

**DRAFT MEETING MINUTES**

**HOUSING COMMISSION  
THURSDAY  
SEPTEMBER 28, 2023**

**HYBRID MEETING  
IN PERSON & MICROSOFT TEAMS MEETING  
1:00 P.M.**

**1. Call to Order**

Chair Tyler Denham called the meeting to order at 1:01 pm.

**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 BROWNFIELD - Present, left at 3:40pm  
TYLER DENHAM - Present  
KAREN FLORES - Present  
SANDI FLORES - Present

JACQUIE KELLOGG - Present  
DEVONNA MCLAUGHLIN - Present  
MOSES MILAZZO - Present  
CORY RUNGE - Present

ROSS SCHAEFER - Absent  
SEAN SLAWSON - Present, left at 3:44pm  
GLENN SLIVERS - Present  
HAYLEY ZOROYA - Present

**OTHERS PRESENT:**

Justyna Costa, Assistant Housing Director  
Adriana Fisher, Housing Program Manager  
Marissa Molloy, Housing Specialist  
Kristine Pavlik, Housing & Grants Administrator  
Jennifer Mikelson, Housing Planning Manager  
Sarah Darr, Housing Director  
Khara House, Council Liaison  
Christina Rubalcava, Senior Assistant City Attorney  
Dan Folke, Community Development Director  
Greg Clifton, City Manager  
Joanne Keene, Deputy City Manager

**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.*

No public comment.

#### 5. **APPROVAL OF MINUTES**

- A. Consideration and Approval of Minutes: Housing Commission Meeting, July 27, 2023.  
Approve the minutes from the July 27, 2023 Housing Commission Meeting.

**Moved by** Karen Flores, **seconded by** Jacquie Kellogg to approve the minutes from the July 27, 2023 regular Housing Commission meeting.

**Vote:** 11 - 0 - Unanimously

#### 6. **ACTION AND DISCUSSION ITEMS**

- A. Welcome New Housing Commissioners & Brief Introductions

New Commissioners Cory Runge and Eric Brownfield introduced themselves per Chair Tyler Denham's request.

- B. Elect a New Chair and Vice Chair - Terms Ending September 28, 2024

Commissioner Sandi Flores nominated Commissioner Devonna McLaughlin for Chair of the Housing Commission. She accepted.

Commissioner Hayley Zoroya nominated Commissioner Moses Milazzo for Chair of the Housing Commission. He declined.

Commissioner Devonna McLaughlin nominated Commissioner Sandi Flores for Vice Chair of the Housing Commission. She accepted.

Commissioner Moses Milazzo nominated Commissioner Tyler Denham for Vice Chair of the Housing Commission. He accepted.

Commissioners Eric Brownfield, Karen Flores, Jacquie Kellogg, Cory Runge, Sean Slawson, Hayley Zoroya, Devonna McLaughlin, Moses Milazzo, Glenn Slivers, Tyler Denham, and Sandi Flores voted to elect Commissioner McLaughlin as the Housing Commission's new Chair.

Commissioners Eric Brownfield, Karen Flores, Jacquie Kellogg, Cory Runge, Sean Slawson, Hayley Zoroya, Devonna McLaughlin, Moses Milazzo, Glenn Slivers, and Tyler Denham voted to elect Commissioner Sandi Flores as the Housing Commission's new Vice Chair.

Newly appointed Chair Devonna McLaughlin and Vice Chair Sandi Flores took office

promptly after being elected.

- C.** Presentation and discussion of the draft City of Flagstaff Community Homebuyer Assistance and Employer Assisted Housing Programs, with consideration of a motion to forward the draft Rental Incentive Bond Program to City Council with a recommendation for approval. Motion to forward the City of Flagstaff Community Homebuyer and Employer Assisted Housing draft program changes to City Council with a recommendation for approval.

Chair Devonna McLaughlin recused herself from this topic due to a conflict of interest. Vice Chair Sandi Flores facilitated this topic.

Ms. Kristine Pavlik, Housing & Grants Administrator, presented suggested changes to the City of Flagstaff's Employer and Community Homebuyer Assistance programs.

