



**Brevard County Board of County Commissioners  
Housing & Human Services Department  
REQUEST FOR PROPOSALS**

**For**

**ACQUISITION, NEW CONSTRUCTION, AND/OR REHABILITATION  
OF AFFORDABLE HOUSING IN BREVARD COUNTY**

## APPLICATION CHECKLIST

Agency Name: \_\_\_\_\_





**All items listed below must be included. Incomplete applications will not be accepted. Items not applicable should be noted using N/A and an explanation. Changes in the scope of work will require resubmission of a new application packet.**

- 1. Completed application.
- 2. Completed "Applicant Certification and Acknowledgement".
- 3. Completed "Property and Development Description" – Attachment A".
- 4. Completed "Design Criteria for Single Family Infill Housing – Attachment B" (For single family infill or PUD applications only).
- 5. Completed "Design Criteria for Mixed Use Developments – Attachment C".
- 6. Completed "Design Criteria for Multi-Family Unit and Planned Unit Developments – Attachment D" (For multi-family and PUD applicants only).
- 7. Completed "Location Evaluation Matrix – Attachment E"
- 8. Completed Site Feasibility Analysis and Conceptual Site Plan – Attachment F".
- 9. Completed "List of Board of Directors, Copy 501(c)3, IRS Determination Letter, Articles of Incorporation Florida, Copy of By Laws" (For Non-Profits only).
- 10. List of names and addresses of all owners, partners, officers, directors and shareholders. (For Profit Agencies)
- 11. Current Operating Budget.
- 12. Completed Audit or Financial Statements.
- 13. Completed IRS Tax Return.
- 14. List of housing accomplishments over past 5 years (include all affordable housing experience).

**BREVARD COUNTY REQUEST FOR PROPOSALS**  
**FOR**  
**ACQUISITION, NEW CONSTRUCTION, AND/OR REHABILITATION**  
**OF AFFORDABLE HOUSING**

**Brevard County Housing and Human Services Department**  
**Source of Funding:**  
**State Housing Initiative Program (SHIP)**  
**Federal HOME Housing Program (HOME)**  
**Disaster Recovery Community Development Block Grant (CDBG)**  
**State Hurricane Housing Recovery Program (HHRP) *If available***

This application offers an opportunity to non-profit and/or for-profit housing developers who desire to undertake one or more of the following activities for the purpose of creating or preserving affordable homeownership housing and/or rental housing in Brevard County:

-  Property acquisition;
-  New construction;
-  Rehabilitation, and/or
-  Infill Housing.

### **BACKGROUND**


The Brevard County 2005-2010 Consolidated Plan for Housing and Community Development identifies a deficit in the inventory of affordable housing units available in Brevard County. It is the desire of the staff to work with the developer to locate, acquire, design, rehabilitate or build a product that will be accepted by the community and local officials. It is also the intent of this RFP to work with developers using the Brevard County Affordable and Workforce Housing Incentive Ordinance No. 07-18 and existing ordinances within the Brevard County Code and land development regulations to provide incentives to create affordable housing units that are consistent with the current definitions of affordable housing as defined in Florida Statute 420 and Florida Administrative Code Section 67-37.


### **PROGRAM DETAILS**


We are seeking projects and developments that are ready to build and occupied within 18 months, with the developer bringing adequate funding to the project. Units must be energy efficient, hurricane and fire resistant, so as to reflect savings to the homeowners/residents of insurance premiums and maintenance costs. We are also interested in mixed-use developments which combine light commercial and residential in areas of the county with public transportation, jobs and other services outlined in our Location Evaluation Matrix found in attachment E. Proposals that do not have local zoning, site plan, subdivision or other required entitlements may not be considered in this funding cycle. If your plan or proposal will not meet these requirements or time constraints please consider future RFP funding cycles.


