



CITY OF FORT LAUDERDALE

**DRAFT**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**100 NORTH ANDREWS AVENUE**  
**CITY COMMISSION CHAMBERS**  
**1<sup>ST</sup> FLOOR CONFERENCE ROOM**  
**MONDAY, AUGUST 13, 2018 – 9:00 A.M.**

<b>Committee Members</b>		<b>Attendance – July 2017 through August 2018</b>	
		<b>Present</b>	<b>Absent</b>
Debbie Orshefsky, Chair	P	12	1
Roosevelt Walters, Vice Chair	P	12	0
Peter Cooper (via phone)	P	12	1
Fran Epstein	P	11	2
Skeet Jernigan	A	6	7
Donnalee Minot	P	10	3
Edwin Parke	P	12	1
Mitchell Rosenstein (entered 9:05 a.m.)	P	12	1
Brandon Stewart	P	12	1
Nancy Daley	A	2	1
Margi Northard	P	2	1

At this time, there are eleven appointed members to the Committee, which means six would constitute a quorum.

**Staff**

Avis Wilkinson, Housing Programs Administrator/Staff Liaison  
Adam Schnell, Planner II  
Lorraine Tappen, Principal Planner  
Jim Hetzel, Principal Planner  
Ella Parker, Urban Design & Planning Manager  
Mario Desantis, Acting Housing Development Program Manager  
Chris Cooper, Deputy Director of Sustainable Development  
Lian Chan, Recording Secretary, Prototype, Inc.

**Communication to the City Commission**

None.

## **I. ROLL CALL / DETERMINATION OF QUORUM**

Chair Orshefsky called the meeting to order at 9:03 a.m. Roll was called and it was noted that a quorum was present.

Chair Orshefsky questioned if Mr. Cooper was allowed to participate via telephone.

**Motion** made by Mr. Jernigan, seconded by Vice Chair Walters, to allow Mr. Cooper to participate via telephone. In a voice vote, the **motion** passed unanimously.

## **II. APPROVAL OF MINUTES – JULY 9, 2018**

**Motion** made by Vice Chair Walters, seconded by Mr. Jernigan, to approve. In a voice vote, the **motion** passed unanimously.

## **III. OLD BUSINESS**

- Discussion of outcome of Joint Meeting with City Commission – AHAC & DSD Staff

Chair Orshefsky thanked everyone for their participation in the Joint Meeting with City Commission on July 10, 2018. The meeting was very productive, and the City Commission basically took the six newer concepts this Committee came up with, accepted them, and directed staff to move on those items. This Committee was also directed to work with DSD staff on addressing inclusionary zoning and perhaps some other issues; staff can advise where they are and what the next steps are for the joint activity.

Vice Chair Walters mentioned a New Business recommendation that staff would like to approve and requested if there could be a Change of Order. Vice Chair Walters would like to make a recommendation after having discussion on the second bullet point under Old Business.

Mario Desantis, Acting Housing Community Development Program Manager, stated that DSD staff were present to get some brief information regarding their next steps. They would like to talk a little about inclusionary zoning at the September meeting and then the next steps for the October and November meetings.

Chris Cooper, Deputy Director of Department of Sustainable Development, received feedback from the Commission Workshop. The plan for the September meeting was to bring information on inclusionary zoning and to determine direction and recommendations as to how the Committee would like that to move forward and what

components should be a part of that item. Mr. Cooper wanted to see if the plan fits in with what the Committee would like DSD staff to do and that information would be brought back on inclusionary zoning next month for a full discussion on that policy.

Mr. Jernigan questioned if anyone had information they would like to put into the process of discussion of inclusionary zoning and who that information should be sent to.

Mr. Cooper suggested sending the information to Ms. Wilkinson.

Chair Orshefsky stated that the Committee looks forward to the September briefing. It would be helpful if the information could be distributed at least a week to ten days before the meeting.

Discussion moved to the New Business Item; Discussion of Recommendations for the 2018-2019 SHIP Funding.

- Discussion of 2018 DRAFT AHAC Affordable Housing Incentive Report

Chair Orshefsky mentioned the work plan and noted that the report it was slotted to be in final form by August with a public hearing sometime in September. Chair Orshefsky questioned if Ms. Wilkinson had any projected dates for the September meeting.

