



# City of Pensacola

## Affordable Housing Advisory Committee

### Agenda

City of Pensacola  
222 W. Main Street  
Pensacola, FL 32502

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June 2, 2026, 9:00 AM

Vince Whibbs Conference Room, 1st Floor,  
City Hall

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The meeting can be watched via live stream at [cityofpensacola.com/video](https://cityofpensacola.com/video).

#### CALL TO ORDER

#### ROLL CALL

#### PROOF OF PUBLICATION

#### APPROVAL OF MINUTES

1. 26-635 MAY 2026 AHAC MINUTES

*Attachments: May 2026 AHAC Minutes*

#### PRESENTATIONS

#### ACTION ITEMS

#### DISCUSSION ITEMS

2. 26-636 2026 ADU'S FOR AFFORDABLE HOUSING

*Recommendation:*

*Sponsors:*

*Attachments: FINAL 2026 ADUs for Affordable Housing 5-21-26*

3. 26-637 ADU CITY CODE

*Recommendation:*

*Sponsors:*

*Attachments: ADU CITY CODE 12.3.81*

4. 26-638 CITY RESIDENTIAL BONUSES

*Recommendation:*

*Sponsors:*

*Attachments:*                      *City Residential bonuses 12.3.109*

**PUBLIC COMMENT**

**ANNOUNCEMENT/WRITTEN COMMUNICATION**

**5.**    26-639      NEXT MEETING JULY 7, 2026 AT 9:00 AM

*Attachments:*      *None*

**ADJOURNMENT**

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs, and activities. Please call 850-436-5640 (or TDD 850-435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the city time to provide the requested services.



**CITY OF PENSACOLA**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MEETING MINUTES**

City of Pensacola  
222 W. Main Street  
Pensacola, FL 32502

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**May 5, 2026, 9:00 a.m.**

**VINCE WHIBBS CONFERENCE ROOM, 1<sup>ST</sup> FLOOR,  
CITY HALL**

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The City of Pensacola Affordable Housing Advisory Committee (AHAC) held its regularly scheduled monthly meeting 9:00-10am in the Vince Whibbs Conference Room of Pensacola City Hall, 222 West Main Street, Pensacola, Florida on May 5, 2026.

**CALL TO ORDER**

Crystal Scott, Chair, called the meeting to order at 9:00 a.m.

**ROLL CALL**

**STAFF MEMBERS PRESENT**

- Betsy McDonald, Housing Director, City of Pensacola Housing Department
- Tracy C. Pickens, Housing Program Coordinator, City of Pensacola Housing Department

**COMMITTEE MEMBERS' PRESENT**

- Crystal Scott
- Paul Ritz
- Ed Brown
- Keith Branch
- Melody Neal
- Percy Goodman
- Deborah Mays

**COMMITTEE MEMBERS ABSENT**

- Councilman Delarian Wiggins

**PROOF OF PUBLICATION**

Proof of publication was noted by City staff at 9:02 a.m.

**ACTION ITEMS**

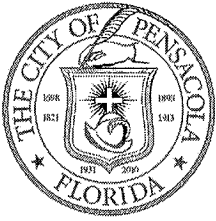
None

**APPROVAL OF MINUTES**

Motion: Paul Ritz

Second: Ed Brown

Passed Unanimously



**CITY OF PENSACOLA**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MEETING MINUTES**

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May 5, 2026, 9:00 a.m.

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**PRESENTATIONS**

Committee member, Keith Branch stated that the HBA (Home Builders Association) is interested in the City CRA doing a presentation of current and future programs at a monthly HBA meeting. CRA is currently developing a program specific to ADUs.

