

Board Of County Commissioners Agenda Request

Date of Meeting: February 20, 2024

Date Submitted: February 9, 2024

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Sonya Burns, Housing Coordinator
Andy Easton, CDBG Grant Administrator

Subject: Approval of the Revised Recommendations of Affordable Housing Incentives Report and CDBG Applicant Ranking Process from the Gadsden County Affordable Housing Committee

Statement of Issue:

This agenda item seeks Board approval of the revised recommendations of the affordable housing incentives report and CDBG applicant ranking criteria from the Gadsden County Affordable Housing Advisory Committee.

Background:

During the 2007 Legislative Session, the Florida Legislature passed and adopted House Bill 1375 which requires each county or eligible municipality participating in the State Housing Initiatives Partnership (SHIP) Program, to establish an Affordable Housing Advisory Committee (AHAC) and incorporate the AHAC into the Local Housing Assistance Plan (LHAP). This requirement became effective July 1, 2007, with the Florida Housing Finance Corporation as the agency responsible for oversight and monitoring. Gadsden County BOCC approved the resolution establishing its AHAC during the June 17, 2008, meeting.

On January 18, 2024, and February 8, 2024, the Gadsden Affordable Housing Committee held meetings under Section 66-37 of, Code of Ordinances, which will remain in existence as a nine-member Committee. The said committee discussed and revised the housing incentives and CDBG applicant ranking process. It was deemed necessary to revise the wording to include the Gadsden in number #10 to read “properties owned by Gadsden County instead of by County owned suitable for affordable housing and to add to that list whenever possible and make the list available for individuals and developers of affordable housing. **(Please see page 2 of the incentive for wording change.)**

Analysis:

The Affordable Housing and Citizens Advisory Task Force Committee will counsel and advise the county concerning current programs through regular meetings with staff; participate in the review of bids and selection of contractors; conduct on-site visits of construction projects; and monitor reports received from Community Development staff. The purpose of the AHC/CATF is to assist the County in developing and conducting neighborhood revitalization and housing rehabilitation programs utilizing SHIP and CDBG funds.

The AHC/CATF participates in issues and makes recommendations related to:

- (1) Specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate. 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.
- (2) 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:
 - a. The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects.
 - b. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for 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. The allowance of affordable accessory residential units in residential zoning districts.
 - 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.
 - l. Applicant ranking and scoring process.

Committees shall comply with the government in the sunshine law, the public records law, and special provisions regarding notice of affordable housing incentive plan considerations found in Section 420.9076, *Florida Statutes*.

This item presents the required report of recommendations from the affordable housing committee as it relates to affordable housing for very low-, low- and moderate-income families in Gadsden County. It also meets the requirement to submit the recommendations to entities providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on the implementation of affordable housing initiatives and programs.

Fiscal Impact:

None.

Options:

1. Approve the revised recommendations of the affordable housing incentives report and CDBG applicant ranking criteria from the Gadsden County Affordable Housing Advisory Committee.
2. Do not approve.
2. Board Direction.

Recommendation:

Option 1.

Attachment:

- Minutes from January 18, 2024, Affordable Housing Committee Meeting
- Minutes from February 8, 2024, Affordable Housing Committee Meeting

JANUARY 18, 2024

- **Meeting Agenda**
- **Sign In Sheet**
- **Housing Incentives**
- **Housing Element (Comp Plan)**
- **CDBG HAP Applicant Scoring Process (BOCC Approval Date 5/1/2018)**

AGENDA
GADSDEN COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
JANUARY 18, 2024, 5:00P.M.

- I. Welcome
- II. Open Advisory Meeting
- III. Introductions
- IV. Review Comprehensive Plan – Housing Elements
Housing Incentives, Grant Funding Opportunities - CDBG
- V. Schedule Next Meeting

AHAC/CATF Committee Meeting
Thursday, January 18, 2024, 5: 00 p.m.

MEETING ATTENDANCE ROOSTER

NAME	EMAIL ADDRESS	PHONE NUMBER
1. Kerwyn Jones-Wilson	jcdbuilders@aol.com	850 459-6140
2. Erikas Davis e		850-875-8659
3. Michelle Thomas		850-627-4050
4. Robin Watkins		850-559-0648
5. Dr. Tracey Stalkworth		850-524-7874
6. Charles J Hayes		850-728-4394
7. Sonya Burns		
8. [Signature]		850-875-8663
9. Brenda A. Helt		850 510-9162
10. J. Harrington		850-321-5148
11. Richard Beckwood		850-508-1333
12.		
13.		
14.		
15.		

Sonya Burns, Housing Coordinator

AT A MEETING OF THE AFFORDABLE HOUSING ADVISORY
COMMITTEE BOARD IN AND FOR GADSDEN COUNTY, FLORIDA
ON JANUARY 18, 2024 AT 5:00 PM, THE FOLLOWING
PROCEEDING WAS HAD, VIZ:

Present: Brenda Holt
Charles Hayes
Robin Watkins
Kerwyn Jones-Wilson
Stacey Hannigan
Richard Lockwood
Tracey Stallworth
Adriana Quijada, Deputy Clerk

WELCOME

Ms. Burns welcomed everyone and then led into the Pledge of Allegiance to the U.S. Flag.
Commissioner Stallworth led into Invocation.

OPEN ADVISORY MEETING

Ms. Burns stated next on the agenda was to elect a Chairman and Vice-chairman for this Board.

