

**CITY OF ST. PETERSBURG**  
**AFFORDABLE HOUSING ADVISORY**  
**COMMITTEE**

May 19, 2020 @ 3:00 p.m. Eastern Time

NOTE: City buildings are closed to the public due to the COVID-19 emergency. Accordingly, the meeting location has been changed from in-person to a “virtual” meeting by means of communications media technology pursuant to Executive Order Number 20-69, issued by the Governor on March 20, 2020, and Executive Order 2020-12 issued by the Mayor on April 9, 2020.

The public can attend the meeting in the following ways:

- Listen by dialing any one of the following phone numbers and entering **Meeting ID: 979 8670 1274:**

+1 312-626-6799

+1 646-876-9923

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+1 152-215-8782

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- Watch/listen on your computer, mobile phone, or other device by visiting the following link:  
Webinar Link: <https://zoom.us/j/97986701274>



**CITY OF ST. PETERSBURG  
AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
MEETING**

By Zoom  
(see Agenda cover)

**May 19, 2020  
Tuesday, 3:00 p.m.**

## **AGENDA**

### **COMMITTEE MEMBERS:**

Ken Rush  
Lindsay Boswell  
Trevor Mallory  
Jillian Bandes  
R.V. DePugh  
Jack D. Humburg  
Scott Macdonald  
Fredric Samson

### **CITY STAFF SCHEDULED:**

Bradley Tennant, City Attorney's Office  
Joshua Johnson, Housing & Community Dev.  
Stephanie Lampe, Housing & Community Dev.  
Lynn Farr, Housing & Community Dev.  
Terry Salerno, Housing & Community Dev.  
Tony Fernandez, Housing & Community Dev.  
Derek Kilborn, Planning & Development Services  
Elizabeth Abernethy, Planning & Dev. Services

1. Call the meeting to order & Roll Call
2. Approval of Agenda
3. Approval of 2-25-2020 Minutes
4. Approval of By-laws as revised 2-25-20
5. Summary of Incentives for Review
6. Linkage Fee status
7. CONA/NIMBY (continuation of Community Housing Group discussions)
8. Open Discussion / Questions / Comments / Announcements
9. Adjourn

Next Meeting: Tuesday, June 16<sup>th</sup> at 3:00 p.m., by Zoom



**CITY OF ST. PETERSBURG  
AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
PUBLIC MEETING**

**2<sup>nd</sup> Floor  
Sunshine Center**

**February 25, 2020  
Tuesday, 3:00 p.m.**

## **MINUTES**

**COMMITTEE MEMBERS  
IN ATTENDANCE:**

Ken Rush  
Lindsay Boswell  
R.V. DePugh  
Jack D. Humburg  
Scott Macdonald  
Fredric Samson

**CITY STAFF IN ATTENDANCE:**

Bradley Tennant, City Attorney's Office  
Joshua Johnson, Housing & Community Dev.  
Stephanie Lampe, Housing & Community Dev.  
Lynn Farr, Housing & Community Dev.  
Terry Salerno, Housing & Community Dev.  
Tony Fernandez, Housing & Community Dev.  
Derek Kilborn, Planning & Development Services  
Elizabeth Abernethy, Planning & Dev. Services

**1. Introduction of Committee Members and City Staff**

Mr. Joshua A. Johnson, Housing & Community Development Department Director, called the meeting to order at 3:03 p.m. He introduced staff of Housing and the Planning Departments to the Committee and members of the Affordable Housing Advisory Committee.

**2. Purpose and Intent of the AHAC – December deadline**

Mr. Johnson discussed that the purpose of the Committee is to review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The AHAC is also required to assist the local government with the development of an Affordable Housing Incentive Plan (AHIP) to be approved by City Council during December 2020 after which it will be submitted to the Florida Housing Finance Corporation for its approval shortly thereafter.

**3. Legal Department Comments – regarding Sunshine Laws**

Bradley Tennant, City Attorney discussed with the Committee the requirements for meeting in the sunshine. Mr. Tennant requested that all communication from the Committee must go through Administration. The Committee wanted to know if its minutes will be forwarded to the Housing Land Use and Transportation Committee. Mr. Tennant further discussed that unapproved minutes may be posted with unverified minutes forwarded to HLUT. Subsequent HLUT meeting will receive approved meeting which will be subsequently approved by AHAC at its subsequent meeting.

**4. Nomination and Election of Chair and Vice Chair**

Mr. Johnson asked the Committee to nominate a chair. Mr. Scott Macdonald was nominated and approved by the Committee. A request was asked to nominate a Vice Chair of the Committee. Mr. Ken Rush was nominated for Vice Chair and approved by the Committee.

