

City of Pembroke Pines

Affordable Housing Advisory Committee Year 2025 Affordable Housing Incentive Strategies Report

State Housing Initiatives Partnership Program



Prepared by:

City of Pembroke Pines
Planning and Economic Development Department

Approved by:

Affordable Housing Advisory Committee on:
October 27, 2025

BACKGROUND

As a recipient of the State Housing Initiative Partnership (SHIP) funds, the City of Pembroke Pines established the Affordable Housing Advisory Committee (AHAC) in 2008, as required by Florida Statutes, Sec. 420.9076. The AHAC reviews and evaluates local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other housing-related activities that affect affordable housing production.

The committee is specifically tasked with evaluating the implementation of incentives outlined in Florida Statutes, Sec. 420.9076 (4)(a)–(k), and may recommend modifications, exceptions, or new initiatives to encourage affordable housing development.

Recommendations approved by the City Commission are incorporated into the Local Housing Assistance Plan (LHAP) and the Comprehensive Plan Housing Element.

COMMITTEE COMPOSITION

Pursuant to Florida Statutes, Sec. 420.9076(2), committee members must be selected from specified categories. Each AHAC must include a locally elected official (City or County Commissioner), who counts toward the minimum membership requirement.

The AHAC must have at least eight members, representing at least six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation.

Name	Category Represented	Date Appointed
1. Commissioner Thomas Good, Jr.	Elected Official	05/18/2022
2. Daniel Almaguer	Essential Services Personnel	05/18/2022
3. Elinne M. Dominguez	Resident	05/18/2022
4. Linda Gonzalez	Local Planning Agency Representative	08/02/2023
5. Carina Guillen	Resident	05/18/2022
6. Tiffany Pinto	Resident	05/18/2022
7. Natalie Ramirez	Real Estate Professional	05/18/2022
8. Nikita Shannon	Home Building Industry	05/18/2022
9. Jay Shechter	Advocate for Low-Income Persons	05/18/2022
10. Ronnie (Ran) Shoua	Real Estate Professional	05/18/2022
11. Lisa Stewart	Real Estate Professional	06/18/2025
ALT Commissioner Jay D. Schwartz	Elected Official (Alternate)	05/18/2022

Members of the Committee shall serve continuously at the pleasure of the City Commission. The local elected official shall only serve while holding the elected office. *(Section 32.161 B – City Code of Ordinances)*

AFFORDABLE HOUSING RECOMMENDATIONS

The AHAC has conducted a thorough review of local government documents relevant to affordable housing, including plans, policies, procedures, ordinances, regulations, statutes, and the Comprehensive Plan. The committee has also specifically examined the strategies outlined in Florida Statutes, Sec. 420.9076(4)(a)–(k).

Based on this review, the AHAC developed recommendations for the City Commission to enhance the production of affordable housing. These recommendations are detailed in this report, which is submitted to both the City Commission and the Florida Housing Finance Corporation to document the committee's work and findings.

The AHAC's evaluation focuses on the strategies provided in Florida Statutes, Sec. 420.9076(4):

- (a) The processing of approvals of development orders or permits, as defined in Florida Statutes, Sec. 163.3164(7), (8), for affordable housing projects is expedited to a greater degree than other projects.
- (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons.
- (e) The allowance of affordable accessory residential units in residential zoning districts.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

For 2025, the AHAC reviewed the following new items of note during this cycle:

- **Senate Bill 1080 – Affordable Housing - Expedited Permitting and Fee Waivers Act**
- **Senate Bill 1730 -- Affordable Housing and Community Development Programs**
- **Housing Broward: 10-Year Affordable Housing Plan**
- **Land Development Code Update - Accessory Dwelling Units (ADU's)**

EXPEDITED PERMITTING

Meeting Synopsis: General description of the permit process for affordable housing projects.

Staff Comment: Over several AHAC cycles, the City has prioritized improving the permitting process to accelerate affordable housing development. These efforts have culminated in the full implementation of an expedited permitting program in 2024.

The program offers priority review for affordable housing projects funded through State and Federal assistance programs, such as CDBG, SHIP, and HOME. Applications benefit from dedicated routing and tracking, typically reducing permit review times by two to three weeks. Emergency permits are reviewed within one business day, while non-emergency permits are processed within two to five business days, depending on complexity.

Pembroke Pines' expedited permitting process aligns with Florida Senate Bill 1080, which mandates priority review and streamlined permitting for qualifying affordable housing projects. This legislation supports local initiatives by setting clear timelines and limiting unnecessary delays, reinforcing the City's commitment to facilitating affordable housing.

