

CITY OF CHARLOTTESVILLE

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Housing Advisory Committee



AGENDA

Wednesday, August 21, 2024, noon

Location: 100 Fifth Street NE, Charlottesville, VA 22902
CitySpace - Large Conference Room

1. Welcome
2. Introductions & Attendance
3. Staff Update: City Manager's Office to facilitate discussion on HAC's Landbank Recommendation and Update on related work sessions for Council.
4. Agenda Items
 - A. July 17 Regular HAC Meeting Minutes
 - B. HAC Annual Work Calendar
5. Public Comment
6. Adjourn

Agenda Attachments:

- June 17 Regular HAC Meeting Minutes (PDF)
- HAC Annual Work Calendar

Housing Advisory Committee (HAC) Minutes
Wednesday, July 17th 2024
City Space Conference Room 12p - 2p

HAC Members Present:

- Joy Johnson, Chair (JJ)
- Phil d'Oronzio (PdO)
- Peppy Linden (PL)
- Sunshine Mathon, Vice Chair (SM)
- Mike Parisi (MCP)
- Nicole Scro (NS)

HAC Members Absent:

- Heather Griffith (HG)
- Michael Payne (MP)
- Dan Rosenweig (DR)
- John Sales (JS)

Staff Attendees:

- Antoine Williams (AW)
- Alan Peura (AP)

Other Attendees:

- Luis Oyola, Piedmont CLT
- Emily Dreyfuss, LAJC
- Steven Johnson, Livable Cville

1. Welcome

JJ: Calls meeting to order at 1210pm.

2. Introductions and Attendance

3. Staff Update: Land Bank recommendation process

AW: Staff will be meeting with the City Manager this Friday 7/19. Staff's comments shared with him, as well James Freas' comments, will be forwarded to the HAC.

PL: Will that include legal's comments?

AW: Not sure.

SM: The City Council Work Session on the Land Bank is at their August 5th meeting?

AW: Yes, at 430p.

NS: Re: Carlton Mobile Home Park purchase... how does HAC see LB playing a role in that if it existed already?

AW: Suggests discussing under topic #4.

SM: Can give an update on the Carlton Mobile Home situation if we have time.

4. Agenda Items

i. June 20th Regular HAC Meeting Minutes

Minutes approved w/ PdO edit re: timeline of LB changes.

ii. Discussion Topics for consideration for HAC FY24/25 Workplan

a. Committee Member Recruitment and Support

MCP: Outlines his comments sent via email to staff and JJ. HAC should move to recruit, educate, and mentor community members to fill the two empty slots for Affordable Housing Beneficiaries. There are similar empty spots across multiple City boards & commissions; could coordinate with those boards for similar efforts. Other measures could include paying HAC members (including for their training), providing childcare, meeting at a different venue, and meeting at a different day/time to lower the barrier to participation. Reads aloud Virginia State law allowing board compensation, Virginia State Code § 15.2-1411.

PdO: Where does the City's process on its review of the boards & committees stand? We could consider merging the CDBG Task Force & Charlottesville Affordable Housing Fund Committee (PdO sits on both, both have empty slots for specific types of community members). Posed this to Alex Ikefuna (AI) who said there was no reason it couldn't happen. Would be similar to Planning Commission also serving as the Entrance Corridor Review Board. Would mean fewer empty slots having to be filled.

JJ: Would push back on that strongly. We don't have people on boards bc they don't understand what they do, we need to get into the community to educate people how this works.

SM: Proposes "Incubator" idea, administered by an org like the Center for Nonprofit Excellence or others, a funded program to educate & compensate resident board members.

PdO: Both PHAR & CRHA have internships programs funded by city, could track those graduates down.

JJ: We have one intern on CRHA & PHAR boards, but boards are intimidating. We need sitting board members to mentor new members, take them under their wing. Also change meeting time from during the day to the evening so people can more easily attend.

