



City of Prescott
Workforce Housing Committee

January 3, 2024 | 10:00 AM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Vice Chair Rocha called the meeting to order at 10:01a.m.

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

- A. Approval of November 30, 2023 Workforce Housing Subcommittee Meeting Minutes.

MOTION BY MEMBER KENNEDY TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER TEETERS. PASSED (5-0).

- B. Approval of December 6, 2023 Workforce Housing Meeting Minutes.

MOTION BY MEMBER KENNEDY TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER TEETERS. PASSED (5-0).

- C. Introduction of New Workforce Housing Committee Member Luther Kraxberger.

Member Kraxberger gave an introduction of his history and business experience.

- D. Presentation, Discussion & Possible Action Regarding the General Plan Housing Element.

Community Development Planner Tammy Dewitt introduced the General Plan Housing Element and explained that the General Plan is a guide.

Staff Liaison Fraser reviewed the subcommittee meeting and the timeline to present to the General Plan Committee.

Staff Liaison Walton explained that the document will be weaved throughout the overall General Plan.

Vice Chair Rocha discussed that the General Plan is used for development and economic development.

Council Liaison Cantelme stated that the last sentences of paragraph two in the Introduction section regarding possible increased cost of services, less diversity, and disconnected service providers seemed opinionated and threatening.

Member Kraxberger stated that it helps him see how everything is connected.

Staff Liaison Walton stated that the sentence was to capture how people can become disconnected when they don't live where they work.

Member Kennedy stated that there already is a lack of diversity.

Member Goodman stated he supported the sentence.

Vice Chair Rocha stated he thinks it's important to paint the picture.

Council Liaison Cantelme stated that she just wanted to make a note that it went from fact to opinion.

Staff Liaison Fraser moved on to Generational and Lifestyle Diversity.

Staff Liaison Walton stated that they weren't able to find specific demographic information, so they will be removing a few sections.

Vice Chair Rocha asked for feedback.

Member Kennedy asked about Figure 3 (2022 American Community Survey 5-year Estimates) and if it could be shown how Prescott is different from the national and that Prescott isn't as diverse as some other communities out there.

Vice Chair Rocha asked if staff could include national and state comparisons.

Ms. Dewitt stated the data may be in other sections in the General Plan as well, and they will reference them so that there aren't duplicates.

Staff Liaison Walton stated specifically how Prescott compares nationally.

Ms. Dewitt stated the national average age is 37 and Prescott is 60.5.

Vic Chair Rocha asked when the most recent data was pulled.

Staff Liaison Walton stated it depends on the data set and that everything older was taken out to make it as current as possible.

Vice Chair Rocha moved on to Housing Trends: Variety, Affordability and

Quality.

Member Kennedy asked if state and national comparisons could be added to this section as well.

Vice Chair Rocha agreed that they should be included.

Council Liaison Cantelme requested an adjustment of the title to state City of Prescott.

Staff Liaison Fraser moved on to the section regarding The Issue of Housing Affordability in Prescott.

Member Goodman stated that the most important graph is the one that shows the age demographics are higher.

Member Kraxberger stated that the community opposition hadn't been pointed out enough. He asked if community outreach could be included.

Member Teeters stated that there is a plan to do outreach.

Vice Chair Rocha stated that there is a communication plan. He stated that it could be added that the General Plan is aggressive on educating the community on the benefits of having different housing options available.

Member Kennedy asked if the introduction would be first and, if it is, language could be added in to specify educating the community.

Staff Liaison Walton stated that a sentence could be added to the effects of, "overcome community opposition by further educating the community."

Vice Chair Rocha asked if anyone had comments on the Figure 8 chart.

Audience Member Howard Mechanic asked if there could be public comment.

Vice Chair Rocha stated after the document had been gone through they would take public comment.

Staff Liaison Fraser moved on to Formulating Affordable Workforce Housing Solutions for the City of Prescott.

Vice Chair Rocha stated that information from the stakeholders should be included.

