Present were:
  - Stephen Rinehart, Chairman
  - Divina Westerfield-Maruca
  - Glen Gibellina, (Entered during meeting)
  - Vallerie Guillory, First Vice-Chairman
  - William Conerly, (Entered during meeting)
  - Brandon Johnson, (Entered during meeting)
  - Michael Fenton
  - George Kruse, Board of County Commissioners

Absent were:
  - Erick Pons
  - Kenneth Ellis
  - Mark Dunlop

Two seats are vacant

Also present were:
  - Lee Washington, Community and Veterans Services Director
  - Deborah Ash, Community Development Coordinator
  - Rowena Elliott, Community and Veterans Services
  - Hannah Bishop, Board Records, Clerk of the Circuit Court

AGENDA AND SIGN-IN SHEET

1. CALL TO ORDER
   Chairman Rinehart called the meeting to order at 3:05 p.m.

2. PLEDGE OF ALLEGIANCE/ROLL CALL
   Chairman Rinehart led the Pledge of Allegiance and conducted the Roll Call.

RECESS/RECONVENE: 3:05 p.m. – 3:10 p.m.
(Entered William Connerly and Glen Gibellina)

3. DECLARATION OF A QUORUM
   A quorum was declared, with Members Pons, Ellis, and Dunlop absent.

4. MINUTES
   A motion was made by Member Conerly, seconded by Member Gibellina, and carried 7-0 to approve the minutes of November 14, 2022.

5. UPCOMING AFFORDABLE HOUSING PROJECTS
   Rowena Elliott, Development Services, used a slide presentation to review topics of discussion, define affordable housing, and upcoming affordable housing projects, affordable housing programs target households that spend 30 percent or less of their income for housing, low-income workers, HUD does not distinguish between affordable housing and workforce housing, affordable housing is generally used for households with an income that
is 80 percent and below of the Area Median Income (AMI) being used to determine affordability and eligibility, which is $90,400 in Manatee County, but changes every year, updated motions and statuses, surplus properties for Affordable Housing, half dwelling unit text amendment, standard zoning (limited) text amendment, and community land trust.

Discussion ensued regarding County owned surplus properties, locations, and the process for each property/location.

Upon question, Ms. Elliott stated that each surplus property must go through the processes that have been put in place. Staff is working on a new process, for how each property needs to be developed. Before anything can be done with County owned properties, they must go through surplus. There are 30 active affordable housing project being processed with most in the Southwest District TIF (SWD), for a total of 2,350 units, of which 1,343 are affordable. The County has issued eight Land Use Restriction Agreements (LURA) and three more will be approved on December 15th.

6. GAP FINANCING – PROCESS, REQUIREMENTS, AND FAQ

Rowena Elliott, Development Services, used a slide presentation reviewing Gap Financing, the process for all developers seeking to construct affordable housing units, the requirements, FAQ (Frequently Asked Questions), funding strategies, the County is researching strategies to fund affordable housing, this includes a revolving loan fund for small developers who want to assist in the development of affordable housing (single family units), currently going through this process with Florida Housing Coalition, in technical training currently for this process, and the County is currently working on a gap financing application process that will provide the same opportunity for all developers seeking to construct affordable housing units throughout the County.

Discussion ensued regarding the meaning of GAP Financing, the requirements, and the process.

Ms. Elliott continued the slide about GAP Financing, funding sources, , general fund allocation to affordable housing subsidy account, tax increment financing (SWD/TIF) can only be used on projects in the SWD, new funding sources to be determined, allocate a portion of the already collected millage rate to be used for housing development, and sale of surplus properties allocated to the subsidy or trust fund account.

Discussion ensued regarding the processes in lieu of payments, millage rate increase, surplus properties should be considered for Affordable Housing, and Member Gibellina will be tasked with keeping the list of surplus properties up to date and bringing them to future AHAC meetings.

Upon Question, Ms. Elliott stated that all surplus properties go through Property Management first. Any surplus properties that would be considered for Affordable Housing, would be sent to her for review, and then would be brought to AHAC.

Discussion ensued regarding the funding sources for the surplus properties for Affordable Housing, additional steps for half-units, the impact fees associated, and the current study being done for half dwelling units.
Upon Question, Ms. Elliott stated that there are other funding sources through the State, which are with Community and Development. The half dwelling units are being calculated as one unit. She receives notifications of surplus properties available and reviews them, to see if they can be sold or developed for Affordable Housing. She is currently working on agreements, which would restrict these properties. If there is a loan on any of the properties, there would be a Land Use Restriction Agreement (LURA). The County has meetings about the surplus properties weekly. The properties can come to AHAC before they go to surplus, to see if the parcels would work for development for Affordable Housing.

(Commissioner Kruse)

A motion was made by member Maruca seconded by member Gibellina, that before property is listed as surplus, but is intended to be listed as surplus, the property be brought to AHAC to determine if there is a recommendation as to building affordable homes on that parcel. Following discussion and clarification of the motion, the motion failed 3-4 with Members Conerly, Johnson, Guillory, and Rinehart voting nay, and Commissioner Kruse and Members Pons, Ellis, and Dunlop absent.

Discussion ensued regarding the process for AHAC to advise on these properties, surplus properties should be put online to bid, for builders to purchase and make the numbers work, if no developers come forward then put the properties online for advertising, the surplus process is dictated by Florida Statue 5.13, and the properties that have been discussed, have already been surplussed, but have been taken back.

Upon Question, Ms. Elliott stated that once the County properties become surplus, they must sit for a certain number of days, before they can act on them, then they go through the process the County has in place.

7. DISCUSSION ON POSSIBILITY OF APPRENTICE PROGRAM FOR CONTRACTORS AND TRADES

Chairman Rinehart discussed the possibility of an Apprentice Program for contractors and trades.

Discussion ensued regarding contacting John Mast, at the Manatee-Sarasota Building Industry Association (MSBIA), funding sources, state programs, training for young people who do not want to go to college, and partnering with the high schools in Manatee County to create a program.

8. 2023 MEETING FREQUENCY AND SCHEDULE

AHAC can meet once a month or have a workshop if outside of the regular meeting schedule if needed.

Discussion ensued regarding taking a look at the Board of County Commissioner and Planning Commission meetings before scheduling AHAC meetings, keeping the meetings monthly, and appointing a member from this board to attend the Board and Planning Commission meetings to bring items back to AHAC from those meetings that apply to Affordable Housing.
9. **NEXT MEETING**
The next AHAC meeting will be held January 23, 2023 (if approved) -3:00 p.m. – 5:00 p.m., at the County Administration Building, Manatee Room – 5th Floor, 1112 Manatee Avenue West, Bradenton 34205.

**RECESS/RECONVENE:** 3:53 p.m. – 4:03 p.m.

10. **MEMBER COMMENT**
   - Chairman Rinehart
     - Discuss lot splits for a future agenda item. John Osborne will review the Land Development Code (LDC) at the January meeting
   - Member Gibellina
     - Requested reviewing Form Based Code
   - Member Fenton
     - Requested reviewing land owned by the Sarasota Airport, which is on the north side, in the SWD/TIF which has mitigating factors, and would be perfect for affordable housing
   - Member Guillory
     - Met with Property Management and learned about the surplus process

11. **PUBLIC COMMENT**
    There being no public comment, Chairman Rinehart closed public comment.

**ADJOURN**
There being no further business, Chairman Rinehart adjourned the meeting at 5:13 p.m.

Minutes Approved: ________________