



# Islamorada, Village of Islands

## **WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL**

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March 18, 2024 - 5:00 PM

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

The Workforce Affordable Housing Citizens Advisory Council 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 the January 16, 2023 Meeting.
  - B. Discussion to add all levels of HUD income guidelines, not only moderate income individuals. (Rebecca Jetton)
  - C. Live Local / Village Owned Properties Development Potential (Rebecca Jetton)
  - D. Discussion of the affordable housing compliance monitoring letter.
  - E. Affordable housing trust fund.
- V. OLD BUSINESS**
- VI. STAFF UPDATE**
  - A. Next meeting date.
  - B. Compliance monitoring form update.
  - C. Ordinance Amending Section 22-64 First Time Home Buyer Down Payment
- VII. ACTION ITEMS LIST**

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

  - A. Status of Compliance Monitoring Initiatives.
  - B. Gorman's reservations for affordable housing units.
- VIII. ADJOURNMENT**

## **Options for Viewing the Workforce Affordable Housing Meeting:**

If watching online via Zoom: Open the Zoom webinar link:

<https://us06web.zoom.us/j/98771999589> and follow the prompts to join the webinar.

### **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 of the meeting. Public comment will be sent to the committee members 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 305-224-1968 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.

### **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**  
**Tuesday, January 16, 2024**  
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 Paige Presnell called the meeting to order at 5:00 PM.

**II. Roll Call**

Keith Douglass (Zoom), Greg Dully, Lindsay Fast, Don Horton, Paige Presnell, Joan Scholz, Susan Walker, Village Consultant Rebecca Jetton, Planning Director Jennifer DeBoisbriand, Principal Planner Regine Charles and Recording Secretary Anita Muxo were present. Absent / excused was Pete Bachelor.

Planning Director Jennifer DeBoisbriand introduced Principal Planner Regine Charles to the committee.

**III. Additions and Deletions to Agenda**

Quorum – JS  
Live Local Act - JS

**IV. Public Comment**

Rebekah Susa provided public comment.

**V. Approval of Minutes**

(15:00 minutes into the meeting) Joan Scholz made a motion to approve the minutes of the Monday, October 16, 2023 regular meeting with changes. Don Horton seconded the motion.

A vote was taken, (all ayes) and the motion passed 7 – 0.

**VI. Agenda**

- a. Approval of the meeting minutes from October 16, 2023.

See Section V above.

- b. Monroe County Legislative Priorities.

15 minutes into the meeting, Planning Director Jennifer DeBoisbriand presented an email of Monroe County Legislative priorities. Some of the items presented includes:

- The MCLA is authorized to use its funds to promote affordable housing.
- Monroe County seeks to utilize a portion of the proceeds from its TDC funds for affordable /workforce housing for employees to assist with new homeowner projects.

- Monroe County is asking for greater flexibility to the Ship formula change.
- c. Possibilities for affordable housing development outside the Village and currently developed properties that have affordable housing potential. 16 minutes into the meeting, Paige Presnell presented some thoughts he had on possibly using sites outside Islamorada to potentially use for affordable housing.

Joan Scholz stated that we should try to keep all our affordable housing development. By keeping them, it may relieve us of potential takings claims.

At this point Jennnifer DeBoisbriand bought up the live local list to the members. This list will be sent to the committee members.

Keith Douglass mentioned in meeting past the committee consider locations that are driving distance within Islamorada.

- d. Proposed amendment to the First Time Homebuyers Ordinance.

(At 26:00 minutes into the recording), revisions to the first-time homebuyer ordinance were discussed. This amendment would allow the removal of the \$1,000.00 loan repayment upon the selling of the house (at or after the 10-year mark).

It was at this time that the Hometown Heros program was discussed. It was suggested that Islamorada should consider this in place of the First Time Affordable Housing program.

The Hometown Heors program is for first responders, nurses, schoolteachers. etc. The first-time homebuyer is open to everyone. The group took a vote and would like to continue moving forward with the first-time homebuyers' program.

- e. Affordable Housing Compliance Monitoring Request for information.

