

MINUTES

**County of Volusia
Affordable Housing Advisory Committee
Thursday, September 11, 2008 3:30pm
Thomas C. Kelly Administration Center
County Council Chambers
123 West Indiana Avenue
Deland, Fl. 32720**

Committee Members Present	Committee Members Absent	Staff
Frank Severino, Chair	Deborah Michaud	Edward L. Jasper, Community Assistance Director
Richard Fraser, Vice Chair	Sara Truhlar	Terry James, Planning Division Director
Janet Bellows		Tom Brooks, Planner II
Michelina Bowman		Christian Nagle, Planner II
Lynn Kaiser Conrad		Carlotta Hiers, Administrative Aide
William Hansard		Palmer Panton, Land Development Manager
Tadd Kasbeer		Paula Szabo, Housing & Grants Planner
Richard Vincik		
Rosemary Walker		

The meeting of the Volusia County Affordable Housing Advisory Committee (AHAC) was called to order at 3:30 p.m. by Frank Severino, Chair. Carlotta Hiers called the roll and a quorum was present.

Item 1- Approval of the minutes of the Affordable Housing Advisory Committee.

The Chair tabled this agenda item to the next meeting as the minutes of the August 28, 2008 AHAC meeting had not yet been submitted to committee members for review.

Item 2 – Discussion of affordable housing incentive issue one - The processing of approvals of development orders or permits, as defined in s. 163.3164 (7) and (8), for affordable housing projects is expedited to a greater degree than other projects.

The Chair called the floor for staff discussion. Christian Nagle, Planner II, stated that according to Don Vancini, the County's Chief Building Official, the County already has and is using an expedited review and approval process for the issuance of individual building permits for affordable housing. An affordable housing project building permit is moved to the top of the list. The committee requested staff to provide answers or supporting documentation on the following questions and issues regarding expedited building permits:

- Other than moving the permit to the top of the list, is it expedited in any other fashion?
- Will affordable housing expediting cause delay for other types of builders?
- Are the process and timeframes part of a written policy and/or procedure?

The committee requested that staff provide a flowchart of the building permit process, including timeframes and checklists. Mr. Nagle committed to obtaining the information for distribution at the next meeting.

Palmer Panton, Land Development Manager, then distributed a flowchart (attached to these minutes) of the current process for development orders for all subdivisions, including affordable housing projects. He explained that the current process is a 4 step review. Proposed revisions would reduce from 4 steps to 2 steps, with the preliminary and final site plan collapsed into one step. Currently each step takes approximately 3 months. The revised process could cut the time down to as little as 40 days, depending on the completeness of the developer's submission. He further stated that GRM is in the process of unifying the Land Development Code and this revised process will be part of the unified Land Development Code.

Tadd Kasbeer questioned whether the proposed revisions would be really more of a cost savings rather than a time savings, and whether the revised process would permit the developer to avoid bonding. He further commented that the development process really includes 3 types of permits, the site development order, the zoning process and the building permit, and that the committee should consider the entire process. Richard Vincik questioned the criteria for determining whether a project is an "affordable housing project." The Chair agreed that this was an important issue, and would be reviewed by the committee at an appropriate time.

Palmer Panton committed to providing a revised flowchart of the expedited development review and development review checklist for next meeting. The Chair opened the floor to public comment, and there being none, he closed the item to discussion.

Item 3 – Discussion of affordable housing incentive issue three - The allowance of flexibility in densities for affordable housing.

The Chair opened the floor for staff discussion. Christian Nagle explained that the County has a density bonus available for affordable housing projects that is contained in the County's Comprehensive Plan, Housing Element. None of the residential zoning classifications allow affordable housing density bonuses by right, and the County does not have any affordable housing overlay districts. To request a density bonus, the developer must use the residential planned unit development (PUD) process. The PUD process provides a lot of flexibility from zoning requirements, as the PUD has very few standards.

However, the PUD process does not permit the revision of land development code requirements. Therefore, the developer has to come up with the plan and has to be prepared to negotiate with the County. Tom Brooks added that the County had chosen to use the PUD mechanism for density bonuses for affordable housing so that they would have an enforcement tool to ensure that affordable homes were built and sold. Chris Nagle briefly discussed the possibility of using a development agreement, as permitted by state law, instead of a PUD for affordable housing.

Staff also discussed the minimum standards for PUD, including open space and lot size minimum requirements. The committee requested staff to provide answers or supporting documentation on the following questions and issues regarding the density bonus process:

- The minimum standards for a PUD
- The timeframes and checklist for review of a PUD
- The possibility of using a development agreement with affordable housing instead the PUD process.

Mr. Nagle stated that he would provide the information for distribution at the next meeting. The Chair opened the floor to public comment. There being no public comment, the Chair closed the item to discussion.

Item 4 – Discussion of affordable housing incentive issue five - The allowance of affordable accessory residential units in residential zoning districts.

The Chair opened the floor for staff discussion. Chris Nagle stated that accessory residential units, also known as accessory dwelling units (ADU), are allowed in Volusia County under the zoning ordinance in single-family residential areas under the provision of “garage units”, however a special exception must be obtained. Volusia County also permits a “guesthouse” to be built in a single-family residential zone, which is not a dwelling unit since it cannot have a kitchen. Many jurisdictions are also encouraging ADUs as a mechanism for low-income households to get revenue.

