

**ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE
MEETING**

DATE: June 6, 2024

TIME: 7:00-9:00 P.M.

VIRTUAL

Spanish interpretation will be provided upon request up to 24 hours before the meeting

AGENDA

1. Introduction and Chair Remarks (Chair) 7:00 p.m.
2. Consideration of a Housing Opportunities Funding Request for CLI Elbert Avenue Project (Paul Browne/Lynn Thomas) 7:05 p.m.
Action Requested: Review and Vote on Funding Request
3. Consideration of a Housing Opportunities Fund Loan Request for Housing Alexandria's Sansé & Naja Project (Eric Keeler/Aaron Remolona) 7:20 p.m.
Action Requested: Review and Vote on Loan Request
4. Development Preview (Kenny Turscak) 7:35 p.m.
 - a. 126 Longview Drive
5. Housing Master Plan Update (Eric Keeler) 7:40 p.m.
Action Requested: Information Item/Opportunity to Ask Questions
6. EOC [Community Needs Assessment](#) (Alison Coleman Tokarz) 7:50 p.m.
7. 2024 General Assembly Final Legislative Update (Staff) 8:00 p.m.
Action Requested: Information Item/Opportunity to Ask Questions
8. Consideration of May 2, 2024, Minutes (Chris Do) 8:05 p.m.
Action Requested: Review and Vote on May Minutes
9. Report Outs (Committee Members) 8:10 p.m.
 - a. PRGS
 - b. Eisenhower West/Landmark Van Dorn Implementation Advisory Group
10. ARHA Updates (Michelle Krockner) 8:15 p.m.
11. Housing Alexandria Updates (Jon Frederick) 8:20 p.m.
12. Information Items: 8:25 p.m.
 - a. Financial Report
13. Bylaw Amendment Proposal (Kenny Turscak) 8:30 p.m.
Action Requested: Review and Vote on Proposed Bylaw Amendments

14. Chair Election Results (Committee Members) 8:40 p.m.

15. FY 2025 Schedule (Staff) 8:50 p.m.
Action Requested: Discuss alternatives dates for September 5 and October 3 AHAAC Meetings

16. Announcements and Upcoming Housing Meetings (Staff) 8:55 p.m.

ARHA Redevelopment Work Group

Thursday, June 20; 5:30 p.m. – 7:00 p.m.

Council Work Room, City Hall

Alexandria West Planning Community Meeting

Tuesday, June 25; 5:30 p.m. – 7:00 p.m.

Ferdinand T. Day Elementary School

ARHA Redevelopment Work Group

Thursday, July 18; 7:00 p.m. – 9:00 p.m.

Council Work Room, City Hall

APD Community Cookouts

April 23 – July 23; 6:00 p.m. – 7:30 p.m.

Multiple Locations

17. Adjournment (Chair) 9:00 p.m.

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 6, 2024

TO: THE ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE

FROM: HELEN MCILVAINE, DIRECTOR, HOUSING

RE: CONSIDERATION OF A HOUSING OPPORTUNITIES FUND LOAN OF UP TO \$14 MILLION TO HOUSING ALEXANDRIA TO FACILITATE COMPLETION OF THE SANSE APARTMENTS (BUILDING ONE) IN ARLANDRIA

ISSUE: Request for a City Housing Opportunities Fund (HOF) loan of up to \$14 Million to Housing Alexandria to help complete construction of the Sanse Apartments (Building One) in Arlandria (Attachment 1).

RECOMMENDATION: That AHAAC recommend approval to City Council of this installment of the City funding package being provided to Housing Alexandria for Building One of its Arlandria project.

BACKGROUND: Housing Alexandria (HALX) is building a multi-phase development at the intersection of Mount Vernon Avenue and Glebe Road in the Arlandria section of the city. Over several phases, Building One, named Sanse Apartments, will deliver a total of 416 rental apartments, with more than 25% deeply affordable to households with incomes at or below 40% of the area median income (AMI).

Besides residential units, Building One will also include community meeting space, a plaza and open space for residents and neighbors, and flexible space for use by the health department and various city agencies, like the Department of Community and Human Services (DCHS) and the Office of Housing to bring services to the community. Building Two, branded Naja, will be mixed-use in character, with two stories of commercial space, including neighborhood serving retail, medical and dental clinics, office space for nonprofit entities, and affordable daycare and pre-K programs. Three stories of residential use, comprised of 58 affordable for-sale condominium units, will be located above the commercial floors.

The total development cost for the project is estimated at \$325 million. The building has been phased to leverage the City's investment to the greatest extent possible by maximizing HALX's use of non-city sources, including tax credits, state and federal grant funds, federal loan monies and earmarks, and ARPA funds, as well as private loans and grants, over several funding cycles.

Construction of the Sanse Apartments began in Fall 2023. Extensive sitework and infrastructure improvements have been completed and work continues to finish the underground garage that will serve the whole development. Vertical construction above the garage platform will begin in October. So far, the Sanse project is on track and on budget.

DISCUSSION: In June 2023, City Council considered a multi-year funding plan for the Arlandria project, approving the commitment of various FY 2023-2026 City Housing Funds to enable the project to move forward (Attachment 2). As anticipated then, Housing Alexandria has submitted various applications for noncompetitive tax credits over multiple cycles this year and now seeks a commitment of up to \$14 M (from City FY 2027-28 Housing Funds) to ensure construction can continue uninterrupted and allow Housing Alexandria to close on other project debt and equity funding and enter construction contracts for the balance of work related to Building One. To help facilitate this process, with City Council's support, the City Manager provided a comfort letter expressing its intention to back stop the project, as/if needed (Attachment 3). It is noted that the multiyear funding plan was incorporated into the City's FY 2025 budget planning process, including the Housing pipeline.

Since June 2023, Housing Alexandria has been successful in securing two rounds of noncompetitive tax credits, as well as more than \$8 million in competitive state grant funding awards for the project, and both the City and HALX continue to pursue funding that may reduce the total amount of City investment needed. While a hoped-for Amazon investment in Building One has not materialized, Amazon has expressed interest in participating in future phases of the project, specifically the investment of Housing Equity Funds in the affordable homeownership component of Building Two. Amazon's new interest in affordable homeownership has resulted in grant funds being provided recently to HALX's Seminary Road project.

HALX's funding request was reviewed by AHAAC's Investment Committee on May 17, 2024 (Attachment 4). Committee members endorsed the request and noted the funding plan was tracking exactly with HALX's proposal a year ago regarding project budget and schedule, as well as in meeting goals to leverage competitive grant awards.

FISCAL IMPACT: Up to \$14 Million to be committed from the City's Housing Opportunity Fund, including FY 2027-28 monies, to complete Building One. The funds requested now were anticipated in City Council's action approving HALX's funding plan last June, and in materials provided to Council and the community during the FY 2025 budget process regarding the Housing pipeline.

