



**NOTICE OF REGULAR MEETING
CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
AGENDA
MONDAY, OCTOBER 20, 2025
HARRY T. MOORE SOCIAL SERVICE CENTER
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
September 29, 2025
- V. NEW BUSINESS
 - A. Review draft 2026 Housing Incentive Plan for adoption
- VI. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (OPEN FORUM)
- VII. REPORTS
 - A. Chairman update
 - B. Members update
 - C. Staff update
- VIII. ADJOURNMENT



**CITY OF TITUSVILLE
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
MONDAY SEPTEMBER 29, 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.

XXX

The members present were Chairperson Manning, Vice Mayor Cole, Member Clark, Member Mantecon, Member Ross, and 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 4:35 p.m.

XXX

II. Roll Call

XXX

III. Quorum established by roll call.

XXX

IV. **APPROVAL OF MINUTES
JULY 14, 2025**

Motion to accept minutes as is made by Member Clark; seconded by Vice Mayor Cole.
Motion passed by unanimous voice vote of yes.

SEPTEMBER 8, 2025

Motion to accept minutes as is made by Vice Mayor Cole; seconded by Member Clark.
Motion passed by unanimous voice vote of yes.

XXX

V. **OLD BUSINESS**

1) **Incentive D:** Reservation of Infrastructure Capacity for Affordable Housing
Tracy Davis explained to the AHAC that due to Robert's Rules of Order, Incentives D, E, F, and H need to be reviewed and revoted on. Tracy Davis then provided the AHAC will an overview of the AHAC's discussion regarding Incentive D from the 9/9/25 meeting, specifically that Member Clark had 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. Further, Chairperson Manning suggested that the

Incentive also include the recommendation that the City require or incentivize developments that utilize publicly funded infrastructure to contain affordable homes.

Motion to include the previous recommendations of Member Clark and Chairperson Manning made by Vice Mayor Cole; Seconded by Member Clark.

Motion passed by unanimous voice vote of yes.

XXX

2) **Incentive E:** Allowance of Affordable Accessory Residential Units in Residential Zoning Districts
Tracy Davis informed the AHAC that there will be ADU information at the City Information Seminar in March at the Senior's Center and provided the AHAC will an overview of the AHAC's discussion regarding Incentive D from the 9/9/25 meeting, which included Eddy Galindo informing the Committee that so far, the ADU ordinance had not been utilized. Further, at that meeting, Member Clark asked if the community was aware that the ADU ordinance exists and the Committee discussed 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 Vice Mayor Cole; Seconded by Member Clark.

Motion passed by unanimous voice vote of yes.

XXX

3) **Incentive F:** Reduction of Parking and Setback Requirements for Affordable Housing
Tracy Davis provided an overview of the AHAC's discussion regarding Incentive F from the previous meeting, which was that 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 it is and no changes were needed at this time.

Motion to keep Incentive F as is made by Member Clark; Seconded by Vice Mayor Cole.

Motion passed by unanimous voice vote of yes.

XXX

4) **Incentive H:** Modification of Street Requirements for Affordable Housing
Tracy Davis reviewed the AHAC's recommendations from the 9/9/25 meeting 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 Vice Mayor Cole.

Motion passed by unanimous voice vote of yes.

XXX

VI. NEW BUSINESS

- 1) **Incentive J:** The preparation of printed inventory of locally owned public lands suitable for affordable housing.

Tracy Davis informed the AHAC that the City maintains a list of publicly owned land and recently donated land to Community of Hope for the purposes of building affordable housing. Motion to accept Incentive J as is made by Vice Mayor Cole; Seconded by Member Clark. Motion passed by unanimous voice vote of yes.

XXX

- 2) **Incentive K:** The support of development near transportation hubs and major employment centers, and mixed-use developments.

Tracy Davis informed the AHAC that in prior years, the City has worked with the SCAT busses to install bus stops where needed, provided it was allowed, and as new affordable housing complexes, the City will continue to review and reach out to SCAT, and therefore, Incentive K has been implemented effectively.

Motion to accept Incentive K as is made by Vice Mayor Cole; seconded by Member Clark. Motion passed by unanimous voice vote of yes.

XXX

- 3) **Incentive L:** Inclusionary Zoning

It was the consent of the AHAC that Incentive L should be accepted as is, pending the results of the affordability study.

