

Affordable Housing Advisory Committee
Report to Charlotte County Board of County Commissioners
SHIP Affordable Housing Incentive Strategies
Date Presented to Commissioners
~~March 25, 2025~~ May 13, 2025
PREPARED BY:
Colleen K. Turner, SHIP Administrator
SUBMITTED TO:
FLORIDA HOUSING FINANCE CORPORATION

BACKGROUND

As a recipient of State Housing Initiative Partnership funds Charlotte County established an affordable housing advisory committee in 2008 as required by the Florida Statute section 420.9076. The Affordable Housing Advisory Committee (AHAC) is responsible for reviewing policies, land development regulations, the Comprehensive Plan Policy, and other aspects of the County's policies and procedures that affect the cost of housing. In addition, the AHAC is responsible for making recommendations to encourage affordable housing development.

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

- The processing of approvals of development orders or permit, as defined in s.163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
- The modification of impact-fee requirements, including waiver of fees and alternative methods of fee payment for affordable housing.
- The allowance of flexibility in densities for affordable housing.
- The reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons.
- The allowance of affordable accessory residential units in residential zoning districts.
- The reduction of parking and setback requirements for affordable housing.
- The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- The modification of street requirements for affordable housing.
- 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 preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- The support of development near transportation hubs and major employment centers and mixed-use developments.

Committee Composition

The Charlotte County Commission appoints members to the Committee upon AHAC recommendation and reappoints members with expiring terms throughout the year. 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:

- 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 s.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 appointed AHAC Committee members are included here, along with their category affiliation.

Name	Category Represented	Appointed/ Reappointed	Expires
Mike Mansfield	Home Building Industry	06/24/2008	12/31/2025
Daniel Hughes	Mortgage Banking Industry	09/26/2023	12/31/2027
Kurt Pentelecuc	Non-profit Provider of Affordable Housing	09/25/2018	12/31/2025
Angela Hogan	Advocate for Low-income Persons	05/24/2019	12/31/2026
Lance Welsh	For-profit Provider of Affordable Housing	11/12/2019	12/31/2026
Joseph Tiseo	Board of County Commissioners	10/01/2020	N/A
Michael Gravesen	Planning and Zoning Board Member	09/14/2021	12/31/2025
Brittney Perlino	Citizen At Large	12/14/2021	12/31/2027
Terry Cochran	Essential Services Personnel	05/28/2024	12/31/2025
Denise Dull	Non-profit Provider of Affordable Housing	05/28/2024	12/31/2025
Natalie Monfiston	Home Building Industry	01/14/2025	12/31/2027
*Richard Lehmkuhl	*Liaison, City of Punta Gorda	N/A	N/A

AFFORDABLE HOUSING INCENTIVES

Staff presented the latest affordable housing practices and recommendations on incentives at several meetings. Each of the eleven affordable housing incentives recommended by the State were examined and discussed with AHAC members and staff from Housing, Community Development, Utilities, Real Estate Services, and Legal. This plan is a result of the recommendations from the AHAC and meetings held with internal staff members to determine the feasibility of the recommendations. If approved by County Commissioners, the recommendations will be used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan-Housing Element, as appropriate.

1. EXPEDITED PERMITTING

Meeting Synopsis: Matters related to expedited permitting for affordable housing development are channeled through Charlotte HOME. No issues to report. The process is “working better now than ever.” The City now recognizes the Charlotte HOME award letter and offers expedited permitting.

Existing Strategy: Developer applies for designation of affordable through Charlotte HOME. All developments that are deemed “affordable” are eligible to receive the designation for “expedited permitting” under County Code. An Expedited Permitting Approval Letter is provided to the Developer upon receiving this designation. Community Development staff use e-Permit Hub where a permit is submitted and received simultaneously by all in the review process with set time limits for review. This eliminates delays by any one reviewer’s schedule. Permits and their status can be viewed on-line. Developers of approved affordable housing projects located with Punta Gorda city limits submit the Charlotte HOME Expedited Permitting Approval Letter to the City, who honors the incentive.

