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AFFORDABLE HOUSING ADVISORY COMMITTEE

Public Hearing

1769 E. Moody Blvd. Bunnell, FL 32110 Training Room A

November 12, 2024, 3:00 PM

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 258 458 902 556

Passcode: K3HxaF

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Approval of Agenda**
3. **Approval of Previous Meeting Minutes**
4. **Reading of Proposed Recommendation**
5. **Amendments, Revisions or Additions**
6. **Public Comment**
7. **Committee Comments**
8. **Official Adoption of Recommendations**
9. **Public Comment**
10. **Adjourn**

PLEASE TAKE NOTICE THAT INDIVIDUAL COMMISSIONERS OF THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS MAY ATTEND THIS MEETING. THE COMMISSIONERS WHO ATTEND, WITH THE EXCEPTION OF BOARD MEMBERS WHO ALSO SERVE ON THIS COMMITTEE, WILL NOT TAKE ANY ACTION OR TAKE ANY VOTE AT THIS MEETING. THIS IS NOT AN OFFICIAL MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF FLAGLER COUNTY. THIS NOTICE IS BEING PROVIDED TO MEET THE SPIRIT OF THE SUNSHINE LAW TO INFORM THE PUBLIC THAT COMMISSIONERS MAY BE PRESENT AT THESE DISCUSSIONS.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE HEALTH AND HUMAN SERVICES ADMINISTRATIVE ASSISTANT AT (386) 586-2324 AT LEAST 48 HOURS PRIOR TO THE MEETING

Andy Dance
District 1

Greg Hansen
District 2

David Sullivan
District 3

Leann Pennington
District 4

Donald O'Brien, Jr.
District 5

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
Regular Meeting Minutes
Oct 22, 2024

MEMBERS PRESENT: Commissioner Andy Dance (Elected Official), *Trish Giaccone (Chair)*, *Valerie Clymer (Vice Chair)*, *Kim Carney*, *Angela Smith*, *Terrie Baker*, *Sandra Shank*

MEMBERS PRESENT VIRTUALLY: *Nicole Graves*, *Commissioner Andy Dance (Elected Official)*, *Tamara Mackroy*

MEMBERS ABSENT: *None*

EXCUSED ABSENT: *Rick Belhumeur*

STAFF PRESENT (All staff of Flagler County BOCC and Palm Coast City Council):

- *Jacqueline Gonzalez (Site Development Coordinator -- City of Palm Coast)*
- *Michael Hanson (Planner—City of Palm Coast)*
- *Eduardo Diaz Cordero (Housing Program Coordinator – Flagler County)*
- *Devrie Paradowski (Housing Program Manager—Flagler County)*
- *Adam Mengel (Growth Management Director—Flagler County)*
- *Joe Hegedus (Health and Human Services, HHS, Director—Flagler County)*

MEMBERS OF THE PUBLIC: *Michelle Lee-Wayne*

1. Call to order, Roll Call, and Pledge to the Flag: The Chair took roll call. An in-person quorum was not present. Committee member Sandra Shank attended virtually but arrived later to establish an in-person quorum for the purpose of approving the agenda and minutes.

2. Approval of Agenda: In this approval of the agenda, a quorum was met at 3:34 pm upon Sandra Shank's in-person arrival, as she had been attending virtually until then. Kim Carney moved to approve the agenda. The motion was seconded by Valerie Clymer (Vice Chair) and passed unanimously.

3. Approval of Previous Meeting Minutes: In this approval of previous meeting minutes, a quorum was met at 3:34 pm upon Sandra Shank's in-person arrival, as she had been attending virtually until then. Valerie Clymer (Vice Chair), moved to approve the minutes with corrections: fixing Kim Carney's name on page 3, line 133, and noting that Michelle Lee-Wayne attended as a member of the public. The motion was seconded by Kim Carney and passed unanimously.

4. Agenda Items:

4a) Committee Discussion:

- **Discussion on Quorum:** The Committee discussed the importance of an in-person quorum and whether there would be a full quorum at the next meeting, as Committee Members Valerie Clymer (Vice Chair) and Angela Smith noted that they may not

47 make it to the meeting.

