



**MEETING MINUTES**  
**SESSION OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**CITY OF KISSIMMEE**  
**CITY HALL, DEVELOPMENT SERVICES CONFERENCE ROOM**  
**101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054**  
**THURSDAY, MAY 21, 2026 AT 10:00 AM**

**1. MEETING CALLED TO ORDER**

**Members Present:**

Board Member Robert Bussiere, Board Member Sue Ring, Commissioner / Board Member Noel Ortiz, Board Member Steve Auger, Board Member Bryant Coleman, Board Member Traci Blue

**Staff Present:**

City Attorney Kalanit Oded; City Clerk Tameara Crespo; Housing and Community Manager Frances De Jesus; Board Clerk Eugenio Morales; Housing Specialist Omayra Caraballo

**Members Absent:**

Co-Chair Lucie Ghioto; Board Member Linda Goodwin; Board Member Will Cooper

Chair Bussiere called the meeting to order at 10:12 AM.

**2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

After a Moment of Silence, Chair Bussiere led the audience in the Pledge of Allegiance.

**3. MINUTES**

**3.A Approval of AHAC Minutes from the March 19, 2026 Meeting**

Board Member Ring made a motion to approve the AHAC minutes from the March 19, 2026 meeting. Board Member Auger seconded the motion.

AYE: Chair Bussiere; Board Member Ring; Commissioner Ortiz; Board Member Auger; Board Member Coleman; Board Member Blue.

NAY: None

Motion Passed 6 - 0.

**4. PUBLIC HEARINGS**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**6.A Surplus Land Program Policy and List of City-Owned Vacant Properties**

Housing and Community Manager De Jesus presented the Surplus Land Program Policy (Exhibit A) and reviewed the current list of City-owned vacant properties suitable for affordable housing development (Exhibit B), as required by state law every three years.

Staff provided updates on several properties, including 504 Canterbury Lane, which was sold to an adjacent property owner, with proceeds reserved for future affordable housing activities, and 219 N. Randolph Avenue, which is being developed as a single-family

affordable home in partnership with Rebuilding Together Central Florida using NSP funds. Staff also discussed the proposed public lottery process for applicant selection.

Staff discussed property availability, income eligibility requirements, funding sources, and the procurement procedures used by Goodwin Realty to select future homeowners for 219 N. Randolph Avenue. Commissioner Ortiz raised a question regarding the selection of Goodwin Realty as the entity responsible for the candidate selection process. Staff explained that Goodwin Realty has managed the sale of the City's NSP properties since the program inception. Staff also provided an update on additional surplus properties, including Pleasant Street, Poinciana Circle, and 1007 Palmway Street.

Staff shared that City is currently in the process of reviewing the list. She reported that approximately 298 City-owned vacant parcels had been identified through GIS review, although many were unsuitable for residential development due to site limitations. Discussion followed regarding the establishment of a process for acquiring properties through foreclosure resulting from unpaid code enforcement liens. Staff explained that while the policy references this option, no formal process currently exists. AHAC members discussed potential implementation, enforcement considerations, and the City's current practices regarding liens and foreclosures.

Board Member Auger made a motion to develop a formal process for the acquisition of properties through foreclosure resulting from unpaid code enforcement liens. Board Member Blue seconded the motion.

AYE: Chair Bussiere; Board Member Ring; Commissioner Ortiz; Board Member Auger; Board Member Coleman; Board Member Blue.

NAY: None

Motion Passed 6 - 0.

#### 6.B Affordable Housing Fee Reduction Program

Housing and Community Manager De Jesus introduced a discussion regarding affordable housing impact fee reductions and fee deferral options, explaining that the matter was similar to the previous agenda item - since the program has not yet been formally adopted, its provisions remain subject to interpretation. Staff presented information on funding source limitations, expenditure deadlines, and the challenges associated with long-term project commitments. Staff proposed establishing a formal process to defer eligible impact fees, including Parks and Recreation, Police, Fire Department, and Mobility fees, until the issuance of the Certificate of Occupancy (CO).

