

Housing Advisory Committee (HAC) Minutes  
Wednesday, February 18th 2026  
Neighborhood Development Services Conference Room 12p - 2p

**HAC Members Present:**

- Joy Johnson (JJ), Chair, Affordable Housing Beneficiary
- Sunshine Mathon (AM), Vice Chair, Non-profit - Piedmont Housing Alliance
- Mike Paris (MCP), Secretary, At-Large member
- Rich Bard (RB), Affordable Housing Beneficiary
- Heather Griffith (HG), Real Estate Professional
- Michael Payne (MP), City Councilor
- Dan Rosensweig (DR), Non-profit - Habitat for Humanity
- Nicole Scro (NS), Real Estate Professional
- Terry Tyree (TT), Affordable Housing Beneficiary

**HAC Members Absent:**

- Peppy Linden, At-Large (PL)
- John Sales, Non-profit - Charlottesville Redevelopment & Housing Authority (JS)

**Staff Attendees:**

- Madelyn Metzler (MM), Acting Housing Program Manager, Neighborhood Development Services
- Kellie Brown (KB), NDS Director
- Ose Akinlotan (OA), Long-Range Planning Manager, NDS
- Tori Kanellopoulos, Long-Range Planner, NDS

**Presenters:**

- Andy Friedman (AF), Progressive Housing Solutions

**Other attendees:**

- Latricia Giles, Director of PHAR (Public Housing Association of Residents)

**1. Welcome**

**JJ:** Calls meeting to order at 12:09pm.

**2. Introductions and Attendance**

**3. Staff Updates**

**MM:** SM, KB, MM have been at recent City Council meetings. LIHTC (Low Income Housing Tax Credit) applications coming due. KB working on student housing study. CAHF (Charlottesville Affordable Housing Fund) and HOPS (Housing Operations and Program Support) grantee recommendations coming at the end of this month.

**NS:** Tax Abatement program highlights from last night's Council meeting?

**MM:** Council generally supportive. Michael Payne noted lack of capacity to start a new program.

Will develop recommendations from Council. Still more decisions to make before recommending a specific policy. No timeline right now.

#### 4. Agenda Items

i. **January 21, 2026 Regular HAC Meeting Minutes**

Approved.

ii. **Presentation on Housing Program Evaluation**

**AF:** Founded Progressive Housing Solutions consulting company, previously 34 years at Virginia Beach in neighborhood preservation and housing departments.

City's RFP asked for evaluation of housing programs, staff capacity and expertise, meeting objectives, and community needs. Deliverables: evaluation plan and template, organizational assessment report, recommendations memo.

Interviews with 18 stakeholders, peer cities research, reading city documents.

#### Observations

State leader in affordable housing investment. Per capita investment in Fairfax is the only locality that is close—\$50M investment but much larger population. Staffing in Charlottesville is not commensurate with funding levels.

Wide range of programs, operated by multiple nonprofits and city agencies. Notes recent staff changes.

#### Staffing

City report that featured \$10M in housing spend also recommended 10% of that for staffing. Last April, OCS (Office of Community Solutions) noted staffing needs. Outside and inside stakeholders have noted the same. City was below 5% level of that \$10M with 2.5 OCS staff members working on housing.

Currently MM is acting "Housing Program Manager", lots of responsibilities.

Housing Grant Administrator and Compliance Coordinator (MM's position) is the other current position on paper. Responsible for managing ~\$2M in grants/year btw CSRAP, HOPS, CAHF.

Some other responsibilities being filled in by KB. Outside legal counsel hired for CRHA and non-profit affordable housing deals and evaluation, prep and admin of development agreements. Need a professional with appropriate skillset for these duties.

Previous structure before OCS was dissolved in 2025: OCS director (not exclusively housing), Antoine Williams (no longer with City), Brenda Kelley (no longer in housing work since OCS reorganization).

#### Goals

Protect City in development deals and contracts for services

Make sure we get what we pay for now and over term of agreements

Measure impact and tell City's housing story

Review where we are, update plans, focus on top priorities

More monitoring, data collection, tracking, coordination  
Enhance policy, process, procedure

Draft staffing recommendations

- 1. Housing Programs Manager/Deputy NDS Director for Housing (currently funded)**  
Strategic focus, coordinate with all partners, communication
- 2. Housing Finance Administrator (recommended)**  
High level development finance expertise; specialized skillset, someone who has done deals, familiar with LIHTC and development financing
- 3. Housing Grants and Compliance Manager (currently funded)**
- 4. Housing Policy Analyst/Planner (recommended)**  
Review existing and proposed programs. Broader, overall view of programs; guidance of overall system. Ex: evaluate new programs like Tax Abatement program, periodic review of CSRAP, etc. Zoom out, look at big picture.
- 5. Fund Development/Resource Development Specialist (recommended)**  
Increase non-local taxpayer funding from charitable, state, federal sources. Could be piloted for 2 years to see if revenue exceeds cost of position. Ex: Virginia Housing administrative support grants.

