

NOTICE AND AGENDA

HOUSING COMMISSION
THURSDAY
MAY 25, 2023

VIRTUAL MEETING
MICROSOFT TEAMS MEETING
1:00 P.M.

ATTENTION
IN-PERSON AUDIENCES AT HOUSING COMMISSION MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

[Click here to participate in the online meeting](#)

The public can submit comments to AFisher@Flagstaff.gov. Public comment will be emailed to Housing Commissioners and will be read at the meeting by a staff member.

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Commission and to the general public that, at this regular meeting, the Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ERIC DAVIS
TYLER DENHAM
KAREN FLORES
SANDI FLORES

JACQUIE KELLOGG
DEVONNA MCLAUGHLIN
MOSES MILAZZO
ADRAH PARAFINIUK

REBECCA PYRZ
ROSS SCHAEFER
GLENN SLIVERS
SEAN SLAWSON
HAYLEY ZOROYA

3.

LAND ACKNOWLEDGMENT

The Housing Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

4. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

5. APPROVAL OF MINUTES

- A. Consideration and Approval of Minutes: Housing Commission Meeting, March 23, 2023. Approve the minutes from the March 23, 2023 Housing Commission Meeting.

6. ACTION AND DISCUSSION ITEMS

- A. Establish an Informal Working Group to Develop the Bond-Funded Rental Incentive Program
City staff recommends the establishment of one informal working group of no more than five Commissioners to determine program requirements and develop the bond-funded Rental Incentive Program.

7. GENERAL BUSINESS

- A. Affordable Housing Continuum Maps Overview
Informational item only.
- B. 10-Year Housing Plan Update: Progress Toward Overarching Goal
Informational only.

8. INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS

- A. Update from Housing Authority Liaison
- B. Update from Housing Commissioners and other informational items
- C. Update from Housing staff

9. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2023.

Adriana Fisher, Housing Program Manager



Housing Commission

5. A.

From: Adriana Fisher, Housing Program Manager

DATE: 05/25/2023

SUBJECT: Consideration and Approval of Minutes: Housing Commission Meeting, March 23, 2023.

STAFF RECOMMENDED ACTION:

Approve the minutes from the March 23, 2023 Housing Commission Meeting.

Executive Summary:

Minutes of Commission meetings are the requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions taken by the Housing Commission.

Attachments

Draft March 23, 2023 Housing Commission Minutes

DRAFT MEETING MINUTES

**HOUSING COMMISSION
THURSDAY
MARCH 23, 2023**

**VIRTUAL MEETING
MICROSOFT TEAMS MEETING
1:00 P.M.**

- 1. Call to Order**
- 2. Roll Call**

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ERIC DAVIS - Present
TYLER DENHAM - Present
KAREN FLORES - Present
SANDI FLORES - Absent

JACQUIE KELLOGG - Present
DEVONNA MCLAUGHLIN - Absent
MOSES MILAZZO - Present
ADRAH PARAFINIUK - Present, arrived at 1:15 pm, left at 1:54 pm

REBECCA PYRZ - Present
ROSS SCHAEFER - Absent
GLENN SLIVERS - Absent
SEAN SLAWSON - Present
HAYLEY ZOROYA - Present

OTHERS PRESENT:

Justyna Costa, Assistant Housing Director
Sarah Darr, Housing Director
Adriana Fisher, Housing Program Manager
Marissa Molloy, Housing Specialist
Kristine Pavlik, Housing & Grants Administrator
Khara House, Council Liaison
Jennifer Mikelson, Housing Analyst
Christina Rubalcava, Senior Assistant City Attorney

- 3. LAND ACKNOWLEDGMENT**

The Housing Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

Read by Commissioner Karen Flores.

- 4. Public Comment**

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

None

5. **APPROVAL OF MINUTES**

- A. Consideration and Approval of Minutes: Housing Commission Meeting, January 26, 2023
Approve the minutes from the January 26, 2023 Housing Commission Meeting.

Moved by Karen Flores, **seconded by** Jacquie Kellogg to approve the minutes from the January 26, 2023 regular Housing Commission meeting.

Vote: 8 - 0 - Unanimously

6. **ACTION AND DISCUSSION ITEMS**

- A. American Rescue Plan Act (ARPA) & Community Development Block Grant (CDBG) Funding Allocation Recommendations to Council
Motion to forward the ranking committees' recommendations for ARPA & CDBG funding allocations to City Council with a recommendation for approval.

Ms. Kristine Pavlik, Housing and Grants Administrator, presented the ranking committees' recommendations for ARPA & CDBG funding allocations, as well as a brief overview of the programs.

Commissioners asked questions about the lowest scoring proposals, partial funding of proposals, how the ranking committee is assembled, the use of ARPA as emergency funds, funding operational costs or construction costs, and scoring on developer applications.

Ms. Pavlik answered all questions with support from Ms. Sarah Darr, Housing Director.

Commissioner Moses Milazzo expressed disappointment that the Community Assistance Teams of Flagstaff was not recommended for funding.

Moved by Tyler Denham, **seconded by** Rebecca Pysz to forward the ranking committees' recommendations for ARPA & CDBG funding allocations to City Council with a recommendation for approval.

Vote: 8 - 0

Abstain - Moses Milazzo

7. **GENERAL BUSINESS**

None

8. **INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS**

- A. Update from Housing Authority Board Liaison

None

- B. Update from Housing Commissioners and other informational items

Chair Denham brought forward a webinar on parking reform he is hosting with Buffalo's Senior Planner and asked if there were issues with Commissioners attending. Ms. Adriana Fisher, Housing Program Manager, Commissioner Moses Milazzo, and Ms. Darr cautioned against violating Open Meeting Law if a quorum of Housing Commissioners were to attend. Chair Denham noted that for any unable to attend, he would post the recording of the webinar.

C. Update from Housing staff

Ms. Jennifer Mikelson, Housing Analyst, provided updates on the sale of the first Habitat for Humanity Starter Home, City Council's approval of a standby loan to Foundation for Senior Living for their 2023 Low Income Housing Tax Credit application, and a grand opening event hosted by Brinshore development for their new Starpoint development.

Council Liaison Khara House asked about an affordable housing project in Glendale funded with a new state tax credit program and what it would take to do a similar project in Flagstaff. Ms. Darr answered with assistance from Ms. Mikelson and Commissioner Jacquie Kellogg.

9. ADJOURNMENT

Chair Denham adjourned the meeting at 2:10 pm



Housing Commission

6. A.

From: Adriana Fisher, Housing Program Manager

DATE: 05/25/2023

SUBJECT: Establish an Informal Working Group to Develop the Bond-Funded Rental Incentive Program

STAFF RECOMMENDED ACTION:

City staff recommends the establishment of one informal working group of no more than five Commissioners to determine program requirements and develop the bond-funded Rental Incentive Program.

Executive Summary:

Refer to the attached presentation.

Attachments

Bond Rental Incentive Program

Bond Rental Incentive Program

May 25, 2023





The purpose of today's presentation is to establish a working group to develop the new bond funded rental incentive program.

Prop 442 –

Approved Nov. 2022

“Creating rental and homeownership opportunities for residents of Flagstaff”

- Redevelop City-owned housing to create additional rental units - \$5M
- Repurpose existing buildings into rental units - \$3M
- **Incentivize private sector to incorporate affordable rental units - \$5M**
- Expand the Homebuyer Assistance Program - \$7M





Rental Incentive Program

Project Description

“Funding will be utilized to incentivize private developers, including non-profits, to incorporate affordable rental units in market rate developments. This investment is anticipated to create an estimated 400 - 500 new rental units affordable to the residents of Flagstaff, in addition to the market rate units in the new developments.”

Purpose of the Rental Incentives:

- Make funds available to for-profit and non-profit housing developers
- Incorporate affordable units into new development
- Leverage other funding sources



Working Group

The working group will help determine program requirements like:

- Eligibility for funds
- Project affordability requirements
- Project funding limits
- Other process related items



Proposed Timeline

6-Month Process



Who wants to join the working group?!

- 5 people max
- Meet this summer June – August
- We'll follow up over email for meeting availability



Housing Commission

7. A.

From: Adriana Fisher, Housing Program Manager
DATE: 05/25/2023
SUBJECT: Affordable Housing Continuum Maps Overview

STAFF RECOMMENDED ACTION:

Informational item only.

Executive Summary:

See attached presentation.

Attachments

Housing Continuum Maps

Affordable Housing Continuum Maps

Jen Mikelson, Housing Analyst

May 25, 2023



'Sites with Potential' Map



900 S. O'Leary Street: 104-09-002D

Warranty Deed: Book 1387, Page 518

- **Buildable Site:** approx. 1.20 acres
- **Zoning:** High Density Residential
- **Acquired:** 3/22/1991
- **No deed restrictions**
- **Housing Funds** paid to up-size the waterline in anticipation of future housing.
- **Concept plan:** Housing and Community Garden
- **Purpose for Acquisition:** Lone Tree Road Realignment.
- **Funding Source:** HURF Funds, 1988 Revenue Bond.



Down Payment Assistance Dashboard



Down Payment Assistance Program Dashboard (Public)

Selectors

Year Purchased
1999 - 2019

2019

1999

Reset

Household Income
\$0 - \$150,000

\$150,000

\$0

Reset

Household Size

All 1 2 3 4 5 6

Zoom to Pan 1 of 3

| | |
|--------------------|---------|
| Year Purchased | 2006 |
| Purchase Price | 195,000 |
| Total (Assistance) | 59500 |

200 m
600 ft

City of Flagstaff, Coconino County, County of Yavapai, Bureau of Land Management, Esri, HERE, Garmin, GeoTechnology... Powered by Esri

