

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/Commissions/Examiners	CODE NUMBER: AC-2-23
TITLE: Establishment of the Lee County Affordable Housing Advisory Committee, pursuant to Florida Statutes 420.9046.	ADOPTED: 04/15/08
	AMENDED:
	ORIGINATING DEPARTMENT: Community Development

PURPOSE/SCOPE:

The purpose and Intent of this Administrative Code is to express the commitment of the Lee County Board of County Commissioners to increase the supply of affordable housing to eligible households through the Lee County Affordable Housing Advisory Committee hereinafter referred to as "Committee".

The primary purposes of the Committee are to:

1. Approve the local affordable housing incentive strategy recommendations at public hearing by affirmative vote of a majority of the members of the advisory committee;
2. Evaluate established policies, procedures, ordinances, and development regulations, and the local government comprehensive plan submitted and report to the local government governing board including recommended changes. The initial report shall be submitted to the local government governing board by December 31, 2008. After this submission, the reports are required to be submitted triennially on December 31 of the year preceding the submission of the local housing assistance plan:
3. Ensure to the best of its ability that the benefit of assistance provided through the State Housing Initiatives Partnership (SHIP) Program accrue to eligible persons occupying eligible housing.

POLICY/PROCEDURE:

A. Composition of the Affordable Housing Advisory Committee:

The composition of the Affordable Housing Advisory Committee is set forth pursuant to Florida Statutes 420.9076: The Board of County Commissioners shall appoint the members of the affordable housing advisory committee by resolution. The resolution must provide for 11 committee members and their terms: The committee must include:

1. One citizen who is actively engaged in the residential home building industry in connection with affordable housing.
2. One citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.

3. One citizen who is actively engaged in those areas of labor actively engaged in home building in connection with affordable housing.
4. One citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
5. One citizen who is actively engaged as a for-profit provider of affordable housing.
6. One citizen who is actively engaged as a non-profit provider of affordable housing.
7. One citizen who is actively engaged as a real estate professional in connection with affordable housing.
8. One citizen who actively serves on the local planning agency pursuant to s. 163.3174.
9. One citizen who resides within the jurisdiction of the Board of County Commissioners.
10. One citizen who represents employers within the jurisdiction.
11. One citizen who represents essential services personnel, as defined in the local housing assistance plan.

B. Term of Members

Members will serve overlapping terms of three years. Initially three members will be appointed to one-year terms, three members will be appointed to two-year terms and five members will be appointed to full three year terms. After the initial appointments, all appointments will be made for three years. A member of the Affordable Housing Committee will be eligible for reappointment.

C. Meetings

1. All meetings of the Committee are public meetings, and all committee records are public records. All meetings shall be conducted in accordance with Robert's Rules of Order.
2. Committee shall elect a chair and vice-chair in accordance with Robert's Rules of Order.

D. Legislative Procedure

1. The approval by the advisory committee of its local housing incentive strategies, recommendation, and its review of local government implementation of previously recommended strategies must be made by affirmative vote of a majority of the membership of the advisory committee taken at a public hearing. Notice of the time, date, and place of the public hearing of the advisory committee to adopt final local housing incentive strategies recommendations must be published in a newspaper of general paid circulation in the county. The notice must contain a short and concise summary of the local housing incentives strategies to be considered by the advisory committee. The notice must state the public place where a copy of the tentative advisory committee recommendations can be obtained by interested persons.

DUTIES

The Committee will have the following duties:

- A. Triennially, the Committee shall review the established policies, procedures, ordinances, and development regulations, and adopted local government comprehensive plan and shall recommend specific actions and initiatives to encourage or facilitate affordable housing while protecting the ability

of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions, the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, the advisory committee shall submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives in the following areas:

1. The processing of approvals of development orders or permits, as defined in Florida Statutes 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
 2. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
 3. The allowance of flexibility in densities for affordable housing.
 4. The reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons.
 5. The allowance of affordable accessory residential units in residential zoning districts.
 6. The reduction of parking and setback requirements for affordable housing.
 7. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
 8. The modification of street requirements for affordable housing.
 9. 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.
 10. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
 11. The support of development near transportation hubs and major employment centers, mixed-use developments and public facilities.
- B. The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee.
- C. The advisory committee may perform other duties at the request of the local government, including but not limited to:
1. The provision of mentoring services to affordable housing partners including developers, banking institutions, employees, and others to identify available incentives, assist with applications for funding requests, and develop partnerships between various parties.
 2. The creation of best practices for the development of affordable housing in the community.