

# Incentive Strategies Report Template

*This report template is a sample for review and there is no requirement to adopt this report format. At a minimum, items (a) through (k), as outlined in the SHIP Statute, must be included in the report. Florida Housing Finance Corporation staff request that each of the (a) through (k) items be explicitly included even in cases when the advisory committee has no recommendation. In such a case, write “No Recommendation” or an explanation to document that the incentive was discussed, like “The AHAC does not consider that this type of incentive strategy is appropriate for the community”. For each recommendation to improve an incentive strategy or add a strategy, propose a ‘Schedule for Implementation’. This should list steps needed to apply the recommendation if it is approved by the governing board. It may identify additional documents beyond the LHAP that must be updated to implement the reform.*

Affordable Housing Advisory Committee  
Report to Board of City / County Commissioners  
SHIP Affordable Housing Incentive Strategies

SUBMITTED TO: \_\_\_\_\_  
BOARD OF CITY/COUNTY COMMISSION

SUBMITTED TO: \_\_\_\_\_  
FLORIDA HOUSING FINANCE CORPORATION

DATE SUBMITTED: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

## BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the City/County established an Affordable Housing Advisory Committee on DATE as required by the Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City/County housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the City/County Commissioners, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

## COMMITTEE COMPOSITION

The City/County Commission appointed or re-appointed members to the Committee on DATE. Florida Statutes, Sec. 420.9076(2) lists the categories from which committee members must be selected. Each AHAC must have a

locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be a City or County Commissioner. The elected official will count as a member of the AHAC for purposes of meeting the number of members requirements. There must be at least eight committee members, but not more than eleven, with representation from at least six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation.

Name	Category Represented	Date Appointed
1	Elected Official	
2		
3		
4		
5		
6		
7		
8		

## **AFFORDABLE HOUSING RECOMMENDATIONS**

The AHAC has reviewed local government plans, policies, and procedures; ordinances; regulations; statutes; and the comprehensive plan, among other documents applicable to affordable housing, for evaluation of their impacts on affordable housing. Further, the AHAC has specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on this review and evaluation, the AHAC has formulated recommendations to the City/County Commission that it incorporate into its housing strategy certain changes designed to encourage and facilitate the production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City/County Commission, to the Florida Housing Finance Corporation, and the Florida Housing Coalition, as the

entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program, which details the scope of its work and the resulting recommendations.

From the review and evaluation of the local government documents listed here, the AHAC makes these recommendations to the City/County Commission that it incorporate into its housing strategy. The AHAC has reviewed, considered, and evaluated the following the strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
- (b) All allowable fee waivers provided for the development or construction of affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) Affordable accessory residential units.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

#### **EXPEDITED PERMITTING**

Meeting Synopsis:

Existing Strategy:

**AHAC Recommendation:**

Schedule for Implementation:

#### **FEE WAIVERS FOR AFFORDABLE HOUSING**

Meeting Synopsis:

Existing Strategy:

**AHAC Recommendation:**

Schedule for Implementation:

#### **FLEXIBLE DENSITIES**

Meeting Synopsis:

Existing Strategy:

**AHAC Recommendation:**

Schedule for Implementation:

#### **RESERVATION OF INFRASTRUCTURE CAPACITY**

Meeting Synopsis:

Existing Strategy:

**AHAC Recommendation:**

Schedule for Implementation:

#### **PARKING AND SETBACK REQUIREMENTS**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **AFFORDABLE ACCESSORY RESIDENTIAL UNITS**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **FLEXIBLE LOT CONFIGURATIONS**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **MODIFICATION OF STREET REQUIREMENTS**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **PROCESS OF ONGOING REVIEW**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **PUBLIC LAND INVENTORY**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation:

#### **SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS**

Meeting Synopsis:  
Existing Strategy:  
**AHAC Recommendation:**  
Schedule for Implementation: