

# City of San Antonio



## Minutes Planning and Community Development Committee

### 2023 – 2025 Council Members

Dr. Adriana Rocha Garcia, Dist. 4  
Phyllis Viagran, Dist. 3 | Teri Castillo, Dist. 5  
Manny Pelaez, Dist. 8 | John Courage, Dist. 9

**Monday, November 13, 2023**

**10:00 AM**

**Council Briefing Room**

The Planning and Community Development Council Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 10:00 AM. Deputy City Clerk Aurora Perkins took the Roll Call noting a quorum with the following Committee Members present:

**Members Present:** Dr. Adriana Rocha Garcia, *Chair*  
Phyllis Viagran, *Member*  
Teri Castillo, *Member*  
Manny Pelaez, *Member*  
John Courage, *Member*

**Members Absent:** None

### Approval of Minutes

#### 1. Approval of minutes from October 26, 2023 Planning and Community Development Committee Meeting

Councilmember Viagran moved to Approve the minutes of the October 26, 2023 Planning and Community Development Committee meeting. Councilmember Castillo seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

### Public Comment

Bianca Maldonado spoke in support of Item 3 and thanked City staff for coordinating a task force to receive input from residents and stakeholders.

### Briefing and Possible Action on

**2. Briefing and possible action on housing strategies to respond to homelessness in San Antonio.** [Lori Houston, Assistant City Manager; Melody Woosley, Human Services Director]

Assistant City Manager Lori Houston introduced the Item and non-profit stakeholders from the community that assisted residents with homelessness issues. She introduced Patrick Steck, Assistant Director of the Department of Human Services (DHS), who provided an overview and background of the FY 2024 Homelessness Services. He noted that 3,155 people were experiencing homelessness as identified at a Point-In-Time survey taken in January 2023.

Steck reviewed the various housing continuum services provided to homeless to include Emergency Shelter, Low-Barrier Shelter, Permanent Supportive Housing (PSH), Skilled Nursing Care and Vouchers/Rapid Rehousing services. Steck noted that Haven for Hope provided emergency and low-barrier housing and stated that services were provided to both individuals and families. He added that the Low Barrier Shelter operated by SAMMinistries would open in November 2024 and would be located at a Downtown-area Holiday Inn. Steck stated that services would be provided for 90-120 days and individuals would be moved to more permanent housing based on eligibility.

Steck stated that DHS staff worked closely with Haven for Hope to coordinate the Shelter Bed Access Services Pilot Program and teamed with SAMMinistries and the Salvation Army. Steck reviewed the Nursing Home Bridge Care Program which assisted funding for the program when residents were able to gain Social Security benefits and reimbursing the program to serve others. Assistant City Manager Houston provided clarification on the number of homeless individuals serviced under the program which was initially funded by \$500,000 and how the initial funding would provide services for six months and then during that time staff would assist individuals to gain Medicare and Social Security benefits for expanded care.

Steck reviewed PHS services and noted that 1,357 units were currently available with a wait list of 2,481 active households needing services. Steck noted that there was an increase in rapid rehousing programs and that the U.S. Housing and Urban Development (HUD) Unsheltered Funding was provided for additional 115 Rapid Rehousing slots and 25 PSH slots. He added that HOME-ARP funding was also gained for an additional 130 units.

Steck provided an overview of housing vouchers and noted that 150 vouchers were available for homeless individual cases. He added that DHS had initiated the “90 Families in 90 Days” Program which was launched the week prior during the Hunger and Homeless Awareness Week in November 2023. He noted that Haven for Hope, Close to Home and other partners would focus resources and outreach to house 90 families within 90 days to reduce pressures on Haven for Hope to shelter families.

Steck reviewed Street Outreach Training protocols used by City staff and partner agencies. He added that staff was testing a cross agency application to provide accurate data and available services.

Steck reviewed homeless encampment abatement services and partners assisting with abatement services to include the Public Works Department. He spoke to DHS outreach and public

engagement on abatement process and outcomes. He added that a Close To Home Dashboard had been developed to provide information to the public.

