Thomas Jefferson Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, August 5, 2021 at 7 pm
Online Remote Meeting

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/88555840135?pwd=d2RrOW5tbWdveVJpMjZKNWtvRStVZz09
Meeting ID: 885 5584 0135
Passcode: 462054
By call-in 1(301) 715-8592#

1. **Call to Order** — 7:00-7:00
   a. Notice of Electronic Meeting and Commissioner and Public Protocol

2. **Matters from the Public** — 7:00 – 7:05
   a. Comments by the public are limited to no more than 2 minutes per person.
   b. Comments provided via email, online, web site, etc. (Read by Sandy Shackelford)

3. **Presentations**
   a. New Planner II: Ian Baxter – Christine Jacobs — 7:05 – 7:45
   b. Watershed Improvement Program (WIP) Update – Dominique Lavorata
   c. Internship Summary – David Erzen
   d. Internship Summary – Sam Pittman
   e. Regional Housing Plan – Nick Morrison

4. *** Consent Agenda** — 7:45 – 7:50
   Action Items:
   a. * Minutes of June 3, 2021 Meeting
   b. * Minutes of June 29, 2021 Special Session Meeting
   c. * Monthly Financial Reports
      i. June Dashboard Report
      ii. June Profit & Loss Statement
      iii. June Balance Sheet
      iv. June Accrued Revenues Report
      v. DRPT State Master Agreement

5. *** Resolutions** — 7:50 – 8:00
   a. Resolution of Support for Re-Route of US Bike Route 76 From US-15 to Historic Palmyra
   b. Resolution to Adopt the Planning for Affordability, A Regional Approach as the Regional Housing Plan

6. **New Business** — 8:00 – 8:10
   a. Regional Broadband VATI Grant – David Blount
   b. Regional Housing Partnership Funding – Christine Jacobs

7. **Interim Executive Director's Report** — 8:10 – 8:25
   a. Monthly Report

8. *** Closed Session -** * per Code of Virginia 2.2-3711 A.1. — 8:25 – 8:45
   a. Employee – Individual Employee(s) Discussion
   b. *Public Session Resumes

9. Personnel Actions to take place in Public Session

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

9. **Other Business** 8:45 – 9:00
   a. Roundtable Discussion by Jurisdiction
   b. Next Meeting – September 2, 2021
      Items for Next Meeting:
         i. Delivery of FY23 Projected Budget
         ii. HOME/CDBG CAPER Public Hearing
         iii. Draft Solid Waste Plan

*ADJOURN 9:00

Designates Items to be Voted On

NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpdc.org within 10 days of the meeting.

Thomas Jefferson Planning District Commission

CHESAPEAKE BAY WATERSHED IMPLEMENTATION PLAN (WIP)
2021 DELIVERABLES

INTERIM REPORT SUBMITTED: JUNE 30, 2021
2022 SCOPE OF SERVICE DUE: SEPT. 30, 2021
FINAL REPORT DUE: DEC. 31, 2021

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Activity #1	Facilitation of Chesapeake Bay Phase III WIP Implementation with Localities & Regional Partners	COMPLETION DETAILS
	DELIVERABLES:	
Task 1a	Develop regionally-specific tasks for inclusion in an annual Scope of Service for implementation during calendar year 2022, building from this scope of service. (by September 30, 2021)	TJPDC prepared a FY2020-21 WIP Sustainability Program through a cooperative process involving the region's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), the City of Charlottesville, and the Virginia Department of Environmental Quality. It has been completed with regard to reasonable 2025 EPA/DEQ TMDL goals. **PLANNED SUBMISSION TO DEQ (9/30/20/):** WIP 2022 Scope and Schedule (from previous year's deliverables)
Task 1b	Host and facilitate meetings (quarterly at a minimum) on Bay WIP topics, or include Bay WIP issues on agendas for existing meetings, with participation from member local governments (encourage attendance from other stakeholders). (by December 31, 2021)	**RRBC Sixth Annual Conference (TBD September 24th, 2021)** **Albemarle County TMDL/PDC Update** 12.1.20 --> 2nd PDC Overview in Fall **Rivanna Stormwater Education Partnership (RSEP) Meetings** **DATES:** 8/27/2020, 9/29/2020, 10/23/2020, 1/19/2021, 3/16/2021, 4/20/2021, 5/18/2021 **PDC Riparian Consortium Monthly Meetings** (JAN. - JULY) **Solid Waste and Recycling Plan Working Group Monthly Meetings** with stakeholders for the upcoming 2022 Update.
Task 1c	Update Commissioners and local boards (as appropriate) on progress of key contract deliverables and other key Bay related issues as needed. (by September 30, 2021)	**August TJPDC Commission/Board Meeting Update**
Task 1d	Develop, maintain and update, as needed, web page(s), newsletters, factsheets, guidebooks, social media or similar marketing materials that inform local stakeholders about WIP activities. Provide and disseminate these educational materials for the public and for localities to distribute. (by December 31, 2021)	**RSEP:** **TJPDC Water Quality Guides continued** **RSEP #LoveYourWatershed Program Summary** **LYW Utility Bill Inserts (Front/Back)** **BMP poster ads on CAT buses (FALL)** **Land Use & Environmental Planning Committee (LUEPC) Site Management and Information Sharing** **RSEP Pollution Hotline- IDDE Report Form** Look for social media postings on: **Social Media**: https://www.facebook.com/RivannaRiverBasinCommission PDC **WIP Page:** http://tjpdc.org/WIP **Rivanna River Basin Commission (Steering Committee) Page:** http://rivannariverbasin.org/ **Love Your Watershed (LYW) Website**: https://rivanna-stormwater.org/additional-resources/love-your-watershed/ **LYW Facebook Postings**: http://rivannariverbasin.org/
Task 1e	Collaborate with other Bay PDCs as part of the urban sector network group, and: i). develop a proposal(s) for new locally relevant urban stormwater BMPs for potential inclusion into the Chesapeake Bay Modeling framework or to revise existing BMPs currently included in the framework, as needed; ii) coordinate meetings and/or teleconferences to discuss the BMP implementation process and efforts to assist unregulated (non MS4) communities. (by December 31, 2021)	**WIP PDC Urban Sector Group Meeting** - Contract Discussion 12/8/20 (end of year review) **DEQ + PDC Meeting** - Grants Discussion 1/4/21 **WIP PDC Urban Sector Group Meeting**- Contracts and Current Events Discussion 3/9/21 **PDC Subgroup Meeting-** Draft changes to CBPA Regulations 3/17/21 **DEQ + PDC Meeting**- Grant and Contracts Update 4/20/21
Task 1f	Attend meetings of Virginia's Chesapeake Bay Stakeholders Advisory Group, local Watershed Roundtables, Chesapeake Bay Program and other related groups, as available/necessary. Relay key information to localities and regional stakeholders. (by December 31, 2021)	**State Plan Stakeholders Meeting** **Rivanna River Corridor Meetings** **River Network** (April Ingle) **Meetings** **Action Training Days** 4/27/21 (3) Meetings **Chesapeake Bay Stakeholders Advisory Group** (Strickler) 4/29/21 Meeting **Source Water Protection Advisory Committee** (Andrea Bowles) 5/24/21 Meeting Working with Ches. Bay Program + **Eastern Research Group** to plan Webinars
Task 1g	Educate local stakeholders about the direct local benefits of implementing BMPs in their communities (instead of focusing on the Bay area exclusively); and engage and encourage citizens to participate by promoting the benefits to their local communities. (by December 31, 2021)	**RSEP:** **RSEP Pollution Hotline- IDDE Report Form** **LYW Utility Bill Inserts (Front/Back)** **RSEP Pollutant Ads/Bill Inserts** **BMP poster ads on CAT buses (FALL)** **Rivanna Stormwater Pledge** *rivannariverbasin.org/loveyourwatershed* **SUMMER INTERN ASSIGNMENTS (tbd):** TJPDC Water Quality Guide #7 TJPDC Water Quality (Facebook- Watershed Week Tips and BMP Guy Research for stakeholders) Look for social media postings on: **Social Media:** https://www.facebook.com/RivannaRiverBasinCommission PDC **WIP Page:** http://tjpdc.org/WIP **Rivanna River Basin Commission (Steering Committee) Page:** http://rivannariverbasin.org/ **Love Your Watershed (LYW) Website**: https://rivanna-stormwater.org/additional-resources/love-your-watershed/ **LYW Facebook Postings:** http://rivannariverbasin.org/
Task 1h	Share information with localities and regional stakeholders on state, federal, and private BMP implementation funding opportunities. (as available)	**NFWF Small Watershed Grant** (4/21/21) Green County applied for Visitor's Center Project (TJPDC as Fiscal Agent) **Grant/Financial Assistance info sharing** from DEQ and state agencies General info sharing with environmental locality contacts **2020 Urban and Community Forestry Assistance Grant** Program shared with enviro. locality contacts
Activity #2	**BMP Implementation Reporting and Liaison with DEQ**	**COMPLETION DETAILS**
	DELIVERABLES	
Task 2a	Assist localities' staff, and other agencies as needed (e.g., SWCD, local departments of health) on use of the BMP Warehouse for reporting implementation actions. (by December 31, 2021)	**Training: DEQ BMP Warehouse** 2021 Updates Webinar **PDC call** with James Martin, DEQ about BMP Warehouse use
Task 2b	Work with local governments and other partner organizations to fill identified BMP data reporting gaps. This may include the implementation of a regional BMP reporting process. (by December 31, 2021)	**CONTINUED REGULARLY**
Activity #3	**Regionally Specific Initiatives/Programmatic Actions**	**COMPLETION DETAILS**
	DELIVERABLES	
Task 3a	Create model WIP III language for localities to include in their comprehensive plans and ordinances or work with localities to develop their own if needed.	**TJPDC Hazard Mitigation Plan Update** **TJPDC assistance on Water Source Protection Plan (EPA Local)**
Task 3b	Continue to work with localities and stakeholders on identifying a good regional project for NFWF funding. Ideas in the past have included identifying nutrient management sites, stream restoration sites, detention pond rehab/ retrofitting sites, and small dam removal sites. One potential project would need to be selected and developed.	**Greene County Visitor's Center Revitalization**/BMP Project (TJPDC Fiscal Agent) **Assisting RCA with NFWF Gran**t submission data requests
Task 3c	Work with VDH and local septic pumping companies to develop tracking or reporting system for septic pump outs. Additionally, work with TJSWCD to obtain and assess septic pump out data.	**NFWF (David Hirschman) Meeting** to discuss feasibility of grant money for septic plans --> Greene County Visitor's Center instead Meeting with Anne Coates during Summer to discuss BMP Warehouse use + DEQ training
Task 3d	Collaborate with local organizations on a stream cleanup event. With COVID-19 issues in 2020, the use of stream-clean up kits was discussed. The TJPDC may develop this alternative if COVID-19 continues to be a concern into the next year. The Rivanna Conservation Alliance (RCA) and the Rivanna Stormwater Education Partnership (RSEP) will assist in organizing a watershed cleanup.	**Stream kit Testing & Clean Up Prep:** (APRIL + MAY) **Rivanna Stormwater Education Partnership (RSEP), Rivanna Conservation Alliance (RCA), UVA, County, City, & Local Volunteers** **Stream Investigation Kits.** "Love Your Watershed" stickers included with stream investigation kit sent to local 6th graders. Kits are in conjunction with a lesson on watersheds in local schools and require students to go out and investigate a local waterway. 3 Summer Watershed Cleanups Planned **RSEP Community Clean-Up at Old Mills Trail (trash removal along the river)** 06/05/21 **RSEP + County Stewardship Walk & Talk Tour** (4 hrs.) 06/15/21
Task 3e	Connect localities with hazard mitigation strategies and available funding sources that support BMP implementation and flood prevention. Continue to encourage the participation in the Thomas Jefferson Hazard Mitigation Plan by the localities involved in the WIP.	**Regional Hazard Mitigation Grant Meetings** **PDC Hazard Mitigation Working Group** **James Young, FEMA - regular updates & coordination with PDC**
Activity #4	**Regionally Specific Initiatives/Programmatic Actions**	**COMPLETION DETAILS**
	DELIVERABLES: The PDC shall (choose three {3} tasks) that are not duplicative to any Activity 3 tasks	
Task 4b	Work with localities to continue compiling GIS shapefiles to support the biennial Chesapeake Conservancy's Bay High-Resolution Land Cover Update project and other Bay model updates where such data exists. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. (by December 31, 2021) If the PDC was not going to actively participate in the review they would at a minimum follow up with the individual localities to facilitate a comment/no comment response to the Conservancy. Ancillary data may also be compiled as GIS shapefiles to support the biennial Chesapeake Conservancy's Bay High-Resolution Land Cover Update project and other Bay model updates where such data exists. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. (by December 31, 2021)	**PDC continues to assist localities with any and all GIS Shapefile and Land Cover Data requests** **(assisted by Nick Morrison, Planner, TJPDC)** **Lynn Crump, DCR Planning & Recreation Resources working with Department of Wildlife Management (DWR)** to do a feasibility study on developing a state park from Rapidan WMA. TJPDC assisting with data.
Task 4d	Work with localities to review local plans and ordinances and identify whether WIP III BMPs and prioritized programmatic actions are included in goals/objectives or opportunities for future inclusion.	**Coordinating with Local Water Source Protection Advisory Group for PWSID water plan (Cori Edwards, TETRA Tech.)** **Thomas Jefferson Soil and Water Cons. District Meetings** **Thomas Jefferson PDC and FEMA Meetings** **Hazard Mitigation, Green Infrastructure, Coastal Flooding discussions** **Regional Hazard Mitigation Grant Meetings** **PDC Hazard Mitigation Working Group** **Request for consultation waiver- Jefferson Mill Hydroelectric Project**
Task 4e	Share regional information from the Bay Program analysis of land cover change with local governments. Support local adoption of procedures, plans, policies and/or programs to support forest conservation and other land policies that reduce the impact of future development. (by December 31, 2021)	**CONTINUED REGULARLY**
	SUBMISSION	**DUE DATE**
Task 5a	Submit the interim PDC contract report and reimbursement request. (by June 30, 2021)	**2021 INTERIM REPORT SUBMISSION**: 6/30/21 COMPLETED
Task 5b	Submit regionally-specific tasks for inclusion in the 2022 Proposed Scope of Service as described in 1.a above. (by September 30, 2021)	**2022 PROPOSED SCOPE OF WORK:** 09/30/21
Task 5c	Submit the final PDC contract report and final reimbursement request. (by December 31, 2021)	**2021 CONTRACT SUBMISSION**: 12/3/21

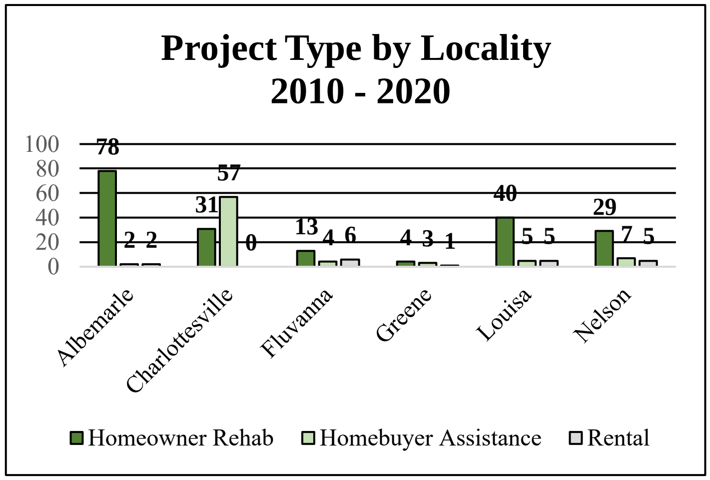
To:	Thomas Jefferson Planning District Commission
From:	David Erzen, TJPDC Graduate Housing Intern
Date:	27 July 2021
Subject:	HOME Consortia Survey and Findings

The Thomas Jefferson Planning District Commission (TJPDC) administers the Charlottesville HOME Consortium, the recipient entity of the HOME federal housing block grant program established in 1990, as no individual jurisdiction in the region qualifies separately for the funds. Since the consortium's founding, each locality received an equal allocation of the annual funds awarded to the region, as well as set-aside funds dedicated to qualified community housing development organizations (CHDOs) that approximately doubles a locality's allocation every six years.

In the near 30 years of the consortium's existence, the effectiveness of the consortium's allocation schema has not been thoroughly evaluated, potentially inhibiting the HOME program from operating at an optimal level. Accordingly, a review of HOME consortia throughout the country was conducted to identify alternative administrative strategies, noted in this document, which the member localities of the Charlottesville HOME Consortium might consider adopting to best deliver affordable housing services within the region.

Charlottesville HOME Consortium activities focus on the City and Albemarle County

The Charlottesville HOME Consortium annually allocates funding to member localities (City of Charlottesville, Albemarle County, Fluvanna County, Greene County, Louisa County, and Nelson County) who assign their apportionment to area non-profits (known as subrecipients). These subrecipients execute projects targeted at low and very low-income households by building, buying, or rehabilitating affordable housing for rent or ownership or providing direct rental assistance.



Between 2010 and 2020, challenges persisted among some member localities to utilize their annual allocation, generating a vast discrepancy in services between localities even when allocated equal resources. Notably, Greene County completed only eight projects over the decade, with the investment per unit, on average, at $71,871 (adjusted to USD2020). Considering the capacity of other localities, like Louisa, Albemarle, and Charlottesville, to stretch the investment dollars further (albeit by focusing on rehab projects), the Charlottesville HOME Consortium might want to consider moving away from strict geographic allocations.

HOME Consortia vary dramatically based on regional needs

A survey of the 146 consortia receiving federal funding in FY21 was conducted to understand better the allocation strategies used by HOME consortia. However, given the diversity of HOME consortia by geographic size, urbanicity, and population, the scope of the analysis was narrowed to only include consortia that met at least one of these criteria: 1) the consortium services five or more jurisdictions and 2) the consortium includes at least one non-CDBG eligible county. Criterion 1 was used to focus the survey on consortia that require broad collaboration between different governments. Criterion 2 was used to highlight consortia with both rural and urban stakeholders. Seventy-four consortia met either one or both criteria.

Next, the five-year consolidated plans of each identified consortia were inspected to classify the funding distribution method and type of administrative entity. To highlight some of the distribution methods: 32% of consortia allocated funds based on the geographic priorities of the region, 26% solicit subrecipients to complete projects with RFPs, and 16% dedicate funds to specific project categories (i.e., down-payment assistance or homeowner rehab) in line with regional needs. Also, in terms of logistical practices, only 15% of consortia surveyed were administered by a regional body (i.e., Planning District or Council of Government). Given the unique challenges and opportunities associated with regional entities administering the HOME program, this share of consortia was contacted to participate in informational interviews by phone or video conference. The following sections of this document highlight the key observations and findings from three of those meetings.

Case Studies

Blacksburg, Virginia. The Town of Blacksburg serves as the administrative entity, with support from the New River Valley Planning District Commission. The consortium, composed of four counties and one independent city, rotates the entirety of its HOME funds annually between the five participating localities (typically including the funds set aside for the CHDO). Using this model, each of the localities has adequate time to prepare for their year in the funding cycle. Additionally, the consortium utilizes a board that meets quarterly to discuss regional housing priorities. Two people from each locality represent their locality on the board, with at least one member being an elected official, in addition to two other people representing CHDOs as non-voting members.

Winchester, Virginia. The Northern Shenandoah Valley Regional Commission (NSVRC) administers the Winchester HOME Consortium, serving five rural counties and one independent city. Originally, the NSVRC worked with a consortium board to guide the planning and execution of HOME activities; however, the board was composed primarily of housing developers with conflicts of interests (essentially deciding who among the board members would receive that year's funding). The board was eventually dissolved, and now the NSVRC works directly with four non-profits to administer Tenant-Based Rental Assistance on a first-come, first-serve basis. While this reduces funding carry-over from year to year, this model has inhibited larger development projects from being pursued.

Tulsa County, Oklahoma. The Indian Nations Council of Governments (INCOG) serves the twenty-four member localities of the Tulsa County HOME Consortium. With INCOG staff determining regional priorities each year as a part of the annual action plan writing process, HOME funds become earmarked for said priorities. (Originally, there was a policy committee composed of locally elected officials; however, the group was not nimble enough to keep up with the speed of housing development and fell out of favor.) Further, identifying the need for elderly housing in their region, INCOG staff connected with a developer, encouraged them to establish a non-profit subsidiary and then designated the recipient of their annual CHDO funding. Since their partnership began in the early 1990s, CHDO funds helped construct twelve apartment complexes for elderly people with limited resources.

Moving forward, collaboration is key.

Ultimately, this survey demonstrates the diversity in approaches used to administer HOME consortia, even among the closest of peer consortia. By extension, directly importing a funding allocation strategy that happens to work well with a peer may not necessarily yield an improvement for the Charlottesville HOME consortium. Rather, three high-level lessons include:

Create a forum to freely discuss HOME funds with a regional perspective. Buy-in and knowledge sharing among member localities supersede the exact mechanisms used to distribute funds. Include knowledgeable staff in those conversations.

Define the vision and consider all the options to realize it. Similar to INCOG, where a need was identified, and creative decision-making occurred to address the need, the Charlottesville HOME Consortium should not rule out any option or think small.

Include flexibility throughout the consortium structure. With fewer self-imposed rules (i.e., specifying equal distribution of the HOME award each year) the consortium will be freer to realize more ambitious regional housing goals.

Summary of 2021 TJPDC Summer Internship

Samuel Pittman

This summer at the TJPDC has proved to be fruitful experience that has helped contribute to my professional growth and provided me even more tools for pursuing my professional goals. My interactions with Jessica, the rest of the staff, and stakeholders from the community have reaffirmed my passion for local government and transit, and the partnerships necessary to make regions strong and successful.

While I typically try to stay tuned-in on the issues and leaders in whatever community I am a member of, I was not aware of the planning district commission or the work they did before I came across the intern position. The website and issue portfolio covered by TJPDC instantly drew me in and made me curious about the work done here, and how it compares with organizations and work I am more familiar with in my home state of Kansas. Nowhere back home do we have anything similar to PDCs, much less organizations aimed at reducing fragmentation in government or entities with bike/pedestrian infrastructure or solid waste planning under their purview. While I appreciate the diversity of issues worked on by the TJPDC, I believe there is more room for cross-collaboration and a more holistic approach. I believe more opportunities exist for partnerships between staff on issues like zoning for transit-oriented developments or increased collaboration on grant applications. As a whole, however, I think the TJPDC sets up Charlottesville for success in the many issue areas it covers.

My perception is that people often overlook bus systems as a whole in cities big and small. In my hometown of Kansas City, everybody regularly rides and talks about the 2-mile-long streetcar, but far fewer ride or talk about the 70+ bus routes covering hundreds of miles of city streets. Even in DC, some of my friends have never been on a city bus but have been on the Metrorail hundreds of times. Discussion so often focuses on the needs of rail that the needs of busses, and thus the needs of cities and people who cannot afford to live right by rail stops in large cities, are not being met.

Although I do not have a car here in Charlottesville, I rarely thought about the public transportation system in the region before this summer. My experience was limited to a few trolley rides to get to downtown, one trip to get up to Men's Warehouse, and one to get to 5th Street Station. As little as I considered CAT in my everyday thoughts, I contributed less brain space, if any at all, to UTS, JAUNT, Charlottesville Schools or Albemarle Schools. I wasn't aware of the existence of a Regional Transit Partnership, and was not aware of any such partnerships in any of the places I have lived before. I have also been impressed by the community involvement in the RTP and the knowledge that people who do not work directly for a transit agency bring to the people. It serves as a reminder to me that I do not necessarily have to be employed in an issue area to make an impact upon it.

My primary project for the summer internship was to create a driver appreciation draft document to be shared with the Regional Transit Partnership. This project can lead to significant impacts upon the driver pool in the region, and I appreciate that the PDC entrusts interns with this type of project. In future situations when I am tasked with attempting to solve or rectify a challenge facing multiple organizations, I know that I will be able to look back at this project and see what worked, what I could have done differently, and how stakeholder collaboration improved the end result. I am hopeful that the final product will be useful and can bring more collaboration to the hiring and retention of drivers among local transit providers. In reflection, the only thing that gives me pause is that I could have prioritized my time better while large amounts of data were collected by the providers, who are often working with limited resources and ample competing priorities. Nevertheless, I know that this project could lead to improved workplace morale, better hiring practices, and increased bus frequency that benefits myself and all other residents of the area.

The application for the USDOT RAISE Grant is something I greatly appreciate having the opportunity to work on. Again, it shows that the TJPDC values their interns in that they trust them with editing and drafting information for a vital project that may benefit the experience of everyone who passes through Charlottesville Union Station. I also value this experience because of my future goal of being a grant writer. Whether it be as a member of an organization or as a freelancer, I think grant writing will provide me the best opportunity to have an enormous impact upon communities and the organizations that serve them. It was this experience that helped me land my fall internship at a grant consulting firm in Washington, DC, and I plan on using this experience as a foundation for many other opportunities to come.

The peer cities project provided a nice reprieve for when the driver appreciation project seemed overwhelming or stalled. In my research I discovered that no silver bullet to the region’s driver appreciation efforts existed. Nearly everyone is facing a shortage of operators and is looking for new ways to get staffing levels up to normal. I also struggled to find any significant articles on school bus operators or services similar to the structure of JAUNT, as most were about each community’s equivalent to CAT. Despite the challenges many other places face, some are innovating in areas like fare-free transit, electric bus operations, and combing agencies to provide more robust service, and several of our peer cities I identified would make for interesting representatives for a spring speaker series for the RTP.

As I wrap up this internship and finalize the driver appreciation report, I’m thankful for the opportunity to work with Jessica and the rest of the TJPDC team on issues that matter in the lives of many in our community. The collaboration that exists between government officials, agency leaders, and community members is enough evidence for me that the transit system in the region may not be perfect, but the team behind it will ensure its success over the long term.

Planning for Affordability

A Regional Approach

JUNE 2021

Thomas Jefferson Planning District Commission

Regional Vision • Collaborative Leadership • Professional Service

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Executive Summary

Like many communities across the country, Planning District 10 is grappling with how to tackle the growing affordable housing crisis. The challenges the region faces are varied and complex and strategies must address the entire housing spectrum, ranging from the unhoused to market rate ownership. Rising rents, increased development pressure and displacement concerns, inequity, brought on by a history of segregationist land use policies, such as red-lining and racial covenants that have eroded access to wealth-building for many communities of color, and an imbalance of supply and demand have come together to exacerbate the problem. Currently, **10,400** of the region's households **pay more than 50%** of their monthly income towards housing costs.

Planning District 10 has set the goal of 100% alignment of supply with demand for affordable housing opportunities throughout the region so that every resident has access to safe, decent, and affordable housing in the communities of their choice. To accomplish this goal, the Planning District undertook a multi-year process to examine the current state of housing in each member locality, highlight the gap in opportunity across the housing spectrum, and identify high-level recommendations tailored to the specific jurisdictional needs to close the affordable housing gap. To that end, ***Planning for Affordability - A Regional Approach***, is a policy document for the Thomas Jefferson Planning District and its member localities. It is intended to assist local decision makers on the need for affordable housing and provide a roadmap of decision points. The plan begins with a look at the region as a whole, highlighting the regional guiding principles of coordination, engagement, equity, anti-displacement, mobility, connectivity, and accessibility. The plan discusses the importance of a regional approach to affordable housing, so that one locality does not shoulder the burden alone. The plan then provides a detailed look at each locality, with the chapters intending to supplement the respective locality Comprehensive Plans with recommendations across the housing spectrum.

This plan came to fruition with guidance from a dedicated group of committee members in the form of the Strategies and Analysis Committee, locality staff, and the public. TJPDC staff thanks them for their hard work, for without them, this plan would have not happened. But as with any planning effort, delivery of plan is not crossing the finish line, but rather just the beginning. With a roadmap, the challenging work of implementing the strategies identified in this plan can commence.

Background & Process

Introduction:

The region's goal of 100% alignment of supply and demand of housing opportunities throughout the region so that every resident can find access to safe, decent, and affordable housing in the community of their choice is the driving motivation behind the creation of the Regional Affordable Housing Plan. This plan is the culmination of a multi-year process designed to:

- Examine current conditions, such as zoning, demographics, and policy in each locality as they relate to housing;
- Identify the gap in needed affordable housing units, both at the local and regional levels; and,
- Recommend strategies to address the unmet affordable housing needs in the region.

To that end, staff at the Thomas Jefferson Planning District Commission (TJPDC), with assistance from stakeholders, the public, and subject matter experts have crafted a high-level Regional Affordable Housing Plan that will enable each locality within Planning District 10 to make prudent decisions concerning affordable housing with a set of specific tools tailored to their unique needs.

An Overview of the Planning Process:

In the Spring of 2017, the Commissioners of the Thomas Jefferson Planning District Commission identified that housing was a focus in several localities within the planning district. The Commission determined that housing should also be considered as a regional issue. The Commission saw several opportunities for improving the communication, coordination, and collaboration between both the six localities and the multiple sectors involved in providing housing solutions; the private, public, nonprofit, and citizen sectors. In January 2018, the Commission hired a part-time Housing Coordinator to help facilitate, convene, and coordinate housing initiatives in the region.

In April of 2018, the TJPDC partnered with the Charlottesville chapter of the Urban Land Institute to host seven affordable housing informational sessions during the Tom Tom Founders Festival's Hometown Summit in Charlottesville. The purpose of the sessions was to hear from service providers, elected officials, resident advocates, and experts in the private and public housing sector on the six steps to develop affordable housing: needs assessment, community engagement, policy, design, finance, and development. Nearly 50 panelists focused on developing and implementing effective strategies to address the local housing challenges.

During the Charlottesville Action Forum of the event, there was support for a Regional Housing Partnership, similar to the TJPDC's Regional Transit Partnership. While these regional conversations were happening, the City of Charlottesville, with the help of Partners for Economic Solutions and the Form Based Codes Institute, was in the process of developing a Housing Needs Assessment. The Housing Needs Assessment was released in the spring of 2018 and focused on the "nature and quantity of affordable housing needed to meet current and future needs, the forces affecting the supply of affordable housing, and gaps not being met by the private market." (City of Charlottesville Housing Needs Assessment). The plan intent was to inform the City's upcoming Affordable Housing Plan by "quantifying the continuum of affordable housing needs so that policies and funding could be prioritized and targeted." (City of Charlottesville Housing Needs Assessment). With a template from the City, the newly formed Regional Housing Partnership decided that a regional approach similar to that undertaken by the City would be beneficial. Again, partnering with Partners for Economic Solutions, a Regional Housing Needs Assessment was completed for the six member jurisdictions of Planning District 10 in the spring of 2019. The Regional Housing Needs Assessment formed the first step in developing a regional strategy to address affordable housing.

Regional Housing Needs Summit- Spring 2019

Process Timeline:

SPRING 2018

- The City of Charlottesville releases its Housing Needs Assessment
- The Steering Committee determines that the region would benefit from enlarging the scope of the City's study to include the surrounding counties

SUMMER 2018

- RFP released by the TJPDC for a regional study
- Contracted with Partners for Economic Solutions to conduct the Comprehensive Regional Housing Study and Needs Assessment
- 14 focus groups were convened to listen and learn about the region's housing needs, barriers, and opportunities

FALL 2018

- TJPDC was awarded $100,000 from Virginia Housing Development Authority to complete a phased planning approach with Phase I including a Regional Study and Phase II including a Regional Housing Plan;
- TJPDC entered into an MOU with the County of Albemarle to conduct the Regional Housing Study. Albemarle contributed $25,000 and the TJPDC contributed $28,000 towards the completion of the study

WINTER 2019

- First meeting of the Regional Housing Partnership consisting of public, private, nonprofit, and citizen sector membership
- RHP Committees were formed and met for the first time (Strategies & Analysis Committee, Housing Events Committee, Executive Committee
- Socioeconomic and Demographic Data Collection, Housing Market Analysis, Impediments to Fair Housing, and Housing Affordability Gap research conducted

SPRING 2019

- Regional Comprehensive Regional Housing Study and Needs Assessment released
- First Regional Housing Summit held at the Omni Charlottesville – 200 attendees

SUMMER 2019

- TJPDC conducted Review of Existing Conditions in Each County
- The RHP held a Strategic Direction full-day Retreat to identify priority strategies for the Partnership

FALL 2019

- TJPDC conducted Community and Stakeholder Engagement meetings in each jurisdiction. TJPDC deployed a Regional Housing Survey in each County

WINTER 2020

- TJPDC tabulated and summarized the results of the Regional survey and presented results to the Strategies and Analysis Committee
- Strategies and Analysis committee drafted a Strategic Plan for the Partnership (recommended by the Executive Committee but not yet approved by the full Partnership);

SUMMER 2020

- TJPDC (with the support of the Regional Housing Partnership and its committees) drafting priority housing strategies for each county (Albemarle has its own process and will be developing their own policy/strategies)
- TJPDC (with support of the Regional Housing Partnership and its committees) drafting Regional Vision and Regional priority housing strategies

2021

- Drafting of locality chapters
- Drafting of Regional chapter

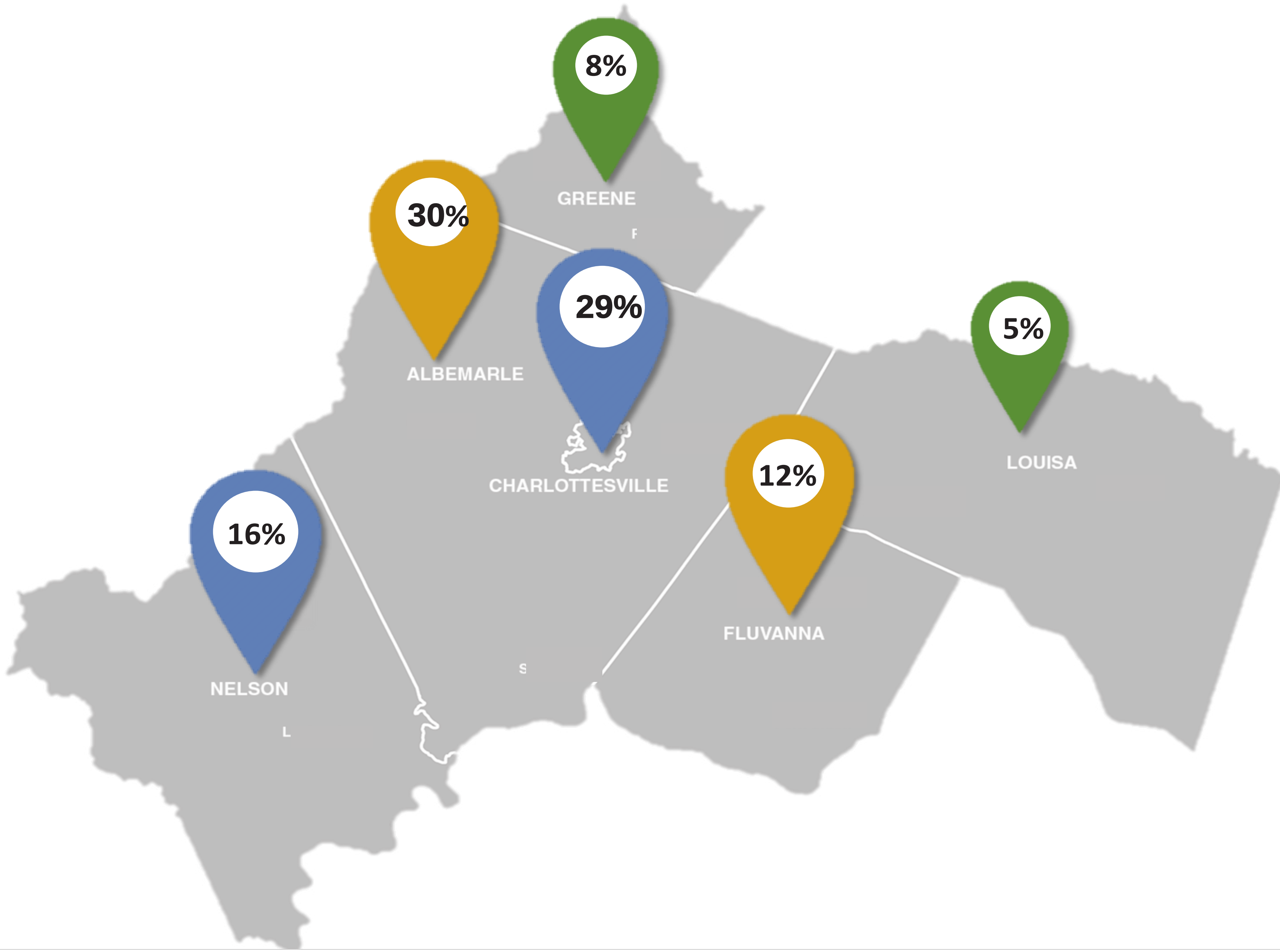
Summarizing the Feedback:

To gain a better understanding of the community needs in each locality, staff used various engagement techniques to gather feedback. Public meetings were held in each locality in the fall of 2019. These meetings included an interactive component where participants were asked to map using stickers where in their locality housing was needed. Participants were asked what their priorities were for housing and to identify barriers and opportunities. Full station responses from these meetings can be found in the Appendix.

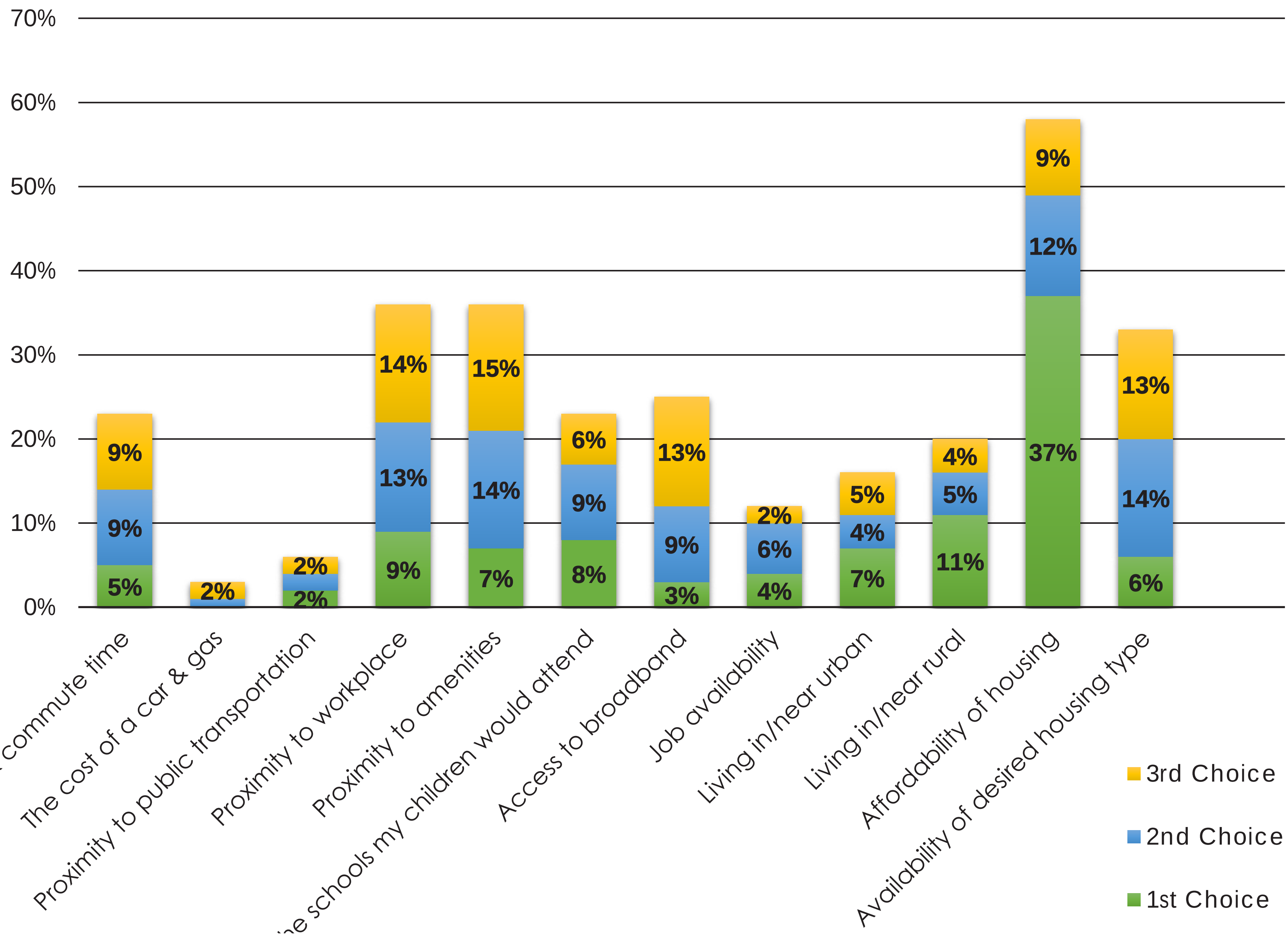
In addition to the public meetings, staff also launched a survey. This brief survey included 21 questions to provide feedback on the existing conditions of the housing system and identify potential opportunities to address affordable housing that had community support. The survey was available both online and in print, and in total received 291 responses. The highest percentage of respondents (36%) lived in Charlottesville, followed by 20% from Albemarle County. The remaining localities averaged 4% representation. When asked about potential opportunities they would support to address affordable housing needs, the highest rated opportunity was land use changes to allow for higher density. In terms of what type of housing was needed most, respondents identified single family homes (26% as first choice) and low-rent apartments (25% as first choice) as the highest need. Respondents were also asked to identify the driving motivations behind selecting their current housing, with 37% ranking the affordability of the housing as their first choice.

Nelson County community meeting on state of housing

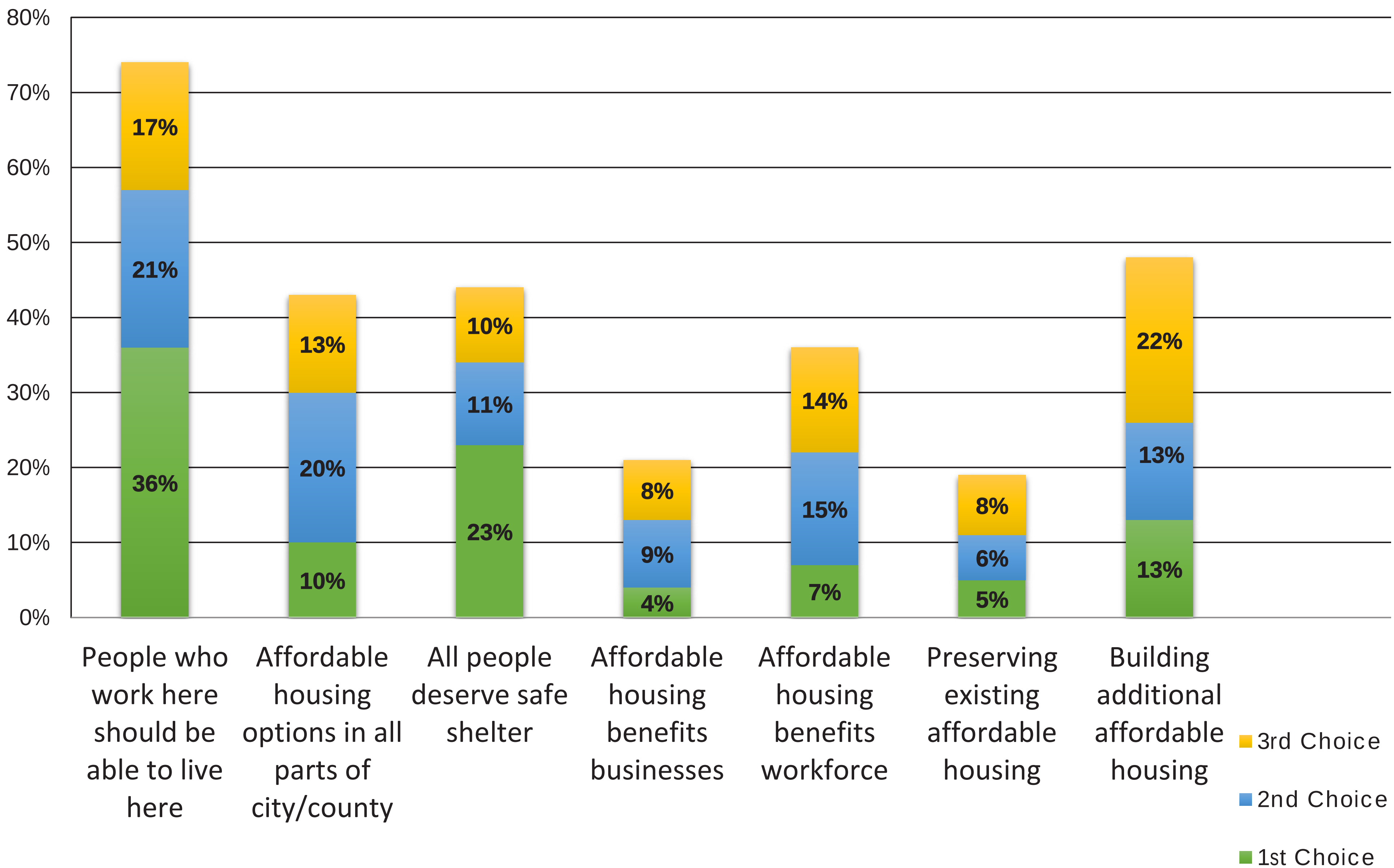
Where Respondents Live:



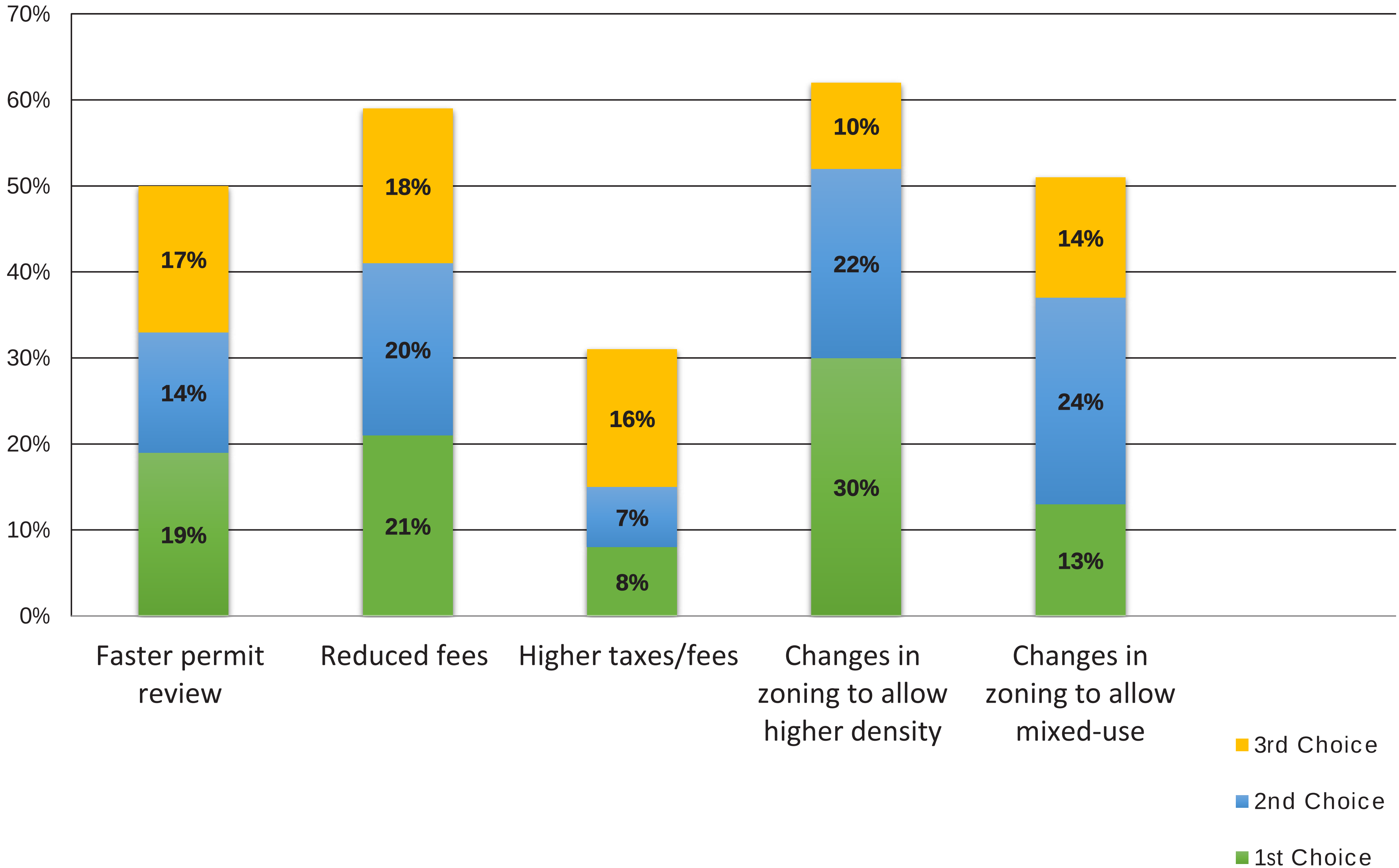
When choosing where to live, what do you care about most?



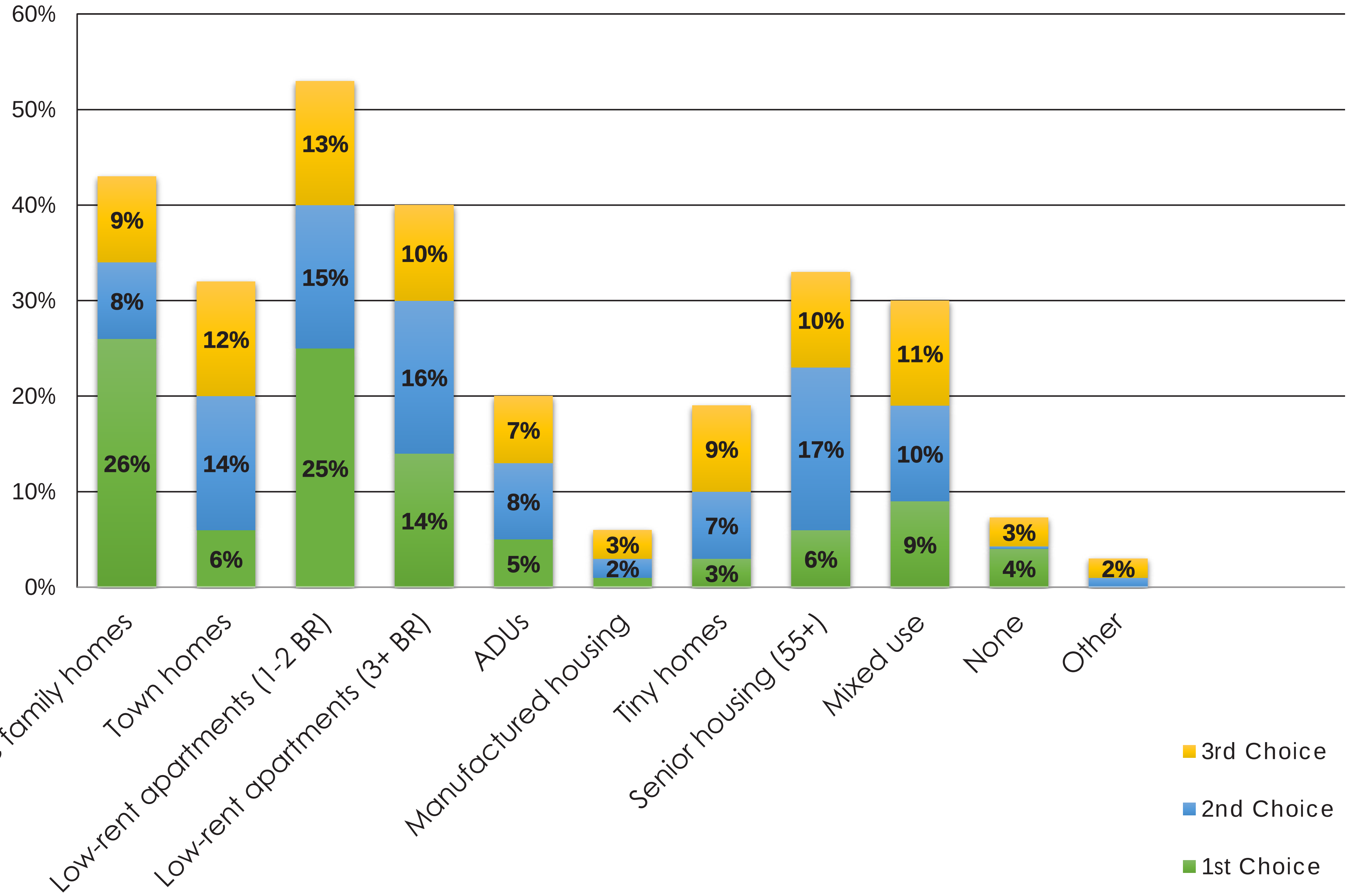
What do you care the most about when it comes to affordable housing in your community?