ATTACHMENTS:

- (1) HALX Request for City HOF Funding
- (2) June 2023 Project Narrative for City Council
- (3) August 2023 City Comfort Letter
- (4) HALX Presentation to AHAAC Investment Committee and AHAAC regarding funding request and update re project status

STAFF:

Emily A. Baker, Deputy City Manager

Eric Keeler, Deputy Director, Housing
Tamara Jovovic, Housing Program Manager, Housing
Kenneth Turscak, Housing Analyst, Housing



May 22, 2024

Ms. Helen McIlvaine, Director
Director, Office of Housing
City of Alexandria
421 King Street Suite 200
Alexandria, Virginia 22314

By Hand & Email

Re: HOF Loan Application for Sansé Phase II

On behalf of the Housing Alexandria Board of Directors, I am pleased to present this application for a City of Alexandria Housing Opportunities Fund (HOF) loan in the amount of \$14 MM to assist in the development of Phase II (216 units) of the Glebe & Mt. Vernon Project (GMV). This city support has been anticipated in the project pro forma for several years and, with its approval, Housing Alexandria will be able to complete the entirety of Building 1 (416 rental units) known as Sansé Apartments.

Over the past two years, Housing Alexandria has submitted two HOF applications requesting \$64 MM for this project. Attached to this letter is the previous application narrative submitted which remains unchanged. Housing Alexandria has used the funds already awarded to close on all land acquisitions, complete lot consolidations, demolish existing buildings, replace existing infrastructure, and complete excavation. As of the beginning of this month, tower cranes have been installed, concrete pours have started, and all vertical construction Guaranteed Maximum Price (GMP) contract work items have been completed. This means the project is on schedule to begin vertical construction in October. The key construction milestones are provided below for reference.

Construction Schedule / Key Milestones

August 29, 2023 - Closed on all land parcels.

August 31, 2023 - Construction begins on Phase 0 (issued Notice to Proceed to Whiting Turner).

May 2024 – Excavation of underground parking garage completed, with concrete pouring beginning.

October 2024 – Vertical construction of Phase I scheduled to begin.

March 2025 – Vertical construction of Phase II scheduled to begin.

Since the last submission, Housing Alexandria has been very successful in obtaining additional financial resources for the project. The table below provides updates on financing sources awarded or anticipated for award/funding over the coming months.

Financing Schedule / Key Milestones

February 29, 2024	Virginia Housing approves \$3.1 million reservation of 4% LIHTC funding for Phase I; will generate approx. \$28 million in LIHTC equity
March 6, 2024	Project is awarded \$8.1 million in VHTF / HIEE funds (\$5.4 million for Phase I & \$2.7 million for Phase II)
May 2, 2024	Application submitted to Virginia Housing for construction loan and permanent loan financing for Phase I
July 18, 2024	Application deadline for 4% LIHTC funding for Phase II; applying for \$4.7 million reservation which would generate approx. \$42 million in LIHTC equity
July 29, 2024	Application deadline for FHLB Atlanta funding; applying for approx. \$2.0 million for Phases I & II combined
October 1, 2024	Financial closing to begin vertical construction on Phase I
March 1, 2025	Financial closing to begin vertical construction on Phase II

Housing Alexandria is excited to continue this journey with the City of Alexandria and create lasting and equitable change in the Arlandria Chiralagua neighborhood. We remain on track to deliver this project on schedule and on budget. We appreciate our continuing partnership with the City of Alexandria and we look forward to continued collaboration as we move to the vertical phase of construction. If you have any questions regarding this application, please do not hesitate to contact me at 703-739-7775 or at jfrederick@housingalexandria.org.

Sincerely,



Jonathan Frederick
President/CEO

Glebe & Mt. Vernon Development

Project Overview

Housing Alexandria’s Glebe & Mt. Vernon (GMV) project is an ambitious mixed-use development that will deliver a substantial amount of affordable housing and community serving non-residential space to the Arlandria-Chirilagua neighborhood. The project will be delivered in phases with construction starting in 2023 and fully occupied by early 2027. At completion, the project will include:

- Approximately 474 residential units of affordable housing
- 36,000 SF of commercial space
- 379 underground parking spaces
- Significant infrastructure and open space improvements

Project Site

Figure 1 provides an ariel view of the project site and the existing conditions. The GMV Project site is a 3.2-acre consolidation of six lots owned by four different owners including a 15,000 sq. ft. parcel owned by the City of Alexandria (the “COA”). It is centrally located within the Arlandria-Chirilagua neighborhood between W Glebe Rd and Mt Vernon Avenue, just one block northwest of the Glebe and Mt. Vernon intersection. The existing site conditions include surface parking, a former Safeway building with two current tenants - Cuscatleco restaurant and Sherwin Williams – and two small buildings along Mt Vernon Ave operating as the Huascaran Restaurant and the Chirilagua Hair Salon.

Figure 1: GMV Project Site



Consistency with Arlandria-Chirilagua Small Area Plan

The GMV project closely aligns with the goals and recommendations of the Arlandria-Chirilagua Plan Update. Specifically, the proposed addresses the following:

- **Expand more deeply affordable housing options**
 - 100% of the proposed residential units are planned as affordable at 80% AMI or below
 - 25% of proposed rental units target households at 40% AMI or below, 105 units in total
 - 58 of the units delivered with the potential to convert to an affordable homeownership condominium in the future.
- **Incorporate amenities and services that are responsive to community needs**
 - All commercial space within the project is intended for service providers, non-profits & mission driven organizations, and locally owned / minority-owned small businesses

Development Program

The GMV Project consists of two buildings. The large building shown as Building One in Figure 2 has frontage on both Glebe and Mt Vernon while the smaller building shown as Building Two on the northern portion of the site fronts on Mt Vernon. The two buildings are separated by a public alley, which connects to Mt Vernon Ave. A sidewalk wraps between the buildings from Mt Vernon Ave. and leads past a new park to Glebe Road. The parking for the project is in a two-level, 379 space underground garage beneath Building One.

Figure 2: GMV Site Plan



Building One

Figure 3 shows renderings of Building One as seen from both Mt. Vernon Ave and Glebe Rd. It is planned to include 416 rental units, 3,800 SF of commercial space along Mt Vernon Ave, and the parking garage that will serve the entire project. The building reaches ten stories in height throughout the middle of the site, with setbacks that are six stories in height along both Mt. Vernon Ave. and Glebe Rd. In addition to the residential units and commercial space, Building One will include a significant resident amenity space including a fitness room, children playroom, classroom space, and a resident community room. The primary residential lobby will be on Glebe Road, while an entrance on Mt. Vernon Ave will lead to a general use community room for the neighborhood. Housing Alexandria is also planning outdoor amenity spaces for residents of Building One atop both setbacks as shown in Figure 5.

Figure 3: Building One Renderings



Building One: Mt. Vernon Frontage



Building One: Glebe Frontage

Building Two

Figure 4 shows renderings for Building Two, which is planned to include 58 residential units and approximately 32,000 sq. ft. of non-residential space. The non-residential space will be located on the first two floors of the building and will include community-serving uses including the potential for a neighborhood-focused healthcare provider. The housing units will be located on floors 3-7 and will be delivered as rental units and have potential to become part of Housing Alexandria's shared equity homeownership program in the future. This program would create an opportunity for first-time homebuyers from the neighborhood to purchase a home and build wealth while at the same time preserving affordability for the life of the project.

Figure 4: Building Two Renderings



Site Amenities

The development will provide indoor and outdoor amenities that will be enjoyable for residents of all ages. In Building One, this includes an activated courtyard, landscaped roof terraces, club and event rooms, a playroom for kids, a fitness center, and spaces to study/learn and work. In Building Two, the residential portion will include a club and event room and an outdoor terrace on the southeast corner of the building that we envision as a shared amenity space between the residents and the commercial tenants of the floors below. The rooftop terraces include grilling stations, seating areas for lounging and entertainment, and a community garden.

