



**Harker Heights  
Capital Improvements  
Advisory Committee  
Meeting**

**Wednesday,  
December 8, 2021**

**5:30 P.M.**





**CAPITAL IMPROVEMENT ADVISORY COMMITTEE  
MEETING AGENDA  
HARKER HEIGHTS CITY HALL  
WEDNESDAY, DECEMBER 8, 2021 – 5:30 P.M.**

Notice is hereby given that beginning at 5:30 P.M. on Wednesday, December 8, 2021, the Capital Improvement Advisory Committee (CIAC) of the City of Harker Heights will conduct a regular meeting. The Meeting will be held in the Kitty Young Council Chambers of the Harker Heights City Hall located at 305 Miller's Crossing, Harker Heights, Texas, 76548. The subjects to be discussed are listed in the following agenda:

**MEETING AGENDA**

**I. CALL TO ORDER** – Convene Regular Meeting of the Capital Improvements Advisory Committee and establish a quorum.

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

**IV. APPROVAL OF AGENDA**

1. Consider approval of the agenda for the regular meeting of the Capital Improvements Advisory Committee for December 8, 2021.

**V. CONSENT AGENDA**

1. Consider approval of Minutes from the Capital Improvement Advisory Committee Meeting held August 25, 2021.

**VI. Recognition of Affidavits for Conflict of Interest.**

**VII. PUBLIC COMMENTS:**

1. At this time, comments will be taken from the audience on non-agenda related topics, for a length of time not to exceed three minutes per person. To address the Capital Improvements Advisory Committee, please clearly state your name and address for the Planning & Development Administrative Assistant prior to making a comment. *No action may be taken by the Capital Improvements Advisory Board during Public Comments.*

**VIII. PRESENTATIONS BY STAFF:**

*None*

**IX. PUBLIC HEARING:**

1. **CIAC-21-03** Conduct a public hearing to discuss and consider Impact Fee Calculations and recommendations under which an impact fee may be imposed for wastewater facilities for the 2022 wastewater impact fee area and take the appropriate action.

**X. NEW BUSINESS:**

*None*

**XI. REPORTS FROM CIAC MEMBERS & ALTERNATES**

**XII. STAFF COMMENTS**

**XIII. ADJOURNMENT**

I, the undersigned authority, do hereby certify that pursuant to the Texas Open Meetings Act, the above Notice of Meeting of the Capital Improvements Advisory Committee of the City of Harker Heights, Texas, was posted at the Harker Heights Municipal Building, and the City of Harker Heights website which is readily accessible to the public at all times, by **10:00 A.M. on Friday, December 3, 2021**. Please contact the Planning and Development Department at (254) 953-5648 for further information.

*Wilson Everett*

Wilson Everett, Planning & Development Administrative Assistant

*This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 254-953-5600, or FAX 254-953-5614, or email [jhelsham@harkerheights.gov](mailto:jhelsham@harkerheights.gov) for further information.*



**Minutes of the Harker Heights Capital Improvements  
Advisory Committee Meeting  
August 25, 2021**

Present:

**Commission**

Larry Robison	Chairman
Robert Robinson III	Vice Chairman
Noel Webster	Commissioner
Rodney Shine	Commissioner
Joshua McCann	Commissioner
Kay Carey	Commissioner
Michael Stegmeyer	Alternate Commissioner
Bary Heidtbrink	Alternate Commissioner
Natalie Austin	Alternate Commissioner

**Staff**

Kristina Ramirez	Planning and Development Director
Yvonne Spell	City Planner
Dan Phillips	GIS Analyst/ Planner
Wilson Everett	Planning and Development Administrative Assistant
Brad Alley	Fire Marshal

Absent:

Adam Parker	Secretary
Nuala Taylor	Commissioner
Stephen Watford	Commissioner
Bobby Hoxworth	ETJ Member

**Meeting Agenda:**

Agenda Item I: A quorum was established, and the meeting for the Capital Improvements Advisory Committee was called to order at 7:23 P.M.

Agenda Item II: The next agenda item was to consider approval of the agenda for the regular meeting of the Capital Improvements Advisory Committee for August 25, 2021. Commissioner Carey made a motion to approve the Agenda. Commissioner McCann seconded the motion. **The motion was approved (6-0).**

Agenda Item III: Recognition of Affidavits for Conflict of Interest. There were no conflicts of interest submitted.

Agenda Item IV: Public Comments: There was no one present in person or attending virtually who wished to address the Capital Improvements Advisory Committee during this meeting.

Agenda Item V: Presentations by Staff:

*None.*

**Agenda Item VI: Public Hearing:**

*None.*

**Agenda Item VII: New Business:**

**1. Discuss and Consider Land Use Assumptions for the 2022 Impact Fee area.**

Commissioner Shine made a motion to approve the Land Use Assumptions for the 2022 Impact Fee area. Commissioner McCann seconded the motion. **The motion was approved (6-0).**

**2. Discuss and Consider a Capital Improvements Plan for the 2022 Impact Fee area.**

Commissioner McCann made a motion to approve the Capital Improvements Plan for the 2022 Impact Fee area. Commissioner Carey seconded the motion. **The motion was approved (6-0).**

**Chairman Robison then adjourned the meeting of the Capital Improvements Advisory Committee at 7:47 P.M.**

**Larry Robison, Chairman**

**DATE:**

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**Adam Parker, Secretary**

**DATE:**

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# CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEMORANDUM

**21-03**

**AGENDA ITEM IX-1**

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FROM: THE OFFICE OF THE PLANNING AND DEVELOPMENT DIRECTOR

DATE: DECEMBER 8, 2021

**DISCUSS AND CONSIDER IMPACT FEE CALCULATIONS**

**EXPLANATION:**

According to Chapter 395 of the Texas Local Government Code, Capital Improvement Advisory Committee (CIAC) serves as the advisory committee for the 2022 Wastewater Impact Fee study. The purpose of the December 8, 2021 meeting is for the CIAC to discuss and consider Impact Fee Calculations and recommendations under which an impact fee may be imposed for wastewater facilities for the 2022 wastewater impact fee area and take the appropriate action.

The City adopted the current Future Land Use Map (FLUM) in 2007. The City Council adopted changes to the Land Use Plan on October 26, 2021. The City's consultant, Ms. Jessica Vassar with Freese and Nichols, has evaluated the future land use assumptions, current development activity, and existing land use map with respect to their contribution to developing an impact fee.

**STAFF RECOMMENDATION:**

Staff recommends approval of the presented impact fee calculations for the 2022 impact fee area, as presented by Ms. Vassar.

**ACTION BY CAPITAL IMPROVEMENT ADVISORY COMMITTEE:**

1. Motion to recommend approval/ disapproval of impact fee calculations for the 2022 impact fee area, based on staff's recommendation and findings.
2. Any other action deemed necessary.

**ATTACHMENTS:**

1. NONE