

# Creating an Annual Schedule for **AHAC** Reports

## Florida Housing Coalition Presenters:

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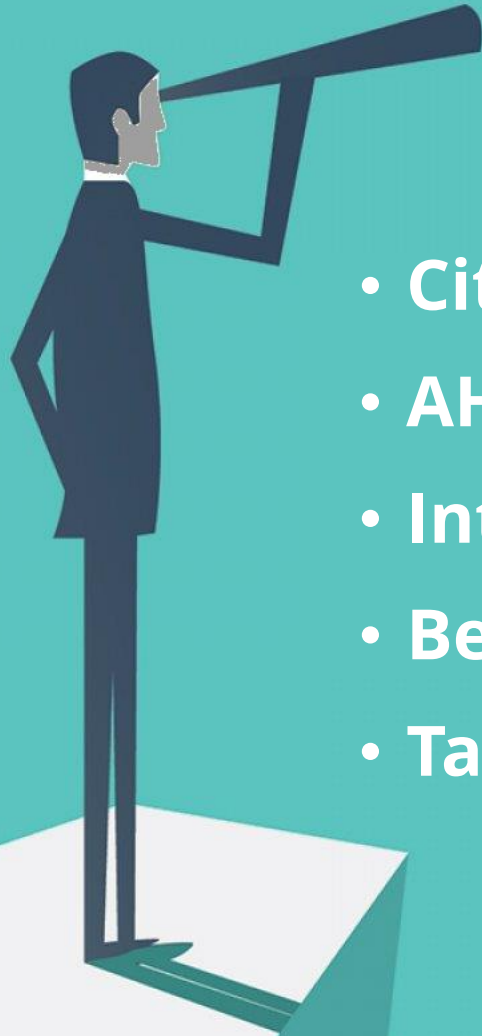
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# Overview



- Cities and Counties with AHACs
- AHAC Requirements and Timeline
- Introduction to Incentive Strategies
- Best Practices for Ongoing Committee Work
- Tampa and St. Petersburg Presentations



# **New AHACs Required because of Higher 21/22 Funding**

**HIGHLANDS COUNTY**

**FORT MYERS**

**OCALA**

**BOCA RATON**

**BOYNTON BEACH**

**LARGO**

**CITY OF SARASOTA**

**DEERFIELD BEACH**

**HOLLYWOOD**

**LAUDERHILL**

**MARGATE**

**SUNRISE**

**WESTON**

**COLUMBIA COUNTY**

**COCONUT CREEK**

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# Counties with AHACs

ALACHUA

BAY

BREVARD

BROWARD

CHARLOTTE

CITRUS

CLAY

COLUMBIA

COLLIER

DESOTO

DUVAL

ESCAMBIA

FLAGLER

GADSDEN

HARDEE

HERNANDO

HIGHLANDS

HILLSBOROUGH

HENDRY

INDIAN RIVER

JACKSON

LAKE

LEE

LEON

LEVY

MANATEE

MARION

MARTIN

MIAMI-DADE

MONROE

NASSAU

OKALOOSA

ORANGE

OSCEOLA

OKEECHOBEE

PALM BEACH

PASCO

PINELLAS

POLK

PUTNAM

ST. JOHNS

ST. LUCIE

SANTA ROSA

SARASOTA

SUMTER

VOLUSIA

SUWANNEE

SEMINOLE

WALTON

WAKULLA

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# Cities with AHACs

BOCA RATON	FORT LAUDERDALE	MIAMI BEACH	PLANTATION
BOYNTON BEACH	FORT MYERS	MIAMI GARDENS	POMPANO BEACH
BRADENTON	GAINESVILLE	MIRAMAR	PORT ST. LUCIE
CAPE CORAL	HIALEAH	NORTH MIAMI	ST. PETERSBURG
CLEARWATER	HOLLYWOOD	Ocala	TALLAHASSEE
CORAL SPRINGS	KISSIMMEE	ORLANDO	TAMARAC
DAVIE	LAKELAND	PALM BAY	TAMPA
DAYTONA BEACH	LARGO	PANAMA CITY	TITUSVILLE
DEERFIELD BEACH	LAUDERHILL	PEMBROKE PINES	WEST PALM BEACH
DELRAY BEACH	MELBOURNE	PENSACOLA	WINTER HAVEN
DELTONA	MIAMI		

# Affordable Housing Advisory Committee (AHAC)

- AHAC recommends regulatory incentives:

Florida Statute 420.9076

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

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# AHAC Updates

2020 legislative session:  
HB 1339 AHAC  
statutory changes:

