

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2024-04

Held on Wednesday, the 17th day of April 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:

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

STAFF MEMBERS:

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

ADOPTION OF MINUTES:

1. Regular Meeting 2024-03; March 20, 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.

OLD/UNFINISHED BUSINESS:

1. AHAC Orientation Part 1 & 2 Training Attendance

Ms. Berardi provided a summary and answered questions. At its regular meeting on March 20, 2024, the Board was asked how many members completed the online Affordable Housing Advisory Committee (AHAC) training provided by Florida Housing Corporation. Some members did not get a chance to complete the training and requested additional time. Ms. Thibert suggested discussing part 1 of the training at this meeting and that part 2 be discussed at the next CDAB meeting.

Ms. Beard led a discussion on Part 1 of the training and raised the following questions:

- How the Departments were notified about upcoming affordable housing projects that needed to be expedited.

Ms. Berardi explained that the department met with the staff internally to discuss any affordable housing projects. Thereafter, the projects would be forwarded to the Board for recommendation to Council for approval. When there is an affordable housing project, the Housing Division communicated with all the involved departments on how to expedite the projects that had 100% affordable housing units. Ms. Berardi showed the Board where to find the building permit reduction program and certification for affordable housing on the City's website for any developers that wanted to apply. The applications were reviewed by the Community and Economic Development Director and Building Department. The Growth Management Department was also included in the process. Ms. Beard questioned whether there was currently any affordable housing that was being built funded through the City. Ms. Berardi said she was not aware of same.

- What would be done to ensure communication between departments.

This was responded to in the previous question.

- If a presentation would be done on the process for affordable housing once all CDAB members had completed the AHAC training.

Ms. Berardi responded that this request would be up to the Board. She mentioned there was a scheduled ethics training on the CDAB calendar and it could be covered at that time.

- How the surplus land would be identified and how the City decided if the surplus land was appropriate for affordable housing.

Ms. Berardi explained there was a City resolution in place identifying some surplus properties for publicly owned land suitable for affordable housing. The department would take it to the Council for consideration on what would be allotted for affordable housing every three years. Ms. Bittar asked if there was an actual list of the properties. Ms. Berardi confirmed same and showed where the information was located on the City's website. She mentioned the first two donated properties were for first time home buyers to be developed for single family homes, and the other lands would be discussed later.

- If the Board could get more information on Community Land Trusts (CLT), and how the City could participate with existing CLTs that were in Brevard County.

Ms. Berardi said that last year, Community of Hope presented a smaller version of CLTs. Community of Hope was the only CLT in Brevard County. Ms. Berardi mentioned a full online presentation for CLTs from Florida Housing Corporation that could be taken, and that staff had a contact from the State who provided information on how CTLs worked. Staff could ask the State contact if they could send marketable information if desired by the Board. The Board concurred. Ms. Beard asked what would be done to replenish the list with additional surplus lots and if the City had a process and a timeline. Ms. Berardi stated the City had a process and timeline to determine if the lands were buildable.

The Board discussed how the Building Department identified affordable housing projects. Ms. Berardi would get clarification and advise the Board accordingly.

Mr. Felix wanted to know if staff was currently setting funds aside to support affordable housing projects. Ms. Berardi explained with HOME, the department funded fifteen percent (15%) of the allocation through the Community Housing Development Organizations (CHDO) and there was funding set aside for CLTs. Mr. Felix asked what the department could do to support affordable housing projects. Ms. Berardi read Resolution 2023-17, adopted by City Council, which identified certain real property owned by the City which may be used for affordable housing programs, providing a surplus

property determination and disposition of said property for the benefit of affordable housing in the City of Palm Bay.

Ms. Beard wanted to know how many affordable units were built in Palm Bay last year. Ms. Berardi stated that two (2) homes were constructed for sale to income eligible families, and the City acquired a triplex for Macedonia Community Development for rehabilitation and rental. The City helped Community of Hope to acquire fourteen (14) affordable housing units. Ms. Berardi advised of the City's Housing Department website where information could be accessed, including the City's five (5) year Consolidated Plan and the CAPER report.

