

CITY OF LAKELAND



COMMUNITY DEVELOPMENT

Neighborhood Services Division

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2017-2018, 2018-2019 and 2019-2020

April 3, 2017

Amended April 9, 2019

Amended September 16, 2019

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F. Ordinance: (If changed from the original creating ordinance)- NA	
G. Interlocal Agreement- NA	

Section I Program Details

A. Name of the participating local government: City of Lakeland

Is there an Interlocal Agreement: Yes _____ No X

Purpose of the program:

1. To meet the housing needs of the very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

B. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020

C. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

D. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

E. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

F. Public Input: Public input was solicited through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

G. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

H. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

The City may accept applications for assistance continuously. Applications are placed in order of receipt. When funds are available, the applicant is contacted to update the application for SHIP assistance. Applicants will be placed in line for assistance when the required documentation has been received and have been deemed eligible under SHIP. Applicants will be processed on a first qualified, first served basis unless otherwise stated in a specific strategy.

The Home Purchase Assistance applications are processed on a first qualified, first served basis through a participating non-profit agency.

- I. Discrimination :** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- J. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Transportation.
- K. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- U.S. Treasury Department
- Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

- L. Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- M. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system

and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. The City of Lakeland finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

P. Program Administration: Administration of the local housing assistance plan will be wholly performed and maintained by the City of Lakeland.

Q. Project Delivery Costs: In addition to administration listed above, the City project delivery includes inspections, work write-ups, client meetings, payment processing, and other staff hours associated with a Rehabilitation project. This cost will not exceed 2% of the contracted SHIP award.

R. Essential Service Personnel Definition: "Essential Service Personnel" means teachers and educators, other school district employees, community college, and university

employees; police and fire personnel; health care personnel; skilled building trades personnel: Federal, State, County and local government personnel and warehouse/production employees. SHIP assistance cannot be used to assist households whose income exceeds 120% AMI as determined annually by the Florida Housing Finance Corporation.

- S. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The City is committed to the production of energy efficient housing for long term affordability. The City will incorporate energy efficient improvements to reduce energy costs based on funding availability. Specific improvements include, but are not limited to: Installation of energy efficient doors and windows; Replacement of heating and/or cooling systems with high energy efficient 15 SEER; Installing R30 insulation; Energy star appliances and water heaters and Low consumption toilets and faucets.
- T. Describe efforts to meet the 20% Special Needs set-aside:** In order to identify Persons with Special Needs as defined in 420.0004, the City has included a question on its application inquiring if applicant or household member meets this definition. If the answer is yes, staff sends a letter and/or calls to explain and asks for more details and then decides based on client explanation. If the client qualifies under the SHIP definition of Special Needs the client is assisted under the Special Needs Strategy.
- U. Describe efforts to reduce homelessness:** The City coordinates efforts with the Homeless Coalition of Polk County and the Continuum of Care (CoC) through active participation in strategic planning and the point in time count. The City staff works closely with the local homeless and special needs providers to support their efforts in their programs to reduce and/or prevent homelessness. The City increases housing opportunities through its homebuyer education & down payment assistance program. The City and Polk County collaborated to create a rapid re-housing program.

Section II LHAP Strategies

A. Purchase Assistance without Rehabilitation	Code 2
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- a. Summary of Strategy: The City of Lakeland will provide home purchase assistance for down payment and closing costs. It is anticipated that homes purchased will include new and existing homes. Applications will be made through a nonprofit agency that will provide required and approved home ownership counseling and application processing. Applicants are required to take an 8-hour homebuyer education class offered by a HUD-certified Housing Counseling Agency.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low, low and moderate
- d. Maximum award: Extremely Low Income: \$24,000
 Very Low Income: \$24,000
 Low Income: \$16,000
 Moderate: \$11,000
- d. Terms:
1. Repayment loan/deferred loan/grant: The Loan is secured by a subordinate note and mortgage for the amount of the assistance not including project delivery fees paid to the Sponsor.
 2. Interest Rate: 0 %
 3. Years: 10 years
 4. Forgiveness: Forgiven at the end of the term.
 5. Repayment: No repayment as long as loan is in good standing.
- e. Default: The principal balance (100% of loan up to year 5, 50% of loan from years 6-10) of the deferred payment loan shall be due at the occurrence of the earliest of the following events:
7. 1) death of recipient or recipients;
 8. 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; or
 - 4) property is not maintained to minimum housing standard.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: Eligible clients are assisted on a “first-qualified, first-served” basis. Completed applications will be forwarded to a consortium member for approval on first mortgage financing by the Sponsor and to the City of Lakeland’s Neighborhood Services Division for home purchase assistance approval. Applicants must contribute a minimum of \$1,000 of their own funds toward the purchase of homes. Habitat applicants must contribute at least \$250 and 500 hours of sweat equity.
- g. Sponsor/Developer Selection Criteria: This strategy shall be implemented by an eligible sponsor. The eligible sponsor will be selected by a Request for Proposal (RFP) process. The successful respondent will have a proven record with the administration of extremely low, very low, low and moderate income home buyer programs; will have demonstrated capacity to process the anticipated number of loans; will provide the required home buyer education; will have experience with lenders, and will have attended SHIP training within the last 12 months. The ability to leverage private dollars will also be a selection criterion. The City would prefer a sponsor with an office located in Polk County. Eligible sponsor employing Welfare Transition Program and Workforce Development personnel will be given preference in the selection process.
- h. Additional Information: Mobile Homes are not eligible for assistance.

<i>B. Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: Funds will be used to perform substantial owner-occupied housing rehabilitation. Rehabilitation will include repair to correct code violations and to provide general renovation of the housing stock. Rehabilitation is intended to extend the life of the housing stock. When the cost to rehabilitate the existing home exceeds 65% of the cost to construct, a replacement home shall be constructed (See Strategy E).
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low and low
- e. Maximum award: \$75,000
- e. Terms:
1. Repayment loan/deferred loan/grant: Secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the clients as grants (included within the maximum award).
 2. Interest Rate: 0%
 3. Years in loan term: 10 or 15

Up to \$5,000	Grant
\$5,001 to \$40,000	10 years
Over \$40,000	15 years

4. Forgiveness: Ten year deferred payment loans are forgiven at the rate of 10% per year. Fifteen year deferred payment loans are forgiven at the rate of 6.50% per year for the first fourteen years and the final 9% is forgiven at the end of the fifteenth year.
5. Repayment: No repayment as long as loan is in good standing.
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
 - 1) death of recipient or recipients;
 - 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; and
 - 4) property is not maintained to a minimum housing standard.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: The Neighborhood Services Division staff will accept applications, determine the extent of the needed rehabilitation, and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile Homes are not eligible for assistance

<i>C. Disaster Repair/Mitigation</i>	<i>Code 5</i>
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- a. Summary of Strategy: SHIP funds may be used to provide emergency repair in the aftermath of a disaster as declared by Executive Order as provided in section 420.9078(1) F.S. Funds will be used to address emergency housing repair. The intent of this strategy is to address the immediate health and safety needs of eligible clients in the event of a disaster. Relocation assistance may be provided.