**DISCUSSION ITEMS**

The committee discussed incentives C (Flexibility in Density) and E (Accessory Dwelling Unit ADU). Paul Ritz, Vice Chair clarified that Incentive C addresses multiple residential affordable housing and Incentive E addresses single residential affordable housing. The committee requested staff to provide a list of current density bonuses that the city provides to assist in formulating a recommendation that provides affordable housing incentives as well as a clear understanding of what is required to benefit from the density bonus(s). Also, clarification was requested if the city had a fund for a “buy” balance for developers regarding affordable housing. It was determined that the committee is interested in a recommendation in creating a “How to” steps process for the public to assist those city citizens considering an ADU on their property. A request was made for staff to provide current ADU requirements and any proposed changes regarding ADUs as a guide in creating the “How to” list.

**ANNOUNCEMENT/WRITTEN COMMUNICATION**

Next Meeting June 2, 2026, 9am in the Vince Whibbs Conference Room.

**PUBLIC COMMENT**

Leslie Yandle – City of Pensacola citizen/Just Pensacola, commended the committee on a productive and meaningful discussion regarding the committee’s focus on Incentives C (Flexibility in Density) and Incentive E (Accessory Dwelling Units) for recommendations to address affordable housing.

**ADJOURNMENT**

Crystal Scott, Chair, adjourned the meeting at 10:02 a.m.

Sec. 12-3-81. - Accessory residential units.

- (a) *Purpose.* The purpose of allowing accessory dwelling units as a permitted use for single-family detached dwellings is to allow for the more efficient use of the city's existing stock of detached single-family housing by providing the opportunity for a homeowner to build or convert a portion of the interior of a dwelling unit, a detached garage or accessory building to a separate housekeeping unit that may be rented. The intent of the regulations for accessory dwelling units is to ensure that the single-family residential character of the zoning district is preserved, while allowing for attractive and affordable housing opportunities. Accessory dwelling units provide housing opportunities through the use of surplus space either in or adjacent to a single-family dwelling to allow for a garage conversion or a backyard cottage or guest-house. The planning board may adopt prototype plans to be kept on file with the city.
- (b) *Permitted locations.* Accessory dwelling units shall be allowed as an accessory to detached single-family dwellings.
- (c) *General requirements.*
- (1) *Lot size.* The minimum lot size for a standard accessory dwelling unit shall be at least 5,000 square feet. For lots under 5,000 square feet, a floor-to-lot area ratio of 20 percent shall be used to determine the maximum allowed floor area of the accessory structure.
  - (2) *Number of units.* Only one accessory dwelling unit shall be allowed for each single-family detached dwelling.
  - (3) *Identification of unit.* The entrance to the accessory dwelling unit shall be identifiable and shall have its own address for purposes of emergency service and postal access.
  - (4) *Accessory dwelling unit requirements.* The living area of the accessory dwelling unit shall not exceed 60 percent of the living area of the principal dwelling unit, up to a maximum of 1,500 square feet. The accessory dwelling unit (or combination of structures) shall not occupy more than 25 percent of the required rear yard area. The livable floor area of the accessory dwelling unit may be located on the first or second floor of the structure. Each accessory dwelling unit shall contain its own separate and private bathroom and kitchen wholly within the unit. The maximum allowed height shall be based on the distance that the structure is set back from the property lines as listed below:
    - a. Accessory dwelling units located within three feet of the side and rear property lines shall have a maximum allowed height of 15 feet.
    - b. Accessory dwelling units located within five feet of the side and rear property lines shall have a maximum allowed height of 20 feet.
    - c. Accessory dwelling units exceeding 20 feet must meet the side yard setback requirements of the principal dwelling unit. For every additional one foot that an accessory dwelling unit is set back from the rear property line above and beyond five feet, an additional one foot

in height shall be allowed up to a maximum allowed height of 30 feet as measured at the roof peak. A detached garage with an accessory residential unit constructed above shall have a maximum allowed height of 30 feet in height at the roof peak, in order to allow the accessory dwelling unit to match the style, roof pitch, or other design features of the main residential structure.

- d. When an accessory dwelling unit is located wholly within the buildable area of the lot on which it is located (i.e. meets the setback requirements for the primary dwelling unit) it shall be allowed at a maximum allowed height of 35 feet.

