



**NOTICE OF REGULAR MEETING
CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
AGENDA
MONDAY, SEPTEMBER 8, 2025
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 14, 2025
- V. OLD BUSINESS
 - 1) **Incentive D:** Reservation of Infrastructure Capacity for Affordable Housing
 - 2) **Incentive E:** Allowance of Affordable Accessory Residential Units in Residential Zoning Districts
 - 3) **Incentive F:** Reduction of Parking and Setback Requirements for Affordable Housing
- VI. NEW BUSINESS
 - 4) **Incentive G:** Flexible Lot Configurations for Affordable Housing
 - 5) **Incentive H:** Modification of Street Requirements for Affordable Housing
 - 6) **Incentive I:** Establishment of a Process by which a local government considers, before adopting, Policies, Procedures, Ordinances, Regulations, of Plan Provisions that increase the cost of housing.
- 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 14, 2024
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, Chairperson Manning, Vice-Chairperson Gary, and Member Ross. City Staff present were Tracy Davis, Neighborhood Services Manager, Sheila Martin, Neighborhood Services Housing Program Specialist, and Eddy Galindo, Principal Planner.

XXX

I. Meeting was called to order at 4:34 p.m.

XXX

II. Roll Call

XXX

III. Quorum established by roll call.

XXX

IV. APPROVAL OF MINUTES – JULY 23, 2025

Motion to accept minutes as is made by Vice-Chairman Gary; seconded by Member Ross.
Motion passed by unanimous voice vote of yes.

XXX

V. OLD BUSINESS
NONE

XXX

VI. NEW BUSINESS

1) **Incentive A:** Expedited Permitting

Tracy Davis reviewed the current strategy and information from last year. AHAC discussed that the incentive is working as intended.

Motion to accept Incentive A as is made by Member Ross; Seconded by Vice-Chairman Gary.
Motion passed by unanimous voice vote of yes.

2) **Incentive B:** Modification of Impact Fee Requirements

Tracy Davis reviewed last year's actions with the Committee. Vice Mayor Cole asked how the Live local Act will affect this incentive. Eddy Galindo stated that he would investigate it further. Tracy Davis discussed the Affordable Housing Study with Inclusionary Zoning (Housing) and Linkage Fee that is going to be done in the City and that the results of the study should be available in 2026.

Motion to accept Incentive B as is, pending the results of the Affordable Housing Study with Inclusionary Zoning (Housing) and Linkage Fee, made by Chairperson Manning; seconded by Vice-Chairperson Gary. Motion passed by unanimous voice vote of yes.

3) **Incentive C:** Increase Allowable Density Levels

Tracy Davis reviewed the Florida Housing Coalition recommendations with the Committee. The Committee discussed how the Affordable Housing Study with Inclusionary Zoning (Housing) and Linkage Fee will impact this incentive.

Motion to accept Incentive C as, pending the results of the Affordable Housing Study with Inclusionary Zoning (Housing) and Linkage Fee, made by Vice-Chairperson Gary; Seconded by Member Ross. Motion passed by unanimous voice vote of yes.

XXX

VII. Petitions and Requests from the public
NONE

XXX

VIII. REPORTS

A. Chairman update

NONE

B. Members update

NONE

C. Staff update

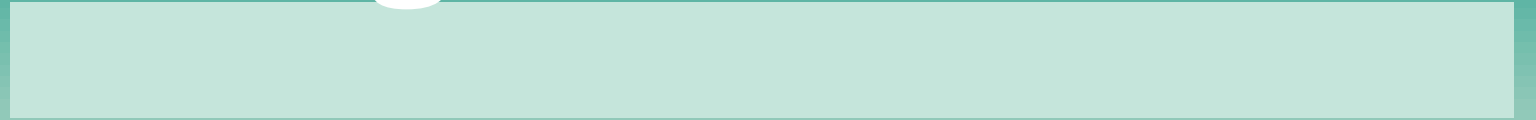
Tracy Davis further discussed the Affordable Housing Study with Inclusionary Zoning (Housing) and Linkage Fee and how it will benefit the AHAC incentives and other grant funded housing activities such as those using CDBG.

