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

AUGUST 21, 2025

THURSDAY	**100 S. AUSTRALIAN AVE**
10:30 A.M	**WEST PALM BEACH, FL**

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

COUNTY STAFF PRESENT:
Jonathan Brown, Director II, Housing and Economic Development (HED)
Alan Chin Lee, Economic Sustainability Special Projects Manager, HED
Yvette Cueto, Community Development Programs Specialist, HED
Carlos Serrano, Division Director II, HED
Malcolm Sommons, County Commission Assistant Chief of Staff I, County Commission

WEBEX ATTENDEES:
Diane Andre, County Commission Chief of Staff I, County Commission
Sheila Brown, Community Development Programs Coordinator, HED
Suzanne Cabrera, Housing Leadership Council (HLC)
Tammy Fields, Assistant County Administrator
Lesley George, Housing Liaison, HED
Joyce Grimm, Community Development Programs Specialist, HED
Michael Howe, Senior Planner, Planning Zoning and Building
Dorina Jenkins-Gaskin, Division Director III, HED
Francisco Martell, NRP Group
Elizabeth Jo Miller, Community Development Programs Manager, HED
Skip Miller, HLC
Roslynne Powell, Housing Program Coordinator, HED
Stefania Russell, Community Development Programs Coordinator, HED
Rommel Sankhi, Public Relations Specialist, HED

Bill Zunamon, NRP Group

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 10:35 a.m.

II. Roll Call

Present: Brandon Cabrera, Shirley Erazo, Ezra Kreig, Tim Kubrick, and Amy Robbins

Absent: Nicholas Bixler, Adam Campbell, Lynda Charles, Elliott Johnson, Commissioner Powell, and Ashley Whidby

(CLERK'S NOTE: Commissioner Powell and Ashley Whidby joined the meeting after the roll call.

Mr. Krieg requested a second roll call.

Present: Brandon Cabrera, Shirley Erazo, Ezra Kreig, Tim Kubrick, Commissioner Powell, Amy Robbins, and Ashley Whidby

Absent: Nicholas Bixler, Adam Campbell, Lynda Charles, and Elliott Johnson

III. Approval of Remote Attendance

There were no members attending remotely.

IV. Approval of Agenda

MOTION to take up Item VII before Item VI and adopt the agenda as amended. Motion by Brandon Cabrera, seconded by Shirley Erazo, and carried 7-0.

V. Approval of Minutes (July)

MOTION to approve the minutes. Motion by Tim Kubrick, seconded by Commissioner Powell, and carried 7-0.

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

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

VII. New Business

Housing Development Costs

Mr. Cabrera stated that an average development cost of $400,000 was recently cited at a Board of County Commissioners (BCC) meeting. He discussed his own experience with development costs, providing an overview of the expenses associated with a recent mid-range construction project. He stated that the total cost for the project was approximately $275,000 per unit, not including land.

Mr. Serrano clarified that the $400,000 price point cited at the BCC meeting included the cost of land.

Mr. Cabrera explained that he did not include the cost of land in his estimates because it varied significantly among projects.

Mr. Brown requested that Mr. Cabrera share his estimates with HED moving forward in order to provide a basis for comparison with other developers.

Ms. Charles stated that she would also share the breakdown of costs for the projects developed by her organization.

Mr. Cabrera spoke about the variability among contractor fees and the increased costs incurred with construction of multistory units.

Ms. Charles discussed the expenses associated with architectural plans, permits, impact fees, and contractor fees.

Discussion ensued regarding impact fees. Mr. Serrano explained that the fees were applied on a tiered basis associated with the square footage of the structure.

Ms. Charles discussed the possibility of partnering with Mr. Cabrera’s vendors for the purpose of nonprofit development.

Mr. Cabrera explained that it was challenging for nonprofit agencies to access the lower price points available to for-profit entities. He also stated that smaller businesses could offer more competitive estimates because their overhead expenses were less significant.

Mr. Krieg requested that Mr. Cabrera and Ms. Charles share their development cost information with Mr. Serrano.

Mr. Cabrera stated that he could provide a detailed report of the project expenses, broken down by trade, by the second week of September.

Ms. Whidby discussed a current multifamily, three-story project that cost approximately $400,000 per unit including developer fees and land.

