AGENDA
BRADENTON AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING

9:00 a.m. Thursday, September 17, 2026
CITY HALL COUNCIL CHAMBERS - 101 OLD MAIN STREET

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA ITEMS

a) Clerk: Minutes from April 16, 2026, Affordable Housing Advisory Committee Meeting
4-16-26 AHAC Meeting Minutes

b) Administrative Services: SHIP Program - Affordable Housing Advisory Committee (AHAC) Report

c) Administrative Services: Affordable Housing Incentives Strategies Report
AHAC Affordable Housing Incentive Strategies Report 2026

4. CITIZEN COMMENTS

5. SET NEXT MEETING DATE

6. ADJOURN

NON-DISCRIMINATION STATEMENT:

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City of Bradenton ADA/Title VI Coordinator
101 Old Main Street
Bradenton, FL 34205
ADACoordinator@cityofbradenton.com
941-932-9400
TTY: 7-1-1 or 1-800-955-8771

La ciudad de Bradenton proveera servicio de interprete a las personas quienes su primer lenguage no es el ingles. Si necesita estos servicios, usted o su representante puede comunicar al ADA/Title VI Coordinator, 101 Old Main Street, Bradenton, FL 34205. Tambien puede llamar al (941) 932-9470 o enviar correo electronico a ADACoordinator@cityofbradenton.com

AGENDA ITEM NO. 3.a

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 17, 2026

SUBMITTED BY: Jamie Griffith, Clerk

ITEM TYPE: Minutes

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: Minutes from April 16, 2026, Affordable Housing Advisory Committee Meeting

SUGGESTED ACTION: Approval

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

EXPLANATION:
N/A

FINANCIAL IMPACT:
N/A

ATTORNEY REVIEW/RECOMMENDATION:
N/A

SUGGESTED MOTION:
Motion to Approve Minutes from the April 16, 2026, Affordable Housing Advisory Committee Meeting.

ATTACHMENTS:
4-16-26 AHAC Meeting Minutes

CITY OF BRADENTON

BRADENTON AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING MINUTES

9:00 a.m., April 16, 2026
CITY HALL COUNCIL CHAMBERS - 101 OLD MAIN STREET

The City of Bradenton Affordable Housing Advisory Committee met in the City Hall Council Chamber, 101 Old Main Street, Bradenton, Florida, at 9:00 a.m. on Thursday April 16, 2026.

Committee Members Present**:** Vice Mayor Jayne Kocher; Robin Singer, Planning and Community Development Director; Chair Tarnisha Cliatt; Vice Chair Lieutenant Christopher Deshaies; Leona Forbes; and Jared Paulson.

City Staff Present: Dietra Barfield, Housing and Community Development Specialist; Vicki White, Housing and Community Development Manager; Tamara Melton, City Clerk; Nilsa Taylor, Administrative Services Director; and Jamie Griffith, Deputy Clerk.

The meeting was called to order at 9:00 a.m. followed by the Pledge of Allegiance.

AGENDA ITEMS:

a) Clerk: Minutes from January 15, 2026, Affordable Housing Advisory Committee Meeting

MOTION TO APPROVE THE MEETING MINUTES FROM THE JANUARY 15, 2026, AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING was made by Vice Mayor Kocher and seconded by Robin Singer, Planning and Community Development Director. The motion passed 6-0.

b) Administrative Services: City of Bradenton 2026-2029 SHIP Local Housing Assistance Plan (LHAP)

Vicki White, Housing and Community Development Manager, presented the Local Housing Assistance Plan to the committee. She explained the changes made and reasons for the adjustments.

Dietra Barfield, Housing and Community Development Specialist, stated that the maximum lien term was changed to 20 years. She explained that the previous 30-year term sometimes produced negative reactions from borrowers. Ms. White added that most of the repairs that these loans fund do not last more than 20 years.

c) Administrative Services: Housing Activities Report and SHIP Funding Summary by Income Category Report for FY 2022-2023

Ms. White went over the Housing Activities and SHIP Funding Summary by Income Category report and said that the report showed how the department allocated the grant funding.

Chair Cliatt and Vice Mayor Kocher suggested ways the information and programs could be promoted to the public. The consensus of the committee was to create informational flyers to distribute at various sites.

