



CITY OF FORT LAUDERDALE

Approved
MEETING MINUTES
CITY OF FORT LAUDERDALE
AFFORDABLE HOUSING ADVISORY COMMITTEE
100 NORTH ANDREWS AVENUE
CITY COMMISSION CHAMBERS
1ST FLOOR CITY HALL
MONDAY, JANUARY 9, 2023 – 9:00 A.M.

Cumulative

Committee Members	January-December 2023		
	Attendance	Present	Absent
Margi Nothard, Chair	P	1	0
Leann Barber, Vice Chair (arr.9:10)	P	1	0
William Condon	P	1	0
Gary DePew	P	1	0
Susan Spragg	P	1	0
Ryan Wipplinger	A	0	1
Comm. Pamela Beasley-Pittman	P	1	0

Staff

Avis Wilkinson, Assistant Housing and Community Development Manager / SHIP Administrator / Staff Liaison
 Carla Blair, Recording Secretary, Prototype, Inc.

Communication to the City Commission

None.

I. ROLL CALL / DETERMINATION OF A QUORUM

Chair Nothard called the meeting to order at 9:05 a.m. Roll was called and it was noted a quorum was present.

II. APPROVAL OF MINUTES – DECEMBER 12, 2022

Ms. Wilkinson noted a correction to p.2, paragraph 2: change “has been approved” to “has to be approved.”

Motion made by Mr. Condon, seconded by Ms. Spragg, to approve with amendments. In a voice vote, the **motion** passed unanimously.

III. OLD BUSINESS

- **Affordable Housing Trust Fund Balance – Avis A. Wilkinson**

Ms. Wilkinson reported that the Affordable Housing Trust Fund still has a balance of \$0, as all funds are currently encumbered. She briefly explained that this Trust Fund includes revenues from two sources: the sale of City-owned residential properties, as well as 15% of the net proceeds of the sale of any City-owned commercial properties. The City's Urban Design and Planning Department has proposed that any developer who does not want to construct a percentage of affordable units in addition to market-rate units must make a payment in lieu per unit. These funds would also go into the Affordable Housing Trust Fund.

Ms. Wilkinson continued that when the Trust Fund was initially developed, the Affordable Housing Advisory Committee (AHAC) had believed they would oversee expenditures from that Fund. Other municipalities have developed Affordable Housing Trust Fund Plans, which are similar to the State Housing Initiative Partnership (SHIP) Plan, to address how Trust Fund dollars may be used. Before any applicant could be granted money from the Trust Fund, the Committee would first review and approve the developer's application.

Commissioner Beasley-Pittman asked if other cities have used a particular format for the payment in lieu option. Ms. Wilkinson replied that the City is using the same format as Broward County, which assigns a specific dollar amount per unit.

Vice Chair Barber arrived at 9:10 a.m.

- **Update on Habitat Housing Project**

Ms. Wilkinson stated that Habitat for Humanity has submitted a plan for this project on December 9, 2022. They will now proceed to meet with the City's Development Review Committee (DRC) on January 10, 2023.

While the original proposal had been for 18 to 20 units, Habitat for Humanity now proposes 18 town homes and two live/work units. The live/work units will accommodate individuals and families who are operating a business from their home. Each of these units will have approximately 1800 sq. ft. of living space. There will be five two-story buildings with three- to four-bedroom town homes. Each town home includes a single-car garage and a driveway, with additional guest parking to be provided throughout the development.

Ms. Wilkinson clarified that the area for which the project is planned is not residentially zoned, but is instead zoned CB, or Community Business. For this reason, the town homes are not classified as single-family dwellings. The project is considered to be mixed-use. The City will provide just over \$1 million for the construction of the project, with Broward County also providing some funds.

Ms. Wilkinson concluded that she will keep the Committee members apprised of any updates on this project.

Commissioner Beasley-Pittman asked if the project is income-qualified. Ms. Wilkinson explained that the project's income levels have also changed: the units will now accommodate individuals and families with moderate as well as low incomes. Most residents' income will be below 80% of the area median income (AMI), with others earning up to 120% of AMI. The units will be made available to first-time home buyers.

IV. NEW BUSINESS

- **AHAC 2023 Planning Calendar**

Ms. Wilkinson noted that the Committee's primary annual task is to create the Affordable Housing Incentive Plan. This Plan was formerly due every three years and preceded a new Local Housing Assistance Plan (LHAP); however, it has evolved into an annual plan. The Committee considers 11 strategies for the development of affordable housing, as well as considering creative ways to promote these strategies and incentives.

Affordable housing incentives are intended to motivate developers to create affordable housing. Ms. Wilkinson cited the example of accessory dwelling units, suggesting that this be an area of focus in 2023. The Committee is asked to devise a creative way to present this and other options to the City Commission.

