



6:00 p.m. Closed Session 

**CITY COUNCIL AGENDA**  
**Monday, May 1, 2017**

7:00 p.m. **Regular Meeting - CALL TO ORDER**  
*Council Chambers*

**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**AWARDS/RECOGNITIONS ANNOUNCEMENTS** Bike to Work Week (May 15-May 19); Mental Health Awareness Month; Kids to Parks Day

**CITY MANAGER RESPONSE TO MATTERS BY THE PUBLIC**

**MATTERS BY THE PUBLIC** Public comment is provided for up to 15 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 10 of these spaces, and pre-registered speakers are announced by noon the day of the meeting. An unlimited number of spaces are available at the end of the meeting.

**1. CONSENT AGENDA\*** (Items removed from consent agenda will be considered at the end of the regular agenda.)

**Bellamy/Fenwick 5-0**

a. Minutes for April 11 and April 17, 2017

**b. APPROPRIATION:** Reimbursement from RWSA for Paving Costs to Ragged Mountain Roadway - \$11,796.48 (2<sup>nd</sup> of 2 readings)

**c. APPROPRIATION:** Domestic Violence Services Coordinator Grant - \$49,336 (2<sup>nd</sup> of 2 readings)

**d. APPROPRIATION:** CDBG-HOME Funding for FY 2017-2018 (1<sup>st</sup> of 2 readings)

**e. APPROPRIATION:** Clark Elementary School – Safe Routes to School Grant - \$13,992 (1<sup>st</sup> of 2 readings)

**f. RESOLUTION:** Hydraulic Road/29 North Small Area Planning Agreement and Funding - \$30,000 (1<sup>st</sup> of 1 reading)

**g. RESOLUTION:** Initiate Zoning Text Amendments to Planning Commission for Solar Energy Systems (1<sup>st</sup> of 1 reading)

**h. RESOLUTION:** Opt Out of Virginia Transit Liability Pool Membership (1<sup>st</sup> of 1 reading)

**i. ORDINANCE:** Homeowner Tax Relief Grant Program (1<sup>st</sup> of 2 readings)

**2. PUBLIC HEARING RESOLUTION\*** Approval of CDBG and HOME Action Plan for FY2017-2018 (1<sup>st</sup> of 1 reading) – **10 min**  
**Szakos/ Fenwick 5-0; passed**

**3. RESOLUTION\*** Authorize Issuance of General Obligation Bonds - \$15,250,000 (1<sup>st</sup> of 1 reading) - **10 min**  
**Deferred**

**4. APPROPRIATION\*** Use of Charlottesville-Albemarle Convention & Visitors Bureau Fund Balance for Marketing – \$100,000 (1<sup>st</sup> of 2 readings) – **Deferred**

**5. ORDINANCE\*** Increase in Salary Compensation for City Council Members (2<sup>nd</sup> of 2 readings) – **10 min**  
**passed 4-1**

**6. REPORT** PLACE Design Task Force Annual Report – **20 min**

**OTHER BUSINESS**  
**MATTERS BY THE PUBLIC**

*\*ACTION NEEDED*

**APPROPRIATION**

**Rivanna Water and Sewer Authority Reimbursement for the Paving of the Access Road at Ragged Mountain**

**WHEREAS**, Rivanna Water and Sewer Authority was billed by the City of Charlottesville in the amount of \$11,796.48

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$11,796.48 from Rivanna Water and Sewer Authority is to be appropriated in the following manner:

**Revenues - \$11,796.48**

Fund: 107                      Funded Program: FR-001 (P-00482)                      G/L Account: 432030

**Expenditures - \$11,796.48**

Fund: 107                      Funded Program: FR-001 (P-00482)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$11,796.48, from Rivanna Water and Sewer Authority.

Approved by Council  
May 1, 2017



Acting Clerk of Council

**APPROPRIATION**

**Domestic Violence Services Coordinator Grant**

**\$49,336**

**WHEREAS**, The City of Charlottesville, through the Commonwealth Attorney’s Office, has received the Domestic Violence Services Coordinator Grant from the Virginia Department of Criminal Justice Services in the amount of \$38,336 in Federal pass-thru funds, Albemarle County is to contribute an additional \$6,000 in local cash match, and the City Commonwealth Attorney’s Office will contribute up to \$5,000 cash match, as needed to meet salary and benefit expenses.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$49,336 is hereby appropriated in the following manner:

**Revenues**

\$38,336	Fund: 209	Cost Center: 1414002000	G/L Account: 430120
\$ 6,000	Fund: 209	Cost Center: 1414002000	G/L Account: 432030
\$ 5,000	Fund: 209	Cost Center: 1414002000	G/L Account: 498010

**Expenditures**

\$49,336	Fund: 209	Cost Center: 1414002000	G/L Account: 519999
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**Transfer**

\$ 5,000	Fund: 105	Cost Center: 1401001000	G/L Account: 561209
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$38,336 from the Virginia Department of Criminal Justice Services, and \$6,000 from the County of Albemarle, Virginia.

Approved by Council  
May 1, 2017



Acting Clerk of Council

**RESOLUTION**

**Small Area Plan funding of \$30,000 for the Hydraulic-Route 29 Small Area Plan Project**

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that previously appropriated Small Area Plan funding in the sum of \$30,000 is available to be used to fund the City of Charlottesville's portion of the cost for Phase I of the Hydraulic-Route 29 Small Area Plan Project. We also authorize the City Manager to execute the Memorandum of Understanding between the City, County and the Charlottesville-Albemarle Metropolitan Planning Organization.

Fund: 426

WBS Element: P-00818

Approved by Council  
May 1, 2017

A handwritten signature in black ink, appearing to read "Saw Bragg", is written over a horizontal line.

Acting Clerk of Council

MEMORANDUM OF UNDERSTANDING

BETWEEN

COUNTY OF ALBEMARLE

CITY OF CHARLOTTESVILLE

CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING ORGANIZATION

**ROUTE 29 SOLUTIONS HYDRAULIC PLANNING STUDY**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017 by and between the County of Albemarle, Virginia (“COUNTY”), the City of Charlottesville, Virginia (“CITY”), and the Charlottesville-Albemarle Metropolitan Planning Organization (“MPO”).

**Whereas**, COUNTY, CITY and the MPO (“the Parties”) in partnership with the Virginia Department of Transportation (VDOT), have expressed a mutual interest in establishing an agreeable framework for funding, coordinating and providing planning and engineering studies necessary to provide a Transportation and Land Use Development Plan for a small geographic area including the Route 29 Hydraulic, Route 250 By-pass and Hillsdale highway intersections and surrounding areas (“Small Area”) that directly influence current and future traffic, bicycle and pedestrian travel patterns within this portion of the Route 29 Solutions Program (the “Project”); and

**Whereas**, the first two phases of the Project will consist of the development of a report addressing land use and preliminary engineering addressing transportation needs for the Project Area (“Small Area Plan”), and within this MOU the COUNTY, CITY and the MPO desire to establish a mechanism for funding and delivery of a Small Area Plan (“Phase I”); and

**Whereas**, the Parties acknowledge their intent to perform the requirements of Phase I Project planning in adherence to all applicable federal, state, and local laws, regulations, policies, and manuals, as they pertain to the purpose of this MOU;

**Now therefore**, in consideration of the mutual promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

**I. SCOPE OF MOU**

The CITY, the COUNTY, and the MPO hereby set forth their understanding as to their respective responsibilities for participation in Phase I of the Project.