Figure 5: GMV Rooftop Terraces



Figure 6 shows the Building One Courtyard. The courtyard is designed with an abundance of activities and areas to explore. Features include benches, children’s play areas, picnic & game tables, and the central great lawn. During the day this space is open for the public to pass through and recreate. There is a portal going through Building One at the northern part of the courtyard that connects to the public alley and Mt. Vernon Avenue. The portal enables pedestrians to travel to and from Glebe and Mt Vernon more efficiently depending on where they are headed within the neighborhood.

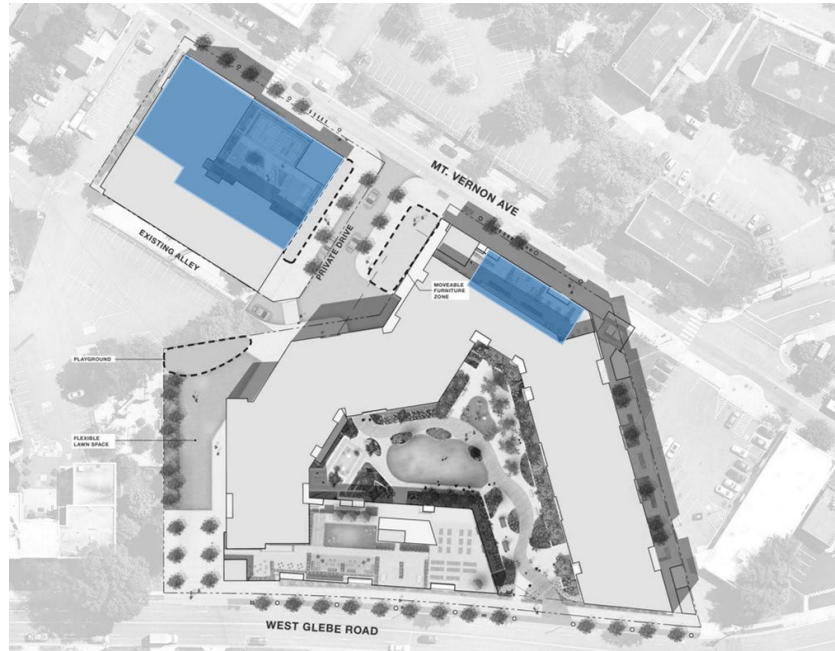
Figure 6: Building One Courtyard



Commercial Space

The locations of the commercial/non-residential spaces are shown on Figure 7. The commercial space within both buildings is located along Mount Vernon Avenue to invigorate the street front. Housing Alexandria is planning to create space for a local healthcare provider and satellite office space for city agencies. Other potential uses include offices for Alexandria-focused nonprofits and mission-based organizations, retail space for locally owned businesses, and childcare/child education services.

Figure 7: Commercial Space at GMV



Housing Affordability

Table 1 shows the breakdown of both unit sizes and affordability levels in the project. All 474 units of housing will be for households at 80% AMI or below, with over 80% of the total units at 60% AMI or below, and approximately 25% of the total units targeted at 40% AMI or below. To accommodate a range of household sizes and compositions, 60% of the units are planned as 2BR or 3BR units.

Table 1: Unit Mix and Affordability Levels

Unit Type	Bldg 1	Bldg 2	Total	%
Jr 1BD	29	0	29	6%
1BR	52	0	52	11%
1BR + Den	108	0	108	23%
2BR	146	44	190	40%
2BR + Den	29	0	29	6%
3BR	52	14	66	14%
Total	416	58	474	

AMI Level	Unit Count	%
40%	110	23%
50%	62	13%
60%	214	45%
80%	88	19%
Total	474	



Housing Alexandria believes the 58 units planned in Building Two are ideal for providing affordable homeownership opportunities in the neighborhood. However, currently the funding sources at the federal level are significantly less than for homeownership units. Therefore, HALX plans to deliver this building as a rental product with the ability to convert the building to homeownership project when the investor exists the deal in year 15. As a rental project HALX will be able to leverage additional resources and target deeper affordability. HALX will pursue a portion of the LIHTC code that allows a conversion to homeownership upon exit of the investor in year 15.

Development Schedule & Phasing (Project Timeframe – 2023 – 2027)

Due to the size of the development, the project will be financed and constructed over multiple phases. Figure 8 along with accompanying Table 2 provide the breakdown and timeline of each phase. The project will begin in 2023 with the construction of the underground garage and the associated sitework. Building One will be constructed in two phases, with the first phase (shown below in pink) commencing upon completion of the garage and Phase II beginning approximately six months later. Construction of Building Two (shown in orange) begins around the same time as the first phase of Building One. The first residential units will be completed and ready for move-in by the beginning of 2026.

Figure 8: Development Phasing and Timeline



Table 2: Phasing Schedule					
Phase	Color	Building	Description	Start Date	Completion Date
Phase 0	Green	Building 1	Garage and Sitework	Q3 2023	Q1 2026
Phase I	Pink	Building 1	Tower One (206 rental units)	Q4 2024	Q1 2026
Phase II	Blue	Building 1	Tower Two (210 rental units)	Q1 2025	Q3 2026
Phase III	Orange	Building 2	(58 units) + Commercial Space (34,000SF)	Q4 2024	Q1 2026

Financing Strategy

The primary reason the GMV project is broken into several phases is to create opportunities to leverage several allocations of low-income housing tax credits (LIHTC). Therefore, while Building One will operate and have the appearance of one building, legally it will be owned by various special purpose entities. This legal structure will also allow Housing Alexandria to apply for various allocations of LIHTC and a variety of additional funding sources for each legal entity.

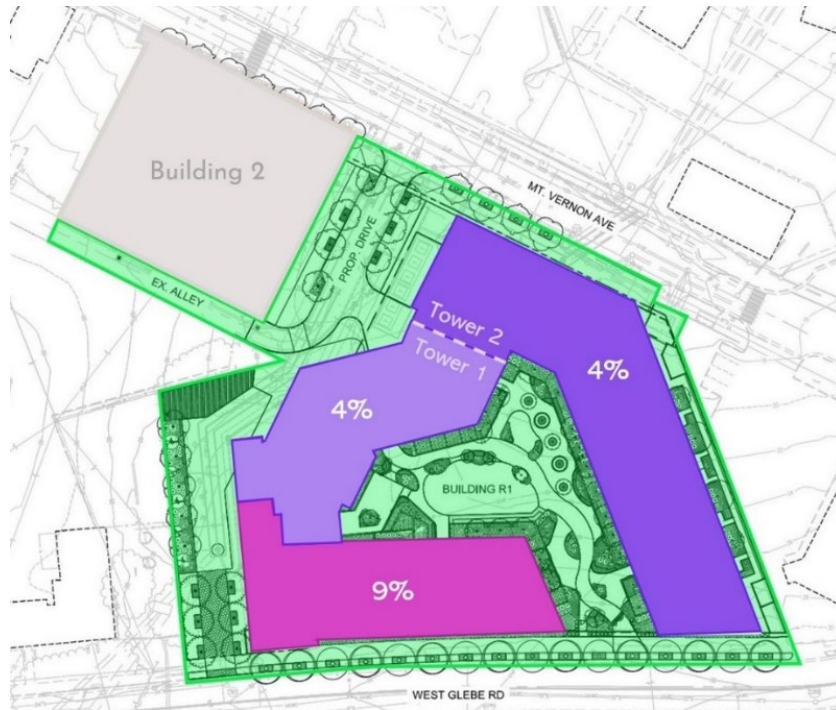
The construction of Phase 0 acts as the catalyst for the project and allows subsequent LIHTC investments to be leveraged. In 2021, Housing Alexandria was awarded a \$16.8 MM grant from Virginia Housing to assist with the planning, land acquisition, and construction of Phase 0. HALX and VH have executed this grant agreement and all funds have been dispersed.