## DISCUSSION

Chair Rocha Garcia acknowledged the Salvation Army and the services provided to homeless individuals and teaming with other agencies. She supported the “90 Families in 90 Days” Program to identify housing for homeless families within the upcoming 90 days. She expressed her support of Haven for Hope and SAMMinistries and the services to the homeless populations.

Chair Rocha Garcia expressed her support of all the homelessness services at all levels and stressed the integration of businesses and churches to assist with services. She reiterated the desire for churches to assist with homeless services. Chair Rocha Garcia asked for clarification of outreach services and positions assisting the council districts directly. Steck stated that each council district had a coordinator to assist individuals for each council district but noted that currently Council Districts 7 and 10 had vacancies but staff was currently screening applicants for hiring.

Chair Rocha Garcia spoke to the need of the Nursing Home Bridge Care Program in the unsheltered population and noted the 40 additional spaces for nursing health care. She expressed support for increasing efforts for the service to the homeless population.

Councilmember Castillo supported the Nursing Home Bridge Care Program and stressed the need for those services. Councilmember Castillo stated that she supported the vouchers for Rapid Rehousing Program units and stressed that units should meet all code compliance programs. Steck stated that all units were inspected for code compliance to make sure that quality housing was provided.

Councilmember Castillo asked how many incentives were provided to sign up landlords into the Rapid Rehousing Program. Steck stated that he would provide the data.

Councilmember Castillo noted that the Point in Time Survey Count Program had identified lower numbers of homelessness and removal of encampments. Assistant City Manager Houston stated that there were many factors that impacted the count but staff was identifying more dates to take counts and evaluating the number of residents in structures.

Councilmember Castillo noted that during cold months more and more homeless individuals were beginning to use vacant structures as housing sources which caused other issues and she asked staff to evaluate the issue.

Councilmember Pelaez noted the large degree of work conducted on homelessness locally and expressed the need for more resources at all levels of government. He added that residents were frustrated with homelessness issues in their neighborhoods and that a balance was always needed to address homelessness. He reiterated the need for the services presented and need for outreach and communications to the public.

Councilmember Pelaez asked what he and the rest of the City Council could do to support the

programs during the next Budget process. Assistant City Manager Houston stated that continued funding would need to continue for services but it was important for the program to meet set metrics which would be communicated on the DHS Dashboard. Assistant City Manager Houston stressed the importance to complete what the Community Survey identified as issues. She reiterated the need to set and meet set metrics. Councilmember Pelaez requested more data and communications on what staff needs were and of any shortfalls that still need be addressed.

Councilmember Viagran expressed her support of the services provided and noted that the City had been addressing homelessness for decades. She stated that it was important to conduct surveys of homeless and identify criminal issues which may or not be perpetuated by homeless. Councilmember Viagran stressed the need for surveys to identify services for homeless and residents impacted by criminal activity.

Councilmember Viagran asked if costs for encampment removal were tracked. Steck stated that costs were tracked. Councilmember Viagran stressed the need to track all costs for encampments and providing housing services. Councilmember Viagran stressed that churches be included in efforts and that continuous communications be provided to the public of services completed.

Councilmember Courage stated that it was important to communicate efforts on addressing homelessness but stressed the need to identify the economic and physical causes for homelessness whether it be the loss of a job, mental illness, increased cost of living and other factors. He noted that the need for housing was greater than what was available and it was important to continuously identify services and providers to provide mental, medical and other economic services to individuals and families.

Chair Rocha Garcia acknowledged the San Antonio Housing Trust for their efforts to provide quality housing to individuals and families. She agreed with the importance of communications.

Councilmember Castillo asked for clarification on low-barrier services provided at the Holiday Inn facility. Steck stated that 45 individuals have been identified to move into the facility. Councilmember Castillo asked for clarification on requirements for eligibility for housing at the facility. Steck provided clarification and stated that there were very few limitations required for admittance.

Councilmember Castillo asked if SAPD shared information regarding no trespass affidavits. Steck stated that it would be shared if a complaint or call was received.

Councilmember Pelaez requested a future presentation on a side-side comparison of services provided by providers and what was performed in other cities. He also requested that activity around convenient stores be evaluated and also stressed the need for mental health services to the homeless community.