Motion to accept Incentive K as is made by Vice Mayor Cole; seconded by Member Clark. Motion passed by unanimous voice vote of yes.

XXX

- 4) **Incentive M:** Community Land Trust

Tracy Davis stated that Incentive M was implemented two years ago, and we are finally seeing it in action as Community of Hope establishes an affordable housing community using a community land trust.

Motion to keep Incentive M as is made by Member Clark; Seconded by Vice Mayor Cole. Motion passed by unanimous voice vote of yes.

XXX

VII. Petitions and Requests from the public
NONE

XXX

VIII. REPORTS

A. Chairman update

Chairperson Manning informed the AHAC that the Community of Hope project, Hope Hammock, will be entering the second phase and plans to be open are set for mid-December and should be at occupancy by January 1, 2026.

B. Members update

NONE

C. Staff update

Tracy Davis reminded the AHAC of the upcoming Boards & Commissions Dinner, Thursday, October 6, 2025, at 6:00pm.

XXX

IX. Adjournment

With no further business and discussions, the Committee adjourned the meeting at 4:54 p.m.

DRAFT

THE CITY OF TITUSVILLE

HOUSING INCENTIVE PLAN
2026



City Logo

State Housing Initiative Partnership Program
(S.H.I.P.)

City of Titusville
Affordable Housing Advisory Committee
2026 Housing Incentive Plan Review and Recommendation Report

I. Background Information:

On May 13, 2008, the City of Titusville adopted Ordinance #14-2008 adding article IV to the Code of Ordinances entitled “State Housing Initiative Partnership Program” by adding Sections 10-65 through 10-75; providing for definitions; providing for the creation of the Local Housing Assistance Trust Fund; providing for the intent and establishment of the Local Housing Assistance Program; providing for the creations of the Local Housing Partnership; providing for the administration and implementation of the Local Housing Assistance Program; providing for the creation and duties of an Affordable Housing Advisory Committee; and providing for the adoption of an Affordable Housing Incentive Plan. Additionally, the current Affordable Housing Advisory Committee is compiled of the following City Council appointed members:

Herman A. Cole, Jr. Col. USAF Retired, Elected Official
Kayla Manning
William “Bill” Gary
Kodi Coles
City Principal Planner
Jose “Joe” Mantecon
Brian Clark
Elizabeth Ross

The purpose of the AHAC is to review the City’s established policies and procedures, ordinances, land development regulations, and the comprehensive plan; to develop a Housing Incentive Plan which would incorporate 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 must develop local housing incentive strategies to encourage or facilitate affordable housing production, which include at a minimum, assurance that permits for affordable housing projects are expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3, and an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption; and a schedule for implementing the incentive strategies. Local housing incentive strategies may also include other regulatory reforms, such as those enumerated in s. 420.9076 (listed below), or those recommended by the Committee in its annual evaluation of the implementation of affordable housing incentives and adopted by the local governing body.

- A. The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. [163.3177\(6\)\(f\)3](#);
- B. The modification of impact fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- C. The allowance of flexibility in densities for affordable housing;
- D. The reservation of infrastructure capacity for housing for very low-, low-, and moderate-income persons;
- E. The allowance of affordable accessory residential units in residential zoning districts;
- F. The reduction of parking and setback requirements for affordable housing;
- G. The allowance of flexible lot configuration, including zero-lot-line configurations for affordable housing;
- H. The modification of street requirements for affordable housing;
- I. The establishment of a process by which the City considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing;
- J. The preparation of printed inventory of city-owned public lands suitable for affordable housing;
- K. The support of development near transportation hubs and major employment centers and mixed-use developments.

The AHAC held its first meeting on June 23, 2025, with its final meeting on November 3, 2025.

The AHAC reviewed the City's previous 2025 Housing Incentive Plan along with the City's current Code of Ordinances, Land Development Regulations, and Comprehensive Plan to develop the City's 2026 Housing Incentive Plan in conjunction with the City's SHIP LHAP for years 2026-2030 and current recommendations regarding the Live Local Act, also known as SB 102. The overall consensus of the AHAC was that the City's current codes and regulations were sufficient in working in concert with the previous year's incentive plan. Notwithstanding, it was the opinion of the Committee that existing incentives continue to be reviewed to assess if any updates can be made to address the ongoing affordable housing crisis

The AHAC reviewed and approved the final draft of the proposed Housing Incentive Plan at its regular meeting on October 20, 2025.

II. Public Hearing

The public hearing was advertised on October 16, 2025, which provided a short and concise summary of the local housing incentives strategies recommendations to be considered by the advisory committee.

The public hearing was held on November 3, 2025.

III. Incentives & Recommendations:

A. Incentive: Expedited Permitting Ongoing Review Process

Review Synopsis:

Staff provided the committee with its past actions and discussed how planning staff is working at capacity to provide prioritized and timely reviews for affordable housing projects.

It was the consensus of the AHAC that the incentive is effectively working as intended.

Recommendation: None as noted

AHAC unanimously recommends retaining existing incentive as is.

City Council Action: Pending

B. Incentive: Modification of Impact Fee Requirements including Reduction or Waiver of Fees and Alternative Method of Fee Payment

Review Synopsis:

Staff provided the Committee with its past actions, specifically regarding the inability to reduce or waive impact fees due to local code restrictions because these fees are necessary for paying for capacity in the water and wastewater plants based on project usage.

Currently, no further action can be taken regarding this incentive. Notwithstanding, in 2026, the City will be conducting an Affordable Housing Study with Inclusionary Zoning and Linkage Fee, the results of which may provide further insight into improvements for this incentive.

Recommendation:

The AHAC unanimously agrees to accept incentive as is, pending the results of the Affordable Housing Study with Inclusionary Zoning and Linkage Fee.

City Council Action: Pending

C. Incentive: Increase Allowable Density Levels

Review Synopsis:

Staff provided the AHAC with a synopsis of the existing residential zoning classifications, regulations, and the previous recommendation. It was the opinion of the Committee that pending the results of the Affordable Housing Study with Inclusionary Zoning and Linkage Fee, no changes are currently needed for this incentive.

Recommendation: None as noted

The AHAC unanimously agrees that the previous incentive is working successfully pending any changes pursuant to the Affordable Housing Study with Inclusionary Zoning and Linkage Fee.

City Council Action: Pending

D. Incentive: The Reservation of Infrastructure Capacity for Affordable Housing.

Review Synopsis:

Staff provided the Committee with a summary of prior incentive discussions, specifically, that Florida Statute requires municipalities to maintain a concurrency system that tracks the capacity of public facilities, like water and sewer, for development and that no project will be approved if the infrastructure capacity is not available, and the infrastructure capacity is only reserved for a project once the development permit has been issued.

It was the consensus of the Committee that incentivizing a set-aside of affordable units for new construction housing projects that utilize publicly funded infrastructure would be beneficial towards increasing the inventory of affordable housing.

Recommendation:

By unanimous vote, the AHAC agrees to accept incentive as is, with the recommendation that Council direct staff to research methods of incentivizing the set-aside of affordable units for developments that utilize public infrastructure.

City Council Action: Pending

E. Incentive: The Allowance of Affordable Accessory Residential Units in Residential Zoning Districts.

Review Synopsis:

Staff provided the Committee a brief overview of the City's current ordinances regarding ADUs.

It was the consensus of the AHAC that increasing public awareness of the ADU ordinance through outreach and education would promote the usage of ADUs as an option for affordable housing.

Recommendation:

By unanimous vote, the AHAC agrees to accept incentive as is, with the recommendation that Council direct staff to research best practices for engaging in community outreach to inform and educate residents on the ADU ordinance.

City Council Action: Pending

F. Incentive: Reduction of Parking and Setback Requirements for Affordable Housing

Review Synopsis:

The Committee and Staff discussed the current parking requirements for residential developments and the allowable requirement for affordable housing developments.

It was the consensus of the Committee that incentive is working effectively as is and no changes were needed at this time.

Recommendation: None as noted

AHAC unanimously recommends retaining existing incentive as is.

City Council Actions: Pending

G. Incentive: Flexible Lot Configurations for Affordable Housing

Review Synopsis:

Staff provided the Committee with a brief overview of the process that developers can use for lot configurations.

It was the consensus of the AHAC that the incentive was implemented and working effectively; therefore, this incentive was considered successful, and no further action was needed at this time.

Recommendation: None as noted

AHAC unanimously recommends retaining the existing incentive as is.

