



September 18, 2020

## NOTICE OF REGULAR MEETING

Notice is hereby given that the Board of Commissioners of the Hampton Redevelopment and Housing Authority will hold its Regular Meeting on September 23, 2020 at 8:30 a.m. The Work Session has been cancelled.

IN ACCORDANCE WITH (1) EXECUTIVE ORDER NUMBER FIFTY-ONE (51) OF THE GOVERNOR OF THE COMMONWEALTH OF VIRGINIA DECLARING A STATE OF EMERGENCY, THE NATURE OF WHICH MAKES IT IMPRACTICABLE OR UNSAFE FOR THE AUTHORITY'S BOARD TO ASSEMBLE IN A SINGLE LOCATION AND (2) SECTION 4-0.01(g) OF CHAPTER 1283 OF THE 2020 ACTS OF THE GENERAL ASSEMBLY OF VIRGINIA, THE MEETING WILL BE CONDUCTED BY ELECTRONIC MEANS, BY THE ZOOM VIDEOCONFERENCING APPLICATION.

ANY PERSON INTERESTED IN ATTENDING THE MEETING MAY DO SO BY OPENING THIS LINK AT THE MEETING'S START: <https://zoom.us/j/93079500617>

To participate in audio-only mode, dial: 646-558-8656 | Meeting ID: 930 7950 0617

The board agenda packets and materials are attached.

Aaru Ma'at  
Executive Director and  
Secretary of the Board of  
Commissioners



Regular Meeting  
Board of Commissioners  
Hampton Redevelopment and Housing Authority

September 23, 2020  
8:30 a.m.  
Meeting held Electronically  
by the Zoom  
Videoconferencing Platform

Roll Call     Eason \_\_\_\_\_ Heath \_\_\_\_\_ Moffett \_\_\_\_\_ Purcell \_\_\_\_\_  
                  Schmidt \_\_\_\_\_ White \_\_\_\_\_ Adams \_\_\_\_\_

1. Consideration of Minutes of the Regular Meeting held on August 26, 2020 **Exhibit 1**
2. Ms. Linda Melton, Community Outreach Officer, Fulton Bank, will present a contribution to HRHA **Exhibit 2**
3. Ms. Sandra Soucie, Director and Ms. Beatrice Barberio, Senior Policy Advisor, Quadel Consulting, will provide the Board with an update on the Moving to Work Cohort 2 Next Steps **Exhibit 3**
4. Presentation by Mr. Terry O'Neill, Community Development Director and Ms. Allison Eichele, Senior Planner, City of Hampton, discussing changes to the City's multifamily use standards **Exhibit 4**
5. Updates **Exhibit 5**
6. Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.3. to discuss the disposition of property that is publicly held in the Downtown area of the City where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and § 2.2-3711 A.1. to discuss a personnel matter concerning the salary and other terms of the Executive Director contract **Exhibit 6**
7. Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting **Exhibit 7**
8. Other Business

**EXHIBIT NO. 1**

**AGENDA SHEET FOR BOARD  
OF COMMISSIONERS**

**Prepared By:** Meredith Clark, Assistant to Exec. Director **Date:** September 18, 2020

**Phone:** 727-6493 **E-mail:** mclark@hamptonrha.com

**Brief Description of Item and Prior Actions:**

Attached for your consideration of Minutes of the Regular Meeting held on August 26, 2020.

**Motion Requested:** Motion to Approve Minutes from the Regular Meeting held on August 26, 2020.

**Staff Recommendation:** Approval of Motion

**List of Attachments:** Minutes of the Meetings

Regular Meeting  
Board of Commissioners  
Hampton Redevelopment and Housing Authority  
Meeting held Electronically via Zoom Platform  
August 26, 2020 8:30 a.m.

**Commissioners Present:** Mr. James Eason, Mr. Butch Heath, Mr. Will Moffett, Ms. Valarie Purcell, Ms. Teresa Schmidt, Ms. Edith White and Mr. Steve Adams

**Absent:** None

**Staff Present:** Ms. Joyce Melvin-Jones, Ms. Meredith Clark, Mr. Aaru Ma'at, Ms. Nancy Burleson, Ms. Tammy Emerson, Ms. Yvonne Hodges

**Exhibit 1- Consideration of Minutes of the Regular Meeting held on July 22, 2020**

**Motion to Approve:** W. Moffett

**Second:** B. Heath

**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White

**“Nays”:** None

**Exhibit 2 - Mr. Chuck Rigney, Executive Director of Economic Development, City of Hampton, will update the Board on the WVS Development**

Mr. Chuck Rigney, Executive Director of Economic Development, City of Hampton, updated the Board on the WVS Downtown development project. Progress has been made with Dominion Energy and Virginia Natural Gas with relocating service boxes and underground infrastructure. WVS Goodyear site was closed on July 24, 2020 for \$2,146,200. The site is projected to have a minimum of 125 residential units. The total capital investment is \$25,440,000 and the estimated annual real estate taxes is \$315,446.

**Exhibit 3 - Presentation by Yvonne Hodges, Community Development Manager, on a Deed of Easement for the construction, maintenance and operation of a signal bungalow for the railroad warning system at LaSalle Avenue as part of Lincoln Park**

Yvonne Hodges, Community Development Manager discussed a Deed of Easement being sought by the City at LaSalle Avenue as part of Lincoln Park. The new signal bungalow will replace the older warning system with a new crossing gate.

**Exhibit 4 - Approval of the Resolution authorizing the Hampton Redevelopment and Housing Authority to enter into and execute a Deed of Easement with the City of Hampton for the construction, maintenance and operation of a signal bungalow for the railroad warning system at LaSalle Avenue as part of Lincoln Park**

**Motion to Approve:** J. Eason

**Second:** T. Schmidt

**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White

**“Nays”:** None

## **Resolution No. 1542**

### **RESOLUTION AUTHORIZING THE HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY TO ENTER INTO AND EXECUTE A DEED OF EASEMENT WITH CSX TRANSPORTATION, INC. FOR THE CONSTRUCTION, MAINTENANCE AND OPERATION OF A RAILROAD WARNING SYSTEM AT LASALLE AVENUE CROSSING**

Hampton Redevelopment and Housing Authority, (the “Authority”), a political subdivision of the Commonwealth of Virginia, acting pursuant to the Housing Authorities law of the Commonwealth of Virginia, does hereby consent to the following resolutions:

**WHEREAS**, the Hampton Redevelopment and Housing Authority (the “Authority”), a political subdivision of the Commonwealth of Virginia, owns property located on the railroad track near the intersection of LaSalle Avenue and Pembroke Avenue commonly known as LaSalle Avenue Crossing (LRSN 2000368) located in Hampton, Virginia (“Property”); and

**WHEREAS**, CSX Transportation, Inc. (“CSX”) is working with the City of Hampton to upgrade the existing crossing warning system at that intersection; and

**WHEREAS**, CSX is requesting an easement for the construction, maintenance and operation of a signal bungalow for the railroad warning system on the Property; and

**WHEREAS**, the Authority desires to grant an easement to CSX for the construction, maintenance and operation of a signal bungalow for the railroad warning system on the Property as shown on the attached aerial site map (“Exhibit 2”).

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Board of Commissioners of the Hampton Redevelopment and Housing Authority authorizes the Interim Executive Director to enter into and execute the attached Deed of Easement (“Exhibit 1”) between the Hampton Redevelopment and Housing Authority and CSX Transportation, Inc. for the construction, maintenance and operation of a signal bungalow for the railroad warning system at Lasalle Avenue as shown on the attached aerial site map (“Exhibit 2”);

**FURTHER RESOLVED**, that the Interim Executive Director is authorized, empowered, and directed to execute and deliver all such other documents necessary, on the advice and approval of counsel, to effectuate this transaction.

