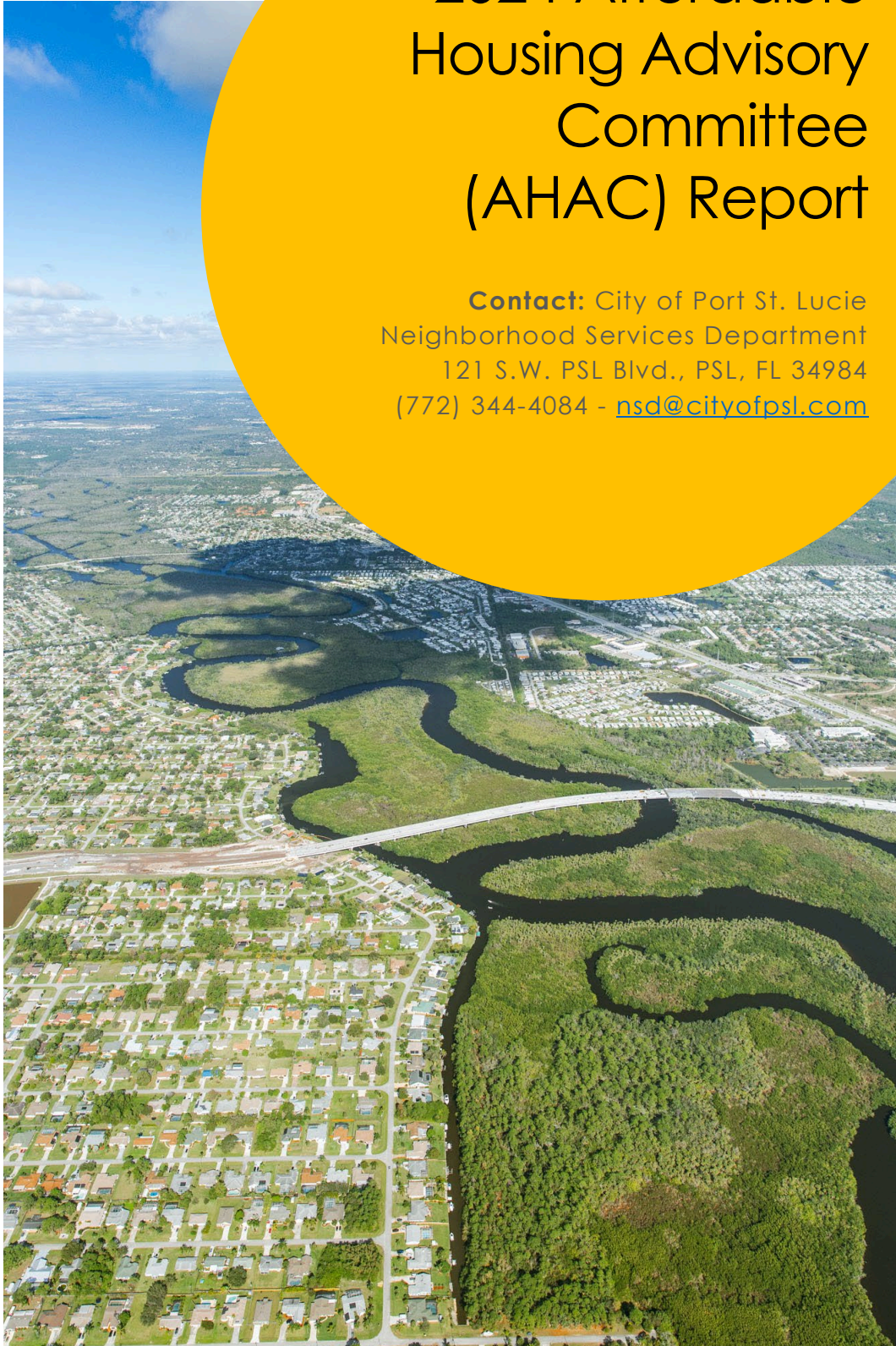




# 2024 Affordable Housing Advisory Committee (AHAC) Report

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**AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
2024 REPORT TO THE CITY OF PORT ST. LUCIE CITY MANAGER AND CITY COUNCIL  
ON THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)  
AFFORDABLE HOUSING INCENTIVE STRATEGIES REVIEW**

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\*Report presented at advertised Public Hearings on November 13, 2024, and December 02, 2024

PREPARED BY: The City of Port. St Lucie Neighborhood Services  
SUBMITTED TO: City Manager and City Council of the City of Port St. Lucie  
and the Florida Housing Finance Corporation (FHFC) / Florida  
Housing Coalition (FHC)

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**INTRODUCTION & BACKGROUND**

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As a recipient of State Housing Initiative Partnership funds, the City of Port St. Lucie reconvened an Affordable Housing Advisory Committee on January 25, 2024, as required by the Florida Statutes, Sec. 420.9076. The AHAC members are responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Port St. Lucie’s housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076 (4) (a) - (k) on a yearly basis. Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the City Council, the recommendations are used to amend the Local Housing Assistance Plan and the local Comprehensive Plan Housing Element. The AHAC is required to submit an incentive report annually. The report includes recommendations by the Committee as well as comments on the implementation of incentives for at least the following eleven distinct areas:

- Incentive: Expedited process of development approvals
- Incentive: Impact fee modifications, waivers, or reimbursement
- Incentive: Flexibility in density
- Incentive: Reservation of infrastructure capacity
- Incentive: Accessory dwelling units
- Incentive: Reduction of parking and setback requirements
- Incentive: Flexible lot considerations
- Incentive: Modification of street requirements
- Incentive: Ongoing regulatory review process
- Incentive: Surplus lands inventory
- Incentive: Transportation hubs and transit-oriented development

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## COMMITTEE COMPOSITION

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All members were appointed to the Committee in accordance with Section 420.907 of the Florida Statutes listing the categories from which committee members must be selected. There must be at least 8 committee members with representation from at least 6 of the following categories and an elected official.

