

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

**OCTOBER 6, 2022**

**WEDNESDAY  
10:30 A.M.**

**100 AUSTRALIAN AVENUE  
WEST PALM BEACH, FL**

**MEMBERS:**

Commissioner Mack Bernard  
John-Anthony Boggess  
George "Adam" Campbell  
Lynda Charles  
Timothy Coppage  
Corey O'Gorman  
William "Elliott" Johnson  
Ezra M. Krieg, Vice Chair  
Amy Robbins  
Aquannette Thomas  
Leonard "Len" A. Tylka, Chair

**COUNTY STAFF PRESENT:**

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

**PRESENT VIA TELECONFERENCE:**

Suzanne Cabrera, President and CEO, Housing Leadership Council (HLC)  
Lesley George, Housing Liaison, HED  
Joyce Grimm, Planner II, HED  
Timothy Kubrick, Director of Labor Relations, School District of Palm Beach County  
Elizabeth Jo Miller, Senior Planner, HED  
Stefania Russell, Planner II, HED  
Michael Sklar, Principal Planner, HED

**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 10:32 a.m.

**II. Roll Call**

**Present:** Adam Campbell, Timothy Coppage, Elliott Johnson, Ezra Krieg, Corey O’Gorman, and Len Tylka

**Absent:** Commissioner Mack Bernard, Lynda Charles, John-Anthony Boggess, Amy Robbins, and Aquanette Thomas

(CLERK’S NOTE: Mr. Kubrick attended the meeting as a proxy for Mr. Boggess.)

**III. Approval of Remote Attendance**

**MOTION to approve remote attendance. Motion by Corey O’Gorman, seconded by Timothy Coppage, and carried 6-0.**

**IV. Approval of Agenda**

**MOTION to approve the agenda. Motion by Ezra Krieg, seconded by Timothy Coppage, and carried 7-0.**

**V. Old Business**

a. 2022 Incentives Review

HED Director II Carlos Serrano introduced the agenda item and delivered a slide presentation to facilitate discussion. Members were presented with a draft document for review.

Mr. Tylka initiated a discussion of the recommendation to continue expediting development approvals and building permits for affordable housing projects.

Mr. Johnson discussed the possibility of offering the incentive for projects that did not meet the current requirement that 65 percent of the total units be affordable or workforce housing.

(CLERK’S NOTE: Lynda Charles joined the meeting at 10:37 a.m.)

**MOTION to consider offering expedited approval for projects with less than 65 percent of total housing units as affordable or workforce housing. Motion by Elliott Johnson.**

After discussion, the members agreed that Mr. Johnson’s proposal should be reserved for future consideration.

Mr. Serrano agreed to add the proposal to the portion of the recommendation in which the commission’s discussions were summarized.

**MOTION to approve the existing draft incentive report language regarding expedited processing. Motion by Corey O’Gorman, seconded by Timothy Copping.**

The members proceeded to a discussion of the recommendation that the County designate an individual to assist with shepherding development applications through the approval process.

Discussion ensued regarding the wording of the recommendation. The members agreed the wording should be revised to indicate that the commission strongly recommended the establishment of the shepherding position.

**AMENDED MOTION to approve the language as revised. Motion by Corey O’Gorman, seconded by Timothy Copping, and carried 8-0.**

Mr. Tylka initiated a discussion of the recommendation that the County develop a transparent fee structure.

A discussion ensued regarding inclusion of water and sewer connection costs within the recommendation.

Mr. Johnson suggested that water and sewer connection costs be added to the list of additional fees to avoid confusion as to whether or not they were included.

Mr. Brown noted that State Housing Initiative Partnership Program (SHIP) fees were distributed countywide, and the commissioners clarified that they were requesting the fees be listed, not that they be waived.

Mr. Copping asked for clarification about the allocation of SHIP dollars and if local cities were required to match funds.

Mr. Brown explained that some municipalities lacked the means to match funds and were instead encouraged to provide incentives such as expedited permitting.

Mr. Serrano clarified that the most recent SHIP request for proposal (RFP) specifically required cities to commit to expedited permitting for SHIP-funded projects.

