



AGENDA

Capital Improvements Advisory Committee Meeting

October 13, 2022 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Capital Improvements Advisory Committee will be held on October 13, 2022, at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/live-streaming-videos/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the Management Analyst prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Management Analyst Kevin Becker at kbecker@lucastexas.us by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones

Regular Agenda

1. Consider the appointment of a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee. **(Management Analyst Kevin Becker)**
2. Receive a presentation by Birkhoff, Hendricks & Carter, LLP regarding the process for the City's Capital Improvements Plan including impact fees. **(Public Works Director Scott Holden)**
3. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on October 7, 2022.


Kent Souriyasak, Assistant to the City Manager

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Management Analyst Kevin Becker at 972-912-1214 or by email at kbecker@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Capital Improvements Advisory Committee Agenda Request

October 13, 2022

Item No. 01

Requester: Management Analyst Kevin Becker

Agenda Item Request

Consider the appointment of a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee.

Background Information

Per the City's Code of Ordinances under Article 10.02.003 Advisory Committee, the Capital Improvements Advisory Committee shall consist of the Planning and Zoning Commission. The Capital Improvements Advisory Committee shall appoint a Chairperson and Vice-Chairperson.

The Capital Improvements Advisory Committee serves in an advisory capacity and is established to:

- (1) Advise and assist in the adoption of land use assumptions;
- (2) Review the capital improvements plan and file written comments;
- (3) Monitor and evaluate implementation of the capital improvements plan;
- (4) File semiannual reports with respect to the progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing the impact fee; and
- (5) Advise the City Staff and Council of the need to update or revise the land use assumptions, capital improvements plan and impact fee.

Staff has provided an attachment of Article 10.02.003 Advisory Committee in the Code of Ordinances which includes information regarding the commission's creation, composition, powers, duties, procedures, notice of proceedings, conduct of hearings, and appeals.

Attachments/Supporting Documentation

1. Article 10.02.003 Advisory Committee from City of Lucas Code of Ordinances

Budget/Financial Impact

NA

Recommendation

Staff recommends appointing a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee.



**City of Lucas
Capital Improvements Advisory
Committee Agenda Request
October 13, 2022**

Item No. 01

Motion

I make a motion to appoint:

_____ as Chairperson and

_____ as Vice-Chairperson of the Capital Improvements Advisory
Committee.

10.02.003 Advisory committee.

- (a) The capital improvements advisory committee (advisory committee) shall consist of the planning and zoning commission. If the advisory committee does not include at least one representative of the real estate, development or building industry who is not an employee or official of a political subdivision or governmental entity, the city council shall appoint at least one such representative as an ad hoc voting member of the advisory committee. If any impact fee is to be applied in the extraterritorial jurisdiction of the city, a representative from the area shall be appointed by the city council.

- (b) The advisory committee serves in an advisory capacity and is established to:
 - (1) Advise and assist in the adoption of land use assumptions;
 - (2) Review the capital improvements plan and file written comments;
 - (3) Monitor and evaluate implementation of the capital improvements plan;
 - (4) File semiannual reports with respect to the progress of the capital improvements plan and report to the city council any perceived inequities in implementing the plan or imposing the impact fee; and
 - (5) Advise the city staff and council of the need to update or revise the land use assumptions, capital improvements plan and impact fee.

- (c) All professional reports concerning the development and implementation of the capital improvements plan shall be made available to the advisory committee.

- (d) The advisory committee shall elect a chairperson to preside at its meetings and a vice-chairperson to serve in his absence. All meetings of the advisory committee shall be open to the public and posted at least 72 hours in advance. A majority of the membership of the advisory committee shall constitute a quorum.



City of Lucas

Capital Improvements Advisory Committee Agenda Request

October 13, 2022

Item No. 02

Requester: Public Works Director Scott Holden

Agenda Item Request

Receive a presentation by Birkhoff, Hendricks & Carter, LLP regarding the process for the City's Capital Improvements Plan including impact fees.

