

**SHIP Affordable Housing Advisory Committee (AHAC) Meeting
(Community Housing Workgroup 2.0)
November 22, 2017 - 4:00 pm**

**315 Court St., 4th Floor, Clerks Large Conference Room
Clearwater, FL 33756**

- I. CALL TO ORDER

- II. NEW BUSINESS
 - A. Welcome

 - B. Approval of Minutes: November 2, 2016

 - C. Review/Approval of 2017 Draft Affordable Housing Advisory Committee Report

- III. OTHER BUSINESS
 - A. Next Steps

 - B. Calendar
 - October 31, 2017 Tentative: BCC SHIP Committee Appointments
 - November 28, 2017 Board of County Commissioners – AHAC Report Approval
 - December 6, 2017 SHIP AHAC Committee Meeting (Tentative)
 - December 31, 2017 AHAC Report Due to Florida Housing Finance Corporation
 - Early 2018 AHAC Review of Draft 3-Year SHIP Local Housing Assistance Plan
 - Early 2018 AHAC Input on Proposed Land Development Code Updates
 - Early 2018 Public Review of Proposed Land Development Code Updates
 - Spring 2018 County Adoption of Proposed Land Development Code Updates
 - 2018, 2019, 2020 AHAC Ongoing Review/Monitoring of County’s Policy/Procedures, Ordinances, Land Development Regulations, Comprehensive Plan

- IV. ADJOURN

Clearwater, Florida, November 2, 2016

The Pinellas Community Housing Work Group 2.0 (as created by Florida Statutes, Section 420.9076(2) and Pinellas County Ordinance 93-30, as amended) met in regular session in the Clerk's Fourth Floor Conference Room, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, at 4:00 P.M. on this date with the following members present:

Rodney S. Fischer, Housing Finance Authority (HFA) Chairman, Pinellas County Construction Licensing Board, Homebuilding Industry Representative

Steven Beal, HFA Member, Low-Income Advocate Representative for the Greater Ridgecrest Area

Casey Cane, HFA Member, President and CEO of the CCI Developments in Palm Harbor, For-Profit Housing Industry Provider Representative

Norris E. Counts, HFA Member, Retired Executive Vice President, Signature Bank, Banking Industry Representative

Jerry Custin, President of the Upper Tampa Bay Regional Chamber of Commerce, Employer Representation Representative

Robyn Fiel, HFA Member, Sierra Pacific Mortgage, Real Estate Professional Representative

Barbara Green, Homeless Emergency Project, Inc., Nonprofit Housing Provider Representative

Joseph Heidenreich, Jr., President, Neighborhood Homes of West Florida, Inc., Homebuilding Labor Representative

Members Not Present

Robert Ironsmith, City of Dunedin, Economic and Housing Redevelopment, Citizen Representative

Marshall Ogletree, Retired Executive Director, Pinellas Classroom Teachers Association and Pinellas Educational Support Professionals Association (PCTA-PESPA), Essential Services Personnel Representative

Local Planning Agency Representative (vacant)

Others Present:

Kathryn Driver, Executive Director, HFA

Cheryl Reed, Director, Community Revitalization

Sheri Harris, Compliance Administrator

Brook R. Gajan, Community Revitalization Staff

Renea Vincent, Planning Department Director

Scott Swearengen, Long Range Planning Division Manager

Other interested individuals

Lynn M. Abbott, Board Reporter, Deputy Clerk

AGENDA

- I. CALL TO ORDER
- II. NEW BUSINESS
 - A. Introductions and Welcome
 - B. Land Development Code Update
 - 1. Global Proposed Changes to Land Development Regulations
 - 2. Role of Development Review Committee
 - 3. Accessory Unit
 - 4. Density
 - C. Recently Adopted Changes
 - 1. R-5 Zoning Changes
 - 2. Accessory Units
 - D. Opportunities for Additional Input; Peak Democracy
 - E. SHIP Plan Amendment
- III. OTHER BUSINESS
 - A. Approval of Minutes
 - 1. October 8, 2014
 - 2. April 1, 2015
 - B. Committee Structure and Update
 - C. Calendar
 - November 2016 Staff finalizes 3 Year SHIP Plan Amendment
 - January 2017 Work sessions on proposed Land Development Regulations with Local Planning Agency and Board of County Commissioners
 - February 2017 Board of County Commissioners approves 3-Year SHIP Plan Amendment (after a 30-day public comment period)
 - April, May, June 2017 SHIP Committee Meets to Review 3-Year Report
 - Summer 2017 Adoption Hearings on Proposed Land Development Regulations
 - Late Summer 2017 Implementation of Adopted Land Development Regulations
- IV. ADJOURNMENT

CALL TO ORDER

Chairman Fischer called the meeting to order at 4:00 P.M., and at his request, those in attendance introduced themselves. A sign-in sheet, agenda packet, and copies of all documents referred to in the minutes have been filed and made a part of the record.

NEW BUSINESS

At the request of Chairman Fischer, Ms. Gajan explained that the State Housing Initiatives Partnership (SHIP) is an affordable housing program with legislation requiring the formation of an Affordable Housing Advisory Committee to develop, review, and track the Land Development Code's section on affordable housing incentives for each jurisdiction that receives funding. She discussed the committee's membership and related that Florida Legislators in 2016 amended the statute to reduce the number of members from 11 to eight and committee representation from 11 categories to six.

Ms. Gajan provided a brief history of the committee and its tasks, relating that SHIP rules were updated in 2008 requiring it to reconvene every three years to review incentives, track changes that would result in increases to the costs of housing development, and submit a report to the state. She indicated that the Committee met many times between 2008 and 2010; that reviews resulted in language amendments that included changing the word *qualified* to *eligible* buyers; and that recommendations were submitted to the Board of County Commissioners, noting that the Board suggested delaying the process as the County was updating the entire Land Development Code.

Ms. Gajan indicated that the Code update process has reached a point where staff can present the changes for discussion; whereupon, citing technological difficulties pertaining to the PowerPoint presentation, she indicated that Agenda Item No. 2E, SHIP Plan Amendment, would be addressed at this time.

SHIP Plan Amendment

Ms. Gajan indicated that the Work Group is required to submit a Local Housing Assistance Plan to the state every three years identifying its strategies for spending SHIP funds for affordable housing in the county; that the Local Plan was approved by the members for submittal in 2015; and that changes adopted by the Legislature in 2016 have prompted the proposed Plan amendments; whereupon, Ms. Harris explained that the changes presented an opportunity to evaluate the program.

Referring to a document titled *Draft Updates to Pinellas County Local Housing Assistance Plan*, Ms. Harris provided an overview of the amendments, including a new format, standards for ranking applicants, selection criteria that address homelessness, a household income limit increase to 140 percent of the area median income (AMI), an Urban Infill Program strategy that allows for the funding of significant rehabilitation or new construction, an increase in the rehabilitation maximum limit that includes an additional \$10,000 in the form of a grant, an increase in down payment assistance allowing up to \$20,000 for households with incomes not exceeding 80 percent of the AMI with an option to defer the loan until sale of the property, and the opportunity for families with incomes up to 120 percent of the AMI to receive \$10,000 in down payment assistance with a five-year deferral. She indicated that the Local Plan amendments are in draft form; that notice will be given for a 30-day citizen comment period when the plan is ready for publication; and that the committee will review the final plan and provide feedback before recommendations are presented to the Board of County Commissioners.

In response to queries by Messrs. Heidenreich and Cane, Ms. Harris related that the County will now provide flexible countywide down payment assistance, taking a subordinate position; that a property must meet certain criteria to qualify for the maximum rehabilitation allocation; and that the underwriting component weighs the program's investment potential against the just value of the property to determine the viability of a rehabilitation proposal.

Responding to comment by Ms. Fiel regarding the layering of County-provided funds in other jurisdictions, Ms. Harris described the HFA's current practices related to issuing first mortgages and partial funding for down payments, noting that the County did not have the ability to provide assistance to families over the income threshold, and discussion ensued; whereupon, Ms. Harris indicated that she will research the funding policies applicable to unincorporated Pinellas County and provide the members follow-up information.

In response to questions and concerns expressed by Mr. Cane, Ms. Harris explained that the increase to the household income limits will open a number of funding avenues to applicants who need assistance but do not meet income requirements; whereupon, Ms. Gajan related that a large portion of the allocation provides for families with incomes at 80 percent of the AMI; and that program rules would not allow the entire allocation to serve families with incomes at the 120-percent level, ensuring a fair distribution of funds.

Responding to query by Ms. Fiel, Ms. Harris explained that the new template contains only the funding strategies; and that the underwriting guidelines and program statements containing the qualification criteria are located on the website, and discussion ensued.

