



**Capital Improvement Advisory
Committee
Town of Westlake**
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262

Monday, August 11, 2025, 5:00 PM

AGENDA

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Capital Improvement Advisory Committee may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

- A. CALL MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**
- B. CITIZEN COMMENTS**
- C. APPROVAL OF MINUTES**
 - C.1. Discuss, consider and act to approve the June 11, 2025 Capital Improvement Advisory Committee Meeting Minutes.
- D. RECEIVE PRESENTATION AND ACTION ITEM**
 - D.1. Receive presentation regarding roadway, water, and wastewater impact fee calculations and benchmarking with peer cities; and Discuss, consider and act to make recommendation to Town Council regarding Impact Fees.
- E. REVIEW MEETING CALENDAR TO ADD, AMEND OR CANCEL MEETINGS AS NEEDED**
- F. ADJOURNMENT**

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Dianna Buchanan

Recording Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.



Capital Improvement Advisory Committee AGENDA ITEM REPORT

AGENDA ITEM NO: C.1.

Date: August 11, 2025

From: Dianna Buchanan, Town Secretary

Item Name: Discuss, consider and act to approve the June 11, 2025 Capital Improvement Advisory Committee Meeting Minutes.

Attachments:

1. 6.11.25 CIAC Draft Minutes

Summary:

The June 11, 2025 Capital Improvement Advisory Committee Meeting Minutes are attached for review and consideration of approval.

Background:

Approval of meeting minutes is a formal process ensuring accuracy, transparency, and compliance with the Texas Open Meetings Act. Meeting minutes must document a quorum being present, accurately reflect the meeting's proceedings, and record specific actions taken. Upon approval and execution, the minutes become the official transcript and permanent record of the meeting. Minutes of open meetings are considered public records and are available upon approval for inspection as outlined by the Texas Public Information Act upon request to the Town Secretary's Office or by accessing through the Town of Westlake's website at www.westlake-tx.org.

Fiscal Impact:

N/A

Legal Review:

N/A

Planning and Zoning Commission:

Staff recommends approval of the minutes as presented.



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262



Capital Improvements Advisory Committee Committee Minutes - Draft

Wednesday, June 11, 2025

4:30 PM

Council Chamber

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair Coffey called the meeting to order at 4:32 PM and announced a quorum present.

COMMISSIONER KONZ-ALT WAS ABSENT.

B. PRESENTATION AND ACTION ITEM

B.1. 25-165

Receive presentation and discuss, consider and act to make recommendation to Town Council regarding the approval of land use assumptions and impact fee eligible capital improvement projects in the Town Of Westlake (Cheryl Taylor, P.E., Director of Public Works).

Director of Public Works, Cheryl Taylor, presented the item first. Impact fees are needed as the Town grows and development continues.

Consultants from Freese and Nichols presented next about the impact fee justifications and order of priorities. The impact fees cannot be used for existing development, overhead, or projects not included in the Impact Fee CIP. The consultants also showed existing wastewater systems in the Town and the proposed improvements.

Discussion held.

Motion by Commissioner Ricci and Motion Second by Commissioner Didarali to recommend to Town Council approval of land use assumptions and impact fee eligible capital improvement projects in the Town of Westlake as presented. Chair Coffey called for a vote. MOTION APPROVED UNANIMOUSLY.

COMMISSIONER KONZ-ALT WAS ABSENT.

C. REVIEW MEETING CALENDAR AND TAKE ACTION AS NEEDED

The next CIAC meeting will be September 2.

D. ADJOURNMENT

Chair Coffey adjourned the meeting at 5:12 PM.

Adam Coffey, Chair

ATTEST:

Recording Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please advise the Town Secretary's Office 48 hours in advance at 817-490-5711 and reasonable accommodations will be made to assist you.



Capital Improvement Advisory Committee AGENDA ITEM REPORT

AGENDA ITEM NO: D.1.

Date: August 11, 2025

From: Cheryl Taylor, P.E., Director, Public Works

Item Name: Receive presentation regarding roadway, water, and wastewater impact fee calculations and benchmarking with peer cities; and Discuss, consider and act to make recommendation to Town Council regarding Impact Fees.

Attachments:

1. Presentation Impact Fee Calcs & Benchmarking

Summary:

Chapter 395 of the Local Government Code requires the appointment of a Capital Improvement Advisory Committee (CIAC) to review impact fee calculations proposed for the potential adoption of impact fees and make recommendation(s) to the Town Council.

Background:

As a rapidly growing community, the Town of Westlake has an opportunity to consider the implementation of water, wastewater and roadway impact fees that will allow for development to participate in the cost of necessary future improvements to serve the community. An impact fee is a charge or assessment on new development that generates revenue for funding or recouping the costs of capital improvements or facility expansions attributable to new development. It is a tool that can be used to recoup, from property developers, some of the costs that new development places on City infrastructure. Impact fees ensure that those who place additional demand on the roadway, water, and wastewater systems help pay the costs required to meet that demand.

Chapter 395 of the Texas Local Government Code requires the Capital Improvements Advisory Committee to:

1. Advise and assist the Town Council in adopting land use assumptions;
2. Review the capital improvement plan (CIP) and file written comments;
3. Monitor and evaluate implementation of the CIP;
4. File semiannual reports with respect to the progress of the CIP and report to the Town Council any perceived inequities in implementing the plan or imposing the impact fee; and
5. Advise the Town Council of the need to update or revise the land use assumptions, CIP, and impact fee.

Town Council consideration for adoption of impact fees is anticipated before September 1, 2025.

Fiscal Impact:

N/A

Legal Review:

N/A

Staff Recommendation:

Staff recommends the CIAC provide a recommendation to the Town Council for approval of the roadway, water and wastewater impact fee calculations.

Impact Fee Calculations and Benchmarking

Water, Wastewater, and Roadway Impact Fee Program

August 11, 2025



AGENDA

- Impact Fee Basics
- Role of CIAC
- Impact Fee Calculation
- Benchmarking Charts
- Next Steps
- Action Items

CIAC – Capital Improvement Advisory Committee

BASICS OF IMPACT FEES



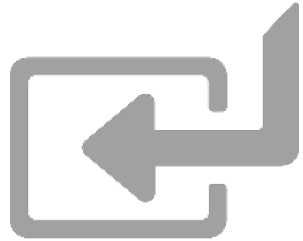
New development should pay for the cost of public infrastructure required to serve it.

“Growth Paying for Growth”

- Impact Fees are authorized by State Law
- Specific requirements for program administration and fee calculation
- Update required every five years
- Fee must be proportional to development’s impact on system



ROLE AS CIAC MEMBER



Provide Comment:

- Land Use Assumptions (LUA)
- Impact Fee Capital Improvement Plans (IFCIP)
- Impact Fee Calculations
- Written Recommendation to Town Council

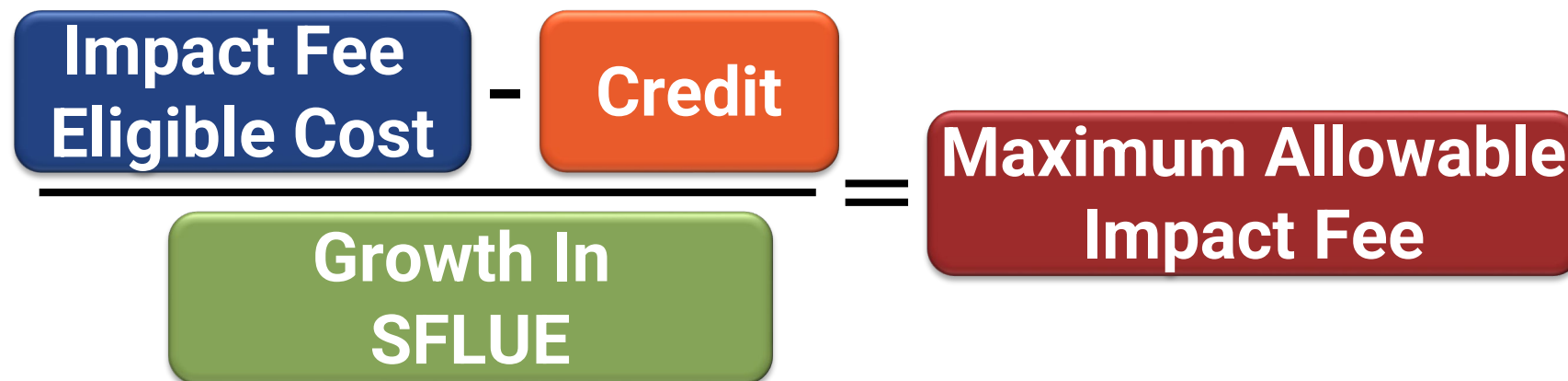


Scheduled CIAC Meetings/Deadlines:

1. August 11th : LUA and IFCIPs
2. August 11th: Impact Fee Calculations, Benchmarking and Recommendations
3. August 18th : CIAC Recommendation Letter to Town Council on Impact Fee Rates

COST PER SERVICE UNIT CALCULATION

- Impact Fee Eligible Cost = Portion of total project cost attributed to 10-year projected growth
- Credit = State law allows for a 50% credit
- Growth in SFLUE = 10-year growth in SFLUE
 - Single Family Living Unit Equivalent (SFLUE) = Base unit represents a single-family home usage or discharge



Water/Wastewater Impact Fee Calculation

Water CIP Projects

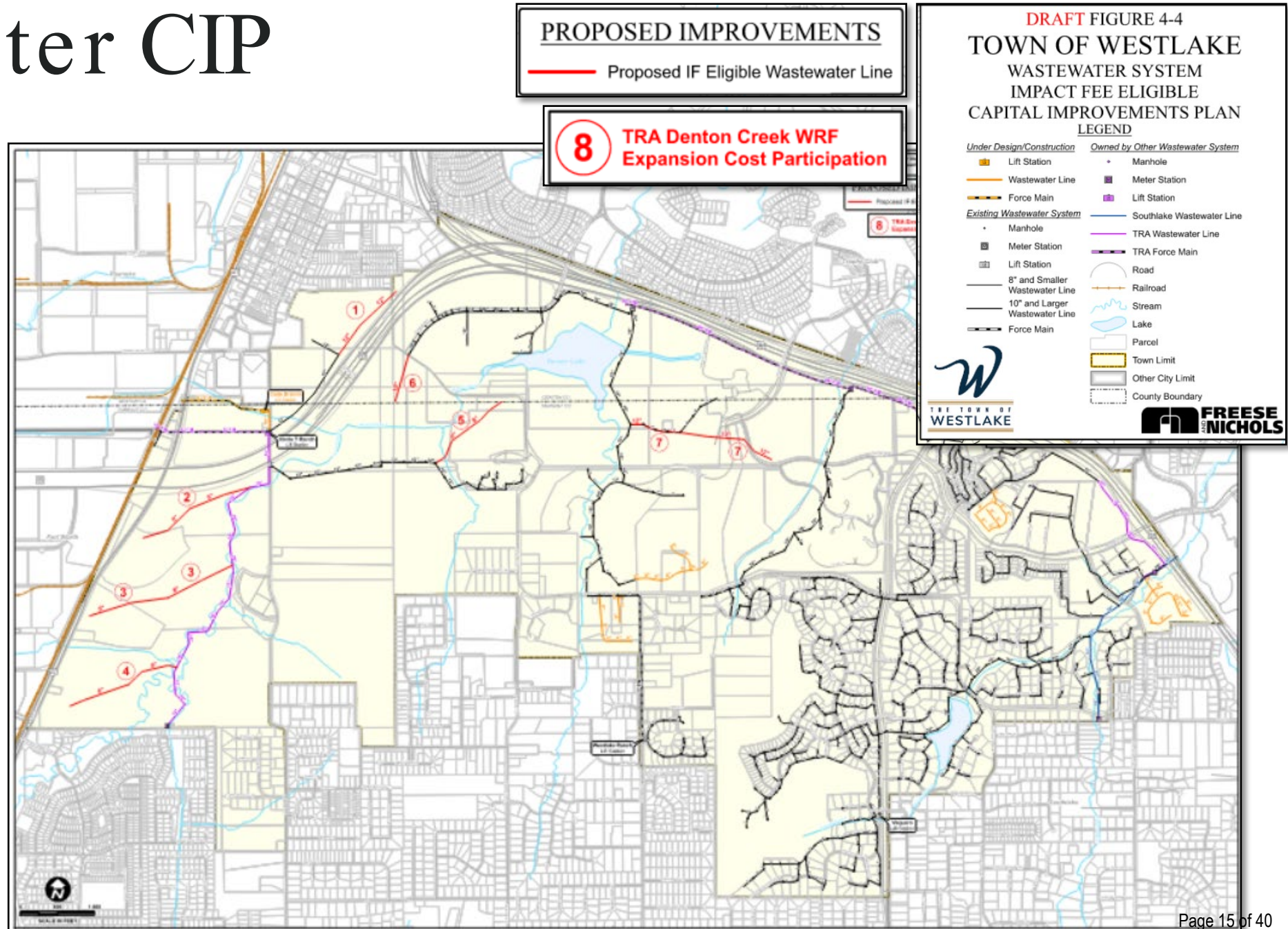
Proj. No.	Description of Project	Percent Utilization			Capital Cost	Current Development	10-Year 2025-2035	Beyond 2035
		2025 ¹	2035	10-Year 2023-2033				
PROPOSED								
1	Water Supply Connection Improvements at the Davis Blvd Pump Station from Fort Worth	0%	100%	100%	\$1,151,300	\$0	\$1,151,300	\$0
2	4.0 MGD Firm Capacity at the Davis Boulevard Pump Station (East PP) and 1.5 MG Ground Storage Tank	53%	84%	31%	\$11,855,400	\$6,283,362	\$3,675,174	\$1,896,864
3	20-inch Dove Road Water Line Extension	0%	30%	30%	\$2,253,500	\$0	\$676,050	\$1,577,450
4	16/20-inch US 377 Water Line Loop	0%	37%	37%	\$3,737,800	\$0	\$1,382,986	\$2,354,814
5	2.0 MGD Water Supply Increase at the Davis Blvd Pump Station from Fort Worth (4.0 MGD Total)	0%	29%	29%	\$500,000	\$0	\$145,000	\$355,000
6	2.0 MGD Firm Capacity at the Davis Boulevard Pump Station (West PP)	10%	66%	56%	\$2,980,800	\$298,080	\$1,669,248	\$1,013,472
7	12-inch SH 114 Water Line Loop	0%	42%	42%	\$1,942,500	\$0	\$815,850	\$1,126,650
8	1.0 MG Circle T Ranch Elevated Storage Tank	42%	68%	26%	\$6,809,200	\$2,859,864	\$1,770,392	\$2,178,944
9	16-inch J.T. Ottinger Road Water Line	0%	49%	49%	\$1,529,800	\$0	\$749,602	\$780,198
10	12-inch J.T. Ottinger Road Water Line	0%	90%	90%	\$674,000	\$0	\$606,600	\$67,400
11	0.5 MG Elevated Storage Tank	25%	62%	37%	\$6,408,500	\$1,602,125	\$2,371,145	\$2,435,230
12	12-inch US 377 Water Line Loop	0%	32%	32%	\$1,051,700	\$0	\$336,544	\$715,156
13	12-inch Parish Lane Water Line Loop	0%	54%	54%	\$977,300	\$0	\$527,742	\$449,558
14	12-inch Main Street Water Line Loop	0%	82%	82%	\$572,900	\$0	\$469,778	\$103,122
Proposed Project Subtotal					\$42,444,700	\$11,043,431	\$16,347,411	\$15,053,858
Future Water Impact Fee Study Update							\$45,000	\$0
Finance/Interest Costs for Proposed Projects²							\$6,803,402	--
Total Impact Fee Eligible Water Capital Improvement Cost							\$23,150,813	--

¹Utilization in 2025 on proposed projects indicates a portion of the project that will be used to address deficiencies within the existing system and therefore are not eligible for impact fee cost recovery for future growth.

