Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

December 15, 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 the September 29th, 2025 meeting.
- **B.** Discuss/Finalize Early Evacuation Units Plan
- **C.** Village Owned Properties
- **D.** Distribution of Funds for Construction - Chair's Discussion Item
- **E.** Timeline for permitting - Chair's Discussion Item
- **F.** Mitigating Unbuildable Property - Chair's Discussion Item

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 through Public Comment:
The public may provide public comment on items of a general nature or items specific to the agenda. Below are the guidelines for submitting public comments:

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

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

MINUTES

I. CALL TO ORDER / ROLL CALL

The meeting was called to order at: 5:01pm
Present were:
Dean Eakin
Scott Goss
Anna Reckwerdt
Jennifer Roth
Lee Christine Young
Whitney Trentine
Edward Price
Joe Babino
Gregory Dully
Also present were Planning Director, Jennifer DeBoisbriand and Recording Secretary, Angy Rivas.

II. ADDITIONS AND / OR DELETIONS TO THE AGENDA

None.

III. PUBLIC COMMENT

None.

IV. AGENDA ITEMS

A. Approval of the September 8, 2025, minutes.

Jennifer Roth motioned to approve meeting minutes. Edward Price seconded the motion. Motion passed unopposed.

B. Discuss Early Evacuation Units Plan

Planning Director, Jennifer DeBoisbriand, opened the discussion by revisiting Item #2: "Hold for possible 'takings' mitigation." She asked if the committee had reached a decision. The group agreed not to support including "takings" as part of the recommendation.

The discussion then moved to Item #4. Committee member Dean Eakin expressed concern about allocating $58,000 per unit, citing a potential funding shortfall. He proposed a scenario in which a large developer (e.g., Cheeca Lodge)

might only need assistance with permitting, rather than financial support. In such cases, he suggested that funds could instead be prioritized for small developers. Dean recommended developing appropriate language or outreach to reflect this approach and also raised the possibility of implementing an application process for fund allocation.

Planning Director, Jennifer DeBoisbriand, confirmed that an application process would be the appropriate approach. She outlined the process as follows: submission of the application, review by planning staff, review and recommendation by the committee, and final approval by the Village Council. She emphasized the importance of establishing clear criteria for applicants before establishing the program. Committee members Scott Goss and Joe Babino reminded the group that the committee's primary goal is to make recommendations that support construction, rather than determining who should be allowed to build (e.g., large vs. small developers). The Planning Director discussed the importance of careful wording in the grant criteria. She noted that the use of the term "may" would allow for discretionary funding decisions, meaning the $58,200 amount could be awarded in full or partially. She suggested the committee consider setting a funding cap and also proposed establishing qualification criteria, such as prioritizing applicants who meet early evacuation requirements. She further offered to develop an application and review process, but clarified that she would need specific recommendations and parameters from the committee to proceed.

Dean Eakin proposed tying the application process to the updated fee structure. The Planning Director responded that this would need to wait until the updated fee structure is approved by the Village Council, which is tentatively scheduled to review it at the November meeting. Chief Building Official Sheila Denoncourt will present the proposed changes at that time.

The committee also inquired about the possibility of waiving permit fees. Planning Director, Jennifer DeBoisbriand, clarified that permit fees can be waived, but impact and planning fees would not be waived. Any proposal to waive the planning application fee would require Village Council approval.

After discussion, the committee proposed a grant funding recommendation of $10,000 per unit, with a maximum cap of $250,000, specifically to incentivize construction by businesses or residents based in Monroe County. The proposed process would be: presented to the village council, returned to the committee for review, and then final approval granted by the Council.

C. Future Discussion Items

Planning Director, Jennifer DeBoisbriand, informed the committee that the Village Manager would like the committee to discuss the Machado Properties, located near MM 89, at the next meeting. The property currently has a density of proposed 19 units.

Committee member Dean Eakin expressed interest in discussing the Silver & Spice properties, specifically the potential for developing a multipurpose building with commercial use on the first floor and affordable housing above. He noted this approach could allow for relaxed density standards and potentially preserve 30

units. The Planning Director responded that such a proposal would likely require a zoning change, but agreed that the idea could be explored further.

Committee member Jennifer Roth inquired whether the Village owns any conservation lots with comparable density and zoning that could be used for transfer purposes. Jennifer DeBoisbriand, Planning Director, said she would look into this possibility.

V. STAFF UPDATE

A. Next meeting date

The next meeting is scheduled for November 17, 2025 5pm.

VI. ADJOURNMENT

Jennifer Roth motioned to adjourn. Scott Goss seconded the motion. The motion passed unopposed. Meeting Adjourned at 5:33pm.

_____	_____	_____	_____
Angy Rivas, Recording Secretary	Date	Dean Eakin, Chair	Chair

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. WAHC recommends no municipal fees for Affordable Housing projects.

4. WAHC reommends projects utilizing Affordable housing allocations should prioritize locals (earning $ from Monroe County).

