



**MEETING AGENDA  
SESSION OF THE AFFORDABLE HOUSING ADVISORY  
COMMITTEE  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
THURSDAY, MAY 21, 2026 AT 10:00 AM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
  - 3.A Approval of AHAC Minutes from March 19, 2026, Meeting
- 4. PUBLIC HEARINGS**
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
  - 6.A Surplus Land Program Policy and List of City-Owned Vacant Properties
  - 6.B Affordable Housing Fee Reduction Program
- 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**

**Approval of AHAC Minutes from March 19, 2026, Meeting**

**Request**

Request AHAC approval of the Minutes from the March 19, 2026 meeting.

**Explanation**

Minutes of the AHAC meeting held on March 19, 2026 are attached for approval.

**Recommendation**

Staff recommends board approval.

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter:

**Attachment(s):**

1. (S) 03.19.2026 AHAC MINS



**MEETING MINUTES**  
**SESSION OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**CITY OF KISSIMMEE**  
**CITY HALL, COMMISSION CHAMBERS**  
**101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054**  
**THURSDAY, MARCH 19, 2026 AT 10:00 AM**

**1. MEETING CALLED TO ORDER**

**Members Present:**

Chair Robert Bussiere; Co- Chair Lucie Ghioto; Board Member Sue Ring; Board Member Bryant Coleman; Board Member Traci Blue

**Staff Present:**

Interim City Attorney Kalanit Oded; City Clerk Tameara Crespo; Housing Manager Frances De Jesus; Board Clerk Eugenio Morales; Housing Specialist Omayra Caraballo

**Members Absent:**

Board Member Will Cooper; Board Member Linda Goodwin; Commissioner Noel Ortiz; Board Member Steve Auger

Chair Bussiere called the meeting to order at 10:12 AM.

**2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

After a Moment of Silence, Chair Bussiere led the audience in the Pledge of Allegiance.

**3. MINUTES**

**3.A Approval of AHAC Minutes from February 19, 2026 Meeting**

Co-Chair Ghioto made a motion to Approve. Member Traci Blue seconded the motion.

AYE: Chair Bussiere; Co-Chair Ghioto; Member Ring; Member Coleman; Member Blue

NAY: None

Motion to Approve Passed 5 - 0.

**4. PUBLIC HEARINGS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

AHAC Support Initiative

Housing Manager De Jesus introduced Tamera West and Ali Ankudowich, representatives from the Florida Housing Coalition, who presented on the AHAC Support Initiative. Ms. Ankudowich summarized survey findings, noting Kissimmee's selection due to its active

engagement and momentum in advancing affordable housing strategies. Bard Members engaged in discussion regarding potential partnerships, including collaborations with businesses, chambers of commerce, and service providers, as well as innovative approaches such as inspection cost mitigation programs, employer-assisted housing benefits, and financial literacy initiatives. Ms. Ankudowich emphasized the importance of revisiting prior recommendations, including the 11 statutory incentives, while identifying barriers such as impact fees, design constraints, and regulatory limitations affecting development feasibility. Staff provided updates on ongoing efforts, including exploration of a Community Land Trust and prior consideration of accessory dwelling units. Legal guidance was provided regarding Sunshine Law compliance and limitations on endorsements. Consensus emerged on the value of continued brainstorming, strategic partnerships, and exploring both policy-level and community-based solutions to advance affordable housing objectives.

## **7. DISCUSSION**

### **7.A Staff Comments and Updates**

Housing Manager De Jesus, our next meeting is next month, on April 16th.

## **8. HEAR CHAIRMAN AND BOARD MEMBERS**

## **9. ADJOURNMENT**

There being no further business to come before the Affordable Housing and Community Board, Chair Bussiere adjourned the meeting at 11:49 AM.

