



# *City of Port St. Lucie 2021 Affordable Housing Advisory Committee (AHAC) Report*

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## **City of Port St. Lucie Neighborhood Services Department**

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**AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)**  
**2021 REPORT TO THE CITY OF PORT ST. LUCIE CITY MANAGER AND CITY COUNCIL**  
**ON STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)**  
**AFFORDABLE HOUSING INCENTIVE STRATEGIES**

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Approve by the 2021 AHAC by vote on October 21, 2021.

PREPARED BY:           The City of Port. St Lucie Neighborhood Services

SUBMITTED TO:        City Manager and City Council of the City of Port St. Lucie  
Florida Housing Finance Corporation/Florida Housing Coalition

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**INTRODUCTION/BACKGROUND**

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As a recipient of State Housing Initiative Partnership funds, the City of Port St. Lucie established an Affordable Housing Advisory Committee on May 10, 2021 as required by the Florida Statutes, Sec. 420.9076. The AHAC members are responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Port St. Lucie’s 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) on a yearly basis. 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 and the local Comprehensive Plan Housing Element.

The AHAC is required to submit an incentive report annually. The report includes recommendations by the Committee as well as comments on the implementation of incentives for at least the following eleven distinct areas:

- Incentive: Expedited process of development approvals
- Incentive: Impact fee modifications, waivers, or reimbursement
- Incentive: Flexibility in density
- Incentive: Reservation of infrastructure capacity
- Incentive: Accessory dwelling units
- Incentive: Reduction of parking and setback requirements

- Incentive: Flexible lot considerations
- Incentive: Modification of street requirements
- Incentive: Ongoing regulatory review process
- Incentive: Surplus lands inventory
- Incentive: Transportation hubs and transit-oriented development

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### *COMMITTEE COMPOSITION*

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All members were appointed to the Committee in accordance with Section 420.907 of the Florida Statutes lists the categories from which committee members must be selected. There must be at least 8 committee members with representation from at least 6 of the following categories and an elected official.

- Citizen actively engaged in the residential home building industry in connection with affordable housing.
- Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
- Citizen actively engaged as a for-profit provider of affordable housing.
- Citizen actively engaged as a not-for-profit provider of affordable housing.
- Citizen actively engaged as a real estate professional in connection with affordable housing.
- Citizen actively serving on the local planning agency pursuant to Florida Statute 163.3174.
- Citizen residing within the jurisdiction of the local governing body making the appointments.
- Citizen who represents employers within the jurisdiction.
- Citizen who represents essential services personnel, as defined in the local housing assistance plan.

The City of Port St. Lucie advertised the reconvening of the AHAC and the solicitation of applications for the Committee in March and April 2021. The 2021 AHAC Committee members were appointed by the City Council via Resolutions 21-R58 and 21-R62 on May 10, 2021 and May 24, 2021, respectively. The appointed AHAC members and their category affiliation are listed here.

<i><b>Name</b></i>	<i><b>Category Represented</b></i>
Bob Calhoun CEO, St. Lucie Habitat for Humanity	Citizen actively engaged in the residential home building industry in connection with affordable housing.
<b>Bob Calhoun, voted Chair of the 2021 Committee</b>	
Samiea Hawkins Seminole Tribe of Florida, Housing Office Coordinator	Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
Melissa Winstead Development Director, St. Lucie Habitat for Humanity	Citizen actively engaged as a not-for-profit provider of affordable housing.
Patricia Garcia-King Sales Associate, Keller Williams Realty of Port St. Lucie	Citizen actively engaged as a real estate professional in connection with affordable housing.
Daisy McGinnis Financial Service Specialist, TD Bank	Citizen residing within the jurisdiction of the local governing body making the appointments.
Stephanie Heidt Economic Development and Intergovernmental Programs Director, Treasure Coast Regional Planning Council	Citizen residing within the jurisdiction of the local governing body making the appointments.
<b>Stephanie Heidt, voted Vice-Chair of the 2021 Committee</b>	
Bryan Gerner Regional Director, Comcast	Citizen who represents employers within the jurisdiction.
Shannon M. Martin Mayor, City of Port St Lucie	Locally elected Official.

