

12.19.2023 RBSC Meeting Summary

Present: Jim Bailey, Nikki Johnson, Seema Kairam, Melanie Cawthon, Jordan Ghawi, Taylor Beaver, Meredith Siegel

Absent: Michael Taylor, Pete Alanis

Staff present: Marivel Arauza, Krystin Ramirez, Mark Carmona, TC Heydon, Sara Wamsley, James McKenzie, Jacob Floyd, Joyce Palmer, Jason Gray

Start of meeting

- Jim, Jacob, & Sara: Recap of last month
 - TWG formed, committee members and experience described
 - Brief overview of TWG work and Transportation task force
 - Public engagement and technical support from VIA contract
 - RBSC will provide input related to housing in policy document; general goals to:
 - Preserve existing affordable housing
 - Create opportunities for new affordable housing
 - Create opportunities for new housing typologies
 - TWG will keep RBSC informed

Item 4 - Draft Policy Document (RBSC) - slides and framework handout (Jacob)

- Background: current document is an expanded and restructured document based on the framework started in August
- Staff requesting feedback - is this the most useful format to present the policy framework?
- Framework elements
 - Preserve existing affordable housing
 - Create opportunities for new affordable housing
 - Foster diverse housing types near transit corridors
 - Focusing on ART corridors, but goal is for language to be applicable to other corridors
 - **Proposed next step: identify challenges and opportunities for specific neighborhoods along ART corridors**
 - SA Corridors establishes typologies for different station areas because different areas will require different approaches
 - Goal is to create typologies similar to station area typologies, but with neighborhoods
 - Update language to match SHIP, ensure consistency (Jordan)
 - "CALIBRATE" to what we need to do now. Talk about specific applications of some of these policies - "create a policy to do the following..." Calibration would

be talking about different neighborhood classifications (re: CIH 3 bullet #2 - revolving loan fund)

- Preservation of existing affordable housing
 - Includes policies to soften impact on homeowners and renters
 - Potentially identify which SHIP strategies correlate to goals, include in parentheses (Jim and Taylor)
 - Reference specific programs that correlate to goals, tie in to Council-adopted strategies and plans (Jordan)
 - Release framework doc to public? (Jacob)
 - Within framework document, recommending specific policy/action because it correlates to a certain SHIP strategy(ies) shows the public what doing and why (Nikki)
 - What more specific strategies do we need? (Sara)
 - **Staff will bring spreadsheet/document showing what all of the existing plans are, what they include**
 - Potentially look at specific policies within the SHIP strategies (proposed establishments to reach goal), then outline what policies can be incorporated to achieve goal (ex. establish neighborhood typologies) (Jim)
 - Ensure understandable, universal language across and within framework and other documents so community can understand strategies and policies and see how they connect across different documents (Nikki)
 - Include detail but keep everything accessible in plain English (Seema)
 - Ensure good wayfinding within framework; have clear ways to orient within document (ex. different columns for each of the main pillars) (Meredith)
 - Potentially narrow to two pillars - preserve and produce housing (Jim and Mark)
 - Consider SHIP language in choosing themes of each pillar
 - Potentially keep the framework as a more technical document, and allow community engagement to make the framework more accessible (Jordan)
 - **Recommend staff go through each strategy and determine how and if it applies to TOD (Jim)**
 - **Staff can provide updates on each strategy within a given category (starting with CHS) (Sara)**
 - Ensure language shows connection between RBSC, TWG, task force, and VIA communities (Mark)
 - Timeline
 - TWG, Task force, RBSC create recommendations; RBSC then forwards to Housing Commission, move forward through adoption process to be at City Council by November/December

- Community engagement will take place parallel to policy work in various groups
 - Determine how outreach and engagement looks; staff will bring feedback to all groups periodically

Item 3 - ADU Initiative Update (slides) (Krystin)