**5. Review of Draft By-laws**

Stephanie Lampe, Senior Housing Development Coordinator discussed the By-Laws of the Committee. She discussed that the Agenda that was handed out at the meeting consists of revisions to the previous By-Laws that was electronically mailed the week prior. Ms. Lampe discussed Article VII (Attendance) where it requires members who are unable to attend a meeting to notify the Director of Housing and Community Development in advance of the meeting and identify if the absence meets the definition of Good Cause. Ms. Lampe discussed that each member who is present shall vote on each motion and may not abstain except in case of a voting conflict. Voice voting shall be the method normally used. However, any member may request a roll call vote and, if so requested, a roll call vote shall be taken. If both the Chairman and the Vice Chairman are not present and quorum of members is present, the meeting will be chaired by the member present who has the longest previous service as Chairman. If no member present has had previous service as Chairman, the member present who has the longest cumulative service as a member of the AHAC shall serve as Chairman of the meeting. The revised By-laws will be presented at the next meeting for a vote.

**6. Proposed Meeting Schedule – 3<sup>rd</sup> Tuesdays of the month**

Mr. Johnson turned the meeting over to Mr. Scott Macdonald who discussed that he would prefer future meeting to be held on the third Tuesdays of each month until the Affordable Housing Incentive Plan (AHIP) is substantially completed. However, members of the AHAC approved meeting again on March 24<sup>th</sup> at 3:00 p.m., with April’s meeting to be held on the third Tuesday and each subsequent meeting thereafter. Questions were also asked whether meetings could be held at locations that are not part of the City’s administrative facilities if the Sunshine Center’s 2<sup>nd</sup> floor is not available on March 24<sup>th</sup>. Ms. Lampe responded that she would check on both availability of the Sunshine Center and alternatives if there was a conflict.

**7. Building Department Surplus**

Chair Macdonald discussed that he requested the Building Department Surplus be added to the agenda in order that it may discussed whether funding in the budget may be used for affordable housing. Ms. Elizabeth Abernethy, Director of Planning and Development Services, discussed that currently funding in the Building Department Surplus is restricted and not eligible to be used for affordable housing. She discussed that the City currently has \$15.5 million in its fund and that a bill is currently being discussed by the Florida Legislature to determine if funding surplus of local building departments derived from permit fees are eligible to be redistributed for funding affordable housing. She discussed that this issue will be presented to Council for its consideration subsequent to its approval by the legislature.

**8. Linkage Fee update**

Mr. Johnson discussed that Linkage Fee will be reviewed at the Council Committee of the Whole (COW) on Thursday, February 27<sup>th</sup> at 2:00 p.m. He advised that Mr. Gerdes said that he would be happy to appear and address the Committee at its March meeting if the Committee of the Whole agrees to move the Linkage fee item forward to full City Council.

Ms. Lampe further discussed that the information from the upcoming COW can be viewed online as part of the COW Agenda.

**9. CONA/NIMBY (continuation of Community Housing Group discussions)**

Chair Macdonald discussed that NIMBYISM came up at a Grow Smarter meeting. He discussed that an idea was to establish a subcommittee to put together a PowerPoint to go into the neighborhoods and educate them on NIMBYISM. Chair Macdonald discussed that he presented the plan of his new development to be located in the Skyway District to Skyway Marina Board and was surprised about how ill informed they are about affordable housing. Chair Macdonald also discussed that he believes that the Committee should develop a process where members of the Committee may be tasked with visiting various Neighborhood Associations and educating them about the hard-working people and seniors who live in affordable housing.

Ms. Lampe discussed that she believes Committee Member Bades had agreed to put something together at the last meeting prior to disbanding the Community Housing Policy Group.

Vice Chair Rush discussed that he has noticed that in Pasco County, the bigger the development, the more it is resisted by residents.

Mr. Derek Kilborn, Manager, Urban Planning and Historic Preservation, informed the Committee that his department is planning to work with the Marketing Department to create human interest videos of people who live in affordable housing in order to show those videos when visiting business or neighborhoods. He also discussed a recent DRC meeting where 400 people showed up to voice their disapproval of amending the zoning regulations for the property on which Grace Community Church is located. He discussed that the DRC did not recommend approval of the request and that the Map Amendment will be presented to City Council at a public hearing on April 16<sup>th</sup>. Approval of the Map Amendment will require a super majority of eight (8) Council Members.

