



# Islamorada, Village of Islands

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

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September 8, 2025 - 3:00 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. STAFF UPDATE**
  - A. Resignation of Chair
- III. ADDITIONS AND / OR DELETIONS TO THE AGENDA**
- IV. PUBLIC COMMENT**
- V. AGENDA ITEMS**
  - A. Approval of meeting minutes for February 24, 2025 and August 11, 2025.
  - B. Discuss Early Evacuation Units Plan
  - C. Future Discussion Items
- 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: [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 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

[VERBATIM\_RECORD]



# Islamorada, Village of Islands

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

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August 11, 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 Vice Chair, Dean Eakin at 4:59pm.

Present were: WAHCAC Members - Vice Chair, Dean Eakin, Greg Dully, Scott Goss, Edward Price, Anna Reckwerdt, Joe Babino, Lee Christine Young.

Also present were: Planning Director, Jennifer DeBoisbriand, Vice Mayor, Don Horton (Via Zoom), Village Manager, Ron Saunders, and Recording Secretary, Angy Rivas.

Excused were Chair, Paige Presnell, Whitney Trentine, and Jennifer Roth

#### **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 July 21, 2025.**

The February meeting minutes were pushed back as one member of the February meeting was not present to approve.

Greg Dully motioned to approve only July meeting minutes. Lee Christine Young seconded the motion. Motion passed unopposed.

##### **B. Discuss Plan for Allocation of 300 Affordable Units**

Planning Director, Jennifer DeBoisbriand, opened the discussion by clarifying the goals and objections to the early evacuation plan that was discussed at the July meeting, as the committee needed clarifications. Specifically, to have the committee focused on the early evacuation plan (292 left). The goal is to bring to council any comp plan or code changes that the committee would need to make, and then have them adopted.

##### **Discussion on Comp plan revision:**

Vice Chair, Dean Eakin, brought a work plan item list that will allow the committee to be able to check off the items and have topics of discussion throughout the course of the year and future. This could help the committee create a user-friendly plan that will bring more interest to affordable housing and make the Village more viable.

Planning Director, Jennifer DeBoisbriand, said that this could be a great start to

have more focused discussions at the committee meetings and start checking things off the list. She also suggested that the committee take a look at this list, and come up with more ideas so that the next meeting it can be added.

The plan to bring this to this council would ideally be at the end of the calendar year as suggested by Planning Director, Jennifer DeBoisbriand. The comp plan revision is expected by September for a draft staff review. Jennifer said she contacted Able City East for a comp plan update and has yet to hear back from them. After we receive the draft, it will go under staff review and return to Able City East for comments, then the Village will do a public charette to present it to the public. Jennifer DeBoisbriand estimated that the comp plan final draft won't make it before the council until possibly January 2026. Her objective is to get something to the council by early October.

Members discussed **point #2 in the "A Discussion for the Affordable Housing Committee" document.**

Vice Chair, Deak Eakin, opened the discussion by reviewing the allocation of units to income categories. He suggested that it would be best to keep the allocation to the moderate income category because the low and very low income categories would deplete any returns, if there were any. Committee member, Edward Price, also agreed with the Vice Chair's suggestion to keep one category.

The next item discussed was the **10 on 'hold for possible "takings" mitigation'**:

Lee Christine Young suggested 10 was reasonable for taking from the 300.

Planning Director, Jennifer DeBoisbriand, said that there would need to be a change to restrictions as they are currently required to be rental properties. There would need to be a comp plan change that will amend it to allow single family and sale for ownership. Members discussed the fears of 'takings' that the Village would have if they were to be involved in litigation and all its legal fees if someone owned one of those 'takings' properties, and they were not able to build on that land.

Vice Chair, Dean Eakin, asked if we would be getting more allocation and Jennifer DeBoisbriand said that yes, SB180 will bring some, but not enough to cover all vacant land. This does not include the people who are already on the BPAS waiting list.

Vice Chair, Dean Eakin, suggests not taking 10 because it would have a negative impact. If there are over 100, 10 wouldn't be a difference.

Planning Director, Jennifer DeBoisbriand, said that 10 is considerably reasonable, but to keep in mind that once there's a change, it will move the rental cap and single-family cap.

Members discussed the possibility of presenting to people on their properties that these early evacuation properties can be allocated to affordable housing.

Greg Dully asked Vice Mayor, Don Horton, about the 292 early evacuation unit as potential takings claims and asked if Don could share his opinion. Don Horton recalled that the previous council banked some. Jennifer DeBoisbriand clarified that they didn't bank them. They just weren't going to give 165 of them to private developers at the time. Vice Mayor, Don Horton, said that currently we are 1,200 affordable housing units behind from the initial of where we should be. He also said that early evacuation would have to be revised from the comp plan because they are supposed to be built in multiples. Therefore, they would not be able to allocate a single family residence.

Scott Goss asked Jennifer DeBoisbriand about the regular affordable allocations

to early evacuation allocation. Jennifer did provide the update on Monroe County's program. As per the county, they are currently amending the text on the comp plan and will likely eliminate the 1:1 exchange.

Additionally, members discussed what zoning district the affordable housing units would be in. Single-family duplexes have to be located on the frontage of US1 with a commercial highway. Currently, there are 10–15 lots. Lee Christine Young requested to have a list of lots that there are currently. Jennifer DeBoisbriand said she would provide that information.

#### **Discussion of point# 3 reserving of rights:**

Jennifer DeBoisbriand explained that this is for people who are not looking to go through the cost and planning for a building permit and if there wasn't an allocation available, they would be able to reserve the right to permit. Jennifer DeBoisbriand, Planning Director, suggested that this portion should be tweaked and make sure it complies with our process. The committee agreed.

#### **Discussion of point#4 Grant Funding:**

Vice Mayor, Don Horton, explained that this was calculating how much rent was and then allocating (%) a grant to each unit to help the developer to keep the cost down.

Jennifer expressed concern about the sentence where it reads: "the monies shall come from the Affordable Housing Mitigation Fund". She continued saying that the fund is currently \$1.6M. However, if people start to build, It could be reduced quickly. Some people have ideas that the Village would be interested in building affordable housing on village-owned properties and the fund could be used for that as well. Vice Mayor, Don Horton, expressed his disagreement that the Village become a landlord. Jennifer suggested a one-on-one conversation to further discuss this with the Vice Mayor.

Regarding the grants for developers, this would only be used for construction and management, but not for land acquisition. Don Horton suggested that there should be restrictions on this.

For affordable housing mitigation, Jennifer said that we are considering an impact fee study later this year.

#### **Discussion of point#5 Low Income units required on large projects?**

Members agreed this would be a no.

#### **Discussion of Fees:**

Jennifer DeBoisbriand, Planning Director, gave an update with regard to fees in Islamorada for what was waived and imposed.

Vice Chair, Dean Eakin, suggested that there shouldn't be any government-imposed fees. He also suggested getting a liaison from the aqueduct and co-op to also get them to waive their fees. Jennifer DeBoisbriand will reach out to both private entities to get more information.

Members suggested using grant money to allocate to paying the fees. Jennifer DeBoisbriand restated that only the council can make the decision and the committee can only make recommendations.

She also gave the update on fees imposed and waived in Marathon and Monroe County. The staff are still currently waiting for information from the City of Key West.

**V. STAFF UPDATE**

Planning Director, Jennifer DeBoisbriand, discussed the village budget changes and the elimination of overtime for the hourly paid recording secretary. She suggested the following to the committee: meeting during business hours, meeting once a month, or trying to conduct meetings without the recording secretary. Don Horton also recommended appointing a committee member as the recording secretary. The committee agreed that during business hours it can be doable. Jennifer DeBoisbriand also suggested canceling the next meeting scheduled for August 18th, 2025 due short time to research information and getting tasks done. The next meeting is scheduled for September 8, 2025, at 3pm.

**VI. ADJOURNMENT**

Greg Dully motioned to adjourn at 6:00pm. Vice Chair, Dean Eakin seconded the motion.  
Motion passed unopposed.