²Finance costs are based on the interest paid over an entire 20-year bond, to be collected within the 10-year Impact Fee period at a 4.0% interest rate.

Wastewater CIP

- Gravity Mains
- TRA Denton Creek WRF Expansion Cost Participation



Wastewater CIP Projects

Proj. No.	Description of Project	Percent Utilization			Capital Cost	Current Development	10-Year 2025-2035	Beyond 2035
		2025 ¹	2035	10-Year 2025-2035				
PROPOSED								
1	12-inch Parish Lane Gravity Main	0%	100%	100%	\$1,043,700	\$0	\$1,043,700	\$0
2	8-inch Marshall Branch Gravity Main Extension 1	0%	100%	100%	\$1,042,100	\$0	\$1,042,100	\$0
3	8-inch Marshall Branch Gravity Main Extension 2	0%	100%	100%	\$1,323,800	\$0	\$1,323,800	\$0
4	8-inch Marshall Branch Gravity Main Extension 3	0%	5%	5%	\$1,007,800	\$0	\$50,390	\$957,410
5	8-inch J.T. Ottinger Rd Gravity Main	14%	15%	1%	\$801,900	\$112,266	\$8,019	\$681,615
6	10-inch Schwab Way Gravity Main	0%	16%	16%	\$540,600	\$0	\$86,496	\$454,104
7	12-inch Turner Lake Replacement and Gravity Main Extension	6%	7%	1%	\$2,278,500	\$136,710	\$22,785	\$2,119,005
8	TRA Denton Creek WRF Expansion Cost Participation ³	0%	5%	5%	\$98,619,250	\$0	\$4,930,963	\$4,580,316
Proposed Project Subtotal					\$106,657,650	\$248,976	\$8,508,253	\$8,792,450
Future Wastewater Impact Fee Study Update							\$45,000	\$0
Finance/Interest Costs for Proposed Projects²							\$3,549,888	--
Total Impact Fee Eligible Wastewater Capital Improvement Cost							\$12,103,140	--

¹Utilization in 2025 on proposed projects indicates a portion of the project that will be used to address deficiencies within the existing system and therefore are not eligible for impact fee cost recovery for future growth.

²Finance costs are based on the interest paid over an entire 20-year bond, to be collected within the 10-year Impact Fee period at a 4.0% interest rate.

³Beyond 2035 cost determined by utilization for buildout wastewater projections

Water/Wastewater: Service Unit Equivalency (SUE)

Meter Size	Maximum Flow Rate (gpm)	Service Unit Equivalent (SUE)
3/4"	30	1.00
1"	50	1.67
1.5"	100	3.33
2"	160	5.33
3"	350	11.67
4"	600	20.00
6"	1,400	46.67

Projected Water/Wastewater SUEs

Projected Water Service Units

Meter Size	Existing Meters	Existing SUEs	2035 Meters	2035 SUEs	10-Year Growth in SUEs
3/4"	188	188	326	326	138
1"	626	1,045	1,076	1,796	751
1-1/2"	141	469	243	809	340
2"	109	580	209	1,113	533
3"	9	105	18	210	105
4"	10	200	20	400	200
6"	2	93	4	186	93
Total	1,085	2,680	1,896	4,840	2,160

Projected Wastewater Service Units

Meter Size ⁽¹⁾	Existing Meters	Existing SUEs	2035 Meters	2035 SUEs	10-Year Growth in SUEs
3/4"	188	188	326	326	138
1"	535	893	985	1,644	751
1-1/2"	141	469	243	809	340
2"	109	580	209	1,113	533
3"	9	105	18	210	105
4"	10	200	20	400	200
6"	2	93	4	186	93
Total	994	2,528	1,805	4,688	2,160

⁽¹⁾ Septic users assumed to be on a 1" water meter

Water/Wastewater: Cost Per Service Unit Calculation (3/4-inch meter)

Water Impact Fee	
Total Eligible Capital Improvement Costs	\$16,392,411
Total Eligible Financing Costs	\$6,803,402
Total Eligible Impact Fee Costs	\$23,150,813
Growth in Service Units	2,160
Water Impact Fee per Service Unit ⁽¹⁾	\$10,718
Impact Fee Credit per Service Unit ⁽²⁾	\$5,359
Maximum Allowable Water Impact Fee ⁽³⁾	\$5,359

⁽¹⁾ Total Eligible Costs divided by the Growth in Service Units.

⁽²⁾ Credit is 50% of Maximum Water Impact Fee per Service Unit.

⁽³⁾ Maximum Allowable Water Impact Fee is Maximum Water Impact Fee minus the Impact Fee Credit per Service Unit.

Wastewater Impact Fee	
Total Eligible Capital Improvement Costs	\$8,553,253
Total Eligible Financing Costs	\$3,549,888
Total Eligible Impact Fee Costs	\$12,103,140
Growth in Service Units	2,160
Wastewater Impact Fee per Service Unit ⁽¹⁾	\$5,603
Impact Fee Credit per Service Unit ⁽²⁾	\$2,801
Maximum Allowable Wastewater Impact Fee ⁽³⁾	\$2,801

⁽¹⁾ Total Eligible Costs divided by the Growth in Service Units.

⁽²⁾ Credit is 50% of Maximum Water Impact Fee per Service Unit.

⁽³⁾ Maximum Allowable Wastewater Impact Fee is Maximum Wastewater Impact Fee minus the Impact Fee Credit per Service Unit.

