

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: December 5, 2023
Department: Housing and Economic Development
Advisory Board: Commission on Affordable Housing

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: appointment of one (1) nominee to the Commission on Affordable Housing (CAH) to complete a term through February 8, 2024, plus a full three (3) year term commencing February 9, 2024 and ending February 8, 2027; and one (1) nominee to the CAH to complete a term through July 9, 2024:

Category:	Appoint:	Nominated By:
Essential Personnel	Tim Kubrick	Commissioner Marino Commissioner Weiss Commissioner Barnett Commissioner Woodward
Not-for-Profit Provider	Shirley Erazo	Commissioner Marino Commissioner Weiss Commissioner Barnett Commissioner Woodward

Summary: CAH conducts an annual review of established and proposed policies and procedures, ordinances, land development regulations, and comprehensive plan of the County and to recommend actions or initiatives to encourage or facilitate affordable housing. Staff recommends appointment of Tim Kubrick to fill one (1) unexpired term through February 8, 2024, plus a full three (3) year term, and appoint Shirley Erazo to complete an unexpired term through July 9, 2024. In accordance with Section 420.9076, Florida Statutes and Ordinance No. 2017-017, the CAH functions to review local affordable housing policies and incentive strategies, and to provide recommendations to the County regarding the same. Section 420.9076, Florida Statutes calls for a minimum of eight (8) and a maximum of 11 members representing various categories related to affordable housing. Members serve three (3) year terms. Appointment of the two (2) unopposed nominees will result in the maximum 11 member CAH. With the appointment of the two (2) nominees, a diversity count of the 11 members will demonstrate a racial/ethnic breakdown of Caucasian: 8 (73%) and African American 3 (27%), and a gender ratio (female: male) of 1: 2.75. Staff is addressing the need to increase diversity within our boards and will continue to encourage this to expand this Board's diversity. Countywide (HJF)

Background and Justification: Continued on Page 3

Attachments:

1. Boards/Committees Applications
2. Written Notice to Commissioners dated September 26, 2023
3. Current CAH Membership
4. Excerpt from Ordinance No. 2017-017, Creation of the Commission on Affordable Housing

Recommended by:	<u>Jonathan Brown</u> Department Director	<u>11/14/2023</u> Date
Legal Sufficiency:	<u>[Signature]</u> Assistant County Attorney	<u>11/16/23</u> Date

A. Other Department Review:

Department Director

Background and Justification: Continued from Page 1

Funding for the State Housing Initiatives Partnership (SHIP) Program was created by the Florida Legislature's passage of the 1992 William E. Sadowski Affordable Housing Act. The Florida Housing Finance Corporation (FHFC) provides SHIP to local governments as an incentive to create and preserve affordable homeownership and multifamily housing. Palm Beach County is eligible to receive an annual formula-based allocation of SHIP funds, and uses SHIP to undertake affordable housing strategies set forth in the Local Housing Assistance Plan. Section 420.9076, Florida Statutes requires that Palm Beach County appoint the members of an Affordable Housing Advisory Committee as a condition of receiving SHIP Program funding. The County established the CAH in 1993 through adoption of the Affordable Housing Ordinance (No. 93-8). On May 17, 2017, the Board adopted a new Affordable Housing Ordinance (No. 2017-017) that included changes to the responsibilities of the CAH.

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Commission on Affordable Housing Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 2/9/21 To: 2/8/24

Seat Requirement: Essential Services Personnel Seat #: 8

*Reappointment or New Appointment

or to complete the term of John-Anthony Boggess Due to: resignation other

Completion of term to expire on: February 8, 2024

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Kubrick Tim
Last First Middle

Occupation/Affiliation: Chief of Human Resources / Palm Beach County School District

Owner Employee Officer

Business Name: Palm Beach County School District

Business Address: 3300 Forest Hill Blvd, A-128

City & State West Palm Beach, FL Zip Code: 33406

Residence Address: 6754 Houlton Circle

City & State Lake Worth, FL Zip Code: 33467

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (561) 252-2064 Fax: ()

Email Address: timothy.kubrick@palmbeachschools.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/trainingz.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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 X By watching the training program on the Web, DVD or VHS on 8/8 2023
 _____ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Tim Kubrick Printed Name: Tim Kubrick Date: August 8, 2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

RETURN THIS FORM TO:
Carlos Serrano, Department of Housing and Economic Development
 100 South Australian Avenue, Suite 500, West Palm Beach FL 33406; cserrano@pbccgov.org

Section III (Commissioner, if applicable):
 Appointment to be made at BCC Meeting on: _____
 Commissioner's Signature: Maura S. Maus Date: 11/1/23

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 02/01/2016

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City & State Lake Worth, FL Zip Code: 33467
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Cell Phone: (561) 252-2064 Fax: ()
Email Address: timothy.kubrick@palmbeachschools.org

Mailing Address Preference: Business Residence

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If Yes, state the court, nature of offense, disposition of case and date: _____

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Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 10/25/23

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Revised 02/01/2016

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Commissioner's Signature: _____

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Revised 02/01/2016

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Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Marc Woodard Date: 10-26-23

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Revised 02/01/2016

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Erazo Shirley
Last First Middle

Occupation/Affiliation: President/CEO of the Delray Beach Housing Authority/Delray Housing Group, Inc.
Owner Employee Officer

Business Name: Delray Beach Housing Authority/Delray Housing Group, Inc.

