

**Charlotte County**  
**Affordable Housing Advisory Committee**  
**Special Meeting Minutes**  
March 27, 2024

**Roll Call:** The meeting was called to order at 10:00AM by Lance Welsh, chairman. A quorum was present.

Committee Members Present:

Welsh, Lance, Chair	Real Estate Professional
Pentelecuc, Kurt, Vice-Chair	Non-Profit Provider of Affordable Housing
Tiseo, Comm. Joe	Local Elected Official
Mansfield, Mike	Home Building Industry
Hogan, Angela	Advocate for Low-Income Persons
Finig, Brittany	Citizen at Large
Gravesen, Michael	Planning and Zoning Official
Hughes, Daniel	Mortgage/Banking Industry
Proudfoot, Kris	Mortgage/Banking Industry

Staff/Guests Present: Colleen Turner, Carrie Walsh, Rich Gromalski, Kelly Gammon, CCHS; Glinda Pruitt, ACA; Jie Shao, CCCD; Sandy Weaver, CCU; Denise Dull, PORCH; Mike Kane, Pelican Isle Development; Christine Graham, Exp Realty; Jessica Turner, Collaboratory; Chris Reesor, Rebuilding Together.

**Public Comment on Agenda Items:** None.

\*Motion to close public comments, Mike Mansfield. Second, Michael Gravesen. **Motion passed unanimously.**

### **Charlotte HOME Program Modifications**

The AHAC and staff assessed all components of the Charlotte HOME program and considered several recommendations for program modifications:

- Resolutions 2020-109 and 2023-219 were reviewed as having established and modified the Charlotte HOME program.
- Incentives and related procedures including Land Donation and Density were discussed. Members recommend removing Density as a Charlotte HOME incentive, instead referring applicants to Community Development as needed. Members also recommend modification of the process for Land Donation from a triennial competitive process to a “rolling RFP” where developers can request donation of desired parcels published on the County Surplus Properties list through regular Charlotte HOME application. Assistant County Attorney Glinda Pruitt will research this further and provide input at the next meeting.
- Fee Subsidies were discussed at length, including what fees should be eligible (utility connection including water and electric; permits; environmental; and DRI) and placing the onus on the developer to provide a detailed fee schedule (require a pro forma) with application.
- Accessing other Housing funding (SHIP; HHR; etc.) through Charlotte HOME was discussed.
- The application was reviewed and very specific suggestions for improvements were made. Staff will incorporate for review at next meeting. Discussion was held about the Scoping Meeting.
- The Incentive Award Criteria was reviewed. Members recommended updates to remove the cap on funding amount and consider basing awards on number of units and capping per-unit award amount. The “right sizing” of awards is a priority, as is managing trust fund encumbrances.
- The timing of applications associated with FHFC Multi-family Programs was discussed. When local government contribution is required by a FHFC RFA, application in advance is appropriate, with encumbrance contingent upon award. Post RFA applications should reflect either a gap in financing, or

an added value for the County (more units; more ELI/VLI units; etc.). The Award Letter should spell out # of units and amount of award for what fees.

- The duration of trust fund encumbrances was discussed. Resolution 2023-219 Sections 9 and 10 address Developer Performance (permits issued within 18 months of award) and Remedies. Members suggested updating to provide for requests for extensions and Developer Agreement.
- Scoring matrix and Tier level amendments were suggested and will be incorporated by staff for review at the next meeting.
- Staff will update the Charlotte HOME policy to reflect suggested changes and provide draft for review at the next meeting.
- The Charlotte HOME webpage was demonstrated and input solicited. Updates will be made and the plan for launch will be in conjunction with BCC approval of program modifications.

Staff will bring updated documents for final review and recommendation to BCC to the 04.24.2024 meeting.

#### **Member/Agency Updates:**

- **PGHA** – Verandas III should begin taking applications in September 2024 and be leased up by Jan 2025.
- **Habitat** – Fifteen (15) homes under construction. Eleven (11) more coming.
- **GCP** – Rapid Re-Housing update. More funds available.
- **Homeless Coalition** – SMART Recovery groups resuming soon. The men’s waiting list has been cleared!
- **Banking/Mortgage** – Legislative update: Hometown Heroes is being funded at an additional \$100M. SHIP is also fully funded.

There being no further business, the meeting was adjourned by motion/second by Kurt Pentecuc/Commissioner Tiseo and unanimous vote.

The next regular meeting is scheduled for 04.24.2024 at 10:00 AM at the Family Services Center (FSC), 21500 Gibraltar Dr., Port Charlotte.