

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
PUBLIC HEARING Minutes
March 26, 2024

MEMBERS PRESENT: Commissioner Andy Dance (AHAC Elected Official), Valerie Clymer (Vice Chair), Sandra Shank, Council Member Cathy Heigher (AHAC Elected Official), Angela Smit, Nicole Graves

MEMBERS ABSENT: Commissioner Rick Belhumeur

EXCUSED ABSENT: Trish Giaccone (Chair), Kim Carney

MEMBERS OF THE PUBLIC PRESENT: Lisa Stewart

STAFF PRESENT:

- **Jackie Gonzalez: Site Development Coordinator --- City of Palm Coast**
- **Devrie Paradowski: Housing Program Manager—Flagler County**
- **Eduardo Diaz Cordero: Housing Program Coordinator—Flagler County**
- **Sheryl Simmons: HHS Administrative Assistant --- Flagler County**
- **Adam Moylan: Deputy County Attorney –Flagler County**

1 **1. Call to order, Roll Call and Pledge of Allegiance:**

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3 Valerie Clymer (Vice Chair) called the meeting to order at 3:04 pm. She led the pledge
4 of allegiance and conducted roll call.
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7 **2. Approval of Agenda:** Commissioner Andy Dance (AHAC Elected Official) motioned to
8 approve agenda. Sandra Shank seconded the motion. The motion carried
9 unanimously.

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12 **3. Approval of Previous Meeting Minutes:** Sandra Shank motioned to
13 approve the February 2024 meeting minutes with correction to a clerical error.
14 Commissioner Andy Dance (Elected Official) seconded the motion. The motion carried
15 unanimously.

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18 **4. Agenda Items:**

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21 **4a) Announcements by Chair—**Trish Giaccone (Chair) was absent. Valerie Clymer
22 (Vice Chair) had no announcements.

23
24 **4b) Follow-up on Action Items—**

25 Jackie Gonzalez, Site Development Coordinator (City of Palm Coast) Followed up on
26 the Committee's Recommendations.
27

28 **Committee Recommendation 1:** The committee recommended that staff develop a
29 pre-application checklist for developers which informs the developers of the affordable
30 housing incentives available to them. The Committee recommended staff develop
31 checklist using a form (Appendix A) retrieved from the City of St. Petersburg.
32

33 **Staff Response:** Staff reviewed City of St, Petersburg application “Appendix A” and
34 did not find it compatible with current staff practices. They found one used by Seminole
35 county and modified it to fit their needs. The name of the form was changed to
36 Workforce/Attainable Housing Checklist.
37

38 **Committee Recommendation 2:** Flagler County Board of County Commissioners and
39 Palm Coast City Council are required by statute to establish a process by which they
40 each consider, before adoption, policies, procedures, ordinances, regulations, or plan
41 provisions that increase the cost of housing. The committee recommended that staff
42 develop and implement an impact statement form like the one used in the City of St.
43 Petersburg (Appendix B) when requesting any changes to policies, procedures,
44 ordinances, regulations, or plan provisions that increase the cost of housing.
45

46 **Staff Response:** After reviewing the “Appendix B” form of City of St. Petersburg, staff
47 determined that the City of Palm Coast’s current process requires a stakeholders
48 review of purposed updates/changes to ordinances and codes prior to being presented
49 to Beautification and Environmental Advisor Committee (BEAC), Planning and Land
50 Development Regulation Board (PLDRB), and/ or City Council. Jackie added that the
51 City Staff determined they would invite the AHAC to provide input on these issues.
52

53 Commissioner Andy Dance (Elected Official) clarified the intent of the committee’s
54 recommendation was that there be public impact statement available before
55 ordinances or policy changes impacting the cost of housing. He agreed that having the
56 AHAC involved as stakeholders on housing changes; however, such action did not
57 provide information for the public regarding housing cost impacts. Committee members
58 discussed similar requirements for impacts. Sandra Shank expressed reluctance to
59 waive the requirement to develop such impact statement given the intention of creating
60 public awareness of potential impacts.
61

62 Valerie Clymer (Vice Chair) noted the opportunity to examine this recommendation for
63 the next meeting, to which Sandra Shank disagreed, saying that the impact statement
64 was a critical recommendation by the Committee.
65

66 Sandra Shank looked for the impact statement on Appendix B, noting that it was
67 missing on form related to Appendix A. Jaqueline Gonzalez noted that some of the
68 items, like the impact credit, would not be relevant to the City of Palm Coast. Sandra
69 Shank said that the developer would be providing the information on the impacts rather
70 than staff, which resulted in some confusion among committee members regarding the
71 two recommendations where one was relating policies and ordinances and how they
72 impact the cost of housing versus forms that developers complete when they are
73 applying for project approvals and incentives.
74

75 Devrie Paradowski mentioned that Adam Mengal’s solution for Flagler County was to
76 add a Housing Impact Statement on the staff report.
77

78 **Committee Recommendation 3:** The committee recommended that staff develop a
79 process by which any policy, procedure, ordinance, regulation, or plan provision being
80 considered which would impact affordable housing be brought before the Affordable
81 Housing Advisory Committee for consideration and input prior to staff initiating the first

82 steps leading toward implementing such changes.

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84 **Staff Response:** The city will invite an AHAC board member to participate in the
85 stakeholders meeting on items pertaining to housing changes that may affect
86 affordability.

87
88 **Committee Recommendation 5:** The committee recommended that the County
89 Administrator and Palm Coast City Manager or their Designee(s) attend a first quarter
90 AHAC meeting following the adoption of the committee's recommendations in
91 December, preferably during the February meeting, whereby the Administrator and
92 Manager or their Designee(s) will present an implementation plan to the Affordable
93 Housing Advisory Committee.

94
95 **Staff Response:** The City Currently sends a representative, Jackie Gonzalez, to all
96 AHAC meeting who is a designee of the City Administration for the City of Palm Coast.
97 The representative updates CDD Administration monthly on the current activities and
98 discussion of the AHAC committee.

99
100 Commissioner Andy Dance (Elected Official) spoke on the point that there be tangible
101 follow-up on the Committee's recommendations, so the representative sent was less
102 relevant that the actionable follow-up.

103
104 Valerie Clymer (Vice Chair) noted that there wasn't a fourth recommendation to which
105 Jacqueline confirmed that the recommendation referenced was strictly for Flagler
106 County with no relevance to the City of Palm Coast.

107
108 Jacqueline Gonzalez presented the 11 incentives in 420.9076 F.S so that the
109 Committee members understood the incentives provided by the City of Palm Coast.

110
111 Sandra Shank suggested that there be a disclosure on site with limited infrastructure.
112 Commissioner Andy Dance (Elected Official) asked for clarification on Palm Coast's
113 definition of Accessory Dwelling units, and Jacqueline Gonzalez confirmed that the City
114 of Palm Coast allows ADUs but with restrictions for full kitchens and size comparison
115 to the primary structure.

116
117 Jacqueline Gonzales directed the members to the City's website where they can local
118 all development projects as well as Capital projects on GIS maps, making the
119 distinction between capital projects and private development projects.

120 121 122 **4c) Statutory Purpose of AHAC**

123
124 Sean Moylan, Deputy County Attorney introduced the statutory purpose of AHAC,
125 clarifying that all aspects of the Committee are designed to encourage building or
126 developing housing units that are affordable. He explained that the Committee is to
127 review the Comprehensive Plan's Housing Element, land development code and
128 policies with the intention of encouraging the production of affordable housing.

129
130 Commissioner Andy Dance (Elected Official) asked if the committee could make
131 recommendations outside of the purview of what was defined in ss. 420.9076, and
132 Sean Moylan responded affirmatively. He concluded with the fact that the Committee
133 will be discussing these things and will determine the recommendations to present to
134 the governing bodies by majority vote.

135 Observing the online presence, Sean Moylan asked if there was physical quorum at
136 the meeting, to which the Committee Members noted there was not. Sean Moylan said
137 that, under Sunshine Law, these Advisory Committees must have an in-person quorum
138 to take any official action, including approving the minutes. He specified that members
139 may attend virtually; however, without a physical quorum present, the Committee
140 Cannot vote on official business.

141
142 Valerie Clymer (Vice Chair) noted that there was not a physical quorum at the
143 February's meeting, and she asked staff to ensure the preparation of both month's
144 minutes to be voted on at the April meeting.

145
146 **4d) Staff Comments/Updates:**

147 Devrie Paradowski explained the Transparency Dashboards available on
148 www.flaglercounty.gov where citizens can access the monthly updates for each of the
149 county departments as well as provide input on the Comprehensive Plan. She said that
150 staff was still working toward the Housing Policy Forum on May 18th, and said that she
151 was looking for questions from the Committee members that will help highlight
152 information. She said that the City of Palm Coast would share some food expenses for
153 this forum. Her division is working on the Housing Fair, and two proclamations: Fair
154 Housing Month in April and Homeownership Month in June.

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158 **4e) New Action Items:**

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160 Valerie Clymer (Vice Chair) introduced the request to follow-up with Robert Rounds on
161 the procurement updates.

162
163 Commissioner Andy Dance (AHAC Elected Official) requested Devrie Paradowski to
164 bring back the section 420.9075(3) regarding recruitment and retention of essential
165 services personnel in the LHAP to the committee at the next meeting.

166
167 Sandra Shank requested that Jacqueline Gonzalez return to the Committee with an
168 update on the housing impact statement for new policies or ordinances.

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171 **4f) Committee Discussion---** NA

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175 **Jackie Gonzalez:** Site Development Coordinator (City of Palm Coast) will come back
176 to discuss Appendix B in the in the City of palm Coast Recommendations

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178 Next month's agenda the committee will vote on all the minutes

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182 **5. Public Comments:** Not Applicable, public left early

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184 **6. Adjourn:**

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Valerie Clymer (Vice Chair) adjourned the meeting at 4:39 pm.