







Update on Progress: Affordable Housing Development Immediate Strategies to Streamline Development Process

Action Item	Responsible Party	(Estimated) Completion	Status	Discussion and Action Items
1 Provide policy proposal (with implementation milestones and timelines) on how PHB might link funding stipulations to milestones in the public works permitting process. Explore whether milestone should be reached earlier in the development process for affordable projects.	PHB	(1/15/2016)		
2 Raise expectations of construction coordinators to provide closer project management and communication with BDS staff as projects approach and advance through land use/design review and permitting.	PHB	(1/15/2016)		PHB and BDS developed a joint process beginning at the project funding approval stage of affordable housing projects so that requirements are met at the time documents are submitted to BDS and again at the review stage. Following funding approval, BDS will assign a Process Manager to shepherd PHB affordable housing projects through application and review. PHB will screen construction documents prior to formal submittal and will require design teams take advantage of all opportunities for BDS pre-application meetings. BDS will conduct a pre-submittal review of building permit applications. Regular joint meetings will ensure that the most current City code requirements are being incorporated during the process. In addition, BDS and PHB are working to establish common baseline construction standards to expedite review.
3 Provide a policy proposal (with implementation milestones and timelines) on creation of framework/system to track affordable housing development firm (i.e. architect, engineer, and design review team) performance. Goal to help firms better navigate development process by anticipating likely issues.	PHB	(1/15/2016)		
4 Provide a policy proposal (with implementation milestones and timelines) on what would be needed to establish an “ombudsman” for affordable housing projects. Who would staff – BDS or PHB? Perhaps the role formalizes communication between the two bureaus.	PHB	(1/15/2016)		<p>BDS and PHB have taken several steps to streamline and strengthen communication between the two bureaus:</p> <ul style="list-style-type: none"> • Staff from both bureaus meet every two weeks to discuss upcoming affordable housing projects and the status of existing projects. This includes representatives from PHB project teams to identify and resolve issues. • BDS will provide a “Land Use 101” training to PHB project managers to help them identify land use-related issues as part of the project due diligence, as well as understand the land use process so they can monitor the timely progress of their projects as they are being reviewed by BDS. • The bureaus have established a shared tracking system for affordable housing projects, and PHB staff are now listed on permit and land use applications to assure that PHB is included in formal communications between development teams applying for land use reviews and permits.
1 In collaboration with BPS, provide a policy proposal (with implementation milestones and timelines) on potential next steps for the Mayor’s Office to amend Title 33 to channel affordable housing projects currently subject to Type III review to a Type IIX review (including pros and cons).	BDS	3/9/2016		City Council adopted Ordinance No. 187616 to utilize a Type IIX procedure for City Subsidy Projects for the duration of the Housing Emergency. This action waives the design review and historic resource reviews for qualifying projects. The same regulations, design guidelines, and approval criteria still apply, but the change expedites the land use review process to help get affordable housing units online faster.

Update on Progress: Affordable Housing Development Immediate Strategies to Streamline Development Process

TBD

2	Work with the Mayor's Office to convene a meeting of developers to discuss ideas for how to increase supply of affordable housing in the city.	BDS	(1/15/2016)		Both bureaus have engaged in outreach efforts to the development community: <ul style="list-style-type: none"> BDS hosted a Lunch & Learn Information Session presented by PHB on affordable housing incentives the City offers to developers of multifamily projects for over 60 participants. BDS shared a contact list with PHB to help connect developers to the City's affordable housing programs and incentives. Both bureaus have made information about affordable housing incentives available on their websites (PHB, BDS).
3	Provide a recommendation of whether PHB contract management should include establishing mandatory preliminary meetings for affordable housing project with Life Safety, Fire and Structural as necessary, and pre-submittal review and acceptance by staff prior to intake for permit.	BDS	(1/1/2016)		
4	Provide a policy proposal for next steps, administrative changes required, and recommended sunset provision for prioritizing "City-funded affordable housing" in BDS permit/design review process.	BDS	3/9/2016		See No. 5 above, with more details available on the BDS website .
1	Report back on review/recommendations regarding design review committee governance.	BPS			
1	Reconvene GATR session workshop to discuss a data collection and reporting process to demonstrate the impact of action item implementation (e.g., reductions in cycle time for key steps: project selection; standards for land use/design review; and permitting practice).	CBO			