



**AGENDA  
TOWN OF SUNNYVALE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
TOWN HALL – 127 N. COLLINS RD  
FEBRUARY 16, 2015  
7:30 P.M.**

**CALL MEETING TO ORDER**

- 1. APPROVAL OF MINUTES OF REGULAR MEETING OF 9/29/2014**
- 2. DISCUSS AND CONSIDER: (A) APPROVAL OF A ROADWAY IMPACT FEE CAPITAL IMPROVEMENTS PLAN AND (B) ROADWAY IMPACT FEE.**

**ANY MEMBER OF THE PUBLIC HAS A RIGHT TO APPEAR AT THE MEETING AND PRESENT EVIDENCE FOR OR AGAINST THE UPDATE.**

**ADJOURN**

ALL LOCATIONS IDENTIFIED ARE IN THE TOWN OF SUNNYVALE UNLESS OTHERWISE INDICATED. FOR A DETAILED PROPERTY DESCRIPTION, PLEASE CONTACT THE BUILDING OFFICIAL AT TOWN HALL. ALL ITEMS ON THE AGENDA ARE FOR POSSIBLE DISCUSSION AND ACTION. PLEASE TURN OFF ALL TELEPHONES AND HANDHELD COMMUNICATION DEVICES WHILE IN ATTENDANCE AT THIS MEETING. MEMBERS OF THE PUBLIC ARE REQUESTED TO LIMIT THEIR COMMENTS, WHETHER AT THE PUBLIC FORUM OR DURING A PUBLIC HEARING, TO NO MORE THAN FIVE (5) MINUTES.

THE TOWN OF SUNNYVALE IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED TO THOSE WHO PROVIDE NOTICE TO THE DIRECTOR OF COMMUNITY SERVICES AT 972-226-7177 AT LEAST 48 HOURS PRIOR TO THE MEETING.

THE FOREGOING NOTICE WAS POSTED IN THE FOLLOWING LOCATIONS:  
SUNNYVALE ISD 417 E. TRIPP ROAD  
SUNNYVALE LIBRARY AT 402 TOWER PLACE

I HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON FEBRUARY 13, 2015, IN THE FOLLOWING LOCATIONS AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING:

TOWN HALL AT 127 N. COLLINS ROAD

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**LESLIE MALONE, TOWN SECRETARY**



**MINUTES  
TOWN OF SUNNYVALE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
MONDAY, SEPTEMBER 29, 2014  
TOWN HALL - COUNCIL CHAMBERS  
127 N. COLLINS RD.  
6:00 P.M.**

<b>CHAIRPERSON</b>	<b>DIANE TURNER</b>
<b>CO-CHAIRPERSON</b>	<b>KEN DEMKO</b>
<b>ABSENT</b>	<b>ANTHONY OKAFOR</b>
<b>MEMBER</b>	<b>KEN WILSON</b>
<b>MEMBER</b>	<b>JOHN PEASE</b>
<b>MEMBER</b>	<b>JACK KIRKLAND</b>
<b>MEMBER</b>	<b>CHRIS MCNEILL</b>

**CALL MEETING TO ORDER**

Chairperson Turner called the meeting to order at 6:00 p.m. Chairperson Turner noted that Member Anthony Okafor was absent, but had provided advance notice of the absence.

**1. APPROVAL OF MINUTES OF REGULAR MEETING OF 1/21/2014**

Chairperson Turner called for a motion. Motion by Member Demko to approve the minutes from the regular meeting of the CIAC from 1/21/2014 as presented. Member Kirkland seconded the motion. Chairperson Turner called for a vote, with all members voting affirmative, the motion carried 6/0.

**2. APPROVAL OF MINUTES OF REGULAR MEETING OF 6/16/2014**

Member Demko stated that the signature page needs to be revised to reflect the new Chairperson's name.

Chairperson Turner called for a motion. Motion by Member Demko to approve the minutes from the regular meeting of the CIAC from 6/16/2014 with the minor change noted. Member Kirkland seconded the motion. Chairperson Turner called for a vote, with all members voting affirmative, the motion carried 6/0.

**3. DISCUSS AND CONSIDER: (A) APPROVAL OF A ROADWAY IMPACT FEE  
CAPITAL IMPROVEMENTS PLAN AND (B) ROADWAY IMPACT FEE**

Eddie Haas, Freese and Nichols, provided an overview of what has been discussed at previous meetings with the group. Haas also noted what would be reviewed and discussed at this evening's meeting. Haas reviewed the information that was provided for within the power point slides. Haas stated that the group's last action as the Advisory Committee is to provide a letter to the Town Council within five (5) business days of the public hearing. Haas stated that the public hearing has not been set yet, as he would need to work with Town staff to set that date. Haas stated that this letter to Council will state that the Committee thinks they should charge "X". Haas stated that at the hearing, the community will be able to weigh in their thoughts. Haas stated that he will provide a sample to staff that we can use for the Council letter. Haas stated that he would open the floor to questions regarding any of the information provided. Haas stated that the goal is to get a consensus on where we are going. Haas stated that it did not have to be finalized until that letter is written to Council.

Member Wilson stated that it may be obvious to everyone else, but he questions when this fee is actually collected. Member Wilson questioned who pays the fee.

Haas stated that the fee is assessed at platting. Haas stated that it is collected upon issuance of the building permit. Haas stated that the developer comes through Planning and Zoning and the fee is assessed. Haas stated that the collection is paid when the permit is paid for by the builder. Haas stated that there is schedule 1, which is the assessment rate and schedule 2, which is the collection rate.

Member Wilson questioned when the new rate would take effect.

Haas stated that if the public hearing is held on December 1 and adopted, anything that comes in after that date is subject to the new fee. Haas stated that anything in the pipe before that time period is grandfathered under the old fee for one year. Haas stated that they have one year to pull the permit, if they do not, then they are subject to the new fee.

Pease stated that they are three different applications of fees.

