

**CITY OF BRENHAM
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
July 24, 2023**

The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.

The first regular meeting of the Capital Improvements Advisory Committee (CIAC) was held on July 24, 2023, at 3:30 pm in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham, Texas.

Committee Members present:

M. Keith Behrens, Chairman
Darren Heine, Vice-Chairman
Blake Brannon
Chris Cangelosi
Calvin Kossie
Cayte Neil
Dr. Paul LaRoche

Committee Members absent:

Deanna Alfred
Artis Edwards, Jr.
Randy Hodde
Lindi Braddock

Staff present:

Stephanie Doland
Shauna Laauwe
Debbie Gaffey
Tim McRoberts
Daniel McCracken

Strand Associates:

Ryan Tinsley
Jared Engelke
Molly Goff
Kelly Hajek
Dwayne Gajewski

Citizens / Media present:

None

1. Call Meeting to Order

The meeting was called to order at 3:30 pm with a quorum of seven (7) Commissioners present.

2. Public Comments

There were no public comments.

REGULAR SESSION

3. Election of a Chair and Vice Chair to Serve for the 2023 – 2024 Calendar Years.

A motion was made and seconded to appoint M. Keith Behrens and Darren Heine as Chair and Vice-Chair, respectively, for the 2023-2024 Calendar years. The motion carried unanimously.

4. Presentation and Discussion by Strand Associates, Inc. Concerning the Impact Fee Development Process, Capital Improvements Advisory Committee Roles and Responsibilities, and Draft Land Use Assumptions, Including Service Area Definitions, Land Use Changes, and Population Densities and Projections.

The City of Brenham hired Strand Associates to evaluate and implement impact fees for water, wastewater, and roadways. Strand Associates gave a work session presentation that included the following items:

- What is an impact fee?
- Impact fee development process
- Capital Improvements Advisory Committee (CIAC) roles and responsibilities
- Land use assumptions (LUA's)
- Schedule and Next steps

What is an impact fee? An impact fee is a charge or assessment imposed by a City to generate revenue to fund or recoup costs of capital improvements or facility expansions associated with new development. Impact fees are governed by Chapter 395 of the Texas Local Government Code.

The Impact Fee Development Process provides multiple opportunities for input and comment. The proposed steps are as follows:

1. Form CIAC
2. Prepare draft Land Use Assumptions with City Staff.
3. Present draft Land Use Assumptions to CIAC. [This is the current step]
4. Incorporate CIAC comments into updated Land Use Assumptions and prepare draft CIP's.
5. Present updated Land Use Assumptions and draft CIP's to CIAC.
6. Incorporate CIAC comments into updated CIP's. *
7. Public Hearing for Approval of Land Use Assumptions and CIP's.
8. Prepare draft Impact Fees.
9. Present draft Impact Fees to CIAC.
10. CIAC to make a formal recommendation to City Council.
11. Public Hearing for Approval of Impact Fees.
12. Adoption of Impact Fee Ordinance.

CIAC Responsibilities:

- Recommend LUA's, CIP's, and impact fees to City Council.
- Review CIP's and file written comments.
- Monitor implementation of the CIP.
- File semi-annual progress reports.
- Make recommendations and advise the City Council of the need to update or revise the LUA's, CIP's, and impact fees.

Appropriate development of LUA's deliver a strong foundation for the Impact Fee process:

- LUA's: description of the service area and the projections of changes in land uses, densities, and population in the service area over a 10-year period.
- This process includes working with City Staff throughout the process, integration of known and anticipated future developments, incorporation of population trends and density projections from state planning entities and other available data.
- Present draft LUA's to CIAC and incorporate feedback.

Systemwide LUA map defines the Service Area for Water and Wastewater Improvements:

- The 2019 Comprehensive Plan maps, both existing and future, were used as a foundation.
- The City limits and ETJ boundaries were updated to account for recent annexations.
- Future development was shown using hatching for residential, commercial, and industrial land uses.

Population Density Assumptions:

- Initial density assumptions:
 - 52% acreage usable for residences
 - 48% usable for streets, drainage, and open spaces
 - Single-family residential = 6 units per acre
 - Multi-family residential = 20 units per acre
 - Estate residential = 3 units per acre
 - U.S. Census Bureau = 2.36 people per household
- Population density example:
 - 100-acre single family residential development
 - 52-acres available for residential use
 - 312 single family residences assumed
 - Population increase = 736 people

Comprehensive Plan Methodology:

- Four methodologies are used to project population growth and are tied closely to the Texas Water Development Board and historical growth trends.
- The current population of 18,549 was not anticipated to be achieved until between 2027 and 2034, depending on methodology use.
- Higher population projection may be needed based on known and anticipated future developments.

Water Study considered as basis for LUA population projections

- Water study's population projections:
 - +4.0% annually for the first 8-years
 - 0.25% annual growth rate reduction for years 9-20 (i.e., 3.75%, 3.50%, ...)
 - Results in a 20-year population of 32,660
- Systemwide LUA's population projections:
 - Full build-out yields a population growth of 14,514
 - Results in a 20-year population of 33,063
 - 57% within City limits; 43% in ETJ boundary area.

Smaller Service Areas improve likelihood that Roadway Impact Fees are spent on nearby improvements.

- Service areas are limited to City limits and cannot exceed 6-miles in length. Given that the City limits of the City of Brenham are not greater than 6-miles across one service area could be adopted to allow for a single uniform Roadway Impact Fee. This would likely increase the timeline associated with completing an improvement project based on fees assessed.
- Roadway CIP projects are required to:
 - Be on an approved Thoroughfare Plan
 - Be classified as a collector or arterial
 - Increase roadway capacity by adding lanes
- 18 potential projects have been identified that meet the criteria.

Next Steps with anticipated dates:

- CIAC Presentation No. 1 – draft Land Use Assumptions – July 24, 2023
- CIAC Presentation No. 2 – updated Land Use Assumptions and draft CIP’s – September 25, 2023
- City Council – Public Hearing for Approval of Land Use Assumptions and CIP’s – November 2, 2023
- CIAC Presentation No. 3 – Draft Impact Fees – November 27, 2023
- City Council – Public Hearing for Approval of Impact Fees – January 4, 2024
- City Council – Adopt Impact Fee Ordinance (First Reading) – January 18, 2024

As a work session item, no formal action was taken.

5. Adjourn.

A motion was made to adjourn the meeting at 5:35 pm. The motion carried unanimously.

The City of Brenham appreciates the participation of our citizens, and the role of the Capital Improvements Advisory Committee (CIAC) in this decision-making process.

Certification of Meeting Minutes:

	<u>M. Keith Behrens</u>	<u>September 12, 2023</u>
Capital Improvements Advisory Committee	Chair	Meeting Date
	<u>Kim Hodde</u>	<u>September 12, 2023</u>
Attest	Staff Secretary	Meeting Date