



MEMORANDUM

TO: Mayor and City Council Members

FROM: Denise Lucas, Director, Development Services Department *Denise Lucas*

DATE: July 19, 2022

SUBJECT: Response to Resolution No. 20210930-162- Review for Permanent Supportive Housing Developments

On September 30, 2021, City Council approved [Resolution No. 20210930-162](#) directing the City Manager to establish an expedited review and prioritization program for City processes including, but not limited to, site plan and permit review for residential developments that include Permanent Supportive Housing (PSH) for people experiencing homelessness. The resolution further directed that eligibility criteria be developed in partnership with the Homeless Strategy Officer. The purpose of this memo is to provide a final response to this resolution.

Program Framework

In response to Council direction, the Development Services Department (DSD) conducted internal and external stakeholder meetings to understand the experience with current processes as both a customer and contributing member of the development approval process. The program elements detailed below were designed to reflect the feedback received.

Development Review Timelines: The general stakeholder consensus is that the SMART Housing program review timelines meet community needs when those timeframes are met. Since most PSH projects are SMART Housing certified, the staff will review eligible PSH projects (see eligibility criteria below) under SMART Housing timelines. The functionality of this existing program will add additional high-touch elements to further streamline the process for PSH projects.

Staff will also incorporate a pre-submittal meeting into the development process for PSH projects. These meetings will help ensure that every project will start with an internal and external understanding of the process and individual project needs and will provide a proactive opportunity to identify potential challenges. The meetings will be hosted and facilitated by the DSD Affordable Housing Planning Officer and will include project representatives as well as all contributing City departments and review disciplines.

Staffing Requirements: The proposed Fiscal Year 2022/23 budget includes 18 new positions across seven departments involved in the site plan review process. Together, the positions will form a team specifically dedicated to reviewing City of Austin capital improvement projects, which represent an estimated 20% annually of site plan applications under review. The team will also be tasked with reviewing eligible PSH developments.

Direct Project Support: Each PSH project will be facilitated and tracked by the DSD Affordable Housing Planning Officer. This personalized tracking will ensure that each project has a designated point of contact throughout the review process whose role will be to provide high-level oversight and support through every stage of the project.

Eligibility: Based on the feedback provided by PSH stakeholders, the Homeless Strategy Officer, and the Housing and Planning Department, eligibility will be applied to projects with 10% or more units dedicated for PSH, with a minimum of 15 PSH units per project, that are sourcing referrals from the Coordinated Entry System managed by the Ending Community Homelessness Coalition, the lead agency for the Austin/Travis County Continuum of Care. Staff estimates that 10 PSH projects will qualify for eligibility per calendar year.

Should you have any questions, please contact Jennifer Verhulst, Acting Assistant Director, at (512) 974-9318 or jennifer.verhulst@austintexas.gov.

Cc: Spencer Cronk, City Manager
Anne Morgan, Acting City Manager
Stephanie Hayden-Howard, Assistant City Manager
Rosie Truelove, Director, Housing and Planning Department
Adrienne Sturup, Director, Austin Public Health
Dianna Grey, Homeless Strategy Officer, Austin Public Health