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Board Chairperson

ATTEST:

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Board Clerk



# Kicking Off the AHAC Support Initiative

March 19, 2026



Sponsored by the  
FLORIDA HOUSING FINANCE CORPORATION

Presented by:

**Ali Ankudowich**, Director of Land Use Innovation

Florida Housing Coalition

[www.flhousing.org](http://www.flhousing.org)



# About the Florida Housing Coalition

- Statewide nonprofit organization that is primarily a training and technical assistance provider to local governments and nonprofits on all things affordable housing
- Our work covers:
  - Compliance with local, state, and federal affordable housing programs
  - Affordable housing program design
  - Capacity building for nonprofit housing providers
  - Land use planning for affordable housing
  - Research & data gathering
- We can provide free training & technical assistance to local governments and community-based nonprofits under the Catalyst Program
- We also provide technical assistance and support on a contract basis

# AHAC Support Team



**Kody Glazer**  
Chief Legal & Policy Officer  
Glazer@flhousing.org



**Michael Chaney**  
Director, Catalyst Program  
Chaney@flhousing.org



**Ali Ankudowich**  
Director, Land Use Innovation  
Ankudowich@flhousing.org



**Tamara West**  
Technical Advisor  
West@flhousing.org



**Lowell Atkinson**  
Policy Analyst  
Atkinson@flhousing.org

# The AHAC Support Initiative

## *Big Picture Goals*

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**Turn ideas into action** by help the AHAC transform its ideas into clear, achievable strategies

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**Strengthen policy recommendations** for the annual AHAC report

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**Provide policy guidance** to support informed decision-making

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**Connect the dots** between land use planning and housing affordability

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**Prioritize impactful recommendations** and help brainstorm ideas to improve public policy

# The AHAC Support Initiative

## *What We'll Do*

1. **Kickoff meeting** to understand local housing challenges, policy priorities, and how we can best support your AHAC. (March)
2. **Comprehensive review** of land development regulations, past AHAC reports, housing policies, funding tools, public land, organizational capacity, and relevant data. (March-June)
3. **Clear written recommendations** outlining opportunities, best practices, and priority policy actions. (March-June)
4. **Final working session** to discuss recommendations, answer questions, and help the AHAC set focused, actionable priorities. (June)

# The Eleven AHAC Strategies S. 420.9076(4)

a) Expedited Permitting*	b) Fee Waivers	c) Flexibility in densities
d) Reservation of infrastructure capacity	e) Affordable accessory residential units	f) Reduction of parking and setback requirements
g) Flexible lot configurations	h) Modification of street requirements	i) Housing impact statement*
j) Inventory of publicly owned lands suitable for affordable housing	k) Support of development near transportation hubs, major employment centers, and mixed-use developments	

