

## **Palm Beach County Housing Summit Regional Subcommittees Framework & Action Plan**

Thank you for accepting the invitation to participate as a Regional Subcommittee member in our communitywide effort to address housing needs in Palm Beach County. As part of the respective Subcommittee, you will be developing a regional housing plan and moving the plan forward to address this critical issue. Your talents, experience and dedication are vital to this effort, and your willingness to give of your time is very much appreciated.

**Background:** In an effort to increase housing that is affordable, attainable and appropriate in Palm Beach County, a Housing Summit was held in May of 2017. More than 500 stakeholders attended the Summit. It created a tremendous momentum to address the housing crisis in our community. To build on that momentum, the Steering Committee developed “**Guiding Principles-Actions**” (attached) based on the presentations, discussions and ideas heard at the Summit. The Committee established the regional framework, with four Regional Subcommittees, to continue the ongoing effort on a countywide basis.

### **Goal of the Regional Subcommittees:**

- To develop tailored Regional Housing Plans through an inclusive, collaborative approach that ensures broad participation and is responsive to the local conditions.

**Role of the Regional Subcommittees:** With support and oversight of the Summit Steering Committee, each Regional Subcommittee will work with the region’s municipalities and County to:

- reach out to cities and other interested entities
- determine existing efforts and programs already in place in the region
- apply the relevant **Guiding Principles-Actions** and determine the specific identified action items or new items that may be appropriate for the subarea
- identify potential projects as focal points
- identify milestones
- identify any needed technical assistance

**Subcommittees Regions:** For your information, the four Regional Subcommittees are as follows:

South Region: Boca Raton, Boynton Beach, Briny Breezes, Delray Beach, Golf, Gulf Stream, Highland Beach, Hypoluxo, Manalapan, Ocean Ridge

Central Region: Atlantis, Cloud Lake, Glen Ridge, Greenacres, Haverhill, Lake Clarke Shores, Lake Worth, Lantana, Palm Beach, Palm Springs, South Palm Beach, West Palm Beach

Western Region: Belle Glade, Loxahatchee Groves, Pahokee, Royal Palm Beach, South Bay, Wellington, Westlake, large unincorporated area including portions of the Exurban tier

North Region: Juno Beach, Jupiter, Jupiter Inlet Colony, Lake Park, Mangonia Park, North Palm Beach, Palm Beach Gardens, Palm Beach Shores, Riviera Beach, Tequesta

**Membership:** Each Regional Subcommittee has 11 representatives. The Steering Committee selected three members and the other eight members were selected from each of the eight following groups:

- Economic Council
- Chambers of Commerce
- League of Cities
- Gold Coast Builders Association
- Not for Profit Agencies
- Palm Beach County Government
- Leadership Palm Beach County
- League of Women Voters

**Palm Beach County Regional Subcommittees**  
**ACTION PLAN**

To provide the flexibility necessary to respond to local conditions, each Regional Subcommittee will establish a manner of proceeding best suited to its circumstances. However, to ensure some basic consistency across all Subcommittees, outlined below are general expectations.

<b>Topic</b>	<b>Actions and Expectations</b>
<b>Kick-off</b>	<ul style="list-style-type: none"> <li>• Subcommittee process will begin with a “Meet &amp; Greet” kick off meeting: Thursday, November 2, 2017 PBC Commission Chambers, 9am.</li> <li>• Subcommittee and Steering Committee members are <b>strongly</b> encouraged to attend.</li> </ul>
<b>Work Product</b>	<ul style="list-style-type: none"> <li>• Each Regional Subcommittee will meet with municipalities and other interested entities in the region and prepare a draft Regional Housing Plan. Draft Plans will be reviewed by the Steering Committee.</li> <li>• Each Regional Subcommittee can expect to present the plan at meetings, including:               <ul style="list-style-type: none"> <li>▪ governing boards of the region’s municipalities</li> <li>▪ League of Cities meeting</li> <li>▪ next Housing Summit</li> </ul> </li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>• Anticipated to be up to 9-month process</li> <li>• Timeframe for municipal engagement, drafts to be determined</li> </ul>
<b>Subcommittee Meeting Schedule</b>	<ul style="list-style-type: none"> <li>• Each Regional Subcommittee will determine its meeting schedule and location, to be provided to the Steering Committee Chair: <i>Faye Johnson (561-355-3260 or email <a href="mailto:FJohnson@pbcgov.com">FJohnson@pbcgov.com</a>)</i></li> <li>• Members should plan to meet at least twice per month for the first three months.</li> <li>• Thereafter, meetings should be held at least monthly, with additional time involved in engaging the region’s municipalities and other entities.</li> <li>• Regional Subcommittee representatives may also be asked to attend Steering Committee meetings to ensure coordination.</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Regional Subcommittee members should commit to active participation, throughout the 9-month process.</li> <li>• Members who cannot attend meetings in person should do so via conference call.</li> </ul>
<b>Subcommittee Leadership</b>	<ul style="list-style-type: none"> <li>• No later than the second meeting, the Regional Subcommittee members will select their lead person-chair, and provide this information to: <i>Faye Johnson (561-355-3260 or email <a href="mailto:FJohnson@pbcgov.com">FJohnson@pbcgov.com</a>)</i></li> </ul>
<b>Guidance and Coordination</b>	<ul style="list-style-type: none"> <li>• Two Steering Committee members will serve as liaisons to provide guidance</li> <li>• The Steering Committee Chair will also serve as a contact: <i>Faye Johnson (561-355-3260 or email <a href="mailto:FJohnson@pbcgov.com">FJohnson@pbcgov.com</a>)</i></li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• As needed, Regional Subcommittees should request technical assistance (planning, finance, etc) through the Steering Committee, which will make every effort to provide assistance.</li> </ul>
<b>Open Meetings</b>	<p>Regional Subcommittees will be required to:</p> <ul style="list-style-type: none"> <li>• Provide advance notice of meetings to the Steering Committee Chair <i>Faye Johnson (561-355-3260 or email <a href="mailto:FJohnson@pbcgov.com">FJohnson@pbcgov.com</a>)</i></li> <li>• Allow public and stakeholders to attend meetings</li> <li>• Prepare and adopt summary minutes of each meeting</li> </ul>