

Housing Element Data Guide

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Housing Element Data Guide

Introduction

The purpose of the housing element is to guide the local government in ensuring an adequate supply of housing units for current and future residents. Each community is directed to inventory its housing units according to a range of factors, including size, renter versus ownership, affordability to households with a range of incomes, and ability to serve special-needs populations. In addition, the anticipated need for additional units in each category must be projected for two required timeframes, the first one being five years and the second being at least 10 years.

Because most local governments do not collect or analyze extensive housing information themselves, the housing element data and analysis is heavily dependent on other sources, such as the most recent U.S. Census report, local building permit data, and statewide projections of housing demand for the designated planning timeframes. The EAR-based amendment includes major updates to the basic housing data for your community, as required in Rule 9J-5, *Florida Administrative Code* (F.A.C.), which directs local governments to incorporate the best available data.

Data Instructions

Housing data that can be used to satisfy the 9J-5 requirements is stored in the Microsoft Excel spreadsheet file entitled Housing Data Worksheets, which is available on the Pinellas Planning Council online resource page (<http://www.pinellasplanningcouncil.org/state/earba.htm>). Within the file, the data are organized in individual worksheets, arranged by subject for each city or town in Pinellas County. The list identifies some maps that you may find useful, but are not required to include, e.g., housing programs. The data sources are listed in the worksheets that are labeled:

- ◆ Population & Housing Data (red tab)
- ◆ Subsidized Rental Housing (yellow tab)
- ◆ Residential Group Homes (blue tab)
- ◆ Mobile Home Parks (green tab)
- ◆ Housing Programs (purple tab)
- ◆ CDBG (orange tab)

Following the instructions below, for each 9J-5 requirement, extract the data needed from the worksheets, fill in the template tables, and use this information to analyze the housing needs within your city or town for the two planning timeframes [See Section 163.3177(5)(a)].

Step 1 – Prepare and Display Inventories of Housing Data

NOTES:

- (1) Inventories of housing data include the best available current estimates of housing units with various characteristics. This information may come from the most recent U.S. Census counts, statewide or local estimates, or some combination of those sources.

- (2) The data inventory requirements from 9J-5 are listed in the “Table of 9J-5, F.A.C., Housing Data Requirements” beginning on Page 4, accompanied by instructions on how to meet each requirement using the template tables in this data guide and the accompanying spreadsheet.
- (3) A template (or blank) table for each piece of required inventory data has been provided beginning on Page 6. Each table includes columns for both local and countywide data, which 9J-5 requires for comparative purposes. Using the data provided in the Housing Data Worksheets, fill in the blank template tables for your city or town. If there is no housing of a specified type within your jurisdiction, simply include a brief statement of that fact. For example, if your city does not have any mobile home parks, do not include a table or list. Instead, under a heading for “Mobile Homes”, write a simple explanation like: *[The City/Town of _____] does not have any mobile homes or licensed mobile home parks, subdivisions, or condominiums.*
- (4) Use only those tables that apply to your situation. Only provide new data if there have been any changes since the last comprehensive plan adoption or amendment.
- (5) Based on the housing needs in your community and the desired level of detail, you may adjust any table to include more information. For example, in “Housing Units by Year Constructed,” you may want to focus on how much housing has been added since 1989 rather than providing a decade by decade tabulation.
- (6) The template tables are provided as a guide, not a required format.

Step 2 – Review Original Data and Analysis

NOTES:

- (1) Review the housing data and analysis that was used to support the last adopted version of the comprehensive plan. Look for any significant differences, apparent trends, or no changes in housing when compared to the new data. Write a brief summary for each 9J-5 data requirement, describing any situations that may have an impact on the provision of land for housing.
- (2) If your city or town has no vacant residential land and no ability to annex additional lands, some of the data may be the same or similar to the existing data. Where no additional housing units are projected and no vacant land area exists, review the document entitled *Stock Statements for Use by Municipalities to Prepare an EAR-Based Plan Amendment*, available on the Pinellas Planning Council online resource page at (<http://www.pinellasplanningcouncil.org/state/earba.htm>), for appropriate text.

