

AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
The Villages Sumter County Service Center  
7375 Powell Road, Wildwood, FL 34785

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Any person requiring reasonable accommodation at this meeting because of disability, physical impairment, or interpretation needs should contact the County Administrator's Office, 7375 Powell Road, Wildwood, FL 34785 (352) 689-4400 at least two days before the meeting.

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April 12, 2023  
10:00 AM

1. **Meeting Called to Order**
2. **Pledge of Allegiance**
3. **Public Forum**
4. **Approval of Minutes**

Documents:

[1.11.23 Meeting Minutes.pdf](#)

5. **New Business**

- a. **2023 Affordable Housing Incentive Review and Recommendation Report for SHIP Affordable Housing Incentive Strategies**

**Incentive A:** The processing of approvals of development orders or permits, as defined in Section 163.3164 (7) and (8), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.

**Incentive B:** All allowable fee waivers provided for the development or construction of affordable housing.

**Incentive C:** The allowance of flexibility in densities for affordable housing.

**Incentive D:** The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.

**Incentive E:** Affordable accessory residential units.

Documents:

[1.12.23 Incentives A-E.pdf](#)

- b. **Committee members whose terms expire on July 12, 2023**

- Liz Roberts - Building Industry
- Amber Tucker - Areas of Labor Activity
- Sandra Woodard - Low Income Advocate
- Gene Barton - Non-profit Housing Provider
- Danny Smith - Real Estate Professional
- Melanie Peavy - Local Planning Agency
- Matthew Yoder - Employer Representative

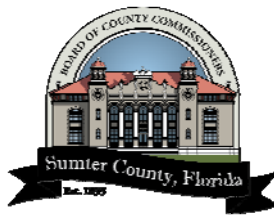
Member interested in continuing to serve on the committee must submit an online application by May 22, 2023 at <https://www.sumtercountyfl.gov/65/Boards-Committees>. The Board of Sumter County Commissioners (BOCC) will be notified of the upcoming vacancies at their regular scheduled board meeting in June of 2023. Any applications received will be presented to the BOCC for consideration the following meeting.

**6. Next Meeting**

**7. Motion to Adjourn**

**Contact Us:**

[administrative.services@sumtercountyfl.gov](mailto:administrative.services@sumtercountyfl.gov)



## **AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)**

Sumter County, FL  
The Villages Sumter County Service Center  
7375 Powell Road Wildwood, FL 34785

**Meeting Minutes Date:** January 11, 2023.

**Members Present:** Chairman Andy Bilardello – Board of Sumter County Commissioner; Vice Chairman, Matthew Yoder – T & D Screen Enclosures, Inc; Secretary; Sandra Woodard – Early Learning Coalition of the Nature Coast; Robert Hanson – Sumter County Fire & EMS; Courtney Gage – VP Commercial Banker Citizens First Bank; Amber Tucker – Mid-Florida Homeless Coalition; PJ Lewis – Lewis Brothers Construction; Melanie Peavy – City of Wildwood Development Services Director; Asheley Raybon – Alternate (Real Estate); Liz Roberts – Romac Building Supplies; LuAnn Duncan–Sumter County Resident.

**Members Call-In:** N/A.

**Members Absent:** Danny Smith – Smith & Smith Realty; Gene Barton – Helping Hands Outreach.

**Public Attendees:** Denna Lafferty – Housing Coordinator; Frank Calascione – Economic Development Director; Tara Tradd – City of Wildwood; Geria Forrest – Habitat for Humanity; Daphne Simmons – The Salvation Army; Lisa Melendez – Sumter County School District Homeless Liaison; two staff members with the City of Wildwood.

**Location:** 7375 Powell Road, Suite 102, Wildwood, FL 34785. A copy of the public notice for this meeting is on file.

**Handouts to members:** All meeting materials are sent to the committee electronically before the meeting. Housing staff display the agenda along with agenda items on a projector screen during the meeting.

**Call to Order:** Mr. Bilardello called the meeting to order at 10:00 a.m.

**Flag Salute:** Mr. Bilardello led the flag salute.

**Public Forum:** N/A

**First order of business:** *Approval of AHAC minutes dated October 12, 2022.*

Mr. Hanson made a motion to approve the minutes, and Mr. Yoder seconded the motion. The motion carried unanimously.

**Second order of business:** *Approval of AHAC minutes dated November 14, 2022.*

Mr. Hanson made a motion to approve the minutes, and Mr. Yoder seconded the motion. The motion carried unanimously.

**Third order of business:** *Welcome new committee member, Sumter County Board of County Commissioners Andy Bilardello and introductions by members in attendance.* Mr. Bilardello, Sumter County Commissioner and new Chairman, introduced himself to the committee. Mr. Bilardello introduced the new members to the committee.

No action is required.

**Fourth order of business:** *Community Partner Forum- Guest Attendees.*

*Amber Tucker – AHAC Member & Housing Specialist for Mid-Florida Homeless Coalition.* Mrs. Tucker stated their agency covers Lake, Sumter, Citrus and Hernando counties. Mid-Florida Homeless Coalition is the lead agency that receives state and federal dollars to assist homeless individuals. Mrs. Tucker reviewed the agency's programs and discussed what services are available to citizens. Mrs. Tucker stated funds are available to provide housing and they provide case management during the term of assistance to help with teaching life skills. Mrs. Tucker discussed assessment hubs and the need for more agencies to provide this service. The agency has an outreach team who goes out into the community to provide supplies, support, transportation and referrals to other communal agencies that offer help with mental health difficulties. Mrs. Tucker stated there are many agencies that partner together to house a homeless family. Mrs. Tucker stated there are 850 homeless households in the four counties, 29 of those are citizens in Sumter County, which includes three veterans. Mrs. Tucker stated the agency has a hard time finding available housing that is affordable based on a family's household income.

*Daphne Simmons – The Salvation Army.* Ms. Simmons discussed the agency's programs to help get individuals off the streets and into housing. The agency works with families to set goals and they provide tools necessary for the family to achieve their goals and be successful. Ms. Simmons stated they encounter generational poverty requiring different educational classes for each family. Ms. Simmons stated the agency provides assistance for rent, utilities, propane, and prescriptions. There is an emergency food pantry and the office offers several food programs. The agency also provides services after a disaster occurs in a community. The outreach volunteer team goes out and feeds the homeless on Saturdays in Sumter County. Individuals can call the local office to find the feeding locations each week.

*Nishika Stafford – United Way.* Mrs. Stafford could not attend the meeting. Two staff members with United Way came before the meeting to drop off brochures and program materials for the committee.

*Lisa Melendez – Sumter County School District Homeless Liaison.* Mrs. Melendez is one of the district’s family in transition liaisons and their biggest focus is identifying students that are homeless and providing support to remove barriers allowing them to continue attending school. Mrs. Melendez stated it’s important for them to establish a relationship with the family so they feel safe to ask and accept help from the school. The program follows the McKinney-Vento Act which states children and youth who lack a fixed, regular, and adequate nighttime residence are homeless. Mr. Hanson stated many times essential service workers receive calls for a variety of reasons, sometimes correlated to homelessness. Mr. Hanson asked “When we recognize that help is needed, what is the most effective way for us to get them connected to your agency?” Mrs. Tucker stated her office has referral cards which have the contact information for many different agencies that she will provide to the committee to share with families in need of assistance. Mrs. Tucker stated a family can call either of the three agencies in attendance. Mrs. Tucker stated she can provide her direct cell phone number to essential service personnel to use in an emergency situation. Mrs. Melendez noted there is a lack of shelters in Sumter County which adds to the difficulty of providing transitional housing. Ms. Peavy note the number of students attending Wildwood Elementary increased by several hundred this school year. Mrs. Melendez further discussed the services provided by the school. Mrs. Roberts asked if they went to PTO or school meetings. Mrs. Melendez stated the school counselors serve as the liaisons at each school and they will contact her when they need specific services for a child. Mrs. Gage asked if there were items needed through donations. Mrs. Tucker provided a list of items needed. Mrs. Melendez discussed the snack pack program partnership with the Wildwood food pantry.