Board Member Auger explained the benefits of delaying impact fee collection, particularly school impact fees, until the CO stage, noting that the delay reduces financing costs for developers. Discussion included the financial impacts of fee deferrals, limitations related to school impact fees controlled by the School District, and possible fee reductions or deferred payment structures. The City Attorney clarified differences between school impact fees and City-controlled fees, while members discussed service impacts, future occupancy, and flexibility for case-by-case consideration.

Staff requested direction from the Committee regarding future recommendations and possible implementation options prior to advancing the item to the City Commission.

Board Member Blue made a motion to accept the staff recommendation to establish a process for deferral of eligible affordable housing fees until issuance of the Certificate of Occupancy. Board Member Auger seconded the motion.

AYE: Chair Bussiere; Board Member Ring; Commissioner Ortiz; Board Member Auger; Board Member Blue.

NAY: None

ABSTAIN: Board Member Coleman.

Motion Passed 5 – 0 - 1.

## 7. DISCUSSION

### 7.A Staff Comments and Updates

Housing and Community Manager De Jesus provided an update regarding the April Fair Housing Drawing Contest as well as the sponsors supporting the program. Staff also informed the AHAC members that the item would be presented to the City Commission on June 2, 2026. In addition, Housing and Community Manager De Jesus discussed the new newspaper advertisement related to housing initiatives and outreach efforts.

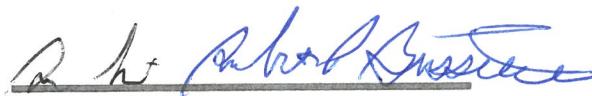
Board Member Auger asked questions regarding the application of BABA requirements in connection with HOME funding. Housing and Community Manager De Jesus explained the federal funding requirements and the mitigation strategies being implemented to address compliance concerns. Board Member Auger expressed support for the proposed approach.

Housing and Community Manager De Jesus concluded by announcing that the next AHAC meeting is scheduled for June 18, 2026, and noted that the presenter for the meeting would participate virtually.

## 8. HEAR CHAIRMAN AND BOARD MEMBERS

## 9. ADJOURNMENT

There being no further business to come before the Affordable Housing Advisory Committee, Chair Bussiere adjourned the meeting at 11:21 AM.



Board Chairperson

ATTEST:



Board Clerk

EXHIBIT A



Affordable Housing Advisory Committee  
Thursday, May 21, 2026

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## Printed Inventory of Public Owned Lands

- Changes were recommended by AHAC and adopted internally (2022)
- Policies and procedures for the Surplus Land for Affordable Housing were created.
- Resolution #17-2023
- Next review and resolution due before the end of 2026



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## Staff Recommendation

Establish a process to obtain properties through foreclosure due to non-payment of code enforcement liens

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## Impact Fee Modifications

- Changes were recommended by AHAC and adopted internally (2022)
- Policies and procedures for the Affordable Housing Fee Reduction Program were created.
- The LHAP includes strategies to provide financial relief if the development is certified as affordable housing.

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## Staff Recommendation

Establish a process to defer eligible fees until issuance of the Certificate of Occupancy (CO). For example:

- Mobility
- Parks & Recreation
- Police
- Fire

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## Next Steps

- Discussion

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EXHIBIT B

## City-Owned Properties Suitable for the Development of Affordable Housing

The following Kissimmee city-owned properties are suitable for the development of affordable housing. If interested, please contact Frances De Jesus, Housing and Community Development Manager at (407) 518-2156 or by e-mail at [frances.dejesus@kissimmee.gov](mailto:frances.dejesus@kissimmee.gov):

1. 1007 Palmway Street; Parcel: 22-25-29-1990-0019-0110
2. ~~Poinciana Circle; Parcel: 15-25-29-1290-000A-0190~~
3. ~~504 Canterbury Lane; Parcel: 28-25-29-1170-000A0180~~
4. ~~219 N Randolph Avenue; Parcel: 21-25-29-1690-000T-0029~~
5. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-0020~~
6. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00A0~~
7. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00B0~~
8. ~~Pleasant Street; Parcel: 22-25-29-2257-0001-00D0~~