Commissioners asked questions about the following:

- Eligibility for individuals who own homes outside Flagstaff city limits
- The purpose of the change
- The possibility of funds being used for mobile homes on leased land
- Why staff were not recommending larger increases to the assistance provided
- The potential for future review of the program
- The budget process and logistics of transitioning from funding the program with general fund dollars to bond funds
- Program income

Ms. Kristine Pavlik and Ms. Sarah Darr, Housing Director, provided answers.

Commissioner Tyler Denham commented on how other communities do not set hard parameters for similar programs.

**Moved by** Moses Milazzo, **seconded by** Karen Flores to forward the changes to the City of Flagstaff's Employer and Community Homebuyer Assistance programs to City Council with recommendation for approval.

**Vote:** 10 - 0

- D.** Presentation and discussion of the draft Rental Incentive Bond Program, with consideration of a motion to forward the draft Rental Incentive Bond Program to City Council with a recommendation for approval. Motion to forward the draft Rental Incentive Bond Program to City Council with a recommendation for approval, allowing for technical and conforming changes to be made by staff as needed.

Ms. Sarah Darr, Housing Director, and Jennifer Mikelson, Housing Planning Manager, presented the Rental Incentive Bond Program.

Commissioners asked questions about the following:

- Developer eligibility
- If there would be a change in how developers request funding
- Affordable units in the community that would be transitioning to market rate
- The number of developers who have applied for funds

- Budget specifics and how much money has typically been allocated to the Incentive Policy for Affordable Housing per year
- If the Housing Commission played a role related to the funds allocated to the Incentive Policy for Affordable Housing.
- If the amount of funding available in the Incentive Policy for Affordable Housing could be posted online
- The development of the application and evaluation process for the Rental Incentive Bond Program

Ms. Sarah Darr and Ms. Jennifer Mikelson responded to their questions. Greg Clifton, City Manager, provided additional comment.

Commissioners provided the following feedback on the program:

- Eligibility criteria as it relates to percentage and number of affordable units provided
- Developer experience
- LIHTC Qualified Contract loopholes
- The inclusion of design and construction costs
- Zone and site plan approval requirements and scoring criteria
- Forward funding
- Suggestions for the application and evaluation process.

Ms. Jennifer Mikelson noted that the program should have included a minimum of 10% affordable units.

Commissioners asked if there could be a disincentive for developers looking to pay off their loan and end affordability requirements before the term expires. Ms. Sarah Darr said she would need to speak to the City's attorney. Commissioners noted that they would not like this to cause a delay in forwarding the program to City Council. Chair Devonna McLaughlin requested that staff send the Commission an update before the program goes before City Council.

**Moved by** Moses Milazzo, **seconded by** Sandi Flores to move to forward the draft Rental Incentive Bond Program to City Council with a recommendation for approval, with the following listed changes, allowing for technical and conforming changes to be made by staff as needed:

- Eliminate the percentage of units that are affordable from the evaluation criteria and instead include the number of affordable units.
- Explore the feasibility and legality of charge or cost if the affordability period is less than 30 years.
- Require any Low Income Housing Tax Credit (LIHTC) developers to waive the Qualified Contract loophole.
- Add as a threshold that there is a minimum of 10% affordable units in the development.
- Remove the requirement of a site plan and zoning approval as a threshold from the eligibility criteria and instead include these items in the ranking criteria in the scoring matrix.
- Empower the ranking committee to have a conditionally funded waitlist.

**Vote:** 10 - 0 - Unanimously

7. **GENERAL BUSINESS**  
None

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

**A. Update from Housing Authority Liaison**

Commissioner Moses Milazzo provided an update on the recently passed Utility Allowance Update, Payment Standard Update, and Plan Amendment for Stability Vouchers.

Chair Devonna McLaughlin requested that the recently passed updates be sent to the Housing Commissioners.

**B. Update from Housing Commissioners and Other Informational Items**

Chair Devonna McLaughlin shared information about an Affordable Housing Needs Assessment, a document Housing Solutions will be publishing soon on their website, as well as a Rental Attainability Report that she hopes to share by the next Housing Commission meeting.

**C. Update from Housing Staff**

Ms. Adriana Fisher and Ms. Justyna Costa, Assistant Housing Director, informed the commissioners that staff updates would be emailed to them.

**9. ADJOURNMENT**

Chair Devonna McLaughlin adjourned the meeting at 3:47 pm.

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](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Adriana Fisher, Housing Program Manager