

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

SEPTEMBER 19, 2024

**THURSDAY
10:30 A.M.**

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

MEMBERS:

Commissioner Mack Bernard
Nicholas Bixler
Brandon Cabrera
George “Adam” Campbell
Lynda Charles
Shirley Erazo
William “Elliott” Johnson
Ezra M. Krieg, Chair
Tim Kubrick
Amy Robbins, Vice Chair
Ashley Whidby

COUNTY STAFF PRESENT:

Jonathan Brown, Director II, Housing and Economic Development (HED)
Yvette Cueto, Planner II, HED
Carlos Serrano, Division Director II, HED

PRESENT VIA WEBEX:

Carol Bowen, Carol Bowen Strategies
Sheila Brown, Senior Planner, HED
Suzanne Cabrera, President & CEO, Housing Leadership Council (HLC)
Andres Defelice, Development Manager, Green Mills Group
Jeff DeMario, Chief Executive Officer, Vita Nova
Tammy Fields, Assistant County Administrator
Lesley George, Housing Liaison, HED
Natalie Gonzalez
Joyce Grimm, Planner II, HED
Michael Howe, Planning, Zoning and Building
Dorina Jenkins-Gaskin, Division Director III, HED
Elizabeth Jo Miller, Principal Planner, HED
Roslynne Powell, Housing Program Coordinator, HED
Stefania Russell, Planner II, HED
Bill Zunamon, Vice President of Development, NRP Group

**COMMISSION ON AFFORDABLE
HOUSING**

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:
Jillian Zalewska, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 10:35 a.m.

II. Roll Call

Present: Adam Campbell, Lynda Charles, Elliott Johnson, Ezra Krieg, Tim Kubrick, and Amy Robbins

Absent: Commissioner Bernard, Brandon Cabrera, Nicholas Bixler, and Ashley Whidby

Via Webex: Shirley Erazo

At Mr. Krieg's invitation, the online attendees introduced themselves.

(CLERK'S NOTE: Nicholas Bixler joined the meeting after the roll call.)

III. Approval of Remote Attendance

MOTION to approve remote attendance. Motion by Adam Campbell, seconded by Elliott Johnson, and carried 7-0.

IV. Approval of Agenda

MOTION to approve the agenda. Motion by Adam Campbell, seconded by Lynda Charles, and carried 8-0.

V. Approval of Minutes (August)

MOTION to approve the minutes of August 2024. Motion by Adam Campbell, seconded by Amy Robbins, and carried 8-0.

VI. Old Business

CAH Incentives Review

Mr. Krieg stated that the committee needed to submit its incentive recommendations report to staff by October.

The members reviewed the prior year's incentive recommendations and provided direction as follows:

- Expedited processing of approvals of development orders or permits for affordable housing

The CAH had recommended in 2023 to offer expedited approval for projects in which 65 percent or more of the total housing units created were workforce or affordable. The committee also recommended that the County create a position or designate an individual to shepherd development applications through the approval process.

Mr. Serrano stated that the Building Division had implemented the first part of the recommendation by modifying its permit application software to allow workforce and affordable housing projects to be identified and expedited. He also informed the committee that Planning, Zoning and Building (PZB) was considering the creation a shepherd position but had not yet assigned that responsibility to any individual. He noted that all prospective applicants were offered a preapplication meeting.

Mr. Krieg discussed the possibility of including utilization of a third-party expediter in the committee's recommendation.

Discussion ensued regarding the cost of using a third-party expediter, and Ms. Charles expressed concern that the mechanism would not be accessible to nonprofit developers.

Discussion continued regarding accessibility to nonprofits, and Mr. Krieg proposed allowing the use of third-party expediters while making funds available to assist nonprofit developers who wished to utilize the service.

Mr. Brown inquired where the nonprofits would obtain the funds, and Mr. Krieg responded that the Board of County Commissioners (BCC) could make the funds available.

The members agreed to prioritize creation of the shepherd position.

Discussion continued regarding funding.

MOTION to modify the existing recommendation to add language offering the option of utilizing a third-party expediter and to pursue funding from any source to assist nonprofit developers who wished to access third-party expediting services. Motion by Adam Campbell, seconded by Amy Robbins, and carried 8-0.