ADOPTED this 26<sup>th</sup>, August 2020.

**Exhibit 5 - Tammy Emerson, Chief Housing Officer, will present three additional waivers authorized by the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-05 and PIH Notice 2020-13 (HA) Rev.1.**

Tammy Emerson, Chief Housing Officer, discussed three additional waivers that have been offered by HUD. These waivers (1) make adjustments to inspection requirements, (2) extend the period of time before a housing assistance payment (HAP) is made before a contract is terminated automatically and, (3) waives the requirement that the public housing authority must inspect each project.

**Exhibit 6 - Consideration to Approve the Implementation of Various Waivers Authorized by the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-05 and PIH Notice 2020-13 (HA) Rev.1.**

**RESOLUTION NO. 1543**

Resolution of the Board of Commissioners of the  
Hampton Redevelopment and Housing Authority Approving the Implementation of Various  
Waivers Authorized by the U.S. Department of Housing and Urban Development (HUD) under  
PIH Notice 2020-05 and 2020-13 (HA) Rev 1.

WHEREAS, the Hampton Redevelopment and Housing Authority (HRHA) administers  
Public Housing and Section 8 Tenant Based and Project Based Programs; and

WHEREAS, the Department of Housing and Urban Development (HUD) and the Congress  
issue regulatory and statutory waivers to housing policies; and

WHEREAS, the Department of Housing and Urban Development issued PIH  
Administrative Notice 2020-13 (HA) Rev. 1 on July 2, 2020, which notice covered previously  
implemented waivers and implemented additional waivers and alternative requirements, and  
extends the periods of availability for previously established waivers: and

WHEREAS, the Department of Housing and Urban Development strongly encourages  
PHAs to utilize any and all such waivers and alternative requirements as necessary to keep  
public housing and HCV programs operational to the extent practicable; and

WHEREAS, the waivers implemented through this notice provide administrative relief  
and allow for alternative approaches to various aspects of PHA operations and HRHA desires to  
implement these waivers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the  
Hampton Redevelopment and Housing Authority as follows:

1. The Executive Director or Interim Executive Director is authorized to implement all applicable waivers or exceptions identified in HUD Notice PIH 2020-05 and 2020-13(HA) Rev.1 that in his or her discretion are appropriate and necessary for the

operations of the Housing Authority and in the best interests of the clients and residents served by the Housing Authority.

- 2. The Board approves the additional waivers listed on the attached Exhibit A to this Resolution. Such waivers shall be for the maximum time allowed by HUD Notice PIH 2020-13(HA) Rev. 1 and any revisions.

ADOPTED this 26<sup>th</sup> Day of August 2020.

**Motion to Approve: T. Schmidt**  
**Second: B. Heath**  
**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White  
**“Nays”:** None

**Exhibit 7 - Anne Branche, Chief Administrative Officer, will present revisions to several HRHA Personnel policies to comply with state law effective August 26, 2020**

Ms. Anne Branche, Chief Administrative Officer, presented revisions to HRHA personnel policies. These revisions are to Chapters Two and Three. Chapter Two revisions pertaining to equal opportunity and harassment policies. Chapter Three revisions pertain to changes in the grievance policies. These changes are required by state law and if approved will go into effect August 26, 2020.

**Exhibit 8 – Consideration to Approve HRHA’s Personnel Policies as written, effective August 26, 2020**

**RESOLUTION NO. 1544**

Resolution Revising the Personnel Policy, Chapters 2. Employee Relations and Chapter 3. Grievance Procedures.

WHEREAS, the Board of Commissioners of the Hampton Redevelopment and Housing Authority adopted a revised Personnel Policy dated March 24, 2010; and

WHEREAS, effective July 1, 2020, the Equal Opportunity and Harassment Policies; Complaint and Investigation Procedures Policy, Definition of a Grievance Policy, and Allegations of Discrimination and/or Harassment Policy has been revised to be in compliance with the laws of the State of Virginia; and,

WHEREAS, the Hampton Redevelopment and Housing Authority now deems it necessary to revise the Authority’s Personnel Policy, Chapters 2. Employee Relations and Chapter 3. Grievance Procedures, effective July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that the Personnel Policy of the Hampton Redevelopment and Housing Authority is hereby revised effective July 1, 2020.

ADOPTED this 26<sup>th</sup> day of August 2020.

**Motion to Approve: T. Schmidt**  
**Second: E. White**  
**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White  
**“Nays”:** None

**Exhibit 9 – Updates**

Mr. Aaru Ma’at, Interim Executive Director, updated the Board on development in Buckroe. A development group from the New York and Richmond, VA areas is interested in the Buckroe area and presented a conceptual proposal to the Planning Department of the City and will submit a formal proposal sometime later this year.

Mr. Ma’at also updated the Board on Lincoln Park and Asbury. Chuck Rigney, Director of Economic Development, has been in touch with a developer who is interested in both properties and will submit an unsolicited proposal by the end of September.

Leasing at Asbury is on the rise.

**Exhibit 10 - Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.3. to discuss the acquisition of property for a public purpose or the disposition of property that is publicly held in the Phoebus area of the City where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and to go into Closed session pursuant to Virginia Code § 2.2-3711 A.1. to discuss or interview candidates for the Executive Director position**

**Motion to Approve: T. Schmidt**  
**Second: E. White**  
**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White  
**“Nays”:** None

**Exhibit 11 - Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting**

**Motion to Approve: W. Moffett**  
**Second: E. White**  
**“Ayes”:** Adams, Eason Heath, Moffett, Purcell, Schmidt, White  
**“Nays”:** None

**Exhibit 12 – Other Business**

Vice Chairperson, Will Moffett, made a motion to approve the selection of Mr. Aaru Ma’at to the position of Executive Director of HRHA subject to negotiations of the employment contract with the Chief Administrative Officer, the Board Chairperson and HRHA legal counsel.

- Motion to Approve: W. Moffett**
- Second: B. Heath**
- “Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White**
- “Nays”: None**

EXHIBIT NO. 2

AGENDA SHEET FOR BOARD  
OF COMMISSIONERS

Prepared By: Aaru Ma'at, Executive Director Date: September 18, 2020

Phone: 727-6337 E-mail: amaat@hamptonrha.com

**Brief Description of Item and Prior Actions:**

Ms. Linda Melton, Community Outreach Officer, Fulton Bank will present a contribution to HRHA.

**Motion Requested:** N/A

**Staff Recommendation:** N/A

**List of Attachments:** N/A

**EXHIBIT NO. 3****AGENDA SHEET FOR BOARD  
OF COMMISSIONERS****Prepared By: Meredith Clark, Assistant to Exec. Director Date: September 18, 2020****Phone: 727-6493 E-mail: mclark@hamptonrha.com****Brief Description of Item and Prior Actions:**

Ms. Sandra Soucie, Director and Ms. Beatrice Barberio, Senior Policy Advisor, Quadel Consulting, will provide an update on the Moving to Work Cohort 2 next steps.

**Motion Requested:** N/A**Staff Recommendation:** N/A**List of Attachments:** N/A

**EXHIBIT NO. 4****AGENDA SHEET FOR BOARD  
OF COMMISSIONERS****Prepared By:** Meredith Clark, Assistant to Exec. Director **Date:** September 23, 2020**Phone:** 727-6493 **E-mail:** [mclark@hamptonrha.com](mailto:mclark@hamptonrha.com)**Brief Description of Item and Prior Actions:**

Presentation by Mr. Terry O’Neill, Community Development Director, and Ms. Allison Eichele, Senior Planner, City of Hampton, discussing changes to the City’s multifamily use standards. The following is a list of the summary of the changes:

1. We would be allowing multifamily use to continue by-right within the Buckroe and Phoebus districts
2. We would require new multifamily to meet a set of additional standards within the Downtown districts to be allowed by-right. If those standards weren’t met, the development could pursue a use permit to proceed.
3. We would require a use permit for all new multifamily elsewhere in the City.
4. We’re proposing a newly defined use of “residential mixed-use” which would be development with both commercial and residential units in one building. These would be allowed by-right in Downtown, Buckroe, and Phoebus districts if they meet the same set of standards as our new additional standards for DT multifamily (with one or two differences). They would need a use permit in other areas they are allowed for a case specific review of the project.
5. We’re expanding an existing use that currently allows one unit above commercial buildings to allow up to 4 units above a commercial space by-right with limited additional standards.
6. As a later phase, we hope to revisit allowing multifamily within our multifamily dwelling districts once we can improve the standards within those districts, and also allow it within the Coliseum Central area once we establish a Coliseum Central base district.

