

## **COMMITTEE LISTING & DESCRIPTIONS**

Frederick County's many boards and committees provide opportunities for the citizens of Frederick County to become directly involved in local government. The Board of Supervisors appoints citizens to fill vacancies on most of the following county and regional advisory boards, commissions, and committees. Members of the Board of Equalization and Board of Zoning Appeals are nominated by the Board of Supervisors, but appointed by the Circuit Court.

Frederick County residents who are interested in serving on a particular committee, or who have questions related to committee service, should contact their Board of Supervisors' representative and request a Committee Appointments application or you may contact the County Administrator's Office at (540)665-6382.

The following is a list of the various committees serving Frederick County. (Please note that committee meetings are held at the County Administration Building 107 North Kent Street, Winchester, Virginia, unless otherwise noted.)

### **AGRICULTURAL DISTRICT ADVISORY COMMITTEE – meets as called**

This is a committee consisting of landowners, who are actively farming, other freeholders of the locality and a member of the governing body. The committee was established in accordance with Chapter 43, Section 15.2-4304 et. seq., 1950, *Code of Virginia*, as amended, to advise the local governing body and the local planning commission regarding the establishment, modification and determination of agricultural and forestal districts. In particular, the committee is mandated to render expert advice relating to the nature of farming and forestry and farm and forest resources within the proposed area and the relationship of such activities in such area to the entire county. Committee members serve on an as needed basis with an indefinite term.

### **BOARD OF BUILDING APPEALS – meets as called**

The Board of Building Appeals is composed of six citizen members appointed by the Board of Supervisors for five year terms. Members shall be selected on the basis of their ability to render fair and competent decisions regarding application of the code, and shall, to the extent possible, represent different occupational or professional fields. At least one member should be an experienced builder. At least one other member should be a licensed professional engineer or architect. The function of the board is to hear appeals from individuals who disagree with an interpretation of the building official on matters relevant to building code enforcement.

### **BOARD OF EQUALIZATION – meets as called**

The Board of Equalization is composed of five members nominated by the Board of Supervisors with final appointment being made by the Judge of the Circuit Court. Members

serve a three year term. The primary duty is to hear appeals of real estate reassessment in the year the reassessment takes affect and shall conduct their business as required by the *Code of Virginia*.

**BOARD OF ZONING APPEALS – meets third Tuesday of each month at 3:25 p.m.**

The Board of Zoning Appeals is composed of seven members. Recommendations for appointment are made by the Board of Supervisors and appointments are made by the Judge of the Circuit Court. Members serve a five year term. The function of the Board of Zoning Appeals is to hear appeals from citizens relevant to zoning matters as established by the zoning ordinance and interpreted by the planning and development director.

**CHAPTER 10 BOARD – meets the third Wednesday of each month at 7:00 p.m. at the Thomas J. Peachey Center, 209 West Criser Road, Front Royal, VA 22630**

The Chapter 10 Board provides a variety of services to individuals with mental health problems. The Chapter 10 Board is composed of representatives from each of the jurisdictions within planning district 7 and serve a three year term and may only serve two terms. Frederick County currently has three representatives on the Chapter 10 Board.

**CODE AND ORDINANCE COMMITTEE – meets as called.**

The Code and Ordinance Committee is composed of two board members and two citizen members. The primary function of the committee is to concentrate on text changes in the county code. Appointments are for a one year term.

**CONSERVATION EASEMENT AUTHORITY – meets fourth Thursday each month, 8:00 A.M.,**

The Authority is comprised of seven citizen members appointed by the Board of Supervisors, one member from the Board of Supervisors and one member from the Planning Commission. Members serve a three year term. The Conservation Easement Authority oversees and administers the Conservation Easement Program. The program was established to enable the county to acquire conservation easements, voluntarily offered by property owners, as a means of assisting in the preservation of farm and forest land, open space, scenic vistas, historic sites, water resources and environmentally sensitive lands, and the county's rural character.

**ELECTORAL BOARD – meets as called in the Voter Registrar's Office, 107 N. Kent Street, Winchester, Virginia**

The Electoral Board is composed of three members appointed by the Judge of the Circuit Court for a term of three years. The function of the Electoral Board is to supervise the operation of the office of the central registrar and to insure that elections are held and procedures are followed in accordance with state statutes. The Electoral Board is responsible for certification of election results.

