



**CITY OF  
TALLAHASSEE**

# **Affordable Housing Advisory Committee**

## **2022 Report of Recommendations**

**ADOPTED  
November 21, 2022**

## **TABLE OF CONTENTS**

Letter from the Advisory Committee Chair _____	<b>3</b>
Executive Summary _____	<b>4</b>
Introduction _____	<b>5</b>
Committee Composition _____	<b>7</b>
AHAC Recommendations _____	<b>8</b>
EXHIBIT A – Documents Reviewed _____	<b>16</b>
EXHIBIT B – Notice of Public Hearing _____	<b>17</b>
EXHIBIT C – Committee Roster _____	<b>18</b>

## LETTER FROM THE ADVISORY COMMITTEE CHAIR

December 7, 2022

Dear Mayor and Commissioners:

On behalf of the Tallahassee Affordable Housing Advisory Committee (AHAC) it is a pleasure to submit the 2022 AHAC Report of Recommendations. The Committee spent many hours in focused deliberation before unanimously approving the recommendations we send forward now for your consideration and approval. We took into consideration existing City regulations, policies, staff's concerns, and limitations involved in implementation. We feel these recommendations will allow the City to make gains in providing for the housing needs of those most affected, while operating within its budget and regulatory constraints.

Thank you so much for allowing us to serve our community and the City in this way. We take great pride in the product we are sending forward to you. On behalf of the Affordable Housing Advisory Committee, we extend our deep appreciation for your service and your commitment to affordable housing in Tallahassee; this is a strategic investment that has economic and workforce implications.

Sincerely,

*James H. McShane III*

James H. McShane III (Nov 7, 2022 17:14 EST)

Jim McShane, Chair

2022 Affordable Housing Advisory Committee

## EXECUTIVE SUMMARY

Florida State Statute 420.9076 requires that each jurisdiction in Florida receiving State Housing Initiatives Partnership (SHIP) funds shall appoint a nine to eleven-member Affordable Housing Advisory Committee (AHAC). Membership represents those with a role in the affordable housing industry, a citizen of the jurisdiction, and a locally elected official. The AHAC is mandated to review regulations and policies to identify regulatory barriers to affordable housing and recommend incentives to create more affordable housing. The statute requires the AHAC to produce a report to submit to the City Commission and to the Florida Housing Finance Corporation (FHFC) annually by December 31st. If approved by the City Commission, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

During 2022, the City's AHAC met six times between February and November 2022, in addition to three meetings of the joint City/County AHACs. Committee members reviewed the City's 2023 HUD Annual Plan, the City's 2023 SHIP Local Housing Assistance Plan, and commission agenda items from the Joint City/County Housing Workshop held in February 2022. Discussions also included topics requested by members and informational sessions from invited speakers. The AHAC considered all information presented before bringing forward or voting on recommendations.

A summary of the recommendations developed for this 2022 Report is below. A synopsis on each recommendation is included later in this report.

1	Innovation	Increase education of basic unit preservation and upkeep and Code Enforcement Compliance through counseling of rehab recipients and utility mail outs to residents
2	420.9076(4)(a), (c), (d), (f), (g), (k)	Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development

## INTRODUCTION

### Introduction

Florida State Statute 420.9076 requires that each jurisdiction in Florida receiving State Housing Initiatives Partnership (SHIP) funds shall appoint an eight to eleven-member Affordable Housing Advisory Committee (AHAC). Each member represents a role in the affordable housing industry, as a citizen of the jurisdiction, and a locally elected official. The AHAC is mandated to review Comprehensive Plan Elements, City Ordinances, Land Development Regulations, and City Policies and Procedures to identify regulatory barriers to affordable housing; and to recommend incentives to create more affordable housing. The statute requires the AHAC to produce a report to submit to the City Commission and to the Florida Housing Finance Corporation (FHFC) annually by December 31st. If approved by the City Commission, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other

policies affecting affordable housing.