COMMISSIONER HOLT MADE A MOTION TO NOMINATE COMMISSIONER STALLWORTH AND
CHARLES HAYES MADE THE SECOND. THE BOARD VOTED 5-0 BY VOICE VOTE TO APPROVE THIS
MOTION.

ROBIN WATKINS MADE A MOTION TO NOMINATE KERWYN JONES-WILSON AS VICE-CHAIR AND
COMMISSIONER HOLT MADE THE SECOND. THE BOARD VOTED 5-0 BY VOICE VOTE TO APPROVE
THIS MOTION.

INTRODUCTIONS

Everyone in the Board introduced themselves.

**REVIEW COMPREHENSIVE PLAN – HOUSING ELEMENTS, HOUSING INCENTIVES, GRANT FUNDING
OPPORTUNITIES – CDBG**

Chair Stallworth stated next on the agenda was to review the comprehensive plan.

Chair Stallworth asked for a small overview. Ms. Burns stated that the following goals, objectives, and policies constitute the Housing Element providing for decent, safe, and sanitary housing at affordable costs and in sufficient quantities to meet the needs of the existing and future population projected for the County. The Data and Analysis for the Housing Element are not part of the adopted comprehensive plan but serve as the basis for formulation of these goals, objectives, and policies. She mentioned that all of the information is also in the County's website.

Chair Stallworth asked if they have a marketing strategy to get this information out so that people will be aware of this. Ms. Burns stated yes, all of their information is on the website.

Ms. Burns asked if there were any questions regarding the summary of the incentives. She mentioned that on the right side of the chart were recommendations from the previous meeting and asked if there were any new recommendations.

Commissioner Holt stated any of those funds would be accessible to anyone in the County. Ms. Burns stated yes. Commissioner Holt mentioned about getting more marketing on some of the items that were in the packet.

Chair Stallworth asked when will this be presented to the County Commissioners. Ms. Burns stated the second meeting of February. But, if they needed more time, they could move it to the first meeting in March.

ROBIN WATKINS MADE A MOTION FOR A WORKSHOP AND COMMISSIONER HOLT MADE THE SECOND. THE BOARD VOTED 5-0 BY VOICE VOTE TO APPROVE.

Ms. Jones-Wilson mentioned that some of the ideas she had for housing was doing a parade of homes. She stated they have homes in Gadsden County that are near completion. She stated that if citizens go through the SHIP program, they may give them an extra incentive of some sort. Another idea she had was to do a tiny home village. They are also wanting to have their first-time home owners learn more about ownership. One of their last ideas was to do an annual marketing at the Courthouse where they can bring in builders and maybe bring in tiny homes to parade them.

Chair Stallworth stated he liked that she mentioned homeowner education. He would love to see some financial literacy education. He stated often time, new homeowners do not know how to manage their funds. Ms. Burns stated they do offer first time homeowner education classes. They have to complete 8-10 hours before they receive their certification.

Commissioner Holt mentioned the Summer Youth Program and stated they will push forward for them to go learn about this.

Chair Stallworth stated Ms. Burns mentioned about having someone who works in the banking institution being on the Board and he stated that it read about having someone in real estate. He asked if there was someone here in that profession. Ms. Jones-Wilson stated she was in that profession.

Ms. Burns stated they will offer financial literacy and land ownership. Commissioner Holt stated she has requested more people in that department, they need minority preference and local preference.

Ms. Burns mentioned grant funding opportunities. Gadsden County has been awarded \$750,000. They were selecting applicants now for that program.

SCHEDULE NEXT MEETING

Ms. Burns stated they need to schedule a workshop and the next meeting.

Chair Stallworth stated the workshop will be scheduled February 8 at 5 p.m. and the next meeting will be on March 7 at 4 p.m. All Board members agreed on the dates.


Ms. Burns mentioned the single-family home repair loans and grants, which is a program by USDA. She stated it was increased to \$40,000 and they were trying to get the word out to apply because the money is available. Anyone can apply. It is a grant, not a loan. Applications available in office and can mail them.

Gadsden County Affordable Housing Advisory Committee
January 18, 2024 – Meeting

ADJOURNMENT

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR STALLWORTH
DECLARED THE MEETING ADJOURNED AT 5:49 P.M.**

GADSDEN COUNTY, FLORIDA



**TRACEY STALLWORTH, Chair
Affordable Housing Advisory Committee**

ATTEST:

NICHOLAS THOMAS, Clerk

INCENTIVES SUMMARY

Incentives (Pursuant to Chapter 420, F.S.)		Program Currently in Place?		Committee's Recommendation
		Yes	No	
1	The processing of approvals of development orders of permits, as defined in F.S. 163.3164(7) and (8), for affordable housing projects that are expedited to a greater degree than other projects.			We endorse the County of Gadsden to retain their current policy of Incentive #1 which deals with the expedited processing of approvals of development orders or permits for affordable housing.
2	The modification of impact-fee requirements including reduction or waiver of fees and alternative methods for affordable housing.			We endorse the County of Gadsden to retain their current policy of reduction of impact fees, encouraging the designation of affordable housing units.
3	The allowance of flexibility in densities for affordable housing.			The Advisory Committee endorse Gadsden County to continue to provide increased opportunities for low to moderate income housing through increased densities in the urban service areas and rural residential areas.
4	The reservation of infrastructure capacity for housing for extremely-low-income persons, and very-low-income persons, low-income persons.			We do not recommend that the County of Gadsden include as an incentive for affordable housing Incentive #4 which deals with 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.			The Advisory Committee endorses Gadsden County Homebuyer Education Program to First Time Homebuyers as wells the Home Maintenance Classes for Rehabilitation participants all classes are free of charge no charge to the citizens.
6	The reduction of parking and setback requirements for affordable housing.			We do not recommend that Gadsden County include as an incentive for affordable housing Incentive #6 which deals with parking and setbacks.
7	The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.			We endorse the Gadsden County incentive for affordable housing in residential areas, cluster and zero-lot-line developments.