AHAC Recommendation: No recommendation.

Implementation: N/A

2. MODIFICATION OF IMPACT FEES

Meeting Synopsis: Impact fees are being waived on affordable units as permitted by Florida Statute. The Charlotte HOME Review Committee has the authority to deem a property as affordable (< 80% AMI) and waive County impact fees. Discussion about waiver of impact fees on Workforce housing (81-120% AMI). CCSO, CCPS, Fire/EMS are all in need of Workforce housing. Members recognized the loss of impact fee revenue and cost of services and projects. Incentives are needed to attract Workforce Housing, however, there aren’t enough resources and the statute does not allow for impact fee waiver on units reserved for those >80% AMI. The Live Local Act does. The 2023 AHAC recommendation for coordination with the City on impact fee waiver is complete.

Existing Strategy: Developer applies for impact fee waiver through Charlotte HOME. Applicants that meet the minimum threshold for Tier I designation (30+ points) and are deemed affordable are awarded the waiver of impact fees on the affordable units only. A Charlotte HOME approval letter is provided that outlines the incentives awarded. Notice is made via email to affected departments (and City of Punta Gorda, as appropriate) as proof of waiver. Applicants scoring above

30 may also be eligible for subsidies toward other fees, such as water/sewer connection, environmental/wildlife fees, etc., the amount of funds is determined by their tiered score [Tier II (50-79 points) = 30% fee subsidy up to \$200,000; Tier III (80-100 points) = 50% fee subsidy up to \$400,000; and Tier IV (>100 points) = 100% fee subsidy up to \$650,000].

AHAC Recommendation: Continue to award impact fee waivers on Affordable units. Consider incentives for Workforce housing in lieu of impact fee waivers.

Implementation: Pending.

3. **FLEXIBLE DENSITIES**

Meeting Synopsis: Density remains a challenge for affordable housing. A “closed system” was created over 40 years ago that limits Charlotte County considerably. Discussion continues about the award of incentive density for affordable accessory dwelling units (covered under incentive strategy #6 below).

Existing Strategy: Density bonuses are currently offered informally to developments of units for households with income up to 120% AMI and all multi-family rental properties (excluding developments in coastal high hazard areas). Developments receiving density must remain rental properties in perpetuity.

AHAC Recommendation: Continue to educate staff, developers, and the community on density and its limitations in Charlotte County.

Implementation: Ongoing

4. **RESERVATION OF INFRASTRUCTURE CAPACITY**

Meeting Synopsis: The Charlotte HOME program continues to engage communication between Human Services, Utilities and Community Development, both through the work of the Review Committee and in participation on the AHAC. Prior AHAC recommendations to lift the moratorium on sewer extensions have been declined. No new recommendation at this time.

Existing Strategy: The County has a policy for the reservation of utility capacity in place.

AHAC Recommendation: No further recommendation.

Implementation: Representatives from Human Services, Utilities and Community Development work together on the Charlotte HOME Review Committee to review applications for incentives, make recommendations to the BOCC for fee subsidies, and ensure that utility connect subsidies are effectively administered when approved.

5. **PARKING AND SETBACK REQUIREMENTS**

Meeting Synopsis: There was brief discussion. The code has not changed. Parking space requirements remain. At issue is the lack of fixed route transit.

Existing Strategy: Affordable housing developers can and do submit traffic/parking studies for staff review and consideration of allowances based on certain circumstances.

AHAC Recommendation: Without the prospect of a fixed route transit system, no change is recommended.

Implementation: N/A

6. **AFFORDABLE ACCESSORY RESIDENTIAL UNITS**

Meeting Synopsis: Affordable Accessory Dwelling Units (ADUs) were discussed as pertaining to the pending 2nd public hearing on the proposed ADU ordinance. Suggest one-on-ones with the BCC for guidance – close the file; hold the hearing; revise the proposed ordinance; other. The question was raised whether Charlotte County just does not want ADUs? The density cap is the first issue. Enforcement is second. NIMBYism is also a factor.

