



**MEETING AGENDA
SESSION OF THE AFFORDABLE HOUSING ADVISORY
COMMITTEE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
MONDAY, DECEMBER 30, 2024 AT 2:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
 - 3.A Affordable Housing Advisory Committee Minutes Approval
- 4. PUBLIC HEARINGS**
 - 4.A AHAC Annual Report for 2024
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
 - 6.A AHAC 2025 Calendar
- 7. DISCUSSION**
 - 7.A Staff Comments and Updates
- 8. HEAR CHAIRMAN AND BOARD MEMBERS**
- 9. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Affordable Housing Advisory Committee with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A

Affordable Housing Advisory Committee Minutes Approval

Request

Request approval of the minutes.

Explanation

Attached for approval are the following meeting minutes for past meetings.

2023

- February 16, 2023
- April 20, 2023
- June 15, 2023
- October 19, 2023

2024

- March 12, 2024
- June 20, 2024
- September 19, 2024
- November 4, 2024

Recommendation

Approval of the 2023 and 2024 AHAC minutes.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. AHAC Minutes_Feb.16.2023
2. AHAC Minutes_Apr.20, 2023
3. AHAC Minutes_Jun.15.2023
4. AHAC Minutes_Oct.19.2023
5. AHAC Minutes_Mar.12.2024
6. AHAC Minutes_Jun.24.2024
7. AHAC Minutes_Sept.19.2024
8. AHAC Minutes_Nov.4.2024

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for February 16, 2023

I. Attendance

Present: Lucie Ghioto (Vice-Chair), Will Cooper, Linda Goodwin, Mayor Olga Gonzalez, Sue Ring, Nilisa Council, and Frances De Jesus (staff), Eugenio Morales (staff), Yary Nunez (staff). Also in attendance was Dr. Elizabeth C. Rich, Osceola County Human Services.

Absent: Robert Bussiere (Chair), Scott Culp, Wendy Ford, and Jackie Espinosa.

II. Meeting

Lucie Ghioto (Co-Chair) opened up the meeting shortly after 11:00 AM.

III. Osceola County's affordable housing incentives and programs

Dr. Elizabeth C. Rich made a presentation about the most recent Osceola County housing incentives and programs to the Committee

IV. Final Comments

- The following topics will be revisited in future meetings:
 - Community Land Trust
 - Inclusionary Zoning
 - There will be two openings in the membership to be filled by either organizations or individuals:
- Vacant AHAC positions:
 - Homebuilder/Labor Affordable Housing Representative
 - Representative of Essential Services Personnel
 - Additionally, a position for citizens may be opening soon, as part of the ongoing membership updates.

V. Adjournment

Vice-Chair Ghioto asked for a motion to adjourn the meeting at 11:34 AM. Member cooper made the motion and was seconded by Member Council. The motion passed 6-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE

Minutes for April 20, 2023

I. Attendance

Present: Robert Bussiere (Chair), Lucie Ghioto (Vice-Chair), Olga Gonzalez (Mayor), Sue Ring, Will Cooper, Scott Culp, Frances De Jesus (staff), Eugenio Morales (staff), Yary Nunez (staff). Eva Sanchez (Resident)

Absent: Linda Goodwin, Wendy Ford, and Jackie Espinosa.

II. Meeting

Robert Bussiere (Chair) opened up the meeting shortly after 10:30 AM.

III. Minutes approval

Minutes from February 16, 2023, not available for approval.

IV. Discussion:

Affordable Housing Fee Program - Frances De Jesus presented the Affordable Housing Fee Program to the Committee. The presentation included:

- Eligible Housing: Criteria for qualifying housing projects.
- Development Qualifications: Requirements developers must meet.
- Types of Incentives: Available benefits for developers.
- Fees Covered: Specific fees the program addresses.
- Application Process: Steps for participation in the program.
- Period of Affordability: Duration of housing affordability commitments.

Resident Eva Sanchez requested clarification on mobility fees. Frances De Jesus invited Mr. Scott to explain impact fees and their effect on affordable housing, providing additional context for the Committee.

The Committee discussed the presentation, offering feedback and suggestions. Key recommendations included reconsidering the program's title to better reflect its purpose, along with other minor refinements for clarity and impact.

