



City of Palm Coast Minutes CITIZENS' ADVISORY TASK FORCE

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

Wednesday, June 25, 2025

5:30 PM

**City Hall - Jon Netts 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, booing, 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 the Community Development Department at 386-986-3736.
- In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the ADA Coordinator at 386-986-2570 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 June 25, 2025 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:

*Chair Shank
Ms. Tamara Mackroy
Ms. Mindy Melendez
Mr. Garrett Decker*

*Excused:
Mr. James Albano
Ms. Dana Mark Stancel
Mr. Hung Hilton
Mr. David Ferguson
Ms. Suzanne Nicholson*

Mr. Larry Gross
Ms. Terri Baker
Ms. Valerie Clymer
Ms. Kelsie Lombard
Ms. Carla Amaral

Absent:
Mr. Charles Lemon

Approval of Minutes

1 MINUTES OF THE NOVEMBER 14, 2024 CITIZENS' ADVISORY TASK FORCE MEETING

Pass

Motion made to approve as presented made by Board Member Decker and seconded by Task Force Member Melendez

Approved - 4 - Chairman Sandra Shank, Task Force Member Mindy Melendez, Task Force Member Tamara Mackroy, Board Member Garrett Decker

Public Hearings/Action Items

2 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2025 (FY 2025/26) ANNUAL ACTION PLAN

Mr. Jose Papa, AICP, Senior Planner, gave a presentation which is attached to this record. Mr. Decker asked if someone uses the home repair funding and then sells their home, what happens to the repayment funds. Mr. Papa said once the check clears from the closing on the property those funds go back into the CDBG fund and reallocated to new applicants.

Ms. Melendez asked about the \$15,000 left on the first time home buyers assistance program and she asked staff how is the word getting out. Ms. Gonzalez listed all the events/tools that are used for outreach. She also mentioned hourly meetings are available to meet with home assistance income qualifier and/or general assistance.

Ms. Melendez asked about the home repair contractors. Ms. Gonzalez stated that the city goes out to bid and then our inspectors go out to review the needed work to the home including permits pulled in the past. Then a statement of work (SOW) is generated and that SOW then goes out to BID for contractors to qualify. Ms. Gonzalez updated the Task Force members about the funding dollars available.

Ms. Mackroy asked about the increase in the low/moderate income areas in Palm Coast and Mr. Papa stated that one does not have to live in one of the low/moderate area to qualify for our programs. Only if we wanted to do an infrastructure program using CDBG funds would the program have to then be in one of those low/moderate area (previously identified in the presentation).

Chair Shank asked about the map display of the census areas "area in yellow". Mr. Papa mentioned the sections of the city by name referenced in the map as: L, a portion of the F, B, area around the golf course in the C, W, P, part of the R, and Town Center.

Discussion of the Area Median Income (AMI) qualifications for the HUD CDBG program.

Chair Shank opened public comment for this item at 6:07pm.

Mr. Ray Lowyer, Flagler Beach, questioned the \$35,000 carry over amount stating it should be closer to zero. He doesn't support HUD funds being used on infrastructure projects, i.e. sidewalks. Mr. Papa addressed Mr. Lowyer's comments clarifying that carry over being represented with regard to home repair is based on lag time from the start of the home repair to completion. He did say that carry over does exist in the first time home buyers and could possibly exist due to cost of homes and that the applicant needs to qualify for a mortgage. Ms. Gonzalez mentioned that the \$35,000 is this year's budget FY'25 (through September 2025.) are a result of two homes are waiting for Habitat for Humanity Homes. Chair Shank mentioned that the sidewalk program was several years ago. She also mentioned that the social programs could use more funding.

Chair Shank closed public comment for this item at 6:13pm.

