City of Pensacola

Affordable Housing Advisory Committee

Agenda

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

March 3, 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. 26-307 APPROVAL OF MINUTES: REGULAR MEETING, FEBRUARY 3, 2026

Attachments: *February 2026 AHAC minutes*

PRESENTATIONS

2. 26-308 COMMUNITY REDEVELOPMENT AGENCY (CRA) OVERVIEW - HILARY HALFORD, CRA PROGRAMS OFFICER

Request:

Sponsors:

Attachments: *None*

ACTION ITEMS

DISCUSSION ITEMS

3. 26-309 ACQUISITION AND DISPOSITION POLICY REVIEW

Recommendation:

Sponsors:

Attachments: *03 Aquisition Policy*
Disposition of Surplus Real Property - final version - 2021

PUBLIC COMMENT

ANNOUNCEMENT/WRITTEN COMMUNICATION

4. 26-310 BAPTIST DEMO PROJECT UPDATE MEETING:
THURSDAY, MARCH 5, 2026 3-6PM AT THE FRICKER RESOURCE CENTER - 900 N. F STREET, PENSACOLA, FL, 32501

NEXT AHAC MEETING: APRIL 7, 2026 @ 9AM AT CITY HALL, VINCE WHIBBS CONFERENCE ROOM, 1ST FLOOR

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

February 3, 2026, 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 February 3, 2026.

CALL TO ORDER
Crystal Scott, Chair called the meeting to order at 9:03 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
- Percy Goodman
- Keith Branch
- Melody Neal

COMMITTEE MEMBERS ABSENT

- Councilman Delarian Wiggins

PROOF OF PUBLICATION
Proof of publication was noted by City staff at 9:04a.m.

ACTION ITEMS
None

APPROVAL OF MINUTES
Motion: Paul Ritz
Second: Ed Brown
Passed Unanimously

PRESENTATIONS

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

Northwest Florida Community Land Trust (NFCLT) – Kim Wilson, COO and Alicia Popper, Director of Real Estate Assets, presented the establishment history of the NFCLT, provided a breakdown of the CLT shared equity model to include the resale formula and explained role & benefit of the local government supporting the CLT (Community Land Trust).

DISCUSSION ITEMS

Committee was provided with the city Acquisition Policy per request, members decided to table discussion to allow for more time to review both the Acquisition and Disposition city policies at the same time to be able to make specific and informed recommendations to further obtainable and affordable housing inside the city limits. The city property sales and donations for the last 5 years were reviewed and discussed, and committee determined it was prudent to view the sales and donations from a broader view to be able to make realistic recommendations that address current city affordable housing needs.

ANNOUNCEMENT/WRITTEN COMMUNICATION

Reminder of the LDC (Land Development Code) Open House on Tuesday, February 17th, 2026, at City Hall, 2nd Floor, Hagler Mason room 3pm to 6pm. Encouraged all to attend.

Next Meeting March 3, 2026, 9am in the Vince Whibbs Conference Room.

PUBLIC COMMENT

Leslie Yandle, Just Pensacola/city resident requested that the committee consider recommendation(s) prioritizing current city owned lots and any future land purchases or donations for affordable housing first before any other considerations due to limited land with the city limits.

ADJOURNMENT

Crystal Scott, Chair, adjourned the meeting at 9:57 a.m.

<u>ACQUISITION OF REAL PROPERTY</u> – Adopted by City Council 03/24/22 – Resolution 2022-034

The following policy applies to the acquisition of real property by the City of Pensacola, including rights-of-way and easements. This policy is a set of guidelines for general property purchases. This policy does not supersede any specifically-denoted requirements, terms, or conditions of real property acquisitions utilizing State and/or Federal grant funds. This policy does not intend nor should be construed as contradictory to any prior action by City Council regarding the use of real estate brokers for acquisitions or to any grant requirements, terms or conditions.

<u>Methods of Acquisition</u>

A. Purchase
B. Lease
C. Donation
D. Property Swap/Trade

<u>Process</u>

1. Determination of Need.

A determination is made that the City is interested in acquiring real property via one of the methods of acquisition. The real property must be deemed to serve a public need – i.e. improvement project-related, restoration, expansion of site or City services, development of affordable housing, conservation purposes, etc. – as confirmed by the Mayor or their designee. The funding source for the potential acquisition must be identified during this determination period and confirmed with the Financial Services Director or their designee. Staff is then directed to attempt acquisition. The property of interest is reviewed from a variety of aspects to determine the best path forward.

2. Evaluation/Preliminary Due Diligence

   a. Regardless of the method of acquisition, all parcels considered for acquisition must have <u>an appraisal</u> performed by a Florida state-certified, licensed appraiser. The only exceptions are (i.) in the case of an acquisition of little or no value as assessed by the Escambia County Property Appraiser (such as small or narrow right-of-way acquisitions or access easements, wasteland property, etc.), whereas the cost of obtaining an appraisal would be prohibitively expensive to acquiring the parcel in question; or (ii.) a property swap or trade where the parcels are of such close size, proximity, and current use that an appraisal would provide virtually the same value for each parcel.

[Depending upon the funding source, specifically grant funds, there may be detailed requirements on obtaining an appraisal for the acquisition and more than one appraisal or an appraisal review may be required. To prevent any issues with closing or potential acquisition violations that would require the repayment of grant funds, it is very important that the terms and requirements of the funding source are followed. Any issues or deviations from grant requirements regarding appraisals or anything else, if unavoidable, must be identified and resolved in writing with the granting agency during this period.]

2. Evaluation/Preliminary Due Diligence (Continued)

   b. An environmental site assessment (ESA) must be completed on any potential acquisition in which the parcel is suspected or known to have any agricultural, commercial, or industrial use historically, or is in close proximity to a known site. The type of ESA obtained – Phase I or II – depends upon the certainty of and type of previous use. This ESA report is particularly significant if the purpose of the acquisition is housing-related or for permanent public use.