Ms. Wilkinson stated that last time, this meeting was held in the evening at 5:00 p.m. The meeting will be a couple hours, so perhaps it could be from 5:00 p.m. to 7:00 p.m. or 7:30 p.m.

Chair Orshefsky advised that this is a statutorily required public hearing that this Committee must have before the Incentive Report is forwarded to the City Commission for approval and then the City Commission will send the report to the State. Chair Orshefsky suggested circulating some dates to the Committee.

Ms. Wilkinson indicated that she would check with the City Clerk's Office to see what dates were available.

Vice Chair Walters recalled that the last meeting was from 5:00 p.m. to 8:00 p.m. and people were coming in at 6:00 p.m., missing the first hour. It was suggested that the meeting be held from 6:00 p.m. to 8:00 p.m., as there may be more audience participation.

There was a consensus to have the meeting from 6:00 p.m. to 8:00 p.m.

Mr. Jernigan commented that if the report was approved today, there should not be a lot of questions. Mr. Jernigan did not object to having the meeting from 6:00 p.m. to 8:00 p.m., and stated that it probably would not take that long.

Chair Orshefsky thanked Ms. Wilkinson for the information that has been incorporated. It was noted that there were two gaps in the draft that was circulated. Page 10 was referenced.

Ms. Wilkinson stated that changes would be made today.

Chair Orshefsky mentioned Item J and did not know if there was ever any discussion. The comment did not seem to relate to what the incentive was supposed to be. It was suggested that every agenda that goes to the City Commission reviewed, as there is a note as to how it is part of the City's Play Forward. It was unknown whether the City's larger plan, which was put in place many years ago, had an affordable housing component that required when these items are put on the agenda. Each City Commission agenda has an entry of how this supports those policies. The question is, "Does the City's Vision Plan incorporate affordable housing and if not, maybe it should".

Ms. Wilkinson was aware of what Chair Orshefsky was talking about. She confirmed that there was an email requesting people to be on different Committees and one of the items the City Commission was considering was affordable housing.

Chair Orshefsky stated that was a different program. It was a specific analysis that was done in each of the agenda memos.

Mr. Jernigan indicated that it notes that this agenda item forwards one of the Visioning policies of the City. The question is, "Would the Committee need to look at the Visioning policy to see if the policy, whatever it is called, includes a provision for affordable housing?".

Vice Chair Walters agreed, and if it did not include a provision for affordable housing, it should be clearly stated.

Chair Orshefsky mentioned that the next gap was the Development Near Transportation Hubs in Regional Employment Centers and noted that the entry did not seem responsive. Chair Orshefsky stated that the response under Item K also did not seem to relate.

Mr. Jernigan commented that the review synopsis was an articulation of what was discussed. Those things were discussed, so to the degree that is what it was supposed to reflect, then that was correct. The incentive is to support development near

transportation hubs and major employment centers, which Mr. Jernigan completely concurred with.

Chair Orshefsky commented that it was not that she did not concur, maybe the Committee discussed this, but the recommendation did not go anywhere; there was not a recommendation listed at all.

Ms. Epstein questioned if criteria needed to be set up for transportation.

Chair Orshefsky replied, "No". The recommendation may be something like, "Continue to refine regulations that encourage transit-oriented development".

Vice Chair Walters questioned if Chair Orshefsky was making that a #2 or #3.

Chair Orshefsky replied, "No, that would be the recommendation". Each item has a review synopsis and then a recommendation; this one has no recommendation.

Motion by Mr. Jernigan to make a recommendation for Item K that states, "Recommendation – The City should continue to pursue policies and procedures that support the development near transportation hubs, major employment centers, and mixed-use developments".

Mr. Jernigan questioned if the motion should say, "Support the development near or support the development affordable housing near?"

Vice Chair Walters suggested being specific and saying, "Affordable housing near".

Chair Orshefsky believed the motion should support the development of affordable housing. Chair Orshefsky thought there was a consensus.

**Motion** by Mr. Jernigan, seconded by Ms. Northard, to make a recommendation for Item K that states, "Recommendation – The City should continue to pursue policies and procedures that support the development of affordable housing near transportation hubs, major employment centers, and mixed-use developments". In a voice vote, the **motion** passed unanimously.

