



**THRESHOLD**  
**Lexington's Housing Commission**  
**Wednesday, September 22, 2021 - 4:00 P.M**  
**Second Floor Conference Room, City Hall**  
**300 East Washington Street, Lexington, VA**

**AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
  - A. August 25, 2021 Notes\*
  - B. July 20, 2021 Minutes \*
  - C. October 20, 2020 Minutes\*
  - D. July 21, 2020 Minutes \*
  - E. May 19, 2020 Notes \*
  - F. February 18, 2020 Minutes \*
  - G. January 21, 2020 Minutes \*
  - H. August 20, 2019 Minutes\*
  - I. June 25, 2019 Minutes \*
  - J. June 18, 2019 Minutes\*
- 4. New Business**
- 5. Other Business**
  - A. Continuing discussion of scheduling an affordable housing guest speaker.
- 6. Adjournment**

\*indicates attachment

## NOTES

### THRESHOLD

**Lexington's Housing Commission  
Wednesday, August 25, 2021 – 4:00 p.m.  
City Hall Community Meeting Room**

#### **Threshold:**

Present: Fred Kirchner, Chair  
Cristyl Vozzo, Vice-Chair  
Marylin Alexander, Council Liaison

#### **City Staff:**

Arne Glaeser, Planning Director  
Kate Beard, Administrative Assistant

Absent: Nadine Craney  
Vicki Turner

#### **CALL TO ORDER:**

F. Kirchner called the meeting to order at 4:04 pm.

#### **AGENDA**

Due to a lack of quorum, the agenda was not approved.

#### **MINUTES:**

Approval of the minutes from the October 20, 2020 and July 20, 2021 meetings was tabled due to a lack of quorum.

#### **NEW BUSINESS:**

- A. Discussion of Cottage Housing and Accessory Dwelling Unit Zoning Text Amendments –
- A. Glaeser explained that staff has committed to update the Zoning Ordinance on an annual basis. City Council has already approved and adopted 15 of the proposed amendments for 2021, but there are four amendments that have yet to be finalized as they have required more time to research and draft. Two of the four remaining items, Cottage Housing and Accessory Dwelling Units, are likely to provide affordable housing opportunities, and for that reason Planning Commission may request Threshold review and comment on those proposed amendments prior to sending them to City Council for approval. Currently Accessory Dwelling Units are allowed in the R-1 and R-2 Zoning Districts, provided they are part of the primary building. The Planning Commission will be considering an amendment to allow dwelling units in accessory buildings also. F. Kirchner said he had encountered this restriction a number of times over the years. A. Glaeser went on to explain the philosophy behind Cottage Housing which is typically a grouping of smaller houses, (often double the number of units than allowed by normal zoning) around a shared open space with a distinctive sense of community. C. Vozzo offered that cottage housing was originally part of the concept for Thompson's Knoll and asked what became of that plan. M. Alexander said the Planning Director at the time was very interested in including tiny homes in the plan but ultimately the idea did not have enough support. She said the consensus then was that larger houses for families was what was needed. There was

discussion about a perceived increased interest in tiny/small homes and their potential benefits. C. Vozzo asked about the timeline for the adoption of a Cottage Housing amendment and asked if Planning Commission might consider moving it up on the priority list. A. Glaeser said reprioritizing the remaining amendments could be addressed at the Planning Commission level.

**OTHER BUSINESS:**

- A. Continuing discussion of scheduling an affordable housing guest speaker – M. Alexander reported that she, Planning Commissioner Driscoll and the proposed guest speaker have begun discussions concerning the topic(s) to be covered. She said the proposed speaker, Mr. Famuliner, has suggested rent overburden as a topic. She explained the HUD standard of 30% of adjusted gross income being allocated for rent is no longer necessarily a realistically affordable standard. There was discussion concerning the role Threshold might play in dispelling negative and false stereotypes about affordable housing. A. Glaeser provided an update on the REDI grant saying it is in its final form, though not yet published, and may include a regional housing study. C. Vozzo offered background explaining that affordable housing is a work force issue and that is why it is included in the REDI grant which is being driven by economic development heads.

**ADJOURN:**

The discussion ended at 4:43 p.m.

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Fred Kirchner, Chair  
Threshold Housing Commission

## MINUTES

### THRESHOLD

**Lexington's Housing Commission  
Tuesday, July 20, 2021 – 4:00 p.m.  
City Hall Community Meeting Room**

#### **Threshold:**

Present: Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Nadine Craney  
Vicki Turner

#### **City Staff:**

Arne Glaeser, Planning Director  
Kate Beard, Administrative Assistant

Absent: Cristyl Vozzo, Vice-Chair

#### **CALL TO ORDER:**

F. Kirchner called the meeting to order at 4:00 pm.

#### **AGENDA**

F. Kirchner moved to add a discussion of recruitment of new Commissioners to the Other Business portion of the agenda. V. Turner seconded and the agenda was approved unanimously with that addition.

