

**MANATEE COUNTY AFFORDABLE HOUSING  
ADVISORY COMMITTEE REGULAR MEETING  
COUNTY ADMINISTRATION BUILDING; FIFTH FLOOR, MANATEE ROOM  
1112 Manatee Avenue West  
Bradenton, Florida  
February 27, 2023**

Present were:

Stephen Rinehart, Chairman  
Glen Gibellina, (Entered during meeting)  
William Conerly, (Entered during meeting)  
Mark Dunlop  
Kenneth Ellis, (Entered during meeting)  
George Kruse, Board of County Commissioners

Absent were:

Brandon Johnson  
Erick Pons  
Vallerie Guillory, First Vice-Chairman  
Michael Fenton

Two seats are vacant


Also present were:

Deborah Ash, Community Development Coordinator  
Nicole Knapp, Supervisor Development Services  
William O'Shea, Building and Development Services  
Rowena Elliott, Affordable Housing Development Coordinator  
Hannah Bishop, Board Records, Clerk of the Circuit Court

**AGENDA AND SIGN-IN SHEET**

HC20230227DOC001

1. **CALL TO ORDER**

 Chairman Rinehart called the meeting to order at 3:03 p.m.


2. **PLEDGE OF ALLEGIANCE/ROLL CALL**

Chairman Rinehart led the Pledge of Allegiance and conducted the roll call.


3. **DECLARATION OF A QUORUM**

A quorum was declared, with Members Johnson, Pons, Guillory, and Fenton absent.


5. **TINY HOME ZONING DISTRICT**

 William O'Shea, Development Services, reviewed the Tiny Home Zoning District. There was discussion regarding Tiny Homes in planned development, and considering one zoning district. The Affordable Housing Advisory Committee (AHAC), seemed interested regarding the City of Bradenton utilizing small parcels of properties. If the County goes with a Euclidian Tiny Home Zoning District, based on residential multi-family, there would be more flexibility regarding yard size, setbacks, property lines, and not as many requirements. If the zoning is residential multi-family, they could create a product for sale, for example a condo plat, and would eliminate the platting process. He cannot speak on subdivision process and requirements.


(Enter William Conerly)

 Discussion ensued regarding Tiny Homes, land condo process, condo plats being much


easier than doing a subdivision plat, due to regulations and requirements, single-family rent is on the pipeline, sharing utilities, understanding single-family rent for a condo type plat, lots-of-record, building right of ways, establishing utilities cost/improvements for the number of units, and how the Americans with Disabilities Act (ADA) standards would be applied for multi-family.

 Discussion continued regarding Tiny Homes, understanding the ADA standards for single and multi-family, the rental product would have to meet ADA requirements, utilizing Appendix Q, Florida Building Code (FBC) with condo plats, establishing Tiny Home Lots in Manatee County, issues with condo platting, financing options being limited, qualifying for a program regarding the condo plat, providing affordable housing, by creating a zoning for Tiny Homes, needing to establish a plat for multi-family, and lot sizes and zoning.


Mr. O'Shea stated there are currently lots being utilized for Tiny Home foundations. The homes can be built to 400 square feet, and can utilize Appendix Q, or the homes can be a bit larger. If a Tiny Home Community is established, a cap on the square footage will have to be put into place. The County needs to focus on multi- and single-family districts. The plat has to be created for single-family under the current rules and regulations, but if a multi-family plat development is created, it allows individual units on one parcel of property. A developer suggested doing a condo plat through the State, whereas creating individual lots, has to be platted. Mr. O'Shea is trying to create the best cost effect with platting and zoning districts.

 Discussion ensued regarding other jurisdictions in the State of Florida accomplishing this type of zoning, developers having to follow State and County regulations, standard limited, and Tiny Homes not being practical.


Mr. O'Shea stated the standard limited zoning has been passed, and one application is going to a hearing soon. Developers are interested in taking this route.


 Discussion ensued regarding lots-of-record, understanding the meaning, how lots are reviewed and split, storm water facilities being impacted, parts of the lot that will be impacted, due to storm water drainage, lot splits for Tiny Homes and the requirements, setbacks, understanding the process, the water penetration, splitting a lot three times creates a subdivision, must provide a master plan system, a minor plat allows to create more, if less than 10 lots, and a minor plat subdivision is exempted from being reviewed.

Upon question, Mr. O'Shea stated a minor plat subdivision does not include roadway construction, relying on the current roadway, which means the possibility of being exempted from being reviewed. On a minor plat subdivision, a preliminary and a minor plat have construction drawings, which is reliant on Public Works review. He mentioned, before the next meeting, he can research other jurisdictions and the process they use for Tiny Home districting.


