



Central Virginia Planning District Commission

828 Main Street, 12th Floor
Lynchburg, VA 24504

September 16, 2021
5:00 pm

Members Present

Wynter Benda, Lynchburg
Sara Carter, Amherst Town
Robert Hiss, Bedford County
Megan Lucas, Lynchburg Regional Business
Alliance
Clarence Monday, Altavista

Dean Rodgers, Amherst County
Frank Rogers, Campbell County
John Sharp, Bedford County
Mayor Dwayne Tuggle, Amherst Town, CVPDC
Vice Chair
Trey Tweedy, Lynchburg, CVPDC Chair

Others Present

Gary Christie
Kelly Hitchcock
Ada Hunsberger

Rosalie Majerus
Reid Wodicka, Lynchburg City

Final Minutes

Welcome and introduction of new members

Vice Chair Tuggle opened the meeting welcoming the attendees. Introductions were made of the Lynchburg City Manager, Wynter Benda, and the Altavista Interim Manager, Clarence Monday.

Minutes of July 15, 2021

Upon a motion by Sara Carter, seconded by Frank Rogers, the minutes of the July 15, 2021 meeting were approved as presented.

Election of the FY 22-23 CVPDC Treasurer

Upon a motion by Megan Lucas, seconded by Mayor Dwayne Tuggle, the Commission unanimously voted for Gary Shanaberger to continue as CVPDC Treasurer through December 31, 2021 and for Sara Carter to serve as Treasurer from January 1, 2022 through June 30, 2023.

Financial Report

Rosalie Majerus reviewed the fiscal year's first two month's revenues and expenditures noting that health insurance was high because of annual payouts for employees who have elected to have the High

Deductible insurance plans. She also noted that several annual dues to organizations have been paid at the beginning of the fiscal year.

Upon a motion by Robert Hiss, seconded by Dean Rodgers, the CVPDC budget was amended to include \$13,200 in revenue and \$2,000 in expenditures related to the Bedford Town Hilltop Community CDBG project.

FY 22-23 Dues

Gary Christie presented a staff proposal to increase dues for FY 22-23 by \$0.03 to \$0.615 per capita for the City and the Counties and by \$55 for Towns to \$1,118. Dues were increased by \$0.01 for the current year after remaining unchanged from 2011-2020. Gary noted that the Commission should consider this the first of a six-year plan to increase dues but that the specific request was for FY 22-23.

During the discussion, Gary noted that the monies could be accumulated over time so that the PDC could hire an additional staff person for communications or to deliver additional planning services. There was a discussion about whether the additional \$8,960 that would be generated be used for one-time projects or put into a separate account.

Since the setting of dues for FY 22-23 can be done later in the fall, the topic was tabled until a future meeting.

Regional Housing Study and appropriation of Virginia Housing Funds to Rush Homes

Over the past meetings the Commission has received information about a \$2 million Virginia Housing Grant for this PDC for new housing projects.

Staff proposed using \$450,000 of the \$2 million to close the financing gap on an existing development by Rush Homes on Florida Avenue to build 31 apartment units. The Rush Homes project would meet the PDC's grant obligation to build 20 units and meet the income requirements of the grant. Hitchcock reported that the entire \$450,000 will be used by Rush Homes exclusively for construction expenses.

Staff further proposed applying for a Virginia Housing Community Impact Grant (CIG) to conduct a Regional Housing Assessment to develop a data-driven evaluation of housing needs (e.g., rent rates, new construction type gaps) and an evaluation process to inform the use of the PDC Housing Development Program funds. The CIG provides up to \$20,000 for each City or County included in the grant application. Localities who wish to be included in the application to develop the housing study will need to 1) appoint a representative to serve on the PDC Housing Steering Committee to assist in developing the required Housing Assessment RFP/Scope of Work and 2) provide a letter of support for inclusion in the application. If the grant is awarded, the PDC Housing Steering Committee will work with the consultant to guide the Market Assessment and make recommendations for PDC Housing Development Grant fund distribution.

Sara Carter suggested the balance of the funds should be spread throughout the region. Frank Rogers noted that the Housing Assessment will likely recommend that the balance of the grant funds be applied to the areas of the greatest need.

Upon a motion by Sara Carter, seconded by Clarence Monday, the Commission unanimously agreed to authorize staff to apply for Virginia Housing funds to conduct a Regional Housing Assessment study which is expected to be completed summer of 2022.

Upon a motion by Wynter Benda, seconded by Sara Carter, the Commission unanimously agreed to provide Rush Homes with \$450,000 from the Virginia Housing Grant for the Florida Terrace project.

CVPDC Holiday Schedule

At the July meeting of the CVPDC there was a discussion about adding Juneteenth to the PDC list of Holidays and whether to follow the Commonwealth of Virginia Holiday list. Gary Christie noted that we would add Juneteenth, Election Day, and 4 hours on the Wednesday before Thanksgiving to the holiday list if we adopted the state holiday system.

Upon a motion from Megan Lucas, seconded by Dean Rodgers, the Commission agreed to amend the personnel policies to follow the Commonwealth of Virginia holidays. (John Sharp, opposed)

General Assembly Members on the CVPDC

Gary Christie noted that since General Assembly members had been made members of the PDC in 2000 that they have had poor attendance and asked if there was interest in a reorganization of the Commission membership to remove General Assembly members.

Although the Commission recognized that it is difficult for General Assembly member to attend, they do not impact our quorum and being a part of the PDC may be helpful with future General Assembly actions. No action was taken as an outcome of the discussion.

Other business

- Gary Christie noted that Dr. Chris Chmura's October presentation had been canceled due to the COVID resurgence and could be rescheduled either later this fall or spring
- Megan Lucas asked that the November 18 meeting be rescheduled so that the Managers/Administrators who are members of the Lynchburg Regional Business Alliance could participate on their board retreat.
- Gary Christie asked if jurisdictions would be looking to the PDC for redistricting services now that census numbers are out. There was no interest as most of the jurisdictions have their own GIS departments.
- Gary also asked if jurisdictions had begun hiring bonuses. Jurisdictions have begun discussions about hiring bonuses, but no jurisdiction represented has implemented a hiring bonus at this time.

Next Meeting: October 21, 2021, 5 p.m., CVPDC offices

Dwayne Tuggle, Vice Chair