

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT
MEETING
November 12, 2003
Norfolk, Virginia**

Members Present

Mr. James Benson
Ms. Betty Ann Davis
Ms. Susan Dewey
Mr. Thomas Fleury
Ms. Ann Hunnicutt
Mr. John Kilgore
Mr. Jack Loeb
Ms. Rene Miller
Mr. Phillip Paquette
Mr. Ken Thompson
Mr. William Thompson

Members Absent

Mr. Doug Thomas
Mr. Evans Thomas

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 July 21, 2003 meeting of the Board. The motion was seconded and unanimously passed.

Governor's Housing
Conference

Mr. Bill Shelton, Director of the Department of Housing and Community Development welcomed members of the Board to the 2003 Governor's Housing Conference in Norfolk. Mr. Shelton provided an overview of the Conference and upcoming events.

Report of the Community
Development Committee

Mr. Jim Benson, Chairman of the Committee, reported on the meeting of the Community Development Committee. Mr. Benson spoke about the draft of Enterprise Zone Program Regulations proposed by Department staff and amendments made to the draft by the Committee. A motion was made to adopt the proposed Enterprise Zone Program Regulations as modified. The motion was seconded and unanimously passed.

Report of the Codes and Standards Committee

Mr. Tom Fleury, Chairman of the Committee, reported on the meeting of the Codes and Standards Committee. Mr. Fleury reported on a new procedure for the Department and Board to use for adopting building and fire regulations. A copy of this procedure is attached to and made a part of these minutes as Appendix A. A motion was made to adopt this procedure. The motion was seconded and unanimously passed.

Mr. Fleury reported on Committee discussions about the residential fire separation distance issue of the USBC. Mr. Fleury stated that the Committee agreed that more time was needed to study the issue and to consider performance standards. The Board discussed the issue and agreed that an advisory committee should be convened to develop nonbinding recommendations and performance standards for fire separation. The Board requested Department staff to develop a recommendation for the composition of the advisory committee. Mr. Fleury made a motion for the development of an advisory commission to meet as frequently as needed in developing nonbinding recommendations for the Code and Standards Committee on the fire separation distance issue and for such recommendations to be developed as soon as possible with a target date of no later than June 1, 2004. The motion was seconded and unanimously passed.

Report of VHDA

Ms. Susan Dewey, Executive Director of the Virginia Housing and Development Authority, reported on the Virginia Housing Partnership Fund. Mr. Art Bowen, Managing Director of Finance and Administration for VHDA, presented the audited VHDA financial statements including statements on the Virginia Housing Partnership Fund (The "Fund"). After discussion, a motion was made to adopt the VHDA financial statements on the Fund as the Board's report on the Fund to be sent to the Governor, the Secretary of Commerce and Trade and the General Assembly (in accordance with statute). The motion was seconded and unanimously passed. A copy of this report is attached to and made part of these as Appendix B.

Ms. Dewey also reported on the federal low-income housing tax credit program and the Qualified Allocation Plan.

Report of the Virginia Fire Services Board

Mr. Phil Paquette reported that the Virginia Fire Services Board will meet during December. Mr. Paquette also reported on training, grants, incident reporting systems and Fire Prevention Week. Mr. Paquette stated that this was his last meeting as a member of the Board of Housing and Community Development as his term on the Fire Services Board will expire. Mr. Dennis Mitchell will be the Fire Services Board representative to the Board of Housing and Community starting in January.

Report of the Director

Mr. Shelton provided an update on the work of the Urban Policy Task Force. Mr. Shelton also reported on the Priority Housing Fund and issues being considered by the Virginia Housing Study Commission. Mr. Shelton updated the Board on the Disability Commission, the in-building emergency communication study and the night club fire safety study.

Resolutions

Mr. Calhoun presented proposed resolutions to commemorate the service to the Board of Mr. Gary Bowman and Mr. Richard Ahuja. A motion was made to adopt the resolutions. The motion was seconded and unanimously passed. Mr. Calhoun stated that a plaque would also be presented to the former Board members.

Board Matters

None

Unfinished Business

None

New Business

None

Future Meetings

The next meeting of the Board will be Tuesday, January 20, 2004.

Adjournment

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

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