In response to comments and queries by the members regarding the meeting schedule, Ms. Harris indicated that the Committee's next task is to review the Local Housing Assistance Plan and discussed various ways that the process could be structured. Chairman Fischer and Ms. Reed agreed that additional meetings may be needed; whereupon, Ms. Gajan indicated that staff has to finish preparing the amendments; that notice must be given for a 30-day comment period; and that the next meeting would likely be in January. She provided an overview of the public hearing process timeline for the Local Plan and Land Development Code update and reviewed the Committee's main roles, noting that the members will have to meet to provide input on the recommendations; and that the Incentive Review and Recommendation Report will be presented to the County Commission in November 2017 and submitted to the state in December.

Ms. Harris clarified that many of the changes discussed are local programmatic decisions; whereupon, Ms. Gajan explained that the Plan covers a three-year period; and that maximum limits built into the Plan protect against having to make changes at the state level.

Land Development Code Update

Referring to a PowerPoint presentation titled *Affordable Housing, The Pinellas County Land Development Code Update*, Mr. Swarengen discussed proposed changes that will better address the types of properties remaining while accommodating the requests received, noting that the previous update was written during a time of growth; and that the County is presently in a redevelopment and infill development mode. He explained that the intent is to streamline the Code to make it easier to understand; and that the changes address development and land use review procedures and help to create countywide economic development incentives.

Mr. Swarengen introduced five new review types, relating that the review authority required depends on the land use designation and zoning district of the land. He indicated that most affordable housing development projects will fall under a Type 2 review process; and that a Community Development Board will be established to review applications that were normally handled by the Board of Adjustment, such as variances and specific-use requests, noting that there is a new Type 2 Use Establishment category.

Responding to query by Mr. Heidenreich, Mr. Swarengen briefly discussed the new review and appeal process for affordable housing projects and confirmed that the Circuit Court is the final appeal authority for decisions of the Community Development Board, pointing out that the anticipated review time will be shortened. Ms. Vincent explained that the Community Development Board will replace the Board of Adjustment; and that the Board of County Commissioners will continue to review land use and rezoning applications. She asked that special

attention be paid to the various Type 1 and 2 zoning districts for affordable housing developments (AHDs) and requested member input.

Mr. Swarengen discussed the approval authority requirements and time frames for Types 1B and 2 reviews. He provided details regarding the Type 1B review and indicated that Mixed Use Development (MXD) is a new zoning category; that appointed staff comprise the Development Review Committee; and that most AHDs qualify for Type 2 reviews. Referring to page 6, *Permitted Zoning Districts for AHDs*, he explained that all of the 11 residential districts qualify for Type 2 reviews; and that Other Nonresidential Districts consist of a mix of Types 1 and 2 reviews.

Mr. Swarengen stated that the future land use density for AHDs will be based upon the Future Land Use Map category; that a change will allow a density bonus of up to 50 percent in commercial categories to be administratively approved; and that the change will result in a potential density of up to 22.5 units per acre in commercial districts, noting that it is a major change from the current limit of ten units per acre.

Responding to queries by Ms. Green, Ms. Vincent related that she is unsure of the origin of the current restriction; and that the change to allow 22.5 units per acre will apply to unincorporated Pinellas County only; whereupon, Ms. Reed stated her understanding that other SHIP-funded jurisdictions that have density bonuses within the county did receive grant money and indicated that the underlying rules for each jurisdiction might be different.

Mr. Swarengen noted that the current language pertaining to the limit of ten dwelling units per acre in a commercial district looks like an incentive but is not; and that deleting the language resembles the removal of an incentive, and Ms. Vincent agreed. He explained that the change would benefit any type of residential permitting in commercial districts, not just affordable housing.

In response to query by Mr. Heidenreich, Ms. Reed related that the requirements for projects designated as AHDs are located in the Affordable Housing Development section of the Land Development Code and recommended capturing language from Mr. Swarengen's presentation to craft incentives, and discussion ensued.

Responding to query by Mr. Heidenreich, Ms. Vincent related that the anticipated adoption date for the proposed changes is the summer of 2017, and in response to comment by Chairman Fischer, verified that the 50-percent density bonus for a 20-percent affordable housing set-aside has not changed; whereupon, Ms. Reed reported that the bonus is frequently awarded for housing

developments, noting that a rough draft comparison of the existing incentives and proposed changes will be distributed if time permits.

