

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2022-09

Held on Wednesday, the 20th day of September 2022, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Housing and Community Development Division Office, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Chair Thibert at approximately 6:02 p.m.

ROLL CALL:

CHAIRPERSON:	Rebecca Thibert	Present
VICE-CHAIRPERSON:	Khalilah Maragh	Present
MEMBER:	Kera Beard	Present
MEMBER:	Dawn Bittar	Present
MEMBER:	Kenneth Johnson	Absent
MEMBER:	Henry Morin	Present
MEMBER:	Shenielle Walker	Present
MEMBER:	Jerry Williams	Present
MEMBER:	Cristina Wright	Present (Late)
BOARD ATTORNEY:	Rodney Edwards	Present

Ms. Wright attended the meeting via teleconference.

STAFF MEMBERS:

Nancy Bunt, Community and Economic Development Director; Siphikelelo Chinyanganya, Housing Administrator; Rodney Edwards, Deputy City Attorney; Elena Sarazua, Board Secretary; Jennifer Lawson, Housing Program Specialist I.

ADOPTION OF MINUTES:

1. Regular Meeting 2022-07; July 20, 2022

Motion by Ms. Maragh, seconded by Ms. Bittar, to adopt the minutes as presented. Motion carried unanimously.

Ms. Wright joined the meeting at approximately 6:03 p.m.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

OLD/UNFINISHED BUSINESS:

There was no business to report.

PRESENTATIONS:

There were no presentations.

NEW BUSINESS:

1. Introduction of new Board Member – Dawn Bittar

Ms. Chinyanganya introduced Ms. Bittar to the Board.

2. Revisions to Policies and Procedures

Ms. Chinyanganya spoke about revisions made to the Housing Programs Standard Operating Procedures Manual, Monitoring Policy, HOME Requirement Policy and Community Development Block Grant (CDBG) Citizen Participation Plan.

Motion by Mr. Morin, seconded by Ms. Maragh, to recommend to City Council for approval of the revised Housing Programs Standard Operating Procedures Manual, Monitoring Policy, HOME Requirement Policy, and CDBG Citizen Participation Plan. Motion carried unanimously.

3. Affordable Housing Advisory Committee (AHAC) Report

Ms. Chinyanganya said that the AHAC Report had to be reviewed annually and submitted to the State by December 31st, and the Board needed to review each housing incentive and make a recommendation of no further action or recommend additional action.

The Board concurred to review each Incentive Strategy. Ms. Bittar asked for clarification on what was being discussed. Ms. Bunt explained that the City had received SHIP funds, which could be utilized for affordable housing – homeownership and rental. Per program

regulations, the City was required to have an AHAC, which the Board acted as same. AHAC was required to review local government established policies and procedures, ordinances, land development regulations and plans. AHAC was required to review eleven (11) incentive strategies on an annual basis; the Committee was required to agree only upon the first two (2) incentives out of eleven (11).

Ms. Bunt read each incentive strategy.

Ms. Bunt said that Alexandra Bernard, Growth Management Director, would have a presentation at the next CDAB meeting to cover some of the information regarding these incentives.

Mr. Morin asked for a list of surplus properties. Ms. Bunt advised Mr. Morin to reach out to the residential broker who worked with the City.

There was discussion regarding impact fee requirements. Ms. Beard spoke about the City of Melbourne's impact fees regulations. Ms. Bittar spoke about Port St. Lucie and its down payment assistance.

Ms. Bittar asked about current SHIP allocation and for what purpose the funds would be used. Ms. Bunt noted that the City had a very active down payment assistance program. She said that SHIP funds could be used for different strategies, such as demolition/reconstruction, housing rehabilitation and other strategies listed in the Local Housing Assistance Plan (LHAP).

Ms. Thibert recommended that Ms. Bittar receive orientation to familiarize her with the housing programs available through the City.

Ms. Thibert suggested continuing the discussion at the next scheduled CDAB meeting.

OTHER BOARD BUSINESS:

1. Informational: Assessment of Fair Housing Plan

The Board had no questions, nor comments regarding this item.

2. Informational: Staff Report

Ms. Chinyanganya provided a status update on housing programs such as the CDBG, CDBG-CV1 (Coronavirus), CDBG-CV3, HOME (HOME Investment Partnerships

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Program), SHIP (State Housing Initiatives Program) and NSP (Neighborhood Stabilization Program).

Ms. Chinyanganya announced the resignation of board member Rito Lazarre.

ADJOURNMENT:

The meeting was adjourned at approximately 7:01 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY