



## **Agenda**

### **Affordable Housing Advisory Committee**

**Tuesday, June 27, 2023 at 3:00 p.m.**

**Emergency Operations Center**

**3825 Tiger Bay Road, Daytona Beach**

#### **Board Members**

Waylan Niece, Chair  
Anne Evans, Vice-Chair  
D.J. Lebo, Secretary  
Mark Billings  
Jake Johansson  
Sue Odena  
Sarah Ulrich  
Dwight Selby  
Josephine Callis

#### **Staff**

Carmen Hall, Community Assistance Director  
Corry Brown, Operations Manager  
Maureen Sikora, Assistant County Attorney  
Brittany Louis, Housing and Grants  
Administration Manager

#### **Call to Order**

#### **Roll Call**

#### **Public Participation**

Public participation is encouraged on matters on the agenda. If you desire to be recognized by the chair, please fill out a request form. Public comment on issues on the agenda or public participation shall be limited to three minutes.

#### **Item 1 – Previous Meeting Minutes**

The AHAC will review and discuss the draft minutes for April 12, 2023.

#### **Item 2 – AHAC Report – Affordable Housing Incentive Strategies**

The AHAC will review and discuss the Affordable Housing Incentive Strategies report. The AHAC will review the ideas submitted by members of the committee.

#### **Item 3 – Affordable Housing Plan Annual Review**

Staff will provide an overview of the Affordable Housing Plan's progress and be give an update on the action steps.

#### **Item 4 – FY 2023/24 Annual Action Plan**

Staff will provide an overview of the Annual Action Plan for FY 2023/24.

## **Discussion by board members of matters not on the agenda**

### **Items for staff discussion**

### **Adjournment**

#### **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (TITLE II)**

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the County of Volusia ("County") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of County, should contact the office of the County's ADA Title II Coordinator, Jim Corbett, at (386) 248-1760 as soon as possible but no later than 2 business days before the scheduled event or meeting. This paragraph shall likewise apply to written requests by a physically handicapped person needing a special accommodation to attend a public meeting in accordance with section 286.26, Florida Statutes.*

*A copy of the County's Notice under the Americans with Disabilities Act (Title II) can be obtained at <http://www.volusia.org/ada> or requested from the County's ADA Title II Coordinator at the telephone number listed above.*



## **Minutes**

### **Volusia County Affordable Housing Advisory Committee**

**Wednesday, April 12, 2023 at 3:00 p.m.**

**Volusia County West Annex Conference Room**

**121 W. Rich Avenue, DeLand, FL**

#### **BOARD MEMBERS**

Waylan Niece, Chair  
Anne Evans, Vice-Chair  
D.J. Lebo, Secretary  
Mark Billings  
Jake Johansson  
Sue Odena  
Sarah Ulrich

#### **STAFF**

Carmen Hall, Community Assistance Director  
Corry Brown, Operations Manager  
Maureen Sikora, Assistant County Attorney  
Brittany Louis, Housing & Grants  
Administration Manager

#### **CALL TO ORDER**

Anne Evans called the meeting to order at 3:07 p.m.

#### **ROLL CALL**

Brittany Louis, Housing & Grants Administration Manager, called the roll. D.J. Lebo and Sarah Ulrich were absent. All other members were present and there was a physical quorum.

#### **PUBLIC PARTICIPATION**

Sue Odena asked to speak on behalf of a member of the public, Chad Walton. She shared photos of tiny homes being developed that were going to be presented at the Daytona Beach Housing Fair. Ms. Odena explained to the committee that the tiny homes are 320 square feet and they are being sold for \$60,000. She informed the committee that the company is looking for small lot exceptions for tiny home communities.

Savannah Griffin from The Neighborhood Center introduced herself to the committee members as the CEO. She explained that her organization is seeing the effects of limited affordable housing because while the center has grants to secure leases, they are having challenges finding affordable rental housing. Ms. Griffin also spoke to the increase in the need for homeless prevention services due to increases in rent.

Jayson Myer spoke as a developer to encourage the board to consider minimum square footage as a part of their incentive strategies for their annual report. He also asked the committee to look into stormwater consideration as a strategy. Mr. Myer asked to submit a memorandum for the next AHAC meeting with suggestions that would be beneficial to developers to incentivize creation of additional affordable housing.