- Citizen actively engaged in the residential home building industry in connection with affordable housing.
- Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
- Citizen actively engaged as a for-profit provider of affordable housing.
- Citizen actively engaged as a not-for-profit provider of affordable housing.
- Citizen actively engaged as a real estate professional in connection with affordable housing.
- Citizen actively serving on the local planning agency pursuant to Florida Statute 163.3174.
- Citizen residing within the jurisdiction of the local governing body making the appointments.
- Citizen who represents employers within the jurisdiction.
- Citizen who represents essential services personnel, as defined in the local housing assistance plan.

The City of Port St. Lucie did advertise the reconvening of the AHAC and did solicit applications for the Committee at the beginning of 2024. Many of the 2023 members requested to be reappointed to the 2024 committee and re-submitted their applications. The 2024 AHAC Committee members were appointed by the City Council via Resolution 24-R20 on March 25, 2024, for a term of 2 years (**see Exhibit A**).

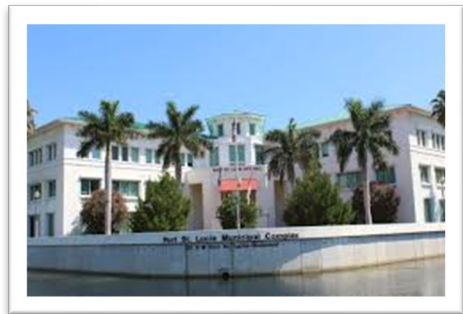
The appointed AHAC members and their category affiliation are listed below.

<b>Name</b>	<b>Category Represented</b>
<b>Anthony Bonna, Sr.</b> City of Port St. Lucie District 3 Councilman	Appointed Elected Official
<b>Dawn Burlace</b> Broker/Owner, Mortgage Loan Originator, FL Real Estate Navigators	Category #2: Citizen actively engaged in the banking or mortgage industry in connection with affordable housing.
<b>Samiea Hawkins</b> Jr. Project Manager Sisca Construction	Category #4: Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
<b>Rebecca Danise</b> Realtor, Baron Real Estate Group	Category #7: Citizen actively engaged as a real estate professional in connection with affordable housing.
<b>Quinesha Adderly-Hawkins, Vice Chair</b> Broker/Owner- Atlante Realty, LLC	Category #7: Citizen actively engaged as a real estate professional in connection with affordable housing.
<b>Stefan Obel (Committee Chair)</b> IT Network Security Engineer and volunteer member of the Habitat for Humanity "Family Selection" Committee and volunteer mortgage underwriter/loan originator for Habitat for Humanity	Category #9: Citizen who resides within the jurisdiction of the local governing body making the appointments.
<b>Stephanie Heidt</b> Treasure Coast Regional Planning Council, Deputy Executive Director	Category #9: Citizen who resides within the jurisdiction of the local governing body making the appointments.
<b>Cynthia Herrera</b> Department Manager, Walmart	Category #10: Citizen who represents the employers within the jurisdiction.
<b>Kylee Fuhr</b> District Homeless Liaison, St. Lucie County Schools	Category #11: Citizen who represents essential services personnel, as defined in the local housing assistance plan.
<b>Alternates</b>	
<b>Immacula Carpentier</b> Director Lease Administration, Prestige Estates Property Management	Category #5: Citizen who is actively engaged as a not-for-profit provider of affordable housing.
<b>Sandy Colon</b>	Category #9: Citizen who resides within the jurisdiction of the local governing body making the appointments.

Retired, Director of Housing, Urban League of Palm Beach County	
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**MEETINGS OF THE AHAC**

All meetings of the Committee were public meetings, and all Committee records are public records. The City Clerk's Office was present at all meetings and recorded the minutes. All agendas, back up documentation and minutes are published on the City's online agenda management system and can be accessed at: <https://psl.legistar.com/Calendar.aspx>.



AHAC meetings are also published on the City's online calendar here: <https://www.cityofpsl.com/Events-Meetings-list/Calendar-Month>

The final meeting of the AHAC approving the recommendations and 2024 Report to be presented to the City Manager and City Council was advertised as a public hearing in accordance with 420.9076 (5) and held on November 13, 2024. Another public hearing for public comments on the 2024 AHAC Report was also advertised and will be held when the 2024 Report is presented to City Council on December 2, 2024. A copy of the advertisements, in both English and Spanish have been attached (**see Exhibit B**).

*All meetings were held at the City of Port St. Lucie City Hall located at 121 SW Port St Lucie Blvd – Building A, Port St. Lucie, FL 34984.*

