

AGENDA

The Planning and Zoning Commission and Board of Adjustment of the City of Sherman will hold a regular meeting Monday, October 30, 2023 at 2:00 P.M. in the Council Chambers at 220 W. Mulberry to consider the following:

All requests are subject to the Zoning Ordinance/Code of Ordinance Chapter 14, unless otherwise stated.

1. **CALL TO ORDER**
2. **APPROVE MINUTES OF THE APRIL 18, 2023 CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEETING**
3. **REVIEW AND CONSIDER THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE SEMI-ANNUAL REPORT FOR 2023.**
4. **ADJOURNMENT**

By direction of the Planning and Zoning Commission and Board of Adjustment of the City of Sherman.

Clay Mahone, Chairman

ATTEST: Rob Rae, Secretary

Meetings of this advisory board are open to the public.

Note: The above agenda schedule represents an estimate of the order for the indicated items and is subject to change at any time.

An unscheduled closed executive session may be held if the discussion of any of the above agenda items concerns the purchase, exchange, lease or value of real property; or requires consultations with City Attorney.

In accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the Planning and Zoning Commission and Board of Adjustments may hold an executive session if the discussion of any of the items identified in this agenda, or any of the items identified below, concern one or more of the following:

Tex. Gov't Code § 551.071

Seeking the advice of its attorney about pending or contemplated litigation, settlement offers or any matter in which the duty of the attorney to the Planning and Zoning Commission and Board of Adjustments under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

Certification

I, the undersigned authority, do hereby certify that the above Agenda of the Regular Meeting of the Board of Adjustments and Planning and Zoning Commission of the City of Sherman is a true and correct copy of said Notice and that I posted a true and

correct copy of said Notice on the bulletin board, at City Hall, of said City of Sherman, Texas, a place convenient to the public and said notice was posted on October 26, 2023 at 4:00 p.m. and said time of posting was 72 hours before said meeting was convened or called to order.

Dated this 26th day of October
City of Sherman, Texas

Lauren Marlow,
Development Services Coordinator





**Capital Improvements Advisory Committee
(CIAC)**

2.

Meeting Date: 10/30/2023

Prepared By: Lauren Marlow, Development Services Coordinator

Issue:

**APPROVE MINUTES OF THE APRIL 18, 2023 CAPITAL IMPROVEMENTS ADVISORY
COMMITTEE MEETING**

List of Agenda Items:

Attachments

2023-04-18 - Minutes

STATE OF TEXAS

§

April 18, 2023

COUNTY OF GRAYSON

§

BE IT REMEMBERED THAT A Regular Meeting of the Capital Improvements Advisory Committee (CIAC) of the City of Sherman, was begun and held on April 18, 2023.

MEMBERS PRESENT:

CHAIRMAN MAHONE

COMMITTEE MEMBERS: DOWNTAIN, DAVIS, SIMS,
MANLEY, WHITAKER AND BACA

MEMBERS ABSENT:

BLAGG

STAFF PRESENT:

ROB RAE, DIRECTOR OF DEVELOPMENT SERVICES,
MARY LAWRENCE, DIRECTOR OF FINANCE. KERRI
TURNER, DEVELOPMENT SERVICES COORDINATOR,
LAUREN MARLOW, DEVELOPMENT SERVICES
COORDINATOR.

CITY ATTORNEY:

ALICESON COTTON

CALL TO ORDER

Chairman Mahone of the Capital Improvements Advisory
Committee called the meeting to order at 4:00 p.m.

CALL TO ORDER

APPROVE MINUTES

The Capital Improvements Advisory Committee reviewed
the minutes of the February 21, 2023 meeting. Motion by
Commission Member Davis to approve the Minutes as
written. Second by Commission Member Whitaker. All
present voted AYE.

APPROVE MINUTES

MOTION CARRIED.

REVIEW AND CONSIDER THE CAPITAL IMPROVEMENTS
ADVISORY COMMITTEE QUARTERLY REPORT FOR 2023

Rob Rae, Director of Development Services provided an
overview of the quarterly impact fee revenue.

REVIEW &
CONSIDER THE CIAC
QUARTERLY
REPORT FOR 2023

Mr. Rae explained, "The Capital Improvements Advisory
Committee (CIAC) asked for a detailed breakdown of the
impact fees that had been collected at the end of the first
quarter and to give you a breakdown of what those impact
fees are for each month showing the breakdown of large
projects vs small projects."

