



AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)  
The Villages Sumter County Service Center  
7375 Powell Road, Wildwood, FL 34785

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Any person requiring reasonable accommodation at this meeting because of disability, physical impairment, or interpretation needs should contact the County Administrator's Office, 7375 Powell Road, Wildwood, FL 34785 (352) 689-4400 at least two days before the meeting.

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April 13, 2021  
10:00 AM

1. Meeting Called to Order
2. Pledge of Allegiance
3. Public Forum
4. Approval of Minutes

**January 21, 2021 Meeting Minutes**

Documents:

[01.21.2021 Meeting Minutes.pdf](#)

**5. New Business**

**a. Introduction of New Committee Member:**

Amber Tucker

**b. 2021 Affordable Housing Incentive Review and Recommendation Report for SHIP Affordable Housing Incentive Strategies**

Incentive A: The processing of approvals of development orders or permits, as defined in Section 163.3164 (7) and (8), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.

Incentive B: All allowable fee waivers provided for the development or construction of affordable housing.

Incentive C: The allowance of flexibility in densities for affordable housing.

Incentive D: The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.

Incentive E: Affordable accessory residential units.

Documents:

**c. Committee Members Whose Terms Expire on July 12, 2021:**

Banking Industry - Heather Clark  
Areas of Labor Activity - Amber Tucker  
Low Income Advocate - Sandra Woodard  
Non-profit Housing Provider - Gene Barton  
Real Estate Professional - Danny Smith  
Employer Representative - Matthew Yoder

Members interested in continuing to serve on the committee must submit an online application by May 28, 2021 at <https://www.sumtercountyfl.gov/65/Boards-Committees> The Board of Sumter County Commissioners (BOCC) will be notified of the upcoming vacancies at their regular scheduled board meeting in June of 2021. Any applications received will be presented to the BOCC for consideration the following meeting.

**d. SHIP Funding Update**

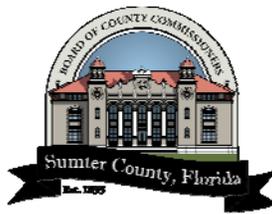
**6. Next Meeting**

July 6, 2021 @ 10:00 a.m. at 7375 Powell Road, Wildwood, FL 34785

**7. Motion to Adjourn**

**Contact Us:**

[administrative.services@sumtercountyfl.gov](mailto:administrative.services@sumtercountyfl.gov)



## **AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)**

Sumter County, FL  
The Villages Sumter County Service Center  
7375 Powell Road Wildwood, FL 34785

**Meeting Minutes Date:** January 21, 2021.

**Members Present:** Chairman, Doug Gilpin – Board of Sumter County Commissioner; Vice Chairman, Matthew Yoder – T & D Screen Enclosures, Inc; PJ Lewis – Lewis Brothers Construction; Robert Hanson - Sumter County Fire & EMS; Francis Harper – Representative for Habitat for Humanity; Heather Clark – Suncoast Credit Union; Courtney Gage – VP Commerical Banker Citizens First Bank; Melanie Peavy – City of Wildwood Development Services Director.

**Members Call-In:** N/A

**Members Absent:** Secretary, Sandra Woodard – Early Learning Coalition of the Nature Coast; Karl Holley – Director of Development Services; Danny Smith – Smith & Smith Realty; Gene Barton – Helping Hands Outreach.

**Public Attendees:** Denna Lafferty – Housing Coordinator; Kristy Russell – Economic Development Specialist; Amber Tucker – Mid-Florida Homeless Coalition; Pat Beerhalter – Democratic Women’s Club of The Villages; Katina Stephens – Southern Christian Leadership Foundation; and another representative from the Democratic Women’s Club of The Villages.

**Location:** 7375 Powell Road, Suite 102, Wildwood, FL 34785. A copy of the public notice for this meeting is on file.

**Handouts to members:** All meeting materials are sent to the committee electronically before the meeting. Housing staff displays the agenda along with agenda items on a projector screen during the meeting.

**Call to Order:** Mr. Gilpin called the meeting to order at 10:00 a.m.

**Flag Salute:** Mr. Gilpin led the flag salute.

Mr. Gilpin informed the committee that he was starting the meeting but leaving after the introductions in new business to participate in a webinar training along with other County Commissioners as required by the state. Mr. Yoder will take over in Mr. Gilpin’s absence.

