



# Islamorada, Village of Islands

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

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July 21, 2025 - 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 meeting minutes for February 24, 2025, and June 16, 2025.
  - B. Discuss Plan for allocation of 300 Affordable Units
  - C. Discuss Work Plan for Upcoming Year
- V. STAFF UPDATE**
- VI. 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.

[PUBLIC PARTICIPATION]

### **Option 1: Email your comments.**

1. Public comments should be submitted via email to: [angy.rivas@islamorada.fl.us](mailto:angy.rivas@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 comments 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

[VERBATIM\_RECORD]



# Islamorada, Village of Islands

## WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

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June 16, 2025 - 5:00 PM

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

### MINUTES

#### I. CALL TO ORDER / ROLL CALL

The meeting was called to order by the Chair, Paige Presnell, at 5:00 pm. Present were WAHAC Chair, Paige Presnell, and WAHAC members, Joe Babino, Dean Eakin, Scott Goss, Edward Price, Jennifer Roth, Lee C. Young, Anna Reckwardt. Also in attendance were Planning Director, Jennifer DeBoisbriand, Vice Mayor, Don Horton, Village Manager, Ron Saunders, Planning & Zoning Technician, Anita Muxo, and Planning Coordinator, Angy Rivas. Excused was WAHAC member Greg Dulley. WAHAC member, Whitney Trentine was absent.

#### II. PUBLIC COMMENT

None.

#### III. AGENDA ITEMS

##### A. Welcome New Members/Introductions

Each WAHAC member and staff provided a short introduction and/or reasoning as to their purpose of joining the committee.

##### B. Elect Chair & Vice Chair

WAHAC member, Joe Babino, motioned to re-elect current WAHAC chair, Paige Presnell. Jennifer Roth seconded the motion and the motion passed unopposed. Following the Chair's nomination was to elect Vice Chair. WAHAC member, Lee Young, motioned to nominate WAHAC member, Dean Eakin as Vice Chair. WAHAC member, Jennifer Roth, seconded the motion and the motion passed unopposed.

##### C. Approval of February 24, 2025 Meeting Minutes

Due to the makeup of the committee with new members, WAHAC Chair, Paige Presnell, recommended pushing back approval. All WAHAC members in attendance agreed.

##### D. Planning Director Review of Previous Committee Work

Jennifer DeBoisbriand provided a brief review regarding working on compliance monitoring for Affordable Housing units. Mentioned that we had previously hired a consultant to help assist in the process, and it wasn't the most favorable outcome that we hoped for--having only a 10% response rate. This was taken in-house and resulted in a 37% response rate, which improved our statistics but stated that it

needs to be better. Jennifer said that the primary concern is that we don't have teeth in requirements. We have previously sent out mailings for compliance to property owners and if they didn't respond, then a second mailing would go out. Unfortunately, after that, the process just dwindles. Mentioned that the only current solution is court procedures, but this would result in legal fees that the Village would incur. Ultimately, not a favorable option. In addition, Jennifer mentioned a quick update that these mailing requests will be issued from Late June-Early July due to the tax season. Jennifer suggested amending the code requirements given the lack of response by property owners. Vice Mayor Don Horton also agreed.

**E. Discuss Work Plan For Upcoming Year**

**Income Limits**

Members discussed the reporting qualification process supported by the submission of tax returns in order to qualify for affordable housing on whether it should be enforced more intensely or create a better plan.

Jennifer has had conversations with Habitat regarding concerns about Monroe County income limits vs. Village income limits for rental units. Both don't seem to work hand-in-hand and asked to have it reviewed. Jennifer said she has not had time to review it, but it is something that she wants to work on going further.

**Public Workshops**

A public workshop will be held later in the summer to obtain the public's opinion regarding (3) Village-owned properties (Island Community Church, Machado properties, Silver & Spice property). Tentative day and time of event will be announced.

**300 Early Evacuation Affordable Housing units**

Jennifer DeBoisbriand stated we currently have 292 units. Jennifer then asked Vice Mayor, Don Horton, to take over this discussion. Don raised concerns about placing a 'what-if' clause in regulations, as there aren't any available now. Areas of concern are: no reporting, high income, or exceeding the renting maximum limit. Don proposed creating a fee or fine that can ideally be monitored.

The primary objective, Don stated, was for the Village to have skin in the game and maybe add the possibility of having grants for builders who build affordable housing. Don also proposed the idea of changing the codes to become more accessible for affordable housing to be built in areas near the bay or ocean.

A document discussing the allocation of the 300 affordable housing units was passed to all members and staff. Don asked that members read it thoroughly and continue to discuss it in more detail at the next meeting.

**Comprehensive Plan update**

Jennifer DeBoisbriand mentioned that 75% of the draft comprehensive plan is done and due for review around Aug-Sept.

**IV. ADJOURNMENT**

WAHAC Chair, Paige Presnell, motioned to adjourn at 6:10 pm. WAHAC member. Jennifer Roth seconded the motion. All member voted unanimously.