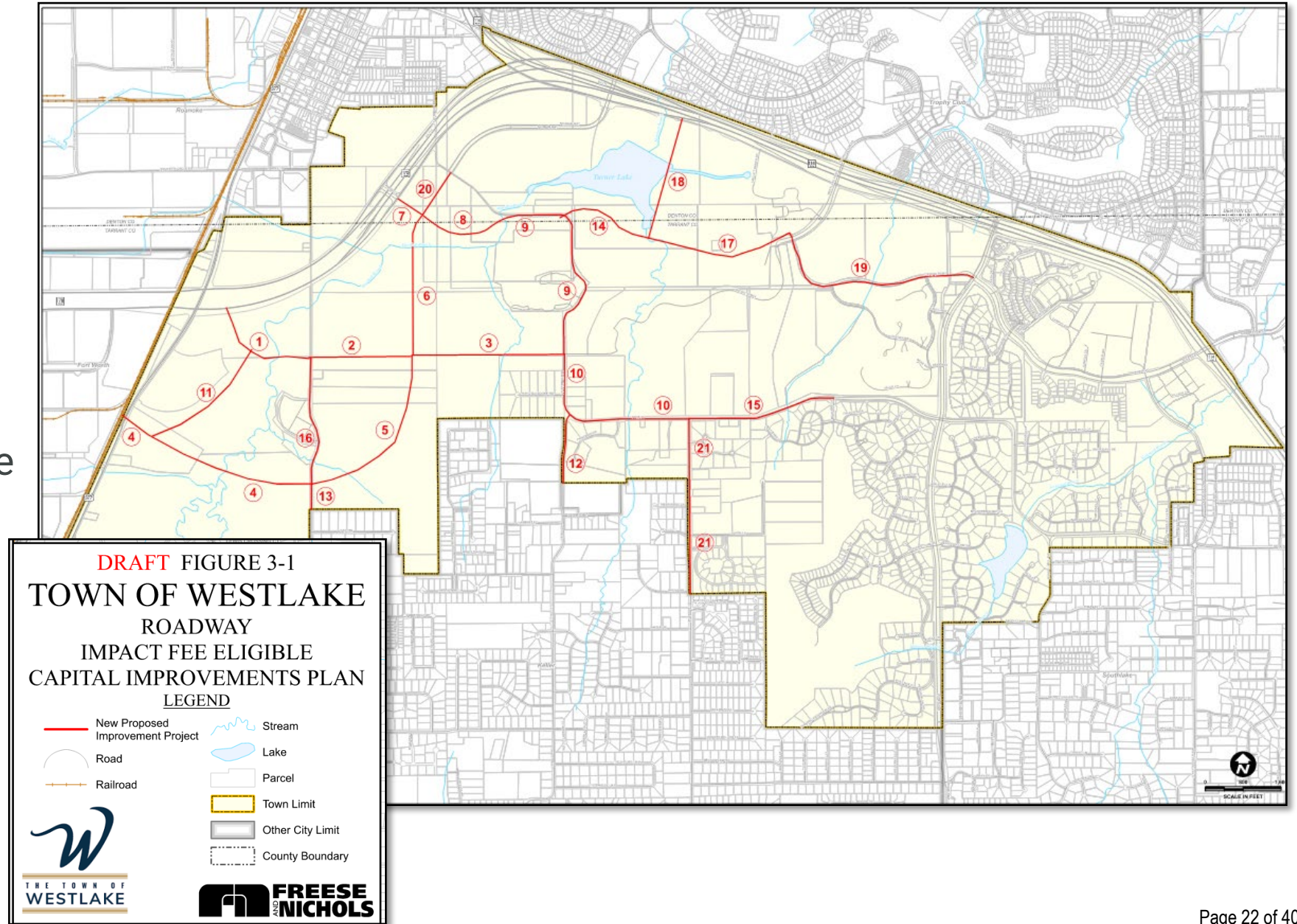
Water/Wastewater: Maximum Allowable Impact Fee Rates

Meter Size	Service Unit Equivalent	Maximum Allowable Water Impact Fee	Maximum Allowable Wastewater Impact Fee	Combined Total
3/4"	1	\$5,359	\$2,801	\$8,160
1"	1.67	\$8,949	\$4,677	\$13,626
1 1/2"	3.33	\$17,845	\$9,327	\$27,172
2"	5.33	\$28,563	\$14,929	\$43,492
3"	11.67	\$62,539	\$32,687	\$95,226
4"	20	\$107,180	\$56,020	\$163,200
6"	46.67	\$250,104	\$130,722	\$380,826

Roadway Impact Fee Calculation

Roadway CIP

- 21 New Projects
- 4 Recoupment Projects (already built)
- **Net Capacity Provided:** 21,722 vehicle miles
- **Capacity necessitated by Growth (new demand):** 52,836 vehicle miles



Roadway CIP Projects

Proj. No.	Roadway	To	From	Length (mi)	Added Lanes	Type	% in Serv. Area	Project Cost
PROPOSED								
1	New Road A	SH 170	Roanoke Rd	0.45	4	DA	100%	\$4,349,400
2	New Road A	Roanoke Rd	Liberty Ext	0.41	4	DA	100%	\$3,965,700
3	New Road A	Liberty Ext	Ottinger Rd	0.61	4	DA	100%	\$5,894,000
4	Liberty Ext	US 377	Roanoke Rd	0.82	4	DA	100%	\$7,922,800
5	Liberty Ext	Roanoke Rd	New Road A	0.74	4	DA	100%	\$7,151,500
6	Liberty Ext	New Road A	New Road B	0.57	4	DA	100%	\$5,510,500
7	New Road B	SH 170	Liberty Ext	0.11	4	DA	100%	\$996,900
8	New Road B	Liberty Ext	Ottinger Rd	0.37	4	DA	100%	\$3,576,900
9	Ottinger Rd	New Road B	New Road A	0.85	2	DA	100%	\$4,254,500
10	Ottinger/Dove Rd	New Road A	N Pearson Ln	0.73	2	DA	100%	\$3,594,600
11	New Road C	Liberty Ext	New Road A	0.54	4	DA	100%	\$5,224,200
12	Ottinger Rd	Dove Rd	Town Limits	0.27	2	DA	50%	\$697,800
13	Roanoke Rd	Liberty Ext	Town Limits	0.1	2	DA	100%	\$634,100
14	Westlake Pkwy	New Road E	Ottinger Rd	0.4	4	DA	100%	\$3,863,800
15	Dove Rd	N Pearson Ln	Blue Sky Dr	0.59	2	DA	100%	\$2,852,400
16	Roanoke Rd	New Road A	Liberty Ext	0.52	2	DA	100%	\$3,229,900
17	Westlake Pkwy	Capital Way	New Road E	0.61	2	DA	100%	\$5,894,000
18	New Road E	SH 114	Westlake Pkwy	0.49	4	DA	100%	\$4,742,900
19	Capital Pkwy	Westlake Pkwy	Davis Blvd	0.85	2	DA	100%	\$5,237,300
20	Schwab Way	Ottinger Rd	New Road B	0.2	4	DA	100%	\$1,810,300
21	N Pearson	Dove Rd	50' S of Spring Dr	0.7	2	DA	100%	\$3,449,300
Proposed Project Subtotal								\$84,852,800
Future Roadway Impact Fee Study Update								\$75,000
Finance/Interest Costs for Proposed Projects²								\$15,739,333
Total Impact Fee Eligible Water Capital Improvement Cost								\$100,667,133

¹Utilization in 2025 on proposed projects indicates a portion of the project that will be used to address deficiencies within the existing system, and therefore are not eligible for impact fee cost recovery for future growth.

²Finance costs are based on the interest paid over an entire 20-year bond, to be collected within the 10-year Impact Fee period at a 4.0% interest rate.

Roadways: Cost Per Service Unit Calculation

Roadway Impact Fee	Service Area 1
Total Eligible Capital Improvement Costs	\$100,667,133
Percent Attributable to Growth	100%
Total Eligible Impact Fee Costs	\$100,667,133
Growth in Service Units	48,665
Roadway Impact Fee per Service Unit ⁽¹⁾	\$2,068
Impact Fee Credit per Service Unit ⁽²⁾	\$1,034
Maximum Allowable Roadway Impact Fee ⁽³⁾	\$1,034

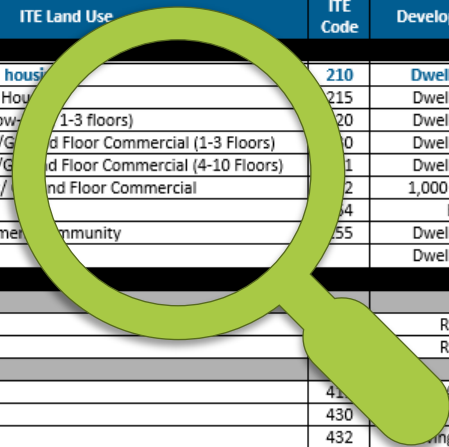
⁽¹⁾Total Eligible Costs divided by the Growth in Service Units.

⁽²⁾Credit is 50% of Maximum Roadway Impact Fee per Service Unit.

⁽³⁾Maximum Allowable Roadway Impact Fee is Maximum Roadway Impact Fee less the Impact Fee Credit per Service Unit.