#### **MINUTES:**

- A. F. Kirchner noted that the October 20, 2020 minutes were not complete as presented. Approval of these minutes was tabled with the understanding that staff would revisit the audio from the meeting and present a full draft at the next meeting.
- B. Meeting minutes from June 15, 2021 were approved unanimously. (M. Alexander/V. Turner)

#### **NEW BUSINESS:**

A. Glaeser noted that Threshold's by-laws allow the Chair and Vice-Chair to serve no more than four consecutive terms and observed that Chair Kirchner has served three consecutive terms and Vice-Chair Vozzo has served one term. M. Alexander stated that C. Vozzo has difficulty attending meetings on the third Tuesday of the month. After discussion, Commissioners agreed to contemplate rescheduling Threshold meetings. It was agreed that staff would review the by-laws, City Code and monthly meeting room schedule to determine what alternate scheduling was feasible and then report back to Commissioners.

##### **A. Elect Chairperson**

- 1) **Nominations** – F. Kirchner was nominated to serve a fourth term as Chair.
- 2) **Motion & Vote** – V. Turner moved to elect F. Kirchner as Chairperson. N. Craney seconded and the motion passed unanimously (4-0).

##### **B. Elect Vice-chairperson**

- 1) **Nominations** – C. Vozzo was nominated to serve a second term as Vice-Chair.

- 2) **Motion & Vote – M. Alexander moved to elect C. Vozzo as Vice-Chair. V. Turner seconded and the motion passed unanimously (4-0).**

**OTHER BUSINESS:**

- A. Continuing discussion of scheduling an affordable housing guest speaker – M. Alexander reported that Mr. Famuliner has expressed interest in providing a presentation at a joint educational session for Threshold and the Planning Commission. She intends to meet with Mr. Famuliner sometime in August to discuss a specific topic for his presentation. She indicated that she anticipated guidance from J. Driscoll to further narrow down the focus of the presentation.
- B. Threshold membership and recruitment of new Commissioners – A. Glaeser confirmed that with the resignation of M. Moore, there are now three vacancies on the Commission. He encouraged Commissioners to direct interested individuals to the online application for Board Members/Commissioners for consideration by City Council. Commissioners reported their recruitment efforts.
- C. **M. Alexander moved to add a discussion of Threshold in connection with the Regional REDI Grant to the Other Business portion of the agenda. N. Craney seconded and the motion passed unanimously. (4-0)** – M. Alexander explained this is a grant that was made available to localities and for which the County applied (with the inclusion of Lexington and Buena Vista). She indicated that she believes one of the grant’s components has to do with housing (with funding coming from the USDA) for which a formal housing study for the entire region would be needed. She asked if Threshold would like to play a role if the opportunity should arise. There was discussion about what types of projects could receive this funding. A. Glaeser said that his understanding of the Ready Grant was that it was really issued to the County and that he was unaware of a housing component. He indicated that he would get more information and report back via email prior to the next meeting. V. Turner asked about the allocation of funds associated with the Federal Recovery Program and A. Glaeser and M. Alexander said that while they did not know whether those funds could be applied to residential rehab programs, the funds had in effect already been spoken for for other City projects. F. Kirchner emphasized that Threshold has long provided leadership, experience and knowledge and it would be appropriate to take part in any discussion of housing in the City or larger community. He also suggested that past experience with federal funds should inform how future projects are approached. There was discussion of the importance of Threshold’s past influence on housing in the community, its historical approach to projects and whether it is realistic to replicate that approach moving forward.

**ADJOURN:**

The meeting adjourned unanimously at 4:43 p.m.

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Fred Kirchner, Chair  
Threshold Housing Commission

## MINUTES

### THRESHOLD

Lexington's Housing Commission  
Tuesday, October 20, 2020 – 4:30 p.m.  
Zoom e-meeting

#### Threshold:

Present: Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Jen Handy  
Nadine Craney

#### City Staff:

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

Absent: LaTonya Douglas  
Cristyl Vozzo, Vice-Chair  
Monique Moore

#### CALL TO ORDER:

F. Kirchner called the meeting to order at 4:00 pm. A. Glaeser read a statement of emergency and permission to hold public meetings electronically.

#### MINUTES:

None

#### NEW BUSINESS:

**A. Discussion of Comprehensive Plan adoption and Housing Chapter** – A. Glaeser said that C. Vozzo had said there was too much emphasis on Community Development Block Grants (CDBG). He said there was no time to make any other changes to the document, although M. Alexander could suggest changes at the City Council public hearing for the adoption of the Comprehensive Plan. A. Glaeser also pointed out that accessory dwelling units will be part of the next Zoning Text Amendments considered by Planning Commission. He also pointed out a strategy that would have Threshold help facilitate workshops and seminars on the local housing issues identified in the needs assessment section of the Comprehensive Plan. The Planning Commission Chair suggested seminars with Threshold to provide educational opportunities. A. Glaeser also mentioned that there is a suggestion to reevaluate the rental housing inspection program. The City Council has suggested removing it from the City's code as it is not currently being enforced. M. Alexander requested more information on accessory dwellings. A. Glaeser said the idea behind accessory dwellings is to help improve affordability by allowing a homeowner to increase their property value by having an extra unit. He did point out that the current ordinance on accessory dwellings is very limiting in its definition and he would like to add some flexibility to what can be allowed to include allowing accessory dwelling units in detached structures. F. Kirchner said that he did not think that any changes needed to happen to the Housing Chapter, though he would not pursue CDBG. J. Handy suggested changing the funding