Scott Banta from Dreamquest Tiny Neighborhoods gave an overview of his company and the work they are doing to build tiny home communities that are affordable for those between 80% and 120% of the area median income. He explained that his company is not looking for funding but would benefit from expedited permitting and higher density on lower density properties. He stated he believes if the ideas in the county's affordable housing plan were to be implemented, it would create great change.

### **ELECTION OF OFFICERS**

Brittany Louis explained to the AHAC that as current officers had held their positions for two consecutive years, per the bylaws, they would not be eligible for election to the same position. She further explained that previous officers could be nominated for a different position than the position they previously held.

Anne Evans made a **MOTION** to elect Waylan Niece to the position of Chair. Sue Odena seconded the motion. The motion carried unanimously 5-0.

Mark Billings made a **MOTION** to elect Anne Evans to the position of Vice-Chair. Waylan Niece seconded the motion. The motion carried unanimously 5-0.

Mark Billings made a **MOTION** to elect D.J. Lebo to the position of Secretary. Jake Johansson seconded the motion. The motion carried unanimously 5-0.

### **APPROVAL OF FEBRUARY 8, 2023 MINUTES**

Sue Odena made a **MOTION** to approve the minutes of the February 8, 2023 meeting. Jake Johansson seconded the motion. The motion carried unanimously 5-0.

### **NEW BUSINESS**

#### **AHAC Report – Affordable Housing Incentive Strategies**

Corry Brown, Operations Manager, gave an overview presentation discussing the process and timeline for evaluating and recommending affordable housing incentive strategies. Ms. Brown explained each existing strategy, went over the recommendations made by AHAC the previous year, and whether or not they were implemented since the recommendations had been made.

Anne Evans, Vice-Chair, asked whether the strategies that were not implemented were closer to an implementation point for the current year. Corry Brown explained that they were closer as the new ordinance had been drafted which the AHAC had reviewed previously. Stephen Shams, Planning and Development, stated that the new ordinance would be going to the Planning and Land Development Regulation Commission (PLDRC) in the upcoming months and then would go to the County Council for final approval.

Sue Odena stated she would like the committee to look into a recommendation that reduces the amount of parking needed per dwelling unit if the unit is within walkable distance of public transportation. Ms. Odena also recommended the committee review expanding construction opportunities to include container and tiny homes.

Mr. Billings explained that he believed manufactured homes are an affordable option that could be beneficial to the community. He explained that the problem he is seeing is that if those manufactured homes are only limited to the unincorporated areas of the county, the needed infrastructure is missing to make it successful.

Mark Billings asked whether the recommendations and any ordinance that was approved by the County Council had any authority over the cities and municipalities. Corry Brown explained that any ordinance changes would only be for unincorporated areas of the county as they did not have any authority over the municipalities.

Waylan Niece suggested creating a task force to present to the various municipalities in order to try to get them on board with the recommendations made by the AHAC to incorporate them into the city's ordinances. Mark Billings suggested having a representative go to the city commission meetings once a year to present the recommendations of the committee. Jake Johansson suggested ensuring that it is the right person going to the municipalities to deliver the mission of the committee to get the best outcome.

Anne Evans asked about possibly scheduling a joint meeting with the Deltona and Daytona Beach Affordable Housing Advisory Committees to discuss common strategies.

Mark Billings made a **MOTION** to direct staff to invite the Deltona AHAC and Daytona Beach AHAC for a joint meeting. Anne Evans seconded the motion. The motion carried unanimously 5-0.

The committee discussed making sure they were certain of their recommendations before any joint meeting was to occur. The committee discussed the timeline presented and discussed potentially adding additional meetings for the year.

Jake Johansson informed the committee that he believed it may be too late in the year to get everyone together and be able to complete the report before the deadline. Mr. Johansson suggested leaving most of the strategies and recommendations the same and looking toward the next year to incorporate a joint meeting and outreach to the various municipalities.

Mark Billings stated that he believes in order to make change in the most needed areas, the committee will need to get the municipalities on the same page.

Jake Johansson suggested adding another strategy to include education and communication which would include the municipalities and other Affordable Housing Advisory Committees as previously discussed. He further explained that the recommendations would include a joint meeting and meeting with the municipalities.

Waylan Niece agreed with Mr. Johansson's suggestion that they could use the current year as their planning year and execute these meetings the next year.

Jake Johansson made a **MOTION** to add an education and communication strategy as strategy L. Sue Odena seconded the motion. The motion carried unanimously 5-0.

