

**CITY OF BRENHAM
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
September 12, 2023**

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

A regular meeting of the Capital Improvements Advisory Committee (CIAC) was held on September 12, 2023, at 11:30 am in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham, Texas.

Committee Members present:

M. Keith Behrens, Chairman	Randy Hodde
Dr. Deanna Alfred	Cayte Neil
Blake Brannon	Dr. Paul LaRoche
Chris Cangelosi	

Committee Members absent:

Darren Heine, Vice-Chairman
Calvin Kossie
Lindi Braddock

Staff present:

Carolyn Miller	Tim McRoberts
Stephanie Doland	Daniel McCracken
Shauna Laauwe	Dane Rau
Debbie Gaffey	Kim Hodde

Strand Associates:

Ryan Tinsley
Jared Engelke
Molly Goff

Citizens / Media present:

None

1. Call Meeting to Order

Chairman Behrens called the meeting to order at 11:43 am with a quorum of seven (7) Committee Members present.

2. Public Comments

There were no public comments.

CONSENT AGENDA

3. Statutory Consent Agenda

The Statutory Agenda includes non-controversial and routine items that the Committee may act on with one single vote. A Committee Member may pull any item from the Consent Agenda in order that the Committee discuss and act upon it individually as part of the Regular Agenda.

3-a. Minutes from the July 24, 2023 Capital Improvements Advisory Committee (CIAC) Meeting.

Chairman Behrens called for any corrections or additions to the minutes as presented. A motion was made by Dr. Paul LaRoche and seconded by Cangelosi to approve the Consent Agenda (minutes from the July 24, 2023 meeting), as presented. The motion carried unanimously.

REGULAR SESSION

4. Presentation and Discussion by Strand Associates, Inc. Concerning the Impact Fee Development Process, Updated Land Use Assumptions, and Draft Roadway Capital Improvement Plan Projects.

Strand Associates stated that this meeting will pertain to the Roadway Impact Fees only and that the Water and Wastewater fees will be addressed at a later date. Molly Goff, Jared Engelke, and Ryan Tinsley gave a work session presentation that included the following items:

- What is an impact fee? [An impact fee is a mechanism to fund or recoup costs of capital improvements]
- Impact fee development process
- Updated land use assumptions (LUA's)
- Draft roadway capital improvement plan (CIP) projects
- Capital Improvements Advisory Committee (CIAC) feedback
- Next steps

Impact Fees are governed by Chapter 395 of the Texas Local Government Code. Chapter 395 also defines the credit for infrastructure development.

The Impact Fee Development Process provides multiple opportunities for input and public comment. The proposed process is listed below:

1. Form of the CIAC.
2. Prepare draft Land Use Assumptions with City Staff.
3. Present draft Land Use Assumptions to CIAC.
4. Incorporate CIAC comments into updated Land Use Assumptions and prepare draft CIP's.
- 5-a. Present updated Land Use Assumptions and draft CIP's for roadway impact fees to CIAC.
- 5-b. Present updated Land Use Assumptions and draft CIP's for water and wastewater impact fees to CIAC.
6. Incorporate CIAC comments into updated CIP's.
7. Public hearing: approval of land use assumptions and CIP's.
8. Prepare draft Impact Fees.
9. Present draft Impact Fees to CIAC.
10. CIAC to make formal recommendation to City Council.

11. Public hearing: Approval of Impact Fees.

12: Adopt Impact Fee Ordinance.

Note: This meeting is number 5-a as listed above.

A recap of steps 2, 3, and 4 includes the following:

Appropriate Development of LUA's delivers strong foundation for Impact Fee Process.

- LUA's: description of the service area and projections of changes in land uses, densities, and population in the service area over a 10-year period.
- Strand working closely with City staff throughout this process.
- Use of the comprehensive planning builds on past work. (2019 Comprehensive Plan)
- Integrate know and anticipated future developments.
- Incorporate population trends and density projections from state planning entities and other available data.
- Present draft LUA's to CIAC and incorporate feedback.

Population Density Assumptions reviewed to identify possible full build-out populations

- Initial residential 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

The population density assumptions follow the Small Area Plan assumptions.

Comprehensive Plan Methodology replicated in preparation of LUA population projections

- Four methodologies used to project population growth, tied closely to TWDB and historical growth trends.
- Current population of 18,549 was not anticipated to be achieved until between 2027 and 2034 depending on which methodology was used.
- Higher population projection 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%, etc.)
 - Results in a 20-year population of 32,660
 - 60% of 20-year growth anticipated in the first 10-years
- System-wide LUA's population projections:
 - Full build-out yields a population growth of 14,524
 - Results in a 20-year population of 33,073
 - 62% within City limits; 38% in ETJ boundary area

Single Service Area provides flexibility for roadway impact fees to be spent on highest priority capacity improvements.