Generally, such needs may include purchase of emergency supplies for income eligible households to weatherproof damaged homes, provide interim repairs to avoid further damage, tree and debris removal, or other assistance as may be necessary to make individual housing units habitable. This assistance would additionally be for non-insured repairs such as insurance deductible expenses. New construction or reconstruction of housing units will be eligible under Strategy E.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low and low
- d. Maximum award: \$75,000
- e. Terms:

- 1. Repayment loan/deferred loan/grant:

Disaster assistance provided by the City using SHIP funds will be in the form of a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the clients as grants.

- 2. Interest Rate: 0%
- 3. Years in loan term: 10 or 15

Up to \$5,000	Grant
5,001 to \$40,000	10 years
Over \$40,000	15 years

- 4. Forgiveness: Ten year deferred payment loans are forgiven at the rate of 10% per year. Fifteen year deferred payment loans are forgiven at the rate of 6.50% per year for the first fourteen years and the final 9% is forgiven at the end of the fifteenth year.
- 5. Repayment: No repayment as long as loan is in good standing.
- 6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
 - 1) death of recipient or recipients;
 - 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; or
 - 4) property is not maintained to a minimum housing standard.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: The Neighborhood Services Division staff will accept applications, determine the extent of the need, and qualify the clients based on income requirements. Additional assistance in this regard may include relocation. Clients are assisted on a “first qualified, first-served” basis.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<i>D. Emergency Repairs</i>	<i>Code 6</i>
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- a. Summary of Strategy: The City will provide owner-occupied housing emergency repair. Funds will be used to eliminate conditions that create a health or safety threat to the owners who occupy the housing. A list of eligible emergency repairs is published in the Neighborhood Services Policy and Procedures Manual.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low and low
- d. Maximum award: \$20,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: The emergency repairs provided by the City using SHIP funds will be in the form of a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the client as grants.
 2. Interest Rate: 0%
 3. Years in loan term:

Up to \$5,000	Grant
\$5,001- \$20,000	10 years
 4. Forgiveness: Ten-year deferred payment loans are forgiven at the rate of 10% per year and forgiven at the end of the tenth year
 5. Repayment: No repayment as long as loan is in good standing
 6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
 - 1) death of recipient or recipients;
 - 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; and
 - 4) property is not maintained to a minimum housing standard

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: The Neighborhood Services Division staff will accept applications, determine the nature of the emergency, and qualify the clients based on

income requirements. Eligible clients are first-qualified, first-ready

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile Homes are not eligible for this strategy

<i>E. Demolition/Reconstruction</i>	<i>Code 4</i>
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- a. Summary of Strategy: Funds will be used to build new housing units for clients whose current owner-occupied unit is scheduled to be demolished. When the cost to rehabilitate the existing home exceeds 65% of the cost to construct a replacement home, reconstruction may be performed. Relocation assistance may be provided. Should the subject lot or surrounding area no longer be conducive to single family housing construction, consideration may be given to City redevelopment plans in the area and the lot incorporated into the City's redevelopment efforts. This will be an even exchange of property or outright purchase of client's property at terms to be negotiated based on market value/appraisal.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low and low
- d. Maximum award: \$120,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: Secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the client in the form of a grant.
 2. Interest Rate: 0%
 3. Years in loan term: 30
 4. Forgiveness: The new construction deferred payment loan is forgiven at the rate of 3.50% per year for the first 14 years, 4.50% shall be forgiven at the end of year 15 and the remaining 50% will be forgiven at the end of the thirtieth year.
 5. Repayment: No repayment as long as loan is in good standing
 6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
 - 1) death of recipient or recipients;
 - 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; and
 - 4) property is not maintained to a minimum housing standard

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: The Neighborhood Services Division staff will accept applications, determine the extent of the needed rehabilitation or demolition, and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<i>F. Special Needs/Barrier Removal</i>	<i>Code 11</i>
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- a. Summary of Strategy: SHIP funds may be used to provide assistance to special needs households, particularly developmental disabilities. Those needing home modifications, including technological enhancements and devices, may allow the homeowner to remain independent in their own home.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low and low
- d. Maximum award: \$75,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: funds will be in the form of a deferred payment loan secured by a note and mortgage. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the clients as grants
 - 2. Interest Rate: 0%
 - 3. Years in loan terms:

Up to \$5,000	Grant
\$5,001- \$40,000	10 years
Over \$40,000	15 years
 - 4. Forgiveness: Housing rehabilitation assistance provided by the City using SHIP funds will be in the form of a deferred payment loan. Ten year deferred payment loans are forgiven at the rate of 10% per year. Fifteen year deferred payment loans are forgiven at the rate of 6.50% per year for the first fourteen years and the final 9% is forgiven at the end of the fifteenth

year.

5. Repayment: No repayment as long as loan is in good standing
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
 - 1) death of recipient or recipients;
 - 2) sale or transfer of title;
 - 3) property is no longer maintained as principal residence; and
 - 4) property is not maintained to a minimum housing standard

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: The Neighborhood Services Division staff will accept applications, determine the extent of the needed rehabilitation, and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile Homes are not eligible for assistance.

<i>G. Rapid Re-Housing Rental</i>	<i>Code 26</i>
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- a. Summary of Strategy: This strategy will provide housing relocation and stabilization services and short (up to three months) and/or medium (four to six months) term rental assistance.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: extremely low, very low, and low
- d. Maximum award: \$5,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: The assistance for Rapid Re-Housing will be provided as a grant and is not subject to recapture.
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A

5. Repayment: N/A
 6. Default: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis.
 - g. Sponsor/Developer Selection Criteria: The program will be advertised county wide for eligible sponsors that are interested in participating in Lakeland Housing's Rapid Re-Housing Program.

The Program may be implemented by a single entity or a consortium of eligible sponsors. The eligible sponsors or eligible sub-recipients will be chosen by a Request for Proposal process. The successful respondents will have a proven record with experience managing similar programs and background information on many applicants (through the Homeless Management Information System). In addition, they will have successfully demonstrated capacity to handle the administrative process for the service.

- h. Additional Information: This strategy will provide housing relocation and stabilization services as necessary to help individuals living in shelters or in places not meant for human habitation.

