

City of Prescott

Workforce Housing Committee



March 5, 2025 | 10:00 AM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Workforce Housing Committee** at their meeting to be held **March 5, 2025**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from the January 30, 2025 Workforce Housing Committee Forum and the February 5, 2025 Workforce Housing Committee Meeting.

Recommended Action: MOVE to approve minutes as presented

B. Discussion & Possible Action Regarding the Appointment of Vice Chair for the Committee.

Recommended Action: MOVE to nominate and designate a new Vice Chair to serve through May 2025

C. Presentation & Discussion Regarding the City of Prescott Workforce Housing Policy.

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

4. UPDATES

A. Staff Announcements & Discussion Regarding Future Agenda Items.

5. ADJOURNMENT

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));

- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 2/27/25 at 12:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5 Workforce Housing Committee Meeting
DATE: March 5, 2025
DEPT: City Manager
ITEM #: 3.A
SUBJECT: Approval of Minutes from the January 30, 2025 Workforce Housing Committee Forum and the February 5, 2025 Workforce Housing Committee Meeting.

ITEM SUMMARY

This item is for the approval of minutes from the January 30, 2025 Workforce Housing Committee Forum and the February 5, 2025 Workforce Housing Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. January 30, 2025 Forum Minutes
2. February 5, 2025 WHC Minutes

City of Prescott

Workforce Housing Committee



January 30, 2025 | 5:30 PM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Meeting called to order at 5:30pm

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Discussion Regarding the Initiatives of the Workforce Housing Committee.

Staff Liaison Fraser welcomed attendees and provided an overview of the forum's purpose and format. She provided a brief history of the Workforce Housing Committee. She presented the committee's working definitions of workforce and workforce housing.

Member Kraxberger outlined the committee's long-term goals, and the need for collaborative efforts to create viable workforce housing solutions. He stated that one of the committee's primary objectives was to facilitate partnerships with developers and organizations to create tangible housing options. He mentioned that there have been discussions regarding city-owned properties that could be leveraged for workforce housing. Member Kraxberger stressed that workforce housing was a regional issue, not just a challenge for Prescott alone. A housing needs assessment is in progress, supported by a grant from the State Housing Trust Fund. This effort would help quantify the number of housing units required and shape future policies.

Member Goodman highlighted the committee's short-term goals, which included securing additional funding to support a full-time workforce housing facilitator. He emphasized the importance of formalizing partnerships with stakeholders, such as local businesses, healthcare organizations, and educational institutions, as their participation was crucial to the success of workforce housing initiatives. He also discussed the city's request for proposals (RFP) for a workforce housing

consultant, which would help develop a comprehensive housing plan and implementation strategy. Additionally, Member Goodman spoke about the need for informational packets for developers and workforce members, explaining that these resources would outline available incentives, permit processes, and financial assistance options. Finally, he underscored the importance of employer-backed housing solutions and financial support from stakeholders, stating that without their involvement, it would be challenging to develop affordable housing options.

Vice Chair Kennedy addressed the critical role of policy in addressing workforce housing challenges. She explained that the committee was preparing to propose several policy changes to City Council on May 27. These proposals included development fee incentives, expedited review processes for workforce housing projects, modifications to zoning regulations, and water policy adjustments to encourage housing development. She stated the importance of community involvement in advocating for these policy changes. She noted that decisions made by the City Council were often influenced by public input, and she encouraged attendees to share their voices during future meetings. Additionally, she emphasized that workforce housing was distinct from low-income or subsidized housing, explaining that the committee's focus was on solutions for middle-class workers who were struggling to afford housing in the area.

Member Goodman emphasized the critical role of small businesses in the community and the need to include their employees in workforce housing solutions. He highlighted that small businesses rely on a stable workforce to provide essential services efficiently and stressed that addressing housing affordability for these workers is just as important as supporting public service employees like police, firefighters, nurses, and teachers.

B. Discussion Regarding Public Input and Questions for the Committee.

Ms. Fraser discussed the platform that would allow people to submit questions for the committee to answer prior to public comment. She read a question about whether the committee would use Point in Time numbers to determine number of units needed.

Vice Chair Kennedy stated that those numbers will likely be part of the housing needs study.

In response to a question about who stakeholders were, Member Fann stated the importance of forming a stakeholder group that includes major employers such as hospitals, school districts, public agencies, the City of Prescott, Yavapai County, and local colleges. He stated that these organizations have a vested interest in ensuring workforce housing solutions to support the employees who sustain the community.

In response to a question about unique workforce housing solutions, Member Fann highlighted several approaches beyond simply building new housing. He discussed down payment assistance programs, noting that overcoming the initial

down payment hurdle significantly improves long-term housing stability. He also mentioned employer-backed subsidies that help workers afford housing near their jobs. The committee has explored various solutions, including rental assistance, homeownership programs, and partnerships with developers to provide diverse housing options.

Member Goodman stated that he supports down payment assistance as a crucial retention tool, particularly for essential workers like police officers. He proposed a program where employees become eligible for down payment assistance after a probationary period, with a requirement to stay with the employer for a set number of years. This would help retain trained employees, reducing turnover costs and improving workforce stability. He stated that housing ownership fosters deeper community investment, leading to a more stable and engaged workforce. Additionally, he discussed the financial and operational risks of staffing shortages, including burnout, workplace injuries, and increased costs from excessive overtime.

In response to concerns about the "brain drain" of young professionals leaving due to high housing costs, Member Fann shared his experience growing up in Prescott, noting that a lack of affordable housing and job opportunities has long driven young people away. He emphasized the need for a balanced, family-friendly community that avoids becoming an elitist community. Fann stated that addressing housing affordability is crucial to retaining essential workers and maintaining a vibrant, thriving community.

In response to concerns about NIMBYism (Not In My Backyard), Chair Kennedy discussed the need for ongoing education and open conversations to address misconceptions about workforce housing. She highlighted the committee's role in engaging with the community and participating in neighborhood discussions to alleviate fears.

Member Kraxberger reinforced that education is key, noting that many objections arise from misunderstandings. He pointed out that all homes were once new developments, and future projects should be viewed with a community-building mindset.

Member Teeters stated that workforce housing is not low-income or homeless housing but is intended for essential workers like EMTs, teachers, and police officers. He warned that without younger generations, the community would struggle to sustain itself.

Member Goodman echoed this, explaining that the committee initially had to adjust its own language and ensure workforce housing was clearly distinguished from low-income housing. He urged attendees to use the correct terminology when discussing the issue to help shift public perception.

In a response to a statement about the lack of housing for working-age individuals and local homeless children, Member Fann clarified that the committee's focus is not on solving homelessness but on providing affordable workforce housing. He stated that individuals in the workforce living in shelters

are the target group for assistance. He stated that a lack of workforce housing will impact essential services such as nursing and healthcare and noted that a strong education system is also necessary to attract professionals like doctors who want to raise families in the community. He stated that workforce housing is interconnected with multiple sectors, including healthcare and education, making it a crucial issue.

In response to a question about how the housing would remain affordable and that the units needed would not be a static number, Vice Chair Kennedy stated that policies being recommended apply to both for-profit and nonprofit developers. A key component of the plan is accountability, ensuring that developers receiving incentives cannot later sell or rent units outside the defined affordability parameters.

Member Fann emphasized that achieving affordability will likely require government or philanthropic support to bridge the cost gap between construction and affordability. He mentioned ongoing discussions about mechanisms like a trust or authority to maintain affordability over time, preventing homes sold below market value from appreciating beyond reach. He acknowledged that implementation would be complex. Regarding workforce housing affordability, he noted that strategies like deed restrictions or land-lease models are being explored based on lessons from other organizations.

In response to a question about accessory dwelling units (ADUs), Community Development Director Chelsea Walton stated that a legislative change last year allowed long-term rentals for ADUs, but this was not the intended outcome for all communities. Originally, the legislation was meant to apply only to cities with populations of 75,000 or more, but the way it was written made it applicable statewide. There is an effort at the state level to correct this, and City Council is closely monitoring the situation.

Responding to a statement about aging population on a fixed income and leveraging water allocations, Ms. Fraser discussed that the water policy is part of the discussion related to a workforce housing policy.

Vice Chair Kennedy explained that workforce housing specifically targets the gap between low-income and market-rate housing. Section 8 housing is designated for individuals earning below 60% of the area median income (AMI), while workforce housing serves those above that threshold. He noted that AMI figures vary by county and change annually.

In response to another question about how housing will remain affordable, Member Fann stated that it is an issue the committee is looking at as they progress.

Member Kraxberger encouraged the public to share possible solutions with the committee going forward.

Ms. Fraser read a question about what incentives have been discussed for small businesses to partner with the City in addressing workforce housing needs.

Member Goodman explained that discussions included the Building Department, Planning & Zoning, and the Water Department. While impact fees cannot be waived due to state regulations, though the City could choose to pay them, there are other ways to assist. One key incentive under consideration is expediting the permitting and approval process, as delays add significant costs to development. He stated that reducing wait times for approvals and breaking ground faster would save money and support developers.

