

Notice of Public Meeting

City of Tallahassee
Affordable Housing Advisory Committee
Monday, July 18, 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 regular meeting pursuant to Sec. 420.9076, Florida Statutes, on Monday, July 18, 2022, at 10:00AM at the Smith-Williams Service Center, 2295 Pasco Street. The public is welcomed to attend the committee meeting. 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 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/AHAC>

Event number: 2335 924 3403

Event password: AHAC

Audio conference: 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: 2335 924 3403

For more information, please contact Ginger Williams at 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.)



**CITY OF
TALLAHASSEE**

Affordable Housing Advisory Committee

July 18, 2022 - 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 May 16, 2022, AHAC Meeting

5. PRESENTATIONS

6. POLICY & DIRECTION

- 6.1. Review of Statutory Elements – *Jean Amison, Housing Division*

7. ANNOUNCEMENTS

- 7.1. Review of Reporting Timeline – *Jean Amison, Housing Division*

8. UNAGENDAED ITEMS

9. ADJOURNMENT



**CITY OF
TALLAHASSEE**

Affordable Housing Advisory Committee

May 16, 2022

Meeting Summary

Smith-Williams Service Center, 295 Pasco Street

Members in Attendance: Karlus Henry, Kyndra Light, Mayor John Dailey, Christopher Daniels, Jesse Jones, Shari Gewanter, Mechelle Mickles, Bill Wilson

Members Absent: Ian Waldick, Jim McShane, Kayana Gaines

Staff: Jean Amison (Housing Manager), Ginger Williams (Housing Coordinator), Amy Toman (Legal)

Call to Order, Welcome, and Introductions: Kyndra Light was acting Chair for the meeting. The meeting was called to order at 10:07 AM. A quorum was declared, and the acting Chair noted the posting of the meeting notice.

Public Comment: One guest in attendance provided comments. Mr. Stanley Sims, a resident, commented on the request for funding and programs brought by the Capital Area Justice Ministry. He suggested the recommendations from that group be brought before the AHAC for further action or review. There was no other public comment.

Agenda Modifications: There were no agenda modifications

Approval of the Minutes: Ms. Gewanter moved, Mr. Daniels seconded the motion to approve the minutes of the April 18, 2022, meeting. The motion passed unanimously.

Presentations: Ms. Amison provided an update on progress of the new joint IHO work as directed by the Commission in February 2022. The work is based on the recommendations of both the City and County AHACs in their respective 2021 Reports of Recommendation. City and County staff are working with the Florida Housing Coalition on finalizing the scope of work and contract to begin the work. Public engagement will begin towards the end of the summer. Ms. Gewanter requested that the current Inclusionary Housing Ordinance and some background material be presented as part of the meeting package.

Ms. Amison also introduced Dr. Kimball Thomas as the new Director of Housing and Community Resilience, although he was unable to attend the meeting.

Policy and Direction: There were no items brought for policy and direction.

Announcements: There were no announcements.

Unagendaed Items:

Bill Wilson made remarks about the House America proclamation brought by the Mayor during the City Commission on May 11th. He suggested that such policy be brought to the AHAC for recommendations prior to finalizing. The Mayor remarked that the proclamation was made at the behest of his office.

Kyndra Light again requested a process or program where the City will offer large parcels of land already platted for development including in-place infrastructure and planning. This was a follow up comment to her request from the previous meeting to employ the resources of FSU's Department of Urban and Regional Planning to assist the City with creating of a program or project.

Karlus Henry commented on finding other sources of funding for Down Payment Assistance, recalling that the City's federal funds and the County's funds cannot be used to provide assistance in a floodway or flood plain. The discussion turned to questions regarding FEMA flood maps and getting updates to the maps or amendments for particular parcels.

Before adjourning, Ms. Amison polled the group on anything they would like to discuss at the upcoming joint City/County AHAC meeting in June. Mr. Wilson requested information on any pipeline numbers the County may be focusing on, similar to the City's House America goals, and any opportunities for consistency between the City and County LHAPs.

Adjournment: After no further business, the Acting Chair declared the meeting adjourned at 10:44am.