The financial overview of sources and uses per phase and an operating proforma is attached for your review. The total cost of the GMV project is projected to be \$314 MM. Funding for Building One will consist of one competitive (9%) and two non-competitive (4%) LIHTC allocations as shown in Figure 9. Building 2 is currently anticipated to be funded as 4% LIHTC, but HALX will explore a 9% allocation if it will yield additional tax credit equity. The GMV Project was awarded the 9% allocation in June 2022 and will apply for a combination of 4% and State Opportunity tax credit allocations for other phases starting in the fall of 2023. Collectively, HALX anticipates attracting approximately \$124 MM in tax credit equity for the project.

Housing Alexandria anticipates the funding gap to finance the full GMV project after other identified sources to be \$88 MM. As part of the 9% application submitted in 2022, the COA previously awarded this project an HOF loan of \$10.5 MM. HALX is requesting an additional HOF loan/grant of \$77.5 MM for a total COA investment of up to \$88 MM. As this is a large project constructed and delivered over several phases, the City's money is anticipated to be provided in phases over several years.

The attached financial overview provides the timing in which HALX anticipates COA HOF funding. HALX is requesting funding of \$42.1 MM in current HOF funds. These funds along with the VH Grant already received will allow the construction of the Phase 0. The remaining funds would be invested in the GMV Project in three \$15 MM annual installments beginning in FY 2025. This commitment will provide HALX with the surety needed to close on the property and begin construction of the garage in July 2023 and leverage the other sources identified for the project. It would also allow HALX time to explore other funding sources not currently anticipated in the capital stack including the Amazon Equity Fund and other funding sources made available through new federal programs including the Inflation Reduction Act.

Figure 9: Building One Tax Credit Structure





OFFICE OF THE CITY MANAGER
301 King St., Suite 3500
Alexandria, VA 22314

JAMES F. PARAJON
City Manager

703.746.4300
Fax: 703.838.6343

August 21, 2023

Re: City of Alexandria Commitment to the Glebe/Mount Vernon Project


Dear Mr. Frederick:

The City of Alexandria (the “City”) is pleased to confirm our partnership with Housing Alexandria (HALX) to fulfill the vision of the Glebe/Mt. Vernon Project (the “Project”) as approved, and provide financial and municipal support through its completion, including assistance in continuing to identify and leverage third party resources. As consistently stated by City Council this Project is Alexandria’s highest affordable housing priority, and actions by City Council, including at its June 26, 2023 legislative meeting, have so far allocated up to \$64 million to ensure the Project gets started on schedule this summer.

We understand that HALX has broken the Project into four phases to maximize use of its capital funds and the low-income housing tax credit program. Based on HALX’s current financial projections as submitted to the City, the financial gap to complete all phases of the Project is approximately \$88 million. The City’s \$64 million allocation is sufficient to complete Phases 0 and 1. An additional \$14 million and \$10 million are projected to be needed to complete Phases 2 and 3 respectively, and while those amounts are not yet secured, we believe a path to secure the funding will be finalized in the near term. I will note that among its actions on June 26, City Council authorized I provide this “comfort” letter stating the City’s commitment to work with HALX to find additional resources over time to ensure completion of the project.

If you or other project partners would like additional information regarding the City’s commitment to HALX or the Glebe/Mount Vernon project, or City Council’s actions on June 26, 2023, please contact Housing Director Helen McIlvaine at helen.mcilvaine@alexandriava.gov or 703-746-3088.

Sincerely,


James F. Parajon
City Manager

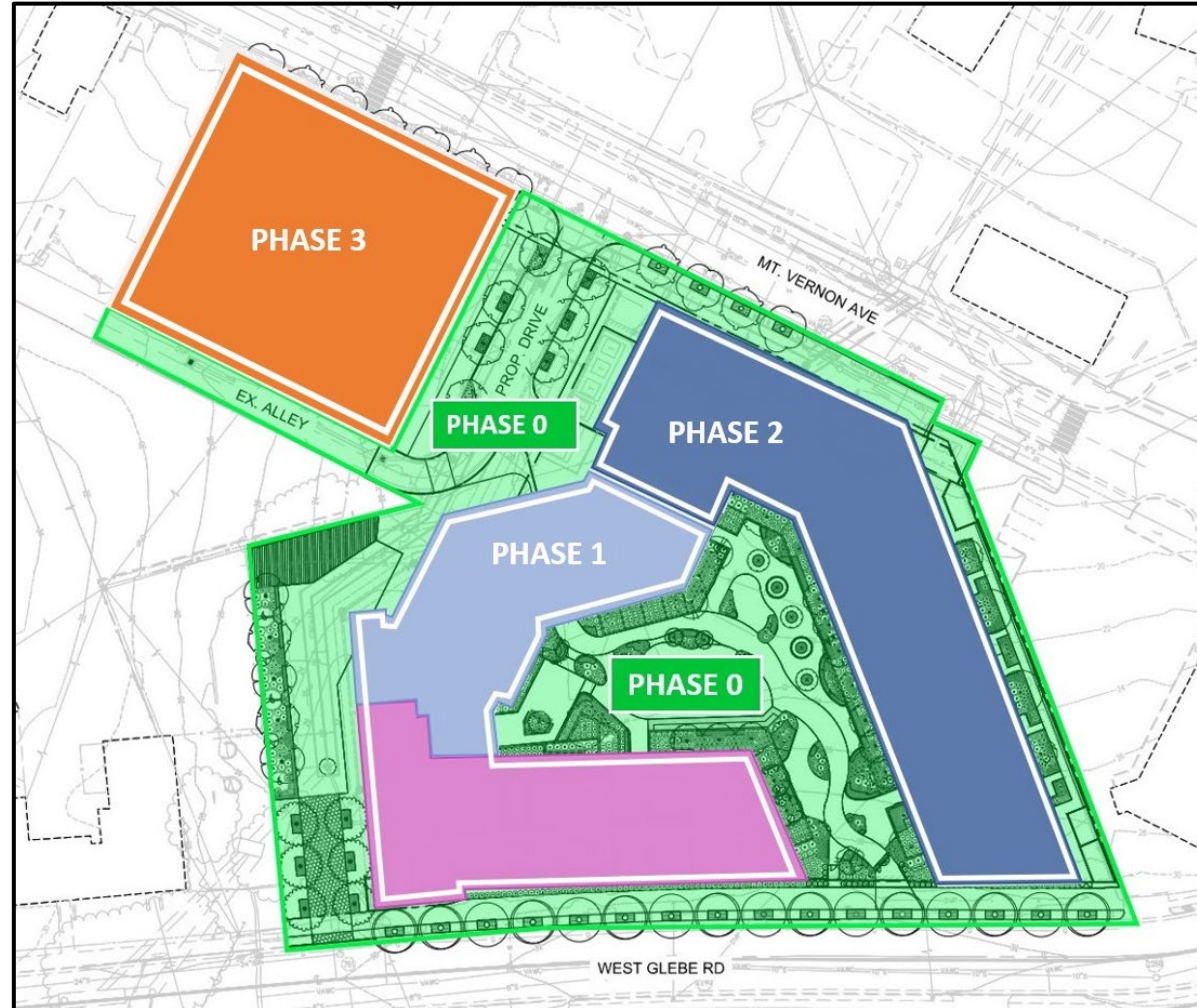
cc: Emily A. Baker, Deputy City Manager
Helen S. McIlvaine, Director, Office of Housing