Available Funding:	<p>\$2,000,000 thru the end of September 2009.  Maximum award shall be from \$10,000 - \$70,000 per unit.  Assistance may be in the form of cash to the project, paid or deferred fees, down payment assistance, or a combination.  The amount of assistance per unit will be determined according to the income level for affordable housing being provided and the demonstrated need.  Up to \$70,000 per unit serving very-low income households, with incomes up to 50% of the Area Median Income (AMI),  Up to \$45,000 per unit serving low-income households, with incomes up to 80% AMI, and  Up to \$10,000 per unit serving moderate-income households, with incomes up to 120% AMI.</p>
Eligible Projects:	<p>Multi-family, single family or mixed use (residential-commercial) rental or home ownership projects located in Brevard County; acquisition, new construction, rehabilitation and/or any combination thereof.</p>
Eligible Applicants:	<p>Any person or entity, public or private, for-profit or non-profit proposing to acquire, build, rehabilitate and/or any combination thereof for the purpose of providing affordable housing.</p> <p>Private for-profit projects must demonstrate that the total project is feasible without county funds, and county funds will be used only to buy down the cost of affordable and workforce units.</p> <p>The applicant at time of award must be in good standing with the federal, state, county and participating municipal governments.</p>
Other Available Funding:	<p>Large projects may be required to undergo underwriting with the State, Federal, and other funding sources which may also assist with loans and monitoring.</p>
Terms	<p>Units must be made affordable to the homeowner or as a rental for at minimum of twenty (20) years to perpetuity, final decisions on the affordability period will be established during the selection process.</p>
Market & Analysis	<p>Proposals must provide a market study, a needs analysis with best available data, and have an eligible score on the site location evaluation matrix.</p>

## **SPECIFIC REQUIREMENTS**


 Priority will be given to proposals that have documented proof of: constructed units, constructed utilities & infrastructure, units with certificates of occupancy, active building permits, paid impact fees, local site plan or subdivision approval, approved permits or determinations from all state and federal storm-water and environmental resources permitting agencies.

 Proposals must provide documented pro-forma for the project and shall include a market study and area needs analysis for rents or sales, with current comparables for the last two years, a unit delivery schedule and projected market absorption rates for rents and sales.


 All new construction units shall be constructed with metal roofing, double pane windows for energy efficiency, and tankless hot water heaters. Exceptions may be considered for new units constructed prior to the issuance date of this RFP.

 All new at grade construction units and supporting site work shall be ADA accessible\* at the front and rear entrances and sheltered from adverse weather conditions, have a bedroom, full kitchen, full bath and washer & dryer located on the ground floor. Exceptions may be considered for new units constructed prior to the issuance date of this RFP.

\* ADA accessible means meeting Fair Housing Act Design Manual Standards and Chapter 11 of The Florida Accessibility Code for Building Construction

 Rents for all units financed through this program are restricted at the appropriate income level using the rents published annually by the Florida Housing Finance Corporation (FHFC). Information on current rent and income limits may be found at:

<http://www.floridahousing.org/Home/HousingPartners/LocalGovernments/SHIPIncomeRentLimits.htm>

 Applicants must be able to fully expend the funds, meaning spend the dollars and complete the units (as demonstrated by a certificate of occupancy from the jurisdiction in which the project is located and occupancy by income-eligible households) within 18 months and have the units completely occupied by a qualified applicant within 24 months of contract signing.

## **SELECTION CRITERIA**

Selection criteria will include, but not be limited to the following:

- Proximity location to jobs, schools, transportation, shopping, health services, etc.... The project must score 66%, score may be enhanced by the developer by providing on-site services or with off-site agreements. (see Attachment E).
- Priority will be given to proposals that are ready to proceed and have documented proof of: constructed units, constructed utilities & infrastructure, units with certificates of occupancy, active building permits, paid impact fees, local site plan or subdivision approval, approved permits or determinations from all state and federal storm-water and environmental resources permitting agencies. (See Attachment A)
- For the purpose of this RFP 65% of the funds must be utilized for homeownership with a minimum of 30% of the funds reserved for awards to projects serving persons at or below 50% of the Area Median Income (AMI). Therefore a criteria for choosing a project may also reflect a need to meet the Funders income or regulatory guideline.
- Preference will be given to developments that utilize new and innovative building materials and construction methodologies that are more disaster resistant, reduce energy cost to residents, reduce insurance costs, are more insect resistant, reduce long term maintenance costs and shorten construction time. Examples include metal frame and truss, poured concrete, alternative block systems with metal truss, metal roofing, tankless hot water systems and other modular and engineered systems. (See attachments A, B, C, D, E, F, and HUD design advisor website for design ideas at [www.designadvisor.org](http://www.designadvisor.org) )

- Preference will be given to mixed-use projects which combine light commercial and residential.
- Per unit costs, (sales price and/or rental costs per unit).
- Preference will be given to developers who utilize the State Wages & Workforce Development Initiatives Program.
- Capacity and experience of applicant to efficiently and effectively produce units and carry out affordable housing activity in a timely manner.
- Preference will be given to developments and buildings that are Green Building Certified in design and use Energy Star standards.
- Leveraging with other sources of funding.
- Development Fee and/or profit margin per unit

## **DEVELOPMENT DESIGN AND LOCATION CRITERIA**

See attachments A, B, C, D, E, F.