Mr. Swearingen discussed proposed changes to nonresidential and residential districts, relating that the intent is to increase the developable area by reducing the setback and lot size requirements and encourage the construction of front porches as safety measures. In response to query by Mr. Heidenreich, Ms. Vincent related that the minimum lot width will depend upon the district. Mr. Swearingen summarized changes to the review process and approval metrics for waivers, variances, and administrative adjustments and related that clarification was provided by adding provisions, eliminating certain technical standards, and cleaning up the language, noting that other jurisdictions have similar provisions.

Mr. Swearingen indicated that several recently adopted Code amendments accommodate affordable housing, including creation of the R-5, Residential Urban, zoning district, which allows for a variety of home types and smaller lot sizes and dimensional standards; changes to the regulations for accessory dwelling units; and inclusion of a residential infill development provision allowing reduced setbacks under certain conditions. Discussion ensued, and Ms. Vincent provided input with regard to accessory dwelling units.

Ms. Reed distributed a document titled *Chapter 138 – Affordable Housing Comparison Analysis*, and Mr. Swearingen referred to proposed Section 138-3211, Affordable Housing, and indicated that the previous restriction on mobile homes has been removed. Discussion ensued, and in response to query by Mr. Counts, Mr. Swearingen related that the change will not affect the funding or lending standards of any program; whereupon, Ms. Vincent and Ms. Reed clarified that the restriction list will include tents and recreational vehicles only; and that newer mobile homes that meet regulations are acceptable.

In response to comment and queries by Mr. Cane, Ms. Reed related that the County is considering ways to assist new or existing owners to transition, upgrade, and redevelop old mobile home parks that are located in many low and moderate income neighborhoods. She discussed the qualification, transition, and change of ownership processes for mobile affordable housing structures and related that existing structures that do not meet Code and HUD regulations would be replaced with new or newer units; and that recreational vehicles do not qualify and would be removed; whereupon, Ms. Fiel pointed out that the more likely correct term is a *manufactured home*, versus a mobile home that is towed by a truck.

Chairman Fischer informed members that the HFA tried to update mobile home park regulations a number of years ago, noting that the unsuccessful attempt was innovative thinking at the time.

November 2, 2016

Responding to query by Chairman Fischer, Ms. Vincent stated that she is unsure whether 14 or 15 acres are needed for the approval of plans for a new mobile home park; and that she will research the issue.

Referring to affordable housing incentives, Mr. Swearngen pointed out that the compatibility standards factored into the density bonus are vague; and that using better descriptors resulted in clearer standards that apply to residential development across the board, leaving less room for interpretation. He related that setback reductions greater than 25 percent along the periphery of AHDs are categorized as variances; and that all language referring to the Board of Adjustment has been removed.

Mr. Swearngen briefly reviewed the changes to parking reductions, zero lot line configurations, accessory dwelling units, the expedited review process, and impact and other fees, and Ms. Vincent provided input. Responding to query by Chairman Fischer, he stated that, although accessory dwelling unit requirements are more permissive, Code requirements regarding impervious surface rates must be followed when building a home with an accessory-use structure.

During discussion and responding to queries by Mr. Cane, Ms. Reed indicated that the issue of waiving impact fees needs to be addressed further; and that new law and court decisions have said that jurisdictions do not have the ability to waive impact fees. Mr. Swearngen agreed and confirmed the removal of language pertaining to the waiving of impact fees and subsidies for payments of fees and program assistance. Ms. Reed discussed how impact fee and permit application costs can be reimbursed to an affordable housing developer and noted that language must be crafted for an official incentive, and Messrs. Cane and Fischer provided input.

Mr. Swearngen indicated that *Planning Department* will replace various County departments and divisions previously referenced. In response to query by Mr. Cane, Ms. Vincent stated that the County Attorney has been involved in the review process, and Ms. Reed noted that the Community Development attorney is reviewing the proposed changes.

Following brief discussion, Mr. Counts moved, seconded by Mr. Custin and carried, that the Work Group meet on January 4, 2017, at 4:00 P.M.

MINUTES OF MEETINGS OF OCTOBER 8, 2014 AND APRIL 1, 2015 – APPROVED

Upon presentation by Chairman Fischer of the October 8, 2014 and April 1, 2015 minutes, Mr. Heidenreich moved, seconded by Mr. Custin and carried, that they be approved as submitted.

November 2, 2016

ADJOURNMENT

Upon motion by Mr. Heidenreich, seconded by Mr. Custin and carried, the meeting was adjourned at 5:29 P.M.

