

Policy Briefing Summary

City Council



Regarding:	Public Hearing and Ordinance to Update the Citizen Participation Plan, a Component of the City's Community Development Block (CDBG) Grants and HOME Investment Partnerships Programs (HOME), and Associated Municipal Code
Staff Contact(s):	Anthony Warn, Grants Analyst, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Anthony Warn, Grants Analyst
Date of Proposed Action:	July 20, 2026

Issue

The City of Charlottesville is an active 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") & HOME Investment Partnerships ("HOME") programs offered by the U.S. Department of Housing and Urban Development ("HUD") and in that role is the periodic recipient of federal funds to support important community development, affordable housing and planning activities. As such, the City is required to "adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation" in certain aspects of the development of these programs that encourages broad and representative citizen participation.

Background / Rule

The development and local approval of the Citizen Participation Plan ("CPP") are governed by federal regulations at 24 CFR 91.105, HUD implementing guidance, and Virginia Code § 15.2-1433 covering the codification and recodification of ordinances.

Analysis

The current Plan and associated municipal code were last updated in 2016 and no longer fully reflect changes in HUD guidance and/or current city needs, priorities and practices. In drafting the proposed amendments to the 2016 plan, staff has engaged in discussions with variety of stakeholders, consulted applicable HUD guidance, including the relevant sections of the Code of Federal Regulations, as well as studied similar plans from other participating jurisdictions, including Albemarle County, Richmond and Henrico Counties.

The City of Charlottesville ("City") and our partners at the Thomas Jefferson Planning District Commission ("TJPDC") value the participation of all members of our community in the shared work of governance. With this as a core goal, staff also studied these resources with the goal of fostering broad and active representation on the CDBG/HOME Taskforce and recommends having seats for nine (9) members, including: 5 at-large members; 2 representatives of public services groups serving the city's low- and moderate-income ("LMI") residents; 1 member of the Planning Commission; and 1 member of the School Board.

Financial Impact

There is no adverse financial impact to the City budget. On the contrary, approval of the proposed Citizen Participation Plan will support the City's work to address important community needs while at the same time maintaining the City's continued eligibility to participate in the CDBG and HOME programs.

Recommendation

Staff recommends adoption of the Resolution amending the Citizen Participation Plan as presented here today as well as the associated Ordinance amending Charlottesville Municipal Code Chapter 2 (Administration), Article XIII §§ 2.416-421.

Recommended Motion (if Applicable)

I move that Council approve the RESOLUTION now before us to amend the city's Citizen Participation Plan as presented here before us today.

and

I move that Council approve the ORDINANCE to amend Charlottesville Municipal Code Chapter 2 (Administration), Article XIII, as presented here before us today.

Attachments

1. DRAFT Citizen Participation Plan 2026
2. CPP PY26 Resolution to Approve
3. CPP 2026 Citizen Participation Plan Municipal Code
4. CPP PY26 Ordinance to Amend
5. 2016 CPP Municipal Code Article Proposed 2026 Updates CLEAN
6. 2016 CPP Municipal Code Article Proposed 2026 Updates REDLINE
7. Charlottesville 2016 Citizen Participation Plan (Current)
8. Charlottesville 2016 Citizen Participation Plan Municipal Code (Current)