The Affordable Housing Incentive Plan is not due to the Florida Housing Finance Corporation until December 2023; however, Ms. Wilkinson recommended that the Committee begin work on this document early. She proposed that the members look at the existing Incentive Plan, as well as other models, during meetings from March to July 2023. She will develop a draft report for the Committee members' review in August. The Committee members will provide their comments on the report, and a public meeting will be held in September so the public may provide input as well.

Once the public hearing is complete, the Committee members are asked to take a final vote on the Incentive Plan. The next step is making the approval of this Plan a City Commission Agenda Item. Once the Plan has been accepted, the City Commission will let the Committee know whether or not they wish to move forward with any of the Committee's recommendations. Following acceptance by the Commission, the Plan is then submitted to the Florida Housing Finance Corporation, which provides the City with an annual amount of funding.

Ms. Wilkinson noted that these funds have increased in recent years, with the City receiving over \$1 million in fiscal year (FY) 2022-2023. SHIP's fiscal year begins on July 1 and ends June 30 of the following year.

Before providing any funds, SHIP ensures that the City has taken the following actions:

- Develop an LHAP

- Provide the annual SHIP report
- Provide the Affordable Housing Incentive Plan

Ms. Wilkinson explained that the SHIP report includes all activities the City has undertaken to spend its funds. They have three years in which to use these dollars. She noted that while the City is required to sign a contract for the use of its federal funds, this is not required at the state level for SHIP funds.

- **Review of City Ordinances for Boards**

Ms. Wilkinson noted that she had sent copies of the Ordinances to be discussed today to the Committee members.

Resolution 808-12 addresses attendance, stating that absence by a Board/Committee member from four regular meetings, or one-third of regular meetings in a one-year term, whichever is greater, shall constitute an automatic resignation of that member. The Staff Liaison is required to report these absences to the City Clerk's Office. Ms. Wilkinson noted that while some absences may be for legitimate reasons, these must be addressed on a case-by-case basis.

Resolution 20-214 addresses telephonic participation, stating that a member who is physically absent from a meeting due to extraordinary circumstances may attend via communication technology. The Resolution includes a list of these circumstances, which include state or local emergency declaration, physical disability/illness, medical treatment, matters related to the death of a family member, or absence from Broward County for vacation or business purposes. This option may only be exercised once per year in the case of vacation.

Ms. Wilkinson also noted that the meeting to be attended telephonically must have a quorum physically present, and those members must vote to allow the absent member to participate remotely.

Ms. Spragg asked if remote or telephonic attendance would use the Zoom platform. Ms. Wilkinson confirmed that a Zoom platform would be used for telephonic attendance. In addition, the absent member must submit their request for telephonic attendance in writing to the City Clerk at least seven days in advance of the meeting. Staff must make plans to have a member of Information Technology (IT) Staff present at the meeting.

Ordinance C-18-36 amends Section 2-29 of the rules governing boards and committees, stating that the City Commission may at any time, by Resolution, appoint members to any City advisory body through nomination by the Mayor or City Commission, either individually or by consensus. This means when new Commissioners are elected, they have the option to appoint new members. All appointments to City advisory bodies are for a term of one year, without compensation.

Ms. Wilkinson concluded that the review of Resolutions and Ordinances are intended to make sure members understand the policies associated with Committee membership.

V. AGENDA TOPICS FOR NEXT MEETING

Chair Nothard requested additional information regarding economic modeling, as this topic was raised at a previous meeting. Ms. Wilkinson advised that this information is still forthcoming; however, an Administrative Supervisor from the Economic Development Department will attend the February 13, 2023 meeting to discuss City-owned properties. She encouraged the members to email their questions to her office in advance of that meeting, and she will pass them on to the Economic Development representative.

Chair Nothard recalled that when this issue was previously discussed, the members had received a list of City-owned properties for review. Ms. Wilkinson clarified that the individual will bring this list to the next meeting. Chair Nothard requested that the representative be asked if she could provide a copy of the current list for the members' review before the February meeting.

Ms. Spragg requested that a report of the Affordable Housing Trust Fund's history be provided to the Committee members. Ms. Wilkinson confirmed that she would send this document electronically.

Vice Chair Barber asked if the City has any influence over the Housing Authority in Fort Lauderdale. Ms. Wilkinson replied that while the City can work in partnership with the Housing Authority, the two entities are separate. Vice Chair Barber asked if additional information could be provided to the Committee regarding the number of units available by size. Ms. Wilkinson asked that this request be emailed to her office, at which time she would forward it to the Housing Authority.

Chair Nothard commented that she would like a clear understanding of how much affordable housing stock is available in the City through various entities, including the Housing Authority. Ms. Wilkinson noted that this would require a consolidated study of all the City's housing stock to provide this information. She added that she would request an update from Deputy Director of the Developmental Services Department, advising him of the information the members are requesting.

VI. GOOD OF THE ORDER

None.

VII. NEXT SCHEDULED MEETING DATE – February 13, 2023

VIII. ADJOURNMENT

Affordable Housing Advisory Committee

January 9, 2023

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There being no further business to come before the Committee at this time, the meeting was adjourned at 9:41 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.]