The Virginia Department of Transportation (VDOT) will be contracting with a planning consultant Kimley Horn and Associates to perform small area planning for the project at an approximate Phase I cost of \$ 460,000.00 (“VDOT’s Budgeted Funds”). Sixty-thousand dollars (\$60,000) of those VDOT Budgeted Funds must be contributed by the CITY AND COUNTY.

MPO will manage VDOT’s Budgeted Funds, guided by the Route 29 Solutions Hydraulic Advisory Panel consisting of twelve elected officials, staff, citizen planners and community business representatives.

The scope of the planning effort is to develop a conceptual land use plan for the defined study area to reflect preferred models for growth and urban form in this area, and to inform transportation



solutions to support this projected growth. The Hydraulic Small Area Plan study area is experiencing steady growth, increased development intensity, and pressure to grow in a denser, mixed-use development pattern that is unique to this portion of the County and the City. Understanding the impact and interaction of new development on the US Route 29 corridor and primary collector streets within the area is critical to inform future land use plans, local codes and policy documents guiding development in this area. The study area is located within the jurisdictions of both the City of Charlottesville and Albemarle County. Both jurisdictions, together with the MPO, seek to develop a conceptual approach to guiding development in the area and to have the study inform goals and possible solutions for continued improvements to transportation facilities to support anticipated growth. The attached consulting scope of services describes the services that will be provided by VDOT's consultant to complete the study.

The Project study area consists of the general area anchored by the Hydraulic Road – US Route 29 development node. The study area is defined as an area of approximately 600 acres (approximately 300 acres in city and approximately 300 acres in the county) with boundaries generally located as follows:

- Northern boundary = Greenbrier Drive / Whitewood Road
- Eastern boundary = Meadow Creek
- Southern boundary = US 250 Bypass
- Western boundary = N. Berkshire Road

The final Project boundary will be defined by the Hydraulic Planning Advisory Panel but is not expected to be very different from the above-described boundary.

## **II. PURPOSE**

The purpose of this MOU is to provide a mechanism to manage VDOT's Budgeted Funds for the delivery of the Small Area Plan directing a transportation plan to be used to apply for transportation funding by September, 2018. The MPO, City, County and VDOT will be advised throughout by the Hydraulic Planning Advisory Panel. The VDOT Budgeted Funds will be applied to management of the Small Area Planning contract and associated planning of transportation improvements of the Project, community engagement, and staffing for planning consulting services.

## **III. RESPONSIBILITIES OF THE PARTIES**

To the best of their knowledge, the Parties represent that the execution and performance of this MOU does not contravene any law, governmental rule or regulation, or any provision of any other MOU or Agreements to which CITY, COUNTY and the MPO are a party.

The Parties agree to the responsibilities set forth below.

### **Responsibilities of the MPO**

1. Work within the guidelines outlined within by the Scope of Work of the contract between VDOT and Kimley Horn and Associates for the Hydraulic Small Area Plan.
2. The MPO will manage all direct and consulting work for Phase I of the Project (the Route 29 Hydraulic Study, land-use element—Small Area Plan). Provide Phase I Small Area Plan project management as required for the deliverable of a Small Area Plan for the Route 29 - Hydraulic area.
3. Provide matching funds and staff assistance to VDOT and contractual consultants in development and completion of Phase I Hydraulic Small Area Plan.

4. Programmatic and financial communication between VDOT, the Hydraulic Planning Advisory Panel, City and County staff, elected officials and planning commissions.
5. Deliver final Small Area Plan document to CITY and COUNTY.
6. Manage all VDOT Budgeted Funds for expenditure in accordance with this MOU, and keep and maintain adequate records documenting expenditures of the VDOT Budgeted Funds, consisting of \$400,000 provided by VDOT, \$30,000 provided by the CITY, and \$30,000 provided by the COUNTY. Expenditure of CITY and COUNTY funds provided in accordance with this MOU will be expended in a manner that draws on such funds on an equal (50%/ 50%) basis whenever local contributions are used to cover Project costs and expenditures.

#### **Responsibilities of COUNTY**

1. Appropriate and contribute \$30,000 of CITY funding to be included as part of the VDOT Budgeted Funds for the Small Area Plan.
2. Provide representatives, assistance and guidance to the Hydraulic Planning Advisory Panel.
3. Review and comment by the County Planning Commission of draft small area plan work.
4. Review, comment and consideration for recommendation to the Board of Supervisors by the County Planning Commission of the final small area plan.

#### **Responsibilities of CITY**

1. Appropriate and contribute \$30,000 of COUNTY funding to be included as part of the VDOT Budgeted Funds for the Small Area Plan.
2. Provide representatives, assistance and guidance to the Hydraulic Planning Advisory Panel.
3. Review and comment by the City Planning Commission of draft small area plan work.
4. Review, comment and consideration for recommendation to the City Council by the City Planning Commission of the final small area plan.

#### **IV. PAYMENTS**

The MPO will invoice CITY and COUNTY on or after March 1, 2017 in the amount of \$30,000 each. Upon receipt of the MPO's invoice, the CITY and the COUNTY will each deliver payment to the MPO in the amount specified by the invoice.

Any CITY or COUNTY funds not expended by the MPO for the Project will be returned by the MPO to the CITY or COUNTY, respectively, within 30 days of the final completion of the Small Area Plan.

By their signatures to this Memorandum of Understanding the authorized agents of the CITY and COUNTY and MPO confirm (i) their understanding of the terms herein stated, establishing a mechanism for funding and management of the Project (Phase I Small Area Plan), and (ii) their desire to participate in the planning Project in accordance with the terms herein stated.

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**RESOLUTION  
INITIATING A ZONING TEXT AMENDMENT  
TO AMEND THE ZONING ORDINANCE REGULATIONS GOVERNING  
SOLAR ENERGY SYSTEMS**

**BE IT RESOLVED** by the City Council of the City of Charlottesville that City Council hereby initiates a zoning text amendment for consideration of amending certain zoning ordinance definitions and regulations pertaining to the installation and use of solar energy systems on land, buildings and structures within the city, and hereby refers the attached proposed zoning text amendment to the Planning Commission for its review and recommendations.

Approved by Council  
May 1, 2017

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Acting Clerk of Council

## **PROPOSED ZONING TEXT AMENDMENTS: SOLAR ENERGY SYSTEMS**

### **Section 34-1200: Zoning--Definitions**

*Accessory building, structure or use* means a building, structure or use located upon the same lot as the principal use, building, or structure, the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common residential accessory buildings and structures. **Heating, electrical and mechanical equipment, utility service lines and meters, solar energy systems, and related equipment, are all considered to be uses accessory to the use of the building, structure or use being served; for purposes of the city's zoning ordinance, they are not considered to be buildings or structures.**

*Solar Energy System* means equipment used primarily for the collection and use of solar energy for water heating, space heating or cooling, or other application requiring an energy source.

### **Sec. 34-1101. – Exclusions from building height and minimum yard requirements ~~Appurtenances.~~**

(a) **None of the following** ~~An appurtenance to a building or structure shall not~~ be counted in measuring the height of a building or structure:

**(1) rooftop solar energy systems, subject to the provisions of 34-1108;**

~~(b)~~ **(2) rooftop heating, electrical, and mechanical equipment, and elevator returns, which are necessary for or in connection with the proper operation of a building in accordance with USBC requirements, provided that no such equipment or elevator return, as installed** ~~No rooftop appurtenance shall:~~ (i) itself measure more than eighteen (18) feet in height above the building, or (ii) cover more than twenty-five (25) percent of the roof area of a building;

**(3) Telecommunications equipment, subject to the provisions of 34-1070 et seq.;**

**(4) Chimneys constructed or attached to the side of a building, which extend above the level of the roof deck of a building to a height required by the USBC or VSFPC;**

~~(c)~~ **(5) Other equipment or structures constructed or installed above the roof deck, so long as they: (i) comply with the height and area requirements set forth in paragraph (1) above, and (ii) contain no** ~~Within a rooftop appurtenance, no enclosed space~~ **that is** ~~shall be designed for or that can be~~ used as any type of habitable residential space. The provisions of this paragraph shall not preclude open-air space on a building rooftop from being used accessory to the primary use of the building.

**(b)** ~~(d)~~ Each of the following appurtenances may encroach into minimum required yards as specified:

(1) Window sills, roof overhangs, belt courses, cornices and ornamental features may encroach into a required yard by no more than twelve (12) inches.

(2) Open lattice-enclosed fire escapes, fireproof outside stairways, and the ordinary projections of chimneys and flues may encroach into a required rear yard by no more than five (5) feet.

(3) Chimneys or flues being added to an existing building may encroach into a required side yard, but not closer than five (5) feet to the side lot line.

(4) Elevator shafts, and **heating, electrical and** mechanical equipment, ~~which are~~ **if** screened in accordance with the requirements of Section 34-872, **may encroach into a required side or rear yard.**

(5) Handicapped ramps meeting ADA standards may encroach into a required yard.

**(6) Solar energy systems may encroach into a required yard, subject to the provisions of paragraph (8), following below, and the provisions of sec. 34-1108.**

~~(6) Except as otherwise provided above:~~

**(7) a.** ~~Uncovered~~ **and unenclosed structures (such as decks, porches, stoops, etc.) attached to a building, and** appurtenances which have a maximum floor height of three (3) feet above the finished grade, may encroach into any required yard, but not closer than five (5) feet to any lot line and no more than ten (10) feet into a required front yard; however, no such **structure or improvement** appurtenance, shall occupy more than thirty (30) percent of a rear yard.

**(8) b.** ~~Any appurtenance to a~~ **For any** single- or two-family dwelling, **a structure attached to the façade of the dwelling, and** having a height greater than three (3) feet above finished grade, may encroach into a required front yard by up to ten (10) feet, but no closer than five (5) feet to a front lot line.; however, **Any such structure** such appurtenance **shall comply** ~~be in compliance~~ with the applicable side yard setback(s). **A solar energy system may be incorporated as part of any such structure.**

**(c) e.** No enclosed **structure that is attached to any building** appurtenance, regardless of height (including but not limited to a screened-in porch), shall encroach into any required yard.

## **NEW Sec. 34-1108. Standards for solar energy systems**

**The following requirements apply to solar energy systems:**

**(1) Solar energy systems shall be installed in compliance with applicable provisions of the USBC and the VSFPC.**

- (2) A solar energy system may be installed on the roof of any building or structure, whether principal or accessory.
- (3) The height of a solar energy system installed on the roof of a single- or two-family dwelling, or on the roof of an accessory building or structure on the same lot as such dwelling, may extend up to five (5) feet above the highest point of the roof of the building or structure on which it is installed.
- (4) Within the city's low-density residential districts:
- (i). solar energy systems less than five (5) feet in height may encroach into a required front yard by up to ten (10) feet, but no closer than five (5) feet to any lot line; however,
  - (ii). on lots where the front building setback exceeds the minimum required front yard, solar energy systems may be placed in a location that is: between the front building façade and the front lot line, outside the minimum required front yard, and outside any required side yard.
- (5) Except as provided in paragraphs (3) and (4), above, a solar energy system, together with its support, shall not itself exceed a height of fifteen (15) feet unless otherwise required by the USBC or VSFPC for a specific use.

#### **Sec. 34-1146. Nonconforming structures, permitted changes.**

(a) A nonconforming structure may be changed, altered, repaired, restored, replaced, relocated or expanded only in accordance with the provisions of this section **and of sec. 34-1147**, and subject to all approvals required by law.....

....(e) A solar energy system may be placed on or attached to on a nonconforming building or structure.

#### **Sec. 34-1147. - Expansion of nonconforming uses or structures.**

(a) Nonconforming uses or structures may expand only in accordance with the provisions of this section. Whenever a percentage limitation is placed on expansion, that limitation shall be the total expansion allowed, in increments of any size that add up to the total, or all at once. All expansion shall occur on the lot occupied by the nonconforming use or structure, inclusive of any permitted consolidations or re-subdivisions.



(b) Nonconforming uses, other than structures, may be expanded on an area of a lot not originally devoted to the nonconforming use, provided such expansion meets all current requirements of this chapter applicable only to the expansion. **The placement or installation of a solar energy system on a building or lot shall not be deemed an expansion of a nonconforming use.**

(c) Nonconforming structures.

(1) ***Nonconforming single-family dwelling.*** The structure may be expanded as provided within this subsection. New or expanded residential accessory structures (such as storage sheds, garages, swimming pools, etc.) may be permitted. Expansion of the dwelling, and new or expanded accessory structures, shall meet all zoning ordinance requirements, including height, yard and setbacks, for the zoning district in which located; except that extension of an existing front porch that encroaches into a front yard required by this ordinance shall be permitted to the side yard(s), so long as such extension will not result in an increase in the front yard encroachment. A single-family detached dwelling that is nonconforming because it encroaches into any required yard(s) may be expanded as long as the expansion will not result in an increase in the yard encroachment(s). However, expansions in height to existing nonconforming single-family dwellings, which do not meet current setback requirements, shall be permitted only if: (i) the dwelling is only being increased in height, and (ii) the footprint of the dwelling will remain unchanged by the proposed expansion in height. Such expansion will not be required to meet more restrictive setbacks enacted since the date the dwelling became nonconforming; however, all other zoning regulations for the district in which the dwelling is located shall apply.

(2) ***Nonconforming structures, other than single-family dwellings.*** Where the use of a nonconforming structure is permitted by right, or with a special use or provisional use permit, in the zoning district in which the structure is located, then expansion of a nonconforming structure may be approved provided that: (i) yard, setback, screening and buffering, and height standards applicable to the proposed expansion are met; (ii) all applicable sign regulations are met, and (iii) such expansion does not exceed twenty-five (25) percent of the gross floor area of the existing structure. For any proposed expansion exceeding twenty-five (25) percent of the gross floor area of the existing structure, all development standards applicable to the property as a whole shall be met.

