

City of Prescott

Workforce Housing Committee



December 6, 2023 | 10:00 AM

201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

2. ROLL CALL

Mike Fann - Chair
Jonathan Rocha - Vice Chair (Excused)
Nicole Kennedy - Member
Arnold Urias - Member
Anthony Teeters - Member
Randy Goodman - Member (Excused)

3. DISCUSSION & ACTION ITEMS

A. Approval of the November 1, 2023 Workforce Housing Meeting Minutes.

**Recommended Action: MOVE to approve the minutes as presented
Motion by Member Urias to approve the November 1, 2023 Meeting
Minutes, Seconded by Member Kennedy. Passed (4-0).**

B. Approval of the November 8, 2023 Workforce Housing Meeting Minutes.

**Recommended Action: MOVE to approve the minutes as presented
Motion by Member Kennedy to approve the November 8, 2023 Meeting
Minutes, Seconded by Member Teeters. Passed (4-0).**

C. Presentation and Discussion Regarding the Workforce Housing Committee Recommendations to Council.

**Recommended Action: MOVE to approve list of recommendations and
Outreach Plan Documents**

Staff Liaison Walton discussed how the Council recommendation document was formed and that there is planned to be a joint Council and WHC meeting in January to review the recommendations. She then reviewed the Workforce Definition. She asked Member Kennedy to discuss a document she prepared.

Member Kennedy discussed research that she did and a letter she wrote to adopt the ULI definition of workforce housing to cover the gap between 60% and 80%.

Chair Fann asked what the target was.

Staff Liaison Walton stated that the requested revision is to update the definition to increase the range to 60% and 120%. She stated that firefighters do start under 80% and that even the people in the 120% range struggle to find local

housing.

Member Urias asked for clarification on the percentage range.

Member Kennedy stated that it would be using ULI's, but it does have the same cap at HUD.

Chair Fann stated that the lower limit makes sense, but the ceiling seems too high.

Staff Liaison Walton stated that people in the lower range have more resources where the higher area of the range only has their income to rely on, and they don't qualify for outside resources.

Member Kennedy stated that 30% or \$92,000 is \$2,300 a month which there isn't much in this area in that range either.

Chair Fann stated that moving forward there will be some vetting, so people with a higher need will take precedence. He asked if this needed a vote.

Staff Liaison Walton stated that the range could be updated for the discussion with Council.

Chair Fann stated that he agrees with Member Kennedy's input but that there should be language included stating that there will be a vetting process to determine those who are in need. He stated that he was concerned about backlash towards the higher range but was comfortable as long as there is a way to prioritize.

Member Teeters stated that there needs to be prioritizing, but he reiterated that there are more resources for the lower range.

Staff Liaison Walton stated that the document could be updated.

Member Urias thanked Member Kennedy for bringing up the changes. He stated that there are examples of details to include an appropriate vetting process.

Chair Fann stated that there seemed to be consensus.

Staff Liaison Walton continued to review the recommendation document. She stated that a line from the fact sheet would be included in the recommendation sheet to give the numbers of what housing amounts would fit into the definition.

Member Kennedy asked if the number should be adjusted due to the range being adjusted.

Staff Liaison Walton said she would update the number.

Deputy City Attorney Podracky stated that the line that states "specific area" isn't clear enough.

Staff Liaison Walton stated she would clarify that line. She reviewed the changes and moved on to the short-term goals.

Chair Fann stated that it's important for Council to know there have already been funds pledged, so the City wouldn't be fully responsible for funded.

Staff Liaison Walton asked if the clarification should be in the goal or in the objective.

Chair Fann stated that just adjusting the phrasing would be fine and he could elaborate. He stated for goal 2, the stakeholders should be identified in the document. He stated that it could be expanded in the future, but the initial invitees should be the ones we've discussed over past meetings.

Staff Liaison Walton stated that she can include the initial stakeholders. She continued reviewing the goals and their objectives. She thanked the subcommittee for working on the General Plan Housing Element Draft. She discussed having a special meeting in January to review the updates to that document and then to present it to the General Plan Committee.

Member Kennedy asked if the General Plan draft would be emailed out.

Staff Liaison Walton stated yes, first to the subcommittee for review and then to the whole committee. She then continued reviewing goal 4 about creating incentive packets.

Chair Fann asked if objective 2 would include down payment assistance programs.

Staff Liaison Walton stated yes and moved to goal 5 and its objective.

Chair Fann stated that objective 4.2 and 5.1 are related but approach the subject from different points of view.

Staff Liaison Walton moved to reviewing goal 6 about Accessory Dwelling Units (ADUs). She reiterated that there isn't a way to restrict how people use their ADUs but it creates more housing stock.

Member Kennedy asked if the ADU language would include rehabilitating old carriage housing.

Planning Manager George Worley nodded yes.

Audience member Howard Mechanic stated that there was previous discussion about allowing additional use for workforce housing and he thought Deputy City Attorney Podracky stated it was legal to restrict.

Staff Liaison Walton stated that it would be an incentive rather than a restriction.

Audience member Mechanic stated that ADUs can be used currently for family use, short term use, and he would like a third use added for workforce housing, and he asked Deputy City Attorney Podracky to state if it were legal.

Staff Liaison Walton stated that the update is to include long-term rentals.

Audience member Mechanic stated he's only talking about workforce housing, not long-term.

Deputy City Attorney Podracky stated that he would be comfortable if there was a third option in the update for workforce.

Staff Liaison Walton stated that they can't restrict it to workforce housing.