During 2022, the City's AHAC met six times between February and November 2022, in addition to three meetings of the joint City/County AHACs for a total of nine meetings. Committee members reviewed the City's 2023 HUD Annual Plan, the City's 2023 SHIP Local Housing Assistance Plan, and commission agenda items from the Joint City/County Housing Workshop held in February 2022. Discussions also included topics requested by members and informational sessions from invited speakers. The AHAC considered all information presented before bringing forward or voting on recommendations. **(EXHIBIT A)**

## **Background**

In 2007, the state legislature revived the requirement to establish an Affordable Housing Advisory Committee (AHAC) and developed new duties for the committee. The legislation required cities and counties receiving State Housing Initiatives Partnership (SHIP) funds to appoint an Affordable Housing Advisory Committee or their SHIP funding would be withheld. The Advisory Committee would be required to "review the established policies, procedures, ordinances, land development regulations and the comprehensive plan and recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value." (Section 420.9076, F.S.) In addition, sections 420.9076(4)(a-k), F.S., require the AHAC to consider certain provisions to recommend to the local jurisdiction.

At each AHAC meeting, committee members presented on issues they had identified during their review of the City documents, discussed affordable housing needs, and identified barriers to the production of affordable housing. Presentations provided by housing and planning professionals provided technical information on specific topics as requested by committee members. Over the course of the discussions, committee members formulated proposed recommendations they believe will improve the production of affordable housing if implemented by the City Commission. The AHAC discussed the recommendations that would potentially be included in the final report and then voted on which recommendations to support.

## **Adoption of the Final Report**

The AHAC officially adopted the report by affirmative vote of a majority of the membership at a public hearing on November 21, 2022. Notice of the public hearing to adopt the final report was published in the Tallahassee Democrat **(EXHIBIT B)** and posted on the City's website. The notice contained a summary of the recommendations of the AHAC, and where interested persons could obtain a copy of the final report. Housing Division staff delivered the report to the Directors of various City Departments such as Underground Utilities and Public Infrastructure, Planning, Growth Management, Housing and Community Resilience, City Attorney's Office, Real Estate, Parks Recreation and Neighborhood Affairs, and the Leon County Department of Human Services and Community Partnerships for review of the recommendations.

## **Plan for Implementation of Recommendations**

With the presentation of this report, the City Commission is asked to accept the report to

comply with the state-mandated December 31st deadline. The City Commission must review and discuss the AHAC's recommendations and vote to adopt those recommendations they plan to implement by March 31, 2023.

**Key Dates**

<b>NOTICE OF PUBLIC HEARING PUBLISHED</b>	November 2, 2022
<b>PUBLIC HEARING HELD (Adopted)</b>	November 21, 2022
<b>PRESENTED TO CITY COMMISSION (Accepted)</b>	December 7, 2022
<b>SUBMITTED TO FLORIDA HOUSING FINANCE CORPORATION</b>	<i>t.</i> December 30, 2022

## COMMITTEE COMPOSITION

The City Commission appointed three new members on March 9, 2022, bringing the total number of members to eleven. 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 will count as a member of the AHAC for purposes of meeting the number of members requirements. There must be at least eight committee members, but not more than eleven, with representation from at least six of the following categories:

- A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- A citizen who is actively engaged as a for-profit provider of affordable housing.
- A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- 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.
- A citizen who resides within the jurisdiction of the local governing body making the appointments.
- A citizen who represents employers within the jurisdiction.
- A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included on the attached roster along with their representative affiliation. **(Exhibit C)**



## AHAC RECOMMENDATIONS

During 2022, the City's AHAC met six times between February and November 2022, in addition to three meetings of the joint City/County AHACs for a total of nine meetings. Committee members reviewed the City's 2023 HUD Annual Plan, the City's 2023 SHIP Local Housing Assistance Plan, and commission agenda items from the Joint City/County Housing Workshop held in February 2022. The AHAC reviewed local government plans, policies, procedures, and ordinances for evaluation of their impacts on affordable housing. Further, the AHAC specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on this review and evaluation, the AHAC formulated these recommendations to the City Commission to incorporate changes designed to encourage and facilitate the production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City Commission, to the Florida Housing Finance Corporation, and the Florida Housing Coalition. This report details the scope of the AHAC's work and the resulting recommendations.

The AHAC has reviewed, considered, and evaluated the following strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- A) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
- B) All allowable fee waivers provided for the development or construction of affordable housing.
- C) The allowance of flexibility in densities for affordable housing.
- D) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- E) Affordable accessory residential units.
- F) The reduction of parking and setback requirements for affordable housing.
- G) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- H) The modification of street requirements for affordable housing.
- I) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- J) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- K) The support of development near transportation hubs and major employment centers and mixed-use developments.



**Summary of Recommendations**

Each recommendation was discussed and voted on by committee members. Each suggested recommendation in the State Statute 420.9076(4)(a-k), F.S., was considered and integrated into the AHAC recommendations or rejected as a strategy for Tallahassee. Below is a summary of the 2022 recommendations. A synopsis on each recommendation is included below.

1	Innovation	Increase education of basic unit preservation and upkeep and Code Enforcement Compliance through counseling of rehab recipients and utility mail outs to residents
2	420.9076(4)(a), (c), (d), (f), (g), (k)	Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development

**SYNOPSIS OF RECOMMENDATIONS**

**a) EXPEDITED PERMITTING - *The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), F.S., for affordable housing projects is expedited to a greater degree than other projects.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** This requirement is addressed in adopted City Commission Policy 710. As stated in Section 710.03 of this policy, the City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process. The policy states that the Growth Management Department will give first priority to certified affordable housing projects in the processing of applications for permits, approvals and certificates issued by Growth Management, as well as limited partition subdivisions and Type A site plans.

**AHAC Recommendation:** Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development providing for expedited permitting for developers and builders.

**Schedule for Implementation:** The City will continue the existing strategy. In addition, City staff are exploring options for expediting affordable housing projects throughout the city.

**b) FEE WAIVERS FOR AFFORDABLE HOUSING - *The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The only impact fee charged by the City of Tallahassee is the transportation concurrency fee. The City also charges fees for water and sewer services. The City may exempt affordable homeownership and rental housing from

the payment of water and sewer fees, including the water systems charge, sewer systems charge, tap location fee, and water and sewer tap fees.

**AHAC Recommendation:** No recommendation this year.

**Schedule for Implementation:** The City will continue existing strategy.

**c) FLEXIBLE DENSITIES - *The allowance of flexibility in densities for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** Provisions in the Comprehensive Plan and Land Development Regulations set criteria for granting density bonuses in exchange for the construction of affordable housing units. Developers who agree to build affordable housing units may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences. In addition to the density bonus, other incentives for providing affordable housing include expedited development review and reduced transportation concurrency requirements. The City has also created a Multi-Modal Transportation District (MMTD) in the central core of the City that changed land development regulations and zoning to encourage mixed-use, higher density development in this area, close to commercial and employment centers.

**AHAC Recommendation:** Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development taking into consideration any available density, concurrency, and zoning flexibilities to ready the tract(s) for developers and contractors.

**Schedule for Implementation:** The City will continue the existing strategy. In addition, City staff are exploring options for expediting affordable housing projects throughout the city.

**d) RESERVATION OF INFRASTRUCTURE CAPACITY - *The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City of Tallahassee currently uses this incentive by allowing developers to buy stormwater capacity credits if their property contributes stormwater to one of the regional stormwater facilities. However, this incentive is not widely used for the following reasons: 1) there are few properties which flow into the regional facilities with remaining capacity; and 2) capacity credits tend to be more expensive than treating storm water on-site.

**AHAC Recommendation:** Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development with the necessary infrastructure put in place for expedited development.

**Schedule for Implementation:** The City will continue the existing strategy. In

addition, City staff are exploring options for expediting affordable housing projects throughout the city.

e) **AFFORDABLE ACCESSORY RESIDENTIAL UNITS** - *The allowance of affordable accessory residential units in residential zoning districts.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** As provided in Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412, the City allows attached and detached accessory dwelling units in residential zoning districts.