**Public Forum:** *Amber Tucker-Mid-Florida Homeless Coalition.* Mrs. Tucker shared that there are currently thirty-seven homeless families in Sumter County. The agency is working with the families to get them into permanent housing. The Salvation Army and St. Vincent De Paul currently have funding available to assist homeless individuals. The agency is working with United Way of Lake & Sumter Counties to provide rental and utility assistance along with motel vouchers. The agency has expanded its outreach services by hiring more staff to help individuals with mental health issues and collecting the required documentation for program eligibility. Mrs. Tucker gave a brief description of her role with the agency.

*Katina Stephens – Southern Christian Leadership Foundation.* Ms. Stephens stated the foundation is a new non-profit organization in Sumter County. They have developed a partnership with the Wildwood Soup Kitchen, which has started the “Hotel Project.” Ms. Stephens stated they are feeding the homeless and assisting individuals living in vehicles moved into hotels. Ms. Stephens said the homeless population had increased drastically, increasing the need for food distribution. Ms. Stephens stated she delivers food twice a week and she is looking for available resources in Sumter County to help homeless families.

*Pat Beerhalter-President of the Democratic Women’s Club of The Villages.* Mrs. Beerhalter stated the club supports the Wildwood Soup Kitchen and assisted the hotel project during Christmas by purchasing tents and sleeping bags for homeless families. Mrs. Beerhalter supports the “Backpack Program” sponsored by the Wildwood Soup Kitchen. The club supports community outreach and is interested in understanding what life is like outside of The Villages.

**First order of business:** *Approval of AHAC minutes dated October 8, 2020.*

Mr. Yoder made a motion to approve the minutes, and Mr. Hanson seconded the motion. The motion carried unanimously.

**Second order of business:** *Introduction of New Committee Members Courtney Gage, Heather Clark, and Melanie Peavy.* Ms. Gage, Mrs. Clark, and Ms. Peavy provided a brief introduction and background. Mr. Gilpin welcomed them to the committee and thanked them for their participation.

No action is required.

**Third order of business:** *2021/2022 Meeting Location, Dates, and Time.* Mrs. Lafferty stated staff is proposing 7375 Powell Road, Room, Wildwood, FL 34785 as the meeting location, time 10:00 a.m., and dates of April 13, 2021, July 13, 2021, October 12, 2021, and January 11, 2022.

Mrs. Lewis made a motion to approve the meeting location, dates, and time, and Mr. Hanson seconded the motion. The motion carried unanimously.

**Fourth order of business:** *CARES Act Housing Assistance Grant.* Mrs. Lafferty stated that Sumter County expended \$166,197.02 by assisting fifty-seven citizens with past-due mortgage, rent, and utility payments. The grant closed out on December 4, 2020, and all unexpended funds have been returned to the state agency. Mrs. Lafferty

stated she would notify the committee if the county receives any future funding to assist individuals affected by COVID-19.

No action is required.

**Fifth order of business:** *2021 Affordable Housing Incentive Review and Recommendation Report for SHIP Affordable Housing Incentives Strategies.* Mrs. Lafferty explained that Mr. Holley was unable to attend today's meeting. Mr. Holley assists staff with explaining existing county policies and possible recommendations regarding the incentive strategies. Mrs. Lafferty asked the committee to table this item until the April 13<sup>th</sup> meeting to allow for Mr. Karl Holley to be present to assist with the incentives discussion. As Sumter County's Development Service Director, Mr. Holley would be the appropriate person to advise the committee on the affordable housing incentives.

Mr. Hanson made a motion to table the 2021 Affordable Housing Incentive Review and Recommendation Report discussion, and Mrs. Lewis seconded the motion. The motion carried unanimously.

**Committee Members:**

*Frances Harper- Representative for Habitat for Humanity.* Mr. Harper asked if Sumter County had received funds for the housing program. Mrs. Lafferty stated the county had not received any funding; however, money generated by mortgage repayments is available to utilize for assistance. Mrs. Lafferty said she would inform the committee if staff receives notification from the state regarding funding.

