



County of Albemarle
Office of Housing
Department of Social Services

Stacy Pethia
spethia@albemarle.org
Telephone: (434) 296-5832 ext. 3240

MEMORANDUM

DATE: September 8, 2022
TO: Jeffrey Richardson
FROM: Stacy Pethia
RE: Southwood Project Drawdown Request 5
\$300,000

On September 2, 2022, Habitat for Humanity of Greater Charlottesville (Habitat) submitted a request for funding related to the Southwood Redevelopment Project Performance Agreement. The total amount requested equals \$300,000, which is to be disbursed upon the submission of documentation that Milestone B.1.e has been met. This milestone, and county staff approval status, are outlined below:

- *Milestone B.1.e*

Description: Fiscal Year 2021 or later; \$300,000. \$300,000 will be contributed to Habitat in Fiscal Year 2021 or later when Habitat provides written evidence to the County Executive that it has submitted to the County's Department of Community Development one or more complete building permit applications to construct the 37th Habitat-built or Habitat-contracted ADU within the project.

Approval Status: Accompanying the request for payment, Habitat provided a listing of all building permits applications Habitat submitted to the Community Development Department between April 4 - August 27, 2022. Applications were submitted for a total of 48 units including 8 duplexes, 2 single-family detached units, 18 townhomes, and 20 condominium units. On September 7, 2022, Rebecca Ragsdale, Planning Manager, confirmed that all building permits have been submitted, and are considered to be complete applications. Eighteen building permit applications have been issued to date, with the remaining applications currently under review by Community Development staff. A listing of all building permit applications submitted is included on page 2 of the attachment.

Based on the documentation provided, and the confirmation received from the Community Development Department, staff believes Habitat has met the requirements for Milestone B.1.e, and recommends County Executive approval of the disbursement of the \$300,000 request to Habitat for Humanity. This is final milestone Habitat was required to meet and, once approved, this will be the final cash contribution associated with the Southwood Performance Agreement. All remaining funds to be disbursed under the performance agreement will be via biannual property tax rebates.



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Approval



County Executive

9/9/22

Date



We bring people together to build and rebuild homes and communities while catalyzing new pathways to safe, decent, affordable housing.

September 2, 2022

Stacy Pethia
Housing Policy Manager
1600 5th Street, Suite A
Charlottesville, VA 22902

Dear Stacy –

As Vice President and Chief Financial Officer of Habitat for Humanity of Greater Charlottesville, Inc. (Habitat), I hereby certify that we have achieved the requirement enumerated under paragraph 4.B.1.e. of the Performance Agreement dated July 1, 2019, between the County of Albemarle, the Economic Development Authority of Albemarle County, Virginia, and Habitat for Humanity of Greater Charlottesville, Inc., calling for the payment of \$300,000 to Habitat.

The above referenced paragraph calls for Habitat to provide *“written evidence to the County Executive that it has submitted to the County’s Department of Community Development one or more complete building permit applications to construct the 37th Habitat-built or Habitat-contracted ADU within the Project.”*. Building permits are submitted electronically to the County. Once the building permit has been applied for, the County issues a building permit number. We submit that the issuance of a building permit number is prima facie evidence that we have in fact applied for a building permit. Please see the attached list showing the lot number, address, date submitted, and submission and property permit numbers showing that we have applied for 48 building permits for ADUs in Southwood.

Please let me know if you require any additional documentation or have any questions.

Thank you in advance for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "John G. Desmond".