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### ***MEETINGS OF THE AHAC***

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All meetings of the Committee were public meetings, and all Committee records are public records. The City Clerk’s Office was present at all meetings and recorded the minutes. All agendas, back up documentation and minutes are published on the City’s online agenda management system and can be accessed at: <https://www.cityofpsl.com/government/departments/city-clerk/agendas-meeting-archives>.



The final meeting of the AHAC adopting the recommendations to be presented to the City Manager and City Council was advertised as a public hearing in accordance with 420.9076 (5) and held on October 21, 2021. A copy of the advertisement has been attached as **Exhibit A**.

*The 1<sup>st</sup> meeting was held at the City of Port St. Lucie Community Center (2195 SE Airoso Blvd, Port St. Lucie, FL 34984)  
All of the subsequent meetings were held at City Port St Lucie City Hall (121 SW Port St Lucie Blvd – Building A Port St Lucie, Fl. 34984).*

<b>Meeting Date</b>	<b>Meeting Time</b>	<b>Meeting Agenda &amp; Minutes</b>
June 17, 2022	1:30 pm – 2:20 pm	<ol style="list-style-type: none"> <li>1. Oath of office – committee members</li> <li>2. Introduction of staff and committee members</li> <li>3. Appointment of chair and vice-chair</li> <li>4. Introduction of duties and responsibilities of board</li> <li>5. Review of current incentives</li> <li>6. Review of timeline; vote to conduct meetings on the 3rd Thursday of each month from July to October 2021</li> <li>7. Review of CDBG 2021 survey and the City’s analysis of impediments to fair housing that is currently being prepared for the department of housing and urban development (HUD)</li> </ol> <p>Agenda: <a href="https://psl.legistar.com/View.ashx?M=A&amp;ID=872196&amp;GUID=968759E6-A9F9-427A-8E85-641BA7571351">https://psl.legistar.com/View.ashx?M=A&amp;ID=872196&amp;GUID=968759E6-A9F9-427A-8E85-641BA7571351</a>  Minutes: <a href="https://psl.legistar.com/View.ashx?M=M&amp;ID=872196&amp;GUID=968759E6-A9F9-427A-8E85-641BA7571351">https://psl.legistar.com/View.ashx?M=M&amp;ID=872196&amp;GUID=968759E6-A9F9-427A-8E85-641BA7571351</a></p>
Aug. 19, 2021	1:30 pm – 3:06 pm	<ol style="list-style-type: none"> <li>1. Appointment of committee chair and vice-chair</li> <li>2. Review of Committee by-laws and proposed amendments</li> <li>3. Confirmation of Committee meeting schedule</li> <li>4. Review of the first eight incentives</li> </ol> <p>Agenda: <a href="https://psl.legistar.com/View.ashx?M=A&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382">https://psl.legistar.com/View.ashx?M=A&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382</a>  Backup: <a href="https://psl.legistar.com/View.ashx?M=PA&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382">https://psl.legistar.com/View.ashx?M=PA&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382</a>  Minutes: <a href="https://psl.legistar.com/View.ashx?M=M&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382">https://psl.legistar.com/View.ashx?M=M&amp;ID=873907&amp;GUID=A4884EE9-D2CC-42BA-A8F8-DA1826385382</a></p>
Sept. 16, 2021	2:00 pm to – 3:55 pm	<ol style="list-style-type: none"> <li>1. 2021 Neighborhood Services Affordable Housing Advisory Committee - Introductory Review &amp; Future Planning Discussion - Part 1 (9 incentives)</li> <li>2. Approval of the amendments to the AHAC by-laws</li> <li>3. Continued Review of Incentives <ul style="list-style-type: none"> <li>- Expedited Permitting</li> <li>- Allowance of flexibility in densities</li> <li>- Reservation of infrastructure capacity</li> <li>- Allowance of affordable accessory residential units</li> <li>- Allowance of flexible lot configurations</li> <li>- Modification of Street Requirements</li> <li>- Reduction of parking and setback requirements</li> <li>- Local government review process</li> <li>- Support of development near transportation hubs</li> </ul> </li> </ol> <p>Agenda: <a href="https://psl.legistar.com/View.ashx?M=A&amp;ID=873908&amp;GUID=30174F8F-A748-45E2-8879-EFF5B148690C">https://psl.legistar.com/View.ashx?M=A&amp;ID=873908&amp;GUID=30174F8F-A748-45E2-8879-EFF5B148690C</a>  Backup: <a href="https://psl.legistar.com/View.ashx?M=PA&amp;ID=873908&amp;GUID=30174F8F-A748-45E2-8879-EFF5B148690C">https://psl.legistar.com/View.ashx?M=PA&amp;ID=873908&amp;GUID=30174F8F-A748-45E2-8879-EFF5B148690C</a>  Minutes: to be published</p>
Oct. 14, 2021	2:00 pm – 4:30 pm	<ol style="list-style-type: none"> <li>1. 2021 Neighborhood Services Affordable Housing Advisory Committee - Introductory Review &amp; Future Planning Discussion - Part 2 (2 incentives)</li> <li>2. Continued Review of Incentives <ul style="list-style-type: none"> <li>- Modification of impact fee requirements</li> <li>- Printed inventory of locally owned lands</li> </ul> </li> </ol>



