



# Islamorada, Village of Islands **ACHIEVABLE HOUSING CITIZENS ADVISORY COMMITTEE**

---

May 15, 2023 - 5:00 PM

Administrative & Public Safety Headquarters  
3rd Floor Conference Room and Zoom Communications  
86800 Overseas Highway Islamorada, FL 33036

The Achievable Housing Citizens Advisory Committee has resumed the in-person regular meeting format. Virtual participation is still available to the public. Please see the last page of the agenda for participation details

## **AGENDA**

- I. CALL TO ORDER / ROLL CALL**
- II. ADDITIONS AND / OR DELETIONS TO THE AGENDA**
- III. PUBLIC COMMENT**
- IV. AGENDA ITEMS**
  - A. Approval of meeting minutes of April 24, 2023.
  - B. Compliance Monitoring 2023.
  - C. Review of the Director of Planning and Development Services update memo to the Village Council.
  - D. Achievable Housing Committee work moving forward.
  - E. Preliminary discussion of 300 affordable allocations from the state.
- V. OLD BUSINESS**
- VI. STAFF UPDATE**
  - A. Next meeting date
- VII. ACTION ITEMS LIST**

(A running list of items that the committee would like to work on in the future)

  - A. Vacation Rentals - Sue Miller
- VIII. ADJOURNMENT**

If watching online via Zoom: Open the Zoom webinar link

<https://us06web.zoom.us/j/98771999589>

and follow the prompts to join the webinar. When the Chair opens public comment use the “raise your hand” feature to be recognized by the meeting monitor. Public comments will be heard in the order in which they are received.

**Option 1: Email your comments.**

1. Public comment should be submitted via email to: [anita.muxo@islamorada.fl.us](mailto:anita.muxo@islamorada.fl.us)
2. The email should contain "Public Comment" in the subject line.
3. The name and address of the submitter shall be included in the email.
4. Public comment should be submitted by 9 a.m. the day before the meeting. Public comment will be sent to the Village Councilmembers for consideration prior to the meeting. Public comments will not be read during the meeting.

**Option 2: Call in During the Meeting.**

- If phoning in, dial 312-626-6799 and enter the webinar ID: **987 7199 9589** followed by #. When public comment opens pertaining to the agenda item you are interested in dial \*9 to be recognized by the Zoom meeting monitor. **Please be sure to unmute your phone when you are called upon.**

**ADA Assistance:**

These meetings are open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the ADA Coordinator at (305) 664-6448 or by email at [ADA@islamorada.fl.us](mailto:ADA@islamorada.fl.us) at least 48 hours before the scheduled meeting

**Meeting Minutes**  
**Achievable Housing Citizens Advisory Committee**  
**Monday, April 24, 2022**  
Islamorada Administrative Center and Public Safety Headquarters  
**3<sup>rd</sup> Floor Conference Room and Zoom Communications**  
86800 Overseas Highway, Islamorada, Florida 33036

**I. Call to Order**

Chair Don Horton called the meeting to order at 5:00 PM.

**II. Roll Call**

Chair Don Horton, Vice Chair Lorie Lalonde, Committee Members Keith Douglass, Sue Miller, Director of Planning Jennifer DeBoisbriand, Village Consultant Rebecca Jetton, Senior Project Manager Scarlet Hammons, The Corradino Group and Recording Secretary Anita Muxo were present. Absent / excused were Greg Dully and Lindsay Fast.

**III. Additions and Deletions to Agenda**

None.

**IV. Public Comment**

None.

**V. Approval of Minutes**

Keith Douglass made a motion to approve the minutes of the Monday, March 20, 2023 regular meeting. Lorie Lalonde seconded the motion.

A vote was taken, (all ayes) and the motion passed 4-0.

**VI. Agenda**

a. Keith Douglass update

Expressed concern with the new committee member selection procedures. Mr. Douglass indicated that after 12 years his time with the committee may be winding down.

Discussion ensued on the new committee selection process.

b. Review of Compliance monitoring letter and certification form sent to property owners.

Reviewed compliance monitoring letter that was prepared by the Corradino Group. Don Horton suggested that the letter be more of a demand letter than a request.

Compliance letters are to be sent to renters, which would be around 80 households. Of the 80, there are property management companies that oversee several of the units.

