



**Joint City/County Affordable Housing Advisory  
Committee**

April 29, 2024 - 10:00 a.m.  
Smith-Williams Service Center

**MEETING AGENDA**

**1. CALL TO ORDER**

- 1.1. Establish Quorum
- 1.2. Posting of Meeting Notice

**2. PUBLIC COMMENT ON AGENDA ITEMS**

**3. AGENDA MODIFICATIONS**

**4. APPROVAL OF MINUTES**

- 4.1 Summary of the October 9, 2023, Joint AHAC Meeting

**5. PRESENTATIONS**

- 5.1. FY 2024-2025 HUD Annual Plan – *Jean Amison, Manager, City Housing Division*
- 5.2. Update on Leon County's Homeownership Development Program – *Jelani Marks, Manager, Leon County Housing Division*

**6. POLICY & DIRECTION**

**7. ANNOUNCEMENTS**

**8. UNAGENDAED ITEMS**

**9. ADJOURNMENT**

# Notice of Public Meeting

City of Tallahassee and Leon County  
Affordable Housing Advisory Committee  
Monday, April 29, 2024  
10:00AM EST  
Smith-Williams Service Center  
2295 Pasco Street  
Tallahassee, FL

The City of Tallahassee and Leon County's Affordable Housing Advisory Committee (AHAC) will hold a regular meeting pursuant to Sec. 420.9076, Florida Statutes, on Monday, April 29, 2024, at 10:00AM at the Smith-Williams Service Center, 2295 Pasco Street. The public is welcomed to attend the committee meeting. Citizens wishing to provide input may make public comment in person at the meeting. There will also be a virtual meeting or conference call in option for attendees (virtual public comment will not be received):

## WebEx Event: City/County Joint AHAC Meeting

**Event address for attendees:** [https://talgov.webex.com/talgov/April\\_2024](https://talgov.webex.com/talgov/April_2024)

**Event number:** 2332 815 0501

**Event password:** AHAC

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

United States Toll: 1-408-418-9388

Access code: 2332 815 0501

For more information, please contact Ginger Williams at [ginger.williams@talgov.com](mailto:ginger.williams@talgov.com) or 850-891-6566.

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.)



**CITY OF  
TALLAHASSEE**



# **JOINT CITY/COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE**

**April 29, 2024 – 10:00am**

# Meeting Agenda



<b>1. Call to Order</b>	1.1 Establish Quorum 1.2 Posting of Meeting Notice
<b>2. Public Comment on Agenda Items</b>	<i>No written content</i>
<b>3. Agenda Modifications</b>	<i>No written content</i>
<b>4. Approval of Minutes</b>	4.1 Minutes From October 9, 2023, Meeting
<b>5. Presentations</b>	5.1 FY 2024-2025 HUD Annual Action Plan 5.2 Update on Leon County's Homeownership Development Program
<b>6. Policy &amp; Direction</b>	<i>None</i>
<b>7. Announcements</b>	7.1
<b>8. Unagendaed Items</b>	<i>No written content</i>
<b>9. Adjournment</b>	<i>No written content</i>



# AHAC Briefing Sheet

- **Statutory Authority**

- Section 420.9076, F.S., and Rule 67-37.010 require that to be eligible to receive State Housing Initiatives Partnership (SHIP) funds, each jurisdiction must appoint an Affordable Housing Advisory Committee (AHAC)

- **Membership**

- Must have at least 8 members but no more than 11

- **Key Responsibilities**

- **Review plans, policies, ordinances, and regulatory documents to identify barriers to affordable housing**
- **Engage with key staff for presentations on programs, eligible activities, policies, etc.**
- **Prepare and submit an annual report of recommendations for acceptance by Commissions**

# AAP Presentation

## ANNUAL PLANING PROCESS

- Submitted annually as part of the Consolidated Plan, the Annual Action Plan is a summary of projects the City will undertake during the program year to address the priority needs and goals identified by the Consolidated Plan.
- Is the City's annual application to HUD for funding.
- Provides framework for year-end reporting on activities and accomplishments.



# AAP Presentation

## RESOURCES AVAILABLE

### **Federal Grants (administered by City)**

- Community Development Block Grant (CDBG)
- HOME Investments Partnership Program (HOME)
- Emergency Shelter Grant (ESG)

### **State Grant (administered by City)**

- State Housing Initiatives Program (SHIP)

### **City**

- Affordable Housing Trust Fund (AHTF)  
(nonrecurring)
- Community Redevelopment Agency (CRA)

### **Emergency Resources (administered by City)**

*nonrecurring*

- American Rescue Plan HOME Investments Partnership Program (HOME-ARP)
- CARES Emergency Shelter Grant (ESG-CV)
- CARES Community Development Block Grant (CDBG-CV)
- American Rescue Plan State and Local Fiscal Recovery Funds (City ARPA or SLFRF)

