

## Minutes

### Volusia County Affordable Housing Advisory Committee

July 31, 2008, 3:00 p.m.

Thomas C. Kelly Administration Building

123 W. Indiana Ave., DeLand

County Council Chambers, 2<sup>nd</sup> Floor

AHAC Members Present	AHAC Members Absent	County Staff Members Present
Frank Severino, Chair	Janet Bellows	Edward L. Jasper
Richard Fraser, Vice-Chair		Diana Phillips
Michelina Bowman		Paula Szabo
Lynn Kaiser Conrad		Carlotta Hiers
William Hansard		
Tadd Kasbeer		
Deborah Michaud		
Sara Truhlar		
Richard Vincik		
Rosemary Walker		

#### Agenda Item I - Call to Order

The first meeting of the Volusia County Affordable Housing Advisory Committee (AHAC) was called to order at 3:02 by Edward Jasper, Community Assistance Director.

#### Agenda Item II - Roll Call

Carlotta Hiers called the roll. A quorum was present.

#### Agenda Items III and IV - Election of Chair and Vice-Chair

Edward Jasper explained that with the Committee's tight timeline, they would need to expeditiously select officers. He opened the floor for nominations and asked for volunteers to serve as chair and vice-chair. Rick Fraser stated he was willing to serve as either vice-chair or chair. Frank Severino volunteered for chair. Lynn Kaiser Conrad asked what were the duties of the chair and vice-chair of the AHAC. Edward Jasper responded that the primary duties were keeping the AHAC on track and running smoothly, ensuring public participation, maintaining the conduct of the meeting in conformance with Robert's Rules of Order, and speaking on behalf of the AHAC to the County Council, if necessary.

After determining that there were no further nominations, Edward Jasper closed the floor to nominations for chair and vice-chair. A motion was made and seconded to elect Frank Severino, Chair and Rick Fraser, Vice Chair. The motion passed unanimously and Edward Jasper turned the meeting over to the Chair.

#### Agenda Item V - Staff Presentations

In accordance with the meeting agenda, the Chair requested Edward Jasper to give his presentation on the Volusia County Community Assistance Division. Before beginning his presentation, Edward Jasper explained the role of advisory board members, government in the sunshine and public records. He directed the Committee's attention to the "Connecting with County Government" publication that was provided to all members (attached hereto). He informed them that the mission of the AHAC is mandated by Florida Statute.

The presentation focused on the role that the Community Assistance Division plays in relation to the State Housing Initiatives Partnership (SHIP) program. This includes implementation of the program, monitoring, development of partnerships, development of strategies, and developing incentives to encourage development of affordable housing. The financial strategies include the Homebuyers Assistance Program and Homeowner Rehabilitation Program. He also discussed the funding sources and the importance of partnerships with financial institutions, realtors, homebuilders, developers and non-profit organizations. The presentation concluded with the role that regulatory incentives play in the SHIP Program, and the statutory guidance for the AHAC.

Mr. Jasper stated the primary mission of the AHAC is to provide guidance to the County of Volusia regarding the review and development of regulatory incentives to increase affordable housing. The importance of the committee's mission was stressed because SHIP funding is tied directly to the outcome of the strategies developed to increase affordable housing development.

Mr. Jasper further stated that the mission of the AHAC is to: 1) Review established polices and procedures, ordinances, land development regulations, and the adopted Volusia County Comprehensive Plan; 2) Recommend specific actions and initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value; and 3) Submit a report to the Volusia County Council no later than December 31, 2008 that includes recommendations on eleven (11) specific areas. (see attached)

#### Agenda Items VI and VII - Set Agenda for next meeting; Set date and time for next meeting

The Chair thanked Edward Jasper for his informative overview. The Chair continued with the next item, setting the agenda for the next meeting. He opened the floor for a discussion to determine the pulse of the Committee. Sara Truhler questioned whether the AHAC would continue to meet in the County Council Chambers. Edward Jasper responded that the Council Chambers are most conducive to receiving and recording public comment, and that it was likely that the meetings would be scheduled in the Chambers.

A discussion followed regarding the content of the next agenda. The Chair stated that at a minimum, the AHAC would need access to the Comprehensive Plan, Land Development Code and Zoning Ordinances, as well as reports undertaken by other organizations that were relevant to the committee's mission. Tadd Kasbeer recommended that a second meeting be promptly scheduled so that the AHAC could benefit from a presentation by Gregory Stubbs, Director of Volusia County Growth and Resource Management Department. Since other commitments had prevented his attendance at this meeting, Mr. Kasbeer recommended that Mr. Stubbs' presentation be a key focus of the next agenda.

