



# TUKWILA PLANNING COMMISSION AND BOARD OF ARCHITECTURAL REVIEW

## Volunteer Position Description

<b>POSITION</b>	Planning Commission/Board of Architectural Review Resident Position
<b>CITY DEPARTMENT</b>	Department of Community Development
<b>POSITION DURATION</b>	The remainder of a 4-year term ending December 31, 2026.
<b>PURPOSE</b>	<p>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. During the remainder of 2023 and early 2024, much of the Planning Commission's focus will be on the review of the proposed updates to the 2024-2044 Comprehensive Plan. This work is forwarded to the Council for final approval. The second Planning Commission function is to review the architectural and site design of private development projects such as stores, apartments and subdivisions for consistency with adopted City standards and guidelines. The Board's decisions are final unless appealed.</p>
<b>TASKS &amp; DUTIES</b>	<p>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<sup>nd</sup> 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 will be provided with a City email address that they should check regularly, and at which they will receive meeting notices and materials.</p> <p>All meetings are hybrid meetings, held in-person and virtually, in the City Council Chambers. Meetings are recorded. A record of Planning Commission agendas and board activities can be found on the City website in the <a href="#">Digital Records Center</a>.</p>

## TRAINING PROVIDED

Orientation is provided by staff on legal procedures and processes. Other training opportunities may be available throughout the year.

## APPLICATION PROCESS

Complete a City of Tukwila Boards, Commissions and Committees Application and return it to the Mayor's Office **by June 25, 2023**. The application is available on the City of Tukwila website at <https://www.tukwilawa.gov/wp-content/uploads/Boards-and-Commissions-Application.pdf>. If you have any questions the application process, please contact the Mayor's Office at [BoardsComms@tukwilawa.gov](mailto:BoardsComms@tukwilawa.gov) or (206)433-1850.

If you have questions about this position please contact Wynetta Bivens, Planning Commission Secretary at [Wynetta.Bivens@TukwilaWA.gov](mailto:Wynetta.Bivens@TukwilaWA.gov) or (206)431-3654.

## SELECTION GUIDELINES

All applicants for this position must live in the City of Tukwila. 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 provide their input during hearings and deliberations so comfort with public speaking is important. For more information about the Planning Commission see <http://www.tukwilawa.gov/departments/mayors-office/boards-and-commissions/>.

All City of Tukwila volunteer Boards & Commission members are subject to a comprehensive background screening. The Mayor will review the applications, which may include a formal interview, and will make an appointment recommendation to the City Council. The City Council then votes on whether to confirm the appointment.