		<p>- Other Recommendations of the Committee</p> <p>Agenda: <a href="https://psl.legistar.com/View.ashx?M=A&amp;ID=894905&amp;GUID=BC552128-9F8E-4AD5-AFE6-7AD1BC647C77">https://psl.legistar.com/View.ashx?M=A&amp;ID=894905&amp;GUID=BC552128-9F8E-4AD5-AFE6-7AD1BC647C77</a></p> <p>Backup: <a href="https://psl.legistar.com/View.ashx?M=PA&amp;ID=894905&amp;GUID=BC552128-9F8E-4AD5-AFE6-7AD1BC647C77">https://psl.legistar.com/View.ashx?M=PA&amp;ID=894905&amp;GUID=BC552128-9F8E-4AD5-AFE6-7AD1BC647C77</a></p> <p>Minutes: to be published</p>
Oct. 21, 2021	2:00 pm – 4:00 pm	<p><b>Advertised Public Hearing</b></p> <ol style="list-style-type: none"> <li>1. Review incentive plan recommendations (aka 2021 Draft AHAC Report)</li> <li>2. Receive Public Comments</li> <li>3. Vote to accept incentive plan recommendations of the Affordable Housing Advisory Committee for submission to the City Manager and City Council</li> <li>4. Fair Housing Presentation (Analysis of Impediments to Fair Housing)</li> <li>5. Florida Housing Coalition Presentation (Technical Assistance)</li> </ol> <p>Agenda: to be published Backup: to be published Minutes: to be published</p>

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**REVIEW OF INCENTIVES/AFFORDABLE HOUSING RECOMMENDATIONS**

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Staff presented the latest affordable housing practices and recommendations on incentives. Each of the eleven affordable housing incentives recommended by the State were examined and discussed with AHAC members. This plan is a result of the recommendations from the AHAC and meetings. If approved by City Manager and City Council, the recommendations are used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan-Housing Element, ordinances, or governing resolutions to incorporate these changes.

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 production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City Manager, City Council, and to Florida Housing Finance Corporation, which details the scope of its work and the resulting recommendations.

From 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 following recommendations.

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### ***EXPEDITED PERMITTING***

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**(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.**