\_\_\_\_\_  
Recording Secretary, Angy Rivas      Date

\_\_\_\_\_  
Chair, Paige Presnell      Date



# 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.

\_\_\_\_\_  
Kim Harrington, Recording Secretary (DATE)

\_\_\_\_\_  
Paige Presnell, Chairman (DATE)

## PLAN FOR THE ALLOCATION OF THE 300 EARLY EVACUATION WORKFORCE UNITS

### A Discussion for the Affordable Housing Committee

Based on the restrictions placed on these units by the State and the Village Code, it is unlikely these can be used to mitigate a takings claim:

- a) be multifamily structures;
  - b) be rental units;
  - c) require, at a minimum, adherence to the latest edition of the Florida Building Code as published by the Florida Building Commission;
  - d) not be placed in the V-Zone or within the Coastal Barrier Resource Systems;
  - e) require on-site property management;
  - f) comply with applicable habitat and other locational criteria and densities for multifamily affordable housing units;
  - g) shall not be placed in any habitat defined as mangroves, saltmarsh & buttonwood, tropical hardwood hammock or freshwater wetlands (except for disturbed categories);
  - h) incorporate sustainable and resilient design principles into the overall site design;
  - i) ensure accessibility to employment centers and amenities;
  - j) require deed-restrictions ensuring that:
    - k) the property remains workforce-affordable housing in perpetuity;
    - l) tenants evacuate during the period in which transient units are required to evacuate;
  - m) rental agreements contain a separate disclosure requiring renters to acknowledge that failure to adhere to the evacuation requirement could result in severe penalties, including eviction, to the resident;
  - n) onsite property managers are formally trained in evacuation procedures.
1. 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 5 below)
  2. No division of units into income categories. All 300 to be used for moderate income.
  3. Possible hold for “takings” mitigation – Will need a comp plan change if decided
  4. 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/applicant will complete an application as established by the Planning Director requesting to reserve Early Evacuation Workforce Housing Units. At a minimum, the application will contain the parcel(s), the owner's name, address, phone, email, and the number of units requested.
  - c) A non-refundable Reservation Deposit of **\$ 2,000** per unit shall be paid when the application is submitted to the Planning Department. The Applicant will have 180 days from date of completed application to apply for a permit. 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 for the permit. An additional Deposit of \$1,000 per unit will be required upon request of an extension. ("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.
5. For any project NOT receiving other Grant Funding or Federal Tax Credits, the Village may make available Grant Funding for any project consisting of 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 may approve a Grant of up to \$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.
  - b) The Village may approve a Grant of up to \$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.
  - c) Payments shall be issued during the construction process at such time as the unit has passed the Dry-In inspection.

\* equivalent to 10 years rent differential

NOTE: One project can consist of both categories.