INCENTIVES SUMMARY

	Incentives (Pursuant to Chapter 420, F.S.)	Program Currently in Place?		Committee's Recommendation
		Yes	No	
8	The modification of street requirements for affordable housing.			We do not recommend that the County of Gadsden include as an incentive for affordable housing Incentive #8 which deals with modifications of street requirements.
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.			The Advisory Committee , encourage the Board of County Commissioners to continue to monitor and revise the existing Fair Housing Ordinance as needed, to provide for equal opportunity in the sale of land and rental of housing in accordance with established state and federal standards.
10	The preparation of a printed inventory of locally owned public lands suitable for affordable housing.			The Advisory Committee endorse the continued maintenance of an inventory of properties that are County owned suitable for affordable housing and to add to that list whenever possible and make the list readily available for individuals and developing affordable housing.
11	The support of development near transportation hubs and major employment centers and mixed use developments.			We endorse the County of Gadsden to continue to support development of affordable housing within urban service areas, commercial areas, and rural residential areas which are served by supporting infrastructure.

Sonya Burns
Housing Coordinator

Date

HOUSING ELEMENT

The following goals, objectives and policies constitute the Housing Element providing for decent, safe and sanitary housing at affordable costs and in sufficient quantities to meet the needs of the existing and future population projected for the County. The **Data and Analysis** for the Housing Element are not part of the adopted comprehensive plan but serve as the basis for formulation of these goals, objectives and policies.

This element of the County's comprehensive plan establishes a guide to address the future housing needs of the County. The Housing Element addresses the main goal for housing within the County through the year 2024, as well as measurable objectives which are established to meet the County's housing goals. In addition, each objective is followed by one or more corresponding policies to provide guidance and direction toward the accomplishment of each stated objective.

GOAL 3A: TO ENCOURAGE AND PROMOTE THE AVAILABILITY OF AFFORDABLE, SAFE AND SANITARY HOUSING TO MEET THE NEEDS OF THE EXISTING AND PROJECTED POPULATION OF THE COUNTY.

OBJECTIVE 3.1: Further the development of workforce housing within Gadsden County.

Policy 3.1.1: This Comprehensive Plan hereby adopts all definitions in §420.0004, Florida Statutes by reference.

Policy 3.1.2: The County shall follow the affordable housing incentives adopted by Resolution 2008-078 to provide for equal opportunity in the sale of land and rental of housing in accordance with established state and federal standards.

Policy 3.1.3: The County shall permit the construction of workforce housing within residential areas which are served by supporting infrastructure.

Policy 3.1.4: The County will work with relevant federal, state, regional and private agencies to provide, construct and/or rehabilitate housing, including farm worker housing.

Policy 3.1.5: The County shall continue to support implementation of any housing assistance program initiatives.

Policy 3.1.6: Any state or federal housing plan prepared on behalf of the County shall be consistent with the Goals, Objectives and Policies of this plan.

Policy 3.1.7: A mixture of housing types shall be allowed, including single-family detached, multifamily, and accessory dwelling units, within a variety of price ranges to provide a range of housing options for county residents.

Policy 3.1.8: The construction or existence of an accessory dwelling unit (ADU) shall allowable by right regardless of the allowable density in which the parcel is located. Only one ADU is allowable per parcel per primary use or structure. In order to have the ability to construct an ADU, the property owner must own at minimum two contiguous acres under one parcel ID number, and the property must be located within the Rural Residential future land use category or Urban Service Area.

Policy 3.1.9: Residential uses shall be allowable in any Agriculture, Rural Residential, or other land use category that allows for a mixture of land uses that include residential uses. Residential uses shall be allowable in a limited level in within the Silviculture Future Land Use category.

OBJECTIVE 3.2: Assist the private sector in meeting the needs of the existing and projected population by incentivizing and construction of workforce housing.

Policy 3.2.1: The County shall continuously review all pertinent ordinances as well as the permitting process for the purpose of streamlining requirements, and amending or adding other requirements to increase private sector participation in meeting housing needs, while continuing to ensure the health, safety and welfare of the residents.

Policy 3.2.2: The County shall provide for concurrent reviews, better coordination and consolidation of functions in the Land Development Regulations for corresponding land use changes in the issuance of development orders.

Policy 3.2.3: By 2015, the County shall develop a strategy to assist developers in meeting the affordable housing needs of the County.

Policy 3.2.4: The County shall consider the option of establishing incentives for development of workforce housing such as density bonuses for land donated to the County for the provision of workforce housing in accordance with §420.615, Florida Statutes.

Policy 3.2.5: The County shall promote the use of clustering, transfer of developments rights, and other innovative redevelopment and infill strategies to promote and incentivize the development of workforce housing.

Policy 3.2.6: In addition to Policy 3.2.5, the County shall consider other incentives to promote the development of quality workforce housing.

Policy 3.2.7: The County shall continue to provide increased opportunities for developers to construct housing for extremely low, very low, low and moderate income housing through consideration of the following:

- a) Increased densities in the Rural Residential Future Land Use category and other categories that allow residential uses that lie within the Urban Service Area where such development will be serviced by central water and sewer utilities.

