AGENDA
BRADENTON AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING
9:00 a.m. Thursday, September 19, 2024
101 OLD MAIN STREET

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

4. AGENDA ITEMS

a) Administrative Services: Presentation by Jeff Burton, CRA Director, City of Bradenton
b) Administrative Services: Meeting Minutes from August 15, 2024
08-15-2024 AHAC Meeting Minutes DRAFT.pdf
c) Administrative Services: Update on SHIP funds encumbered and spent
AHAC Project Status report 091924.pdf
d) Administrative Services: Report on SHIP Affordable Housing Incentives Strategies
2023 Incentive Strategies.pdf
e) Administrative Services: Recruitment of new AHAC members
AHAC Board Composition.docx

5. CITIZEN COMMENTS

6. SET NEXT MEETING DATE: October 17, 2024

7. ADJOURN

NON-DISCRIMINATION STATEMENT:

The City of Bradenton prohibits discrimination in all of its services, programs or activities on the basis of race, color, age, disability, sex, national origin, religion, genetic information or marital status. Persons with a disability needing a reasonable accommodation to participate in, or who require assistance or an alternative means for communication of program information such as Braille, large print, etc., should contact as soon as possible, but at least 48 hours in advance:

City of Bradenton ADA/Title VI Coordinator
101 Old Main Street
Bradenton, FL 34205
ADACoordinator@cityofbradenton.com
941-932-9470
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. 4.a

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 19, 2024

SUBMITTED BY: Karen Swartz, Administrative Services

ITEM TYPE: Presentation

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: Presentation by Jeff Burton, CRA Director, City of Bradenton

SUGGESTED ACTION:

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

ATTACHMENTS:

AGENDA ITEM NO. 4.b

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 19, 2024

SUBMITTED BY: Karen Swartz, Administrative Services

ITEM TYPE: Minutes

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: Meeting Minutes from August 15, 2024

SUGGESTED ACTION:

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

ATTACHMENTS:
08-15-2024 AHAC Meeting Minutes DRAFT.pdf

CITY OF BRADENTON
AFFORDABLE HOUSING ADVISORY COMMITTEE
August 15, 2024
Meeting Minutes

Present: Committee Members: Tarnisha Cliatt-Chair, Councilwoman Lisa Gonzalez Moore, Francisco Enriquez, Lieutenant Phil Waller

City of Bradenton: Pam Skelding-Housing and Community Development Manager, Nilsa Taylor-Administrative Services Director, Corey Fortin-Policy, Planning, Procedures & Real Estate Administrator, Tamara Melton – City Clerk, Karen Swartz-Housing and Community Development Specialist

I. Meeting Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Cliatt at 9:03 a.m. followed by the Pledge of Allegiance.

II. Roll Call of Members

Tarnisha Cliatt – present
Francisco Enriquez –present
Tracie Miller – absent, excused
Councilwoman Lisa Gonzalez Moore – present
Lieutenant Phil Waller – present

III. Approval of Meeting Minutes

July 18, 2024 – approved. Lt. Waller moved, Mr. Enriquez 2nd.

IV. Agenda Items

a. Affordable Housing Parcel – Surplus Property Bid

Corey Fortin requested AHAC input on an application of proposed use of a parcel at 102 17th Avenue West. Ms. Fortin clarified that what was provided to the board was the full extent of the proposal, and further information would be requested only if the City Council moves forward with exploring this option. She requested feedback by 8/21/24 to present at the 8/28 City Council meeting. Preliminary comments emphasized the lack of information about the buyer and home manufacturer, DOMKA. The proposed density is less than desired, and lacks cohesion to a larger community development plan. DOMKA quality claims need to be vetted and it was agreed that the City of Bradenton did not want to be the first installation of DOMKA

microhomes. Overall, the members did not view the proposal favorably with the information provided.

Chair Cliatt indicated that after the July 18 meeting, she, Leroy Moore and Jeff Burton-CRA toured Bradenton's CRA parcels. Chair Cliatt indicated that in light of this proposal, it might be advisable to meet with Mr. Burton again.

b. Recruitment of new AHAC members

Leslie Shapiro has resigned at the end of her term in July (Resident). Ms. Skelding has contacted Bernie Quinn at Habitat for Humanity to identify who they can send in Dominique Brown's place (not-for-profit housing provider). Councilwoman Moore will reach out to Carl Callahan to follow up with him (Developer). Ms. Skelding will also meet with Robin Singer-DCPD Director to identify a team member who can join the committee (Local Planning). Lt. Waller suggested we post the recruitment on the City's facebook page.

c. Annual Housing Conference – Rosen Center, Orlando Monday-Wednesday, August 26-28, 2024

Ms. Skelding updated board members that scholarships were available and that the applications need to be filled out as soon as possible to claim the spots before they are taken. Councilwoman Moore has indicated that she was unable to attend the conference due to a conflict. Chair Cliatt will submit her application and plan to attend.

d. SHIP Project Status Updates

Instead of presenting the spreadsheet of all current projects, Ms. Swartz provided a program summary page. She shared that 50 home projects are currently being handled under the SHIP program, 15 of which are applications not yet encumbered. There are 13 home rehabilitations under the 2021-2022 Program Year (Closeout) and they are to be fully expensed by 9/15. There will be a carryover of $3400 (unused allocated funds) to the 2022-2023 Program year. 10 homes are currently awarded for the 2022-2023 Program year, and an estimated 12 homes for the following year. Additionally, there are 6 SHIP recipients who are receiving $5k grants to leverage their HLMP (Hurricane Loss Mitigation Program) awards.

Ms. Swartz indicated that she was working on a more visual report to give the committee a better idea of the work SHIP strategies are funding. Property photos will be included the next time.

e. Tampa Bay Housing Authority Tour of Bradenton

Ms. Skelding will reach out to Leroy Moore to get suggested tour dates. Chair Cliatt would like him to see some of the parcels the City has available to get his thoughts. Likewise, a tour of Tampa would also be beneficial to see the properties he presented.

V. Open Discussion

none

VI. Set Next Meeting Date – September 19, 2024.

VII. Adjourn

Meeting was adjourned at 9:36 a.m.

NOTE: This is not a verbatim record.

AGENDA ITEM NO. 4.c

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 19, 2024

SUBMITTED BY: Karen Swartz, Administrative Services

ITEM TYPE: Miscellaneous

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: Update on SHIP funds encumbered and spent

SUGGESTED ACTION:

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

ATTACHMENTS:
AHAC Project Status report 091924.pdf

Project Status Report – SHIP

As of September 11, 2024

Includes: Housing Rehabilitation, Foreclosure Prevention & Emergency Repair strategies

SHIP Program Year	Award	Construction Funds (90% of Award*)	Expensed	Encumbered	# of Homes	Projected Balance
2021-2022	$389,932.00	**$350,938.80**	($244,406.71)	($104,395.74)	13	$2,136.35
2022-2023	$541,284.00	**$487,155.60**	($9,087.00)	($542,619.00)	10	($64,550.40)
2023-2024	$652,969.00	**$587,672.10**	($9,187.36)	($740,000.00)	12	($161,515.26)

***10% of Award Amount is allocated as Administrative expense.**

An additional 15 applications are pending, some of which may flip to the HLMP (Hurricane Loss Mitigation Program).

Project Highlights

Annual Report Filed with FHFC

Strategy: Rehabilitation

- Water heater and stop valves replaced in order to pass a 4 point inspection and reduce their insurance premium - $4,980 expensed.
- POD packed up with entire home contents and demolition permits obtained - $195,000 encumbered.
- HVAC system to be installed in home with failing window units - $12,847 encumbered.
- Demolition & structural enhancements done in anticipation of getting a new roof - $100,000 encumbered.

Strategy: Emergency Repair

- Broken water line repaired - $3,955.20 encumbered

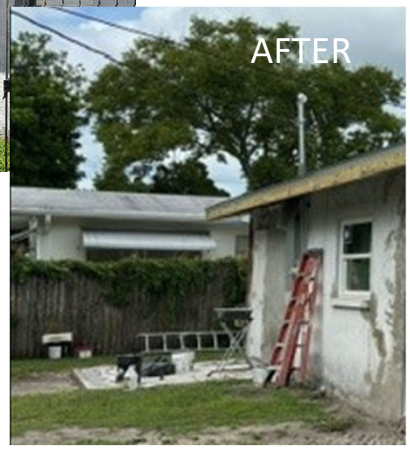
Foreclosure Prevention

- School bus driver out of work over the summer with ongoing medical issues - $4,021.04 expensed.
- Family with 2 children whose mother lost her job and had unexpected medical bills - $5,168.32 expensed.

Job: Roof Replacement for Whole House







- Addition in back lacked structural integrity to support a roof
- Electric meter box, utility box (cable) and power line drop all required re-location
- laundry drain line not tied into sewer system, drains into the yard

Job: Demolition & Reconstruction







- Structurally unstable
- Front porch removed after car collision
- LHAP caps reconstruction at $150k, which was insufficient. Resolution granted an exception of $220k cap.
- Technical revision of LHAP proposal to address this moving forward.