**Motion Requested:** N/A**Staff Recommendation:** N/A

**List of Attachments:**  
 Redline Table of Uses Permitted  
 Redline of Multifamily Definitions  
 Redline of Multifamily Additional Standards

TABLE OF USES PERMITTED - CITY OF HAMPTON ZONING ORDINANCE

Permission Key: P = permitted by-right | UP = use permit | PC = planning commission action | SX = special exception | ZA = zoning administrator permit | blank = not permitted | \* = see additional standards column for reference

USES	Standard Zoning Districts																					*Additional standards on uses	
	One- and Two-Family Residential											Multifamily Residential					Commercial			Manufacturing			
	R-LL	R-43	R-R	R-33	R-22	R-15	R-13	R-11	R-9	R-8	R-4	MD-1	MD-2	MD-3	MD-4	R-M	C-1	C-2	C-3	M-1	M-2		M-3
<b>RESIDENTIAL - 1, 2 &amp; MULTIFAMILY</b>																							
1-family detached dwelling	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*					P*							Sec. 3-3(1)	
2-family dwelling (on one lot)										P					P								
duplex dwelling (on two fee-simple lots)										P					P							Sec. 3-3(2)	
multifamily dwelling ***MAKE SURE TO CHANGE TABLE TO MOST RECENT ONE***																						Sec. 3-3(58)	
townhouse (on a fee-simple lot)																							
manufactured home			P*																			Sec. 3-3(3)	
manufactured/mobile home park																						Sec. 3-3(4)	
manufactured/mobile home subdivision																						Sec. 3-3(4)	
upper-floor dwelling units (one-unit-over-commercial)																						Sec. 3-3(5)	
residential mixed-use development																						Sec. 3-3(59)	
dwelling unit for resident caretaker/watchman home occupation	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*		P*	P*	P*	Sec. 3-3(6) Sec. 3-3(7)
<b>GROUP LIVING</b>																							
boarding/rooming house																							
detention facility																							
group home 1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
group home 2																							
halfway house																							
juvenile residence	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*				Sec. 3-3(8)	
nursing home																							
orphanage																							
shelter	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*			Sec. 3-3(9)	
<b>RETAIL SALES, SERVICES &amp; OFFICE</b>																							
bank, with drive-through																							
bank, without drive-through																							
barber shop/beauty salon																							
bed & breakfast 1	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP					
bed & breakfast 2	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP	UP					
bicycle sales and repair																							
boat repair																							
boat sales																						Sec. 3-3(45)	
car wash, hand/auto detailing																							
car wash, self-service or automated																							
catering service																							
clothing maker, custom																							
computer equipment repair																							
day care 1, family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P*	P*	P*	Sec. 3-3(10)
day care 2, family	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*		P*	P*	P*	Sec. 3-3(11)
day care 1, commercial																							
day care 2, commercial	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*				Sec. 3-3(49) Sec. 3-3(50)	
day spa																							
dry cleaning, collection or pick-up station																							
dry cleaning, closed type using nonflammable liquid																							
dry cleaning																							
farm supplies/equipment sales and service																							
funeral home/mortuary																							
gas station																							
hotel																							
hotel, extended stay																							
laundromat																							
liquor store																							
loan office																							
motorcycle sales																						Sec. 3-3(40)	
motorcycle service																						Sec. 3-3(41)	
office, general																							
office, government																							
office, laboratory or research																						Sec. 3-3(44)	
office, medical																							

TABLE OF USES PERMITTED - CITY OF HAMPTON ZONING ORDINANCE

Permission Key: P = permitted by-right | UP = use permit | PC = planning commission action | SX = special exception | ZA = zoning administrator permit | blank = not permitted | \* = see additional standards column for reference

USES	Special Zoning Districts																								*Additional standards on uses				
	Langley Flight Approach						Residential Transition	Buckroe Bayfront					Hampton Roads Center			Langley Business Park	Downtown			Phoebus			Fort Monroe				Parks		
	LFA-1	LFA-2	LFA-3	LFA-4	LFA-5	LFA-6	RT-1	BB-1	BB-2	BB-3	BB-4	BB-5	HRC-1	HRC-2	HRC-3	LBP	DT-1	DT-2	DT-3	PH-1	PH-2	PH-3	FM-1	FM-2		FM-3	FM-4	PO-1	PO-2
<b>RESIDENTIAL - 1, 2 &amp; MULTIFAMILY</b>																													
1-family detached dwelling					P		P*	P	P	P													P	P	UP				
2-family dwelling (on one lot)								P	P	P							P	P					P	P	UP				
duplex dwelling (on two fee-simple lots)							P*	P	P	P							P	P					P	P	UP				
multifamily dwelling ***MAKE SURE TO CHANGE TABLE TO MOST RECENT ONE***							UP*		P	P	P	P					P*/UP*	P*/UP*	P*/UP*	P	P	P		P	UP				
townhouse (on a fee-simple lot)							P										P	P	P	P	P	P		P	UP				
manufactured home																													
manufactured/mobile home park							UP*												UP*										
manufactured/mobile home subdivision							UP*												UP*										
upper-floor dwelling units (one unit over commercial)										P*	P*	P*					P*	P*		P*	P*	P*		P*	P*				
residential mixed-use development										P*/UP*	P*/UP*	P*/UP*					P*/UP*	P*/UP*		P*/UP*	P*/UP*	P*/UP*		UP	UP				
dwelling unit for resident caretaker/watchman home occupation	P*	P*		P*		P*	P*	P*	P*	P*	P*	P*			P*		P*	P*	P*	P*	P*	P*	P*	P*	P*				
<b>GROUP LIVING</b>																													
boarding/rooming house							P										P		P										
detention facility																													
group home 1					P		P	P	P	P							P	P	P				P	P					
group home 2																													
halfway house																													
juvenile residence																							P	P					
nursing home							UP										UP	UP	UP										
orphanage																													
shelter																													
<b>RETAIL SALES, SERVICES &amp; OFFICE</b>																													
bank, with drive-through		P		P		P	P			P	P	P		P	P	P	P	P		UP	UP	UP			UP				
bank, without drive-through		P	P	P		P	P			P	P	P		P	P	P	P	P		P	P	P			UP	UP			
barber shop/beauty salon		P					P			P	P	P		P			P	P		P	P	P			UP	UP			
bed & breakfast 1							UP	UP	UP	UP							UP	UP	UP	UP	UP	UP	UP	UP	UP	P			
bed & breakfast 2							UP	UP	UP	UP							UP	UP	UP	UP	UP	UP	UP	UP	UP	P			
bicycle sales and repair							P			P	P	P		P		P	P	P		P	P	P		UP	UP				
boat repair	P	P																P							UP				
boat sales	P*	P					P			P	P	P		P			P	P		P	P	P			UP				
car wash, hand/auto detailing	P	P					P																						
car wash, self-service or automated	P	P																											
catering service														P		P				P	P	P			UP	P			
clothing maker, custom		P		P		P	P			P	P	P				P	P	P		P	P	P							
computer equipment repair		P											P	P		P				P	P	P							
day care 1, family	P*	P*	P*	P*	P	P*	P	P	P	P	P	P	P*	P*	P*		P	P	P	P	P	P	P	P	P		P*	P*	
day care 2, family	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*		P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	
day care 1, commercial																ZA*	ZA*	ZA*	ZA*	ZA*	ZA*	ZA*	ZA*	ZA*	ZA*		ZA*		
day care 2, commercial																UP	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*	UP*		UP*		
day spa							P									P	P	P		P	P	P		UP	UP				
dry cleaning, collection or pick-up station		P		P		P	P			P	P	P					P	P		P	P	P		UP	UP				
dry cleaning, closed type using nonflammable liquid							UP										UP	UP											
dry cleaning														P		UP													
farm supplies/equipment sales and service	P	P																											
funeral home/mortuary							UP													P	P	P							
gas station	P	P												P		UP	P	P		UP	UP	UP							
hotel																							UP	UP	UP				
hotel, extended stay										UP	UP	UP	UP	P			UP	UP		UP	UP	UP	UP	UP	UP				
laundromat							P										P	P		P	P	P							
liquor store				P		P	P			P	P	P		P		UP	P	P		P	P	P							
loan office							P										P	P		P	P	P							
motorcycle sales																													

1 **Ordinance To Amend And Re-Enact The Zoning Ordinance Of The City Of Hampton,**  
2 **Virginia By Amending Chapter 2 Entitled “Definitions” To Add New Definitions Of Upper-**  
3 **floor Dwelling Units and Residential Mixed-use Development.**

4  
5 **WHEREAS**, the public necessity, convenience, general welfare and good zoning practice so  
6 require;

7  
8 **BE IT ORDAINED** by the City Council of the City of Hampton, Virginia that Section 2-2 of Chapter  
9 2 of the Zoning Ordinance of the City of Hampton, Virginia be amended to read as follows:

10  
11 Section 2-2. – Definitions

12 ...

13 ~~Live/work dwelling. A type of mixed-use building where the first floor is used for~~  
14 ~~nonresidential activity and the upper floor(s) are used for residential activity, and the two~~  
15 ~~(2) uses have separate entrances; the resident of the upper floor need not be the~~  
16 ~~operator of the nonresidential use below.~~

17 ...

18 Open space. A parcel of land or an area of water or combination thereof, designated and  
19 limited within a development site as being intended for the recreational use (passive and  
20 active) and enjoyment of the residents. Open space shall not include streets, alleys, off-  
21 street parking or loading areas, or other facilities dedicated as either private or public  
22 right-of-way.

23 *Open space amenity. The specific open space area provided to residents as part of a*  
24 *development for their use and enjoyment. These amenities may be improved surfaces,*  
25 *such as roof decks, balconies, private patios, or they may be of unimproved surfaces,*  
26 *provided they are designed to be used and enjoyed by the residents, as determined by*  
27 *the Zoning Administrator. The open space amenity shall not be counted toward any*  
28 *green area requirements for the property.*

29 ...

30 *Residential mixed-use development. A type of development with both residential uses*  
31 *and non-residential uses, where the residential use is contained within the same building*  
32 *as the non-residential use or uses. This does not include development which has*  
33 *residential and non-residential uses physically separated on the same lot. The non-*  
34 *residential use included within the residential mixed-use development must also be*  
35 *permitted within the applicable zoning district and comply with all relevant standards for*  
36 *that use.*

37 ...

38 *Story. A story in the context of a building shall be understood to be that portion of a*  
39 *building included between the upper surface of a floor and the upper surface of the floor*  
40 *or roof next above. A story is measured as the vertical distance from top to top of two*  
41 *successive finished floor surfaces and, for the topmost story, from the top of the floor*  
42 *finish to the top of the ceiling joists or where there is not a ceiling, to the top of the roof*  
43 *rafters. In the case of one-family, two- family, or duplex dwellings, a habitable attic that*  
44 *does not exceed 400 square feet and is not greater than two thirds of the area of the*  
45 *story below, shall not be considered a story.*

46 ...

1 **Ordinance To Amend And Re-Enact The Zoning Ordinance Of The City Of Hampton,**  
 2 **Virginia By Amending Section 3-2 Entitled “Table of Uses Permitted” and Section 3-3**  
 3 **Entitled “Additional Standards On Uses” To Modify Regulations Pertaining to Multifamily**  
 4 **Dwelling Use**

5  
 6 **Whereas**, the public necessity, convenience, general welfare and good zoning practice so  
 7 require;

8  
 9 **BE IT ORDAINED** by the Council of the City of Hampton, Virginia that Sections 3-2 and 3-3 of  
 10 the Zoning Ordinance of the City of Hampton, Virginia, be amended to read as follows:

11  
 12 **CHAPTER 3 – USES PERMITTED**

13  
 14 **Sec. 3-2. Table of uses permitted.**

15 **(a) Table of Uses Permitted in Standard Zoning Districts.**

16 *[See attached use table for changes.]*

17 **(b) Table of Uses Permitted in Special Zoning Districts.**

18 *[See attached use table for changes.]*

19 ...

20  
 21 **Section 3-3. – Additional standards on uses.**

22 (5) Upper-floor dwelling units *in the C-2, BB-3, BB-4, BB-5, DT-1, DT-2, PH-1, PH-2, PH-3*  
 23 *districts shall comply with the following minimum conditions:-*

24 (a) In the C-2 district, upper-floor dwelling units, with an approved use permit may be  
 25 located above permitted *C-2 uses when the following additional standards are met:*  
 26 ~~office, retail or commercial uses excluding certain uses listed below:~~

27 ~~(i) Car wash, hand/auto detailing; (ii) Car wash, self-service or automated; (iii)~~  
 28 ~~Boarding/rooming houses; (iv) Religious facilities; (v) Commercial~~  
 29 ~~communications towers, not to exclude building mounted antennas with an~~  
 30 ~~approved use permit; (vi) Detention facilities; (vii) Gas stations; (viii) Group~~  
 31 ~~homes; (ix) Halfway houses; (x) Light vehicle repair; (xi) Motorcycle sales; (xii)~~  
 32 ~~Motorcycle service; (xiii) Orphanages; (xiv) Skating rink, ice or roller; (xv)~~  
 33 ~~Swimming pool, commercial; (xvi) Tire sales; (xvii) Tire repair; (xviii) Turkish~~  
 34 ~~baths; (xix) Vehicle storage, including vehicle storage accessory to heavy vehicle~~  
 35 ~~repair.~~

36 *(i) Residential uses may not be combined with any other use on the same floor.*

37 (ii) Residential uses may not be located on **the** pedestrian level and must have at  
 38 least one (1) separate exterior entrance.

39 (iii) No ~~commercial, office, retail, or parking~~ **non-residential** uses shall be located  
 40 on any floor above a residential use.

41 (iv) Commercial building setbacks shall apply with all building code standards  
 42 being met as necessary for such building separations.

43 (b) In the **BB-3, BB-4, BB-5, DT-1, and DT-2 PH-1, PH-2, PH-3, FM-2, and FM-3**  
 44 districts, ~~mixed-use structures~~ **with upper-floor dwelling units** may include ~~two (2) or~~  
 45 ~~more of the following elements: residential, office, retail, commercial or parking~~ **be**  
 46 **permitted** with the following **minimum** standards:

47 (i) Residential uses may not be combined with any other use on the same floor.

48 (ii) Residential uses may not be located on **the** pedestrian level and must have at  
 49 least one (1) separate exterior entrance.

50 (iii) No ~~commercial, office, retail, or parking~~ **non-residential** uses shall be located  
 51 on any floor above a residential use.

52 ...

53 **(58) Multifamily dwelling in MD-2, MD-3, MD-4, R-M, C-2, RT-1, DT-1, DT-2, and DT-3 districts**  
 54 **shall comply with the following minimum conditions:**

55 (a) **Multifamily dwellings legally conforming established prior to January 1, 2021 shall be**  
 56 **exempt from the requirements of this section for as long as the use is not enlarged or**  
 57 **extended to occupy an area greater than the structures or land area which was**  
 58 **occupied by the conforming use as of January 1, 2021, unless such alteration,**  
 59 **enlargement, or extension is required to comply with local, state, or federal law.**

60 (b) **In the DT-1, DT-2, and DT-3 districts, the following additional standards shall be**  
 61 **required:**

62 (i) **The minimum residential development density shall be thirty (30) units per**  
 63 **buildable acre.**

64 (ii) **A minimum of ninety (90) percent of the front setback line across the entire**  
 65 **parcel must be occupied by the building façade, which has occupiable, wholly**  
 66 **enclosed space directly behind and connected to it, except allowing for**  
 67 **required drive aisle(s) to access required off-street parking areas.**

68 (iii) **The primary access for all buildings shall be from a public street. The primary**  
 69 **access is not permitted from the parking area or alley.**

70 (iv) **Off-street parking shall be provided behind the multifamily dwelling building**  
 71 **with respect to the front public right-of-way, or as an integrated part of the**  
 72 **multifamily dwelling building as structured parking.**

73 (v) **The first finished floor of any dwelling shall be a minimum of thirty six (36)**  
 74 **inches above the grade of the public sidewalk at the primary access entrance**  
 75 **to the building.**

76  
 77  
 78

79 (vi) The minimum sill height of any street-adjacent window of a dwelling shall be  
80 five (5) feet above the adjacent grade.

81 (vii) A minimum of twenty (20) percent of the first floor street-adjacent building  
82 façades shall be comprised of glass windows and/or glass doors.

83 (viii) There shall be first floor windows on all façades of the building.

84 (ix) There shall be a maximum front setback for primary structures of fifteen (15)  
85 feet.

86 (x) If the upper levels of a structure provide for any balconies which project  
87 street-ward, the structure or balcony shall be constructed in such a way that  
88 the balcony does not project into the public right-of-way.

89 (xi) All multifamily dwelling buildings shall be a minimum of two (2) stories.

90 (xii) Sixty (60) percent of all residential units shall have access to an open space  
91 amenity either in the form of individual space for the unit's use, or shared  
92 common space which is sized in such a way to accommodate all of the  
93 required units. In the event that the requirement causes a fraction of a unit,  
94 the requirement shall be rounded up to the nearest whole number.

95  
96 (aa) Individual open space amenities shall have a minimum dimension of  
97 six (6) feet by six (6) feet.

98 (bb) Shared common space may only be used as an open space amenity  
99 when accommodating four (4) units or more. Such shared common space  
100 must be sized to provide at least twelve (12) square feet per each unit.  
101 The shared common space shall have a minimum dimension of six (6) by  
102 six (6) feet.

103  
104 (xiii) For multifamily dwellings containing fifty (50) or more units, at least one  
105 (1) of the following facilities shall be provided on the same lot: swimming  
106 pool, clubhouse or similar common room, lighted tennis court, lighted  
107 basketball court, nine-hole golf course, shuffleboard area, dock, pier, boat  
108 ramp, on-site day care, dog park, or other similar active recreation area as  
109 approved by the Zoning Administrator. The facility required here shall not be  
110 counted towards the requirement of Sec. 3-3(58)(b)(xii).

111  
112 (c) Multifamily dwellings not meeting all of the requirements set forth under the provision  
113 of Section 3-3(58)(b) are subject to obtaining a use permit by city council. The city  
114 will evaluate each application on a site-by-site basis with regard to the surrounding  
115 land use patterns and city council may impose more restrictive conditions where  
116 warranted. City council will consider the following traits when deciding on the  
117 suitability of the development for the project location:

118  
119 (i) Development's conformance with all applicable Master Plans, Hampton  
120 Community Plan, and the Hampton Resiliency Initiative.

121 (ii) The development's proposed amenities available for residents.

122 (iii) Any proposed access or connectivity to nearby features.

123 (iv) The quality of the building design and architecture.

124  
125  
126 (59) Residential mixed-use development in the BB-3, BB-4, BB-5, DT-1, DT-2, PH-1, PH-2, PH-  
127 3 districts, shall be permitted when complying with the following required conditions:  
128

- 129 (a) Residential mixed-use development legally conforming established prior to January  
130 1, 2021 shall be exempt from the requirements of this section for as long as the use  
131 is not enlarged or extended to occupy an area greater than the structures or land  
132 area which was occupied by the conforming use as of January 1, 2021, unless such  
133 alteration, enlargement, or extension is required to comply with local, state, or  
134 federal law.
- 135 (b) Off-street parking shall be provided behind the multifamily dwelling building with  
136 respect to the front public right-of-way, or as an integrated part of the multifamily  
137 dwelling building as structured parking.
- 138 (c) A minimum of ninety (90) percent of the front setback line across the entire parcel  
139 must be occupied by the building façade, which has occupiable, wholly enclosed  
140 space directly behind and connected to it, except allowing for required drive aisle(s)  
141 to access required off-street parking areas.
- 142 (d) The non-residential use or uses must occupy at least all of the first floor for any  
143 residential mixed-use building.
- 144 (e) The minimum residential development density shall be thirty (30) units per buildable  
145 acre.
- 146 (f) Primary access for all buildings shall be from a public street. The primary access is  
147 not permitted from the parking area or alley.
- 148 (g) A minimum of twenty (20) percent of the first floor street-adjacent building façades  
149 shall be comprised of glass windows and/or glass doors.
- 150 (h) There shall be first floor windows on all façades of the building.
- 151 (i) There shall be a maximum front setback for primary structures of six (6) feet unless  
152 one of the following optional pedestrian amenities is provided in accordance with  
153 the City of Hampton Pedestrian Amenity Design Standards, in which case the  
154 maximum shall be fifteen (15) feet:
- 155
- 156 (i) Courtyard.  
157 (ii) Outdoor seating area.
- 158
- 159 (j) If the upper levels of a structure provide for any balconies which project street-ward,  
160 the structure or balcony shall be constructed in such a way that the balcony does  
161 not project into the public right-of-way.
- 162 (k) All residential mixed-use buildings shall be a minimum of two (2) stories.
- 163 (l) Sixty (60) percent of all residential units shall have access to an open space  
164 amenity either in the form of individual space such as a balcony or fenced private  
165 area for the unit's use, or shared common space which is sized in such a way to  
166 accommodate all of the required units. In the event that the requirement causes a  
167 fraction of a unit, the requirement shall be rounded up to the nearest whole number.
- 168
- 169 (i) Individual open space amenities shall have a minimum dimension of six (6)  
170 feet by six (6) feet.
- 171 (ii) Shared common space may only be used as an open space amenity when  
172 accommodating four (4) units or more. Such shared common space must be  
173 sized to provide at least twelve (12) square feet per each unit. The shared  
174 common space shall have a minimum dimension of six (6) by six (6) feet.
- 175
- 176 (m) For residential mixed-use development containing fifty (50) or more units, at least  
177 one (1) of the following facilities shall be provided on the same lot: swimming pool,  
178 clubhouse, lighted tennis court, nine-hole golf course, shuffleboard area, dock, pier,

- 179 *boat ramp, on-site day care, dog park, or other similar active recreation area as*  
180 *approved by the Zoning Administrator. The facility required here shall not be*  
181 *counted towards the requirement of Sec. 3-3(59)(l).*  
182 *(n) Residential mixed-use development not meeting all of the requirements set forth*  
183 *under the provisions of Sections 3-3(59)(a-m) are subject to obtaining a use permit*  
184 *by city council. The city will evaluate each application on a site-by-site basis with*  
185 *regard to the surrounding land use patterns and city council may impose more*  
186 *restrictive conditions where warranted. City council will consider the following traits*  
187 *when deciding on the suitability of the development for the project location:*  
188  
189 *a. Development's conformance with all applicable master plans, Hampton*  
190 *Community Plan, and the Hampton Resiliency Initiative.*  
191 *b. The development's proposed amenities available for residents.*  
192 *c. Any proposed access or connectivity to nearby features.*  
193 *d. The quality of the building design and architecture.*  
194

47 *Upper-floor dwelling units. A type of residential mixed-use development where at least*  
48 *the entire first floor of the structure is used for nonresidential use and the upper floor(s)*  
49 *are used for residential use, and the uses have separate entrances. The residents of the*  
50 *upper floor(s) need not be the operators of the non-residential use or uses below. The*  
51 *residential use shall be limited to no more than four (4) dwelling units. This would include*  
52 *live/work dwellings. The non-residential must also be permitted within the applicable*  
53 *zoning district and comply with all relevant standards for that use.*

54 ...

