

MINUTES - Final

**County of Volusia
Affordable Housing Advisory Committee
Wednesday, October 17, 2018 2:30pm
Hope Place
1340 Wright Street, Conference Room
Daytona Beach, Florida 32117**

Committee Members Present	Committee Members Absent	Staff Present
Allen Harrell, Chair	Rosemary Walker	Diana Phillips, Manager, Housing and Grants Administration
Anne Evans, Secretary	Tom Wright	Paula Szabo, Housing & Grants Planner
Max Hackman, Vice Chair		David Stallworth, Planner II
Peggy Hart		
Waylan Niece		
Susanne Odena		

The meeting of the Volusia County Affordable Housing Advisory Committee (AHAC) was called to order at 2:30 p.m. by Allen Harrell. Paula Szabo called the roll and it was determined that a quorum was present. Allen Harrell introduced Waylan Niece, who had been appointed to the AHAC on October 16, 2018 by Councilman Pat Patterson. Waylan gave a brief summary of his professional background and interest in serving on the AHAC.

Public Participation. Lori Gillooly, CEO of Habitat for Humanity of Greater Volusia County, introduced herself and staff. She provided a brief overview of their organization, its history and role in providing affordable housing for low income families in Volusia County. She stated that they work closely with the County's Community Assistance Division.

Item 1 – Chair report and board discussion/action of board minutes of the meeting of September 6, 2018.

Allen Harrell opened the discussion regarding the board minutes by restating the overarching question to be answered by the AHAC over the course of its meetings: "What should we recommend to County Council to facilitate affordable housing and to reasonably assure that said housing can appreciate in value?"

Allen Harrell asked for questions regarding or need to correct the minutes as proposed. Staff David Stallworth stated that the minutes incorrectly stated his position title as Senior Planner, when it is Planner II. Anne Evans noted the correction on the proposed minutes. There being no further corrections or discussion, a motion was made by Anne Evans, seconded by Peggy Hart, and by unanimous vote the minutes were accepted as corrected.

Item 2 – Overview of Volusia County's laws and plans concerning land development

David Stallworth introduced himself and provided a presentation of Volusia County's laws and plans concerning land development, including information regarding the state's required Comprehensive Plan, Zoning and Land Use Ordinances, building permits and codes, along with a brief review of the public review processes through the County's Development Review Committee (DRC), Planning & Land Development Review Committee (PLDRC) and County Council review. A copy of his presentation is attached to these minutes.

Following the presentation, David opened the floor to questions and discussion. In response to a question from Allen Harrell, David clarified that his presentation was newly created to provide the AHAC with current status of the land development process and was not related to previous AHAC reports. Allen Harrell stated that in researching the SHIP incentives he had found a report that summarized the status of the incentive strategies in Florida's 67 counties, and that the report concluded that five particular incentives were the most commonly used. He questioned how the AHAC should focus its review. Anne Evans noted that the staff presentation really clarified how difficult it is to make any changes and puts the process of making recommendations for change into perspective. David noted that Volusia County is not unique in the complexity of the regulatory and review laws and processes that apply to land development.

Waylan Niece asked if there is a map to assist persons locate land that can be developed for affordable housing. David Stallworth stated that the County did not have such a map, but staff frequently work hand in hand with agencies and private developers to answer questions of this nature. Diana Phillips stated that the county does maintain an inventory of county-owned surplus property suitable for affordable housing, and that currently the community assistance division is using some of the surplus land to construct affordable homes. Sue Odena asked staff how to access the inventory on the county's website, and Paula Szabo was directed to send the inventory.

Max Hackman questioned whether the inventory was created in response to Incentive J. A discussion on the inventory and its relationship to Incentive J ensued. Paula Szabo clarified that the creation and maintenance of such an inventory is also required by another Florida statute, and that is the reason that the previous AHAC did not make a recommendation on this strategy. Allen Harrell noted that the inventory of surplus land that is suitable for affordable housing is one of the five most popular incentives as stated in his previously referenced report.

Item 3 – Overview of affordable housing incentive strategies

The meeting proceeded with Paula Szabo providing an overview presentation of the eleven affordable housing incentive strategies required by the SHIP Act to be reviewed by the AHAC. A copy of the presentation is attached to these minutes.

The eleven strategies are non-monetary incentives that aim to increase the likelihood that private and public developers consider developing affordable housing. Anne Evans asked for a definition of the term "affordable housing." Paula Szabo explained that the generally accepted definition of affordable housing is housing, either ownership or rental, for which the household does not pay more than 30% of their monthly income. Volusia County has a procedure to certify that a project is "affordable housing."

Staff focused initially on further explanation of the two required strategies – expedited permitting and regulatory review. She then discussed the five strategies that concern zoning and land use provisions which are density bonuses, accessory dwelling unit, parking and setbacks, flexible lot configurations and street requirements. She concluded with an overview of the four strategies that do not fit in a particular category – impact fee waivers, inventory of surplus land, reservation of infrastructure and supporting development near transportation hubs.