**Meeting Synopsis:** The Senior Housing Coordinator stated that this incentive has been in place since the beginning. The Building Department Manager explained the expedited permitting process and stated that the Building Department has updated their forms to treat the permits with more urgency if someone checked the appropriate field on the application. It was discussed that for a single family residence the maximum timeframe would be twelve to fourteen working days and has to be done within thirty days per the Florida Building Code. The City's Building Department being nationally recognized for efficiency is normally processing all permits with about 3 days for review. Staff attempts to complete the urgent permits sooner but, the normal standard is already above "expedited permitting" expectations. The City of Port St. Lucie has streamlined permitting processes in place for all projects. Developments of less than 50 dwelling units are required to be reviewed only by the Site Plan Review Committee and the City Council. A major development over 50 dwelling units is required to be reviewed by the Site Plan Review Committee and approved by the Planning and Zoning Board and the City Council. The Building Department has online forms and inspection procedures that make the process much faster and easier to track. Each permit application contains a check box that indicates if a project involves affordable housing. If the box is checked that project should receive expedited processing for all phases of permitting, etc. if the project is confirmed by the Neighborhood Services Community Programs Division that it is a verified affordable housing project.

**Existing Strategy:** Policy 3.1.10.1 The City shall continue to provide expedited permitting procedures for affordable housing projects developed with state and federal funds.

**AHAC Recommendation:** The Committee recommends removal of the verbiage "state and federal funds" from the application process. In addition, the Building Department, Planning & Zoning Department, City Attorney's Office, the Neighborhood Services Department (NSD) as well as the Communications Department should work together to



**better define the ability to confirm whether or not a project can be classified as affordable housing. The definitions and obligations should be published and advertised. A regular review of inquiries and submissions should be maintained by NSD.**

**Schedule for Implementation:** 1 year, when the City conducts the next round of Comprehensive Plan amendments.

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### *FLEXIBLE DENSITIES*

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**(c) The allowance of flexibility in densities for affordable housing.**

**Meeting Synopsis:** There was discussion about the use of flexibility in densities and how this is used as an incentive for affordable housing. Local governments in State of Florida have used this incentive to allow increased density as an incentive where they require a certain percentage of a development be set aside for affordable housing. Some local-governments accept land or financial contributions based on the value, in-exchange for an increase in density.

**Existing Strategy:** Policy 3.1.10.6 (updated 2020); Densities are established by the property's future land use designation.

**AHAC Recommendation:** No changes recommended by the Committee. Flexible densities do not need to be addressed by the City this upcoming year.

**Schedule for Implementation:** N/A

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### *RESERVATION OF INFRASTRUCTURE CAPACITY*

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**(d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.**

**Meeting Synopsis:** There was discussion on the use of the reservation of infrastructure capacity for the City. Capacity continues to not be a current issue.

**Existing Strategy:** N/A

**AHAC Recommendation:** No changes recommended by the Committee. Reservation of infrastructure capacity does not need to be addressed by the City this upcoming year.

**Schedule for Implementation:** N/A

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### *AFFORDABLE ACCESSORY RESIDENTIAL UNITS*

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**(e) Affordable accessory residential units.**

**Meeting Synopsis:** The City has allowed accessory units in the PUD or MPUD. Currently the City allows mother-in-law suites, but they cannot have oven plugs or full kitchens.

**Existing Strategy:** The Planned Unit Development (PUD) and the Master Planned Unit Development (MPUD) zoning districts allow accessory dwelling units.

**AHAC Recommendation:** Policies on affordable accessory residential unit do not need to necessarily be addressed by the City this upcoming year. The Committee leaves in place the previous recommendation that the City conduct a study of the appropriate use of accessory dwelling units throughout the City. This should be incorporated in a Comprehensive Housing Study.

**Schedule for Implementation:** 1 year, after the City conducts a Comprehensive Housing Study.

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### *FLEXIBLE LOT CONFIGURATIONS*

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**(g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.**

**Meeting Synopsis:** There was a brief discussion by the Committee members and staff on the current policies for allowance of flexible lot configurations in the City. A large part of the City that was developed early on by GDC was already sub-divided into 80 x 125 ft. lots, and lots tend to be smaller in the newer, western part of the City as a development trend. A new policy in reference to this was added to the Comprehensive Plan housing element in 2020 and the new policy is supported by the Committee.

**Existing Strategy:** Policy 3.1.10.8 The Planned Unit Development (PUD) and Master Plan Unit Development (MPUD) allow for flexibility in lot considerations and setback requirements.

**AHAC Recommendation:** No changes recommended by the Committee. Flexible lot configurations do not need to be addressed by the City this upcoming year.

