



City of Pensacola

Affordable Housing Advisory Committee

Agenda

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

January 6, 2026, 9:00 AM

Vince Whibbs Conference Room, 1st Floor,
City Hall

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

ROLL CALL

PROOF OF PUBLICATION

APPROVAL OF MINUTES

1. 25-1661 DECEMBER 2025 AHAC MEETING MINUTES

Attachments: December 2025 AHAC Meeting Minutes

PRESENTATIONS

ACTION ITEMS

DISCUSSION ITEMS

2. 25-1662 DISPOSITION OF SURPLUS REAL PROPERTY POLICY

Recommendation:

Sponsors:

Attachments: Disposition of Surplus Real Property - final version - 2021

PUBLIC COMMENT

ANNOUNCEMENT/WRITTEN COMMUNICATION

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

December 2, 2025, 9:00 a.m.

**VINCE WHIBBS CONFERENCE ROOM, 1ST FLOOR,
CITY HALL**

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 December 2, 2025.

CALL TO ORDER

Crystal Scott, Chair called the meeting to order at 9:01 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
- Deborah Mays
- Percy Goodman
- Keith Branch
- Melody Neal
- Councilman Delarian Wiggins

COMMITTEE MEMBERS ABSENT

PROOF OF PUBLICATION

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

ACTION ITEMS

None

APPROVAL OF MINUTES

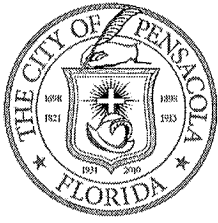
Motion: Paul Ritz

Second: Ed Brown

Passed Unanimously

PRESENTATIONS

Clifford "Cliff" Collins Jr. Associate City Administrator – City of Pensacola Strive to Thrive 2035



CITY OF PENSACOLA
AFFORDABLE HOUSING ADVISORY COMMITTEE
MEETING MINUTES

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

December 2, 2025, 9:00 a.m.

**VINCE WHIBBS CONFERENCE ROOM, 1ST FLOOR,
CITY HALL**

Mr. Collins provided an overview of city goals regarding affordable housing and reconfirmed the city's commitment to addressing the housing needs of our citizens. He shared that several projects are in various stages of development including Motor Lodges, Baptist Campus, Gibson Elementary. Discussion with the committee included mechanisms for housing, tangled title issues, ADU's.

DISCUSSION ITEMS

The 14 city owned properties were reviewed, and the committee requested clear direction on who will be deciding how the properties will be developed. Suggestion was made to tour the properties with the intent of having clearer vision of how they may be used. Committee requested a list of vacant county owned properties inside the city limits for review and discussion. Request was made for City CRA department to present at a future meeting to share their current and future affordable housing initiatives.

ANNOUNCEMENT/WRITTEN COMMUNICATION

Next Meeting January 6, 2026, 9am in the Vince Whibbs Conference Room.

Angelia Miller resigned from the committee November 28.2025, the vacant position will be on the January Council Agenda, and a link will be provided to the committee to share for anyone who may be interested in applying.

PUBLIC COMMENT

Sam Young, CEO Habitat for Humanity and NWFCLT - Mr. Young thanked the city for the support of the CLT, provided an update of their housing initiatives and expressed his desire to continue working together to address the affordable housing crisis.

ADJOURNMENT

Crystal Scott, Chair, adjourned the meeting at 10:15 a.m.

POLICY FOR DISPOSITION OF CITY OWNED REAL PROPERTY -

Adopted by Council Action January 13, 2000. Revised November 21, 2002 & September 13, 2007; Amended by Resolution August 21, 2010 effective noon, January 10, 2011; Amended by Council Action February 9, 2017.

The following guidelines apply to the disposition (by sale or lease) of City-owned property, excluding property that is part of the Pensacola International Airport or the Port of Pensacola. This policy does not affect vacations of City rights-of-way or City easements.

Types of Disposal by Sale or Lease

- A. Open Bid
- B. Request for Proposal (RFP)
- C. Direct Negotiation
- D. Economic Development Option
- E. Residential Lot Purchase Program

Process

1. The Mayor identifies City property as (1) surplus property that is available for disposal, or (2) under-utilized property that is available for development or tenancy. The Mayor then recommends to City Council a method for identifying a purchaser, developer, or tenant (open bid, RFP, direct negotiation, economic development direct negotiation, or Housing Department's Residential Lot Purchase program).
2. The subject property is reviewed to determine if it is subject to the Sensitive Properties ordinance, Ordinance No. 25-20 (pertinent official records for parcel history, historical significance of a named structure, etc.). The procedure described in that ordinance is followed.
3. A notice is sent to property owners within a 300-foot radius, informing them of the possibility that the property may be declared to be surplus or under-utilized property.
4. City Council confirms the availability of the subject property and determines the methodology to be used.
5. Depending on the method authorized by the Council, staff proceeds as outlined below:
 - A. Open Bid Option:
 - a. Obtain an appraisal.
 - b. Prepare bid specifications.
 - c. Accept public sealed bids.
 - B. RFP Option:
 - a. Obtain an appraisal.
 - b. Identify development or utilization criteria based on comprehensive plan, master plans, economic or market conditions, impact on adjacent neighborhoods, neighborhood input, and physical characteristics of property.
 - c. Prepare RFP requirements and specifications.
 - d. Accept public sealed proposal(s).

C. Direct Negotiation Option:

- a. Obtain an appraisal (unless the subject property is (1) of little or no value, (2) a direct conveyance with no monies exchanged, or (3) situated in such a size or manner to be of use to only an adjacent property owner). “Little or no value” is defined as being currently listed by the Property Appraiser as having a total assessed value of \$5,000.00 or less.
- b. Administration negotiates the agreement.

D. Economic Development Option:

- a. Obtain an appraisal (unless the subject property is (1) of little or no value, (2) a direct conveyance with no monies exchanged, or (3) situated in such a size or manner to be of use to only an adjacent property owner). “Little or no value” is defined as being currently listed by the Property Appraiser as having a total assessed value of \$5,000.00 or less.
- b. Determine if the party or parties meet the Minimum Qualifying Criteria, in that their proposed use:
 - i. Will result in the creation of new jobs in the City, and
 - ii. Will substantially enhance the economic health of the City by creating jobs with an average salary of at least 130% of average annual Pensacola MSA Wages according to the Florida Agency for Workforce Innovation, and
 - iii. The new jobs created are in a Qualified Targeted Industry (QTI) approved by the Florida Office of Trade, Tourism and Economic Development as prescribed in F.S. 288.106, and
 - iv. The company that will benefit from the sale or lease of publicly owned land must demonstrate that over 50 percent of its annual sales revenue is generated from outside of the Pensacola MSA.
- c. Administration negotiates an agreement.

E. Housing Department’s Residential Lot Purchase Program:

- a. Residential lot will be offered to a qualified homeowner through the City Housing Division.
- b. Lot value will be based upon the appraised value of the land.
- c. Conveyance will be via a lottery consisting of interested, pre-qualified prospective homeowners.
- d. Properties will be marketed through neighborhood centered, on site signage, churches, neighborhood groups and conventional media.
- e. Persons having interest in buying and building will be directed to secure a firm letter of commitment of their financial ability from a qualified lender within 60 days from start of the campaign.
- f. On the specified date and time, a drawing will be held from the pool of qualified buyers and the winner announced.

- g. The buyer will secure financing for the value of the improvements only.
 - h. City will deed the land to the buyer at closing, taking back a subordinate mortgage for the land value.
 - i. Other implementation guidelines will be determined by the City Housing Division.
- 6. City Council then accepts or rejects the bid, proposal, or negotiated agreement.