

September 19, 2024, 2:00PM  
City Council Chambers, 2<sup>nd</sup> Floor

MINUTES

**Members Present:**

William Cooper [5/1], Jamilah Felix [2/1], Antoinette Giles [6/0], Juan Hollingsworth [6/0], Alicia Matheson [5/1(via Zoom)], Calvin Pham [5/1], Commissioner Tony Ortiz [3/1(via Zoom)], Claudia Ray [6/0], and Ryan Seacrist [4/2]

**Members Absent:**

All members were present.

**Others Present:**

Recording Secretary Donna Fuller, Executive Secretary Kassi Bernard, Housing Initiative Manager Jessica Frye, Assistant Housing Division Manager Sonia Carnaval via Zoom, Housing Development Program Manager Harold Watson via Zoom.

**1. Call to Order**

Juan Hollingsworth called the meeting to order at 2:03pm. All members were present.

**2. Consideration of the Minutes**

Approval of the minutes from August 15, 2024 – Commissioner Ortiz made a motion to approve the minutes, which was seconded and unanimously approved.

Approval of the minutes from July 18, 2024 – Commissioner Ortiz made a motion to approve the minutes, which was seconded and unanimously approved.

**3. Public Comment**

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

**4. New Business**

a. Kassi Bernard – 2025 meeting schedule

Ms. Bernard explained the schedule is due for next year and there are traditionally 8 meetings on the calendar. She went on to say a few get cancelled as they are placeholders for anything that may come out of MPB that requires AHAC approval/recommendation before going to council. Ms. Bernard further explained with an 8-meeting schedule, a board member can miss up to 2 meetings before being terminated off the board with 3 absences. She then suggested a 4-meeting schedule as August through November is when the bulk of the committee's work is done. Ms. Bernard went on to ask if it would be better for everyone's schedule to have the 4 meetings scheduled and add any additional meetings as needed. She explained with a 4-meeting schedule, a board member could only miss 1 meeting before being terminated off the board with 2 absences. Ms. Bernard asked for feedback and further discussion ensued.

Juan Hollingsworth made a motion to maintain the same calendar schedule which was seconded by Ryan Seacrist and unanimously approved.

b. Review of development incentive/strategies – Part 2;6 through 11: Jessica Frye

Jessica Frye began her presentation advising she will review incentives 6 through 11 in preparation for the October meeting where recommendations will be made. She went on to explain that the meeting in November is extremely important for in person attendance as a quorum is needed to move the formal recommendations to City Council in December. Antoinette Giles asked if there was an update on the aging in place campaign to which Ms. Frye responded she can provide some information on that and will have Paul Lewis provide a formal update in a future meeting.

Incentive #6 – Reservation of Infrastructure

Ms. Frye stated this incentive strategy is not currently employed by the city. She explained per State Statute it means the reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons. Ms. Frye went on to say through our regulations and policies of the growth management plan to protect natural and physical resources and to make sure facilities and infrastructures are in place to support development needs. She went to say those policies are consistently reviewed and evaluated. Ms. Frye advised there were no previous recommendations and no recent activity. She asked if there were any questions and there were none.

Incentive #7 – Accessory Dwellings

Ms. Frye explained an accessory dwelling unit is a smaller unit that is usually with the principal structure, usually a single-family home and can be attached or detached. She stated they are allowed in all residential districts. The previous recommendation was AHAC would like to further investigate the possibility of making ADU's more affordable by reducing impact fees and providing expedited permitting with an emphasis on aging in place. Recent activity – Planning has led a community outreach effort using funding won through AARP to provide education to Citizens on developing ADU's in the city. Ms. Frye advised the campaign went well and the grant funds need to be expended by December 2024. She further explained outreach was done equitably in several different parts of the community and a website was established dedicated to show how to do an ADU step by step. Ms. Frye asked if there were any questions to which Antoinette Giles asked if there was an update on researching the possibility of the city offering a set of plans for ADU's that citizens could access to potentially mimic what Orange County is providing. Ms. Frye responded that the Planning department is engaging with Orange County to see if we could use the same plan sets and discussions are being held internally. Further discussion ensued.

