



**CITY OF TAMPA, FLORIDA**

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**Local Housing Incentives Strategies**

**Recommendation Report**

**Affordable Housing Advisory Committee**



**Housing and Community Development Department**

**2024**

## BACKGROUND

The City of Tampa's Affordable Housing Advisory Committee ("AHAC") was established by City Ordinance 2008-77 on May 15<sup>th</sup>, 2008 by City Council. Its original members were appointed by Resolutions 2008-598, 2008-599 and 2008-718.

The local action adopted pursuant to S. 420.9072 which creates the advisory committee and appoints the advisory committee members must name at least 8 but not more than 11 committee members and specify their terms.

Pursuant to Chapter 2020-27, Laws of Florida, Effective October 1, 2020, (Pursuant to Ordinance 2020-88) the committee must consist of one locally elected official from each county or municipality participating in the State Housing Initiatives Partnership Program and one representative from at least six of the categories below shall be appointed by the Mayor with the approval of the Majority of City Council.

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) One locally elected official.

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

<b>Name</b>	<b>Category Represented</b>	<b>Date Appointed</b>	<b>Term</b>	<b>Dates</b>
1. Ed Busansky	Banking/Mortgage Industry	2024	1 <sup>st</sup>	7/18/24 – Current
2. Robin Lockett	Citizen engaged in advocacy for low-income persons	3/11/24	1 <sup>st</sup>	3/11/24 – Current
3. Debra Koehler	For-Profit provider of affordable housing	6/27/16	2 <sup>nd</sup>	06/27/16 – Current
4. Cathy Coyle	Non-Profit provider of affordable housing	8/1/24	1 <sup>st</sup>	8/1/24 – Current
5. Jim McCarthy	Residential Home Building Industry	9/5/24	1 <sup>st</sup>	9/5/24 - Current
6. Lynn Hurtak	City Councilwoman	11/16/20	1 <sup>st</sup>	11/16/20 – Current
7. Giovanni Cardenas	Local Planning Agency	1/11/24	1 <sup>st</sup>	01/11/24 – Current
8. Ernest Coney	Representative of Labor Activity	6/1/17	2 <sup>nd</sup>	06/01/17 – Current
9. Jennifer Hall	Resident of Tampa	2/11/20	2 <sup>nd</sup>	02/11/20 – Current
10. Juawana Colbert	Real Estate/Affordable Housing	6/6/24	1 <sup>st</sup>	6/6/24 – Current
11. Tammy Haylock-Moore	Representative of Employers in City of Tampa	6/6/24	1 <sup>st</sup>	6/6/24 – Current

**Public Meeting:**

November 20, 2024, at 1:30 p.m.  
 2555 E. Hanna Ave.  
 Tampa FL 33610

Meeting was noticed on City of Tampa Website: <https://tampa.gov/housing-and-community-development>

Documents were made available to the public for comment as well as to the AHAC committee two weeks prior to the meeting date.

**No Comments were received from the public regarding the Recommendation Report.**

Review Incentives/provide recommendations: Continued	Items discussed: Changes or updates to incentives for 2025
AHAC Public Meeting Date	Affordable Housing Initiatives November 20, 2024 1:30 PM

**Florida Affordable Housing Incentive Strategy Per Florida Statutes 163.3177(6)(f)(3)**

- a) **The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects**
- b) **All allowable fee waivers provided for the development or construction of affordable housing.**
- c) **The allowance of flexibility in densities for affordable housing.**
- d) **The reservation of infrastructure capacity for housing for very-low-income persons, low- income persons, and moderate-income persons.**
- e) **Affordable accessory dwelling residential units.**
- f) **The reduction of parking and setback requirements for affordable housing.**
- g) **The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.**
- h) **The modification of street requirements for affordable housing.**
- 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.**
- j) **The preparation of a printed inventory of locally owned public lands suitable for affordable housing.**
- k) **The support of development near transportation hubs and major employment centers and mixed-use developments.**