Chairman

**Affordable Housing Advisory Committee
Report to Board of County Commissioners
SHIP Affordable Housing Incentive Strategies**

December 2017

PREPARED BY:

Brook Gajan, Principal Planner
Pinellas County Planning Department, Community Development Division

SUBMITTED TO:

FLORIDA HOUSING FINANCE CORPORATION

BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the County established an affordable housing advisory committee in May 2008, as required by the Florida Statute section 420.9076. The Affordable Housing Advisory Committee (AHAC Committee) is responsible for reviewing policies, land development regulations, the Comprehensive Plan Policy, and other aspects of the County's policies and procedures that affect the cost of housing. In addition, the AHAC Committee is responsible for making recommendations to encourage affordable housing.

The AHAC Committee is required to submit an incentive report every three years. The report includes recommendations by the committee as well as comments on the implementation of incentives for at least the following eleven distinct areas:

- The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
- The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- The allowance of flexibility in densities for affordable housing.
- The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- The allowance of affordable accessory residential units in residential zoning districts.
- The reduction of parking and setback requirements for affordable housing.
- The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- The modification of street requirements for affordable housing.
- 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.
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- The support of development near transportation hubs and major employment centers and mixed-use developments.

COMMITTEE COMPOSITION

The County Commission (re-appointed) appointed members to the Committee on May 22, 2008. Section 420.907 of the Florida Statutes lists the categories from which committee members must be selected. There must be at least 8 committee members with representation from at least 6 of the following categories:

- Citizen actively engaged in the residential home building industry in connection with affordable housing.
- Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
- Citizen actively engaged as a for-profit provider of affordable housing.
- Citizen actively engaged as a not-for-profit provider of affordable housing.
- Citizen actively engaged as a real estate professional in connection with affordable housing.
- Citizen actively serving on the local planning agency pursuant to s. 163.3174.
- Citizen residing within the jurisdiction of the local governing body making the appointments.
- Citizen who represents employers within the jurisdiction.
- Citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee Members are included here, along with their category affiliation.

Name		Category Represented	Date Appointed
1	Casey Cane	Homebuilding Industry	05/22/2008
2	Norris Counts	Banking Industry	05/22/2008
3	Robyn Fiel	Mortgage/Real Estate Professional	05/22/2008
4	Steven Beal	Low-Income Advocate	05/22/2008
5	Dennis Long	Resident of Jurisdiction	05/22/2008
6	Joseph Heidenreich Jr.	Homebuilding Labor	03/12/2012
7	Barbara Green	Not-for-Profit Housing Provider	03/12/2012
8	Jerry Custin	Employer Representation	03/12/2012
9	Robert Ironsmith	Resident of Jurisdiction	03/12/2012
10	Bruce Proud	Essential Service Personnel	03/12/2012
11	Vacant	Local Planning Agency/For-Profit Housing Provider	

AFFORDABLE HOUSING INCENTIVES

The intent of the Pinellas County Affordable Housing Incentives is to provide private sector builders and developers with regulatory and financial incentives to produce affordable housing in Pinellas County. The incentives listed below are made available by the Board of County Commissioners in order to encourage development of affordable housing in unincorporated Pinellas County.

- Expedited Permit Processing
- Review Fees May be Waived or Paid by the County.
- Allowance for Increased Density Levels
- Reduction of Parking Requirements
- Reduction of Setback Requirements
- Allowance of Zero-Lot-Line Configurations
- Street Design (Modification of Street Requirements)
- Donation of Publicly Owned Land
- Identifying Qualified Buyers or Renters
- Accessory Housing Units – Guest Cottages
- Affordable Housing Development (Mixed-Use Developments)

Projects seeking to use affordable incentives must be certified as Affordable Housing Developments prior to receiving any incentives listed above.

The Planning Department administers the Affordable Housing Development (AHD) certification process to identify projects that meet the definition of affordable housing. Developers interested in applying to receive AHD incentives must complete an Affordable Housing Development application and identify those incentives for which they intend to apply. County staff reviews AHD applications, determines AHD certification eligibility and advises applicants of the affordability restrictions and requirements. Projects certified as affordable housing projects receive expedited permit processing and waiver of review fees.

Staff presented the latest affordable housing practices and recommendations on incentives to the AHAC Committee. Each of the eleven affordable housing incentives recommended by the State were thoroughly examined and discussed with AHAC Committee members. This plan is a result of the recommendations from the AHAC Committee and meetings held with County staff members to determine the feasibility of the recommendations. If approved by the County Commissioner, the recommendations will be used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan – Housing Element.