Haas stated that this was just an example. Haas stated that there is an equivalency table that splits these uses out.

Pease questioned in his experience, what are other cities collecting at.

Haas stated that it varies. Haas stated that about 25% have a break in fees between residential and non-residential. Haas stated that many cities have a straight across the board fee so as to make it easier from an implementation standpoint.

Pease stated that most cities do not have residential versus non-residential. Pease questioned how many communities have a sliding scale.

Haas stated that Midlothian, Cedar Hill, and he believed Flower Mound are on sliding scales. Haas stated that the number of cities on sliding scales are probably less than 10 percent. Haas stated that collection rates range from 6% to 50%. Haas provided some further examples.

McNeill questioned if there are financial issues in some communities that push the sliding scale.

Haas stated that there are different dynamics in communities that help to drive the decision made on how much to collect. Haas stated that they will look at neighboring communities and try to slip in under surrounding communities. Haas stated that it is a lot of money to put improvements on the ground, and the community needs to decide who should pay for the new infrastructure. Haas stated that it is not an easy question.

Demko stated that he ran some numbers on what was provided and presented those numbers to the group.

Kirkland questioned what his recommendation would be for the fee.

Haas stated that he is not able to recommend. Haas stated that he can tell the group that other communities have tried to be stable in setting their fee. Haas stated that if they are behind the curve, they may consider a ramp up in fees. Haas stated that he has never seen a community go from 6% to 50%, as that is huge. Haas stated that the development community will be hitting

staff hard and will be knocking on the Council members' doors. Haas stated that they would get credited at a higher rate, if they are putting down roads. Haas stated that he has seen more of a stability type of approach. Haas stated that the ramping up approach has been fairly new. Haas stated that it all has to do with how fast the community is growing, how fast you want to update these; you may decide to stay put and then look at it in a couple of years. Haas stated that the growth rate has gone back and forth, but the group settled on the 4% because we know that we can re-look at this in the near future, if this is inaccurate. Haas stated that if Mrs. Wilson gets hit with a lot of development applications, this group could reconvene and recommend that we take another look at the fees. Haas stated that things seem to just be holding steady.

Director Wilson stated that she agreed, at this point.

Member McNeill questioned why the fee from the previous study had been so low.

Haas stated that there were some methodological differences. Haas stated that he does not understand why you would want to credit the cost of the CIP or allocate the cost over the ultimate build-out. Haas stated that is a different way of thinking.

Member McNeill stated that he had been looking at the numbers provided. Member McNeill provided his findings with the rest of the group. Discussion regarding possible fees and percentages continued amongst committee members.

Haas questioned how many roads had been implemented since 2002.

Director Wilson stated that it is her understanding, bits and pieces here and there.

Haas stated that with the new plan, the Town will need to initiate the some projects. Haas stated that the hearing date has not been chosen; and that is by design, as this is a lot of information to absorb.

Member McNeill questioned some of the removed projects and some of the recoupment projects that were shown. Member McNeill questioned if over the next 10 years there will be construction on Collins.

Haas stated that they are working on a Transportation Impact Analysis for Collins Rd. Haas stated that this study will provide an outlook for the roadway and what the trigger points will be for improvements 10 years and beyond.

Member Pease questioned what they needed to do tonight.

Haas stated that if they can come to consensus on collection rate that would be the first step. Haas stated that once it is decided, they need to write a letter to Council.

Member Wilson questioned if these go into a separate fund.

Haas stated that they do go into a separate fund for use exclusively on road project tied to the CIP.

Member Wilson questioned if Town staff know what was in that fund to date and if the fund was behind.

Director Wilson stated that she did not have that information with her, she would need to go back and check.

Member Demko stated that the committee needs to decide how much we want to charge the developer to develop property here. Member Demko questioned who is going to pay for the expansion that is needed on our roadways for new development.

Member Pease stated that he doesn't want to over simplify things. Member Pease stated that it is never good to be at the bottom or the top in this situation. Member Pease questioned why we can't just pick something in the middle of the pack.

Committee members debated the effect of the higher or lower fees upon residential versus non-residential.

Haas stated that the old study provided a smaller trip generation table. Haas stated that the draft report provides for a greater number of uses.

Member Pease stated that the committee needs to be able to explain why they chose the fee to the Town Council.

Member Demko stated that charging a fee that is too high could adversely affect economic growth. Member Demko questioned the uses in Sunnyvale Centre.

Director Wilson stated that Sunnyvale Centre has restaurant pads, office location, retail areas as well as an 80,000 square foot grocery store. Director Wilson stated that in looking at the information provided, the large fee would have a serious effect upon those businesses.

Member Pease stated that he understands that. Member Pease stated that he has concerns about how to explain this to the average individual. Member Pease stated that he is thinking being about to say that we chose the middle of road when looking at our peer cities.

Haas stated that generally our equivalencies in the table have dropped. Haas stated that roads is just one piece. Haas stated that there will be water and wastewater as well. Haas stated that he did not know if we have parks, but eventually these add up.

Member Wilson stated that there are two economic development committees.

Director Wilson stated the Town has 4A and 4B.

Member Wilson questioned if these groups had an opinion on the fees that are charged, especially since this could affect commercial growth.

Director Wilson stated that she is unaware as to if they have weighed in on the conversation before.

Member McNeill shared his thoughts on costs for residential homes.

Member Wilson questioned the number of homes scheduled to be constructed next year.

Director Wilson stated that, if she remembers correctly, there were between 300 and 400 additional lots that could be on the ground and eligible for home construction.

Haas stated that given the discussion and concerns, maybe they want to consider a stair step approach. Haas stated that this gives the community the opportunity to gauge the development community as it moves through the steps.

Member Pease stated that we need to make this as simple as possible.

Member Wilson stated that in looking at the costs for a retail center at 17.5%, is that going to run them off.

Member McNeill stated that we should start at 7.5% for commercial and increase incrementally (2.5%) at the beginning of each year, up to 17.5%. Member McNeill stated that residential could start at 7.5%.

