



City of Woodinville  
**Planning Commissioner**

<b>SALARY</b>	\$0.00 Monthly	<b>LOCATION</b>	Woodinville, WA
<b>JOB TYPE</b>	Volunteer	<b>JOB NUMBER</b>	202400009
<b>DEPARTMENT</b>	Development Services	<b>OPENING DATE</b>	06/13/2024
<b>CLOSING DATE</b>	7/22/2024 11:59 PM Pacific	<b>BARGAINING UNIT</b>	N/A

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## Position Information

### Duties and Responsibilities:

The Planning Commission shall be an advisory body to the City Council responsible for providing guidance and direction for Woodinville's future growth. Duties of the Planning Commission shall include:

1. Review and recommendations relating to the City of Woodinville's comprehensive land use plan.
2. Review and recommend approval of changes to the official zoning map and the zoning code.
3. Such other and further duties as assigned by the City Council.

**If you are interested in applying for one of the two open positions on the Planning Commission, please apply by midnight on July 22, 2024. Interviews will be held at the Council meeting on August 6 beginning just after 7:00 p.m.**

**If selected you will be filling a partial term starting August 7 and ending either July 1, 2025 or July 1, 2027. At the end of the partial term the Commissioner may request to be reappointed by Council for an additional term.**

**The Planning Commission consists of seven members, each of whom has been appointed by the City Council. Terms are generally for four years.**

## Essential Functions

Attend Meetings:

1. The Planning Commission shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to carry any motion.
2. The Planning Commission shall adopt such rules and regulations as are necessary for the conduct of its business.
3. Regular meetings shall be held on the fourth Wednesday of each month. Special meetings may be added if necessary. Meetings shall be held in the City Council Chambers, located at 17301 133rd Avenue NE, Woodinville, WA, and shall begin at

7:00 pm unless otherwise noticed.

## Other Job Functions

The membership of the Commission shall be defined in the Woodinville Municipal Code (WMC), Chapter 2.12. We aspire for a membership having varied perspectives, experiences, backgrounds, talents and interests that fosters a commitment of inclusion and diversity to the communities that we serve.

## Minimum Qualifications + Job Demands

Must currently reside within the Woodinville city limits.

## Benefits

This position not eligible for benefits.

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### Employer

City of Woodinville

### Address

17301 133rd Ave NE

Woodinville, Washington, 98072

### Phone

425-489-2700

### Website

<https://www.ci.woodinville.wa.us/>

## Planning Commissioner Supplemental Questionnaire

### \*QUESTION 1

Describe the ways you have chosen to be involved in the Woodinville community.

### \*QUESTION 2

Do you have experience or expertise that you think would be applicable to this volunteer position?

### \*QUESTION 3

What are your thoughts and ideas about the Woodinville community in relation to the Commission's purview that you are applying for?

### \*QUESTION 4

Why are you interested in becoming a member of this Commission?

### \*QUESTION 5

How do you anticipate advising the City Council on community issues?

**\*QUESTION 6**

**Are you available for evening meetings? Planning Commission meetings are held the 4th Wednesday of each month.**

Yes

No

**\*QUESTION 7**

**Please share with us how you found out about this volunteer opportunity.**

\* Required Question