Pinellas County is currently in the process of updating the Land Development Code. Updates were significantly delayed due primarily to consultant and staffing issues; however, the Land Development Code internal work group is back on track systematically reviewing and updating most of the Code chapters. After public review in early 2018, the Land Development Code is

scheduled to be ready to begin the County adoption process in the spring of 2018. A presentation was made to the AHAC Committee in November 2016 on proposed updates to the Land Development Code. Additionally, staff will ensure the AHAC Committee has an opportunity to provide input during the public review period and will keep the AHAC Committee informed of any proposed Land Development Code updates that may affect the existing affordable housing incentives.

EXPEDITED PERMITTING

Meeting Synopsis: Staff detailed for the AHAC Committee the process a builder/developer must follow in order to be eligible to receive expedited permitting and the process followed to expedite the permitting process. Additionally, staff provided background information on the adoption of the current incentive.

Builders and developers must submit an Affordable Housing Development application to the Pinellas County Planning Department. County staff reviews AHD applications and determines AHD certification eligibility. If a project is certified as an AHD, the developer is provided with a certification to be submitted with the permit and review application. Applications with the certification are given priority review with a target to complete the review process in two weeks. . In addition to expedited permit processing, AHDs are entitled to permit and review fee waivers.

AHAC Committee members inquired about how often the incentive is used and how quickly an affordable housing development application moves through the system vs. a normal development. The AHAC Committee inquired if it was possible to identify the number of affordable housing development that applied for this incentive. Staff provided that currently it is possible to track projects that apply for/receive assistance through County federal and state housing programs. Staff also provided that a new technology is being implemented that will have better tracking capabilities.

Existing Strategy: *Expedited Permit Processing:* The County Administrator shall provide a review process, which gives AHD's priority in the permit review process. A two-week turn-around time shall be the desired goal for the processing of a site plan for such development. To assist in achieving this goal a pre-application meeting will be required between the applicant and county site plan review staff. The development review administrator will serve as an ombudsman to assist the applicant in achieving an expeditious review.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: In addition to information available on the County's website, the AHAC Committee identified the need to better educate/inform housing developers of the incentives available for developing affordable housing. Staff will develop a marketing plan for promoting the available incentives.

MODIFICATION OF IMPACT FEES

Meeting Synopsis: Staff provided details on the existing incentive and summarized previous discussions related to this incentive to the AHAC Committee. Previous AHAC Committee discussions identified potential options of having impact fees paid by the homeowner over time or have the County pay the fees, either up front or over time. Staff reminded the AHAC Committee that although the County can waive review fees for unincorporated areas of the County, each municipality within the County assess their own fees. The AHAC Committee inquired if it was possible to require the municipalities to follow the County's incentives.

Existing Strategy: *Review fees may be waived or paid by the County:* The County Administrator is authorized to waive all fees for affordable housing units, except where "bond covenants" (i.e. on water, sewer connection fees) or other legal constrains prevent such waiving. Subsidies for payment of fees may be provided in the form of deferred payment or low interest loans. The department of community development shall administer a program to assist the applicant subject to available funds.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: Staff will research ideas and provide updates to the AHAC Committee for additional discussion at a future meeting.

FLEXIBLE DENSITIES

Meeting Synopsis: Staff detailed to the AHAC Committee the purpose of flexible density bonuses as affordable housing incentives and provided information to the AHAC Committee on the County's current density bonus incentive. Staff also informed the AHAC Committee that the density bonus is not available in all non-SHIP entitlement jurisdictions in the County. Staff reminded the AHAC Committee that one of the proposed Land Development Code updates is to increase zoning category densities, which would in turn increase maximum densities for affordable housing developments.

Existing Strategy: *Allowance of increased density levels:* A density bonus of up to 50 percent above the normal density permitted by this chapter may be provided as a special exception pursuant to article II, division 7 of this chapter. Such bonus shall be subject to compatibility with the surrounding natural and physical environment, site constrains, concurrency management requirements and shall be in keeping with the purpose and intent of this chapter.

In order to achieve additional density in single-family districts, a reduction in the required lot size by up to 30 percent may be authorized. However, lot sizes should be controlled on periphery lots adjacent to single-family districts to maintain neighborhood compatibility.

Periphery lots may be reduced in size no more than ten percent of the existing required lot size. To be eligible for such bonus, development must comply with the County's concurrency management ordinance. (138-240(23)(a).