<p><b>Florida Affordable Housing Incentive Strategy Per Florida Statutes 163.3177(6)(f)(3)</b></p>	<p><b>Review Synopsis:</b></p>	<p><b>AHAC Recommendations for Implementation</b></p>
<p><b>(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects</b></p>	<p>The City currently has a process in place to expedite permits for the construction of affordable housing. To be designated an affordable housing project, a builder/contractor must provide the City's Construction Services Division with verification from the Housing and Community Development Department when applying for permits and plan reviews. The project is then earmarked as a qualified affordable housing project and receives expedited review. Check box in Accella permitting program must also be checked upon permit application. Expedited review does not guarantee approval but does guarantee a greater priority review and reduction in time for review at each point in the process.</p> <p>KPI data and tracking of this incentive and providing goals for expedited permitting/plans review is available and can provide data to be available to show success or show areas of improvement needed.</p>	<ol style="list-style-type: none"> <li>1. Continue to Fast Track Processing of Permitting, Zoning (intake), eligible Special Use or other review processes.</li> </ol> <p>The City currently has a process in place for expediting qualifying affordable housing proposals. ("affordable" is considered to be housing for those at or below 140% AMI)</p> <ol style="list-style-type: none"> <li>2. Qualifying projects are provided opportunities for Pre-application assistance meetings with HCD staff and city construction services staff for review of the proposal before it is submitted for final approval to be able to identify any concerns or problems that need to be resolved. This includes the following: building permits, environmental review, rezoning, variances, or land use amendments.</li> <li>3. Suggestion to establish an Affordable Housing Development (AHD) Liaison for developers and contractors or for zoning applications. This person will act as a single point of contact, helping to facilitate the AHD through the review and permitting/rezoning processes.</li> <li>4. Consider the development of an ongoing process for the creation and maintenance of pre-approved plans to be kept</li> </ol>

		<p>on file for affordable housing development (single family and multi-family) provided by local architect/agency. May need to solicit through an RFP process.</p> <p>The AHAC and staff will discuss this item further.</p>
<p><b>(b) All allowable fee waivers provided for the development or construction of affordable housing.</b></p>	<p>City staff and AHAC discussed the various fees that are charged for the construction of housing and those that are available for waivers. AHAC members asked if the impact fee ordinance could be amended to waive certain fees. As the Impact Fees are generated through the County, they cannot be waived at this point, however programs may be established to provide potential funding to pay these fees on behalf of the affordable housing developer/builder.</p> <p>City funds may not be eligible to pay for County related fees.</p> <p>As some fees are established by Ordinance vs. Resolution, a current fee study is underway which may address fee structures for emergency/disaster situations and available waivers.</p>	<ol style="list-style-type: none"> <li>1. Continue providing a variety of incentives for public or private developers who create and preserve housing for low and moderate households and for persons with disabilities. Projects that set aside units as affordable to homeowners and renters earning no more than 140% of the median family income may be eligible for full or partial waivers of fees.</li> </ol> <p>Currently, City of Tampa water and wastewater capacity fees can be waived for affordable housing developments.</p> <ol style="list-style-type: none"> <li>2. Consider allowing developer of AHD qualified residential projects to apply to pay impact fees on a deferred basis. During the upcoming year the Committee and staff will evaluate best practices and identify potential opportunities to provide deferred payment of impact fees for affordable housing developments, or possible funding sources to pay the fees on behalf of the developer/builder of affordable housing.</li> <li>3. Consider a tiered option for permits/other fees based on AMI served. (Example) <ul style="list-style-type: none"> <li>• 80% AMI and below</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• 80-140%</li> <li>• Market</li> </ul>
<p><b>(c) The allowance of flexibility in densities for affordable housing.</b></p>	<p>City staff and AHAC discussed current density provisions for affordable housing and how the Live Local Act could affect future development of affordable housing units. Higher density may be available to developers that incorporate affordable housing and bonus provisions for increasing density could involve a weighted incentive for incorporating a higher percentage of affordable housing in a development.</p> <p>The Comprehensive Plan is currently under review which could include new tiers for affordable housing development bonus provisions.</p>	<ol style="list-style-type: none"> <li>1. Evaluate current density bonus program to incentivize affordable housing along with incorporating the Live Local Act requirements.</li> <li>2. Recommend a mechanism for securing longer-term affordability for single and multi-family affordable housing development (minimum 50 years to perpetuity).</li> <li>3. This recommendation seeks to incentivize affordable housing as the primary bonus opportunity, resulting in an expansion of the affordable housing inventory.</li> <li>4. Implement programs to utilize this incentive in conjunction with the proposed updates in the 2045 Comprehensive Plan Future Land Use Section and Future Land Use Assessment Recommendations as presented to City Council. These incentives include: <ol style="list-style-type: none"> <li>a. Enhanced and unified policies to guide future growth where appropriate.</li> <li>b. Promotion of Missing Middle Housing by enhancing policies to enable a variety of neighborhood scale and context appropriate housing types.</li> <li>c. Better neighborhood commercial districts to enhance the legacy “urban design” policies</li> </ol> </li> </ol>