**Schedule for Implementation:** N/A

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### *MODIFICATION OF STREET REQUIREMENTS*

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**(h) The modification of street requirements for affordable housing.**

**Meeting Synopsis:** It was discussed that street requirements would not impact the City’s affordable housing needs at the current moment, based on the dynamic of construction occurring within the City.

**Existing Strategy:** N/A

**AHAC Recommendation:** No changes recommended by the Committee. The modification of street requirements do not need to be addressed by the City this upcoming year.

**Schedule for Implementation:** N/A

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### *PARKING AND SETBACK REQUIREMENTS*

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**(f) The reduction of parking and setback requirements for affordable housing.**

**Meeting Synopsis:** Policy 3.1.10.4 is in the Comprehensive Plan and states that the “City shall establish guidelines that allow parking and setback reductions” but the guidelines have not been established. Therefore, this type of incentive would have to be analyzed in an ad-hoc manner.

**Existing Strategy:** Policy 3.1.10.4 The City shall establish guidelines that allow parking and setback reductions for affordable housing projects where it can be shown that such reduction will be compatible with the surrounding neighborhood and will not cause an adverse impact to the neighborhood by 2013.

**AHAC Recommendation:** The Committee maintains the recommendation from 2018 that City staff should comply with Policy 3.1.10.4 and establish guidelines to amend the Code to allow for the reduction of parking and setback requirements for affordable housing. The language should be revised and more detail on the implementation of this incentive should be included in the Housing Element.

**Schedule for Implementation:** 1 year, after the City conducts a Comprehensive Housing Study.

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### *PROCESS OF ONGOING REVIEW*

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**(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.**

**Meeting Synopsis:** NSD should lead the implementation of any changes to building permit fees, codes, impact fees, utility fees and any increase to those that would have an impact on affordable

housing. The City currently has in place an extensive Cloud Task Force group for review that engages in a lot of community outreach and input.

**Existing Strategy:** Policy 3.1.1.3: Continue to review ordinances, codes, regulations, and the permitting process for the purpose of eliminating excessive requirements, streamlining, and amending or adding other requirements in order to maintain or increase private sector participation in meeting the housing needs of all residents, especially those with special housing needs, while continuing to insure the health, welfare, and safety of the residents. Policy 3.1.10.2: Coordinate with the Treasure Coast Builders Association (TCBA) to review any increases in building fees. Policy 3.1.10.7: The City may establish a requirement that new residential or mixed use development provide either affordable housing or contributions to an Affordable Housing Trust Fund.

**AHAC Recommendation:** The Committee supports the amendments to Policy 3.1.10.9 that were approved in 2020: “As the City approves policies, procedures, ordinances, regulations or plans it should include an analysis of any potential affect they have on the cost of housing.” The Committee continues to support the addition of further updates to continue to support the addition of policies and ordinances that will impact affordable housing are subject to a public hearing process, discussed with staff from the community development departments and presented to the Treasure Coast Builders Association.

**Schedule for Implementation:** N/A

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### *SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS*

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**(k) The support of development near transportation hubs and major employment centers and mixed-use developments.**

**Meeting Synopsis:** Policy 3.1.10.5 in the Comprehensive Plan is in effect.

**Existing Strategy:** Policy 3.1.10.5: The City shall encourage development of affordable housing and/or workforce housing near (within ½ mile) a transportation hub, major employment center, and mixed-use development.

**AHAC Recommendation:** The Committee supports this policy to the fullest and states that it is a great benchmarking tool to use in future analysis in particular in a Comprehensive Housing Study.

