



**CITY OF  
TALLAHASSEE**

# **Affordable Housing Advisory Committee**

## **2024 Report of Recommendations**

**ADOPTED  
November 20, 2024**

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# LETTER FROM THE ADVISORY COMMITTEE CHAIR

December 11, 2024

Dear Mayor and Commissioners:

On behalf of the Tallahassee Affordable Housing Advisory Committee (AHAC) it is a pleasure to submit the 2024 AHAC Report of Recommendations. The Committee spent many hours discussing the City's various programs and incentives aimed to deliver new and preserve existing affordable housing units. We took into consideration funding regulations, policies, staff's concerns, and limitations involved in implementation. We also considered best practices from other municipalities to ensure we explored all options in suggesting meaningful recommendations. With this in mind, we believe the City's current policies and incentives position the City to be a leader in creating and preserving affordable units and do not have any additional recommendations at this time.

Thank you so much for allowing us to serve our community and the City in this way. We take great pride in the product we are sending forward to you. On behalf of the Affordable Housing Advisory Committee, we extend our deep appreciation for your service and your commitment to affordable housing in Tallahassee; this is a strategic investment that has economic and workforce implications.

Sincerely,



Chris Daniels (Nov 21, 2024 11:54 EST)

Dr. Christopher Daniels, Chair  
2024 Affordable Housing Advisory Committee

## **EXECUTIVE SUMMARY**

Florida State Statute 420.9076 requires that each jurisdiction in Florida receiving State Housing Initiatives Partnership (SHIP) funds shall appoint a nine to eleven-member Affordable Housing Advisory Committee (AHAC). Membership represents those with a role in the affordable housing industry, a citizen of the jurisdiction, and a locally elected official. The AHAC is mandated to review regulations and policies to identify regulatory barriers to affordable housing and recommend incentives to create more affordable housing. The statute requires the AHAC to produce a report to submit to the City Commission and to the Florida Housing Finance Corporation (FHFC) annually by December 31st. If approved by the City Commission, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

During 2024, the City's AHAC met six (6) times between February and November 2024, in addition to two (2) joint meetings with the Leon County AHAC. Committee members reviewed the City's 2024-2025 HUD Annual Plan, received an update on past performance and the goals achieved through the City's 2024 Strategic Plan, and a full AHAC member orientation. Discussions included topics requested by members such as an update on the Live Local Act, the County's new Homeownership Development Program, innovative affordable housing programs, Community Reinvestment Act funding, and equity sharing for down payment assistance. The members considered all information presented before bringing forward or voting on recommendations.

The members agreed through many policy and programmatic discussions, that the City's current policies and incentives position the City to be a leader in creating and preserving affordable units and do not have any new recommendations at this time.

# INTRODUCTION

## Introduction

Florida State Statute 420.9076 requires that each jurisdiction in Florida receiving State Housing Initiatives Partnership (SHIP) funds shall appoint an eight to eleven-member Affordable Housing Advisory Committee (AHAC). Each member represents a role in the affordable housing industry, as a citizen of the jurisdiction, and a locally elected official. The AHAC is mandated to review Comprehensive Plan Elements, City Ordinances, Land Development Regulations, and City Policies and Procedures to identify regulatory barriers to affordable housing; and to recommend incentives to create more affordable housing. The statute requires the AHAC to produce a report to submit to the City Commission and to the Florida Housing Finance Corporation (FHFC) annually by December 31st. If approved by the City Commission, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

During 2024, the City's AHAC met six (6) times between February and November 2024, in addition to two (2) joint meetings with the Leon County AHAC. Committee members reviewed the City's 2024-2025 HUD Annual Plan, received an update on past performance and the goals achieved through the City's 2024 Strategic Plan, and a full AHAC member orientation. Discussions included topics requested by members such as an update on the Live Local Plan, the County's new Homeownership Development Program, innovative affordable housing programs, Community Reinvestment Act funding, and equity sharing for down payment assistance. The members considered all information presented before bringing forward or voting on recommendations.

## Background

In 2007, the state legislature revived the requirement to establish an Affordable Housing Advisory Committee (AHAC) and developed new duties for the committee. The legislation required cities and counties receiving State Housing Initiatives Partnership (SHIP) funds to appoint an Affordable Housing Advisory Committee or their SHIP funding would be withheld. The Advisory Committee would be required to "review the established policies, procedures, ordinances, land development regulations and the comprehensive plan and recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value." (Section 420.9076, F.S.) In addition, sections 420.9076(4)(a-k), F.S., require the AHAC to consider certain provisions to recommend to the local jurisdiction.

At each AHAC meeting, committee members presented on issues they had identified during their review of the City documents, discussed affordable housing needs, and identified barriers to the production of affordable housing. Presentations provided by housing and planning professionals provided technical information on specific topics as requested by committee members. Over the course of the discussions, committee members formulated proposed recommendations they believe will improve the production of affordable housing if implemented by the City Commission. The members agreed that, although through many policy and programmatic discussions, that the City's current policies and incentives position the City to be a leader in creating and preserving affordable units and do not have any new

recommendations at this time.

### **Adoption of the Final Report**

The AHAC officially adopted the report by affirmative vote of a majority of the membership at a public hearing on November 20, 2024. Notice of the public hearing to adopt the final report was published on the City’s website on Wednesday, October 16, 2024. The notice contained a summary of the recommendations of the AHAC and where interested persons could obtain a copy of the final report.

### **Plan for Implementation of Recommendations**

With the presentation of this report, the City Commission is asked to accept the report to comply with the state-mandated December 31st deadline. The City Commission must review and discuss the AHAC’s recommendations and vote to adopt those recommendations they plan to implement by March 31, 2025.

### **Key Dates**

<b>NOTICE OF PUBLIC HEARING PUBLISHED</b>	October 16, 2024
<b>PUBLIC HEARING HELD (Adopted)</b>	November 20, 2024
<b>PRESENTED TO CITY COMMISSION (Accepted)</b>	December 11, 2024
<b>SUBMITTED TO FLORIDA HOUSING FINANCE CORPORATION</b>	<i>t. December 31, 2024</i>

## COMMITTEE COMPOSITION

Florida Statutes, Sec. 420.9076(2) lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be a City Commissioner. The elected official will count as a member of the AHAC for purposes of meeting the number of members requirements. There must be at least eight committee members, but not more than eleven, with representation from at least six of the following categories:

- A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- A citizen who is actively engaged as a for-profit provider of affordable housing.
- A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- A citizen who resides within the jurisdiction of the local governing body making the appointments.
- A citizen who represents employers within the jurisdiction.
- A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included on the attached roster along with their representative affiliation.

## AHAC RECOMMENDATIONS

During 2024, the City's AHAC met six (6) times between February and November 2024, in addition to two (2) joint meetings with the Leon County AHAC. Committee members reviewed the City's 2024-2025 HUD Annual Plan, received an update on past performance and the goals achieved through the City's 2024 Strategic Plan, and a full AHAC member orientation. Discussions included topics requested by members such as an update on the Live Local Plan, the County's new Homeownership Development Program, innovative affordable housing programs, Community Reinvestment Act funding, and equity sharing for down payment assistance. The members considered all information presented before bringing forward or voting on recommendations.

The AHAC reviewed local government plans, policies, procedures, and ordinances for evaluation of their impacts on affordable housing. Further, the AHAC specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on this review and evaluation, the AHAC formulated these recommendations to the City Commission to incorporate changes designed to encourage and facilitate the production of affordable housing.

The AHAC submits this report to the City Commission, to the Florida Housing Finance Corporation, and the Florida Housing Coalition. This report details the scope of the AHAC's work and the resulting recommendations.

The AHAC has reviewed, considered, and evaluated the following strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- A) The processing of approvals 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.
- B) All allowable fee waivers provided for the development or construction of affordable housing.
- C) The allowance of flexibility in densities for affordable housing.
- D) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- E) Affordable accessory residential units.
- F) The reduction of parking and setback requirements for affordable housing.
- G) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- H) The modification of street requirements for affordable housing.
- I) 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.
- J) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- K) The support of development near transportation hubs and major employment centers and mixed-use developments.



## **Summary of Recommendations**

Each statutory strategy as listed in the State Statute 420.9076(4)(a-k), F.S., was discussed and integrated into the AHAC recommendations as a strategy for Tallahassee. Below is a summary of the 2024 recommendations. A synopsis on each recommendation is included below.

