



**NOTICE OF REGULAR MEETING
CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
AGENDA
MONDAY, JULY 27, 2026
HARRY T. MOORE SOCIAL SERVICE CENTER
725 S. DE LEON AVENUE, TITUSVILLE, FL 32780
4:30 P.M.**

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request that the physically handicapped person desires to attend the meeting.

- I. CALL TO ORDER
- II. ROLL CALL
- III. DETERMINATION OF QUORUM
- IV. APPROVAL OF MINUTES
July 13, 2026
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - 1) **Incentive A:** Expedited Permitting
 - 2) **Incentive B:** Modification of Impact Fee Requirements
 - 3) **Incentive C:** Increase Allowable Density Levels
- VII. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (OPEN FORUM)
- VIII. REPORTS
 - A. Chairman update
 - B. Members update
 - C. Staff update
- IX. ADJOURNMENT



**CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
MONDAY JULY 13, 2026
4:30 P. M.**

The Affordable Housing Advisory Committee meeting was held at the Harry T. Moore Social Service Center, 725 S. DeLeon Avenue.

XXX

The members present were Vice Mayor Cole, Member Gary, Member Mantecon, Member Clark, Member Watson, Member Manning, Member Ross, and Member Eddy Galindo, Principal Planner. City Staff present were Tracy Davis, Neighborhood Services Manager, and Sheila Martin, Neighborhood Services Housing Program Specialist.

XXX

I. Meeting was called to order at 4:31 p.m.

XXX

II. Roll Call

XXX

III. Quorum established by roll call.

XXX

IV. NEW BUSINESS

A. Committee Elections

1. Chairperson

Motion made by Member Clark to appoint Member Manning as Chairperson; seconded by Member Gary. Motion passed by unanimous voice vote of yes.

2. Vice-Chairperson

Motion made by Member Clark to appoint Member Watson as Vice-Chairperson; seconded by Member Gary. Motion passed by unanimous voice vote of yes.

3. Secretary

Motion made by Vice Mayor Cole to reappoint city staff; seconded by Member Gary. Motion passed by unanimous voice vote of yes.

B. Future meeting dates and times

The Committee reviewed the proposed meeting timeline schedule for the 2027 Housing Incentive Plan.

Motion made by Vice Mayor to accept the meeting schedule as is; Seconded by Member Gary. Motion passes by unanimous voice vote of yes.

XXX

V. Petitions and Requests from the public
NONE

XXX

VI. Adjournment

With no further business and discussions, the Committee adjourned the meeting at 4:40 p.m.



Incentive A: Expedited Process of Development Approvals

Expedited Permitting

Strategy (a): “The processing of approvals of development orders or permits for **affordable housing projects** is expedited to a greater degree than other projects.”

- The time it takes to review development approvals is a factor in the overall cost of a project.
- Gives housing staff opportunity to work closely with the developer to offer additional support as necessary.
- Purpose: **Time is Money!**

What Qualifies for Expedited Attention?

- Define: What is an affordable housing project?
 - Must, at minimum, follow SHIP definition of “affordable”
 - Generally, local governments only expedite permits for affordable developments that receive government subsidy
- Possible nuances:
 - Projects that set aside 100% of its units for affordable housing can receive quicker review than a project with only 20% affordability
- **Best practice:** Expedite permits for all housing developments that contain a set % of affordable units up to 120% AMI, not just developments that receive local, state, or federal housing funding

. . . to a greater degree than other projects

- SHIP statute requires that affordable projects be expedited “to a greater degree than other projects”
- No specific timeframes, just “to a greater degree”
- **Ask:** How long does it typically take for a project to be approved?
- **Best practices:**
 1. Have a clear system for identifying the projects that receive expedited approval
 2. Designate an ombudsman that can shepherd affordable projects through the process
 3. Coordinate housing & planning staff

What should be expedited?

- All steps in the development approval process should be expedited for affordable projects
- Opportunities for expedited attention:
 - Various levels of site plan review
 - Rezoning
 - Inspections
 - Environmental reviews
 - Public hearings
- This may require greater communication between departments responsible for steps in the permitting process

Examples

Pasco County

- Affordable single and multi-family development permit application packets have a yellow band to indicate expedited review
- Staff within the Growth Management Division shepherd application through review

Orlando

- Developer must receive affordable housing certification
- Designated Housing expeditor on staff works to resolve issues between applicant and Permitting Services

Examples

Clearwater

- 2021 AHAC Report: Recommends the Assistant Director of Economic Development & Housing and Permit Manager be the primary and secondary points of contact when submitting projects for expedited review.
- These two staff positions should work through “close coordination” and act as “a liaison between the developer and all departments involved in the review and permitting process.”

Port St. Lucie

- 2021 AHAC Report: “The Committee recommends removal of the verbiage ‘state and federal funds’ from the application process. In addition, [several departments] should work together to better define the ability to confirm whether or not a project can be classified as affordable housing.”

AHAC Ideas: Expedited Permitting

REVIEW

RECOMMEND

Look at the definition of “affordable housing project” to determine which projects are eligible for expedited approval.	Broaden the definition of “affordable housing projects” to include all projects that serve up to a certain income level, subsidized or not.
Recruit a planning staff member or building official to explain the permitting process.	Identify an ombudsman to shepherd affordable projects through the approval process.
Study the typical time it takes to permit various types of development.	Create a clear method to identify projects receiving expedited attention.
Identify each step of the permitting process that can be expedited.	Quality check to ensure affordable housing projects are being expedited to the intent of the SHIP requirement.
	Coordinate between different departments responsible for approvals.



Incentive B: Fee Waivers for Affordable Housing

Fee Waivers for Affordable Housing

(b) “All allowable fee waivers provided for the development or construction of affordable housing.”

- The AHAC can make recommendations on how to structure fees to reduce the cost of affordable housing development.
- Fees to consider for waiver or reduction:
 - Impact fees
 - Permitting fees
 - Inspection fees
 - Site plan review
 - Rezoning or other hearing fees
 - Engineering Fees

Creative Fee Options

Fee Waiver

- F.S. 163.31801 – Florida Impact Fee Act allows local governments to waive or provide an exception to impact fees for affordable housing without using any revenues to offset the impact

Fee Deferral – postpone payment of fees until units are occupied, sold, or other pre-determined point

Fee Modification – adjust for smaller or lower cost units

- Impact fees collected on a square footage basis may facilitate small unit development
- Fees collected on a per unit basis are regressive and disproportionately harm smaller units

Alternative sources of payment for fees – using SHIP, General Revenue, or other source

The Dual Rational Nexus Test

- Collection of impact fee must have a rational nexus between:
 1. The **need** for additional capital facilities and the **impact** generated by the new development; and
 2. The **expenditure of funds** collected and the **benefits accrued** to the new development.
- Some attorneys argue that if a local government gives away too many “waivers” of impact fees, the local government loses its nexus argument
- Because there will likely need to be a cap on the amount fees waived, policy needs to dictate which affordable developments can receive priority

Structuring a Fee Waiver Program

- Make sure the reduction or waiver of fees actually results in a lower purchase or rent price
- Prioritize units that will be permanently affordable or affordable long-term
- Prioritize non-profit housing developers with a track record of producing long-term, affordable units
- Some local governments only provide fee waivers to developments that receive funding through FHFC, a local HFA, SHIP, or other affordable housing subsidy program

Fee Flexibility Examples

Polk County

- Provides full waiver of impact fees for affordable housing for household making less than 80% AMI w/mitigation of 50% of impact fee costs for housing serving 80-120% AMI households

Collier County

- Defers impact fees for income eligible homeowners until home is sold; mortgage refinance; loses homestead exemption.

Hillsborough County

- Caps total impact fees waived at \$800,000 per year

Daytona Beach

- Wholly or partially waives the following fees for affordable housing development: tree removal; building permit; electrical permit; plumbing permit; mechanical permit; subdivision review; concurrency review; & more.

AHAC Ideas: Fee Waivers for Affordable Housing

REVIEW

Explain the current fee structure & provide estimated \$\$\$ of fees for different development types

Provide information on fee waivers that have been provided in the past including affordability terms

Recruit legal staff to provide guidance on fees that can be waived or reduced

RECOMMEND

Create a fee waiver program for affordable units based on AMI served

Explore charging fees by square footage rather than by unit type

In addition to fee waivers, explore fee deferrals and modifications

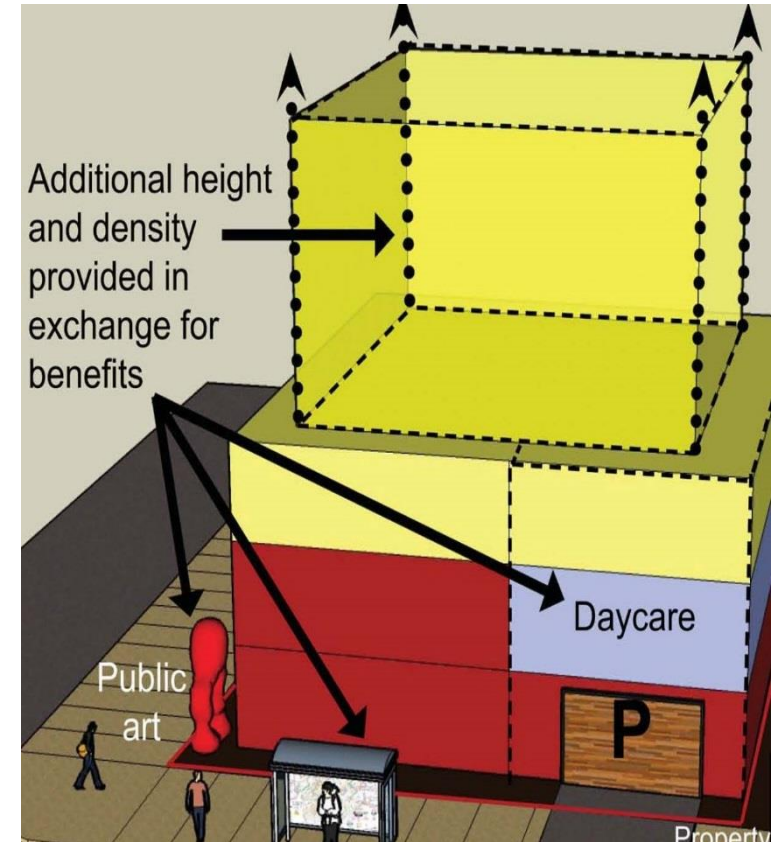


Incentive C: Flexibility in densities for affordable housing

Flexibility in densities

Strategy (c): “The allowance of flexibility in densities for affordable housing.”

- Flexibility in densities allow more homes to built in a given area
- Purpose: increased density offers an economic incentive to build affordable units & creates more housing supply
- This strategy must be done in conjunction with parking/setbacks & flexible lot configuration strategy