 After discussion, the Board suggested Mr. O'Shea visit and review Pine Craft Tiny Home districting in Sarasota, and review the information with this Board at a future meeting.

6. **CERTIFIED LOT SPLITS AND CHANGES TO THE LDC LANGUAGE**

 William O'Shea, Development Services, reviewed Certified Lot Splits and changes to the Land Development Code (LDC) language. Development Services has been working on Certified Lot Splits for the past two years, but got off task, because of the high volume of development applications.

 Discussion ensued regarding understanding certified lot splits, the process, the code, zoning standards, updating and changing the criteria, the challenges, frontage issues, lot splits for Tiny Homes, and the requirements.

Mr. O'Shea explained a certified lot split can be done in a subdivision, and the frontage is not required according to regulation. Public Works and Public Safety require a buy-in to update or change any of the criteria. If the lot split is in unincorporated Manatee County, up to two lot splits can be done, if the minimum zoning requirement is met and has frontage. If the developer chooses to do certified lot splits, they can do as many lot splits as possible as long as the requirements meet a total of five acres. A 20 percent reduction is allowed in the front lot. For subdivisions, a certified lot split is allowed access by an easement to one additional lot behind, even though there is no frontage, but has to meet Public Works standards.

 Discussion ensued regarding zoning criteria, creating certified lot splits, lot splits can be whatever the zoning allows, lot frontages, considering this for affordable housing, the history of the certified lot split, splitting a five acre lot, minor verses major plata, the certified lot split being a quicker process, and the requirements by State Statute regarding lot splits.


Mr. O'Shea stated if there is enough frontage in the lot, an easement can be utilized. He stated that a recommendation can be created to go to the Board of County Commissioners. There are certified lot splits being created for commercial uses, and those will be called Certified Commercial Lot Splits. Certified lot splits do not make sense for affordable housing. It should benefit affordable and market rate lots. On the third lot, two splits can be done, but when three to 10 splits are created, this would then be considered a minor split, and the greater of the split will go into the major. There used to be a requirement for commercial to be created into the major split lot.

Chairman Rinehart requested tabling this agenda item for a future meeting.

(Depart and enter Commissioner Kruse)

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7. **REVIEW OF REQUIRED INCENTIVES A THOUGH K**


 Deborah Ash, Community Development Coordinator, reviewed the 2022 Incentive Review and Recommendation Report, and what incentives should be reviewed this year.

(Enter Glen Gibellina)

Chairman Rinehart read the Incentives to the AHAC board.

**Incentive A**


 The processing of approvals of development orders or permits, as defined in the Land Development Code (LDC) section 163.3164(7) and (8), for affordable housing projects, is expedited to a greater degree than other projects. The intent refers to the Housing Rapid Response Team (HRRT)/Fast Tracking. The recommendation is to maintain the current language in the (LDC), and reassess in 2023.


 Discussion ensued regarding Incentive A, nothing to be added, and understanding the Housing Rapid Response Team (HRRT).

(Enter Member Ellis)

Rowena Elliott, Affordable Housing Development Coordinator, stated when a project comes through, she reviews the project during the intake process, makes the changes, sends them to the case manager, and makes sure the project is getting moved along the timeline. She is

reviewing the intake process to make it more streamlined, so the fees can be deferred, and to keep the process moving.

 A motion was made by Member Conerly and seconded by Member Ellis to keep Incentive A as written.

 Discussion ensued regarding approving Incentive A, the terms for members, and voting before the new Board members get appointed in June.


Member Conerly withdrew the motion to keep Incentive A as written, due to comments being made about the new Board members being elected in June.


Ms. Ash stated these incentives can be reviewed again at a future meeting.

4. **MINUTES**

A motion was made by Member Conerly, seconded by Member Ellis, and carried 6-0 to approve the minutes of December 12, 2022.

Incentive B


 The modification of impact-fee requirements, including reduction or waiver of fees, and alternative methods of fee payment for affordable housing. The intent refers to LDC section 545.2(B), review fee deferral.

 Discussion ensued regarding the fee deferral, the possibility of changing the wording for better understanding, and reviewing the language for deferral.