Step 3 – Analysis of Housing Data

Analysis of housing data includes the best available projections of future need for housing units with various characteristics, as well as assessments of how those needs will be met by the community, and other observations about those trends that may be useful. This information may be drawn from statewide or local projections, extrapolations of U.S. Census counts, or some combination of those sources.

NOTES:

- (1) Each of the data analysis requirements from 9J-5 is also listed in a table. Use the “Table of 9J-5, F.A.C., Housing Analysis Requirements,” beginning on Page 11, to identify appropriate template tables and projections, or to locate where stock statements may be used.
- (2) Where projections of housing data are required, they have been provided in the accompanying spreadsheet. Template tables have been included in this guide to assist in the display of these projections, beginning on Page 15 (Template Tables A1 to A6). Extract the appropriate data projections from the Housing Data Worksheets and create tables from the templates provided, to display projections for your community.
- (3) Where additional descriptive analysis is required beyond what is included in the data and analysis of the comprehensive plan, some cities or towns will find that the information provided in the *Stock Statements* document is sufficient to complete the analysis. Because original data is not required, the best available data is the recommended option.

Table of 9J-5, F.A.C., Housing Data Requirements

DATA REQUIRED	GUIDE
<p>9J-5.010(1)(a) and (b), F.A.C. – (a) Estimate the number and percentage of housing units by type, tenure, year constructed, cost and value, monthly cost of owner-occupied units, and rent or cost to income ratio.</p> <p>(1)(b) - Compare significant local housing characteristics in paragraph (a) with similar county characteristics.</p>	<p><i>See Data Template Tables 1 through 5 below.</i></p> <p>Use Tables D1 through D5 in the Housing Data Worksheet (rows 31 to 60), “Population and Housing Data” red tab, and any additional local data, to fill in the template tables.</p>
<p>9J-5.010(1)(c), F.A.C.- Estimate the number and percentage of substandard housing units, defined as those lacking complete plumbing; lacking complete kitchen facilities; lacking central heating; and overcrowded.</p>	<p><i>See Data Template Table D6 below.</i></p> <p>Use Table D6 in the Housing Data Worksheet (row 68), “Population and Housing Data” red tab, to fill in the template table.</p>
<p>9J-5.010(1)(d), F.A.C. - Estimate the number and percentage of housing units currently using federal, state, or local subsidies.</p>	<p><i>See Data Template Table D7 below.</i></p> <p>Use the yellow “Subsidized Rental Housing” tab in the Housing Data Worksheet to fill in the template table.</p>
<p>9J-5.010(1)(e) - Estimate the type, number, generalized location and capacity of licensed group homes.</p>	<p><i>See Data Template Table D8 below.</i></p> <p>Use the blue “Residential Group Homes” tab in the Housing Data Worksheet to fill in the template table. The tab does not include information on the type of group home (e.g., those serving foster children, disabled adults, or elderly residents). Fill in the “Type” column in the template table using local data, or by contacting the group homes in your community that are listed in the worksheet.</p>

DATA REQUIRED	GUIDE
<p>9J-5.010(1)(f) -Estimate the number of existing mobile home parks, including mobile home condominiums, cooperatives and subdivisions, including the generalized location and capacity.</p>	<p><i>See Data Template Table D9 below.</i></p> <p>Use the green “Mobile Home Parks” tab in the Housing Data Worksheet to fill in the template table. Some of the mobile home parks on the list provided may have been sold or converted to other uses. Delete those that no longer exist in your community.</p>
<p>9J-5.010(1)(g) - Estimate the number and generalized location of historically significant housing.</p>	<p><i>See Data Template Table D10 below.</i></p> <p>Use local data to fill in the template table.</p>
<p>9J-5.010(1)(h) - Estimate the number of units affected by new construction, conversions, mobile home placements, and removals since the latest U.S. Census.</p>	<p><i>See Data Template Table D11 below.</i></p> <p>Use Table D11 (row 87) in the “Population and Housing Data” red tab in the Housing Data Worksheet to fill in the “New” column of the template table. Use local data to complete the other columns.</p>
<p>9J-5.005(2)(e) - Estimate the number of seasonal and tourist housing units.</p>	<p><i>See Data Template Table D12 below</i></p> <p>Use Table D12 (row 93) in the “Population and Housing Data” red tab in the Housing Data Worksheet to complete the “Seasonal, Recreational, or Occasional Use” row in the template table. The seasonal, recreational, or occasional use housing units, as defined by the U.S. Census Bureau for 2000 data, include vacant units used or intended for use only in certain seasons, for weekends, or other occasional use throughout the year. Interval ownership units, sometimes called shared ownership or time-sharing condominiums, are included in this category.</p> <p>Use local data to complete the “Hotel and Motel Units” row. It should be possible to look in the phone directory for the list of lodgings; call each hotel or motel and ask for the total number of rental units. This number should be added to the table and a total number of units provided.</p>