Don Horton asked Planning Director Jennifer DeBoisbriand if this is what she recommends be sent out. The Planning Director indicated it is not what she would send out and will have a conversation with the Director of Planning and Development Services about it.

Director of Planning Jennifer DeBoisbriand said staff can review the letter, draft a revision and bring it back to the committee.

In the draft prepared by the Corradino Group, the letter requests they respond in 60 days. Chair Don Horton would like to see 30 days to respond.

Discussed the qualifying of Wet Net Villas. Reviewed how the County qualifies professionally managed complexes.

A discussion took place about the median income for Monroe County.

Director of Planning Jennifer DeBoisbriand has several years' experience in working with affordable housing. She stated she would be happy to look into compliance monitoring for the Village.

Sue Miller made a motion that the Village look into bringing affordable housing compliance monitoring in house. Lorie Lalonde seconded the motion. All ayes and the motion passed 4-0.

- c. Review of updated affordable housing list. Discussion to take place at the next meeting.
- d. Results of last income certification (Scarlet Hammons). Discussion to take place at the next meeting.
- e. Current income and certification procedures for new buyers and occupants. Not discussed.
- f. Income certification compliance monitoring in 2023 (what should compliance monitoring include).
- g. Monroe County compliance monitoring update.

The County has several management agreements with affordable housing complexes. They are responsible for income qualification and requalification.

Individual properties are required to submit an annual application for recertification. The county does its best to follow up with tenants and encourage compliance.

Code enforcement does not get involved in their compliance efforts.

Don Horton suggested that the compliance letter be strengthened, the code for affordable housing be strengthened and compliance monitoring be brought in house.

h. Update from the Director of Planning and Development Services.

Reviewed memo prepared for the Village Council with an affordable housing update.

Recommendations for the report to the Council were made by the committee.

Village Consultant Rebecca Jetton mentioned the 300 affordable allocations and a discussion she had with Barbara Powell with the DEO.

**VII. Old business**

**VIII. Staff Update**

- a. Next meeting date 5/15/23.

**IX. Action Items List (A list of items that the Committee would like to work on in the future)**

- Vacation Rentals (SM)

**IX. Adjournment**

Don Horton made a motion to adjourn. All ayes and the meeting adjourned at 6:25 PM.

Respectfully submitted,

---

Chairperson

---

Recording Secretary

TO: Village Council

FROM: Achievable Housing Committee

DATE: April 24, 2023

RE: Committee Update

The Achievable Housing Committee (The Committee) has been working diligently to address the ongoing shortage of affordable and workforce housing within the Village. This has included discussions with staff from the Department of Planning and Development Services along with the Corradino Group – the Village’s consultant on affordable housing issues.

At the outset, the single biggest challenge associated with affordable housing is a lack of supply. The Comprehensive Plan identified the need for 1,192 affordable housing units and the Village Code has established a goal of housing to meet “30% of the Generated Local Workforce.” Currently, there are approximately 151 affordable housing units available in the Village with twenty-five (25) of such units set to sunset in the near future.

In addition to an overall shortage of affordable housing units, a number of issues have been identified. This includes:

(1) Outreach. Currently, the Village, through its consultant, reaches out to occupants of Village affordable housing units to verify compliance with the program – including income limits for occupants. This outreach consists of a letter to a percentage of the units within the program. The response rate for this outreach has been poor over the years. Additional outreach is both warranted and needed to ensure that each unit within the program is in compliance with the standards contained within the Village Affordable Housing program.

(2) Income Verification. Historically, there has been a lack of follow-up and/or enforcement of affordable housing provisions. Most compliance is voluntary and, each year, valuable affordable units are potentially occupied by renters that no longer meet the income guidelines. Additional staffing and/or resources are needed to ensure that each affordable housing unit is examined on a yearly basis to verify compliance with the program’s income guidelines.

(3) Enforcement. While the Village has reached out to a percentage of affordable housing occupants on an annual basis, stricter enforcement of the provisions of the program is warranted. In addition to a voluntary survey of income restrictions, each occupant should be required to verify compliance with program requirements on an annual basis or risk additional enforcement action.