Refer to the attached presentation for full details.

V. Final Comments

- Old business
 - None
- New business
 - Calendar 2023 a speaker Cory is been scheduled for June 15.
 - Vice-chair Ghioto asked about the Fair Housing drawing Contest Staff Frances provided a quick update about the contest which was conducted in cooperation with the Council on Aging and urge for recommendations to partner with a new organization for next year.

VI. Adjournment

Chair Bussiere asked for a motion to adjourn the meeting at 11:33 AM. Vice-Chair Ghioto made the motion and was seconded by Member Sue. The motion passed 6-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for June 15, 2023

I. Attendance

Present: Robert Bussiere (Chair), Lucie Ghioto (Vice-Chair), Olga Gonzalez (Mayor), Sue Ring, Will Cooper, Scott Culp, Linda Goodwin, Wendy Ford, Frances De Jesus (staff), Eugenio Morales (staff), Yary Nunez (staff). Ali Ankudowich was present via ZOOM.

Absent: Jackie Espinosa.

II. Meeting

Robert Bussiere (Chair) opened up the meeting shortly after 10:30 AM.

III. Minutes approval

Minutes from April 20, 2023, not available for approval.

IV. Discussion:

Ali Ankudowich from the Florida Housing Coalition was available via ZOOM to present to the Committee members about the Live Local Act. Refer to the attached presentation for full details.

There were no action items.

V. Final Comments

- Old business
 - The changes to the proposed Impact Fee Grant Program were presented to the Committee and they were approved as presented.
- New business
 - No additional comments.

VI. Adjournment

Chair Bussiere adjourned the meeting at shortly after 11:30 AM.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for October 19, 2023

I. Attendance

Present: Robert Bussiere (Chair) Lucie Ghioto (Vice-Chair), Will Cooper, Linda Goodwin, Mayor Olga Gonzalez, Nilisa Council, and Frances De Jesus (staff). Also in attendance were Dorian Coley and Miguelina Coley from Destination Life Inc. and Heath Zuniga from Kissimmee Fellowship Church.

Absent: Scott Culp, Wendy Ford, Sue Ring, and Jackie Espinosa.

II. Meeting

Lucie Ghioto (Co-Chair) opened up the meeting shortly after 10:40 AM.

III. School Impact Fees

Member Cooper briefed the Committee on the most recent Osceola County School Board District meeting in which Hope Partnership made a presentation about the Alternative Impact Fee Study they prepared for their hotel conversion project. They asked the Board to consider creating a special impact fee category for studio apartments.

The Board is going to continue the discussion of this subject at their regular meeting in November.

Member Cooper will keep us updated on the outcome of the meeting.

IV. Incentives

Frances De Jesus provided a handout to the members that provided an overview of all the incentives that must be reviewed by the AHAC in preparation for their 2023 Annual Report.

Seeking recommendations at this meeting for these incentives:

- Expedited Permitting
- Support of Development Near transportation Hubs
- Definition of Affordable and Workforce Housing Developments
- Flexible Densities
- Reservation of Infrastructure Capacity
- Parking and Set Back Requirements
- Modification of Street Requirements

Member Goodwin made a motion to recommend that no additional changes be made to these incentives. Member Council seconded the motion. All of the members agreed. Motion passed 6-0.

The following incentives were discussed throughout the year but additional discussions (probably at the next meeting in November) are necessary to determine if recommendations are needed:

- Affordable Accessory Residential Units – Member Ghioto asked if we could find out how many ADU's have been approved since the adoption of the ordinance?
- Modification of Impact Fees
- Public Land Inventory – No further action needed

The following incentives/topics will be re-visited next year:

- Process of Ongoing Review – Already adopted but need to consider additional changes
- Community Land Trust
- Inclusionary Zoning
- Hotel Conversion to Apartments
- Live Local Act

V. Final Comments

Frances De Jesus needs to send a corrected invite for the meeting on November 16th because the current calendar has that date listed as the public hearing. It was decided the public hearing would be on December 7th at 6:00 PM here at City Hall. An invite will be sent out to all members once the location has been confirmed.

VI. Adjournment

Chair Bussiere asked for a motion to adjourn the meeting at 11:26 AM. Vice-Chair Ghioto made the motion and was seconded by Member Council. The motion passed 6-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for March 12, 2024

I. Attendance

Present: Lucie Ghioto (Vice-Chair), Mayor Olga Gonzalez, Will Cooper, Scott Culp, Wendy Ford, Sue Ring, Frances De Jesus (staff), and Eugenio Morales (Staff). Also in attendance were Matthew Wyman from Florida Housing Coalition CLT Institute Manager

Absent: Robert Bussiere (Chair), Linda Goodwin, and Jackie Espinosa.

II. Meeting

Lucie Ghioto (Vice-Chair) opened up the meeting shortly after 11:00 AM.

III. Community Land Trust (CLT) Workshop

Matthew Wyman, Institute Manager for the Community Land Trust (CLT), presented an overview of Community Land Trusts and their potential as a tool for increasing affordable housing options. Mr. Wyman provided a handout to the members, which outlined the various incentives CLTs offer for rental development and homeownership. Refer to attached materials.

Members asked some questions and discussed the different avenues to establish a CLT. After additional discussion, the AHAC recommended for the City to work with the Florida housing Coalition to identify the most appropriate avenue to effectuate a community land trust as one of the City's affordable housing tools) and develop legal and operational framework before City Commission approval.

Scott Culp presented the motion and Sue Ring seconded it.

IV. Final Comments

Frances De Jesus commented on the possibilities associated with the program and its potential impact. She suggested exploring the option of inviting Mr. Wyman to present his program to the City of Kissimmee Commission in the future. Mayor Gonzalez inquired whether Haven on Vine could benefit from this program, prompting a discussion on how it might support ongoing efforts in Haven on Vine.

V. Adjournment

Vice-Chair Lucie Ghioto asked for a motion to adjourn the meeting at approximately 12:11 PM.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for June 20, 2024

I. Attendance

Present: Robert Bussiere (Chair) Lucie Ghioto (Vice-Chair), Will Cooper, Linda Goodwin, Scott Culp, Wendy Ford, Fatima Santiago and Frances De Jesus (staff).

Absent: Mayor Olga Gonzalez, Sue Ring, and Jackie Espinosa.

II. Meeting

Robert Bussiere (Chair) opened up the meeting shortly after 11:00 AM.

III. Accessory Dwelling Units (ADU) Proposed Program

Frances De Jesus went over the presentation that will be given to the City Commission on July 2nd. Refer to attached presentation. The Committee expressed concern about the owner occupancy requirement for the main structure. They stated their prior recommendation on this incentive remained unchanged – the occupancy requirement for the main structure should be removed. No vote was necessary since the AHAC had made this recommendation in a prior meeting.

IV. Final Comments

Frances De Jesus briefed the AHAC on the follow up discussions with Matthew Wyman, CLT Institute Manager. Staff is working with Matt to figure out what is the best way to proceed.

V. Adjournment

Chair Bussiere asked for a motion to adjourn the meeting at 11:26 AM. Vice-Chair Ghioto made the motion and was seconded by Member Council. The motion passed 6-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for September 19, 2024

I. Attendance

Present: Lucie Ghioto (Vice-Chair), Wendy Ford, Olga Gonzalez (Mayor), Will Cooper, Linda Goodwin, Scott Culp, Sue Ring, Fatima Santiago, Frances De Jesus (staff), and Eugenio Morales (staff).

Absent: Robert Bussiere (Chair and Jackie Espinosa.

II. Meeting

Vice-Chair Lucie Ghioto opened up the meeting shortly after 10:00 AM.

III. New Business

Frances De Jesus and the members discussed Mayor Gonzales' final day of participation in the AHAC meetings and the possibility of scheduling an additional meeting before the Mayor concludes her term to approve the AHAC Annual Report. The meeting will need to take place either in October or November. The committee provided feedback on the proposed date of November 4th at 2:00 PM.

Tenant-Based Rental Assistance (TBRA) Program

Frances De Jesus led the presentation, providing an overview of the selection methods, qualifications, and recertifications for the program, which is funded by the HOME Investment Partnerships Program. She also mentioned that the program is designed for one year, with the possibility of renewal. Additionally, the program will include annual inspections or monitoring to ensure compliance.