**10. Open Discussion / Questions / Comments / Announcements**

Chair Macdonald discussed that there are two developments bordering Kenwood that seemed not to have had resistance. Ms. Lampe responded that the Council Member of the district requested that the developer visit with the neighborhood early in the process to discuss what was being proposed for the neighborhood.

**11. Adjourn**

approval.

**Next Meeting: Tuesday, March 24<sup>th</sup> at 3:00 p.m., 2<sup>nd</sup> Floor, Sunshine Center**

BY-LAWS OF THE  
AFFORDABLE HOUSING ADVISORY COMMITTEE  
OF THE  
CITY OF ST. PETERSBURG

ARTICLE I - Name of Organization

Section 1. The name of this organization shall be the Affordable Housing Advisory Committee of the City of St. Petersburg (“AHAC”).

ARTICLE II - Authorization

Section 1. The Affordable Housing Advisory Committee was established as an official City Committee by Resolution No 2020-16 of the City Council of St. Petersburg on January 9, 2020.

ARTICLE III - Purpose

Section 1. The Affordable Housing Advisory Committee shall perform the duties set forth in City Council Resolution 2020-16, City Code Chapters 2 and 17.5, FL Statute 420.9076, and said other duties as City Council may direct.

ARTICLE IV - Procedures

Section 1. The Affordable Housing Advisory Committee (“AHAC”) shall follow Chapter 2, Article VII, Section 2-337 thru Section 2-339 of the City Code regarding Boards and Commissions.

Section 2. Regular meetings shall be held as Executive Sessions. Meetings are open to the public; however, members of the public shall not speak at Executive Sessions unless there is a request for clarification from the Affordable Housing Advisory Committee. The Affordable Housing Advisory Committee may in the course of fulfilling its duties seek the advice and consultation of City Council, the City Administration, the Development Review Commission, the Community Planning & Preservation Commission, the Chamber of Commerce, such experts in housing and community development as can be obtained and such other boards and groups and citizens or other outside agencies or professionals which may have expertise or relevant information pertaining to the subject matter before them. Time limits on such presentations may be set by the Affordable Housing Advisory Committee members in advance of the meeting.

Section 3. A Public hearing shall be held to receive information during the preparation of the Affordable Housing Incentive Plan (AHIP). The date and number of the public hearings shall be determined by the Affordable Housing Advisory Committee when the annual meeting calendar is set in accordance with Article XII. Time limits on speakers may be set by the Affordable Housing Advisory Committee members in advance of each hearing.

- Section 4. The Chairman may, with the consent of Affordable Housing Advisory Committee change the order of items on the agenda.
- Section 5. Where not otherwise provided in these Bylaws, or City Code, Roberts' Rules of Order Newly Revised shall govern the conduct of all meetings of the Affordable Housing Advisory Committee.
- Section 6. The Affordable Housing Advisory Committee and its members are subject to Florida Law regarding open meetings and public records.
- Section 7. Any item of correspondence sent or received by an Affordable Housing Advisory Committee member, in his or her capacity as an AHAC member, shall be provided to the Housing and Community Development staff to be placed in the public record.

#### ARTICLE V - Members

- Section 1. The members of the Affordable Housing Advisory Committee were most recently appointed by Resolution No 2020-16 of the City Council of St. Petersburg with terms that are staggered.
- Section 2. The Affordable Housing Advisory Committee shall consist of up at least eight, but not more than eleven regular members appointed by the Mayor with confirmation of the City Council for an initial term of two or three years and terms shall be 3 years thereafter. The Committee shall be staffed by the Housing and Community Development Department, with the assistance of the Planning and Development Services staff.
- Section 3. The Affordable Housing Advisory Committee shall be composed of one representative from at least six of the categories below as required by F.S 420.9076:
- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
  - (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
  - (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
  - (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
  - (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
  - (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
  - (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
  - (h) 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.

- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Section 4. Members of the Affordable Housing Advisory Committee shall not represent the Affordable Housing Advisory Committee in public appearances or private conversations. They shall speak only as individual citizens, and their views and opinions shall not be binding upon the Affordable Housing Advisory Committee. A member may only represent the AHAC if voted by a majority of the AHAC to represent the AHAC for an agreed upon specific purpose.

#### ARTICLE VI - Terms of Office

Section 1. The terms of all members shall be governed by the City Code Chapter 2, Article VII, Section 2-337, which currently provides that no member shall serve more than two consecutive full terms on the same committee unless waived by resolution of City Council receiving an affirmative vote of at least six Councilmembers. Initial terms are staggered under Resolution 2020-16 and shall be for three (3) years thereafter.