<b>Meeting Date</b>	<b>Meeting Time</b>	<b>Meeting Agenda &amp; Minutes</b>
January 25, 2024	2:00 pm	Minutes and Business of the 2023 AHAC.
February 29, 2024	2:00 pm	Minutes and Business of the 2023 AHAC.
April 25, 2024	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the February 29, 2024, meeting.</li> <li>2. Oath of Office for the new 2024 AHAC.</li> <li>3. Introduction of staff, committee members as well as the duties and responsibilities of the board.</li> <li>4. Appointment of Committee Chair and Vice-Chair for 2024.</li> <li>5. Review of committee by-laws, proposed amendments, discussion of committee operating procedures, and meeting schedule.</li> </ol> <p style="text-align: right;"><a href="#">Agenda</a> <a href="#">Minutes</a></p>
May 16, 2024	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the January 25, 2024, and April 25, 2024, meetings.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Review of Sunshine Law &amp; new City procedures as they apply to City Committee members and the AHAC.</li> <li>3. Oath of Office for new 2024 AHAC.</li> <li>4. AHAC discussion of homebuyer education opportunities.</li> <li>5. AHAC review of Housing Symposium materials and resources.</li> </ol> <p style="text-align: center;"><a href="#">Agenda</a> <a href="#">Minutes</a></p>
June 20, 2024	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the May 16, 2024, meeting.</li> <li>2. Review of Incentives – A requirement for compliance with the State's SHIP program.</li> <li>3. Review of the final draft of the Housing Needs Assessment (HNA).</li> <li>4. Committee member discussion of future housing workshops and affordable housing symposium.</li> </ol> <p style="text-align: center;"><a href="#">Agenda</a> <a href="#">Minutes</a></p>
August 15, 2024	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the June 20, 2024, meeting.</li> <li>2. Overview of the 2024 Housing and Urban Development (HUD) Income Limits Chart and Affordable Housing Definitions.</li> </ol> <p style="text-align: center;"><a href="#">Agenda</a> <a href="#">Minutes</a></p>
September 19, 2024	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the August 15, 2024, meeting.</li> <li>2. Review of the St. Lucie County Housing Needs Assessment and Implementation Plan.</li> </ol> <p style="text-align: center;"><a href="#">Agenda</a> Minutes</p>
October 17, 2024  <b>No Quorum, no actions taken, postponed to 11.13.2024.</b>	2:00 pm	<ol style="list-style-type: none"> <li>1. Approval of the minutes of the September 19, 2024, meeting.</li> <li>2. Follow up discussion on the Housing Needs Assessment.</li> <li>3. Finalize the 2024 AHAC Recommendation of Incentives.</li> </ol> <p style="text-align: center;"><a href="#">Agenda</a> Minutes</p>
November 13, 2024	2:00 pm	<p><b>Advertised Public Meeting</b></p> <p>Final review and approval of the 2024 AHAC Report and Recommendations of Incentives.</p> <p><b>Agenda will be published prior to meeting.</b></p>
November 13, 2024	4:00 pm	<p><b>Advertised Public Meeting</b></p> <p>Public Hearing for the review of the 2024 AHAC Report.</p>
December 02, 2024	1:00 pm	<p><b>City Council Meeting - Advertised Public Meeting</b></p> <p>Public Hearing for the review of the 2024 AHAC Report.</p> <p><b>Agenda will be published prior to meeting.</b></p>

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## REVIEW OF INCENTIVES/AFFORDABLE HOUSING RECOMMENDATIONS

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Staff presented the latest affordable housing practices and recommendations on incentives. Each of the eleven affordable housing incentives recommended by the State were examined and discussed with AHAC members. This plan is a result of the recommendations from the AHAC and meetings. If approved by the City Manager and City Council, the recommendations are used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan Housing Element, ordinances, or governing resolutions to incorporate these changes, when necessary.

The AHAC has reviewed local government plans, policies, and procedures; ordinances; regulations; statutes; and the comprehensive plan, among other documents applicable to affordable housing, for evaluation of their impacts on affordable housing. Further, the AHAC has specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4) (a)-(k). Based on this review and evaluation, the AHAC has formulated recommendations to the City Council that it incorporate into its housing strategy designs updates to encourage the production of affordable housing and develop a workforce housing program specifically.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City Manager, City Council, and to Florida Housing Finance Corporation, which details the scope of its work and the resulting recommendations.

From review and evaluation of the local government documents listed here, the AHAC makes these recommendations to the City Council that it incorporates into its housing strategy the following recommendations.

\*An in-depth explanation of all the State mandated incentives can be located in the Florida Housing Coalition's Publication "Affordable Housing Incentive Strategies" <https://flhousing.org/wp-content/uploads/2021/08/8-4-21-AHAC-Guide-UPDATE.pdf>

This year the City, in partnership with St. Lucie County and the City of Ft. Pierce completed a county-wide Housing Needs Assessment (HNA) and Implementation (see **Exhibit C**). The Committee is using the HNA as a tool to recommend that the City implement some suggestions from the plan and develop a workforce housing program.



The following incentives were reviewed on June 20, 2024, and November 13, 2024.

## City of Port St. Lucie AHAC Incentive Review Chart 2024

City of Port St. Lucie AHAC Incentive Review Chart 2024				
Incentive	Definition Pursuant to F.S. 420.9076	Required	Adopted Incentive	Committee Recommendations
(a) Expedited Permitting	The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.	Yes	Yes (1994)	MAINTAIN & UPDATE: Policy text should be updated per new State Legislation, during upcoming Comprehensive Plan review and analysis.
(b) Modification of Impact Fees	All allowable fee waivers provided for the development or construction of affordable housing.	No	Yes (2009)	MAINTAIN, ANALYZE & UPDATE: The Committee continues to support the recommendation from 2018 to use the Affordable Housing SW Annexation Fee/Fund (a voluntary condition in three DRIs) to pay impact fees for approved affordable housing projects. The current Committee also recommends investigating strategies to make this funding more sustainable in the future as the City grows.
(c) Flexible Densities	The allowance of flexibility in densities for affordable housing.	No	No	ANALYZE & UPDATE: The Committee recommends allowing projects flexible densities as part of a workforce housing program, to incentivize the production of workforce housing units. A program should be developed with the analysis provided by the HNA.
(d) Reservation of Infrastructure Capacity	The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.	No	No	ANALYZE & UPDATE: The Committee recommends that this be reviewed in the upcoming Comprehensive Plan analysis and update. If there are areas in the City that can be reserved for the future development of workforce housing units it should be considered.
(e) Affordable Accessory Residential Units (or Accessory Dwelling Units "ADUs")	Affordable accessory residential units.	No	No	ANALYZE & UPDATE: The Committee recommends allowing ADUs as part of a workforce housing program and affordable housing incentivizing, with rules and regulations to prevent them from changing the character of the neighborhoods and without being a burden on the City's infrastructure development in particular culverts and the water systems. A program could be developed with the analysis provided by the HNA.
(f) Reduction of Parking and Setback Requirements	The reduction of parking and setback requirements for affordable housing.	No	No	MAINTAIN, ANALYZE & UPDATE: The Committee recommends to continue with 2021 recommendation, which states City staff should comply with Policy 3.1.10.4 when possible, and establish guidelines to amend the Code to allow for the reduction of parking and setback requirements for affordable housing and in particular as part of a workforce housing program in order to continue to grow the City's economic development initiatives. The language in the policy should be revised and more detail on the implementation of this incentive should be included in the Housing Element during the upcoming Comprehensive Plan analysis and update.
(g) Allowance of Flexible Lot Configurations	The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.	No	No	NO REC/UPDATE: Incentive reviewed and no recommended by the Committee at this time.