Vice Chair Kennedy encouraged the public to attend public meetings, including the May 27, 2025 Council Study Session that will discuss workforce housing.

The committee moved onto public comment.

Peter Deel proposed a public-private partnership model for housing, emphasizing the need for a paradigm shift in housing policy. He shared insights from his book on innovative housing solutions and encouraged collaboration between local government, private developers, and community organizations.

Dick Milon discussed an internship program being developed by local hospitality businesses in partnership with Yavapai College. He highlighted the need to attract young professionals to the area and stressed that employment opportunities, educational pathways, and housing options needed to work together in a coordinated effort.

Clint Ewell provided updates on Yavapai College's housing initiatives, including the development of tiny homes and manufactured housing projects. He also shared news about Yavapai College's acquisition of Prescott Pines, which would provide additional housing options for students and workforce members. An open house for this project was scheduled for May 22.

Don Biele expressed concerns about the complexity of the permitting process and suggested that the city provide better guidance to small-scale developers. He also recommended considering impact fee reductions and tax incentives to support affordable housing.

Alex Valuka introduced a new rental housing initiative in Prescott Valley, offering high-quality, affordable housing for essential workers. He invited attendees to an open house event to learn more about the project.

Ms. Fraser closed the public comment portion and invited committee members to share their key takeaways from the discussion.

Member Goodman acknowledged public concerns about hearing "the same old stuff" without solutions. He assured attendees that the committee is actively working on real solutions and values public input. He emphasized the urgency of the workforce housing crisis, sharing an example of a firefighter who declined a job offer due to the lack of available housing. He reiterated the committee's commitment to finding and implementing solutions.

Ms. Fraser provided a recap, announcing that the City Council study session on workforce housing policy is scheduled for May 27th. She reminded attendees that committee meetings take place on the first Wednesday of each month at 10:00 a.m. in the same room. She encouraged participation in the housing needs assessment survey, available at www.edpco.com/Prescott and on the Participate Prescott website. She also invited attendees to speak one-on-one with committee members, council members, and city staff after the meeting while being mindful of open meeting laws.

- 4. ADJOURNMENT**
Meeting adjourned at 6:41pm.

ATTEST:

NICOLE KENNEDY, Chair

AMBER FRASER, Staff Liaison

City of Prescott

Workforce Housing Committee



February 5, 2025 | 10:00 AM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Vice Chair Kennedy called the meeting to order at 10:03am.

2. ROLL CALL

Jonathan Rocha - Chair (Resigned Effective February 5, 2025)
Nicole Kennedy - Vice Chair
Mike Fann - Member
Randy Goodman - Member
Luther Kraxberger - Member (Excused)
Anthony Teeters - Member
Arnold Urias - Member

DISCUSSION & ACTION ITEMS

3.

A. Approval of Minutes from the December 4, 2024 Workforce Housing Committee Meeting.

**MOTION BY MEMBER FANN TO APPROVE DECEMBER 4, 2024 MINUTES;
SECONDED BY MEMBER TEETERS: PASSED (5 - 0)**

B. Presentation & Discussion Regarding the City of Prescott Workforce Housing Policy.

Staff Liaison Fraser reviewed the timeline for the workforce housing policy and reviewed changes previously requested.

Member Goodman requested that small businesses be included in the list of workforce.

Chair Kennedy requested the sections be simplified all together due to the definition being previously stated in the policy.

Ms. Fraser asked whether anyone had comments on developer qualifications.

Member Goodman noted that he had marked the requirement of a minimum of 25% of units dedicated to workforce housing and whether this percentage was overly restrictive and if it was what the committee had agreed upon.

Chair Kennedy responded by emphasizing the need for a robust discussion on

incentives and the sliding scale system, pointing out inconsistencies in the language, particularly in relation to different starting percentages. She suggested that the committee collectively determine how these figures should be structured before moving forward.

Ms. Fraser clarified that staff review would be necessary to finalize certain aspects. She proposed that the committee first decide which concepts they wanted to retain, after which staff could ensure consistency with other jurisdictions. She stressed the importance of committee feedback to determine which provisions should be kept or eliminated before delving into the specifics.

Member Goodman expressed concerns that requiring 25% workforce housing might render projects unfeasible for developers. He suggested a system where incentives increase with the percentage of workforce housing units, rather than imposing a rigid threshold.

Ms. Fraser agreed, stating that the percentage requirement could be removed from the initial developer qualifications section and instead be incorporated into later sections discussing fees and eligibility.

Chair Kennedy then directed the discussion to eligibility under Section 1B, proposing that income limitations be clarified using a chart similar to the one in Gorman's LIHTC booklet, as it visually presents the breakdown for different household sizes. She noted the importance of annual updates but felt such a chart would provide valuable clarity. She also raised concerns about the residency requirement, questioning whether the language should focus solely on employment status within Yavapai County, rather than the specific location of residence.

Member Goodman agreed, pointing out that if a person moved into workforce housing in Prescott, they would naturally reside there, making the residency requirement somewhat redundant.

Chair Kennedy questioned enforceability related to financial stability requirements for developers. She asked whether the city should engage in verifying financial stability, project experience, and commitment to design and affordability standards or if this was beyond their scope.

Ms. Fraser responded that such provisions could be removed.

Community Development Director Chelsea Walton noted that staff required clear direction on what elements the committee wanted to retain before further investigation. She mentioned that the proposed fee schedule from Flagstaff did not align with Prescott's existing fees and would need adjustments. She clarified that financial scrutiny of developers might only be necessary when the city was entering into partnerships and providing incentives.

Member Goodman then brought up the topic of performance and completion bonds, suggesting that such requirements might already ensure financial responsibility, thus negating the need for additional financial reviews.

Ms. Walton confirmed that current bonding requirements already cover public infrastructure, but additional scrutiny could be applied to workforce housing projects depending on their funding structure and partnership arrangements.

Council Liaison Cantelme supported the inclusion of completion bonds, stating that they serve as a guarantee for project completion and prevent developers from defaulting before workforce housing units are completed.

Member Goodman echoed this concern, explaining that without such safeguards, developers could complete market-rate units first and abandon the workforce housing component due to financial constraints.

Member Urias explained that construction loans now use a validation process instead of traditional builder qualifications, ensuring developers have no pending litigation that could impact financial stability. While vetting is necessary to prevent risks, he cautioned that it should be handled carefully to avoid discouraging potential developers.

Council Liaison Cantelme agreed that bonding companies assess financials before issuing bonds.

Deputy City Attorney Matt Podracky pointed out that bonding requirements already exist in the city's general engineering standards, typically covering 10% of the overall project cost. He emphasized that development agreements for city-partnered projects might warrant deeper financial reviews, but general projects were already adequately covered.

Chair Kennedy then addressed development fee incentives, expressing concern that language stating fee reductions were subject to city funding availability and council discretion created too much uncertainty. She suggested eliminating that provision to ensure clarity and consistency.

Member Fann supported her concern, noting that the phrase "may waive fees" already provided flexibility without the additional provision.

Ms. Fraser confirmed that certain fee waivers, such as impact fees, would require council approval regardless.

Mr. Podracky added that budget limitations would naturally govern fee reductions and would be outlined in policies active at the time of application.

Member Goodman stressed the need for consistency in how incentives were applied across different projects to maintain fairness among developers.

Ms. Walton emphasized the importance of a clear review process to determine eligibility for incentives, reiterating that flexibility should be built into the policy rather than rigidly defining every detail.

Member Fann stressed that development agreements should remain flexible to

encourage workforce housing without overly restrictive policies.

Member Teeters emphasized that incentives should align with the city's budget at the time of application, cautioning against rigid policies that could deter developers.

Council Liaison Cantelme supported a case-by-case approach, advocating for a sliding scale where incentives match the percentage of workforce housing in a project, ensuring financial sustainability.

Chair Kennedy shifted the discussion to project duration requirements for workforce housing. She referenced LIHTC's 30-year requirement and asked whether the committee preferred a set timeframe or one tied to development agreements.

Member Goodman raised concerns about imposing long-term requirements that might deter developers, suggesting that greater incentives be offered for longer commitments.

Ms. Walton explained that development agreements typically outline project obligations and do not change frequently. She agreed that incentives could be structured to reward longer commitments.

Council Liaison Cantelme recommended tying incentives to project completion rather than issuing them upfront to prevent developers from later amending agreements to remove workforce housing commitments.

Chair Kennedy proposed setting a 20-year minimum with additional incentives for longer commitments.

Member Goodman felt that 20 years might be too long but agreed that a baseline should be established.

Chair Kennedy discussed the waiver and reimbursement tables and discussed that they were not clear and a sliding scale would allow for more flexibility.

The committee requested an example project to look at actual fees.

Member Goodman stated that he would speak with Flagstaff about their fee waivers and reimbursements and how it has worked for their jurisdiction.

Ms. Fraser read comments provided by Member Kraxberger due to his absence. The comment was regarding reviews of plans and efficiencies to expedite that process.

Ms. Walton addressed his concerns and that, once Council direction has been provided, it will be up to Community Development to make sure they meet Council's standards.

