



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, APRIL 10, 2023 – 9:00 A.M.

Cumulative

Committee Members	January-December 2023		
	Attendance	Present	Absent
Margi Nothard, Chair	P	3	1
Leann Barber, Vice Chair	P	4	0
William Condon	P	3	1
Khiafra James	A	0	1
Ronald Pierre (arr. 9:04)	P	1	0
Susan Spragg	P	4	0
Ryan Wipplinger	A	2	2
Comm. Dr. Pamela Beasley-Pittman	P	4	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

Vice Chair Barber 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 – MARCH 13 , 2023

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

III. OLD BUSINESS

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

Ms. Wilkinson stated that the Affordable Housing Trust Fund balance remains \$0.

- **Update on Habitat Housing Project – Habitat – BBI Village Project**

Ms. Wilkinson advised that a meeting is scheduled between Housing and Community Development, Habitat for Humanity, and Public Works Department Staff to discuss how the City can make the utilities publicly owned for this project, which is known as BBI Village. The intent is to keep the property affordable for its residents.

- **Starting the Affordable Housing Incentive Plan for 2023**

Ms. Wilkinson explained that each year, the Affordable Housing Advisory Committee (AHAC) considers affordable housing incentive strategies for potential inclusion in the Affordable Housing Incentive Plan. These include a number of mandated affordable housing incentives, as well as suggestions from the Committee members. She pointed out that the incentives will affect builders and developers of affordable housing, and are intended to benefit the individuals and families who are buying or renting homes.

Ms. Wilkinson noted that the core requirement of the AHAC is to recommend housing strategies to incentivize the production of affordable housing. The recommendations are submitted to the City Commission, which accepts the recommendations and informs the Committee of whether or not they would like the AHAC to pursue any recommendations.

Ms. Wilkinson reviewed the incentives, which include:

- Expedited permitting process for approval of development orders or permits for affordable housing
- Allow fee waivers provided for the development or construction of affordable housing
- Allowance of flexibility in densities for affordable housing
- Reservation of infrastructure capacity for housing for households with very low to moderate incomes
- Affordable accessory residential units
- Reduction of parking and setback requirements for affordable housing
- Allowance of flexible lot configuration, including zero lot lines, for affordable housing
- Modification of street requirements for affordable housing
- Establishment of a process by which the City reviews all policies, procedures, Ordinances, regulations, plans, and provisions which increase the cost of housing
- Prepare an inventory of locally owned public land suitable for affordable housing
- Support of development near transportation hubs, major employment centers, and mixed-use development

Ms. Wilkinson emphasized that the two highest-priority strategies for Fort Lauderdale are the expedited permitting process and the establishment of a process by which local government reviews policies, procedures, Ordinances, and plans which increase the cost of housing. The latter strategy ensures that the City will determine which plans are already in use by the City to decrease the cost of affordable housing.

Ms. Wilkinson continued that every three years, the City must create a list of all City-owned properties that could be used for affordable housing. This list is mandated by and submitted to the state. It will be due in 2024.

Ms. Wilkinson recalled that in the past, the Committee has focused on the incentive addressing affordable accessory units in order to make recommendations on how this can be done by the City. She advised that she has sent the Committee members a copy of this policy, which comes from the City's Comprehensive Plan. The policy states that the City is asked to regularly evaluate accessory dwelling unit regulation as a tool to promote affordable and attainable housing in areas of the City which are zoned for single-family residential use.

The City is also asked to establish specific standards and conditions regarding the design, size, and accuracy, among other conditions, as necessary to ensure quality development and maintenance of neighborhood standards as appropriate. These are also requirements of the policy as found in the Comprehensive Plan.