Housing Alexandria

GMV (SANSÉ) PROJECT UPDATE
AHAAC MAY/JUNE 2024

PROJECT PHASING



CONSTRUCTION SCHEDULE / KEY MILESTONES

August 29, 2023 - Closed on Weissberg-owned land

August 31, 2023 - Construction begins on Phase 0 (issued Notice to Proceed to Whiting Turner)

May 2024 – Excavation of underground parking garage completed; concrete pouring commences

October 2024 – Vertical construction of Phase I scheduled to begin

March 2025 – Vertical construction of Phase II scheduled to begin

PHASE 0 CONSTRUCTION PROGRESS

- Mass excavation 95% complete
 - 61,000 cubic yards of dirt hauled
- Tower cranes installed in early May and pouring concrete began in May as well
- Nearly complete with installation of wet and dry utilities
- ~ \$11 million of construction costs incurred to date; 26% of total Phase 0 GMP amount



PHASE 0 CONSTRUCTION PROGRESS

- Foundation to grade permit was issued in April
- Phase I building permit in review, scheduled date of approval is in August
- Phase II building permit scheduled to be submitted in June
- Garage ready for Phase I construction in October



CONSTRUCTION CONTRACT / GMP

	Units	Construction Start	LNTP Value	GMP Value
PHASE I				
GMV 4A	130	Oct-24	2,300,000	38,500,000
GMV 9A	76	Oct-24	1,600,000	26,800,000
PHASE II				
GMV 4B	210	Apr-25	3,900,000	60,000,000
Total	416		7,800,000	125,300,000

FINANCING SCHEDULE / KEY MILESTONES

February 29, 2024

Virginia Housing approves \$3.1 million reservation of 4% LIHTC funding for Phase I; will generate approx. \$28 million in LIHTC equity

March 6, 2024

Project is awarded \$8.1 million in VHTF / HIEE funds (\$5.4 million for Phase I & \$2.7 million for Phase II)

May 2, 2024

Application submitted to Virginia Housing for construction loan and permanent loan financing for Phase I



FINANCING SCHEDULE / KEY MILESTONES

July 18, 2024

Application deadline for 4% LIHTC funding for Phase II; applying for \$4.7 million reservation which would generate approx. \$42 million in LIHTC equity

July 29, 2024

Application deadline for FHLB Atlanta funding; applying for approx. \$2.0 million for Phases I & II combined

October 2024

Financial closing to begin vertical construction on Phase I

March 2025

Financial closing to begin vertical construction on Phase II



FINANCING SCHEDULE / TIMELINE

	Units	LIHTC	LIHTC Application	LIHTC Equity	VH Loan Application	Loan Amount	Construction Start
PHASE I							
GMV 4A	130	4%	Jan-24	28,100,000	May-24	13,500,000	Oct-24
GMV 9A	76	9%	Mar-22	21,400,000	May-24	8,400,000	Oct-24
PHASE II							
GMV 4B	210	4%	Jul-24	42,500,000	Oct-24	23,000,000	Apr-25
Total	416			92,000,000		44,900,000	

SOURCES OVERVIEW

	PH 0	PH I	PH II	Total	Awarded / Committed	Funded
Sources						
LIHTC Equity		49,500,000	42,500,000	92,000,000	49,500,000	
First Trust Debt		21,900,000	23,000,000	44,900,000		
Seller Loan	11,600,000			11,600,000	11,600,000	11,600,000
VH REACH Grant	16,800,000			16,800,000	16,800,000	16,800,000
City HOF	43,700,000	20,300,000	14,000,000	78,000,000	64,000,000	13,000,000
City Land Value	1,700,000			1,700,000	1,700,000	1,700,000
VHTF / NHTF		5,400,000	2,700,000	8,100,000	8,100,000	
FHLB			1,000,000	1,000,000		
Deferred Developer Fee		500,000	1,500,000	2,000,000		
Total	73,800,000	97,600,000	84,700,000	256,100,000	151,700,000	43,100,000
					59.2%	28.4%

CITY FUNDING PROGRESS UPDATE

\$64 million in total City funding approved in June of 2023

- **\$13 million in financing finalized and made available for funding**
 - \$1.0 million predevelopment loan
 - \$12.0 million grant
- **\$34 million in committed funding to be finalized by August**
 - \$1.5 million grant (federal earmark)
 - \$2.5 million HOME loan for Phase I
 - \$19.3 million HOF loans for Phase I
 - \$11.0 million HOF loan from FY25

CoA FUNDING SCHEDULE

	FY 2022 - FY 2024	FY 2025	FY 2026	FY 2027 - FY 2028	TOTAL
	Jul-23	Jul-24	Jul-25	Jul-26	
PHASE 0	18,300,000	18,600,000	6,800,000		43,700,000
PHASE I		5,500,000	5,500,000	9,300,000	20,300,000
PHASE II		5,500,000	3,500,000	5,000,000	14,000,000
TOTAL CoA FUNDING	18,300,000	29,600,000	15,800,000	14,300,000	78,000,000
<i>CUMULATIVE CoA FUNDING SPENT</i>	<i>18,300,000</i>	<i>47,900,000</i>	<i>63,700,000</i>	<i>78,000,000</i>	
FUNDING APPROVED	42,000,000	11,000,000	11,000,000	14,000,000	78,000,000
<i>CUMULATIVE FUNDING APPROVED</i>	<i>42,000,000</i>	<i>53,000,000</i>	<i>64,000,000</i>	<i>78,000,000</i>	
FUNDING SURPLUS / (GAP)	23,700,000	5,100,000	300,000	-	



1001



Housing Alexandria



City of Alexandria, Virginia

ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE DRAFT MINUTES

City Hall Room 2000 | May 2, 2024

	Members Present	Members Absent	Staff
1	Aschalew Asabie		Tamara Jovovic, Housing Program Manager
2	Felicia Brewster		Kenneth Turscak, Housing Analyst
3	Annette Bridges (via Teams)		Christopher Do, Housing Analyst
4	Michael Butler		
5	Michael Doyle		
6	Betsy Faga		
7	Jon Frederick		
8	Michael Jackson		
9	Robyn Konkel		
10	Michelle Krockner (via Teams)		
11		Coss Lumbé	
12	Jan Macidull		
13	Shelley McCabe		
14		Peter-Anthony Papas	
15		Melissa Sathe	
16	Peter Sutherland		
17	Sean Zielenbach		
18		Helen McIlvaine*, Housing	
	Alison Coleman*, DCHS		
	Guests	Affiliation	
1	Lauren Riley	Walsh, Colucci, Lubeley & Walsh	
2	Dave Johnson	Wesley Housing	
3	Judith Cabelli	Wesley Housing	
4	Tim Friemel	Snell Properties	
5	Will Chadwick	Snell Properties	

*non-voting

1. Introduction and Chair Remarks (Chair)

The Chair called the meeting to order at 7:00 pm. Guests and AHAAC members introduced themselves.

