

**City of Palm Bay, Florida**  
**COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**Regular Meeting 2024-03**

Held on Wednesday, the 20th day of March 2024, 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 6:00 p.m.

**ROLL CALL:**

<b>CHAIRPERSON:</b>	Rebecca Thibert	Present
<b>VICE-CHAIRPERSON:</b>	Dawn Bittar	Present
<b>MEMBER:</b>	Alfred Agarie	Present
<b>MEMBER:</b>	Kera Beard	Present
<b>MEMBER:</b>	Donny Felix	Absent
<b>MEMBER:</b>	Robert Good	Present
<b>MEMBER:</b>	Jamie Hirzel	Absent
<b>MEMBER:</b>	Henry Morin	Present
<b>MEMBER:</b>	Shenielle Walker	Present
<b>MEMBER:</b>	Jerry Williams	Present
<b>BOARD ATTORNEY:</b>	Rodney Edwards	Present

**STAFF MEMBERS:**

Ibis Berardi, Acting Director of Community & Economic Development; Siphikelelo Chinyanganya, Housing Administrator; Rodney Edwards, Deputy City Attorney; Elena Sarazua, Senior Housing Program Specialist; Carmen Journey, Board Secretary.

**ADOPTION OF MINUTES:**

**1. Regular Meeting 2024-02; February 21, 2024**

Motion by Vice-Chairperson Bittar, seconded by Mr. Morin, to adopt the minutes as presented. Motion carried unanimously.

**PUBLIC COMMENTS: (Non-agenda items only)**

There were no public comments.

**NEW BUSINESS:**

**1. South Brevard Women’s Center (SBWC) Request for SHIP funding.**

Ms. Chinyanganya provided a summary of the request. At its February 21, 2024, meeting, the Board agreed to move the SBWC application for funding from Community Development Block Grant (CDBG) funds to SHIP funds. SBWC’s request for funding was for the renovation of four (4) units of their Transitional Housing Facility which housed homeless, and at-risk families who were victims of domestic violence. SBWC requested a total of \$270,802 in SHIP funding. The application and supporting documents were circulated to Board members.

Ms. Beard questioned the construction and whether SBWC had additional funds. Ms. Becky Lemstrom, Director, Grants Administration for South Brevard Women’s Center, confirmed that they had additional funds that could be leveraged from their reserves, as well as a couple of corporate grants. Ms. Lemstrom stated that construction could be completed within six (6) or seven (7) months and residents would be relocated to neighboring units during the rehabilitation process, if needed. Ms. Beard asked how long it would take SBWC to receive the funds from the City. Ms. Berardi stated that the Board’s recommendation would be considered by Council in April/May 2024. Once approved, an agreement would be executed with SBWC for an approximate start date of June/July 2024.

Motion by Ms. Beard, seconded by Vice-Chairperson Bittar, to recommend to City Council for approval the funding request from South Brevard Women’s Center. Motion carried unanimously.

**2. AHAC Orientation Part 1 & 2 Attendance.**

Ms. Berardi provided a summary. At its February 21, 2024, meeting, the Board agreed to have all members take the online training first before arranging further training. On February 22, 2024, staff sent an email to the Board with links to recorded trainings through the Florida Housing Finance Corporation (FHFC) website for Affordable Housing Advisory Committee (AHAC) Orientation Parts 1 and 2. Ms. Berardi asked what trainings had been

completed by the Board and if the members would be interested in receiving additional trainings that were not on the FHFC website.

Chairperson Thibert, Mr. Good and Ms. Beard completed training Parts 1 & 2; Vice-Chairperson Bittar, Mr. Agarie did not complete the trainings. It was not clear from the other members.

Chairperson Thibert suggested that discussion of Part 1 training be tabled, and that Part 2 be discussed at the next board meeting. There was discussion on AHAC Part 1 training. Ms. Beard raised the following questions for a response at the next CDAB meeting:

- a. How Departments were notified about upcoming affordable housing projects that needed to be expedited.
- b. What would be done to ensure communication between departments.
- c. If there would be a presentation on the process for affordable housing once all CDAB members had completed the AHAC training.
- d. How the surplus land would be identified and how the City decided if the surplus land was appropriate for affordable housing.
- e. If the Board could receive more information on Community Land Trusts (CLT), and how the City could participate with existing CLTs that were in Brevard County.

There was no motion after the discussion.

Chairperson Thibert asked if action from the Board was needed for the 2024 meeting calendar. Ms. Berardi responded that it was informational for dates and tentative agenda items.

### **3. Surplus Land – Request by Board Member Beard.**

Ms. Beard commented specifically the lots on Northview Street, which she said could be used for multiple affordable housing units. Ms. Berardi stated that the City was already working on a Request for Proposal (RFP) for those particular lots. Ms. Beard suggested that the Board have input in the drafting of the RFP and wanted to see information on density bonuses as well as parking reductions. Ms. Berardi stated that the City authorized certain concessions on affordable housing development projects, which were done administratively through the Growth Management Department. It was noted that the

Growth Management Director had previously addressed the CDAB and answered questions that were raised.

Chairperson Thibert expressed concern about the surplus land RFP and wanted to make sure that was the direction the City Manager and the City Council expected the CDAB to take since the Board served in an advisory capacity.

**OTHER BOARD BUSINESS:**

**1. Informational: Staff Report**

There were no comments regarding the Staff Report.

**ADJOURNMENT:**

The meeting was adjourned at approximately 6:30 p.m.

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Rebecca Thibert, CHAIRPERSON

ATTEST:

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Carmen Journey, BOARD SECRETARY