SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

March 5, 2025

The Honorable Ralph Guttierez, Mayor
and Members of the Schertz City Council
City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

RE: Capital Improvements Advisory Committee's Written Comments on the Proposed Amendments to the Land Use Assumptions, Capital Improvements Plan and Impact Fee(Water and Wastewater Impact Fees)

Dear Mayor Guttierez and Members of the City Council:

The City of Schertz Capital Improvements Advisory Committee (CIAC) has worked with City staff and the consulting firm of Lockwood, Andrews, and Newnam, Inc., (LAN), on the guiding documents and policy considerations for updates to the City's Water and Wastewater Impact Fee program to potentially be implemented by the City. The CIAC met on January 22, 2025, and held a public hearing for a presentation, discussion, and possible action to approve a recommendation regarding an update to the City of Schertz Water and Wastewater Land Use Assumptions, Capital Improvements Plans, and Impact Fees to be assessed. In accordance with Texas Local Government Code (TLGC) Chapter 395, the CIAC is tasked with providing a recommendation to City Council regarding Utility Impact Fees. After consideration of the Land Use Assumptions, Capital Improvement Plans for Water and Wastewater Facilities, the Impact Fee Study Report prepared by LAN, and input gathered and presented by staff, the CIAC recommends the following:

- Adopt the Water and Wastewater Land Use Assumptions and Capital Improvements Plans as presented and recommended by staff.

- Assess the impact fees at the maximum amount, but with a phase in schedule as follows:

  - Adoption of the Water Impact Fee rate per living unit equivalent (LUE) for development of $4,407 during the first year of the program, $6,610 during the second year, and $8,814 during the third year until updated. Those rates represent 50%, 75%, and 100% of the calculated maximum assessable rates to be charged in years one, two, and three of implementation, respectively.

  - Adoption of the Wastewater Impact Fee rate per living unit equivalent (LUE) for development of $2,778 during the first year of the program, $4,167 during the second year, and $5,556 during the third year until updated. Those rates represent 50%, 75%, and 100% of the calculated maximum assessable rates to be charged in years one, two, and three of implementation, respectively.

The CIAC recommends that, while the maximum assessable fees will be assessed at the time of final plat recordation effective immediately upon ordinance adoption, implementation of actual charges of the proposed updated amounts begin after a grace period determined by City Council.

The CIAC agreed that the Implementation of the Impact Fee Program as described above is necessary to assist in the funding for critical water and wastewater projects needed to accommodate future growth, while maintaining the quality of life envisioned by City residents in the Comprehensive Plan.

The approved Minutes of the January 22, 2025, CIAC meeting are attached for reference.

Sincerely,

Glen Outlaw
Chairman, CIAC

Enclosure
cc: Steve Williams, City Manager

CAPITAL IMPROVEMENT ADVISORY COMMITTEE MINUTES
January 22, 2025

The Schertz Capital Improvement Advisory Committee convened on January 22, 2025 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Glen Outlaw, Chairman; Richard Braud, Vice Chairman; Tamara Brown, Commissioner; John Carbon, Commissioner; Clayton Wallace, Commissioner; Bryan Jones, Commissioner; Mark Penshorn, Commissioner

Absent: Roderick Hector, Commissioner; Judy Goldick, Commissioner; Patrick McMaster, Commissioner

Staff present: Brian James, Deputy City Manager
Lesa Wood, Director of Planning & Community Development
Larry Busch, Public Works Director
Kathryn Woodlee, City Engineer
Daisy Marquez, Planner
Sarah Rodriguez, Administrative Assistant

1. **CALL TO ORDER / ROLL CALL THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING**

Chairman Outlaw called the meeting to order at 6:25 pm.

2. **SEAT ALTERNATE TO ACT IF REQUIRED**

Commissioner Wallace was seated as alternate.

3. **HEARING OF RESIDENTS**

This time is set aside for any person who wishes to address the Planning and Zoning Commission. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

No one spoke.

4. **PUBLIC HEARING:**

A. Hold a public hearing for a presentation, discussion, and possible action to approve a recommendation regarding an update to the City of Schertz Water and Wastewater Land Use Assumptions, Capital Improvements Plans, and Impact Fees to be assessed.

Mrs. Woodlee provided a presentation.

Chairman Outlaw opened the Public Hearing at 6:59 pm
No one spoke.
Chairman Outlaw closed the Public Hearing at 6:59 pm.

Motioned by Commissioner Clayton Wallace, seconded by Commissioner Tamara Brown to recommend approval of City of Schertz Water and Wastewater Land Use Assumptions, Capital Improvement Plans, and Impact Fees to be assessed at the maximum amount with phasing as proposed by staff and effective date determined by City Council to City Council. Vice Chairman Braud voted nay because they want the implementation of the maximum fees to be set with City Council adoption without a phasing period.

Vote: 6- 1 Passed

NAY: Vice Chairman Richard Braud

5. **ADJOURNMENT OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING**

Chairman Outlaw adjourned the regular meeting at 7:50 pm.

Chairman, Planning and Zoning Commission

Recording Secretary, City of Schertz