GOAL 3B: PROMOTE THE ELIMINATION OF SUBSTANDARD HOUSING STOCK

OBJECTIVE 3.3: Promote the maintenance of a safe and sanitary housing stock, reduce substandard housing conditions, and establish provisions for the structural and aesthetic improvement of housing.

Policy 3.3.1: The County shall utilize the Nuisance Ordinance to address the storage of disabled motor vehicles and other unsightly articles in yards as well as work with owners and renters to upgrade units to housing code standards.

Policy 3.3.2: In addition to improved and increased code enforcement activities, the County shall seek and use CDBG grants, FHA grants, sweat equity, and where possible owner investment for the conservation, rehabilitation and/or demolition of identified substandard housing.

Policy 3.3.3: The County shall assist not-for-profit entities in achieving their goals of providing safe and decent housing to qualifying low and very low income families. Criteria for establishing assistance to such entities shall be detailed in the Land Development Code.

Policy 3.3.4: The County shall continue to prioritize and target assistance to blighted neighborhoods by seeking funding on an annual basis for capital improvements and/or operating budget improvements in such neighborhoods.

Policy 3.3.5: In order to target areas for housing needs funding, the County shall conduct a housing conditions survey to assess conditions and location of housing stock in the county.

Policy 3.3.6: The County shall create a uniform Relocation Assistance Program and Real Property Acquisition Program or policies for persons that will be displaced by County action.

Policy 3.3.7: The County shall assure that reasonable located, standard housing at affordable costs is available to persons displaced through public action prior to their displacement.

Policy 3.3.8: The County shall pursue additional funding or grants for the continuation of the programs listed in Policy 3.3.6 and 3.3.7.

Policy 3.3.9: The County shall use the definition for a mobile home and a manufactured home as contained in §320.01(2), Florida Statutes.

Policy 3.3.10: The County shall use the definition of a prefabricated or modular home as contained in 12D-3.001, Florida Administrative Code.

Policy 3.3.11: Replacement housing units shall not be issued a certificate of occupancy until the existing housing structure is removed from the property, unless density allows for more than one dwelling unit.

Policy 3.3.12: Recreational vehicles shall not be allowed as permanent residential dwelling units in any land use category or use. A permanent residential dwelling is considered one used for more than three months within Gadsden County.

Policy 3.3.13: Modular homes which meet the definition contained in 12D-6.001, Florida Administrative Code, may be permitted in all categories that allow for residential uses if they have the insignia from the Florida Department of Community Affairs affixed to the structure.

Policy 3.3.14: Manufactured homes, also known as mobile homes, shall be restricted from existing platted neighborhoods.

OBJECTIVE 3.4: Support alternative methods for the conservation, rehabilitation or demolition of unsafe housing stock.

Policy 3.4.1: The hazardous building ordinance shall require the conservation, rehabilitation or demolition of housing and other structures that pose a threat to public safety.

Policy 3.4.2: The County shall apply for federal, state and/or private foundation housing assistance where it has been determined that the County has competitive standing in any ranking process for determining program award.

Policy 3.4.3: To better assist senior citizens living in substandard housing, the County shall consider establishing a program to offer financial grants to those aged sixty-five (65) and older who meet income eligibility requirements for the repair of substandard housing.

GOAL 3C: PROTECT EXISTING, STABLE NEIGHBORHOODS FROM BLIGHT.

OBJECTIVE 3.5: The County shall prevent blight in existing, stable neighborhoods.

Policy 3.5.1: The County shall increase the supply of standard housing through code enforcement and rehabilitation and encouragement of infill development.

Policy 3.5.2: The County shall support the rehabilitation of blighted housing through a program to enhance or repair individual structures through an application process on a limited financial, annual basis.

GOAL 3D: SUPPORT THE LOCATION OF GROUP HOMES IN APPROPRIATE LOCATIONS.

OBJECTIVE 3.6: Support the location of community residential homes in areas that allow for residential development.

Policy 3.6.1: Group homes of six or fewer residents which otherwise meet the definition of a community residential home shall be allowed in land use categories that allow for single-family or multifamily uses without development approval from county staff, provided that Policy 3.5.2 is met.

Policy 3.6.2: Group homes with six or fewer residents shall not be required to notify the local government when the home is in an area that allows for multi-family development; provided that the sponsoring agency provides the County with the most recently published data compiled from the licensing entity that identifies all community residential homes within the county in which the proposed site is to be located. Such data shall show that no other community residential home is within a radius of 1,000 feet of the proposed home with six or fewer residents in order to be permitted. Such data must be current no longer than six months prior of submittal to the county.

Policy 3.6.3: The County shall avoid concentrating group homes in order to maintain the existing integrity and character of the area subject to the agency request. A home that is located within a radius of 1,200 feet of another existing community residential home in a residential or agricultural zone shall be deemed an over concentration of such homes that substantially alters the nature and character of the area and shall not be permitted.

GOAL 3D: PROMOTE GADSDEN COUNTY'S HISTORICALLY SIGNIFICANT HOUSING.

OBJECTIVE 3.7: Identify and protect historically significant housing.

Policy 3.7.1: The County shall assist in the identification, rehabilitation, improvement and adaptive reuse of historically significant housing through technical assistance and economic assistance programs such as grant applications, transfer of development rights, and designation of historically significant sites.

Policy 3.7.2: The County, through the Planning and Community Development Department, will cooperate with the state and local historical organizations in their efforts to provide public information, education and technical assistance regarding historic preservation programs.

Policy 3.7.3: The County shall continually update its files with all historic resources in the unincorporated areas as provided by the Florida Department of State, Division of Historical Resources.

