

**City of Sachse, Texas**  
Impact Fee Advisory Committee  
Minutes of the IFAC Meeting of July 23, 2012  
Time: 7:00 p.m.                      Place: Sachse City Hall

---

**Members Present:**

Stephen Curtis  
Charles Ross  
Warren Becker  
David Hock  
Scott Everett

**Members Absent:**

Scott Williams  
Wally Sparks

**Staff Present:**

Marc Kurbansade, Community Development Director  
Shawn Poe, City Engineer  
Charlotte Youngblood, Secretary

**Others Present:**

Bill Adams, City Council Liaison  
Don Wortham, Cobb, Fendley, & Associates  
Mathew Lee, Cobb, Fendley, & Associates

Chairman Stephen Curtis opened the meeting of the Impact Fee Advisory Committee at 7:00 p.m. and a quorum was declared.

**1. Invocation and Pledge of the Allegiance to the U.S. and Texas Flags**

The invocation was offered by Warren Becker and Stephen Curtis led the pledges.

**2. Consider and act upon approval of written comments and direct a member of the committee to file the written comments with the City Engineer no later than before the 5<sup>th</sup> business day before the date of the public hearing to be held by the City Council regarding Land Use Assumptions and the 10-year Capital Improvement Plan.**

Marc Kurbansade, Community Development Director, introduced the item. He explained that the role of the Impact Fee Advisory Committee was dictated through the Texas Local Government Code. The committee is to advise and assist the political subdivision in adopting Land Use Assumptions, review the Capital Improvements Plan, and file written comments to City Council. The committee will assist in adopting Land Use Assumptions over a 10-year window essentially trying to predict growth and determine the needs reflected in the Capital Improvement Plan. Mr. Kurbansade explained that impact fees can only fund new infrastructure from new development. He said the committee is required to provide a semi-annual report and convene a couple times a year and provide comments and guidance as to what needs to happen based on actual development. He explained state law requires cities to update their impact fees every five years which helps mitigate the impacts of development. He reviewed the timeline for adopting the new impact fee ordinance. Charles Ross asked what the process would be exactly for providing written comments to the City Engineer. Marc Kurbansade stated the minutes from tonight's meeting would serve as the written comments.

Shawn Poe, City Engineer, explained that Cobb, Fendley, and Associates had been contracted by the City to prepare a 10-year Capital Improvement Plan for water, sanitary sewer, and thoroughfares and to perform a study to determine the maximum allowable impact fee for each under the Texas Local Government Code. He said the city is required to adopt an ordinance or resolution approving Land Use Assumptions prior to considering impact fees. The objective of

