

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

**JULY 13, 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  
Lesley George, Housing Liaison, HED  
Dorina Jenkins-Gaskin, Division Director III, HED  
Carlos Serrano, Division Director II, 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, Ezra Krieg, Elliott Johnson, Corey O'Gorman, and Len Tylka

**Absent:** Commissioner Bernard, John-Anthony Boggess, and Lynda Charles

**Via Teleconference:** Amy Robbins and Aquannette Thomas

### **III. Approval of Remote Attendance**

**MOTION to approve remote attendance. Motion by Ezra Krieg, seconded by Elliott Johnson, and carried 6-0. Amy Robbins and Aquanette Thomas abstained.**

### **IV. Approval of Agenda**

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

### **V. Approval of Minutes**

**MOTION to approve the minutes from the April 6, 2022, meeting. Motion by Ezra Krieg, seconded by Adam Campbell, and carried 8-0.**

### **VI. Old Business**

#### **a. Update on Housing & Bond Plan**

Carlos Serrano, HED Division Director II, reported that on June 21, 2022, the Board of County Commissioners (BCC) had approved a resolution that would allow the proposed \$200 million housing bond to appear on the November general election ballot. He also stated that funding would most likely become available in mid-2023 if the bond issuance were to be approved. Mr. Serrano said that County staff had been collaborating with the Housing Leadership Council (HLC) and other stakeholders to develop an allocation process for the funds.

Jonathan Brown, HED Director II, stated that the BCC would make the final decision on the bond allocation process, and specifically on requirements related to multifamily and single-family development projects.

Mr. Serrano explained that funds would be disbursed through a competitive process for both multifamily and single-family projects.

Mr. Tylka cautioned against allowing funding allocations to be determined through a lottery-style system because that would make it difficult to target geographical areas with the highest need for affordable and workforce housing.

Mr. Brown said that HED was investigating opportunities to provide extra points to rental property developers offering rental rates lower than those offered by the Florida Housing Finance Corporation (FHFC).

Mr. Tylka said that one of the remedies that had been implemented in the past was a transition from a universal cycle to an RFP model.

(CLERK’S NOTE: Commissioner Bernard joined the meeting.)

(CLERK'S NOTE: Lynda Charles joined the meeting.)

Mr. Johnson stated that the types of funding allocation issues discussed by Mr. Tylka were less likely to arise because the proposed bond issue was part of a larger housing plan.

**b. FY 2022-2023 SHIP Funding Allocation (Lesley George)**

Lesley George, HED Housing Liaison, delivered a slide presentation detailing the proposed allocation of SHIP funds for fiscal year 2022-2023.

Mr. Tylka asked if there were any funds remaining from the prior fiscal year.

Dorina Jenkins-Gaskin, HED Division Director III, explained that SHIP funds had to be spent within three years and that the funds from the prior fiscal year had not yet been allocated.

Mr. Brown said that staff planned to present the proposed funding allocations to the BCC for approval in September. He also said that replacement housing was not included in the 2022-2023 funding recommendations because of its high cost.

Mr. Krieg asked what considerations affected changes in the funding proposal for the 2022-2023 fiscal year relative to the prior fiscal year.

Ms. Gaskin said that the funding allocation decisions were based on demonstrated need and that more individuals needed assistance with rehabilitation and emergency repairs.

Ms. Charles asked if SHIP funds were being allocated for neighborhood revitalization, which could increase housing inventory.

Mr. Brown stated that the funds were subject to first-come, first-ready, first-approved requirements that limited the ability to target particular communities.

Discussion continued regarding the SHIP funds.

**MOTION to approve the proposed SHIP funding allocations. Motion by Elliott Johnson, seconded by Corey O’Gorman, and carried 10-0.**

**VII. New Business**

**Incentives Review**

Mr. Serrano discussed CAH’s statutory responsibility to produce an annual affordable housing incentives review report.

Mr. Krieg inquired about the status of Westgate CRA as a possible test entity for the implementation of the CAH's flexible zoning recommendations.

Mr. Serrano reported that Lisa Amara, Division Director IV of Planning, Zoning and Building (PZB), had said that PZB was interested in the flexible zoning approach for Westgate CRA but needed to find an interested developer.

Discussion ensued regarding possible strategies for raising awareness among developers of the incentive opportunity.