Ms. Wilkinson reviewed City Code with regard to accessory dwelling units (ADUs), which states these units are permitted only when necessary to a standard single-family dwelling. They are allowed in certain zoning districts and are subject to the following limitations:

- The ADU may not have an area larger than 600 gross ft. in an area or 49% of the gross floor area of the principal structure, whichever is less
- The ADU shall be limited to a one-bedroom/one-bathroom unit or an efficiency unit
- When an ADU is attached to another accessory structure, the unit shall have a separate entrance other than that accessory structure, and shall be separated from that attached structure by a common fire-resistant wall
- There may be no more than one ADU per single-family lot
- An ADU, together with the principal single-family dwelling, shall not exceed the maximum density permitted by the zoning district in which it is located
- Minimum partial sizes for principal and accessory dwellings are required, based on the zoning district in which they are located
- Parking spaces shall be provided for each dwelling unit in accordance with the requirements set forth in Code Section 47-20, which addresses parking and loading requirements
- No ADU shall be built on any lot in an RS-8 or RD-15 zoning district, except servants' quarters for persons other than immediate family who are employed on the premises
- Specific architectural features may be required to ensure the ADU conforms to the style of homes in the surrounding neighborhood

Chair Nothard advised that there is a timeline for the Affordable Housing Incentive Plan which allows the Committee some time to review the document. Ms. Wilkinson noted that this allows them to focus on one key incentive which can meet the needs of the community

in a timely manner. After the May 2023 meeting, at which there will be a speaker, the rest of the Committee's meetings will focus on the Incentive Plan.

Ms. Wilkinson continued that once the Incentive Plan is complete, there will be a public hearing held during a regular Committee meeting. Once this is done, the Committee will vote to send the Incentive Plan to the City Commission, and Ms. Wilkinson will prepare a City Commission Agenda Item. Because the Plan is due in December 2023, it should be ready to send to the Commission no later than November. She estimated that the public meeting will be held in September.

Vice Chair Barber asked if the City Commission had taken any action in relation to the Incentive Plan submitted to them the previous year. Ms. Wilkinson replied that the Commission is asked only to accept the document. There were no comments on the Plan by the Commission.

Chair Nothard requested clarification of whether or not any of the incentives have been adopted into Code. Ms. Wilkinson replied that none of the Committee's recommendations have been implemented. She suggested that when the Incentive Plan is submitted to the City Commission in November, the Chair may wish to be present at that meeting to ask the Commission why this has been the case. This may also provide an opportunity to ask the Commission for a joint meeting to focus on the Incentive Plan. She noted that a request for a joint meeting would need to come from the Committee via a communication to the City Commission.

Commissioner Dr. Beasley-Pittman asked if the Committee can see their previous action plans in order to clarify what has been recommended in the past. Ms. Wilkinson pointed out that the Incentive Plan shows what is proposed for this year as well as what has been proposed in the past.

Chair Nothard suggested that the Committee review how long some of the incentives have been included in the plan for context. Ms. Wilkinson advised that some of the past proposals have been addressed by Urban Planning and Design, such as an incentive recommending that revenue from the sale of City-owned residential properties go into the Affordable Housing Trust Fund.

Ms. Spragg asked how the Committee can join in a team effort while observing the constraints of the Sunshine Law. Ms. Wilkinson explained that while Committee members may not communicate with one another on business outside their noticed meetings, they may research issues or ideas on their own and bring that information back to the Committee.

Ms. Spragg also asked if Staff has considered the ramifications of the Live Local Act, which was recently passed by the Florida Legislature. Ms. Wilkinson recalled that she had sent the members information on this legislation, and confirmed that City Staff is familiar with it as well. Housing and Community Development will need to work with the

Development Services Department, and Urban Design and Planning in particular, to determine how to move forward in light of the legislation.

Chair Nothard recommended that Staff provide an update to the Committee regarding the Live Local Act and how it may correlate with the Incentive Plan. Ms. Wilkinson advised that she will invite a representative of the Florida Housing Coalition to address the Committee regarding the Live Local Act; however, she emphasized the importance of remaining focused on the Incentive Plan and the timeline for its completion and submittal to the Commission.

Vice Chair Barber commented that the City should adopt the philosophy that they need to take action to house its residents. She suggested that the Committee communicate this to the City Commission, emphasizing the need to address housing as a community goal. Chair Nothard proposed that the Committee could include a mission statement of this nature at the beginning of the Incentive Plan.