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*MODIFICATION OF IMPACT FEES*

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**(b) All allowable fee waivers provided for the development or construction of affordable housing.**

**Meeting Synopsis:** A Planner representative from the Planning & Zoning Department explained the way impact fees worked to the Board. As a part of the Western Land Development Orders, the Developers are required to pay \$250 per housing unit, which go into the Affordable Housing “Annexation” Trust Fund. There was a discussion on the fact that the recommendation of the use of the funds to cover the cost of impact fees for affordable housing put forward in 2018 has technically been adopted but the community is not aware of it and therefore no one has requested this use of the funds. Even so a policy does exist in the City’s Comprehensive Plan that would allow an entity to request a reduction or waiving or other support if they were to prove to the City that their project was in fact an affordable housing project, outside of the realm of the Affordable Housing Trust Fund. Since 2018, no one has petitioned under that auspice either. Criteria to receive these incentives are currently determined on an ad-hoc basis using the Florida State Statutes as a legal, guiding document. The amount of funding in the Affordable Housing Trust Fund was discussed. The Fund was only recently developed in 2016 and is voluntary. Therefore, the last 4 years it has been growing and a definite, adopted budget was not deemed efficient or effective prior to having at least 3 years of steady budgetary facts and figures. Currently, the fund has been receiving approximately between \$120,000 - \$170,000 over the last 3 years and at the end of the 20-21 Fiscal Year (Sept. 2021) was at about \$630,000. Staff stated that programs can be developed for funding that is in the Fund but cannot be planned for funding that has not been received. The funding will continue through as long as the western DRIs involved are being constructed which can potentially last past 2030-2040 and is dependent on the economy and rates of construction. Information on all of this was presented by NSD and Planning & Zoning. The types of programs that have been proposed by staff for the Fund include but are not limited to: Emergency Rental and Mortgage Assistance, Emergency Culvert Repairs, Septic to Sewer conversions, and Emergency Repair and Rehabilitation. Use of the funds has not been finalized by the City Council. Proposals are still under legal review. NSD is responsible for managing the City’s Local Housing Assistance Plan and the expenditure of the funds from the Fund.

**Existing Strategy:** Comprehensive Plan policy 3.1.10.3 The City shall reduce, waive, or support alternative methods of the impact fee payment for affordable housing.

**AHAC Recommendation: The Committee continues to support the recommendation from 2018 to use the Affordable Housing Assistance Fee (a condition in several DRIs) to**

pay impact fees for affordable housing. The current Committee also recommends using the funds to their fullest capabilities. Staff should study all potential programs and bring forth comprehensive information on all possibilities and implement as many as possible. The Committee recommends that the Building Department, Planning & Zoning Department, City Attorney's Office, the Neighborhood Services Department (NSD) as well as the Communications Department work together to better define programs, have them approved by City Council as an overall strategy and budget in line with the City's Strategic Plan and subsequently advertised to the public. A regular review of the programs and staffing necessary to run them should be managed by NSD. Innovative options like land trusts, non-forgivable loans, and flexible zoning changes should be considered when developing the programs.

**Schedule for Implementation:** 2 years, after the City conducts a Comprehensive Housing Study.

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### *PUBLIC LAND INVENTORY*

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**(j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.**

**Meeting Synopsis:** NSD provided information in the advancements that the City has achieved in managing its inventory of properties. There was also discussion about the City's updated policy on the topic (see Exhibit B) and how much land has been allocated to successful affordable housing projects since the last Committee met in 2018. Goals set in 2018 were attained successfully. Staff is currently working on establishing a pilot Community Land Trust (CLT) disposition program for affordable housing projects and invited Florida Housing Coalition technical experts to conduct a special presentation on this and other subjects for the Committee. There was discussion on selling the land for affordable housing or donating the land for affordable housing to non-profit developers. City Council has supported this idea and incorporated it into its policies and direction for staff. A new interdepartmental team called "High Performing Public Spaces or HPPS" is leading the initiatives. The list and interactive maps will be reviewed on a continual basis.

**Existing Strategy:** Policy for Disposition of City owned land was approved by the City Council on June 16, 2003 and revised in 2018 and in 2020. City Council Directed Policy 20-02ccd is attached as **Exhibit B**.

**AHAC Recommendation:** The Committee recommends that the City continue to allocate as much surplus land as possible to affordable housing projects, support the



acquisition of land for such projects, when possible, and allocate funds received from the sale of surplus vacant lots to be used for affordable housing projects.