wording to include such as when referring to the grant possibilities. She asked about Strategy 3.1 referring to rehab resources for aging in place and if that was intended for Threshold. A. Glaeser said that currently there are no agencies assigned to strategies. He also said that funding sources have not been fully identified, so some strategies will be reliant on City Council delegating funding to those tasks. J. Handy then inquired what was meant by the phrase neighborhood character. A. Glaeser said it means to preserve what is currently in a neighborhood, possibly trying to limit the number of rentals coming in, and to restrict any commercial interests from overtaking the residential interests.

**B. Discuss “Call to Action” need for home ownership program** – M. Alexander introduced Tuck Bowerfind from Grace Episcopal Church. Mr. Bowerfind is looking to encourage and build services that will help those who have been underserved by the housing market, and to help those who have always rented to be able to own a home. He said he would like to try to address the historic racism in the system against black people trying to purchase homes, and the fact that they often do not receive the same value for their homes when they try to sell them. F. Kirchner said that a hurdle is often credit scores, and it is a struggle to help rectify that problem. J. Handy said her concern is that it is not a problem that will be solved just by putting money into it. This will require the development of supportive infrastructure to fix. She questioned if this would be something that could be built from existing organizations or if it would require the creation of something new. M. Alexander said that a way she sees Threshold helping with this project is not as the organization that helps with the actual purchasing of the home, but if a member of that theoretical program is purchasing an older home in need of repairs, she could see Threshold being a resource as they are currently being for homeowners in the Green Hill neighborhood. She did not think that Threshold had the resources or the staff to walk someone through the entire process of purchasing a home. Mr. Bowerfind asked if the City had any land that could be proposed for affordable housing. M. Alexander said there were a couple properties available that could become affordable housing, but that would rely on the developer wanting to do that, as the parcels are also available for market rate housing. Mr. Bowerfind asked if this would be owner occupied homes or rentals. M. Alexander said she has been hearing more of rentals than single family homes. She said she has been hearing interest in multi-family housing. J. Handy said that can also help with density. F. Kirchner said that he would like to make sure that the City’s neighborhoods are kept up to standards. Mr. Bowerfind asked if the City had an Equitable Development Policy. He said it was to ensure that funds for housing and maintenance is equitably flowing into the historically underfunded neighborhoods. A. Glaeser said that the City did not have one of those policies, and that places such as Fairfax have the room for the growth that would be supported by this. He said that Lexington, while it doesn’t have the same growth, is still investing in their neighborhoods. M. Alexander asked if it would be possible to encourage a home owner to sell their home to another owner rather than someone who would like to rent it out. J. Handy said that it could be restricting what the selling family can get out of the home if there is a restriction on that. M. Alexander said homes in

underserved communities are being lost to rentals, rather than preserving a home owner community, but she was not sure that it was something the City could do anything about. M. Alexander left the meeting at 4:40, and the quorum was lost. Mr. Bowerfind said that Grace Episcopal was interested in supporting equity, wealth, and sustainability in the black community in Lexington. J. Handy pointed out again that these projects require infrastructure in place for them to work. She has had the experience at her work of being offered money to do a project, but being unable to complete it due to a lack of staffing or other necessary resources. F. Kirchner thanked Mr. Bowerfind for his time and the work he has been doing. Mr. Bowerfind offered Grace Episcopal as a future partner and encouraged the Commission to review Fairfax's Equitable Development Policy.

**OTHER BUSINESS:**

J. Handy reported that RARA anticipates receiving some permanent supportive housing vouchers and increased rapid rehousing funds in 2021. She explained that it has historically been difficult to find landlords willing to accept vouchers or even get properties up to code to accept Section 8 vouchers. She indicated that Threshold could be helpful in influencing/convincing landlords of the importance of these programs.

**ADJOURN:**

The discussion ended at 4:50pm.

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Fred Kirchner, Chair  
Threshold Housing Commission



## NOTES

### THRESHOLD Lexington's Housing Commission Tuesday, July 21, 2020 – 4:30 p.m. Zoom e-meeting

#### Threshold:

Present:

Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Latonya Douglas  
Christyl Vozzo (Lee)  
Monique Moore

Absent:

Nadine Craney  
Jen Handy

#### City Staff:

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

#### CALL TO ORDER:

F. Kirchner called the meeting to order at 4:05 pm. A. Glaeser read a statement of emergency and permission to hold public meetings electronically.

