

**FLAGLER COUNTY**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
*Regular Meeting Minutes*  
*August 22, 2023*

**MEMBERS PRESENT:** Commissioner Rick Belhumeur, Commissioner Andy Dance, Nealon Joseph (Chair), Sandra Shank, Kim Carney, Valerie Clymer

**MEMBERS ABSENT:**

**EXCUSED ABSENT:** Cathy Heighter, Trish Giaccone (Vice Chair)

**MEMBERS OF THE PUBLIC PRESENT:**

**None**

**STAFF PRESENT:**

- *Gina Lemon (Development Review Planner – Growth Management – Flagler County)*
- *Adam Mengel (Growth Management – Director - Flagler County)*
- *Jaqueline Gonzalez (Site Development Coordinator - City of Palm Coast)*

**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 3:08 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:** None

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13       **4. Agenda Items:**

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15           **4a)** Chair Nealon Joseph went over previous meeting action items . There is an  
16           exemption from educational impact fees. Growth Management added a self-  
17           identification on site review application for affordable housing developers that Adam  
18           Mengel verified. Sandra Shank recommended making marketing videos for developers  
19           by means of collaboration between the County and the City of Palm Coast, which she  
20           noted would enhance the understanding of the definition of affordable housing. Adam  
21           Mengel offered that the committee could produce the videos.

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23           **4b)** Policy review of incentives (d), (e), and (f).

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Incentive (d) – The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons and moderate-income persons. Devrie Paradowski introduced the incentive and provided information on the board for the AHAC. Chair Nealon Joseph asked if more information on what the reservation of infrastructure capacity means. Adam Mengel stated it would typically be the payment of one’s water and sewer connection fees and payment of educational facility fees. It would also include transportation and all concurrency items currently being tracked. Chair Nealon Joseph asked the AHAC if anyone sees a benefit to providing a recommendation on this incentive to their report of recommendations to the Commission or Council. Sandra Shank noted that she sought to increase accountability of local governments to seek alternative resources to improve infrastructure as an alternative to taxing developers.

Valerie Clymer asked about the county’s affordable housing density bonus provisions as codified in 3.03.09.02.2 of the land development code, allowing one additional unit per acre. Specifically, the section she referred to read:

“At least ten (10) percent of the project’s units must be designed as affordable multifamily units for low and moderate income households. A maximum of thirty (30) percent of the project’s units may be designated as affordable housing for low income households and a maximum of thirty (30) percent of the projects units may be designated for moderate income households. A minimum of forty (40) percent of the units must remain market rate units.

Valerie Clymer’s questions was whether the developer could choose one or the other. She said if it was 30 percent for low then to go with moderate, then the moderate income households could be left out or it wouldn’t go anywhere. Sandra Shank responded that the language models Florida Housing Finance Corporation and other criteria and that the developer would likely depend on the type of RFA that the developer responded to for use for project financing.

Incentive e): affordable accessory residential units (ADU) was discussed next. Chair Nealon Joseph observed that the past report resulted in some conflict on verbiage. Valerie Clymer had a question about the allowance of accessory dwellings. She heard that they were only allowed in duplexes. Jaqueline Gonzalez clarified that they do allow accessory dwellings on all structures so long as they do not have kitchens. Commissioner Rick Belhumeur mentioned the City of Flagler Beach is talking about allowing a kitchen in an accessory dwelling. Kim Carney asked if an ADU could have a bathroom in Palm Coast. Jaquelline Gonzalez stated that ADUS could have a bathroom and laundry hook ups, just not a kitchen.

Chair Nealon Joseph said it looks like the committee will keep incentives. He asked Devrie Paradowski how many incentives the committee was supposed to recommend, adding that the two are mandatory. Devrie Paradowski clarified that the two incentives are mandatory for the county and city and they already implement policies for them. The Committee is required to review Flagler County and Palm Coast’s policies as related to the 12 incentives mentioned in 420.9076 FS, but they are not required to make any recommendations.

74 Incentive f): Reduction of parking and setback requirements. Kim Carney asked for  
75 clarifying information on the definition of “setbacks.” Commissioner Rick Belhumeur  
76 stated it is where like in Pebble Beach the parking is six feet apart in some places. He  
77 said, “less is more,” and Kim Carney asked who determines how low a developer could  
78 go on parking setbacks, and if that would be considered a variance. Gina Lemon replied  
79 yes. Commissioner Andy Dance inserted that the county’s Planned Affordable  
80 Development (PAD) ordinance could allow for such a variance.  
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82 Chair Nealon Joseph noted that the planning boards review this similar information and  
83 that as the committee reviews information to prepare a report of recommendations, it  
84 would be advantageous to align considerations between the committees. Particularly,  
85 he noted that it would help if they understood the guidelines by which the committee  
86 was making recommendations. He recommended some form of cross-walk between  
87 planning and zoning with affordable housing to avoid conflicting recommendations.  
88 Sandra Shank summarized the Chair’s comments by suggesting education for planning  
89 board members so that when affordable housing projects come before them they can  
90 advocate where needed. Commissioner Andy Dance commented that these boards  
91 provide recommendations that still must go to the governing board, even if they  
92 planning boards deny projects.  
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94 Sandra Shank stated she thinks it would be wise to have a workshop with the planning  
95 board. Adam Mengel clarified that when the committee is speaking about variances or  
96 special exceptions, the actions are reserved to the planning requests. He explained that  
97 Planning Agencies, will review proposed variances, and they can be appealed to the  
98 governing bodies. He explained that the Planning Agency of the Flagler County is  
99 officially the Board of County Commissioners, though the agencies in Palm Coast and  
100 Bunnell are not the same as the elected body. Adam Mengel mentioned that variances  
101 must be very specific to a parcel, and in the context of granting variances for affordable  
102 housing, there may need to be some additional or separate criteria, like setting the  
103 bumpers for the relief being sought such as “no less than X, or X% of smallest setback”.  
104 Kim Carney added that variance requests could still be rejected should they violate  
105 some safety requirement.  
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107 Incentives covered in next meeting are (g), (h), and (i).  
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110 **Action Items for next meeting:**

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112 A. Chair Nealon Joseph stated to follow up with growth management for  
113 recommendations for the application with growth management to include incentives  
114 for developers to look at.  
115 B. The other item is for everybody to search and see if there are any videos out there  
116 we can use.  
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118 **Additional Comments**

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120 Commissioner Rick Belhumeur announced that Flagler Beach had found 31 acres of  
121 land that the city is looking to see if there are possibilities for affordable housing  
122 development. He said that using some of these incentives in the City of Flagler  
123 Beach could encourage affordable housing development, to which Sandra Shank  
124 suggested that the City consider adapting the county’s PAD to save time.

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5. **Public Comment:**

6. **Adjournment:**

Chair Nealon Joseph motioned to adjourn the meeting at 3:57 pm, and Valerie Clymer seconded. The motion carried unanimously.

AHAC adjourned at 3:57 pm.