\*Required incentive to implement



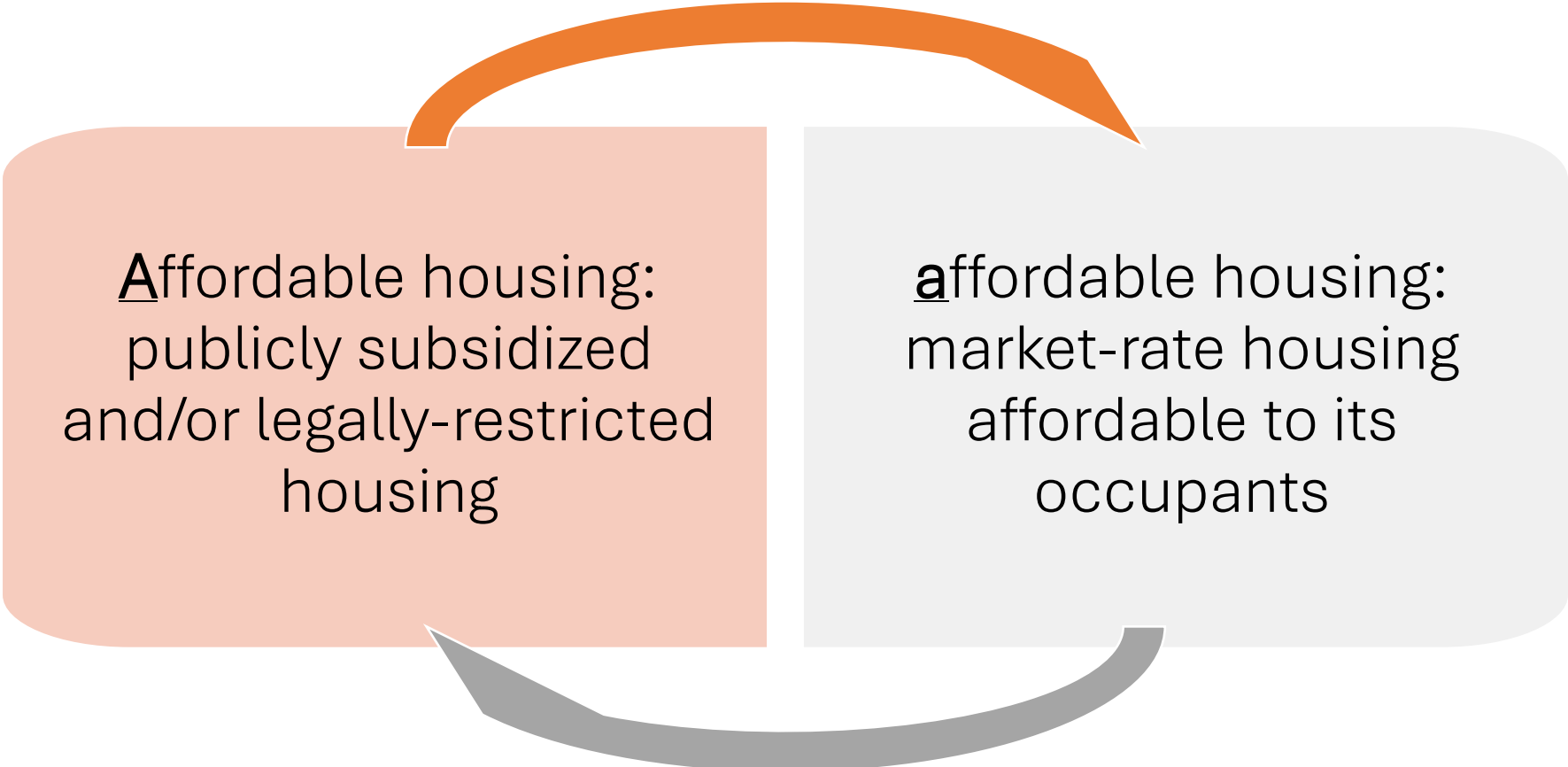
# Tips for a Good AHAC

- Understand the **current policies and regulations** to make strong recommendations
- Use the **collective experience** of the AHAC members
- Involve **professional staff** to support analysis and strategy
- **Form subcommittees** to dive deeper into specific strategies
- Focus on a **manageable set of strategies** each year
- Encourage **creative approaches** to reducing housing costs
- Always ask: *How does this policy affect the cost, amount, or size of housing?*

## Beyond the 11 Incentives . . .

- **The AHAC's primary obligation** is to produce an annual report analyzing the 11 strategies ins. 420.9076(4), Fla. Stat., plus any additional strategies it recommends.
- **But AHACs can also serve broader roles**, as directed by the local government:
  - Community forum for housing needs and solutions
  - Oversight body for local affordable housing policies
  - Tracker of annual progress on implemented strategies
  - Local affordable housing policy think-tank

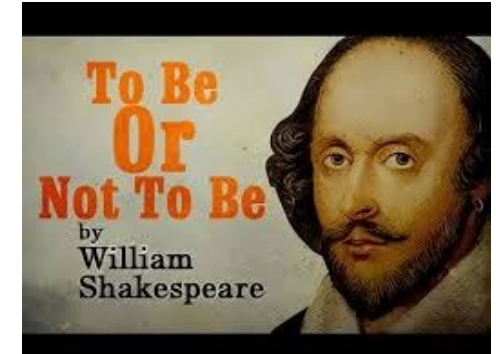
# Big “A” & Little “a” Affordable Housing Policy



Affordable housing:  
publicly subsidized  
and/or legally-restricted  
housing

affordable housing:  
market-rate housing  
affordable to its  
occupants

# To require affordability? Or not to require affordability?



## By-right, market reforms vs. required affordability

- Public subsidies should **always require** affordability, but applying requirements through land use incentives is more nuanced.
- Key considerations:
  - What is the **best practice** for your market and where your current regulations are set?
  - Are the **incentives strong enough** to justify affordability requirements?
  - Is it worth **limiting development flexibility** in hopes of securing legally restricted units?
  - What if a builder simply **opts out** and leaves the incentives unused?
- Bottom line: there are important policy **tradeoffs** when designing affordable housing policies that balance feasibility, impact, and local priorities.



