

The City of Titusville City Council met in special session on Tuesday, December 3, 2024, at Titusville City Hall, second floor, Council Chamber, 555 South Washington Avenue, Titusville, Florida 32796. Mayor Connors called the City Council meeting to order at 5:30 p.m. Those present in the Council Chamber included Mayor Andrew Connors, Vice-Mayor Herman Cole, Jr. Col USAF Retired, and City Council Members Jo Lynn Nelson, Dr. Sarah Stoeckel and Megan Moscoso. Also present were City Manager Scott Larese, City Attorney Richard Broome and Senior Administrative Assistant Emily Campbell, who completed the minutes of the meeting.

Mayor Connors requested a moment of silence, followed by leading those present in the *Pledge of Allegiance to the Flag*. Senior Administrative Assistant Emily Campbell read the procedure for public comment and participation.

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The purpose of this meeting was: (1) 2023/2024 Community Development Block Grant (CDBG) Annual Performance Report and 2025/2026 Request for Proposals and (2) State Housing Initiative Partnership (SHIP) Program Housing Incentive and approving Resolution No. 28-2024 – adopting the housing incentive plan dated November 4, 2024.

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2023/2024 Community Development Block Grant (CDBG) Annual Performance Report and 2025/2026 Request for Proposals – City Manager Larese advised that the request was to hold the public hearing on Fiscal Year 2023/2024 CDBG report and hear from agencies seeking Fiscal Year 2022/2026 CDBG funding.

Annually, the Neighborhood Services Department was responsible for reporting on the performance and accomplishments of the City's Community Development Block Grant (CDBG) Program to the U.S. Department of Housing and Urban Development (HUD). The purpose of this meeting was to provide an overview of the CDBG program and its accomplishments for the grant year 2023/2024 and conduct a public hearing on this performance for public comment purposes.

Additionally, the department was tasked with developing an annual action plan to administer the CDBG grant for the next program year. As part of this process, the department seeks to allocate funds to non-profit agencies and organizations for eligible programs to assist in providing public services within the community through the request for proposal process. Each agency requesting funding would be available to provide a brief presentation on their request. Although presentations are not mandatory to receive funding, staff has encouraged each agency applying for funding to attend this meeting and present their request.

Neighborhood Services Director Terrie Franklin provided a powerpoint presentation that highlighted as followed:

- Purpose of this special meeting
- Who is the Neighborhood Services Department?
- Mission
- Goals and Objectives
- Revitalization Objectives
- Preservation Objectives
- Fair Housing Objective
- Serve the Needs of Residents
- Housing Objectives
- Methods of Implementation
- Plan for Change
- Available Resources and Constraints
- CDBG Grant Program
- FY 23/24 Available Revenues
- Funds Expended
- FY 23/24 CDBG Public Services
- FY 23/24 CDBG Other Projects Completed
- On-Going Funded Programs
- FY 23/24 Accomplishments
- End of Annual Performance Report

Terrie Franklin asked Mayor Connors to open the public hearing for public comment on the 2023/2024 Community Development Block Grant (CDBG) Annual Performance Report.

The public hearing was opened.

Toni Shifalo stated that she had been following the CDBG grant process since she lived in Atlanta, Georgia. Ms. Shifalo stated that most of the low-income areas in Titusville were located within two districts. She stated that she was in support of the CDBG grant proposal. Ms. Shifalo discussed the addition of three bus stops in the low-income areas and stated that they were not used often.

~~Linda Goldin~~ Lynn Golden stated that she was president of the Concerned Citizen Group. She stated that this group was establish in 1992 by other concerned citizen groups. She stated that this group was set up for objectives and establishing the needs of our community. She invited council to attend one of their community meetings. *(Correction made by staff prior to the regular City Council meeting on January 14, 2025.)*

Member Nelson stated that the City was allowed to spend money on infrastructure projects and public facilities. She asked if there was something specific the Concerned Citizen Group was requesting from the City Council.

Ms. ~~Linda Goldin~~ Lynn Golden stated that the Concerned Citizen Group had an agenda of projects that they were reviewing and invited council to attend their meetings where these projects would be discussed. *(Correction made by staff prior to the regular City Council meeting on January 14, 2025.)*

Member Moscoso stated that she attended the Concerned Citizen Group meeting on December 2, 2024.

Member Cole asked City Attorney Broome if all council members could attend or if only one could attend at a time.

City Attorney Broome stated that the City would need to post the meeting if more than one Council Member wished to attend the meeting. He stated that the Council Members would be prohibited from talking to each other about any of the issues that came before them, but they could attend and listen.

Kirk Davis stated that he was reviewing the Community Development Block Grant (CDBG). He stated that he appreciated the objectives, goals, and the accomplishments. Mr. Davis stated that in the past twenty-four years, he did not see the infrastructure part of the grant being utilized.