Emily Dreyfuss: Compensating people for time is main barrier for participation. People are getting out of their comfort zone; JJ is exception to the rule.

PdO: PC gets paid for 6 hrs/mo, @ \$36/hr. Should be no less than that.

MCP: Also need robust onboarding, including the history of the HAC, important context and terms, etc.

JJ: Struggle to find people to serve on CDBG because it involves lots of reading, dense info in grants.

PdO: Agree we need to explain the overall process, but members w/lived experience bring unique & important perspectives; they don't have to know everything. I finance construction projects and look at grants in a certain way. But on the PC I don't have the same expertise as architects who can apply that to certain areas I cannot.

JJ: In some other cities, the Planning Department does strong outreach to the community, knows people, their needs, their skills. Also, our community has got much more diverse, there are cultural differences in our neighborhoods that we must include and address.

AW: Re: HEAT anti-displacement Toolkit, City Manager & AI discussed attending existing neighborhood meetings. HAC can also recommend agenda items for AI's neighborhood meetings.

PdO: NDS used to send a planner to every neighborhood meeting. Still have people assigned to certain meetings? Could talk about restarting that practice, doesn't have to be planners.

SM: [whiteboard list] Acronym list, dictionary/glossary, pre-meeting 1:1 orientation (staff & board chair), "open meeting" training (in TX, a state-wide process, not up to cities), board-specific training (i.e., budget review for CDBG), language & cultural differences.

b. Committee Member Orientation and Onboarding

c. Committee Procedures and Process Improvement

AW: AI & AW have discussed improving communication & procedures btw staff & HAC, communications w/in the HAC, and to City Manager.

NS: Staff does so much, grateful for that. What can HAC members add to their list to help staff?

AW: AI could speak more to that. HAC Annual Reports used to be a staff task, but those reports are now difficult to find.

MCP: These would be useful to help onboard new members and create a history of the HAC. Would be helpful to restart those.

NS: Suggests one-pager of HAC's communication rules, ex: emails can only be between 2 members at a time.

PdO: Ex: CSRAP program originated in HAC, was written for staff by HAC members. Offered that sort of help when staff was in "darker days."

SM: In 2018, staff and HAC bifurcated. Then Stacey Pethia left, and no dedicated staff was hired to replace her. Last 8 years of the HAC have been atypical, notes AW's hire has greatly helped. Wouldn't want to set precedent for volunteer HAC members taking on too much, especially now that AW is here. HAC can step in as needed.

PdO: The HAC that wrote CSRAP was uniquely staffed with experts. Not typical.

JJ: Staffer before Pethia, Kathy McCue, would come into the neighborhood and talk to residents, coordinate with HAC members from those neighborhoods.

Also poses question of HAC chair and vice chair unable to attend—does meeting proceed? Kathy fulfilled that function previously.

MCP: Does staff know in advance who will attend HAC meetings?

AW: Can only tell if there will be a quorum pre-meeting by calendar invite responses, and not everyone clicks those. We could establish new "best practices" there.

PdO: BAR has detailed guidelines about meeting procedures we could look at.

AW: Staff does an annual report for the State, and an Affordable Housing report to City. Some overlap there w/a HAC Annual Report.

PdO: HAC Annual Report had been a collaboration btw staff and HAC members pre-2016, could reestablish that practice.

d. Committee Recommended Initiatives for FY24/25

AW: PILOT (Payment in Lieu of Taxes) was noted by MCP, and previously by JS re: public housing. MCP also noted a Landlord Risk Reduction Program, and Tax Incentives for affordable housing units required within larger projects under the new Zoning Ordinance. Larger conversation there about how to use these programs specific to certain neighborhoods vs city-wide.

PdO: Did state legislature pass anything on that ~2018? Have also been talking about fee waivers for required affordable units for several years.

AW: Staff has been meeting w/staff at the City of Richmond to draft an abatement proposal. Does neighborhood scale TIF fit into that?

SM: Not sure on that yet, wants to see how Tax Abatement for AFH goes first.

