

# **AFFORDABLE HOUSING ADVISORY COMMITTEE**

## **Meeting Minutes**

**Monday, December 13, 2021**

The **Monroe County Affordable Housing Advisory Committee** conducted a virtual meeting on **Monday, December 13, 2021**, beginning at 3:24 p.m. via Zoom webinar.

**CALL TO ORDER** by Cheryl Cioffari at 3:24 p.m.

**ROLL CALL** by Cheryl Cioffari

**COMMITTEE MEMBERS PRESENT:**

Mayor Pro Tem Craig Cates  
Kurt Lewin  
Chris Todd Young  
Joe Scarpelli  
Catherine Felton  
Paul Caceres

**COMMITTEE MEMBERS ABSENT:**

Tim Root  
Doug Mader  
Joe Walsh  
Pam Caputo

**STAFF:**

Emily Schemper, Sr. Director of Planning and Environmental Resources  
Cheryl Cioffari, Assistant Director of Planning  
Ilze Aguila, Planning Commission Supervisor

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**MEETING:**

Cheryl Cioffari stated that there is only one agenda item today and that is to review and make recommendations to Section III *LHAP Incentive Strategies* via a resolution pursuant to F.S. 420.9076.

Ms. Cioffari asked Emily Schemper to provide the committee with some background information. Ms. Schemper explained that the Affordable Housing Advisory Committee is established by the Monroe County Board of County Commissioners, per Florida Statute requirement to qualify for the SHIP (State Housing Initiatives Partnership) program. This program provides funding for affordable housing related projects, generally implemented by the Social Services Department, however one of the requirements of the Florida Statute is that they update the Local Housing Assistance Plan (LHAP) and the Statute also specifies that an Affordable Housing Advisory Committee be established, according to very specific criteria for the membership of the committee members, based on members' profession, interests, being an

advocate for affordable housing etc. Commissioner Cates is the elected official, representing the BOCC. The regular standing tasks of the committee is to go through the incentive strategies and give recommendations for the LHAP (local housing assistance plan), on how to incorporate those incentive strategies. Many of these strategies are already explained in the Monroe County Land Development Code and Code of Ordinances.

In 2015, the Board of County Commissioners requested that the Affordable Housing Advisory Committee take on some additional tasks, which included a more involved series of meetings at the time. They had put together a table of recommendations to the BOCC, and some of the items are part of the list of incentive strategies. Cheryl Cioffari will discuss in further detail the most recent list of incentive strategies and how the County is addressing those. She will also go over some updates based on recent directions from the board or updates based on recently adopted Ordinances that have updated some of the information.

Today the task is to officially approve a resolution by the AHAC that recommends the incentive strategies as detailed in the document, which may include recommendations by staff or if the committee want to make changes, you are welcome to recommend that. Making changes to many of these items could require making amendments to the text of the County Code or Comprehensive Plan. The approved resolution will then be sent to the State, the agency who administers the SHIP program, for review. The resolution will then be forwarded to the Board of County Commissioners as part of that LHAP update.

Ms. Cioffari continued to explain that all changes or updates are reflected in red text in the document provided to each committee member.

**The Monroe County Section III, Local Housing Assistance Plan (LHAP) Incentive Strategies, including:**

**a) Expedited Permitting for affordable housing projects** - The first strategy is the Expedited Permitting for affordable housing project – this is already in effect by the County. Affordable housing projects are expedited. The updates indicated here will just allow us to update the dates of that policy to match the Monroe County Code and Comp Plan.

**b) Ongoing Review Process of local provisions (include fee waivers)** - The second strategy is the ongoing review process of local provisions (include fee waivers) – any time that policies, ordinances, regulations etc. are changed, we review it to make sure that it does not increase the cost of housing or have an effect on affordability. If it does effect affordability, that should be addressed in the staff report and the analysis of that change.

**c) Modification of Impact Fee Requirements** – A couple of years ago we had made some updates to the Code which included the availability for affordable housing projects to apply for impact fee waivers.

**d) Flexibilities and densities for Affordable Housing** - We do already provide flexibility for affordable housing under Max Net Density, within some zoning districts. We have also specified that you do not have to use transferrable development rights to get to Max Net for Affordable housing. This helps to provide a density increase to property owners or applicants who choose to do affordable housing. Also clarifying that you do not count affordable housing against nonresidential square footage. Factors such as

open space, parking requirements, environmental sensitivity, setbacks etc. will control the overall development.