55

**EXHIBIT NO. 5**

**AGENDA SHEET FOR BOARD  
OF COMMISSIONERS**

**Prepared By: Aaru Ma'at, Executive Director    Date: September 18, 2020**

**Phone: 727-6337    E-mail: amaat@hamptonrha.com**

At this time staff will give the Board updates on things that are happening at the Hampton Redevelopment and Housing Authority.

**Motion Requested:            N/A**

**Staff Recommendation:        N/A**

**List of Attachments:            N/A**

**EXHIBIT NO. 6****AGENDA SHEET FOR BOARD  
OF COMMISSIONERS****Prepared By: Meredith Clark, Executive Analyst Date: September 23, 2020****Phone: 727-6493 E-mail: [mclark@hamptonrha.com](mailto:mclark@hamptonrha.com)****Brief Description of Item and Prior Actions:**

Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.3. to discuss the disposition of property that is publicly held in the Downtown area of the City where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and § 2.2-3711 A.1. to discuss a personnel matter concerning the salary and other terms of the Executive Director contract.

**Motion Requested:** Motion to go into Closed Session in Accordance with Virginia Code § 2.2-3711 A.3 and § 2.2-3711 A.1

**Staff Recommendation:** Approval

**List of Attachments:** N/A

Resolution of Hampton Redevelopment  
and Housing Authority  
Certification of Closed Meeting

WHEREAS, the Board of Commissioners of the Hampton Redevelopment and Housing Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Hampton Redevelopment and Housing Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners.

ADOPTED this 23<sup>rd</sup> day of September 2020.

/s/ \_\_\_\_\_  
Stephen Adams  
Chair of the Board of Commissioners  
Hampton Redevelopment and Housing Authority

/s/ \_\_\_\_\_  
Aaru Ma'at  
Secretary and Executive Director  
Hampton Redevelopment and Housing Authority

# EXECUTIVE DIRECTOR'S MONTHLY UPDATE

## Board Report

### STRATEGIC PRIORITY AREAS:

#### OLDE HAMPTON (including Lincoln Park, Asbury Place)



#### **HRHA - Single Family Home Project**

- HRHA has completed the development of **Patterson Crossing II**, consisting of five (5) new single-family residential homes on Patterson Avenue. Final inspections have been obtained on all the homes.
- Staff has reserved all five (5) homes for potential buyers.
- Staff is preparing to rezone an additional parcel in the immediate area to accommodate three new construction for-sale homes.

#### **Coliseum Central**

##### **Freeman Drive Development**

- Galaxy NC, LLC was selected as the developer and a development agreement was executed on June 10, 2020. The developer had a 90-day due diligence period to inspect the property in order to examine the soils and subsurface conditions. The due diligence period ended September 12, 2020 and the developer would like to move forward with closing. Closing is contingent upon HRHA and City design review approval of the developer's project submittals. The developer is currently preparing the project submittals for the 55+/-For-Sale 3-story townhomes with rear loading garages.

## DOWNTOWN (including Harbor Square)



### Downtown Revitalization

- The development agreement with WVS has been revised and signed. The new acquisition deadline for all sites other than Macy Carmel, which is governed by a separate timeline, is 6/28/21. The developer has started breaking ground at the goodyear site for the new mixed used development.

## KECOUGHTAN ROAD

### HRHA – HOME Acquisition/Rehab Project - Sussex Neighborhood

- **133 Armstrong Drive**  
Final trim and punchwork is underway.
- **130 Burn Street**  
The development of Scope of Work and the procurement process is scheduled to begin at the end of September 2020.

***To date HRHA has completed 20 acquisitions and 18 rehabilitation projects in the Sussex neighborhood. To date 18 homes have been sold under this Program. Average sales price thus far \$145k***

## BUCKROE BAYFRONT



### **Buckroe Bayfront (City/HRHA Project)**

- HRHA is meeting with potential developers interested in the Buckroe Bayfront project.
- The property located at 217 Atlantic Avenue was acquired and is pending demolition.

## COLLEGE COURT/ FORDHAM



### **College Court (Acquisitions)**

- Staff continues to work on acquiring remaining duplexes.
- HRHA is in talks with a potential developer interested in the College Court project.

To date 36 properties have been acquired and 7 structures remain with 8 owners.

## **City-Wide Community Development Programs:**

### **Acquire, Renovate, Sell (ARS) Program**

This program will create new homeownership opportunities for low- to moderate-income, first-time homebuyers. ARS funds are used to renovate the homes.

- ✓ **1319 Saxton Drive**  
This property was sold to a qualified buyer.
- ✓ **1305 Thomas Street**  
House is for sale.

***To date HRHA has completed 4 renovations***

### **Homeowner/Tenant Wheelchair Ramp Program (CDBG Program)**

- Two (2) projects under view
- One (1) Underway

### **Homeowner Deferred Rehabilitation Grant Programs (CDBG Program):**

- Two (2) projects under view
- One (1) Underway
- One (1) completed

### **Homeowner Deferred Rehabilitation Grant Programs (CDBG Program):**

- Two (2) projects are under review
- Three (3) projects are underway
- Two (2) completed

### **\$1 Lot Sales Program (CDBG Acquisition/Disposition Program)**

Since the program began in 2014, Fifty-four (54) lots have been sold to builders that qualified under the HRHA preferred builder program. Fifty-one (51) houses have been constructed and sold; and three (3) houses are currently under construction. Currently the inventory list has one (1) lot that has not been committed to a preferred Builder. Staff continues to work with the City to identify additional developers and buildable lots for the program.

**Average sales price for the new homes thus far \$225,250.**

### **Homeownership Counseling and Education Program**

#### **One-on-One Housing Counseling:**

Year to date for Program Year 2020 (July 1, 2020- June 30, 2021), HRHA Housing Counseling staff helped two (2) homebuyers realize their dream of homeownership by providing homebuyer education and/or pre-purchase counseling. Staff is preparing to provide on-line One-on-One counseling.

## **Other Construction Projects**

### **Langley Village – HUD CFP – HVAC Replacement Project**

A contract was awarded to Central Builders, Inc. to replace all HVAC systems with Energy Star approved self-contained units. Work is substantially complete with all punch list items completed. The project will be closed out per HUD guidelines.

### **North Phoebus – HUD CFP – Window Replacement Project**

The Authority developed a scope of work to solicit an IFB for the replacement of windows and security screens. A contract for \$760,013 has been awarded to PNC, Inc.; with a Notice to Proceed date of September 30, 2020.