**EXTENSION LEADERSHIP COUNCIL – meets quarterly on the 4th Thursday at 7:00 p.m. at the Red Cross Building, 561 Fortress Drive, Winchester, Virginia**

The Frederick County Extension Leadership Council is composed of nine members; one citizen member from each magisterial district appointed by the Board of Supervisors and three members at large recommended by the Virginia Tech Extension Service. Members serve a four year term. The Extension Leadership Council was established to provide closer coordination between the governing body and the Virginia Tech Extension Service.

**FINANCE COMMITTEE – meets the third Wednesday of each month at 8:00 A.M.**

The Finance Committee is composed of four board members and three citizen members appointed by the Chairman of the Board of Supervisors. Members serve a one year term. The committee deals primarily with financial matters referred to them by the Board of Supervisors and/or County Administrator. The Finance Committee also conducts the preliminary review of the county budget and prepares same for presentation to the Board of Supervisors.

**FREDERICK-WINCHESTER SERVICE AUTHORITY – meets the third Monday every other month at 8:00 A.M.**

The County has three representatives on the Service Authority. Members serve a three year term. The function of the FWSA is to study and make recommendations to the governing bodies relative to the regional wastewater treatment facilities to serve the city and county. The FWSA is responsible for the operation and maintenance of the facility.

**HANDLEY REGIONAL LIBRARY BOARD – meets the third Tuesday of each month at 4:30 P.M. at Handley Regional Library or the Bowman Library (location varies monthly).**

The Handley Regional Library Board is composed of ten members, five of whom are from Frederick County and are appointed by the Board of Supervisors. Members serve a four year term and may serve for only two terms. The board serves as an advisory body to the library director and a policy making body to establish procedures of operation of the facility.

**HISTORIC RESOURCES ADVISORY BOARD – meets the third Tuesday of each month at 6:30 P.M.**

The Historic Resources Advisory Board is composed of nine members appointed by the Board of Supervisors. Members serve a four year term. The board provides detailed information on historic resources to the Board of Supervisors and Planning Commission, along with recommendations on general historic resource policy in Frederick County.

### **HUMAN RESOURCES COMMITTEE – meets as called**

The Personnel Committee is composed of two board members and two citizen members. Members serve a one year term. The primary function of the committee is to review, develop and recommend proposed updates and revisions to the county's personnel policies and practices.

### **INDUSTRIAL DEVELOPMENT AUTHORITY – meets as called.**

The Industrial Development Authority is composed of seven members, one from each magisterial district and one member-at-large, appointed by the Board of Supervisors for a term of four years and a liaison member from the Board of Supervisors appointed by the chairman. The authority is responsible for assisting new industries seeking to locate in the area and is empowered to authorize the issuance of tax exempt industrial revenue bonds.

### **LORD FAIRFAX COMMUNITY COLLEGE BOARD – meets the second Thursday of odd numbered months at 7:30 p.m. at Lord Fairfax Community College, Middletown, Virginia.**

Frederick County has two representatives on the College Board. Members serve a four year term. The College Board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board for Community Colleges. In general, a College Board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures and regulations of the State Board for Community Colleges.

### **LORD FAIRFAX EMERGENCY MEDICAL SERVICES COUNCIL – meets the first Wednesday every other month at 7:30 P.M. at the EMS Council Office, 190 Prosperity Drive, Suite 4, Winchester, Virginia.**

Frederick County has three representatives on the Emergency Medical Services Council. Members serve a three year term. The purpose of the Lord Fairfax Emergency Medical Services Council for Planning District 7 is to improve the coordination among those providing emergency care and to assist in providing needed emergency equipment, training programs, communication equipment, etc. to the area.

### **PARKS AND RECREATION COMMISSION – meets the third Tuesday of each month at 7:00 P.M.**

The Parks and Recreation Commission is composed of eight members appointed by the Board of Supervisors; one from each magisterial district, and two members at large. One member from the Board of Supervisors serves as a liaison. Members serve a four year term. The commission is an advisory body which deals with the development of parks and the various programs of recreation offered to the general public and makes recommendations to the Board of Supervisors relative to said matters.

**PLANNING COMMISSION – meets the first and third Wednesday of each month at 7:00 P.M.**

The Planning Commission is composed of thirteen members appointed by the Board of Supervisors serving four year staggered terms; two from each magisterial district, one member-at-large, and a liaison from the Board of Supervisors. The Planning commission serves in an advisory capacity to the Board of Supervisors on all planning, zoning and land use matters.

