

**Minutes of the**  
**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT**  
**December 16, 2024**  
**1:00 PM**  
**All-Virtual Meeting**

Members Present

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

Members Absent

*None*

DHCD staff present for all or part of the meeting:

Jeff Brown, State Building Code Office Director  
Bryan Horn, Director  
Trisha Lindsey, Policy and Legislative Services Director  
Andrew Malloy, Policy Analyst  
Florin Moldovan, Code and Regulation Specialist  
Sulaiman Safi, Board Coordinator  
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 1:05 p.m.
Roll Call	The roll was called by Mr. Sawyer. Mr. Sawyer reported that a quorum was present.
Public Comment	Mr. Berbert opened the floor for public comment.  Martha Cohen shared comments in opposition to future workgroups regarding proposals to expand current limits on single-staircase construction for multifamily buildings. Ms. Cohen

said the recent Single-Staircase Advisory Group raised important concerns and there are still too many risks associated with single-stair construction above current limits.

After seeing no additional speakers, Mr. Berbert closed public comment.

#### Approval of Minutes

A motion was made by Ms. Goldberg and seconded by Mr. Stosser to approve the minutes of the October 21, 2024, meeting of the Board. The motion passed on a unanimous voice vote.

Following the voice vote, a roll call vote was requested by the Chair in order to confirm board members present to vote. The motion passed on a roll call vote (YEAS: Berbert, Bryant, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None; ABSTAIN: Davis).

#### Resolutions to Commend Board Members

Mr. Berbert presented commending resolutions for former Board members Claudia Cotton, Susan Dewey, Sean Farrell, Sylvia Hallock, and Larry Murphy. Ms. Johnson, Mr. Johnson and Ms. Davis gave remarks thanking the former Board members for their perspective, hard work and dedication.

A motion was made by Ms. Davis and seconded by Mr. Johnson to commend the service of former Board member Claudia Cotton. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

A motion was made by Ms. Bryant and seconded by Mr. Garrett to commend the service of former Board member Susan Dewey. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

A motion was made by Ms. Johnson and seconded by K. Johnson to commend the service of former Board member Sean Farrell. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

A motion was made by Mr. Jones and seconded by Mr. Stosser to commend the service of former Board member Sylvia Hallock. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

A motion was made by Mr. K. Johnson and seconded by Mr. Garrett to commend the service of former Board member Larry Murphy. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Single-staircase Advisory  
Group

Mr. Malloy provided a summary of actions taken by the Board in relation to the Single-staircase Advisory Group. Mr. Malloy reminded the Board that legislation passed by the General Assembly in 2024 (HB368/SB195) directed the Board to convene a workgroup to provide recommendations for allowing a single stair exit for Group R-2 (multifamily residential) structures up to six stories in height. Mr. Malloy continued that at the August 19, 2024 meeting of the Board, the Board authorized the Chair to appoint members to the Advisory Group. Mr. Malloy reported that the Advisory Group met in-person three times and gathered input through discussions, research, and public comments.

Mr. Malloy provided an overview of the findings and recommendations made by the Single-staircase Advisory Group. Mr. Malloy stated that the Advisory Group recommended that any proposal to allow a single stair exit above current limits should be considered by the Board during the normal building code development process, and that fire safety considerations discussed by the Advisory Group should be evaluated when reviewing single-stair proposals. Additionally, Mr. Malloy noted that the Advisory Group recommended the Board should convene a special workgroup during the upcoming code cycle to continue discussing this topic in more detail.

The Board discussed the report and staff answered questions from Board members.

2024 Code Cycle Update	Mr. Sawyer provided an update on the tentative schedule for the 2024 code cycle. Mr. Sawyer shared that the ICC had published the 2024 model codes, and the next step would be to approve the Notice of Intended Regulatory Action (NOIRA) at the March 2025 meeting of the Board. Mr. Sawyer reviewed a tentative timeline for the 2024 update of the building codes. The Board discussed the tentative schedule and staff answered questions from Board members.
Residential Sites and Structures Database	Mr. Sawyer provided an update on the residential sites and structures database. Mr. Sawyer shared that legislation passed by the General Assembly in 2023 directed DHCD to build the database which provides localities the opportunity to advertise sites available for development or structures that may be suited for re-development. Mr. Sawyer noted that the database is now live and posted on the DHCD website.
Legislative and Regulatory Update	<p>Mr. Sawyer provided an update on changes to the Private Activity Bond guidelines. Mr. Sawyer reminded the Board that the new guidelines were previously approved by the Board, and they are now in effect for the 2025 program year starting in January.</p> <p>Ms. Lindsey provided an update on the upcoming legislative session including agency guidance regarding the conduct of board members on legislative matters.</p>
Virginia Housing Report	Ms. Neale provided an update on Virginia Housing's Qualified Allocation Plan (QAP) and shared that the new plan was approved by the Governor. Ms. Neale noted that the new QAP will go into effect Jan 1, 2025. Ms. Neale highlighted a November 14, 2024 announcement which reaffirmed the partnership between DHCD and Virginia Housing related to economic development and housing. Ms. Neale also updated the Board on the Governor's recently announced Workforce Housing Investment Program. Ms. Neale stated the program will allocate \$15 million per year for 5 years from the Housing Trust Fund in support of workforce housing, and the program will provide grants to localities and PDCs that are attracting businesses to their communities. Ms. Neale shared that Virginia Housing will host webinars on the program.

Virginia Fire Services Board (VFSB) Report	Mr. Snell reported on recent and upcoming meetings of the Virginia Fire Services Board (VFSB). Mr. Snell shared that the VFSB recently met in Blacksburg and toured the town's fire training and testing facility, as well as the Town of Christiansburg's fire station and Montgomery County's live fire training facility. Mr. Snell shared that the Fire Services Board is following and focused on the single-staircase issue.
Report of the Director	Mr. Horn provided updates from a successful Governor's Housing Conference in Virginia Beach with over 1,200 attendees. Mr. Horn noted a highlight from the conference was the Governor's announcement of the Workforce Housing Investment Program. Mr. Horn shared that DHCD is working on the Board's memorandum of agreement (MOA) with the Virginia Fire Services Board (VFSB) and will soon be discussing next steps with the VFSB. Mr. Horn shared an update on DHCD's continuing efforts to expand broadband throughout the state. Mr. Horn stated that those efforts will continue as Broadband Equity, Access, and Deployment (BEAD) Program funding becomes available in 2025. Mr. Horn added that the BEAD application window will be opening once NTIA approves Virginia's locations. Mr. Horn shared updates on the Affordable and Special Needs Housing (ASNH) and Homeless and Special Needs Housing (HSNH) programs, noting that the Governor will announce projects that will receive funding under these programs in early 2025. Mr. Horn also shared updates on DHCD's flood relief efforts in Hurley, Whitewood, and throughout Buchanan County.
Unfinished Business	There was no unfinished business to be discussed.
New Business	There was no new business to be discussed.
Board Matters	Mr. Sawyer reminded the Board of due dates for the financial disclosure statements related to the Conflict of Interests Act (COIA). Mr. Sawyer also reminded the Board that conflict of interest training must be completed by each member.
Future Meetings	Mr. Horn shared the proposed 2025 meeting schedule and that the next Board meeting is scheduled for January 13, 2025.

Board members discussed the proposed 2025 meeting schedule.

Adjournment

A motion was made by Ms. Davis and seconded by Ms. Goodman to adjourn the meeting. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, K. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). The meeting was adjourned at 1:58 p.m.