What are the things you would be willing to support to gain more affordable housing?



What types of affordable housing are needed most in your city or county?



Why Now?

Thinking about housing holistically, as opposed to a siloed approach, enables the region to proactively take on the challenges of providing access to affordable housing for every resident. The relevance of this planning effort comes at a time with rising income and racial inequality, a lack of equal access to empowerment opportunities, rising land and home values, and a highly competitive housing market. The national conversation towards the need for more affordable housing options to meet the demand has grown louder. And while in the past, many have seen affordable housing as an urban issue relegated to large cities, it has become apparent that need exists outside of these metropolitan areas, and Planning District 10 is not immune from these needs, as shown below:

- **10,990** – Households are **cost-burdened**, paying more than 30% of their income in rental housing costs.
- **4,980** – Households are s**everely cost-burdened**, paying more than 50% of their income in rental housing costs.
- **5,420** – Households are severely cost-burdened, paying more than 50% of their income in ownership housing costs.
- **Total of 10,400 of Region 10's households are severely cost-burdened, paying more than 50% of their income on housing costs!**

Recent efforts undertaken, such as the City's housing needs assessment and affordable housing plan, the regional housing needs assessment, Greene County's Comprehensive Plan Update, and Albemarle County's affordable housing plan allow this planning effort to utilized the groundwork laid out in these other initiatives and think regionally. This planning effort also seeks to broaden the conversation of affordable housing, bringing stakeholders from the public, private, and non-profit sectors to the table to work collaboratively. Understanding differing perspectives through facilitation of this process has led to a set of recommendations that acknowledges those perspectives as vital to addressing the needs of the region.

To that end, this plan seeks to capitalize on the work already being done by reviewing existing demographic and land use conditions, providing recommendations on how to address outdated land use policies, acknowledging the history of racial segregation in land use and attempting to right that history by increasing equitable access to all, and empowering all residents to have access decent, safe, and affordable housing of their choice. Each locality chapter is designed to complement the respective Comprehensive Plans of each, and provide local stakeholders with a set of high-level recommendations tailored to their specific needs.

Vision & Guiding Principles

To provide a clear path forward for addressing affordable housing needs on a regional basis, the Regional Housing Partnership developed a vision for the region:

Planning District 10 will have 100% alignment of supply and demand of affordable housing opportunities throughout the region so that every resident can find access to safe, decent, affordable housing in communities of their choice.

This vision sets forth an achievable future where all residents are empowered and enabled to make housing choices that best fit their needs, and can do so affordably. To achieve this mission, seven overarching guiding principles were developed. These guiding principles help to provide a roadmap for how to achieve the region's vision.

Guiding Principles:

COORDINATION: Collaborate across jurisdictions and sectors

ENGAGEMENT: Foster an open and honest dialogue with the public regarding affordable housing, specifically those most directly in need

EQUITY: Elliminate barriers to opportunity

ANTI-DISPLACEMENT: Ensure all residents are able to remain in the community of their choosing and benefit from neighborhood investments

MOBILITY: Empower residents to move freely within the healthy housing spectrum

CONNECTIVITY: Bridge the digital divide by increasing access to broadband

ACCESSIBILITY: Promote the inclusion of transportation, workforce development, and opportunities for healthy living into housing decisions

Regional Goals:

In order to fulfill the values identified in the guiding principles, the regional goals highlight actions that are better suited to bridge the gap in the creation and preservation of affordable housing that cannot as easily be achieved at the local level. It is intended that these regional goals will support each locality in addressing the strategies identified to close the gap at the local level. The burden of providing housing across the spectrum cannot fall on one locality, nor is it a problem faced only in the urban areas.

POLICY- Support a strategic approach to land use in providing affordable housing and promote inclusive land use policies that foster equitable communities of opportunity.

PROGRAMMING- Promote and support the Regional Housing Partnership, identify metrics for tracking the implementation of affordable housing, continue to support the regional affordable housing locator service- PorchLightVA, and provide opportunities for continued community outreach, education, and engagement.

CAPITAL- Leverage existing financial resources to lower barriers to the creation of new affordable housing and create new funding mechanisms, such as a regional trust fund, to expand the capacity for creating and preserving affordable housing.

Together the vision, guiding principles, and goals form a hierarchy of decision points on how to address the unique challenges of meeting affordable housing needs in the region. The three tiers within the hierarchy reflect the feedback received from the public and from local stakeholders, enabling decision makers to better align policy, capital, and programmatic choices as they relate to the creation and preservation of affordable housing. In addition to the regional vision, guiding principles, and goals, each locality has a set of specific recommendations targeted to address affordable housing along the housing spectrum (unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership). Those strategies are detailed in the following locality chapters.

A Regional Initiative

The Importance of a Regional Approach:

While many of the member jurisdictions of Planning District 10 have developed their own policies and practices for addressing the affordable housing needs of their residents, it is important to think beyond the physical boundaries of one jurisdiction to the greater context of the region. To many, jurisdictional boundaries are just lines on a map. Their lives intersect daily across various communities within the region, whether that be for employment, recreation, or entertainment. Cross collaboration between localities can enable a pooling of resources, increase access, and improve communication to better address the needs of the region as a whole. A broadened approach also reduces the need for one locality to shoulder the burden of providing affordable housing.

Regional Snapshot:

To gain a clearer picture of existing conditions, staff reviewed American Community Survey data to identify key demographic facts about the region. The information presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions.

The 2019 American Community Survey (ACS) population estimate show a population total of 253,410 and 100,132 total households. The average household size is 2.4 persons. The region's median age is 38.9 years old. 9% of the population does not hold a high school diploma, 21% of the population has graduated from high school, 22% have completed some college, and 49% have completed a bachelors degree or higher.

Median household income is $75,907, with a median home value of $317,700. Median gross rent is approximately $1,187 per month. Residents primarily own their home (65%), while 35% are renters. 75% of the housing units are single-unit structures, with 3% of structures being mobile homes, and 22% of structures containing multiple units. Black, Asian, Hispanic, and Two or More Race households have lower homeownership rates in the region compared to the state.

Population Characteristics

253,410
Total Population

100,132
Households

38.9
Median Age

$75,907
Median Household Income

21%
High School

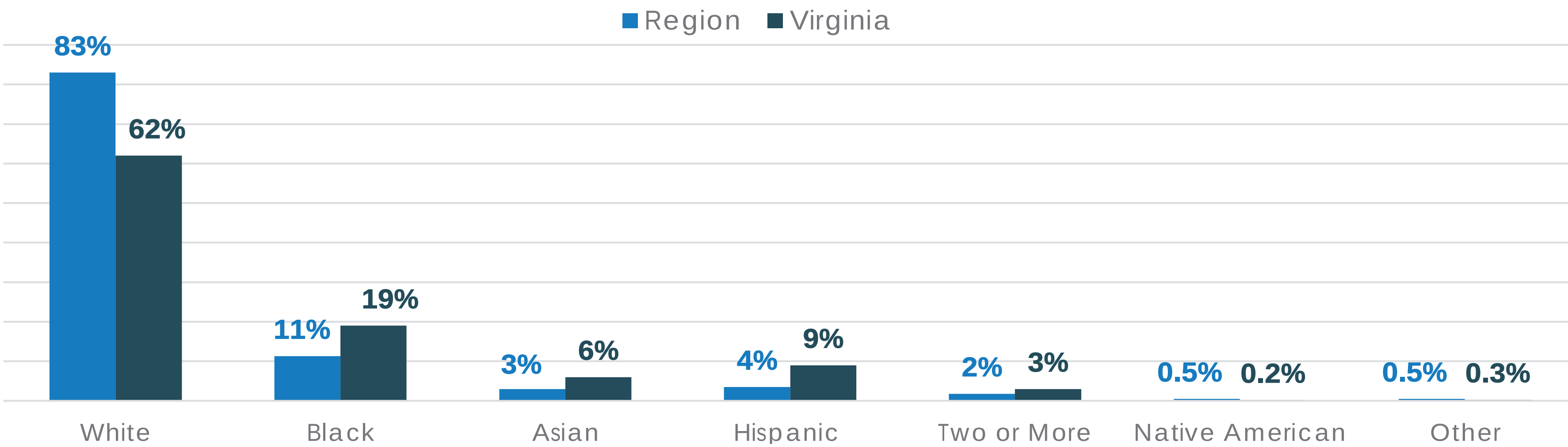
22%
Some College

25%
Bachelor's

24%
Post-Grad

11.2%
Persons Below Poverty Line

Home Ownership by Race -2019



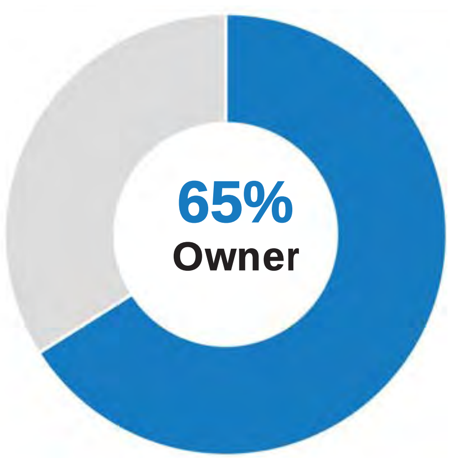
Housing Characteristics - 2019

$317,700
Median Home Value

$345,000
Median Sale Price

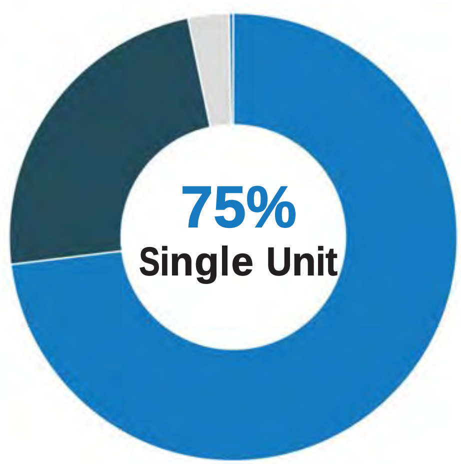
$1,187
Median Gross Rent

$2,275
Median Real Estate Tax



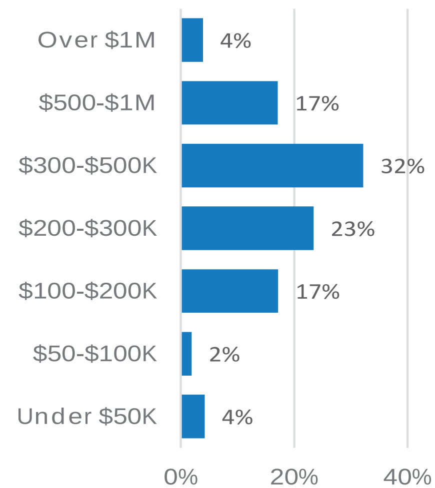
Ownership of Units

Owner (65%)
Renter (35%)

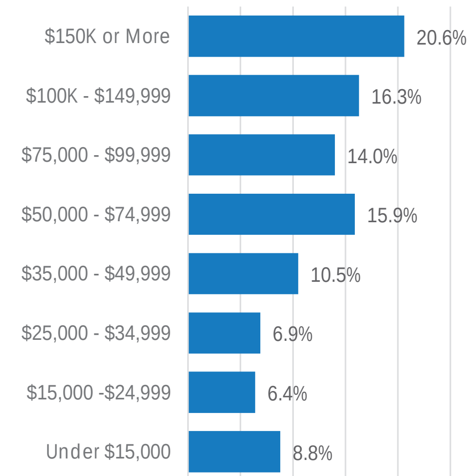


Type of Structure

Single Unit (75%)
Multi-Unit (22%)
Mobile Home (3%)



Value of Owner-Occupied Units



Households by Income

Defining Affordability:

Defining affordable housing is a nuanced and complicated exercise, as it can mean vastly different things to different people, organizations, or jurisdictions. A commonly cited definition of affordability comes from the Department of Housing and Urban Development which uses cost burdened and severely cost burdened to identify household share of incomes spent on housing. Based on the Federal government's definition, housing is unaffordable if housing costs consume more than 30% of a household's budget.

- Since 1981, HUD defines households as **cost burdened** if costs exceed **30%** of a family's income for total housing costs
- HUD defines households as **severely cost burdened** if costs exceed **50%** of a family's income for total housing costs.

Some may define affordable housing as housing that receives subsidies, such as Section 8 Housing Choice Vouchers, public housing developments, and Low-Income Housing Tax Credit projects. While others still may define affordable housing as workforce housing, or housing priced for middle-income earners, like fire fighters, teachers, and nurses.

For the purpose of this planning process, we look at housing that is affordable across a spectrum. Everyone, regardless of income, deserves access to housing that is affordable to them. The spectrum of housing identified in this plan starts with the unhoused and ranges to affordable rental, affordable ownership, market-rate rental, and market-rate ownership.

Employment Sector & Affordability:

To provide more contextualization to affordable housing in our region, staff looked at the four largest employment sectors in our region. Based on data provided by the Bureau of Labor Statistics, educational services (18.2%), healthcare & social assistance (17.9%), professional, scientific & tech (9.7%), and retail trades (8.6%) are the top four within the Charlottesville Metropolitan Statistical Area, which encompasses all localities in Planning District 10 with the exception of Louisa County. Based on these employment sectors, staff identified four hypothetical workers employed in each category to demonstrate what someone within that industry could reasonably afford.

Pharmacy Technician
Annual Salary = $35,260

Affordable Monthly Expense
$882

Elementary Teacher
Annual Salary = $58,660

Affordable Monthly Expense
$1,467

Computer Support Specialist
Annual Salary = $57,660

Affordable Monthly Expense
$1,439

Retail Salesperson
Annual Salary = $28,510

Affordable Monthly Expense
$713

Trends Over Time:

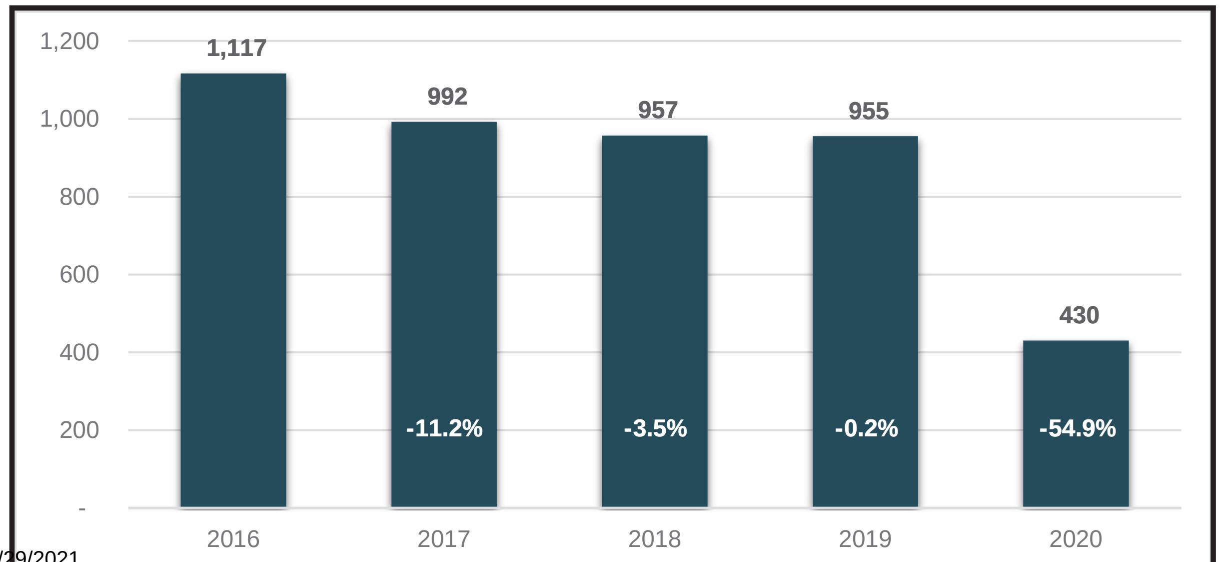
Using data supplied by the Charlottesville Area Association of Realtors (CAAR), median home price trends from 2016 to 2020 show a roughly 23.6% increase over the five year period of available data for the region as a whole. Each locality also experienced an increase in median home price, with largest percentage changes occurring in Nelson County (+37.4%) and Albemarle County (+36.1%) Breakouts for each locality can be found in the chart below.

Median Home Price 2016 to 2020:

	2016	2017	2018	2019	2020	% Change
Region	$ 275,000	$ 295,000	$ 308,000	$ 315,000	$ 339,900	23.6%
Albemarle County	$ 336,000	$ 377,622	$ 381,000	$ 375,000	$ 405,000	36.1%
City of Charlottesville	$ 280,000	$ 299,900	$ 330,000	$ 351,300	$ 381,000	20.5%
Fluvanna County	$ 200,500	$ 212,500	$ 220,500	$ 229,000	$ 252,295	25.8%
Greene County	$ 247,500	$ 248,000	$ 251,750	$ 270,000	$ 290,000	17.2%
Louisa County	$ 219,950	$ 223,680	$ 240,950	$ 249,700	$ 269,693	22.6%
Nelson County	$ 200,000	$ 235,000	$ 235,000	$ 230,000	$ 274,000	37.4%

**All data sourced from CAAR*

Inventory of Homes for Sale 2016 to 2020:



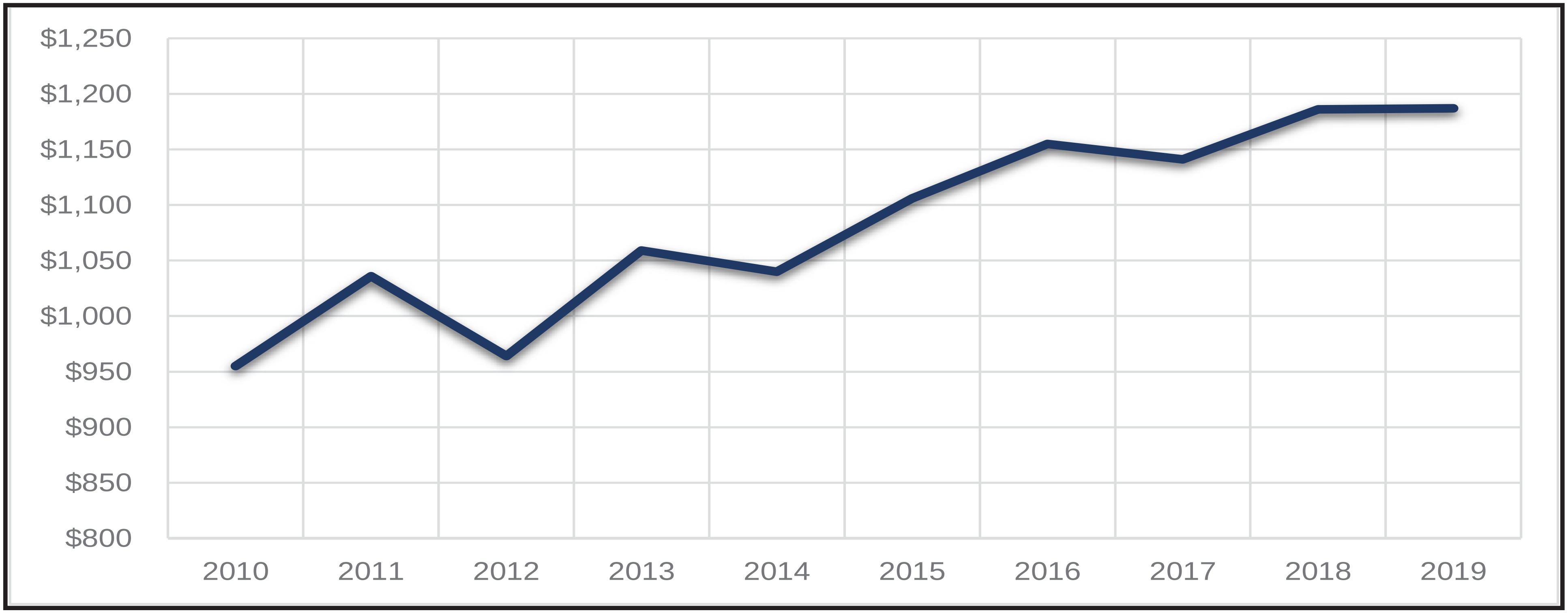
**All data sourced from CAAR*

The inventory of available homes for sale has decreased year-over-year from 2016 in the region. From 2019 to 2020, there was a 54.9% decrease in the number of homes for sale. With a lower supply, competition from potential buyers can drive up the overall home price as buyers compete.

Homes under construction: Image courtesy of Daily Progress

Regional Median Gross Rent 2010 to 2029:

Median gross rent for the region has risen roughly 24% from 2010 to 2019 from $955 a month to $1,187 per month.



2 Albemarle County

How to Use This Chapter

Albemarle County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and prioritized recommendations. Each section is intended to build upon the preceding one, culminating with the strategic set of prioritized recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that Albemarle County is facing.

Introduction

The Introduction provides a brief overview of Albemarle County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

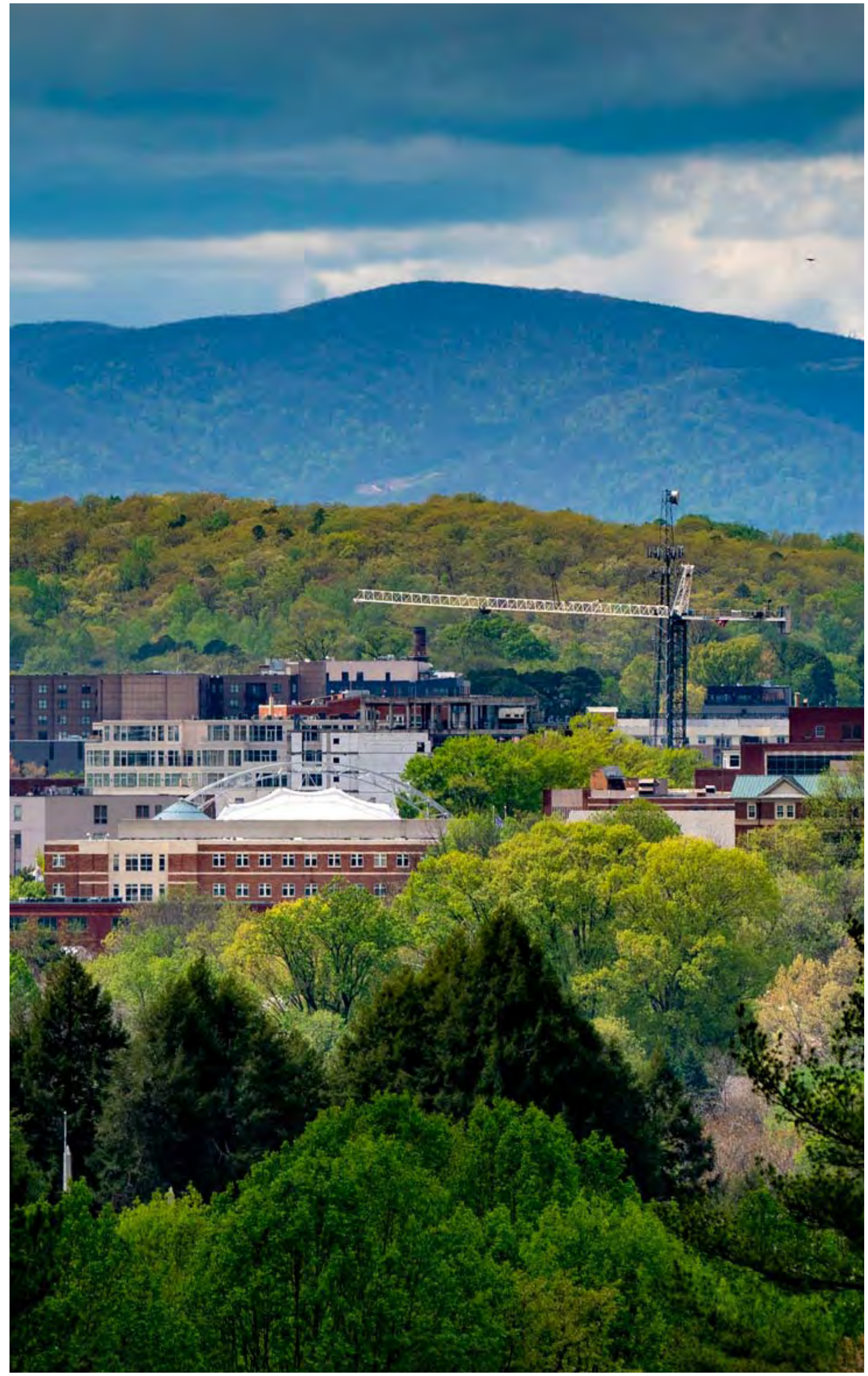
The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Albemarle County in their pursuit of providing affordable housing.

Albemarle County at a Glance

Albemarle County, nestled in the heart of Planning District 10, is home to approximately 109,330 people (based on 2019 population estimates from the U.S. Census Bureau) and encompasses roughly 720 square miles of land. Predominantly rural, Albemarle County provides residents with an abundance of scenic landscapes, ranging from the Blue Ridge Mountains which border the county to the west, to the banks of the Rivanna River to the east. Urbanized areas of the county surround the City of Charlottesville and are home to many vibrant and diverse communities. The Town of Scottsville is another node of historically mixed uses and dense population, providing services to the surrounding rural areas. Growth has been driven to these development areas by the Comprehensive Plan and the county's growth management strategy, which promotes density and limits development to these designated areas that account for roughly five percent of total land area.

Albemarle's high quality of life attracts new residents and population is expected to grow one percent annually. This will have impacts on the availability of access to affordable housing as housing development has not kept pace with demand. As the county looks to update its policy tools that guide development, opportunities exist to re-examine community need and foster mindful growth that is both equitable and accessible to all Albemarle County residents.

These issues and the existing conditions of Albemarle County are examined further in the following sections. Recommendations identified in the county's own affordable housing plan have been vetted by county staff and are referenced in later sections of this chapter.



Situation and Opportunity

Situation

Albemarle County is growing. The Weldon Cooper Center estimates the County's population increased 10.8% between 2010 and 2019. Accompanying this growth is an increased demand for housing; however, residential development in the County has not kept pace with this increased demand resulting in higher housing costs. According to the American Community Survey, between 2010 and 2019, the median rent for a 2-bedroom unit increased 37%, while the median price for homes sold during this period increased 29%. These increases in housing cost outpaced the changes in area median income, which rose 21% between 2010 and 2019. this disaparity between household income and housing costs, has left many county residents struggling with housing cost burdens.

Opportunity

With the March 2021 adoption of an updated Housing Policy, Albemarle County has a number of additional tools to proactively address affordable housing needs. Planned updates the Comprehensive Plan and Zoning Ordinances, as well as work on a form based code for the Rio-29 neighborhood, provide opportunities for the County to adopt new strategies and policies that encourage innovation in affordable housing development and a holistic and equitable vision for the County's Development Areas.

Image courtesy of downtowncrozetinitiative.com

Community Engagement

TJPDC and Albemarle County staff held a series of outreach events to solicit feedback from Albemarle County stakeholders and residents. Three community meetings were held in October 2019 with the goals of sharing information about affordable housing in Albemarle County, listening to residents' concerns about housing in the county, and identifying solutions to support affordable housing in our neighborhoods. Meeting participants were asked about the following topics:

- What the current state of housing is like in Albemarle County;
- What a healthy housing system looks like; and,
- What obstacles exist to meet the community's vision.

Participants identified three positive aspects of housing in Albemarle County: the wide variety of housing types available; that housing often provides residents with good access to schools, services and community amenities; and that housing offers opportunities for multigenerational living. Despite the positives associated with housing, several negative housing related issues were discussed. Top of the list was a lack of housing affordable to many county residents, including workforce housing and housing affordable for our very low-income neighbors. Participants also noted a lack of housing with accessibility features; and that there are few ways to protect older communities under pressure of gentrification. Meeting participants stressed that the county needs a dynamic housing market with a sufficient supply of housing to meet the changing needs and demands of the community. Obstacles to creating a healthier housing system included supply-side constraints, such a lack of construction workers in our region, and a mismatch between the types housing county residents need and the product being delivered by developers; a lack of resources to support the provision of affordable housing; regulatory constraints; and NIMBY-ism.


Image courtesy of Daily Progress

Albemarle County Quick Facts

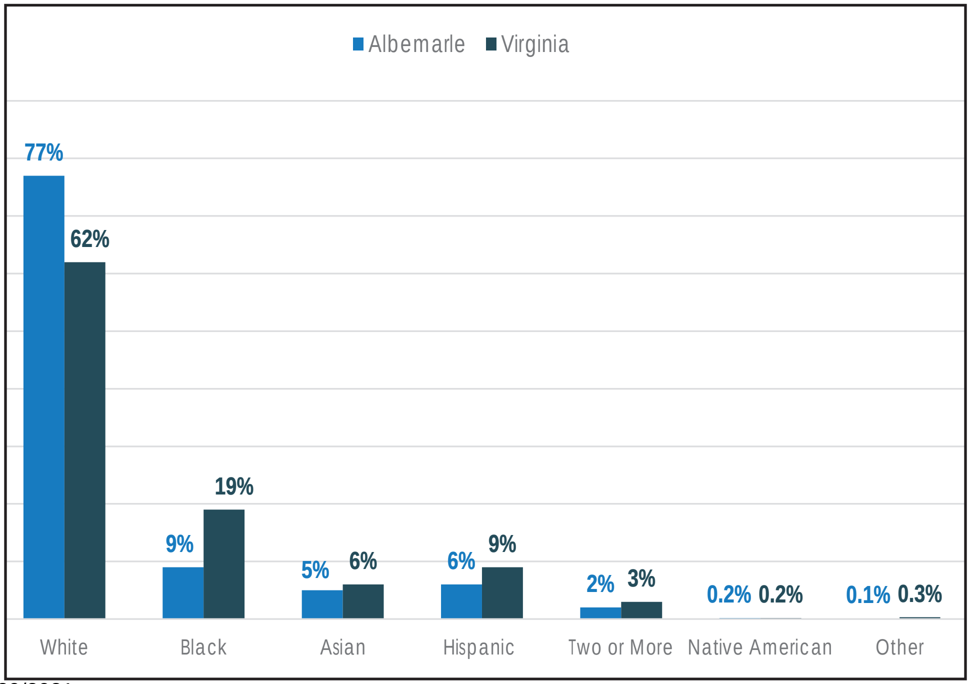
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Albemarle County. The information presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Albemarle.

Albemarle County's population has shown a roughly 10.8% (*1% increase per year*) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 109.330 and 43,754 total households. The average household size is 2.4 persons. Albemarle's median age is 39.7 years old. 5% of Albemarle's population does not hold a high school diploma, 15% of the population has graduated from high school, 19% have completed some college, and 60% have completed a bachelors degree or higher.

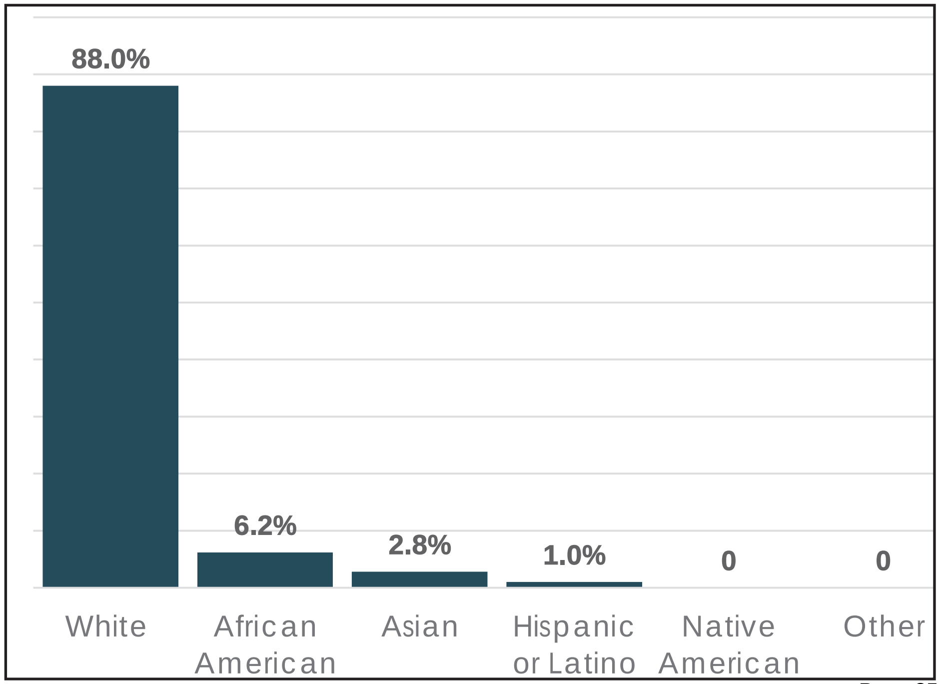
Albemarle's median household income is $86,339. The median home value in Albemarle County is $406,000. Median gross rent in Albemarle is approximately $1,273 per month. Residents of Albemarle primarily own their home (66%), while 34% are renters. 74% of the housing units in Albemarle are single-unit structures, with 3% of structures being mobile homes, and 24% of structures containing multiple units. The breakdown of race and ethnicity for Albemarle compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Albemarle County



Homeownership Rate by Race



Albemarle County Quick Facts - *Continued*

Population Characteristics

109,330
Total Population

43,754
Households

39.7
Median Age

$86,339
Median Household Income

15%
High School

19%
Some College

30%
Bachelor's

30%
Post-Grad

6.2%
Persons Below Poverty Line

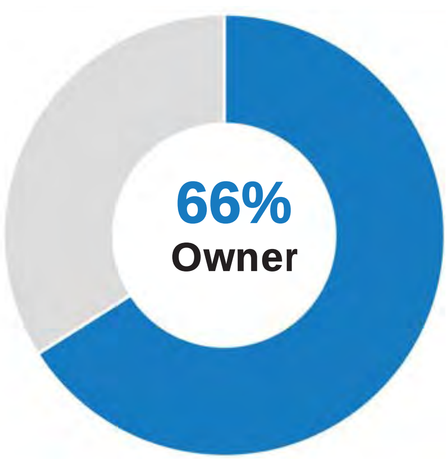
Housing Characteristics

$406,000
Median Home Value

$389,421
Median Sale Price

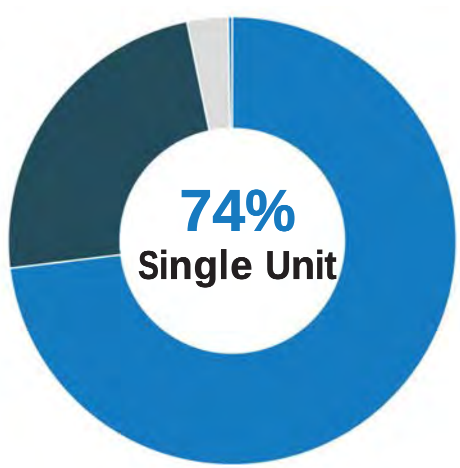
$1,273
Median Gross Rent

948
Building Permits



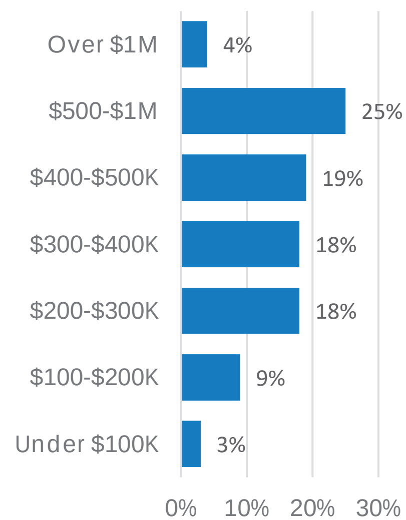
Ownership of Units

Owner (66%)
Renter (34%)

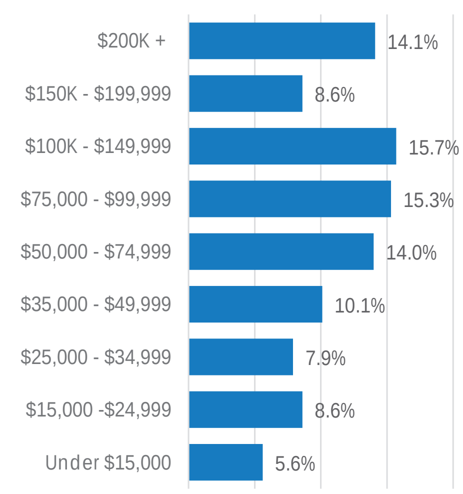


Type of Structure

Single Unit (74%)
Multi-Unit (24%)
Mobile Home (3%)



Value of Owner-Occupied Units

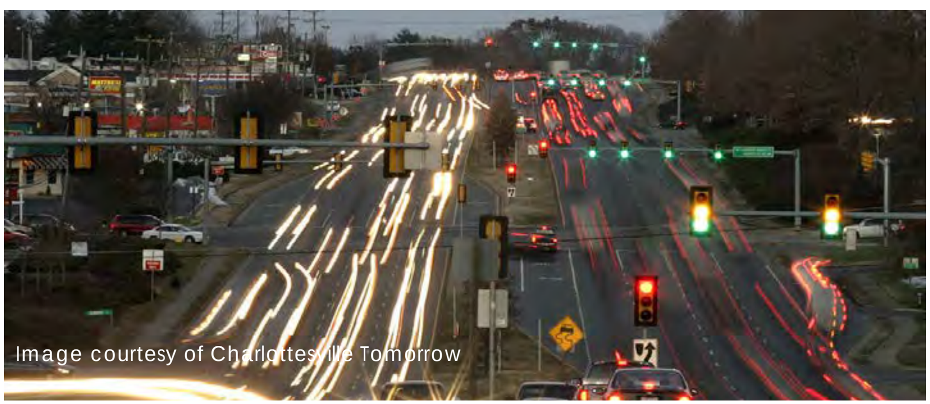


Households by Income

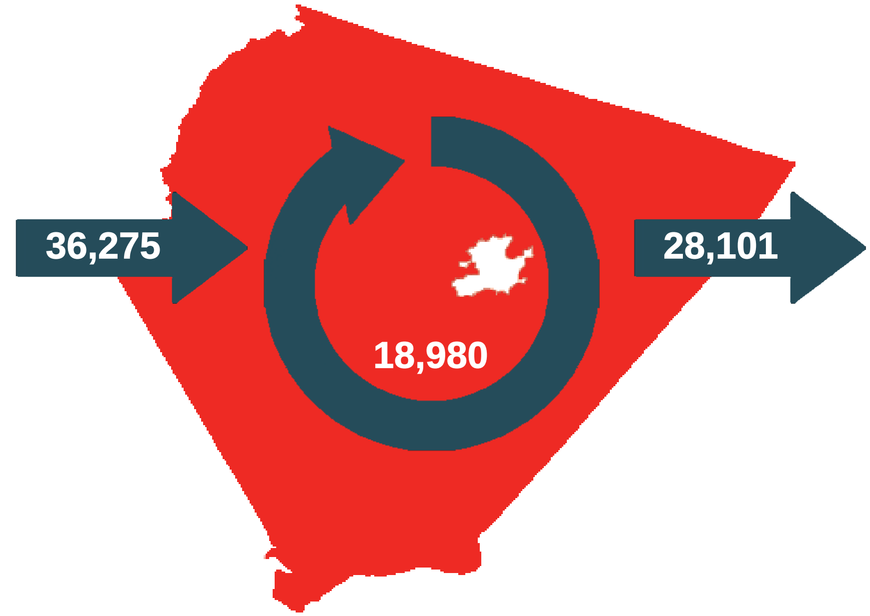
Existing Conditions: Housing & Transportation Costs

Costs associated with housing take up the greatest portion of income. As of 2018, Albemarle County currently has 220 renter households that spend greater than 30% of their income on housing while 960 households pay more than 50%. Three hundred ten owner households pay more than 50% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second largest expenditure for typical households. Based on data from the U.S. Census on the Map tool, 60% of Albemarle County residents commute outside of the County for work, 66% of people commute into Albemarle County for work, and 40% both live and work within the County. Such a high proportion of daily out-commuters translates into more households having higher transportation costs. Albemarle workers have an average commute time of 51 minutes one way. Top out-commute destinations include Charlottesville, Hollymead, Crozet, Lake Monticello, Pantops, Richmond, Staunton, Harrisonburg and Virginia Beach. Assuming an average of 0.58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Albemarle County residents' amount to an additional $1,012 a month in transportation costs.

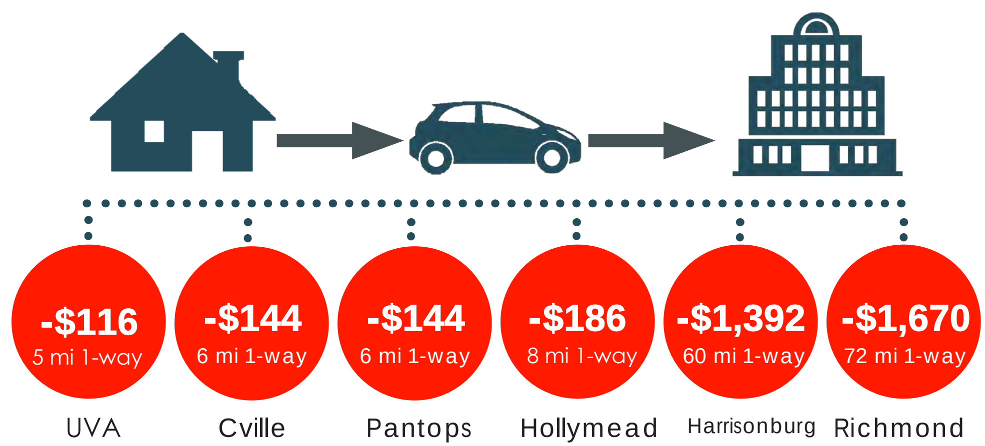


2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Existing Conditions: Current Land Use

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing recommendations to address affordable housing concerns in Albemarle County. The policy tools that are currently in place, the Comprehensive Plan and the Zoning Ordinance, play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

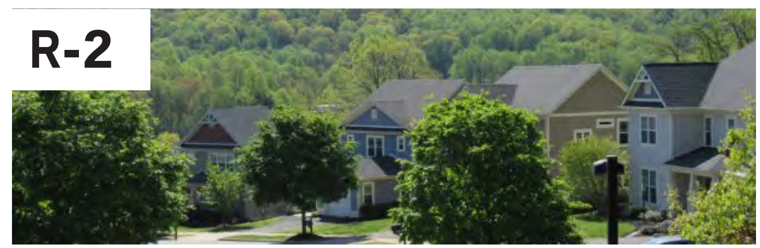
Rural Area, RA: The RA district is intended to preserve agricultural and forestall lands and limit development. Maximum residential density is set at 0.5 dwelling units per acre, with no bonus density or affordable housing incentive.

Village Residential, VR: This district is permitted within villages and towns as designated in the Comprehensive Plan and encourages a variety of housing types and provides incentives for development by allowing for variations in lot size, density, and frontage (*Albemarle Zoning Ordinance*). The density of this zoning district allows for 0.7 dwelling units per acre and up to 1.09 dwelling units per acre with a bonus density.

Residential, R-1: The R-1 district provides for low density residential development. Residential density within this district is .97 dwelling units per acre, up to 1.45 dwelling units per acre with the available bonus density. An affordable housing incentive also exists within this zoning district.

Residential, R-2: This district provides a potential transition density between higher and lower density areas established through previous development and/or zoning in community areas and the urban area (*Albemarle Zoning Ordinance*). Residential density is two dwelling units per acre, with an available bonus density of up to three dwelling units per acre. An affordable housing incentive also exists within this zoning district.

Residential, R-4: This district provides for compact, medium-density, single-family development and permits a variety of housing types. Residential density is four dwelling units per acre, with an available bonus density of up to six dwelling units per acre.



Existing Conditions: Current Land Use - *Continued*

Residential, R-6: The R-6 district provides for compact, medium-density residential development. A residential density of up to six dwelling units per acre exists, with an available bonus density of up to nine dwelling units per acre. Multi-family development is permissible within this district and affordable housing incentive is present.

Residential, R-10: This district provides for compact, medium-density residential development. A residential density of up to 10 dwelling units per acre exists, with an available bonus density of up to 15 dwelling units per acre.

Residential, R-15: This district provides for compact, high-density residential development. A residential density of up to 15 dwelling units per acre exists, with an available bonus density of up to 20 dwelling units per acre. Multi-family development is permissible within this district and affordable housing incentive is present.

Planned Residential Development, PRD: The PRD district is intended to promote economical and efficient land use and provides for flexibility and variety of development for residential purposes (*Albemarle Zoning Ordinance*). Maximum residential density is set at 35 dwelling units per acre, with no bonus density or affordable housing incentive.

Planned Unit Development, PUD: It is intended that the PUD district provides flexibility in residential development by providing for a mix of residential uses with appropriate nonresidential uses, alternative forms of housing, in appropriate cases, increases in gross *residential densities over that provided in conventional districts (Albemarle County Zoning Ordinance). Maximum residential density is set at 35 dwelling units per acre, with no bonus density or affordable housing incentive.*

Neighborhood Model, NMD: The NMD district is intended to provide for compact, mixed-use developments with an urban scale, massing, density, and an infrastructure configuration that integrates diversified uses within close proximity to each other within the development areas identified in the comprehensive plan (*Albemarle Zoning Ordinance*).

Downtown Crozet District, DHD: Located in Crozet, the DHD zoning district provides for flexibility and variety of development for retail, service, and civic uses with light industrial and residential uses as secondary uses. Maximum residential density is set at 36 dwelling units per acre, with no bonus density or affordable housing incentive.


R-6


R-10

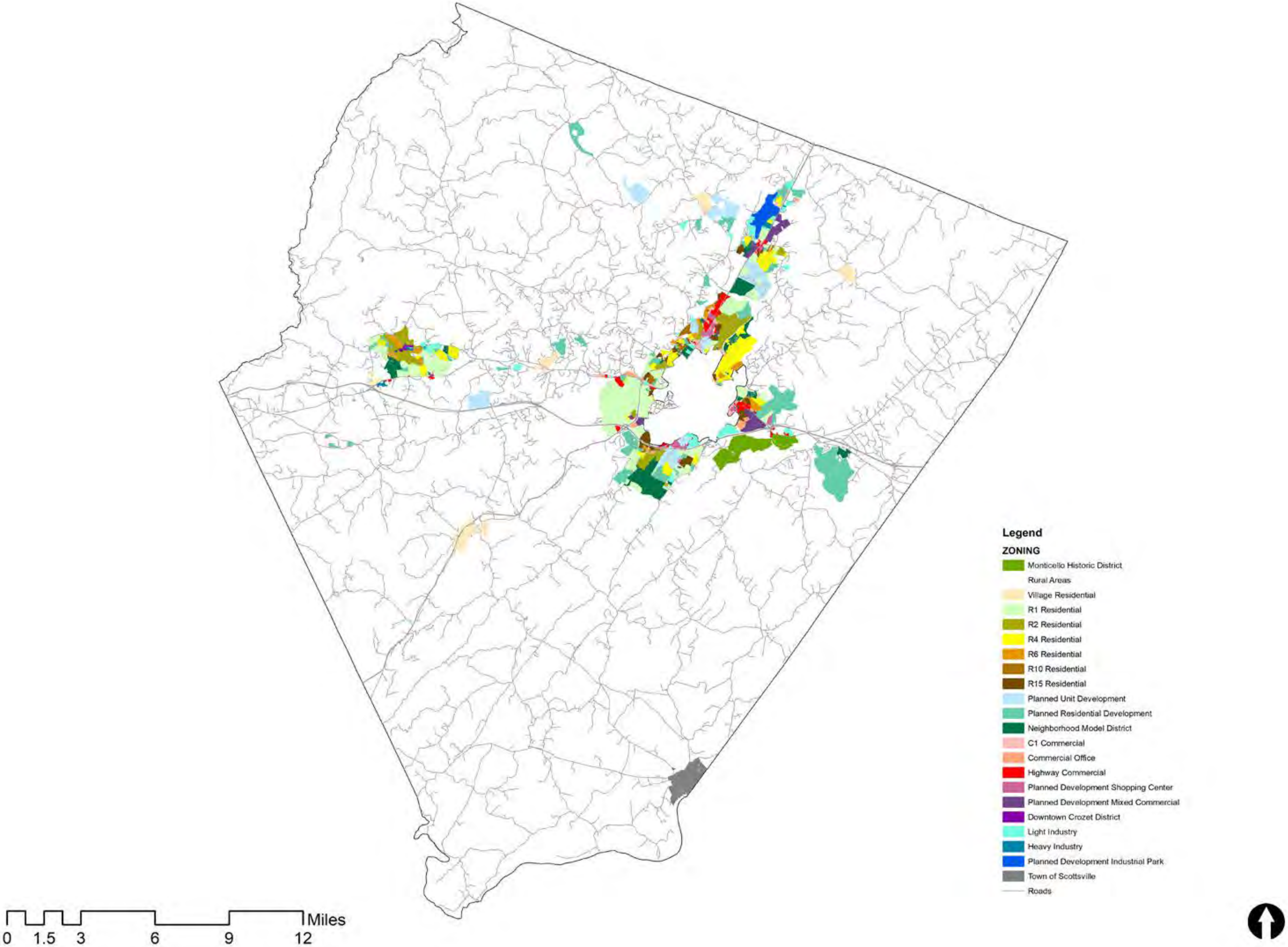

R-15


PRD


PUD


NMD

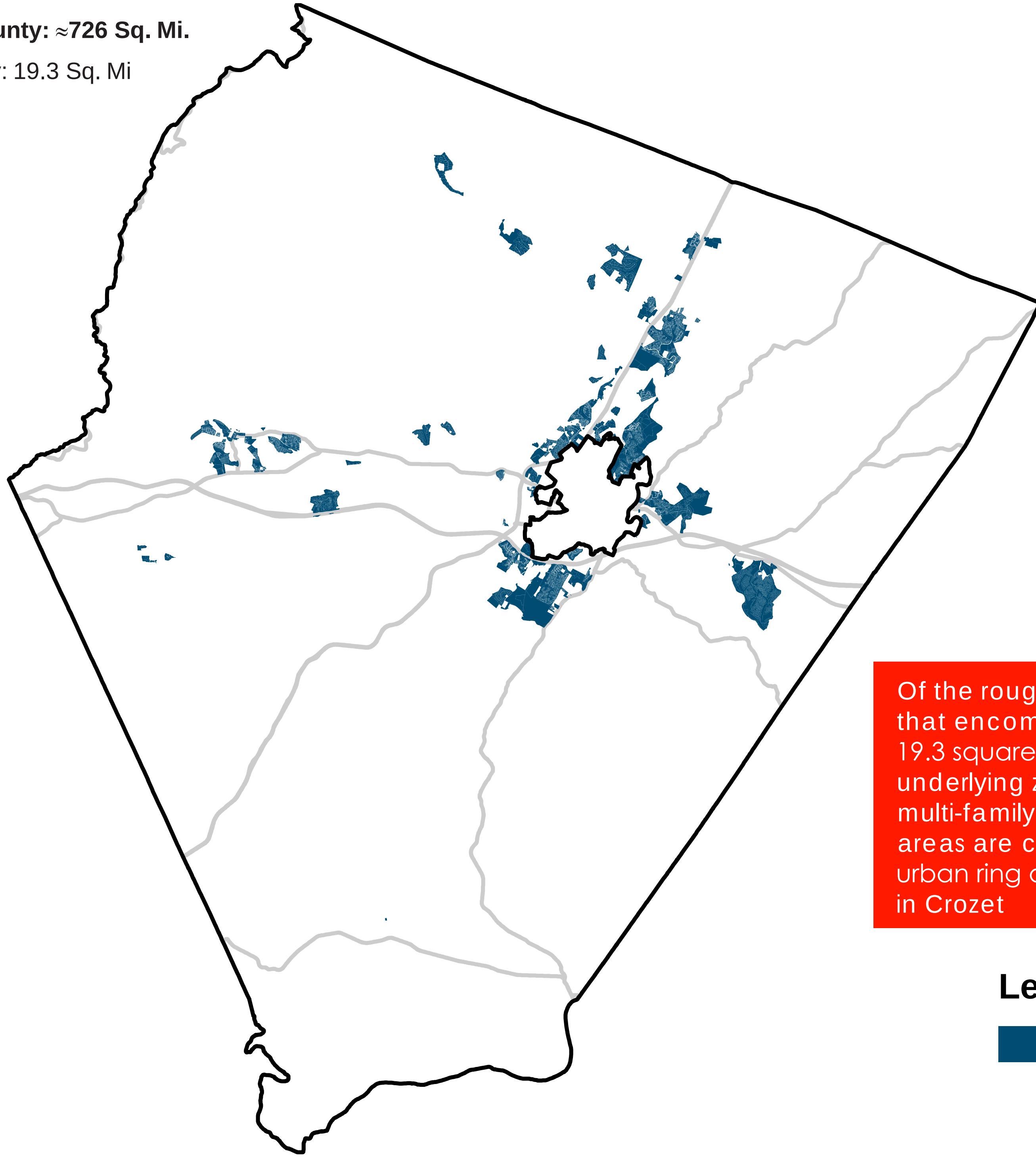
Existing Conditions: Zoning Map



Existing Conditions: Current Multi-Family Zoning

Albemarle County: ≈726 Sq. Mi.