Staff Liaison Fraser stated that the survey stated the need was 770 units but with speaking to different stakeholders it seemed the need was closer to the 1200 area.

Vice Chair Rocha stated it would be beneficial to put in the data that the committee has collected.

Member Kraxberger stated that the data could be put in the middle of page 8 where it talks about the state and how many units the state needs.

Vice Chair Rocha stated that having an amount would be beneficial to the readers.

Member Goodman asked if there was data about employees who don't live in Prescott.

Staff Liaison Walton stated that there is data of how many employees don't live in Prescott.

Vice Chair Rocha stated that the data is important.

Member Goodman stated even a percentage would be good.

Council Liaison Cantelme stated that it's good to put an "as of" and the date.

Member Goodman stated it's a good benchmark. He stated that the City employees are vested and the more that live and work here the better.

Member Kennedy stated that the percentage of people who were thinking about leaving due to housing was a high percentage.

Member Goodman asked about retention and how many have left or turned down jobs due to housing.

Staff Liaison Walton stated that the requested data could be pulled and included.

Vice Chair Rocha stated there should be a total unit amount and putting in some percentages would be good without going into the weeds.

Member Goodman asked if there was a 3000 unit need that they had heard previously.

Council Liaison Cantelme stated that there are several apartment complexes in the works and there are units coming into the City which is where the 3000 number came from.

Member Goodman stated that Freeport is in dire need of housing and is doing more hiring.

Vice Chair Rocha brought the conversation back to formulating affordable workforce housing.

Staff Liaison Walton stated that this is more focused on solutions.

Vice Chair Rocha stated that he liked the workforce housing policy section.

Member Kraxberger asked what a participating stakeholder was.

Vice Chair Rocha stated healthcare, City of Prescott, education, and the people who are feeling the need for workforce housing.

Staff Liaison Walton stated that they may be partners that can contribute to helping make solutions happen.

Council Liaison Cantelme asked if there was going to be a speaker coming to speak about a housing authority.

Staff Liaison Walton stated that that item would be an objective for the third party stakeholder group.

Council Liaison Cantelme stated she still wants someone to come speak to the committee on that topic.

Staff Liaison Walton stated that there would be someone from Flagstaff or the state to discuss that item.

Member Kraxberger stated that there may be a conflict of Accessory Dwelling Units (ADU) bringing businesses into residential areas.

Staff Liaison Walton stated it would be separate from multifamily housing and that the ADU is just for residential. She provided more clarity on the last paragraph of the section.

Vice Chair Rocha stated that the last paragraph was to let citizens know that the City is paying attention to creating buffers. He then moved on to Urban Development Issues. He discussed the examples in Prescott of housing areas.

Member Kraxberger stated that The Cottages would be hard to get approved today based on current fire codes.

Staff Liaison Walton stated that those areas were highlighted due to current examples of high-density housing areas and which could work or which need adjusting.

Vice Chair Rocha stated that these projects are already here but most people forget about them. They look nice, are cluster development, and most people don't notice them. He asked if Tanglewood was ownership.

Staff Liaison Walton stated yes.

Vice Chair Rocha moved on to Effects of Zoning. He stated this section may be the area to include education to the public about the hurdles of rezoning and that zoning is one of the biggest challenges to developments.

Staff Liaison Walton stated it would be beneficial to include the effects of zoning and education and put in how important it is for developers to meet with

surrounding neighborhoods.

Member Kennedy asked if information could be put in regarding NIMBY-ism (Not In My Back Yard).

Ms. Dewitt stated that a lot of that will be included in Land Use.

Staff Liaison Walton stated that a simple statement could be added.

Vice Chair Rocha moved to Goals and Strategies.

Staff Liaison Walton asked if it was appropriate to have the goals and strategies listed due to the general plan being a 10-year plan.

Ms. Dewitt said yes.

Vice Chair Rocha asked if the long term goals should be 10-year goals.

Staff Liaison Walton stated that the time frame could be removed.