R1 & R1M ZONED VACANT PROPERTIES  
ADJACENT TO US-1: DATA TABLE

LABEL	RE #	OWNER NAME	LAND AREA	UNITS	ADDRESS
1	00398860-000000	ANDERSON JENNIFER COOPER	13000	SF	VACANT OVERSEAS Hwy, LOWER MATECUMBE KEY
2	00398870-000000	EYSTER JEANE DEC TRUST 12/30/1993	17500	SF	S VACANT OVERSEAS Hwy, LOWER MATECUMBE KEY
3	00094630-000300	RUSSELL RICHARD C	16268	SF	VACANT RUSSELL Ln N, UPPER MATECUMBE KEY
4	00094490-000400	GLOBUS LINDA J	8142	SF	VACANT LAND, UPPER MATECUMBE KEY
5	00094490-000401	GLOBUS LINDA J	8143	SF	VACANT LOT OVERSEAS Hwy, UPPER MATECUMBE KEY
6	00094430-000000	MICHLIN HOLDINGS LLC	7800	SF	VACANT LAND, UPPER MATECUMBE KEY
7	00094430-000110	MICHLIN HOLDINGS LLC	7810	SF	VACANT LAND, UPPER MATECUMBE KEY
8	00413900-000000	ISLAMORADA VILLAGE OF ISLANDS	6740	SF	VACANT LAND, PLANTATION KEY
9	00413890-000000	ISLAMORADA VILLAGE OF ISLANDS	7650	SF	VACANT LAND, PLANTATION KEY
10	00413880-000000	ISLAMORADA VILLAGE OF ISLANDS	8475	SF	VACANT LAND, PLANTATION KEY
11	00413250-000000	OUTDOOR SYSTEMS ADVERTISING COMPANY	3000	SF	VACANT LAND, PLANTATION KEY
12	00413240-000000	OUTDOOR SYSTEMS ADVERTISING COMPANY	6000	SF	VACANT LAND, PLANTATION KEY
13	00414410-000000	ISLAMORADA VILLAGE OF ISLANDS	13500	SF	VACANT LAND, PLANTATION KEY
14	00414570-000000	ROCKI 88 LLC	39500	SF	VACANT LAND, PLANTATION KEY
15	00414560-000000	RORIRA LLC	58000	SF	VACANT LAND, PLANTATION KEY
16	00417400-000000	FUTURA YACHT CLUB HOMEOWNERS ASSOC INC	10000	SF	VACANT LAND, PLANTATION KEY
17	00417390-000000	FUTURA YACHT CLUB HOMEOWNERS ASSOC INC	10000	SF	VACANT LAND, PLANTATION KEY
18	00417380-000000	FUTURA YACHT CLUB HOMEOWNERS ASSOC INC	10000	SF	VACANT LAND, PLANTATION KEY
19	00418030-000000	ISLAMORADA VILLAGE OF ISLANDS	21950	SF	VACANT LAND, PLANTATION KEY
20	00418040-000000	ISLAMORADA VILLAGE OF ISLANDS	25000	SF	VACANT LAND, PLANTATION KEY
21	00418050-000000	ISLAMORADA VILLAGE OF ISLANDS	33585	SF	VACANT OVERSEAS Hwy, PLANTATION KEY
22	00418060-000000	ISLAMORADA VILLAGE OF ISLANDS	24870	SF	VACANT LAND, PLANTATION KEY



PROPERTY OF VILLAGE OF ISLAMORADA  
DATE: 08/29/2025  
DRAWN BY: RM  
PAGE: 4 OF 4

R1 & R1M ZONED VACANT PROPERTIES  
ADJACENT TO US-1: LOWER MATECUMBE



**LEGEND**

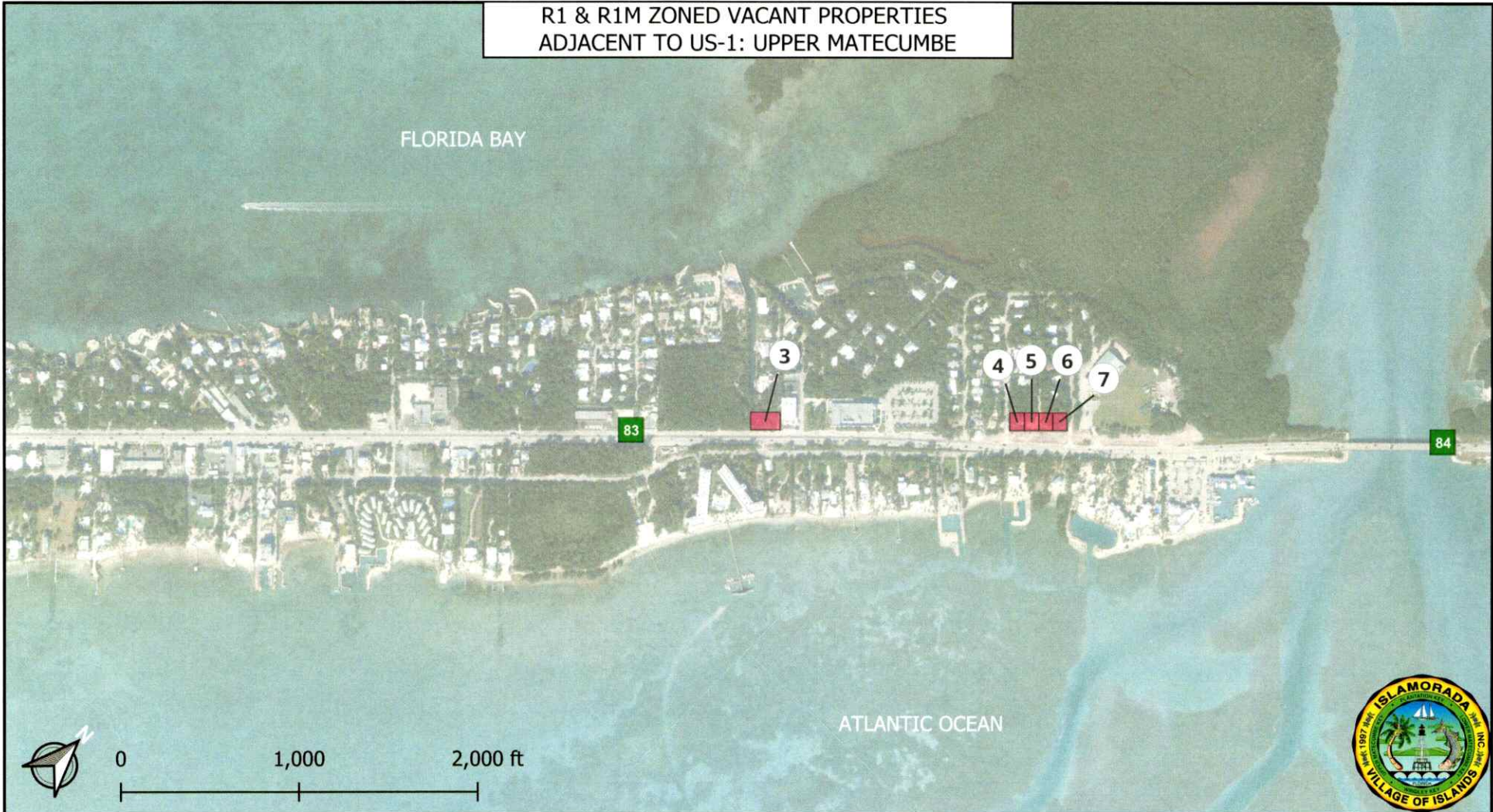
-  US1 Mile Markers
-  R1 Zoned Vacant Parcel
- Esri World Imagery
-  Property Identifier

