



City of Port St. Lucie 2023 Affordable Housing Advisory Committee (AHAC) Report



City of Port St. Lucie Neighborhood Services Department

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**AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)
2023 REPORT TO THE CITY OF PORT ST. LUCIE CITY MANAGER AND CITY COUNCIL
ON STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)
AFFORDABLE HOUSING INCENTIVE STRATEGIES**

*Report presented at an advertised Public Hearing on November 16, 2023

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

INTRODUCTION/BACKGROUND

As a recipient of State Housing Initiative Partnership funds, the City of Port St. Lucie reconvened an Affordable Housing Advisory Committee on May 25, 2023, 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

COMMITTEE COMPOSITION

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.

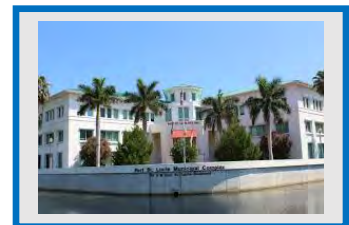
The City of Port St. Lucie did advertise the reconvening of the AHAC and did solicit applications for the Committee. Many of the 2022 members requested to be reappointed to the 2023 committee. The 2023 AHAC Committee members were appointed by the City Council via Resolutions 23-R45 on April 24, 2023.

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

Name	Category Represented
Anthony Bonna City Council, District 3, City of Port St Lucie	Locally elected Official
Kylee Fuhr District Homeless Liaison, St Lucie County Schools	Citizen who represents essential services personnel, as defined in the local housing assistance plan
Stefan Obel (Committee Chair) City of Port St Lucie resident, Network Security Engineer Stephanie Heidt (Vice-Chair) City of Port St Lucie resident, Economic Development and Intergovernmental Programs Director	Citizen who resides within the jurisdiction of the local governing body making the appointments
Patricia Garcia-King Sales Associate and Realtor, Keller Williams Realty of Port St Lucie Quinesha Adderly-Hawkins Realtor, Central Coast Realty Meredith McClane (Alternate) Florida Certified Real Estate Appraiser	Citizen actively engaged as a real estate professional in connection with affordable housing
Samiea Hawkins Housing Office Coordinator, Seminole Tribe of Florida	Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
Rebecca Danise Insurance agent, licensed FL CAM & banker for Florida Blue Dawn Burlace (Alternate) Mortgage Loan Originator	Citizen actively engaged in the banking or mortgage industry in connection with affordable housing.
Jessica Swords Property Manager, Capstone Communities	Citizen who is actively engaged in the residential home building industry in connection with affordable housing.

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://www.cityofpsl.com/government/departments/city-clerk/agendas-meeting-archives>.

AHAC meetings are published here: <https://psl.legistar.com/Calendar.aspx>

The final meeting of the AHAC adopting the recommendations 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 16, 2023. A copy of the advertisement has been attached as **Exhibit A**.

*Meetings were held at City of Port St. Lucie City Hall Complex
(121 SW Port St Lucie Blvd – Building A, Port St. Lucie, FL 34984)*

Meeting Date	Meeting Time	Meeting Agenda & Minutes
May 25, 2023	2:00 pm	1. Oath of office – new committee members 2. Introduction of staff and committee members 3. Introduction of duties and responsibilities of board 4. Review of committee by-laws, proposed amendments, and discussion of committee operating procedures and meeting schedule 5. Approval of minutes from October 20, 2022 and November 17, 2022 meetings 6. Review of timeline; vote to conduct meetings on the 4th Thursday of each month Agenda Minutes
June 22, 2023		1. Approval of minutes 2. Review of all incentives Agenda Minutes
July 27, 2023	2:00 pm	1. Approval of minutes 2. Overview of the Live, Local Act and initial AHAC discussion 3. Review of Sunshine Law and City of Port St. Lucie procedures, as they apply to city committee members and the Affordable Housing Advisory Committee Agenda Minutes
August 24, 2023	2:00 pm	1. Approval of minutes 2. Guest speaker, Jen Hance, St Lucie County Housing Division Manager, to discuss the Housing Needs Assessment, which is in process Agenda Minutes
September 28, 2023	2:00 pm	Advertised Public Hearing 1. Approval of minutes 2. Receive Public Comments 3. Vote to accept incentive plan recommendations of the Affordable Housing Advisory Committee for submission to the City Manager and City Council 4. Fair Housing Presentation (Analysis of Impediments to Fair Housing), if applicable and upon request 5. Florida Housing Coalition Presentation (Technical Assistance), if applicable and upon request Agenda Minutes
October 26, 2023	2:00 pm	1. Approval of minutes 2. Review Draft of 2023 AHAC Report 3. Review city-owned parcels of land appropriate for affordable housing

		4. Discuss alternate date for November AHAC meeting, which will be the annual public meeting advertised specifically for comments on the AHAC Report Agenda Minutes
November 16, 2023	2:00 pm	Advertised Public Meeting 1. Approval of minutes 2. Approve Final Draft of 2023 AHAC Report 3. Discuss highlights from the Affordable Housing Symposium Agenda Minutes

REVIEW OF INCENTIVES/AFFORDABLE HOUSING RECOMMENDATIONS

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.

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 certain changes designed to encourage production of affordable housing.

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>

The following incentives were reviewed on June 22, 2023

Committee Member Rebecca Danise moved to approve all incentives as listed on the spreadsheet provided by the City of Port St. Lucie and in the 2022 Report, with the ability to modify them in the future once the Housing Needs Assessment is received. Committee Member Dawn Burlace seconded the motion, which passed unanimously by voice vote.

EXPEDITED PERMITTING

(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.

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: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: *Keeping same recommendation as 2021. 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. 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: 1 year, after the City conducts a Housing Needs Assessment (HNA).

FLEXIBLE DENSITIES

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

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

Existing Strategy: Policy 3.1.10.6 (2020)- Densities are established by the property's future land use designation.

AHAC Recommendation: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: *No changes recommended by the Committee. Flexible densities do not need to be addressed by the City this upcoming year.*

Schedule for Implementation: N/A

AFFORDABLE ACCESSORY RESIDENTIAL UNITS

(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.

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

AHAC Recommendation: Consider allowing Accessory Dwelling Residential Units on single-family lots.

Existing Recommendation: Continue with existing strategy with consideration that this is a policy in the City's Comprehensive Plan and once the HNA is completed, the Comprehensive Plan will be reviewed, and changes will be made.

Schedule for Implementation: 2024

FLEXIBLE LOT CONFIGURATIONS

(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.

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

AHAC Recommendation: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: No changes recommended by the Committee. Flexible Lot Configurations do not need to be addressed by the City this upcoming year.

Schedule for Implementation: N/A

MODIFICATION OF STREET REQUIREMENTS

(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.

Existing Strategy: N/A

AHAC Recommendation: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: *No changes recommended by the Committee. Modification of Street Requirements do not need to be addressed by the City this upcoming year.*

Schedule for Implementation: N/A

PARKING AND SETBACK REQUIREMENTS

(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 and siting. Flexibility in these requirements can help lower development costs and ensure that more of the buildable land is available for housing development.

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: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: *Will continue with 2021 recommendation, which is City staff should comply with Policy 3.1.10.4 and establish guidelines to amend the Code to allow for the reduction of parking and setback requirements for affordable housing. The language should be revised and more detail on the implementation of this incentive should be included in the Housing Element. In addition, Parking and Setback Requirements do not need to be addressed by the City this upcoming year.*

Schedule for Implementation: To be reviewed once the Housing Needs Assessment (HNA) is complete in 2023.

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

(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.”

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.

Existing Recommendation: 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 HN. In addition, the committee suggests having a 2023 workshop with St Lucie County AHAC to further develop this incentive.

Schedule for Implementation: 2023

MODIFICATION OF IMPACT FEES

(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.

Meeting Synopsis: Chair Obel noted that having the impact fee and sewage connection fees waived as an option to someone who is willing to build affordable housing can make a huge difference and attract affordable housing.

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: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

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.

PUBLIC LAND INVENTORY

(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.

Meeting Synopsis: Senior Deputy City Attorney Gilbert indicated it is now required that counties and cities update and electronically publish the inventory of publicly owned properties that may be appropriate for affordable housing development. List provided to committee on 10/26/2023 and a copy may be found on City of Port St. Lucie website www.cityofpsl.com/housing.

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 drafted in 2020 but, never presented for approval to City Council (see Exhibit B).

AHAC Recommendation: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: 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). Legal analysis is required.

RESERVATION OF INFRASTRUCTURE CAPACITY

(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.

Existing Strategy: N/A

AHAC Recommendation: Keep existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

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.

PROCESS OF ONGOING REGULATORY REVIEW

(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.

Existing Strategy: Policy 3.1.10: 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 existing recommendation as is, until the committee has an opportunity to review the completed Housing Needs Assessment, which is in progress.

Existing Recommendation: *Keep to the current strategy of supporting the amendments to Policy 3.1.10 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

OTHER RECOMMENDATIONS OF THE COMMITTEE

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 2024. The program should also include a future staffing needs analysis and implementation plan in order to start and maintain a dedicated workforce housing program.

NO PUBLIC COMMENTS.

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 of utmost importance that staff work on the completion of the Comprehensive Housing Needs Assessment (HNA) and Implementation Plan in collaboration with the County and Ft. Pierce. The HNA is key for the updating of numerous City policies and the Comprehensive Plan's Housing Element which should be reviewed in 2024 with the finalization of the HNA.

Some key news items in 2023:

<https://www.wqcs.org/wqcs-news/2023-07-22/st-lucie-county-invites-affordable-housing-developers-seeking-a-local-government-contribution>

<https://www.wptv.com/money/real-estate-news/younger-first-time-homebuyers-targeting-treasure-coast>

<https://www.wptv.com/money/real-estate-news/treasure-coast-counties-work-to-combat-affordable-housing-crisis-with-formation-of-new-task-force>

<https://www.wptv.com/news/treasure-coast/counties-across-treasure-coast-asking-hud-to-redefine-affordable-housing>

<https://www.wpbfl.com/article/port-st-lucie-second-highest-rate-of-homeownership-country-ipx-1031/42662429>

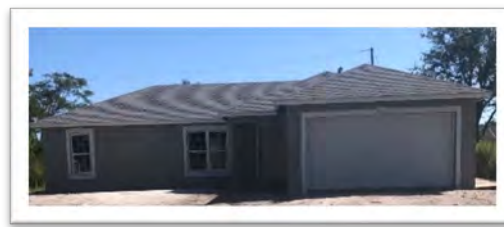


Exhibit A

NOTICE OF PUBLIC HEARING
CITY OF PORT ST. LUCIE
AFFORDABLE HOUSING ADVISORY COMMITTEE
November 16, 2023, AT 2:00 PM

The City of Port St. Lucie's Affordable Housing Advisory Committee 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. The public hearing will be held at 2:00 p.m. on November 16, 2023, in City Hall Building A, room #366 SW Port St. Lucie Boulevard.

A copy of the Evaluation and tentative Advisory Committee recommendations are available in the Neighborhood Services Department, City Hall Building A, room #366 and for any additional information on this public hearing please contact Mendy Solorzano at 772-344-4302 or Ann Fidge at 772-871-5220.

The Affordable Housing Advisory Committee 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. 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 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.

Exhibit B



CITY COUNCIL DIRECTED POLICY

Policy # 20-02ccd

TO: Russ Blackburn, City Manager

FROM: City Council

EFFECTIVE DATE: 1/22/2018

INITIATED BY: Procurement Management Department

POLICY TITLE: DISPOSITION OF CITY-OWNED REAL PROPERTY AND/OR BUILDINGS

PURPOSE STATEMENT

To update the Policy for the Disposition of City-owned Property and/or Buildings that was amended and approved by City Council on January 22, 2018 via Resolution 18-R07.

DEFINITIONS

City Real Estate Review Committee – A Committee established by the City Manager of employee representatives of those city departments for which the use of real property may or is of benefit to the City. The Committee shall meet only as needed for the review and disposition of surplus property or to be engaged is presenting departmental interests for the assignment of escheated property(ies).

POLICY

1. The Procurement Management Department (PMD), prior to real property being declared surplus and offered for sale, either through Request for Proposal (RFP) or through the Auction Process, will receive a signoff from all City Departments indicating that there is no existing or future use for said real property or buildings. Upon reviewing comments by the various departments, which must respond to the request by PMD within five (5) business days, PMD will create a list of surplus properties that are to be sold. The City Real Estate Review Committee shall convene as deemed necessary to support PMD in completing property-use determinations.
2. PMD will submit to the City Council the list of properties to be declared surplus pursuant to procedures and the sale of all real property must be finalized by ordinance in accordance with the terms and provisions of the Charter of the City of Port St. Lucie at Section 9.09(g). The request to declare real property as surplus shall include the date the property was purchased by the City, original purpose, price, and legal description.
3. PMD will implement the appropriate arrangements for all declared surplus properties to obtain appraisals and then proceed to sale either via auction or RFP. The PMD Department will be responsible for providing the Finance Department with a list of the lands to be sold (for GASB 34 requirements) and to the City Attorney's Office, who will work together with all appropriate parties and the title company to effectuate closing for all real estate sales. Upon completion of the closing, the City Attorney's Office will advise the Finance Department, PMD, Office of Management and Budget,

Information Technology, Risk Management, and other involved City Departments of the closing so it can be appropriately accounted for on the City's master inventory and within the budget.

All land and/or buildings must have an appraisal prior to the sale and the establishment of a minimum price will be based upon said appraisal. Appraisal may be conducted by comparable and like parcels, therefore, an individual appraisal per each site is not required. Said appraisal for the real property cannot be older than six (6) months.

4. The City Staff shall recommend, and provide the justification for, the method of sale via an RFP or Auction process. The City Council shall determine and approve the method of sale to be utilized.
 - A. RFP process is a written solicitation for competitive sealed proposals and shall follow the City's Purchasing Policy and Procedure Manual.
 - B. The Auction process will be accomplished through use of a Real Estate Broker or the City's contracted auction service and may be an on-site live auction with on-line bidding included.
5. All real property sold will require that the City set a minimum price for said property. The minimum price is as net to the City. No real property will be sold for less than the minimum price. Minimum price shall be based upon the appraisal and/or comparable and like parcels as previously indicated in paragraph "4" hereinabove.
6. All sales will allow the City to reject all proposals for failure to meet minimum price requirements, failure to meet other terms and conditions, or not be in the best interest of the City.
7. All real property to be sold will be posted with a sign detailing how and when it will be sold and a contact number for any questions that the prospective purchasers may have.
8. All adjacent property owners within 300' of the property to be sold will be notified of the sale by first class mail.
9. The City Manager will be required to recommend, in writing, a designation or disposition of revenues from the sale of each property. Such recommendation by the City Manager shall consider the original purpose for which the property was acquired and whether or not the proceeds from the sale of said real property are required to go to a specific fund. The City Council will designate the direction or utilization of proceeds from the sale of real property or buildings.
10. The City Council reserves the right to dispose of surplus real property and non-surplus real property by any other means in the best interest of the City of Port St. Lucie upon motion of the City Council.
11. Properties which are escheated to the City shall be reviewed to determine their highest and best use prior to assignment for use by a City department or declared surplus. Departments interested in assignment of an escheated property shall complete the "City-Owned Property Department Request Form" and submit the form to the City Attorney's Office for sufficiency prior to review and determination by the City Manager's Office.

