

Housing Advisory Committee (HAC) Minutes
Wednesday, July 15th 2026
Neighborhood Development Services Conference Room 12p - 2p

HAC Members, Present:

- Joy Johnson (JJ), Chair, Affordable Housing representative
- Sunshine Mathon (AM), Vice Chair, Non-profit - Piedmont Housing Alliance
- Rich Bard (RB), Affordable Housing representative
- Mike Parisi (MCP), Secretary, At-Large member
- Dan Rosensweig (DR), Non-profit - Habitat for Humanity
- Nicole Scro (NS), Real Estate Professional
- Terry Tyree (TT), Affordable Housing Beneficiary

HAC Members, Absent:

- Heather Griffith (HG), Real Estate Professional
- Michael Payne (MP), City Council
- John Sales, Non-profit - Charlottesville Redevelopment & Housing Authority (JS)
- *Vacant, Real Estate Professional*

Staff Attendees:

- Madelyn Metzler (MM), Senior Housing Planner, Neighborhood Development Services
- Matt Alfele (MA), Development Planning Manager, Neighborhood Development Services

HAC Members, Virtual:

- Peppy Linden, At-Large member (PL)

Other Attendees:

- Kathleen Glenn-Matthews (KGM)

1. Welcome

JJ: Calls meeting to order at 12:07pm.

2. Introductions and Attendance

3. Staff Updates

MM: Housing Finance and Compliance Coordinator position closed, 4 interview candidates upcoming.

2026 Code Clean-Up Cycle

MA: Ongoing focus on small, technical refinements with regular March-to-March review cycle. Does not cover larger policy questions previously known as “Tier 3” items.

2025: 83 amendments to code, adopted this past March.

2026 Timeline: Planning Commission Work Sessions, Subcommittee Meetings, presentations, public hearings (PC, City Council), Open House Fall/Winter 2026, final presentation to City Council Summer 2027.

Missing Middle Working Group

MA: Trying to answer the question: Why haven't we seen increased construction of "Missing Middle" building types (duplexes, triplexes, quadplexes, small multi-family buildings, townhomes, etc.) since adoption of new development code?

Working group will include members from Utilities, Fire, Public Works, Housing, Transportation, City Attorney, and Planning department along with select local builders and developers who build and are trying to build these types of projects.

Goal will not be solving issues but diagnosing and presenting them to City Council. Anticipated that some issues may be out of City's control, i.e. building code, fire access, stormwater design, state and federal laws.

Focus will be on R-A, R-B, R-C zones. Kickoff meeting next week.

JJ: Developers like PHA, Habitat for Humanity, CRHA should be in the room from the beginning, not after the fact.

SM: Suggests Habitat for Humanity should be included of those three since they are most likely to develop these types of projects.

DR: Agrees.

4. Meeting Minutes Approval

- i. **June 17, 2026 HAC Meeting Minutes**
Approved.

5. HAC Priority Discussion

MM: Still waiting to hear back from City Council about a Work Session date with the HAC.

JJ: Notes need of homeowners for more help with increased taxes given property value increases, and the need for more information about drafting Community Benefit Agreements and making them legally binding documents.

SM: Notes that the inclusion of Core Neighborhood Corridor and RN-A zones in the Development Code was intended by some City leaders to transition into Small Area Plans for 10th & Page and Rose Hill neighborhoods where residents' needs and desired solutions could be further developed. Was expressly stated but not memorialized in any official documents or plans. City has not been able to follow up on that intent.

MCP: Neighborhood leaders are actively working on strategy and policy requests now. Hops HAC will adopt those priorities, provide technical support, advocate in unison to City Council.

6. Public Comment

No public comment.

7. Next scheduled meeting: August 19, 2026 in CitySpace

8. Adjourn

Meeting adjourned 1p.

Expedited Development Code revisions specific to Core Neighborhood residents' concerns:

- **Affordability Requirements for New Developments**

- Remove the Student Housing definition and map from the Development Code and the Affordable Dwelling Unit Monitoring and Procedures Manual.
- Make in-lieu fees and on-site ADU requirements for Student Housing projects equivalent to those for other development types.
- Add in-lieu fee amounts for 4, 5, 6, 7, and 8 bedroom housing units to the Affordable Dwelling Unit Monitoring and Procedures Manual.
- Increase the bonus height in-lieu fees, currently equal to those at base level, required to achieve bonus heights to reflect the benefit given to the developer.
- Require developers to give exclusive 2-week advance notice of ADU lease availability anywhere within the City to leaders of each Core Neighborhood neighborhood association, CRHA, and PHAR.
- In instances where a developer chooses to provide an in-lieu fee rather than ADUs for a project within or abutting a Core Neighborhood, conduct a survey of that neighborhood's residents regarding their priorities for how the City allocates the fee.