Ms. Barfield informed the committee that the Housing and Community Development Department recently provided a training session and information on programs to the code enforcement officers. Ms. White added that they had received some referrals from the officers.

d) Administrative Services: Staff Report

Ms. Barfield presented a slideshow summarizing the responsibilities, goals, and progress of the Housing and Community Development Department. She planned to provide updates at each meeting. Ms. Barfield reminded the committee that word of mouth was helpful to spread information about programs. The committee members commented that they would like to see more before and after pictures of funded projects.

CITIZEN COMMENTS: None.

Chair Cliatt announced that the next meetings were scheduled for September 17, 2026, and October 15, 2026, at 9:00 a.m.

The meeting adjourned at 9:20 a.m.

NOTE: This is not a verbatim record. An audio recording of the meeting is available for a fee upon request.

AGENDA ITEM NO. 3.b

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 17, 2026

SUBMITTED BY: Dietra Barfield, Administrative Services

ITEM TYPE: Presentation

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: SHIP Program - Affordable Housing Advisory Committee (AHAC) Report

SUGGESTED ACTION: N/A

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

EXPLANATION:
Staff will share SHIP Program updates and information.

ATTACHMENTS:

AGENDA ITEM NO. 3.c

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE:	September 17, 2026
SUBMITTED BY:	Vicki White, Administrative Services
ITEM TYPE:	Presentation
AGENDA SECTION:	**AGENDA ITEMS**
SUBJECT:	Affordable Housing Incentives Strategies Report
SUGGESTED ACTION:	Review and discuss the City's current affordable housing incentives.

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

EXPLANATION:
The Affordable Housing Advisory Committee's primary responsibility is to review the City's affordable housing incentives. The Committee may make recommendations regarding these incentives. From this review, a report is generated and submitted to Florida Housing Finance Corporation by December 31st of each year.

ATTACHMENTS:
AHAC Affordable Housing Incentive Strategies Report 2026

Affordable Housing Advisory Committee
Report to City Council
SHIP Affordable Housing Incentive Strategies
To be Submitted to Bradenton City Council December 9, 2026
And Submitted to Florida Housing Finance Corporation by December 11, 2026
Prepared by City of Bradenton

BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the City established an affordable housing advisory committee in 2021 as required by the Florida Statute section 420.9076. The Affordable Housing Advisory Committee (AHAC) is responsible for reviewing policies, land development regulations, the Comprehensive Plan Policy, and other aspects of the City's policies and procedures that affect the cost of housing. In addition, the AHAC is responsible for making recommendations to encourage affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statues, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

The AHAC is required to submit an incentive report every year. The report includes recommendations by the committee as well as comments on the implementation of incentives for at least the following eleven distinct areas:

- The processing of approvals of development orders or permit, as defined in s.163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
- The modification of impact-fee requirements including reduction or waiver of fees and alternative methods of fee payment for affordable house.
- The allowance of flexibility in densities for affordable housing.
- The reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons.
- The allowance of affordable accessory residential units in residential zoning districts.
- The reduction of parking and setback requirements for affordable housing.
- The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- The modification of street requirements for affordable housing.
- 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.
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- The support of development near transportation hubs and major employment centers and mixed-use developments.

COMMITTEE COMPOSITION

The Bradenton City Council appointed and reappointed members to the Committee during 2025-26. Section 420.907 of the Florida Statutes lists the categories from which committee members must be selected. The advisory committee members must name at least 8 but not more than 11 committee members and specify their terms. The committee must consist of one local elected official from the City and one representative from at least 6 of the following categories:

- Citizen actively engaged in the residential home building industry in connection with affordable housing.
- Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
- Citizen actively engaged as a for-profit provider of affordable housing.
- Citizen actively engaged as a not-for-profit provider of affordable housing.
- Citizen actively engaged as a real estate professional in connection with affordable housing.
- Citizen actively serving on the local planning agency pursuant to s.163.3174.
- Citizen residing within the jurisdiction of the local governing body making the appointments.
- Citizen who represents employers within the jurisdiction.
- Citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation.