Visualizing density



5.9 units/acre

Photo credit:
theurbanist.org



15 units/acre

Photo credit:
theurbanist.org

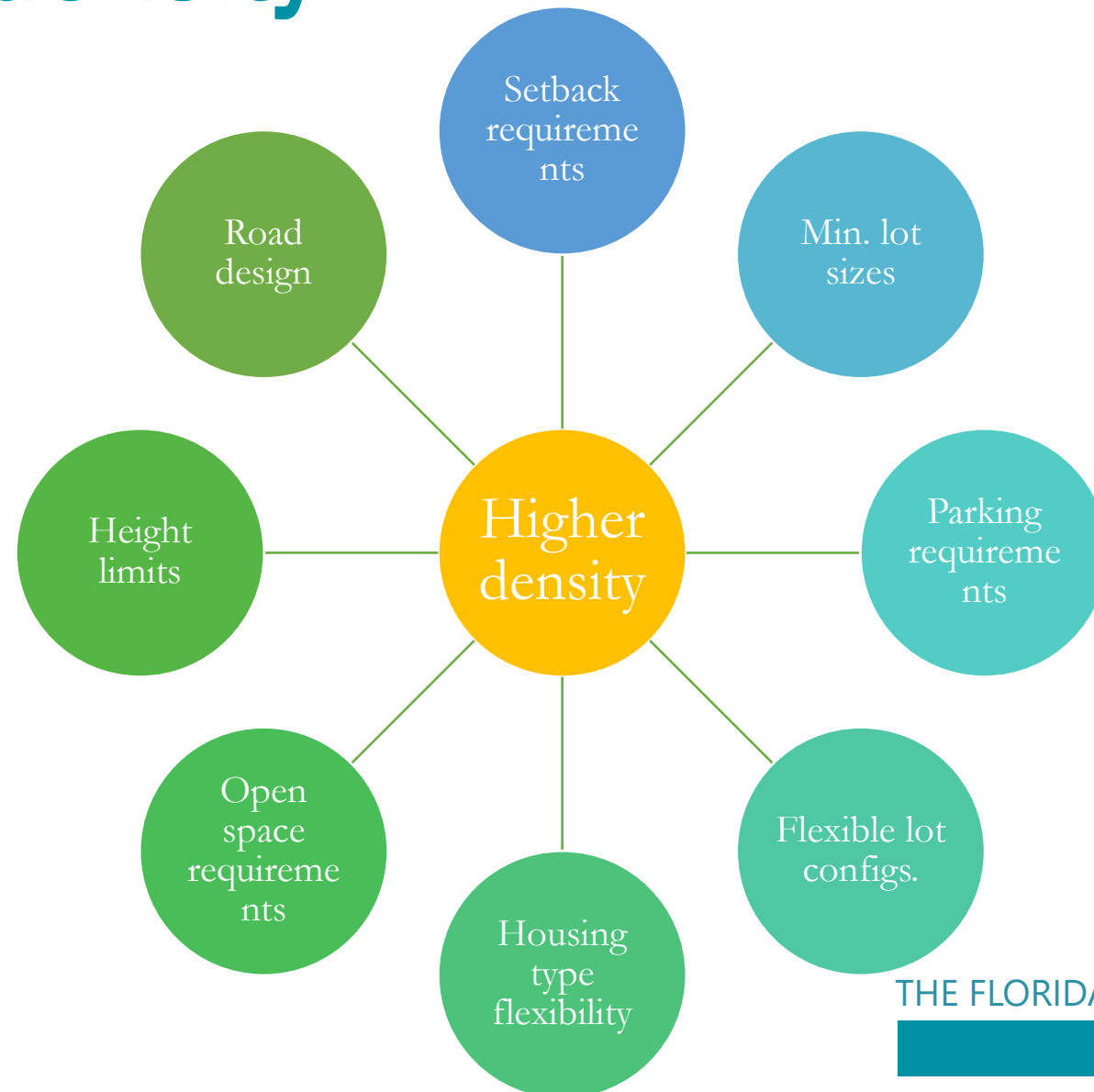
THE FLORIDA HOUSING COALITION



Unlocking density

- The AHAC could look at current density limits, recommend new density maximums and minimums, & recommend density bonuses for affordable housing units
- To unlock the greatest density, all other land development regulations must facilitate it. Otherwise, density maximums may not be reached.
- Unlock density by addressing:
 - Housing type flexibility
 - Lot configuration requirements
 - Setbacks & parking standards
 - Open space requirements

Unlocking density



THE FLORIDA HOUSING COALITION



Housing type flexibility

- To unlock maximum densities, allow a range of housing types beyond the single-family detached home
- AHAC could recommend allowing duplexes, triplexes, quadplexes, and other multi-family, attached units in more parts of the City or County by-right
- There is a planning movement of local governments allowing more housing types in single-family zone districts



THE FLORIDA HOUSING COALITION



Flexibility in housing types allows creative building



7-plex

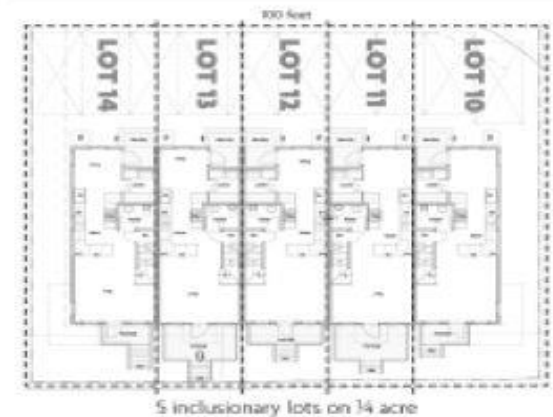
Photo credit: Michael Bradley

Designer: Opticos Design, Inc.