NOTE: Attachments A, E, & F are all required, and B, C, & D are only required if applicable to the type of development proposal

## **GENERAL INSTRUCTIONS**

1. The application should be processed in Microsoft word but must follow the established outline provided 1 thru 32. Please make sure you number and answer each of the questions for the RFP or answer not applicable.
2. Attachments A thru F are designed to assist you to have a more complete and thorough project before turning in the RFP. Depending on the type of project you choose you may not need to answer or provide each of the attachments. However you must complete A, E, F and B, C, & D if they apply to your project.
3. Please submit one (1) original and two (2) copies of the application and associated attachments, each bound only with a large binder clip.
4. Incomplete applications and projects not ready to proceed will be returned.
5. Timetable:
  - RFP Release Date – June 12, 2008.

- Applications accepted beginning July 14, 2008.
  - RFP is available on line at [www.brevardcounty.us/Human\\_Services/](http://www.brevardcounty.us/Human_Services/)
  - The Application window will remain open and applications will be accepted until the close of business on February 28, 2009 or until all funds have been committed.
  - Technical Assistance will be made available to each applicant on as needed basis, for completed applications.
  - Consideration of complete and eligible applications will be recommended by the Department Staff, to the Affordable Housing Council for final recommendation, to the Board of County Commissioners for funding approval.
6. Proposals meeting minimum threshold may be required to provide additional information at the request of the Housing and Human Services Staff or Affordable Housing Council.
  7. Funds may not be used for operating expenses. Funding is subject to availability. Brevard County reserves the right to reduce, amend, and/or rescind this funding at any time prior to the final award and approval of any contract or agreement by the BOCC.
  8. **Send or hand deliver applications to:**  
Brevard County Housing & Human Services Department  
Sam Dettra, HOME & SHIP Administrator  
2725 Judge Fran Jamieson Way ~ Building B Suite 106  
Viera, FL 32940
  9. Contact Sam Dettra at [sam.dettra@brevardcounty.us](mailto:sam.dettra@brevardcounty.us) or Alan Woolwich at [alan.woolwich@brevardcounty.us](mailto:alan.woolwich@brevardcounty.us) or call (321) 633-2076 with questions about the application.

**Brevard County**  
**Application for Affordable Housing Program Funds**

**GENERAL INFORMATION**

1. Development Owner's Name: \_\_\_\_\_
2. Development Owner's Address: \_\_\_\_\_
3. Developer General Company Name: \_\_\_\_\_
4. Federal Employer Identification Number: \_\_\_\_\_
5. Non-profit (circle one): yes/no
6. Contact Person/Title: \_\_\_\_\_
7. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
8. Email Address: \_\_\_\_\_
9. Additional Contact Person/and Phone Number:  
\_\_\_\_\_
10. Development Name: \_\_\_\_\_
11. Development Address(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Name of Local Jurisdiction in which development(s) is/are located: \_\_\_\_\_  
\_\_\_\_\_
13. Development Category (please check all that apply):  
 Acquisition                       New Construction  
 Rehabilitation  
 Rental                                   Home-Ownership  
 Single Family Structure     Multi-Family Structure  
 Infill Units/Infrastructure present  
 Elderly                                   Special Needs (Describe)
14. TOTAL of funding requested from the County for this project. \_\_\_\_\_
15. List all other funding sources and state if these funds have been secured or not by providing documented proof.

16. If your project is already constructed or in the construction phase;
  - show proof of constructed units
  - constructed utilities & infrastructure
  - active building permits, paid impact fees
  - local government site plan or subdivision approval.
  - Provide attachments showing approved permits and determinations from all state and federal storm-water and environmental resources and permitting agencies.
  
17. Provide a pro-forma for your project including all costs associated with development (if a rental project you must also provide a 10 yr. operating Pro-forma.)
  
18. Provide a market study and area needs analysis for your project (either for rents or ownership).
  - show current comparables for the last two years,
  - provide projected market absorption timelines for your units
  
19. For proposed new construction and rehabilitation, provide detailed specifications that all units will be constructed with metal roofing, double pane windows for energy efficiency, and tankless hot water heaters. Exceptions may be allowed when cost per unit is the final consideration and makes the project not doable.
  
20. Provide detailed plans and specifications which show that new at grade construction units and supporting site infrastructure is ADA accessible\*\* at the front and rear entrances of each unit and are sheltered from adverse weather conditions, and have a bedroom, full kitchen, full bath and washer & dryer located on the ground floor. \*\* ADA accessible means meeting Fair Housing Act Design Manual Standards and Chapter 11 of The Florida Accessibility Code for Building Construction
  
21. Provide detailed plans that will describe the types of building materials and construction methodologies to be utilized which demonstrate that your units will:
  - be more disaster resistant, (Storm and Fire)
  - reduce insurance costs,
  - be more insect and vermin resistant,
  - reduce long term maintenance costs and
  - shorten construction time

22. Describe energy-saving features, Developments that are Green Building certified in design and use Energy Star standards will be given a preference, see the following websites for technical assistance.