#### MINUTES:

None

#### NEW BUSINESS:

##### A. Elect Chairperson

1. Nominations – M. Alexander nominated F. Kirchner as chair.
2. Motion & Vote – M. Alexander moved to re-appoint F. Kirchner as Chair. L. Douglas seconded and the motion passed unanimously (4/0). F. Kirchner abstained from voting.

##### B. Elect Vice-chair person

1. Nominations – M. Alexander nominated C. Vozzo for Vice-chair.
2. Motion & Vote – M. Alexander moved to appoint C. Vozzo as Vice-chair. L. Douglas seconded and the motion passed unanimously (4/0). C. Vozzo abstained from voting.

##### C. Discussion of Housing Rehabilitation Project in the Green Hill neighborhood.

A. Glaeser reviewed the status of the project, and of some applications that had been in progress. He said the follow up from Mission Next Door said that Ms. Johnson's gutters were replaced, and there will be a few more projects completed in the future. A. Glaeser said that 27 Maury Street was passed along to TAP and RARA as well as to the Lexington Fire Department. The property had already received help from Mission Next Door for a new roof.

Annie Stewart required a sewer lateral to be repaired, and that has been completed. SURCAP was able to provide funding for the whole of the project. A. Glaeser expressed his appreciation for all the help he received from M. Alexander and M. Moore in getting the project finished.

**A. Call to Action**

M. Alexander said at the end of June she was contacted by members of the Episcopal Church as they wanted to know what the priorities of the community were. They were focusing specifically on the black community and how they have been impacted by generations of systematic racism in the Lexington area. At the same time, she also saw various local organizations stepping up to find ideas on how to lift up the black community in sustainable ways. M. Alexander had suggested a meeting of all the organizations so communication would be open, and the church would know what projects various organizations would want to take on, as well as the different organizations knowing what the others were working on. The church currently has funding it is raising and they wanted to be able to put that money where the action is. The meeting will happen on Thursday, July 23. She said the various organizations were looking at items such as credit counseling and credit consolidation to help life-time renters become home owners. This would include helping the families go to the bank and apply for a mortgage on a home. This will take advantage of the houses that are starting to be empty as Washington & Lee University move all of their students into campus housing. M. Alexander said she would like to see Threshold involved in this, and she would be happy to represent them at the meeting. She also said she was pleased at the intent to include the community in the process of discussion as they narrow down the potential projects. A. Glaeser said that if there are any questions or input requested for Threshold, he would like that to be sent to him for distribution to the Commission.

**OTHER BUSINESS:**

F. Kirchner asked if it was still the intent to have private enterprise create the moderate to low income housing rather than the government trying to create it. A. Glaeser said that there will be housing strategies working to attract low income and emergency housing, but the strategies should not be specific that the government will create it. He also said that the budget most likely will not allow for much work from the government.

**ADJOURN:**

The discussion ended at 4:40.

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Fred Kirchner, Chair  
Threshold Housing Commission

**NOTES**

**THRESHOLD**

**Lexington's Housing Commission  
Tuesday, May 19, 2020 – 4:30 p.m.  
City Hall Community Meeting Room**

**Threshold:**

**City Staff:**

**Present:**

Fred Kirchner, Chair

Marylin Alexander, Council Liaison

Arne Glaeser, Planning Director

Bonnie Tombarge, Administrative Assistant

**Absent:**

Christyl Lee

Vicki Turner, Vice-Chair

Nadine Craney

Jen Handy

Monique Moore

Latonya Douglas

**CALL TO ORDER:**

Discussion started at 4:40 pm.

**MINUTES:**

None

**NEW BUSINESS:**

**A. Discussion of Housing Rehabilitation Project in the Green Hill neighborhood.**

A. Glaeser reviewed the status of the project, and of some applications that had been in progress.

**OTHER BUSINESS:**

None

**ADJOURN:**

The discussion ended at 5:10

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Fred Kirchner, Chair

Threshold Housing Commission

## MINUTES

### THRESHOLD

Lexington's Housing Commission  
Tuesday, February 18, 2020 – 4:00 p.m.  
City Hall Community Meeting Room

#### Threshold:

Present: Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Jen Handy  
Monique Moore  
Latonya Douglas

#### City Staff:

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

Absent: Christyl Lee  
Vicki Turner, Vice-Chair  
Nadine Craney

#### CALL TO ORDER:

Chair Kirchner called the meeting to order at 4:05 p.m.

#### MINUTES:

None

#### NEW BUSINESS:

##### A. Rental Inspection Program Summary

A. Glaeser started with a review of the previous inspection program. He provided a diagram of the inspection districts, and said the state code allowed the districts. The program was intended to protect the health, safety, and welfare of the occupant. It was not intended to improve the aesthetics of the building, it focused on safety. There was an administrator and inspector who scheduled and completed the inspections. The scheduling of the inspections was the most time consuming part of the program. J. Handy asked what would happen if a code violation was found on inspection. A. Glaeser said there are two types of violations, disqualifying or non-disqualifying. A disqualifying violation were the very bad violations. If a non-disqualifying violation was promptly taken care of, the building would get a one-year certificate before the next inspection. If there were no violations, the building was good for four years without an inspection. J. Handy asked what happened if a disqualifying violation was found and the landlord did not take care of it. She inquired if the occupants would be removed from their home. A. Glaeser said there were a number of limitations on the City when it comes to removing citizens from their homes, but ultimately, that would be the case. He said if the building does not meet minimum housing standards, the Building Official can make a posting that the house cannot be occupied. M. Alexander

and J. Handy both agreed that there should be more information available to landlords and renters detailing their responsibilities and rights. M. Alexander suggested talking to the City Attorney and City Manager about what the options were. J. Handy said she would take a look at what other cities have done about providing information on the rights and responsibilities for renters and landlords.

