



Deltona Affordable Housing Advisory Committee By-Laws

Article I. **Name:**

An Affordable Housing Advisory Committee (AHAC) was created by the City Commission as part of Ordinance No. 08-2001, then reinstated pursuant to Ordinance No. 05-2013. The AHAC shall be referred to in these by-laws as “the Committee.” The jurisdiction of the Committee shall be throughout the area of the City of Deltona. The business of the AHAC shall be governed by these by-laws.

Article II. **Mission and Purposes:**

Section 1. The mission of the Committee shall be to recommend specific initiatives to encourage or facilitate affordable housing while protecting the value of the property within the City’s neighborhoods. The purpose of the Committee shall be to make advisory recommendations to the City Commission regarding local housing incentive strategies. Committee recommendations shall be made to the City Commission through the Department of Planning and Development Services and the City Manager. Recommendations approved by the City Commission shall be included in an amendment to the Deltona Local Housing Assistance Plan.

Section 2. The Committee shall make a recommendation to the City Commission by formal written approved motion of the Committee as to the conclusion of the Committee that an incentive strategy or proposal should be considered by the City Commission for approval, approval with specific conditions recommended by the Committee, or denial. The Committee’s recommendation shall be transmitted to the City Commission with all related staff reports, an index and executive summary of written materials submitted by the public for consideration at the Committee’s public hearing, and a summary of public comments at the hearing.

Section 3. In developing its recommendations, the Committee shall triennially review the established policies and procedures, ordinances, land development regulations, and adopted comprehensive plan of the City of Deltona. Such 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. At a minimum, the Committee shall make recommendations on affordable housing incentives in the following areas:

- (a) The processing of approvals of development orders or permits, as defined in § 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 of flexibility in density levels for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons 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 configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, 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.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

The Committee may perform other duties at the request of the City Commission including:

- (a) The provision of mentoring services to affordable housing partners including developers, banking institutions, employers and others to identify available incentives, assist with applications for funding requests, and develop partnerships between various parties.
- (b) The creation of best practices for the development of affordable housing in the community.

Section 4. The Committee recommendations must also include other affordable housing incentives identified by the Committee. The recommendations of the Committee are required to be logically related to the provision of affordable housing in the City. Such recommendations shall be limited in scope to the Committee's charge to improve the delivery of affordable housing units within the city of Deltona, while at the same time preserving or enhancing residential property value and quality of life. Appropriate supporting analyses demonstrating the required logical relationship between recommendations of the need for affordable housing and the improved delivery of affordable housing shall be included as an appendix to the Committee's recommendations. Said appendix

shall be developed by the Department of Planning and Development Services, or such other individuals or agencies as may be directed by the City Manager.

Article III. Membership:

Section 1. The Committee shall have eleven members appointed by the City Commission by resolution. Each member shall serve for a term of two years. Appointments shall be ratified by a majority vote of the City Commission. No elected official and no employee of the city or county government shall be appointed to serve on the Committee. The Committee will include:

- (a) One citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) One citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) One citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) One citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) One citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) One citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) One citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) One citizen who actively serves on the local planning agency pursuant to § 163.3174.
- (i) One citizen who resides within the City of Deltona.
- (j) One citizen who represents employers within the City of Deltona.
- (k) One citizen who represents essential services personnel, as defined in the local housing assistance plan.

If, due to various reasonable factors, a citizen actively engaged in these activities in connection with affordable housing is not available for appointment to the Committee, a citizen engaged in the activity without regard to affordable housing may be appointed. All members of the Affordable Housing Advisory Committee must be citizens of the City of Deltona.

Article IV. Meetings and Notice:

Section 1. Meetings of the Committee, or any two or more of its members, are subject to the requirements of the Florida government in the Sunshine laws.

Section 2. Regular meetings, which shall include any business meeting of individual members, shall be held at least once each month in accordance with the schedule agreed upon by the members at their organizational meeting. The schedule may be changed upon approval of a motion by a majority of the Committee members present at a scheduled meeting and constituting a quorum.

Section 3. Notice of meetings shall be posted in City Hall and at the Department of Planning and Development Services offices or as required by the City Clerk. Meetings shall be open to the public.

Section 4. Notice of the time, date and place of the public hearing of the Committee to adopt final local housing incentive strategies recommendations must be published in a newspaper of general paid circulation in the county. The notice must contain a short and concise summary of the local housing incentives strategies recommendations to be considered by the Committee. The notice must state the public place where a copy of the tentative advisory committee recommendations can be obtained by interested persons.

Article V. Quorum and Voting:

Section 1. A majority of the appointed membership shall constitute a quorum for the transaction of all business of the committee. A quorum shall be six members.