Roadway Service Unit Equivalency Table

ITE Land Use	ITE Code	Development Unit	D Ave. Trip Rate w/ Deductions	G O-D Adjusted Trip Length (mi)	H Service Unit Equivalency
RESIDENTIAL					
Single-family detached housing	210	Dwelling Units	0.94	3.94	3.70
Single-Family Attached Housing	215	Dwelling Units	0.57	3.91	2.23
Multifamily Housing (Low-Rise, 1-3 floors)	220	Dwelling Units	0.51	3.91	1.99
Low-Rise Residential w/Ground Floor Commercial (1-3 Floors)	230	Dwelling Units	0.36	3.91	1.41
Mid-Rise Residential w/Ground Floor Commercial (4-10 Floors)	231	Dwelling Units	0.17	3.91	0.66
High-Rise Residential w/ Ground Floor Commercial	232	1,000 Sq Ft GFA	2.16	3.91	8.45
Assisted Living Center	254	Beds	0.24	2.82	0.68
Continuing Care Retirement Community	255	Dwelling Units	0.19	2.82	0.54
Others Not Specified		Dwelling Units	0.94	3.94	3.70
COMMERCIAL/RETAIL					
Lodging					
Hotel		Rooms	0.59	1.45	0.86
Business Hotel		Rooms	0.31	1.45	0.45
Recreational					
City Park	411	Acres	0.11	1.16	0.13
Golf Course	430	Holes	2.91	1.16	3.38
Golf Driving Range	432	Hitting Positions	1.25	1.16	1.45
Batting Cages	433	Cages	2.22	1.16	2.58
Rock Climbing Gym	434	1,000 Sq Ft GFA	2.42	1.16	2.81
Multi-Recreational Facility	435	1,000 Sq Ft GFA	3.58	1.16	4.15
Trampoline Park	436	1,000 Sq Ft GFA	1.28	1.16	1.48
Bowling Alley	437	Bowling Lanes	1.11	1.16	1.29
Movie Theater	445	Screens	11.87	1.16	13.77
Soccer Complex	488	Fields	16.43	1.16	19.06
Tennis and Pickleball Courts	490	Courts	4.21	1.16	4.88
Racquet/Tennis Club	491	Courts	3.82	1.16	4.43
Health/Fitness Club	492	1,000 Sq Ft GFA	3.45	0.72	2.48
Athletic Club	493	1,000 Sq Ft GFA	6.29	0.82	5.16
Medical					



ITE Land Use	ITE Code	Development Unit	D Ave. Trip Rate w/ Deductions	G O-D Adjusted Trip Length (mi)	H Service Unit Equivalency
RESIDENTIAL					
Single-family detached housing	210	Dwelling Units	0.94	3.94	3.70
Single-Family Attached Housing	215	Dwelling Units	0.57	3.91	2.23
Multifamily Housing (Low-Rise, 1-3 floors)	220	Dwelling Units	0.51	3.91	1.99
Low-Rise Residential w/Ground Floor Commercial (1-3 Floors)	230	Dwelling Units	0.36	3.91	1.41
Mid-Rise Residential w/Ground Floor Commercial (4-10 Floors)	231	Dwelling Units	0.17	3.91	0.66
High-Rise Residential w/ Ground Floor Commercial	232	1,000 Sq Ft GFA	2.16	3.91	8.45
Assisted Living Center	254	Beds	0.24	2.82	0.68
Continuing Care Retirement Community	255	Dwelling Units	0.19	2.82	0.54
Others Not Specified		Dwelling Units	0.94	3.94	3.70

1.81	1.56
2.82	1.66
1.81	6.68
1.81	6.39
1.81	2.75
0.82	3.62
0.56	0.77
0.92	6.38
0.92	4.82
1.44	1.96
0.82	2.96
1.44	3.64
0.64	2.06
0.52	8.83
	1.57

Roadway Impact Fee Per Development Unit: Typical Land Uses

ITE Land Use	ITE Code	Development Unit	Size	Service Unit Equivalency	Fee
Single-family detached housing	210	Dwelling Units	1 unit	3.70	\$3,825.80
Mixed Use*	230	Dwelling Units	25 units	1.99	\$17,061.00
Quality Restaurant	931	1,000 Sq Ft GFA	5,000 sq ft	2.96	\$76,516.00
Retail/Shopping Center	820	1,000 Sq Ft GFA	25,000 sq ft	1.96	\$50,666.00
Corporate Headquarters Building	714	1,000 Sq Ft GFA	100,000 sq ft	5.49	\$567,666.00

*Multifamily Housing (Low-Rise, 1-3 floors) w/ Ground Floor Commercial

Impact Fee Calculation

ROADWAYS - A Two Step Process:

Step 1: Determine number of service units (vehicle-miles) generated by the development using the equivalency table.

$$\begin{array}{ccccccc} \text{No. of Development} & & \times & & \text{Vehicle-miles} & = & \text{Development's} \\ \text{Units} & & & & \text{per development unit} & & \text{Vehicle-miles} \end{array}$$

Step 2: Calculate the impact fee based on the fee per service unit for the roadway service area where the development is located.

$$\begin{array}{ccccccc} \text{Development's} & & \times & & \text{Cost per} & = & \text{Impact Fee due} \\ \text{Vehicle-miles} & & & & \text{Vehicle-mile} & & \text{from Developer} \end{array}$$

WATER/WASTEWATER:

Determine the service unit equivalency based on the development's meter connection size. Calculate the impact fee based on the fee per service unit.

$$\begin{array}{ccccccc} \text{Service Unit} & & \times & & \text{Cost per} & = & \text{Impact Fee due} \\ \text{Equivalency} & & & & \text{Service Unit} & & \text{from Developer} \end{array}$$

Impact Fee Calculation: Single Family Dwelling Unit

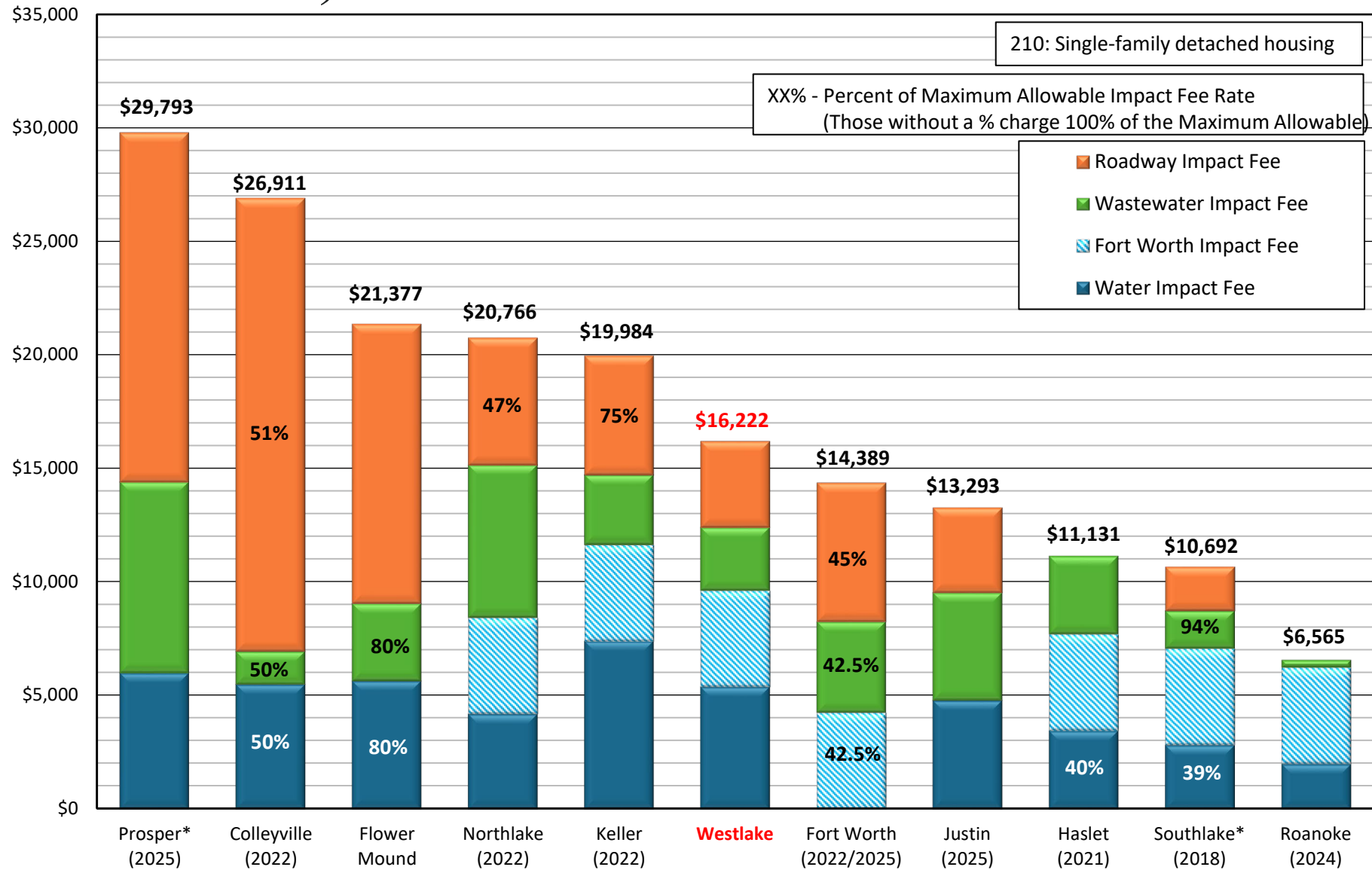
Example: A new single-family development with the collection rates of Roadway at \$3,825.00 per vehicle-mile; Water at \$5,359.00 per service unit; and Wastewater at \$2,801.00 per service unit.