Chair Rocha Garcia noted the challenges that homeless individuals and families faced in determining applying for services, and that many times they chose safety rather than poor quality services. She stressed the importance of providing quality services and options to the homeless.

Chair Rocha Garcia recognized the non-profit partners who provided homeless services and

programs.

No action was taken on this briefed Item.

**3. Briefing and possible action on a plan to review and update the San Antonio Short-Term Rental Ordinance.** [Roderick Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]

Development Services Department Director Michael Shannon provided an update on the Short Term Rental (STR) Ordinance recommendations provided in the October 2023 meeting from the Planning and Community Development Committee. He provided a background of the STR program and stated that over 3,000 STRs were registered with the City.

Shannon stated that staff would create a STR Task Force of 16-20 members to address STR regulations which would include neighborhood leaders, STR operators and or property managers, hotel and lodging associations and other stakeholders for a six-nine month period. He reviewed the areas of discussion by the Task Force and communications of the survey. Shannon provided an overview of the Task Force activity and presentation of findings to the Committee and ultimately the City Council.

Chair Rocha Garcia supported the development of the Task Force and the balanced diversity of the unit. She requested that the Task Force evaluate the revenue from STR permits and asked if funding was provided to the housing fund.

Councilmember Pelaez expressed concern that residents would not see the Task Force as being enough to address STR issues that impacted them and their neighbors. He noted that the majority of STR owners knew and followed the rules for STR but more needed to be done for those landlords that did not follow rules and were known as party houses. He stressed the importance to enforce the Ordinance and stressed the need to address those not in compliance. Shannon stated that the Task Force would address all components of the Ordinance and enforcement of regulations.

Councilmember Pelaez asked that addresses of STR be tracked for not transferring to new landlords and ensuring that compliance was always in place.

Councilmember Viagran noted her support of the Task Force and stressed the need for communications of regulations and enforcement. She noted that she supported the Task Force to be in place for six months and then requesting an extension if needed. Councilmember Viagran asked that council districts make recommendations of possible Task Force Members and fees for STRs be evaluated. Councilmember Viagran asked that consideration and evaluation be conducted for historical zones and the need to address resident concerns.

Councilmember Viagran requested communications and possible meetings for her residents to learn more about STR compliance and regulations. She noted that her STR concerns were more of Type 1 STRs and to evaluate the ownership of LLC companies of STRs.

Councilmember Castillo requested a review of STR permit fees and possible movement of part of

the fees to the Housing Fund. She supported the six month period for the Task Force. She recommended diversity of the Task Force and the inclusion of resident groups.

Councilmember Courage asked how many STRs were not registered. Shannon stated that approximately 1,500 units were not permitted. Councilmember Courage recommended that the Task Force have 20 members to make sure there was adequate representation of neighborhood associations and other stakeholders for balance. Councilmember Courage supported the review of the Ordinance and supported large changes to the Ordinance to include the collection of Hotel Occupancy Tax (HOT) and requirements for the number of STRs allowed within an area. He expressed concern for the allowance of the number of STRs within a City block. He supported an increase in STR permitting fees.

Councilmember Castillo asked if Hostels were allowed within City limits. Shannon stated that hostels were to follow hotel regulations but was not aware of any within the City limits.

Chair Rocha Garcia asked if the Accessory Dwelling Unit (ADU) solicitation had been finalized. Assistant City Manager Houston stated that data would be provided to the Committee.

Councilmember Viagran moved to Approve. Councilmember Castillo seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Courage  
**Absent:** Pelaez

- 4. Briefing and possible action on the Senior Assistance Pilot Program that offers property owners and tenants, minimum 65 years of age and/or disabled with financial needs, assistance with lawn/ alley maintenance, and tree trimming or removal. [Roderick Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]**

Item 4 was taken first on the Agenda.

Michael Shannon, Director of Development Services Department, provided a briefing on the Senior Assistance Pilot Program that offered tenants and property owners with a minimum age of 65 and/or those disabled with financial needs, assistance with lawn/alley maintenance and tree trimming or removal. He reviewed the eligibility and application process for residents to benefit from the program. He noted that City staff or City contractors would complete the work needed to bring properties into code compliance.