Discussion ensued regarding land costs. Ms. Charles stated that it was unaffordable for nonprofits to develop on lots that cost more than $60,000.

(CLERK'S NOTE: Brandon Cabrera left the meeting.)

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

VI. Old Business

a. CAH Responsibilities / Ordinance and Statute

Mr. Krieg provided an update regarding the review of the state statute and local ordinance establishing the CAH. He stated that no inconsistencies between the documents had been identified.

Mr. Brown confirmed that the ordinance was consistent with the statute. He inquired if the CAH had continued discussing the possibility of playing a role in the implementation of the Housing Plan.

Mr. Krieg responded that the committee planned to discuss the item at the October meeting.

Mr. Brown explained that that conversations regarding the Housing Plan had been taking place at meetings of HLC boards and committees. He cautioned that the County had endorsed the Housing Plan, but had not adopted it.

Mr. Powell stated that he would be traveling on the day of the October meeting and could participate remotely.

b. Heirs Property Family Wealth Protection Program

Mr. Chin Lee provided an overview of the new Heirs' Property Family Wealth Protection Fund Project, which was administered in partnership with FHLBank Atlanta, the Housing Finance Authority of Palm Beach County, and HED. The purpose of the program was to help residents secure their assets for future generations by assisting with aspects of inheritance protection such as deed recording, will creation, planning for multiple heirs, and clearing tangled property titles.

Mr. Chin Lee explained that eligibility for the program was based on the location of the home within designated census tracts in Palm Beach County. He stated that interested individuals could apply online via the Legal Aid website.

In response to a question posed by Mr. Krieg, Mr. Chin Lee confirmed that the program included municipalities.

Mr. Krieg requested that Mr. Chin Lee share a copy of the flyer promoting the program, and Mr. Chin Lee agreed to provide it to Ms. Cueto.

Mr. Chin Lee provided further information about the application process. He explained that the state required applicants to provide self-certified household income information, but that data did not affect the applicant's eligibility.

(CLERK'S NOTE: Tim Kubrick left the meeting.)

Mr. Krieg expressed interest in arranging to have another group see the presentation.

Mr. Chin Lee said that he could deliver the presentation, and an attorney and paralegal from Legal Aid could also attend if the group was interested in a workshop.

In response to a question posed by Ms. Robbins, Mr. Chin Lee stated that the program applied to land as well as homes.

Mr. Chin Lee informed the committee that Legal Aid offered an age-based, countywide program that was not location-dependent and provided services to individuals 60 years of age and older.

Ms. Robbins inquired about the cost of the service per homeowner.

Mr. Chin Lee explained that each service had an associated cost, and a single applicant could be eligible for multiple services.

Mr. Krieg asked whether the program was likely to end early.

Mr. Chin Lee responded that the program had been operating since June 1st and had been experiencing high demand, but he had not received any preliminary reports about the anticipated length of its duration. He also stated that he was continuing to actively promote the program, and he asked the attendees to share the information with any organization that might be interested in hearing a presentation.

In response to a question posed by Ms. Erazo, Mr. Chin Lee stated that individuals interested in the age-based program could apply through the same Legal Aid heirs' services intake website. He also explained that Legal Aid would review the application to determine which program was appropriate for the applicant.

VIII. Member Comments

Commissioner Powell stated that Mr. Sommons, his chief of staff, would include information about the Heirs' Property program in his office's newsletter.

In response to a question from Mr. Krieg, Mr. Serrano stated that a discussion of the adaptive reuse of properties was scheduled for the September CAH meeting.

Mr. Krieg asked Mr. Serrano to notify the members of the discussion topic and request suggestions for guest speakers.

Mr. Serrano stated that a discussion of the Housing Plan was scheduled for the October meeting. He also reminded the members that they would need to begin formulating incentive recommendations.

Mr. Krieg asked the committee to begin reviewing the prior year's recommendations.

Mr. Krieg congratulated Ms. Fields on an award she had recently received. He also thanked staff for their efforts.

IX. Adjourn

MOTION to adjourn. Motion by Amy Robbins, seconded by Shirley Erazo, and carried 6-0.

At 11:34 a.m., the chair declared the meeting adjourned.