Business Address: 82 NW 5th Avenue

City & State: Delray Beach, Florida Zip Code: 33444

Residence Address: 19623 Split Rail Run

City & State: Loxahatchee, Florida Zip Code: 33470

Home Phone: None Business Phone: (561) 272-6766 Ext. _____

Cell Phone: (561) 308-2295 Fax:

Email Address: serazo@dbha.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

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 By attending a live presentation given By Palm Beach County Code of Ethics on July 20, 2023

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

* Applicant's Signature: *Shirley Erazo* Printed Name: Shirley Erazo Date: 9/13/2023

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Commissioner's Signature: *Maria B. Mauer* Date: 11/1/23

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Revised 02.01.2016

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 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input checked="" type="checkbox"/>

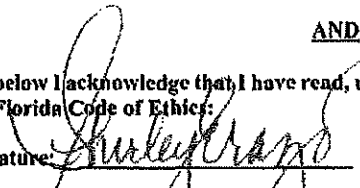
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountvethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

_____ By watching the training program on the Web, DVD or VHS on _____ 20____
 By attending a live presentation given By Palm Beach County Code of Ethics on July 20, 2023

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

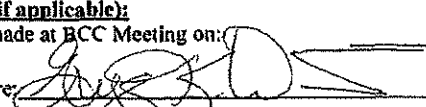
*Applicant's Signature:  Printed Name: Shirley Erazo Date: 9/13/2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountvethics.com or contact us via email at ethics@palmbeachcountvethics.com or (561) 355-1915.

RETURN THIS FORM TO:
 Carlos Serrano, Department of Housing and Economic Development
 100 South Australian Avenue, Suite 500, West Palm Beach FL 33406; cserrano@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature:  Date: 10/25/23

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Commission on Affordable Housing Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 7/10/21 To: 7/9/24

Seat Requirement: Not-for-Profit Provider of Affordable Housing Seat #: 3

*Reappointment or New Appointment

or to complete the term of Timothy Coppage Due to: resignation other

Completion of term to expire on: July 9, 2024

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Erazo Shirley
Last First Middle

Occupation/Affiliation: President/CEO of the Delray Beach Housing Authority/Delray Housing Group, Inc.
Owner Employee Officer

Business Name: Delray Beach Housing Authority/Delray Housing Group, Inc.

Business Address: 82 NW 5th Avenue

City & State: Delray Beach, Florida Zip Code: 33444

Residence Address: 19623 Split Rail Run

City & State: Loxahatchee, Florida Zip Code: 33470

Home Phone: None Business Phone: (561) 272-6766 Ext. _____

Cell Phone: (561) 308-2295 Fax:

Email Address: serazo@dbha.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

SECTION II CONTINUED:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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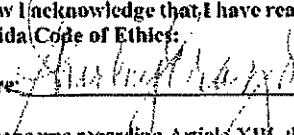
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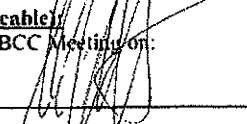
AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

Applicant's Signature:  Printed Name: Shirley Erazo Date: 9/13/2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

RETURN THIS FORM TO:
 Carlos Serrano, Department of Housing and Economic Development
 100 South Australian Avenue, Suite 500, West Palm Beach FL 33406: cserrano@pbcegov.org

Section III (Commissioner, if applicable)
 Appointment to be made at BCC Meeting on: _____
 Commissioner's Signature:  Date: 10/26/23

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 02-01-2016

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Erazo Shirley
Last First Middle

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Owner Employee Officer

Business Name: Delray Beach Housing Authority/Delray Housing Group, Inc.

