

the lease. This repayment shall be considered program income. Eligible households may receive assistance under this strategy only one time during a three (3) year period.

vi. **Recipient Selection Criteria:**

1. The applicant's annual household income may not exceed 120% of the area median income adjusted for family size.
2. Applicants will be received on a first come, first served basis following annual advertisement of SHIP notice of funds availability (NOFA). Applications will be processed using a selection criteria established within the County Administration approved SHIP policies and procedure manual.
3. Property for which assistance is being sought must be within Osceola County or in the City of Kissimmee.
4. Applicants assisted under this strategy must lease (for no less than a one year lease) a dwelling unit which meets the Standard Housing Code Requirements and whose occupancy will not violate any other County or City codes or ordinances including zoning codes.
5. The rent limit requirements of the SHIP program will be observed (see I. Program Description, Paragraph L. above)

vii. **Additional Information:**

This strategy is subject to fund availability and may not be available every fiscal year.

**5. LHAP INCENTIVE STRATEGIES**

A. **Name of Strategy: Expedited Permitting**

Permits as defined in §.163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

Osceola County realizes that time is of the essence for development projects. Expedited Processing can provide cost and time savings to the developer which helps to lower the cost of the home to the homebuyer.

Established policy and procedures:

The approval process of projects that do not necessitate a land use amendment to the comprehensive plan takes approximately sixty days. Each subdivision is reviewed by the Technical Review Committee (TRC) and approval is given by the Planning Commission and in the case of re-zoning, approval is given by the Board of County Commissioners. The Planning Commission's agenda is limited to forty (40) projects; seldom is the agenda full. Should the agenda reach forty (40) projects, additional projects would be continued to the next Planning Commission meeting; however, there is a 90-day delay limit for each project. Once that limit is reached, the project would be placed on the agenda regardless of workload. The delay of a project for this reason is rare.

Projects determined to be affordable housing projects are placed on the Planning Commission's agenda regardless of workload. That is, affordable housing projects would be placed on the agenda regardless of whether they exceeded the forty (40) project

maximum.

The Building Department reviews affordable housing projects submitted and flags them so that permits are issued within a forty-eight hour period.

The AHAC recommends the following guidelines to define what qualifies as affordable housing eligible for expedited processing:

Expedited permitting will be provided to individuals or organizations that are receiving assistance through the Osceola County Human Services Division.

Expedited permitting will be provided to builders and developers who are applying for Federal and/or State Affordable Housing Programs.

Expedited permitting will be provided to Non-Profit Organizations that are building affordable housing with a sales price that does not exceed the maximum sales price for the State Housing Initiative Partnership (SHIP) Program.

Expedited permitting will be provided for site and development approval, plats and building permits for any applicant when a minimum of fifteen (15) percent of the total residential units within the development are affordable to households earning less than 120% of the area median income.

Note: \*Applications that include more than one phase for residential development must construct at least ten (10) percent of the total affordable housing units within the first phase of development.

**B. Name of Strategy: Ongoing Review Process**

Established policy and procedures:

The Affordable Housing Advisory Committee currently serves as the affordable housing advisory committee for the SHIP Program. This committee meets for the purpose of discussing current and proposed plans for housing programs. Copies of proposals are submitted to the AHAC and comments received, when appropriate, are incorporated in the plans and forwarded to the Board of County Commissioners for final approval.

One staff member from the Human Services Division should serve on the County's Technical Review Staff (TRS). This position would serve on an as-needed basis to inform the other TRS members of policy changes, inclusive of increases in impact fees, permit fees, and changes in land development regulations, that may affect the cost of housing. This person will review all applications presented at TRS that relate to affordable housing. Additionally, this staff person will present new items to the Affordable Housing Advisory Committee.

**C. Name of Strategy: Affordable Housing Requirements**

In order to provide affordable housing options within the County developers could be required to provide a portion of their development towards affordable housing units. This allows the

County to meet the need for affordability dispersed throughout the County close to employment centers.

All new developments within Mixed-Use Districts, Transit-Oriented Developments, and qualified Large-Scale developments may be required to address the affordable housing needs of the project. This may be accomplished by requiring a percentage of new residential dwelling units to be affordable or providing a contribution to the Housing Trust Fund.

Conceptual Master Plans were adopted into the County's Comprehensive Plan in 2011 that establishes a mix of residential housing types (attached and detached) for areas within the Urban Expansion Area (Mixed Use Districts). Densities are also established for a cohesive mix of development. The Land Development Code is being rewritten to address specific requirements for the Urban Infill and Urban Expansion (Mixed Use Districts) Areas to be consistent with the Comprehensive Plan. The goals, objectives and policies of the Comprehensive Plan have been updated to support the establishment of Transit Oriented Development, and provide a range of densities and intensities that ensure a mix of housing options.

**D. Name of Strategy: Housing Trust Fund**

Housing Trust Funds have become a popular method for financing affordable housing projects. A Housing Trust Fund is much like a savings account that is established with the explicit purpose of being used to address affordable housing needs. Depending on its structure, the Fund can be flexible in use.

The County shall explore establishing a Housing Trust Fund that collects money to be used solely for the purpose of creating affordable housing in Osceola County. The Housing Trust Fund will be operated and maintained by the County.

Moneys that are collected for the purpose of affordable housing, including properties within the Land Bank Inventory that are sold, shall be stored in the SHIP fund until they are used for their purpose.

The County shall continue to utilize the SHIP fund for all moneys set aside for affordable housing, not related to the CDBG, NSP or Section 8 programs. These monies shall be kept separately based on their purpose.

**E. Name of Strategy: Parking Requirements**

The amount of parking for new developments can be costly and takes up space that could be used for more units. When affordable housing is located in close proximity to transit facilities, the demand for vehicle use is lessened. Parking studies may justify parking reduction where mixed uses, on-street parking and common parking facilities are available to accommodate the parking needs.

The County shall explore amending the Land Development Code in order to allow for the reduction of parking spaces based on criteria for affordable housing units. Currently the Land

Development Code requires 4 parking spaces for single-family residential. Osceola County's Department of Community Development is currently preparing an update to the Land Development Code to review reducing the number of required parking spaces.

The revised Land Development Code proposes to change the amount of parking spaces required, in order to promote multimodal forms of transportation. In addition, the revised Land Development Code proposes to encourage the proximity of transit to existing residential, employment and necessary amenities.

**6. EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A
- B. Timeline
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:  
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:  
Signed Certification is attached as Exhibit D.