**B. Review of submitted applications from the Housing Rehabilitation Project in the Green Hill neighborhood.**

A. Glaeser gave a quick update on the previously received applications. Ms. Bea's house has been scheduled with Mission Next Door for work on gutters and porch railings. There are four new applications for consideration of how to proceed with them. He also said there have also been a few general inquiries. J. Handy pointed out that a couple of these applications did not allow Threshold to contact Mission Next Door, and she wanted to keep them aware of that. M. Alexander questioned if that was because the applicant maybe did not know what that organization was, and that could be clarified with a follow-up. J. Handy asked if the fire department would install smoke detectors. A. Glaeser said that would be a simple phone call to the department. F. Kirchner pointed out that two applications were from veterans, and one application came from someone who was disabled. He also brought forward the application from Mr. Craney as the most pressing application. J. Handy said there were a number of concerns from that application, but she also noticed there were several applications from people over 60. She wondered if they were aware of the VPass services offered through RARA. If not, they should be made aware of the services as they could most likely make use of them. They might not be eligible for all the services, but they should still look into it. F. Kirchner said he was pleased to see this response from the larger mailing. He was afraid they would end up losing their grant from W&L due to not utilizing the money. M. Alexander said that this many responses is reasonable for the amount of money available. J. Handy said that there are not many options to help with furnace repair, VPass has some limited options, but Crisis does not do any furnace repairs. A. Glaeser said that TAP should be able to make progress with the weatherization as Mr. Craney has already fixed his roof. J. Handy said this could be one instance where Threshold needs to pull in a few different organizations to get all the work done. J. Handy said Snider was 92 years old and needed her ducts for the furnace cleaned. She asked if that was considered a fire hazard. M. Alexander said it could be depending on the severity of the blockage. J. Handy reviewed that there were four applications for the fire department, one would be referred to TAP, one would be referred to Habitat, and the last one would be referred to Mission Next Door.

**OTHER BUSINESS:**

None

**ADJOURN:**

The meeting was adjourned at 5:05

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Fred Kirchner, Chair  
Threshold Housing Commission

**MINUTES**

**THRESHOLD**

**Lexington's Housing Commission  
Tuesday, January 21, 2020 – 4:00 p.m.  
City Hall Community Meeting Room**

**Threshold:**

Present:

Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Jen Handy  
Monique Moore  
Latonya Douglas

**City Staff:**

Arne Glaeser, Planning Director  
Bonnie Tombarge, Administrative Assistant

Absent:

Christyl Lee  
Vicki Turner, Vice-Chair  
Nadine Craney

**CALL TO ORDER:**

Chair Kirchner called the meeting to order at 4:05 p.m.

**MINUTES:**

None

**NEW BUSINESS:**

**A. Discussion of next steps for Housing Rehabilitation Project in the Green Hill neighborhood.**

A. Glaeser reviewed the status of the project. There had been only three applications, one of which was outside of the targeted area. Of the two homes, neither had many projects, and Ms. Johnson's home mostly had cosmetic problems. J. Handy asked if Threshold could take advantage of Service Days to help take care of cosmetic issues with homes. M. Alexander said that FTX days at VMI could be a good resource to help with the cosmetic problems. J. Handy asked if rental inspections were something that Threshold should pick up, or if that was a conversation already happening elsewhere. Threshold agreed that they would like more details on what a rental home inspection would look at and cover.

M. Alexander and J. Handy agreed that care will need to be taken with wording to prevent the feeling that select neighborhoods are being targeted. F. Kirchner said that Threshold needs to be more proactive in finding the people who need help. He would like to increase the survey area, as he was expecting more of a response than was received. M. Alexander pointed out that Threshold should have a longer list of people they can work with to help fix the problems that are presented. J. Handy suggested trying to work with Habitat for Humanity to analyze the rehabilitation projects. She

also pointed out that Threshold should be focusing on communication and coordination of the projects. Perhaps Habitat would be willing to help with site visits to see what is needed at each location, and then Threshold can match the need with the appropriate resource. F. Kirchner pushed sending out mailings to the entire Green Hill neighborhood.

J. Handy moved to send out mailings to the rest of the the Green Hill neighborhood. M. Moore seconded and the motion passed unanimously (5/0).