Mr. Rae presented the following:

City of Sherman
Impact Fee Revenue
March 31, 2023

Fund Name	Account Name			Oct 1, 2022 - Dec	Jan 1, 2023-	Total
		YE 9/30/2021	YE 9/30/22	31, 2022	March 31, 2023	
Roadway Impact Fee Zone #1	Roadway Impact Fee	\$ -	\$ 5,725.60	\$ 500.00	\$ 31,751.00	\$ 37,976.60
Roadway Impact Fee Zone #2	Roadway Impact Fee	\$ -	\$ 90,743.00	\$ 149,721.46	\$ 320,162.00	\$ 560,626.46
Roadway Impact Fee Zone #3	Roadway Impact Fee	\$ 1,056.00	\$ 25,460.24	\$ 12,140.90	\$ 5,719.71	\$ 44,376.85
Roadway Impact Fee Zone #4	Roadway Impact Fee	\$ -	\$ 2,106,540.00	\$ 23,000.00	\$ 516,659.00	\$ 2,646,199.00
Total Roadway Impact Fees		\$ 1,056.00	\$ 2,228,468.84	\$ 185,362.36	\$ 874,291.71	\$ 3,289,178.91
Water Impact Fee Fund	Water Impact Fee	\$ -	\$ 703,708.06	\$ 161,997.56	\$ 1,043,646.00	\$ 1,909,351.62
Sewer Impact Fee Fund	Sewer Impact Fee	\$ -	\$ 356,076.00	\$ 77,998.75	\$ 245,101.29	\$ 679,176.04
Total Impact Fees		\$ 1,056.00	\$ 3,288,252.90	\$ 425,358.67	\$ 2,163,039.00	\$ 5,877,706.57
Water		\$ 1,909,352				
Large Payments (> \$10k)		\$ 1,577,877				
Net of Large Payments		\$ 331,475				
Sewer		\$ 679,176				
Large Payments (> \$10k)		\$ 557,137				
Net of Large Payments		\$ 122,039				
Roadway		\$ 3,289,179				
Large Payments (> \$10k)		\$ 1,035,888				
Net of Large Payments		\$ 2,253,291				