Mr. Copping inquired if the CAH could request a waiver of water and sewer connection fees for SHIP-funded projects.

Mr. Brown replied that if the CAH were to make that recommendation, HED could request that the Board of County Commissioners and County administration support the stipulation.

The members agreed to include an additional incentive recommendation specifying that local communities were required to utilize additional incentives, including a waiver of fees, for projects that utilized SHIP funds.

**MOTION to include an additional incentive requiring that local communities utilize additional incentives, including a waiver of fees, for SHIP-funded projects. Motion by Elliott Johnson, seconded by Timothy Coppage, and carried 8-0.**

Mr. Serrano asked the commission to clarify the wording they wished to use regarding the listing of fees.

Mr. Johnson suggested that verbiage regarding utilities fees be incorporated into the recommendation for a transparent development fee structure.

Mr. Tylka initiated a discussion of the incentive strategy regarding infrastructure capacity. The members agree to maintain the recommendation as written.

Mr. Tylka proceeded to the incentive recommendation regarding accessory dwelling units (ADUs).

Mr. Serrano indicated that the recommendation would be revised to reflect that removal of a kitchen from an ADU was required when the owner vacated the primary residence.

The commission proceeded to a discussion of the incentives regarding parking and setback requirements and flexible zoning, and it was agreed to maintain the recommendations as written.

Mr. Tylka initiated a discussion of the incentive regarding modification of street requirements.

Mr. Johnson suggested incorporating language recommending that the County continue to base street design requirements on sound engineering practices, and the members agreed.

**MOTION to add the recommendation that the County continue to base street design requirements on sound engineering practices. Motion by Elliott Johnson, seconded by Corey O’Gorman, and carried 8-0.**

The commission proceeded to discuss the incentive regarding the establishment of a process by which a local government would consider, before adoption, any policies, procedures, ordinances, regulations, or plan provisions that would increase the cost of housing.

After a brief discussion, Mr. Johnson suggested recommending the adoption of a comprehensive countywide housing plan.

**MOTION to recommend that the County consider adoption of a comprehensive countywide housing plan. Motion by Elliott Johnson, seconded by Adam Campbell.**

The members discussed including language in the recommendation that specifically addressed affordable and workforce housing.

**AMENDED MOTION to recommend that the County consider adoption of a comprehensive countywide housing plan including workforce and affordable housing. Motion by Elliott Johnson, seconded by Adam Campbell, and carried 8-0.**

Mr. Tylka initiated a discussion of the incentive regarding provision of an inventory of public lands suitable for affordable housing. The only modification made to the recommendation was correction of a typing error.

The members proceeded to a discussion of the recommendation regarding flexible zoning, and no modifications were made.

The commission took up the recommendation regarding development of affordable housing near transportation hubs.

Mr. Johnson said that the transportation issue would be addressed as part of the proposed comprehensive housing plan.

Discussion ensued regarding the verbiage of the recommendation, and the members agreed to revise the language to include the word "review."

**MOTION to adopt the revised language. Motion by Ezra Krieg, seconded by Corey O’Gorman, and carried 8-0.**

## **VI. New Business**

Mr. Tylka spoke about an article in *Florida Trend* magazine that discussed how certain municipalities had modified zoning requirements to allow construction of affordable multifamily housing developments.

Discussion ensued regarding the effect of the affordable housing shortage on the local workforce.

Ms. Charles suggested inviting St. Petersburg’s city planner to attend a CAH meeting to discuss some of the strategies being successfully implemented in Pinellas County.

Mr. Krieg noted that the commission had discussed inviting a representative from the school district to attend the December meeting.

(CLERK'S NOTE: Mr. Krieg left the meeting at 11:20 a.m.)

Mr. Brown distributed handouts about the state of housing as discussed in community forums and discussed the County's efforts to disseminate information about activities regarding affordable housing.

**MOTION to adjourn. Motion by Elliott Johnson, seconded by Timothy Coppage, and carried 7-0.**

**At 11:21 a.m., the chair declared the meeting adjourned.**