

CITY OF MELBOURNE
MINUTES OF THE MEETING
AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)
MELBOURNE CITY HALL COUNCIL CHAMBER
January 20, 2026 ♦ 6:00 P.M.

1. Call to Order

A regular meeting of the AHAC was held in Council Chambers at City Hall on this date. The meeting was called to order at 6:04 PM by the Recording Secretary due to the absence of the Chair and Vice-Chair.

- a. Pledge of Allegiance
- b. Roll Call was taken by the Recording Secretary

Present:

John "Trey" Huy, Member
Michael Miller, Member
John Miceli, Member
Alesha Stallings, Member
Marcus Smith, Ex-Officio City Council Member

Absent:

Kristen Snyder, Chair (excused)
Felicia Prince, Vice Chair
Michael Belcher, Member
Colin Houston, Member

City of Melbourne Staff Also Present:

Abby Johnson, Housing & Urban Improvement Manager
Kelly Calvacca, Housing Program Administrator
Todd Corwin, Planner
Tiffany Spence, Recording Secretary

c. Election of Chair Pro Tem

Due to the absence of the Chair and Vice-Chair, the Recording Secretary called for the election of a Chair Pro Tem.

Councilman Marcus Smith was nominated and elected to serve as Chair Pro Tem for the meeting and assumed the chair.

2. Approval of Minutes: Regular Meetings – December 2, 2025

Motion: Huy/Stallings to approve minutes of the regular meeting held on December 2, 2025, with any necessary corrections. The motion carried unanimously.

3. Declaration of Conflict from Previous Meeting

No conflicts were reported from the meeting held on **December 2, 2025**.

4. Public Comment

No public comment.

5. Annual Incentive Review & Recommendation 2025 – Todd Corwin

Chair Pro Tem Smith opened the Public Hearing.

Ms. Calvacca provided a brief introduction to the Annual Incentive Review & Recommendation 2025 Report. She explained the necessity, purpose, and need for an annual approval. Mr. Corwin reviewed the Affordable Housing Advisory Committee 2025 Annual Review & Recommendations Report. He briefed the board on statutory criteria the City is required to evaluate. He also reviewed the list of City-owned vacant property, highlighting potential strategies for leveraging these properties to support affordable housing initiatives.

Ms. Stallings inquired about parking requirements, specifically for two-bedroom units. Mr. Corwin explained the number is used to calculate the parking spaces required.

Chair Pro Tem Smith inquired about the vacant City-owned land, and Mr. Corwin explained these lots are available for persons or organizations interested in building affordable housing.

No public comments were received.

Motion: Stallings/Miller to approve the recommendations identified in the Affordable Housing Advisory Committee's 2025 Annual Review & Recommendations Report of Affordable Housing Incentives and to submit the recommendations to City Council. The motion carried unanimously.

Chair Pro Tem Smith closed the Public Hearing.

6. Housing & Urban Improvement Manager's Updates

Ms. Johnson updated the board on recent accomplishments to include the Consolidated Annual Performance and Evaluation Report (CAPER), which was submitted to the U.S. Department of Housing and Urban Development (HUD). She also informed the board that the City received HUD approval for FY 2025–2026 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding. Ms. Johnson also advised that applications for FY 2026–2027 CDBG and HOME funding are currently available.

Ms. Johnson advised election of Chairman and Vice Chairman for AHAC will be held at the next meeting.

Ms. Johnson discussed the City's Purchase Assistance Program (PAP). She stated that a funding agreement will be brought to City Council on January 27, 2026, to allow Community Housing Initiative, Inc. (CHI) to continue to administer the program.

Mr. Huy asked if individuals interested in selling their homes could be introduced to potential PAP participants to purchase these properties. Ms. Johnson and Ms. Calvacca advised that they would need to defer to CHI for additional information.

Chair Pro Tem Smith inquired about the PAP program. Ms. Calvacca and Ms. Johnson provided an overview of the program offered through CHI.

Mr. Miceli and Ms. Stallings inquired about how clients obtain funding and the mortgage process through CHI. Ms. Calvacca explained that CHI offers programs to assist clients with financial planning and credit building to enable them to become eligible to participate in the PAP.

Chair Pro Tem Smith inquired about the technical assistance (TA) provided by the city for the CDBG and HOME funding for FY 2026–2027. Ms. Johnson explained that the TA was offered by appointment only prior to the application period, and that no TA would be provided during the application process. She further noted that individuals and organizations can contact our office to inquire about project eligibility.

7. Board Comments

No comments from the board.

8. Adjournment

Chair Pro Tem Smith invited final comments before adjournment. No comments were noted, and the meeting adjourned at 6:41 PM.



Tiffany Spence, Recording Secretary

Approved by the Affordable Housing Advisory Committee Board: August 4, 2026