The committee requested staff to provide answers or supporting documentation on the following questions and issues regarding accessory dwelling units:

- What are the fees and time frames for the special exception process?
- The zoning ordinance definitions, provisions and standards for ADUs

The Chair opened the floor to public comment. There being no public comment, the Chair closed the item to discussion.

Item 5 – Discussion of affordable housing incentive issue seven - The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.

The Chair opened the floor for staff discussion. Chris Nagle stated that cluster subdivisions and zero-lot-line configurations are allowed in certain zoning classification areas as a right. However, the primary rationale for permitting cluster subdivisions is to protect environmentally sensitive areas. The cluster and zero-lot-line configuration rules do not permit the creation of additional lots. Volusia County permits, but does not encourage, the use of flag lots. Chris Nagle also discussed that substandard lots and non-conforming lots have different standards, and that meeting minimum lot size does not usually present a problem for developers. Tom Brooks added that urban development infill standards should be developed. Tadd Kasbeer questioned whether the County would consider using cluster subdivisions for affordable housing, in addition to environmental concerns.

The Chair opened the floor to public comment. There being no public comment, the Chair closed the item to discussion.

Item 6 – Final discussion and vote on recommendations for issues 4 & 10

The Chair recommended that this agenda item be deferred to the next meeting since it would require substantial discussion and the meeting was running long. This recommendation was approved unanimously.

Public Participation

The Chair opened the floor to public comment. There being no public comment, the Chair closed the item to discussion.

Discussion by committee members of matters not on the agenda.

The committee discussed the proposed meeting schedule (attached to these minutes), and that the next meeting was to be held at the Volusia County Health Department located on Holsonback Drive in Daytona Beach.

Items for staff discussion.

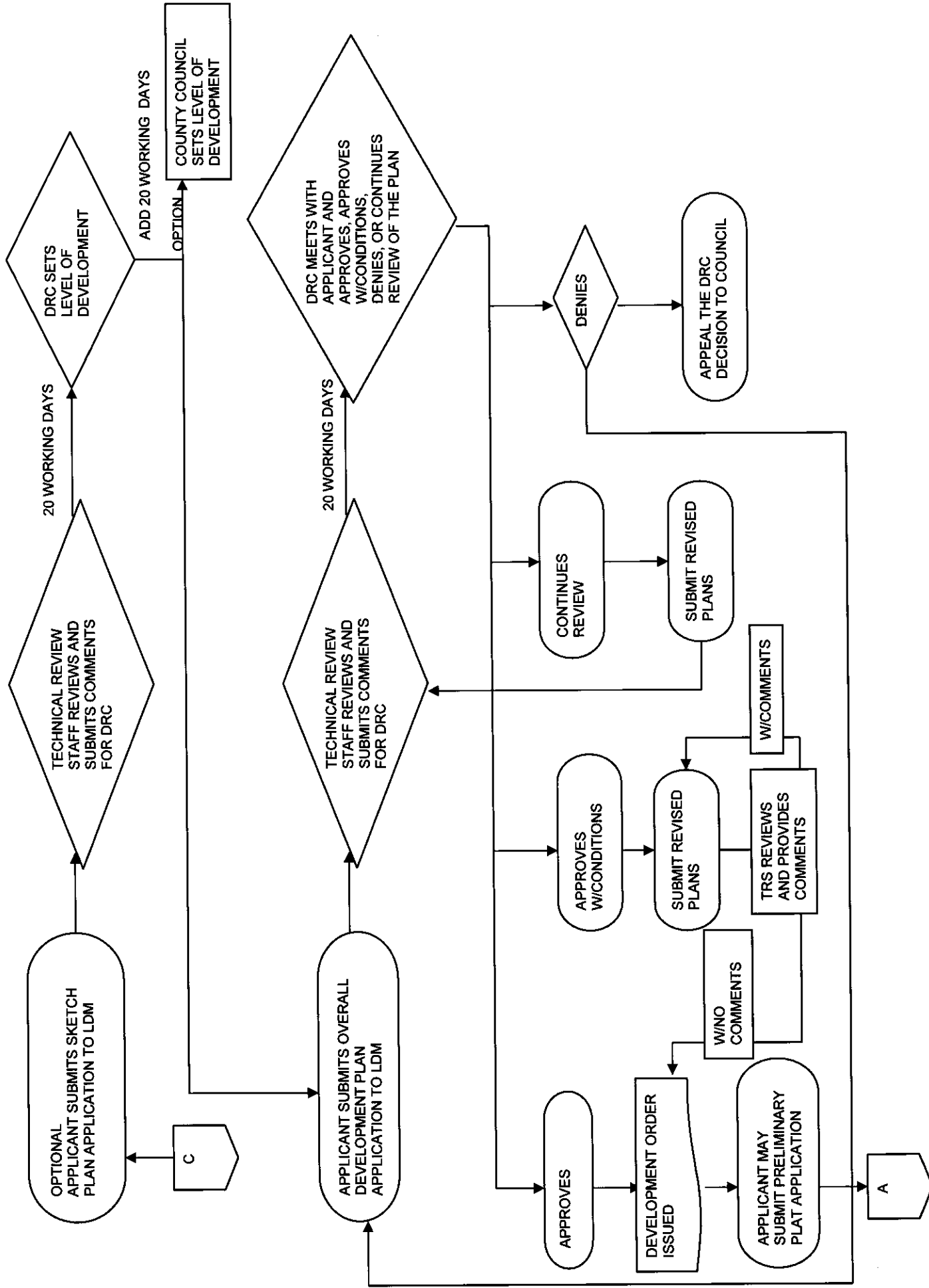
Edward Jasper stated that the SHIP Act, which provides for the formation of the Committee, requires that the Committee's final vote on the eleven housing recommendations must be held at a public hearing. The public hearing must be noticed in the newspaper and include a brief summary of the items up for voted. The Committee must be cautious to avoid giving the appearance that they would be voting on the housing incentive recommendations at their meetings prior to the public hearing.

