



**Central Virginia Planning
District Commission**
828 Main Street, 12th Floor
Lynchburg, VA 24504
Office: (434) 845-3491
cvpdc.org

CVPDC

Central Virginia Planning District Commission Regular Meeting Minutes

Draft Minutes September 21, 2023; 5:00 p.m.

CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA 24504

Members Present:

Chairman Richard Conner, Appomattox Town
Wynter Benda, City of Lynchburg (Virtually)
Jeff Helgeson, City of Lynchburg (Virtually)
Drew Wade, Amherst County
John Sharp, Bedford County
Robert Hiss, Bedford County (Virtually)
Terry McGhee, Appomattox Town
Bruce Johannessen, Bedford Town
Gary Shanaberger Altavista Town
Reggie Bennett, Altavista Town
John Spencer, Appomattox County
Trevor Higgs, Appomattox County
Megan Lucas, Lynchburg Regional Business Alliance (Virtually)

Staff Present:

Alec Brebner, CVPDC Executive Director
Kelly Hitchcock, CVPDC
Kirsten Trautman, CVPDC
Sandra Dobyms, CVPDC

Other Present:

David Blount, VAPDC
Jonathan Knopf, Housing Forward (Virtually)
Maria Dougherty, Housing Forward (Virtually)
Eric Mai, Housing Forward (Virtually)

1. Welcome and Introductions

Richard Conner welcomed and thanked the board and visitors for joining in the meeting today.



2. Consideration of Requests for Electronic Participation

Richard entertained a motion to allow electronic participation of the members who were unable to attend in person.

Drew Wade made the motion to allow electronic participation and Gary Shanaberger seconded the motion. All were in favor. The motion passed.

3. Special Guest: David Blount, Executive Director of the Virginia Association of PDCs
Alec Brebner introduced David Blount, the executive director of the Virginia Association of PDCs. From there, David delivered a brief presentation on the VAPDC and how the organization is helping the PDCs in the state.

4. Presentation: CVPDC Housing Market Analysis

CVPDC commissioned a regional housing market analysis funded by a \$100,000 grant from Virginia Housing (formerly VHDA). The analysis process included conversations with local governments, homebuilders, realtors, non-profit housing providers, and other stakeholders in the spaces of housing markets, choice, and attainability. Eric Mai and Maria Dougherty presented a rough draft of the analysis that has been completed. The final version of the study will be presented in November.

5. Meeting Minutes: Regular meeting, July 20, 2023

Richard entertained a motion to approve the July 20th regular meeting minutes.

Terry McGhee made the motion for approval, and Gary Shanaberger seconded the motion. All were in favor. The motion passed.

6. CVPDC Housing Development Program Awards

Richard opened the floor to Alec Brebner to present on the CVPDC Housing Development Program Awards. Alec explained that this was round three of the Housing Development awards and they had received seven applications in this round, totaling \$1.6 million.

The first application recommended for approval was from Greater Lynchburg Habitat for Humanity. Their project is four Knott Street single-family houses, these homes would be occupied by the owner, and their request was for \$220,000 (\$55,000 per unit).

The second application recommended for conditional approval was from Amherst County Habitat for Humanity. Their project is for two scattered-site single-family homes to be



occupied by the owners. They requested \$150,000 (\$75,000 per unit). The conditions of their approvals were that the sites must be secured by the end of the 2023 calendar year and the projects must be ready to go to construction by the end of FY2024.

The third and final application recommended for approval was from RUSH Homes. Their project is for an eight-unit residential structure to be occupied by renters. They requested \$500,000 (\$62,500 per unit). The staff recommendation is to fund RUSH homes with \$106,800 (\$13,350/unit) with the conditions that the site be secured by the end of the 2023 calendar year and the projects must be ready for construction by the end of FY2024.

Richard entertained a motion to take staff recommendations for the Affordable Housing Development Program.

Gary Shanaberger made the motion to approve the recommendations as presented, and Reggie Bennett seconded the motion. All were in favor. The motion passed.

7. Organizational Reports

a. Financial Report, Month Ending June 2023

Richard opened the floor to Sandy Dobyms to present the current financial report.

Sandy reported that currently, everything is even and normal.

b. Executive Director Report

Alec continued giving an update on the annual audit, and this year, the auditors needed everyone to fill out the ethics statements. He mentioned that many have already done this through their localities and if they could send those over to staff, he would appreciate it. This year they did not have the board vote on the engagement letter, and Alec said he included it in the packet. He and the Chairman would sign it.

The next item Alec had was on transportation. He mentioned the VAMPO, of which he is a part. The SMART SCALE program is going through changes. The number of different applications per locality that can be submitted will be changing, and Alec said he had wanted to make sure everyone was aware.

The last time Alec had was on the On-Call Service Providers Procurement Renewal. They will be starting up a renewing lunch that happened with purchasing officers in the area which will happen in October. They will discuss what is needed and impacts for RFPs and general planning at the meeting. He will bring the item to the board at the November meeting.



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8. Schedule of Events

a. Next meeting: November 16, 2023

Richard announced that their next regular meeting would be in November.

b. Holiday social/ informal gathering

There are current plans to have a holiday event for everyone and their spouses on the board. This event will be on December 21st, and it is to be determined where the event will take place.

c. Other Business and Regional Roundtable

Continuing on, Richard opened the floor to the members of the board and each person was able to give an update on what was happening in their area.

9. Adjournment

Richard entertained a motion to adjourn the meeting.

Gary Shanaberger made the motion to adjourn, and Reggie Bennett seconded the motion. All were in favor. The meeting adjourned at 6:18 pm.

X 
Secretary Alec Brebner

Date: 11/17/23