

**Minutes of the  
BOARD OF HOUSING AND COMMUNITY DEVELOPMENT**

**March 11, 2024**

**10:00 AM**

**Virginia Housing Center  
4224 Cox Road  
Glen Allen, Virginia**

Members Present

Claudia Cotton  
Sean Farrell (Virtual)  
Lynne Goldberg (Virtual)  
Rick Gregory, Vice Chair  
Sylvia Hallock  
Abigail Johnson  
Keith Johnson  
Roger Jones  
Larry Murphy  
J.M. Snell  
Scott Stosser  
Janet Wiglesworth

DHCD staff present for all or part of the meeting:

Lyndsi Austin, Associate Director  
Jeff Brown, State Building Codes Office Director  
Cindy Davis, Deputy Director of Building and Fire Regulations  
Bryan Horn, Director  
Andrew Malloy, Policy Analyst  
Sandra Powell, Senior Deputy Director of Community Development and Housing  
Chase Sawyer, Senior Policy Analyst  
Todd Weinstein, Chief Deputy Director

Members Absent

Louie Berbert, Chair  
Mark Trostle

Call to Order

With no chair or vice chair present, Mr. Sawyer called the Board of Housing and Community Development (Board) meeting to order at 10:05 a.m.

Roll Call

The roll was called by Mr. Sawyer, who reported that a quorum was present. As the Board's Chair and Vice Chair were not present, Mr. Sawyer asked for a motion to nominate a chair pro tempore for the duration of the meeting. A motion was properly made by Mr. Snell and seconded by Mr. Jones to notice Ms. Cotton as the chair pro tempore. The motion passed unanimously on a voice vote (YEAS: Cotton, Hallock, A. Johnson, K. Johnson, Jones, Snell, Stosser, Wiglesworth; NAYS: None).

Ms. Cotton assumed the responsibilities of the chair pro tempore.

A motion was made by Ms. Hallock and seconded by Mr. K. Johnson to approve the virtual participation of Ms. Lynne Goldberg and Mr. Sean Farrell. The motion passed on a unanimous voice vote (YEAS: Cotton, Hallock, A. Johnson, K. Johnson, Jones, Snell, Stosser, Wiglesworth; NAYS: None).

Notice of Agenda Order

Ms. Cotton informed the Board that the meeting agenda had been revised to hear public comment following the staff update items on the agenda so that the public could provide comment on the most up-to-date information.

Approval of Minutes

A motion was made by Ms. A. Johnson and seconded by Mr. Stosser to approve the minutes of the January 26, 2024, and January 31, 2024, meetings of the Board. The motion passed on a unanimous voice vote (YEAS: Cotton, Farrell, Goldberg, Hallock, A. Johnson, K. Johnson, Jones, Snell, Stosser, Wiglesworth; NAYS: None).

Regulatory Reduction and  
2024 Code Cycle Update

Mr. Sawyer informed the Board that DHCD is reviewing the previous efforts of the Board during the 2021 code update cycle as it relates to regulatory reduction. Mr. Sawyer stated that DHCD is continuing to collaborate with the Office of Regulatory Management (ORM) to fulfill the requirements of Executive Order 19. Mr. Sawyer stated that DHCD staff has begun internal preparations for the 2024 code development cycle.

Mr. Gregory arrived at the meeting at 10:15 a.m. With the Vice Chair's arrival, Ms. Cotton's duties as chair pro tempore ended, and Mr. Gregory assumed the position of the Chair.

Consolidated and Annual  
Action Plan Update

Ms. Powell updated the Board on the Consolidated and Annual Action Plans. The Consolidated Plan is part of the US. Department of Housing and Urban Development's (HUD) requirements to assess housing needs in Virginia and is submitted once every five years. Additionally, DHCD submits an Annual Action Plan every year, which includes a needs assessment, strategic plans, and annual goals covering the funds DHCD spends from federally funded housing programs. Ms. Powell stated that the final draft of the 2024-2025 Annual Action Plan will be posted and made

available to the Board and public in April, before being presented to the Board for approval at its May meeting.

Mr. Gregory asked about DHCD's outreach process related to the Consolidated and Annual Action Plans. DHCD staff responded that the five input sessions in the fall of 2023 were composed of stakeholders from varied backgrounds. DHCD staff also noted that the online public comment period is open to anyone. Mr. Gregory requested a list of stakeholders that were invited to and participated in the input sessions.

Private Activity Bond Update

Mr. Sawyer provided an update to the Board regarding the revisions to the Private Activity Bond guidelines. Mr. Sawyer informed the Board that the public comment period for the changes to the guidelines will close on March 15, 2024.

Mr. Gregory expressed his desire to learn more about Private Activity Bonds and how they relate to other programs including the Low-Income Housing Tax Credit (LIHTC). Mr. Gregory expressed his support for coordinating a board retreat to discuss housing financing programs and how they work with each other.

Director Horn informed the Board that staff can schedule calls with board members individually to provide additional information and answer questions related to Private Activity Bonds.

Public Comment

Mr. Gregory opened the floor for public comment.

Mr. Steve Shapiro of the Virginia Apartment Management Association applauded the Board's decision to move forward with the 2024 code update cycle. He expressed his support for the 2024 code cycle to begin as soon as possible.

After seeing no other speakers, Mr. Gregory closed public comment.

Virginia Housing Report

Ms. Wiglesworth, Interim CEO and COO of Virginia Housing, updated the Board on Virginia Housing's hiring of a new CEO. Virginia Housing's board will vote on and announce a new CEO in March.

VFSB Report	Mr. Snell updated the Board on the Virginia Fires Services Board (VFSB) meeting at the Fire and Rescue Convention in Virginia Beach. The VFSB is working on developing guidelines for a prototype live fire training structure. Mr. Snell also noted that on June 1, 2024, a service for fallen firefighters will be held at the Richmond Raceway.
Report of the Director	Director Horn updated the Board on the agency's efforts to track legislation and budget items during the 2024 General Assembly Session. DHCD will have a more detailed update at the next Board meeting on the bills of significance that are signed into law.
Unfinished Business	There was no unfinished business to be discussed.
New Business	There was no new business to be discussed.
Board Matters	There were no further Board matters.
Future Meetings	The next meeting of the Board will be Monday, May 13.
Adjournment	A motion was made by Mr. K. Johnson and seconded by Mr. Murphy to adjourn the meeting. The motion passed on a unanimous voice vote (YEAS: Cotton, Farrell, Goldberg, Gregory, Hallock, A. Johnson, K. Johnson, Jones, Murphy, Snell, Stosser, Wigglesworth; NAYS: None). The meeting was adjourned at 10:36 a.m.