

**Minutes of the  
BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
October 21, 2024  
10:00 AM  
Virginia Housing Center  
4224 Cox Road  
Glen Allen, Virginia**

Members Present

Louie Berbert, Chair  
Sylvia Bryant  
Bill Garrett  
Lynne Goldberg (Remote)  
Jenna Goodman  
Keith Johnson  
Roger Jones, Vice Chair  
Tammy Neale  
J.M. Snell  
Scott Stosser (Remote)  
Mark Trostle

Members Absent

Cindy Davis  
Abigail Johnson (Remote)\*

*\*Remote participation was not approved; attended the meeting as a member of the public*

DHCD staff present for all or part of the meeting:

Amy Fottrell, Senior Policy Analyst  
Bryan Horn, Director  
Trisha Lindsey, Policy and Legislative Services Director  
Tory McGowan, Real Estate Office Program Manager  
Chase Sawyer, Policy and Legislative Services Manager  
Todd Weinstein, Chief Deputy Director

Call to Order	Mr. Berbert, Chair of the Board of Housing and Community Development, called the meeting of the Board to order at 10:05 a.m.
Roll Call	The roll was called by Mr. Sawyer. Mr. Sawyer reported that a quorum was present.
Remote Participation	Mr. Sawyer reported that Ms. Goldberg (personal matters) and Mr. Stosser (personal matters) had been pre-approved by the Chair to participate in the meeting remotely. Additionally, Mr. Sawyer reported that Ms. A. Johnson (personal matters) had been

disapproved by the Chair to participate remotely as she had already met the limit of meetings for which remote participation is allowed in a calendar year when citing personal matters.

A motion was made by Mr. Snell and seconded by Mr. Jones to confirm the Chair's decision to approve the remote participation of Ms. Goldberg and Mr. Stosser. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Garrett, Goodman, K. Johnson, Jones, Neale, Snell, Trostle; NAYS: None). Ms. Goldberg stated that she was participating from Alexandria, Virginia, and Mr. Stosser stated that he was participating from Florida.

Public Comment

Mr. Berbert opened the floor for public comment. After seeing no speakers, Mr. Berbert closed public comment.

Approval of Minutes

A motion was made by Ms. Goldberg and seconded by Mr. Jones to approve the minutes of the August 19, 2024, meeting of the Board. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Garrett, Goldberg, Goodman, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Committee Appointments

Mr. Berbert informed the Board that he had made the following committee appointments:

- Codes and Standards Committee: Jones (Chair), Snell (Vice Chair)
- Housing and Community Development Committee: Berbert (Chair), Jones (Vice Chair)

Additionally, Mr. Berbert reaffirmed Mr. Snell's appointment as the BHCD representative to the Virginia Fire Services Board.

Enterprise Zone Grant  
Program GY2024 Manuals  
Update

Mr. Sawyer provided an overview of the Enterprise Zone Grant Program and summarized the proposed changes in the three manuals presented to the Board for GY2024: Job Creation Grant Instruction Manual, Real Property Investment Grant Instruction Manual, and CPA Agreed Upon Procedures Manual. A motion was made by Mr. Snell and seconded by Ms. Neale to approve in a bloc the GY2024 Job Creation Grant Instruction Manual, Real Property Investment Grant Instruction Manual, and CPA Agreed

Upon Procedures Manual. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Garrett, Goldberg, Goodman, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Enterprise Zone Grant  
Program Proposed  
Regulatory Action

Mr. Sawyer presented proposed regulatory action related to the Enterprise Zone Grant Program (13VAC5-112) pursuant to 2024 legislation (HB61 and SB679). The legislation extended all current enterprise zones by one additional four-year renewal period and allowed for each enterprise zone to apply for one additional five-year renewal period. The proposed action would amend 13VAC5-112 to comply with the applicable provisions of State Code. A motion was made by Ms. Neale and seconded by Mr. Trostle to adopt the proposed regulatory language as presented and authorize staff to proceed with preparing the necessary documents to ensure the regulations are in compliance with State Code. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Garrett, Goldberg, Goodman, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Legislative and Regulatory  
Update

Mr. Sawyer provided an overview of Private Activity Bonds and reminded the Board of the actions taken to revise the Private Activity Bonds Guidelines for the 2025 program year. Mr. Sawyer noted that the new guidelines will be in effect as of January 1, 2025.

Ms. Fottrell provided an overview of recent efforts related to the statewide Housing Needs Assessment, a result of 2023 legislation (HB2046 and SB839). Ms. Fottrell shared examples of housing issues that will be highlighted by the report. Ms. Fottrell responded to board member questions to clarify aspects of the report, such as the inclusion of locality specific profiles and the identification of needs.

Mr. Sawyer informed the Board of the publication of the Local Housing Policies Dashboard. Mr. Sawyer shared that the dashboard is a result of 2023 legislation (HB2494) that requires localities to annually submit to DHCD information related to changes in the locality's housing related policies. Mr. Sawyer presented the dashboard to the Board (<https://www.dhcd.virginia.gov/local-housing-policies>). Board

members discussed issues effecting the housing industry such as housing supply, land availability, affordability, prevalence of starter homes, accessory dwelling units, and housing financing.

Mr. Sawyer provided the Board with an update on the Single-staircase Advisory Group. Mr. Sawyer reminded the Board that the Advisory Group was a result of 2024 legislation (HB368 and SB195) directing the Board to convene such an advisory group related to single stair exits for multifamily residential structures up to six stories. Mr. Sawyer informed the Board that the Advisory Group had met twice and had a third meeting planned. Mr. Sawyer noted that the findings and recommendations of the Advisory Group would be provided to the Board prior to December 1, 2024.

Virginia Housing Report

Ms. Neale, CEO of Virginia Housing, shared information on Private Activity Bonds and the Virginia Housing bond cap. Ms. Neale also provided an update on Virginia Housing's Qualified Allocation Plan and shared that the new plan would likely be approved by January 1, 2025. Furthermore, Ms. Neale provided an update on a pilot program related to the state's housing voucher fund.

A brief recess was called by the Chair at 11:15 a.m. The Board reconvened at 11:20 a.m.

Virginia Fire Services  
Board (VFSB) Report

Mr. Snell reported on recent and upcoming meetings of the Fire Services Board, including the First Responders Convention held in Virginia Beach in September. Mr. Snell also shared that the Fire Services Board is focused on the single-staircase issue.

Report of the Director

Mr. Horn, DHCD Director, referenced the updates provided by DHCD staff earlier in the meeting and provided additional information related to Private Activity Bonds. Mr. Horn also shared an update related recent efforts of the Virginia Housing Commission. Furthermore, Mr. Horn informed the Board of the recent issuance of Executive Order 39, an effort related to transforming and improving efficiencies for permitting processes. Additionally, Mr. Horn shared an update on flood recovery efforts in southwest Virginia. Lastly, Mr. Horn informed the Board of the

upcoming Governor’s Housing Conference scheduled for November 13-15, in Virginia Beach.

Unfinished Business                      There was no unfinished business to be discussed.

New Business                              There was no new business to be discussed.

Board Matters                              Mr. Sawyer noted that the Board was welcome to attend the Virginia Governor’s Housing Conference in Virginia Beach, November 13-15, 2024.

Future Meetings                            Mr. Horn shared that the next meeting of the Board was scheduled for December 9, 2024.

Adjournment                                A motion was made by Mr. K. Johnson and seconded by Mr. Jones to adjourn the meeting. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Garrett, Goldberg, Goodman, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). The meeting was adjourned at 11:28 a.m.