Consistent with the 2024 AHAC recommendation, language requiring expedited permitting has been incorporated into the upcoming procurement documents for building department services, ensuring continuity under the next contract, expected to be finalized in 2025.

2025 AHAC Staff Recommendation: No Additional Recommendations.

Schedule for Implementation: N/A

FEE WAIVERS FOR AFFORDABLE HOUSING

Meeting Synopsis: The City Commission retains authority to waive certain development-related fees—such as site plan, rezoning, building permits, and engineering fees—during the project approval process. There is currently no formal policy establishing automatic fee waivers for affordable housing projects, and all requests are considered individually. No fee waiver requests have been submitted during the current reporting year.

Senate Bill 1080 encourages the use of fee waivers to reduce financial barriers to affordable housing, but it does not require local governments to adopt specific waiver policies.

Broward County continues to offer fee waivers for qualifying affordable housing projects, including 100% waivers of road, park, transportation concurrency, administrative, and application fees. Additionally, school impact fees have been eliminated under current state law for residential development.

While the City has not adopted a formal fee waiver policy, it remains committed to supporting affordable housing through flexible strategies and will continue to evaluate waiver requests on a case-by-case basis.

2025 AHAC Staff Recommendation: No Additional Recommendations.

Schedule for Implementation: N/A

FLEXIBLE DENSITIES

Meeting Synopsis: City staff provided a general discussion of how flexible densities benefit affordable housing builders.

Staff Comment: Historically, the City has demonstrated strong support for affordable housing by leveraging tools such as Land Use Plan Amendments (LUPAs), flexibility units, and County Bonus Density Rules to allow for increased residential density. This approach has enabled the inclusion of affordable units in several recent developments, including:

- Carrfour – Southwest Hammocks
- Douglas Gardens IV & VI
- Pembroke Tower II
- Pembroke Gardens Residential

Each of these projects leveraged increased density to support affordable housing goals.

Currently, the minimum permitted unit size for standard multifamily housing is 750 square feet. However, in Special Residential Facilities, units as small as 540 square feet may be allowed, provided the facility accommodates at least 15 residents.

If a developer proposes multifamily units smaller than 750 square feet outside of a Special Residential Facility, they must obtain one of the following:

- A variance, or
- Planned District Amendment (via Rezoning Application)

The following table provides a detailed overview of affordable housing projects that have received approval for increased density and reduced unit sizes. This illustrates how the City continues to implement flexible density policies to meet affordable housing goals.

Affordable Projects Approved Requiring Density Increases

Project	Location	Smallest Unit Size Approved	Unit Size Approval Method	Status
Carrfour - Southwest Hammocks	Howard C. Foreman Human Services Campus	587 Sq. Ft.	Special Residential Facility (Supportive Housing)	Completed
Douglas Gardens - Phase IV and VI	South of Pines Boulevard and East of Douglas Road	565 Sq. Ft.	Special Residential Facility (Senior Housing)	Under Construction
Pembroke Gardens (Proposed)	South of Pines Boulevard between I-75 and SW 145 Avenue	580 Sq. Ft.	Approved via Planned District (Ordinance 2047)	Approved

These approvals illustrate the City's willingness to allow reduced floor areas where appropriate. Currently, the minimum permitted unit size for multifamily housing in Pembroke Pines is 750 square feet. After

discussion, the AHAC believes that by lowering this minimum—to 550 square feet for developments that include affordable housing—would reflect existing precedent, reduce construction costs, improve feasibility for new projects, and align with regional trends. This would be especially beneficial in infill areas and near transit corridors.

2025 Staff Recommendation: The City to reduce the minimum permitted floor area for multifamily housing units from 750 square feet to 550 square feet for developments that include affordable housing.

Schedule for Implementation: Upon next Land Development Code update.

RESERVATION OF INFRASTRUCTURE CAPACITY

Meeting Synopsis: General discussion on the process in which the City, County, and State ensure adequate infrastructure capacity.

Staff Comment: The City of Pembroke Pines launched Phase II of the Pines Village Utility Improvement Project in Fall 2022. This phase upgraded water mains, service lines, and meters, as well as the extension of sewer services to properties currently on septic systems. The City completed its portion of the work by the end of 2024.

Broward County has since initiated its own sewer conversion project within the County service area of Pines Village. This effort is expected to serve approximately 711 households, with completion anticipated by July 2027. Residents in the service area will be required to connect to the new system at their homes at their own expense once it becomes operational. Per County guidelines, residents must wait until the entire system is made active before making that connection. Once connected, residents are required to abandon their existing septic tanks within one year.

