

**DRAFT MEETING MINUTES**

**HOUSING COMMISSION  
THURSDAY  
JANUARY 25, 2024**

**HYBRID MEETING  
MICROSOFT TEAMS MEETING  
FLAGSTAFF AQUAPLEX  
1702 N. FOURTH ST.  
1:00 P.M.**

**1. Call to Order**

Chair Devonna McLaughlin 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 in person	SANDI FLORES - absent	ROSS SCHAEFER - present virtually, left at 2:28 PM
TYLER DENHAM - present in person	JACQUIE KELLOGG - present virtually	SEAN SLAWSON - present virtually
KEVIN DOBBE - present in person	DEVONNA MCLAUGHLIN - present in person	GLENN SLIVERS - present virtually, left at 2:28 PM
KAREN FLORES - present in person	MOSES MILAZZO - present virtually	HAYLEY ZOROYA - present virtually, arrived at 1:07 PM
	CORY RUNGE - present in person	

**OTHERS PRESENT:**

Adriana Fisher, Housing Program Manager  
Sarah Darr, Housing Director  
Justyna Costa, Assistant Housing Director  
Kristine Pavlik, Housing & Grants Administrator  
Jennifer Mikelson, Housing Planning Manager  
Marissa Molloy, Housing Specialist  
Jessica Watson, Housing Planner  
Khara House, Council Liaison

**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 Denham

#### 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, December 6, 2023  
Approve the minutes from the December 6, 2023 Housing Commission meeting.

**Moved by** Karen Flores, **seconded by** Eric Brownfield to approve the minutes from the December 6, 2023 regular Housing Commission meeting.

**Vote:** 11 - 0 - Unanimously

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

- A. Bond-Funded Homebuyer Assistance Program Initial Discussion and Brainstorming  
Discuss and Brainstorm the Bond-Funded Homebuyer Assistance Program

Ms. Sarah Darr, Housing Director, gave a broad overview of market conditions, the current Homebuyer Assistance Program, and next steps for the Bond-funded program. She then asked for the Housing Commissioners to provide input. Commissioners discussed the following:

- Interest rate buy down
- ADU rental income for eligibility
- Forgiveness of down payment assistance
- Mortgage buy-down assistance and monthly subsidies
- Purchase of existing units to create permanently affordable homes
- Purchase prior to foreclosure
- Treating different types of debt differently for debt-to-income eligibility
- Taking payments rather than larger payoffs at the end of the loan
- Limiting price of housing to a reasonable amount
- Explore including all types of homes, including mobile homes
- Carefully consider maximum AMI
- Working with employers to leverage employer assisted housing program with Bond funds

#### 7. **GENERAL BUSINESS**

None

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

- A. Update from Housing Authority Liaison

Commissioner Milazzo gave an update on last week's Flagstaff Housing Authority Board meeting.

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

Chair McLaughlin informed the Housing Commissioners that City Council will be hearing text amendment changes to the zoning code to allow for residential and public facilities zoning on Tuesday, February 6<sup>th</sup>. Ms. Justyna Costa, Assistant Housing Director, noted that this was a strategy on 10-Year Housing Plan.

**C. Update from Housing Staff**

Ms. Adriana Fisher, Housing Program Manager, and Ms. Sarah Darr gave an update on how staff summaries for City Council agenda items will relate to the 10-Year Housing Plan. Chair McLaughlin asked who will write the summaries. Ms. Sarah Darr answered. Commissioner Flores asked for an update on the timeframe for the Land Availability and Suitability Study (LASS) and Code Analysis Project (CAP). Ms. Jennifer Mikelson, Housing Planning Manager, provided it. Ms. Mikelson gave an update on the recently approved Rental Incentive Bond Program and requested participation from one to two Housing Commissioners for the raking committee. Ms. Kristine Pavlik gave an update on the recent Community Development Block Grant public meetings and the upcoming process. She asked for volunteers from the Housing Commission to participate in the raking committee. Ms. Sarah Darr gave an update on the Homeless Shelter and Services Funds received from the Arizona Department of Housing.

**9. ADJOURNMENT**

Chair Devonna Mclaughlin adjourned the meeting at 2:56 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 \_\_\_\_\_, 2024.

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