City Council Action: Pending

H. Incentive: Modification of Street Requirements for Affordable Housing.

Review Synopsis:

AHAC discussed its previous recommendation submitted to Council, which was that the incentive was working effectively, but should be monitored for any pertinent changes that would allow for additional recommendations for the benefit of affordable housing. Staff also reviewed the current City design standards.

It was the consensus of the AHAC that this incentive is working effectively as is.

Recommendation: None as noted

AHAC unanimously recommends retaining incentive as is.

City Council Action: Pending

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.

Review Synopsis:

Staff provided the Committee with last year's AHAC consensus, which was to avoid imposing additional requirements for new residential construction projects that could potentially increase the costs associated with building new affordable housing developments. Notwithstanding, the City Principle Planner, as a member of the AHAC, performs the actions pursuant to the intention of the incentive, through their role as a liaison to the Planning and Zoning Commission.

It was the consensus of the AHAC that the incentive should continue to remain the same to avoid imposing any further development costs that could potentially be passed on to residents, thereby increasing housing costs.

Recommendation: None as Noted

AHAC unanimously recommends retaining the existing incentive as is.

City Council Action: Pending

J. Incentive: The preparation of printed inventory of locally owned public lands suitable for affordable housing.

Review Synopsis:

Staff discussed with the AHAC the existing and publicly available printed inventory of City-owned lands, which have been deemed suitable for affordable housing by staff and pursuant to the standards of the Live Local Act.

It was the consensus of the AHAC that the incentive is working effectively, and no changes were needed at this time.

Recommendation: None as noted

The AHAC unanimously recommends retaining the existing incentive as is.

City Council Action: Pending

K. Incentive: The support of development near transportation hubs and major employment centers, and mixed-use developments.

Review Synopsis:

Staff provided the committee with the past recommendations and actions, which included partnering with Space Coast Area Transit (SCAT) to implement stops where needed, provided it was allowable.

It was the consensus of the Committee that no further action was needed.

Recommendation: None as noted

The AHAC unanimously recommends retaining the existing incentive as is.

City Council Action: Pending

L. Inclusionary Zoning

Review Synopsis:

The AHAC had continuously recommended an Incentive during the prior two AHAC Incentive Plan cycles. Notwithstanding, regarding the 2025 Incentive Plan, City staff did not proceed with measures for the Incentive at the direction of Council.

It was the consensus of the AHAC that the incentive should be once again considered, pending the results of the grant funded Affordable Housing Study with Inclusionary Zoning and Linkage Fee and the associated options that may thereby become apparent.

Recommendation:

The AHAC unanimously recommends keeping incentive as is, pending the results of the Affordable Housing Study with Inclusionary Zoning and Linkage Fee.

City Council Action: Pending

M. Community Land Trust

Review Synopsis:

Staff provided the Committee with an overview of previous year's recommendation, which was to accept the incentive as is, in effort to increase the options available for developing affordable housing, as well as an update on the City's current Community Land Trust Project.

It was the consensus of the AHAC that the incentive was working effectively, and no changes were needed.

Recommendation: None as noted

The AHAC unanimously recommends retaining the existing incentive as is.

City Council Action: Pending

IV. City Council Consideration:

This report is hereby submitted to City Council for consideration at its special session on December 2, 2025.

Corresponding Resolution's codifying the adoption of the 2026 Housing Incentive Plan will be brought before City Council at a regular meeting in January 2026.

- V. **Attachments:**
 - A. **Public Hearing Advertisement**
 - B. **Surplus Property List- City-owned lots suitable for affordable housing**
 - C. **Fla. Stat. § 420.9076 (2025) – Adoption of affordable housing incentive strategies; committees.**

DRAFT

**CITY OF TITUSVILLE PUBLIC HEARING NOTICE
STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM
2026 HOUSING INCENTIVE PLAN ADOPTION**

Notice is hereby given that the City of Titusville’s Affordable Housing Advisory Committee will hold a public hearing on its 2026 SHIP Housing Incentive Plan at 4:30 p.m. on Monday, November 3, 2025, at the Harry T. Moore Social Service Center, 725 S. DeLeon Avenue, Titusville, FL 32780, for the purpose of receiving comments on the Plan prior to its adoption. This Plan identifies incentives and actions to encourage or facilitate the development of affordable housing within the city limits of Titusville.

EXISTING INCENTIVES TO CONTINUE:

Expedited Permitting

Incentive- retain existing incentive that is continuing to work effectively.