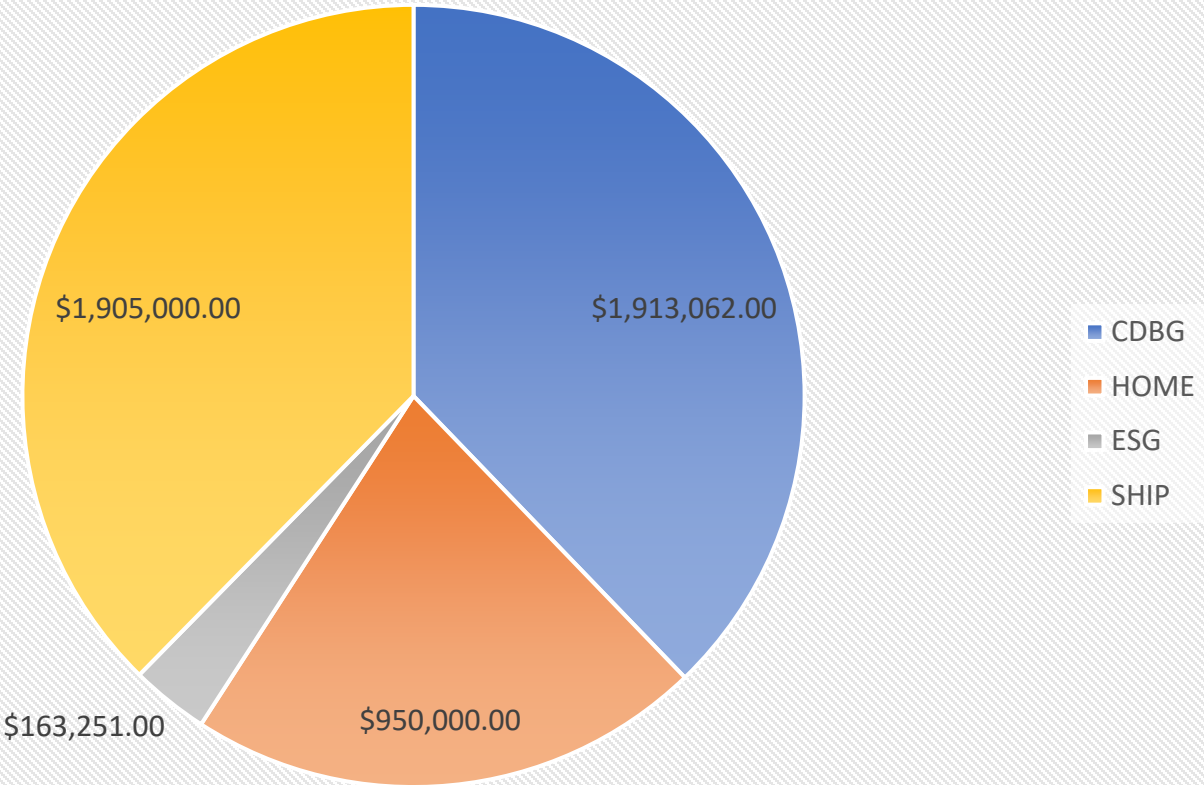
### **Federal Competitive Grants (administered by City) *nonrecurring***

- HUD's Office of Lead Hazard Control and Healthy Homes Lead Hazard Reduction Grant

In addition to these resources, the Division works closely with other City Departments and program areas to ensure maximum leveraging of all resources available.

# AAP Presentation

## ESTIMATED FUNDING FY 2024-2025



Leveraged funds in addition to annual funding includes the Affordable Housing Trust Fund (non-recurring) and other competitive grant opportunities (as available).



# AAP Presentation

HOME - Funding to strengthen public-private partnerships and increase/preserve the supply of affordable housing.

➤ Eligible HOME activities include:

- Homeownership Assistance
- Housing Rehabilitation/ Reconstruction
- New Construction of Affordable Housing – Single and Multifamily

CDBG – Funding to provide decent housing and a suitable living environment, and expand economic opportunities

➤ Eligible CDBG activities include:

- Housing Rehabilitation
- Housing Counseling
- Public Facilities / Infrastructure
- Public Services/ Human Services
- Neighborhood Revitalization
- Economic Development

# AAP Presentation

## WHAT'S NEXT

- Draft Plan
- May 8, 2024 – Present draft Plan to Commission
- Post draft Plan for public comment
- June 19, 2024 - Present final Plan to Commission for public hearing and adoption
- August 15, 2024 – Submit Plan to HUD
- October 1, 2024 – Program year begins

**Comment to: [housing@talgov.com](mailto:housing@talgov.com)**

# Update on Leon County's Homeownership Development Program



- Provides organizations/builders SHIP funding for the construction of housing units.
- Pays down the development expenses to reduce the cost to low-income first-time homebuyers.
- Funding may be used for costs associated with land acquisition, infrastructure/development, fees and permits.
- Subsidized homes are required to have long-term affordability restrictions.
- Maximum award: \$100,000.