[www.energystar.gov](http://www.energystar.gov)

[www.usgbc.org](http://www.usgbc.org)

[www.designadvisor.org](http://www.designadvisor.org)

23. Project breakdown by unit, unit size and income level to be served. Show actual number of units for each category.

Income Level	Extremely Low 0-30% AMI	Very Low >30% - 50%	Low >50% to 80%	Market Rate
Studio				
1-Bedroom				
2-Bedroom				
3-Bedroom				
4-Bedroom				
TOTAL:				

Total Units:      Ownership\_\_\_\_\_      Rental\_\_\_\_\_

24. Description of supportive services/resident programs, if applicable:

25. Provide documented evidence of;

- site control
- status of site plan or plat approval
- appropriate zoning and future land use
- infrastructure availability
- environmental site assessment (see and provide applicable attachments A, B, C, D, E, F)

26. Provide your timetable for unit delivery from start to completion, including sale of unit or full lease up:

## ORGANIZATIONAL CAPACITY

Please provide the following information NOTE: (You only need to include items 27 through 32 in your 1 Original Copy).

27. Provide names/titles/addresses of key members of the development team, including, but not limited to, the architect/engineer, general contractor, attorney, accountant, service providers, etc.).
28. If Rental project name your proposed management company and discuss the company's qualifications and experience.
29. Please provide information on your organization's housing accomplishments over the past five years. Include experience with affordable housing.
30. If non-profit, provide a list of current board members, their addresses and affiliations; a copy of your 501 (c) (3) determination letter from the IRS; a copy of your Articles of Incorporation with the State of Florida; and a copy of your most current by-laws and or policy and procedures.
31. If for-profit, provide the names and addresses of general and limited partners, officers, directors and shareholders of the applicant and developer. Also provide a copy of your organizations current by-laws and or policy and procedures.
32. Provide current operating budget, a copy of your most recent audit/or financial statement and IRS tax return (if audit not available, please provide two months of most recent bank statements and credit report along with financial statement).

**APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT**

The applicant certifies that the information in this Application is true, correct, and authentic.

The Applicant acknowledges that Brevard County may conduct its own independent review, analysis and verification of all information contained in this Application.

The Applicant and all Financial Beneficiaries have read and will abide by the applicable Florida Statutes 420.907 and 67-37. Florida Administrative Code.

The undersigned is authorized to bind all Financial Beneficiaries to this certification and warranty of truthfulness and completeness of the Applications.

**If non-profit**, this application has been duly authorized by a resolution or other board action as reflected in board minutes. **(Please attach signed board minutes.)**

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Witness (signature)

\_\_\_\_\_  
Name and Title (typed or printed)

\_\_\_\_\_  
Name and Title (typed or printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**(Attachment A) Required**

## Property and Development Description

Please describe the property your project will occupy:

Project Name: \_\_\_\_\_

Location address: \_\_\_\_\_

Parcel and Tax ID Number: \_\_\_\_\_

Indicate as vacant, vacant with infrastructure, or developed: \_\_\_\_\_

Size and dimensions of property: \_\_\_\_\_

Indicate status, owned, option, contract: \_\_\_\_\_

Current owner's title, see the deed recorded with the \_\_\_\_ County Registry of Deeds, book \_\_\_\_, pages \_\_\_\_ – \_\_\_\_.) A copy of the assessor's map/survey/deed/plot plan and property description is attached.

To assure your proposed development is in a preferred location for affordable housing please complete the location evaluation matrix. (Attachment E) All Developments must score a minimum of 60 on the matrix and developments scoring higher than 60 on the matrix may be given preference.

**Zoning:** The property is currently zoned \_\_\_\_\_, which allows \_\_\_\_\_ uses by right. (It is required that the selected developer/owner has received, or will not require a zoning change, zoning variance or comprehensive plan amendment, however this will not preclude the development from being considered in future RFP funding cycles in 2009 or 2010.)

**Deed restrictions, easements, agreements or covenants:** Describe the proposed restrictions. For example: The sale will be conditioned by agreement and or deed restrictions requiring certain level of affordability to be maintained over a period of \_\_\_\_ years.

### **Site Feasibility Analysis & Conceptual Site Plan.** (Attachment F)

Conceptual site plan and building elevations are required and must be attached.