5. 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 according to the following criteria:
   a) Grant eligibility is limited to residents of Monroe County or business whose primary business address is located in Monroe County.
   b) The Village may award up to $10,000 per unit with a maximum of $250,000 for each project.
   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.

2024 Florida Statutes (Including 2025C)

Title XXXIII	Chapter 553	SECTION 792
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS	BUILDING CONSTRUCTION STANDARDS Entire Chapter	**Building permit application to local government.**

553.792 Building permit application to local government.—

(1)(a) A local government must approve, approve with conditions, or deny a building permit application after receipt of a completed and sufficient application within the following timeframes, unless the applicant waives such timeframes in writing:

1. Within 30 business days after receiving a complete and sufficient application, for an applicant using a local government plans reviewer to obtain the following building permits if the structure is less than 7,500 square feet: residential units, including a single-family residential unit or a single-family residential dwelling, accessory structure, alarm, electrical, irrigation, landscaping, mechanical, plumbing, or roofing.

2. Within 60 business days after receiving a complete and sufficient application, for an applicant using a local government plans reviewer to obtain the following building permits if the structure is 7,500 square feet or more: residential units, including a single-family residential unit or a single-family residential dwelling, accessory structure, alarm, electrical, irrigation, landscaping, mechanical, plumbing, or roofing.

3. Within 60 business days after receiving a complete and sufficient application, for an applicant using a local government plans reviewer to obtain the following building permits: signs or nonresidential buildings that are less than 25,000 square feet.

4. Within 60 business days after receiving a complete and sufficient application, for an applicant using a local government plans reviewer to obtain the following building permits: multifamily residential, not exceeding 50 units; site-plan approvals and subdivision plats not requiring public hearing or public notice; and lot grading and site alteration.

5. Within 12 business days after receiving a complete and sufficient application, for an applicant using a master building permit consistent with s. 553.794 to obtain a site-specific building permit.

6. Within 10 business days after receiving a complete and sufficient application, for an applicant for a single-family residential dwelling applied for by a contractor licensed in this state on behalf of a property owner who participates in a Community Development Block Grant-Disaster Recovery program administered by the Department of Commerce, unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

However, the local government may not require the waiver of the timeframes in this section as a condition precedent to reviewing an applicant's building permit application.

(b) A local government must meet the timeframes set forth in this section for reviewing building permit applications unless the timeframes set by local ordinance are more stringent than those prescribed in this section.

[1](c) After an applicant submits an application to the local government, the local government must provide written notice to the applicant within 5 business days after receipt of the application advising the applicant what information, if any, is needed to deem or determine that the application is properly completed in compliance with the filing requirements published by the local government. If the local government does not provide timely written notice that the applicant has not submitted the properly completed application, the application is automatically deemed or determined to be properly completed and accepted.

[1](d) A local government shall maintain on its website a policy containing procedures and expectations for expedited processing of those building permits and development orders required by law to be expedited.

(e) If a local government fails to meet a deadline under this subsection, it must reduce the building permit fee by 10 percent for each business day that it fails to meet the deadline, unless the parties agree in writing to a reasonable extension of time, the delay is caused by the applicant, or the delay is attributable to a force majeure or other extraordinary circumstances. Each 10-percent reduction shall be based on the original amount of the building permit fee, unless the parties agree to an extension of time.

(f) A local enforcement agency does not have to reduce the building permit fee if it provides written notice to the applicant by e-mail or United States Postal Service within the respective timeframes in paragraph (a) which specifically states the reasons the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances. The written notice must also state that the applicant has 10 business days after receiving the written notice to submit revisions to correct the permit application and that failure to correct the application within 10 business days will result in a denial of the application.

(g) If the applicant submits revisions within 10 business days after receiving the written notice, the local enforcement agency has 10 business days after receiving such revisions to approve or deny the building permit unless the applicant agrees to a longer period in writing. If the local enforcement agency fails to issue or deny the building permit within 10 business days after receiving the revisions, it must reduce the building permit fee by 20 percent for each business day that it fails to meet the deadline unless the applicant agrees to a longer period in writing.

(2) If any building permit fees are refunded under this section, the surcharges provided in s. 468.631 or s. 553.721 must be recalculated based on the amount of the building permit fees after the refund.

History.—s. 35, ch. 2005-147; s. 63, ch. 2006-1; s. 5, ch. 2021-224; s. 5, ch. 2022-136; s. 38, ch. 2023-17; s. 5, ch. 2024-191.

[1]**Note.**—Section 43, ch. 2023-17, provides:

"(1) The Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under s. 120.54(4), Florida Statutes, for the purpose of implementing provisions related to the Live Local Program created by this act. Notwithstanding any other law, emergency rules adopted under this section are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

"(2) This section expires July 1, 2026."

Quick Links

- General Laws Conversion Table (2025) [PDF]
- Florida Statutes Definitions Index (2025) [PDF]
- Table of Section Changes (2025) [PDF]
- Preface to the Florida Statutes (2025) [PDF]
- Table Tracing Session Laws to Florida Statutes (2025) [PDF]
- Index to Special and Local Laws (1971-2025) [PDF]
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- Statute Search Tips