- Fee waivers for provided for the development or construction of affordable housing

The CAH had recommended in 2023 to provide a transparent fee structure and clear directions to the public, offer a reduction and/or a deferral of fees for affordable and workforce housing, and require a municipal fee reduction for State Housing Initiatives Partnership (SHIP) program projects.

Mr. Serrano explained that the Zoning Division offered an online fee calculator that allowed any developer or member of the public to estimate the fees for a project. He also stated that, although the County did not waive impact fees, it utilized a fee assistance program through which 50 percent of funds received from interest earnings generated by impact fee collections were made available to developers of affordable housing. The prior year, staff had not recommended deferring collection of impact fees or requiring municipalities to offer a fee reduction for SHIP-funded projects, and the BCC had not approved the recommendations.

Mr. Johnson proposed that the CAH continued to recommend deferral of fees. He also suggested that the fee structure for the Transfer of Development Rights (TDR) should be reconsidered.

Responding to a question posed by Mr. Serrano, Mr. Krieg stated that the fees would be deferred until issuance of a certificate of occupancy.

Mr. Brown stated that the impact fee assistance program would not apply to projects for which fees were deferred.

Discussion ensued regarding the reduction or elimination of TDR fees, and the members agreed to recommend eliminating the fees.

MOTION to maintain the incentive recommendation from 2023 with the addition of language recommending elimination of TDR fees. Motion by Adam Campbell, seconded by Nicholas Bixler, and carried 8-0.

- Reservation of infrastructure capacity for housing for very low-income persons, low-income persons, and moderate-income persons

Mr. Serrano stated that the County permitted workforce and affordable housing development to exceed service standards by 30 percent, which also increased traffic concurrency. He also noted that the CAH had acknowledged the necessity of maintaining traffic and infrastructure concurrency as well as sound engineering practices.

MOTION to maintain the recommendation from 2023, which maintained the existing incentive of allowing workforce and affordable housing development to exceed service standards by 30 percent. Motion by Lynda Charles, seconded by Elliott Johnson, and carried 8-0.

- Accessory Dwelling Units (ADUs)

In 2023, the CAH had recommended the easing of County restrictions on ADUs, including elimination of the requirement for an electrical feed from the main home. The committee had also proposed that ADUs not be counted as separate housing units for purposes of density calculations.

Mr. Serrano stated that PZB had made some changes to ADU regulations but was opposed to allowing a separate electrical meter.

Discussion ensued regarding ADUs.

MOTION to maintain the recommendation from 2023 with the addition of language allowing by-right establishment of affordable ADUs for all single-family residential units, consistent with the Housing for All Plan and in furtherance of the Comprehensive Plan Future Land Use Element Sec. 1(D). Motion by Nicholas Bixler, seconded by Elliott Johnson, and carried 8-0.

(CLERK'S NOTE: Amy Robbins left the meeting.)

- Support of development near transportation hubs and major employment centers and mixed-use developments

The CAH had recommended in 2023 that the County review with local governments and transportation providers a comprehensive solution for siting affordable housing near transportation hubs.

Discussion ensued regarding the recommendation.

Mr. Bixler suggested that Palm Tran bus stops be included in consideration of transit-oriented development.

Discussion continued.

Mr. Serrano stated that staff would invite representatives from the Transportation Planning Agency or the Metropolitan Planning Organization to address the committee regarding transportation-related issues.

MOTION to maintain the recommendation from 2023 with the addition of language stating that transportation would be an area of focus for the CAH in the upcoming year. Motion by Nicholas Bixler, seconded by Adam Campbell, and carried 7-0.

Mr. Krieg stated that discussion of the remaining incentive items would be deferred to the October committee meeting.

VII. New Business

There was no new business.

VIII. Member Comments

There were no member comments.

Mr. Brown reported that some developers who were receiving state and federal funding had been implementing mid-lease rental increases. To address the issue, the County was going to add language to its agreements that would prevent developers from changing rents outside of the lease renewal period.

Mr. Krieg proposed that the committee take up the issue at the October meeting.

Mr. Serrano said that the item would be added to the October agenda under “New Business.”

IX. Adjourn

MOTION to adjourn. Motion by Adam Campbell, seconded by Lynda Charles, and carried 7-0.

At 11:42 a.m., the chair declared the meeting adjourned.