(3) **The placement or installation of a solar energy system on a building or lot shall not be deemed an expansion of a nonconforming building or structure, and the area occupied by any such system shall not be included within the calculation of percentages of expansion pursuant to paragraphs (c)(2) or (e) of this section.**

(4) Where a nonconforming structure is utilized for or in connection with a nonconforming use, then no expansion of the nonconforming structure shall be approved unless the zoning administrator certifies that: (i) expansion of the nonconforming structure would not result in expansion of the nonconforming use, or (ii) expansion of the nonconforming structure would result in expansion of the nonconforming use, but expansion of the nonconforming use would meet the requirements of section 34-1147(b), above.

(5) ~~(4)~~ Prior to the approval of any expansion of a nonconforming use or structure, nonconforming status shall be verified by the zoning administrator.

(d) In the event of any permitted expansion of a nonconforming structure, all signs located on the property shall be brought into full compliance with current zoning ordinance requirements.

(e) Permitted expansions for nonresidential, nonconforming uses that require special or provisional use permits are required to obtain special or provisional use permits only when such expansions exceed twenty-five (25) percent of the gross floor area of the existing structure.

**RESOLUTION.**

**AUTHORIZING WITHDRAWAL OF MEMBERSHIP  
FROM THE VIRGINIA TRANSIT LIABILITY POOL.**

**WHEREAS**, in 1987, the Council of the City of Charlottesville, Virginia, (the “City”) authorized the City to join with other political subdivisions to establish and become a member of the Virginia Transit Liability Pool (“VTLP”); and

**WHEREAS**, the City has since remained, and currently is a member of VTLP, such that through its membership in VTLP, the City insures the operations of Charlottesville Area Transit as to comprehensive general liability, automotive liability, and automobile physical damage; and

**WHEREAS**, the City has determined that it is no longer in the best interests of the City to remain a member of VTLP;

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Charlottesville, Virginia, that the City Manager is hereby authorized to do all things necessary to withdraw the City of Charlottesville, including Charlottesville Area Transit, from membership in the Virginia Transit Liability Pool.

Approved by Council  
May 1, 2017



Acting Clerk of Council

**RESOLUTION**  
**Approval of FY 2017-2018 Annual Action Plan**

**BE IT RESOLVED**, that the Charlottesville City Council hereby approves the 2017- 2018 Action Plan of the 2013-2018 Consolidated Plan as presented at the May 1, 2017, City Council meeting. All CDBG project estimates shall be increased or reduced at the same pro-rated percentage of actual entitlement. No agency's entitlement amount will increase more than their initial funding request. For HOME, if less funding is available than estimated, then the funding shall be deducted from Piedmont Housing Alliance's (PHA) funding allocation and if more funding is available, then the funding shall be added to PHA's funding allocation (so that Habitat for Humanity is fully funded).

Approved by Council  
May 1, 2017

A handwritten signature in cursive script, appearing to read "Sara Bragg", written over a horizontal line.

Acting Clerk of Council

**FY 17 - 18  
ACTION PLAN  
for the  
CITY OF CHARLOTTESVILLE  
and the  
THOMAS JEFFERSON HOME  
CONSORTIUM**

**Draft for Consideration of Adoption**

**Public Hearing and Consideration of Adoption at  
Charlottesville City Council  
May 1, 2017**



**Consideration of Adoption at the  
Thomas Jefferson Planning District Commission  
May 4, 2017, 7:00 p.m.**





## I. INTRODUCTION

The Consolidated Plan for 2013-2017 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2017-2018 re-affirms the goals expressed in the region’s Consolidated Plan, which was developed and adopted in May 2013. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2017 to June 30, 2018 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2017-2018 are linked to the priority 5-Year Goals for set forth in the Consolidated Plan.

### Summary of Local Goals from the 2013 Consolidated Plan and FY 17-18 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2017-2018 activities is “Decent Housing” and the Outcome is “Affordability”

<b>Locality: Albemarle</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>
<b>Risk of homelessness, first-time homebuyers (HB), doubling up</b>	Refine the County’s Affordable Housing Policy to promote creation of affordable units with long-term affordability requirements.	Revise Affordable Housing Policy as required with the passage of SB 549	
<b>Risk of homelessness, doubling up, discrimination</b>	Preserve and expand the supply of affordable rental properties; assist renters through rental assistance programs.	Continue providing rental assistance to approximately 425 households	HUD Housing Choice Vouchers

<b>First-Time Homebuyers, cost-burden</b>	Provide homebuyer assistance and below-market-rate mortgages to 7-10 lower-income homebuyers per year who live and/or work in Albemarle County.	Use proffered funds to support the development of affordable housing with long-term affordability restrictions	
<b>Housing conditions are substandard and not energy efficient.</b>	Provide emergency repairs to 40-50 homes per year	40 emergency repairs	HPG Private Funds
<b>Lack of Jobs paying sufficient wages, cost-burden, first-time HB, discrimination</b>	Promote job growth by encouraging affordable workforce housing in proximity to employment centers in designated growth areas	Consider the addition of “workforce housing” in revising the Affordable Housing Policy	
<b>Insufficient housing options, homelessness, discrimination</b>	Encourage new housing with supportive services for individuals with physical and/or developmental disabilities.	Support efforts by private-sector in creating housing and services for special needs populations	
<b>Housing conditions are substandard and not energy efficient.</b>	Leverage a variety of funds to rehabilitate 15-25 owner occupied homes per year	Rehabilitate 5 owner-occupied homes (HOME) and 15 homes (CDBG)	HOME CDBG
<b>Multiple Needs</b>	Participate in development of state housing and community development programs and seek funding from federal and state sources.	(Competitive CDBG funds awarded for work this year. No new applications until work is complete)	
<b>Locality: Charlottesville</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>
<b>Lack of Jobs paying sufficient wages</b>	Support programs which increase and improve job opportunities.	Assist 143 low/moderate income persons with workforce development, business assistance, or childcare assistance	CDBG
<b>Low-income households are at risk of homelessness.</b>	Encourage the retention and provision of new affordable housing within the community.	Provide down payment assistance to 11-13 low/moderate income families.	HOME
<b>Housing conditions are substandard and not energy efficient.</b>	Provide rehabilitative services to 60 homes that are deemed substandard.		

<b>Housing conditions are substandard and not energy efficient.</b>	Provide emergency repairs to 25-30 homes per year.		
<b>Multiple Housing Needs</b>	Preserve and increase programs to assist residents with housing needs.		
<b>Risk of homelessness, cost-burdened renters, regional cooperation</b>	Continue partnerships with community entities to establish and maintain rental units for low/moderate income renters.		
<b>Insufficient housing options, homelessness, discrimination</b>	Continue to support programs which assist special needs groups, including financial assistance for home modifications.		
<b>First time HB opportunities, housing cost-burden</b>	Enable 7-10 eligible low/moderate income families per year to become homeowners.	Provide down payment assistance to 11-13 low/moderate income families. Construct one new affordable housing unit	HOME, including CHDO set-aside funds
<b>Homelessness, discrimination, ex-offender re-entry</b>	Facilitate expansion and coordination of rapid-rehousing, permanent supportive housing, and associated services for the homeless population.		
<b>Risk of homelessness, cost-burdened renters, doubling-up, substandard housing, segregation</b>	Support redevelopment of public and/or other subsidized housing to reintegrate those properties into existing neighborhoods. Where applicable, support resident bill of rights as formally adopted.		
<b>Risk of homelessness, cost-burdened renters, first-time HB, government regulations</b>	Revise city codes and ordinances to allow innovative housing types		
<b>Multiple Needs</b>	Encourage increase in financial assistance and support services to low income residents and Section 8 recipients.		