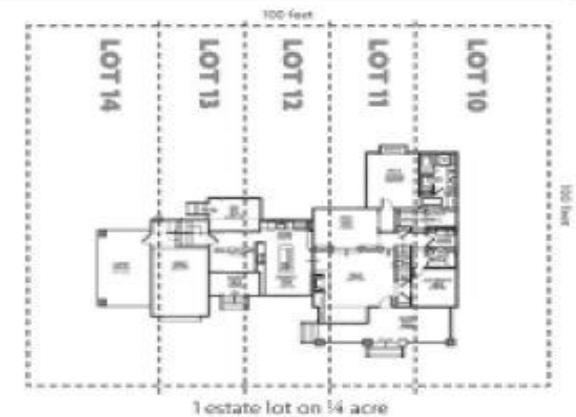
INCLUSIONARY HOUSING



K2 - INCLUSIONARY HOUSING
TALLAHASSEE, FLORIDA



ESTATE HOME



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Density bonuses for affordable housing

- Increasing in popularity throughout the state
- Most programs do not attract private sector involvement
- Work best in areas with high market demand, limited land availability, and restrictive zoning codes
- Affordable housing incentive programs are most effective when local government has not already given too much away to the private sector
- No one-size-fits all solution: a functioning density bonus program requires local study

Types of density bonus policies

- Flexible, case-by-case negotiation
 - Staff works with applicant to negotiate favorable development rights in exchange for affordable housing
- Rigid, but predictable
 - Language contained in the Code that allows density bonus by-right if a developer provides x% of affordable housing
- Points-based system or one of several options (avoid)
 - Affordable housing is a type of public good that can give a developer “points” to seek a density bonus

Study first, policy design second

- A successful density bonus program requires a feasibility study.
- Questions to ask:
 - What densities does the current land development code/comprehensive plan allow?
 - Are developers building up to maximum densities with the existing system? (i.e. if developers aren't building up to max densities currently, a density bonus program will be ineffective)
 - If developers aren't building to maximum densities, why not? What other standards in the land development code prevent maximum densities from being utilized?
 - What does the private sector want that they don't already have?

Policy considerations

- **Coverage.** Which areas will the density bonus cover? Whole city? High growth areas where density bonuses may be most effective?
- **Unit threshold.** What will be the unit threshold for density bonus?
- **Incentives.** What additional incentives can be offered?
- **Calculating bonus units.** How are number bonus units to be determined?
- **Stakeholder engagement.** Who are key stakeholders to interview to find out what which incentives will be most enticing?

Policy considerations

- **Term of affordability.** How long will the units be affordable?
- **Compliance monitoring.** Who will monitor and ensure long-term affordability? Best to have local government staff monitor to remove burden from private sector.
- **Penalties.** What will the penalties be for non-compliance?
- **Reporting.** What will the annual reporting process look like?
- **Staff capacity.** Which staff will be dedicated to the program's success?

Statutory land use flexibility for affordable housing, HB 1339 (2020) + SB 962 (2022)

- S.125.01055(6) (counties) & s. 166.04151(6) (cities) allow local governments to approve an affordable housing development on any parcel zoned **residential**, **commercial**, or **industrial** without needing a rezoning or comprehensive plan amendment.
- For commercial and industrial areas:
 - At least 10% of units must be affordable (local government can require more)
 - Developer must agree not to apply for SAIL funding
- AHAC could recommend the City or County use this tool for density flexibility for affordable developments

Examples

Palm Beach County

- The County's Workforce Housing Program provides opportunities to increase density up to 100 percent based on affordable housing provided
- Density bonuses of 50% or below do not require special review and approval process; bonuses over 50% require enhanced staff review
- Point system to determine the extent a project furthers County objectives

Polk County

- Allows higher densities and intensities via the Comprehensive Plan within Transit Corridors & for affordable housing projects

Examples

St. Petersburg (from 2021 AHAC Report)

- Has a robust Workforce housing bonus program
- Recommends research into the possibility of increasing # of WFH bonus units that trigger a public hearing requirement
- Recommends research into reducing parking requirements when WFH bonus units are granted
- Recommends City pursue the “Missing Middle” initiatives

Largo (from 2021 AHAC Report)

- Recommends “eliminating the density cap of 18/units/acre in Citywide density bonus codes”

AHAC Ideas: Flexibility in densities

REVIEW

RECOMMEND

Recruit a planner to help visualize maximum allowable densities in the current zoning code and comprehensive plan	Increase maximum allowable densities in targeted areas of the City or County with density minimums
Study if and where maximum allowable densities are reached	Develop or improve a density bonus program for affordable housing
Explore housing types allowed	Allow more housing types by-right in more parts of the jurisdiction
Assess how current density bonus policies are working	Implement land use flexibility for affordable housing in s. 125.01055(6) or s. 166.04151(6) for counties & cities, respectively
	Explore developing an inclusionary zoning ordinance

