

**RESOLUTION  
NUMBER 2021 - 002**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, PROVIDING FOR MEMBERSHIP OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR TERM, QUORUM, AND OTHER PROCEDURES AND REQUIREMENTS; PROVIDING FOR TRAINING OF THE LOCAL ELECTED OFFICIAL REPRESENTATIVE ON THE AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR ADMINISTRATION FOR THE AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR ADDITIONAL AFFORDABLE HOUSING INCENTIVE STRATEGIES FOR THE COMMITTEE'S CONSIDERATION; PROVIDING FOR REPEAL OF RESOLUTION 2018-033; PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, Part VII, Chapter 420, Fla. Stat. ("the Act"), provides for the State housing Initiatives Partnership Act, establishing a State Housing Initiatives Partnership ("SHIP") Program to provide funds to local governments to provide for the development and implementation of local housing assistance plans to provide for affordable housing to very-low-income, low-income, moderate-income and special needs households, and to encourage partnerships between public and private sector representatives to reduce the cost of housing, create affordable housing and provide related services; and

**WHEREAS**, Levy County adopted Ordinance 93-3, which was codified in Article II, Chapter 70, Levy County Code, in order to participate in the SHIP Program and establish the affordable housing advisory committee to develop incentive strategies to address affordable housing goals; and

**WHEREAS**, on January 5, 2021, the Board adopted Ordinance 2021-003, amending Article II, Chapter 70, Levy County Code, in order to update and enhance the goals and regulations related to affordable housing, partially in response to changes to the Act enacted by the State legislature; and

**WHEREAS**, Section 420.9076 of the Act and the revised Section 70-36, Levy County Code, require and provide for the creation of an affordable housing advisory committee (sometimes herein "AHAC") by Levy County as part of its participation in the SHIP Program and its achievement of its affordable housing goals; and

**WHEREAS**, in 2018, the Board adopted Resolution 2018-033, appointing AHAC members, as required under the then-current provisions of the Act; and

**WHEREAS**, as the result of recent changes to the Act and the revisions to Article II, Chapter 70, Levy County Code, contained in Ordinance 2021-003, it is necessary for the Board to adopt an updated Resolution for the AHAC, and provide for membership, terms of members, quorum requirements, additional duties, and other administrative issues related to the AHAC and its operations;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, of Levy County, Florida that:

1. Recognition of AHAC Creation by Ordinance 2021-003, Section 70-36, Levy County Code. The Board created the AHAC by adoption of Ordinance 2021-003, which provides for amendment to Section 70-36, Levy County Code, to reflect the establishment of the AHAC, the public nature of the meetings and records of the AHAC, and the requirements for the AHAC to annually review established policies and procedures, ordinances, land development regulations, and County Comprehensive Plan provisions with the purpose of recommending specific initiatives to encourage or facilitate affordable housing while protecting the ability of property to appreciate in value.

2. Membership. (a) The AHAC shall consist of at least eight but not more than eleven members. The AHAC will consist of one locally elected official and at least one representative from at least six of the following categories:

- (i) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (ii) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (iii) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (iv) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (v) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (vi) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (vii) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (viii) A citizen who actively serves on the Levy County Planning Commission, which is the local planning agency pursuant to section 163.3174, Fla. Stat.

- (ix) A citizen who resides within the jurisdiction of the county.
- (x) A citizen who represents employers within the jurisdiction.
- (xi) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

(b) The locally elected official, or a locally elected designee, serving on the AHAC must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in Section 420.531(2), Fla. Stat., as the same may be amended. If the locally elected official or locally elected designee fails to attend three consecutive regional workshops, the Florida Housing Finance Corporation may withhold funds pending the person's attendance at the next regularly scheduled biannual workshop.

(c) There may be more than one member of the AHAC who qualifies in any category listed in section 2(a); provided that there is at least one local elected official and sufficient members to represent at least six of the categories before a second member from any category is appointed; and provided further that the total number of AHAC members does not exceed eleven.

(d) For purposes of membership qualifications, the term *citizen* means a citizen of the United States and the State of Florida. While Levy County will make all reasonable efforts to find members for the AHAC who are residents of Levy County, a member of the AHAC is not required to be a Levy County resident.

