



City Affordable Housing Advisory Committee

February 12, 2024 - 10:00 a.m.
Smith-Williams Service Center

MEETING AGENDA

1. CALL TO ORDER

- 1.1. Establish Quorum
- 1.2. Posting of Meeting Notice
- 1.3. Election of 2024 Officers – *Chair, Vice Chair, Secretary*
- 1.4. Welcome New Members

2. PUBLIC COMMENT ON AGENDA ITEMS

3. AGENDA MODIFICATIONS

4. APPROVAL OF MINUTES

- 4.1 Summary of the November 20, 2023, AHAC Meeting and Public Hearing

5. PRESENTATIONS

- 5.1. AHAC Member Orientation – *Jean Amison, Housing Division Manager*

6. POLICY & DIRECTION

7. ANNOUNCEMENTS

- 7.1. 2023 Report of Recommendations Update
- 7.2. 2024 AHAC Meeting Schedule

8. UNAGENDAED ITEMS

9. ADJOURNMENT

Notice of Public Meeting

City of Tallahassee
Affordable Housing Advisory Committee
Monday, February 12, 2024
10:00AM EST
Smith-Williams Service Center
2295 Pasco Street
Tallahassee, FL

The City of Tallahassee's Affordable Housing Advisory Committee (AHAC) will hold a regular meeting pursuant to Sec. 420.9076, Florida Statutes, on Monday, February 12, 2024, at 10:00 AM at the Smith-Williams Service Center, 2295 Pasco Street. The public is welcomed to attend the committee meeting. Citizens wishing to provide input may make public comment in person at the meeting. There will also be a virtual meeting or conference call in option for attendees (virtual public comment will not be received):

WebEx Event: City AHAC Meeting

Event address for attendees: https://talgov.webex.com/talgov/February_2024

Event number: 2335 721 3687

Event password: AHAC

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

United States Toll: 1-408-418-9388

Access code: 2335 721 3687

For more information, please contact Ginger Williams at ginger.williams@talgov.com or 850-891-6566.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, individuals needing a special accommodation to participate in this public meeting should contact Ginger Williams by written request at least 48 hours prior to the meeting. Any non-English speaking person wishing to attend the meeting should contact Ginger Williams at least five days prior to the hearing and an interpreter will be provided. (La información y los materiales del programa están disponibles en español a pedido.)



**CITY OF
TALLAHASSEE**

**AFFORDABLE HOUSING ADVISORY COMMITTEE
2024 MEETING DATES**

Location: Smith-Williams Center & WebEx*

Date	Meeting Type	Time
February 12, 2024	Officer elections; orientation/overview	10:00am
April 29, 2024	Joint City/County AHAC	10:00am
June 24, 2024	City AHAC Meeting	
September 9, 2024	Finalize AHAC Recommendations	10:00am
October 14, 2024	Joint City/County AHAC Meeting	10:00am
November 4, 2024	Final City AHAC Meeting/Public Hearing to Adopt Recommendations	10:00am
December 11, 2024	Presentation of Report to City Commission	3:00pm

STANDING AGENDA

- I.** Call to Order
- II.** Agenda Modifications
- III.** Public Comment
- IV.** Approval of Minutes
- V.** Presentations
- VI.** Policy & Direction
- VII.** Announcements
- VIII.** Unagendaed Items
- IX.** Adjournment

**Note: Attendance via WebEx does not count towards quorum; a physical quorum must be present to conduct business of the Committee.*



Affordable Housing Advisory Committee

November 20, 2023

Meeting and Public Hearing Summary

Smith-Williams Service Center, 2295 Pasco Street

Members in Attendance: Mr. Christopher Daniels, Mr. Jesse Jones, Mrs. Kyndra Light, Mrs. Shari Gewanter, Ms. Kayana Gaines, and Commissioner Curtis Richardson

Members Absent: Mr. Karlus Henry, Mr. Christian Griffiths, Ms. Mechelle Mickles,

Staff: Dr. Kimball Thomas (HCR Director), Ginger Williams (Housing), Jean Amison (Housing), Lisa Robinson (Housing), Amy Toman (City Attorney)

Call to Order, Welcome, and Introductions: The meeting was called to order at 10:11 AM by the Chair, Christopher Daniels. A quorum was declared.

Public Comment: Jason Ghazvini made comments on the AHAC's recommendations.

Agenda Modifications: There were no modifications to the agenda.

Approval of the Minutes: A motion was made and seconded to accept the minutes from the October 9, 2023, meeting; motion passed unanimously.

Presentations: There were no presentations given.

Policy and Direction:

Jean Amison explained the process of the 2023 Report of Recommendations. A motion was made and seconded to approve the 2023 Report of Recommendations; motion passed unanimously.

Announcements:

Jean Amison discussed the upcoming 2024 meetings and announced the resignation of Mrs. Light. A motion was made and seconded to approve the 2024 AHAC meeting schedule; motion passed unanimously.

Unagendaed Items:

Dr. Daniels made a motion to direct staff to collaborate with Growth Management for specifics on tap fee waivers, expedited permit process, parking requirements, and other concurrency related issues. The motion was seconded; motion passed unanimously.

Further discussion was inaudible.