[Exceptions to this ESA requirement includes instances where the potential acquisition has already been designated "wasteland" or other prior knowledge of an assessment or abatement being conducted at or very near the site, and an expenditure for another ESA would be redundant. In instances such as this, please contact our Environmental staff or the Florida Department of Environmental Protection regarding a search of their site databases for verification of the current site conditions.]

[Also, depending upon the funding source used, additional environmental due diligence may be required, at this step or any other time prior to the completion of the acquisition.]

   c. A preliminary search of available public records on the potential acquisition is also conducted at this step in the process. Whether the acquisition has outstanding taxes or is "heir(s) property" would be easily determined by this preliminary search. Depending on the anticipated use of the property, it is essential to determine other general facts, such as if restrictive covenants exist that would impede use, or if the current zoning matches the zoning necessary for the anticipated use. Any liens or encumbrances to clear title and ownership (if the property is being purchased or swapped) may also be revealed at this time.

Through all three of the requirements for evaluation – appraisal, ESA, and preliminary public records review – can be initiated simultaneously oftentimes, their importance depends upon the method of acquisition. For purchases and leases (methods of acquisition a. and B.), an appraisal to determine value and negotiating starting point is the likely first step, through all three are imperative. For donations and swaps (method of acquisition C. and D.), an ESA would be likely more important, as it is essential in determining what liability the City may be exposing itself to in acquiring the property.

The results of this evaluation and preliminary due diligence may determine whether it is in the City's best interest to proceed with the potential acquisition. Many potential acquisitions do not make it past this step in the process.

3. Negotiation.

A prospective seller or lessor (methods of acquisition A. or B.) may have a dollar amount I mind at which they will relinquish ownership or lease the property to the City. The appraised value of the property can be less than this desired amount, but often the City does have means to negotiate.

For donations and swaps (methods of acquisition C. and D.), it is important that the intent of both parties is clear, and this may require some negotiation. As an example: a prospective donor may be donating their property for easement or conservation purposes, with the idea that the City will maintain this property to an ideal standard; whereas the City may not intend to maintain the property specifically but actually allow it to naturalize or "grow wild"

3. Negotiation. (Continued).

Prior to negotiation, confirmation from the seller or lessor of their continued interest in relinquishing the property should be obtained, including their desired financial terms. Further, staff must clearly obtain from the authorizer of the acquisition the negotiating range and terms prior to negotiation. Also, staff should make no promises or commitments to the property owner and must make clear that the acquisition must be approved by City Council. Staff must receive confirmation of the negotiated amount and/or terms in writing from the seller/lessor or their representative (such as a realtor).

[Depending upon the funding source, it may be required that the seller be offered at minimum the appraised value of the subject property plus moving expenses if the property is their homestead. It is very important that the terms and requirements of the funding source are followed in these cases, to prevent any issues with closing or possible repayment of funds to the source.]

4. City Council Decision

After negotiations have been completed, approval of the acquisition by City Council is then scheduled for placement on the agenda of the next available City Council meeting. At this time, the City Attorney has reviewed any documents or draft documents associated with the acquisition thus far. The Financial Services Director or their designee is notified of the pending acquisition, as a budget amendment for the negotiated amount may be appropriate and may require a separate agenda item (a Supplemental Budget Resolution) to accompany the acquisition item. The funded amount must also include an additional 5 to 10% over the negotiated amount to cover closing costs of the acquisition.

Backup material for the agenda item will illustrate the factors involved in acquiring the property. This material should include but not be limited to: appraisal(s), justification for a negotiated sale or lease amount greater than the appraisal value, exceptional acquisition terms addressing a public need, non-monetary benefits to the public, etc.

Staff shall maintain communications with the prospective seller/lessor/donator, keeping them apprised of timelines and meeting dates regarding the negotiated acquisition. If the acquisition is not approved by the City Council, Staff must notify the respective party as soon as feasible.

5. Closing/Final Due Diligence.

After approval by City Council, the final step is closing, or the conveyance of ownership or use rights. Closing usually takes a minimum of 30 days to ensure all of the financial due diligence is complete, but can take longer if necessary and agreed to by both parties. For leases, this may be as simple as executing the negotiated lease agreement, as reviewed and approved by the City Attorney or their designee. For all other methods of acquisition, there is work that must be completed – the final due diligence – before the execution of documents for the conveyance.

A survey and title work (search, insurance) are the two essential items that must be completed prior to closing. The survey definitely establishes the boundaries and features of the property being conveyed, and can be completed by the City surveyor (schedule allowing) or another licensed surveyor. The title work identified any issues missed during the preliminary search of public records, issues that must be resolved prior to the City obtaining clear title to the subject property. This title work is contracted by the closing agent or attorney handling the closing, as agreed to by both parties.

5. Closing/Final Due Diligence. (Continued)

Any issues with the survey, the title, or anything else impacting conveyance must be resolved prior to the execution of the conveyance documents by the Mayor or their designee. Also prior to execution, it is imperative that the final documents are reviewed or approved in some manner by the City Attorney or their designee.

For all acquisition methods except donations, the Staff responsible for the closing will not, in most cases, have the exact dollar amount necessary for the acquisition until the week of closing. Staff must make contact with the Financial Services Department/Accounting Division immediately upon receiving the exact dollar amount to coordinate submitting the required documentation and obtaining a check for the necessary amount by the necessary date.

After documents are executed, the deed (or lease) is recorded by the closing agent (or City staff as appropriate). To complete all other post-closing requirements, Staff then utilizes Finance's Land Procedures Process and contacts the Finance Department with any issues related to this new City Asset.

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.