

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, SUPERSEDING AND REPLACING RESOLUTION 2007-176, AMENDING THE PROCEDURES FOR EXPEDITING THE DEVELOPMENT REVIEW PROCESS FOR QUALIFIED AFFORDABLE HOUSING.

**RECITALS**

WHEREAS, it is the intent of the Board of County Commissioners of Collier County, Florida, to increase the amount of affordable housing to its workers and residents, encourage the retention of affordable-workforce housing in the County, encourage the location of residences in proximity to employment centers, reduce commute times to places of employment, and provide businesses with access to a pool of employees within the County; and

WHEREAS, the Board has formally expressed its commitment to affordable- housing by adoption of certain Goals, Objectives and Policies in the County's Growth Management Plan (GMP); and

WHEREAS, the intent of Goal 1 of the GMP's Housing Element is to create an adequate supply of safe, decent, sanitary, and affordable housing for all residents of Collier County; and

WHEREAS, Objective 1 of the GMP's Housing Element states that the County will seek to "Provide new affordable housing units in order to meet the current and future housing needs of legal residents with very-low, low, moderate and gap incomes, including households with special needs such as rural and farmworker housing in rural Collier County; and

WHEREAS, in order to address the housing needs of low, moderate, and gap income persons by encouraging the more efficient production of affordable housing, GMP Policy 2.5 requires the County and the City of Naples to review its existing permit process system in an effort to reduce the processing time and cost

of affordable housing and continue to identify areas that can be streamlined; and

WHEREAS, in order to comply with State law, the Board of County Commissioners through Resolution No 2007-176 adopted as its policy, specific procedures for expediting the review of development orders for affordable housing qualified projects to a greater degree than other reviews; and

WHEREAS, the Board of County Commissioners wishes to amend its expedited review program to improve the benefit to providers of affordable housing serving families with 140% or below median household income levels, and to make the program consistent with other affordable housing programs administered by the County.

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

1. This Resolution shall supersede and replace Resolution 2007-176.
2. The foregoing Recitals are adopted as true and incorporated as part of this Resolution.
3. The Board of County Commissioners' affordable housing expedited review policy, as amended, is adopted for immediate use, as follows:

A. *Purpose/Scope:* The purpose of this Program is to establish procedures to allow for expedited reviews of all development orders qualifying as affordable housing so as to create more affordable housing and comply with State law. The expedited review process for qualified development orders is not intended to otherwise modify or alter existing procedural standards for reviewing development orders, including those that do not qualify for affordable housing.

B. *Applicability:* These procedures apply to the review of all qualified development orders for new and expanding development in Collier County proposing to construct affordable housing. In order to qualify for the expedited review process, the applicant for a proposed development order must:

1. Specifically request affordable housing expedited review project

status as part of an application for a County development order, as defined in Sec. 163.3164 (7), F.S., including but not limited to: Rezone petitions, including those for Planned Unit Development (PUD) districts, Conditional Use, Site Development Plans, Subdivision Plats, and Building Permits, including but not limited to their corresponding zoning, engineering, environmental, transportation, building, and fire code reviews; and

2. Construct an affordable housing project that contains a minimum of twenty percent (20%) of the total number of approved units as approved affordable housing in the 140% or below of household medium income category; and

3. Include a certificate issued by the Collier County Community and Human Services Division stating that the affordable housing project has qualified for expedited review status by meeting the criteria as outlined in this Resolution.

*C. Affordable Housing Expedited Review Procedures.*

*1. Affordable housing review qualification meeting and Certificate.*

Prior to the pre-application meeting process and an application for a development order being submitted to Collier County for the expedited review process, the applicants or agents must attend a qualification meeting with Collier County Community and Human Services. To qualify, the applicant or agent must demonstrate how the project will comply with paragraph B above. Those projects that demonstrate compliance will be issued a certificate to allow the expedited review process for all development orders.

*2. Affordable Pre-application meeting.*

A pre-application meeting is required prior to a development order application being submitted under this expedited review process.

