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Permit-Ready Plans

Housing & Redevelopment Authority

May 6, 2026



Background

- 1-6 Unit Housing Amendments adopted October 18, 2023
- New Dwelling Toolkit published in Fall 2025
- Continued interest in lowering barriers to neighborhood-scale infill housing development





Consultant Services

- Released an RFP on March 11, 2026, responses due April 8, 2026
- Received 3 responses
- Currently contracting with Procurement and selected team
- \$200,000 for consultant services (not-to-exceed), HRA Housing Trust Fund





Scope of Work

Consultant Tasks

- **Design analysis** to determine typical site conditions, architectural characteristics, and surrounding properties.
- **Feasibility analysis** to determine anticipated financial viability.
- **Maintenance and liability review** to determine when plans will need to be updated and City vs. consultant liability.
- **Preparation of plans** that will be pre-reviewed by staff and considered “permit-ready,” which will be made available to the community for free.
- **Creation of a program catalog** so the plans are easy to understand and select.

City Staff Tasks

- **Outreach** focused on interviews with developers and anticipated users of the plans.
- **Internal coordination with departments** (DSI, Public Works) to ensure plans can be “permit-ready.”
- **Review process** with the HRA and City Council.



Timeline

Summer 2026

- Project Kickoff
- Begin site testing and design analysis
- Stakeholder interviews



Fall 2026

- Conclude site testing and design analysis
- Begin feasibility analysis
- Stakeholder interviews



Winter 2027

- Conclude feasibility analysis
- Complete maintenance and liability review
- Begin first internal review of first plan set



Spring 2027

- Conclude first internal review and "approval" of first plan set
- Update HRA and Planning Commission



Summer 2027

- Complete remaining internal reviews of plan sets
- Review plan sets with HRA and City Council



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