**Schedule for Implementation:** On-going

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### *OTHER RECOMMENDATIONS OF THE COMMITTEE*

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After discussion, the Committee made the following additional recommendations for consideration by the City Council.

**AHAC RECOMMENDATION 1:**

Staff should work to have a Comprehensive Housing Study completed as soon as possible.

**AHAC RECOMMENDATION 2:**

Use the Affordable Housing Assistance Fee for the funding of affordable housing, whether it be for a down payment, land acquisition for future homes, impact fees or other strategic affordable housing priorities. Staff should be tasked to determine a proper program which in turn should be fully advertised to the public.

**AHAC RECOMMENDATION 3:**

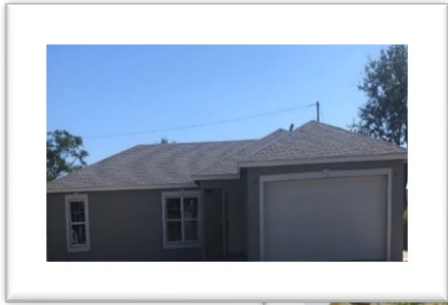
The continuation of a permanent AHAC to assist in affecting positive change for affordable housing year-round.

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### *STAFF RECOMMENDATIONS*

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Staff continues to recommend that in addition to the recommendations to use impact fees for item 2 above, that the fee also be used for repair and rehabilitation, code violations and emergency assistance for very low, low- and moderate-income households. The determination of how the fees will be used shall be based on recommendations made by the Neighborhood Services Department, via the City Manager, in keeping with the City's Strategic Plan and the greatest needs and priorities in the community.



It is of utmost importance that staff work on conducting a Comprehensive Housing Study as soon as possible. Staff recommends working in conjunction with all local social agencies and its counterparts at St. Lucie County Human Services.

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## *Exhibit A*

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NOTICE OF PUBLIC HEARING  
CITY OF PORT ST. LUCIE  
AFFORDABLE HOUSING ADVISORY COMMITTEE  
OCTOBER 21, 2021 AT 2:00 PM

The City of Port St. Lucie’s Affordable Housing Advisory Committee as established by Section 420.9076 (2), F.S. must approve the local affordable housing incentive strategy recommendations at a public hearing by affirmative vote of a majority of the membership of the advisory committee. The public hearing will be held at 2:00 p.m. on October 21, 2021 at City Hall, Room 366, 121 SW Port St. Lucie Boulevard.

A copy of the Evaluation and tentative Advisory Committee recommendations are available in the Neighborhood Services Department, City Hall Building A, room 173 and for any additional information on this public hearing please contact Ann Fidge at 772-871-5220.

The Affordable Housing Advisory Committee is charged with the responsibility to review the established policies and procedures, ordinances, land development regulations and adopted local government comprehensive plan of the City of Port St. Lucie and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modifications 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 adopt recommendations and submit a report to the local government on affordable housing incentives in the following areas: (a) The processing of approvals of development orders or permits as defined in s. 163.3164(7) and (8), 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 to flexibility in densities for affordable housing; (d) The reservation of infrastructure capacity for housing for very low income, low income 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 configuration, including zero lot line configurations for affordable housing; (h) The modification of street requirement for affordable housing; (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulation 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; and (k) The support of development near transportation hubs and major employment centers and mixed use developments. The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee.

In accordance with Florida Statutes, Sections 166.041 (3)(a) and 286.0105, “Interested parties may appear at the meeting and be heard with respect to the proposed” and no stenographic record by certified court report will be made of the foregoing meeting. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at said meeting upon which any appeal is to be heard.

Any special accommodation requests, such as an interpreter, or special seating that may be required by the public should be made of the Port St. Lucie City Clerk’s Office before the meeting.



## CITY COUNCIL DIRECTED POLICY

### Policy # 20-02ccd

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**TO:** Russ Blackburn, City Manager

**FROM:** City Council

**EFFECTIVE DATE:** 1/22/2018

**INITIATED BY:** Procurement Management Department

**POLICY TITLE:** DISPOSITION OF CITY-OWNED REAL PROPERTY AND/OR BUILDINGS

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#### PURPOSE STATEMENT

To update the Policy for the Disposition of City-owned Property and/or Buildings that was amended and approved by City Council on January 22, 2018 via Resolution 18-R07.