(See HUD design advisor website for design ideas and technical assistance).

[www.designadvisor.org](http://www.designadvisor.org)

**Buildings and improvements:** There are \_\_\_\_ buildings/units or improvements on the site.

(Briefly describe the age, construction type, condition, and occupancy history. Attach or identify any studies of buildings.)

**Regulatory constraints:** Identify any regulatory permits received and any constraints (For example: the site falls within regulated wetlands and the 100 year floodplain, a

Coastal High Hazard Area, or endangered species habitat requiring .....summarize restrictions): If HUD funds are used project could require an environmental assessment.

**Utilities, Public or Private Roads, and other infrastructure:** Public utilities available at the site include \_\_\_\_\_. (Also mention distance to utilities not available at the site and any plans and secured private or public funding to make them available. Provide information about septic system permitting requirements and capacity (if applicable), sanitary sewer line locations and system capacity, issued storm water permits. etc.)

**Responsibility for due diligence:** Prospective developer/owner should undertake an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

**(Attachment B)**  
**Only include B if applicable**  
**Design Criteria for Single Family Infill Housing**  
**Also applicable for PUD's filling out Attachment D.**

The purpose of the design criteria for infill housing is to preserve the unique character of existing communities by meeting specific standards to ensure compatible residential development.

The dwelling units must comply with the State of Florida Building Code and Brevard County Codes, as adopted and must be ADA compliant using Universal Design Concepts\*. Site and construction plan approval by the County, or other local government jurisdiction, will be required by prior to receiving any commitments for the vacant lot or funding from the Housing and Human Services Department. (See HUD design advisor website for design ideas and technical assistance)

\* Universal design concepts are applied in the design and construction of development sites, buildings and units, especially first or ground floor units. Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent is to simplify daily life for everyone by making products, communications, and the built interior and exterior environment more usable, by as many people as possible, at little or no extra cost, to the benefit of people of all ages and abilities.

**Living Space:** The minimum square footage for each single-family home shall be as follows:

2-bedroom/1 bath - 900 square feet. (Site & unit designed & constructed for future bedroom and bath additions towards rear yard. By future owners)

3-bedroom/2 bath – 1,000 square feet.

4-bedroom/2bath – 1,200 square feet.

**Building Facade, Elevation Design:** The building shall have a contemporary or vernacular style front elevation in keeping with the character of the neighborhood.

1. Building walls that are visible from a public street, major pedestrian corridor or public open space shall include architectural features such as windows, and trim to create visual interest.
2. Street-facing building facades shall not have a section of blank wall exceeding 30 linear feet without being interrupted by a window or entry.
3. Windows and doors should be proportioned to and integrated with the facade modulation. Establish clear vertical and/or horizontal hierarchy and patterns in the placement of openings and assemblies.
4. Details or elements should be integral to the design and reflect the structural or material integrity of the building, rather than appearing added on.

**Entrances: Porches and Entries:** All front entrance areas shall be easily recognizable from the street and must include a covered porch with railings. This is critical not only for practical purposes, but because an important element of residential environments is the relationship of the private home to the public street.

Porches shall be covered and shall extend at least 10' along the front wall of the house, not including the garage face. The depth of the porch shall be at least 6'.

Porches may be raised or at ground level and ADA compliant. Porch floors shall be a hard surface material such as concrete, wood, tile, brick, or cut of flat stone. Porches shall be an integral architectural feature with the main structure. All porches shall incorporate railings.

1. Buildings should have a strong street presence with public entrances and front doors oriented toward the street or to a public pathway adjacent to open space.
2. Privacy between units should be maintained by locating windows away from windows in adjacent units.

**Vehicular Access & Garages:** Where sufficient land area exists, the design must incorporate an attached garage or carport:

1. Front-loading garages shall not make up more than 50% of the street-facing width of the house.
2. When possible, recess garage back 5' from front house elevation entry.
3. The structural edges of the vehicular entrance to the garage when oriented to the front yard should be constructed no closer to the street than the front walk of the principal structure.

**Roofs:** The form of the roof is an important characteristic and element of a residential building. Traditionally, it says much about the building's style, location, history and construction.

1. Keep the overall roof form of each building simple and compact. This is particularly important with smaller buildings.
2. The building materials should be appropriate to the style of the building, roof form, and slope.
3. Flat roofs are not permitted.

**Covered Parking. Encourage:**

1. Alternatives to garages as predominate architectural features by creative use of following design elements:
2. Carports.
3. Side turn-in garage at front elevation where possible.
4. The use of architectural detailing, textures, windows, and garage placement or other design solutions to reduce the dominance of garage doors.
5. Place active living areas at the front of the house with windows onto the street limiting the garage projection.