**B. Review Draft Housing Chapter for the Comprehensive Plan update.**

A. Glaeser reviewed the Housing chapter for the Comprehensive Plan, emphasizing the fact that it is a draft chapter. He also pointed out that the goals and strategies listed are by no means the final goals. M. Alexander said she was unsure about what goal #8 in the Housing chapter meant for Threshold. J. Handy said she felt that goal was not specific enough. The Commission agreed that they would all like more time to review the chapter, and to see what goals the Planning Commission puts forward in the more final chapter.

**OTHER BUSINESS:**

None

**ADJOURN:**

The meeting was adjourned at 5:05

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Fred Kirchner, Chair  
Threshold Housing Commission

## MINUTES

### THRESHOLD

**Lexington's Housing Commission  
Tuesday, August 20, 2019 – 4:00 p.m.  
City Hall Community Meeting Room**

#### **Threshold:**

Present: Fred Kirchner, Chair  
Marylin Alexander, Council Liaison  
Jen Handy  
Christyl Lee  
Latonya Douglas

#### **City Staff:**

Arne Glaeser, Planning Director

Absent: Monique Moore  
Vicki Turner, Vice-Chair  
Nadine Craney

#### **CALL TO ORDER:**

Chair Kirchner called the meeting to order at 4:01 p.m.

#### **MINUTES:**

None

#### **NEW BUSINESS:**

**A.** Review of the survey and release of information applications mailed to a targeted portion of Green Hill.

The survey and release of information had been mailed out a few weeks ago, and there were three responses. The forms have been partially completed in all three applications, requiring more follow up to know where Threshold can send the information. The last application, a property on Maury Street owned by a Mr. Harvey, is outside the targeted area. A. Glaeser said that Mr. Chris Payne came by and said that the house owned by Mr. Harvey had some work that needed to be done urgently. A. Glaeser did provide Mr. Payne with contact information for Mission Next Door and Habitat for Humanity. He also requested that Threshold be alerted if something was worked out for that property. C. Lee asked if the applicants on the forms submitted were the owners of the homes, and A. Glaeser said that they were. J. Handy asked if TAPs Veteran branch had been contacted and it had not. M. Alexander said that she was contacted by someone who lives on Hannah Lane, also just outside the targeted area. M. Alexander told her that Threshold was not working with that street yet. She would prefer Threshold to refer Mr. Harvey to one of the resources, and not work directly with him to set a solid precedent. J. Handy asked if it would violate the precedent if she were to reach out to TAP and see if there was someone there to work with him, and help him through the



process. No one objected to her doing that. F. Kirchner started the discussion as to who should be contacted to start looking at these homes. C. Lee asked if Threshold was planning on talking to the applicants once their applications were received to get more information about eligibility. F. Kirchner said that there had been a plan for two Threshold members to go to the homes and take a look at them to evaluate what needed to be done to each home. J. Handy then said that she had thought that Threshold would not be the evaluator, since they are not the ones potentially doing the work. She had thought that Mission Next Door or Habitat for Humanity would be sending someone to do the evaluation. F. Kirchner said then it would be two Threshold members meeting with someone from one of the programs to do the evaluation. He said he liked that idea as it took pressure off Threshold, but also keeps the Commission in the loop. J. Handy asked how to decide between Mission Next Door and Habitat for the evaluations as they cover very similar areas. C. Lee suggested Mission Next Door as Habitat has a number of eligibility criteria. J. Handy said that she did not want Mission Next Door to be the catch-all for these projects. She asked if Threshold should maybe be screening people for those most likely eligible for Habitat to send there. F. Kirchner said that so far, none of these projects seemed like TAP projects, but what has been M. Alexander's experience working with them. He asked if she thought these applications would be something TAP would be interested in working in. M. Alexander said no as TAP is mostly concerned with energy conservation. She said in her apartments they are replacing and installing many different things, mostly changing them for more modern, energy efficient versions. She said there is a division that could possibly be suitable for what these homes need, but it has a very long waiting list. J. Handy asked if TAP could do the initial evaluation, and then they split up the work between the organizations to get everything covered. A. Glaeser said that he would need to talk to TAP to see what they would offer in the way of a home evaluation. J. Handy asked if there will be extra information the Threshold person should be gathering when the home evaluation is being done. C. Lee asked if two Threshold members were required for these meetings. Two people is a good number, not overwhelming to the home owner, so one Threshold member and the home evaluator. C. Lee said that A. Glaeser is taking the lead, so she suggested that he be the one to attend the evaluations. J. Handy said that A. Glaeser doing the home evaluations will lend consistency with who the home owners are dealing with. The only exception being if a specific person would want to work with a specific member of Threshold due to a pre-existing relationship. C. Lee asked if people would want the member that they first approached there for the home visit. M. Alexander said she did not think so as they just want help. F. Kirchner said that it would be better to let A. Glaeser go as it would be covered by the city. M. Alexander said that it also would prevent any members being overwhelmed with inquiries about application statuses. A. Glaeser reviewed what the Housing Committee would like him to do, starting with contacting TAP to see if they can do a house inspection, if they cannot, he will then contact Robbie with Mission Next Door. F. Kirchner asked if the property outside of the targeted area will be assessed. J. Handy said no, she is going to see if anyone from the Veteran Services side of TAP can help with his home. J. Handy also said that if there is a true housing emergency within the city, it could be under Thresholds umbrella to help address it. A. Glaeser does mention that the report from the home inspection will cover the general needs of the home for Threshold to address,