Policy 3.7.4: The County shall encourage the maintenance, restoration or rehabilitation of historic structures through adaptive reuse, and permissive use for professional offices, home occupations studio operations, or residential purposes, on the Florida Art Trail.

GOAL 3E: PROMOTE ENERGY EFFICIENCY WITHIN GADSDEN COUNTY.

Objective 3.8: Promote energy efficiency and the use of renewable energy in the construction or rehabilitation of housing.

Policy 3.8.1: The County will consider incentives in the Land Development Code for residential construction that meets the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) rating system, the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, or other national or state recognized high performance green building system.

Policy 3.8.2: Gadsden County shall promote the use of energy-efficient appliances and plumbing fixtures.

Policy 3.8.3: Staff shall supply educational materials on home energy reduction strategies and strategic placement of landscape materials to reduce energy consumption at the time of development order application or building permit application, as applicable.

**GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
COMMUNITY DEVELOPMENT ADMINISTRATION**

**POLICY AND PROCEDURES
AFFORDABLE HOUSING ADVISORY COMMITTEE**

Sec. 8.5-27. Creation of the affordable housing advisory committee

- (a) The affordable housing advisory committee is hereby created and established. The members of the advisory committee shall be appointed by resolution of the County Commissioner.
- (b) The resolution appointing the affordable housing advisory committee shall define affordable housing as applicable to the county in a way that is consistent with the adopted local comprehensive plan.
- (c) The affordable housing advisory committee shall consist of eleven (11) members. Six (6) members shall constitute a quorum. The committee may not take formal actions unless a quorum is present, but may meet to hear presentations if duly noticed. The affordable housing advisory committee shall include the following, which individual may overlap with or be part of the local housing partnership:
 - 1. One citizen who is actively engaged in the residential building industry.
 - 2. One citizen who is actively engaged in the banking or mortgage industry.
 - 3. One citizen who is a representative of those areas of labor engaged in home building
 - 4. One citizen who is designated as an advocate for low-income persons.
 - 5. One citizen who is actively engaged as a for-profit provider of affordable housing.
 - 6. One citizen who is actively engaged as a not-for-profit provider of affordable housing.
 - 7. One citizen who is a real estate professional
 - 8. Three (4) citizens as appointed by the county commission.
- (d) Members shall serve for one-year terms and may be reappointed. No member will serve no more than 2 consecutive terms.
- (e) Meetings shall be held monthly for the first year of committee existence and quarterly, or more frequently, thereafter. All meetings of the advisory committee are public meetings, and all committee records are public records. If a member is absent for three (3) consecutive meetings without just cause (illness, death or work assignments), it shall be recommended that this member be replaced. Members must provide notification that they will not be in attendance at least twenty-four (24) hours prior to meeting.
- (f) The affordable housing advisory committee shall comply with the government in the sunshine law, the public records law, and the special provisions regarding notice of

affordable housing incentive plan considerations found in section 420.9076, Florida Statutes. Minutes of the meetings shall be kept. Administrative staff and facility support shall be provided by the county.

- (g) The affordable housing advisory committee shall review the established policies and procedures, ordinances, land development regulations and adopted local comprehensive plan of the county and shall recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.
- (h) The affordable housing advisory committee shall annually elect a Chairperson, Vice Chairperson and such other officers as it deems necessary. The Chairperson is charged with the duty of conducting meetings in a manner consistent with law.
- (i) Recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations or plan provisions. At a minimum, the affordable housing advisory committee shall make recommendations on affordable housing incentives in the following areas:
 - 1. The affordable housing definition in the appointing resolution.
 - 2. The expedited processing of permits for affordable housing projects.
 - 3. The modification of impact fee(s) requirements, including reduction or waiver of fees and alternative methods of fee payment.
 - 4. The allowance of increased density levels.
 - 5. The reservation of infrastructure capacity for housing for very low-income and low-income persons.
 - 6. The transfer of development rights as a financing mechanism for housing for very low-income and low-income persons.
 - 7. The reduction of parking and setback requirements.
 - 8. The allowance of zero-lot-line configurations.
 - 9. The modifications of sidewalk and street requirements.
 - 10. The establishment of a process by which the county considers, before adoption, procedures and policies that have significant impact on the cost of housing.
- (j) The affordable housing advisory committee recommendations shall also include other affordable housing incentives by the affordable housing advisory committee.
- (k) To the maximum extent feasible, the approved affordable housing incentive recommendations submitted to the county commission must qualify the affordable housing cost reduction anticipated from implementing the specific recommendation.
- (l) Within nine (9) months from the adoption of this article, the affordable housing advisory committee shall make recommendations approved by a majority of its membership at a public hearing. Notice of time, date and place of the public hearing of the affordable housing advisory committee to adopt final affordable housing incentive recommendations shall be published in a newspaper of general paid circulation in the county. Such notice shall contain a short and concise summary of the affordable housing incentive recommendations to be considered by the affordable housing advisory committee. The notice shall also state the public place where a copy of the tentative affordable housing advisory committee recommendations can be obtained by interested parties.

**Community Development Block Grant
Housing Assistance Plan
for
GADSDEN COUNTY, FLORIDA**

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I. INTRODUCTION

This manual is a guide for operating the housing rehabilitation related aspects of the **Gadsden County Community** Development Block Grant (CDBG) program. The responsibilities of **Gadsden County**, the homeowner, construction contractor, and the Housing Rehabilitation Specialist are specifically addressed in this manual. The major focus of this manual is on housing rehabilitation, demolition/clearance, and replacement of dwellings. Relocation of households is also covered to a limited extent. The Anti-displacement Policy should be consulted if displacement or permanent relocation becomes necessary.