Ms. Beard discussed reduction of the impact fees incentive to build more affordable housing in the City. Chairperson Thibert stated that she would like to discuss it at a future meeting.

Ms. Beard said there were 4-5 trainings for Part 2 of the training, ten (10) minutes long. She wanted to schedule a meeting to discuss the trainings.

NEW BUSINESS:

1. CDAB Code Revisions

Ms. Berardi provided a summary of the revisions and advised that staff had prepared an amendment to Palm Bay Code of Ordinances, Chapter 52, Boards, Subchapter 'Community Development Advisory Board'.

Motion by Mr. Felix, and seconded by Ms. Bittar, to recommend to the City Council for approval of changes to the CDAB Code of Ordinances. Motion passed unanimously.

2. Uniform Relocation Act (URA) Policies and Procedures

Ms. Berardi provided a summary. The City administers various state and federally funded housing grant programs to assist low- and moderate-income residents of Palm Bay with down payment assistance, owner-occupied rehabilitation, emergency repairs, utility hook up assistance, and rehabilitation/new construction of affordable housing. In order to effectively administer each housing program under state and federal requirements, it was necessary for the City's Housing Division to have a Standard Operating Procedures Manual that outlined these requirements. The local URA Policies and Procedures established how tenants would be relocated in line with the URA requirements. Staff

drafted URA Policies and Procedures in line with guidance from the Department of Housing and Urban Development (HUD).

Motion by Ms. Bittar, seconded by Mr. Felix, to recommend to City Council approval of the Uniform Relocation Assistance and Real Property Acquisition Act (URA) Policies and Procedures, as part of the Housing Policies. Motion passed unanimously.

3. Home Funding Allocation of \$370,000.00

Ms. Berardi provided an overview. The City, in partnership with Brevard County and the cities of Melbourne, Cocoa, and Titusville, received annual HOME Investment Partnership (HOME) funds through the Brevard County HOME Consortium. The allocation amount of \$370,000 had been determined to be an eligible project towards the development of six (6) lots on Northview Street. The lots were assigned as surplus properties and identified to serve elderly and veteran populations.

Recommended HOME funding allocation from fiscal year 21/22 \$163,501.97; fiscal year 22/23 \$201,601.93; and fiscal year 23/24 \$4,896.10 for a total of \$370,000. Additionally seeking approval to publish a Request for Proposals (RFP) for Rehabilitation/New Construction of the following lots: 2171, 2173, 2181, 2185, 2189, and 2193 on Northview Street for seniors and veterans on April 19, 2024. The RFP would include Zoning Verification Documents and Maps.

Ms. Beard asked if there were two (2) buildings. Ms. Berardi confirmed same.

Chairperson Thibert asked if the proposals were for rehabilitation or demolition and new construction, or whatever the proposals we received back. Ms. Berardi said it would be whatever proposals were received that would serve elderly and veteran populations.

Ms. Beard asked for clarification if the HOME funding allocation request was to serve specifically elderly and/or veteran populations. Mr. Edwards clarified it was to serve elderly or veteran populations.

Ms. Beard asked what level of Area Median Income (AMI) households would be served under this proposal. Ms. Berardi answered eighty percent (80%) of the AMI. Ms. Beard asked if the RFP had a point structure that would incentivize serving lower AMI households. Ms. Berardi responded in the affirmative and said a scoring sheet outlining the categories was attached to the RFP.

Mr. Agarie wanted to know if those units were for rental projects or sale. Ms. Thibert said that was unknown and it depended on the proposals received. This request was the first step to allocate the funding to put the RFP out. Ms. Beard asked if staff would bring the proposal presentations to the CDAB for approval. Ms. Berardi confirmed same and said that the RFP included the timeline schedule of the process and would require final approval by the City Council. Ms. Berardi said that once this funding allocation was approved by the CDAB, the RFP would go out in two (2) days.

Motion by Ms. Beard, seconded by Ms. Bittar, to approve HOME funding allocation of \$370,000. Motion carried unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

The Board made some comments regarding the sidewalks project and that staff could better prepare estimates and the funding capability to complete projects in the future.

ADJOURNMENT:

The meeting was adjourned at approximately 7:05 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Carmen Journey, BOARD SECRETARY