Data Template Tables for Housing Inventories

**Data Template Table D1 (Worksheet Row 31)
Housing Units by Type, 2000**

Unit Types	City/Town		Pinellas County*	
	# of units	% of total	# of units	% of total
Single-family				
Multifamily				
Mobile Home				
Total Housing Units				

Source: U.S. Census Bureau, 2000

* Estimates for housing units by type, tenure, and value are calculated separately, and may not equal estimates for total housing units.

**Data Template Table D2 (Worksheet Row 37)
Households by Tenure, 2000***

Tenure	City/Town		Pinellas County**	
	# of units	% of total	# of units	% of total
Owner-Occupied				
Renter-Occupied				
Total Households				

Source: U.S. Census Bureau, 2000

* Includes only permanent, non-seasonal housing units.

** Estimates for housing units by type, tenure, and value are calculated separately, and may not equal estimates for total housing units.

Data Template Table D3 (Worksheet Row 43)
Housing Units by Year Constructed, _____*

Year Constructed	City/Town		Pinellas County	
	# of units	% of total	# of units	% of total
2000-2005 ¹				
1970-1999 ²				
1940 to 1969 ²				
1939 or earlier ²				
Total Housing Units		100.0%		100.0%

Source: ¹ [City/Town or Pinellas County] Building Department, 2007
² U.S. Census Bureau, 2000

* Insert appropriate year based on local data.

Data Template Table D4 (Worksheet Row 51)
Cost and Value of Housing, 2000

Ownership	City/Town	Pinellas County
	2000	2000
Median Gross Rent		
Median Value of Owner-Occupied Units		

Source: U.S. Census Bureau, 2000

Data Template Table D5 (Worksheet Row 55)
Households by Housing Costs, 2000

Households	City/Town	Pinellas County
	2000	2000
Renter-occupied households paying 30% or more of their income for rent		
Owner-occupied households paying 30% or more of their income for mortgage costs		

Source: U.S. Census Bureau, 2000

Note: Housing costs that are more than 30 percent of a household's gross income are considered cost burdened according to Section 420.004(3), *Florida Statutes*.

**Data Template Table D6 (Worksheet Row 68)
Substandard Housing Conditions, 2000**

Substandard Units	City/Town		Pinellas County	
	# of units	% of total	# of units	% of total
Units Lacking Complete Plumbing*				
Units Lacking a Complete Kitchen*				
Units Lacking Heat**				
Overcrowded Units†**				

Source: U.S. Census Bureau, 2000

* Calculated for all housing units.

** Calculated for occupied housing units.

† As defined by the U.S. Census Bureau, a dwelling containing more than 1.01 persons per room is overcrowded.

**Data Template Table D7 (Worksheet Row 75)
Subsidized Rental Housing, 2006**

Development Name	Subsidy Program	Total Assisted Units

Source: Florida Housing Data Clearinghouse. Assisted Housing Inventory.

**Data Template Table D8 (Worksheet Row 78)
Residential Group Homes, 2006**

General Location*	Type**	Number	Capacity

Source: Florida Department of Children and Family Services, 2006

* This could be the city or town name, or census tract number, not the actual address.

** Use local data to fill in this column.

**Data Template Table D9 (Worksheet Row 81)
Mobile Home Parks, _____***

Mobile Home Park	Address

Source: Federation of Manufactured Home Owners of Florida, October 2001

* Insert appropriate year based on local data.

**Data Template Table D10 (Worksheet Row 84)
Historically Significant Housing, _____***

Name	General Location**

Source: This could be the National Register of Historic Places, Florida Master Site File, or local designations

* Insert appropriate year based on local data.