**AHAC Recommendation:** No recommendation this year.

**Schedule for Implementation:** The City will continue existing strategy.

f) **PARKING AND SETBACK REQUIREMENTS** - *The reduction of parking and setback requirements for affordable housing.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Land Development Code provides the following incentives for the construction of affordable housing units: design flexibility, including choice of housing type; and the alleviation of setback, lot size, buffering, and landscaping requirements internal to the development. In addition, the City reduced parking requirements within the Multi-Modal Transportation District (MMTD), which allows higher density residential land uses.

**AHAC Recommendation:** Develop PUD on a medium/large city-owned tract for affordable housing/mixed use development taking into consideration any available density, concurrency, and zoning flexibilities to ready the tract(s) for developers and contractors.

**Schedule for Implementation:** The City will continue the existing strategy. In addition, City staff are exploring options for expediting affordable housing projects throughout the city.

g) **FLEXIBLE LOT CONFIGURATIONS** - *The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Land Development Code allows for flexible lot configurations. Within the MMTD, many of the reductions, including setback reductions, were adopted for all development, to encourage cost savings related to higher densities.

**AHAC Recommendation:** Develop PUD on a medium/large city-owned tract for

affordable housing/mixed use development taking into consideration any available density, concurrency, and zoning flexibilities to ready the tract(s) for developers and contractors.

**Schedule for Implementation:** The City will continue the existing strategy. In addition, City staff are exploring options for expediting affordable housing projects throughout the city.

***h) MODIFICATION OF STREET REQUIREMENTS - The modification of street requirements for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Underground Utilities & Public Infrastructure Department examines annually the needs of neighborhoods with regards to street infrastructure and budgets accordingly. Higher need areas are given priority.

**AHAC Recommendation:** No recommendation this year.

**Schedule for Implementation:** No implementation plan.

***i) PROCESS OF ONGOING REVIEW - The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** This process is established in Housing Element Policy 2.1.6. The policy states: "The City shall continue to review its existing rules and regulations, including land use policies, to determine whether or not they have an unwarranted adverse impact in the provision of affordable housing. In addition, the City will institutionalize, as part of its proposed ordinance review process, a review which will identify the impacts, if any, of proposed ordinances, rules, land development codes, policies, programs, and services on the production of new or rehabilitated affordable housing projects.

**AHAC Recommendation:** No recommendation this year.

**Schedule for Implementation:** The City will continue existing strategy.

***j) PUBLIC LAND INVENTORY - The preparation of a printed inventory of locally owned public lands suitable for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's inventory of locally owned land that may be used for affordable housing is maintained by the City's Real Estate Management Department. The inventory of city-owned land suitable for affordable housing is available to the

public on the City website. The Real Estate Management Department website links to a map with a text box showing the number of properties designated for affordable housing. The City reviews the list on a regular basis, suggesting changes as needed. Every three years, the City Commission reviews and adopts the formal inventory list.

**AHAC Recommendation:** No recommendation this year.

**Schedule for Implementation:** The City will continue existing strategy.

**k) SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS - *The support of development near transportation hubs and major employment centers and mixed-use developments.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City of Tallahassee supports mixed-use development, as evidenced in the Future Land Use and Housing Elements of the Comprehensive Plan. The MMTD encourages higher-density development and emphasizes alternative transportation such as buses, bicycles, and walking to increase transportation options. Low-income citizens living within the MMTD have the potential to save money by using Star Metro, the City bus. More affordable housing located within the MMTD, near transportation hubs, would be clearly beneficial for low-income residents.

**AHAC Recommendation:** Develop a PUD on a medium/large city-owned tract near a transportation hub for affordable housing/mixed use development.

**Schedule for Implementation:** The City will continue the existing strategy. In addition, City staff are exploring options for expediting affordable housing projects throughout the city.