Haas questioned if they were considering two charts.

Member Wilson stated that he still has concerns regarding how this would affect the efforts of 4A and 4B. Member Wilson questioned if this affects the new phase in Homestead and how many units.

Director Wilson stated that there are 45 homes.

Member Demko questioned if the committee members were considering more of an across the board with incremental increase approach.

Committee members debated this option.

Chairperson Turner called for a motion. Motion by Member Demko to recommend an incremental increase in roadway impact fees ranging from 7.5 to 17.5 for all land use categories (residential and non-residential) over the next five years (Year 1 at 7.5, Year 2 at 10, Year 3 at 12.5, Year 4 at 15, and Year 5 at 17.5). Member McNeill seconded the motion. Chairperson Turner called for a vote, with all members voting affirmative, the motion carried 6/0.

**ADJOURN.**

Chairperson Turner adjourned the meeting at 8:37 p.m.

The undersigned presiding officer certifies that this is a true and correct record of the proceedings.

\_\_\_\_\_  
Chairperson Diane Turner

ATTEST:

\_\_\_\_\_  
Leslie Malone, Town Secretary



Town of Sunnyvale  
Roadway Impact Fee Study Update

## Capital Improvements Advisory Committee (CIAC) Meeting #4

**COST PER SERVICE UNIT,  
FEE BENCHMARKING AND  
IMPACT FEE COLLECTION**

**February 16, 2015**

CIAC Meeting No. 4



- **Agenda**

- Impact Fee CIP
- Cost per Service Unit Calculations
- Benchmarking with Neighbors
- Discussion/Consideration of Collection Rate



# Capital Improvements Plan

## Impact Fee CIP



### **Project Changes from 2002 IFCIP**

#### **Projects Removed:**

- Jobson @ Tripp Turn Lanes (New)
- Tripp @ Belt Line Turn Lane (New)
- US 80 Exit Ramp (New)
- Collins Road near Town East (Recoup)
- Town East near Belt Line (Recoup)
- Tripp @ Belt Line Turn Lane (Recoup)

#### **Projects Added:**

- Collins Road - US 80 to Town Limits (New)
- US 80 Overpass (Recoup)

# Impact Fee CIP

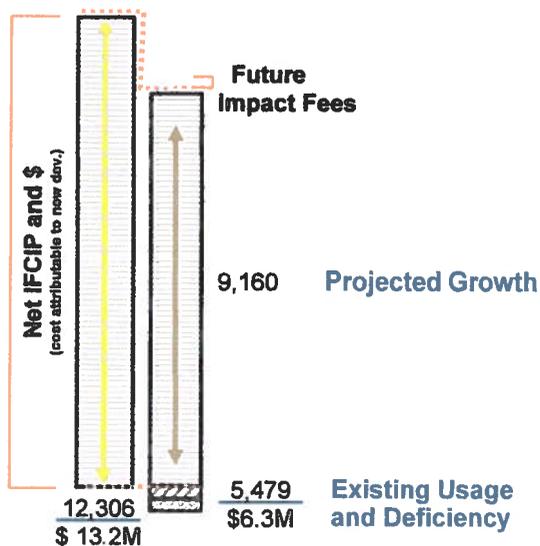


CIP Proj Number	Roadway	From	To	Length (mi)	No. of Rdwy. Lanes	Type	Pct. In Serv. Area	Roadway Costs				Project Cost
								Engineering	ROW	Construction	Finance	
1	Collins Rd/SH 352	Barnes Bridge Rd	Duck Creek	0.85	2	UC	100%	\$298,800	\$0	\$2,298,000	\$1,083,788	\$3,658,388
2	Collins Rd/SH 352	Town East Blvd	Tripp Rd	1.40	4	UA	100%	\$0	\$0	\$6,400,000	\$2,624,000	\$9,024,000
3	Collins Rd/SH 352	Tripp Rd	US 80	0.81	4	DA	100%	\$0	\$0	\$2,871,000	\$1,177,110	\$4,048,110
4	Town East Blvd	0.3 mile E of Belt Line R	Collins Rd	1.83	4	DA	100%	\$731,800	\$388,280	\$5,626,800	\$2,785,237	\$9,509,717
5	Town East Blvd	Collins Rd	Polly Rd	0.40	2	UA	100%	\$183,700	\$0	\$1,480,000	\$680,317	\$2,374,017
6	Barnes Bridge Rd		Belt Line Rd	0.08	-	UC	100%	\$14,100	\$0	\$107,800	\$49,878	\$171,878
7	Jobson Rd		Town East Blvd	0.03	-	UC	100%	\$10,900	\$0	\$82,700	\$38,378	\$131,878
8	Long Creek Rd		Clay Rd	0.11	-	UC	100%	\$21,400	\$0	\$183,800	\$75,932	\$281,132
9	Collins Rd/SH 352	S. Town Limits	US 80	0.87	4	DA	100%	\$0	\$0	\$2,015,000	\$828,150	\$2,841,150
10	Tripp Rd		Collins Rd	0.28	2	UA	100%	\$0	\$0	\$800,000	\$389,090	\$1,289,090
11	Collins Rd/SH 352		US 80 Overpass	0.18	4	DA	100%	\$0	\$0	\$4,798,338	\$1,987,728	\$6,787,064
12	Clay Rd	SH 352/Collins Rd	Scavene Rd	1.23	4	DA	100%	\$0	\$0	\$415,053	\$170,172	\$585,225
<b>Sub-total SA 1</b>				<b>7.98</b>				<b>\$1,270,300</b>	<b>\$388,280</b>	<b>\$27,167,289</b>	<b>\$11,817,788</b>	<b>\$40,641,855</b>
<b>Totals:</b>				<b>7.98</b>				<b>\$1,270,300</b>	<b>\$388,280</b>	<b>\$27,167,289</b>	<b>\$11,817,788</b>	<b>\$40,641,855</b>

