



**CITY OF NEW BRAUNFELS, TEXAS
WORKFORCE HOUSING ADVISORY
COMMITTEE MEETING
CITY HALL - TEJAS ROOM
550 LANDA STREET**



WEDNESDAY, FEBRUARY 15, 2023 at 4:00 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A) Approval of the minutes of the November 15, 2022 and [23-158](#) January 18, 2023 meetings.
4. **CITIZEN'S COMMUNICATIONS**

This time is for citizens to address the Committee on issues and items of concerns not on this agenda. There will be no Committee action at this time.

5. **DISCUSSION AND ACTION**
 - A) Presentation and discussion on an update of the Land [23-159](#) Development Ordinance
 - B) Discussion and nomination of a recommended Chair for [23-160](#) City Council consideration for the 2023 calendar year
 - C) Discussion and possible action rescheduling the regular [23-176](#) March meeting
6. **ITEMS FOR NEXT AGENDA**
7. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



Workforce Housing Advisory Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

2/15/2023

Agenda Item No. A)

PRESENTER:

Jeff Jewell, Director of Economic and Community Development

SUBJECT:

Approval of the minutes of the November 15, 2022 and January 18, 2023 meetings.

**DRAFT - MINUTES
OF THE NEW BRAUNFELS WORKFORCE HOUSING ADVISORY COMMITTEE
REGULAR MEETING OF TUESDAY, NOVEMBER 15, 2022**

AGENDA

1. CALL TO ORDER

Chair Stephen Brockman called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: R. Lee Edwards, Jonathan Packer, Brian Cox, Judy Dykes-Hoffman, Stephen Brockman, Alice Jewell, Johnnie Rosenauer, and Leticia Pena Martinez

Absent: Ellen Duncan

3. APPROVAL OF MINUTES

A) Approval of the minutes of the October 19, 2022 meeting.

Mr. Edwards made a motion to approve the October 19, 2022 meeting minutes. Ms. Dykes-Hoffman seconded the motion which passed unanimously.

4. CITIZEN'S COMMUNICATIONS

This time is for citizens to address the Committee on issues and items of concerns not on this agenda. There will be no Committee action at this time.

Chair Brockman read the aforementioned item.

Jeff Jewell, Director of Economic and Community Development welcomed Mandi Scott, the new Coordinator in the Economic and Community Development Department.

5. LAND DEVELOPMENT ORDINANCE ADVISORY COMMITTEE REPORT

Chair Brockman read the aforementioned item.

Mr. Edwards stated the meeting was postponed until November 30, 2022 so there was no update available for today's meeting.

6. BOND ADVISORY COMMITTEE REPORT

Chair Brockman read the aforementioned item and gave an update on the Bond Advisory Committee. He noted the bond projects were mostly transportation.

7. DISCUSSION AND ACTION

A) Presentation and discussion of Neighborhood Empowerment Zones as a tool for workforce housing

Mr. Jewell presented this item and shared a handout giving an overview of the Committee's primary goal and timeline for next steps. He also included an action plan for the creation of a Housing Incentive Fund.

Ms. Scott presented an overview of Neighborhood Empowerment Zones (NEZs) which is included in Texas Local Government Code Chapter 378, with available incentives defined in Chapter 312 of the Texas Tax Code, as well as potential next steps.

Mr. Jewell and Ms. Scott answered questions from the board.

The committee discussed potential data that will assist in identifying boundaries of NEZs.

B) Discussion of future presentation to City Council on the Workforce Housing action plan

Mr. Jewell stated that there will be upcoming presentations to the New Braunfels Economic Development Corporation and City Council regarding the committee's recommended action plan including a potential Workforce Housing Incentive Fund proposal solicitation.

Chair Brockman made an announcement that he will not serve on the 2023 committee. He encouraged continued progress.

8. ITEMS FOR NEXT AGENDA

Chair Brockman read the aforementioned item.

The committee agreed to cancel its December 21, 2022 meeting.

Staff will continue to research successful NEZs in other municipalities and will present an interactive GIS map with requested data to locate and identify potential NEZs at the next meeting.

9. ADJOURNMENT

Chair Brockman adjourned the meeting at 5:02 p.m.

By: _____
ALICE JEWELL, VICE CHAIR

**MINUTES - DRAFT
OF THE NEW BRAUNFELS WORKFORCE HOUSING ADVISORY COMMITTEE
REGULAR MEETING OF WEDNESDAY, JANUARY 18, 2023**

AGENDA

1. CALL TO ORDER

Vice Chair Alice Jewell called the meeting to order at 5:05 p.m.

2. ROLL CALL

Present: Jonathan Packer, Kristin Reynolds, Sarah Dixon, Larry Hammonds, Judith Dykes-Hoffmann, Johnnie Rosenauer, Ellen Duncan, Leticia Peña Martinez, Randall Allsup, Alice Jewell

Absent: Lee Edwards

Vice Chair Jewell welcomed the new committee members who introduced themselves.

3. APPROVAL OF MINUTES

There was a header for Approval of Minutes but no action item for it. A motion and second was made but there were no minutes to approve.

4. CITIZEN'S COMMUNICATIONS

The following individuals spoke at this time: Jim Holster, Luree Schrank, and Crystal Moore.

5. DISCUSSION AND ACTION

A) Presentation and discussion of an interactive GIS map to assist in the exploration of potential Neighborhood Empowerment Zones.

Vice Chair Jewell read the aforementioned item.

Jeff Jewell, Director of Economic and Community Development, gave an overview of how a GIS interactive map can be used for identifying potential Neighborhood Empowerment Zones (NEZ). He added that NEZ's assist in home preservation in light of rising values with support tools the city has available including tax abatement and incentives.