Ms. Fraser reviewed the section regarding timely reviews on both the City's side

and developer's side. She then moved the discussion to density bonuses.

Council Liaison Cantelme warned that density changes required zoning adjustments, which could be a lengthy process.

Ms. Walton clarified that while density bonuses could be incorporated into planned area developments, zoning changes required council approval and could not be streamlined without policy changes.

Ms. Fraser suggested broadening the language to allow for modifications at the council's discretion rather than defining exact mechanisms.

Member Fann agreed, suggesting that the policy should maintain flexibility to avoid unnecessary hurdles.

Member Urias made a suggestion to change, "the City will allow," to, "The City will consider."

Mr. Podracky agreed that a simple change would leave it up to Council discretion.

Council Liaison Cantelme asked when the policy needed to be ready for recommendation by.

Ms. Fraser reviewed the timeline but that it would be going to Council on May 27, 2025 for a study session and that Council would need time prior to the meeting to review the document. She then discussed that the section regarding water policy would be held for a future meeting and reviewed additional sections of the policy.

Member Urias asked that Accessory Dwelling Units (ADUs) not be discussed at the moment due to some changes in the legislation that may be coming.

Member Goodman expressed concern with timeframes that the committee would ask developers to keep housing affordable for a timeframe but doesn't give options on how to do so.

Member Fann stated that it could be addressed in development agreements and that the developers could tell the City how they will accomplish that.

Chair Kennedy raised concerns about enforceability, specifically how a clawback provision would work if a developer altered the original intent of providing workforce housing within the designated timeframe. She referenced Section 6B on developer accountability and asked for clarification on when and how such provisions could be enforced.

Ms. Walton responded that legal review would be necessary but emphasized that developers should take responsibility for maintaining affordability. She cautioned against overly prescriptive requirements and suggested that developers should outline their own compliance mechanisms, such as recorded

agreements with the county, to ensure long-term affordability.

Member Goodman proposed that the city provide a list of pre-approved mechanisms, such as deed restrictions, to prevent developers from proposing ineffective solutions. He warned against leaving too much flexibility, which could lead to complications or unintended loopholes.

Mr. Podracky addressed different forms of enforcement mechanisms.

Chair Kennedy moved the discussion to employee incentives.

Member Urias suggested speaking with Yavapai County regarding their incentives.

Ms. Fraser stated that the section was written to give direction to Human Resources to actually look into each section for feasibility for our jurisdiction.

Chair Kennedy asked about the Home of My Own Program and how to implement it for Prescott.

Council Liaison Cantelme and Ms. Walton stated that it is in progress and that it is currently with Legal for review but will need some adjustment to local codes.

Ms. Walton discussed the new Chief Building Official and aspects of the policy that would relate to his position.

Ms. Fraser read additional comments from Member Kraxberger and the committee requested he address his comments at the next meeting where he is able to elaborate.

Mr. Podracky informed the committee that Legal will look closely at the entire policy and will create boilerplate agreements once it is approved.

Ms. Fraser reviewed the section regarding real property.

Member Fann discussed an open space topic that was discussed at a prior Council meeting.

Ms. Walton clarified that it was designated spaces that would be affected.

Ms. Fraser provided a brief update on the hiring of a consulting firm in regards to a section mentioning designated staff.

Member Fann stated that this issue needs a full time designated employee.

Ms. Fraser moved on to staff updates.

4. UPDATES

A. Staff Announcements & Discussion Regarding Future Agenda Items.

Ms. Fraser provided an update about the committee nominating a new Vice Chair at the next meeting, the hiring of a housing consultant, and a review of the workforce housing forum in January.

5. ADJOURNMENT

The meeting was adjourned at 12pm.

ATTEST:

NICOLE KENNEDY, Chair

AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5 Workforce Housing Committee Meeting
DATE: March 5, 2025
DEPT: City Manager
ITEM #: 3.B
SUBJECT: Discussion & Possible Action Regarding the Appointment of Vice Chair for the Committee.

ITEM SUMMARY

This item is for discussion and selection of a new Vice Chair for the Committee.

BACKGROUND

In accordance with Section 6 of Resolution 2023-1851, "officers of the WHC shall include a chair and vice-chair, each of whom shall serve for one (1) year and until his or her successor is elected and qualified. The WHC will elect officers annually at a regularly scheduled meeting. A majority of the quorum present is sufficient to elect the officers."

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to nominate and designate a new Vice Chair to serve through May 2025

ATTACHMENTS

1. CC - Resolutions - 2023-1851 - 592023

RESOLUTION NO. 2023-1851

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, RESCINDING RESOLUTION NO. 2022-1843 AND UPDATING THE TERMS OF THE SEVEN (7) MEMBERS OF THE WORKFORCE HOUSING COMMITTEE

WHEREAS, Chapter 1-13 of the Prescott City Code authorizes the Mayor and Council to form Standing Committees of the City by resolution to act in an advisory role to the Mayor and Council; and

WHEREAS, the Mayor and Council wish to create a Workforce Housing Committee (“WHC”) to research and provide recommendations to Council on attainable housing options for the workforce of Prescott; and

WHEREAS, the establishment of a WHC is in the best interest of the City and promotes workforce housing and other solutions that encourage a quality workforce in order to meet the demands and needs of the residents of Prescott.

WHEREAS, on November 8, 2022 Council adopted Resolution No. 2022-1843 and established the Workforce Housing Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT there is hereby formed a Workforce Housing Committee (“WHC”), which shall be comprised of seven (7) members, and said Committee shall function as a standing committee pursuant to the Prescott City Code Chapter 1-13.

SECTION 2. THAT the purpose and mission of the WHC is to provide a coordinated effort and central body to research, review, and propose workforce housing solutions and recommendations.

SECTION 3. THAT the WHC annually present to Council updates and/or recommendations regarding workforce housing.

SECTION 4. THAT the WHC shall consist of seven (7) members who have relevant experience and/or are representatives of employer stakeholders. Members will not be required to be residents of the City of Prescott.

SECTION 5. THAT Resolution No. 2022-1843 is hereby rescinded, and members of the Workforce Housing Committee shall be appointed by the City Council to four (4) year staggered terms in May every four years beginning in 2025 and 2027. The City Council will direct the replacement of any member who is unable to fulfill his or her term.

SECTION 6. THAT the officers of the WHC shall include a chair and vice-chair, a each of whom shall serve for one (1) year and until his or her successor is elected and qualified. The WHC will elect officers annually at a regularly scheduled meeting. A majority of the quorum present is sufficient to elect the officers. Upon vacancy in the position of the chair, the vice-chair shall succeed as chair and complete the remainder of the term. Vacancies for any other position, created by any cause shall be filled for the unexpired term by a new election.

SECTION 7. THAT the duties of the chair include (1) ensuring that the powers of the WHC are properly executed and that no duty of the WHC is breached; (2) assisting in the development of the agenda in coordination with other members and the staff liaison; (3) presiding over all meetings; (4) calling roll at meetings and advising on member absences; and (5) ensuring that all comments and agenda items are heard, recorded, and acted upon in accordance with Arizona Open Meetings Law.

SECTION 8. THAT the duties of the vice-chair include performing all the functions of the chair in the chair's absence.

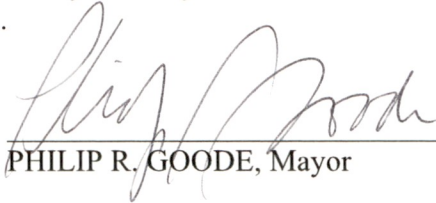
SECTION 9. All meetings of the WHC are open to the public and members shall comply with Arizona Open Meetings Law. Regular WHC meetings will be held as needed, but no less than two times per calendar year. Time, date, and location to be determined on the meeting agenda posted through the City Clerk's office. A quorum must be present for any formal action to take place. The quorum shall consist of four (4) members. The affirmative vote of a majority of those members present and voting shall be required for passage of any matter before the board. The minutes of the meetings shall reflect the "ayes" and "nays" cast on a particular measure. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question. The vote of any member who fails to declare his vote, votes "present" or otherwise abstains from voting without first declaring a conflict of interest shall be recorded as an affirmative vote in the item being considered.

SECTION 10. THAT the City Manager shall appoint City staff to support the mission and function of the WHC.

SECTION 11. THAT except as otherwise specified by this Resolution, membership on the WHC shall be consistent with existing requirements promulgated by the City of Prescott.

SECTION 12. THAT the WHC may establish its own rules of procedure that are not inconsistent with this Resolution or applicable laws.

PASSED, APPROVED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, this 9th day of May, 2023.



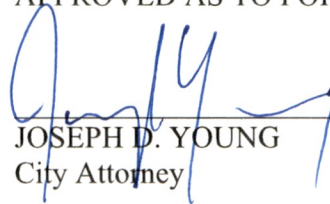
PHILIP R. GOODE, Mayor

ATTEST:



SARAH M. SLEP
City Clerk

APPROVED AS TO FORM:



JOSEPH D. YOUNG
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Siep, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2023-1851 is a true, correct and accurate copy of Resolution No. 2023-1851, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 8 day of May, 2023, at which a quorum was present and, by a 7-0 vote, all voted in favor of said resolution.