Pass

Motion made to Recommend Approval made by Board Member Decker and seconded by Task Force Member Mackroy

Approved - 4 - Chairman Sandra Shank, Task Force Member Mindy Melendez, Task Force Member Tamara Mackroy, Board Member Garrett Decker

3 RESOLUTION 2025-XXXX ADMENDMENT TO INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND CITY OF PALM COAST REGARDING STATE HOUSING INITIATIVE PARTENERSHIP PROGRAM

Ms. Jacqueline Gonzalez, Site Development Coordinator 1, addressed the CATF members and gave a presentation which is attached to this record. Ms. Gonzalez clarified that this presentation being shown to the CATF members is a courtesy since this agreement addresses State Housing Initiative Partnership (SHIP) funding which is offered to Flagler County residents through Flagler County not the City of Palm Coast.

Chair Shank opened this item to public comment at 6:23pm

Mr. Ray Lowyer, Flagler Beach, suggestion that the task force should encouraging volunteer involvement in this process.

Chair Shank closed this item to public comment at 6:26pm

Chair Shank encouraged the members to attend the July 22, 2025 AHAC meeting which will include a discussion of this issue.

Ms. Deverie Paradowski, Housing Program Manager for Flagler County addressed Ms. Melendez's question about when SHIP funds will be available by stating (\$956,000 Countywide; \$700,000 is allocated to Palm Coast) in July but the funds do not get allocated in July instead they are allocated over a 24 month period in order to meet program requirements.

4 AMENDMENT TO BYLAWS FOR AFFORDABLE HOUSING ADVISORY COMMITTEE

The members agreed to not hear this item due to the fact at yesterday's AHAC meeting this item was not voted on and therefore it is not finalized. In addition, this matter does not affect CDBG funds and is related to SHIP funding.

withdrawn

5 PRESENTATION COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE PLAN FIRST TIME HOMEBUYERS PROGRAM POINT BUYDOWN PROGRAM

Ms. Jacqueline Gonzalez addressed the CATF members and gave a presentation which is attached to this record.

Ms. Gonzalez asked the members if they would like to continue with a buy down option being added to the First Time Home Buyers program as she presented. If approved staff would rewrite our Local Housing Assistance Plan (LHAP).

Ms. Melendez asked if incentives are being received by the builders in the form of concessions. Discussion of maximum incentives that a buyer can receive ensued.

Ms. Gonzalez clarified that a person will only qualify for one incentive under the program either a point buy down or downpayment option.

Discussion ensued amongst the Task Force members of the 3 options presented.

Chair Shank opened this item to public comment at 6:44pm.

Mr. Ray Lowyer, Flagler Beach, commented that he purchased his first home on a buy down program.

Ms. Gonzalez asked about pursuing the issue of an inherited home and how this program will affect their participation. She is looking into adding this clause into the LHAP agreement similar to the Flagler County LHAP. Discussion ensued with Task Force members.

Discussion of option 2 having a clause added about the applicant must provide evidence of supporting documentation.

Mr. Ray Lowyer, Flagler Beach, suggested using a similar process as a homestead - 1 year after inheriting the property.

Chair Shank closed this item to public comment at 6:47pm

Pass

Motion made to Recommend Approval For the 1st time home buyers' program to recommend adoption of the city's version to the City Council made by Task Force Member Melendez and seconded by Task Force Member Mackroy

Approved - 4 - Chairman Sandra Shank, Task Force Member Mindy Melendez, Task Force Member Tamara Mackroy, Board Member Garrett Decker

Public Comments

none

Board Discussion

Mr. Decker stated addition of the last portion (City version) and he suggested reviewing the county version vs. city version and do some analysis of implementation of the change over the next year, in order to see if other changes are needed. Ms. Mackroy concurred with Mr. Decker's comments regarding performing some analysis over the next year. Chair Shank thanked all present for their work on these programs.

Adjournment

Motion made that the meeting be adjourned by Mr. Decker and the motion was seconded by Ms. Mackroy. The meeting was adjourned at 7:01pm.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

Pass

Motion made to approve made by Board Member Decker and seconded by Task Force Member Mackroy

Approved - 4 - Chairman Sandra Shank, Task Force Member Mindy Melendez, Task Force Member Tamara Mackroy, Board Member Garrett Decker