		<p>and expand to promote “People-oriented” places.</p> <p>d. Leverage Bonus programs for long-term investment in Housing Affordability with emphasis on sustainability and affordability.</p>
<p><b>(d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.</b></p>	<p>City staff and AHAC discussed infrastructure needs related to streets, sidewalks, road capacity and the relationship to affordable housing.</p> <p>However, this issue relates to concurrency and reserving entitlements to developments specifically for the development of affordable housing. Since the City currently does not have mass transit capabilities, except for buses, and the existing transportation capacity exists, this item may not apply to the City</p>	<p>1. Infrastructure capacity is not an issue for development of affordable housing within the urban area of the City of Tampa as water, sewer, electricity, and roadways are more than adequate for concurrency.</p> <p>2. Continue to implement this incentive in accordance with the plan. Infrastructure availability and needs are reviewed prior to releasing properties for development that are included on the City’s land inventory list.</p>
<p><b>(e) Affordable accessory residential units.</b></p>	<p>City staff and AHAC discussed information regarding the current Land Development Code and Comprehensive Plan standards that are in place regarding extended family dwelling units. Currently one of the structures must be owner occupied and the accessory dwelling would be subject to special use conditions such as: size limit, setbacks, and annual</p>	<p>1. Continue to follow/update policies for the introduction of accessory dwelling units, including appropriate geographic areas, development conditions and specifications.</p> <p>2. Through the Comprehensive Plan updates and supplemental regulations, consider allowing ADU development in all areas of the City. ADU dwelling unit would not count towards the density.</p>



	eligibility monitoring and inspections.	
<b>(f) The reduction of parking and setback requirements for affordable housing.</b>	<p>City staff and AHAC discussed information regarding the current Land Development Code requirements for parking and setbacks. AHAC members discussed the relationship between the number of parking spaces needed and the availability of mass transit.</p> <p>Lender requirements include a market study and appraisal for adequate parking per property.</p> <p>Retail parking requirements are separate in mixed developments. On-street parking is also not considered as part of the allowable ratios.</p>	<ol style="list-style-type: none"> <li>1. Consider reduced parking ratios for affordable housing. Live Local on-site parking ratio is .8 spaces per unit.</li> <li>2. Evaluate administrative relief for site design elements.</li> </ol> <p>Often affordable housing and mixed income developments have different project needs, such as parking and greenspace. They are often infill type developments and more urban in nature, these projects are typically served by alternative modes of transportation, such as scooters, bike share, and bus transit lines. Reduction in required parking often result in reduction in project cost, smaller project footprint, increased greenspace opportunities. This recommendation includes examination of potential administrative relief which would reside with Development Coordination.</p> <ol style="list-style-type: none"> <li>3. Consider allowing a developer car count study for similar types of properties/unit mix.</li> </ol>
<b>(g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.</b>	<p>City staff and AHAC discussed information regarding lot size requirements, set backs and consistency in each community. AHAC members discussed possible title issues for zero lot line configurations.</p>	<ol style="list-style-type: none"> <li>1. Continue to encourage programs to allow certified/designated affordable housing developments to request flexible configurations on a case-by-case basis, and to be approved administratively.. This includes multi-family and</li> </ol>

