

**NOTICE AND AGENDA**

HOUSING COMMISSION  
THURSDAY  
JUNE 27, 2024

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

**ATTENTION**

**ATTEND IN-PERSON MEETINGS AT THE AQUAPLEX, LOCATED AT 1702 N FOURTH ST, OR JOIN VIRTUALLY BY CLICKING ON THE LINK BELOW .**

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

The public can submit comments to [AFisher@Flagstaff.gov](mailto: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.*

Kevin Bond  
Eric Brownfield  
Tyler Denham  
Kevin Dobbe

Karen Flores  
Sandi Flores  
Jacquie Kellogg  
Devonna McLaughlin  
Moses Milazzo

Cory Runge  
Ross Schaefer  
Glenn Slivers  
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, May 23, 2024  
Approve the minutes from the May 23, 2024 Housing Commission meeting.

6. **ACTION AND DISCUSSION ITEMS**  
None

7. **GENERAL BUSINESS**

- A. Overview of the City's Affordable Housing Incentives & Affordable Home Sales  
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](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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



**Housing Commission**

5. A.

**From:** Adriana Fisher, Housing Program Manager

**DATE:** 06/27/2024

**SUBJECT:** Consideration and Approval of Minutes: Housing Commission Meeting, May 23, 2024

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**STAFF RECOMMENDED ACTION:**

Approve the minutes from the May 23, 2024 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.

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**Attachments**

Draft Meeting Minutes

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# DRAFT

## DRAFT MEETING MINUTES

HOUSING COMMISSION  
THURSDAY  
MAY 23, 2024

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

1. **Call to Order**

Chair Devonna McLaughlin called the meeting to order at 1:03 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.*

Kevin Bond - Absent	Karen Flores - Present	Cory Runge - Present
Eric Brownfield - Present	Sandi Flores - Present	Ross Schaefer - Present
Tyler Denham - Absent	Jacque Kellogg - Present, joined at 1:10 pm	Glenn Slivers - Present, joined at 1:10 pm
Kevin Dobbe - Absent	Devonna McLaughlin - Present	Hayley Zoroya - Present
	Moses Milazzo - Absent	

**OTHERS PRESENT:**

Jennifer Mikelson, Housing Planning Manager  
Marissa Molloy, Housing Specialist  
Jessica Watson, Housing Planner  
Sarah Darr, Housing Director  
Justyna Costa, Assistant Housing Director  
Erin Young, Water Services Manager  
Shannon Jones, Water Services Director  
Khara House, Council Liaison  
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 Vice Chair Sandi 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, March 28, 2024.  
Approve the minutes from the March 28, 2024 Housing Commission meeting.

**Moved by Hayley Zoroya, seconded by Eric Brownfield** to approve the minutes from the March 28, 2024 regular Housing Commission meeting.

**Vote: 9 - 0 - Unanimously**

**6. ACTION AND DISCUSSION ITEMS**

None

**7. GENERAL BUSINESS**

- A. Wastewater, Reclaimed Water, and Water Rates Update  
Information Only.

Ms. Erin Young, Water Services Manager, presented an update on Water Services and the Water Rate Study.

Commissioners asked questions about how the proposed rates compare to similar cities or jurisdictions in Arizona, the general impact and increase over the next five years, and the ability to add a low-income assistance program. Ms. Young and Mr. Shannon Jones, Water Services Director, answered.

Commissioners expressed concern about significant rate increases without an ongoing low-income assistance program already identified and available. They strongly encouraged an assistance program to be assessed for financial impact and feasibility of rollout.

- B. Overview of the 10-Year Housing Plan's 2024-2025 Implementation Plan  
Information item only with an opportunity to provide comments.

Ms. Justyna Costa, Assistant Housing Director, presented on the 2024-2025 Implementation Plan for the 10-Year Housing Plan.

Commissioners asked questions about the goal of housing units created or preserved and how the identified strategies relate to the Housing Bond. Ms. Costa and Ms. Sarah Darr, Housing Director, answered.

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

- A. Update from Housing Authority Liaison

Ms. Darr gave an update on the Flagstaff Housing Authority Board's recent and upcoming activities.

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

Commissioners asked questions about recently passed legislature on Accessory Dwelling Units and middle housing regulations and the state of the City's downpayment assistance programs. Ms. Darr and Ms. Christina Rubalcava, Senior Assistant City Attorney, answered.

**C. Update from Housing Staff**

Ms. Jennifer Mikelson, Housing Planning Manager, and Ms. Marissa Molloy, Housing Specialist, gave updates on 2024 Area Median Income limits, Community Development Block Grant Annual Action Plan approval, and two home sales through the Affordable Homeownership Program.

**9. ADJOURNMENT**

Chair McLaughlin adjourned the meeting at 2:40 pm.

CERTIFICATE OF POSTING OF NOTICE

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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



**Housing Commission**

7. A.

**From:** Adriana Fisher, Housing Program Manager

**DATE:** 06/27/2024

**SUBJECT:** Overview of the City's Affordable Housing Incentives & Affordable Home Sales

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**STAFF RECOMMENDED ACTION:**

Informational only.

**Executive Summary:**

At the request of a Housing Commissioner during a past regular meeting, Jennifer Mikelson, Housing Planning Manager, and Marissa Molloy, Housing Specialist, will collaborate to provide an overview of the City's affordable housing incentives, developer discussions, and the affordable home sale process.

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