Anne Evans suggested the committee think about what they would like to see changed or added to the incentive report prior to the next AHAC meeting. The members decided to submit their ideas to staff for the strategies prior to the June meeting so that staff could compile all committee members' thoughts for discussion at the meeting.

### **DISCUSSION BY BOARD MEMBERS OF MATTERS NOT ON THE AGENDA**

Sue Odena shared with the committee a flyer for the 2023 Housing Fair & Financial Clinic to be held on April 29, 2023, at the Allen Chapel AME Church. She encouraged the committee members to attend the clinic.

### **ITEMS FOR STAFF DISCUSSION**

Brittany Louis explained to the committee that the AHAC currently has two vacancies that have not yet been filled. She informed the committee that they are required to fill six of the eleven service categories and with the vacancies, the committee members are only filling five. Ms. Louis asked the board to encourage anyone they may know that would fit into a service category to apply through the county manager's office.

Stephen Shams shared with the committee that the PLDRC would have an item at their May 18, 2023, meeting to approve a rezoning of a parcel from urban two-family residential to a planned unit development with a residential sub-classification. He explained that the applicant planned to construct 40 single-family and two-family housing units on the site that would be utilized as affordable housing in Daytona Beach.

### **ADJOURNMENT**

Anne Evans made a **MOTION** to adjourn the meeting at 4:36 p.m. Mark Billings seconded the motion. The motion carried unanimously 5-0.

**Affordable Housing Incentive Strategies**  
**Required to be reviewed by the Affordable Housing Advisory Committee**

Strategy description	Previous Recommendations	AHAC Comments
<b>Mandatory affordable housing incentive strategies which were previously adopted and are included in the current LHAP</b>		
<b>Strategy A:</b> The processing of approval 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.	<ol style="list-style-type: none"> <li>1. Create an environment supportive of new affordable housing development through effective communication and collaboration by developing and implementing a communication plan for “The Path Forward – Strategies for Success” Five-Year Plan to distribute in the community and shift the narrative and by developing and implementing a dashboard to report progress on a quarterly basis.</li> <li>2. Draft comprehensive plan changes and an affordable housing ordinance to include an affordable housing review team to decrease the time and expense to build affordable housing by drafting comprehensive plan changes and affordable housing ordinance.</li> </ol>	Recommendation to shorten the approval process for projects through a review team. (Sue Odena)
<b>Strategy I:</b> 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.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects based on the following: <ul style="list-style-type: none"> <li>• Determine what criteria qualifies projects for affordable housing bonuses, waivers, and deferrals</li> <li>• Determine criteria for a restrictive covenant if bonuses, donations, funding, and fee waivers are received to include in draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects</li> </ul> </li> <li>2. Draft an affordable housing ordinance and modifications to the comprehensive plan to clearly delineate the supports available to developers of affordable housing and the accompanying responsibilities and commitments expected.</li> <li>3. Draft comprehensive plan changes and affordable housing ordinance to allow for reasonable administrative modifications to zoning requirements for affordable housing projects.</li> </ol>	Recommendation of inclusions for alternative methods of construction, potential reduction in size to allow for smaller footprints, including smaller lot sizes, cottage communities, and pocket neighborhoods. (Sue Odena)

Optional affordable housing incentive strategies with AHAC recommendations which are not included in the current LHAP		
<b>Strategy B:</b> All allowable fee waivers provided for the development or construction of affordable housing.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects based on the following: <ul style="list-style-type: none"> <li>• Determine what criteria qualifies projects for affordable housing bonuses, waivers, and deferrals</li> <li>• Determine criteria for a restrictive covenant if bonuses, donations, funding, and fee waivers are received to include in draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects</li> </ul> </li> <li>2. Draft an affordable housing ordinance and modifications to the comprehensive plan to clearly delineate the supports available to developers of affordable housing and the accompanying responsibilities and commitments expected.</li> </ol>	No additional comments received.
<b>Strategy F:</b> The reduction of parking and setback requirements for affordable housing.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes and affordable housing ordinance to allow for reasonable administrative modifications to zoning requirements for affordable housing projects.</li> </ol>	Recommendation for reduced parking based on the Live Local Act. (Sue Odena)
<b>Strategy K:</b> The support of development near transportation hubs and major employment centers and mixed-use developments.	<ol style="list-style-type: none"> <li>1. Determine the areas of highest need for affordable housing to plan for future modifications to the comprehensive plan to include an affordable housing zoning overlay to encourage affordable housing development in identified geographic areas.</li> </ol>	Recommendation to assess what properties could be utilized in industrial and commercial zones for affordable housing based on the Live Local Act. Determine length of time affordable housing properties remain affordable. (Sue Odena)



Optional affordable housing incentive strategies which were previously adopted and are included in the current LHAP		
<b>Strategy C:</b> The allowance of flexibility in densities for affordable housing.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects based on the following: <ul style="list-style-type: none"> <li>• Determine what criteria qualifies projects for affordable housing bonuses, waivers, and deferrals</li> <li>• Determine criteria for a restrictive covenant if bonuses, donations, funding, and fee waivers are received to include in draft comprehensive plan changes to include options for fee waivers and deferrals and density bonuses for affordable housing projects</li> </ul> </li> <li>2. Draft an affordable housing ordinance and modifications to the comprehensive plan to clearly delineate the supports available to developers of affordable housing and the accompanying responsibilities and commitments expected.</li> <li>3. Draft comprehensive plan changes and affordable housing ordinance to allow for reasonable administrative modifications to zoning requirements for affordable housing projects.</li> </ol>	Recommendation of inclusions for alternative methods of construction, potential reduction in size to allow for smaller footprints, including smaller lot sizes, cottage communities, and pocket neighborhoods. (Sue Odena)
<b>Strategy E:</b> The allowance of affordable accessory residential units in residential zoning districts.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes and affordable housing ordinance to allow for reasonable administrative modifications to zoning requirements for affordable housing projects.</li> </ol>	No additional comments received.
<b>Strategy G:</b> The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.	<ol style="list-style-type: none"> <li>1. Draft comprehensive plan changes and affordable housing ordinance to allow for reasonable administrative modifications to zoning requirements for affordable housing projects.</li> </ol>	Recommendation to allow for pocket communities with smaller lot sizes. (Sue Odena)
<b>Strategy J:</b> The preparation of a printed inventory of locally owned public lands suitable for affordable housing.	<ol style="list-style-type: none"> <li>1. Develop, issue, and evaluate proposals received from a competitive solicitation, seeking proposals from organizations that will partner with the county in the formation of a Community Land Trust in Volusia County.</li> </ol>	Recommendation to reserve land for affordable housing rather than selling at auction. (Sue Odena)

Optional affordable housing incentive strategies which are not included in the current LHAP and no recommendations made		
<b>Strategies D:</b> The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.	No implementation recommendations – no action	Recommendation to discuss water usage and how areas will be affected over time based on the number of residents and ensuring the infrastructure can accommodate a population increase. (Sue Odena)
<b>Strategy H:</b> The modification of street requirements for affordable housing.	No implementation recommendations – no action	Recommendation to discuss street width needs for emergency vehicles and how affordable housing apartment complexes affect street traffic. (Sue Odena)

### Additional AHAC Recommendations

Anne Evans

Draft Proposed Additional Strategy for Consideration

**Strategy L:** The support of education, communication, and collaboration among stakeholders and the general public regarding affordable housing.

- Recommendation 1: Create a tasks force to plan for an informational and collaborative joint summit of other AHAC's within the county (City of Daytona Beach and DeBary)
- Recommendation 2: Continue to publish educational opportunities regarding affordable housing offered by county staff.
- Recommendation 3: Create a process to clearly communicate incentive strategies to developers, potential renters/homeowners, and service providers.
- Recommendation 4: Conduct a summit with other AHAC's in order to collaborate and communicate shared goals as well as to develop county-wide strategies to promote more opportunities for affordable housing.

Waylan Niece

- Suggestion to look further into Strategies D and H that were not implemented previously as the committee did not have recommendations.

Sarah Ulrich

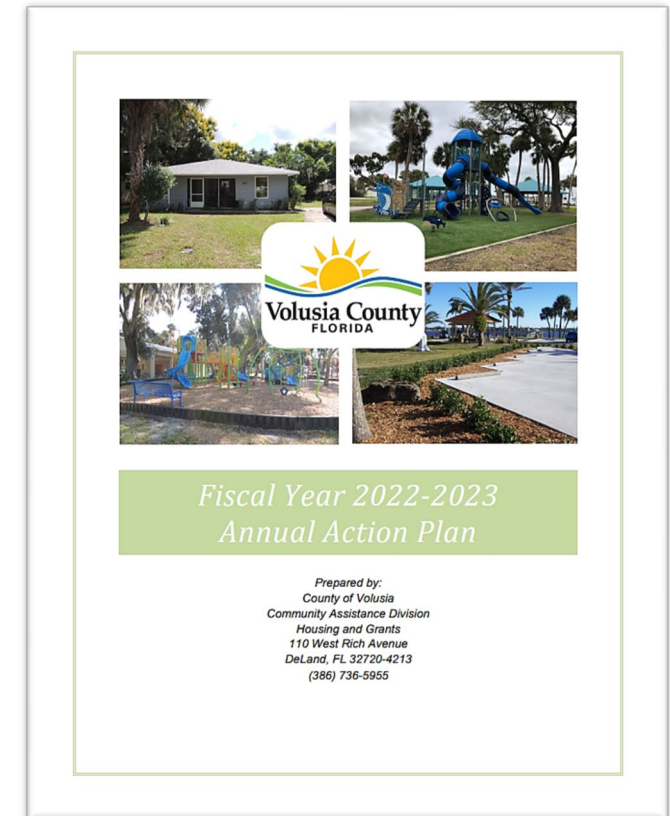
- Prioritizes incentives and waivers for non-rental housing units.
- Restricts the incentives given to non-owner occupied units such as tax breaks, waivers, and expedited permitting to a percentage significantly smaller than that of owner occupied units.

# ANNUAL ACTION PLAN OVERVIEW



# Purpose

- Submitted annually to HUD for the upcoming fiscal year
- Summary of the actions, activities, and resources to be utilized in the next year
- Portion of funds to be used for affordable housing
  - ▣ Bringing to AHAC for discussion and possible recommendations

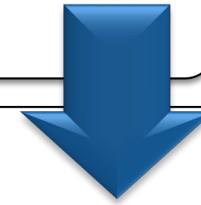


# Consolidated Plan Process

## **Five-year Consolidated Plan**

Describes the jurisdiction's priorities and multiyear goals.

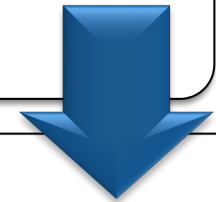
Based on an assessment of housing and community development needs, an analysis of housing and economic market conditions and available resources.



## **Annual Action Plan**

The Consolidated Plan is carried out through Annual Action Plans.

Provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.



## **Consolidated Annual Performance and Evaluation Report (CAPER)**

Grantees report on accomplishments and progress toward Consolidated Plan goals in the prior year.



# Funding Allocations for FY 2022/23

Community Assistance received the following funding from HUD for FY 22/23:

Community Development Block Grant (CDBG)	\$1,635,530
HOME Investment Partnerships Program (HOME)	\$ 802,647
<u>Emergency Solutions Grant (ESG)</u>	<u>\$ 145,833</u>
	\$2,584,010



# Potential Funding Allocations for FY 2023/24

Community Assistance anticipates receiving the following funding from HUD for FY 23/24:

Community Development Block Grant (CDBG)	\$1,695,278
HOME Investment Partnerships Program (HOME)	\$ 789,214
<u>Emergency Solutions Grant (ESG)</u>	<u>\$ 0</u>
	\$2,484,492



# Eligible Uses of Funds

- The following types of activities are eligible through CDBG
  - ▣ Public infrastructure
  - ▣ Public facilities
  - ▣ Public services (includes homeless facility operations)
  - ▣ General administration
- The following homelessness activities are eligible through ESG funding
  - ▣ Rapid re-housing
  - ▣ Homelessness prevention
  - ▣ Program administration





# Affordable Housing Funding

- The following affordable housing activities are eligible with HOME funding
  - Down payment assistance
  - New housing construction
  - Owner-occupied rehabilitation
  - Tenant-based rental assistance
  - CHDO set-aside
    - At least 15% of total award
  - Program administration
    - Up to 10% of total award



# Next Steps

- Public Meetings
  - ▣ June 13, 2023 at the Alonzo “Babe” James Community Center
  - ▣ June 14, 2023 at the Dr. Joyce M. Cusack Resource Center
- Anticipated DRAFT plan available to the public – 6/29/23
- Public Comment Period – 6/29/23 – 7/28/23
  - ▣ Comments will be accepted by phone, email, or mail
  - ▣ All public comments made will be added to the final Action Plan