		single family attached developments.
<b>(h) The modification of street requirements for affordable housing.</b>	Staff and AHAC discussed that the intent of this incentive was to make options available to developers such as reducing the size of the street or making other design modifications to reduce the cost to build affordable housing.	1. Modifications in street layout and design may be permitted subject to site constraints, type and intensity of development, and compatibility with surrounding development. The city's public works director or his/her designee may recommend such modifications as deemed appropriate to achieve the intent of this section. However, such recommendations will be in keeping with standards, safe engineering practices and construction standards to provide more flexibility.
<b>(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.</b>	<p>City staff and AHAC discussed the City's current process of reviewing policies and procedures that affect the cost of affordable housing. Issues are brought to the attention of the Administrator for Development and Economic Opportunity that may impact the cost of affordable housing.</p> <p>The City should continue its efforts to identify policy and procedures that may impact the cost of affordable housing.</p>	<p>1. Prior to consideration by Tampa City Council to approve the Land Development Regulations, AHAC will request the opportunity to be presented by city staff the planned changes to the Code and the updates to the Comprehensive Plan.</p> <p>2. Include Text Amendments to the Land Development Code and their financial impact statements to be presented to AHAC.</p>
<b>(j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.</b>	Staff and AHAC discussed is the on-going inventory list of available vacant property that is maintained for opportunities for affordable housing. City staff evaluates	1. AHAC to review City's portfolio (-annually) to create and maintain an inventory of City owned real property appropriate for development as affordable housing. The List

	<p>all lots to make sure that they are suitable for affordable housing. Infill, new construction lots determined to be buildable, are published through the RFP process, and advertised in local newspapers. Each lot is secured with a mortgage and note with restrictions to ensure affordability, such as sales price, time frames in which to build, etc. Additionally, City staff provides technical assistance to builders or non-profit organizations interested in building infill housing on City owned lots.</p>	<p>is provided to the public by the Real Estate Department annually and is published on the City’s website.</p> <ol style="list-style-type: none"> <li>2. Portions of the list are made available by RFP through the Purchasing Department for the development of city owned parcels as they become available.</li> <li>3. Continue the partnership with the CRA to develop city/CRA owned properties for infill and larger developments.</li> </ol>
<p><b>(k) The support of development near transportation hubs and major employment centers and mixed-use developments.</b></p>	<p>Staff and AHAC discussed the future needs and providing transportation incentives to housing developers who develop near transit.</p>	<ol style="list-style-type: none"> <li>1. Continue programs to support the adaptive reuse of former commercial shopping centers and motels to be redeveloped for affordable housing opportunities.</li> <li>2. Continue to offer bonus points related to the proximity of transit to be included in affordable housing development RFPs.</li> <li>3. Support new Comprehensive Plan changes for affordable housing development in proximity to transportation and employment centers.</li> </ol>

Note\*

Pursuant to SB 102 (the Live Local Act), as amended by SB 328, effective May 16, 2024, the City of Tampa updated its policy to address Live Local applications and development projects that include affordable housing units.

The City will identify the process for implementation, and will provide additional development standards which may apply to applications seeking administrative approval

pursuant to the Live Local Act. That are identified as “qualifying developments”. These provisions will apply to Density, Mixed Use, Allowable Heights, Single Use Multi-Family, Parking, Loading, Greenspace and Landscape, and Vehicle Use areas.

The City will provide for an approval process for a qualifying development located within an eligible zoning district, as outlined in the memo presented to City Council which also may include payment of a fee, an application, site development plan, and affidavit of commitment to City of Tampa Affordable Housing standards for income qualification, monitoring, and inspection.

Policies that boost the supply of affordable housing, including the improvement of the City's Land Development Code and refinement of Bonus Density, are critical to easing the burden of rising housing costs for renters and aspiring homeowners, and must be taken in combination with actions that address near-term housing affordability and promote fair housing. The City reserves the right to make changes to these standards and incentives with prior notice to the public, provided that such revised standards are in compliance with the Live Local Act.

The memo is attached to this document and the full Act language can be found here:

<https://www.tampa.gov/document/live-local-act-memo->  
<https://www.tampa.gov/development-coordination/live-local-act>

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Lynn Hurtak, Chair  
Affordable Housing Advisory Committee

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Date