- **Core Neighborhood Corridor Overlay**

- Apply a version of the Core Neighborhood Corridor Overlay that does not diminish current development rights to West Main Street from 10th Street NW to Ridge-McIntire, extending north to Elsom Street, Starr Hill Park, and Commerce Street and south to Estes, Delevan, and Dice Streets.
- Revise the options available to achieve Core Neighborhood Corridor Special Permit Exception bonus height, eliminating options without community benefit and adding or adjusting others to better reflect residents' wishes.
- Provide a Rent Gap Tax Abatement for Core Neighborhood Corridor Special Exception Permits that opt to include Affordable Dwelling Units.
- Clarify how the language regarding how the Core Neighborhood Corridor Special Exception Permit operates with regard to base and bonus heights to ensure that Affordable Dwelling Unit and in-lieu fee requirements are calculated based on the entire building.

- Development Review

- Notify leaders of all Core Neighborhood neighborhood associations of new, revised, and resubmitted development review applications (starting with a Pre-Application Conference meeting) within or bordering any Core Neighborhood within 5 business days.
- Include and make searchable Pre-Application Conference meetings in the Development Dashboard and Permit Portal.
- Require that projects subject to community meetings for Transportation Demand Management Plans and Core Neighborhood Corridor Special Exception Permits hold these meetings separately and at least 2 weeks apart from each other.
- Require that developers specify whether a community meeting is being held voluntarily or to satisfy requirements of the Development Review process. In the latter case, specify in detail what rule triggered the requirement.
- Require that any materials used in community meetings are shared publicly at least 10 business days prior to the meeting date and are produced in accessible formats with plain, jargon-free language written at no higher than an eighth grade reading level.
- Produce print and digital materials explaining zoning, development review, construction approvals, affordable dwelling units, and other related processes, both generally and for specific projects, and make them available to residents in accessible formats with plain, jargon-free language written at no higher than an eighth grade reading level.
- Instruct City staff involved in the Development Review process, including but not limited to NDS, Public Works, and Fire Department staff, to rule in such a way that facilitates the construction of new housing units in cases where regulations are subject to discretionary interpretation and such an interpretation is reasonable and within the law.
- Require City staff involved in the Development Review process, including but not limited to NDS, Public Works, and Fire Department staff, to complete equity-related educational and training opportunities with content specific to Charlottesville history on an annual basis.

- Other Development Code Revisions

- Add RN-A to the list of districts requiring transitions between zones (Section 4.7.1 Transitions and Screening) and tailor the requirements to Core Neighborhood residents' priorities.

City Government Best Practices

- When conducting community outreach for housing, traffic, infrastructure, or other City projects in Core Neighborhoods,
 - Produce unbiased explanatory materials in accessible formats with plain, jargon-free language written at no higher than an eighth grade reading level, composed to help residents draw their own informed decisions regarding a project.
 - Acknowledge the impacts of past harms that affect attendance at public meetings and conduct door-to-door outreach, in consultation with neighborhood association leaders, to reach a representative sample of residents.
- When planning and implementing a housing, traffic, infrastructure, or similar City project in a Core Neighborhood, require staff to identify past harms done to residents by the City or other government entities as well as identify how the project design considers past harms and promotes more equitable outcomes.
- Produce digital summaries, separate from meeting minutes, written in plain, jargon-free language at no higher than an eighth grade reading level, of every City Council, Planning Commission, Board of Architectural Review, Board of Zoning Appeals, Charlottesville Affordable Housing Fund (CAHF) Committee, Charlottesville Economic Development Authority (CEDA), Charlottesville Redevelopment and Housing Authority (CRHA) Board, Community Development Block Grant (CDBG) & HOME Task Force, and Housing Advisory Committee meeting.
- Make at least two seats on the Board of Architectural Review at-large and open to all City residents.
- Produce an annual report detailing the use of Affordable Housing Fund dollars in each Planning Neighborhood of the City. In this report, further detail the following program dollar totals and case quantities by Planning Neighborhood:
 - Real Estate Tax Relief for Elderly and Disabled
 - Real Estate Tax Exemption for Disabled Veteran or Surviving Spouse
 - Charlottesville Homeowner Assistance Program
 - CSRAP vouchers
 - Section 8 vouchers
 - AHIP income-restricted projects
 - Building Goodness Foundation income-restricted projects
 - LEAP income-restricted projects

- Create a Displacement Dashboard that measures leading indicators of change over time for each Planning Neighborhood in the City, including but not limited to pre-application conference meetings, development and site plans, building permits, and certificates of occupancy; change in median sales and rental prices; median household income; households in poverty; residents identifying as persons of color; residents renting their homes; residents 25+ without a high school diploma; residents 65 years and older.
- Capture and analyze, on an ongoing and regular basis, publicly available rental pricing data across the City and Albemarle County.
- Produce a dashboard inventory of Affordable Dwelling Units in the City, including project location, unit types, rent prices, ADU certifications, and affordability term expirations.
- Acquire and annually publish historical and ongoing data on UVA undergraduate, graduate, and professional students living in each Planning Neighborhood, gathered through official requests submitted to the University.
- Produce an annual report detailing assessment valuation and property tax changes by Planning Neighborhood.
- Provide funding to PHA and/or Habitat for Humanity to provide education and resources to Core Neighborhood homeowners for pre-sale renovations, estate planning, and heirs' property to address the racial estate planning gap.