



801 – 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.ci.sammamish.wa.us

Job Description

PLANNING COMMISSIONER

DEFINITION:

The Planning Commission is a seven member public advisory board. Its purpose is to review and advise the City Council on policies, programs, incentives and regulations involving the community development of the City.

The Planning Commission affords residents the opportunity to actively participate in the planning of the City through public comment. Commissioners learn many of the facets of the regulations governing such function, interact with a wide variety of citizens participating in shaping Sammamish's future, and assume an active role in regulation changes involving zoning and land use activity.

ESSENTIAL DUTIES:

The Planning Commission has the primary responsibility for making recommendations to the City Council on the City's comprehensive plan and related regulations and programs. These documents include City policy statements on annexation, growth, transportation, economic development, parks and open space, and the natural environment. The Commission reviews all proposed amendments to the comprehensive plan and periodically reviews special studies completed to keep the plan current.

ADDITIONAL DUTIES:

Attend conferences and/or training sessions to keep abreast of current trends in municipal planning and/or to better undertake their role as Planning Commissioners.

Conduct field trips, either as a Commission or individually, to better understand the outcomes of the proposed regulations or policy proposals.

Attend other meetings such as the City Council or other various boards or committees, as deemed necessary.



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TIME REQUIREMENTS:

A minimum of two (2) evening meetings per month (the first and third Thursday of each month from approximate 6 to 9 pm) plus periodic joint meetings with the City Council and periodic Commission retreats. Significant amounts of time are also required to review materials in preparation for these meetings.

The Commission receives direction from and is responsible to the City Council, and is supported by staff from the Community Development Department.

WORKING CONDITIONS/PHYSICAL AND MENTAL EFFORT:

This position primarily conducts business indoors completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, consultants, and the public. Commissioners also discuss their thoughts on issues before the Commission and vote on recommendations to be forwarded to the City Council.

RESTRICTIONS:

No member of the City Council may also serve as a member of the Planning Commission.

QUALIFICATIONS:

Candidates for the Planning Commission must be registered voters and must have resided within Sammamish for at least one year.

SKILLS AND ABILITIES

The following list has been identified as those skills and abilities that help a Planning Commissioner be successful:

- Open mindedness
- Willingness to listen and learn
- Willingness to contribute verbally and in writing
- Ability to think in abstract terms
- Ability to understand the ideas of others and the capability to work to improve those ideas
- Ability to compromise and work within a team framework
- Ability to understand the needs of the Community as a whole and make recommendations



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that will benefit the community as a whole

TERMS OF OFFICE

Planning Commission members serve terms of four (4) years, and their terms are staggered so that the terms of no more than two (2) members of the Planning Commission expire at any one time.