# Local Housing Toolkit

## *Five-Part Framework Local Policy*



[Full toolkit available here: FHC-Local-Policy-Toolkit-for-Affordable-Housing-12.2025.pdf](#)

## Survey Results (6 responses total)

### *Biggest Barriers to Affordable Housing*

- Affordable and available land
- Low levels of funding, financial assistance (e.g., impact fee reduction/waivers, down payment assistance)
- Impact fees
- Removing affordable units before new ones are created
- Wage gap
- Affordable housing inventory
- Political will

\*Note: **bolded** items came up more than once across responses

# Survey Results

## *Areas of Effective Implementation, Progress*

Core Incentives Implementation (all mentioned EXCEPT modification of street requirements)

- **Public land inventory for affordable housing**
- **Expedited permitting**
- **Development near transportation, jobs, mixed uses**
- **Housing impact statement**
- **Fee waivers**
- **Flexibility in density**
- **Flexible lot configurations**
- ADUs
- Reservation of infrastructure capacity
- Reduction of parking and setbacks

### Additional AHAC Items Noted

- Community land trust RFQ
- Affordable housing and needs knowledge
- Influence on policy
- Generally going in right direction



# Survey Results

## *Areas for Improvement*

Core Incentives Implementation (all noted EXCEPT public land inventory for affordable housing)

- **Flexibility in densities**
- **ADUs**
- **Reduced parking and setbacks**
- **Flexible lot configurations**
- **Fee waivers**
- **Modification of street requirements**
- **Development near transportation, jobs, mixed uses**
- **Expedited permitting**
- Reservation of infrastructure capacity
- Housing impact statement

### Additional AHAC Items Noted

- Short timeline to respond to proposed policies, build consensus
- AHAC perceived as checking a box



## Survey Results

### *Other Priorities Beyond Core Incentives*

- Education, programmatic support to homeowners and renters – e.g., education program for financial literacy, home maintenance; insurance cost mitigation inspections
- Community land trust
- Access to higher wage jobs
- Affordable housing availability/opportunity tracking
- Focus funding/personnel resources in a few incentives

# Survey Results

## *Administrative Hurdles*

- **None**
- Need for longer timelines to review, respond to LHAP or policy drafts
- Need for more robust information in meeting prep materials and more lead time to review to engage with policies
- Need for information on committee/chair nomination and selection process, member terms, roles needed on the committee, etc.
- Difficulty meeting quorum



## Survey Results

### *Additional Training/Resources*

- **General training**, including continuation of current training/information sharing and training/support for City staff supporting the AHAC
- Not sure
- More implementation of policies

# 2025 Annual Report

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



# 2025 Annual Report

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
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 transportation/employment hubs	Reviewed and changes recommended by AHAC. Implemented in the LHAP. Projects located near transportation, employment centers, and/or mixed used development are given preference during the selection process to receive SHIP funding.	2022



# 2025 Annual Report

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



# 2025 Annual Report

Definition of Affordable Housing	Reviewed and changes recommended by AHAC. The definition was adopted and included in the LDC.	2022
Community Land Trust	Reviewed and made recommendations. The work is ongoing.	2024
Accessory Dwelling Units	Reviewed and changes recommended by the AHAC have not been adopted.	2024

## Discussion

- Takeaways from February meeting, discussion of status of incentives
- What 2-3 specific strategies, supports or things to know would be most helpful to focus on with this AHAC support initiative?

# AHAC Support Team



**Kody Glazer**  
Chief Legal & Policy Officer  
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**Michael Chaney**  
Director, Catalyst Program  
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**Ali Ankudowich**  
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**Tamara West**  
Technical Advisor  
West@flhousing.org



**Lowell Atkinson**  
Policy Analyst  
Atkinson@flhousing.org

## **ITEM 6.A**

### **Surplus Land Program Policy and List of City-Owned Vacant Properties**

#### **Request**

Discussion of the City of Kissimmee Surplus Land Program Policy and Approval of the List of City-Owned Vacant Properties (2026)

#### **Explanation**

In 2006, the Florida Legislature passed House Bill 1363, which required, amongst other things, local governments to prepare an inventory list of surplus land that could be used for the development of affordable housing. This list must be prepared and adopted by Resolution every three years. The City of Kissimmee last met this requirement in September 2023. In addition, the Affordable Housing Advisory Committee (AHAC) proposed the Surplus Land Program Policy. The program was implemented and it is ongoing.

Staff has been working to identify and compile a list of city-owned vacant properties and would like to provide an update to the AHAC. Additionally, staff plans to present on the Surplus Land Program Policy to review the program, share recent updates, and gather recommendations for potential improvements.

#### **Recommendation**

Discussion of the City of Kissimmee Surplus Land Program Policy and Approval of the List of City-Owned Vacant Properties (2026)

#### **REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter:

#### **Attachment(s):**

1. Kissimmee Surplus of Land for Affordable Housing Policy
2. City Owned Lots\_2023

## **CITY OF KISSIMMEE SURPLUS LAND PROGRAM POLICY**

### Statutory Background

In 2006, the Florida Legislature passed House Bill 1363, addressing the issue of affordable housing in Florida. The law mandates that by July 1, 2007 and every three years thereafter, each County and municipality shall prepare an inventory list of real estate properties owned by the local government in fee simple title within its respective jurisdiction that are appropriate for use as affordable housing.

### Benefits:

Identifying surplus land that is appropriate for affordable housing and disposing of it for its development results in creating a permanent supply of affordable housing that is available to low- and moderate-income households.

### How the City of Kissimmee obtains properties?

Properties become publicly owned in several typical pathways. These are:

- 1) Tax Lien Escheatment – Counties come into title of real property through tax lien escheatment after an owner fails to pay property taxes and the tax lien certificate and tax deed sale processes fail to procure a third party purchaser.
- 2) Municipal Lien Foreclosure – Chapter 173, Florida statutes, provides an optional in rem process that municipalities may use to foreclose on the lien of any tax, tax certificate, or special assessment imposed by the municipality, other than ad valorem taxes collected by the county tax collector.
- 3) Code Enforcement Liens – The Local Code Enforcement Boards Act provides an optional process for counties and municipalities to impose administrative fines and other noncriminal penalties for local ordinance violations.
- 4) Direct Purchase – Local governments routinely acquire land for specific uses, such as parks and public buildings. On occasion, they find that the land is no longer needed for the original intended use.

### Identification as appropriate for affordable housing:

Even though the statute does not provide a definition of what is “appropriate” for affordable housing, a good test is to determine if the property could be developed for residential purposes, including high-end housing, it can also be developed for affordable

housing. All land that is developable for residential purposes and marketable is appropriate for affordable housing.

Types of properties that are not considered appropriate for affordable housing include the following:

- 1) Slivers of land remaining from right of way work
- 2) Properties that would be unsafe for human habitation due to proximity to toxic uses
- 3) Submerged lands
- 4) Properties near the airport
- 5) Right of Ways
- 6) Lots with no access
- 7) Parks
- 8) Parking
- 9) Lakes

The City of Kissimmee has reviewed its existing surplus land inventory and selected the ones that appear to be appropriate to use as affordable housing. Those have been listed on the “Surplus of Land Inventory for Affordable Housing.”

Every three years the City shall update the list. The list shall be updated by the City Commission and adopted by resolution in a public hearing.

The inventory list shall be published and made available to the public.

#### Final Disposition:

The final goal is to dispose of the properties on the list in order to increase the supply of permanently affordable housing. There are several ways to dispose of the properties on the list that will allow for that. The disposition can follow any one of these paths:

- 1) The property may be offered for sale and the proceeds used to purchase land for the development of affordable housing or to increase the local government fund earmarked for permanent affordable housing, or
- 2) The property may be sold with a restriction that requires the development of the property as permanent affordable housing, or
- 3) The property may be donated to a nonprofit housing organization for the construction of permanent affordable housing, or
- 4) City of Kissimmee may otherwise make the property available for use in the production and preservation of permanent affordable housing (for example, the City may handle the construction of the property before donating it to a homeless housing provider to use in their program).

### Income Levels

The designated income levels vary depending on whether the home is for sale or for rent.

Housing for Sale – Households must have an annual income of up to 120% of the area median income.

Rental Housing – Households must have an annual income of up to 80% of the area median income.

Additional points will be assigned to projects that target lower income households.

### Application Process:

The applications will be available throughout the year. To submit a request, interested parties shall complete a City application with the required documentation.