(h) Modification of Street Requirements	The modification of street requirements for affordable housing.	No	No	NO REC/UPDATE: Incentive reviewed and no recommended by the Committee at this time.
(i) Local Government/Regulatory Review Process	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.	Yes	Yes (2009 & 2020)	MAINTAIN & UPDATE: Keep the current strategy of supporting the amendments to Policy 3.1.10.2 that were adopted in 2020. In addition, policies and ordinances that will impact affordable housing are subject to a public hearing process, discussed with staff from the community development departments and presented to the Treasure Coast Builders Association.
(j) Printed inventory of locally owned lands	The preparation of a printed inventory of locally owned public lands suitable for affordable housing.	No	Yes (2009)	MAINTAIN & UPDATE: The Committee recommends that the City continue to allocate as much surplus land as possible to affordable housing projects, support the acquisition of land for such projects, when possible, and allocate funds received from the sale of surplus vacant lots to be used for affordable housing projects.
(k) Support of Development Near Transportation Hubs	The support of development near transportation hubs and major employment centers and mixed-use developments.	No	Yes (2009)	MAINTAIN & UPDATE: The committee supports this policy to the fullest and states that it is a great benchmarking tool. In addition, the committee suggests having a workshop with St Lucie County AHAC & Transit to further develop this incentive.
<b>Other Recommendations of the committee</b>	<b>Workforce Housing Program development and the development of additional incentives to help vulnerable populations.</b>	<b>No</b>	<b>N/A</b>	<b>The committee supports the HUD Thriving Communities Technical Assistance Plan for the development of a Workforce Housing Program &amp; targeted developer engagement (see Exhibit D).</b>

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## EXPEDITED PERMITTING

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**(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in [s. 163.3177\(6\)\(f\)3](#).**

A functioning process for expedited permitting for affordable housing units reduces time and helps avoid setbacks by designating a staff member to shepherd a development through the process.

**MAINTAIN & UPDATE Existing Strategy:** Policy 3.1.10.1 “The City shall continue to provide expedited permitting procedures for affordable housing projects developed with state and federal funds.”

**AHAC Recommendation:** The Committee recommends removal of the verbiage “state and federal funds” from the application process. In addition, the Building Department, Planning & Zoning Department, City Attorney’s Office, the Neighborhood Services Department (NSD) as well as the Communications Department should work together to better define the ability to confirm whether or not a project can be classified as affordable housing. The definitions and obligations should be published and advertised as developed in the HNA. A certification application should be developed. A regular review of inquiries and submissions should be maintained by NSD. Definition of the regularity of the review needs to be established.

**Schedule for Implementation:** Draft documents should be completed within 1 year after the City completes and accepts a Housing Needs Assessment (HNA). Updates to be completed within the City’s full Comprehensive Plan Evaluation and Appraisal Review (EAR) process over the next 2 years.

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## MODIFICATION OF IMPACT FEES

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**(b) All allowable fee waivers provided for the development or construction of affordable housing.**

By modifying fee requirements for affordable housing construction, the overall cost of the development can be reduced, and the savings can be passed on in the form of lower rents or lower sales prices.

**MAINTAIN, ANALYZE & UPDATE Existing Strategy:** Comprehensive Plan policy 3.1.10.3 The City shall reduce, waive, or support alternative methods of the impact fee payment for affordable housing.

**AHAC Recommendation:** The Committee recommends allowing projects flexible densities as part of a workforce housing program, to incentivize the

production of workforce housing units. A program should be developed with the analysis provided by the HNA.

**Existing Recommendation:** The Committee continues to support the recommendation from 2018 to use the Affordable Housing Assistance Fee (a condition in several DRIs) to pay impact fees for affordable housing. The current Committee also recommends using the funds to their fullest capabilities. Staff should study all potential programs and bring forth comprehensive information on all possibilities and implement as many as possible. The Committee recommends that the Building Department, Planning & Zoning Department, City Attorney's Office, the Neighborhood Services Department (NSD) as well as the Communications Department work together to better define programs, have them approved by City Council as an overall strategy and budget in line with the City's Strategic Plan and subsequently advertised to the public. A regular review of the programs and staffing necessary to run them should be managed by NSD. Innovative options like land trusts, non-forgivable loans, and flexible zoning changes should be considered when developing the programs.

**Schedule for Implementation:** 2 years, after the City conducts a Comprehensive Housing Study.

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## **FLEXIBLE DENSITIES**

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### **(c) The allowance of flexibility in densities for affordable housing.**

Increasing the maximum units allowable may help make development more financially feasible.

**MAINTAIN, ANALYZE & UPDATE Existing Strategy:** Policy 3.1.10.6 (2009 & 2020), The City may allow flexibility in densities to facilitate affordable housing.

**AHAC Recommendation:** The Committee continues to support the recommendation from 2018 to use the Affordable Housing SW Annexation Fee/Fund (a voluntary condition in three DRIs) to pay impact fees for approved affordable housing projects. The current Committee also recommends investigating strategies to make this funding more sustainable in the future as the City grows.

**Schedule for Implementation:** 1 year after the City completes and accepts a Housing Needs Assessment. Updates to be completed within the City's full Comprehensive Plan EAR process over the next 2 years.