- Multi-Family: 19.3 Sq. Mi



Of the roughly 726 square miles that encompass Albemarle County, 19.3 square miles of land have underlying zoning that allows for multi-family development. These areas are concentrated in the urban ring around Charlottesville & in Crozet

Legend

Multi-Family

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Albemarle County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, a bonus density does exist within much of the residentially zoned districts. Multi-family developments are allowed within the higher density zoning districts (R6, R10, R15, PRD, PUD, NMD, and DHD). Albemarle has also included affordable housing bonus density incentives of 30% in most residentially zoned districts.

ALBEMARLE COUNTY ZONING ORDINANCE								
District	Density	Bonus Density	Duplex Allowed	Multi-Family	Mobile Home Allowed By-Right	Mobile Home Allowed by S/C	Accessory Uses	Affordable Housing Incentive
RA (Rural Area)	0.5 dwelling units per Acre	No	Yes	No	Yes	Yes	No	No
MHD (Monticello Historic District)	1 dwelling unit per 21 Acres	No	Yes	No	Yes	No	No	No
VR (Village Residential)	0.7 dwelling units per Acre	1.09 Dwelling Units per Acre	Yes	No	Yes	Yes	Yes	Yes, 30%
R1 (Residential)	.97 dwelling units per Acre	1.45 Dwelling Units per Acre	Yes	No	No	Yes	Yes	Yes, 30%
R2 (Residential)	2 dwelling units per Acre	3 Dwelling Units per Acre	Not stated	No	No	Yes	Yes	Yes, 30%
R4 (Residential)	4 dwelling units per Acre	6 Dwelling Units per Acre	Yes	No	No	Yes	Yes	Yes, 30%
R6 (Residential)	6 dwelling units per Acre	9 Dwelling Units per Acre	Yes	Yes	No	Yes	Yes	Yes, 30%
R10 (Residential)	10 dwelling units per Acre	15 Dwelling Units per Acre	Yes	Yes	No	Yes	Yes	Yes, 30%
R15 (Residential)	15 dwelling units per Acre	20 Dwelling Units per Acre	Yes	Yes	No	Yes	Yes	Yes, 30%
PRD (Planned Residential Development)	35 dwelling units per Acre	No	Yes	Yes	No	No	Yes	No
PUD (Planned Unit Development)	35 Dwelling Units per Acre	No	Yes	Yes	No	No	Yes	No
NMD (Neighborhood Model)		No	Yes	Yes	Not Stated	Not Stated	Yes	No
DHD (Downtown Crozet District)	36 Dwelling Units per Acre	No	No	Yes	No	No	Yes	No

The Housing Continuum

Conversations with stakeholders and the public through community engagement and small group meetings led to the development of goals and strategies targeted at addressing the specific needs of Albemarle County. Each goal addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. The system is fluid and allows for individuals and families to move throughout the housing spectrum whether it be by choice or necessity. For example, residents who would like to age in place but need small home modifications, such as ramp editions, may choose to do so. This scenario would be different for someone whose current home and physical situation will require a change in housing type. Many low to moderate-income individuals and families will encounter barriers that make it extremely difficult for them to easily move within the spectrum.

Image courtesy of Stony Point Development Group

Identifying the Gap




Unhoused Experiencing Homelessness in Need of Housing	Affordable Rental Renter Households at or below 80% AMI	Affordable Ownership Owner Households at or below 80% AMI	Market Rate Rental Renter Households ABOVE 80% AMI	Market Rate Ownership Owner Households ABOVE 80% AMI
Point-in-time count **128** Unstablely Housed	**2,310** Severely Cost-Burdened **2,690** Cost-Burdened **47** Substandard Units	**1,910** Severely Cost-Burdened **16** Substandard Units	**450** Cost-Burdened	**140** Severely Cost-Burdened
#	**5,047**	**1,926**	**450**	**140**

Albemarle County Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Albemarle County. These recommendations are also relevant to the Town of Scottsville, and many can be implemented there. These recommendations were identified through extensive public engagement conducted by Albemarle County staff.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:

- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:

- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:

- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:

- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:

- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused

Experiencing Homelessness in Need of Housing

Point-in-Time Count

128

Unstably Housed

ID	Recommendation	Type	Timeframe
UH-1	Increase the number of permanent supportive housing units for chronically homeless individuals.	Capital	Long-Term
UH-2	Dedicate funding to support local homeless prevention programs in preventing homlessness among 40 additional households per year.	Capital	Short-Term
UH-3	Dedicate funding to expand local emergency shelter capacity by 10 units/beds for homeless individuals.	Capital	Short-Term
UH-4	Support the creation of a ‘Move-On’ program to assist formerly homeless households currently in Permanent Supportive Housng or Rapid Re-Housing who no longer need intensive supportive services transition out of those programs and remain stably housed.	Programmatic	Short-Term
UH-5	Incentivize and prioritize applications for homeless and housing services funding from Albemarle County that utilize a Housing First approach.	Capital	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

2,310
Severely Cost-Burdened

2,690
Cost-Burdened

47
Substandard Units

5,047

ID	Recommendation	Type	Timeframe
AFR-1	Explore options with county owned land to develop a permanent affordable housing community.	Capital	Long-Term
AFR-2	Develop, adopt and implement an Affordable Dwelling Unit program ordinance.	Policy	Mid-Term
AFR-3	Provide incentives to increase production of affordable housing.	Capital	Long-Term
AFR-4	Consider designating Housing Rehabilitation Zones to encourage and incentivize the development and preservation of affordable and workforce housing in those zones.	Policy	Mid-Term
AFR-5	Develop an Accessory Apartment Loan Program to encourage the construction of accessory apartments. Pilot the program as a workforce housing solution for County teachers and school employees.	Programmatic	Mid-Term

Affordable Ownership Recommendations

Affordable Ownership
Owner Households at or below 80% AMI

1,910
Severely Cost-Burdened

16
Substandard Units

1,926

ID	Recommendation	Type	Timeframe
AO-1	Explore options with county owned land to develop a permanent affordable housing community.	Capital	Long-Term
AO-2	Develop, adopt and implement an Affordable Dwelling Unit program ordinance.	Policy	Mid-Term
AO-3	Consider designating Housing Rehabilitation Zones to encourage and incentivize the development and preservation of affordable and workforce housing in those zones.	Policy	Mid-Term
AO-4	Support the development of permanently affordable owner-occupied housing through the community land trust model and other shared equity forms of ownership.	Capital	Long-Term
AO-5	Partner with local organizations (including, but not limited to nonprofit agencies, realtor associations, the City of Charlottesville, the University of Virginia, and county departments) to promote access to affordable homeownership opportunities.	Programmatic	Short-Term

Market Rate Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

450
Cost-Burdened

450

ID	Recommendation	Impact	Timeframe
MR-1	Allow, encourage, and incentivize a variety of housing types (such as bungalow courts, triplexes and fourplexes, accessory dwelling units, live/work units, tiny homes, and modular homes); close to job centers, public transit and community amenities; and affordable for all income levels; and promote increased density in the Development Areas.	Policy	Long-Term
MR-2	Consider designating Housing Rehabilitation Zones to encourage and incentivize the development of mixed-use and mixed-income communities.	Policy	Mid-Term
MR-3	Review and update the Comprehensive Plan and Zoning Ordinance to support a variety of housing types.	Policy	Short-Term

Market Rate Ownership Recommendations

Market Rate Ownership

Owner Households at or ABOVE 80% AMI

140

Cost-Burdened

140

ID	Recommendation	Type	Timeframe
MO-1	Allow, encourage, and incentivize a variety of housing types (such as bungalow courts, triplexes and fourplexes, accessory dwelling units, live/work units, tiny homes, and modular homes); close to job centers, public transit and community amenities; and affordable for all income levels; and promote increased density in the Development Areas.	Policy	Long-Term
MO-2	Consider designating Housing Rehabilitation Zones to encourage and incentivize the development of mixed-use and mixed-income communities.	Policy	Mid-Term
MO-3	Review and update the Comprehensive Plan and Zoning Ordinance to support a variety of housing types.	Policy	Short-Term

3 Charlottesville

How to Use This Chapter

The City of Charlottesville's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding one, culminating with a strategic set of recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that the City of Charlottesville is facing.

Introduction

The Introduction provides a brief overview of Charlottesville's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to the City of Charlottesville in their pursuit of providing affordable housing.

Charlottesville at a Glance

The City of Charlottesville encompasses roughly 10.2 square miles of urbanized land and is surrounded by Albemarle County. Home to a little more than 47,000 people, the City of Charlottesville has seen a 0.8% annual growth rate year-over-year from 2010. Major employment centers, the high quality of life, and easy access to the region's amenities have attracted new residents, placing pressure on the City's housing market.

The City's median home value of $299,600 and median sale price of $337,000 are the second highest in Planning District 10, surpassed only by Albemarle County. As demand increases, many generational residents and residents of color fear displacement and gentrification as home values continue to rise. Recent planning efforts undertaken by the City, such as its Affordable Housing Plan, the Strategic Investment Area Plan, and the Cherry Avenue Small Area Plan have aimed to look at equitable solutions for affordably housing the City's residents. These efforts will need to continue to enable residents to be empowered in shaping their city and providing access to opportunity.

These issues and the existing conditions of the City of Charlottesville are examined further in the following sections. Recommendations and goals identified in the City's own affordable housing plan have been vetted by City staff, the Charlottesville Planning Commission, and City residents to meet the unique challenges the City is facing. Those goals and recommendations were developed through extensive engagement opportunities undertaken by City staff and their consultant team. They are referenced in later sections of this chapter to call attention to regional nature of affordable housing.

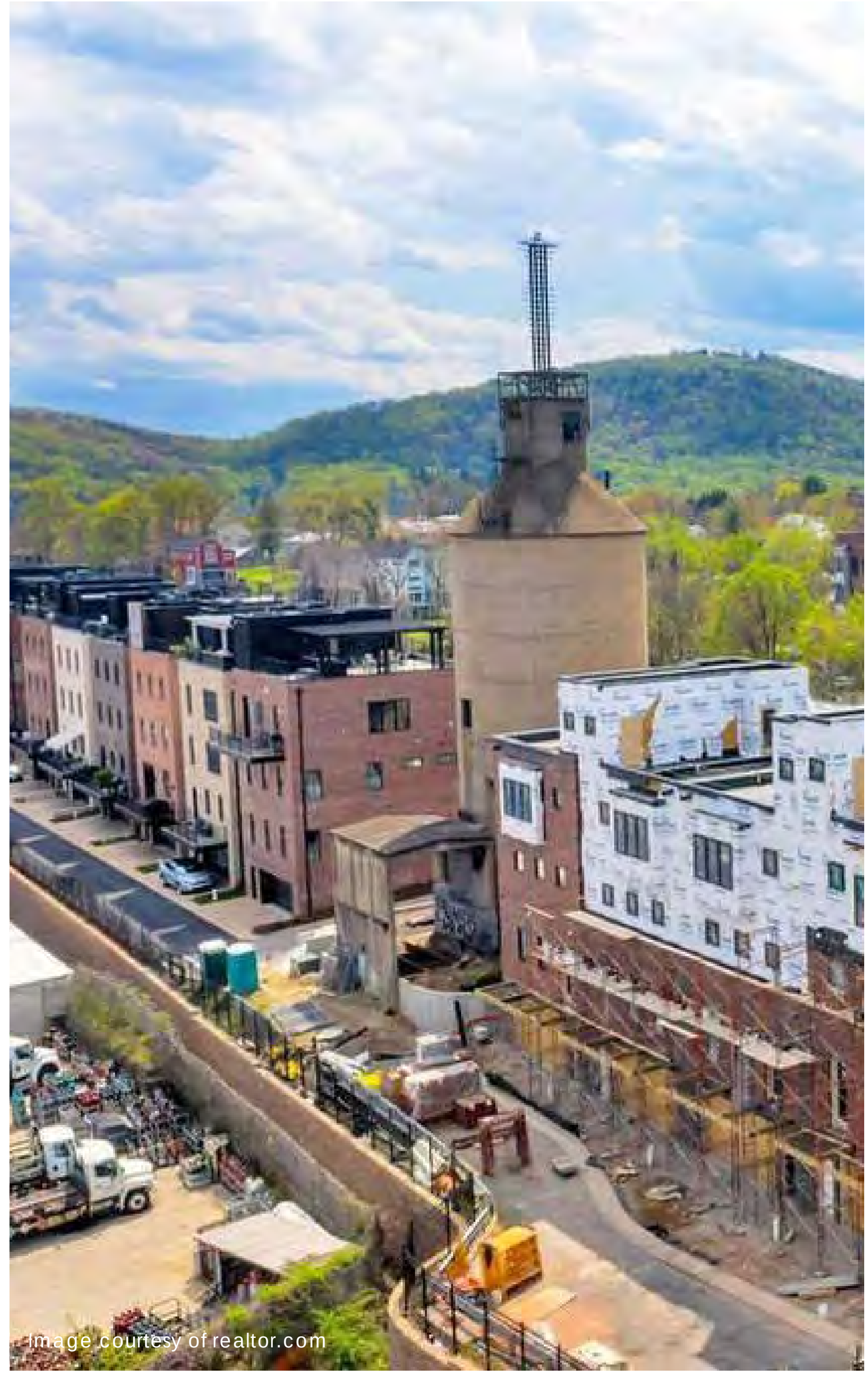


Image courtesy of realtor.com

Situation and Opportunity

Situation

The City of Charlottesville shows a steady growth in population - 13.8% between 2010 and 2020 according to estimates from the Weldon Cooper Center, making it one of the highest growth rates within Planning District Region 10. A Housing Needs Assessment Socioeconomic and Housing Market Analysis, prepared for the City by consultants PES in 2018, identified the housing market is very tight with demand significantly exceeding supply and that rents and housing prices are too high for many of the city's households to afford. For households earning less than 60 percent of the Area Median Income (AMI), the market shortcomings are forcing them to spend too much of their income for housing, live in overcrowded or substandard housing conditions, move outside the city to find less expensive housing, or face homelessness. While Charlottesville has a need for more housing at all price points, the Housing Needs Assessment identified a particular gap of homes affordable to households earning 30% AMI or less.

The forces creating an affordability crises and impeding fair and affordable housing include conditions such as a constrained supply of developable land limits the potential for new residential construction; high land and development costs limit the market's ability to build new affordable units; zoning policies, community resistance and lack of predictability in the City's development approval process; and housing affordability for many households is an income problem – low levels of education, limited skills training, inadequate public transit and difficulty finding quality affordable child care can prevent individuals ability to reach financial self-sufficiency.

Opportunity

The City has retained the consultant team of RHI to update the city's Comprehensive Plan, including the creation of a focused Affordable Housing Plan, and complete a re-write of the zoning ordinance. Engaging the community to work together on developing these plans provides the opportunity to guide future development and shape the community's growth, create a unified strategy for housing all residents and ensure growth takes place in a coordinated, equitable manner consistent with the citywide plan's vision – all with a very specific lens on equitable planning and development.


Image courtesy of Cushman & Wakefield

Community Engagement

One of the priority pieces of the RHI consultant team's work on the Comprehensive Plan, Affordable Housing Plan and zoning re-write is to base this work on meaningful and thorough community engagement, and especially from the populations whose voices are typically not heard and represent the needs of the community most affected by the city's affordable housing crisis.

A Steering Committee of local stakeholders representing City, regional organizations, and community members is providing input throughout this planning effort. Starting In the spring of 2020 the way in which the community could be engaged significantly changed. From mid-May through June 2020, the RHI consultant team encouraged the community to actively participate in updating the future vision for the city. The process focused on sharing information about the project, making connections and developing partnerships with community individuals and organizations, and gathering input about priorities for the future. Community input opportunities included a community survey available in Spanish and English, a series of webinars to provide a project overview and answer questions, small group discussions that were held via Zoom and telephone, and a toll-free phoneline. A public survey asked:

- Which housing issues will be the most critical for the Charlottesville Affordable Housing Plan to address?

Overall, survey respondents strongly supported centering racial equity and rental affordability in the Affordable Housing Plan.

In November-December 2020 community feedback was again sought on the draft Affordable Housing Plan as well as draft initial revisions to the Comprehensive Plan. Community input opportunities included four interactive webinars, an online survey in both English and Spanish, drop-in "office hours", a toll-free phone line, and the opportunity to submit written comments via email and the project website. A public survey asked:

- Do you agree that the recommendations in each category below are a priority for the Affordable Housing Plan? (categories listed: Funding, Governance, Land Use, Tenant's Rights, Subsidy)

Generally, all categories received high support.

Community engagement will continue throughout this planning process. The consultant team will also be adding a Community Engagement chapter to the Comprehensive Plan.

Charlottesville Quick Facts

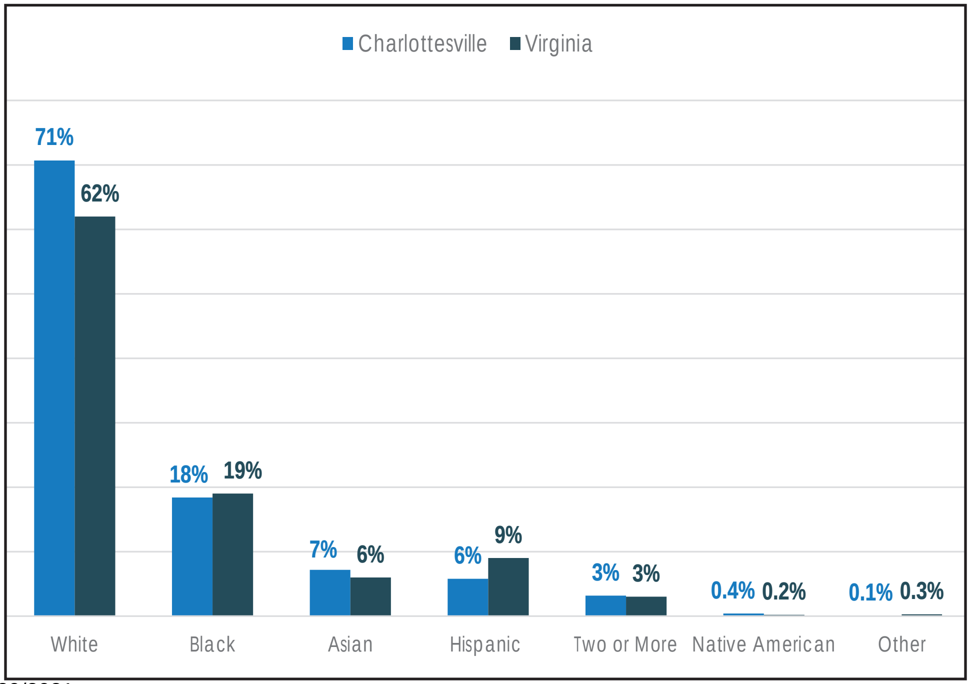
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about the City of Charlottesville. The infromation presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Charlottesville.

Charlottesville's population has shown a roughly 8.8% (*0.8% increase per year*) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 47,096 and 18,617 total households. The average household size is 2.4 persons. Charlottesville's median age is 31.6 years old. 9% of Charlottesville's population does not hold a high school diploma, 17% of the population has graduated from high school, 20% have completed some college, and 54% have completed a bachelors degree or higher.

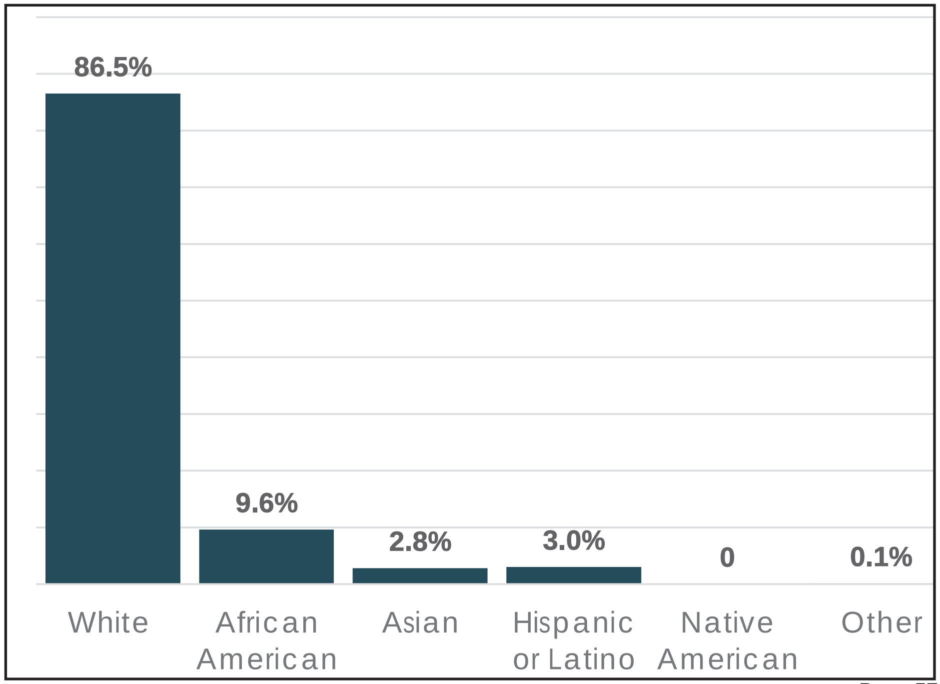
Charlottesville's median household income is $59,471. The median home value in Charlottesville is $299,600 Median gross rent in Charlottesville is aproximately $1,142 per month. Residents of Charlottesville primarily rent their home (57%), while 43% are owners. 57% of the housing units in Charlottesville are single-unit structures, with 1% of structures being mobile homes, and 42% of structures containing multiple units. The breakdown of race and ethnicity for Charlottesville compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of City of Charlottesville



Homeownership Rate by Race



Charlottesville County Quick Facts - *Continued*

Population Characteristics

47,096
Total Population

18,617
Households

31.6
Median Age

$59,471
Median Household Income

17%
High School

20%
Some College

26%
Bachelor’s

28%
Post-Grad

24.1%
Persons Below Poverty Line

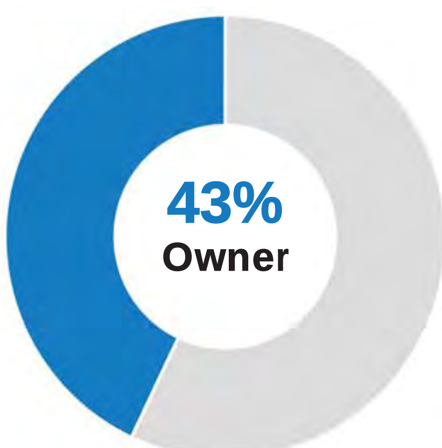
Housing Characteristics

$299,600
Median Home Value

$337,00
Median Sale Price

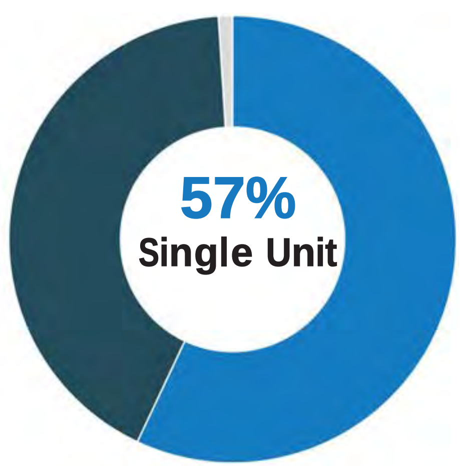
$1,142
Median Gross Rent

190
Building Permits



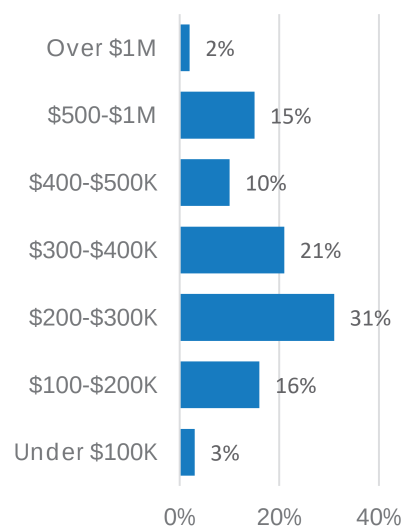
Ownership of Units

- *Owner (43%)*
- *Renter (57%)*

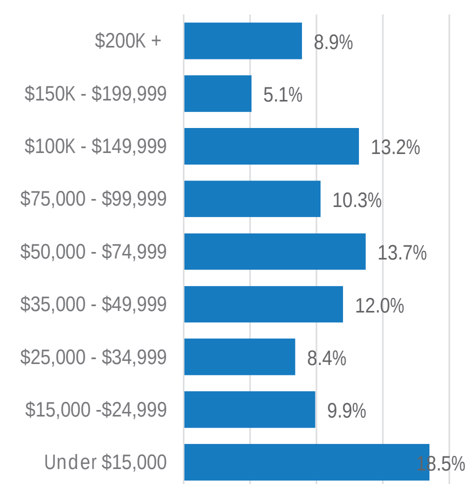


Type of Structure

- *Single Unit (57%)*
- *Multi-Unit (42%)*
- *Mobile Home (1%)*



Value of Owner-Occupied Units



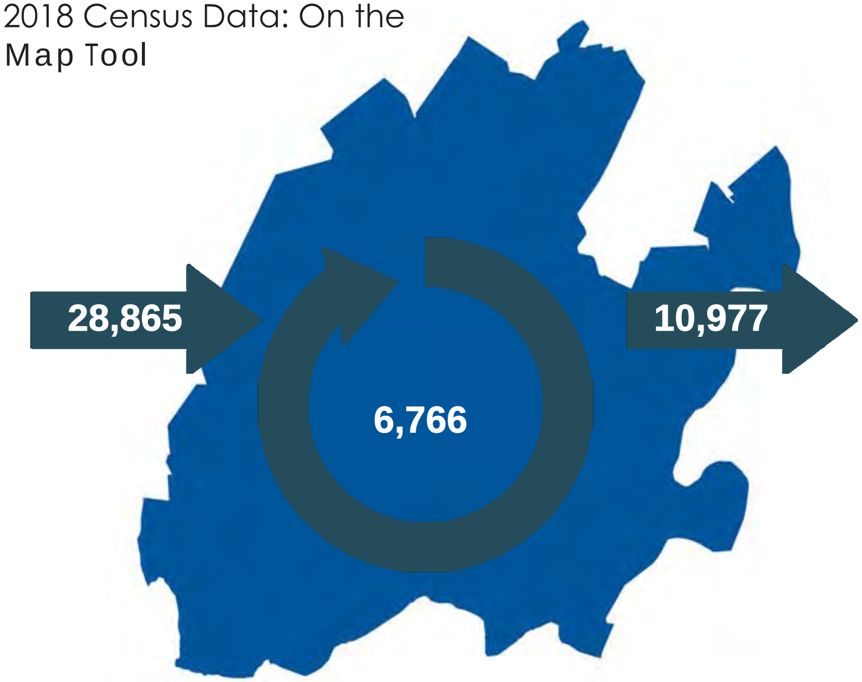
Households by Income

Existing Conditions: Housing & Transportation Costs

Costs associated with housing take up the greatest portion of income. As of 2018, the City of Charlottesville currently has 1,580 renter households that spend greater than 30% of their income on housing while 150 renter households pay more than 50%. 2,050 owner households pay more than 30% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

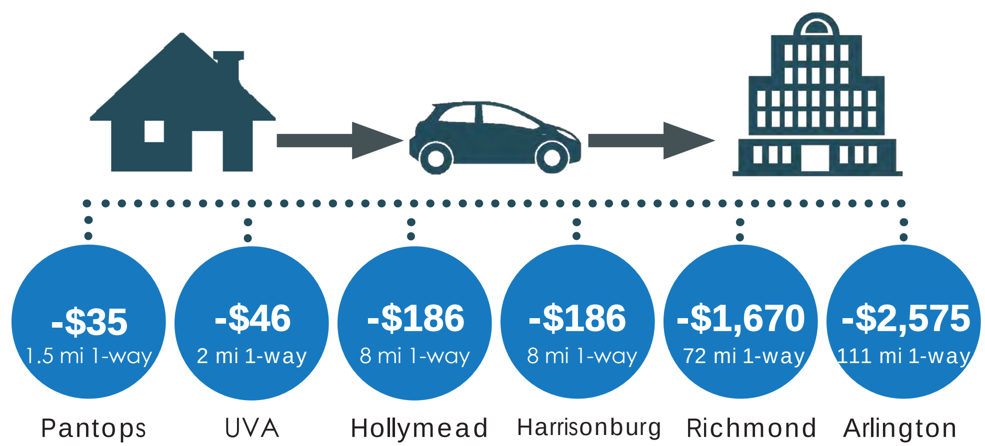
Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second highest expenditure for typical households. Based on data from the U.S. Census on the Map tool, 10,977 of Charlottesville residents commute outside of the city for work, 28,865 of people commute into Charlottesville for work, and 6,776 both live and work within the city. The high proportion of daily out-commuters translates to more households having expensive transportation costs. Top out-commute destinations include Pantops, Hollymead, Harrisonburg, Richmond, and Arlington. Assuming an average of 0.58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Charlottesville residents' amount to an additional $1,149 a month in transportation costs.

2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

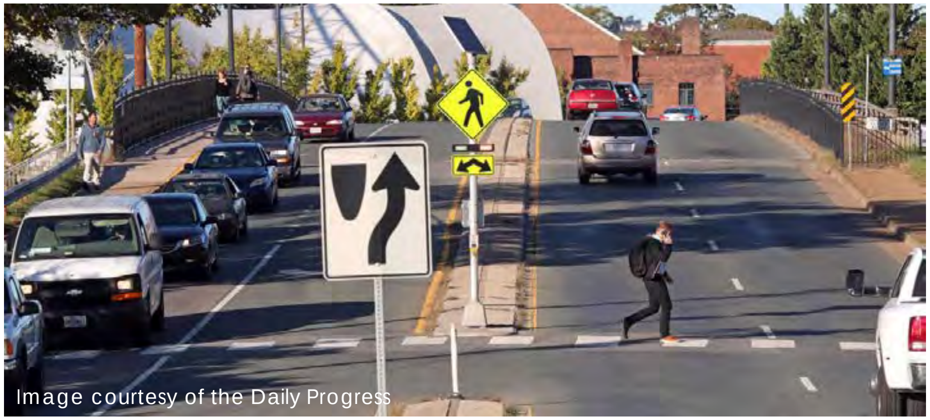


Image courtesy of the Daily Progress

Existing Conditions: Current Land Use

As of the spring of 2021, Charlottesville is in the process of updating its Comprehensive Plan and Zoning Ordinance. As such, it is anticipated that changes to the underlying zoning within the City will change. The land use categories identified in this section reference the existing 2013 Comprehensive Plan and current Zoning Ordinance.

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing precise recommendations to address affordable housing concerns in Charlottesville. The policy tools that are currently in place in the Comprehensive Plan and the Zoning Ordinance all play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

Single Family, R-1: The R-1 district is established to provide and protect quiet, low-density residential areas wherein the predominant pattern of residential development is the single-family dwelling (*Charlottesville Zoning Ordinance*).

Single Family, R-1S: This district consists of low-density residential areas characterized by small-lot development (*Charlottesville Zoning Ordinance*).

Single Family, R-1U: The R1-U district consists of low-density residential areas in the vicinity of the University of Virginia campus *(Charlottesville Zoning Ordinance).*

Single Family, R-1US: This district consists of low-density residential areas in the vicinity of the University of Virginia campus, characterized by small-lot development (*Charlottesville Zoning Ordinance*).

R-1

R-2

R-3

R-UMD

R-UHD

Existing Conditions: Current Land Use - *Continued*

Two Family, R-2: The two-family residential zoning districts are established to enhance the variety of housing opportunities available within certain low-density residential areas of the city, and to provide and protect those areas. R-2 consists of quiet, low-density residential areas in which single-family attached and two-family dwellings are encouraged. Included within this district are certain areas located along the Ridge Street corridor, areas of significant historical importance (*Charlottesville Zoning Ordinance*).

Two Family, R-2U: The R-2U district consists of quiet, low-density residential areas in the vicinity of the University of Virginia campus, in which single-family attached and two-family dwellings are encouraged *(Charlottesville Zoning Ordinance*).

Multi-Family, R-3: The purpose of the multifamily residential zoning district is to provide areas for medium- to high-density residential development. *(Charlottesville Zoning Ordinance).*

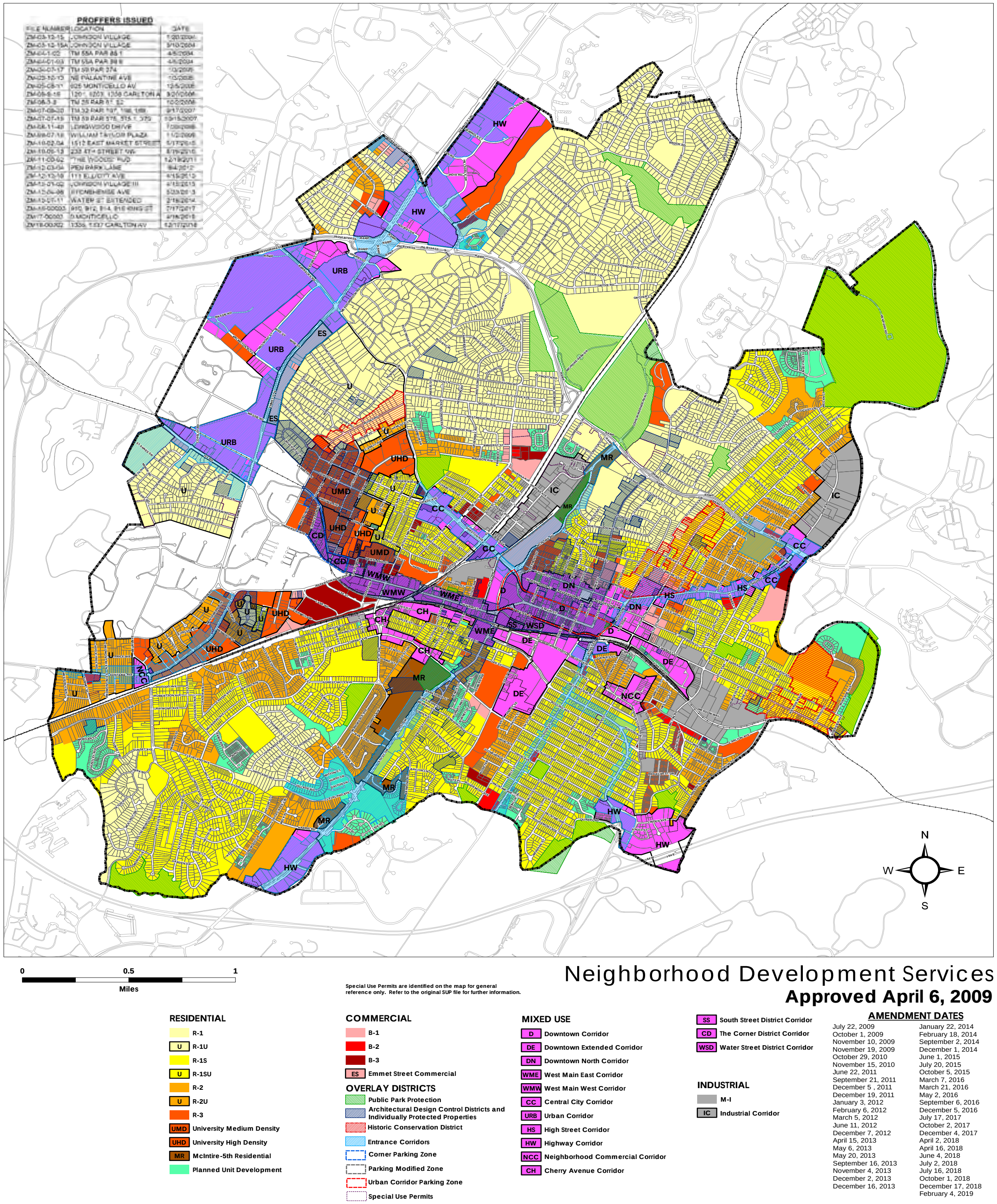
Multi-Family, R-UMD: This district consists of areas in the vicinity of the University of Virginia campus, in which medium-density residential developments, including multifamily uses, are encouraged *(Charlottesville Zoning Ordinance)*.

Multi-Family, R-UHD: This district consists of areas in the vicinity of the University of Virginia campus, in which high-density residential developments, including multifamily uses, are encouraged *(Charlottesville Zoning Ordinance).*

McIntire/5th Residential Corridor: The purpose of this district is to encourage redevelopment in the form of medium-density multifamily residential uses, in a manner that will complement nearby commercial uses and be consistent with the function of McIntire Road/Fifth Street Extended as a gateway to the city's downtown area (*Charlottesville Zoning Ordinance*).

Mobile Home Parks, R-MHP: The R-MHP district is to establish areas of the city deemed suitable for manufactured homes, and to ensure a safe and healthy residential environment consistent with existing land use and density patterns (*Charlottesville Zoning Ordinance*).

Existing Conditions: Zoning Map

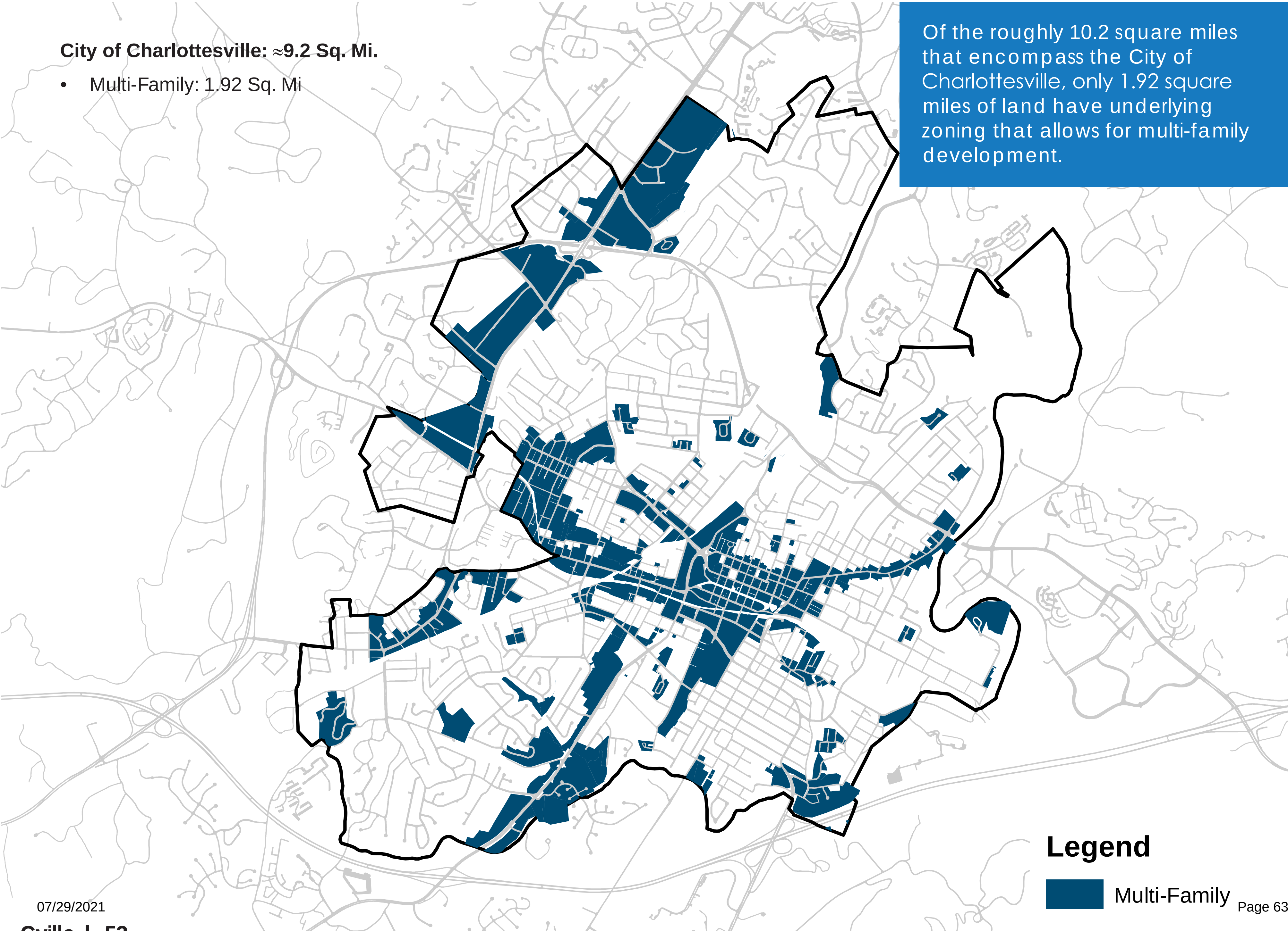


Existing Conditions: Current Multi-Family Zoning

City of Charlottesville: ≈9.2 Sq. Mi.

- Multi-Family: 1.92 Sq. Mi

Of the roughly 10.2 square miles that encompass the City of Charlottesville, only 1.92 square miles of land have underlying zoning that allows for multi-family development.



Legend

Multi-Family

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed the City of Charlottesville's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, a bonus density is available in the PUD zoning district along with an affordable housing incentive. Multi-family developments are allowed in the R-3, R-UMD, R-UHD and McIntire/Fifth Street Residential zoning districts. However, duplexes are permissible in R-2 and R-2U.

CITY OF CHARLOTTESVILLE ZONING ORDINANCE

District	Density	Bonus Density	Duplex Allowed	Multi-Family	Mobile Home Allowed By-Right	Accessory Uses	Low-Moderate Income Housing Incentive
R-1 (Single-family)				No	No	Yes	
R-1 (S) [Small Lot]				No	No	Yes	
R-1U (University)				No	No	Yes	
R-1U(S) [Small Lot]				No	No	Yes	
R-2 (Two-family)			Yes	No	No	Yes	
R-2U (University)			Yes	No	No	Yes	
R-3 Multifamily	22-87 dwelling units per acre	Yes	Yes	Yes	No	Yes	
R-UMD (University Medium Density)	3-21, 22-64 dwelling units per acre	Yes	Yes	Yes	No	Yes	
R-UHD (University High Density)	3-21, 22-64 dwelling units per acre	Yes	Yes	Yes	No	Yes	
McIntire/Fifth Street Residential Corridor	1-21 dwelling units per acre	Yes	Yes	Yes	No	Yes	
MHP (Manufactured Home Park)	12 spaces per acre	No	No		Yes	Yes	
PUD							

The Housing Continuum

Conversations with stakeholders and the public through the City's community engagement process focused on the development of an affordable housing plan led to the development of goals and strategies targeted at addressing the specific needs of the City. Each goal addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. The system is fluid and allows for individuals and families to move throughout the housing spectrum whether it be by choice or necessity. For example, residents who would like to age in place but need small home modifications, such as ramp editions, may choose to do so. This scenario would be different for someone whose current home and physical situation will require a change in housing type. Many low to moderate-income individuals and families will encounter barriers that make it extremely difficult for them to easily move within the spectrum.

Image courtesy of 100group.com

Identifying the Gap

				
Unhoused Experiencing Homelessness in Need of Housing	**Affordable Rental** Renter Households at or below 80% AMI	**Affordable Ownership** Owner Households at or below 80% AMI	**Market Rate Rental** Renter Households ABOVE 80% AMI	**Market Rate Ownership** Owner Households ABOVE 80% AMI
# Point-in-time count **105** Unstablely Housed	**1,730** Severely Cost-Burdened **1,620** Cost-Burdened **17** Substandard Units	**1,910** Severely Cost-Burdened **13** Substandard Units	**190** Cost-Burdened	**140** Severely Cost-Burdened
	3,367	**1,923**	**190**	**140**

City of Charlottesville Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in the City of Charlottesville. These recommendations were identified through the City's Affordable Housing Plan.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:
- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused
Experiencing Homelessness in Need of Housing

#
Point-in-Time Count

105
Unstably Housed

105

ID	Recommendation	Type	Timeframe
UH-1	Establish a permanent eviction prevention fund to provide emergency rental assistance to lower income households in crisis.	Capital	Mid-Term
UH-2	The City of Charlottesville should dedicate $10 million per year to invest in housing affordability over the next ten years.	Capital	Long-Term
UH-3	Expand the provision and use of tenant subsidies for rental housing in all parts of the city.	Programmatic	Mid-Term
UH-4	Advocate for enabling legislation to support just cause evictions and to make other changes to the state's eviction process.	Policy	Long-Term
UH-5	Dedicate funding for the provision of legal services for tenants facing eviction and establish a citywide right to counsel in eviction cases.	Capital	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

1,730
Severely Cost-Burdened

1,620
Cost-Burdened

17
Substandard Units

3,367

ID	Recommendation	Type	Timeframe
AFR-1	Change zoning and development processes to increase the production of multifamily housing and expand feasible by-right development, and advocate for similar regional changes, to begin to reverse entrenched patterns fo racial segregation.	Policy	Long-Term
AFR-2	Change the City's zoning to allow "soft density" in single-family neighborhoods while limiting displacement of low-income communities.	Policy	Short-Term
AFR-3	Increase the flexibililty to permit Accessory Dwelling Unit (ADU) development and provide public funding to support affordability.	Policy	Short-Term
AFR-4	Create a mandatory inclusionary zoning policy to increase the production of affordable homes as part of all new development.	Policy	Short-Term
AFR-5	Require housing development that receive City funding or discretionary approvals to provide enhanced tenants' rights.	Policy	Short-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

1,730
Severely Cost-Burdened

1,620
Cost-Burdened

17
Substandard Units

3,367

ID	Recommendation	Type	Timeframe
AFR-6	Dedicate funding for the provision of legal services for tenants facing eviction and establish a citywide right to counsel in eviction cases.	Capital	Mid-Term
AFR-7	Advocate for enabling legislation to support just cause evictions and to make other changes to the state's eviction process.	Policy	Long-Term
AFR-8	Advocate for enabling legislation to enact rent control in Charlottesville.	Policy	Long-Term
AFR-9	Set parameters for level and timing of funding that can be made available to Charlottesville Redevelopment and Housing Authority (CRHA) to modernize all public housing.	Policy	Short-Term
AFR-10	Dedicate funding to support the preservation of existing affordable housing in Charlottesville.	Capital	Long-Term
AFR-11	Establish a land bank and provide land equity to develop affordable housing.	Programmatic	Mid-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

1,730
Severely Cost-Burdened

1,620
Cost-Burdened

17
Substandard Units

3,367

ID	Recommendation	Type	Timeframe
AFR-12	Expand the provision and use of tenant subsidies for rental housing in all parts of the city.	Policy	Mid-Term
AFR-13	Establish a permanent eviction prevention fund to provide emergency rental assistance to lower income households in crisis.	Capital	Mid-Term
AFR-14	The City of Charlottesville should dedicate $10 million per year to invest in housing affordability over the next ten years.	Capital	Long-Term
AFR-15	Charlottesville needs to identify one or more dedicated funding sources to sustain its commitment to affordable housing beyond 2025.	Capital	Long-Term
AFR-16	Target funding towards extremely low-income households to ensure that public funding is targeted to incomes with the greatest need. Allocate 40% of funding to serve households with incomes up to 30% AMI, 40% of funding for households earning up to 60% AMI, and 20% of funding for households earning up to 80% AMI.	Policy	Short-Term
AFR-17	Attach funding awards to community representation, duration of affordability, and leverage of non-public funds.	Policy	Short-Term

Affordable Ownership Recommendations

Affordable Ownership
Owner Households at or below 80% AMI

1,910
Severely Cost-Burdened

13
Substandard Units

1,923

ID	Recommendation	Type	Timeframe
AO-1	Change the City's zoning to allow "soft density" in single-family neighborhoods while limiting displacement of low-income communities.	Policy	Short-Term
AO-2	Create a mandatory inclusionary zoning policy to increase the production of affordable homes as part of all new development.	Policy	Short-Term
AO-3	Require housing development that receive City funding or discretionary approvals to provide enhanced tenants' rights.	Policy	Mid-Term
AO-4	Dedicate funding to support the preservation of existing affordable housing in Charlottesville.	Capital	Long-Term
AO-5	Establish a land bank and provide land equity to develop affordable housing.	Programmatic	Mid-Term
AO-6	Revise Charlottesville's existing down payment assistance (DPA) program to provide a greater level of assistance and serve a larger number of households.	Programmatic	Mid-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

1,910
Severely Cost-Burdened

13
Substandard Units

1,923

ID	Recommendation	Type	Timeframe
AO-7	Encourage and work with major regional employers, like UVA, to develop employer-funded Down Payment Assistance programs as a benefit for employees.	Programmatic	Mid-Term
AO-8	Encourage CRHA to create the option of and access to homeownership for Section 8 Voucher users.	Policy	Mid-Term
AO-9	Develop specialty mortgage products and provide supporting services that help low-income homeowners succeed at homeownership.	Programmatic	Mid-Term
AO-10	Partner with developers to build and renovate affordable single-family and "soft density" housing in existing neighborhoods.	Programmatic	Long-Term
AO-11	Support and preserve homeownership by providing assistance to income-qualified owners to make necessary home repairs.	Capital	Mid-Term
AO-12	Expand the provision of property tax relief to income-qualified homeowners.	Programatic	Short-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

1,910
Severely Cost-Burdened

13
Substandard Units

1,923

ID	Recommendation	Type	Timeframe
AO-13	The City of Charlottesville should dedicate $10 million per year to invest in housing affordability over the next ten years.	Capital	Long-Term
AO-14	Charlottesville needs to identify one or more dedicated funding sources to sustain its commitment to affordable housing beyond 2025.	Capital	Mid-Term
AO-15	Target funding towards extremely low-income households to ensure that public funding is targeted to incomes with the greatest need. Allocate 40% of funding to serve households with incomes up to 30% AMI, 40% of funding for households earning up to 60% AMI, and 20% of funding for households earning up to 80% AMI.	Policy	Short-Term
AO-16	Attach funding awards to community representation, duration of affordability, and leverage of non-public funds.	Policy	Short-Term

Market Rate Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

190

Cost-Burdened

190

ID	Recommendation	Type	Timeframe
MR-1	Change zoning and development processes to increase the production of multifamily housing and expand feasible by-right development, and advocate for similar regional changes, to begin to reverse entrenched patterns fo racial segregation.	Policy	Long-Term
MR-2	Change the City's zoning to allow "soft density" in single-family neighborhoods while limiting displacement of low-income communities.	Policy	Short-Term
MR-3	Increase the flexibililty to permit Accessory Dwelling Unit (ADU) development and provide public funding to support affordability.	Policy	Short-Term

Market Rate Ownership Recommendations

Market Rate Ownership
Owner Households at or ABOVE 80% AMI

140
Cost-Burdened

140

ID	Recommendation	Type	Timeframe
MO-1	Change the City's zoning to allow "soft density" in single-family neighborhoods while limiting displacement of low-income communities.	Policy	Short-Term

4 Fluvanna County

How to Use This Chapter

Fluvanna County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding one, culminating with the strategic set of recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that Fluvanna County is facing.

