

ALACHUA COUNTY  
BOARD OF COUNTY COMMISSIONERS

**RESOLUTION NO. 2022 - 109**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA; RE-ESTABLISHING THE ALACHUA COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE; ESTABLISHING THE MEMBERSHIP THEREOF; ESTABLISHING THE PURPOSE AND RESPONSIBILITIES; PROVIDING FOR MEETINGS AND THE OPERATIONS THEREOF; PROVIDING FOR AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Board of County Commissioners of Alachua County, Florida (“Board”) has established an affordable housing advisory committee as required under Section 420.9076(2), Florida Statutes, known as the "Alachua County Affordable Housing Advisory Committee"; and

**WHEREAS**, Section 420.9076, Florida Statutes (F.S.) provides that the at request of the local government, the Affordable Housing Advisory Committee may perform other duties, additional to those listed in Florida law; and

**WHEREAS**, the Board seeks to re-establish the Alachua County Affordable Housing Advisory Committee and consider updates to its responsibilities and operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1. Recitals.** The above recitals are correct and incorporated herein.

**SECTION 2. Established.** The Board of County Commissioners of Alachua County, Florida (the “Board”) hereby re-establishes the Alachua County Affordable Housing Advisory Committee (the “Committee”).

**SECTION 3. Membership.** The Members of the Committee shall be appointed by the Board and will consist of nine (9) members, each of whom must be residents of Alachua County, Florida. All members will serve for four (4) year terms, staggered so that approximately one-third of the positions will be appointed each year. The Committee will be composed of one locally elected official of Alachua County and one representative from at least six of the categories below:

- A. A citizen who is actively engaged in the residential building industry in connection with affordable housing.
- B. A citizen who is actively engaged in the banking or mortgage industry in

connection with affordable housing.

- C. A citizen who is a representative of those areas of labor actively engaged in home building.
- D. A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- E. A citizen who is actively engaged as a for-profit provider of affordable housing.
- F. A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- G. A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- H. A citizen who actively serves on the local planning agency pursuant to Section 163.3174, F.S.
- I. A citizen who resides in Alachua County, Florida.
- J. A citizen who represents employers in Alachua County, Florida.
- K. A citizen who represents essential services personnel, as defined in the local housing assistance plan.

**SECTION 4. Purpose, Duties, and Responsibilities.** The Committee has the following purpose, duties, and responsibilities, unless otherwise directed by the Board:

- 1) To establish an annual work program for the Committee.
- 2) To make recommendations for regulatory reform concerning affordable housing incentives in the eleven (11) areas of review specified in Section 420.9076, Florida Statutes.
- 3) To submit recommendations as a report to the Board of County Commissioners every three years beginning in December 2008 in the form of a Local Housing Assistance Plan (LHAP) as a description of local housing strategies and incentives adopted by local government resolution.
- 4) To assist and advise the County on future policies and directions concerning community development projects and to review and approve policies and standards for the operation of affordable housing programs.
- 5) To provide input to the County through citizen participation on the development and the implementation of the Community Development Block Grant (CDBG) projects.
- 6) To provide input to the County through citizen participation on the development and the implementation of State Housing Initiatives Partnerships (SHIP) programs.

- 7) To assist the County in promoting community awareness through citizen participation for community development projects that are being considered by the County.
- 8) To review, make recommendations, or to provide input to the Board of County Commissioners on prioritizations, projects, and land acquisitions expenditures for residential affordable housing located or to be located in Alachua County, Florida when such will receive funding from Alachua County.
- 9) To make any other recommendations to the Board, as the Committee deems necessary, to encourage and facilitate affordable housing in Alachua County.

**SECTION 5. Additional Responsibilities.** Annually, the Committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan 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 modification 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. The Committee shall submit an annual report to the Board and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on the implementation of affordable housing incentives in the following areas:

- 1) 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 Section 163.3177(6)(f)3, Florida Statutes.
- 2) All allowable fee waivers provided for the development or construction of affordable housing.
- 3) The allowance of flexibility in densities for affordable housing.
- 4) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- 5) Affordable accessory residential units.
- 6) The reduction of parking and setback requirements for affordable housing.
- 7) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- 8) The modification of street requirements for affordable housing.
- 9) 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.

- 10) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- 11) The support of development near transportation hubs and major employment centers and mixed-use developments.