The goal for the CDBG program is to rehabilitate substandard units located in unincorporated **Gadsden County** and to bring them up to a minimum acceptable living standard. This standard is the HUD Section 8 Minimum Housing Quality Standard and the Florida Building Code. This goal will be achieved through the use of CDBG funds to contract for the required rehabilitation construction. The rehabilitation units to be assisted shall be owner-occupied.

II. HOUSING REHABILITATION OBJECTIVES AND POLICIES

A. Objectives

The objectives of the **Gadsden County** Housing Rehabilitation Program are:

1. To encourage the revitalization of very low to low-to-moderate income neighborhoods through a Housing Rehabilitation Deferred Payment Loan (DPL) Program.
2. To remove unhealthy or hazardous conditions in low-to-moderate income households.
3. To use Community Development Block Grant rehabilitation grant funds as a catalyst to encourage residents of low-to-moderate income neighborhoods to improve their community.
4. To preserve existing housing stock and to replace substandard housing.
5. To enable low-to-moderate income families to rehabilitate their homes by providing financial and technical assistance to those unable to obtain private financing.
6. To reduce utility costs and to improve the comfort of very low to low-to-moderate income families through weatherization aspects of rehabilitation.

7. To improve the property tax base in low-to-moderate income neighborhoods.
8. To increase employment and training opportunities for local residents and minority persons through the provision of funds for the rehabilitation of homes.
9. To make homes accessible to elderly/handicapped occupants as may be required by code, accessibility requirements, and as good judgement may dictate.
10. To minimize impact of program participation on recipients and to limit direct costs encountered because of program participation.
11. To incorporate the following "Green" Rehabilitation Standards
 1. Any appliances replaced or installed shall be Energy Star when applicable.
 2. Any door and/or window replaced or installed shall be Energy Star.
 3. Any lighting fixture replaced or installed shall be Energy Star.
 4. Weatherization of all homes rehabilitated. At a minimum, weatherization shall include attic, and if appropriate, floor insulation as well as sealing all exterior walls. Other weatherization activities are at the local government's option. (New home construction is presumed to meet the minimum insulation and sealing requirements.
 5. Any replaced or new (for new home construction) HVAC unit shall have a SEER rating of at least 14.

B. Rehabilitation Policies

It is the policy of the **Gadsden County** Rehabilitation Program to:

1. Assure that the Program is administered in strict conformance with the community development and rehabilitation rules and all applicable local, state and federal requirements (including equal opportunity, conflict of interest, etc.)
2. Treat all participating property owners, residents, and contractors fairly, with sensitivity and respect for their needs, and in accordance with program rules.
3. Provide all program participants any reasonable assistance necessary to carry out the objectives of the program, bearing in mind:
 - 1) that property owners hold the primary responsibility for maintaining their property and personal finances;

- 2) that contractors are primarily responsible for the quality of their work and their obligations to suppliers, creditors, subcontractors, and employees; and
 - 3) that any assistance provided must be authorized at the proper level.
4. Assure that no member of the Congress of the United States, the Citizen Advisory Task Force, or **Gadsden County** Board of County Commissioners shall share in proceeds or benefits of CDBG funded rehabilitation work.
 5. Allow some flexibility in administering the program in order to meet the program's goals and objectives of rehabilitating each addressed dwelling to attain HUD Section 8 Minimum Housing Quality Standards and the Florida Building Code. The **Gadsden County** Board of County Commissioners may waive program rules only when the result will be consistent with established goals and objectives and applicable federal, state, or local regulations.
 6. Housing rehabilitation will be the first priority, with housing replacement units being addressed when program funds are available.

C. Identification of Units

Housing Rehabilitation will take place only on units approved by **Gadsden County** and in accordance with grant requirements established by the State of Florida. Alternate units may be provided to replace any primary units that may become ineligible. **Gadsden County** will solicit applications either from other housing assistance providers that have knowledge of need within the County by placing notices in public areas throughout **Gadsden County** and/or by advertising in publicly circulated publications. **Gadsden County** will review applications received using the following selection criteria:

1. Has the recipient previously been furnished assistance and, if so, when and under what circumstances? A former recipient cannot be assisted for ten years and, in any event, will not be served again until all other eligible recipients have received assistance.
2. Number of persons in the family and the family income.
3. Type of construction (i.e., block, manufactured home, wood frame, etc.), state of deterioration of the residence, and estimated cost to rehabilitate as compared to 1) average residence cost calculated in the application and 2) the value of the residence after rehabilitation. Assistance for mobile or manufactured housing will be included in the program, but will be restricted to replacement of said structure with a site built home, unless specifically prohibited by local or state regulations.

4. Location of the residence with reference to defined areas, i.e., floodplain, zoning, incompatible use, etc.
5. Applicants located in designated Wetlands or Special Flood Hazard Areas (flood plains) designated as "A" or "V" zones shall be ranked behind non-flood plain applicants.
6. Compatibility (consistency) of the proposed residence rehabilitation with the local comprehensive plan and/or land development regulations (LDRs). Households that do not meet current LDRs and have issues with permitting due to regulations or ownership shall be ranked behind households that do not have such issues.
7. Is the recipient current on payments to the local government (i.e., garbage/trash bill, utility bills, taxes, etc.) and mortgage/lien holders?
8. Recipients' willingness to maintain reasonable standard of care and maintenance to protect and enhance the investment by meeting local nuisance, trash, and other environmental or health codes.
9. Does the recipient have clear title to the property?
10. Is the structure more than 50 years old? The applicant shall indicate on the application form whether to his/her knowledge the structure is older than 50 years old. If he/she answers yes or if other evidence suggests the structure is more than 50 years old, **Gadsden County** must notify the State Bureau of Historic Preservation and receive written approval for the rehabilitation. Property appraiser, tax records, or other government agencies records will be researched to verify the age of the structure.
11. In addition to the above, the following priority ranking in Appendix A shall be strictly adhered to in the selection of qualifying applicants.
12. This program will not assist in the rehabilitation or replacement of rental housing structures.

