



**CITY OF  
TALLAHASSEE**

**City Affordable Housing Advisory Committee**

June 24, 2024 - 10:00 a.m.  
Smith-Williams Service Center

**MEETING AGENDA**

- 1. CALL TO ORDER**
  - 1.1. Establish Quorum
  - 1.2. Posting of Meeting Notice
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. AGENDA MODIFICATIONS**
- 4. APPROVAL OF MINUTES**
  - 4.1 Summary of the February 12, 2024, AHAC Meeting
- 5. PRESENTATIONS**
  - 5.1. AHAC Member Orientation – *Jean Amison, Housing Division Manager*
- 6. POLICY & DIRECTION**
- 7. ANNOUNCEMENTS**
  - 7.1. 2024 AHAC Meeting Schedule
- 8. UNAGENDAED ITEMS**
- 9. ADJOURNMENT**

# Notice of Public Meeting

City of Tallahassee  
Affordable Housing Advisory Committee  
Monday, June 24, 2024  
10:00AM EST  
Smith-Williams Service Center  
2295 Pasco Street  
Tallahassee, FL

The City of Tallahassee's Affordable Housing Advisory Committee (AHAC) will hold a regular meeting pursuant to Sec. 420.9076, Florida Statutes, on Monday, June 24, 2024, at 10:00 AM at the Smith-Williams Service Center, 2295 Pasco Street. The public is welcomed to attend the meeting. Citizens wishing to provide input may make public comment in person at the meeting. There will also be a virtual meeting or conference call in option for attendees (virtual public comment will not be received):

## WebEx Event: City AHAC Meeting

**Event address for attendees:** [https://talgov.webex.com/talgov/June\\_2024](https://talgov.webex.com/talgov/June_2024)

**Event number:** 2344 035 7036

**Event password:** AHAC

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

United States Toll: 1-408-418-9388

Access code: 2344 035 7036

For more information, please contact Ginger Williams at [ginger.williams@talgov.com](mailto:ginger.williams@talgov.com) or 850-891-6566.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, individuals needing a special accommodation to participate in this public meeting should contact Ginger Williams by written request at least 48 hours prior to the meeting. Any non-English speaking person wishing to attend the meeting should contact Ginger Williams at least five days prior to the hearing and an interpreter will be provided. (La información y los materiales del programa están disponibles en español a pedido.)



## **Affordable Housing Advisory Committee**

February 12, 2024

Meeting Summary

Smith-Williams Service Center, 2295 Pasco Street

Members in Attendance: Mayor Pro Tem Curtis Richardson, Ms. Kayana Gaines, Mr. Jesse Jones, Mr. Lacy McMullen, Jr., and Mr. Ian Waldick

Members On-Line: Ms. Mechelle Mickles

Members Absent: Mrs. Shari Gewanter, Dr. Christopher Daniels, Mr. Karlus Henry, Mr. Christian Griffiths

Staff: Dr. Kimball Thomas (HCR Director), Ginger Williams (Housing), Jean Amison (Housing), Amy Toman (City Attorney), John Reddick (Director – Growth Management)

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Call to Order, Welcome, and Introductions: The meeting was called to order at 10:16 AM by Mr. Jones. A quorum was declared. A motion was made and seconded to allow Ms. Mickles to vote on-line. Mr. Waldick moved that the officers remain until the April 29, 2024, meeting,

Public Comment: None

Agenda Modifications: During the unagendaed items John Reddick will give an update on the revisions to the Accessory Dwelling Unit (ADU) Ordinance.

Approval of the Minutes: A motion was made and seconded to accept the minutes from the November 20, 2023, meeting; motion passed unanimously.

Presentations: Jean Amison, Housing Division Manager, provided a member orientation that described the various roles and responsibilities of the AHAC. Within this presentation, Ms. Amison also provided an overview of the Housing Division's 2023 HUD Annual Report (CAPER) and goals and objectives for the Division's 2024 HUD Annual Plan. The presentation included information on AHAC members' main roles, how often they should meet, the report that must be generated each year, and the makeup of the committee.

Policy and Direction: None

Announcements:

Jean Amison discussed the next steps for the 2023 Report of Recommendations update.