Adjournment: After no further business, the meeting adjourned at 10:42 AM.



CITY OF
TALLAHASSEE

City of Tallahassee
AFFORDABLE HOUSING
ADVISORY COMMITTEE

February 12, 2024 – 10:00am

Meeting Agenda



1. Call to Order	1.1 Establish Quorum 1.2 Posting of Meeting Notice 1.3 Election of Officers 1.4 Welcome New Members
2. Public Comment on Agenda Items	<i>No written content</i>
3. Agenda Modifications	<i>No written content</i>
4. Approval of Minutes	4.1 Minutes From November 20, 2023, Meeting
5. Presentations	5.1 AHAC Member Orientation
6. Policy & Direction	<i>None</i>
7. Announcements	7.1 2023 Report of Recommendations Update 7.2 2024 AHAC Meeting Schedule
8. Unagendaed Items	<i>No written content</i>
9. Adjournment	<i>No written content</i>

AHAC Orientation - Briefing Sheet

- **Statutory Authority**

- Section 420.9076, F.S., and Rule 67-37.010 require that to be eligible to receive State Housing Initiatives Partnership (SHIP) funds, each jurisdiction must appoint an Affordable Housing Advisory Committee (AHAC)

- **Membership**

- Mayor and City Commission appoint members who meet the requirements in the statute
- Must have at least 8 members but no more than 11

- **Key Responsibilities**

- Review plans, policies, ordinances, and regulatory documents to identify barriers to affordable housing
- Engage with key City staff for presentations on programs, eligible activities, policies, etc.
- Prepare and submit an annual report of recommendations for acceptance by City Commission

2024 AHAC Meeting Schedule



February 12, 2024	Officer elections; orientation/overview
April 29, 2024	Joint City/County AHAC
June 24, 2024	City AHAC Meeting
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December 11, 2024	Presentation of Report to City Commission



CITY OF
TALLAHASSEE

City AHAC Staff Contact

Ginger Williams, Special Projects Coordinator

Ginger.williams@talgov.com

(850) 891-6566

City of Tallahassee
Affordable Housing Advisory Committee (AHAC)

Statutory Authority

- Section 420.9076, F.S., and Rule 67-37.010 require that to be eligible to receive State Housing Initiatives Partnership (SHIP) funds, each jurisdiction must appoint an Affordable Housing Advisory Committee (AHAC.)

Required Membership

- The Mayor and City Commission must appoint members to the AHAC who meet the requirements listed in the statute.
 - Must have at least 8 members but not more than 11 members
 - Must consist of 1 representative from at least 6 of the following categories:
 - elected official
 - residential home building industry
 - banking or mortgage banking industry;
 - area of labor within the home building industry;
 - advocate for low-income persons;
 - for-profit/not for profit provider of affordable housing;
 - real estate professional;
 - local planning agency representative;
 - resident of the jurisdiction;
 - representative of “essential services personnel”

Responsibilities

- Annually, the AHAC is required to complete a review of City plans, policies, and regulatory documents, and make recommendations about how to eliminate barriers to and encourage the creation of affordable housing.
- The AHAC may review the established policies and procedures, ordinances, land development regulations, housing planning documents, and adopted local government comprehensive plans.
 - Recommend modification or repeal of existing policies, procedures, and regulations;
 - Recommend the creation of exceptions to applications for affordable housing;
 - Recommend adoption of new policies or amendments to the local comprehensive plan;
 - Recommend policies or programs to the City’s planning documents addressing affordable housing; or
 - Recommend initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.
- Submit a report of recommendations, based on this review, to the City Commission annually in December.

CITY OF TALLAHASSEE
AFFORDABLE HOUSING ADVISORY COMMITTEE
(F.S. 420-9076, Section 1, Article 22, 15-36 City Code)

	Seat	Name	Email Address	Telephone
1	Residential Home Building Industry:	VACANT	NA	
2	Banking or Mortgage Banking Industry:	Mechelle Mickles	mechelle.mickles@movement.com	
3	Area of Labor within the Home Building Industry:	VACANT	NA	
4	Advocate for Low-Income Persons:	Dr. Christopher Daniels	Christopher.Daniels24@gmail.com	
5	Locally Elected Official	Mayor Pro Tem Curtis Richardson	curtis.richardson@talgov.com	
6	For Profit/Not-for-Profit Provider of Affordable Housing:	Christian Griffith	christian@vine-residential.com	561-420-9776
7	At-Large/Real Estate Professional:	Kayana Gaines	kayana.gaines@gmail.com	
8	Local Planning Agency Representative:	Ian Waldick	ianwaldick@gmail.com	850-487-6571
9	Resident of the Jurisdiction:	Jesse Jones	jesse.lee.jones@gmail.com	
10	Representative of Employers in the Jurisdiction:	Lacy McMullen	lacy.mcmullen@careersourcecapitalregion.com	
11	Representative of Essential Services Personnel:	Shari Gewanter	sharigewanter@gmail.com	

Total Number Seats: 11	Number Seats Filled: 9	Term Length: 3-years	Limit: 2-terms
Appointment Approval: Commission	Appointment Month: January	Financial Disclosure: not required	
Staff Contact: Jean Amison, 850-891-6547, jean.amison@talgov.com			