Strongly recommends funding and staffing new positions #2 and #4.

**DR:** Notes past City success in historic preservation planning. Had an effective staff member who was skilled at procuring funds and shepherding project, and who had authority to act—a czar or shepherd. Previously, City Council had a clear priority of historic preservation (similar to housing now), and MJ translated that into practice, was a tie-breaking vote so to speak. Supports Deputy Director level or even higher for Housing Program Manager. Need to pay for the diverse skillset and extensive experience needed. Most excited about positions #1 and #5 (finding other people's money).

**SM:** Similar thought, need a housing ombudsman—an ally, partner within the City who prioritizes housing.

**JJ:** Community doesn't trust planning department, ombudsman could function as relationship builder. Notes Ose's presence in the community.

**KB:** Housing Program Manager position is on par with Building Code Official currently. Would be a budget request to upgrade to Deputy Director status.

**DR:** Needs to be above Building Code official, Fire, etc.

**KB:** Need to balance with state regulations, codes, continue to find middle path.

**MP:** Housing Program Manager will need to be empowered by City Manager and Council to advocate and work across departments.

**MM:** This HPM role will be different than previously and will be more freed up from administrative duties by new hires.

**JJ:** Notes neighborhood preservation, anti-displacements efforts have lapsed.

**SM:** Have sent many opportunities for funding to City that required their participation to secure, but City lacked staff capacity to collaborate and secure those funds.

**DR:** For example, in Habitat's Albemarle County projects, we need them to apply for some grants in which Habitat becomes a sub-grantee.

**NS:** Could use flowchart of existing and proposed programs, how they fit together.

**KB:** Can also show how programs connect across departments as well. CAHF and HOPS and CSRAP programs reach other areas.

Notes in her previous position in Arlington, VA there were 10 people in the Housing department administering ~\$15M in spending.

**AF:** Sees positions #1-4 as essential. Emphasizes cross-training and cross-functional support to adjust to seasonality of work, ensure stability, have staff who can fill in for each other.

**KB:** City Manager Sam Sanders is presenting a draft budget in early March. In current situation, adding new staff is daunting; may recommend a phasing approach. This report is internal for NDS and City Manager, not planning to bring to Council.

**DR:** Realistic timeframe for funding positions?

**KB:** Requested funding for one position beyond MM and HPM, feedback from City Manager's office was hard to add given \$5M budget gap.

iii. **Check in on HAC 2026 Priorities**

**SM:** Re: Intervention Analysis Tool (IAT), some prelim conversations, decided to wait for Chief Strategy Officer Jennifer Hendricks to settle in, then set up a meeting.

Emergent initiative "Direct to Housing" funded by BRACH to address short- and medium-term housing insecurity and homelessness, timeline is end of 2026.. Landlord Risk Reduction Fund would be a great tool to be in place for that.

**NS:** Timeline of any new Housing staff hires will affect ability to roll out new programs.

**KB:** Fiscal workplan for 27-28 coming soon. Budget discussion will inform possibilities.

**SM:** Question of internal City capacity and also what can be contracted out to an existing nonprofit partner. Notes HAC specified an outside org to administer the LRRF.

**AF:** Don't always need a full-time position, which is a long-term commitment of benefits, salary, etc. Could look at a pilot as an initial step. And sometimes a program isn't best suited for a City to manage, need to ask who is the appropriate organization.

Motion to support funding third Housing staff position

**DR:** Moves to support NDS director's request for one additional funding slot for housing staff.

**SM:** Question of where funds come from. Initially the recommended \$10M fund was not meant to fund staff directly.

**KB:** We are already committed to more than \$10M/year through 2030. Staffing would be in addition to that.

**NS:** Notes City Manager's influence on funding—what is the role of HAC pushing for funding allocation to Council?

**SM:** Draft a letter? Short 2 sentence resolution, then longer memo with background?

**DR:** Move that HAC affirms the needs for additional NDS housing staff capacity generally as described in the consultant's recent reporting, and as a necessary first step the inclusion of funding within the FY27 budget cycle for at least one additional housing staff position subject to NDS director's discretion, above the \$10M existing commitment to affordable housing.

*Motion passes.*

**MP:** Notes \$1M funding from City to tourism board, in additional to \$2M from county, spent on digital advertising.

**5. Public Comment**

**Latricia Giles:** Notes support from PHAR for HAC's letter to City Council recommending the funding of a third Housing staff position in order to further City's affordable housing efforts.

**6. Next Meeting: February 18, 2026 in NDS Conference Room**

**7. Adjourn**

Meeting adjourned 147p.