(e) Appointments of AHAC members will be made by majority vote of the board. The initial appointments of the members of the AHAC made by the Board on November 3, 2020, are hereby ratified.

(f) Members of the AHAC shall serve at the pleasure of the Board. A member of the AHAC may be removed by majority vote of the Board.

3. Terms. (a) Members of the AHAC will serve for two-year terms and may be reappointed for subsequent terms, with the terms of the initial appointments made on November 3, 2020 staggered.

(b) The categories represented by the initial November 3, 2020 appointments that will carry initial one-year terms for staggering purposes are as follows: a citizen who is actively engaged in the residential home building industry in connection with affordable housing; a citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing; a citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing; a citizen who is actively engaged as a not-for-profit provider of affordable housing; a citizen who is actively engaged as a real estate professional in connection with affordable housing. The terms for AHAC members representing these categories will expire and be eligible for new appointments or reappointments in November of odd-numbered years. In the event that any of these categories with a term ending in odd-numbered year becomes vacant for one or more terms without any individual

representing that category, the category will continue to maintain its term that expires and is eligible for new appointments in odd-numbered years.

(c) The terms for AHAC members representing all categories other than those set forth in subsection 3(b), and the terms for AHAC members appointed as second members to any category set forth in section 2(a), will expire and be eligible for new appointments or reappointments in November of even-numbered years.

4. Quorum. Five members of the AHAC constitute a quorum for the transaction of business. The AHAC may not take formal actions unless a quorum is present, but may meet to hear presentations or conduct discussions if the meeting was duly noticed and minutes are taken.

5. Organization, Rules, Staffing. (a) The AHAC shall annually elect a chairperson, vice-chairperson and such other offices as it deems necessary. The chairperson is charged with the duty of conducting meetings in a manner consistent with law. The vice-chairperson is charged with acting in the stead of the chairperson in the event of the chairperson's inability to attend a meeting or to otherwise act as chairperson.

(b) The AHAC may adopt rules governing the conduct of its meetings and other operations.

(c) The AHAC will conduct meetings at regular intervals. Special meetings may be called by the chairperson, upon reasonable notice to the other AHAC members and the public. Meetings shall be held monthly for the first year of committee existence and quarterly, or more frequently thereafter.

(d) All meetings of the AHAC are public meetings, subject to the provisions of section 286.011, Fla. Stat., as the same may be amended. The AHAC meetings shall also comply with any special notice or hearing provisions that may be required pursuant to the SHIP Act. All records of the AHAC are public records, governed by the provisions of Chapter 119, Fla. Stat., as the same may be amended. Minutes of the meeting shall be kept by the clerk of the board of county commissioners.

(e) Staff, administrative and facility support for the AHAC shall be provided by the board of county commissioners.

6. Powers, Duties. (a) The AHAC shall have all powers and duties assigned to it in Section 70-36, Levy County Code, and any other powers and duties as the board may assign to it from time to time.

(b) In addition to the list of specific actions or affordable housing initiatives contained in Section 70-36(d), Levy County Code, required to be considered in the AHAC's annual report referenced in Section 70-36(c), Levy County Code, and in addition to any other specific actions or affordable housing initiatives identified by the AHAC, the AHAC will consider affordable housing initiatives in the following areas in the development of its annual report:

(i) The transfer of development rights as a financing mechanism for housing for very low-income persons, low-income persons, and moderate-income persons.

(ii) The modification of sidewalk requirements for affordable housing.

(c) To the maximum extent feasible, with its submittal of approved affordable housing incentive recommendations to the Board, the AHAC will include quantification of the affordable housing cost reduction anticipated from implementing each recommendation.

7. Repeal of Resolution 2018-033. Resolution 2018-033 is hereby repealed in its entirety.

8. Effective Date. This Resolution will take effect immediately upon adoption.

**PASSED AND DULY ADOPTED** this 5<sup>th</sup> day of January, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA

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John Meeks, Chair

ATTEST: Danny J. Shipp, Clerk of  
Circuit Court and Ex-officio Clerk to  
The Board of County Commissioners

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Danny J. Shipp, Clerk

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:



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Anne Bast Brown, County Attorney