

**MINUTES**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**CITY OF DELRAY BEACH**

**MEETING DATE:** December 8, 2021

**MEETING PLACE:** 1<sup>st</sup> FLOOR CONFERENCE ROOM

**1. CALL TO ORDER**

The meeting was called to order by Ferline Mesidort, Neighborhood Services Administrator at 6:05PM.

**2. ROLL CALL**

A quorum was present.

**Members present** were Richard Kasser, Kristyn Cox, Joanne McGinnis, Allen Zeller, Edmee Morin-Kougoucheff, Angela Burns, Andrea Stewart-Bruton

**Absent** Jennifer Jones, Serena Spates, Commissioner Ryan Boylston, Debra Davis-Walker

**Staff Present** were Kelly Brandon, Sammie L. Walthour, Danise Cleckley, Ferline F. Mesidort, Ellen DeLima.

- 3. APPROVAL OF AGENDA Motion to** approve the December 8, 2021, agenda with the following changes: Bring Public Comments on Agenda & Non-Agenda items below #5 (Presentation and Introduction of Neighborhood Services Division and Development Services Staff made by Andrea Stewart-Bruton and seconded by Angela Burns.

**Motion Carried 7-0**

- 4. APPROVAL OF MINUTES Motion to** approve the November 10, 2021, Minutes as amended below: Section 5B. change the terms general liability to Builder's Risk insurance for the housing rehabilitation program and the City to cover the cost. Also, after the word insurance **add** "during the rehabilitation of the home and the City would cover the costs out of the funding source" made by Kristyn Cox and seconded by Angela Burns.

**Motion Carried 7-0**

- 5. PRESENTATION AND INTRODUCTION OF NEIGHBORHOOD SERVICES DIVISION:**  
Steve Lee Housing Rehabilitation Inspector, Paul Fulton Housing Rehabilitation Specialist, Jermaine Swaby Neighborhood Planner, Ellen DeLima Housing Property Coordinator, Ferline Mesidort Neighborhood Services Administrator and Amy Alvarez, Senior Planner Development Services.

## 6. STAFF COMMENTS

Andrea Stewart-Bruton asked the difference between affordable and workforce housing? Amy Alvarez commented that workforce housing is geared toward new construction. Mr. Kasser commented that purchase assistance of new and existing homes assist the end user. Mr. Zeller commented that affordable housing is at the moderate-income prices and are still unaffordable. Mr. Zeller stated that all new communities should have equally distributed workforce housing units for the Very- Low, Low and Moderate income households. Ms. Morin Kougougoucheff asked why workforce housing is determined by the size of the lot and how it can reduce the number of affordable units. Mrs. Cox asked if there is an amendment to the Workforce Housing Plan? Amy Alvarez commented there is one currently in the works. Mrs. Cox explained that Mr. Zeller has experience on the Planning and Zoning Board, and everyone brings something different to this Committee. Mrs. Cox asked the Planning and Zoning team to come back to the Committee with proposed amendments to the Workforce Housing Program. Mrs. Cox made a **Motion** to move Public Comments to the beginning of the agenda, Mr. Zeller seconded.

**Motion Carried 7-0**

## 7. PUBLIC COMMENTS ON AGENDA & NONAGENDA ITEMS

Carolyn Young commented that more affordable housing is needed in the City for people to rent. She suggested to expand the LDR's (Land Development Regulations) to create more units. She mentioned the zoning changed from multi units to single family. Kim Strafford expressed concerns that are on the Federal level and mentioned the Build Back Buy Back program is beneficial. Mr. Kasser responded and said he counted over 100 vacant lots that are family owned and they do not want to sell. He suggested to have a Workshop with all the partnering agencies and to work together with one initiative. He mentioned there should be incentives to the Lot owners to build or sell the lots to include waived permit and impact fees. Ms. McGinnis suggested possibly renting the land from the vacant lot owners. The Assistant City Attorney Kelly Brandon stated the Committee cannot schedule their own workshops. These workshops or collaborative meetings would need to be approved by the City Commission. This is stated in the AHAC Bylaws adopted by Local Rules and approved by the City Commission. Mr. Kasser referred to it as a training sessions or collaborative sessions. Mrs. Cox reiterated this Committee is to inform and collaborate and make recommendations to the Commission. Mrs. Cox also commented that when the changes were made to the nonconforming from a 2 unit to a single family, it is restricting affordable housing.

## 8. OLD BUSINESS

A. Discussion of the State Housing Initiative Partnership Programs Local Housing Assistance Plan (LHAP) Strategy 2 Purchase Assistance

Purchase Assistance was presented by Ferline Mesidort and she agreed to share the presentation via email to the entire Committee. Kelly Brandon, the Assistant City Attorney announced that comments get recommended to the Commission by a motion. The next LHAP is due to the State by May 2022. The plan should be in memo format in March 2022 and sent to the Commission in time for approval. The Assistant City Attorney commented that all motions can be stated in one memo at the end of the

review period. The LHAP should be redlined to the Commission. Mrs. Cox made a suggestion to determine the recommendations so they can be approved at Commission by The February meeting to stay on track with the timeline of deadlines Mr. Kasser commented that both strategy's mirror each other and should be streamlined and the Lien term should be amortized. Ms. Mesidort stated the State recommends to pay the homeowner's insurance for one year and not just have Builders Risk insurance. These dollar amounts for the insurance would be considered an 'activity delivery cost' and is not included in the Lien term Mrs. Cox expressed concern that some homeowners cannot acquire insurance or are being denied because their properties are in poor condition. Mr. Kasser stated that maybe the City can make exceptions for these homeowner's. Mrs. Mesidort explained the "house of last resort" and the City would not invest in a property that requires more work than the value of the home. Mrs. Cox suggested the Committee come back to Purchase Assistance for the next meeting. She also suggested an asset cap of 200K and she agrees that \$35,000 for the asset cap is too low. Kelly Brandon, the Assistant City Attorney suggested making recommendations in the form of a motion to the Commission.

**A Motion** was made Ms. Edmee Koughoucheff to increase the asset cap for all programs. Mrs. Angela Burns seconded the motion.

**Motion Carried 7-0**

**A Motion** was made by Mrs. Joanne McGinnis to change the lien term of the Purchase Assistance Program from 30 years to 15 years and amortize the loan. Ms. Angela Burns seconded the motion.

**Motion Carried 7-0**

**9. NEW BUSINESS**

Discussion was had concerning the meeting dates of the Committee. It was determined the 2<sup>nd</sup> Thursday of every month. The next meeting is scheduled for January 13, 2021, at 6PM. Mrs. Mesidort commented she will present the Rental Assistance Strategy and readdress the Purchase Assistance Program. Mrs. Cox asked if Development Services could present as well. The Assistant City Attorney suggested to keep on track with the recommendations of the Committee concerning the Local Housing Assistance Plan because of the deadline date of May 2022.

**10. ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 8:03PM.

Affordable Housing Advisory Committee  
December 8, 2021, Meeting Minutes

The undersigned is the Secretary of the (Affordable Housing Advisory Committee) and the information provided herein is the minutes of the meeting of the meeting of said Affordable Housing Advisory Committee on December 8, 2021, which minutes were formally approved and adopted by the Board on February 10, 2022.

ATTEST:

A handwritten signature in blue ink, reading "Andrea S. Breton", is written over a horizontal line.

CHAIR

A handwritten signature in blue ink, reading "Ellen De Luca", is written over a horizontal line.

ADVISORY BOARD LIAISON

NOTE TO READER: If the minutes you have received are not completed as indicated above, this means they are not the official minutes of the (Affordable Housing Advisory Committee). They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions.