Present were:
  Glen Gibellina, First Vice-Chairman
  Mark Dunlap
  Sharon Glasgow
  Keith Green
  Garin Hoover
  Stephen Rinehart
  Misty Servia, Board of County Commissioners
  Mark Vengroff
  Divina Westerfield-Maruca

Absent were:
  Kenneth Ellis
  Vallerie Guillory

One seat is vacant

Also Present
  Geri Lopez, Redevelopment and Economic Opportunity Director
  Denise Thomas, Community Development Division Manager
  Deborah Ash, Community Development Coordinator
  William O'Shea, Principal Planner
  Vicki Tessmer, Board Records Supervisor, Clerk of the Circuit Court

AGENDA AND SIGN-IN SHEET

1. CALL TO ORDER
   Vice-Chairman Gibellina called the meeting to order at 2:09 p.m.

2. MEMBERS
   Members introduced themselves.

3. CODE OF CIVILITY
   Geri Lopez, Redevelopment and Economic Opportunity (REO) Director, referred to a slide presentation regarding the Code of Civility and reviewed the goals for today to explain statutory requirements for the Affordable Housing Advisory Committee.

4. ETHICS, RECORDS, AND SUNSHINE LAW
   Geri Lopez, REO Director, distributed a memo regarding ethics, records and Sunshine Law, and reminded the Board that they are under the Sunshine Laws and they are not to discuss any matters that would come before the Board outside of a meeting. If a Board member responds to an email, that response becomes a public record.

Discussion ensued regarding the membership of the Board, and the State changed the rules, and the Commissioner sitting on the Board is now a voting member, Members who wish to bring an item before the Board may email all members, but members cannot respond. Ms. Lopez continued her presentation and stated the Board members are subject to the Code
Denise Thomas, Community Development Division Manager continued the presentation and reviewed the statutory requirements of the Committee. She reviewed Florida Statute and noted that the committee’s purpose is to ensure there are no barriers in the Land Development Code (LDC) to prevent affordable housing. Each seat represents that particular community when making up the Board. Each seat is unique and sees affordable housing from a different perspective. She continued to provide an overview of the purpose of each seat.

Discussion ensued regarding not having a representative from the Planning Commission on the Board, and that if a person applies to the Planning Commission, they must be willing to serve on AHAC, can it be someone from another planning agency such as the cities, annual review of the initiatives, it takes time to make the changes to the LDC, best to keep with the Statute with seven meetings each year, and how does property appreciation apply when dealing with County owned property.

Ms. Thomas continued to note that an annual report is required each year, which much be submitted to the State. If a project is deemed as Affordable the project must be expedited in the process so that developer can save money, and the project can be built quicker. There are several departments involved in the process. Each site has bearing as to what can be built on it and the project will be compatible with the community.

Bill O'Shea, Principal Planner, explained the processes have changed in the Planning Department, and there may be a need to change the process for affordable housing, since all projects must not be expedited.

Ms. Thomas responded that there are approximately 11 projects designated as affordable. When a project is being reviewed, staff looks at the incentives to determine if the property can be designated as affordable. Property can be marketed as attainable, but still be designated as affordable.

Geri Lopez, REO Director, stated there is a statutory definition they look at to determine if a project meets the requirements for affordable housing. The chart provided by the State sets the income requirements. Land Use Restriction Agreements (LURAS) determine how the long the land can be designated as affordable.

Discussion continued that the LURA starts when the Certificate of Occupancy is issued, each jurisdiction sets up the LURAs how they want, rental projects have a longer time to be designated as affordable, staff monitors the projects each year, there needs to be discussion on the home ownership portion, a Land Trust would need to be designated as affordable in perpetuity, determine who the ultimate user is, provide the terms for each project, how can older neighborhoods revitalize, what is thought of as affordable in today’s market, is not necessarily affordable, put funding into older homes for first time home buyers, rehabilitation funding for current home owners, and the need for affordable housing exceeds the funds distributed by the State.