Shannon noted that the program had been funded by \$100,000 under the FY 2024 Budget and staff recommended that funds be allocated equally throughout the 10 council districts. He added that the funding would be assessed after six months of evaluating cases.

Chair Rocha Garcia recognized Councilmember Alderete Gavito and her work on the Item. Councilmember Alderete Gavito spoke in support of the Item and the need for services to senior residents in the area of code compliance. She supported the recommendation of evaluating the program after six months of progress and thanked the DSD Team for their work on the Senior Assistance Pilot Program.

Chair Rocha Garcia noted her support of the Senior Assistance Pilot Program and asked that the program be evaluated for sustainability after six months. She suggested that mitigation of tree removal and free mulch programs be taken into consideration.

Councilmember Courage noted his support of the Program and evaluation after six months to possibly adjust funding.

Councilmember Castillo stated that she supported the Item and evaluation of the Program timeline. She asked if there were any code violations that would not be addressed in the Program. Shannon stated that the Pilot Program would address exterior landscaping items and not roofing or structure issues which could be addressed in other DSD programs.

Councilmember Castillo asked for clarification on the process for identifying property owner and tenant properties to receive assistance. Shannon stated that identification could be performed at the Code Enforcement Officer level or constituent services and moved to review for assistance.

Councilmember Viagran supported the division of funds equally between council districts. She stressed the need for education of services and the frequency of the Program could be utilized by individual senior residents. She noted that she pledged \$5,000 of her City Council Budget to expand services within her council district. Councilmember Viagran stated that local businesses could be included in the Program to assist residents.

Councilmember Pelaez moved to Approve. Councilmember Viagran seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

## **Consent Agenda**

- 5. Resolution of No Objection for Hill View Heights, LP's application for 2024 Non-Competitive 4% Housing Tax Credits (HTC) from the Texas Department of Housing and Community Affairs (TDHCA) for the construction of a 260-unit affordable multi-family rental housing development named Hill View Heights, located at 15024 Culebra Road in the City of San Antonio's Extra Territorial Jurisdiction.** [Lori Houston, Assistant City Manager; Veronica Garcia, Director, Neighborhood and Housing Services]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

- 6. Resolution of No Objection for Brooks Family Apartments, LP's application for 2024 Non-Competitive 4% Housing Tax Credits (HTC) from the Texas Department of Housing and Community Affairs (TDHCA) for the construction of a 340-unit affordable multi-family rental housing development named Brooks Family, located at the northwest**

**corner of Research Plaza and Challenger Drive in Council District 3.** [Lori Houston, Assistant City Manager; Veronica Garcia, Director, Neighborhood and Housing Services]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

7. **Resolution of No Objection for Brooks Senior Apartments, LP's application for 2024 Non-Competitive 4% Housing Tax Credits (HTC) from the Texas Department of Housing and Community Affairs (TDHCA) for the construction of a 240-unit affordable multi-family rental housing development named Brooks Senior, located at the northwest corner of Research Plaza and Challenger Drive in Council District 3.** [Lori Houston, Assistant City Manager; Veronica Garcia, Director, Neighborhood and Housing Services]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

8. **Resolution of No Objection for Pearsall Park, LP's application for 2024 Non-Competitive 4% Housing Tax Credits (HTC) from the Texas Department of Housing and Community Affairs (TDHCA) for the construction of a 240-unit affordable multi-family rental housing development named Residences at Pearsall Park, located at Ray Ellison and Old Pearsall Road in Council District 4.** [Lori Houston, Assistant City Manager; Veronica Garcia, Director, Neighborhood and Housing Services]

Councilmember Pelaez moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

**Aye:** Rocha Garcia, Viagran, Castillo, Pelaez, Courage

## **Adjournment**

There being no further discussion, the meeting was adjourned at 11:55 AM.

**Approved**

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*Adriana Rocha Garcia, Chair*

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*Debbie Racca-Sittre, City Clerk*