

**Minutes of the
BOARD OF HOUSING AND COMMUNITY DEVELOPMENT
December 8, 2025
10:04 AM
All-Virtual Meeting via Microsoft Teams**

Members Present

Louie Berbert, Chair
Sylvia Bryant
Cindy Davis
Bill Garrett
Lynne Goldberg
Jenna Goodman
Keith Johnson
Charlie Jones
Roger Jones, Vice Chair
Hank Osleger
J.M. Snell
Scott Stosser
Mark Trostle

Members Absent

Tammy Neale

Department of Housing and Community Development (DHCD) staff present for all or part of the meeting:

Mandy Archer, Program Administrator
Maggie Beal, Director
Jeff Brown, Deputy Director of Building and Fire Regulation
Joseph Dennie, Policy Analyst
Trisha Lindsey, Policy and Legislative Services Director
Andrew Malloy, Sr. Policy Analyst
Sophie McGinley, Sr. Policy Analyst
Tory McGowan, Program Manager
Florin Moldovan, State Building Codes Office Director
Sulaiman Safi, Board Coordinator
Chase Sawyer, Policy Manager
Todd Weinstein, Deputy Director

Call to Order

Mr. Berbert, Chair of the Board of Housing and Community Development, called the meeting of the Board to order at 10:04 a.m.

Roll Call

The roll was called by Mr. Sawyer. Mr. Sawyer reported that a quorum was present.

Public Comment	<p>Mr. Berbert opened the floor for public comment.</p> <p>After seeing no speakers, Mr. Berbert closed public comment.</p>
Approval of Minutes	<p>A motion was made by Mr. Trostle and seconded by Mr. Osleger to approve the minutes of the September 22, 2025 meeting of the Board. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None).</p>
Resolution to Commend Board Member	<p>Ms. Abigail Johnson’s term on the Board recently expired. Mr. Berbert thanked Ms. Johnson for her years of service on the Board. Ms. Davis also thanked Ms. Johnson for her service and shared compliments for her hard work and dedication. A motion was made by Mr. Stosser and seconded by Ms. Davis to approve a commending resolution for Ms. Abigail Johnson. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None).</p>
Enterprise Zone Grant Program Regulations (13VAC5-112)	<p>Mr. Sawyer presented proposed amendments to the Enterprise Zone Grant Program regulations (13VAC5-112). Mr. Sawyer stated that the Board is responsible for promulgating regulations prescribing procedures for implementing the Enterprise Zone Grant Program and that the regulations promulgated by the Board must be in compliance with the applicable provisions in State Code. Mr. Sawyer stated that legislation approved by the General Assembly and signed by the Governor (HB2163, 2025) amended the Enterprise Zone Grant Program, specifically the Real Property Investment Grant (RPIG) program, by creating an elevated tier for investments in excess of \$20 million and increasing the grant limit for such investments to \$300,000. Mr. Sawyer added that the legislation also clarified that child day care centers are an eligible activity for the RPIG program. A motion was made by Mr. Stosser and seconded by Mr. Jones to approve the proposed amendments to the Enterprise Zone Grant Program regulations. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None).</p>
Enterprise Zone Grant Program Manuals Update	<p>Mr. Sawyer presented proposed amendments to the Enterprise Zone Grant Program manuals (Job Creation Grant Instruction Manual, Real Property Investment Grant Manual, CPA Agreed Upon Procedures Manual). Mr. Sawyer stated that the proposed</p>

changes to the program manuals are based on the new program regulations that match State Code. Mr. Sawyer noted that the Enterprise Zone Grant Program manuals are used to provide guidance and clarification to program applicants. A motion was made by Ms. Davis and seconded by Mr. Stosser to approve the proposed changes to the Enterprise Zone Grant Program manuals for GY2025. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None).

State Fire Marshals Office
Fee Report

Mr. Sawyer stated that Item 407c in the 2025 Budget Bill required the Department of Fire Programs in cooperation with the State Fire Marshal's Office, Virginia Fire Services Board (VFSB), DHCD, and the Board to conduct an assessment of the fees charged by the State Fire Marshal's Office to conduct fire safety inspections. Mr. Sawyer added that the Budget Bill also requires a joint recommendation to be made as to whether the fees should be adjusted, including a description of which fees, if any, are recommended for an increase based on market cost and projected revenue.

Mr. Sawyer reminded the Board that it approved a motion to allow the Chair to designate Board members to meet with members of the VFSB to reach consensus on a joint recommendation for the fee report. Ms. Davis and Mr. Garrett served as designees. Mr. Sawyer noted that the VFSB met last week and approved a version of the fee report and provided it to the Board. Mr. Sawyer invited the Board's designees to share their takeaways from their meetings with the VFSB on the report.

Ms. Davis expressed appreciation for the VFSB's collaboration but noted concerns with the report's current version, including unresolved issues due to a compressed timeline. Ms. Davis shared that there is agreement that some fees should be increased. Ms. Davis highlighted that some fees recommended for increase are not governed by SFPC regulations, specifically mandated inspections to state properties.

