



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

August 11, 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 July 21, 2025.
 - B. Discuss Plan for Allocation of 300 Affordable Units
- 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 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

[VERBATIM_RECORD]



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

July 21, 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 Vice Chair, Dean Eakin, at: 5:07pm. Present were WAHCAC vice chair, Dean Eakin, and WAHCAC members: Joe Babino, Scott Goss, Anna Reckwerdt, Jennifer Roth, Lee Christine Young, and Whitney Trentine. Also present were Planning Director, Jennifer DeBoisbriand, Village Manager, Ron Saunders, and Vice Mayor, Don Horton, and Recording Secretary, Angy Rivas. Absent was WAHCAC member Edward Price. Excused were WAHCAC Chair, Paige Presnell, and WAHCAC member Greg Dully.

II. ADDITIONS AND / OR DELETIONS TO THE AGENDA

None

III. PUBLIC COMMENT

None

IV. AGENDA ITEMS

A. Approval of meeting minutes for February 24, 2025, and June 16, 2025.

The WAHCAC Vice Chair - Dean suggested approving the June 16th meeting minutes only. As members that were present for the February meeting were not present in order to approve.

Jennifer Roth motioned to approve the June meeting minutes. Scott Goss seconded the motion to approve and the motion passed unopposed.

B. Discuss Plan for allocation of 300 Affordable Units

Members of the Committee, along with Staff liaison, discussed ideas or recommendations to improve the allocation of the 300 Affordable Units program with the intent of being able to present a comprehensive plan to council.

A discussion regarding the term "**on-site manager**", if that is the appropriate verbiage to use. Vice Mayor, Don Horton assured it is a state mandate. The Planning Director, Jennifer DeBoisbriand, suggested maybe adding a definition to the term, and she would verify if it is possible.

Additionally, members discussed the **48-hour early evacuation restriction** expectation in which Planning Director, Jennifer DeBoisbriand, suggested

creating a development order and processing through the Planning Department that can regulate the 48-hour early evacuation mandate, with exceptions. This will allow us to monitor those who don't comply and have violations processed by code enforcement.

Vice Mayor Don Horton addressed concerns regarding keeping income levels low and finding ways to keep low-income housing available. Village Manager, Ron Saunders, suggested the Village should focus on low-income housing and look at the Machado & Silver & Spice properties' income levels as examples.

Also discussed was the idea of using Village-owned land to make affordable housing units. Vice Chair, Dean Eakin, suggested leasing the Village-owned land to developers, and they could build and manage the units and collect the tax. However, this would imply a heavy cost of pre-planning (such as permit fees, sewer connections, mitigation fees, etc.). He suggested recommending the Village could absorb that part of the process to help developers and proposed bringing it forward to staff and Council.

Members requested a **list of fees** that can be absorbed. Vice Chair, Dean Eakin, will provide the list. Another idea brought to the table was to **compare municipalities' affordable housing programs** to see how comparable it is to the Village program--e.g. its fairness level, is it competitive?, etc. Planning Director, Jennifer DeBoisbriand, said she will look into the City of Marathon's housing program. Members discussed the thought of allocating grants from the affordable housing budget as a last resort in order to help make it an easier process.

Density parking requirements: due to restrictive lands classified as hammocks, it is not feasible to allocate more land in those types of restrictive categories to allocate for parking. Village Manager, Ron Saunders, mentioned whether the committee should consider the height for affordable housing. He gave the example of Key West's height limitations, sometimes waiving it to 45ft. This would allow building and avoid the need to build on restrictive lands. Vice Mayor, Don Horton, said that height limitations would need to go under vote by the voters of Islamorada and reviewed by the charter committee in order to make changes. He also highlighted that it's been approximately 10 years since the last review was made by the charter committee and recommended it should be done every 5 years.

Member, Scott Goss, mentioned the possibility of **allocating workforce housing from the 300 affordable housing units**. Planning Director, Jennifer DeBoisbriand, gave the example of Wet Net Villas. However, Vice Mayor, Don Horton, stated a possible concern with such an idea that would create a big surge of TDRs. Planning Director, Jennifer DeBoisbriand, suggested the idea of creating incentives for those under the Early Evacuation program, and that way we would take care of the distribution and allocate some to workforce housing. Due to restrictions on Early Evacuation, there would be a need to **create an incentive**. Planning Director, Jennifer DeBoisbriand, suggested that if members would like to share their ideas or recommendations for the program, they can share them by emailing Jennifer, and she will have them attached on the agenda for the next meeting.

C. Discuss Work Plan for Upcoming Year

The Planning Director, Jennifer DeBoisbriand, recommended creating a timeline of at least 8 months to come up with the ideas and suggestions for the 300 Affordable Housing program. This will allow sufficient time to create a reading outline and/or presentation. Any ideas that the committee creates will likely mirror the new revised comprehensive plan, as the comprehensive plan will likely have been updated by then.

Related to density requirements, Planning Director, Jennifer DeBoisbriand, suggested that if the committee wishes to look into a conversion program like the County has and if it is something that should be presented to the Council regarding converting regulars to early evacuations, she would be willing to assist with that as a separate work item.

The committee suggested having more meetings to discuss further, possibly creating a public workshop as well.

The next meeting is tentatively scheduled for Monday, August 11th @ 5pm and a regularly scheduled meeting for Monday, August 18th @ 5pm.

V. STAFF UPDATE

The committee asked Planning Director, Jennifer DeBoisbriand, regarding update on the comprehensive plan. Jennifer said that a comprehensive plan revisions draft will be received in or around the month of September. Diagrams and charts are being finalized as well.

VI. ADJOURNMENT

WAHCAC Member, Jennifer Roth, motioned to adjourn at 6:08pm. Lee Christine Young seconded the motion and the motion passed unopposed.



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

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.

Kim Harrington, Recording Secretary (DATE)

Paige Presnell, Chairman (DATE)

Workforce/Affordable Housing Committee Discussion Items:

On site Manager Definition – On site manager means person or persons available 24 hours and residing in the Village who is responsible for the day to day management and operation of the units including evacuations.

Work Plan Critical Path:

WAHC Meetings: 8/11, 8/18, 9/8, 9/22, 10/6 & 10/20

December 11th – presentation to Village Council regarding proposed plan and possible Code changes

Staff work on Code changes through December & January. May need another Council update.

February 2026 LPA meeting with Code changes.

March 2026 1st reading Village Council.

Approx June 2026 2nd reading Village Council.

FEES:

List of required fees to be provided by Dean.

Research on other jurisdictions and fees:

Monroe County: waives impact fees; building fee imposed but may be waived (through board review)

Marathon: Has building fees but waive impact fees; Sewer fees vary by project location.

Key West: Staff has reached out & waiting for response

Process to Convert regular affordable allocations to early evacuation allocations:

Monroe County: 1:1 County is in process of amending the text on the comprehensive plan and LDC, which would result in elimination of 1:1 exchange requirement.