Jessica explained that they were asking the commission to accept and recommend these changes to City Council in order to update the ordinance to reflect the new water, wastewater and roadway service area boundaries. She reiterated these boundaries are updated to the latest CCN's and annexations.

Jessica further extrapolated that they need to take this to a public hearing with City Council. First however they need CIAC's letter of recommendation to City Council.

Commissioner Finnell noted that changes appear located north of 2<sup>nd</sup> Street, east of Pearl Street, and North and South of Woodard. Commissioner Finnell stated that these were recent subdivisions. Laura confirmed that this was correct and that these were recent annexations.

##### **1. Draft Letter of Recommendation**

A draft letter of recommendation, concerning the updated water, wastewater and roadway service areas memorandum by Freese and Nichols, Inc, was provided to the committee to provide to the City Council. Laura explained that this report could be revised by the committee members or sent to the city council as written. It was also explained to the committee that the report was representative of, and contained the same information as the memorandum shown to the committee during this meeting.

Chairwoman Day called for a motion to adopt the recommended boundary changes and the draft recommendation for City Council for the water/wastewater and roadway impact fee boundary area updates as presented by staff. Commissioner Saunders seconded the motion.

The motion to accept carried by a vote **5-0**.

**THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:04 P.M.**