## **ADDITIONAL RECOMMENDATIONS**

### **Education on Unit Preservation for Rentals**

**Meeting Synopsis:** During the July 18, 2022, meeting, members discussed substandard rental units, code enforcement strategies, quality standards, and programs available for landlords.

**Existing Strategy:** The City of Tallahassee currently has several programs targeted to landlords including the Landlord Risk Mitigation Fund and the Rental Rehabilitation Loan Program. In addition, Code Enforcement/Resiliency Officers provide information on resources available and education for landlords.

**AHAC Recommendation:** Increase education of basic unit preservation and upkeep through counseling of rehabilitation recipients and utility mail outs to residents and landlords.

**Schedule for Implementation:** City staff will work with Communications to develop educational materials for customers, landlords, and clients.

**EXHIBIT A**  
**Documents Reviewed by the AHAC**

1. FY2022-2023 Annual Action Plan
2. Inclusionary Housing Ordinance
3. Draft 2022 Report from Leon County AHAC
4. FY2023 Local Housing Assistance Plan

EXHIBIT B

Final Publication Date

11/2/2022

Ad Number

GCI0968213

Publication

Tallahassee Democrat

Market

Tallahassee

Delivery Method

Both

Number of Affidavits Needed

1

Customer Email

Cindy.Dickinson@talgov.com

Customer Name

City Tallahassee - Treasury

Customer Address

Cindy.Dickinson@talgov.com

Account Number (If Known)

126460

Name

Records Administration

Street

300 S. Adams St. Box A31

City

Tallahassee

State

FL

ZIP Code

32301

Your Name

Alex Helmbrecht

Email Address

ahelmbrech@gannett.com



# TALLAHASSEE DEMOCRAT

## Tallahassee.com

A GANNETT COMPANY

ATTN: CINDY DICKINSON  
CITY TALLAHASSEE TREASURY  
300 SADAMS ST #A31  
TALLAHASSEE, FL 32301

STATE OF WISCONSIN COUNTY OF BROWN

Before the undersigned authority personally appeared Hestupen who on oath says that he or she is a Legal Advertising Representative of the Tallahassee Democrat, a daily newspaper published at Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

### PUBLIC NOTICE

In the Second Judicial Circuit Court was published in said newspaper in the issues of:

11/2/2022

Affiant further says that the said Tallahassee Democrat is a newspaper published at Tallahassee, in the said Leon County, Florida, and that the said newspaper has heretofore been continuously published in said Leon County, Florida each day and has been entered as periodicals matter at the post office in Tallahassee, in said Leon County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 2nd day of November, 2022 by Hestupen who is personally known to me.

\_\_\_\_\_  
Affiant

Kathleen Allen

\_\_\_\_\_  
Notary Public, State of Wisconsin, County of Brown

1-7-25

\_\_\_\_\_  
My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

**Notice of Public Hearing  
City of Tallahassee  
Affordable Housing Advisory Committee  
Monday, November 21, 2022  
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 public hearing pursuant to Sec. 420.9076, Florida Statutes, on Monday, November 21, 2022, at 10:00AM at the Smith-Williams Service Center, to adopt the local housing incentive strategy recommendation report to present to the City Commission.

The public is welcomed to attend the public hearing. Citizens wishing to provide input may make public comment in person at the meeting. Due to ongoing public health concerns, room capacity is limited to allow adequate space for physical distancing. There will also be a virtual meeting option for attendees.

**WebEx Event: City AHAC Meeting:**

**Event address for attendees:** <https://talgov.webex.com/talgov/November>

**Event number:** 2339 772 1159

**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: 2339 772 1159

Summary of the recommendations to be considered by AHAC at the public hearing:

- Increase education of basic unit preservation and upkeep and Code Enforcement Compliance through counseling of rehab recipients and utility mail outs to residents.
- Develop a PUD on a medium/large city-owned tract near a transportation hub for affordable housing/mixed use development.