- Appoint an Elected Official by October 1, 2020
- Complete an AHAC Incentive Strategies report **annually**
- Must submit AHAC Report to FHC
- Expands impact fee incentive to include all local government fees



CHANGE  
AHEAD

# An Elected Official on the AHAC

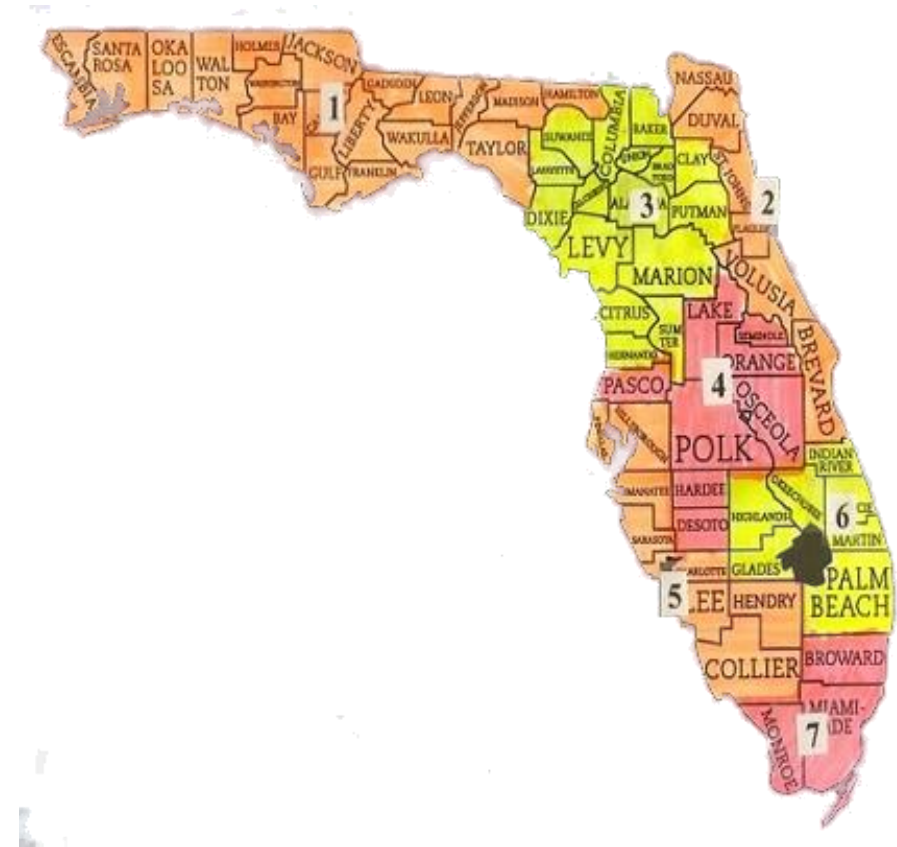
- An official with the Commission that oversees the city/county's Local Housing Assistance Plan (LHAP)
- **Elected official counts as one of the 8-11 members but does not count under a statutorily defined category**
- Elected official must participate in AHAC meetings as committee works to produce an AHAC report for 2021

# Role of the Elected Official?

- The elected official is a regular voting member of the AHAC
- Does not have any special authority on the committee
- Goals:
  - **To engage the elected body on the AHAC's work**
  - **Elevate the status of the AHAC**

# Elected Officials attended 2022 Biannual Regional Workshops

- 7 Training Regions
- Guidance on Incentive Strategies and Other Housing Topics
- **FHC will contact Elected Officials two months in advance of scheduling 2023 workshops**



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# When is the AHAC Report Due?