Introduction

The Introduction provides a brief overview of Fluvanna County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Fluvanna County in their pursuit of providing affordable housing.

Fluvanna County at a Glance

Fluvanna County, is one of six localities in Planning District 10. The County is about thirty minutes away from the City of Charlottesville. The County is comprised of roughly 286 square miles. There are many striking natural sites, outdoor recreational activities, and points of historical interests in the county. The Rivanna River, designated as a state scenic River, has two points of entry that are located in Fluvanna: at Crofton Bridge and in Palmyra. Fluvanna is home to the Fluvanna Heritage Trail Foundation which consists of 22 miles of trails for all to enjoy. Fluvanna is an hour from Richmond, placing it near enough to the hustle and bustle to big-city life but far away enough to preserve its rural and small-town identities throughout the County.

Fluvanna County will experience growing pains. Therefore, as it grows, it will need to address barriers to county-wide access to broadband, transportation accessibility, increased development, and preservation of its rural character. Just as many communities in the area, Fluvanna attracts many retirees. Attention has to be paid to offering residents opportunities to age in place or find comfortable living situations within the County. Although attention to the retiree population is important, the needs of residents across the spectrum to support current and growing needs of homebuyers, homeowners—that includes home and financial literacy programs—and the construction of affordable rental units will have to be addressed.

These issues and the existing conditions of Fluvanna are examined further in the following sections. Goals and strategies targeted specifically to address Fluvanna's unique challenges are detailed later in this chapter.

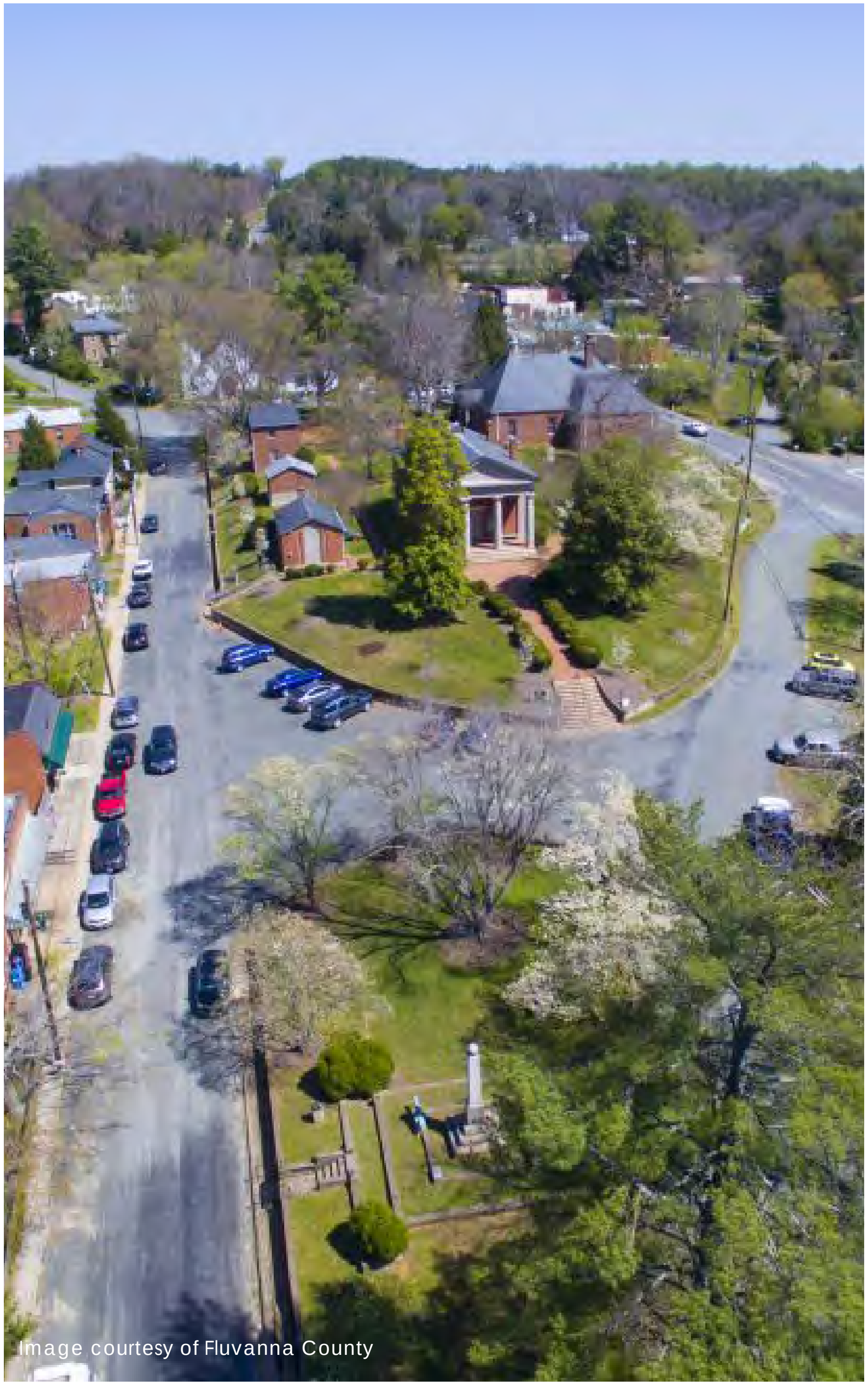


Image courtesy of Fluvanna County

Situation and Opportunity

Situation

Located in northwestern Fluvanna County, the private gated community Lake Monticello sits on the lake of the same name and was developed in the late 1960s. Its population quickly grew. Today, the community has been built out to its capacity. Fluvanna County had experienced a .66% growth between 2017 and 2018 according the DATA USA website and a 5.88% growth between 2010 and 2019 according to estimates from the Weldon Cooper Center. The median age of the county is 43 years old. Fluvanna, as with many localities in the area, attracts many retirees. Therefore, the county will need to provide long-term housing solutions for that growing aging population, as well as addressing the growing demand for diverse housing options to cater to a residential population in different stages of life at varied income levels. Fluvanna's Comprehensive Plan was last updated in 2015.

Opportunity

In Fluvanna's next comprehensive plan update, the opportunity is there to explore creative solutions to expanding the housing stock across the spectrum with limited space. This can be done by specifically addressing zoning and subdivision ordinances, and adopting affordable housing policies and strategies that encourage varied housing and development. New investment opportunities within nearby Zion Crossroads creates an opportunity for more residents to have more job opportunities near where they reside. Fluvanna is in a good position for its economy to expand along with its population.

Fluvanna County strongly wants to preserve its rural character. Through considerate growth management strategies aimed at protecting its rural areas and a targeted approach to identifying the best areas for incorporating varied and inclusive housing development a balanced outcome can be achieved that benefits all of Fluvanna County's residents' needs. Fluvanna would benefit from partnering with local organizations for home rehabilitations. Also, promotion of community advocacy among the populations through specific programs centered around housing issues can possibly give local residents influence in what is happening within the area.

Community Engagement

Fluvanna County had a community engagement meeting on September 23, 2019. Some of the feedback received during that process is to manage growth and potential traffic. Also, addressing the housing needs of the aging population is a concern and offering an array of affordable housing. Repurposing the vacant houses was mentioned at the meeting and this can be used as senior housing. Some residents have also expressed the development of cluster housing to address dwelling needs that allow green space. Offering a wide array of housing options that addresses the various economic scale of the county, as well as the varied housing sizes and types needed, were recurring themes among those in attendance.

Other community concerns within Fluvanna are the lack of resources to serve its population's rehabilitation needs, repairs for its older housing stock that will allow seniors to age in place, and addressing the county's water supply that will be needed for more housing units. The Fluvanna/ Louisa Housing Foundation has outstanding vouchers for residents waiting on safe and decent housing. The Habitat for Humanity of Fluvanna County does many rehabilitation projects that consists of exterior work, such as repairs of decks, porches, siding, trim, gutters, windows and the installation of ramps. Habitat and the Fluvanna/ Louisa Housing Foundation (F/LHF) coordinate their efforts and normally build one house per year. Carpentry work, due to the expense, is something that F/LHF did not address but it is sorely needed.

Fluvanna Quick Facts

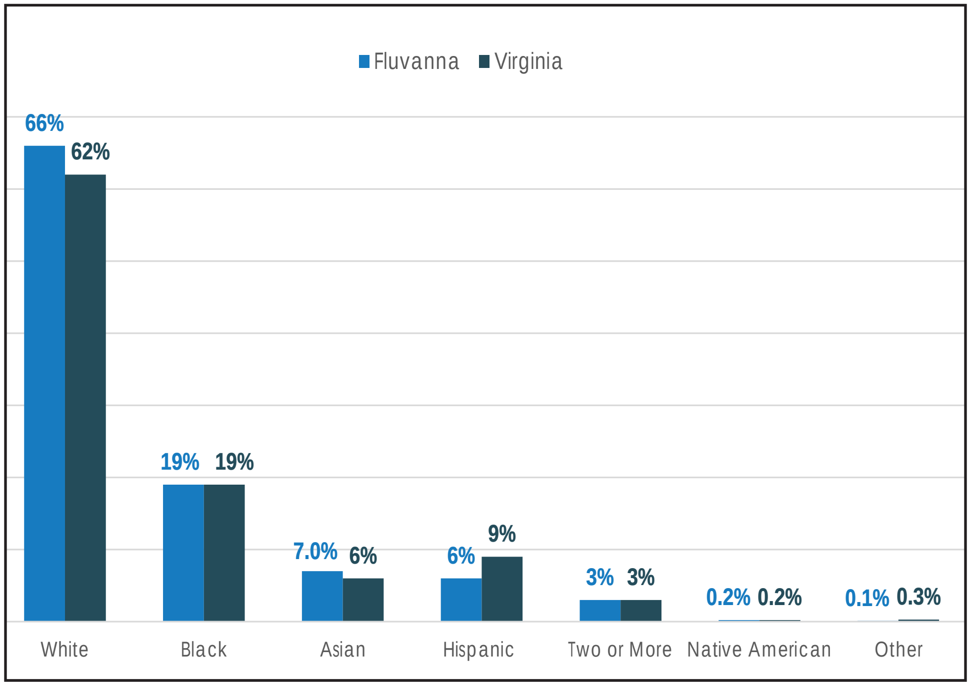
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Fluvanna County. The infromation presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Fluvanna County.

Fluvanna's population has shown a roughly 5.9% (*0.59% increase per year*) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 26,594 and 9,923 total households. The average household size is 2.6 persons. Fluvanna County's median age is 43.4 years old. 9% of Fluvanna's population does not hold a high school diploma, 24% of the population has graduated from high school, 33% have completed some college, and 34% have completed a bachelors degree or higher.

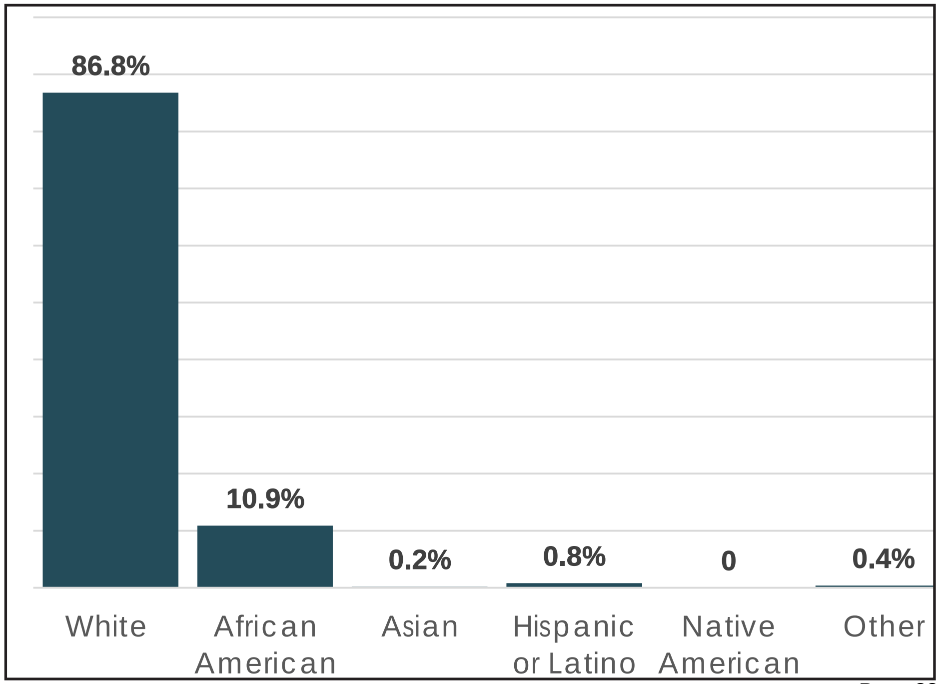
Fluvanna's median household income is $76,873. The median home value in Fluvanna County is $234,700. Median gross rent for Fluvanna County is aproximately $1,163 per month. Residents of Fluvanna primarily own their home (85%), while 15% are renters. 92% of the housing units in Fluvanna are single-unit structures, with 7% of structures being mobile homes, and 1% of structures containing multiple units. The breakdown of race and ethnicity for Fluvanna County compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Fluvanna County



Homeownership Rate by Race



Fluvanna County Quick Facts - *Continued*

Population Characteristics

26,594
Total Population

9,923
Households

31.6
Median Age

$76,873
Median Household Income

24%
High School

33%
Some College

19%
Bachelor's

15%
Post-Grad

5.5%
Persons Below Poverty Line

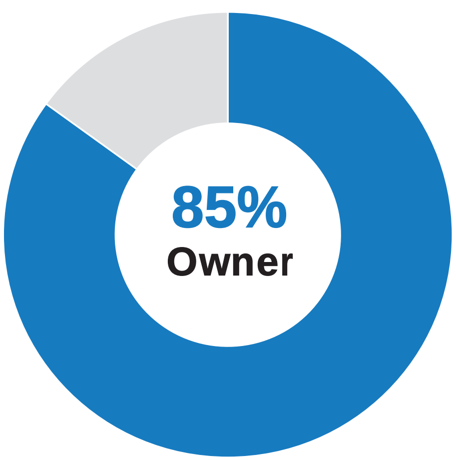
Housing Characteristics

$234,700
Median Home Value

$237,000
Median Sale Price

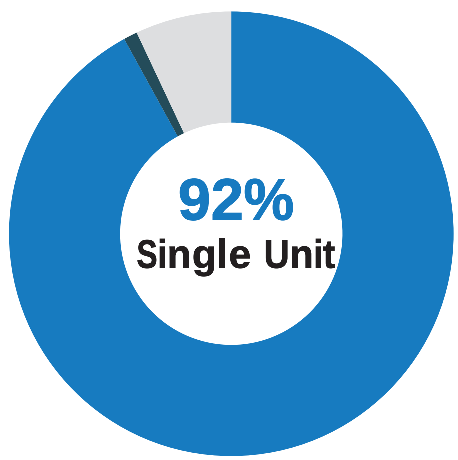
$1,163
Median Gross Rent

123
Building Permits



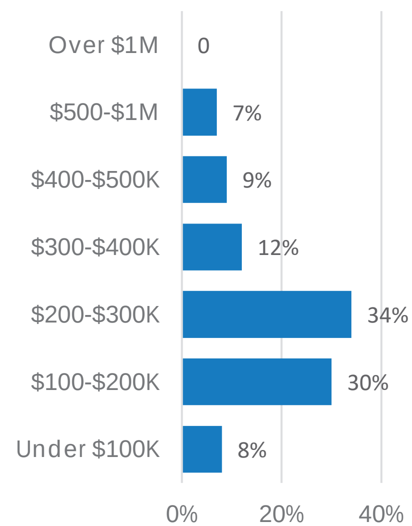
Ownership of Units

- *Owner (85%)*
- *Renter (15%)*

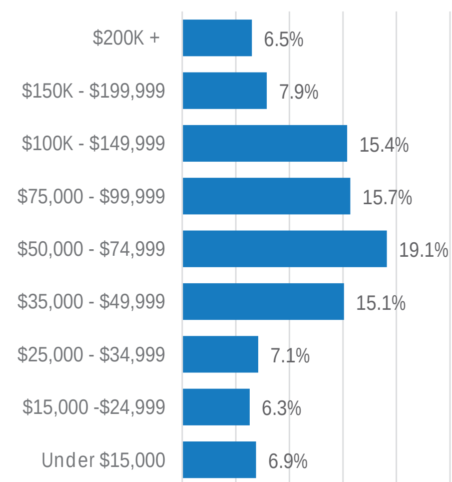


Type of Structure

- *Single Unit (92%)*
- *Multi-Unit (1%)*
- *Mobile Home (7%)*



Value of Owner-Occupied Units



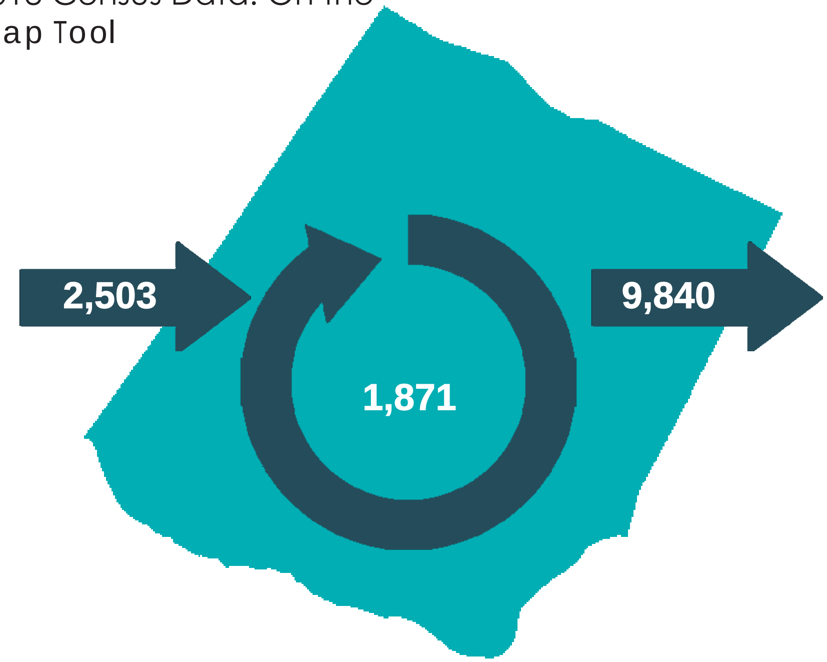
Households by Income

Existing Conditions: Housing & Transportation Costs

Costs associated with housing take up the greatest portion of income. As of 2018, Fluvanna County currently has 220 renter households that spend greater than 30% of their income on housing while 960 households pay more than 50%. Three hundred ten owner households pay more than 50% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

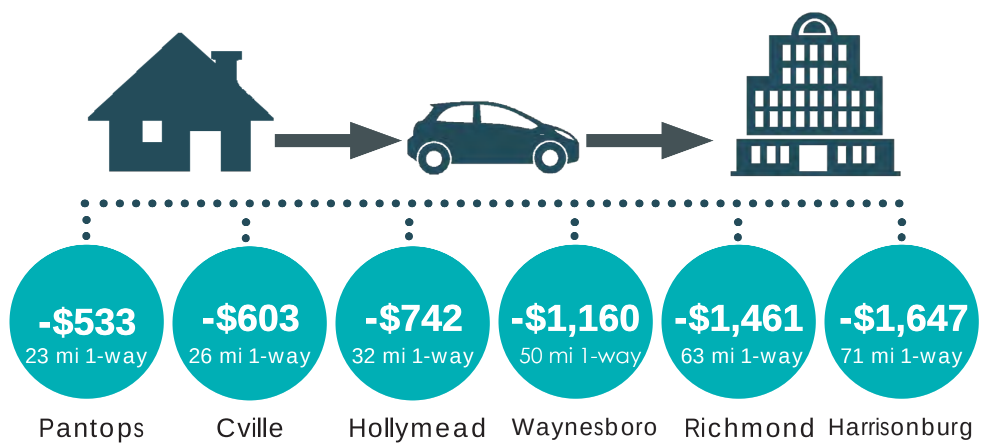
Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second biggest expenditure for typical households. Based on data from the U.S. Census on the Map tool, 84% of Fluvanna County residents commute outside of the County for work, 57% of people commute into Fluvanna County for work, and 16% both live and work within the County. Such a high proportion of daily out-commuters translates to more households having higher transportation costs. Fluvanna County workers have an average commute time of 45 minutes one way. Top out-commute destinations include Lake Monticello, Charlottesville, Hollymead, Richmond, Waynesboro, Crozet, Pantops, Rivanna, Tuckahoe, and Staunton. Assuming an average of 0.58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Fluvanna County residents' amount to an additional $884 a month in transportation costs.

2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Existing Conditions: Current Land Use

The Comprehensive Plan, last updated in 2015, and the Zoning Ordinance form the underlying basis for land use decisions and policy guidance in Fluvanna County.

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing precise recommendations to address affordable housing concerns in Fluvanna County. The policy tools that are currently in place in the Comprehensive Plan and the Zoning Ordinance all play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

Agricultural District, A-1: The A-1 district permits limited residential development, and limited commercial and industrial uses directly related to agriculture, forestry, or other traditionally-rural uses (*Fluvanna County Zoning Ordinance*). Maximum residential density is one dwelling unit per two acres with a minimum lot size of two acres.

Residential, Limited R-1: This district permits low-density residential development including single-family detached dwellings, two-family dwellings, accessory dwellings, and group homes with a maximum residential density of one dwelling unit per acre and minimum lot size of one acre.

Residential, General R-2: The R-2 district permits low to medium-density residential development including single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of two dwelling units per acre and minimum lot size of 21,870 square feet.

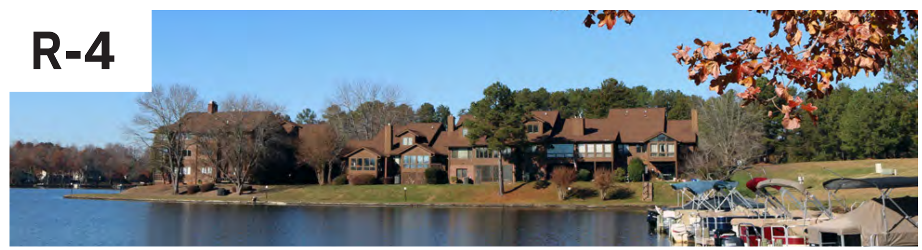
A-1

R-1

R-2

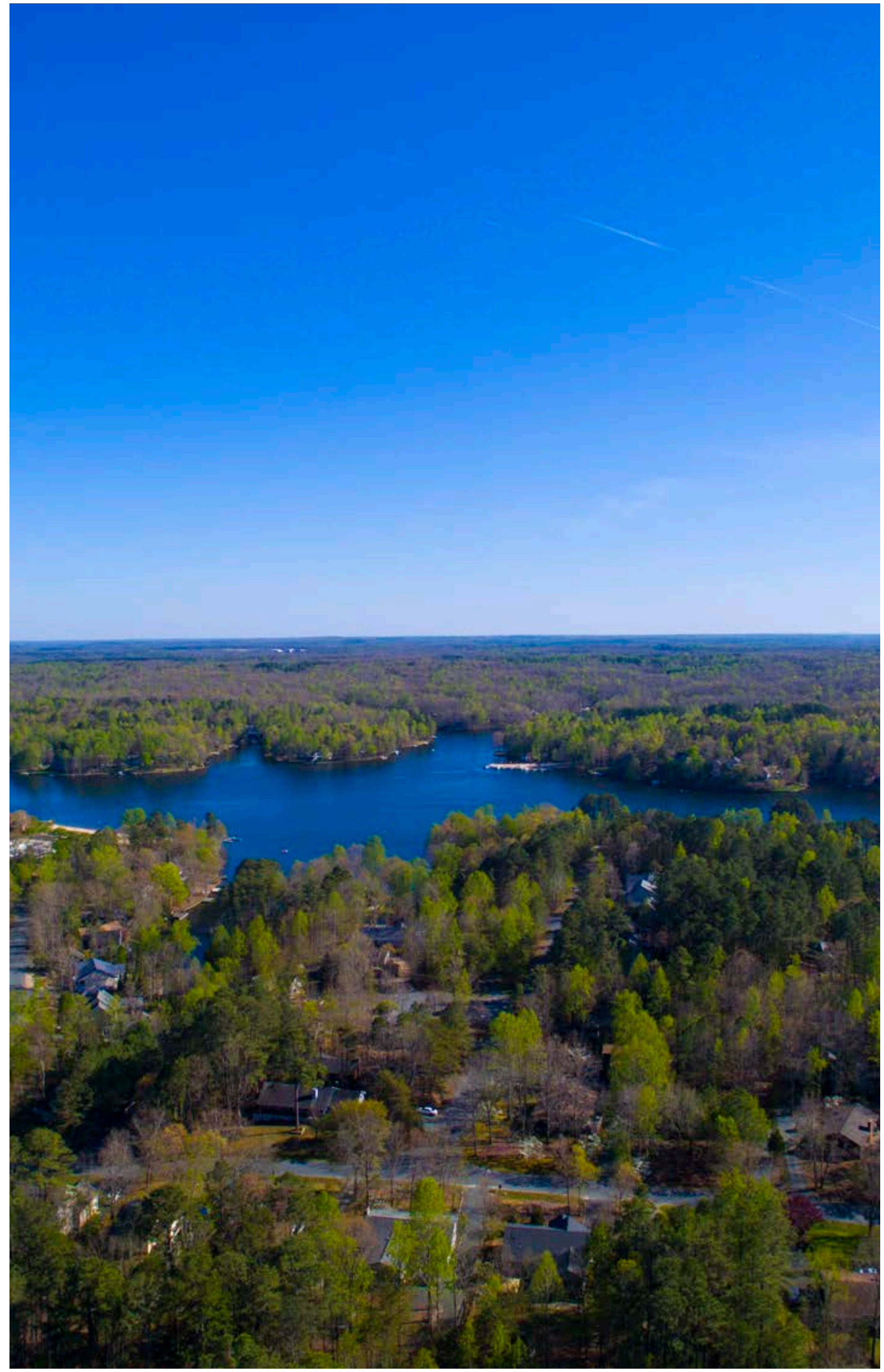
R-3

R-4

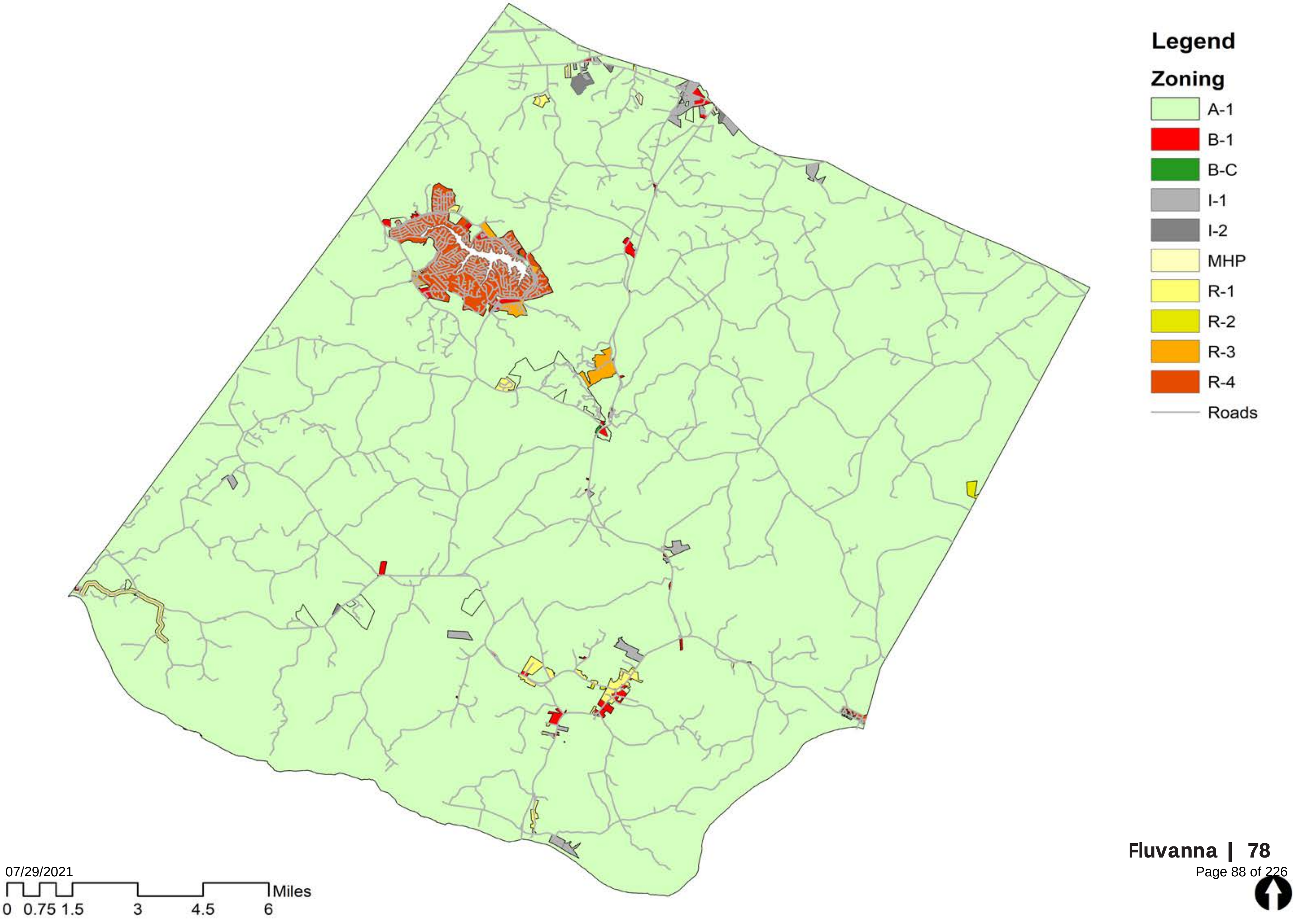


Residential, Planned Community R-3: This district permits low– to medium-density residential development in a village-style setting, with limited commercial uses serving the surrounding neighborhood (*Fluvanna County Zoning Ordinance*). Uses include single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of 2 .9 dwelling units per acre and up to 10 residential units per acre with a special use permit.

Residential, Limited R-4: The R-4 district permits low– to medium-density residential development and is found within the Lake Monticello area of Fluvanna County (*Fluvanna County Zoning Ordinance*). Uses include single-family detached dwellings, two-family dwellings, accessory dwellings, townhouses, multi-family dwellings, and group homes with a maximum residential density of one dwelling unit per two acres if the property lacks access to central water and sewer with up to 2.9 dwelling units per acre if the property does have access to central water and sewer with minimum lot size of two acres for property lacking access to central water and sewer 15,000 square feet for those with access.



Existing Conditions: Zoning Map

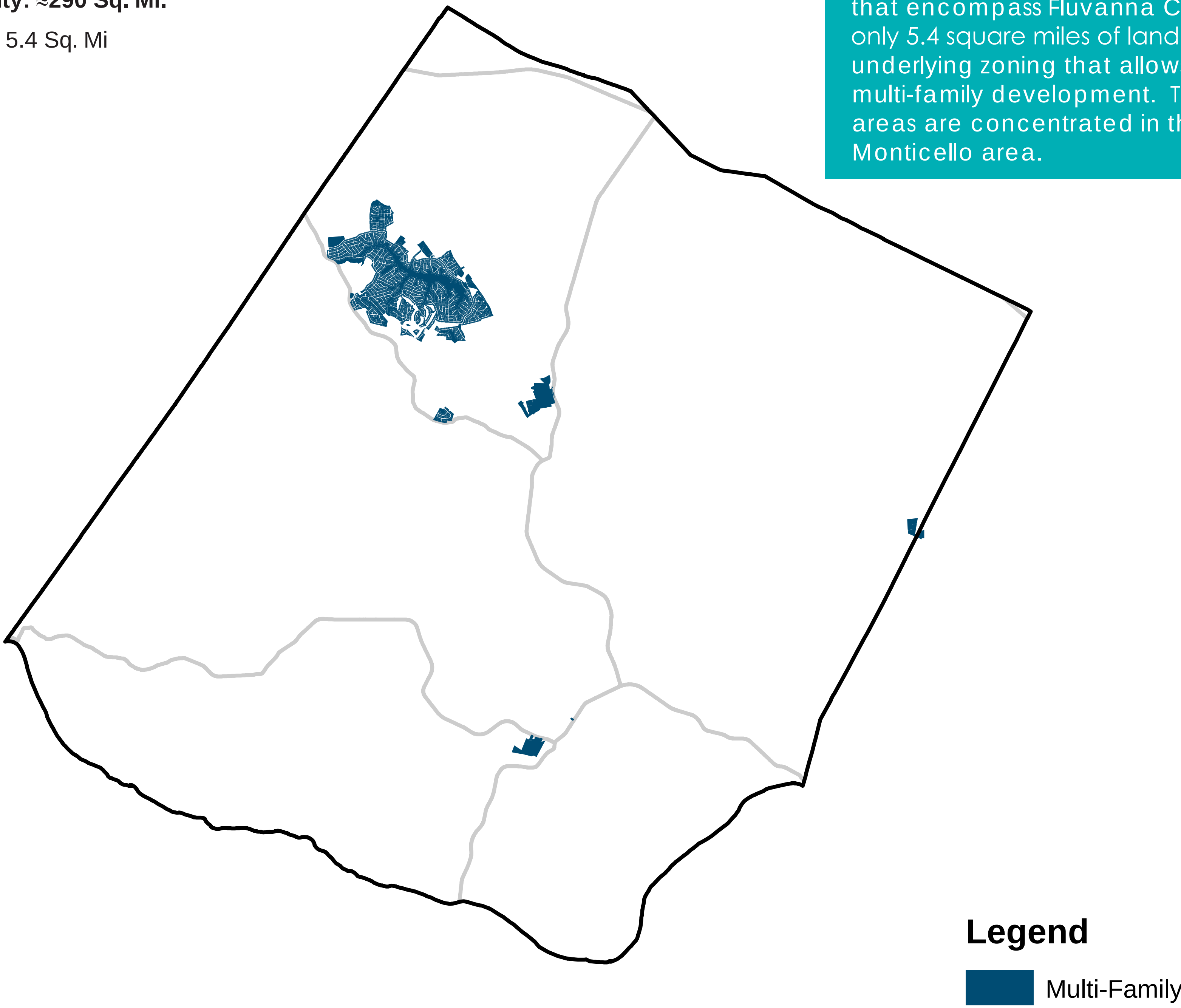


Existing Conditions: Current Multi-Family Zoning

Fluvanna County: ≈290 Sq. Mi.

- Multi-Family: 5.4 Sq. Mi

Of the roughly 290 square miles that encompass Fluvanna County, only 5.4 square miles of land have underlying zoning that allows for multi-family development. These areas are concentrated in the Lake Monticello area.



Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Fluvanna County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, a bonus density is available in the PUD zoning district along with an affordable housing incentive. Multi-family developments are allowed in the R-2, R-3, R-4 and PUD zoning districts but not in A-1m R-1, or MPH, however, duplexes are permissible in all of the zoning districts with the exception of MPH. The PUD zoning district allowed for the greatest density, at up to 16 dwelling units per acre for multi-family development.

FLUVANNA COUNTY ZONING ORDINANCE

District	Density	Bonus Density	Duplex Allowed	Multi-Family	Mobile Home Allowed By-Right	Mobile Home Allowed by S/C	Accessory Uses	Affordable Income Housing Incentive
A-1 (Agriculture, General)	**1** dwelling unit per 2 acres	No	Yes	No	Yes	Yes	Yes	No
R-1 (Residential, Limited)	**1** dwelling unit per acre	No	Yes	No	No	No	Yes	No
R-2 (Residential, General)	**2** dwelling units per acre	No	Yes	Yes	No	No	Yes	No
R-3 (Residential, Planned Community	**2.9** dwelling units per acre	No	Yes	Yes	No	No	Yes	No
R-4 (Residential, Limited)	**2.9** dwelling units per acre	No	Yes	Yes	No	No	Yes	No
MPH (Manufactured Home Park	**1** manufactured home per 6,000 sq. ft. lot	No	No	No	Yes	Yes	Yes	No
PUD (Planned Unit Development	**6** dwelling untis per acre for single family **9** dwelling units per acre for townhouse **16** units per acre for multi-family	Yes	Yes	Yes	No	No	Yes	**Yes,** if between 10-15% of total number of dwelling uits are reserved for affordable housing, then a 20% increase in density may be permitted. If more than 15% of dwelling units are reserved for affordable housing, then a 30% density increase my be permitted

The Housing Continuum

Conversations with stakeholders and the public through community engagement and small group meetings led to the development of goals and strategies targeted at addressing the specific needs of Fluvanna County. Each goal addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. The system is fluid and allows for individuals and families to move throughout the housing spectrum whether it be by choice or necessity. For example, residents who would like to age in place but need small home modifications, such as ramp editions, may choose to do so. This scenario would be different for someone whose current home and physical situation will require a change in housing type. Many low to moderate-income individuals and families will encounter barriers that make it extremely difficult for them to easily move within the spectrum.

Identifying the Gap

				
Unhoused Experiencing Homelessness in Need of Housing	**Affordable Rental** Renter Households at or below 80% AMI	**Affordable Ownership** Owner Households at or below 80% AMI	**Market Rate Rental** Renter Households ABOVE 80% AMI	**Market Rate Ownership** Owner Households ABOVE 80% AMI
0 Point-in-time count Unstablely Housed	**310** Severely Cost-Burdened **210** Cost-Burdened **64** Substandard Units	**930** Severely Cost-Burdened **20** Substandard Units	**10** Cost-Burdened	**30** Severely Cost-Burdened
	584	**950**	**10**	**30**

Fluvanna County Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Fluvanna County. These recommendations were identified through a series of stakeholder meetings of the Strategies and Analysis Committee of the Regional Housing Partnership, who provided their expertise to refine them.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:
- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused

Experiencing Homelessness in Need of Housing

0

Point-in-Time Count

#

Unstably Housed

#

ID	Recommendation	Type	Timeframe
UH-1	Dedicate per capita proportional cost of local funds to the Consortium of Care emergency shelter program	Capital	Mid-Term
UH-2	Dedicate local funds to the Continuum of Care Homeless prevention program to address Fluvanna County residents at risk of homelessness.	Capital	Mid-Term
UH-3	Apply for available programs such as the *Low Income Housing Tax Credit Program*, *Housing Choice Voucher Program*, *Mainstream Voucher Program*, and *Section 202 Supportive Housing Program*. Set aside units for people at risk of or experiencing homelessness.	Programmatic	Long-Term
UH-4	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness & provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term
UH-5	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

310
Severely Cost-Burdened

210
Cost-Burdened

64
Substandard Units

584

ID	Recommendation	Type	Timeframe
AFR-1	Reduce or waive tap fees for projects that include affordable housing units.	Policy	Short-Term
AFR-2	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, duplex, triplex and quadplex and manufactured and modular homes.	Policy	Long-Term
AFR-3	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
AFR-4	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
AFR-5	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness and provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

310
Severely Cost-Burdened

210
Cost-Burdened

64
Substandard Units

584

ID	Recommendation	Type	Timeframe
AFR-6	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AFR-7	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
AFR-8	Increase and strengthen water and sewer infrastructure to support affordable housing development.	Capital	Long-Term
AFR-9	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Affordable Ownership Recommendations

Affordable Ownership

Owner Households at or below 80% AMI

930
Severely Cost-Burdened

20
Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-1	Expand capacity of existing non-profit organizations that provide retrofit and rehabilitation supportive services, either through partnership or dedicated funding to rehab and preserve the aging housing supply.	Capital	Mid-Term
AO-2	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, duplex, triplex and quadplex and manufactured and modular homes.	Policy	Long-Term
AO-3	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
AO-4	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
AO-5	Expand capacity of existing non-profits to help residents clear non-title homes.	Programmatic	Long-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

930
Severely Cost-Burdened

20
Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-6	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term
AO-7	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
AO-8	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AO-9	Create a set-aside fund to increase the supply of affordable homeownership units. This support could be used to partner with Community Land Trusts, neighborhood stabilization programs, shared equity programs, market-rate builders, and to provide down payment assistance.	Capital	Mid-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership

Owner Households at or below 80% AMI

930

Severely Cost-Burdened

20

Substandard Units

950

ID	Recommendation	Type	Timeframe
AO-10	Utilize set-aside fund and other forms of leverage to support community partnerships that focus on the creation of senior housing and retrofitting of aging in place.	Capital	Mid-Term
AO-11	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
AO-12	Expand non-profit capacity to enable aging in place with accessibility retrofit programs, such as the installation of ramps, especially for those who are cost-burdened and extremely cost-burdened.	Programmatic	Long-Term
AO-13	Increase and strengthen water and sewer infrastructure to support affordable housing development.	Capital	Long-Term
AO-14	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Market Rate Rental Recommendations

Market Rate Rental

Renter Households at or ABOVE 80% AMI

10
Cost-Burdened

10

ID	Recommendation	Type	Timeframe
MR-1	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
MR-2	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
MR-3	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
MR-4	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term
MR-5	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility.	Programmatic	Mid-Term

Market Rate Ownership Recommendations

Market Rate Ownership
Owner Households at or ABOVE 80% AMI

30
Cost-Burdened

30

ID	Recommendation	Type	Timeframe
MO-1	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing, or mixed-use communities.	Programmatic	Short-Term
MO-2	Explore opportunities for rehabilitating vacant and underutilized buildings to bring them back onto the market possibly using federal funding, such as the Community Development Block Grant.	Programmatic	Mid-Term
MO-3	Expand capacity of existing non-profits to help residents clear non-title homes	Programmatic	Long-Term
MO-4	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term

Market Rate Ownership Recommendations - *Continued*

Market Rate Ownership
Owner Households at or ABOVE 80% AMI

30
Cost-Burdened

30

ID	Recommendation	Type	Timeframe
MO-5	Reduce or waive tap fees for projects that include affordable housing units to encourage the development of multi-family/mixed-income housing.	Policy	Short-Term
MO-6	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
MO-7	Utilize set-aside fund and other forms of leverage to support community partnerships that focus on the creation of senior housing and retrofitting of aging in place.	Capital	Mid-Term
MO-8	Initiate partnerships with federal, state, local, and other entities to kickstart countywide broadband accessibility	Programmatic	Mid-Term
MO-9	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term

5 Greene County

How to Use This Chapter

Greene County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding one, culminating with the strategic set of recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that Greene County is facing.

Introduction

The Introduction provides a brief overview of Greene County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Greene County in their pursuit of providing affordable housing.

Greene County at a Glance

Greene County is located approximately 20-miles to the north of downtown Charlottesville and is nestled along the Blue Ridge Mountains and Shenandoah National Park to the west. Greene County offers ample outdoor recreational amenities and easy access to both Shenandoah National Park and the Appalachian Trail. Several craft breweries, wineries, and antique stores offer additional points of interest. Within easy commuting distance of Charlottesville and just a short drive away from the City of Richmond, and the Washington D.C. metropolitan area, Greene County is strategically located and offers residents a slightly lower cost of living when compared to the surrounding urbanized areas. The Town of Stanardsville, the county seat, provides a mixture of uses within its historic downtown.

Greene County offers the amenities of a rural community while still providing easy access to employment centers. Roughly 6,700 working aged residents of Greene County commute outside of the county for work, with the majority traveling south towards Albemarle County and the City of Charlottesville where large employment centers are located. Longer commute times and increased transportation costs can erode some of the cost savings afforded by Greene County. As new development and investment comes to Greene, opportunities exist to try and capture some of those out-commuters and reduce their transportation costs. The increased availability of broadband access and telecommuting availability may also decrease the need to regularly commute into the urbanized areas, further reducing transportation costs and increasing affordability.

These issues and the existing conditions of Greene County are examined further in the following sections. Goals and strategies targeted specifically to address Greene's unique challenges are detailed later in this chapter.


Image courtesy of caar.com

Situation and Opportunity

Situation

Greene County has experienced a roughly 9.2% increase in population from 2010 to 2019, according to estimates from the Weldon Cooper Center, the third highest growth rate within Planning District Region 10. The City of Charlottesville and Albemarle County have experienced the highest growth rates in the region, and Greene County appears to have captured a portion of that regional growth. Anecdotally, residents highlighted Greene's relative affordability and low-cost of living as compared to Charlottesville, driving demand for more units as families and individuals are priced out of the market and seek more affordable alternatives in Greene County. As this demand continues to increase, Greene County must continue to provide housing options across the spectrum, especially as competition increases for available units. Residents cited demand for housing units in Greene County has outpaced supply, referencing specifically to the Terrace Green Apartment community who recently completed an expansion of units after the first phase of units were all leased.

Opportunity

Greene County has the ability to capitalize on proactive planning efforts recently undertaken. The update to the Comprehensive Plan, completed in 2018, along with the Ruckersville Small Area Plan, also completed in 2018, provide the County with a strong set of foundational data to allow them to anticipate the needs of a growing population and have the policy tools available to guide that growth appropriately.

Image courtesy of caar.com

07/29/2021

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Community Engagement

TJPDC staff held a series of outreach events to solicit feedback from Greene County stakeholders and residents. A stakeholder meeting involving Greene County Staff, affordable housing providers, and development partners was held in August of 2019 to gain a better understanding of the pressing affordable housing needs, focused priority areas , and possible engagement activities that would allow for the community to establish its vision for affordable housing in Greene County.

In September of 2019, a public forum was held at the Greene County Office building in downtown Stanardsville. This open-house style meeting consisted of several interactive stations where attendees could provide feedback on a variety of housing-related topics. Those in attendance were asked about the following topics:

- What the current state of housing is like in Greene County;
- What a healthy housing system looks like; and,
- What obstacles exist to meet the community's vision.

Attendees noted affordable rent when compared to surrounding areas, sense of community, and variety of neighborhoods as positive aspects of the current state of housing in Greene County. A lack of available inventory, a lack of diversity in housing type (especially smaller townhomes, apartments, and single family homes), and an aging housing stock were highlighted as negative aspects of the housing system. Attendees agreed that a mix of housing types was important for creating a healthy housing system in Greene. Obstacles to creating a healthier system included infrastructure limitations (such as water and sewer capacity), high land costs, and a negative perception of affordable housing.

Greene County Quick Facts

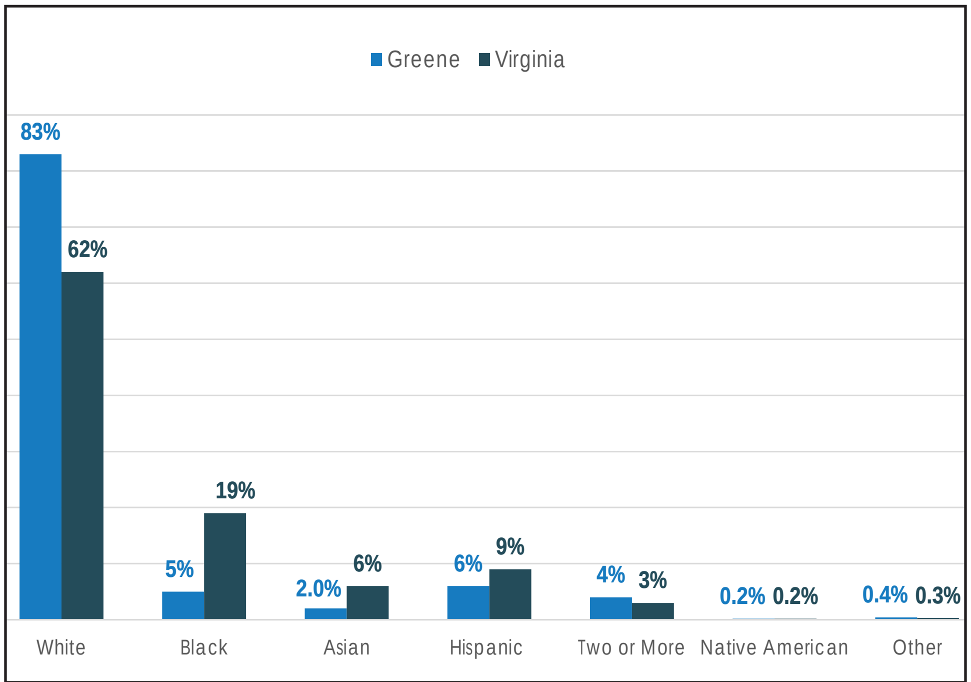
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Greene County. The information presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Greene County.

Greene's population has shown a roughly 9.2% (*0.9% increase per year*) increase from 2010 to 2019. Greene County is faced with addressing the needs of a growing and changing population. The 2019 American Community Survey (ACS) population estimate show a population total of 19,519 and 7,548 total households. The average household size is 2.69 persons. Greene County's median age is 39.6 years old. 14% of Greene's population does not hold a high school diploma, 29% of the population has graduated from high school, 28% have completed some college, and 29% have completed a bachelors degree or higher.