Single-Family Dwelling

Roads:	1 dwelling unit x 3.70 veh-miles/dwelling unit = 3.70 veh-miles	
	3.70 veh-miles x \$1,034/veh-mile =	\$3,825.80
Water (3/4" Meter):	1.00 service units x \$5,359/service unit =	\$5,359.00
Wastewater (3/4" Meter):	1.00 service units x \$2,801/service unit =	\$2,801.00
Total Impact Fee:	Roads + Water + Wastewater =	<u>\$11,985.80</u>

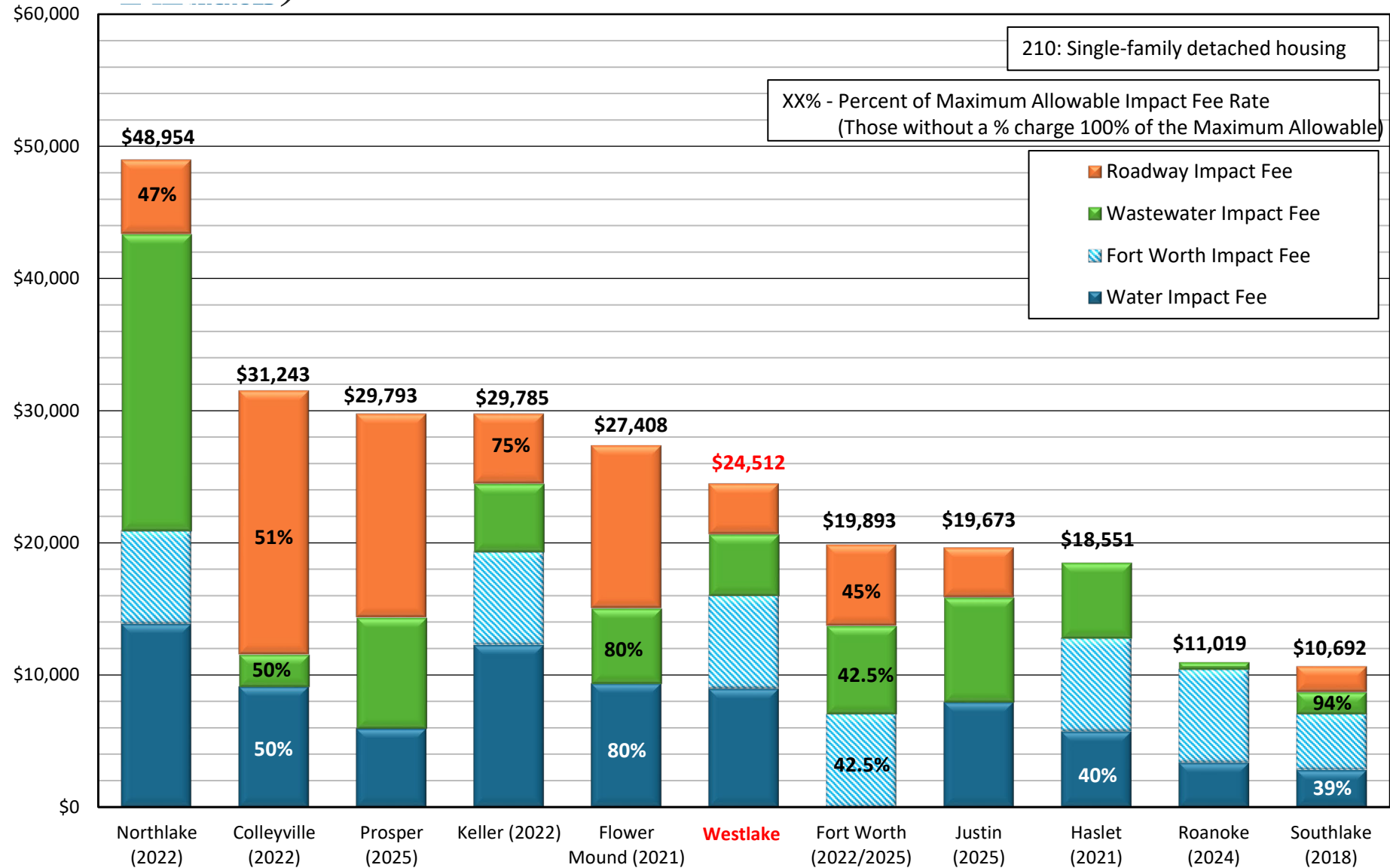
Benchmarking Charts

Fee Benchmarking: Single Family (3/4-inch Meter)