## Cost per Service Unit Calculation

Capacity Supplied by CIP (veh-mi)	Existing Utilization	Existing Deficiencies	Net Capacity Supplied by CIP	Total Project Cost of CIP	Project Cost of CIP with 50% Credit	Cost of Net Capacity Supplied	Cost to Meet Existing Utilization	Projected 10yr Demand (veh-mi)	Pcnt. Of CIP Attributable to New Dev. (10yr)	Cost Attributable to New Dev.
17,785	5,479	0	12,306	\$40,721,655	\$20,360,828	\$14,088,317	\$6,272,511	9,160	74.4	\$10,486,561

Maximum Fee Cost Summary	
Fee per Service Unit @ 50% Discount	Actual Cost per Service Unit (veh-mi)
\$1,144.00	\$2,288.00
*Based on service unit equivalency of 3.0 veh-miles per development unit	



$$\frac{\$10.5M}{9,160} = \$1,144.00 \text{ \$/SU}$$

## Cost per Service Unit Summary



- What is Causing Jump in \$/SU from 2002 to Current?
  - Project costs significantly changed
  - Costs allocated over 10-year growth vs. ultimate build-out

Actual Cost per Service Unit	Cost per Service Unit (50% Credit)	2002 Collection Rate	Percent of Maximum
\$2,288	\$1,144	\$110	5%

- Cost Per Service Unit Comparison

	Actual Cost per Service Unit	Cost per Service Unit (50% Credit)	2002 Adopted Collection Rate	Percent of Maximum
2002	\$234	\$117	\$110	47%
2014	\$2,288	\$1,144		5%

## Calculating an Impact Fee



### A Two Step Process:

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

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

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

$$\text{Development's Vehicle-miles} \times \text{Cost per Vehicle-mile} = \text{Impact Fee due from Development}$$

# Calculating an Impact Fee

*Example: New Development located within Town Limits with an adopted rate of \$110 per vehicle mile*



## Single-Family Dwelling

1 dwelling unit x 3.03 vehicle-miles/dwelling unit = 3.03 vehicle-miles

3.03 vehicle-miles x \$110/vehicle-mile = **\$333.30**

## 10,000 square foot (s.f.) Office Building

10 (1,000 s.f. units) x 4.47 vehicle-miles/1,000 s.f. units = 44.70 vehicle-miles

44.7 vehicle-miles x \$110/vehicle-mile = **\$4,917.00**

## 50,000 s.f. Retail Center

50 (1,000 s.f. units) x 7.85 vehicle-miles/ 1,000 s.f. units = 392.50 vehicle-miles

392.50 vehicle-miles x \$110/vehicle-mile = **\$43,175.00**

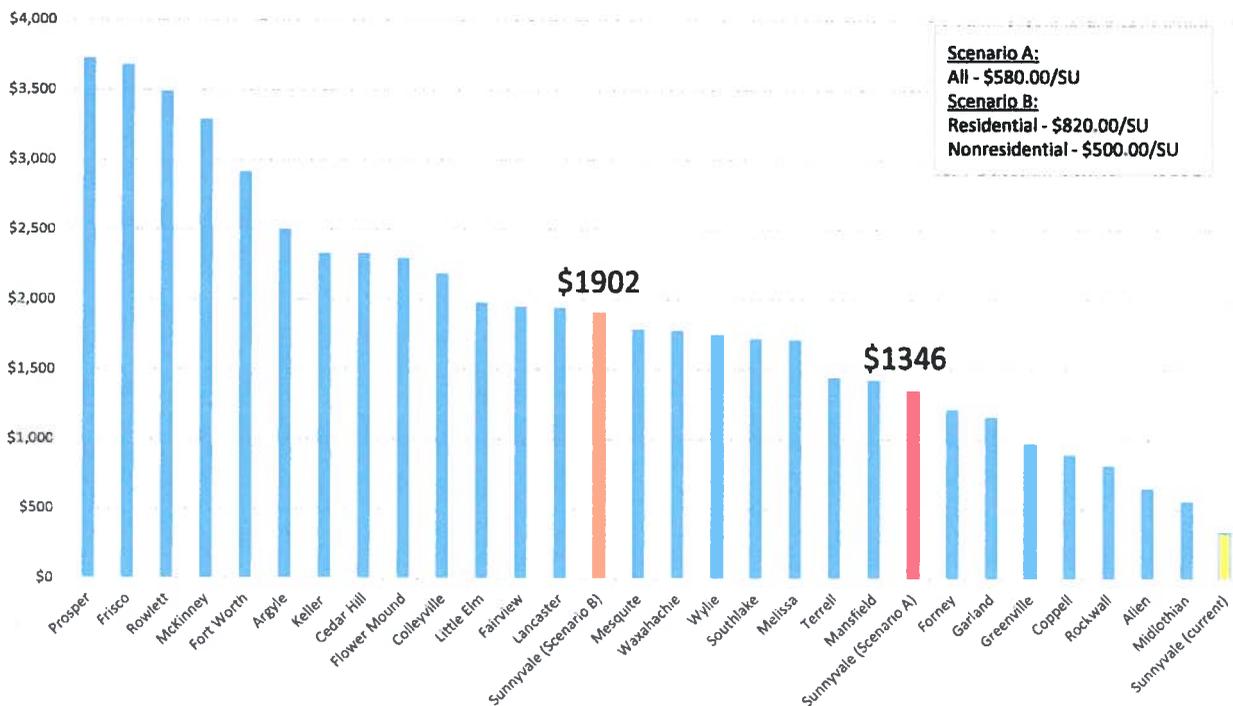
## 100,000 s.f. Industrial Development

100 (1,000 s.f. units) x 2.94 vehicle-miles/ 1,000 s.f. units = 294.00 vehicle-miles