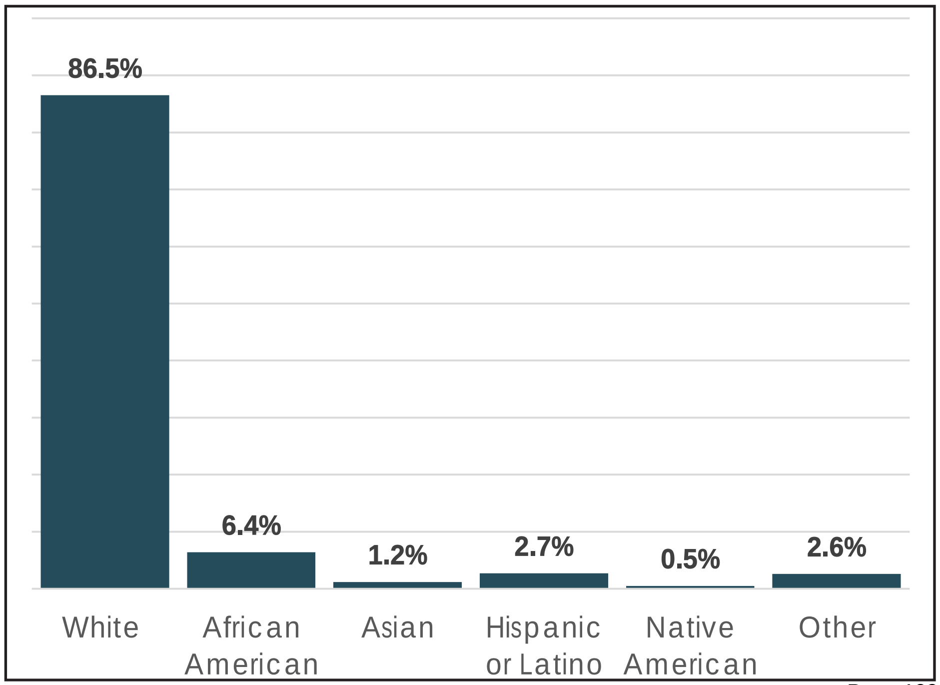
Greene's median household income is $67,398. The median home value in Greene County is $236,400. Median gross rent for Greene County is approximately $1,165 per month. Residents of Greene primarily own their home (78%), while 22% are renters. 84% of the housing units in Greene are single-unit structures, with 10% of structures being mobile homes, and 6% of structures containing multiple units. The breakdown of race and ethnicity for Greene County compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Greene County



Homeownership Rate by Race



Greene County Quick Facts - *Continued*

Population Characteristics

19,519
Total Population

7,548
Households

39.6
Median Age

$67,398
Median Household Income

29%
High School

28%
Some College

15%
Bachelor's

14%
Post-Grad

6.4%
Persons Below Poverty Line

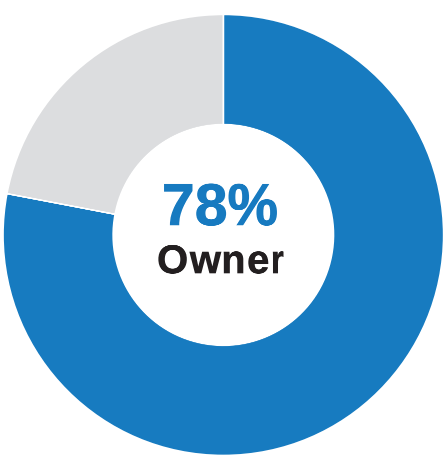
Housing Characteristics

$236,400
Median Home Value

$275,000
Median Sale Price

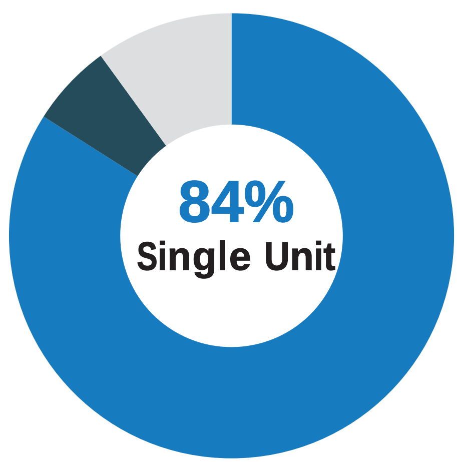
$1,165
Median Gross Rent

170
Building Permits



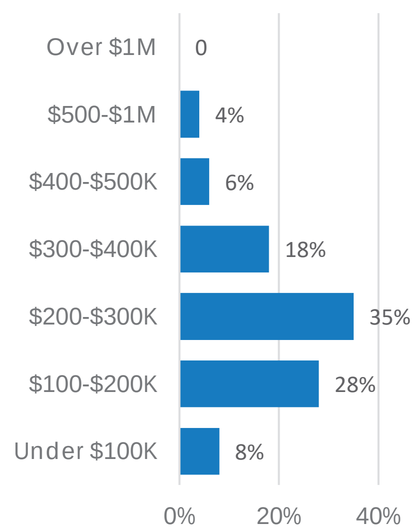
Ownership of Units

Owner (78%)
Renter (22%)

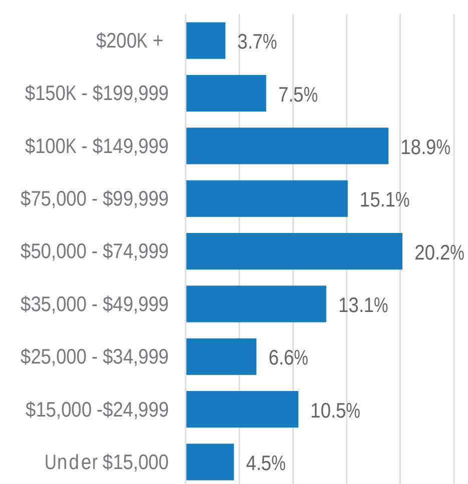


Type of Structure

Single Unit (84%)
Multi-Unit (6%)
Mobile Home (10%)



Value of Owner-Occupied Units



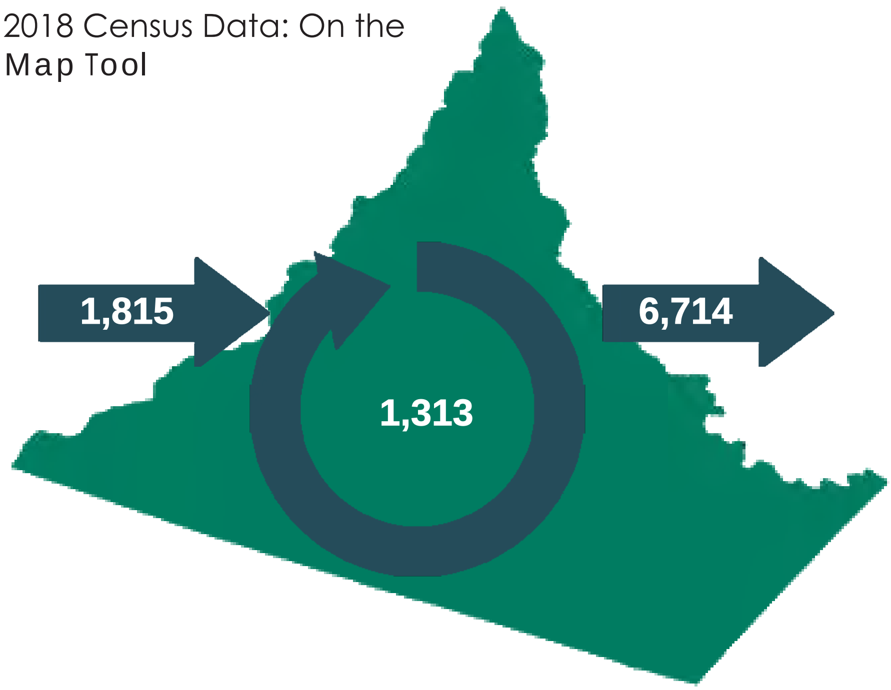
Households by Income

Existing Conditions: Housing & Transportation Costs

Housing and transportation costs make up the two largest components of a household's budget. As of 2018, Greene County currently has 200 renter households that spend greater than 30% of their income on housing while 210 renter households spend more than 50%. 430 owner households pay more than 50% towards housing. By 2040, there is a 30% (260 renter households by 2040) expected increase in the number of renter households paying more than 30% of their incomes towards housing costs and a roughly 46.5% (630 households by 2040) increase in owner households paying more than 50% of their incomes towards housing costs.

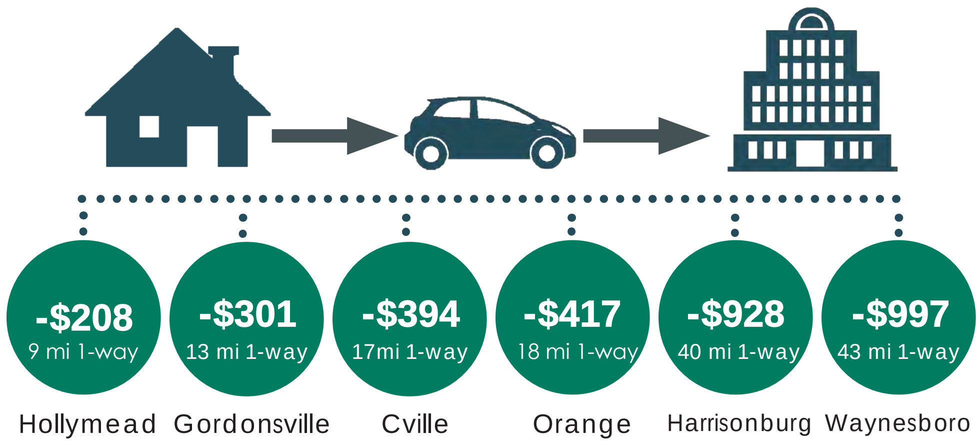
Transportation costs, such as a car payment, maintenance, gas and insurance follow housing costs as the second highest expenditure for a typical household. Based on 2015 American Community Survey data, 6,714 Greene County residents are employed and commute outside of the County for work, 1,815 people commute into Greene County for work, and 1,313 both live and work within the County. Commuting to and from work contributes to an increase in a households overall monthly transportation costs, and with roughly 83% of the working age population commuting outside of Greene County, the cost savings associated with a lower cost of living in Greene County can quickly be eroded by transportation costs. Greene County workers have an average commute time of 30.6 minutes, consistent with other localities within the region. Top out-commute destinations include the Hollymead area in Albemarle County, the town of Gordonsville, the City of Charlottesville, the town of Orange, the City of Harrisonburg, and the City of Waynesboro. Assuming an average of .58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Greene County residents' amount to an additional $541 a month in transportation costs.

2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Existing Conditions: Current Land Use

An update to the Greene County Comprehensive Plan was completed in 2016 and a revision to its Zoning Ordinance was completed in May of 2020. These policy tools form the underlying basis for land use decisions in the County. The recent update of both of these tools enable Greene County to strategically guide development into designated growth areas while maintaining the rural landscapes and vistas that draw residents and visitors alike. Of the roughly 100,000 acres in the County, approximately 6,400 are located within designated growth areas, leaving the remaining acreage as rural. These growth areas consist of the Ruckersville Mixed Use Village Center, the Stanardsville Town Mixed Use Center, and the Corner Store Mixed Use Village Center.

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing precise recommendations to address affordable housing concerns in Greene County. The policy tools that are currently in place in the Comprehensive Plan and the Zoning Ordinance all play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

Conservation, C-1: The Conservation District covers much of the western side of the County, including Shenandoah National Park and along areas of terrain not suitable for development, such as steep slopes and ecologically sensitive areas. This district is intended to protect "specific purposes of protecting human life, conserving natural resources, and ensuring that the County's best natural habitats and scenic view sheds will not be lost. It intends, furthermore, to protect against overcrowding of land and to discourage a density of population that is inconsistent with the County's ability to provide services." (Greene County Comprehensive Plan). Single family detached dwellings are allowed within the C-1 district.


C-1


A-1


R-1


R-2


SR

Existing Conditions: Current Land Use

Agricultural, A-1: The Agricultural district primarily encompasses those areas outside of the growth areas with the intended purpose of "protecting farming in the County while accommodating kindred rural occupations and limited residential use." (Greene County Comprehensive Plan). It is also intended to discourage density and overcrowding and to preserve fertile crop land for agricultural purposes. This zoning district notes that certain rural residential growth is desirable in certain areas and does not seek to eliminate that growth, only to direct and manage it a well-planned and orderly fashion. Single-family detached dwellings and Accessory Dwelling Units are permissible by-right in the A-1 district.

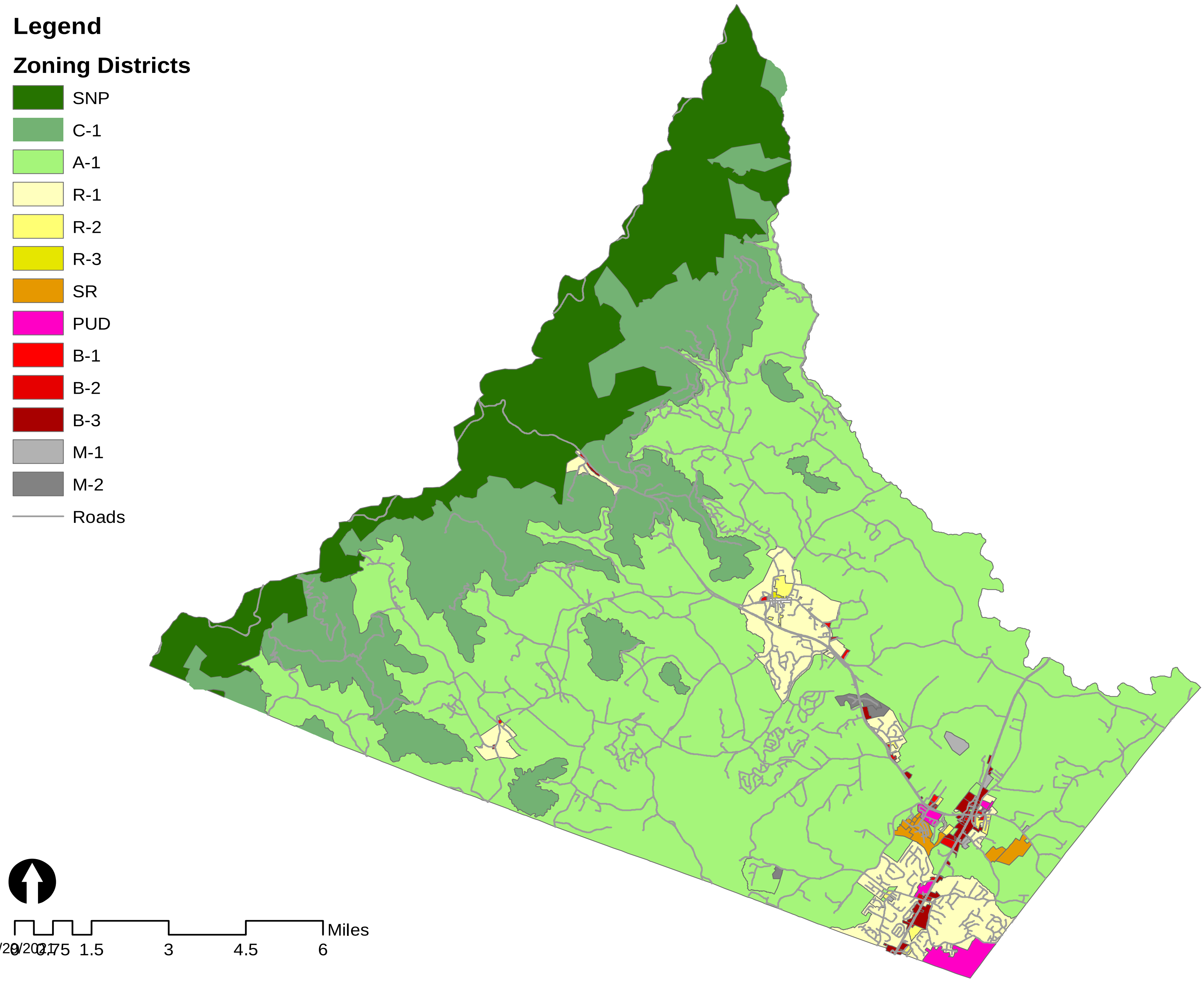
Residential (Single Family Dwelling Units), R-1: The R-1 Residential district is comprised of areas of the County where there are "quiet, low-moderate density residential areas, plus certain open areas where similar residential development appears likely to occur. The location of this District shall be limited to those growth clusters as designed in the Greene County Comprehensive Plan." (Greene County Comprehensive Plan) and is the least-dense of all of the residential zoning districts. Single family detached dwellings built individually or in clustered neighborhoods, along with Accessory Dwelling Units are permissible by-right.

Residential (Multiple Family Dwelling Units), R-2: The R-2 district allows for additional density than that of R-1(approximately 4-16 dwelling units per acre). It is intended to be located within established growth areas and where infrastructure, such as water and sewer, are provided and with the appropriate capacity are currently in place or will be in place within a defined period of time. Regulations within this district are intended to promote accommodation for pedestrians, to community centers, and transportation options. By-right uses include single-family detached dwellings, two-family dwellings, garden apartments, and Accessory Dwelling Units. Patio houses, townhouses, and multiple-family dwellings are allowed with a special use permit.

Senior Residential, SR (Revised 1/11/05): The SR district is designed to accommodate the well-planned development of age-restricted communities. It encompasses areas located within town centers where infrastructure is currently available or will provided in the future and where commercial "and public services are easily accessible or will be available within a definitive period of time, and where there is reasonable access to major transportation route or traffic connector." (Greene County Comprehensive Plan). Density should average up to 25 dwelling units per acre. Uses permitted by-right include age-restricted single family detached dwellings, duplexes, triplexes, quadplexes, townhouses (not to exceed 8 units per building), patio houses, condominiums, and Apartments (apartment house or garden apartments).

Planned Unit Development (PUD): The Planned Unit Development District is intended to allow "greater flexibility in the use and design of structures and land where tracts suitable in location, area and character would more aptly be planned and developed on a unified basis rather than by the traditional "lot by lot" zoning approach" (Greene County Comprehensive Plan). By-right uses include single-family detached and semi-attached dwellings, duplexes (either detached or semi-attached), multi-family dwellings, and townhouses.

Existing Conditions: Zoning Map

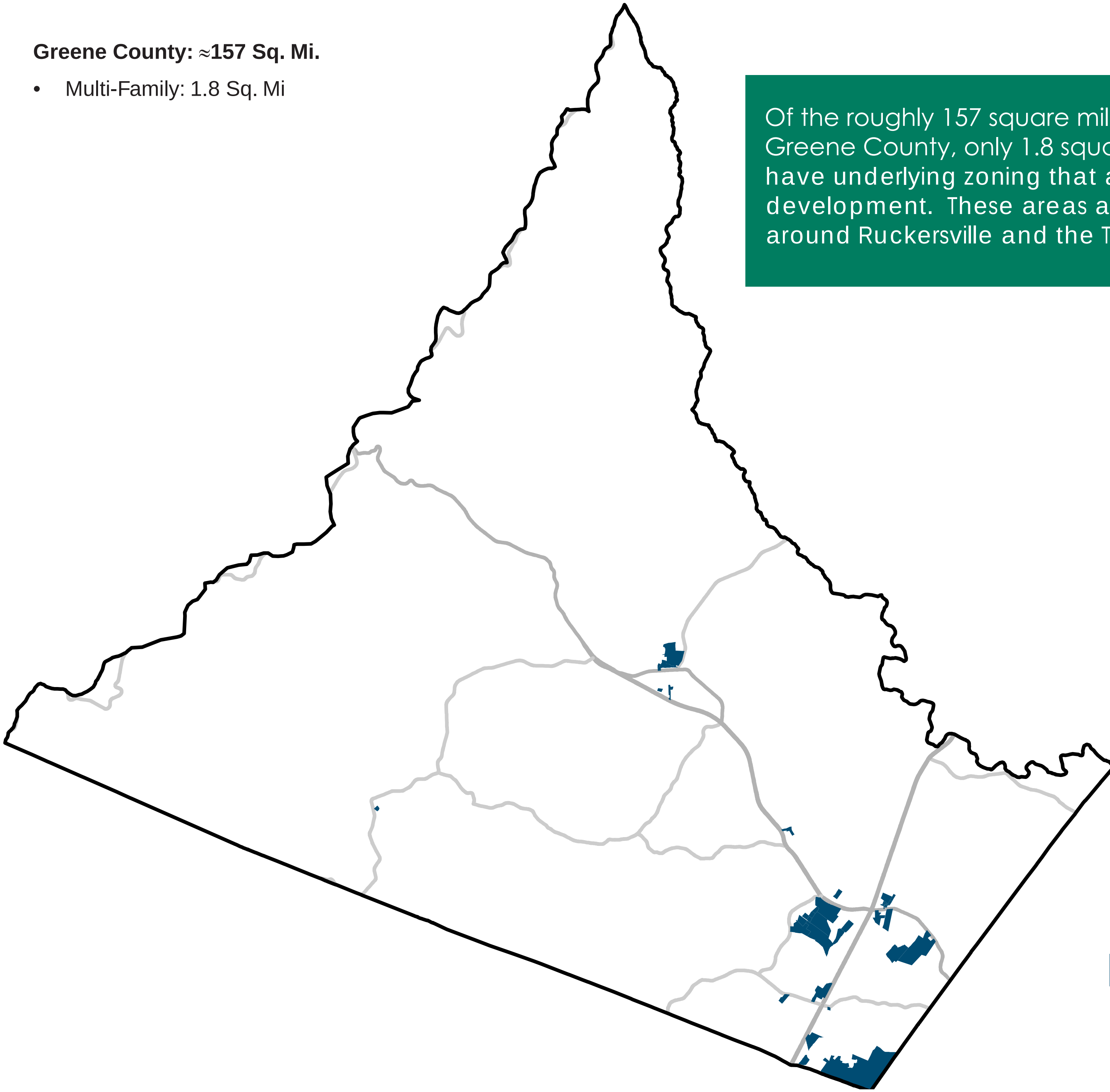


Existing Conditions: Current Multi-Family Zoning

Greene County: ≈157 Sq. Mi.

- Multi-Family: 1.8 Sq. Mi

Of the roughly 157 square miles that encompass Greene County, only 1.8 square miles of land have underlying zoning that allows for multi-family development. These areas are concentrated in and around Ruckersville and the Town of Stanardsville.



Legend

Multi-Family

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Greene County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, no bonus density or affordable housing incentives exist within any of the zoning districts. Multi-family developments are allowed in the R-2, SR, and PUD zoning districts but not in any of the others, however, duplexes are permissible in all of the zoning districts with the exception of R-1 and the M1 and M2 industrial districts. The R-2 and SR residential districts allowed for the greatest density, at up to 16 dwelling units per acre in R-1 and up to 25 units per acre in SR.

GREENE COUNTY ZONING ORDINANCE								
District	**Density**	**Bonus Density**	**Duplex Allowed**	**Multi-Family**	**Mobile Home Allowed By-Right**	**Mobile Home Allowed by S/C**	**Accessory Uses**	**Affordable Housing Incentive**
C-1 (Conservation district)	**8** acres per unit	**No**	**Yes,** with S/P	**No**	**Yes**	**Yes**	**Yes**	**No**
A-1 (Agricultural Distict)	**2 acre** min lot size	**No**	**Yes,** with S/P	**No**	**Yes**	**Yes**	**Yes**	**No**
R-1 (Residential District)	**10,000 sq. ft. to 87,120 sq. ft.** min lot size	**No**	**No**	**No**	**No**	**No**	**Yes**	**No**
R-2 (Residential District)	**6** dwelling units per acre for single family attached **16** dwelling units per acre for multi-family	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**
SR (Senior Residential)	**25** dwelling units per acre	**No**	**Yes**	**Yes**	**No**	**No**	**Yes**	**No**
PUD (Planned Unit Development District)	**8** dwelling units per acre.	**No**	**Yes**	**Yes**	**No**	**No**	**Yes**	**No**
M1 (Industrial Limited) and M2 (Industrial General)	**1** single family residential unit per parcel	**No**	**No**	**No**	**No**	**No**	**Yes**	**No**

*S/C = Special or Conditional Use Permit

The Housing Continuum

Discussions with stakeholders and the public lead to the development of strategies targeted to address the specific needs of Greene County. Each strategy addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. This is a fluid system, and individuals and families can move throughout the housing system. Movement along the spectrum can sometimes be made by choice, such as a retired couple selling their home and downsizing to a smaller rental more suitable to their needs. However, many low to moderate-income families and individuals will find barriers that make it extremely difficult for them to easily move within this system. The strategies listed in the following pages are targeted at addressing those barriers, with the ultimate goal of equipping all Greene County residents with the ability to live where they so choose within the county.

Through discussions, several key themes emerged. The first, that opportunities exist to leverage the update of the Comprehensive Plan to better align the county's vision of expanded affordability with actionable policy tools. Second, the housing supply is aging which is resulting in a poorer quality of housing stock. Those residents at the vulnerable ends of the socioeconomic scale are not able to access the services they need to rehabilitate their homes. Elderly cost-burdened and extremely cost-burdened residents also have difficulty accessing funding programs for improving accessibility to their homes to better enable them to age in place. Another theme that emerged was that as demand has grown for units in Greene County, there is a fear that vulnerable residents may be displaced as new development encroaches onto naturally occurring affordable communities, particularly the mobile home parks in the County.

Identifying the Gap

				
Unhoused Experiencing Homelessness in Need of Housing	**Affordable Rental** Renter Households at or below 80% AMI	**Affordable Ownership** Owner Households at or below 80% AMI	**Market Rate Rental** Renter Households ABOVE 80% AMI	**Market Rate Ownership** Owner Households ABOVE 80% AMI
11 Point-in-time count **#** Unstablely Housed	**210** Severely Cost-Burdened **200** Cost-Burdened **0** Substandard Units	**400** Severely Cost-Burdened **13** Substandard Units	**#** Cost-Burdened	**30** Severely Cost-Burdened
#	**410**	**413**	**#**	**30**

Greene County Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Greene County. These recommendations are also relevant to the Town of Stanardsville, and many can be implemented there. These recommendations were identified through a series of stakeholder meetings of the Strategies and Analysis Committee of the Regional Housing Partnership, who provided their expertise to refine them.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:
- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused

Experiencing Homelessness in Need of Housing

#

Point-in-Time Count

#

Unstably Housed

#

ID	Recommendation	Type	Timeframe
UH-1	Dedicate per capita proportional cost of local funds to the Consortium of Care emergency shelter program	Capital	Mid-Term
UH-2	Dedicate local funds to the Continuum of Care Homeless prevention program to address Greene County residents at risk of homelessness.	Capital	Mid-Term
UH-3	Apply for available programs such as the *Low Income Housing Tax Credit Program*, *Housing Choice Voucher Program*, *Mainstream Voucher Program*, and *Section 202 Supportive Housing Program*. Set aside units for people at risk of or experiencing homelessness.	Programmatic	Long-Term
UH-4	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness & provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term
UH-5	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

210
Severely Cost-Burdened

200
Cost-Burdened

0
Substandard Units

410

ID	Recommendation	Type	Timeframe
AFR-1	Reduce or waive tap fees for projects that include affordable housing units.	Policy	Mid-Term
AFR-2	Conduct inventory of homestay units in the County, to gauge whether there are impacts with this activity.	Programmatic	Short-Term
AFR-3	Share data and recommendations with JAUNT and TJPDC's Ride Share to identify prioritized transit stop and park and ride lot locations within the county. New developments within the growth areas should accommodate commuter transit service to help reduce household transportation costs.	Policy	Short-Term
AFR-4	In partnership with local providers, develop a lease to own program where households that meet income restrictions can have the opportunity to purchase a home at the end of a two-year period where a percentage of their monthly rent is applied to the down payment. This two-year program would also allow for participants to repair their credit prior to home purchase.	Programmatic	MId-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

210
Severely Cost-Burdened

200
Cost-Burdened

0
Substandard Units

410

ID	Recommendation	Type	Timeframe
AFR-5	Encourage the development of missing middle mixed-income housing, particularly in the Ruckersville and Stanardsville areas. This could take the form of a Low Income Housing Tax Credit (LIHTC) project.	Policy	Long-Term
AFR-6	Work with regional partners to advertise and promote homebuyer education courses and resources, to either provide additional funding or directly assist in loan program promotion.	Programmatic	Mid-Term
AFR-7	Make use of available programs such as the Low Income Housing Tax Credit, Housing Choice Voucher Program, Mainstream Voucher Program, and Section 202 Supportive Housing Program.	Programmatic	Mid-Term
AFR-8	Pursue the development and implementation of an Anti-Displacement and Tenant Relocation policy and accompanying guidelines and regulations.	Policy	MId-Term
AFR-9	Encourage residents to be proactive, involved, and informed in development review of new housing projects and about the housing need and supply in the county.	Policy	Long-Term

Affordable Ownership Recommendations

Affordable Ownership
Owner Households at or below 80% AMI

400
Severely Cost-Burdened

13
Substandard Units

413

ID	Recommendation	Type	Timeframe
AO-1	Expand capacity of existing non-profit organizations that provide retrofit and rehabilitation supportive services, either through partnership or dedicated funding to rehab and preserve the aging housing supply.	Programmatic	Long-Term
AO-2	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term
AO-3	Work with regional partners to advertise and promote homebuyer education courses and resources, to either provide additional funding or directly assist in loan program promotion.	Programmatic	MId-Term
AO-4	Reduce or waive tap fees for projects that include affordable housing units	Policy	Mid-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

400
Severely Cost-Burdened

13
Substandard Units

413

ID	Recommendation	Type	Timeframe
AO-5	Allow for mobile, manufactured,and modular homes by-right in all residentially zoned districts	Policy	Short-Term
AO-6	Encourage the development of missing middle mixed-income housing, particularly in the Ruckersville and Stanardsville areas. This could take the form of a Low Income Housing Tax Credit (LIHTC) project.	Policy	Long-Term
AO-7	Create a set aside fund to increase the supply of affordable homeownership units. This support could be used to partner with Community Land Trusts, neighborhood stabilization program, shared equity programs, market rate builders, and to provide down payment assistance.	Capital	Long-Term
AO-8	Share data and recommendations with JAUNT and TJPDC's Ride Share to identify prioritized transit stop and park and ride lot locations within the county. New developments within the growth areas should accommodate commuter transit service to help reduce household transportation costs.	Policy	Short-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

400
Severely Cost-Burdened

13
Substandard Units

413

ID	Recommendation	Type	Timeframe
AO-9	Pursue the development and implementation of an Anti-Displacement and Tenant Relocation policy and accompanying guidelines and regulations.	Policy	Mid-Term
AO-10	Expand existing partnerships with non-profits to increase capacity of housing rehab and preservation services, especially for those who are cost-burdened and extremely cost-burdened (inclusive of direct loans/grants to homeowners).	Programmatic	Mid-Term
AO-11	Expand non-profit capacity to enable aging in place with accessibility retrofit programs, such as the installation of ramps, especially for those who are cost-burdened and extremely cost-burdened.	Programmatic	Long-Term
AO-12	Identify and inventory county-owned land that could be used in support of the community land trust model to establish affordable communities.	Programmatic	Short-Term

Market Rate Rental Recommendations

Market Rate Rental

Renter Households at or ABOVE 80% AMI

#

Cost-Burdened

#

ID	Recommendation	Type	Timeframe
MR-1	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term
MR-2	Share data and recommendations with JAUNT and TJPDC's Ride Share to identify prioritized transit stop and park and ride lot locations within the county. New developments within the growth areas should accommodate commuter transit service to help reduce household transportation costs.	Policy	Short-Term
MR-3	Codify recommendations in the Ruckersville Area Plan to encourage mixed-use and mixed-income communities within Ruckersville	Policy	MId-Term
MR-4	Encourage residents to be proactive, involved, and informed in development review of new housing projects and about the housing need and supply in the county.	Policy	Long-Term

Market Rate Rental Recommendations - *Continued*

ID	Recommendation	Type	Timeframe
MR-5	Encourage the development of missing middle mixed-income housing, particularly in the Ruckersville and Stanardsville areas. This could take the form of a Low Income Housing Tax Credit (LIHTC) project.	Policy	Long-Term

Market Rate Rental

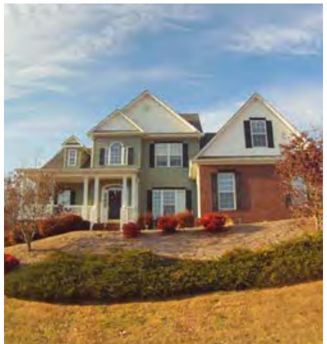
Renter Households at or ABOVE 80% AMI

#

Cost-Burdened

#

Market Rate Ownership Recommendations



Market Rate Ownership
Owner Households at or ABOVE 80% AMI

30
Cost-Burdened

30

ID	Recommendation	Type	Timeframe
MO-1	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term
MO-2	Work with regional partners to advertise and promote homebuyer education courses and resources, to either provide additional funding or directly assist in loan program promotion.	Programmatic	Mid-Term
MO-3	Codify recommendations in the Ruckersville Area Plan to encourage mixed-use and mixed-income communities within Ruckersville.	Policy	Mid-Term
MO-4	Promote existing household budgeting and financial literacy programs to increase awareness of the long-term costs of homeownership and better prepare residents .	Progrmamatic	Short-Term

6 Louisa County

How to Use This Chapter

Louisa County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding one, culminating with the strategic set of recommendations that provide a comprehensive list of possible tactics to address the affordable housing challenges that Louisa County is facing.

Introduction

The Introduction provides a brief overview of Louisa County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Louisa County in their pursuit of providing affordable housing.

Louisa County at a Glance

Louisa County, the westernmost locality in Planning District 10, is located about forty minutes away from the City of Charlottesville. The County is comprised of roughly 511 square miles. Louisa is bursting with outdoor recreational activities: a trails system that includes walking; nature; biking; hiking; and waterways, campgrounds, and historical sites integral to the area. Louisa's advantageous location between the cities of Richmond and Charlottesville, close proximity to I-64, and the North Anna Nuclear Power Station (and associated Lake Anna reservoir) have contributed to population increases and related growth. With the rise of residents there comes the need for diverse housing options to exist, and, in its creation, thoughtful measures practiced to preserve the rural quality of the area.

As the eight designated growth areas of Louisa County develop, so does the need to address specific barriers such as county-wide broadband access, increased transportation accessibility, and equal attention to increased development and rural preservation. Historic downtowns can be found in the Towns of Louisa and Mineral. Louisa in past decades has attracted many retirees, and some focus needs to be given to homes and services that allow people to retire within their current homes or within the community. Expanding the inventory to meet various current and potential residential needs across the spectrum and support for homebuyer education and home owner literacy are some needs residents desired and will need to be addressed going forward.

These issues and the existing conditions of Louisa are examined further in the following sections. Goals and strategies targeted specifically to address Louisa's unique challenges are detailed later in this chapter.


Image courtesy of Louisa County

Situation and Opportunity

Situation

Louisa County is experiencing a slow but steady growth in population—10.4% between 2010 and 2019 according to estimates from the Weldon Cooper Center. The median age of the county is in the mid-40s range. Still, Louisa is home to and attracts residents from both sides of its median range, which includes a high number of retirees. The main challenge the County will have to address in the near future is the growing demand for diverse housing options to cater to a residential population in different stages of life at varied income levels.

Eight designated growth areas have been identified within Louisa's recent Comprehensive Plan: Louisa (town), Mineral, Zion Crossroads, Ferncliff, Gordonsville, Shannon Hill, Gum Spring, and Lake Anna. The Zion Crossroads area is one of the fastest growing sectors of the county. This suggests that people are moving nearest already established resources, services, and transportation, which also suggests that these features will need to increase as not to be overwhelmed as the population climbs. Louisa's current Comprehensive Plan was adopted in 2019. Within it, addressed is a need for a follow-up to County's zoning and subdivision ordinances. Louisa, when compared to some surrounding areas, does have more rental units, but that number is distorted due to vacation homes at Lake Anna. Of the 17,020 housing units in Louisa County 20% are vacant.

Opportunity

Since Louisa intends to amend its current Comprehensive Plan, specifically to address zoning and subdivision ordinances, there is the opportunity to adopt affordable housing policies and strategies that encourage varied housing development within the County's designated growth areas. While Louisa attracts visitors to its historical sites, outdoor recreational activities, and wineries, there is also an overlap of enticement for new economic prospects and residents to enjoy those attractions. With the increasing investment in the Zion Crossroads area, Louisa is in a good position for its economy to expand along with its population.

Louisa has the opportunity to protect its rural character through careful management of its growth areas but also the opportunity is there to create diverse affordable housing as it shapes those spaces. A beneficial opportunity for local organizations and the County of Louisa would be partnering with local organizations to rehabilitate current and vacant homes. Also, promoting community advocacy among the populations through specific programs centered around housing issues can possibly give locals agency in what is happening within the area.

Community Engagement

Louisa County went through an extensive public engagement process prior to the writing of this plan for its own Comprehensive Plan. Some of the feedback received during that process is to manage growth. This is one of the fundamental areas that Comprehensive plan tries to address. Offering varied types of housing across the economic spectrum will have to be considered. Another idea often expressed is protecting the rural nature of the County. The Central Virginia Regional Housing Partnership gave the Louisa County Housing presentation to the Louisa County Board of Supervisors on October 7, 2019. Lot size is a common topic during the presentation.

Some other community concerns within Louisa is a lack of resources to serve its population's rehabilitation needs. Repairs for its older housing stock that will allow seniors to age in place, and housing for seniors in general is a priority. There is a limited selection of smaller units in Louisa. The Fluvanna/Louisa Housing Foundation has outstanding vouchers for residents waiting on safe and decent housing. The Habitat for Humanity of Louisa County does many rehabilitation projects that consists of exterior work, such as repairs of decks, porches, siding, trim, gutters, windows and the installation of ramps. Habitat and the Fluvanna/Louisa Housing Foundation (F/LHF) coordinate their efforts and normally build one house per year. Carpentry work, due to the expense, is something that F/LHF did not due but it is sorely needed.

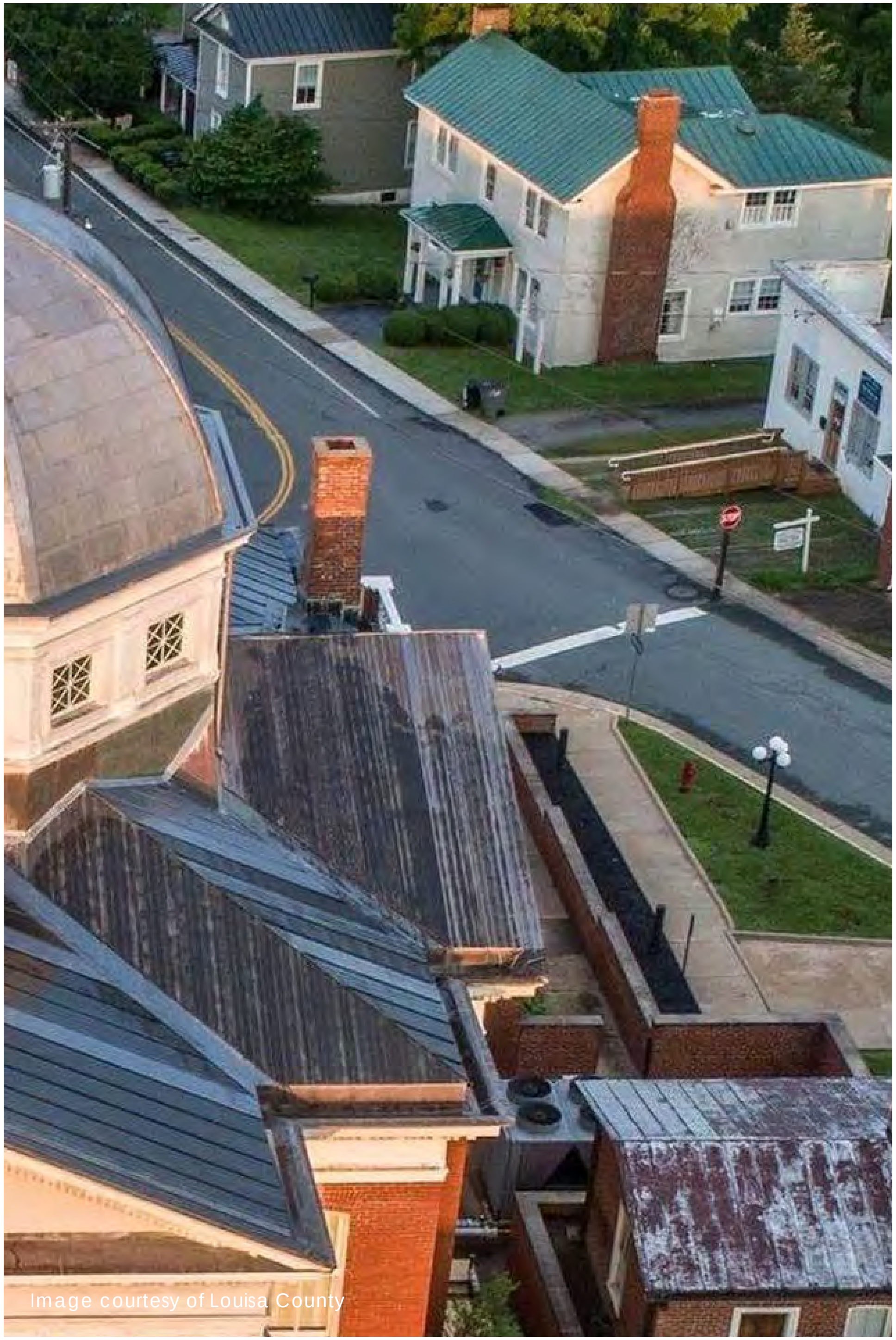


Image courtesy of Louisa County

Louisa County Quick Facts

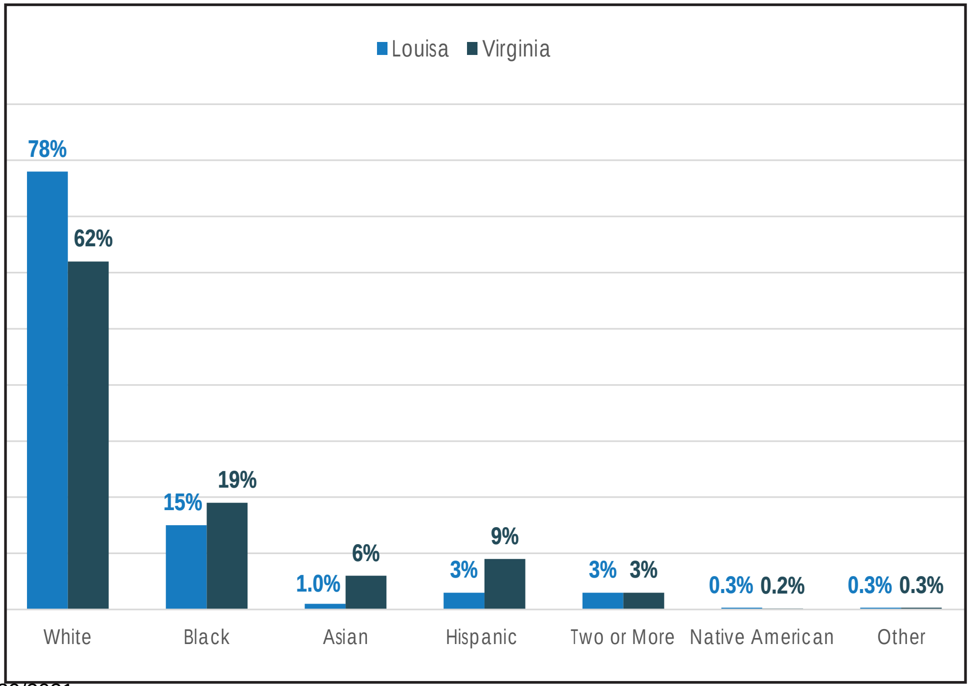
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Louisa County. The infromation presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Louisa County.

Louisa's population has shown a roughly13.3% (*1.3% increase per year*) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 36,040 and 13,871 total households. The average household size is 2.6 persons. Louisa County's median age is 44.8 years old. 15% of Louisa's population does not hold a high school diploma, 33% of the population has graduated from high school, 28% have completed some college, and 24% have completed a bachelors degree or higher.

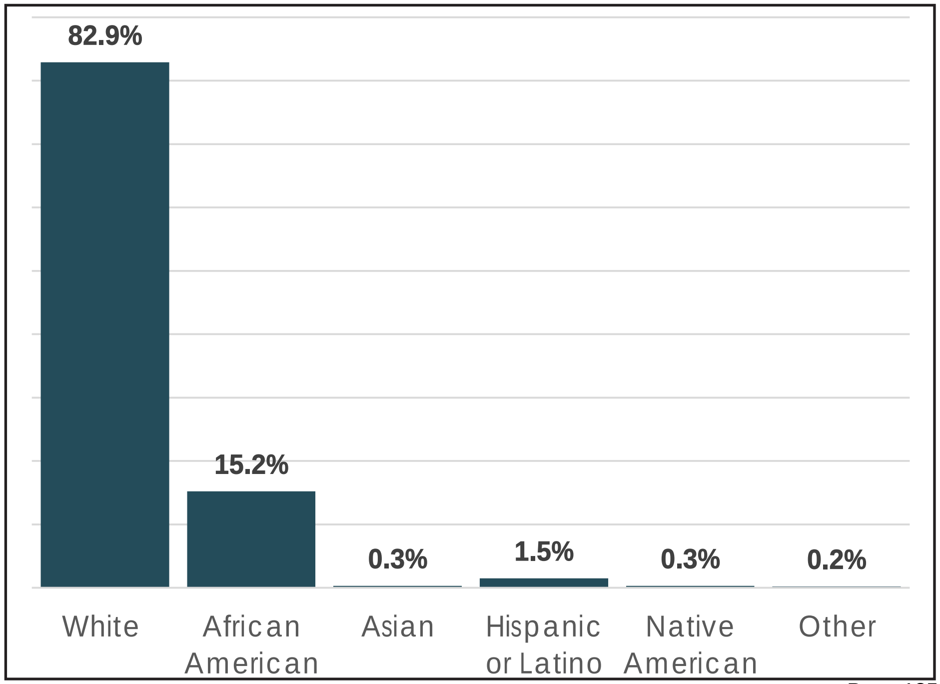
Louisa's median household income is $60,975. The median home value in Louisa County is $223,100. Median gross rent for Louisa County is aproximately $937 per month. Residents of Louisa primarily own their home (80%), while 20% are renters. 83% of the housing units in Louisa County are single-unit structures, with 13% of structures being mobile homes, and 4% of structures containing multiple units. The breakdown of race and ethnicity for Louisa County compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Louisa County



Homeownership Rate by Race



Louisa County Quick Facts - *Continued*

Population Characteristics

36,040
Total Population

13,871
Households

44.8
Median Age

$60,975
Median Household Income

33% High School

28% Some College

14% Bachelor's

10% Post-Grad

11.8%
Persons Below Poverty Line

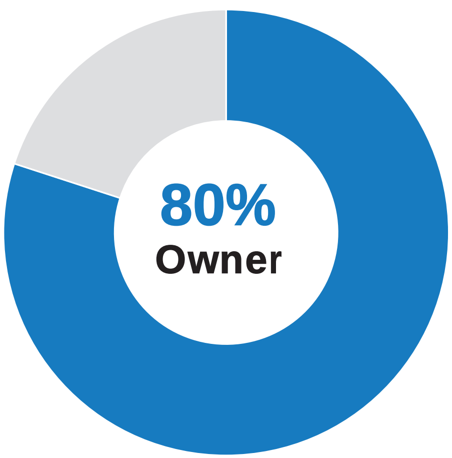
Housing Characteristics

$223,100
Median Home Value

$249,975
Median Sale Price

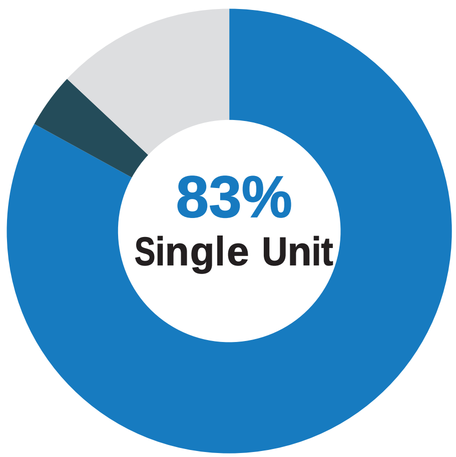
$937
Median Gross Rent

276
Building Permits



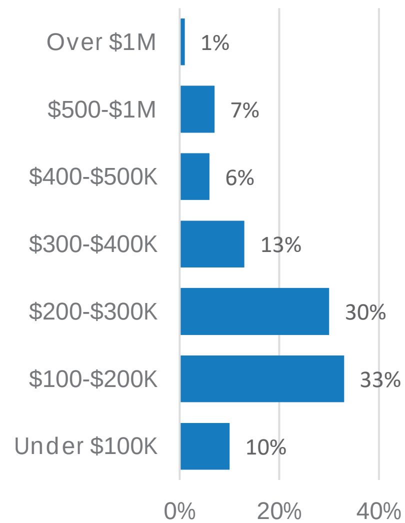
Ownership of Units

Owner (80%)
Renter (20%)

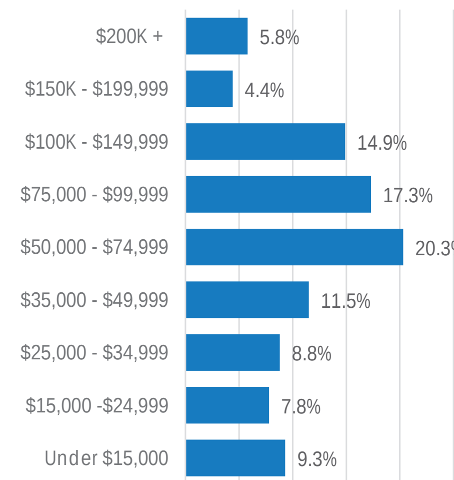


Type of Structure

Single Unit (83%)
Multi-Unit (4%)
Mobile Home (13%)



Value of Owner-Occupied Units

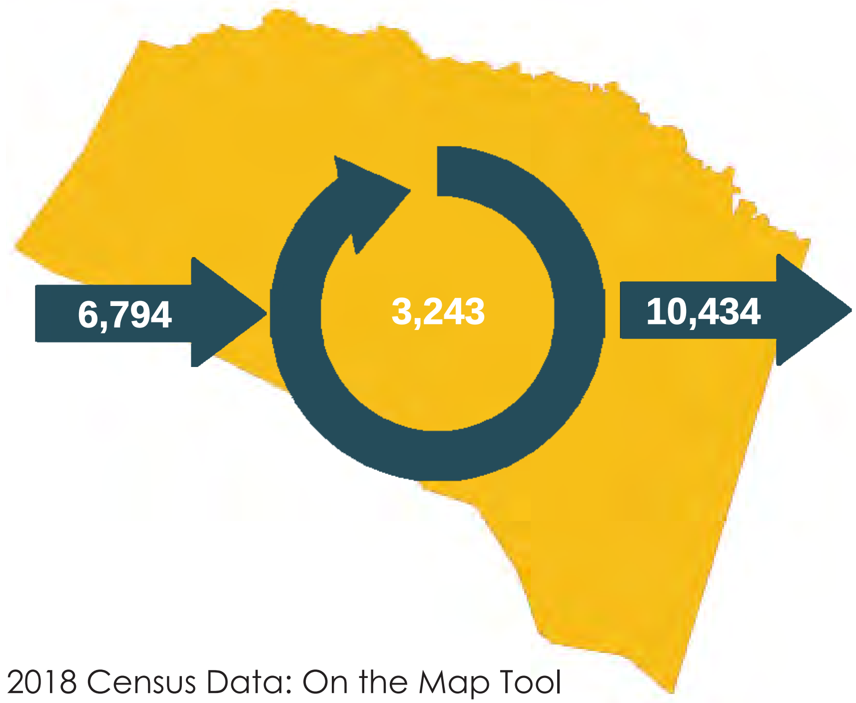


Households by Income

Existing Conditions: Housing & Transportation Costs

Costs associated with housing take up the greatest portion of income. As of 2018, Louisa County currently has 380 renter households that spend greater than 30% of their income on housing while 990 households pay more than 50%. Two hundred fifty owner households pay more than 50% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

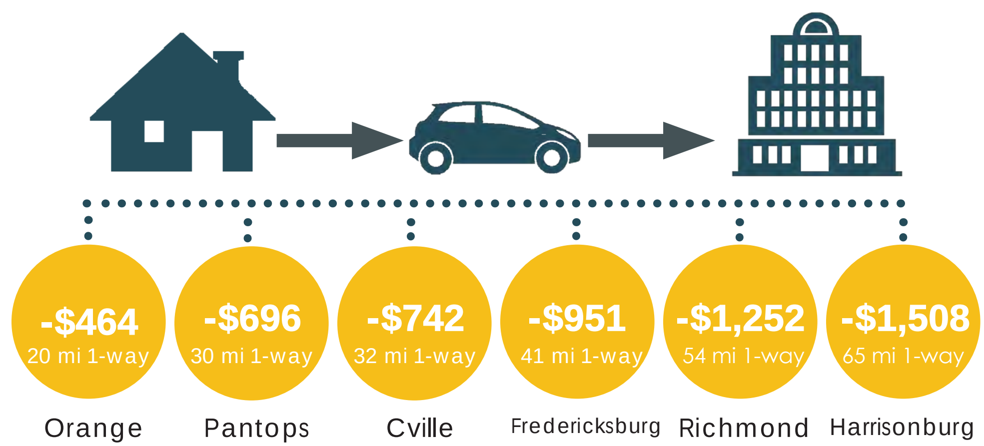
Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second biggest expenditure for typical households. Based on data from the U.S. Census on the Map tool, 76% of Louisa County residents commute outside of the County for work, 68% of people commute into Louisa County for work, and 24% both live and work within the County. Such a high proportion of daily out-commuters translates to more households having higher transportation costs. Louisa County workers have an average commute time of one-hour and 30 minutes one way. Top out-commute destinations include Charlottesville, Richmond, Lake Monticello, Newport News, Harrisonburg, Norfolk, Hampton, Virginia Beach, and Waynesboro. Assuming an average of 0.58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Louisa County residents' amount to an additional $2,103 a month in transportation costs.