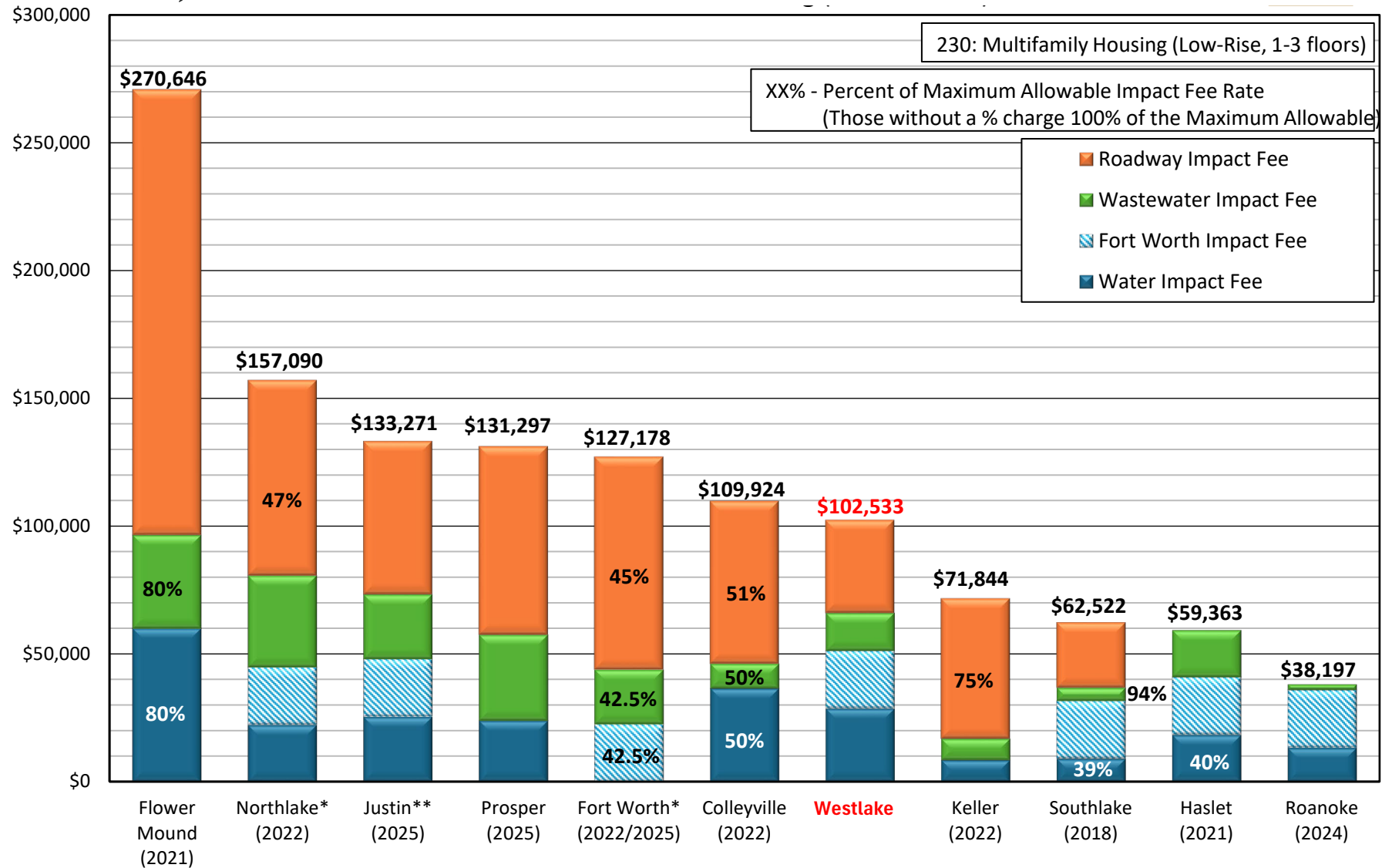
*Based on a 1-inch meter

Fee Benchmarking: Single Family (1-inch Meter)



*Based on a 1-inch meter

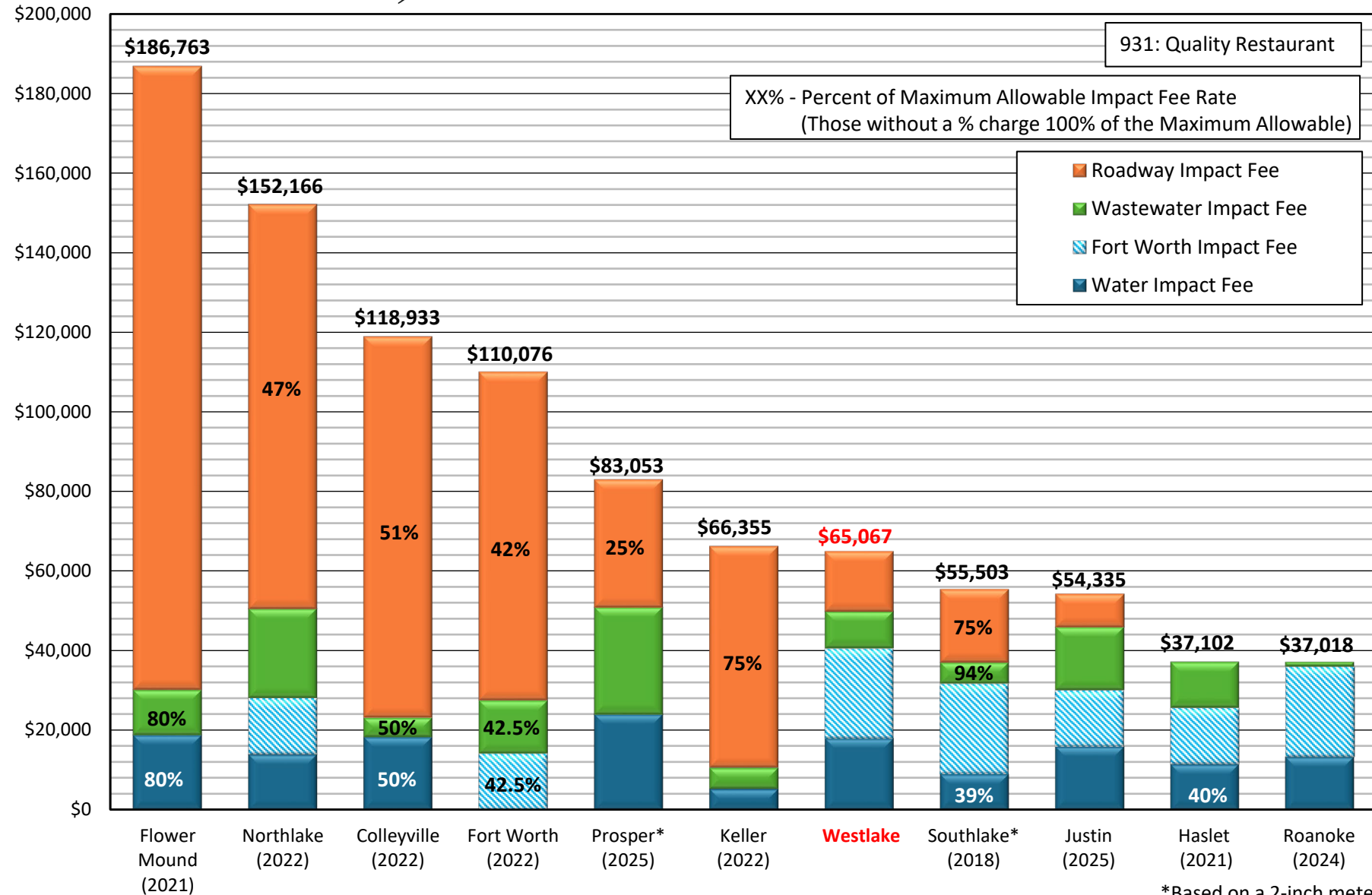
Fee Benchmarking: 25 Unit Mixed Use (2-inch Meter)