John G. Desmond
Vice President, Chief Financial Officer

Greater Charlottesville Habitat for Humanity, Inc./Southwood Charlottesville, LLC
 Listing of Building Permit Applications as of 9/2/22

# of Units	Unit Type	Address	Lot #	Permit Submit Date	Submission #	Prop Permit #	Permit Received
1	SFD	3152 Horizon Road	3	4/4/2022	B-2022-230	B2022-01147-SF	7/26/2022
1	DUPLEX	3158 Horizon Road	4	4/4/2022	B-2022-238	B2022-01146-SFA	8/8/2022
1	DUPLEX	3160 Horizon Road	5	4/5/2022	B-2022-244	B2022-01234-SFA	8/11/2022
1	DUPLEX	3133 Horizon Road	8	8/27/2021	N/A	B-2021-02785	2/11/2022
1	DUPLEX	3131 Horizon Road	9	8/27/2021	N/A	B-2021-02786	2/11/2022
1	DUPLEX	3125 Horizon Road	10	8/27/2021	N/A	B2021-02788-SFA	8/8/2022
1	DUPLEX	3123 Horizon Road	11	8/27/2021	N/A	B2021-02790-SFA	8/8/2022
1	SFD	3117 Horizon Road	12	8/27/2021	N/A	B2021-02592-SF	8/8/2022
4	CONDO	3349 Cardinal Hill Lane	13 A-D	5/13/2022		B2022-01635CONDO	
6	CONDO	3355 Cardinal Hill Lane	13 E-J	5/13/2022		B2022-01638CONDO	
4	CONDO	3363 Cardinal Hill Lane	13 K-N	5/13/2022		B2022-01640CONDO	
6	CONDO	3369 Cardinal Hill Lane	13 O-T	5/13/2022		B2022-01642CONDO	
1	TOWN	3348 Cardinal Hill Lane	14	4/7/2022	B-2022-247	B2022-01292-SFTH	8/8/2022
1	TOWN	3350 Cardinal Hill Lane	15	4/8/2022	B-2022-248	B2022-01282-SFTH	8/8/2022
1	TOWN	3352 Cardinal Hill Lane	16	4/15/2022	B-2022-262	B2022-01284-SFTH	8/8/2022
1	TOWN	3354 Cardinal Hill Lane	17	4/15/2022	B-2022-263	B2022-01289-SFTH	8/8/2022
1	TOWN	3356 Cardinal Hill Lane	18	4/15/2022	B-2022-264	B2022-01281-SFTH	8/8/2022
1	TOWN	3362 Cardinal Hill Lane	19	4/15/2022	B-2022-265	B2022-01288-SFTH	8/8/2022
1	TOWN	3364 Cardinal Hill Lane	20	4/15/2022	B-2022-266	B2022-01285-SFTH	8/8/2022
1	TOWN	3366 Cardinal Hill Lane	21	4/15/2022	B-2022-271	B2022-01283-SFTH	8/8/2022
1	TOWN	3368 Cardinal Hill Lane	22	4/15/2022	B-2022-272	B2022-01290-SFTH	8/8/2022
1	TOWN	3370 Cardinal Hill Lane	23	4/15/2022	B-2022-273	B2022-01286-SFTH	8/8/2022
1	TOWN	3531Wardell Crest	25	5/11/2022	B-2022-311	B2022-01581-SFTH	
1	TOWN	3533Wardell Crest	26	5/16/2022	B-2022-383	B2022-01625-SFTH	
1	TOWN	3535Wardell Crest	27	5/16/2022	B-2022-384	B2022-01631-SFTH	
1	TOWN	3537Wardell Crest	28	5/16/2022	B-2022-386	B2022-01624-SFTH	
1	TOWN	3543Wardell Crest	29	5/16/2022	B-2022-387	B2022-01627-SFTH	
1	TOWN	3145Wardell Crest	30	5/16/2022	B-2022-388	B2022-01632-SFTH	
1	TOWN	3545 Wardell Crest	31	5/16/2022	B-2022-390	B2022-01628-SFTH	
1	TOWN	3549Wardell Crest	32	5/16/2022	B-2022-391	B2022-01629-SFTH	
1	DUPLEX	3564Wardell Crest	37	7/6/2022	B-2022-649	B2022-02491-SFA	
1	DUPLEX	3562 Wardell Crest	38	7/6/2022	B23022-645	B2022-02490-SFA	
48	TOTAL						