Given under my hand and sealed this 11 day of May, 2023.



Sarah M. Siep



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5 Workforce Housing Committee Meeting
DATE: March 5, 2025
DEPT: City Manager
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding the City of Prescott Workforce Housing Policy.

ITEM SUMMARY

This item is to discuss draft sections of the Workforce Housing Policy that will be recommended to Council in the future.

BACKGROUND

The Workforce Housing Committee had created and received Council approval on goals for Workforce Housing. One of the goals was to recommend a Workforce Housing Policy to Council. The attached policy is a draft that is still being reviewed by staff and staff may provide additional recommended adjustments in the meeting.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

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

ATTACHMENTS

1. 2.24.25 Workforce Housing Policy Draft



~~2024~~2025

Workforce Housing Policy

Effective Date: May 1, 2025

Acknowledgements

Prescott, Arizona, a picturesque city nestled in the heart of Yavapai County, boasts a rich history, stunning natural beauty, overall excellent quality of life, and a vibrant active and engaged community. However, the availability of affordable and attainable workforce housing is a critical issue requiring urgent attention.

For this reason, in November 2022, the Prescott City Council established the standing Workforce Housing Committee with the purpose of researching, reviewing and proposing recommendations to Council regarding attainable housing options and solutions for the workforce of Prescott. The City of Prescott extends its gratitude for the time and work provided by Committee Members: Mayor Pro Tem Cantelme (Council Liaison), Chairman Jonathan Rocha, Vice-Chair Nicole Kennedy, Member Mike Fann, Member Randy Goodman, Member Luther Kraxberger, Member Anthony Teeters, and Member Arnold Urias. The City would also like to extend its gratitude to all the City staff members who provided recommendations and feedback to create and improve the policy and to make its implementation effective.

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Section 1: Introduction

In many communities, middle-income workers such as teachers, firefighters, police officers, and healthcare professionals face significant challenges in finding attainable housing in or near the communities in which they work. This issue arises from a combination of stagnant wages and rising housing costs, which often force these essential workers to live far from their jobs, leading to longer commutes and increased traffic congestion.

The goal of a workforce housing policy is to create and maintain housing that is affordable for these critical workers, ensuring they can live in the communities they serve. This policy not only supports the well-being of these workers but also contributes to the overall economic stability and social cohesion of the community.

By implementing a comprehensive workforce housing policy, the City of Prescott can foster a more inclusive and sustainable environment where all of our workforce has access to safe and affordable housing.

The Workforce Housing Committee’s Mission is to plan and preserve workforce housing solutions to promote a healthy and vibrant community for all.

The Workforce Housing Committee’s Vision is to facilitate housing solutions to attract and retain quality employees and lead to improved service delivery and quality of life for our residents and workforce.

The City of Prescott defines the workforce as:

Using HUD and ULI definitions plus local statistics, research, and demographics, the City of Prescott defines the “workforce” as: those that earn about 60%-120% of the area’s median income. Based on Prescott’s current area median income (~~FY23~~FY24)¹ of ~~\$7685,300000~~ for a family of four, this scale would start at ~~\$46,020~~\$51,180 and go to ~~\$92,040~~\$102,360. Workforce includes those employed in occupations vital to a community’s functioning across areas like education (teachers), healthcare (nurses), public safety (police officers and firefighters), construction, and other key services.

The City of Prescott defines workforce housing as:

Workforce housing refers to residential properties, such as apartments or homes, that are designed to be affordable for individuals and families. This is different from a direct government subsidized housing program (~~the City of Prescott does not have a Housing Authority~~). The goal is to offer housing that is no more than 30% of household gross income, including utilities.

¹ FY 2024 Income Limits Documentation System - Median Income Calculation for Prescott Valley-Prescott, AZ MSA <https://www.huduser.gov/portal/datasets/il/il2024/2024MedCalc.odn>

Section 1.a: Community Outreach

Workforce housing plays a crucial role in creating diverse, vibrant, and sustainable communities. ~~Following are examples of how workforce housing enhances a community without negatively affecting home values:~~

- ~~•—— Stabilizes the Workforce: Workforce housing ensures that service workers, such as teachers, healthcare professionals, and first responders, can live near their workplaces. This reduces commuting times, increases job satisfaction, and ultimately leads to a more stable and reliable workforce. This, in turn, benefits local businesses and institutions.~~
- ~~•—— Promotes Economic Growth: A stable, well-housed workforce is vital for economic development. When workers have affordable housing options, they are more likely to remain in the area, reducing turnover costs for employers. Additionally, when employees have more disposable income due to lower housing costs, they tend to spend more in the local economy, thus stimulating economic growth.~~
- ~~•—— Fosters a Diverse Community: A mix of income levels and backgrounds enriches the fabric of a community. Workforce housing allows for a diverse population, contributing to a more inclusive and dynamic neighborhood. This diversity can lead to a stronger sense of community and a wider range of perspectives and talents.~~
- ~~•—— Supports Educational Systems: Teachers and other education professionals are essential to a thriving community. Having affordable housing options near schools helps to attract and retain high-quality educators, which in turn leads to improved educational outcomes for children.~~
- ~~•—— Supports Healthcare Systems: Doctors, nurses, and other healthcare professionals provide an important service to our community. Providing affordable housing options near medical facilities helps attract and retain high-quality medical professionals, which in turn leads to improved healthcare delivery.~~
- ~~•—— Encourages Civic Participation: When people live close to their workplaces, schools, and community amenities, they are more likely to engage in local activities and events. This fosters a sense of belonging and encourages civic participation, leading to a more engaged and active community.~~
- ~~•—— Maintains Property Values: Well-maintained, thoughtfully designed workforce housing has a positive impact on property values. Studies have shown that when affordable housing developments are properly integrated into neighborhoods, they do not necessarily lead to a decrease in surrounding property values. In fact, they can help stabilize property values by reducing blight and vacancy rates.~~

- ~~Mitigates Traffic and Environmental Impact: When workers can live close to their workplaces, there is a reduction in traffic congestion, which leads to fewer environmental impacts as well as reduced stress on the public safety infrastructure.~~
- ~~Addresses Housing Shortages: Many communities face housing shortages, which can lead to inflated home prices and limited availability. Workforce housing initiatives can help alleviate some of this pressure by increasing the overall supply of housing options.~~
- ~~In summary, workforce housing is not only a social imperative but also an economic and community-building asset. When thoughtfully planned and integrated into a community, it can enhance the quality of life for all residents without negatively affecting property values. It contributes to a more inclusive, economically vibrant, and sustainable community for everyone involved.~~

Without addressing the Workforce Housing issue, recruitment and retention of quality service providers will continue to erode. Prescott residents will experience longer wait times, reduced service levels, and, in some cases, have to go outside of the area for services. Costs of local services may increase. Prescott may experience less diversity in its population, and service providers may become disconnected from the community.

The City of Prescott will conduct ongoing community outreach to gather input and foster collaboration among stakeholders, including residents, businesses, developers, and housing advocacy groups. Regular opportunities for public engagement will be held to engage the community and incorporate their feedback into housing strategies. This may include, but is not necessarily be limited to, regular Workforce Housing Committee meetings.

Section 1.b: Eligibility

The Workforce Housing Policy aims to provide attainable housing options for individuals who contribute to the local economy and community but are unable to find adequate housing within the current market. This Policy outlines eligibility criteria for both the workforce and developers seeking to participate in the incentive options.

Eligible Workforce

Workforce includes those employed in occupations vital to a community's functioning across areas like education, healthcare, public safety, construction, and other key services. The goal is to provide housing for residents who are integral to the functioning of the City, but struggle to secure housing due to rising housing costs. ~~The following categories define eligible workforce populations:~~

A. ~~Employment Categories~~

~~Eligible employees include those working in industries such as, but not necessarily limited to:~~

- ~~• Healthcare Workers (e.g., nurses, medical assistants, lab technicians)~~
- ~~• Education Professionals (e.g., teachers, teaching assistants, school administrators)~~
- ~~• Public Safety Personnel (e.g., police officers, firefighters, paramedics)~~
- ~~• Retail and Service Industry Workers (e.g., retail staff, hospitality workers, restaurant staff)~~
- ~~• Construction and Skilled Trades (e.g., electricians, plumbers, construction laborers)~~
- ~~• Government Employees (e.g., city or county government staff, public works employees)~~
- Manufacturing and Logistics Workers (e.g., factory workers, warehouse employees, transportation staff)

B. Income Limitations

Generally, based on HUD and ULI definitions plus local statistics, research, and demographics, the City of Prescott defines workforce as those that earn about 60%-120% of the area's median income. For example:

- A family of four earning between \$46,02051,180 and \$92,040102,360 annually (~~FY23~~FY24) may qualify for workforce housing.