- 48
- 49 ○ **Consensus:** The Committee reached a consensus to keep the meeting
- 50 scheduled for November 12th, 2024 as is already noticed and scheduled in
- 51 order to keep the report deadline and avoid absences due to the upcoming
- 52 holidays.
- 53
- 54 ○ **Action Item:** Staff is to send out a request to all committee members
- 55 confirming the quorum and ensuring that importance of this meeting is
- 56 properly noticed.
- 57

- 58 ● **Discussion on Expedited Permitting and Site Development Review for**
- 59 **Affordable Housing:**
- 60

61 Valerie Clymer (Vice Chair) commented on the permit and development review
62 process being cumbersome due to the review being kicked back once a discrepancy
63 is found, when there may be more discrepancies. Andy Dance (Elected Official)
64 noted that the applications spell out exactly what needs to be done and that the
65 applications are not accepted unless complete. He said a complete, single package
66 is submitted for development reviews, but offered that expedited permitting may be
67 set by time limits. Flagler County's Adam Mengel noted that there are no fees for
68 resubmittal for affordable housing, and Jacqueline Gonzalez said that all permits are
69 expedited and cannot be expedited. Jacqueline Gonzalez noted the TRX availability
70 for developers. Kim Carney pointed out that AHAC had recommended a form for
71 affordable housing. Adam Mengel responded that, the county is in the process of
72 implementing a number of forms electronically and is currently working on
73 implementing the recommendation of AHAC. Angela Smith added that the IT
74 department could ensure that the review process is streamlined for applicants to
75 Valerie Clymer's observation on redundancy. Andy Dance added that there are two
76 components to the electronic submittal: ensuring it is efficient for the applicant to
77 ensure all components are submitted. He added that the applicant resubmits partial
78 information at times, or they've interpreted a code improperly. He said this is the
79 challenge creating duplicate trips for submissions. Joe Parsons, City of Bunnell,
80 added that Live Local Act allows bypassing of some of the processes. Michael
81 Hanson, city of Palm Coast, added that the second reading for the City's Live Local
82 Act Ordinance will be held on November 12th.

- 83
- 84 ○ **Consensus:** Project in Palm Coast can be expedited through a Technical
- 85 Review Extreme (TRX) process that allows ta developer access to city staff to
- 86 receive comments on the development proposal to make corrections and
- 87 adjustments before formally submitting the plans. For that reason, Committee
- 88 members would like to see such option alerted to developers when they
- 89 submit applications or review application processes.
 - 90 ▪ Live Local Act processes should also be available on the website.
 - 91
- 92
- 93 ○ **Action Item:** Potential recommendation "Establish a hyperlink on relevant
- 94 county and city web pages that provide developers information on accessing
- 95 TRX or other review processes. Also, "Provide a page or link on the County
- 96 and City web pages explaining relevant Live Local Act processes for

97 affordable housing developers.”

98
99 • **Discussion on Fee Waivers for Affordable Housing:**

100
101 Trish Giaccone (Chair) noted that these fees include all fees. Joe Parsons, City of
102 Bunnell, explained that fee waivers vary and trigger different things. He said every
103 jurisdiction has its own calculation of those fees. Terrie Baker said that when she
104 talks with residential builders, the most prominent course of discussion is on these
105 fees. Joe Parsons, City of Bunnell, explained that the idea is that the predecessors
106 paid for the infrastructure. The collected impact fees pay for future development.
107 Sandra Shank said that a common misconception is that the new homes are paying
108 the fees for the previous residential homes, but it works the other way.

- 109
110 ○ **Consensus:** The committee did not wish to make recommendations on fee
111 waivers.
112
113 ○ **Action Items:** There were no action items on this discussion item.

114
115 • **Discussion on the Allowance of Flexible Densities for Affordable Housing:**

116
117 Valerie Clymer (Vice Chair) said that this incentive was not being implemented and
118 therefore there was no way to assess its progress.

- 119
120 ○ **Consensus:** The committee did not wish to make recommendations on the
121 allowance of flexible densities for affordable housing.
122
123 ○ **Action Item:** There were no action items on this discussion item.

