

# City of San Antonio



## Meeting Minutes Planning and Community Development Committee

Monday, January 24, 2022

10:30 AM

Council Briefing Room

**Members Present:** Dr. Adriana Rocha Garcia, *Chair, Council District 4*  
Mario Bravo, *Council District 1*  
Phyllis Viagran, *Council District 3*  
Teri Castillo, *Council District 5*  
John Courage, *Council District 9*

**Members Absent:** None

### Approval of Minutes

1. Approval of minutes from the December 13, 2021 Planning and Community Development Meeting.

Councilmember Courage moved to approve the Planning and Community Development Committee Meeting Minutes of December 13, 2021. Councilmember Bravo seconded the motion. The motion carried unanimously.

### Consent Agenda

#### Briefing and Possible Action on

2. **FY 2022 Affordable Housing Development & NSP Single Family Infill Development Funding Recommendations.** [Lori Houston, Assistant City Manager; Verónica R. Soto, Director, Neighborhood and Housing Services]

Veronica Garcia, Deputy Director of NHSD, provided an overview of the FY 2022 Affordable Housing Development & NSP Single Family Infill Development Funding recommendations. Garcia reviewed various projects which requested affordable housing funding in order to complete proposed projects which would meet Area Median Income (AMI) affordable housing requirements. Garcia noted that recommendations included rehabilitation projects that helped preserve the City's existing affordable housing.

Councilmember Rocha Garcia asked if the recommendations met the Strategic Housing

Implementation Plan (SHIP) recommendations that had been recently passed. Garcia confirmed that the Affordable Housing recommendations met the SHIP requirements. Councilmember Rocha Garcia asked if there were different aspects for approving or considering projects that met the 30% AMI goal. Garcia stated that the review committee prioritized projects which met the 30% AMI and noted that not all submitted proposals received funding.

Councilmember Viagran wanted to ensure that developers had up-to-date information regarding SA Ready to Work and utilities.

Councilmember Castillo noted her appreciation of the recommendations and for consideration of the 30% AMI requirements. Councilmember Castillo would like to see more units at 0% - 30% AMI when utilizing Bond or Federal funds.

Councilmember Courage clarified the recommendations considered and the funding provided.

Garcia reviewed neighborhood stabilization program areas and the timeline for approval of the recommendations which was tentatively scheduled for March 3, 2022 for full City Council consideration. Garcia provided an overview of the evaluation criteria of projects and total points awarded. Garcia noted that City Staff recommended a \$500,000 award in NSP funds to Cross Timber Homes for development of 12 affordable single-family housing units on demolished or vacant properties to be sold to individuals at or below 120% AMI.

Councilmember Castillo asked for clarification on the qualifications of awardees and of the proposed projects. Garcia provided clarification of the awardee proposed projects and qualifications.

Councilmember Viagran asked if there was a list of potential homebuyers for the proposed projects. Garcia confirmed that there was a list of potential homebuyers who attended educational classes and were ready for homeownership. Councilmember Viagran asked for a report on the available listing of the City's housing inventory. Garcia stated that she would provide the inventory to the Committee.

Councilmember Courage asked of the approximate square footage of the housing units. Michael Taylor with Cross Timber Homes stated that all units were three bedroom and 1,460 square feet.

Councilmember Viagran moved to recommend and forward the FY 2022 Affordable Housing Development and NSP Single-family infill development funding recommendation to the City Council for consideration. Councilmember Bravo seconded the motion. The motion carried unanimously.

Michael Shannon, Development Services Department Director, provided an overview of the Building-Related and Fire Codes Appeals and Advisory Board (BRFCAAB) background and charge. Shannon stated that the BRFCAAB was comprised of 17 members and 17 alternates of housing and construction industry professional organizations to address building related appeals and it was important to make appointments due to upcoming UDC amendments. Shannon stated that the recommended members should be approved by the PCDC in order to proceed to the full

City Council for consideration.

Councilmember Courage asked for clarification on the recommendation of members to the BRFCAAB from the professional organizations. Shannon stated that current City Code specified that the members were to be brought forward by the organization and reviewed by the City to assure that no issues were identified with the recommended individuals.

Councilmember Castillo asked if tenants or resident representatives were considered for inclusion in the BRFCAAB. Shannon stated that the City Code did not currently provide for that position but City Council could make that change through a City Council vote.