** This could be the city or town name, or census tract number, not the actual address.

**Data Template Table D11 (Worksheet Row 87)
Housing Construction Activity, _____***

Units	New	Conversions	Demolitions	Total New Units
Single-family				
Multifamily				
Mobile Homes				

Source: Bureau of Economic and Business Research, 2006

* Insert appropriate year based on local data. This could be from the Pinellas County Building Department or other local sources.

Data Template Table D12 (Worksheet Row 93)
Seasonal and Tourist Housing Units, _____*

Units	City/Town	Pinellas County
	# of units	# of units
Housing Units Held for Seasonal, Recreational, or Occasional Use		
Hotel and Motel Units		
Total Seasonal and Tourist Units		

Source: U.S. Census Bureau, 2000

* Insert appropriate year based on local data.

Table of 9J-5, F.A.C., Housing Analysis Requirements

ANALYSIS REQUIRED	GUIDE
<p>9J-5.010(2)(a), F.A.C. - Project the anticipated number of households by size and income range based on the population projections.</p>	<p><i>See Template Tables A1 and A2 below.</i></p> <p>Use Table A1 (row 98) and A2 (row 130) in the “Population and Housing Data” red tab to fill in the information.</p>
<p>9J-5.010(2)(a), F.A.C. - Project the housing need of the current and anticipated future residents of the jurisdiction, by number, type, cost or rent, tenure, and any other special housing needs.</p>	<p><i>See Template Tables A3 through A5 below.</i></p>
<p>9J-5.010(2)(b), F.A.C. - Include an affordable housing needs assessment, as provided by the Department of Community Affairs (i.e., Shimberg Data).</p>	<p><i>See Template Table A5 below.</i></p> <p>Write a brief summary of the affordable housing need that is identified in the completed table.</p>
<p>9J-5.010(2)(b), F.A.C. - Include separate estimates of need for rural and farmworker households</p>	<p>See the <i>Stock Statements document</i> on the PPC online resource page (http://www.pinellasplanningcouncil.org/state/earba.htm) for a response regarding this analysis requirement.</p>
<p>9J-5.010(2)(b), F.A.C. - Include estimates for the replacement of housing units removed and for the maintenance of an adequate vacancy rate. [Each local government should utilize the data and analysis from the state land planning agency affordable housing needs assessment as one basis for the housing element. The local government, at its option, may supplement the affordable housing needs assessment with locally generated data which more accurately assesses housing need for very low- or low-income households.]</p>	<p>You may use the following statements to respond to this analysis requirement. If this topic is already addressed in the plan data and analysis, and the information is still correct, no additional analysis is needed.</p> <p><u>Replacement housing units:</u></p> <p>Where housing units are removed as part of a federal housing program, such as the Community Development Block Grant, households will be relocated and the units will be replaced as per the program requirements. Where individual housing units are removed by private owners, replacement is at the discretion of the owner.</p>

ANALYSIS REQUIRED	GUIDE
<p>9J-5.010(2)(b), F.A.C. (continued)</p>	<p><u>Maintenance of an adequate vacancy rate:</u></p> <p>[City/town] will not unreasonably restrict the availability of residential land use categories.</p> <p>[Note: Projections of the vacancy rate for each city or town should be based on the Census 2000 vacancy rate. The number of vacant units for 2000 can be found in the Housing Data Worksheets, “Population and Housing Data” red tab, in Table 2, row 37.]</p>
<p>9J-5.010(2)(c), F.A.C. - Show how many acres of land will be needed for the total estimated housing need</p>	<p>For cities and towns that are considered built-out, see the <i>Stock Statements document</i> on the PPC online resource page (http://www.pinellasplanningcouncil.org/state/earba.htm) for a response to this analysis requirement.</p> <p>For cities and towns that anticipate a significant increase in population and additional housing needs, use the projected number of housing units in the single-family and multifamily categories found in the Housing Data Worksheets, “Population and Housing Data” red tab, in Table A3, (row 43) to project the additional acreage needed.</p> <p>Calculate land area as follows:</p> <ol style="list-style-type: none"> 1. Take the additional number of single-family housing units for each planning period. Divide by the maximum residential density allowed in the future land use categories where vacant land exists for single-family developments in your community, for example, 7.5 units per acre. 2. The resulting number will be the acreage needed to accommodate the single-family units. <p>Example: 50 units / 7.5 units per acre = 6.66 acres</p>

