

# CHARTER

## Affordable Housing Study Working Group

March 14, 2013

**Purpose:** The Affordable Housing Study Working Group has been established to advise County staff in the development of its Affordable Housing Study. Input from the Working Group and other community stakeholders will help to guide process and recommendations of the County Manager on affordable housing policy and strategies.

**Composition:** Members have been appointed to this working group to represent the following:

- Housing Commission
- Planning Commission
- Community Development Citizen Advisory Committee
- Commission on Aging
- Tenant-Landlord Commission
- Disability Advisory Commission
- 10 Year Plan to End Homelessness Task Force
- Community Services Board
- Historic Affairs and Landmark Review Board
- Economic Development Commission
- Nonprofit Housing Developer
- For-profit Housing Developer
- Civic Federation
- Transportation Commission
- Faith-based communities
- Homeownership working group
- Tenants

**Term:** The Affordable Study Working Group is a temporary advisory body which will serve for the duration of the Affordable Housing Study which will be completed no later than 2015.

**Appointments:** Appointments to the Affordable Study Working Group are made by the County Manager. The County Manager will also designate a Chair and Vice-Chair for the Working Group.

**Meetings:** The Chair of the Working Group will convene meetings in coordination with Department of Community Planning, Housing and Development (DCPHD) Housing Division staff. All meetings of the Affordable Housing Study Working Group will be open to the public and publicized with at least one week's notice. Staff will maintain a list of interested parties and ensure that notice of the Working Group meetings are sent out in advance. While meetings are open to the public, public comment at meetings will be at the discretion of the Chair and subject to time constraints. Broad public input will be solicited through additional strategies, to be identified as part of a community engagement plan.

**Member Responsibilities:** The Affordable Housing Working Group is responsible for providing guidance of the Affordable Housing Study throughout its development. Expectations of members are as follows:

- Represent their constituency by providing their best advice on the needs and values of the community;
- Facilitate community engagement through outreach and reporting to constituency, and participating in broad community outreach efforts as needed;
- Prepare for meetings and other activities by reviewing materials beforehand; and
- Participate in subcommittees and outreach activities as appropriate.

**Chair Role and Responsibilities:**

- Provide leadership to Working Group and advice to County staff on Working Group operations;
- Convene and facilitate meetings of the Working Group;
- With staff, develop working subcommittees and assign Working Group members;
- Facilitate Working Group agreements throughout the process, and assure efficiency in analysis and discussion; and
- With staff, manage public input into Working Group deliberations.

**Vice-Chair:** The Vice-Chair shall assume the role and responsibilities of the Chair in the absence of, and/or at the request of, the Chair.

**Support from County Staff and Consultants:** The Housing Division of Community Planning, Housing and Development will provide primary staff support to the Working Group. An Interdepartmental Resource Team will provide additional support and coordination. The Team is composed of staff from: Department of Community Planning, Housing and Development, Department of Human Services, Department of Environmental Services, Department of Management and Finance, Arlington Economic Development, Office of Human Rights, Police Department, Department of Parks and Recreation, and the Arlington Public Schools. Consultants will be secured to provide subject matter expertise, technical assistance, and support to the Study effort. Staff will be responsible for directly overseeing and monitoring the work of any consultants engaged in the Housing Study. Housing Division staff will provide liaison to and ensure coordination among the Working Group, Consultant, County Board, and County staff.