

City of Prescott  
**Workforce Housing Committee**



July 2, 2025 | 10:00 AM  
201 N. Montezuma Street  
Council Chambers, 1st Floor  
Prescott, AZ 86301

**AGENDA**

The following Agenda will be considered by the **Workforce Housing Committee** at their meeting to be held **July 2, 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 April 17, 2025 Workforce Housing Committee Meeting.  
**Recommended Action: MOVE to approve minutes as presented**
  - B. Presentation & Discussion Regarding Introduction of New Committee Members.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
  - C. Discussion & Possible Action Regarding the Appointment of Chair and Vice Chair.  
**Recommended Action: MOVE to nominate and designate a Chair and Vice Chair to serve through June 2026**
  - D. Presentation & Discussion Regarding Open Meeting Law and Conflict of Interest.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
  - E. 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 6/26/25 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Siep*

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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 2025  
DEPT: City Manager  
ITEM #: 3.A  
SUBJECT: Approval of Minutes from the April 17, 2025  
Workforce Housing Committee Meeting.

## ITEM SUMMARY

This item is for the approval of minutes from the April 17, 2025 Workforce Housing Committee Meeting. Staff recommends approving the minutes as presented.

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve minutes as presented

## ATTACHMENTS

1. April 17, 2025 WHC Minutes

# City of Prescott

## Workforce Housing Committee



April 17, 2025 | 3:00 PM  
201 N. Montezuma Street  
Legal Conference Room, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

Chair Kennedy called the meeting to order at 3:08pm.

#### 2. ROLL CALL

Nicole Kennedy - Chair  
Luther Kraxberger - Vice Chair  
Randy Goodman - Member (Arrived at 3:42pm)  
Anthony Teeters - Member  
Arnold Urias - Member  
Mike Fann - Member (Excused)

#### 3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the April 2, 2025 Workforce Housing Committee Meeting.

**MOTION BY MEMBER URIAS TO APPROVE APRIL 2, 2025 MINUTES;  
SECONDED BY VICE CHAIR KRAXBERGER: (4 - 0)**

#### 4. UPDATES

- A. Staff Announcements & Discussion Regarding Future Agenda Items.

Chair Kennedy moved item 4.A before 3.B since there was a guest presenter.

Rick Merritt with Elliott D. Pollack & Company gave an overview of the initial data summary from the Prescott Affordable Housing Assessment.

Member Urias asked what the source of the data was.

Mr. Merritt stated that most of it was from the U.S. Census and Yavapai County Assessor's Office and continued reviewing the data.

Staff Liaison Michael McInnes asked about Prescott Valley's citizen survey.

Mr. Merritt discussed the response to Prescott Valley's survey.

Member Urias requested a copy of the presentation and asked how broad Mr. Merritt's research will be in regards to the county.

Mr. Merritt reviewed regional issues being seen throughout the county and that his company has been retained by Yavapai County to conduct a housing study as well which is expected to be completed in approximately 6 months.

Vice Chair Kraxberger asked if Mr. Merritt came across anything that was implementable to fix the housing problem.

Mr. Merritt discussed the challenges and said that it would take a lot of effort and funding.

Vice Chair Kraxberger asked if Mr. Merritt knew of any other municipalities countrywide that had come up with any creative solutions.

Mr. Merritt discussed concepts that have been done by Flagstaff and Sedona that are aggressive, but they haven't had any confrontation regarding the concepts at this point.

Member Urias asked if there was a projected cost of what the issue is costing the city if they don't address it.

Mr. Merritt stated that he could look into that and see how they could approach researching it.

Member Goodman stated that he would also like data showing what it would cost the city to not do anything.

Mr. Merritt stated that it goes back to economics and there are examples of consequences in other municipalities.

Member Goodman stated that having a financial number would help prioritize the issue.

Council Liaison Cantelme stated that Council has analyzed this and that putting money into it may lead to cutting other services.

Vice Chair Kraxberger stated that looking at city-owned land first is a good start.

Council Liaison Cantelme stated that land negotiations would be up to a developer to discuss with the city.

Member Goodman stated that taking all of the data and coming up with a number that it will cost the city will be important.

Council Liaison Cantelme stated that a theoretical number could be used and look at the real costs.

