



# City of Charlottesville

To be a Place Where Everyone Thrives

Office of Budget & Grants Management

## Staff Memo

To:	Members of the Charlottesville Planning Commission
Regarding:	<b>Proposed Revisions to the Citizen Participation Plan, a Component of the City's Community Development Block Grants and HOME Investment Partnerships Programs, and Associated Municipal Code</b>
Staff Contact(s):	Anthony Warn, Grants Analyst Taylor Harvey-Ryan, Grants Programs Manager
Date:	June 9, 2026

## Issue

The City of Charlottesville is an active 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") & HOME Investment Partnerships ("HOME") programs offered by the U.S. Department of Housing and Urban Development ("HUD") and in that role is the periodic recipient of federal funds to support important community development, affordable housing and planning activities. In this role, the City is required to "adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation" in certain aspects of the development of these programs that encourages broad and representative citizen participation.

## Background/Rule

The development and local approval of the Citizen Participation Plan ("CPP") are governed by federal regulations at 24 CFR 91.105, HUD implementing guidance, and Virginia Code § 15.2-1433 covering the codification and recodification of ordinances.

## Analysis

The current Plan and associated municipal code were last updated in 2016 and no longer fully reflect changes in HUD guidance and/or current city needs, priorities and practices. In drafting the proposed amendments to the 2016 plan, staff has engaged in discussions with variety of stakeholders, consulted applicable HUD guidance, including the relevant sections of the Code of Federal Regulations, as well as studied similar plans from other participating jurisdictions, including Albemarle County, Richmond and Henrico Counties.

The City of Charlottesville ("City") and our partners at the Thomas Jefferson Planning District Commission ("TJPD") value the participation of all members of our community in the shared work of governance. With this as a core goal, staff also studied these resources with the goal of fostering broad and active representation on the CDBG/HOME Taskforce and recommends having seats for

nine (9) members, including: 5 at-large members; 2 representatives of public services groups serving the city's low- and moderate-income ("LMI") residents; 1 member of the Planning Commission; and 1 member of the School Board.

### **Financial Impact**

There is no adverse financial impact to the City budget. On the contrary, approval of the proposed Citizen Participation Plan will support the City's work to address important community needs while at the same time maintaining the City's continued eligibility to participate in the CDBG and HOME programs.

### **Recommendation**

Staff recommends approval of the amended Citizen Participation Plan, and the associated amendments to Charlottesville Municipal Code Article XIII §§ 2.416-421.

### **Recommended Motion(s)**

**I move that the Planning Commission recommend approval to City Council of the proposed amendments to the CDGB/HOME Citizen Participation Plan, and associated amendments to Chapter 2, Article XIII of the Charlottesville City Code.**