Section 2. Each member shall be entitled to one vote on any matter presented to the Committee membership for a vote.

Section 3. No voting by proxy or absentee ballot shall be permitted on any matter presented to the Committee membership for a vote.

Section 4. The affirmative vote of at least a majority of those members who are present and voting at a duly held business meeting at which a quorum is present shall be the act of the Committee.

Article VI: Officers:

Section 1. The committee shall elect a chairperson and vice-chairperson from among its members. The terms of all Committee officers shall be one year. At the organizational meeting of the Committee the staff representative to the Committee shall call the Committee meeting to order and shall then call for nominations for the chairperson. Upon election of a chairperson, the staff representative to the Committee shall pass the gavel to the chair. The chairperson shall then call for nominations for vice-chairperson. Upon election of a vice-chairperson, the chairperson shall proceed with the Committee meeting.

Section 2. The Officers of this Committee shall be a Committee Chairperson and a Vice-Chairperson.

Section 3. The Officers of the Committee shall be elected by the appointed members of the Committee as provided herein.

Section 4. Any Officer of the Committee may resign, provided that any such resignation must be made in writing and delivered to the Committee Chairperson or City Clerk. Unless any such resignation is, by its terms, effective on a later

date, it shall be effective on delivery to such Committee Officer, and no acceptance by the Committee shall be required to make it effective. Any Officer of the committee may be removed from office at any time, with or without cause, by majority vote of the members present and constituting a quorum at a business meeting of the Committee.

Section 5. Any vacancy in an Office shall be filled by a special election held at the next business meeting following the announcement of the vacancy.

Section 6. If a member is absent for three consecutive meetings without being excused by the chairperson, said member shall forfeit his or her office and it shall be deemed vacant. Any vacancy occurring during the un-expired term of office of any member shall be filled by the City Commission for the remainder of the term. The vacancy shall be filled within 30 days from the time it occurs. Any member of the Committee may be removed from office for cause by the City Commission, upon written charges and after public hearing.

Article II. Duties of Officers:

Section 1. The Chairperson is the chief executive officer of this Committee, and is responsible for fulfilling the mission of this Committee. The Chairperson presides at all meetings and has general supervision of the operation of the Committee.

Section 2. The Vice Chairperson is the second ranking Committee Officer and is responsible for presiding over meetings in the absence of the Chairperson.

Article VIII. Employees, Administrative Services:

Section 1. The Committee shall have no employees or contract vendors. The Department of Planning and Development Services shall provide clerical staff and support by formatting and packaging board agendas, posting agendas for public notice, creating summary minutes of meetings and maintaining Committee records. The Department of Planning and Development Services shall also provide technical assistance to the Committee consistent with its staffing and funding as approved by the City Commission.

The Director of Planning and Development Services shall or his/her designee shall bring Committee reports and recommendations to the City Commission in appropriate communications, the format and medium of which shall be determined by the City Manager. Such communications shall include staff reports and recommendations, application materials, correspondence, and other relevant information as determined by the Committee, the Director of Planning and Development Services, the City Manager, or the City Commission to be necessary to assist the City Commission in its deliberations.

The Committee shall not direct the staff to undertake any project, but may request reasonable staff assistance and may report through the staff and City Manager to the City Commission any projects which the Committee deems worthwhile for Commission consideration by a majority vote of the Committee's entire membership.

Article IX. Rules of Order:

Section 1. Insofar as they do not conflict with the by-laws, Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure.

Points of order shall not be raised in Committee meetings by members of the audience. The City's Planning and Development Services Director, or his/her representative, shall be an ex-officio member of the Committee.

The Sheriff's Office or, upon its creation, the City's police department shall provide a sergeant-at-arms to maintain order at Committee Meetings upon the request of either the Chairperson or the Director of Planning and Development Services.

Section 2. The Committee shall meet at regular intervals once each month, and at such other times as it may deem necessary, for the transaction of its business. It shall follow these by-laws adopted by resolution of the City Commission.

Section 3. The Committee, through the Department of Planning and Development Services, shall keep a properly indexed public record of its resolutions, transactions, findings and recommendations.

Article X. Legal Status and Dissolution:

Section 1. This Committee is an unincorporated association formed solely for the purpose of recommending affordable housing initiatives to the Deltona City Commission.

Section 2. The by-laws of this Committee shall be governed by and interpreted in accordance with the laws of the State of Florida.

Article XI. Amendments:

Section 1. The scope of these by-laws, and any amendments to these by-laws, is limited to the matters specifically placed within the discretion of this Committee by the City Commission. This Committee shall not have the power to amend these by-laws without City Commission approval.