# Update on Leon County's Homeownership Development Program

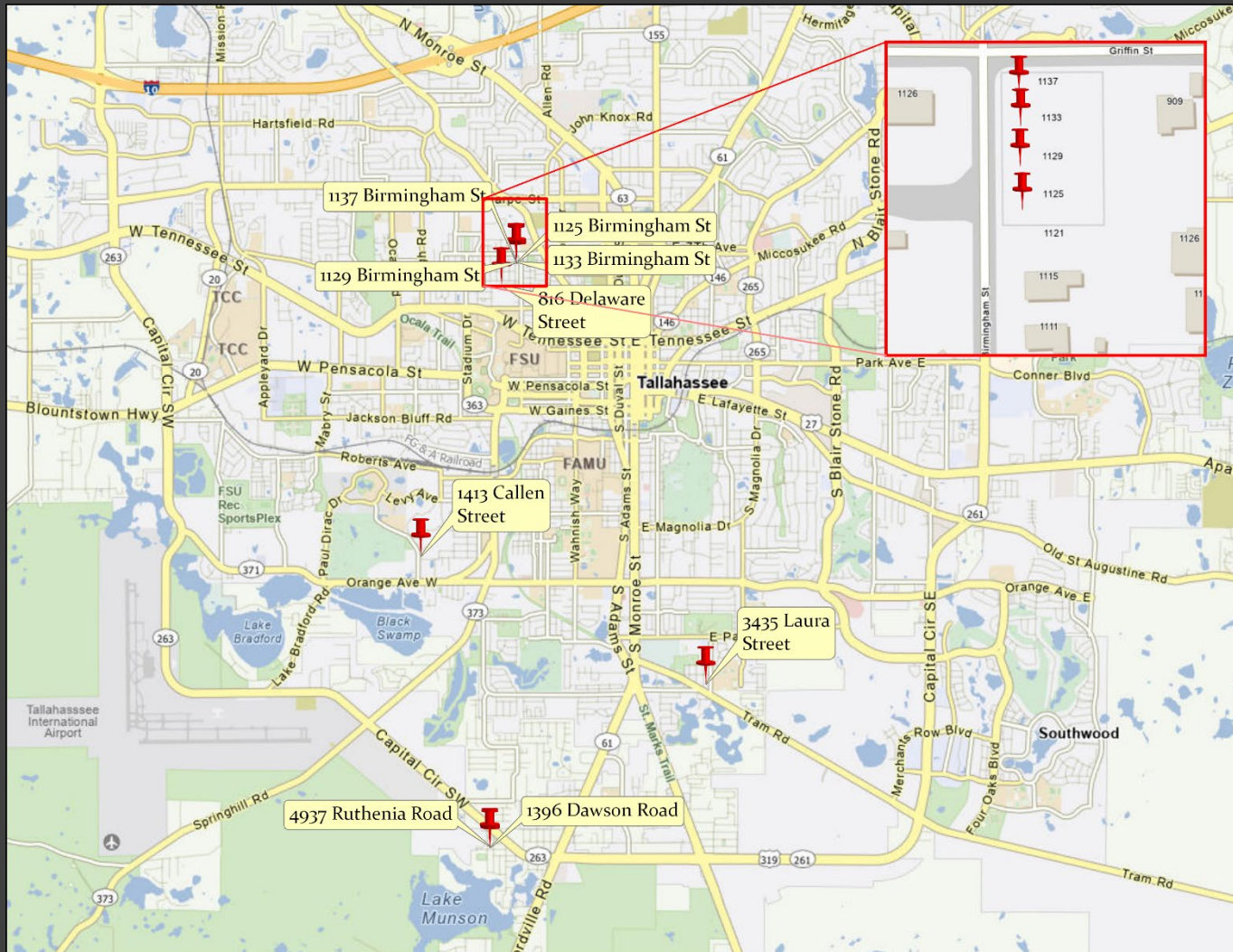
Since October 2023, nine awards have been made:

- Four units completed; five currently under construction.
  - Three already sold to eligible homebuyers.
- Five awards for single-family detached homes; four awards for townhomes.
- Four units on County-donated parcels that are now in the Community Land Trust.
- Five units in targeted neighborhoods that have historically experienced poverty and racial inequities as identified by the City of Tallahassee's Neighborhood First Program.
  - Four in Griffin Heights and one in Frenchtown.
- Over \$500,000 in SHIP subsidies awarded to local non-profit & for-profit partners.





