

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

**AUGUST 15, 2024**

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

**2300 N. JOG ROAD  
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:**

Maria Bello, Planning, Zoning and Building (PZB)  
Yvette Cueto, Planner II, Housing and Economic Development (HED)  
Tammy Fields, Assistant County Administrator  
Sherry Howard, Division Director V, HED  
Jerome Ottey, Principal Site Planner, PZB  
Carlos Serrano, Division Director II, HED

**PRESENT VIA WEBEX:**

Carol Bowen, Carol Bowen Strategies  
David Brandt, Executive Director, Housing Finance Authority  
Sheila Brown, Senior Planner, HED  
Suzanne Cabrera, President & CEO, Housing Leadership Council (HLC)  
Kevin Fischer, Principal Planner, PZB  
Lesley George, Housing Liaison, HED  
Joyce Grimm, Planner II, HED  
Elizabeth Jo Miller, Principal Planner, HED  
Meri Weymer, Economic Development Director

**ALSO PRESENT:**

Jeff DeMario, Vita Nova

**COMMISSION ON AFFORDABLE  
HOUSING**

Patrick Maloy, Prime Strategies  
Ama Romaine, Progress Residential

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 10:31 a.m.

**II. Roll Call**

**Present:** Commissioner Bernard, Brandon Cabrera, Adam Campbell,  
Shirley Erazo, Ezra Krieg, and Tim Kubrick

**Absent:** Nicholas Bixler, Elliott Johnson, and Ashley Whidby

**Via Webex:** Lynda Charles and Amy Robbins

**III. Approval of Remote Attendance**

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

**MOTION to approve remote attendance. Motion by Adam Campbell, seconded by Shirley Erazo, and carried 6-0.**

**IV. Approval of Agenda**

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

**MOTION to approve the agenda. Motion by Brandon Cabrera, seconded by Shirley Erazo, and carried 9-0.**

**V. Approval of Minutes (May and June)**

(CLERK'S NOTE: Commissioner Bernard left the meeting.)

**MOTION to approve the minutes of July 2024. Motion by Ashley Whidby, seconded by Tim Kubrick, and carried 8-0.**

**VI. PZB Update**

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

Ms. Bello addressed the committee to provide an update regarding a PZB workshop held in June and a follow-up meeting that had taken place on August 14<sup>th</sup>. The workshop concerned potential changes to the Workforce Housing Program. Ms. Bello stated that PZB had been focusing on compliance monitoring to ensure that properties were following the rules about how much they were permitted to charge. She said that code changes had been implemented in November of 2023, but there were several policy issues that had been presented to the Board of County Commissioners (BCC) in June of 2024.

Ms. Bello explained that one item of concern was the limited geographic application of the Workforce Housing Program to the unincorporated portion of the county in the eastern coastal areas of the urban suburban tier. She also discussed the possibility of implementing an annual recertification requirement for program participants. Finally, Ms. Bello reported that a survey form would soon be available on the PZB website to allow stakeholders to submit their comments.

Discussion ensued regarding tenant recertification.

Ms. Fields raised a concern about the existence of a lease provision at certain rental properties that allowed landlords to raise rent mid-lease if AMI calculations changed. She stated that the County was going to prohibit this from occurring at properties where County funds were utilized.

## **VII. Old Business**

(CLERK'S NOTE: Item VII.b was taken up at this time.)

### **b. RFP for County-Owned Property**

Mr. Ottey briefly discussed a proposal to implement a Type 2 waiver process that would allow a reduction in parking for affordable housing projects. He explained that the waiver would be restricted to projects in the urban redevelopment area overlay, which was close to public facilities and transportation. The BCC would have the authority to approve projects, and the applicant would be required to justify the request for reduced parking.

Mr. Krieg initiated a discussion of the upcoming issuance of an RFP for a County-owned parcel.

Mr. Serrano stated that the subject property was located on the north side of Okeechobee Boulevard and east of Florida's Turnpike. The property had been declared surplus, and the RFP would offer the parcel for the development of workforce or affordable housing, either rental or for sale.

Ms. Erazo inquired about the size of the parcel, and Mr. Serrano replied that it was 6.34 acres.

Responding to a question posed by Mr. Bixler, Mr. Serrano said that he would find out if the property was subject to the provisions of the Live Local Act.

(CLERK'S NOTE: The order of the agenda was restored at this time.)

**a. CAH Incentives Review**

Mr. Serrano introduced a document he had distributed to the members that outlined how several localities had addressed the various incentive areas.

Mr. Krieg asked the members to note any items in the document that they wanted to include in following year's recommendations report. He requested that they bring suggestions to the next meeting.

Mr. Serrano discussed the following incentive areas outlined in the report:

- Expedited permitting

Mr. Serrano stated that several jurisdictions utilized different methods of expedited permitting to incentivize development of affordable housing. Mr. DeMario inquired about the time frame for expedited projects in Palm Beach County, and Mr. Serrano said that information could be obtained from the Building Division.

- Fee waivers

Mr. Serrano stated that Palm Beach County did not waive impact fees, but there was a local funding source available as well as interest earnings from certain impact fees.

Ms. Fields noted that PZB waived processing fees for certain applications.

- Flexible density for affordable housing

Mr. Serrano reported that almost all of the other jurisdictions included in staff's review offered density bonuses and allowed flexibility in density requirements for affordable housing development.

- Reserving infrastructure capacity specifically for affordable housing

Mr. Serrano said that Engineering and Public Works provided some flexibility in requirements for affordable development related to impacts on roadways and traffic, but the incentive was not widely utilized within the county or in other jurisdictions.

- Accessory dwelling units (ADUs)

Mr. Serrano stated that PZB had changed property development regulations to address limitations on ADUs and had implemented the CAH's recommendation to eliminate the requirement that a kitchen be removed from an ADU if the property owner vacated the primary housing unit. The recommendation to allow a separate electrical meter had not been implemented. He also noted that the City of Orlando had taken steps to loosen regulations regarding ADUs approximately a decade ago.

- Parking and setback requirements

Mr. Serrano reported that jurisdictions took different approaches, but the incentive was not widely utilized.

- Flexible lot requirements and zero lot lines

Mr. Serrano explained that the item fell within the parameters of the CAH's recommendation regarding flexible zoning. He stated that several localities offered flexibility across all housing types and not limited to affordable housing.

- Modification of street requirements for affordable housing

Mr. Serrano stated that the County Engineer had determined that it was necessary to maintain minimal functionality standards and did not recommend deviating from the requirements. He also said that Hillsborough was the only county implementing the incentive.

- Process by which local government considered the impact of local regulations and policies on affordable housing

Mr. Serrano noted that different approaches were utilized in other counties and municipalities.

- Inventory of locally owned public lands

Mr. Serrano summarized the CAH's previous discussions regarding surplus property and stated that other jurisdictions took a variety of approaches, with some being more aggressive in making public land available for development.

- Transit-oriented development

Mr. Serrano noted that there were limited transit-oriented development options in the areas under the County's jurisdiction, but there were provisions in the Comprehensive Plan to offer incentives for additional density near transportation centers. He also stated that other localities offered different levels of incentives for transit-oriented development.

## **VIII. New Business**

### **Custom Property Development Regulations**

Due to Mr. Johnson's absence, Item VIII was not taken up by the committee.

## **IX. Member Comments**

Ms. Charles thanked Mr. Serrano for providing the information regarding the implementation of incentives in other jurisdictions. She also commended the County for donating land to nonprofits and discussed a recent affordable housing project developed in partnership with the Community Land Trust.

Mr. Krieg thanked Ms. Robbins for acting as chair at the previous month's meeting, thanked staff for their work, and welcomed the new members to the CAH. He also discussed a request by a representative of Dixie Manor Apartments to address the CAH. Finally, Mr. Krieg informed the members that the BCC workshop on September 24<sup>th</sup> would focus on recent legislation regarding homelessness. He encouraged everyone to attend.

Discussion ensued regarding the legislation. Ms. Fields noted that Palm Beach County had been actively engaged in assisting unsheltered residents since the 1990's and was not simply reacting to the new legislation.

Mr. Cabrera stated that Palm Beach County Sheriff's Office was committed to participating in efforts to assist unhoused residents.

Ms. Fields discussed the changing characteristics of the homeless population in recent years, citing the effects of economic factors and increasing expenses.

## **X. Adjournment**

**MOTION to adjourn. Motion by Adam Campbell, seconded by Ashley Whidby, and carried 9-0.**

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