



# CITY of CRESTVIEW

AFFORDABLE HOUSING ADVISORY COMMITTEE

## AFFORDABLE HOUSING ADVISORY COMMITTEE AGENDA MARCH 25, 2024 5:00 P.M. COUNCIL CHAMBERS

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve Agenda**
4. **Action Items**
  - 4.1. Selection of Chair and Vice Chair
  - 4.2. Approval of AHAC Report of Recommendations
5. **Adjournment**

All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Girard, City Clerk at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org) or 850-628-1560 option 2 within 48 hours of the scheduled meeting.



# Staff Report

AFFORDABLE HOUSING AUTHORITY  
COMMITTEE\_ MEETING DATE: March 25, 2024  
TYPE OF AGENDA ITEM: Action Item

---

Affordable Housing Authority Committee  
CC: City Manager and City Attorney  
FROM: Community Development Services  
DATE: 3/21/2024  
SUBJECT: Selection of Chair and Vice Chair

---

## **BACKGROUND:**

The Board must elect a Chair and Vice-Chair before proceeding with business.

## **DISCUSSION:**

## **GOALS & OBJECTIVES**

## **FINANCIAL IMPACT**

## **RECOMMENDED ACTION**

## **Attachments**

None



# Staff Report

AFFORDABLE HOUSING AUTHORITY  
COMMITTEE\_ MEETING DATE: March 25, 2024  
TYPE OF AGENDA ITEM: Action Item

Affordable Housing Authority Committee  
CC: City Manager and City Attorney  
FROM: Community Development Services  
DATE: 3/21/2024  
SUBJECT: Approval of AHAC Report of Recommendations

## **BACKGROUND:**

In April of last year, the City of Crestview took the steps necessary to establish an Affordable Housing Advisory Committee (AHAC), pursuant to the statutory requirements for participation in the State Housing Initiative Partnership (SHIP) program.

Per those same statutory standards, and due to the size of our allocation, the AHAC is required to meet only once to carry out the responsibilities enumerated in the statute. Per 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 of Crestview housing activities that impact the production of affordable housing. Additionally, the AHAC is specifically directed by statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076(a)-(k).

The provided report, based on a template provided by the Florida Housing Finance Committee, evaluates the above as required by statute, and consolidates it into a concise format. In the draft report, there are not any recommendations formed to adopt any new incentive strategies, but there are recommendations for the City to implement the provisions of certain strategies via amendments to the Comprehensive Plan and Land Development Code.

Staff respectfully requests a motion to adopt the Affordable Housing Advisory Committee 2024 Report of Recommendations, and forward to City Council for consideration.

## **DISCUSSION:**

## **GOALS & OBJECTIVES**

## **FINANCIAL IMPACT**

## **RECOMMENDED ACTION**

### **Attachments**

1. City of Crestview AHAC Incentives Report - Draft

**City of Crestview**  
**Affordable Housing Advisory Committee**  
**2024 Report of Recommendations**

Affordable Housing Advisory Committee  
Report to Board of City of Crestview  
SHIP Affordable Housing Incentive Strategies

SUBMITTED TO: CITY OF CRESTVIEW CITY COUNCIL                      DATE SUBMITTED: \_\_\_\_\_

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

PREPARED BY: Nicholas Schwendt

**BACKGROUND**

As a recipient of State Housing Initiative Partnership funds, the City of Crestview established an Affordable Housing Advisory Committee on April 24<sup>th</sup>, 2023, 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 of Crestview 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 Council, 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 Council appointed or re-appointed members to the Committee on February 26<sup>th</sup>, 2024. 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. Ryan Bullard	Elected Official	2/26/24
2. Nitsi Bennett	A citizen engaged in the residential home building industry in connection with affordable housing.	2/26/24
3. Derek Lott	A citizen engaged in the banking or mortgage banking industry in connection with affordable housing.	2/26/24
4. Doug Shepheard	A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.	2/26/24
5. Cecil Williams	A citizen who is actively engaged as a not-for-profit provider of affordable housing.	2/26/24
6. Shannon Hayes	A citizen who actively serves on the local planning agency.	2/26/24
7. Alex Barthe	A citizen who represents employers within the jurisdiction.	2/26/24
8. Josh Vargason	A citizen who represents essential services personnel, as defined in the local housing assistance plan.	2/26/24

## 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 Council 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 Council, 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 Council 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:** The City of Crestview is currently able to, and actively does adaptively respond to affordable housing requests and provide priority handling of such applications. Expedited permitting is not addressed within the City's Comprehensive Plan or Land Development Code explicitly.

**Existing Strategy:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is administratively expedited to a greater degree than other projects, though the strategy is not explicitly addressed in the Comprehensive Plan or Land Development Code.

**AHAC Recommendation:** Adopt, in the Comprehensive Plan and Land Development Code, language addressing the implementation of procedures to prioritize and expedite the permitting process for developments that are considered affordable, as defined in Chapter 420 of the State Statutes.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes; 24 months – Land Development Code changes.

## FEE WAIVERS FOR AFFORDABLE HOUSING

**Meeting Synopsis:** The City of Crestview does not currently have a mechanism to waive water and sewer impact fees. The only impact fees that the city currently collects are related to the City's Water, Sewer and Stormwater Systems. The funds for these utilities are deposited into an enterprise fund (funded solely by revenues from customers) and their fee structure is set by regulatory guidelines, so they cannot be waived. The City is able, through various grant programs, to offset some utility-related or other fees for affordable housing developments.