In response to Scott Culp's inquiry, Frances De Jesus clarified that there is no established timeline for taking the program to commission approval. Frances De Jesus further pointed out that the intention of the presentation was not for members' approval but rather to present the information for input.

During the discussion, members Will Cooper, Fatima Santiago, and Wendy Ford sought clarification on various aspects of the program. They also raised questions about the procedures for households whose Income Median Adjustments (IMA) exceed 80%, as established by HUD guidelines. Members provided various suggestions to enhance the program.

IV. Final Comments

Frances provided updates on the following old business:

- Community Land Trust Workshop - pending
- Accessory Dwelling Units (ADUs) - pending
- Upcoming meetings:
 - September 19, 2024
 - December TBD
 - Public Hearing: December 17, 2024
 - Commission Meeting – AHAC Report
- Frances also informed members that the local housing assistance plan will be updated by May 2025, with the consolidated plan and action plan to be presented as informational material for AHAC members.

V. Adjournment

Vice-Chair Lucie Ghioto asked for a motion to adjourn the meeting at 10:47 AM. Vice-Chair Ghioto made the motion and was seconded by Mayor Olga Gonzalez. The motion passed 7-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

**CITY OF KISSIMMEE
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Minutes for November 4, 2024

I. Attendance

Olga Gonzalez (Mayor), Will Cooper, Linda Goodwin, Scott Culp, Sue Ring, Frances De Jesus (staff), and Eugenio Morales (staff).

Absent: Robert Bussiere (Chair) Lucie Ghioto (Vice-Chair), Wendy Ford, and Jackie Espinosa.

II. Meeting

Will Cooper opened up the meeting shortly after 2:04 PM.

III. Frances De Jesus presented the AHAC Annual Report to the Committee. Members. The committee provided comments and feedback on the report. They requested that the report include information about the incentives that had been reviewed, considered, and/or approved in the past.

IV. Final Comments

Frances De Jesus announced that a public hearing is scheduled for December 2nd at 6:00 PM at City Hall, with invitations to be sent to all members confirming the location as the Commission Chambers.

Frances De Jesus went over potential incentives for discussion in 2025.

Sue Ring initiated a discussion about member terms. Frances clarified that there are currently no established terms for serving on the AHAC but expressed openness to further discussions on implementing terms of one year, two years, or three years.

V. Adjournment

Will Cooper asked for a motion to adjourn the meeting at 02:22 PM. Vice-Chair Ghioto made the motion and was seconded by the Member Council. The motion passed 6-0.

Robert Bussiere/Chair

ATTEST:

Board Clerk

ITEM 4.A

AHAC Annual Report for 2024

Request

To approve the AHAC Report for 2024

Explanation

As a recipient of State Housing Initiative Partnership (SHIP) funds, City of Kissimmee established an Affordable Housing Advisory Committee (AHAC) on December 1, 2020, as required by Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Kissimmee housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out in Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

On an annual basis, the AHAC is required to prepare a report about the Affordable Housing Incentives Strategies discussed during the year. This report must be approved at a Public Hearing.

Recommendation

Approval of the AHAC Report for 2024.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. AHAC Report _Dec.24

**AFFORDABLE HOUSING ADVISORY COMMITTEE REPORT TO
CITY OF KISSIMMEE CITY COMMISSION
STATE HOUSING INITIATIVES PARTNERSHIP
AFFORDABLE HOUSING INCENTIVE STRATEGIES**

December 30, 2024

BACKGROUND

As a recipient of State Housing Initiative Partnership (SHIP) funds, City of Kissimmee established an Affordable Housing Advisory Committee (AHAC) on December 1, 2020, as required by Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Kissimmee housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out in Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the City of Kissimmee City Commission (City Commission), the recommendations are used to amend the Local Housing Assistance Plan, Land Development Code, and the local Comprehensive Plan.

COMMITTEE COMPOSITION

The City of Kissimmee City Commission appointed or re-appointed members to the Committee on December 1, 2020. Florida Statutes, Sec. 420.9076(2), lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be a City or County Commissioner. The elected official counts as a member of the AHAC for purposes of meeting the number of member's requirements. There must be at least eight committee members with representation from at least six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or

municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.

(i) A citizen who resides within the jurisdiction of the local governing body making the appointments.