2022 AHAC REPORT TIMELINE
For Staff Development and Posting of Report

Date	Item	Task
2/14/2022	Orientation and Kickoff Meeting	Elect Chair/CoChair
3/21/2022	Joint AHAC with County	
4/18/2022	City AHAC Meeting	LHAP/AAP Review by AHAC
5/16/2022	City AHAC Meeting	
6/20/2022	Joint AHAC with County	CompPlan overview with Planning/GM
7/18/2022	City AHAC Meeting	Review statutory elements
AUG 2022	RECESS	
9/19/2022	City AHAC Meeting	Finalize recommendations for draft report
10/1/2022	Draft Report	
10/1/2022	Draft Notice for Publication	Includes summary of recommendations
10/5/2022	Route Draft to Internal Staff	
10/5/2022	Route Draft to AHAC	
10/17/2022	Joint AHAC with County	Review recommendations of each report
10/26/2022	Post Notice of Public Hearing	Must be posted for 15 days
11/10/2022	Draft Agenda Item	
11/10/2022	Due Dates for Comments from AHAC	
11/10/2022	Agenda Item/PPT Presentation Due	
11/21/2022	Final AHAC Meeting/Public Hearing	Public Hearing to adopt Report
12/7/2022	City Commission Meeting to Present Report	
12/31/2022	Report Due to FHFC	

CITY OF TALLAHASSEE
AFFORDABLE HOUSING ADVISORY COMMITTEE
2021 RECOMMENDATIONS UPDATE

TYPE	ACTION AREA	2021 AHAC RECOMMENDATION	STATUS / NOTES Updated July 2022	FORMALLY ADOPTED AT PUBLIC HEARING	Not Started / In Progress / Completed
STATUTORY	a) 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.	1) Increase awareness on development process and incentives offered and continue existing expedited permitting for Affordable Housing developments.	The City's Housing Division, Planning, and Growth Management Departments are actively engaging the development community, reaching out to new developers, contractors, and landlords to tell them about the City's incentives.	Yes	Completed
STATUTORY	b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.	2) Develop a streamlined process for requesting waivers and incentives delegating as much as expedient to staff for approval and codify the waivers and incentives that are available in the new Affordable Housing Incentives ordinance.	The City's Housing Division has implemented an online certification for all affordable housing developments. In addition, in concert with the amended IHO, the City will revise its Affordable Housing Policy providing for delegation of incentives by staff and codify all waivers and	Yes	Partially completed; In Progress
STATUTORY	c) The allowance of flexibility in densities for affordable housing.	None	Comp Plan currently allows up to 25% density bonus; New AH ordinance will codify in Land Dev. Code	NA	NA
STATUTORY	d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.	None	Discussed during the regulatory barrier presentation but no formal motion made	NA	NA
STATUTORY	e) The allowance of affordable accessory residential units in residential zoning districts.	None	City has a policy to allow ADU's.	NA	NA
STATUTORY	f) The reduction of parking and setback requirements for affordable housing.	None	Discussed during the stormwater presentation but no formal motion made	NA	NA
STATUTORY	g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.	None	Discussed during the regulatory barrier presentation but no formal motion made. Further discussion recommended staff review; however, the concern will be addressed in amendment to AH Ordinance	NA	NA
STATUTORY	h) The modification of street requirements for affordable housing.	None	Discussed during the stormwater presentation but no formal motion made	NA	NA
STATUTORY	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.	3) Support the development of an Affordable Housing Incentives Ordinance.	In concert with the amended IHO, the City will revise its Affordable Housing Policy providing for delegation of incentives by staff and codify all waivers and incentives.	Yes	In Progress
STATUTORY	j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.	None	Discussed during the surplus lands and real estate presentation but no formal motion made. City has adopted list and online map of all lot inventory. A motion was made but not carried to Consider amending City policy to adopt inventory list more frequently than every 3 years	NA	NA

