

CITY OF ROANOKE
REDEVELOPMENT AND HOUSING
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

June 24, 2024



PUBLIC NOTICE OF MEETING

The **REGULAR MEETING** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will be held on

Monday, June 24, 2024
at 3:00 p.m.

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: June 17, 2024



AGENDA

REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

June 24, 2024
3:00 pm

I. CALL TO ORDER – ROLL CALL

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

II. REPORTS

1. Executive Report
2. Staff Reports – Tina Bousman
3. Committee Reports
4. Commissioner Comments
5. City Council Liaison Comments or Discussion
6. Residents or other community members to address the Board

III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, May 20, 2024.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 Monthly Operations Report for the month of May 2024.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

IV. **REGULAR AGENDA**

1. Resolution No. 4207

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM PLAN ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2024 THROUGH JUNE 30, 2025 AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

2. Resolution No. 4208

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING TWO NEW PERSONNEL POLICIES REGARDING NEPOTISM AND FRATERNIZATION IN THE WORKPLACE

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

3. Resolution No. 4209

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH JUMP PERRY AND COMPANY, LLP TO PROVIDE AUDIT SERVICES

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

4. Resolution No. 4210

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 2024 TOP HILL DRIVE, NW BEARING CITY OF ROANOKE TAX MAP NUMBER 2241316, IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

5. Resolution No. 4211

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AMENDING THE SOUTH JEFFERSON REDEVELOPMENT AREA DESIGN GUIDELINES TO REMOVE BUILDING HEIGHT RESTRICTONS IN THE CAMPUS AND INSTITUTIONAL DISTRICTS

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

V. ADJOURNMENT

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES

REGULAR MEETING

MAY 20, 2024

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met on Monday, May 20, 2024.

I. CALL TO ORDER – ROLL CALL

Chair Karney called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

ABSENT: Commissioners Kepley

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Tina Bousman, Manager of HR; Leanna Pagans, Administrative Manager/Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Frederick Gusler, Director of Redevelopment and Revitalization; Joel Shank, VP of Operations; Julia Draper, Director of Housing; Shauna Paxton, HCV Manager; Debra Carter, Melrose Towers Resident;

Chair Karney welcomed everyone to today’s meeting.

PUBLIC HEARING

Chair Karney opened the floor to receive comments on the proposed 2024 Annual Plan update to the 2020-2024 Agency Plan. Chair Karney noted that no members of the public were in attendance to comment and closed the public hearing.

PUBLIC HEARING

Chair Karney opened the floor to receive comments on the proposed 2024 Capital Fund Program Five-Year Action Plan. Chair Karney noted that no members of the public were in attendance to comment and closed the public hearing.

II. REPORTS

1. Executive Report

Mr. Bustamante greeted the board and announced on March 11th the White House released the fiscal year 2025 budget proposal for the U.S. Department of Housing and Urban Development (HUD). The President's budget proposal for HUD requests \$72.6 billion in discretionary spending with another \$185 billion in mandatory spending over 10 years. Overall, the budget request proposes essentially level funding compared to fiscal year 2024, through the appropriations process for affordable housing programs. The President's funding proposal is limited by the strict spending caps agreed to by Congress and the White House under the Fiscal Responsibility Act of 2023, which allows for a spending increase of only 1% in fiscal year 2025 compared to fiscal year 2024.

Mr. Bustamante noted while mandatory spending amounts are important additions, realistically, they are unlikely to make it into a final budget passed by Congress for fiscal year 2025. The President's budget would provide \$5.050 billion for Public Housing Operating Fund Formula grants. This is a \$426 million decrease over fiscal year 2024 enacted. HUD estimates that this amount represents a 90% proration rate. The President's budget includes \$29.251 billion for Housing Assistance Payments

(HAP) renewals. This is a \$760 million increase over the enacted fiscal year 2024 level. It is important to understand that RRHA will be working under different provisions for fiscal year 2025. It has been suggested that PHA's use \$963 million from reserves to continue to assist families in calendar year 2025. Everyone at the authority is working collectively as though this is going to be the budget and staff is addressing issues within this budget that will affect RRHA.