The application must include the following documents:

- 1) Project Application
- 2) Detailed project description – Must include the following:
  - a. Proposed use for the site (i.e. for sale or for rent),
  - b. Proposed long term affordability
  - c. Is the proposed development speculative? Or, are there qualified buyers or tenants waiting for the housing unit to be built?
  - d. Income level of buyers or tenants
  - e. Energy efficiency methods to be utilized in the project
- 3) Resume of staff related to the project
- 4) Evidence of Business Tax Certificate (if applicable)
- 5) Article of Incorporation & By-Laws
- 6) 501(c) (3) IRS Tax Exemption letter (if applicable)
- 7) List of Board of directors
- 8) Organizational Charts
- 9) Financial Statement or most recent audit
- 10) Proposed Construction Schedule
- 11) Budget Form

The selection process shall be transparent. Applications shall be reviewed by a Committee made up of City staff and at least one (1) member of the AHAC based on a scoring system at a public meeting to ensure the selected recipient and proposed project meet the program objective including the goal of permanent affordability.

The applications will be scored and selected based on the applicant's experience, their organization financial capacity and the merits of the project. Projects addressing the lower income households will be given priority. All being equal, preference will be given

to organizations that hire personnel from Welfare Transition Workforce, Development Initiatives, and other employment assistance programs.

At the City's discretion, the city owned lot(s) may be donated to an approved Community Land Trust to build homes for low and moderate income households.

Long Term Affordability:

These properties shall be required to meet long-term affordability.

For example, an approach to ensure long-term affordability is by using the community land trust model, in which a nonprofit organization owns the land and conveys the housing improvements subject to a 99-year ground lease. The ground lease includes resale provisions that require subsequent homebuyers to meet income eligibility requirements. The community land trust retains the right of first refusal to purchase the homes when the original buyer wishes to sell.

Other forms to ensure long-term affordability is the use of deed restrictions and/or liens, if financial assistance is provided.

Reversion Clause:

In the event the terms of the donation agreement are not met, the land shall revert to the City of Kissimmee.

A reversion clause shall also include a development timeline that allows for permitting, construction and marketing of homes. Successful applicants will be required to meet the following timelines, as applicable:

- 1) Schedule a meeting with the City's Development Review Committee (DRC) no later than six (6) months from the date of the donation agreement.
- 2) Start the construction process no later than eighteen (18) months from the date of the donation agreement.
- 3) Receive a Certificate of Occupancy (CO) no later than thirty-six (36) months from the date of the donation agreement.

Exceptions to these timelines shall be approved by the City Commission.

Recipients:

Affordable housing developers who might purchase or receive land as a donation may include: community land trusts, Community Housing Development Organizations (CHDOs), Community Development Corporations (CDCs), private developers and adjacent property owners).

### Sale Proceeds

The City of Kissimmee shall keep track of the sale of surplus land to ensure that proceeds are deposited into the local government fund earmarked for affordable housing and used to further the City's affordable housing goals.

### Outcomes

Housing and Community Development staff will administer the program. Staff will set up schedules and monitor the construction process to ensure that projects are completed in a timely manner. In addition, staff will determine the income eligibility of the buyer or tenant in order to ensure that the income requirements are met.

### Leverage of Funds

Organizations that are awarded property through this program are encouraged to leverage funds from other federal and state grants including CDBG, HOME, and SHIP.

## City-Owned Properties Suitable for the Development of Affordable Housing

The following Kissimmee city-owned properties are suitable for the development of affordable housing. If interested, please contact Frances De Jesus, Housing and Community Development Manager at (407) 518-2156 or by e-mail at [frances.dejesus@kissimmee.gov](mailto:frances.dejesus@kissimmee.gov):

1. 1007 Palmway Street; Parcel: 22-25-29-1990-0019-0110
2. ~~Poinciana Circle; Parcel: 15-25-29-1290-000A-0190~~
3. ~~504 Canterbury Lane; Parcel: 28-25-29-1170-000A0180~~
4. ~~219 N Randolph Avenue; Parcel: 21-25-29-1690-000T-0029~~
5. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-0020~~
6. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00A0~~
7. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00B0~~
8. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00D0~~

**ITEM 6.B**

**Affordable Housing Fee Reduction Program**

**Request**

Discussion on the City of Kissimmee Affordable Housing Fee Reduction Program

**Explanation**

The Affordable Housing Advisory Committee (AHAC) has previously developed and recommended an Affordable Housing Fee Reduction Program, which City staff have used to assist developers seeking financial relief from impact fees and other development-related costs. However, because assistance is awarded based on the availability of funds and other project-specific considerations, the current policy lacks sufficient detail. As a result, developers often need to inquire about the types of assistance available for their specific projects prior to submitting an application. Additionally, the Program has not been formally adopted by the City Commission.