Deputy City Attorney Podracky stated that there are strict private property rights.

Chair Fann stated they are getting too into the details.

Audience member Mechanic asked for phrasing to be put into the ADU draft to include workforce housing.

Chair Fann clarified that they are requesting the long-term rental be changed to workforce housing.

Audience member Mechanic stated that long-term doesn't need to be removed but workforce housing needs to be included.

Deputy City Attorney Podracky stated that there could be additional incentives included.

Staff Liaison Walton stated that they can add in workforce housing phrasing.

Member Kennedy stated that she likes the phrasing about increasing supply.

Member Urias stated that developers will gravitate to projects that provide more profit. He stated that there can be limitations considered regarding how short-term occupancy can be. He stated vacation rentals could be more profitable, so they could limit ADUs to being used for longer-term rentals.

Member Kennedy asked about state regulations for limiting.

Staff Liaison Walton stated that there are limitations and that can be a more in-depth discussion after Council reviews the document.

Chair Fann stated that he agrees with the document so far as modified.

Staff Liaison Walton continued reviewing the goals and their objectives.

Member Kennedy stated that there will be a lot of research involved and if someone isn't hired it won't get done.

Chair Fann stated the document captured all the comments well.

Staff Liaison Walton reviewed the long-term goals.

Member Kennedy asked if the regional plan included outside of Prescott and if so, should the stakeholder group include entities outside of Prescott.

Chair Fann stated the stakeholders we've discussed are regional partners such as CAFMA and that this is a regional issue.

Staff Liaison Walton stated it will be expanded to regional partners.

Member Kennedy stated that the survey received a low response so she asked if it could be resent.

Staff Liaison Walton stated that it can be sent again and at the stakeholder meeting the survey can be used as a tool to continue gathering data.

Member Urias stated that he would give time to follow up with individual organizations on the survey and would send it to even more people.

Staff Liaison Walton stated that another objective under the third long term goal would be to reach out to regional stakeholders to obtain additional data.

Audience member Mechanic stated that the 3rd long-term goal isn't specific to whether it's Prescott's needs or regional needs. He stated that once the need is determined, then it needs to be publicized so people understand the problem.

Staff Liaison Walton asked if there were additional changes.

Chair Fann stated no.

Staff Liaison Walton discussed the date for the joint Council and WHC meeting.

Chair Fann stated he wouldn't be there on the third.

Staff Liaison Walton stated that it could be moved.

Chair Fann stated he thinks it needs to happen as soon as possible.

Member Urias stated that he was not available on the third either.

Chair Fann stated that Member Kennedy would be a great spokesperson for the meeting.

Staff Liaison Walton stated that there would still be a meeting on the third of January. She then reviewed the motions that could occur at a future Council Voting Meeting.

Chair Fann stated that after Council input they may be adjusted.

Staff Liaison Walton then reviewed the outreach plan and talking points and the updates made from previous input.

Chair Fann stated that one of the largest threats to rural communities is providing workforce housing. He stated he would like to find additional data to support that and provide facts.

Staff Liaison Walton asked if he would like that added to the introduction.

Chair Fann stated yes.

Staff Liaison Walton stated that Staff Liaison Mike McInnes would be able to do research and incorporate that into the second paragraph. She then reviewed the fact sheet.

Member Urias stated that the specification about it not being subsidized housing does clarify. He asked that the numbers be updated on the fact sheet as well.

Member Kennedy asked if there could be more clarification on the subsidized housing section.

Member Urias stated that if they specify too much it will open up to additional criticism.

Member Teeters stated that most people know what government subsidized housing is.

Staff Liaison Walton asked if the committee was okay with Member Kennedy's update. With confirmation from the committee, she continued reviewing the fact sheet.

Chair Fann stated that the goals simply stated are fine.

Staff Liaison Walton asked for any additional input.

Member Kennedy stated it looks great.

D. Presentation and Discussion Regarding Future Agenda Items.

Recommended Action: This item is for discussion only. No formal action will be taken.

Staff Liaison Walton discussed the joint council meeting as well as a special January meeting to review the general plan draft, and having a spokesperson or a couple of members to present the general plan draft to the General Plan Committee.

Chair Fann stated that the subcommittee should attend and choose a spokesperson.

Staff Liaison Walton stated that, after receiving input from Council, there may be a

discussion about updating the documents discussed today and also the ADU draft.

4. UPDATES

A. Staff Announcements

Staff Liaison Mike McInnes will be taking over since Staff Liaison Walton's promotion to Community Development Director.

Staff Liaison Fraser asked about switching to the second week in March so the Tourism Advisory Committee could have their meeting the first week.

Member Kennedy stated that she would be out the second week of March.

Staff Liaison Fraser stated that she would send the dates out via email for people to review their calendars.

Chair Fann thanked Staff Liaison Walton for her time with the committee.

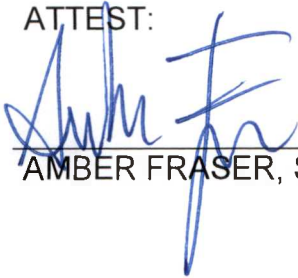
Staff Liaison McInnes introduced himself and his work with CBDG.

Chair Fann stated that the same people who don't want growth change the dynamics because it pushes out families.

5. ADJOURNMENT

Adjourned at 11:11am

ATTEST:



AMBER FRASER, Staff Liaison



MIKE FANN, Chair

Jonathan Rocha for Mike Fann
Vice Chair