NS: Suggest adding a review of the Affordable Dwelling Unit (ADU) Manual.

AW: That process is set for Sept/Oct. Have been receiving emails through the year since Feb, and aggregating comments that NDS planners & OCS staff have been receiving. Staff is drafting suggested changes, ex: fee-in-lieu in student housing projects. Structure of process is tbd.

PdO: This will be the first review, mandated to do it every year.

AW: Will be a public process. HAC will be involved but not sure where exactly yet. Draft of ADU changes will definitely come to the HAC for comments.

PdO: PC will also insist the HAC be involved.

AW: Joint HAC/PC workshop re: ADU ordinance was proposed by James Freas.

SM: Suggests beginning a new practice of an Annual Calendar for the HAC, and including yearly ADU review in that.

PdO: Proposes once a year work session with City Council.

PL: How do we know what affordable housing conversations are happening at UVA and AlbCo.

PdO: Rory sits on the Metropolitan Planning Organization (MPO) with reps from each, and reports to PC.

AW: Can look at calendar of similar meetings–TJPDC’s Regional Housing Partnership (RHP), the UVA committee that AI sits on–and relay those to HAC.

SM: We already have some HAC reps on those boards–SM, MP, & DR sit on the RHP–but we don’t have a prescribed time to report to HAC on those meetings. Could establish a calendar of periodic updates.

PdO: On PC, members on other boards report at the beginning of meetings about other meetings they’ve attended in the last month.

Ranking Priorities for FY24/25

HAC members each rank their top 3 priorities from the proposed initiatives:

HAC-Generated Initiatives

- Displacement Reduction efforts
- Landlord Risk Reduction
- PILOT
- HAC yearly calendar/work plan
- Integrating Neighborhood-Specific Efforts
- Fee Waivers for new affordable housing developments

City-Generated Initiatives

- ADU Manual Review
- Tax Abatements for new affordable housing developments & within the Inclusionary Zoning policies
- Building Leadership Capacity in core neighborhoods

[1st round of voting]

SM: Tax Abatements and Neighborhood Leadership Capacity rose to the top, but both are City-generated and already in progress. Goes back to calendar questions. If HAC knows City timelines for City-generated items, can then work backward from there to make a calendar and fit in HAC-generated items.

[2nd round of voting, just on HAC-generated items]

SM: Displacement Reduction and HAC Calendar/work plan come out on top, followed by Landlord Risk Reduction & PILOT.

First priority seems to be developing the HAC Calendar/work plan, then we can fit our other priorities into that. AW can bring Calendar to the next meeting.

Carlton Mobile Home Park update

SM: Ad hoc group discussions to intervene started ~2 weeks ago. SM, DR, ED, City staff, MP involved. Multiple tracks being pursued at once. LAJC is working with residents to organize. 60 day window to make a counteroffer to the \$7 million offer. 25% of residents must agree to make their own counteroffer, or have nonprofit org make one on their behalf. DR connecting with the seller—modest progress so far. SM working on financing offer. City doesn't have \$7 million for instant purchase. Need to find a lender for \$7 million loan, which can't be collateralized with the land itself bc it's not underwritable w/the rent income being generated. Only way is if City decides to guarantee the loan. In general things seem to be on track. SM coordinating btw City and 3 different lenders. Either HfH, or PHA, or both together, will present a bid proposal which will be backed by the City. 2 weeks ago estimated a 5% chance of success, now 40-60% chance. A lot to do in two weeks.

In one week HfH will host a meeting at Sunrise Community Center for Carlton residents to get their blessing for a counteroffer or not.

NS: How would LB have been involved if it existed?

SM: LB could acquire the property instead of PHA/HfH. City would still do the

guarantee. Would make more sense for LB probably. If it all works out, there could be a second transfer to the LB once it is established.

Cannot stay a trailer park long term at this purchase price. Will be important to communicate to residents. Like Kindlewood and Southwood, there would be a redevelopment process.