**PUBLIC SAFETY COMMITTEE – meets as called at the Public Safety Building, 1080 Coverstone Drive, Winchester, Virginia**

The Public Safety Committee is composed of two Board of Supervisors members, the Sheriff, the Fire and Rescue director, President of the Frederick County Fire and Rescue Association, the County Administrator, the County Attorney, the Commonwealth’s Attorney and three citizen members. Members serve a one year term. The Public Safety Committee deals with matters relative to law enforcement and the criminal justice system of the county, the Sheriff, court functions, Commonwealth’s Attorney, and the 911 service and central dispatch center and other related issues. The committee also provides management oversight for the Communications Center.

**PUBLIC WORKS COMMITTEE – meets the fourth Tuesday of each month at 8:00 A.M.**

The Public Works Committee is composed of two board members and four citizen members. Members serve a one year term. The primary function of the committee is to concentrate on landfill, building and equipment maintenance, inspections, plans and enforcement.

**SANITATION AUTHORITY – meets the third Tuesday of each month at 5:30 P.M. at the Sanitation Authority Office, 315 Macedonia Church Road, Stephens City, Virginia.**

The Sanitation Authority is composed of five members and a liaison from the Planning Commission and the Board of Supervisors. Members serve a four year term. The function of the authority is to provide policy direction in the provision of water and sewer services to areas in the county where feasibility is proven.

**SHAWNEELAND SANITARY DISTRICT ADVISORY COMMITTEE – meets the first Monday of each month, quarterly, at 7:00 P.M. at Shawneeland Sanitary District Office, Winchester, Virginia.**

The advisory committee is comprised of five members who are property owners within the Shawneeland Sanitary District. Members serve a two year term. The committee is responsible for reviewing and making recommendations to the Board of Supervisors regarding ShawneeLand.

## **SHENANDOAH AREA AGENCY ON AGING**

Frederick County has two representatives on the Area Agency on Aging. Members serve a four year term and may only serve two terms. The Board of Directors of the Shenandoah Area Agency on Aging is composed of representatives nominated from each of the localities in the planning district, and approved and appointed by the Shenandoah Area Agency on Aging (SAAA) Board of Directors. Members-At-Large are appointed by the Area Agency Board. The agency concerns itself with providing quality services and opportunities to enhance the dignity and independence of elderly citizens in the area.

### **SOCIAL SERVICES BOARD – meets the third Tuesday of each month at 9:00 A.M.**

The Social Services Board is composed of seven citizen members, one from each magisterial district and one member-at-large. Appointments are made by the Board of Supervisors. Members serve a four year term. The Social Services Board deals with the administration and management of the welfare programs in the county pursuant to state and federal regulations.

### **TRANSPORTATION COMMITTEE – meets the fourth Monday of each month at 8:30 A.M.**

The Transportation Committee is composed of two Board of Supervisors members, two citizen members, a Planning Commission Liaison, and a Liaison from the Towns of Stephens City and Middletown. Members serve a one year term. The committee is the initial body to review all transportation related items which fall under the purview of the Board of Supervisors. This includes, but is not limited to, the Six Year Secondary and Primary Road Plans. The committee formulates recommendations which are forwarded to the Planning Commission and Board of Supervisors.

### **WINCHESTER-FREDERICK COUNTY TOURISM BOARD – meets the third Thursday of each month at 8:00 A.M. at the Visitor’s Center, 1400 S. Pleasant Valley Road, Winchester, Virginia.**

The board is composed of members from the private sector and from the public/non-profit sector to include: museums, arts and theater, recreation and sports, agriculture, tour groups, events and festivals, battlefields, history and other. Members serve a three year term. The purpose of the Tourism Board is to foster an efficient and cooperative effort towards establishing tourism and marketing programs and strategies for the Winchester-Frederick County area.

### **WINCHESTER REGIONAL AIRPORT AUTHORITY – meets the third Thursday of each month at 6:00 P.M. at Winchester Regional Airport.**

The Winchester Regional Airport Authority shall own, operate, maintain, manage, regulate, promote, plan for and finance the airport to promote and to further the public convenience, health, safety, welfare and economic development of the Northern Shenandoah Valley. To

accomplish this purpose, the authority shall have all of the powers, authorities, rights, responsibilities and obligations bestowed upon it by the Act except as may be restricted or amended by this agreement. Members serve a four year term.