2018 Census Data: On the Map Tool

How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Image courtesy of alphacorporation.com

Existing Conditions: Current Land Use

An update to the Louisa County Comprehensive Plan was completed in 2019 and an update to its Zoning Ordinance is planned for 2021. These policy tools form the underlying basis for land use decisions in the county. The recent update to the Comprehensive Plan establishes a vision for the future land use and growth for the county.

To provide an understanding of the land use categories of the Zoning Ordinance and to examine where housing can and can not be developed is a pertinent step for developing precise recommendations to address affordable housing concerns in Louisa County. The policy tools that are currently in place in the Comprehensive Plan and the Zoning Ordinance all play an integral role in the relationship of the built environment and its impact on access to affordable housing. The land use categories that accommodate residential development are briefly examined below.

Agricultural A-1: The Agricultural A-1 district is dispersed throughout the county. The A-1 district is intended to accommodate farming, forestry, livestock maintenance and other related farm activities (*Louisa County Zoning Ordinance*). Accessory apartments, farm houses, group homes, guest homes, manufactured homes, and single-family detached homes are permissible within the A-1 district.

Agricultural A-2: The Agricultural A-2 district covers much of Louisa County. The A-2 district is provided to allow for the compatible mixture of agricultural uses and limited residential development in rural areas and protect and retain the rural open character of the countryside. Very low density residential uses are allowed along with agricultural uses that are compatible with residential activity (*Louisa County Zoning Ordinance*). Accessory apartments, farm houses, group homes, guest homes, manufactured homes, and single-family detached homes are permissible within the A-2 district. Two-family dwellings are permissible with a conditional use permit.

Existing Conditions: Current Land Use

Residential Limited District R-1: The R-1 district is composed of certain quiet, low density residential areas plus certain open areas where similar residential development appears likely to occur (*Louisa County Zoning Ordinance*). Accessory apartments, farm houses, group homes, guest homes, manufactured homes, and single-family detached homes are permissible within the R-1 district. Two-family dwellings are permissible with a conditional use permit.

Residential General District R-2: The R-2 district is composed of certain quiet, low density residential uses plus certain open areas where similar development appears likely to occur (*Louisa County Zoning Ordinance*). Accessory apartments, farm houses, group homes, guest homes, manufactured homes, and single-family detached homes are permissible within the R-2 district. Single-family attached, two-family dwellings, townhomes, and multi-family dwellings are permissible with a conditional use permit.

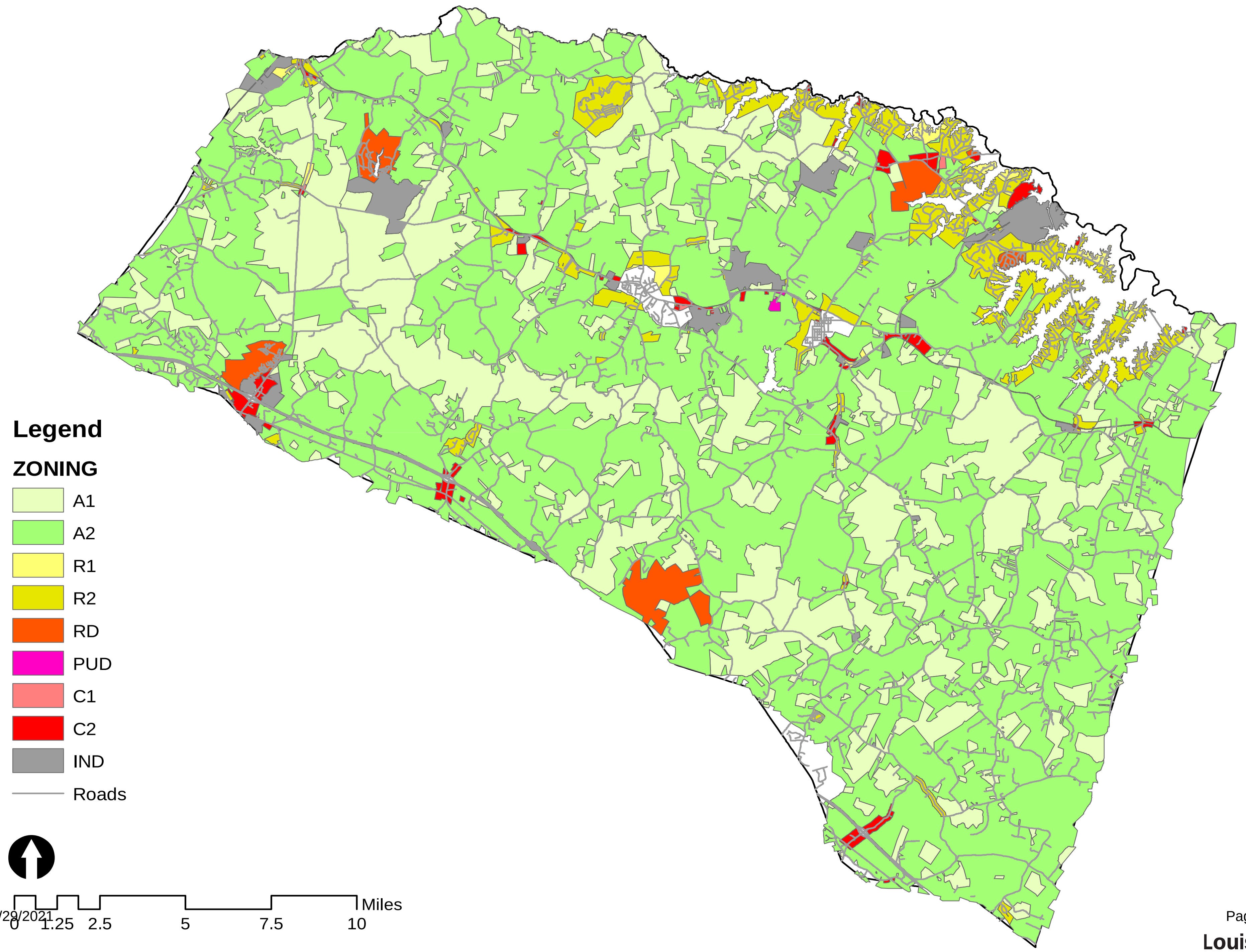
Light Commercial District C-1: The primary purpose of the C-1 is to establish and protect a limited business district that will serve the surrounding residential districts (*Louisa County Zoning Ordinance).* Group homes and single-family detached dwellings are permissible uses within the C-1 district. Accessory apartments are permissible with a conditional use permit.

General Commercial District C-2: the C-2 district covers portions of the community intended for the conduct of general business to which the public requires direct and frequent access (*Louisa County Zoning Ordinance*). Group homes and single-family detached dwellings are permissible uses within the C-2 district. Accessory apartments are permissible with a conditional use permit.
Industrial District IND (Acreage Estimate (XX)*):* The primary purpose of the IND district is to establish areas where the principal use of land is for light or medium industrial operations, that are capable of controlling external effects and that may not be particularly compatible with residential, institutional and neighborhood commercial service establishments (*Louisa County Zoning Ordinance*). Residential uses are generally discouraged in this district, however, most residential housing types are permissible with a conditional use permit.

Resort Development District RD: The resort development district (RD) is intended to permit open area recreation facilities for private and public use or for profit, to permit commercial uses related to such recreation facilities, and to permit a variety of residential accommodations on a contiguous site under common ownership or control in accordance with a master plan (*Louisa County Zoning Ordinance*). Accessory apartments, guest homes, single-family detached dwellings, single-family attached dwellings, townhomes, and two-family dwellings are permissible within the RD district. Dormitories and multi-family dwellings are permissible with a conditional use permit.

Planned Unit Development District PUD: Planned unit development districts are intended to provide for variety and flexibility in design necessary to implement the varied goals of the county as set forth in the comprehensive plan (*Louisa County Zoning Ordinance*). This district promotes a variety of uses and housing types and affordability.

Existing Conditions: Zoning Map



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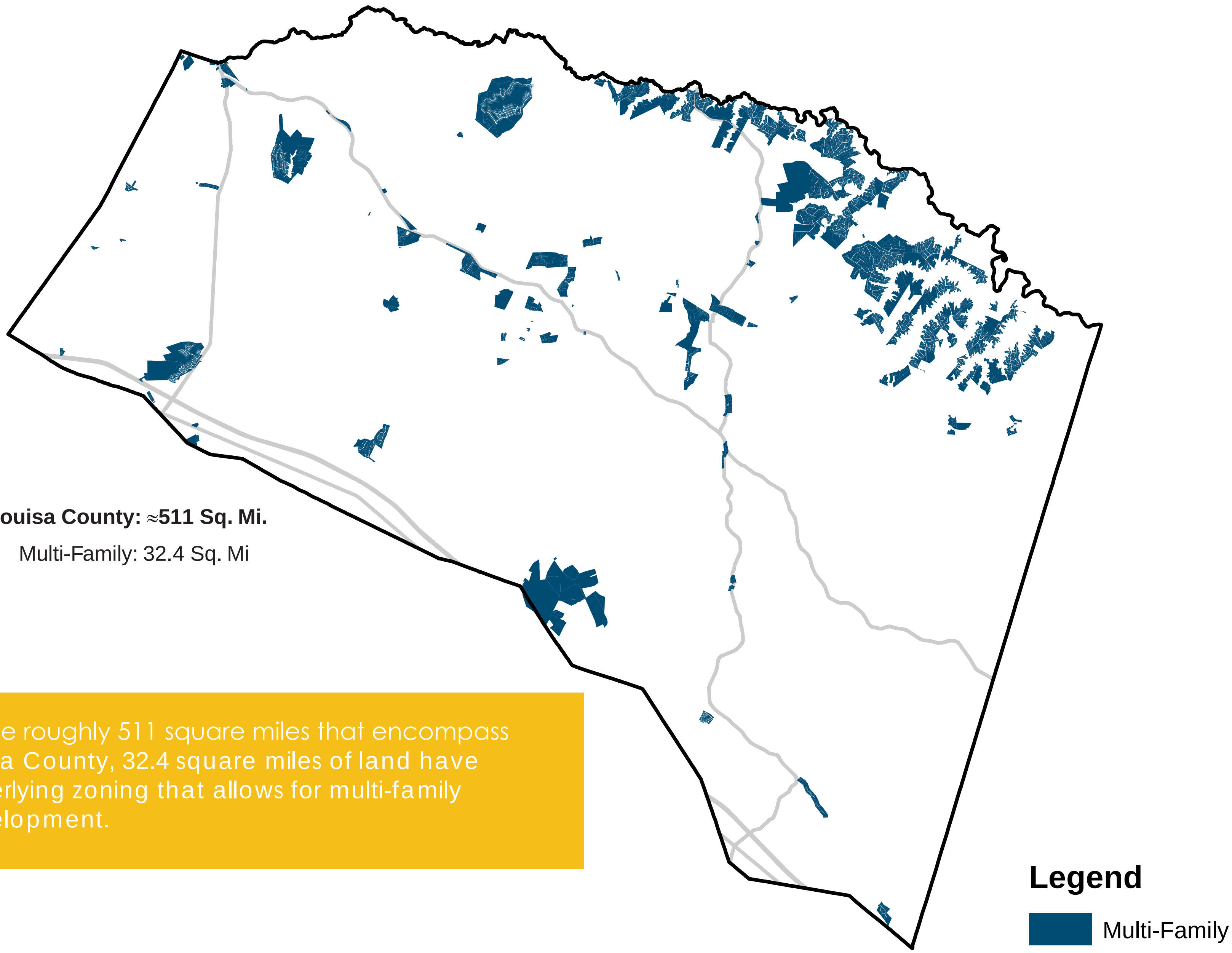
Existing Conditions: Current Multi-Family Zoning



Louisa County: ≈511 Sq. Mi.

- Multi-Family: 32.4 Sq. Mi

Of the roughly 511 square miles that encompass Louisa County, 32.4 square miles of land have underlying zoning that allows for multi-family development.

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Louisa County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, bonus density incentives exist within A-2 and the PUD districts. Multi-family developments are allowed in the R-2, IND, and PUD zoning districts but not in any of the others. The greatest density can be found in R-2.

LOUISA COUNTY ZONING ORDINANCE

District	Density	Bonus Density	Duplex Allowed	Multi-Family	Mobile Home Allowed By-Right	Mobile Home Allowed by S/C	Accessory Uses	Affordable Housing Incentive
A-1 (Agricultural District)	**1.5 acres** min lot size	**No**	**No**	**No**	**Yes**	**Yes**	**Yes**	**No**
A-2 (Agricultural District)	**1.5 acres** min lot size	**Yes**	**Yes,** with s/p	**No**	**Yes**	**Yes**	**Yes**	**Yes,** density bonus of 3 additional lots for a subdivision when at lease 3 lots are dedicated for affordable housing
R-1 (Residential Limited District)	**40,000 sq. ft.** min lot size	**No**	**Yes,** with s/p	**No**	**No**	**No**	**Yes**	**No**
R-2 (Residential General District)	**20,000 sq. ft.** min lot size	**No**	**Yes,** with s/p	**Yes,** with s/p	**No**	**No**	**Yes**	**No**
C-1 (Light Commercial District)	**N/A**	**No**	**No**	**No**	**No**	**No**	**Yes,** with s/p	**No**
C-2 (General Commercial District)	**N/A**	**No**	**No**	**No**	**No**	**No**	**Yes,** with s/p	**No**
IND (Industrial District)	**N/A**	**No**	**Yes,** with s/p	**Yes,** with s/p	**No**	**Yes**	**Yes,** with s/p	**No**
RD (Resort Development District)	**15,000 to 40,000 sq. ft.** min lot size	**No**	**Yes**	**Yes,** with s/p	**No**	**No**	**Yes**	**No**
PUD (Planned Unit Development District)	**10** dwelling units per acre	**Yes,** based on open space	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**No**

*S/C = Special or Conditional Use Permit

The Housing Continuum

Feedback from stakeholders and the public through community engagement and small group meetings led to the development of goals and strategies targeted at addressing the specific needs of Louisa County. Each goal addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. The fluidity of this system allows for individuals and families to move throughout the housing spectrum whether it be by choice or necessity. For example, recent empty nesters may choose to downsize to a smaller living situation that suits their changing needs. This scenario would be different for someone whose income does not allow them to live in Louisa. Many low to moderate-income individuals and families will encounter barriers that make it extremely difficult for them to easily move within the spectrum.

The strategies listed in the following pages are aimed at addressing those barriers, with the ultimate goal of enabling all Louisa County residents with the ability to live wherever they choose within the County.

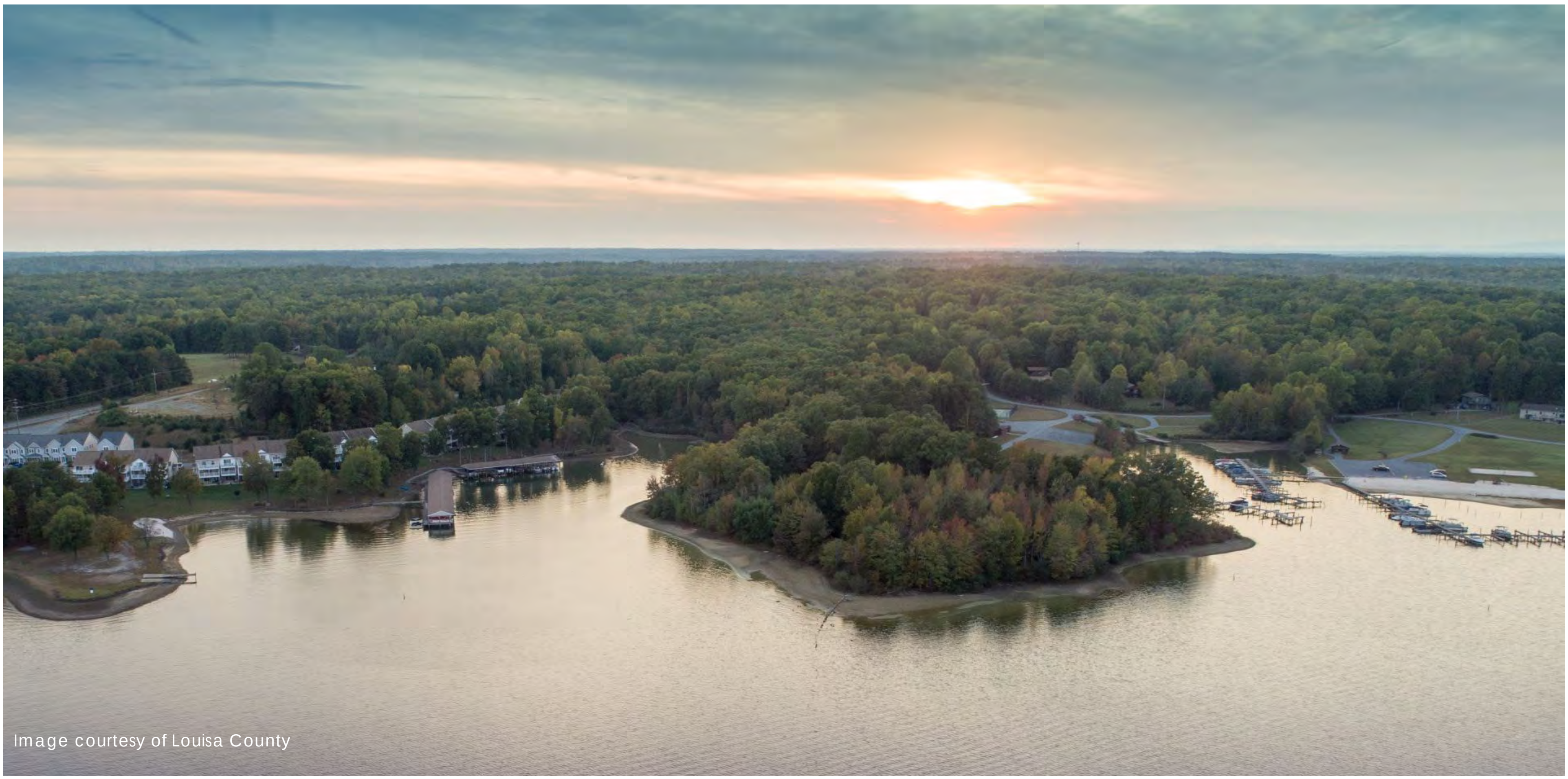


Image courtesy of Louisa County

Identifying the Gap

				
Unhoused Experiencing Homelessness in Need of Housing	**Affordable Rental** Renter Households at or below 80% AMI	**Affordable Ownership** Owner Households at or below 80% AMI	**Market Rate Rental** Renter Households ABOVE 80% AMI	**Market Rate Ownership** Owner Households ABOVE 80% AMI
# Point-in-time count **38** Unstablely Housed	**250** Severely Cost-Burdened **360** Cost-Burdened **0** Substandard Units	**890** Severely Cost-Burdened **13** Substandard Units	**20** Cost-Burdened	**100** Severely Cost-Burdened
#	**610**	**903**	**20**	**100**

Louisa County Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Louisa County. These recommendations are also relevant to the Towns of Mineral and Louisa, and many of the recommendations can be implemented there. These recommendations were identified through a series of stakeholder meetings of the Strategies and Analysis Committee of the Regional Housing Partnership, who provided their expertise to refine them.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:
- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused

Experiencing Homelessness in Need of Housing

#

Point-in-Time Count

38

Unstably Housed

#

ID	Recommendation	Type	Timeframe
UH-1	Dedicate per capita proportional cost of local funds to the Consortium of Care emergency shelter program	Capital	Mid-Term
UH-2	Dedicate local funds to the Continuum of Care Homeless prevention program to address Greene County residents at risk of homelessness.	Capital	Mid-Term
UH-3	Apply for available programs such as the Low Income Housing Tax Credit Program, Housing Choice Voucher Program, Mainstream Voucher Program, and Section 202 Supportive Housing Program. Set aside units for people at risk of or experiencing homelessness.	Programmatic	Long-Term
UH-4	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness & provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term
UH-5	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

250
Severely Cost-Burdened

360
Cost-Burdened

0
Substandard Units

610

ID	Recommendation	Type	Timeframe
AFR-1	Reduce or waive tap fees for projects that include affordable housing units.	Policy	Mid-Term
AFR-2	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters and promote grant programs targeted to ADU creation.	Policy	Short-Term
AFR-3	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, and manufactured and modular homes.	Policy	Long-Term
AFR-4	Expand capacity of existing non-profit organizations that provide retrofit and rehabilitation supportive services, either through partnership or dedicated funding to rehab and preserve the aging housing supply.	Programmatic	Long-Term
AFR-5	Encourage residents to be proactive, involved, and informed in development review of new housing projects and about the housing need and supply in the county.	Policy	Mid-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

250 Severely Cost-Burdened

360 Cost-Burdened

0 Substandard Units

610

ID	Recommendation	Type	Timeframe
AFR-6	Examine homestay ordinance requirements and develop tracking methods to better understand the impact of short-term or vacation rentals have on the overall rental market in Louisa County.	Programmatic	Short-Term
AFR-7	Conduct a market study to identify gaps in the existing housing stock.	Programmatic	Short-Term
AFR-8	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment that is consistent with the vision established in the updated Comprehensive Plan. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AFR-9	Explore opportunities for repurposing vacant, underutilized, or county-owned structures, such as schools, for redevelopment for housing.	Programmatic	Short-Term

Affordable Ownership Recommendations

Affordable Ownership
Owner Households at or below 80% AMI

890
Severely Cost-Burdened

13
Substandard Units

903

ID	Recommendation	Type	Timeframe
AO-1	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters and promote grant programs targeted to ADU creation.	Policy	Short-Term
AO-2	Expand capacity of existing non-profit organizations that provide retrofit and rehabilitation supportive services, either through partnership or dedicated funding to rehab and preserve the aging housing supply.	Programmatic	Long-Term
AO-3	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, and manufactured and modular homes.	Policy	Long-Term
A0-4	Inventory county-owned land and determine the feasibility for the development of affordable or mixed-income housing.	Programmatic	Short-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

890
Severely Cost-Burdened

13
Substandard Units

903

ID	Recommendation	Impact	Timeframe
AO-5	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment that is consistent with the vision established in the updated Comprehensive Plan. Examples include expedited plan review, simplifying permitting and approvals, and greater transparency in the overall process.	Policy	Mid-Term
AO-6	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term
AO-7	Explore opportunities for repurposing vacant, underutilized, or county-owned structures, such as schools, for redevelopment for housing (using Scottsville senior-housing school development for a potential model).	Programmatic	Short-Term
AO-8	Utilize CDBG funds for infrastructure to reduce the housing development cost.	Capital	Long-Term

Market Rate Rental Recommendations

Market Rate Rental

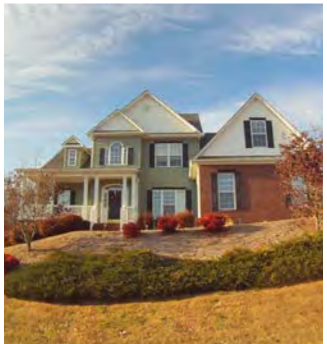
Renter Households at or ABOVE 80% AMI

20
Cost-Burdened

20

ID	Recommendation	Type	Timeframe
MR-1	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters and promote grant programs targeted to ADU creation.	Policy	Short-Term
MR-2	Encourage missing-middle housing such as two-family dwellings, single-family attached dwellings, and manufactured and modular homes.	Policy	Long-Term
MR-3	Encourage residents to be proactive, involved, and informed in development review of new housing projects and about the housing need and supply in the County.	Policy	Mid-Term
MR-4	Examine homestay ordinance requirements and develop tracking methods to better understand the impact of short-term or vacation rentals have on the overall rental market in Louisa County.	Programmatic	Short-Term
MR-5	Conduct a market study to identify gaps in the existing housing stock.	Programmatic	Short-Term

Market Rate Ownership Recommendations



Market Rate Ownership
Owner Households at or ABOVE 80% AMI

100
Cost-Burdened

100

ID	Recommendation	Type	Timeframe
MO-1	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term
MO-2	Work with regional partners to advertise and promote homebuyer education courses, resources, and financial and homeowner literacy, to either provide additional funding, directly assist in loan program promotion, or general homebuyer education. Encourage the development of a satellite program that is attended locally.	Programmatic	Mid-Term
MO-3	Encourage mixed-use and mixed-income communities.	Policy	Long-Term
MO-4	Promote existing household budgeting and financial literacy programs to increase awareness of the long-term costs of homeownership and better prepare residents .	Programmatic	Short-Term

7 Nelson County

How to Use This Chapter

Nelson County's affordable housing chapter is organized into three broad sections; the introduction, the housing continuum, and high-level recommendations. Each section is intended to build upon the preceding sections, culminating with the recommendations that provide a comprehensive list of possible strategies to address the affordable housing challenges that Nelson County is facing.

Introduction

The Introduction provides a brief overview of Nelson County's existing conditions and a summary of feedback from the community. This section introduces baseline data that provides the foundation for identification of strategies and recommendations.

The Housing Continuum

The Housing Continuum section identifies the existing gap across the housing typology spectrum (unhoused, affordable rental, affordable homeownership, market rate rental, and market rate ownership) and identifies specific goals to close the existing housing needs gap.

Recommendations

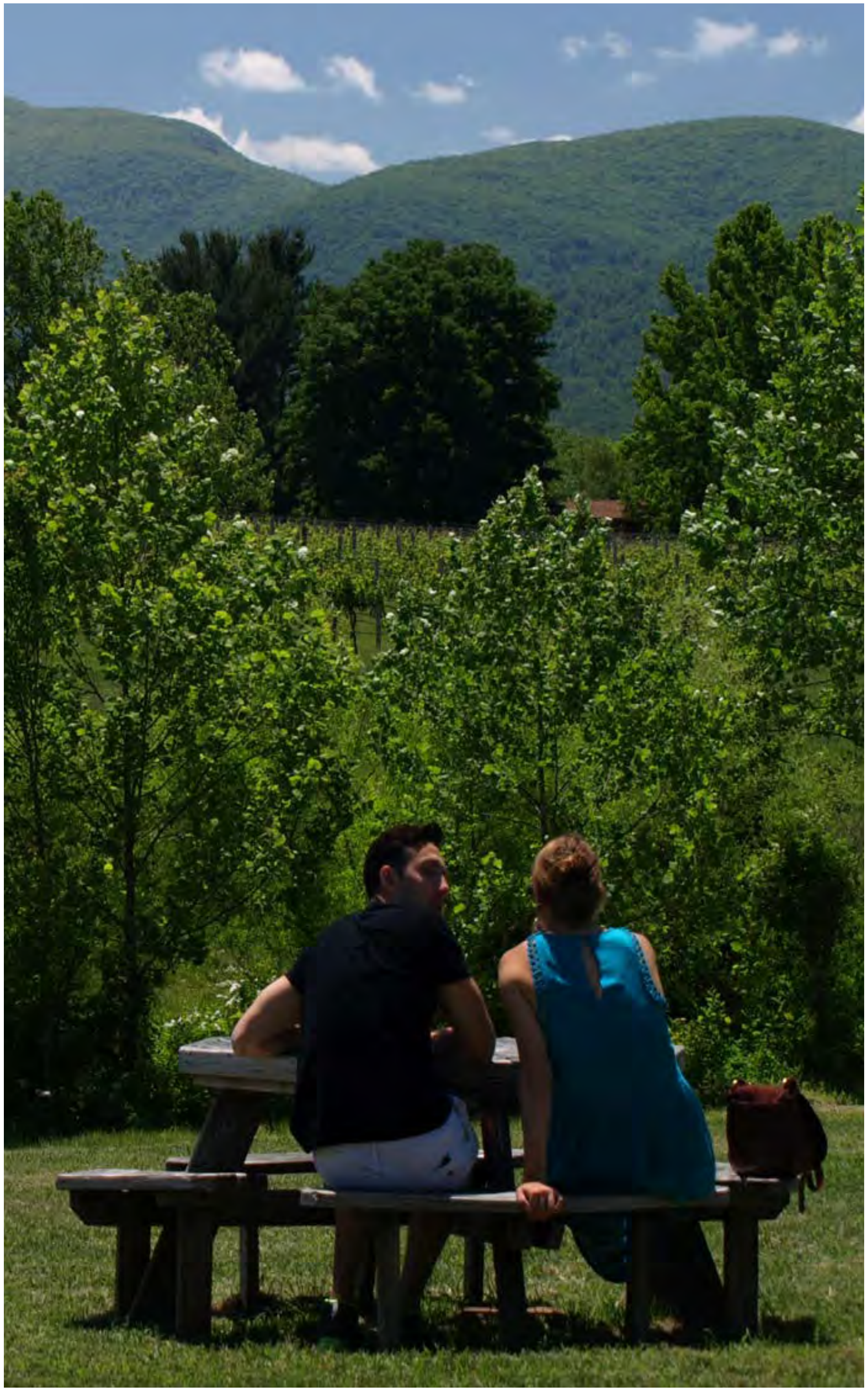
The Toolkit of Strategies contains broad, high-level strategies that address the housing continuum. These are comprehensive strategies that are available to Nelson County in their pursuit of providing affordable housing.

Nelson County at a Glance

Nelson County, the southernmost locality in Planning District 10 is located midway between City of Charlottesville and the City of Lynchburg. The County is comprised of roughly 471 square miles and is bordered by the Blue Ridge Mountains to the north and west and the James River to the south. With scenic vistas and rural landscapes, Nelson's unique sense of place has contributed to its economic success, particularly in the craft brewery and recreational tourism industries. Numerous wineries, breweries, distilleries, cideries and local food options can be found throughout the County. The Blue Ridge Parkway and the Appalachian Trail provide excellent recreational opportunities for residents and visitors alike.

With Nelson County's economic success comes the need to address certain challenges such as increased demand on the transportation network, access to reliable broadband, and balancing development demand with preservation efforts to maintain rural landscapes. The characteristics that make Nelson so special attract new residents, and community members expressed concerns over the lack of inventory, both in the rental and buyer markets, to meet the current demand for housing. Along with a lack of inventory, other factors such as zoning and land us policies that are inconsistent with the community's desire for mixed-use and higher density, an aging housing stock, and barriers to creating new units were all cited as pressing affordable housing issues in Nelson County.

These issues, along with existing conditions are examined further in the following sections. Goals and strategies targeted specifically to address Nelson's unique challenges are detailed later in this chapter.



Situation and Opportunity

Situation

Nelson County is faced with a decreasing and aging population which brings a new set of challenges. The County will need to examine how best it can provide services for a changing demographic, particularly in senior housing. An outdated Comprehensive Plan and land use policies that promote single-family housing development but do not incentivize the construction of new affordable units have created barriers to new development, shrinking the supply of housing. A deteriorating housing stock has further shrunk the pool of available housing and programs designed to aid in homeowner rehabilitation do not have the capacity to tackle the existing need. Few rental units exist within the County to meet the growing demand, leading to a competitive rental market and increasing rents. A lack of jobs force many residents to commute to more lucrative employment opportunities elsewhere, leading to higher monthly transportation costs which can affect a household's ability to maintain an affordable monthly housing budget.

Opportunity

With an update to the Comprehensive Plan on the horizon, Nelson County has the opportunity to reevaluate its zoning and land use policies to proactively tackle affordable housing issues and identify opportunity sites for desired development patterns and uses. Nelson's nearly universal access to high-speed broadband positions it to attract new business and investment as does its continued success in the craft brewery and recreation industries. Expanding existing resources, such as the *Nelson County Community Development Foundation* (NCCDF) and identifying partnership opportunities can increase their capacity to provide much needed services.

Community Engagement

To better understand affordable housing challenges within the County, staff held a series of outreach events to solicit feedback from stakeholders and residents. A stakeholder meeting involving Nelson County Staff, affordable housing providers, and development partners was held in August of 2019 to gain a better understanding of the pressing affordable housing needs, priority areas to focus efforts on, and brainstorming engagement activities that would allow for the community to establish its vision for affordable housing in Nelson County.

On September 18th of 2019, a public forum was held at the Nelson Center in Lovingston. This open-house style meeting consisted of several interactive stations where attendees could provide feedback on a variety of housing-related topics. Roughly 35 people were in attendance for the event. Attendees were asked about the following topics:

- What the current state of housing is like in Nelson County;
- What a healthy housing system looks like; and,
- What obstacles exist to meet the community's vision.

Many attendees noted that the rural scenic nature, sense of community, and open space as positive qualities about the current state of housing in Nelson County. A lack of a mix of housing options, quality affordable units, and the high cost to develop new housing were cited as negative characteristics of the housing system in Nelson. When asked what a healthy housing system would look like, residents built consensus around a mix of housing types to accommodate a range of incomes. Obstacles to this vision that residents identified included outdated zoning regulations, dilapidated housing, and a lack of inclusive planning.

Nelson County Quick Facts

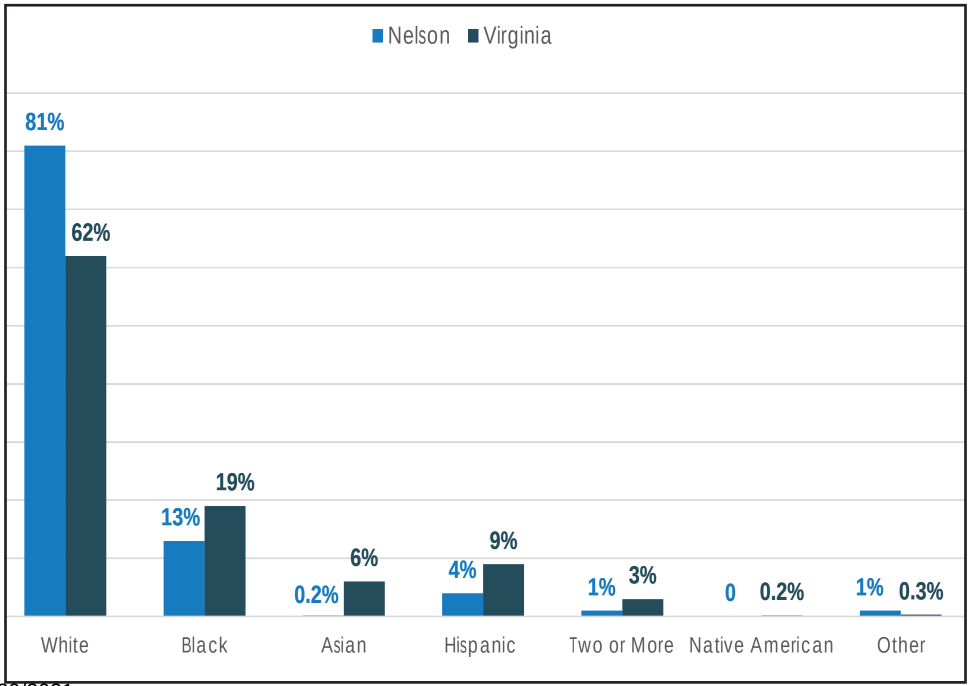
To gain a clearer picture of existing conditions, staff reviewed American Census data to identify key demographic facts about Nelson County. The information presented visually on the following page provides an overview of key demographic data sets and is intended to provide a snapshot of current conditions in Nelson County.

Nelson's population has shown a roughly -0.6% (*-0.06% increase per year*) increase from 2010 to 2019. The 2019 American Community Survey (ACS) population estimate show a population total of 14,831 and 6,419 total households. The average household size is 2.3 persons. Nelson County's median age is 51.4 years old. 14% of Nelson's population does not hold a high school diploma, 35% of the population has graduated from high school, 20% have completed some college, and 30% have completed a bachelors degree or higher.

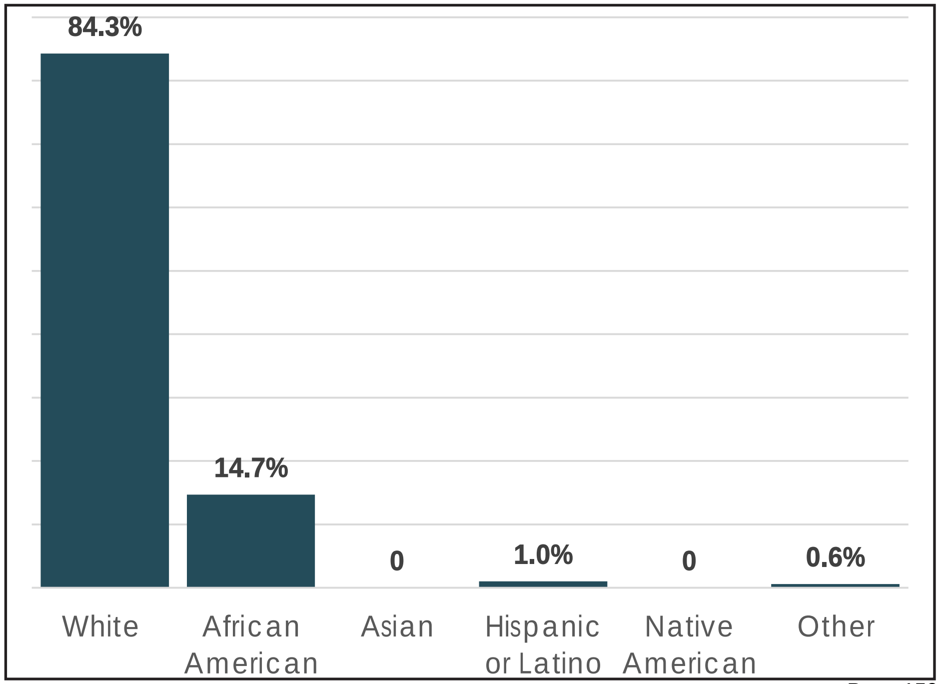
Nelson's median household income is $64,313. The median home value in Nelson County is $235,000. Median gross rent for Nelson County is approximately $759 per month. Residents of Nelson primarily own their home (76%), while 24% are renters. 73% of the housing units in Nelson County are single-unit structures, with 15% of structures being mobile homes, and 12% of structures containing multiple units. The breakdown of race and ethnicity for Nelson County compared to that of the State of Virginia is detailed below.

Race & Ethnicity

Race & Ethnicity of Nelson County



Homeownership Rate by Race



Nelson County Quick Facts - *Continued*

Population Characteristics

14,831
Total Population

6,419
Households

51.4
Median Age

$64,313
Median Household Income

35% High School

20% Some College

17% Bachelor's

13% Post-Grad

13%
Persons Below Poverty Line

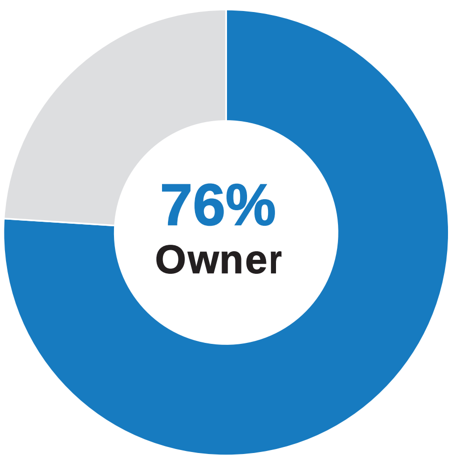
Housing Characteristics

$235,000
Median Home Value

$211,500
Median Sale Price

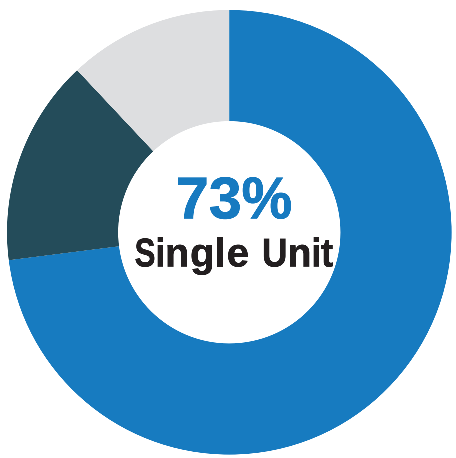
$759
Median Gross Rent

46
Building Permits



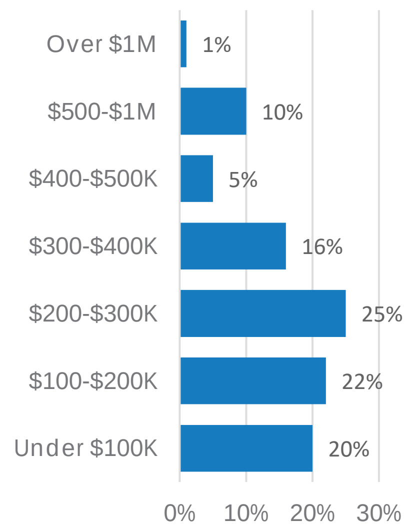
Ownership of Units

- Owner (76%)
- Renter (24%)

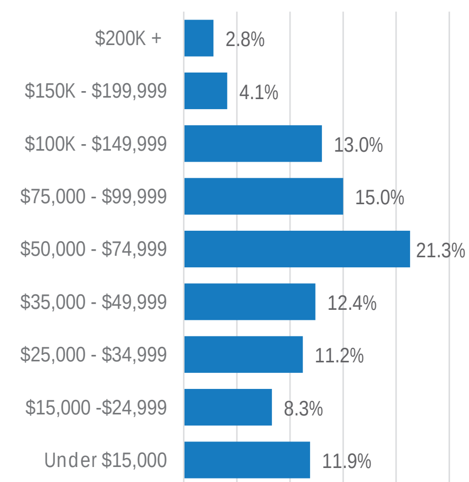


Type of Structure

- Single Unit (73%)
- Multi-Unit (12%)
- Mobile Home (15%)



Value of Owner-Occupied Units



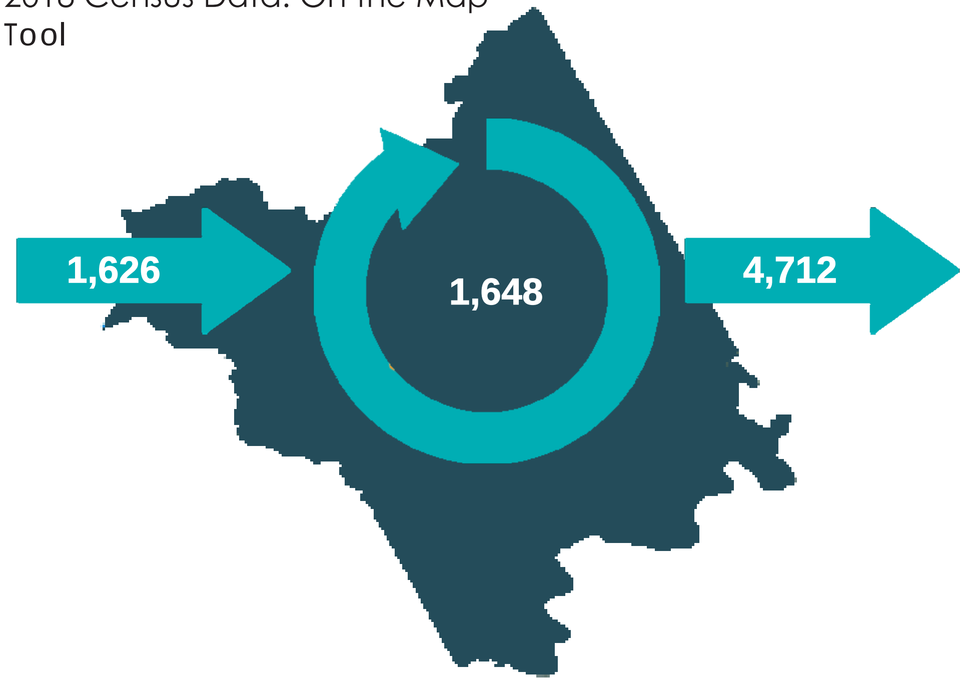
Households by Income

Existing Conditions: Housing & Transportation Costs

Costs associated with housing take up the greatest portion of income. As of 2018, Nelson County currently has 260 renter households that spend greater than 30% of their income on housing while 170 households pay more than 50%. Four hundred eighty owner households pay more than 50% towards housing. Both numbers are expected to grow by 2040, increasing the affordable housing gap.

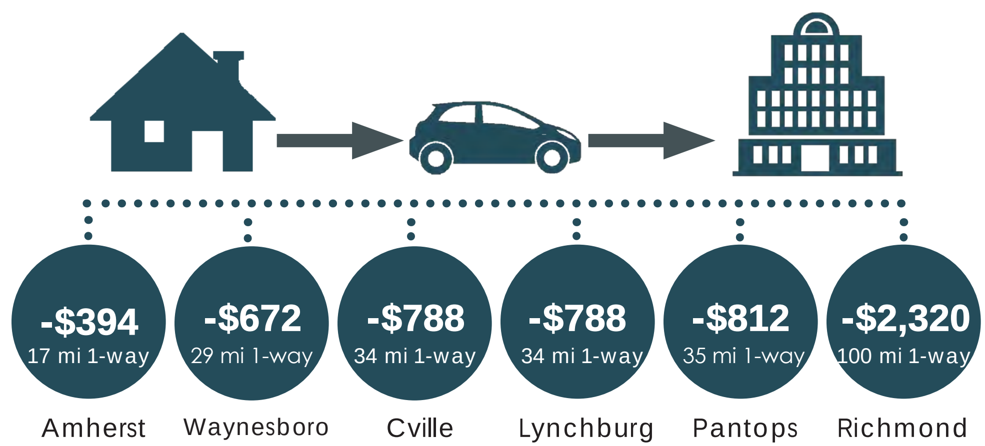
Transportation costs, such as a car payment, maintenance, gas and insurance follow as the second biggest expenditure for typical households. Based on 2015 American Community Survey data, 4,712 Nelson County residents are employed and commute outside of the County for work, 1,626 people commute into Nelson County for work, and 1,648 both live and work within the County. Such a high proportion of daily out-commuters translates to more households having higher transportation costs. Nelson County workers have an average commute time of 30 minutes, consistent with other rural localities within the region. Top out-commute destinations include the City of Charlottesville, City of Waynesboro, and City of Lynchburg. Assuming an average of .58 cents per mile for 20 working days a month, out-commutes to the top employment destinations for Nelson County residents' amount to an additional $796 a month in transportation costs.

2018 Census Data: On the Map Tool



How Commuting Impacts Housing Affordability

*Assuming a cost of .58 cents per mile for 20 days a month



*Top out-commute destinations based on 2018 Census on the Map

Existing Conditions: Current Land Use

Nelson County is rich in rural landscapes and unique rural charm. Development within the county has occurred primarily in Nellysford in the northern portion of the county, along the 151 corridor, and in the village of Lovingston. Land use decisions in the County are driven by the Comprehensive Plan and the Zoning Ordinance, two policy tools that guide how land is regulated and developed.

These policy documents serve as a blueprint for decision makers for how Nelson County addresses change and assists residents, community leaders, decision makers, and stakeholders in understanding the County's future needs. The Comprehensive Plan sets the vision for the County and the Zoning Ordinance provides the regulatory tool to achieve that vision.

The majority of Nelson's land is agriculturally zoned *(A1)*. Single-family homes are allowed within this zoning district, including duplexes. Multi-family development and mobile homes are permissible within the *A-1 zoning district* with a special use permit. One dwelling unit per 2-acres for single family development and up to 1 dwelling unit per 1-acre for family subdivisions can occur within the *A-1 district*.

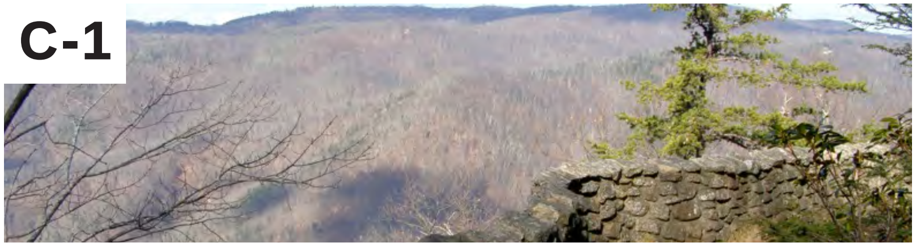
Existing Conditions: Current Land Use

The C-1 conservation district allows for one dwelling unit per 20-acres. Duplexes, multi-family housing, or mobile homes are not permitted within this district and no bonus density exists.

Specific residentially zoned areas can be found in the ***R-1 and R-2 zoning districts***. One dwelling unit per two-acres for single family and one dwelling unit per one-acre for family subdivisions are permissible within the *R-1 district*. Duplexes and multi-family development are allowed, as are mobile homes with a special use permit. The *R-2 zoning district* allows for additional residential density than can be found in the *R-1 district*. Up to three dwelling units per 15,000 sq. ft. are permissible within the *R-2 zoning district*. Duplexes and multi-family developments are also allowed within this district, as are mobile homes with a special use permit. No bonus density exists within this zoning district.

The Residential Planned Community (RPC) zoning districts allows for the highest residential density but makes a small percentage of Nelson's total land mass. 15 dwelling units per one-acre in multiple-family residential development and up to 10 dwelling units per one-acre in single-family development are permissible within this zoning district. Duplexes and multi-family development are allowed within this district, as are mobile homes by a special use permit. As with the other zoning districts, a bonus density does not exist.