The compliance form and monitoring letter were reviewed. A return date was decided to allow people ample time to renew their tax filings and have them completed. Code enforcement cannot be enforced to get property owners to comply. We will look at the letter and ask Weiss Serota for stronger language in the compliance cover letter. The committee wanted to see an updated compliance form. We will send it out to the committee after revisions.

- f. Joan Scholz indicated we should keep on top of the Gorman reservation of affordable housing units at woods corner.

- g. Quorum. Joan Scholz suggested the committee continue to have meetings even if a quorum is not met. A quorum is 5 people. It was suggested the group meet even if there are 4 people and it will be called a workshop. Any attendance of less than 4 people will cancel the meeting.

**VII. Old business**

**VIII. Staff Update**

- a. Next meeting date is Tuesday, February 20, 2024.

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

- a. Status of Compliance Monitoring initiatives.
- b. Gorman Reservations of affordable housing units.

**X. Adjournment**

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

Respectfully submitted,

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Chairperson

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Recording Secretary

| Parcel                                                                       | Zoning                           | size                                                                       | Density                                                                                                                                             | Potential Density                                                                                                                                                  | Comments                                                   |
|------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 00400120-000000<br>\$1.3 Million<br><br>81981 OS Highway<br><br>Silver Spice | Village Center/Mixed Use FLUM    | 50,238 Square Feet<br><br>16,790 square feet per lot<br>2,904 min per unit | <u>Current</u><br>Up to 15 Per acre                                                                                                                 | 17 dwellings allowed on entire site (all 3 lots aggregated)<br><br>5 dwellings per lot with each lot containing 16,790 sq. ft. Can lots be split? Owner aggregated | Currently leased for a year to FKAA while pipe is replaced |
| 00418030-000000<br>\$304,227<br><br>Corner of Village St./Av and US Hwy 1    | R1/Res. Medium FLUM<br>1 per lot | 21,950 Square Feet                                                         | <u>Current:</u> 4 affordable dwellings per lot<br>1. <u>Keep same</u><br>2. <u>;</u> up to 12/15 dwellings Highway Commercial zoning/Mixed Use FLUM | May require comprehensive plan and zoning change to site specific sub area amendment for workforce                                                                 |                                                            |
| 00428660-000000<br><br>\$140,595<br>180<br>Bougainvillea                     | R1masonry/Res. Medium FLUM       | 5,250 Square Feet                                                          | <u>Current:</u> 1 dwelling per lot<br>R2 requires 6,000 sq. ft<br>Must be masonry construction                                                      |                                                                                                                                                                    | Revise minimum sq footage in R1 zoning *                   |
| 00428640-000000<br><br>\$140,595<br>172<br>Bougainvillea                     | R1/Res. Medium FLUM              | 5,250 Square Feet                                                          | Current: 1 dwelling per lot<br><br>R2 requires 6,000 sq. ft.                                                                                        | May requires rezoning<br><br>Infill Between 2 developed lots                                                                                                       | Revise minimum lot size in R1 zoning*                      |

- Exchange Woods Avenue affordable for early out and issue as single family deed restricted

Minimum dwelling size is 500 sq. ft. to maximum of 1,500 sq ft.

R2=6,000 sq. ft; R3=12,000 sq.;R4=16,000

Review zoning map to establish number vacant lots zoned for Residential 2, Residential 4, and multi family





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**Islamorada, Village of Islands**  
**FY 2023-2024 Budget**  
**AFFORDABLE HOUSING FUND**

| <b>FUND BALANCE, Beginning</b> |                          | <u>10/1/2022</u> |           | <u>10/1/2023</u> |           |
|--------------------------------|--------------------------|------------------|-----------|------------------|-----------|
| 104-282-000                    | Fund Balance - Committed | \$               | 1,095,100 | \$               | 1,141,700 |

