

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
Regular Meeting Minutes
July 25, 2023

MEMBERS PRESENT: Trish Giaccone (Vice Chair), Rick Belhumeur, Commissioner Andy Dance, Nealon Joseph (Chair), Sandra Shank, Kim Carney

MEMBERS ABSENT: Cathy Heighter

EXCUSED ABSENT: Valerie Clymer

MEMBERS OF THE PUBLIC PRESENT: Wendy Barbosa (Mortgage Loan Officer)

STAFF PRESENT:

- *Gina Lemon (Development Review Planner – Growth Management – 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)*

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

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3 Chair Nealon Joseph called meeting to order at 3:05 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 mentioned are the word “accept”
11 should replace “except” on page 2 line 33. Rick Belhumeur motioned to approve
12 minutes with corrections. Kim Carney seconded. The motion carried unanimously.
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15 **4. Agenda Items:**

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17 Chair Nealon Joseph asked if everybody could please verify their appointment dates
18 because there seems to be some confusion between the three years and four years. He
19 stated we will go off the appointment letters and check the bylaws. Kim Carney stated
20 she does not have it. Devrie Paradowski said you can check the old minutes, but the
21 current appointments would remain intact, and the new members would go by the new
22 bylaws. Rick Belhumeur stated his appointment letter is a three-year term letter that
23 expires on 4/18/2025.
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25 Chair Nealon Joseph mentioned Dorothy Sperber retiring from the committee and that
26 the AHAC will post her vacancy. Rick Belhumeur asked what category did she vacate?
27 Chair Nealon Joseph replied it was category J which is a citizen.
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29 Chair Nealon Joseph clarified with Devrie Paradowski about making recommendations
30 to the LHAP. Devrie Paradowski stated that the committee makes recommendations on
31 policies, to include ordinances and other plans, as defined by statute and if the board
32 adopts those recommendations, then staff would and update the LHAP to reflect those
33 incentives. Chair Nealon Joseph went on to clarify with the Committee that the
34 Committee does not write the policies. The committee's recommends some action to
35 develop a policy, and if adopted by the Board of County Commissioners, the staff would
36 then develop the policies and procedures.
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38 Chair Nealon Joseph asked the AHAC if they would please speak directly to him. Keep
39 questions to one at a time and directed towards himself to keep the flow consistent.
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42 **4a):** Devrie Paradowski introduced the following LHAP incentive – Processing of
43 approvals of developments, orders or permits for affordable housing projects is
44 expedited to a greater degree than other projects provided in 163.3177(6)(f)3
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46 Devrie Paradowski stated that this is a required incentive to expedite permits and
47 developments for affordable housing. She also said the county stated they expedited
48 them once identified. She mentioned the committee had recommended a form to self-
49 identify. Devrie Paradowski asked Gina Lemon who was online if they had a form for
50 builders and developers to self-identify affordable housing. Gina Lemon stated she was
51 not aware of a form and that they would propose it in their site plan. Commissioner
52 Andy Dance asked if it was in the application itself. Gina Lemon stated there was room
53 on the application for them to explain but there was not a prompt for it. Sandra Shank
54 stated that she thought we recommended a form. Kim Carney said it was appendix A.
55 Devrie Paradowski said she would follow up with Growth Management on the status.
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57 Commissioner Andy Dance noted that Flagler County's specific process may be such
58 that the specific form and its verbiage may not included in the county's new process for
59 identification but that the form could work as a template for process development. He
60 said that an example may be that there is a prompt on the site plan development
61 application itself.
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64 Regarding the City of Palm Coast's policies, Devrie Paradowski mentioned the City of
65 Palm Coast expedites all building permits for affordable housing within five to seven
66 days. They have a technical review extreme process that you can get comments before
67 the builder submits the plan.
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69 **4b):** Devrie Paradowski introduced the following LHAP incentive – All allowable fee
70 waivers provided for the development or construction of affordable housing.
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72 Devrie Paradowski mentioned impact fees on education facilities and asked Gina
73 Lemon if these were waived for the county. Gina Lemon stated that she would have to
74 look that up. AHAC recommended for staff to review fund sources and feasibility of
75 housing trust funds.

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Vice Chair Trish Giaccone asked for clarification about the last in meeting in which Adam Mengel said that Flagler County had no currently defined process for the distribution of surplus land that the Board determined was suitable for affordable housing. She added that the committee was not talking about collection of funds from those lands when a process to disburse them should be defined first. Devrie Paradowski responded that she spoke the Assistant County Attorney asking about the process for developing a trust fund from the disposition of lands and that the Assistant County Attorney said that if the Committee were to recommend the item, and the Board of County Commissioners were to adopt the recommendations, the County Attorney's offices would then review the legal means to achieve the recommendation. In short, relevant county staff would respond adoption and then move to develop the processes and procedures to make it happen. Chair Nealon Joseph stated he had taken note that developing a process for surplus land disposition would be one of the potential recommendations made by the Committee. He said that the committee's annual review of these incentives of the progress of past recommendations allows discovery in the types of gaps acknowledged by Vice Chair Trish Giaccone.

Sandra Shank mentioned the AHAC has some good incentives but there is lack of accountability and execution of them. She addressed Commissioner Andy Dance to solicit insight in this regard. He stated the Committee should consider including after action items, clarity, deadlines, relevant staff on the agenda and have follow-up with staff on the subsequent meetings.

4c): Devrie Paradowski introduced the following LHAP incentive – The allowance of flexibility in densities for affordable housing.

Devrie Paradowski stated that as of right now there is 11% density bonuses for affordable housing projects. Plan Unit Development (PUD) and Plan Affordable Development (PAD) that could provide some flexibility for densities. Staff is to review density options per AHAC recommendations. Devrie Paradowski asked Gina Lemon if they knew about the review on the flexibility and density options. Gina Lemon did not respond. Devrie Paradowski stated she will follow up on this.

Sandra Shank stated the importance for personnel in Growth Management to be educated on this process. Staff needs to be educated on it. Commissioner Andy Dance said we can make it a recommendation for next year.

4c): Committee Discussion

Kim Carney asked about the meeting schedule through October and noticed there are no recommendations for D, E or F. Chair Nealon Joseph stated the reason we are not recommending on them is because they had recommendations last year. This is the reason why we are reviewing all of them this year and will start reviewing them immediately next year. Devrie Paradowski mentioned that the committee is required to review all 11 incentives, but they are not required to recommend on any of them. There are two that we are required to implement which are A and J.

Chair Nealon Joseph asked that we review action items after the meeting and a review of the action items at the beginning of the next meeting.

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5. **Public Comment:** None

6. **Adjournment:**

Action Items for next meeting:

- a. Add review of action items from last meeting and upcoming action items to Committee Agendas
- b. Determine how developers self-identify for site development plan applications and discern whether a prompt is needed
- c. Housing Staff to receive update from Growth Management on review of density options per AHAC Recommendation
- d. Housing Staff to get clarification from County Attorney Staff regarding the wording in County Code of Ordinances authorizing the County Administrator to determine housing that qualifies as “low-income housing” for educational impact fee exemptions
- e. Invite Adam Mengel to Committee meeting to explain review processes

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

AHAC adjourned at 4:07 pm.