

**OFFICIAL MINUTES
OF THE
COMMISSION ON AFFORDABLE HOUSING (CAH)
PALM BEACH COUNTY, FLORIDA**

JULY 17, 2025

**THURSDAY
10:30 A.M**

**100 S. AUSTRALIAN AVE
WEST PALM BEACH, FL**

MEMBERS:

Nicholas Bixler
Brandon Cabrera
George "Adam" Campbell
Lynda Charles
Shirley Erazo
William "Elliott" Johnson
Ezra M. Krieg, Chair
Tim Kubrick
Commissioner Bobby Powell Jr.
Amy Robbins, Vice Chair
Ashley Whidby

COUNTY STAFF PRESENT:

Alan Chin Lee, Economic Sustainability Special Projects Manager, Housing and Economic Development (HED)
Yvette Cueto, Community Development Programs Specialist, HED
Lesley George, Housing Liaison, HED
Carlos Serrano, Division Director II, HED
Eric McClellan, Division Director IV, Facilities Development and Operations

WEBEX ATTENDEES:

Diane Andre, County Commission Chief of Staff I
Lindsay Baur, Vita Nova
David Brandt, Executive Director, Housing Finance Authority, HED
Jonathan Brown, Director II, HED
Kerri-Ann Brown, Vice President of Housing Services, Gulfstream Goodwill Industries
Sheila Brown, Community Development Programs Coordinator, HED
Wanda Gadson, Housing Program Manager, HED
Greg Gabriel, Pinnacle Housing
Joyce Grimm, Community Development Programs Specialist, HED
Greg Hyson, Vice President, Nelson & Associates, Inc.
Michael Howe, Senior Planner, Planning Zoning and Building (PZB)
W. Joseph
Francisco Martell, NRP Group

Elizabeth Jo Miller, Community Development Programs Manager, HED
Roslynne Powell, Housing Program Coordinator, HED
Stefania Russell, Community Development Programs Coordinator, HED
Malcolm Sommons, County Commission Assistant Chief of Staff I
Shawn Wilt, Plaza Equity

ALSO PRESENT:

Suzanne Cabrera, Housing Leadership Council (HLC)
Jewel Lewis, Intern, Valley Bank
Alissa Whitfield, Student – Clerical, HED

CLERK OF THE CIRCUIT COURT & COMPTROLLER’S OFFICE STAFF PRESENT:

Karla Perez, Board Meetings Specialist
Jillian Zalewska, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 10:30 a.m.

II. Roll Call

Present: Nicholas Bixler, Lynda Charles, Shirley Erazo, Ezra Kreig, Tim Kubrick, and Amy Robbins

Absent: Brandon Cabrera, Adam Campbell, Commissioner Powell, and Ashley Whidby

Via Webex: Elliott Johnson

III. Approval of Remote Attendance

MOTION to approve remote attendance for Elliott Johnson. Motion by Tim Kubrick, seconded by Amy Robbins, and carried 6-0.

At Mr. Krieg’s request, the attendees introduced themselves.

(CLERK’S NOTE: Ashley Whidby joined the meeting.)

(CLERK’S NOTE: Adam Campbell joined the meeting via Webex.)

MOTION to approve remote attendance for Adam Campbell. Motion by Shirley Erazo, seconded by Amy Robbins, and carried 8-0.

IV. Approval of Agenda

MOTION to adopt the agenda. Motion by Ashley Whidby, seconded by Shirley Erazo, and carried 9-0.

V. Approval of Minutes (June)

MOTION to approve the minutes. Motion by Lynda Charles, seconded by Tim Kubrick, and carried 9-0.

VI. Old Business

CAH Responsibilities

Mr. Krieg discussed the need to ensure consistency between the state and local guidelines governing the CAH's activities. He also stated that he wanted to discuss the CAH's involvement regarding implementation of elements of the Housing Plan.

Mr. Brown clarified that the CAH's activities were governed by the Florida Statutes, but the Board of County Commissioners (BCC) had the authority to adopt additional requirements for the committee. He also stated that the Housing Leadership Council (HLC) had developed the Housing Plan, and the BCC had endorsed it to facilitate the HLC's ability to obtain grant funding. As such, County staff could work only on those elements of the plan that were consistent with the duties of the CAH as established by Florida Statute and by the BCC. Mr. Brown also stated that Skip Miller, a member of the HLC Board of Directors, had provided an overview at a prior meeting of the items that fell within the purview of the CAH.