CITY OF TALLAHASSEE
AFFORDABLE HOUSING ADVISORY COMMITTEE
2021 RECOMMENDATIONS

TYPE	ACTION AREA	2021 AHAC RECOMMENDATION	STATUS / NOTES Updated July 2022	FORMALLY ADOPTED AT PUBLIC HEARING	Not Started / In Progress / Completed
STATUTORY	k) The support of development near transportation hubs and major employment centers and mixed-use developments.	None	Discussed during the regulatory barrier presentation but no formal motion made. DOT announced a grant addressing homelessness through transit planning. Staff sent info on the new grant to StarMetro.	NA	NA
INNOVATION	Inclusionary Housing	4) Amend the Inclusionary Housing Ordinance to apply to rental developments as well as homeownership developments, lower the threshold number of units to 20, and expand applicability to citywide.	The County AHAC adopted a similar recommendation. At the February 2022 joint housing workshop, staff was directed to amend the IHO, working with FHC to develop a solid ordinance and incentives package.	Yes	In Progress
INNOVATION	Diverse Housing Typology	5) Expand types of homes that may be certified as affordable and encourage more Missing Middle typologies.	The City's Housing Division has implemented an online certification for all affordable housing developments and is actively engaging the development community, offering incentives in return for affordable units.	Yes	Completed
INNOVATION	Small Developer Construction Loans	6) Identify additional financial resources to increase funding allocation to the Affordable Home Construction Loan Program.	The Commission approved the use of the City's SLFRF/ARPA funding in support of neighborhood revitalization and infill development. Housing staff allocated additional funding to the AHCLP and has since approved 2 new loans, with several more in the pipeline.	Yes	Completed
INNOVATION	Infill Redevelopment on Vacant City Parcels	Amend process for CRA Infill Housing Development program to proceed with building spec homes	Recommendation taken to CRA board; CRA approved and under implementation by staff. Homes have been approved and are under construction.	No	Completed
INNOVATION	Rental Rehabilitation	7) Prioritize redevelopment and the rehabilitation of the existing housing stock for affordable purchase, and allocate funds for affordable rental housing	The City's Housing Division has increased the amount of funding for CHDO's to rehab existing stock; has worked with nonprofits building capacity to be a CHDO; has increased the number of replacement homes available each year; has implemented a Rental Rehab Loan Program.	Yes	Completed
JOINT COMMISSION	Direct County and City Departments, i.e. Public Works, Underground Utilities and Infrastructure, Blueprint and Planning, to include affordable housing as a criterion when prioritizing infrastructure projects.	None	Ongoing coordination among staff.	NA	NA
JOINT COMMISSION	Direct staff to work with housing partners to evaluate design standards that could be applied countywide.	None	Free consultation provided by the Planning Department's DesignWorks Studio.	NA	NA
JOINT COMMISSION	Direct staff to partner with affordable housing organizations and other entities that enhance a livable community and promote sustained homeownership in the neighborhoods surrounding the Orange Avenue Apartments.	None	City financially supported the establishment of the South City Foundation and serves on Advisory Council for their revitalization programs.	NA	NA

CITY OF TALLAHASSEE
 AFFORDABLE HOUSING ADVISORY COMMITTEE
 2021 RECOMMENDATIONS

TYPE	ACTION AREA	2021 AHAC RECOMMENDATION	STATUS / NOTES Updated July 2022	FORMALLY ADOPTED AT PUBLIC HEARING	Not Started / In Progress / Completed
JOINT COMMISSION	Provide a joint formal letter to the Tallahassee Housing Authority and request that they reserve a portion of its funding assistance dollars for permanent supportive housing clients, if available.	None	Recent Emergency Vouchers via CARES Act has reserved funding 67 households existing homelessness.	NA	NA
JOINT COMMISSION	Direct staff to work with utility providers to develop recommendations for addressing the problems associated with transitioning persons who have outstanding utility bills from homeless shelters to permanent housing and provide a report to the County and City Commissions, respectively.	None	Utility arrears and reconnection fees for individuals exiting homelessness can be paid by Rapid Rehousing program funded by the City.	NA	NA
JOINT COMMISSION	Direct the County and City staff to evaluate permanent funding sources for affordable housing.	8) Explore, along with the County AHAC, impact and linkage fees for development as a permanent source of funding for affordable housing.	City AHAC made a motion to request the Joint AHACs discuss the issue of impact fees for development as a permanent source of funding for affordable housing.	Yes	Not Started
JOINT COMMISSION	Direct staff to include the support of full funding of the Sadowski Act into the County and City's respective legislative priorities, with assistance from the Florida Association of Counties and the Florida League of Cities.	None	Ongoing annual legislative priority.	NA	NA