294.00 vehicle-miles x \$110/vehicle-mile = **\$32,340.00**

# Benchmarking

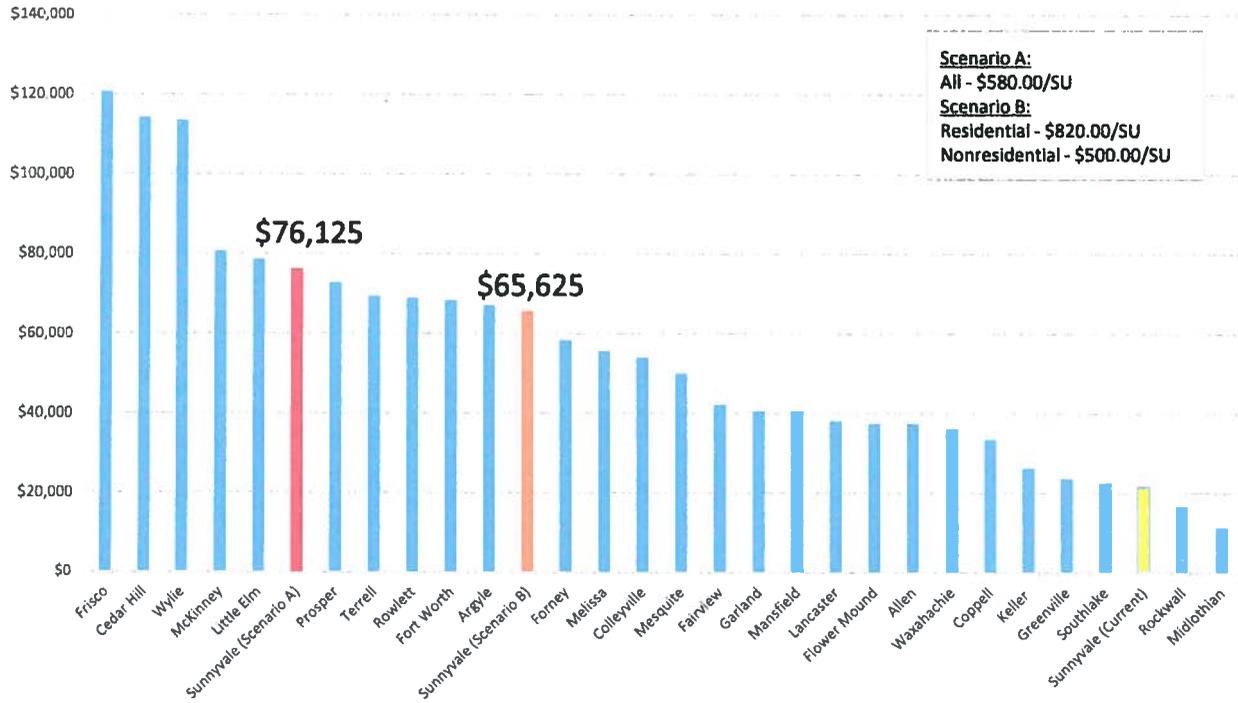
## Roadway Impact Fee Comparison: One Single-Family Residential Unit



# Benchmarking



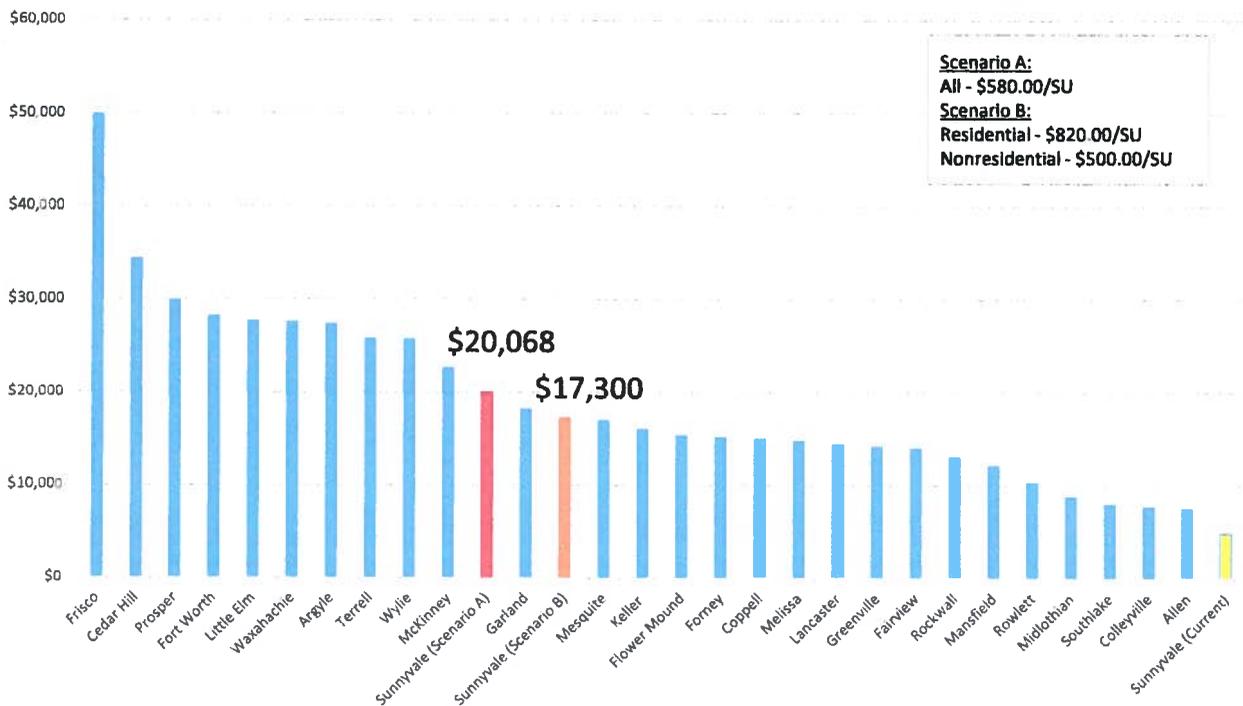
## Roadway Impact Fee Comparison: 25,000 sf Shopping Center