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## RESERVATION OF INFRASTRUCTURE CAPACITY

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### (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.

The reservation of infrastructure capacity is based upon local requirements in largely urban areas. These larger areas require future developments to make a reservation to guarantee the new development will meet concurrency requirements by meeting designated levels of service for certain types of infrastructure. Reservation is the act of setting aside a portion of available infrastructure capacity necessary to accommodate valid intermediate or final development orders.

#### **ANALYZE & UPDATE Existing Strategy**

**AHAC Recommendation:** The Committee recommends that this be reviewed in the upcoming Comprehensive Plan EAR process. If there are areas in the City that can be reserved for the future development of workforce housing units it should be considered.

**Existing Recommendation:** The Committee recommends selecting a large piece of land for donation for housing and builder incentives.

**Schedule for Implementation:** This recommendation can be reviewed after the Housing Needs Assessment is approved and adopted as part of the recommendation for creating a Workforce Housing Program.

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## AFFORDABLE ACCESSORY RESIDENTIAL UNITS

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### (e) Affordable accessory residential units.

Accessory dwelling units (ADUs) are secondary residential units typically on single-family lots that are independent of the primary dwelling unit. The concept of an accessory dwelling unit is to have an additional complete residence, meaning a place for sleeping, bathing, and eating, independent of the primary home.

**ANALYZE & UPDATE Existing Strategy:** The Planned Unit Development (PUD) and the Master Planned Unit Development (MPUD) zoning districts allow accessory dwelling units (ADUs).

**AHAC Recommendation:** The Committee recommends allowing ADUs as part of a workforce housing program and incentivizing affordable housing, with rules and regulations to prevent them from changing the character of the neighborhoods and not burden the City's infrastructure development, in particular, culverts and the water systems. A program could be developed with the analysis provided by the HNA.

**Schedule for Implementation:** This recommendation can be reviewed after the Housing Needs Assessment is approved and adopted as part of the recommendation for creating a Workforce Housing Program.

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## PARKING AND SETBACK REQUIREMENTS

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### (f) The reduction of parking and setback requirements for affordable housing.

The modification of parking and setback requirements can resolve issues an affordable housing development might have in design. Flexibility in these requirements can help lower development costs and ensure that more of the buildable land is available for housing development.

**MAINTAIN, ANALYZE & UPDATE Existing Strategy:** Policy 3.1.10.4 The City shall establish guidelines that allow parking and setback reductions for affordable housing projects where it can be shown that such reduction will be compatible with the surrounding neighborhood and will not cause an adverse impact to the neighborhood by 2013.

**AHAC Recommendation:** The Committee recommends continuing with 2021 recommendation, which states City staff should comply with Policy 3.1.10.4 when possible and establish guidelines to amend the Code to allow for the reduction of parking and setback requirements for affordable housing and in particular as part of a workforce housing program in order to continue to grow the City's economic development initiatives. The language in the policy should be revised and more detail on the implementation of this incentive should be included in the Housing Element during the upcoming Comprehensive Plan EAR process.

**Schedule for Implementation:** This recommendation can be reviewed after the Housing Needs Assessment is approved and adopted as part of the recommendation for creating a Workforce Housing Program.

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## FLEXIBLE LOT CONFIGURATIONS

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### (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.

Minimum lot size, maximum lot coverage, open space, and setback requirements may prevent the development of smaller affordable housing units.

**MAINTAIN Existing Strategy:** Policy 3.1.10.8 – Some Planned Unit Development (PUD) and Master Plan Unit Development (MPUD) allow for flexibility in lot considerations and setback requirements.

**AHAC Recommendation:** NO REC/UPDATE: Incentive reviewed and there are no recommend actions by the Committee at this time.

**Schedule for Implementation:** N/A

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## MODIFICATION OF STREET REQUIREMENTS

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### (h) The modification of street requirements for affordable housing.

The modification of street requirements can reduce development costs and allow more land to be developed as housing. Modifications may free up land for lots and may allow for more flexible design. Land use regulations typically list a number of requirements related to streets: driveway and walkway requirements, alleyways, curb allowances, drainage requirements, utility easements, and parking on both sides of the street.

**MAINTAIN Existing Strategy:** N/A

**AHAC Recommendation:** NO REC/UPDATE: Incentive reviewed and there are no recommend actions by the Committee at this time.

**Schedule for Implementation:** N/A

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## PROCESS OF ONGOING REGULATORY REVIEW

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### (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.

The purpose of this strategy is to require local governments to consider how proposed governmental actions may affect the cost of housing development. This level of review may lead governmental bodies to reconsider certain actions that may increase the cost of development and in turn increase the price of housing.

**MAINTAIN & UPDATE Existing Strategy:** Policy 3.1.1.3: Continue to review ordinances, codes, regulations, and the permitting process for the purpose of eliminating excessive requirements, streamlining, and amending or adding other requirements to maintain or increase private sector participation in meeting the housing needs of all residents, especially those with special housing needs, while continuing to insure the health, welfare, and safety of the residents. Policy 3.1.10.2: Coordinate with the Treasure Coast Builders Association (TCBA) to review any increases in building fees.

**AHAC Recommendation:** Keep the current strategy of supporting the amendments to Policy 3.1.10.2 that were adopted in 2020. In addition, policies and ordinances that will impact affordable housing are subject to a public hearing process, discussed with staff from the community development departments and presented to the Treasure Coast Builders Association.

**Schedule for Implementation:** N/A

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## PUBLIC LAND INVENTORY

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### (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

Discounted or donated land can significantly reduce the cost of developing affordable housing. Generally, due to the high cost and limited availability of land in urban parts of the state, government-owned land is an essential tool for affordable housing development. Locating suitable land for affordable housing can be challenging. Public land is a valuable resource, and it is essential to have guidelines to ensure that these parcels are properly identified and used for affordable housing.