Comments are also accepted in writing with contact name and address to:

City of Tallahassee  
Housing and Community Resilience  
300 S. Adams Street, B-27  
Tallahassee, FL 32303  
Fax: 850-891-6597  
Email: [Housing@talgov.com](mailto:Housing@talgov.com)

The draft of the 2022 Report of Recommendations will be available for review during the 15-day review period at this same location and will also be posted on the City of Tallahassee's Housing Division web page ([Talgov.com/Housing](http://Talgov.com/Housing)).

**NOTICE: PLEASE BE ADVISED** that if a person decides to appeal any decision made by the AHAC with respect to any matter considered at this hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record indicates the testimony and evidence upon which the appeal is to be based. The AHAC does not provide or prepare such a record. See Section 286.0105, Florida Statutes.

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.)

TD-GCI0968213-01



## Agenda Item Details

Meeting	Dec 07, 2022 - City Commission Meeting
Category	7. APPEARANCES BY CITY COMMISSION APPOINTED BOARDS AND COMMITTEES, AND OTHER GOVERNMENTS
Subject	7.01 Affordable Housing Advisory Committee's 2022 Report of Recommendations -- Affordable Housing Advisory Committee
Type	Action
Fiscal Impact	No
Recommended Action	Option 1. Accept the Affordable Housing Advisory Committee's 2022 Report of Recommendations.

For more information, please contact: Jean Amison, 850-891-6547

### *Statement of Issue*

As required by Florida Statute 420.9076, the City of Tallahassee has appointed an Affordable Housing Advisory Committee (AHAC) whose charge is to review the City's established plans, policies, procedures, and ordinances and recommend specific actions to encourage or facilitate affordable housing. The AHAC is required to submit an annual report of recommendations to the City Commission. The City Commission must accept this report in order to meet its deadline to submit to the Florida Housing Finance Corporation (FHFC) by December 31, 2022. Acceptance of the report does not commit the City to adopt the recommendations. The City Commission may also direct staff to bring back specific Committee recommendations in the form of policies or regulatory documents for further action at a future City Commission meeting.

### *Recommended Action*

Option 1. Accept the Affordable Housing Advisory Committee's 2022 Report of Recommendations.

### *Fiscal Impact*

None

## Supplemental Material/Issue Analysis

### *History/Facts & Issues*

Section 420.9076, Florida Statutes, requires that each jurisdiction in Florida receiving State Housing Initiatives Partnership (SHIP) funds shall appoint an Affordable Housing Advisory Committee (AHAC). Each member represents a role in the affordable housing industry, as a citizen of the jurisdiction, and a locally elected official. The AHAC is mandated to review Comprehensive Plan Elements, City Ordinances, Land Development Regulations, and City Policies and Procedures to identify regulatory barriers to affordable housing; and to recommend incentives to create more affordable housing. The statute requires the AHAC to produce a report (Attachment 1) to submit to the City Commission and to the Florida Housing Finance Corporation (FHFC) annually by December 31. If approved by the City Commission, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing. The Mayor and City Commission are required to appoint a nine-to-eleven-member committee made up of different representatives of the housing industry.

For 2022, there were eleven seated members of the AHAC:

- Mayor John Dailey, Local elected official;
- Kyndra Light, Residential home building industry;
- Karlus Henry, Area of labor within the home building industry;
- Christopher Daniels, Advocate for low-income persons;
- Bill Wilson, Not-for-profit provider of affordable housing;
- Kayana Gaines, Real estate professional;
- Ian Waldick, Local planning agency representative;
- Jim McShane, Representative of employers in the jurisdiction;

- Jesse Jones, Resident of the jurisdiction;
- Mechelle Mickles, Banking or mortgage industry; and
- Shari Gewanter, Representative of “essential services personnel.”

During 2022, the City’s AHAC met six times between February and November 2022, in addition to three meetings of the joint City/County AHACs for a total of 9 meetings. Committee members reviewed the City’s 2023 HUD Annual Plan, the City’s 2023 SHIP Local Housing Assistance Plan, and commission agenda items from the Joint City/County Housing Workshop held in February 2022. Discussions also included topics requested by members and informational sessions from invited speakers. The AHAC considered all information presented before bringing forward or voting on recommendations.