The committee agreed and the Chair opened the floor to a discussion on the date and time of the next meeting. Deborah Michaud requested that the meetings be scheduled in such a manner as to be the least disruptive of the members' work, and be scheduled later in the day to accommodate travel from the east side of Volusia County. The committee discussed meeting on Thursdays, and was informed of the potential of conflicting with the County Council meeting dates. The committee members were polled regarding days of the week/time of day that presented scheduling conflicts. After further discussion, it was generally agreed that Thursday was a better day for the majority of the members. Rosemary Walker made a motion that the Committee meet every two weeks, beginning on Thursday, August 14, 2008 at 3:30 p.m., and the motion was seconded by Deborah Michaud.

Prior to a vote on the motion, Lynn Kaiser Conrad requested clarification on the number of excused absences that were permitted, since she was aware of a number of potential conflicts with the proposed AHAC schedule. Other AHAC members expressed similar concerns. Staff member Diana Phillips informed the Board that the County's policy on advisory board absences was contained in the "Connecting with County Government" handbook on page 6, and was determined by how frequently the board met. The Chair concluded that since it was likely that the AHAC would meet at least monthly, that three (3) absences would be permitted.

After further discussion on the need to set a firm schedule to prevent scheduling conflicts, and recognizing the need to reserve the County Council Chambers, Deborah Michaud made an amended motion that the next meeting date be set for Thursday, August 14, 2008 at 3:30 p.m. in the County Council Chambers, and at this meeting the committee would set dates for additional meetings. The motion was seconded by Rick Fraser and approved unanimously. The Committee requested staff to provide the tentative dates of the meetings to the AHAC members, and the list of AHAC members. The Chair asked if County legal staff would be available for consultation, and was assured that an attorney had been assigned to the AHAC. Edward Jasper committed to reserving the Council Chambers for the following tentative meeting dates, which would be confirmed at the next meeting: August 28, September 11, September 25, October 9, October 23, October 30, November 13, and December 11.

The discussion returned to the mission and the agenda for the next meeting of the AHAC. Rosemary Walker asked if the recommendations made by the committee apply only to unincorporated county or would they apply to the cities as well. Edward Jasper informed the committee that the recommendations apply to the county but county staff would work with the cities to encourage their participation. Tadd Kasbeer suggested that the AHAC's recommendations would serve as guidelines for the cities to follow, and that it was up to the County to lead.

It was further agreed that committee members are encouraged to share research that pertained to the AHAC's mission with County staff. County staff would review for relevancy, and provide to the AHAC members in an appropriate format. It was agreed that some of the regulations and data to be reviewed (County's Comprehensive Plan and Land Development Code) are very large, and that staff would provide a link to the appropriate websites. The presentation by Gregg Stubbs would be a good tool for directing the AHAC to the key provisions of these documents. Tadd Kasbeer and Frank Severino recommended that the reports of the Volusia Home Builders

Association, Volusia County Association for Responsible Development (VCARD) and the Volusia County Organization of Governments (VCOG) be reviewed and provided to the AHAC.

#### Public comment

The Chair opened the floor for public comment. Two members of the public provided comments.

The legal intern for attorney Debbie Halliskey shared information with the AHAC regarding a grant from the Florida Bar Association on preserving affordable housing in 12 counties, including Volusia County, that they were working on. The intern asked what would be the best mechanism for providing information they believed to be relevant to the AHAC for their consideration and review, as well as getting on the agenda to discuss community land trusts and other vehicles for ensuring affordability. The Chair replied that information, as well as requests to be placed on a future AHAC agenda, should be directed to County staff.

Greg Blose, Government Affairs Director for the Volusia Home Builders Association (VHBA), shared with the AHAC that the VHBA had produced two reports that addressed five to seven of the issues of the AHAC's mission, and that he would provide these reports to Edward Jasper. In response to the question posed by Rosemary Walker, he recommended that after the AHAC's recommendations are finalized and provided to County Council, that they could be shared with the VCOG. He stated that he looked forward to working with the AHAC.

There being no further public comments, the Chair closed the floor to public comment.

#### Other issues

The Chair opened the floor to additional discussion before adjourning. Richard Vincik raised the question of how the committee would deal with the logistics of reviewing the very large amount of data, regulations, and other information to be reviewed as part of the process of making recommendations. Sara Truhler responded that perhaps subcommittees would be needed. The Chair added that the committee contained a wide cross section of backgrounds, that staff would provide a degree of filtering of the information to be reviewed, and that the issue of creating subcommittees and other structures could be addressed after more information is reviewed. Lynn Kaiser Conrad asked about quorums, and if the committee would be informed if there was not a quorum present for a certain meeting. Edward Jasper assured the committee that they would notify the members of any meetings to be cancelled assuming that they received timely notice. The Chair reminded the members that the meeting could proceed even without a quorum, but that no actions could be taken that need a vote. Rick Fraser asked if the Council Chambers could accommodate teleconferencing. Edward Jasper stated that due to the need for public comment and government in the sunshine, that teleconferencing would not be allowed.

#### Agenda Item VIII - Adjournment

The Chair welcomed the members to the Affordable Housing Advisory Committee, thanked the public and staff for their participation, and adjourned the meeting at 4:50.