#### ARTICLE VII - Attendance

Section 1. Attendance shall be governed by City Code Chapter 2, Article VII, Section 2-338, which currently provides that if a member of the Affordable Housing Advisory Committee in any 12-month period misses three properly scheduled meetings of the Affordable Housing Advisory Committee without good cause such member shall be notified according to Section 2-338, City Code. Members who are unable to attend a meeting shall notify the Director of Housing & Community Development in advance of the meeting and identify if the absence meets the definition of Good cause.

Section 2. Good cause is defined by City Code Chapter 2, Article VII, Section 2-338, which currently provides that good cause means a cause necessitating a member's absence, limited to illness of the member, illness of or death in immediate family of the member, inability of the member to attend the meeting due to business or vacation which requires the member to be out of the City, inability of the member to attend the meeting due to causes beyond the member's control such as an act of God.

Section 3. Notice procedures shall be governed by City Code, Chapter 2, Article VII, Section 2-338, which currently provides that the City Clerk shall give written notice to the member which shall afford the member an opportunity to resign or to request a hearing before the City Council.

ARTICLE VIII – Quorum and Voting

- Section 1. A quorum shall be 50% of the present membership, plus one. Any vote transmitting recommendations to City Council shall state that a quorum was present and the actual numbers of members voting for and against.
- Section 2. Each member who is present shall vote on each motion and may not abstain except in case of a voting conflict. (Reference: Chapter 286.012 F.S.) In the event of a voting conflict pursuant to Chapter 112 F.S., the member shall announce his or her conflict, shall refrain from participating and voting in the matter, shall leave the dais for the duration of the matter, and shall file a voting conflict disclosure form with the Clerk. (References: Part III of Chapter 112, Florida Statutes, as may be amended.) In the event of a voting conflict pursuant to City Council resolution, the member shall announce his or her conflict, shall refrain from participating and voting in the matter, and shall leave the dais for the duration of the matter.
- Section 3. Voice voting shall be the method normally used. However, any member may request a roll call vote and, if so requested, a roll call vote shall be taken. In the event of a tie vote, the motion shall fail.

ARTICLE IX - Election of Officers

- Section 1. A Chairman and Vice-Chairman shall be elected by a majority vote of the Affordable Housing Advisory Committee in January, or the first meeting of each year.

ARTICLE X - Duties of Officers

- Section 1. The Chairman shall preside at all meetings of the Affordable Housing Advisory Committee and is eligible to vote on all matters coming before the Affordable Housing Advisory Committee. The Chairman shall appoint all subcommittees.
- Section 2. The Vice Chairman shall perform all the duties and assume all the responsibilities of the Chairman in his/her absence.
- Section 3. If both the Chairman and the Vice Chairman are not present and a quorum of members is present, the meeting will be chaired by the member present who has the longest previous service as Chairman. If no member present has had previous service as Chairman, the member present who has the longest cumulative service as a member of the AHAC shall serve as Chairman for the meeting

ARTICLE XI - Vacancies

- Section 1. Vacancies shall be filled by the Mayor and confirmed by City Council for the unexpired term.

ARTICLE XII - Meetings

- Section 1. An annual meeting calendar shall be established by a vote of the Affordable Housing Advisory Committee at the first meeting of each calendar year, but generally meetings shall occur on the 3<sup>rd</sup> Tuesdays of the month.
- Section 2. Unscheduled meetings may be called by the Chairman and may be held only if public notice has been posted and all members have been advised in writing of the time and place of the meeting at least 48 hours before such meeting.

ARTICLE XIII - Subcommittees

- Section 1. The Affordable Housing Advisory Committee shall have the authority to establish such subcommittees as are necessary to carry out its purposes.

ARTICLE XIV - Amendments to Bylaws

- Section 1. All Affordable Housing Advisory Committee members shall be furnished a copy of the proposed changes/or amendments to the official Bylaws at least seven calendar days prior to any official vote on said changes and/or amendments.
- Section 2. A majority of the members present at a meeting of the Affordable Housing Advisory Committee shall be deemed sufficient to adopt any amendments to the Bylaws of the Affordable Housing Advisory Committee, provided a quorum is present.

Approved by the Affordable Housing Advisory Committee on \_\_\_\_\_

### III. LHAP Incentive Strategies

#### a. TWO (2) MANDATORY INCENTIVES STRATEGIES:

##### **Expedited Permitting F.S. 420.9076 (4)(a)**

Implementation: The City will continue the current process of expediting building permit applications as defined in s. 163.3177 (6) (f) (3) for affordable housing projects to a greater degree than other projects. The 2018 AHAC Committee recommended that a maximum of 10 business days be established as the time frame for the City to return comments on any affordable housing site plan/permit application.