the study was to determine probable growth in the City through 2021 and to determine capital improvements to provide service to this growth and to calculate the maximum allowed impact fees which may be assessed to new development to defray the cost of water, sanitary sewer, and thoroughfare improvements. They used population data forecasting from NTCOG in helping determine population growth. They estimated the population to be just over 23,000 in 2021. Another thing they were tasked with was developing Land Use Assumptions. They followed the current City of Sachse Comprehensive Plan as a guideline. The report identified infrastructure improvements needed to be an estimated: \$11,884,670 for water, \$13,339,000 for sewer, and \$131,322,800 for thoroughfares. Mr. Poe made a PowerPoint presentation highlighting the report and reviewed with the committee the water, sanitary sewer, and thoroughfare infrastructure projects that have been prioritized. He explained that staff has reviewed the report and is very comfortable with the findings and is looking for a recommendation from the committee concurring with Land Use Assumptions. He explained if the committee was not comfortable with the report at this time or feels like there could be some changes or revisions we could meet again at a future date. Scott Everett asked if the costs are based on today's cost and what these cost may be down the road. Mr. Poe said they were based on today's cost but there is a contingency in those cost of ten to fifteen percent for inflationary factors and that is why state law requires review of the plan every five years. Stephen Curtis asked if these priorities were fairly well set. Mr. Poe said regardless of where they are prioritized they will remain on the list. The city looked to what areas they would like to see first in order to take the burden off the taxpayer. The focus was on the development of new business and the PG&T corridor. As far as roadways are concerned, we looked at traffic counts, safety, and bottlenecks. David Hock said some of the items on this list, for instance the roadways in green, have been on and off the list for years. Is it our goal to accomplish these projects in ten years? Mr. Poe stated that this study is our best guess according to what we see currently in the market and economic development trends. He said that is why it is beneficial to update the plan every five years. Mr. Poe reviewed the projects on the list one by one as requested by the committee. Scott Everett asked what the difference was between elevated storage tanks and ground storage tanks. Mr. Poe stated the elevated storage provides pressure to the systems and the more elevated storage tanks you have the more the systems can be pressurized, therefore, needing less lift stations which conserves energy as well as for fire flow. Mr. Curtis asked if there are a certain percentage of these projects going into the calculations of impact fees. Mr. Poe said all these projects will be taken into account when calculating the maximum impact fees allowed by the state. There will be a public hearing before adopting the impact fees and the City Council has the ability to vary from that amount based on many factors. Mr. Becker asked how are projects determined if they will be completed by the developer or not. Mr. Poe stated these are developer initiated projects and that most of these are part of another phase of development that has already been built or already platted and is part of the overall scheme of development. Mr. Curtis asked since impact fees are only associated with new development can they be used for rehabilitation projects? Mr. Poe said typically impact fees are not for rehab projects but if it is for something like adding capacity to a lift station for a new development then it would be eligible. Stephen Curtis asked if any of these projects are covered by bond money and can bonds be issued to finance some of these projects. Mr. Poe said none of the projects are part of the bonds issued in 2006. You can pay your bonds back with impact fee revenue. It would be up to City Council to decide in order to spur development and they could consider issuing bonds for projects. Bonds that are issued for projects could affect water and sewer rates or property taxes and no one likes to see that. You have to use impact fee monies collected within 10 years or pay it back with interest. Typically, cities don't have a problem spending money collected from impact fees. Charles Ross stated that looking overall at the 10-year objective the money that's needed for these projects seems like a lot of money. How much expense do we expect the impact fees to cover and what percentage do we get from impact fees today? Is this a realistic 10-year plan given the costs here? It seems like the impact fee would

have to be rather steep. Mr. Poe said to what extent the impact fees pay for we don't know yet. It depends on what rate the impact fees are set. If we set them on a maximum rate, there is a good chance a lot of it can be constructed by impact fees. That is the whole intent of the study. It is a balancing act. If fees are too exorbitant then you can kill development. As far as these goals being realistic, we feel Sachse has a lot of development opportunities. The amount of projects we have prioritized we feel is achievable over the next ten years. If we scale back on some of the projects it will affect the maximum impact fee that can be calculated. Charles Ross said the main concern would be finding the balance between an aggressive 10-year plan to maximize impact fee rates and one that is not stifling to development. Mr. Poe stated that we want to be realistic and at the same time conservative because once you establish that maximum rate the city has the ability to look at surrounding areas, talk to developers, and set a rate they feel is responsible. If the rate is set too low the burden falls back on the people to pay for infrastructure. Mr. Everett asked if we will be looking at what the surrounding cities charge for impact fees? He also stated at the next meeting he would like to see a breakdown of what the other cities are charging. Mr. Poe said the fees set need to be what is good for Sachse but he also understands they need to be competitive with surrounding areas. We will be reviewing what other cities charge at our next meeting when the maximum rate is determined. The Impact Fee Advisory Committee will be able to recommend the maximum rate and it is up to City Council on what the rate will be. As this point, we are looking for a recommendation from IFAC to City Council to update the Land Use Assumptions and the Capital Improvement Plan. The minutes from tonight's meeting will serve as the written comments. More discussion followed between the committee as far as their role in making the recommendation.

After discussion, David Hock made a motion to concur with the Capital Improvement Plan and Land Use Assumptions and provide written comments as recorded in tonight's minutes to the City Engineer to forward to City Council. Scott Everett seconded the motion. The motion passed unanimously with all voting in favor.

There being no further business Scott Everett moved to adjourn. The meeting was adjourned at 8:33 p.m.

---

Secretary

---

Chairperson