**Covered Parking. Discourage/Avoid**

1. Prominent placement of garage door with respect to front door, entryway or front porch. This reduces the perception of eyes on the street and allows for fewer interactions with neighbors.
2. Avoid the long uninterrupted wall created by extension of the garage out from the house.

3. The garage should not extend out towards the sidewalk further than the entryway or porch.

### **Landscaping, Fencing & Lighting**

**Plant Types:** Planting of shade trees, shrubs and flowering plants to add variety to the setback areas are required. Pathways, pergolas and trellises that are in character with the architectural style of development to add shade and interest are encouraged.

**Fencing:** Fences help to define the edges of yards and give privacy and security to side, front and rear yards and are encouraged. They are also considered background elements that help to highlight landscaping and architecture. Height and placement of fences shall be in compliance with local code. Acceptable materials include metal, wood, plastic-vinyl, composite, masonry (including veneer). Chain link fencing is not permitted.

**Fencing and/or Landscape Buffers:** Fencing and/or landscape buffers will be required when the lot is located next to a major roadway, active rail corridor or other location or use that may impact the safety of unit/development residents.

**Site & Unit Exterior Lighting:** Well designed and located lighting **provides** security and safety to side, front and rear yards is required. They also help to highlight landscaping and architecture. Height and placement of lights shall be in compliance with local code.

**Accessibility:** Features that will accommodate physically handicapped individuals are required. Thirty-six inch entry and interior doors are required in the house. If the future homebuyer is a physically disabled person, the cabinets must be adaptable. All new construction units and supporting infrastructure shall meet ADA standards and be designed using universal design concepts. Two or three story units not requiring elevators shall be designed to include at a minimum 1 full kitchen, 1 full bath, 1 bedroom with closet and washer/dryer facilities on the ground floor of each unit.

### **(Attachment C) If Applicable Design Criteria for Mixed Use Developments (Residential & Commercial/Office)**

In the unincorporated areas of Brevard County, residential development or the integration of residential development with commercial development, is permitted as of right on lands with the Neighborhood Commercial (NC) and (CC) Community Commercial future land use

designations, in the Brevard County Comprehensive Plan per Policy 2.13. The scale and intensity of the residential/mixed use development must be compatible with abutting residential development and areas designated for residential use on the Future Land Use Map. (Consult with the Brevard County Planning and Zoning Office, or applicable local government jurisdiction, before conducting a feasibility analysis)

Residential development is permissible in these (NC and CC) commercial land use designations at density of up to one category higher than the closest residentially designated area on the Future Land Use Map (FLUM) which is on the same side of the street. Increases in density beyond this allowance may be considered through a public hearing. In the Coastal High Hazard Area (CHHA), however, residential development is strictly limited to the density of the closest residentially designated area on the FLUM that is on the same side of the street.

Such residential development, as described above, may utilize the following characteristics: (See HUD design advisor website for design ideas and technical assistance)

a) Residential uses within Neighborhood Commercial (NC) and Community Commercial (CC) designations shall utilize neo-traditional neighborhood development techniques, such as narrow road rights-of-way, mid-block pedestrian crossings, alleys, smaller lot sizes, on-street parking, reduced lot line setbacks and public transit facilities.

c) Section 62-2106 of the Brevard County Land Development Regulations allows, as of right, mixed use commercial and residential use. A portion of a commercial building or site located in a general retail commercial zoning classification (BU-1), a restricted neighborhood retail commercial zoning classification (BU-1-A), or a retail warehousing and wholesale business zoning classification (BU-2), may be used for residential purposes.

d) The commercial portion of the property shall occupy at least a portion of the first floor of the structure and must be designed and permanently maintained for commercial use. Both commercial and residential uses may occupy the same structures on the property, or a detached single-family or multifamily dwelling may be constructed as the residential component of a mixed use facility.

e) All new construction units and supporting infrastructure shall meet ADA standards and be designed using universal design concepts\*.

\* Universal design concepts are applied in the design and construction of development sites, buildings and units, especially first or ground floor units. Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent is to simplify daily life for everyone by making products, communications, and the built interior and exterior environment more usable, by as many people as possible, at little or no extra cost, to the benefit of people of all ages and abilities.