Background Information

The following is the process for the City's Capital Improvements Plan:

1. Planning and Zoning Commission reviews and makes recommendations to City Council.
2. City Council reviews and incorporates their recommendations.
3. Capital Improvements Advisory Committee is formed and meetings are scheduled.
4. Capital Improvements Advisory Committee is provided with Land Use Assumptions and Capital Improvement Plan.
5. Committee provides written recommendations to Development Services Director by agreed upon deadline.
6. Staff incorporates recommendations and places item on the Capital Improvements Advisory Committee agenda for review to finalize recommendations to City Council.
7. City Council evaluates recommendations and finalizes Capital Improvements Plan.
8. The City contracts with a consultant to review the impact fee calculations.
9. Schedule public hearing.
10. Ordinance approving Capital Improvements Plan with Land Use Assumptions and impact fee is placed on the City Council agenda for consideration.

The City's Code of Ordinances states the following regarding required procedures of the Capital Improvements Advisory Committee:

Code of Ordinances, Section 10.02.004 - Periodic Updates Required states:

The land use assumptions and capital improvements plan upon which impact fees are based shall be updated at least every five years. The initial five-year period begins on the day the capital improvements plan was adopted, May 12, 1997. Alternatively, the city council may determine that no change to the land use assumptions, capital improvements plan, or impact fee is needed, pursuant to the provisions of section 395.075 of the Local Government Code.

The last review and update to the Capital Improvements Plan was conducted in 2020.

Attachments/Supporting Documentation

1. 2022-2032 Water and Roadway Impact Fee Update: Adoption Schedule



**City of Lucas
Capital Improvements Advisory
Committee Agenda Request
October 13, 2022**

Item No. 02

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required, this is a discussion only.

City of Lucas, TX

2022-2032 Water and Roadway Impact Fee Update Adoption Schedule

- Notes:**
- 1 The Impact Fee Advisory Committee meets on the same day as the Planning and Zoning Commission (2nd Thursdays of the Month)
 - 2 City Council Meets on the 1st and 3rd Thursday of the Month

City Staff/Consultant Meetings	Impact Fee Advisory Committee Meetings	City Council Meeting	Meeting/Action	Agenda and Action Items Required
September 8, 2022			Staff Meeting	Impact Fee Update Kick-off Meeting with City Staff Agenda: a) Service Areas b) Impact Fee Land Use and Growth Assumptions c) Capital Recover Project Data d) Water, Sewer and Roadway Capital Improvement Plans
October 13, 2022			Staff Meeting	Present Impact Fee Capital Improvement Plan and Preliminary Impact Fee Calculations
	October 13, 2022		Impact Fee Advisory Meeting	Initial Meeting with Advisory Committee Draft Review of Impact Fee Land Use and CIP
November 1, 2022			City Staff	Publish Impact Fee Advisory Meeting Notice and Agenda (Sec. 395.055)
	November 10, 2022		Impact Fee Advisory Committee Meeting	Advisory Committee Meeting (Sec. 395.056) a) Review of CIP Update b) Review of Impact Fee Updates c) Advisory Committee Recommendation Letter to City Council
		November 17, 2022		City Council to set a Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee (Sec. 395.053) for January 5, 2023
December 5, 2022			Notice of Public Hearing	Deadline for Publication of Notice of Public Hearing on January 5, 2023 in local newspaper (Sec. 395.055; 395.044(b))
December 5, 2022			Final Impact Fee Update Report	Final Impact Fee Update Report Published and made available for public review (Sec. 395.054)
	December 8, 2022		Advisory Committee Recommendations	If not completed at Nov. 10th Advisory Committee Meeting, last day for publication of written recommendation to City Council (Sec. 395.056)
		January 5, 2023	City Council Public Hearing	Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee
			Possible Council Action	Approve, Reject or take no action on Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057(a)) NOTE: Council has 30-calendar days to take action
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		January 19, 2023	Possible Council Action	If council action on 01/05/2023, then Approve, Reject or Table Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		February 2, 2023	Possible Council Action	If no council action on 01/19/2023, then last council meeting to Approve, or Reject Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))