The Service Enterprise District (SE-1) requires a 40,000 sq. ft. minimum lot size but does not specify allowable dwelling units per acre. Duplexes are allowed, as is multi-family development with a special use permit. Mobile homes are also permissible with a special use permit. No bonus density exists in this zoning district.


C-1

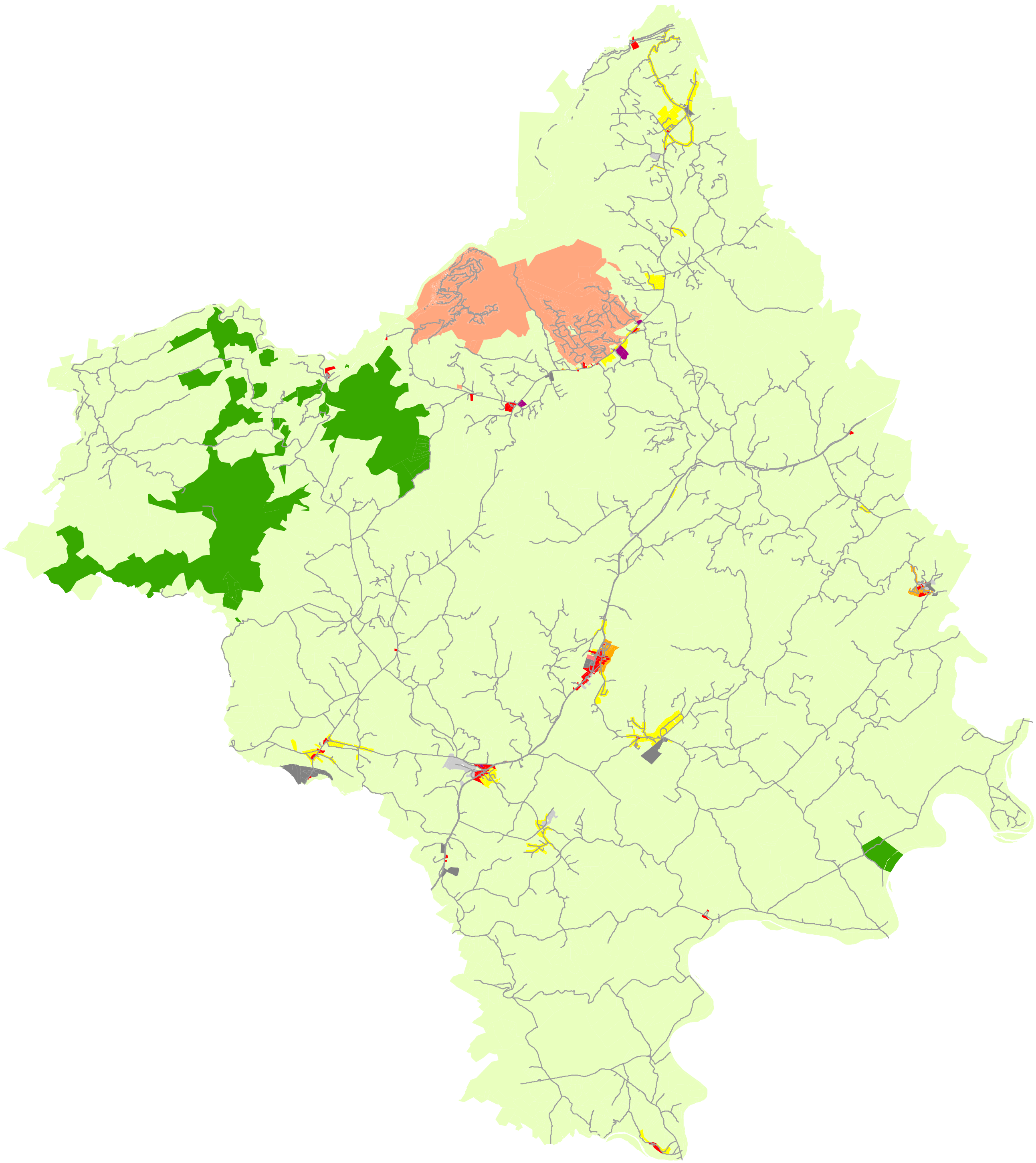

A-1


R-1


R-2


RPC

Existing Conditions: Zoning Map



Legend

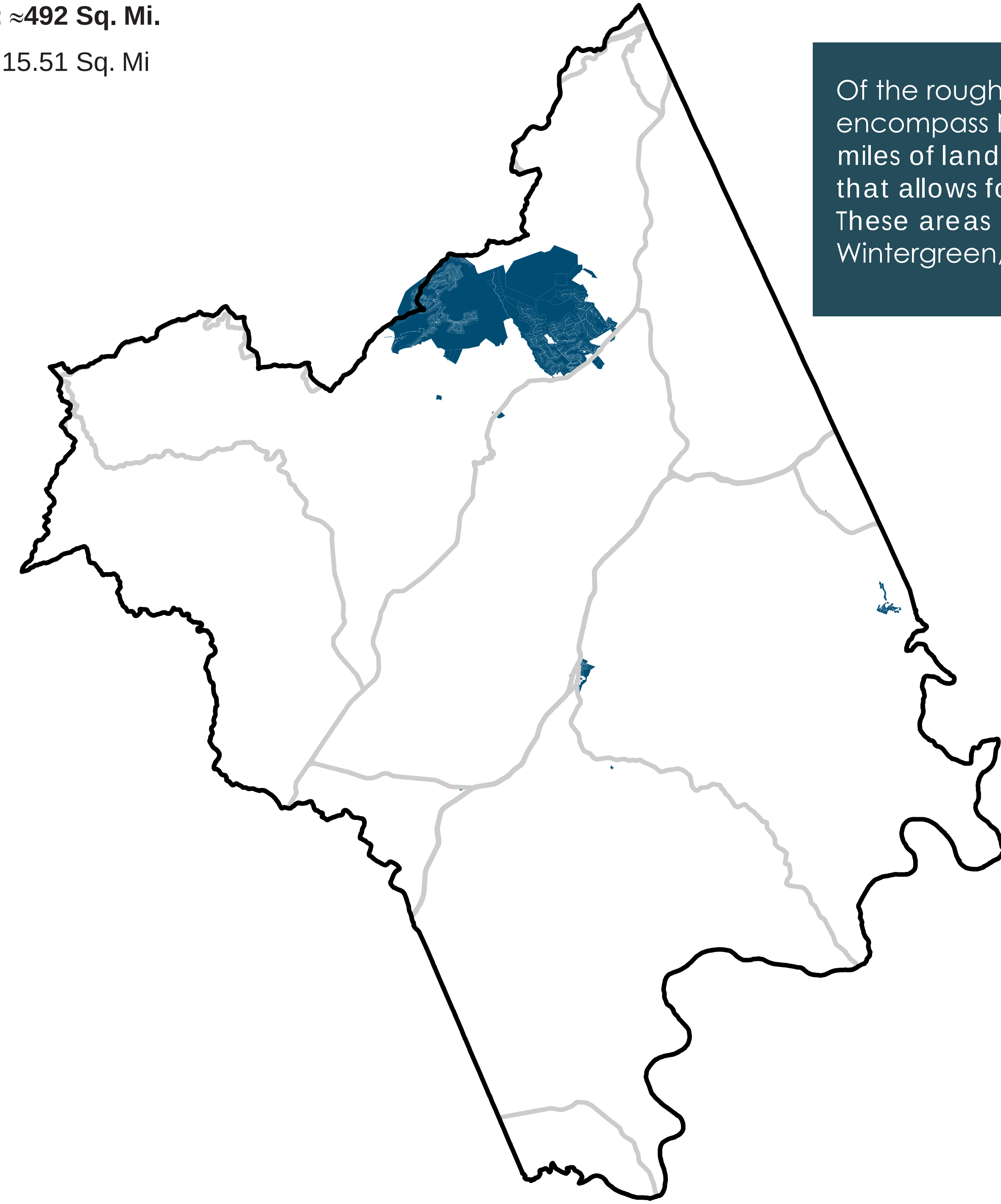
- A-1
- C-1
- R-1
- R-2
- RPC
- B-1
- B-2
- SE-1
- M-1
- M-2
- Roads

07/29/2021

Existing Conditions: Current Multi-Family Zoning

Nelson County: ≈492 Sq. Mi.

- Multi-Family: 15.51 Sq. Mi



Of the roughly 492 square miles that encompass Nelson County, 15.51 square miles of land have underlying zoning that allows for multi-family development. These areas are concentrated in Wintergreen, Nellysford, and Lovingston.

Legend

Multi-Family

Existing Conditions: Zoning

In the spring of 2019, TJPDC staff reviewed Nelson County's Zoning Ordinance as it related to housing. For each zoning district identified in the Zoning Ordinance, several factors were inventoried to show what was permissible in each district. Those factors included:

- Density- how many dwelling units are allowable?
- Bonus density- does the county have any incentives for increasing density in that district?
- Duplex allowable- Are duplexes allowed by-right?
- Multi-family- Are multi-family developments allowed?
- Mobile home allowed by-right- Are mobile homes allowed by-right?
- Mobile home allowed by S/C- Are mobile homes allowed with a special or conditional use permit?
- Accessory uses- Does the zoning district allow for accessory uses?
- Affordable housing incentive- Do incentives exist for the inclusion of affordable housing?

Based on staff's review, bonus density incentives exist within A-2 and the PUD districts. Multi-family developments are allowed in the R-2, IND, and PUD zoning districts but not in any of the others. The greatest density can be found in R-2.

NELSON COUNTY ZONING ORDINANCE								
District	**Density**	**Bonus Density**	**Duplex Allowed**	**Multi-Family**	**Mobile Home Allowed By-Right**	**Mobile Home Allowed by S/C**	**Accessory Uses**	**Affordable Housing Incentive**
C-1 (Conservation Disrict)	**1** dwelling unit per 20 acres	**No**	**No**	**No**	**No**	**No**	**Yes**	**No**
A-1 (Agricultural District)	**1** dwelling unit per 2 acres for single-family **1** dwelling unity per 1 acre for family subdivisions	**No**	**Yes**	**Yes**, with S/C	**Yes**	**Yes**	**Yes**	**No**
R-1 (Residential District)	**1** dwelling unit per 2 acres for single family **1** dwelling unity per 1 acre for family subdivisions	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**
R-2 (Residential District)	**up to 3** dwelling units per 15,000 sq. ft.	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**
RPC (Residential Planned Community District)	**15** dwelling units per acre in multiple-family residential sector **10** dwelling units per acre in single-family sector	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**No**
SE-1 (Service Enterprise District)	**40,000 sq. ft.** min lot size	**No**	**Yes**	**Yes**, with S/C	**Yes**	**Yes**	**No**	**No**

*S/C = Special or Conditional Use Permit

The Housing Continuum

Discussions with stakeholders and the public lead to the development of strategies targeted to address the specific needs of Nelson County. Each strategy addresses a rung on the housing spectrum: the unhoused, affordable rental opportunities, affordable homeownership opportunities, market rate rental opportunities, and market rate homeownership opportunities. This is a fluid system, and individuals and families can move throughout the housing system. Movement along the spectrum can sometimes be made by choice, such as a retired couple selling their home and downsizing to a smaller rental more suitable to their needs. However, many low to moderate-income families and individuals will find barriers that make it extremely difficult for them to easily move within this system. The strategies listed in the following pages are targeted at addressing those barriers, with the ultimate goal of equipping all Nelson County residents with the ability to live where they so choose in the county.

Through discussions, four key themes emerged. The first, that the existing zoning and land use policies currently in place are not supportive of the desire for a mix of uses and higher density in appropriate areas and serve as a barrier to the creation of additional housing units. Second, the housing supply is shrinking due in part to a poor-quality housing stock. Residents are not able to access the services they need to rehabilitate deteriorating units and the capacity of existing resources dedicated to that mission are not sufficient. Third, there is a need for additional rental units in the County. Homestays and vacation rentals have taken units off the rental market and increased demand, coupled with a low supply has led to a competitive market with increasing monthly rental prices. Finally, options for senior housing need to be expanded.

Identifying the Gap

				
Unhoused Experiencing Homelessness in Need of Housing	**Affordable Rental** Renter Households at or below 80% AMI	**Affordable Ownership** Owner Households at or below 80% AMI	**Market Rate Rental** Renter Households ABOVE 80% AMI	**Market Rate Ownership** Owner Households ABOVE 80% AMI
0 Point-in-time count **46** Unstablely Housed	**170** Severely Cost-Burdened **250** Cost-Burdened **18** Substandard Units	**470** Severely Cost-Burdened **31** Substandard Units	**10** Cost-Burdened	**10** Severely Cost-Burdened
46	**438**	**501**	**10**	**10**

Nelson County Recommendations

The recommendations provide a comprehensive list of high-level tools available to address the affordable housing challenges in Nelson County. These recommendations were identified through a series of stakeholder meetings of the Strategies and Analysis Committee of the Regional Housing Partnership, who provided their expertise to refine them.

Each recommendation set is grouped according to the typology along the housing continuum that they address (i.e. *unhoused, affordable rental, affordable ownership, market-rate rental, and market-rate ownership*), many strategies address multiple typologies and can be found in multiple recommendation sets. Each recommendation set includes a total number of interventions needed to address the current gap. Details for each recommendation set can be found below.

Unhoused:
- Point-in-Time Count: *Count of sheltered & unsheltered people on a single night in January.*
- Unstably Housed: *Families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.*

Affordable Rental:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Affordable Ownership:
- Severely Cost-Burdened: *Households that pay more than 50% of their income towards housing costs.*
- Substandard Units: *Housing that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.*

Market Rate Rental:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

Market Rate Ownership:
- Cost-Burdened: *Households that pay more than 30% of their income towards housing costs.*

In addition to the number of interventions needed to address each housing typology, the recommendation sets include categories for the type of intervention and a rough time estimate for implementation. For the intervention type, three groups have been identified and include the following:

- **Programmatic:** Creation or expansion of initiatives
- **Capital:** Financial commitments or funding streams
- **Policy:** Overarching guidance tools or plans

A simplified short, mid, and long-term categorization was used in the time-frame category. Those that fall into the short-term category would take less than one year and up to three years to implement. Those that fall in the mid-term category would be three to five years to implement, and those in the long-term category would take five or more years to implement.

Unhoused Recommendations

Unhoused
Experiencing Homelessness in Need of Housing

0
Point-in-Time Count

46
Unstably Housed

46

ID	Recommendation	Type	Timeframe
UH-1	Dedicate per capita proportional cost of local funds to the Consortium of Care emergency shelter program	Capital	Mid-Term
UH-2	Dedicate local funds to the Continuum of Care Homeless prevention program to address Nelson County residents at risk of homelessness.	Capital	Mid-Term
UH-3	Apply for available programs such as the *Low Income Housing Tax Credit Program*, *Housing Choice Voucher Program*, *Mainstream Voucher Program*, and *Section 202 Supportive Housing Program*. Set aside units for people at risk of or experiencing homelessness.	Programmatic	Long-Term
UH-4	Invest resources into identified community resource groups to increase their capacity to create affordable rental units available to people experiencing homelessness & provide home rehabilitation to prevent people from falling into homelessness.	Capital	Long-Term
UH-5	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term

Affordable Rental Recommendations

Affordable Rental

Renter Households at or below 80% AMI

170
Severely Cost-Burdened

250
Cost-Burdened

18
Substandard Units

438

ID	Recommendation	Type	Timeframe
AFR-1	Make use of available programs such as the *Low Income Housing Tax Credit*, *Housing Choice Voucher Program*, *Mainstream Voucher Program*, and *Section 202 Supportive Housing Program*.	Programmatic	Long-Term
AFR-2	The Comprehensive Plan update process should eliminate barriers to the creation of additional housing units, be they affordable or market-rate. Re-evaluate the zoning ordinance to allow for smaller lot-size requirements, promote a mix of housing types & sizes, promote increased residential density in areas deemed appropriate by the community, & incentivize the creation of new affordable units.	Policy	Long-Term
AFR-3	Examine homestay ordinance requirements & develop tracking methods to better understand the impact of short-term or vacation rentals have on the overall rental market in Nelson County.	Policy	Short-Term
AFR-4	Allow for mobile, manufactured, and modular homes by-right in all residentially-zoned districts.	Policy	Short-Term
AFR-5	Provide assistance to property owners whose properties have fallen into disrepair by offering access to funding assistance for rehab. If it is a rental unit, offer resources in exchange for keeping the unit at an affordable rate.	Programmatic	Mid-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

170
Severely Cost-Burdened

250
Cost-Burdened

18
Substandard Units

438

ID	Recommendation	Type	Timeframe
AFR-6	Develop private landlord incentives to participate in voucher program or in accepting low-income renters. Incentives could take the form of security deposit payments, one-month rental funds in case of a tenant vacating early, funds for tenant damage repair, etc.	Policy	Mid-Term
AFR-7	Create an Accessory Dwelling Unit implementation guide/toolkit to promote the mutual affordability benefits of ADUs to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term
AFR-8	Incentivize owners of vacant or underutilized buildings in downtown Lovingston to partner with interested developers to increase rental unit stock. Could take form of Incremental Development practices such as training & equipping small-scale developers.	Policy	Mid-Term
AFR-9	Invest more resources into identified community resource groups to increase their capacity to create affordable rental units & provide home rehabilitation to those in need.	Capital	Long-Term

Affordable Rental Recommendations - *Continued*

Affordable Rental

Renter Households at or below 80% AMI

170
Severely Cost-Burdened

250
Cost-Burdened

18
Substandard Units

438

ID	Recommendation	Type	Timeframe
AFR-11	Allow for multi-family development within all residentially-zoned districts	Policy	Mid-Term
AFR-12	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment that is consistent with the vision established in the updated Comprehensive Plan. Examples include expedited plan review, simplifying permitting and approvals, & greater transparency in the overall process.	Programmatic	Long-Term
AFR-9	Collaborative community engagement should occur around identification of sites/area in the County most suitable for increased density & mixed-use development.	Programmatic	Long-Term
AFR-10	Allow for mobile, manufactured, and modular homes by-right in all residentially-zoned districts.	Policy	Short-Term

Affordable Ownership Recommendations

Affordable Ownership
Owner Households at or below 80% AMI

470
Severely Cost-Burdened

31
Substandard Units

501

ID	Recommendation	Type	Timeframe
AO-1	Create a preservation and rehabilitation program with a dedicated source of funding to improve the existing housing supply, especially for those who are cost-burdened and extremely cost-burdened (inclusive of direct loans/grants to homeowners).	Programmatic	Long-Term
AO-2	Create a set aside fund to increase the supply of affordable homeownership units. This support could be used to partner with Community Land Trusts, neighborhood stabilization program, shared equity programs, market rate builders, and to provide down payment assistance.	Capital	Mid-Term
AO-3	Identify specific locations within the county for targeted growth, such as the village of Lovingston, to increase the land that is buildable for affordable units. Collaborative community engagement should occur around identification of sites/areas in the county most suitable for increased density & mixed-use development.	Programmatic	Mid-Term
AO-4	Utilize set-aside fund and other forms of leverage to support community partnerships that focus on the creation of senior housing & retrofitting of aging in place.	Capital	Mid-Term

Affordable Ownership Recommendations - *Continued*

Affordable Ownership
Owner Households at or below 80% AMI

470
Severely Cost-Burdened

31
Substandard Units

501

ID	Recommendation	Type	Timeframe
AO-5	Create an *Accessory Dwelling Unit* implementation guide/toolkit to promote the mutual affordability benefits of *ADUs* to homeowners and renters & promote grant programs targeted to *ADU* creation.	Policy	Short-Term
AO-6	Allow for multi-family development within all residentially-zoned districts	Policy	Mid-Term
AO-8	The Comprehensive Plan update process should eliminate barriers to the creation of additional housing units, be they affordable or market-rate. Re-evaluate the zoning ordinance to allow for smaller lot-size requirements, promote a mix of housing types & sizes, promote increased residential density in areas deemed appropriate by the community, & incentivize the creation of new affordable units.	Policy	Long-Term
AO-10	Allow for mobile, manufactured, and modular homes by-right in all residentially-zoned districts.	Policy	Short-Term

Market Rate Rental Recommendations

Market Rate Rental

Renter Households at or ABOVE 80% AMI

10
Cost-Burdened

10

ID	Recommendation	Type	Timeframe
MR-1	Identify specific locations within the county for targeted growth specific, such as the village of Lovingston, to increase the land that is buildable for affordable units.	Programmatic	Mid-Term
MR-2	Conduct a market study to identify gaps in the existing housing stock	Programatic	Short-Term
MR-3	Include zoning amendments to support increased density in identified areas	Policy	Short-Term
MR-4	Examine homestay ordinance requirements & develop tracking methods to better understand the impact of short-term or vacation rentals have on the overall rental market in Nelson County.	Programmatic	Short-Term
MR-5	Incentivize owners of vacant or underutilized buildings in downtown Lovingston to partner with interested developers to increase rental unit stock. Could take form of Incremental Development practices such as training & equipping small-scale developers.	Programmatic	Long-Term
MR-6	Create an *Accessory Dwelling Unit* implementation guide/toolkit to promote the mutual affordability benefits of *ADUs* to homeowners and renters & promote grant programs targeted to ADU creation.	Policy	Short-Term

Market Rate Rental Recommendations - *Continued*

Market Rate Rental

Renter Households at or ABOVE 80% AMI

10
Cost-Burdened

10

ID	Recommendation	Type	Timeframe
MR-7	Provide assistance to property owners whose properties have fallen into disrepair by offering access to funding assistance for rehab. If it is a rental unit, offer resources in exchange for keeping the unit at an affordable rate.	Programmatic	Mid-Term
MR-8	Allow for mobile, manufactured, and modular homes by-right in all residentially-zoned districts.	Policy	Short-Term
MR-9	Work to reduce bureaucratic barriers in the permitting and approval process for new development or redevelopment that is consistent with the vision established in the updated Comprehensive Plan. Examples include expedited plan review, simplifying permitting and approvals, & greater transparency in the overall process.	Programmatic	Long-Term

Market Rate Ownership Recommendations

Market Rate Ownership

Owner Households at or ABOVE 80% AMI

10

Cost-Burdened

10

ID	Recommendation	Type	Timeframe
MO-1	Identify specific locations within the county for targeted growth specific, such as the village of Lovingston, to increase the land that is buildable for affordable units. Amend zoning codes to support increased density in identified areas.	Programmatic	Mid-Term
MO-2	Include zoning amendments to support increased density in identified areas	Policy	Short-Term
MO-3	Conduct a market study to identify gaps in the existing housing stock	Programmatic	Short-Term

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 3, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne		David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg		Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway		Jessica Ballering, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien (7:52)	x	Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer		Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		**GUESTS/PUBLIC PRESENT**	
Bob Babyok (7:32)	x	Karen Davis, Jaunt	x
Tommy Barlow (7:09)	x	Peter Stephenson, Virginia Risk Sharing Association	x
Nelson County		Tammy Purcell	x
Jesse Rutherford, Vice Chair	x	Sean Tubbs, Independent Reporter	x
Dylan Bishop	x		

***Note**: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (Chapter 552), as effective April 7, 2021. A recording of the meeting was made available to the public on June 8, 2021 at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.*

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:05 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None
b. **Comments provided via email, online, web site, etc.:** None

Christine Jacobs introduced Karen Davis from Jaunt to the Commission to provide an opportunity for the Commission to determine the Commission's interests in learning more about Jaunt's operations and services. The Commission expressed interest in learning more about ridership throughout the individual localities, considering Jaunt operations in the Greene County Comprehensive Plan update, and opportunities to provide better connections between more rural points of interest.

3. PRESENTATIONS:

a. U.S. Department of Transportation RAISE Grant

Jessica Hersh-Ballering provided the Commission with an overview of the RAISE grant application that the TJPDC is considering submitting. The application would be for a planning grant to fund a feasibility study to develop a community-preferred Master Plan for renovation, improvement, and/or expansion of the existing Charlottesville station to accommodate additional capacity and projected growth in ridership and make site-specific safety and accessibility improvements.

b. Interim Executive Director 100-Day Plan Update

Ms. Jacobs reviewed her progress toward the items she identified as priorities during her first 100 days as Interim Executive Director for the TJPDC. She went on to describe the priorities for the TJPDC over the next 100 days while the Commission considers the next steps towards hiring a permanent Executive Director.

4. CONSENT AGENDA: Action Items

a. May 6, 2021 Meeting

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved the minutes of the May 6, 2021 meeting.

b. Monthly Financial Report

Motion/Action: On a motion by Andrea Wilkinson, seconded by Donna Price, the Commission unanimously accepted the monthly financial report as presented.

5. RESOLUTIONS:

a. Resolution to Elect TJPDC Officers for FY22

Motion/Action: On a motion by Donna Price, seconded by Dylan Bishop, the Commission unanimously approved a resolution to elect the following as officers for FY22:

Name	Office
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair

Keith Smith (Fluvanna County) Treasurer
Christine Jacobs (Staff) Secretary

b. Resolution to Elect GO Virginia Region 9 Council Representatives

Motion/Action: On a motion by Donna Price, seconded by Tommy Barlow, the Commission approved a resolution to elect the following as GO Virginia Region 9 Council Representatives by vote of 7-0 with Tony O'Brien abstaining:

Name
Christian Goodwin (Louisa County) - Chief Administrative Officer
Tony O'Brien (Fluvanna County) - Elected Official
Christine Jacobs (Staff) - Ex Officio

c. Resolution to Issue a Request for Proposals for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) Planning Grant application through the Virginia Department of Housing and Community Development

Motion/Action: On a motion by Donna Price, seconded by Bob Babyok, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services for eligible activities related to the Virginia Eviction Reduction Pilot (VERP) upon notice of grant award.

d. Resolution to Support a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application to Fund a Charlottesville Regional Multi-Modal Transportation Station Master Plan

Motion/Action: On a motion by Dylan Bishop, seconded by Tony O'Brien, the Commission unanimously approved a resolution of support for TJPDC staff to submit a grant funding application for the Charlottesville Regional Multimodal Transportation Station Master Plan.

6. NEW BUSINESS:

a. Remote Meeting Participation Policy

Motion/Action: On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously approved the adoption of the policy to allow Commission members to participate in meetings by electronic communication means under certain conditions, as presented by staff.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report: Ms. Jacobs provided updates on: the submission of a $2 million application to Virginia Housing's Planning District Commission Housing Development Program Grant to develop new affordable housing units within the region; a U.S. Department of Housing and Urban Development (HUD) allocation of $2.4 million in the FY2021 HOME Investment Partnership to be available for expenditure until September of 2030; contracts with Nelson County to prepare two Transportation Alternative grant applications for sidewalk infrastructure in Lovingston and to build a foundation for the relocation of the historic Gladstone Train Depot; the Regional Housing Partnership's Housing Speaker Series; TJPDC staff site visit to Jaunt; updates on plans for TJPDC staff return to work; updates on the hiring process for a new planner to support the anticipated housing grant funding and programming needs; a recent meeting of the Regional Broadband Partnership, which focused on funding opportunities and ongoing broadband infrastructure initiatives; ongoing discussions with seven counties regarding interest in participating in a regional cigarette tax board; and summer educational and informational programming presented by the Virginia Association of Planning District Commissions.

8. CLOSED SESSION:

a. Discussion of an individual employee: Using the attached closed session form, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. Public Session Resumes: Per the attached closed session form, the public session resumed and visitors were re-admitted back into the TJPD Commission Zoom meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Barlow, the Commission unanimously approved a resolution appointing Christine Jacobs to continue as the Interim Executive Director through December 31, 2021.

Motion/Action: On a motion by Tommy Barlow, seconded by Tony O'Brien, the Commission voted to commence with an internally-driven search for an Executive Director to begin on July 1, 2021, designating the Deputy Director as the point of contact for that search, by vote of 7-1.

Motion/Action: On a motion by Donna Price, seconded by Dylan Bishop, the Commission voted to commence with an RFP to contract with an external search firm to support recruitment and hiring for the Executive Director to begin July 1, 2021 by vote of 7-1.

9. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdictions.

b. Next Meeting: August 5, 2021

ADJOURNMENT:

Motion/Action: On a motion by Donna Price, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the June 3, 2021 Commission meeting at 9:33 pm.

Commission materials and meeting recording may be found at www.tjpdc.org

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Closed Session Draft Minutes, June 3, 2021

Minutes prepared by Sandy Shackelford, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		David Blount, Deputy Director/Legislative Director	✓
Michael Payne			
Rory Stolzenberg			
Albemarle County			
Ned Gallaway			
Donna Price	✓		
Fluvanna County			
Tony O'Brien	✓		
Keith Smith, Treasurer			
Greene County			
Dale Herring, Chair	✓		
Andrea Wilkinson	✓		
Louisa County		**GUESTS/PUBLIC PRESENT**	
Bob Babyok	✓	None	
Tommy Barlow	✓		
Nelson County			
Jesse Rutherford, Vice Chair	✓		
Dylan Bishop	✓		

Closed Session:

1. **Motion to Enter Closed Session:** I, Jesse Rutherford move that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss an individual employee assignment. Motion seconded by Donna Price.

Roll call vote:

_____________ (Aye) (Nay) ~~Michael Payne~~

_____________ (Aye) (Nay) ~~Rory Stolzenberg~~

_____________ (Aye) (Nay) ~~Ned Gallaway~~

_____________ (Aye) (Nay) Donna Price

_____________ (Aye) (Nay) Tony O'Brien

_____________ (Aye) (Nay) ~~Keith Smith~~

_____________ (Aye) (Nay) Dale Herring

_____________ (Aye) (Nay) Andrea Wilkinson

_____________ (Aye) (Nay) Bob Babyok

_____________ (Aye) (Nay) Tommy Barlow

_____________ (Aye) (Nay) Jesse Rutherford

_____________ (Aye) (Nay) Dylan Bishop

Motion (Passed) (Failed)

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2. **Motion to Exit Closed Session:** I, Jesse Rutherford, move that the Commission exit closed session. Motion seconded by Donna Price for the committee to exit closed session.

Roll call vote:

____________	(Aye) (Nay) ~~Michael Payne~~	____________	(Aye) (Nay) Andrea Wilkinson
____________	(Aye) (Nay) ~~Rory Stolzenberg~~	____________	(Aye) (Nay) Bob Babyok
____________	(Aye) (Nay) ~~Ned Gallaway~~	____________	(Aye) (Nay) Tommy Barlow
____________	(Aye) (Nay) Donna Price	____________	(Aye) (Nay) Jesse Rutherford
____________	(Aye) (Nay) Tony O'Brien	____________	(Aye) (Nay) Dylan Bishop
____________	(Aye) (Nay) ~~Keith Smith~~		
____________	(Aye) (Nay) Dale Herring		**Motion (Passed) (Failed)**

3. **Motion to Certify:** I Jesse Rutherford move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Donna Price to Certify.

Roll call vote:

____________	(Aye) (Nay) ~~Michael Payne~~	____________	(Aye) (Nay) Andrea Wilkinson
____________	(Aye) (Nay) ~~Rory Stolzenberg~~	____________	(Aye) (Nay) Bob Babyok
____________	(Aye) (Nay) ~~Ned Gallaway~~	____________	(Aye) (Nay) Tommy Barlow
____________	(Aye) (Nay) Donna Price	____________	(Aye) (Nay) Jesse Rutherford
____________	(Aye) (Nay) Tony O'Brien	____________	(Aye) (Nay) Dylan Bishop
____________	(Aye) (Nay) ~~Keith Smith~~		
____________	(Aye) (Nay) Dale Herring		**Motion (Passed) (Failed)**

Certified: Sandy Shackelford

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, June 29, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway		Jessica Ballering, Planner II	
Donna Price	x	Shirese Franklin, Planner II	x
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	x
Greene County		Lucinda Shannon, Transportation Program Manager	x
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		**GUESTS/PUBLIC PRESENT**	
Bob Babyok		Sean Tubbs, Independent Reporter	x
Tommy Barlow	x	Allison Wrabel, Reporter, Daily Progress	x
Nelson County		David Erzen, TJPDC Intern	x
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

***Note**: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (Chapter 552), as effective April 7, 2021. A recording of the meeting was made available to the public at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.*

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Jesse Rutherford, presided and called the meeting to order at 12:02 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None
b. **Comments provided via email, online, web site, etc.:** None

3. PRESENTATIONS:

a. Inter-Governmental Review for Housing Preservation Grant

Shirese Franklin provided background on the Housing Preservation Grant explaining that the TJPDC applies for the grant annually. Ms. Franklin provided background information on past grant receipts, its intended use for home rehabilitation in rural areas, and explained how the grant funds are distributed. Ms. Franklin also reviewed the distribution of project funds throughout the region.

4. RESOLUTIONS:

a. Resolution Confirming Receipt of Inter-Governmental Review and Support of the Application for a Housing Preservation Grant from the Rural Housing Services

Motion/Action: On a motion by Keith Smith, seconded by Donna Price, the Commission unanimously approved a resolution confirming that the Commission received notice of the Inter-Governmental Review and supporting an application for a Housing Preservation Grant from the Rural Housing Services by the Thomas Jefferson Planning District Commission.

5. NEW BUSINESS:

a. FOIA Code of Virginia Section 2.2-3708.2

Christine Jacobs and David Blount reviewed the state of electronic meeting assembly among the local governments in the TJPDC region. The state code allows electronic meetings of public bodies to continue under certain conditions if they are located in a locality that has adopted a state of emergency. Since the City of Charlottesville remains under a locally adopted state of emergency and the TJPDC is located within the City boundaries, the TJPDC could continue to hold meetings electronically during the state of emergency. It was the consensus of the Commission to continue to allow meetings to be conducted electronically as long as Charlottesville remains under a locally adopted state of emergency.

6. OTHER BUSINESS:

a. Next Meeting: August 5, 2021

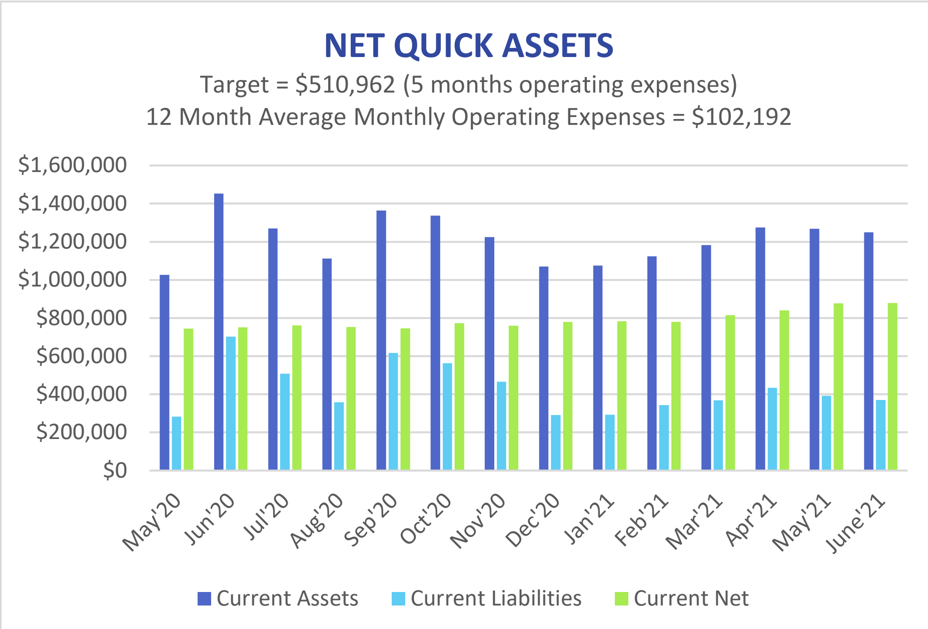
ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the June 29, 2021 Commission meeting at 12:28 pm.

Commission materials and meeting recording may be found at www.tjpdc.org

Thomas Jefferson Planning District Commission

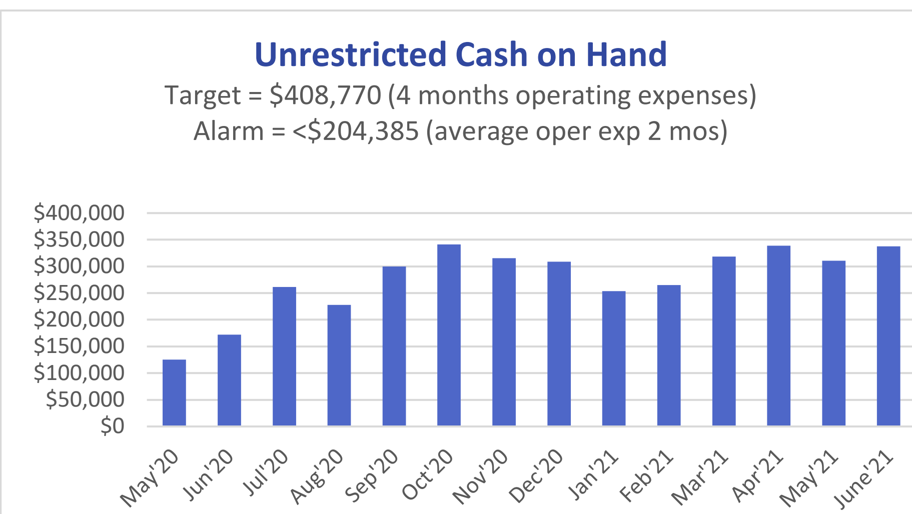
FINANCIAL DASHBOARD
Through June 30, 2021



Monthly Net Quick Assets

May'20=$744,520
Jun'20= $751,339
Jul'20= $761,878
Aug'20=$753,340
Sep'20=$746,274
Oct'20=$773,192
Nov'20=$759,492
Dec'20= $779,233
Jan'21= $782,692
Feb'21=$779,333
Mar'21=$814,363
Apr'21=$840,928
May'21=$876,846
June'21=$879,382

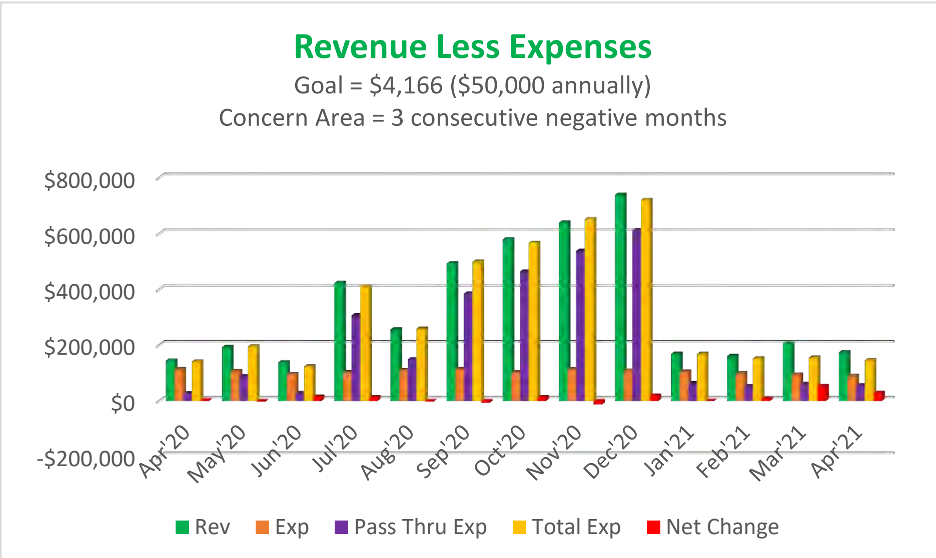
NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 8.61 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to $102,192. The 3-month average of expenses is $92,492. Actual operating expenses for June were $98,192 compared to $89,521 in April and $98,132 in May. Capital reserves = $879,382 - $510,962 = $368,420.



UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of $337,680 represents 3.3 months of operating expenses. Unrestricted cash has increased from a June'20 level of $170,222 to $337,680 at the end of June 2021.

FINANCIAL DASHBOARD
Through June 30, 2021



Monthly Net Revenue
May'20=($2,591)
Jun'20=$14,870
Jul'20=$12,974
Aug'20=($2,388)
Sep'20=($6,222)
Oct'20=$12,874
Nov'20=($12,407)
Dec'20=$18,723
Jan'21=$630
Feb'21=$8,647
Mar'21=$52,770
Apr'21=$28,784
May'21=$12,695
June'21=$(1,788)

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The original FY21 Budget adopted estimated a $0 net gain. The amended FY21 Budget adopted in March 2021 estimated a $103,094 net gain. There was a net gain in May of $12,695 and a net loss in June of $1,788 resulting in a net gain of $136,270 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows available funds of $49,681 remaining in FY21, $20,652 of which is Rideshare marketing money that was frozen by DRPT and expired June 30, 2021 and $33,030 of which is MPO-PL funds which will roll-over into FY23. Actual operating expenses for June were $89,521.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	93,769	280,692	3,317,599	3,368,299	3,368,299
4120 · State Funding Source	22,289	28,721	256,744	344,648	344,648
4130 · Local Source	36,810	43,000	455,561	515,996	515,996
4131 · Event Sponsors & Fees	0		0	0	0
42000 · Local Match Per Capita	13,928	7,471	157,820	158,365	158,365
4280 · Interest Income	52	167	1,382	2,000	2,000
Total Income	166,849	360,049	4,189,106	4,389,308	4,389,308
Gross Profit	166,849	360,049	4,189,106	4,389,308	4,389,308
Expense					
61000 · Personnel	70,113	83,807	963,326	1,001,658	1,001,658
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	41	148	1,835	1,776	1,776
62392 · Subscriptions, Publications	200	54	947	650	650
62393 · Supplies	794	677	5,391	8,128	8,128
62394 · Audit -Legal Expenses	0	0	15,936	18,000	18,000
6240 · Advertising	385	1,288	4,310	15,458	15,458
62404 · Meeting Expenses	0	538	1,119	6,459	6,459
62410 · TJPDC Contractual	6,025	8,204	56,037	95,770	95,770
6281 · Dues	415	826	9,132	9,915	9,915
62850 · Insurance	481	282	5,774	3,336	3,336
62890 · Printing/Copier	328	607	4,459	7,287	7,287
63200 · Rent Expense	7,940	7,902	97,269	94,820	94,820
63210 · Equipment/Data Use	9,112	2,175	36,280	26,100	26,100
63220 · Telephone Expense	1,572	645	7,659	7,742	7,742
63300 · Travel-Vehicle	565	1,650	6,711	19,802	19,802
6345 · Janitorial Service	139	827	2,310	9,920	9,920
6390 · Professional Development	20	710	5,421	8,516	8,516
Total Expense	98,132	110,340	1,223,917	1,335,337	1,335,337
Net Ordinary Income	68,717	249,709	2,965,190	3,053,971	3,053,971
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	40,554	48,356	582,891	580,277	580,277
8399 · Grants Contractual Services	29,951	197,550	2,246,029	2,370,600	2,370,600
Total Other Expense	70,504	245,906	2,828,920	2,950,877	2,950,877
Net Other Income	(70,504)	(245,906)	(2,828,920)	(2,950,877)	(2,950,877)
Net Income	**(1,788)**	**3,803**	**136,270**	**103,094**	**103,094**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of June 30, 2021

	Jun 30, 21	Jun 30, 20	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	666,586.06	842,318.30	-175,732.24
1189 · Capital Reserve	324,032.00	224,484.00	99,548.00
Total Checking/Savings	990,618.06	1,066,802.30	-76,184.24
Accounts Receivable			
1190 · Receivable Grants	239,787.68	348,134.57	-108,346.89
Total Accounts Receivable	239,787.68	348,134.57	-108,346.89
Other Current Assets			
1310 · Prepaid Rent	625.00	781.22	-156.22
1330 · Prepaid Insurance	8,366.00	17,956.00	-9,590.00
1360 · Prepaid Other	10,739.35	12,082.05	-1,342.70
Total Other Current Assets	19,730.35	30,819.27	-11,088.92
Total Current Assets	1,250,136.09	1,445,756.14	-195,620.05
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	123,885.29	117,477.79	6,407.50
1499 · Accumulated Depreciation	-121,009.47	-114,012.05	-6,997.42
Total Fixed Assets	17,248.93	17,838.85	-589.92
TOTAL ASSETS	**1,267,385.02**	**1,463,594.99**	**-196,209.97**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	31,229.71	29,828.34	1,401.37
Total Accounts Payable	31,229.71	29,828.34	1,401.37
Credit Cards			
2155 · Accounts Payable Credit Card	10,618.53	4,356.86	6,261.67
Total Credit Cards	10,618.53	4,356.86	6,261.67
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	328,905.94	668,105.76	-339,199.82
Total Other Current Liabilities	328,905.94	668,105.76	-339,199.82
Total Current Liabilities	370,754.18	702,290.96	-331,536.78
Long Term Liabilities			
2200 · Leave Payable	42,206.74	42,799.23	-592.49
Total Long Term Liabilities	42,206.74	42,799.23	-592.49
Total Liabilities	412,960.92	745,090.19	-332,129.27
Equity			
3000 · General Operating Fund	394,122.42	467,680.61	-73,558.19
3100 · Restricted Capital Reserve	324,032.00	224,484.00	99,548.00
3600 · Net Investment in Fixed Assets	0.00	350.38	-350.38
Net Income	136,269.68	25,989.81	110,279.87
Total Equity	854,424.10	718,504.80	135,919.30
TOTAL LIABILITIES & EQUITY	**1,267,385.02**	**1,463,594.99**	**-196,209.97**

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY22	GRANT TO DATE	GRANT-CONTRACT REMAINING FY21	NOTES
110	**State Support to PDC (DHCD)**	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331	6,331	6,331	6,331	6,331	6,331	6,331	6,331	6,331	75,971			75,971	0	State funding to TJPDC General
110	**TJPDC Corporation**	07/01/20	06/30/21	25										25			25			25	0	Non-profit Arm
110	**Bank Iterest**	07/01/20	06/30/21	1,382	177	159	171	182	138	106	89	79	80	75	74	52	1,382			1,382	0	Investment Pool Savings Income
170/171	**Rural Transportation**	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113	2,144	828	3,648	3,446	6,985	7,976	9,620	8,320	59,100			59,100	-1,100	VDOT Rural Transp Planning
190/195/198	**MPO-PL**	07/01/20	06/30/21	187,626	21,598	15,457	12,478	15,072	15,088	13,470	14,095	7,901	6,851	9,404	10,955	12,227	154,596			154,596	33,030	MPO PL Transp Planning
191/196/199	**MPO-FTA**	07/01/20	06/30/21	102,624	11,439	12,616	8,479	9,138	6,223	5,936	9,367	11,954	14,524	9,496	3,452		102,624			102,624	0	MPO FTA Transit Planning
273	**Water Street Center**	07/01/20	06/30/21	0													0			0	0	Rental Fees
273	**Office Leases - Rent**	07/01/20	06/30/21	13,450	600	600	1,300		1,000	200	200	1,950	4,150	1,100	1,200	1,150	13,450			13,450	0	Rental Fees
277	**Legislative Liaison**	07/01/20	06/30/21	102,171	6,581	7,134	9,940	6,967	6,798	7,232	9,454	8,261	8,755	6,575	6,333	6,729	90,759		11,412	90,759	0	David & Dominique Legis Operations
278	**VAPDC-ED**	07/01/20	06/30/21	50,369	4,167	4,324	4,262	4,167	4,167	4,281	4,167	4,167	4,167	4,166	4,167	4,167	50,369			50,369	0	Contract for Admin Services
296	**Member Per Capita**	07/01/20	06/30/21	158,365	9,946	9,946	18,010	13,152	13,152	13,152	13,152	13,152	13,152	13,152	13,928	13,928	157,822		543	157,822	0	Local Govt Annual Contributions
303	**Solid Waste**	07/01/20	06/30/21	17,500	384	279	328	161	59	25	659	2,139	3,422	2,899	1,668	2,212	14,235		3,265	14,235	0	Contract for annual reporting
315	**Stanardsville TAP**	04/06/15	10/01/20	25,500	462	293	682	258	86		299	171		42	642	1,167	4,102	17,856	3,542	21,958	0	VDOT Streetscape Contract
316	**Cherry Avenue**	07/01/20	06/30/21	16,482									16,482				16,482		0	16,482	0	Reimbursement - Work Change Order
329	**Rivanna River Corridor Phase II**	07/01/20	06/30/21	87,464	1,676	3,097	4,449	7,817	3,693	9,257	1,758	3,061	3,021	5,106	3,148	4,004	50,087	33,165	4,212	83,252	0	Regional River Plan
723	**TJCLT**	10/19/17	01/31/21	66,928	7,591	8,231	3,996	3,914	3,453	2,918	9,269	9,190	9,237	9,129			66,928			66,928	0	Full Time TJCLT ED Services beginning 1/1/21
729	**Affordable Housing**	07/01/20	06/30/21	62,300			7,200			27,433	6,435	4,136	5,368	5,637	5,794	297	62,300			62,300	0	Regional Housing Partnership
908	**RRBC**	07/01/20	06/30/21	10,500	933	967	969	444	165	42	57	42	66	43	43	42	3,813		6,687	3,813	0	Rivanna Commission
907	**WIP Phase IV**	06/01/19	12/31/21	58,000							4,129	3,685	4,701	8,636	7,317	4,996	33,464	0	24,536	33,464	0	
907	**WIP Phase III**	06/01/18	12/30/20	52,000	2,801	3,144	2,761	2,786	2,761								14,253	37747	0	52,000	0	Chesapeake Watershed Assistance to DEQ
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus																					
181	**RTP-TDM**	07/01/20	06/30/21	50,000	726	2,850	2,644	6,642	1,381	1,919	1,840	5,696	5,154	5,368	2,571	5,222	42,013		7,987	42,013	0	Regional Transit Partnership
	RTP Pass-Thru	07/01/20	06/30/21	0													0			0	0	Grant Match if needed
182	**Regional Transit Grant**	01/01/21	06/30/22	34,138									1,004	944	1,865	1,232	5,045		29,093	5,045	0	
	Regional Transit Pass-Thru	01/01/21	06/30/22	315,863													0		315,863	0	0	
183	**Albemarle Transit Grant**	01/01/21	12/31/21	14,950								176	1,889	961	1,451	1,148	5,626		9,324	5,626	0	
	Alb Transit Pass-Thru	01/01/21	12/31/21	91,265												2,021	2,021		89,244	2,021	0	
192	**5th Street TAP**	11/16/16	10/01/20	37,697													0	20,731	16,966	20,731	0	VDOT Bike Path Grant
	5th Street TAP Pass-Thru	11/16/16	10/01/20	162,303													0	88,758	0	88,758	73,545	VDOT Bike Path Design & Constr
193	**Rideshare**	07/01/20	06/30/21	155,815	10,121	10,451	9,007	9,904	9,124	10,203	10,431	11,379	15,203	11,869	12,206	15,265	135,163			135,163	20,652	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	07/01/20	06/30/21	0													0			0	0	Potential contract for marketing plan
307	**Nelscon Couty**	07/01/20	06/30/21	0													0			0	0	
	Nelson - CNN - Pass-Tru	07/01/20	06/30/21	41,775									7,988		27,220	6,567	41,775			41,775	0	Crafting a New Normal
319	**Nelson CARES 2020**	08/12/20	12/31/20	15,000			4,910	5,143	3,622	1,325							15,000			15,000	0	CARES Business Grants Admin
	Nelson CARES Pass-Thru	08/12/20	12/31/20	335,000				123,113	81,887	130,000							335,000			335,000	0	CARES Business Grants Pass Through
327	**Lovingston**	11/01/18	06/30/21	20,739	2,234	470	1,355	424	215	315	30	571					5,614	15,125	0	20,739	0	CDBG Downtown Plan Grant
	Lovingston Pass-Thru	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs
330	**Hazard Mitigation**	07/01/20	06/30/21	67,200						1,759	2,103	1,449	2,260	1,117	1,134	879	10,701		56,499	10,701	0	24 month planning project resiliency
	Has Mit Pass-Tru	07/01/20	06/30/21	0													0	0		0	0	
727	**HOME TJPDC Admin**	07/01/20	06/30/21	64,475	3,806	4,986	6,178	4,119	3,524	1,058	3,889	6,654	8,440	6,856	7,552	4,343	61,405		3,070	61,405	0	HUD HOME Housing Grants Admin
	HOME Pass-Thru	07/01/20	06/30/21	589,042	83,050	33,123	86,681	51,807	44,498	21,895	58,175	50,285	41,909	36,471	40,594	40,554	589,042			589,042	0	HUD HOME Housing Grants Construction
728	**Housing Preservation Grant Admin**	07/01/20	06/30/21	28,656	2,002	2,391	356	1,252	811	424	528	1,106	700	733	1,029	2,631	13,963		14,693	13,963	0	USDA Housing Repair Admin
	HPG Pass-Thru	07/01/20	06/30/21	191,043	10,139	2,550		14,713		13,475	5,610	2,025	8,068	19,345	8,000	21,362	105,287		85,756	105,287	0	USDA Housing Repair Construction
730	**Regional Housing Plan**	10/31/18	06/30/21	95,915	3,275	3,334	1,919	4,009	1,974	1,797	3,222	3,114	3,037	523			26,204	69,711	0	95,915	0	Regional Housing Plan Grant
	Reg Housing Plan Pass-Thru	10/31/18	06/30/21	54,125													0	54,125		54,125	0	Housing Plan Contract with others
731	**RMRP**	04/01/20	03/31/21	90,838	14,457	4,847	8,045	9,862	15,487	31,552			2,926				87,176	6,562		93,738	-2,900	Regional Rent Refief Grants COVID Admin
	RMRP Pass-Thru	04/01/20	12/31/20	1,735,229	213,729	121,046	283,529	274,321	411,374	419,048							1,723,047	12,182		1,735,229	0	RMRP Pass Through Grants
	TOTAL - All Programs			**5,351,460**	**422,193**	**261,623**	**505,419**	**578,811**	**639,155**	**725,981**	**168,937**	**162,120**	**205,870**	**173,979**	**178,294**	**166,847**	**4,189,230**	**356,312**	**682,692**	**4,545,542**	**123,226**	**TOTAL - All Programs**
	Pass Thru Sub-totals			**3,529,380**	306,918	156,719	383,595	463,954	537,759	584,418	63,785	52,310	57,965	55,816	75,814	70,504	2,809,557	155,415	490,863	2,964,972	73,545	Pass-Thru Subtotal

Op Expenses		
	12 month average	$102,192
	3 month average	$92,492
	last month	$89,822

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Total Grant Funds Remaining	123,226
Pass-through funds	$73,545
TJPDC Available Funds	$49,681
Available funds per month	**$49,681.46**

MASTER AGREEMENT

FOR USE OF

COMMONWEALTH TRANSPORTATION FUNDS

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

This Master Agreement ("Agreement"), is made and executed as of the 19th day of July, 2021 between the Virginia Department of Rail and Public Transportation ("Department"), acting by and through its Director, and the Thomas Jefferson Planning District Commission ("Grantee") (collectively Department and Grantee referred to as "Parties"). On a case by case basis, the Parties will enter into a project specific agreement ("Project Agreement") that includes the overall purpose for which grants are awarded ("Project"), the total cost of a Project, the Department and Grantee participation, Project time period, and any subsequent amendments thereto. This Agreement constitutes the terms and conditions governing receipt of grants supported by Commonwealth transportation funds and governs and is incorporated by reference in all Project Agreements approved by the Department. The terms of this Agreement shall apply to all actions such as executing a Project Agreement, requesting reimbursement, requesting extensions or other actions taken pursuant to complete a Project ("Grant Transactions") from the date of this Agreement until a new Master Agreement for the use of Commonwealth transportation funds is executed by the Department and the Grantee.