Unagendaed Items:

John Reddick provided an update on the revisions to the City's ordinance on Accessory Dwelling Units (ADUs), which included increasing the maximum ADU square footage from 800 to 1200, increasing the

maximum height to two stories, allowing units to have unique addresses and separate utilities, and allowing ADUs to be built in any zoning district city-wide. He laid out the timeline for approval of the revised ordinance, public engagement, and education.

Adjournment: After no further business, the meeting adjourned at 11:30 AM.

***Accepted via motion \_\_\_\_\_, Chair***

DRAFT





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**City of Tallahassee**  
**AFFORDABLE HOUSING**  
**ADVISORY COMMITTEE**

June 24, 2024 – 10:00am

# Meeting Agenda



<b>1. Call to Order</b>	1.1 Establish Quorum 1.2 Posting of Meeting Notice
<b>2. Public Comment on Agenda Items</b>	<i>No written content</i>
<b>3. Agenda Modifications</b>	<i>No written content</i>
<b>4. Approval of Minutes</b>	4.1 Minutes From February 12, 2024, Meeting
<b>5. Presentations</b>	5.1 AHAC Member Orientation
<b>6. Policy &amp; Direction</b>	<i>None</i>
<b>7. Announcements</b>	7.1 2024 AHAC Meeting Schedule
<b>8. Unagendaed Items</b>	<i>No written content</i>
<b>9. Adjournment</b>	<i>No written content</i>

# AHAC Orientation - Briefing Sheet

- **Statutory Authority**

- Section 420.9076, F.S., and Rule 67-37.010 require that to be eligible to receive State Housing Initiatives Partnership (SHIP) funds, each jurisdiction must appoint an Affordable Housing Advisory Committee (AHAC)

- **Membership**

- Mayor and City Commission appoint members who meet the requirements in the statute
- Must have at least 8 members but no more than 11

- **Key Responsibilities**

- Review plans, policies, ordinances, and regulatory documents to identify barriers to affordable housing
- Engage with key City staff for presentations on programs, eligible activities, policies, etc.
- Prepare and submit an annual report of recommendations for acceptance by City Commission

# 2024 AHAC Meeting Schedule



<b>February 12, 2024</b>	Officer elections; orientation/overview
<b>April 29, 2024</b>	Joint City/County AHAC
<b>June 24, 2024</b>	City AHAC Meeting
<b>September 9, 2024</b>	Finalize AHAC Recommendations
<b>October 14, 2024</b>	Joint City/County AHAC Meeting
<b>November 4, 2024</b>	Final City AHAC Meeting/Public Hearing to Adopt Recommendations
<b>December 11, 2024</b>	Presentation of Report to City Commission





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# City AHAC Staff Contact

Ginger Williams, Special Projects Coordinator

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(850) 891-6566





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Affordable Housing Advisory  
Committee  
ORIENTATION

2024

DEPARTMENT OF HOUSING AND  
COMMUNITY RESILIENCE



City of Tallahassee  
Department of Housing and Community Resilience  
Housing Division



### Who We Are.

*We are a partner in creating housing opportunities, encouraging new unit development, and broadening the availability of safe and healthy housing.*



### What We Do.

*We administer programs and foster partnerships to increase and preserve the inventory of safe, healthy, and quality housing for any income level, providing safe spaces for vulnerable residents.*



### How We Do It.

*Our diverse programs include unit preservation, new unit production, counseling, homebuyer assistance, developer incentives, and neighborhood revitalization.*



# RESOURCES AVAILABLE FOR AFFORDABLE HOUSING

## **Federal Grants**

- Community Development Block Grant (CDBG)
- HOME Investments Partnership Program (HOME)
- Emergency Solutions Grant (ESG)

## **State Grants**

- State Housing Initiatives Program (SHIP)

## **City Funding**

- Affordable Housing Trust Fund (AHTF)  
(nonrecurring)
- Community Redevelopment Agency (CRA)
- Office of Economic Vitality
- General Fund (i.e., fee waivers, Neighborhood First Plans)

## **Emergency Resources - nonrecurring**

- American Rescue Plan Act HOME Investments Partnership Program (HOME-ARPA)
- CARES Emergency Solutions Grant (ESG-CV)
- CARES Community Development Block Grant (CDBG-CV)
- American Rescue Plan State and Local Fiscal Recovery Funds (City ARPA)
- State Disaster Funds (ex., HHRP)

## **Competitive Grants - nonrecurring**

- HUD's Office of Lead Hazard Control and Healthy Homes Lead Hazard Reduction Grant

In addition to these resources, the Division works closely with other City Departments and program areas to ensure maximum leveraging of all resources available.