### **North Phoebus – HUD CFP – Siding/Gutter Replacement Project**

The Authority developed specifications and a scope of work for an Invitation for Bid for solicitation in September 2020

### **Melrose Building**

An A&E contract has been awarded for the development of a roof replacement redesign and specifications for an Invitation for Bid. An IFB was solicited with a bid opening on February 6, 2020. A contract was awarded to Shaddeau Roofing & Construction. Work is proceeding within the Governors COVID 19 restrictions with a scheduled completion in September 2020.

## **ADMINISTRATIVE SERVICES**

### **Human Resources/Administration**

COVID in the workplace update: A COVID policy has been written in addition to procedures regarding infection control. Staff have the proper PPE to ensure their safety in the workplace. Staff have received the required training from VOSH to comply with the new statewide mandates.

### **Information Technology**

Continuing to work with Emphasys on moving internal HRHA functions to a cloud environment that will enable employees to access information from anywhere.

Emphasys training, to add a self-service module to payroll, will begin in September. online.

Beta testing continues with the new Emphasys product called “MyTenantPayments” that will allow residents to pay rent online.

Laptops are being configured to meet staffs' ability to work whether in the office or remotely.

## **FINANCIAL SERVICES AND REPORTING**

### **Asbury Place Update:**

Attached is an unaudited financial report, as of August 31, 2020, for Asbury Place Apartments along with occupancy rate and unit renovation information.

### **Year End Update:**

The 2019 UnAudited Financial Statements were submitted to HUD for approval by the due date of February 28, 2020. HUD has approved the UnAudited Financial Statements. We are now working with the auditors to complete the audit process. The majority of the audit has been performed remotely.

### **2012 Public Housing Operating Subsidy Offset:**

HRHA joined in a lawsuit to recoup the 2012 Public Housing Operating Reserve Offset. The Authority experienced an offset of \$1.27 million. The estimated amount that could be recouped in the lawsuit is \$0.91 million. We received notice that the same judge that ruled on the first lawsuit is also the judge for this lawsuit. The first case awarded the money back to the Authorities involved. Our case is still ongoing.

## **HOUSING SERVICES**

Property Management, and Section 8 Housing Choice Voucher (HCV) performance reports are attached.

### **Section 8 Family Self-Sufficiency (FSS) Program:**

#### FSS Referring Partners

- Hampton City Healthy Families
- Salvation Army
- Hampton Newport News Community Service Board
- Goodwill Job and Training (Hampton City Workforce Development)
- Thomas Nelson Workforce Development
- Virginia Career Works (Hampton City Workforce Development)
- Hampton City School Adult Education
- Catholic Charities
- The Natasha House
- Transitions Family Violence Services
- United Way
- LINK Program
- Hampton Roads Community Action Plan (HRCAP)

- Hampton City Parks and Recreation
- Legal Aid
- USDA food Pantry... NPCC, First Baptist Church, Hampton Baptist Church
- Virginia Peninsula Foodbank
- Planned Parenthood

## **Public Housing Programs**

### **Langley Village**

#### **August Activities:**

Due to the pandemic, no recreational activities, or Resident Council Meetings were held for the month of August. Coordinated with Rite Aid's Certified Immunizing Pharmacist to schedule flu and pneumonia shots for residents in the month of September. Jen Care hosted an outdoor value mart for the purpose of familiarizing residents with their services. Eligibility was assessed at the request of So All May Eat (S.A.M.E.) to determine if residents still met the requirements to receive food donations. Resident information in the Foodbank's Pantry Trak system was updated. Provided support to S.A.M.E. by scheduling the delivery of food boxes to the resident's apartments. Distributed activity sheets which included a contest where the residents who created the most words out of the phrase "September is almost here" won prizes. Computer class was held (by appointment) to assist residents with practicing basic computer skills. Phone contacts were made to conduct needs assessments, focusing on residents who are sick, shut in, and/or, have mobility issues. Residents were assisted with completing the recertification paperwork for HRHA as well as other documents pertaining to their situations, i.e. applying for food stamps and registering to vote. Grocery shopped for residents who were fearful or unable to access the supermarket due to COVID-19. Assisted the residents with picking vegetables from the garden and distributed vegetables to residents. Created and distributed flyers to residents on several occasions. Provided those in need with fabric masks and hand sanitizer donated to the center.

#### **Resident Council:**

No activities were held during the month of August

### **North Phoebus Townhouses**

#### **Resident Council**

No activities were held during the month of August

**Income Statement - Summary**  
**Asbury Place**  
**Reporting for Periods within 01/01/2020 and 08/31/2020**

	Year-To-Date Prior Year	Year-To-Date Actual	Prorated Budget	Variance
<b>Operating Revenue</b>				
Gross Potential Rental Income	1,654,705	1,722,583	1,674,858	47,725
Other Tenant Income	58,213	22,439	56,504	(34,065)
Vacancy Loss	(535,062)	(591,763)	(435,463)	(156,300)
Other Income	9,882	12,243	9,045	3,198
<b>Total Operating Revenue</b>	<b>1,187,738</b>	<b>1,165,502</b>	<b>1,304,943</b>	<b>(139,441)</b>
<b>Operating Expense</b>				
Administrative Expense	101,492	88,796	129,470	40,674
Tenant Services Expense	7,834	7,767	10,067	2,300
Utilities Expense	109,572	106,568	111,109	4,541
Maintenance Salaries	72,110	83,764	67,313	(16,451)
Maintenance Supplies	68,588	50,445	89,667	39,222
Maintenance Contracts	200,055	129,137	262,447	133,310
Maintenance Service Contracts	53,879	48,588	65,667	17,079
Protective Services	2,959	1,496	20,733	19,237
General Expenses	50,841	49,134	162,264	113,130
Collection Losses Expense	0	0	49,239	49,239
<b>Total Operating Expenses</b>	<b>667,330</b>	<b>565,695</b>	<b>967,976</b>	<b>402,281</b>
<b>Total Operating Net Income/(Loss)</b>	<b>520,408</b>	<b>599,807</b>	<b>336,967</b>	<b>262,840</b>
Loan Payments				
Principal	140,822	145,975		
Interest	190,395	185,242		
<b>Total Principal/Interest Paid</b>	<b>331,217</b>	<b>331,217</b>	<b>331,216</b>	<b>(1)</b>
<b>Total Net Income/(Loss)</b>	<b>189,191</b>	<b>268,590</b>	<b>5,751</b>	<b>262,839</b>
December 2019 Reserve Balance		(1,654,170)		
2020 Capital Improvements		(40,448)		
Unrestricted Reserves - Remaining Balance		<u>(1,426,028)</u>		

**Asbury Place Occupancy Rate**  
**As of August 31, 2020**

6/1/2020 - Occupancy	173	66.03%
7/1/2020 - Occupancy	178	67.94%
8/1/2020 - Occupancy	184	70.23%
9/1/2020 - Occupancy	191	72.90%
Scheduled:	192	73.28%
Move-Ins - 1		
Move-Outs - 0		
<b>Breakeven Occupancy Rate</b>	<b>218</b>	<b>83%</b>

**Asbury Place Unit Renovations**  
**As of August 31, 2020**

Units Renovated	218 *
Units Currently Being Renovated	0

\* 19 units need to be renovated.

