

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
MEETING  
May 17, 2004  
Richmond, Virginia**

Members Present

Mr. James Benson  
Ms. Betty Ann Davis  
Ms. Susan Dewey  
Mr. Thomas Fleury  
Mr. John Kilgore  
Mr. Jack Loeb  
Mr. Dennis Mitchell  
Mr. Doug Thomas  
Mr. Evans Thomas  
Mr. Ken Thompson  
Mr. William Thompson

Members Absent

Ms. Ann Hunnicutt  
Ms. Rene Miller

Call to Order

Ms. Betty Ann Davis, 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.

Approval of Minutes

A motion was made to approve the minutes of the March 22, 2004 meeting of the Board. The motion was seconded and unanimously passed.

Public Comment

No one requested to address the Board at this meeting. The public comment period was closed.

Report of the Codes and Standards Committee

Mr. Tom Fleury, Chairman of the Committee, reported on the morning meeting of the Codes and Standards Committee and summarized the recommendations of the Committee to the Board.

Emergency SFPC Regulation

Mr. Fleury reported on the recent action of the Virginia General Assembly and current regulatory restrictions on natural cut Christmas trees in apartments and places of worship. A work group of interested parties, including local fire officials, building officials and Christmas tree growers, met in Richmond during May to develop proposed

emergency regulations to permit natural trees in apartments of places of worship. The Committee recommended language developed by the work group as an emergency regulation to amend the Statewide Fire Prevention Code. A motion was made to accept the Committees recommendation. The motion was seconded and unanimously passed. A copy of the adopted emergency regulation is attached and made a part of these minutes as Appendix 1.

Proposed Regulations

Mr. Fleury reviewed proposed baseline regulations for the following regulations:

1. Uniform Statewide Building Code
2. Statewide Fire Prevention Code
3. Virginia Certification Standards
4. Amusement Device Regulations
5. Industrialized Building Safety Regulations

A motion was made to adopt the baseline regulations as proposed regulations of the Board. The motion was seconded and unanimously passed.

USBC: Fire Separation Distance

Mr. Fleury reviewed meetings of an advisory group convened to study the single-family residence fire separation distance issue. Proposed language was developed and unanimously agreed to by the advisory group. A motion was made to adopt the proposed fire separation distance language as a final regulation to be part of the Uniform Statewide Building Code 2000 edition. The motion was seconded and unanimously passed. A copy of the adopted language is attached and made a part of these minutes as Appendix 2.

In-Building Communication Committee

Mr. Fleury provided a list of recommended organizations to serve as an advisory committee to the Board on in-building emergency communications. A motion was made to accept the proposed list for the advisory committee. The motion was seconded and unanimously passed. The list of the advisory committee on in-building communication is attached and made a part of these minutes as Appendix 3.

Rehabilitation Committee

Mr. Fleury provided a list of recommended organizations to

serve as an advisory committee to the Board on rehabilitation issues. A motion was made to accept the proposed list for the advisory committee. The motion was seconded and unanimously passed. The list of the advisory committee on rehabilitation is attached and made a part of these minutes as Appendix 4.

Black and Smokeless Powder

Mr. Ed Altizer, State Fire Marshal, reported on black powder and smokeless powder issues. A motion was made for an ad hoc advisory committee be convened to consider issues related to such powders. The motion was seconded and unanimously passed. Department staff will identify groups and individuals to serve on this advisory committee.

Memorandum of Agreement

Mr. Bill Thompson presented recommendations of the Virginia Fire Services Board for amending the Memorandum of Agreement between the two Boards regarding the adoption of the Statewide Fire Prevention Code. Mr. Thompson presented other changes to the current agreement suggested by Department staff to remove unnecessary or outdated language. A motion was made to accept the amended Memorandum of Agreement. The motion was seconded and unanimously approved. A copy of the revised Memorandum of Agreement is attached and made a part of these minutes as Appendix 5.

Case Decision

Mr. Curtis McIver, State Building Code Administrator, reviewed the findings of fact gathered by staff in response to a complaint and request for inquiry received on Mr. Ken Martin. The Board discussed these findings and determined that Mr. Martin did not violate specific provisions allowing any sanction under the Virginia Certification Standards. The Board unanimously voted to dismiss the case and asked Department staff to communicate with Mr. Martin about the case and to recommend he use a different approach in his interactions with the building official.

Board By-Laws

Mr. Calhoun presented and reviewed recommended amendments to the Board's By-Laws. The amendments were drafted to bring the By-Laws into conformity with recent statutory changes and current Board practices. Ms. Dewey requested more specificity be added regarding the

scheduling of Board elections. It was agreed that elections would be held the first Board meeting of each fiscal year. After discussion, the Board unanimously adopted the amended Board By-Laws to become effective on July 1, 2004. A copy of the By-Laws is attached and made a part of these minutes as Appendix 6.

Enterprise Zone  
Regulations

Ms. Shea Hollifield, Deputy Director of the Community Development Division, reported on the status of the proposed Virginia Enterprise Zone Regulations adopted by the Board. Ms. Hollifield also spoke of possible public hearing dates for the proposed regulation. A motion was made to hold the public hearing on June 16 or the earliest reasonable date possible after required Administration approvals are received. The motion was seconded and unanimously passed.

Action Plan

Mr. Bill Ernst of the Policy Office presented an overview of the development and contents of the Virginia Consolidated Plan Action Plan for 2004 (State FY 2005) submitted to HUD. The Board voted unanimously to approve the Action Plan. A copy of the Action Plan was provided to each Board member.

Report of the Virginia  
Fire Services Board

Mr. Bill Thompson reported on the recent Charlottesville meeting of the Virginia Fire Services Board. Mr. Thompson spoke of burned buildings training for fire fighters and financial issues related to burned building training. Mr. Thompson also reported on training and issues related to fighting fires on ships and the development of a new Shipboard Fire Training Manual.

Report of VHDA

Ms. Susan Dewey, Executive Director of the Virginia Housing Development, reported on the federal Low-Income Housing Tax Credit. Ms. Dewey reported on program requirements for this year and possible changes in future years.

Report of the Director

Mr. Bill Shelton, Director of the Department of Housing and Community Development, reported on the biennial budget passed by the General Assembly and its impact on the Department. Mr. Shelton spoke about the recent renovation of the Jackson Center and reported that

Department staff will work with Habitat for Humanity for neighborhood improvements of an area near Richmond. Mr. Shelton updated the Board about the 2004 Governor's Housing Conference in November and reported on the work of the Appalachian Regional Commission.

New Business

None

Unfinished Business

Mr. Bill Thompson asked for an amendment to the ad hoc committees appointed earlier during the meeting. The amendment requested would be to include a member of the Consulting Engineers Council of Virginia on both the Rehabilitation Committee and the In-Building Communication Committee. The recommendation was made as a motion and unanimously agreed to.

Future Meetings

The next meeting of the Board will be Tuesday, July 27, 2004.

Adjournment

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

Board of Housing and Community Development

Page 6

May 17, 2004