



Commission on Affordable Housing Member Guide

July 2024



Introduction

Palm Beach County receives annual allocations of State Housing Initiatives Partnership (SHIP) Program grant funding from the Florida Housing Finance Corporation. The 1992 William Sadowski Affordable Housing Act established a funding source for the program from documentary stamp collections on real estate transactions. SHIP works to produce and to preserve affordable homeownership and rental housing for very low, low, and moderate-income families (less than 140% of Area Median Income).

Florida Statute 420.9076 (Exhibit 1) requires that as a condition of receiving SHIP funding, the County appoint an Affordable Housing Advisory Committee. Accordingly, the County established the Commission on Affordable Housing (CAH) in 1993 through adoption of the Affordable Housing Ordinance (No. 93-8). On May 17, 2017, the Board adopted an Affordable Housing Ordinance, No. 2017-017 (Exhibit 2) that included changes to the responsibilities of the CAH to better align with F.S. 420.

The Department of Housing and Economic Development (HED) coordinates the activities of the CAH and provides staff support. The primary staff contact for matters related to the CAH is Carlos Serrano, Division Director, Strategic Planning and Operations (561) 233-3608 or cserrano@pbc.gov.

CAH Membership

The CAH must be composed of no less than eight (8) and no more than eleven (11) members who are appointed at large to serve three (3) year terms representing various categories as they relate to affordable housing. All members must be residents of Palm Beach County at the time of appointment and while serving on the CAH. Members will be automatically removed for missing three (3) consecutive meetings or more than half (50%) of the meetings scheduled during the calendar year. The CAH is subject to the Palm Beach County Code of Ethics, (PBC Code Sec. 2-441 to 2-448) and is provided oversight by the Palm Beach County Commission on Ethics. “A Practical Guide to the Code of Ethics” is attached as Exhibit three (3).

On July 2, 2024, the Board of County Commissioners (BCC) re-appointed six (6) members to the CAH to serve three (3) year terms from July 2024 through July 9, 2027. The Board of County Commissioners (BCC) also appointed three (3) new nominees. The CAH membership is as follows:

Member	Membership Category
Ezra M. Krieg	Advocate for Low Income Persons
Amy L. Robbins	Banking or Mortgage Banking Industry
Shirley Erazo	Not for Profit Provider of Affordable Housing
William Elliott Johnson	For Profit Provider of Affordable Housing
Lynda Charles	Real Estate Professional

Nicholas Bixler	Resident of the Jurisdiction
Brandon Cabrera	Residential Home Building
Tim Kubrick	Essential Services Personnel
Ashley Whidby	Not for Profit Provider of Affordable Housing
George (Adam) Campbell	Labor Engaged in Home Building
Commissioner Mack Bernard	Local Elected Official

CAH Meetings

The CAH meets monthly on the third Thursday of the month, however may vary from this schedule to accommodate member preferences. Meetings will be conducted according to Robert’s Rules of Order, and the CAH members will elect a Chair and Vice-Chair. All CAH meetings are public meetings subject to Florida’s open government laws, the “Public Records Law” (F.S. 119) and the “Sunshine Law” (F.S. 286). The Florida Attorney General’s Government-In-The-Sunshine Manual can be found at <http://www.myfloridalegal.com/sun.nsf/sunmanual>. Generally, these laws require that:

- All records of the CAH are public record, both printed documents as well as electronic files to include e-mails, text messages, telephone records, and social media content;
- Meetings of the CAH must be open to attendance by the public;
- Reasonable notice of CAH meetings must be given;
- Minutes of CAH meetings must be taken and recorded;
- Two (2) or more members may not discuss, verbally or in writing, any CAH business or any matters that will foreseeably come before the CAH, outside of a CAH meeting.

CAH Role

The primary role of the CAH is to conduct an annual review of local affordable housing policies and incentive strategies, and to provide recommendations to the County regarding the same. F.S. 420.9076(4) requires that the advisory committee review the County’s established policies and procedures, ordinances, land development regulations, and adopted comprehensive plan. The CAH will recommend specific actions or initiatives to encourage or facilitate affordable housing, while protecting the ability of property to increase in value. The recommendations may include modification or repeal of existing policies, procedures, ordinances, regulations or plan provisions, including recommendations to amend the comprehensive plan and corresponding regulations, ordinances, and other policies. The annual review must at a minimum, evaluate affordable housing incentives in the following eleven (11) areas:

- 1) The expedited processing of approvals of development orders or permits for affordable housing.
- 2) All allowable fee waivers provided for the development or construction of affordable housing.
- 3) The allowance of flexibility in densities for affordable housing.
- 4) The reservation of infrastructure capacity for affordable housing.
- 5) Affordable accessory residential units.
- 6) The reduction of parking and setback requirements for affordable housing.
- 7) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- 8) The modification of street requirements for affordable housing.
- 9) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- 10) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- 11) The support of development near transportation hubs and major employment centers and mixed-use developments.

The most recent Annual Review of Affordable Housing Incentives Report was completed in 2023 and is provided at Exhibit 4. The next Report is due to the Florida Housing Finance Corporation by the end of the 2024 calendar year. The CAH will meet several times in the coming months to discuss incentive strategies, develop recommendations, as well as to approve a 2024 report.

The CAH also reviews and comments on the County's Local Housing Assistance Plan (LHAP) strategies, and the proposed annual allocation of SHIP funds to LHAP strategies. This occurs during the second quarter of the calendar year, in advance of the July 1st start of the State fiscal year. The current LHAP covering Fiscal Years 2022-2025, as amended, is provided as Exhibit 5.

The Florida Housing Finance Corporation's guidebook on affordable housing incentive strategies is provided at Exhibit 6.

Exhibits

Exhibit 1 – Florida Statutes 420.9076

Exhibit 2 – PBC Affordable Housing Ordinance, No. 2017-017

Exhibit 3 – *A Practical Guide to the Code of Ethics*

Exhibit 4 – PBC Annual Incentives Review and Recommendations Report 2023

Exhibit 5 – PBC Local Housing Assistance Plan FY's 2022-2025

Exhibit 6 – FHFC Guidebook: Affordable Housing Incentive Strategies