but it will not be exceedingly detailed. J. Handy also mentioned taking photos of the problem areas for Threshold to review. M. Alexander inquired if the building inspector would be available for one of the home evaluations. A. Glaeser suggests having a contractor do an assessment on areas that Mission Next Door might not be comfortable doing, for example high roofs, and for Threshold paying for it if necessary. C. Lee asked about using HUD inspection sheets as guidance. A. Glaeser said that the building inspector may have that training. J. Handy asked if Andrea Strogdale would be willing to help. A. Glaeser said she has a separate housing inspector. C. Lee said it could be useful to know her method for inspection. M. Alexander said that she has the inspection sheet they use for HUD, but it is not intended for single family homes. F. Kirchner suggests seeing if the building inspector can be brought on board for the start of the inspections to offer more guidance. C. Lee said that it could also depend on what the applicant needs. If it has to do with fire safety and smoke detectors, they should call in the fire department, but maybe the porch would be under the building inspector. She would rather not pull him out to home visits unless he is necessary. F. Kirchner said that bringing the city building inspector in could lend credibility to what Threshold will address. A. Glaeser pointed out that it is possible that the building inspector would see problems that would potentially condemn the house, which is what Threshold is trying to avoid. J. Handy asked if maybe Threshold could borrow his expertise to learn what to be looking out for. A. Glaeser said that on one application that most of it will be easy enough to see, but the other applicant could require a more detailed inspection. He suggests trying to bring in the inspector for feedback for the first application. J. Handy asked what she should do upon finding out about TAP Veteran Program. She has worked with Evelyn Jordan who is able to direct her where to go within the TAP programs, should she let Threshold know what she finds out? It is suggested that she sends the information to A. Glaeser. A. Glaeser said that he will contact TAP to see if they will do a full house assessment, and if so, once the scope of the project is known, Threshold can organize which programs will be able to do which parts. If TAP is unable to do the house assessment, A. Glaeser will contact Mission Next Door for the house assessment. The committee agreed that that was the next step.

**OTHER BUSINESS:**

None

**ADJOURN:**

The meeting was adjourned at 4:55

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Fred Kirchner, Chair  
Threshold Housing Commission

## MINUTES

### THRESHOLD

**Lexington's Housing Commission  
Tuesday, June 25, 2019 – 4:00 p.m.  
City Hall Community Meeting Room**

#### **Threshold:**

Present: Fred Kirchner, Chair  
Vicki Turner, Vice-Chair  
Marylin Alexander, Council Liaison  
Christyl Lee  
Nadine Craney  
Monique Moore

Absent: Jen Handy  
Latonya Douglas

#### **City Staff:**

Arne Glaeser, Planning Director

#### **CALL TO ORDER:**

Chair Kirchner called the meeting to order at 4:00 p.m.

#### **MINUTES:**

None

#### **NEW BUSINESS:**

##### **Review and approve letter, survey, and release of information to be mailed to targeted portion of Green Hill:**

A. Glaeser said that the suggested changes from the June 18, 2019 meeting had been made. He also sent the letter to Habitat for Humanity (Habitat) as suggested at the June 18 meeting. Habitat had no comments, though they would like to meet with him to catch up on what was happening with this project. The release of information has also been sent to legal for review. Chair Kirchner asked if it was necessary to wait for the legal review to come back before mailing out the packet.

A. Glaeser confirmed that it would be best to wait for the legal review to come back first.

M. Alexander asked for clarification on what funds are being referenced at the end of the letter for individuals with disabilities or military service. She asked if the resources mentioned are from TAP as the in house grants that she is aware of do not have disability or military qualifiers. A. Glaeser said that there are other grants available for people with those qualifiers, and those funds could help the projects keep moving when there are problems that need to be fixed in a home before weatherization can happen. M. Alexander says that the way the sentence is could make people think those qualifiers are required. V. Turner suggested being more specific about what the resources are. M. Alexander suggested adding more explanation that being disabled or having served in the military are not required for receiving assistance through this project.

Chair Kirchner asked how the recipients of the letter will know where to return the survey and release of information to. A. Glaeser confirmed the letter will go on official letterhead. A. Glaeser suggests putting a line at the end of the survey/release of information that says please return to Planning Department at City Hall. C. Lee confirms that that is what they do with the forms at her work, they have a line in bold at the bottom of the page saying "Please complete and return to ...." F. Kirchner asks where the participants would potentially mail the survey to, and A. Glaeser says that while there is no P.O. Box, he can put the City Hall address, 300 Washington St., on the bottom of the page.