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City & State: Delray Beach, Florida Zip Code: 33444

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Home Phone: None Business Phone: (561) 272-6766 Ext. _____

Cell Phone: (561) 308-2295 Fax:

Email Address: serazo@dbha.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

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_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE NOT APPLICABLE/ (Governmental Entity)

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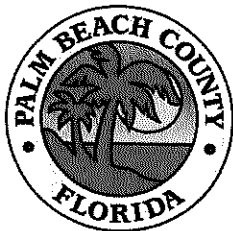
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Marci Woodard Date: 10-26-23

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016



**MEMORANDUM
Palm Beach County**

Date: September 26, 2023

To: The Honorable Gregg K. Weiss, Mayor, and
Board of County Commissioners

Thru: Verdenia C. Baker, County Administrator
Dorritt Miller, Assistant County Administrator

From: Jonathan B. Brown, Director *Jonathan Brown*
Department of Housing and Economic Development (DHED)

RE: Commission on Affordable Housing (CAH)

Department of
Housing & Economic
Development
Strategic Planning Division
100 Australian Avenue - Suite 500
West Palm Beach, FL 33406
(561) 233-3600
www.pbcgov.com/hed

**Palm Beach County
Board of County
Commissioners**

Gregg K. Weiss, Mayor
Maria Sachs, Vice Mayor
Maria G. Marino
Michael A. Barnett
Marci Woodward
Sara Baxter
Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

As a condition of Palm Beach County receiving State Housing Initiatives Partnership (SHIP) Program funding from the Florida Housing Finance Corporation, F.S. 420.9076 requires that the County appoint an affordable housing advisory committee. In accordance with the PBC Affordable Housing Ordinance (No. 2017-017), the CAH functions to review local affordable housing policies and incentive strategies, and to provide recommendations to the County regarding the same. The CAH must be composed of no less than eight (8) and no more than eleven (11) members who serve three (3) year terms and represent various categories as they relate to affordable housing. There are currently two (2) vacant at-large seats on the CAH, which must be filled.

The following persons have submitted applications and are offered for your consideration for nomination to complete the term of Timothy Coppage, Seat 3: Not-for-Profit Provider of Affordable Housing (July 10, 2021 – July 9, 2024) and John-Anthony Boggess, Seat 8: Essential Services Personnel (February 9, 2021 – February 8, 2024).

- Seat 3: Not-for Profit Provider of Affordable Housing
Shirley Erazo, Chief Executive Officer
Delray Beach Housing Authority/Delray Housing Group, Inc.
- Seat 8: Essential Services Personnel
Tim Kubrick, Chief of Human Resources
Palm Beach County School District

Enclosed are advisory board applications from the two (2) prospective nominees. You may affirm a nomination by indicating so under Section III on the enclosed application form, or you may nominate another candidate for consideration.



Your return of the attached materials by October 20, 2023, would be greatly appreciated. It is anticipated that the nominees will be presented to the BCC for at-large appointment on November 21, 2023.

Should you have any questions, please do not hesitate to contact Carlos Serrano, Director of Strategic Planning and Operations, at 233-3608 or cserrano@pbcgov.org. Thank you.

Enclosures

Cc: Sherry Howard, Deputy Director, DHED
Carlos Serrano, SPO Director, DHED

**Palm Beach County Commission on Affordable Housing
Membership as of November 2023**

	Member	Membership Category	Initially Appointed	Current Term Expires
1	Com. Mack Bernard	Elected Official	2/9/2021	2/1/2024
2	VACANT	Essential Personnel	2/9/2021	2/8/2024
3	Leonard Tylka	Residential Builder	7/1/2018	6/30/2024
4	Ezra M. Krieg	Advocate for Low-Income Persons	7/1/2018	6/30/2024
5	Corey O'Gorman	Resident of the Jurisdiction	7/1/2018	6/30/2024
6	George Adam Campbell	Labor Engaged in Home Building	7/1/2018	6/30/2024
7	Aquannette T. Thomas	Banking & Mortgage Industry	2/9/2021	7/9/2024
8	VACANT	Non-Profit Housing Provider	2/9/2021	7/9/2024
9	Amy L. Robbins	Employers in the Jurisdiction	2/9/2021	7/9/2024
10	William Elliott Johnson	For-Profit Housing Provider	2/9/2021	7/9/2024
11	Lynda Charles	Real Estate Professional	7/10/2021	7/9/2024

Per F.S. 420.9076(2), the membership of the CAH:

1. shall not exceed a total of eleven (11) members
2. must represent no less than six (6) of the twelve (12) membership categories*.

*The one (1) additional category is a *citizen who actively serves on the local planning agency pursuant to F.S. 163.3174.*

Sec. 14-247. - Creation of the Commission on Affordable Housing.

- (a) *Establishment.* The Commission on Affordable Housing is hereby created and established.
- (b) *Affordable Housing Advisory Committee.* The Commission on Affordable Housing (CAH) shall serve as the Affordable Housing Advisory Committee required by F.S. § 420.9076, shall serve as required by the county's comprehensive plan, housing element, and as required by F.S. § 420.9076, as may be amended. The members of the Advisory Committee shall be appointed by resolution of the Board of County Commissioners.
- (c) *Composition.* The CAH shall be comprised of citizens, all of whom shall be appointed by the Board of County Commissioners in accordance with F.S. § 420.9076, as may be amended. All appointments are at large.
- (d) *Conditions of Membership.* Conditions of Membership shall be in accordance to Resolution 2013-0193 or as amended of which the current resolution shall govern:
 - (1) All members must be residents of the County at the time of appointment and while serving on the CAH.
 - (2) County employees, except commissioner aides, may not be appointed to the CAH.
 - (3) The term of membership shall be for three (3) years. A vacancy occurring during the term shall be filled for the unexpired term. No member can serve more than three (3) consecutive terms.
 - (4) A member of the CAH shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend at least three (3) consecutive or a failure to attend more than one-half ($\frac{1}{2}$) of the meetings scheduled during a calendar year. Participation for less than three-quarters ($\frac{3}{4}$) of a meeting shall be the same as failure to attend a meeting. Removals shall be entered into the minutes of the next regularly scheduled meeting of the CAH. Members removed under this provision shall not continue to serve and such removal shall create a vacancy. Furthermore, members removed may not be reconsidered for membership on the CAH for at least one (1) year from the effective date of the removal.
 - (5) Members shall not be prohibited from qualifying as a candidate for elected office.
 - (6) Travel reimbursement is limited to expenses incurred only for travel outside the county necessary to fulfill CAH member responsibilities when sufficient funds have been budgeted and are available and upon the approval of the Board. No other expenses are reimbursable except documented long distance telephone calls to DES.
 - (7) Members shall be governed by the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.
- (e) *County Support.* Staff, administrative and facility support for the CAH shall be provided by the Board of County Commissioners as determined by the County Administrator.

- (f) *Role and Responsibilities.* The CAH shall function as outlined in F.S. § 420.9076, or as amended of which the current statute shall govern, or at the request of the Board of County Commissioners.
- (1) Triennially, the CAH shall review the established and proposed policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the county and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.
 - (2) Recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions or approval of developments related to affordable housing; or at a minimum, the CAH shall make recommendations on, and triennially evaluate the implementation of affordable housing incentives in the following areas:
 - a. The expedited processing of permits or development orders for affordable housing projects.
 - b. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment.
 - c. The allowance of flexibility in densities for affordable housing.
 - d. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons and moderate-income persons.
 - e. The allowance of affordable accessory residential units in residential zoning districts.
 - f. The reduction of parking and setback requirements for affordable housing.
 - g. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
 - h. The modifications of sidewalk and street requirements for affordable housing.
 - i. The establishment of additional processes by which the county considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
 - j. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
 - k. The allowance of affordable accessory residential units in residential zoning districts.
 - l. The support of development near transportation hubs and major employment centers and mixed-used developments.
 - (3) The CAH recommendations may also include other affordable housing incentives identified by the CAH and as identified by the comprehensive plan.
 - (4) The CAH shall make affordable housing incentive recommendations approved by a majority of its membership at a public hearing. Notice of the time, date, and place of the public hearing of the CAH to adopt affordable housing incentive recommendations shall be published in a

newspaper of general paid circulation in the county. Such notice shall contain a short and concise summary of the affordable housing incentive recommendations to be considered by the CAH. The notice shall also state the public place where a copy of the tentative CAH recommendation can be obtained by interested persons. The CAH shall submit the adopted affordable housing incentive recommendations to the board for their consideration in the affordable housing incentive plan no later than December 31 triennially.

- (5) The CAH shall submit an annual report to the board as is required of all advisory boards and shall submit a triennial report as required by F.S. § 420.9076.
- (6) The CAH shall perform such duties as required by F.S. § 420.9076, as may be amended.
- (g) *Authority.* The CAH may perform duties in accordance with F.S. § 420.9076, or at the request of the Board of County Commissioners.
- (h) *Meetings.* The CAH shall meet bi-annually or on an as-needed basis. A quorum must be present for the conduct of all CAH regular meetings. A majority of the members appointed shall constitute a quorum. All regular meetings shall be governed by Robert's Rules of Order. Reasonable public notice of all meetings shall be provided, and all such meetings shall be open to the public at all times in accordance with Resolution No. R2013-0193, as amended.
- (i) *Chair and Vice-Chair.* A chair and vice-chair shall be elected by a majority vote of the CAH and shall serve for one (1) term. The duties of the chair shall include:
 - (1) Presiding at CAH meetings.
 - (2) Establishing committees, appointing committee chairs and charging committees with specific tasks.

The vice-chair shall perform the duties of the chair in the chair's absence, and such other duties as the chair may assign. If a vacancy occurs in the office of the chair, the vice-chair shall become the chair for the unexpired term. If a vacancy occurs in the office of vice-chair, the CAH will elect another member to fill the unexpired term of the vice-chair.

(Ord. No. 2017-017, § 6, 5-16-17)