NOTE: Mr. Rosenstein entered the meeting at 9:05 a.m.

Chair Orshefsky referenced Item J and noted that there were two entries; "Strategic connections (Press Play Fort Lauderdale Strategic Plan 2018 Initiative" and the bigger item was "Fast Forward Fort Lauderdale Vision Plan 2035: We are Prosperous". Chair Orshefsky suggested the recommendation be, "The City review the Fast Forward Fort

Lauderdale Vision Plan 2035: We Are Prosperous”, and that is not already included, and to, “Incorporate a goal to increase and preserve affordable housing in the City of Fort Lauderdale”.

Mr. Jernigan questioned if that recommendation furthers the initiative that speaks to reviewing policies and procedures.

Chair Orshefsky replied, “Yes”. The evaluation of the relationship between that plan and a goal within that plan for every action that is taken on the Commission agenda.

Ms. Wilkinson pointed out a change to be consistent with the recommendation.

Chair Orshefsky indicated that #1 should be deleted. This evaluation and how the regulatory actions of the City Commission impact the cost of housing is something that needs to be evaluated.

Mr. Jernigan questioned if there was discussion about fast track permitting review for affordable housing, as this piggybacks on that concept. If permits are going to be fast tracked, the City would also want to be aware of what decisions were being made that might negatively impact the availability to provide affordable housing.

Chair Orshefsky commented that may be the best insert, “The City Commission needs to be considering how their regulatory actions impact the ability to develop affordable housing in the City”.

Ms. Northard mentioned the removal of Item #1. It was questioned if the Committee was going from something concrete to something more open ended.

Chair Orshefsky replied, “Yes, but the concrete thing that was there ...”

Ms. Northard stated it was out of context the way it was being written and questioned if it could be worded differently and still achieve the outcome of having a commitment of 15%.

Chair Orshefsky advised that inclusionary zoning was discussed in other parts of the document, but that is a larger discussion, which would be separate. This document still talks about looking at different regulatory tools.

Ms. Northard questioned if a less impactful amount was being created by not having a number.

Chair Orshefsky did not believe that number was something this Committee discussed other than to say that was what was done in the Downtown RAC.

Mr. Jernigan suggested that after “availability”, “and cost of affordable housing” should be added. It needs to say, “The City Commission needs to consider ...”

Chair Orshefsky mentioned “Consider how ...”.

**Motion** made by Mr. Jernigan, to approve under “J” a new Item #1 that says, “The City Commission needs to consider how their regulatory actions impact the availability and the cost of affordable housing”. In a voice vote, the **motion** passed unanimously.

Vice Chair Walters did not think it should say “New Item”.

**Amended motion** made by Mr. Jernigan, seconded by Vice Chair Walters, to approve under “J”, Item #1. that says, “The City Commission needs to consider how their regulatory actions impact the availability and the cost of affordable housing”. In a voice vote, the **motion** passed unanimously.

Chair Orshefsky questioned if Mr. Cooper had anything to say regarding this document.

Mr. Cooper stated that the document was fine.

**Motion** made by Mr. Jernigan, seconded by Vice Chair Walters, to approve The City of Fort Lauderdale Affordable Housing Advisory Committee’s 2018 Affordable Housing Incentive Report as presented. In a voice vote, the **motion** passed unanimously.

- Affordable Housing Trust Fund Monthly Balance Report

Ms. Wilkinson advised that there was a little increase to the Affordable Housing Trust Fund due to another property that was sold for approximately \$9,000.

Mr. Jernigan mentioned that at the beginning of the meeting a synopsis was done about the Joint Meeting with the Commission and some of the things that were put on the table that were going to be forwarded. One of the things that appeared to be supported by the City Commission was the concept of changing the Resolution that exists on the sale of properties going into the Affordable Housing Trust Fund and a suggestion that the Committee go forward with the previous longtime suggestion that 15% of commercial industrial go into the Affordable Housing Trust Fund. Mr. Jernigan questioned the status of making that happen and getting it to the Commission. There was a sense of urgency that this be done as quickly as possible before more land was sold prior to the 15% going into the Affordable Housing Trust Fund.

Ms. Wilkinson stated that the Affordable Housing Trust Fund policy has not yet been approved, but it could be added.

Chair Orshefsky believed that the City Commission was looking at a specific amendment to a Resolution that was previously passed regarding putting 100% of the residential into the Affordable Housing Trust Fund. Perhaps the question from this Committee to the City Manager's office is, "How do they intend to implement that because the action seemed like a standalone action that the Commission was looking for?"

Mr. Jernigan felt the same, he felt like the City Commission was willing to move quickly and that the City Commission had the impression from the discussion that it was simply an amendment to the Resolution that was passed about 18 months ago, where a Resolution to approve 100% of the residential lots go to the Trust Fund was done. The City Commission was just looking quickly for an amendment that says, "In addition to 100%, 15% of commercial industrial lot sales will go to the Trust Fund as well". To the degree that something needs to be done to encourage the addition to happen, Mr. Jernigan would like to discuss that, whether it is a motion from this Committee to the City Manager to put it on the agenda as quickly as possible, whether it takes a form of a letter from the Committee, or the form of the Committee asking staff to advise what the Committee was looking for.

Ms. Wilkinson stated the information regarding the 15% was put in the Affordable Housing Trust Fund Ordinance and noted that the Resolution would have to be amended.

Chair Orshefsky indicated that she would check with Legal to confirm. There was clear direction from the City Commission to the Manager's Office to implement the 15% of net proceeds on non-residential land sold by the City to go into the Affordable Housing Trust Fund. The Committee would like a report from the Manager's office.

Ms. Wilkinson stated that when the request is sent it would say that the request was in the minutes.

Chair Orshefsky would like a report stating how the 15% would be implemented because the Committee would like that to happen as quickly as possible.

Mr. Jernigan stated that the minutes should reflect that the Committee has asked for that information because a discussion of this item would be placed on the September agenda and a response is needed in time for discussion at that meeting.

Ms. Wilkinson advised that she make the City Manager's office aware that this is an official request and that it is in the minutes.



Vice Chair Walters commented that there is only one Commission meeting between now and then, other than the Budget Workshop, which is on August 21, 2018. He did not know if that would give staff enough time to honor the request.

Chair Orshefsky did not think Commission action was being requested by August 21, 2018.

Vice Chair Walters stated that the City Commission would have to take action on August 21, 2018, since this Committee meets on September 10, 2018.

Mr. Jernigan clarified that the Committee wanted a report from the City Manager as to where he is and how fast he is moving by the next meeting. At that time, there will be discussion regarding moving forward and getting the report to the City Commission.

Ms. Epstein questioned if it was thought that the City Manager, in preparation of the annual budget, anticipated sales in advance to determine what the City would bring. She questioned if it was asking too much to ask if there is a budget figure for what the City would be receiving from sales within the next year or; however, far out they go.

Chair Orshefsky stated that, at the meeting, there was a clear supportive, without question, consensus among the Commission to support this concept. Chair Orshefsky thought the City Commission was looking for ways to feed the Affordable Housing Trust Fund and did not think they budget to book sales of properties.

Chair Orshefsky opened discussion to the public; no one wished to speak.

#### **IV. NEW BUSINESS**

- Discussion of Recommendations for the 2018-2019 SHIP Funding

Chair Orshefsky referenced a handout in the backup and noted that SHIP money coming to the City of Fort Lauderdale for this timeframe is expected to be \$234,978. Chair Orshefsky requested Ms. Wilkinson review the recommendations and how the expenditures are seen.

Ms. Wilkinson explained that there was an itemization of what was proposed on the first page. The recommendation was made to use \$134,484.60 for straight rehab. Project delivery costs would be costs for inspectors to do inspections, an intake person to do intake for people received for applications, and any other types of delivery costs up front. With regard to special needs, it is mandated that 20% of that money be used, and

Administration is 10% of the total. Staff would like to put a City Commission item on the September 4, 2018 agenda and would like to have the Committee's recommendations in agreement with this.

Vice Chair Walters supported the document for approval but questioned what was left from this year, if anything, in addition to the \$134,000.