<i>H. Rental Development</i>	<i>Code 14,21</i>
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- a. Summary of Strategy: Funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing for the projects
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Extremely Low, Very Low, Low and Moderate
- d. Maximum award:
 - Up to 50,000 maximum subsidy per rental unit
 - Up to \$150,000 maximum subsidy per development
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as loan secured by a recorded subordinate mortgage and note
 2. Interest Rate: Interest rate will be determined by type of developer and terms of development agreement:

- 1) Non-profit: 0% - 1%
- 2) For-profit: 2% - 3%

- 3. Years: 20 years
 - 4. Forgiveness: N/A
 - 5. Repayment: Interest on the principal balance will be collected on an annual basis. The loan is fully due and payable at the end of the term.
 - 6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by and performed through any of the funding sources. If any of these occur, the outstanding balance will be due and payable.
- f. Recipient Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer’s management company for development.
 - g. Sponsor/Developer Selection Criteria: Developers will apply to the City through an RFA process. The RFA will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the City’s Land Development Code.
 - h. Additional Information: Developers will be required to meet statutory requirements for compliance reporting.

<i>I. New Construction Home Ownership</i>	<i>Code 10</i>
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- a. Summary of Strategy: Funds will be awarded to non-profit and for profit developer/sponsor for construction of single-family housing units and resale to income eligible buyers. The program is designed to preserve the City’s housing stock, reduce the number of vacant and blighted properties and encourage the development of new affordable single-family housing units on infill lots throughout the city. This program will address the need for quality affordable housing and contribute to neighborhood stabilization. Architectural plans must be approved by the City of Lakeland.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Extremely Low, Very-low, Low and Moderate
- d. Maximum award:

Sponsor/Developer: Up to \$100,000

Homebuyer award: Extremely Low Income \$24,000
Very Low Income 24,000
Low Income 16,000
Moderate Income 11,000

e. Terms:

1. Repayment loan/deferred loan/grant:

Sponsor/Developer: A deferred loan secured by a note and mortgage.

Homebuyer: The Loan is secured by a subordinate note and mortgage for the amount of assistance not including project delivery fees paid to the Sponsor.

2. Interest Rate:

Sponsor/Developer: Determined by the type of developer and terms of the developer agreement.

- 1) Non-profit: 0% - 1%
- 2) For-profit: 2% - 3%
- 3) Homebuyer: 0%

3. Years in loan term:

Developer/Sponsor: 18 months
Homebuyer: 10 years

4. Forgiveness/Repayment:

Sponsor/Developer: The loan will be due upon sale to an eligible homebuyer. If the home is not sold within 18 months. The loan shall be due. When the home is sold, SHIP funds not passed through to the buyer (minus a developer fee) shall be repaid to the city.

Homebuyer: Forgiven at the end of the term. No repayment as long as loan is in good standing.

5. Default:

Sponsor/Developer: A default will occur if the developer fails to meet program requirements, loan terms and the home is sold to an ineligible homebuyer. Full payment of the loan is due.

Homebuyer: The principal balance (100% of the loan up to year 5, 50% of the loan from year 6-10) of the deferred payment loan shall be due at

the occurrence of the earliest of the following events:

- 1) death of recipient or recipients;
- 2) sale or transfer of title;
- 3) property is no longer maintained as principal residence;
- 4) property is not maintained to minimum housing standard.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient Selection Criteria: Eligible Clients are assisted on a “first-qualifies, first served” basis. Completed applications will be forwarded to a consortium member for approval on first mortgage financing by the Sponsor and the city of Lakeland’s Housing Division for home purchase assistance approval.
- g. Sponsor/Developer Selection Criteria: This strategy shall be implemented by an eligible developer/sponsor. The eligible developer/Sponsor will be selected by a Request for Proposal (RFP) process. The RFP will require proof of previous experience in providing affordable housing; proof of financial capacity; ability to leverage other financing resources to complete the project; and other factors may also be considered in the selection process.
- h. Additional Information: Completion of a HUD approved Homebuyer’s Education course will be required to become an eligible buyer.

Section III LHAP Incentive Strategies

In addition to the required Incentive Strategy A and Strategy B, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

- A. **Expedited Permitting:** Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other.

Provide a description of the procedures used to implement this strategy:

The City's Affordable Housing Incentive Plan became effective December 6, 1993 and contained provisions for expediting the permitting process for affordable housing development.

- 1) **Single Family Infill Construction:** The City's Building Inspection Division has a relatively short turnaround time for permitting single family infill construction. Special consideration will be given to speed the process of issuing building permits to those developers who have qualified as "affordable housing developers". A list of qualified affordable housing developers has been created by the neighborhood Services Division and provided to the permit clerks of the Building Inspection Division. An updated list of affordable housing developers is provided periodically. Additionally, housing staff meets at least annually with the City's Building Official to review the process and update as necessary. At the time a request is made for the issuance of a building permit by a designated affordable housing developer and providing the single family dwelling unit meets the definition of "affordable housing" set forth herein below, the permit clerk shall process the permit request in an expeditious manner as follows: Providing that the building plans and permit request contain all necessary information upon submission and the proper building/impact fees have been paid (or appropriately waived or set up for reimbursement), the permit clerk shall flag the plans with a GREEN DOT. This green dot will draw attention of the plans examiner to the fact that the plans are to be treated as priority before non-affordable housing or commercial development and handled in an expeditious manner, resulting in the early issuance of building permits.
- 2) **Multi-Family Developments:** Affordable housing builders of multi-family developments shall be approved by the Affordable Housing Review Committee (AHRC). Multi-family developments shall receive expedited permitting as referenced above. However, by their nature, larger multi-family developments must be reviewed and approved by multiple City service areas such as plans examiner, planning and zoning, traffic, landscape, electric, water, fire, etc. Multi-family developers are encouraged to schedule early preliminary meetings with the different departments and the Development Review Team (DRT) to assist in an early resolution of any development/plan requirements.

Definitions: "Affordable housing" - Housing offered for sale at or below the City's State Housing Initiatives Program (SHIP) maximum purchase price limit for new construction shall be defined as affordable. Purchase Price limits for the City's housing program shall correspond with the maximum area purchase price published by the Florida Housing

Finance Corporation (see attached Goals Charts). Rental housing meets the affordable definition if the units are offered to tenants with rent at or below the Rents Adjusted to Number of Bedrooms in the Unit as published annually by Florida Housing Finance Corporation. The rents represent the maximum gross rents which must include an allowance for utilities. Household income cannot exceed 120% of the area median income.

“Affordable housing developer” - Developers who have made application and been approved for incentives through the City’s Affordable Housing Review Committee (AHRC) and contractors working through the City’s Housing Division grant programs to provide housing through rehabilitation, reconstruction, emergency repair, and new construction under the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and State Housing Initiatives Partnership (SHIP). Such developers provide housing assistance to low income residents of the City who earn less than 120% of the area median income as provided under said grants.

- B. **Ongoing Review Process:** An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee was established by resolution to review established policies and procedures, ordinances, and development regulations, and the adopted local comprehensive plan of the City, and shall recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.