**NOTES:**

\*Please refer to the attached table on page 4 for property information.

PROPERTY OF VILLAGE OF ISLAMORADA  
DATE: 08/29/2025  
DRAWN BY: RM  
PAGE: 1 OF 4

R1 & R1M ZONED VACANT PROPERTIES  
ADJACENT TO US-1: UPPER MATECUMBE



**LEGEND**

-  US1 Mile Markers
-  R1 Zoned Vacant Parcel
- Esri World Imagery
-  Property Identifier

**NOTES:**

\*Please refer to the attached table on page 4 for property information.

PROPERTY OF VILLAGE OF ISLAMORADA  
DATE: 08/29/2025  
DRAWN BY: RM  
PAGE: 2 OF 4

R1 & R1M ZONED VACANT PROPERTIES  
ADJACENT TO US-1: PLANTATION KEY



**LEGEND**

-  US1 Mile Markers
-  R1 Zoned Vacant Parcel
- Esri World Imagery
-  Property Identifier

**NOTES:**

\*Please refer to the attached table on page 4 for property information.

PROPERTY OF VILLAGE OF ISLAMORADA  
DATE: 08/29/2025  
DRAWN BY: RM  
PAGE: 3 OF 4

## Affordable Housing Committee Work Plan Discussion

1. Streamlined application/permit process- Jennifer to work on Code change
2. Eliminate all Village fees associated with workforce/affordable housing
3. Work with local utilities to eliminate all electrical fees, meter fees, capital connection fees, etc. - Angy called FKEC & FCAA
4. In lieu of permit fees, establish a fee to be deposited into the Affordable Housing Trust Fund
5. Amend Zoning/Density – being discussed as part of the Comp Plan Amendment
6. Amend parking requirements to 1 per unit– being discussed as part of the Comp Plan Amendment
7. Amend minimum square footage to 350 sq ft– being discussed as part of the Comp Plan Amendment
8. Require applicants to earn 80% of income in Monroe County
9. Require large commercial to build Affordable/Workforce Housing -already required
10. Identify all properties owned by the Village -already done
11. Discuss a possible joint venture with Village property and private investors to build.
12. Identify and apply for all Federal, State and Private grants that may be available. – Village has recently hired a Grant writer. Jennifer met with him and emphasize AH as a priority
13. Increase the Affordable Housing In Lieu Fees