Reservation of Infrastructure Capacity for Affordable Housing

Incentive – retain existing incentive with the recommendation that Staff research methods of incentivizing the set aside of affordable units for developments that utilize public infrastructure.

Allowance of Affordable Accessory Residential Units in Residential Zoning Districts

Incentive – retain incentive as is, with the recommendation that Staff research ideas for community outreach and partnering with Public Relations Department to inform residents of the ADU ordinance and compiling an educational guide to include regulations that would promote usage of ADUs city wide.

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

Incentive – existing incentive to remain as is to avoid imposing any further development costs that could potentially be passed on to residents, thereby increasing housing costs.

Inclusionary Zoning

Incentive- retains existing incentive pending the results of a grant funded City Affordable Housing Study with Inclusionary Zoning and Linkage Fee to be completed in 2026.

NEW PROPOSED INCENTIVES:

None

All citizens are invited and encouraged to attend the public hearing and make oral or written comments on the above incentives. Copies of the proposed Housing Incentive Plan is available for examination at the Neighborhood Services Department located at the Harry T. Moore Social Service Center, 725 S. DeLeon Avenue, Titusville. Persons with disabilities requiring special accommodations to participate in the public hearing should contact the department at 321-567-3997, by 4:00 p.m. October 30, 2025.

Properties Suitable for Affordable Housing

Tax Acct	Location Address or Description	ParcelID	Owner	Land Use Code	Land Use Code Description	Acres	2024 Market Value	Conditions
2104475	3765 MILITIA DR TITUSVILLE FL 32796	21-35-19-56-6-14	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.16	\$ 45,000.00	
2200467	431 CANAVERAL AVE TITUSVILLE FL 32796	22-35-03-03-22-10	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.17	\$ 6,180.00	
2200624	NE OF RODERICK HARRIS AND TROPIC ST	22-35-03-27-B-12	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.11	\$ 4,250.00	
2200711	700 WAGER AVE TITUSVILLE FL 32780	22-35-03-50-* -81	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.15	\$ 9,290.00	
2200768	910 DUMMITT AVE TITUSVILLE FL 32780	22-35-03-51-* -83	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.14	\$ 4,000.00	Lot size irregular shaped- restrictive
2200948	1112 SECOND AVE TITUSVILLE FL 32780	22-35-03-54-7-2	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.19	\$ 11,000.00	Lot size irregular shaped- restrictive
2200958	2ND AV AT LUCKY ST	22-35-03-54-9-1	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.11	\$ 11,000.00	
2200973	1125 SECOND AVE TITUSVILLE FL 32780	22-35-03-54-10-8	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.11	\$ 11,000.00	Lot size irregular shaped-restrictive
2201594	BLANTON ST AT BROWN AVE	22-35-04-02-35-6	TITUSVILLE, CITY OF	8080	MUNICIPALLY OWNED LAND - VACANT	0.45	\$ 16,830.00	

The 2025 Florida Statutes

[Title XXX](#)
SOCIAL WELFARE

[Chapter 420](#)
HOUSING

[View Entire Chapter](#)

420.9076 Adoption of affordable housing incentive strategies; committees.—

(1) Each county or eligible municipality participating in the State Housing Initiatives Partnership Program, including a municipality receiving program funds through the county, or an eligible municipality must, within 12 months after the original adoption of the local housing assistance plan, amend the plan to include local housing incentive strategies as defined in s. [420.9071\(18\)](#).

(2) The governing board of a county or municipality shall appoint the members of the affordable housing advisory committee. Pursuant to the terms of any interlocal agreement, a county and municipality may create and jointly appoint an advisory committee. The local action adopted pursuant to s. [420.9072](#) which creates the advisory committee and appoints the advisory committee members must name at least 8 but not more than 11 committee members and specify their terms. Effective October 1, 2020, the committee must consist of one locally elected official from each county or municipality participating in the State Housing Initiatives Partnership Program and one representative from at least six of the categories below:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
 - (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
 - (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
 - (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
 - (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
 - (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
 - (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
 - (h) A citizen who actively serves on the local planning agency pursuant to s. [163.3174](#). If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
 - (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
 - (j) A citizen who represents employers within the jurisdiction.
 - (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.
- (3) All meetings of the advisory committee are public meetings, and all committee records are public records. Staff, administrative, and facility support to the advisory committee shall be provided by the appointing county or eligible municipality.
- (4) Annually, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each advisory committee shall submit an annual report to the local governing body and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on the implementation of affordable housing incentives in the following areas:
- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. [163.3177\(6\)\(f\)3](#).
 - (b) All allowable fee waivers provided for the development or construction of affordable housing.
 - (c) The allowance of flexibility in densities for affordable housing.
 - (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
 - (e) Affordable accessory residential units.
 - (f) The reduction of parking and setback requirements for affordable housing.
 - (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
 - (h) The modification of street requirements for affordable housing.

