



**NOTICE OF SPECIAL MEETING  
CITY OF TITUSVILLE  
AFFORDABLE HOUSING ADVISORY COMMITTEE  
AGENDA  
MONDAY, NOVEMBER 3, 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. SPECIAL MEETING**

A. CALL TO ORDER

B. ROLL CALL

C. DETERMINATION OF QUORUM

D. APPROVAL OF MINUTES  
October 20, 2025

E. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (OPEN FORUM)

F. ADJOURNMENT

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**II. PUBLIC HEARING MEETING**

A. CALL TO ORDER

B. NEW BUSINESS  
1. Hold public hearing on 2026 Housing Incentive Plan

C. ADJOURNMENT



**CITY OF TITUSVILLE**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MINUTES**  
**MONDAY OCTOBER 20, 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, Vice Mayor Cole, Member Ross, and Brad Parrish, Community Development Director. 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 4:54 p.m.

XXX

II. Roll Call

XXX

III. Quorum established by roll call.

XXX

IV. APPROVAL OF MINUTES  
SEPTEMBER 29, 2025

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

XXX

V. NEW BUSINESS

A. Review draft 2026 Housing Incentive Plan for adoption.

Motion to accept draft 2026 Housing Incentive Plan as is made by Vice Mayor Cole, seconded by Vice Chairperson Gary.

Motion passed by unanimous voice vote of yes.

XXX

VII. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (OPEN FORUM)  
NONE.

XXX

VIII. REPORTS

A. Chairman update

Chairperson Manning reminded the AHAC that the inventory of public land for affordable housing is included as an attachment in the 2026 Incentive Plan.

B. Members update

Vice Chairperson Gary spoke about the upcoming STEM academy for ages 6-13 years old that will be starting at the Issac Campbell Community Center on November 3, 2025, and will be held weekly from 3:30pm-5:30pm, with four STEM teachers volunteering to teach the children who attend.

C. Staff update

Tracy Davis spoke to the AHAC about the Affordable Housing Study with Inclusionary Zoning, thanking Brad Parrish for his hard work. Brad Parrish informed the AHAC that we are still waiting on the results of the grant application for the study and the City will not know until around June.

XXX

IX. ADJOURNMENT

With no further business and discussions, Chairperson Manning adjourned the meeting at 5:05 p.m.

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**