

## **MEMORANDUM**

**TO:** Claire Powell, City Manager

**FROM:** Richard E. Luedke, AICP, Planning Director  
Aaron Russell, P.E., Public Services Director

**DATE:** February 2, 2026

**SUBJECT:** **Consideration of an Ordinance of the Lewisville City Council Amending Chapter 16, Utilities, Article IV, Water and Sewer Extensions, of the Lewisville City Code by Adding Sections 16-208 Through 16-212 to Establish a Capital Improvements Advisory Committee Separate From the Planning and Zoning Commission, and Provide for Membership, Meetings, Officers, Duties, and Responsibilities of the Committee; and Providing for a Savings Clause, Repealer, Severability, a Penalty, and an Effective Date.**

### **BACKGROUND**

The Planning and Zoning Commission has historically served as the Capital Improvements Advisory Committee (CIAC). The CIAC typically meets twice per year to review impact fees collected and to make a recommendation regarding the impact fee report to the City Council. In addition, every five years, they review land use and growth assumptions in relation to the Capital Improvement Plan, which is used to establish impact fee rates. State law previously allowed the Planning and Zoning Commission to serve in this capacity, provided that at least one member was a professional in the real estate or development fields. During the 2025 legislative session, the provision allowing the Planning and Zoning Commission to serve as the CIAC was removed from state statutes along with other changes to regulations on capital improvements planning and fees. A separate CIAC is now required to be established. The proposed ordinance does that in compliance with the state requirements for the committee.

### **ANALYSIS**

The proposed ordinance provides for membership, meetings, officers, duties and responsibilities. The membership of the board will consist of five members, three of whom must be employed in the development or real estate industries and not by a government. A quorum will be three members. Officers shall include a chair and a vice chair. The responsibilities remain unchanged but are now clearly outlined, mirroring state statutes with other duties as assigned by the City Council. Once the new CIAC is established by ordinance, applicants that meet the required qualifications will be sought and presented for the City Council's consideration.

### **CITY STAFF'S RECOMMENDATION**

That the City Council approve the ordinance as set forth in the caption above.