Incentive #8 – Alternative Development Standards

Ms. Frye explained it is the reduction of parking and setback requirements for affordable housing. She stated the city will continue to promote infill housing development by supporting alternative development standards where necessary and feasible. The previous recommendation was for staff to review Chapter 67 to provide potential amendments to modernize and expand alternative development standards while not compromising the quality of the development. Recent activity – the current alternative development standard policy is outdated and is staff is

reevaluating and reviewing options. Ms. Frye further stated they are looking at several different items and are constantly monitoring the preemptions from the State. Ms. Frye asked if there were any questions to which Jamilah Felix asked as it relates to the incentives, is there a minimum number of affordable units that is developer required and if that has changed. Ms. Frye responded it has not changed and to be certified as affordable it requires 20% of the units to be affordable at varying income levels. Further discussion ensued.

#### Incentive #9 – Flexible Lot Configurations

Ms. Frye explained it is the allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing. She stated the city will continue to participate in affordable housing demonstration projects and working with development standards and innovation to build more affordable housing. She went on to say they are actively looking for functional developments with longevity and of good quality. Further discussion ensued regarding lot sizes and existing policies that allow for development on smaller or non-conforming lots. The previous recommendation speaks to Chapter 67 and recent activity states staff is looking at options to provide relief where possible. No further discussion was had.

#### Incentive #10 – Alternative Transportation Standards

Ms. Frye explained it is the modification of street requirements for affordable housing. She went on to say there is a code section requires 10 contiguous lots, however, it has not been used very often. Ms. Frye explained there have been issues where the right of way was not large enough to accommodate the number of cars or meet solid waste or safety requirements for fire trucks and they are working on incentivizing other things and revisiting previous recommendations. The previous recommendation stated AHAC would like to investigate the parking requirements for affordable housing and to also look into potential further reductions for senior developments. AHAC would also like to investigate the alternative transportation standards in Chapter 67 to review effectiveness of existing allowances and practicality based on existing city services and life safety access. Recent activity – city staff is actively reviewing to update Chapter 67 to include more development types and to mitigate some of the issues seen with some of the transportation standards. No further discussion was had.

#### Incentive #11 – Support Accessible Development

Ms. Frye explained it is the support of development near transportation hubs and major employment centers and mixed-use developments. She went on to explain they are trying to support density and intensity in activity centers and create vibrant communities with mixed use, multimodal, pedestrian friendly and inclusive equitable access with affordable housing. Ms. Frye further stated the city wants to support private and public partnerships, incentivize, and support high density and mixed use where appropriate while avoiding concentrations of affordable housing where possible. The previous recommendation stated AHAC would like to further investigate the possibility of expanding density options in and around SunRail stations, major Bus Transit Routes, and future planned SunRail stations. Recent activity – staff continues to support ongoing accessible development patterns. Pursuing options to distribute and incorporate affordability into projects that may not otherwise include it. Ms. Frye added they are also looking at density bonuses.

## Incentive #12 – Additional Recommendation

Ms. Frye explained the additional recommendation is AHAC would like to explore for more creative and direct funding sources for affordable housing. Staff will continue to review opportunities and to continue to better leverage limited resources to develop and preserve affordable units. Recent activity – staff continues to leverage existing and new resources to generate and preserve affordable housing. Ms. Frye stated the city started a housing trust fund called Housing Ready to support projects with financial gaps, in addition to providing new resources like Accelerate Orlando (AO) which funded an affordable housing development. The development was a hotel conversion with 15 of the units dedicated to permanent supportive housing with referrals directly from the Homeless Services Network (HSN). She added they are also working with a non-profit developer to use the HOME-ARP program to develop on-site housing.

Ms. Frye ended the presentation and opened the floor for any questions. Further discussion ensued. Ms. Frye reminded the committee of the dates for the next 2 meetings (October 17<sup>th</sup> and November 21<sup>st</sup>) and stressed the importance of attendance.

### 5. **Adjourn**

Juan Hollingsworth adjourned the meeting at 3:21pm.

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Juan Hollingsworth  
Chair

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Donna Fuller  
Recording Secretary