Mr. Bustamante stated that Tenant Account Receivables (TAR) are an area that is audited when determining an authority's score for Public Housing Assessment System (PHAS). HUD has decided to decrease the number of points associated with TAR. If an authority's TAR is 80% or greater they will receive five points, between 60% and 79% they will receive two points and zero points if the TAR is below 60%. What this change does not take into account is the occupancy issues that result from having a high TAR. Currently, Bluestone Park and Jamestown Place are outliers with a below average occupancy rate. Management is working with these property managers to improve this issue. While some of the problem can be attributed to turnover in maintenance staff, there needs to be a greater urgency to turn these units in 15 days or less.

Mr. Bustamante announced that Yardi Inc. will be onsite at the central office this week to provide training to new staff members, as well as answer questions that may have arisen since the implementation of the software five years ago. The Housing Choice Voucher (HCV) department is scheduled to attend May 21st-22nd and public housing staff will attend May 23rd-24th. Lastly, the HCV 2022 waitlist is now active and RRHA will begin pulling names at the end of June 2024.

Commissioner Smith asked if we are attempting to collect on any of the back rent that is owed to RRHA. Mr. Bustamante stated that RRHA is part of the Virginia Tax's Integrated Revenue System (IRMS). Any family that moves out of a property owing the housing authority money is then placed into this system. If they are working and generate any type of tax refund RRHA is able to collect on a portion of that refund until the balance is paid in full. There are currently 1,064 names on this list totaling over \$1.5 million in bad debt owed to RRHA. These individuals are also entered into the Enterprise Income Verification (EIV) system which prevents them from obtaining any other affordable housing until they satisfy their debt with RRHA. Vice Chair Garner asked if there is a protocol in place for tenants who have fallen behind on their rent. Mr. Bustamante replied that the eviction moratorium prevented property managers from taking anyone to court, and thus, families are leaving with large balances. There is, however, a policy in place and Ms. Draper is monitoring the TAR for items that need to be addressed. Commissioner Carr asked what percentage of tenants are in arrears. Mr. Bustamante stated that he does not have an exact total, but it is estimated at over 50%. Unfortunately, there was a long period of time within this organization where collecting rent was not a high priority.

Chair Karney asked for further questions. There were none.

2. Staff Reports

Chair Karney asked for comments or questions. There were none.

3. Committee Reports

Chair Karney asked for comments or questions. There were none.

4. Commissioner Comments

Vice Chair Garner asked for additional information on the outcome of the recent meetings with city council. Mr. Gusler replied that the purpose of these meetings was to update council on the steps RRHA has taken towards developing the new property at Old Spanish Trail and discussing potential funding possibilities through the American Rescue Plan Act (ARPA). This grant would assist with up to \$100,000 in developmental costs per unit. RRHA staff will meet with the city managers on Thursday, May 30th to request additional funding through the Community Development Block Grant.

Chair Karney asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Chair Karney asked for comments or questions. There were none.

6. Residents or other community members to address the Board

Ms. Carter addressed the board announcing that the Joint Resident Council (JRC) and the Coalition for Environmental Justice is sponsoring the Crayon Initiative which is an event focused on keeping non-biodegradable crayons out of city landfills. Boxes will be placed at all RRHA housing developments and the crayons collected will be melted down to create new crayons that will be donated to various children's hospitals. Ms. Carter added that Melrose Towers' annual National Night Out will be held on Tuesday, August 6th and everyone is welcome to attend.

Chair Karney asked for comments or questions. There were none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Friday, April 26, 2024.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 Monthly Operations Report for the month of April 2024.

RECOMMENDED ACTION: File as submitted.

Vice Chair Garner introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Walker and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

REGULAR AGENDA

- 1. Resolution No. 4200

Ms. Austin presented Resolution No. 4200 seeking the board's approval to accept the audited financial statements for the year ended September 30, 2023.

Don Jump presented a draft version of the report to the board on April 26, 2024.

The audit presented no findings and an unmodified opinion in the report.

Vice Chair Garner asked if this will be last year of the current contract. Ms.

Austin replied that is correct. A Request for Proposal (RFP) was issued on March 31, 2024 and one proposal was received. RRHA staff is currently reviewing that proposal.

Chair Karney asked for further questions. There were none.

Vice Chair Garner then introduced Resolution No. 4200 and moved its adoption as introduced.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4200 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP.