# Update on Leon County's Homeownership Development Program



# 2024 Joint AHAC Meeting Schedule



**April 29, 2024**

Joint City/County AHAC

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**October 14, 2024**

Joint City/County AHAC Meeting





CITY OF  
TALLAHASSEE



# JOINT CITY/COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

Thank you, Members!

**Leon County & City of Tallahassee**  
**Affordable Housing Advisory Committee**  
**Joint Meeting**  
**October 9, 2023**  
**Meeting Minutes**

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**COUNTY MEMBERS PRESENT:**

Trina Searcy (County AHAC, Chair)  
Commissioner Nick Maddox (County Commissioner)  
Oral Payne (County AHAC, Engaged in Homebuilding)  
Lawrence Tobe (County AHAC, Resident of the Jurisdiction)  
Rachel Stevens (County AHAC, Real Estate Professional)  
Bruce Strouble (County AHAC, Advocate for Low-Income Persons)  
Ian Waldick (City/County AHAC, Planning Commission Member)  
Madelon J. Horwich (County AHAC, Resident of the Jurisdiction)

**CITY MEMBERS PRESENT:**

Kayana Gaines (City AHAC, At-Large/Real Estate Professional)  
Mechelle Mickles (City AHAC, Banking or Mortgage Industry)  
Christian Griffith (City AHAC, For Profit Provider of Affordable Housing)  
  
Shari Gewanter (City AHAC, Essential Services Personnel)  
Jesse Jones (City AHAC, Resident of the Jurisdiction)  
Kyndra Light (City AHAC, Residential Home Building Industry)  
Ian Waldick (City/County AHAC, Planning Commission Member)  
Karlus Henry (City AHAC, Area of Labor within the Home Building Industry)

**MEMBERS ABSENT:**

Christopher Daniels (City AHAC, Advocate for Low-Income Persons)  
Commissioner Curtis Richardson (City AHAC, Locally Elected Official)  
Marthea Pitts (County AHAC, Vice Chair)  
Deborah Lloyd (County AHAC, Not-for-Profit Provider of Affordable Housing)  
John Hershey (County AHAC, Residential Home Building Industry)  
Mary Williams (County AHAC, Advocate for Low-Income Persons)  
Alexandria Currie (County AHAC, Banking Industry)

**STAFF PRESENT:**

Dr. Kimball Thomas, Director of COT Housing & Community Resilience  
Amy Toman, Assistant City Attorney  
Jelani Marks, Leon County Housing Services Manager  
Chelisa Kirkland, Leon County Affordable Housing Coordinator  
May Swartz, Assistant County Attorney  
Jean Amison, City Housing Division Manager  
Ginger Williams, City Housing Division

## **1. Call to Order**

The meeting was called to order at 10:00am. There was quorum for both the City and the County AHACs. Each body conducted a roll call of members present versus absent.

## **2. Public Comment**

There were no public comments.

## **3. Agenda Modifications**

There were no agenda modifications.

## **4. Approval of Minutes**

The City and County members made a motion and seconded to approve the minutes from the April 17, 2023, meeting. The motion passed unanimously from both bodies.

## **5. Presentations**

Jean Amison, Housing Division Manager for the City, provided an update on the Inclusionary Housing Ordinance. Staff has provided updates since the work had begun with the Florida Housing Coalition to rewrite both the City and County Ordinances. The presentation provided the basics for each ordinance:

- Applicable to single-family developments and multifamily rental developments.
- For new homeownership developments, the unit threshold within the urban services area will be 20 or more residential units with a minimum of affordability, period of 10 years with a sliding scale of required inclusionary units based on the area medium income.
  - If developer targets units for households at 80% or less of the area meeting income, threshold would be 10% of units.
  - If developer targets units for households at 100% or below AMI minimum of 20% of the units would have to be set aside.
- Minimum threshold for rental developments would be 50 or more residential units with a minimum term of affordability of 30 years a minimum. A minimum of 10% of units must be set aside for households at 60% or less AMI.
- No offsite development if inclusionary housing units. Affordable units would need to be provided within the boundaries of the development and would need to be dispersed throughout the development.
- No fee in lieu option.
- Exemptions would include nursing homes, residential care facilities, assisted living facilities, and developments within the university transition zone.

- Development incentives to offset the costs of providing the affordable units:
  - Additional development density
  - The design flexibility
  - Reduced parking
  - alleviation of buffering and screening requirements.
  - Prioritized review (expedited permitting).
  - Reforestation requirement waivers
  - Additional incentives.

## **6. Policy and Direction**

There were no Policy and Direction items.

## **7. Announcements**

## **8. Unagendaed Items**

There were no unagendaed items.

## **9. Adjournment**

There being no further discussions or business, the meeting was adjourned at 10:28am.