



CITY OF FORT LAUDERDALE

**MEETING MINUTES  
CITY OF FORT LAUDERDALE  
AFFORDABLE HOUSING ADVISORY COMMITTEE  
914 SISTRUNK BOULEVARD, SUITE 100  
FORT LAUDERDALE, FLORIDA 33311  
MONDAY, JULY 14, 2025 – 9:00 A.M.**

**Cumulative**

<b>AHAC Committee Members</b>	<b>2025 Attendance</b>	<b>Present</b>	<b>Absent</b>
Susan Spragg, Chair	P	6	0
Shantel Jairam, Vice Chair	A	4	2
Commissioner Dr. Pamela Beasley-Pittman <i>(represented by Jamel Walker)</i>	P	6	0
William Condon	P	5	1
Rich Degirolamo	P	6	0
Mindy Figueroa	A	3	3
Willie McKay	P	6	0
Roderick Newkirk <i>(1/25 absence excused)</i>	A	4	2
Agustina Sklar	P	5	0
Amanda Wilson	P	6	0

**Staff**

Rachel Williams, Housing and Community Development Manager  
Adam Schnell, Interim Liaison/Planner II  
Jim Hetzel, Urban Design and Planning  
Angella Walsh, Administrative Assistant  
J. Opperee, Recording Clerk, Prototype, Inc.

**Communication to the City Commission**

**Motion** made by Ms. Sklar, seconded by Ms. Wilson, for a communication to City Commission requesting that AHAC attend an October Budget Advisory Board meeting for a presentation. In a voice vote, the **motion** passed unanimously.

**Motion** made by Ms. Sklar, seconded by Ms. McKay, for a communication to City Commission for follow-up on our June 30 joint workshop. In a voice vote, the **motion** passed unanimously.

**1. ROLL CALL / DETERMINATION OF QUORUM (6)**

Chair Spragg called the meeting to order at 9:00 a.m. Roll was called and it was noted a quorum was present.

**2. WELCOME INTRODUCTION**

### **3. APPROVAL OF PREVIOUS MEETING MINUTES – June 9, 2025**

Chair Spragg noted a correction to p.2, paragraph 5: the year mentioned should be 2022.

**Motion** made by Mr. Condon, seconded by Ms. Sklar, to approve. In a voice vote, the **motion** passed unanimously.

The following Item was taken out of order on the Agenda.

### **6. New Business**

#### **I. Presentation by Jim Hetzel, Principal Urban Planner, Urban Design & Planning Development Services – Topic: Mixed use development policy**

Jim Hetzel, Principal Urban Planner, gave a PowerPoint presentation on the City's update to its mixed-use development Code, which began in 2024. The project enhances existing mixed-use regulations to create a form-based Code which addresses Fort Lauderdale's corridors, including building design and placement, multimodal connections, sustainable growth, and housing availability.

Broward County Land Use Policy 2.16.4 was created as an incentive to encourage municipalities to create affordable housing. The incentive includes a buyout, which will increase by 3% each year, to allow options for developers. The buyout amount goes into the Affordable Housing Trust Fund.

Mr. Hetzel also addressed Florida's Live Local Act, which is a state requirement. This law deals with local zoning regulations: for example, if an affordable housing project meets the qualifications and requirements of this law on a commercial, industrial, or mixed-use category, it must be allowed by the City.

Mr. Hetzel referred to the City's major transportation corridors which include commercial land use or zoning. Each area is different in character and built form, which is taken into consideration when developing form-based Code.

The initial public outreach phase of the Code update began in September 2024. Meetings were held in each City Commission district, along with stakeholder and open house meetings. Initial feedback included concerns with the size, mass, and scale of projects on these corridors, as well as traffic and infrastructure. Another topic of concern was the effect of the Live Local Act.

Staff took the resulting feedback to the City Commission at their June 17, 2025 Conference Agenda meeting, presenting an update on the status of the project. They shared the public's initial concerns with the Commission and proposed that some form-based regulations be brought to the forefront of the process before its completion. These

included building street length, building podiums and stepbacks, floor plan size, neighborhood transition areas, and additional areas that required further clarification.

