



CITY OF FORT LAUDERDALE

Approved
MEETING MINUTES
CITY OF FORT LAUDERDALE
AFFORDABLE HOUSING ADVISORY COMMITTEE
VIRTUAL MEETING
MONDAY, MAY 10, 2021 – 9:00 A.M.

Cumulative

Committee Members	Attendance	June 2020-May 2021	
		Present	Absent
Brandon Stewart, Chair	P	10	0
Frances Epstein, Vice Chair	A	7	2
Phallon Bullard	A	6	4
Uwe Cerron	P	10	0
Nancy Daly	P	8	2
Donnalee Minott	A	7	3
Margi Nothard	P	9	1
Edwin Parke	P	7	3
Ryan Wipplinger	P	6	0
Mayor Dean Trantalis/ Scott Wyman, Alternate	P	7	0

Staff / Guests

Avis Wilkinson, Housing Programs Administrator/Staff Liaison
Vanessa Mutchnik, Recording Secretary, Prototype, Inc.

Communication to the City Commission

None.

I. ROLL CALL / DETERMINATION OF A QUORUM

Vice Chair Epstein called the meeting to order at 9:01 a.m. Roll was called and it was noted a quorum was present.

II. APPROVAL OF MINUTES – April 12, 2021

Motion made by Ms. Nothard, seconded by Mr. Wipplinger, to approve the minutes from last month. In a voice vote, the **motion** passed unanimously.

III. OLD BUSINESS

- Affordable Housing Trust Fund Balance Update – Avis Wilkinson**

Ms. Wilkinson reported that the current undesignated fund balance of the Affordable Housing Trust Fund is \$930,307.33. She did not know the amount of any encumbered funds at this time.

- **AHAC recommendations for the 2021 Affordable Housing Incentive Report**

Chair Stewart recalled that Ms. Wilkinson had emailed the Committee members information from the 2018 Affordable Housing Incentive Plan for their review. Ms. Wilkinson advised that the only member who has provided comments on this report thus far was the Chair, who submitted three possible affordable housing incentives for consideration in the 2021 Plan. These included:

- Address accessory dwellings
- Have an independent third party assess and recommend a new permitting process for affordable housing
- Recommend that the City purchase properties for use in affordable housing development

Ms. Wilkinson requested that any members with additional suggestions email them to her office. After today's meeting, she will prepare a draft Affordable Housing Incentive Plan with these recommendations and send it to the members before the end of May. This Plan will eventually be included on an upcoming City Commission Agenda.

Ms. Nothard suggested that it might be helpful to have a general discussion of the City's existing policies and incentives. This would also be beneficial for newer Committee members. Ms. Wilkinson recommended that the Committee instead focus on the 11 affordable housing strategies included in the 2018 Affordable Housing Incentive Plan. She would also reach out to the Department of Sustainable Development to provide the requested policy information, including what the City has done with regard to the 2018 incentives.

Ms. Wilkinson further clarified that the 11 strategies in the Affordable Housing Incentive Strategies worksheet are what the members should focus on. She briefly reviewed these strategies:

- Approval of development orders or permits as defined in Florida Statute 163.3177
- Modification of required impact fees, including reduction or waiver of fees paid for affordable housing
- Allowance of flexibility in densities for affordable housing
- Reservation of infrastructure capacity for housing for persons with very low to moderate incomes
- Allowance of affordable housing in accessory residential units
- Reduction of parking and setback requirements for affordable housing
- Allowance of flexible lot configurations, including zero lot lines for affordable housing
- Modification of street requirements for affordable housing
- Establishment of a process by which a local government considers policies, procedures, orders, and regulations before their adoption

- Preparation of a printed inventory of locally owned public lands suitable for affordable housing development
- Support of development near transportation hubs, major employment centers, and mixed-use development

Ms. Wilkinson noted that the first two strategies listed are the most important, and must be included in the Committee's plan in order for the City to receive Strategic Housing Initiative Partnership (SHIP) funding. She noted that incentive #10, which recommends preparation of a local inventory of surplus lots, is already underway, as the City must prepare a list of surplus properties every three years. She also noted that incentive #11 is becoming very important, as placing affordable housing near transportation hubs provides a more affordable option for residents who may not have vehicles.

