



## Affordable Housing Advisory Board Meeting

Date: Tuesday, September 16, 2024, at 6:01 p.m.  
Location: Osprey Conference Room, 2<sup>nd</sup> Floor  
Address: 10770 W. Oakland Park Boulevard, Sunrise, FL 33351

### Meeting Minutes

- A. Welcome and Call to Order**
- B. Introduction and Roll Call**

By: Karen Lawrence  
By: Karen Lawrence

#### **Board Members Present:**

Robert Daniels  
Maria Doud  
Derrick Jenkins  
Edward Gersten  
William Herard  
Jeffrey Hittleman  
Neil Kerch  
Traci Miller  
Vernell Roberts

#### **Absent:**

Rutledge Huckstep (*excused*)  
John LaMotta (*excused*)

#### **City Staff:**

Stephanie Hahn, Grants Administrator  
Karen Lawrence, Grants Coordinator

- C. Pledge of Allegiance and Moment of Silence**

Observed.

Moment of Silence was held in observation of September 11, 2001

- D. Open Discussion**

No public attendee.

- E. Review of Minutes**

The motion to approve the minutes of March 19, 2024, was made by Commissioner Kerch and seconded by Traci Miller. The minutes were unanimously approved by the Board members.

## **F. Old Business**

### Existing Projects currently occurring within Sunrise

Commissioner Kerch stated that as it concerns all the specific affordable housing projects currently occurring in the city, it would be beneficial for board members to know the status of each.

### Art Poster Contest

For board member review, Stephanie Hahn shared the PowerPoint of the winning posters from the 2024 Fair Housing Art Poster Contest.

## **G. New Business**

### a. Timeliness:

Stephanie Hahn advised the Board that the City has met timeliness which will aid in continuing housing rehabilitation assistance to our residents. The City is on track for SHIP and has projects already encumbered.

### Housing Rehabilitation Applications

Stephanie stated that the City Commission assisted with streamlining the rehabilitation process especially as this type of assistance is focused on health, life and safety. The program allocates up to \$80,000 for each approved resident. The City opened two (2) housing rehabilitation application submission through the Neighborly Portal for our residents; the City received a total of 447 applications and another 165 applications that were not completed by the residents.

### b. Annual Action Plan:

Stephanie Hahn discussed the City's Annual Action Plan, advising that the Plan had been submitted to HUD, and as of the date of this meeting, there was no news from the agency.

### c. Ship Annual Report

Stephanie Hahn informed the Board that the Ship Annual Report has also been submitted, feedback was required and addressed, which should leave the city in good standing based off the responses.

### d. Affordable Housing Advisory Board Report

Stephanie Hahn stated that the Affordable Housing Annual Report used to be called the Triannual report and was required every three years. By regulation, prior to last year, the Report is now required to be submitted yearly. Stephanie advised that all recommendations for incentives, except for those highlighted, remain unchanged from those adopted by the board in 2023. She further advised the City's land inventory remains unchanged since the last adopted report.

The board members are aware that the Affordable Housing Advisory Board Report must be submitted to the State no later than December 31, 2024.

### e. City of Plantation Town Hall Meeting

Stephanie informed the board members that the City of Plantation would like a member from the Board to attend their Town Hall Meeting scheduled for October 10, 2024 at 6:00 p.m. Traci Miller was nominated and agreed to attend. Stephanie

Hahn also encouraged other board members to attend, as the City of Plantation is welcoming other attendees. Commissioner Kerch reminded the board members that they must remain cognizant of Sunshine Laws if more than one board member attended.

f. Next Meeting Date:

The board decided that the next meeting would be scheduled for Monday, November 18, 2024.

**H. Board Members Discussion**

Commissioner Kerch spoke about the article in the Sun-Sentinel speaking about tackling the housing crisis, tracking and different incentives, and wanted to know about having Broward County to do a presentation as it speaks about the strategies the cities would need to address as it concerns affordable housing.

As it pertains to proposed affordable housing upcoming projects, the board would welcome a presentation on same.

Commissioner Kerch requested detailed information on the status of affordable housing projects throughout the city. This information was requested in the form of a quarterly update, contingent upon board meeting, reflecting the status of each of the existing projects along with details on anticipated timelines, reasons the project fell through, etc. until each project is finished. The recommendation was made that this information be kept as an ongoing record, included in Old Business on each agenda.

**I. Adjournment**

Edward Gersten made a motion to adjourn at 7:05 PM, and William Herard seconded the motion which passed unanimously by the Board.

Transcribed by: \_\_\_\_\_

Karen Lawrence, Grants Coordinator

**NOTE TO READER:**

- If these minutes do not bear the date of approval, this indicates that they are not the final approved minutes and will become the official minutes when approved by the Board.
- Approved at the Affordable Housing Advisory Board meeting of \_\_\_\_\_