



MEMORANDUM

TO: Chairperson and Members of the City Planning & Zoning Commission

FROM: J. Scott Sellers, City Manager

DATE: September 13, 2016

SUBJECT: Impact Fee Advisory Committee

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The purpose of this memorandum is to request the assistance of the Planning & Zoning Commission to act as the Advisory Committee for the City's Water and Wastewater Impact Fee Study required under Chapter 395 of the Texas Local Government Code.

The local government code allows the Planning & Zoning Commission of a political subdivision to act as the Impact Fee Advisory Committee as required under the code. The Impact Fee Advisory Committee serves in an advisory capacity and is established to:

1. Advise and assist the political subdivision in adopting the 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 political subdivision any perceived inequities in implementing the plan or imposing the impact fee;
5. Advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

The City Council recently selected HDR, Inc., an engineering consulting firm to conduct the Water and Wastewater Impact Fee Study and to update the impact fee land use assumptions, impact fee capital improvements plan, and the impact fee. I will be requesting the City Council to appoint the City's Planning & Zoning Commission as the Impact Fee Advisory Committee. At the appropriate intervals, the City's consultant will brief the Planning & Zoning Commission of the study results and assist you with any actions required in compliance with the local government code.

  
J. Scott Sellers  
City Manager

cc: James R. Earp, CPM, Asst. City Manager  
Howard Koontz, Director of Community Development  
Grady Reed, HDR, Inc.