Ms. Lopez explained Livable Manatee is to encourage new construction in the Southwest Tax Increment Funding (SWTIF) area. The infrastructure is old and SWTIF can be used to make those improvements. SHIP money can be used for projects as well. If there were more funds
from the State, they could help the landlords improve their rentals. Each program has its own requirements that must be met. Projects are determined by how much money is in each pot. Each year, REO asks for money to be put into Livable Manatee, but staff can only ask for funds where there is a project. There are funds for infill.

Ms. Thomas continued the presentation to discuss Livable Manatee, density, and infrastructure capacity to reserve trips on roadways (which is not currently practiced).

Mr. O’Shea addressed Accessory Dwelling Unit allowances, and remarked the ordinance should be adopted by the Board of County Commissioners on August 19.

Discussion ensued that Homeowner Association rules override the allowance of ADUs in subdivisions, Whitfield Estates and Bayshore Gardens are excluded from having ADUs, and to have an ADU the property must be owner occupied, determined by homestead.

Ms. Thomas reviewed incentives including site improvements and lot configurations. There is an inventory of public lands that can be conveyed for affordable housing.

Ms. Lopez stated they are working with Property Management regarding surplus property being conveyed for affordable housing. The Request for Proposal is for for-profit and not-for-profit agencies. The surplus property process is currently closed until there is final guidance from the Board including all the options. The list of surplus properties is on the county website.

Discussion ensued regarding the history of surplus property availability.

Ms. Lopez clarified that the committee makes the recommendations, and the report is presented to the Board of County Commissioners, which provides instructions as to how to proceed.

Discussion ensued regarding what the Commission would like to see come out of this committee, Statute outlines what the committee needs to do, the County needs more rentals, rehabilitation money, and everything is needed for affordable housing assistance.

Commissioner Servia responded to questions that she believes that the committee should be open to any idea that promotes affordable housing.

6. **AHAC REPORT ACCOMPLISHMENTS**
Debroah Ash, Community Development Coordinator, continued the presentation to review accomplishments of the committee including the following: reducing the utility fee/duration for construction for affordable housing, the Building Department deferring the fees for affordable housing projects, bulk and dimensional standards, ADUs, continued funding for Livable Manatee, funding for the Tree Trust fund, and encourage the School Board to waive impact fees for affordable housing.

7. **MEETING SCHEDULE**
Debroah Ash, Community Development Coordinator, reviewed the upcoming meeting schedule.

8. **MEMBER COMMENT**

HC MB 20-21/40
Ms. Lopez stated the Livable Manatee balance will be presented next week. The committee spent the first part of the year going over other incentives, and there is a need to discuss the statutory requirements. The final report must be presented to the Board each year before the end of the calendar year. There is a work session with the BCC in April to review topics.

- Member Vengroff is looking forward to serving on the Board
- Member Westerfield Maruca stressed the need to treat non-profits and for-profit organizations the same.
- Member Hoover was advised that the 2020 report is included in the agenda materials.
- Member Green appreciated the dialogue and looks forward to serving on the Committee.
- Member Dunlap looks forward to accomplishing goals.
- Member Glasgow looks forward to learning more and working together.
- Member Servia looks forward to good things

Vice-Chairman Gibellina questioned how to get items on the agenda, continue to get funding for Livable Manatee, and asking the School Board to waive impact fees.

Discussion ensued to consider all scenarios when approaching the School Board, and consider a third party impact fee analysis to prove there are no impacts to schools from affordable housing.

- Ms. Lopez stated if surplus property is sold, those funds go into the Livable Manatee fund.
- Discussion ensued regarding public records request regarding how for-profits pay off loans, and can it be recommended that a project provide an impact fee analysis, and LDC Section 545 will be distributed to members.

**ADJOURN**

There being no further business, Vice-Chairman Gibellina adjourned the meeting at 3:45 p.m.

Minutes Approved: ____________________