NAME	CATEGORY REPRESENTATED	DATE APPOINTED
1. Jayne Kocher	Bradenton City Councilwoman	12/18/24
2. Tarnisha Cliatt	Employers within jurisdiction	1/8/25
3. Leona Forbes	Advocate for low-income persons	7/23/25
4. Jared Paulson	Real Estate professional/Mortgage Banking	4/9/25
5. Lt. Christopher Deshaies	Essential Employee	3/12/25
6. Robin Singer	City Planning Director	12/18/2024

AFFORDABLE HOUSING INCENTIVES

Staff presented the latest affordable housing practices and recommendations on incentives. Each of the eleven affordable housing incentives recommended by the State were thoroughly examined and

discussed with AHAC members. This plan is a result of the recommendations from the AHAC, and meetings held with internal staff members to determine the feasibility of the recommendations. If approved by the Mayor and City Council, the recommendations will be used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan-Housing Element.

EXPEDITED PERMITTING

Meeting Synopsis: The city already employs this strategy, although it does not have a formal process in place. Generally, first reviews of applications for building permits are completed by Planning and Community Development within 7 days.
Existing Strategy: Affordable housing development receives expedited permitting.
AHAC Recommendation: Continue with this strategy.
Implementation: Implemented 7/06

MODIFICATION OF IMPACT FEES

Meeting Synopsis: The city does modify water, sewer, and transportation impact fees to encourage affordable housing construction.
Existing Strategy: Modification of impact fees.
AHAC Recommendation: Use modification of impact fees to encourage the development of affordable housing. Develop a formal process for determining how the incentive will be applied. The Affordable Housing Advisory makes the following recommendations:

1) Set aside general revenue funds for the payment of impact fees.
2) In reviewing a lot to determine if there was a house on it at one time, limit the look-back period to no more than 50 years.
3) For any property receiving this incentive, a land-use restriction agreement must be signed. This land use restriction agreement will have a period of 10 years for homeownership housing and up to 25 years for rental properties, based upon the amount of funding received from the city. This land use agreement is separate from any other land use agreement required by other funding sources used for the project, such as Low-Income Housing Tax Credit (LIHTC), State Housing Initiatives Partnership (SHIP), or Community Development Block Grant (CDBG) funding, to name a few. This LURA will be signed and recorded prior to the Certificate of Occupancy (CO) being issued.
4) The developer will submit an application for designation as affordable housing prior to applying for building permits. This application will be reviewed by the Planning Division and the Housing and Community Development Division. Once the project is approved, the developer will receive an approval letter and the project will be designated for expedited permitting.

Implementation: 7/06

FLEXIBLE DENSITIES

Meeting Synopsis: Density bonuses for affordable housing are included in the Future Land Use Element of the Comprehensive Plan.
Existing Strategy: The city already has this incentive in place.
AHAC Recommendation: Continue to use density bonuses as an incentive for the Construction of affordable housing.

Implementation: 7/06

MODIFICATION OF PARKING REQUIREMENTS

Meeting Synopsis: The city has this as an initiative. Furthermore, areas of the city covered by form-based code allow for more generous parking requirements.
Existing Strategy: The city allows for parking reductions as incentives for the production of affordable housing.
AHAC Recommendation: The committee recommends the City re-evaluate current parking space allotment. Perhaps more than one space per household is needed.
Implementation: Discussions regarding possible changes to this incentive strategy may take place some time after October 1, 2027.

MODIFICATION OF SETBACK REQUIREMENTS

Meeting Synopsis: The city has this as an incentive. Further, areas of the city covered by form-based code allow for more generous setback requirements.
Existing Strategy: The city allows for setback reductions as incentives for the production of affordable housing. **AHAC Recommendation:** Use setback reductions as an incentive for the production of affordable housing. Develop a formal process for applying this incentive.
Implementation: The strategy was implemented in 7/06. Form-based code requirements were adopted in 6/11.

AFFORDABLE ACCESSORY RESIDENTIAL UNITS

Meeting Synopsis: This incentive is offered in the areas of the city governed by form-based code.
Existing Strategy: This incentive is allowed under form-based code.
AHAC recommendation: Use this incentive to encourage the development of affordable housing. Explore the possibility of expanding it to areas of the city that are not governed by form-based code.
Implementation: 6/11

FLEXIBLE LOT CONFIGURATIONS

Meeting Synopsis: This incentive is offered by the city. Areas governed by form-based code allow more flexibility in lot configurations, as do planned development projects (PDPs).
Existing Strategy: The city allows for flexible lot configurations in areas governed by form-based code as well as PDPs.
AHAC Recommendation: Continue with this as an incentive for the production of affordable housing.
Implementation: Incentive adopted 7/06, form-based code adopted 6/11.

