

# Memorandum

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**Date:** April 15, 2016  
**To:** Mayor Keil and the Seguin City Council  
**From:** John Foreman AICP, CNU-A  
Assistant Director of Planning/Codes  
**RE:** Task Force for City's Thoroughfare Plan and Roadway Impact Fee Project

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## **Background**

At the April 5<sup>th</sup> meeting, City Council approved the contract with Kimley-Horn to update the City's Thoroughfare Plan and develop Roadway Impact Fees. This is an important but complex project that will take about a year to complete. Staff and the consultant will be addressing the technical aspects of the project but will need guidance on policy-level items during the process and are recommending the creation of a Task Force.

## **Task Force**

The group will function in the same way that the Unified Development Code Task Force did. The role of the task force will be to:

- Act as a sounding board for ideas from staff and the consultant
- Brainstorm questions that staff and the consultants have during the process
- Assist in identifying stakeholders and help them participate

Meetings will be about once a month, and the group will determine their schedule at the first meeting. Based on direction from City Management and the Mayor, staff recommends the following composition:

### **City Council**

Donna Dodgen  
Phil Seidenberger

### **Planning and Zoning Commission**

Edward Davila  
Drew Engelke

### **Long Range Planning Commission**

Javier Cuevas

**Main Street**

Andrea Hoffmann

**Historic Design Review**

Eve Hiner