



City of Winchester, Virginia

BOARDS & COMMISSIONS

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
TDD (540) 722-0782
Facsimile (540) 722-3618
www.winchesterva.gov

Our mission is to provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.

Our vision is to be a city of choice to live, work, and visit.

Board of Architectural Review (BAR)

Board of Assessors

Board of Equalization of Real Estate Assessments

Board of Zoning Appeals (BZA)

Community Development Committee

Fire Prevention Code Board of Appeals (BFPCA)

Frederick-Winchester Metropolitan Planning Commission (MPO)

Frederick-Winchester Service Authority (FWSA)

Handley Library Board

Economic Development Authority

Local Board of Building Code Appeals (LBBCA)

Natural Resources Advisory Board

Old Town Development Board (OTDB)

Parks & Recreation Board

Planning Commission

School Board

Social Services Advisory Board

Tree Commission

Winchester-Frederick County Convention and Visitors Bureau Board

Winchester Parking Authority



CANDIDATE APPLICATION FORM FOR CITY COUNCIL-APPOINTED BOARDS & COMMISSIONS

A City Council Sub-Committee will conduct interviews of applicants interested in serving on a City Board and/or Commission. These interviews are generally conducted prior to a committee meeting during an executive session.

Candidate for position on:

1. _____ 2. _____

Name: _____ **Home Phone:** _____

Home Address: _____

Home Email: _____

Home FAX: _____ **Winchester resident for** _____ **years**

Profession: _____ **Business Name:** _____

Business Address: _____

Business Telephone: _____ **Business FAX:** _____

Business E-mail: _____

Why do you wish to serve the City?

What experience or education have you had relative to this field of concern?

What are your major interests or concerns in the City's programs?

What other interests or concerns do you have regarding the community?

Please list any previous or present involvement, such as city council, board or commission member, citizens committee, etc. in Winchester or elsewhere:

Signature: _____ **Date:** _____

**Please Return Completed Application along with your resume to the
City Manager's Office • Rouss City Hall • 15 N. Cameron St Winchester, VA 22601
E-mail: citymanager@ci.winchester.va.us • Tel: (540) 667-1815 • Fax: (540) 722-3618**

Applications will remain on file for two years. The City of Winchester volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin.

Board of Architectural Review (BAR)

Promotes preservation, protection & maintenance of buildings, structures, places & areas within Historic District. Prior to any alteration, re-construction, demolition, or restoration of buildings or structures.

Meets: First & third Thursday of each month, 4:00 p.m., Rouss City Hall, & within 20 days after notification of Certificate of Appropriateness.

Board of Assessors

Assesses all real estate within the City on an annual or biennial basis & transfers the assessments to Commissioner of the Revenue (COR). Prior to transferring final assessment to COR, board shall give any real property owner whose property has been assessed an opportunity to be heard.

Board of Equalization of Real Estate Assessments

Hears & gives consideration to real estate assessment complaints and shall adjust and equalize assessments and are charged with the duty of increasing as well as decreasing assessments, whether a specific complaint was made or not so that the burden of taxation shall rest equally upon all City citizens.

Board of Zoning Appeals (BZA)

Hears & decides appeals of decisions related to the enforcement of the Zoning Ordinance (ZO). The board may also consider applications for variances from the strict application of the ZO, where clearly demonstrable hardships exist. *Meets: Second Wednesday of each month, 4:00 p.m., Rouss City Hall*

Community Development Committee

Provides input/makes recommendations regarding implementation of Community Development Block Grant & spot blight abatement programs, & other neighborhood & affordable housing strategies & policies. *Meets: Third Thursday of each month, 8:00 a.m., Office of Housing & Neighborhood Development, 411 N. Cameron, Suite 200*

Fire Prevention Code Board of Appeals (BFPCA)

Hears & decides appeals of orders, decisions or determinations by the fire code official relative to the application & interpretation of the Statewide Fire Prevention Code. *Meets: Annually and when an application for appeal is received*

Frederick-Winchester Metropolitan Planning Commission (MPO)

Adopts a long-range transportation plan & maintains an annual work program & budget that is governed by a Policy Bd. *Meets: Third Wednesday of each month, 10:00 a.m., Frederick County Board Room, 107 N Kent St*

Frederick-Winchester Service Authority (FWSA)