To support residents with this transition, the City offers a Sewer Connection Grant Program through the Community Development Block Grant (CDBG) and State Housing Initiatives Partnership (SHIP) programs. These grants provide financial assistance to income-qualified residents to help offset the costs of sewer connection and septic tank abandonment.

However, due to eligibility being income-based, the City can only begin accepting formal applications within one year prior to project completion. As a result, the City must continue to closely monitor the County's progress and strategically time the release of applications to ensure maximum utility and eligibility for residents. In advance of the application release date, the Housing Administrator should consider establishing a non-binding resident interest list, with notifications sent when formal applications are released, and grants provided on a first-come, first-served, first-qualified basis.

Despite the availability of these resources, many residents remain unaware of the upcoming requirements and financial assistance options. The City is coordinating with Broward County and its housing consultant to deliver timely, targeted outreach. Communication efforts will be aligned with project milestones to ensure residents receive relevant information when it is most actionable.

An update on outreach activities and application readiness will be presented to the Affordable Housing Advisory Committee (AHAC) by late 2026.

2025 Staff Recommendation: The City should monitor Broward County’s progress on the sewer conversion project and determine the appropriate timing to begin outreach to County Phase residents. In preparation, the Housing Administrator should consider establishing a non-binding resident interest list to help streamline outreach and application distribution once the grants become available.

Schedule for Implementation: The Housing Administrator to establish a non-binding resident interest list and, by late-2026, an update on outreach activities and application readiness will be provided to AHAC.

PARKING AND SETBACK REQUIREMENTS

Meeting Synopsis: General discussion of the role of setbacks and parking requirements in the zoning code and the advantages to the affordable housing developer in seeking modifications to those standards.

Staff Comment: Pembroke Pines has historically supported flexible setback and parking standards through its Planned Districts—including Planned Unit Developments, mixed-use developments, and Small Lot Districts—that use performance criteria to accommodate diverse residential and nonresidential developments. The City’s variance process provides additional flexibility to adjust setback and parking requirements on a case-by-case basis.

Recent state legislation continues to influence local policies regarding parking reductions for affordable housing developments near transit.

- Senate Bill 102, the Live Local Act (2023), encouraged municipalities to consider reducing parking requirements for qualifying affordable housing projects located within half a mile of a major transit stop.
- Senate Bill 328 (2024) required municipalities to reduce parking by at least 20% for affordable housing developments within half a mile of a major transportation hub, provided additional parking is available within 600 feet. A major transportation hub is broadly defined as any transit station served by bus, train, or light rail offering multiple transportation options.
- Senate Bill 1730 (2025) mandates a minimum 15% reduction in parking upon request of an applicant for qualifying Live Local developments located within a quarter mile of a transit stop, within half a mile of a major transportation hub, or where off-site parking is available within 600 feet.

Staff will continue to monitor state requirements and ensure the City’s policies remain flexible and compliant. These ongoing changes highlight the importance of maintaining adaptable zoning standards to support affordable housing options.

2025 Staff Recommendation: No Additional Recommendations.

Schedule for Implementation: N/A

AFFORDABLE ACCESSORY RESIDENTIAL UNITS

Meeting Synopsis: General discussion of what constitutes an accessory residential unit and the general constraints of adding such a unit on a property in the City.

Staff Comment: The City has received inquiries about Accessory Dwelling Units (ADUs), but to date, no formal permit applications have been submitted. Outreach with neighboring municipalities indicates that most Broward cities do not currently allow ADUs, and those that do—Pembroke Pines, Miramar, and Plantation—have seen limited requests. Key challenges to ADU adoption include high construction costs, concerns about insurance and property tax implications, limited property space, zoning and building code constraints, and Homeowners Association restrictions.

The City will continue to monitor ADU interest and adoption, and will provide the Affordable Housing Advisory Committee with an annual report on new ADU permits while exploring additional strategies to address barriers and promote ADU development as part of the City's broader affordable housing initiatives.

2025 Staff Recommendation: The City will continue to provide the AHAC with an annual summary of newly permitted ADUs, including their locations, and evaluate strategies to support increased ADU development.

Schedule for Implementation: 2025 and each year thereafter.

FLEXIBLE LOT CONFIGURATIONS

Meeting Synopsis: General discussion about how flexibility in developable lot configurations may impact development.

Staff Comment: With the City nearing buildout, infill and redevelopment opportunities will play a larger role in meeting housing demand. Some parcels may remain underutilized because they do not meet current minimum lot area or dimensional standards. Allowing flexibility in these standards can help expand infill and affordable housing opportunities.