*3. Submittal of affordable expedited review Development Order Application.*

Once qualified, an application for a development order, including an approved copy of the certificate of affordable housing for expedited review issued

by Collier County Community and Human Services, must be submitted to the County for expedited review within nine (9) months from date of issuance of the certificate. If not timely submitted, the applicant must apply to be re-qualified as set forth above.

4. *Affordable housing expedited review time line for application sufficiency.* Complete development order application submittal packages, once time-stamped by the Growth Management Department will receive an expedited sufficiency review as set forth below.

a. The Growth Management Department, will review the submittal package and determine it to be "complete" or "incomplete" after sufficiency review.

b. To be considered "complete" an application submittal package for a Zoning, Engineering and/or Environmental Section type petition must include the following: all items checked off on pre-application meeting notes (i.e., application and review fees, addressing checklist, and any additional information requested and noted during the pre-application meeting, and any other information noted as a required). To be considered "complete" an application submittal package for the Building Permit Section must include all items checked off on the application checklist noted as required (i.e. survey, truss drawings, energy calculations, and any other information noted as required).

c. An application package deemed "incomplete" will not be accepted and will be returned to the applicant noting the deficiencies and the applicant will be directed to reapply. With each subsequent submittal, the Growth Management Department will determine an application package to be "complete" or "incomplete" after sufficiency review

d. Once an application package is deemed "complete" it will have all necessary data entered into the computer project-tracking program noting the project as an "affordable housing" and an expedited review route sheet will be completed, attached, and the application package distributed for staff review within three (3) business days from sufficiency review to determine submittal as "complete".

a. *Expedited review times for affordable projects.* Review of any development order with an expedited review status will be completed and the appropriate staff reports and approvals completed within one hundred and twenty (120) business days for petition types such as Rezone and/or Conditional Use requests, sixty (60) business days for petition types such as Subdivision Plats and/or Site Development Plan requests, or seventy-five (75) days for residential Building Permit requests from date of distribution for staff review.

b. To ensure that expedited review applications move through the review process in a timely manner, all re-submittal packages and plan corrections must be provided to the County by the applicant within fifteen (15) business days measured from the date of staff's review comment letter created at the end of each review cycle. As such, the County's complete 120/60/75 business day review timeframes will not include any time when the County is waiting for the applicant to re-submit plan corrections based on staffs review comment letter.

c. In order to meet the complete expedited review period noted in paragraph

5. a and b. above, review staff must complete their reviews for affordable housing applications within fifteen (15) business days from the distribution date of submittal package for planning petitions (i.e. PUD Rezones or Conditional Use), seven (7) business days from the distribution date of submittal package for site-related petitions (i.e. Subdivision Plats or Site Development Plans), or twenty- five (25) business days from the distribution date of submittal package for Building Permits.

d. Resubmittal packages, additional information and/or corrected plans will be reviewed under the same submittal procedures until all of the assigned review departments have approved the development order and final approval is granted by the County Manager or his designee.

e. Once an application for a development order has been rejected twice by County staff, the applicants or agents must attend a mandatory project review meeting to be held with all County review departments yet to approve the application. The purpose of such a project review meeting will be to reach resolution and allow the

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application to proceed to public hearings.

f. Once all departments have completed reviews for a development order such as but not limited to a site development plan or building permit resulting in an approved status the final approval process shall be completed within three (3) business days (i.e. final typing of permit or approval letter for site development plan).

6. *Public Meeting and Hearings.* Qualified affordable expedited review projects will be given first priority for scheduling of all meetings including but not limited to pre-application meetings, neighborhood informational (NIM) meetings, project meetings, and public hearings. Note: If an applicant does not respond within the fifteen (15) business days as outlined in paragraph 5.b. above, the County cannot guarantee first priority scheduling.

This Resolution adopted after motion, second, and majority vote this 27<sup>th</sup> day of February 2018.

ATTEST:  
DWIGHT E. BROCK, CLERK

By: *Dwight E. Brock*  
Deputy Clerk  
**Attest as to Chairman's signature only.**

BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

By: *Andrew Solis*  
ANDREW SOLIS, CHAIRMAN

Approved as to form  
and legality:

*Jennifer Belpedio*  
Jennifer Belpedio  
Assistant County Attorney  
*JAB*  
*3/15/18*