



TUKWILA PLANNING COMMISSION AND BOARD OF ARCHITECTURAL REVIEW

Volunteer Position Description

POSITION	Planning Commission/Board of Architectural Review Member Resident Opening, for the remainder of a 4 year term ending 3/31/2019
CITY DEPARTMENT	Department of Community Development
POSITION DURATION	Members are appointed to staggered 4 year terms with the option of reappointment. Those appointed to fill mid-term vacancies serve until the end of the term and may request reappointment for a full term.
PURPOSE	Tukwila's Planning Commission also sits as the City's Board of Architectural Review and so has two main roles. The first is to promote and coordinate comprehensive long-range planning, growth- management, and environmental protection. They do this by reviewing and revising city-wide rules, development standards and policies and making recommendations on them to the City Council. Examples of this would be changes to the Zoning Code, Comprehensive Plan and Sign Code. The second is to review the architectural and site design of private development projects such as stores, apartments and subdivisions. The Board's decisions are final unless appealed.
TASKS & DUTIES	Commission members are expected to prepare for and attend public meetings with minimal absences. Generally the PC meets on the fourth Thursday of each month (2 nd Thursday in November and December) at 6:30 PM but during times of heavy workloads one or two additional evening meetings may be scheduled per month. Material to be considered at the meeting (staff reports, drawings etc.) is distributed on the Friday prior to the meeting. Applicants must provide an email address at which they can receive meeting notices and materials. PC/BAR meetings are held in the City Council Chambers and often have an audience of interested parties. Meetings are audio recorded and may be video recorded in the future.
TRAINING PROVIDED	Orientation is provided by staff on legal procedures and processes. Other training opportunities are available throughout the year.

PHYSICAL REQUIREMENTS

Sitting, talking, seeing, walking, hearing, reading

APPLICATION PROCESS

Complete a City of Tukwila [Boards and Commissions Application](#) and return it to the Mayor's Office by **February 5, 2016**. Applications are available at the Volunteer Program Office at Tukwila Community Center (12424 42nd Ave. S., Tukwila, phone 206-768-2822) or on the City of Tukwila website at

<http://www.tukwilawa.gov/mayor/boards.html> . If you have any questions about this position please contact Nora Gierloff, Deputy DCD Director at Nora.Gierloff@Tukwilawa.gov or (206)433-7141.

SELECTION GUIDELINES

All applicants must live within the City of Tukwila except for candidates for the one seat on the Commission reserved for a business community representative. Though prior experience is not required to serve on the Planning Commission any experience you may have with landscape design, architectural design, land development, environmental processes, civil engineering, transportation engineering, policy analysis etc. may be helpful. Commissioners speak from the dais during hearings and deliberations so comfort with public speaking is important. For more information about the Planning Commission see <http://www.tukwilawa.gov/dcd/dcdplcom.html> .

All City of Tukwila volunteer Boards & Commission members are subject to a comprehensive background screening. The Department Director and Mayor will review the applications and may interview candidates before the Mayor makes a nomination to the City Council. The City Council then votes on whether to confirm the appointment.