Paula Szabo offered staff recommendations that the AHAC could group their review of the incentive strategies beginning with the two required strategies, followed by the five zoning/land use related strategies, and finish with a review of the four strategies grouped in the presentation as miscellaneous. Diana Phillips stated that the AHAC has scheduled three meetings: November 14, January 16, and February 20th. If the committee is inclined to take staff recommendations, then staff could move forward to plan meeting agendas based on this grouping. Paula Szabo explained that the AHAC is required by the SHIP Act to adopt its final recommendations at a public hearing,

which is somewhat different than a public meeting. A public hearing would need to have a paid published notice in the News-Journal which meets the notice content requirements set forth in the SHIP Act. A regularly scheduled AHAC meeting would not be able to also meet the requirements of the public hearing. There is a ten day notice period in order for the AHAC to take final action on their recommendation report. Peggy Hart asked when County Council's review the AHAC recommendations would be scheduled. Diana Phillips explained that the AHAC recommendation report would be incorporated by staff into an agenda item. There is usually a four to six week period needed to complete the review of a proposed agenda item as various departments and staff, along with the county manager, must review all agenda items before they are finalized and put on the County Council's agenda.

Allen Harrell directed the member's attention back to the question he posed at the beginning of the meeting: "What should we recommend to County Council to facilitate affordable housing and to reasonably assure that said housing can appreciate in value?" He also asked clarification on which strategy is "expedited permitting" and Anne Evans stated that it is the first strategy, Strategy A.

Anne Evans proposed that the AHAC try to "step out of the box" beyond its mandated task of reviewing and making recommendations on the incentive strategies. She suggested a two part approach. The first part would be determining the status of the recommendations made by the previous AHACs, with a focus on determining what action if any County Council had taken. Secondly, she suggested that there are other ways to promote affordable housing and she favored convening a symposium in connection with the Florida Affordable Housing Coalition. She had attended a recent conference held by the Florida Housing Coalition and she believes that they have creative approaches for affordable housing to offer our community.

After further discussion, a motion was made by Anne Evans and seconded by Sue Odena to recommend to the County Council permission to convene a symposium with the Florida Affordable Housing Coalition to offer different strategies for achieving affordable housing within the county. Peggy Hart asked for clarification about the nature of the Florida Housing Coalition, and Anne Evans explained that the Coalition is a statewide non-profit with a mission to promote affordable housing. Allen Harrell asked staff to restate the motion and then called for a vote. By unanimous vote, the motion passed.

Diana Phillips was recognized by the Chair and asked to make a comment. She stated that she wanted to ensure that the AHAC members are clear about the timeline for completing the AHAC's mandatory task of reviewing the status of the eleven incentive strategies. She understands that the task of reviewing the plan and making recommendations is somewhat mundane and the process for making changes in a large organization can be very slow, but nonetheless it is the required role of the AHAC. She further stated that as to the symposium she asked that staff be allowed to go back and talk with management and determine if this has to be an agenda-ed item, or if we can just do it as it would be more efficient. Allen Harrell questioned if the motion needed to be restated by the speaker, however Anne Evans recommended that staff work through the existing motion that was previously approved.

Max Hackman asked staff which of the incentives staff thought had the greatest chance of moving forward and producing positive results. Diana Phillips responded that everything is tied back to Volusia County's Growth and Resource Management Department. She recommended that after GRM completes their update, the AHAC could determine if strides were being made in any of the strategies. Diana Phillips further commented that she though expedited permitting is something that can be accomplished internally. Further discussion was had on the nature of expedited permitting and the role of the ombudsman, as well as developers who are experienced and prepared.

Anne Evans stated based on staff recommendations at the next meeting the AHAC should review the two required strategies, and then at the following meeting the other two groupings of strategies would be reviewed. A discussion followed on the suggested schedule for review of the strategies. At the request of the Chair, Anne Evans re-stated her motion that at the next meeting the AHAC would complete a review of the two required strategies including the recommendations made by the AHAC to implement the strategies, the status of the recommendations, and the current AHAC's recommendations and at the following meeting in January the AHAC would take the same approach to the review of the other nine strategies. The motion was seconded by Max Hackman, and by unanimous vote the motion passed. Anne Evans amended the motion to direct staff to complete and distribute the materials necessary to effectuate the approved schedule and timeline. Diana Phillips affirmed that staff will prepare a packet for the next meeting and review with him prior to the meeting.

Item 4 - Affordable housing incentive strategies report timeline and public hearing

Allen Harrell opened the floor to discussion of Item 4, and the Chair stated that the AHAC has previously reached consensus on the timeline in its previous discussion.

Discussion by committee members of matters not on the agenda.

Allen Harrell recognized Sue Odena who announced that there was a housing summit being held on November 1 and 2 at Rosen Shingle Creek in Orlando. Scholarships are available and she encouraged attendance.

Allen Harrell opened the floor for up to two minutes for personal comment. Sue Odena commented that she was very interested in the concept of expedited permitting, and that if permits were expedited it might bring more developers to the table. She was curious in what expedited means to the County.

Items for staff discussion. There were no items for staff discussion.

Adjournment. There being no other comments by the AHAC or staff, the Chair moved to adjourn which was seconded by Anne Evans. The meeting was adjourned at 3:52 pm.

Accepted by:

Anne Evans, Secretary

Date