<b>Lack of training provided by employers</b>	Conduct training sessions	Assist 140 low/moderate income persons with workforce development training or business development (technical assistance)	CDBG
<b>Transportation access barriers</b>	Support Infrastructure Improvements	Provide streetscape improvements to improve pedestrian safety in the 10 <sup>th</sup> & Page neighborhood	CDBG
<b>Lack of childcare options</b>	Encourage increase in financial assistance	Assist 3 low/moderate income families with childcare assistance	CDBG
<b>Ex-offender reentry</b>	Support homeless and transition to independence	Assist 100 low/moderate income ex-offenders with re-entry services	CDBG
<b>Locality: Fluvanna</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>2017 - 2018 1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>
<b>First-time HB</b>	Enable 1-2 eligible families per year to become homeowners.	Build new home for First Time Homebuyer	HOME
<b>Multiple needs</b>	Promote the use of local funds to achieve housing and community development goals	Monetary assistance to local volunteer groups for ten housing repair or accessibility modification	State EmHR F/L HF funds
<b>Housing conditions are substandard and not energy efficient.</b>	Rehabilitate 2-3 homes per year that are deemed substandard.	Perform Emergency Home Repairs on thirty (30) homes	State EmHR TJPDC-HPG F/L HF funds
<b>Risk of homelessness, housing options</b>	Create new rental units affordable to very-low/low income residents of Fluvanna County or Town of Columbia.	Purchase lots and build two rental units in Palmyra	HOME F/L HF Funds
<b>Locality: Greene</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>2017 - 2018 1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>
<b>Insufficient transportation infrastructure</b>	Support infrastructure improvements along Route 29 Business Corridor and the Stanardsville area.		



<b>Insufficient housing options, child-care options</b>	Address the needs of the elderly, disabled, victims of domestic violence, and single parents.		
<b>Housing conditions are substandard and not energy efficient.</b>	Rehabilitate 2-3 substandard homes per year with an emphasis on those lacking complete plumbing.		
<b>First-time HB</b>	Enable 1-2 eligible families per year to become homeowners.		
<b>Risk of homelessness, cost-burden</b>	Encourage development of 1-2 affordable rental units per year.	Acquire and renovate existing building into 2 rental units	HOME Private Funds
<b>Locality: Louisa</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>2017 - 2018 1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>
<b>Housing conditions are substandard and not energy efficient.</b>	Rehabilitate 4-5 homes per year that are deemed substandard.	Major Rehab on one homes	HOME
<b>Risk of homelessness, cost-burden, doubling up</b>	Create new rental units affordable to very-low/low income residents of Louisa County.	Purchase lot and build one new rental unit	HOME F/L HF funds
<b>Housing conditions are substandard and not energy efficient.</b>	Provide emergency repairs to 5-6 homes per year.	Perform Emergency Home Repairs on 100 homes	State EmHR TJPDC-HPG F/L HF funds
<b>First-time HB</b>	Enable 1-2 eligible families per year to become homeowners.	Complete new homes for two (2) First Time Homebuyers	Louisa County HOME F/L HF funds
<b>Risk of homelessness, housing options, ex-offender re-entry</b>	Continue operation of transitional home to meet emergency community needs.	Continue operation of transitional home to meet emergency community needs.	F/L HF funds
<b>Risk of homelessness, cost-burden, first-time HB</b>	Encourage smaller homes to provide greater affordability, either through new construction or conversion of existing units.	Explore new models of small, energy efficient housing units	F/L HF Funds
<b>Locality: Nelson</b>			
<b>Housing or Community Development Need Addressed:</b>	<b>5 Year Broad Goal from Consolidated Plan:</b>	<b>2017 - 2018 1 Year Measurable Objective from Action Plan:</b>	<b>Source of Funds to Achieve Goal:</b>

<b>Risk of homelessness, cost burden</b>	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.	Nelson has developed eight units under 5-year plan, and owns total of 12. No additional rental development planned.	
<b>Housing conditions are substandard and not energy efficient.</b>	Rehabilitate 2-3 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehabilitate 4-6 substandard Owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing.	IPR, IPR Program Income, HOME funds, HPG funds, NCCDF funds
<b>First time HB, cost-burden</b>	Assist First Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 – 2 First Time Homebuyers with closing cost assistance, home ownership counseling.	HOME funds
<b>Regional cooperation</b>	Continue collaborative efforts with other agencies to fund local projects.	Explore public/private cooperation to develop more rental units on NCCDF land.	CHDO proceeds, NCCDF funds
<b>Housing options, discrimination</b>	Promote job opportunities and accessible housing for people with disabilities and the elderly.	Seek private grants, other funds to install accessibility ramps for elderly and disabled.	CACF, BAMA fund, VHDA

## II. RESOURCES

### A. Federal

Allocations for 2017-2018 (July 1, 2017 to June 30, 2018) have not yet been released. This plan estimates funding based on the PY16 figures: Charlottesville's FY 16-17 CDBG Entitlement Grant was \$371,309 and HOME funds for the region were \$468,166. Reductions in federal funding for HUD programs are being considered.

The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	\$46,816.60
HOME Program Funds:	\$58,520.75
Albemarle:	\$58,520.75
Charlottesville:	\$58,520.75
Fluvanna:	\$58,520.75
Greene:	\$58,520.75
Louisa:	\$58,520.75
Nelson:	\$58,520.75
CHDO Set-Aside (15%)	\$70,224.90
<b>Total:</b>	<b>\$468,166.00</b>

The sub-recipients in the HOME Consortium currently have \$170,125 in program income on hand. These funds are programmed for PY17 projects as follows.

**2017-2018 HOME Projects**  
**Projected use of Program Income Currently On-Hand**

Project	Program Income
Albemarle Rehabilitation	\$8,735
Charlottesville First-time Homebuyers	\$3,214
Fluvanna Assistance to First Time Homebuyers	\$10,000
Fluvanna New Rental Units	\$23,620
Greene Rental	\$47,357
Louisa Rehabilitation	\$10,000
Louisa Assistance to First Time Homebuyers	\$20,000
Louisa New Rental Units	\$26,567
Nelson Assistance to First Time Homebuyers	\$10,000
Nelson Rehabilitation	\$10,632
<b>TOTAL</b>	<b>\$170,125</b>

### III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2017-2018 (beginning July 1, 2017). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2013 Consolidated Plan, which are included above in the Introduction to this Action Plan.

#### Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: \$58,207. Program Income: \$8,735

#### Charlottesville

- Provide down payment assistance to 11 to 13 low/moderate income families: Estimated HOME investment: \$58,207. Program Income: \$3,214. CDBG projects are listed in the attached budget. The CHDO project is listed at the end of this section.

#### Fluvanna

- Build one new residence for a first-time homebuyer. Estimated HOME Investment: \$0. Estimated Program Income: \$10,000.
- Build one new affordable rental unit for elderly and/or disabled tenant in Fluvanna County. Estimated HOME Investment \$58,207. Program Income \$23,620.