Upon question, Mr. O’Shea and Ms. Elliott stated once the application is received, regarding site plan or building permit review, if the applicant follows through with the project, the fees are considered deferred, but the County pays them. The applicant will receive a final invoice at the end of the project. Any applicant seeking a fee deferral, shall submit an application to the Department Director, who will assist the applicant in working with the proper County department. The applicant shall enter into a Land Use Restriction Agreement (LURA) with the County. The agreement shall provide the designation level of affordable units required, according to the terms and conditions of the agreement, as approved by the Board. A land trust may be used as a mechanism to retain units as affordable. Upon Certificate of Occupancy (CO) issuance for the final affordable unit within the development, deferred County fees will be credited to the applicant’s account, provided the project meets all terms and conditions of the executed LURA.

Mr. O’Shea questioned if construction planned requirements from Public Works are considered deferred.

Upon question, Ms. Elliott stated that all fees are deferred till the end of the project, and the applicant receives the remainder invoice, at the end of the project.


 Discussion ensued regarding the water meter charges, during the entire projects process.


Upon question, Ms. Elliott stated that the County does not pay for the charges of the daily water meter usage.

 Discussion ensued regarding developers and final site plan fees being waived.


Upon question, Ms. Elliott stated the fees are not waived, they are deferred. All fees will be getting deferred, instead of being waived during the process for all projects, and then credits are issued as needed.

 Discussion ensued regarding new developers not having a full understanding of the deferral fees, and impact fees being considered for this incentive.


 Nicole Knapp, Supervisor Development Services, stated that a cross reference can be done regarding 545 of Chapter 11 of Florida Statute, but impact fees have their own chapter. It speaks to the ability to allow the Board of County Commissioners, currently to waive/reduce impact fees by resolution, without having to back fill.


 Discussion ensued regarding using GAP financing during the process, if money is running low for the applicant, GAP financing is not used regular or established as a program, and understanding the purpose of GAP financing.

Upon question, Ms. Elliott stated the last invoice the applicant receives, is when the project is 90 percent complete. Gap financing would not be used towards the incentive, it has requirements, and a process established.


 Chairman Rinehart stated that this Incentive will be reviewed and updated at a future meeting.

#### Incentive C


 The allowance of flexibility in densities for affordable housing. The intent refers to, currently being in Manatee County's Local Housing Assistance Plan (LHAP), and is being implemented under current language in the LDC (Section 545.2(D) – Density Bonus). Projects with at least 25 percent units designated as affordable, are eligible to request a density bonus following the guidelines.


 Discussion ensued regarding the density bonus making sense, and several members are currently in the process of using the density bonus.

Mr. O'Shea stated that half-dwelling units have been adopted for surface areas.

 Discussion ensued regarding half-dwelling units, the process, utilizing the units, and parking concerns with the units.

Mr. O'Shea stated the half-dwelling Units can be reviewed to make changes.

 Nicole Knapp, Supervisor Development Services, stated she will review expending the half-dwelling units outside the urban surface area, but Transportation, Public Safety, and Fire Departments all had concerns, with the dwelling units being 100 percent of the development. All three departments went into a buy in, thinking the units would be 20 percent of the development.

 Discussion continued regarding half-dwelling Units, the model currently being used, and currently needing to utilize half-dwelling units.

Upon question, Ms. Knapp stated that developers are looking at the entire development being half-dwelling units.

 Discussion continued regarding half-dwelling units, the parking being considered, and the density bonuses being utilized during projects.

The Board decided to review the Incentives at a future meeting.

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8. **NEXT MEETING**


The next AHAC meeting will be held March 20, 2023, at 3:00 p.m. – 5:00 p.m., at the County Administration Building, Manatee Room – 5th Floor, 1112 Manatee Avenue West, Bradenton 34205.

9. **MEMBER COMMENT**

 Member Gibellina

- Expressed concerns about cancelling meetings and agendas;
- Requested the next work session for the Board of County Commissioners be added to the next agenda for review.

Chairman Rinehart stated members can send topics to Deborah Ash, Community Development Coordinator, for consideration for future meetings.

 Member Conerly

- Noted reviewing Florida Statute 177 for better understanding regarding subdivisions platting and surveying standards; and Minimum lot size being 3,500 square feet, requires Board approval.

Rowena Elliott stated March 21, 2023, will be a work session with the Board of County Commissioners, regarding affordable housing, and suggested AHAC members attend the session. There will be discussion regarding GAP financing at the next AHAC meeting.

10. **PUBLIC COMMENT**

There being no public comment, Chairman Rinehart closed public comment.

**ADJOURN**

There being no further business, Chairman Rinehart adjourned the meeting at 4:50 p.m.

Minutes Approved: \_\_\_\_\_