

HOUSING COMMISSION
THURSDAY
SEPTEMBER 26, 2024

NOTICE AND AGENDA

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

ATTENTION
JOIN THE MEETING VIRTUALLY BY CLICKING ON THE LINK BELOW .

[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.

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 - August 27, 2024
Approve the minutes from the August 27, 2024 Housing Commission meeting.

6. **ACTION AND DISCUSSION ITEMS**

- A. Motion to Elect a New Chair and Vice Chair - Terms Ending September 28, 2025

7. **GENERAL BUSINESS**

- A. Working Group Decision on Proposed Bond-Funded Homebuyer Assistance Program
Informational item 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 _____, 2024.

Adriana Fisher, Housing Program Manager



Housing Commission

5. A.

From: Adriana Fisher, Housing Program Manager

DATE: 09/26/2024

SUBJECT: Consideration and Approval of Minutes: Housing Commission Meeting - August 27, 2024

STAFF RECOMMENDED ACTION:

Approve the minutes from the August 27, 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.

Attachments

Draft Meeting Minutes - 08.27.2024

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**

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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.

Dated this _____ day of _____, 2024.

Adriana Fisher, Housing Program Manager



Housing Commission

7. A.

From: Jessica Donohoe, Housing Planner

DATE: 09/26/2024

SUBJECT: Working Group Decision on Proposed Bond-Funded Homebuyer Assistance Program

STAFF RECOMMENDED ACTION:

Informational item only.

Executive Summary:

Staff will present the working group's decision regarding the repayment option for the proposed bond-funded homebuyer assistance program and the timeline moving forward.

Attachments

Presentation-Proposed Bond-Funded Homebuyer Assistance Program

City of Flagstaff
Housing Section
**Proposed Bond-Funded
Homebuyer Assistance
Program**

Jessica Donohoe
Housing Planner





Current vs Proposed CHAP Changes

Currently

- Repaid based on shared appreciation formula (% of assistance):
 - At time of sale
 - Refinancing with cash-out
 - No longer owner-occupied

Option

- Repayment with any refinancing, if sufficient equity



Working Group Decision



Leave loan repayment options the same

- Repaid based on shared appreciation formula (% of assistance):
 - At time of sale
 - Refinancing with cash-out
 - No longer owner-occupied



Next Steps

September - October 2024

Request for Statement of Qualifications (RSOQ) drafted and legal/purchasing review

November 2024

RSOQ published (30 days)

December 2024

Select service provider then develop program terms and contract

January 2025

Housing Commission recommendation

February 2025

City Council contract approval

Jessica Donohoe

Housing Planner

Jessica.Donohoe@flagstaffaz.gov

928-213-2752



- Questions

Thank you!