# Benchmarking



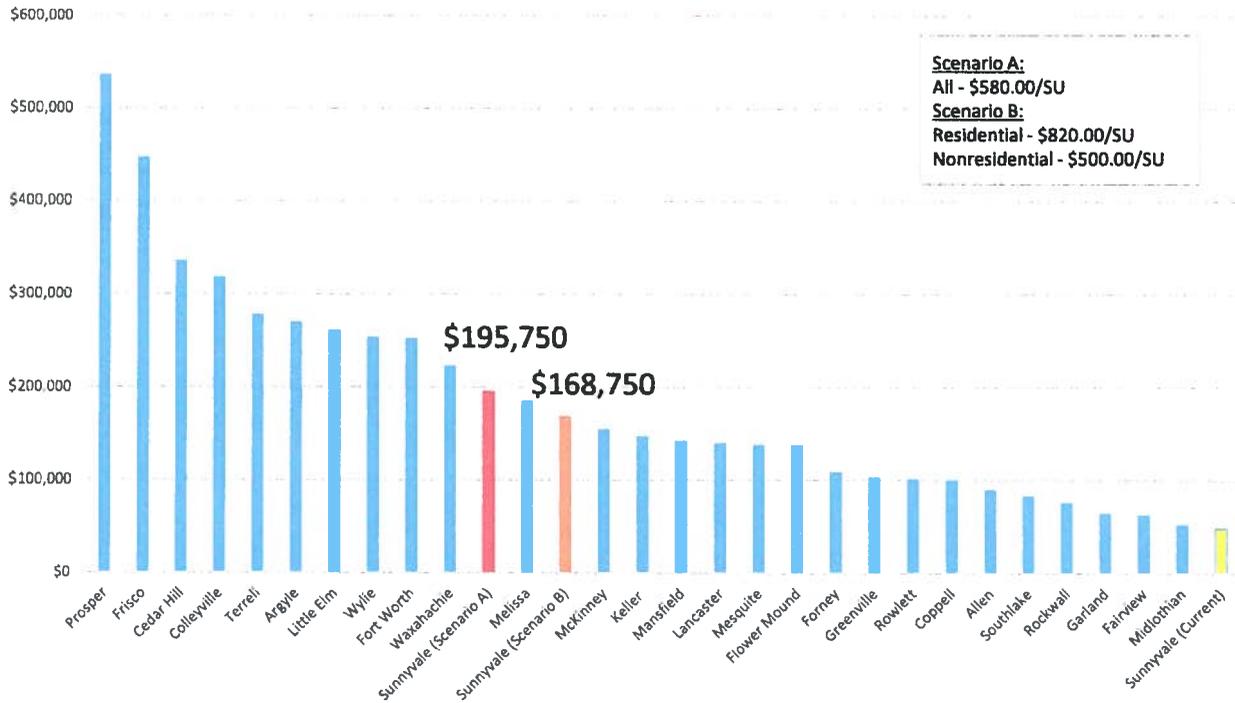
## Roadway Impact Fee Comparison: 10,000 sf Office Building



# Benchmarking



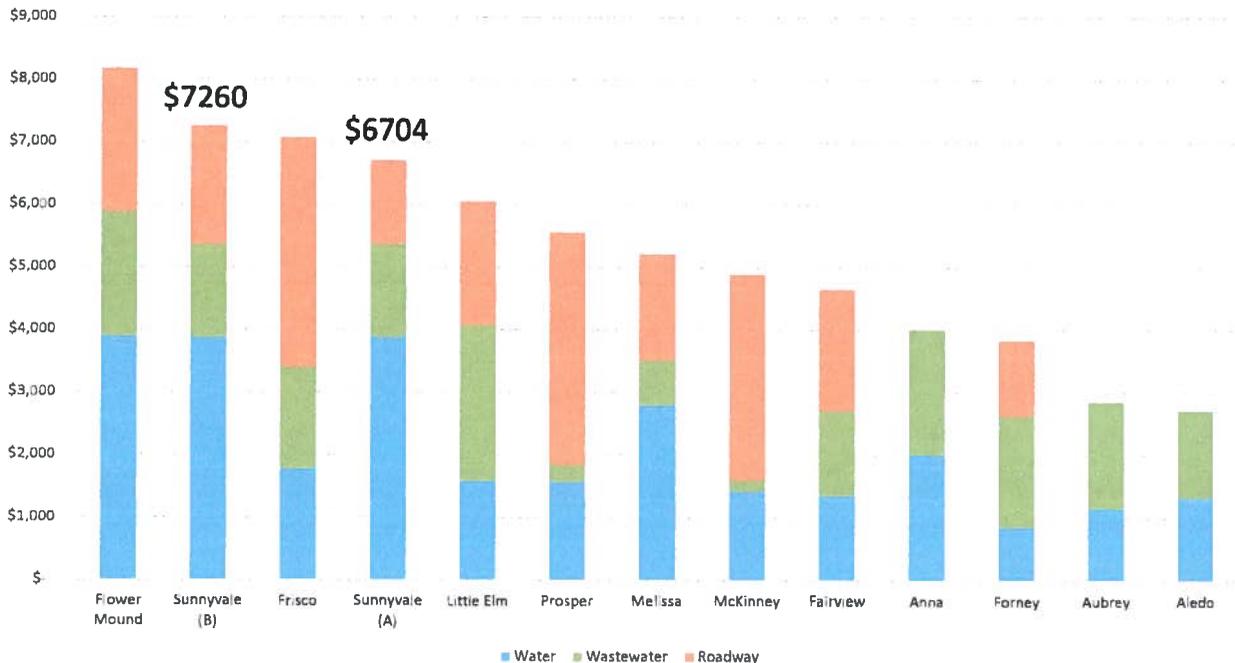
## Roadway Impact Fee Comparison: 150,000 sf Industrial Building