C. Residency Requirements

Eligible workforce applicants must ~~fit within the above definition of workforce; and either~~

- ~~• Reside in Prescott or the surrounding Yavapai County area; or~~

- ~~Be employed full-time within the City of Prescott, or in industries directly benefiting the community, such as healthcare, education, and public safety.~~ be employed fulltime within Yavapai County.

Eligible Developers

To ensure that workforce housing is developed in a timely, efficient, and responsible manner, the following criteria apply to developers seeking to participate in the program:

A. Developer Qualifications

Eligible developers may include, but are not necessarily limited to:

- For-profit real estate developers with experience in single family, multi-family or mixed-use residential development.
- Non-profit organizations focused on workforce housing development, including community development corporations (CDCs) and housing trust funds.
- Public-private partnerships between local government entities and private developers.
- Governmental entities working jointly on workforce housing.
- Developers must ~~demonstrate financial stability~~ post financial assurances, relevant project experience, and a commitment to providing housing that meets the design building standards and affordability requirements outlined by the City of Prescott.

B. Project Scope and Location

Eligible development projects must meet the following criteria:

- Project Type: Projects must include rental or homeownership units ~~that cater to~~ for the eligible workforce population as defined above. This can include multi-family complexes, single-family homes, or mixed-use developments.
- Location: Projects must be located within the City of Prescott, with a focus on areas close to public transit, employment centers, schools, and other community amenities.
- Design and Density: Developments must adhere to City zoning regulations and density standards, ~~with a minimum of 25% of the units dedicated to workforce housing.~~

C. Affordability Requirements

Developers must agree to maintain affordability for a minimum period of 20 years (or as stipulated by City guidelines), ensuring that rents or home prices remain within the prescribed limits for workforce households. Minimum period may be waived or adjusted by Council as they deem appropriate.

D. Compliance with Local Codes

Developers must comply with all applicable local building codes, environmental regulations, and sustainability standards. Preference may be given to developers who incorporate green building practices or energy-efficient features into their projects.

These eligibility guidelines for workforce housing are designed to support the smart growth of Prescott while ensuring that the housing needs of the local workforce are met in a sustainable and inclusive manner. The program prioritizes both access to workforce housing and the creation of vibrant, thriving communities that contribute to the City's long-term prosperity.

Section 2: Incentive Programs

To encourage the development of workforce housing, the City will implement various incentive programs.

Section 2.a: Development Fee Incentives

Fee Waivers and Reimbursements

The City of Prescott may waive or reimburse the following fees, ~~on a case-by-case for basis,~~ ~~for~~ developments that qualify under the Workforce Housing Program:

- Building Permit Fees
- Planning and Zoning Fees
- Other development-related fees as determined by the City
- Fee waivers and reimbursements are provided on a sliding scale, with greater reductions for projects that serve lower AMI levels. The following parameters apply:
- Lower AMI Levels: Developments that serve households earning closer to 60% of the AMI will qualify for the highest percentage of fee waivers and reimbursements.
- Higher AMI Levels: Projects serving households earning closer to 120% of the AMI will qualify for lower waivers and reimbursements.

~~All fee reductions are subject to the availability of City funding and based on the Prescott City Council's policy-making discretion. If funding is not available at the time of project approval, fee reductions may not be granted.~~

Eligibility and Restrictions

- Fee waivers and reimbursements are only available for developers who meet the criteria for the Workforce Housing Program, and who do not have outstanding issues related to the following:
 - Code Violations: Any property owner with unresolved building code violations will not be eligible for fee waivers or reimbursements.
 - Outstanding City Debts that are unpaid and are due and owing: Fee waivers are not available to developers with overdue debts to the City, including unpaid taxes or licensing fees.
 - Accessibility Violations: Developers with unresolved accessibility issues on past or current projects are also ineligible for fee reductions.

Deferral of Development Fees (Impact Fees) for Market-Rate Units

The City of Prescott may allow the deferral of Development Fees, specifically Impact Fees, for a workforce housing development project that is part of a Development Agreement pursuant to Arizona Revised Statute Section 9-500.05 and the Development Agreement spells out the collection of impact fees at time of issuance of a Certificate of Occupancy pursuant to Arizona Revised Statute Section 9-463.05(10). ~~Market-rate units within a development that includes 20% or more workforce housing units.~~ The Impact Fees for these market-rate units may be

deferred until the unit reaches the Certificate of Occupancy stage. This deferral option is designed to incentivize mixed-income developments that include significant portions of workforce housing.

By offering fee waivers, reimbursements, and deferrals, the City of Prescott seeks to make it financially feasible for developers to include workforce housing in their projects, supporting the growth and vitality of Prescott while meeting the needs of local residents.

Fees Eligibility List (Draft with Flagstaff Examples)

City Department		Fee Type	Reimbursement or Waiver
Community Development			
	Zoning Fees	Rezoning Application Fees	25% Reimbursement
		General Plan Amendment	25% Reimbursement
	Subdivision Fees	Developer Master Plan	50% Reimbursement
		DRB Concept Plan Submittal	Reimbursed
		Preliminary Plat Submittal	Waiver/Reimbursed
		Final Plat Submittal	Waiver
	Site Plan Fees	DRB Site Plan (Formal) Submittal	Waiver
		Concept Plan	Reimburse
		P&Z Review/Approval	Waiver
	Building Plan Review, Permit, and Inspection Fees	Building Permit Deposit Fees	Excluded
		Building Permit Fees	Waiver
		Plan Check Fees	Waiver
		Public Improvement Permit Fees	Waiver
		Plan Review Engineering	Waiver
		Over-the-Counter Permit Fees (standalone)	Excluded
		Development Fee (Impact Fees)	Reimburse
Utilities Department		Development Fee (Impact Fees)	Reimburse

Waiver and Reimbursement Scale (based on AMI served) for project providing up to 20% Workforce Housing (Draft with Flagstaff Examples)

AMI Served	Percentage Waived or Reimbursed
60-70% AMI	100%
71-90% AMI	75%
91-120% AMI	25%

~~Waiver and Reimbursement Scale (based on AMI served) for project providing greater than 20% Workforce Housing (Draft with Flagstaff Examples)~~

AMI Served	Percentage Waived or Reimbursed
60-80% AMI	100%
81-100% AMI	75%
101-120% AMI	25%

~~If a developer designs and constructs units that meet all mandatory and voluntary energy code expectations within a workforce housing development (minimum of 20% workforce units), the developer may receive a 100% waiver and/or reimbursement for all units.~~

Section 2.b: Prioritization and Expedited Review

The City of Prescott is committed to prioritizing workforce housing developments as part of its broader strategy to ensure attainable housing options are available for residents. To facilitate timely and efficient development, workforce housing projects will be eligible for expedited review throughout the post-entitlement planning and permitting process. The City aims to streamline these projects, ensuring they move through the approval stages faster than conventional development projects.

Prioritization and Expedited Review

Workforce housing developments will be **prioritized** in the City’s planning and permitting processes. City staff will work closely with applicants to fast-track reviews, inspections, and approvals. The goal is to expedite the review process while ensuring compliance with all relevant regulations. A timeline for review will be negotiated and included in a development agreement.

Development Types and Review Process

For the following types of developments, the applicant and City staff will jointly establish an expedited review timeline:

- **Multi-Family Developments**
- **Mixed-Use Developments**
- **Site Plans**
- **Single-Family Subdivisions**

Review timelines for **workforce housing units** may be reduced by up to **50%** compared to conventional development timelines, ~~provided that a minimum of 10% of the units are designated as workforce housing~~. If the developer wishes to have **market-rate units** included in the expedited review process, the developer must commit to providing **more than 20% workforce units** within the development. In this case, the City will encourage the submission of like units in a **block submittal** to further streamline the process.

Incentives and Commitments

Applicants are encouraged to commit to workforce housing incentives by the time of **Preliminary Plat approval**. The Community Development Director or designee will assess requests for exceptions to this timeline on a case-by-case basis.

Shared Responsibility for Timely Review

While the City is committed to expediting the review process, the speed of review depends significantly on the quality of the applicant's submittals and their responsiveness throughout the process. Developers must promptly address corrections, respond to comments, and ensure timely compliance with City requirements. Expedited review may be discontinued if the developer fails to meet these responsibilities.

Requirements for Expedited Review

In order to qualify for expedited review through the entitlement process, applicants must submit an **Workforce Housing Proposal** signed by the **Community Development Director or designee**, certifying the developer's commitment to workforce housing. This proposal must be attached to the development submittal for it to be eligible for expedited processing.

Additionally, for **Engineering and Development Services Reviews**, the applicant must include a copy of the **Workforce Housing Certification Letter** from the Housing section at the time of **Final Plat** or **Site Plan approval**. This certification ensures that the project is committed to the workforce housing goals and meets all required standards.

Compliance with Building Codes

All new buildings must comply with the building codes in effect on the day the **building permit application** is submitted. A copy of the **Workforce Housing Certification** (provided by the

Housing section) must accompany each permit application for workforce units. All related documents and applications can be retrieved at the **Community Development front counter**.

By prioritizing workforce housing and streamlining the development process, the City of Prescott aims to address the growing demand for workforce housing while supporting developers in meeting the community's needs. This expedited process is designed to encourage the timely delivery of workforce housing projects, helping to build a stronger, more sustainable Prescott.

Section 2.c: Modification of Development Standards

To address the need for workforce housing, the City of Prescott recognizes the importance of creating a flexible regulatory environment that encourages developers to pursue workforce housing projects. As part of this effort, the City ~~will~~may modify certain development standards to reduce barriers and incentivize the construction of workforce housing. These modifications will provide greater flexibility while ensuring that developments align with community goals and maintain the city's character.

Key modifications include:

- **Fee Waivers and Reductions:** As discussed in Section 2.a
- **Expedited Review Process:** As discussed in Section 2.b
- **Density Bonuses:** The City ~~will~~may allow increased residential density in designated areas for developments that include a significant percentage of workforce housing units. These density bonuses will enable developers to build more units per acre than typically allowed under current zoning regulations.
- **Reduced Parking Requirements:** Developments that meet workforce housing criteria will be eligible for reduced parking requirements. This measure will lower development costs, particularly for projects located near public transportation or within walking distance of key employment centers.
- **Height and Setback Flexibility:** The City may grant variances for building height and setbacks for workforce housing projects in certain areas, particularly in mixed-use or infill development zones. This flexibility will maximize the use of land while maintaining appropriate buffers and respecting neighborhood contexts.

By incorporating these modifications to existing development standards, the City of Prescott aims to create a more supportive environment for the construction of affordable workforce housing, helping to meet the housing needs of our local workforce while preserving the character and livability of our community.

Section 2.d: Zoning

The City of Prescott recognizes zoning as a powerful tool to incentivize workforce housing. By offering targeted zoning incentives, the City seeks to encourage developers to integrate workforce housing into new developments and expand housing options for moderate-income workers. Key zoning incentives include the promotion of diverse housing types, increased density allowances, and streamlined processes for qualifying projects.

Key strategies include:

- **Accessory Dwelling Units (ADUs):** The City will support and encourage the development of accessory dwelling units (ADUs) on residential properties to increase housing options. Zoning regulations will be modified to allow ADUs by right in most residential zones, with reduced requirements for parking, setbacks, and lot size. This will enable homeowners to create additional workforce housing units in established neighborhoods without significant changes to community character.
- **Workforce Housing Types:** Zoning will accommodate a variety of housing types, including factory built, manufactured, and site built, duplexes, townhomes, small-scale multifamily units, and mixed-use developments, particularly in areas near employment centers, transit, and services. This diversification of housing types will provide more affordable options for the City's workforce while promoting neighborhood diversity.
- **Density Bonus Program:** To further incentivize workforce housing, the City will offer density bonuses in exchange for including a percentage of workforce housing units in residential developments. Developers who voluntarily dedicate a portion of their units to workforce housing will be permitted to build at higher densities than typically allowed under current zoning laws. This increase in allowable units can improve the financial viability of projects that serve moderate-income residents.
- **Voluntary Workforce Housing Inclusion:** The City will promote voluntary workforce housing inclusion by offering flexible zoning regulations for developers who incorporate workforce housing into their projects. These incentives may include relaxed height restrictions, reduced parking requirements, or modified setback standards, particularly in areas designated for higher-density or mixed-use developments. By opting into this program, developers can benefit from streamlined approval processes and additional project flexibility.
- **Project Qualifications:** For a project to qualify for workforce housing zoning incentives, a defined percentage of the units must be affordable to households earning between 60% and 120% of the Area Median Income (AMI). Developers will be required to maintain affordability for a specified period, ensuring that the benefits of workforce housing are long-lasting and accessible to local workers.

By using zoning as an incentive, the City of Prescott seeks to foster innovative housing solutions, encourage private sector participation, and increase the availability of affordable

workforce housing. These measures aim to support local economic stability, reduce commuting times for workers, and strengthen Prescott’s overall quality of life.

Section 2.e: Water Policy

The City of Prescott recognizes that access to water resources is a critical factor in the development of new housing projects, including workforce housing. To support the development of attainable housing for local workers, the City will offer specific water policy incentives aimed at reducing water-related costs and streamlining access to water resources for qualifying workforce housing developments. These incentives will align with the City’s broader water management goals while promoting sustainable growth.

Key water policy incentives include:

- **Water Allocation Prioritization:** Workforce housing developments that meet the City’s criteria will be prioritized for water allocation within the City’s available water resources. By giving priority to these projects, the City aims to ensure that developers can secure the necessary water rights and connections to proceed with construction in a timely manner.
- **Reduced Water Resource Fees:** To encourage the construction of workforce housing, the City will offer reductions or waivers for water resource development fees for projects that dedicate a defined percentage of units to workforce housing. This reduction in upfront costs will make workforce housing projects more financially viable, supporting their successful completion.
- **Water Efficiency Incentives:** Developments that incorporate advanced water-saving technologies or sustainable landscaping practices will be eligible for additional incentives. These may include further fee reductions or expedited permitting processes. By promoting water-efficient designs, the City aims to balance housing growth with long-term water conservation goals.
- **Streamlined Water Permitting Process:** Workforce housing developments will benefit from an expedited water permitting process. This streamlined approach will reduce delays and simplify the approval of necessary water infrastructure for qualifying projects. The City’s expedited process will help accelerate the timeline for bringing workforce housing units to market.
- **Workforce Housing Water Policy Reference:** Developers and stakeholders are encouraged to refer to the Workforce Housing section of the City of Prescott’s Water Policy for detailed guidance on the specific water-related incentives available to workforce housing projects. This section outlines all relevant water use standards, resource allocation processes, and sustainability requirements that apply to workforce housing developments.

By integrating water policy incentives into the City’s workforce housing strategy, Prescott seeks to promote workforce housing solutions while ensuring responsible water management practices. These incentives are designed to reduce financial and regulatory barriers, making it easier for developers to contribute to the City’s workforce housing supply.

Section 2.f: Employee Incentives

The City of Prescott is committed to fostering a stable and thriving workforce by addressing the housing needs of its employees. To support this goal, the City’s Human Resources Department will actively explore and implement incentives related to workforce housing, aimed at enhancing the recruitment and retention of qualified employees who contribute to the success and well-being of our community.

The City recognizes that access to affordable, high-quality housing plays a significant role in attracting and retaining skilled employees. As part of this commitment, the Human Resources Department will focus on the following strategies:

- **Employee Housing Assistance Programs:** The City will explore potential programs that provide direct assistance to employees seeking housing within Prescott. This may include down payment assistance, rental subsidies, or housing stipends for employees who meet specific criteria, particularly those in key public service roles.
- **Partnerships with Workforce Housing Developers:** The City will seek to collaborate with developers and community organizations to reserve a portion of workforce housing units for City employees. These partnerships aim to create priority access to workforce housing options that are conveniently located near employment centers and city services.
- **Housing Education and Resources:** The Human Resources Department will continue to provide resources and information to employees on available workforce housing opportunities, housing assistance programs, and pathways to homeownership. These efforts will help employees navigate the housing market and access options that meet their needs.
- **Exploring Additional Incentives:** The City will actively explore and identify new opportunities and incentives that can further support employees in securing housing. This may include evaluating the feasibility of employer-assisted housing programs, advocating for expanded housing benefits, and integrating housing support into the City’s overall benefits package.
- **Boosting Employee Recruitment and Retention:** By offering workforce housing incentives, the City aims to improve its ability to recruit and retain highly qualified employees, particularly in roles critical to public service and community development. Providing employees with stable and attainable housing options strengthens the City’s workforce and ensures that those who serve the community can also live and thrive within it.

The City of Prescott will continue to prioritize workforce housing as a key component of its overall employee recruitment and retention strategy, ensuring that City employees have access to housing solutions that support their long-term success and connection to the community.

Section 2.g: Pre-Approved Plans Program

The City of Prescott will establish a **Pre-Approved Plans Program** to support the timely and cost-effective development of workforce housing. This program, modeled after successful initiatives like Yavapai County's *Home of My Own* program, will offer a selection of pre-approved housing designs and layouts tailored to meet workforce housing needs. By providing developers and builders with streamlined design options, the City aims to reduce development costs, expedite project timelines, and promote the construction of workforce housing units.

Key features of the Pre-Approved Plans Program include:

- **Selection of Pre-Approved Designs:** The City will curate a variety of workforce housing designs, including options for single-family homes, duplexes, townhomes, and small multifamily units. These designs will adhere to local building codes and design standards, providing developers with ready-to-use plans that meet workforce housing requirements.
- **Expedited Review Process:** Projects using pre-approved designs will benefit from an expedited permitting and review process. Since the plans have already undergone pre-approval, builders and developers can bypass the typical review process for design compliance, significantly reducing the time needed to start construction.
- **Cost Savings for Developers:** By offering pre-approved plans, the City aims to reduce architectural and design costs for workforce housing projects. Developers and builders will be able to select from a range of affordable, high-quality designs without incurring the expense of custom architectural services, lowering overall project costs.
- **Adaptability for Different Lot Sizes and Needs:** The pre-approved plans will be adaptable for various lot sizes and configurations, making them suitable for infill projects, mixed-use developments, and traditional neighborhood settings. This flexibility ensures that the designs can accommodate the diverse needs of workforce housing projects throughout the city.
- **Sustainability and Efficiency:** The pre-approved housing designs will incorporate modern building practices and materials to promote energy efficiency and sustainability. This not only benefits residents by lowering utility costs but also aligns with the City's long-term environmental and housing goals.
- **Design Compatibility:** All pre-approved designs will be developed with Prescott's character in mind, ensuring that new workforce housing developments blend seamlessly into existing neighborhoods and contribute to the city's aesthetic and architectural standards.

By implementing the Pre-Approved Plans Program, the City of Prescott aims to simplify the workforce housing development process, incentivize builders to pursue workforce housing projects, and ensure that new housing is both cost-effective and of high quality. This program will contribute to the City's efforts to increase the availability of workforce housing while maintaining the charm and livability of Prescott's communities.

Section 3: Revitalization, Infill, and Expanded Footprint

The City of Prescott is committed to encouraging the revitalization of underutilized areas and supporting infill development to address the growing need for workforce housing. By focusing on the redevelopment of existing sites and encouraging higher-density, mixed-use projects in strategic areas, the City aims to create workforce housing opportunities while enhancing the vibrancy and sustainability of established neighborhoods.

Key incentives for revitalization and infill development include:

- **Priority for Infill Projects:** The City will prioritize workforce housing projects located on vacant, underdeveloped, or underutilized sites within the city’s existing urban areas. By encouraging the reuse of land and buildings, the City aims to reduce sprawl, leverage existing infrastructure, and promote more efficient land use. These projects will be given expedited permitting processes and consideration for additional development incentives.
- **Financial Incentives for Revitalization:** Workforce housing projects that involve the rehabilitation of existing buildings or the redevelopment of blighted or distressed properties will be eligible for financial incentives. These may include reduced development impact fees, tax abatements, or access to grant funding for infrastructure improvements. These incentives are designed to make revitalization projects more financially attractive to developers.
- **Zoning Flexibility for Infill Sites:** Infill development that includes a workforce housing component will be eligible for flexible zoning standards, such as reduced minimum lot sizes, increased building heights, and modified parking requirements. This flexibility will allow developers to maximize the potential of infill sites, particularly in areas where higher densities are appropriate and desirable.
- **Mixed-Use Development Encouragement:** To create vibrant, walkable communities, the City will incentivize mixed-use developments that combine workforce housing with commercial, retail, or public spaces. Such projects will be encouraged in designated revitalization districts, downtown areas, and near transit hubs, contributing to both housing affordability and economic development.
- **Public-Private Partnerships for Infill Housing:** The City will seek to form public-private partnerships to facilitate workforce housing development in infill areas. These partnerships may include land acquisition assistance, infrastructure support, or coordination with community development organizations to advance workforce housing projects that benefit both developers and the community.
- **Sustainability and Historic Preservation:** Workforce housing projects that incorporate sustainable building practices or that preserve and restore historic properties as part of their revitalization efforts will be eligible for additional incentives. These may include green building certifications, energy efficiency grants, or special zoning variances to accommodate preservation goals.

By focusing on revitalization and infill development, the City of Prescott aims to create new workforce housing opportunities in well-established neighborhoods, reduce development pressure on open spaces, and promote a sustainable, resilient community. These efforts will help ensure that workforce housing is available in areas with access to jobs, services, and transportation, while also enhancing the city's economic vitality.

Section 4: Funding

To support the development and expansion of workforce housing in Prescott, the City will employ a diverse range of funding strategies designed to leverage public, private, and philanthropic resources. These funding mechanisms will help bridge financial gaps, making workforce housing projects more feasible and sustainable. The City will focus on the following funding approaches:

- **Voluntary Financial Contributions and Donations:** The City will create avenues for voluntary financial contributions from individuals, businesses, and organizations interested in supporting workforce housing initiatives. These contributions, which can include monetary donations, land donations, or materials, will be used to fund workforce housing projects, offset development costs, or provide down payment assistance to qualified homebuyers. Contributors may be recognized publicly, fostering a sense of community involvement in solving Prescott’s housing challenges.
- **Grant Funding Opportunities:** The City will actively pursue state, federal, and private grant funding to support workforce housing development. This may include applying for housing-related grants from the U.S. Department of Housing and Urban Development (HUD), the Arizona Department of Housing, and other relevant agencies. Grant funding will be used to directly support the construction of new workforce housing units, infrastructure improvements, and rehabilitation of existing properties for workforce housing.
- **Grant Distribution and Pass-Through Programs:** The City will serve as a facilitator for distributing grant funds to local developers, non-profit organizations, and housing agencies engaged in workforce housing projects. As a grant pass-through entity, the City will apply for large-scale grants and distribute funds to eligible projects that meet workforce housing criteria. This ensures that local initiatives have access to financial resources while maintaining accountability and compliance with grant conditions.
- **Workforce Housing Trust Fund:** The City will explore the establishment of an Workforce Housing Trust Fund specifically earmarked for workforce housing. This fund could be supported through voluntary contributions, a portion of development fees, or other dedicated revenue streams. The trust fund would provide a stable, ongoing source of funding to support workforce housing projects, including land acquisition, construction, and down payment assistance programs.
- **Public-Private Partnerships (P3):** The City will seek to create public-private partnerships (P3s) that leverage private investment in workforce housing development. These partnerships could involve financial contributions, land use agreements, or shared resources between the City and private developers. The City will also explore opportunities for low-interest loans or other financial incentives to encourage private-sector investment in workforce housing projects.

- **Incentives for Philanthropic Support:** The City will encourage philanthropic organizations and community foundations to support workforce housing efforts through donations and grant-making. The City will work to develop relationships with local and national foundations that have an interest in workforce housing, workforce development, and community sustainability.

By employing these diverse funding strategies, the City of Prescott aims to create a robust financial foundation for workforce housing development. This approach will reduce financial barriers for developers, increase the availability of attainable housing for local workers, and ensure that Prescott's workforce housing policy has the long-term financial backing necessary to meet the community's housing needs.

Section 5: Real Property

The availability and strategic use of real property play a crucial role in supporting the development of workforce housing in the City of Prescott. By leveraging both City-owned and privately held properties, the City aims to increase the supply of attainable housing for local workers. This approach will involve making surplus City-owned properties available for workforce housing projects, as well as working collaboratively with private property owners to encourage the development of such housing.

- **City-Owned Property**

The City of Prescott will identify and make surplus, vacant City-owned properties available for workforce housing development. These properties, which have no designated uses or purposes such as infrastructure or essential public services, will be prioritized for projects that align with the community's workforce housing needs. The City will focus on the following strategies:

- **Property Inventory:** The City will conduct an ongoing review and inventory of its property holdings to identify parcels that are vacant, underutilized, or surplus. Properties that are suitable for workforce housing development, particularly those in proximity to employment centers, transportation, and essential services, will be considered for repurposing.
- **Prioritizing Community Needs:** The City will prioritize workforce housing projects that address pressing community needs, such as housing for essential workers, public safety personnel, and moderate-income families. Projects that demonstrate long-term affordability, sustainability, and alignment with the City's housing goals will be given preference.
- **Disposition and Public-Private Partnerships:** Surplus City-owned properties may be offered through competitive processes to developers who commit to creating workforce housing. Public-private partnerships (P3s) will be encouraged, allowing the City to partner with developers to bring these projects to fruition. Additionally, the City may offer long-term leases or discounted sales prices to incentivize development on these sites.

- **Private Property**

The City of Prescott will work collaboratively with private property owners to explore opportunities for the development of workforce housing on privately held land. By offering technical assistance and potential incentives, the City seeks to encourage the private sector to contribute to addressing workforce housing shortages. Key approaches include:

- **Technical Assistance:** The City will offer technical assistance to private property owners and developers interested in pursuing workforce housing projects. This support may include guidance on zoning regulations, site feasibility assessments, and navigation through the City's permitting processes. The goal is to reduce the

complexities of development and provide property owners with clear pathways to participate in workforce housing efforts.

- **Incentives for Private Development:** To encourage private property owners to develop workforce housing, the City will explore offering incentives such as density bonuses, expedited permitting, reduced development fees, and flexible zoning options. These incentives aim to make workforce housing projects more attractive and financially feasible for private landowners and developers.
- **Partnership Opportunities:** The City will actively seek opportunities to facilitate partnerships between private property owners and housing developers. By connecting interested property owners with developers who have experience in workforce housing, the City can help foster collaborations that lead to successful housing projects.

By utilizing both City-owned and private property, Prescott aims to increase the availability of workforce housing, reduce development barriers, and meet the growing housing needs of its workforce. This dual approach will allow for more strategic and efficient use of land, ensuring that the City's workforce housing goals are met while maintaining community values and sustainability principles.