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from JUMP, PERRY AND COMPANY, LLP entitled "ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2023 (with Independent Auditor's Report thereon)

WHEREAS, JUMP, PERRY AND COMPANY, LLP auditors provided a presentation of the reports to the Roanoke Redevelopment and Housing Authority Board of Commissioners at the April 26, 2024 meeting; and

WHEREAS, the Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the JUMP, PERRY AND COMPANY, LLP report identified above is hereby accepted.

EXPLANATION:

This resolution is needed to document the RRHA Board of Commissioner's acceptance of the annual independent audit.

2. Resolution No. 4201

Mr. Bustamante presented Resolution No. 4201 requesting the board's approval for the 2024 Annual Plan update to the 2020-2024 agency plan for submission to HUD. RRHA staff has met with the Resident Advisory Board (RAB) and their comments have been included in the plan. The public hearing was held today with no comments received.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4201 and moved its adoption as introduced.

The motion was seconded by Commissioner Walker and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4201 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2024 ANNUAL PLAN UPDATE TO THE 2020-2024 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and 5-Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Resident Advisory Board and with participants and landlords in the Section 8 program to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2024 Annual Plan update to the 2020-2024 Agency Plan; and

WHEREAS, the Plan and Attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program, the use of CFP funds to for land acquisition, Faircloth to RAD and to reflect items approved by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice for the draft 2024 Annual Plan and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft 2024 Annual Plan on May 20, 2024; and

WHEREAS, the 2024 Annual Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2024 Annual Plan to HUD by June 18, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2024 Annual Plan update to the

2020-2024 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

3. Resolution No. 4202

Mr. Shank presented Resolution No. 4202 requesting the board's approval of the 2024 capital fund 5-year action plan and budget. The public hearing was held today with no comments received. RRHA received \$4.9 million from HUD which is the largest total ever received. Major projects included in the budget are the replacement of the gas infrastructure at Lansdowne Park and HVAC system and domestic hot water systems at Lansdowne Park and at the EnVision Center, as well as porch renovations for Villages at Lincoln. A line item has also been added in the amount of \$25,000 for demolition work at Indian Rock Village.

Vice Chair Garner asked how long we have to commit all of those funds. Mr. Shank replied that 90% of the grant must be obligated within two years and expended within four years. Vice Chair Garner asked how many of those grants are currently outstanding. Mr. Shank stated that two were expended in the last two months and three are outstanding.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4202 and moved its adoption as introduced.

The motion was seconded by Vice Chair Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4202 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2024 CAPITAL FUND FIVE-YEAR ACTION PLAN AND BUDGET

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Capital Funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Five-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling Five-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, RRHA staff have conducted community meetings at all public housing sites to gather input, which has been considered in development of the 2024 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2024 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2024 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 20, 2024; and

WHEREAS, the RRHA 2024 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2024 Capital Fund Program Five-Year Action Plan to HUD following approval by the RRHA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA 2024 Capital Fund Program Five-Year Action Plan is hereby approved.

4. Resolution No. 4203

Mr. Shank presented Resolution No. 4203 requesting the board's approval to award authorization to renew the commercial insurance policies currently held by Virginia Risk Sharing Association (VRSA). The total increase for fiscal year 2024 is \$27,497.00. The renewal includes an increase of 10% for general liability coverage related to the amount of expenditures for the organization as a whole and a 20% increase in public official's liabilities due to the claims that VRSA paid out for all municipalities that it services. There is also a 4% increase for cyber liability, a 10% increase for property liability and a 14% increase for excess liability.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4203 and moved its adoption as introduced.

The motion was seconded by Commissioner Walker and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4203 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA RISK SHARING ASSOCIATION

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by 24 CFR 965 Subpart B to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, Virginia Municipal League Insurance Programs changed their name to Virginia Risk Sharing Association (VRSA) effective July 1, 2019; and

WHEREAS, the contract for commercial insurance policies was publicly competed in 2022, with VRSA submitting the highest ranked proposal; and

WHEREAS, VRSA provided a \$27,297.00 increase in the 2024-2025 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Worker's Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Risk Sharing Association for the term of July 1, 2024 through June 30, 2025, for a not to exceed contract amount of \$365,181.00.

5. Resolution No. 4204

Mr. Shank presented Resolution No. 4204 requesting the board's approval to award a contract for repairs, painting and cleaning for two units at Bluestone Park. The cast iron piping under the floor of these two units rotted out and, thus, the plumbing has failed. In addition, there is water damage, as well as cabinets that must be replaced. An

IFB was issued and one responsive bid was received from Russell's Remodeling, LLC in the amount of \$217,900. After meeting with Mr. Russell and reviewing the submitted bid he was able to lower the bid amount to \$200,000. Based on the cost estimate of \$174,000 this price is considered to be fair and reasonable.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4204 and moved its adoption as introduced.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4204 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPAIRS, PAINTING, CLEANING FOR 2717/2719 SAND RD., BLUESTONE PARK, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND OPERATING FUNDS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150123 in the amount of \$4,840,100.00; and

WHEREAS, Interior Flooring/Renovations for Hunt Manor/Bluestone Park, AMP 259 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, RRHA needs a qualified contractor to complete Repairs, Painting, Cleaning for 2717/2719 Bluestone Park, AMP 259; and

WHEREAS, RRHA issued a Invitation for Bid on March 24, 2024, with bids being due on April 16, 2024; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$217,900.00

WHEREAS, as a result of negotiations with Russell's Remodeling, LLC, the amount of the bid submitted by Russell's Remodeling, LLC was revised to \$200,000.00, which was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell's Remodeling, LLC; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The revised bid submitted by Russell's Remodeling, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$200,000.00.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

6. Resolution No. 4205

Mr. Shank presented Resolution No. 4205 requesting the board's approval to

award a contract for installation of passive radon vent systems for Jamestown Place and Indian Rock Village. An IFB was issued and one responsive bid was received from Russell's Remodeling, LLC in the amount of \$316,000. After reviewing the submitted bid with Mr. Russell he revised the bid amount to \$280,000. Mr. Shank noted his cost estimate was \$245,000.00, therefore, this price is considered to be fair and reasonable.

Commissioner Anguiano asked if this is a proactive or reactive project. Mr. Shank replied this is a HUD initiative in which all of the RRHA public housing developments will eventually be tested. Thus far, mitigation work has been completed at Hunt Manor and work will begin at Bluestone Park sometime this summer. A total of four units exceeded safe levels at Jamestown Place and twelve units at Indian Rock Village including the daycare center and administrative buildings.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4205 and moved its adoption as introduced.

The motion was seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner,
Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4205 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AWARDED A CONTRACT FOR INSTALLATION
OF PASSIVE RADON VENT SYSTEMS FOR JAMESTOWN PLACE, AMP
207 AND INDIAN ROCK VILLAGE, AMP 210, UNDER RADON TESTING
AND MITIGATION DEMONSTRATION GRANT PROGRAM GRANT**

NUMBER VALRT001023 AND CAPITAL FUND PROGRAM (CFP) GRANT
NUMBER VA36P01150123

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Office of Lead Hazard Control and Healthy Homes (OLHCHH) Radon Testing and Mitigation Demonstration Grant Program, grant number VALRT001023 in the amount of \$449,000.00; and

WHEREAS, Radon Mitigation for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210 was included on the Grant Budget detailing the planned use of grant number VALRT001023; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150123 in the amount of \$4,840,100.00; and

WHEREAS, Abatement of Hazardous Materials for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, RRHA needs a qualified contractor to complete Installation of Passive Radon Vent Systems for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210; and

WHEREAS, RRHA issued a Invitation for Bid on March 31, 2024, with bids being due on April 30, 2024; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell’s Remodeling, LLC	\$316,000.00

WHEREAS, as a result of negotiations with Russell’s Remodeling, LLC, the amount of the bid submitted by Russell’s Remodeling, LLC was revised to \$280,000.00, which was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell's Remodeling, LLC; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The revised bid submitted by Russell's Remodeling, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$280,000.00.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

7. Resolution No. 4206

Mr. Gusler presented Resolution No. 4206 requesting the board's approval to execute documents necessary to consummate the purchase of property located at 4947 Showalter Drive, Northwest. The Homeownership program allows for \$275,000 in acquisition and rehabilitation costs and the sale price of this property is \$257,000. This property is essentially turnkey and will only require minor upgrades. Mr. Gusler noted in the interest of full disclosure, the buyer that has put down the deposit for this property is a HCV staff member, as well as a public housing resident.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4206 and moved its adoption

as introduced.