**(Attachment D) If Applicable**  
**Design Criteria for Multi-Family Unit And Planned Unit Developments**  
**(Residential Use Only)**

Preferred design criteria for multi-family and planned unit developments (See HUD design advisor website for design ideas and technical assistance): (Consult with the

Brevard County Planning and Zoning Office, or other applicable local jurisdiction, before conducting feasibility analysis)

1. Apply a creative approach in the use of land and related physical development utilizing innovative, but practical, site design and architectural techniques that enhance the overall character of the development and units, and compatibility with surrounding uses. Developments shall utilize neo-traditional neighborhood development techniques, such as narrow road rights-of-way, mid-block pedestrian crossings, alleys, smaller lot sizes, on-street parking, reduced lot line setbacks and public transit facilities.
2. Create of a range of housing types, unit sizes, and number of bedrooms in compatible neighborhood/unit arrangements that give the home buyer or residents a greater choice in selecting living units.
3. Use efficient site and unit design that results in smaller street and utility networks, lessens impervious surface coverage, limits amounts of storm water runoff, and reduces development and long term infrastructure maintenance and renovation costs.
4. Design continuous and physically linked sidewalks, walkways, bicycle paths and lanes, or multi-purpose trails into the site and development transportation system to provide safe alternative modes and corridors internal to the site and externally off site. This new infrastructure shall meet ADA standards and be designed using universal design concepts\*.
5. Cluster usable open space for recreation and preservation of natural amenities.
6. Design with, and around, significant native upland features and wetland habitats in an open space or greenway concept.

\* Universal design concepts are applied in the design and construction of development sites, buildings and units, especially first or ground floor units. Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent is to simplify daily life for everyone by making products, communications, and the built interior and exterior environment more usable, by as many people as possible, at little or no extra cost, to the benefit of people of all ages and abilities.

**(Attachment E) Required Location Evaluation Matrix (LEM)**

<b>Location Evaluation Matrix (LEM)</b>						
	<b>Existing Service Location</b>	<b>Proximity (Yes or No)</b>			<b>Impact on Residents Evaluation</b> Neutral-1 Point/Positive -2 Points/Ideal-3 Points	<b>Comment or Explanation</b>
	<b>As many as apply</b>	<b>1/2 Mile Walking Dist. 1 point</b>	<b>5 Miles by Car 1 point</b>	<b>30-45 Minutes Transit One-Way</b>	<b>Point Evaluation</b>	
1	<b>Adult Day Care *</b>					
2	<b>Bank</b>					
3	<b>Active Bus Line</b>					
4	<b>Child Care *</b>					
5	<b>Clinic *</b>					
6	<b>Community Center *</b>					
7	<b>Convenience Store</b>					
8	<b>Department Store</b>					
9	<b>Drug Store *</b>					
10	<b>Major Employment Centers (non retail)</b>					
11	<b>Government Services</b>					
12	<b>Health Center *</b>					
13	<b>Hospital</b>					
14	<b>Laundromat</b>					
15	<b>Library</b>					
16	<b>Local Retail</b>					
17	<b>Medical Office *</b>					
18	<b>Movie Theater</b>					

19	Park					
20	Place(s) of Worship					
21	Playground					
22	Restaurant *					
23	School *					
24	Shopping Center					
25	Super Market					
	<b>Must choose only one</b>	<b>One Mile or Less (3PTS)</b>	<b>2-5 Miles (2 PTS)</b>	<b>6-10 Miles (1 PT)</b>		
26	Police					
27	Fire/Rescue					
28	Existing Water/Utility Line					
29	Existing Sanitation/Sewer Utility Line					
30	Existing Category 1-3 Hurricane Shelter *					
	<b>TOTAL POINTS</b>					<b>*Points may be added if service is part of proposed PUD or RPUD</b>

## **(Attachment F) Required**

### **Site Feasibility Analysis & Conceptual Site Plan**

This exercise will help ensure that your site can legally and physically accommodate the type and size of development you envision. In addition you will be able to use all the documentation collected, the square footages calculated, and the drawings developed in future phases of your development on the site.

#### **Steps:**

#### **Collect Basic Site Information**

##### **A. Analyze zoning and other development regulations:**

- Determine that proposed use is permitted (make sure you can build the type of project you want)
- Determine required setbacks.
- Identify height, bulk, floor-area ratio, or footprint restrictions.
- Determine parking and driveway requirements—number of spaces and size.
- Determine required open space minimums (public and private) and other on-site recreation or environmental requirements.
- Determine if any special permits, regulations, planning procedures (variances, design review, public hearings, and environmental tests/data) are required.

##### **B. Identify key site elements:**

- Those you want to keep (trees, plants, ponds, views, etc.)
- Those you can't touch (wetlands, utility structures, etc.).

##### **C. Identify any "hidden" constraints to the physical development of the site:**

- Legal easements across the property
- Buried cable, piping, etc.
- Rights of way across the property
- Drainage, flood elevation requirements, geotechnical issues, etc.

##### **D. Obtain site documentation**

- Topographical map
- Parcel map showing legal boundaries and adjacent parcels
- REDI aerial photos and/or other documents showing configuration of adjacent properties to scale, if possible.

#### **Calculate Gross Sizes**

##### **E. Determine how much gross parking you need**

- Analyze zoning and/or other local ordinances concerning parking requirements
- Determine number of parking spaces you will need or be required to provide usually based on number of units or number of bedrooms.
- Multiply by 350 square feet per car (or the actual square footage your jurisdiction requires).

##### **F. Determine how much gross area your building will need.**

- Determine the maximum number and general mix of units you intend to provide.
- Using the unit size rules below:
- Multiply the number of units of each type by their average area.
- Add all the areas together.

- Add 15-30% for circulation and other uses such as community rooms, etc.
- The total equals the gross building area you will need to achieve your desired unit mix.

#### Typical Affordable Housing Unit Sizes

Check with your local building department regarding any required minimum room sizes and dimensions. The following are general ranges and exclude garages, porches, exterior storage, etc. Add 10% for fully accessible units.

- Unit Type Size range:
- Studio— 300-400sf
- 1BR flat— 500-600sf
- 2BR flat— 780-900sf
- 3BR flat— 950-1150sf
- 4BR flat — 1100-1300sf
- 2BR TH— 850-950sf
- 3BR TH— 1000-1200sf
- 4BR TH— 1200-1350sf

Two story or greater TH units not requiring elevators shall be designed to include at a minimum 1 full kitchen, 1 full bath, 1 bedroom, and washer/dryer facilities on the ground floor of each unit.

### **Develop Feasibility Sketch and Conceptual Site Plan**

G. Draw base sketch of site.

- Based on the documentation assembled in Step D, draw a sketch of the site and surrounding building footprints, streets, and sidewalks.
- Use a scale between 1:20 and 1:40, depending on the size of the site.

H. Delineate usable area.

- Draw setback lines.
- Locate and sketch in key site elements identified earlier.
- Locate and sketch in any site constraints.
- Make copies of the drawing.

J. Apply universal design concepts in the design and construction of the development site, buildings and units. Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent is to simplify daily life for everyone by making products, communications, and the built interior and exterior environment more usable, by as many people as possible, at little or no extra cost, to the benefit of people of all ages and abilities.

I. Draw parking.

- Using the gross square footage for parking calculated in Step E, draw a rectangle—at the same scale as the site sketch—with one dimension 60 feet wide and as long as is required to fit all parking spaces needed. This will give you a general idea of how much space your parking will consume.
- Make sure the parking is accessible to a street.

J. Determine the basic building type(s):

- Considering your population, local building types, budget, zoning, and site

constraints, choose a basic building type and height. e.g. 4 story elevator-served stacked flats over an on-grade parking garage; two story townhouses over flats with surface parking; attached single family duplexes with surface parking; etc.

- You may want more than one building type on the site.

#### K. Draw the building footprint.

- Using the gross square footage for your building calculated in Step F, draw a rectangle or group of rectangles—at the same scale as the site sketch—that will accommodate the total area needed for the building.
- The size and shape of the rectangle(s) will depend on the building type or types that you have chosen.
- For example, if you are planning a 4 story apartment building with corridors, the building might be 50-60 feet wide and 100 feet or more long.
- If you are planning triplexes of two townhouses over a flat each footprint might be about 30 feet x 40 feet, and you'll need to calculate how many of these footprints you'll need to handle all your units.
- This is adequate to get a rough idea of the gross area and see if it fits. Consult a local architect or other building professional for typical sizes and shapes for common building types.

#### L. Layout your parking and building footprint on your site sketch.

- Make sure everything “fits” in a way that is straightforward and reasonable, not overly complicated or intricate.
- Make sure all site constraints are respected and all key site elements are preserved.
- Make sure that parking has access to a street.
- Make sure that the minimum required open space is accounted for and that it can actually be used by the occupants.
- Finally, make sure that the building footprint, parking and required open space don't take up every last inch of the site. Roughly 10% of the site should be “left over” to allow flexibility when actual development begins.

### Analyze Results

- If the building footprint, parking and open space fit cleanly on the site—with a minimum 10% of “left over” area—there is a good chance that the site will physically accommodate your development.
- If the site is also accessible to the amenities and services your occupants will need (see **Location Evaluation Matrix Form, Attachment E**) then it will probably be a preferred place to locate your development.