## HRHA Status Report August 2020 - Section 8

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SEMAP Indicators - PHA Scored							
<b>I.</b>							
Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 5	Indicator 6	Indicator 7	Indicator 8
Selection From the Waiting List	Reasonable Rent	Determination Of Adj Income	Utility Allowance Schedule	HQS QC Inspections	HQS Enforcement	Expanding Housing Opp.	Percent of Payment Std to FMR
X	X	X	12/1/2019	X	X	X	90-110%
Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
<b>II.</b>							
Indicator 9	Indicator 10	Indicator 11	Indicator 12	Indicator 13	Indicator 14	Indicator 15	
Annual Reexams	Correct Rent Calcs.	Pre-Contract HQS Inspections	Annual HQS Insp	Lease Up	FSS Enroll & Escrow	PIC Submission Rate	
X	X	X	X	Not Currently	25	97%	
Compliant	Compliant	Compliant	Compliant	Available	Compliant	Compliant	
<b>III.</b>							
Voucher Utilization							
ACC Vouchers Authorized	Percent to Lease	Vouchers Available to Lease	ACC Vouchers Leased	Vo. Issued Families Searching	New Admissions Completed	Incoming Portables Completed	
HCV	2518	100%	2518	2448	58	6	6
VASH	370	100%	370	347	15	1	0
PB VASH	7	100%	7	7	0	0	0
Mainstream	75	100%	75	71	1	0	0
Mainstream NED	50	100%	50	0	0	0	0
Preservation	168	100%	173	168	2	0	0
Project -Based	56	100%	43	41	2	0	0
Total	3244	100%	3244	3082	78	7	6
<b>IV.</b>							
Hearings Conducted	Deceased	Program Violations	Absorbed By Other PHA	Voluntary Withdrawal	TTP Exceeds Gross Rent	Voucher Expired	Cannot Live Alone
2	2	1	3	3	5	2	0
<b>V.</b>							
Annuals Completed	Interims Completed	Vouchers Issued to Movers	Counseling Sessions Conducted		FSS Addendums Completed	Other Change Of Units Completed	Outgoing Portable Updates
262	117	34	0		1	22	10
<b>VI.</b>							
Inspections Conducted	Inspections Failed	Units in HAP Abatement	Annual Inspections Performed	Special & Emergency Performed	Initial Inspections Performed	Rent Reasonable Certifications	Landlords Attended Briefing
504	209	24	435	21	48	129	2
<b>VIII.</b>							
Family Self-Sufficiency							
Number of Participants	Mandatory Slots	Completions	Terminations	With Escrow Balances	Monthly Escrow Credits	Enrolled in a GED Program	Enrolled in Secondary Education
39	0	1	0	25	\$4,619	0	8

## HRHA Monthly Status Report - Managed Properties - August 2020

Lease Up and Occupancy											
Section 1 Managed Properties	Total Units	Off-Line	Non-Dwelling	Units Occupied	Vacant Units	Percent Occp'd	No. of Move ins	No. of Move outs	Evictions	Transfers	
Asbury	262	2	1	185	69	71%	9	2	0	0	
Grant Circle	6	0	0	6	0	100%	0	0	0	0	
Kings Arms	48	0	0	45	3	94%	0	0	0	0	
Langley Village II	10	0	0	10	0	100%	0	0	0	0	
Langley Village	146	0	0	145	1	99%	1	2	0	0	
Monterey	40	0	0	33	7	83%	0	0	0	0	
North Phoebus	100	1	0	98	1	99%	0	1	0	0	
Old Point LIPH	8	0	0	8	0	100%	1	0	0	0	
Old Point T/C	19	0	0	19	0	100%	0	0	0	0	
Patterson LIPH	7	0	0	7	0	100%	0	0	0	0	
Patterson T/C	12	0	0	11	0	92%	0	0	0	0	
Queens Court	12	0	0	12	0	100%	0	0	0	0	
Shell Gardens	48	0	1	47	0	100%	0	0	0	0	
Section 2 Rent Collection and Annual Recertifications											
Managed Properties	Rent Billed	Other Charges	Rent Collected	Prior Months Collected	Amt Outstanding	Collection Rate		Recerts Due this Month	Recerts Completed this Mo	Recerts Outstd this Mo	
Langley Village	\$42,657.00	\$127.00	\$42,327.44	\$0.00	\$ (465.38)	99%		15	15	0	
Asbury	\$ 153,289.41		\$ 161,788.78		\$ (8,499.38)	100%		0	0	0	
Grant Circle	\$ 4,800.00	0	\$ 4,825.00	0	\$ (25.00)	101%		0	0	0	
Kings Arms	\$ 35,415.00	0	\$ 35,498.00	0	\$ (83.00)	100%		0	0	0	
Langley Village II	\$ 6,700.00	0	\$ 6,750.00	0	\$ (50.00)	101%		0	0	0	
Monterey	\$ 23,295.00	0	\$ 23,075.00	0	\$ 220.00	99%		3	3	0	
North Phoebus	\$29,009.00	\$1,551.41	\$24,485.71	\$0.00	\$ (6,074.70)	80%		11	11	0	
Old Point LIPH	\$ 2,390.83	0	\$ 2,122.83	0	\$ 268.00	89%		2	2	0	
Old Point T/C	\$ 14,184.00	0	\$ 14,351.00	0	\$ (167.00)	101%		2	2	0	
Patterson LIPH	\$ 2,734.00	0	\$ 2,732.14	0	\$ 1.86	100%		0	0	0	
Patterson T/C	\$ 9,843.00	0	\$ 9,844.00	0	\$ (1.00)	100%		0	0	0	
Queens Court	\$ 10,700.00	0	\$ 13,068.54	0	\$ (172.13)	100%		0	0	0	
Shell Gardens	\$ 34,134.00	0	\$ 33,883.70	0	\$ 250.30	99%		1	1	0	
Section 3											
Managed Properties	Emerg Work Orders	Completed in 24 Hours	Percent Completed in 24 hrs	Non-Emerg Work	Total Days to	Average Days to Complete					
Langley Village	6	6	100.00	107	109	1.02					
Asbury	56	55	98.21	46	1.85	0.04					
Grant Circle	0	0	0.00	1	3	3.00					
Kings Arms	0	0	0.00	10	25	2.50					
Langley Village II	0	0	0.00	4	7	1.75					
Monterey	0	0	0.00	14	40	2.86					
North Phoebus	12	9	75.00	88	92	1.05					
Old Point LIPH	0	0	0.00	2	3	1.50					
Old Point T/C	0	0	0.00	9	17	1.89					
Patterson LIPH	0	0	0.00	1	8	8.00					
Patterson T/C	0	0	0.00	3	6	2.00					
Queens Court	7	7	100.00	0	0	1.00					
Shell Gardens	0	0	0.00	23	52	2.26					
Section 4 Preventive Maintenance (PM) Inspections											
Managed Properties	PMs Needing Ins. For Yr.	Inspections Due Curr. Mo.	No. Inspected Curr. Mo.	PMs Completed For the Year	Next Inspection Month						
Langley Village	146	16	16	52	September						
Asbury	262	0	0	22	Pending						
Grant Circle	6	0	0	6	Complete						
Kings Arms	48	0	0	0	November						
Langley Village II	10	0	10	10	Complete						
Monterey	40	0	0	40	Complete						
North Phoebus	99	14	14	28	September						
Old Point LIPH	8	0	0	0	December						
Old Point T/C	19	0	0	0	December						
Patterson LIPH	7	0	0	0	Sept/Oct						
Patterson T/C	12	0	0	0	Sept/Oct						
Queens Court	12		12	12	Complete						
Shell Gardens	48	0	0	48	Complete						

## Board Report- HRHA Fraud Department- August - 2020

	Current Month Activity	Y-T-D	2019 Activity
Total Fraud Reports Rcvd	17	113	107
Pending/Open Cases	21	40	13
Closed Cases**	0	43	111
Repayment Agreements	14	76	66
Terminations	0	9	12
Terminations Overturned*	0	5	5
Terminations Pending	0	1	1
<u>Infractions</u>			
Unauthorized HH members	1	25	30
Unreported Income	15	64	76
Criminal Activity	1	3	2
Drug Activity	0	0	2
Disorderly Conduct	0	1	1
No Utilities	0	0	0
Sex Offender	0	1	0
Dual Subsidy- Fraud Dept.	0	0	1
HCV participants own/receive assistance	0	0	0
Reported but not on S8 or PH	0	2	8