

**August 15, 2024, 2:00PM**  
**City Council Chambers, 2<sup>nd</sup> Floor**

**MINUTES****Members Present:**

William Cooper [4/1], Jamilah Felix [1/1], Antoinette Giles [5/0(via Zoom)], Juan Hollingsworth [5/0], Alicia Matheson [5/0], Dr. Lantz Mills [2/3], Calvin Pham [4/1(via Zoom)], Commissioner Tony Ortiz [3/0(via Zoom)], Claudia Ray [5/0(via Zoom)], Ryan Seacrist [3/2], and Sharisse Walton [2/3]

**Members Absent:**

All members present except Dr. Lantz Mills and Sharisse Walton.

**Others Present:**

Recording Secretary Donna Fuller, Executive Secretary Kassi Bernard, Housing Initiative Manager Jessica Frye, Chief Planning Manager Paul Lewis, Assistant Housing Division Manager Sonia Carnaval via Zoom.

**1. Call to Order**

Juan Hollingsworth called the meeting to order at 2:11pm. All members present except Dr. Lantz Mills and Sharisse Walton.

**2. Consideration of the Minutes**

There was not an in-person quorum at the time the meeting began, therefore, the minutes from the July 18, 2024, Affordable Housing Advisory Committee meeting could not be reviewed and approved. This item will be revisited at the next meeting on September 19, 2024.

**3. Public Comment**

Juan Hollingsworth invited comments from the public, but no member of the public was present.

**4. New Business**

- Review of development incentives/strategies – Part 1 (1 through 5): Jessica Fry

Jessica Frye began the presentation explaining that there are 11 development incentives that the State Statute requires the committee to review and discuss and only a couple of them are required for the city to receive SHIP funding. She further stated that the city employs most of the incentives and she will review 1 through 5 today, and then items 6-11 will be reviewed at the next meeting on September 19, 2024; recommendations will be discussed at the meeting in October and a draft report will be provided in November which will be voted on for the December Council meeting.

### Incentive #1 - Expedited Permitting

Ms. Frye provided an overview of the Expedited Permitting process by explaining it is a required incentive to be implemented to receive SHIP funding. She further explained it is the processing of approvals of development orders or permits for affordable housing projects and they must be expedited to a greater degree than other projects. Ms. Frye went over the policies and regulations that implement this strategy. She explained the city has a designated Housing Expediter and a centralized permitting which helps developers go through one point for development processes. She explained the Housing Expediter helps facilitate the expedited review process, act as an advocate within the city and is the point person for providing assistance as needed.

Ms. Frye stated although there were no previous recommendations last year, she included 2022's recommendation as city staff continue to work with applicable departments to identify and alleviate time consuming and costly requirements found during the review process. Ms. Frye advised recent activity for this strategy includes a new form that was created is submitted with the Certification Letter, requiring the Developer to acknowledge the process to expedite. Ms. Frye asked if there were any questions for this item and Juan Hollingsworth asked if there were any considerations on increasing the budget for the expedited process or to bring in more staff. Ms. Frye responded she is currently interviewing for a position in the Housing and Community Development and believes the Permitting Department is doing the same. Further discussion ensued.

### Incentive #2 - Ongoing Review Process

Ms. Frye provided an overview of the Ongoing Review process by explaining it is 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. It is also a State mandated required incentive. She went on to discuss the policies and regulations that implement this strategy.

Ms. Frye stated there were no previous recommendations in 2022 or 2023, however, staff continues to monitor proposed code changes to determine the potential impacts on the cost of housing. Any policy that may increase the cost of housing is brought before the AHAC. There were no further questions or comments.

### Incentive #3 – Affordable Housing Inventory

Ms. Frye provided an overview of the Affordable Housing Inventory process by explaining it is the preparation of a printed inventory of locally owned public lands suitable for affordable housing. It is also a State mandated required incentive. She went on to discuss the policies and regulations related to this strategy. Ms. Frye explained she receives a few inquiries regarding the list, but typically land is provided to developers in the form of a competitive solicitation. Ms. Frye then provided an overview of the maps of current vacant inventory available in the Parramore community.