Households Assisted

275

Down Payment Assistance Locations

Purchase Price

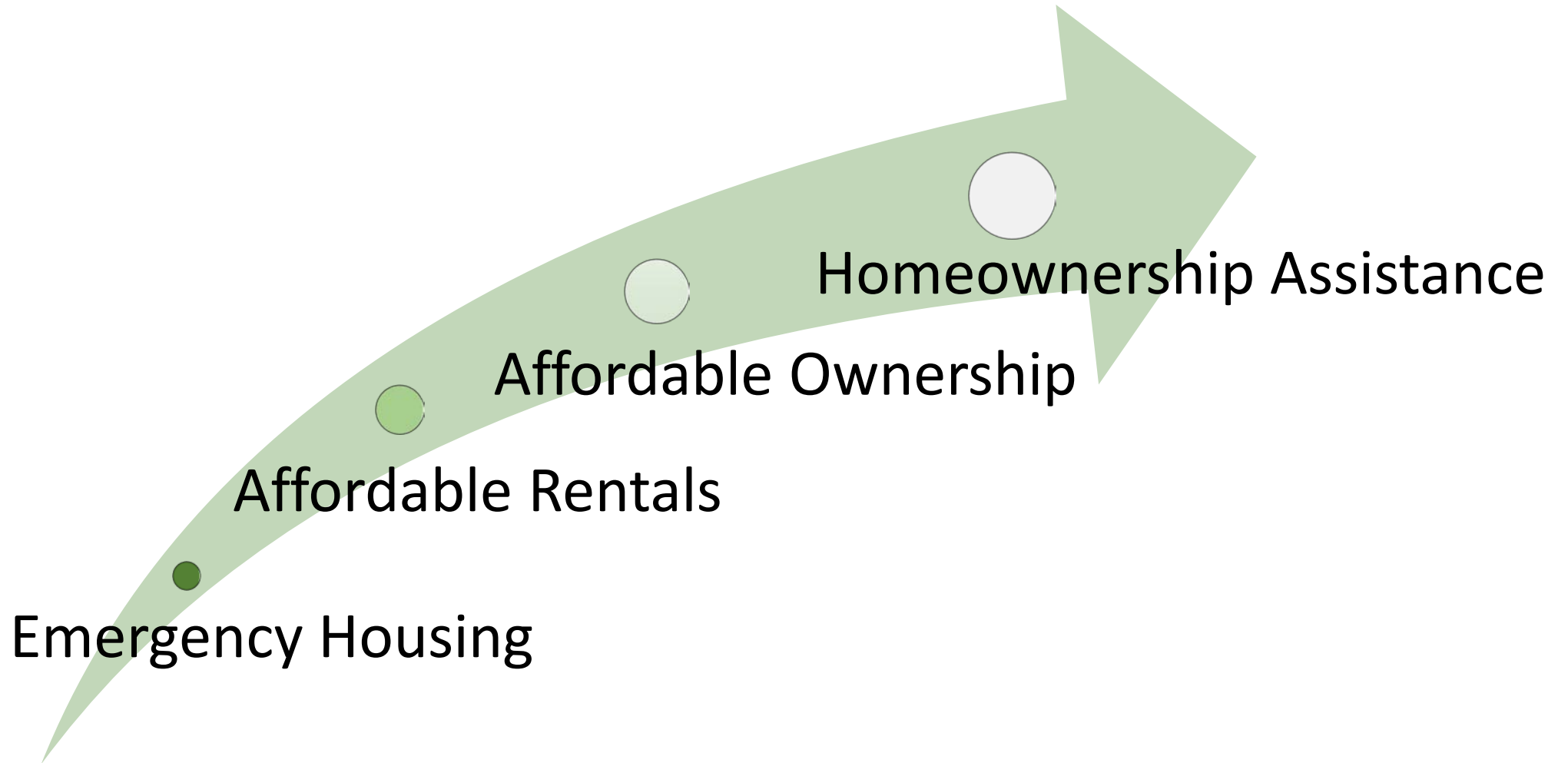
- > 250,000 - 442,000
- > 170,000 - 250,000
- > 126,000 - 170,000
- 69,000 - 126,000