JJ: What % rental, what % is owned?

SM: Figuring that out. Vast majority own trailers, and rent pads onsite.

PdO: Re: LB involvement, could step in with CRA (Community Reinvestment Act) money and a bridge loan.

SM: Value in LB acquiring the property bc it could bond and take out a short term loan.

NS: Notes staff comments re: draft LB Ordinance: "Note that state ordinance does not extend bonding to LB".

PdO: State law does say that.

SM: LB would still need City backing in this short timeline, not enough time to issue a bond.

PL: Is the price the price?

SM: Haven't seen the contract, but know that the site is under contract. The State was notified which triggered the 60 day window.

5. Public Comment

NS: Proposes a public comment period at the beginning of the meetings.
No public comment.

6. Adjourn

Adjourned 157p.

APPENDIX
Images from Workplan Process

TEST
TEST

B(1): ^{ORIENTATION}
+
RECRUITMENT

OUTREACH
+
INCUBATOR?

→ - GET PROACTIVE, INCL. TRAINING

MEETINGS TIMES - POSSIBILITY OF COMPENSATION (15.2-14.1.1)

- TRAINING
- PEER SUPPORT
- COMPENSATION
- CHILDCARE
- MENTORSHIP
- LANG. + CULTURAL BARRIERS DIFFERENCES

- HOW DOES THIS EFFORT DETAIL W/ BROADER BOARD REVIEW

ORIENTATION

- HISTORY OF HAC
- ACRONYM LIST/Dictionary
- PRE-MEETING 1:1 ORIENTATION (STAFF + CHAIR)?
- "OPEN MEETING" TRAINING (!)
- COMMITTEE/BOARD ^{RELEVANT SPECIFIC} TRAINING (e.g. BUDGET REVIEW FOR CDBG)
- CITY PLANNERS/ STAFF ATTENDING NEIGHBORHOOD MTGS. (BUILD RELATIONSHIPS)

PROCEDURES + PROCESSES

- ANNUAL WORK CALENDAR
 - ^{POSITIVE} IMPROVING COMMUNICATION B/W STAFF + MEMBERS
 - DECISION-MAKING "CHAIN"
 - ^{FURTHER} CLARITY OF STAFF + VOLUNTEER ROLES + RESPONSIBILITIES
 - ACCEPT/REJECT MTG. REQUESTS
 - FORMALIZE YEARLY REVIEWS/REPORT/ACHIEVEMENTS.
- THAT FOLDS INTO HISTORY DOC

TOPICS FY 24-25

- P.I.L.O.T. (UVA) PUBLIC HOUSING
- ADU MANUAL REVIEW
- LANDLORD RISK REDUCTION
- TAX ABATEMENT (FOR AFH)
- QUARTERLY/MTG. UPDATES OF OTHER BODIES/COMMISSIONS.
- TAX ABATEMENT (I.Z.)
- NEIGHBORHOOD-SPECIFIC EFFORTS (MULTI-LAYERED)
- FEE WAIVERS (FOR AFH)
- NEIGHBORHOOD LEADERSHIP CAPACITY BUILDING (FOR ONE NEIGHBORHOOD)
- NEIGHBORHOOD-SPECIFIC T.I.F.s
- PROPERTY TAX RELIEF (OUTREACH)

HAC-GENERATED

HOUSING EQUITY
+ ANTI-DISPLACEMENT
TOOLKIT (H.E.A.T)

- |||| || • DISPLACEMENT REDUCTION
- ||| || • LANDLORD RISK REDUCTION
- ||| || • P.I.L.O.T.
- ||| | • CALENDAR/WORK PLAN
- || || • INTEGRATING NEIGHBORHOOD SPECIFIC EFFORTS
- || | • FEE WAIVERS

CITY-GENERATED

- | • ADU MANUAL
- || • TAX ABATEMENT (I.Z. + AFH)
- ||| • NEIGHBORHOOD LEADERSHIP CAPACITY

~~Jul 17~~, **Aug 21**, **Sep 18** *(Chair and/or Vice-Chair To inform Staff which activity to appear on which Meeting date shown)*

