

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-21-21

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the County Office Building in New Kent, Virginia on the 12th day of October, 2021.

Present:	Vote:
Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Thomas W. Evelyn	Aye

Motion was made by Mr. Tiller, which carried 5:0, to adopt the following resolution:

**A RESOLUTION CHARTERING THE NEW KENT COUNTY
COMPEHENSIVE PLAN UPDATE STEERING COMMITTEE**

WHEREAS, the Board of Supervisors of New Kent County (hereafter "the County") has identified, as a priority initiative, the need to initiate an update to the Comprehensive plan; and

WHEREAS, the County intends to procure a consultant to lead the comprehensive planning process and work closely with a steering committee that has been appointed by the Board of Supervisors; and

WHEREAS, the County desires to form a steering committee (hereafter "the Committee") to assist with the planning process.

NOW THEREFORE BE IT RESOLVED, the New Kent County Board of Supervisors hereby charters the New Kent County Comprehensive Plan Update Steering Committee.

Charter

The Committee shall be known as the "New Kent County Comprehensive Plan Update Steering Committee" (Hereafter "Committee")

Purpose. The Committee's purpose is to serve as an advisory committee to the Board of Supervisors. The committee will work with the County's consultant to make recommendation to the Board of Supervisors to develop an update to the comprehensive plan that is to be used as a guiding document for future land use strategies and practices. This document serves as a work plan for the next 20 years. The resulting comprehensive plan will set land use priorities and strategies to be incorporated into guiding principles for future development within the County. The completed plan will serve as the basis for future zoning and subdivision ordinance amendments.

Public Body. The Committee is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. The Committee shall serve at the pleasure of the Board of Supervisors.

Membership. Each District Supervisor shall appoint two (2) members to the Committee. In Addition, the Committee shall also consist of two (2) Planning Commission Members, (1) Economic Development Authority member, and (1) Agricultural and Forestal District Advisory Committee member. The New Kent County Administrator or his/her designee shall also serve on the committee.

Duties of Committee. The Committee will make recommendations to the Board of Supervisors regarding the development of a New Kent County Comprehensive Plan Update.

Officers. The Committee shall have three (3) officers: a Chairman, a Vice Chairman, and a Secretary. The Committee shall elect the Chairman and Vice Chairman, and the Secretary of the Committee shall be the County Administrator or his/her designee. Each officer shall serve a one (1) year term that expires on December 31st.

Duties and Powers of Officers. The Chairman shall preside at all meetings, make committee appointments, and shall also carry out other duties as may be assigned by the Committee. The Vice Chairman shall perform any of these duties in the Chairlman's absence or incapacitation. The Secretary shall keep the records of the Committee.

Meetings. Regular meetings of the Committee shall be held as needed at a time and place determined by the Committee Chairman.

Quorum. A majority of the members of the Committee shall constitute a quorum.

Voting. All decisions shall be made by a majority of members present and voting.

Procedure. Except as otherwise specified, proceedings of the Committee shall be governed by the most recent Robert's Rules of Order.

Subcommittees and Working Groups. The Chairman shall appoint a chairman of all subcommittees established by the Comprehensive Plan Update Committee within thirty (30) days of that committee's creation. The chairman of each subcommittee shall then appoint the

members of that committee. Before becoming members, the subcommittee chairman's appointees will need a majority vote of the Committee.

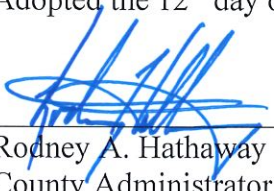
Fiscal Year. The Fiscal Year of the New Kent County Comprehensive Plan Update Steering Committee shall run from July 1 through June 30.

Required Reports. The Committee shall present periodic reports of the Committee's activities to the Board of Supervisors as requested.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. The Charter is effective upon passage.

Adopted the 12th day of October, 2021.



Rodney A. Hathaway
County Administrator



Thomas W. Evelyn
Chairman