*Robert Hanson-Sumter County Fire & EMS Public Safety.* Mr. Hanson stated a significant number of public safety essential service employees travel to the county to work because they do not have housing options within the county. Mr. Hanson clarified options within the employee's range as they are not eligible for low-income housing and cannot afford higher-end housing. Mr. Hanson discussed the benefits of having affordable housing options available for the essential service employees.

*Melanie Peavy – City of Wildwood Development Services Director.* Ms. Peavy stated she sees the affordable housing problem every day. The lack of affordable housing hinders the workforce within the county. Ms. Peavy noted a large number of city employees live outside of Sumter County. Ms. Peavy stated there is a lack of housing for service workers and government employees, which causes them to live out of the county and travel to work. Ms. Peavy suggested researching impact fees and other fees associated with new housing to see the direct effect on housing development. The fees charged by the county or cities affect the cost of multifamily development. Ms. Peavy stated there is a need for incentives to help defer some of the expenses to balance the overall development cost. Mrs. Peavy said she did a presentation for the City Council last year, which showed an employee earning an annual income of \$40,000 could not afford a monthly rent payment of \$1,200. Ms. Peavy discussed other challenges for individuals who do not live in the county.

**Items for the next meeting:** 2021 Affordable Housing Incentive Review and Recommendation Report for SHIP Affordable Housing Incentives Strategies.

**Next Meeting:**

- April 13, 2021, at 10:00 a.m. at 7375 Powell Road, Room 102, Wildwood, Florida 34785 (as published for public notice).

Mr. Yoder made a motion to adjourn at 10:55 a.m., and Mr. Hanson seconded the motion. The motion carried unanimously.

## 2021 Affordable Housing Incentives Review and Recommendation Report

### April 13, 2021 AHAC Meeting - Incentives A-E Review

**Incentive A:** The processing of approvals of development orders or permits, as defined in Section 163.3164 (7) and (8), Florida Statutes, for affordable housing projects is expedited to a greater degree than other projects.

**Incentive Description:** The timing for the review of development approvals can affect the project's overall cost. Expediting affordable housing projects not only reduces time but can also avoid setbacks with development approval. Expedited permitting provides staff time to assist the developer and help them overcome obstacles that could delay the project's construction start date.

**Current Policy:** Sumter County's Code of Ordinance Division 2 –Development Approval Process Section 13-310 through 13-316 outlines development approval.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.4.4.

**Staff Review:** All affordable housing projects in which the County is the lead entity in the process receive expedited permitting. The County will offer to expedite review for affordable housing development.

The County currently has an efficient and rapid permitting and review process. Residential permits are processed within five working days after the request is submitted. Sumter County offers online permitting, which reduces fees and saves time for permit review.

Before filing any development order or permit, the applicant may consult with county staff. This pre-application meeting provides an informal discussion of the schedule and requirements related to the proposed development. A development review application is processed within five days upon receipt of a completed application.

The code states Development Services and all authorities shall make every reasonable effort to process all applications as expeditiously as possible, consistent with any public notice requirements and schedule of public hearings established by the commission, and with the need to ensure that all approvals conform to the requirements of the comprehensive plan and are in the best interests of the citizens of Sumter County.

The Sub-Agreement within the Inter-Local Service Boundary Agreement for each municipality states the county or city will not unreasonably withhold development approval based on the provision or mitigation of Affordable Housing by a developer.

**Incentive B:** All allowable fee waivers provided for the development or construction of Affordable Housing.

**Incentive Description:** Fees are a significant expense in developing newly constructed housing. By modifying fee requirements, the cost of developing housing can be reduced, and the savings passed on in the form of lower rents or lower sales prices. Fees include but are not limited to site plan review, platting and subdivision, building permit, variance or special exception, and impact fee (roads within the County). The local government must be assured that a waiver or modification to fees will result in greater affordability to the consumer, not greater profitability to the developer

**Current Policy:** Sumter County's Code of Ordinance Article III Administration Divisions 1-8 outlines all requirements.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.4.5.

**Staff Review:** All affordable housing projects, in which the County is the lead entity in the process, receive waived building permit fees, site plan review, variance or special exception, and re-zoning fees.