#### Greene

- Acquire a building and renovate into two rental units: Estimated HOME Investment: \$58,207. Program Income \$47,357.

#### Louisa

- Perform major rehab on one home. Estimated HOME Investment \$0. Program Income \$10,000.
- Build two new residences for first-time homebuyers. HOME Investment \$0. Estimated Program Income \$20,000.
- Develop one new rental unit: HOME Investment: \$58,207. Estimated Program Income \$26,567.

### Nelson

- Provide assistance to 1 First Time Home Buyer. Estimated HOME Investment: \$12,000. Program Income \$10,000.
- Rehabilitate or replace 4 substandard owner-occupied homes. Estimated HOME Investment: \$46,207. Program Income \$10,632.

### CHDO Set-aside

- Build one new affordable unit for homeownership in the Harmony Ridge project within the City of Charlottesville. Estimated CHDO Set-Aside: \$70,230.00

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, The City of Charlottesville has been identified as the locality for the CHDO rotation in 2017-2018.

## **IV. GEOGRAPHIC DISTRIBUTION**

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

In Charlottesville, the CDBG Priority Neighborhood for FY 17-18 is 10<sup>th</sup> and Page. Planned projects include pedestrian and accessibility improvements. All other CDBG projects will be focused citywide, with some services targeting residents within the Strategic Investment Area.

## **V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES**

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. While minor revisions were made to the plan in 2012, the Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a substantially revised plan on March 25, 2015. The revised plan provides a broad strategic vision for TJACH and the homelessness system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

### **ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:**

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every day at The Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are

responsible for conducting outreach on the streets, at soup kitchens, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses the Vulnerability Index Service Provision Decision-Making Tool (VI-SPDAT) to determine eligibility and priority for rapid re-housing resources and a brief pre-screener developed by Andrew Greer and Marybeth Shinn to determine eligibility and priority for prevention resources. In addition, a vulnerability index is used to assess medical vulnerability for prioritized access to permanent supportive housing resources.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and a small shelter dedicated to homeless and runaway youth. As documented in the Needs Assessment and Market Analysis, emergency shelters are currently adequately providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Specifically, these needs could be met by converting existing transitional housing beds to dedicated emergency shelter beds for families and by expanding access to emergency financial assistance programs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. The Salvation Army's transitional program is not currently in operation. The Monticello Area Community Action Agency (MACAA) provides transitional housing through their Hope House. Both MACAA and the Salvation Army are seeking private funds for ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters.

### **Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again**

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we will work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A primary goal for the following year is to assess local data to determine a more strategic way to use public resources, integrate a rapid re-housing triage methodology and reduce shelter stays. Early efforts have yielded a significant increase in the amount of rapid re-housing funding from the state and from local government.

### **Helping low-income individuals and families avoid becoming homeless**

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. This fiscal year, the prevention program has served 122 people with a short-term subsidy to get into or remain in stable housing. 100% of these households have successfully avoided homelessness as a result. The community recently partnered together to create an Emergency Assistance line for people to call when they are experiencing a housing crisis.

## **VI. NEEDS OF PUBLIC HOUSING**

### **Introduction**

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville. The Charlottesville Redevelopment and Housing Authority (CRHA) has an aging housing stock consisting of seven scattered site projects and four stand-alone homes comprising 376 units on a combined 40.88 acres that are in need of wholesale renovation or redevelopment. This section outlines plans to provide this resource and improve the current stock of housing.

### **Actions planned during the next year to address the needs of public housing.**

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports.

CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy. CRHA also maintains a website with information about housing authority news of interest, community-wide news, and upcoming job and training opportunities.

CRHA has requested and received funding from the City of Charlottesville Affordable Housing Fund (CAHF) for assistance with operations and redevelopment. At present, the City is providing partial funding for a Maintenance Supervisor & Modernization Coordinator position and the City is continuing its effort to work with CRHA to help identify the best way to utilize the Charlottesville Development Corporation (CDC) in future redevelopment efforts. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City is holding CAHF in reserve pending identification of next steps for redevelopment.

CRHA has hired an Executive Director in 2016. The new Executive Director's primary priority upon starting was to stabilize the operations and budget management of the organization. The City is working with the CRHA to strengthen its capacity building and Board governance. To this point,

The Charlottesville Redevelopment and Housing Authority (CRHA), the Public Housing Association of Residents (PHAR), and the City of Charlottesville applied and received a Strengthening Systems Grant from the Charlottesville Area Community Foundation for \$283,000. This three-year grant is designed to support programs that strengthen the formal and informal systems within the community. The grant is to be used for CRHA Board training, PHAR and CRHA resident's capacity building and community engagement.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

One of the requirements of the Strengthening System Grant from the Community Foundation is to conduct a resident-led, redevelopment engagement process that repairs, builds and helps to maintain trust between public housing residents, CRHA and the City in preparation for expected redevelopment. A Project Management Committee composed of the representatives from Community Foundation, City, CRHA and PHAR has been set up to oversee the implementation of the grant.

CRHA has established a residents-driven Redevelopment Committee to help plan and implement redevelopment projects.

Also, the City is proposing a \$250,000 Capital Improvement Program (CIP) allocation to the CRHA for future redevelopment efforts. The City also has \$390,416.65 of CAHF funds set aside for CRHA redevelopment efforts and to support the hiring of a Modernization Coordinator.

## **VII. BARRIERS TO AFFORDABLE HOUSING**

### **Introduction**

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

### **Planned Actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing**

The Thomas Jefferson Community Land Trust will continue to have conversations with the Virginia Housing Development Authority (VHDA) about the possibility of revising their policies related to financing for Community Land Trust projects. The CLT model makes homeownership more affordable to the initial buyer, and also ensures that the home will remain affordable for future buyers. TJCLT homebuyers benefit from a reduced price on the home, with the CLT owning the land, in exchange for a lower share of the appreciation in the home's value at resale. Accessing permanent mortgage financing has been a barrier to expanding this model. Current VHDA policies do not allow mortgages for CLT properties. A change in policy would allow more CLT projects to move forward.

In December of 2013, the City Council adopted the Strategic Investment Area Plan. This plan is intended to provide guidance for investment in the target area south of downtown and for improved urban design to create a better quality of life. It anticipates the redevelopment of Charlottesville Redevelopment and Housing Authority sites but is not a redevelopment plan.

The Strategic Investment Area (SIA) is an area of approximately 300 acres in the Downtown Extended Zone of Charlottesville. It includes portions of the Ridge Street, Belmont, Downtown, and



Martha Jefferson Neighborhoods. Three CRHA-owned public housing sites as well as a Section 8 apartment complex are located within the SIA. The City has identified this area as a potential “growth” area due to its low density and available land areas, and its location as a gateway to Downtown. The SIA Study was initiated in order to create a transformative process for redevelopment and to identify key strategies for both public and private development.