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## INCENTIVES OFFERED TO DEVELOPERS

### FEE WAIVERS

- **Water/Sewer Fee Waiver** – up to \$7,500 for single family; \$150,000 multifamily
- **Traffic Concurrency** – reduction in fee for affordable units
- **TEFRA/PILOT** – Approval of private activity bonds in exchange for annual tax payment

### PERMITTING

- **Priority status/Expedited Permitting**
- **DesignWorks** - free land use design concepts
- **Free presubmittal process** – provides creative and effective planning recommendations

### REGULATION REDUCTION

- **Reductions in urban forest and landscape requirements**
- **3-1 dwelling unit for hotel/studio conversions**
- **Reduction of lot setback requirements**
- **Accessory Dwelling Units**
- **Density Bonus** – up to 25% density increase without change to zoning

Our award-winning suite of incentives was in place before Live Local, encouraging production of affordable housing.



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## MULTIFAMILY DEVELOPMENT STRATEGIES

- **Community Housing Development Organizations**
- **Community Land Trust**
- **Inclusionary Housing Ordinance**
- **Surplus Land**
- **Rental Rehabilitation Loan Program**
- **Multifamily Development Subsidy**
- **Underwriting Support**
- **One Stop Concierge Suite for Developers**

Multifamily development support goes beyond subsidy. It includes regular contact with a developer, support through the permitting and development process, and help to communicate with residents.





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## HOMEOWNERSHIP DEVELOPMENT STRATEGIES

- Down Payment Assistance
- Community Housing Development Organizations
- Community Land Trust
- Inclusionary Housing Ordinance
- Surplus Land
- New Home Infill Program
- Habitat for Humanity
- Affordable Home Construction Loan Program

Homeownership development offers a unique opportunity for local government housing staff – once the unit is built and sold, there is no further monitoring or regulatory work necessary\*, reducing administrative burdens on staff.



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## ANNUAL PLANS AND REPORTS

FEDERAL	STATE
HUD Five Year Consolidated Plan (ConPlan)	FHFC Three Year Local Housing Assistance Plan (LHAP)
HUD Annual Action Plan (AAP)	AHAC Annual Report of Recommendations
HUD Comprehensive Annual Performance and Evaluation Report (CAPER)	FHFC Annual SHIP Report

So where does the AHAC fit in?



# Affordable Housing Advisory Committee (AHAC)

- AHAC recommends regulatory incentives:

Florida Statute 420.9076

- “Review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan...
- and **recommend initiatives to encourage or facilitate** affordable housing while **protecting the ability of the property to appreciate** in value.”



