

**ESSENTIAL HOUSING ADVISORY COMMITTEE
NOVEMBER 17, 2021 - 4:00 P.M.
COUNTY COMMISSION CHAMBERS,
JAMES S. PAGE GOVERNMENTAL COMPLEX
YULEE, FLORIDA**

The Nassau County Essential Housing Advisory Committee (EHAC) met in regular session this 17th day of November 2021, at 4:00 p.m. in the Commission Chambers, James S. Page Governmental Complex, Yulee, Florida. Present committee members were: Chair Thomas Ford, Jenna Emmons, Greg Matovina, Betsie Huben, Gary Whitmore, Carlene McDuffie, Taylor Riffey, Lisa Rozier, and Tia Brown (arrived 4:10 p.m.). Absent was Mary Pitcher. Also present were Denise May, Assistant County Attorney; Holly Coyle, Assistant Planning Director; Josh Macbeth, Planner II; Carol Gilchrist, SHIP Coordinator; and Peggy Snyder, recording secretary.

Chair Ford called the meeting to order at 4:01 p.m.

Regarding Tab B, it was moved by Mr. Matovina, seconded by Ms. Huben, and unanimously carried to approve the minutes from the August 18, 2021 EHAC meeting as presented. Tab C, discussion to cancel the December 15, 2021 meeting, will be considered with Tab H.

Ms. Gilchrist explained that to comply with Florida Housing Finance Corporation, EHAC is directed by the State Housing Initiative Partnership (SHIP) to consider and evaluate the implementation of the incentive strategies in *Florida Statutes*, Section 420.9076(4)(a-k). The Local Housing Incentive Review and Recommendations were as follows:

- Tab A – Expedited Permitting:
 - Existing strategy: The Building Department and Planning Department proceed with a process by which applications related to affordable housing projects receive higher priority than non-affordable housing applications.
 - Recommendation: Following discussion, it was moved by Mr. Matovina, seconded by Ms. Emmons, and unanimously carried that EHAC recommends continuing this existing strategy.
- Tab B: Ongoing Review Process:
 - Existing strategy: An ongoing process for reviewing local policies, ordinances, regulations, and plan provisions that increase the cost of housing before their adoption. County Staff shall review county regulations and procedures regarding residential development to determine their impact on housing development costs. Staff shall make recommendations to streamline or eliminate regulations or procedures that impact housing costs without impairing the health, sanitation, fire safety, structural integrity, and maintenance requirements.
 - Recommendation: It was moved by Mr. Matovina, seconded by Ms. Emmons, and unanimously carried that EHAC recommends continuing this existing strategy.
- Tab C: Other Incentive Strategies Adopted:
 - Existing Strategies:
 - (1) The reduction of parking and setback requirements for affordable housing;
 - The County shall allow a reduction in the parking and setback requirements for affordable housing as long as said reductions are

otherwise consistent with the Land Development Regulations (LDR) and Comprehensive Plan.

- (2) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing;
 - Subject to developmental review and site plan approval, County shall allow flexible lot configurations, including zero-lot-line, as long as consistent with LDR and Comprehensive Plan
 - (3) The preparation of a printed inventory of locally owned public lands suitable;
 - County Manager shall cause to be generated annually a printed inventory of locally owned public lands reasonably suited to affordable housing, and the list be made available to EHAC and SHIP Coordinator.
 - (4) Modification of impact-fee requirements, including reduction of waiver fees and alternative methods of fee payment for affordable housing; and,
 - The County shall continue its current policy related to modifying impact fee requirements to provide an incentive to affordable housing.
 - (5) The allowance of flexibility in densities for affordable housing.
 - The County's 2030 Comprehensive Plan provides for a density bonus for affordable housing. Eligible developments may claim a density bonus of one market-rate unit for each affordable unit not to exceed 150 percent of the maximum density.
- Recommendation: It was moved by Mr. Matovina, seconded by Ms. Emmons, and unanimously carried to recommend continuing the existing strategies as stated above.

The group discussed incentives they would like to address in the Local Housing Assistance Plan (LHAP). Ms. Huben suggested Inclusionary Zoning and added that there are remaining items that are not covered by this document. Holding a workshop session was suggested. Ms. Emmons pointed out that time-wise, it was not feasible to add anything new to this LHAP. Ms. Gilchrist explained that for many years, the County was only getting minimum SHIP funds; therefore, no affordable housing committee was required. She suggested that EHAC begin addressing these issues earlier so they are not making changes at the last minute. It was moved by Ms. Huben, seconded by Mr. Matovina and unanimously carried to hear Tab G – Review and Approve LHAP Incentive after Tab E – Sunshine Law/Public Records Law Discussion.

Ms. McDuffie requested clarification as to why EHAC existed. Her understanding was because of the SHIP funding. In her opinion, Nassau County needs an Affordable Housing Committee that would have the power to make some changes within the County for affordable housing rather than making recommendations. Ms. Emmons understood that Florida Housing wanted this committee to discuss affordable housing in general. Ms. May responded that she would research how EHAC was set up under the County's ordinance and resolutions, research the Florida Statutes and whether other counties expand their responsibility to make recommendations. She will bring this information back to a January meeting. Mr. Matovina pointed out that although this committee was required for SHIP funds, they have done plenty of business above and beyond the SHIP requirements, such as the mother-in-law dwelling.

Ms. May provided a PowerPoint presentation regarding the Sunshine Law and Public Records Law regulations and the penalties for violations.

Regarding Tab G – Public Hearing to Review and Approve the LHAP Incentive, it was moved by Mr. Matovina, seconded by Ms. Huben and unanimously carried to open the floor to public discussion. As no one came forward to speak for or against the LHAP Incentive, it was moved by Mr. Matovina, seconded by Ms. Huben, and unanimously carried to close the floor to public discussion.

It was moved by Mr. Matovina, seconded by Ms. Huben, and unanimously carried to approve the LHAP Incentive as presented.

Next, Mr. Macbeth provided an update of the County's surplus lands. In his presentation, he pointed out that most land owned by the County was conservation land. He highlighted three potential County properties suitable for affordable housing projects: Hilliard, 6th and Date Streets in Fernandina Beach, and the Old Hospital property in Fernandina Beach. A discussion followed regarding the 100 acres off the Amelia Concourse, which was once a landfill but is not usable at this time. Mr. Macbeth discussed the sale or donation of these properties to use for affordable housing. Ms. May suggested that the Planning Department work with the Legal Department to compile a list of properties available for sale or buildable. To address these properties, Mr. Matovina suggested the formation of a subcommittee to work with staff to go through the list in detail. It was moved by Mr. Matovina, seconded by Ms. Huben, and unanimously carried to form the Affordable Housing Subcommittee to include Ms. Emmons, Ms. Huben, and Mr. Whitmore and Planning and Legal staff to go through the list of County-owned properties.

Regarding Tabs H and C regarding the 2022 meeting schedule, it was moved by Ms. Huben, seconded by Greg Matovina, and unanimously carried to cancel the December 15, 2021 meeting and to meet every third Wednesday at 4:00 p.m. for EHAC and schedule the subcommittee meeting an hour earlier at 3:00 p.m.

There being no further business, the Essential Housing Advisory Committee meeting adjourned at 5:18 p.m.