



Islamorada, Village of Islands

WORKFORCE AFFORDABLE HOUSING CITIZENS ADVISORY COUNCIL

February 2, 2026 - 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 December 15, 2025 meeting.
 - B. Discussion with Mayor Horton re: plan for Early Evacuation Allocations.
- V. STAFF UPDATE**
 - A. Update on Machado RFP
- 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



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

MINUTES

I. CALL TO ORDER / ROLL CALL

Meeting was called to order at 5:00pm.

Present were: Dean Eakin, Chair

Lee Christine Young

Jennifer Roth

Whitney Trentine

Edward Price

Scott Goss

Anna Reckwerdt

Also present were: Jennifer DeBoisbriand, Planning Director & Ron Saunders, Village Manager

Absent:

Joe Babino

Excused:

Greg Dully

II. ADDITIONS AND / OR DELETIONS TO THE AGENDA

None

III. PUBLIC COMMENT

None

IV. AGENDA ITEMS

A. Approval of meeting minutes for the September 29th, 2025 meeting.

WAHCAC Member Jennifer Roth motioned to approve the September meeting minutes.

Anna Reckwerdt seconded the motion and the motion passed unopposed.

B. Discuss/Finalize Early Evacuation Units Plan

Planning Director Jennifer DeBoisbriand asked the committee if they agreed with the proposed revisions for Council consideration, as outlined in the agenda document on the allocation of the 300 Early Evacuation Workforce Units, or if further discussion was needed. The committee discussed the item.

C. Village Owned Properties

The committee discussed the potential use of Village-owned, hammock-dense properties. Members agreed this option should be considered a last resort, as there are currently properties with existing buildings or cleared lots available.

It was recommended that potential use of buildings on the Machado property, Silver & Spice property, and the Island Church property be explored first. If none of these options prove feasible, the hammock-dense properties would be considered as a final option.

Planning Director Jennifer DeBoisbriand provided an update on a request from the Village Manager that she and Chief Building Official Sheila Denancourt collaborate on conducting RFP/RFQ for the Machado properties in order to prepare concrete information for presentation.

Regarding the Island Church property, the Village Manager has recommended rezoning the property to allow for the development of affordable housing. This item is scheduled to be presented to the Local Planning Agency in January.

At this time, no specific proposals or concepts have been identified for the Silver & Spice property.

D. Distribution of Funds for Construction - Chair's Discussion Item

Members discussed the potential of offering incentives to business owners developing workforce or affordable housing. The committee proposed the possibility of waiving impact and mitigation fees, noting that this would require a code amendment. Additionally, members discussed coordinating with other government entities to waive fees and establish incentives or grant opportunities to increase support. This item will be discussed further at a future meeting.

E. Timeline for permitting - Chair's Discussion Item

Planning Director Jennifer DeBoisbriand provided an attachment detailing the building application process timeline pursuant to Florida Statutes, included in the agenda packet.

F. Mitigating Unbuildable Property - Chair's Discussion Item

The Chair, Dean Eakin, raised the question of whether trees could be mitigated from one unbuildable property to another. The group expressed differing viewpoints and indicated a preference to explore the use of an existing building owned by the Village.

V. STAFF UPDATE

The next meeting scheduled for January 5th, 2026 will be canceled.
The next meeting scheduled for February 2nd, 2026.

VI. ADJOURNMENT

Jennifer Roth motioned to adjourn. Scott Goss seconded the motion.
The group adjourned at 6:00pm.

Angy Rivas, Recording Secretary

Date

Dean Eakin, Chair

Date

PLAN FOR THE ALLOCATION OF THE 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 including impact fees.

4. WAHC recommends projects utilizing Affordable housing allocations should prioritize locals (earning \$ from Monroe County).
5. WAHC recommends increasing density for Affordable housing allocations.
6. WAHC recommends reducing parking and landscaping requirements for Affordable Housing allocations.
7. WAHC recommends FKEC and FKAA waive fees for affordable housing allocations.
8. WAHC had some discussion about allowing the clearing of hammock for affordable housing but there was not a consensus.
9. 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.