- (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.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee. Local governments that receive the minimum allocation under the State Housing Initiatives Partnership Program shall perform an initial review but may elect to not perform the annual review.

(5) The approval by the advisory committee of its local housing incentive strategies recommendations and its review of local government implementation of previously recommended strategies must be made by affirmative vote of a majority of the membership of the advisory committee taken at a public hearing. Notice of the time, date, and place of the public hearing of the advisory committee to adopt its evaluation and final local housing incentive strategies recommendations must be published in a newspaper of general paid circulation in the county. The notice must contain a short and concise summary of the evaluation and local housing incentives strategies recommendations to be considered by the advisory committee. The notice must state the public place where a copy of the evaluation and tentative advisory committee recommendations can be obtained by interested persons. The final report, evaluation, and recommendations shall be submitted to the corporation.

(6) Within 90 days after the date of receipt of the evaluation and local housing incentive strategies recommendations from the advisory committee, the governing body of the appointing local government shall adopt an amendment to its local housing assistance plan to incorporate the local housing incentive strategies it will implement within its jurisdiction. The amendment must include, at a minimum, the local housing incentive strategies required under s. [420.9071\(18\)](#). The local government must consider the strategies specified in paragraphs (4)(a)-(k) as recommended by the advisory committee.

(7) The governing board of the county or the eligible municipality shall notify the corporation by certified mail of its adoption of an amendment of its local housing assistance plan to incorporate local housing incentive strategies. The notice must include a copy of the approved amended plan.

(a) If the corporation fails to receive timely the approved amended local housing assistance plan to incorporate local housing incentive strategies, a notice of termination of its share of the local housing distribution shall be sent by certified mail by the corporation to the affected county or eligible municipality. The notice of termination must specify a date of termination of the funding if the affected county or eligible municipality has not adopted an amended local housing assistance plan to incorporate local housing incentive strategies. If the county or the eligible municipality has not adopted an amended local housing assistance plan to incorporate local housing incentive strategies by the termination date specified in the notice of termination, the local distribution share terminates; and any uncommitted local distribution funds held by the affected county or eligible municipality in its local housing assistance trust fund shall be transferred to the Local Government Housing Trust Fund to the credit of the corporation to administer the local government housing program.

(b) If a county fails to timely adopt an amended local housing assistance plan to incorporate local housing incentive strategies but an eligible municipality receiving a local housing distribution pursuant to an interlocal agreement within the county does timely adopt an amended local housing assistance plan to incorporate local housing incentive strategies, the corporation, after issuance of a notice of termination, shall thereafter distribute directly to the participating eligible municipality its share calculated in the manner provided in s. [420.9073](#).

(c) Any county or eligible municipality whose local distribution share has been terminated may subsequently elect to receive directly its local distribution share by adopting an amended local housing assistance plan to incorporate local housing incentive strategies in the manner and according to the procedure provided in this section and by adopting an ordinance in the manner required in s. [420.9072](#).

(8) The advisory committee may perform other duties at the request of the local government, including:

(a) The 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 develop partnerships between various parties.

(b) The creation of best practices for the development of affordable housing in the community.

(9) The advisory committee shall be 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.

(10) The locally elected official serving on an advisory committee, or a locally elected designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in s. [420.531\(2\)](#). If the locally elected official or a locally elected designee fails to attend three consecutive regional workshops, the corporation may withhold funds pending the person's attendance at the next regularly scheduled biannual meeting.

History.—s. 32, ch. 92-317; s. 15, ch. 93-181; s. 38, ch. 97-167; s. 24, ch. 2006-69; s. 19, ch. 2007-198; s. 117, ch. 2008-4; s. 30, ch. 2009-96; s. 16, ch. 2011-15; s. 67, ch. 2011-139; s. 11, ch. 2016-210; s. 19, ch. 2020-27; s. 37, ch. 2021-51.