The AHAC has reviewed, considered, and evaluated the following strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- A. The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3, F.S.
- B. All allowable fee waivers provided for the development or construction of affordable housing.
- C. The allowance of flexibility in densities for affordable housing.
- D. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- E. Affordable accessory residential units.
- F. The reduction of parking and setback requirements for affordable housing.
- G. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- H. The modification of street requirements for affordable housing.
- A. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- J. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- K. The support of development near transportation hubs and major employment centers and mixed-use developments.

From the discussions at each of these meetings, the AHAC developed two recommendations for this 2022 Report of Recommendations. These recommendations address the identified barriers to affordable housing, which include both regulatory and policy barriers.

**Summary Table of Recommendations**

Each recommendation was discussed and voted on by committee members. Each suggested recommendation in Section 420.9076(4)(a-k), F.S., was considered and integrated into the AHAC recommendations or rejected as a strategy for Tallahassee. Below is a summary of the 2022 recommendations.

1	Innovation	Increase education of basic unit preservation and upkeep, and Code Enforcement Compliance through counseling of rehab recipients and utility mail outs to residents.
2	s. 420.9076(4)(a), (c), (d), (f), (g), (k), F.S.	Develop a Planned Unit Development (PUD) on a medium/large City-owned tract for affordable housing/mixed use development. City staff to develop a process to implement pre-planning and development on city-owned parcels.

The AHAC is required to submit an annual report of recommendations to the City Commission. The City Commission must accept this report to meet its deadline to submit to the Florida Housing Finance Corporation (FHFC) by December 31, 2022. Acceptance of the report does not commit the City to adopt the recommendations. The City Commission may also direct staff to bring back specific Committee recommendations in the form of policies or regulatory documents for further action at a future City Commission meeting.

***Department(s) Review***

Housing and Community Resilience

***Options***

1. Accept the Affordable Housing Advisory Committee’s 2022 Report of Recommendations.

Pros: Avoid the withholding of future SHIP funding to the City.  
 Cons: None identified.

2. Do not accept the Affordable Housing Advisory Committee's 2022 Report of Recommendations.

Pros: None identified.

Cons: Jeopardizes future SHIP funding to the City.

***Attachments/References***

Attachment 1 - Report

Attachment 1 - AHAC 2022 Report.pdf (1,048 KB)

## EXHIBIT C 2022 Committee Roster

	<u>Member Name</u>	<u>Representative Category</u>
<b>1</b>	<b>Kyndra L. Light</b>	Residential Home Building Industry
<b>2</b>	<b>Mechelle Mickles</b>	Banking or Mortgage Banking Industry
<b>3</b>	<b>Karlus Henry</b>	Area of Labor within the Home Building Industry
<b>4</b>	<b>Christopher L. Daniels</b>	Advocate for Low-Income Persons
<b>5</b>	<b>Bill Wilson</b>	For-Profit or Not-for-Profit Provider of Affordable Housing
<b>6</b>	<b>Mayor John Dailey</b>	Locally Elected Official
<b>7</b>	<b>Kayana Gaines</b>	At-Large/Real Estate Professional
<b>8</b>	<b>Ian Waldick</b>	Local Planning Agency Representative
<b>9</b>	<b>Jesse Jones</b>	Resident of the Jurisdiction
<b>10</b>	<b>James McShane</b>	Representative of Employers in the Jurisdiction
<b>11</b>	<b>Shari Gewanter</b>	Representative of “Essential Services Personnel”



**CITY OF  
TALLAHASSEE**

# **2022 AHAC Report of Recommendations**

**PUBLIC COMMENT SUMMARY**





**CITY OF  
TALLAHASSEE**

The 2022 Affordable Housing Advisory Committee (AHAC) Report of Recommendations was posted for public comment on November 2, 2022. Public comments were received through November 21, 2022, both in writing and at the public hearing.

There were no written comments received during the planning and draft review. There were no oral comments received during the public hearing.