ANALYSIS REQUIRED	GUIDE
	<p>3. Apply the same calculation to the additional multifamily units, using the maximum density allowed for that residential type.</p> <p>Example: 125 units / 18 units per acre = 6.94 acres</p>
<p>9J-5.010(2)(d), F.A.C. - Analyze the portion of the housing need which can be projected to be met by the private sector within current market conditions. Show by :</p> <ul style="list-style-type: none"> ◆ type ◆ tenure ◆ cost or rent ◆ income range of households served 	<p>Go to the <i>Stock Statements document</i> on the PPC online resource page (http://www.pinellasplanningcouncil.org/state/earba.htm) for a response to this analysis requirement.</p>
<p>9J-5.010(2)(e), F.A.C. - Analyze the existing housing delivery system, including the private sector housing delivery process, with regard to land, services, financing, regulations and administrative roles of government agencies to identify problems and opportunities affecting the capacity of such housing delivery system, with the objective of effecting improvements to that system to increase its efficiency in meeting the goals of this element.</p>	<p>Review the existing analysis within your plan. Unless there have been changes in the housing delivery systems, or identified problems, this section may remain the same.</p> <p>Where the city or town uses contracted services for building permitting and inspection, see the <i>Stock Statements document</i> for additional information.</p>
<p>Analyze the means for accomplishing each of the following :</p>	
<ul style="list-style-type: none"> ◆ 9J-5.010(2)(f)1., F.A.C. - The provision of housing with supporting infrastructure for all current and anticipated future residents of the jurisdiction with particular emphasis on the creation or preservation of affordable housing to minimize the need for additional local services and avoid the concentration of affordable housing units only in specific areas of the jurisdiction. 	<p>See the <i>Stock Statements document</i> on the PPC online resource page for a response regarding this analysis requirement.</p>

ANALYSIS REQUIRED	GUIDE
<ul style="list-style-type: none"> ◆ 9J-5.010(2)(f)2., F.A.C. - The elimination of substandard housing conditions and for the structural and aesthetic improvement of housing. 	<p>See the <i>Stock Statements document</i> on the PPC online resource page (http://www.pinellasplanningcouncil.org/state/earba.htm) for a response regarding this analysis requirement.</p>
<ul style="list-style-type: none"> ◆ 9J-5.010(2)(f)3., F.A.C. - The provision of adequate sites for housing for very-low-income, low-income and moderate-income households, and for mobile homes. 	<p>See the <i>Stock Statements document</i> on the PPC online resource page for a response regarding this analysis requirement.</p>
<ul style="list-style-type: none"> ◆ 9J-5.010(2)(f)4., F.A.C. - The provision of adequate sites in residential areas or areas of residential character for group homes and foster care facilities licensed or funded by the Florida Department of Children and Family Services; and 	<p>You may use the following statements to respond to this analysis requirement. If this topic is already addressed in the plan data and analysis, and the information is still correct, no additional analysis is needed.</p> <p>Community residential homes licensed by the Florida Department of Children and Families shall be permitted in residential neighborhoods, pursuant to Chapter 419, Florida Statutes. Licensed community residential homes with six or fewer residents shall be allowed in any future land use map category that allows single family homes, and those with seven or more residents shall be allowed if they meet local siting requirements.</p>
<ul style="list-style-type: none"> ◆ 9J-5.010(2)(f)5., F.A.C. - The identification of conservation, rehabilitation or demolition activities, and historically significant housing or neighborhoods. 	<p>See the <i>Stock Statements document</i> on the PPC online resource page for a response regarding this analysis requirement.</p>

Analysis and Projections Template Tables

**Analysis Template Table A1 (Worksheet Row 98)
Estimated and Projected Households by Size, 2005-2025**

Household Size	2005		2010		2013 ¹		2020		2025	
	# of units	% of total	# of units	% of total	# of units	% of total	# of units	% of total	# of units	% of total
1-2 Persons										
3-4 Persons										
5 or More Persons										
Total Households										

Source: Shimberg Center for Affordable Housing, 2007; Pinellas County Planning Dept., 2007

¹ Formula to project housing units into the 5-year planning period: (2020 # units – 2010 # units = x units) / 10 years = Y units. (Y units * 3) + 2010 units = 2013 units.

