



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

July 15, 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 Minutes from the May 20th Meeting.
 - B.** Establish criteria for accessing affordable housing trust fund (3 ideas per person).
 - C.** Ideas to incentivize developers (from last meeting).
 - D.** Update to 300 affordable action plan.
- V. OLD BUSINESS**
- VI. STAFF UPDATE**
- 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.** Process for accessing affordable housing funds.
 - C.** Code enforcement fines and vacation rental license fees into affordable housing trust fund.
- 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
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 at least 48 hours before the scheduled meeting

Meeting Minutes
Workforce Affordable Housing Citizens Advisory Committee
Monday, May 20, 2024
Islamorada Administrative Center and Public Safety Headquarters
3rd 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, Greg Dully, Lindsay Fast, Don Horton, Paige Presnell, Susan Walker, Village Consultant Rebecca Jetton, Principal Planner Regine Charles-Bowser and Recording Secretary Anita Muxo were present.

III. Additions and Deletions to Agenda

None.

IV. Public Comment

None.

V. Approval of Minutes

Don Horton made a motion to approve the minutes of the Monday, March 18, 2024 regular meeting. Keith Douglass seconded the motion.

A vote was taken, (all ayes) and the motion passed 6 – 0.

VI. Agenda

- a. Approval of the meeting minutes from March 18, 2024.

See Section V above.

- b. Review 2024 Affordable Housing Fact Sheet.

The group reviewed the fact sheet. Chair Paige Presnell commented that this fact sheet does not contain a moderate income level of 120% as most municipalities do. It was explained that the Village uses a moderate income level of 140%.

Lindsay Fast made mention that the County uses separate income limits for married couples.

- c. Process for accessing affordable housing trust fund.

In order to access the affordable housing trust fund. The requestor must send a letter to the Workforce Affordable Housing Committee where the committee will determine whether they think the request should be granted.

The committee felt that they should come up with criteria to judge whether a request should be granted or not.

It was discussed that each committee member should come up with 3 ideas and bring them back to the next meeting. At the next meeting, the committee will review these ideas and establish criteria.

- d. The possible formula to have development of affordable units i.e. free or discounted land and real estate tax incentives from the Village to make it possible (Paige Presnell).

Discussed in the last item. At the last council meeting, the council approved their own plan for the 300 affordable from the state.

At the next meeting, the group will discuss incentives for developers to build affordable housing.

- e. Begin discussion of accessory dwelling units in the Village. Accessory Dwelling Unit workshop to be held on Tuesday, June 4, 2024, 5:00 PM – 6:30 PM, Founders Park Community Center.

Discussed that the workshop will be held at the community center.

- f. 300 Affordable Action Plan (Don Horton).

A discussion took place about how the Council has made a determination about what they are doing with the 300 affordable housing units the state has granted Islamorada. They did not defer to the committee for their recommendations.

The committee expressed frustration with the point of why they are on the committee if they are not communicated with for their opinions on affordable housing.

The state has not determined if they will award anymore market rate allocations to the Keys.

A review of Don Horton's action plan took place. Recommendations were made and points were clarified. Mr. Horton will make the recommended changes. Don Horton made a motion that the action report will be part of the committee report Paige Presnell provides to the Council at their next meeting. Keith Douglass seconded the motion. All ayes and the motion passed.

VII. Old business

The committee was very disappointed that the compliance monitoring initiatives have not begun. The revised letter needs to be written. Anita Muxo will get with the Director of Planning.

Habitat has been awarded the project that the was to go to Gorman. This item can be removed from the action items list.

VIII. Staff Update

- a. Next meeting date is Monday, June 17, 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. Letter being worked on.
- c. Process for accessing affordable housing funds.
- d. Code enforcement fines and vacation rental fees in affordable housing trust fund account.

X. Adjournment

Lindsay Fast made a motion to adjourn. Susan Walker seconded the motion. All ayes and the meeting adjourned at 6: 20 PM.

Respectfully submitted,

Chairperson

Recording Secretary

PLAN FOR THE ALLOCATION OF THE 300 AFFORDABLE HOUSING UNITS

A Discussion for the Affordable Housing Committee

ASSUMPTION:

Based on the restrictions placed on these units by the State, it is unlikely these can be used to mitigate a takings claim. In addition to our own Village Code restrictions, (ie. Cannot build affordable in a V Flood Zone), I have identified the following:

- a) Must be built in multiples (duplex or greater)
- b) Must be rental units
- c) Must have onsite manager
- d) Must have early evacuation restrictions in the Lease

Note: If the committee thinks there may be an opportunity to use any of these for “takings” mitigation, item 2 below may need to be adjusted.

1st) The Village should replenish the Affordable Housing Fund by reimbursing the account for any reduction that did not actually result in an affordable housing unit. (The funds in this account will be needed in Item 4 below)

2nd) Divide the 300 units into the 3 (or 4) categories below:

150 - Moderate Income

70 - Low Income

70 - Very Low Income (Permits from this category are outside of the 30 per yr as required in the BPAS system)

10 - Hold for possible “takings” mitigation

3rd) Establish the following criteria and procedure for Reservation of Rights :

- a) After a Pre-application Conference, the Planning Director will determine if the property meetss the criteria/requirements for the development of affordable housing units, and the number of units allowed by code.
- b) The owner/application will complete a Request to Reserve Affordable Housing units. This document will show the parcel(s), the owners name, address, phone, email, and the number of units requested, and the category of the units to be reserved (Moderate/Low/Very Low). The form will be signed and dated by the Applicant with space for the Date and Time received the Planning Department.
- c) There is a non-refundable Reservation Deposit of \$ 2,000 per unit to be paid when the Request to Reserve Affordable Housing Units is submitted to the Planning Department. The Applicant will have 180 days from the day the properly completed Reservation form is received by the Planning Department with proper payment. The Reservation Deposit will be applied to the permit fees when the Permit is picked up. The Deposit funds will be forfeited into the Affordable Housing Mitigation Fund if the Applicant does not pick up the permit.
- d) An extension can be requested by the Applicant to receive an additional 90 days to apply by paying an additional Deposit of \$1,000 per unit. (“Extension Deposit”) All Extension Deposits shall be applied to the Permit Fees, and failure to pick up the permit will result in the forfeited Extension Deposit going into the Affordable Housing Mitigation Fund.

4th) For any project NOT receiving other Grant Funding or Federal Tax Credits, the Village shall make available Grant Funding for any project consisting of 2 to 6 Low Income and/or Very Low Income units. These monies shall come from the Affordable Housing Mitigation Fund and shall be disbursed as follows:

- a) The Village shall approve a Grant of \$58,200 * per unit for projects meeting the Low Income criteria, and a Deed Restriction in perpetuity shall be recorded evidencing the Category of Affordable Housing. * equivalent to 10 years rent differential
- b) The Village shall approve a Grant of \$145,560* per unit for projects meeting the Very Low Income criteria, and a Deed Restriction in perpetuity shall be recorded evidencing the Category of Affordable Housing.

NOTE: One project can consist of both categories.

- c) Payments shall be issued during the construction process at such time as the unit has passed the Dry-In inspection.

5th) FOR DISCUSSION – DO WE WANT TO FORCE LOW INCOME UNITS ON LARGER PROJECTS? For any project in excess of 10 units, the project must contain 10 % of units with a Low Income restriction.

5th) Despite the financial incentive to build units with a Low and Very Low Income restriction, there is the possibility we will receive few or no applications for these permits. Therefore, beginning in year 2026, 10 units per year will be moved from the Very Low category to the Low Category, and 10 units per year will be moved from the Low Category to the Moderate Category.