



City of Palm Coast Minutes CITIZENS' ADVISORY TASK FORCE

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Thursday, November 14, 2024

5:30 PM

CITY HALL - COMMUNITY WING

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comment on issues on the agenda or public participation shall be limited to 3 minutes for each speaker.
- The Board Chair shall call for public comment, each speaker shall be directed through the podium. All parties shall be respectful of other person's ideas and opinions. Clapping, cheering, jeering, booting, catcalls, and other forms of disruptive behavior from the audience are not permitted.
- Other matters of concern may be discussed as determined by Committee during the meeting.
- If you wish to obtain more information regarding the agenda, please contact Jose Papa at 386-986-2469.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session.
- The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
- Any person who decides to appeal any decision with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Call to Order and Pledge of Allegiance

Chair Shank called the November 14, 2024 Citizens' Advisory Task Force (CATF) meeting to order at 5:30pm.

Roll Call and Determination of a Quorum

Present and responding to roll call were:

*Dana Stancel
Chalres Lemon
Valerie Clymer (via Teams)
Garrett Decker
Terri Baker
Sandra Shank*

*Excused:
James Albano
Hung Hilton
David Ferguson*

Suzanne Nicholson
Larry Gross
Tamara Mackroy

Approval of Minutes

1 MEETING MINUTES OF THE JUNE 13, 2024 CITIZENS' ADVISORY TASK FORCE MEETING

Pass

Motion made to approve as presented made by Board Member Decker and seconded by Board Member Lemon

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer

Public Hearings/Action Items

2 REVIEW AND APPROVAL OF THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2023 TO SEPTEMBER 30, 2024

Mr. Jose Papa, AICP, Senior Planner, gave an introduction as well as background on the program for the new members. He also gave a presentation which is attached to this record.

Mr. Lemon asked if the 1st time home downpayment is split evenly among the participants. Mr. Papa stated no it is based on the need of the applicant.

Mr. Decker asked if the maximum amount of \$80,000. is capped. Mr. Papa stated that HUD requires all repairs be based on health or safety, so yes, they are capped.

Chair Shank asked that the CATF members write down their questions so that when the presentation is completed you may ask them of staff who will provide the answer.

Mr. Stancel asked if someone affected by "flooding" may be eligible for this HUD program. Ms. Gonzalez explained that there would have to be damage to the property not just a drainage issues on the land for a person to qualify.

Mr. Decker asked if emergency funds cover mortgage vs. rents. Mr. Papa stated that only rent is covered under this program.

Chair Shank asked if there are any low income areas in Palm Coast. Mr. Papa stated that there are two, one in the F section, near Ponce De Leon and one in the K section.

Mr. Decker are the income based requirements of the program based on pre or post tax. Ms. Gonzalez stated that it is pre-tax.

Chair Shank clarified that during Covid-19 HUD provided utility payments to persons that qualified.

Chair Shank opened this item to public comment at 6:07pm and seeing no one approach the podium she closed this item at 6:08pm.

Pass

Motion made to Recommend Approval to City Council of the Consolidated Annual Performance and Evaluation Report (CDBG Annual Report) made by Board Member Decker and seconded by Board Member Stancel

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer

3 ORDINANCE 2025-XX REPEAL AND REPLACE FAIR HOUSING CODE

Ms. Jacqueline Gonzalez, Site Development Coordinator 1, gave a presentation which is attached to this record.

Chair Shank asked about the definition of family being based on number of children as it relates to the type of rental that the application represents (# of bedrooms). Ms. Gonzalez referred to the state statues which are from Florida Department of Children and Families (DCF) health and safety rules. Ms. Gonzalez clarified that DCF would make the determination if the housing is suitable for the situation. Discussion ensued about the complaint filing process. Discussion ensued of the required education on this new Ordinance for the realty community. Ms. Gonzalez suggested that an education class be offered to the Flagler County Realtor Association. Ms. Gonzalez suggested that during the April housing fair a presentation of this Ordinance be giving.

Chair Shank opened this item to public cvomment at 6:21pm and seeing no one approach the podium she closed this item at 6:22pm.

Pass

Motion made to Recommend Approval to City Council of Ordinance 2025-XX Repeal and Replace Fair Housing Code made by Board Member Decker and seconded by Board Member Stancel

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer

4 RESOLUTION 2024-XX AMENDING POLICY RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AFFIRMATIVE ACTION PLAN

Ms. Gonzalez gave a presentaiton which is attached to this record.

Mr. Decker asked for clarification on majority of the ownership for women owned businesses. Ms. Gonzalez clarified that women owned is defined as 51% or more.

Chair Shank opened this item to public cvomment at 6:27pm and seeing no one approach the podium she closed this item at 6:28pm.

Pass

Motion made to Recommend Approval to City Council of Resolution 2024-XX Amending the Policy relating to the Community Development Block Grant Program Affirmative Action Plan made by Board Member Stancel and seconded by Board Member Decker

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer

5 RESOLUTION 2025- XX REPEAL AND REPLACE HUD SECTION 504 POLICY FOR CDBG

Ms. Gonzalez gave a presentaiton which is attached to this record.

Mr. Papa clarified for the CATF members that our subreceptients (Flagler Cares and Family Life Centers) are also subject to these guidelines.

Chair Shank opened this item to public cvomment at 6:31pm and seeing no one approach the podium she closed this item at 6:32pm.

Pass

Motion made to Recommend Approval to City Council of Resolution 2025-XX Repeal and Replace ADA Compliance code for CDBG Program made by Board Member Decker and seconded by Board Member Lemon

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer

Public Comments

none

Board Discussion

Mr. Papa addressed a prior question from Chair Shank in the June meeting about housing repair eligibility to insurance deductible and the answer is yes but they are limited to 15%.

Chair Shank asked if a public service could be addressed for Senior Citizens and Mr.Papa stated yes, but it would need to be addressed during the June meeting of the annual action plan review.

Ms. Gonzalez stated that an uninsured person would not qualify for the CDBG housing repair program. Mr. Decker asked if the property must be homestead and a primary residence. Mr. Papa stated yes.

Mr. Decker asked for clarification on how the monies are protected from being spent on another program. Mr. Papa stated that when you allocate the funds in the Annual Action Plan those funds are allocated to a specific project. Mr. Papa explained the amendment to the Annual Action Plan process.

Adjournment

Motion made that the meeting be adjourned by Mr. Decker and the motion was seconded by Mr. Stancel. The meeting was adjourned at 6:42:pm.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

Pass

Motion made to approve by Board Member Decker and seconded by Board Member Stancel

Approved - 6 - Chairman Sandra Shank, Board Member Charles Lemon, Task Force Member Terri Baker, Board Member Garrett Decker, Board Member Dana Stancel, Task Force Member Valerie Clymer