IX. Adjournment

With no further business and discussions, the Committee adjourned the meeting at 5:15 p.m.



Incentive G: Flexible Lot Configurations



Flexible Lot Configurations

(g) “The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.”

- As with the previous two strategies, this strategy aims to allow more housing units on single lots and allow smaller lots to contain homes
- Concepts under this strategy can include:
 - Zero-lot-line development: homes built to the edge of the property line w/very low or no setback standards
 - Cluster development: buildings grouped together on a site
 - Minimum lot size reform
 - Lot width reform



Zero-lot-line development



Photo credit:
theurbanist.org

THE FLORIDA HOUSING COALITION



Cluster Development



Photo credit:
theurbanist.org

THE FLORIDA HOUSING COALITION



Minimum Lot Size Reform

- A high minimum lot size requirement:
 - Decreases the possible density of a given area
 - Legally caps the number of buildable lots
 - Requires purchase of more land – driving up costs
 - Lowers the number of potential homes
- Lowering minimum lot size requirements can unlock greater densities, facilitate smaller housing types, & promote housing affordability
- Possible recommendation: lower minimum lot sizes by-right to facilitate more homes on smaller lots



Examples

Houston, TX (1998)

- Lowered min. lot size requirement for single-family homes from 5,000 sq ft to 3,500 sq ft w/allowances to go to 1,400 sq foot
- Between 1999 and 2016, 25,269 new residential parcels smaller than 5,000 square feet were developed (credit: Better Cities Project)

Orlando

- Permits zero-lot-line development as a design option for 1 or 2-family dwellings.

AHAC Ideas: Flexible Lot Configurations

REVIEW

RECOMMEND

| | |
|---|---|
| Study minimum lot size and lot width requirements of the jurisdiction | Create an easy process to provide lot flexibility for affordable developments |
| Recruit planner or engineer to visualize how flexible lot configurations can unlock density | Allow zero-lot-line development in targeted areas |
| | Reduce minimum lot size and minimum lot area requirements |



Incentive H: Modification of Street Requirements

Modification of Street Requirements

(h). “The modification of street requirements for affordable housing”

- **Purpose:** Certain street requirements may increase the cost of development and alter how much and where housing can be built
- Street placement & street design shapes the overall site plan and impacts the overall engineering of a project
- Think requirements like sidewalks, speed bumps, road width, road shape, curb and gutters, etc..
- This strategy is one of the more difficult AHAC incentives to make tangible recommendations on



Modification of Street Requirements

- Example: *An allowance for parking on only one side of the street.*
 - Could reduce the required width for the road, reduces paved area and accompanying drainage/water retention (and reduces those resulting costs)
 - Avoid unintended consequence of creating a substandard neighborhood.
- Other examples:
 - A cul-de-sac could unlock greater density
 - Lowering road widths and sidewalk widths could devote more land for housing
 - Tighter road curves can facilitate more units

Visualize it!

