

Community Development Committee  
November 20, 2008

**Minutes**

Office of Housing and Neighborhood Development – 8:00 AM

**Committee Members Present:** Doug Toan, Committee Vice Chair and members Carolyn Griffin, Sonny Shiley, Skeeter Knee, Tim Machado, Dave Spence, and Cheryl Connolly  
**Committee Members Absent:** Chairman Ron Mislowsky, and Mr. Buettner  
**Staff Present:** Craig Smith and Sherry Richards  
**Others Present:** Tony Williams, Brannon Godfrey, Vince Diem, Danny Mowery, Winston Foley, and Lori Fountain

1. Vice Chair Toan called meeting to order. There was no citizen input.
2. The minutes for October 16, 2008 were approved.
3. Status Items:
  - a. **Discussion on possible Community Development Block Grant Projects:** Presentation was given by Craig Smith. During the presentation Mr. Smith advised that there is a possibility to layer the CDBG grant funds into a Neighborhood Stabilization Project that has yet to be determined. Although the CD Committee generally picks CDBG projects in the month of November, it might be a good idea to delay the selection this year until we have a better understanding of the NSP Grant possibilities. Currently staff is reviewing the NSP program details, with a better understanding of the program requirements coming shortly. Through the NSP program it would appear that the ability to file a joint application with Frederick County and the Northern Shenandoah Valley Regional Commission would give us the opportunity to acquire the largest grant. There was discussion on which area, which neighborhood, to focus on; the grant requirements for eligibility; and how to put statistics together. Craig Smith will work with Vince Diem to create a map of foreclosures, vacant and blighted properties that will be shared with committee members. A meeting is set for December 4, 2008 - 8:00 AM @ OHND to explore possibilities.
  - b. **Discussion of RPJ Agreements and Projects:** \$90,000 has been approved to give to RPJ for the current fiscal year. Skeeter Knee made a motion to approve RPJ for prioritizing, starting and completing one job at a time before beginning another job, and for funds to be released as needed to accomplish this. Dave Spence seconded the motion and the motion was approved.

- c. **Update on the HUD Housing Choice Voucher Program:** Sherry Richards shared with the Committee we were scored as a “High Performer” on this year’s SEMAP. Additionally, the program is at 100% lease-up rate.
- d. **Mixed Use – Mixed Income Grant Update:** \$10,000 Planning Grant was awarded to the City by VHDA several years ago to study a Mixed Use – Mixed Income approach to the Northwest portion of the City. A draft report has been prepared by the consultant and presented to City Council. The results of this study could be adopted into the revised Comprehensive Plan. Copies of the grant are available at your request.
- e. **Update on Neighborhood Stabilization Grant:**
- f. **Spot Blight Abatement:** Danny Mowery gave the report on spot blight abatement properties that are not in compliance. Skeeter Knee made a motion to approve Inspections Department to continue with the plan of abatement. Tim Machado seconded the motion and the motion was approved. Danny Mowery will continue to proceed with a 30 day plan for compliance with the blighted properties.

The meeting adjourned at 9:00 AM. The next regularly scheduled meeting of the Community Development Committee is Thursday, December 18, 2008 at 8:00 AM in the conference room of the Office of Housing and Neighborhood Development, however a special meeting of the Community Development Committee will be held on Tuesday, December 4, 2008 at 8:00 AM in the conference room of the Office of Housing and Neighborhood Development.

Respectfully submitted by: Sherry Richards