BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA

R-05-09

At the regular work session of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 28th day of January, 2009:

Present:	Vote:
Thomas W. Evelyn	Aye
D. M. Sparks	Aye
James H. Burrell	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye

Motion was made by Mr. Burrell, which carried 5:0, to adopt the following resolution:

A RESOLUTION CHARTERING THE AFFORDABLE HOUSING ADVISORY COMMITTEE OF NEW KENT COUNTY, VIRGINIA

WHEREAS, the Board of Supervisors recognizes that they have an interest in receiving assistance in the development of an affordable housing policy for New Kent County; and

WHEREAS, the Board of Supervisors seeks citizen input and expert advice into the formation of its affordable housing policy; and

WHEREAS, the Board of Supervisors wishes to set specific goals and objectives for implementing an affordable housing policy;

NOW THEREFORE, the Board of Supervisors charters the Affordable Housing Advisory Committee.

Charter

The Committee shall be known as the "The Affordable Housing Advisory Committee."

Purpose. The Committee's purpose is to assist the Board of Supervisors in developing an affordable housing policy for New Kent County.

Public Body. The Committee is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. The Committee shall exist until June 30, 2011 by which time the Board of Supervisors shall renew the Committee's charter or the Committee shall cease operation in an orderly fashion.

Membership. Each District Supervisor shall appoint one (1) member to the Committee from that district. There will also be one (1) at-large member, a representative from the ministerial association, the Quin Rivers Agency, the New Kent Department of Social Services, and from the County staff.

Each Committee member shall serve for the initial duration of the Committee. Vacancies shall be filled by appointment by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the performance of Committee business.

Any member may be removed for missing three consecutive meetings without cause, or for other just causes as determined by the Board of Supervisors.

Staff Sponsorship and Liaison. The County staff appointee shall serve as the liaison to the Committee.

Duties and Powers of the Affordable Housing Advisory Committee. The Affordable Housing Advisory Committee has a duty to the citizens of New Kent County to provide the Board of Supervisors with recommendations for an affordable housing policy for the County that they have developed. The Affordable Housing Advisory Committee shall:

No later than June 30, 2009, define the term "affordable housing." Determine the population, including household income eligibility levels, targeted for affordable housing services. Provide that definition and determination to the Board of Supervisors for its review and approval;

Upon the Board of Supervisors approval of the term "affordable housing" and its determination of the population to receive these services, assess the current need for affordable housing in New Kent County within the targeted population. Analyze the existing supply and demand and the anticipated supply and demand for affordable housing. Provide a report to the Board of Supervisors no later than January 1, 2010.

Review current County zoning ordinances, subdivision ordinances, and policies. No later than July 1, 2010, recommend new or revised ordinances and policies that will promote affordable housing.

No later than January 1, 2011, prepare both an unconstrained financial plan and a fiscally constrained, time-phased, financial plan to provide affordable housing services. Present the two financial plans and recommend uses for the existing affordable housing funding in the County's capital improvement program to the Board of Supervisors.

Meetings. Meetings of the Affordable Housing Advisory Committee shall be held on the fourth (4th) Tuesday of each month at 6:00 p.m. in the Old Courthouse. The Committee shall have the power to postpone or reschedule a regular meeting as needed.

Quorum. A majority of the members of the Affordable Housing Advisory Committee shall constitute a quorum.

Officers. The Committee shall choose from its members a Chair and Vice-Chair to preside over its meetings.

Voting. A majority of all members shall make a decision on new business. A majority of members present and voting shall make all other decisions.

Procedure. Except as otherwise specified, proceedings of the Affordable Housing Advisory Committee shall be governed by the most recent edition of Robert's Rules of Order. Meetings of the Committee shall proceed in the following order: Call to order, Roll Call, Approval of Minutes, Unfinished Business, New Business, Adjournment.

Fiscal Year. The fiscal year of the Affordable Housing Advisory Committee shall run from July 1-June 30.

Required Reports. In addition to the reports required above, the Affordable Housing Advisory Committee shall include an annual report of its activities to the Board of Supervisors thirty (30) days after the close of the fiscal year.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. This Charter of the Affordable Housing Advisory Committee is effective upon passage.

John A. Budesky
County Administrator

W. R. Davis, Jr.
Chairman