Mayor Connors stated that he spent a few hours at the Neighborhood Services Department and he believed the amount of applications for grants was low. Mayor Connors stated that he wanted to ensure that the community knew about these grants and how to apply for them.

Member Moscoso stated that she also spoke with the Neighborhood Services Department and discussed how they could inform the community about the grants.

Member Nelson stated that part of the problem was the strict reporting requirements.

Janay Gelin stated that she represented Unity Within the Community, a non-profit organization. Over the last four years, they have empowered underserved families and youth in Brevard County. Their mission was to bridge gaps in the neighborhood by providing resources, opportunities and events that uplift and inspire. Ms. Gelin stated that the Community Development Block Grant (CDBG) could help their non-profit expand their reach and serve more children and families in the community.

Member Moscoso stated that Unity Within the Community did so much for the community, but they were unaware of the grant opportunity.

Vice-Mayor Cole recommended that this organization speak with Neighborhood Services Director Terrie Franklin to review the requirements and submit their requests.

Member Stoeckel asked if these funds were confined to a certain area.

Neighborhood Services Director Terrie Franklin stated that there was not a geographical area that the grant applicants were confined as long as the subrecipient of the funds, the non-profit, served

at least 51% of low-income people. She stated that the Neighborhood Services Department offered a technical workshop that applied to every application process where they reviewed the criteria and provided the applicants with a checklist of what the application was graded on during the review.

Member Moscoso discussed the \$400,000 that was going to be used for resurfacing and repaving and asked for more detail on the funding.

Neighborhood Services Director Terrie Franklin stated that it came from the 70% of funds that must be used to serve low-moderate income individuals.

Member Moscoso asked if the City could use more than 15% of the funding for public services activities for the non-profit organizations.

Neighborhood Services Director Terrie Franklin stated that it was a United States Department of Housing and Urban Development's (HUD) rule that 15% of the funds were used for public services activities.

Dwight Seigler stated that he was president of the East Mims Civic League. He stated that he had forty-five years of experience with the Community Development Block Grant (CDBG). Mr. Seigler stated that he was not in support of spending \$400,000 from these funds on roads. Mr. Seigler discussed how Cuyler Park in Mims was built using community development block grant funds, etc.

No one else wished to speak; therefore, the public hearing was closed.

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Neighborhood Services Director Terrie Franklin advised that the following agencies provided requests for FY 2025/2026 grant funding:

- Aging Matters in Brevard – Senior Nutrition Program - \$17,000
- Brevard Alzheimer's – Non-Emergency Transportation - \$8,000
- Community of Hope - Rise Up Titusville Program - \$25,000
- South Brevard Women's Center - Domestic Violence Services - \$16,300

Aging Matters in Brevard, Community of Hope and South Brevard Women's Center gave a brief presentation on their request and their need for funding.

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Neighborhood Services Director Terrie Franklin advised that she was going to move on to the second portion of her presentation to develop and give input for the 2025/2026 CDBG Action Plan.

The presentation highlighted as followed:

- 2025/2026 CDBG Annual Action Plan
- City of Titusville Consolidated Plan Strategies
- CDBG Grant History
- Breakdown of Proposed FY 2025/2026 CDBG Grant
- Public Services
- Public Facilities and Infrastructure

Member Nelson discussed a program for kids to plant 26 trees at Isaac Campbell Park next summer, as well as the addition of a bench for the kids.

Neighborhood Services Director Terrie Franklin stated that the tree plantings were brought up at the community discussions. She stated that whoever wanted a tree would get one planted and those who did not want a tree in front of their home or business would not receive a tree. She stated that staff was going to create a list and establish where the trees would be planted.

Ms. Linda Goldin discussed a pocket park that she was working on that was denied by United States Department of Housing and Urban Development (HUD). She stated that money was spent on a consultant prior to HUD denying the project and she did not want to see money wasted.

Neighborhood Services Director Terrie Franklin reviewed her proposed timeline for development of FY 2025-2026 CDBG Program Action Plan.

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State Housing Initiative Partnership (SHIP) Program Housing Incentive Plan 2025 – City Manager Larese advised the request was to adopt the 2025 SHIP Program Housing Incentive Plan.

The purpose of the Affordable Housing Advisory Committee (AHAC) was to review the City's policies, procedures, ordinances, land development regulations, and the comprehensive plan as it relates to affordable housing to develop an Incentive Plan recommending incentives annually where required for the SHIP grant program. The Incentive Plan incorporates specific incentives and actions to encourage or facilitate the development of affordable housing while protecting the ability of the property to appreciate in value.

The AHAC met between July and November 2024 to develop the 2025 Incentive Plan. The AHAC reviewed the City's previously adopted Plan along with current codes and regulations to develop the 2025 Housing Incentive Plan as required under the SHIP grant program. The overall consensus of the AHAC was that the City's current codes and regulations were adequate, and all the previous incentives have been implemented and working successfully, with the exception of the two additional recommended incentives L and M. (Incentive L - The implementation of an Inclusionary Zoning planning tool requiring certain market-rate developers to include a percentage of affordable units within the development. Incentive M - Create partnerships with Community Land Trusts (CLT) to create permanent affordable housing in Titusville for City-owned public lands.)