Building street length refers to the length of buildings on the corridors and frontage along the street. The intent is to ensure there are no walls along the City's corridors by placing breaks between buildings. These lengths will differ depending upon the character of each individual corridor.

Podium stepbacks refer to how a building is stepped back from the property line in proportion to its height. This also depends upon the character of the corridor and prevents massive buildings from encroaching on the public realm. Floor plan size is determined by the size of the floor plate above the podium, which may be limited depending upon the building's height.

In order to ensure compatibility, Staff is considering the creation of neighborhood transition zones, which are the areas between commercial and residential zoning. These zones will take the context of each area into consideration.

Two additional aspects for consideration include single residential use, which are included in the City's mixed-use regulations. A mixed-use site may include several buildings which have different uses. The final consideration will be to apply these components to all mixed-use residential buildings, including buildings planned under the Live Local Act or Broward County policy, to ensure consistency.

At the June 17 Conference Agenda meeting, the City Commission directed Staff to proceed with these quick amendments. Staff is working with consultants to prepare the amendments for implementation. Outreach to stakeholders and civic groups will continue in August, followed by the public hearing process. The amendments are expected to be implemented by October 2025.

Chair Spragg recalled that she had participated in the initial public outreach phase of the project, and requested clarification of the major feedback received from this process. Mr. Hetzel recalled that these included concerns with building mass and scale, compatibility and protection of neighborhoods, concerns with transportation, and quality of design and building materials.

Chair Spragg also asked if there is a minimum requirement for non-residential use within a mixed-use development. Mr. Hetzel confirmed that there is no such requirement, pointing out that the intent is to provide commercial as well as residential uses along the City's commercial corridors. Regulations are expected to include a certain amount of commercial frontage for mixed-use projects.

Mr. Hetzel advised that thus far, only one project submitted under the Live Local Act has been approved. Broward County's policy is mostly used within Downtown Fort

Lauderdale, while the Live Local Act is expected to be seen primarily on the City's corridors.

#### **4. Updates from Chair, General Discussion and Comments by Committee Members**

Chair Spragg recalled that six Committee members attended the June 30, 2025 joint workshop with the City Commission. She advised that the Committee's presentation seemed to be very well-received by the Commissioners.

Chair Spragg added that a new member is expected to join the Committee the following month.

#### **5. Old Business**

##### **I. Update on Affordable Housing Trust Fund Balance**

Ms. Williams reported that the Affordable Housing Trust Fund balance is \$860,000, of which \$600,000 has been committed to an upcoming affordable housing project. No additional information on this project is available at this time.

##### **II. Update on status of Affordable Housing Trust Fund Policy and Procedures approval**

Ms. Williams stated that this update is still moving through required channels. She is awaiting feedback from the City Manager's Office. Once the feedback is received, she will incorporate it into the policy, which will be presented to the City Commission for approval.

Chair Spragg asked if more detailed information regarding the Affordable Housing Trust Fund balance is available, recalling that information dating back to September 2022 was requested. Ms. Williams stated that the position responsible for overseeing this information is currently vacant. She will reach out to other members of the Finance Department to request the information.

##### **III. Update on submitted Communication to City Commission**

Ms. Williams advised that the Committee's communication to the City Commission will be transmitted to the Commission as part of the June 9, 2025 minutes when they are approved.

Chair Spragg asked if information was available on a communication sent in the April 14, 2025 minutes, which had requested a Commission response to three strategies discussed at an earlier joint Commission workshop. Ms. Williams replied that she would follow up on this item.

#### **IV. Affordable Housing Incentives Strategy Report – Review and discussion of 2025 recommendations prepared by AHAC members**

Chair Spragg noted that Staff had compiled a document including information on some of the Affordable Housing Incentives Strategy Report's incentives as provided by the Committee members. Some of the information did not recommend any new additions, and some submittals had not yet been received.

Mr. Degirolamo addressed the incentive recommending that the City prepare an inventory of locally owned public land, pointing out that neither the City nor the County is using real estate to address a real estate problem. He recommended bringing this issue before the Commission in the future for more in-depth discussion, pointing out that both the City and County have available land.

Ms. Wilson requested clarification of how the Strategy Report is used. It was clarified that the report goes to the City Commission and then to the Florida Housing Coalition. Ms. Wilson proposed that the report include language which demonstrates that the Committee is questioning how the incentives are used, as this could make a difference for the Commission when the report is reviewed.

Chair Spragg stated that the Committee will hold another joint workshop with the City Commission at the end of the 3<sup>rd</sup> quarter, and suggested that the issue of City-owned land could be presented as a topic for that discussion.

Mr. Schnell advised that the state of Florida requires that the City identify properties for potential development of affordable housing, and Staff updates this list every two to three years. Some of the criteria used in evaluating the possibility of affordable housing include proximity to transportation, density, potential for single- or multi-family development, and options for public-private partnerships (P3s).

Mr. Degirolamo suggested that the conversation on City-owned lands could also include options for underused parcels as well as vacant land. Mr. Schnell noted that some City-owned lands are also used for storage purposes, although they may be vacant at certain times of the year. Other issues that need to be considered are cost benefits, competing interests, and potential growth in some areas of the City.

Mr. Schnell continued that some parcels that could be considered for development of affordable housing may not be beneficial to the surrounding communities, as they may lack access to components such as local parks. He emphasized the importance of thinking about what a community represents. Mr. Degirolamo commented that the design of projects for larger parcels could take this into consideration and include park or green space. He concluded that he would like the Committee to begin this conversation with the Commission.

Chair Spragg observed that the Live Local Act has expanded the development of affordable housing to include commercially or industrially zoned parcels as well as mixed use, and asked if this was considered when evaluating City-owned parcels. Mr. Schnell explained that the City has a map showing the areas in which Live Local Act applications may be submitted. He cautioned that the Live Local Act permits affordable development for households with incomes of up to 120% of area median income (AMI); however, the greater need is for affordable housing to serve lower income levels.

Mr. Schnell advised that there may be future opportunities for changes to the Live Local Act, such as providing units for households with lower incomes based upon local need. It can also be detrimental to residential neighborhoods for developments with significantly greater height to be built next to them. He pointed out that the Live Local Act must comply with form-based Codes such as those being developed by the City and described in the earlier presentation.

Chair Spragg recalled that the City had established a goal of processing all affordable housing applications within 30 days, which was included in the Committee's 2024 Strategy Report. Mr. Schnell advised that this is a state regulation which requires some type of response from each of the building disciplines within 30 days. The applications are tracked from the date of submittal and are placed in the queues of the different disciplines at the same time.

Mr. Schnell further clarified that there are seven to eight different disciplines involved in the Development Review Committee (DRC), which are typically able to complete their review of affordable projects within 15 to 25 days.

The Committee further discussed the individual incentive strategies addressed by the members. Chair Spragg asked if the City is able to increase the payments in lieu made by developers for properties within Fort Lauderdale limits. Mr. Schnell advised that the City would need to conduct its own analysis in order to develop its own payment in lieu option; instead, it has opted to use the rational nexus adopted by Broward County for that option.

Chair Spragg advised that she had reviewed non-mandated incentives from the 2024 Incentives Strategy which would include a cost, including a housing market study, an Affordable Housing Master Plan for Fort Lauderdale, and a study to determine the potential for partnerships with private employers, as well as promotion of public awareness and education related to affordable housing. As the fiscal year (FY) 2025-2026 departmental budgets cannot accommodate these expenses, they are proposed for consideration in 2026-2027.

Ms. Williams pointed out that in addition to the payment in lieu fees which will be paid into the Trust Fund, it is important to identify an additional ongoing funding source that can be counted on as well. Chair Spragg stated that one suggestion in the 2024 Incentives Strategy is to include annual increases of funding from general revenue in the City's

annual budget, which would go into the Trust Fund. Ms. Williams advised that from a Staff perspective, it would be preferable to continue including these incentives, as they may make a difference over time.

Chair Spragg requested that Staff reach out to the Committee members who were not present at today's meeting to request updates on their progress with their incentives. As the incentive strategies are turned in, Staff would add them to the document and circulate the updated document to the members.