Ms. Frye reviewed the previous recommendation and advised recent activity includes:

- Real Estate updates the online inventory as soon as property is purchased (residentially zoned property)

- The inventory goes through formal publication and council approval triennially (similar cycle as the LHAP)
- The list must now be published online and include special districts (the City already complies)
- The City just closed a solicitation and picked ONIC (Orlando Neighborhood Improvement Corporation) for a multi-family property with the Project name of Piedmont Yard. The recommendation of the Selection Committee went to City Council on August 12, 2024. Two additional multi-family properties are being worked on with one expected to be another solicitation.

Ms. Frye further stated they are working to align with other funding options and opportunities through Orange County and the State. Ms. Frye asked if there were any questions for this item and Juan Hollingsworth asked if the lot for the Piedmont project and other properties were rezoned to which Ms. Frye responded yes and she is in the process of rezoning the other lot as well. Further discussion ensued regarding this item.

#### Incentive #4 – Impact Fees

Ms. Frye explained Impact Fees as all allowable fee waivers provided for the development or construction of affordable housing. She went on to discuss the policies and regulations that implement the various fee waivers and discounts. . Ms. Frye stated that currently there are transportation impact fee waivers which is based on AMI (Area Median Income) for Certified affordable housing projects. Anything that is under 80% of AMI will have 100% of fees waived and anything 81% to 120% of AMI will receive a 50% waiver. She went on to say park impact fees are going through Council to change from being based on level of service to being based on AMI and sewer impact fees will be going through the same process. Ms. Frye stated for school impact fees to be waived it must be certified affordable and receive an agreement with OCPS and the City. She went on to say it is difficult to waive the fees for homeowners, so they are receiving reimbursements if funding is available.

Commissioner Ortiz stated that with recent fee increases have impacts on seniors and disable people as they are on a fixed income and cannot afford all the increases. He went on to say that Orange County has a waiver for people of a certain age that have lived in the property for x number of years to receive a waiver and had staff do a study for reference. Commissioner Ortiz noted he would like to propose something similar to Orange County and with the other impact fees as well. Further discussion ensued.

Ms. Frye reviewed the previous recommendation and advised that this has been accomplished by establishing a process with OCPS to waive school impact fees, pursuing discounts with park impact fees and transportation impact fees and as previously stated sewer impacts are being reviewed. She went on to say the city now has a section dedicated to impact fees with a new Impact Fee Manager and Coordinators. She further stated the building permit fee rebate program for affordable housing is still available for developers and there are also options for those developers who do rehabilitation. There were no further questions or comments.

## Incentive #5 – Flexible Densities

Ms. Frye explained this incentive is the allowance of flexibility in densities for affordable housing. She went on to discuss the various policies and regulations that implement this strategy. Ms. Frye advised there are two different density bonus options that are offered either for office and residential, mixed residential office, mixed use, and activity center districts, or specifically bonuses for low-income housing. She went on to review bonuses for low-income housing which allows for an in-lieu fee or on-site unit option for residential districts. She explained recent changes allowed bonus amounts to go up to match maximums future land use maximums where appropriate.

Ms. Frye reviewed the previous recommendation and advised recent activity states drafting has continued but staff is watching how changes in State legislation such as the live local act impact these policies to see if adjustments need to be made or accommodate the law. Efforts are to continue to further incentivize the generation of units. Ms. Frye asked if there were any questions for this item and Calvin Pham asked an in-lieu fee increase is something that requires an AHAC recommendation or if it would be a recommendation from staff that is presented to the committee. Ms. Frye responded it was a previous AHAC recommended that it was also being worked on along with other potential code changes. Further discussion ensued.

### 5. **Adjourn**

Juan Hollingsworth adjourned the meeting at 3:17pm.

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Juan Hollingsworth  
Chair

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Donna Fuller  
Recording Secretary