124
125 • **Discussion on The Reservation of Infrastructure for Housing for Very Low, Low
126 and Moderate Income Persons:**

127
128 Angela Smith asked if there could be a way to ensure the inclusion of a larger
129 percentage of housing that is affordably priced for middle- and lower-income
130 households within new developments. She suggested that in a development with 100
131 units, for example, there might be a mechanism to prioritize access for lower- to
132 moderate-income households before higher-income households. She noted that her
133 reference point for affordability is based on the community’s median income, which
134 she indicated is approximately \$73,000.

135
136 *(Note: This approach aligns with concepts found in [Inclusionary Zoning](#), where
137 developments include a set percentage of affordable units to meet community
138 income needs.)*

139
140 Sandra Shank observed that Angela Smith’s comments did not specifically relate to
141 the current incentive on the Reservation of Infrastructure. Joe Parsons, representing
142 the City of Bunnell, clarified that the Reservation of Infrastructure pertains to the
143 availability of essential services, such as water and sewer, for future projects. He
144 provided an example of the City of Bunnell’s limited sewer capacity, explaining that
145 the City could reserve a portion of that capacity specifically for affordable housing
146 developments.

- **Consensus:** The committee did not wish to make recommendations on the reservation of infrastructure for affordable housing.
- **Action Item:** There were no action items on this discussion item.

- **Discussion on The Allowance of Accessory Residential Units:**

The committee discussed the definition of an Accessory Dwelling Unit (ADU) as a self-contained unit and noted that the City of Palm Coast does not permit full kitchens in accessory living quarters. Jacqueline Gonzalez, representing the City of Palm Coast, added that sheds cannot be converted into residential units within Palm Coast, as they are not designed for residential use. She referenced the state's building code, which supersedes the City's regulations in this regard. Terrie Baker added that she had asked the City of Palm Coast about an ADU as she was looking for a solution for her adult daughter with a disability. They discussed what it could mean to develop this as a strategy to keep the possibility open in the future. Trish Giaccone (Chair) explained the reason for keeping the current strategy as it is. Devrie Paradowski said that there was no specific allowance for ADUS currently, so that would be something that could be recommended, should the committee choose. Devrie Paradowski explained that there were a lot of incentives written in the LHAP but they were specific to affordable housing as the AHAC statute requests the committee to consider. The language in the LHAP referring to ADUs was not referencing the intention of the statute but accessory living quarters.

Valerie Clymer (Vice Chair) asked if it was recommended last year, referring to a chart she had with her. Committee members discussed the importance of follow-ups for recommendations; however, Valerie Clymer (Vice Chair) provided the document she was reading to Devrie Paradowski, which was a slide from a Florida Housing Coalition webinar which provided examples of recommendations made by other AHAC committees or types of recommendations that could be made. Adam Mengel added information on Tiny Homes, stating that the new building code speaks on them. Growth Management is looking to include them in their updates. Kim Carney observed that Tiny Homes would be a different category of incentive than ADUs.

Angela Smith commented on the need to integrate natural environment into the required code for Tiny Homes. She noted that there could be a collaboration with the Flagler County Extension to draft consideration of the natural elements for community planning. Adam Mengel explained that the building code does not make that distinction. He said a good argument would be that, due to its size, one would not need as much clearing to accommodate the build as one would with standard sized building. He said it was a fair comment but there's nothing on the books right now. Andy Dance (Elected Official) said that the county could still work within the current parameters and current tree canopy ordinance without impacting costs. Angela Smith asked if planning and zoning incorporated the expertise of the Extension office or other environmental experts when considering these provisions.

Sandra Shank explained that developers themselves would develop communities such as "agrihoods," but it would not come from the county. Angela Smith requested spending some time on this topic in the future.

- **Consensus:** The Committee thought it would be advantageous to recommend an ADU ordinance containing best practices. The committee also noted the need for a formalized process to receive follow-up on previous year's recommendations.
- **Action Item:** Staff to provide a formal follow-up to AHAC prior to the November 12th meeting. Potential recommendation: "Adopt an ADU ordinance containing best practices."