IMPACT FEE SUMMARY

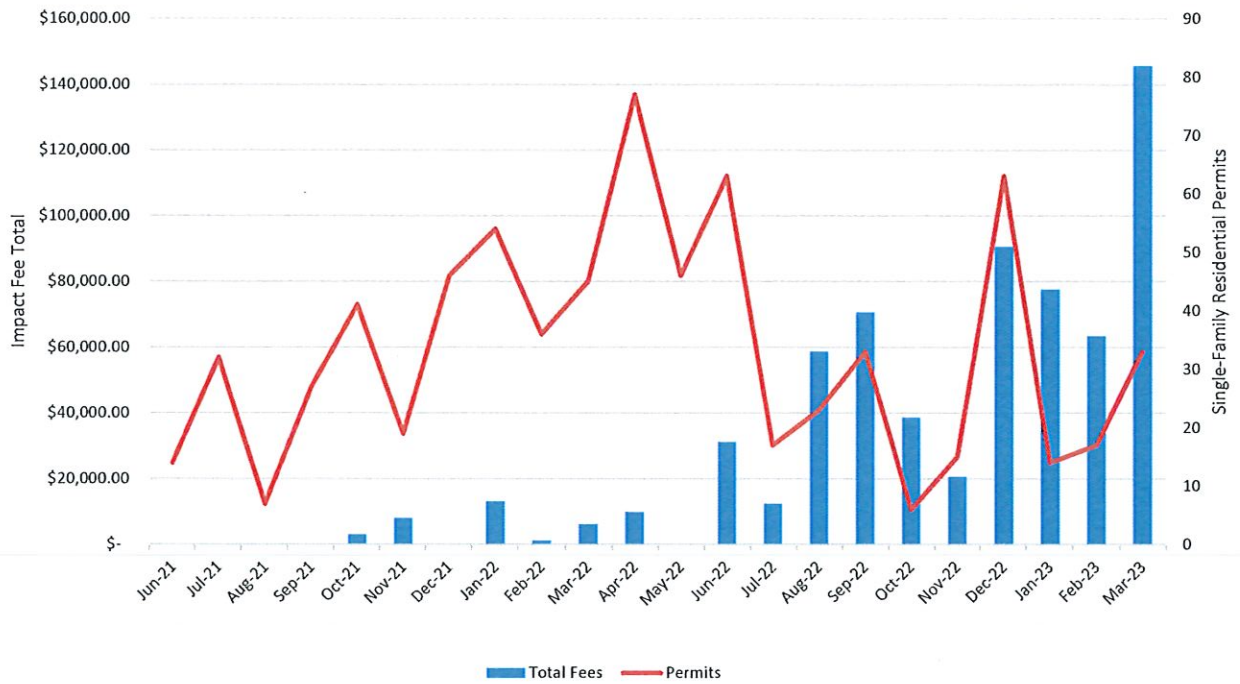
Quarter 1 - 2023

	January	February	March	Total
Roadway Impact Fee Zone #1	0	\$27,412.00	\$8,421.00	\$35,833.00
Roadway Impact Fee Zone #2	\$15,000.00	\$6,260.00	\$296,405.00	\$317,665.00
Roadway Impact Fee Zone #3	\$3,519.71	\$1,320.00	\$1,320.00	\$6,159.71
Roadway Impact Fee Zone #4	\$6,652.00	\$7,065.00	\$501,387.00	\$515,104.00
Total Roadway Impact Fees	\$25,171.71	\$42,057.00	\$807,533.00	\$874,761.71

Water Impact Fee	\$137,164.00	\$52,327.00	\$857,260.00	\$1,046,751.00
Sewer Impact Fee	\$58,605.29	\$12,828.00	\$174,489.00	\$245,922.29
Total Impact Fees	\$220,941.00	\$107,212	\$1,839,282.00	\$2,167,435.00

	Single Family	Multi-Family	Commercial	Industrial
January	\$77,616.00	\$143,325.00	0	0
February	\$63,401.00	0	\$43,811.00	0
March	\$145,652.00	\$614,455.00	\$23,037.00	\$1,056,138
Total	\$286,669.00	\$757,780.00	\$66,848.00	\$1,056,138.00

Single-Family Residential Permits vs Impact Fees Collected
City of Sherman June 2021 - March 2023



Chairman Mahone stated, "On the impact fee revenue page vs the impact fee summary, I see numbers that are close but not exactly the same. Am I missing something?"

Ms. Lawrence replied to Chairman Mahone, "Mr. Rae's department prepared this impact fee summary using when the impact fee was assessed and that is different from when it was paid. In accounting we record it when it is paid."

Chairman Mahone asked Mr. Rae, "So today our discussion is, do we stay at sixty percent of max or not?"

Mr. Rae replied to Chairman Mahone, "You can provide a recommendation to change, recommend something different to City Council, you can recommend staff to continue as is and reconvene in three months or six months. We have to reconvene at least every six months."

Commission Member Davis asked Mr. Rae, "The max that I understand is that if it is ten thousand dollars, we can only charge half anyways and we are at sixty percent of half, correct?"

Mr. Rae replied to Commission Member Davis, "No, that is already the half."

Commission Member Davis replied, "So we can only charge up to half?"

Mr. Rae replied to Commission Member Davis, "We can charge up to one hundred percent of that."

Commission Member Sims stated, "Half is what the max we can charge, and we are at sixty percent of half."

Mr. Rae replied to Commission Member Sims, "Exactly."

Chairman Mahone stated, "Weren't most of the people on the board discussing seventy five percent of the max?"

Commission Member Whitaker replied to Chairman Mahone, "Yes but City Council backed it down."

Mr. Rae stated, "The Capital Improvements Advisory Committees (CIAC) recommendation to City Council was seventy five percent of the max."

Commission Member Whitaker asked Mr. Rae, "I was told Denison now has impact fees, what are their impact fees at? Where did they start?"

Mr. Rae replied to Commission Member Whitaker, "I think they started similar, but I don't know the answer to that exactly, but I do feel they were on the high side."

Chairman Mahone asked Ms. Lawrence, "Is that public information we could find for comparables for the next meeting?"

Ms. Lawrence replied to Chairman Mahone, "Yes."

Chairman Mahone stated, "I still think we should be trying seventy five percent of fifty percent."

Commission Member Whitaker replied to Chairman Mahone, "Even that would be competitive with what Melissa and Allen are doing."

Mr. Rae stated, "Would you like to make a motion recommending us take it to City Council?"

Mr. Baca asked Mr. Rae, "From the City Council perspective, what has been the conversation about putting it at sixty percent?"

Mr. Rae replied to Mr. Baca, "There has not been conversation since it was adopted at this rate."

Mr. Baca replied to Mr. Rae, "They reduced it based off what we originally recommended, I was curious what was the conversation around that?"

