

Staff Report

Department of Planning & Community Development

Project Overview

Project Name	Expedited Development Review Process for Housing Projects
Project Code	PL20220030
Project Type	CDC Text Amendment
Project Description	This amendment will create an Expedited Development Review process applicable to deed restricted workforce and affordable housing projects.
Applicant	City of Steamboat Springs
Report Prepared By	Toby Stauffer, AICP Senior Planner
Through	Rebecca Bessey, AICP Director of Planning & Community Development
Planning Commission	March 10, 2022
City Council	April 5, 2022, May 3, 2022

Background

In 2021, City Council directed staff to create an expedited review process for projects that will deed restrict units or lots for workforce housing or affordable housing. Staff has received initial input from Council, Planning Commission, and the development community on the draft process. Workforce nUits and Affordable Housing are defined in the CDC as:

Affordable Housing*: "A residential dwelling unit for which an individual or family, with an income equal to or less than 120% of the median income for the county, pays no more than 30% of their monthly income as a rental or mortgage payment."

***Affordable housing is income based**

Workforce Unit:** "A dwelling unit that is restricted in perpetuity on the deed of the property to be used as the full-time residence by a **qualified resident**, as defined by this CDC, and their family related by blood, marriage, common-law marriage, adoption, or guardianship."

Qualified Resident

1. Has a maximum household income of 120% of the average median income for Routt County; **or**
2. Is employed or self-employed within Routt County in work for which compensation is intended to be given for no less than 40 hours per week or no less than 1,800 hours per year, whichever is less; **or**
3. Has ceased active employment but was employed or self-employed within Routt County for 5 of the 6 years prior to ceasing active employment.

****Workforce housing is income or employment based**

This project addresses one of City Council's 2022-2023 goals: to pursue affordable and attainable housing by evaluating and adopting policies and legislation that have successfully resulted in built employee housing.

Description

This amendment will create an Expedited Development Review process applicable to deed restricted workforce and affordable housing projects. Development Plans, Subdivisions, and Planned Unit Developments will be eligible for this process if the project meets the following criteria:

- For Residential development projects: A minimum of 30% of total residential housing units or lots are deed restricted for workforce or affordable housing; or
- For Mixed-Use development projects: A minimum of 30% of total residential floor area is deed restricted for workforce or affordable housing.

Project Analysis

The following section provides staff analysis of the application as it relates to sections of the CDC. It is intended to highlight those areas that may be of interest or concern to Planning Commission, City Council, Staff or the public.

Principal Discussion Items

The purpose of expedited review is to get a project from application to decision quickly in the hope that housing from expedited projects will be available sooner. An expedited review will be a full review of applicable standards in a shorter timeframe. The estimated standard timeframe for a development or subdivision project is 12-16 weeks when decided by City Council. The estimated expedited time frame is 8-10 weeks from application to decision by City Council. We believe we can achieve an expedited process by:

- Assigning the City project team before the application is submitted
- Holding a mandatory pre-application meeting with the city team and applicant team to outline and understand the project for a more efficient review
- Establishing a project schedule that the applicant and city team agree to at the start of the project
- Shortening timeframes for reviews
- Holding mandatory meetings with the applicant team and city team after each round of comments, with a goal of one round of comments on the project
- Adjusting the workload of other projects to allow time to review the expedited project
- Prioritizing the expedited housing project over others
- Utilizing conditions of approval and deferred submittals to address minor comments

The expedited process will be described in the City's adopted Development Review Team, Mission, Policies, and Procedures (DRT Policies). An excerpt of the DRT Policies including the expedited process is in Attachment B.

Based on the general outline for an expedited review process, is the concept supportable?

Should the process be implemented to help achieve Council's goal of pursuing more affordable and attainable housing?

Criteria for Approval: CDC Text Amendment

Approval Criteria Summary	CONSISTENT?		
	YES	NO	NA
Compatible with the community plan	✓		
Error or goal/objective	✓		
Public health, safety, and welfare	✓		

CDC Section 723.B – Text amendments shall be evaluated and may be approved if one of the following criteria exist:

1. The proposed amendment is compatible with the preferred direction and policies outlined in the Community Plan and other applicable adopted plans.

CONSISTENT

The amendment is consistent with the following Area Community Plan goals and policies:

- LU-1.3: encourage new development to create a reasonable balance between jobs and housing
- LU-3: plan for cohesive and mixed- use neighborhoods that serve year-round residents
- H-1: continue to increase our supply of affordable home ownership, rental, and special needs housing units for low, moderate, and median-income households

2. The proposed amendment will correct an error or will further a public goal or objective.

CONSISTENT

The proposed amendment will further the 2022-2023 City Council goal to pursue affordable and attainable housing by evaluating and adopting policies and legislation that have successfully resulted in built employee housing.

3. The proposed amendment is necessary to ensure public health, safety and welfare.

CONSISTENT

The proposed amendment will expedite housing projects in the hope that projects will get to market sooner and improve community welfare by providing necessary housing.

Staff Findings

Staff finds that the CDC Text Amendment, PL20220030 for an Expedited Development Review process applicable to deed restricted workforce and affordable housing projects, is CONSISTENT with the Criteria for Approval for a CDC Text Amendment.

Recommended Motion

Planning Commission recommends approval of PL20220030, a CDC Text Amendment to create an Expedited Development Review process applicable to deed restricted workforce and affordable housing projects.

Attachments

- A. Proposed Text Amendment
- B. Proposed Expedited Process, excerpt of Development Review Team, Mission, Policies, and Procedures