On January 28, 2020, the Sumter County Board of County Commissioners (SCBOCC) approved application criteria for the local government's qualifications to provide support to a developer applying to FHFC for SAIL funding. Sumter County will provide a local government verification of contribution fee waiver letter to approved applicants for submittal to FHFC; however, the County will only provide one local government contribution award of \$10,000 (via a waiver of road impact fees) per calendar year.

**Incentive C:** The allowance of flexibility in densities for affordable housing.

**Incentive Description:** Increasing the maximum allowable units on a project site helps make the project more financially viable when producing affordable housing. The local land use code dictates a maximum number of housing units allowed to be developed on a specific land size. The presence of bonus units will allow a project to sell more homes or rent more apartments, increasing the project's financial feasibility criteria.

**Current Policy:** Sumter County's Code of Ordinance Division 2 –Future Land Use Categories, Densities and Intensities Section 13- 410 through 13-413 outlines the density requirements.

**Staff Review:** The Board of County Commissioners adopted Ordinance 2018-20 on July 10, 2018. The Ordinance created two high-density residential zoning districts, HDR-12 and HDR-24. The HDR-12 designation allows for twelve (12) units per acre, and the HDR-24 designation allows for twenty-four (24) units per acre. The new high-density residential standards are an effective change to encourage affordable housing.

The City of Wildwood adopted the same density standards as the County.

The new density standards helped to bring in the new multifamily developments on CR 466 and CR 100.

**Incentive D:** The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.

**Incentive Description:** The reservation of infrastructure capacity is based upon local requirements in large urban areas for future developments to make a reservation to guarantee the new development will meet concurrency requirements by meeting designated service levels for certain types of infrastructure. Reservation is setting aside a portion of the available infrastructure capacity necessary to accommodate intermediate or final development orders for housing.

**Current Policy:** Sumter County's Code of Ordinance Division 8 –Concurrency Management Section 13-381 outlines concurrency standards for potable water, sanitary sewer, solid waste, and drainage public facilities and services.

Sumter County is not an infrastructure provider; therefore, it cannot offer an incentive to reserve infrastructure capacity for low-income persons. A development-requiring infrastructure must obtain those services from the municipalities within the County. The cities would be the lead entity to provide this type of incentive.

**Incentive E:** Affordable accessory residential units.

**Incentive Description:** An accessory dwelling unit (ADU) is a residential unit secondary to the homeowner's primary residence. It can be an apartment within the primary residence, or it can be an attached or freestanding home on the same lot as the primary residence. An accessory dwelling unit's concept is to have an additional complete residence independent of the primary home. These smaller housing units are typically infill units where there is existing infrastructure, making greater use of the already developed land.

Infill housing is the insertion of additional housing units into an already approved subdivision or residential neighborhood.

The ADU offers an incentive for infill development. The term “infill development” refers to building within unused and underutilized lands within existing development patterns, typically in urban areas.

An accessory dwelling unit can create affordable housing in two ways: the secondary dwelling is a small rental unit with a rent affordable to lower-income persons; simultaneously, the rental income can render the primary residence more affordable from the income it generates for the homeowner.

**Current Policy:** Sumter County’s Code of Ordinances Division 2- Accessory Use Standards Section 13-611 outlines residential accessory uses. The code currently allows accessory family cottages for any residential lot at least half an acre in size. The cottages may be attached to the principal structure or freestanding and are limited in size. An accessory family cottage use is restricted to members of the family residing in the principal structure. The structure shall not be sold, transferred, or conveyed separate or apart from the principal dwelling unit.

The Housing Element of the Unified Sumter County/Center Hill/Coleman/Webster Comprehensive Plan Chapter 6 Policy 6.1.6 states the County shall continue to provide the opportunity for family accessory cottages and lineal transfer provision within its land development regulations for the allowance of affordable accessory residential units.

[Reference:](#)

*Direct Quotations used from Affordable Housing Incentive Strategies “A Guide Book for Affordable Housing Advisory Committee Members and Local Government Staff” Prepared by Florida Housing Coalition, Inc*  
<https://www.flhousing.org/wp-content/uploads/2019/03/AHAC-Guidebook-2017.pdf>

Sumter County Land Development Code: [https://library.municode.com/FL/sumter\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/FL/sumter_county/codes/code_of_ordinances)

Sumter County’s Comprehensive Plan: <https://sumtercountyfl.gov/DocumentCenter/Home/Index/612>