Mr. Rae replied to Mr. Baca, "Honestly there wasn't much discussion. There wasn't a back and forth; it was just let's discuss the impact fees then one of the City Council Members made a motion then it was seconded."

Commission Member Manley stated, "I don't think we are stifling in growth but there is a lot of uncertainty amongst developers and builders, I am feeling like I want to keep it unchanged for the time being."

Chairman Mahone replied to Commission Member Manley, "I would agree with you that I don't think we are stifling in growth, I also just feel being a resident our roads are absolutely terrible in a lot of areas, and I know a lot of that has to do with the expansion of Highway 75 and so on. I know this doesn't necessarily go to upkeep but there is a trickle-down effect in my opinion."

ACTION TAKEN.

Motion by Vice Chairman Downtain to recommend to City Council to adjust the impact fee rate from sixty percent of the max to seventy five percent of the max. Second by Commission Member Whitaker.

VOTING AYE: DAVIS, MAHONE, DOWNTAIN, MANLEY, SIMS, BACA AND WHITAKER.

VOTING NAY: NONE.

MOTION CARRIED.

ADJOURNMENT

On Motion duly made and carried, the meeting adjourned at 4:21 p.m.

ADJOURNMENT

CHAIRMAN



SECRETARY



SHERMAN CITY COUNCIL

Agenda Communication Form

Capital Improvements Advisory Committee (CIAC)

3.

Meeting Date: 10/30/2023

Prepared By: Lauren Marlow, Development Services Coordinator

Approved By: Robby Hefton, City Manager

Caption:

**REVIEW AND CONSIDER THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
SEMI-ANNUAL REPORT FOR 2023.**

Issue:

To Review and Consider the Semi-Annual Capital Improvements and Impact Fee Report

Background:

On September 21st, 2020, City Council adopted Ordinance No. 6326 establishing the Water, Wastewater, and Roadway Impact Fees. The collection of these impact fees became effective on June 7, 2021.

On September 6th, 2022, City Council adopted Ordinance No. 6522 which updated and amended the Impact Fee Ordinance with new assessment and collection rates.

The Capital Improvement Advisory Committee (CIAC) was established by City Council as required by Texas Local Government Code Section 395.058 to advise, review and monitor the implementation and management of impact fees in the City of Sherman. This advisory committee is required to meet every 6 months to review the semiannual impact fee report to advise Council on the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

Origination:

City of Sherman, Development Services

Financial Consideration:

None

Staff Recommendation:

Staff does not recommend any changes to the impact fee rates, land use assumptions or capital improvements at this time.

Attachments

Impact Fee Report



City of Sherman
Impact Fee Revenue
September 30, 2023

Fund Name	Account Name	YE 9/30/2021		YE 9/30/22		YE 9/30/23		Total
Roadway Impact Fee Zone #1	Roadway Impact Fee	\$	-	\$	5,726	\$	65,661	\$ 71,387
Roadway Impact Fee Zone #2	Roadway Impact Fee	\$	-	\$	90,743	\$	753,891	\$ 844,634
Roadway Impact Fee Zone #3	Roadway Impact Fee	\$	1,056	\$	25,460	\$	24,021	\$ 50,537
Roadway Impact Fee Zone #4	Roadway Impact Fee	\$	-	\$	2,106,540	\$	645,878	\$ 2,752,418
Total Roadway Impact Fees		\$	1,056	\$	2,228,469	\$	1,489,451	\$ 3,718,976
Water Impact Fee Fund	Water Impact Fee	\$	-	\$	703,708	\$	2,158,294	\$ 2,862,002
Sewer Impact Fee Fund	Sewer Impact Fee	\$	-	\$	356,076	\$	555,841	\$ 911,917
Total Impact Fees		\$	1,056	\$	3,288,253	\$	4,203,586	\$ 7,492,895

	YE 9/30/23
Water	\$ 2,158,294
Large Payments (> \$10k)	\$ 1,275,549
Net of Large Payments	\$ 882,745
Sewer	\$ 555,841
Large Payments (> \$10k)	\$ 325,422
Net of Large Payments	\$ 230,419
Roadway	\$ 1,489,451
Large Payments (> \$10k)	\$ 1,080,310
Net of Large Payments	\$ 409,141

