

**AFFORDABLE HOUSING ADVISORY COMMITTEE  
SUMMARY MINUTES OF REGULAR MEETING  
September 1, 2016**

The Affordable Housing Advisory Committee conducted a call meeting on Thursday, September 1, 2016 at 6:30 P.M. Hollywood City Hall Room 215.

Member		Present	Absent
Sonja	Breland	X	
Travis	Bridges	X	
Roary	Carlson	X	
Nancy	Gaggino	X	
Henry	Graham		X
David	Kout	X	
Sara	Lavenka		X
David	McLeod	X	
Mohamad	Ronizi	X	

**City Staff:**

STAFF PERSON	DEPARTMENT
Anthony Grisby	Community Development
Clay Milan	Community Development

**I. NEW BUSINESS**

**a. Orientation – Anthony Grisby**

*Summary* - Anthony Grisby as Staff Liaison to the AHAC provided a brief orientation on State Housing Initiative Partnership (SHIP) Funds, City of Hollywood Local Housing Assistance Plan (LHAP), LHAP Amendments, Public Hearings, Review of City Policies that may increase the cost of housing, and other AHAC duties.

- Tools – PowerPoint
- Action – No action necessary

**b. Fire Plan Review Fee Schedule – Eric Busenbarrick, Fire Chief**

*Summary* - The Fire Prevention Division is required by Code to review residential and commercial property plans with the exception of single family homes and duplexes. Fees for this service were introduced in 2009 and have not changed since that time. In 2009

these fees were set well below the industry standard. The City has not considered adjusting the fees until now. City staff surveyed surrounding Cities and Counties to determine appropriate fee schedules. The rate and methodology that City staff is proposing to adopt are what Broward County currently uses.

- *Tools* - Handout
- *Request* – AHAC to review and offer recommendation proposed fee schedule.

*Concern(1)* – Nancy Gaggino – What is the effect of the new fees on a smaller projects and builders?

Staff Response – Eric Busenbarrick – Gave an example of the costs as relates to a small project.

*Concern(2)* – David McLeod – What happens if a second review is required?

Staff Response – Eric Busenbarrick – No charge for second review. A third review is half the cost.

*Concern(3)* – David McLeod – When renovating a building does the submitter pay for all the devices that are in the building?

Staff Response – Eric Busenbarrick – No only what is being added new.

*Concern(4)* – David McLeod – When will the fees be implemented?

Staff Response – Eric Busenbarrick – October 1, 2016 (estimated).

*Concern(5)* – David McLeod – How will the builders and the General Public be notified?

Staff Response – Eric Busenbarrick – There will be a notification that gives a start date for the new fee schedule. Applicants that are in the process will not be subject to the new fees.

*Concern(6)* – Nancy Gaggino – Will the new fee schedule lead to a faster process?

Staff Response – Eric Busenbarrick – .I cannot commit to you that the process will be faster. However, I believe that it will.

*Concern(7)* – Travis Bridges – Elaborate on the square footage fee schedule model versus the others.

Staff Response – Eric Busenbarrick – The other models based fees on a percentage of the cost of the build. Fire is recommending fees be based on the square footage of the improvements (the explanation included examples of both methodologies). City staff feels the square footage model is a better way to gauge the time a reviewer spends reviewing the plans.

*Concern(8)* – Travis Bridges – Does it cost more in the square footage model?

Staff Response – Eric Busenbarrick – It could but not always.

*Concern(9)* – Nancy Gaggino – Have you ever done the other model?.

Staff Response – Eric Busenbarrick – No.

*Concern(10)* – Travis Bridges – The fee jump is high for a few items (ex. Smoke Evac.) why so much?

Staff Response – Eric Busenbarrick – Explained the complications of evaluating a Smoke Evac. System.

Staff Question – Anthony Grisby – How many of the fire device items will apply to an affordable housing complex of four stories?

Staff Response – Eric Busenbarrick – Fire Alarm system and maybe the sprinklers.

Staff Statement – Anthony Grisby – The AHAC should remember that the focus of your review is affordable housing?

Staff Response – Eric Busenbarrick – 10,000 SF to 15,000 SF plan review charge is \$720.00 in the recommendation.

*Concern(11)* – Nancy Gaggino – Does the square footage model actually address your concerns or is it too much or not enough?

Staff Response – Eric Busenbarrick – there will be times where the review time will be shorter and other times when it will be longer. We believe square footage is the appropriate method.

*Concern(12) – Mohammad Ronizi – Can fire alarm fees be reduced for an affordable housing project?*

Staff Response – Eric Busenbarrick – because of the review process I would want to leave as is.

Staff Statement – Anthony Grisby – Reviewed recommendation sheet with AHAC and asked the AHAC to deliberate on the following:

*Does the proposed resolution increase the cost of housing? If Yes:*

- *Is the assumed cost increase substantial or otherwise detrimental to the development of affordable housing?*
- *Does the proposed ordinance support and overall goal of the City and/or have an alternate value to the target population?*
- *Do the long-term benefits of the proposed resolution outweigh the cost increase to housing?*

*Does the proposed resolution protect the ability of the property to appreciate in value?*

*The AHAC can choose one of the following:*

- *Recommend approval of the proposed resolution.*
- *Recommend against the proposed resolution.*
- *Recommend a language change.*

Question – Nancy Gaggino – Has there ever been a time where there has been a different fee for specific affordable developments?

Staff Response – No, There have been deferments?

Statement – Mohammad Ronizi – The Hollywood Building Department was the fastest of any City I worked with. While they are understaffed now, I believe that additional staff can help them get back to their previous pace.

**Motion** – David McLeod - Recommend approval of the proposed resolution.

**Second** – David Kout

**Motion approved 4-3**

**c. Building Permit and User Fee Schedule – Phil Sauer,  
Building Official**

*Summary* – The Building Department is funded solely by permit fees. The Building Department cannot offer reduced fees to anyone, not even the City. The Building Department consists of the Electrical, Structural, Plumbing and Mechanical Divisions. The rest of the disciplines are outside services to the Building Department (ex. Fire, Planning). The methodology of collecting fees has been in place since 1992. The last time there was a fee raise was in 2002. The City of Hollywood is in the bottom third in all of Broward County in the cost of fees. However, we are one of the largest and most aggressive of the Cities in the County and probably have the most work going on. The basic fee structure is based on a percentage of the value of the work. Last year the City of Hollywood permitted over \$400,000,000 of work with a fee rate of less than 1.7%. The national average is anywhere between 2% and 5%. Staff is requesting to increase the 1.7% by 10%. Staff is also requesting a fee for education or technology

- Tools - Handout
- Request – AHAC to review and offer recommendation proposed fee schedule.

*Concern(1)* – David McLeod – The study is from 2013 based on information from 2002, is the 10% increase sufficient?

Staff Response – Phil Sauer – It would put us about mid-range compared to other Cities. We are a very development friendly City and would like to stay that way. We are currently marginally getting by but we are not getting ahead. The increase will allow us to get more trucks and more staff.

*Concern(2)* – David McLeod – Based on a 14 year progression is this increase going to be sufficient?

Staff Response – Phil Sauer – Not really. It just puts in the margin. But it's the other fees that we are adding or increasing (i.e. early start, permit expirations etc.) that gets us ahead.

**Motion** – David McLeod - Recommend approval of the proposed resolution.

**Second** – Travis Bridges

**Motion approved unanimously.**

**d. Officer Elections** – Anthony Grisby

**Chair** – David McLeod

**Vice Chair** – Nancy Gaggino

**IV. ADJOURNMENT –**