Angela Smith noted that an education piece, as mentioned in the example ADU recommendation provided by Valerie Clymer (Vice Chair) is integral to helping citizens meet the housing costs by increasing their ability to buy homes. She said she shared the Forbes article explaining that the demand for home sales was primarily benefitting billionaires while low to middle income citizens were being left out of the housing market. With that, she added her recommendation that mixed-use development could create a path toward increasing household income. Sandra Shank responded, that it would as is the nature of mixed-use development to increase employment opportunities. Sandra Shank explained that the developer would not be developing the educational component, per se, and Angela Smith clarified that what Sandra was saying was that the opportunity would increase based on the possibility of what was there, and so she asked the Committee to consider recommending such path. Sandra Shank came back with the example of mixed-use development in Town Center where there would be shops on the first floor and residential units aloft. She confirmed that Angela Smith was talking about this type of development.

Sandra Shank noted that the new Palm Coast Live Local Ordinance would cover some of these considerations. Just after 4 pm, Angela Smith noted she had to take leave of the meeting to attend a prior engagement.

- **The Reduction of Parking and Setback Requirements for Affordable Housing:**

Valerie Clymer (Vice Chair) said this incentives was not working, and so she was not sure how it was working or not working. Terrie Baker injected that she had a friend who owns multiple homes for rent and she wondered if there was anything available to incentivize him to offer some of those homes for an affordable rent.

- **Consensus:** The Committee thought it would be advantageous to recommend an ADU ordinance containing best practices. The committee also noted the need for a formalized process to receive follow-up on previous year's recommendations.
- **Action Item:** Staff to provide a formal follow-up to AHAC prior to the November 12th meeting. Potential recommendation: "Adopt an ADU ordinance containing best practices."

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259 and residential units aloft. She confirmed that Angela Smith was talking about this
260 type of development.

261
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263 some of these considerations.

264
265
266 • **The Allowance of Flexible Lot Configurations, Including Zero Lot Line**
267 **Configurations for Affordable Housing:**

268
269 The committee discussed past actions and considered postponing the conversation
270 on this incentive to review previous outcomes. Valerie Clymer (Chair) mentioned her
271 belief that the committee had issued a recommendation on this incentive last year,
272 which led to some confusion for Devrie Paradowski, who was taking minutes and
273 preparing follow-up actions. Devrie noted that she was unaware of a prior
274 recommendation on this specific incentive. The Chair confirmed that she had the
275 recommendations on hand and proceeded to read the five recommendations aloud.

276
277 Regarding the ongoing review of recommendations, Sandra Shank noted that the
278 City of Palm Coast should have presented the Live Local Act Ordinance to the
279 AHAC. Jacqueline Gonzalez clarified that City staff had been inviting committee
280 members to relevant meetings to fulfill this recommendation. Trish Giaccone (Chair)
281 then continued reviewing the recommendations, expressing her hope to receive
282 updates on their status. She emphasized the importance of determining whether the
283 Committee should make new recommendations or continue to support previous ones
284 and requested a more formal process to ensure accountability in follow-up actions.

285
286 Sandra Shank asked for specific links or documents so the Committee can see
287 what the follow-ups look like.

- 288
289 ○ **Consensus:** To table the remaining reviews and continue at the next
290 meeting which is the public hearing.
291
292 ○ **Action Item:** Staff to provide a formal follow-up to AHAC prior to the
293 November 12th meeting.

294
295
296 **5. Public Comments:** No comments.
297
298

299 **6. Adjourn:** Valerie Clymer (Vice Chair) motioned to adjourn. Sandra Shank seconded the motion.
300 All voted in favor. The motion passed unanimously.

301

302 AHAC adjourned at 4:37 PM.

303

304

305

306

307

DRAFT

AFFORDABLE HOUSING ADVISORY COMMITTEE PUBLIC HEARING

The Affordable Housing Advisory Committee has reviewed all 11 statutory incentives in monthly meetings held on the fourth Tuesday at 3 pm at the Emergency Operations Center.