2. Consideration of an Affordable Housing Plan for 6101 and 6125 Stevenson Avenue (Lauren Riley)

Kenny Turscak introduced Lauren Riley, the attorney representing the developer, to present the project.

The applicant proposes constructing a 270-unit residential building at 6101 and 6125 Stevenson Avenue, replacing an existing office building and surface parking, within the Landmark/Van Dorn Small Area Plan (SAP). The Applicant is seeking to rezone the site from OCM to CRMU-H and is utilizing Section 7-700 bonus density. As a result, the Applicant will provide 8% of the increased density associated with the rezoning and 1/3 of the bonus density under Section 7-700 as committed affordable housing.

At the request of the Committee, the applicant is submitting a revised Affordable Housing Plan that includes 4 units affordable up to 40% AMI and 19 units affordable up to 60% AMI for a total of 23 affordable units. The applicant's previous Affordable Housing Plan (AHP) proposed 26 affordable units at 60% AMI. The revised plan also includes a monetary contribution of \$433,962 to the Housing Trust Fund.

One member noted that the project has a significant amount of parking and asked if there was public transit nearby. Ms. Riley responded that there were two bus stops near the site and the Landmark bus depot is nearby, though it was just outside of the radius to qualify for an optional parking reduction.

The Committee discussed the trade-off of securing deeply affordable units at a net loss of total affordable units. One member asked how many plans they have reviewed that included 40% AMI units as set-asides. Ms. Jovovic noted that 40% units are typically only seen in affordable projects by non-profit developers. One member noted that three 40% units as two-bedrooms is generous and disproportionate to the unit mix.

Another member noted that even projects that receive tax credit subsidies typically have 10% of units at 30% AMI because these units generate such limited revenue for operations. They were surprised that it only cost the project 3 units to add 4 units at 40% AMI. Members noted that the community has emphasized the need for deeply affordable housing.

One member highlighted that the City's stock of 30% AMI units will increase when the Samuel Madden redevelopment is completed. Parc View will also add 30% AMI units because it is in the RMF zone.

The Chair commented that the tradeoff is difficult. Ms. Coleman highlighted that under the DCHS Strategic Plan, the lack of deeply affordable housing was pinpointed as a root cause of homelessness and evictions. Deeply affordable units are needed as a solution to Alexandria's higher poverty relative to Arlington and Fairfax Counties. One member noted that approving a project with 40% AMI units shows that AHAAC is responding to City Council's priorities for more deeply affordable housing.

Mike Doyle motioned to endorse the plan; Peter Sutherland seconded the motion. The Committee endorsed the Affordable Housing Plan unanimously.

3. Consideration of a Loan Request for Wesley Parc Square Partial Rehabilitation (Dave Johnson)

Dave Johnson, senior project manager at Wesley Housing, presented information about the Parc Square loan request.

Parc Square was acquired in January 2022. It comprises five sites, totaling 66 units, in the Arlandria-Chirilagua SAP. The units are affordable to households with incomes up to 55% of the area median income (AMI).

The site is facing operating challenges that prevent units from being available to rent to households. Five units are currently offline, and plumbing issues are preventing other units from being rented out. Some buildings have structural issues that need repair.

Wesley Housing is asking for up to \$291,300 to repair and rehabilitate eight units that are ready for renovation. The loan will enable Wesley Housing to make these eight units available to rent to tenants in the interim before redevelopment occurs.

Shelley McCabe spoke from her experience as CEO of Wesley Housing. She noted that the site was acquired from a private individual, who had not managed the units well. Due to the time sensitive opportunity to provide more affordable housing in Arlandria and secure the sites for land banking, limited due diligence could be done at the time of purchase. Repair costs were more than anticipated, even with contingencies, and eight units have remained offline due to lack of funding. Affordable units are desperately needed to provide housing to low-income tenants, but conditions are uninhabitable. Ms. McCabe noted that it was a modest loan request relative to the need.

One member asked about the lifespan of the repaired units. Mr. Johnson replied that the rehabilitation would allow these units to house tenants until the sites are redeveloped, a process that will be subject to the City's standard DSUP review process, timeline, and community engagement. Judith Cabelli, Vice President of Real Estate Development at Wesley Housing, noted that another important benefit of the rehabilitation is it buys time for Wesley Housing with their lender, stabilizing the project before redevelopment.

One member expressed concerns that for \$300,000, the project does not provide longer term benefits. Another member noted that the area needs an increase in the number of affordable units and the slowdown in the funding pipeline is creating the need for short-term stabilization of this project. Ms. Jovovic explained that the project would have little impact on funding for other projects by drawing from HOME federal funds in the FY24 budget. Other projects have already maxed out their federal funding so these HOME funds cannot be applied to them.

One member remarked that operating a property that is losing money is an impossible situation; they can't move residents in and can't renovate. It is a risk to land bank and hold onto land for future redevelopment, but the payoff is building additional units of

affordable housing in the future. The member noted that this investment also allows Wesley Housing to house people in the interim.

One member asked for clarification if the loan would be paid back. Another member responded that yes, the money should be paid back, but because it is federal money, the City may forgive the loan. The loan would be secured against the property under HOME. The member also noted that due to revised flood plain maps, Parc Square now likely pays higher insurance costs.

Jon Frederick motioned to endorse the loan request for Parc Square; Michael Jackson seconded the motion. One member asked for clarification on the total loan amount being voted on. The Chair stated that the vote is on the loan request up to \$291,300 as City staff presented it. The Committee voted to unanimously endorse the loan request, with Shelley McCabe abstaining due to her previous role at Wesley Housing.

4. Budget Update (Tamara Jovovic)

Tamara Jovovic provided an update on the [FY 2025 Budget](#), which City Council adopted on May 1, 2024. The Capital Improvement Program (CIP) budget allocated an increase for affordable housing. In addition, [City Council dedicated an extra \\$3 million](#) during the Add/Delete process for affordable housing.

5. Consideration of April 4, 2024 Minutes

Shelley McCabe motioned to approve the April 4, 2024 minutes; Sean Zielenbach seconded the motion. The Committee voted unanimously to approve the minutes.

6. Report Outs (Committee Members)

Robyn Konkel reported that there are no updates on the Potomac River Generating Station Project.

Felicia Brewster reported the Eisenhower West/Landmark Van Dorn Implementation Advisory Group will meet next week.

Chair Betsy Faga provided updates on the [Alexandria West Small Area Plan \(AlexWest SAP\)](#). A virtual community meeting was held on April 25, 2024. Ms. Faga reported that Northern Virginia Community College (NVCC) is considering using the lower part of their campus to provide housing. The Chair reported that the letter that AHAAC sent regarding AlexWest drew attention to the housing portion of the plan.

Planning and Zoning continues to reach out to groups that want updates on the AlexWest SAP. The final recommendations and draft plan are anticipated to be available in June. The SAP is anticipated to go before the Planning Commission and City Council in September. The SAP will be available for public comment for four-to-six weeks after its publication on June 25, 2024. Ms. Jovovic noted that the plan includes revised density tables, recommendations for coordinated affordable housing, and emphasis on working with the City to address affordable housing needs.