Mr. Johnson stated that he believed the CAH was permitted to discuss relevant matters beyond those specifically delineated in the statute and the ordinance, and the Housing Plan could serve as a guide.

STAFF DIRECTION:

Mr. Bixler requested that staff provide the information that had been shared by Mr. Miller regarding the items in the Housing Plan that fell within the scope of the CAH's role.

Ms. Charles inquired if the Sunshine Law permitted formation of a subcommittee within the CAH to allow for a more thorough exploration of the items in the Housing Plan.

Mr. Serrano replied that the Sunshine Law prohibited two or more members of the CAH from discussing, beyond the confines of an official meeting, any business that was being considered or could possibly be considered by the committee.

Mr. Bixler stated that the CAH, in its role as an advisory body, could recommend that the BCC consider items that did not currently fall within the authority of County staff to implement.

Mr. Krieg asked if any action was needed to bring the local CAH ordinance into alignment with the governing state statute.

Mr. Serrano explained that the ordinance reflected the language in the statute.

Mr. Krieg stated that he had noticed minor discrepancies between the two documents.

STAFF DIRECTION:

Mr. Krieg directed staff to compare the local ordinance with the statute and notify the committee if any changes were needed to bring the ordinance into alignment with the statute's requirements.

Mr. Brown asked Mr. Krieg to provide details of any identified discrepancies to Mr. Serrano.

Mr. Krieg confirmed that the information from Mr. Miller would be distributed to the members. He also asked that an item regarding review of the County's role in the Housing Plan be added to the October meeting agenda.

Mr. Bixler proposed that the committee review the CAH ordinance for consistency with the state statute annually during the summer. Mr. Krieg agreed.

VII. New Business

a. Civic Sites Presentation

Mr. Serrano stated that the committee had asked for information regarding the use of public civic sites for affordable housing. He introduced Mr. McClellan, the Strategic Planning Director for Facilities Development and Operations (FDO).

(CLERK'S NOTE: Commissioner Powell joined the meeting during Mr. McClellan's presentation.)

Mr. McClellan delivered a slide presentation. He explained that a public civic site was defined as a dedicated land area within the Planned Unit Development (PUD) Zoning District, intended to promote a coordinated approach to providing and encouraging civic, institutional, educational, and recreational uses for the community, and to support and consist of typical uses provided by governmental agencies. Mr. McClellan provided details about regulatory requirements, waivers, and alternative options for fulfilling the requirements; a provision in the Unified Land Development Code (ULDC) permitting residential units within civic sites through the Density Bonus Program; procedures for civic site processing, as outlined in the Property and Real Estate Management (PREM) Ordinance; possible implications of civic site development for the County and taxpayers; factors and considerations when evaluating development options; and existing public civic sites.

Mr. McClellan concluded by summarizing the BCC's most recent direction regarding civic sites as follows:

- In 2022, the Board had directed FDO to consider HED as an interested party during the needs assessment process and to utilize civic site cash-out proceeds toward affordable housing utility connections and/or downpayment assistance.
- In 2024, the BCC's direction dictated that civic sites outside the urban/suburban tier would not be used for housing; public civic sites with development potential should be evaluated on a case-by-case basis; evaluation of a site should be conducted concurrently with BCC consideration of a development order generating a public civic site obligation; the cash-out price would be determined according to an appraisal supplied by the applicant; and cash-out proceeds would be utilized to benefit County facility delivery and/or workforce or affordable housing in the general area of each project.

Discussion ensued regarding Mr. McClellan's presentation.

Mr. Bixler inquired about the possibility of mixed-use development on civic sites.

Mr. McClellan said that mixed use was theoretically possible, but partnering with an outside entity could potentially complicate County operations and limit flexibility. He also spoke about the challenges that could arise if the County were to act as a landlord.

Mr. Bixler described a development in Boca Raton that involved a public-private partnership.

Mr. McClellan said that the County had not historically participated in such partnerships due to the risks associated with relinquishing control to a private entity; however, he noted that the County would likely pursue a partnership to develop the 10 acres of land being released as a result of the South County Administrative Complex renovation.

Ms. Charles asked how the County prioritized among competing needs and how departments were included in decision-making.

Mr. McClellan responded that the sites were part of long-range planning models and that government facilities were allocated based on the level of service, whereas housing was not. He also stated that the increasing scarcity and cost of land required that the County continue to set aside designated parcels for the future provision of government services. Finally, he noted that the BCC, not the departments, ultimately made decisions regarding land use.

Ms. Charles explained that level-of-service needs could change if people relocated away from the county as a result of the housing shortage.

Mr. McClellan said priorities could be reassessed if circumstances changed.

Mr. Krieg requested that Mr. McClellan share his presentation, and Mr. Serrano agreed to distribute it to the attendees.

Mr. Bixler stated that strategic development and redevelopment were needed to increase land availability.

Mr. Johnson said that neighborhood revitalization, as discussed in the Housing Plan, was an important element of strategic development.

Mr. Gabriel inquired about the status of an RFP for the development of a surplus site on Okeechobee Boulevard.

Mr. McClellan stated that staff had begun preparing the RFP, but the County had prioritized the La Quinta property acquisition. The Okeechobee Boulevard parcel RFP would proceed once the La Quinta property was operational.

Mr. Krieg encouraged individuals with questions about specific sites to contact Mr. McClellan directly.

Mr. Krieg asked Mr. McClellan to provide examples of how staff had implemented the most recent BCC direction regarding civic sites.

Mr. McClellan discussed a site on Military Trail north of Okeechobee Boulevard that had been approved. He said that the availability of the land depended upon how quickly the developer moved through the regulatory process, which typically took approximately three years after approval of a development order.

Mr. Krieg inquired about the Melrose PUD property.

Mr. McClellan said the County was likely to review the site's intended use in the future. He agreed to let the CAH know of any developments regarding the property.

Mr. Krieg stated that the CAH needed the BCC to assist by providing direction to staff if the Board believed affordable housing should be prioritized over other needs.

Commissioner Powell discussed the need for caution before overriding decisions that had been made by planners who were taking long-term needs into consideration. He also stated that developers profited by constructing rental units, even if the units were encumbered by affordability restrictions, because the developers retained ownership of the units.

Ms. Charles stated that community engagement efforts were needed to educate the public about who qualified for affordable housing.

Ms. Fields expressed agreement with Ms. Charles's comments, and Mr. McClellan stated that education could help overcome misconceptions about affordable and workforce housing.

Mr. Krieg thanked Mr. McClellan for his presentation.

(CLERK'S NOTE: Ashley Whidby left the meeting.)

b. 2025-2026 SHIP

Ms. George delivered a slide presentation. She explained that the Florida Housing Finance Corporation (FHFC) required the County to have a Local Housing Assistance Plan (LHAP) approved every three fiscal years beginning July 1st. In order to receive State Housing Initiatives Partnership Program (SHIP) funding, Florida Statutes required that a new LHAP be adopted via a resolution and submitted to the FHFC for approval on or before the April 8th deadline.

Ms. George provided the income guidelines for 2025 and reported that the estimated budget for FY 2025-26 was \$7,725,605. She also discussed HED's proposed funding allocation for the following strategies:

- purchase assistance;
- owner-occupied housing rehabilitation;
- utility connections;
- emergency repairs;
- foreclosure prevention;
- the Developer Rental Assistance Program;
- new single-family construction;
- the first mortgage loan assistance program;
- replacement housing;
- disaster assistance; and
- rental housing assistance.

Ms. Fields informed the CAH that the projected SHIP distribution estimate reflected a reduction from the prior fiscal year.

Mr. Bixler requested a funding allocation breakdown for the previous three years.

Mr. Serrano said he would redistribute HED's document containing that information.

Mr. Bixler encouraged HED to publicize the income eligibility numbers.

Ms. Charles stated that Community Partners of South Florida offered application assistance.

Ms. George said HED offered an orientation once funding became available.

Mr. Krieg expressed agreement with Mr. Bixler regarding the need to inform the public about income eligibility requirements.

Discussion ensued regarding efforts to publicize the information.

Mr. Serrano suggested that HED incorporate information about eligibility requirements and household size into its advertisement.

MOTION to approve the proposed LHAP budget. Motion by Nicholas Bixler, seconded by Amy Robbins, and carried 8-0.

c. Heirs Property Family Wealth Protection Program

The item was postponed until the August 21st CAH meeting.

VIII. Member Comments

Mr. Krieg thanked staff for their efforts.

IX. Adjourn

MOTION to adjourn. Motion by Tim Kubrick, seconded by Shirley Erazo, and carried 8-0.

At 12:00 p.m., the chair declared the meeting adjourned.