

## **Workgroup and Committee Expectations**

### *Louisa County Boards, Committees, and Commissions*

The Louisa County Board of Supervisors greatly values the contributions of the various boards, committees, and commissions that provide essential input and recommendations on a wide range of topics affecting the community. Serving on one of these groups is a meaningful way to influence the county's development and contribute to its governance.

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## **General Expectations for Members**

### **1. Review and Preparation**

- Members are expected to thoroughly review all materials provided prior to meetings, including reports, agendas, and relevant background information.
- Adequate preparation ensures informed discussions and well-founded recommendations to the Board of Supervisors.

### **2. Participation**

- Regular attendance at scheduled meetings and active engagement in discussions are crucial.
- Members should contribute their expertise and perspectives to the decision-making process.

### **3. Recommendations**

- Most boards and committees serve an advisory role, tasked with providing recommendations to the Board of Supervisors on matters within their area of focus.
- Recommendations should be:
  - i. Well-researched and supported by relevant data or analysis.
  - ii. Aligned with the county's goals, policies, and priorities.
  - iii. Feasible within the framework of existing county resources and legal requirements.
- Recommendations from boards and committees are advisory and non-binding; the ultimate decision-making authority lies with the Board of Supervisors.

### **4. Scope of Authority**

- Boards, committees, and commissions generally do not have budgetary control or independent decision-making authority beyond providing recommendations.

## **5. Staffing and Resources**

- Boards and committees cannot direct staff workload or assign tasks to county staff. Requests for staff involvement, workload allocation, or additional resources must be formally submitted to the Board of Supervisors for approval.
- Boards and committees shall designate a member of their group to provide administrative functions, including the development of minutes, legal services, reserving rooms for meetings, and related tasks. Staff support is limited to those boards and committees listed below:
  - i. Planning Commission
  - ii. Board of Zoning Appeals
  - iii. Board of Building Appeals
  - iv. Board of Equalization
  - v. Local Emergency Planning Committee
  - vi. Community Policy and Management Team
  - vii. Family Assessment and Planning Team

## **6. Ethics and Conduct**

- Members are expected to act with integrity, professionalism, and respect for diverse viewpoints.
- Conflicts of interest must be disclosed promptly to ensure transparency.

## **7. Compliance with Virginia State Code (Where Applicable)**

- Boards or committees with statutory responsibilities must adhere strictly to their defined legal roles as outlined in the Virginia State Code.

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### **Boards and Commissions with State Code Responsibilities**

Certain boards and commissions have statutory responsibilities outlined in the Virginia State Code. Below are these groups and their corresponding responsibilities:

#### **1. Land Use and Development Boards**

These boards focus on planning, zoning, and property-related appeals.

- **Planning Commission**

- **Statutory Reference:** § 15.2-2210 through § 15.2-2222
- **Responsibilities:**
  - Recommend the county's comprehensive plan.
  - Review and make recommendations on zoning and land use applications, including rezonings and conditional use permits.

- Ensure consistency between public projects and the adopted comprehensive plan.
- **Board of Zoning Appeals (BZA)**
  - **Statutory Reference:** § 15.2-2308 through § 15.2-2314
  - **Responsibilities:**
    - Hear and decide appeals from decisions made by the zoning administrator.
    - Authorize variances from zoning ordinance requirements when specific conditions are met.
- **Board of Building Appeals**
  - **Statutory Reference:** § 36-105 and § 36-114
  - **Responsibilities:**
    - Hear appeals related to the enforcement of the Virginia Uniform Statewide Building Code (USBC).
    - Determine if decisions by the building official comply with the USBC.
- **Board of Equalization**
  - **Statutory Reference:** § 58.1-3373 through § 58.1-3389
  - **Responsibilities:**
    - Hear and decide appeals regarding property tax assessments.
    - Ensure fair and equitable valuation of properties based on state guidelines.

## **2. Economic Development and Tourism Boards**

These boards focus on business development, economic growth, and tourism promotion.

- **Economic Development Authority (Industrial Development Authority)**
  - **Statutory Reference:** § 15.2-4900 through § 15.2-4920
  - **Responsibilities:**
    - Promote economic growth through the issuance of bonds and financing for businesses and industries.
    - Encourage development projects to create jobs and improve the local economy.
- **Tourism Advisory Board**
  - **Statutory Reference:** § 15.2-5506

- **Responsibilities:**
  - Promote and assist tourism development in their individual participating localities.
  - Develop and assist in the implementation of a tourism development plan to increase tourism revenue.

### **3. Public Safety and Emergency Management Boards**

These boards oversee law enforcement, corrections, and emergency planning.

- **Electoral Board**
  - **Statutory Reference:** § 24.2-106 through § 24.2-120
  - **Responsibilities:**
    - Administer elections and ensure compliance with Virginia election laws.
    - Oversee the certification of election results and management of polling places.
- **Local Emergency Planning Committee (LEPC)**
  - **Statutory Reference:** § 44-146.19 (Virginia Code) and federal law under the Emergency Planning and Community Right-to-Know Act (EPCRA)
  - **Responsibilities:**
    - Develop emergency response plans for hazardous materials incidents.
    - Coordinate with local agencies to ensure readiness for emergency situations.

### **4. Human Services and Community Support Boards**

These boards focus on social services, youth support, and community planning.

- **Community Policy and Management Team (CPMT)**
  - **Statutory Reference:** § 2.2-5206
  - **Responsibilities:**
    - Oversee the implementation of the Children's Services Act in the locality.
    - Manage funds allocated for services to at-risk youths and families.
    - Ensure interagency collaboration and family involvement in service delivery.
- **Family Assessment and Planning Team (FAPT)**
  - **Statutory Reference:** § 2.2-5207
  - **Responsibilities:**
    - Assess the strengths and needs of at-risk youths and families.

- Develop individualized service plans to address identified needs.
- Ensure access to appropriate services across various agencies.

## 5. Environmental and Infrastructure Boards

These boards focus on land preservation, natural resources, and public utilities.

- **Agricultural and Forestal Districts Advisory Committee**
  - **Statutory Reference:** § 15.2-4304
  - **Responsibilities:**
    - Advise the local planning commission and governing body on the creation, review, modification, continuation, or termination of agricultural and forestal districts.
    - Provide expert advice on farming and forestry practices and resources within the district.

### Roles and Responsibilities for All Members

- **Provide Input and Feedback:** Contribute valuable insights to help shape recommendations.
- **Facilitate Collaboration:** Work effectively with other members and county staff to address issues.
- **Support Transparency:** Uphold the principles of openness and accessibility for the public.
- **Respect Timelines:** Complete tasks and provide feedback within established deadlines to maintain efficiency.

### Appointment and Term Commitment

Appointments to boards, committees, and commissions are made by the Louisa County Board of Supervisors. Terms and duties vary depending on the specific group.

Appointed members will be notified of their roles and responsibilities upon selection.

If a member no longer wishes to serve, they must notify County staff in writing as soon as possible to allow for a timely replacement. This ensures continuity and effectiveness in board and committee operations.

Serving on a board, committee, or commission is a rewarding opportunity to contribute to the betterment of Louisa County. Your commitment to these expectations will help ensure that your work has a meaningful and lasting impact on the community.