Councilmember Bravo expressed his concern of the positions which did not have a board member or alternate in certain categories. Shannon stated that he was in discussions with stakeholder organizations to address all the vacancies.

Councilmember Viagran stated that she was in conversations with union organizations to fill vacant positions.

Chair Rocha Garcia noted that there were seven non-resident members and only one woman on the Board. Shannon stressed that it was important to the Department to address diversity needs of the Board which the department was continuously trying to address.

Councilmember Courage moved to approve and forward the recommended slate of board members and alternates of the Building-Related and Fire Codes Appeals and Advisory Board (BRFCAAB) to the City Council for consideration. Councilmember Viagran seconded the motion. The motion carried unanimously.

**3. Briefing and possible action on the adoption of amendments to Section 21-52(a)(6) and Section 10-6 of the Local Code to update the construction noise ordinance and issuing of permits by Development Services Department (DSD) to allow for enforcement of the ordinance by the Building Official. [Roderick Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]**

Michael Shannon, Director of Development Services (DSD), provided an update on the adoption of amendments to Section 21-52(a)(6) and Section 10-6 of the Local Code to update the construction noise Ordinance and issuing of permits by DSD to allow enforcement by building officials. Shannon noted that the Committee asked for additional action on reaching out to construction companies related to noise notification of projects and possible noise impact. Shannon reviewed the recommended changes related to required notification of adjacent residents for off hours activity; and adequate enforcement of noise violations. Shannon stated that notification recommendations included working with neighborhood and homeowner associations to provide a minimum of a three-day notice. Shannon reviewed the public outreach meetings conducted and project engagement to include SASpeakUp survey and provided an overview and summary of community input. Shannon recommended contact with individual residents, the Homeowners Associations (HOAs) and Neighborhood Associations (NAs).

Chair Rocha Garcia asked what residents thought of the 72-hour notification. Shannon stated that many individuals' surveys indicated that they wanted more notification but staff felt that due to

construction schedules, weather and other factors it would be challenging to provide more than 72 hours' notice.

Councilmember Courage thanked DSD for following up with the City Council request and expressed support for the recommendations and the 72-hour notice to individual homes impacted.

Councilmember Bravo stated that he supported the recommendations.

Councilmember Castillo thanked staff for their efforts on the updated recommendations and asked if demolition projects were included in the Ordinance. Shannon confirmed that demolitions were included in the Ordinance.

Councilmember Viagran noted that she was disappointed at the low number of individuals that participated in the survey and stated that she felt the digital divide was the main factor limiting input. Councilmember Viagran asked for clarification on when "noise" could begin versus when construction staff showed up to the site. Shannon stated that construction noise could not begin until the set hours but did not restrict when staff arrived at the site.

**4. Briefing on the use of HOME-American Rescue Plan (ARP) Program funds and next steps to administering the City's grant.** [Lori Houston, Assistant City Manager; Verónica R. Soto, Director, Neighborhood and Housing Services]

Veronica Garcia provided a briefing on the use of HOME-American Rescue Plan Act (ARPA) program funds and next steps to administering the City's grant. Garcia noted that program usage included homeless services to include permanent supportive housing, homelessness services and emergency shelter services. Garcia reviewed the survey respondent priorities and stated that comments received requested permanent supportive housing and homelessness prevention and case management. She stated that recommended projects and services funding would total \$20 million and would provide services to over 600 individuals.

Garcia stated that the recommendations were in line with the recently approved SHIP program and that the recommendations had been reviewed by area stakeholders who supported the recommendations. Garcia reviewed the timeline for the recommendations and stated that staff recommended approval by City Council on February 10, 2022.

Chair Rocha Garcia asked for clarification of the proposed 85 individuals to be serviced for permanent supportive housing. Garcia stated that individuals considered were required to participate in education programs for homeownership and supportive housing. Garcia stated that City Staff would continue to work with stakeholder providers to identify and assist individuals.

Chair Rocha Garcia asked for clarification on the EHAP and ARPA funding. Garcia stated that EHAP was utilized for quick assistance due to impacts of the COVID-19 Pandemic and the ARPA funds would be used for chronic homeless individuals and families to get into permanent housing and not in need of temporary assistance.