List published on the City of Port St. Lucie's website at:  
[www.cityofpsl.com/housing](http://www.cityofpsl.com/housing).

**MAINTAIN & UPDATE Existing Strategy:** Policy for Disposition of City owned land was approved by the City Council on June 16, 2003, and revised on January 22, 2018, via Resolution 18-R07, City Council Directed Policy 18.01. Additional revision was drafted in 2020 but never presented for approval to the City Council. The policy should be updated this year.

**AHAC Recommendation:** Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress. The Committee recommends that the City continue to allocate as much surplus land as possible to affordable housing projects, support the acquisition of land for such projects, when possible, and allocate funds received from the sale of surplus vacant lots to be used for affordable housing projects.

**Schedule for Implementation:** The City Council Directed Policy 18.01 should be updated with the consideration of HB 1339 and the New Live Local Act (2023) this year.

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## SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

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### (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

s. 420.9076(4)(k) of the Florida Statutes directs the AHAC to assess: "The support of development near transportation hubs and major employment centers and mixed-use developments."

**MAINTAIN & UPDATE Existing Strategy:** Policy 3.1.10.5: The City shall encourage development of affordable housing and/or workforce housing near (within ½ mile) a transportation hub, major employment center, and mixed-use development.



**AHAC Recommendation:** Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress. The committee supports this policy to the fullest and states that it is a great benchmarking tool to use in the future analysis in the HNA. In addition, the committee suggests having a workshop with St. Lucie County AHAC to further develop this incentive.

**Schedule for Implementation:** 2025-26

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### **OTHER RECOMMENDATIONS OF THE COMMITTEE**

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After meetings and discussion, the Committee made the following additional recommendations for consideration by the City Council.

**AHAC RECOMMENDATION 1:** Implement Workforce Housing: City of Port St. Lucie staff will collaborate with the City Attorney's Office, the Planning and Zoning Department as well as any other departments needed to draft and put forward for adoption a custom Workforce Housing Program in 2025-26. The program should align with the new initiative added to the City's Strategic Plan Goal 4. The program should also include a future staffing needs analysis and implementation plan in order to start and maintain a dedicated workforce housing program.

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### **PUBLIC COMMENTS AND STAFF RECOMMENDATIONS**

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**NO PUBLIC COMMENTS to date. Any public comments that are received during the Public Hearings on 11/13/2024 and 12/02/2024 will be added here.**

**OTHER STAFF RECOMMENDATIONS:**

Staff continues to recommend that current SHIP funds and some CDBG funds be used for repair and rehabilitation, code violations, and emergency assistance for very low, low- and moderate-income households. In addition, the leveraging of these funds, when possible, should regularly be examined. The determination of any new incentive program using City housing fee funds will be determined by the NSD Director, after consultation with staff, City management, and based on greatest need and priorities established by staff. All programs are contingent on City Council approval.

It is important that staff implement the final Comprehensive Housing Needs Assessment (HNA) and Implementation Plan through the HUD Thriving Communities Technical Assistance workplan and align this work with the analysis and updating of the City's Comprehensive Plan over the next 12-18 months. The HNA is key for the updating of numerous City policies and the Comprehensive Plan's Housing Element.

**Some key news items in 2024:**

<https://www.wptv.com/money/real-estate-news/st-lucie-county-board-of-commissioners-looking-to-add-nearly-2-000-new-homes>

<https://www.cityofpsl.com/News/Good-News/PSL-ranked-third-best-city-for-first-time-homebuyers>

<https://cbs12.com/news/local/affordable-housing-pilot-program-coming-to-port-st-lucie>

<https://www.tcpalm.com/story/news/local/st-lucie-county/2024/04/16/100000-in-down-payment-assistance-could-soon-be-available-for-some/73304997007/>

<https://www.youtube.com/watch?v=257mAzMX6wA>

<https://www.youtube.com/watch?v=eMmSuo7iiSY>

<https://www.cityofpsl.com/News/2024/City-awarded-1.8-Million-Grant-for-Home-RepairRehabilitation-Program>

<https://www.cityofpsl.com/News/2024/City-awarded-1.8-Million-Grant-for-Home-RepairRehabilitation-Program>



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## Exhibit A

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Item 11B  
Date: 3/25/24

### Resolution 24-R20

**A RESOLUTION OF THE CITY COUNCIL OF PORT ST. LUCIE, FLORIDA, ACCEPTING RECOMMENDATIONS TO THE CITY COUNCIL AND APPOINTING AN AFFORDABLE HOUSING ADVISORY COMMITTEE FOR THE STATE HOUSING INITIATIVES PROGRAM (“SHIP”); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of Port St. Lucie, Florida recognize the necessity for providing to all persons the opportunity to have access to safe, decent, and affordable housing; and

**WHEREAS**, it is a goal of the City of Port St. Lucie to facilitate the provision of an adequate supply of safe, sanitary and affordable housing to meet the needs of the City’s residents with special attention to the needs of very low and low-income households; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (the “Housing Act”), now part of Florida Statutes Chapter 420, was signed into law on July 7, 1992; and

**WHEREAS**, the Housing Act established a dedicated revenue source for affordable housing which will, in part, be distributed by the State to various local governments through the State Housing Initiative Partnership Program (“SHIP”); and

**WHEREAS**, pursuant to Section 420, Florida Statutes, in order for the City of Port St. Lucie to be eligible for State Housing Initiatives Partnership (SHIP) Program Funds, the City is required to establish an affordable housing advisory committee through enactment of an ordinance; and

**WHEREAS**, the City of Port St. Lucie has established Chapter 100 of the City Code, the City’s Local Housing Assistance Ordinance, which provides for creation of an affordable housing advisory committee; and

**WHEREAS**, Chapter 100 provides that the members of the Affordable Housing Advisory Committee shall be appointed by Resolution of the City Council; and

