

NOTICE RE: 2012 TDHCA HOUSING TAX CREDIT PROJECTS  
**HOUSING TAX CREDIT PROJECT REVIEW PROCESS**

1. All contacts or proposals shall be forwarded to Planning Staff for consultation, analysis and evaluation.  
*All written or verbal requests from applicants for local support shall be declined pending Staff review.*
2. Staff will review ALL proposals against the Comprehensive Plan and other factors including but not limited to site context, impact on special districts, and developer experience.
  - *An applicant shall participate in the TDHCA pre-application process and submit a complete copy of its pre-application to the Planning Division no later than January 3, 2012, as a pre-requisite to Staff review.*
  - *A meeting (PAM) with the full Mesquite development review team may be appropriate.*
  - *Residents from impacted neighborhoods shall be asked to comment on the proposals in addition to the applicant's Quantifiable Community Participation requirements.*
  - *Analysis conducted at this step will gauge the level of staff support for rezoning the site later in the application process.*
3. Planning Staff will provide comments on ALL proposals by a common date.
  - *Comments will include a recommendation on which proposal(s), if any, merit local support based on the analysis.*
  - *IF one or more proposals are deemed worthy of local support, Staff will present them to the City Council for decision.*
4. Planning Staff will respond to *mandatory, application-driven* requests for information and documentation, such as the presence of neighborhood organizations and planning support.  
*Discretionary requests such as local funding commitments (e.g., use of HOME funds) will be coordinated with the affected department, administration or the Council, as appropriate.*
5. Dates for issuing comments, responses and/or obtaining Council feedback will be coordinated with and sensitive to tax credit application deadlines published by the Texas Department of Housing & Community Affairs.
  - *Unless an earlier date is specified in TDHCA rules, applicant requests for local comment or documentation shall be filed with the City not less than fourteen (14) days prior to the request response date.*
  - *An applicant seeking Evidence of Site Control for City-owned property shall file a written request with the City Manager not later than December 23, 2011.*
6. Rezoning requests associated with proposals will undergo normal zoning case review.  
*A Planning Staff Case Manager shall be assigned to the applicant during PAM review.*

For more information contact:  
Mesquite Division of Planning & Zoning  
1515 N. Galloway Avenue  
Mesquite, TX 75149  
972-216-6216