#### Core Goals of the SIA

1. To rebuild and preserve public and assisted housing as part of an integrated plan for revitalizing neighborhoods hallmarked by concentrated poverty.
2. To catalyze coordinated investments in neighborhood revitalization, including improvements in infrastructure, education and community assets that attract businesses and industries.
3. To build the foundations for economically viable neighborhoods of opportunity and choice within one of the city’s most distressed communities by promoting mixed income residential development without displacement and employment growth.
4. To address interconnected challenges: housing decay, crime, disinvestment, health disparities, adult educational opportunities, transportation and economic opportunities for youth and adults.
5. To create a healthy, viable neighborhood with urban amenities such as public parks, institutions like libraries and excellent food sources and safe, connected streets that promote walking, biking and efficient public transit.

Since the plan’s development, a number of projects have moved forward within the SIA area. In addition, in Spring 2016, the SIA area was split into three phases. Phase I includes the areas currently zoned Downtown Extended (DE) and direction was provided to explore development of a form based code for this area. Staff has been performing preliminary reviews for a code framework for Phase I of the SIA taking into account the redevelopment of the Friendship Court site and other projects in process.

To address affordable housing needs throughout other areas of the City, the Housing Advisory Committee (HAC) is developing a list of policy recommendations for City Council. The HAC’s recommendations include amendments to the City’s zoning ordinance, creation of developer incentives to encourage affordable housing construction among private market developers, and implementation of programs to increase the number of affordable rental units within the City.

### **VIII. OTHER ACTIONS**

#### **Actions planned to address obstacles to meeting underserved needs**

The Housing Choice Voucher Program (formerly Section 8) provides one of the few subsidized housing opportunities in the more rural counties in the Planning District and the number of Housing Choice Vouchers (HCVs) is not sufficient to meet the need. The relative lack of HCVs is compounded by the lack of available rental units. The Consolidated Plan Needs Assessment reported a deficit in the number of rental units available to low and very low income households in the region, as well as a number of renting households spending in excess of 50% of their income on housing. Consultations with social services providers and the aggregated results of the online survey conducted for the Consolidated Plan underscore the finding that a lack of affordable rental housing for very low-income families is needed. This is exactly the target clientele for the HCV, but the number of vouchers available falls far short of the need.

The City and the Consortium will work with the funds received to address the needs of as many individuals as possible. The annual goals to address these underserved needs are contained in this

Action Plan. The City is planning a Landlord Forum for the fall of 2017 to reach out to landlords to improve relationship and understanding of housing needs. This will include information and education on Housing Choice Vouchers, Rapid Re-housing, Permanent Supportive Housing, and local programs (e.g. International Rescue Committee, Shelter for Help in Emergency). The goal is to increase the pool of participating landlords.

### **Actions planned to foster and maintain affordable housing**

The provision and retention of affordable housing is a central theme of the Consolidated Plan and this Action Plan. The City of Charlottesville and the HOME Consortium will approach the issue of affordable housing from a variety of pathways, including creation of new affordable units, rehabilitation of substandard homes, providing assistance to renters, and addressing policies that create barriers to affordable housing. A dedicated fund maintained by the City of Charlottesville, the Charlottesville Affordable Housing Fund, is used to preserve existing affordable housing stock, support rental subsidy programs for the extremely poor, and develop new affordable housing units. A proposal to increase the annual CAHF appropriation by \$800,000 is currently being considered by City Council.

Albemarle County was awarded \$855,000 as a Community Improvement Grant through the Virginia Department of Housing and Community Development (DHCD), for housing rehabilitation in the Alberene neighborhood in the southern part of the County. Work is planned to include rehabilitation of 28 homes, including energy conservation initiatives.

### **Actions planned to reduce lead-based paint hazards**

Rehabilitation of existing substandard housing units is a key component of preserving existing affordable housing. Due to the age of the housing stock, particularly in the rural areas where renovations are less likely to have occurred in recent decades, there is a greater likelihood of the existence of lead-based hazards. Special precautions will be taken in homes where young children are present, whether or not the existing structure was built before 1978. Appropriate controls and abatement measures will be utilized in homes built before 1978.

### **Actions planned to reduce the number of poverty-level families**

Many affordable housing and community development activities have the objective of making life easier for poverty-level families, by increasing the quality of their housing and/or neighborhood or reducing the impact of housing on the family budget. An implicit goal of every activity in this plan is to provide a ladder for families to move themselves out of poverty and into financial independence. Of course, this can only happen through a robust job market, with opportunities available to the range of skill sets and educational backgrounds that exist in the region, as well as training programs and mechanisms for linking prospective poverty-level employees with employers. Although the job market is relatively healthy and unemployment is low compared to Virginia and the nation, a significant segment of the population is on the sidelines of the labor force.

Activities utilizing HOME funds will not directly address job provision and training, but locating new housing in high-opportunity areas with ample access to jobs facilitates employment among clients served. Other goals call for the inclusion of support services, including job training, into housing for the homeless. CDBG projects address business development and workforce development

directly. The City supports Coming Home to Work to help recently released felons gain employment. It has also worked diligently over the past year to advance its Growing Opportunity (GO) workforce development initiatives to increase training and employment opportunities for City residents and reduce the number of households living in poverty in Charlottesville. Efforts include: continued support of the previously established Downtown Job Center; GO training programs (GO Driver, GO Electric, GO Clean, GO CNA, GO Utilities); continued support of GO Ride, a free bus pass program for individuals needing transportation to job interviews and to work; and the creation of GO Hire, a wage subsidy and incumbent worker training program for City businesses that hire low-income City residents. A peer network model is also being piloted to connect community leaders with information relating to job openings and trainings.

Finally, the Thomas Jefferson Area Coalition for the Homeless (TJACH) has established a dedicated SSDI Outreach, Access and Recovery (SOAR) program to ensure that people experiencing homelessness and behavioral health disabilities gain access to entitlement benefits which will significantly improve their capacity to obtain and maintain stable housing.

### **Actions planned to develop institutional structure**

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations. These groups coordinate with local government and work together to provide the best housing strategies for the region's low and moderate in-come residents.

The Thomas Jefferson Planning District Commission (TJPDC), the City of Charlottesville, and Albemarle County completed a three-year Sustainable Communities Regional Planning Grant in early 2014, administered through HUD's Office of Sustainable Housing and Communities. The primary deliverable of this process, known as Many Plans/One Community, was a regional sustainability implementation plan, consisting of the Comprehensive Plans for the City of Charlottesville and Albemarle County, as well as the MPO's Long Range Transportation Plan. Throughout this process, an unprecedented level of planning coordination has taken place and is expected to continue into the future.

Housing, in particular, received significant attention from the Planning Commissions and elected bodies compared to previous Comprehensive Plans, as a result of this process. In addition to a section on housing in each of the Comprehensive Plans, a Fair Housing and Equity Assessment was developed to supplement the existing Analysis of Impediments to Fair Housing Choice. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan.

The City of Charlottesville adopted its Comprehensive Plan in August 2013. In March 2017, City Council approved the Planning Commission recommendations for a community engagement strategy for the regulatory framework review and alignment with the City's 2018 Comprehensive Plan review.

The Albemarle County Board of Supervisors adopted their updated Comprehensive Plan on June 10, 2015, including an updated Affordable Housing Policy. The updated policy highlights the dispersal of affordable units throughout a development and adherence to the counties design standards for development areas. State legislation that took effect on July 1, 2016 prevents the County from accepting proffers for affordable housing.