**WHEREAS**, currently, it is necessary to make appointments to the Affordable Housing Committee.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE FLORIDA:**

**Section 1: Recitals.** The foregoing recitals are true and correct and incorporated herein.

**Section 2: Appointment of Members.** The following individuals are appointed as members of the Affordable Housing Committee for the State Housing Initiatives Program (SHIP):

<b>AFFORDABLE HOUSING ADVISORY COMMITTEE</b>		
<b>APPLICANT</b>	<b>CATEGORY</b>	<b>POSITION/EXPERTISE</b>
N/A	1. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.	N/A
Dawn Burlace	2. A citizen who is actively engaged in the banking or mortgage industry in connection with affordable housing.	Broker/Owner, Mortgage Loan Originator, FL Real Estate Navigators
N/A	3. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.	N/A
Samiea Hawkins	4. A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.	Housing Office Coordinator, Seminole Tribe of Florida
N/A	5. A citizen who is actively engaged as a not-for-profit provider of affordable housing.	N/A
N/A	6. A citizen who is actively engaged as a for-profit provider of affordable housing.	N/A
Rebecca Danise	7. A citizen who is actively engaged as a real estate professional in connection	Realtor, Baron Real Estate Group

and Quinesha Adderly- Hawkins	with affordable housing.	and Founder & CEO Atlante Development Group, Realtor, Central Coast Realty
N/A	8. A citizen who actively serves on the local planning agency pursuant to section 163.3174, Florida Statutes, notwithstanding any City ordinance or resolution to the contrary. Only one citizen who actively serves on the local planning agency may serve on the affordable housing advisory committee.	N/A
Stefan Obel  and Stephanie Heidt	9. A citizen who resides within the jurisdiction of the local governing body making the appointments.	IT Network Security Engineer and volunteer member of the Habitat for Humanity 'Family Selection' Committee and volunteer mortgage underwriter/loan originator for Habitat for Humanity  and Director, Treasure Coast Regional Planning Council Economic Development and Intergovernmental Programs
Cynthia Herrera	10. A citizen who represents the employers within the jurisdiction.	Department Manager, Walmart
Kylee Fuhr	11. A citizen who represents essential services personnel, as defined in the local housing assistance plan.	District Homeless Liaison, St. Lucie Public Schools
Councilman Anthony Bonna	Appointed Elected Official	City of Port St. Lucie City District 3 Councilman

<b>Alternate Committee Members</b>		
<b>APPLICANT</b>	<b>CATEGORY</b>	<b>POSITION/EXPERTISE</b>

Immacula Carpentier	5. A citizen who is actively engaged as a not-for-profit provider of affordable housing.	Director Lease Administration, Prestige Estates Property Management
Sandy Colon	9. A citizen who resides within the jurisdiction of the local governing body making the appointments.	Retired, Director of Housing, Urban League of Palm Beach County


**Section 3: Term.** The term of office shall be two (2) years.

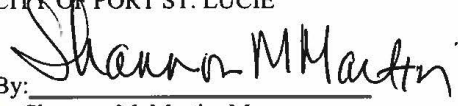
**Section 4. Conflict.** If any resolutions, or parts of resolutions, are in conflict herewith, this Resolution shall control to the extent of the conflicting provisions.

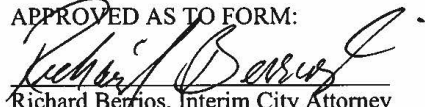
**Section 5. Severability.** The provisions of this Resolution are intended to be severable. If any part of this Resolution is determined to be void or is declared illegal, invalid, or unconstitutional by a Court of competent jurisdiction, the remainder of this Resolution shall remain in full force and effect.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective immediately upon its adoption.

**PASSED AND APPROVED** by the City Council of the City of Port St. Lucie, Florida, this 25<sup>th</sup> day of March, 2024.

ATTEST:  
  
 Sally Walsh, City Clerk

CITY COUNCIL  
 CITY OF PORT ST. LUCIE  
 By:   
 Shannon M. Martin, Mayor

APPROVED AS TO FORM:  
  
 Richard Berrios, Interim City Attorney

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## Exhibit B

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NOTICE OF PUBLIC HEARING  
CITY OF PORT ST. LUCIE  
AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
November 13, 2024, AT 4:00 PM

The City of Port St. Lucie's Affordable Housing Advisory Committee (AHAC) as established by Section 420.9076 (2), F.S. must approve the local affordable housing incentive strategy recommendations at a public hearing by affirmative vote of a majority of the membership of the advisory committee, every year. A public hearing will be held at 4:00 pm on November 13, 2024, in City Hall Building A, Room #366, 121 SW Port St. Lucie Boulevard, immediately following the regular AHAC meeting at 2:00 pm. A second public hearing will be held at a regular City Council meeting for the presentation of the final 2024 AHAC Report on December 2, 2024, at 1:00 pm.

A copy of the evaluation and tentative AHAC recommendations will be available in the Neighborhood Services Department, City Hall Building A, from November 13, 2024, until December 2, 2024 and in Room #366 on November 13, 2024. The purpose of these public hearings is to make available the draft report and to solicit public comments on it. For any additional information on this public hearing please contact Ann Fidge at 772-871-5220 or the Neighborhood Services Community Programs Division at 772-344-4084.

The AHAC is charged with the responsibility to review the established policies and procedures, ordinances, land development regulations and adopted local government comprehensive plan of the City of Port St. Lucie and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modifications or repeal of existing policies, procedures, ordinances, regulations or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances or plan provisions; including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances and other policies.