Ms. Wilkinson advised that she would be meeting with the Financial Administrator to reconcile this afternoon and that an email would be sent with that information. Technically, monies left have already been encumbered, but have not been spent.

Vice Chair Walters assumed the encumbered monies were spent since there was not enough money to do things that are needed.

Ms. Wilkinson indicated that sometimes money goes back after projects are done.

Chair Orshefsky commented that a lot of time has been spent talking about creating new affordable housing and the report the Committee is going to review. It was noted that new construction was not reflected in these recommendations.

Ms. Wilkinson indicated that the SHIP is to preserve and to create; staff is focusing on preserving since it is a small amount.

Chair Orshefsky stated that part of the focus of this group has been to work towards creating additional housing. She requested that the Committee consider whether any portion of this should be set aside for new construction; anything to put into the Affordable Housing Trust Fund, which may help, or given that there is not a great deal of money to deal with, stick with the traditional role for these SHIP dollars.

Ms. Wilkinson added that under Owner Occupied Rehab, two things are done; reconstruction, where a home will be demolished and rebuilt, and substantial rehabs. One client is in the pipeline and his home will have to be demolished; it will take about \$160,000 to give him a brand new 2/2. Money will probably be proposed to be used in conjunction with some other SHIP money because the client is handicapped, so a combination of the special needs money may be used. The condition is that the client must clean up his house. The money is technically spearheaded; there is already a client who is income certified to do reconstruction.

Mr. Jernigan was in support of this recommendation and noted that this is an insignificant amount of money. He questioned Item #2 and #4, project delivery cost and Administration cost of \$53,500 and the difference between those two items.

Ms. Wilkinson reiterated that project delivery cost is for inspectors, intake people, and anything directly related to those projects. Administration would be supplies, equipment, her time, and other things. There must be a scope, approval of the application, and intake, so those are part of the actual process. Ms. Wilkinson's time is indirect as overseer. Equipment and training are things that come under Administration because those are indirect costs.

Mr. Jernigan's point was that the City is cost shifting, rather than the citizens of the City, through the City Commission paying for the cost of delivering the SHIP program, the City is taking dollars from State money and the SHIP program and paying salaries of City employees. If the County Commission and the citizens were picking up the cost of delivering the program, there would be another \$53,500 to do things. It was believed that item should be bookmarked. If the City is ever going to succeed in affordable housing, the entire community must find a way to participate and this is a way the entire community could participate. Mr. Jernigan was not objecting to cost right now but wanted to bookmark this for future discussions. The next time this Committee goes back for a joint meeting with the City Commission, this is the kind of thing that needs to be on the list to talk about.

Ms. Northard concurred with Mr. Jernigan.

Vice Chair Walters agreed except that normally, under grants and other funding dollars, there is always a catch to the Administrative costs. As far as the special service delivery, Vice Chair Walters would rather try to accomplish one rather than telling the City they need to pay the Administrative cost of doing affordable housing. If the City tries to get both, both may be lost.

Mr. Stewart questioned if there are other units or projects.

Ms. Wilkinson stated that an email would be sent listing what is still in the pipeline and any available money that would be spent. From her memory, the projects in the pipeline were regular rehabs. About six or seven rehabs were special needs, which are mandated at a minimum of 20%, but more can be used. It can be overlapped to use regular rehab money and when doing the report, it would be noted that additional monies were used for special needs. There are six special needs that have not yet been done.

**Motion** made by Mr. Jernigan, seconded by Vice Chair Walters, to approve the Recommendations for the 2018-2019 SHIP Funding. In a voice vote, the **motion** passed unanimously.

## **V. AGENDA TOPICS FOR NEXT MEETING**

The following topics were suggested:

- Discussion of the feedback from the Manager received on the 15% net proceeds issue.
- Request for accounting of the value of the property that is owned.
- Where the City Manager is and how he is moving and how he intends to suggest that 15% of the non-residential come to the Affordable Housing Trust Fund.
- Provide an inventory of the non-residential properties and their market value.

## **VI. GOOD OF THE ORDER – None.**

## **VII. NEXT SCHEDULED MEETING DATE – September 10, 2018 - City Commission Chambers**

## **VIII. ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 9:54 a.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by C. Guifarro, Prototype, Inc.]