

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
Regular Meeting Minutes
Oct 28, 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.

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- 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.
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- 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.
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- 58 ● **Discussion on Expedited Permitting and Site Development Review for**
- 59 **Affordable Housing:**
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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 any further than they are. Jacqueline Gonzalez
70 noted the TRX availability for developers. Kim Carney pointed out that AHAC had
71 recommended a form for affordable housing. Adam Mengel responded that, the
72 county is in the process of implementing a number of forms electronically and is
73 currently working on implementing the recommendation of AHAC. Angela Smith
74 added that the IT department could ensure that the review process is streamlined for
75 applicants to Valerie Clymer's observation on redundancy. Andy Dance added that
76 there are two components to the electronic submittal: ensuring it is efficient for the
77 applicant to ensure all components are submitted. He added that the applicant
78 resubmits partial information at times, or they've interpreted a code improperly. He
79 said this is the challenge creating duplicate trips for submissions. Joe Parsons, City
80 of Bunnell, added that Live Local Act allows bypassing of some of the processes.
81 Michael Hanson, city of Palm Coast, added that the second reading for the City's Live
82 Local Act Ordinance will be held on November 12th.

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- 84 ○ **Consensus:** Project in Palm Coast can be expedited through a Technical
- 85 Review Extreme (TRX) process that allows the developer access to city staff
- 86 to 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.
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- 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.”

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

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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.

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- 110 ○ **Consensus:** The committee did not wish to make recommendations on fee
111 waivers.
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 - 113 ○ **Action Items:** There were no action items on this discussion item.
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115 • **Discussion on the Allowance of Flexible Densities for Affordable Housing:**

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

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- 120 ○ **Consensus:** The committee did not wish to make recommendations on the
121 allowance of flexible densities for affordable housing.
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 - 123 ○ **Action Item:** There were no action items on this discussion item.
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125 • **Discussion on The Reservation of Infrastructure for Housing for Very Low, Low
126 and Moderate Income Persons:**

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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.

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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.)*

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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.

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- **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 increased 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.

- **The Allowance of Flexible Lot Configurations, Including Zero Lot Line Configurations for Affordable Housing:**

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

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

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

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

5. Public Comments: No comments.

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

AHAC adjourned at 4:37 PM.