City of Sherman
Impact Fee Revenue
Year Ending 9/30/2023

Fund Name	Account Name	10/1/22 - 12/31/22	1/1/23 - 3/31/23	4/1/23 - 6/30/23	7/1/23 - 9/30/23	Total
Roadway Impact Fee Zone #1	Roadway Impact Fee	\$ 500	\$ 31,751	\$ 32,733	\$ 677	\$ 65,661
Roadway Impact Fee Zone #2	Roadway Impact Fee	\$ 149,721	\$ 320,162	\$ 242,502	\$ 41,506	\$ 753,891
Roadway Impact Fee Zone #3	Roadway Impact Fee	\$ 12,141	\$ 5,720	\$ 4,400	\$ 1,760	\$ 24,021
Roadway Impact Fee Zone #4	Roadway Impact Fee	\$ 23,000	\$ 516,659	\$ 52,448	\$ 53,771	\$ 645,878
Total Roadway Impact Fees		<u>\$ 185,362</u>	<u>\$ 874,292</u>	<u>\$ 332,083</u>	<u>\$ 97,714</u>	<u>\$ 1,489,451</u>
Water Impact Fee Fund	Water Impact Fee	\$ 161,998	\$ 1,043,646	\$ 673,421	\$ 279,230	\$ 2,158,295
Sewer Impact Fee Fund	Sewer Impact Fee	\$ 77,999	\$ 245,101	\$ 168,424	\$ 64,318	\$ 555,842
Total Impact Fees		<u>\$ 425,359</u>	<u>\$ 2,163,039</u>	<u>\$ 1,173,927</u>	<u>\$ 441,262</u>	<u>\$ 4,203,587</u>

Water	\$ 2,158,295
Large Payments (> \$10k)	<u>\$ 1,275,549</u>
Net of Large Payments	\$ 882,746
Sewer	\$ 555,842
Large Payments (> \$10k)	<u>\$ 325,422</u>
Net of Large Payments	\$ 230,420
Roadway	\$ 1,489,451
Large Payments (> \$10k)	<u>\$ 1,080,310</u>
Net of Large Payments	\$ 409,141

IMPACT FEE SUMMARY

Quarter 2 - 2023

	April	May	June	Total
Roadway Impact Fee Zone #1	\$0	\$26,922.00	\$5,811.00	\$32,733.00
Roadway Impact Fee Zone #2	\$101,508.00	\$35,986.00	\$84,949.00	\$222,443.00
Roadway Impact Fee Zone #3	\$1,320.00	\$1,320.00	\$1,760.00	\$4,400.00
Roadway Impact Fee Zone #4	\$12,717.00	\$31,252.50	\$8,478.00	\$52,447.50
Total Roadway Impact Fees	\$115,545.00	\$95,480.50	\$100,998.00	\$312,023.50

Water Impact Fee	\$124,236.00	\$411,205.00	\$137,999.00	\$673,440.00
Sewer Impact Fee	\$27,661.00	\$106,647.00	\$28,226.00	\$162,534.00
Total Impact Fees	\$151,897.00	\$517,852	\$166,225.00	\$835,974.00

	Single Family	Multi-Family	Commercial	Industrial
April	\$193,025.00	\$0	\$74,417.00	\$0
May	\$190,948.00	\$344,185.00	\$78,199.00	\$0
June	\$216,445.00	\$0	\$0	\$0
Total	\$600,418.00	\$344,185.00	\$152,616.00	\$0.00

IMPACT FEE SUMMARY

Quarter 3 - 2023

	July	August	September	Total
Roadway Impact Fee Zone #1	\$0	\$0	\$677.00	\$677.00
Roadway Impact Fee Zone #2	\$10,053.00	\$18,965.00	\$8,249.00	\$37,267.00
Roadway Impact Fee Zone #3	\$880.00	\$880.00	\$0	\$1,760.00
Roadway Impact Fee Zone #4	\$22,685.00	\$25,434.00	\$11,304.00	\$59,423.00
Total Roadway Impact Fees	\$33,618.00	\$45,279.00	\$20,230.00	\$99,127.00

Water Impact Fee	\$93,279.00	\$115,047.00	\$74,988.00	\$283,314.00
Sewer Impact Fee	\$22,875.00	\$26,607.00	\$48,378.00	\$97,860.00
Total Impact Fees	\$116,154.00	\$141,654	\$123,366.00	\$381,174.00

	Single Family	Multi-Family	Commercial	Industrial
July	\$129,662.00	\$0	\$20,110.00	\$0
August	\$186,933.00	\$0	\$0	\$0
September	\$111,344.00	\$0	\$0	\$0
Total	\$427,939.00	\$0.00	\$20,110.00	\$0.00

Single-Family Residential Permits vs Impact Fees Collected City of Sherman June 2021 - September 2023

