

# VILLAGE OF RIVANNA COMMUNITY ADVISORY COMMITTEE FACT SHEET

## General Community Advisory Committee Information

- Background:** Community residents, local government, the business community, and other organizations play a role in shaping a community. The Master Plans are created with substantial time and effort from all these groups collaboratively. To continue that collaboration and communication, the Plan calls for the appointment of a citizen group that will serve as one of the major vehicles by which the communities will remain engaged in the plan's implementation. The Committee can provide a venue for neighborhood meetings for development projects and for the Master Plan revision process.
- Charge:** The Advisory Committees will provide assistance, feedback and input to County staff and the Board of Supervisors on community and county efforts related to implementation and support of the adopted Master Plan, in accordance with established county procedures. Advisory Committee members will communicate with their constituencies to increase understanding of and support for successful implementation of the Master Plan. The membership is broad-based to incorporate a variety of perspectives and ideas and to provide citizens, business people, and representatives of community groups a chance to be engaged and to be heard in a constructive and meaningful way.
- The Committees will be a catalyst for helping foster a sense of community and work towards effective and efficient Master Plan implementation. Committees are a venue to discuss and provide comments on program and policy questions and/or proposals. Community Advisory Committees are an important venue for discussion and Committees can provide feedback and indicate preferences related to development proposals, although Committees do not have a legislative role in the development process.
- Timing:** The Advisory Committee should be formed immediately after the adoption of the Master Plan.
- Time Commitment:** All Committees will meet together as a group annually to focus on issues of common interest to development area communities and individual committees will meet several more times during the year as needed based on master plan implementation activity.
- Liaison Role:** The role of the liaison is distinct from the appointed members. Liaisons should report back to their Board or Commission at their regular meetings with a synopsis of the Committee's meetings/activities, as appropriate. Liaisons may also identify agenda topics-in order to receive feedback from the Committee on a pertinent topic or project. Liaisons should provide information or context during discussions as requested, but should allow appointed Committee members to lead and fully engage in conversations so they can fulfill their advisory role.
- Responsibilities:** 1. Serve as liaisons by: 1) contributing to public understanding of and encouraging support for Master Plan implementation; 2) keeping the community informed of the needs, purposes, and progress of Master Plan implementation; 3) encouraging interest and participation in community and county efforts related to the Master Plan and participation in public meetings; and 4) enhancing collaboration among all community stakeholders.

# VILLAGE OF RIVANNA COMMUNITY ADVISORY COMMITTEE

## FACT SHEET

2. Gather input from constituencies represented and bring these issues to the attention of staff and the Committee, and distribute information from the Committee back to constituents.
3. Stimulate creative thinking in examining implementation issues and identify ways of using community resources to meet implementation needs and challenges.
4. Provide advisory input, comments, and information to the Board of Supervisors on new and emerging policies, projects, and programs as requested.
5. Maintain a forward-looking agenda with respect to adopted Master Plans and policies of the Board of Supervisors. Committee meetings are not the appropriate venue to oppose adopted policy.
6. Commit to support and work to implement the adopted Master Plan.
7. Work with Staff to provide an annual report of activities to the Board of Supervisors-in accordance with the Board of Supervisors' adopted Rules of Procedure for Boards and Commissions.

### **Principles:**

To assist with meeting facilitation thereby ensuring that all members' voices are heard and viewpoints considered, all Committee members will:

- ❖ Familiarize themselves with the Vision and Implementation Plan of the Master Plan and work in coordination with County staff to provide input on Master Plan implementation.
- ❖ Act on the basis of information and understanding and in support of the projects, policies, and programs outlined in the Master Plan.
- ❖ Focus their efforts strategically to achieve the greatest possible contributions.
- ❖ Strive to achieve a consensus on actions/recommendations that are important to Master Plan implementation.
- ❖ Comment as a council constructively and with appropriate suggestions and offers of help.
- ❖ Work toward benefiting Master Plan implementation rather than special needs or interests
- ❖ Accept responsibility for the success of the Advisory Committee by contributing appropriate time and energy.

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## Village of Rivanna Community Advisory Committee Information

- Structure:** The Village of Rivanna Community Advisory Committee will focus on the Village of Rivanna Master Plan area.
- Membership:** The Board of Supervisors shall appoint ten to fifteen members to the Committee with representation from the following:
- Citizens at large
  - Property owners and Stakeholders
  - Business community members
  - Civic/neighborhood organizations
  - Representatives from adjoining areas
- Liaisons:** The Village of Rivanna Community Advisory Committee will have liaisons from the Board of Supervisors and the Planning Commission that represent the Rivanna Magisterial District.
- Length of Term:** Members will be appointed for either a 2 or 3 year term to stagger the transition of new members on and off the council. After initial appointments, terms will be for 2 years. While Members will be generally expected to serve no more than 2 terms, additional terms may be considered if desired and if the Board of Supervisors deems appropriate.
- NOTE:** Each committee member will receive the following, some of which will be distributed prior to the first meeting and some of which will be developed during the first committee meetings with the committee:
1. Copy of the Master Plan
  2. Copy of the Information for Advisory Committee Members
  3. Copy of Advisory Committee Procedures
  4. Advisory Committee Members List
  5. Advisory Committee Meeting Schedule

CC: Lee Catlin  
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\*Also see Albemarle County Community Advisory Committee Rules of Procedure (Revised March 2015).