D. Approval of Ranking, and Removal of Units from the Program

The Housing Rehabilitation Specialist and the Project Administrator shall review and rank the applications based on the criteria attached as Appendix A. This ranking shall be reviewed and approved by the Citizen Advisory Task Force, and their recommendation to the local governing body for their approval. The application process will have a noticed cut-off date for the receipt of applications. Applications received after that date shall be considered on a first come, first served basis after the primary list of applicants has been considered.

APPENDIX A
Point Values to be Used in Ranking Applicants

Handicapped and elderly persons on fixed income within established very low income (VLI) guidelines	(13 Points)
Elderly persons on fixed income within established VLI guidelines	(12 Points)
Handicapped or disabled persons within established VLI guidelines	(11 Points)
Households with handicapped or disabled dependents within established VLI guidelines	(10 Points)
Handicapped and elderly persons on fixed income within established low to moderate income (LMI) guidelines	(9 Points)
Elderly persons on fixed income within established LMI guidelines	(8 Points)
Handicapped or disabled persons within established LMI guidelines	(7 Points)
Households with handicapped or disabled dependents within established LMI income guidelines	(6 Points)
Households within established VLI guidelines	(5 Points)
All others within established VLI guidelines	(4 Points)
Households within established LMI guidelines	(3 Points)
All others within established LMI guidelines	(2 Points)
Any homeowner or physical residence that has received state or federal housing assistance within the last 10 years regardless of age, handicap, or income level	(1 Point)

Maintaining the grant application score takes precedence over the scoring and ranking criteria as specified in this Housing Assistance Plan. In order to maintain grant score two (2) households must be below 30% AMI and three (3) additional households must be below 50% AMI.

In the event of a tie, the household with the largest number of residents shall prevail. If a tie still exists, then the household with the lowest income shall prevail.

**Board of County Commissioners
Affordable Housing Committee Meeting
Gadsden County, Florida**

AGENDA

**Public Meeting
February 8, 2024
5:00 p.m.**

Pledge of Allegiance, Prayer and Roll Call

Pledge of Allegiance
Roll Call (Adriana Quijada, Deputy Clerk)

Amendments and Approval of Agenda

1. Approval of Meeting Minutes
(Tracy Stallworth, Committee Chairman)
2. Discussion of Housing Incentives and Approval
(Tracey Stallworth, Committee Chairman)
3. CDBG Application Updates and Application Discussion
(Sonya Burns, Housing Admin.)

Public Comments and Concerns on Non-Agenda Items (3 minute limit)

Motion to Adjourn

January Meeting(s)

-January 18, 2024, Regular Meeting, 5:00 p.m.

AHAC WORKSHOP

Project:	AHAC Workshop	Meeting Date:	02/08/2024
Facilitator:	Sonya Burns/ Housing Coordinator	Place/Room:	BOCC Chambers

Name	Phone
1. Kerwyn Jones Wilson	Phone
2. Robin Watkins	Phone (850) 559-0648
3. Tracey Stallworth	Phone
4. Hannigan	Phone 850-321-5148
5. Richard Lockwood	Phone 850-508-1333
6. Marvin Tribbe	Phone (850) 570-4343
7. Sonya Burns	Phone (850) 875-8659
8.	Phone
9.	Phone
10.	Phone
11.	Phone
12.	Phone
13.	Phone
14.	Phone
15.	Phone
16.	Phone
17.	Phone
18.	Phone
19.	Phone

AT A MEETING OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE BOARD IN AND FOR GADSDEN COUNTY, FLORIDA ON FEBRUARY 8, 2024 AT 5:00 PM, THE FOLLOWING PROCEEDING WAS HAD, VIZ:

Present: Tracey Stallworth, Chair
Kerwyn Jones-Wilson, Vice-Chair
Brenda Holt
Charles Hayes
Robin Watkins
Stacey Hannigan
Richard Lockwood

Staff Present: Sonya Burns, Housing Administrator
Adriana Quijada, Deputy Clerk

Pledge of Allegiance, Prayer and Roll Call

Chair Stallworth called the meeting to order at 5:07 pm. Ms. Hannigan provided Invocation. Mr. Lockwood led into the Pledge of Allegiance.

Amendments and Approval of Agenda

1. Approval of Meeting Minutes

Chair Stallworth asked for the approval on minutes.

STACEY HANNIGAN MADE A MOTION TO APPROVE THE MINUTES AND ROBIN WATKINS MADE THE SECOND. THE BOARD VOTED 5-0 BY VOICE VOTE TO APPROVE.

2. Discussion of Housing Incentives and Approval

Chair Stallworth presented the next item.

Ms. Burns appeared before the Board and stated this was before them for approval. She mentioned that not many recommendations have changed; the previous committee agreed on these incentives.

Ms. Burns mentioned that on Incentive #5 on the chart was for the allowance of affordable accessory residential units in residential zoning districts. The Advisory Committee endorses Gadsden County Homebuyer Education Program to first time homebuyers as wells the Home Maintenance Classes for rehabilitation participants. All classes are free of charge.