Adjournment

With no further matters, the Chair adjourned the meeting at 5:30.

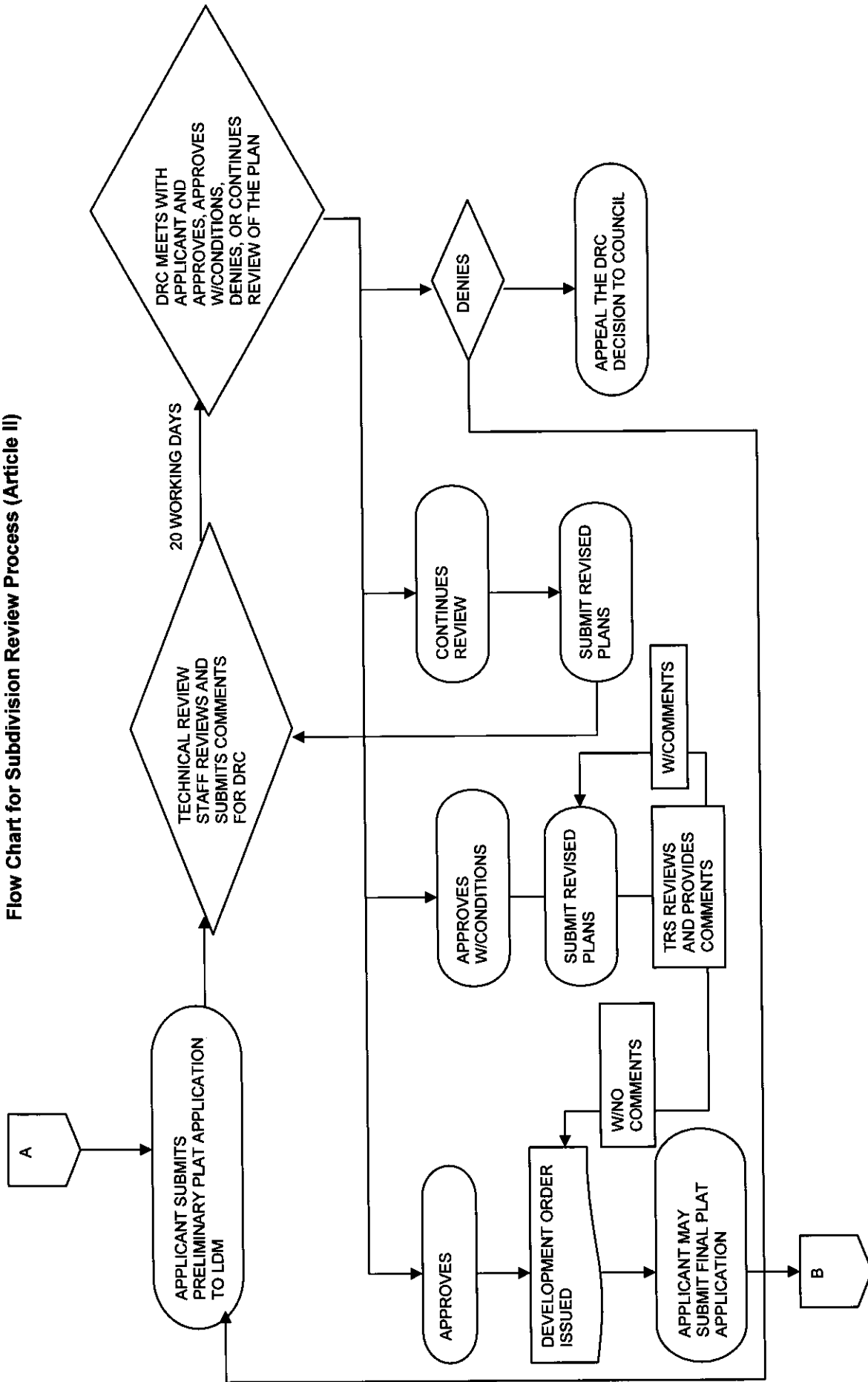
4.3.1. (b) Land Development and Development Engineering

Flow Chart for Subdivision Review Process (Article II)



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