# Benchmarking



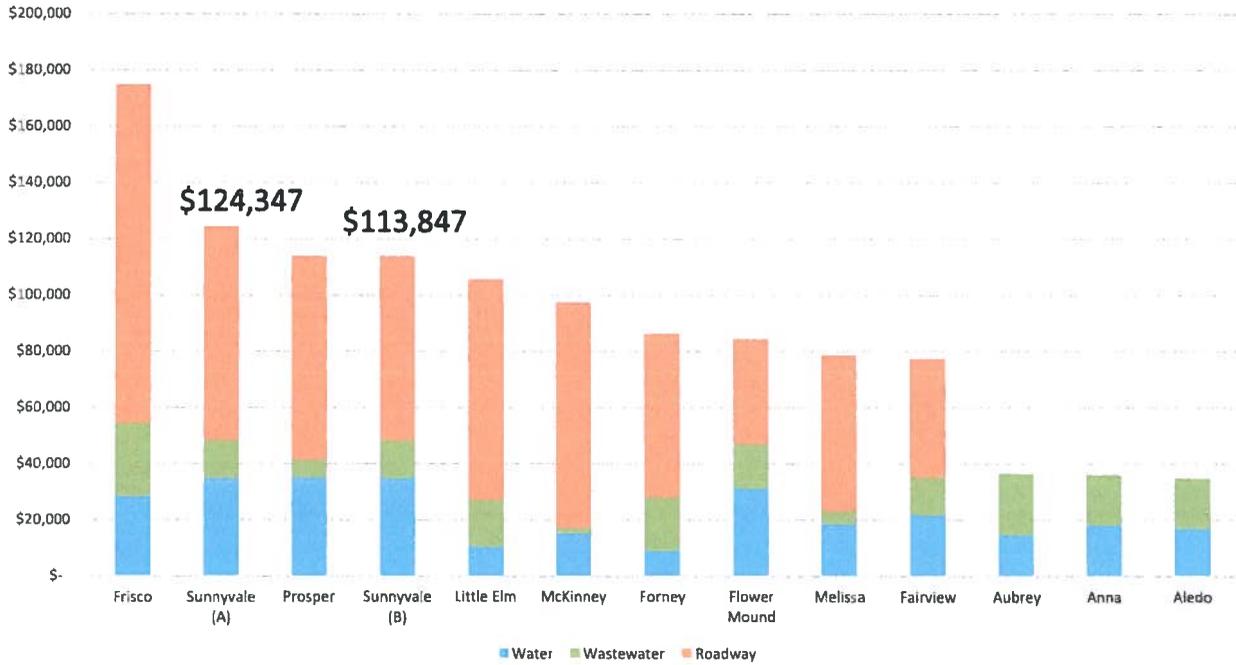
## Impact Fee Comparison One Single-Family Residential Unit