Flagstaff's Housing Continuum





Mapping the Housing Continuum





Public Outreach

Phone Interviews with Emergency Housing Providers

- Feedback: ensure certain sites remain private

Continuum of Care meeting - March 3, 2023

- Feedback: highlight both Front Door intake locations

Mapping the Housing Continuum

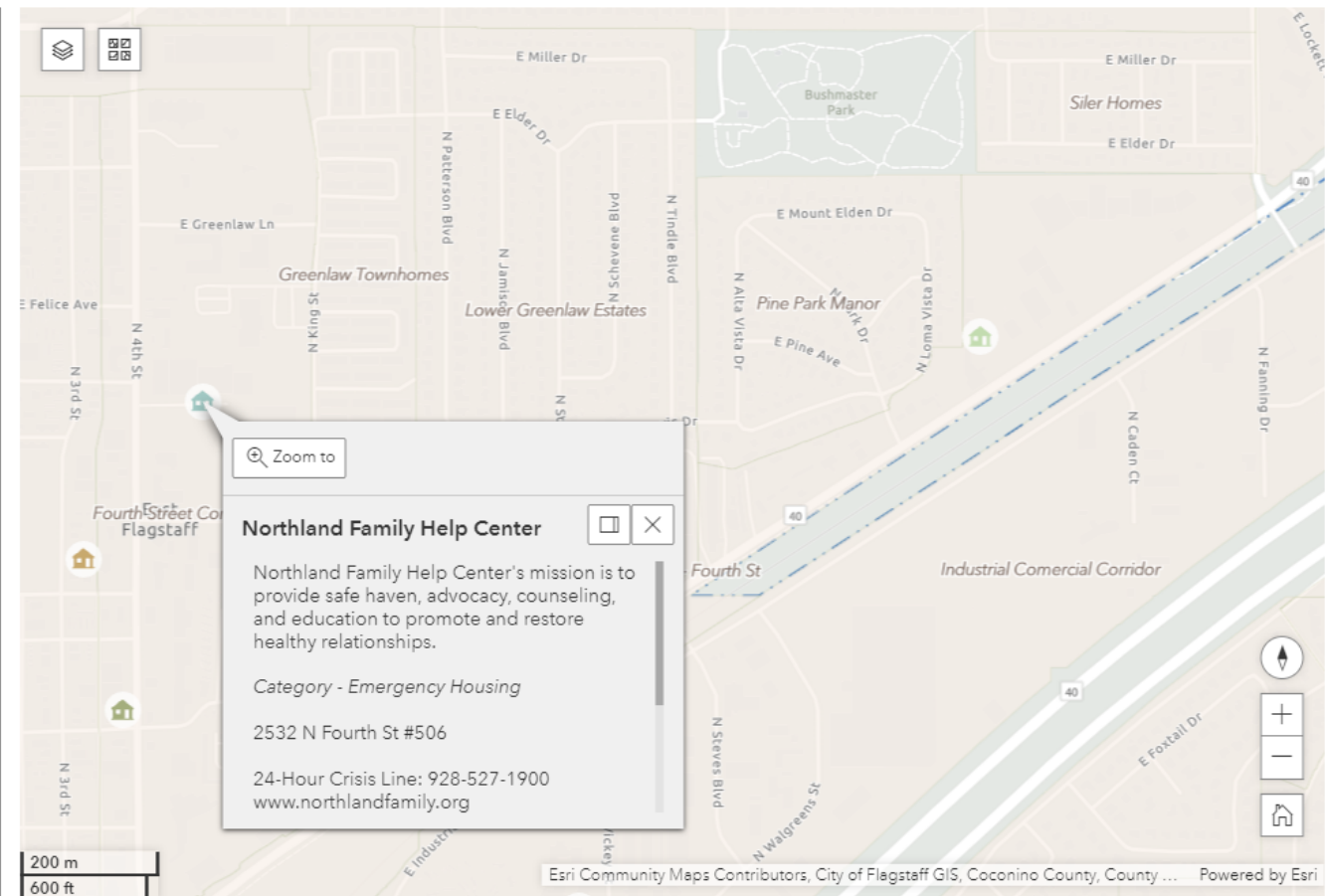


Mapping the Housing Continuum in Flagstaff

Emergency Housing Affordable Rental Homeownership Assistance Affordable Ownership

Emergency Housing

- ANEW
Type - Transitional Housing
- The Crown
Type - Emergency Housing
- Flagstaff Shelter Services
Type - Emergency Housing
- Coconino County Front Door Program
Type - Front Door Intake Location
- Sunshine Rescue Mission
Type - Emergency Housing
- NARBHA Institute Administrative Offices
Type - N/A
- The Guidance Center Administrative Offices and Facility
Type - N/A
- Housing Solutions of Northern Arizona Administrative Office
Type - N/A
- JoJo's Place
Type - Transitional Housing
- Northland Family Help Center
Type - Emergency Housing



< 1 of 28 >

ANEW
The fully furnished rooms and small apartments available at ANEW Living are offered as a step up from the traditional transitional housing facilities while continuing to provide on-site services geared towards renewing and restoring hope to individuals and families seeking to end their cycle of homelessness and build pathways to a healthy productive lifestyle promoting self-sufficiency.

Category - Transitional Housing

2100 E Route 66
www.anewliving.org

Locations may not be exact to protect the privacy of residents.



Housing Continuum Maps

Intent and Vision Going Forward

- Showcase city-wide achievements
- Helps us answer the question, “Where in our community is affordable housing investment happening?”
- Maps are a “living document” and can evolve as needed
- Quarterly data updates to coincide with 10-Yr Housing Plan goal tracking

Thank you Kelsea!