Mr. Jewell introduced Neil Rose, GIS Manager. Mr. Rose presented an interactive map, identifying 18 data sets in each Comal and Guadalupe counties available including subdivisions platted, zoning areas,

allowed uses, floodplain, census, historical real estate, existing land use, proximity to city services, proposed public transportation areas as defined by AAMPO, and others. Mr. Rose welcomed feedback for additional data sets from the committee that can assist in identifying potential NEZ's. He will continue to populate the data sets available into the interactive map.

Mr. Rose and Mr. Jewell answered questions from the board and public.

B) Update on the solicitation of a consultant for the implementation of the recommendations from the Workforce Housing Advisory Committee.

Vice Chair Jewell read the aforementioned item and gave an overview of the history of this item.

Mr. Jewell gave an overview of the consultant solicitation.

C) Update on the Finance and Audit Committee recommendations for the American Rescue Plan Act projects.

Vice Chair Jewell read the aforementioned item.

Mr. Jewell shared a PowerPoint presentation with a background of the American Rescue Plan Act (ARPA), summary of the application process, an overview of the five Finance and Audit committee's recommended projects with a housing component, and next steps for all recommended ARPA projects.

Mr. Jewell answered questions from the board and public.

6. ITEMS FOR NEXT AGENDA

Vice Chair Jewell read the aforementioned item and invited the committee to give feedback on items they would like to be included on the next regular meeting agenda. She noted that staff had identified two agenda items to be discussed at a special meeting: committee chair nomination and a discussion on the Land Development Ordinance project. The date of this meeting will be coordinated with the consultant working on that project.

No items were identified by the committee for the next regular meeting.

7. ADJOURNMENT

Vice Chair Jewell adjourned at 5:37 p.m.

By: _____
ALICE JEWELL, VICE CHAIR

2/15/2023

Agenda Item No. A)

PRESENTER:

Chris Looney, Planning and Development Services Director

SUBJECT:

Presentation and discussion on an update of the Land Development Ordinance

DEPARTMENT: Planning and Development Services

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

The Land Development Ordinance (LDO) project is progressing with public review and editing of the draft zoning module following several public workshops. The procedures and development standards module are currently being prepared, with three additional modules to be developed in the months ahead. The LDO will merge the development-related ordinances and implement goals, strategies and actions of Envision New Braunfels, and other adopted plans and policies regarding the built environment. To more quickly advance some of the goals in those plans, City Council directed staff to bring forward several minor but impactful amendments ahead of LDO project completion.

There are a series of revisions proposed in the draft districts and uses section that will be reviewed and discussed with the WHAC. As they relate to workforce housing, there were several items proposed and approved by the planning commission on February 7th:

- Consolidation and streamlining of building envelope requirements in the R-2 (pre-'87 Single- and Two-family), R-3 (pre-'87 Multifamily) and R-2A (post-'87 Single- and Two-family) districts will be consistent with forthcoming recommendations in the LDO to ensure the development of duplexes is not being unnecessarily and inequitably hindered.
 - The proposed recommendation reduces the lot size required for duplex construction in R-2 and R-3 from 8,000 square feet (interior lot) and 8,500 (corner lot) to 6,600 and 7,000 square feet, respectively.
- Presently, multifamily is defined in the zoning ordinance as 3 units or more. The local trigger for a masonry wall when multifamily is adjacent to single-family or duplexes has created a cost barrier for missing middle (triplex and quadplex) housing options. The proposal clarifies which housing requires the masonry buffer wall.
- Accessory Dwelling Units (ADUs) are specifically called out in the City's adopted Workforce Housing Study as a tool for expanding housing options. However, there are barriers in the Zoning Ordinance such as prohibitions on kitchens within ADUs.
 - The proposal removes the language around compensation being received for occupying the ADU and the prohibition against separate kitchen facilities.

ISSUE:

Proposed changes to development codes to facilitate the development of workforce housing. The draft districts and uses will also be discussed. Pages 20 and 35 of the draft document are summaries of the uses and dimensional requirements. The draft can be found here:

https://www.nbtexas.org/DocumentCenter/View/30355/Public-Draft_NBTX_-Districts-and-Uses_Nov2022

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

2/15/2023

Agenda Item No. B)

PRESENTER:

Jeff Jewell, Director of Economic and Community Development

SUBJECT:

Discussion and nomination of a recommended Chair for City Council consideration for the 2023 calendar year

DEPARTMENT: Economic and Community Development

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

A chair is appointed annually by the city council. One needs to be nominated by this committee and approved by city council, at an upcoming meeting, for the 2023 term.

ISSUE:

The 2022 chair term has expired.

FISCAL IMPACT:

N/A

RECOMMENDATION:

A 2023 chair be nominated by this committee for city council approval.

2/21/2023

Agenda Item No. C)

PRESENTER:

Jeff Jewell, Economic and Community Development Director

SUBJECT:

Discussion and possible action rescheduling the regular March meeting

DEPARTMENT: Economic and Community Development**COUNCIL DISTRICTS IMPACTED:** N/A**BACKGROUND INFORMATION:**

The WHAC March regular meeting falls during the week of NBISD and Comal ISDs' spring break. Several members have indicated they will be absent. Rescheduling the meeting can accommodate these needs to ensure a quorum is met.

ISSUE:

Scheduling conflict with week of spring break

FISCAL IMPACT:

N/A

RECOMMENDATION:

A consensus is reached for rescheduling the March regular meeting.