(j) A citizen who represents employers within the jurisdiction.

(k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation:

Name	Category Represented
1 Robert A. Bussiere (Chair)	Planning Agency Member
2 Lucie Ghioto (Vice-Chair)	Residential Home Building Industry
3 Olga Gonzalez	Elected Official
4 Fatima Santiago	Citizen
5 Will Cooper	Advocate for Low Income
6 Scott Culp	For-Profit Provider of Affordable Housing
7 Wendy Ford	Non Profit Affordable Housing Provider
8 Linda Goodwin	Real Estate Professional
9 Jackie Espinosa	Banking/Mtg. Affordable Housing
10 Sue Ring	Representative of Employers

RECOMMENDATIONS

During FY2023-2024, the AHAC reviewed, considered and evaluated the following incentives:

Community Land Trust

A community land trust (CLT) is the name of both a nonprofit and a strategy to ensure permanent affordable housing. Under the CLT model, the CLT retains ownership of the underlying land and sells the home and improvements to an income-eligible household. The homeowner household has a fee simple interest in the home and improvements subject to 99-year ground lease on the land with the CLT. The 99-year ground lease contains resale restrictions to keep the home permanently affordable and establishes the CLT as the steward of the property in perpetuity. This stewardship role allows the CLT to help if the homeowner misses a mortgage payment, needs continuing education, or suffers an unexpected hardship.

Meeting Synopsis:

The AHAC heard a presentation made by Matthew Wyman, from the Florida Housing Coalition about exploring forming a CLT in Kissimmee or to partner with an existing CLT to produce permanently affordable housing units. Mr. Wyman explained how a CLT keeps owner occupied housing affordable and rental housing as well.

Existing Strategy:

Currently the City of Kissimmee does not have an existing policy on community land trusts.

AHAC Recommendation:

The City should work with the Florida Housing Coalition to identify the most appropriate avenue to create or identify an organization to serve as a Community Land Trust in the City of Kissimmee and develop the necessary legal and operational framework.

Schedule for Implementation:

Staff is working with the Florida Housing Coalition to identify ways to better carry forward this recommendation. The initial step will be for the Florida Housing Coalition to do a presentation to senior management staff.

It is anticipated that, if approved by City Commission, this recommendation will be implemented during FY2024-2025.

Accessory Dwelling Units

Accessory dwelling units (ADUs) are secondary residential units typically on single-family lots that are independent of the primary dwelling unit. An ADU can be an apartment within the primary residence, or it can be an attached or freestanding home on the same lot as the primary residence. ADUs are commonly referred to as granny flats or mother-in-law suites and are also sometimes referred to as accessory apartments, garage apartments, carriage houses, or backyard cottages. The concept of an accessory dwelling unit is to have an additional complete residence, meaning a place for sleeping, bathing, and eating, independent of the primary home. ADUs are a way to increase the number of housing units in areas that have primarily single-family homes. The smaller housing option is ideal for smaller households, young adults, or elderly individuals who wish to live in close proximity to a caretaker. The ADU is a great smart growth tool for infill development as it can use existing infrastructure and make greater use of already developed land. When ADUs are built in single-family neighborhoods near employment centers, more people can have the opportunity to live closer to where they work – reducing transportation costs and the associated environmental impacts. Allowing more accessory dwelling units to be built in more locations could be successful in improving a community's affordable housing stock.

Meeting Synopsis:

The AHAC heard a follow up presentation made by Ashley Cornelison, City of Kissimmee Development Services Department, about accessory dwelling units in the City.

Existing Strategy:

Currently the City of Kissimmee includes ADU's in its Land Development Code. ADUs must meet all regulations and permitting requirements.

AHAC Recommendation:

The AHAC maintains their recommendation from November 17, 2022 that the City should remove the requirement that the principal structure be owner occupied.

Schedule for Implementation:

At a City Commission meeting on June 18, 2024, Senior management was asked to research the possibility of developing an Accessory Dwelling Unit Program in which the City would provide

financial assistance for the construction of ADU's, specifically to identify ways to better carry forward this recommendation. Staff did an initial presentation to the City Commission; however, the Commission asked for a follow up discussion.