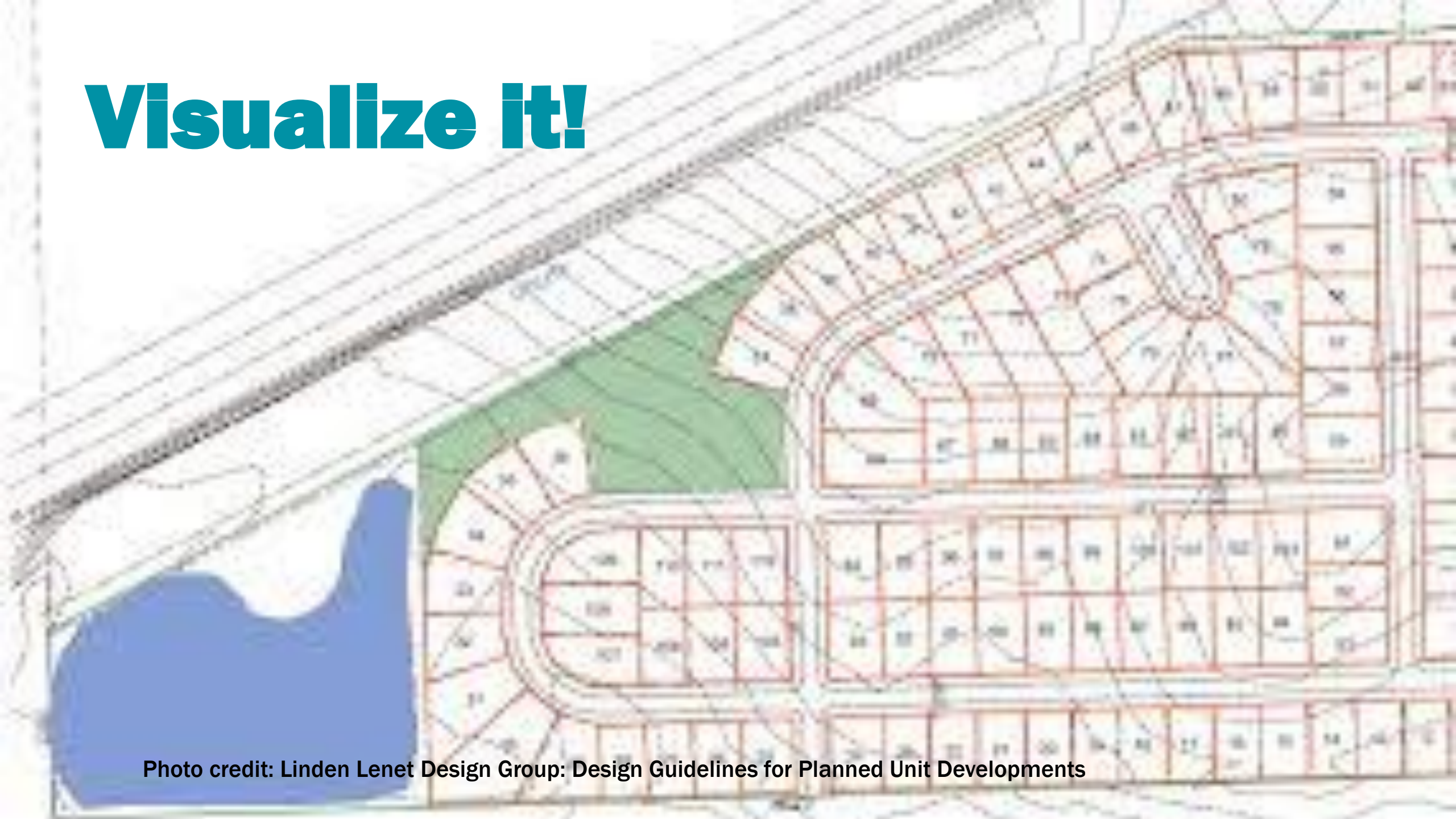


Photo credit: Linden Lenet Design Group: Design Guidelines for Planned Unit Developments

