

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

OCTOBER 24, 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:

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

WEBEX ATTENDEES:

David Brandt, Executive Director, Housing and Finance Authority, HED
Sheila Brown, Senior Planner, HED
Jeff DeMario, Chief Executive Officer, Vita Nova
Lesley George, Housing Liaison, HED
Joyce Grimm, Planner II, HED
Michael Howe, Planning, Zoning and Building (PZB)
Elizabeth Jo Miller, Principal Planner, HED
Skip Miller, Greenspoon Marder LLC
Jerome Ottey, Principal Site Planner, PZB
Roslynne Powell, Housing Program Coordinator, HED
Joseph W.
Bill Zunamon, Vice President of Development, NRP Group

CLERK OF THE CIRCUIT COURT & COMPTROLLER’S OFFICE STAFF PRESENT:

Chayanne Munet, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 10:34 a.m.

II. Roll Call

Present: Brandon Cabrera, Adam Campbell, Shirley Erazo, Ezra Krieg, Amy Robbins, and Ashley Whidby

Absent: Commissioner Mack Bernard, Elliott Johnson, and Tim Kubrick

Via Teleconference: Nicholas Bixler and Lynda Charles

III. Approval of Remote Attendance

MOTION to approve remote attendance. Motion by Ashley Whidby, seconded by Shirley Erazo, and carried 6-0.

IV. Approval of Agenda

MOTION to approve the agenda. Motion by Brandon Cabrera, seconded by Amy Robbins, and carried 8-0.

V. Approval of Minutes (September)

MOTION to approve the minutes. Motion by Brandon Cabrera, seconded by Amy Robbins, and carried 8-0.

VI. Old Business

Mr. Krieg asked Mr. Serrano to provide the commission with the information that was responsive to questions asked at the previous meeting.

Mr. Serrano spoke about the development approvals for affordable housing, the potential for expediting of projects, the development approval process, and impact fees.

Mr. Serrano delivered a presentation outlining the commission's recommendations and proposed incentives.

Mr. Serrano provided the commission with information regarding the modification of street requirements, and Mr. Krieg inquired about potential changes to parking requirements.

Mr. Serrano provided clarification regarding parking requirements and stated that they were separate from the street requirements.

Mr. Cabrera spoke about his meetings with city planners. He also discussed traffic lights and the costs of development, stating that if streetlights were required, development costs

could increase. Mr. Cabrera spoke about the possibility of reducing streetlight or right-of-way requirement thresholds.

Mr. Krieg recommended that the city planners be invited to a future CAH meeting to discuss their concerns and create a plan.

Mr. Campbell suggested that the committee discuss the possibility of constructing sidewalks on only one side of the road in affordable housing developments.

Mr. Cabrera spoke about the benefits of sidewalks being developed on both sides of the road, such as decreased costs for labor. Mr. Campbell provided the specific wording.

Mr. Bixler discussed accessibility and mobility concerns as well as potential safety issues for pedestrians and individuals with impaired mobility.

Mr. Cabrera stated that, due to the Americans with Disabilities Act, a certain number of sidewalks would still be required. Mr. Campbell noted that many factors could add to the cost of the sidewalk.

Discussion ensued regarding public and private walkways and rights-of-way.

Mr. Krieg suggested continuing the discussion at a future meeting as an agenda item.

Mr. Serrano continued his presentation with a discussion of the incentive area concerning establishment of a process by which local government would consider the impact of any policies, procedures, ordinances, and regulations that would increase the cost of affordable housing. He spoke about the processes for approval of the different types of regulations and the current functions of the Zoning Commission and their land development review.

Mr. Serrano spoke about the recommendation from the committee regarding a countywide housing plan and stated that it had received support and was endorsed by the Board of County Commissioners (BCC).

Mr. Krieg proposed that the CAH recommend that the BCC continue to work on implementing the Housing for All Plan in unincorporated areas as appropriate.

Mr. Serrano's presentation continued with a discussion of the preparation of a printed inventory of properties. He also provided an overview of the Property and Real Estate Management (PREM) division's responsibilities.

Discussion ensued regarding surplus properties.

(CLERK'S NOTE: Elliott Johnson joined the meeting via teleconference.)

Mr. Johnson spoke about land development and financial feasibility, stating that either more density was required, or the design would have to be addressed to allow the land development to be profitable. Mr. Johnson stated he had met with Kevin Ratterree from GL Homes, who had submitted draft language to the County regarding flexible property regulations.

Mr. Bixler requested that Mr. Johnson share the information he had received from County staff regarding cottage homes.

Discussion ensued regarding property development regulations.

Discussion ensued regarding increasing density.

Mr. Cabrera spoke about Parks and Recreation and their code.

Discussion continued.

Mr. Krieg inquired about Mr. Johnson's recommendation, and Mr. Johnson responded that the recommendation would be for the next year.

Mr. Krieg stated that they would dedicate a meeting to Mr. Johnson's presentation.

(CLERK'S NOTE: Mr. Campbell left the meeting.)

Mr. Cabrera raised concerns about two codes that could potentially interfere with the advancement of projects from Parks and Recreation and the Fire Department. Mr. Cabrera requested that Mr. Serrano conduct research on the codes for clarification.

Mr. Bixler asked for clarification regarding the parking lots being discussed and inquired about how more land could be obtained for affordable housing.

Discussion ensued regarding surplus parcels and easements.

Mr. Krieg stated that an inventory of vacant land should be made publicly available with their designations listed.

Mr. Bixler agreed with Mr. Krieg and inquired about the possibility of identifying underutilized land with the possibility of being subject to potential infill as well as further identifying potential areas for affordable housing use.

Discussion continued.

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

Mr. Bixler reported that there was an interest in lowering the threshold for parking requirements for affordable housing. Mr. Bixler further added that he would be in favor of reducing affordable housing parking requirements.

Discussion ensued regarding the reduction of parking in affordable housing spaces.

Ms. Erazo suggested that a policy of one parking space per unit also be taken into consideration for senior housing.

Mr. Krieg suggested maintaining one guest parking space per unit. He noted that reducing parking requirements could incentivize developers to create affordable housing.

Mr. Ottey discussed recent parking analyses conducted at Berkeley Landing in Riviera Beach.

Discussion continued.

Mr. Serrano confirmed the recommendation.

Mr. Krieg inquired about recommending that Accessory Dwelling Units (ADU) be rentable without the main dwelling being owner-occupied.

Discussion ensued regarding the proposed modification to ADU recommendations.

Mr. Krieg stated that the following incentives remained to be addressed:

- the allowance of flexibility in densities for affordable housing;
- the reduction of parking and setback requirements for affordable housing;
- the allowance of flexible lot configurations, including zero-lot line configurations, for affordable housing;
- the modification of street requirements for affordable housing;
- the establishment of a process by which local government considers before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing;
- the preparation of a printed inventory of locally owned public lands suitable for affordable housing; and
- flexible zoning.

VII. New Business

Mr. Serrano spoke about the issue of multifamily mid-lease rental rate increases. He said that the County had determined that rental rates could only be raised at the time of renewal.

VII. Member Comments

Mr. Cabrera spoke about his recent experience meeting with different entities to discuss planning, civic pods, and development of large properties.

Mr. Krieg thanked the committee and staff for their hard work.

IX. Adjourn

MOTION to adjourn. Motion by Ashley Whidby, seconded by Brandon Cabrera, and carried 7-0.

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