Staff has compiled the following recommendations based on discussions from all prior meetings, including October 22.

The Chair will read each recommendation aloud for the public. After each recommendation is read, committee members may propose new recommendations or suggest modifications by making a motion to amend, revise, or add a recommendation.

Once all recommendations, including any new or modified ones, have been read, the Chair will open the floor for public comment. Following public input, the Chair will invite any final discussion from the committee before proceeding to the voting process.

Voting Process for Limiting and Ranking Recommendations

The state-appointed technical advising agency, the Florida Housing Coalition, recommends limiting the number of adopted recommendations to a manageable set, typically no more than three, to focus on high-priority, impactful actions.

To proceed with voting and prioritizing recommendations, the Chair will guide the committee through the following steps:

1. **Setting a Limit on Recommendations (If Applicable):** The Chair will first invite a motion to establish a specific limit on the number of recommendations for adoption. This motion, if made, must be seconded and approved by a majority vote. If no motion to limit recommendations is made, the committee will proceed to vote on each recommendation individually without a set limit.
2. **Individual Voting on Recommendations:** Committee members will review and vote on each recommendation individually. Each recommendation requires a motion to consider, a second, and a majority vote to proceed.
3. **Prioritize Approved Recommendations:** After recommendations are approved, the Chair may ask committee members to rank each one by priority, either through a consensus-based discussion or individual scoring. This step applies regardless of whether a limit was set.
4. **Final Vote for Adoption:** Once ranked, the Chair will call for a final vote to formally adopt the highest-ranking recommendations, up to the established limit if a limit was set. If no limit was set, all approved and ranked recommendations will be considered for adoption based on their priority ranking.
5. **Official Adoption of Recommendations:** The recommendations selected through the final vote will become the committee's official proposed recommendations.

AFFORDABLE HOUSING ADVISORY COMMITTEE PUBLIC HEARING

1. Formalize Implementation Plan of Adopted Recommendations

- **Recommendation:** For any recommendation adopted by the governing body, AHAC advises that the County Administrator and City Manager formally review the approved recommendations to identify and assign relevant staff to carry out implementation. Formalizing this process is critical, as the relevant staff may span multiple departments and divisions beyond the Growth Management Department, Community Development Department, and the Housing Services Division. These designated staff members should provide AHAC with an implementation plan and schedule by March, allowing for final input from the committee prior to the formal adoption of the proposal.
- **Relevant Discussions:** The committee discussed formal processes for recommendation follow-up at length prior to the report of recommendations of 2023, resulting in a recommendation for the County Administrator or City Manager or designee attend the meeting. The committee discussed the need for a more formalized process at the October 22, 2024 meeting.

2. Ordinance for Accessory Dwelling Units (ADUs)

- **Recommendation:** Develop an ordinance allowing Accessory Dwelling Units (ADUs) best suited to community needs, such as attached units, garage conversions, internal or carved-out spaces, and junior ADUs, incorporating best practices. By encouraging “light touch density,” ADUs can enhance housing availability within existing neighborhoods while preserving the community’s character. This ordinance would enable homeowners to create income-generating units, helping them to age in place and provide locally managed rental opportunities. Aligning the ordinance with current residential zoning will streamline the approval and construction process, facilitating efficient ADU development.. ([See ADU Guidebook](#))
- **Relevant Discussions:** The committee discussed ADUs as an affordable housing option on multiple occasions, with specific emphasis on reviewing flexibility for ADUs during the March 26, 2024, and October 22, 2024, meetings ([2024 03 26 AHAC Minutes](#)).

3. Housing Cost Impact Statements on Agenda Materials

- **Recommendation:** Require a housing cost impact statement on all County and City agenda items proposing regulatory changes with a statement such as: “If adopted, this item will or will not impact the cost of housing. The anticipated impact is an increase or decrease of \$X per unit (average across all housing types).”

As SHIP funding recipients, Flagler County and Palm Coast must assess housing cost impacts before adopting any new policies, procedures, ordinances, or regulations. AHAC proposed an impact statement form in 2023, approved by governing bodies in December, though staff noted the form did not align well with current processes.