However, there was still room for improvements when it comes to the availability of affordable housing in Titusville.

For 2025, the AHAC recommended the following incentives for Titusville:

Mandatory Incentives:

- Expedited Permitting - retains the existing incentive which provides for a 25% reduction in review time for affordable housing projects as provided in s. 163.3177(6)(f)(3).
- On-Going Review Process - retains the existing incentive requiring a member of the Planning agency to serve on the AHAC by way of the Principle Planner role.

Additional Incentives:

- Inclusionary Zoning: retains the existing incentive to create inclusionary zoning as a planning tool to create affordable units within developments.
- Community Land Trust: retains the existing incentive to create partnerships with CLT's to ensure permanent affordability of housing on public-owned lands.

As required by Florida Statute, a Housing Incentive Plan must be adopted by City Council and submitted to Florida Housing Finance Corporation annually, when local SHIP funding exceeds \$350,000, no later than December 30th, or the City's SHIP grant funding and program would be subject to termination.

Neighborhood Services Director Terrie Franklin stated that any time a City gets more than \$350,000 a year, that City was required to adopt a Housing Incentive Plan. The City of Titusville was at \$376,000. She stated that the Affordable Housing Advisory Committee (AHAC) helped staff develop this plan.

Kayla Manning, Vice-Chairperson of the Affordable Housing Advisory Committee (AHAC), reviewed the State Housing Initiative Partnership (SHIP) Program Housing Incentive Plan 2025.

The incentives and recommendations highlighted as follows:

- A. Incentive: Expedited Permitting Ongoing Review Process
- B. Incentive: Modification of Impact Fee Requirements including Reduction or Waiver of Fees and Alternative Method of Fee Payment
- C. Incentive: Increase Allowable Density Levels
- D. Incentive: The Reservation of Infrastructure Capacity for Affordable Housing.
- E. Incentive: The Allowance of Affordable Accessory Residential Units in Residential Zoning Districts
- F. Incentive: Reduction of Parking and Setback Requirements for Affordable Housing
- G. Incentive: Flexible Lot Configurations for Affordable Housing
- H. Incentive: Modification of Street Requirements for Affordable Housing

- I. Incentive: 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. Incentive: The preparation of printed inventory of locally owned public lands suitable for affordable housing
- K. Incentive: The support of development near transportation hubs and major employment centers, and mixed-use developments.
- L. Inclusionary Zoning
- M. Community Land Trust

Member Stoeckel stated that Council recently denied paying \$80,000 for a consultant on inclusionary zoning. Council did not feel that it was a good use of tax dollars when there was already a plan given to the City from the State of Florida. Member Stoeckel stated that she was in support of eliminating Incentive L: Inclusionary Zoning.

Vice-Mayor Cole asked if there was a set amount or percentage of units that needed to be set aside for affordable housing.

Community Development Director Brad Parrish stated that this was brought up last year with Council and they directed staff to complete the research. In order to adopt any inclusionary housing requirement, there had to be an affordable housing study.

Member Moscoso stated that she was also in support of removing Incentive L: Inclusionary Zoning. She asked staff to provide more information without hiring a consultant.

Community Development Director Brad Parrish stated that staff could research other Cities and Counties and provide more information to the CRA.

Toni Shifalo stated that she was also in support of removing Incentive L: Inclusionary Zoning. Ms. Shifalo expressed concern with infill and the Live Local Act. She discussed an ordinance that would change the landscape requirements around multifamily developments, which was a concern.

Motion: Member Stoeckel moved to adopt the 2025 SHIP Program Housing Incentive Plan, with the removal of Incentive L: Inclusionary Zoning, but council would still have further discussion. Member Nelson seconded the motion. The roll call vote was:

Member Moscoso	Yes
Member Nelson	Yes
Mayor Connors	Yes
Vice-Mayor Cole	Yes
Member Stoeckel	Yes

The motion carried unanimously.

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Motion: Member Stoeckel moved to adopt the associated resolution, adopting the housing incentive plan, as recommended. Member Nelson seconded the motion. The roll call vote was:

Member Nelson	Yes
Mayor Connors	Yes
Vice-Mayor Cole	Yes
Member Stoeckel	Yes
Member Moscoso	Yes

The motion carried unanimously.

The resolution approved was Resolution No. 28-2024 – A resolution of the City Council of the City of Titusville, Florida, adopting the housing incentive plan dated November 4, 2024; and providing for an effective date.

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With no further business to discuss, the meeting adjourned at 6:50 p.m.

Andrew Connors, Mayor

ATTEST:

Wanda F. Wells, City Clerk