No action is required.

**Fourth order of business:** *2023/2024 Meeting Location, Dates, and Time.* Mr. Bilardello reviewed the proposed meeting location, dates and time: 7375 Powell Road, Wildwood, FL 34785 as the meeting location, time 10:00 a.m., and dates of April 12, 2023, July 12, 2023, October 11, 2023, and January 10, 2024.

All committee members agreed to the meeting location, dates, and time. There were no objections.

**Committee Members:** N/A.

**Next Meeting:**

- April 12, 2023, at 10:00 a.m. at 7375 Powell Road, Wildwood, Florida 34785 (published for public notice).

Mrs. Roberts made a motion to adjourn at 10:35 a.m., and Mrs. Woodard seconded the motion. The motion carried unanimously.

# 2023 Affordable Housing Incentives Review and Recommendation Report

## April 12, 2023 AHAC Meeting - Incentives A-E Review

**Incentive A:** The processing of approvals of development orders or permits, as defined in Section 163.3164 (7) and (8), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.

**Incentive Description:** The timing for the review of development approvals can affect the project's overall cost. Expediting affordable housing projects not only reduces time, but can also avoid setbacks with development approval. Expedited permitting provides staff time to assist the developer and helps them overcome obstacles that could delay the project's construction start date.

**Current Policy:** Sumter County's Code of Ordinance Division 2–Development Approval Process Section 13-310 through 13-316 outlines development approval.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.4.4.

**Staff Review:** All affordable housing projects in which the County is the lead entity in the process receive expedited permitting. The County will offer to expedite review for affordable housing development.

The County currently has an efficient and rapid permitting and review process. Residential permits are processed within three weeks after the request is submitted. Sumter County offers online permitting, which reduces fees and saves time for permit review.

Before filing any development order or permit, the applicant may consult with county staff. This pre-application meeting provides an informal discussion of the schedule and requirements related to the proposed development. A development review application is processed within five days upon receipt of a completed application.

**2022 Review:** There were no recommendations for Incentive A by the AHAC or the BOCC.

**Incentive B:** All allowable fee waivers provided for the development or construction of Affordable Housing.

**Incentive Description:** Fees are a significant expense in developing newly constructed housing. By modifying fee requirements, the cost of developing housing can be reduced, and the savings passed on in the form of lower rents or lower sales prices. The local government must be assured that a waiver or modification to fees will result in greater affordability to the consumer, not a higher profitability to the developer

**Current Policy:** Sumter County's Code of Ordinance Article III Administration Divisions 1-8 outlines all requirements.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.4.5.

**Staff Review:** All affordable housing projects, in which the County is the lead entity in the process, receive waived building permit fees, site plan review, variance or special exception, and re-zoning fees.

On January 28, 2020, the Sumter County Board of County Commissioners (SCBOCC) approved application criteria for the local government's qualifications to provide support to a developer applying to FHFC for SAIL funding. Sumter County will provide a local government verification of contribution fee waiver letter to approved applicants for submittal to FHFC; however, the County will only provide one local government contribution award of \$10,000 (via a waiver of road impact fees) per calendar year.

On December 14, 2021, the AHAC made the following recommendation which was supported by the County Administrator and adopted by the BOCC: Provide an impact fee waiver to non-profit housing providers and affordable housing specially designated for households whose income is at or below 120% of the area median income guidelines used for the SHIP program only if the cities concurrently waive their impact, capacity and connection fees for the project.

**2022 Review:** There were no recommendations for Incentive B by the AHAC or the BOCC.

**Incentive C:** The allowance of flexibility in densities for affordable housing.

**Incentive Description:** Increasing the maximum allowable units on a project site helps make the project more financially viable when producing affordable housing. The local land use code dictates a maximum number of housing units allowed to be developed on a specific land size. The presence of bonus units will allow a project to sell more homes or rent more apartments, increasing the project's financial feasibility criteria.