- **Relevant Discussions:** The need for housing impact assessments was discussed in detail on February 27, 2024, and further addressed during the March 26, 2024 meeting ([2024 02 27 AHAC Minutes](#)) ([2024 03 26 AHAC Minutes](#)).

4. Formation of a Housing Finance Exploration Task Force

AFFORDABLE HOUSING ADVISORY COMMITTEE PUBLIC HEARING

- **Recommendation:** Establish an interlocal Housing Finance Exploration Task Force involving staff from Housing, Planning, Procurement, and Finance. This committee will assess potential revenue sources, including grants and bonds, as well as explore local financial procedures required to create a sustainable housing trust fund to support affordable housing initiatives.
- **Relevant Discussions:** The concept of local housing finance mechanisms was discussed extensively, with committee members exploring potential funding strategies in meetings on May 28, 2024, July 23, 2024 ([2024 05 28 AHAC Minutes](#)) ([2024 07 23 AHAC Minutes](#)).

5. Online Access to Live Local Act Information

- **Recommendation:** Create a dedicated hyperlink on both the County and City websites that explains processes and incentives available under the Live Local Act. This page will provide developers and residents with easy access to current guidelines, application procedures, and resources.
- **Relevant Discussions:** The importance of access to Live Local Act information for developers was highlighted in multiple discussions, including on June 25, 2024, and October 22, 2024 ([2024 06 25 AHAC Minute...](#)).

6. Technical Review Options for Expedited Site Plans

- **Recommendation:** Provide a hyperlink on County and City websites to inform developers about the availability of Technical Review Extreme (TRX) options for expedited site plan reviews. The TRX process, already in place, gives developers access to pre-submission feedback from city and county staff, helping ensure timely project completion.
- **Relevant Discussions:** Committee members discussed the need for clear, accessible resources on expedited review processes during the October 22, 2024.

7. Adopt a County Ordinance for the Live Local Act (Only to Flagler County BOCC)

- **Recommendation:** Encourage the Flagler County Board of County Commissioners to adopt an ordinance implementing the Live Local Act, as Palm Coast has done. This ordinance would enable the county to fully leverage affordable housing benefits within state guidelines while guiding development patterns to align with local priorities.
- **Relevant Discussions:** This recommendation was raised in the context of affordable housing discussions, particularly during the July 23, 2024, meeting with a guest presentation from affordable housing developers on July 7, 2023, and discussed with consensus for such measure on October 22, 2024. ([2024 07 23 AHAC Minutes](#))

8. Formalize Surplus Public Lands for Affordable Housing Process

- Establish a structured process to identify and dispose of surplus public lands for affordable housing in accordance with [Section 125.379, Florida Statutes](#) (Counties) and [Section 166.0451, Florida Statutes](#) (Municipalities). Define criteria for selecting suitable parcels, considering factors like environmental impacts, infrastructure availability, and other immediate considerations as determined by staff. Consider an annual RFP or other methods to invite affordable housing proposals. Provide clear guidance for developers on acquisition steps, eligibility, and long-term affordability requirements.

AFFORDABLE HOUSING ADVISORY COMMITTEE PUBLIC HEARING

- **Relevant Discussions:** The committee discussed the role of public land in affordable housing development on March 26, 2024, and again during the September 24, 2024, meeting ([2024 03 26 AHAC Minutes](#)) ([2024 09 24 AHAC Minutes...](#)).

9. Prioritize Affordable Housing for Low to Middle Income Households

- **Recommendation:** Develop an incentive for developers to reserve a designated percentage of housing units for households near or below Flagler County’s median income. This approach prioritizes affordable housing for lower-income and middle-class households, helping to prevent displacement as area income levels rise and fostering a balanced community accessible to a diverse range of residents.
- **Relevant Discussions:** Angela Smith emphasized the need to target housing efforts toward lower-income households in her email and during the September 24, 2024 and on October 22, 2024 ([2024 09 24 AHAC Minutes...](#)).

