

# City of Prescott

## Citizen Advisory Committee

April 23, 2025 | 1:30pm  
201 N. Montezuma Street  
3rd Floor Conference Room  
Prescott, AZ 86301



### MINUTES

#### 1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

#### 2. ROLL CALL

Chair Mary Ann Suttles  
Vice Chair Janie Evans  
Member Jinger Cutting  
Member Betsy Howe (excused)  
Member Jim Howell  
Member John Paris  
Member Debbie Savoini

#### 3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from March 19, 2025, CDBG Citizen Advisory Committee Meeting.

**MOTION BY MEMBER HOWELL TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (7 - 0)**

B. Presentation, Discussion, & Identification of Community Needs and Priorities for the 2025-2029 Consolidated Plan. Present Membe

Michael McInnes, City CDBG Coordinator, presented information regarding the development of the 2025-2029 Consolidated Plan. He explained that the five-year plan will begin July 1, 2025, and run through June 30, 2030. He noted they are currently in the "Identify Needs and Priorities" phase of the planning process.

Mr. McInnes shared results from a stakeholder survey conducted at the February 18th Continuum of Care (CIP) meeting, which included representatives from numerous community organizations including the City of Prescott, Catholic Charities, U.S. VETS, Prescott Unified School District, Arizona Complete Health, Northland Cares, Stepping Stones, Yavapai College, CYMPO, CCJ, Solari, Agape House, American Red Cross, Hope House, Polara, Head Start, Applejacks Ranch, Prescott Public Library, Prescott Area Shelter Services (PASS), and NACOG.

The survey results showed:

1. **Critical Community Needs:** Affordable housing was overwhelmingly identified as the most critical need, followed by public transportation, workforce housing, rental assistance, and utility assistance.
2. **Priority Housing Types:**
  - 1st: Affordable rental units
  - 2nd: Emergency shelter beds
  - 3rd: Affordable homeownership opportunities
  - 4th: Transitional housing units
3. **Potential Solutions:** Various stakeholder suggestions included rent controls, building more apartment complexes, allowing alternative housing types (tiny homes, RVs), converting hotels to affordable housing, working with nonprofits, and addressing barriers like high application fees for rentals.
4. **Supportive Services Priorities:**
  - 1st: Transportation assistance
  - 2nd: Elder care
  - 3rd: Childcare
  - 4th: Food banks
5. **Unaddressed Needs:** Stakeholders identified additional needs including workforce development, mental healthcare access, pet assistance for homeless individuals, and substance abuse services.

Mr. McInnes also shared a video presentation from a housing consultant working on a housing needs assessment for Prescott and Prescott Valley, highlighting key findings:

- The median age in Prescott is 60 years old, creating challenges with workforce availability
- Housing costs have increased significantly, with single-family homes up 37% and condos up 54% since 2020
- A household with \$69,000 annual income can only afford a \$240,000 home with a 10% down payment
- Many essential workers like teachers can only afford \$1,200 in rent, below the current average
- Nearly half of households are paying more than 30% of income on housing, and 28% are spending more than 50%
- Population growth through 2040 is expected to add 6,200 residents, requiring approximately 3,200 housing units
- "Missing middle" housing types (duplexes, townhomes, cottage courts) could help address affordability issues

Member Cutting noted the median home price in Prescott has reached \$830,000, with Prescott Valley at approximately \$680,000-\$690,000 and Chino Valley at \$654,000. She shared a personal example of a Prescott police officer who, as a first-time homebuyer, is facing a \$500,000 price point.

Mr. McInnes informed the committee that a housing survey is available on the "Participate Prescott" website for community input.

After the presentation, Mr. McInnes distributed a draft survey for committee members to complete and return by May 2nd. The survey will help identify CDBG funding priorities for the 2025-2029 Consolidated Plan.

**Discussion followed, with key points including:**

Member Paris expressed concern that \$250,000 in annual CDBG funding is insufficient to make a significant impact on housing needs and suggested continuing to support various nonprofits that provide essential services.

Member Howell discussed his experience with Accessory Dwelling Units (ADUs) in San Diego, noting potential issues with misuse. He also identified short-term rentals as a major factor limiting affordable housing availability.

Member Howe suggested focusing on quality-of-life issues and organizations with strong volunteer bases. She proposed creating a standardized background check system to help renters avoid paying multiple application fees.

A significant portion of the discussion centered on whether to focus CDBG funding on one large project versus multiple smaller projects:

Member Cutting suggested exploring the possibility of focusing funds on a major renovation project, potentially rehabilitating an older building for affordable housing, and collaborating with contractors who might provide discounted services for such an initiative.

Mr. McInnes explained that CDBG allows the option of using four- or five-years' worth of funding (approximately \$1 million) for a single large project, which could make a more substantial impact on housing needs.

Chair Suttles noted that shifting to a large project approach would mean phasing out funding to nonprofits that typically receive CDBG support year after year and questioned how to balance that transition.

Member Paris expressed strong concerns about consolidating funds for a single project, stating: "I was extremely proud of what we did because of what little amount of money we had and how many groups we could help that will recognize it."

Member Howell added historical context, noting, "I worked in an organization that did that very thing. They said, no more nonprofits, we're going to do some other things. And the council killed it. They said, you go back and deal with your nonprofits."

Members discussed finding a middle ground by potentially encouraging nonprofits to submit housing-focused projects, with Member Cutting asking, "How can we help those nonprofits with that housing issue?"

Member Howe suggested that if housing becomes the primary focus, some previously funded projects like park bathrooms might not qualify, despite their quality-of-life benefits.

Mr. McInnes noted that focusing on housing might naturally reduce the number of applications, as many current recipients provide services unrelated to housing.

Member Paris expressed concern that \$250,000 in annual CDBG funding is insufficient to make a significant impact on housing needs and suggested continuing to support various nonprofits that provide essential services.

Member Cutting proposed focusing on the top three needs identified in the survey: housing, transportation, and food assistance.

Chair Suttles asked if nonprofits could be encouraged to submit housing-related project applications that would fit within the committee's funding limitations.

Mr. McInnes explained several options for making a larger impact with CDBG funds:

1. Potentially using 4-5 years' worth of funding (approximately \$1 million) for a single significant housing project
2. Expanding the Minor Home Repair Program by increasing the \$5,000 limit or adding a no-interest loan component
3. Continuing partnerships with nonprofits focused on housing issues (CCJ, Agape House, PASS)
4. Using funds for public facility improvements that benefit low-income areas

The committee agreed to complete the priority survey and return it to Mr. McInnes by May 2nd.

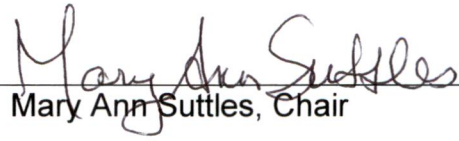
#### **4. STAFF UPDATES**

**Mr. McInnes provided the following updates:**

- The annual CDBG allocation amount has not yet been received from HUD; delays are expected
- The Consolidated Plan will be completed by June 1st and open for public comment for one month before going to City Council
- Starting next month, committee meetings will be held in the new Council Chambers on the first floor of City Hall
- The Workforce Housing Committee will present a draft policy to City Council at their May 27th study session

#### **5. ADJOURNMENT**

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:45 p.m.

  
Mary Ann Suttles, Chair

ATTEST:

  
Michael McInnes, Staff Liaison