AHAC Ideas: Modifications of Street Requirements

REVIEW

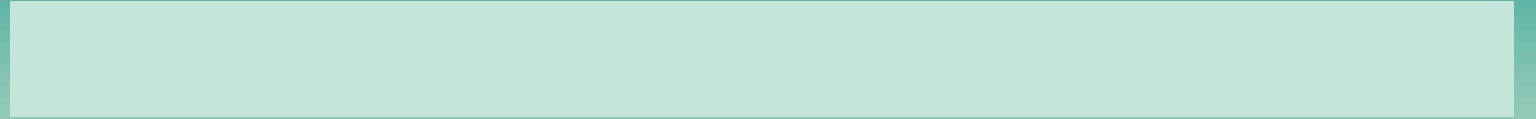
RECOMMEND

| | |
|--|--|
| Recruit an engineer to explain the impacts that street requirements may have on the number and size of units built | Explore subsidizing costly street requirements for nonprofit housing developments |
| Visualize recently approved projects and how street requirements could have been modified | Revisit existing street requirements and their impact on efficiency of land |
| | Allow variances for affordable developments and reduce number of meetings associated with street design review |
| | Pair this strategy with expedited permitting |





Incentive I: Ongoing Regulatory Review Process



Ongoing Regulatory Review Process

(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.”

- SHIP statute or rule do not define a specific “process” to undertake
- Purpose: This process does not require any specific action to be taken but it does require local government to consider how proposed actions affect the cost of housing development.
- Basics of a good ongoing review process:
 - Step 1: Identify if a proposed policy could increase housing costs
 - Step 2: Determine what those costs may be
 - Step 3: Present findings to City/County Commission



Step 1: Identify Proposed Policies that Could Increase the Cost of Housing

- **Idea for Process:**
 1. Create a “housing impact statement” form
 2. Designate a staff member in charge of the ongoing review process
 3. Send the proposal to the designated staff member who can identify whether it may increase housing costs before policy is introduced at public meeting.
 4. Have staff member check “yes” or “no” on the housing impact statement form w/a brief description of the policy’s potential impacts
 5. Then, move to Step 2.
- Proposals that likely meet this standard:
 - Any zoning and land use changes
 - Fee or tax policies



Housing Impact Statement Form

- AHAC could recommend creation of a “housing impact statement” form for ease of administration
- Simple form could include 4 sections:
 1. Brief description of proposed policy
 2. Question: Is it possible this proposed policy could increase the cost of housing? (check yes or no)
 3. If checked yes in section 2, describe how the policy could increase housing costs.
 4. Estimated cost of impact





Step 2: Determine the Costs of Identified Policies

- If a policy has been identified in Step 1, the next step is to determine its potential cost
- Entities/people that could determine costs:
 - Staff member in charge of housing impact statement process in Step 1
 - Economic development director
 - Planning official
 - Building official
 - Housing director
 - AHAC Committee



Step 3: Present Findings to City/County Commission

- A “housing impact statement” form could be provided as part of the public meeting package.
- **Best practice:** Every agenda item should have a check box on whether the proposed policy may increase the cost of housing. If the box is checked yes, include the housing impact statement form.



Ongoing Review Examples

Hollywood

- Community Development (CD) staff are notified if an upcoming agenda item may increase the cost of housing
- CD staff responsible for scheduling an AHAC meeting to review the item with a set of questions

Lee County

- Created an “Executive Regulatory Oversight Committee” with the responsibility to review and consider the impact of proposed development regulations .

Largo

- 2021 AHAC report: “Establish a section on the City Commission Agenda Memos to include the evaluation of whether or not the proposed agenda item impacts housing costs and provide training to key staff on how to evaluate these impacts”



AHAC Ideas: Ongoing Process of Review

REVIEW

RECOMMEND

| | |
|--|---|
| <p>Recruit a development professional to provide a presentation on costs of development attributable to local government policies.</p> | <p>Designate a staff position to lead the ongoing review process.</p> |
| <p>Ask whether City or County Commissioners are adequately apprised of the potential costs of proposed policies.</p> | <p>Utilize the AHAC's expertise (or relevant local government office, if applicable) to review proposed policies.</p> |
| | <p>Make it a consistent process to send all zoning & land use proposals to the designated ongoing review staffer before public approvals.</p> |
| | <p>Include housing impact findings in agenda items for proposed policies.</p> |
| | <p>Create a housing impact statement form for ease of administration.</p> |

