

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT
MEETING
September 11, 2002
Virginia Housing Conference 2002: Hotel Roanoke
Roanoke, Virginia**

Members Present

Mr. Richard Ahuja
Mr. James Benson
Mr. Gary Bowman
Ms. Nancy Bright
Ms. Susan Dewey
Mr. John Kilgore
Ms. Rene Miller
Mr. Evans Thomas
Mr. William Thompson

Members Absent

Mr. Don Bosserman
Mr. Michael Gelardi
Mr. Phillip Paquette

Call to Order

Ms. Nancy Bright, Chairman, called the meeting of the Board of Housing and Community Development to order.

Roll Call

The roll was called by Mr. Stephen Calhoun of the Department's Policy Office. A quorum was present.

September 11
Remembrance

The Chairman requested a moment of silence for prayer and in remembrance of persons killed in the terrorist attacks on America on September 11, 2001. Upon request of Mr. Ahuja, Board members stood and recited the Pledge of Allegiance.

Approval of Minutes

A motion was made to approve the minutes of the July 15, 2002 meeting of the Board. The motion was seconded and passed unanimously.

Public Comment

The Chairman opened a public comment period for persons wishing to address the Board.

The first speakers were Donna Miller, Patricia Irish and Marilyn Underwood. They spoke about interior design professionals and the background and examinations required to become a Certified Interior Designer. Such professionals are required to be knowledgeable in building and fire safety codes. The

speakers supported including Certified Interior Designers in the USBC as Registered Design Professionals. Specifically, the speakers requested the USBC include the International Building Code definition of Registered Design Professionals which reads “an individual who is regulated by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects to practice their respective design profession as defined by the Code of Virginia”.

The next speaker was Mr. Tom Fore of Roanoke, Virginia. Mr. Fore provided information on ARC Fault Circuit Interrupters and recommended the Board require such safety devices, as is included in the International Electric Code. Mr. Richard Wall of Buena Vista, Virginia spoke of the benefits of this type of circuit interrupters in college dormitories where he has worked.

Virginia Housing
Conference 2002

Mr. Basil Gooden, PhD., Principal Deputy Director of the Department of Housing and Community Development provided an overview of the activities and events to be held during the Virginia Housing Conference. Mr. Gooden also spoke about keynote speakers for the Conference.

Regulatory Issues

Mr. Jack Proctor, Deputy Director of the Division of Building and Fire Regulation for the Department reviewed a letter from the Office of the Attorney General and proposed USBC amendments relating to amusement devices. A motion was made to adopt the draft amusement device regulatory language as a proposed regulation of the Board. The motion was seconded and adopted unanimously. The proposal will be published with other Board approved proposals in the Virginia Register later this year.

The public comment period for Board proposals will begin November 26, 2002. The Board agreed to hold a formal public hearing on regulatory proposals on Tuesday, December 10, 2002 in Richmond.

Building Code Academy
Advisory Committee

Mr. Proctor reviewed proposed operational procedures for the soon to be appointed Building Code Academy Advisory Committee (required under Section 36-137 for the Code of Virginia). A motion was made to approve the proposed operational procedures. Mr. Benson discussed the possible need to establish staggered terms for the initial appointments to this Committee. After discussion, the Board decided not to use

staggered terms because members will be appointed to this Committee from organizations that can change the individual appointed as needed. The original motion to approve the guidelines was seconded and passed on a vote of 7 yeas, 0 nays and 2 abstentions (Mr. Benson and Mr. Thompson). A copy of these approved operational guidelines is attached to and made a part of these minutes in Appendix 1.

Amusement Device
Advisory Committee

Section 36-98.3 of the Code of Virginia directs the Board of Housing and Community Development to appoint an Amusement Device Technical Advisory Committee. This five-member committee was first established in 1986.

The Board established four-year terms of service for members of this committee during its June 23, 1997 meeting. The Board made appointments and reappointments to the Advisory Committee on April 27, 1998. Because the four-year terms have expired from the 1998 appointments, the Board considered making new appointments and/or reappointments to the committee.

A motion was made to make the proposed appointments and reappointments presented by staff to the committee. The motion was seconded and unanimously adopted. A copy of the appointed/reappointed members to the Amusement Device Technical Advisory Committee is attached to and made a part of these minutes as Appendix 2.

Report of VHDA

Ms. Susan Dewey, Executive Director of the VHDA, provided a summary of financial reports on the Virginia Housing Partnership Fund. Ms. Dewey reviewed an income statement, balance sheet and commulative operations report on the Partnership Fund.

Ms. Dewey also provided an update on the federal Low-Income House Tax Credit Program.

Mr. Calhoun indicated that the Board is to review the financial information provided by VHDA and develop a report on the Virginia Housing Partnership Fund for the Governor, the Secretary of Commerce and Trade and the General Assembly by December 1, 2002, in accordance with Section 36-150 of the Code of Virginia.

Virginia Fire Services

Mr. Richard Ahuja reported that there was no report of the

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Board Report

Virginia Fire Service Board. Mr. Ahuja stated that the Board is looking at certain issues related to building and fire prevention regulations.

Report of the Director

Mr. Shelton reported on state budget issues and the development of proposed budget reductions of state agencies. Mr. Shelton provided information to the Board about several controversial issues related to the proposed USBC amendments. Mr. Shelton stated that a letter writing effort is underway regarding these issues. The Department is responding to each letter.