11. Mixed-Use Development and Skill-Building Opportunities

- **Recommendation:** Prioritize mixed-use affordable housing developments that include space for small businesses, educational facilities, or vocational training centers. These developments offer a path to increase household income through accessible employment and skill-building opportunities. Mixed-use projects also support natural employment generation when residential units are placed above retail or office spaces, enhancing local economic vitality.
- **Relevant Discussions:** The benefits of mixed-use developments for affordable housing were discussed on August 27, 2024, and further emphasized by Angela Smith and Sandra Shank during the October 22, 2024 meeting ([2024 08 27 AHAC Minutes](#))

12. Incorporate Environmental and Community-Building Design

- **Recommendation:** Encourage community-building elements in affordable housing projects by including sustainable design principles, such as green spaces and “Agri-hood” concepts. Collaborate with local organizations, like the UF Extension, to incorporate elements that enhance environmental awareness and support residents' quality of life.
- **Relevant Discussions:** Angela Smith proposed incorporating Agri-hood concepts and emphasized community-based design, which was addressed at the October 22, 2024, meeting.

2023 Recommendations: 2024 Implementation Status

1. The committee recommends that staff develop a pre-application checklist for developers which informs the developers of the affordable housing incentives available to them. The Committee recommends staff develop such checklist using the attached form (See Appendix A) retrieved from the City of St. Petersburg.

- **City of Palm Coast:** Currently, no localized incentives specific to affordable housing are available, but staff has created the “Workforce/Attainable Housing Checklist” as templated from Seminole County, which is not yet available on the City website. Staff is developing changes that will be implemented on the website. Currently, the updated checklist will be provided to the applicant at the Technical Review Extreme (TRX) meetings.
[Review Permitting Processes Here](#), [Review Planning Processes Here](#)
- **Flagler County:** Growth Management is implementing online forms for site reviews and permitting that will include affordable housing checklists. The Housing Services Division has an affordable housing affidavit for contractors to submit to building departments, with a request for expedited processing when applicable (**see appendix A**).
[Review Permitting Processes Here](#),

2. Flagler County Board of County Commissioners and Palm Coast City Council are required by statute to establish a process by which they each consider, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

The committee recommends that staff develop and implement an impact statement form like the one used in the City of St. Petersburg (See Appendix B) when requesting any changes to policies, procedures, ordinances, regulations or plan provisions that increase the cost of housing.

- **City of Palm Coast:** City staff invite Committee Members to relevant meetings and hearings for feedback on affordable housing regulations, such as the Live Local Act Ordinance. Use of a specific impact form is not part of current procedures.
- **Flagler County:** Growth Management attends AHAC meetings to provide updates on relevant ordinances, without adopting a formal impact statement form. Impacts may be placed on staff reports; however, very few ordinances or regulations pass through the county with any such impact.

3. The committee recommends that staff develop a process by which any policy, procedure, ordinance, regulation, or plan provision being considered which would impact affordable housing be brought before the Affordable Housing Advisory Committee for consideration and input prior to staff initiating the first steps leading toward implementing such changes.

- **City of Palm Coast:** Staff invites Committee Members to meetings and hearings for direct input on regulatory changes impacting affordable housing.
- **Flagler County:** Growth Management attends AHAC meetings, where they provide updates on upcoming ordinance changes affecting affordable housing.

4. The committee recommends that staff review Flagler County's Purchasing Manual in conjunction with the SHIP program to develop an expedited process for the use of SHIP funds in home rehabilitation and roof replacement.

- **Flagler County:** The Procurement and Contracts Office raised the approval threshold to \$100,000, streamlining SHIP-related approvals. The updated [Procurement Manual](#) was adopted by the Board of County Commissioners on July 15, 2024. Housing Services manages contracts with pre-qualified contractors, recently expanded through an RFQ process, with additional input from SHIP communities on best practices. The implementation of OpenGov software will further streamline procurement by allowing contractors to access bids and projects more efficiently. Other SHIP communities reported success when switching to OpenGov.

5. The committee recommends that the County Administrator and Palm Coast City Manager or their Designee(s) attend a first quarter AHAC meeting following the adoption of the committee's recommendations in December, preferably during the February meeting, whereby the Administrator and Manager or their Designee(s) will present an implementation plan to the Affordable Housing Advisory Committee.