## **SYNOPSIS OF RECOMMENDATIONS**

- a) **EXPEDITED PERMITTING** - *The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), F.S., for affordable housing projects is expedited to a greater degree than other projects.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** This requirement is addressed in adopted City Commission Policy 710. As stated in Section 710.03 of this policy, the City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process. The policy states that the Growth Management Department will give first priority to certified affordable housing projects in the processing of applications for permits, approvals and certificates issued by Growth Management, as well as limited partition subdivisions and Type A site plans.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue the existing strategy.

- b) **FEE WAIVERS FOR AFFORDABLE HOUSING** - *The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City of Tallahassee charges a transportation concurrency fee, along with other regular permitting fees. The City may exempt affordable housing projects from some fees, such as water/sewer tap fees.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue the existing strategy.

- c) **FLEXIBLE DENSITIES** - *The allowance of flexibility in densities for affordable housing.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** Provisions in the Comprehensive Plan and Land Development

Regulations set criteria for granting density bonuses in exchange for the construction of affordable housing units. Developers who agree to build affordable housing units may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences. In addition to the density bonus, other incentives for providing affordable housing include expedited development review and reduced transportation concurrency requirements. The City has also created a Multi-Modal Transportation District (MMTD) in the central core of the City that changed land development regulations and zoning to encourage mixed-use, higher density development in this area, close to commercial and employment centers.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

d) **RESERVATION OF INFRASTRUCTURE CAPACITY** - *The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City of Tallahassee currently uses this incentive by allowing developers to buy stormwater capacity credits if their property contributes stormwater to one of the regional stormwater facilities. However, this incentive is not widely used for the following reasons: 1) there are few properties which flow into the regional facilities with remaining capacity; and 2) capacity credits tend to be more expensive than treating storm water on-site.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

e) **AFFORDABLE ACCESSORY RESIDENTIAL UNITS** - *The allowance of affordable accessory residential units in residential zoning districts.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** As provided in Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412, the City allows attached and detached accessory dwelling units in residential zoning districts. On March 27, 2024, the City Commission adopted Ordinance No. 24-0-03 which revised the City's existing ADU Ordinance, which allowed staff to identify improved measures to assist in the development and appropriate implementation of ADU standards within the City of Tallahassee

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

**f) PARKING AND SETBACK REQUIREMENTS - *The reduction of parking and setback requirements for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Land Development Code provides the following incentives for the construction of affordable housing units: design flexibility, including choice of housing type; and the alleviation of setback, lot size, buffering, and landscaping requirements internal to the development. In addition, the City reduced parking requirements within the Multi-Modal Transportation District (MMTD), which allows higher density residential land uses.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

**g) FLEXIBLE LOT CONFIGURATIONS - *The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Land Development Code allows for flexible lot configurations. Within the MMTD, many of the reductions, including setback reductions, were adopted for all development, to encourage cost savings related to higher densities.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

**h) MODIFICATION OF STREET REQUIREMENTS - *The modification of street requirements for affordable housing.***

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City's Underground Utilities & Public Infrastructure Department examines annually the needs of neighborhoods with regards to street infrastructure and budgets accordingly. Higher need areas are given priority.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

- i) **PROCESS OF ONGOING REVIEW** - *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.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** This process is established in Housing Element Policy 2.1.6. The policy states: “The City shall continue to review its existing rules and regulations, including land use policies, to determine whether or not they have an unwarranted adverse impact in the provision of affordable housing. In addition, the City will institutionalize, as part of its proposed ordinance review process, a review which will identify the impacts, if any, of proposed ordinances, rules, land development codes, policies, programs, and services on the production of new or rehabilitated affordable housing projects.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

- j) **PUBLIC LAND INVENTORY** - *The preparation of a printed inventory of locally owned public lands suitable for affordable housing.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City’s inventory of locally owned land that may be used for affordable housing is maintained by the City’s Real Estate Management Department. The inventory of city-owned land suitable for affordable housing was adopted by the City Commission on September 27, 2023, and is available to the public on the City’s Housing website.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

- k) **SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS** - *The support of development near transportation hubs and major employment centers and mixed-use developments.*

**Meeting Synopsis:** The AHAC discussed this strategy item during a regularly scheduled meeting.

**Existing Strategy:** The City of Tallahassee supports mixed-use development, as evidenced in the Future Land Use and Housing Elements of the Comprehensive Plan. The MMTD encourages higher-density development and emphasizes alternative transportation such as buses, bicycles, and walking to increase transportation options. Low-income citizens living within the MMTD have the potential to save money by using Star Metro, the City bus.