This item was before and approved by the Port St. Lucie City Council on January 22, 2018 as Agenda Item 11C: Resolution 18-R07.



CITY COUNCIL DIRECTED POLICY
Policy # 18-01ccd

TO: Russ Blackburn, City Manager

FROM: City Council

EFFECTIVE DATE: 1/22/2018

INITIATED BY: Procurement Management Department

POLICY TITLE: DISPOSITION OF CITY-OWNED REAL PROPERTY AND/OR BUILDINGS

PURPOSE STATEMENT

To update the Policy for the Disposition of City-owned Property and/or Buildings that was approved by City Council on June 16, 2003.

DEFINITIONS

N/A

POLICY

1. The Procurement Management Department (PMD), prior to real property being declared surplus and offered for sale, either through Request for Proposal (RFP) or through the Auction Process, will receive a signoff from all City Departments indicating that there is no existing or future use for said real property or buildings. Upon reviewing comments by the various departments, which must respond to the request by PMD within five (5) business days, PMD will create a list of surplus properties that are to be sold.
2. PMD will submit to the City Council the list of properties to be declared surplus pursuant to procedures and the sale of all real property must be finalized by ordinance in accordance with the terms and provisions of the Charter of the City of Port St. Lucie at Section 9.09(g). The request to declare real property as surplus shall include the date the property was purchased by the City, original purpose, price, and legal description.
3. PMD will implement the appropriate arrangements for all declared surplus properties to obtain appraisals and then proceed to sale either via auction or RFP. The PMD Department will be responsible for providing the Finance Department with a list of the lands to be sold (for GASB 34 requirements) and to the City Attorney's Office, who will work together with all appropriate parties and the title company to effectuate closing for all real estate sales. Upon completion of the closing, the City Attorney's Office will advise the Finance Department, PMD, Office of Management and Budget, Information Technology, Risk Management, and other involved City Departments of the closing so it can be appropriately accounted for on the City's master inventory and within the budget.
4. All land and/or buildings must have an appraisal prior to the sale and the establishment of a minimum price will be based upon said appraisal. Appraisal may be conducted by comparable and like parcels, therefore an individual appraisal per each site is not required. Said appraisal for the real property cannot be older than six (6) months.
5. The City Staff shall recommend, and provide the justification for, the method of sale via an RFP or Auction process. The City Council shall determine and approve the method of sale to be utilized.

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Version History: 2003 adopted policy

Policy Template v 1.3



CITY COUNCIL DIRECTED POLICY Policy # 18-01ccd

- A. RFP process is a written solicitation for competitive sealed proposals and shall follow the City's Purchasing Policy and Procedure Manual.
 - B. The Auction process will be utilizing the City's contracted auction service and may be an on-site live auction with on-line bidding included.
6. All real property sold will require that the City set a minimum price for said property. The minimum price is as net to the City. No real property will be sold for less than the minimum price. Minimum price shall be based upon the appraisal and/or comparable and like parcels as previously indicated in paragraph "4" hereinabove.
 7. All sales will allow the City to reject all proposals for failure to meet minimum price requirements, failure to meet other terms and conditions, or not be in the best interest of the City.
 8. All real property to be sold will be posted with a sign detailing how and when it will be sold and a contact number for any questions that the prospective purchasers may have.
 9. All adjacent property owners within 300' of the property to be sold will be notified of the sale by first class mail.
 10. The City Manager will be required to recommend, in writing, a designation or disposition of revenues from the sale of each property. Such recommendation by the City Manager shall consider the original purpose for which the property was acquired and whether or not the proceeds from the sale of said real property are required to go to a specific fund. The City Council will designate the direction or utilization of proceeds from the sale of real property or buildings.
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