Existing Strategy: Property owners with two or more adjacent lots can use that density to construct an ADU to the primary dwelling.

AHAC Recommendation: Suspend the ADU Pilot Project. Consider revisiting the proposed ordinance to address objections/concerns, as staff time permits.

Implementation: Staff will defer to Administration whether to schedule one-on-ones with the BCC and/or seek discussion/guidance at a workshop.

7. **FLEXIBLE LOT CONFIGURATIONS**

Meeting Synopsis: There are no concerns around this issue or barriers to the development of affordable housing as a result of County code or policy.

Existing Strategy: The County allows for flexibility on setbacks for the construction of affordable housing on non-conforming and/or irregularly shaped lots on a case-by-case basis.

AHAC Recommendation: No recommendation.

Implementation: N/A

8. **MODIFICATION OF STREET REQUIREMENTS**

Meeting Synopsis: There are no concerns around this issue or barriers to the development of affordable housing as a result of County code or policy.

Existing Strategy: Reduced sidewalk and streetwalk requirements are used as an incentive for the inclusion of affordable housing in large-scale development on a case-by-case basis.

AHAC Recommendation: No recommendation.

Implementation: N/A

9. **PROCESS OF ONGOING REVIEW**

Meeting Synopsis: Staff reports an upcoming impact fee rate increase in late 2025 in line with 2026 sales tax. Information will be provided to AHAC for review and input.

Existing Strategy: Staff update the AHAC on code or policy changes that affect housing costs. AHAC is invited to review the affordable housing section of the Comp Plan and make recommendations for edits/updates that reduce or eliminate barriers to developing affordable housing in the community.

AHAC Recommendation: No recommendation.

Implementation: N/A

10. **PUBLIC LAND INVENTORY**

Meeting Synopsis: A triennial process for disposition of County surplus properties for the purpose of affordable housing development is in place, but in light of recent events, is considered too restrictive. Discussion held about amending the currently suspended triennial process to give direct access to the surplus inventory through year-round Charlotte HOME applications. Real Estate Services reports there are 40 properties currently reserved for Affordable Housing, however, not all are suitable for Affordable Housing. Accepting donations of parcels is challenging due to a common lack of clear title and suitability for development.

Existing Strategy: An inventory of public land is maintained. Parcels are presented to all County Departments to determine use for County purposes and, if none, are added to the BOCC-approved inventory for affordable housing. Parcels suitable for sale are listed with proceeds funding the Local Housing Trust Fund. Properties suitable for donation are presented every 3 years to the pre-qualified non-profits who are invited to apply through Charlotte HOME in response to a competitive Request for Applications (RFA). The Charlotte HOME Review Committee reviews applications and makes recommendations for approval by the AHAC/BOCC. LURAs and deeds are prepared by the County Attorney and executed by the BOCC.

AHAC Recommendation: 1) Consider Land Lease for the development of Affordable Housing on suitable parcels. 2) Sell surplus parcels not suitable for Affordable Housing development and ensure that proceeds from the sale are credited to the affordable housing trust fund to support future development. 3) Revise the published list of surplus properties upon parcel disposition, but no less frequently than every 3 years. 4) Sell suitable parcels for Affordable Housing development and secure with a LURA. 5) Allow non-profit developers year-round access to land donation through the Charlotte HOME program.

Implementation: Pending BOCC consideration and approval.

11. **SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS**

Meeting Synopsis: Fixed route transportation is not available in Charlotte County. County transit is “on demand” and door to door.

Existing Strategy: N/A

AHAC Recommendation: N/A

Implementation: N/A

ADDITIONAL RECOMMENDATIONS

- Approve the modifications to the Charlotte HOME program to update policies and procedures, reducing/removing barriers to efficient administration of the program.