More affordable housing located within the MMTD, near transportation hubs, would be clearly beneficial for low-income residents.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue existing strategy.

## **ADDITIONAL RECOMMENDATIONS**

### **1. Restructuring Down Payment Assistance Loans**

**Meeting Synopsis:** The AHAC considered information on equity sharing or shared appreciation for homebuyer activities at its October 14, 2024, meeting.

**Existing Strategy:** The City offers its traditional market-rate down payment and closing cost assistance to help low-income homebuyers (those at or below 80% AMI) to purchase an affordable home and to start a path towards building equity and wealth. The loan is a 15-year, zero percent interest, forgivable second mortgage. In addition, the City's Down Payment Assistance program for buyers of Community Land Trust homes ensures the equity earned between the purchase and subsequent sale of the home is shared and benefits the next eligible buyer.

**AHAC Recommendation:** No recommendation at this time, but the committee will continue to consider this strategy in its 2025 meetings.

**Schedule for Implementation:** The City will continue the existing strategy. A motion was made for staff to provide additional information at a future AHAC meeting.

**EXHIBIT A**  
**Documents Reviewed by the AHAC**

1. FY 2024-2025 HUD Annual Action Plan
2. FY 2022 Local Housing Assistance Plan
3. FY 2023 HUD Annual Report (CAPER)
4. City's 2024 Strategic Plan
5. 2023 City AHAC Report of Recommendations
6. City's Down Payment Assistance Program

# EXHIBIT B

## Notice of Public Hearing

The City of Tallahassee's Affordable Housing Advisory Committee (AHAC) will hold a public hearing pursuant to Sec. 420.9076, Florida Statutes, on Wednesday, November 20, 2024, at 4:00PM at the Renaissance Center's Growth Management Conference Room, to adopt a local housing incentive strategy recommendation report to present to the City Commission. There are no new recommendations to be considered in this report.

The public is welcomed to attend the public hearing. Citizens wishing to provide input may make public comment in person at the meeting. Comments are also accepted in writing with contact name and address to:

City of Tallahassee  
Housing and Community Resilience  
435 N. Macomb Street  
Tallahassee, FL 32301  
Phone: 850-891-6566  
Email: [Housing@talgov.com](mailto:Housing@talgov.com)

The draft of the 2024 Report of Recommendations will be available for review during the 15-day review period at this same location and will also be posted on the City of Tallahassee's Housing Division web page ([Talgov.com/Housing](http://Talgov.com/Housing)).

**NOTICE: PLEASE BE ADVISED** that if a person decides to appeal any decision made by the AHAC with respect to any matter considered at this hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record indicates the testimony and evidence upon which the appeal is to be based. The AHAC does not provide or prepare such a record. See Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, individuals needing a special accommodation to participate in this public meeting should contact Ginger Williams by written request at least 48 hours prior to the meeting. Any non-English speaking person wishing to attend the meeting should contact Ginger Williams at least five days prior to the hearing and an interpreter will be provided. (La información y los materiales del programa están disponibles en español a pedido.)

## EXHIBIT C 2024 Committee Roster

	<u>Member Name</u>	<u>Representative Category</u>
<b>1</b>	<b>Jason A. Ghazvini</b>	Residential Home Building Industry
<b>2</b>	<b>Mechelle A. Mickles</b>	Banking or Mortgage Banking Industry
<b>3</b>	<b>Vacant</b>	Area of Labor within the Home Building Industry
<b>4</b>	<b>Christopher L. Daniels</b>	Advocate for Low-Income Persons, Chair
<b>5</b>	<b>Christian Griffith</b>	For-Profit Provider of Affordable Housing
<b>6</b>	<b>Mayor Pro Tem Curtis Richardson</b>	Locally Elected Official, Vice-Chair
<b>7</b>	<b>Kayana Gaines</b>	At-Large/Real Estate Professional
<b>8</b>	<b>Ian Waldick/Blake B. Renfro</b>	Local Planning Agency Representative
<b>9</b>	<b>Jesse L. Jones</b>	Resident of the Jurisdiction, Secretary
<b>10</b>	<b>Lacy J. McMullen, Jr.</b>	Representative of Employers in the Jurisdiction
<b>11</b>	<b>Shari L. Gewanter</b>	Representative of "Essential Services Personnel"