#### DEFINITIONS

City Real Estate Review Committee – A Committee established by the City Manager of employee representatives of those city departments for which the use of real property may or is of benefit to the City. The Committee shall meet only as needed for the review and disposition of surplus property or to be engaged is presenting departmental interests for the assignment of escheated property(ies).

#### POLICY

1. The Procurement Management Department (PMD), prior to real property being declared surplus and offered for sale, either through Request for Proposal (RFP) or through the Auction Process, will receive a signoff from all City Departments indicating that there is no existing or future use for said real property or buildings. Upon reviewing comments by the various departments, which must respond to the request by PMD within five (5) business days, PMD will create a list of surplus properties that are to be sold. The City Real Estate Review Committee shall convene as deemed necessary to support PMD in completing property-use determinations.
2. PMD will submit to the City Council the list of properties to be declared surplus pursuant to procedures and the sale of all real property must be finalized by ordinance in accordance with the terms and provisions of the Charter of the City of Port St. Lucie at Section 9.09(g). The request to declare real property as surplus shall include the date the property was purchased by the City, original purpose, price, and legal description.

3. PMD will implement the appropriate arrangements for all declared surplus properties to obtain appraisals and then proceed to sale either via auction or RFP. The PMD Department will be responsible for providing the Finance Department with a list of the lands to be sold (for GASB 34 requirements) and to the City Attorney's Office, who will work together with all appropriate parties and the title company to effectuate closing for all real estate sales. Upon completion of the closing, the City Attorney's Office will advise the Finance Department, PMD, Office of Management and Budget, Information Technology, Risk Management, and other involved City Departments of the closing so it can be appropriately accounted for on the City's master inventory and within the budget.

All land and/or buildings must have an appraisal prior to the sale and the establishment of a minimum price will be based upon said appraisal. Appraisal may be conducted by comparable and like parcels, therefore, an individual appraisal per each site is not required. Said appraisal for the real property cannot be older than six (6) months.

4. The City Staff shall recommend, and provide the justification for, the method of sale via an RFP or Auction process. The City Council shall determine and approve the method of sale to be utilized.
  - A. RFP process is a written solicitation for competitive sealed proposals and shall follow the City's Purchasing Policy and Procedure Manual.
  - B. The Auction process will be accomplished through use of a Real Estate Broker or the City's contracted auction service and may be an on-site live auction with on-line bidding included.
5. All real property sold will require that the City set a minimum price for said property. The minimum price is as net to the City. No real property will be sold for less than the minimum price. Minimum price shall be based upon the appraisal and/or comparable and like parcels as previously indicated in paragraph "4" hereinabove.
6. All sales will allow the City to reject all proposals for failure to meet minimum price requirements, failure to meet other terms and conditions, or not be in the best interest of the City.
7. All real property to be sold will be posted with a sign detailing how and when it will be sold and a contact number for any questions that the prospective purchasers may have.
8. All adjacent property owners within 300' of the property to be sold will be notified of the sale by first class mail.
9. The City Manager will be required to recommend, in writing, a designation or disposition of revenues from the sale of each property. Such recommendation by the City Manager shall consider the original purpose for which the property was acquired and whether or not the proceeds from the sale of said real property are required to go to a specific fund. The City Council will designate the direction or utilization of proceeds from the sale of real property or buildings.
10. The City Council reserves the right to dispose of surplus real property and non-surplus real property by any other means in the best interest of the City of Port St. Lucie upon motion of the City Council.

11. Properties which are escheated to the City shall be reviewed to determine their highest and best use prior to assignment for use by a City department or declared surplus. Departments interested in assignment of an escheated property shall complete the “City-Owned Property Department Request Form” and submit the form to the City Attorney’s Office for sufficiency prior to review and determination by the City Manager’s Office.

Version History: Replaces #18-01

Policy Template v 1.3