(5) *Exterior modifications.*

- a. The architectural treatment of the dwelling structure shall be such as to portray the character of a residential dwelling.
- b. An accessory dwelling unit in a single-family zoning district shall have separate access unless there is a single access from the front of the building with a split access inside the building or unless it provides needed access for a handicapped occupant.
- c. In single-family zoning districts, attached accessory dwelling unit accommodations housed within the principal structure are to be established without structural alterations except those deemed necessary by the building inspections department to provide bathroom and kitchen facilities, and the resulting arrangement must not be such as to divide the dwelling nor give the appearance of dividing the dwelling into two separate dwelling units capable of independent occupancy.

(6) *Off-street parking.* One additional off-street parking space shall be provided for the accessory dwelling unit.

(Code 1986, § 12-2-52; Ord. No. 27-92, § 1, 8-13-1992; Ord. No. 45-07, § 2, 9-13-2007)

Sec. 12-3-109. - Residential density bonuses.

*Residential density bonuses.* Residential density bonuses above the limit otherwise established by future land use category may be approved in exchange for the construction of affordable housing and as an incentive to achieve superior building and site design, preserve environmentally sensitive lands and open space, and provide public benefit uses including access to the waterfront. Standards for approval shall be as follows:

- (1) Density bonuses and transfers for superior building and site design, preservation of environmentally sensitive lands and open space, and provision of public benefit uses shall not exceed 10% of the limit otherwise established by land use category and shall be available to residential developments in the medium density residential land use district, high density residential land use district, office land use district, residential/neighborhood commercial land use district, commercial land use district, redevelopment land use district and business land use district.
- (2) Density transfers of up to 50% of the limit otherwise established by the land use category of the donor site may be approved for superior building and site design, preservation of archeologically and environmentally sensitive lands and open space, and provision of public benefit uses, and shall be available to residential developments in the medium density residential land use district, high density residential land use district, office land use district, residential/neighborhood commercial land use district, commercial land use district, redevelopment land use district and business land use district.
- (3) Density bonuses and transfers for superior building and site design, preservation of environmentally sensitive lands and open space, and provision of public benefit uses shall be based upon clear and convincing evidence that the proposed design will result in a superior product that is compatible with the surrounding land uses and produces a more desirable product than the same development without the bonus.
- (4) Density bonuses for the provision of affordable housing shall not exceed 25% of the limit otherwise established by land use category and shall be available to residential developments in the medium density residential land use district, high density residential land use district, office land use district, residential/neighborhood commercial land use district, commercial land use district, redevelopment land use district and business land use district.
- (5) Density transfers of up to 50% of the limit otherwise established by land use category of the donor site may be permitted for the provision of affordable housing, and shall be available to residential developments in the medium density residential land use district, high density residential land use district, office land use district, residential/neighborhood commercial land use district, commercial land use district, redevelopment land use district and business land use district.

- (6) Density bonuses and transfers for the provision of affordable housing shall be based upon ratios of the amount of affordable housing to market rate housing within a proposed residential development and shall include mechanisms to assure that the units remain affordable for a reasonable timeframe such as resale and rental restrictions and rights of first refusal.
- (7) Density transfers of up to 50% of the limit otherwise established by the land use category of the donor site may be permitted for proposed developments that are compatible with adopted neighborhood and Community Redevelopment Area plans, and shall be available to residential developments in the medium density residential land use district, high density residential land use district, office land use district, residential/neighborhood commercial land use district, commercial land use district, redevelopment land use district and business land use district.
- (8) The maximum combined density bonus for superior building and site design, preservation of environmentally sensitive lands and open space, provision of public benefit uses and affordable housing provided to any single development shall not exceed 35% of the limit otherwise established by land use category.
- (9) Density transfers shall be a direct transfer of up to 100% of unutilized residential density from a donor site to a receiving site, subject to applicable land use regulations and site requirements.
- (10) All density bonuses and density transfers shall be approved by the City Planning Board.

(Code 1986, § 12-2-80; Ord. No. 13-13, § 1, 5-9-2013; Ord. No. 20-21, § 1, 9-23-2021)