

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
Regular Meeting Minutes
May 23, 2023

MEMBERS PRESENT: Trish Giaccone (Vice Chair), Valerie Clymer, Commissioner Andy Dance, Nealon Joseph (Chair), Sandra Shank, Dorothy Sperber, Kim Carney, Rick Belhumeur, Cathy Heighter

MEMBERS ABSENT: None

EXCUSED ABSENT: None

MEMBERS OF THE PUBLIC PRESENT: Michele Wayne (Family Life Center), Mary King (Ministries Management Inc.), Sara Godoy (Case Manager – Flagler Housing Authority), Robert Beyrer (Executive Director – Flagler Housing)

STAFF PRESENT:

- *Joseph Hegedus (Health & Human Services Director — Flagler County)*
- *Gina Lemon (Development and Review Planner – Flagler County)*

STAFF ASSIGNED TO AHAC:

- *Devrie Paradowski (Housing Program Manager—Flagler County)*
- *Eduardo Diaz Cordero (Housing Program Coordinator, AHAC Liaison—Flagler County)*
- *Crystal Eubank (HHS Administrative Assistant)*
- *Jacqueline Gonzalez (Senior Planning Technician—Palm Coast)*

GUEST SPEAKER:

- *Tamara West (Technical Advisor - Florida Housing Coalition)*

- 1 1. **Call to order, Roll Call and Pledge of Allegiance:**
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3 Chair Nealon Joseph called meeting to order at 3:03 pm. Chair Nealon Joseph led the
4 pledge of allegiance. Roll call was completed.
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7 2. **Corrections or Additions to Agenda:** None
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10 3. **Approval of Previous Meeting Minutes:** Corrections to the previous minutes, April
11 25th, were noted. Line 88 Ashley Katz’s name was spelled incorrectly, Kim Carney was
12 not present, along with Adam Mengel being a staff member not member of public.
13 Valerie Clymer motioned to approve with corrections. Commissioner Andy Dance
14 seconded. The motion carried unanimously.
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17 4. **Agenda Items:**

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4a) AHAC Training:

Tamara West, a technical advisor with the Coalition, introduced herself and the Coalition. She is the primary contact for local governments. Training commenced. The annual report requirement recently changed from every three years to every year to be submitted. The AHAC is required every year to review our policy and procedures and look at the ordinances or any kind of land development. A strong relationship with the planning and zoning staff was recommended. AHAC is there to encourage and facilitate affordable housing. The members should be of a variety of different backgrounds.

The requirements of the incentives every year are basic. It will require a review of existing policies and procedures and seeing if they need any modifications to them. There is a process of making recommendations and having the board approve them. Amendments to our local comprehensive plan may be made as well.

The ultimate goal of why the committees were created was to help with making housing affordable. The purpose of the committee is to help reduce the cost of building and to increase the supply of housing. Ways of increasing this are making waivers or incentives or decreasing interest rates. A summary of the AHAC's responsibilities is to review existing plans, policies and procedures that impact affordable housing, and make recommendations to existing policies or creating new incentives. It is also a requirement to make recommendations on all 11 strategies even if there is no change. AHAC is also required to complete expedited permitting and the ongoing review. The City of St. Petersburg's AHAC was recommended to follow as an example. The final report must be voted on by the majority of the members. There must be a quorum. The funds are contingent on submitting this report annually.

Tamara West asked what Flagler's allocation was. Devrie Paradowski replied with 1.4 million.

A chart with the AHAC's report timeline was shown. The report is due by Dec. 31st every year.

Tamara West went over the LHAP – Local Housing Assistance Plan. The plan has to be approved by the board. One elected official must participate on the committee. There must be a minimum of eight members and maximum of 11.

Tamara West went over the AHAC report template.

Possible outcomes for the AHAC were covered. Some of them include new incentives and recommendations on all strategies.

It was recommended to incentivize anytime the program can. There are 11 AHAC incentives. Some of them include expedited permitting, fee waivers, flexibility in densities and inventory of publicly owned land.

Good tips for AHAC are to complete thorough reviews. Utilize members' expertise. Planning staff must be in place. Planning is very important. Consider doing subcommittees. Focus on certain incentives not all at once. Always ask how this policy affects the cost.

69 Expediting permitting gives priority to units that are affordable. The expediting process
70 should be set. What should be expedited, what classifies for expediting. Items that can
71 be expedited are site plan review, rezonings, inspections, environmental reviews, and
72 public hearings. Tamara West asked what the county's current process is. Gina Lemon
73 replied that they move the projects to the front of the line. The process should be
74 identified.

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76 The ongoing review process happens every year. Must be approved by the board.
77 A housing impact statement can be included in Flagler County's public meeting
78 package. A sample can be provided. Recruiting professionals for the process is
79 recommended. Include the planning and zoning staff in the process. If reviewing and
80 making changes an impact form must be created.

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83 4b) Questions for AHAC Training:

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85 Sandra Shank asked if Tamara West could share a little bit more about what Polk
86 County did to impact affordable housing. She replied saying they did have an impact
87 waiver fee that was very successful. They were waiving the impact fees with single
88 family developments. Polk County did not put a restriction cap on the fees waived.
89 Tamara West stated that St. Pete's model was a better one to reference with more
90 incentives. Sandra Shank then asked if Tamara West had anything in Osceola County.
91 She replied saying that they do ADU's (Accessory Dwelling Units).

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93 Commissioner Andy Dance asked if she had a list of statewide projects that are
94 approved to look at their incentives. She answered that there is not so much statewide
95 report but there are tax credits projects out there that release a report. There is no
96 universal report for affordable housing. She stated they could search for certain
97 projects. She stated every community has their own little niche where one thing works
98 well with their community but doesn't work well with others.

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100 Sandra Shank asked if Blue Skies were in Lake County. Tamara West replied that they
101 are all over.

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103 4c) Growth Management:

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105 Chair Nealon Joseph stated he would like to talk about growth management department
106 list of surplus lands. Devrie Paradowski gave a brief background under the Live Local
107 Act there is a requirement that the lands that the boards and council determine as
108 suitable for affordable housing which is a statue to be on the website. The employee to
109 help with that is Adam Mengel. In June he is going to help the committee with the
110 process. Chair Nealon Joseph said he would like that added to the agenda.

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112 Chair Nealon Joseph also mentioned adding a few incentives to each future agenda
113 and be done by September.

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115 5. **Public Comment:** None

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118 6. **Adjournment:**

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Valerie Clymer motioned to adjourn the meeting at 4:07 pm, and Kim Carney seconded.
The motion carried unanimously.

AHAC adjourned at 4:07 pm.