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# The AHAC's Charge

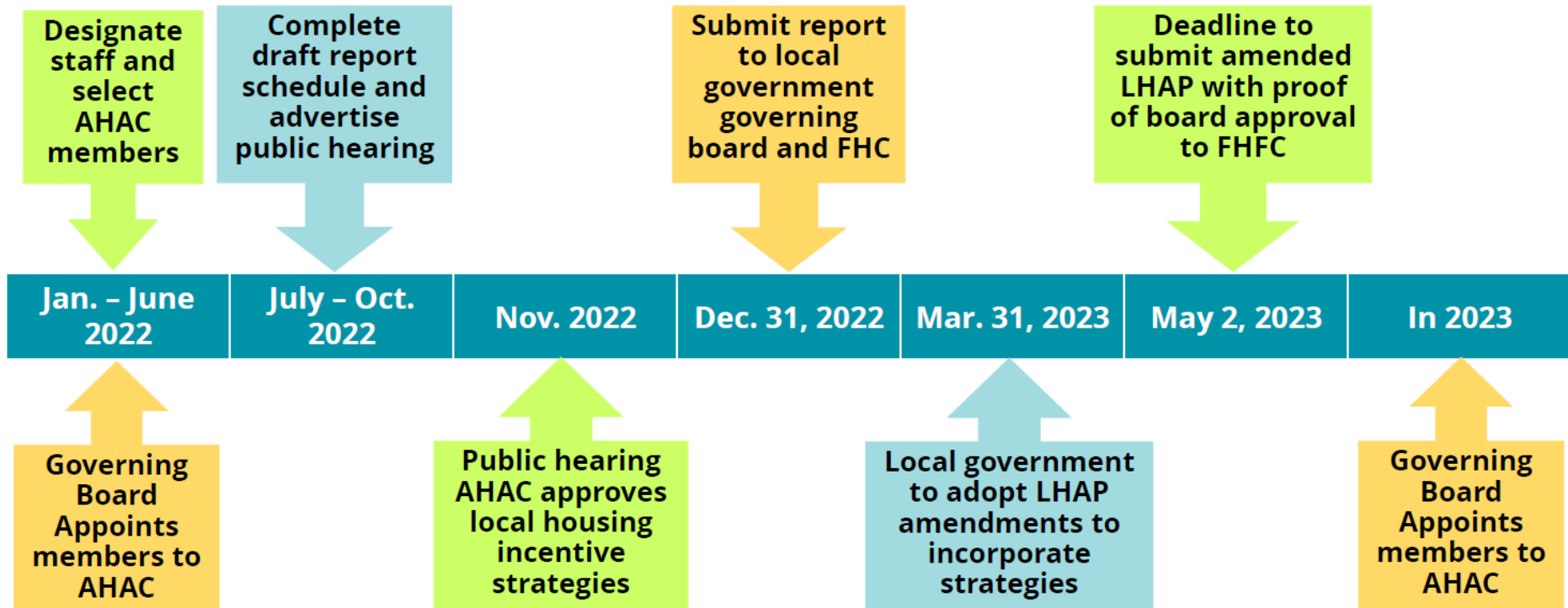


1. **Review** established policies & procedures
2. **Recommend** specific actions or initiatives
3. (Optional) Create an **implementation schedule**.



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# AHAC Report Timeline





## Recruit AHAC Committee Members

- At least 8 members but not more than 11 members
- Must consist of one representative from at least 6 of the 11 categories
- AHAC members no longer required to be appointed by resolution



# AHAC Membership Categories

- Citizen engaged in the residential home building industry in connection with affordable housing
- Mortgage banking industry
- Labor actively engaged in home building
- Advocate for low-income persons
- For-profit provider of affordable housing





## AHAC Membership Categories

- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- Local planning agency member per 163.3174
- Citizen who resides within the jurisdiction
- Representative of employers in jurisdiction
- Representative of Essential Services Personnel



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## AHAC Staff Support

- AHAC staff support from SHIP and planners
- “Cooperatively staffed by the local government department or division having authority to administer local planning or housing programs to ensure an integrated approach to the work of the advisory committee.”
- Provide orientation to current incentive strategies and report requirements.



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# Introduction to Incentive Strategies



# Affordable Housing Incentive Strategies - 420.9076(4)

- Each AHAC must submit a report to the local governing body, FHFC, and FHC that includes recommendations and the evaluation of at least 11 specified affordable housing incentives.
- All recommendations must be *considered* by the local government but only two are required to be *implemented* in the Local Housing Assistance Plan (LHAP).



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# The AHAC Incentives. 420.9076(4)

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

\*Required incentive to implement





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# Recommend Incentives for Affordable Housing

- **Recommend** modification or repeal of **existing** policies, procedures, regulations;
- **Recommend** the **creation of exceptions** applicable to affordable housing;
- **Recommend** adoption of **new** policies or amendments to local **comprehensive plan and corresponding regulations.**



## The AHAC can be a Catalyst for Regulatory Reform

- Local government cannot control every cost of development, but it can control the costs associated with its local regulation.
- These incentives are designed to encourage local government to consider how its policies affect the cost of housing development and in turn, housing affordability.
- Each incentive will be highly localized – there is no one-size fits all method for encouraging & facilitating the development of affordable housing.

# Reviewing Established Policies & Procedures

- A thorough understanding of existing policies is fundamental to be able to make effective recommendations.
- Key policies/data to review:
  - Land Development Code
  - Comprehensive Plan
  - Existing incentives
  - Development patterns & permits
- This is an ideal time to use the collective expertise of the AHAC – especially those who develop housing.
- Main question: Which land development regulations affect the cost, amount, or size of housing?