- **City of Palm Coast:** The City of Palm Coast's City Manager has designated staff from the Community Development Department to attend all meetings and provide follow-up to recommendations. Jacqueline Gonzalez and Michael Hanson have consistently attended each of the meetings and have been regularly providing updates to the Committee and to higher level staff within the City of Palm Coast to ensure proper communication.
 - **Regular Meeting March 26, 2023:** Jacqueline Gonzales responded to each of the recommendations presented to Palm Coast City council and provided

a follow-up as requested, as the county presented theirs in February and she requested to present at the next meeting in March.

- **Flagler County:** The County Administrator has designated Adam Mengel to represent the County Administrator relating to the Committee during the first quarter meetings, seeing that the primary focus of the Committee is within this domain.
 - **Regular Meeting February 27, 2024:** Adam Mengel went over the incentives and provided follow-ups and responses to the recommendations made during the report. He also updated the committee on Growth Management's progress on prior recommendations and initiatives. Devrie Paradowski updated the committee on the progress of the upcoming procurement manual as the Procurement and Contracts Manager was pulled into a meeting at this time.

WORKFORCE/ATTAINABLE HOUSING CHECKLIST

For more information or assistance with this form, please contact City of Palm Coast Planning and Zoning Division, (386)986-3736.

The Workforce/ Attainable Housing Checklist is only for residential developments requesting one or more of the following incentives: density bonuses, expedited permitting, reduced, waived, and/or subsidized impact fees for affordable housing units. Missing, incomplete, or inconsistent information will cause delays.

Developers intending to build new residential dwelling units, with the purpose of renting or selling to households with very-low, low, or moderate income, may be eligible to receive reduced, waived, or subsidized impact fees. In projects with a mix of market-rate and attainable housing units, only the attainable housing units are eligible to receive this consideration.

Please answer the following as it relates to your proposed project:

1. You understand that this checklist should be provided with your submittal for review pre-application meeting request but is **due at the time of formal application**. An Applicant is required to schedule this meeting with the City of Palm Coast Planning and Zoning Division Technical Review Team pre- application meeting.
 YES NO
2. Are you requesting expedited permitting for this project? *Please note that there is no guarantee of expedited building permitting, but City Staff will do their best to move the application as quickly as possible through the process. Current building permitting review process is 5 days for residential review and 10 days for commercial review.*
 YES NO
3. Is this project being reviewed under the Live Local Act?
 YES NO
4. Will the attainable housing units being developed, as a part of the project, be dedicated to households that income qualifies at or below 120% of Area Media Income (AMI)?
 YES NO
5. Will the attainable housing units being developed, as a part of the project, be dedicated to households that income qualifies at or below 80% of Area Media Income (AMI)?
 YES NO
6. Is this a mixed-rate or multifamily housing project that includes market rate AND affordable units?
 YES NO

If Yes, please provide:

Total # of units and percentage that will be Affordable (up to 80% of AMI): _____

7. Does the project have a recorded Restricted Use Covenant (RUC) guaranteeing that the affordability criteria of at least 30 years will be observed?

YES NO

If Yes, please provide:

a. Copy of the recorded covenant and the Document No.

If No:

Upon City Council approval, an executed covenant or deed restriction guaranteeing that the affordability criteria will be observed, will be recorded by the City of Palm Coast staff. You should be sent by applicant to Florida Housing Finance Corporations and Flagler County Property Appraiser. (Additional documentation will be required by Florida Housing Finance Corporations and Flagler County Property Appraiser, such as formal Flagler County property appraiser Application, Income Verification, current rental limits, or any other documentation as required.)

The City of Palm Coast Planning and Zoning Division shall evaluate this checklist and, if it meets the attainable housing requirements, notify the Flagler County Property Appraiser of this proposed attainable housing project.

Applicant Signature: _____ Date: _____

Name/Title/Organization: _____

Reviewer Signature: _____	Received Date: _____
Name/Title: _____	Review Date: _____
Forward to Flagler County Property Appraiser Date: _____	