"Housing Broward: 10-Year Affordable Housing Master Plan" recommends evaluating reductions in minimum lot size and dimensional standards to support future affordable housing projects. Currently, the City's Code of Ordinances provides flexibility only through Planned Districts or variance applications. To date, no variance requests have been submitted to modify lot sizes for residential districts, nor have there been applications within Planned Districts for affordable housing development.

2025 Staff Recommendation: No additional recommendation.

Schedule for Implementation: N/A

MODIFICATION OF STREET REQUIREMENTS

Meeting Synopsis: General discussion about roadway widths, emergency access, and pedestrian needs.

Staff Comment: Ensuring safe and reliable access for emergency vehicles is a primary concern when considering modifications to roadway widths or sidewalks. While reducing street widths or altering sidewalks can lower construction costs for developers, any such changes must not compromise emergency response capabilities.

City Code Section 154.32(H)(3) requires roadways to include at least 24 feet of asphalt pavement for vehicles, curbs and gutters for drainage, and four-foot sidewalks on both sides. The Code allows some flexibility: the City Commission may waive sidewalk requirements on one or both sides of a private road when appropriate.

Maintaining pedestrian connectivity remains important to ensure safe and accessible routes for all residents. Any adjustments to street design should balance cost efficiencies with public safety and pedestrian accessibility.

2025 Staff Recommendation: No additional recommendation.

Schedule for Implementation: N/A

PROCESS OF ONGOING REVIEW

Meeting Synopsis: General discussion of the review process for policies related to affordable housing.

Staff Comment: Under the City's adopted Local Housing Assistance Plan (LHAP), and following direction from the City Manager, all Department heads are required to participate in the review of local policies, ordinances, regulations, and plan provisions that could affect housing costs.

State law requires the City to report any policy changes that could increase the cost of affordable housing. Additionally, housing-related items brought before the City Commission may require a financial impact analysis to ensure transparency and compliance.

2025 Staff Recommendation: No additional recommendation.

Schedule for Implementation: N/A

PUBLIC LAND INVENTORY

Meeting Synopsis: General discussion on City-owned properties for potential use in affordable housing, as required by Florida law.

Staff Comment: All City-owned properties have been evaluated for suitability, and currently, none are deemed suitable for affordable housing under existing entitlements. The City maintains a publicly accessible inventory of vacant land, available to applicants and interested parties via the City's website, ensuring transparency and compliance with State requirements.

2025 Staff Recommendation: No additional recommendation as the State currently requires such inventory.

Schedule for Implementation: Posted online October 1, 2023, and to be updated every three years thereafter.

SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Meeting Synopsis: General discussion related to development near transportation and places of employment.

Staff Comment: The City encourages development near transportation hubs, major employment centers, and mixed-use areas, consistent with existing policies. The Comprehensive Plan (Policies 2.5, 9.2, 9.4, 19.1–19.10, 20.1–22.1) emphasizes coordinating land uses with the transportation system. Parking reduction and setback incentives for qualifying developments are addressed in earlier report sections.

Staff notes that the city’s main form of mass transit is the County and Community bus system. There is no rail service planned within the city.

The City continues to advance mobility improvements throughout the community, including the City Center Mobility Hub, which features multi-use paths, bus shelters, and bicycle lanes. Additionally, the Flamingo Road Greenway is underway, a 12-foot-wide, one-mile multi-use trail along the west side of Flamingo Road and the Snake Creek Canal, extending from Pembroke Road to Pines Boulevard near Century Village. This project aims to enhance connectivity for pedestrians and cyclists, promoting sustainable transportation and recreational opportunities, with potential future expansion north to I-595 under consideration.

The Development Review Committee (DRC), which includes a Broward County Mass Transit representative, reviews development applications to ensure transit and mobility improvements align with new development.

2025 Staff Recommendation: The City should continue to actively advocate for future expansions of the Flamingo Road Greenway throughout the County to promote safe, accessible, and sustainable non-automobile transportation options to our residents and visitors.

Schedule for Implementation: N/A

ADDITIONAL 2025 RECOMMENDATIONS

1. Encourage partnerships with local for-profit and not-for-profit entities to expand affordable housing options, including both rental and homeownership. Where feasible, the City should leverage existing affordable housing or grant funding, with an emphasis on assisting low-income residents in securing homeownership or rental opportunities.
2. The city to consider developing an ordinance to establish LDC guidelines for affordable housing development that would allow developers to seek site-specific waivers – such as for unit size, parking, height, roadway width, and/or lot configurations – in lieu of variances, as part of the site plan process.