The motion was seconded by Vice Chair Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4206 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 4947 SHOWALTER DRIVE, NW BEARING CITY OF ROANOKE TAX MAP NUMBER 6130111, IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available to further RRHA's goals of providing opportunities for low to moderate income residents to achieve homeownership; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4192 on March 25, 2024, which authorized the Executive Director or a designee to negotiate and execute acquisition option agreements with owners or agents of two properties; and

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven years after their sale; and

WHEREAS, RRHA was awarded a grant from the Roanoke Valley Allegheny Regional Commission in 2022 for a total of \$111,629 to use towards two (2) homeownership units; and

WHEREAS, RRHA signed a contract to purchase 4947 Showalter Drive, NW for \$257,000 contingent upon board approval and RRHA inspection; and

WHEREAS, RRHA has inspected the property at 4947 Showalter Drive, NW, and determined that it can reasonably renovate the property within the budget set by Resolution Number 4192 to the standards of the HOP; and

WHEREAS, the HOP allows RRHA to sell properties to qualified low to moderate income first-time homebuyers per HUD definitions and regulations; and

WHEREAS, Meghan Castaneda has complied with all requirements of the HOP to date and has provided evidence of pre-qualifications for financing with Freedom First Credit Union and made the required down payment on the mortgage in an escrow account; and

WHEREAS, Meghan Castaneda has signed a letter of intent dated April 5, 2024 with RRHA to purchase a property in the City of Roanoke subsequent to RRHA purchasing and completing numerous improvements to said property, with the final sales price to be based on an appraisal of the property and other considerations; and

WHEREAS, prior to closing RRHA will account for at least 20% of the purchase price in the form of seller financing through a forgivable second mortgage; and

WHEREAS, RRHA desires to purchase the property so that it may make needed improvements to comply with its homeownership program requirements and in turn sell the property to Meghan Castaneda.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the purchase of property at 4947 Showalter Drive, NW, bearing City of Roanoke Tax Map Number 6130111.

III. ADJOURNMENT

There being no further business to come before the Board, Vice Chair Garner moved that the meeting be adjourned.

The motion was seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney declared the meeting adjourned at 3:48 p.m.

Karen Karney, Chair

David Bustamante, Secretary-Treasurer

10/1/2024

10/1/2024

10/1/2024

10/1/2024

Exhibits from May 20, 2024 Minutes previously circulated

**RESOLUTION
NO. 4207**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4207

Meeting Date: June 24, 2024

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM PLAN ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2024 THROUGH JUNE 30, 2025 AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY.

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only Plan (POP), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis; and

WHEREAS, RRHA currently provides RRHA employees pre-tax benefits eligible under IRS Section 125's Premium Only Plan;

WHEREAS, Section 125 includes an annual notification to all eligible employees which allows RRHA employees to voluntarily agree to a salary reduction so that the employer can pay their insurance premium as a business expense, and

WHEREAS, RRHA has previously engaged TASC as the third-party administrator for this; and

WHEREAS, the new plan year quote for this service is \$269.88; and

WHEREAS, we have used this same vendor successfully in the past; and

WHEREAS, staff recommends continuing to use this same vendor for this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that the IRS Section 125 Premium Plan Only Plan Document is adopted for the Plan Year July 1, 2024 through June 30, 2025, and the Executive Director is authorized to execute accordingly.

Recommended by: 
Human Resources Manager

Date 6/5/24

Approved by: 
Executive Director

Date 6.5.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks:

RESOLUTION

NO. 4208

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4208

Meeting Date: June 24, 2024

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING TWO NEW PERSONNEL POLICIES REGARDING NEPOTISM AND FRATERNIZATION IN THE WORKPLACE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and proposing two new policies; Nepotism (Employment of Relatives and Employees with Close Personal Relationships) and Fraternization (Workplace Relationships); and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of these new policies.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached policies, Nepotism and Fraternization, are approved effective July 1, 2024.

Recommended by:  Date 6/5/24
Human Resources Manager

Approved by:  Date 6.5.24
Executive Director

COMMISSIONERS ACTION: Approved Disapproved

Remarks:

Fraternization Policy

Workplace Relationships

Professional behavior is expected of all employees at all times. For purposes of this policy, "employees" includes employees, volunteers, temporary agency employees, and independent contractors working for RRHA. "Romantic behavior" means employees engaged in dating, sexual, or other romantic behavior as determined by RRHA.

Romantic behavior between supervisors and subordinates is prohibited. Romantic behavior amongst employees of the same level is discouraged. Romantic relationships between employees and residents are also strictly prohibited. If an Employee has been in a relationship with a person who subsequently becomes a resident of RRHA property or such a relationship is begun, once the employee is aware of the person's status as a resident, that employee must immediately disclose the relationship to the Human Resources Department. The employee and Human Resources can develop an acceptable plan regarding the employee and RRHA in light of the relationship. These relationships are taken very seriously and should be disclosed immediately.

Employees engaged in romantic behavior should refrain from public displays of affection in the workplace or from behavior or conversation that may distract from the work of others or reflect poorly on RRHA in the eyes of other employees, residents, or the public. This includes, but is not limited to, behavior such as hugging, kissing, or conversation that contains innuendos or is flirtatious in nature.

Should a romantic behavior between employees become distracting or disruptive to RRHA's operations, employees involved may be disciplined up to and including termination.

Nepotism Policy

Employment of Relatives and Employees with Close Personal Relationships

RRHA permits the employment of qualified persons with close personal relationships to employees if (1) the persons concerned will not work in a direct supervisory relationship, (2) the employment will not pose difficulties for supervision, security, safety, or morale, and (3) such employment does not, in the opinion of RRHA, create actual or perceived conflicts of interest. RRHA will exercise discretion in the placement of employees with close personal relationships in accordance with the following guidelines:

1. Employees with close personal relationships are prohibited from working in a direct reporting or supervisory/management relationship. That is, no employee is permitted to work within the "chain of command" of an employee with a close personal relationship such that one employee's work responsibilities, salary, or career progress could be influenced by the other employee's actions or omissions. Employees who indirectly supervise/manage other employees with whom they have close personal relationships must disassociate themselves from any actions regarding the other employees.
2. Employees with close personal relationships are prohibited from working in the same department or in any other positions in which RRHA determines an inherent conflict of interest may exist.
3. Employees with close personal relationships are prohibited from working in positions where they will work with or have access to sensitive information regarding any person with whom they have a close personal relationship.

For the purposes of this policy, "close personal relationship" means relatives, persons that live in the same household, persons that are dating, engaged, or romantically involved, and any other persons with some close personal relationship, as determined by RRHA, that may create an actual or perceived conflict of interest. "Relatives" are defined as spouses, children, siblings, parents, grandparents, or corresponding in-law or "step" relation.

At hire or at any point during employment, when RRHA determines that any relationship appears to become a close personal relationship, creates or appears to create a conflict of interest, or interferes with a harmonious work environment or the productivity of employees, such relationship will be addressed. If not resolved, RRHA may transfer job duties (e.g., supervision, evaluation, and discipline responsibilities), demote employees, transfer employees and, if not capable of resolution, terminate employees.

Employees with close personal relationships are required to disclose such relationships at the time of hire or when the relationship becomes apparent. Any existing close personal relationships must be disclosed immediately, evaluated, and managed as provided in this policy regardless of date of hire. Failure to disclose a close personal relationship may result in discipline up to and including termination of employment.

If you have questions or concerns about other employees with close personal relationships, you should report such concerns to management and/or Human Resources. All efforts to discuss, investigate, or address close personal relationships will be confidential as much as possible. You will not be disciplined for reporting, in good faith, concerns about other employees with close personal relationships or perceived and actual conflicts of interest.

**RESOLUTION
NO. 4209**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4209

Meeting Date: June 24, 2024

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH JUMP PERRY AND COMPANY, LLP TO PROVIDE AUDIT SERVICES.

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) is required by the U.S. Department of Housing and Urban Development to have an independent audit annually; and

WHEREAS, RRHA current contract will end August 31, 2024 for audit services, and

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) released a Request for Proposals (RFP) to provide Audit Services for the Roanoke Redevelopment and Housing Authority on March 31, 2024 with the due date for proposals on May 3, 2024; and

WHEREAS, RRHA received one (1) proposal in response to the RFP from the following firm:

- Jump Perry and Company L.L.P.

