

**City of Round Rock, Texas**  
**Capital Improvements Advisory Committee**  
**July 18, 2018, Meeting**

**Meeting Minutes**

**A. CALL TO ORDER**

The July 18, 2018, meeting of the Capital Improvements Advisory Committee (CIAC) was held in Round Rock City Council Chambers located at 221 East Main Street. With a quorum present, Committee Chairman David Pavliska called the meeting to order at 8:23 p.m.

**B. ROLL CALL**

Members in attendance included Chairman David Pavliska, Vice Chair Rob Wendt, Committee Members Stacie Bryan, Casey Clawson, Jennifer Henderson, Selicia Sanchez, Jennifer Sellers, Greg Rabaey, Edward Henna, and David Sour.

Transportation Department staff included Gary Hudder, Brian Kuhn, Gerald Pohlmeyer, and Leah Collier. Also present were Brad Wiseman, Erin Smith, Laton Carr, Robin Vietz, and Veronica Chandler from Planning and Development Services Department; Lorie Lankford from the Finance Department; and Jeff Whitacre from Kimley-Horn Associates.

**C. SEMI-ANNUAL REPORT**

**C.1 Consider a presentation and provide comments regarding proposed land use assumptions and a capital improvement plan for the roadway impact fee study.**

Mr. Hudder explained that since the last CIAC meeting, comments and questions from the Committee had been received and will be addressed in the consultant's presentation.

Mr. Whitacre briefly reviewed the Capital Improvements Advisory Committee's (CIAC) role stating that the purpose of the committee was to advise and assist the City Council in adopting Land Use Assumptions (LUA), review the Capital Improvements Plans (CIP), and file written comments to the City Council. He noted that the land use assumptions are based on the Future Land Use Plan and the Capital Improvement Plan is based on the Transportation Master Plan.

He noted that as part of the process, state law requires two public hearings. The LUA and CIP will be reviewed during the first public hearing scheduled for July 26th and the report, ordinance, and policy will be discussed in the second public hearing scheduled for September 13th.

He reminded the Committee that the City has been divided into three service areas and showed them a 10-year growth projections table. He proceeded to briefly respond to comments submitted by Committee members. Some of the topics included: added intersections and modifications to alignments in the Transportation Master Plan, noting that some of the segments were not recommended to be widened based on the current plan; updated terminology; vehicle-miles calculation and fees; the current Traffic Impact Analysis (TIA) process; and the land use assumptions.

Mr. Whitacre concluded his presentation by asking the Committee to consider a recommendation to City Council on the proposed land use assumption and the 10-year roadway capital improvement plan for the City's proposed roadway impact fee service areas only. He noted that the Committee's comments and recommendation will be provided in a presentation in the City Council's packet.

There was a lengthy discussion regarding the Roadway Impact Fee (RIF) process. It was stated that a presentation will be given to City Council that will include the Committee's comments. It was also noted that if City Council does adopt the proposed RIF, a report will be presented to the Capital Improvements Advisory Committee semi-annually. Mr. Whitacre explained that a second

stakeholder meeting with the development community and a public open house are scheduled for August 7<sup>th</sup>. A motion was offered for Chapters 1 through 4 of the Roadway Impact Fee Study.

**MOTION:** Motion by Committee Member Rabaey, second by Committee Member Henderson to recommend the Land Use Assumption and Capital Improvement Plan report to City Council and to include comments received to date.

**VOTE: Aye:** Chairman Pavliska, Vice Chair Wendt, Committee Member Bryan, Committee Member Clawson, Committee Member Henderson, Committee Member Rabaey, Committee Member Sanchez, Committee Member Sellers, and Ad Hoc Committee Members Hanna and Sour. Vote to approve: 10-0. The motion carried unanimously.

**E. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 8:59 p.m.

Respectfully submitted,

*Original Signed*

Veronica Chandler  
Planning Tech