Vice Chair Barber observed that it can be difficult to fully understand the City's various zoning districts, citing the prohibition on ADUs in the RS-8 and RD-15 zoning districts as an example. Ms. Wilkinson stated that she could reach out to Urban Design and Planning Staff for either a presentation or written information on these distinctions.

Mr. Condon asked for the reason behind the limitation of ADUs to one-bedroom/one-bathroom or efficiency units. Ms. Wilkinson replied that this would also be a question for Urban Planning and Design. Chair Nothard suggested that the limitation may be related to the square footage of the ADU. Vice Chair Barber also requested clarification of other zoning districts in the City and why ADUs are not permitted in some of them.

IV. NEW BUSINESS

Ms. Spragg suggested that she may reach out to other Broward municipalities and/or counties to learn how they address affordable housing. This could identify other income sources that the Committee could propose for consideration by Fort Lauderdale.

Ms. Wilkinson pointed out that at least one Fort Lauderdale Community Redevelopment Agency (CRA) is scheduled to sunset in 2025. When this happens, 50% of the tax increment financing (TIF) revenue from that CRA will revert to the County, while the remaining 50% will come to the City. She suggested that the Committee consider suggesting that a percentage of this TIF revenue go into the Affordable Housing Trust Fund to address housing needs.

V. AGENDA TOPICS FOR NEXT MEETING

Ms. Wilkinson recalled that the Committee had discussed a potential communication to the City Commission expressing their desire for a joint meeting to discuss past recommendations and future opportunities from the Affordable Housing Incentive Plan.

Chair Nothard added that she wished to meet with Planning Staff to review previous Incentive Plan recommendations, so the members understand what has or has not been implemented and why. She also noted that Ms. Wilkinson had mentioned she would reach out to a representative of the Florida Housing Coalition regarding a presentation on the Live Local Act.

Vice Chair Barber recalled that in the past, she had requested a presentation on temporary or transitional housing, including what has been done by other municipalities with regard to this type of housing. She suggested that the Committee may wish to discuss a comprehensive plan for the continuum of care that helps move individuals or families from shelters to permanent housing. She also felt this would show where there are gaps in the housing programs available in Fort Lauderdale.

Ms. Wilkinson recommended that this presentation be scheduled once work is complete on the Affordable Housing Incentive Plan. Chair Nothard, however, felt that this topic could help the Committee prepare the Incentive Plan, as they may wish to make recommendations related to temporary or transitional housing. Ms. Wilkinson recommended that the Chair reach out to prospective speakers on this issue.

Chair Nothard asked if the representative of the Florida Housing Coalition would be able to provide a comprehensive presentation on the Live Local Act, or if they would focus only on its legal aspects. Ms. Wilkinson replied that they would be able to discuss the Live Local Act in a comprehensive manner. She strongly recommended that the Committee members read the materials she had sent to them regarding the Live Local Act prior to this presentation.

Ms. Wilkinson also recommended that the Committee should focus primarily on the Incentive Plan until it is complete, including discussions with Urban Design and Planning Staff that are related to this Plan.

VI. GOOD OF THE ORDER

Ms. Wilkinson stated that Ms. Spragg and Mr. Wipplinger had expressed interest in attending an upcoming SHIP conference, which will feature classes and seminars focusing on various topics in affordable housing. The City will pay for two Committee members to attend, including food, lodging, and meals. The conference is scheduled for August 28-30, 2023 at the Rosen Centre in Orlando, Florida.

It was noted that Chair Nothard and Vice Chair Barber were also interested in attending the conference.

Motion made by Mr. Condon, seconded by Commissioner Dr. Beasley-Pittman, that Susan and Vice Chair Leann Barber attend the affordable housing conference in Orlando. In a voice vote, the **motion** passed unanimously.

VII. NEXT SCHEDULED MEETING DATE – May 8, 2023 – Guest Speaker – Ebonni N. Chrispin, Legislative Affairs and Community Engagement Director AIDS Healthcare Foundation / Healthy Housing Foundation

VIII. ADJOURNMENT

There being no further business to come before the Committee at this time, the meeting was adjourned at 10:13 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.]