

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

OCTOBER 16, 2025

**THURSDAY
10:30 A.M**

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

MEMBERS:

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

COUNTY STAFF PRESENT:

Yvette Cueto, Community Development Programs Specialist, Housing and Economic Development (HED)
Carlos Serrano, Deputy Director, HED
Malcolm Sommons, County Commission Assistant Chief of Staff I, County Commission

WEBEX ATTENDEES:

Jonathan Brown, Director II, HED
Suzanne Cabrera, Housing Leadership Council
Paulette Edwards, Community Development Programs Specialist, HED
Tammy Fields, Deputy County Administrator
Lesley George, Housing Liaison, HED
Joyce Grimm, Community Development Programs Specialist, HED
Michael Howe, Senior Planner, Planning Zoning and Building
Elizabeth Jo Miller, Community Development Programs Manager, HED
Derrek Moore, Impact Fee Manager, Office of Financial Management and Budget (OFMB)
Scarlett McDowell, Development Associate, McDowell Housing Partners
Roslynne Powell, Housing Program Coordinator, HED
Stefania Russell, Community Development Programs Coordinator, 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 10:37 a.m.

II. Roll Call

Present: Ezra Kreig, Amy Robbins, Nicholas Bixler, Adam Campbell,
and Tim Kubrick

Absent: Brandon Cabrera, Lynda Charles, and Shirley Erazo

Present via Webex: Elliott Johnson, Commissioner Powell, and Ashley Whidby

(CLERK'S NOTE: Due to the absence of a quorum, no votes were taken.)

III. Approval of Remote Attendance

This item was not taken up.

IV. Approval of Agenda

This item was not taken up.

V. Approval of Minutes (August and September)

This item was not taken up.

VI. Old Business

There was no old business.

VII. New Business

2025 Incentives Review

Mr. Serrano provided an overview of the review process. He explained that, at the current meeting, the committee was responsible for formulating recommendations for the 2025 incentives review report. Those recommendations would subsequently be made available for public review in advance of the November CAH meeting, when any public comments on the draft report would be heard. The committee would then produce a final report to be adopted at the December meeting and then presented to the Board of County Commissioners in February of 2026.

Mr. Serrano proceeded to deliver a slide presentation summarizing the CAH's existing recommendations for each state-identified incentive area as well as the current status of any actions that had been taken toward implementing each recommendation.

The committee discussed each incentive area and provided recommendations as follows:

F.S. 420.9076(4)(a): The expedited processing of approvals of development orders or permits for affordable housing is expedited to a greater degree than other projects

Ms. Robbins inquired about the status of the CAH's prior recommendation that the County create or designate a "shepherd" position to assist with navigation of the approval process.

Mr. Serrano explained that PZB had not been able to hire any new staff but was encouraging developers to take advantage of the pre-application review process.

STAFF DIRECTION:

1.

Ms. Whidby requested that staff bring back information to clarify the amount of time saved by expediting affordable housing projects in comparison to other types of projects that were also eligible for expedited processing.

2.

Mr. Bixler requested that staff bring back information detailing the number of applications submitted to the County in the prior year for projects comprised of at least 65 percent affordable and/or workforce units. He also requested that staff provide the total number of applications that had been submitted for affordable housing projects.

Mr. Krieg stated that the CAH should review data at the beginning of each year regarding the number of affordable or workforce housing projects that had been submitted the previous year as well as the percentage of affordable units per project.

The CAH agreed to maintain its existing recommendation that the County continue to offer expedited processing for eligible affordable and workforce housing projects. The committee also recommended that the County either hire or designate an individual to act as a shepherd for applications and to consider utilizing an external third-party expeditor, with funding to be identified.

F.S. 420.9076(4)(b): All allowable fee waivers provided for the development or construction of affordable housing

The members decided that the committee would undertake a comprehensive review of all data and terminology associated with development-related fees and consider possible recommendations in the following year. The CAH also recommended that the County should continue to provide existing incentives.

F.S. 420.9076(4)(c): The allowance of flexibility in densities for affordable housing

(CLERK'S NOTE: This item was taken up as part of the final incentive area.)

F.S. 420.9076(4)(d): The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons

The CAH maintained its current recommendation that the County continue to provide current Traffic Performance Standards concessions for affordable and workforce development.

F.S. 420.9076(4)(e): Affordable accessory residential units (ADUs)

The CAH maintained the recommendation that ADUs not be counted as separate housing units for purposes of density calculations.

F.S. 420.9076(4)(f): The reduction of parking and setback requirements for affordable housing

The committee decided to review the existing setback requirements in different zoning and overlay areas and then determine if any recommendations were needed.

F.S. 420.9076(4)(g): The allowance of flexible lot configurations, including zero lot-line configurations for affordable housing

(CLERK'S NOTE: This item was taken up as part of the final incentive area.)

F.S. 420.9076(4)(h): The modification of street requirements for affordable housing

The CAH maintained its current recommendation that the County should continue to base street and related requirements for affordable housing on sound engineering practices.

F.S. 420.9076(4)(i): The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing

The CAH decided to maintain the existing recommendation that the County should implement the applicable recommendations of the Housing for All plan within the unincorporated areas of the county.

Mr. Serrano stated that he would provide information about changes to state requirements that were relevant to the incentive area recommendation.

F.S. 420.9076(4)(j): The preparation of a printed inventory of locally owned public lands suitable for affordable housing

The CAH recommended that the County continue its current practice of identifying all County-owned vacant and underutilized properties that could be subject to residential infill and redevelopment, regularly update the list of such properties, and make the inventory list available online. The committee added language to the recommendation indicating that the CAH supported current efforts to create infill residential units on available County land. In addition, the CAH proposed that a process be established whereby the designation of future land uses could be periodically audited to determine the possible suitability of parcels for development of affordable housing.

F.S. 420.9076(4)(k): The support of development near transportation hubs and major employment centers and mixed-use developments

The CAH maintained its existing recommendation that the County should review with local governments and transportation providers a comprehensive solution for affordable housing near transportation hubs.

Additionally, the committee decided to invite a representative to discuss transportation and affordable housing once the Countywide Transportation Master Plan planning process was underway.

Mr. Bixler proposed that the committee discuss the possibility of offering a waiver process or density bonuses for development near transit hubs.

Additional Incentive: Flexible Zoning/Custom Property Development Regulations (PDRs)

The CAH maintained its existing recommendation that the County should consider adoption of alternative PDRs communitywide, including a mechanism for flexible zoning and an approval process for custom property development regulations. In addition, the committee added language proposing that the County should work toward providing additional density incentives and bonuses for affordable and workforce housing in areas being targeted for redevelopment.

VIII. Member Comments

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

Mr. Krieg stated that a quorum was required for the December 18th meeting.

Discussion ensued regarding the members' schedules.

Mr. Krieg requested that staff poll the committee to determine if a quorum would be available.

Discussion ensued regarding the meeting scheduled for November 20th. Mr. Krieg requested that staff send a poll to the committee members to determine if the meeting date should be changed to November 13th.

IX. Adjourn

At 12:13 p.m., the chair declared the meeting adjourned.