



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

September 29, 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 the September 8, 2025, minutes.
 - B. Discuss Early Evacuation Units Plan
 - C. Future Discussion Items
- V. STAFF UPDATE**
 - A. Next meeting date
- 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

September 8, 2025 - 3:00 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 3pm.

Present were: WAHCAC Members — Vice Chair Dean Eakin, Scott Goss, Edward Price, Anna Reckwardt via Zoom, Lee Christine Young, Whitney Trentine, and Jennifer Roth. Also present were: Planning Director, Jennifer DeBoisbriand, and Village Manager, Ron Saunders.

Absent/Excused were: WAHCAC Members — Greg Dully and Joe Babino

II. STAFF UPDATE

A. Resignation of Chair

Paige Presnell resigned and the committee will elect a new Chair and Vice Chair. WAHCAC Member, Lee Christine Young, motioned to elect Dean Eakin as Chair. Whitney Trentine seconded the motion and the motion passed unopposed. Jennifer Roth motioned to elect Scott Goss as Vice Chair. Lee Christine Young seconded the motion and the motion passed unopposed.

III. ADDITIONS AND / OR DELETIONS TO THE AGENDA

None

IV. PUBLIC COMMENT

None

V. AGENDA ITEMS

A. Approval of meeting minutes for February 24, 2025 and August 11, 2025.

WAHCAC Chair, Dean Eakin, motioned to approve the February and August meeting minutes. Scott Goss seconded the motion and the motion passed unopposed.

B. Discuss Early Evacuation Units Plan

Planning Director, Jennifer DeBoisbriand, asked the committee if they had any comments regarding the 300 Early Evacuation Units Plan — "A Discussion for the Affordable Housing Committee" document.

WAHCAC, Lee Christine Young, asked for clarification regarding point#1, which mentions "The Village should replenish the Affordable Housing Fund by

reimbursing the account.." Planning Director, Jennifer DeBoisbriand, said that this was for the purpose of allowing the Village to use the affordable housing funds to purchase land and not build on that land; the Village would then have to replenish the fund.

The group discussed point#3 regarding "takings" claims. This portion of the plan would require a comprehensive plan change to revise the "takings" to single family or unoccupied. Jennifer DeBoisbriand asked the committee to review and decide if they wish to move forward with this request to present to council. Planning Director, Jennifer DeBoisbriand stated her concern and said that changing all the allocations to single-family for sale or unoccupied wouldn't be in the best interest for the Village. She said that having all types of residential properties allows for diversification for the Village that we currently don't have.

WAHCAC member, Jennifer Roth, asked if it would be an option to have only a portion to be allocated. Planning Director, Jennifer DeBoisbriand, said that due to the fact the State provided these units as a group, the same rules apply and possibly the State wouldn't allow us to take a portion, it would be something to inquire about.

The target goal is to bring a recommendation to council by the end of the year. The comprehension plan draft is expected to be presented to council in December. Jennifer DeBoisbriand suggested the committee make any revisions/changes in the next 2 months to make a decision.

The group discussed point#4c regarding the non-refundable Reservation Deposit. WAHCAC Chair, Dean Eakin, suggested that the deposit should be allocated to the Affordable Housing mitigation fund instead of the Planning Department to allow alleviation of building costs for developers. Planning Director, Jennifer DeBoisbriand, said that this would need to be recommended to Council for a decision.

A discussion of point#2 regarding "no division of units into income categories." WAHCAC Vice Chair, Scott Goss, said that doesn't reflect what is mentioned on point#5A & 5B, where it discusses grants for Low Income. Planning Director, Jennifer DeBoisbriand, said she left that part because maybe someone potentially volunteers to build a project that met that income category, then could be subsidized with a grant.

WAHCAC Chair, Dean Eakin, raised the idea of coordinating with resort chains like Three Waters Resort, Cheeca Lodge, and Islander to have them build out the affordable housing units while the Village handles the permitting process.

Members agreed that this should be discussed more.

Planning Director, Jennifer DeBoisbriand asked the committee if they had any additional suggestions that they would like the Village staff to look more into. The suggestion was to: provide more enforcement on rentals, make recommendations to prioritize those who live and work in Monroe County for the affordable housing unit rental wait list.

Discussion on Work Plan list:

Item#3: Fees are imposed, no waiving.

Item#10: Village Manager hosted a Public Workshop to see what the public wants to do with some of the Village-owned properties.

Item#12: Affordable Housing grants are being prioritized by the new grant writer.

C. Future Discussion Items

The next meeting is scheduled for September 29, 2025, at 5pm. The October meeting will be skipped as of now.

VI. ADJOURNMENT

The group agreed to adjourn the meeting at 4pm.

Recording Secretary, Angy Rivas

Date

Dean Eakin, Chair

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. WAHC recommends no municipal fees for Affordable Housing projects.

Commented [JD1]: Wanted more time to consider.

5. WAHC recommends projects utilizing Affordable housing allocations should prioritize locals (earning \$ from Monroe County).

6. 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.