- C. **Other Incentive Strategies Adopted:** Attached

Section IV Exhibits

A. Administrative Budget for each fiscal year covered in the Plan:

Administrative Budget sheet is attached

B. Timeline for Estimated Encumbrance and Expenditure:

A separate timeline for each fiscal year covered in this plan is attached as Exhibit B. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan:

Completed HDGC for each fiscal year is attached

D. Signed LHAP Certification:

Signed Certification is attached

E. Signed, dated, witnessed or attested adopting resolution:

Original signed, dated, witnessed or attested adopting resolution is attached

F. Ordinance: (If changed from the original creating ordinance): N/A

G. Interlocal Agreement: N/A

**H. Other Documents Incorporated by Reference: Housing Program Emergency Policy
Local Affordable Housing Incentives**

LHAP 2009-001

Exhibit A

Revised: 6/2016

City of Lakeland, Florida

Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	641,647.00
Salaries and Benefits	\$	62,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Per diem Workshops, etc.	\$	500.00
Advertising	\$	500.00
Other*	\$	164.70
Total	\$	64,164.70
Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	641,647.00
Salaries and Benefits	\$	62,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Per diem Workshops, etc.	\$	500.00
Advertising	\$	500.00
Other*	\$	164.70
Total	\$	64,164.70
Fiscal Year 2019-2020		
Estimated Allocation for Calculating:	\$	641,647.00
Salaries and Benefits	\$	62,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Per diem Workshops, etc.	\$	500.00
Advertising	\$	500.00
Other*	\$	164.70
Total	\$	64,164.70

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details:

Exhibit B
Timeline for SHIP Expenditures

City of Lakeland, Florida affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	1st Year AR	2nd Year AR	Closeout AR
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1st Year AR Not Submitted	2nd Year AR Not Submitted	Closeout AR Not Submitted
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box					
HOUSING DELIVERY GOALS CHART											New Plan:		X			
2017-2018											Amendment:		1			
Name of Local Government: City of Lakeland, Florida											Estimated Funds:		\$439,440.00			
											A	B	C	D	E	F
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
2	Purchase Assistance without Rehab	0	\$24,000	2	\$16,000	2	\$11,000			\$54,000.00	\$54,000.00	12.29%	4			
3	Owner Occupied Rehabilitation	2	\$50,000	2	\$50,000	0	\$50,000		\$127,692.00		\$127,692.00	29.06%	4			
5	Disater Repair/Mitigation	0	\$150,000	0	\$150,000	0	\$150,000				\$0.00	0.00%	0			
6	Emergency Repair	2	\$20,000	1	\$20,000	0	\$20,000		\$60,000.00		\$60,000.00	13.65%	3			
10	New Construction	0	\$150,000	0	\$15,000	0	\$150,000				\$0.00	0.00%	0			
11	Special Needs	1	\$150,000	1	\$150,000	0	\$150,000		\$87,888.00		\$87,888.00	20.00%	2			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
	Subtotal 1 (Home Ownership)	5		6		2		\$0.00	\$275,580.00	\$54,000.00	\$329,580.00	75.00%	13			
RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
Code	STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
26	Rapid Re-Housing Rental	13	\$5,000	0	\$5,000	0	\$5,000			\$65,916.00	\$65,916.00	15.00%	13			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
	Subtotal 2 (Non-Home Ownership)	13		0		0		\$0.00	\$0.00	\$65,916.00	\$65,916.00	15.00%	13			
	Administration Fees										\$43,944.00	10.00%	0			
	Admin. From Program Income											0.00%				
	Home Ownership Counseling											0.00%				
	GRAND TOTAL															
	Add Subtotals 1 & 2, plus all Admin. & H	18		6		2		\$0.00	\$275,580.00	\$119,916.00	\$439,440.00	100.00%	26			
Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.											63%					
Percentage Construction/Rehab																
Maximum Allowable																
Purchase Price:																
Allocation Breakdown		Amount		%		Projected Program Income:			Max Amount Program Income For Adm			\$0.00				
Very-Low Income		\$206,440.00		47.0%		Projected Recaptured Funds:										
Low Income		\$156,056.00		35.5%		Distribution:										
Moderate Income		\$33,000.00		7.5%		Total Available Funds:			\$0.00							
TOTAL				90.0%												

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box				
HOUSING DELIVERY GOALS CHART											New Plan:		X		
2018-2019											Amendment:		2		
Name of Local Government: City of Lakeland, Florida											Estimated Funds:		\$150,191.00	Fiscal Yr. Closeout:	
								A	B	C	D	E	F		
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total		
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units		
2	Purchase Assistance without Rehab	0	\$24,000	2	\$16,000	1	\$11,000	\$20,000.00		\$20,000.00	\$40,000.00	26.63%	3		
3	Owner Occupied Rehabilitation	1	\$75,000	1	\$75,000	0	\$75,000		\$57,625.00		\$57,625.00	38.37%	2		
4	Demolition/Construction	0	\$120,000	0	\$120,000	0	\$120,000				\$0.00	0.00%	0		
5	Disater Repair/Mitigation	0	\$75,000	0	\$75,000	0	\$75,000				\$0.00	0.00%	0		
6	Emergency Repair	0	\$20,000	0	\$20,000	0	\$20,000				\$0.00	0.00%	0		
10	New Construction- Homeownership	0	\$100,000	0	\$100,000	0	\$100,000				\$0.00	0.00%	0		
11	Special Needs	1	\$75,000	0	\$75,000	0	\$75,000		\$37,547.00		\$37,547.00	25.00%	1		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
Subtotal 1 (Home Ownership)		2		3		1		\$20,000.00	\$95,172.00	\$20,000.00	\$135,172.00	90.00%	6		
RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total		
STRATEGIES		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units		
26	Rapid Re-Housing Rental	0	\$5,000	0	\$5,000	0	\$5,000				\$0.00	0.00%	0		
14, 21	Rental Development	0	\$50,000	0	\$50,000	0	\$50,000				\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
Subtotal 2 (Non-Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0		
Administration Fees											\$15,019.00	10.00%	0		
Admin. From Program Income												0.00%			
Home Ownership Counseling												0.00%			
GRAND TOTAL															
Add Subtotals 1 & 2, plus all Admin. & H		2		3		1		\$20,000.00	\$95,172.00	\$20,000.00	\$150,191.00	100.00%	6		
Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.											77%				
Percentage Construction/Rehab															
Maximum Allowable								New	\$255,574	Existing	\$255,574				
Purchase Price:															
Allocation Breakdown		Amount		%				Projected Program Income:	\$40,000.00	Max Amount Program Income For Adm		\$2,000.00			
Very-Low Income		\$56,586.00		37.7%				Projected Recaptured Funds:							
Low Income		\$56,586.00		37.7%				Distribution:	\$150,191.00						
Moderate Income		\$22,000.00		14.6%				Total Available Funds:	\$190,191.00						
TOTAL				90.0%											

