



MEMORANDUM

DATE: July 31, 2017

TO: Chairman Taylor
Members of the Affordable Housing Advisory Committee

FROM: Taco E. Pope, PEO Director
Kristina Wright-Bowen, PEO Asst. Director

CC: Shanea Jones, County Manager
Michael S. Mullin, County Attorney
Justin Stankiewicz, Asst. County Manager

SUBJECT: Nassau County Affordable Housing Advisory Committee

Chairman Taylor,

This memorandum serves to provide staff's summary of the AHAC's primary direction to staff and related major topics of discussion. If this memorandum does not accurately capture the of the AHAC's direction please do not hesitate to advise accordingly.

1. The AHAC directed PEO staff to pursue the general plan of action listed below:

- Step One (target 12/1/17) – Interim adjustment/clean-up, if any, of the existing LHAP in order to remain in compliance with State Law and continue receiving State funding.
- Step Two (target 6/1/18) – Through the University of Florida's Shimberg Center for Housing Studies, complete a comprehensive needs assessment for Nassau County.
- Step Three (target 12/1/18) – Complete AHAC recommendation for BOCC consideration.
- Step Four (target 6/1/19) – Update LHAP, local Comprehensive Plans and Land Development Regulations.

In response to Step One:

- Based on the holiday schedule and tight turn around on this step, the following target dates for step one are recommended to meet the AHAC target date of 12-1-17 and ensure the amended LHAP has been adopted by December 31, 2017;
 - 8-16-2017 AHAC Meeting – Discuss interim LHAP 'clean-up' recommendations.
 - 9-20-2017 AHAC Meeting – Formally make recommendation of interim LHAP 'clean-up' and advise BOCC of the AHAC's adopted plan of action.
 - 11-15-2017 BOCC Meeting – Ask the BOCC to approve the AHAC's recommended interim LHAP 'clean-up'.

- PEO staff, OMB staff and the County Attorney, through the County Manager's office, will commence the review and suggested administrative/technical amendments necessary to maintain compliance with State Law. It is the intent of PEO and OMB staff to only address the technical and administrative aspects of the LHAP for this interim step. PEO and OMB staff are going to wait to make policy recommendations until after a needs assessment has been completed. It is unlikely this draft will be ready for the 8-16-17 meeting. However, staff will do all things possible to get the draft LHAP to the AHAC ahead of the 9-20-17 meeting.
- At the 8-16-17 AHAC meeting, any policy related amendments to be considered for the interim LHAP 'clean-up' should be discussed and vetted by the Committee.

In response to Step Two:

- PEO staff, through the County Manager's office, will continue to work with the University of Florida's Shimerberg Center for Housing Studies to;
 - Secure a commitment from the University of Florida to contract with Nassau County to perform the a comprehensive needs assessment as discussed with the AHAC ***[verbal commitment received follow up meeting set for 8/7/17 with UF reps. to discuss scope]***
 - Prepare a scope of work for the AHAC to review ***[meeting set for 8/7/17 with UF reps. to discuss scope]***
 - Finalize a total cost
 - Prepare a contract for review by the County Manager's office and County Attorney's office
 - PEO staff, through the County Manager's office, will continue to reach out to potential partners to secure funding for the needs assessment.
2. The Committee would like to explore options to better promote affordable housing initiatives, perform community outreach and provide a higher level of service to those in need of assistance.
 - The group discussed creating a fund dedicated to outreach and education.
 - The group discussed the possibility of creating a position in Nassau County that serves as the Housing Liaison that directly assists residences with finding housing and educating the public as to the options and services available. An individual that can serve as a spokesperson and champion of 'affordable living' and provide coordination between the various Agencies and NGOs.
 - The group discussed the need to educate local professionals as to current programs.
 - The group discussed 'out of the box' means of raising funds to support outreach and education including public-private partnership opportunities.
 3. The group would like clarification and information as to the current programs and activities of the US Department of Agriculture and the US Department of Housing and Urban Development as it relates to affordable housing in Nassau County.
 4. The group discussed reducing, amortizing or eliminating Impact and Mobility Fees for affordable housing projects.