- Background on ADU Initiative
 - ADU Design Competition
 - First step of initiative
 - Permit-Ready Plans
 - Goal to eventually have library of designs and construction plans (some free and already City-owned, others received through solicitation process)
 - Solicitation in early spring for designer-prepared plans
 - Working with OHP to determine common threads to have plans that can work within historic neighborhoods (in response to Jim's question on review protocols to ensure good design with historic, other needs)
 - group to help guide general criteria on what to include in scope
 - RFQ (Request for Quote) process with internal scoring (staff still determining who/how scoring)
 - Some designs selected through solicitation process will have a fee, which may be waived for qualifying applicants
 - Ensure accessibility included in general criteria for submissions (Melanie)
 - Want to ensure high level of design review (Jim)
 - This and pricing to construct (cost estimates, square footage) will be included when designing RFQ (Krystin)
 - Incentives
 - Currently have fee waivers, but determine where else City can offer funding assistance
 - Ensure form of exemption from liability with CAO (City Attorney's Office) (Taylor)
 - Currently talking with local financial partners - will include financing resources on ADU website
 - Education and resource materials
 - Construction checklist
 - Guidance on how to build
 - Also include project management guidance (ensure resident not only understands how to get money and permits, but also how to actually build an ADU) (Jordan)
 - Look into whether DSD staff could somehow follow up with resident if ADU construction stops before completion, to understand reasons for stall (Jordan)
 - Potentially have a list of contractors pre-approved by the City to go through process, similar to rehab program

- Look into possibility of SAWS incentives for sewer issues, as these can be a major expense (Mark)
- Potentially include information on drafting a lease or rental agreement, for ADU owners who wish to rent their unit (Melanie)
- Is there any assistance for existing ADUs? Can City potentially partner with other agencies to provide broader support for ADU owners? (Nikki)
 - Current incentives are set up for new ADUs rather than existing ADUs; staff will look into partnering with SAWS, CPS, others (Krystin)
 - Potentially City staff can work with major lending institutions to come up with creative financing options
- ADU Initiative Website
 - Coordinating internally right now on where site will live, ensuring layout and script are user-friendly
 - Goal is to release website as soon as ready, via a phased approach; using RBSC expertise for feedback ahead of Phase 1 release
 - Phase 1 - basic info and call for submissions, as well as potentially some City-owned plans
 - Phase 2 - grow plan library, add materials, information on incentives
 - **Krystin will come back to subcommittee**
 - **Potentially hear input from Jason and other DSD staff on issues that have previously come up with pre-approved plans, solutions they've created (Jason)**
 - **Will share org chart at/before next meeting**

Item 5 - Housing Commission FY 24-25 goals and priorities (slides) (Sara)

- Adopted policies with proposed strategies are culmination of 2-3 month process to create work plan for Housing Commission; policies are adopted while strategies are not, making them somewhat moveable
- Goal Setting - met in small groups to determine specific goals and actions and how Housing Commission and subcommittees can achieve these goals
- Priorities
 - Priority 1
 - Lead: RBSC and TWG
 - Priority 2
 - Lead: Housing Commission
 - Priority 3
 - Lead: RSS and HC; can link to RBSC for some strategies that overlap with small businesses
 - Priority 4
 - Lead: PEO and HC
 - Priority 5
 - Lead: HC and RSS

- With loss of ARPA funding, will work to secure other means of funding (Mark)
 - Will revisit strategies and priorities next October to review progress, evaluate where Housing Commission and subcommittees are in relation to priorities and strategies
- Regarding legislative work, feedback on federal initiatives is key when putting together agenda to discuss with legislators; want to create robust public agenda for meeting with legislators (Mark)
- **Regarding future meetings: may need to meet more frequently and in a larger space; consider hybrid and in-person options (Jacob)**
 - Consider alternating between multiple locations around city to ensure accessibility

Closing Remarks: Thank you to RBSC members, staff; feedback on year-to-date and thoughts on upcoming year (Jim)

- Generally:
 - Jordan: TOD CCR, what has been happening other Texas cities - all encouraging.
 - Melanie: she comes with one agenda (accessibility) and now that other people are talking about it as well, she's encouraged. Thankful for this group rallying with her.
 - Seema: Didn't know how policy change happened before joining this group. IT was a black box. Appreciates people bringing her expertise to this. Making sure we bring community along with us.
 - Mark: zoning and density issues - we have the council to do this and the pieces are in place now.
 - Taylor: excited that we now have a direction to go with our work.
 - Meredith: exercise in expanding my vision. Excited now to see it accelerating.
 - Nikki: excited to see us starting to move forward. Thankful that this group has opened their mind to someone like her with lived experiences. She comes with the passion, the perspective of someone with accessibility challenges, and the perspective of a layperson.

Next Meeting: January 16, 2024

- Starting in February, may begin meeting every other week (Sara)