Questions?

Jen Mikelson

928.213.2744

jmikelson@flagstaffaz.com





Housing Commission

7. B.

From: Adriana Fisher, Housing Program Manager

DATE: 05/25/2023

SUBJECT: 10-Year Housing Plan Update: Progress Toward Overarching Goal

STAFF RECOMMENDED ACTION:

Informational only.

Executive Summary:

Staff will give a brief overview of the first quarter's progress toward the 10-Year Housing Plan's Overarching Goal.

Attachments

Progress Toward Overarching Goal

10-Year Housing Plan



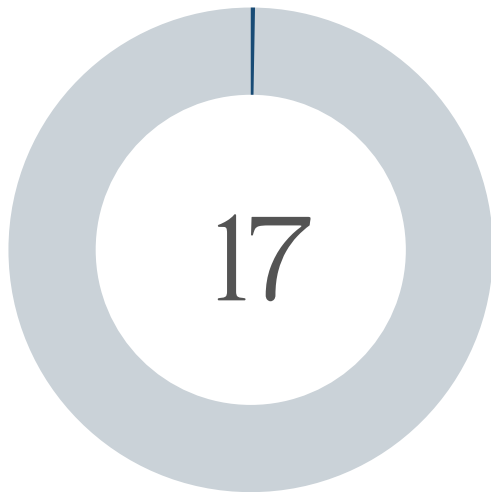
Overarching goal:

"Reduce the current affordable housing need in our community by half over the next ten years."

Supporting fundamental elements:

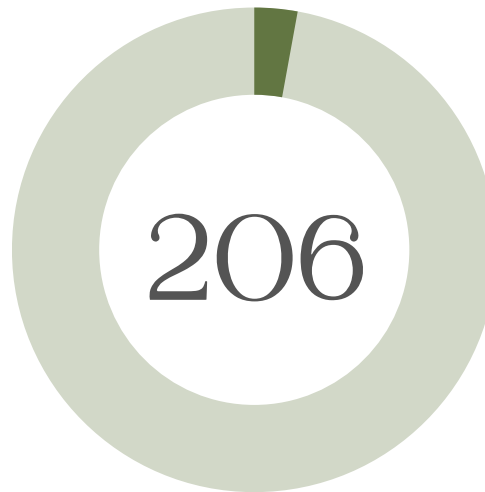
Element One: Impact at least 6,000 low- to moderate-income Flagstaff residents through a combination of unit creation or subsidy provision.

Element Two: Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce, and affordable housing occupied by local residents.



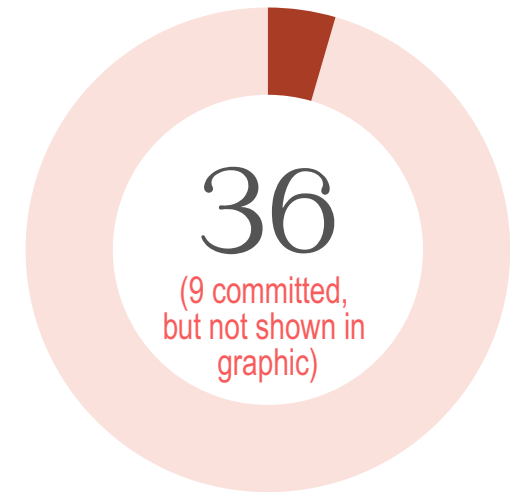
Residents Impacted

since 01/2023 of
6,000+ goal
(Element One)



Market Rate Units

Created or Preserved since
01/2023 of 7,178 goal*
(Element Two)



Affordable Units

Created or Preserved since
01/2023 of 798 goal**
(Element Two)

*The goal is to create or preserve 7,976 housing units by 2031 with 10% being affordable (7,976 - 10% = **7,178**).

10% of 7,976 total units created or preserved is **798.