# Impact of Zoning & Land Use on Housing

1. **Cost** of development
2. **Number** of housing units that can be legally produced
3. **Types** of housing allowed
4. **Location** of different units
5. **Infrastructure capacity** of new development
6. **Willingness** of the private sector to produce affordable units

**Goal:** Review land use policies with these impacts and make recommendations to reduce costs & increase supply



## Where Can the Review Begin?

1. Zoning & future land use maps
2. Allowable uses & densities
3. Parking, setback, & lot arrangement requirements
4. Permitting, inspection, & other fees
5. Permitting process
6. Financial incentives & land resources

**Idea:** Form subcommittees of 2-3 people to study one or more of these topics. An in-depth review will likely require homework.



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# 1. Zoning & Future Land Use Maps

- Study zoning and future land use maps to understand community design
- Land use planning documents set a legal cap on the number of housing units that can be developed and the location for different types of housing
- Ask things like:
  - How much/what percentage of buildable land is zoned for low-density, single-family only housing?
  - What is the zoning around transportation corridors, employment centers, and other areas of opportunity?
  - Does our zoning code match community needs for housing?



## 2. Allowable Uses & Densities

- Understand the allowable housing types and densities in your community's zoning code and where certain housing types are allowed
- This analysis could lead your community to increase densities and allow more flexible housing types to match housing needs
- Key questions:
  - Are developers building up to maximum densities? If not, why not?
  - What does the private sector need that it does not have? This will be the basis of an incentive program.



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## 3. Parking, Setback, and Lot Arrangement Requirements

- A review of lot arrangement requirements can help determine if certain standards can be waived or reduced for affordable development
- Stringent lot arrangement requirements prevent multiple units on a single lot and tend to encourage larger units (that will likely be less affordable)





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## 4–5. Permitting, Inspection, & Other Fees + Permitting Process

- Study local government fees and identify fees that can be waived or modified for projects certified as affordable
- Understand the permitting process & how long it takes for the typical development to be approved



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## 6. Financial Incentives & Land Resources

- Study how your local government uses its federal, state, and local funds for affordable housing, including
- Explore publicly owned land – where it is, how often it is used for affordable housing purposes, etc...



# Best Practices: Reviewing Established Policies & Procedures

- To be able to make effective recommendations, a deep knowledge of existing policy is necessary
- Engage the planning staff to provide recent permit data
- Homework likely needed
- Split the AHAC into subcommittees to study individual areas
- Trust the process

## Idea: Concentrate Only on a Handful of Incentives Each Year

- Now that the AHAC report is required annually, it may be best to focus efforts on 3-5 incentives in depth each year
- Must still note that the AHAC has considered all 11, but can report that certain incentives will be the subject of the work in the future
- Idea:
  - 2022 – Flexibility in densities; fee waivers; expedited permitting; inventory of publicly owned land; infrastructure
  - 2023 – Parking & setbacks; housing impact statement; accessory dwelling units; flexible lot configuration; street requirements



## Why Concentrate on a Few Incentives?

- Could lead to better study of existing policies and better, more actionable recommendations
- If 2-3 incentives were highlighted to the Commission annually, may be more manageable for the local government to **implement** the recommendations

# Incentives & Strategies beyond those Referenced in Statute

- Inclusionary Housing Ordinances
- Locally Sourced Funds
- Adaptive Reuse
- Manufactured Housing: consider zoning recommendations that facilitate their placement
- Community Land Trusts
- Strategic Partnership with school boards, major employers, religious Institutions, etc.





# AHAC Can Engage in other Affordable Housing Plans

S. 420.9076(8): the AHAC may perform other duties at the request of the local government including:

- Provision of mentoring services to affordable housing partners including developers, banking institutions, employers, and others to identify available incentives, assist with applications for funding requests, and development partnerships between various parties.
- The creation of best practices for the development of affordable housing in the community.



# Understanding Your Local Housing Needs

- **The Federal Government**

- The Department of Housing and Urban Development (HUD)
- The U.S. Census
- U.S. Department of Agriculture (USDA)
- Federal Emergency Management Agency (FEMA)
- Bureau of Labor Statistics (BLS)

- **State Government**

- Florida Housing Finance Corporation (FHFC)

- **The Shimberg Center for Housing Studies**

- **Universities**

- **Local Sources**



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## More Information

- 2024 AHAC Microsoft Teams Folder
- City staff available – [housing@talgov.com](mailto:housing@talgov.com)
  - Jean Amison, Housing Division Manager
  - Ginger Williams, Special Projects Coordinator
- Florida Housing Coalition Trainings and Webinars [www.flhousing.org](http://www.flhousing.org)