Mr. Garrett also thanked the VFSB for meeting and expressed his concerns with the current version. Mr. Garrett shared his willingness to continue working toward reaching an agreement.

Mr. Sawyer shared that the Office of Regulatory Management (ORM) raised concerns about regulatory burdens and recommended deferring action to allow for further discussion.

Mr. Johnson expressed concerns that the Board may be delaying the fee report and stressed the need for increased funding for mandated inspections. Mr. Johnson noted that the report's intent was to address voluntary inspections and that the State Fire Marshal's Office is operating at a deficit.

Mr. Snell reiterated concerns raised by other members and emphasized the urgency of the issue, referencing the loss of funding for state facility inspections.

Ms. Beal supported continued collaboration with the VFSA and proposed deferring action until the January 12 meeting to allow more time for alignment between the two boards.

Mr. Johnson reiterated his concerns with delaying the report and made additional comments addressing the structure of the State Fire Marshal's Office, and past issues with fee increases tied to the code development process.

A motion was made by Ms. Davis and seconded by Ms. Bryant to defer action on the State Fire Marshals Office Fee Report. The motion passed on a voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: Johnson).

Legislative and Regulatory
Update

Mr. Sawyer provided an update on the current code development cycle. Mr. Sawyer reminded the Board that it approved Notices of Intended Regulatory Action (NOIRAs) at its March meeting and that the deadline to submit code change proposals to cdpVA, DHCD's online building code system, was October 31, 2025, after being extended at the September meeting of the Board. The Board discussed future meetings that are important to the code development cycle, including the general stakeholder meetings and when the Board will meet to consider base documents for proposed regulations. There was general consensus amongst the Board that the final general stakeholder meetings and the Board's meeting to consider base documents should be pushed back a few weeks since the deadline to submit proposals was extended by a few weeks. The Board agreed this will give stakeholders more time to reach consensus on any proposals and give staff time to prepare the base documents for the Board to consider. The Board agreed on a tentative schedule for general stakeholder meetings during the week of January 5, 2026 and the Board meeting to consider base documents will be tentatively scheduled for May 11, 2026. A motion was made by Mr. Snell and seconded by Ms.

Davis to approve the updates to the tentative code development cycle schedule. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None).

Mr. Sawyer stated that the updated Private Actively Bond (PAB) guidelines approved by the Board at its September meeting are now in effect, and the program will accept its first round of applications in early 2026.

Virginia Housing Report

Dr. Monique Johnson shared that Virginia Housing is in the process of hosting annual workshops with stakeholders regarding the Low-Income Housing Tax Credit (LIHTC) program. Virginia Housing is also making updates to the qualified allocation plan for the LIHTC program. The Virginia Housing Board is working on updates to its strategic plan and will distribute it to stakeholders early next year. The focus of the strategic plan will be on preservation, production, and regional strategies. Dr. Johnson shared staffing updates at Virginia Housing including the recruitment of a new government affairs specialist. Virginia Housing plans to contract with a consulting firm in the meantime to track bills at the General Assembly. Dr. Johnson also shared updates on impacts to the Continuum of Care (CoC) network resulting from new federal requirements.

Fire Services Board Report

Mr. Snell shared that the Fire Services Board voted to approve the State Fire Marshals Office Fee Report and a letter with recommendations. Mr. Snell added that it is important to Fire Services to keep the fee issue moving in the right direction. The next meeting of the Fire Services Board is in February at the Fire and Rescue Conference at the Virginia Beach Convention Center. Mr. Snell also shared that the Fire Services Board continues to work on issues related to NFPA rules related to live fire training facilities.

Report of the Director

Ms. Beal shared that DHCD is currently meeting with and assisting the transition team of the Governor-elect. Ms. Beal echoed Dr. Johnson's comments and shared that DHCD is also working on impacts to the CoC network. Ms. Beal also shared updates on Private Activity Bond allocations. Ms. Beal thanked staff for their efforts at the end of Governor Youngkin's term.

Unfinished Business

Ms. Davis expressed thanks to Mr. Berbert's organization, the Lawson Company, for their charity work providing scholarships to students.

New Business	There was no new business to be discussed.
Board Matters	<p>Mr. Sawyer reminded Board members to complete financial disclosure statements when they become available at the beginning of the year and to complete necessary Conflict of Interest Act (COIA) training.</p> <p>Mr. Bell provided an update on the appeal by the Sierra Club regarding the adoption of the 2021 Uniform Statewide Building Code.</p>
Future Meetings	Mr. Sawyer stated that the next meeting of the Board was scheduled for January 12, 2026.
Adjournment	A motion was made by Mr. Stosser and seconded by Ms. Goodman to adjourn the meeting. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, Johnson, C. Jones, R. Jones, Osleger, Snell, Stosser, Trostle; NAYS: None). The meeting was adjourned at 11:32 a.m.