City staff plan to present the Affordable Housing Fee Reduction Program to review its current structure, share recent updates, and gather feedback and recommendations for potential improvements.

**Recommendation**

Discussion on the City of Kissimmee Affordable Housing Fee Reduction Program

**REQUESTED CITY COMMISSION ACTION:**

Approve

Department: Development Services

Presenter:

**Attachment(s):**

1. Affordable Housing Impact Fee Program\_DRAFT25

## **CITY OF KISSIMMEE AFFORDABLE HOUSING FEE REDUCTION PROGRAM**

The City of Kissimmee offers an Affordable Housing Fee program to any new owner-occupied or rental development which qualifies as affordable housing. This also includes structures that are being converted from a non-residential use into new affordable multi-family use. In order for a multi-family development to qualify, at least twenty percent (20%) of the total units must be set aside as affordable as defined in Florida Statute 420-0004 to mean that monthly rent or monthly mortgage payments, including taxes and insurance, do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross income for households who are Extremely Low, Very Low Income, Low, and Moderate Income.

The following City fees may be eligible for reduction as part of this program:

- Mobility Fees
- Park & Recreation Impact Fees
- Development Review Fees
- Police and Fire Impact Fees

Fees charged by outside agencies, such as Toho Water Authority's Sewer and Water Impact fees, Kissimmee Utility Authority's Line Extension Fees and the Osceola County School District's Educational Impact Fees are not eligible under this program. The City recommends you contact those agencies directly for assistance.

No project is guaranteed full or partial benefits. Benefits are granted based on availability of funds, project specifications, percentage of affordable housing units, and the project's ability to further the City's long-term vision for affordable housing.

### **Definition of Income Levels:**

*"Extremely Low Income persons"* means one or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the metropolitan statistical area covering Osceola County as reported by the U.S. Department of Housing and Urban Development.

*"Very Low Income persons"* means one or more natural persons or a family whose total annual household income does not exceed 50 percent of the median annual adjusted gross income for households within the metropolitan statistical area covering Osceola County as reported by the U.S. Department of Housing and Urban Development.

*"Low Income persons"* means one or more natural persons or a family whose total annual household income does not exceed 80 percent of the median annual adjusted gross income for households within the metropolitan statistical area covering Osceola County as reported by the U.S. Department of Housing and Urban Development.

*"Moderate Income persons"* means one or more natural or a family whose total annual household income does not exceed 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area covering Osceola County as reported by the U.S. Department of Housing and Urban Development.

**Date: 8.20.2025**

## **Incentives**

Incentives when available will be offered for the qualifying units at the sole discretion of the City Manager or their designee in the form of reimbursements, waivers, and/or deferrals depending on the project's financial needs and proposed affordability period.

## **Process:**

Any person seeking participation in the Affordable Housing Fee Reduction Program must:

1. File an Affordable Housing Incentive Application during the development review process. The application shall contain the following:
  - a. The name and address of the Owner;
  - b. The legal description of the property;
  - c. The proposed selling price or the proposed rental price, as applicable;
  - d. Evidence that the Project shall be occupied by extremely low, very low income households or low income eligible households; and
  - e. Evidence that the Project is funded by a governmental affordable housing program from the Florida Housing Finance Corporation or another organization that provides financing for housing development.
  - f. The type of benefit requested;
  - g. The amount of benefit being requested based on benefit limits above.
2. For the Project to participate in the Affordable Housing Fee Program, it must meet all of the restrictions as provided herein and these restrictions must continue for a minimum of 20 years from the date of issuance of a Certificate of Occupancy or Completion depending on the amount of assistance provided and the income levels accommodated. The terms, restrictions and conditions of the City's incentives will be recorded in the form of a Mortgage and/or Restrictive Covenant between the City and the Owner.
3. In the event the Project fails to meet the 20-year affordability period following the issuance of the Certificate of Occupancy or Completion such that the Property no longer qualifies as Affordable Housing and is no longer occupied by Extremely Low, Very Low, and Low-Income Persons, the fees in effect at the time of the change in circumstances shall be immediately due.

**ITEM 7.A**

**Staff Comments and Updates**

**Request**

**Explanation**

**Recommendation**

REQUESTED CITY COMMISSION ACTION:

Department: Development Services

Presenter:

**Attachment(s):**

None