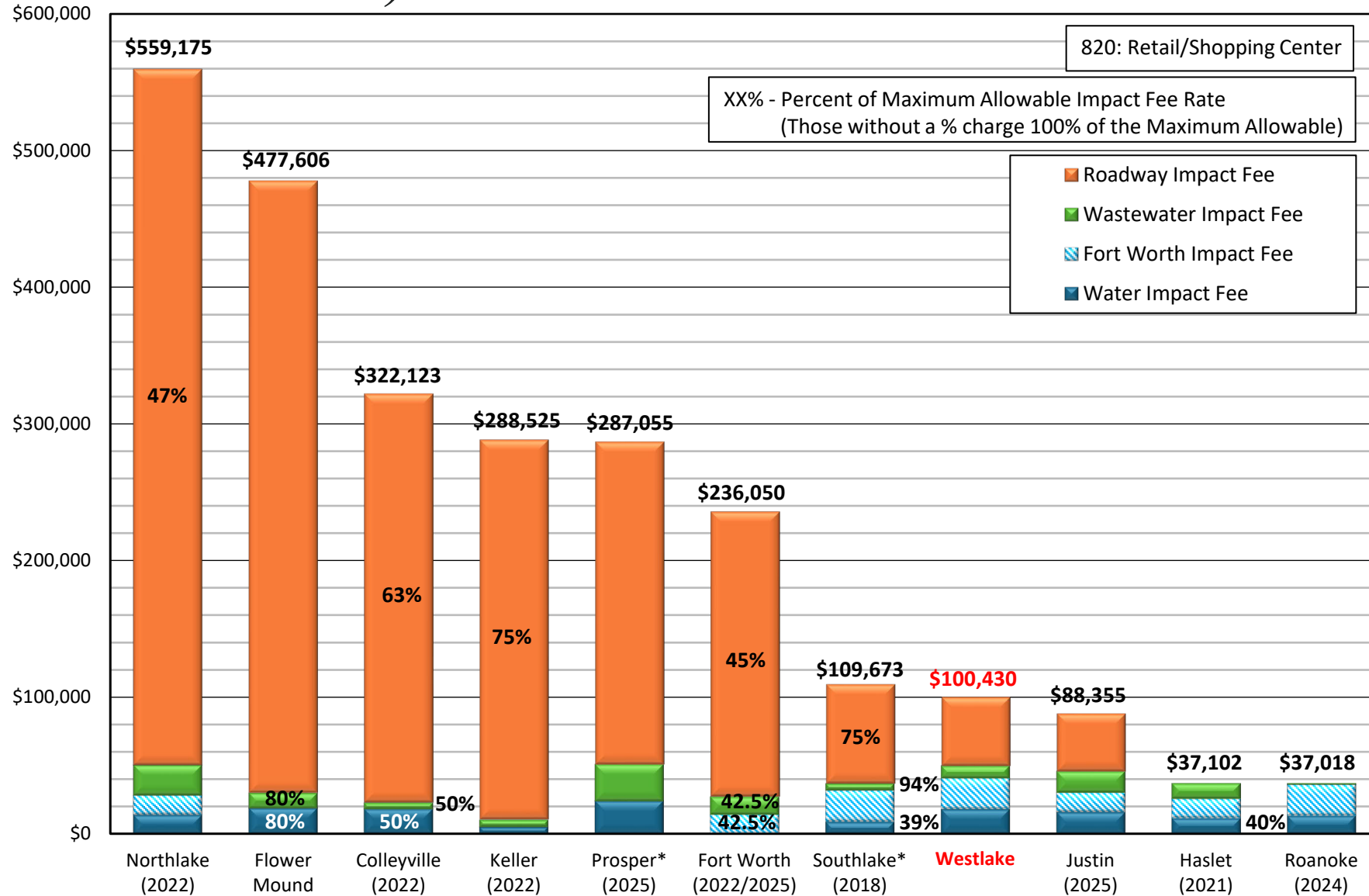
* Used ITE code 220 as substitute for 231 - study / ordinance did not have values for 231 or 230

**ITE Codes not listed, used Multifamily value as default

Fee Benchmarking: 5,000 sq ft Quality Restaurant (1 1/2-inch Meter)

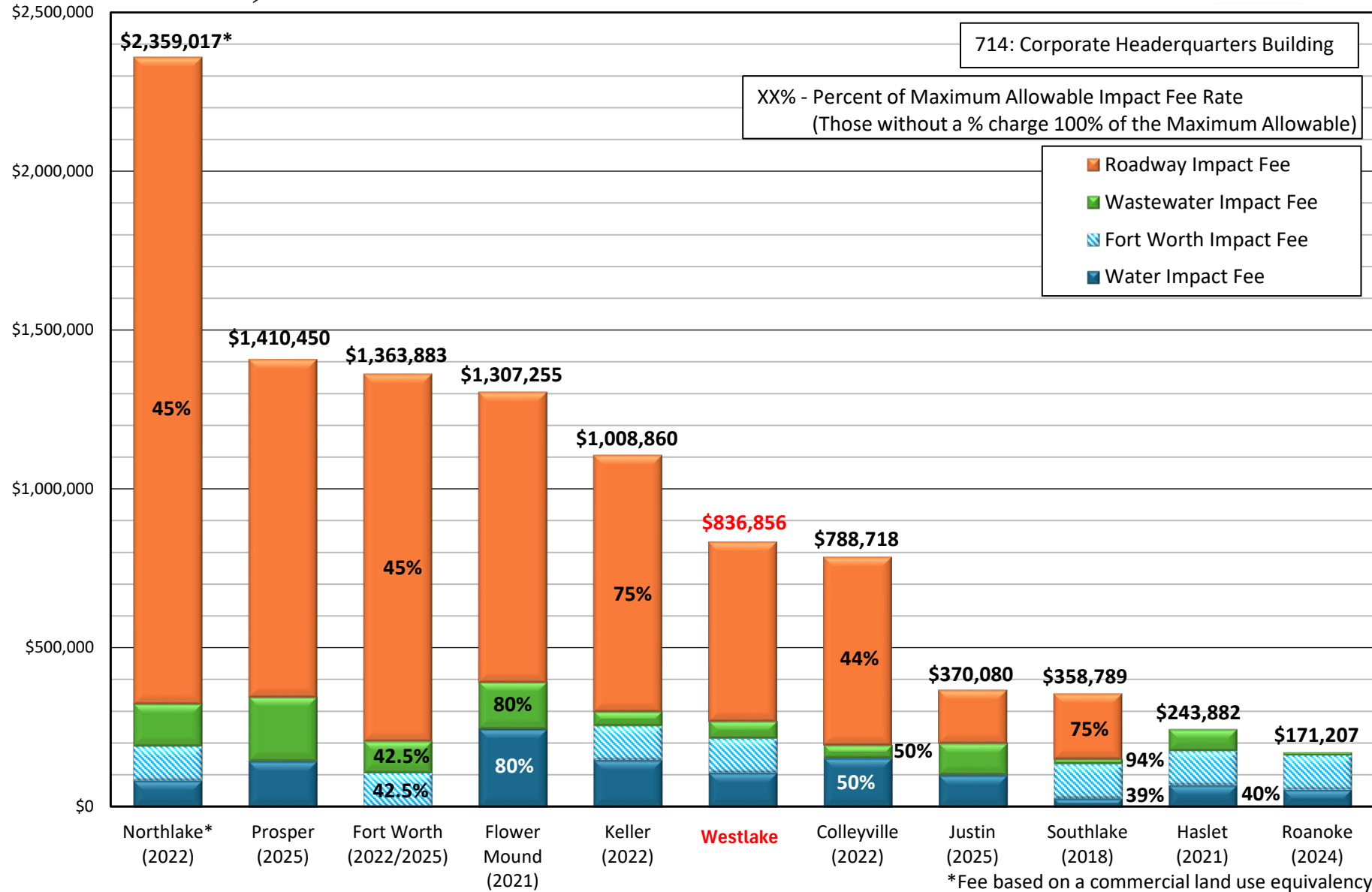


Fee Benchmarking: 25,000 sq ft Shopping Center (1 1/2-inch Meter)



*Based on a 2-inch meter

Fee Benchmarking: 100,000 sq ft Corporate Campus (4-inch Meter)



CIAC Next Steps and Action Items

Next Steps

• August 11, 2025

Today

- CIAC Meeting #3: Discuss impact fee calculations, benchmarking, and recommendations

• August 18, 2025

CIAC Action

- Provide a written recommendation to Town Council on water, wastewater, and roadway impact fee rates

• August 25, 2025

- Public hearing #2 to adopt impact fee rates

Action Items

- Consider/Approve Impact Fee rates (**Today**)
 - Water, Wastewater, and Roadway Fees
- Written Recommendation to Town staff (**Due by August 18, 2025**)
 - To be provided to Town Council for Public Hearing Consideration



Thank You !

Andrew Franko | asf@freese.com

Kristin Feng | kristin.feng@freese.com

Eddie Haas | eh@freese.com



Additional Information