ARTICLE 1. PROGRAMS AND FUNDING

§ 1.1 This Agreement contains requirements that must be adhered to by the Grantee for all grants received from the Department.

§ 1.2 Funding is subject to annual appropriation by the Virginia General Assembly ("General Assembly"), allocation by the Commonwealth Transportation Board ("CTB"), and execution by the Parties of this Agreement and an associated Project Agreement. For any grants administered by the Department, the CTB or the General Assembly may change the percentage of the local share that can be financed by Commonwealth transportation funds to a higher or lower percentage than set forth in the Project Agreement. In the event such a change occurs, the applicable percentage will be the new percentage set by the CTB or the General Assembly. All Eligible Project Costs incurred prior to the date of the change will be governed by the previous percentage.

§ 1.3 In the event that the Grantee receives a subsequent allocation of funding from the Commonwealth of Virginia ("Commonwealth") other than the Department, or receives Federal funding for a Project, the allocation of grant funds originally allocated for that Project shall be reduced by the amount of the subsequent allocation of Commonwealth or Federal funding. Within thirty (30) days of receipt, the Grantee shall notify the Department in writing when a subsequent allocation of Commonwealth or Federal funding is received.

§ 1.4 The Grantee shall provide funds from sources other than Federal funds, except as may otherwise be authorized by Federal statute, in an amount sufficient, together with the grant funding governed by this Agreement, to assure payment of the total cost of the Project. The Grantee further agrees that no refund or reduction of the amount so provided will be made at any time, unless there is at the same time a refund and/or de-obligation to the Department of a proportional amount of the grant funds paid or to be paid by the Department. The Grantee is obligated to provide its share of Project cost as detailed in the Project Agreement.

§ 1.5 Payment of funds by the Department pursuant to a Project Agreement shall not exceed the Department funding amount identified in the applicable Project Agreement.

ARTICLE 2. ELIGIBLE PROJECT COSTS

§ 2.1 The Grantee agrees to incur costs in accordance with Project Agreements and this Agreement ("Eligible Project Costs"). The Department shall provide reimbursement of Eligible Project Costs submitted by the Grantee in proportion to the percentage of total funding to be provided by the Department pursuant to the Project Agreement. All expenses for which the Grantee seeks reimbursement by the Department shall be charged at the actual cost(s) to the Grantee with no Grantee markup.

§ 2.2 Eligible Project Costs must meet the following requirements:

A. Be necessary in order to accomplish the Project as identified in an associated Project Agreement;

B. Be reasonable for the goods or services purchased;

C. Be actual net costs charged to the Grantee (i.e., the price paid minus any refunds, rebates, salvage, or other items of value received by the Grantee which have the effect of reducing the cost actually incurred and paid);

D. Be incurred during the time period specified in the associated Project Agreement;

E. Be in accordance with 2 C.F.R. Pt. 200 Subpart E;

F. Be based on a cost allocation plan that has been approved in advance by the Department if the costs are indirect costs;

G. Be documented in accordance with the terms of this Agreement;

H. Be treated uniformly and consistently under generally accepted accounting principles; and

I. There must be sufficient remaining allocated Commonwealth transportation funds pursuant to the associated Project Agreement to make the requested reimbursement.

Costs incurred by the Grantee to correct deficiencies in a Project, including costs related to the Grantee's failure to comply with the terms of this Agreement or a Project Agreement, do not qualify as Eligible Project Cost.

The Department shall make the final determination as to whether costs submitted for reimbursement qualify as Eligible Project Costs.

ARTICLE 3. REIMBURSEMENT OF GRANTEE

§ 3.1 Some Projects involving operating costs will require payment based on a schedule. Payment schedules for such projects will be detailed in the Project Agreement. The Department will make payment to the Grantee of the Department's share of scheduled payments as outlined in the Project Agreement. For other Projects not subject to a schedule of payments, grant funds will be distributed by the Department to the Grantee on a reimbursement basis.

§ 3.2 The Grantee shall submit requests for reimbursement using the form ("Project Reimbursement Form") provided by the Department through the Department Online Grant Administration System ("OLGA"). The Grantee shall submit Project Reimbursement Forms no more frequently than once a month and within 90 days from incurrence of Eligible Project Costs. Project Reimbursement Forms must be supported by third party evidence. The Department shall have the right to request additional details. The Grantee shall provide information within 30 days of the Department's request for additional information. The Department will make reimbursement of approved Eligible Project Costs within 30 days of the Department's receipt and approval of Grantee's Project Reimbursement Form. The Grantee shall submit its final reimbursement request to the Department within 90 days of expiration of funding for the Project Agreement.

§ 3.3 The Department shall have the right, in its sole discretion, to withhold reimbursement for Project Reimbursement Forms or line items in Project Reimbursement Forms found to be incomplete or not in conformance with the requirements of this Agreement or the associated Project Agreement. The Department will notify the Grantee of the basis for withholding total or partial reimbursement and will work with the Grantee to resolve disputed items.

§ 3.4 Reimbursement by the Department is not a waiver of Department's claim that said cost violates this Agreement or Project Agreement. Reimbursement is not a final decision by the Department as to validity of the cost as an Eligible Project Cost.

§ 3.5 Any reimbursement paid to the Grantee by the Department not in accordance with the provisions of this Agreement, associated Project Agreement, or Federal, State, or local law, shall be repaid to the Department by the Grantee within 60 days of the Department's written notice to the Grantee of the repayment obligation.

§ 3.6 The Grantee is responsible for payment of all third-parties performing work on behalf of the Grantee ("Contractors"). The Grantee shall attach copies of Contractors' invoices to each Reimbursement request.

§ 3.7 The Grantee shall remit payment to Contractors within five business days of receipt of reimbursement from Department. If, for any reason, the Grantee cannot remit payment to Contractor within five days, the Grantee shall immediately notify the Chief Financial Officer of the Department ("CFO") in writing, inform the CFO of the date Grantee will remit payment to its Contractors, and deposit the reimbursement funds received in an interest bearing account. The Grantee shall use all interest proceeds toward the Project, reducing the funding obligation of the Department outlined in the Project Agreement. Depending upon the Grantee's revised Contractor payment date, the Department may require the Grantee to repay the funds to the Department. If the Grantee fails to comply with this provision, the Department will require the Grantee to prepay Contractors prior to submitting Project Reimbursement Forms.

§ 3.8 With the exception of debt service specifically identified in a Project Agreement, the Grantee may not seek reimbursement for interest payments or charges on debt financing vehicles used to fund Projects.

ARTICLE 4. LAPSE OF FUNDS

§ 4.1 A Project Agreement obligates the Grantee to undertake and complete a Project within the period from the Project Start Date to the Project Expiration Date as identified in the Project Agreement. The Department shall not provide any Reimbursement for any expenses incurred after the Project Expiration Date.

§ 4.2 The Grantee's submission of a Project Reimbursement Form marked "Final," is Grantee's certification that it has completed the Project.

§ 4.3 The Department will withdraw any remaining Commonwealth transportation funds allocated for the Grantee's Project for which a final Project Reimbursement Form has been submitted and paid. Withdrawn funds will be allocated to other projects.

ARTICLE 5. MAINTENANCE OF RECORDS

§ 5.1 The Grantee shall maintain all books, accounting records, and any other documents supporting the Grantee's activities and costs for every Project Agreement. The Grantee shall maintain such records for four years from the end of the state fiscal year (June 30) in which the final payment is made. The Grantee shall maintain records pertaining to facilities for the Useful Life of the facility. The Grantee shall maintain records pertaining to land in perpetuity. The Grantee shall require Contractors to similarly maintain their books, accounting records, and any other documents supporting the Contractors' activities and costs incurred, and require Contractors contain a similar provision in their contracts with subcontractors.

ARTICLE 6. AUDIT AND INSPECTION OF RECORDS

§ 6.1 The Grantee and Contractors shall permit the authorized representatives of the Department to inspect and audit their records related to the performance of this Agreement. Acceptable records are original documents (such as timesheets, travel reimbursements, invoices, receipts, etc.) that are the basis of entries on the Payment Reimbursement Forms. The Department may require the Grantee to furnish certified reports of all expenditures under any contracts or subcontracts.

§ 6.2 The Grantee must follow the requirements of 2 C.F.R. pt. 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." A Single Audit[1] is required when an entity spends $750,000 or more of Federal funds in a year. The Grantee must maintain auditable records and adequate supporting documentation. Grantees spending less than $750,000 of Federal assistance during any one fiscal year are not required to undergo a Single Audit unless specifically requested by the Department. The Department reserves the right to require any recipient of State funds to undergo an audit the scope of which will be defined by the Department and performed on any matter relating to a Project Agreement.

§ 6.3 If an independent Certified Public Accountant, other auditor, the Department, or any other party conducting an authorized audit finds the Grantee to be out of compliance with any provision of this Agreement, any Project Agreement, or any relevant Federal, State, or local law or regulation, the Grantee must provide a satisfactory corrective action plan to the Department within 60 days of notification of that finding. The scope of any audit conducted must include expenditures made by Contractors and any other recipients of pass-through funds.

§ 6.4 The Grantee agrees if any audit finds payments by the Department were (1) unsupported by acceptable records, or (2) in violation of any other provisions of this Agreement or associated Project Agreement, within 60 days of audit findings, the Grantee will promptly refund unsupported payments or payments found in violation.

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[1] Single Audit is an annual audit where all non-Federal entities that expend $750,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. § 7501 *et seq.*, and applicable U.S. DOT "Single Audit" requirements of 2 C.F.R. pt. 1201, which incorporate by reference 2 C.F.R. part 200.

§ 6.5 The Grantee must submit audited financial statements to the Department within six months following the end of the Grantee's fiscal year to:

> Virginia Department of Rail and Public Transportation
> Attention: Audit Manager
> 600 East Main Street, Suite 2102
> Richmond, VA 23219

§ 6.6 The Grantee shall include language consistent with this Article in its contracts with Contractors to provide the Department the same access to Contractors' books and records, and requiring the Contractors to include language consistent with this Article in all subcontracts.

ARTICLE 7. PROCUREMENT OF SERVICES

§ 7.1 If the Grantee is not subject to the Virginia Public Procurement Act, then the Grantee shall utilize, and require its Contractors to utilize, competitive processes as follows:

.1 for procurement of professional services as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive negotiation process acceptable to the Department that is similar to applicable portions of the process set forth in §§ 2.2-4302.2 and 2.2-4303.B of the *Code of Virginia* (1950), as amended. Additional information regarding procedures for procurement of professional services can be found at §§ 2.2 and 3.1 of the most recent edition of the Commonwealth's Construction and Professional Services Manual ("CPSM");

.2 for procurement of construction services, a nonprofessional service as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive bidding process acceptable to the Department that is similar to applicable portions of the process set forth in §§ 2.2-4302.1 and 2.2-4303.D of the *Code of Virginia* (1950), as amended. Additional information regarding procedures for procurement of construction services can be found at § 7.1 of the most recent edition of the CPSM; and

.3 for procurement of nonprofessional services other than construction services as defined by § 2.2-4301 of the *Code of Virginia* (1950), as amended – a competitive sealed bidding or a competitive negotiation process acceptable to the Department that is similar to applicable portions of the processes set forth in §§ 2.2-4302.1, 2.2-4302.2, and 2.2-4303.C of the *Code of Virginia* (1950), as amended.

§ 7.2 The Department reserves the right to review and approve, in advance, any request for proposals or solicitation to bid. The Department also reserves the right to require that the Grantee not execute any contract, amendment, or change order thereto, or to obligate itself in any manner with any third party with respect to the Grantee's rights, duties, obligations, or responsibilities under this Agreement or any Project Agreement unless and until authorized to do so in writing by the Department.

ARTICLE 8. ASSIGNMENTS

§ 8.1 Assignment of any portion of this Agreement or of any Project Agreement must be preapproved by the Department in writing.

ARTICLE 9. TERM, ENTIRE AGREEMENT, AND AMENDMENT

§ 9.1 This Agreement shall be effective immediately upon its execution.

§ 9.2 This Agreement, and associated Project Agreements, constitute the entire and exclusive agreement between the Parties relating to all specific matters covered therein. All prior or contemporaneous verbal or written agreements, understandings, representations, and/or practices relative to the foregoing are hereby superseded, revoked and rendered ineffective for any purpose.

§ 9.3 The execution of this Agreement and any associated Project Agreements may include electronic signatures using Personal Identification Number (PIN) based access.

§ 9.4 In order to effect a uniform set of terms governing Grant Transactions, effective as of the date of this Agreement, the Grantee and Department agree the terms of this Agreement supersede any and all previous Master Agreements previously entered between the parties. Any ongoing Project Agreements will be governed by the terms of this Agreement.

ARTICLE 10. NOTICES AND DESIGNATED REPRESENTATIVE

§ 10.1 All notices or communications with respect to this Agreement and associated Project Agreements shall be in writing and shall be deemed delivered (a) by hand, upon day of delivery, (b) by prepaid overnight delivery service, upon the next business day or (c) by U.S. Mail, certified, postage prepaid, return receipt requested, on the third business day following mailing. All notices or communications with respect to this Agreement and associated Project shall be delivered to the addresses set forth below or such other addresses as may be specified by a party.

Designated
Representative:

Department:

Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219
Attention: Chief Financial Officer
Chief of Public Transportation

Grantee:

Christine Jacobs, Interim Executive Director
NAME AND TITLE
401 East Water Street
Charlottesville, VA 22902
ADDRESS
cjacobs@tjpdc.org
E-MAIL ADDRESS

ARTICLE 11. TERMINATION OF PROJECT AGREEMENT

§ 11.1 Grantee's Termination for Convenience. At any time, the Grantee may terminate a Project Agreement for its convenience by providing written notice to the Department. The termination will be effective 30 days after the Department's receipt of the Grantee's notice. Upon such termination, the Grantee will repay all funds received from the Department pursuant to the Project Agreement.

§ 11.2 Grantee's Termination for Cause

§ 11.2.1 The Grantee may terminate a Project Agreement for cause by providing written notice to the Department.

§ 11.2.2 The Department will have 90 days from receipt of the Grantee's notice, or such longer time as agreed by the Parties, to cure the breach ("Department's Cure Period"). If the breach remains uncured at the end of the Department's Cure Period, the termination shall be effective the day after expiration of the Department's Cure Period.

§ 11.2.3 If a Project Agreement is validly terminated pursuant to Section 11.2, the Grantee will not be required to repay funds disbursed by the Department and are confirmed as Eligible Project Costs by the Department's audit.

§ 11.3 Department's Termination for Convenience

§ 11.3.1 At any time, the Department may terminate a Project Agreement for its convenience by providing written notice of termination to the Grantee. Upon receipt of notice, the Grantee shall cease all Project work as soon as is practicable and refrain from entering into contracts in furtherance of the Project. The termination shall be effective 10 Days after the Grantee's receipt of the Department's notice.

§ 11.3.2 If the Department terminates a Project Agreement pursuant to Section 11.3, the Grantee will not be required to repay funds disbursed by the Department prior to the effective date of the termination and are confirmed Eligible Project Costs by the Department's audit. The Grantee may seek reimbursement for Eligible Project Costs for which it has not previously sought reimbursement incurred prior to the effective date of the termination.

§ 11.3.3 The Grantee waives all claims for damages and expenses related to a termination by the Department pursuant to Section 11.3.

§ 11.4 Department's Termination for Cause

§ 11.4.1 The Department may terminate a Project Agreement for cause by written notice to the Grantee upon the Grantee's breach, insolvency, or assignment for benefit of creditors.

§ 11.4.2 The Grantee shall have 30 Days from receipt of notice, or such longer time as agreed by the Parties, to cure or provide assurances acceptable to Department of solvency ("Grantee's Cure Period"). If the breach remains uncured at the end of the Grantee's Cure Period, the termination shall be effective the day after expiration of the Department's Cure Period.

§ 11.4.3 If the Department terminates a Project Agreement for cause, the Grantee shall repay the Department all funds received pursuant to a Project Agreement, and shall not be entitled to further repayment. The Grantee shall make such payment within 60 days following effective day of termination.

ARTICLE 12: FORCE MAJEURE

§ 12.1 Force Majeure Event means fire, flood, war, rebellion, terrorism, riots, strikes, or acts of God, which may affect or prevent either Party from timely or properly performing its obligations under this Agreement.

§ 12.2 Delays caused by a Force Majeure Event shall not be deemed a breach or default under this Agreement. A Force Majeure Event will automatically result in a day-for-day extension to the performance period if any is specified in the Project Agreement. If the Department determines a Force Majeure Event renders Project Completion impossible or impractical, the Department may terminate the Project Agreement pursuant to Section 11.3.

§ 12.3 Within five days of occurrence, the Grantee will provide the Department written notice and documentation of the Force Majeure Event requesting relief necessary, and detailing required additional investigation, and analysis to determine extent of delay and remedy. Within 15 days of receipt of the Grantee's submission, the Department shall review the submission and determine whether the Grantee is entitled to the requested relief. Within 30 days of the Department's determination, the Grantee may appeal by requesting Director review. The Director's written decision is final.

ARTICLE 13. LIABILITY AND INSURANCE

§ 13.1 The Grantee shall be responsible for damage to life and property, including environmental pollution and/or contamination, arising from (a) its Contractors, subcontractors, agents and employees activities related to this Agreement or any associated Project Agreement and (b) any subsequent use of the Project.

§ 13.2 The Grantee shall carry sufficient insurance or have a sufficient self-insurance program to cover the risks for work performed under this Agreement and any associated Project Agreement. If the Grantee's insurance fails to cover agents, Contractors or subcontractors, the Grantee will require agents, Contractors and subcontractors performing work on Projects to carry insurance sufficient to cover risks associated with activities associated with a Project. Insurance purchased by the Grantee, its agents, Contractors, or subcontractors, shall list the Commonwealth, the Department, the Virginia Department of Transportation, and the officers, agents and employees of these entities as additional insureds.

§ 13.3 To the extent allowable by law, the Grantee shall indemnify, defend and hold harmless the Commonwealth, the Department, the Virginia Department of Transportation, and their officers, agents, and employees of these entities from and against all damages, claims, suits, judgments, expenses, actions and costs of every name and description, arising out of or resulting from any act or omission by the Grantee, its Contractors, subcontractors, agents or employees in the performance of the work covered by this Agreement or associated Project Agreement.

§ 13.4 The obligations of this Article shall survive the termination or completion of this Agreement and any Project Agreement and the Department's payment.

ARTICLE 14. CONFLICT OF INTEREST

§ 14.1 The State and Local Government Conflict of Interests Act, § 2.2-3100 *et seq.* of the *Code of Virginia* (1950), as amended, shall apply if the Grantee is a local or state government, or a local or state governmental agency, commission, or authority.

§ 14.2 The following shall apply if the Grantee is not subject to the State and Local Government Conflict of Interests Act, § 2.2-3100 *et seq.* of the *Code of Virginia* (1950), as amended:

.1 The following definitions shall apply concerning conflict of interest provisions in this Agreement and any associated Project Agreement:

"Contract" or "agreement" means any agreement, including any contract or subcontract, whether written or not, to which the Grantee is a party, or any agreement on behalf of the Grantee, including any contract or subcontract, which involves the payment of funds appropriated by the General Assembly of Virginia distributed pursuant to or subject to this Agreement or any associated Project Agreement.

"Employee" means any person employed by the Grantee, whether full time or part time.

"Thing of pecuniary value" means any thing having a monetary value including gifts, loans, services, securities, tangible objects, and business and professional opportunities.

.2 Other than the salary and remuneration received from the Grantee as a normal attribute of employment with the Grantee, no employee of the Grantee shall solicit, offer to accept, or accept, any money or other thing of pecuniary value or financial benefit or advantage, for the employee or for any other person, especially for any of the following reasons:

a. in consideration of the use of the employee's position or status with the Grantee to obtain for any person or business any employment with or any contract with the Grantee or with any Contractor, subcontractor, or supplier of the Grantee, including any consulting or professional services contract.

b. from any person or business other than the Grantee for performing any services for the Grantee in connection with any projects funded pursuant to or subject to this Agreement or any Project Agreement written hereunder.

c. from any person or business other than the Grantee for rendering any decision or directing any course of action in connection with any Projects funded pursuant to or subject to this Agreement or any Project Agreement.

.3 If any contract is obtained in violation of this Article or if the terms of this Article are violated, the Department may require the Grantee to take whatever legal action is necessary to rescind, void, invalidate, or cancel such contract or other action taken and/or to recover any funds paid in violation of the provisions of this Article, and remit recovered funds to the Department.

ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

§ 15.1 The Grantee warrants that it has not, and shall not, employ or retain any company or person, other than a bona fide employee working solely for the Grantee, to solicit or secure a Project Agreement, and that it has not, and shall not, pay or agree to pay any company or person, other than a bona fide employee working solely for the Grantee, any fee, commission, percentage, brokerage fee, or other considerations, contingent upon or resulting from the award or making of a Project Agreement. Upon breach or violation of this Article, the Department shall have the right to terminate this Agreement or any Project Agreement pursuant to Section 11.4 of this Agreement.

ARTICLE 16. NON-DISCRIMINATION

§ 16.1 In the solicitation or awarding of any contracts directly related to this Agreement or any associated Project Agreement, the Grantee shall not discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Virginia law relating to discrimination in employment.

§ 16.2 During the performance of this Agreement or any associated Project Agreement, the Grantee agrees as follows: (a) the Grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by Virginia law relating to discrimination in employment. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; (b) the Grantee, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, will state that the Grantee, where applicable, is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

§ 16.3 In all solicitations, either by competitive bidding or negotiation made by the Grantee for work to be performed under a contract, including procurement of materials or equipment, each potential Contractor shall be notified by the Grantee of the Grantee's obligations under this Agreement and the regulations relative to nondiscrimination on the grounds of age, race, religion, sex, color, disability or national origin.

ARTICLE 17. DRUG-FREE WORKPLACE

§ 17.1 During the performance of this Agreement and any Project Agreement, the Grantee agrees to (a) provide a drug-free workplace for its employees; (b) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (c) state in all solicitations or advertisements for employees placed by or on behalf of the Grantee that the Grantee maintains a drug-free workplace; and (d) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Agreement.

ARTICLE 18. SMALL, WOMEN, AND MINORITY (SWAM) BUSINESSES

§ 18.1 The Grantee is encouraged to seek and use Small, Women, and Minority ("SWAM") enterprises in relation to any Project Agreement issued pursuant to this Agreement. § 2.2-4310 of the *Code of Virginia* (1950), as amended, addresses SWAM enterprises.

ARTICLE 19. PERSONS WITH DISABILITIES

§ 19.1 The Grantee, its agents, employees, assigns or successors, and Contractors, shall comply with the provisions of the Virginians with Disabilities Act (§ 51.5-40 through § 51.5-46 of the *Code of Virginia* (1950), as amended), the terms of which are incorporated herein by reference.

ARTICLE 20. NONRESTRICTIVE CLAUSE

§ 20.1 Solicitation documents will be based upon clear and accurate descriptions of the technical requirements for the material, product, or service to be procured. The descriptions will not contain features that unduly restrict competition.

ARTICLE 21. SPECIFIC PROJECT CONSIDERATIONS

§ 21.1 The Americans with Disabilities Act ("ADA") established universal access by requiring complementary paratransit services to be provided for visitors if they have been certified as "ADA paratransit eligible" by a public entity. If the Grantee provides paratransit services, the Grantee must honor the certification of a visitor qualified by another public entity for a period of 60 days during a calendar year. The visiting rider shall not have to provide any additional documentation, or participate in interviews or any other reviews to gain the complementary certification. If the visitor needs service beyond the 60 days in a calendar year, the visitor must go through the paratransit system's qualification process.

§ 21.2 Any motor vehicles purchased under this grant shall comply with Motor Vehicle Safety Standards as established by the United States Department of Transportation and with the Motor Vehicle Standards of the *Code of Virginia* (Title 46.2).

§ **21.3** The Department requires a systematic, multi-disciplined approach design to optimize the value of each dollar spent on a Project through the engagement of a team of architects, engineers or other professionals to identify, analyze and establish a value for a function of an item or system Value

Engineering ("VE") for any project with a total cost in excess of $10 million ("Major Capital Projects"). A Major Capital Project is usually identified during the application review process. VE for a Project should be performed early in the design process before major decisions have been completely incorporated into the design, at or near the end of preliminary engineering ("PE") or at 30 percent of design. Some large or complex projects may require more than one VE study over their duration. For Major Capital Projects, upon completion of the VE phase, the Grantee shall submit the VE report to the Department. The Department may also require that VE be performed on individual Projects that do not qualify as Major Capital Projects. The Grantee is encouraged to conduct VE on all Projects for construction, including bus maintenance and storage facilities, as well as on those Projects regarding revenue railcar acquisition and rehabilitation.

§ 21.4 The Department encourages the Grantee to confer with other transit operations and maintenance experts in order to benefit from their experiences and to improve the performance of the process or product being reviewed ("Peer Review"). Although the Grantee is encouraged to conduct a Peer Review with all capital projects, the Department may require Peer Review in some instances.

§ 21.5 The Grantee is encouraged to perform crime prevention reviews during the design phase of all Department-funded transit facilities with particular focus on the incorporation and use of crime prevention through environmental design techniques. This review should be carried out as a project intended to improve and increase the safety and security of an existing or planned transit system or facility for both transit patrons and transit employees. The level of the review should complement the size and scope of the Project. Local crime prevention professionals should be included in the review process. Review documentation should remain on file by the Grantee and be available for Department review upon request.

ARTICLE 22. SPECIAL CAPITAL PROVISIONS

§ 22.1 The purchase of all equipment and services, and the construction of any facilities financed in whole or in part pursuant to a Project Agreement ("Project Equipment" and "Project Facilities"), shall be undertaken by the Grantee in accordance with Article 7 of this Agreement, Virginia law, and accepted good business practices. All plans, specifications, estimates of costs, award of contracts, performance and acceptance of work, and procedures in general are subject at all times to all applicable laws, rules, regulations, and orders. The Department reserves the right to review and approve all solicitations for purchase of equipment, facilities, and services prior to their issuance by the Grantee.

§ 22.2 The Grantee agrees that the Project Equipment and Project Facilities shall remain in service in the area and be used for the purpose for which they were purchased for the duration of the Useful Life. Useful Life will be defined by the Grantee utilizing Generally Accepted Accounting Principles, Internal Revenue Service or other industry practice standard agreeable to Department. If any Project Equipment or Project Facilities is not used for the intended purpose defined in the Project Agreement during the Project Equipment's and Project Facilities' Useful Life, the Grantee shall immediately notify the Department. In the case of Project Equipment, the Department shall have the option of requiring the Grantee either to transfer title to the Project Equipment to the Department or to remit to the Department an amount equal to a proportional share of the fair market value remaining in the Project Equipment based upon the Department's ratio of participation detailed in the Project Agreement. In the case of Project Facilities, the Grantee shall remit to the Department the proportional share of the remaining fair market value of the Project Facilities based upon the ratio of the Department's participation detailed in the Project Agreement. The Grantee shall keep records of the use of the Project Equipment and Project Facilities for review by the Department upon request.

§ 22.3 At any time, the Grantee shall permit the Department or its authorized representatives to inspect all vehicles, Project Facilities and Project Equipment; all transportation services rendered by the Grantee using such vehicles, Project Facilities or Project Equipment; and all relevant Project data and records.

§ 22.4 The Grantee shall maintain, in amount and form satisfactory to the Department, and in accordance with the laws of the Commonwealth, such insurance or self-insurance adequate to protect Project Facilities or Project Equipment and persons using such Project Facilities or Project Equipment throughout their use. The Department will be named as an additional insured.

§ 22.5 With regard to contracts for construction or facility improvement totaling less than $250,000, the Grantee shall follow its own requirements relating to bid guarantees, performance and payment bonds. For contracts in excess of $250,000, the Grantee shall adhere to the following minimum requirements:

- A bid bond from each bidder from a surety company legally authorized to do business in Virginia. The amount of the bid bond shall not exceed five percent (5%) of the bid price. This bid bond is a guarantee that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- A performance bond for 100% of the contract price.
- A payment bond for 100% of the contract price.
- In lieu of a bid, payment, or performance bond, a bidder may furnish a certified check in the amount required for the bond.
- The Grantee shall seek Department approval of its bonding policy and requirements if they do not comply with these criteria.

§ 22.6 When any motor vehicle is purchased with funds supplied by the Department pursuant to this Agreement or any associated Project Agreement, the Department reserves the right, in its sole discretion, to require that a lien or security interest be placed upon the title of said vehicle to secure the amount of the funds supplied by the Department, with the lien or security interest to be perfected and recorded upon the certificate of title in the manner prescribed by law, with the certificate of title to be sent to the Department.

ARTICLE 23. MISCELLANEOUS PROVISIONS

§ 23.1 This Agreement and any Project Agreement shall, in all respects, be governed by the laws of the Commonwealth without giving effect to its principles of conflicts of law. Nothing in this Agreement or any Project Agreement shall constitute a waiver of sovereign immunity. Any legal action concerning this Agreement or any Project Agreement shall be brought in a Circuit Court of the Commonwealth.

§ 23.2 The Grantee shall comply with all of the requirements specified in an associated Project Agreement, as well as all related and relevant Federal, State, and local law and regulations.

§ 23.3 If any term or provision of this Agreement or any Project Agreement is determined to be invalid, illegal or unenforceable, it shall not affect the legality, validity, or enforceability of any other part of this Agreement, and the remaining parts of this Agreement or any Project Agreement shall be binding upon the Parties.

§ 23.4 All provisions of this Agreement and any Project Agreement shall be binding upon the Parties and their respective successors and assigns.

§ 23.5 Upon the Department's request, the Grantee shall appoint one principal representative selected by the Department to the oversight board of any public transit service provider on which the Commonwealth is not already represented by a principal member and which benefits from state funding provided to the Grantee. If the members of an oversight board are determined through public election, or if complying with this requirement will violate a federal or state statute or General Assembly authorization, this provision shall not apply.

§ 23.6 The Grantee shall adhere to the current grant administration requirements issued by the Department and if required by the Department maintenance of asset inventory and performance reporting through OLGA.

§ 23.7 Any repayment by the Grantee to the Department for funds granted by the Department pursuant to this Agreement and any associated Project Agreement shall also require the payment of interest using the prevailing statutory legal rate of interest established by the Virginia General Assembly, calculated from the date Reimbursement was made by the Department to date of repayment by the Grantee.

§ 23.8 All covenants and provisions of this Agreement shall be made expressly a part of any contracts executed by the Grantee, and shall be binding on the Contractors, their agents, and employees.

ARTICLE 24. UNAUTHORIZED ALIENS

§ 24.1 The Grantee certifies that it does not, and that it shall not, during the performance of this Agreement and any Project Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986 (the Act). The Grantee will also contractually require any Contractors who participate in any Project funded pursuant to this Agreement and any Project Agreement to comply with this provision. Unauthorized alien means, with respect to the employment of an alien (which is defined as any person not a citizen or national of the United States), at a particular time, that the alien is not at that time either (a) an alien lawfully admitted for permanent residence, or (b) authorized to be so employed by the Act or by the United States Attorney General.

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IN TESTIMONY THEREOF, the Parties have caused this Agreement to be executed, each by its duly authorized officers, all as of the day, month, and year first written.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

BY: ____
DIRECTOR DATE

WITNESS: ____
(NAME AND TITLE) DATE

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

BY: Christine EB Jacobs 7/19/21
CHIEF EXECUTIVE OFFICER DATE

WITNESS: S M Shackelford 7/21/21
(NAME AND TITLE) DATE
Sandra M Shackelford, Director of Planning + Transportation

Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone ● info@tjpdc.org email

RESOLUTION OF SUPPORT
TO RE-ROUTE OF US BIKE ROUTE 76 FROM US-15 TO HISTORIC PALMYRA

WHEREAS, the US Bike Route 76 (USBR76) is a national, on-road bike route that extends from Missouri to Jamestown, Virginia, and that was designated by AASHTO in 1982 as one of the first two US Bicycling Routes; and

WHEREAS, USBR76 passes through Fluvanna County from east to west, primarily along Thomas Jefferson Parkway (VA-53), James Madison Highway (US-15), and Courthouse Road/Venable Road; and

WHEREAS, the Jefferson Area Bike and Pedestrian Plan (2019) describes necessary improvements to the US-15 section of USBR76 and references additional specific recommendations for improving the route in the 2015 TJPDC Bicycle Route 76 Corridor Study; and

WHEREAS, the 2015 TJPDC Bicycle Route 76 Corridor Study identifies the US-15 section of USBR76 as having a high number of crashes, as well as other hazards, including a paved shoulder that significantly narrows and encroaching guardrails; and

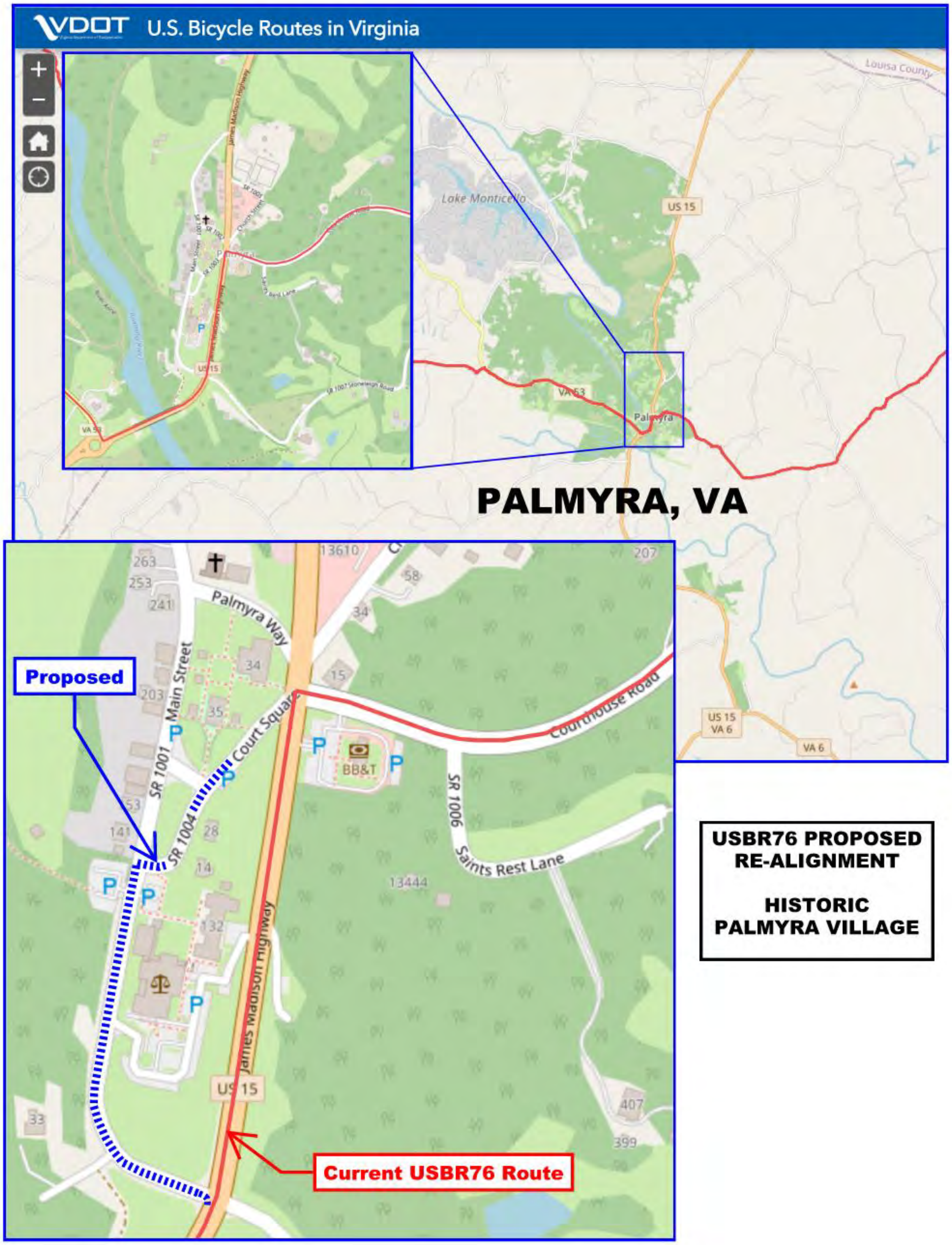
WHEREAS, there is public support to re-route a small portion of USBR76 from US-15 to Main Street (SR-1001), along to Court Square (SR-1004), before returning to the existing alignment at Courthouse Road (601) and

WHEREAS, this proposed route change is supported by the Fluvanna County Administration, Fluvanna County's Board of Supervisors, and the Adventure Cycling Association; and

WHEREAS, Fluvanna County is applying for funding through the Transportation Alternatives Program to improve the area identified for the realignment;

NOW, THEREFORE, BE IT RESOLVED, the Thomas Jefferson Planning District Commission puts forward this resolution to support the realignment US Bike Route 76.

____________________________________	____________________________________
Christine Jacobs, Interim Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
_________________________	_______________________
Date	Date



USBR76 PROPOSED RE-ALIGNMENT

HISTORIC PALMYRA VILLAGE

Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone ● info@tjpdc.org email

RESOLUTION TO ADOPT THE REGIONAL HOUSING PLAN:
PLANNING FOR AFFORDABILITY, A REGIONAL APPROACH

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) received a $100,000 Community Impact Grant from Virginia Housing in 2018 to complete a Comprehensive Regional Housing Study and Needs Assessment and a Regional Housing Plan; and

WHEREAS, the Comprehensive Regional Housing Study and Needs Assessment was completed in April of 2019; and

WHEREAS, the TJPD then began a process to collect stakeholder and community input in cooperation with the Couties of Albemarle, Fluvanna, Greene, Louisa and Nelson; and

WHEREAS, the Strategies and Analysis Committee of the Central Virginia Regional Housing Partnership (CVRHP) advised on the development strategies to address housing needs in Fluvanna, Greene, Louisa and Nelson Counties; and

WHEREAS, Albemarle County completed an independent Affordable Housing Policy and worked directly with the Strategies and Analysis Committee to incorporate its approved strategies into the regional plan; and

WHEREAS, the City of Charlottesville completed an independent Affordable Housing Plan and worked directly with the Strategies and Analysis Committee to incorporate its approved strategies into the regional plan; and

WHEREAS, the Regional Housing Plan serves to offer a coordinated approach to address the housing needs of the region and to recommend strategies to the individual jurisdictions to address the housing needs in their localities; and

WHEREAS, CVRHP supports the Regional Housing Plan and recommends adoption;

NOW, THEREFORE, BE IT RESOLVED, the Thomas Jefferson Planning District Commission adopts the Planning for Affordability, A Regional Approach as the Regional Housing Plan.

____	____
Christine Jacobs, Interim Executive Director Thomas Jefferson Planning District Commission	Jesse Rutherford, Commission Chair Thomas Jefferson Planning District Commission
____________________________	_________________________
Date	Date

MEMO

To: TJPD Commissioners
From: Christine Jacobs, Interim Executive Director
Date: August 5, 2021
Re: Interim Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since June 3, 2021

Administration

- June 3, 2021 Meeting Agenda
  1. **Call to Order**
     a. Reading of the Electronic Meeting Notice
  2. **Matters from the Public**
     a. Comments from public – limited to no more than 2 minutes per person
     b. Comments received via written and electronic communication
  3. **Presentations**
     a. New Planner II: Ian Baxter – Christine Jacobs
     b. Watershed Improvement Program (WIP) Update – Dominique Lavorata
     c. Internship Summary – David Erzen
     d. Internship Summary – Sam Pittman
     e. Regional Housing Plan – Nick Morrison
  4. **Consent Agenda**
     a. Minutes of the June 3, 2021 Commission Meeting
     b. Minutes of the June 29, 2021 Special Session Commission Meeting
     c. Monthly Financial Report– May/June 2021

Dashboard Report:
Net quick assets have increased to $879,382. Based upon the twelve-month average for operating expenses, we have 8.61 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are $368,420. (Net Quick Assets minus 5 months operating expenses: $879,382– $510,962 = $368,420)

Unrestricted Cash on Hand as of June 30, 2021 was $337,680 or 3.3 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at $239,788 vs $348,135 for the same time last year.

Revenue less Expenses - We had a net Gain of $12,685 for the month of May and a net Loss of $1,788 for the month of June. This gives us a fiscal year to-date net

Gain of $136,270. May's gain can be attributed to decreased operating expenses due to personnel transitions. June's loss can be attributed to the one-time purchase of technology to support hybrid virtual meetings and to purchase laptops for new staff members.

Profit & Loss. Total income through June was $4,189,106. Total operating expenses through June were $1,223,917. Total pass-thru expenses were 2,828,920. The cumulative net gain for FY21 was $136,270.

Balance Sheet. As of June 30, 2021, we have total current assets of $1,250,136 and total fixed assets of $17,249 giving total assets of $1,267,385.

Total liabilities have decreased from a year ago by $332,129 with total liabilities as of June 30, 2021 of $412,961. Total Equity has increased by $135,919 to $854,424 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. As of June 30, 2021 we have $53,682 in grant funds remaining. $33,030 of that is MPO PL funds which will roll over 2 years from now, into the FY23 budget. $20,652 of that is DRPT Rideshare funds that were frozen due to the pandemic and will not be earned. Several programs had funds remaining that can be rolled into the FY22 budget, such as funding to complete the Hazard Mitigation Plan, Solid Waste Plan and the two Transit Plans.

Staff recommends approval of the consent agenda in two separate votes.

5. Resolutions

a. Resolution of Support for Route 76 Change in Fluvanna County: TJPDC staff met with Fluvanna County and VDOT staff to discuss the realignment of US Bike Route 76 from travelling along US-15 to travelling through downtown Palmyra. This realignment addresses some safety concerns identified on US-15 by the TJPDC's 2015 USBR76 study and is well-supported by all stakeholders.

   Staff recommends a motion to adopt a resolution of support for the Route 76 Bike Route realignment.

b. Resolution to Adopt the Regional Housing Plan: Planning for Affordability, A Regional Approach: In 2018, the TJPDC received a $100,000 Virginia Housing Grant to support the development of a Comprehensive Regional Housing Study and Needs Assessment and to create a Regional Housing Plan. The housing study was completed in April of 2019. The TJPDC, in cooperation with the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson Counties, collected stakeholder and community input. Through the Strategies and Analysis committee of the Central Virginia Regional Housing Partnership (CVRHP), the Regional Housing plan was drafted to offer a coordinated approach to address the housing needs of the region and to recommend strategies to individual jurisdictions. The CVRHP supports the Regional Housing Plan and recommends adoption by the Commission

   Staff recommends a motion to adopt the Plan for Housing Affordability, A Regional Approach as the Regional Housing Plan.

6. **New Business**
    a. Regional Broadband VATI Grant – David Blount
    b. Regional Housing Partnership Funding – Christine Jacobs

7. **Interim Executive Director's Monthly Report**
    a. **Housing Grant:** As you know, the TJPDC was awarded the $2 million Virginia Housing Grant. The grant is designed to support PDCS as intermediaries to develop 'new affordable units' developed in partnership with nonprofit, public, or for-profit developers. The grant is designed such that the first 8-12 months are intended for 1) identifying local housing priorities, goals, strategies, and available resources, 2) identifying and selecting partners, 3) developing necessary programming, guidelines, contracts, MOUs, etc., 4) developing an action plan and financial plan in coordination with a development partner, and 5) identifying opportunities for innovation, eco-friendly, and universal design elements. The grant requires that a minimum of 10 units are developed for each $1M awarded. Our goal is to issue a public request for proposals and select a development partner by the end of the calendar year.
    b. **Housing Grant:** The TJPDC was also awarded a $50,000 Department of Housing and Community Development (DHCD) Virginia Eviction Reduction Pilot (VERP) planning grant. The grant will allow us to contract with the UVA Equity center to collect 3 years of eviction court data to better understand evictions in Charlottesville and Albemarle. It will also include the Knowledge Advisory Group's review of existing programs and policies of agencies supporting eviction reduction work and will develop a work plan to better coordinate eviction prevention services in the urban areas. Finally, the Human Services department in Charlottesville will be developing a landlord outreach program through a series of focus groups. The expectation is that this planning grant will position the TJPDC to apply for a VERP implantation grant. The last award cycle included grants between $200,000 and just over $1 million to support a coordinated system of eviction prevention.
    c. **Housing Grant:** The TJPDC was awarded a $3,000 BAMA Fund award to support the fall virtual educational series.
    d. **Housing Grant:** Finally, the TJPDC are awaiting notification on whether or not we were awarded a $20,000 Tier One Strategic Planning grant for the Regional Housing Partnership to undergo a strategic planning process in FY22.
    e. **HOME:** TJPDC staff are dedicating significant time to improve our HOME program. The HOME Consortium agreement was last reviewed in 2001. This includes conducting research on other Consortia structures and identifying strategies to more effectively and efficiently distribute HOME funding in the region. Further, TJPDC staff are awaiting further instruction and program guidelines on the HOME-ARP funds from the US Department of Housing and Urban Development (HUD).
    f. **Regional Cigarette Tax -** The ordinance and agreement for the regional cigarette tax board are in draft form and are being reviewed by several local government attorneys. We expect to send the finalized documents to your locality by the first part of next week (week of August 9), so that localities can look to schedule public

hearing and ordinance adoption in a timely manner the latter part of August/first part of September.

g. **CA-MPO**- All items on the FY21 MPO Unified Planning Work Program (UPWP) have been completed. TJPDC staff completed a high-level review of existing Electric Vehicle (EV) infrastructure and explored opportunities to support future expansion. The MPO technical committee was interested in exploring additional EV infrastructure studies in a future work plan. Additionally, staff completed a transportation equity study which included a walkshed analysis to identify trip generators and attractors (parks, major employers, shopping areas, schools, medical facilities, etc.) and identify where gaps exist to see who cannot access those facilities through walking or biking. The study also looks at areas with safety concerns and limited transit access. The study includes a framework of data resources for better incorporating equity considerations into transportation planning processes. Finally, the CA-MPO has selected SmartScale projects to submit for the next round and VDOT has kicked off their annual pipeline project process to complete transportation studies in the region to prepare for the next round of SmartScale. They will be conducting two in the Pantops area and one in Nelson County.
h. **Transit -** The Regional Transit Vision Plan has kicked off. The selection committee recommended AECOM, Jarret Walker and Associates, and EPR. A notice to proceed was issued in mid-June and a kick-off meeting with the project technical team was held on July 1st. As a reminder, this is a $350,000 regional visioning plan funded by the Department of Rail and Public Transit (DRPT) with local matches from the City of Charlottesville and Albemarle County. The Albemarle County Transit Expansion study is beginning stakeholder and public meetings as an initial round of public engagement. The study area focuses on Pantops, Monticello and North 29.
i. **Environment -** TJPDC is wrapping up the drafting of the Urban Rivanna River Plan. Meetings are tentatively scheduled with both the Charlottesville and Albemarle Planning Commissions in August. Staff has started research on the Rural Rivanna River Plan. They are in the early stages of collecting background information. The plan is expected to be completed in FY22. As a part of the Hazard Mitigation Plan, a survey finalized and launched. TJPDC staff and partners will begin sharing the study widely in August.
j. **Staffing update** – We have one planner that will be leaving in early August to pursue a career advancement. We are advertising for a full-time Planner II/III position to support the transportation program.

8. **Closed Session -** *per Code of Virginia 2.2-3711 A.1.
   a. Employee – Individual Employee(s) Discussion
   b. *Public Session Resumes
      *Personnel Actions to take place in Public Session

9. **Other Business**
   a. Round table discussions from Commission members about topics of interest from each jurisdiction.

b. The next Commission meeting is Thursday, September 2, 2021. Items for the September meeting may include, but are not limited to: i) Delivery of FY23 Projected Budget, ii) HOME/CDBG CAPER Public Hearing, iii) Draft Solid Waste Plan.

Adjourn