# Islamorada, Village of Islands

## WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

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February 24, 2025 - 5:00 PM

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

### MINUTES

#### I. CALL TO ORDER / ROLL CALL

The meeting was called to order by the Chair, Paige Presnell, at 5:03 pm. Present were WAHCAC member, Keith Douglas, WAHCAC member, Greg Dully, and WAHCAC Chair, Paige Presnell. Also in attendance were Planning Director, Jennifer DeBoisbriand, and Recording Secretary, Kim Harrington. Absent / excused was WAHCAC member, Lindsay Fast.

#### II. ADDITIONS AND / OR DELETIONS TO THE AGENDA

Keith Douglas, WAHCAC member, requested that we also acknowledge Susan Walker's service to the WAHCAC. (Susan Walker resigned just before this February meeting, so it was not on the agenda)

#### III. PUBLIC COMMENT

None.

#### IV. AGENDA ITEMS

##### A. Approval of September 16, 2024, Meeting Minutes

Chair, Paige Presnell, motioned to approve the minutes from the last meeting. WAHCAC member, Keith Douglas, seconded the motion and the motion passed unopposed.

##### B. Acknowledge the service of Don Horton

Paige Presnell, Chair, asked Jennifer DeBoisbriand, Planning Director, how we would acknowledge the service of past members, Don Horton and Susan Walker. Jennifer replied that staff would draft a letter for each of them, have Paige sign, then send out.

##### C. Election of Vice Chair

The Workforce Affordable Housing Citizens' Advisory Council Members in attendance decided to table the election of Vice Chair until the next meeting as a courtesy to Lindsay Fast, WAHCAC member, who was stuck in the unusually heavy FCAA pipeline construction traffic that never cleared in time for her to reach the meeting at all.

#### V. OLD BUSINESS

Jennifer DeBoisbriand said that we don't have old business on the agenda, but that there were a few items she'd like to address. One was a review of Sunshine Law. She reminded members that they can converse socially outside a publicly noticed meeting, but that all members should avoid any conversation, email, or any communication at all regarding the WAHCAC agenda or WAHCAC business.

The next item of old business Jennifer addressed was the removal of the Action Items from the agenda. She went over her reasons for removing each action item in detail. All members agreed, and it was understood that the Review of the Affordable Plan would stay on the Action Item list going forward for the foreseeable future.

## **VI. STAFF UPDATE**

Jennifer DeBoisbriand, Planning Director, said that she and Sheila Denoncourt, Chief Building Official, are working on the *fee study* to update all of our fees, as was already discussed on the previous agenda. The study looks at all fees, including mitigation fees. Paige asked if we would go through a consultant to complete the study and Jennifer replied that we are trying to do as much in-house as we can.

She also said that we are in the process of moving forward with *compliance monitoring*. The second mailing went out, and we are collecting replies, but in a holding pattern until it goes back on the WAHCAC agenda after tax returns are complete and participants can provide their income tax returns or certify their income for 2024.

Jennifer DeBoisbriand said that Don Horton recently met with some owners of private properties that may be for sale that may want to do affordable housing. She believes they will want to meet with her next to discuss the possibility. She said that if that meeting happens she will keep the WAHCAC updated. Paige Presnell, Chair, said that he is very interested in this potential development and how the numbers work. Jennifer said the initial meeting to discuss it will most likely be toward the end of March if it happens.

## **VII. ACTION ITEMS LIST**

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

### **A. Review of Workforce Affordable Housing Plan**

The Chair, Paige Presnell, asked Planning Director, Jennifer DeBoisbriand, if she had found time to digest the Workforce Affordable Housing Plan (formerly called the Don Horton 300 Affordable Plan). Jennifer said that with BPAS, the Holidays, and now the Comprehensive Plan update, she has not had time. She added that she is now able to *schedule* her time better since BPAS is a little more resolved, and now that a lot of the Comp Plan has been handed over to the consultants, her role has shifted to mostly assisting them. She also said that she will be speaking with the Village Council about all the items that the previous Village Council had requested staff to work on (Affordable Housing analysis), so she believes gauging the Village Council's priorities will be helpful as well, and she expects to come back with some good ideas. Chair, Paige Presnell, asked Jennifer when the Village Council Liaison to the WAHCAC would be appointed. Jennifer said she believes it will be on the agenda for the March 18 Village Council Meeting. She added that the Mayor will be appointing all committee liaisons. The committees cannot choose their liaison, but Village Council members do get to put in their preference for which committee they'd prefer to be the liaison for.

## **VIII. ADJOURNMENT**

Paige Presnell motioned to adjourn at 6:00 pm. Keith Douglas seconded the motion and the motion passed unopposed.

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Kim Harrington, Recording Secretary (DATE)

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Paige Presnell, Chairman (DATE)

# 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.

1<sup>st</sup>) 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)

2<sup>nd</sup>) 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

3<sup>rd</sup>) Establish the following criteria and procedure for Reservation of Rights :

- a) After a Pre-application Conference, the Planning Director will determine if the property meets 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.

4<sup>th</sup>) For any project NOT receiving other Grant Funding or Federal Tax Credits, the Village shall may 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 may 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 may 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.

5<sup>th</sup>) FOR DISCUSSION – ~~DO WE WANT TO FORCE~~ REQUIRE 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.

5<sup>th</sup>) 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.