**Analysis Template Table A2 (Worksheet Row 130)
Estimated and Projected Households by Income Range, 2005-2025**

Income Ranges	2005		2010		2013 ¹		2020		2025	
	# of units	% of total	# of units	% of total	# of units	% of total	# of units	% of total	# of units	% of total
Extremely Low Income (<30% of median)										
Very Low Income (=30% and <50% of median)										
Low Income (=50% and <80% of median)										
Moderate Income (=80% and <120% of median)										
Above Moderate Income (=120% of median)										
Total Households										

Source: Shimberg Center for Affordable Housing, 2007; Pinellas County Planning Dept., 2007

Note: Calculations are for permanent, non-seasonal households only. Percentages of household income are based on the Shimberg Affordable Housing Needs.

¹ Formula to project housing units into the 5-year planning period: (2020 # units – 2010 # units = x units) / 10 years = Y units. (Y units * 3) + 2010 units = 2013 units. Apply the percentage of less than 30% or 30% or more of the median to the total units to derive the number of units above median and below median household income.

**Analysis Template Table A3 (Worksheet Row 172)
Estimated and Projected Housing Units by Type, 2005-2025**

Housing Type	2005 # of units	2010 # of units	2013 ¹ # of units	2020 # of units	2025 # of units
Single-family					
Multifamily					
Total Housing Units					

Source: Pinellas County Planning Dept., 2007

Note: Calculations are for permanent, non-seasonal households only.

¹ Formula to project housing units into the 5-year planning period per type: (2020 # units – 2010 # units = x units) / 10 years = Y units. (Y units * 3) + 2010 units = 2013 units.

**Analysis Template Table A4 (Worksheet Row 199)
Estimated and Projected Housing Units by Tenure, 2005-2025**

Tenure	2005	2010	2013 ¹	2020	2025
Owner-Occupied Housing Units					
Renter-Occupied Housing Units					
Total Housing Units					

Source: U.S. Census Bureau, 2000; Pinellas County Planning Dept., 2007

Note: Calculations are for permanent, non-seasonal households only.

¹ Formula to project housing units into the 5-year planning period per tenure: (2020 # units – 2010 # units = x units) / 10 years = Y units. (Y units * 3) + 2010 units = 2013 units.

**Analysis Template Table A5 (Worksheet Row 226)
Estimated and Projected Households* by Housing Costs
as a Percentage of Income, 2005-2025**

Households	2005	2010	2013 ¹	2020	2025
Renter-occupied households paying 50% or more of their income for rent					
Owner-occupied households paying 50% or more of their income for mortgage cost					
Total Households					

Source: Shimberg Center for Affordable Housing, 2007

* Includes only households with income less than 80 percent of median.

¹ Formula to project housing units into the 5-year planning period per tenure: (2015 # units – 2005 # units = x units) / 10 years = Y units. (Y units * 8) + 2005 = 2013 units.

**Analysis Template Table A6 (Worksheet Row 248)
Estimated and Projected Seasonal Housing Units, 2005-2025**

Housing Units	2005	2010	2013 ¹	2020	2025
Units Held for Seasonal, Recreational, or Occasional Use					

Source: U.S. Census Bureau, 2000; Pinellas County Planning Dept., 2007

¹ Formula to project housing units into the 5-year planning period per tenure: (2020 # units – 2010 # units = x units) / 10 years = Y units. (Y units * 3) + 2010 = 2013 units

Data Sources

Shimberg Center for Affordable Housing, 2007. See Florida Housing Data Clearinghouse located at <http://www.flhousingdata.shimberg.ufl.edu/>, for percentage of affordable housing needs and the assisted housing inventory.

Pinellas County Community Development Department, 2007. Information located at <http://www.pinellascounty.org/community/default.htm>.

Pinellas County Planning Department, 2007. Unpublished data.

Pinellas County Convention and Visitors Bureau, 2006. Unpublished data.

United States Census Bureau, 2000. Information at <http://www.census.gov>. Use <http://www.census.gov/prod/cen2000/doc/ProfileTD.pdf> to retrieve documentation for the census data, including definitions of categories.