Mr. Johnson suggested continuing conversations regarding incentives such as expedited review and fee waivers, which were discussed in the last cycle, and whether the commission wanted to take up consideration of topics including accessory dwelling units (ADUs) and County-owned real estate.

Mr. Tylka stated that metrics were needed to determine if the expedited permitting process was effective.

Mr. Johnson said that the County's response indicated that a housing liaison would be selected from HED to help guide applicants whose projects included a significant percentage of affordable or workforce housing units.

Commissioner Bernard said that it would be helpful to have a liaison from PZB as well as from HED.

Discussion continued regarding strategies for facilitating coordination between PZB and HED.

Mr. Brown said that PZB was in the process of upgrading its permit system and that the new system would allow affordable and workforce housing projects to be flagged.

Mr. Krieg suggested adding proposed target dates to the recommendations.

Mr. Brown stated that the commission needed to determine what percentage of affordable or workforce housing should be required for a project to qualify for the expedited process.

Mr. Tylka emphasized the importance of having a liaison at PZB because PZB would be the first point of contact for a developer.

Commissioner Bernard said that CAH should designate what percentage of affordable or workforce housing would qualify a project for expedited permitting.

Mr. Tylka said that the expedited processing should be utilized as a tool to attract developers who usually focused on market-rate projects.

Ms. Charles stated that if too high a percentage of affordable and workforce housing were required, an expedited permitting process would not be a sufficient incentive to attract developers.

Mr. Coppage suggested that in addition to the percentage of workforce and affordable housing, the status of the applicant's project should be considered.

Discussion ensued regarding the percentage of affordable and workforce housing that should be required for a project to qualify for incentives.

Ms. Charles recommended that to qualify, developers should target the demographic earning up to 120 percent of the area median income (AMI).

Mr. Brown said that SHIP, the primary funding source, had a limit of 140 percent of the AMI.

Mr. Johnson suggested consulting the HLC about developing a recommendation.

Mr. Tylka discussed the importance of utilizing data in the decision-making process.

Jose Rivera, attending via teleconference, discussed census-based data available from the Neighborhood Assistance Corporation of America.

The members agreed that Ms. Charles would consult with HLC and report to the committee about the implications of raising or lowering the target AMI.

Mr. Tylka initiated a discussion of the flexible zoning incentive.

In response to a question by Mr. Krieg about strategies for promoting the incentive to developers, Mr. Serrano suggested consulting PZB.

Mr. Johnson said that he would speak with HLC's communications committee regarding ideas for promoting the incentive.

Mr. O'Gorman said that Westgate CRA might know of avenues through which they could advertise to property owners and developers.

Mr. Krieg suggested inviting a Westgate CRA member to attend a CAH meeting, and Mr. Brown said that Westgate CRA Executive Director Elizee Michel might not have yet spoken with PZB.

#### **COMMISSION DIRECTION:**

Mr. Krieg requested that staff report to the commission on the status of Westgate CRA's discussions with PZB.

The commission proceeded to a discussion of ADUs.

Mr. Tyka mentioned the importance of creating affordable and workforce housing units close to residents' workplaces.

Members discussed challenging the County's single-electrical meter requirement for ADUs to increase the inventory of affordable rental units.

Mr. Campbell said that it would be difficult to determine if ADUs with separate electrical meters qualified as affordable or workforce units. He also stated that other utility services should be considered.

Mr. Serrano said that PZB was concerned about the increase in density.

Mr. Coppage mentioned that communities could be adversely affected by an increase in the number of investor-owned properties.

Mr. Krieg said that the commission should consider how ADUs would affect density within communities.

Mr. Coppage expressed concerns about incentivizing investors to purchase properties in high-density areas.

Ms. Charles expressed agreement with Mr. Krieg about the importance of transparency and community involvement.

The commission agreed to continue the discussion about ADUs at the next meeting.

### **VIII. Member Comments**

The members suggested meeting with PZB staff in September and considered changing the August meeting date because of scheduling conflicts.

### **IX. Adjourn**

**MOTION to adjourn. Motion by Elliott Johnson, seconded by Corey O'Gorman, and carried 10-0.**

**At 12:06 p.m., the chair declared the meeting adjourned.**

APPROVED:

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Chair/Vice Chair