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

RESERVATION OF INFRASTRUCTURE CAPACITY

Meeting Synopsis: Staff provided the purpose of an incentive for the reservation of infrastructure capacity. No discussion was held by the AHAC Committee.

AHAC Committee Recommendation: The AHAC Committee will not establish a reservation of infrastructure capacity incentive at this time.

Implementation: N/A

PARKING AND SETBACK REQUIREMENTS

Meeting Synopsis: Staff detailed the purpose of this incentive and provided a reminder to the AHAC Committee of previous discussions related to this incentive. There was no new discussion on this incentive.

Existing Strategies: *Reduction of parking requirements:* Parking requirements may be reduced where it can be shown that such reduction will be compatible with the surrounding neighborhood and not cause an adverse impact to the neighborhood. Such reduction shall be reviewed by the board of adjustment pursuant to section 138-240(23).

Reduction of setback requirements: Setback requirements may be reduced up to 25 percent provided such reductions are not permitted for structures along the periphery of the AHD. Reductions along the periphery or in excess of the 25 percent limitation may be considered by the board of adjustment.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

AFFORDABLE ACCESSORY RESIDENTIAL UNITS

Meeting Synopsis: Staff relayed information to the AHAC Committee related to the purpose of affordable accessory residential units and provided information to the AHAC Committee on the County's current affordable accessory residential unit incentive.

Staff provide the AHAC Committee with information on Ordinance 15-32, which updated the Land Development Code relating to the definition of Accessory Dwelling Units. Updates to the Code include: increasing the floor area of the accessory units from a maximum of 500 square feet or 20 percent of the floor area of the primary unit (whichever is less) to a maximum of 750 square feet or 50 percent of floor area of the primary unit (whichever is less); Changing the requirement that the primary dwelling unit be owner-occupied to allowing with the primary or accessory dwelling unit shall be owner-occupied; and adding a restriction that mobile homes and recreation vehicles are not permitted to be used as accessory dwelling units.

Existing Strategies: *Guest Cottages:* Will be permitted in all areas permitting single-family homes subject to size limits, design guidelines, parking and that the primary unit be owner-occupied.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

FLEXIBLE LOT CONFIGURATIONS

Meeting Synopsis: Staff relayed information to the AHAC Committee related to the allowance of zero-lot-line configurations. Staff informed the AHAC Committee that this incentive is rarely requested, however, requests to reduce lot widths and setback occur at the same time to save on land costs. The AHAC Committee inquired of the purpose of having an incentive if it is rarely used. Staff informed the AHAC Committee that if they felt incentives were not being utilized the AHAC Committee had the option of recommending that the incentive be discontinued. AHAC Committee discussed how this incentive could be used and that zero-lot-configuration developments are occurring in other locations around the State.

Existing Strategy: *Allowance of zero-lot-line configurations:* Zero lot line configurations will be permitted in all single-family residential districts as follows:

- a. Zero lot line configuration when not located on the periphery of the AHD may be permitted provided no setback is required on one side of the lot and the setback on the opposite side is double on one side of the lot and the setback on the opposite side is double the normal requirement of the district in which the AHD is located. All

other requirements must be met including article 4 division 11 of this chapter shall be applicable.

- b. Zero lot line configuration proposed on the periphery of an AHD where located in a single-family residential district may be permitted as a special exception pursuant to article II division 7 of this chapter.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: Staff will research the background of this incentive and provide updates to the AHAC Committee for additional discussion at a future meeting.

MODIFICATION OF STREET REQUIREMENTS

Meeting Synopsis: Staff detailed the purpose of this incentive and provided a reminder to the AHAC Committee of previous discussions related to this incentive. AHAC Committee discussed whether this incentive was for an entire development or just right-of-way and if the when the incentive allows street modifications is the illumination of public streets/sidewalks taken into consideration.

Existing Strategy: *Street Design (Modification of street requirements):* Modifications in street layout and design may be permitted subject to site constrains, type and intensity of development, and compatibility with surrounding development. The county public works director or his designee may recommend such modifications as deemed appropriate to achieve the intent of this section. However, such recommendation will be in keeping with standard, safe engineering practice and construction standards generally shall not be modified.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: Staff will research additional information related to this incentive and provide updates to the AHAC Committee for additional discussion at a future meeting.