**2020 Update:** A 10-day time frame for return of initial comments was implemented January 2019.

##### **Ongoing Review Process/Affordability Impact Statement F.S. 420.9076(4)(i)**

Implementation: The Housing Affordability Impact Statement was adopted as one of the original incentives recommended by the first Affordable Housing Advisory Committee (AHAC) and adopted by City Council in 1994. The Impact Statement was included as a requirement in the Housing Element of the comprehensive Plan and was adopted as an official Administrative Policy in 1998. The City will continue the current process by which it considers before adoption of policies, ordinances, regulations or plan provisions that increases the cost of housing by attaching the Affordable Housing Impact Statement whenever necessary.

**2020 Update:** The City will continue the current process of attaching the Impact Statement detailing when an item might impact housing costs in a negative manner. The State requests that the information below also be tracked for reporting:

The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be \$\_\_\_\_\_.

The cumulative cost per rehabilitated housing per housing unit, from these actions is estimated to be \$\_\_\_\_\_.

#### **ADDITIONAL INCENTIVE STRATEGIES TO BE CONSIDERED**

##### **F.S. 420.9076 (4)(b), (c), (d), (e), (f), (g), (h), (j), (k):**

##### **b. Modification of permit or impact-fee requirements**

Implementation: In July 2017 by Ord. 284-H, local permit fees were reduced for homes under 1,400 s. f. to help promote rehabilitation and new development of affordable single-family homes; however, this does not include the County multimodal fee, which is the largest fee, and it is not controlled by the City.

The 2018 AHAC recommended that the City send a letter to Pinellas County requesting: 1) Chapter 150, Section 150-40 of the Pinellas County Land Development Code relating to impact fees be amended to allow a multi-modal

impact fee waiver of 100% or a significant reduction (90%) for affordable housing developments; and 2) if a waiver cannot be granted, request appropriate new categories for affordable housing development and homeless shelters in both the Schedule A and B Schedule of Fees.

**2020 Update:** The letter was sent to Pinellas County and a new multi-modal fee schedule was adopted by Pinellas County Ordinance 19-15. The new Ordinance allows for reduced impact fees for smaller homes (1500 sq. ft. or less), and a further reduction for units “restricted to low income households as a component of affordable housing development incentive programs as certified by the local government”.

c. **The allowance of flexibility in densities for affordable housing**

**2020 Update:** Information to be provided at a future AHAC meeting

d. **The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.**

The AHAC looked at this incentive in accordance with the Statute and determined that this strategy does not apply in a built-out community such as St. Petersburg.

e. **The allowance of affordable accessory residential units in residential zoning districts**

Implementation: the City’s land development regulations were amended in 2007 to allow accessory residential dwelling units in the NT1, NT2, and NT4 districts, which provides an affordable housing option for residents. The City will continue to implement this incentive as written and explore the possible future reduction of the minimum lot size required in order to accommodate an accessory dwelling unit. The committee also recommended that the City explore allowing accessory residential units in the NS zoning district in the future.

**2020 Update:** The minimum lot size for the construction of accessory dwelling units was reduced to 4,500 in order to incentivize additional development of these units, which based on their smaller square footage typically have lower rents and therefore may be more affordable. This change could allow over 9,000 additional lots to qualify for construction of an accessory dwelling unit.

In addition, an evaluation of proposals by architects to provide three prototype designs in response to Solicitation 7495 is scheduled for 4/19/20.

FUTURE MEETINGS:

- f. The reduction of parking and setback requirements**
- g. Allowance of Flexible Lot Configurations, Including Zero-Lot-Line Configurations**
- h. Modification of street/sidewalk/design requirements**
- i. (See Page 1 for Mandatory Strategy)*
- 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**

**LOCAL INCENTIVES UNIQUE TO ST PETERSBURG'S AHAC:**

- 1. Name of the Strategy: Waving special assessment fees/Foreclosure Lots Initiative**
- 2. Name of the Strategy: The identification of existing sources that can be made available to affordable housing developers to aid in locating eligible home buyers and renters for affordable housing units**
- 3. Name of the Strategy: The Rebates for Residential Rehabs Program**
- 4. Name of the Strategy: The creation of a web page link to provide public access to all of the Affordable Housing Incentives approved by the Committee**
- 5. Name of the Strategy: Penny for Pinellas funding for affordable housing land acquisition (New)**