At this time that follow up discussion has not been scheduled. The AHAC recommendation to remove the requirement that the principal structure be owner occupied is intended to be included for potential discussion.

It is anticipated that, if approved by City Commission, this recommendation will be implemented during FY2024-2025.

OTHER INCENTIVES

These other incentives had been reviewed in recent past years and were not included in the review during the FY2023-2024 year.

Incentive	Status	Year Adopted
Expedited permitting	Required. Changes were recommended by AHAC and adopted. Expedited Permitting Procedures for affordable housing projects were established. The Affordable Housing Certification Form was developed. A staff member has been designated to act as the Affordable Housing Expediter.	2021
Ongoing review process	Required. Changes were recommended by AHAC. A recommendation to create a Housing Impact Analysis to tract the increase in housing costs when a new or change of regulation was proposed.	2021
Impact Fee modifications	Reviewed and changes were recommended by AHAC. Implemented in the LHAP. Policies and procedures for the Affordable Housing Fee Reduction Program were created. A new strategy was created in the LHAP that provides \$20,000 to affordable housing projects participating in the Florida Housing Finance Corporation's tax credit or bond financing programs to pay for impact/mobility fees.	2022
Flexible densities	Reviewed and changes were recommended by AHAC. Changes to the current LDC were made to require that in order for developments to be eligible for a density bonus of 5%, the development must set aside at least 20% of its units as affordable housing. These units must remain affordable for up to 15 years.	2022
Reservation of infrastructure	Not adopted. The AHAC determined that changes to the current LDC are not necessary.	N/A
Reduction of parking and setbacks	Not adopted. The AHAC determined that changes to the current LDC are not necessary.	N/A
Allowance of flexible lot sizes	Not adopted. The AHAC determined that changes to the current LDC are not necessary.	N/A
Modification of street requirements	Not adopted. The AHAC determined that changes to the current LDC are not necessary.	N/A
Printed inventory of public owned lands	Reviewed and changes recommended by AHAC. Policies and procedures for the Surplus Land for Affordable Housing were created.	2022
Support of development near	Reviewed and changes recommended by AHAC. Implemented in the LHAP. Projects located near	2022

transportation/employment hubs	transportation, employment centers, and/or mixed used development are given preference during the selection process to receive SHIP funding.	
Definition of Affordable Housing	Reviewed and changes recommended by AHAC. The definition was adopted and included in the LDC.	2022

IV. Other Incentives – Additional Review Needed Next Year

1. Process of Ongoing Review
2. Inclusionary Zoning
3. Hotel Conversion to Apartments
4. Live Local Act

CLOSING REMARKS

In addition, to reviewing the two listed incentives – community land trusts and accessory dwelling units-, the staff provided information on an upcoming program – Tenant Based Rental Assistance Program. The program is currently under development. Even though a recommendation is not required, staff requested the AHAC members to provide feedback/comments.

This report is the culmination of a year's worth of review, consideration, evaluation, and recommendations by the AHAC. The next steps will be for staff and the AHAC to continue developing the recommendations contained in this report and develop policies/programs, if necessary. These policies/programs will be adopted and/or implemented internally by staff accordingly depending on further direction by the City Commission.

ITEM 6.A
AHAC 2025 Calendar

Request

Approval of the AHAC 2025 Calendar.

Explanation

AHAC meetings will be held the third Thursday of every other month at 10:00 AM.

Recommendation

Approval of the AHAC 2025 Calendar.

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. Calendar for 2025

**AFFORDABLE HOUSING ADVISORY COMMITTEE
MEETING CALENDAR FOR 2025**

Meetings will be held at the City Commission Chambers, 10:00 AM

January 16, 2025	Regular
March 20, 2025	Regular
May 15, 2025	Regular
July 17, 2025	Regular
September 18, 2025	Regular
November 20, 2025	Public Hearing – Annual Report 2025
December 2, 2025	Public Meeting (City Commission)

The Annual Report for 2025 will be presented to the City Commission at their regular meeting on December 2, 2025 at 6:00 PM. Attendance by the AHAC is not required.

ITEM 7.A

Staff Comments and Updates

Request

Explanation

Frances De Jesus, staff, will provide any Committee updates as necessary.

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: Development Services

Presenter:

Attachment(s):

None