At a minimum, the advisory committee shall adopt recommendations and submit a report yearly, to the local government, on affordable housing incentives in the following areas: (a) The processing of approvals of development orders or permits as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects; (b) The modification of impact fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing; (c) The allowance to flexibility in densities for affordable housing; (d) The reservation of infrastructure capacity for housing for very low income, low income and moderate income persons; (e) The allowance of affordable accessory residential units in residential zoning

districts; (f) The reduction of parking and setback requirements for affordable housing; (g) The allowance of flexible lot configuration, including zero lot line configurations for affordable housing; (h) The modification of street requirement for affordable housing; (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulation 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; and (k) The support of development near transportation hubs and major employment centers and mixed use developments. The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee.

In accordance with Florida Statutes, Sections 166.041 (3)(a) and 286.0105, "Interested parties may appear at the meeting and be heard with respect to the proposed" and no stenographic record by certified court report will be made of the foregoing meeting. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at said meeting upon which any appeal is to be heard.

Any special accommodation requests, such as an interpreter, or special seating that may be required by the public should be made of the Port St. Lucie City Clerk's Office before the meeting.





AVISO DE AUDIENCIA PÚBLICA  
CIUDAD DE PORT ST. LUCÍA  
COMITÉ ASESOR DE VIVIENDA ASEQUIBLE (AHAC)  
13 de noviembre de 2024, a las 16:00 horas

El Comité Asesor de Vivienda Asequible (AHAC) de la ciudad de Port St. Lucie según lo establecido por la Sección 420.9076 (2), F.S. debe aprobar las recomendaciones de la estrategia local de incentivos para viviendas asequibles en una audiencia pública por voto afirmativo de la mayoría de los miembros del comité asesor, cada año. Se llevará a cabo una audiencia pública a las 16:00 horas el 13 de noviembre de 2024, en el Edificio A del Ayuntamiento, Sala #366, 121 SW Port St. Lucie Boulevard, inmediatamente después de la reunión regular de AHAC a las 14:00 horas. Se llevará a cabo una segunda audiencia pública en una reunión ordinaria del Concejo Municipal para la presentación del Informe final AHAC 2024 el 2 de diciembre de 2024 a la 13:00 horas.

Una copia de la evaluación y las recomendaciones tentativas de AHAC estarán disponibles en el Departamento de Servicios Vecinales, Edificio A del Ayuntamiento, desde el 13 de noviembre de 2024 hasta el 2 de diciembre de 2024 y en la Sala #366 el 13 de noviembre de 2024. El propósito de estas recomendaciones públicas audiencias es poner a disposición el borrador del informe y solicitar comentarios del público sobre él. Para obtener información adicional sobre esta audiencia pública, comuníquese con la División de Programas Comunitarios de Servicios Vecinales al 772-344-4084.

La AHAC tiene la responsabilidad de revisar las políticas y procedimientos establecidos, las ordenanzas, las regulaciones de desarrollo de terrenos y el plan integral adoptado por el gobierno local de la ciudad de Port St. Lucie y recomendará acciones o iniciativas específicas para fomentar o facilitar viviendas asequibles mientras se protege la capacidad de la propiedad para apreciarse en valor. Las recomendaciones pueden incluir modificaciones o derogación de políticas, procedimientos, ordenanzas, reglamentos o disposiciones del plan existentes; la creación de excepciones aplicables a viviendas asequibles; o la adopción de nuevas políticas, procedimientos, reglamentos, ordenanzas o disposiciones del plan; incluyendo recomendaciones para enmendar el plan integral del gobierno local y las regulaciones, ordenanzas y otras políticas correspondientes.

Como mínimo, el comité asesor deberá adoptar recomendaciones y presentar un informe anualmente al gobierno local sobre incentivos de vivienda asequible en las siguientes áreas: (a) El procesamiento de aprobaciones de órdenes o permisos de desarrollo según se define en s. 163.3164(7) y (8), para proyectos de vivienda asequible se acelera en mayor medida que otros proyectos; (b) La modificación de los requisitos de las tarifas de impacto, incluida la reducción o exención de tarifas y métodos alternativos de pago de tarifas para viviendas asequibles; (c) La concesión de flexibilidad en las densidades para viviendas asequibles; (d) La reserva de capacidad de infraestructura para viviendas para

personas de ingresos muy bajos, bajos y moderados; e) La concesión de unidades residenciales accesorias asequibles en distritos de zonificación residencial; f) La reducción de los requisitos de estacionamiento y retroceso para viviendas asequibles; g) La concesión de una configuración de lote flexible, incluidas configuraciones de línea de lote cero para viviendas asequibles; h) La modificación del requisito de calles para viviendas asequibles; (i) El establecimiento de un proceso mediante el cual un gobierno local considera, antes de su adopción, políticas, procedimientos, ordenanzas, regulaciones o disposiciones del plan que aumentan el costo de la vivienda; j) La preparación de un inventario impreso de tierras públicas de propiedad local adecuadas para viviendas asequibles; y (k) El apoyo al desarrollo cerca de centros de transporte y de importantes centros de empleo y desarrollos de uso mixto. Las recomendaciones del comité asesor también pueden incluir otros incentivos de vivienda asequible identificados por el comité asesor.

De acuerdo con los Estatutos de Florida, Secciones 166.041 (3)(a) y 286.0105, “Las partes interesadas podrán comparecer en la reunión y ser escuchadas con respecto a la propuesta” y no se hará ningún registro taquigráfico mediante informe judicial certificado de la reunión anterior. En consecuencia, cualquier persona que intente apelar cualquier decisión que involucre los asuntos señalados en este documento será responsable de hacer un registro palabra por palabra del testimonio y la evidencia en dicha reunión sobre la cual se escuchará cualquier apelación.

Cualquier solicitud de adaptación especial, como un intérprete o asientos especiales que pueda necesitar el público, debe presentarse en la Oficina del Secretario Municipal de Port St. Lucie antes de la reunión.

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*Exhibit C*

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**For the Housing Needs Assessment and Implementation Plan – see attachment.**

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*Exhibit D*

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**For the HUD Thriving Communities Technical Assistance workplan – see attachment.**