Mr. Merritt reviewed regional issues regarding housing. He discussed looking into a land trust if land is available.

Chair Kennedy asked Mr. Merritt about density bonuses.

Mr. Merritt stated that density bonuses can work effectively.

Member Goodman discussed his theoretical project from last year and the challenges of building workforce.

Mr. Merritt stated that those challenges are being seen all over the state.

Council Liaison Cantelme asked if Mr. Merritt had received any feedback from developers regarding funding for high density. She discussed Gorman's projects and how they receive funding.

Mr. Merritt stated that he doesn't have that data but he is aware that projects like Gorman's usually have a variety of different funding sources.

Member Goodman discussed funding through the federal government.

Mr. Merritt reviewed the timeframe for his presentation to council in June or July and that any support from the committee at those meetings would be appreciated.

### **DISCUSSION & ACTION ITEMS**

3.

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

Staff Liaison Fraser reviewed the policy and updates from the last meeting.

Chair Kennedy discussed an incentive chart based on percentages rather than units. The committee agreed to utilize the chart presented by Chair Kennedy within the policy. She then discussed density bonuses within the policy.

Member Goodman stated that density bonuses should be in the code rather than addressing it when a developer comes with a project.

Council Liaison Cantelme stated that it needs to be on a case-by-case bases.

Member Goodman and Vice Chair Kraxberger stated it should be in the zoning code. Member Goodman discussed the financial aspect of higher density.

Ms. Fraser reviewed the purpose of the policy and that it should be higher level and not into the weeds at this time.

Vice Chair Kraxberger stated that the policy should state that the land development code needs to have a section that allows for workforce housing and related density bonuses.

Council Liaison Cantelme stated that the policy would supersede the land development code as it would allow exceptions.

Deputy City Attorney Podracky stated that the policy should say that the council will explore policy changes or land development code changes.

Member Goodman stated that fee reductions are important but that density bonuses would be more impactful.

Chair Kennedy discussed the language that would bring opportunities to incentivize.

Member Urias stated that one set of limitations shouldn't supersede another and it should be whichever is to the benefit of achieving higher density bonus.

Council Liaison Cantelme asked if they were asking to streamline the zoning process.

Member Goodman stated that if a project is workforce, they will be able to adjust their project.

Council Liaison Cantelme discussed setbacks along with higher density.

Member Goodman stated that the zoning department should look at changes in the policy at what can and cannot be done.

Council Liaison Cantelme stated that that would be the role of the workforce housing designated staff.

Vice Chair Kraxberger stated that if a project meets the requirements for workforce housing, that project should get specified bonuses.

Mr. Podracky stated that these items could be codified but it may be premature because they haven't received council direction yet.

Audience Member Priscilla Anchondo asked if they were discussing undeveloped land or all land in the city.

Chair Kennedy clarified that they were discussing new proposed projects.

Ms. Anchondo stated that if they changed the coding for current properties, it may incentivize more accessory dwelling units (ADUs).

Member Urias discussed that the ADU discussion is on hold to see what the state is going to do.

Ms. Fraser reviewed the policy changes and that edits will be made and a final draft will be sent out to the committee for a final review prior to it being sent to council. She discussed that the presentation should be given by committee members.

Member Kraxberger requested a statement be put in that Community Development should have one red line opportunity for reviews.

The committee agreed that a statement could be put in showing an example that, if council agrees, city management could direct Community Development to implement a one-time red line review.

Chair Kennedy asked if an income chart would be included in the policy.

Ms. Fraser stated that the chart would be in the educational pamphlets so it wouldn't need to be updated annually in the policy.

Mr. Podracky suggested edits to the fee reimbursement paragraph and the water policy section.

Ms. Fraser continued reviewing edits.

Vice Chair Kraxberger asked for a section regarding deed restrictions be included.

Member Goodman reviewed the penalty section and adding more detail.

Mr. Podracky stated that the phrasing on the policy level is fine but for the procedure it could be addressed in more detail.

Ms. Fraser continued reviewing previous edits and the information that would be included in the educational guidebooks. She stated that the staff or consulting firm would build the guidebooks, and that the policy just provides direction to build the guidebooks.

Member Goodman stated that after the council reviews the policy, the committee should have a meeting with engineers and architects in town to review the policy.