Mr. Shelton provided an update on the recent activities of the Virginia Housing Study Commission, the HOME report on building accessibility (HUD requirements), and studies being conducted on housing for the disabled. Mr. Shelton reported on recent flood relief efforts in Southwest Virginia and the Department's role in assisting persons in that area. Mr. Shelton also reported on recent CDBG awards. These included Local Innovation and Urgent Need awards. Mr. Shelton also provided a brief update on the Central Sprinkler recall and testing results.

Board Matters

None

Unfinished Business

None

New Business

None

Future Meetings

The Board's next meeting will be Monday November 18, 2002. The Board's regulatory public hearing will be held on Tuesday, December 10, 2002.

Adjournment

Upon a motion duly made and seconded, the meeting was adjourned.

APPENDIX 1
Commonwealth of Virginia
Board of Housing and Community Development

Building Code Academy Advisory Committee (BCAAC)
Proposed Operational Guidelines

1. **Official Designation:** Building Code Academy Advisory Committee (BCAAC).
2. **Statutory Authority:** Code of Virginia 36-137.7: “ The Board shall appoint a Building Code Academy Advisory Committee (the Committee) comprised of representatives of code enforcement personnel and construction industry professions affected by the provisions of the building and fire prevention regulations promulgated by the Board. Members of the Committee shall receive no compensation but shall be entitled to be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties in accordance with 2.2-2813. The Committee shall advise the Board and the Director on policies, procedures, operations, and other matters pertinent to enhancing the delivery of training services provided by the Building Code Academy.”
3. **Purpose and Scope:** The purpose of the Building Code Academy Advisory Committee (BCAAC) is to advise the Board of Housing and Community Development and the Director of the Department of Housing and Community Development on matters specified in 36-137.7 of the Code of Virginia.
4. **Duties:** The Committee shall function in an advisory capacity. Recommendations of the BCAAC shall be presented to the Director of the Department of Housing and Community Development and the Board of Housing and Community Development for consideration.
5. **Time-Frame:** Since the Committee’s role is advisory as related to DHCD’s continuing statutory authority and responsibility for developing, implementing, and evaluating the policies, procedures, operations, and other matters pertinent to enhancing the delivery of training services provided by the Building Code Academy, the advisory role of the Committee is expected to cover an indefinite period of time.
6. **Composition:** The Building Code Academy Advisory Committee shall be comprised of representatives of code enforcement personnel and construction industry professions affected by the provisions of the building and fire prevention regulations promulgated by the Board. This representation will consist of members who are appointed by the Board of Housing and Community Development. The committee shall consist of one (1) representative, appointed by the Board of Housing and Community Development, from each of the following organizations:
 - American Institute of Architects, Virginia Chapter
 - Amusement Device Technical Advisory Committee, Virginia

- Association of Builders and Contractors, Virginia Chapter
- Association of General Contractors, Virginia
- Building Owners and Managers Association, Virginia
- Consulting Engineers Council of Virginia
- Fairfax County Code Academy, Virginia
- Virginia Association of Counties
- Virginia Municipal League
- International Association of Electrical Inspectors, Virginia Chapter
- National Association of Homebuilders, Virginia
- Plumbing and Mechanical Professionals of Virginia
- Prince William County Code Academy, Virginia
- Virginia Building and Code Officials Association
- Virginia Cross Connection Control Association
- Virginia Fire Prevention Association
- Virginia Plumbing and Mechanical Inspectors Association

7. **BCAAC Representative's Terms of Service:**

a. Representatives will be appointed as members of the BCAAC for two-year terms. Initial terms will begin on the date the Board of Housing and Community Development announces appointments to the BCAAC. The initial term of service will end on December 31, 2004. Thereafter, appointment for two-year terms will begin on January 1, 2005, and end on December 31, 2006, and so forth on a two-year cycle of appointments for the life of the BCAAC.

b. The Board of Housing and Community Development will fill vacancies occurring for the balance of the vacating representative's term from the organization that was represented by that individual, using the same method by which the original appointment was made.

8. **BCAAC Officers:** The BCAAC will elect a Chairperson annually from among its members. The Chairperson will appoint members of any subcommittees formed.

9. **Meetings:** The BCAAC may meet quarterly, but in no case less than once annually. The Board of Housing and Community Development may call additional meetings in connection with special needs for advice as specified in and limited by 36-137.7.

10. **Records:** Minutes of each BCAAC meeting or subcommittee meeting will be kept. The minutes will contain a record of the persons present and a complete and accurate description of matters discussed and conclusions reached. Copies of all documents received, issued, or otherwise considered by the BCAAC or its subcommittees will be kept as part of the minutes. Copies of the minutes of all meetings will be filed with and maintained by the Deputy Director for Building and Fire Regulation, DHCD, and will be available for public inspection during regular business hours.

11. **Administrative Support:** Administrative support for the activities of the BCAAC shall be provided through the DHCD Deputy Director for Building and Fire Regulation.

APPENDIX 2

AMUSEMENT DEVICE TECHNICAL ADVISORY COMMITTEE **BOARD OF HOUSING AND COMMUNITY DEVELOPMENT** **2002**

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