PROCESS OF ONGOING REVIEW / ESTABLISHMENT OF ONGOING OVERSIGHT

Meeting Synopsis: Staff detailed the purpose of this incentive to the AHAC Committee. Staff informed the AHAC Committee that it is the role of Staff to review proposed updates to policies, procedures, ordinance, regulations or other provisions that would affect the cost of producing housing. Staff will provide the AHAC Committee with all proposed changes to allow the AHAC Committee an opportunity to review and comment on all proposals that would potentially affect the production of affordable housing. Staff informed the AHAC

Committee that information is being gathered on the review processes of the other SHIP jurisdictions within the County.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: Staff will continue to research best practices related to the ongoing review and oversight of policies, procedures, ordinances and regulations that increase the cost of housing. Staff will bring forward a final recommendation for the AHAC Committee's consideration.

PUBLIC LAND INVENTORY

Meeting Synopsis: Staff detailed the purpose of this incentive and provided a reminder to the AHAC Committee of previous discussions related to this incentive. Staff provided the AHAC Committee with information on the Pinellas Community Housing Land Trust and noting that it is a long-term receptacle for properties acquired, purchased or in the case of the County, declared as surplus. The land trust properties are kept in perpetual long-term affordability through a 99-year lease with the developer. Staff informed the AHAC Committee that the Community Development Division is responsible for keeping an updated inventory of land that could potentially be used for affordable housing.

Existing Strategy: *Donation of publicly owned land.* County ordinance 88-47 currently permits donations of escheated property to nonprofit organizations. Using state or federal housing funds, the County may also make deferred payment or low-interest loans to both nonprofits and for-profits for the purchase of property when the use meets the requirements of the funding source.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

QUALIFIED BUYERS OR RENTERS

Meeting Synopsis: Staff detailed the purpose of this incentive and provided a reminder to the AHAC Committee of previous discussions related to this incentive. Staff informed the AHAC Committee that the purpose of this incentive is to create a pool of individuals that are eligible to purchase or rent affordable housing units. Staff provided information on the housing agencies that receive funding to administer classes to help prepare residents become homeowners and to provide budgeting and foreclosure classes. The agencies and participants are provided information on affordable housing developments throughout the county.

Existing Strategy: *Identifying qualified buyers or renters.* Existing sources will be identified and made available to AHD's to provide assistance in locating a qualified pool of homebuyers and renters for the affordable units. The department of community development will make this information available.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Meeting Synopsis: Staff detailed the purpose of this incentive and provided a reminder to the AHAC Committee of previous discussions related to this incentive. The AHAC Committee discussed the existing incentive of permitting up to ten units per acre in commercial zoning districts. The AHAC Committee discussed safety, fire egress and parking lot codes. Staff identified that all development standards of the zoning district would have to be followed.

Existing Strategy: *Affordable housing development.* Up to ten units per acre shall be permitted in commercial zoning districts provided all development standards of the zoning district are adhered to. Where residential development is provided as upper floors above commercial uses, the allowable floor area permitted for the commercial use shall not be reduced.

AHAC Committee Recommendation: Incentive to remain without revision.

Implementation: No action necessary.

ADDITIONAL RECOMMENDATIONS

AFFORDABLE GREEN BUILDING

Meeting Synopsis: Staff relayed to the AHAC Committee that the County does not currently have a green building incentive for affordable housing developments. The AHAC Committee discussed the topic of green building and discussions revolved around green building products and the possibility of incorporating green building without obtaining official green building certifications (i.e., the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system for new construction) due to the cost of obtaining the certifications. Another topic the AHAC Committee discussed was incorporating energy efficiency and solar energy into affordable housing developments.

AHAC Committee Recommendation: The AHAC Committee did not recommend a green building incentive; however, the AHAC Committee does feel there should be additional conversations about the potential for a green building incentive.

Implementation: Staff will research additional information related to green building and the AHAC Committee will discuss possible green building incentives at a future meeting.

INCLUSIONARY ZONING

Inclusionary Zoning assists in the preparation of mixed-use environments with multiple housing types and income levels. By linking the production of affordable housing to private market development, inclusionary zoning expands the supply of affordable housing while dispersing affordable units throughout the municipality.

Meeting Synopsis: Staff informed the AHAC Committee that the County does not currently have an inclusionary zoning incentive. Staff informed the AHAC Committee that an inclusionary zoning study was prepared for the County in 2007. Based on public input, the Board determined not to adopt a mandatory inclusionary housing requirement. No additional discussion was held by the AHAC Committee.

AHAC Committee Recommendation: The AHAC Committee did not recommend an inclusionary zoning incentive.

Implementation: No action necessary.