MODIFICATION OF STREET REQUIREMENTS

Meeting Synopsis: The city does not apply street requirements unless there is already a street at the site. If the developer is required to meet street requirements, these can be offset with impact fee credits.

Existing Strategy: Use impact fee relief to offset the cost of street requirements for the

developer of affordable housing.
AHAC Recommendation: Adopt the modification of street requirements as an incentive for developing affordable housing. Define the incentive in quantifiable terms and develop a process for applying the incentive to affordable housing projects.
Implementation: Under consideration. Street requirements are set by Public Works, so they would need to be engaged for this process.

PROCESS OF ONGOING REVIEW

Meeting Synopsis: The city continues to review ordinances, codes, regulations and the permitting process to eliminate excessive requirements in order to facilitate the development of affordable/workforce housing.
Existing Strategy: The city continues to review ordinances, codes, regulations, and the permitting process to eliminate excessive requirements in order to facilitate the development of affordable/workforce housing.
AHAC Recommendation: Continue with this strategy.
Implementation: 9/09

PUBLIC LAND INVENTORY

Existing Strategy: The city keeps a list of city-owned surplus properties, including properties suitable for affordable housing. This list is updated periodically.
AHAC Recommendation: Evaluate this inventory to determine if there are any parcels suitable for affordable housing development.
Implementation: 4/21.

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Existing Strategy: The city does not require parking within 800 feet of a transportation hub and looks at proximity to transportation when evaluating affordable housing projects. It also takes into consideration the proximity to a transportation hub (within .25 mile) when evaluating affordable housing projects.
AHAC Recommendation: Continue to support development near transportation hubs but instead of waiving parking requirement, waive impact fees.
Implementation: 9/09.

ADDITIONAL RECOMMENDATIONS

AFFORDABLE GREEN BUILDING

Meeting Synopsis: The city encourages the use of energy efficient and environmental concepts for home building.

Existing Strategy: The city encourages the use of energy efficient and environmental concepts for home building, including affordable housing.
AHAC Recommendation: Continue to encourage the use of energy efficient and environmental concepts for home building, including affordable housing. The use of green building techniques could be encouraged through other incentives.
Implementation: 9/09

INCLUSIONARY ZONING

Inclusionary Zoning assists in the preparation of mixed-use environments with multiple housing types and income levels. By linking the production of affordable housing to private market development, inclusionary zoning expands the supply of affordable housing while dispersing affordable units through the municipality.
Meeting Synopsis: The city does not have any regulations regarding inclusionary zoning but has considered it.
Existing Strategy: None.
AHAC Recommendation: Consider incentivizing zoning as a method of ensuring a supply of affordable housing.
Implementation: The city already encourages voluntary inclusionary zoning through incentives offered. Further discussions regarding inclusionary zoning may take place after October 1, 2027.

WAIVER OF REINSPECTION FEES ON AFFORDABLE HOUSING PROJECTS

Meeting Synopsis: The city does not have this policy
Existing Strategy: The City's Building Division generally does not charge a fee for a first failed inspection. However, if inspectors return to inspect the same item and it fails again, they will charge a fee to help offset the time and materials used to make the return inspection, and these fees increase as the number of re-inspections for a single work item increase.
AHAC Recommendation: Consider waiving fees for missed inspections for affordable housing developments.
Implementation: Ongoing

IMPACT STATEMENT

Meeting Synopsis: The City does not require an impact statement for proposed policies that could increase the cost of housing.
Existing Strategy: None.
AHAC Recommendation: The City could develop a methodology for determining the cost that new regulations and fees place on the cost of housing construction, including affordable housing construction.
Implementation: the City would likely need to engage the services of a consultant to assist with this undertaking. Developing a methodology for an impact statement would involve reviewing Public Works policies and Planning and Community Development policies to determine how new policies could affect the cost of housing.