

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2023-11

Held on Wednesday, the 15th day of November 2023, 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 Vice-Chair Williams at approximately 6:01 p.m.

ROLL CALL:

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

Mr. Johnson attended the meeting via teleconference.

STAFF MEMBERS:

Nancy Bunt, Community & Economic Development Director; Ibis Berardi, Assistant Director of Community & Economic Development; Lisa Frazier, Growth Management Director; Alexandra Bernard, Principal Planner; Patricia Smith, City Attorney; Rodney Edwards, Assistant City Attorney; Elena Sarazua, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2023-08; August 16, 2023

Motion by Ms. Beard, seconded by Mr. Morin, to adopt the minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

OLD/UNFINISHED BUSINESS:

1. The Essence at Palm Bay (formerly known as Cristal Palace) – 1881 Palm Bay Road – Request for SHIP Funds (TABLED/APPLICANT WITHDRAWN)

Ms. Berardi spoke about The Essence at Palm Bay application withdrawal for SHIP funding.

Ms. Bittar asked if the agency would be moving forward with the project. Ms. Bunt responded that the agency would be moving forward with the project and was currently determining whether to construct low-income affordable housing or another type of housing.

Ms. Beard said that she recently reviewed an application from another municipality and wanted to share it with staff, so the City would have a standardized application for affordable housing projects. Ms. Bunt advised that staff would review same and added that staff recently modified the current application based on a template received from the City of Melbourne.

Ms. Bittar and Ms. Beard asked staff to bring the application template to the Board for review once finalized.

NEW BUSINESS:

1. Review of Affordable Housing Advisory Committee (AHAC) Report

Ms. Bunt said that AHAC Report had to be reviewed annually, and the Board needed to review each housing incentive strategy.

Spencer Brown, resident, commented on housing incentive strategy 2 regarding building permit fee waiver.

Ms. Beard asked if the recently passed resolution providing an Affordable Housing Building Permit Fee Reduction Program would apply to ADU (Accessory Dwelling Units) housing. Ms. Bunt said she would confirm with the Building Official.

Ms. Beard asked what kind of additional compliance would be required for Affordable Housing projects. Ms. Bunt responded that staff chose not to charge any additional fees for compliance.

Ms. Bunt introduced Incentive Strategy 1.

Ms. Beard asked how the expedited approvals of development orders or permits for affordable housing were measured. Ms. Bunt said that the processing time would be less than average.

The Board recommended no further action on Incentive Strategy 1.

Ms. Bunt introduced Incentive Strategy 2.

Ms. Beard felt strongly that impact fees for affordable housing with lowest Area Median Income (AMI) should be reduced further.

Ms. Bittar was against further lowering impact fees. She said that the additional funds coming from impact fees were needed for essential services such as Police and Fire Departments which were currently underfunded.

Ms. Bunt commented that impact was always present when there was a new build. The City had SHIP housing funds with \$100,000 maximum award amount available to offset impact fees for affordable housing developers, and the City was looking to increase that amount. Currently, the City Council allowed impact fees to be deferred. Impact fees would provide the funds needed to expand water and sewer lines in southwest Palm Bay.

Ms. Bunt introduced Incentive Strategies 3, 4 and 5.

Ms. Beard asked if permitting fees could be waived under incentive Strategy 5, Affordable Accessory Residential Units. Ms. Bunt said she would confirm with the Building Official.

Ms. Bunt introduced Incentive Strategy 6.

Ms. Beard recommended to allow a reduction of parking to be greater than twenty percent (20%). Ms. Bunt said that it could be greater than twenty percent (20%) but the developer would have to request approval from City Council.

Ms. Beard wanted to give Growth Management the ability to reduce parking by fifty percent (50%) of the requirement without City Council approval. Mr. Edwards said that City Council would not be in favor of giving such authority to Growth Management.

Ms. Fraizer said that in the updated Comprehensive Plan, staff had the ability to incentivize some of the strategies and provide waivers when it made sense. Ms. Frazier was not in favor of increasing the maximum amount of the waiver to fifty percent (50%) of the requirement.

Ms. Bunt introduced Incentive Strategy 7.

Ms. Bittar asked if there was a flexibility regarding minimum square footage for affordable housing. Ms. Bunt responded that the 800-square footage requirement was for Planned Unit Developments (PUD) and the 200-square footage minimum requirement was for Accessory Dwelling Units (ADU).

Ms. Bunt introduced Incentive Strategy 8.

Ms. Beard asked what kind of street requirement modifications would be allowable under this strategy. Ms. Bunt said that it would be in reference to private roads, not public roads. Ms. Bernard explained that allowable modifications to road right-of-way width or street parking would depend on the area of town and proposed development, and that could be discussed with staff at the pre-application meeting.

Ms. Bunt introduced Incentive Strategies 9,10 and 11. There were no recommendations from the Board.

2. Program Year (PY) 2024 CDBG Priorities

Ms. Bunt said that in 2021, the Board requested the ability to rank the top Community Development Block Grant (CDBG) priorities each year and that the Board had to rank the top five (5) CDBG Public Services and the top five (5) Non-Public Services.

Ms. Beard felt that priorities that included senior services and affordable low-income housing should be ranked as a high priority.

Ms. Bittar was in favor of ranking Homebuyer Downpayment Assistance, Mental Health Services, Crime Awareness and Rental Housing Subsidies as a high priority.

Motion by Ms. Beard, seconded by Ms. Bittar, to rank the following CDBG Public Services Priorities as high priority:

- A. Senior Services
- B. Mental Health Services
- C. Rental Housing Subsidies
- D. Security Deposits

Motion carried unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Ms. Bunt provided an update on the following housing programs CDBG (Community Development Block Grant), CDBG-CV1 (Coronavirus), CDBG-CV3, HOME (HOME Investment Partnerships Program), SHIP (State Housing Initiatives Program) and NSP (Neighborhood Stabilization Program).

Ms. Bunt mentioned that City Council approved a Building Permit Fee Reduction for Affordable Housing projects and commended Councilman Johnson for his assistance on this matter.

Ms. Beard spoke about the Live Local Act designed to increase the availability of affordable housing opportunities. Ms. Bunt commented that Live Local Act was not currently applicable to the City of Palm Bay.

Ms. Beard proposed to have Board member trainings on the dates when regular CDAB meetings were cancelled due to no new business.

Motion by Ms. Beard, seconded by Ms. Walker, to conduct Board member trainings on the dates when CDAB had no business to discuss.

Motion passed with members voting as follows:

Jerry Williams Yay

Kera Beard	Yay
Dawn Bittar	Yay
Robert Good	Nay
Jamie Hirzel	Yay
Kenneth Johnson	Yay
Henry Morin	Yay
Shenielle Walker	Yay

Mr. Johnson announced that this was his last meeting, and Deputy Mayor Felix would be filling in his position. Mr. Johnson said that he was currently working with staff on an ordinance to modify the language regarding tiny homes.

Ms. Beard and Ms. Bittar commended Mr. Johnson for his service.

ADJOURNMENT:

The meeting was adjourned at approximately 7:14 p.m.

Jerry Williams, VICE-CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY