

City of Palm Coast, Florida Agenda Item

Agenda Date: January 20, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #

Subject: RESOLUTION 2026-XX APPROVING REVISIONS TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) BYLAWS

Presenter: Devrie Paradowski, MPA, Housing Program Manager/SHIP Administrator, Joseph Hegedus, Director, Flagler County Health and Human Services Dept., and Jacqueline Gonzalez, Site Development Coordinator I

Attachments:

1. Presentation, 2. Resolution, 3. Proposed By-laws, 4. 2025 Bylaws Comparison to 2022 Bylaws (a summary of proposed changes)

Background:

The AHAC is established in accordance with the State Housing Initiatives Partnership (SHIP) Act, Chapter 420, Part VII, Florida Statutes (ss. 420.907-420.9089). The SHIP Act requires local governments to pursue three goals: meet the housing needs of very low- to moderate-income households; preserve and expand affordable housing; and further the Housing Element of the comprehensive plan.

Under s. 420.9076, F.S., the Committee supports these goals by reviewing local policies, procedures, ordinances, and land development regulations and recommending incentive strategies that promote the availability of affordable housing for very low- to moderate-income households.

These bylaws are subordinate to, and shall be automatically superseded by, any future amendments to applicable Florida Statutes.

The AHAC voted at their September 23, 2025, meeting to revise the committee's bylaws. Since this is a joint advisory committee serving both Flagler County and the City, the City of Palm Coast reviews and approves the proposed bylaws.

The amendments aim to reflect statutory changes (annual reporting, elected officials as voting members), as well as better codify the joint County–City structure and provide clearer guidance on authority, scope, and procedures. A summary of revisions is provided below (a more detailed description is provided in the agenda attachment titled as “2025 Bylaws Comparison to 2022 Bylaws”):

Interlocal Recognition

- AHAC is formally acknowledged as a joint County–City committee.

Annual Reporting

- Reporting requirement updated from every three years to every year, per 2021 statute.
- Member terms now begin in January, aligning with elected officials' appointments

and the new annual reporting cycle.

Elected Officials

- Required as voting members of AHAC (since 2020 statute).
- No exemption from the virtual attendance cap, but the excused absence policy provides flexibility.

Oath of Office

- City appointees must take an oath before serving, consistent with Palm Coast City Charter.

Chair & Vice Chair Absence

- If both are absent, the longest-serving member presides.

Virtual Attendance

- Allowed for up to 1/3 of meetings annually per member.
- Members must still be counted toward quorum in person, unless excused in advance.

Conflict of Interest

- Stronger alignment with Florida ethics law.
- Disclosure required if a member, or their agency, receives City or County funding.
- Waivers may only be granted by the elected bodies.

Public Hearing Requirement

- November public hearing to adopt the Report of Recommendations is mandatory.
- Clarifies that a majority of the full membership must approve recommendations.

Committee Authority & Scope

- AHAC is advisory only. It reviews and recommends, per statute, but cannot direct staff.
- Boundaries clarified to reflect County Code and Palm Coast Charter.

City of Palm Coast CATF

- Palm Coast AHAC members also serve on the City's Citizens Advisory Task Force (CATF) for CDBG.
- CATF meets twice a year, ensuring coordination between housing programs.

Recommended Action: THE AHAC RECOMMENDS APPROVAL OF THE PROPOSED AMENDMENTS TO THE AHAC BYLAWS