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|                     |                                                                           | <b>FY 2021-2022<br/>Actuals (Audited)</b> | <b>FY 2022-2023<br/>Amended Budget</b> | <b>9/30/2023 Projected</b> | <b>FY 2023-2024<br/>BUDGET</b> |
|---------------------|---------------------------------------------------------------------------|-------------------------------------------|----------------------------------------|----------------------------|--------------------------------|
|                     |                                                                           |                                           | as of 7/27/2023                        |                            |                                |
| <b>REVENUES</b>     |                                                                           |                                           |                                        |                            |                                |
| 104-324-410         | Impact Fees - Affordable Housing (RES)                                    | \$ 196,413                                | \$ 100,000                             | \$ 94,700                  | \$ 100,000                     |
| 104-324-420         | Impact Fees - Affordable Housing (COM)                                    | -                                         | 5,000                                  | 5,000                      | 5,000                          |
| 104-361-000         | Interest Revenue                                                          | 2,340                                     | 11,600                                 | 11,600                     | 15,000                         |
| 104-381-000         | Transfers In                                                              | 800,000                                   | -                                      | -                          | -                              |
| 104-383-001         | Lease Proceeds                                                            | 5,293                                     | 5,000                                  | 5,300                      | 5,300                          |
|                     | <b>TOTAL REVENUES</b>                                                     | <b>\$ 1,004,046</b>                       | <b>\$ 121,600</b>                      | <b>\$ 116,600</b>          | <b>\$ 125,300</b>              |
| <b>EXPENDITURES</b> |                                                                           |                                           |                                        |                            |                                |
| Operating           |                                                                           |                                           |                                        |                            |                                |
| 104-0000-554-31     | Professional Services<br><i>The Corradino Grp (Compliance Monitoring)</i> | \$ 16,000                                 | \$ 30,000                              | \$ 20,000                  | \$ 20,000                      |
| 104-0000-554-83     | Grants & Aids to Private Citizens<br><i>1st Time Homebuyers DPA Loans</i> | 10,000                                    | 50,000                                 | 50,000                     | 30,000                         |
| Transfers Out       |                                                                           |                                           |                                        |                            |                                |
| 104-0600-581-00     | Transfer Out                                                              | -                                         | 5,000                                  | -                          | -                              |
|                     | <b>TOTAL EXPENDITURES</b>                                                 | <b>\$ 26,000</b>                          | <b>\$ 85,000</b>                       | <b>\$ 70,000</b>           | <b>\$ 50,000</b>               |
|                     | <b>REVENUES OVER / (UNDER) EXPENDITURES</b>                               | <b>\$ 978,046</b>                         | <b>\$ 36,600</b>                       | <b>\$ 46,600</b>           | <b>\$ 75,300</b>               |

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| <b>FUND BALANCE, Ending</b> |                           | <u>9/30/2023</u> |           | <u>9/30/2024</u> |           |
|-----------------------------|---------------------------|------------------|-----------|------------------|-----------|
| 103-281-001                 | Fund Balance - Restricted | \$               | 1,141,700 | \$               | 1,217,000 |



ISLAMORADA, VILLAGE OF ISLANDS  
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

## 2023 AFFORDABLE HOUSING ANNUAL INCOME CERTIFICATION

Islamorada, Village of Islands requires this information to monitor compliance with equal opportunity and fair housing goals. Please complete this form and return it with your 2023 tax returns (for all household members) and current lease agreement by July 31, 2024. Send your documentation to Anita Muxo, 86800 Overseas Highway, Islamorada, FL 33036 or [anitamuxo@islamorada.fl.us](mailto:anitamuxo@islamorada.fl.us).

Owner Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Owner: \_\_\_\_\_

Tenant: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Owner: \_\_\_\_\_

Tenant: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Street Address of Property: \_\_\_\_\_

Parcel I.D. \_\_\_\_\_

Move in date: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of People in Household: \_\_\_\_\_

**ANNUAL ADJUSTED GROSS INCOME\*:** \_\_\_\_\_

Monthly Rent Payment (Not including Utilities): \_\_\_\_\_

\*Annual Adjusted gross income means all wages, assets, regular cash or non-cash contributions or gifts from persons outside the household and such other resources and benefits as may be determined by the United States Department of Housing and Urban Development, adjusted for family size, less deductions allowable under Section 62 of the Internal Revenue Code.

\_\_\_\_\_  
Signature of the person submitting this form  
(Relationship to owner / tenant)

\_\_\_\_\_  
Print Name of the person submitting this form

\_\_\_\_\_  
Signature of the person submitting this form  
(Relationship to owner / tenant)

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Signature of the person submitting this form  
(Relationship to owner / tenant)

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