AHAC Report must be completed annually starting

**December 31, 2022**

...or

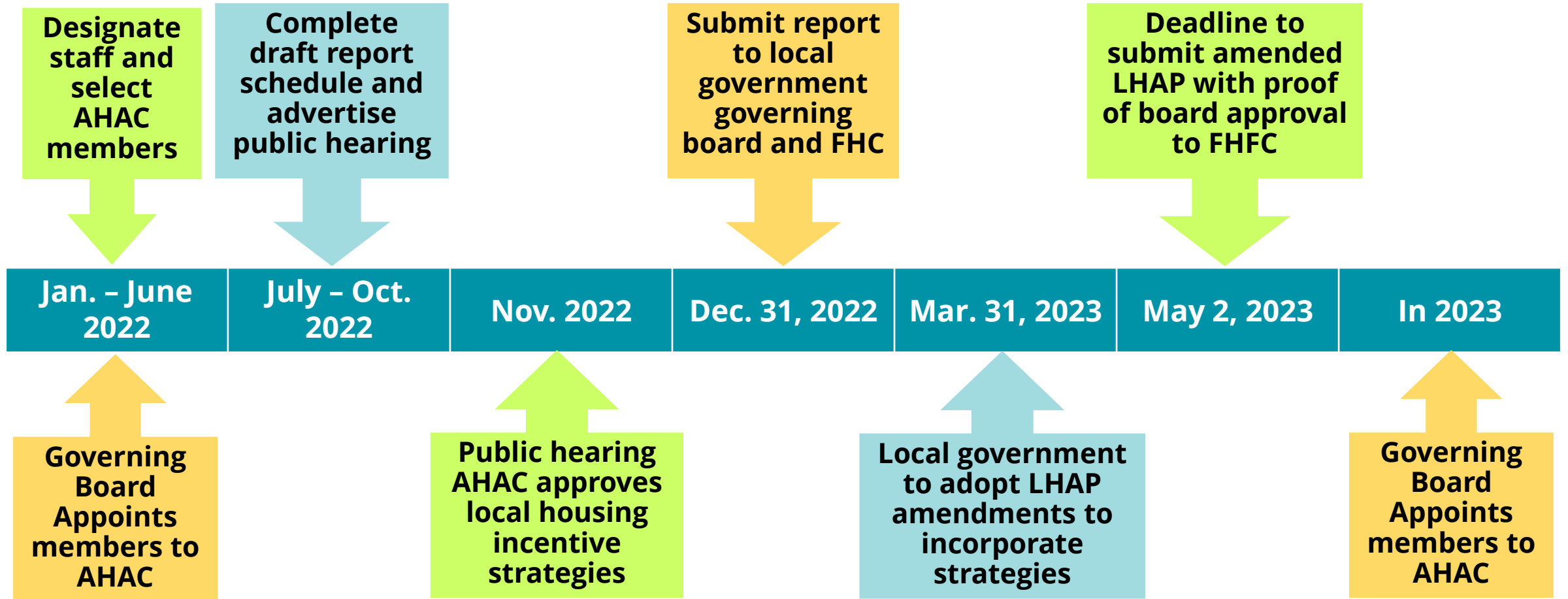
When jurisdiction's SHIP allocation  
exceeds **\$350,000**

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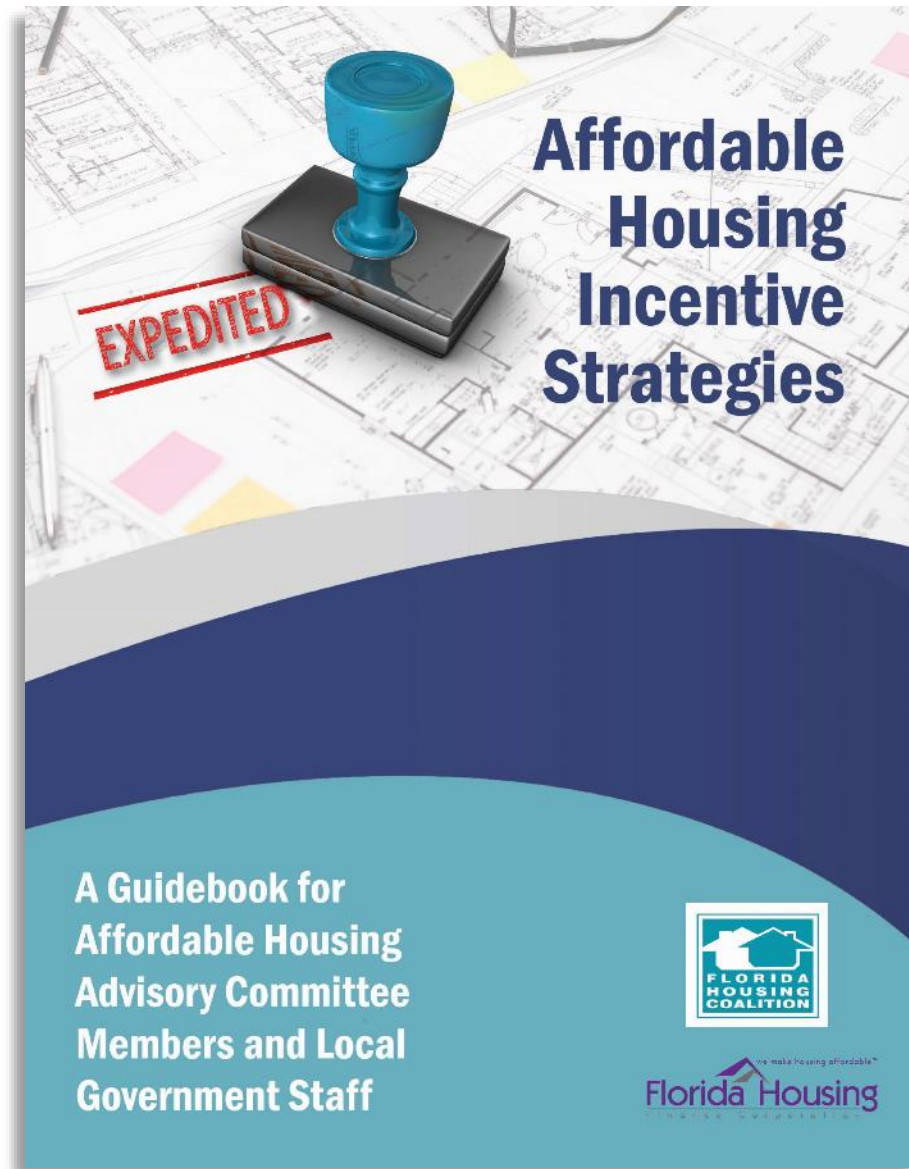
# AHAC Report Timeline



