

FLAGLER COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
Regular Meeting Minutes
September 26, 2023

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

MEMBERS ABSENT: Cathy Heighter

EXCUSED ABSENT:

MEMBERS OF THE PUBLIC PRESENT: Simone Kenny, Krystal Dewind, Michele Wayne

STAFF PRESENT:

- Jaqueline Gonzalez (Site Development Coordinator - City of Palm Coast)
- Adam Mengel (Growth Management – Director - Flagler County)
- 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 the meeting to order at 3:03 pm. Chair Nealon Joseph led
4 the 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:** Line 62, Kim Carney's name was misspelled.
11 Rick Belhumeur motioned to approve with corrections and Kim Carney seconded.

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13
14 **4. Agenda Items:**

15 **4a)** Policy review of incentives (g), (h), and (i).

16 Incentive (g) – “The allowance of flexible lot configurations, including zero-lot-line
17 configurations for affordable housing”.

18 Chair Nealon Joseph asked if all three incentives were included in the review last year.
19 Devrie Paradowski replied yes, they were reviewed. She stated the one that came into
20 discussion was the City of Palm Coast to consider a similar adoption of the county’s
21 Planned Affordable Development (PAD) ordinance. Commissioner Andy Dance verified
22 we were looking at incentive (g). He commented that the handout item of (g) has the
23 same verbiage under the city of palm coast. Devrie Paradowski stated he was correct
24 and asked if anybody needed a corrected handout. Commissioner Andy Dance stated
25 and asked if anybody needed a corrected handout. Commissioner Andy Dance stated
26
27

28 there is nothing new from the county side that changes the flexibility. Kim Carney stated
29 in comparison from last year to this year it said to adopt a plan with affordable code with
30 more flexibility. Devrie Paradowski asked if she was referring to the City of Palm Coast.
31 Kim Carney said no, with the County. Then she stated the county had no
32 recommendation. Valerie Clymer stated this is one of the policies for which the
33 committee will have to wait and see how it works before attempting changes. Vice Chair
34 Trisch Giaccone stated she thought the PAD has a good amount of flexibility. Sandra
35 Shank mentioned that the Live Local Act is going to require a lot of these incentives
36 anyway. She suggested that the committee should revisit the Live Local Act and put it
37 back on the agenda. Chair Nealon Joseph asked Devrie Paradowski if there was time
38 on the agenda to add the Live Local Act on. He then stated he wouldn't recommend
39 adding it back on the agenda until the new year.
40

41 Incentive (h) – “The modification of street requirements for affordable housing”.

42
43 Valerie Clymer reiterated waiting to see how the PAD would work before creating new
44 recommendations. With no affordable housing being built, there is nothing to improve or
45 modify. Sandra Shank stated that these modifications would be another component of
46 the Live Local Act. Commissioner Andy Dance asked Adam Mengel what the committee
47 was being asked by reviewing modification of street requirements. Adam Mengel replied
48 he thinks the argument is for an ordinary development to request an extraordinary street
49 requirement, which he doesn't see much anymore. Adam Mengel explained that some
50 developments opt for innovative configurations, such as having one way streets with
51 rear parking.
52

53 Incentive (i) – “The establishment of a process by which a local government considers
54 before adoption, policies, procedures, ordinances, regulations, or plan provisions that
55 increase the cost of housing”.

56
57 Sandra Shank stated that last year on this incentive there was a recommendation which
58 included a document that would be submitted with any policy updates. She asked Adam
59 Mengel if he remembered. He stated it did sound familiar. Kim Carney said that the
60 document was in appendix C from last year's annual report, referring to the City of St.
61 Petersburg's Housing Affordability Impact Statement. Adam Mengel said he was
62 speaking to the county attorney about the process for assessing policy's impact on
63 housing affordability, and the response he received was that there is statutory
64 requirement already in place, as part of an ordinance adoption which includes a cost
65 statement and financial feasibility statement. Sandra Shank replied that the committee
66 had not seen changes since last year and with the comp. plan being updated, there
67 might be a chance to enact the changes. She reiterated the need to be sure that the
68 document that was recommended is actually a document that is part of the policy and
69 procedures. Sandra Shank asked Devrie Paradowski if the document that was created
70 was created for Flagler County available as part of the process. Devrie Paradowski
71 stated she doesn't make that decision but she believes it would go through growth
72 management. Chair Nealon Joseph stated he thinks it should be a recommendation to
73 ask the Board to ask Growth Management to do such.
74

75 Kim Carney asked if anybody knew if the city of Palm Coast has a process to calculate
76 impact to the housing cost when policies are created or revised. Jacqueline Gonzalez
77 stated it is part of their checklist. Chair Nealon Joseph asked if the Palm Coast process
78 would be easy for the county to copy. Jacqueline Gonzalez stated she can provide the

79 committee with a copy of the checklist. Commissioner Andy Dance stated he did not
80 believe a specific document would be necessary, since the impact analysis would be
81 part of the staff's analysis.