Outside Counsel has indicated that the Village can require that each occupant verify their income on an annual basis or risk violating the lease and the declaration of covenants and restrictions associated with the property. Secondly, an enforcement action to the Courts could also be

considered in the event compliance could not be secured voluntarily. The enforcement action would involve a request for the Court to enforce the declaration of covenants and restrictions associated with the property.

(4) The Declaration of Covenants and Restrictions. The Village currently requires a declaration of covenants and restrictions be recorded in connection with each affordable housing. The declaration is intended to ensure compliance with the program in addition to providing notice to prospective buyers and renters. The intent is to ensure that the affordable housing requirements run with the land in perpetuity. Consideration should be given to further review of the existing declaration by outside counsel to promote easier and more effective enforcement actions moving forward.

Respectfully submitted to the Village Council.

- military duty for national, state, or homeland defense and due to such duty cannot attend board meetings; or
2. Employees of agencies whose services are considered essential for national, state, or homeland defense and due to such services cannot attend board meetings.

## **Achievable Housing Citizens' Advisory Committee**

### Establishment and Composition

The Village Council established the Workforce/Affordable Housing Citizens' Advisory Committee on May 27, 2004. The name of the committee was later changed to the "The Achievable Housing Citizens' Advisory Committee." ("AHCAC") Currently, the AHCAC is comprised of ten (10) members, all of which must be residents of Islamorada. I would advise reducing this number to an odd number of 7 or 9 members. There are 4 vacancies on the committee right now.

### Meetings

The AHCAC shall hold regular meetings on a quarterly basis, or as frequently as the members deem necessary to implement their goals. Meetings shall be at the call of the chairperson. All meetings shall be open to the public, and notice of such meetings shall be given as required for the meetings of the Village Council. A majority of the members of the AHCAC shall constitute a quorum. Provided there is a quorum present, a majority of those present and voting shall be required to adopt any motion or take any action. On at least an annual basis, the AHCAC shall prepare a report containing its activities and recommendations to the Village Council through that period. Historically, Council has not attended committee meetings. However, Council's recently adopted Committee Legislation establishes the appointment of a Council representative for each of the Village's committees.

### Staff and Council Participation

At all the meetings of the AHCAC, at least one Village staff member (currently Dan Gulizio) will be present as a liaison to provide information and input and to record minutes of the meetings.

### Goals and Objectives

1. To provide a public forum in which to research, analyze and discuss ideas and strategies regarding the inventory and identification of existing workforce and affordable housing.
2. To provide input to the Village staff and Council in identifying incentive sources for encouraging protection of the Village's workforce and affordable housing supply.
3. To make recommendations to the Village Council regarding the preservation and enhancement of the Village's workforce and affordable housing supply.

4. To assist Village staff in making recommendations for expenditures associated with preserving this supply.

#### Duties and Responsibilities

1. Appoint a chairperson at the first meeting held after June 1 of each year.
2. Other officers may be elected as determined by the Advisory Committee.
3. Hold and keep minutes of all meetings that are open to the public, and provide information to interested parties, as necessary, during these meetings.
4. Create an inventory of workforce and affordable housing in Islamorada.
5. Create an incentive program for owners to encourage protection of these units as part of the Village's workforce and affordable housing supply.
6. Provide input, recommendations and assistance to Village staff in regard to the Village's existing workforce and affordable housing supply.

#### Annual Review by Village Council

At the second Regular Village Council meeting in April of each year, the Village Council shall review the activities of the AHCAC and provide direction whether the AHCAC shall sunset, be changed to ad hoc status or continue as established.

### **Land Acquisition Advisory Committee**

#### Establishment and Composition

On June 10, 1999, the Village Council established the Land Acquisition Advisory Committee ("LAAC") to provide reports and recommendations to the Village Council concerning the identification and prioritization of land acquisitions within the Village by the Monroe County Land Authority or other Agencies and to carry out those responsibilities specified in the applicable policies of the Comprehensive Plan. On November 20, 2008, the LAAC was changed to an ad hoc committee to perform specific tasks assigned by the Village Council. The LAAC is comprised of ten (10) members and all committee members must be residents of Islamorada. Special consideration has been given to applicants with expertise in ecology, conservation of natural resources, real estate or land acquisition, land appraisal, land management, eco-tourism, or environmental education. Currently we have 10 members – I would advise reducing this number to an odd number of 7 or 9 members. There are 3 vacancies on the committee right now.