

**DRAFT CHARTER
WORKFORCE DWELLING UNIT FOR-SALE POLICY
TASK FORCE**

- TITLE:** **Workforce Dwelling Unit (WDU) For-Sale Policy Task Force**
This Charter is intended to promote a common understanding among the members of the WDU Task Force as to its purpose, membership, duties, and method of operation.
- DATE INITIATED:** February 2023
- PURPOSE:** To provide recommendations to the Board of Supervisors (Board) concerning appropriate improvements to the for-sale components of the WDU program, such as the income levels served and associated number of for-sale WDU units. The recommendations may inform an amendment to the WDU Policy within the Comprehensive Plan or other documents associated with the administration of the WDU program.
- STAFF:** Director, Department of Housing and Community Development (HCD); designees
Director, Department of Planning and Development (DPD); designees
- TERM:** Work product to be presented to the Board's Housing Committee before the end of calendar year 2023, per Board direction on October 11, 2022.
- MEMBERSHIP:**
- Candice Bennett, At-Large Planning Commissioner*
 - Anna Shapiro, Deputy Director, HCD**
 - Eric Maribojoc, George Mason Center for Real Estate Entrepreneurship
 - Lenore Stanton, FCRHA
 - Kelly Atkinson, Planner V, DPD
 - Jill Norcross, Northern Virginia Affordable Housing Alliance
 - Scott Adams, McGuireWoods
 - Mike Spotts, Habitat for Humanity
 - Martin Rizer, K. Hovnanian
 - John R. Waskowicz, Stanley Martin
 - Soledad Portilla
 - Joe Mondoro, AHAC & Office of Supervisor Palchik (advisory)
 - Barbara Byron, Office of the Chairman (advisory)
- (*) Denotes Chair
(**) Denotes Staff Lead and Co-Chair

DUTIES:

The Task Force will:

- Review existing WDU policy, unit production, and best practices;
- Explore and discuss the current challenges to WDU policy and program, including the utilization of the 100 and 120 percent Area Median Income (AMI) income tiers, as well as lower income tiers;
- Consider options to maximize the potential of the for-sale WDU program to serve low- and moderate-income families, which may involve lowering income level served in exchange for a lower number of WDUs;
- Engage and gather feedback on recommendations from their respective affiliations or organizations, as appropriate, and,
- Reach consensus on recommendations to the Board, to be prepared in written format (e.g., matrix of recommended changes), that will assist in the development of a Comprehensive Plan amendment.

METHOD OF OPERATION

The Task Force as a whole will meet on a biweekly or monthly basis in-person, and as needed. In-person attendance is preferred; however, virtual attendance may be available.

DELIVERABLES

The Task Force will provide recommendations to the Board, via the Housing Committee and/or the Land Use Policy Committee as appropriate, for policy changes, potentially including an approach to a Comprehensive Plan amendment to improve the functioning of the policy.