**SECTION 6. Meetings and Operations.** Unless in conflict with this Resolution, the *Advisory Board and Committees Guidelines* adopted by the Board, as may be amended, is applicable to the operations and conduct of this Committee. In the event of conflict, the provisions of this Resolution apply. The method of operations of and the conduct of the Committee's meetings will be as follows:

- 1) **Elections.** The Committee will elect one of its Members as Chair and one as Vice-Chair on an annual basis. The term of office for officers shall be for one year or until their successors are elected at the next regularly scheduled Committee meeting after a vacancy occurs. Election of officers shall be held on October 1 of each year or as soon thereafter as practicable. Upon resignation of any officer, nominations for a successor shall be made and elections held at the next regularly scheduled Committee meeting.
- 2) **Duties of Officers.**
  - a. Chair: The Chair will preside and conduct meetings of the Committee. He or she will preside at all meetings of the Committee and will be an ex-officio member of all subcommittees. The Chair shall have further powers and duties as assigned by the Board, including, but not limited to, the following:
    1. Presiding over and conducting meeting of the Committee according to the most recent edition of Robert's Rules of Order.
    2. Calling special meetings.
    3. Appointing subcommittees when necessary.
    4. Providing written notice to the County when Committee vacancies occur.
  - b. Vice-Chair: In the absence of the Chair, or in the event of his/her inability to act, the Vice Chair shall exercise all powers and duties of the Chair.
- 3) **Meetings.** The Advisory Committee shall meet at least once per year. Special meetings may be called by the Chair or by any three (3) members of the Committee upon forty-eight (48) hours written notice to all members and to the County Manager or his or her designee.  
All meetings of the Committee, including any subcommittee(s) if any, and records of the Committee, as defined in Section 119.011(12), Florida Statutes, are open and available to the public in accordance with Chapter 119, Florida Statutes and Section 286.011, Florida Statutes. A reasonable opportunity for public comment will be

provided at each Committee meeting. The County Manager or his or her designee shall produce minutes of the meetings which shall be submitted to the Committee for approval.

- 4) Agenda. The Chair shall be responsible for the meeting agenda. The County staff liaison shall aid the Chair in preparing and distributing the agenda, which, except for special meetings, shall be mailed electronically or via US Mail to each member of the Advisory Committee at least five (5) days prior to the next meeting. The County Manager, County staff liaison, Chair, or any member of the Committee may place an item on the agenda by notifying the staff liaison at least seven (7) prior to the publication of the agenda.
- 5) Subcommittees. Subcommittees comprised of members of the Advisory Committee may be appointed by the Chair.
- 6) Quorum. A majority of the Advisory Committee membership positions filled shall constitute a quorum. Recommendations and decisions of the Committee must be made by a majority vote of those present and voting.
- 7) Attendance and Vacancies.
  - a. Attendance will be taken at every Committee meeting.
  - b. Any board or Advisory Committee member whose attendance is less than 50% during the period of 6 consecutive meetings will automatically be removed from the Committee.
  - c. Staff liaisons may report attendance monthly to the Committee. The Staff liaison will prepare a letter notifying attendance policy violators of their dismissal and will submit the letters to the Chair for signature.
  - d. Members of the Advisory Committee whose terms have expired may continue serving on the Committee until appropriate appointments have been made by the Board.
- 8) Compensation. Members of the Advisory Committee shall receive no compensation for the performance of their duties and responsibilities.
- 9) Conflict of Interest. Any member who has a conflict of interest on any given issue shall announce the existence of conflict prior to discussion and shall refrain from discussing and or voting on that issue, pursuant to Florida law.
- 10) Reports. Reports and communications to the Board, must be reduced to writing and forward to the Chair of the Board of County Commissions with a copy to the County Manager.
- 11) Biannual Regional Workshop. The locally elected official serving on the Committee, or a locally elected official's designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst

Program, as provided in Section 420.531(2), Florida Statutes, and attendance may be in-person or through teleconferencing or other technological means.

**SECTION 7. Amendment.** This Resolution may only be amended by the Board. The Committee will be a standing committee and may be dissolved upon approval of the Board at any time.

**SECTION 8. Effective Date.** This Resolution shall become effective upon approval by the Board of County Commissioners of Alachua County, Florida ("effective date"). Upon the effective date, this Resolution repeals and replaces any prior resolutions regarding the Affordable Housing Advisory Committee created or amended, such as those referenced by Resolution 93-26, Resolution 08-67, and the CDBG Advisory Committee created by Resolution 83-111, and repeals any prior bylaws created for such Committee.

**DULY ADOPTED** in regular session, this 27th day of September, 2022.

**BOARD OF COUNTY COMMISSIONERS  
OF ALACHUA COUNTY, FLORIDA**

ATTEST:



J.K. "Jess" Irby, Esq.  
Clerk of Court

BY: 

Marihelen Wheeler, Chair  
Board of County Commissioners

APPROVED AS TO FORM

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County Attorney

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