**e) Reservation of Infrastructure Capacity for Affordable Housing** – there are no changes to this section. We do prepare the annual Infrastructure Capacity report and that documents the infrastructure availability.

**f) Allowance of Affordable Accessory Residential Units in Residential Zoning Districts.** Each dwelling unit in the Keys is counted and we recently clarified that lockouts are counted as separate dwelling units. We are continually looking for ways to improve or provide opportunities for affordable housing, however all accessory units must be consistent with the Comp Plan and Code.

Commissioner Cates explained that he is currently going through this process with his own property in the City of Key West, where they allow you to build accessory structures. He asked for clarification on whether or not the County allows you to build accessory structures? Ms. Cioffari confirmed that it is allowed. Ms. Schemper clarified that an accessory structure would include for example, a garage or a shed, however it cannot be a second dwelling unit. The County has looked into that before, however due to the City of Key West being a more urban location, and they have a way of counting vehicles differently, in terms of how many vehicle are more likely to be owned and used by households, it does not apply in the same way to the unincorporated County, so we would still have to issue ROGO allocations in terms of the State's allowance for what we can do with those. Commissioner Cates mentioned that it is interesting how the city of Key West only issues a ROGO allocation once it (Accessory Dwelling) exceeds 700 sqft. Commissioner Cates asked if staff could look into the reasoning behind why the County could not follow a similar process than Key West, as it would be more affordable to building accessory structures on already owned property, that could be rented as affordable housing.

**g) Reduction of parking and setback requirements for affordable housing-** once again there will only be a minor update to the referenced code section. The County does provide opportunities for variance requests for parking and setbacks.

**h) Allowance of Flexible Lot Configurations** – Here we provided additional language to clarify that there is a process to do lot line adjustments for lots that are part of a dually recorded plat. These provide opportunities to move lot lines, provided they are still part of the plat and to allow them to meet minimum building site requirements, e.g. for setback purposes, in order to develop the property.

**i) Modification of Street Requirements.** There are no proposed changes to that section

**j) Inventory of County Owned Property Suitable for Affordable Housing.** This item comes before the board every 3 years, the most recent was in April 2021, at which time the County reviewed and updated a list of County owned sites which may use for affordable housing.

**k) Support development near transportation hubs and major employment centers and mixed use developments.** The County updated the referenced Code section which added in language for requirements that we have for development that generate over a specific number of trips; encouraging mass transit etc.

**l) Inclusionary Housing.** In 2021, the BOCC adopted an Ordinance which created the inclusionary housing for non-residential and transient developments, which will require them to provide affordable housing in a proportionate need. The intent is for the developer to fulfil the need that it is creating for affordable housing.

**m) Mobile Home Park Incentive Program.** There is an incentive program that allows for the transfer of market rate ROGO exemptions associate with Mobile homes and a procedure to replace those. There are no changes to this strategy.

**n) Employee Housing, Commercial Apartments, and Workforce Housing as Permitted Uses.** This came up during the drafting of Goal 109, which was an opportunity for the County to increase density for affordable housing for short period after hurricane Irma as well as providing some flexibility for development approvals. This proposal was not approved or adopted by the Board. They did however, adopt as part of the non-residential inclusionary was a definition of Workforce and Workforce Housing, which is consistent with the definition that the AHAC developed in 2015.

**o) Purchase and Lease Back Program.** This program allows the County to purchase or lease back units for affordable housing. The County has also actively participated in federal and statewide grant opportunities that was made available after these Natural Disasters such as Hurricane Irma, to redevelop Mobile Home parks as affordable housing. The County is continuing to look for opportunities to increase the housing stock in the County.

Meeting was opened for questions and/or comments – none received.

Motion to approve the items discussed today. This list of strategies will be forwarded to the BOCC via resolution.

Motion: Commissioner Cates; Kurt Lewin seconded.

***Roll Call on motion***

Mayor Pro Tem Craig Cates	YES
Paul Caceres	YES
Pam Caputo	ABSENT
Catherine Felton	YES
Kurt Lewin	YES
Doug Mader	ABSENT
Tim Root	ABSENT
Chris Todd Young	YES
Joe Scarpelli	YES
Joe Walsh	ABSENT

**ADJOURNMENT 3:45 PM**