- Service area are limited to City limits and cannot exceed 6-miles in length.
- Roadway CIP projects are required to:
 - Be on an approved Thoroughfare Plan.
 - Be classified as a collector or arterial street.
 - Increase roadway capacity by adding lanes or striping to provide a two-way left-turn lane.
- 18 potential projects, both recent and future, have been identified that meet this criteria.

In response to CIAC member questions, Strand Associates responded that the projects were prioritized based on multiple factors – existing development and growth in the area, proposed development in the area, areas that currently need maintenance, etc. City staff, Street Superintendent, and the Finance Team will have the flexibility to move the projects up or down in the list as needed.

Proposed projects R16, R17, and R18 have already been completed but they meet the project requirements. Projects R1-R5 had previously been identified by City staff based on growth and development in the area. Dane Rau stated that annexations have caused some of the projects to be elevated. Gun and Rod Road and Dixie Road have 22-foot roadways with open ditches. The development in these areas is pushing the need for roadway expansion in these areas. The project list will change continually throughout the next 20-year planning period.

Jared Engelke stated that the main difference between the roadway and the water/wastewater impact fees is that roadway fees are limited to the City limits and the service area cannot be larger than 6-miles in diameter. Note: TxDOT roadways are not considered for this project.

Smaller Service Areas limit City's ability to spend funds in areas of greatest need.

- Four service areas were initially evaluated.
- Yellow and blue areas had higher costs per unit.
- Service areas were combined to two and three, but still resulted in an uneven distribution of costs.
- Single service area preferred since development will generate trips to other areas for school, groceries, shopping, parks, etc.
- City can commit to spending roadway impact fees on nearby improvements, which may be warranted anyway based on the level of development.

Service Units provide basis of measurement for roadway impact fees

- Service Units
 - Means to measure use of capital facilities by new development.
 - Vehicle-Mile: capacity consumed in a single lane in the PM peak hour by a vehicle making a trip one-mile in length.
- Roadway capacity added attributable to new growth
 - Future Supply = Vehicle-Miles of Capacity Constructed
 - Project length (miles)
 - Number of future lanes
 - Lane capacity (vehicles per hour)
 - Existing Demand = Vehicle-Miles Currently Consumed
 - Project length (miles)
 - Number of existing lanes
 - Existing peak hours traffic volumes
 - Net Vehicle-Miles of Capacity Added = Future Supply – Existing Demand

- Percent of Roadway Capacity attributable to new 10-year growth = Net Added / Future Supply = 90.5%

Impact Fees Fund eligible capacity improvements on the Roadway CIP.

- 18 projects have been identified and prioritized.
- Opinion of Probable Costs have been presented based on the anticipated year of the project, cost of the project and the proposed inflation factor.
- Only 90.5% of the project cost is eligible for use by the impact fees.
- Only 50% of the eligible costs can be paid using impact fees. The remaining 50% has to be covered by other funding mechanisms.
- Impact fees cannot be imposed until 1-year after adoption of the impact fees.

Incorporating CIAC feedback improves confidence in Impact Fee Study

- Consensus items:
 - Water study’s population projections.
 - Single service area for Roadway Impact Fees.
 - Roadway CIP to include all 18-projects.
 - Proposed prioritization of Roadway CIP’s projects.

All CIAC members were in support of the above-reference consensus items.

Next Steps with anticipated dates:

- CIAC Presentation No. 1 – draft Land Use Assumptions – July 24, 2023
- CIAC Presentation No. 2A – updated Land Use Assumptions and draft CIP’s (Roadway Impact Fees)– September 25, 2023
- CIAC Presentation No. 2B – updated Land Use Assumptions and draft CIP’s (Water and Wastewater) - TBD
- City Council – Public Hearing for Approval of Land Use Assumptions and CIP’s – December 7, 2023
- CIAC Presentation No. 3 – Draft Impact Fees – January 2024
- City Council – Public Hearing for Approval of Impact Fees – February 1, 2024
- City Council – Adopt Impact Fee Ordinance (First Reading) – February 15, 2024

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

5. Adjourn.

A motion was made by Cayte Neil and seconded by Dr. Deanna Alfred to adjourn the meeting at 1:15 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:

Kim Hodde
Capital Improvements Advisory Committee

M. Keith Behrens
Chair

October 24, 2023
Meeting Date

Kim Hodde
Attest

Kim Hodde
Staff Secretary

October 24, 2023
Meeting Date