# Benchmarking



## Impact Fee Comparison 25,000 sf Shopping Center



# Benchmarking

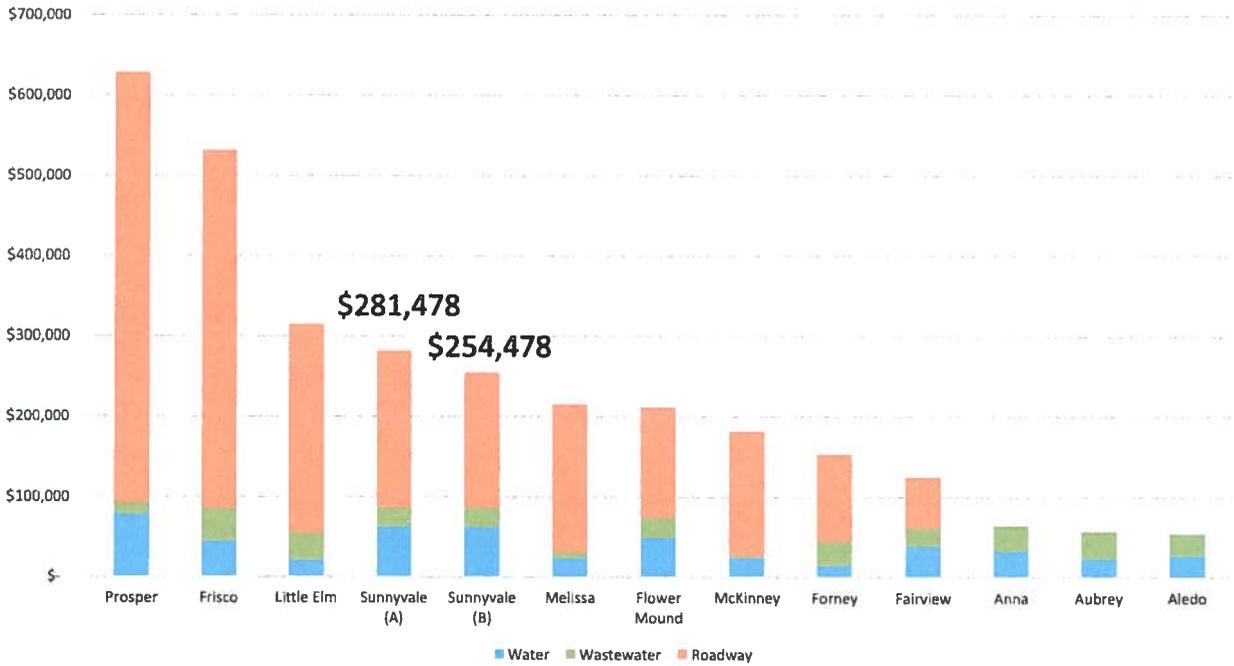


## Impact Fee Comparison 10,000 sf Office Building





## Impact Fee Comparison 150,000 sf Industrial Building



Discussion/Consideration of Collection Rate  
for Roadway Impact Fees

# Impact Fee Considerations



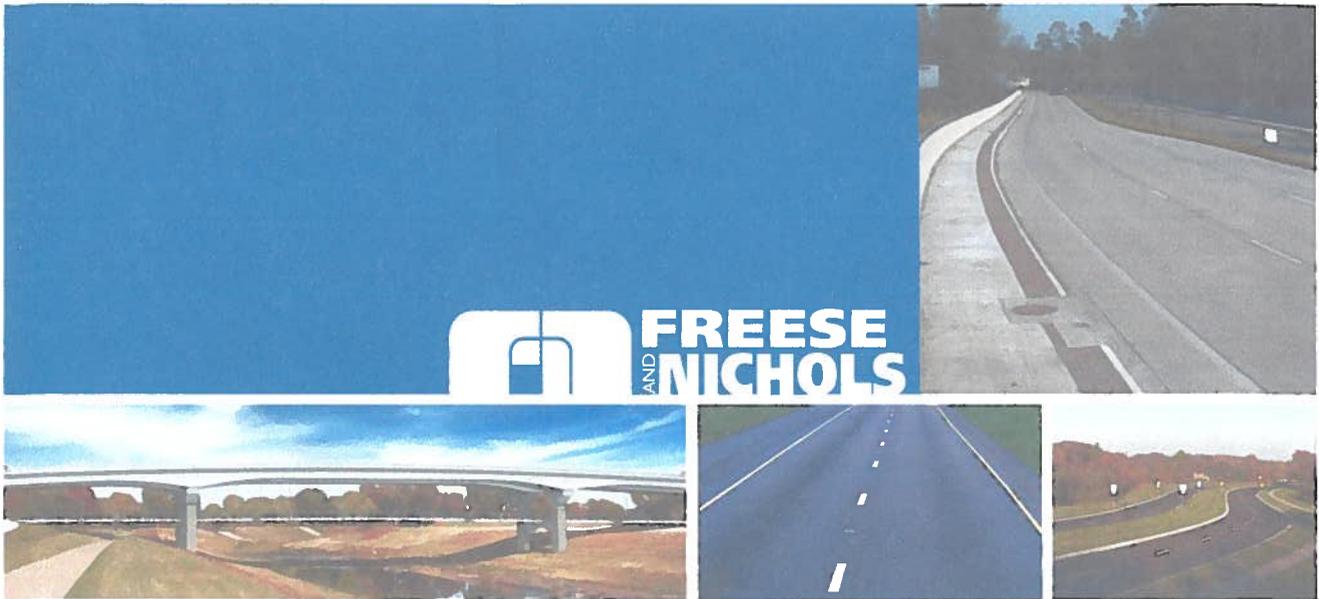
- Application of Fee
  - Percent of maximum (i.e., 15% of max)
  - Residential vs. Non-Residential Uses (Scenario B)
  - Incremental Increase over Time
- 2002 collection rate



	Actual Cost per Service Unit	Cost per Service Unit (50% Credit)	2002 Adopted Collection Rate	Percent of Maximum
2002	\$234	\$117	\$110	47%
2014	\$2,288	\$1,144		5%

## Collection Rate Comparisons

Land Use	Scenario A			Scenario B			Previous Study
	All	Residential	Non-Residential	All	Residential	Non-Residential	
<b>Actual Cost per Service Unit</b>		\$2,288		\$2,288		\$2,288	
<b>Allowable Cost per Service Unit</b>	0.5%	\$148.72	0.5%	\$148.72	0.5%	\$148.72	\$110.00
	7.5%	\$171.60	7.5%	\$171.60	7.5%	\$171.60	
	12%	\$274.56	14.5%	\$331.76	11%	\$251.68	
	16.5%	\$377.52	21.5%	\$481.82	14.5%	\$331.76	
	21%	\$480.48	28.5%	\$652.08	18%	\$411.84	
<b>Percent of Maximum</b>	25.3%	\$580.00	38.5%	\$820.00	21.5%	\$500.00	
<b>1. Single-Family Residential 1 Dwelling Unit</b>	0.5%	\$345	0.5%	\$345			\$333
	7.5%	\$398	7.5%	\$398			
	12%	\$637	14.5%	\$770			
	16.5%	\$876	21.5%	\$1,141			
	21%	\$1,115	28.5%	\$1,513			
	25.3%	\$1,346	38.5%	\$1,902			
<b>2. Retail Center 25,000 sf</b>	0.5%	\$19,520			0.5%	\$19,520	\$21,588
	7.5%	\$22,523			7.5%	\$22,523	
	12%	\$36,036			11%	\$33,033	
	16.5%	\$49,550			14.5%	\$43,544	
	21%	\$63,063			18%	\$54,054	
	25.3%	\$76,125			21.5%	\$65,625	
<b>3. General Office 10,000 sf</b>	0.5%	\$5,146			0.5%	\$5,146	\$4,917
	7.5%	\$5,937			7.5%	\$5,937	
	12%	\$9,500			11%	\$8,708	
	16.5%	\$13,062			14.5%	\$11,479	
	21%	\$16,625			18%	\$14,250	
	25.3%	\$20,068			21.5%	\$17,300	
<b>4. Restaurant 5,000 sf</b>	0.5%	\$9,020			0.5%	\$9,020	\$11,468
	7.5%	\$10,408			7.5%	\$10,408	
	12%	\$16,652			11%	\$15,264	
	16.5%	\$22,897			14.5%	\$20,121	
	21%	\$29,141			18%	\$24,978	
	25.3%	\$35,177			21.5%	\$30,325	
<b>5. High Tech Industrial 150,000 sf</b>	0.5%	\$50,193			0.5%	\$50,193	\$48,510
	7.5%	\$57,915			7.5%	\$57,915	
	12%	\$82,664			11%	\$84,942	
	16.5%	\$127,413			14.5%	\$111,968	
	21%	\$162,162			18%	\$138,998	
	25.3%	\$195,750			21.5%	\$168,750	



 **FREESE  
AND  
NICHOLS**



**Town of Sunnyvale  
Roadway Impact Fee Study Update**

**COST PER SERVICE UNIT,  
FEE BENCHMARKING AND  
IMPACT FEE COLLECTION**

**February 16, 2015**