Ms. Wilkinson continued that she would send the members additional information on each of these 11 incentives.

Ms. Nothard advised that she had a number of questions regarding the Affordable Housing Incentive Strategies worksheet, most of which are related to status updates. She also noted that the intention underlying these incentives seems to come from the original understanding of a neighborhood enhancement element, and requested more information on this.

Ms. Wilkinson again encouraged the members to look at the 2018 Affordable Housing Incentive Plan, including comments. Some of the items listed in that 2018 Plan may also apply to the 2021 Plan, particularly if they have not yet been addressed. The City Commission will make the final determination on whether or not to act on the 2021 Plan's recommendations.

Ms. Nothard also requested clarification of whether or not any of the incentives have been implemented, as well as which Code Section(s) would refer to these implementations. Ms. Wilkinson replied that she can provide the Committee members with the appropriate Ordinances, but pointed out that the Committee's focus should be on whether or not, and how, these incentives have been implemented.

Ms. Wilkinson concluded that she would put together a spreadsheet including incentive strategies, 2018 Affordable Housing Incentive Plan recommendations, and a column in which the members may include comments and further recommendations.

IV. NEW BUSINESS

- **Recommendations from Brandon Stewart, AHAC Chair**

Ms. Wilkinson advised that Housing and Community Development Manager Rachel Williams had requested that she share information with the Committee on a new funding source through the U.S. Department of Housing and Urban Development (HUD) called

Home Investment Partnerships Program-American Rescue Plan (HOME-ARP). These funds provide assistance and supportive services for homeless individuals.

More information on this program will be sent to the Committee members via email, and the next meeting will include a public planning meeting for agencies that provide assistance to the City's homeless population. The purpose of this meeting is to identify the areas of greatest housing need and how these new funds may best be spent in order to have a tangible long-term impact.

HOME-ARP funds must be used for individuals or families from the following qualifying populations:

- Homeless
- At-risk of homelessness
- Fleeing or attempting to flee domestic violence
- Sexual assault
- Stalking or human trafficking
- Other populations in which providing assistance would prevent homelessness or would serve those individuals and families at the greatest risk of housing instability, including families with veteran members

There are four eligible activities for HOME-ARP funds:

- Preservation of affordable housing
- Tenant-based rental assistance
- Supportive services, including homelessness prevention services and housing counseling
- Purchase of a development of a non-congregate shelter for individuals and families experiencing homelessness

Ms. Wilkinson concluded that she would send information on HOME-ARP to both the Committee members and other agencies that wish to be part of this working group, including Community Housing Development Organizations (CHDOs) and agencies that serve the homeless population. The goal is to create a tangible and long-standing program within one of the above four eligible activities using these funds. Later on, a City Commission Agenda Item will be created to make recommendations to the Commission on how the HOME-ARP funds should be used. Ms. Wilkinson emphasized the need for the members to provide tangible ideas that follow one of the four eligible activities to prevent homelessness.

V. AGENDA TOPICS FOR NEXT MEETING

Chair Stewart provided a brief recap of today's meeting:

- Ms. Wilkinson will send the members a spreadsheet including incentive report recommendations, including a space for comments

- Members wishing to provide additional comments on the 2021 Affordable Housing Incentive Plan should do so by the end of this business day
- Ms. Wilkinson will send out information on HOME-ARP funds, which target homelessness prevention
- Committee members are asked to provide recommendations on how the HOME-ARP funds might best be used in projects going forward

Ms. Wilkinson reiterated that she would send the above information to the members by May 14, and strongly encouraged the members to provide their responses no later than May 25, 2021, with the intent of taking the 2021 Incentive Plan before the City Commission in August or September 2021. A public hearing must also be scheduled for discussion of this Plan. If a member does not have individual comments, he or she is asked to send an email to Ms. Wilkinson's office clarifying this.

Ms. Wilkinson continued that she would also send separate information for the Committee's June 14, 2021 meeting, which will be a planning meeting for the use of HOME-ARP funds.

VI. GOOD OF THE ORDER

None.

VII. NEXT SCHEDULED MEETING DATE – JUNE 14, 2021

It was clarified that the June 14, 2021 meeting will be a virtual meeting.

VIII. ADJOURNMENT

There being no further business to come before the Committee at this time, the meeting was adjourned at 9:37 a.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]