1. Determine Topics and Focus priorities for FY2024-2025 (~~Jul 17~~)
 - i. **Activity** OCS staff to compile feedback from HAC's work session into a working calendar that should also detail available FOIA/Open meetings Training.
2. Determine any additional next steps as it relates to HAC's recommended Landbank Ordinance/Program (**Aug 21**)
 - i. **Activity** Receive comments back from City Manager and/or Deputy City Manager of Operations, which will guide HAC members and OCS staff further.
3. Develop and Deploy Orientation & Recruitment Strategy, to fill (2) vacant lived-experience seats on the HAC committee.
 - i. **Activity** Review new member training, assign peer mentors, include Get Proactive training.
- PILOT Discussion to formulate HAC/Memo of Recommendations to City Council through City Manager if voted on by HAC.
 - ii. **Activity** Discuss applicability, draft recommendations, collaborate with UVA/CRHA.

Oct 16, Nov 20, Dec 18 *(Chair and/or Vice-Chair To inform Staff which activity to appear on which Meeting date shown)*

4. ADU Program/Ordinance Language Clean-up.
 - i. **Activity** ensures clarity and alignment with the development code and current housing goals. (Staff aims to compile and deliver to Deputy City Manager of Operations, **ADU Program Clean-up Due on December 3, 2024**)
5. Landlord Risk Reduction Discussion.
 - i. **Activity** Identify risk factors, propose mitigation strategies, and engage with local landlords to formulate HAC/Memo of Recommendations to City Council through City Manager if voted on by HAC.
6. Tax Abatement for Performance Discussion (Schedule A - Affordable Housing Abatement; and B - Economic Development Abatement).
 - i. **Activity** Discuss and identify HAC Considerations/Recommendations for Tax Abatement for Performance for Affordable Housing developments and draft abatement criteria.

Jan 15, Feb 19, Mar 19 *(Chair and/or Vice-Chair To inform Staff which activity to appear on which Meeting date shown)*

7. Geographic/Place-Based Incentives.

- i. **Activity** Identify target neighborhoods, develop TIF programs, and include leadership capacity building to formulate HAC/Memo of Recommendations to City Council through City Manager if voted on by HAC.

8. Fee Waiver Programs.

- i. **Activity** Review existing fees, propose waiver criteria, and align with budget planning to formulate HAC/Memo of Recommendations to City Council through City Manager if voted on by HAC.

9. Mid-Year Review.

- i. **Activity** Assess progress, adjust work plans as needed, and prepare interim reports to formulate HAC/Memo of Recommendations to City Council through City Manager if voted on by HAC; these efforts will also inform year-end affordable housing plan/ annual report. (Staff aims to complete the draft of the **Affordable Housing Annual Report on March 5, 2025**)

Apr 16, May 21, Jun 18 *(Chair and/or Vice-Chair To inform Staff which activity to appear on which Meeting date shown)*

10. Follow-up on any HAC-recommended Housing program/policy action that is open or ongoing.

11. **Year-End Review**, to develop Affordable Housing Annual Report.

- o **Activity** Evaluate overall progress, prepare annual report, include achievements and challenges.

12. **Set FY 2025-2026 HAC Yearly Meeting / Activities Schedule**

Optional FOIA Training Dates / Relevant Events

- Sep 12, 2024: Access to Public Records Webinar, 10 a.m. <https://foiacouncil.dls.virginia.gov/training.htm>
- Sep 25, 2024: Access to Public Meetings Webinar, 10 a.m. <https://foiacouncil.dls.virginia.gov/training.htm>
- Dec 4, 2024: Local Officials Webinar, 10 a.m. <https://foiacouncil.dls.virginia.gov/training.htm>
- Ongoing: FOIA City of Charlottesville offered training (TBD)