7. ARHA Updates (Michelle Krocker)

Michelle Krocker updated the Committee that the ARHA CEO Search Committee is interviewing five potential candidates next week.

8. Housing Alexandria Updates (Jon Frederick)

Jon Frederick noted that he is on the Green Building Policy work group that is revising the City's [2019 Green Building Policy](#). The group is pushing for a more incentive-based approach to energy efficiency, using bonus density, tax abatements, and expedited permitting.

Mr. Frederick flagged that these tools may conflict with affordable housing tools. It may be important for the group to weigh in on issues that threaten affordable housing incentives. He highlighted that green building reduces operating costs and can save the project money, whereas affordable housing is an added cost that does not offer savings. These tools and incentives will be useful to think about as the City works on the Housing Master Plan update.

Mr. Frederick reported that the draft report from the Green Building Policy group should be available in the summer and that by the fall, it will publish recommendations. Staff will make policy recommendations to the Advisory Group, who will then endorse the recommendations or not before the update is sent to Planning Commission and City Council for approval. AHAAC may need to be prepared to take a similar approach as they did to the Arts Policy.

Mr. Frederick reported that the [Sansé & Naja](#) project is currently preparing site for construction. [The Seminary Road Affordable Homeownership Development project](#) is currently under construction. [The Square at 511](#) closed on refinancing and returned \$20 million to the [Amazon Housing Equity Fund \(HEF\)](#). The Square at 511 renovation involves \$5 million in repairs, starting with elevator replacement on May 28, 2024.

9. Information Items:

Ms. Jovovic reported that [the Alate](#) is opening in May. Bonaventure, which owns and manages the project, revised their pricing model because they have been unsuccessful in pre-leasing units, which has lowered the price of all units. Part of this pricing cut comes from meals and transportation being removed from the provided services. One member asked if service reductions affect the commitments made on the committed affordable units. Ms. Jovovic explained that the total rent for these committed affordable units will exceed the 60% AMI limit because of the additional charges for services. One member asked if a property default would have any effect on AHAAC's financial commitments. Ms. Jovovic explained that as a market-rate project, the City did not commit any financial resources so it would not. One member asked if voucher holders would be eligible to rent at the property; Ms. Jovovic responded that she would follow up to see if the rent would exceed the voucher limit.

Regarding the Housing Master Plan Update, Ms. Jovovic reported that Staff is currently discussing the approach to community engagement, noting that AHAAC will play a

significant role in the process. There are expected to be multiple projects under the Housing Master Plan Update umbrella. The Housing Master Plan Update is intended to be heard by Council in December 2025 and take effect in January 2026 following the sunset of the current Housing Master Plan.

Ms. Jovovic reported that the first draft of the Housing Needs Assessment (HNA) was submitted to the Office of Housing earlier this month. The HNA is expected to be completed at the end of June. The Assessment is intended to set the stage for the Housing Master Plan Update and will be a starting point for Committee discussion at the first FY 2025 meeting.

The Chair expressed the Committee's desire to be a key part of the Housing Master Plan Update process and to work directly with City Council, Planning Commission, and other boards and commissions.

10. Staff Updates (Staff)

Kenny Turscak noted that the June AHAAC meeting will be held virtually, as there is one more virtual meeting allowed for FY 2024. 50% of meetings can be virtual in FY 2025 [under new state law](#), and the Committee bylaws will need to be updated to reflect these changes. Due to the many housing initiatives and plans currently underway in the city, staff presented the possibility of an August AHAAC meeting.

11. FY 2025 AHAAC Chair Nominations (Committee Members)

Chair Betsy Faga announced that she would not be seeking the Chair for FY2025. Nominations for AHAAC Chair will take place at May's AHAAC meeting, and the election will take place in June. The Chair noted that FY2025 will be very busy and require a lot of work, and the Committee could amend the bylaws to have co-chairs, if necessary. Shelley McCabe expressed her interest in serving as AHAAC Chair. Michelle Krocker suggested that a co-chair position would be a valuable opportunity to learn and move into the position. Betsy Faga nominated Sean Zielenbach as co-chair; Mr. Zielenbach agreed to be considered. Another member nominated Peter Sutherland to serve as co-chair; Mr. Sutherland accepted the nomination.

The election will be held at the June meeting. Ms. Jovovic will follow up regarding the bylaw rules governing co-Chair positions.

12. Announcements and Upcoming Housing Meetings

[ARHA Redevelopment Work Group](#)

Thursday, May 16, 2024; 5:30 p.m. – 7:00 p.m.
Council Work Room, City Hall, 301 King Street

[Quarterly West End Pre-Construction Meeting](#)

Wednesday, June 12, 2024; 6:00 p.m. – 7:00 p.m.
Virtual

[Alexandria West Planning Community Meeting](#)

Tuesday, June 25, 2024; 7:00 p.m. – 9:00 p.m.
Ferdinand T. Day Elementary School

13. Adjournment (Chair)

The Chair adjourned the Committee at 8:27 p.m.

FY 2024 Affordable Housing Development Funds

Financial Report

May Highlights

Payments Received	Reference	DSUP or Transaction ID	\$ Amount
Grand Total			

New Pledges / Project Name	Developer	Project Type	\$ Pledged
Grand Total			

New Transaction(s)	Fund	Date	\$ Amount
Pilot Rental Assistance			-\$31,582
Grand Total			-\$31,582

Revenues

	2023						2024						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Total
Developer Contributions	\$0	\$85,417	\$10,412	\$0	\$0	\$0	\$486,165	\$47,690	\$0	\$385,127	\$0	\$0	\$1,014,811
Developer Contributions - Braddock SAP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Multifamily Loan Repayments	\$0	\$193,721	\$0	\$0	\$0	\$0	\$0	\$152,239	\$0	\$50,000	\$0	\$0	\$395,960
New Revenue Allocated by City Council	\$12,151,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,151,130
ARPA CIP Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FY Total	\$12,151,130	\$279,138	\$10,412	\$0	\$0	\$0	\$486,165	\$199,929	\$0	\$435,127	\$0	\$0	\$13,561,901

Balance Available
\$1,236,901

Commitments and Reservations

The lifecycle of a project often spans more than a single FY. The "Start" column in the table below represents remaining monies already committed and/or reserved for a project on July 1 of the current FY.

Fund / Project	Start	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY Total	Grand Total
Housing Trust Fund															
Braddock SAP	\$2,123,273	-\$2,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$2,100,000	\$23,273
Pilot Rental Assistance	\$398,391	-\$18,589	-\$14,437	-\$26,289	-\$22,078	-\$25,332	-\$41,592	-\$2,720	-\$35,852	-\$29,742	-\$37,113	-\$31,582	\$0	-\$285,326	\$113,065
Rebuilding Together Alexandria (RTA)	\$0	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Housing Trust Fund Total	\$2,521,664	-\$2,068,589	-\$64,437	-\$26,289	-\$22,078	-\$25,332	-\$41,592	-\$2,720	-\$35,852	-\$29,742	-\$37,113	-\$31,582	\$0	-\$2,385,326	\$136,338
Housing Opportunity Fund															
AHDC - Arlandria	\$9,500,000	\$24,700,000	\$0	\$0	\$0	\$0	-\$2,000,000	\$0	-\$3,949,611	\$0	-\$3,386,270	\$0	\$0	\$15,364,119	\$24,864,119
AHDC - Operating	\$0	\$275,000	-\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AHDC - Seminary	\$2,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250,000
ARHA - Redevelopment and Repositioning	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
ARHA - Samuel Madden	\$1,000,000	\$2,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100,000	\$3,100,000
Arlandria Chirilagua Housing Coop	\$0	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
ARPA Projects	\$14,500,000	-\$14,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$14,500,000	\$0
CHP - Witter Place	\$10,500,000	-\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$400,000	\$10,100,000
CLI - Elbert Avenue	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170,000
EHIP	\$75,500	-\$41,500	-\$15,000	-\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$71,500	\$4,000
Housing Opportunity Fund Total	\$38,295,500	\$14,633,500	-\$290,000	-\$15,000	\$0	\$0	-\$2,000,000	\$0	-\$3,949,611	\$0	-\$3,386,270	\$0	\$0	\$4,992,619	\$43,288,119

BYLAWS OF THE ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE

ARTICLE I: AUTHORITY

The Alexandria Housing Affordability Advisory Committee was established under Ord. No. 3615, approved by the Alexandria City Council (City Council) on February 20, 1993, as amended. The duties, powers and responsibilities of the Alexandria Housing Affordability Advisory Committee can be found under [§ 2-4-71](#) of the Code of the City of Alexandria, Virginia.

ARTICLE II: NAME

The name of the Committee shall be the Alexandria Housing Affordability Advisory Committee. When appropriate, “AHAAC” or “the Committee” will be used.

ARTICLE III: MISSION

The purpose of the Alexandria Housing Affordability Advisory Committee is to advise the City Council on issues regarding the preservation and creation of affordable housing, to make recommendations on policies governing expenditures of the City's Housing Trust Fund (HTF) and Housing Opportunities Fund monies, to review affordable housing plans, to monitor implementation of the Housing Master Plan, to oversee the administration of the HTF, and other duties specified under [§ 2-4-72](#) of the Code of the City of Alexandria.

ARTICLE IV: MEMBERS

Section 1. Members of the Committee will be appointed by the City Council for a term of up to three years. At the completion of a Committee member's term, that person may apply for reappointment. Committee members may not serve on the Committee for longer than 10 consecutive years (except to complete a term for which they have been reappointed) unless specially reappointed by City Council to another position. The voting membership shall consist of 19 resident members who shall be appointed by the City Council unless granted a residency waiver pursuant to [§ 2-4-7 \(d\)](#) of the Code of the City of Alexandria. The composition of the voting membership is set forth in [§ 2-4-71](#) of the Code of the City of Alexandria.

Section 2. The non-voting membership of the committee shall consist of three representatives of the City who will serve in an advisory capacity. The City

representative members shall consist of one representative of each of the following city departments:

1. the Office of Housing;
2. the Department of Planning and Zoning;
3. and the Department of Community and Human Services.

ARTICLE V: COMMITTEE CHAIR

Section 1. The Committee shall elect a chair or co-chairs. In the event of the chair's or chairs's absence, the chair(s) shall designate a member of the Committee to serve temporarily as chair for the duration of the chair's or chairs' absence.

Section 2. The role of the ~~Chair~~chair(s) shall be to uphold the bylaws and integrity of the Committee, oversee the actions and work of the Committee, and act as the representative of the Committee to the City Council. The ~~Chair~~chair(s) will also track member absences and determine if a quorum is met at each meeting enabling business to be conducted.

ARTICLE VI: ELECTION OF CHAIR

Section 1. The chair shall be elected annually. At the Committee's discretion, co-chairs may be elected. For the purpose of the bylaws, co-chairs shall be referred henceforth as "chair."

Section 2. The chair of the Committee shall ask members of the Committee to nominate chair candidates at least one month before the vote.

Section 3. ~~If no candidate receives a majority on the first vote, a second round of voting will be conducted. In such case, the outgoing Chair will ask the Committee members to choose between the~~The candidate or two candidates ~~two candidates~~ receiving the most votes ~~in the first round shall be elected chair/co-chairs. Office of Housing staff will then tabulate the votes and report the result. In the event of a tie between two or more chair candidates, subsequent rounds of voting will be conducted until the tie is broken and a maximum of two chairs are elected.~~

Section 4. The newly elected chair shall assume duties of the Chair the day after the election and shall act as chair at the next scheduled AHAAC meeting.

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ARTICLE VII: TERM OF CHAIR

The chair shall serve a term of one year, subject to additional terms, with the Committee's support.

ARTICLE VIII: MEETINGS

Section 1. Meetings of the Committee shall be held on the first Thursday of each month unless otherwise scheduled by the chair. The chair reserves the right to reschedule and/or cancel Committee meetings due to lack of quorum, inclement weather, emergency, or other extenuating circumstance. In consultation with staff, special meetings may be called by the Chair as needed. There will be at least one monthly meeting each year pursuant to § [2-4-4 \(d\)\(1\)](#) of the Code of the City of Alexandria.

Section 2. Members must attend at least 75 percent of Committee meetings. Excused absences associated with work or personal illness or illness of a family member may be granted by the chair. Excused absences are not counted toward a member's attendance requirement but are noted as part of an annual attendance report submitted to the City Council for review.

In addition to attending meetings, each member of the Committee should expect to undertake approximately one-to-two hours of preparation monthly before the meeting, be willing to take notes of a Committee meeting approximately once a year when asked, and be willing to represent the Committee on various work groups and or planning processes and report back to the Committee. These activities are described in greater detail below. Members will receive a packet of

meeting materials, including the draft agenda, to review a minimum of three business days before the meeting.

Section 3. One member of the Committee shall record the minutes, the responsibility for which will rotate among members monthly.

Section 4. Members may have the opportunity to monitor, report updates, and represent the Committee’s interests at small area planning meetings, ad hoc advisory groups, and other special purpose groups as determined by the Chair.

Section 5. A majority of Committee members must be present in person to establish a quorum.

Section 6. It is the policy of the Committee that members may ask to participate in meetings of the Committee by electronic communication means as permitted by [§ 2.2-3708.3](#) of the Code of Virginia, if necessary. The request will be considered by the Chair. Full guidance is available in AHAAC’s Electronic Participation Policy dated July 1, 2020.

Commented [KT1]: New electronic participation to be approved in fall

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order (Rules) shall govern all meetings of the Committee when applicable and not inconsistent with these bylaws or City ordinances. The staff liaison will be familiar with the Rules and a copy of the Rules will be provided to the Chair following their election.

ARTICLE X: STANDING AND SPECIAL PURPOSE COMMITTEES

The Committee reserves the right of special purpose to delegate standing and special purpose sub-committees to execute the work of the Committee.

ARTICLE XI: ANNUAL REPORT

The Committee shall complete a report on its activities on an annual basis. Office of Housing staff will draft the report for the preceding fiscal year which the Committee will review prior to the report’s submission to the City Council.

ARTICLE XII: AMENDMENT OF THE BYLAWS

Amendment of these bylaws shall be by a two-thirds vote of the total membership of the Committee. The proposed amendment to these bylaws shall be submitted at

a previous regular monthly meeting and written notification shall be given to all members of the Committee in advance of a vote.

Approved ~~January 19, 2023~~ June 6, 2024