

**TOWN COUNCIL
SPECIAL MEETING MINUTES
NOVEMBER 9, 2015**

The Town Council met in special session on Monday, November 9, 2015 at 6 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson; Councilmembers Ron Samuels, John Adler, Frank O'Reilly, Paul Hendricks and Renee Powell; Town Manager, Julie Couch; Town Engineer, James Chancellor; Engineer-in-Training, Danielle Gregory; Economic Development Manager, Ray Dunlap; Chief Financial Officer, Jason Weeks; Police Chief, Granver Tolliver; and Town Secretary, Elizabeth Cappon. Mayor Pro Tem Henry Lessner was not present.

Mayor Culbertson called the meeting to order at 6:08 p.m. and declared a quorum was present. Mayor Culbertson invited everyone to stand for the Pledge of Allegiance.

TAX INCREMENT FINANCING DISTRICT: Discuss the process for the development of the Tax Increment Financing District and take any necessary action.

Town Manager Couch presented agenda item 1 regarding the development of a Tax Increment Financing District. Ms. Couch welcomed Larry Cline of Larry Cline Consulting LLC, 4800 Broadway Street, Suite A in Addison.

Mr. Cline reviewed the tax increment financing (TIF) timeline with the Council. Mr. Cline stated that their goal is to complete the TIF by the end of the calendar year so that the TIF could include new development to be added to the 2016 tax roll. Mr. Cline stated that the TIF project and finance plan would be reviewed by the Board of Directors of the Economic Development Corporation and Community Development Corporation at their November 18, 2015 meeting. Mr. Cline stated an EDC/CDC approved plan would be brought to the December 1, 2015 regular Town Council meeting for the Council to conduct a public hearing and if the ordinance creating the TIF passes, appoint the TIF board. Mr. Cline stated the next step would be Collin County Commissioner's Court review and approval of the TIF during the first quarter of 2016.

The Council and staff had an extended conversation with Mr. Cline regarding the TIF district including the involvement of the County Commissioner's Court, the appointment of a TIF board, the TIF timeline, the boundaries of the TIF district, possible items for improvement and the methods of communicating the TIF to the public.

IMPACT FEES: Discuss the Impact Fee update process including roadway and utility master plans, land use assumptions and the impact fee information and take any necessary action.

Mr. Chancellor presented agenda item 2 updating the Council on the impact fee process. Mr. Chancellor stated that the Town hired the engineering firm Kimley-Horn to produce the Impact Fee Study as well as Master Water and Sewer plans for the Town.

Mr. Chancellor stated that Town is allowed to go up to ten years between impact fee studies. Mr. Chancellor added that the state mandates that an independent engineering study be conducted to establish the portion of impact that developers have on the community. He continued that the Town could only charge developers for capacity improvements needed due to development rather than normal improvements. Mr. Chancellor stated that the maximum fee that the Town is allowed to charge per the State is 50 percent of the cost of capacity improvements. Mr. Chancellor added that the Council might decide to decrease additionally certain impact fees in order to spur development. Mr. Chancellor stated that the impact fee study is important because only projects listed within the study are allowed to receive the funds collected by impact fees. Mr. Chancellor stated that since the maximum trip length for an impact fee district is six miles and the Town is only six miles wide, Fairview only has one impact fee district.

Mr. Chancellor and the Council discussed the results of the impact fee study, comparing the study's results to the impact fees of comparable districts in surrounding cities for the categories of water, sewer and roads. They also discussed future capital improvements projects necessary in the Town. Additionally, they discussed the impact fees of neighboring cities.

Mr. Chancellor recommended reducing the single-family sewer impact fee to approximately 75% to 80% percent of the maximum impact fee, so the Town would not have one of the highest sewer impact fees in the area. Mr. Chancellor recommended charging the maximum allowed impact fee for single-family for roadways and water.

Mayor Culbertson asked if the multi-family impact fee would be per unit. Mr. Chancellor stated that it is not per unit but based on the waterline size for water but that the impact fee for roads is based on the cost per mile using on the number of trips each unit would generate.

Mr. Chancellor stated that a public hearing would be held regarding impact fees at the December 1, 2015 regular Town Council meeting. Mr. Chancellor stated that the Council would receive written recommendations from the Capital Improvements Advisory Committee before that meeting so they would have the opportunity to adopt the fees by ordinance at that meeting.

Mr. Chancellor recommended charging the maximum impact fee for roadways for multi-family. Mr. Chancellor reviewed the potential roadway fees for a variety of commercial uses and compared them to other cities. He indicated that the council might consider reducing the roadway fees for commercial uses to stay competitive with other communities. He suggested a roadway fee for commercial uses in the range of 50 – 60% of the maximum fee.

Mayor Culbertson asked if it was possible to test a fee rate for a time period and change it later. Ms. Couch stated that the rate can be changed but that would require a new impact fee rate study to be conducted. Mr. Chancellor stated that the State prefers if impact fees are amended every five years but that the Town must go through the full fee review process every ten years.

Councilmember Samuels asked if impact fees were public information. Mr. Chancellor stated that the public hearing notice informed residents that they could view a copy of the impact fee

study at the front desk of Town Hall. Ms. Couch stated that if an agreement was made with a business to adjust their impact fees that would also be public information.

Ms. Couch asked Mr. Chancellor to discuss the thoroughfare plan and roadway master plan improvements with the Council. Mr. Chancellor discussed updates to Fairview Parkway, Frisco Road, half of the Ridgeview overpass, Sloan Creek Bridge, Stacy Road, Meandering Way, Oakwood Trail, FM 1378 and Highway 5. There was discussion regarding returning the section of FM-1378 between the two schools to a 4 lane cross section as it was in the past.

Ms. Couch stated that the amended impact fees must be approved within 30 days of the public hearing on December 1. Ms. Couch continued that the Council could adopt them at the December 1 meeting or hold an additional meeting within the month of December.

Mayor Culbertson adjourned the meeting at 7:58 p.m.


Darion Culbertson, Mayor
Elizabeth Cappon, Town Secretary