Chair Rocha Garcia stated that it was important to establish additional warming sites.

Councilmember Bravo stated that he supported the recommendations by City Staff.

Councilmember Courage expressed concern regarding the use of additional funding to address homelessness issues. Melody Woosley confirmed that there was \$70 million allocated annually for homelessness issues for Veterans and other identified groups each year. Councilmember Courage expressed concern over the \$10.5 million to be used to only support 85 families for permanent supportive housing and asked if other rental options should be considered. Councilmember Courage noted that individuals and families were experiencing housing issues due to domestic violence needed services. Woosley clarified that the 85 units would be used to service chronically homeless families that required additional supportive services. Woosley clarified that 85 units would be purchased.

Councilmember Castillo asked if a permanent supportive housing services partner had been identified. Garcia clarified that the partner had not yet been identified and that a Request for Proposal (RFP) would be released to select the partner. Councilmember Castillo stated that it was important to identify a partner that provided quality services along with the services provided by DHS. Councilmember Castillo asked if assistance would be provided for moving costs. Garcia stated that the program only provided rental assistance and not moving services. Councilmember Castillo recommended that additional discussions be held on providing additional services to chronic homeless families. Woosley noted that homelessness was targeted for those who were unsheltered.

Councilmember Viagran expressed her support for the program and asked if staff would reach out to the domestic violence stakeholders to identify women/families for the program. Garcia stated that they were working with stakeholder groups to include the Battered Women's Shelter. Councilmember Viagran encouraged staff to include additional data on services to be provided along with the housing units provided.

Councilmember Bravo noted the concerns of other Committee Members and stated the importance of including the input of the STRAC in how service delivery was completed.

Councilmember Courage asked for clarification on the number of homeless individuals identified in the point-in-time counts. Woosley stated that approximately 3,000 homeless individuals had been identified since 2014. Councilmember Courage reiterated his concerns on the funding recommendations and additional funding identified in the annual Budget and Bond Program to address homelessness with no improvement in homelessness. Councilmember Courage called for additional studies to be completed to address the homelessness issue and possible solutions. Councilmember Courage expressed his concern of supporting additional funding for homelessness and stated that he required additional information before he could support the recommendation and thus would abstain from the vote. Woosley stated that the number of homeless had actually decreased in the past few years and noted that over 10,000-12,000 individuals were served annually with homelessness services.

Councilmember Bravo moved to approve and forward the proposed staff recommendations to the full City Council for consideration. Councilmember Viagran seconded the motion. The motion carried by the following vote:

Aye: Rocha Garcia, Bravo, Viagran, Castillo  
Abstain: Courage

**5. Briefing and update on Emergency Housing Assistance Program (EHAP) and Eviction Prevention.** [Lori Houston, Assistant City Manager; Veronica R. Soto, FAICP, Director, Neighborhood and Housing Services Department]

Veronica Soto, Neighborhood and Housing Services Director, provided an update on the Emergency Housing Assistance Program (EHAP) to include rental, mortgage, utility, and eviction intervention assistance. Soto noted that the EHAP was currently in Phase 4 and funding would not be available until January 2022.

Soto stated that the City did not receive additional funding from the Department of Housing and Urban Development (HUD) but identified additional funding opportunities which staff and partners would address.

Councilmember Courage asked if the Federal Government had provided any communication on possible funding from other cities that had not utilized their made available funding allotments. Soto stated that an update on the current funding had not been provided but that the City anticipated an update soon.

Councilmember Castillo asked how long the right to counsel services funding would be available. Soto stated that the Right to Counsel Program had funding available for FY 2022 and services were provided by contracted providers. Councilmember Castillo asked if ARPA funding could be used for commissioning individuals to assist applicants with assistance processes and discussed the challenges encountered by residents in completing the application process.

Councilmember Courage moved to approve and forward the grant submission to the full City Council for consideration. Councilmember Castillo seconded the motion. The motion passed unanimously by those present (Absent: Councilmember Viagran).

**Adjournment**

There being no further discussion, the meeting was adjourned at 12:48 PM.

---

*Dr. Adriana Rocha Garcia, Chairperson*

**Respectfully Submitted**

---

*Debbie Racca-Sittre, Interim City Clerk*