

**DRAFT MEETING MINUTES**

HOUSING COMMISSION  
TUESDAY  
AUGUST 27, 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.*

Kevin Bond - Absent	Karen Flores - Present, in person	Cory Runge - Present, in person
Eric Brownfield - Present, virtually	Sandi Flores - Present, virtually	Ross Schaefer - Present, virtually
Tyler Denham - Present, virtually	Jacquie Kellogg - Present, virtually	Glenn Slivers - Absent
Kevin Dobbe - Present, in person	Devonna McLaughlin - Present, in person	Hayley Zoroya - Absent
	Moses Milazzo - Present, virtually, left at 2:39 pm	

**OTHERS PRESENT:**

Adriana Fisher, Housing Program Manager  
Jennifer Mikelson, Housing Planning Manager  
Marissa Molloy, Housing Specialist  
Jessica Donohoe, Housing Planner  
Kristine Pavlik, Housing and Grants Administrator  
Sarah Darr, Housing Director  
Justyna Costa, Assistant Housing Director  
Khara House, Council Liaison  
Tiffany Antol, Zoning Code Manager  
Genevieve Pearthree, Sustainability Analyst  
Jenny Niemann, Climate Section Director

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 Cory Runge

**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. This item took place after 6A.

**5. APPROVAL OF MINUTES**

- A. Consideration and Approval of Minutes: Housing Commission Meeting - June 27, 2024  
Approve the minutes from the June 27, 2024 Housing Commission meeting.

**Moved by Karen Flores, seconded by Kevin Dobbe** to approve the minutes from the June 27, 2024 regular Housing Commission meeting.

**Vote:** 10 - 0 - Unanimously

**6. ACTION AND DISCUSSION ITEMS**

- A. Discussion of Bond Funded Homebuyer Assistance Program  
Discussion item.

Ms. Jessica Donohoe, Housing Planner, presented on the proposed Bond-funded Homebuyer Assistance Program.

Commissioners asked questions and provided feedback on repayment upon refinancing. Commissioners also asked questions about the process, next steps, changes and amendments, financial assistance in exchange for investment in permanent affordability, and an informal working group. Ms. Justyna Costa, Assistant Housing Director, Ms. Jennifer Mikelson, Housing Planning Manager, and Ms. Donohoe answered their questions.

Commissioners Karen Flores, Sandi Flores, Jacquie Kellogg, and Moses Milazzo volunteered for the informal working group.

Public comment was provided by Adrah Parafiniuk, who asked about the appreciation of permanently affordable units and emphasized the importance of flexibility in taking cash out during the refinance process.

**7. GENERAL BUSINESS**

- A. Overview of the 18-Month Report for the 10-Year Housing Plan  
Informational item only.

Ms. Adriana Fisher presented on the 18-Month Report for the 10-Year Housing Plan. There were no questions or comments.

- B. Accessory Dwelling Unit (ADU) Model Plans Pilot Program  
Information item only with an opportunity to provide comments. Staff is also seeking a member of the Housing Commission to volunteer to serve on an ADU Model Plans Selection Committee and provide programmatic advice as part of the process to solicit ADU pre-approved model plans.

Ms. Genevieve Pearthree, Sustainability Analyst, presented on the Accessory Dwelling Unit Model

Plans Pilot Program. She requested a volunteer to serve on the ADU Model Plans Selection Committee. Commissioners Eric Brownfield and Tyler Denham expressed interest in volunteering.

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

**A. Update from Housing Authority Liaison**

None.

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

Chair Devonna McLaughlin shared that the United States Department of Housing and Urban Development released fair market rent data.

**C. Update from Housing Staff**

Ms. Costa noted that staff updates would be emailed to the Commissioners. Ms. Sarah Darr, Housing Director, recognized Commissioner Ross Schaefer for receiving the Housing Hero award at the Arizona Department of Housing conference.

**9. ADJOURNMENT**

Chair McLaughlin adjourned the meeting at 2:47 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 \_\_\_\_\_, 2024.

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