82
83 Sandra Shank explained that she was concerned that there was a lack of accountability
84 regarding the recommendations that the committee has made, to include the
85 recommendation, approved by the Commission, to implement a form like that in
86 Appendix C. Commissioner Andy Dance explained that the committee is looking at
87 ordinances that add to the cost of developing land or looking at a policy that makes it
88 harder to bid projects that makes it more costly to develop.

89
90 Kim Carney asked the committee to consider cover sheets or staff reports developed by
91 staff before introducing new ordinances or any request being submitted to the agenda
92 for any governing body. She suggested that improving this particular incentive could be
93 a simple as adding a check box or question to each of the staff reports submitted for
94 items to be considered on the agenda. Sandra Shank offered that there is a relationship
95 between staff and committees wherein the committee members rely on the staff to
96 move things along and whereas the committee members must be involved to
97 understand the processes. She says the committee will defer to staff when a staff report
98 is a very well prepared staff report.

99
100 Rick Belhumeur stated that the City of Flagler Beach is getting ready to vote on impact
101 fee changes which are going to be dramatic, and he offered that the City of Palm Coast
102 and County will be possibly addressing impact fees, which would certainly impact the
103 cost of housing. Chair Nealon Joseph suggested that any ordinance that goes to
104 planning boards that impact housing costs should be considered by the Affordable
105 Housing Advisory Committee. His recommendation was that the Board provides the
106 process for the committee. Commissioner Andy Dance said that the tasking would be
107 primarily through County Admin.

108
109 Sandra Shank made a request for going forward that Devrie Paradowski provide the
110 committee with whatever was recommended last year if it had any accompanying
111 documentation so the committee can review what had been implemented. Chair
112 Nealon Joseph said that the best course of action was to use the meetings' action items
113 to focus on those things which require action. He added that once the report of
114 recommendations was solidified, those recommendations become part of the monthly
115 meeting's action item to assess progress.

116
117 Commissioner Andy Dance explained that, once the board adopts any of the
118 committee's recommendations, there should be a contact point at County Admin who
119 assigns the tasks to the appropriate department or division. He said Admin should be
120 invited to the January or February meeting to flesh out the process. Chair Nealon
121 Joseph requested staff put that in an action item to add them to the meeting starting in
122 February 2024.

123
124 Kim Carney stated there was a large discussion regarding the affordable housing trust
125 fund and, while reviewing the last years report of recommendations, she asked about a
126 follow-up on that. Devrie Paradowski noted that some of the recommendations asked
127 staff only to "consider" provisions, and so there was no expectation for complete
128 implementation of those items. She noted that Growth Management Director, Adam
129 Mengel had brought the Surplus Lands Suitable for Affordable Housing to the

130 committee with the consideration of developing a housing trust fund, and so staff had
131 been exploring these recommendations.

132
133 Chair Nealon Joseph said that these items were something that the committee could
134 follow-up on throughout the year when reviewing action items. Devrie Paradowski
135 explained that implementation timeline expectations warrant consideration, as some
136 items could take a couple of years to fully implement. She suggested consulting with
137 staff to identify a reasonable timeline. Devrie Paradowski explained that once the board
138 adopts the recommendations, the next step is implementation, but she reiterated that
139 the timeline may vary depending on available staff members and content of the
140 recommendation.

141
142 Commissioner Andy Dance advised the committee that board adoption of any of the
143 recommendations should be followed by a meeting with Admin to ensure proper
144 assignment of implementation duties. The committee makes the recommendations,
145 they create a plan, and then staff is alerted to the adoption. Commissioner Dance
146 expanded by saying it would be up to the staff to determine the best way to approach
147 implementing what has been recommended.

148
149 Sandra Shank asked if the report template should be updated to include task
150 assignment. Chair Nealon Joseph replied I think the action items are sufficient.

151 152 153 **Additional Comments**

154
155 Commissioner Rick Belhumeur commented on the numerous emails the committee
156 members have been receiving, particularly when meetings are cancelled. He said that a
157 meeting cancelled months away would appear as though the current meeting was being
158 cancelled. Chair Nealon Joseph explained some of the shortcomings of using Outlook
159 to send meeting invites and offered the following requests to staff:

- 160 • Remove the attachments from all of the calendar invites.
- 161 • After the new year, cancel ongoing meeting invites and only set them for 12
162 months out
- 163 • Send all attachments via email.

164 165 **Action Items for next meeting:**

166 A. None were mentioned.

167 168 169 170 **5. Public Comments: None**

171 172 173 **6. Adjournment:**

174
175 Chair Nealon Joseph motioned to adjourn the meeting at 4:06 pm, and Sandra Shank
176 seconded. The motion carried unanimously.

177
178 AHAC adjourned at 4:06 pm.