FLORIDA HOUSING FINANCE CORPORATION												Please check applicable box					
HOUSING DELIVERY GOALS CHART												New Plan:		X			
2019-2020												Amendment:		2			
Name of Local Government: City of Lakeland, Florida												Estimated Funds:		\$156,272.00			
												A	B	C	D	E	F
HOME OWNERSHIP												New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units				
2	Purchase Assistance without Rehab	0	\$24,000	1	\$16,000	3	\$11,000	\$20,000.00		\$20,000.00	\$40,000.00	25.60%	4				
3	Owner Occupied Rehabilitation	0	\$75,000	0	\$75,000	0	\$75,000				\$0.00	0.00%	0				
4	Demolition/Construction	1	\$120,000	0	\$120,000	0	\$120,000	\$43,390.00			\$43,390.00	0.00%	0				
5	Disater Repair/Mitigation	0	\$75,000	0	\$75,000	0	\$75,000				\$0.00	0.00%	0				
6	Emergency Repair	2	\$20,000	2	\$20,000	0	\$20,000		\$25,000.00		\$25,000.00	16.00%	3				
10	New Construction - Homeownership	0	\$100,000	0	\$100,000	0	\$100,000				\$0.00	0.00%	0				
11	Special Needs	1	\$75,000	0	\$75,000	0	\$75,000		\$32,255.00		\$32,255.00	20.64%	1				
											\$0.00	0.00%	0				
											\$0.00	0.00%	0				
Subtotal 1 (Home Ownership)		4		3		3		\$63,390.00	\$57,255.00	\$20,000.00	\$140,645.00	62.23%	8				
RENTAL												New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units				
26	Rapid Re-Housing Rental	0	\$5,000	0	\$5,000	0	\$5,000				\$0.00	0.00%	0				
14,21	Rental Construction	0	\$50,000	0	\$50,000	0	\$50,000				\$0.00	0.00%	0				
											\$0.00	0.00%	0				
											\$0.00	0.00%	0				
											\$0.00	0.00%	0				
Subtotal 2 (Non-Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0				
Administration Fees											\$15,627.00	10.00%	0				
Admin. From Program Income												0.00%					
Home Ownership Counseling												0.00%					
GRAND TOTAL																	
Add Subtotals 1 & 2, plus all Admin. & H		4		3		3		\$63,390.00	\$57,255.00	\$20,000.00	\$156,272.00	72.23%	8				
Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.											77%						
Percentage Construction/Rehab																	
Maximum Allowable								New	\$255,574	Existing	\$255,574						
Purchase Price:																	
Allocation Breakdown		Amount		%				Projected Program Income:	\$50,000.00	Max Amount Program Income For Adm		\$2,500.00					
Very-Low Income		\$57,645.00		36.9%				Projected Recaptured Funds:									
Low Income		\$50,000.00		32.0%				Distribution:	\$156,272.00								
Moderate Income		\$33,000.00		21.1%				Total Available Funds:	\$206,272.00								
TOTAL				90.0%													

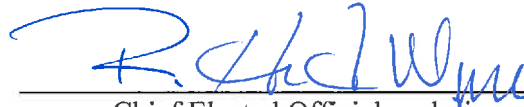
**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: CITY OF LAKE LAND, FLORIDA

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).



Witness

Chief Elected Official or designee

R. Howard Wiggs, Mayor

Witness

Type Name and Title

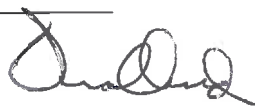
Date

OR



Attest: Kelly S. Koos, City Clerk


(Seal)



Approved as to form and correctness:

Timothy J. McCausland, City Attorney



Certified as a true and correct copy
of the original document(s) on file
in the office of City Clerk,
City of Lakeland, Florida,
this 6th day of June 2017

Kelly S. Koos, City Clerk
City of Lakeland, Florida



RESOLUTION NO. 5358

PROPOSED RESOLUTION NO. 17-014

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKELAND, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, Sections 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by Section 420.9075, Florida Statutes, it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible

municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and

WHEREAS, the Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Commission finds that it is in the best interest of the public for the City of Lakeland to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKELAND, FLORIDA:

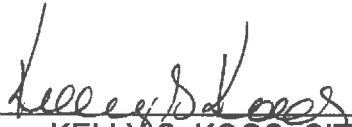
SECTION 1. The City Commission hereby approves the Local Housing Assistance Plan, as attached and incorporated herewith for submission to the Florida Housing Finance Corporation as required by Sections 420.907-420.9079, Florida Statutes, for fiscal years 2017-2018, 2018-2019, and 2019-2020.

SECTION 2. R. Howard Wiggs, Mayor, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions of said program.

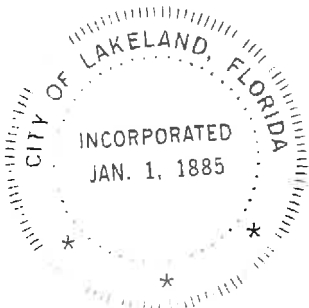
SECTION 3. This Resolution shall take effect immediately upon passage.

PASSED AND CERTIFIED AS TO PASSAGE this 3rd day of April, A.D. 2017.


R. HOWARD WIGGS, MAYOR

ATTEST: 
KELLY S. KOOS, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS: 
TIMOTHY J. MCCAUSLAND
CITY ATTORNEY



Emergency Repairs

The City may provide owner occupied emergency repair to assist very low, low, and moderate income clients in their housing needs. City funding may be used to correct limited housing code violations or other conditions that create an immediate health or safety threat to the owners who occupy the housing.

Emergency repairs are considered to be events that are unforeseen and not due to a lack of maintenance or neglect of the homeowner's residence. Repairs that may be addressed under this emergency repair strategy include, but are not limited to, roofing (unexpected events, e.g. tree damage, storm damage, etc.), plumbing (supply line leak, sewer/septic tank systems failure, no water, etc.), heating, air conditioning (only if documented medical necessity) and dangerous electrical hazards constituting an immediate threat to the health, safety and welfare of the occupants.

Emergency repairs not exceeding \$3,000 require a soft income certification and use of Dixieland funds. Emergency repairs which exceed \$3,000 shall require full income certification and fall under the strategy of Home Owner Occupied Emergency Repair. Emergency repair assistance shall be limited to a maximum \$20,000.

Emergency repair of a home may be considered a priority need and eligible for immediate assistance without the client waiting until their name comes to the top of the applicant list. Determination of priority need shall be made through an assessment by the Housing Rehabilitation Specialist with the approval of the Neighborhood Services Manager.

In order for a client to receive emergency repair assistance, that client must have the above mentioned emergency needs. If after the emergency repairs are complete the homeowner requires further rehabilitation assistance, they may submit an application during the Open Enrollment period of the Neighborhood Services Division's Owner Occupied Rehabilitation Program. If a client is currently on the applicant list and a dire emergency arises, the emergency repairs may be completed and the date for placing the client's name on the applicant list shall be the date of the first request for assistance.