## **Actions planned to enhance coordination between public and private housing and social service agencies:**

The Housing First approach and Community Case Review process utilized by the Thomas Jefferson Coalition for the Homeless (TJACH) brings housing and social service agencies together to address housing needs and support services. This process is working well and will continue to be refined and strengthened to build relationships and enhance coordination between housing and services. A local Housing & Homelessness Symposium in March 2015 was geared toward to expanding the connection between housing and homelessness programs. In addition, TJACH successfully advocated for the re-instatement of a preference and prioritization of families experiencing homelessness in the application process for public housing subsidized units. A Housing and Homelessness Symposium is being planned for October 2017.

TJACH has identified 6 annual outcomes as part of the recently adopted community plan including:

**1) Reduce the number of people experiencing homelessness by 20%**

*Measurement tools: Annual point in time count, HMIS annual homelessness assessment report, number of coordinated assessments conducted in a given period of time*

**2) Reduce the amount of time people experience homelessness by 20%**

*Measurement tools: average length of stay- HMIS*

**3) Increase the number of people exiting homeless service programs to permanent housing by 40%**

*Measurement tools: agency and community performance data – HMIS*

**4) Increase the number of people exiting homelessness service programs with improved sources of income by 25%**

*Measurement tool: annual performance report data - HMIS*

**5) Decrease the number of people that return to homelessness within 12 months of program exit by 20%**

*Measurement tool: HMIS service records, new HUD performance measure*

**6) Increase the number of people that remain in housing for six months or longer to 80% or more**

*Measurement tool: HMIS annual performance report*

## **IX. CITIZEN PARTICIPATION**

Citizen participation was a central component of the Consolidated Plan update, completed in May 2013. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 22, 2017 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Tuesday, March 21, 2017 issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail to solicit comments: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid Society; Local Media - The Daily Progress,

Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry’s Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing was held at the Thomas Jefferson Planning District Commission’s (TJPDC’s) regular meeting on April 6, 2017. The draft plan was posted on the TJPDC web site and an article on the availability of the plan was included in TJPDC’s March 14, 2017 News Brief, reaching an audience of approximately 1,200 people across the region. The Action Plan was reviewed at the March 21 and April 18 meetings of the Regional Housing Directors Council. The City Council held a public hearing and considered adoption on May 1, 2017.

No formal comments were received, but there were some questions and discussion related to the Action Plan:

- Two staff members from the Thomas Jefferson Health District attended the April 4 public hearing, but did not offer any specific comments.
- The Jefferson Area Board for Aging (JABA) expressed an interest in senior housing, and indicated that they would discuss needs with the newly formed Charlottesville Area Alliance.
- Virginia Supportive Housing (VSH) is working toward another housing project in our area, and will submit more specific information about their plans for discussion at the next Housing Directors Council meeting.
- Sub-recipients updated the amounts of HOME Program Income on hand.

The following notice appeared in the Daily Progress on Tuesday, March 21, 2017:

<p style="text-align: center;"><b>NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD</b> <b>DRAFT YEAR 2017-2018 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF CHARLOTTESVILLE AND THE THOMAS JEFFERSON PLANNING DISTRICT</b> <b>30-DAY COMMENT PERIOD: March 22 - April 21, 2017</b></p> <p>The City of Charlottesville and the TJPDC invite all interested citizens to comment on the 2017-2018 (July 1, 2017 to June 30, 2018) Draft Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels for the coming year are estimated as \$371,309 for CDBG and \$468,166 for HOME. A public hearing will be held in TJPDC’s Water Street Center, 407 E Water St., April 6, 2017 at 7:00pm. The City Council will also hold a public hearing on May 2, 2017 at 7:00pm in City Council Chambers, 605 E Main St.</p> <p>The Action Plan is available at <a href="http://www.tjpd.org/housing">www.tjpd.org/housing</a> or by contacting Tierra Howard, City of Charlottesville at (434) 970-3093 or Billie Campbell, TJPDC, at (434) 422-4822. Reasonable accommodations for persons with disabilities and non-English speakers will be provided if requested.</p>
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A reminder e-mail was sent to the Agencies and Organizations, Local Media, and Neighborhood Associations listed above prior to the City Council’s May 1 Public Hearing.

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

**X. PROGRAM SPECIFIC REQUIREMENTS**

**A. Community Development Block Grant Program (CDBG)**

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2017-18 Entitlement	\$371,309.00
Estimated Program Income and Reprogramming	\$42,268.31
<b>TOTAL</b>	<b>\$413,577.31</b>

**Other CDBG Requirements**

1. The amount of urgent need activities 0
  
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

**Proposed CDBG Projects**

Project	CDBG
PRIORITY NEIGHBORHOOD – 10th and Page – Block by Block Area	\$271,120.31
ECONOMIC DEVELOPMENT	
Community Investment Collaborative Scholarships	\$12,500
PUBLIC SERVICES	
OAR Re-entry Program	\$14,696
United Way – Childcare Subsidies	\$24,000
City of Promise – Enrolled to Launch Program	\$17,000
Administration and Planning	\$74,261
<b>City CDBG TOTAL</b>	<b>\$413,577.31</b>

**B. HOME Investment Partnership Program (HOME)**

**Other Types of Investment**

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

**Resale/Recapture Guidelines**

All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner’s primary residence during the established HOME *period of affordability*.

The *period of affordability* is based upon the *direct HOME subsidy* provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the *period of affordability*. If the total HOME investment in the unit is under \$15,000, the *period of affordability* is 5 years; if the HOME investment is between \$15,000 and \$40,000, the period of affordability is 10 years and if the HOME investment is over \$40,000, the period of affordability is 20 years.

*Direct HOME subsidy* includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the *net proceeds* available from the sale of the home. *Net proceeds* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

**Recapture** of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

### **Refinancing Existing Debt**

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.



**AN ORDINANCE  
AMENDING AND REORDAINING SECTION 2-40 OF  
ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE  
CODE OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED,  
TO PROVIDE FOR AN INCREASE IN THE ANNUAL SALARIES  
OF THE MAYOR AND MEMBERS OF CITY COUNCIL**

BE IT ORDAINED by the Council for the City of Charlottesville, Virginia that Section 2-40 of Article II of Chapter 2 of the Code of the City of Charlottesville, 1990, as amended, is hereby amended to read as follows:

ARTICLE II. CITY COUNCIL

....

Sec. 2-40. Salaries of members and mayor.

Notwithstanding the provisions of Section 5(c) of the Charter to the contrary, and pursuant to the authority of Code of Virginia, Section 15.2-1414.6, the annual salary of members of the city council, except the mayor, shall be ~~ten~~ fourteen thousand dollars (~~\$10,000.00~~ \$14,000.00), and the annual salary of the mayor shall be ~~twelve~~ sixteen thousand dollars (~~\$12,000.00~~ \$16,000.00), until July 1, ~~2008~~ 2018, at which time the annual salary of members of the city council, except the mayor, shall be ~~fourteen~~ eighteen thousand (~~\$14,000.00~~ \$18,000.00), and the annual salary of the mayor shall be ~~sixteen~~ twenty thousand dollars (~~\$16,000.00~~ \$20,000.00).

Approved by Council  
May 1, 2017



Acting Clerk of Council