**Existing Strategy:** The City will continue to be proactive regarding opportunities to use grant funds to offset water and sewer tap fees, as well as other applicable development-related fees.

**AHAC Recommendation:** No change, leave as is.

**Schedule for Implementation:** N/A

## FLEXIBLE DENSITIES

**Meeting Synopsis:** The City does not currently address density bonus provisions for affordable housing in the Land Development Code and Comprehensive Plan. The recently passed Live Local Act serves to circumvent density maximums in certain zoning districts in conjunction with affordable housing projects. The City is currently working on a rewrite of its Comprehensive Plan, which will allow the addition of density bonus provisions for affordable housing, with policy requiring implementation in the Land Development Code as well.

**Existing Strategy:** The city is subject to, and follows, the statutory guidelines set forth by the Live Local Act that provide for density flexibility across zoning districts within the city.

**AHAC Recommendation:** No change to adopted incentive strategies at this time. Implement density bonus provisions for affordable housing in the Comprehensive Plan during the current rewrite process and adopt accompanying standards within the Land Development Code after the Comprehensive Plan is complete.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes; 24 months – Land Development Code Changes

## RESERVATION OF INFRASTRUCTURE CAPACITY

**Meeting Synopsis:** The City of Crestview currently does not reserve capacity for any development until a development order is issued, and there is no proactive reservation of capacity for affordable housing or any other specific type of development. The expeditious of the permitting process for affordable housing developments per 420.9076(4)(a) allows for affordable housing developments to reach the stage of development order issuance before other projects, potentially allowing a more favorable timeline for reservation of infrastructure capacity.

**Existing Strategy:** No specific strategy.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## PARKING AND SETBACK REQUIREMENTS

**Meeting Synopsis:** The City of Crestview Land Development Code does not contain specific parking or setback flexibilities with regard to affordable housing developments. That being said, it does provide flexibility in general for any type of development. Section 8.06.06 of the LDC allows for relaxation of codified parking requirements when supported by a parking study derived from competent sources. For example, the city has seen up to a 25% decrease in the number of necessary parking spaces through some of these studies that have been provided. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or required parking through the Administrative Waiver process. Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific setbacks.

**Existing Strategy:** The City of Crestview Land Development Code currently allows for parking and setback flexibility.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## AFFORDABLE ACCESSORY RESIDENTIAL UNITS

**Meeting Synopsis:** The City's Land Development Code allows accessory residential dwellings in residential zoning districts that allow single-family residential use (R-1E, R-1, R-2, R-3 and MU). Design standard requirements and structure placement requirements have been evaluated by staff to reduce costs as much as is feasible to allow the construction of affordable accessory residential units.

**Existing Strategy:** The City allows accessory residential structures in all residential zoning districts and the mixed use zoning district.

**AHAC Recommendation:** No change at this time. Staff should continue to research how other communities address accessory residential units.

**Schedule for Implementation:** N/A

## FLEXIBLE LOT CONFIGURATIONS

**Meeting Synopsis:** The City provides for flexibility in lot configurations in two different ways. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or lot coverage requirement through the Administrative Waiver process. And Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific design standards, including lot sizes, widths, setbacks, etc.

**Existing Strategy:** The City allows flexible lot configurations to encourage diversity in housing.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## MODIFICATION OF STREET REQUIREMENTS

**Meeting Synopsis:** The City allows for a number right-of-way widths, depending on the type of road proposed. Required right-of-way width for standard public roads is 50 feet, dead end roads with less than 30 units is 40 feet, and one way streets are 30 feet. These variations allow for flexibility in the design of developments, including those for affordable housing. Additionally, the City allows flexibility in the width of private rights of way so long as there is sufficient access for maintenance of utilities and sufficient width to meet road width requirements.

**Existing Strategy:** No existing strategy specific to affordable housing, but current requirements allow for flexibility.

**AHAC Recommendation:** No change at this time. Staff should continue to research other options to address this strategy.

**Schedule for Implementation:** N/A

## PROCESS OF ONGOING REVIEW

**Meeting Synopsis:** There is currently no formal process for the consideration of policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing, though such consideration is made by staff in the drafting of such aforementioned items. Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City.

**Existing Strategy:** No formal policy currently exists.

**AHAC Recommendation:** Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes

## PUBLIC LAND INVENTORY

**Meeting Synopsis:** The City has prepared and adopted an inventory list of City-owned properties which are suitable for development of affordable housing. This list is available to the public and developers alike upon request. It should be noted that at this time there are few properties that are both suitable for affordable housing development while also being unencumbered by plans for other public improvement. It is expected that this list will grow following increased acquisition of property through the City's code enforcement process, and the inventory list will be re-evaluated by council as need be in response to the acquisition of additional properties by the City.

**Existing Strategy:** The City maintains an inventory list available to the public or developers upon request.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

**Meeting Synopsis:** There are not currently any major transportation hubs within the city limits of Crestview. Staff will continue to coordinate with the Okaloosa/Walton TPO as well as the Okaloosa Transit Cooperative in the formulation of transit plans, programs and policies which may lead to the creation of transit systems, more expansive transit networks or transportation hubs within, or near the city limits. The aforementioned Live Local Act provisions in statute provide for development of affordable housing in commercial and industrial zones that would largely be located within or near employment centers or mixed-use areas.

**Existing Strategy:** None

**AHAC Recommendation:** No change at this time. Staff should continue transportation-related coordination with the TPO and Okaloosa County.

**Schedule for Implementation:** N/A