Although emergency repair as a priority as referenced above is a strategy available for use by the Neighborhood Services Division staff in assisting qualified clients, the strategy may not necessarily be open for use at all times. The Neighborhood Services Manager may suspend the emergency repair strategy's use as priority assistance for various reasons, including but not limited to, lengthy waiting list, comparative needs of applicants who have been waiting for some time for assistance, limited funding, and staffing considerations.

Revised 3/6/03
Revised 8/31/06
Revised 5/12/09

CITY OF LAKELAND, FLORIDA

**COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD SERVICES DIVISION
STATE HOUSING INITIATIVES PARTNERSHIP
(SHIP)**

**LOCAL AFFORDABLE HOUSING INCENTIVES
2016**



December 19, 2016



City of Lakeland

Affordable Housing Advisory Committee 2016 Incentives Review and Recommendation Report

I. Background Information:

The William E. Sadowski Affordable Housing Act, enacted by the Florida legislature in 1992, established a funding source for local governments to expand the production and preservation of affordable housing. The State Housing Initiatives Partnership Program (SHIP) was created and provides distribution of funds to local governments to develop housing strategies that promote partnerships to preserve, improve and provide housing for families at or below 120% of the area median income.

The 2007 Florida House Bill 1375 requires SHIP entitlement communities to appoint an Affordable Housing Advisory Committee (AHAC) to review specific incentives. Originally, SHIP required a nine member Affordable Housing Advisory Committee to recommend specific initiatives to encourage affordable housing. The AHAC had to recommend, at a minimum, two strategies to be adopted by local governments: 1) expedited processing of development orders or permits for affordable housing projects and 2) a process to consider, before adoption, policies, procedures, ordinances, regulations or plan provisions that increase the cost of housing. The City of Lakeland established the AHAC in 1992 and has maintained the committee throughout the years.

The Bill also mandated that the AHAC must review and evaluate the implementation of affordable housing incentives and submit that report triennially. Another key improvement to the process is a new requirement that the advisory committee be cooperatively staffed by the local housing and the local planning departments.

The areas that Statute 420.9076 requires the AHAC to review are the eleven incentives that the group will review.

During the review of the eleven affordable housing incentives, the Neighborhood Services Division requested assistance from its Community Development co-workers. This cycle, members of the Neighborhood Services Division along with Matthew Lyons, Principal Planner, Rick Perez, Principal Planner, Damaris Stull, Planning Assistant, and Dan Gargas, Building Official and AHAC reviewed; discussed and made recommendations if needed.

Incentives & Recommendations:

- a.) **Incentive 1:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.

Review Synopsis:

- The City's Building Inspection Division has a relatively short turnaround time for permitting single family infill construction. Special consideration will be given to speed the process of issuing building permits to those developers who have qualified as "affordable housing developers".
- A list of qualified affordable housing developers has been created by the Neighborhood Services Division and provided to the permit clerks of the Building Inspection Division.
- At the time a request is made for the issuance of a building permit by a designated affordable housing developer, the permit clerk shall process the permit request in an expeditious manner.
- If all of the necessary documentation is provided and the proper building/impact fees have been paid (or appropriately waived or set up for reimbursement), the plans are flagged with a GREEN DOT to alert the plans examiner they are for an affordable housing project and will be treated as priority before non-affordable housing or commercial development and handled in an expeditious manner.
- Multi-family developments shall receive expedited permitting as referenced above; if the developer has been approved by the rules outlined in the Affordable Housing Incentive Plan.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: Progressing well.

Board Action: No action taken at this time.

- b.) **Incentive 2:** The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

Review Synopsis:

- City collects City impact fees of City transportation, fire protection, law enforcement, Parks, water and wastewater, and County fees of transportation, emergency medical services, correctional facilities and schools;
- County impact fees may be waived if approved by the County Growth Management Division.
- City fees are paid at time of permitting;
- Housing Programs Supervisor and Community Development Planning Assistant have written guidelines for waiver and/or reimbursement of impact fees;
- Target areas are reimbursed at 100% and other areas are reimbursed at increments of 25% based on household income level; and

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: To waive impact fees for all affordable housing projects.

Board Action: No action at this time. Recommends the Neighborhood Services Division research methods with the Planning Division to consider changing its policy to offer 100% fee reimbursement citywide.

c.) Incentive 3: The allowance of flexibility in densities for affordable housing.

Review Synopsis:

- The Land Development Regulations were completely revised to reflect the most recent update to the Comprehensive Plan;
- Allow for a broader range of housing types within specific zoning districts;
- Allow for small lot sizes and reduced or zero-lot line setbacks for specific housing types;
- Exempt small scale multi-family projects (4 units or less) from commercial site plan review; and
- Provide density bonuses of up to 22 units per acre for parcels with ¼ mile of corridors with established transit service. There are opportunities for affordable housing to be integrated in new development through the Planned Unit Development (PUD) zoning process.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: Enforce the Form Based Codes.

Board Action: Process is ongoing.

d.) Incentive 4: The reservation of infrastructure capacity for housing for very low income persons, low income persons, and moderate income persons.

Review Synopsis:

- Infrastructure reservation (concurrency) means that services are in place and available when developers need them;
- Services subject to concurrency are transportation/roads, water, wastewater, schools, parks, solid waste and storm water (fire and law services not subject to concurrency);
- The City has adequate capacity for most services: water, wastewater, solid waste and parks for the most part. All development still subject to impact fees as well (affordable housing may be considered for reimbursements);
- Road capacity is usually the most constrained service and subject to conditions or improvements to keep the network working well. Multi-modal is now the focus;
- School capacity could be an issue but adjacent school attendance zones can be forced to serve a project. Only if there is not capacity there would school mitigation be triggered and of not age restricted;
- Greater density maximizes public investment in roads, parks and etc;
- Greater density supports transit services;
- Density can be designed and should front the street to make “walkable” environment;

- Energy efficiency is important - Lakeland Electric and Lakeland Water Utilities Departments are offering residential energy saving programs such as:
 - Free In home energy audit;
 - Attic Insulation Upgrade Program (financing available);
 - Solar Hot Water Heater (financing available);
 - Energy Saving Kits with energy & water stripping; outlet gaskets and low flow showerheads.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: To waive impact fees for affordable housing projects.

Board Action: Process is ongoing. Recommends the Neighborhood Services Division will continue to provide energy saving efforts in its Housing Program. The Affordable Housing Incentive Plan will consider 100% fee reimbursement for special needs projects.

e.) Incentive 5: The allowance of affordable accessory residential units in residential zoning districts.