WHEREAS, RRHA requested that the hourly rates for fees for services be submitted by Jump Perry and Company, LLP for evaluation, and

WHEREAS, after evaluation, it was determined that the submitted hourly rates for fees for services were fair and reasonable, based on comparison to prior hourly rates for fees for services for previous audit engagements, and

WHEREAS, Jump Perry and Company has been found to be capable in all other respects acceptable to RRHA; and

WHEREAS, the Vice President Finance/CFO recommended to the Executive Director that a contract be awarded to Jump Perry and Company LLP, and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such proposal and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized to execute a two-year (2) term contract with three (3) one year renewal options with Jump Perry and Company, LLP at rates specified in the proposal submitted by the firm with total contract amount not to exceed \$80,700 for the two year (2) contract term, with the option of three (3) one year renewals at a cost of \$41,200, \$41,200, \$41,200 respectively for the additional option years for the provision of audit services to the RRHA.

Recommended by: Jackie Austin
VP of Finance

Date 6/5/24

Approved by: [Signature]
Executive Director

Date 6.5.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks:

**RESOLUTION
NO. 4210**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4210

Meeting Date: June 24, 2024

Agenda Item Number: 4

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 2024 TOP HILL DRIVE, NW BEARING CITY OF ROANOKE TAX MAP NUMBER 2241316, IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available to further RRHA's goals of providing opportunities for low to moderate income residents to achieve homeownership; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4192 on March 25, 2024, which authorized the Executive Director or a designee to negotiate and execute acquisition option agreements with owners or agents of two (2) properties; and

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven (7) years after their sale; and

WHEREAS, RRHA was awarded a grant from the Roanoke Valley Allegheny Regional Commission in 2022 for a total of \$111,629 to use for the renovation of two (2) homeownership units; and

WHEREAS, RRHA signed a contract to purchase 2024 Top Hill Drive, NW for \$133,000 with RRHA paying all closing costs contingent upon board approval and RRHA inspection; and

WHEREAS, RRHA has inspected the property at 2024 Top Hill Drive, NW, and determined that it can reasonably renovate the property within the budget set by Resolution Number 4192 to the standards of the HOP; and

WHEREAS, the HOP allows RRHA to sell properties to qualified low to moderate income first-time homebuyers per HUD definitions and regulations; and

WHEREAS, Tiana Murray has complied with all requirements of the HOP to date and has provided evidence of pre-qualifications for financing with Freedom First Credit


Union and made the required down payment on the mortgage in an escrow account;
and

WHEREAS, Tiana Murray has signed a letter of intent dated April 17, 2024 with RRHA to purchase a property in the City of Roanoke subsequent to RRHA purchasing and completing numerous improvements to said property, with the final sales price to be based on an appraisal of the property and other considerations; and

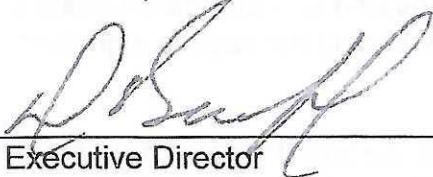
WHEREAS, prior to closing RRHA will account for at least 20% of the purchase price in the form of seller financing through a forgivable second mortgage; and

WHEREAS, RRHA desires to purchase the property so that it may make needed improvements to comply with its homeownership program requirements and in turn sell the property to Tiana Murray.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the purchase of property at 2024 Top Hill Drive, NW, bearing City of Roanoke Tax Map Number 2241316.

Recommended by: 
VP of Operations

Date 6/7/2024

Approved by: 
Executive Director

Date 6-7-24

COMMISSIONERS ACTION: Approved Not Approved

Remarks: _____

**RESOLUTION
NO. 4211**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4211

Meeting Date: June 24, 2024

Agenda Item Number: 5

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AMENDING THE SOUTH JEFFERSON REDEVELOPMENT AREA DESIGN GUIDELINES TO REMOVE BUILDING HEIGHT RESTRICTONS IN THE CAMPUS AND INSTITUTIONAL DISTRICTS.

