



**CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
MONDAY SEPTEMBER 8, 2025
4:30 P. M.**

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

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

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I. Meeting was called to order at 4:35 p.m.

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II. Roll Call

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III. Quorum established by roll call.

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IV. APPROVAL OF MINUTES – JULY 14, 2025

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

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V. OLD BUSINESS

1) **Incentive D:** Reservation of Infrastructure Capacity for Affordable Housing
Tracy Davis provided an overview and summary of last year's recommendation for Incentive D. The Committee discussed the definition of "affordable" as it pertains to affordable housing. Tracy Davis explained that we generally depend on the HUD definition of affordable housing. Member Clark suggested that a comprehensive list of approved waivers and incentives be drafted and made available to developers. Eddy Galindo stated that it would also be beneficial to provide affordable housing developers with examples of approved affordable housing projects that utilized incentives and allowable flexibilities, similar to a one-page case study so that developers can see how the process works step-by-step.

Member Clark recommended that the recommendations of this Incentive include that staff compile a comprehensive list of available waivers and incentives that demonstrate the benefits available

for developing affordable housing in Titusville. Chairperson Manning suggested that the Incentive also includes the recommendation that the City require or incentivize developments that utilize publicly funded infrastructure to contain affordable homes.

Motion to include the recommendations of Member Clark and Chairperson Manning made by Chairperson Manning; Seconded by Member Clark.
Motion passed by unanimous voice vote of yes.

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2) **Incentive E:** Allowance of Affordable Accessory Residential Units in Residential Zoning Districts
Eddy Galindo informed the Committee that so far, the ADU ordinance has not been utilized. Member Clark asked if the community is aware that the ADU ordinance exists and the Committee suggested the need to inform the community of the ability to build ADUs.

Motion to add recommendation that staff look into community outreach and partnering with Public Relations Department to inform residents of the ADU ordinance and that staff compile a “how to” guide including all of the requirements for ADUs to promote usage of ADUs in Titusville made by Member Clark; Seconded by Chairperson Manning.
Motion passed by unanimous voice vote of yes.

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3) **Incentive F:** Reduction of Parking and Setback Requirements for Affordable Housing
The Committee discussed the current parking requirements for residential developments and the allowable requirement for affordable housing developments. The Committee agreed that Incentive F was working effectively as is and no changes were needed at this time.

Motion to keep Incentive F as is made by Chairperson Manning; Seconded by Member Clark.
Motion passed by unanimous voice vote of yes.

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VI. NEW BUSINESS

4) **Incentive G:** Flexible Lot Configurations for Affordable Housing
Tracy Davis reviewed the Florida Housing recommendations and the Committee’s recommendations from last year for Incentive G. Eddy Galindo provided the Committee with an overview of the process that developers can use for lot configurations including the Planned Development Ordinance process. It was the consensus of the AHAC that Incentive G is working effectively as is.

Motion to keep Incentive G as is made by Member Clark; Seconded by Member Mantecon.
Motion passed by unanimous voice vote of yes.

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5) **Incentive H:** Modification of Street Requirements for Affordable Housing
Tracy Davis reviewed the Florida Housing recommendations and the AHAC’s recommendations from last year for Incentive H. The AHAC discussed the street requirements and what could be

done to incentivize building affordable housing. It was the consensus of the AHAC that Incentive H is working effectively.

Motion to keep Incentive H as is made by Member Clark; Seconded by Chairperson Manning.
Motion passed by unanimous voice vote of yes.

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- 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.

Tracy Davis reviewed the Florida Housing recommendations for Incentive I and explained that this incentive is required. The AHAC discussed the benefits and disadvantages of implementing an additional internal process that affects the timeliness and costs of City processes. Chairperson Manning recommended retaining the first part of last year's recommendation, which was that "the incentive should remain the same to avoid imposing any further development costs that could potentially be passed on to residents, thereby increasing housing costs", while deleting the recommendation that "for any proposed housing ordinances and/or policies, an affordable housing economic impact analysis should be conducted and the collective experience of the AHAC should be utilized to determine whether a proposed action affects the cost of housing."

Motion to keep the recommendation that the incentive should remain the same to avoid imposing any further development costs that could potentially be passed on to residents, thereby increasing housing costs made by Member Clark; Seconded by Vice Chairperson Gary.
Motion passed by unanimous voice vote of yes.

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- VII. Petitions and Requests from the public
NONE

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VIII. REPORTS

A. Chairman update

Community of Hope should be completing the 6 affordable housing units located on Palmetto & Brown by October or November of this year.

B. Members update

NONE

C. Staff update

Tracy Davis informed the Committee that tomorrow, NSD will be going before City Council regarding SHIP funding for the CLT Project with Community of Hope, and Housing for the Homeless signed their land use agreement for Forest Glenn which is a 72 unit affordable housing project for seniors.

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IX. Adjournment

With no further business and discussions, the Committee adjourned the meeting at 5:26 p.m.