Review Synopsis:

- Approved by City Commission on November 17, 2008.
- City Land Development regulations allow for accessory dwelling units (ADUs), under certain conditions;
- There is a market for smaller, more affordable housing units among retirees, young adults, couples and students;
- To offset the cost of housing, rental income can be generated from either the ADU or the principal dwelling, as long as the homeowner resides in at least one of the units;
- Such units must be detached from the principal dwelling unit and must meet minimal setbacks, living area and lot size requirements; and

Schedule of Implementation: Adopting Ordinance/Resolution or Established Policy: The City of Lakeland Land Development Regulation Ordinance 08-113, approved November 17, 2008.

Recommendation/Comment by AHAC: Supportive of this alternative option to increase affordable housing units.

Board Action: No action taken at this time.

f.) Incentive 6: The reduction of parking and setback requirements for affordable housing.

Review Synopsis:

- Parking is not generally a problem for single-family and two family residential developments. The basic requirements are minimal- typically 2 spaces per dwelling unit;
- For properties with alley access, required parking can be accommodated in the rear yard area;
- Parking reductions of up to 20% are available for projects built in the proximity to transit that provide bicycle facilities;

- Additional reductions may be offered through the PUD where the development context warrants a reduction;
- Exemptions for small scale multi-family projects will also help reduce
- The new code relaxes setbacks across the board for all types of housing throughout the city;
- Specific standards have also been developed to allow new, innovative housing types (Cottage, side yard and townhouse) existing neighborhoods; and
- PUD's will remain an option for large scale projects where additional flexibility may be warranted.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: No recommendation at this time.

Board Action: No action taken at this time.

g.) Incentive 7: The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.

Review Synopsis:

- Dimensional requirements for newly created lots are specified by the zoning and the subdivision regulations;
- In general, broken lot lines are discouraged as they limit the ability to subdivide land in an orderly and efficient manner;
- Non-standard lot configurations may be considered by the Planning and Zoning Board on a case by case basis during the subdivision plat approval process; and
- Inefficient lot lay outs, such as flag lots; perpetuate bad planning practices and make future redevelopment challenging.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation by AHAC: No recommendation at this time.

Board Action: No action taken at this time.

h.) Incentive 8: The modification of street requirements for affordable housing.

Review Synopsis:

- The design of street sections is controlled by the Public Works Department through the engineering standards manual;
- Typical right of way sections for residential streets are 50 to 60 feet wide with only 24-26 feet being utilized for the actual road surface. The remaining space outside of the roadway is used to accommodate utilities, sidewalks, street lights and street trees;
- Narrow streets are not only cheaper to construct and maintain, but they also tend to be safer as they discourage high speed vehicular traffic;

- New streets, however, must be designed to accommodate modern fire/rescue and solid waste vehicles; and
- Alternative street designs, like non-standard lot configurations, may be considered by the Planning and Zoning Board on a case by case basis during the subdivision plat approval process.

Schedule of Implementation: The City of Lakeland Housing Incentive Plan was adopted by Ordinance #3510 on March 7, 1994.

Recommendation/Comments by AHAC: Provide sidewalks for all neighborhoods which are most important for affordable housing neighborhoods that utilize public transportation and students walking to schools. Provide bicycle land signage.

Board Action: No action taken at this time. Recommends the Neighborhood Services Staff will research how the Public Works Department determines which neighborhoods sidewalks and signage are installed.

- i.) **Incentive 9:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

Review Synopsis:

- City ordinance mandates impact fee studies be updated every three years;
- A consultant is hired and data must be supplied for review and results are distributed to City Departments for review;
- Changes expected in Impact Fees:
 - County fees – Increase in fees beginning January, 2017.
- Workshop is held for City Commission; if approved, adoption of any changes occurs.

Recommendation by AHAC: To waive all impact fees for affordable housing projects.

Board Action: No action taken at this time.

- j.) **Incentive 10:** The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

Review Synopsis:

- The Property Information Office maintains a database of all city owned properties;
- The database includes the parcel identification number, the previous owner, the property address and property use;
- The database is updated upon receipt of acquisition and disposition forms received from the City Attorney's Office; and
- The City does not currently have any surplus properties available that are suitable for affordable.

Recommendation by AHAC: To establish inventory list of sites/or lots for affordable housing.

Board Action: Process is ongoing. Recommends the Neighborhood Services Division Staff will research methods on how to establish a list of buildable lots for affordable housing.

k.) Incentive 11: The support of development near transportation hubs and major employment centers and mixed use developments.

Review Synopsis:

- New paradigm in transportation planning: mixed uses; connectivity; smaller residential lots; concurrency in practice; other modes of transportations; and efficient development of hubs and corridors;
- Theme is “Complete Streets” that serve all users. Streets that enhance the surrounding community and provide connectivity to residents and employees;
- Through the Development Review Process, including policies in the Comprehensive Plan, per Land Development Regulations, the City can require sidewalk connections, bike lanes and paths; bicycle racks; and transit shelters;
- The updated Land Development Code (LDC) as adopted in December 2013 (effective in March 2014) includes specific transportation concurrency requirement in Article 10 in support of our multi-modal level of service standards.
- In 2015, the City completed the update of its transportation impact fee study and ordinance that became effective on January 1, 2016. Our transportation impact fee is now a multi-modal one, with the ability to expend dollars on sidewalk and transit capital improvement that benefit the “major transportation network.”
- The complete street system is: designed to serve all users; incorporates pedestrian/bicycle and transit facilities. The Polk County Local Government complete street policy was signed by eighteen jurisdictions on October 11, 2012; and
- Lakeland is served by Citrus Connection transit and bicycle/pedestrian network, and Lake to Lake Greenway.

Recommendation: No recommendation at this time.

Board Recommendation: No action taken at this time.

II. Additional Comments and/or Recommendations:

The City of Lakeland Neighborhood Services Division will continue to update and seek the input from this committee on any upcoming changes to the housing programs and changes to the Affordable Housing Incentives Program.



City Commission Meeting Agenda

December 19, 2016

City Hall - Commission Chamber
228 S. Massachusetts Avenue

Regular City Commission meetings are cablecast live throughout Polk County on Bright House Channel 643 or Fios Channel 43. City Commission meetings are also webcast live on www.lakelandgov.net. Please visit www.lakelandgov.net for a complete list of all meetings available on the Lakeland Government Network. For more information, contact Mike Mustard, CableCast Producer at 863/834-5013. Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the City of Lakeland ADA Coordinator, David Uria, P.E., no later than forty-eight (48) hours prior to the proceeding, at (863) 834-8447, Email: david.uria@lakelandgov.net. **If hearing impaired**, please contact the **TDD numbers**: Local – (863) 834-8333 or 1-800-955-8771 (TDD-Telecommunications Device for the Deaf) or the **Florida Relay Service** Number 1-800-955-8770 (VOICE), for assistance.

SALUTE TO THE FLAG

CALL TO ORDER - 9:00 A.M.

PRESENTATIONS - 2016 Christmas Parade (Kevin Cook, Director of Communications and Julie Adams, Asst. Superintendent of Recreation)

**PROCLAMATIONS - Cassie's "Camo" Christmas Day
Lakeland PAL Hurricanes Day**

AUDIENCE

RECESS

COMMITTEE REPORTS AND RELATED ITEMS – 10:00 A.M.

APPROVAL OF CONSENT AGENDA

All items listed with an asterisk (*) are considered routine by the City Commission and will be enacted by one motion following an opportunity for public comment. There will be no separate discussion of these items unless a City Commissioner or Citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

APPROVAL OF MINUTES (with any amendments)

* [City Commission 12/02/16 – 12/05/16](#)

* [Utility Committee 12/05/16](#)

I. REQUESTS TO APPEAR FROM THE GENERAL PUBLIC

II. PUBLIC HEARINGS

A. Ordinances (Second Reading)

1. Proposed 16-053; Annual Update of the Capital Improvements Element of the Lakeland Comprehensive Plan, Including Updates to the Five Year Schedule of Capital Improvements (1st Rdg 12-5-16)

2. Proposed 16-054; Application of I-2 Zoning on Approximately 76.87 Acres Comprised of Three Parcels Generally Located North of W. Pipkin Road, West of Old Medulla Road, South and East of Airside Center (1st Rdg 12-5-16)

3. Proposed 16-055; Proposed Changes to Article 6 (Natural Resource Protection Standards) of the Land Development Code to Adopt New Floodplain Management Standards(1st Rdg 12-5-16)

ACTION TAKEN
Approved 6-0
Approved 6-0
Approved 6-0
Approved 6-0 Ord. 5608
Approved 6-0 Ord. 5609
Approved 6-0 Ord. 5610

	<p><u>4.</u> Proposed 16-056; Proposed Changes to Article 4 (General Site Development Standards) of the Land Development Code to Adopt New Historic or Landmark Sign Standards (1st Rdg 12-5-16)</p>	<p>Approved 6-0 Ord. 5611</p>
	<p><u>5.</u> Proposed 16-057; Changes to Article 4 (General site Development Standards) of the Land Development Code Related to the Placement of Accessory Equipment Such as Air Conditioners, Swimming Pool Pumps, Filters & Heaters and Emergency Generators (1st Rdg 12-5-16)</p>	<p>Approved 6-0 Ord. 5612</p>
	<p><u>6.</u> Proposed 16-058; Amending Ordinance 4900; Major Modification of an Existing Conditional Use to Allow a Restaurant with Alcoholic Beverage Sales on Property Located at 210 W. 8th Street (1st Rdg 12-5-16)</p>	<p>Continued to 01/03/17</p>
	<p><u>7.</u> Proposed 16-059; Conditional Use to Allow for an Existing Parking Lot as a Principal Use on Property Located at 3221 S. Florida Avenue (1st Rdg 12-5-16)</p>	<p>Approved 6-0 Ord. 5613</p>
	<p><u>8.</u> Proposed 16-060; Establishing PUD Zoning for a 110 Room Hotel on Approximately 0.84 Acres within the Oakbridge Development of Regional Impact Located West of Harden Boulevard and North of the Polk Parkway Interchange (1st Rdg 12-5-16)</p>	<p>Approved 6-0 Ord. 5614</p>
<p>B.</p>	<p>Ordinances (Emergency Adoption)</p>	
	<p><u>1.</u> Proposed 16-061; Amending Florida Building Code Related to Floodplain Management</p>	<p>Approved 6-0 Ord. 5615</p>
	<p><u>2.</u> Proposed 16-062; Amending Ordinance 5341; Related to Firefighters' Retirement System</p>	<p>Approved 6-0 Ord. 5616</p>
<p>C.</p>	<p>Resolutions</p>	
	<p><u>1.</u> Proposed 16-089; Establishing the City Commission's Intention to Utilize the Uniform Method of Collection to Collect All Unpaid Demolition and Lot Clearing Non-Ad Valorem Special Assessments Levied by the City Commission during Calendar Year 2016 and Preceding Years</p>	<p>Approved 6-0 Reso. 5345</p>
<p>III.</p>	<p>EQUALIZATION HEARINGS</p>	
<p>IV.</p>	<p>COMMUNITY REDEVELOPMENT AGENCY</p>	
<p>V.</p>	<p>CITY MANAGER</p>	
<p>*</p>	<p><u>A.</u> Recommendation re: 2016 Report of Affordable Housing Incentives</p>	<p>Approved 6-0</p>
	<p><u>B.</u> Recommendation re: Lakeland Linder Regional Airport – Change Order #2 for Paint Hangar Expansion, Tucker Construction & Engineering Inc.</p>	<p>Approved 6-0</p>
	<p><u>C.</u> Recommendation re: Construction Manager at Risk Guaranteed Maximum Price Contract Amendment for NOAA project at Lakeland Linder Regional Airport</p>	<p>Approved 6-0</p>
	<p><u>D.</u> Recommendation re: Ratification of Successor Collective Bargaining Agreements with the West Central Florida Police Benevolent Association</p>	<p>Approved 6-0</p>
<p>*</p>	<p><u>E.</u> Recommendation re: Renewal of City Health Plan Stop Loss Reinsurance Coverage</p>	<p>Approved 6-0</p>
<p>VI.</p>	<p>CITY ATTORNEY</p>	
	<p>A. Ordinances (First Reading) - NONE</p>	

<p>B. Resolutions - NONE C. Miscellaneous Reports <u>1.</u> Memo re: Interlocal Agreement with Polk County for Tourist Development Tax Funding of The Lakeland Center Renovation Project</p>	<p>Approved 6-0</p>
<p>VII. FINANCE DIRECTOR</p>	
<p>VIII. AUDIENCE</p>	
<p>IX. MAYOR AND MEMBERS OF THE CITY COMMISSION</p>	
<p>A. Direct staff to bring an ordinance imposing a moratorium on medical marijuana in Lakeland for 90 days and develop an ordinance regulating land use and business tax for medical marijuana</p>	<p>Approved 6-0</p>
<p>X. UTILITY</p>	
<p>A. Ordinances - NONE B. Resolutions - NONE C. Miscellaneous <u>1.</u> Memo re: Coal Purchase Agreement with Kopper Glo Mining, LLC</p>	<p>Approved 6-0</p>
<p>XI. CALL FOR ADJOURNMENT</p>	<p>11:36 a.m.</p>

Reminder:

- 12/16 8:30 AM-Agenda Study (CC Conf Rm)
 9:30 AM-[Policy Workshop](#) (CC Conf Rm)
 10:30 AM-[Marchant Stadium Tour](#) (Tigertown)

- 12/19 8:15 AM-[Special Called Meeting – Attorney/Client Closed Door Session](#) (CC Chamber)
 10:30 AM-[Collective Bargaining Closed Session](#) (CC Conf Rm)