Vice Chair Kraxberger discussed ensuring that developers and the city are held accountable for efficient timeframes.

Mr. Podracky asked if the committee would like to add in verbiage about debt issuance.

The committee agreed. Ms. Fraser included a statement about debt issuance under section 4 about funding.

Ms. Fraser reviewed final edits and discussed that the policy would be sent to the committee for a final review over email prior to it being sent to the council.

Member Urias discussed taxation on tourism and short-term rentals to help pay for incentives.

Member Goodman stated that short term rentals are hard to police.

Member Urias agreed but said it is an option to help pay for incentives.

## **5 ADJOURNMENT**

Chair Kennedy adjourned the meeting at 4:58pm.

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NICOLE KENNEDY, Chair

ATTEST:

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AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 2025  
DEPT: City Manager  
ITEM #: 3.B  
SUBJECT: Presentation & Discussion Regarding  
Introduction of New Committee Members.

## ITEM SUMMARY

This item is for the introduction of new members to the Committee. Members will share their name, background, why they wanted to join the committee, their main focus areas and why, three (3) goals they'd like to work towards or accomplish during their time on the WHC, what assets or skills they have that can be leveraged in the work of this committee

## 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



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 2025  
DEPT: City Manager  
ITEM #: 3.C  
SUBJECT: Discussion & Possible Action Regarding the Appointment of Chair and Vice Chair.

## ITEM SUMMARY

This item is for the appointment of a Chair and Vice Chair for the Committee. 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."

## BACKGROUND

None.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to nominate and designate a Chair and Vice Chair to serve through June 2026

## 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.

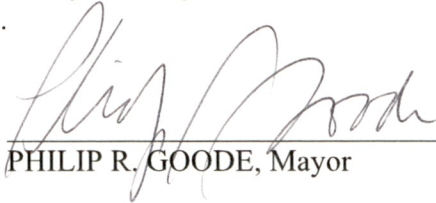
SECTION 9. All meetings of the WHC are open to the public and members shall comply with Arizona Open Meetings Law. Regular WHC meetings will be held as needed, but no less than two times per calendar year. Time, date, and location to be determined on the meeting agenda posted through the City Clerk's 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.

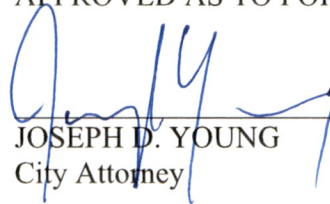
PASSED, APPROVED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, this 9th day of May, 2023.

  
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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: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 2025  
DEPT: Legal  
ITEM #: 3.D  
SUBJECT: Presentation & Discussion Regarding Open Meeting Law and Conflict of Interest.

## **ITEM SUMMARY**

This item is to discuss Open Meeting Law, conflict of interest, and how it applies to City committees.

## **BACKGROUND**

The Workforce Housing Committee is held to the Arizona Open Meeting Law and must ensure they do not have conflicts of interest. The Legal Department will provide an overview of Open Meeting Law and conflict of interest with the committee.

## **FINANCIAL IMPACT**

There is no fiscal impact associated with this item at this time.

## **RECOMMENDED ACTION**

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

## **ATTACHMENTS**

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 2025  
DEPT: City Manager  
ITEM #: 3.E  
SUBJECT: Presentation & Discussion Regarding the City of Prescott Workforce Housing Policy.

## ITEM SUMMARY

This item is to discuss the Workforce Housing Policy following Council review of the policy in May 2025. Currently, the policy is with Community Development, City Manager's Office, and Legal Department for review. This item will discuss the committee's input from the May council meeting, but council input will be brought at a future Workforce Housing Meeting once reviewed by departments for feasibility.

## BACKGROUND

The Workforce Housing Committee created and received Council approval on goals for Workforce Housing. One of the goals was to recommend a Workforce Housing Policy to Council. The policy has been reviewed by staff and the workforce housing committee and updates have been made. The City Council reviewed the policy at the May 27, 2025 Council Study Session and has provided input in that meeting as well as one-on-one meetings between council members and staff following that meeting. Input will be provided to the committee for review at a future meeting.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 2 Workforce Housing Committee Meeting  
DATE: July 2, 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.

Future agenda items may include:

- Council input on the Workforce Housing Policy

## 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