

**Charter**  
**Citizens' Advisory Commission on Housing**  
**Approved by the County Board on July 24, 2014**

**Introduction:** The Citizens' Advisory Commission on Housing is created as an advisory body by the County Board of Arlington County, Virginia.

**Mission:** The Citizens' Advisory Commission on Housing will be the chief advisor to the County Board on housing issues in Arlington County. The Commission will serve a variety of functions aimed at expanding the County Board's knowledge about County housing conditions, trends and needs, and developing policy recommendations.

**Governing Documents:**

- Affordable Housing Principles, Goals and Targets
- Arlington County Consolidated Plan
- Affordable Housing Ordinance
- Tenant Assistance Fund Policy

**Functions and Scope:** The Citizens' Advisory Commission on Housing shall keep county and community leadership apprised of issues and actions regarding County housing conditions, trends and needs, and developing policy recommendations. More specifically, the Commission will:

1. Review existing County housing policies and guidelines and develop a comprehensive, clearly stated community supported County housing policy, consistent with various land use goals and plans, that provides an overall guide for County action spanning the spectrum of housing issues, such as:
  - increasing the supply of affordable housing;
  - improvement of the rental housing supply;
  - homeownership assistance;
  - specialized housing needs of the elderly and persons with disabilities;
  - homelessness;
  - Department of Human Services housing related services; and
  - working with the Tenant-Landlord Commission on displacement and relocation issues.
2. Review and provide recommendations to the County Board on housing funding proposals that include the Affordable Housing Investment Fund (AHIF), federal HOME funds and AHIF housing service proposals;
3. Review the housing data in Arlington in order to assess conditions, determine trends, reveal acutely pressing needs, and generally portray Arlington's housing situation at specific points in time;
4. Review the effectiveness of new techniques and strategies related to housing finance and housing assistance and analyze potential incentives for private developers to provide affordable housing – i.e., density bonus;

5. Provide recommendations to the County Board on state and federal legislation deserving County support;
6. Provide housing recommendations to the County Board on the County's annual budget.
7. Participate in the development of the Consolidated Plan to guide county-wide housing, homeless and community development strategies.
8. Consider the future continuing role of the Commission in terms of its advisory role to the County Board, and its relationship to the ongoing services of housing related issues which come before the County Board; and
9. Review and monitor prior recommendations put forth by the Commission and determine which of those recommendations as yet are unfulfilled and should be pursued according to what priority; specify what further actions, if any, need to be undertaken; and develop an overall recommended strategy for accomplishing these purposes.

**Membership:** The Citizens' Advisory Commission on Housing shall be comprised of thirteen members. These members are drawn from:

- one representative of tenant interests;
- two representatives of developer, builder and/or real estate interests;
- two representatives of neighborhood interests;
- three representatives of community-wide nonprofit agencies;
- and five representatives of at-large county board appointments.

The County Board will appoint and maintain a roster of members.

Members will be appointed for four-year terms. All members serve at the pleasure of the Board.

The Citizens' Advisory Commission on Housing members are expected to serve a housing liaison function to other Commissions, working groups and planning studies in Arlington. A member of the Commission who fails to attend three Citizens' Advisory Commission on Housing meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

**Chair:** The County Board shall appoint a Chair who shall serve to lead the efforts of the Advisory Group.

**Committee Membership:** The Citizens' Advisory Commission on Housing may create committees, as necessary, to accomplish specific Citizens' Advisory Commission on Housing missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the Citizens' Advisory Commission on Housing. Committees may include Housing Services, Bricks and Mortar, Homeownership, Tools and Trends, and others as necessary.

**Staff Liaison:** The County Manager shall appoint a member of staff from the Department of Community Planning, Housing and Development to serve as liaison to the Citizens' Advisory Commission on Housing.

**Meetings:** The Citizens' Advisory Commission on Housing will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. The Citizens' Advisory Commission on Housing will meet once a month with no meeting in August. Meetings are typically scheduled nine to 12 days before County Board meetings. Agendas are available one week prior to each meeting. Committees meet as needed.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Reporting to the Board:** The Citizens' Advisory Commission on Housing will provide recommendations to the County Board about area of responsibility. The Citizens' Advisory Commission on Housing will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. The Citizens' Advisory Commission on Housing may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

**Update of this Charter:** Every three years, the Citizens' Advisory Commission on Housing shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.