Road Impact Fee Advisory Committee

Meeting Minutes

Date: July 23, 2026, 1:30 PM
Where: Remote Meeting

Members Present

Randy Case, Tom Kerby, Joshua Palmer, Tracey Lopez (for Nikki Simmons), Justin Kilgore (for Meggan Herington), Tim McConnell, and Ryan Watson.

Others Present

Victoria Chavez and Charlene Durham

Call to Order

Mr. Case called the meeting to order at approximately 1:31 PM. Quorum was confirmed.

Agenda Approval

Mr. Watson moved to approve the agenda as presented. Mr. McConnell seconded. The motion passed unanimously.

Approval of March 26 2026 Meeting Minutes

Ms. Lopez moved to approve the March 26, 2026 meeting minutes. Ryan seconded. The motion passed unanimously.

US 24 and Stapleton Road Signal Request

Ms. Chavez presented a request to approve $650,000, the Road Impact Fee Program unit cost for a traffic signal, to help fund CDOT's design and construction of a signal at US 24 and Stapleton Road. CDOT determined that the intersection meets signal warrants. Both roads are included in the Major Transportation Corridor Plan, and staff identified the signal as eligible under the program.

An existing intergovernmental agreement (IGA) requires Four Way Ranch to construct the signal and the third and fourth lanes of Stapleton Road. However, the development has not begun construction and is not generating the trips that triggered the signal warrant. Staff proposed paying the eligible unit cost to CDOT through the County rather than requiring the developer to build the signal and seek reimbursement. The request was for the unit cost, rather than actual construction cost.

Mr. Kerby asked how the existing IGA would be addressed and how duplicate reimbursement would be prevented. Ms. Chavez explained that the Stapleton Road widening obligation would remain. Staff intends to amend the IGA to remove the signal obligation and reflect the metropolitan district's new name. Mr. McConnell requested confirmation that CDOT's design accommodates the future four-lane roadway. Ms. Chavez agreed to verify this with CDOT.

Staff confirmed that the available fund balance could cover the signal contribution and the remaining Curtis Road design commitment. Mr. Kerby identified a proposed mini-storage development near the intersection, prompting a request for staff to determine whether that project also has a signal funding obligation.

Mr. McConnell moved to approve the $650,000 signal funding request, subject to staff clarifying the existing IGA and any applicable project obligations before final implementation. Ryan seconded. The motion passed unanimously. Ms. Chavez will follow up with CDOT on the design questions and provide an update at the next meeting.

Budget and Finance Reports

Ms. Lopez reviewed the administrative account and Public Improvement District (PID) financial reports. Transfers from PID 2 and PID 3 to PID 1 are planned for August and will be reflected in the August financials. Approximately 95 percent of PID 2 property tax revenues had been received. The planned PID 3 transfer for 2026 is $200,000. No transfers from PID 4 or PID 5 are planned this year because available revenues are not sufficient; excess revenues will remain in fund balance. Ms. Lopez will correct a report heading that incorrectly identifies PID 4 as PID 2.

Ms. Chavez reported an approximately $17 million balance. Mr. Case asked about interest earned on approximately $1.3 million transferred from the Woodmen Road Metropolitan District. Ms. Lopez confirmed that the funds earn interest, which is currently included with overall interest income. Mr. Case requested separate reporting because the funds are designated for purposes under that district's IGA. Ms. Lopez agreed to segregate the related interest beginning with the July financials. The reports were informational, and no vote was taken.

Comments on Items Not on the Agenda

No additional comments were offered.

Items for Future Agendas

Ms. Chavez reported that Classic Homes has not submitted the independent study concerning accessory dwelling units (ADUs). She will return the issue to the committee if the study is received. No other pending agenda items were identified. Committee members' terms extend through the end of 2027, when substantial turnover is expected.

Staff discussed the full-time Road Impact Fee Program management position. The selected candidate had accepted and later declined the position, and the position was reposted on July 22. Ms. Chavez will distribute the posting to committee members; Mr. Kilgore offered to place the link in the meeting chat. Ms. Lopez will include the position in the 2027 budget.

No items were scheduled for August at the time of the meeting. An August meeting may not be needed, although a new staff member could be introduced at an upcoming meeting.

Follow Up on the US 24 and Stapleton Road Development

Mr. Kilgore reviewed pending site development plan PPR 2347, which includes proposed storage and other uses near US 24 and Stapleton Road. The project remains under review and has not been approved. Ms. Durham identified a provision citing CDOT's January 16, 2024 comment letter requiring the current site development plan to escrow $10,833 toward the future signal. The access permit would process that escrow, and subsequent site development plans would require updated studies and additional escrows.

Staff will discuss how to handle this obligation with the Road Impact Fee contribution. Mr. Case suggested routing the escrow through the program account as a pass-through; Mr. McConnell and Ms. Lopez agreed, and Ms. Lopez confirmed PID 1 could be used. Ms. Chavez will coordinate the payment mechanism with staff. No additional motion was made.

Adjourn

Mr. Case adjourned the meeting at approximately 2:05 PM.