Vice Chair Rocha asked for feedback. He asked about the Editor's Notes.

Staff Liaison Walton stated that it will depend on how the General Plan Committee adds in data. She stated that the note is a reminder that the community response is incorporated.

Vice Chair Rocha opened it for public comment.

Audience Member Howard Mechanic, asked if the text could be put on the screen in the future. He felt that the section about affordability gives the impression that the committee is working towards affordability, not just workforce. He stated that he agrees that the survey responses should be included.

Council Liaison Cantelme stated that the committee is looking at workforce housing, and she asked if the committee is interested in addressing affordable housing and Section 8 type housing.

Staff Liaison Walton stated that it could be removed.

Vice Chair Rocha stated that the sentence could be removed as the committee's focus is on workforce housing.

Member Goodman stated that the committee has discussed this item a lot and that the affordability language should be avoided.

Member Kennedy asked if the additional quote regarding affordable housing should be removed as well.

Vice Chair Rocha asked if there was additional information around that quote.

Staff Liaison Walton stated that research could be done to see where the quote falls within the percentages and either leave it and add more information or remove it.

Vice Chair Rocha stated that it would depend on the numbers behind the quote.

Member Goodman stated that workforce should be the focus.

Council Liaison Cantelme stated that the whole committee needed to stay on the same page.

Member Goodman stated that the low income and affordable makes him nervous.

Vice Chair Rocha stated that the numbers may fall within the workforce housing definition.

Staff Liaison Walton stated the idea was just to capture where the state was compared to Prescott.

Vice Chair Rocha stated that affordable should be removed but if the statistic falls within what they are looking at, then it should be kept.

Member Kennedy stated that there was another mention of affordable.

Member Teeters stated that the word workforce should be used across the board and in every community interaction.

Vice Chair Rocha asked if the whole document could be reviewed to remove affordable.

Member Goodman stated he wants pictures of a firefighter, police officer, and nurse to take when he goes to public outreach events.

Member Kraxberger stated that there are more examples such as Prescott Heights that could be included as examples of high-density developments already within Prescott.

Vice Chair Rocha stated that there isn't anything clearly stating that renting and ownership should both be welcomed as well.

Council Liaison Cantelme stated that the committee decided that it would be a multi-effort.

Vice Chair Rocha stated that there is a lot about multifamily, but not much stating that the community wants both renting and ownership.

Council Liaison Cantelme asked if a sentence could be put in recognizing the need for all types of dwellings.

Vice Chair Rocha stated that it is covered in the document but, it should be considered to add a sentence stating there isn't a preference between multifamily, renting, or ownership. He stated that the community needed to see all types.

Member Goodman discussed a step process to help employees work up.

Vice Chair Rocha stated that discussion would be more in a workforce policy.

Council Liaison Cantelme discussed incentivizing by assisting with downpayment assistance along with financial education.

Vice Chair Rocha stated that would be for the workforce policy.

Member Kraxberger stated that figure 6 needs better formatting.

Vice Chair Rocha stated the subcommittee discussed looking at permits for all housing types. He stated that he would like to see it broken out into the subset categories. He asked if the final draft would be provided to the committee.

Staff Liaison Walton stated that within the next week or two it would be sent out to the committee with the updates. She asked who would be presenting at the General Plan Committee. She asked who is available.

Member Teeters, Member Kennedy, and Vice Chair Rocha are available to attend.

Member Kennedy asked if we could talk about the details of the next meetings.

Staff Liaison Walton stated that the General Plan Committee has received different presentations and the presentation would be going through each section to highlight what the committee is trying to convey.

Ms. Dewitt stated it would be a summary of the element and the short term and long term goals. She discussed the different stages of the plan.

Member Kennedy asked if the goals could be changed.

Ms. Dewitt stated that they shouldn't change them since they are attainable and supported by the rest of the element.

Staff Liaison Walton stated the Council will give feedback on the goals as well.

Member Kennedy asked if changes would be easy to see.

