

# **JAMES CITY COUNTY WORKFORCE HOUSING TASK FORCE**

## **RULES OF PROCEDURE**

### **I. INTRODUCTION**

On November 22, 2016, the James City County Board of Supervisors (the “Board”) adopted the 2035 Strategic Plan, which includes the goal of “Expanding and Diversifying [the] Local Economy.” The purpose of this goal is to “support the expansion and diversification of the local economy by providing the regulatory framework to support business development, by undertaking economic development marketing and recruitment efforts, by fostering the development and expansion of businesses, and by supporting strategies to facilitate the development of affordable [and] workforce housing.” Through this goal, James City County is striving to create a diverse and sustainable local economy that upholds a commitment to protect community character and supports regional economic development targets.

Furthermore James City County’s economic development patterns have followed those of many affluent suburban counties. Lower wage jobs in the county are filled primarily by people commuting from adjacent localities, while an even greater number of residents commute to other localities. This disconnect between jobs and housing can cause many challenges for the community, including high housing and transportation costs and traffic congestion, and can dampen desirable economic development due to a lack of diversity in the local labor force. The provision of affordable housing is an important tool which is often used as a strategy to balance this disconnect between jobs and housing.

The strategy to address affordable and workforce housing needs is to establish a workforce housing taskforce to evaluate the findings of the recently completed Housing Conditions Study and to make recommendations to the Board of Supervisors on strategies to address affordable and workforce housing challenges, including exploring partnerships and funding sources.

The Workforce Housing Task Force is hereby created as follows:

### **II. NAME**

The name shall be the Workforce Housing Task Force (the “Task Force”).

### **III. MISSION**

The mission of the Task Force is to provide guidance, contribute input and engage the public to:

- A. Define affordable and workforce housing in James City County (the “County”).
- B. Compile and analyze all existing affordable and workforce housing efforts in the County.
- C. The Task Force will evaluate data, programs and efforts that affect affordable and workforce housing within the County.

## Adopted February 20, 2018

- D. ~~Determine~~ Recommend what the County's role toward the overall investment for increasing and preserving affordable and workforce housing should be.
- E. Identify gaps, propose solutions and present methods for increasing and preserving the affordable and workforce housing stock in the County, including:
1. Evaluate existing County regulations which promote or inhibit affordable and workforce housing
  2. Recommend changes to local regulations and policy to further promote affordable and workforce housing
- F. The Task Force will assess strategies, best practices, and initiatives presented through consultants and staff to address the needs of communities within the County. It will make recommendations to the Board of Supervisors on strategies to address affordable and workforce housing challenges, including exploring partnerships and funding sources. The Task Force will also develop strategies and make recommendations to the Board of Supervisors to address findings in the Housing Conditions Study. The Task Force will link actionable steps to Board of Supervisors Strategic Plan goals and existing James City County Comprehensive plans.

### **IV. APPOINTMENT AND TERM**

Members shall serve for 18 months or until the mission of the Task Force is completed, whichever occurs first.

### **V. MEMBERSHIP AND COMPOSITION**

The Task Force shall include a Steering Committee made up of a diverse membership and a Technical Advisory Committee of County staff. The Steering Committee shall include one or more representatives from the following categories:

1. Local large business
2. Developer of market rate residential developments
3. Developer of low-income housing tax credit units
4. Real estate sales professional
5. Small business owner
6. Chamber of Commerce
7. Residential property or development lender
8. Citizens
9. Local housing organizations
10. Board of Supervisors
11. Economic Development Authority
12. Planning Commission
13. Local college/university
14. Planning District Commission

The Technical Advisory Committee shall include the following staff or their representative(s):

1. County Administrator

2. County Attorney
3. Community Development staff
4. Economic Development staff
5. Social Services staff
6. WATA staff
7. W-JCC Schools staff

## **VI. TASK FORCE OFFICERS**

The Task Force Chair and Vice Chair will be selected by majority vote of the Task Force members and shall preside at Task Force meetings. If the Chair is absent, the Vice Chair shall preside.

When authorized by the Task Force, the Chair shall affix to any documents its signature on the behalf of the Task Force.

The Chair or the Chair's designee shall represent the Task Force and keep it informed when not in session. The Chair shall appoint all members and Chairs of committees and subcommittees.

## **VII. MEETINGS**

The Task Force shall meet monthly. All meetings of the Task Force and its subcommittees will be conducted as open meetings consistent with the Virginia Open Meetings Law.

- A. Regular Meetings—the Task Force shall hold regular meetings on a monthly basis, on a day to be decided following members appointment.
- B. Special and Emergency Meetings
  1. Special Meetings—the Chair, staff or a majority of the members may at any time call a special meeting of the Task Force. A special meeting may also be called or scheduled in open session during another duly called meeting.
  2. Emergency Meetings—the Chair, staff or a majority of the members may at any time call an emergency meeting of the Task Force. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Task Force.
- C. Cancellation and Rescheduling of Meetings—The Chair or staff may cancel or reschedule a regular meeting upon determining that there will be no business for the Task Force to consider at that meeting, or notices have been given indicating there will be not be significant attendance at the meeting. Task Force members will be notified of cancelations at least 24 hours before the scheduled meeting time. Task Force members may be notified via phone, fax, e-mail, or in writing.
- D. Attendance
  1. Task Force—all members of the Task Force are expected to be present at all regularly scheduled meetings.
  2. Subcommittees—members of any subcommittee are also expected to attend all meetings of that subcommittee.

## Adopted February 20, 2018

E. Meeting Agenda—the agenda shall serve as a guide to the Task Force and public as to what issues will be considered at the meeting.

1. Staff will determine the content and order of the agenda for Task Force meetings.

2. Copies of the proposed agenda and any supporting documents shall be emailed to all Task Force members prior to the applicable meeting.

F. Conduct of Meetings—all official meetings of the Task Force and its subcommittees will be open to the general public. An “official” Task Force meeting is any gathering together of, or simultaneous communication between, three or more Task Force members for the purpose of considering the public business of the Task Force. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide an opportunity for discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Task Force.

G. Subcommittees—the Task Force may create subcommittees to focus on more specific strategic areas. Selection of subcommittee members will be facilitated through staff recommendation and will be appointed by Task Force members. Each Task Force Subcommittee will have at least one representative from the Task Force.

1. Establishment and Appointment—the Task Force may establish and appoint members for such subcommittees as required to help carry on the Task Force’s work. Subcommittees will investigate and review specific topics and strategies on behalf of the Task Force for the purpose of providing appropriate recommendations to be included in the recommendations to the Task Force.

2. Subcommittee Procedures—a subcommittee Chairperson will be appointed by the Subcommittee members to manage activities of the Subcommittee. Citizens who are not on the Task Force may be representatives on established Subcommittees. The Chair of the Subcommittee will supervise meetings. Agendas, provided by staff, are to be sent to all members prior to a meeting.

## **VIII. AMENDMENT OF RULES**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting unless a statute or a rule of the Board of Supervisors provides otherwise.