**Current Policy:** Sumter County's Code of Ordinance Division 2–Future Land Use Categories, Densities and Intensities Section 13- 410 through 13-413 outlines the density requirements.

**Staff Review:** The Board of County Commissioners adopted Ordinance 2018-20 on July 10, 2018. The Ordinance created two high-density residential zoning districts, HDR-12 and HDR-24. The HDR-12 designation allows for twelve (12) units per acre, and the HDR-24 designation allows for twenty-four (24) units per acre. The new high-density residential standards are an effective change to encourage affordable housing. The City of Wildwood adopted the same density

standards as the County. The new density standards helped to bring in the new multifamily developments.

**2022 Review:** There were no recommendations for Incentive C by the AHAC or the BOCC.

**Incentive D:** The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.

**Incentive Description:** The reservation of infrastructure capacity is based upon local requirements in large urban areas for future developments to make a reservation to guarantee the new development will meet concurrency requirements by meeting designated service levels of infrastructure. Reservation is setting aside a portion of the available infrastructure capacity necessary to accommodate intermediate or final development orders for housing.

**Current Policy:** Sumter County's Code of Ordinance Division 8–Concurrency Management Section 13-381 outlines concurrency standards for potable water, sanitary sewer, solid waste, and drainage public facilities and services.

Sumter County is not an infrastructure provider; therefore, it cannot offer an incentive to reserve infrastructure capacity for low-income persons. A development-requiring infrastructure must obtain those services from the municipalities within the County. The cities would be the lead entity to provide this type of incentive.

**2022 Review:** There were no recommendations for Incentive D by the AHAC or the BOCC.

**Incentive E:** Affordable accessory residential units.

**Incentive Description:** An accessory dwelling unit (ADU) is a residential unit secondary to the homeowner's primary residence. It can be an apartment within the primary residence, or it can be an attached or freestanding home on the same lot as the primary residence. An accessory dwelling unit's concept is to have an additional complete residence independent of the primary home. These smaller housing units are typically infill units where there is existing infrastructure, making greater use of the already developed land. Infill housing is the insertion of additional housing units into an already approved subdivision or residential neighborhood. The ADU offers an incentive for infill development. The term "infill development" refers to building within unused and underutilized lands within existing development patterns, typically in urban areas.

An accessory dwelling unit can create affordable housing in two ways: the secondary dwelling is a small rental unit with a rent affordable to lower-income



persons; simultaneously, the rental income can render the primary residence more affordable from the income it generates for the homeowner.

**Current Policy:** Sumter County's Code of Ordinances Division 2- Accessory Use Standards Section 13-611 outlines residential accessory uses. The code currently allows accessory family cottages for any residential lot at least half an acre in size. The cottages may be attached to the principal structure or freestanding and are limited in size. An accessory family cottage use is restricted to members of the family residing in the principal structure. The structure shall not be sold, transferred, or conveyed separate or apart from the principal dwelling unit.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.1.6 states the County shall continue to provide the opportunity for family accessory cottages and lineal transfer provision within its land development regulations for the allowance of affordable accessory residential units.

**2022 Review:** There were no recommendations for Incentive E by the AHAC or the BOCC.

Reference:

*Direct Quotations used from Affordable Housing Incentive Strategies "A Guide Book for Affordable Housing Advisory Committee Members and Local Government Staff" Prepared by Florida Housing Coalition, Inc*  
<https://www.flhousing.org/wp-content/uploads/2019/03/AHAC-Guidebook-2017.pdf>

Sumter County Land Development Code: [https://library.municode.com/FL/sumter\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/FL/sumter_county/codes/code_of_ordinances)

Sumter County's Comprehensive Plan: <https://sumtercountyfl.gov/DocumentCenter/Home/Index/612>