Robin Watkins asked about incentive #10, the preparation of a printed inventory of locally owned public lands suitable for affordable housing. On the Committee's recommendation, it stated the

Advisory Committee endorsed the continued maintenance of an inventory of properties that are County owned. She was confused on this. Ms. Burns stated only county owned property. They have a list of all properties owned by the County.

Chair Stallworth asked if they could amend and add for clarity that it was BOCC owned. Ms. Burns stated they could approve these incentives with that amendment.

CHAIR STALLWORTH MADE A MOTION TO ADOPT THE INCENTIVE SUMMARY WITH AMENDING #10 INDICATING BOCC PROPERTIES AND KERWYN JONES-WILSON MADE THE SECOND. THE BOARD VOTED 5-0 BY ROLL CALL VOTE TO APPROVE.

3. CDBG Application Updates and Application Discussion

Ms. Burns stated this was approved by the Board April 13. They were awarded a \$750,000 Community Development block grant where they must complete 11 dwellings.

Ms. Burns mentioned the point value sheet and how they rank applicants. Ms. Watkins asked for explanation on the point value sheet.

Ms. Burns stated they have started with the CDBG grant and are selecting applicants.

Chair Stallworth asked if this was a Gadsden County ranking system. Ms. Burns stated this was a federal requirement.

Ms. Burns stated they were just voting to accept the ranking and application process; they were not changing the point value system.

CHAIR STALLWORTH MADE A MOTION TO ACCEPT THE RANKING AND APPLICATION SELECTION AND KERWYN JONES-WILSON MADE THE SECOND. THE BOARD VOTED 5-0 TO APPROVE.

Chair Stallworth thanked Ms. Burns for being thorough with this. He asked if they would be included in the ribbon cutting. Ms. Burns stated yes.

Chair Stallworth asked if it would be local contractors. Ms. Burns stated she does an email blast; they give local contracts preference.

Ms. Hannigan asked if they do not qualify, would they have to bring it back to them. Ms. Burns stated correct.

Public Comments and Concerns on Non-Agenda Items (3-minute limit)

Motion to Adjourn

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR STALLWORTH
DECLARED THE MEETING ADJOURNED AT 5:33 P.M.**

GADSDEN COUNTY, FLORIDA

**TRACEY STALLWORTH, Chair
Affordable Housing Advisory Committee**

ATTEST:

NICHOLAS THOMAS, Clerk

INCENTIVES SUMMARY

Incentives (Pursuant to Chapter 420, F.S.)		Program Currently in Place?		Committee's Recommendation
		Yes	No	
1	The processing of approvals of development orders of permits, as defined in F.S. 163.3164(7) and (8), for affordable housing projects that are expedited to a greater degree than other projects.	<input type="checkbox"/>	<input type="checkbox"/>	We endorse the County of Gadsden to retain their current policy of Incentive #1 which deals with the expedited processing of approvals of development orders or permits for affordable housing.
2	The modification of impact-fee requirements including reduction or waiver of fees and alternative methods for affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>	We endorse the County of Gadsden to retain their current policy of reduction of impact fees, encouraging the designation of affordable housing units.
3	The allowance of flexibility in densities for affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>	The Advisory Committee endorse Gadsden County to continue to provide increased opportunities for low to moderate income housing through increased densities in the urban service areas and rural residential areas.
4	The reservation of infrastructure capacity for housing for extremely-low-income persons, and very-low-income persons, low-income persons.	<input type="checkbox"/>	<input type="checkbox"/>	We do not recommend that the County of Gadsden include as an incentive for affordable housing Incentive #4 which deals with 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.	<input type="checkbox"/>	<input type="checkbox"/>	The Advisory Committee endorses Gadsden County Homebuyer Education Program to First Time Homebuyers as wells the Home Maintenance Classes for Rehabilitation participants all classes are free of charge no charge to the citizens.
6	The reduction of parking and setback requirements for affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>	We do not recommend that Gadsden County include as an incentive for affordable housing Incentive #6 which deals with parking and setbacks.
7	The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>	We endorse the Gadsden County incentive for affordable housing in residential areas, cluster and zero-lot-line developments.

INCENTIVES SUMMARY

Incentives (Pursuant to Chapter 420, F.S.)		Program Currently in Place?		Committee's Recommendation
		Yes	No	
8	The modification of street requirements for affordable housing.			We do not recommend that the County of Gadsden include as an incentive for affordable housing Incentive #8 which deals with modifications of street requirements.
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.			The Advisory Committee , encourage the Board of County Commissioners to continue to monitor and revise the existing Fair Housing Ordinance as needed, to provide for equal opportunity in the sale of land and rental of housing in accordance with established state and federal standards.
10	The preparation of a printed inventory of locally owned public lands suitable for affordable housing.			The Advisory Committee endorse the continued maintenance of an inventory of properties that are County owned suitable for affordable housing and to add to that list whenever possible and make the list readily available for individuals and developing affordable housing.
11	The support of development near transportation hubs and major employment centers and mixed use developments.			We endorse the County of Gadsden to continue to support development of affordable housing within urban service areas, commercial areas, and rural residential areas which are served by supporting infrastructure.

Dr. Tracey Stallworth
Affordable Housing Committee Chairman



Date

2/8/2024

Sonya D. Burns
Housing Coordinator

Date

Community Development Block Grant
Housing Assistance Plan
for
GADSDEN COUNTY, FLORIDA

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