Section 6: Implementation and Monitoring

To ensure the success of Prescott’s workforce housing policy, the City will establish a comprehensive approach to implementing and monitoring workforce housing initiatives, incentives, and programs. This approach will involve dedicated staff, clear accountability for developers, and the creation of educational resources for both the workforce and developers. These efforts will ensure that workforce housing projects meet community needs and are completed efficiently and with high standards.

Section 6.a: Workforce Housing Designated Staff

To effectively manage workforce housing initiatives, the City will designate staff responsible for coordinating and overseeing the implementation of workforce housing programs. These staff members will play a critical role in:

- **Program Coordination:** Designated workforce housing staff will ensure that various initiatives, including financial incentives, zoning modifications, and pre-approved housing plans, are integrated and aligned with the City’s broader housing goals.
- **Developer and Stakeholder Support:** Staff will serve as the primary point of contact for developers, builders, and property owners interested in workforce housing projects. They will provide guidance on incentives, assist with permitting processes, and facilitate communication between stakeholders and City departments.
- **Monitoring and Reporting:** The designated staff will be responsible for tracking the progress of workforce housing projects, ensuring that initiatives are meeting their intended goals. Regular reports will be provided to City leadership and the community on the status of projects, funding allocation, and program effectiveness.

Section 6.b: Developer Accountability, Project Quality, and Timeframes

Ensuring accountability and maintaining high standards for workforce housing projects is critical to their long-term success. The City will implement measures to ensure that developers meet their commitments and that projects adhere to quality and completion deadlines:

- **Developer Accountability:** Developers who receive incentives or assistance from the City will be required to meet specific performance benchmarks, including delivering a defined percentage of workforce housing units, maintaining affordability standards, and adhering to environmental and design guidelines. Regular progress reviews will be conducted to ensure compliance.
- **Phased Inclusion of Workforce Housing:** To ensure equitable distribution of workforce housing units throughout development, each phase of a project must include an equal percentage of the required workforce housing units. Developers are prohibited from deferring the construction of workforce housing until the final phases of the project. This phased approach ensures that workforce housing is integrated consistently from the start, preventing any delays or concentration of workforce units at the end of the

development. Failure to meet this requirement may result in penalties or the revocation of previously granted incentives.

- **Quality Standards:** Workforce housing developments will be required to meet or exceed established quality standards for construction, sustainability, and livability. This includes the use of durable materials, energy-efficient designs, and maintaining aesthetic compatibility with surrounding neighborhoods.
- **Project Timeframes:** To prevent delays, developers will be required to adhere to agreed-upon project timelines. The City may impose penalties or revoke incentives if significant project delays occur without valid cause. Conversely, developers who complete projects ahead of schedule may be eligible for additional incentives.

To enforce developer accountability, the City of Prescott could implement the following penalties for developers who fail to meet performance benchmarks, quality standards, project timeframes, or deliver the agreed-upon percentage of workforce housing units:

- **Revocation of Incentives:** Developers who do not meet the required benchmarks could lose access to the incentives initially granted, such as density bonuses, reduced fees, or expedited permitting. The City could revoke these benefits either partially or entirely.
- **Fines or Penalties:** Financial penalties could be imposed for failing to meet deadlines or deliver the agreed percentage of workforce housing units. These fines could escalate depending on the extent of non-compliance or delays.
- **Withholding Occupancy Permits:** The City could withhold final occupancy permits until the developer meets the agreed-upon workforce housing requirements. This would prevent developers from completing or selling units until they comply.
- **Clawback Provisions:** Developers could be required to repay any financial incentives, grants, or fee reductions they received if they fail to deliver the required workforce housing units.
- **Project Completion Bonds:** The City could require developers to post a bond or financial guarantee at the start of the project, ensuring funds are available to complete the workforce housing units. If the developer fails to deliver, the City could use the bond to complete the work.
- **Disqualification from Future Projects:** Developers who consistently fail to meet performance benchmarks could be barred from participating in future workforce housing projects or receiving incentives on future developments within the City.

These consequences would serve as strong deterrents, ensuring that developers remain accountable to their commitments and contribute to the City's workforce housing goals.

Section 6.c: Workforce Housing Educational Guidebooks

To support both the workforce and developers in understanding and navigating workforce housing initiatives, the City will develop and distribute comprehensive educational guidebooks tailored to their specific needs.

- **Workforce Housing Guidebook for the Workforce:** This guidebook will provide information for residents seeking workforce housing, including eligibility criteria, available housing options, and how to apply for housing assistance programs. It will also educate residents about the benefits of workforce housing and how it supports the community's long-term sustainability and growth.
- **Developer Guidebook:** A separate guidebook will be created for developers, providing a clear overview of the City's workforce housing incentives, zoning modifications, design requirements, and available pre-approved plans. The guidebook will also outline the steps to access financial support, water incentives, and technical assistance, along with the accountability standards that developers must meet to qualify for these programs.

By implementing a structured approach to monitoring, accountability, and education, the City of Prescott aims to ensure the effective delivery of its workforce housing policy. This strategy will help build trust with the community and developers, increase housing availability, and contribute to the economic and social health of Prescott.

Section 7: Definitions

To ensure clarity and consistency in the City of Prescott's workforce housing policy, the following key terms and their definitions are provided. These definitions will serve as a reference for stakeholders, developers, and residents involved in workforce housing initiatives.

- **Accessory Dwelling Unit (ADU):** A secondary housing unit located on the same lot as a primary residence. ADUs can be used as rental housing or additional living space, and they provide an option for increasing workforce housing without significant new construction. Per the State of Arizona, municipalities cannot restrict ADUs from being used as short-term rentals.
- **Area Median Income (AMI):** The midpoint of household incomes in a specific geographic area, as determined annually by the U.S. Department of Housing and Urban Development (HUD). AMI is used to set eligibility thresholds for workforce and affordable housing programs.
- **Density Bonus:** An incentive that allows developers to build more units than typically permitted under current zoning regulations in exchange for providing a certain percentage of workforce housing units within their development.
- **Developer Accountability:** The set of expectations and performance benchmarks that developers must meet when receiving incentives or assistance from the City. This includes delivering a certain percentage of workforce housing units, adhering to project quality standards, and meeting agreed-upon timeframes.
- **Grant Pass-Through Programs:** Programs in which the City receives grant funds from state or federal sources and distributes them to local developers, non-profits, or housing agencies for workforce housing projects.
- **Infill Development:** The process of developing vacant or underutilized land within already developed urban areas. Infill development is encouraged to maximize existing infrastructure, reduce urban sprawl, and provide housing closer to jobs, services, and transportation.
- **Mixed-Use Development:** A development that combines residential, commercial, and/or retail spaces within a single property or district. Mixed-use developments are often encouraged in workforce housing projects to create walkable, vibrant communities with convenient access to amenities.
- **Pre-Approved Plans Program:** A City initiative that provides developers with a selection of pre-approved housing designs and layouts, specifically designed for workforce housing. This program expedites the permitting process and reduces architectural design costs for developers.
- **Project Timeframes:** The scheduled period during which a developer is expected to complete certain phases of a workforce housing project. Failure to meet timeframes may result in penalties or the revocation of incentives.
- **Public-Private Partnership (P3):** A collaborative agreement between a public entity, such as the City of Prescott, and a private developer or organization to finance, build, or manage a workforce housing project. These partnerships are often used to pool resources and reduce costs for workforce housing developments.
- **Surplus City-Owned Property:** City-owned land that is vacant or underutilized, with no current or future designated uses such as infrastructure or public services. The City may

make surplus property available for workforce housing projects that align with community needs.

- **Voluntary Financial Contributions:** Monetary donations from individuals, businesses, or organizations aimed at supporting workforce housing programs and developments. These contributions may fund housing assistance programs, development subsidies, or housing project costs.
- **Workforce:** Generally, based on HUD and ULI definitions plus local statistics and research, the City of Prescott defines workforce as those that earn about 60%-120% of the area's median income. Workforce includes those employed in occupations vital to a community's functioning across areas like education (teachers), healthcare (nurses), public safety (police officers and firefighters), construction, and other key services.
- **Workforce Housing:** Workforce housing refers to residential properties, such as apartments or homes, that are designed to be affordable for individuals and families. This is different from a direct government subsidized housing program (~~the City of Prescott does not have a Housing Authority~~). The goal is to offer housing that is no more than 30% of their household gross income, including utilities, prioritizing and coordinating a vetting process to identify those with the greater need.
- **Workforce Housing Trust Fund:** A dedicated fund used to support the development and preservation of workforce housing. Contributions to the fund may come from voluntary donations, development fees, or other sources of revenue.



TO: MAYOR AND CITY COUNCIL
AGENDA: March 5 Workforce Housing Committee Meeting
DATE: March 5, 2025
DEPT: City Manager
ITEM #: 4.A
SUBJECT: Staff Announcements & Discussion Regarding Future Agenda Items.

ITEM SUMMARY

This item is for staff to provide necessary updates, review goal progress, and discuss future agenda items. The committee will also use this opportunity to request the Chair and Vice Chair put certain items on future agendas.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

None