Ms. Dewitt stated that they can accommodate that.

Vice Chair Rocha asked if the committee would have the housing element.

Staff Liaison Walton stated yes, but it would be good to have a representative to answer questions and fill in any gaps.

Council Liaison Cantelme asked if the General Plan Committee could edit the housing element.

Ms. Dewitt stated that there may be changes in the future.

Council Liaison Cantelme stated they could remove things but the Workforce Housing Committee could come back to the General Plan Committee and ask them to put it back in.

Ms. Dewitt reviewed the process and design of the general plan.

Vice Chair Rocha asked if the committee had any questions.

Member Kennedy asked for changes to be easy to find.

E. Discussion Regarding Future Workforce Housing Committee Agenda Items.

Vice Chair Rocha moved on to the future meetings of the month.

Staff Liaison Fraser reviewed what would be discussed.

Staff Liaison Walton stated that it would be a study session so no vote would be taken. She stated that with Council's feedback, adjustments could be made and then brought to a future voting meeting.

Council Liaison Cantelme stated it's important to start off with the definitions.

Staff Liaison Walton stated that the presenter would work with Staff Liaisons to make sure they're prepared for the meeting.

Vice Chair Rocha asked if there would be a formal presentation.

Staff Liaison Walton stated that for the voting meeting there would be but this would be more of a casual meeting to introduce to the Council what the committee has been working on and more of a discussion.

Member Kennedy stated that she likes the idea of a joint effort.

Member Kraxberger, Member Teeters, Member Kennedy, and Vice Chair Rocha all stated that they were willing to present.

Council Liaison Cantelme asked if it could be decided now.

Member Goodman stated that Staff Liaison Walton should present.

Staff Liaison Walton stated it would be more appropriate to come from the committee as they are documents built by them.

Vice Chair Rocha asked if the items could be broken out in an email and could be assigned via email.

Member Kennedy asked if Council Liaison Cantelme should present as well.

Staff Liaison Walton stated that she would be on Council but she'll be able to answer questions from her peers on Council. Staff Liaisons will create a flow for the meeting along with the communications plan.

Council Liaison Cantelme stated that each member was chosen due to their connection to the issue.

Member Kraxberger asked if there were goals for staffing, such as reducing time frames. He asked about sales tax and if that could be addressed.

Staff Liaison Walton stated that those suggestions would be great in the workforce housing policy that would be built in the future and brought to Council.

Member Goodman stated that developers who do workforce housing haven't been heard from yet.

Staff Liaison Walton said that staff has reached out and haven't received responses yet.

4. UPDATES

A. Staff Announcements

Staff Liaison Walton discussed a funding opportunity from the state. She reviewed the eligible activities and award. She stated that the request to apply for the grant would be brought to the last Council meeting in January.

Member Kennedy asked if the funding could be used for a staff person.

Staff Liaison Walton stated that staff will go through the packet more but it seemed more geared towards a product rather than a position.

Vice Chair Rocha asked about the award cycle. He stated that a funding account should be created to hold those funds if received.

Council Liaison Cantelme stated she thought a plan manager could fit into the funding.

Staff Liaison Walton stated that a position could be worked into the budget outline for the grant. She reviewed the timeline.

Member Goodman asked where the funding would be held.

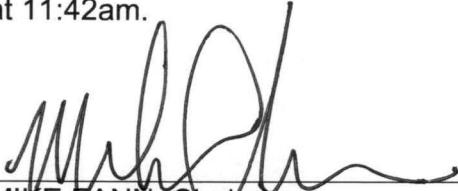
Staff Liaison Walton stated it would be held in a separate grant account and that it wouldn't go into an operating account.

Member Kennedy asked if mentioning funding was possible.

Vice Chair Rocha stated it should be mentioned at the Council Meeting.

5. ADJOURNMENT

Vice Chair Rocha adjourned the meeting at 11:42am.



MIKE FANN, Chair

ATTEST:



AMBER FRASER, Staff Liaison
Michael McInnes