AGENDA ITEM NO. 4.d

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE:	September 19, 2024
SUBMITTED BY:	Karen Swartz, Administrative Services
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	**AGENDA ITEMS**
SUBJECT:	Report on SHIP Affordable Housing Incentives Strategies
SUGGESTED ACTION:	Review existing City incentives for affordable housing and propose updates where necessary.

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

ATTACHMENTS:
2023 Incentive Strategies.pdf

Affordable Housing Advisory Committee
Report to City Council
SHIP Affordable Housing Incentive Strategies

December 13, 2023

PREPARED BY
CITY OF BRADENTON

SUBMITTED TO
FLORIDA HOUSING FINANCE CORPORATION

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 2023. 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 committeee 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 REPRESENTED	DATE APPOINTED
1. Dominique Brown	Involved with a not-for-profit provider of affordable housing	8/23
2. Tarnisha Cliatt	Employers within jurisdiction	4/23
3. Francisco Enriquez	Advocate for low-income persons	4/23
4. Lisa Gonzalez-Moore	Bradenton City Councilwoman	1/23
5. Tracie Miller	Real Estate professional	4/23

6. Leslie Shapiro	City of Bradenton Resident	7/22
7. Phil Waller	Essential Employee	4/22

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.
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:. Changes will need to be discussed when the form-based code is evaluated.

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 in 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.

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, regulation, 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

Meeting Synopsis: The city has an inventory of land it owns and is in the process of updating this inventory.
Existing Strategy: The city has an inventory of land it owns.
AHAC Recommendation: Evaluate this inventory to determine if there are any parcels suitable for affordable housing development.
Implementation: Completed 4/21.

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Meeting Synopsis: The city does not require parking for developments located within 800 feet of a transportation hub. It also takes into consideration the proximity to a transportation hub (within .25 mile) when evaluating affordable housing projects.
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.
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

Green Building provides a healthier environment for life on our planet.
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 incentivising zoning as a method of ensuring a supply of affordable housing.
Implementation: Under consideration

WAIVER OF REINSPECTION FEES ON AFFORDABLE HOUSING PROJECTS

Meeting Synopsis: The city does not have this in place, although it does charge for missed inspection, and these fees increase as the number of reinspections for a single work item increase.

Existing Strategy: None.
AHAC Recommendation: Consider waiving fees for missed inspections for affordable housing developments
Implementation: Proposed this year by the Affordable Housing Advisory Committee

IMPACT STATEMENT

Meeting Synopsis: The AHAC does not have an Impact Statement, but is recommending one to be included in this year's strategies..
Existing Strategy: None.
AHAC Recommendation: The City will require that two trees be planted in the yard of every new home. The estimated expense is $500 per new construction.
Implementation: Work with Planning on changing the form-based code.

AGENDA ITEM NO. 4.e

Item Cover Page

AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING AGENDA ITEM REPORT

DATE: September 19, 2024

SUBMITTED BY: Karen Swartz, Administrative Services

ITEM TYPE: Miscellaneous

AGENDA SECTION: **AGENDA ITEMS**

SUBJECT: Recruitment of new AHAC members

SUGGESTED ACTION:

Is this item Quasi-Judicial?
No

Does this item require a public hearing?
No

ATTACHMENTS:
AHAC Board Composition.docx

City of Bradenton

State Housing Initiative Partnership (SHIP)
Affordable Housing Advisory Committee (AHAC)
Board Member Composition

Name	Category	Term Expiration
Chair – Tarnisha Cliatt	Employer within jurisdiction	2/2025
Vice Chair – Tracie Miller	Mortgage bank	3/2025
Francisco Enriquez	Advocate for low income residents	3/2025
Phil Waller	Essential services	4/2025 (resigned)
Leslie Shapiro	Resident	7/2024 (resigned)
Lisa Gonzalez Moore	City Councilwoman, resident	1/2025

Qualifying Categories *[maximum 9 members, minimum 6 categories represented]*	Total 4 of 4 as *of 9/3/24*	# members: 4
Residential home building industry in connection with affordable housing		
Banking or mortgage banking industry in connection with affordable housing	1	1
Areas of labor actively engaged in home building in connection with affordable housing		
Advocate for low-income persons in connection with affordable housing	1	1
For profit provider of affordable housing		
Not-for-profit provider of affordable housing		
Real estate professional in connection with affordable housing		
Local Planning agency pursuant to s.163.3174		
Resident within jurisdiction of local governing body	1	1
Employer representative within the jurisdiction	1	1
Essential services personnel, as defined in the LHAP		