## **6. New Business**

### **II. Update from Richard Degirolamo on future speaker – Developer**

### **III. Request from FTL Homeless Committee for joint meeting**

Chair Spragg reported that the chair of the City's Homeless Advisory Committee (HAC) has requested a joint meeting with the Affordable Housing advisory Committee (AHAC). Ms. Williams recommended that this meeting be scheduled after September 2025, explaining that the City's 2025-2026 budget proposes shifting the HAC from the Housing and Neighbor Support Department to the Housing and Community Development (HCD) Department. Similarly, HCD will become part of a new Community Services Department.

Ms. Williams continued that after the shift of Departments, there will likely be greater interconnectivity between the HAC and AHAC, as they will both be overseen by the Community Services Department. She emphasized the importance of open discussions and realistic expectations, pointing out that the government, the private sector, and unhoused individuals themselves will need to work toward solutions.

The following Item was taken out of order on the Agenda.

### **V. Timing of Communication to City Commission for AHAC to present to Budget Committee**

The Committee discussed the proposed joint meeting with the Budget Advisory Board (BAB), with Mr. Degirolamo recalling that previous discussion of this item had included discussion of a 20- to 30-minute presentation rather than a joint meeting. Chair Spragg added that the AHAC could make a presentation on its recommendations to the BAB, including the need for funds to be allocated in future City budgets.

Mr. Degirolamo asked if the Committee can present specific examples of items that are not currently funded. Chair Spragg cited the example of taking \$5 million from the City's general budget and placing that amount in the Affordable Housing Trust Fund annually, as well as the possibility of setting aside a portion of property tax revenue on new market-rate units for allocation within the Trust Fund. Other priorities could include funding for necessary studies.

**Motion** made by Ms. Sklar, seconded by Ms. Wilson, for a communication to City Commission requesting that AHAC attend an October Budget Advisory Board meeting for a presentation. In a voice vote, the **motion** passed unanimously.

Mr. Degirolamo cautioned that the BAB does not always meet in the months immediately following finalization of the City's budget; however, he was in favor of sending the communication to the Commission in order to begin the process of scheduling the presentation/joint meeting.

Chair Spragg asked if the Committee also wished to send a communication to the City Commission requesting the Commission's response to the strategies presented at the June 30, 2025 joint workshop. Ms. Williams stated that she would double-check on the status of the Commission's response to a previous communication following their February 2025 joint workshop as well.

**Motion** made by Ms. Sklar, seconded by Ms. McKay, for a communication to City Commission for follow-up on our June 30 joint workshop. In a voice vote, the **motion** passed unanimously.

## **VI. Agenda items for the next meeting**

Chair Spragg recalled that at a previous meeting, Commissioner Dr. Beasley-Pittman had recommended bringing in Fort Lauderdale resident Roosevelt Walters as a speaker, as he had been instrumental in the creation of the Affordable Housing Trust Fund. There had also been earlier discussion of scheduling Sandra Veszi Einhorn, chair of the Florida Housing Finance Corporation, as a speaker.

It was determined that the Committee would seek to schedule Mr. Walters as a speaker in October 2025, followed by Ms. Einhorn in November. There could also be consideration of scheduling a presentation from an affordable housing developer in November.

Chair Spragg reviewed Agenda Items for the next meeting, which would include further discussion of the Incentives Strategy Report as well as an update on the Affordable Housing Trust Fund and its policy and on the communications to the City Commission.

## **7. Good of the order**

Ms. Sklar reported that she is working with the Coalition to End Homelessness to schedule an affordable housing workshop, and invited the Committee members to attend this upcoming event. The workshop will include a presentation on current affordable housing statistics in order to educate the public on the seriousness of both homelessness and the need for affordable housing. The League of Women Voters is a co-sponsor of the event.

## **8. Public Comments**

None.

**NEXT SCHEDULED MEETING DATE: August 11, 2025**

## **9. Adjournment**

There being no further business to come before the Committee at this time, the meeting was adjourned at 10:37 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 K. McGuire, Prototype, Inc.]