Makes all decisions for the Opequon Water Reclamation Facility with regard to capital improvements & setting rates for wastewater treatment services that the City, County, & other customers have to pay. Ensures that revenues are sufficient to cover operational expenditures & long term capital needs & that the plant can meet increasing water quality standards enforced by DEQ. *Meets: Fourth Monday of each month, 5:30 p.m., Frederick County Office Building, 107 N Kent St*

Handley Library Board

Serves as an advisory body to the library director & a policy-making body to establish procedures of operation of the facility. *Meets: Third Thursday of each month, 4:30 p.m., Handley Library, 100 W Piccadilly St, 3rd Floor*

Economic Development Authority

Facilitates economic development activity to maximize use of industrial/commercial land. Enables the City to help the workforce develop its fullest potential & minimize burden on the taxpayer. Takes into account the need to preserve the social, environmental, architectural & cultural fabric of the community. *Meets: Third Tuesday of each month, 8:00 a.m., Rouss City Hall*

Local Board of Building Code Appeals (LBBCA)

Selected by the locality on the basis of ability to render fair & competent decisions regarding application of the Uniform Statewide Building Code & shall to the extent possible, represent different occupational or professional fields relating to the construction industry. *Meets: At least once a year & within 30 calendar days of the receipt of an application for appeal.*

Natural Resources Advisory Board

Provides input to City staff, City Council, and the general public as requested on issues concerning the natural resources and environmental health of Winchester. These issues include, but are not limited to, water, air, soil, non-domestic animals, vegetation, habitats, and waste disposal. *Meets: Fourth Thursday of each month at 5:30 p.m. or as needed at City Yards, 301 East Cork St*

Old Town Development Board (OTDB)

Serves as the management & permitting office for the primary & secondary Old Town assessment districts. The OTDB is responsible to the City Council for the improvement, maintenance, development, planning, & promotion of Old Town Winchester. *Meets: First Thursday of each month, 5:30 p.m., Rouss City Hall*

Parks & Recreation Board

Advises Council & Parks & Recreation staff concerning the organization & promotion of recreational, capital improvement & maintenance programs. The board shall also fund raise. *Meets: 4th Monday of each month, 6:30 p.m., War Memorial Building in Jim Barnett Park.*

Planning Commission

Prepares and recommends a Comprehensive Plan for the City's physical environment. Makes recommendations to City Council on development proposals including land rezonings, zoning & subdivision ordinance text amendments, conditional use permits, & major subdivisions. *Meets: Third Tuesday of each month, 3:00 p.m., Rouss City Hall (a work session is held every second Tuesday of the month, 3:00 p.m., Rouss City Hall). Both typically run 1.5 to 2.5 hours.*

School Board

Functions are policy-forming & legislative. Directs the expenditure of a \$48 million budget, oversees a 600 member school staff which includes teachers, staff professionals & support personnel, & carries out the responsibilities connected with the ownership of school buildings/sites worth over \$200 million. *Meets: First & third Monday of each month, September through June, 6:00 p.m., Winchester School Board Office, 12 N Cameron St or at one of the schools. First monthly meeting rotates at each school.*

Social Services Advisory Board

Advises City Manager & Social Services Director on all issues related to the formulation of policy or implementation of programs intended to serve the social welfare of local residents. *Meets: Fourth Thursday of each month, 4:00 p.m., Social Services Conference Room, 24 Baker Street*

Tree Commission

Makes recommendations on City tree issues including, but is not limited to removals, trimmings and plantings. *Meets: Fourth Thursday of each month, 4:00 p.m., Public Works, City Yards, 301 E Cork St*

Winchester-Frederick County Convention and Visitors Bureau Board

Promotes tourism-related service providers, attractions, businesses, & points of interest for the benefit of the city and county. *Meets: Third Thursday of each month, 8:00 a.m., Winchester-Frederick County Visitor Center, 1400 S. Pleasant Valley Rd*

Winchester Parking Authority

Strives to offer adequate parking that is safe, convenient, clean and close to your downtown destination by providing four parking garages, six off-street surface lots and 400 metered on-street parking spaces. The annual operating budget does not receive any funding from the city's General Fund. *Meets: Fourth Thursday of each month, 7:30 a.m., Rouss City Hall*

**Please contact the City Manager's Office for more information:
(540) 667-1815 • TDD (540) 722-0782 • FAX (540) 722-3618
citymanager@ci.winchester.va.us • www.winchesterva.gov/government**