If there is a survey returned without a release of information form, A. Glaeser suggests that the Planning Department would make some attempts to contact the individual. Without the release of information, it is very limited what could be done with the information on the survey. Chair Kirchner suggested adding a deadline to return the survey, but V. Turner and C. Lee said they were seeing it as a rolling application process. V. Turner said that there may be state requirements on how long to keep the returned paperwork, M. Alexander agreed, pointing out it is grant funded. A. Glaeser said he would check on requirements for record keeping with the FOIA officer.

V. Turner moved to accept the letter, survey, and release of information with the revisions suggested at this meeting and to adopt them for distribution. N. Craney seconded. (6/0)

**OTHER BUSINESS:**

M. Alexander reviewed the most recent City Council meeting. There were two applicants to be considered to Threshold, and V. Turner had been reappointed. If there is another opening later on, Council is hoping the second applicant will reapply.

**ADJOURN:**

The meeting was adjourned at 4:19 p.m. (V. Turner/M. Alexander)

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Fred Kirchner, Chair  
Threshold Housing Commission

## MINUTES

### THRESHOLD

**Lexington's Housing Commission  
Tuesday, June 18, 2019 – 4:00 p.m.  
City Hall Community Meeting Room**

#### **Threshold:**

Present: Fred Kirchner, Chair  
Vicki Turner, Vice-Chair  
Marylin Alexander, Council Liaison  
Jen Handy

#### **City Staff:**

Arne Glaeser, Planning Director

Absent: Christyl Lee  
Latonya Douglas  
Nadine Craney  
Monique Moore

#### **CALL TO ORDER:**

Chair Kirchner called the meeting to order at 4:05 p.m.

#### **MINUTES:**

Minutes for the April 16, 2019 meeting were approved unanimously with the correction of Jen Handy being listed as present for the meeting (J. Handy/V. Turner)

F. Kirchner stated no objection to notes from May 21, 2019 discussion.

#### **NEW BUSINESS:**

##### **Discussion on next steps for housing rehabilitation project:**

A. Glaeser summarized previous meeting (May 21, 2019) for Threshold members not present at the meeting. Chair Kirchner raised question of homes filled with excess trash and how that would impact the weatherization project, and who would be responsible for clearing that away. Chair Kirchner also confirmed that both Total Action for Progress (TAP) and Mission Next Door (MND) would be open to a preliminary visit to the home with a member of the Threshold Housing Commission. There would be two individuals visiting to add accountability. V. Turner asked if MND is certified to bring houses up to code and Chair Kirchner confirmed they are. Chair Kirchner also stated that with the two programs there are two different levels of project scope, and that there may be more small projects suitable for MND than for TAP.

MND is also limited as far as resources, and may not be able to handle lots of projects all at once. J. Handy said that TAP is also working with Dominion Power Company and there may be homes in the area eligible for assistance through that program as well.

M. Alexander runs Mountain View Terrace apartments and is currently applying with TAP to weatherize all units. She gave a brief description of her experience working with TAP. They first

did an assessment of a single unit, looking from the crawl space to the attic to see what sort of changes needed to be made. TAP then followed up with an air quality auditor who checked all water heaters, stoves, and gas appliances. She has not yet received a report back, but said that TAP offered to replace all appliances, stoves, and heaters that were not performing as they should. They then took two sample households one from each apartment type offered, and took information on the household size, income, and any handicap/elderly/or special circumstances. TAP also wanted the account numbers for these household for the gas companies to see what the energy usage was for the past 12 months. There was some delay there as the households did not readily have the required information available. M. Alexander said the next step was for her to fill out an application with information on the apartment buildings and then fill out tenant information, and it will go back to TAP for approval. If approved, TAP will be insulating and encapsulating the crawl spaces, replacing all bathroom exhaust fans, putting in LED lights, checking for leaks in windows and doors, and replacing the weather stripping at entrances. J. Handy would like to check in with Habitat for Humanity to be sure they are still interested in being involved with this project and are ok with sending out the survey letter. She started looking at the letter and survey for any last changes.

Suggested changes were: Moving the Date line above the instructions,  
Adding the word needs to the instructions to clarify them,  
Adding a question about the number of people in the home,  
Moving all questions about household make up out of questions about  
the house itself,  
Adding a place for the name of the head of household and contact  
information,  
Adding a release of information to send the survey to TAP or MND

There was some discussion led by Chair Kirchner about adding a question about any children in the home to be used to focus projects by need. J. Handy pointed out that age is a protected class and that could lead to accusations of discrimination. M. Alexander also points out that TAP has a very detailed application that would cover all of that information. J. Handy also suggests offering to assist applicants with filling out the TAP application and assisting in screening for MND. Chair Kirchner suggested one more revision to the survey and letter to be approved by Threshold before it is sent out to the home owners. The decision was made to have a special meeting June 25<sup>th</sup>, 2019 to approve the letter.

**OTHER BUSINESS:**

None

**ADJOURN:**

The meeting was adjourned at 4:50 p.m. (J. Handy/V. Turner)

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Fred Kirchner, Chair  
Threshold Housing Commission