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# Handout: **AHAC** GUIDEBOOK



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# AHAC REPORT TEMPLATE

## INCENTIVE STRATEGIES REPORT TEMPLATE

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

SUBMITTED TO: \_\_\_\_\_  
BOARD OF CITY/COUNTY COMMISSION

SUBMITTED TO: \_\_\_\_\_  
FLORIDA HOUSING FINANCE CORPORATION

DATE SUBMITTED: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

### BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the City/County established an Affordable Housing Advisory Committee on DATE as required by the Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies.

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# Recruit AHAC Committee Members

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



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# AHAC Membership Categories

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





# AHAC Membership Categories

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

# AHAC Staff Support

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

# **AHAC Recruitment, Bylaws and Meetings**



# AHAC Recruitment

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- Recruitment is ongoing
- Clearly define AHAC members role
- Solicit members that are advocates for affordable housing
- Select members that will engage in meetings



# AHAC Bylaws

- Identify Purpose
- List member details & requirements
- Appointment Terms
- Requirements for a quorum
- Outline when meetings are held
- Selection process for chair and co-chair



# AHAC Bylaws

The purpose of AHAC is to review established policies and procedures, ordinances, land development regulations and adopted comprehensive plan of the City and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate.

# Sample Appointment Terms

- Each commissioner shall appoint two (2) members to the committee.
- The committee members terms shall run concurrent with the term of the appointing commissioner
- The BOCC shall appoint one at-large member to the committee.
- The at-large member shall not serve more than two consecutive full four 4-year terms.

# Sample Appointment Terms (cont'd.)

- 3-Year(s) Expiring March 31
- Maximum Number of Terms: 3
- No member shall serve more than three full consecutive term
- Vacancies are filled for the remainder of the unexpired term.

# Structure of AHAC Meetings

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- Roll Call for Quorum
- Minutes
- Old Business
- New Business
- Open to the Public
- Other Matters
- Adjourn



# **Introduction to Incentive Strategies**



# Affordable Housing Incentive Strategies - 420.9076(4)

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

# The AHAC Incentives. 420.9076(4)

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

\*Required incentive to implement



# Recommend Incentives for Affordable Housing

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

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# The AHAC can be a Catalyst for Regulatory Reform

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





# **Best Practices for Ongoing Committee Work**

# The AHAC's Charge



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



# Reviewing Established Policies & Procedures

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

# Impact of Zoning & Land Use on Housing

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

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

# Where Can the Review Begin?

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

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

# 1. Zoning & Future Land Use Maps

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

# Idea: Recommend staff to provide yearly analysis on “zone stats”

- Understanding the scope of buildable land dedicated to different uses can help shape affordable housing policy.
- Sample table to use. Include all zone districts and local stats.

Zone	Zone Description	# of Parcels	% of Parcels	Land Area	% of Land Area
R-1	Single-family Residential				
R-2	Multi-family Residential				
PUD	Planned Unit Development				
A-1	Agricultural				

## 2. Allowable Uses & Densities

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



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

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

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

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

## 6. Financial Incentives & Land Resources

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

# Best Practices: Reviewing Established Policies & Procedures

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

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

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

# Why Concentrate on a Few Incentives?

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

# Creating an Implementation Schedule

- Consider monthly meetings throughout the year to be able to fully address the incentives
- Bring in outside professionals as needed
- In the report, the AHAC can recommend timeframes for the local government to implement the incentives



# Incentives & Strategies beyond those Referenced in Statute

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



# Upcoming Training on these Topics



AHAC Orientation Part 1  
August 24 at 2 pm

[https://us02web.zoom.us/webinar/register/WN\\_tGGTUohvRiS7WFBICBGKdQ](https://us02web.zoom.us/webinar/register/WN_tGGTUohvRiS7WFBICBGKdQ)

AHAC Orientation Part 2  
September 16 at 10 am

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**Expert Presenters:** Florida Housing Coalition Staff and Board Members, Shimberg Center, Palm Beach County CLT, and others

**Sources to pay for this:** SHIP Admin and more

# AHAC Can Engage in other Affordable Housing Plans

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

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

# More Possible AHAC Responsibilities

AHAC may assist staff in many ways

- Review new strategies
- Enhance existing strategies
- Community Outreach and Feedback
- Help create SHIP Procedures



# Understanding Your Local Housing Needs

- **The Federal Government**

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

- **State Government**

- Florida Housing Finance Corporation (FHFC)

- **The Shimberg Center for Housing Studies**

- **Universities**

- **Local Sources**



# What is the Consolidated Plan?

The Consolidated Plan is required of grant recipients under the following HUD programs:

- Community Development Block Grant (CDBG).
- HOME Investment Partnerships Program (HOME).
- Emergency Solutions Grant (ESG).
- Housing Opportunities for Persons with AIDS (HOPWA)

Identifies and assesses local housing and community development needs to develop viable strategies for addressing those needs.

# HOUSING DATA IN THE CONSOLIDATED PLAN

*Household  
Income*

*Housing  
Cost  
Burden*

*Tenure  
(Owner vs.  
Renter)*

*# of Public  
Housing  
Units*

*Household Types  
(single family,  
multi-family etc.)*

*# of units  
for Persons  
with Disabilities*

*# of units for  
the homeless*

*Cost of  
Housing*

*Condition of  
Housing*

*Housing  
Supply &  
Demand*

# Market Analysis

Provides a picture of the community's housing and economic environment.

Analysis of:

- Supply, demand, condition, and cost of housing
- Housing stock available for persons with disabilities or special needs
- Condition and needs of public and assisted housing
- Inventory of facilities, housing, and services for homeless persons
- Barriers to affordable housing
- Employment, educational attainment, major employers

# Key Information

## housing cost burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	85,695	24,127	21,347	2,005
White	65,365	15,839	13,835	1,149
Black / African American	5,229	2,114	2,689	215
Asian	3,185	879	528	98
American Indian, Alaska Native	94	14	30	0
Pacific Islander	4	0	15	0
Hispanic	10,649	4,769	3,745	516

## housing affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	569	No Data
50% HAMFI	1,877	4,790
80% HAMFI	14,313	15,248
100% HAMFI	No Data	24,024
<b>Total</b>	<b>16,759</b>	<b>44,062</b>

# Key Information (con't.)

Types of Housing		
Property Type	Number	%
1-unit detached structure	115,317	61.2%
1-unit, attached structure	17,422	9.2%
2-4 units	8,617	4.5%
5-19 units	29,201	15.5%
20 or more units	12,519	6.6%
Mobile Home, boat, RV, van, etc	5,453	2.9%
<b>Total</b>	<b>188,529</b>	<b>100%</b>

Age of Housing				
Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	15,914	17%	6,876	17%
1980-1999	46,725	50%	20,942	52%
1950-1979	29,269	32%	12,250	30%
Before 1950	874	1%	403	1%
<b>Total</b>	<b>92,782</b>	<b>100%</b>	<b>40,471</b>	<b>100%</b>

Condition of Housing				
Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	26,084	23.4%	26,164	44.9%
With two selected Conditions	233	.2%	1,506	2.6%
With three selected Conditions	12	0%	46	0%
With four selected Conditions	0	0%	0	0%
	82,740	75.9%	30,519	52.4%
<b>Total</b>	<b>109,069</b>	<b>100%</b>	<b>58,235</b>	<b>100%</b>

Vacant Housing			
	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	7,678	5,118	12,796
Abandoned Vacant Units	0	0	0
REO Properties	21	5	26
Abandoned REO Properties	0	0	0





**MORE TRAINING AVAILABLE**

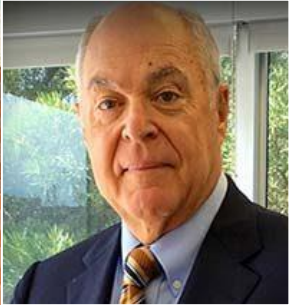
**June 21, 2022 Webinar:**  
View recording at  
<https://vimeo.com/722645771>

# Presenters:





# Tampa AHAC Presentation



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# St. Petersburg **AHAC** Presentation



**Stephanie Lampe**  
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# **Questions And Evaluations**



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