WHEREAS, the Redevelopment Plan for the South Jefferson Redevelopment Area was approved by the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) approved on March 12, 2001 and by the Council of the City of Roanoke on March 19, 2001; and

WHEREAS, the RRHA Board of Commissioners and the Council of the City of Roanoke passed amendments to the South Jefferson Redevelopment Plan in 2010 and 2012; and

WHEREAS, the Redevelopment Plan includes design guidelines that serve as an additional (to City building and zoning codes) regulatory land use tool in determining the style, massing, character and materials of buildings, and public and private infrastructure; and

WHEREAS, RRHA legal counsel has determined that an amendment to the guidelines alone without an accompanying plan amendment can be approved by the RRHA Board of Commissioners with no approval of City Council required so long as the amendment(s) to the guidelines do not alter any terms of the South Jefferson Redevelopment Plan, as amended; and

WHEREAS, the RRHA Board of Commissioners passed amendments to the South Jefferson Redevelopment Design Guidelines in 2004 and 2012; and

WHEREAS, RRHA staff has met with City Planning staff and a prospective developer of property in the Campus and Institutional District of the South Jefferson Redevelopment Area; and

WHEREAS, there is consensus among City Planning staff and RRHA staff that an amendment of the design guidelines (attached herein) to remove the height restriction in the Campus and Institutional District along Reserve Avenue will be beneficial to the South Jefferson Redevelopment Area and will not be incompatible with the adjoining development; and

WHEREAS, the South Jefferson Redevelopment Plan, as amended, imposes no maximum building height regulation in this portion of the redevelopment area, so that removing the restriction from the guidelines is not inconsistent with the plan itself.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Design Guidelines of the South Jefferson Redevelopment Area.

Recommended by: Joe Lark
VP of Operations

Date 6/7/2024

Approved by: [Signature]
Executive Director

Date 6.7.24

COMMISSIONERS ACTION: Approved Not Approved

Remarks: _____

Height Limit

Jefferson Street Corridor

The maximum height of buildings along the Jefferson Street Corridor is 120 feet.

Campus and Institutional Area

The maximum height of buildings located within Site 1 of the Campus and Institutional Area is 140 feet.

The maximum height of buildings along Reserve Avenue is 90'.

The Crossing

The maximum height for buildings located in The Crossing is 120 feet.

Building Materials

Jefferson Corridor

Each building on Jefferson Street should express individuality. St. Andrews Church, the old Norfolk and Western General Office Buildings, Dominion Tower, the Patrick Henry, and Roanoke Memorial Hospital are examples of superior individual architectural statements along Jefferson Street. None of these buildings match, which contributes to the character of the street as a whole. This pattern of development is encouraged. Materials will be solid and permanent, including stone, brick, pre-cast concrete, glass, metals, and other materials expressive of permanence. Buildings should express high-quality and efficient modern uses of materials. A high level of transparency is essential, particularly at ground level frontages. Reflective glass may be considered as a secondary material. It is not allowed as the primary material. Hardy plank siding and panels, concrete masonry units, stucco and other materials, as approved by RRHA, may be used for minor design elements.



Jefferson Street: Individual Architectural Statements

Campus and Institutional Area

In contrast with the individuality of Jefferson Street buildings, each campus building should appear as identifiable with the whole. Acceptable materials include brick, stone, cut limestone, decorative masonry, pre-cast and cast-in-place concrete, with wood and pre-cast

Height Limit

Jefferson Street Corridor

The maximum height of buildings along the Jefferson Street Corridor is 120 feet.

Campus and Institutional Area

The maximum height of buildings located within the Campus and Institutional Area is 140 feet.

The Crossing

The maximum height for buildings located in The Crossing is 120 feet.

Building Materials

Jefferson Corridor

Each building on Jefferson Street should express individuality. St. Andrews Church, the old Norfolk and Western General Office Buildings, Dominion Tower, the Patrick Henry, and Roanoke Memorial Hospital are examples of superior individual architectural statements along Jefferson Street. None of these buildings match, which contributes to the character of the street as a whole. This pattern of development is encouraged. Materials will be solid and permanent, including stone, brick, pre-cast concrete, glass, metals, and other materials expressive of permanence. Buildings should express high-quality and efficient modern uses of materials. A high level of transparency is essential, particularly at ground level frontages. Reflective glass may be considered as a secondary material. It is not allowed as the primary material. Hardy plank siding and panels, concrete masonry units, stucco and other materials, as approved by RRHA, may be used for minor design elements.



Jefferson Street: Individual Architectural Statements

Campus and Institutional Area

In contrast with the individuality of Jefferson Street buildings, each campus building should appear as identifiable with the whole. Acceptable materials include brick, stone, cut limestone, decorative masonry, pre-cast and cast-in-place concrete, with wood and pre-cast